



# Village of Hanover Park Administration

Municipal Building  
2121 Lake Street  
Hanover Park, IL 60133-4398

630-823-5600  
FAX 630-823-5786  
www.hpil.org

**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL SEPÚLVEDA

**TRUSTEES**  
WILLIAM CANNON  
JAMES KEMPER  
JON KUNKEL  
HERB PORTER  
RICK ROBERTS  
SHARMIN SHAHJAHAN

**VILLAGE MANAGER**  
JULIANA A. MALLER

## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR MEETING

Police Department Community Room: 2011 Lake Street, Hanover Park, IL 60133

Thursday, January 5, 2017  
7:00 p.m.

#### AGENDA

1. CALL TO ORDER – ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF AGENDA
4. PRESENTATIONS
5. TOWNHALL SESSION

Persons wishing to address the public body must register prior to Call to Order.  
Please note that public comment is limited to 5 minutes.

6. VILLAGE PRESIDENT REPORT – RODNEY S. CRAIG

- a. Move to approve by omnibus vote items on the consent agenda.

#### Consent Agenda - Omnibus Vote

Illinois law permits municipalities to adopt by one single unanimous roll-call vote of the Board of Trustees and the Village President a group of designated ordinances, orders resolutions, or motions placed together for voting purposes in a single group.

All items marked with (C.A.) are considered routine and thus are considered to be on the Consent Agenda. Following the motion's second, a brief discussion may be held about any designated item. If lengthier discussion or debate is needed, any Trustee or the Village President may request any item to be removed from the motion and those items will be considered during the regular course of the meeting as they appear on the agenda.

All matters listed under Consent Agenda are considered to be routine by the Village Board and will be enacted by one motion in the form listed above. There will be no further discussion of these items. If discussion is desired, that item will be removed from Consent Agenda and will be considered separately.

- 6-A.1  
(C.A.)** Move to approve the Minutes of the Regular Board meeting of December 15, 2016.
- 6-A.2  
(C.A.)** Move to waive competitive bidding and award the purchase to M.E.S. for a complete SCBA system replacement in an amount not to exceed \$401,535.00.
- 6-A.3  
(C.A.)** Motion to approve a purchase order to AECOM of Chicago for continued work on our industrial Zinc Control Program in an amount not to exceed \$30,090 and authorize the Village Manager to execute the necessary documents.
- 6-A.4  
(C.A.)** Motion to pass the attached “Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code” in the amount of \$1,793,128 and authorize the Village Clerk to execute the necessary document.
- 6-A.5  
(C.A.)** Motion to award contracts for street materials to:
- Plote Construction, hot mix asphalt \$25,000 and cold mix asphalt \$12,000;
  - Vulcan Materials, CA-1 gravel delivered \$4,100 and CA-6 gravel delivered \$23,550
- and authorize the Village Manager to issue the standing purchase orders in the amounts indicated.
- 6-A.6  
(C.A.)** Motion to approve a purchase order to Synagro Central LLC in the amount of \$150,000 for the dewatering and hauling of sludge from the Sewer Treatment Plant, and authorize the Village Manager to execute the necessary documents.
- 6-A.7  
(C.A.)** Motion to approve the Intergovernmental Funding Agreement for the Repair of a Commuter Facility in the Village of Hanover Park with Metra and to authorize the Village Manager to execute the necessary documents.
- 6-A.8  
(C.A.)** Motion to approve a purchase order to Lan Electric for an amount not to exceed \$30,000 for miscellaneous electrical repairs at the wastewater plant and collection system lift stations and authorize the Village Manager to execute the necessary documents.
- 6-A.9  
(C.A.)** Motion to approve an agreement with Dewberry Architects, Inc. of Elgin to assist with the design of the remodel of the front finance counter and foyer of Village Hall for an amount not to exceed \$30,980 and authorize the Village Manager to execute the necessary documents.

- 6-A.10 (C.A.)** Motion to award a contract to the lowest responsible bidder, Hall Signs of Bloomington, IN for the annual sign materials purchase and authorize the Village Manager to issue a standing purchase order in the amount of \$22,650.
- 6-A.11 (C.A.)** Motion to approve a purchase order to Elmund & Nelson Electrical Contractors for an amount not to exceed \$67,627 for the street light maintenance and authorize the Village Manager to execute the necessary documents.
- 6-A.12 (C.A.)** Move to pass a Resolution Authorizing the Continued Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and authorizing the Village Manager or her Designee to Approve a Contract with the Lowest Cost Electricity Provider.
- 6-A.13 (C.A.)** Move to pass an Ordinance granting a special use for a private school at 7455 Jensen Boulevard, Hanover Park, Illinois.
- 6-A.14 (C.A.)** Move to pass a Resolution authorizing the Village Manager to execute a Collection Service Agreement between the Village of Hanover Park and Linebarger Goggan Blair & Sampson, LLP.
- 6-A.15 (C.A.)** Move to pass an Ordinance granting a side yard variation for property located at 1989 Devon Avenue, Hanover Park, Illinois.
- 6-A.16 (C.A.)** Move to accept the Development Commission’s Findings of Fact associated with 900 Irving Park Road (the former Menard’s site).
- 6-A.17 (C.A.)** Motion to authorize the Village Manager to enter into an agreement for lobbying services with Roger C. Marquardt & Co., Inc. for a period of January 1, 2017 through December 31, 2017, at a cost not to exceed \$2,000 per month.
- 6-A.18** Move to pass an Ordinance authorizing a fifth amendment to the FY 2016 Budget of the Village of Hanover Park. *A two-thirds vote of the corporate authorities is required.*
- 6-A.19** Motion to proceed with payment of IDOT Invoice No. 120226 for the Longmeadow Lane Bridge project in the amount of \$76,239.11 and authorize the Village Manager to execute the necessary documents.

- 6-A.20** Move to waive competitive bidding and award the purchase of seventeen (17) sets of firefighting gear, nine (9) rescue harnesses and twenty (20) pairs of structural firefighting gloves to Dinges Fire Company and Air One Equipment, Inc. for an amount not to exceed \$42,879.00. *A two-thirds vote of the corporate authorities is required.*
- 6-A.21** Motion to pass an Ordinance authorizing a first amendment to the FY 2017 Budget of the Village of Hanover Park. *A two-thirds vote of the corporate authority is required.*
- 6-A.22** Motion to approve the State of Illinois Department of Commerce & Economic Opportunity Rebate Agreement #411 to replace existing Mercury Vapor and High Pressure Sodium (HPS) streetlight fixtures with energy efficient LED (light-emitting diode) fixtures and to authorize the Village Manager to execute the necessary documents.
- 6-A.23** Move to approve Warrant 1/05/2017 in the amount of \$637,678.52.
- 6-A.24** Move to approve Warrant Paid in Advance (12/03/16-12/22/16) in the amount of \$2,935.00.

**7. VILLAGE MANAGER’S REPORT – JULIANA MALLER**

- a. Treasurer’s Report – November, 2016

**8. VILLAGE CLERK’S REPORT – EIRA L. CORRAL SEPÚLVEDA**

**9. CORPORATION COUNSEL’S REPORT – BERNARD Z. PAUL**

**10. VILLAGE TRUSTEES REPORTS**

**10-A. JAMES KEMPER**

**10-B. JON KUNKEL**

**10-C. SHARMIN SHAHJAHAN**

- 10-D. BILL CANNON**
- 10-E. RICK ROBERTS**
- 10-F. HERB PORTER**
- 11. EXECUTIVE SESSION – None Scheduled**
- 12. ADJOURNMENT**



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**PRESIDENT**  
RODNEY S. CRAIG 6-A.1

**VILLAGE CLERK**  
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**VILLAGE MANAGER**  
JULIANA A. MALLER

## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR MEETING

**Police Department: 2011 Lake Street, Hanover Park, IL 60133**

**Thursday, December 15, 2016  
7:00 p.m.**

### MINUTES

#### 1. CALL TO ORDER – ROLL CALL

Village President Craig called the meeting to order at 7:00 p.m.

Roll Call:

PRESENT: Trustees: Kunkel, Shahjahan, Roberts, Kemper

ABSENT: Trustee(s): Cannon, Porter

ALSO PRESENT: Village Manager Juliana Maller, Village Attorney Paul and Department Heads

Quorum established.

#### 2. PLEDGE OF ALLEGIANCE

Recital of the Pledge of Allegiance.

#### 3. ACCEPTANCE OF AGENDA

Motion by Trustee Kemper and seconded by Trustee Kunkel to accept the agenda.

Roll Call:

AYES: Trustees: Kunkel, Shahjahan, Roberts, Kemper

NAYS: Trustees: None

ABSENT: Trustee: Cannon, Porter

ABSTAIN: Trustee: None

Motion passes.

#### 4. PRESENTATIONS

None.

#### 5. TOWNHALL SESSION

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes.

Anna Macqueen, representative from Kenneth Young Center, spoke to the Teen Pregnancy Prevention Program for Hanover Park.

## **6. VILLAGE PRESIDENT REPORT – RODNEY S. CRAIG**

No report.

Motion by Trustee Roberts and seconded by Trustee Kemper to approve items on the Consent Agenda by Omnibus vote.

No discussion.

AYES:	Trustees:	Kunkel, Shahjahan, Roberts, Kemper
NAYS:	Trustees:	None
ABSENT:	Trustee:	Cannon, Porter
ABSTAIN:	Trustee:	None

Motion passes.

All items marked with (C.A) are considered routine and thus are considered to be on the Consent Agenda.

- 6-A.1 (C.A.)** Move to approve the Minutes of the Regular Board meeting of November 17, 2016.
- 6-A.2 (C.A.)** Move to approve the Minutes of the Regular Board meeting of December 1, 2016.
- 6-A.3 (C.A.)** Move to approve the maintenance agreement with Advent Systems, Inc. for Police Headquarters building security systems in the amount of \$43,136 to be paid in quarterly increments of \$10,784 and authorize the Village Manager to execute the necessary documents.
- 6-A.4 (C.A.)** Move to approve the agreement with CGI Communications, Inc and authorize the Village Manger to execute the necessary documents.
- 6-A.5 (C.A.)** Move to pass a Resolution approving the Letter of Agreement between the Village of Hanover Park, Illinois and Renee Bemis (Sculptures by Renee, St. Charles, IL) for casting of a War Dog, for an amount not to exceed \$20,000, waive competitive bidding for the purchase, and authorize the Village Manager to execute the necessary documents.
- 6-A.6 (C.A.)** Move to pass an Ordinance adopting by reference as the plumbing code for the Village of Hanover Park, the 2014 Illinois Plumbing Code, Title 77, Public Health, Part 890.
- 6-A.7** Motion by Trustee Roberts and seconded by Trustee Kemper to approve Warrant 12/15/2016 in the amount of \$480,375.46.

No questions.

Roll Call:

AYES:	Trustees:	Kunkel, Shahjahan, Roberts, Kemper
NAYS:	Trustees:	None

Hanover Park Village Board I Regular Meeting Minutes – December 15, 2016

ABSENT: Trustee: Cannon, Porter  
 ABSTAIN: Trustee: None

Motion passes.

- 6.A.8** Motion by Trustee Roberts and seconded by Trustee Kemper to approve Warrant Paid in Advance (11/22/16-12/08/16) in the amount of \$606,166.68.

No questions.

Roll Call:

AYES: Trustees: Kunkel, Shahjahan, Roberts, Kemper  
 NAYS: Trustees: None  
 ABSENT: Trustee: Cannon, Porter  
 ABSTAIN: Trustee: None

Motion passes.

- 6-A.9** Motion by Trustee Roberts and seconded by Trustee Kemper to approve October 2016 P-Cards in the amount of \$18,701.26.

No questions.

Roll Call:

AYES: Trustees: Kunkel, Shahjahan, Roberts, Kemper  
 NAYS: Trustees: None  
 ABSENT: Trustee: Cannon, Porter  
 ABSTAIN: Trustee: None

Motion passes.

## **7. VILLAGE MANAGER'S REPORT – JULIANA MALLER**

Village Manager Maller spoke to the closure of Village Hall, to the public, on January 16, 2017 for In-Service Day (Martin Luther King Day)

After brief discussion it was agreed that the Village shall close to the public on January 16, 2017, for an In-Service Day (Martin Luther King Day)

Chief Haigh provided status on the Monitoring for Physiological Status Monitoring for Firefighters program, a program made possible through a federal grant. This gathering of physiological data is a study lasting approximately one year. The study will measure sleep patterns, stress levels, over exertion, heart rate and other data points. The purpose of this study is to help prevent firefighter fatalities.

## **8. VILLAGE CLERK'S REPORT – EIRA L. CORRAL SEPÚLVEDA**

Deputy Clerk Clark thanked administration and their staff for their efforts in connection with the Tree Lighting event.

**9. CORPORATION COUNSEL'S REPORT – BERNARD Z. PAUL**

No report.

**10. VILLAGE TRUSTEES REPORTS:**

**10-A. BILL CANNON**

Absent.

**10-B. RICK ROBERTS**

No report.

**10-C. HERB PORTER**

Absent.

**10-D. JAMES KEMPER**

No report.

**10-E. JON KUNKEL**

No report.

**10-F. SHARMIN SHAHJAHAN**

No report.

**11. EXECUTIVE SESSION**

None scheduled.

**12. ADJOURNMENT**

**12. Motion to adjourn made by Trustee Kunkel and seconded by Trustee Kemper**

Voice vote:

All Ayes.

Motion carried: Meeting adjourned at 7:16 P.M.

Recorded and transcribed by:

Tish Clark, Deputy Village Clerk

Minutes approved by President and Board of Trustees on this: January 5, 2017.



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Craig A. Haigh, Fire Chief

**SUBJECT:** Purchase of Self Contained Breathing Apparatus

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Self-contained breathing apparatus (SCBA) is an integral part of a firefighter's protective ensemble and is used regularly to protect the respiratory system from the harmful byproducts of smoke and other hazardous chemicals and toxic environments. This equipment it is used regularly at incidents and extensively during training. The department's current SCBA units have reached their serviceable life. Maintenance costs have increased 270% over the last 2-years. In addition, 75% of the current air cylinders will reach their 15-year service life in early 2017. The department is requesting funds to replace the entire stock of SCBA units, compressed air cylinders, facepieces, rapid intervention team SCBA units, and all regulators and hose systems of air powered tools that operate in conjunction with our existing SCBA systems/components. The project has been a planned purchase detailed in the capital budget for many years and funds are allocated in the 2017 budget.

**Discussion**

In preparation for this purchase the department evaluated several SCBA systems currently on the market, and has selected Scott Safety, headquartered in Monroe, North Carolina, as our preferred manufacturer. The local vendor is Municipal Emergency Services, Inc. (MES) located in Deer Creek, IL. M.E.S. is the regional vendor assigned by Scott Safety making M.E.S. a sole source for our specified SCBA. M.E.S. is a regular supplier of our firefighting tools and equipment. The department is pleased with M.E.S., their quality of merchandise and their prompt service.

The department will be purchasing the Scott Air- Pak X3 SCBA. These units will be carried on all fire apparatus, ambulances and the hazmat response squad. The units used for firefighting will be equipped with 45-minute 4500 psi air bottles. The SCBA systems used by the hazmat team will be equipped with 1-hour bottles that operate at the same psi level of 4500. Included with the purchase will be facepieces and individual regulators for all

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_ Regular Board Meeting  
January 5, 2017 Pg. 10

personnel. All officers will be issued masks that are equipped with the “Sight – Thermal Imaging System” that will operate similar to the night vision goggles used by the military. All SCBA units will be equipped with a GPS tracking system that provides quantity of air level monitoring and directional location of firefighters operating inside an IDLH (immediate danger to life and health) atmosphere. This tracking system will transmit this signal and information to computers maintained in the command vehicles.

The purchase includes a quantitative fit testing machine which will be used to properly fit and test facepieces for all personnel on initial issue, as well as annually as required OSHA 1910.134 App A. This system will also be used to fit test the department’s Medical N95 personal protective masks. The fit test machine will replace our current unit which has also reached its serviceable life.

In addition, all Rapid Intervention Team portable supplied air units will be replaced, as well as all regulators and hose systems for air powered tools that operate in conjunction with our SCBA systems/components.

All existing equipment will either be rendered inoperable and disposed of or listed on the Illinois Office of State Fire Marshal equipment exchange site for donation to other departments.

### **Recommended Action**

Move to waive competitive bidding and award the purchase to M.E.S. for a complete SCBA system replacement in an amount not to exceed \$401,535.00.

**Attachments:**       Quote

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$407,267.00	
<b>Actual Cost:</b>	\$401,535.00	
<b>Account Number:</b>	31-20-2300-413-443	



124 East First Street  
Deer Creek, IL 61733

# Quote

6-A.2

Page 1 of 2

**Date** 6/3/2016  
**Quote #** QT1026891  
**Expires** 7/3/2016  
**Sales Rep** Granath, Pamela J  
**PO #** Tony Welnowski  
**Shipping Method** FedEx Ground

**Bill To**

HANOVER PARK FIRE DEPT.  
6850 BARRINGTON RD  
Hanover Park IL 60133

**Ship To**

HANOVER PARK FIRE DEPT.  
6850 BARRINGTON ROAD  
Hanover Park IL 60133

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
Scott X3	X3415022200...		X3415022200302 Scott X3 Air Pak X3 w/Snap Change; Std Harness; QC Regulator; Dual EBSS; Pak Tracker PASS Alarm	28	4,700.00	131,600.00
Scott X3	X3415022000...		X3415022000302 Scott X3 Air Pak X3 w/Snap Change; Std Harness; QC Regulator; Pak Tracker PASS Alarm; 2/case	14	4,275.00	59,850.00
Scott X3	X3415022000...		X3415022000301 Scott X3 Air Pak X3 w/Snap Change; Std Harness; QC Regulator; Pak Tracker PASS Alarm; 1/case	1	4,275.00	4,275.00
200970-01-1			CYL&VALV,QD,CARB,45/5500 ASSY	43	1,050.00	45,150.00
200970-01-1			CYL&VALV,QD,CARB,45/5500 ASSY	43	0.00	0.00
200970-01-1			CYL&VALV,QD,CARB,45/5500 ASSY	8	1,050.00	8,400.00
200973-01			CYL&VALV,QD,CARB,60/5500 ASSY	11	1,200.00	13,200.00
Scott Part	201215-35		201215-35 Scott Part AV3000HT w/4 POINT HEAD HARNESS & LEFT SIDE COMM BRACKET; MEDIUM	50	320.00	16,000.00
201582-12			Scott Sight System-MD 4-ST W/COMM	14	1,435.00	20,090.00
200954-05			RIT-PAK III ASSY,5500 PSI	3	2,400.00	7,200.00
200975-01			CYL&VALV,CGA,CARB,75/5500 ASSY	3	1,280.00	3,840.00
201275-01			PACKAGING, EPIC 3 AMP, SINGLE	64	400.00	25,600.00
200388-01			TOOL ADAPTER	3	400.00	1,200.00
200266-04			HHR ASSEMBLY,PAK-TRACKER	3	1,340.00	4,020.00
200433-02			TRK MT CHARGER,PAK-TRACKER	3	525.00	1,575.00
CYL LOGO			CYLINDER LOGO CHARGE PER DEPARTMENT LOGO SPECS	108	50.00	5,400.00
200077-31			REG ASY,EZ FLO+	21	1,325.00	27,825.00
9519-4000			Quantifit Respirator Fit Testing System Includes Fit Track,	1	8,800.00	8,800.00
9513-0130			OHD SCOTT AV2000/AV3000 Fit Test Kit	1	325.00	325.00
OHD	9530-0117		9530-0117 Custom OHD RIGID CARRYING CASE W/TELESCOPING HANDLE	1	425.00	425.00

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
ERGODYNE	13081		13081 Custom ERGODYNE GB5080L SCBA MASK BAG WITH LINING AND DEPARTMENT EMBROIDERED LOGO	64	35.00	2,240.00
EMBROIDERY 30000-35000			Embroidery 30,000 to 35,000 stitches HANOVER PARK EMBROIDERED LOGO ON ABOVE MASK BAG	64	0.00	0.00
805827-01			SMAC-3,4 OUTL W/TOOL,L/CYL	1	3,220.00	3,220.00
200975-01			CYL&VALV,CGA,CARB,75/5500 ASSY	2	1,400.00	2,800.00
AJAX TOOL	911-RK		911-RK Custom AJAX TOOL	1	0.00	0.00
AJAX TOOL	511-RK		511-RK Custom AJAX TOOL Custom Ajax Air Kit	1	3,375.00	3,375.00
AJAX TOOL	611-RK		611-RK Custom AJAX TOOL Custom Ajax Air Kit	1	2,675.00	2,675.00
VETTER	3110001601		3110001601 Custom VETTER Vetter Air Regulator Kit	1	2,450.00	2,450.00

**Subtotal** 401,535.00  
**Shipping Cost (FedEx Ground)** 0.00  
**Total** \$401,535.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1026891


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Zinc Control Program/Sludge Permit Renewal

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting a purchase order be issued to AECOM of Chicago for continued work on our industrial Zinc Control Program in the amount of \$30,090.

**Discussion**

On August 2, 2007, the Village Board approved a Professional Services Agreement with AECOM (formerly CTE of Chicago) to assist the Village with our Illinois Environmental Protection Agency required Zinc Control program. The Village needs to issue a new purchase order for Fiscal Year 2017 in order for us to continue the development and implementation of this program.

AECOM is continuing to assist the Village under the current contract with engineering services related to the Zinc Control program, and the work includes meeting with the IEPA, sample analysis, implementation of permit program, and working with the affected customers. Attached is a 1-year proposal for continued Zinc program services.

The Department of Public Works has been pleased with the service received by AECOM in administering this program. In previous years, the Zinc program had been budgeted at \$70,000. The program in practice was never as expensive as had been initially estimated. \$30,090 is requested to fully execute the program in FY'17.

**Recommended Action**

Motion to approve a purchase order to AECOM of Chicago for continued work on our industrial Zinc Control Program in an amount not to exceed \$30,090 and authorize the Village Manager to execute the necessary documents.

**Attachments:** Proposal

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$35,000	
<b>Actual Cost:</b>	\$30,090	
<b>Account Number:</b>	50-50-5050-403-464	

Agreement Name: Purchase Order

Executed By: Juliana Maller

Regular Board Meeting  
January 5, 2017 Pg. 14

December 7, 2016

Mr. T. J. Moore  
Director of Public Works  
Village of Hanover Park  
2121 West Lake Street  
Municipal Building  
Hanover Park, IL. 60133

**Subject: Proposal to Provide Engineering Services  
Zinc Control Program (January 1, 2017 through December 31, 2017)**

Dear Mr. Moore:

Enclosed is a scope of work and detailed fee estimate to provide engineering services for the Village of Hanover Park (Village). These engineering services to be provided by AECOM are for the continued development and implementation for a program to control zinc inputs into the Village's wastewater collection system and services for regulatory matters associated with this program.

On June 7, 2007, the Illinois Environmental Protection Agency (IEPA) issued National Pollutant Discharge Elimination System (NPDES) permit number IL0034479 to the Village for the discharge from the Village's treatment plant (STP-1). The effective date for this NPDES permit was August 1, 2007. This permit required that the monthly average effluent zinc limit in the STP-1 effluent be below 0.040 mg/l. In a modification of this permit issued by IEPA on December 2, 2010, the monthly average effluent zinc limit was changed to 0.046 mg/l. This change was due to submittal of new hardness and zinc translator data for the West Branch of the DuPage River developed by the Village. Then, due to a change in the Illinois Pollution Control Board (IPCB) water quality standard for zinc, the IEPA issued a new NPDES Permit for STP-1 on September 24, 2015 with a monthly average effluent zinc limit of 0.075 mg/l.

Due to concerns about the ability of STP-1 to meet the NPDES permit limit for zinc, on July 16, 2009, the Village of Hanover Park Board approved the implementation of an Industrial Pretreatment Ordinance. This ordinance currently limits the industrial discharge of zinc to the Village sanitary sewer system at a concentration limit of 0.046 mg/l. The ordinance applies to all dischargers above 500 GPD. On January 4, 2010, the Village sent discharge permit applications to seven industrial dischargers. On January 10, 2011, the Village sent discharge permit applications to seven additional industrial dischargers. Two additional discharge permit applications were mailed on December 10, 2015. AECOM has mailed a total of sixteen discharge permit applications, has reviewed the discharge permit applications for fourteen industrial dischargers and has conducted inspections of some of the industrial discharge facilities. Two of the discharge permit applications mailed have not been reviewed. It was determined that a permit would not be issued to one of the industrial dischargers because the discharge from the facility was under the 500 GPD required by the Industrial Pretreatment Ordinance and therefore a completed permit application was neither submitted nor reviewed. There is one discharge permit application which has not been submitted and AECOM will continue to reach out to the industrial discharger to ensure the discharge permit application



Page 2

gets completed. As of the date of this letter, discharge permits have been issued to fourteen industrial dischargers.

The Village's monthly average effluent zinc concentration has continued to decrease since the implementation and enforcement of the Industrial Pretreatment Ordinance. The monthly average effluent zinc concentrations for 2014 – 2016 have all been under the NPDES Permit limit of 0.075 mg/l.

AECOM will continue to provide the services of Dr. David R. Zenz, P. E., Senior Associate and Ms. Cristina Winegar, P. E., Project Manager. The fee estimate is for one year (calendar year, 2017). It is our understanding that as before, all required laboratory analysis will be provided by the Village and this analysis will be at the expense of the Village. Therefore, AECOM has not included sampling and analysis in its fee estimate. This proposal is based on one meeting with the Village Board to address questions, issues and concerns associated with the zinc control program as well as one meeting with the IEPA. AECOM assumes that two additional discharge permit applications will be mailed and that two discharge permits will be issued.

The project costs are broken into two tasks. The details of the tasks and fees are contained in the attached Scope of Work and fee estimate. The total estimated fee to manage the zinc control program from January 1, 2017 through December 31, 2017, is \$30,090.00

If you have any questions, please do not hesitate to contact us.

Sincerely,

AECOM

A handwritten signature in black ink, appearing to read "C. Winegar".

Ms. Cristina Winegar, P. E.  
Project Manager

A handwritten signature in black ink, appearing to read "Michael H. Winegard".  
Michael H. Winegard, P.E.  
Vice President

Cc: File



**Village of Hanover Park Wastewater Treatment Plant  
Engineering Services Proposal – Scope of Work  
Zinc Control Program  
December 7, 2016**

**BACKGROUND**

In 2007, the Village of Hanover Park (Village) received from the Illinois Environmental Protection Agency (IEPA) a National Pollution Discharge Elimination System (NPDES) permit for its sewage treatment plant (STP-1). This NPDES permit contained a monthly average effluent zinc concentration limits 0.040 mg/l. Subsequently, the monthly average zinc discharge limit for the NPDES Permit was increased from 0.040 mg/l to 0.046 mg/l. In 2013, the Illinois Pollution Control Board (IPCB) approved a petition submitted by the IEPA which corrected an error in the Illinois Zinc Water Quality Standard (IL Zn WQS). The corrected Illinois water quality standard produced an increase in the NPDES discharge limit for STP-1. On September 24, 2015 the zinc limit for the NPDES permit was increased by the IEPA to 0.075 mg/l when the IEPA issued a new NPDES permit for STP-1.

**OBJECTIVE**

This scope of work describes activities for continuation of the Village's zinc control program, begun in 2009, from January 1, 2017 through December 31, 2017 and other services connected with regulatory matters associated with this program. This program will include implementing the existing Village Industrial Waste Control Ordinance which requires industrial pretreatment, providing a public outreach program for dischargers to the STP-1 collection system and conducting the day-to-day activities required for the zinc control program. In addition, AECOM will provide services associated with issues with the IEPA and any required services related with possible matters brought by the Village to the IPCB.

**MAJOR ASSUMPTIONS**

AECOM developed this detailed scope with the following major assumptions:

- A. All required sampling for the zinc control program will be conducted by Village staff under the direction of the AECOM Project Engineer.
- B. All laboratory analysis for the zinc control program will be provided by the Village at no expense to AECOM.

**DETAILED SCOPE**

Task 1 – Zinc Control Program January 1, 2017 through December 31, 2017

Task 1A – Outreach

**Objective:** Provide dischargers to the Village's collection system, Village staff, Village officials and others with information on the zinc control program and to address questions, issues and concerns associated with this program.

**Actions:** AECOM will help prepare the presentations for these meetings and participate in these meetings with Village staff.

- a. Two meetings with Village staff to discuss progress on zinc control program
- b. One meeting with IEPA to discuss progress on the zinc control program
- c. One meeting with the Village Board



Deliverables:

- a. Power Point Presentation
- b. Minutes of Meetings

Task 1B – Conduct Zinc Control Program

Objective: Conduct zinc control program to reduce effluent concentrations of zinc at STP-1

Actions:

- AECOM will provide the following services for the zinc control program:
- a. Review of discharge permit applications received
  - b. Conduct meetings with dischargers when necessary
  - c. Conduct inspections of dischargers, as needed
  - d. Hold enforcement meetings with dischargers not in compliance, as needed
  - e. Have discussions with Village legal counsel, as needed
  - f. As needed with assistance of Village Clerical staff keep records of sampling, discharge permit applications, correspondence, file letters, etc.

Deliverables:

- a. Minutes of meetings with dischargers
- b. Minutes of enforcement meetings
- c. Filing of all documents connected with Zinc Control Program
- d. Letters, memos, and other documents associated with zinc control program
- e. Drafts of Industrial Discharge Permits

**FEE BREAKDOWN**

Attached to the scope of work is a detailed fee estimate for the zinc control program.

Task 1A is to prepare for and attend meetings associated with the zinc control program required by the Village, IEPA, or Village Board. The total cost for this task is estimated to be \$12,205.00.

Task 1B involves the activities associated with day to day activities of the zinc control program. The total cost for this task is estimated to be \$17,785.00.

Total Direct Costs, for printing and mail, are estimated to be \$100.00.

Total for Task 1 and total direct costs is \$30,090.00.



**Village of Hanover Park Wastewater Treatment Plant  
Engineering Services Proposal – Fee Estimate  
Zinc Control Program  
December 7, 2016**

Task/Description	Number of Meetings/ Tasks		Total Billable Labor (\$)
		Number of Hours	
Task 1A: Outreach			
Meetings with Village of Hanover Park	2	12	\$2,227.00
NPDES Issues	1	19	\$4,089.00
Meetings with IEPA	1	18	\$3,639.00
Meeting with Village Board	1	13	\$2,250.00
Subtotal for Task 1A		62	\$12,205.00
Task 1B: Conduct Zinc Control Program			
Review of Permit Application	2	16	\$2,221.00
Meetings with Industrial Dischargers	1	6	\$986.00
Preparation of Industrial Discharge Permits	2	8	\$1,370.00
Inspections of Industrial Facilities	4	28	\$5,056.00
Enforcement Meetings	1	6	\$986.00
Legal Discussions	1	6	\$986.00
Record Keeping, Filing, Letters, Correspondence		44	\$6,180.00
Subtotal for Task 1B		114	\$17,785.00
Total		176	\$29,990.00

**Estimated Total Direct Costs for Travel and Other Expenses**

\$100.00

**Estimated Total Task 1- Zinc Control Program**

**\$30,090.00**


**Village of Hanover Park**
**AGENDA MEMORANDUM**
**TO: Village President and Board of Trustees**
**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** 2017 MFT Maintenance Resolution

**ACTION**
**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Pass the annual MFT Maintenance Resolution in the amount of \$1,793,128.

**Discussion**

Attached, for your consideration, is a Resolution appropriating \$1,793,128 in MFT funds for anticipated maintenance expenditures during calendar year 2017. Note that this is a State requirement related to the use of Motor Fuel Tax funds. Please note that these proposed expenditures are in accordance with the approved FY'17 budget for Fund 11 – Motor Fuel Tax. A breakdown of the \$1,793,128 is as follows:

Salt and Calcium Chloride (402-427)	\$ 124,000
Streetlight Energy (403-415)	65,000
Contractual Crack Sealing (403-435)	25,000
Contractual Curb and Gutter Replacement (403-435)	50,000
Contractual Pavement Striping (403-435)	35,000
Contractual Sidewalk Replacement (403-435)	100,000
Streetlight Maintenance (403-435)	125,000
Traffic Signal Maintenance (403-436)	31,628
Other Equipment Replacement (403-437)	2,500
Barrington Road Street Lighting Project (413-422)	200,000
New Street Lights (413-422)	35,000
Street Program (413-422)	<u>1,000,000</u>
<b>TOTAL:</b>	<b>\$1,793,128</b>

Agreement Name: MFT Maintenance Resolution

Executed By: Eira Corral, Village Clerk

 Regular Board Meeting  
January 5, 2017 Pg. 20

**Recommended Action**

Motion to pass the attached “Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code” in the amount of \$1,793,128 and authorize the Village Clerk to execute the necessary document.

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$1,793,128	
<b>Actual Cost:</b>	\$1,793,128	
<b>Account Number:</b>	Fund 11 – MFT Accounts	



Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the President and Village Board of Trustees of the Village of Hanover Park, Illinois, that there is hereby appropriated the sum of \$1,793,128.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2017 to December 31, 2017.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Eira L. Corral Clerk in and for the Village of Hanover Park, County of Cook and DuPage

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the President and Board of Trustees at a meeting on January 5, 2017

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of

(SEAL) Clerk

Approved
Regional Engineer
Department of Transportation
Date


**Village of Hanover Park**
**AGENDA MEMORANDUM**
**TO: Village President and Board of Trustees**
**FROM:** Juliana A. Maller, Village Manager  
 T. J. Moore, Director of Public Works

**SUBJECT:** Street Materials for FY2017

**ACTION**
**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting that standing purchase orders be approved to the following vendors for the purchase of gravel, and hot and cold mix asphalt in FY17.

- Plote Construction, hot mix asphalt \$25,000 and cold mix asphalt \$12,000;
- Vulcan Materials, CA-1 gravel delivered \$4,100 and CA-6 gravel delivered \$23,550

**Discussion**

Each year the Public Works Department purchases gravel, asphalt and topsoil for use on a variety of projects including repairs and restorations of Village parkways. Staff prepared bid specifications and packets publically let. The sealed bids were opened on December 8, 2016 and the successful bid results are shown below.

Hot mix asphalt is typically used in the repair of asphalt streets in the warmer months. Cold mix asphalt is used in the colder months when the hot mix plants are closed. Cold mix asphalt is typically considered a temporary maintenance repair until hot mix is available. CA-6 Gravel is typically a combination of 3/4 inch limestone and limestone fines, and is used as base material for roadways. CA-1 stone is finer stone used as a backfill material.

<u>Item</u>	<u>Bidder</u>	<u>Unit Price</u>	<u>Amount</u>
Asphalt (Hot Mix)	Plote Construction, Inc., Elgin	\$ 50.00	\$25,000
Asphalt (Cold Mix)	Plote Construction, Inc., Elgin	\$120.00	\$12,000

Agreement Name: \_\_\_\_\_

Executed By: Juliana Maller

 Regular Board Meeting  
 January 5, 2017 Pg. 23

<u>Item</u>	<u>Bidder</u>	<u>Unit Price</u>	<u>Amount</u>
CA-6 Gravel (Delivered)	Vulcan Construction Materials, Naperville	\$ 15.70	\$23,550
CA-1 Gravel (Delivered)	Vulcan Construction Materials, Naperville	\$ 20.50	\$ 4,100

There are funds in the FY17 Budget for these items.

Although the bids are expected to be fulfilled in their entirety, it is possible that not all of the expected material will be used in the FY'17 fiscal year. If a quantity is not used in its entirety, at the end of FY'17 the purchase orders will be closed and remaining funds will be unencumbered.

### **Recommended Action**

Motion to award contracts for street materials to:

- Plote Construction, hot mix asphalt \$25,000 and cold mix asphalt \$12,000;
- Vulcan Materials, CA-1 gravel delivered \$4,100 and CA-6 gravel delivered \$23,550

and authorize the Village Manager to issue the standing purchase orders in the amounts indicated.

**Attachments:** Bid Tabulation  
Bid Documents

<b>Budgeted Item:</b>	<u>  X  </u> Yes	<u>    </u> No
<b>Budgeted Amount:</b>	\$64,650	
<b>Actual Cost:</b>	\$64,650	
<b>Account Number:</b>	10-60-6200-402-427	
	50-50-5030-402-427	

## BID TABULATION

**BID TITLE** MATERIALS FOR STREET REPAIRS     
 **DATE** DECEMBER 8, 2016     
 **TIME** 11:15 AM

	BIDDER NAME	BID AMOUNT	BID BOND	BIDDER/TAX CERTIFICATION
1.	Plote Cold Mix \$120 <sup>00</sup> /TON Hot mix 50 <sup>00</sup> /TON		10%	✓
2.	Arrow Road Cold Mix <del>45<sup>00</sup></del> 129 <sup>00</sup> /TON Hot Mix 46 <sup>00</sup> /TON		10%	✓
3.	Vulcan Material Co. CA-6 15.70/TON CA-1 20.50/TON		10%	✓
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**BID PROPOSAL  
FOR  
MATERIALS FOR VILLAGE STREET REPAIRS**

**To:** Eira L. Corral Sepúlveda, Village Clerk  
Village of Hanover Park  
2121 Lake Street  
Hanover Park, IL 60133

**From:** Plote Construction Inc. Bidder's Name  
1100 Brandt Drive Address  
Hoffman Estates, IL 60192  
847--695-9300 Phone

The undersigned Bidder having examined the Invitation To Bid, Instructions To Bidders - General Conditions, Special Conditions (if any), Specifications and this Bid Proposal hereby proposes to furnish all labor, equipment and material necessary and incidental to complete the above named project.

The undersigned Bidder agrees to comply with all bid documents including the Invitation to Bid, Instructions To Bidders - General Conditions, Special Conditions (if any) Specifications and this Bid Proposal by entering into a contract with the Village with the following terms;

<u>Item</u>	<u>Items</u>		<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
1.	Crushed Gravel or Crushed Stone CA-6, Grade 8	Picked up Delivered	100 tons 1500 tons	<u>No Bid</u> <u>No Bid</u>	
2.	Crushed Gravel or Crushed Stone CA-1	Picked up Delivered	100 tons 200 tons	<u>No Bid</u> <u>No Bid</u>	
3.	Pulverized Top Soil	Delivered	400 cu yds	<u>No Bid</u>	
4.	Hot Mix Asphalt N50 Surface	Picked up	500 tons	<u>50.00</u>	<u>25,000.00</u>
5.	Bituminous Patching Mixture Cold Mix	Picked up	100 tons	<u>120.00</u>	<u>12,000.00</u>

NOTE: A price differential of \$1.00 per minute from source to the Village Garage, 2041 Lake Street, Hanover Park, will be used to determine the low bidder for bituminous mixes. Map Quest will be used to establish travel times.

6. Class SI Concrete Delivered  
to job site 100 cu yds \_\_\_\_\_ No Bid

NOTE: If bidding Item 6, please include separate sheet with details on minimum load charges and waiting-time charges.

NOTE: Quantities shown in SPECIFICATIONS are approximate and intended only to establish unit prices. The Village reserves the right to increase or decrease them by any amount. Prices shall remain firm for one year from date of this award.

The Contractor and each subcontractor shall pay its laborers, workers, and mechanics constructing public works under this contract not less than the prevailing wages as determined by the Illinois Department of Labor pursuant to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.). It shall be the responsibility of the Contractor to monitor the prevailing wage rates for any increase in rates during the contract and adjust wage rates for any increase in rates during the contract and adjust wage rates accordingly. The current prevailing wage rates are available on the Illinois Department of Labor web site at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol) or by calling the Village of Hanover Park at 630-823-5600.

The Contractor and its Subcontractors shall comply with Section 5 of the Act that requires the Contractor and its Subcontractors to submit to the Village monthly certified payroll records along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor or Subcontractor is aware that filing records it knows to be false is a Class B misdemeanor. Each month's certified payroll(s) must be filed with the Village before the end of the next month.

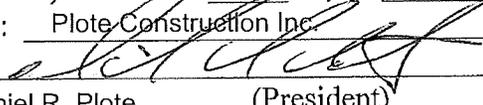
The Contractor shall comply with Employee Classification Act (820 ILCS 185/1-999) effective January 1, 2008 which establishes criteria to determine if an individual performing services is an employee of the contractor or is an independent contractor. Individuals performing services for contractors are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

The undersigned Bidder (1) hereby certifies that it is not barred from bidding or contracting with the Village as a result of a violation of either Paragraph 33E-3 or 33E-4 of Act 5, Chapter 720 of the Illinois Compiled Statutes regarding criminal interference with public contracting; (2) hereby swears under oath that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as required by Chapter 65, Act 5, paragraph 11-42.1-1 of the Illinois Compiled Statutes; (3) and hereby states that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4).

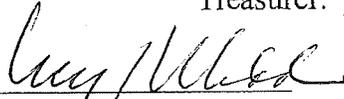
Complete all blanks of either paragraph A, B or C that is the same as the Bidder's status.

**A. (If an Individual)** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
 Signature of Bidder: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 \_\_\_\_\_

**B. (If a Partnership)** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Signed By: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
**Insert name and address of all Partners** \_\_\_\_\_  
 \_\_\_\_\_

**C. (If Corporation)** Dated this 8th day of December, 20 16  
 Corporate Name: Plote Construction Inc.  
 Signed By:   
 Daniel R. Plote (President)

Business Address: 1100 Brandt Drive, Hoffman Estates, IL 60192  
**INSERT NAMES OF OFFICERS**  
 President: Daniel R. Plote  
 Secretary: Janice R. Plote  
 Treasurer: Janice R. Plote

ATTEST: 

William T. Madden, Asst. (Secretary)

We acknowledge receipt of Addenda as follows:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____

**BID PROPOSAL  
FOR  
MATERIALS FOR VILLAGE STREET REPAIRS**

**To:** Eira L. Corral Sepúlveda, Village Clerk  
Village of Hanover Park  
2121 Lake Street  
Hanover Park, IL 60133

**From:** VULCAN CONSTRUCTION MATERIALS, LLC Bidder's Name  
1000 E WARRONVILLE RD STE 100 Address  
NAPERVILLE, IL 60563  
630-955-8500 Phone

The undersigned Bidder having examined the Invitation To Bid, Instructions To Bidders - General Conditions, Special Conditions (if any), Specifications and this Bid Proposal hereby proposes to furnish all labor, equipment and material necessary and incidental to complete the above named project.

The undersigned Bidder agrees to comply with all bid documents including the Invitation to Bid, Instructions To Bidders - General Conditions, Special Conditions (if any) Specifications and this Bid Proposal by entering into a contract with the Village with the following terms;

<u>Item</u>	<u>Items</u>		<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
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2.	Crushed Gravel or Crushed Stone CA-1	Picked up Delivered	100 tons 200 tons	\$ 15.75 \$ 20.50	\$ 1,575.00 \$ 4,100.00
3.	Pulverized Top Soil	Delivered	400 cu yds	<u>NO BID</u>	<u>NO BID</u>
4.	Hot Mix Asphalt N50 Surface	Picked up	500 tons	<u>NO BID</u>	<u>NO BID</u>
5.	Bituminous Patching Mixture Cold Mix	Picked up	100 tons	<u>NO BID</u>	<u>NO BID</u>

NOTE: A price differential of \$1.00 per minute from source to the Village Garage, 2041 Lake Street, Hanover Park, will be used to determine the low bidder for bituminous mixes. Map Quest will be used to establish travel times.

6. Class SI Concrete Delivered  
to job site 100 cu yds NUBIO NUBIO

NOTE: If bidding Item 6, please include separate sheet with details on minimum load charges and waiting-time charges.

NOTE: Quantities shown in SPECIFICATIONS are approximate and intended only to establish unit prices. The Village reserves the right to increase or decrease them by any amount. Prices shall remain firm for one year from date of this award.

The Contractor and each subcontractor shall pay its laborers, workers, and mechanics constructing public works under this contract not less than the prevailing wages as determined by the Illinois Department of Labor pursuant to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.). It shall be the responsibility of the Contractor to monitor the prevailing wage rates for any increase in rates during the contract and adjust wage rates for any increase in rates during the contract and adjust wage rates accordingly. The current prevailing wage rates are available on the Illinois Department of Labor web site at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol) or by calling the Village of Hanover Park at 630-823-5600.

The Contractor and its Subcontractors shall comply with Section 5 of the Act that requires the Contractor and its Subcontractors to submit to the Village monthly certified payroll records along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor or Subcontractor is aware that filing records it knows to be false is a Class B misdemeanor. Each month's certified payroll(s) must be filed with the Village before the end of the next month.

The Contractor shall comply with Employee Classification Act (820 ILCS 185/1-999) effective January 1, 2008 which establishes criteria to determine if an individual performing services is an employee of the contractor or is an independent contractor. Individuals performing services for contractors are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

The undersigned Bidder (1) hereby certifies that it is not barred from bidding or contracting with the Village as a result of a violation of either Paragraph 33E-3 or 33E-4 of Act 5, Chapter 720 of the Illinois Compiled Statutes regarding criminal interference with public contracting; (2) hereby swears under oath that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as required by Chapter 65, Act 5, paragraph 11-42.1-1 of the Illinois Compiled Statutes; (3) and hereby states that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4).

Complete all blanks of either paragraph A, B or C that is the same as the Bidder's status.

**A. (If an Individual)** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Signature of Bidder: \_\_\_\_\_  
Business Address: \_\_\_\_\_

**B. (If a Partnership)** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Signed By: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
**Insert name and address of all Partners** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. (If Corporation)** Dated this 8 day of DECEMBER, 20 16  
 Corporate Name: VULCAN CONSTRUCTION MATERIALS, LLC  
 Signed By: [Signature]  
 (President) VP of Sales - Illinois

Business Address: 1000 E WARRENVILLE RD STE 100, NAPERVILLE IL  
**INSERT NAMES OF OFFICERS** President: VISIT WWW.VULCANMATERIALS.COM  
 Secretary: FOR A COMPLETE OFFICER LIST  
 Treasurer: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
 (Secretary)

We acknowledge receipt of Addenda as follows:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____


**Village of Hanover Park**
**AGENDA MEMORANDUM**
**TO: Village President and Board of Trustees**
**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Sludge Hauling and Disposal

**ACTION**
**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting a standing purchase order with Synagro Central, LLC for the dewatering and hauling of sludge from the Sewer Treatment Plant in an amount not to exceed \$150,000 in FY'17.

**Discussion**

On July 21, 2016, the Village Board approved a 5-year contract extension to the existing sludge hauling contract with Synagro Central, LLC, which expires on September 21, 2021, for dewatering and hauling sludge from the Sewer Treatment Plant. The Village needs to issue a new purchase order for Fiscal Year 2017. Per the contract, the cost is \$.0472 per gallon.

Synagro proposes to continue its existing dewatering operation and land apply the dewatered material for agronomic use. As part of this proposal, Synagro will provide the following:

All labor, equipment and technical expertise necessary for the dewatering, removal, loading and land application of all of Hanover Park's digested biosolids produced by the Plant.

All monitoring and reporting to the Village and the IEPA.

**Recommended Action**

Motion to approve a purchase order to Synagro Central LLC in the amount of \$150,000 for the dewatering and hauling of sludge from the Sewer Treatment Plant, and authorize the Village Manager to execute the necessary documents.

**Attachments:** Amendment to Agreement

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$150,000	
<b>Actual Cost:</b>	\$150,000	
<b>Account Number:</b>	50-50-5050-403-451	

 Agreement Name: Purchase Order

 Executed By: Juliana Maller

AMENDMENT TO DEWATERING SERVICE AND LAND APPLICATION  
SERVICE AGREEMENT BETWEEN  
VILLAGE OF HANOVER PARK  
AND  
SYNAGRO CENTRAL, LLC

THIS AMENDMENT ("Amendment") is made as of September 20<sup>th</sup>, 2016 to the Dewatering Services and Land Application Agreement dated as of September 21<sup>st</sup>, 2011 (as amended, modified and supplemented as of the date hereof, the "Agreement") by and between the VILLAGE OF HANOVER PARK, ("Customer") and Synagro Central, LLC ("Service Provider").

WITNESSETH:

WHEREAS, Customer and Service Provider are parties to the Agreement; and

WHEREAS, the Agreement expires by its terms on September 21, 2012; and automatically and renews on a year to year basis following expiration of the Term, until the Service Provider or Customer delivers notice to the other party of its intent to terminate; and

WHEREAS, Customer and Service Provider desire to extend and amend certain terms of the Agreement as set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties hereto intending to be legally bound hereby agree as follows:

1. The term of the contract shall be extended for a period of five (5) years commencing on September 20<sup>st</sup>, 2016 and continuing through September 21<sup>st</sup>, 2021.
2. The pricing set forth in the Agreement shall continue to apply through September 20, 2018.
3. Years three (3) – five (5) an annual increase of 2% will be implemented in lieu of CPI and Fuel Surcharges.

All other terms of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals on the date first above written.

VILLAGE OF HANOVER PARK

By:   
Name: Juliana A. Muller  
Title: Village Manager  
Date: 7/25/16

SYNAGRO CENTRAL LLC

By:   
Name: Steve Cole  
Title: President and CEO  
Date: 06/16/16



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Metra IGA – South Parking Lots Study

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting approval of an intergovernmental agreement between the Village of Hanover Park and Metra to receive up to \$10,000 for a concept design to evaluate parking lot layout alternatives.

**Discussion**

The FY'17 Budget includes funds for resurfacing of the south parking lots. Engineering staff has identified drainage and layout issues that may be addressed more effectively if a comprehensive look at the drainage and layout is made.

Staff contacted Knight Engineering who has recent experience in DuPage County with Metra lot evaluations that include increased number of parking stalls and more green space. The proposed concept plan will also identify where stormwater Best Management Practices (BMP's) can be incorporated into the proposed design. The NPDES MS4 permit requires consideration of green infrastructure concepts into our stormwater program. The intent is to obtain funding for some of these improvements through various available grants including the DuPage County Water Quality Grant Program, along with a parking lot design that incorporates a more efficient layout.

This grant, entirely funded by METRA, will become a precursor document that will allow the Village to more effectively apply for grants for the rehabilitation and reconfiguration of the METRA parking lots.

**Recommended Action**

Motion to approve the Intergovernmental Funding Agreement for the Repair of a Commuter Facility in the Village of Hanover Park with Metra and to authorize the Village Manager to execute the necessary documents.

Agreement Name: Intergovernmental Funding Agreement

Executed By: Juliana Mayer

Regular Board Meeting  
January 5, 2017 Pg. 35

**Attachments:** IGA Funding Agreement with Metra  
Exhibit B – Proposal from Knight Engineers & Architects

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$10,000 (\$0 after Grant Rebate)	
<b>Account Number:</b>	51-20-2500-413-422	

**INTERGOVERNMENTAL FUNDING AGREEMENT  
FOR THE REPAIR OF A COMMUTER FACILITY IN THE  
VILLAGE OF HANOVER PARK**

**THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”)** made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the Village of Hanover Park, an Illinois municipal corporation (“**Municipality**”), and the Commuter Rail Division of the Regional Transportation Authority, a division of an Illinois municipal corporation (“**Metra**”). The Municipality and Metra are hereinafter sometimes individually referred to as a “**Party**” and jointly referred to as the “**Parties.**”

**RECITALS:**

A. The Constitution of the State of Illinois, Article VII, Section 10, provides that units of local municipalities and school districts may contract among themselves in any manner not prohibited by law or by ordinance.

B. The Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., authorizes public agencies in Illinois to exercise jointly with any other public agency any power or powers, privileges, functions or authority which may be exercised by a public agency, individually, and to enter into contracts for the performance of governmental services, activities, and undertakings.

C. Metra has the authority to cooperate with other governmental agencies and desires to contribute grant funds to the Municipality to perform a parking facility storm water study (“**Project**”).

D. The Municipality is authorized to cooperate with Metra in the exercise of its powers and agrees to perform the Project on Metra’s commuter facility located in the Municipality (“**Premises**”).

E. Metra’s goal in providing the agreed upon grant funds to the Municipality is to assure its commuter facility is in a state of good repair.

F. Metra has determined that it is in the best interest of Metra to provide the Municipality the necessary grant funding for the performance of the Project.

**AGREEMENT**

**NOW, THEREFORE**, for and in consideration of the foregoing Recitals, which are hereby incorporated into and made a part of this Agreement, the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and accepted by the Parties, the Parties agree as follows:

1. **THE PROJECT.** The Municipality agrees to undertake and complete the Project, approved by Metra and more specifically described in **Exhibit A**, attached to and made a part of this Agreement, (“**Project Scope**”).

2. **AMOUNT OF GRANT.** Metra agrees to provide grant funding to the Municipality in an amount not to exceed Ten Thousand Dollars (\$10,000) (“**Grant**” or “**Grant Funds**”). Metra, at its sole discretion, may agree in writing to increase the amount of the Grant Funding subject to the approval of Metra’s Executive Director, but in no event shall the total amount provided by Metra under this Agreement exceed the actual cost of the Project (“**Project Cost**”). Metra is not liable for any amount in excess of the amount of the Grant Funding. The Municipality agrees that it will provide, or cause to be provided, the cost of project elements which are not approved for Metra’s participation.

### 3. **METRA’S OBLIGATIONS.**

(a) Metra shall review the proposed list of tasks, materials, and cost estimate submitted by the Municipality (“**Tasks, Materials, and Cost Estimate**”). No work on the Project shall begin prior to Metra’s approval of the Tasks, Materials, and Cost Estimate. Said approved Tasks, Materials, and Cost Estimate shall become a part of this Agreement as **Exhibit B**.

(b) Metra agrees to pay Municipality the Grant Funds pursuant to the terms in conditions of this Agreement.

(c) Metra reserves the right to inspect the Project at any and all stages of Work, as later defined herein, and the right to audit the funding transaction and use of said funds.

### 4. **MUNICIPALITY’S OBLIGATIONS.**

(a) Municipality shall be responsible for providing the **Tasks, Materials,** and Cost Estimate for the Project, unless Metra agrees in writing to provide such information. Metra will be under no obligation to pay for any work performed prior to Metra approving the Tasks, Materials, and Cost Estimate.

(b) Municipality shall be responsible for the performance of the Project elements (“**Work**”) or causing the Work to be performed in a good and workmanlike manner and in accordance with the Project Scope and this Agreement.

(c) Municipality agrees to comply with all applicable federal laws, state laws and regulations and shall obtain all necessary permits, licenses, consents and other approvals for the performance of the Work.

(d) To the fullest extent permitted by law, the Municipality agrees to indemnify, defend and hold harmless Metra, the RTA and the NIRCRC, their respective directors, administrators, officers, agents, employees, successors, assigns and all other persons, firms and corporations acting on their behalf or with their authority, from and against any and all injuries, liabilities, losses, damages, costs, payments and expenses of every kind and nature (including, without limitation, court costs and attorneys’ fees) for claims, demands, actions, suits, proceedings, judgments, settlements arising out of or in any way relating to or occurring in connection with the Project or this Agreement. The indemnities contained in this Section shall survive termination of this Agreement.

(e) Municipality shall permit, and shall require its contractors to permit, Metra or its designated agents to inspect all work, materials, payrolls, and other data, and records with regard to the Project and to audit the books, records, and accounts of Municipality and its contractors with regard to the Project.

## 5. **JOINT OBLIGATIONS.**

(a) The Parties agree to do all things reasonably necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in furthering the objectives of this Agreement, and the intent of the Parties as reflected by the terms of this Agreement, including, without limitation, the enactment of such resolutions and ordinances, the execution of such permits, applications and agreements, and the taking of such other actions as may be necessary to enable the Parties' compliance with the terms and provisions of this Agreement, and as may be necessary to give effect to the objectives of this Agreement and the intentions of the Parties as reflected by the terms of this Agreement.

(b) Neither Party shall assign this Agreement to any person or entity without the prior written consent of the other Party.

(c) Municipality and Metra agree that this Agreement is for the benefit of the Parties and not for the benefit of any third party beneficiary. No third party shall have any rights or claims against Metra or the Municipality arising from this Agreement.

(d) The Parties understand that a Railroad flagman may be required whenever Municipality or its contractor is performing the Work on Metra property or other railroad property for the purposes set forth herein, the cost of which will be borne by Metra. In the event it is determined flagging will be required pursuant to a work schedule ("**Schedule**") provided by Municipality, then Metra and Municipality agree to cooperate in scheduling the flagging to facilitate the Project. In the event the Work is being performed on the property of another railroad, but is being funded by Metra, then in that event, the Municipality or its contractor may need to enter into an Entry Agreement with the other railroad, and Metra agrees to provide the Municipality any such additional funding to compensate the Municipality for any costs associated with access to another railroad's property or the flagging required by the other railroad.

6. **NO OBLIGATIONS TO THIRD PARTIES.** Neither Metra nor any state or federal funding agency shall be subject to any obligations or liabilities of contractors of the Municipality or their subcontractors or any other person not a party to this Agreement without Metra's specific consent. This limitation shall apply despite the fact that Metra concurred in or approved of the award of any contract, subcontract or the solicitation thereof. Unless expressly authorized in writing by Metra, the Municipality agrees to refrain from executing any transfer of title, lease, lien, pledge, mortgage, encumbrance, contract, grant anticipation note, alienation, or other obligation that in any way would affect Metra's interest in any Project Facilities or obligating itself in any manner to any third party with respect to Project Facilities.

## 7. **CONTRACTOR INDEMNIFICATION AND INSURANCE.**

(a) In all contracts executed by Municipality for the Project and performance of the Work on the Premises, or to be located on such Premises, Municipality will require appropriate clauses to be inserted requiring contractors to indemnify, hold harmless and defend Metra, RTA and NIRCRC, their directors, employees, agents, licensees, successors and assigns from and against any and all risks, liabilities, claims, demands, losses, and judgments, including court costs and attorneys' fees, arising from, growing out of, or related in any way to work performed by such contractor(s), or their officers, employees, agents or subcontractors, and their agents or employees.

(b) Municipality will further require its contractor to obtain any insurance that may be required by Metra and cause appropriate clauses to be inserted in all such contracts requiring contractors to procure and maintain comprehensive policies of insurance, insuring contractor, Metra, RTA and NIRCRC, their directors, employees, agents, successors and assigns from and against any and all risks, liabilities, claims, demands, losses and judgments, including court costs and attorneys' fees, arising from, growing out of or in any way related to the work performed or to be performed by such contractor(s), whether or not any such liability, claim, demand, loss or judgment is due to or arises from the acts, omissions or negligence of such contractor(s), or their officers, employees, agents or subcontractors and their agents or employees.

## 8. **ELIGIBLE COSTS.**

(a) Expenditures incurred by Municipality shall be reimbursable under the Project as Eligible Costs to the extent they meet the requirements set forth below:

- (i) Be necessary in order to accomplish the Project; and
- (ii) Be satisfactorily documented.

(b) In the event that it may be impractical to determine exact costs of indirect or service functions, Eligible Costs will include such allowances for these costs as may be approved in writing by Metra.

9. **PAYMENT BY METRA.** Metra may pay Municipality the Grant Funds in advance of the Work being performed, or may pay Municipality upon submittal of an acceptable invoice to Metra along with any detailed information about the Work that may be required by Metra. In the event Metra has determined that payment to Municipality will be pursuant to a submitted invoice, then in that event, Metra shall process the invoice to verify that such costs are Eligible Costs incurred by Municipality, and shall submit payment within 30 days of the date upon which such payment invoice was timely received. Municipality shall submit invoices for actual costs incurred within 45 days after completion of the Project. Reimbursement of any cost pursuant to this Section shall not constitute a final determination by Metra of the allowability of such cost and shall not constitute a waiver of any violation of the terms of this Agreement committed by Municipality. Metra will make a final determination as to the allowability only after a final audit of the Project has been conducted.

10. **DOCUMENTATION OF PROJECT COSTS.** All costs charged to the Project, including any approved services contributed by Municipality or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature and property of the charges.

11. **AUDIT AND INSPECTION.** Municipality shall permit, and shall require its contractors to permit, Metra, RTA, or any other state or federal agency providing grant funds, or their designated agents, authorized to perform such audit and inspection, to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts of Municipality and its contractors with regard to the Project. Metra also may require the Municipality to furnish, at any time prior to close-out of the Project, audit reports prepared according to generally accepted accounting principles at Municipality's expense. Municipality agrees to promptly comply with recommendations contained in Metra's final audit report.

12. **RIGHT OF METRA TO TERMINATE.** Upon written notice to Municipality, Metra reserves the right to suspend or terminate all or part of the financial assistance herein provided if Municipality is, or has been, in violation of the terms of this Agreement. Any failure to make progress which significantly endangers substantial performance of the Project within a reasonable time shall be deemed to be a violation of the terms of this Agreement. Termination of any part of the Grant Funds will not invalidate obligations properly incurred by Municipality and concurred in by Metra prior to the date of termination to the extent they are non-cancellable. The acceptance of a remittance by Metra of any or all Project Funds previously received by Municipality or the closing out of Metra financial participation in the Project shall not constitute a waiver of any claim which Metra may otherwise have arising out of this Agreement. In the event of termination of this Agreement during the construction phase for reasons other than violation of the terms hereof by Municipality, Metra shall determine the most appropriate course of action to be taken with respect to the Project.

13. **PROJECT SETTLEMENT AND CLOSE-OUT.** Upon receipt of notice of successful completion of the Project or upon termination by Metra, Municipality shall cause a final audit to be performed of the Project to determine the allowability of costs incurred and make settlement of the Metra Grant. If Metra has made payments to Municipality in excess of the total Project Cost of such Metra Grant or if Metra has advanced funds pursuant to an invoice submitted under Section 12 which exceed the Project Cost, Municipality shall promptly remit such excess funds to Metra. Project close-out occurs when Metra notifies Municipality and forwards the final Grant payment or when an appropriate refund of Metra Grant Funds has been received from Municipality and acknowledged by Metra. Grant Funds which have not been dispersed to the Municipality will automatically revert to Metra upon completion of the Project, provided that no outstanding invoices from the Municipality are pending submittal. Close-out shall be subject to any continuing obligations imposed on Municipality by this Agreement or contained in the final notification or acknowledgment from Metra.

14. **CONTRACTS AND PROJECT MANAGEMENT.** Municipality shall execute all contracts and perform all project management activities in accordance with the terms of this Agreement.

15. **COMPETITIVE BIDDING.** Municipality agrees to give full opportunity for free, open, and competitive bidding in accordance with state statutes, as applicable, and the Municipality's established rules, regulations and ordinances for each contract to be let by Municipality that requires constructing or furnishing of any materials, supplies, or equipment to be paid for with Project Funds and Municipality shall give such publicity in its advertisements or calls for bids for each contract as will provide adequate competition. The award for each such contract shall be made by Municipality as soon as practicable to the lowest responsive and qualified bidder or as otherwise specifically approved by Metra.

16. **SETTLEMENT OF THIRD PARTY CONTRACT DISPUTES OR BREACHES.** Metra has a vested interest in the settlement of disputes, defaults, or breaches involving any Metra-assisted third party contracts. Metra retains a right to a proportionate share, based on the percentage of the Metra share committed to the Project, of any proceeds derived from any third party recovery. Therefore, Municipality shall avail itself of all legal rights available under any third party contract. Municipality shall notify Metra of any current or prospective litigation pertaining to any compromise or settlement of the Municipality's claim(s) involving any third party contract, before making Metra assistance available to support that settlement. If the third party contract contains a liquidated damages provision, any liquidated damages recovered shall be credited to the project account involved unless Metra permits otherwise.

17. **SEVERABILITY.** Metra and Municipality agree that if any provision of this Agreement is held invalid for any reason whatsoever, the remaining provisions shall not be affected thereby if such remainder would then continue to conform to the purposes, terms and requirements of applicable law.

18. **AMENDMENT.** Metra and Municipality agree that no change or modification to this Agreement or any Exhibits or attachments hereto, shall be of any force or effect unless such amendment is dated, reduced to writing, executed by both parties, and attached to and made a part of this Agreement. No work shall be commenced and no costs or obligations incurred in consequence of any amendment to this Agreement or any attachments hereto unless and until such amendment has been executed and made a part of this Agreement and the Project Budget has been amended to conform thereto.

19. **COUNTERPARTS.** This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

20. **EXPENDITURE OF GRANT FUNDS.** Municipality agrees that the Grant Funds for this Project must be expended upon approved Project elements within 24 months of execution of the Grant contract. Unless otherwise specified in writing by Metra, all unexpended Grant Funds will automatically revert to Metra upon the expiration of this 24 month time period. In no event shall the term of this Agreement exceed 36 months from the date first mentioned above.

21. **ENTIRE AGREEMENT.** This Agreement represents the entire Agreement between Metra and Municipality and supersedes all prior negotiations and agreements. This Agreement shall be construed in accordance with the internal laws of the State of Illinois. This Agreement may be amended only by written instrument signed by both parties hereto.

22. **NOTICES.** All notices, demands, elections, and other instruments required or permitted to be given or made by either Party upon the other under the terms of this Agreement or any statute shall be in writing. Such communications shall be deemed to have been sufficiently served if sent by certified or registered mail with proper postage prepaid, hand delivered or sent by facsimile transmission, with proof of successful transmission sent by regular mail by the sending Party at the respective addresses shown below, or to such other party or address as either Party may from time to time furnish to the other in writing. Such notices, demands, elections and other instruments shall be considered delivered to recipient on the second business day after deposit in the U.S. Mail, on the day of delivery if hand delivered.

(a) Notices to Metra shall be sent to:

Commuter Rail Division  
547 W. Jackson Boulevard  
Chicago, Illinois 60661  
Attn: Director of Government Affairs  
Phone: (312) 322-6494

(b) Notices to Municipality shall be sent to:

Village of Hanover Park  
2121 West Lake Street  
Hanover Park, Illinois 60133  
Attn: Public Works Director  
Phone: 630-823-5600

23. **GENERAL.**

(a) This Agreement and the rights and obligations accruing hereunder are binding upon the Parties and their respective heirs, legal representatives, successors and assigns. No waiver of any obligation or default of Municipality shall be implied from omission by Metra to take any action on account of such obligation or default, and no express waiver shall affect any obligation or default other than the obligation or default specified in the express waiver and then only for the time and to the extent therein stated.

(b) Section captions used in this Agreement are for convenience only and shall not affect the construction of this Agreement. Whenever the context requires or permits, the singular shall include the plural, the plural shall include the singular, and the masculine, feminine and neuter shall be freely interchangeable. In the event the time for performance hereunder falls on a Saturday, Sunday or holiday, the actual time for performance shall be the next business day.

(c) This Agreement shall be governed by the laws of the State of Illinois. This Agreement provides for the development and maintenance of real estate located within the State of Illinois, and is to be performed within the State of Illinois. Accordingly, this Agreement, and all questions of interpretation, construction, and enforcement hereof, and all controversies hereunder shall be governed by the applicable statutory and common law of the State of Illinois.

(d) This Agreement, together with the exhibits attached hereto (all of which are incorporated herein by this reference), constitutes the entire Agreement between the Parties with respect to the subject matter hereof.

(e) The execution, delivery of, and performance under this Agreement is pursuant to authority, validity and duly conferred upon the Parties and signatories hereto.

**IN WITNESS WHEREOF**, this Agreement is entered into by and between the Parties hereto as of the date and year first above written.

**VILLAGE OF HANOVER PARK:**

**COMMUTER RAIL DIVISION OF THE  
REGIONAL TRANSPORTATION  
AUTHORITY:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Donald A Orseno, Executive Director/CEO

\_\_\_\_\_  
(please print name and title)

**Exhibit A**  
**Project Scope**

- Perform storm water study on Metra commuter parking facility.
- The village will use the study findings to apply for grants that will assist with engineering and/or construction costs that will rebuild and reconfigure the lot to provide more commuter spaces.

**Exhibit B**  
**Cost Estimate**

(to be added when available)

# Exhibit B

Knight E/A, Inc.  
221 North LaSalle Street  
Suite 300  
Chicago, IL 60601-1211

6-A.7  
Telephone (312) 577-3300  
Fax (312) 577-3526  
www.knightea.com

**KNIGHT**

Engineers & Architects

November 3, 2016

Ms. Karen Daulton Lange, P.E., CFM,  
Village Engineer/ Assistant Director of Public Works  
Public Works/ Village of Hanover Park, IL  
2041 Lake Street  
Hanover Park, Illinois 60133

Subject: Proposal Village of Hanover Park  
Commuter Parking Lot Improvements  
DuPage County

Dear Ms. Lange,

Knight E/A, Inc. is pleased to submit this proposal for professional engineering services related to the development of a concept level design plan for the Hanover Park Commuter Parking Lot in DuPage County. If you find this proposal to be acceptable, the fully executed copies of this letter, together with the General Terms and Conditions attached hereto which set forth the contractual elements of this agreement, will constitute an agreement between The Village of Hanover Park ("Client") and Knight E/A, Inc. ("Knight") for services on this project.

## **Project Understanding**

It is understood that the subject Hanover Park Commuter Parking Lot was constructed in 1988 with various sections added later over time to meet the increased parking demands of the Metra Rail commuters. Portions of the existing parking lot pavement are in poor condition and in need of repair. To assist the Village with the planning of future improvements for this parking lot, a concept level design plan is needed to evaluate parking lot layout alternatives that include an increased number of parking stalls and more green space and staged construction of these improvements being considered as possible. It is also understood that the concept plan will be developed without any new topographic survey and will use aerial images, as-built plan and other information provided by the Village. The proposed concept plan will also identify where BMP's can be incorporated into the proposed design with the intent of obtaining funding for these improvements through various available grants including the DuPage County Water Quality Grant Program.

## **Scope of Services**

Knight proposes to provide the following scope of services:

- Attend meetings and coordinate with the Client
- Establish Design Criteria to be used with improvements based on local ordinances and standards
- Develop 3 concept level proposed parking lot layout plans for consideration by the Village
- Identify Stormwater BMP's which can be integrated into the proposed parking lot concept plans



- Provide coordination with DuPage County regarding its Water Quality Grant Program
- Assist Client in identifying other grant funding opportunities

**Exclusions**

Topographic Survey (As-built plans will be provided by Village)

**Schedule**

Knight understands that the Client would like for the proposed work to begin immediately upon notice to proceed and be completed with final invoicing submitted prior to December 31, 2016.

**Compensation**

Knight proposes to perform the above work for an upper limit not to exceed \$9,588.00. Payment for the work shall be for actual hours spent in accordance with the attached Project Hourly Billing Rate table.

**Terms and Conditions**

This proposal, together with Attachment A - General Terms and Conditions, represents the entire understanding between Client and Knight. If the terms of this agreement are found to be satisfactory, please sign this agreement in the space provided and return one fully executed original to our office.

We appreciate the opportunity to present this proposal and look forward to working with you on this project.

Respectfully Submitted,

KNIGHT E/A, INC.

Robert F. Mack, P.E., CFM  
Senior Engineer

KNIGHT E/A, INC.

Village of Hanover Park

Kevin E. Lentz, P.E.  
President

\_\_\_\_\_  
[Name]  
[Title]  
[Date]

Attachments

**Knight E/A, Inc.**  
**Village of Hanover Park**  
 Commuter Parking Facility Concept Plan  
 Date: 11/3/2016

**Project Hourly Billing Rates**

Classification	Billing Rate
Vice President	238.00
Director of Engineering, Architecture	203.00
Principal Engineer, Planner	196.00
Senior Engineer II, Planner II	185.00
Senior Engineer I, Planner I	162.00
Project Engineer II, Planner II	141.00
Project Engineer I, Planner I	133.00
Engineer IV, Planner IV	127.50
Engineer III, Planner III	105.00
Engineer II, Planner II, Designer III	89.00
Engineer I, Planner I, Designer II	75.00
Senior Construction Engineer	181.00
Construction Engineer	149.50
Materials Coordinator	144.00
Materials Inspector	84.00
Senior Documentation Engineer	133.50
Documentation Engineer	93.00
Construction Technician	65.00
Principal Architect	174.00
Senior Architect	149.00
Project Architect	102.00
Architect III	101.50
Architect II	84.00
Architect I	68.00
Engineer/Planner/Architect Intern	34.00
Senior Environmental Specialist	155.00
Environmental Specialist III	129.00
Environmental Specialist II	95.00
Environmental Specialist I	84.00
Survey Manager	120.00
Survey Party Chief	91.00
Surveyor II	85.00
Surveyor I	67.00
Survey Technician II	61.00
Survey Technician I	56.50
Graphic Designer	69.00
Admin Assistant, Secretary	60.50

**Attachment A**  
**General Terms and Conditions**

**1. General Conditions.** The Terms and Conditions set forth herein and in the attached cover letter constitute and offer by Knight E/A, Inc. ("Knight") to perform for the Company to whom this letter is addressed ("Client"), all of the professional design services described in said cover letter as Scope of Services ("Services") for Client's project as defined therein ("Project"). Knight's offer becomes a contract on these same terms and conditions when accepted by Client. This contract supercedes all previous understandings, if any, and constitutes the entire agreement between Knight and Client relating to the Services. Pre-printed terms and conditions on Client purchase orders are not accepted regardless of when issued. Knight shall have the right, at its sole option, to rescind its offer if the Services have not commenced within ninety (90) days of the date of Knight's offer.

**2. Knight's Obligations.** Knight will endeavor to perform its Services using that degree of care and skill ordinarily exercised by reputable members of its profession performing similar Services. No other warranty, express or implied, is made or intended.

**3. Client's Obligations.** Client shall provide the following unless specifically included in Knight's scope of services: (i) all criteria and full information as to Client's requirements for the Project, including design objectives and constraints, borings, probings and subsurface explorations, hydrographic surveys, laboratory tests, environmental assessment and impact statements, property, boundary, easement, right-of-way, topographic and utility surveys, property descriptions, zoning, deed and other land use restrictions; all of which Knight may use and rely upon in performing services under this Agreement; (ii) arrange for access to and make all provisions for Knight to enter upon public and private property as required for Knight to perform services under this Agreement; and (iii) give prompt written notice to Knight whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of Knight's services, or any defect or non-conformance in the work of any Contractor.

**4. Consultant Services.** When Knight procures consultant services required for the Project on behalf of Client, Knight does so as an administrative/invoicing convenience to Client and such consultants shall be considered Client's independent Consultants. Knight makes no representation of, and does not assume responsibility or liability for, the work or services of Client's Independent Consultants. Knight shall be entitled to rely upon the accuracy of services, including reports or surveys, provided by Client's Independent Consultants.

**5. Additional Services.** Changes in scope or extent of Services may be made from time to time by mutual written agreement. Any additional Services required because of such changes will be charged at Knight's customary rates in effect at that time. Unless otherwise agreed in writing all Terms and Conditions of this contract shall apply. Changes in these Terms and Conditions can only be made by written consent of Knight. Projects suspended for more than thirty (30) days through no fault of Knight shall be subject to a re-mobilization fee compensated as Additional Services.

**6. Opinions of Probable Cost.** Knight's opinions of probable construction cost represent its best judgment as a design professional familiar with the construction industry and are not guarantees by Knight of actual construction cost. Knight has no control over material cost, labor, methods of construction or bid procedures. Accordingly, Knight does not warrant or represent that contractor bids will not vary from the Project budget or Knight's opinion of probable construction cost. If Client desires greater assurance of cost, Client shall engage the services of an independent construction cost estimator.

**7. Payment.** Knight shall be entitled to payment for Services rendered on the basis of Knight's invoices submitted monthly. Invoices shall be due and payable within thirty (30) days after receipt. Past due invoices shall accrue interest at the rate of one and one-half percent (1.5%) per month. No retention shall be withheld. All accounts receivable must be current before Knight shall seal drawings, issue drawings to contractors for bidding, or issue drawings for permit application. Knight reserves the right to stop Services

and/or withhold documents for reasons of non-payment and Knight shall not be liable for delays which may result from such stoppage.

Knight shall be compensated for reimbursable expenses such as travel, duplication, plotting, prints, messenger services, additional insured provisions or increased limits of insurance, and other reasonably identifiable costs incurred in connection with the Services. Such reimbursable expenses shall be invoiced at cost or Knight's customary rate, plus five percent (5%) handling and, unless specifically stated otherwise in the cover letter, are in addition to any amounts stated as maximum compensation. The amount of any excise, Value Added Tax (VAT) or gross receipts tax may be imposed by any Authority having jurisdiction shall be added to compensation due hereunder and shall be in addition to any amounts agreed to as maximum compensation.

In the case of lump-sum fee arrangements, invoices shall reflect the percentage of work completed as estimated by Knight to the date indicated on the invoice. For all other fee arrangements, invoices shall indicate the fees earned on the basis of effort expended. Waivers of Lien will be provided, upon request, after receipt by Knight of monies due.

**8. Documents.** Any and all documents and plans (including Knight's independent professional associates and consultants) in whatever form, including electronic media (disks, tapes, telecommunication, etc.) prepared pursuant to or otherwise resulting from this contract are instruments of professional service and shall be and at all time remain the sole property of Knight. Client shall be entitled to retain hard copy of such documents and plans for informational use and references in connection with Client's use and occupancy of this specific property only. Computer diskettes of project documents will not be released by Knight without agreement in writing stipulating the terms and restriction of usage. Knight will not be responsible for any consequence of re-use, other use, or adaptation of such documents without Knight's express written approval.

**9. Facsimile Transmissions.** The parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted by facsimile machine, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by facsimile machine; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation or enforceability of any contract between the parties, or provisions thereof the fact that a facsimile transmission was used.

**10. Certifications, Guarantees and Warranties.** Knight shall not be required to sign any documents that would result in Knight having to certify, guarantee or warrant the existence of conditions whose existence Knight cannot ascertain. Client also agrees not to make resolution of any dispute with Knight or payment of any amount due to Knight in any way contingent upon Knight signing any such certification.

**11. Insurance.** Knight is protected by Professional Liability Insurance, Worker's Compensation Insurance, Commercial Automobile and Vehicle Liability Insurance, and Commercial General Liability Insurance and will furnish certificates upon request. Any additional insurance or limits or "additional insured endorsement" shall be provided as a reimbursable expense at actual cost or Knight's scheduled charge. Client agrees to cause the Contractor to (i) provide Commercial General Liability Insurance and Commercial Automobile and Vehicle Liability Insurance for the Project naming Knight E/A, Inc. and Client as Additional insureds; and (ii) to defend, indemnify, and hold harmless Knight E/A, Inc. and Client from any and all loses, cost, damages, and expenses resulting from the Contractors Work on the Project, including without limitation claims arising out of or in connection with construction worker injuries. Client agrees to notify Knight of the existence of any Project-Specific Professional Liability Policy applicable to the Project which includes Knight as an Insured by name or reference so that Knight may, in a timely and effective manner coordinate its own insurance program. Should such a Project-Specific Professional Liability Policy be purchased by Client or Client's contractors, Client agrees to make available to Knight a

certified copy of the Policy and to cooperate with Knight in obtaining data with respect to possible claims against that Policy.

**12. Indemnification.** Knight agrees to the fullest extent permitted by law, to indemnify and hold Client harmless from any loss, cost (including reasonable attorney's fees and costs of defense) or expense for property damage and bodily injury, including death, caused by Knight, or its employees' negligent acts, errors or omissions in the performance of professional services under this Agreement. Client agrees to the fullest extent permitted by law, to indemnify and hold Knight harmless from any loss, cost (including reasonable attorney's fees and costs of defense) or expense for property damage and bodily injury, including death, caused solely by Client, its agents or employees, negligent acts, errors or omissions in the performance of professional services under this Agreement. In no event shall Client be entitled to obtain from Knight, its agents, representatives, officers, employees, or independent contractors, 'damages' arising from Knight's breach of this Agreement, or for its failure to perform its services in accordance with the standard of care provided for herein, in excess of fifty thousand dollars (\$50,000) or the total fee amount paid by client, whichever is less. "Damages" as used herein, shall include tort damages, contract damages, strict liability damages, liquidated damages, economic losses, penalties, fines and attorney's fees. No Claims shall be made more than two (2) years after substantial completion of the Project.

**13. Waiver of Contract Breach.** The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.

**14. Suspension of Services.** Client may, at any time, by written order to Knight require Knight to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order Knight shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. Client, however, shall pay all costs associated with the suspension.

**15. Termination.** This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. In the event of termination, Knight shall be compensated by Client for all Services performed up to and including the termination date, including reimbursable expenses, and/or the completion of such Services and records as are necessary to place Knight's files in order and/or protect its professional reputation. In the event of bankruptcy or insolvency of Client or if the financial condition of Client at any times does not, in the judgment of Knight, justify continuance of the work, Knight shall be entitled to cancel this contract and receive reimbursement for its reasonable and proper cancellation charges.

**16. Force Majeure.** Neither party to this agreement will be liable to the other party for delays in performing the services, or for direct or indirect cost resulting from such delays, that may result from Acts of God, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party. Each party will take reasonable steps to mitigate the impact of any force majeure.

**17. Asbestos/Hazardous Materials Disclaimer.** Client is hereby notified that asbestos is prevalent in building constructed prior to 1978. Client agrees to defend, indemnify and hold harmless Knight from any and all asbestos, pollution, and/or hazardous waste-related claims arising against Knight relative to the presence, detection, removal or disposal of asbestos and or other hazardous wastes at the Project site.

**18. "ADA" Compliance.** For Projects of new construction, Knight shall endeavor to design the Project in conformity with the Americans with Disabilities Act ("ADA") Accessibility Guidelines, 28 CFR Part 36 (July 26, 1991) (hereinafter the "Act") and advise Client if any accommodation is structurally impractical. For modifications to an existing facility of any type, Knight shall endeavor to identify existing barriers and needed accommodations as those terms are used in the Act, and inform Client of the existence of these

barriers and needed accommodations. It is the Client's sole responsibility to determine whether to exclude a specific accommodation because the accommodation is not readily achievable or unduly burdensome. Knight shall not be responsible to determine whether it is necessary to remove all barriers identified in order to comply with the Act. Such determination shall be made by Client.

**19. Compliance with Codes.** Knight's design shall conform to local applicable codes in effect, and as interpreted by building official, at the time the design is prepared; however, Knight shall not be responsible for changes to the Project resulting from changes in local or applicable codes or changes in interpretation thereof by authorities having jurisdiction.

**20. Applicable Law.** The rights and obligations of the parties under this contract shall be interpreted in accordance with and governed in all respects by the State of Illinois.



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Electrical Repairs for STP 1 and Lift Stations

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting a standing purchase order be issued to Lan Electric in an amount not to exceed \$30,000 for miscellaneous electrical repairs at the wastewater plant and collection system lift stations.

**Discussion**

The Wastewater Department requires use of electrical contractors to make repairs at the wastewater plant and lift stations. These are generally for minor repairs of existing equipment, but could also include emergency repairs in the event of an electrical component failure. Staff solicited quotes for general electrical work and obtained the following:

Lan Electric	\$ 97.00 per hour
The Flolo Corporation	\$115.00 per hour
Goding Electric	\$125.00 per hour

Lan Electric specializes in the type of equipment and controls utilized in the utility industry. The Village has previous experience with them and has used Lan Electric since FY12/13 for general electrical repair. As a firm, they have become familiar with the Village's electrical equipment and control systems at the wastewater treatment plant and all wastewater pumping stations. They are recommended by the staff as having a high degree of technical competence, as well as a familiarity with the equipment that will lessen the time spent making repairs when needed.

Although the purchase order is requested for \$30,000, there is no requirement that the full amount be expended. Services will be rendered as needed and if the full amount is not expended by the end of FY17, the purchase order will be closed and funds unencumbered.

Agreement Name: Purchase Order

Executed By: Juliana Maller

Regular Board Meeting  
January 5, 2017 Pg. 54

Additionally, any individual projects over the Village's bidding threshold would be bid separately and brought to the Village Board for approval. This purchase order would only apply to projects and repairs that occur as part of the standard operation of the wastewater utility.

**Recommended Action**

Motion to approve a purchase order to Lan Electric for an amount not to exceed \$30,000 for miscellaneous electrical repairs at the wastewater plant and collection system lift stations and authorize the Village Manager to execute the necessary documents.

**Attachments:** Vendor Quotations

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$30,000	
<b>Actual Cost:</b>	\$30,000	
<b>Account Number:</b>	050-5050-473.03-41	

**LAN ELECTRIC, INC. 520 CONCORD LANE BARRINGTON, IL 60010**  
**Phone: (847) 354-2024 E-Mail keithleedstrom@comcast.net**

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**November 17, 2016**

Village of Hanover Park Public Works  
2121 West Lake St.  
Hanover Park, Il 60133

Transmitted by E-Mail: 11/17/16  
Phone Number: 630 372 4017  
Number of Pages: 1

Attn: Mr. Larry Stahl

Re: Time and Material rates for Service Calls and Maintenance repairs for 2017.

Journeyman Straight time hourly rate: **\$97.00** (7:00am thru 4:30 pm Monday thru Friday).

Journeyman Over time hourly rate: **\$148.50** (4:31pm thru 5:59 am Monday thru Sunday).

Journeyman Double time hourly rate: **\$194.00** (6:00 pm thru 6:59 am Monday thru Sunday).

Please call if you have any questions. Thank you for this opportunity to serve you.

**VILLAGE of HANOVER PARK P.W.**

**LAN ELECTRIC INC.**

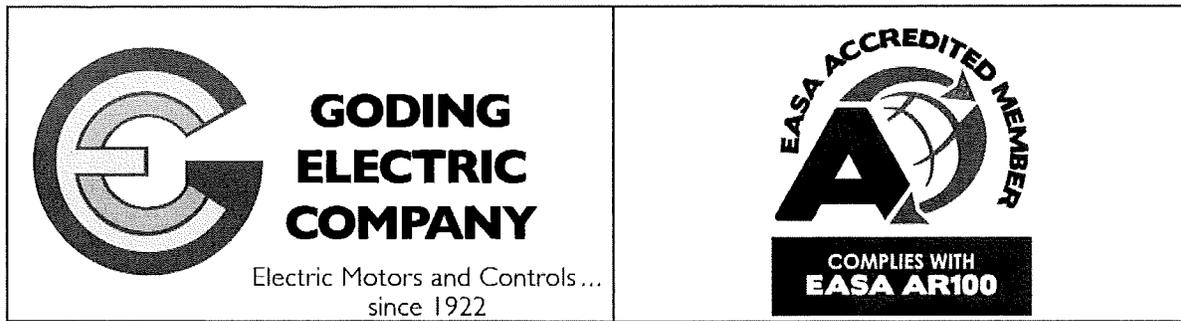
**KEITH LEEDSTROM**

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## Field Services

SERVICE	HOURLY RATE	OVERTIME RATE	HOLIDAY RATE
Terms	Monday-Friday 7:30 AM - 4:00 PM	Saturday 7:30 AM - 4:00 PM and Daily in Excess of 8 Hrs	All Day Sunday and Legal Holidays Saturday in Excess of 8 Hrs
<b>MECHANICAL FIELD TECHNICIAN</b>	\$110.00	\$165.00	\$220.00
<b>LASER ALIGNMENT</b>	\$120.00	\$180.00	\$240.00
<b>FIELD ELECTRICIAN</b>	\$100.00	\$150.00	\$200.00
<b>ELECTRICAL FIELD TECHNICIAN</b>	\$115.00	\$172.50	\$230.00
<b>CONTROLS TECHNICIAN</b>	\$140.00	\$210.00	\$280.00
<b>FIELD ENGINEERING AND ANALYSIS</b>	\$160.00	\$240.00	\$320.00
<b>FIELD VIBRATION ANALYSIS</b>	\$140.00	\$210.00	\$280.00
<b>TRAVEL TIME</b> Actual Time Involved for Travel to and from Job Site	Rate Stated Above	_____→	_____→
<b>TRANSPORTATION</b> Transportation Expenses at Actual Cost Based on Round Trip Fares, or Mileage Charges, if Driving, for Personnel and Equipment. Also Applies to Airfare, Rental Cars, Tolls, Parking etc.	At Cost	_____→	_____→
<b>OVERNIGHT</b> Cost of Meals and Lodging Applies when it becomes inconvenient for Technician to Return to Office due to Travel in Excess of 100 Miles	At Cost	_____→	_____→
<b>HOLD OVER AND STANDBY TIME</b> This Rate Applies to Retaining a Technician at the Job Site, or on Call in Lieu of Incurring Additional Expenses in Returning to the Home Office	Rate Stated Above	_____→	_____→



## HOURLY LABOR RATES

### FIELD SERVICE

SYSTEM ENGINEERING/ SCR TROUBLESHOOT	\$125 2 Hour Min.
GENERAL TROUBLESHOOTING	\$112
SECOND MAN – CONSTRUCTION SERVICE	\$99 Daily Min.


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Approval of an Agreement with Dewberry Architects, Inc. for Assistance with the Remodeling of the Front Foyer and Customer Area of the Finance Department in Village Hall

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting the Board authorize the Village Manager to execute an agreement with Dewberry Architects, Inc. of Elgin to assist in the design and development for the remodeling of the front foyer and customer service area of Village Hall.

**Discussion**

In FY2017, the Village Board authorized \$200,000 to be budgeted for the remodeling of the front foyer area of the Village Hall and the customer service/front counter area of the Finance Department.

The intent of this remodel is to make the area more conducive to the fast, efficient, and safe delivery of Village business. Specifically, with the high demand for customer service at the Finance Counter, a more efficient design would help process resident transactions more quickly and reduce lines. This problem has become especially acute since the switch to Village-wide monthly water billing.

This is a partial agreement compared to the way in which the Village has contracted for professional design services in the past. Because there are still many possibilities as to the scope of the project, staff is recommending that the initial agreement *not* include construction documents, furniture, and bidding or construction supervision. This agreement will focus on conceptual design within the space, create several different alternatives with cost estimates, and presentation of the design concepts.

The Village has been in the process of executing a strategy of long-term strategic building refurbishment rather than executing one large remodel of the building. This strategy has been successfully employed since the construction of the Police Headquarters building.

Agreement Name: Remodeling Agreement

Executed By: Juliana Maller

Regular Board Meeting  
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Attached is an agreement that includes the scope of work.

**Recommended Action**

Motion to approve an agreement with Dewberry Architects, Inc. of Elgin to assist with the design of the remodel of the front finance counter and foyer of Village Hall for an amount not to exceed \$30,980 and authorize the Village Manager to execute the necessary documents.

**Attachments:** Dewberry Agreement

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$200,000	
<b>Actual Cost:</b>	\$ 30,980	
<b>Account Number:</b>	31-20-2300-413-421	

Dewberry Architects Inc.  
25 S. Grove Avenue, Suite 500  
Elgin, IL 60120-6400  
847.695.5840  
847.695.6579 fax  
www.dewberry.com

November 14, 2016

**VIA ELECTRONIC MAIL**

Village of Hanover Park  
T.J. Moore  
2041 Lake Street  
Hanover Park, IL 60133  
[tmoore@hpil.org](mailto:tmoore@hpil.org)

**RE: *Proposal for Village of Hanover Park Lobby and Finance Department renovation***

Dear T.J. Moore,

Thank you for the opportunity to provide the Village of Hanover Park with a proposal to provide Design options and cost estimation for the renovation of the Lobby and Finance Department. Dewberry Architects Inc. ("Dewberry") is committed to the Village of Hanover Park, and we will make available the appropriate resources to complete this effort. Below is our understanding of the Village of Hanover Park's request and a proposed Scope of Services.

***PROJECT UNDERSTANDING***

The Village of Hanover Park wants to renovate the Lobby and the Finance Department on the first floor of the Village Hall to create a better experience for visitors to the village and the community. The finance service desk is in need of an updated design to accommodate a larger number customers because the village is changing the time period that invoices are due. The current layout of the Finance Department has a challenging entry into their space which is a single full glass, 3'-0" wide door, which is a pinch point for customers to walk in and out the space. This will create pedestrian traffic and possible frustration for customers.

The village lobby is in need of an update because space no longer meets the needs of the village. It lacks waiting areas for visitors. The lobby is also in need of updated informational displays that let the community know what is happening in the village.

The following is the scope of work that the Village of Hanover Park is looking to be completed:

- Investigate existing conditions of the building.
- Design a new customer service desk to provide better flow.
- Renovate area where the existing desk sits today for better work flow for the Finance Department.
- Renovate the lobby.
- Update finishes within the area of work.
- Update data outlets, cameras and security for the lobby and finance customer service desk.

## **SCOPE OF WORK**

Dewberry proposes the following tasks to complete the Finance Department Renovation:

- |         |   |
|---------|---|
| Task 1: | Existing Conditions Verification & Schematic Design |
| Task 2: | Cost Estimation and Presentation                    |

### ***Detailed Approach***

The following summarizes Dewberry's approach to the Project by Task, including major milestones and pricing.

#### **Task 1: Existing Conditions Verification & Schematic Design**

- Onsite facility survey to verify and survey existing conditions.
- Draw existing conditions of the lobby, finance department and portions of the areas around the lobby and finance department which could be affected by the new design.
- Design Charrette/Visioning meeting with the Village of Hanover Park to determine design direction of the project.
- Provide design options for review by the Village of Hanover Park. (3 design options maximum)
- Provide interior design work and layout for the renovated area.
- Provide 3D views of the design.
- Structural engineering and evaluation of the existing building.
- Structural design for opening in the structural load bearing wall, if determined the wall can be opened up.
- Finalize one design option as selected by the Village of Hanover Park for implementation into Construction Documents.
- Provide design drawings for the mechanical, electrical, and technology/security revisions required.

**Assumptions:** Village of Hanover Park has floor plans, elevations and wall sections of the Village Hall. Dewberry Architects Inc. has these drawings on hand.

**Exclusions:** Civil Engineering

**Deliverables:** (2) black line copies of the drawings. Electronic Files in both PDF format.

**Price:** \$ 25,280.00

**Schedule:** Completed within 2 months of the start of the project.

#### **Task 2: Cost Estimation**

- Prepare one cost estimate for each option. (3 estimate maximum)
- Meeting to review cost estimates with the village.
- Presentation to the Village Board.

**Assumptions:** N/A

**Exclusions:** Civil Engineering.

**Deliverables:** Cost Estimate for evaluation by the village staff.

**Price:** \$ 5,000.00

**Schedule:** Complete 1 month after completion of Task 1

### **PROJECT SCHEDULE**

This project is anticipated to be complete in accordance with the milestones/schedule as agreed upon at the Visioning meeting with the Village of Hanover Park.

### **PRICE & PAYMENT**

Village of Hanover Park shall pay Dewberry for services rendered in the lump sum amount of \$ 30,280.00 plus direct expense allowance of \$700.00. Invoicing will be on a monthly basis by percentage of tasks completed. Payments shall be made on a net 30 day basis. This represents Dewberry's best judgment at this time as to the effort required to achieve the stated scope. Any work not included in the scope described herein will be performed on an hourly basis in accordance with Dewberry's Standard Hourly Billing Rate Schedule, attached as Attachment A, and incorporated by reference in this proposal.

**STANDARD TERMS AND CONDITIONS**

Dewberry's Attachment B - Standard Terms and Conditions are incorporated by full text into and made a part of this proposal (copy attached).

If the above meets with your approval, please sign this letter below and return a complete copy of the letter to my attention, which will serve as our authorization to proceed with this project. Should you have any questions or comments regarding this proposal, contact Jonathan Tallman at 847.841.0612 or through email: [jtallman@dewberry.com](mailto:jtallman@dewberry.com).

Sincerely,



Jonathan T. Tallman  
Project Manager



Douglas Pfeiffer  
Business Unit Manager

Encls. Attachment A – Dewberry Standard Hourly Billing Rate Schedule  
Attachment B – Dewberry Standard Terms and Conditions

**PROPOSAL ACCEPTED BY:**

**CLIENT'S AUTHORIZED REPRESENTATIVE:**

\_\_\_\_\_  
Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_


**Village of Hanover Park**
**AGENDA MEMORANDUM**
**TO: Village President and Board of Trustees**
**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Sign Materials for FY2017

**ACTION**
**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting that a standing purchase order be approved in the amount of \$23,000 to Hall Signs of Bloomington, IN for annual sign material purchases.

**Discussion**

Each year, the Village purchases aluminum sign blanks and sign material to manufacture the majority of the Village's traffic control and other miscellaneous signs. A bid packet was prepared and publically let. Sealed bids were opened on December 8, 2016 with the results shown below.

Hall Signs, Bloomington, IN	\$22,650
Traffic Control & Protection, West Chicago, IL	\$23,910

Staff is recommending the Village Board accept the bid from Hall Signs of Bloomington, IN as the lowest responsible bid. We are recommending the Village Board award the contract for the full amount of \$22,650.

Although the prices were bid and there will be large purchases of sign materials, the total authorized amount may not be reached. If, at the end of the year, the funds have not been expended, the purchase order will be closed and remaining funds will be unencumbered.

**Recommended Action**

Motion to award a contract to the lowest responsible bidder, Hall Signs of Bloomington, IN for the annual sign materials purchase and authorize the Village Manager to issue a standing purchase order in the amount of \$22,650.

**Attachments:** Bid Tabulation  
Bid Documents  
Contract

Agreement Name: Purchase Order

<b>Budgeted Item:</b>	<u> X </u> Yes	<u>   </u> No
<b>Budgeted Amount:</b>	\$23,000	
<b>Actual Cost:</b>	\$22,650	
<b>Account Number:</b>	10-60-6200-402-427	

Executed By: Juliana Maller

 Regular Board Meeting  
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## BID TABULATION

**BID TITLE** MATERIALS FOR STREET SIGNS      **DATE** DECEMBER 8, 2016      **TIME** 11:00 AM

	BIDDER NAME	BID AMOUNT	BID BOND	BIDDER/TAX CERTIFICATION
1.	Traffic Control & Protection	23,910.85	✓	✓
2.	MD Solutions (Disqualified)	————	<del>⊙</del>	————
3.	Hall Signs (Did not bid emerg. lane closure)	22,650.95	10%	✓
4.	Lightle Enterprises of Ohio, LLC (Disqualified)	————	<del>⊙</del>	————
5.	Osborn Assoc., Inc. (Not complete bid)	17,080.34	10% Cash Check	✓
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



**Illinois Department of Transportation**

**Material Proposal Schedule of Prices**

Blanks and Signs : Combined minimum of 250 sq. feet per order.

Group No.	Items	Delivery	Unit	Quantity	Unit Price	Total
1	6" x 12"		Blank	30	1.28	38.40
1	6" x 18"		Blank	25	1.85	46.25
1	9" x 24"		Blank	25	3.64	91.00
1	9" x 36"		Blank	30	5.46	163.80
1	9" x 42"		Blank	30	6.37	191.10
1	12" x 18"		Blank	15	3.67	55.05
1	18" x 24"		Blank	20	7.23	144.60
1	18" x 36"		Blank	15	10.93	163.95
1	18" x 42"		Blank	15	12.75	191.25
1	24" x 30"		Blank	10	11.88	118.80
1	24" x 24"		Blank	15	9.58	143.70
1	30" x 30"		Blank	10	14.92	149.20
2	24" x 24" Men Working W21-1		Sign	2	14.98	29.96
2	24" x 24" Slow W42-8		Sign	2	14.98	29.96
2	24" x 24" Road Construction		Sign	2	14.98	29.96
	500 Feet W20-1					
2	36" x 18" Single Arrow W1-6		Sign	2	16.93	33.86
2	36" x 18" Double Arrow W1-7		Sign	2	16.93	33.86

The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of State laws prohibiting bid-rigging or bid rotating.

*Jerrin Hall*  
**HALL SIGNS, INC.** Signature of Bidder  
 4495 W. VERNAL PIKE  
 BLOOMINGTON, IN 47404  
 Address





### Material Proposal Schedule of Prices

Group No.	Items	Delivery	Unit	Quantity	Unit Price	Total
	Wing Bracket Extensions #1010		Piece	50	5.08	254.00
	Roll Good Sheeting – 50 Yard					
	9" 3M 680 – Reflective Blue – 75		Roll	1	443.50	443.50
	9" Avery Hi Performance		Roll	1	142.25*	142.25
	White – 6500					
	Type A High Intensity					
	36" Silver		Roll	1	542.50	542.50
	36" Yellow		Roll	1	542.50	542.50
	Diamond Grade					
	36" Silver 3M DG3		Roll	1	1317.00	1317.00
	EC Films					
	36" Green Acrylic 6C Film		Roll	1	281.00	281.00
	36" Brown Acrylic 6C Film		Roll	1	281.00	281.00
	36" Red Acrylic 6C Film		Roll	1	281.00	281.00
	36" Blue Acrylic 6C Film		Roll	1	281.00	281.00
	36" Black Acrylic 6C Film		Roll	1	281.00	281.00
	TPMS Clear Transfer Tape					
	12" x 100 Yards		Roll	2	108.00	216.00
	36" x 100 Yards		Roll	3	324.00	972.00
	Clamps					
	Ultra Lock Free End Buckles		Box	10	92.44	924.40
	UB256					
	Ultra Lock Free End Stainless					
	Steel Banding					

The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of State laws prohibiting bid-rigging or bid rotating.

\* Quoting 3m Prismatic High Intensity, Type AP (equal/better than Avery T-6500, both are ASTM Type IV). Type A sheeting is ASTM Type III.

*Jerrin Hall*  
**HALL SIGNS, INC.** Signature of Bidder  
 4495 W. VERNAL PIKE  
 BLOOMINGTON, IN 47404  
 Address



### Emergency Lane Closure

#### Requirements

Vendor must be able to respond with call back once notified in 30 minutes.

Vendor must have all workers and trucks on site within 2 hours after notification, equipped with correct signage, directional barricades, barricades with steady burn lights and arrow boards to set up IDOT Standard 701421 for work area of 1,000 feet.

Price to include all labor to set up and remove equipment for 1 calendar day and a separate unit price for rental on a daily basis for the closure to remain once set up.

Please provide these costs on Bid Proposal Page 1 of 2.

**BID PROPOSAL**  
**FOR**  
**MATERIALS FOR STREET SIGNS**

**To:** Eira L. Corral Sepúlveda, Village Clerk  
Village of Hanover Park  
2121 Lake Street  
Hanover Park, IL 60133

**From:** Hall Signs, Inc. Bidder's Name  
4495 W. Vernal Pike Address  
Bloomington, IN 47404  
800-284-7446 Phone

The undersigned Bidder having examined the Invitation To Bid, Instructions To Bidders - General Conditions, Special Conditions (if any), Specifications and this Bid Proposal hereby proposes to furnish all labor, equipment and material necessary and incidental to complete the above named project.

The undersigned Bidder agrees to comply with all bid documents including the Invitation to Bid, Instructions To Bidders - General Conditions, Special Conditions (if any) Specifications and this Bid Proposal by entering into a contract with the Village with the following terms;

<u>Items</u>		<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Total Cost for Sign Materials	Delivered	Various	<u>varies</u>	<u>22,650.95</u>
Emergency Lane Closure	Per Day			<u>NA</u>

The Contractor and each subcontractor shall pay its laborers, workers, and mechanics constructing public works under this contract not less than the prevailing wages as determined by the Illinois Department of Labor pursuant to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.). It shall be the responsibility of the Contractor to monitor the prevailing wage rates for any increase in rates during the contract and adjust wage rates for any increase in rates during the contract and adjust wage rates accordingly. The current prevailing wage rates are available on the Illinois Department of Labor web site at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol) or by calling the Village of Hanover Park at 630-823-5602.

The Contractor and its Subcontractors shall comply with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et seq.) and prior to commencing work on a "public works" project (as defined in the Prevailing Wage Act) file with the Village its program to comply with the Act or file that portion of its collective bargaining agreement that deals with the matters covered by the Act.

The Contractor and its Subcontractors shall comply with Section 5 of the Act that requires the Contractor and its Subcontractors to submit to the Village monthly certified payroll records along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor or Subcontractor is aware that filing records it knows to be false is a Class B misdemeanor. Each month's certified payroll(s) must be filed with the Village before the end of the next month.

The Contractor shall comply with Employee Classification Act (820 ILCS 185/1-999) effective January 1, 2008 which establishes criteria to determine if an individual performing services is an employee of the contractor or is an independent contractor. Individuals performing services for contractors are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

The undersigned Bidder (1) hereby certifies that it is not barred from bidding or contracting with the Village as a result of a violation of either Paragraph 33E-3 or 33E-4 of Act 5, Chapter 720 of the Illinois Compiled Statutes regarding criminal interference with public contracting; (2) hereby swears under oath that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as required by Chapter 65, Act 5, paragraph 11-42.1-1 of the Illinois Compiled Statutes; (3) and hereby states that it has a written sexual harassment policy as required by the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4).

Complete all blanks of either paragraph A, B or C that is the same as the Bidder's status.

**A. (If an Individual)** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Signature of Bidder: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_

**B. (If a Partnership)** Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Signed By: \_\_\_\_\_  
Business Address: \_\_\_\_\_

**Insert name and address of all Partners** \_\_\_\_\_  
\_\_\_\_\_

C. (If Corporation) Dated this 7<sup>th</sup> day of December, 2016

Corporate Name: Hall Signs, Inc.

Signed By: Larry W. Hall  
(President)

Business Address: 4495 W. Vernal Pike Bloomington, IN 47404

INSERT NAMES President: Larry Hall

OF OFFICERS Secretary: Patricia Hall

Treasurer: Larry Hall

ATTEST: Patricia Hall  
(Secretary)



We acknowledge receipt of Addenda as follows:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____

VILLAGE OF HANOVER PARK  
2121 LAKE STREET  
HANOVER PARK, ILLINOIS 60133

CONTRACT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the Village of Hanover Park, an Illinois municipal corporation hereinafter called the "Owner" and Hall Signs, Inc. located at 4495 W. Vernal Pike Bloomington, IN 47404 hereinafter called the "Contractor". **WITNESSETH:**

WHEREAS, the Owner has heretofore solicited Bid Proposals for all labor and materials necessary to complete the work specified in the Materials for Street Signs bid.

WHEREAS, the Owner has found that the Contractor is the lowest responsible bidder for said work and has awarded the Contractor this contract for said work.

NOW, THEREFORE, for and in consideration of their mutual promises and agreements, the parties hereto do hereby agree as follows:

1. The Contractor agrees to furnish all materials, supplies, tools, equipment, labor and other services necessary to commence and complete the materials for street signs in accordance with the conditions and prices stated in the Invitation To Bid, Instructions To Bidders - General Conditions, Special Conditions, Specifications and Bid Proposal all of which are made a part hereof and herein called the "Contract Documents".
2. The Owner will pay the Contractor in the amounts, manner and at times as set forth in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract as of the day and year first above written:

OWNER: VILLAGE OF HANOVER PARK

BY: \_\_\_\_\_  
Juliana A. Maller, Village Manager

ATTEST:

\_\_\_\_\_  
Eira L. Corral Sepúlveda, Village Clerk

CONTRACTOR:

BY: Jenni Kalbfleisch  
Signature

Print Name and Title: Jenni Kalbfleisch, Bid Specialist

IF CORPORATION ATTEST AND SEAL BELOW

VILLAGE OF HANOVER PARK  
2121 LAKE STREET  
HANOVER PARK, ILLINOIS 60133

CONTRACT

THIS AGREEMENT made this 5th day of January, 2017 by and between the Village of Hanover Park, an Illinois municipal corporation hereinafter called the "Owner" and Hall Signs, Inc. located at 4495 W. Vernal Pike Bloomington, IN 47404 hereinafter called the "Contractor". **WITNESSETH:**

WHEREAS, the Owner has heretofore solicited Bid Proposals for all labor and materials necessary to complete the work specified in the Materials for Street Signs bid.

WHEREAS, the Owner has found that the Contractor is the lowest responsible bidder for said work and has awarded the Contractor this contract for said work.

NOW, THEREFORE, for and in consideration of their mutual promises and agreements, the parties hereto do hereby agree as follows:

1. The Contractor agrees to furnish all materials, supplies, tools, equipment, labor and other services necessary to commence and complete the materials for street signs in accordance with the conditions and prices stated in the Invitation To Bid, Instructions To Bidders - General Conditions, Special Conditions, Specifications and Bid Proposal all of which are made a part hereof and herein called the "Contract Documents".
2. The Owner will pay the Contractor in the amounts, manner and at times as set forth in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract as of the day and year first above written:

OWNER: VILLAGE OF HANOVER PARK

BY: \_\_\_\_\_  
Juliana A. Maller, Village Manager

ATTEST:

\_\_\_\_\_  
Eira L. Corral Sepúlveda, Village Clerk

CONTRACTOR:

BY: Jenni Kalbfleisch  
Signature

Print Name and Title: Jenni Kalbfleisch, Bid Specialist

IF CORPORATION ATTEST AND SEAL BELOW



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Annual Street Light Maintenance

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting authorization for a standing purchase order to be issued to Elmund & Nelson Electrical Contractors for routine street light maintenance and materials in the amount of \$67,627.

**Discussion**

A contract for street light maintenance was awarded in June 2015 to Elmund & Nelson Electrical Contractors with provisions for two, one-year contract extensions. The program was publically bid and Elmund & Nelson was the low bidder. A standing purchase order was established which expired on December 31, 2015 and was renewed last year to December 31, 2016. Staff is requesting that a new standing purchase order be issued in the amount of \$67,627 with an expiration date of December 31, 2017. This purchase order will cover street light maintenance, as well as maintenance of Village Hall, Commuter Lot, and parking lots at other public buildings.

**Recommended Action**

Motion to approve a purchase order to Elmund & Nelson Electrical Contractors for an amount not to exceed \$67,627 for the street light maintenance and authorize the Village Manager to execute the necessary documents.

**Attachment:** Contract

<b>Budgeted Item:</b>	<u>  X  </u> Yes	<u>      </u> No
<b>Budgeted Amount:</b>	\$125,000	
<b>Actual Cost:</b>	\$67,627	
<b>Account Number:</b>	11-20-2600-403-435	

Agreement Name:

Executed By: Juliana Maller

Regular Board Meeting  
January 5, 2017 Pg. 77



**Illinois Department of Transportation**

**Local Public Agency Formal Contract**

PROPOSAL SUBMITTED BY		
Elmund & Nelson Co.		
Contractor's Name		
1510 Sheldon Dr.		
Street		P.O. Box
Elgin	IL	60120
City	State	Zip Code

STATE OF ILLINOIS

COUNTY Cook and DuPage  
Village of Hanover Park  
(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF  
 STREET NAME OR ROUTE Various Village Streets  
 SECTION NO. 15-00000-01-GM  
 TYPES OF FUNDS \_\_\_\_\_

SPECIFICATIONS (required)

PLANS (required)

CONTRACT BOND (when required)

**For Municipal Projects**

Submitted/Approved/Passed

Mayor  President of Board of Trustees  Municipal Official

Date 6/27/2015

**Department of Transportation**

Concurrence in approval of award

AGREEMENT

Regional Engineer

OF UNDERSTANDING

Date

**For County and Road District Projects**

Submitted/Approved

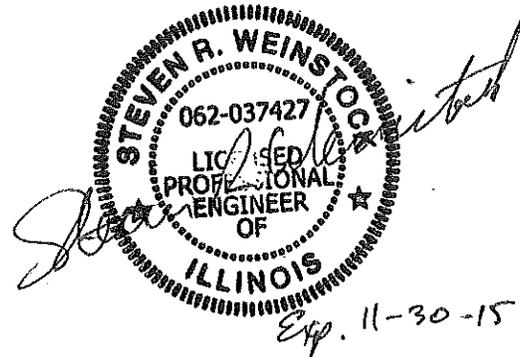
Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date



County Cook and DuPage  
Local Public Agency Village of Hanover Park  
Section Number 15-00000-01-GM  
Route Various Village Streets

1. THIS AGREEMENT, made and concluded the 12<sup>th</sup> day of June 2015,  
Month and Year  
between the Village of Hanover Park  
acting by and through its President and Board of Trustees known as the party of the first part, and  
Elmund & Nelson Co. his/their executors, administrators, successors or assigns,  
known as the party of the second part.
2. Witnesseth: That for and in consideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring to these presents, the party of the second part agrees with said party of the first part at his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this agreement and the requirements of the Engineer under it.
3. And it is also understood and agreed that the LPA Formal Contract Proposal, Special Provisions, Affidavit of Illinois Business Office, Apprenticeship or Training Program Certification, and Contract Bond hereto attached, and the Plans for Section 15-00000-01-GM, in the Village of Hanover Park, approved by the Illinois Department of Transportation on N/A,  
Date  
are essential documents of this contract and are a part hereof.

4. IN WITNESS WHEREOF, The said parties have executed these presents on the date above mentioned.

Attest:  
[Signature] Clerk  
(Seal)

The Village of Hanover Park  
By [Signature]  
Party of the First Part  
(If a Corporation)

Corporate Name Elmund and Nelson Co.  
By [Signature]  
President Party of the Second Part  
(If a Co-Partnership)

Attest:  
[Signature]  
Secretary

Partners doing Business under the firm name of  
Party of the Second Part  
(If an individual)  
Party of the Second Part

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 24th day of June A.D. 2015

PRINCIPAL

Elmund and Nelson Co.  
(Company Name) \_\_\_\_\_ (Company Name)  
By: [Signature] President By: \_\_\_\_\_ (Signature & Title)  
(Signature & Title)  
Attest: [Signature] Vice President Attest: \_\_\_\_\_ (Signature & Title)  
(Signature & Title)

(If PRINCIPAL is a joint venture of two or more contractors, the company names and authorized signature of each contractor must be affixed.)

STATE OF ILLINOIS,  
COUNTY OF Cook

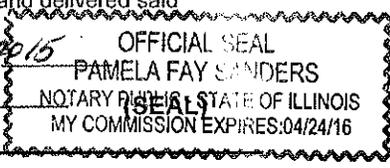
I, Pamela Fay Sanders, a Notary Public in and for said county, do hereby certify that  
Arlette Nelson and Krystyna Fajarowicz

(Insert names of individuals signing on behalf or PRINCIPAL)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 24th day of June A.D. 2015

My commission expires 4-24-16 Pamela Fay Sanders  
Notary Public



SURETY

The Ohio Casualty Insurance Company By: [Signature]  
(Name of Surety) \_\_\_\_\_ (Signature of Attorney-in-Fact)

STATE OF ILLINOIS, (SEAL)  
COUNTY OF DuPage

I, Katie Lawler, a Notary Public in and for said county, do hereby certify that

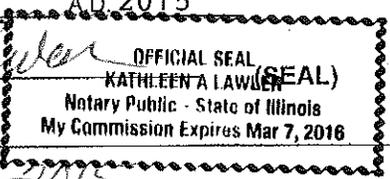
Kerri Stephens

(Insert names of individuals signing on behalf or SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this 16 day of June A.D. 2015

My commission expires 3/7/16 Kathleen A. Lawler  
Notary Public



Approved this 16 day of June, A.D. 2015

Attest: [Signature]  
village Clerk

[Signature]  
(Awarding Authority)  
(Chairman/Mayor/President)


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Remy Navarrete, Finance Director  
T.J. Moore, Director of Engineering and Public Works

**SUBJECT:** Authorize the continued participation in NIMEC and authorize the Village Manager or her designee to approve a contract with the lowest cost electricity provider

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Authorize the continued participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and authorize the Village Manager or her designee to approve a contract with the lowest cost electricity provider

**Discussion**

On December 6, 2006, the Village of Hanover Park selected the Northern Illinois Municipal Electric Collaborative (NIMEC) to serve as the Village's broker relative to the acquisition of electrical energy. NIMEC is an experienced energy broker and their municipal collaborative has approximately 125 members. This pool allows NIMEC's members to secure more competitive pricing based on higher volumes than can be provided to a single municipality.

In 2014, the Village entered into a 36 month contract with NIMEC to be a part of a bid process to provide electrical power to the Village's lift stations and water pumps from June 2014 through May 2017. In May of 2014, the Village entered into another agreement with NIMEC to provide electrical power to the Village's street lights. Both of these contracts are in need of renewal. In previous years, bids ranged from 12 to 36 months.

NIMEC will offer 12 to 36 month pricing. Each member is able to select the term which best meets their individual needs. It is expected that the 12 month pricing will be lower than the 36 month price.

To participate in the bid process, the Village Manager seeks direction from the Village Board on which rate to select and the authority to sign a contract with the lowest cost electricity

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_ Regular Board Meeting  
January 5, 2017 Pg. 81

provider within hours of the bids being received by NIMEC; on or before April 30, 2017 for lift stations and on or before July 01, 2017 for Village’s streetlights.

A representative for NIMEC will be attending the Board Meeting to answer any questions.

**Recommended Action**

Move to pass a Resolution authorizing the continued participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and authorizing the Village Manager or her designee to approve a contract with the lowest cost electricity provider.

**Attachments:** Resolution

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
<b>Budgeted Amount:</b>	\$ N/A		
<b>Actual Cost:</b>	\$		
<b>Account Number:</b>			

**RESOLUTION NO. R-17-****A RESOLUTION AUTHORIZING THE CONTINUED PARTICIPATION IN THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE (NIMEC) AND AUTHORIZING THE VILLAGE MANAGER OR HER DESIGNEE TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER**

**WHEREAS**, on January 2, 2007, the State of Illinois implemented a plan to deregulate Commonwealth Edison; and

**WHEREAS**, under the aforementioned deregulation plan, Commonwealth Edison no longer generates electricity for its customers, but continues to provide electric power through its distribution system; and

**WHEREAS**, as a result of this deregulation, electricity is purchased based on market price, and Exelon, the parent company of Commonwealth Edison, is no longer the sole supplier of electricity in northern Illinois, resulting in new electricity suppliers competing against Exelon, and competitive market forces dictating the price of electricity; and

**WHEREAS**, the Village of Hanover Park selected the Northern Illinois Municipal Electric Collaborative (NIMEC) on December 6, 2006 to serve as the Village's broker relative to the acquisition of electrical energy due to NIMEC'S municipal experience and the fact that NIMEC is a municipal collaborative which will be pooling the energy needs of members of the collaborative in order to secure more competitive pricing based on higher volumes than can be provided individually to a single municipality; and

**WHEREAS**, NIMEC has grown to a majority of 125 municipal members with electric energy purchases in excess of \$15 million/year; and

**WHEREAS**, the Village Manager or her designee will need to have the authority to sign a new contract with the electricity provider which is deemed most favorable for the Village within hours of the bids being received by NIMEC on or before April 30, 2017 for lift stations and on or before July 01, 2017 for Village's streetlights; now, therefore,

**BE IT RESOLVED** by the Village President and Board of Trustees of the Village of Hanover Park, Illinois, as follows:

**SECTION 1:** That the Northern Illinois Municipal Electric Collaborative (NIMEC) is hereby appointed as the Village's broker for purposes of obtaining a supply of electricity for the Village's municipal needs, and the Village Manager or her designee is hereby directed to take all actions necessary to establish said broker relationship.

**SECTION 2:** That the Village Manager or her designee is authorized to discuss and negotiate energy rates directly with suppliers in an effort to secure a lower energy cost for the Village of Hanover Park.

**SECTION 3:** That in light of the time constraints applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by NIMEC, the Village Manager is hereby authorized to sign the contract with the lowest bidder.

**SECTION 4:** This Resolution shall be in full force and effect from and after this resolution's passage and approval in the manner provided by law.

ADOPTED this \_\_\_\_ day of January, 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
Rodney S. Craig  
Village President

Attest: \_\_\_\_\_  
Eira Corral Sepúlveda  
Village Clerk



**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Shubhra Govind, Director of Community & Economic Development  
Patrick Ainsworth, Village Planner

**SUBJECT:** Approval of an Ordinance for a Special Use to allow for a Private School for the property located at 7455 Jensen Boulevard, Hanover Park, Illinois

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

---

**Executive Summary**

Request for the Village Board to pass an Ordinance for a Special Use for a Private School for the property located at 7455 Jensen Boulevard (former Jimenez grocery store).

**Discussion**

*Background*

The subject property is located on the east side of Jensen Boulevard approximately 300 feet north of Irving Park Road and is currently zoned B-2, Local Business. This site is improved with a vacant 25,000 square foot commercial retail building and a surface parking lot with 99 off-street spaces. The existing building has been vacant for several years and the applicant is proposing to purchase the property, renovate the interior, add new landscaping to the exterior and reactivate the vacant building with a private school. The applicant is proposing to start off with 98 students and 15 faculty and staff; however, the school is expected to gradually grow in enrollment over a several year period.

Per Code Section 110-5.9.3, a Private School facility in the B-2 zoning district is an allowable Special Use.

*Staff Analysis & Discussion*

Overall, Staff finds the proposed use will be compatible with the other uses in the area. Jensen Boulevard is a very low traveled street that services small commercial and industrial uses to the north and west. The subject property is relatively difficult for commercial retail uses given its distance from Irving Park Road and lack of visibility with the Road Ready Gas Station positioned directly in front of the property. The proposed private school is considered a destination use and it does not need the visibility on Irving Park Road to thrive.

Moreover, the school is already operating out of Schaumburg, Illinois, but the applicant indicates that they are growing out of the current facility.

#### *Comprehensive Plan Compliance*

The Comprehensive Plan supports projects that enhance the community facilities within the Village. Specifically, the Comprehensive Plan contains the following statement, “A community’s overall quality of life is highly dependent upon the strengths and conditions of the municipality’s community facilities... particularly as they form the building blocks for a strong, balanced community that benefits current residents and attracts potential new residents”.

If the Special Use is granted, then this would be the first private school to operate within the Village of Hanover Park. Also, the applicant will be improving the subject property by: constructing a new trash enclosure, adding new landscaping and adding a new internal traffic layout to enhance parent drop-off and pick-up on the property.

#### *Staff Review and Comments*

Staff from the Public Works & Engineering, Police, and Fire Departments, including the Inspectional Services Division, have reviewed the proposed development through the Development Review Committee and Site Plan Review processes. They find the proposed development to be acceptable and their comments have been incorporated into the plans.

Traffic movement was discussed in detail and staff found that the proposed use will produce a fraction of the traffic once generated from the former grocery store. However, there will be two peak times for vehicles entering and exiting the subject property. As such, the Development Commission added a condition to install a “Right Turn Only” sign at the exit of the property which will force the vehicles to utilize the traffic signal at Tower Road and Barrington Road so as to not impede the traffic at the corner of Jensen Boulevard and Irving Park Road.

#### *Compliance with Village Zoning Ordinance*

The property is currently zoned B-2, Local Business and the existing building will mainly experience interior renovations. The applicant is proposing to amend the site layout by moving the trash enclosure, adding a drop-off area for parents and students, and adding landscaping to comply with the current Zoning Ordinance. As such, the bulk regulations related to the proposed improvements are summarized in the table below:

<b>7455 Jensen Blvd.</b>	<b>Required</b>	<b>Proposed</b>
Lot Coverage	75% Max Allowed	68%
Off-Street Parking	19 Spaces	94 Spaces

The proposed improvements are consistent with the Hanover Park Zoning Ordinance.

#### *Discussion on Special Use Request*

In order for the applicant to apply for a Special Use, the applicant’s proposal should meet all of the Standards for Review as cited in Code Section 110-4.5.7. Staff finds that there will be no adverse impact to the surrounding properties or to the public health, safety and welfare as explained in the attached Findings of Fact.

*Public Comment*

To date, staff has received no written public comments related to the application. One person spoke at the Development Commission hearing asking if there are going to be school buses associated with this school. There are no school buses associated with this school.

*Development Commission*

The Development Commission held a public hearing to consider the request for a Special Use on December 8, 2016 and, with a vote of 5 to 1, recommended approval of the request with the following conditions:

1. The Special Use shall substantially conform to the architectural/landscaping drawings prepared by Jackl Brandies Architects LTD. last dated November 16, 2016, except as such plans and drawings may be amended to conform to all applicable codes and ordinances.
2. That the two handicap spaces that were removed east of the main entrance be added to the parking lot strip west of the main entrance to conform to Code Section 110-6.2.2.a(3).
3. That no signage shall be approved with this application.
4. That the applicant shall install a "Right Turn Only" sign at the exit of the property; the traffic movements of this property shall be re-reviewed by staff after three months of opening.

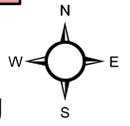
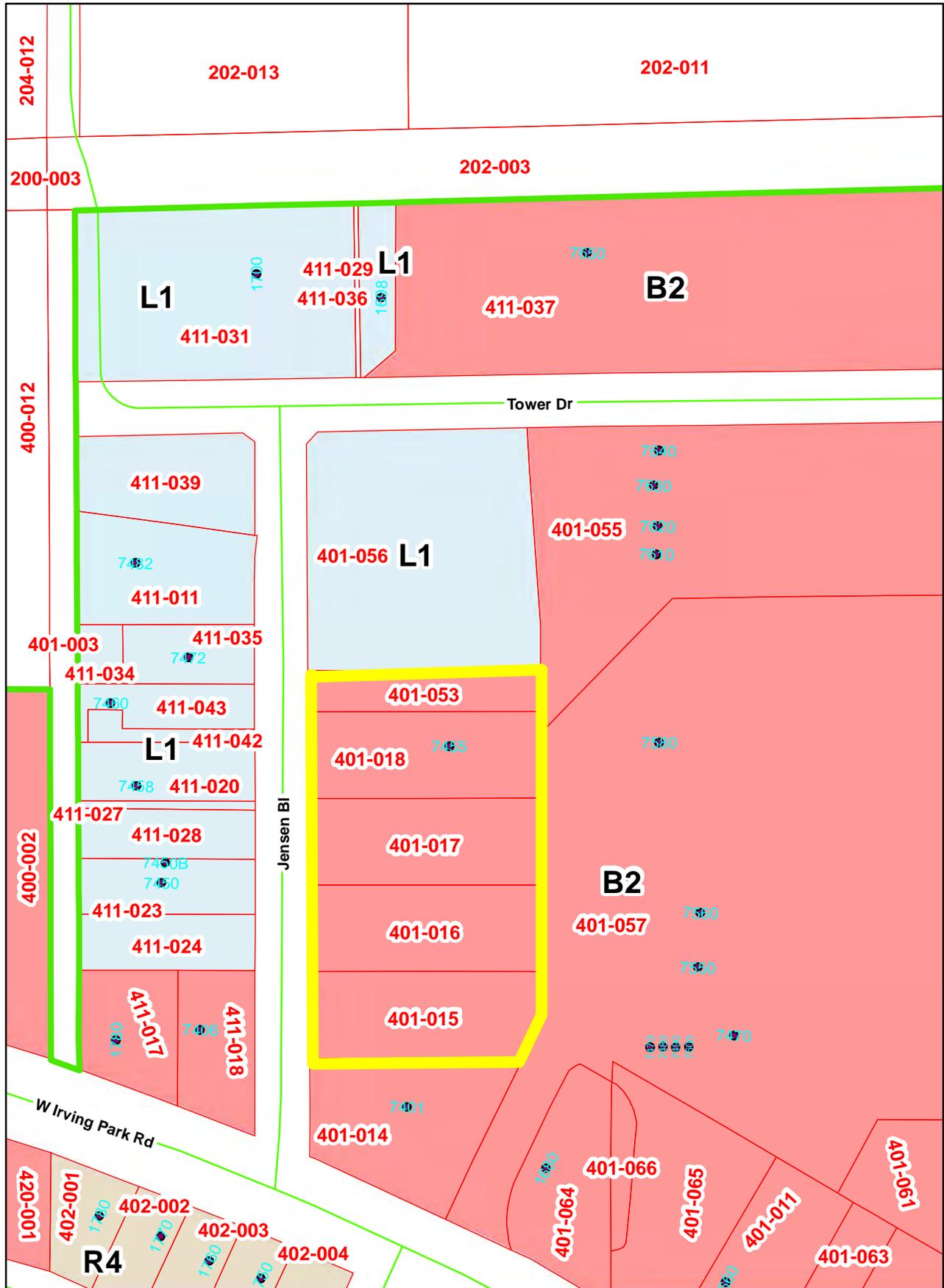
**Recommended Action**

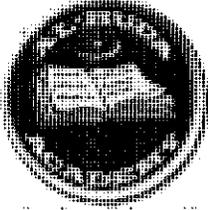
Move to pass an Ordinance granting a special use for a private school at 7455 Jensen Boulevard, Hanover Park, Illinois.

**Attachments:**                      Exhibit 1 – Plans  
    Exhibit 2 – Ordinance  
    Exhibit 3 – Development Commission Findings of Fact

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ N/A	
<b>Actual Cost:</b>	\$ N/A	
<b>Account Number:</b>	N/A	

# Zoning Map for 7455 Jensen Blvd.





Learning from divine guidance

## AL HUDA ACADEMY

435 Spring South Road, Schaumburg, IL 60193

Phone: 630-270-3130 Fax: 630-597-7102

[www.alhudaacademy.com](http://www.alhudaacademy.com)

To whom it may concerns

Sub: Purpose of Building Use

Ref: 7455 Jensen Blvd, Hanover Park.

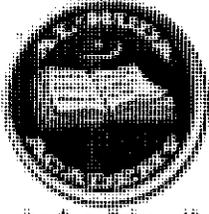
Midwest Islamic Center services includes Mosque, Community Center, Fulltime School, Sunday school and other educational Services. Al-Huda Academy (fulltime school) is in operation, for last 10 years and currently located at 435 Spring South Rd, Schaumburg. Academy have at present, 15 teachers staff and 98 fulltime students enrolled. About 100 Students in Sunday school. Our Community is growing in this area due to our school and service reputation.

Our School Hours are between 8:30 AM to 3:30 PM Monday to Friday. Sunday school hours are between 10 AM to 1 PM. All Parents will drop off the kids to school every day in kids dropping area between 7.30 AM to 8.30 AM. The total number of cars dropping students would not be more then 30. There will be 4 to 5 teachers will receive the kids at dropping area and escort to the class rooms. We will instruct the parents to used Tower Road for the exits traveling East Irving Park Road.

We have label separate class rooms for Sunday school and regular school and their activity rooms.

As per recommendation we have provided a new garbage enclose area at west north side of the property, and provided chain fence to secure back yard.

We will not have any Band, Concerts, or any other large activities. We will have some sports programs for our students once in a while and as required by their academic needs.



Learning from divine guidance

## AL HUDA ACADEMY

435 Spring South Road, Schaumburg, IL 60193

Phone: 630-270-3130 Fax: 630-597-7102

[www.alhudaacademy.com](http://www.alhudaacademy.com)

As we are growing, we are anticipating around 150-to-200 students in next three years. That will increase the teacher count as well. We are projecting teachers count to increase around 20-25 teachers in next three years.

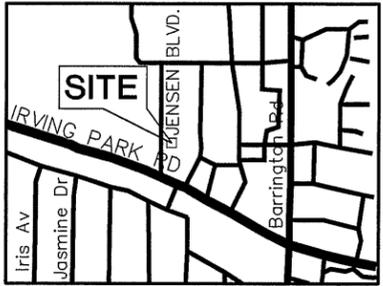
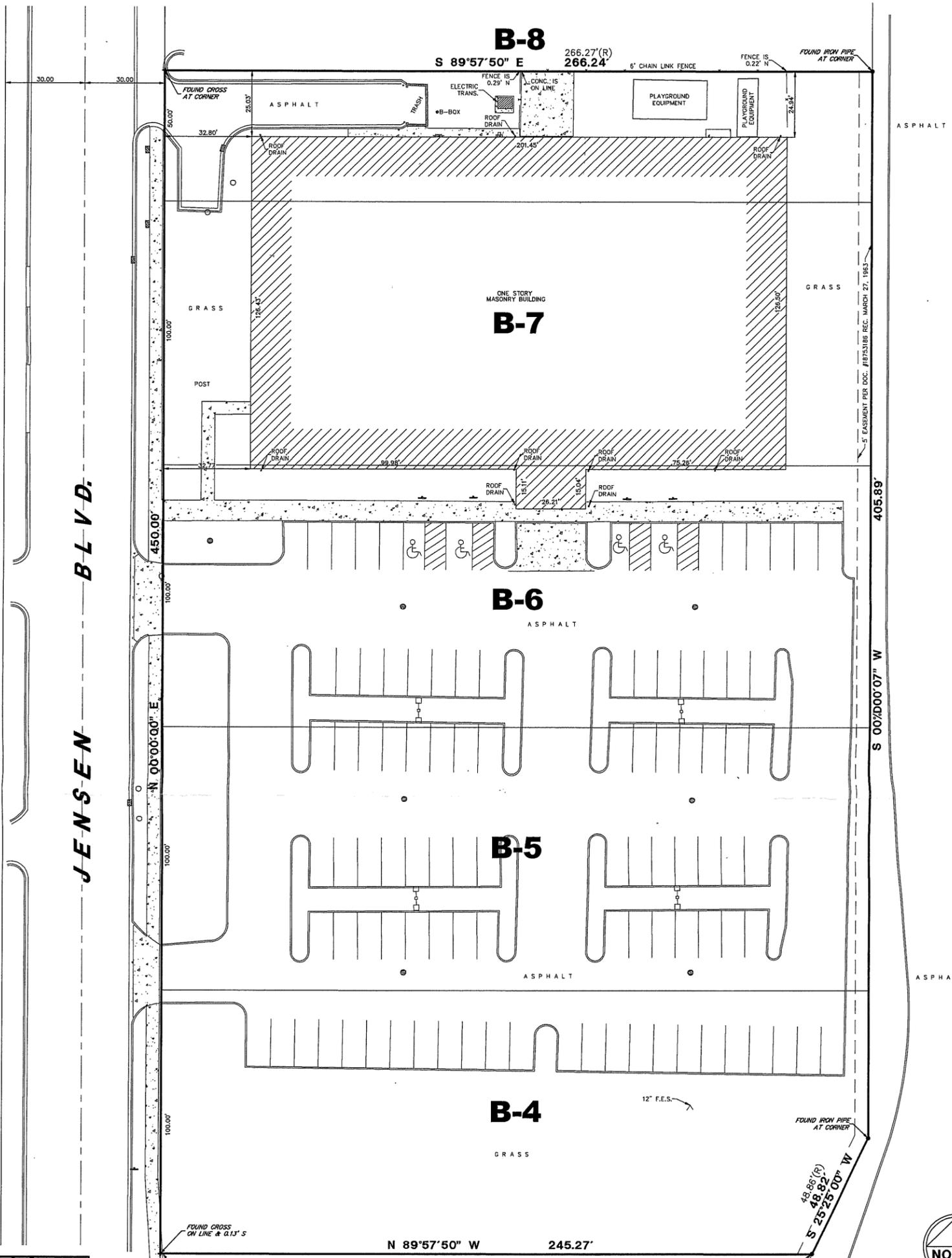
Please feel free to reach out to me if you have any questions.

Sincerely,

Imran Khan  
Al-Huda Academy & MIC  
Board Member  
10/07/2016

# ALTA / ACSM LAND TITLE SURVEY

LOTS B-4, B-5, B-6 AND B-7 AND THE SOUTH HALF OF LOT B-8 IN THE SUBDIVISION OF LOT "B" IN HANOVER GARDENS, A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



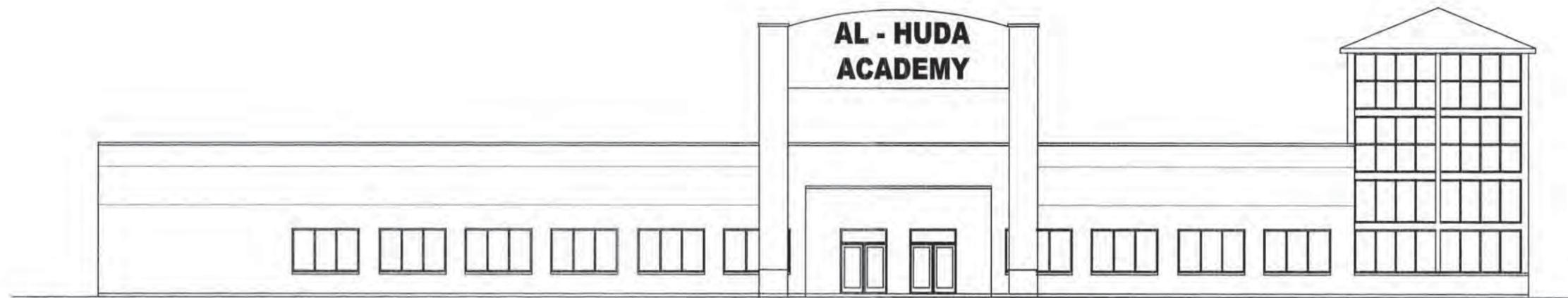
SCALE: 1" = 20'  
BEARINGS ARE FOR ANGULAR REFERENCE ONLY AND ARE NOT RELATED TO TRUE OR MAGNETIC NORTH

LEGEND			
—	PROPERTY LINE	—	GUY WIRE ANCHOR
- - -	CENTER LINE	—	CONTOUR LINE
- · - · -	EASEMENT LINE	—	TREE LINE / HEDGE LINE
- · - · -	BUILDING SETBACK	—	EDGE GRAVEL/STONE
M	MEASURES DATA	—	FENCE LINE
R	RECORD DATA	—	STORM SEWER
C	CALCULATED DATA	—	SANITARY SEWER
XXXXXX	TOP OF CURB/WALL, ETC.	—	COMBO SEWER
XXXXXX	SPOT GRADE	—	WATER SERVICE LINE
XXXXXX	SECTION OF (GROUND, GUTTER, ETC.)	—	WATERMAIN
□	CONCRETE	—	OVERHEAD ELEC. LINE
○	STANDARD TREE	—	OVERHEAD TELECO LINE
●	EVERGREEN TREE	—	GAS LINE
○	TYPICAL SIGN	—	U.C. TELECO LINE
○	FLARED END SECTION	—	U.C. ELECTRIC LINE
○	CLOSED MANHOLE	—	UTILITY MARKINGS (WATER, GAS, ELEC, ETC.)
○	OPEN GRATE MANHOLE	—	
○	GUTTER FRAME	—	
○	VALVE VAULT	—	
○	FIRE HYDRANT	—	
○	B-BOX / SERVICE VALVE	—	
○	AREA LIGHT	—	
○	STREET LIGHT	—	
○	TRAFFIC SIGNAL	—	
○	POLE ARM SIGNAL	—	
○	HANDHOLE	—	
○	GAS METER	—	
○	ELECTRIC METER	—	
○	PEDESTAL (lights, etc)	—	
○	UTILITY POLE	—	

NOTES:  
 1. PERMANENT INDEX NUMBER: 06-25-401-015, 016, 017, 018 & 053  
 2. PROPERTY AREA: 119,341.56 sq. ft.  
 3. FIELD WORK COMPLETED: 4/9/01  
 4. THERE ARE A TOTAL OF 99 PARKING SPACES OF WHICH 4 ARE RESERVED FOR HANDICAPPED USE.  
 5. ACCORDING TO OUR INTERPOLATION OF THE FLOOD INSURANCE RATE MAP (F.I.R.M) THIS PROPERTY IS LISTED AS BEING IN A ZONE "C" DESCRIBED AS AREAS OF MINIMAL FLOODING ACCORDING TO PANEL NUMBER 170099 0005B EFFECTIVE DATE NOVEMBER 15, 1978.  
 6. FOOTPRINT OF BUILDING IS 25,870.62 sq. ft.

STATE OF ILLINOIS }  
 COUNTY OF COOK } SS  
 TO: DELRAY FARMS, L.L.C.  
 WE, W-T LAND SURVEYING, INC. DO HEREBY DECLARE THAT THIS MAP OR PLAT AND SURVEY ON WHICH IT IS BASED HERE (I) IN ACCORDANCE WITH "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS", JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND ACSM IN 1999, AND DOES INCLUDE ITEMS 2,3,4,7a,7b,8 & 9 FROM TABLE "A" THEREOF, AND (II) PURSUANT TO THE ACCURACY STANDARDS (AS ADOPTED BY ALTA AND ACSM AND IN EFFECT ON THE DATE OF THIS DECLARATION) OF AN URBAN SURVEY.  
 GIVEN UNDER MY HAND AND SEAL THIS 13th DAY OF APRIL, A.D. 2001, AT SCHAUMBURG, ILLINOIS  
 ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3323  
 ADOPTED BY THE AMERICAN LAND TITLE ASSOCIATION ON OCTOBER 6th, 1999  
 ADOPTED BY THE BOARD OF DIRECTION, AMERICAN CONGRESS ON SURVEYING AND MAPPING ON OCTOBER 20th, 1999  
 ADOPTED BY THE BOARD OF DIRECTORS, NATIONAL SOCIETY OF PROFESSIONAL SURVEYORS ON OCTOBER 19, 1999  
 THIS SURVEY WAS PREPARED FOR TITLE PURPOSES ONLY.

DATE: 04/10/01	SCALE: 1"=20'	CHECK: JK	DRAWN: MWO	SHEET: S-1	OF ONE SHEETS
ALTA / ACSM LAND TITLE SURVEY			FUNLAND AMUSEMENT CENTER 7459-73 JENSEN BLVD HANOVER PARK, ILLINOIS		W-T
W-T LAND SURVEYING, INC. LAND AND CONSTRUCTION SURVEYORS 39 EAST SCULLY DRIVE SCHAUMBURG, ILLINOIS 60193 ph: (847)895-3640 fax: (847)895-9985			REVISIONS	DATE	BY



**FRONT ELEVATION**  
SCALE: 1/8" = 1'-0"

SIGNATURE

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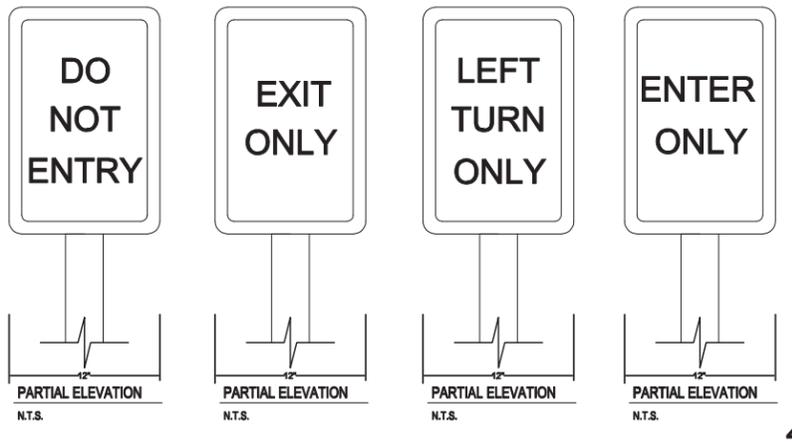
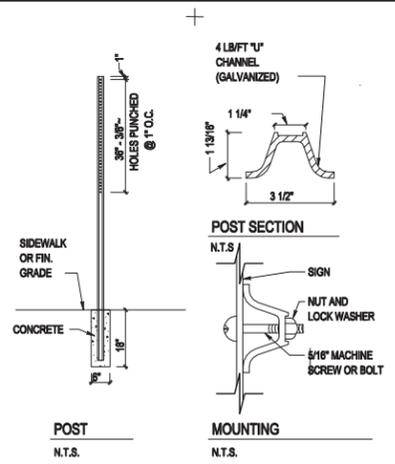
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LICENSE NO. 184,001832

INTERIOR RENOVATION  
**AL-HUDA  
ACADEMY**  
7455 JENSEN BLVD.  
HANOVER PARK, IL.

ISSUE	DATE
REVISED LAYOUT	11-16-16

SHEET TITLE  
EXISTING  
FRONT  
ELEVATION

SHEET NUMBER  
**A-1**



LOT AREA	119,341.56 SQ. FT.
EXISTING ONE STORY BUILDING	25,870.62 SQ. FT.
EXISTING PARKING LOT	47,571.13 SQ. FT.
EXISTING SIDEWALK	3020.79 SQ. FT.
EXISTING DRIVE	1180.02 SQ. FT.
TOTAL COVERAGE	77642.56 SQ. FT.
65.05 % LOT COVERAGE	

8-A.13

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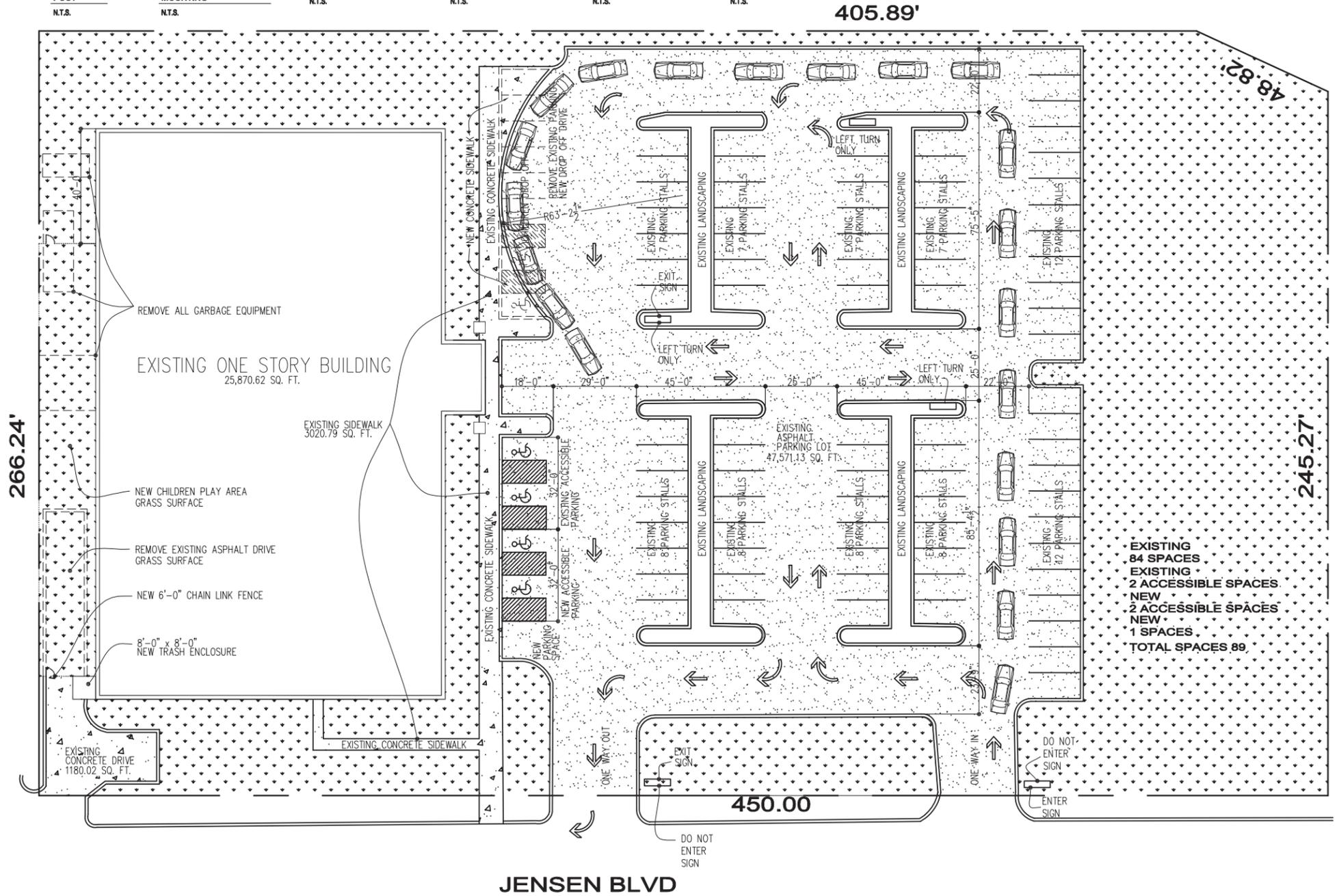
JAKL - BRANDES  
 ARCHITECTS, LTD.  
 LICENSE NO. 184-001833d

INTERIOR RENOVATION  
**AL-HUDA  
 ACADEMY**  
 7455 JENSEN BLVD.  
 HANOVER PARK, IL

ISSUE	DATE
REVISED LAYOUT	11-16-16

SHEET TITLE

SHEET NUMBER  
**A-4**



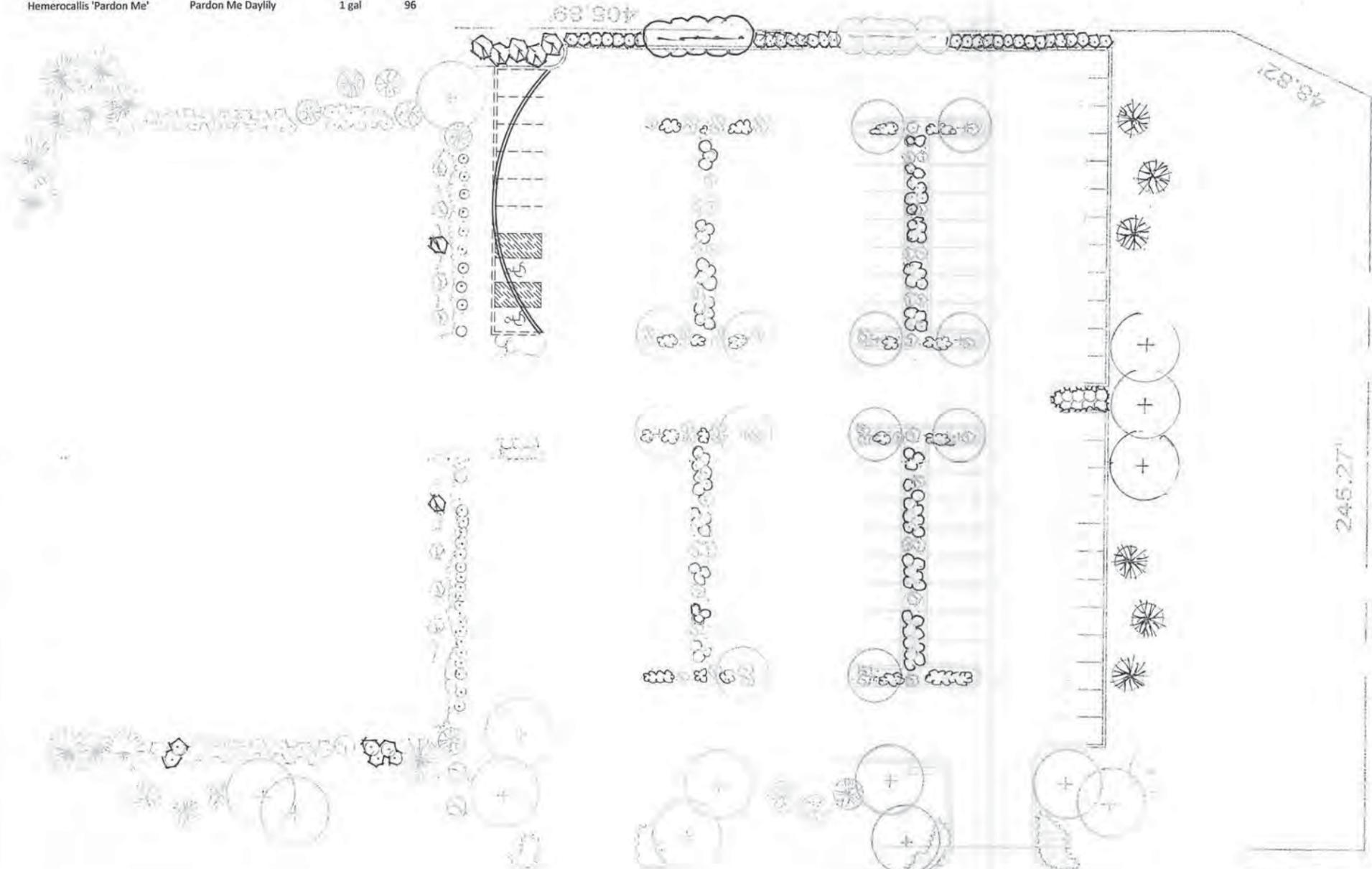
**SITE PLAN** N ←  
 SCALE: 1" = 20'-0"

Planting Refurbishment  
Additions to Existing

Scientific	Common	Size	Qty
Gleditsia tri. Inemis 'Skyline'	Skyline Honey Loust	2.5"	3
Cercis canadensis	American Redbud	6'	5
Malus spp.	Crab Apple	6'	3
Thuja occidentalis 'Smaragd'	Emerald Green Arborvitae	6' B&B	7
Viburnum dentatum	Arrowwood Viburnum	4' B&B	36
Juniper spp.	juniper (cultivar TBD)	5 gal	16
Taxus media 'Hicksii'	Hick's Japanese Yew	24" B&B	19
Festuca glaua 'Elijah Blue'	Elijah Blue Fescue	1 gal	84
Hemerocallis 'Pardon Me'	Pardon Me Daylily	1 gal	96

Notes:

- 1) Remove Taxus m Hicksii in center Parking Lot islands. Replace with salt tolerant grasses and daylily
- 2) Remove volunteer, diseased and declining trees and shrubs along East and South sides of Parking Lot. Replace with Viburnum dentatum hedge, Cercis multi-stem, Malus multi-stem and Gleditsia.
- 3) Fill in where plants are missing or declined with same species, various locations.



- Gleditsia spp.
- Malus spp.
- Picea pungens glauca
- Thuja occidentalis 'Smaragd'
- Juniper viginiana, upright
- Cercis Canadensis
- Viburnum dentatum
- Juniper spp., spreading
- Taxus m hicksii
- Festuca glauca 'Elijah Blue'
- Hemerocallis 'Pardon Me'

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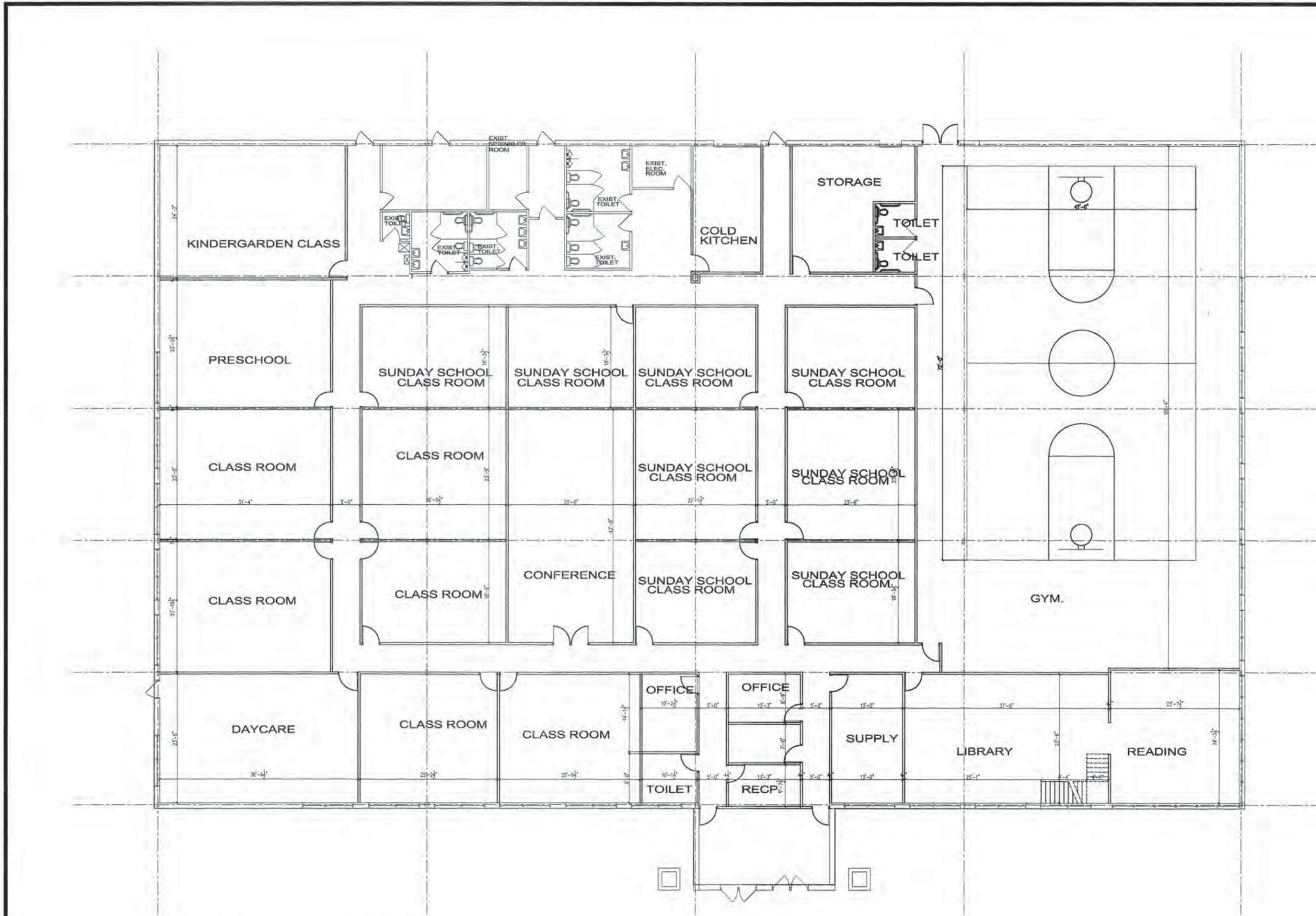
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INTERIOR RENOVATION  
**AL-HUDA  
ACADEMY**  
7455 JENSEN BLVD.  
HANOVER PARK, IL.

ISSUE	DATE
REVISED LAYOUT	11-16-16

SHEET TITLE  
**NEW  
LANDSCAPE  
PLAN**

SHEET NUMBER  
**A-3**



**PROPOSED FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

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INTERIOR RENOVATION  
**AL-HUDA  
ACADEMY**  
7455 JENSEN BLVD.  
HANOVER PARK, IL.

ISSUE	DATE
REVISED LAYOUT	11-16-16

SHEET TITLE  
**PROPOSED  
FLOOR PLAN**

SHEET NUMBER  
**A-6**

**ORDINANCE NO. O-17-****AN ORDINANCE GRANTING A SPECIAL USE FOR A PRIVATE SCHOOL  
AT 7455 JENSEN BOULEVARD, HANOVER PARK, ILLINOIS**

**WHEREAS**, Midwest Islamic Center (applicant) and Chicago Title Land Trust Company, Trust Number 1110519, the legal title holder, filed a petition to allow a private school use as a special use pursuant to Section 110-5.9.3.r. of the Village of Hanover Park Zoning Ordinance, on property in the “B-2 Local Business District” located at 7455 Jensen Boulevard; and

**WHEREAS**, the Development Commission held a public hearing on December 8, 2016, pursuant to published notice and considered said petition, evidence, and testimony submitted in connection therewith and has filed its written findings of fact and recommendation with the President and Board of Trustees; and

**WHEREAS**, the President and Board of Trustees of the Village of Hanover Park have received and concur with the recommendation of the Development Commission and find that granting the special use in the “B-2 Local Business District” meets the standards set forth in Section 110-4.5.7 of the Village’s Comprehensive Zoning Ordinance for Special Uses; now, therefore,

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

**SECTION 1:** That there be and is hereby granted to the property commonly known as 7455 Jensen Boulevard and located within the following legally described premises:

LOTS B-4, B-5, B-6 AND B-7 AND THE SOUTH HALF OF LOT B-8 IN THE SUBDIVISION OF LOT “B” IN HANOVER GARDENS, A SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDAN IN COOK COUNTY, ILLINOIS.

PINs: 06-25-401-015, -016, -017, -018, & -053

a special use as authorized by Section 110-5.9.3.r. of the Comprehensive Zoning Ordinance to allow for a private school in the existing building on the above described premises, including the use of the above premises for parking and ancillary uses to the private school, as generally depicted on the site plan, and floor plans prepared by Jakl Brandies Architects, Ltd., and last dated November 16, 2016, and made a part hereof by reference.

**SECTION 2:** That the grant of this special use is subject to the following conditions:

1. The Special Use shall substantially conform to the architectural/landscaping drawings prepared by Jakl Brandies Architects Ltd., last dated November 16, 2016, except as such plans and drawings may be amended to conform to all applicable codes and ordinances;
2. That the two handicap spaces that were removed east of the main entrance be added to the parking lot strip west of the main entrance to conform to Code Section 110-6.2.2.a(3);
3. That no signage is approved as part of this ordinance; and
4. That the southerly ingress and egress shall be used only as one-way into the property; that the northerly ingress and egress shall be used for right turn exit only from the property with a “Right Turn Only” sign installed and maintained by applicant and/or owner for such existing traffic; that traffic movements concerning the property shall be further reviewed by staff following three (3) months from school opening.

**SECTION 3:** That based upon the special use granted herein, the relevant Village Departments are hereby authorized to execute and issue such permits and licenses necessary for the operation of said special use provided all applications and supporting documents are in compliance with the Municipal Code of the Village of Hanover Park.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner required by law.

**SECTION 5:** Any person, firm, or corporation violating any provision of this Ordinance shall be fined not less than one hundred (\$100.00) dollars nor more than seven hundred fifty (\$750.00) dollars, and each day a violation continues shall be considered a separate violation.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this \_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Rodney S. Craig  
Village President

ATTESTED, filed in my office, and published in pamphlet form this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Eira Corral Sepúlveda, Village Clerk

**DEVELOPMENT COMMISSION**  
**FINDINGS OF FACT**  
**SPECIAL USE**

**7455 JENSEN BOULEVARD**

**I. Subject**

Consideration a request by Mohsin Latifi (applicant) on behalf of Chicago Title Land Trust Company, Trust #1110519 (property owner) for approval of a Special Use to operate a Private School located at 7455 Jensen Boulevard, Hanover Park, Illinois

**II. Findings**

On December 8, 2016, after due notice as required by law, the Hanover Park Development Commission held a public hearing on the subject request concerning a Special Use for a Private School. One member of the public appeared and 0 written comments were filed.

The Development Commission has made the following findings regarding the request:

**Special Use Standards for Approval**

**A. Public Health, Safety, and Welfare**

The proposed special use request will not negatively impact the public health, safety or welfare of the community as the applicant will be enhancing a vacant property and reactivating a dormant building with a new use. The applicant is proposing a private school for this location which will enhance the community facilities that serve our diverse population. Additionally, the applicant will improve the property by installing more landscaping which will both enhance the property and advance the public health, safety and general welfare.

**B. Surrounding Property Use and Value**

The proposed development will not negatively impact the use or value of other property in the immediate vicinity. The applicant has designed the proposed enhancements to maintain compatibility with the surrounding land uses. The proposed improvements will enhance the subject property with a new use that will enhance the customer base for the surrounding businesses. This, in turn, should help raise nearby property values.

**C. Conformance with Comprehensive Plan**

The proposed development is in conformance with the goals and objectives set forth in the Comprehensive Plan. The Comprehensive Plan acknowledges the importance of “community facilities” such as a school as a way to create a strong and balanced community. The proposed school will be the first private academic institution within the community which will help to serve our diverse base of residents. Moreover, the applicant plans to invest in an aging property which will create new employment opportunities and add to the customer base for the existing businesses.

**D. Development and Improvement of Surrounding Property**

The proposed development will not impede the normal and orderly development and improvement of the surrounding properties nearly all abutting properties are already developed as commercial uses. The proposed improvements may encourage nearby commercial properties to update and potentially redevelop to better serve this area.

**E. Utilities, Access Roads, and Drainage**

The proposed development has been reviewed by all applicable departments and staff including the Village Engineer and the Public Works Department. No public utilities will be impacted by the proposed site improvements. All improvements will meet Village standards.

**F. Traffic Impact**

The proposed development has been reviewed by all applicable departments and staff including the Village Engineer and the Public Works Department. No public utilities will be impacted by the proposed site improvements. The former use was a 25,000 square foot grocery store which contained a more intense trip generation. It is found that the proposed private school will generate less traffic as compared to a grocery store. While there will be a temporary influx of vehicles dropping off and picking up students, Jensen Boulevard can accommodate additional traffic and alternative routes exist where the vehicles can utilize to disperse the traffic across the road network. As such, no transportation improvements are required at this time.

**G. Conform to all Regulations**

The applicant's proposed site improvements will conform to all Zoning Codes and all other applicable codes and regulations. The applicant has worked extensively with Village Staff to ensure that the proposed improvements meet and/or exceed the Village's standards.

**H. Minimize Adverse Impacts on Abutting Properties**

The proposed site improvements will minimize any adverse impacts on the abutting properties as the landscaping and screening will meet current code. The Village of Hanover Park updated the landscaping requirements in 2014 in order to increase the level of screening for properties that undergo site improvements. Therefore, the applicant is bringing the property's landscaping up to code with the proposed improvements as required by the Zoning Ordinance. In turn, these improvements will ensure that any impacts are reduced to a minimum.

### **III. Recommendations**

Accordingly, by a vote of 5 to 1, the Development Commission recommends approval of the request, subject to the following conditions:

1. The Special Use shall substantially conform to the architectural/landscaping drawings prepared by Jackl Brandies Architects LTD. last dated November 16, 2016, except as such plans and drawings may be amended to conform to all applicable codes and ordinances.
2. That the two handicap spaces that were removed east of the main entrance be added to the parking lot strip west of the main entrance to conform to Code Section 110-6.2.2.a(3).
3. That no signage shall be approved with this application.
4. That the applicant shall install a “Right Turn Only” sign at the exit of the property; the traffic movements of this property shall be re-reviewed by staff after three months of opening.



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Remy Navarrete, Finance Director

**SUBJECT:** Collection Agency Services

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting the Village President and Board of Trustees authorize the Village Manager to enter into an agreement with Linebarger Goggan Blair & Sampson, LLP (Attorney at Law) for our Collection Agency Services for a one year period beginning January 1, 2017 to December 31, 2017 with an optional two-year extension.

**Discussion**

In October 2016, the Finance Department issued a Request for Proposal (RFP) for the purpose of selecting a collection agency. The main responsibility is to perform collection services for the Village's outstanding parking/citation, ordinance violations, red light camera fines, ambulance charges and miscellaneous receivables. Three (3) qualified collection agencies submitted a proposal. The proposed contingency fees ranged from 19.75% to 32%.

The three candidates are as follows: Municipal Collections of America (MCOA), Linebarger Goggan Blair & Sampson, LLP (Attorney at Law), and Stellar Recovery Inc. All of the candidates would provide complete collection services, including collection letters, phone calls, and monthly reports to the Village. They showed different payment options such as; credit card, ACH, money order, check-by-phone, cash, online, mobile device and an online payment portal.

**Municipal Collections of America (MCOA) – located in Lansing IL, proposed:**

- 25% contingency commission

Original Company "Receivables Managements Inc.", was formed in 1993 and specialized in the collection of municipal debts. They have worked for over 70 Illinois municipalities from 1993 thru 2010, but only two municipalities were actually directly contracted with them

Agreement Name: \_\_\_\_\_

at that time. The rest of the accounts were sub-contracted by other collection agencies. In 2010, they changed the name to MCOA and made the business decision to no longer be a sub-contractor to other agencies. MCOA now only contracts directly with municipalities. In 2011, they began operating outside of Illinois in which they created municipal-specific collection programs in 12 states.

MCOA did not provide audited financial statements, as requested in the RFP. Their response to the RFP, "privately-owned company and does not release financial information publicly". MCOA did not provide SSAE 16, PCI Compliance, BBB A+ rating and Insurance Certification, as requested in the RFP as well. They only provided a statement saying "MCOA meets or exceeds items listed under General Requirements".

MCOA's collection process utilizes skip tracing, which is the process of locating a debtor attempting to evade collection of past due bills. They have performed collection services for other municipalities such as; the City of Elgin, the City of Aurora and the Village of Olympia Fields.

Their rate of recovery: City of Davenport Iowa, citation cameras since 2008. In the 12 months prior to MCOA's involvement, the city realized a total of \$97,000 in recoveries. MCOA built the city's program using the tools available to a municipality, and the city realized \$1.2 million in recoveries from those citation cameras in their first 15 months. The Village of Olympia Fields has realized a total of \$18,000 in recoveries from their delinquent red light camera citation in the 12 months prior to MCOA's involvement. MCOA recovered \$540,000 from the same tickets in the first 15 months.

Linebarger Goggan Blair & Sampson LLP (Attorney at Law) – located in Chicago IL, proposed:

- 19.75% straight contingency fee
- 25.00% cases requiring legal action after suit is filed.

Since its founding in 1976, Linebarger Goggan, a limited liability partnership, has been focused on the collection of governmental receivables. The law firm currently represents over 2,300 public sector clients including; cities, courts, counties, states schools, etc. Linebarger Goggan is licensed and/or authorized to collect in all 50 states, and U.S, territories and commonwealths.

Linebarger Goggan did provide audited financial statements and Insurance Certification as requested in the RFP, even though they are a privately-owned company and do not release financial information publicly. Linebarger Goggan did not provide SSAE 16 and BBB A+ rating as requested in the RFP.

Linebarger Goggan's collection process utilizes skip tracing, which is the process of locating a debtor attempting to evade collection of past due bills. They have performed collection services for governmental entities, such as; the City of Waukegan, the City of Chicago and the State of Illinois.

Their rate of recovery: City of Waukegan, awarded a contract to collect delinquent parking tickets, red light camera tickets, water bills and miscellaneous city fines and fees in May 2015. Over the first full year of operation, the total amount collected on behalf of City of Waukegan was more than 5 times the amount estimated to have been collected by the previous agency. As of March 2016, the firm has generated more than \$660,000 in additional revenue for the City of Waukegan. The City of Chicago began receiving delinquent parking ticket in August 2002. The firm also collects a variety of other City receivables, including delinquent water accounts, Chicago Police Department tickets and miscellaneous fees. As of September 30, 2016, the firm has recovered more than \$484.2 million.

Stellar Recovery – located in Jacksonville, Florida, proposed:

- 25.00% fee – 1-180 days old
- 28.00% fee - 180 – 365 days old
- 32.00% fee - > 365 days old

Stellar Recovery is located in Jacksonville, Florida and has been providing collection and recovery services for the past 8 years. According to their response to the RFP, Stellar Recovery has not previously represented municipal clients. Stellar Recovery is committed in performing various services and has had success in telecommunication, utilities, auto deficiency and various retail accounts.

Stellar Recovery did provide audited financial statements, SSAE 16, BBB A+ rating and Insurance Certification, as requested in the RFP.

Stellar Recovery processes all accounts through location information/verification scrubs. Accounts go through multiple scrubbing processes upon placement, such as bankruptcy and deceased, full litigious, military, location information, phone and cell phone, social security and date of birth scrubs.

Stellar Recovery's recovery rate percentage is 1.27%

### **Recommended Action**

Move to pass a Resolution authorizing the Village Manager to execute a Collection Service Agreement between the Village of Hanover Park and Linebarger Goggan Blair & Sampson, LLP.

**Attachments:**      Resolution  
                                  Service Agreement  
                                  RFP Proposal

<b>Budgeted Item:</b>	<u>  X  </u> Yes <u>    </u> No
<b>Budgeted Amount:</b>	\$5,200.00
<b>Actual Cost:</b>	\$5,200.00 estimated
<b>Account Number:</b>	10-30-3300-403-496

Agreement Name: Collection Agency Agreement

3

Executed By: Juliana Maller

Regular Board Meeting  
 January 5, 2017 Pg. 104

**RESOLUTION NO. R-17-**

**A RESOLUTION AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A COLLECTION SERVICE AGREEMENT BETWEEN THE VILLAGE OF HANOVER PARK AND LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

**WHEREAS**, the corporate authorities of the Village of Hanover Park wish to enter into a Collection Agency Agreement between the Village of Hanover Park and Linebarger Goggan Blair & Sampson, LLP, to undertake collection of the Village’s accounts and other evidences of indebtedness in accordance with the Agreement; and

**WHEREAS**, the corporate authorities have received the written Agreement from Linebarger Goggan Blair & Sampson, LLP, which is attached hereto and marked as Exhibit “B”; and

**WHEREAS**, the corporate authorities find that it is the best interests of the Village of Hanover Park to execute the Agreement; now, therefore,

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Hanover Park, Illinois:

**SECTION 1:** That the Village Manager be and hereby is authorized and directed on behalf of the Village to execute the attached Collection Service Agreement between the Village of Hanover Park and Linebarger Goggan Blair & Sampson, LLP.

**SECTION 2:** That this Resolution shall be in full force and effect after passage and approval as required by law.

APPROVED this \_\_\_\_\_ day of January, 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: \_\_\_\_\_  
Rodney S. Craig  
Village President

Attest: \_\_\_\_\_  
Eira Corral Sepúlveda  
Village Clerk

**AGREEMENT**  
**COLLECTION SERVICE AGREEMENT**

This agreement made and entered into by and between **Linebarger Goggan Blair & Sampson LLP** (hereinafter “Contractor”) whose offices are located at **233 S. Wacker Dr. Ste. 4030, Chicago, IL. 60606**, and the Village of Hanover Park, Illinois (hereinafter “VHP”), whose offices are located at 2121 West Lake Street, Hanover Park, Illinois.

WHEREAS, VHP desires to refer certain delinquent accounts to Contractor for collection pursuant to this agreement; and

WHEREAS, Contractor shall accept such accounts and collect them on the terms pursuant to this agreement and the terms of the Request for Proposal and the Proposal that is attached hereto as Exhibit “A” and made a part hereof; now, therefore,

IN CONSIDERATION of VHP referring for collection to Contractor certain delinquent accounts, Contractor agrees to collect such accounts pursuant to this agreement.

- A. Contractor is an independent Contractor and nothing contained in this agreement shall be construed as constituting Contractor as an agent or employee of VHP. Contractor is solely responsible for the employment, acts and omissions, control and direction of its officers, agents, and employees.

VHP represents that all accounts placed with Contractor, for collection are owned by and debts due to VHP.

- B. Contractor warrants and represents that its collection practices shall be in accordance with all applicable law, rules, and regulations. It shall keep itself fully informed regarding existing and pending legislation and rules relating to collection practice and procedures that may affect its performance under this Agreement.
- C. Contractor will maintain all licensing, bonding, and financial records as may be required by village, state, and federal laws and regulations.
- D. Contractor agrees not to comingle on any of monies collected on VHP accounts with its own funds or to represent any part of VHP monies as belonging to contractor in the conducting of its business.

Contractor will furthermore, provide VHP a monthly statement of the balance of VHP accounts on its records and a list of all individual collections made the previous month.

- E. Contractor shall indemnify, defend and hold harmless VHP (including its Board of Trustees, officers, agents, and employees), individually and collectively from all claims, liabilities, demands, costs and expenses, including reasonable attorneys’ fees arising out of or in connection with any and all acts or omissions of Contractor or its officers, personnel, employees, or agents in the performance of this agreement.

- F. Contractor will, in accordance with standards and ethical procedures, attempt collection of all accounts placed by VHP with Contractor for collection as follows:
1. Obtain collection of full amount in default; or
  2. Implement an alternate payment plan; or
  3. Submit to VHP a recommendation in writing for subsequent legal action that may be taken by Contractor to bring an unpaid account to conclusion; or
  4. Return the account to VHP with a disposition.

VHP, at its sole discretion, reserves the right to place applicable debt into the State of Illinois' Local Debt Recovery Program. It is understood that debt placed into the Recovery Program may concurrently be placed into collection with Contractor. Should VHP receive payment from a debt from the Recovery Program that is also in collection with Contractor, Contractor shall not be eligible for the fees outlined hereafter.

- G. No fees will be payable to Contractor unless money is collected, at which time Contractor will be paid under one of the following:
- In the event that VHP has added any collection fee per 65 ILCS 5/1-2-1 to the debt before listing it with the Contractor, Contractor's fee shall be calculated on the balance paid net of the collection fee. But in no event shall the collection fee be less than **19.75 percent** (19.75%) of the net amount collected.
  - In the event a listed debt is not eligible for inclusion under 65 ILCS 5/1-2-1, Contractor shall be entitled to a contingency fee of **19.75 percent** (19.75%) from the recovered balance paid.
  - VHP shall pay Contractor a contingency fee equal to **25 percent** (25%) of the collected amount only on all cases requiring legal action after suit is filed.

VHP agrees to notify Contractor of any monies received in its offices on a weekly or more often basis.

- H. Contractor agrees to keep records of all collection work efforts under this agreement for a period of three (3) years.
- I. Contractor shall not initiate any legal action on VHP accounts placed for collection without prior written authority from VHP. Upon receipt of written approval, Contractor shall initiate legal action to collection on the authorized account. Contractor shall advance all court costs on all legal cases approved for litigation. VHP shall not be liable for the advancement of court costs by Contractor. Contractor shall be only entitled to be reimbursed for court costs expended on an individual account from the first monies collected on that account. Contractor shall include in all legal actions, as part of the recovery, a request for court costs to be paid by the responsible party.

J. VHP shall have the right to have Contractor suspend collection activities on any account in its discretion as it shall determine. Contractor will return any account to VHP within thirty (30) days after notification. Contractor will immediately suspend collection activity and return any account to VHP when notified by VHP or any other source of the pendency of bankruptcy proceedings of any debtor. In the event that VHP cancels or suspends collection activity on any account referred for legal action, VHP shall reimburse Contractor for all court costs expended on the account.

Upon termination of the agreement, Contractor shall cease collection activity and return all accounts to VHP. Contractor will be entitled to its collection fee on accounts where a satisfactory payment plan has been arranged.

K. This agreement is binding on the parties hereto and on any approved respective successors and assigns. Contractor must obtain prior written consent from VHP before any assignment hereof may be valid and any assignment made without such approval shall be void and of no effect.

This agreement shall be construed in accordance with the laws of the State of Illinois.

L. Contractor will provide VHP with the following operational reports:

1. Contractor will provide VHP with immediate verification of all new accounts sent to Contractor for collection. This accounting will itemize individual accounts with grouped batch totals.
2. Contractor shall establish separate statements of accounts for the purpose of accounting, remitting collection, and billing of fees as required by VHP.
3. Contractor shall supply VHP, upon request, with a status report of each individual account available at VHP discretion.

M. It is the parties express intention and agreement that the section of this agreement, paragraph E., concerning indemnification will survive the termination of this agreement.

This agreement has been negotiated fully and equally, pursuant to a Request for Proposals, at arm's length, by both parties, and will not be construed as having been drafted by any single party. This fully executed agreement, together with Exhibit "A", contains the parties' entire understanding and agreement. Although Exhibit "A", the Request for Proposal, and the Proposal are part of this agreement, any conflict between those documents and this agreement to which they are attached, shall be resolved in favor of this agreement.

Contractor

By: 

Village of Hanover Park

By: \_\_\_\_\_

**PROPOSAL SHEET**

**Note: Proposer must complete all portions of the Proposal Sheet.**

The undersigned having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Proposer certifies that they are not barred from proposing on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33 E-1, et seq.) and are not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5/11-42.1-1)

It is understood that the Village reserves the right to reject any and all proposals and to waive any irregularities and that the prices and proposals contained therein will remain valid for a period of not less than ninety (90) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

**Proposing Company Name:** Linebarger Goggan Blair & Sampson, LLP

**Our firm has not altered any of the written text within this document. Only those areas requiring input by the respondent have been changed to complete.**

If it is the Contractor's intention to utilize a subcontractor (s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax number, and a contact person's name at the time of proposal submittal.		
Will you be utilizing a subcontractor?	YES	X NO
If yes, have you included all required information with your proposal submittal?	YES	NO

-OR-

NO PROPOSAL - Keep our company on your Vendor List	YES	NO
NO PROPOSAL - Remove our company from your Vendor List	YES	NO

- Note: Please feel free to attached further explanation if desired as to your reason for not submitting a proposal.

**INDEMNIFICATION:** The Proposer hereby agrees to protect, defend, indemnify, and save harmless the Village against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Proposer be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Village.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

Linebarger Goggan Blair & Sampson, LLP (Company Name) is not barred by law from submitting a proposal to the Village for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid Rotating); and that

Linebarger Goggan Blair & Sampson, LLP (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

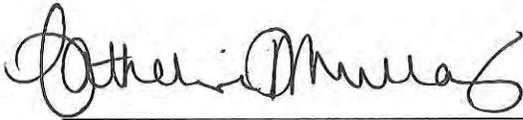
Linebarger Goggan Blair & Sampson, LLP (Company Name) provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

Linebarger Goggan Blair & Sampson, LLP (Company Name) certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 130/11G, Public Act 095-0635: and that

The above citation appears to be in error in that 820 ILCS 130 pertains to The Prevailing Wage Act.

Linebarger Goggan Blair & Sampson, LLP (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program.

Linebarger Goggan Blair & Sampson, LLP  
Proposer's Firm Name

  
Signed Name and Title

233 South Wacker Drive, Suite 4030  
Street Address

Catherine A. Murray, Managing Partner  
Print Name and Title

Chicago, IL 60606  
City State Zip Code

312.526.1260  
Fax Number

312.526.1200  
Phone Number

Catherine.Murray@lgbs.com  
E-mail Address

November 1, 2016  
Date



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- A. Sample Letters
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## Attached Envelope (with original only) **CONFIDENTIAL**

- Audited Financial Statements for the Past Two Years





**Linebarger Goggan  
Blair & Sampson, LLP**

ATTORNEYS AT LAW

www.lgbs.com

# Chapter 1: Qualifications

Linebarger Goggan Blair & Sampson, LLP (Linebarger Goggan) is proud to offer the Village of Hanover Park (Village) our proposal for delinquent fines and fees collection services. The firm's attorneys and professional collectors currently manage more than \$10 billion in delinquent state and local government receivables, collecting in all 50 states. We submit these qualifications with confidence that our firm is fully prepared and best qualified to assist the Village in carrying out its objectives.

## Understanding of the Village's Contract

Linebarger Goggan understands the intent and objectives of the Village's collection program. We have experience working with red light, parking, towing, and other violations, as well as ambulance charges and other typical, municipal fees and fines such as weed, garbage, and other ordinance violations. Our status as a national law firm with legal, government collections expertise, along with our superior technology, operations, and team of trained professionals, truly sets us apart from the competition, and uniquely qualifies us to successfully service this contract.

For every contract, we tailor our proven processes to our client's regulatory environment and delinquent receivables portfolio. From letters and phone calls through bankruptcy and, if requested, litigation, we offer the Village a powerful collection program coupled with value-added legal services not offered by typical collection agencies.

We have vast experience collecting all categories of debt covered by this RFP and will bring the benefits of that experience to our representation of the Village. That experience, combined with our nationwide resources, allows us to offer the

# Chapter 1: Qualifications

Village a valuable package of additional, value-added services at no additional charge.

Linebarger Goggan's approach produces exceptional results and few delinquent account holder complaints. Many of our clients have retained our services for more than a quarter-century — an unusual level of customer loyalty in the highly competitive collection industry.

## Benefits to the Village

**No up-front costs:** We bear all expenses related to collections. We get paid only when we recover a client's delinquent accounts receivable. Clients increase their revenue with no up-front, out-of-pocket costs.

**Client responsiveness and team flexibility:** We tailor our approach to exceed our client's expectations. Tested over four decades, the firm's collection processes and technology are flexible and adaptable to each client's individual needs and requirements.

**Enhanced technology:** Using advanced computer systems and the latest in telecommunications technology, our collectors make personal contact with more delinquent account holders. We also maintain online access to many of the best national skip-tracing information sources.

**Trained collector workforce:** Our collectors are trained via one of the most rigorous programs in the industry. Collectors use a collaborative, sensitive, yet firm approach when communicating with delinquent account holders, which elicits the maximum response.

**Proven, experienced leadership and management:** Our partners and managers promote a positive, professional, and demanding work ethic, resulting in an outstanding record of customer satisfaction and low delinquent account holder complaints.

# Chapter 1: Qualifications

## The Advantages of a Law Firm

The law firm of Linebarger Goggan provides advantages not offered by typical collection agencies:

- Because delinquent account holders actually regard contact from a law firm as the last stage in the collection process prior to litigation, we often get results when others fail.
- Our attorneys are able to successfully navigate the vast, complex maze of federal and state laws, regulations, court decisions and administrative rulings that govern collections.
- Our managers and collectors keep up-to-date on relevant laws and regulations through regular training developed by our attorneys and in-house trainers.
- As part of an integrated collection program, we can provide representation and services when needed, including the pursuit of pre- and post-judgment remedies.
- As a law firm, we adhere to stringent ethical requirements promulgated by the Supreme Court of every state in which we practice. These requirements set a higher standard of professional conduct than that required of ordinary collection agencies.



Linebarger Goggan offers legal, collection and technical expertise as part of our comprehensive collection solution for our clients.

## Value Added Services

In addition to the basic collection services required of the Village's RFP, Linebarger Goggan is prepared to offer the Village the following value-added services at no added cost.

- With the understanding that more people are using their smart phones and other portable devices to manage and pay their bills, we can offer the Village's citizens a mobile device compatible website that allows delinquent account holders to pay debts using credit cards, debit cards, or via ACH transaction. The mobile portal requires no app to be downloaded, and it works with a host of mobile devices, including iPhones, Androids and other smartphones, iPads, and other tablets.

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- In addition to the national skip-tracing databases to which we subscribe, Linebarger Goggan has direct access to Department of Motor Vehicle records in 44 states and the District of Columbia. We will provide this additional level of skip-tracing service to the Village at no additional cost to assist in tracking and locating more delinquent account holders through vehicle registration records.
- We will provide updated address and telephone numbers to the Village in an agreed-upon format and frequency to ensure that the Village has current and reliable information in its systems for future use. This report will be transmitted electronically in a file format compatible with the Village's system, so that the data can be both easily downloaded and used by Village staff.
- We will provide all technical support and assume all costs for establishing a secure link to our system, and we will establish online, real-time access to all accounts placed with our law firm for pertinent Village staff. Our law firm holds NIST certification and accreditation, ensuring that Village data will be kept secure in all phases of the collection process.
- We will provide fully qualified personnel to address any programming requirements—whether at the Village's end or at our end—to ensure security, accuracy, and dependability of data transfers throughout the term of the contract.
- While the Village does not contemplate litigation services at this time, hiring a collections law firm brings significant additional potential value.
  - If the Village provides its prior written approval in special circumstances and where the facts warrant it, we have the experience to initiate legal proceedings if desired against the largest delinquent account holders or against commercial delinquent account holders that have the resources to pay.
  - Should the Village determine that expanded litigation services may be needed or desired, Linebarger Goggan would be able to step in and provide those services seamlessly.

# Chapter 1: Qualifications

- As a law firm, Linebarger Goggan can ensure that designated Village staff are kept up to date on any important changes to applicable local, state, and federal laws.

As a law firm, we must adhere to stringent ethical requirements promulgated by the Illinois Supreme Court and the supreme courts of every state in which we operate. These requirements set a higher standard of professional conduct than that required of ordinary collection agencies.

## Firm Overview

Since its founding in 1976, Linebarger Goggan, a limited liability partnership, has been focused on the collection of governmental receivables. Today, with more than 2,300 government clients, Linebarger Goggan is a nationwide law firm with nearly 1,200 employees and is a leader in collection services for governmental entities. We currently operate 44 offices in 12 states. Management of this project will be managed out of our Chicago office.

## Primary Point of Contact

Managing Partner Catherine A. Murray will act as the Project Manager and primary contact for the Village throughout the contract process. She is very experienced with local laws and regulations and will provide day-to-day oversight over the course of the project.

### **Catherine A. Murray, Managing Partner**

233 S. Wacker Dr., Suite 4030

Chicago, IL 60606

Email: catherine.murray@lgbs.com

Phone: 312.526.1202

## Effect Collections in All 50 States

Linebarger Goggan is licensed and/or authorized to collect in all 50 states, and U.S. territories and commonwealths. A number of states and/or territories do not require a license based upon (1) an exemption for attorneys; (2) contacts being telephonic and/or from an out-of-state location; or (3) license not required by the particular state.

# Chapter 1: Qualifications

## Collection Program Approach

Our collection efforts are structured and personalized to your needs. Our collection team will meet with you to discuss your particular collection goals prior to initiating any collection action on your behalf.

The firm's collection program features include:

- Advanced telephone collection software for managing call campaigns, allowing us to make thousands of collection calls daily.
- Dedicated assistance call centers (toll-free number) staffed by professional bilingual collectors.
- Customized collection letters (e.g. foreign language, year-end income tax, etc.) that get the delinquent account holder's attention.
- **Nationwide skip-tracing/locator service.**
- **Client-specific work plans for maximizing collections.**
- Regular performance reports.
- Proprietary data processing technology for managing all aspects of the collection program from mailings to litigation to payment agreements.

## Best Practices Approach

Linebarger Goggan offers customized, technically advanced collection methods that have performed successfully for our clients for 40 years. Our collection programs feature:

- **Client responsiveness and team flexibility**—We listen to our clients and tailor our approach to meet or exceed their goals. Our clients continually choose us over our competitors.
- **Proven, experienced leadership and management**—Our partners and managers instill a positive, professional, and demanding work ethic. Our management team recognizes and rewards performance that rises above the industry standards.

# Chapter 1: Qualifications

- **Trained collector work force**—We train our collectors to use a collaborative, sensitive, yet firm approach when contacting delinquent account holders. This approach has proven to be a highly successful method of eliciting the maximum response from delinquent account holders.
- **Enhanced technology**—We use our enhanced, collector-friendly computer systems, along with the latest in telecommunications technology. Using these systems, our collectors can easily make personal contact with the delinquent account holder and inform them that a law firm is contacting them, which is key to our success. We also maintain online access to all nationally available information sources.
- **Regulatory awareness and compliance**—Our regular compliance training ensures that our managers and collectors remain current on all federal/state laws and regulations governing the collections industry.

## Highly Experienced Management Team

Linebarger Goggan has assembled a diverse and experienced team of professionals who will direct all day-to-day operations and provide all collection service, administrative and technical support required by this contract.

Linebarger Goggan Project Team	
Name	Title
Catherine A. Murray	Managing Partner, Chicago Office
David A. Bonoma	Partner, Chicago Office
Catherine Trojan	Call Center Director, Chicago Call Center
Trevor Balderrama	Director of Fees and Fines
Jason Koontz	Operations Director, Chicago Office

# Chapter 1: Qualifications



## Catherine A. Murray, Managing Partner and Managing Attorney for the Chicago Office

Ms. Murray was born in Chicago and attended Catholic schools. She graduated with honors from Saint Mary's College in Winona, Minnesota, in 1985 with her Bachelor of Business Administration. While at St. Mary's College, Ms. Murray completed an internship at Maganzini & McMahon, a general practice law firm in downtown Chicago. She continued to work for the firm after graduating from college and while attending law school. In her last year of law school, she interned for the Cook County State's Attorney's Office. Ms. Murray received a Doctor of Jurisprudence from the John Marshall Law School in 1988 and was licensed to practice law in the State of Illinois in November 1988. She then became an associate with the law office of Maganzini & McMahon.

In August of 1990, Ms. Murray became an Administrative Law Officer for the City of Chicago. She conducted administrative hearings for municipal code violations such as parking, vehicle immobilizations, and sanitation violations. She became the Senior Hearing Officer for the Department of Revenue in April 1994, where she supervised the day-to-day operations of the administrative adjudication program for the City. Ms. Murray was then named Deputy Director by the Director of Revenue in April 1997.

As Deputy Director, Ms. Murray supervised and managed the City's parking program. Subsequently, she became responsible for the Department's collections including parking ticket judgments and employee indebtedness. In January 2001, she was named Deputy Director of the Cost Recovery & Collections Division. In less than two years, under Ms. Murray's tenure, the unit tripled their collections and became a model for other municipalities seeking to establish a cost recovery program. She joined Linebarger Goggan in 2003 and is currently manages the firm's Chicago law office.

In addition to serving as managing partner of Linebarger Goggan's Chicago office, Ms. Murray is a member of the firm's Litigation and Legal Standards Subcommittee and its Audit and Ethics Subcommittee.

# Chapter 1: Qualifications

## David A. Bonoma, Partner

Mr. Bonoma works out of the Chicago office that manages collection contracts on behalf of the City of Chicago, State of Illinois and other public sector entities. He is responsible for government relations, marketing and client relations with public sector clients. Mr. Bonoma is a member of the Illinois Bar and is also licensed to practice before the 7th Circuit Court of Appeals and the U.S. District Court for the Northern District of Illinois, as well as the States of Wisconsin and Minnesota.

David received his Juris Doctor from Loyola University of Chicago in 1988. While attending law school, Mr. Bonoma received the American Jurisprudence Award (constitutional law), was on the Dean's List and was a member of the Jessup International Law Moot Court Team. He received a Bachelor of Arts degree from Marquette University in Milwaukee, Wisconsin and was a member of the Honors Student Association and Mathematics Honors Society, Pi Mu Epsilon.

David began his legal career at Phelan, Pope & John, Ltd. in Chicago. He also worked for the law firms of Shefsky, Froelich & Devine, Ltd. and Greenberg Traurig, LLP, where he was a shareholder in the government group. In 2005, he co-founded his own government relations law firm, Reyes & Bonoma, Ltd.

Mr. Bonoma also has extensive, public sector experience. He spent six years as an Assistant State's Attorney in Cook County where he served as Chief of Staff for Cook County State's Attorney Richard A. Devine. His duties involved working with legislative leaders at municipal, county and state levels of government. Mr. Bonoma's responsibilities also included developing and overseeing significant office policies and negotiation of the annual office budget in excess of \$100 million. He was also appointed by the Governor to serve on the Illinois Employment Security Board of Review from 2010 to 2013 and is a past member of the Cook County Officers Electoral Board.

Throughout his professional career, Mr. Bonoma has been recognized for his work in the legal field. He was selected as a Leading Lawyer in the area of Government Relations by the Illinois Leading Lawyer's Network; named an Illinois "Super Lawyer" in the area of Government and Municipal law; and recognized as one of the "40 Under 40" by Chicago Lawyer Magazine and Law Bulletin Publishing Co.



# Chapter 1: Qualifications

in 2002. In 2003, he was selected to receive the prestigious Marshall Memorial Fellowship by the German Marshall Fund of the U.S.A.

David is also active in several civic organizations. Currently, he serves on the Board of Directors for Maryville Academy, one of the nation's oldest and most respected organizations dedicated to the care, treatment and housing of at-risk youths.



## **Catherine M. Trojan, Chicago Call Center Director**

Ms. Trojan will oversee daily call center operations, including call campaign work-flow and all collection personnel. She will be responsible for all training, including the coordination of Village-specific training to comply with all procedures and processes.

Ms. Trojan joined Linebarger Goggan in September 2003. She has been in the collection industry for 23 years.

Ms. Trojan started as a collector with Continental Bank, in the credit card division. When the credit card division merged with Chemical Bank, she was promoted to Supervisor. Chemical Bank then merged with Chase Manhattan Bank, where she was promoted to Collection Manager in the credit card division. Her team of 150 collectors for Chase Manhattan Bank was ranked first for ten out of twelve months. First Data Corporation purchased the credit card division from Chase Manhattan Bank, and the portfolio expanded with various clients, including Partners, First, and Chase Manhattan Bank. Ms. Trojan has managed inbound and outbound units, delinquencies from 60 to 180 days past due, units totaling 110 collectors and 10 supervisors.



## **Trevor Balderrama, Director of Fees & Fines**

Mr. Balderrama joined Linebarger Goggan in 2004 and served as a client liaison to facilitate contract implementations until being promoted to Director of Fees & Fines in January 2016. Mr. Balderrama currently oversees all aspects of fees and fines operations and the computer systems that support all fees and fines collections.

# Chapter 1: Qualifications

Mr. Balderrama brings many years of experience in information technology as well as project management, including eight years of governmental experience serving as a Management Analyst and Senior Management Analyst for the City of San Antonio and as a Management Analyst for Bexar County. His understanding of how technology can interface with collections and legal practices to produce results for Linebarger Goggan's clients positions him to be the ideal person to lead this division of the firm.

He received a Bachelor of Arts degree in 1997 from the University of Texas at San Antonio (UTSA) and completed graduate coursework in the Master of Public Administration program at UTSA. Mr. Balderrama is an Agile-Certified Scrum Master and certified with the Office of Court Administrators (OCA) Collection Improvement Program.

## Jason Koontz, Chicago Office Operations Director

Mr. Koontz attended Colorado State University. Before entering the collection industry, his focus was on Computer Science. Mr. Koontz started as a collection manager with the firm's Denver office in 2008 and was responsible for the day-to-day collection process. In 2013, Mr. Koontz transferred to the firm's Chicago office as the Operations Director. Mr. Koontz in his current capacity handles all operational needs of the Chicago office as well as managing all Information Technology staff. Mr. Koontz has extensive experience in collections and has a broad scope of expertise in key areas such as client relations, systems development, data analysis, contract management, and collector development.



## Collections Approach

One of the key distinguishing factors among collection firms and agencies is the use of what is referred to as "account scoring." Accounts are scored and ranked based on factors such as prior collection efforts, account age, zip code, and other demographics. Agencies that use a scoring-based collection process focus their efforts on the "higher scoring" accounts, while dedicating little or no attention to the "lower scoring" accounts, despite the fact that those accounts represent legitimate debts and potential additional revenue to the client.

# Chapter 1: Qualifications

Many collection agencies highlight this practice as a tool that allows them to focus their efforts. They sell it as a benefit to clients, when in fact the only one that it benefits is the collection agency.

A score-based process can be desirable to a collection agency, because it allows the agency to do less work and focus less effort on accounts the agency deems not worthy of its complete efforts. We disagree with this approach.

We believe in a complete collection process. We make sure that every one of our clients' accounts is worked in the same complete, thorough manner, regardless of account size, age of debt, delinquent account holder demographic, or any other factor a collection agency might use to reduce its work load and increase its – not the client's – profit margins.

With more than 1,100 full-time employees, six call centers, and 150 IT professionals, we have the resources to undertake full collection efforts on all accounts for all of our clients. This is how we will approach our work for the Village if given the opportunity. We understand that all accounts are not likely to produce the same results. But this extra effort is what allows us to produce consistently better results for our clients, with fewer delinquent account holder complaints, than many of our competitors.

More than 2,300 public-sector entities have selected Linebarger Goggan to collect a diverse array of receivables, including parking tickets, violations (weed and garbage), taxes, fees, fines, tolls, and a wide variety of other government receivables.

## Technical Infrastructure Backed by Elite Customer Service

- Our extensive skip-tracing program is a collection industry model. In addition to address-based skip tracing, our system can access ownership information through license plate and vehicle identification number in many states, giving us another option for locating responsible parties.

# Chapter 1: Qualifications

- We develop and manage a wide variety of special collection-related programs to support the interests and meet the specific needs of our clients. Linebarger Goggan has extensive experience managing special and short-term initiatives designed to assist jurisdictions in large-scale efforts to reduce their backlogs of accounts. This includes cost recovery, amnesty and other programs implemented to assist in transitioning to new collection or case management systems.





## Chapter 2: Collection Process and Approach

To maximize the revenue we collect on your behalf, Linebarger Goggan has designed a systematic and efficient process that we can specifically tailor to your delinquent receivables portfolio and to the regulatory environment in which you operate. We will work with you from day one to develop effective communication tools to reach your delinquent account holders, while providing the value-added legal services typical collection agencies cannot offer.

It is our proven process, customized to our clients' needs, that has led many of your peers to retain our services for more than a quarter-century – an unusually high level of customer loyalty.

### Getting Started

Engaging with Linebarger Goggan is a collaboration that starts the moment we are hired. You set the expectations, and we'll get to work. We will immediately launch a series of concurrent work streams that will enable us to:

- Assess and articulate all implementation issues
- Develop a test plan and report formats
- Establish communication protocols that meet the requirements of your data processing operation
- Develop a secure IT interface
- Draft delinquent account holder communications (letters and call scripts)

# Chapter 2: Collection Process and Approach

Once this initial process is completed, we will begin training our collections personnel to comply with your specific program needs and testing the interface between our systems and yours. Once those processes are fully established and the training is concluded, we will begin collecting your accounts.

While any number of variables can come into play that might delay the program launch, we guarantee full transparency throughout the process so that you will know – at any point along the timeline – where we are with respect to our ability to begin collecting on your behalf.

## Collection Process

The following is a description of our proven process for recovery of delinquent government receivables. While this is a generic description of the steps we take, the process is sufficiently flexible that we can modify it to address your specific requirements.

### Account Preparation

The process begins with your transfer of delinquent accounts to our data processing platform. Each account is segregated and provided a unique identification code. Each address is verified as deliverable and standardized. Accounts with phone numbers are transferred to our collector inventory for telephone contact.

### Recalling and Reactivating Accounts

You maintain control over all referred accounts and may recall any account at any time. All collection activity ceases immediately when an account is recalled, and the account is returned along with a returned account report.

You may also inactivate or reactivate an account for collection, depending upon the status of payments from the delinquent account holder or of judicial actions affecting the account. Inactive accounts are not transferred to dialer campaigns or sent to the mailing queue.

## Chapter 2: Collection Process and Approach

### Contact by Mail and Phone

Prior to an initial attempt at reaching delinquent account holders, we will seek your approval of demand letter content, call center scripts, and our proposed communication schedule. Once that is complete, our system will generate an initial letter which, typically:

- Advises the delinquent account holder that the account has been placed with our law firm, which is under contract with the Village
- Provides a variety of contact options (all free of charge) for the delinquent account holder to connect with us to discuss payment; and,
- Includes a payment coupon and return remittance envelope to encourage prompt payment.

Sample notices are provided in Exhibit A.

If the delinquent account holder does not respond, follow-up letters are sent according to the previously agreed upon letter schedule. If a letter is returned as undeliverable, that fact is recorded and, if no forwarding address is identified, our automated skip-tracing process commences. If there is a forwarding address, it will be updated in our system, and a new letter will be generated and sent to that forwarding address.

Meanwhile, our call center will make calls to those accounts that have phone numbers. If we capture a phone number associated with the account through incoming calls or skip-tracing, we will use that phone number to make future calls on the account.

**NOTE: All telephone contacts are made in compliance with all applicable federal and state regulations as well as your policies regarding such contact. Moreover, each time a delinquent account holder is called, the collector will confirm that individual's identity and clearly identify themselves as an employee of the law firm under contract with the Village.**

### Skip Tracing

We contract with several 'premium' tiered vendors to locate debtors. Firm-wide we skip in excess of 10,997,000 accounts on a monthly basis. Our batch skip-

## Chapter 2: Collection Process and Approach

tracing system is periodically reviewed and ranks database skip-trace vendors according to performance and sends accounts to the highest performing vendors. Historically, we find that by using multiple skip-tracing vendors, we can more effectively locate debtors and validate the efficacy of a skip vendor's data.

Our collectors can obtain phone numbers for known debtor addresses online, and access national skip-tracing databases for every state, city and zip code, from last known address to new geographic locations.

### Incoming Communications

If a delinquent account holder calls us with questions or concerns, we will note the activity in our system and respond as appropriate and/or seek your review. If a delinquent account holder writes us, we will scan the letter, note it in our system, and forward the correspondence to you for review. If there is need for attorney intervention due to the nature of the response, the call center manager will advise the appropriate Linebarger Goggan attorney, and you will be notified that the matter has been escalated.

### Collection Outcomes

Securing payment in full is Linebarger Goggan's first priority, but our approach is geared towards assisting delinquent account holders in determining if they have the financial resources to provide full payment. Our collectors are trained to talk delinquent account holders through a personal financial evaluation that includes the advantages of a payment in full and advice on strategies that enable such a payment.

### Other Outcomes

Finances are not the only reason that a delinquent account holder cannot make a payment. Depending on how much collection activity the account has seen and the age of the account, our collection activities often turn up previously unknown information about the delinquent account/account holder. In these cases, we will always follow your instructions and/or seek further clarification on complicated cases. Such instances include:

- Bankruptcy
- Disputes

## Chapter 2: Collection Process and Approach

- Inability to pay due to extreme hardship
- Incarceration
- Death

### Installment Plans

Many times, after speaking with a delinquent account holder, our collectors learn that he or she wants to make payment, but does not have the means to pay off the balance in full. If authorized by the Village, the collector will work out an installment payment plan in accordance with Village guidelines. Once verbally agreed to, a letter will be sent to the delinquent account holder confirming the terms of the agreement. The payment plan information is loaded in our installment agreement queue, and the system and the collector monitor payments until the delinquent amount is paid in full.

If desired, we can also assist the Village in developing custom-tailored hardship plans for constituents who meet criteria established by Village leadership (e.g. seniors, veterans, constituents who are on public aid, people receiving unemployment, etc.) We currently do this for other clients, and have learned that it is an effective way to demonstrate your sensitivity to constituent needs, while remaining fiscally responsible.

The payment plan information is loaded in our installment agreement queue, and the system and the collector monitor payments until the delinquent amount is paid in full.

### Bankruptcy

Typically, government related fees and fines are exempt from bankruptcy discharge. If a delinquent account holder has filed for bankruptcy protection, Linebarger Goggan will suspend all collections activities so as to not violate the automatic stay provisions that are afforded a bankruptcy petitioner. We will notify the Village of the bankruptcy, monitor the case and, once it is closed, we will resume collections if that is the appropriate course of action.

# Chapter 2: Collection Process and Approach

## Payment Management

Just as we will customize our collection processes to meet your needs and expectations, we will do the same with respect to handling payments. We can direct all payments to you, we can handle all payments ourselves, or we can establish a hybrid system depending on the circumstances (e.g. our phone collectors take debit/credit card payments and checks by phone, while you process all walk-in payments and checks).

Each manner of payment management has its advantages and its challenges. If you have not yet settled on a preferred method, we can discuss all the options so that you can make an informed decision.

Irrespective of the path you choose, our goal is to make payment as convenient as possible for the delinquent account holder. For example, all Linebarger Goggan collection notices include a detachable payment coupon and a return envelope. For those who wish to pay in person, specific directions are provided to the appropriate payment processing center.

If all payments are to be directed to you, but a delinquent account holder errs and sends payment to us, we will date-stamp it, document its receipt, and immediately forward it to you. If additional payments are required, we will advise the delinquent account holder of the balance owed and where it should be sent.

In the event that you ask us to process some or all payments, we provide multiple payment options in addition to traditional payment by mail. We accept:

- **Checks by phone** – We can take a delinquent account holder's bank account information over the phone to process a payment immediately. The payment is then forwarded to you within 5 to 7 business days to ensure that there are sufficient funds in the account to cover the payment.
- **Credit Cards** – Delinquent account holders can provide credit card information either by phone or via our website. Credit card funds are processed, through a credit card merchant on a daily basis. Funds are remitted to you within 48 hours.

## Chapter 2: Collection Process and Approach

- **Mobile Device payments** – The Linebarger Goggan payment website is compatible with mobile devices, through which delinquent account holders can make payments using credit cards, debit cards or an ACH transaction. See a more detailed description below.

### Mobile-Device Compatible Payment Website

Linebarger Goggan's fines & fees payment website is compatible with mobile devices, allowing delinquent account holders/defendants to quickly pay their fines/tickets using credit cards, debit cards, or ACH transactions from their smart phones. The mobile portal at [www.lgbswebpayments.com](http://www.lgbswebpayments.com) does not require an app to be downloaded. If you visit the website from your mobile device, you will automatically be directed to the mobile portal. It works with a host of mobile devices, including iPhones®, Androids®, other smartphones, iPads® and other tablets, as well as a standard desktop computer.

The web portal automatically detects the presence of a mobile device and provides the same menus and content as our regular website in a format customized to display on mobile devices making it easier to read and use.



## Chapter 2: Collection Process and Approach



### Quick Read (QR) Code

This is a matrix barcode containing information that is a readable optical label. The QR code will contain an online payment address and, when read by a smart phone or tablet containing a camera, will automatically direct the device to the online payment center.

### Payment Processing

Should you elect to have Linebarger Goggan handle payment processing, we can do so either through our national payment center or via a third-party financial institution (“Lockbox”). In both cases, payments will be securely handled and documented. Daily totals will be reported to you and transfers will be made to your depository account(s) on a schedule specified by you.

Overpayments will be handled per your instructions. Underpayments will be treated as partial payments and collection efforts will continue for the remaining balance. If checks are returned for non-sufficient funds, the delinquent account holder will be notified in writing, and we will continue to attempt to collect on the account. If a delinquent account holder sends an improper amount or falls more than 10 days late in making a payment, the collector will follow up with the delinquent account holder via phone.

Whether payments are processed at our national payment center or via a lockbox, our procedures are designed to provide you full accountability and security. We segregate important control functions in such a way as to safeguard your funds and ensure that there can be no single point of failure in the process. Moreover, we utilize an internal audit team and an audit committee to maintain an effective control system.

We will report to you at a pace consistent with your expectations. We will also operate transparently, meaning you can – at any time – evaluate our processes for efficiency and accuracy.

## Chapter 2: Collection Process and Approach

### No Credit Card Fees

Unlike many of our competitors, we do not charge a “convenience fee,” “processing fee,” “credit card fee,” or add any other additional cost to the payment transaction. Our goal is to encourage immediate payment, and additional fees are both inappropriate and a hindrance to achieving that goal.

This can be an important distinguishing factor when comparing different proposals. Collecting fines and fees from your constituents is a difficult enough task. You may not want to burden them with additional fees that your collection agent should be willing to absorb. Linebarger Goggan makes that commitment up front, so you can rest assured that there are no hidden fees in our proposal.

### Linebarger Goggan’s Professional Call Centers

Linebarger Goggan operates six professional call centers across the country, staffed with over 250 professional collectors. These centers rely on state-of-the-art technology for managing all inbound and outbound call campaigns. We are constantly working to update our systems to ensure that our collectors are making and/or receiving a constant stream of calls but are also afforded the support they need to successfully and informatively work with delinquent account holders.

Linebarger Goggan will establish a unique toll-free number that will be associated with all of the Village’s accounts and provided in all correspondence and phone conversations with the delinquent account holder. When a call comes in on this number, our collectors will know that it the call is related to a Hanover Park account. An interactive voice response system assists delinquent account holders who call the toll-free number associated with the project. The system presents callers with an option to hold for a specific collector (maximum wait time of 30 seconds) or to leave a message. If a delinquent account holder calls in after hours, the automated system enables them to leave a message for the appropriate collector, who will return the call no later than the following business day.

All calls are recorded to protect your interests and the interests of your delinquent account holders. These recordings also assist us in better training our collectors



## Chapter 2: Collection Process and Approach

and ensuring quality control. Recordings are held on-line for one year and archived to off-line storage for an additional five years.

### Linebarger Goggan's Chicago Call Center

Our Chicago Call Center will conduct the Village's dialer campaigns and respond to all delinquent account holder calls for the Village's accounts. Call center hours, in Central Time, are as follows:

- Monday through Friday, 8 a.m. to 7 p.m.
- Saturday, 8 a.m. to noon

Our local call center offers a number of advantages to the Village, as delinquent account holders will be speaking to collectors who live in the area and are attuned to local culture and concerns. This may allow our collectors to connect with delinquent account holders in a way that remotely located, or even foreign, call center collectors cannot achieve.

### Assisting Special Needs Individuals

We staff our call centers such that we can be responsive to delinquent account holders with a variety of needs:

- Many of our professional collectors are bi-lingual or multi-lingual. Our Chicago Call Center staff includes collectors fluent in Spanish and Polish, and we have translation assistance available in other languages as needed.
- We can also accommodate delinquent account holders with hearing or visual impairments through the use of equipment that enables our call center personnel to communicate directly and reliably with them.

### Documenting and Reporting Collection Activity

We thoroughly understand the need for transparency with respect to our work on your behalf. That is why we document all collection activity as it occurs as well as feedback, instructions, or other commentary from management with respect to all accounts.

## Chapter 2: Collection Process and Approach

We will work with you to establish a reporting schedule in both the format and frequency you desire. A typical suite of reports might include:

- **Account Activity Reports** that document the total number and value of all accounts, when they were referred, and their status at the time the report is prepared. This can include both active accounts, resolved accounts, and accounts that have been recalled.
- **Collection Reports** that enable you to review collections through a number of filters including type of offense, year, placement month, etc. These reports also provide collection percentages, number and value of accounts undergoing collection activities, total accounts collected, and other performance data.
- **Payment Management Reports** that provide status of payments made through Linebarger Goggan's payment systems.
- **Custom Reports** that enable you to examine or publish the data in a multitude of ways. We understand that, as a public entity, you need to report revenue-related data to other elected and appointed officials, the media, your constituents, and others. We can work with you to prepare suitable reports.

Sample reports are provided in Exhibit B.

### Remote Client Access Capabilities: LGBS View

Linebarger Goggan offers designated Village personnel direct access to account information from their own desktops through our modern web-based application, LGBS View. LGBS View provides straightforward, real-time access to account information for our clients. This easy-to-use interface solution, which will be installed on your computers, puts live and up-to-the-minute account information at the Village's fingertips. Linebarger Goggan clients benefit from the increased convenience, functionality, and productivity that LGBS View provides.

- **Convenience** – Web-based access to real-time account information empowers the user to self-help, and to see the results of Linebarger Goggan's collection activity step-by-step.

## Chapter 2: Collection Process and Approach

Providing real-time account information, this gives users the ability to also keep track of the most recent letter and when it was sent. Support burdens decrease by eliminating time-consuming phone calls and research previously necessary for account inquiries.

- **Functionality** – Intuitive menus relieve users from memorizing keystroke commands, and the real-time account information displays in a format that is straightforward with detail views that are easily accessible.
- **Productivity** – Account information is available instantly, saving the Village valuable time.
- **Skip-tracing Information** – With LGBS View, law enforcement agencies may obtain current skip-tracing information as often as needed in order to serve warrants.
- **Information Regarding Collection Efforts** – The Village may obtain via LGBS View information pertaining to the collection efforts that are being undertaken by Linebarger Goggan on any given case (e.g., letters mailed, and telephone call attempts). In addition, the Village can view production account activity, such as the number of accounts / dollars due for placements, cancelations, reactivations, letters mailed, adjustments, and payments – these can be shown by contract period, year, month, and day.

### Credit Bureau Reporting

Unlike collection agencies, Linebarger Goggan has never reported to credit bureaus on behalf of any of its more than 2,300 clients. This is just one example of the added value you get from working with a law firm. Based upon our experience and understanding of the law, we made a conscious decision to avoid exposing our clients to potentially serious liabilities many years ago. Our decision has been validated by recent legal precedent on the issue. Effective September 2016, credit reporting agencies are prohibited from reporting debt such as traffic tickets and government fines, which did not arise from a contract or agreement to pay. Moreover, credit reporting agencies (CRA) must reject any attempts to report

## Chapter 2: Collection Process and Approach

a debt that does not include a complete birthdate for the individual assigned to the debt.<sup>1</sup>

### Collections Experience

A national law firm in every sense, Linebarger Goggan has partnered with state and local governments across the United States, including the following:

- The cities of Chicago, Corpus Christi, Denver, Houston, New York City, Philadelphia, San Antonio, St. Louis, and San Francisco
- The counties of Harris, Dallas, Duval (Jacksonville, FL), Los Angeles, and Miami-Dade
- The states of Colorado, Florida, Illinois, Kansas, Nevada, Ohio, Oklahoma, Oregon, Pennsylvania, Texas, and Vermont

Linebarger Goggan has extensive experience collecting receivables similar to those currently owed to the Village and throughout the country. For each of the following clients, we developed customized programs for portfolios of delinquent receivables similar in type and volume to the Village's. Drawn from our recent experience, these examples demonstrate our ability to deliver the best available collection program for the Village.

### Linebarger Goggan's History of Success<sup>2</sup>

We work to outperform our clients' expectations for collections and service. Our customized collection program puts more money in our clients' pockets while our professionalism helps minimize complaints and encourage compliance and resolution. The high quality of our services has produced exceptional customer loyalty, as clients regularly renew our contracts and expand the scope of our work.

<sup>1</sup> (See Settlement Agreement, In the Matter of the Investigation by Eric T. Schneiderman, Attorney General of the State of New York, Experian Information solutions, Inc., Equifax Information Services, LLC and TransUnion, LLC, Section III.A.1(c)-(d), p. 12

<sup>2</sup> Results obtained depend on the nature of each portfolio of accounts and the facts of each case. Similar results may not be obtained in your case. Past performance is no guarantee of future results.

## Chapter 2: Collection Process and Approach

Linebarger Goggan has extensive experience collecting receivables similar to those currently owed to the Village. For each of the following clients, we developed customized programs for portfolios of delinquent receivables similar in type to the Village's. These examples demonstrate our ability to deliver the best available collection program for the Village.

## Chapter 2: Collection Process and Approach

### Waukegan, Illinois Parking, Red Light Camera and Miscellaneous Municipal Fees Collection Performance

The City of Waukegan, Illinois awarded Linebarger Goggan the contract to collect delinquent parking tickets, red light camera violations, water bills, NSF checks and other miscellaneous city fines and fees in May 2015. The contract had been held by a typical collection agency prior to our law firm being hired. In our first two full months of operations, Linebarger Goggan's collections exceeded the amount estimated to have been collected by the prior collection agency for the entire previous year.

Upon being hired, we discovered that the predecessor company stopped pursuing delinquencies after six months, and did not pursue collections for all delinquencies. Because Linebarger Goggan does not believe in selective collection practices (some collection agencies use what is known as "account scoring" to determine which accounts they will and will not fully pursue) the City benefited from our thorough services and saw an immediate increase in revenues recovered.

Over our first full year of operations, the total amount collected on behalf of Waukegan was more than 5 times the amount estimated to have been collected by our predecessor. In addition, Linebarger Goggan worked closely with Waukegan officials to design, implement and complete a comprehensive amnesty program. As a law firm, Linebarger Goggan's attorneys also consulted with the City on the timing and implementation of its newly passed ordinance authorizing collection costs to be passed on to delinquent account holders (similar to the one recently passed by Springfield.)

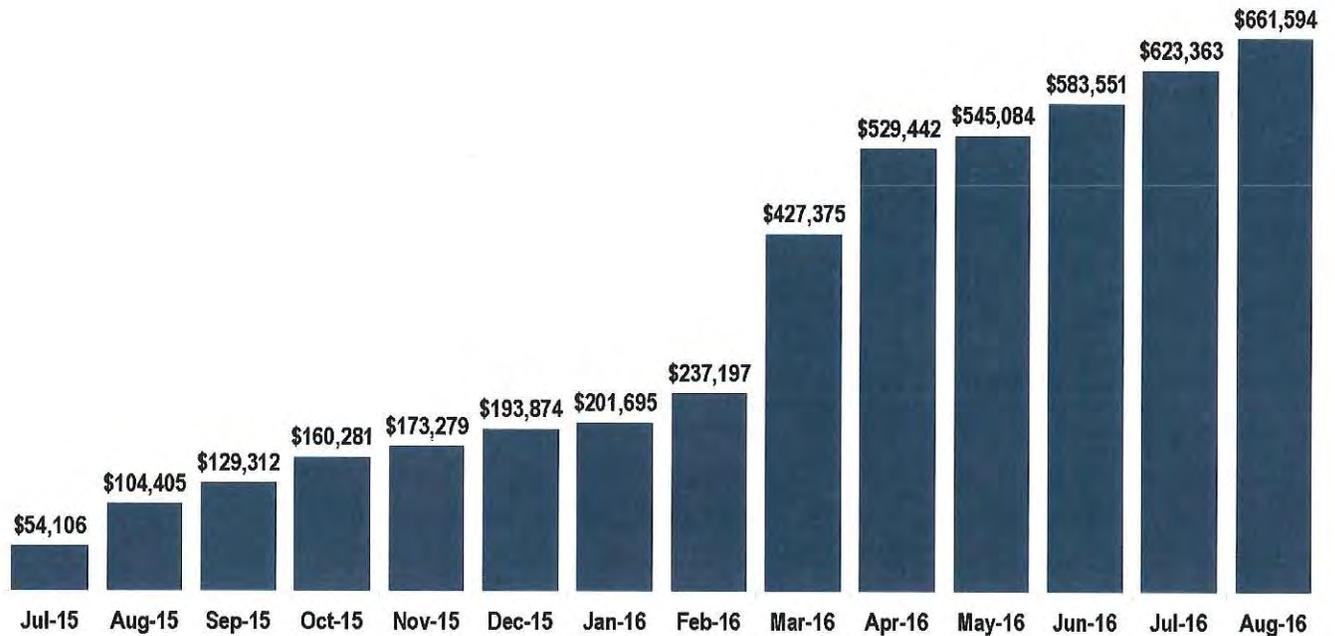
As of March 2016, our firm has generated more than \$660,000 in additional revenue for the City of Waukegan.

*Linebarger Goggan has recovered over \$660,000 in additional revenue for the City of Waukegan over the life of the contract.*



# Chapter 2: Collection Process and Approach

Waukegan, Illinois –Parking, Red Light Camera and Miscellaneous Municipal Fees  
Cumulative Collections, July 2015 – August 2016



## Chapter 2: Collection Process and Approach

### Chicago, Illinois Parking and Other City Receivables Collection Performance

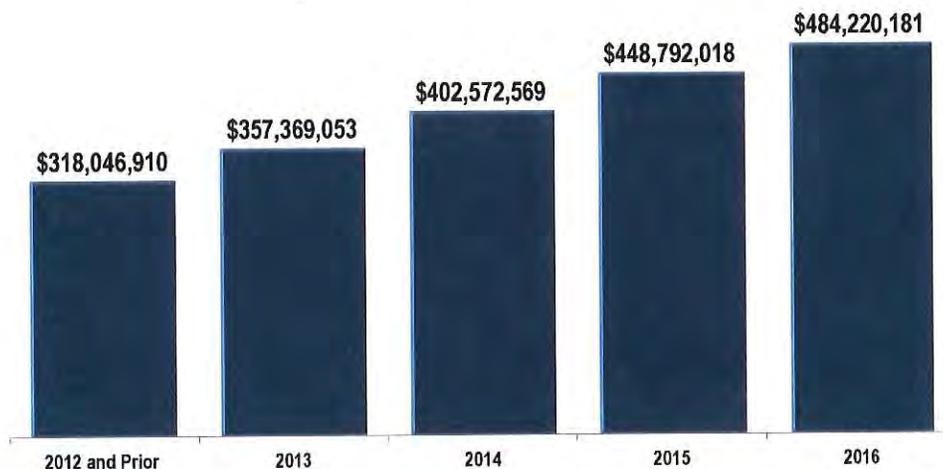
Linebarger Goggan first began receiving delinquent parking tickets from the City of Chicago in August 2002. Our firm also collects a variety of other City receivables, including delinquent water accounts, Chicago Police Department tickets, and miscellaneous fees. As of September 30, 2016, the firm has recovered over more than \$484.2 million.

Our firm provides the City with turnkey collection services from address and phone number research, to mailings and telephone collections, and litigation, pre- and post-judgment enforcement, and payment plans.

In 2004, the U.S. Conference of Mayors bestowed its Public/Private Partnership Outstanding Achievement Award on the firm and the City for our successful efforts to recover the City's delinquent accounts receivable.

*Linebarger Goggan has recovered over \$484.2 million in revenue for the City of Chicago over the life of the contract.*

#### Chicago (IL) – Delinquent Parking and Other Receivables Cumulative Collections, August 2002 – July 2016



Source: Client reports and law firm records  
Note: Cumulative totals for each year represent collections from the start of the contract through December of each respective year except for 2016  
\*Collections for 2016 represent collections from the start of the contract through September 30, 2016.

## Chapter 2: Collection Process and Approach

*Linebarger Goggan has recovered over \$55.1 million in revenue for the Illinois Department of Revenue over the life of the contract.*

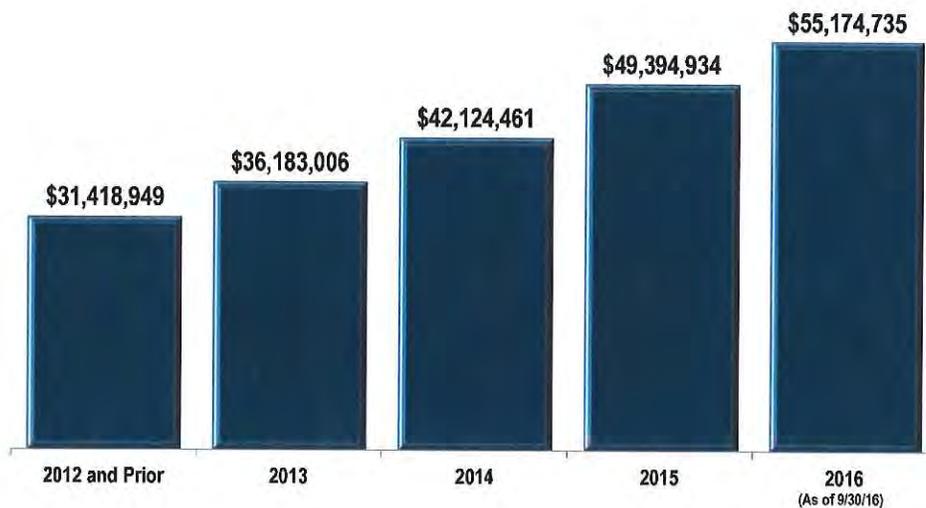
### State of Illinois Department of Revenue Collection Performance

In 2003, Linebarger Goggan was the first law firm to receive placement of delinquent income tax accounts for collection from the Illinois Department of Revenue.

Our collection performance consistently ranked within the top three collection providers. During fiscal year ending 2005 and 2006, the law firm ranked number one in overall performance. In July 2005, the Department of Revenue also selected Linebarger Goggan to provide second placement collection services (accounts are referred after 180 days of having been placed with the first-placement collection providers). Linebarger Goggan is now the sole second-placement vendor for this contract.

As of September 30, 2016, the firm had recovered more than \$55.1 million from collections on all income tax account placements (first and seconds).

#### State of Illinois Department of Revenue, First and Second Placements Cumulative Collections, October 2003 – September 30, 2016



Source: Client reports and law firm records.

Note: Collections include agency fees. Cumulative totals are from the start of the contract through December for each calendar year except for 2016. Collections for 2016 are from the start of the contract through September 30, 2016. Collections are for first and second-placement accounts.

# Chapter 2: Collection Process and Approach

## References

Linebarger Goggan offers the following similar client references for review of the Village.

### References

#### City of Chicago

Ms. Tina Consola  
 Managing Deputy for Department of Finance  
 City Hall, Suite 700  
 121 North LaSalle Street  
 Chicago, IL 60602  
 Phone: 312.744.1769  
 Fax: 312.744.4002  
 Email: tina.consola@cityofchicago.org

#### City of Waukegan

Lt. Edward Fitzgerald  
 Traffic Division Commander, Waukegan Police Department  
 101 N. West Street  
 Waukegan, IL 60085  
 Phone: 847.599.2631  
 Fax: 847.360.9861  
 Email: Edward.Fitzgerald@waukeganIL.gov

#### State of Illinois Department of Revenue

Steven D. Hayes  
 Division Manager  
 101 West Jefferson Street  
 Springfield, IL 62702  
 Phone: 217.524.4763  
 Fax: 217.785.2635  
 Email: steven.hayes@illinois.gov



## Chapter 3: Security and Technology

We have invested tens-of-millions of dollars to develop and maintain the most sophisticated data processing and communications network in the industry. Our systems currently manage over \$10 billion in receivables and track more than 250,000 related lawsuits and bankruptcy cases. No other law firm or collection agency has succeeded in duplicating our system's efficiency or capacity.

Our staff has implemented collection programs to work with an overwhelming variety of computer systems and software. We understand this is a vital step in the collection process and employ more than 150 highly-trained IT professionals to ensure that the system interface process is as swift, accurate and dependable as possible and requires a minimum of Village staff involvement. Thus, we do not foresee any issues regarding interfacing with the Village's system.

### Data and System Security

Security is the number one priority with any client data. Linebarger Goggan uses a combination of physical, technical, and administrative controls to ensure the confidentiality, integrity, and availability of data. Data is encrypted during transmission and at rest using Federal Information Processing Standard (FIPS) 140-2 approved encryption algorithms such as Advanced Encryption Standard (AES) -256.

Linebarger Goggan undergoes independent audits which verify the security and control requirements that are based upon the NIST, IRS, PCI and SSAE 16 [American Institute of CPA's (AICPA)] standards. Details of these audits are as follows:

# Chapter 3: Security and Technology

## National Institute of Standards and Technology Security Standards (NIST)

As a result of a firm-wide effort to maximize the already excellent security of our IT systems, in July 2005 Linebarger Goggan received its National Institute of Standards and Technology (NIST) Compliance Letter, based upon the NIST 800 series special publications, which provide guidance on developing and implementing a comprehensive computer security program. These documents were developed to assist organizations that process “Sensitive but Unclassified (SBU) information.”

The certification process involved an extensive review of every aspect of the firm’s information systems security, including disaster recovery, intrusion detection, physical plant security, and virus protection. The firm's NIST Compliance Letter is renewed on an annual basis.

## Internal Revenue Service (IRS) 1075: Tax Information Security Guidelines

Linebarger Goggan has an onsite audit/inspection every 18 months conducted by the Office of the Attorney General. The audit is to ensure we’re in compliance with 26 USC § 6103 and IRS *Publication 1075: Tax Information Security Guidelines for Federal, State and Local Agencies*. The audit consists of verifying and testing our physical, logical, procedural, and technical controls against the IRS Safeguard Disclosure Security Evaluation Matrix (SDSEM) and Safeguard Computer Security Evaluation Matrix (SCSEM). The process consists of visual inspections, personnel interviews, and policy evaluations. Any deficiencies are noted with a Corrective Action Plan (CAP) with a set date to remediate.

## Payment Card Industry Compliance (PCI)

Linebarger Goggan is certified as a PCI Level 1 Merchant and Service Provider. All information and personal data connected with the collection of Village accounts will be considered confidential and will be protected throughout its life cycle in our systems. Linebarger Goggan undergoes an annual Payment Card Industry (PCI) assessment of our controls as a Merchant and a Service Provider. An Attestation of Compliance (AOC) and Report on Compliance (ROC) confirms the controls are in compliance with the PCI standards. A PCI Level 1 ROC can

# Chapter 3: Security and Technology

only be issued by a PCI Qualified Security Assessor (QSA). An Approved Scanning Vendor (ASV) also conducts a quarterly scan of our technical environment to test our systems security against the PCI standards. Any deficiencies in PCI standards result in an automatic failure of PCI compliance. Linebarger Goggan is certified through July 2017.

## SSAE16 SOC 1 Type 2 Audit

Linebarger Goggan has annual SSAE16 audit (statement on standards of attestation engagements) of our Service Organizational Controls (SOC). This audit ensures that we're in compliance with American Institute of CPA's (AICPA) control standards. The audit consists of physical, logical, procedural, and technical controls against the AICPA standards for Service Organizations. The process consists of visual inspections, personnel interviews, and policy evaluations. A SOC 1 Type 2 report is generated by the independent auditor to document the findings. Any deficiencies are noted with a Corrective Action Plan (CAP) with a set date to remediate. The last audit concluded Linebarger Goggan has sufficient controls that are necessary to provide reasonable assurance that the control objectives were met. These internal audits are performed quarterly throughout the year.

## Network Security

Within our computer network, strict security protocols are developed and maintained by ITG to protect clients' data from both external and internal threats:

**Powerful antivirus software.** All Linebarger Goggan systems contain commercial Antivirus software. The systems receive frequent antivirus signature updates and regular full system scans.

**Continuous monitoring to prevent intrusion.** A next-generation firewall (NGF) provides protection at the firm's external perimeter. An intrusion detection system (IDS) also monitors traffic to/from the firewall as an additional layer of protection.

## Chapter 3: Security and Technology

**Close monitoring of Internet communications.** Our system collects information on all inbound and outbound Internet traffic.

**256-bit end node to end node data encryption.** We maintain several virtual private network (VPN) connections, which provide the necessary speed and security.

**Password protection.** Access to the firm's computer network requires a unique user ID and password created using "strong" criteria: at least eight characters, a mixture of upper- and lower-case letters, at least one number, and at least one special character. Passwords must be changed every 90 days, and users may not reuse recent passwords.

**Security at each end node.** Limited, secure end node access protects law firm communications. Each end node has a dedicated IP address, and our end node routers send audit logs to our centralized log server, creating a record of all transmissions.

**Access on a strict need-to-know basis.** Once a client's data resides within the Linebarger Goggan system, a secure login and password unique to that client prevent accidental or intentional intrusion. The login and password are provided only to those firm employees who need direct access to client data, effectively isolating the client's account data from other system data.

**Centralized IT operations.** Electronic data associated with the Village project will be maintained at Linebarger Goggan's ITG facility, the primary technology location for the firm. Located in San Antonio, Texas, this facility's extensive physical and network safeguards protect the information and hardware maintained at this location. All Village data transfers and data communications will be accomplished by a leased 10Mbs dedicated connection.

### Secure Data Transfers

Linebarger Goggan's ITG department takes extraordinary steps to guarantee security during client transmission of data:

# Chapter 3: Security and Technology

- **SFTP:** Linebarger Goggan's system supports SFTP as a protocol for secure file transfers.
- **Web SSL:** We support HTTPS file transfers through a secure Web page. All data transfers and logons occur within a 256-bit encrypted SSL session.
- **IP Sec Tunnel:** Our system supports the use of a client-to-server or LAN-to-LAN IPsec encrypted tunnel through which a standard FTP session can be established and encrypted.
- **PGP:** We support the use of PGP for encrypting files that are e-mailed. Messages are encrypted with a user's key, which works in conjunction with scrambling algorithms to produce data that can be decrypted only by its intended recipient.

## Our Technology System Architecture and Components

Developed and managed by ITG, Linebarger Goggan's automated collection system integrates all aspects of the collection process for a wide variety of receivable types. Incorporating custom software and powerful, specialized hardware, the system is technologically advanced and complex in its capabilities, yet simple in design for flexibility and reliability. Based upon scalable, redundant architecture, our system meets the data processing and communication needs of multiple clients while addressing client and regulatory requirements for security, connectivity, and business continuity.

### Linebarger Goggan's Proprietary Software

Our proprietary software developed by our ITG personnel enables us to meet the unique needs of each client and adapt quickly to changes in the collection process.

### Fees and Fines Collection Software

Linebarger Goggan uses an enterprise-grade collection software system for our fees and fines clients. This software includes many easy-to-use custom features that enhance the system's capabilities without compromising stability.

# Chapter 3: Security and Technology

The major components and connectivity of the Fees and Fines architecture include the following:

- secure FTP Server (for data file I/O)
- Phone system (with call processors, telephony switches, voice and voicemail gateways, call management servers, and internet connectivity)
- tandem server/processors with content load balancing
- Enterprise Software application production, test, and development servers
- Netapp Filer (for secure data retrieval and loads)
- SANS storage device
- Advanced dialer systems
- credit card transaction server
- generator and UPS boxes

The primary data processing and storage site for the firm's Fees and Fines application is at ITG Headquarters in San Antonio, Texas, with the backup recovery site located in Austin, Texas.

## Hardware

ITG system architects designed the firm's hardware around modular components — building blocks — that can be easily upgraded or expanded. Redundancies built into the system ensure that a change to part of the system does not interrupt workflow. Modular system architecture thus allows us to increase performance and capacity quickly, with minimal downtime.

## Data Transfers

Upon contract award, our ITG personnel will create a secure database for the client. The client is assigned a unique internal tracking number, which will be used throughout the life of the contract to generate reports and track account placement data.

ITG establishes, tests, and confirms to the satisfaction of the client's programmers and technical support staff all of the firm's network connections, verifying appropriate levels of security and data integrity between the client's system and

## Chapter 3: Security and Technology

ours. Data is encrypted during transmission and at rest using FIPS 140-2 approved encryption algorithms such as AES-256.

When the firm's file transfer servers receive files from a client, they send automatic email notification to our client managers and ITG's load technicians. The client managers track their specific clients' data, while the load techs check the data for errors; after verifying the data, they load it into our proprietary software system.



**Linebarger Goggan  
Blair & Sampson, LLP**

ATTORNEYS AT LAW

www.lgbs.com

## Chapter 4: Cost

For all collection services to be provided under this contract, Linebarger Goggan proposes that it be paid a straight contingency fee equal to 19.75 percent of all monies actually collected, regardless of type of account, amount or account status.

We price competitively while still allowing for a full expenditure of resources to provide the Village with exceptional levels of service as described more fully below. One of the most accurate lessons in life, and in business, is that “you get what you pay for.” The lowest price typically does not translate to the best service or the best results.

Hiring a firm to handle your collection needs is more complicated than simply choosing the company with the lowest fee. We recommend considering the following factors as you make your choice.

### No Credit Card Fees

Unlike many of our competitors, we do not charge a “convenience fee,” “processing fee,” “credit card fee,” or add any other additional cost to the payment transaction. Our goal is to encourage immediate payment, and additional fees are both inappropriate and a hindrance to achieving that goal. When reviewing proposals from other vendors, make sure that the price you are being quoted is the complete price. Our proposed 19.75 percent fee is the full amount that will be charged to all parties for our collection services.

This can be an important distinguishing factor when comparing different proposals. Collecting fines and fees from your constituents is a difficult enough task. You may not want to burden them with additional fees that your collection agent should be willing to absorb. Linebarger Goggan makes that commitment up front, so you can rest assured that there are no hidden fees in our proposal.

## Chapter 4: Cost

### The Linebarger Goggan Difference

As a law firm that has focused on the collection of delinquent government collections for more than 40 years, Linebarger Goggan is uniquely suited to meet the Village's collection goals. Your program will be under the direct, day-to-day supervision of attorneys who are immersed in the nuances of collections. Below are some of the factors that highlight the differences of working with a professional law firm with national resources versus a collection agency.

#### National Resources

We are able to offer the Village comprehensive, turnkey services, experienced attorneys to oversee all aspects of the collection program, and the latest technology for recovering delinquent receivables. Operational tasks will include providing the Village with effective mailings; comprehensive, nationwide skip tracing on all accounts regardless of age or amount; diverse, state-of-the-art payment options and processing, including mobile pay; and regular reports to and communication with Village personnel.

Our services will include all equipment (hardware and software), telecommunications devices, insurance, and security services necessary to complete collections tasks safely and effectively. Some of the features of the collection program that we offer the Village are as follows:

- Professional collectors, many of whom are bilingual;
- State-of-the-art security and collections systems to protect your constituents' personal information;
- Experienced attorneys to oversee all aspects of the collection program;
- Nationwide locator service to find missing delinquent account holders;
- Custom, laser printed notices on law firm letterhead designed to attract the delinquent account holders' attention;
- All operations conducted from our local Chicago call center;
- Unique toll-free number assigned to all Village accounts.

A complete description of Linebarger Goggan's resources and collection process can be found in Chapter 2: Collection Process and Approach.

## Chapter 4: Cost

### **Fair, Ethical and Courteous Treatment of Delinquent Account Holders**

As a law firm focused on the collection of delinquent government receivables, we are committed without compromise to the high ethical standards of the legal profession as well as those of the collection field. Our collectors only use collection strategies and techniques that are both legal and ethical. Our attorneys remain current on changes in the law that may impact collection activities. Experienced managers work the collection floor on a daily basis, observing collectors as they deal with delinquent account holders to ensure all delinquent account holders are treated with courtesy and respect.

And because we are a law firm, not a collection agency, we are subject to the additional ethical and professional requirements applicable only to law firms, so you can rest assured that the rights of your constituents will be protected.

### **Complete Collection On All Accounts**

One of the key distinguishing factors among collection firms and agencies is the use of what is referred to as “account scoring.” Accounts are scored and ranked based on factors such as prior collection efforts, account age, zip code, and other demographics. Agencies that use a scoring-based collection process focus their efforts on the “higher scoring” accounts, while dedicating little or no attention to the “lower scoring” accounts, despite the fact that those accounts represent potential additional revenue to the client.

A score-based process can be desirable to a collection agency, because it allows the agency to do less work on accounts the agency deems not worthy of its complete efforts. We disagree with this approach.

We believe in a complete collection process. We make sure that every one of our clients’ accounts is worked in the same complete, thorough manner, regardless of account size, age of debt, delinquent account holder demographic, or any other factor a collection agency might use to reduce its work load and increase its – not the client’s – profit margins.

This is how we will approach our work for the Village if given the opportunity. This extra effort is what allows us to produce consistently better results for our

## Chapter 4: Cost

clients, with fewer delinquent account holder complaints, than many of our competitors.

We will pursue \$25 delinquencies with the same professionalism and thoroughness as \$250 delinquencies. And we will continue to work your accounts even when our initial efforts prove to be unsuccessful. In our experience, low-cost competitors are able to quote low fees because they use “account scoring” to cherry-pick only the most desirable accounts, cease collection efforts after only a few mailings, and abandon any further skip-tracing activities when initial location efforts fail. With Linebarger Goggan, the Village’s delinquent account holders will receive letters on law-firm letterhead, not collection agency postcards. All of these activities cost money that low-cost vendors cannot profitably provide.

Linebarger Goggan  
Blair & Sampson, LLP

ATTORNEYS AT LAW

[www.lgbs.com](http://www.lgbs.com)

# Exhibit A: Sample Letters

The following letters are given as examples only. Linebarger will work with the Village to create tailored letters for this project that work with each debt type assigned.

## Parking—First Notice

**Linebarger Goggan Blair & Sampson, LLP**

ATTORNEYS AT LAW  
P.O. Box 06357  
Chicago, IL 60606-0357  
1(888) 344-2302 Toll Free

SEPTEMBER 1, 2016

Reference #: 87654321

JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

License Plate No: ABC123  
VIN No: 1234567890  
5 Citation(s) Totaling \$1,000.00

**NOTICE OF LIABILITY**

Dear JOHN DOE:

The City of Test has hired our law firm to represent it in the collection and disposition of the unpaid citation(s) referenced below:

Citation No.	Tag No.	Make	Offense Date	Offense Location	Amount	Description
23455567778	0123456	2004	10/21/2015	123 4 <sup>th</sup> Street	\$200.00	Parking violation
23455567778	0123456	2004	10/21/2015	123 4 <sup>th</sup> Street	\$300.00	Violation
23455567778	0123456	2004	10/21/2015	123 4 <sup>th</sup> Street	\$100.00	Violation

You may have additional citations not listed here. See total above.

The Department of Administrative Adjudication has found you liable for one or more parking, compliance and/or red light ordinance violations. Your opportunity to contest this matter has expired.

To avoid further collection activity and additional costs, read and complete the detachable reply form and return it, along with your payment, immediately. The amount assessed is currently \$1,000.00. Your check or money order should be made payable to: Linebarger Goggan Blair & Sampson, LLP. To pay by credit card, please call 1(888) 344-2302 or log on to <http://www.lgbswebpayments.com> and use **Client Code SAMPLECODE** and **Online Payment Number 87654321**.

You may disregard this notice if you have made payment within the last 10 days. If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this page, in writing, the case number and the name of the court in which your bankruptcy case was filed.

Our toll-free telephone number is 1(888) 344-2302.

Very truly yours,

Linebarger Goggan Blair &amp; Sampson, LLP

Office Hours - Mon – Fri 8AM-7PM, Sat 8AM-Noon

**PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT IN ENVELOPE PROVIDED**

Linebarger Goggan Blair & Sampson, LLP  
P.O. Box 06357  
Chicago, IL 60606-0357  
2D BAR CODE

BAR CODE

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

Name: JOHN DOE  
License Plate No: ABC123  
5 Citation(s) Totaling \$1,000.00  
Amount Due: \$1,000.00 as of MONTH/DAY/YEAR  
Amount Enclosed: \_\_\_\_\_  
**TO PAY BY CHECK OR MONEY ORDER:**  
Make payable to: Linebarger Goggan Blair & Sampson, LLP.  
Write license plate and citation number(s) on your payment.  
**TO PAY ONLINE, PLEASE VISIT:** [www.lgbswebpayments.com](http://www.lgbswebpayments.com)  
See reverse side for other available payment options.

LGBS  
P.O. Box 06357  
Chicago, IL 60606-0357

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT IN ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP  
P.O. Box 06357  
Chicago, IL 60606-0357  
2D BAR CODE

BAR CODE

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

TO PAY BY CREDIT CARD:

- Visa
- MasterCard

Credit card number:

Security code (on reverse of card):

Expiration date:   -   Amount authorized: \$ \_\_\_\_\_

Signature (Must Have Signature): \_\_\_\_\_

LGBS  
P.O. Box 06357  
Chicago, IL 60606-0357

## Parking – Second Notice

**Linebarger Goggan Blair & Sampson, LLP**

ATTORNEYS AT LAW  
P.O. Box 06357  
Chicago, IL 60606-0357  
1(888) 344-2302 Toll Free

SEPTEMBER 1, 2016

JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

Reference #: 87654321

License Plate No: ABC123  
VIN No: 1234567890  
5 Citation(s) Totaling \$1,000.00

**NOTICE OF JUDGMENT**

Dear JOHN DOE:

We represent the City of Test in the collection and disposition of the unpaid citation(s) referenced below:

<u>Citation No.</u>	<u>Tag No.</u>	<u>Make</u>	<u>Offense Date</u>	<u>Offense Location</u>	<u>Amount</u>	<u>Description</u>
23455567778	0123456	2004	10/21/2015	123 4 <sup>th</sup> Street	\$200.00	Parking violation
23455567778	0123456	2004	10/21/2015	123 4 <sup>th</sup> Street	\$300.00	Violation
23455567778	0123456	2004	10/21/2015	123 4 <sup>th</sup> Street	\$100.00	Violation

You may have additional citations not listed here. See total above.

The Department of Administrative Adjudication has found you liable for one or more parking, compliance and/or red light ordinance violations. Your opportunity to contest this matter has expired, and there is now a final judgment that we will be making every attempt to satisfy on behalf of our client.

To avoid the additional cost and inconvenience that will result from the above-mentioned collection activities, you should read and complete the detachable reply form and return it, along with your payment, today. The amount assessed is currently \$1,000.00. Your check or money order should be made payable to: Linebarger Goggan Blair & Sampson, LLP. To pay by credit card, please call 1(888) 344-2302 or log on to <http://www.lgbswebpayments.com> and use **Client Code SAMPLECODE** and **Online Payment Number 87654321**.

You may disregard this notice if you have made payment within the last 10 days. If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this page, in writing, the case number and the name of the court in which your bankruptcy case was filed.

Our toll-free telephone number is 1(888) 344-2302.

Very truly yours,

Linebarger Goggan Blair &amp; Sampson, LLP

Office Hours - Mon - Fri 8AM-7PM, Sat 8AM-Noon

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT IN ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP  
P.O. Box 06357  
Chicago, IL 60606-0357  
2D BAR CODE

BAR CODE

Name: JOHN DOE  
License Plate No: ABC123  
5 Citation(s) Totaling \$1,000.00  
Amount Due: \$1,000.00 as of MONTH/DAY/YEAR  
Amount Enclosed: \_\_\_\_\_

**TO PAY BY CHECK OR MONEY ORDER:**

Make payable to: Linebarger Goggan Blair & Sampson, LLP.  
Write license plate and citation number(s) on your payment.  
**PAY ONLINE, PLEASE VISIT: [www.lgbswebpayments.com](http://www.lgbswebpayments.com)**  
See reverse side for other available payment options.

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

LGBS  
P.O. Box 06357  
Chicago, IL 60606-0357

PLEASE DETACH AND RETURN LOWER PORTION WITH PAYMENT IN ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP  
P.O. Box 06357  
Chicago, IL 60606-0357  
2D BAR CODE

BAR CODE

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

TO PAY BY CREDIT CARD:

- Visa
- MasterCard

Credit card number:

Security code (on reverse of card):

Expiration date:   -   Amount authorized: \$ \_\_\_\_\_

Signature (Must Have Signature): \_\_\_\_\_

LGBS  
P.O. Box 06357  
Chicago, IL 60606-0357

False Alarm Notice

Linebarger Goggan Blair & Sampson, LLP

ATTORNEYS AT LAW
P.O. BOX 08152
Chicago, IL 60608-0152
1(866) 391-3974 Toll Free

MONTH/DAY/YEAR

Reference #: 87654321

USPS CODE
USPS CHECK DIGIT
JOHN DOE
123 HOME STREET
CITY, STATE AND ZIP

ALARM USER:
ACCOUNT No:
FALSE ALARM/FAIL TO DISPLAY PERMIT
FEES/FINES: \$

LEGAL NOTICE

Dear JOHN DOE:

Our law firm has been hired to represent the CLIENT NAME in the collection of delinquent False Alarm/Failure to Display Permit fines. City records indicate that a determination of liability of \$1,000.00 is final pursuant to Section 4-400-010 thru 070 of the Municipal Code of CLIENT NAME.

Please return your payment in the amount of \$1,000.00 with the payment coupon below. Your payment must be in the form of a check, cashier's check or money order made payable to CLIENT NAME.

Failure to respond as requested may result in our recommending that our client allow us to enforce the collection of this liability through any and all legal means. This could result in a judgment being taken against you, a lien being attached to your property, garnishment of your wages, bank accounts and other enforcement procedures available by law.

You may disregard this notice if you have made payment within the last 10 days. If you are in bankruptcy, please notify our office and do not consider this notice a demand for payment. If you have any questions regarding this notice you should contact our offices immediately. Our toll free number is (866) 391-3974

It is critical that you take care of this matter immediately.

Very truly yours,

Linebarger Goggan Blair & Sampson, LLP

Office Hours - Mon -- Fri 8AM -7PM, Sat 8AM-Noon.

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT IN ENVELOPE PROVIDED

Defendant: DEFENDANT'S NAME
Alarm User: USER NAME
Account No: ACCOUNT NUMBER
False Alarm/Failure to Display Permit
Fine/Fee: \$1,000.00

Amount Due: \$1,000.00 as of MONTH/DAY/YEAR

Amount Enclosed: \_\_\_\_\_

Payment should be in the form of a check, cashier's check or money order made payable to the CLIENT NAME.

If you wish to pay by check over the web, please visit. CLIENT WEBSITE

Partial payments will not be accepted.

BAR CODE

CLIENT NAME
CLIENT ADDRESS
CITY, STATE, ZIP

Ordinance Violation—First Notice

Linebarger Goggan Blair & Sampson, LLP

ATTORNEYS AT LAW
P.O. Box 06152
Chicago, IL 60606-0152
1(866) 391-3974 Toll Free

MONTH/DAY/YEAR

Reference # 87654321

JOHN DOE
123 HOME STREET
CITY, STATE AND ZIP

Docket No: NUMBER
999 Citation(s) Totaling \$1,000.00

NOTICE OF LIABILITY

Dear JOHN DOE:

The CLIENT NAME has hired our law firm to represent it in the collection and disposition of the following unpaid fines:

Table with 4 columns: Citation No., Court Date, Amount, and Description. Contains placeholder text (XXXXXX) for data.

You may have additional citations not listed here. See total above.

The ENFORCEMENT BODY has found you liable for one or more city ordinance violations. Your opportunity to contest this matter has expired. Interest is accruing at 9% per annum. Failure to respond to this notice as requested may result in our garnishing your wages and bank accounts, and filing a lien against your property. If this becomes necessary, our client reserves the right to seek attorney's fees and other collection costs.

To avoid further collection activity and additional costs, read and complete the detachable reply form and return it, along with your payment, immediately. The amount assessed is currently \$1,000.00. Your check or money order should be made payable to: CLIENT NAME

You may disregard this notice if you have made payment within the last 10 days. Our toll-free telephone number is 1(866) 391-3974.

Very truly yours,

Linebarger Goggan Blair & Sampson, LLP

Office Hours: Mon through Fri 8:00 a.m.-7:00 p.m., Sat 8:00 a.m.-noon.

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT IN ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP
PO Box 06152
Chicago IL 60606-0152
2D BAR CODE

BAR CODE

USPS CODE
USPS CHECK DIGIT
JOHN DOE
123 HOME STREET
CITY, STATE AND ZIP

Defendant: DEFENDANT'S NAME
Docket No: NUMBER
999 Citation(s) Totaling \$1,000.00
Amount Due: \$1,000.00 as of MONTH/DAY/YEAR
Amount Enclosed:
TO PAY BY CHECK OR MONEY ORDER:
Make payable to: CLIENT NAME. Write citation number(s) on your payment.
If you wish to pay by check over the web, please visit CLIENT WEBSITE
See reverse side for other available payment options.

CLIENT NAME
C/O LINEBARGER GOGGAN
P.O. BOX 06152
CHICAGO, IL 60606-0152

## Payment Plan Invoice

## Linebarger Goggan Blair &amp; Sampson, LLP

ATTORNEYS AT LAW  
P.O. Box 06152  
Chicago, IL 60606-0152  
1(866) 391-3972 Toll Free

MONTH/DAY/YEAR

Reference #: 87654321

JOHN DOE  
2<sup>nd</sup> Owner  
123 HOME STREET  
CITY, STATE AND ZIP

Tag No: NUMBER  
Notice No: NUMBER  
Payment Plan No: NUMBER

**MONTHLY PAYMENT INVOICE**

Below are the amounts now due pursuant to your payment arrangement with the CLIENT NAME.

TOTAL AMOUNT DUE THIS MONTH:	\$XXXX	
TOTAL AMOUNT PAST DUE:	\$XXXX	
TOTAL NOW DUE:	\$XXXX	PAYMENT DUE DATE: XXXX (IF DUE DATE IS PAST, PAYMENT DUE UPON RECEIPT)
TOTAL BALANCE REMAINING:	\$XXXX	

Please read and complete the detachable reply form and return it, along with your payment. Your check or money order should be made payable to: CLIENT NAME.

Failure to maintain this arrangement may lead to the seizure of your vehicle and a penalty of \$100 will be assessed (additional tow and storage charges may also apply). Also, you will not be allowed to enter into another payment arrangement for these or any future parking obligations. If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this letter, in writing, the case number and the name of the court in which your bankruptcy case was filed.

YOU MAY RECEIVE MULTIPLE PAYMENT PLAN NOTICES IF YOU HAVE INCURRED ADDITIONAL PARKING TICKETS SINCE THE DATE OF YOUR ORIGINAL PAYMENT PLAN. PLEASE NOTE THESE NOTICES WILL HAVE A DIFFERENT PAYMENT PLAN NUMBER. THIS NOTICE REFERENCES PAYMENT PLAN NUMBER: NUMBER.

YOU ARE RESPONSIBLE FOR THE AMOUNT DUE ON ALL NOTICES.

Sincerely,

LINEBARGER GOGGAN BLAIR &amp; SAMPSON, LLP

Office Hours - Mon thru Fri 8AM -7PM, Sat 8AM-Noon.

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT IN ENVELOPE PROVIDED

Linebarger Goggan Blair & Sampson, LLP  
PO Box 06152  
Chicago, IL 60606-0152

Tag No: NUMBER  
Notice No: NUMBER  
Amount Due: \$1,000.00 as of DATE  
Amount Enclosed: \_\_\_\_\_

BAR CODE

TO PAY BY CHECK OR MONEY ORDER:  
Make payable to: CLIENT NAME. Write license plate and citation number(s) on your payment.

See reverse side for other available payment options

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
2<sup>nd</sup> Owner  
123 HOME STREET  
CITY, STATE AND ZIP

Linebarger Goggan Blair & Sampson, LLP  
PO Box 06152  
Chicago, IL 60606-0152

**Payment Plan Delinquency Notice****Linebarger Goggan Blair & Sampson, LLP**

ATTORNEYS AT LAW  
P.O. Box 06152  
Chicago, IL 60606-0152  
1(866) 391-3972 Toll Free

MONTH/DAY/YEAR

Reference #: 87654321

JOHN DOE  
2<sup>nd</sup> Owner  
123 HOME STREET  
CITY, STATE AND ZIP

Tag No: NUMBER  
Notice No: NUMBER  
Payment Plan No: NUMBER

**NOTICE OF DELINQUENCY**

The payment arrangement you agreed to with the CLIENT NAME is **PAST DUE**. Please remit amount stated below immediately. Failure to maintain this arrangement may lead to the seizure of your vehicle and a penalty of \$100 will be assessed (additional tow and storage charges may also apply). Also, you will not be allowed to enter into another payment arrangement for these or any future parking obligations. Please contact our office immediately at 1-866-391-3972 to ensure your agreement remains active and in good standing.

TOTAL AMOUNT DUE THIS MONTH:	\$XXXX	
TOTAL AMOUNT PAST DUE:	\$XXXX	
TOTAL NOW DUE:	\$XXXX	PAYMENT DUE DATE: XXXX (IF DUE DATE IS PAST, PAYMENT DUE UPON RECEIPT)
TOTAL BALANCE REMAINING:	\$XXXX	

**YOU MAY RECEIVE MULTIPLE PAYMENT PLAN NOTICES IF YOU HAVE INCURRED ADDITIONAL PARKING TICKETS SINCE THE DATE OF YOUR ORIGINAL PAYMENT PLAN. PLEASE NOTE THESE NOTICES WILL HAVE A DIFFERENT PAYMENT PLAN NUMBER. THIS NOTICE REFERENCES PAYMENT PLAN NUMBER: NUMBER.**

**YOU ARE RESPONSIBLE FOR THE AMOUNT DUE ON ALL NOTICES.**

If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this letter, in writing, the case number and the name of the court in which your bankruptcy case was filed.

Please read and complete the detachable reply form and return it, along with your payment. The amount currently due is \$XXXX. Your check or money order should be made payable to: CLIENT NAME.

Sincerely,

LINEBARGER GOGGAN BLAIR &amp; SAMPSON, LLP

Office Hours – Mon-Fri, 8AM-7PM; Sat, 8AM-Noon

**PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT IN ENVELOPE PROVIDED**

Linebarger Goggan Blair & Sampson, LLP  
PO Box 06152  
Chicago, IL 60606-0152

Tag No: NUMBER  
Notice No: NUMBER  
Amount Due: \$1,000.00 as of DATE  
Amount Enclosed: \_\_\_\_\_

BAR CODE

**TO PAY BY CHECK OR MONEY ORDER:**  
*Make payable to: CLIENT NAME. Write license plate and citation number(s) on your payment.*

See reverse side for other available payment options

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
2<sup>nd</sup> Owner  
123 HOME STREET  
CITY, STATE AND ZIP

Linebarger Goggan Blair & Sampson, LLP  
PO Box 06152  
Chicago, IL 60606-0152

**Payment Plan Default****Linebarger Goggan Blair & Sampson, LLP**

ATTORNEYS AT LAW  
P.O. Box 06152  
Chicago, IL 60606-0152  
1(866) 391-3972 Toll Free

MONTH/DAY/YEAR

Reference #: 87654321

JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

Tag No: NUMBER  
Notice No: NUMBER  
Payment Plan No: NUMBER  
999 Citation(s) Totaling \$1,000.00

**NOTICE OF DEFAULT**

The payment arrangement you agreed to with the CLIENT NAME is now in **DEFAULT**. We have notified the CLIENT NAME that you are now eligible to be booted. The \$100 default penalty will be added to your total amount due.

You must now pay the \$1,000.00 plus the \$100 default penalty in full immediately. Additionally, failure to respond to this notice may result in our garnishing your wages and bank accounts and/or filing a lien against your property. If this becomes necessary, our client reserves the right to seek interest, attorney's fees and other collection costs. If you are now a debtor in bankruptcy, or if you have been discharged from debts through a bankruptcy proceeding, then within 30 days of receipt of this letter, please provide us at the address at the top of this letter, in writing, the case number and the name of the court in which your bankruptcy case was filed.

Please read and complete the detachable reply form and return it, along with your payment. The amount currently due is \$1,000.00 (plus the \$100 default penalty). Your check or money order should be made payable to: CLIENT NAME. To pay online, please visit: CLIENT WEBSITE

Should you choose to pay this amount now due, please contact us at 1(866) 391-3972. If we do not hear from you within 5 days of the date of this notice, we will proceed with continued collection actions and may also seek the remedies provided above.

**YOU MAY RECEIVE MULTIPLE PAYMENT PLAN NOTICES IF YOU HAVE INCURRED ADDITIONAL PARKING TICKETS SINCE THE DATE OF YOUR ORIGINAL PAYMENT PLAN. PLEASE NOTE THESE NOTICES WILL HAVE A DIFFERENT PAYMENT PLAN NUMBER. THIS NOTICE REFERENCES PAYMENT PLAN NUMBER: NUMBER.**

**YOU ARE RESPONSIBLE FOR THE AMOUNT DUE ON ALL NOTICES.**

Sincerely,

Linebarger Goggan Blair &amp; Sampson, LLP

Office Hours – Mon-Fri, 8AM-7PM; Sat, 8AM-Noon

**PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT IN ENVELOPE PROVIDED**

Linebarger Goggan Blair & Sampson, LLP  
PO Box 06152  
Chicago, IL 60606-0152

Tag No: NUMBER  
Notice No: NUMBER  
999 Citation(s) Totaling \$1,000.00  
Total Due: \$1,000.00 as of DATE  
Amount Enclosed: \_\_\_\_\_

BAR CODE

**TO PAY BY CHECK OR MONEY ORDER:**  
*Make payable to: CLIENT NAME. Write license plate and citation number(s) on your payment.*  
**TO PAY ONLINE PLEASE VISIT CLIENT WEBSITE**  
**See reverse side for other available payment options.**

USPS CODE  
USPS CHECK DIGIT  
JOHN DOE  
123 HOME STREET  
CITY, STATE AND ZIP

Linebarger Goggan Blair & Sampson, LLP  
PO Box 06152  
Chicago, IL 60606-0152



## Exhibit B: Sample Reports

The following sample reports are given purely as samples of the types used for other contracts. We acknowledge that the content of these reports may not be 100 percent relevant to the Village, but instead serve to illustrate the kind of reports available.

Upon contract award, Linebarger Goggan will work with the Village to create customized documents for this project that accurately reflect the Village's exact regulatory structure, content, and preferences.

Collection Reports

Collection Report Samples

---

## ***SAMPLE ENTITY***

### ***Fees and Fines Collection Activity Report***

***DATE: XX/XX/XXXX***



**Linebarger Goggan Blair & Sampson, LLP**

Attorney Work Product © 2016

## Collections Activity Summary

Collection Disposition Summary – MONTH 20xx	
Citations Assigned	160
Amount Assigned	\$62,963
Citations Collected	77
Amount Collected	\$26,009
Citations Cancelled	29
Amount Cancelled	\$11,321
<b>Citations Resolved</b>	<b>106</b>
<b>Amount Resolved</b>	<b>\$37,330</b>

Collection Disposition Summary - Contract to Date	
Citations Assigned	27,617
Amount Assigned	\$10,158,910
Citations Adjusted	7,353
Amount Adjusted	(\$899,891)
Citations Collected	9,717
Amount Collected	\$3,254,920
Citations Cancelled	11,469
Amount Cancelled	\$3,106,068
<b>Citations Resolved</b>	<b>21,186</b>
<b>Amount Resolved</b>	<b>\$6,360,988</b>
<b>Dollar Resolution Rate</b>	<b>71.5%</b>

Collection Activity – MONTH 20xx		
Letters	170	
Address/Phone Updated	256	
Phone Activity	Inbound	11
	Outbound	846

Collection Activity - Contract to Date		
Letters	33,080	
Address/Phone Updated	10,375	
Phone Activity	Inbound	3,936
	Outbound	130,894

## Status of Open Accounts

Status	Count	Amount
ACT - Active Account	5,888	\$2,238,039
ATT - Attorney Contact Only	84	\$38,356
BKR - Bankruptcy	5	\$1,505
BPS - Broken Promise	8	\$3,606
DCN - Debtor Contact No Results	1	\$491
DEC - Deceased No Estate Or Beyond Claim	53	\$15,870
DIS - Disputed	17	\$6,233
INC - Incarcerated	37	\$13,110
PPA - Partial Payments Made To Court - Client	1	\$327
PRM - Promise Payment	88	\$33,600
REF - Refuse To Pay	30	\$13,258
SKP - Skip Tracing For Location	1,544	\$519,701
WAR - Warrant Account	5	\$1,176
<b>Total</b>	<b>7,761</b>	<b>\$2,885,274</b>

## Monthly Collection Activity Last 24 Months\*

Year	Month	Letters Mailed	Address/Phone Updated	Phone Activity		Dollars Collected
				Inbound	Outbound	
20xx	April	170	256	11	846	\$26,009
	March	1,466	91	91	785	\$30,908
	February	250	45	23	811	\$8,997
	January	37	254	18	1,476	\$10,840
20xx	December	74	22	0	780	\$14,646
	November	0	53	7	625	\$18,956
	October	0	58	18	645	\$16,082
	September	2,075	122	77	597	\$16,076
	August	0	34	2	691	\$25,496
	July	59	43	2	865	\$17,882
	June	0	34	43	1,303	\$13,268
	May	0	47	11	1,578	\$26,435
	April	143	49	22	1,853	\$38,080
	March	224	116	82	1,335	\$43,809
	February	1,719	306	95	998	\$9,926
	January	233	56	21	760	\$13,703
20xx	December	211	56	13	629	\$13,652
	November	140	38	8	849	\$17,339
	October	89	45	8	810	\$11,439
	September	158	73	16	723	\$21,153
	August	216	62	25	876	\$17,318
	July	248	335	29	1,247	\$21,200
	June	93	74	29	1,156	\$15,887
	May	201	47	11	1,056	\$20,426
	April	312	100	31	1,131	\$52,029
<b>Total*</b>		<b>8,118</b>	<b>2,416</b>	<b>693</b>	<b>24,425</b>	<b>\$521,553</b>

\* Amounts noted represent the total for each month & are not cumulative (i.e. not contract to date).

## Portfolio Analysis Outstanding Placements

	Accounts	Dollars	Acct. Pct.	Dollar Pct.	Average Balance
<b>ALL ACCOUNTS</b>	7,761	\$2,885,274.04	100.00%	100.00%	\$371.77
<b>ADDRESSES</b>					
<b>No Mailing Address</b>	40	\$9,548.15	0.52%	0.33%	\$238.70
<b>Returned Mail</b>	2,830	\$993,528.42	36.46%	34.43%	\$351.07
<b>Good Address</b>	4,891	\$1,882,197.47	63.02%	65.23%	\$384.83
<b>OFFENSE AGE</b>					
<b>One Year or Less</b>	17	\$5,482.10	0.22%	0.19%	\$322.48
<b>1-2 Years</b>	445	\$169,656.77	5.73%	5.88%	\$381.25
<b>2-3 Years</b>	992	\$396,858.33	12.78%	13.75%	\$400.06
<b>+3 Years</b>	6,307	\$2,313,276.84	81.27%	80.18%	\$366.78
<b>PLACEMENT AGE</b>					
<b>One Year or Less</b>	441	\$171,181.19	5.68%	5.93%	\$388.17
<b>1-2 Years</b>	1,288	\$512,732.30	16.60%	17.77%	\$398.08
<b>2-3 Years</b>	746	\$313,603.09	9.61%	10.87%	\$420.38
<b>+3 Years</b>	5,286	\$1,887,757.46	68.11%	65.43%	\$357.12

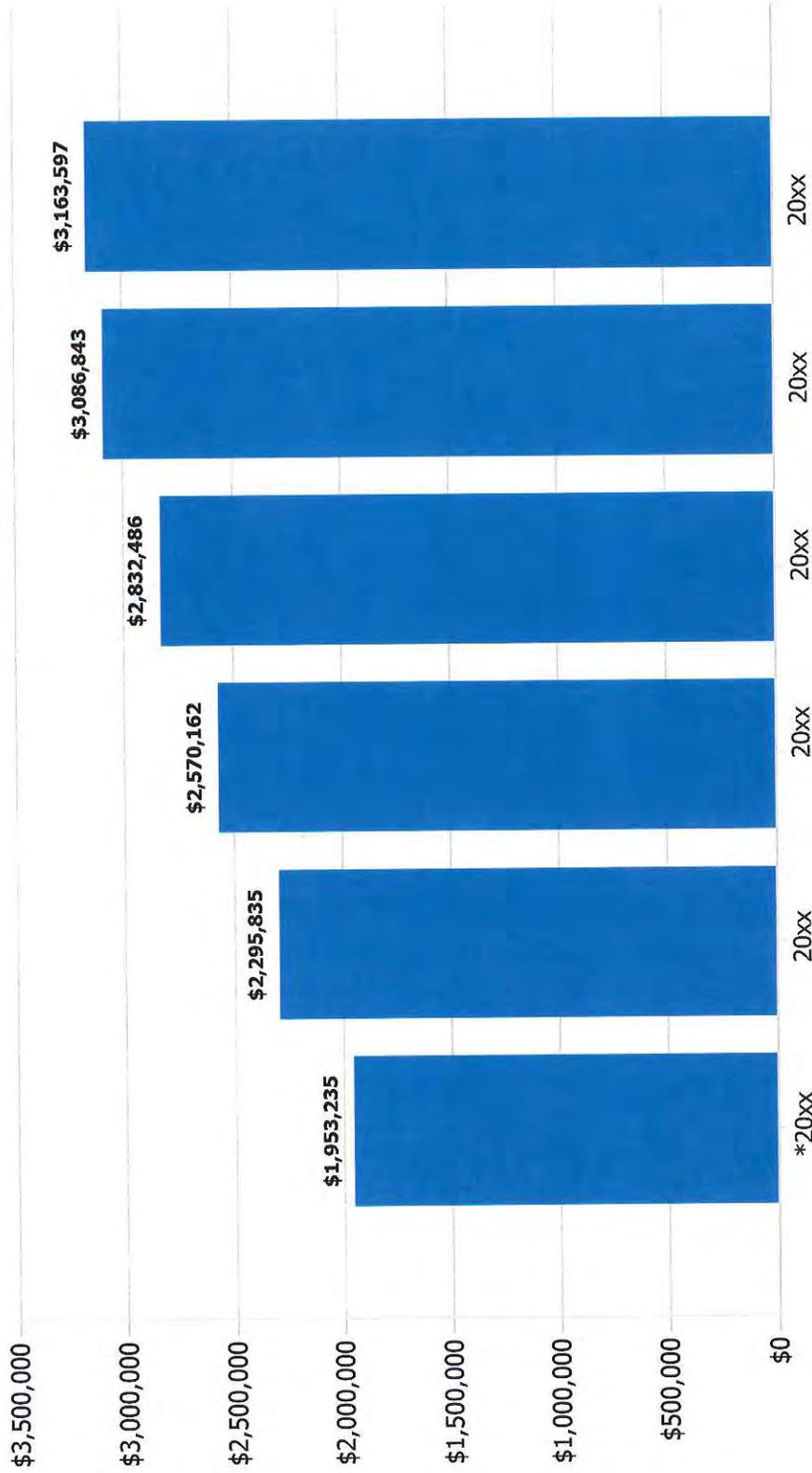
**Placement Activity Summary  
Contract to Date**

Year	Month	Count #	Orig Placement \$	Cancelled \$	Adjustment \$	Net Placement \$	Collected \$	Collected %
20xx Summary	April	160	\$62,963	\$0	\$0	\$62,963	\$0	0.00%
	March	86	\$32,917	\$0	\$0	\$32,917	\$553	1.68%
	February	107	\$40,473	\$0	(\$896)	\$39,578	\$4,615	13.62%
	January	109	\$43,150	\$1,143	(\$450)	\$41,557	\$2,604	9.73%
	December	462	\$179,503	\$1,143	(\$1,346)	\$177,014	\$7,772	5.72%
	November	0	\$0	\$0	\$0	\$0	\$0	0.00%
	October	0	\$0	\$0	\$0	\$0	\$0	0.00%
	September	0	\$0	\$0	\$0	\$0	\$0	0.00%
	August	0	\$0	\$0	\$0	\$0	\$0	0.00%
	July	5	\$1,940	\$0	\$0	\$1,940	\$0	0.00%
	June	0	\$0	\$0	\$0	\$0	\$0	0.00%
	May	0	\$0	\$0	\$0	\$0	\$0	0.00%
20xx Summary	April	6	\$2,872	\$0	\$0	\$2,872	\$0	0.00%
	March	127	\$55,938	\$10,175	(\$662)	\$45,101	\$8,622	34.79%
	February	232	\$89,941	\$21,478	(\$1,964)	\$66,500	\$14,200	41.85%
	January	351	\$140,246	\$26,401	(\$4,023)	\$109,822	\$16,004	33.10%
	December	721	\$290,936	\$58,054	(\$6,649)	\$226,233	\$38,826	35.58%
	November	319	\$126,618	\$21,166	(\$3,389)	\$102,063	\$15,863	31.92%
	October	346	\$142,879	\$32,154	(\$4,801)	\$105,925	\$17,260	37.94%
	September	3	\$1,347	\$467	\$0	\$880	\$402	64.48%
	August	222	\$88,297	\$21,585	(\$3,233)	\$63,479	\$22,864	54.00%
	July	187	\$75,970	\$20,885	(\$3,440)	\$51,646	\$15,339	52.21%
	June	210	\$87,127	\$23,717	(\$1,223)	\$62,187	\$14,950	45.78%
	20xx Summary	May	147	\$61,419	\$14,441	(\$5,175)	\$41,803	\$14,572
April		3	\$1,335	\$337	(\$208)	\$791	\$259	60.18%
20xx Summary		563	\$227,179	\$76,271	(\$7,466)	\$143,442	\$29,379	49.79%
20xx Summary		2,368	\$970,344	\$250,101	(\$33,223)	\$687,020	\$178,010	47.54%
20xx Summary	20xx Summary	877	\$372,940	\$74,810	(\$16,948)	\$281,182	\$112,026	54.64%
	20xx Summary	3,508	\$1,489,492	\$554,495	(\$40,826)	\$894,171	\$359,039	64.07%
20xx Summary	20xx Summary	2,587	\$1,088,602	\$455,316	(\$8,783)	\$624,504	\$321,675	72.18%
	Prior Years	14,750	\$5,768,153	\$1,710,715	(\$792,116)	\$3,265,322	\$2,237,573	82.18%

SAMPLE ENTITY

MONTH 20xx

### Delinquent Fees & Fines Cumulative Collections



\*Includes Prior Years

Note: Current Year as of Reporting Month  
First Accounts Placed: February 20xx

# Activity Reports

## Acknowledgement Report

acknowledgment sample xx

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

DATE: 11-28-xx

CLIENT NO. Sample 01

Sample Client  
Sample Address  
Sample Address

We are pleased to acknowledge the accounts listed below which have been assigned to this office for collection.

NAME	ACCOUNT NUMBER	ASSIGN DATE	AMOUNT
LASTNAME, FIRSTNAME	965333333333	11-25-xx	25.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	1410.80
LASTNAME, FIRSTNAME	965333333333	11-25-xx	3691.55
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	150.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	75.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	56.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	167.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	100.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	150.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	150.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	75.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	33.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	36049.52

[CONTINUED NEXT PAGE]

PAGE NO. 1

NAME	ACCOUNT NUMBER	ASSIGN DATE	AMOUNT
LASTNAME, FIRSTNAME	965333333333	11-25-xx	24277.76
LASTNAME, FIRSTNAME	965333333333	11-25-xx	75.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	16070.96
LASTNAME, FIRSTNAME	965333333333	11-25-xx	849.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	150.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	75.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	7109.75
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	55.50
LASTNAME, FIRSTNAME	965333333333	11-25-xx	163.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	4373.31
LASTNAME, FIRSTNAME	965333333333	11-25-xx	150.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	50.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	41.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	75.00
LASTNAME, FIRSTNAME	965333333333	11-25-xx	429.50

TOTAL NUMBER OF ACCOUNTS ASSIGNED: 38  
TOTAL DOLLAR AMOUNT ASSIGNED: \$96,577.65

PAGE NO. 2

Sincerely,

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

## Recall/Cancel Report

LINEBARGER GOGGAN BLAIR &amp; SAMPSON, LLP

DATE: 11-15-XX

CLIENT NO. C0543330

Sample Client  
 Sample Address  
 Sample Address

The following debtors assigned by you to this agency have been removed from active collection processes. Please notify us immediately if the action was taken in error. Thank you for the opportunity to be of service to you.

ACCOUNT NAME	ASSIGNED	PRINCIPAL	CAN. AMT.	ACCOUNT NUMBER
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	1109.00	1109.00	E07-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	52.00	52.00	E06-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	124.00	124.00	E07-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	966.75	966.75	E06-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	159.50	159.50	E06-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	911.00	911.00	E06-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	898.00	898.00	H06-00000-00000
SHINEY, PENNY O RECALLED BY CLIENT	04 NOV XX	91.00	91.00	E06-00000-00000
LASTNAME, FIRSTNAME RECALLED BY CLIENT	04 NOV XX	787.00	787.00	E07-00000-00000
TOTAL NUMBER OF ACCOUNTS:				9
TOTAL DOLLAR AMOUNT CANCELLED:			\$5,098.25	

Sincerely,

LINEBARGER GOGGAN BLAIR &amp; SAMPSON, LLP

# Financial Reports

## Remittance Report

Sample Client PAYMENT REPORT 09:52:02am 15 Nov 20xx remit report sample xx

CLIENT#.....	TC	DNUM	C.D.#	CASE#.....	PMT DATE	Tot Pmt	Fine Pd	Law Comm
SSCLIENT1		8000000	000MMMMMM	XXXXXXXXXX421CIXXMA1	11-13-xx	131.60	94.00	37.60
SSCLIENT1		8000000	000MMMMMM	XXXXXXXXXX422CIXXMA1	11-13-xx	222.60	159.00	63.60
SSCLIENT1		8000000	000MMMMMM	XXXXXXXXXX3423CIXXMA1	11-13-xx	84.00	60.00	24.00
SSCLIENT1		8000001	000MMMMMM	XXXXXXXXXX6810CIXXMA1	11-13-xx	129.50	92.50	37.00
SSCLIENT1		8000000	000MMMMMM	XXXXXXXXXX873CIXXMA1	11-13-xx	79.80	57.00	22.80
SSCLIENT1		8000000	000MMMMMM	XXXXXXXXXX6591CIXXMA1	11-13-xx	201.60	144.00	57.60
SSCLIENT1		8000000	MMMMMMMM	XXXXXXXXXX41546CIXXMA1	11-13-xx	57.40	41.00	16.40
SSCLIENT1		8000000	MMMMMMMM	XXXXXXXXXX244CIXXMA1	11-13-xx	187.60	134.00	53.60
SSCLIENT1		8000000	MMMMMMMM	XXXXXXXXXX243CIXXMA1	11-13-xx	257.60	184.00	73.60
SSCLIENT1		8000000	MMMMMMMM	XXXXXXXXXX969CIXXMA1	11-13-xx	170.80	122.00	48.80
SSCLIENT1		8000000	MMMMMMMM	XXXXXXXXXX177CIXXMA1	11-13-xx	57.40	41.00	16.40
			***			1579.90	1128.50	451.40
Totals for SSCLIENT1						1579.90	1128.50	451.40
SSCLIENT1		3000000		XXXXXXXXXX644AXXMA1	11-13-xx	45.00	32.14	12.86
			***			45.00	32.14	12.86
Totals for SSCLIENT1						45.00	32.14	12.86
						1624.90	1160.64	464.26

12 records listed.

Invoice

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW

100 THROCKMORTON, SUITE 300

FORT WORTH, TX 78232

(817) 877-4589

FAX (817) 877-0601

2/13/20xx

**INVOICE**

**Fees and Fines for Sample Client**

Sample Client

Sample Address

Sample Address

Fees for collections during September 20xx due to Linebarger Goggan Blair & Sampson, LLP for the collection of fees and fines for Sample Client

Sample Client for September 20xx collections \$XXX

Sample Client for September 20xx fees due LGB&S, LLP \$XXX

Please make your check payable to *Linebarger Goggan Blair & Sampson, LLP* and mail to:

**Linebarger Goggan Blair & Sampson, LLP**

**P.O. Box 17428**

**Austin, Texas 78760-7428**

**Attention: Accounts Receivable**

Please include a copy of this invoice with your payment.

## Billing Statement

## SAMPLE CLIENT

10/31/20XX

Transaction Date	Client Reference #	Name	Payment	Commission	Add On
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$149.50	\$34.50	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$80.00	\$80.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$20.00	\$20.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$201.50	\$46.50	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$292.50	\$67.50	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$267.80	\$61.80	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$245.70	\$56.70	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$200.80	\$55.80	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$230.10	\$53.10	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$230.00	\$54.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$127.40	\$29.40	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$202.00	\$46.50	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$156.00	\$36.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$234.00	\$54.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$195.00	\$45.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$139.10	\$32.10	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$292.50	\$67.50	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$195.00	\$45.00	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$239.20	\$55.20	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$292.50	\$67.50	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$291.30	\$60.30	Yes
10/31/20XX	07-00000	LASTNAME, FIRSTNAME	\$237.90	\$54.90	Yes
<b>Total</b>			<b>\$4,519.80</b>	<b>\$1,123.30</b>	

## Online Reports

### Client Real-Time Access to Data: LGBS View

Linebarger Goggan offers the Village access to account information through our modern web-based application, LGBS View. LGBS View provides straightforward, real-time access to account information for our clients. This easy-to-use interface solution puts live and up-to-the-minute account information at the Village's fingertips.

Combining the convenience of web-based access and the assurance of security, LGBS View is an added benefit to the Village's personnel. Each user's access is limited to their entity's information only.

#### LGBS View Sample Screen

Linebarger Goggan  
Blair & Sampson, LLP

[Home](#)    [MTD & YTD](#)    [Alerts](#)    [Production](#)    [Lienon Reports](#)

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**Information Selections**

- [Account Selection](#)
- [Balance History](#)
- [Payplan Information](#)
- [Offense Summary](#)
- [Due Diligence](#)

**Account Detail**

**Client Name:** CITY OF MUNICIPAL COURT

**Account:** 22629175

**Client Reference:**

**Name:**

**Address:**

**Phone:**

**Data Reference Line:** 00425217

**Date Loaded:** 07/31/2008

**Status:** PIF (PAID IN FULL)

**Payplan Information PPID:** 12345 **Setup Date:** 12/01/13

<b>Orig. Plan Amt:</b> 0.03	<b>Date On Plan:</b> 12/05/13	<b>Last Pmt Amt:</b> 123.45
<b>Amt On Plan:</b> 0.01		<b>Past Due Amt:</b> 123.46
<b>Pmt Amt:</b> 0.02	<b>Curr Due Dt:</b>	<b>Curr Due Amt:</b> 123.47
<b>Balloon Pmt:</b> N	<b>Final Due Dt:</b> 01/06/2014	<b>Final Due Amt:</b> 123.48

**Total Pmt Amt:** 123.51    **Total Balance:** 123.49    **Days Until Delinquent:** 12

**Number of Pmts:** 5    **Freq.:** M    **Total PPlan Int.:** 0.01

**1st Pmt Due Dt:** 01/11/13    **Paid To Dt:** 123.50

**Alt. 1st Pmt Dt:** 01/12/13    **Int. Rate:** 0.09

**Alt. 1st Pmt Amt:** 123.52    **Change Dt:** 12/02/13

**Review Dt:** 01/13/2013

**Client Reference Search**

**Last Payment:** 04/15/2013

**Assigned:** 406.00

**Collected:** 406.00

**Balance:** 0.00

**All Accounts (1 Accounts)**

**Most Recent Payment:** 04/15/2013

**Total Assigned:** 406.00

**Total Collected:** 406.00

**Total Balance:** 0.00

Regular Board Meeting  
January 5, 2017 Pg. 179



## Exhibit C: Client List

Following is a list of our clients from the past five years. Our Illinois clients are listed in bold.

Alamo, TX	Brady, TX*	Concho County, TX
Alamo Heights, TX	Brady, TX*	<b>Cook County, IL*</b>
Alamo Heights, TX	Bremond, TX	<b>Cook County, IL*</b>
Alice, TX	Brevard Co Clerk of the	Copperas Cove, TX
Alton, TX	Courts, FL	Corpus Christi, TX
American Traffic Solutions	Brooks County, TX	Corpus Christi, TX
Inc, AZ	Brookshire, TX	Cuero, TX
Angelina County, TX	Broward Co Clerk of the	Culberson County, TX
Anthony, TX	Courts, FL	Dallas, TX*
Aransas County, TX	Brownsville, TX*	Dallas County, TX
Aransas Pass, TX	Bunker Hill Village, TX	Dayton, TX*
Arlington, TX	Burleson, TX	Deer Park, TX
Arlington Co Treasurer, VA*	California AOC, CA	Deer Park, TX
Atascosa County, TX	Calvert, TX	DeKalb Co Records Court,
Atlanta, GA*	Cameron County, TX	GA*
Atlanta, TX	Castle Hills, TX	Del Rio, TX
Aurora Municipal Court, CO	<b>Chicago, IL</b>	Delaware County, PA
Austin, TX	<b>Chicago Dept of Finance, IL</b>	Denton, TX
Balch Springs, TX	<b>Chicago Public Schools, IL</b>	Denver City and County, CO
Balcones Heights, TX	CiteZONE, CA	DeSoto, TX
Bandera, TX*	Citrus Co Clk of the Courts &	Dickinson, TX*
Bartlesville, OK	Comptroller, FL	Dickinson, TX
Bastrop County, TX*	Clarksville, TX	Dimmit County, TX
Bay City, TX	Clay Co Clerk of the Circuit	Donna, TX
Baytown, TX*	Court, FL	Driscoll, TX
Beaumont, TX*	Clear Lake Emergency	Duval Co Clerk of the Circuit
Bedford, TX	Medical Corps, TX*	Court, FL
Bee Cave, TX	Clear Lake Shores, TX	Duval County, TX
Bee County, TX*	Cockrell Hill, TX	Eagle Pass, TX
Bell County, TX	<b>College of DuPage, IL*</b>	East Mountain, TX
Bellmead, TX	Colleyville, TX	Ector County, TX
Beverly Hills, TX	Collier Co Clerk of the Court,	Eden, TX
Bexar County, TX	FL	Edinburg, TX
Black Jack, MO	Colorado Judicial Department,	El Paso, TX
Blooming Grove, TX	CO	El Paso County, TX
Bonham, TX*	Commerce City, CO	Ellis County, TX

Elmendorf, TX  
 Encinal, TX  
 Eustace, TX  
 Falfurrias, TX  
 Fayette County, TX\*  
 First Judicial District, PA  
 Flagler Co Clk of the Court,  
 FL  
 Floresville, TX  
 Fort Bend County, TX  
 Fort Stockton, TX  
 Fort Stockton, TX\*  
 Fort Worth, TX  
 Franklin, TX  
 Franklin Co Municipal Court,  
 OH  
 Franklin Co Prosecuting Atty,  
 OH  
 Freer, TX  
 Frio County, TX  
 Frost, TX  
 Fulshear, TX  
 Fulton County, GA  
 Galena Park, TX  
 Galveston, TX\*  
 Galveston, TX  
 Galveston Co Health District,  
 TX  
 Galveston County, TX\*  
 Gilmer, TX  
 Granbury, TX  
 Grapevine, TX  
 Grayson County, TX  
 Hale County, TX  
 Harlingen, TX  
 Harris Co HD, TX\*  
 Harris County, TX\*  
 Harris County, TX  
 Haslet, TX  
 Hattiesburg, MS  
 Hearne, TX  
 Helotes, TX  
 Henderson, TX  
 Henderson County, TX  
 Hernando Co Clerk of the  
 Courts, FL  
 Hewitt, TX  
 Hidalgo, TX  
 Hidalgo County, TX  
 Hillsborough Co Clk of the  
 Circuit Court, FL  
 Hitchcock, TX  
 Hondo, TX  
 Horizon City, TX  
 Houston, TX  
 Houston, TX  
 Hudspeth County, TX  
 Humble, TX  
 Humble, TX  
 Hunters Creek Village, TX  
 Hurst, TX  
 Imperial County, CA  
 Indian River Co Clk of the  
 Circuit Crt & Comptroller, FL  
 International Portfolio Inc.,  
 PA\*  
 Iowa Judicial Branch, IA  
 Irving, TX  
 Italy, TX  
 Jack County, TX  
 Jackson County, TX  
 Jasper County, TX  
 Jefferson County, TX  
 Jennings, MO  
 Jersey Village, TX  
 Jim Hogg County, TX  
 Jim Wells County, TX  
 Jonesboro, AR  
 Kansas Attorney General, KS\*  
 Kansas City, MO\*  
 Kansas Office of Judicial  
 Administration, KS  
 Katy, TX  
 Kaufman, TX  
 Kaufman County, TX\*  
 Kaufman County, TX  
 Keller, TX  
 Kemah, TX  
 Kenedy County, TX  
 Kerens, TX  
 Key West, FL\*  
 Kilgore, TX  
 Killeen, TX  
 Kingsville, TX  
 Kirby, TX  
 Kleberg County, TX  
 Kosse, TX  
 Kyle, TX  
 La Feria, TX  
 La Marque, TX  
 La Salle County, TX  
 La Vernia, TX  
 Laguna Vista, TX  
 Lake Co Clerk of the Circuit  
 Court, FL  
 Lakeport, TX  
 Lakewood, CA  
 Lampasas County, TX  
 Lancaster, TX  
 Laredo, TX  
 Las Vegas, NV  
 League City, TX  
 Lee Co Clk of the Circuit &  
 County Courts, FL  
 Leon Co Clerk of the Circuit  
 & Co Crts, FL  
 Leon Valley, TX  
 Leonard, TX  
 Liberty County, TX\*  
 Limestone County, TX  
 Little Rock, AR  
 Live Oak, TX  
 Llano, TX  
 Longview, TX  
 Longview, TX  
 Los Angeles Co DHS, CA  
 Los Angeles Co TTC, CA\*  
 Los Angeles Co TTC, CA  
 Los Angeles County Counsel,  
 CA  
 Los Fresnos, TX  
 Louisville - Jefferson County,  
 KY\*  
 Lufkin, TX  
 Lufkin, TX  
 Lumberton, NC\*  
 Mansfield, TX  
 Maricopa County Courts, AZ\*  
 Mart, TX  
 Martin Co Clk of the Circuit  
 Crt & Comptroller, FL  
 Matagorda County, TX  
 Mathis, TX  
 Maverick County, TX\*  
 Maypearl, TX  
 McKinney, TX\*  
 McLennan County, TX

Mercedes, TX  
 Mexia, TX  
 Miami - Dade Co Clerk of the Courts, FL  
 Milford, TX  
 Mission, TX  
 Missouri City, TX  
 Monroe Co Clk of the Courts & Comptroller, FL  
 Montgomery, TX\*  
 Montgomery Co HD, TX  
 Moody, TX  
 Naples, TX  
 Nassau Bay, TX  
 Navarro County, TX  
 New York City Dept of Law, NY  
 Newark, OH\*  
 Norman, OK  
 North Richland Hills, TX  
 North Texas Tollway Authority, TX  
 Nueces County, TX  
 Odem, TX  
 Oklahoma Sheriffs Association, OK  
 Orange Co Clk of the Court, FL  
 Ore City, TX  
 Oregon Administrative Services, OR  
 Osceola Co Clerk of the Circuit Court, FL  
 Overland Park, KS\*  
 Palacios, TX  
 Palm Beach Co Clerk & Comptroller, FL  
 Palmer, TX\*  
 Palmview, TX  
 Parker County, TX\*  
 Pasadena, TX  
 Pasco Co Clk of the Circuit Crt & Comptroller, FL  
 Pearland, TX\*  
 Pecos County, TX  
 Pecos County, TX  
 Penitas, TX  
 Philadelphia, PA  
 Philadelphia, PA  
 Philadelphia Parking Authority, PA  
 Pinellas Co Clerk of the Circuit Court, FL  
 Piney Point Village, TX\*  
 Plainview, TX  
 Pleasonton, TX  
 Polk Co Clerk of the Circuit Court, FL  
 Port Arthur, TX\*  
 Port Isabel, TX  
 Port Neches, TX  
 Portland, TX  
 Premont, TX  
 Primera, TX  
 Real County, TX  
 Red Oak, TX  
 Reeves County, TX  
 Refugio, TX  
 Rice, TX  
 Rio Grande City, TX  
 Roanoke, TX  
 Robertson County, TX  
 Robinson, TX  
 Robstown, TX  
 Robstown, TX  
 Rockport, TX  
 Rockwall, TX  
 Rockwall County, TX  
 Roma, TX  
 Round Rock, TX\*  
 Saginaw, TX  
 San Augustine, TX  
 San Benito, TX  
 San Diego Association of Govts, CA\*  
 San Francisco City and County, CA  
 San Juan, TX\*  
 San Leandro, CA  
 San Patricio County, TX  
 Santa Fe, TX\*  
 Santa Fe, TX  
 Sarasota Co Clk of the Circuit Crt & Comptroller, FL  
 Schertz, TX  
 Seagoville, TX  
 Seguin, TX\*  
 Seguin, TX\*  
 Seguin, TX\*  
 Shavano Park, TX  
 Shelby County, TX  
 Sinton, TX  
 Socorro, TX  
 Sonoma Co Treasurer, CA  
 South Houston, TX  
 Southlake, TX  
 Spring Valley Village, TX  
 Springtown, TX  
 St. Johns Co Clerk of the Circuit Court, FL  
 St. Louis, MO  
 St. Lucie Co Clerk of the Circuit Court, FL  
 Stafford, TX  
 Starr County, TX  
 Sugar Land, TX  
 Sugar Land, TX  
 Taft, TX  
 Taft, TX  
 Talty, TX  
 Tarrant County, TX  
 Terrell, TX\*  
 Texas City, TX  
 Timpson, TX  
 Tom Green County, TX  
 Travis County, TX  
 Trophy Club, TX  
 Tulsa, OK  
 Tulsa, OK\*  
 Tulsa, OK\*  
 University Health System, TX\*  
 Upshur County, TX  
 Uvalde, TX  
 Uvalde County, TX\*  
 Val Verde County, TX  
 Victoria County, TX  
 Volusia Co Clerk of the Circuit Court, FL  
 Von Ormy, TX  
 Washington County, TX  
 Watauga, TX  
**Waukegan, IL**  
 Waxahachie, TX  
 Webb County, TX  
 Webster, TX  
 Wells, TX

Weslaco, TX\*  
West, TX  
West University Place, TX  
Wharton, TX  
White Oak, TX  
Williamson County, TX

Wills Point, TX  
Wilmington, DE\*  
Wilson County, TX\*  
Windcrest, TX\*  
Wise County, TX  
Wood County, TX

Wyandotte - Kansas City, KS  
Wylie, TX  
York County, PA  
Yukon, OK  
Zapata County, TX  
Zavala County, TX

\*Former client.



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Shubhra Govind, Director of Community & Economic Development  
Patrick Ainsworth, Village Planner

**SUBJECT:** Approval of an Ordinance for a Variance for a reduction of the required side yard setback for the property located at 1989 Devon Avenue, Hanover Park, Illinois

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Request for the Village Board to pass an Ordinance for a Variance reducing the side yard setback from 10 feet to 7.69 feet for the property located at 1989 Devon Avenue.

**Discussion**
*Background*

The subject property is located on the south side of Devon Ave. and is currently zoned B-2, Local Business District. The property contains a structure that was built in the 1920s and the former property owner constructed an addition in 2003 and 2004. The addition was approved, permitted and issued a Certificate of Occupancy. The current property owner purchased the property in 2015 and applied for a building permit to add an elevator addition this year. Based on the Plat of Survey, staff discovered that the east wall of the addition was constructed closer to the east lot line than the required 10-ft setback and contains a non-conforming setback between 8.96 and 8.13 feet setback from the east property line.

The applicant is proposing to add an elevator to the building to increase the accessibility, but the proposed location of the elevator shaft is located on the east elevation of the addition, which will encroach farther into the required setback. The applicant has extensively worked with his architect and contractors to determine that the proposed location of the elevator addition is the only feasible location for this area, as the west elevation is abutting the handicap ramp and the off-street parking lot. Moreover, the size of the elevator is dictated by a requirement to accommodate for a stretcher, which has resulted in the elevator addition as shown in the attachments.

### *Staff Analysis & Discussion*

Staff finds that this property contains a unique circumstance and hardship to warrant granting the variance due to the situation of the non-conforming wall that was beyond the applicant's control; the size and location of the elevator being dictated by the requirement of accommodating a stretcher; and that the variance would not be applicable to other properties as this situation is not generally found with other properties in the B-2 district.

The applicant has exhausted all options in order to try and comply with all codes, but the existing conditions of the building and other code requirements have forced the applicant to apply for the Variance request. All other proposed improvements will comply with all other applicable codes.

It shall be noted that the Inspectional Services Department ensures that there are checks in place during the permit process to reduce other situations like this one to occur. The Village of Hanover Park requires inspections, Spot Surveys and As-Built drawings, as necessary, to be submitted to the Village at specific times to ensure that approved additions and new structures follow the Village's codes and regulations.

### *Compliance with Village Zoning Ordinance*

The property is currently zoned B-2, Local Business and the existing building will only have a small addition to the east elevation to the building. As such, the bulk regulations related to the proposed improvements are summarized in the table below:

<b>1989 Devon Avenue</b>	<b>Required</b>	<b>Proposed</b>
East Elevation Setback	10 feet	<b>7.69 feet*</b>
Floor Area Ratio	.35 Max	.16
Off-Street Parking	16 Spaces	16 Spaces
Building Height	45 feet Max	38 feet

\*This is the requested variance.

The proposed improvements are consistent with the Hanover Park Zoning Ordinance except for the requested variance.

### *Discussion on Variance Request*

In order for the applicant to apply for a Variance, the applicant's proposal should meet all of the Standards for Review as cited in Code Section 110-4.7.8. Staff finds that there will be no adverse impact to the surrounding properties or to the public health, safety and welfare as explained in the attached Findings of Fact.

### *Public Comment*

To date, staff has received no written public comments related to the application and no one from the public spoke at the December 8<sup>th</sup> Development Commission meeting.

*Development Commission*

The Development Commission held a public hearing to consider the request for a Variance December 8, 2016 and unanimously recommended approval of the request with the following conditions:

- 1. The Variance shall substantially conform to the architectural and landscaping plans prepared by B/M Associates, last dated November 18, 2016, except as such plans and drawings may be amended to conform to all applicable codes and ordinances.
- 2. That no signage is being approved with this application.

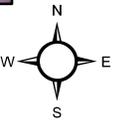
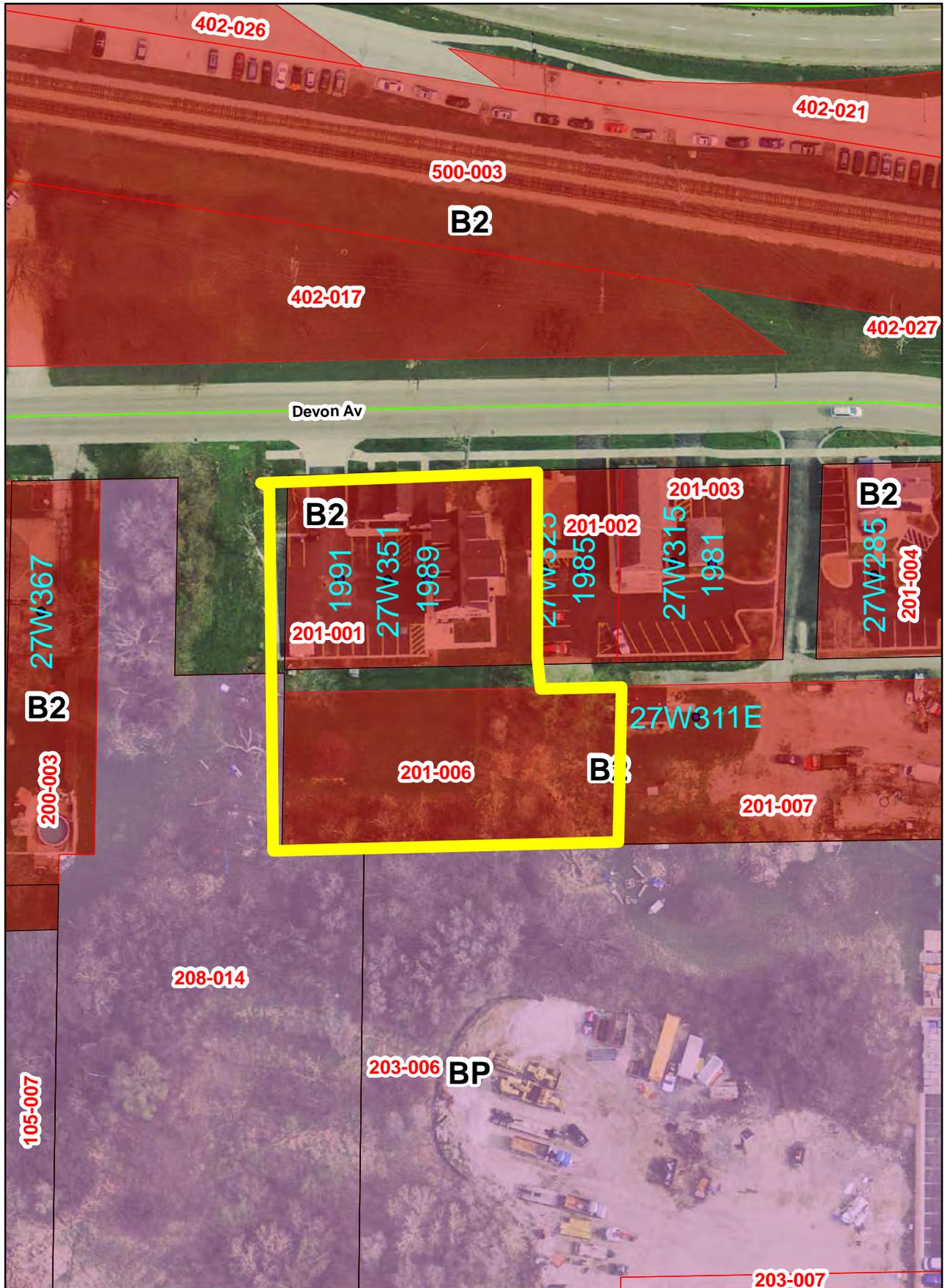
**Recommended Action**

Move to pass an Ordinance granting a side yard variation for property located at 1989 Devon Avenue, Hanover Park, Illinois.

- Attachments:**
- Exhibit 1 – Plans
  - Exhibit 2 – Ordinance
  - Exhibit 3 – Development Commission Findings of Fact

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ N/A	
<b>Actual Cost:</b>	\$ N/A	
<b>Account Number:</b>	N/A	

# Zoning Map for 1989 Devon Avenue <sup>6-A.15</sup>



## Project Narrative 1989 E Devon

In July of 2015 we purchased 1989 Devon Avenue which is directly west of two other commercial properties that we own in Hanover Park. The building is at the west end of the Ontarioville Historic District and is much like the other surrounding buildings that are converted residential buildings that are zoned commercial. The building consists of a front structure that was residential circa 1920's with a commercial addition that was built in about 2006 by the previous owner. While they tried to maintain the residential look to the property the three story structure was built without meeting certain ADA requirements. The front residence is being converted into commercial per zoning. The newer structure will have nine private office spaces. The building is approximately 4000 square feet and currently does not have an elevator. In an effort to improve the surrounding property and bring additional businesses to Hanover Park, we are making the needed improvements.

1. In an effort to improve the existing property and bring the building up to the ADA codes, we are adding an elevator to the existing property. The elevator size requirements for the village state that the elevator will be large enough to fit a stretcher. We have determined the location of the proposed addition be in the desired location because there is an existing egress stairway and natural flow of traffic within the building. If we were to retrofit the interior of the building with the elevator there would be an extreme amount of structural obstacles that would have to be moved as well as retrofitting the existing structure to house an elevator shaft. Locating the structure on the opposite side of the building would change the aesthetic feel of the building as well as impact the existing and proposed extension of the ADA ramp for access to the front of the building. It would also impact the parking spaces. Other locations were determined to create an un-natural traffic flow separating the elevator from a stairwell which is an existing egress for the building. Therefore we are petitioning for a grant of a 1.9 foot variance from the existing 10 foot setback.
2. The conditions that have led us to request the variance would not generally be applicable to other properties because the lot sizes in the Ontarioville area vary greatly. The existing structure that the proposed addition is attached to is already non-conforming to the existing setback.
3. The purpose of the variance is based on bringing the building up to ADA standards requiring an elevator to access the additional floors of the building. It is our desire for this as well as our other properties in the village to be aesthetically pleasing as well as functional and meet the existing standards if possible. Adding an elevator to this building will increase the accessibility to a broader range of people in the community.
4. The difficulty was not created by any previous person or owner. This is an addition to bring the existing building up to the now prevailing ADA requirements.
5. The granting of the variance will not be detrimental to existing properties in the area. In fact it should have an opposite effect by making the office space in the local area more desirable because we are improving access to addition space and businesses for the area.
6. The proposed variation will not impact surrounding properties because it is small approximately nine foot by eight foot extension to the existing structure. It will not extend the width of the building further than the existing width.
7. We have designed the proposed elevator shaft to extend the existing building with a minimal change to the elevations and look of the building. Our intention was to have it look as if it was there in the original intended building design. The strategic location of the proposed elevator shaft will minimize an impact of abutting properties.

8. As for landscape requirements, the structure will be replacing existing solid surface sidewalk area and the addition of sidewalk to complete the new egress route will be minimal to connect to the existing sidewalk. All areas impacted will be landscaped per the submitted site landscape plan.

# PLAT OF SURVEY

Prepared By  
**MARCHESE AND SONS, Inc.**  
Design Firm No. 194-002762  
land - marine - construction surveys

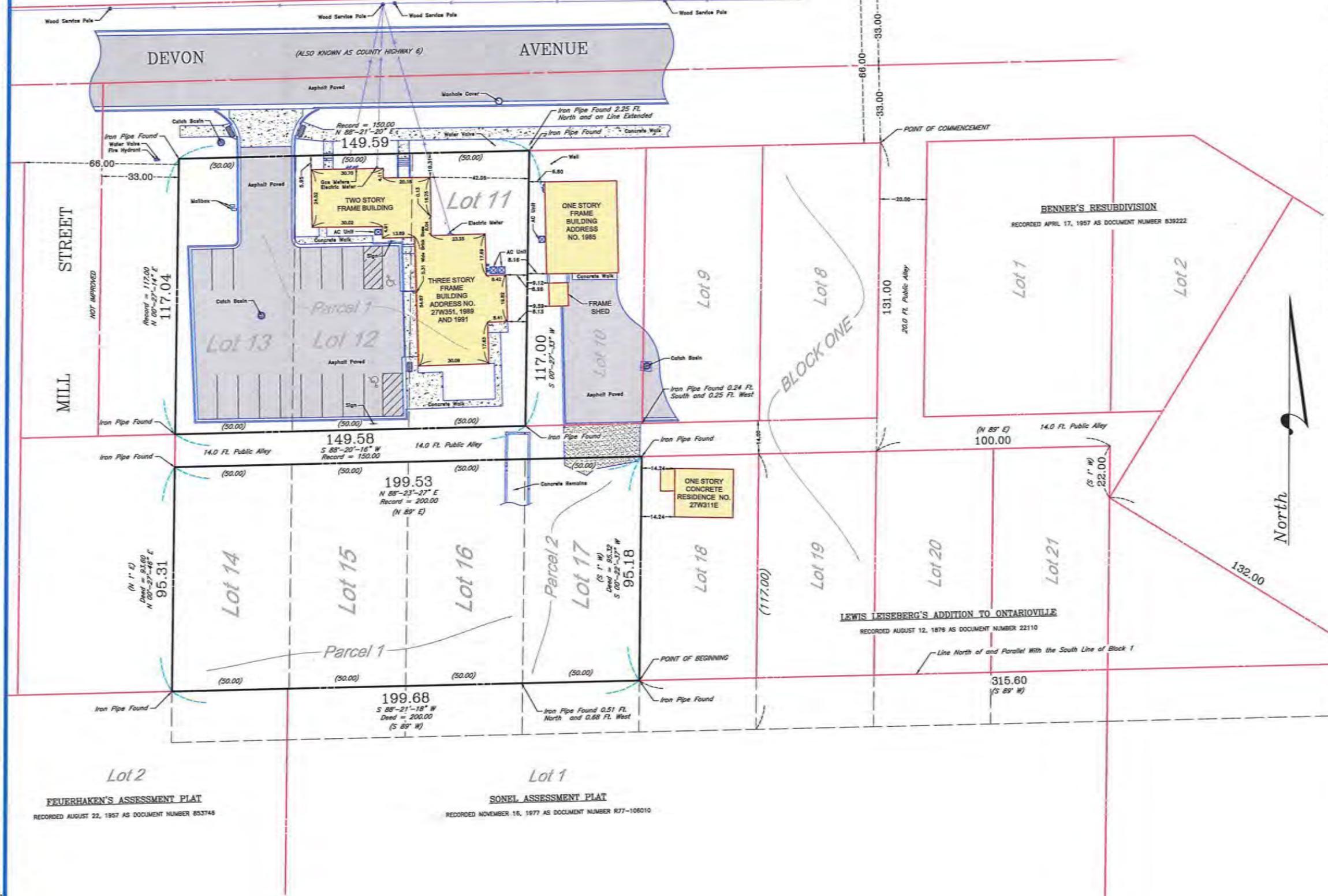
10 Monaco Drive Roselle, Illinois 60172 Phone : (630) 894-5680 FAX : (630) 894-8869

**PROPERTY DESCRIPTION**

**PARCEL ONE:** LOT ELEVEN (11), TWELVE (12), AND THIRTEEN (13) IN BLOCK ONE (1) IN LEWIS LEISBERG'S ADDITION TO ONTARIOVILLE, BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION ONE (1), TOWNSHIP FORTY (4S) NORTH, RANGE NINE (9) EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 12, 1876 AS DOCUMENT 22110, IN DUPAGE COUNTY, ILLINOIS. PARCEL TWO: THAT PART OF THE NORTHEAST QUARTER OF SECTION ONE (1), TOWNSHIP FORTY (4S) NORTH, RANGE NINE (9) EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE NORTHEAST CORNER OF LOT EIGHT (8) IN BLOCK ONE (1) IN LEWIS LEISBERG'S ADDITION TO ONTARIOVILLE; THENCE SOUTH ON THE EAST LINE OF SAID LOT, 131.0 FEET TO A POINT ON THE SOUTH LINE OF PUBLIC ALLEY IN SAID BLOCK; THENCE NORTH 89 DEGREES EAST ON SAID SOUTH LINE OF ALLEY, 130.0 FEET; THENCE SOUTH 1 DEGREE WEST 22.0 FEET TO A STAKE IN SOUTHWEST CORNER OF LOT FOUR (4) IN SAID BLOCK; THENCE SOUTH 1 DEGREE WEST 20.0 FEET TO A STAKE IN THE WEST LINE OF LOT FOURTEEN (14) IN SAID BLOCK ONE (1); THENCE NORTH 1 DEGREE EAST ON THE WEST LINE OF SAID BLOCK, 85.8 FEET TO THE SOUTH LINE OF SAID ALLEY; THENCE NORTH 89 DEGREES EAST ON SAID SOUTH LINE OF ALLEY 200.0 FEET; THENCE SOUTH 1 DEGREE WEST, 83.32 FEET, TO THE PLACE OF BEGINNING, EXCEPTING THEREFROM THE EAST 50 FEET AS MEASURED ALONG THE NORTH AND SOUTH LINE THEREOF, IN DUPAGE COUNTY, ILLINOIS.

**PARCEL TWO:** THE EAST 50 FEET AS MEASURED ALONG THE NORTH AND SOUTH LINES THEREOF OF THE FOLLOWING DESCRIBED PARCEL: THAT PART OF THE NORTHEAST QUARTER OF SECTION ONE (1), TOWNSHIP FORTY (4S) NORTH, RANGE NINE (9) EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY COMMENCING AT THE NORTHEAST CORNER OF LOT EIGHT (8) IN BLOCK ONE (1) IN LEWIS LEISBERG'S ADDITION TO ONTARIOVILLE; THENCE SOUTH ON THE EAST LINE OF SAID LOT, 131.0 FEET TO A POINT IN THE SOUTH LINE OF PUBLIC ALLEY IN SAID BLOCK; THENCE NORTH 89 DEGREES EAST ON SAID SOUTH LINE OF ALLEY, 130.0 FEET; THENCE SOUTH 1 DEGREE WEST 22.0 FEET TO A STAKE IN SOUTHWEST CORNER OF LOT FOUR (4) IN SAID BLOCK; THENCE SOUTH 1 DEGREE WEST 20.0 FEET TO A STAKE IN THE WEST LINE OF SAID BLOCK ONE (1); THENCE NORTH 1 DEGREE EAST ON THE WEST LINE OF SAID BLOCK, 85.8 FEET TO THE SOUTH LINE OF SAID ALLEY; THENCE NORTH 89 DEGREES EAST ON SAID SOUTH LINE OF ALLEY 200.0 FEET; THENCE SOUTH 1 DEGREE WEST, 83.32 FEET, TO THE PLACE OF BEGINNING, EXCEPTING THEREFROM THE EAST 50 FEET AS MEASURED ALONG THE NORTH AND SOUTH LINE THEREOF, IN DUPAGE COUNTY, ILLINOIS.

CONTAINING 35454 SQUARE FEET OR 0.808 ACRES, MORE OR LESS



**SHEET: 1 OF 1**

PIN NO: 01-01-201-001  
01-01-201-008

ADDRESS: 1989 E. DEVON AVENUE  
HANOVER PARK, ILLINOIS

SCALE: ONE INCH = TWENTY FEET

ORDER NO.: 16-16158

ORDERED BY: MR. KEVIN J. SWAN  
CLASSIC COMPUTER SYSTEMS

COMPARE ALL POINT BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE. FOR BUILDING LINE AND OTHER RESTRICTIONS NOT SHOWN HEREON REFER TO YOUR CONTRACT, DEED, TITLE INSURANCE POLICY AND ZONING ORDINANCE. BASIS OF BEARINGS SHOWN HEREON HAVE BEEN ASSUMED.

"THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY."

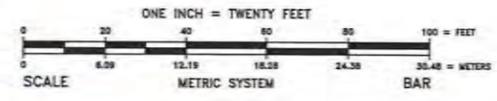
STATE OF ILLINOIS S.S.  
COUNTY OF DUPAGE

I, PAUL N. MARCHESE, HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE PLAT HEREDRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY.

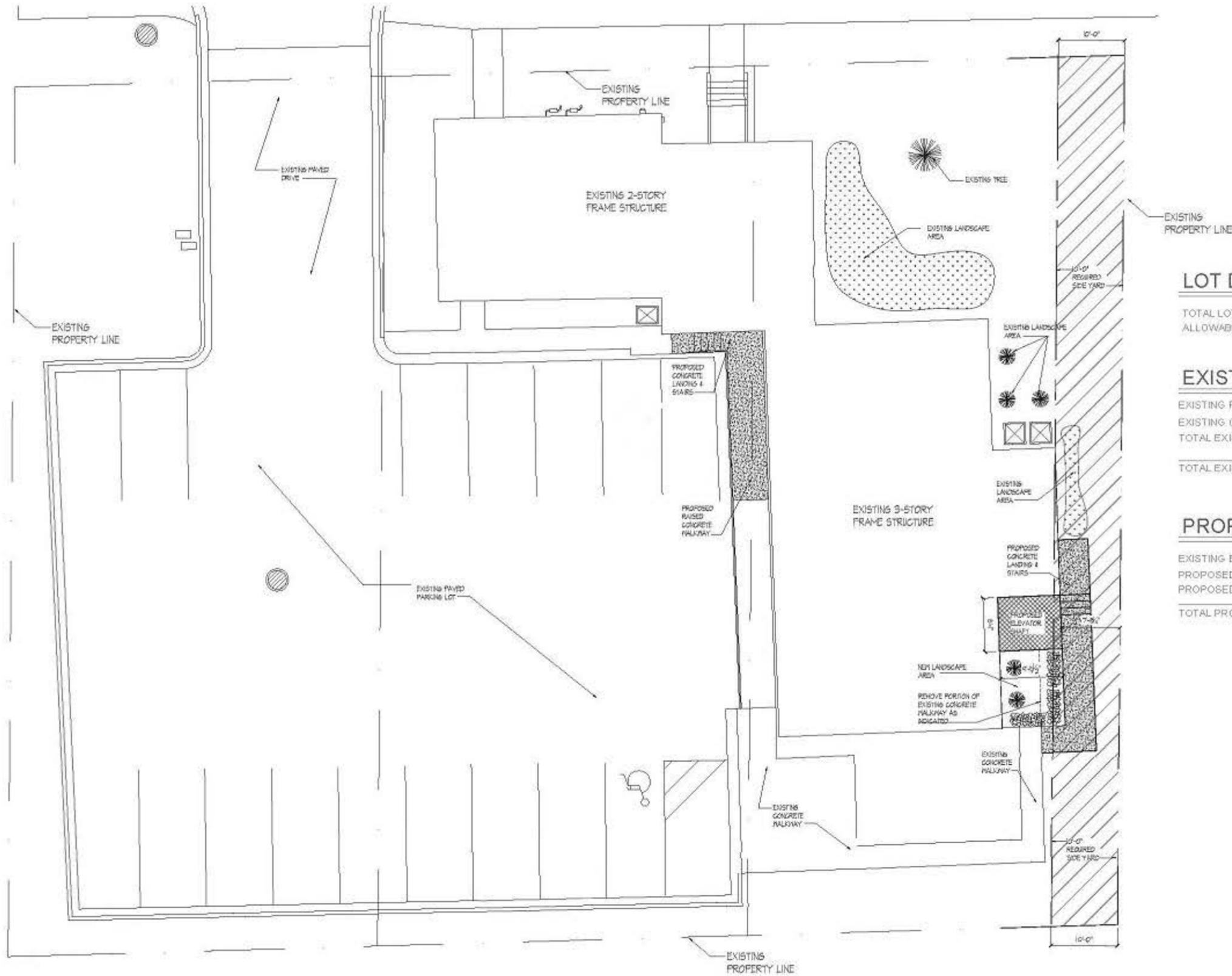
DATED AT ROSELLE, OCTOBER 3, 2016

*Paul N. Marchese*  
STATE PROFESSIONAL LAND SURVEYOR  
NO. 022-02246  
PAUL N. MARCHESE

ILLINOIS LICENSED PROFESSIONAL LAND SURVEYOR NO. 2461  
MY CURRENT LICENSE EXPIRES ON NOVEMBER 30, 2019  
FIELD WORK COMPLETED ON SEPTEMBER 28, 2016



NOTE: UNDERGROUND UTILITIES SHOWN HEREON, HAVE BEEN PLOTTED WITH THE AID OF AVAILABLE RECORDS. FOR LOCATIONS OF UNDERGROUND UTILITY MAINS, PLEASE CONTACT JULLIE. BY CALLING 811 OR 1-800-892-0123.



**LOT DATA**

TOTAL LOT SQUARE FOOTAGE = 21,897 / 75% = 16,428 SQUARE FEET  
 ALLOWABLE LOT COVERAGE = 16,428 SQUARE FEET

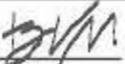
**EXISTING COVERAGE**

EXISTING PAVED PARKING LOT & DRIVE = 9,818 SQUARE FEET  
 EXISTING CONCRETE WALKWAY AND RAMP = 1,079 SQUARE FEET  
 TOTAL EXISTING BUILDING COVERAGE = 3,871 SQUARE FEET  
 TOTAL EXISTING LOT COVERAGE = 14,768 SQUARE FEET (67% LOT COVERAGE)

**PROPOSED COVERAGE**

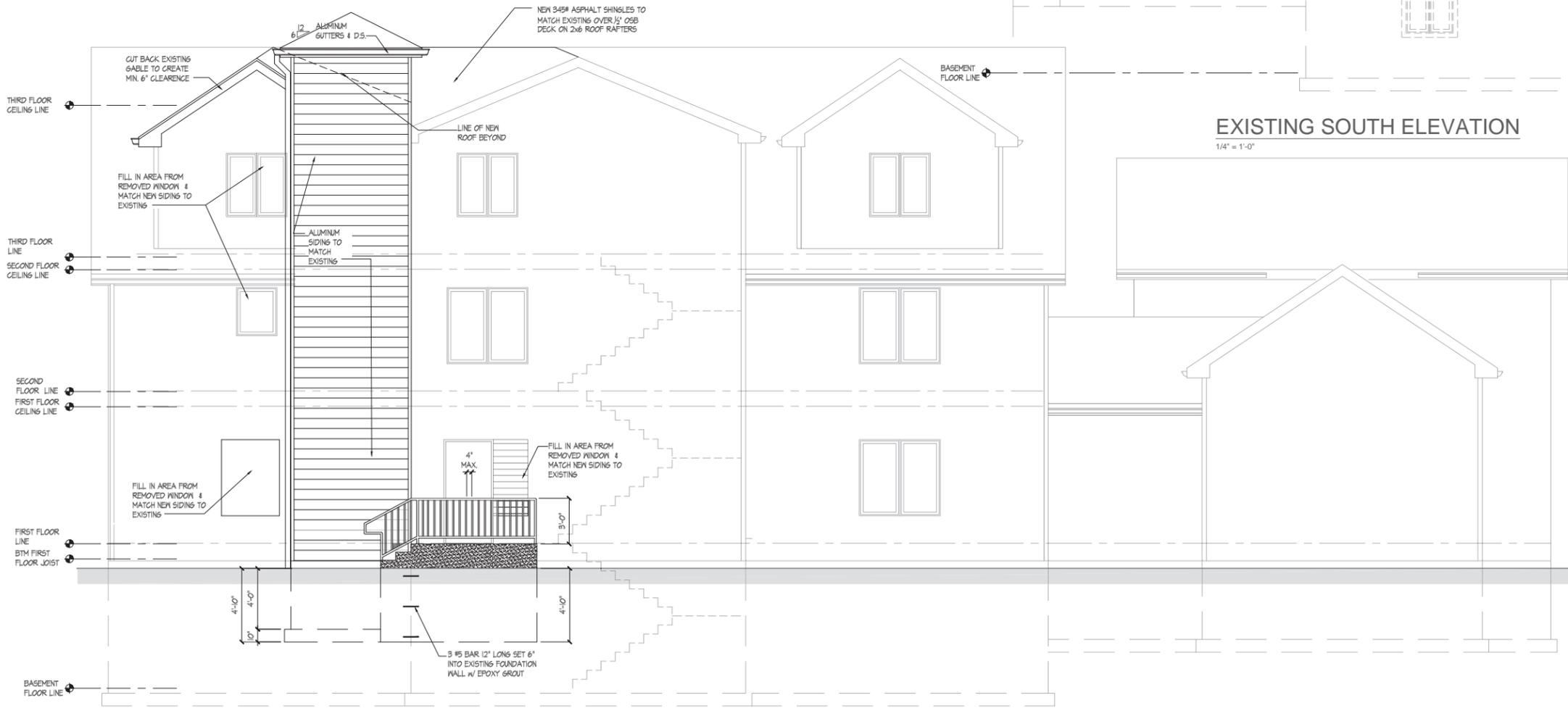
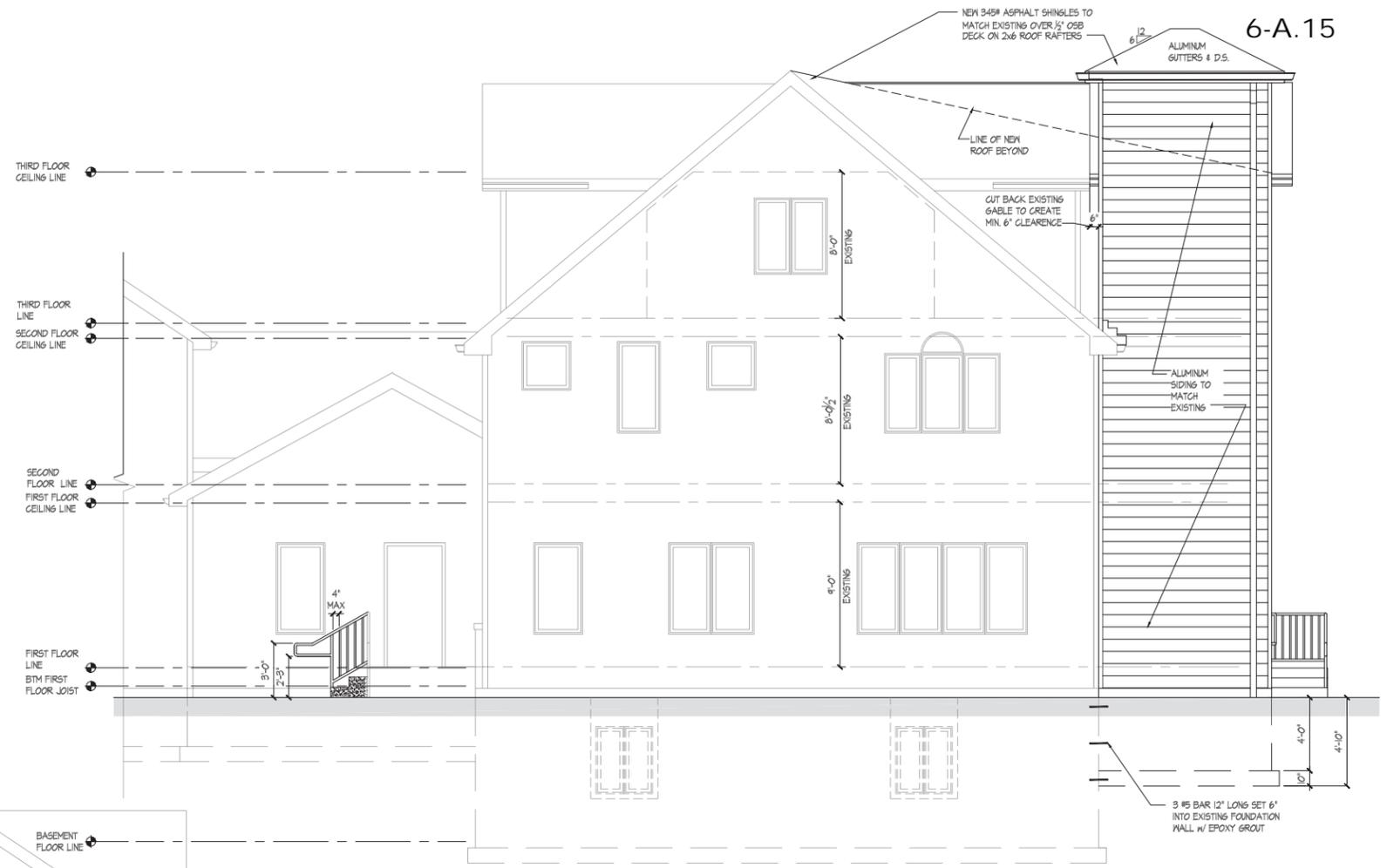
EXISTING BUILDING COVERAGE = 3,871 SQUARE FEET  
 PROPOSED ADDITION SQUARE FOOTAGE = 76 SQUARE FEET  
 PROPOSED CONCRETE WALK, STAIRS AND LANDING = 76 SQUARE FEET  
 TOTAL PROPOSED LOT COVERAGE = 14,932 SQUARE FEET (68% LOT COVERAGE)

**PROJECT:**  
 ELEVATOR ADDITION &  
 INTERIOR REMODELING FOR:  
 1989 DEVON  
 HANOVER PARK, IL



EVA ASSOCIATES, LLC  
 ARCHITECTS  
 SCENARIOS  
 SPACE PLANNERS  
 80 WEST WALN STREET  
 LEWIS, IL 60138  
 630-965-6600  
 EMAIL: info@evassoc.com  
 www.evassoc.com  
 1989 DEVON INTERIOR REMODELING  
 0.000 PERMITS/ISSUED PER 0000000000  
 EVA & EVA ASSOCIATES, LLC

DATE:



**EXISTING SOUTH ELEVATION**

1/4" = 1'-0"



**PROJECT:**  
ELEVATOR ADDITION &  
INTERIOR REMODELING FOR:

**1989 DEVON  
HANOVER PARK, IL**

**BVM**  
BVM ASSOCIATES, LLC  
ARCHITECTS  
DESIGNERS  
SPACE PLANNERS  
80 WEST MAIN STREET  
LEWISTON, IL 60546  
630-460-6680

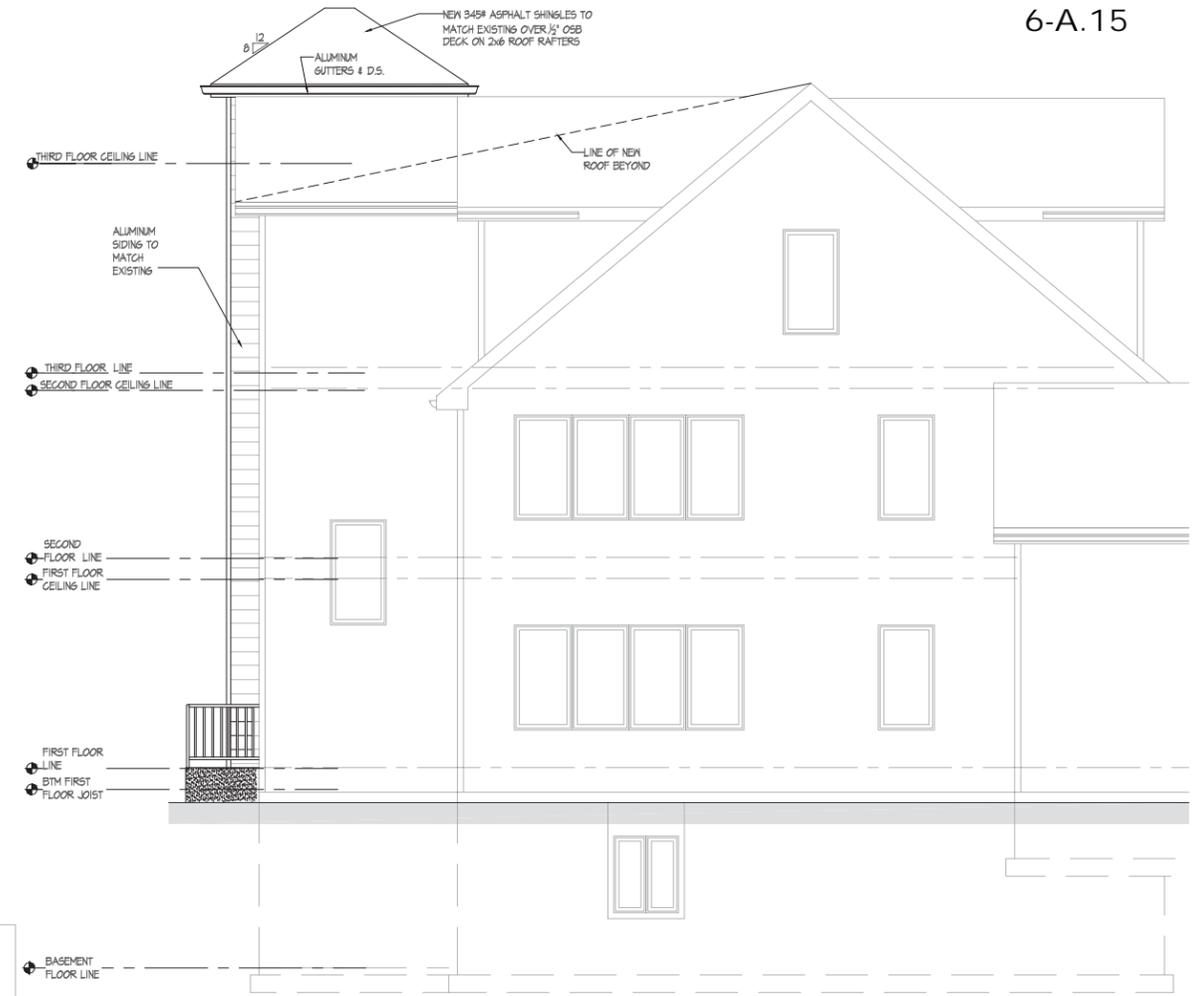
EMAIL: bvm@bvmassociates.com  
bvm@bvmassociates.com  
MEMBER AMERICAN INSTITUTE OF ARCHITECTS  
ILLINOIS PROFESSIONAL DESIGN FIRM REG. NO. 000084  
© 2016 BVM ASSOCIATES, LLC

DATE:
PERMIT ZONING RELEASE 12-2-2016
PERMIT REVIEW RELEASE 10-20-2016
RELEASED FOR PERMIT & BID 6-24-2016

**EXISTING EAST ELEVATION**

1/4" = 1'-0"

SCALE: SHEET:



EXISTING NORTH ELEVATION

1/4" = 1'-0"



EXISTING WEST ELEVATION

1/4" = 1'-0"



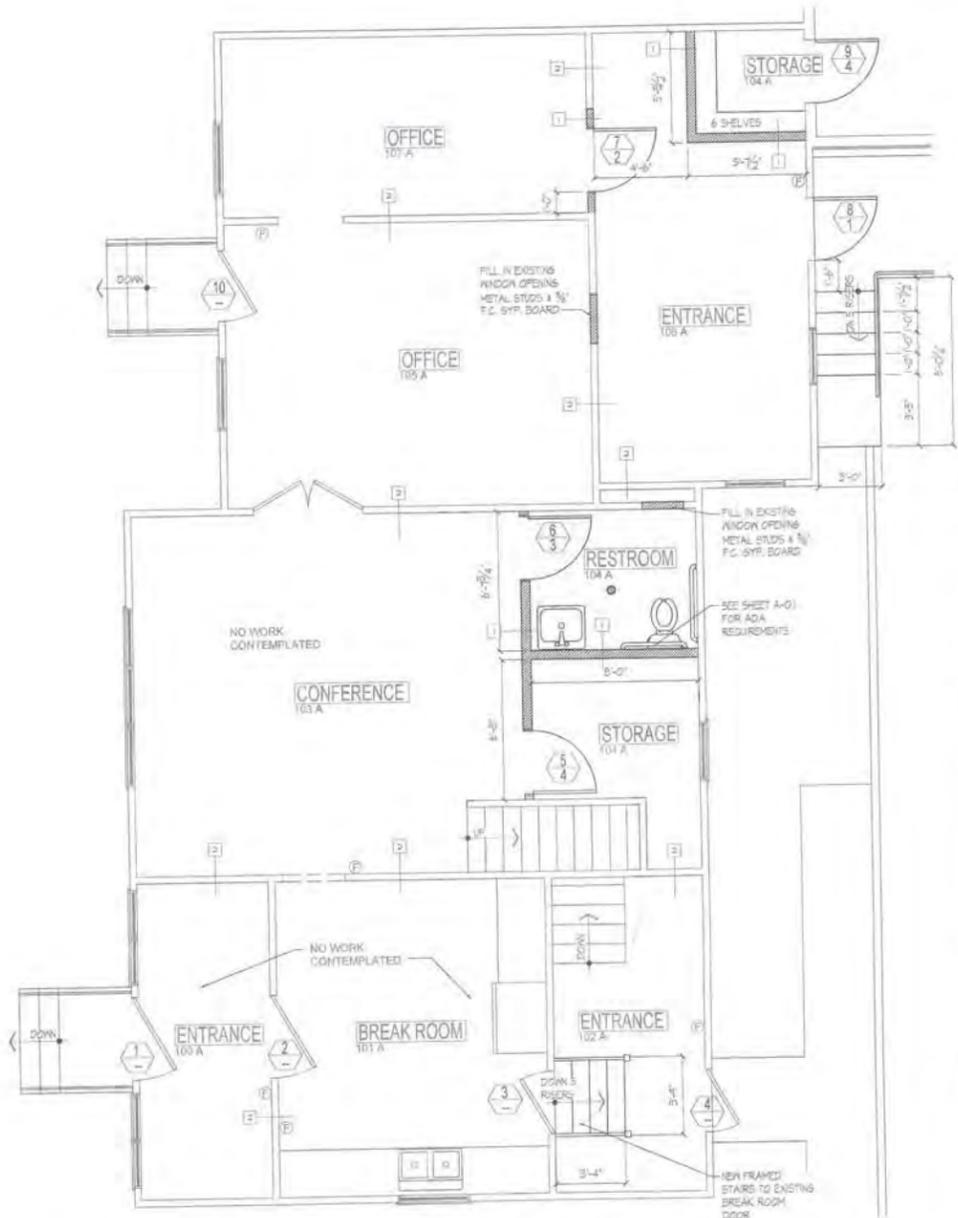
*William J. DiSanto*

PROJECT:  
ELEVATOR ADDITION &  
INTERIOR REMODELING FOR:  
  
1989 DEVON  
HANOVER PARK, IL

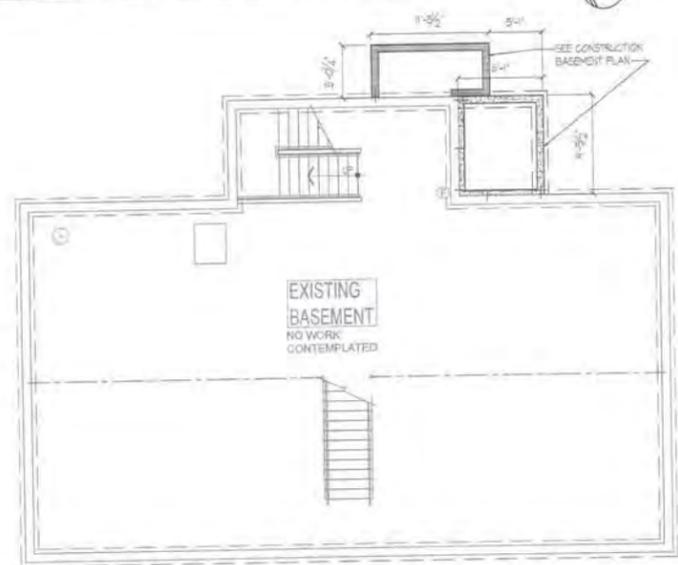
**BVM**  
BVM ASSOCIATES, LLC  
ARCHITECTS  
DESIGNERS  
SPACE PLANNERS  
80 WEST MAIN STREET  
LEWIS, IL 60546  
630-460-6680  
EMAIL: bvm@bvmassociates.com  
bvm@bvmassociates.com  
MEMBER AMERICAN INSTITUTE OF ARCHITECTS  
LICENSED PROFESSIONAL DESIGN FIRM #0400084  
© 2016 BVM ASSOCIATES, LLC

DATE:  
  
PERMIT ZONING RELEASE 12-2-2016  
PERMIT REVIEW RELEASE 10-20-2016  
RELEASED FOR PERMIT & BID 6-24-2016

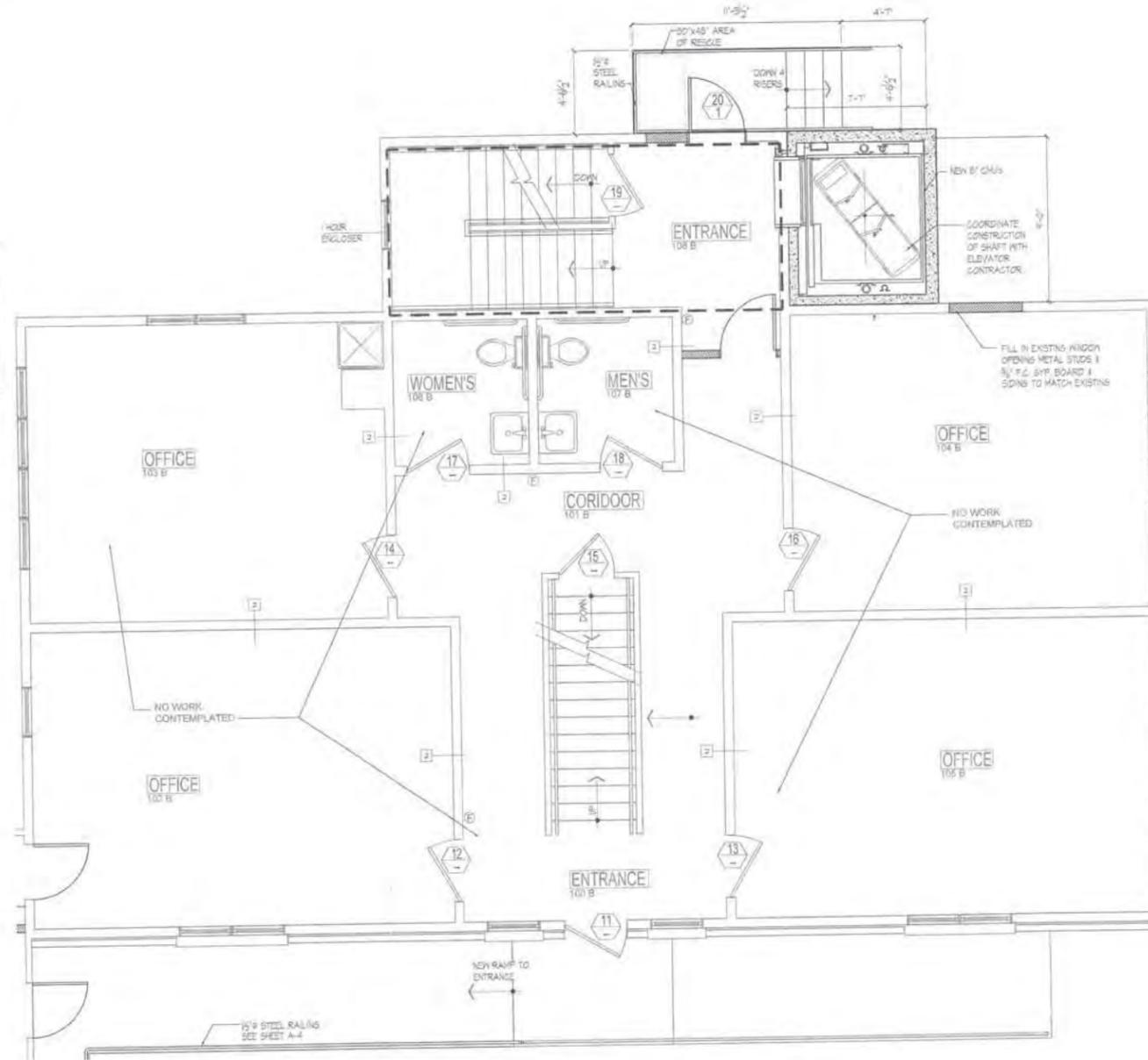
SCALE: SHEET:



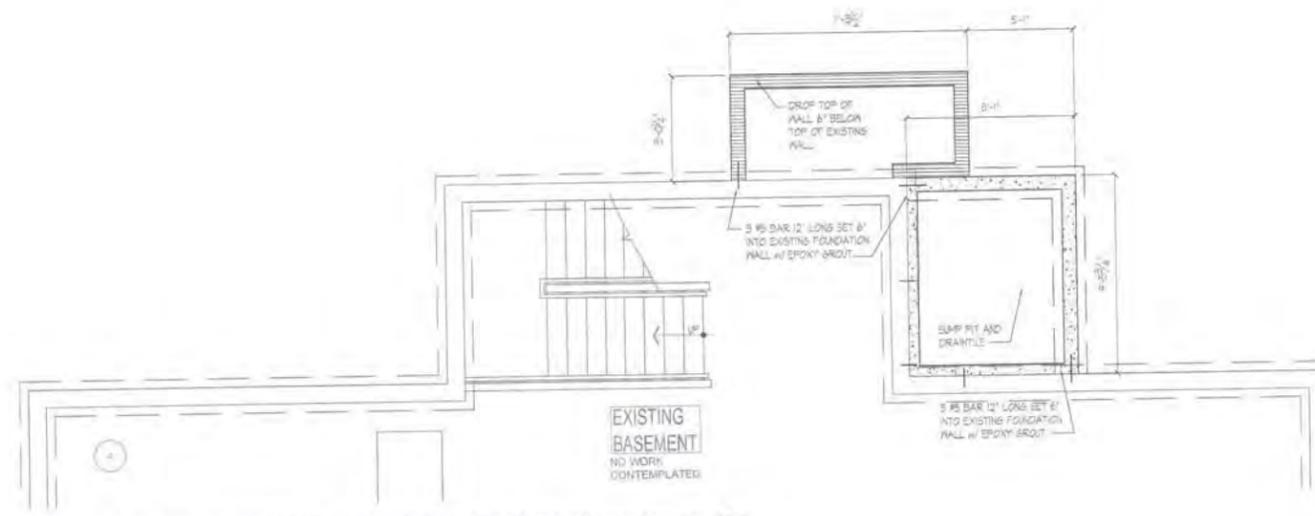
**CONSTRUCTION PLAN 1st FLOOR BUILDING A**  
1/4" = 1'-0"



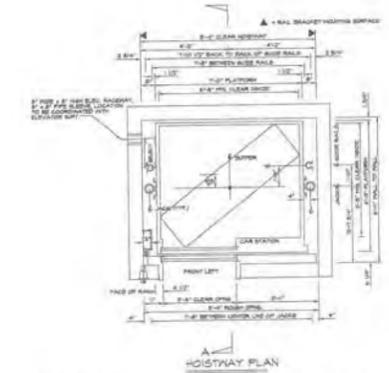
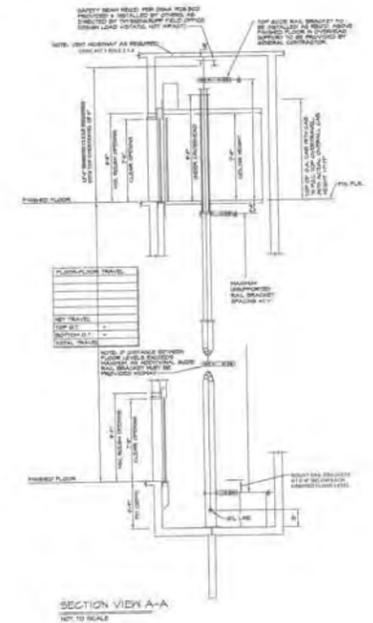
**BASEMENT PLAN BUILDING B**  
1/8" = 1'-0" SEE SHEET S-1 FOR FOUNDATION DESIGN



**CONSTRUCTION PLAN 1st FLOOR BUILDING B**  
1/4" = 1'-0"



**BASEMENT CONSTRUCTION PLAN BUILDING B**  
1/4" = 1'-0" SEE SHEET S-1 FOR FOUNDATION DESIGN



**TYPICAL ELEVATOR DETAILS**  
NO SCALE  
REFER TO MANUFACTURER'S DRAWINGS FOR THIS SPECIFIC INSTALLATION

- 1 NEW INSIDE NON-BEARING WALL PARTITION  
3/4" F.C. SYSTEM BOARD w/3/4" HTL SIDES  
BOTH SIDES @ 6" O.C. TO ADJACENT CEILING
- 2 EXISTING WALL TO REMAIN

**PROJECT:**  
ELEVATOR ADDITION &  
INTERIOR REMODELING FOR  
  
1889 DEVON  
HANOVER PARK, IL

**BVM ASSOCIATES, LLC**  
ARCHITECTS  
DESIGNERS  
SPACE PLANNERS  
NO WEST HANOVER STREET  
CHICAGO, IL 60604  
800-465-6600

**DATE:**  
  
**PERMIT REVIEW RELEASE 10-20-2016**  
**RELEASED FOR PERMIT & BID 6-24-2016**

**SCALE:** **SHEET:**



**ORDINANCE NO. O-17-****AN ORDINANCE GRANTING A SIDE YARD VARIATION  
FOR PROPERTY LOCATED AT 1989 DEVON AVENUE  
HANOVER PARK, ILLINOIS**

**WHEREAS**, Kevin Swan has filed a petition on behalf of K-C Distributing, Inc., the property owner, seeking a variation to Section 110-5.9.5.a.(3) of Chapter 110 of the Village's Comprehensive Zoning Ordinance of 2 feet 3-3/4 inches so as to permit a side yard of not less than 7 feet 8-1/4 inches, rather than the required 10 foot side yard setback from the east lot line of the hereinafter described Lot 11 in the "B-2," local business district; and

**WHEREAS**, the Development Commission held a public hearing on December 8, 2016, pursuant to published notice and considered said petition, evidence, and testimony submitted in connection therewith and has filed its written findings of fact and recommendation to grant the variation with the President and Board of Trustees; and

**WHEREAS**, the President and Board of Trustees of the Village of Hanover Park have received and concurred with such recommendations and find that the granting of such a variance meets the standards set forth in Section 110-4.7.8. of the Village's Comprehensive Zoning Ordinance; now, therefore,

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

**SECTION 1:** That there be and is hereby granted to the property commonly known as 1989 Devon Avenue and legally described as follows:

Parcel 1:

Lots 11, 12, and 13 in Block 1 in Lewis Leiseberg's Addition to Ontario, being a Subdivision of part of the West 1/2 of the Northeast 1/4 of Section 1, Township 40 North, Range 9, East of the Third Principal Meridian, according to the Plat thereof recorded August 12, 1876 as document 22110, in DuPage County, Illinois.

Parcel 2:

That part of the Northeast 1/4 of Section 1, Township 40 North, Range 9, East of the Third Principal Meridian, described by commencing at the Northeast corner of Lot 8 in Block 1 in Lewis Leiseberg's Addition to Ontario; thence South on the East line of said Lot, 131.0 feet to a point in the South line of public alley in said Block; thence North 89 degrees East on said South line of alley, 100.0 feet; thence South 1 degree West, 22.0 feet to stake in Southwest corner of Lot 4 in said Block; thence South 58 degrees East in the South line of Lot 4 in said Block; thence South 58 degrees East in the South line of Lot 4 132.0 feet to stake; thence South 89 degrees West parallel with the South line of said Block 1, 315.6 feet for a place of beginning; thence continuing South 89 degrees West, parallel with said South line, 200.0 feet to a stake in the West line of Lot 14 in said Block 1; thence North 1 degree East on the West line of said Block 93.6 feet to the South line of said alley, thence North 89 degrees East on said South line of alley, 200.0 feet; thence South 1 degrees West, 95.32 feet to the place of beginning, in DuPage County, Illinois, excepting therefrom the East 50 feet as measured along the North and South line thereof, in DuPage County, Illinois.

and

The East 50 feet as measured along the North and South lines thereof of the following described parcel: That part the Northeast Quarter of Section 1, Township 40 North, Range 9 East of the Third Principal Meridian, described by commencing at the Northeast corner of Lot 8 in Block 1 in Lewis Leiseberg's Addition to Ontario; thence South on the East line of said Lot, 131.0 feet to a point in the South line of public alley in said Block; thence North 89 degrees East on said South line of alley, 100.0 feet; thence South 1 degree West 22.0 feet to stake in Southwest corner of Lot 4 in said Block; thence 132.0 feet to stake; thence South 89 degrees West parallel with the South line of said Block 1, 315.6 feet for a place of beginning; thence continuing South 89 degrees West, parallel with said South line, 200.0 feet to a stake in the West line of Lot 14 in said Block; thence North 1 degree East on the West line of said Block 93.6 feet to the South line of said Alley; thence North 89 degrees East on said South line of Alley, 200.0 feet; thence South 1 degree West ; 95.32 feet , to the place of beginning, in DuPage County, Illinois.

a variation of 2 feet 3<sup>3</sup>/<sub>4</sub> inches from the required 10 foot side yard setback requirement from the east lot line of Lot 11 to allow a side yard setback of not less than 7 feet 8-1/4 inches but only for the center 1/3 of the said easterly lot line, all as necessary to accommodate the existing easterly wall of the building located on said Lot 11 and the proposed elevator addition as depicted on the site plan of the property dated November 18, 2016, and prepared by B/M Associates, attached hereto and made a part hereof by reference.

**SECTION 2:** The granting of the variation shall be subject to the following conditions and restrictions:

1. That the improvements on the property shall be constructed and shall substantially conform to the architectural/landscaping drawings prepared by B/M Associates last dated December 2, 2016, except as such plans and drawings may be amended to conform to all applicable codes and ordinances.
2. That no signage is approved as part of this ordinance.

**SECTION 3:** This Ordinance shall be in full force and effect from and after its passage and approval.

**SECTION 4:** Any person, firm, or corporation violating any provision of this Ordinance shall be fined not less than one hundred (\$100.00) dollars nor more than seven hundred fifty (\$750.00) dollars, and each day a violation continues shall be considered a separate violation.

ADOPTED this      day of January, 2017, pursuant to a roll call vote as follows:

AYES:

ABSENT:

ABSTENTION:

APPROVED by me this      day of January, 2017

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Rodney S. Craig  
Village President

ATTESTED, and filed in my office,  
this      day of January, 2017.

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Eira Corral Sepúlveda, Village Clerk

**DEVELOPMENT COMMISSION**  
**FINDINGS OF FACT**  
**VARIANCE**

**1989 DEVON AVENUE**

**I. Subject**

Consideration of a request by Kevin Swan (applicant) on behalf of K-C Distributing, Inc. (property owners) for approval of a Variance from the required side yard setback for the building located at 1989 Devon Avenue, Hanover Park, Illinois.

**II. Findings**

On December 8, 2016, after due notice as required by law, the Hanover Park Development Commission held a public hearing on the subject request concerning Variance. 0 members of the public appeared and 0 written objections were filed.

**Variance Standards for Approval:**

**A. Variance Not Alter Essential Character, Consistent with Comprehensive Plan**

The proposed variance request will not alter the essential character of the neighborhood as this property is already improved with the office addition and the proposed elevator will be behind the addition. The addition will make the building more accessible and safer to occupy. The small addition will enhance the property and advance the Comprehensive Plan by emphasizing the need to invest in existing properties to attract new businesses and employment opportunities.

**B. Plight of the Owner is Due to Unique Circumstances.**

The applicant's plight is due to unique circumstances as the property obtained a permit for the building addition in 2003 and was approved with a conforming setback. The knowledge on the nonconforming setback was discovered when the current owner submitted a permit for the elevator. This situation was not caused by the current property owner.

**C. Particular Hardships**

1. *That the particular surroundings and topographical conditions of the specific property involved will bring hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.*

The particular surroundings of this property brings a hardship to the owner as the applicant is required to install an elevator that accommodates a stretcher to an existing building and the only feasible location to install the elevator is the proposed location. The addition of the elevator shaft will not impact any neighboring properties as the addition will be in the southeast corner of the building, away from Devon Avenue.

2. *That the conditions upon which the petition for variation is based would not be generally applicable to other property within the same zoning classification.*

The conditions of this case will be not be applicable to other properties within the same zoning classification as the main cause to of this situation is due to the existing non-conforming setback.

3. *That the purpose of the variation is not based exclusively upon a desire to receive a greater economic return.*

The variance request is not exclusively for a greater economic return, but rather to increase the accessibility of the building and to make the building safer to occupy.

4. *That the alleged difficulty or hardship has not been created by any person previously or currently having an ownership interest in the property.*

The property properly obtained a permit for the expansion in 2003/2004 under a different owner. The knowledge of the nonconforming setback came about during the current permit application to add the elevator to the existing building. The alleged hardship was not caused by the current property owner.

5. *That the granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the general area in which the property is located.*

Granting the variation will not be detrimental to the public welfare or injurious to other properties. In fact, granting the variance will allow the property owner to improve the property to make it more accessible to the general population and in turn, may raise nearby property values.

6. *That the proposed variation will not impair an adequate supply of light and air to abutting property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the general area.*

The proposed variation will not impair any light or air to abutting properties and will not endanger public safety as the addition of the elevator shaft will take place near the rear portion of the existing building. The proposed improvement is to increase public safety for the occupants of the building by providing an elevator that is capable of accommodating a stretcher during emergencies.

7. *The design of the proposed variation will minimize adverse effects, including visual impacts, of the proposed use on abutting and nearby properties.*

The design of the proposed improvements will minimize any effects to abutting properties as the addition is taking place near the southeast corner of the property (away from Devon Avenue). Additionally, the property will be improved with new landscaping to meet current code which will additionally screen the property.

### **III. Recommendations**

Accordingly, by a vote of 6 to 0, the Development Commission recommends approval of the request, subject to the following conditions:

1. The Variance shall substantially conform to the architectural/landscaping drawings prepared by B/M Associates last dated November 18, 2016, except as such plans and drawings may be amended to conform to all applicable codes and ordinances.
2. That no signage shall be approved with this application.



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Shubhra Govind, Director of Community & Economic Development  
Patrick Ainsworth, Village Planner

**SUBJECT:** Accept the Findings of Fact associated with 900 Irving Park Road

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

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**Executive Summary**

Request for the Village Board to accept the Findings of Fact as adopted by the Development Commission from the December 8, 2016 Meeting for the application associated with 900 Irving Park Road (the former Menard's site).

**Discussion***Background*

On September 26, 2016, the Board approved Ordinance O-16-24 to rezone a portion of the subject property from "B-2," Local Business Dist., to "R-4," Multifamily Residence Dist. The Development Commission had previously held a public hearing on May 12, 2016 and recommended approval. The developer proposed certain modifications to the plans. On November 17, the Village Board referred the proposed modifications to the Planned Unit Development back to the Development Commission for a public hearing. The Development Commission held another public hearing on December 8, 2016 to review the proposed modifications, and has recommended approval to the Village Board with the adopted Findings of Fact.

Per Code Sections 110-4.6.3.c and 90-63, the Findings of Fact for the Planned Unit Development and the recommendations for the Plat of Subdivision are being sent to the Village Board within 30 days of the Development Commission's determination. As such, attached to this memorandum are the adopted Findings of Fact for the subject application.

*Development Commission*

As directed by the Village Board, the Development Commission held a public hearing to consider the requested modifications to an existing PUD, Special Uses and a Preliminary Plat of Subdivision application for the property at 900 Irving Park Road. These plans had been reviewed by staff for compliance with adopted regulations and plans. Several

residents attended and asked questions at the public hearing as well. The Development Commission has unanimously recommended approval with several conditions as found in the Findings of Fact.

The project will be forwarded to the Village Board for formal action at an upcoming meeting.

**Recommended Action**

Move to accept the Development Commission’s Findings of Fact associated with 900 Irving Park Road (the former Menard’s site).

**Attachment:** Exhibit 1 – Development Commission Findings of Fact

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ N/A	
<b>Actual Cost:</b>	\$ N/A	
<b>Account Number:</b>	N/A	

**DEVELOPMENT COMMISSION**  
**FINDINGS OF FACT**  
**PLANNED UNIT DEVELOPMENT PLAN**

**900 IRVING PARK ROAD**  
**VERANDAH SUBDIVISION, SPECIAL USES, AND P.U.D.**

**I. Subject**

Consideration of a request by Anuja Gupta (applicant) on behalf of Chicago Trust Company #SBL-4135 (property owners) for a Preliminary Plat of Subdivision, a Special Use for Multifamily building exceeding 40 feet in height, a Special Use for a Nursing Home, a Special Use for Single-family attached row dwellings (party wall) with more than four dwellings in a row or building and Special Use for a Planned Unit Development which will include variations from the requirements for:

- Variance from Section 110-5.6.4.c. to exceed 50% lot coverage for the R-4 zoned portion of the property;
- Variance from Section 110-5.6.4.e. to exceed the maximum allowable density of 12 dwelling units per acre;
- Variance from Section 110-5.6.4.b(1) to reduce the 30 foot required front yard setback up to 21 feet for select single family attached buildings;
- Variance from Section 110-5.6.4.b(2)(b) to reduce the 29.5 foot required side yard setback to 14 feet for the multi-story building;
- Variance from Section 110-5.6.4.b(3) to reduce the 30 foot required corner side yard up to 9.24 feet for select single family attached buildings;
- Variance from Section 110-5.6.4.b(2)(b) to reduce the 13.5 foot required side yard setback up to 9 feet for select single family attached buildings;
- Variance from Section 110-5.6.4.b(2)(c) to reduce the distance between single family attached buildings from 20 feet down to 15 feet;
- Variance from Section 110-5.6.4.b(4) to reduce the 30 foot required rear yard setback up to 16 feet for select single family attached buildings;
- Variance from Section 110-5.6.4.b(1) to reduce the 30 foot required front yard setback to 8.4 feet for the multi-story building;
- Variance from Section 6-7(a)(2) to allow for three illuminated Subdivision Identification Sign to be mounted to the Multi-story building;
- Variance from Section 110-5.9.5.a(3) to reduce the side yard setback abutting a residential district from 30 feet to 8 feet for the commercial retail building;
- Variance from Section 110-5.9.5.c. to exceed 75% lot coverage for the B-2 zoned portion of the property;
- Variance from Section 110-6.2.3. to reduce the parking requirement, if necessary, from 12 spaces per 1,000 gfa to 11 spaces per 1,000 gfa;
- Variance from Section 110-6.3.9.a, to reduce the 10 foot landscape buffer from B-2 to R-4 to eight feet; and

- Variance from Section 110-6.6.5.d(5)(c) to increase the height of a decorative fence from three feet to four feet.

All located at 900 Irving Park Road, Hanover Park, IL.

## **II. Findings**

On December 8, 2016, after due notice as required by law, the Hanover Park Development Commission held a public hearing on the subject request concerning Subdivision, Special Uses, and a Planned Unit Development Plan. Several residents spoke and asked questions at the meeting during the Public Hearing.

The Development Commission has made the following findings regarding the request:

### **Planned Unit Development Standards for Approval**

#### **A. Ownership and Site**

The site of the planned unit development is currently under single ownership.

#### **B. Consistency with Comprehensive Plan**

The proposed development is consistent with the spirit and intent of the Comprehensive Plan. While the Comprehensive Plan Future Land Use Map shows this property as Commercial, the Irving Park Road Corridor Technical Assistance Panel Report dated, August 2012, states that this property adds to the over-saturation of commercial zoned property on the Cook County side of Hanover Park. The proposed development both eliminates a blighted, commercial property and provides a unique housing model that does not currently exist within the community. The Comprehensive Plan Vision 2 Goal 2.1 Objectives 2.1.1. states, "Encourage the development of more senior housing in the village...in proximity to business districts where there is more convenient access to shopping, services and transportation." Further, Comprehensive Plan Vision 2 Goal 2.1 Objectives 2.1.2. states the following, "Encourage and support a mix of residential unit types, including...townhouses, condominiums...and senior living facilities, which fosters a healthy mix of residents from varying age groups and life situations". The proposed development accommodates multiple senior living lifestyles on property to create a continuum of care and advances the goals in the Comprehensive Plan.

#### **C. Compatibility**

The abutting zoning districts are R-2, Single Family Residence, R-3 Two-Family Residence, R-4, Multi-Family Residence and B-2, Local Business. Part of the proposed development was rezoned R-4, Multi-Family Residence and the southwestern corner of the property remained B-2, Local Business. The layout of the proposed development considers the abutting zoning districts as presented in the Site Plan. The proposed development contains townhomes along the west, north and east which is a natural continuation of the surrounding residential land uses. The proposed commercial development is immediately across the street of retail commercial which

helps transition the abutting land uses. The proposed use is compatible with the adjacent properties.

**D. Parking Requirements**

The development meets and exceeds the parking requirements for the land use parking requirement for “Elderly Housing”. The residential development will contain a property management team which will help to ensure that parking is constantly monitored. A traffic study by K.L.O.A., dated October 28, 2016, discusses the trip generation and parking for this development and found that the parking provided will exceed the anticipated number of users. The property will adequately accommodate the cars generated from the development on-site.

**E. Traffic**

Adequate provisions have been designed to provide ingress and egress to minimize traffic congestion on the public streets. Ingress and egress easements are provided to the site. The internal road network will be private and will be maintained by the developer/Home Owner’s Association for the life of the development. A Traffic Study conducted by K.L.O.A. dated October 28, 2016 has been submitted to the Development Commission for review and consideration to show that there will be no detriment to the surrounding road network due to the development of the proposed project.

**F. General Design**

The planned unit development is designed so as to support, enhance, and protect the public health, safety, comfort, or general welfare. The proposal will be in the public interest with regards to the following:

- (1) The proposed plan is consistent with the stated purpose of the planned unit development regulations, allowing a flexibility of regulations for a quality development, providing overall benefit to the Village.
- (2) The proposed plan meets the standards and requirements of the planned unit development regulations.
- (3) The proposed plan meets the zoning and subdivision regulations applicable to the subject property, including density, bulk, and use; except with regard to the following regulations:
  - 75% lot coverage for the B-2 zoning district
  - 50% lot coverage for the R-4 zoning district
  - Maximum allowable density of residential dwelling units
  - Front yard, side yard and rear yard setbacks for the single family attached buildings
  - Front yard and side yard setback for the multi-story building
  - Separation distance between single family attached buildings
  - Reduction of required off-street parking for the commercial/retail property, if necessary

- Allow for an illuminated Subdivision Identification Sign to be installed on the multi-story building
  - Side yard setback for commercial retail building abutting a residential zoning district
  - Reduction of the required landscaped buffer from the B-2 zoned property to the R-4 zoned property
  - Increase the height of the decorative fence from three feet to four feet
- (4) The proposed plan makes adequate provisions for public services, provides adequate control over vehicular traffic, does not impact adjacent open space, and does not negatively impact the amenities of light and air, recreation and visual enjoyment. The site is designed so as to mitigate potential off-site impacts and allow for the use to be fully served onsite.
- (5) The proposed plan will relate to and be compatible with the abutting properties and neighborhoods. The development accommodates the abutting properties by naturally continuing the land uses around the perimeter of the property and allowing for the densest portion of the project to take place in the center of the site.
- (6) The proposed plan will be desirable to the physical development, tax base, and economic well-being of the entire community. The proposal will bring a new quality development to a currently vacant site, which will increase the tax base and strengthen the economic well-being of the surrounding area and community overall. Moreover, this development will serve as a model for redevelopment and will encourage other aging and under-utilized properties to experience reinvestment.

### **G. Conditions and Restrictions**

There are several requirements that the applicant will have to accomplish in order to both construct the proposed project and protect the interests of the surrounding property owners, residents, future residents and the general public. The requested conditions will ensure that the proposed development satisfies all applicable codes and requirements as well as ensure that the development continues to provide benefits to the public after the building is occupied. The impact of the project will result in numerous improvements to the immediate area. This project will advance many goals and objectives laid out in several adopted documents and the conditions below will ensure that those goals and objectives are advanced.

### **Special Use Standards for Approval**

#### **A. Public Health, Safety, and Welfare**

The proposed special use requests will not negatively impact the public health, safety or welfare of the community. The proposed development adds to the public health safety and general welfare by providing a variety of uses to the community population that currently does not have. The developer will record several restrictions with the

land to ensure that the development is properly maintained and will continue to advance the public health, safety and general welfare.

**B. Surrounding Property Use and Value**

The proposed development will not negatively impact the use or value of other property in the immediate vicinity. The developer carefully designed and laid out the proposed development to ensure compatibility with the surrounding land uses. A majority of the surrounding properties are developed with residential uses. Moreover, a landscape plan has been provided showing how the development will minimize any potential impact to the surrounding properties. The proposed development will use quality building materials and finishes to ensure that the surrounding properties will not see diminished property values.

**C. Conformance with Comprehensive Plan**

The proposed development is in conformance with the goals and objectives set forth in the Comprehensive Plan. The Comprehensive Plan specifically recommends and encourages senior housing developments in the community to address the lack of housing diversity. The proposed development will offer a range of housing types and services to an aging population which in turn assists with the local residents to 'age-in-place'. The Comprehensive Plan also recommends and encourages the revitalization of underutilized properties for new housing development that will add to the variety of housing stock offered within the community.

**D. Development and Improvement of Surrounding Property**

The proposed development will not impede the normal and orderly development and improvement of surrounding property. All the abutting properties have already been developed. The proposed development will encourage adjacent commercial properties to update and potentially redevelop to better serve this area.

**E. Utilities, Access Roads, and Drainage**

The proposed development has been reviewed by all applicable departments and staff including the Village Engineer and the Public Works Department. The drainage and stormwater improvements will meet current Village requirements. All utilities will be improved to meet current codes and regulations. The access roads will be private and will remain private for the life of the development. The internal road network will have to be constructed to Village standards except as otherwise approved by the Village Engineer.

### **III. Recommendations**

Accordingly, by a vote of 6 to 0, the Development Commission recommends approval of the request, subject to the following conditions:

1. The PUD, Special Uses, Rezoning and Plat of Subdivision shall substantially conform to the staff report, architectural and landscape drawings prepared by HKM Architects dated November 18, 2016, the engineering drawings prepared by RWG Engineering, LLC dated November 18, 2016 and the Plat of Subdivision drawings prepared by Compass Surveying LTD dated November 18, 2016, except as such plans and drawings may be modified to conform to the Village codes and ordinances.
2. The applicant/developer shall be responsible for all Impact Fees associated with this development prior to the issuance of any building permit.
3. All buildings shall be equipped with an automatic suppression system and an alarm system.
4. The applicant shall construct the sidewalk along the west property line parallel to Olde Salem Road to the standards prescribed by the Village Engineer.
5. The applicant shall construct the sidewalk connecting the future retail building to the public sidewalk on Irving Park Road when a commercial building is constructed.
6. The landscape medians within the Olde Salem Road right-of-way shall be landscaped by the applicant to match the Landscape Drawings prepared by HKM Architects dated November 18, 2016. The landscaping within the median shall be maintained by the applicant or an authorized designee for the life of the development.
7. The modifications to the shape and location of the landscape medians within the Olde Salem Road right-of-way shall match the Engineering Drawings prepared by RWG Engineering, LLC dated November 18, 2016.
8. The proposed private road network shall remain in private control for the life of the development. The developer/Home Owner's Association shall have the exclusive responsibility of maintaining all private road and all sidewalks within the development through the life of development.
9. Snow removal within the proposed development shall be the exclusive responsibility of the developer/Home Owner's Association for the life of the development.
10. All streetlights installed within the development shall be the exclusive responsibility of the developer/Home Owner's Association for the life of the development.
11. The applicant/developer shall bury all electric utility lines within this development.
12. The applicant shall post a Bond or Letter of Credit in the amount prescribed the Village Engineer, if necessary, prior to Village Board approval for the Final Plat of Subdivision.
13. The applicant shall provide auxiliary valves for all fire hydrants within the development.
14. The future commercial building shall match the color palette and choice of materials as used in the proposed multistory building.
15. All Declarations associated with this application shall be reviewed and approved by the Village prior to Village Board approval.

16. All associated Declarations of Easements, Conditions and Restrictions and By-Laws for the development shall be recorded with the plat of subdivision.
17. Any future amendments to the Declarations in regards to private road maintenance, exterior maintenance, detention basin maintenance and to the number of units that the owner can rent as “transitional care units” shall be approved by the Hanover Park Village Board of Trustees.
18. Add planting areas in the two rows of parking that exceeds 20 spaces to comply with Village Code Section 110-6.3.7.b(3).
19. That an underlying Special Service Area shall be established and recorded to ensure maintenance of storm water, private roads, parking lots, landscaping and other required private facilities prior to the first sale of any property within the development and/or as otherwise approved by the Village.


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager

**SUBJECT:** Authorize the Village Manager to Enter into a Contract with Roger C. Marquardt & Co. for Lobbying Services

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting the Village Board authorize the Village Manager to enter into an agreement for lobbying services with Roger C. Marquardt & Co., Inc. for a period of January 1, 2017 through December 31, 2017, at a cost not to exceed \$2,000 per month.

**Discussion**

At the Village Board Meeting of February 5, 2015, the Village Board authorized the Village Manager to enter into an agreement for lobbying services with Roger C. Marquardt & Co., Inc. for the period of January 1, 2016 through December 31, 2016 at a cost of \$2,000 per month. This contract expired on December 31, 2016.

A new agreement has been drafted for a period that will correspond with our new calendar year budget, January 1, 2017 through December 31, 2017, at a rate of \$2,000 per month. No other changes to the terms have been made with the exception of the dates. This is a budgeted item.

**Recommended Action**

Motion to authorize the Village Manager to enter into an agreement for lobbying services with Roger C. Marquardt & Co., Inc. for a period of January 1, 2017 through December 31, 2017, at a cost not to exceed \$2,000 per month.

**Attachment:** Agreement

<b>Budgeted Item:</b>	<u>  X  </u> Yes	<u>    </u> No
<b>Budgeted Amount:</b>	\$24,000	
<b>Actual Cost:</b>	\$24,000	
<b>Account Number:</b>	10-40-4100-403-461	

Agreement Name: Services Agreement

1

Executed By: Village Manager

Regular Board Meeting  
January 5, 2017 Pg. 210

## CONTRACTUAL AGREEMENT

This Agreement is made on the 1<sup>st</sup> day of January 2017, between ROGER C. MARQUARDT & CO., INC. ("RCM & CO") having its principal place of business, at 600 So. Second Street, Suite 400, Springfield, Illinois 62704 and the Village of Hanover Park, having its principal place of business at 2121 Lake Street, Hanover Park, Illinois 60133.

IN CONSIDERATION of the Village of Hanover Park, retaining RCM & CO, it is agreed as follows:

### I. COMPENSATION AND TERMS

Village of Hanover Park retains RCM & CO and RCM & CO hereby agrees to represent Village of Hanover Park in the capacity of "lobbyist/consultant", before the Illinois General Assembly and the executive levels of state government.

Without limiting the foregoing, it is understood that such services shall include:

Working with members of the Illinois General Assembly, Governor's Office, State Agencies, and any other legitimate sources to obtain grants, member initiative allotments, and direct funding designations to the Village of Hanover Park for Capital Improvements, which includes, among other things, as building, equipment, structural, and road improvements, which shall directly result from the State Budget and from available sources resulting from the Capital Program;

Lobbying efforts with Key legislative or regulatory officials and their staffs, on matters pertaining to the authorized activities and interests of the Village of Hanover Park;

On instructions from an authorized representative, undertaking such actions as the Village of Hanover Park may deem appropriate and consistent with the objectives of this Agreement;

Upon request, provide the Village of Hanover Park with summary written reports on RCM & CO's activities for the Village of Hanover Park; and

Maintain close liaison and frequent communication with the Village President and/or Village Manager, particularly during critical periods or on priority items.

The term of this Agreement is as follows:

\$ 2,000.00 per month (January 1, 2017 through December 31, 2017)

Due upon receipt of monthly invoices

### II. WARRANTIES BY RCM & CO

RCM & CO represents and warrants to Village of Hanover Park that it has the experience and ability to *perform the services* required by this Agreement; that they will perform said services, in a professional, competent and timely manner, as represented and suitable for the performance of the Agreement; and that they have the power to enter into and perform this Agreement; and that their performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, state and municipal laws. RCM & CO further warrants that they have complied and will continue to comply with the Illinois Lobbyist Registration Act.

### III. INDEPENDENT CONTRACTOR

RCM & CO acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. RCM & CO shall not enter into any contract or commitment on behalf of the Village of Hanover Park, RCM & CO further acknowledges that they are not considered an affiliate or subsidiary of the Village of Hanover Park, and are not entitled to any of the Village of Hanover Park employment rights or benefits. It is expressly understood that this undertaking is not a joint venture.

### IV. BUSINESS PRACTICES

RCM & CO hereby represents and covenants that they:

-have no knowledge or information that any unlawful payments, disbursements, assignments or transfers of property of any type have been made, or promised to any governmental official or to any intermediary, broker or agent who shall in turn, directly or indirectly unlawfully pay, disburse, assign or transfer property to any governmental official, to unlawfully influence any act or decision of any governmental official;

-will take all reasonable steps to ensure that no unlawful payments, disbursements, assignments or transfers of property of any type be made to any governmental official, or to any intermediary, broker or agent who shall in turn, directly or indirectly unlawfully pay, disburse, assign or transfer property to any governmental official, to unlawfully influence any act or decision of any governmental official.

### V. CONFIDENTIALITY

RCM & CO recognizes and acknowledges that this Agreement creates a confidential relationship between RCM & CO and the Village of Hanover Park and that information concerning the Village of Hanover Park, or its operation, whether written or oral, is confidential in nature. All such information concerning the Village of Hanover Park is hereinafter collectively referred to as "Confidential Information". RCM & CO will not use, disclose to any third party, directly or indirectly, for its own benefit or the benefit of others, both during the term of the Agreement and subsequent to its termination, any Confidential Information which RCM & CO may acquire or develop in connection with or as a result of the performance of this agreement. RCM & CO further agrees to bind their employees and subcontractors to the terms and conditions of this Agreement.

### VI. GRANT

RCM & CO agrees that their work product produced in the performance of this Agreement shall remain the exclusive property of the Village of Hanover Park, and that they will not sell, transfer, publish, disclose, display or otherwise make the work product available directly to third parties without the Village of Hanover Park, prior written consent. Any rights granted to RCM & CO under this Agreement shall not affect the Village of Hanover Park, exclusive ownership of the work product.

### VII. TERMINATION

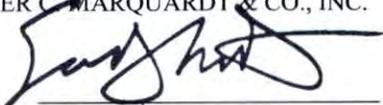
Either party may terminate this Agreement upon thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Village of Hanover Park, and ROGER C. MARQUARDT & CO., INC. do hereby affirm that they understand the provisions contained herein. Therefore, in consideration of the mutual covenants contained herein, the Village of Hanover Park, and ROGER C. MARQUARDT & CO., INC. have caused this contract to be executed, by witness of the signatures following, as of the day and year first written.

VILLAGE OF HANOVER PARK

ROGER C. MARQUARDT & CO., INC.

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: President

DATE: \_\_\_\_\_

DATE: 12/12/16


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Authorization to Amend the Village Budget for the Final Payment of the Longmeadow Lane Bridge Construction

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is recommending the President and Village Board pass an Ordinance authorizing a fifth amendment to the 2016 Village Budget to increase the budget by \$76,239.11 to accommodate the final payment to the Illinois Department of Transportation for the Longmeadow Lane Bridge Construction that was completed in 2013.

**Discussion**

IDOT recently notified the Village that the Longmeadow Lane Bridge Project (IDOT Contract: 63754; Project: BRM-9003/725/000; Section: 10-00059-00-BR) has been satisfactorily completed and accepted. It is not unusual for IDOT to take several years to notify a municipality that a Federal Highway Administration (FHWA) jointly funded project has been accepted and a final invoice submitted.

The Village entered into an agreement with IDOT in 2013 to pay approximately 20% of the total construction costs. The total local share was \$174,397.19. To date we have paid \$98,158.08 and now owe \$76,239.11.

Staff in the Engineering Division of Public Works have consulted with the Finance Department and determined that the funds are available to support this project from MFT fund balance.

**Recommended Action**

Move to pass an Ordinance authorizing a fifth amendment to the FY 2016 Budget of the Village of Hanover Park. *A two-thirds vote of the corporate authorities is required.*

**Attachments:** Ordinance  
Construction Agreement  
IDOT Final Acceptance  
IDOT Final Invoice

<b>Budgeted Item:</b>	___ Yes	<u>X</u> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$76,239.11	
<b>Account Number:</b>	11-20-2600-413-422	

**ORDINANCE NO. O-17-\_\_\_\_\_**

**AN ORDINANCE AUTHORIZING A FIFTH AMENDMENT  
TO THE FY 2016 BUDGET  
OF THE VILLAGE OF HANOVER PARK**

**WHEREAS**, the President and Board of Trustees adopted Ordinance O-16-29 adopting the FY 2016 Budget for the Village of Hanover Park; and

**WHEREAS**, the President and Board of Trustees have determined that it is necessary and in the best interest of the Village to amend the FY 2016 Budget as provided for herein and that funds are available for these amendments; and

**WHEREAS**, the President and Board of Trustees entered into an agreement with the Illinois Department of Transportation on February 11, 2013 to make improvements to Longmeadow Lane bridge; and

**WHEREAS**, the payment of this invoice is in the best interest of the residents of Hanover Park.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois.

**SECTION 1:** That the FY 2016 amended Budget be and is hereby amended as follows:

**Motor Fuel Tax Fund – 2600**

<u>Description</u>	<u>Current Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Expenditures</u>			
<u>MFT - 11-20-2600-413-422</u>	\$1,088,000.00	\$76,239.11	\$1,164,239.11

**SECTION 2:** That the Budget Officer is hereby authorized and directed to amend the FY 2017 Annual Budget with the aforementioned amendments.

**SECTION 3:** That the Village Clerk be and is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage by a two-thirds vote of the corporate authorities, approval, and publication in the manner and form required by law.

ADOPTED this 5th day of January, 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this 5th day of January, 2017

---

Village President

ATTESTED, filed in my office  
this 5<sup>th</sup> day of January, 2017

---

Village Clerk



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

February 15, 2013

Ms. Eira L. Corral  
Village Clerk  
2121 West Lake Street  
Hanover Park, Illinois 60133

Subject: Village: Hanover Park  
Section: 10-00059-00-BR  
Project: BRM-9003(725)  
Job: C-91-134-11  
Joint Agreement

Dear Ms. Corral:

The department executed the subject agreement on February 11, 2013.  
A copy is enclosed.

Sincerely,

James K. Klein, P.E., S.E.  
Acting Engineer of Local Roads and Streets

A handwritten signature in cursive script that reads "Gregory S. Lupton".

By: Gregory S. Lupton, P.E.  
Acting Local Project Implementation Engineer

Enclosure

cc: Howard Killian, Village Engineer  
John Fortmann (Acting), Attn: Christopher Holt - District 1  
Jeff South  
Joanne Woodworth, Attn: Project Control  
Mike Renner (Acting), Attn: Mike Brachear

 <b>Illinois Department of Transportation</b> <b>Local Agency Agreement for Federal Participation</b>	Local Agency Village of Hanover Park	State Contract X	Day Labor	Local Contract 6-A.18	RR Force Account
	Section 10-00059-00-BR	Fund Type HBP	ITEP Number		

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-134-11	BRM-9003(725)				

This Agreement is made and entered into between the above local agency hereinafter referred to as the "LA" and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LA jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration hereinafter referred to as "FHWA".

**Location**

Local Name Longmeadow Lane Route Off-System Length 0.05 mile

Termini At West Branch DuPage River

Current Jurisdiction LA Existing Structure No 016-6091

**Project Description**

Remove existing single span, precast concrete plank decked bridge (SN 016-6091) and replace with double barrel box culvert (SN 016-6046).

**Division of Cost**

Type of Work	HBP	%	STATE	%	LA	%	Total
Participating Construction	330,640	( * )		( )	82,660	( BAL )	413,300
Non-Participating Construction		( )		( )	82,690	( 100 )	82,690
Preliminary Engineering		( )		( )		( )	
Construction Engineering	59,448	( * )		( )	14,862	( BAL )	74,310
Right of Way		( )		( )		( )	
Railroads		( )		( )		( )	
Utilities		( )		( )		( )	
Materials							
<b>TOTAL</b>	<b>\$ 390,088</b>		<b>\$</b>		<b>\$ 180,212</b>		<b>\$ 570,300</b>

\*Maximum FHWA (HBP) participation 80% not to exceed \$390,088.

Non-Participating Construction includes, but is not limited to, sanitary sewer and watermain

**NOTE:** The costs shown in the Division of Cost table are approximate and subject to change. The final LA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

**Local Agency Appropriation**

By execution of this Agreement, the LA is indicating sufficient funds have been set aside to cover the local share of the project cost and additional funds will be appropriated, if required, to cover the LA's total cost.

**Method of Financing (State Contract Work)**

METHOD A---Lump Sum (80% of LA Obligation) \_\_\_\_\_

METHOD B--- \_\_\_\_\_ Monthly Payments of \_\_\_\_\_

METHOD C---LA's Share Balance divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

## Agreement Provisions

### THE LA AGREES:

- (1) To acquire in its name, or in the name of the state if on the state highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established state policies and procedures. Prior to advertising for bids, the LA shall certify to the STATE that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the LA, and STATE and the FHWA, if required.
- (2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.
- (3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
- (4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.
- (5) To maintain or cause to be maintained, in a manner satisfactory to the STATE and FHWA, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.
- (6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
- (7) To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the LA agrees to cooperate fully with any audit conducted by the Auditor General and the department; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- (8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- (9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the FHWA.
- (10) (State Contracts Only) That the method of payment designated on page one will be as follows:
  - Method A - Lump Sum Payment. Upon award of the contract for this improvement, the LA will pay to the STATE, in lump sum, an amount equal to 80% of the LA's estimated obligation incurred under this Agreement, and will pay to the STATE the remainder of the LA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
  - Method B - Monthly Payments. Upon award of the contract for this improvement, the LA will pay to the STATE, a specified amount each month for an estimated period of months, or until 80% of the LA's estimated obligation under the provisions of the Agreement has been paid, and will pay to the STATE the remainder of the LA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
  - Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LA will pay to the STATE, an amount equal to the LA's share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.
- (11) (Day Labor or Local Contracts) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.
- (12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which this agreement is executed, the LA will repay the STATE any Federal funds received under the terms of this Agreement.
- (13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which this Agreement is executed, the LA will repay the STATE any Federal Funds received under the terms of this Agreement.

- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.
- Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.
- The LA is responsible for the payment of the railroad related expenses in accordance with the LA/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.
- Engineer's Payment Estimates in accordance with the Division of Cost on page one.
- (15) And certifies to the best of its knowledge and belief its officials:
- are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
  - are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
  - have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
- (16) To include the certifications, listed in item 15 above and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
- (17) (State Contracts) That execution of this agreement constitutes the LA's concurrence in the award of the construction contract to the responsible low bidder as determined by the STATE.
- (18) That for agreements exceeding \$100,000 in federal funds, execution of this Agreement constitutes the LA's certification that:
- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
  - If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
  - The LA shall require that the language of this certification be included in the award documents for all subawards at all ties (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (19) To regulate parking and traffic in accordance with the approved project report.
- (20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.
- (21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.
- (22) That the LA may invoice the STATE monthly for the FHWA and/or STATE share of the costs incurred for this phase of the improvement. The LA will submit supporting documentation with each request for reimbursement from the STATE. Supporting documentation is defined as verification of payment, certified time sheets, vendor invoices, vendor receipts, and other documentation supporting the requested reimbursement amount.
- (23) To complete this phase of the project within three years from the date this agreement is approved by the STATE if this portion of the project described in the Project Description does not exceed \$1,000,000 (five years if the project costs exceed \$1,000,000).
- (24) Upon completion of this phase of the improvement, the LA will submit to the STATE a complete and detailed final invoice with all applicable supporting supporting documentation of all incurred costs, less previous payments, no later than one year from the date of completion of this phase of the improvement. If a final invoice is not received within one year of completion of this phase of the improvement, the most recent invoice may be considered the final invoice and the obligation of the funds closed.

- (25) (Single Audit Requirements) That if the LA expends \$500,000 or more a year in federal financial assistance they shall have an audit made in accordance with the Office of Management and Budget (OMB) Circular No. A-133. LA's that expend less than \$500,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the STATE with 30 days after the completion of the audit, but no later than one year after the end of the LA's fiscal year. The CFDA number for all highway planning and construction activities is 20.205.
- (26) That the LA is required to register with the Central Contractor Registration (CCR), which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award and the electronic payment processes. If you do not have a CCR number, you must register at <https://www.bpn.gov/ccr>. If the LA, as a sub-recipient of a federal funding, receives an amount equal to or greater than \$25,000 (or which equals or exceeds that amount by addition of subsequent funds), this agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>.

#### THE STATE AGREES:

- (1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the LA's certification of compliance with Titles II and III requirements.
- (2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the STATE (and FHWA, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.
- (3) (Day Labor) To authorize the LA to proceed with the construction of the improvement when Agreed Unit Prices are approved and to reimburse the LA for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.
- (4) (Local Contracts) That for agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:
- To reimburse the LA for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the LA;
  - To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by STATE inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the STATE.

#### IT IS MUTUALLY AGREED:

- (1) Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction.
- (2) That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation or the contract covering the construction work contemplated herein is not awarded within three years of the date of execution of this Agreement.
- (3) This Agreement shall be binding upon the parties, their successors and assigns.
- (3) For contracts awarded by the LA, the LA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The LA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The LA's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.). In the absence of a USDOT – approved LA DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the STATE's USDOT approved Disadvantaged Business Enterprise Program.
- (4) In cases where the STATE is reimbursing the LA, obligations of the STATE shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- (5) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1 Location Map

(Insert addendum numbers and titles as applicable)

The LA further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all exhibits indicated above.

**APPROVED**

Local Agency

Rodney S. Craig

Name of Official (Print or Type Name)

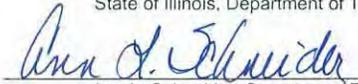
Village President

Title (County Board Chairperson/Mayor/Village President/etc.)

 11/15/12  
(Signature) Date

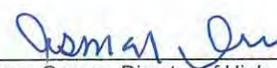
APPROVED

State of Illinois, Department of Transportation

 2/11/13  
Ann L. Schneider, Secretary of Transportation

The above signature certifies the agency's TIN number is  
36-2481437 conducting business as a Governmental  
Entity.

DUNS Number 085868057

 2/11/13  
Omer Osman, Director of Highways/Chief Engineer Date

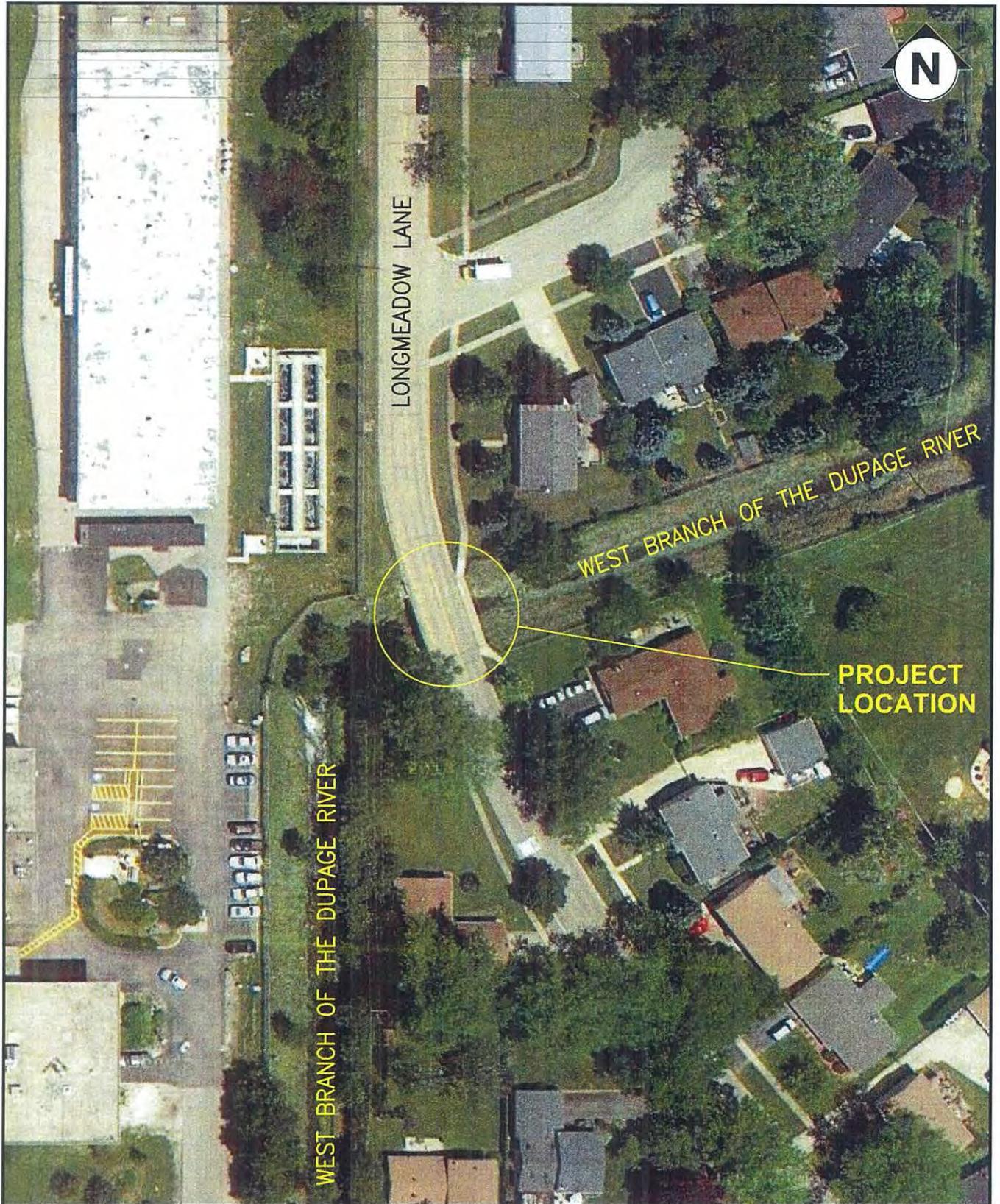
 1/31/13  
Michael A. Forti, Chief Counsel Date

 2/7/13  
Mathew R. Hughes, Director of Finance and Administration Date

**NOTE:** If signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

# ATTACHMENT 1A - LOCATION MAP

6-A.18



**LONGMEADOW LANE BOX  
CULVERT REPLACEMENT PROJECT  
HANOVER PARK, IL**



**Pavia-Marting & Co.**  
910 W. Lake St.  
Roselle, IL 60172  
630-529-8000 fax: 630-894-4910  
Design Firm Professional Registration #184002376



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

February 15, 2013

Ms. Eira L. Corral  
Village Clerk  
2121 West Lake Street  
Hanover Park, Illinois 60133

Subject: Village: Hanover Park  
Section: 10-00059-00-BR  
Project: BRM-9003(725)  
Job: C-91-134-11  
Construction Engineering Agreement  
Consultant: Pavia-Marting & Co.  
\$74,306.21

Dear Ms. Corral:

The department approved the subject agreement on February 11, 2013. A copy is enclosed. The village may proceed with the engineering work.

Please contact Alice Coulter (Alice.Coulter@illinois.gov) if you have any questions.

Sincerely,

James K. Klein, P.E., S.E.  
Acting Engineer of Local Roads and Streets

A handwritten signature in cursive script that reads "Gregory S. Lupton".

By: Gregory S. Lupton, P.E.  
Acting Local Project Implementation Engineer

Enclosure

cc: Howard Killian, Village Engineer  
John Fortmann (Acting) Attn: Christopher Holt - District 1  
Joanne Woodworth (Attn: Project Control)  
Pavia-Marting & Co.

Local Agency	 <b>Illinois Department of Transportation</b>  <b>Construction Engineering Services Agreement For Federal Participation</b>	<b>C O N S U L T A N T</b>	Consultant Pavia-Marting & Co.
Village of Hanover Park			Address 910 W. Lake St., Suite 116
County Cook			City Roselle.
Section 10-00059-00-BR			State IL
Project No. BRM-9003(725)			Zip Code 60172
Job No. C-91-134-11			Contact Name/Phone/E-mail Address Dale V. Marting, Jr., 630/529-8000 x 106 Dalemarting.jr@pavia-marting.com
Contact Name/Phone/E-mail Address Ingrid H. Oberle 630/823-5650 ioberle@hpil.org			

THIS AGREEMENT is made and entered into this 15th day of November, 2012 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

<b>Regional Engineer</b>	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
<b>Resident Construction Supervisor In Responsible Charge</b>	Authorized representative of the LA in immediate charge of the engineering details of the PROJECT A full time LA employee authorized to administer inherently governmental PROJECT activities
<b>Contractor</b>	Company or Companies to which the construction contract was awarded

#### Project Description

Name Longmeadow Lane Route Off-System Length 0.05 Mi. Structure No. 016-6091  
Termini At West Branch of DuPage River

Description: Remove existing single span precast concrete plank decked bridge (016-6091) & replace with a double box culvert (016-6046)

#### Agreement Provisions

##### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LA, in connection with the PROJECT hereinbefore described and checked below:
  - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
  - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
  - c. For soils, to obtain samples and perform testing as noted below.
  - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
  - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
  - g. Inspect, document and inform the LA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
  - h. Geometric control including all construction staking and construction layouts.
  - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
  - j. Measurement and computation of pay items.
  - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
  - l. Preparation and submission to the LA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LA and the STATE.
  - m. Revision of contract drawings to reflect as built conditions.
  - n. Act as resident construction supervisor and coordinate with the LA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
  3. To furnish the services as required herein within twenty-four hours of notification by the LA employee In Responsible Charge.
  4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LA or STATE.
  5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
  6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
  7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
  8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LA.
  9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.
  10. The undersigned certifies neither the ENGINEER nor I have:
    - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;

- b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
  - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
  12. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
  13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
  14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
  15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

**II. THE LA AGREES,**

1. To furnish a full time LA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee Formulas

- $FF = 14.5\%[DL + R(DL) + OH(DL) + IHDC]$ , or
- $FF = 14.5\%[(2.3 + R)DL + IHDC]$

Where: DL = Direct Labor  
 IHDC = In House Direct Costs  
 OH = Consultant Firm's Actual Overhead Factor  
 R = Complexity Factor  
 FF=Fixed Fee  
 SBO = Services by Others

Total Compensation =  $DL + IHDC + OH + FF + SBO$

Specific Rate  (Pay per element)

Lump Sum  \_\_\_\_\_

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:
- With Retainage
- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
- Without Retainage
- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
7. To submit approved form BC 775 (Exhibit C) and BC 776 (Exhibit D) with this AGREEMENT.

### III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That this AGREEMENT may be terminated by the LA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LA.
5. That any differences between the ENGINEER and the LA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
6. That in the event the engineering and inspection services to be furnished and performed by the LA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LA.

7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
    - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
    - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
    - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
      - (A) abide by the terms of the statement; and
      - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  - (b) Establishing a drug free awareness program to inform employees about:
    - (1) the dangers of drug abuse in the workplace;
    - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
    - (3) any available drug counseling, rehabilitation and employee assistance program; and
    - (4) the penalties that may be imposed upon an employee for drug violations.
  - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
  - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
  - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
  - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
  - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LA deems appropriate.



Exhibit A - Construction Engineering

Route: Longmeadow lane  
 Local Village of Hanover Park  
 (Municipality/Township/County)  
 Section: 10-00059-00-BR  
 Project: BRM-9003(725)  
 Job No.: C-91-134-11

\*Firm's approved rates on file with Bureau of Accounting and Auditing:  
 Overhead Rate (OH) 208.61 %  
 Complexity Factor (R) 0.00  
 Calendar Days 35

Cost Plus Fixed Fee Methods of Compensation:

- Fixed Fee 1  14.5%[DL + R(DL) + OH(DL) + IHDC]  
 Fixed Fee 2  14.5%[(2.3 + R)DL + IHDC]  
 Specific Rate   
 Lump Sum

Cost Estimate of Consultant's Services in Dollars									
Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead (OH*DL)	Services by Others (SBO)	In-House Direct Costs (IHDC)	Fixed Fee (FF)	Total
Meetings	Prof. Proj. Mgr	8.00	\$46.82	\$374.56	\$781.36	\$0.00	\$25.00	\$171.23	\$1,352.15
	Prof. Res. Eng.	8.00	\$46.82	\$374.56	\$781.36	\$0.00	\$0.00	\$167.60	\$1,323.52
X-sec for Quan & Fld Layout	Field Party Chief	8.00	\$46.82	\$374.56	\$781.36	\$0.00	\$23.50	\$171.01	\$1,350.43
Shop Dwg/Cat.	Fieldman 1	8.00	\$24.50	\$196.00	\$408.87	\$0.00	\$0.00	\$87.70	\$ 692.57
rev/approvals	Prof. Proj. Mgr.	1.00	\$46.82	\$46.82	\$97.67	\$2,450.00	\$5.00	\$21.67	\$2,621.16
Matls. Doc. & ICORES	Prof. Proj. Eng.	5.00	\$42.17	\$210.85	\$439.85	\$0.00	\$0.00	\$94.35	\$ 745.05
Fld Observ.	Prof. Proj. Mgr.	10.00	\$46.82	\$468.20	\$976.71	\$0.00	\$15.00	\$211.68	\$1,671.59
	Prof. Res. Eng.	12.00	\$46.82	\$561.84	\$1,172.05	\$0.00	\$0.00	\$251.41	\$1,985.30
Proj Adm Coord.	Design Eng II	20.00	\$24.50	\$490.00	\$1,022.18	\$0.00	\$0.00	\$219.26	\$1,731.44
	Prof. Proj. Mgr.	20.00	\$46.82	\$936.40	\$1,953.42	\$0.00	\$0.00	\$419.02	\$3,308.84
	Prof. Res. Eng.	280.00	\$46.82	\$13,109.60	\$27,347.93	\$7,050.00	\$165.00	\$5,890.26	\$53,562.79
	Prof. Proj. Eng.	10.00	\$42.17	\$421.70	\$879.70	\$0.00	\$0.00	\$188.70	\$1,490.10
Proj Adm Coord.	Resident Eng II	4.00	\$24.50	\$98.00	\$204.43	\$0.00	\$0.00	\$43.85	\$ 346.28
	Prof. Proj. Mgr.	5.00	\$46.82	\$234.10	\$488.35	\$0.00	\$0.00	\$104.75	\$ 827.20
	Prof. Res. Eng.	4.00	\$46.82	\$187.28	\$390.68	\$0.00	\$0.00	\$83.80	\$ 661.76
	Principal Eng.	3.00	\$60.00	\$180.00	\$375.49	\$0.00	\$0.00	\$80.54	\$ 636.03
<b>Totals</b>		<b>406.00</b>		<b>\$18,264.47</b>	<b>\$38,101.41</b>	<b>\$9,500.00</b>	<b>\$ 233.50</b>	<b>\$8,206.83</b>	<b>\$74,306.21</b>



PHASE 3  
**AGREEMENT FOR SUBCONSULTANT SERVICES**  
**Longmeadow Lane Box Culvert**

Route Longmeadow Lane  
 Section 10-00051-00-BR  
 County Cook

Project BRM-9003(725)  
 Job No. D-91-134-11  
 PTB # N/A

This is an AGREEMENT between Pavia-Marting & Co, 910 West Lake Street, Roselle, IL 60172, hereinafter referred to as the **CONSULTANT**, and Midland Standard Engineering & Testing, Inc., 558 Plate Drive, Unit 6, East Dundee, IL 60118, hereinafter referred to as the **SUBCONSULTANT**.

The CONSULTANT proposes to engage the SUBCONSULTANT to attend the pre-construction meeting and conduct Quality Assurance (QA) inspection and testing services for the Longmeadow Lane Box Culvert replacement project, (*hereafter referred to as the PROJECT*). The professional services will consist of providing the necessary inspections and testing using experienced, certified personnel and recognized testing procedures developed by IDOT, ASTM, AASHTO ACI, etc. The designated services will be provided at the request of the CONSULTANT in accordance with the Schedule of Services and Fees attached hereto. The fee for such services will not exceed \$7,050.00.

The CONSULTANT has authority under their agreement with the Illinois Department of Transportation, hereinafter referred to as the DEPARTMENT, to engage such services, and the SUBCONSULTANT represents that they are in compliance with Illinois Statutes relating to professional registration of individuals and to corporate practice, if a corporation, for rendering such services.

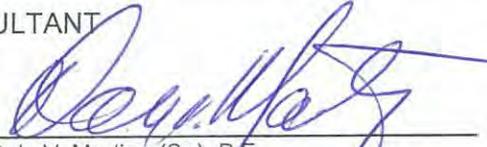
The SUBCONSULTANT, in signing this AGREEMENT, certifies that they have no financial or other interests in the outcome of this PROJECT.

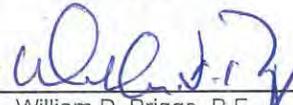
The CONSULTANT and the SUBCONSULTANT hereby certify that there was compliance with the provisions of the Architectural, Engineering and Land Surveying Qualifications Based Selection Act (Chapter 30 ILCS 535) in the procurement of the services covered by this AGREEMENT.

Payment to the SUBCONSULTANT will be made by the CONSULTANT within thirty day after receipt of payment from the client.

This AGREEMENT executed this 20<sup>th</sup> day of Nov, 2012.

This AGREEMENT becomes null if the agreement between the CONSULTANT and the DEPARTMENT is not authorized.

CONSULTANT  
 By:   
 Dale V. Marting (Sr.), P.E.

SUBCONSULTANT  
 By:   
 William D. Prigge, P.E.

Title President

Title President

Midland Standard Engineering & Testing, Inc.  
 558 Plate Drive Unit 6  
 East Dundee, Illinois 60118  
 (847) 844-1895 f (847) 844-3875

October 3, 2012

Mr. Dale V. Marting, Sr., P.E.  
**Pavia-Marting & Company**  
 910 Lake Street  
 Roselle, Illinois 60172

Re: **Quality Assurance** Inspection and Testing Services  
**Longmeadow Lane Box Culvert Replacement**  
 Hanover Park, Illinois

Dear Mr. Marting:

We have prepared this unit rate and cost estimate proposal to provide Quality Assurance services for your project in Hanover Park, Illinois. In this proposal we have included rates for personnel, equipment and materials to conduct field inspection for structure bearing capacity, cast in place concrete structures, backfill, HMA pavements, laboratory testing and documentation required.

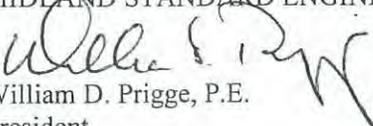
We propose to provide the necessary inspections and testing using experienced, certified personnel and recognized test procedures developed by IDOT, ASTM, AASHTO, ACI, etc. Our services would be provided at the request of your designated representative on a unit rate basis in accordance with the Schedules of Services and Fees-Attachment 1, included in this proposal package. The final cost of these services will be based upon the total amount of work performed.

We are staffed and equipped to aid you in the successful completion of your projects and are available to discuss any aspect of our proposal at your convenience.

Based on the project information submitted we have prepared cost estimates for the anticipated work. The estimate submitted assumes PREVAILING WAGE work. The final cost of these services will be based upon the total amount of work performed.

We are staffed and equipped to aid you in the successful completion of your projects and are available to discuss any aspect of our proposal at your convenience.

Sincerely,  
 MIDLAND STANDARD ENGINEERING & TESTING, INC.

  
 William D. Prigge, P.E.

President  
 WDP/mj

Attachment 1: Schedule of Services and Fees  
 Attachment 1.1: Cost Estimate

**ATTACHMENT 1**  
**SCHEDULE OF SERVICES AND FEES**

**CONSTRUCTION TESTING AND INSPECTION SERVICES**

**A. Engineering Technicians**

Engineering Technicians will be assigned to the project on the basis of complexity and/or specific experience requirements:

Technician, per hour* .....	\$ 90.00
Technician (PCC Level 1), per hour* .....	\$ 93.00
Technician (BIT Level 1), per hour* .....	\$ 93.00
Technician (Level 2), per hour* .....	\$ 98.00

Technicians will be assigned on typical mass earthwork assignments to monitor density, approve subgrade, obtain pavement cores, etc.

Level 1 PCC Technicians will conduct field testing of concrete including slump, air content, temperature and casting strength specimens.

Level 1 BIT Technicians will conduct field testing of bituminous concrete placement including monitoring lift thickness, temperature, conduct growth curves (rolling pattern) and measure density with nuclear gauge.

Level 2 Technicians will conduct inspections and testing at the production plants (asphalt and concrete), conduct proof roll inspections and provide problem solving consultation.

\*A four (4) hour minimum day is applicable to Technician and Technician (Level 1 and 2) assignments.

**B. Engineering Technicians –Prevailing Wage**

Engineering Technicians will be assigned to the project on the basis of complexity and/or specific experience requirements:

Material Tester 1, per hour* .....	\$ 94.00
Material Tester 2 per hour .....	\$ 98.00

Material Tester 1 will be assigned on field inspection or concrete or bituminous concrete projects, where prevailing wage rates apply.

Material Tester 2 will conduct inspections and testing at the production plants (asphalt and concrete), conduct steel inspection, proof roll inspections and soil inspection on prevailing wage projects.

\*A four (4) hour minimum day is applicable to Technician (Level 1 and Level 2) assignments.

**ATTACHMENT A - CONTINUED****C. Engineering Services**

Engineering Services for inspection, test evaluation, contract administration, laboratory and field supervision, resolution of special problems, preparation of reports, job-site and other job related meetings and consultation will be furnished in accordance with the following schedule of hourly rates:

Field Engineer	\$ 90.00
Staff (Graduate) Engineer	\$ 90.00
Project Engineer or Materials Consultant, P.E.	\$ 110.00
Project Manager/Senior Materials Engineer	\$ 125.00
Principal Engineer	\$ 145.00

**D. Laboratory Services**

Our fully equipped laboratory can provide a full range of tests, rates for tests not specifically quoted available on request.

1. Compressive Strength tests of concrete cylinders, including expendable supplies (molds), curing (Pick-up additional)	\$ 17.00 ea.
2. Compressive Strength tests of concrete cylinders, including, curing and disposal, made by others, (Pick-up additional)	\$ 20.00 ea.
3. Compressive Strength tests of mortar/grout cylinders, or 2" cubes including expendable supplies (molds) curing (Pick-up additional)	\$ 20.00 ea.
4. Aggregate Gradation	
Washed Sieve Analysis	\$ 70.00 ea.
Mechanical Analysis	\$ 60.00 ea.
5. Soils Gradation, Combined Sieve & Hydrometer	\$ 90.00 ea.
6. Moisture-Density Relationship ASTM D 698 (Standard Proctor Test)	\$ 155.00 ea.
7. Moisture-Density Relationship ASTM D 1557 (Modified Proctor Test)	\$ 175.00 ea.
8. Atterberg Limits	\$ 80.00 ea.
9. Theoretical Maximum Density ASTM D 2041	\$ 155.00 ea.
10. Asphalt Content by Reflux Extraction with Gradation	\$ 155.00 ea.

**ATTACHMENT A - CONTINUED**

11. Asphalt Content by Ignition Oven with Gradation	\$ 155.00 ea.
13. Bulk Specific Gravity of Gyratory Specimen	
a. (set of two) and air voids	\$ 315.00 ea.
14. Core Density and Thickness, lab test	\$ 40.00 ea.

**D. Miscellaneous Services**

Concrete cylinder pick-up trips will be invoiced when cylinders are picked up as a special trip and not returned to laboratory by MSET personnel commuting to jobsite .....\$ 75.00/each  
( Overtime rates applicable for Sat., Sun., Holidays)

**NOTES TO FEE SCHEDULE**

1. Technician services for personnel assigned to the project will be for time on the job for full time (40 hour/week) assignments. Portal to portal charges will apply to part time or intermittent assignments.
2. Personnel rates quoted are based on an 8 hour work day, Monday through Friday, services performed over 8 hours per day and on Saturdays, Sundays and Holidays will be subject to overtime rates of 1.40 times the applicable hourly rate. Second shift rates are an additional
3. Invoices will be submitted once a month for services rendered during the prior month.
4. The presence of our personnel on site will be for the express purpose of observing the work and performing specific tests to document compliance of the work with the applicable specifications. We will not be responsible for job site safety, that duty being properly an obligation of the Contractor, who should be so informed. We will comply fully with the Contractor's safety program.
5. Rates quoted above include 4 copies of reports distributed and mailed in accordance with your instructions. Additional copies will be billed at a rate of \$0.25 per sheet.
6. Services and fees not specifically listed above will be quoted upon request.
7. Unit Rates quoted above are applicable until December 31, 2012 and are based on our staffing conditions, current as of the date of this proposal. Prevailing wage rates quoted are applicable to the current rates, as of the date of this proposal.

Longmeadow Lane Box Culvert Replacement  
 Section #10-00059-00-BR  
 Hanover Park, Illinois

Estimate of Testing & Inspection Costs				ATTACHMENT 1.1										
WORK DESCRIPTION		INSPECTION PERSONNEL REQUIREMENTS			LABORATORY TESTING								LAB COST EXTENSION	WORK ITEM TOTAL
		TECH 1 (mandays)	TECH 2 (mandays)	COST EXTENSION	Cylinders	Washed Sieve	Extraction & Gradation	Max Theo. Density	Gyratory Voids	Standard Proctor	Density Cores	Cylinder Pickup		
<b>SUBGRADE</b>														
Embankment	652 cu yd		1.0	\$784.00						1			\$155.00	\$939.00
Structure Excavation	216 cu yd		0.5	\$392.00										\$392.00
Trench Backfill	70 cu yd		2.0	\$1,568.00		1				1			\$225.00	\$1,793.00
<b>CONCRETE</b>														
Concrete Box Culvert	238 cu yd	1.5		\$1,128.00	12							2	\$354.00	\$1,482.00
12 PCC Sidewalk (5")	758 sq ft	0.5		\$376.00	4							1	\$143.00	\$519.00
15 Curb and Gutter, B6,12	425 lf	0.5		\$376.00	4							1	\$143.00	\$519.00
<b>HMA PAVEMENT</b>														
Aggregate Base, Ty A 12"	570 sq yd									1			\$155.00	\$155.00
12 Driveway	36 sq yd													\$376.00
N50 Binder, 2-1/4"	73 tons	0.5		\$376.00										\$376.00
N50 Surface, 1-1/2"	78 tons	0.5		\$376.00							3		\$114.00	\$490.00
<b>TOTAL</b>		3.5	3.5	\$5,376.00	20.0	1.0	0.0	0.0	0.0	3.0	3.0	4.0	\$1,289.00	\$6,665.00
		\$752.00 /dy	\$784.00 /dy	\$5,376.00	\$17.00 /ea	\$70.00 /ea	\$155.00 /ea	\$160.00 /ea	\$315.00 /ea	\$155.00 /ea	\$38.00 /ea	\$75.00 /ea	\$1,289.00	\$6,665.00
		\$2,632.00	\$2,744.00	\$5,376.00	\$340.00	\$70.00	\$0.00	\$0.00	\$0.00	\$465.00	\$114.00	\$300.00	\$1,289.00	\$6,665.00
<b>ALLOWANCE FOR ADDITIONAL ITEMS</b>														
TECH 1 Overtime	0 hr.			\$0.00										
TECH 2 Overtime	0 hr.			\$0.00										
Project Engineer	4 hr.			\$385.00										
													subtotal of additional allowances= \$385.00	
													GRAND TOTAL w/additional allowance= \$7,050.00	

PHASE 3  
**AGREEMENT FOR SUBCONSULTANT SERVICES**  
**Longmeadow Lane Box Culvert**

Route Longmeadow Lane  
 Section 10-00051-00-BR  
 County Cook

Project BRM-9003(725)  
 Job No. D-91-134-11  
 PTB # N/A

This is an AGREEMENT between Pavia-Marting & Co, 910 West Lake Street, Roselle, IL 60172, hereinafter referred to as the **CONSULTANT**, and Stuart K. Jacobson & Associates, Ltd., 400 Skokie Blvd., Suite 200, Northbrook, IL 90062-7902, hereinafter referred to as the **SUBCONSULTANT**.

The CONSULTANT proposes to engage the SUBCONSULTANT to attend the pre-construction meeting, conduct in-office meetings, process e-mails, transmittals, letters etc., and to furnish professional shop drawing review/approval services for the Longmeadow Lane Box Culvert reinforcing steel. The professional services will consist of reviewing the shop drawings prepared by the supplier of the reinforcing steel and correcting such shop drawings as may be deemed necessary. It is estimated that these services will require approximately **12.5 hours** of the sub-consultant's time, which work is hereinafter referred to as the PROJECT. The fee for such services will not exceed \$2,450.00. (See attached fee estimate)

The CONSULTANT has authority under their agreement with the Illinois Department of Transportation, hereinafter referred to as the DEPARTMENT, to engage such services, and the SUBCONSULTANT represents that they are in compliance with Illinois Statutes relating to professional registration of individuals and to corporate practice, if a corporation, for rendering such services.

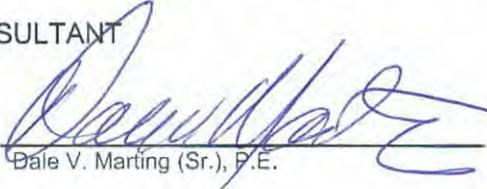
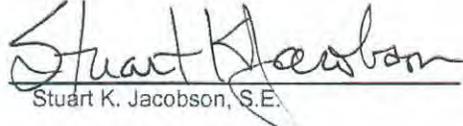
The SUBCONSULTANT, in signing this AGREEMENT, certifies that they have no financial or other interests in the outcome of this PROJECT.

The CONSULTANT and the SUBCONSULTANT hereby certify that there was compliance with the provisions of the Architectural, Engineering and Land Surveying Qualifications Based Selection Act (Chapter 30 ILCS 535) in the procurement of the services covered by this AGREEMENT.

Payment to the SUBCONSULTANT will be made by the CONSULTANT within thirty day after receipt of payment from the client.

This AGREEMENT executed this 20<sup>th</sup> day of November, 2012.

This AGREEMENT becomes null if the agreement between the CONSULTANT and the DEPARTMENT is not authorized.

CONSULTANT  By:  Dale V. Marting (Sr.), P.E.  Title <u>President</u>	SUBCONSULTANT  By:  Stuart K. Jacobson, S.E.  Title <u>President</u>
--	---

# Fee Estimate

6-A.18

**Stuart K. Jacobson & Associates, Ltd.**  
 400 Skokie Blvd., Suite 290  
 Northbrook, Illinois 60062-7902  
 Tel.(847)480-8899 Fax. (847)480-8872

Date: October 8, 2012  
 Job No: 10189  
 Client: Pavia-Marting & Co.  
 Project: Longmeadow Ln Box Culvert  
 Prepared By: MFD  
 Reviewed By: SKJ

SKJ	D/E	S/E	TECH		DESCRIPTION
<b>CONSTRUCTION PHASE</b>					
		2.00			Telephone Consultation During Construction
0.50		0.50			In-Office Meetings
					Shop Drawing Review
		6.00			Reinforcing Bars
					Concrete Mix Design (By Pavia-Marting_
					Quality Control Test Reports (By Pavia-Marting)
		5.00			Pre-Construction Meeting
		1.00			E-mails, Transmittals, Letters, etc.
0.50		14.50			<b>SUBTOTAL</b>
<b>SUMMARY</b>					
<b>Bidding &amp; Construction Phases</b>					
0.50		14.50			Construction Phase
0.50		14.50			<b>SUBTOTAL Post Construction Documents</b>
<b>TOTAL BASIC SERVICES FOR PROJECT</b>					
<b>FEE CALCULATION</b>					
\$260	\$210	\$160	\$120		Hourly Rate
					<b>SUBTOTAL FEE THROUGH CONST. DOCUMENTS</b>
\$130		\$2,320			Fee For Bidding & Construction Phases (Hours X Rate)
				\$2,450.00	<b>SUBTOTAL FEE POST CONST. DOCUMENTS</b>
				<b>\$2,450.00</b>	<b>TOTAL FEE FOR BASIC SERVICES</b>

**NOTES & QUALIFICATIONS:**

**HOURLY AND DIRECT COST RATES FOR SUB-CONSULTANT**

STUART K. JACOBSON &amp; ASSOCIATES, LTD.

400 SKOKIE BLVD., SUITE 290

NORTHBROOK, IL 60062

(847) 480-8899

as of

September 1, 2012

MFT Sec 10-00059-00-BR  
 Job No. C-91-134-11  
 Project No. BRM-9003(725)

<u>Employee Classification</u>	<u>Name</u>	<u>Hourly Rate</u>	<u>Overhead</u>	<u>Total Rate</u>	<u>Weighted Average</u>
Architectural Engineer	Mark Danielak	\$160.00	N/A	\$160.00	\$160.00
Structural Engineer	Felix Condurat	\$160.00	N/A	\$160.00	\$160.00
Technician	James Freely	\$120.00	N/A	\$120.00	\$120.00
Director of Engineering	Harry Allen	\$210.00	N/A	\$210.00	\$210.00
Principal Engineer	Stuart Jacobson	\$260.00	N/A	\$260.00	\$260.00
Clerical	N/A	\$0.00	N/A	\$0.00	\$0.00

**Definition of Employee Classifications:**

Architectural Engineer	Provides Architectural and Structural Engineering design calculations and prepares sketches to be drawn using CAD by the Technician or prepares drawings when necessary.
Structural Engineer	Provides Structural Engineering design calculations and prepares sketches to be drawn using CAD by the Technician or prepares drawings when necessary.
Technician	Prepares drawings from sketches provided by the Architectural & Structural Engineers using CAD.
Director of Engineering	Assigns and oversees the work of the technical staff and checks drawings and calculations prepared by others. Provides administrative work when the Principal Engineer is not able to do so.
Principal Engineer	Has overall responsibility for all work produced by the technical staff, performs all administrative duties, including preparation of contracts, billing, insurance negotiations, etc.

**Note:** Hourly rates are normally adjusted on January 1 of each year; however, the hourly rates have remained constant for the past 3 years.

6-A.18  
HCD  
9-15-16



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 12, 2016

SUBJECT: Notification to Maintain

Eira Corral  
Village of Hanover Park  
2121 West Lake Street  
Hanover Park, IL 60133

Dear Village Clerk:

The following contract has been satisfactorily completed and accepted by the Department of Transportation:

Route: LONGMEADOW LANE  
Contract: 63754  
County: Cook  
Illinois Project: BRM-9003/725/000  
Section: 10-00059-00-BR

The agreement entered into between the State of Illinois and the Village of Hanover Park details maintenance responsibilities for the completed improvement. Please refer to the agreement for this information.

Sincerely,

A handwritten signature in cursive script that reads "Tim Kell".

Tim P. Kell, P. E.  
Interim Engineer of Construction

cc: John Fortmann  
Amy Eller Attn: Kyle Armstrong  
Maureen Kastl, Acting Bureau Chief of Local Roads and Streets  
Construction Finals Accountant

DTGI2236:BCMR036  
09/09/16 14:54:59

ILLINOIS DEPARTMENT OF TRANSPORTATION  
FINAL ACCEPTANCE OF IMPROVEMENT

IMPROVEMENT FUNDED BY: FEDERAL, VILLAGE OF HANOVER PARK

TO CONTRACTOR:

D CONSTRUCTION INC  
1488 S BROADWAY  
COAL CITY IL 60416

=====

DESIGNATION BY DEPARTMENT OF TRANSPORTATION

ROUTE: LONGMEADOW LANE

SECTION: 10-00059-00-BR

COUNTY: 031 COOK

PROJECT: BRM-9003/725/000

CONTRACT: 63754      JOB: C-91-134-11

TYPE OF IMPROVEMENT:

PROJECT CONSISTS OF THE REMOVAL AND REPLACEMENT OF THE EXISTING BRIDGE WITH A DOUBLE BARREL CAST-IN PLACE CULVERT, EMBANKMENT, SANITARY SEWER, HMA PAVEMENT, CURB AND GUTTER, SIDEWALK AND ALL OTHER INCIDENTAL ITEMS TO COMPLETE THE WORK ON LONGMEADOW LANE OVER WEST BRANCH OF THE DUPAGE RIVER IN THE VILLAGE OF HANOVER PARK.

TOTAL COST:      561,979.62

=====

September 09, 2016

THIS WORK HAS BEEN SATISFACTORILY COMPLETED IN REASONABLE CLOSE CONFORMITY WITH ALL OF THE REQUIREMENTS OF THE CONTRACT AND IS HEREBY ACCEPTED BY THE DEPARTMENT OF TRANSPORTATION.



INTERIM ENGINEER OF CONSTRUCTION

COPIES TO:

BUREAU OF PROGRAMMING

TRACI SISK

ACTING ENGINEER OF DESIGN & ENVIRONMENT  
REGIONAL ENGINEER, DISTRICT 01

MAUREEN M. ADDIS  
JOHN FORTMANN

& DST 1 LOC RD OFFICE

ACTING ENGINEER OF LOCAL ROADS  
LOCAL AGENCY OFFICIAL  
FILE

MAUREEN KASTL  
HANOVER PARK

BC-107 (REV. 01/05)



**Illinois Department  
of Transportation**

rec'd 11-3-16  
6-A.18

**Invoice**

Village of Hanover Park  
Village Clerk  
2121 W. Lake St.  
Hanover Park, IL 60103

**INVOICE NO. 120226**  
**RESP. CODE 9040**  
**INVOICE DATE 11/01/2016**  
**REVENUE CODE 6305**  
**AUDIT NUMBER**  
**PAYER NUMBER 03087**

**EXPLANATION OF CHARGES**

**PAY FROM THIS INVOICE**

		AMOUNT
LOCATION:	LONGMEADOW LANE	
LOCAL SECTION:		
ROUTE:	LONGMEADOW LANE	
SECTION:	10-00059-00-BR	
COUNTY :	Cook	
JOB NO. :	C-91-134-11	
PROJECT NO.:	BRM-9003/725/000	
CONTRACT NO.:	63754	
DISTRICT:	1	

The Agreement executed 2/11/2013 between Village of Hanover Park, and the State of Illinois provides that the village will reimburse the State for part of the construction costs.

**FINAL VILLAGE SHARE:**

L11EK01 & M233K01		\$515,618.60
LESS FEDERAL SHARE @ 80% NTE \$387,582.43		(\$387,582.43)
07C0K01 @ 100% of \$46,361.02		\$46,361.02
LOCAL AGENCY SHARE	\$174,397.19	
Less Previous Payments		(\$98,158.08)
Payment Due Date 11/15/2016	<b>TOTAL DUE</b>	<b>\$76,239.11</b>

**PLEASE MAKE CHECK PAYABLE TO TREASURER, STATE OF ILLINOIS**

**MAIL TO: Illinois Department of Transportation  
Room 322, Harry R. Hanley Building  
2300 So. Dirksen Parkway  
Springfield, IL 62764**

**INQUIRIES CONTACT: Local Agency-Agreement Analyst at 217/524-6531.**

BCMS2257:BCMR057  
09/09/16 14:54:16

STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION  
CONTRACTOR INVOICE

DOC ID: 0000 000000000

DOT VENDOR: C13200

CONTRACT NBR: 63754  
FROM DATE: 10/20/14  
TO DATE: 03/25/16  
STATE JOB: C-91-134-11  
DIST/CNTY: 01 031-COOK

ROUTE: LONGMEDOW LANE  
SECTION: 10-00059-00-BR  
PROJECT: BRM-9003/725/000

PAYEE:  
D CONSTRUCTION INC  
1488 S BROADWAY  
COAL CITY IL 60416

CONTR:  
D CONSTRUCTION INC  
1488 S BROADWAY  
COAL CITY IL 60416

PERCENT COMPLETED 100.00 % NET CHANGE TO DATE -0.91 % LOCAL AGENCY PART

FAS-ID	CONTRACT AWARDED AMT	ADDITIONS	DEDUCTIONS	TOTAL ADJUSTED CONTRACT VALUE	TOTAL AMOUNT DUE TO DATE
L11EK01	413,300.01	30,665.91	30,913.45	413,052.47	413,052.47
M233K01	119,686.03	92.60	17,212.50	102,566.13	102,566.13
07COK01	34,180.22	15,175.00	2,994.20	46,361.02	46,361.02
<b>TOTAL</b>	<b>567,166.26</b>	<b>45,933.51</b>	<b>51,120.15</b>	<b>561,979.62</b>	<b>561,979.62</b>

TOTAL RETAINAGE INCLD THIS EST 0.00  
 TOTAL DUE AFTER RETAINAGE 561,979.62  
 TOTAL PAID INCLD THIS ESTIMATE 561,979.62  
 PREVIOUS PAYMENTS TO CONTRACTOR -561,979.62  
 PAYMENT TO CONTRACTOR THIS ESTIMATE =====> 0.00

ZERO PAYMENT

APPROPRIATION: 011-49442-7900-1013 7721 ZERO PAYMT 1 OF 1 \$ 0.00<==  
 SCHEDULE:

=====

FINAL ESTIMATE 08	TOTAL	\$	0.00
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 10:04:16 14:56:49

ILLINOIS DEPARTMENT OF TRANSPORTATION  
 BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS  
 FINAL PAY TIMATE REPORT  
 BY COUNTY, CONSTRUCTION/SAFETY CODES  
 ESTIMATE NUMBER 08

PROJECT: BRM-9003/725/000  
 ROUTE: LONGMEDOW LANE  
 SECTION: 10-00059-00-BR  
 COUNTY: COOK 01 031  
 CONTR: C13200

CONTRACT: 63754  
 REVIEW DATE: 01/02/2015  
 STATE JOB: C-91-134-11

SUBJOB: FAS-ID: L11EK01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
FR000003	ADDITIONAL 6' GATES	DOLLAR		3,149.340	454.120	2,695.220	1.0000	2,695.22
LR631020	TRAF BAR TERM T1	EACH	2.000			2.000	1,875.0000	3,750.00
XX006947	HMA DRIVE REM & REP	SQ YD	36.000	10.800		46.800	75.0000	3,510.00
XX008745	REM REPAIR EX GABIONS	CU YD	14.000		2.000	12.000	200.0000	2,400.00
X0322494	CURB CUT	FOOT	25.000		5.000	20.000	28.0000	560.00
X0325318	LT WT CELL CONC FILL	CU YD	91.000	30.900		121.900	210.0000	25,599.00
X2070304	POROUS GRAN EMB SPEC	CU YD	362.000		239.800	122.200	35.0000	4,277.00
X2130010	EXPLOR TRENCH SPL	FOOT	20.000		20.000		100.0000	
X6640300	CH LK FENCE REMOV	FOOT	84.000		28.000	56.000	10.0000	560.00
20100110	TREE REMOV 6-15	UNIT	8.000			8.000	35.0000	280.00
20100210	TREE REMOV OVER 15	UNIT	24.000	1.100		25.100	40.0000	1,004.00
20201200	REM & DISP UNS MATL	CU YD	216.000		165.600	50.400	35.0000	1,764.00
20400800	FURNISHED EXCAVATION	CU YD	290.000		75.000	215.000	25.0000	5,375.00
20800150	TRENCH BACKFILL	CU YD	70.000		29.100	40.900	40.0000	1,636.00
21101615	TOPSOIL F & P 4	SQ YD	600.000	146.800		746.800	6.1500	4,592.82
25000210	SEEDING CL 2A	ACRE	.130	.070		.200	2,625.0000	525.00
25000400	NITROGEN FERT NUTR	POUND	.417			.417	3.0000	1.25
25000500	PHOSPHORUS FERT NUTR	POUND	11.000	3.000		14.000	3.0000	42.00
25000600	POTASSIUM FERT NUTR	POUND	11.000	3.000		14.000	3.0000	42.00
25100630	EROSION CONTR BLANKET	SQ YD	227.000	519.800		746.800	2.0000	1,493.60

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ILLINOIS DEPARTMENT OF TRANSPORTATION  
 BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS  
 FINAL PAY TIMATE REPORT  
 BY COUNTY, CONSTRUCTION/SAFETY CODES  
 ESTIMATE NUMBER 08

PROJECT: BRM-9003/725/000  
 ROUTE: LONGMEDOW LANE  
 SECTION: 10-00059-00-BR  
 COUNTY: COOK 01 031  
 CONTR: C13200

CONTRACT: 63754  
 REVIEW DATE: 01/02/2015  
 STATE JOB: C-91-134-11

SUBJOB: FAS-ID: L11EK01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
25200200	SUPPLE WATERING	UNIT	2.000		2.000		88.0000	
28000400	PERIMETER EROS BAR	FOOT	520.000		30.000	490.000	3.0000	1,470.00
28100105	STONE RIPRAP CL A3	SQ YD	48.000	63.000		111.000	50.0000	5,550.00
31102000	SUB GRAN MAT C	CU YD	6.000	2.500		8.500	50.0000	425.00
35101100	AGG BASE CSE A 12	SQ YD	570.000	23.300		593.300	20.0000	11,866.00
40603080	HMA BC IL-19.0 N50	TON	73.000	14.900		87.900	120.0000	10,548.00
40603335	HMA SC "D" N50	TON	78.000		19.400	58.600	120.0000	7,032.00
42400200	PC CONC SIDEWALK 5	SQ FT	758.000	129.000		887.000	6.0000	5,322.00
44000100	PAVEMENT REM	SQ YD	540.000	94.700		634.700	12.0000	7,616.40
44000500	COMB CURB GUTTER REM	FOOT	399.000		21.500	377.500	5.0000	1,887.50
44000600	SIDEWALK REM	SQ FT	943.000		17.800	925.200	1.5000	1,387.80
48203005	HMA SHOULDERS 2	SQ YD	99.000		10.300	88.700	16.0000	1,419.20
50800205	REINF BARS, EPOXY CTD	POUND	40,915.000		1,355.830	39,559.170	1.3000	51,426.92
50900200	STEEL RAIL TYPE 2399	FOOT	27.000			27.000	185.0000	4,995.00
51500100	NAME PLATES	EACH	1.000			1.000	400.0000	400.00
54003000	CONC BOX CUL	CU YD	238.000	15.000		253.000	650.0000	164,450.00
550A0050	STORM SEW CL A 1 12	FOOT	258.000		18.500	239.500	42.5000	10,178.75
60201105	CB TA 4 DIA T11F&G	EACH	4.000			4.000	2,350.0000	9,400.00
60221100	MAN TA 5 DIA T1F CL	EACH	1.000			1.000	3,000.0000	3,000.00
60234200	INLETS TA T1F OL	EACH	2.000			2.000	1,150.0000	2,300.00

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10:04:16 14:56:49

ILLINOIS DEPARTMENT OF TRANSPORTATION  
BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS  
FINAL PAY TIMATE REPORT  
BY COUNTY, CONSTRUCTION/SAFETY CODES  
ESTIMATE NUMBER 08

CONTRACT: 63754  
REVIEW DATE: 01/02/2015  
STATE JOB: C-91-134-11

PROJECT: BRM-9003/725/000  
ROUTE: LONGMEDOW LANE  
SECTION: 10-00059-00-BR  
COUNTY: COOK 01 031  
CONTR: C13200

SUBJOB: FAS-ID: L11EK01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
60603800	COMB CC&G TB6.12	FOOT	425.000	40.000		465.000	21.0000	9,765.00
63100087	TRAF BAR TERM T6A	EACH	2.000			2.000	1,860.0000	3,720.00
66400305	CH LK FENCE 6	FOOT	70.000		14.000	56.000	55.0000	3,080.00
67100100	MOBILIZATION	L SUM	1.000			1.000	32,000.0000	32,000.00
70102640	TR CONT & PROT 701801	L SUM	1.000			1.000	.0100	.01
78000200	THPL PVT MK LINE 4	FOOT	60.000		.200	59.800	60.0000	3,588.00
78200410	GUARDRAIL MKR TYPE A	EACH	4.000			4.000	12.0000	48.00
78201000	TERMINAL MARKER - DA	EACH	2.000			2.000	35.0000	70.00
COUNTY/CONST/SAFETY TOTALS			409,112.51	30,665.91	26,725.95		413,052.47	413,052.47

COUNTY: 031 CONST/SFTY: 0042

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
Z0076600	TRAINEES	HOURL	500.000			500.000		.8000
Z0076604	TRAINEES TPG	HOURL	378.750			378.750		10.0000
COUNTY/CONST/SAFETY TOTALS			4,187.50	.00		4,187.50		.00
FAS ID TOTALS			413,300.01	30,665.91		30,913.45		413,052.47

BCMS057:DTGB22TS:BCMR0TS  
10:04:16 14:56:49

ILLINOIS DEPARTMENT OF TRANSPORTATION  
BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS  
FINAL PAY TIMATE REPORT  
BY COUNTY, CONSTRUCTION/SAFETY CODES  
ESTIMATE NUMBER 08

CONTRACT: 63754  
REVIEW DATE: 01/02/2015  
STATE JOB: C-91-134-11

PROJECT: BRM-9003/725/000  
ROUTE: LONGMEDOW LANE  
SECTION: 10-00059-00-BR  
COUNTY: COOK 01 031  
CONTR: C13200

SUBJOB: FAS-ID: M233K01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
XX006119	TRAF CON & PRO DETOUR	L SUM	1.000			1.000	7,500.0000	7,500.00
X5010205	REM EXIST STRUCT SPL	EACH	1.000			1.000	77,199.7800	77,199.78
X5021510	COFFERDAMS SPL	EACH	2.000		1.000	1.000	14,000.0000	14,000.00
25000400	NITROGEN FERT NUTR	POUND	10.583	3.000		13.583	3.0000	40.75
28000500	INLET & PIPE PROTECT	EACH	10.000		10.000		200.0000	
28200200	FILTER FABRIC	SQ YD	48.000	20.900		68.900	4.0000	275.60
60218300	MAN TA 4 DIA T1F OL	EACH	1.000			1.000	2,500.0000	2,500.00
60255500	MAN ADJUST	EACH	2.000			2.000	525.0000	1,050.00
COUNTY/CONST/SAFETY TOTALS			118,473.53	92.60	16,000.00		102,566.13	102,566.13

COUNTY: 031 CONST/SFTY: 0042

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
Z0076604	TRAINEES TPG	HOUR	121.250			121.250	10.0000	
COUNTY/CONST/SAFETY TOTALS			1,212.50	.00	1,212.50		.00	.00
FAS ID TOTALS			119,686.03	92.60	17,212.50		102,566.13	102,566.13

BCMS057:DTGB22TS:BCMR0TS  
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ILLINOIS DEPARTMENT OF TRANSPORTATION  
 BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS  
 FINAL PAY TIMATE REPORT  
 BY COUNTY, CONSTRUCTION/SAFETY CODES  
 ESTIMATE NUMBER 08

PROJECT: BRM-9003/725/000  
 ROUTE: LONGMEDOW LANE  
 SECTION: 10-00059-00-BR  
 COUNTY: COOK 01 031  
 CONTR: C13200

CONTRACT: 63754  
 REVIEW DATE: 01/02/2015  
 STATE JOB: C-91-134-11

SUBJOB: FAS-ID: 07C0K01 COUNTY: 031 CONST/SFTY: 0043

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
XX008746	VALVE W/VALVE BOX 6	EACH	1.000		1.000		1,500.0000	
X5610004	D I WTR MN FITTINGS	POUND	332.000		26.000	306.000	5.0000	1,530.00
X6026055	SAN MANHOLE SPL	EACH	1.000			1.000	5,000.0000	5,000.00
X9100100	6" GATE VALVE	EACH		2.000		2.000	1,250.0000	2,500.00
X9100101	4' DIA VAULT FOR VALVE	EACH		2.000		2.000	1,900.0000	3,800.00
X9100102	TY 1 FR * CL	EACH		2.000	2.000		300.0000	
Z0047500	PUMPING	CAL DA	22.000		19.660	2.340	.0100	.02
Z0057100	SAN SEW 12	FOOT	70.000	5.000		75.000	110.0000	8,250.00
Z0058000	SAN SEW SPL	FOOT	34.000			34.000	105.0000	3,570.00
Z0067700	STEEL CASINGS 20	FOOT	34.000	33.000		67.000	125.0000	8,375.00
20800150	TRENCH BACKFILL	CU YD	150.000		19.100	130.900	40.0000	5,236.00
56100600	WATER MAIN 6	FOOT	45.000	36.000		81.000	100.0000	8,100.00
COUNTY/CONST/SAFETY TOTALS			34,180.22	15,175.00	2,994.20		46,361.02	46,361.02
FAS ID TOTALS			34,180.22	15,175.00	2,994.20		46,361.02	46,361.02
PROJECT TOTALS			567,166.26	45,933.51	51,120.15		561,979.62	561,979.62


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Authorization to pay IDOT for the Final Payment of the Longmeadow Lane Bridge Construction

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is recommending the President and Village Board authorize the Village Manager to pay the final invoice from the Illinois Department of Transportation for the Longmeadow Lane Bridge project in the amount of \$76,239.11.

**Discussion**

IDOT recently notified the Village that the Longmeadow Lane Bridge Project (IDOT Contract: 63754; Project: BRM-9003/725/000; Section: 10-00059-00-BR) has been satisfactorily completed and accepted. It is not unusual for IDOT to take about three years to notify a municipality that a Federal Highway Administration (FHWA) jointly funded project has been accepted and a final invoice submitted.

The Village entered into an agreement with IDOT in 2013 to pay approximately 20% of the total construction costs. The total local share was \$174,397.19. To date we have paid \$98,158.08 and now owe \$76,239.11.

Staff with the Engineering Division of Public Works have consulted with the Finance Department and determined that the funds are available to support this project from MFT fund balance.

**Recommended Action**

Motion to proceed with payment of IDOT Invoice No. 120226 for the Longmeadow Lane Bridge project in the amount of \$76,239.11 and authorize the Village Manager to execute the necessary documents.

**Attachments:** IDOT Final Invoice

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

<b>Budgeted Item:</b>	_____ Yes	<u> X </u> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$76,239.11	
<b>Account Number:</b>	11-20-2600-413-422	



**Illinois Department  
of Transportation**

rec'd 11-3-16  
6-A.19

**Invoice**

Village of Hanover Park  
Village Clerk  
2121 W. Lake St.  
Hanover Park, IL 60103

**INVOICE NO. 120226**  
**RESP. CODE 9040**  
**INVOICE DATE 11/01/2016**  
**REVENUE CODE 6305**  
**AUDIT NUMBER**  
**PAYER NUMBER 03087**

**EXPLANATION OF CHARGES**

**PAY FROM THIS INVOICE**

		AMOUNT
LOCATION:	LONGMEADOW LANE	
LOCAL SECTION:		
ROUTE:	LONGMEADOW LANE	
SECTION:	10-00059-00-BR	
COUNTY :	Cook	
JOB NO. :	C-91-134-11	
PROJECT NO.:	BRM-9003/725/000	
CONTRACT NO.:	63754	
DISTRICT:	1	

The Agreement executed 2/11/2013 between Village of Hanover Park, and the State of Illinois provides that the village will reimburse the State for part of the construction costs.

**FINAL VILLAGE SHARE:**

L11EK01 & M233K01		\$515,618.60
LESS FEDERAL SHARE @ 80% NTE \$387,582.43		(\$387,582.43)
07C0K01 @ 100% of \$46,361.02		\$46,361.02
LOCAL AGENCY SHARE	\$174,397.19	
Less Previous Payments		(\$98,158.08)
Payment Due Date 11/15/2016	<b>TOTAL DUE</b>	<b>\$76,239.11</b>

**PLEASE MAKE CHECK PAYABLE TO TREASURER, STATE OF ILLINOIS**

**MAIL TO: Illinois Department of Transportation  
Room 322, Harry R. Hanley Building  
2300 So. Dirksen Parkway  
Springfield, IL 62764**

**INQUIRIES CONTACT: Local Agency-Agreement Analyst at 217/524-6531.**

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STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION  
CONTRACTOR INVOICE

DOC ID: 0000 000000000

DOT VENDOR: C13200

CONTRACT NBR: 63754  
FROM DATE: 10/20/14  
TO DATE: 03/25/16  
STATE JOB: C-91-134-11  
DIST/CNTY: 01 031-COOK

ROUTE: LONGMEDOW LANE  
SECTION: 10-00059-00-BR  
PROJECT: BRM-9003/725/000

PAYEE:  
D CONSTRUCTION INC  
1488 S BROADWAY  
COAL CITY IL 60416

CONTR:  
D CONSTRUCTION INC  
1488 S BROADWAY  
COAL CITY IL 60416

PERCENT COMPLETED 100.00 % NET CHANGE TO DATE -0.91 % LOCAL AGENCY PART

FAS-ID	CONTRACT AWARDED AMT	ADDITIONS	DEDUCTIONS	TOTAL ADJUSTED CONTRACT VALUE	TOTAL AMOUNT DUE TO DATE
L11EK01	413,300.01	30,665.91	30,913.45	413,052.47	413,052.47
M233K01	119,686.03	92.60	17,212.50	102,566.13	102,566.13
07COK01	34,180.22	15,175.00	2,994.20	46,361.02	46,361.02
TOTAL	567,166.26	45,933.51	51,120.15	561,979.62	561,979.62

TOTAL RETAINAGE INCLD THIS EST 0.00  
 TOTAL DUE AFTER RETAINAGE 561,979.62  
 TOTAL PAID INCLD THIS ESTIMATE 561,979.62  
 PREVIOUS PAYMENTS TO CONTRACTOR -561,979.62  
 PAYMENT TO CONTRACTOR THIS ESTIMATE =====> 0.00

ZERO PAYMENT

APPROPRIATION: 011-49442-7900-1013 7721 ZERO PAYMT 1 OF 1 \$ 0.00<==  
 SCHEDULE:

===== FINAL ESTIMATE 08 TOTAL \$ 0.00

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ILLINOIS DEPARTMENT OF TRANSPORTATION  
 BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS  
 FINAL PAY TIMATE REPORT  
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PROJECT: BRM-9003/725/000  
 ROUTE: LONGMEDOW LANE  
 SECTION: 10-00059-00-BR  
 COUNTY: COOK 01 031  
 CONTR: C13200

CONTRACT: 63754  
 REVIEW DATE: 01/02/2015  
 STATE JOB: C-91-134-11

SUBJOB: FAS-ID: L11EK01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
FR000003	ADDITIONAL 6' GATES	DOLLAR		3,149.340	454.120	2,695.220	1.0000	2,695.22
LR631020	TRAF BAR TERM T1	EACH	2.000			2.000	1,875.0000	3,750.00
XX006947	HMA DRIVE REM & REP	SQ YD	36.000	10.800		46.800	75.0000	3,510.00
XX008745	REM REPAIR EX GABIONS	CU YD	14.000		2.000	12.000	200.0000	2,400.00
X0322494	CURB CUT	FOOT	25.000		5.000	20.000	28.0000	560.00
X0325318	LT WT CELL CONC FILL	CU YD	91.000	30.900		121.900	210.0000	25,599.00
X2070304	POROUS GRAN EMB SPEC	CU YD	362.000		239.800	122.200	35.0000	4,277.00
X2130010	EXPLOR TRENCH SPL	FOOT	20.000		20.000		100.0000	
X6640300	CH LK FENCE REMOV	FOOT	84.000		28.000	56.000	10.0000	560.00
20100110	TREE REMOV 6-15	UNIT	8.000			8.000	35.0000	280.00
20100210	TREE REMOV OVER 15	UNIT	24.000	1.100		25.100	40.0000	1,004.00
20201200	REM & DISP UNS MATL	CU YD	216.000		165.600	50.400	35.0000	1,764.00
20400800	FURNISHED EXCAVATION	CU YD	290.000		75.000	215.000	25.0000	5,375.00
20800150	TRENCH BACKFILL	CU YD	70.000		29.100	40.900	40.0000	1,636.00
21101615	TOPSOIL F & P 4	SQ YD	600.000	146.800		746.800	6.1500	4,592.82
25000210	SEEDING CL 2A	ACRE	.130	.070		.200	2,625.0000	525.00
25000400	NITROGEN FERT NUTR	POUND	.417			.417	3.0000	1.25
25000500	PHOSPHORUS FERT NUTR	POUND	11.000	3.000		14.000	3.0000	42.00
25000600	POTASSIUM FERT NUTR	POUND	11.000	3.000		14.000	3.0000	42.00
25100630	EROSION CONTR BLANKET	SQ YD	227.000	519.800		746.800	2.0000	1,493.60

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ILLINOIS DEPARTMENT OF TRANSPORTATION  
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 PAGE: 2

PROJECT: BRM-9003/725/000  
 ROUTE: LONGMEDOW LANE  
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 COUNTY: COOK 01 031  
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CONTRACT: 63754  
 REVIEW DATE: 01/02/2015  
 STATE JOB: C-91-134-11

SUBJOB: FAS-ID: L11EK01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
25200200	SUPPLE WATERING	UNIT	2.000			2.000	88.0000	
28000400	PERIMETER EROS BAR	FOOT	520.000			30.000	3.0000	1,470.00
28100105	STONE RIPRAP CL A3	SQ YD	48.000	63.000		111.000	50.0000	5,550.00
31102000	SUB GRAN MAT C	CU YD	6.000	2.500		8.500	50.0000	425.00
35101100	AGG BASE CSE A 12	SQ YD	570.000	23.300		593.300	20.0000	11,866.00
40603080	HMA BC IL-19.0 N50	TON	73.000	14.900		87.900	120.0000	10,548.00
40603335	HMA SC "D" N50	TON	78.000		19.400	58.600	120.0000	7,032.00
42400200	PC CONC SIDEWALK 5	SQ FT	758.000	129.000		887.000	6.0000	5,322.00
44000100	PAVEMENT REM	SQ YD	540.000	94.700		634.700	12.0000	7,616.40
44000500	COMB CURB GUTTER REM	FOOT	399.000		21.500	377.500	5.0000	1,887.50
44000600	SIDEWALK REM	SQ FT	943.000		17.800	925.200	1.5000	1,387.80
48203005	HMA SHOULDERS 2	SQ YD	99.000		10.300	88.700	16.0000	1,419.20
50800205	REINF BARS, EPOXY CTD	POUND	40,915.000		1,355.830	39,559.170	1.3000	51,426.92
50900200	STEEL RAIL TYPE 2399	FOOT	27.000			27.000	185.0000	4,995.00
51500100	NAME PLATES	EACH	1.000			1.000	400.0000	400.00
54003000	CONC BOX CUL	CU YD	238.000	15.000		253.000	650.0000	164,450.00
550A0050	STORM SEW CL A 1 12	FOOT	258.000		18.500	239.500	42.5000	10,178.75
60201105	CB TA 4 DIA T11F&G	EACH	4.000			4.000	2,350.0000	9,400.00
60221100	MAN TA 5 DIA T1F CL	EACH	1.000			1.000	3,000.0000	3,000.00
60234200	INLETS TA T1F OL	EACH	2.000			2.000	1,150.0000	2,300.00

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ILLINOIS DEPARTMENT OF TRANSPORTATION  
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ESTIMATE NUMBER 08

CONTRACT: 63754  
REVIEW DATE: 01/02/2015  
STATE JOB: C-91-134-11

PROJECT: BRM-9003/725/000  
ROUTE: LONGMEDOW LANE  
SECTION: 10-00059-00-BR  
COUNTY: COOK 01 031  
CONTR: C13200

SUBJOB: FAS-ID: L11EK01 COUNTY: 031 CONST/SFTY: 0011

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
60603800	COMB CC&G TB6.12	FOOT	425.000	40.000		465.000	21.0000	9,765.00
63100087	TRAF BAR TERM T6A	EACH	2.000			2.000	1,860.0000	3,720.00
66400305	CH LK FENCE 6	FOOT	70.000		14.000	56.000	55.0000	3,080.00
67100100	MOBILIZATION	L SUM	1.000			1.000	32,000.0000	32,000.00
70102640	TR CONT & PROT 701801	L SUM	1.000			1.000	.0100	.01
78000200	THPL PVT MK LINE 4	FOOT	60.000		.200	59.800	60.0000	3,588.00
78200410	GUARDRAIL MKR TYPE A	EACH	4.000			4.000	12.0000	48.00
78201000	TERMINAL MARKER - DA	EACH	2.000			2.000	35.0000	70.00
COUNTY/CONST/SAFETY TOTALS			409,112.51	30,665.91	26,725.95		413,052.47	413,052.47

COUNTY: 031 CONST/SFTY: 0042

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
Z0076600	TRAINEES	HOURL	500.000			500.000	.8000	
Z0076604	TRAINEES TPG	HOURL	378.750			378.750	10.0000	
COUNTY/CONST/SAFETY TOTALS			4,187.50	.00		4,187.50	.00	.00
FAS ID TOTALS			413,300.01	30,665.91		30,913.45	413,052.47	413,052.47

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PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
XX006119	TRAF CON & PRO DETOUR	L SUM	1.000			1.000	7,500.0000	7,500.00
X5010205	REM EXIST STRUCT SPL	EACH	1.000			1.000	77,199.7800	77,199.78
X5021510	COFFERDAMS SPL	EACH	2.000		1.000	1.000	14,000.0000	14,000.00
25000400	NITROGEN FERT NUTR	POUND	10.583	3.000		13.583	3.0000	40.75
28000500	INLET & PIPE PROTECT	EACH	10.000		10.000		200.0000	
28200200	FILTER FABRIC	SQ YD	48.000	20.900		68.900	4.0000	275.60
60218300	MAN TA 4 DIA T1F OL	EACH	1.000			1.000	2,500.0000	2,500.00
60255500	MAN ADJUST	EACH	2.000			2.000	525.0000	1,050.00
COUNTY/CONST/SAFETY TOTALS			118,473.53	92.60	16,000.00		102,566.13	102,566.13

COUNTY: 031 CONST/SFTY: 0042

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
Z0076604	TRAINEES TPG	HOUR	121.250			121.250	10.0000	
COUNTY/CONST/SAFETY TOTALS			1,212.50	.00	1,212.50		.00	.00
FAS ID TOTALS			119,686.03	92.60	17,212.50		102,566.13	102,566.13

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 COUNTY: COOK 01 031  
 CONTR: C13200

CONTRACT: 63754  
 REVIEW DATE: 01/02/2015  
 STATE JOB: C-91-134-11

SUBJOB: FAS-ID: 07C0K01 COUNTY: 031 CONST/SFTY: 0043

PAY ITEM NUMBER	PAY ITEM DESCRIPTION	UNIT OF MEASURE	AWARDED QUANTITY	ADDED QUANTITY	DEDUCTED QUANTITY	ADJUSTED QUANTITY	UNIT PRICE	ADJUSTED TOTAL PRICE
XX008746	VALVE W/VALVE BOX 6	EACH	1.000			1.000	1,500.0000	
X5610004	D I WTR MN FITTINGS	POUND	332.000		26.000	306.000	5.0000	1,530.00
X6026055	SAN MANHOLE SPL	EACH	1.000			1.000	5,000.0000	5,000.00
X9100100	6" GATE VALVE	EACH		2.000		2.000	1,250.0000	2,500.00
X9100101	4' DIA VAULT FOR VALVE	EACH		2.000		2.000	1,900.0000	3,800.00
X9100102	TY 1 FR * CL	EACH		2.000	2.000		300.0000	
Z0047500	PUMPING	CAL DA	22.000		19.660	2.340	.0100	.02
Z0057100	SAN SEW 12	FOOT	70.000	5.000		75.000	110.0000	8,250.00
Z0058000	SAN SEW SPL	FOOT	34.000			34.000	105.0000	3,570.00
Z0067700	STEEL CASINGS 20	FOOT	34.000	33.000		67.000	125.0000	8,375.00
20800150	TRENCH BACKFILL	CU YD	150.000		19.100	130.900	40.0000	5,236.00
56100600	WATER MAIN 6	FOOT	45.000	36.000		81.000	100.0000	8,100.00
COUNTY/CONST/SAFETY TOTALS			34,180.22	15,175.00	2,994.20		46,361.02	46,361.02
FAS ID TOTALS			34,180.22	15,175.00	2,994.20		46,361.02	46,361.02
PROJECT TOTALS			567,166.26	45,933.51	51,120.15		561,979.62	561,979.62


**Village of Hanover Park**
**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
Craig A. Haigh, Fire Chief

**SUBJECT:** Purchase of Firefighter Personal Protective Equipment

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

The Fire Department is requesting approval to purchase nine (9) rescue harnesses, Seventeen (17) firefighting protective equipment ensembles and twenty (20) pairs of structural firefighting gloves. Each ensemble will contain a coat, a pair of pants and a rescue harness mounting configuration. Each piece of equipment will meet or exceed applicable National Fire Protection Association standards for rescue harnesses (NFPA 1983) and structural fighting ensembles (NFPA 1971).

**Discussion**

The firefighting protective equipment (PPE), rescue harnesses and gloves will be replacing our current worn, unserviceable and non-compliant PPE, rescue harnesses and gloves.

The sole source for the PPE equipment and structural firefighting gloves is Dinges Fire Company, and for the rescue harnesses is Air One Equipment, Inc. Dinges Fire Company and Air One Equipment, Inc. are regular suppliers for firefighting tools and equipment and the fire department is extremely pleased with their quality of merchandise and their prompt service.

**Recommended Action**

Move to waive competitive bidding and award the purchase of seventeen (17) sets of firefighting gear, nine (9) rescue harnesses and twenty (20) pairs of structural firefighting gloves to Dinges Fire Company and Air One Equipment, Inc. for an amount not to exceed \$42,879.00. *A two-thirds vote of the corporate authority is required.*

**Attachments:** Quotes (3)

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ 42,888	
<b>Actual Cost:</b>	\$ 42,879	
<b>Account Number:</b>	031-20-2300-413-443	

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_ Regular Board Meeting  
January 5, 2017 Pg. 259

# Dinges Fire Company

243 East Main St.  
 Amboy, IL 613.10  
 815/857-2000

# Sales Quote

	Sales Quote#
12/19/2016	29260

Invoice/Bill To:
Hanover Park Fire Department 6850 Barrington Road Hanover Park, IL 60133

Ship To

Customer PO#	Terms	Rep	Tax-Exempt Number
	Due on receipt	Jeff	

Qty	Part #	Description	Sales Price	Total
17	Globe-2201010	Globe G-Xcel Jackets per Hanover Park Specifications	1,165.00	19,805.00
17	Globe-2201010	Globe G-Xcel Pants per Hanover Park Specifications	1,160.00	19,720.00
1	Freight	Delivery to HPFD	150.00	150.00

S/H Not Included in Price. Thank you for the opportunity to quote!

Quoted prices are valid for 30 days from the above sales quote / estimate date.

Freight payments will be billed at time of delivery.

Thank you for the opportunity to quote and feel free to give us a call with any questions.

<b>Subtotal</b>	\$39,675.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$39,675.00



Dinges Fire Company  
 243 East Main St.  
 Amboy, IL 613.10

www.DingesFire.com

6-A.20

# Sales Quote

Date	Sales Quote #
12/19/2016	29261

Name / Address
Hanover Park Fire Department 6850 Barrington Road Hanover Park, IL 60133

FORMERLY KNOWN AS ILLINOIS FIRE STORE		P.O. No.	Terms	Rep	Tax Exempt Number
			Net 30	Jeff	
Qty	Item	Description		Sale Price	Total
20	Tech Trade-PT8 F...	Tech Trade-PT8 Fusion Short Cuff		58.95	1,179.00
		Non tax		0.00%	0.00
FREE SHIPPING AND HANDLING				<b>Total</b>	\$1,179.00





**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Engineering and Public Works

**SUBJECT:** Authorization to Amend the Village Budget to Utilize the Illinois Energy Now Program for Streetlight LED Upgrades

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is recommending the President and Village Board amend the 2017 Village Budget to increase the budget by \$112,627 in order to utilize a grant rebate in the amount of \$112,627.

**Discussion**

In the FY'17 Budget, a total of \$125,000 was allocated in the Contractual Services M&R, Streets & Bridges account for Streetlight maintenance.

Engineering staff was recently informed that their application to the Illinois Department of Commerce & Economic Opportunity, through the Illinois Energy Now Program, to replace 577 light fixtures was accepted and funds up to \$112,626.67 have been reserved if the project is completed by May 8, 2017. This project was not included in the 2017 budget, as we were unaware of the grant at the time of budget preparation.

This project will increase energy efficiency, reduce bulb replacement cycles and costs associated with maintenance, and decrease electrical costs. The replacement of these fixtures will complete the initiative to convert all Village-owned lights on Village streets to energy efficient LED fixtures. Our existing fixtures are Mercury Vapor and High Pressure Sodium lights, which typically need replacement every four years, where the life expectancy of an LED is 15 years. Please see the Agenda Memorandum, Streetlight LED Upgrades Grant – Rebate Agreement, for additional information.

**Recommended Action**

Motion to pass an Ordinance authorizing a first amendment to the FY 2017 Budget of the Village of Hanover Park. *A two-thirds vote of the corporate authority is required.*

**Attachments:** Budget Ordinance

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING A FIRST AMENDMENT  
TO THE FY 2017 BUDGET  
OF THE VILLAGE OF HANOVER PARK**

**WHEREAS**, the President and Board of Trustees adopted Ordinance O-16-29 adopting the FY 2017 Budget for the Village of Hanover Park; and

**WHEREAS**, the President and Board of Trustees have determined that it is necessary and in the best interest of the Village to amend the FY 2017 Budget as provided for herein and that funds are available for these amendments; and

**WHEREAS**, the Village FY2017 Budget provided a total of \$125,000 allocated in the Contractual Services M&R, Streets & Bridges account for Streetlight maintenance for fund 11-20-2600-403-435; and

**WHEREAS**, the Illinois Department of Commerce & Economic Opportunity notified the Village they have reserved an estimated \$112,626.67 to be used as rebates for LED lighting upgrades for street lighting;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois.

**SECTION 1:** That the FY 2017 amended Budget be and is hereby amended as follows:

<u>Description</u>	<u>Current Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Expenditures</u>			
11-20-2600-403-435 Contractual Services M&R, Streets & Bridges	\$335,000	\$112,627	\$447,627
11-332-301 Intergovernmental Revenue State Grants	\$0	\$112,627	\$112,627

**SECTION 2:** That the Budget Officer is hereby authorized and directed to amend the FY 2017 Annual Budget with the aforementioned amendments.

**SECTION 3:** That the Village Clerk be and is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage by a two-thirds vote of the corporate authorities, approval, and publication in the manner and form required by law.

ADOPTED this \_\_\_ day of January, 2017 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this \_\_\_ day of January, 2017

\_\_\_\_\_  
Village President

ATTESTED, filed in my office  
this \_\_\_ day of January, 2017

\_\_\_\_\_  
Village Clerk



**TO:** Village President and Board of Trustees

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Public Works

**SUBJECT:** Streetlight LED Upgrades Grant – Rebate Agreement

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Staff is requesting approval of an agreement between the Village of Hanover Park and the Illinois Department of Commerce & Economic Opportunity to receive up to \$112,626.67 to replace existing Mercury Vapor and High Pressure Sodium (HPS) streetlight fixtures with energy efficient LED (light-emitting diode) fixtures.

**Discussion**

Engineering staff submitted an application to replace 577 light fixtures to increase energy efficiency, reduce bulb replacement cycles and costs associated with maintenance, and decrease electrical costs. The replacement of these fixtures will complete the initiative to convert all Village-owned lights on Village streets to LED fixtures. HPS lights typically need replacement every four years, where the life expectancy of an LED is 15 years.

The Illinois Department of Commerce & Economic Opportunity, through the Illinois Energy Now Program, has reserved \$112,626.67 for the Hanover Park project and they will be held until May 8, 2017. All work must be completed by this date.

Staff has estimated it will cost \$170,000 to purchase and have the LED fixtures installed. Subtracting the rebate would make our total cost about \$57,373 (\$170,000-\$112,627). The reduction in electricity usage is expected to save \$14,000 per year. This means it will take about four years' of electrical savings in our streetlight electrical bill to pay back the \$57,000 we put into this program (57,000/14,000 ~ 4). There would also be savings in costs associated with maintenance. It takes time and money to replace bulbs about every four years, and if the replacement life is extended from four to 15 years, it will free up staff time and resources.

Agreement Name: \_\_\_\_\_

Executed By: Juliana Mayer

Regular Board Meeting  
January 5, 2017 Pg. 266

**Recommended Action**

Motion to approve the State of Illinois Department of Commerce & Economic Opportunity Rebate Agreement #411 to replace existing Mercury Vapor and High Pressure Sodium (HPS) streetlight fixtures with energy efficient LED (light-emitting diode) fixtures and to authorize the Village Manager to execute the necessary documents.

**Attachments:** Rebate Agreement #411

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$170,000 (\$57,000 after \$112,626 Grant Rebate)	
<b>Account Number:</b>	11-20-2600-403-435	



## Illinois Department of Commerce

& Economic Opportunity

### OFFICE OF ENERGY & RECYCLING

Bruce Rauner, Governor

#### Notice to Proceed

November 23, 2016

Ms. Karen Daulton Lange, Village Engineer / Assistant Public Works Director  
Village of Hanover Park  
2121 Lake St.  
Hanover Park, IL 60133-

Re: 9640 Village of Hanover Park; Electric rebates for lighting upgrades for street lighting

Dear Ms. Daulton Lange:

The Illinois Department of Commerce & Economic Opportunity ("Department") is in receipt of your Public Sector Energy Efficiency Pre-Approval Application for the Village of Hanover Park energy efficiency project. Your application has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Please refer to Application #9640 for all correspondence regarding this project.

This letter will serve as your formal Notice to Proceed for this project. We have reserved funds for your project, estimated to be \$112,626.67 and they will be held until May 8, 2017. Equipment installation must be completed and all documentation must be submitted to the Department for final review and approval. It is your responsibility to verify that all equipment meets the required specifications. Your facility may be selected for a verification site visit.

Upon project completion, please indicate your agreement with these terms by completing and submitting:

- Rebate Agreement: Pages 1 through 9
- Attachment A: Pre-Approval Forms (as included here in Attachment A); and
- Attachment B: Insert the Final Certification Forms and required documents in place of the blank forms as listed in the Application Checklist, last page of this document.

To save resources, scan all documents into a single PDF and submit electronically to [johnny.habibi@illinois.gov](mailto:johnny.habibi@illinois.gov). If electronic submission is not possible, mail documents to my attention at Department of Commerce & Economic Opportunity, IL Energy Now, 500 E. Monroe Street, 11<sup>th</sup> Fl., Springfield, IL 62701. If you have any questions, please contact me by email or at 217.785.2772.

Sincerely,

Johnny Habibi  
Illinois Energy Now Programs



**Illinois**  
**Department of Commerce**  
 & Economic Opportunity  
 OFFICE OF ENERGY & RECYCLING  
 Bruce Rauner, Governor

**STATE OF ILLINOIS**  
**DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY**

**REBATE AGREEMENT # 411**

Whereas, the Illinois Department of Commerce & Economic Opportunity (“Department”) is a Department of the State pursuant to the Civil Administrative Code, 20 ILCS 5/5-10, and is authorized under the Energy Conservation and Coal Development Act, 20 ILCS 1105/3 et seq., as amended and supplemented, to administer on behalf of the State any energy programs and activities under federal law, regulations or guidelines, and is specifically authorized under the Public Utilities Act, 220 ILCS 5/8-103 and 104, as amended and supplemented to administer a portion of the Illinois Energy Efficiency Portfolio (“EEP”); and

Whereas, the EEP sets certain statutory requirements to meet incremental annual energy savings goals, procure a minimum percentage of the portfolio from local government, schools, and community colleges, and target low income households proportionate to their share of annual utility revenues; and

Whereas, Village of Hanover Park (“Entity”) has submitted an application that has been reviewed and was found to meet all the necessary requirements set forth in the Department’s Public Sector Energy Efficiency Program (“PSEEP”) Guidelines and Application; and

Whereas, the Department is in receipt of Entity’s PSEEP application/notice of intent to install a qualifying energy efficient project that produces electricity and/or natural gas savings through efficiency improvements in buildings, equipment, or process;

THEREFORE, each party enters into this Rebate Agreement (“Agreement”) to set forth their respective responsibilities relative to the rebate described herein, and hereby agree as follows:

1. **Requirements**

The Entity agrees to comply with all local, state, and federal laws and regulations applicable to the provision of services under this Agreement. The Entity shall do the following:

- A. complete the project tasks and meet the applicable specifications as outlined in the PSEEP Application;
- B. allow the Department to verify compliance with the performance under the provisions of this Rebate Agreement, and grant permission to person or institutions to release information requested by the Department;
- C. provide any additional documentation as requested by the Department; and
- D. the Entity must submit a status report within 90 days from the date of this Rebate Agreement that delineates the completeness of the project tasks as outlined in the application. No status report will be necessary if the Entity has submitted the payment request/certification form pursuant to Section 4 of this Agreement.

The Department agrees to reserve funds necessary to make the payment pursuant to Section 4 of this Agreement for the term specified below. The payment will be made once the Department is satisfied that the project tasks in Attachment B have been completed, and that all documentation required by this Agreement has been submitted and approved by the Department.

2. **Commitments**

The Entity agrees that all warranties and representations made by the Entity in the application (Attachment B and this Agreement) are true, accurate and complete for the term of the Agreement, and that should any warranty or representation prove to have been incorrect when made in any material respect it will constitute a default of this Agreement.

3. **Term**

The term of this Agreement shall begin on July 1, 2016, and shall terminate on or before May 31, 2017. As authorized under the Public Utilities Act, eligible prior incurred costs that advance efficiency measures as indicated on the pre-application are payable under the terms of this agreement.

4. **Payment**

The amount of the rebate for services shall not exceed \$150,000.

To receive payment, the Entity must be approved by the Department and submit final documentation by May 8, 2017. Examples of the final documentation, including the payment request, final certification and forms are attached hereto as **Attachment B**.

5. **Availability of Appropriation; Sufficiency of Funds**

This Agreement is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Department by the State, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or the Department determines that funds will not or may not be available for payment. The Department shall provide notice, in writing, to the Recipient of any such funding failure and its election to terminate or suspend this Notice to Proceed as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

6. **Grant Funds Recovery Act (30 ILCS 705/1 et seq.)**

This Agreement is subject to all applicable provisions of the Illinois Grant Funds Recovery Act, including the requirement that any grant funds not expended or legally obligated at the expiration or termination of the Grant term must be returned to the Department within 45 days following said expiration or termination. Notwithstanding any provision specified elsewhere in this Agreement regarding the treatment of interest earned on the grant funds, any interest earned on grant funds that is not expended or legally obligated during the term of this Agreement must also be returned to the Department within 45 days following the expiration or termination of this Agreement.

This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the Department, the Office of Inspector General, the Auditor General of the State of Illinois, the Illinois Attorney General or any of their duly authorized representative(s), and the Grantee agrees to fully cooperate with any audit performed by the Auditor General or the Department. Entity agrees to provide full access to all relevant materials and to provide copies of same upon request. Failure to maintain books, records and supporting documents required by this Agreement shall establish a presumption in favor of the Department for the recovery of any grant funds paid by the Department under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement or expenditure.

Any rebate agreements in excess of \$25,000 require, at a minimum, the filing of quarterly reports describing the progress of the program, project, or use and the expenditure of the grant funds related thereto.

#### 7. Notices

Any notice, demand, or communication required or permitted to be given hereunder shall be given in writing at the addresses set forth in this section by any of the following means: (a) personal service, (b) electronic communication, (whether by email [illinois.energy@illinois.gov](mailto:illinois.energy@illinois.gov) or fax 217/785-2618), (c) overnight courier, or (d) registered or certified first class mail, postage prepaid, return receipt requested. Any document submitted pursuant to this Agreement must contain original signatures. Each party to this Agreement, by notice given hereunder, may designate any further or different addresses to which subsequent notices, demands or communications shall be given.

To Department:

Illinois Department of Commerce  
& Economic Opportunity  
500 East Monroe St.  
Springfield, Illinois 62701

Attn: Johnny Habibi

To Entity:

Village of Hanover Park  
2121 Lake St.  
Hanover Park, IL 60133-

Attn: Karen Daulton Lange

#### 8. Entire Agreement

This Agreement, including attachments, constitute the entire agreement between the Parties and shall supersede any and all prior agreements regarding the subject matter hereof.

#### 9. Applicable Law and Severability

This Agreement shall be governed by the laws of the State of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this Agreement or any part thereof.

9. Drug Free Workplace (30 ILCS 580/1 et seq.)

The Entity certifies that:

- A)  It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B)  That the purpose of this grant is to fund solid waste reduction.
- C)  It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D)  That it is an individual.

If Option "A" or "B" is checked this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this rebate is five thousand dollars (\$5,000.00) or more, the Entity is notified that the Drug free Workplace Act (30 ILCS 580/1 et seq.) is applicable to this Agreement, and the Entity must comply with the terms of said Act.

If the Entity is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

**WHEREFORE**, each party hereby executes this Agreement by their authorized representatives. Entity's execution of this Agreement shall serve as its certification under oath that Entity has read, understands and agrees to all provisions of this Agreement and that the information contained in the Agreement is true and correct to the best of his/her knowledge, information and belief and that the Entity shall be bound by the same. Entity acknowledges that the individual executing this Agreement is authorized to act on the Entity's behalf. Entity further acknowledges that the award of Grant Funds under this Agreement is conditioned upon the above certification.

DEPARTMENT OF COMMERCE &  
ECONOMIC OPPORTUNITY

Village of Hanover Park

By:

By:

\_\_\_\_\_  
Sean McCarthy, Acting Director

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

TIN Certification

Under penalties of perjury, the undersigned certifies on behalf of the Entity that the name and taxpayer information number and legal status listed below are correct:

Name: Village of Hanover Park

Taxpayer Identification Number:

SSN/FEIN: 362481437

Legal Status:

- Individual
- Sole Proprietor
- Partnership/Legal Corporation
- Corporation
- Not For Profit Corporation
- Medical Corporation
- Limited Liability Company (select applicable tax classification)
  - C – Corporation
  - P – Partnership
  - D – Disregarded Entity
- Estate or Trust
- Pharmacy - Non-corporate
- Nonresident Alien
- Pharmacy/Funeral Home/Cemetery Corp
- Tax Exempt
- Governmental

Approved by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Title \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A**  
**(See Following Pages)**

General Information

6-A.22

Applying for electric and/or natural incentives from both the Department of Commerce and participating utilities for the same energy efficiency measure is prohibited.

Check One:  Pre-Approval  Final Certification

Public Entity Name: Village of Hanover Park			
Public Sector Class:		<input checked="" type="checkbox"/> Local Government	<input type="checkbox"/> Community College
Local Government		<input type="checkbox"/> K-12 School	<input type="checkbox"/> University
		<input type="checkbox"/> State	<input type="checkbox"/> Federal
Project Manager/ Primary Contact	First Name	Last Name	Telephone #, numbers only, ie 6185551212
	Karen	Daulton Lange	6308235650
Contractor	Job Title	email	
	Village Engineer / Assistant Public Works Director	kdlange@hpil.org	
Contractor	First Name	Last Name	Telephone #, numbers only, ie 6185551212
	Ryan	Nelson	8476957000
Contractor	Company	email	
	Elmund & Nelson Co.	elmundnelson@sbcglobal.net	
Proposed Start Date: 03/01/2017 MM/DD/YYYY		Proposed Completion Date: 05/01/2017 MM/DD/YYYY	
Electric Utility		Natural Gas Utility	
<input type="checkbox"/> Ameren Illinois <input checked="" type="checkbox"/> ComEd		<input type="checkbox"/> Ameren Illinois <input type="checkbox"/> Nicor	
		<input type="checkbox"/> Peoples Gas <input type="checkbox"/> North Shore	
Total Gas & Electric Incentive Requested		Total Project Cost	
Incentive based on total of all worksheets, up to 75% of the total project cost. Combined Department of Commerce incentives and other public source incentives cannot exceed 100% of the total project cost.		Total project cost = Equipment + Labor	
112,626.67 No entry needed, automatic calculation		\$ 170,000.00	
Other Public Incentive Funds, \$		Select from Pull Down Menu	
\$59,027.74 adjustment for LED Street Lights			
Department of Commerce Use Only			
Electric Incentive:	\$ 59,598.93	Natural Gas Incentive:	\$ -
Bonus:	N/A #N/A %	Bonus:	N/A #N/A %
Total Electric Incentive & Bonus:	#N/A	Total Gas Incentive & Bonus:	#N/A
Total Electric & Natural Gas Incentive:	\$ 59,598.93	Incentive/Cost	34.5 %
		(Incentive+Funds)/Cost	82 %
		Total + Bonus	#N/A

**Subject to funding availability:**

Where the public sector facility is located in Ameren Illinois or ComEd electric service areas, facility is eligible for electric efficiency incentives for those measures that produce electric savings.

Where the public sector facility is located in Ameren Illinois, Nicor Gas, Peoples Gas or North Shore Gas natural gas service areas, facility is eligible for natural gas efficiency incentives for those measures that produce natural gas savings.

Where the public sector facility is located in both a participating electric service area and natural gas service area, facility is eligible for both electric and natural gas efficiency incentives.

Complete for each building or facility in the application. Traffic intersections or streets may be used for exterior areas.

Limit of 20 buildings per application. Complete before starting worksheets to enable name in building pulldown lists.

Name, Address, City, Zip and Building or Space Type, are required fields to enable incentive calculations.

<i>Name of Building/Facility</i>			1
Village of Hanover park public roadways			
<i>Address</i>		<i>City</i>	<i>Zip Code (5 digit)</i>
Various streets		Hanover park	60133
<i>Electric Utility Account #:</i>		<i>Natural Gas Utility Account #:</i>	
458142142			
<i>Project cost for efficiency measures at this building/facility</i>			
\$170,000			
<i>Building or Space Type</i>	<i>Building Heating Equipment Type</i>	<i>Building Cooling Equipment Type</i>	
Exterior			

	Building Facility	Room/Area	Existing Fixture/Lamp			Typical Watts per Qty		Efficient Fixture/Lamp		Typical Watts or User Watts per Qty			
			Watt Reduction (watts)	Watt Reduction \$/Unit	Watt Reduction (\$ )	Fixture or Lamps	Fixt or Lamps (\$/Unit)	Lamps/Fixture (\$ Inc)	Delamping	Delamp (\$/Unit)	Delamp (\$ )	Controls	Controls (\$/Unit)
1	Village of Hanover park public	roadway	HID (175W) lamp, Fixture			198.9 watts	per fixture	QTY: 51	Road,Garage,Pole Fixture, 5,001-10,000 lumens, LED		54 watts	per fixture	QTY: 51
	<b>Watt Reduction</b>	7389.9 watts reduced	\$ 0.7 per watt	\$5172.93	<b>Fixture or Lamps</b>	\$ per fixt or lamp	\$	<b>Delamping</b>	\$ per delamp	\$	<b>Controls</b>	\$ per control	
2	Village of Hanover park public	roadway	HID (400W) lamp, Fixture			455 watts	per fixture	QTY: 2	Road,Garage,Pole Fixture, 10,001-15,000 lumens, LED		105 watts	per fixture	QTY: 2
	<b>Watt Reduction</b>	700 watts reduced	\$ 0.7 per watt	\$490	<b>Fixture or Lamps</b>	\$ per fixt or lamp	\$	<b>Delamping</b>	\$ per delamp	\$	<b>Controls</b>	\$ per control	
3	Village of Hanover park public	roadway	HID (250W) lamp, Fixture			295 watts	per fixture	QTY: 80	Road,Garage,Pole Fixture, 10,001-15,000 lumens, LED		105 watts	per fixture	QTY: 80
	<b>Watt Reduction</b>	15200 watts reduced	\$ 0.7 per watt	\$10640	<b>Fixture or Lamps</b>	\$ per fixt or lamp	\$	<b>Delamping</b>	\$ per delamp	\$	<b>Controls</b>	\$ per control	
4	Village of Hanover park public	roadway	HID (Other Wattage) lamp, Fixture			watts	per fixture	QTY: 444	Road,Garage,Pole Fixture, 5,001-10,000 lumens, LED		68 watts	per fixture	QTY: 444
	<b>Watt Reduction</b>	53280 watts reduced	\$ 0.7 per watt	\$37296	<b>Fixture or Lamps</b>	\$ per fixt or lamp	\$	<b>Delamping</b>	\$ per delamp	\$	<b>Controls</b>	\$ per control	

**Applicant hereby certifies that:**

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd.  
A copy of the electric utility bill or other documentation must be submitted with this Application.
- For natural gas energy projects, the project received natural gas delivery service from Ameren Illinois, Nicor, Peoples Gas or North Shore.  
A copy of the gas utility bill or other documentation must be submitted with this Application.
- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department of Commerce.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 90 days following an award by the Department of Commerce.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- I understand that the State Finance Act, 30 ILCS 105/30 may apply and that payments under this incentive program are contingent upon the existence of a valid appropriation, and that no officer, institution, department, board or commission shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.
- I understand that the Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that grantees are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individual signing below is authorized to submit this application.
- I agree and authorize the release of all electric and natural gas utility usage and billing information to the Illinois Department of Commerce & Economic Opportunity and its agents for purposes of performing an Evaluation, Measurement, and Verification (EM&V) of Department of Commerce's energy efficiency programs.

Electronic signatures are not acceptable. Please supply Certifications (this page) with copy of the original signature via email, or electronically (scanned document).

Authorized Official (signature)

<b>Prefix</b>	<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Date</b> MM/DD/YYYY
	Karen	Daulton lange	Village Engineer Assistant Director Public Work	11/10/2016
<b>Telephone</b>	<b>Fax</b>	<b>Authorized Signature email address</b>		
6308235650	6308235704	kdlange@hpil.org		

**Payment Information Below**

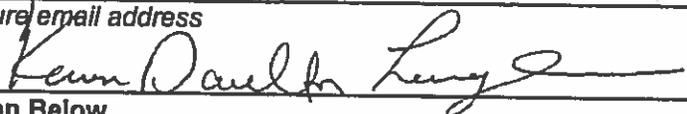
<b>FEIN</b>	<b>Name of Public Entity</b>		
362481437	Village of Hanover PARK		
<b>Street Address</b>	<b>Incentive Payment mailed to:</b>	<b>City</b>	<b>Zip + 4</b>
2121 Lake St.		Hanover Park	60133 - 4398



**Applicant hereby certifies that:**

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd. A copy of the electric utility bill or other documentation must be submitted with this Application.
- For natural gas energy projects, the project received natural gas delivery service from Ameren Illinois, Nicor, Peoples Gas or North Shore. A copy of the gas utility bill or other documentation must be submitted with this Application.
- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department of Commerce.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 90 days following an award by the Department of Commerce.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- I understand that the State Finance Act, 30 ILCS 105/30 may apply and that payments under this incentive program are contingent upon the existence of a valid appropriation, and that no officer, institution, department, board or commission shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.
- I understand that the Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that grantees are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individual signing below is authorized to submit this application.
- I agree and authorize the release of all electric and natural gas utility usage and billing information to the Illinois Department of Commerce & Economic Opportunity and its agents for purposes of performing an Evaluation, Measurement, and Verification (EM&V) of Department of Commerce's energy efficiency programs.

Electronic signatures are not acceptable. Please supply Certifications (this page) with copy of the original signature via email, or electronically (scanned document).

<b>Authorized Official (signature)</b>			
<b>Prefix</b>	<b>First Name</b>	<b>Last Name</b>	<b>Title</b>
Karen		Daulton lange	Village Engineer Assistant Director Public Work
<b>Date</b>		<b>MM/DD/YYYY</b>	
11/10.2016			
<b>Telephone</b>	<b>Fax</b>	<b>Authorized Signature email address</b>	
6308235650	6308235704	kdlange@hpil.org 	

**Payment Information Below**

<b>FEIN</b>	<b>Name of Public Entity</b>		
362481437	Village of Hanover PARK		
<b>Street Address</b>	<b>Incentive Payment mailed to:</b>	<b>City</b>	<b>Zip + 4</b>
2121 Lake St.		Hanover Park	60133 - 4398

**Attachment B**  
(See following pages)

**General Information**

Applying for electric and/or natural incentives from both the Department of Commerce and participating utilities for the same energy efficiency measure is prohibited.

Check One:  Pre-Approval  Final Certification

<b>Public Entity Name:</b> _____			
<b>Public Sector Class:</b> Select		<input type="checkbox"/> Local Government	<input type="checkbox"/> Community College
		<input type="checkbox"/> K-12 School	<input type="checkbox"/> University
		<input type="checkbox"/> State	<input type="checkbox"/> Federal
<b>Project Manager/ Primary Contact</b>	<i>First Name</i>	<i>Last Name</i>	<i>Telephone #, numbers only, ie 6185551212</i>
	_____		_____
	<i>Job Title</i>	<i>email</i>	
	_____		_____
<b>Contractor</b>	<i>First Name</i>	<i>Last Name</i>	<i>Telephone #, numbers only, ie 6185551212</i>
	_____		_____
	<i>Company</i>	<i>email</i>	
	_____		_____
<b>Proposed Start Date:</b> MM/DD/YYYY		<b>Proposed Completion Date:</b> MM/DD/YYYY	
_____		_____	
<b>Electric Utility</b>		<b>Natural Gas Utility</b>	
<input type="checkbox"/> Ameren Illinois <input type="checkbox"/> ComEd		<input type="checkbox"/> Ameren Illinois <input type="checkbox"/> Nicor	
		<input type="checkbox"/> Peoples Gas <input type="checkbox"/> North Shore	
<b>Total Gas &amp; Electric Incentive Requested</b>		<b>Total Project Cost</b>	
Incentive based on total of all worksheets, up to 75% of the total project cost. Combined Department of Commerce incentives and other public source incentives cannot exceed 100% of the total project cost.		Total project cost = Equipment + Labor	
\$0.00		_____	
No entry needed, automatic calculation			
<b>Other Public Incentive Funds, \$</b>		<b>Specify, other public funds</b>	
_____		_____	
<b>Department of Commerce Use Only</b>			
<b>Electric Incentive:</b>		<b>Natural Gas Incentive:</b>	
\$ -		\$ -	
<b>Bonus:</b>	N/A 0 %	<b>Bonus:</b>	N/A 0 %
\$ -		\$ -	
<b>Total Electric Incentive &amp; Bonus:</b>		<b>Total Gas Incentive &amp; Bonus:</b>	
\$ -		\$ -	
<b>Total Electric &amp; Natural Gas Incentive</b>	\$ -	<b>Incentive/Cost</b>	%
		<b>(Incentive+Funds)/Cost</b>	%
<b>Total + Bonus</b>	\$ -		

**Subject to funding availability:**

Where the public sector facility is located in Ameren Illinois or ComEd electric service areas, facility is eligible for electric efficiency incentives for those measures that produce electric savings.

Where the public sector facility is located in Ameren Illinois, Nicor Gas, Peoples Gas or North Shore Gas natural gas service areas, facility is eligible for natural gas efficiency incentives for those measures that produce natural gas savings.

Where the public sector facility is located in both a participating electric service area and natural gas service area, facility is eligible for both electric and natural gas efficiency incentives.

Complete for each building or facility in the application. Traffic intersections or streets may be used for exterior areas.

Limit of 20 buildings per application. Complete before starting worksheets.

<i>Name of Building/Facility</i>			1
<input type="text"/>			
<i>Address</i>	<i>City</i>	<i>Zip Code (5 digit)</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<i>Electric Utility Account #:</i>		<i>Natural Gas Utility Account #:</i>	
<input type="text"/>		<input type="text"/>	
<i>Project cost for efficiency measures at this building/facility</i>			
<input type="text"/>			
<i>Building or Space Type</i>	<i>Building Heating Equipment Type</i>	<i>Building Cooling Equipment Type</i>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Building Facility	Room/Area	Existing Fixture/Lamp			Typical Watts	per	Qty	Efficient Fixture/Lamp		Typical Watts or User Watts	per	Qty	Model, Mfg #	
		Watt Reduction (watts)	Watt Reduction \$/Unit	Watt Reduction (\$ )	Fixture or Lamps	Fixt or Lamps (\$/Unit)	Lamps/Fixture (\$ Inc)	Delamping	Delamp (\$/Unit)	Delamp (\$ )	Controls	Controls (\$/Unit)	Controls (\$ )	Total (\$ )

**Incentive Summary & Submission Process**

Measure Worksheet	Electric Incentives	Natural Gas Incentives
Kitchen 1	\$0.00	\$0.00
Kitchen 2 Dishwasher, DCV	\$0.00	\$0.00
Kitchen 3 IceMaker, Cooker	\$0.00	\$0.00
<b>Kitchen Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
HVAC Equipment	\$0.00	\$0.00
Chillers	\$0.00	
<b>HVAC Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
Equipment 1	\$0.00	\$0.00
Equipment 2	\$0.00	\$0.00
<b>Equipment Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
Lighting - Watt Reduction	\$0.00	
Lighting - Lamps,Fixtures	\$0.00	
Lighting - Lamp Removal	\$0.00	
Lighting Controls	\$0.00	
<b>Lighting Total</b>	<b>\$0.00</b>	
<b>Custom Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Clean Water</b>	<b>\$0.00</b>	
<b>Application Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>

**General Information:** 0% Complete  
**Building Count** 0  
**Applicant Certifications** 0% Complete

**Applicant hereby certifies that:**

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd.  
A copy of the electric utility bill or other documentation must be submitted with this Application.
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Electronic signatures are not acceptable. Please supply Certifications (this page) with copy of the original signature via email, or electronically (scanned document).

<b>Authorized Official (signature)</b>		
<i>Prefix</i>	<i>First Name</i>	<i>Last Name</i>
<i>Title</i>	<i>Date MMDD/YYYY</i>	
<i>Telephone</i> <small>numbers only, ie 6185551212</small>	<i>Fax</i> <small>numbers only, ie 6185551212</small>	<i>Authorized Signature email address</i>

**Payment Information Below**

<i>FEIN</i> <small>9 digits, Federal Employment ID Number, does not start with "E"</small>	<i>Name of Public Entity</i>	
<i>Street Address</i> <small>Incentive Payment mailed to:</small>	<i>City</i>	<i>Zip 5 digit required</i> <i>Plus 4 optional</i>

**PAYMENT REQUEST/CERTIFICATION**

Application No. PY9 9640

Rebate Agreement No: 411

Name and Address:

Village of Hanover Park  
2121 Lake St.  
Hanover Park, IL 60133-

Amount of Payment: \_\_\_\_\_

**CERTIFICATION**

All expenditures from these project funds are for approved project costs only. Further, I certify that supporting documentation of actual expenditures are on file in my office, and that I have full signature authority to sign on behalf of this organization.

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

-----  
Department of Commerce & Economic Opportunity

Utility: ComEd

Program Manager \_\_\_\_\_ Code 37-0005 Date \_\_\_\_\_

Fiscal Liaison \_\_\_\_\_ Date \_\_\_\_\_

Authorization/Head of Unit \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT COMPLETION DATE CERTIFICATION**

Application No. PY9 9640

Rebate Agreement No: 411

Recipient: Village of Hanover Park

I hereby make the following certifications under the terms of the above referenced Public Sector Energy Efficiency Program Rebate Agreement ("Agreement").

All project tasks have been completed in accordance with the terms of the Agreement.

All deliverables have been submitted in accordance with the terms of the Agreement.

The project completion date is \_\_\_\_\_.

I further certify that I am authorized to make this certification on behalf of the Recipient named above.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title (printed)

\_\_\_\_\_  
Name (signed)

\_\_\_\_\_  
Date

**CHECKLIST**  
**For REBATE AGREEMENT**

**After the project is complete**, submit entire Rebate Agreement with Attachment A: Pre-Approval Forms (as included here in Attachment A) and Attachment B: Insert the Final Application Forms and required documents in place of the blank forms that must include:

- Rebate Agreement Page 4 Section 9: Drug Free Workplace - place a check on the appropriate line.
- Rebate Agreement Page 4: Authorized Official for the Recipient must sign.
- Rebate Agreement Page 5: TIN Certification - verify that the Recipient's federal taxpayer identification number (9-digit FEIN) is correct and sign.
- Rebate Agreement Page 8: Complete and sign the attached Project Request/Certification form
- Rebate Agreement Page 9: Complete and sign the attached Project Completion Date Certification form
- Copy of electric and/or natural gas bill (include pages that list taxes and fees applied), unless submitted with Pre-Approval Application
- Application Form: *General Information*: check "Final Certification" box and update appropriate fields
- Application Form: *Applicant Certifications* and Payee Address
- Application Form: *Buildings*
- Manufacturer spec sheets, unless submitted with Pre-Approval Application or if equipment updated
- Updated Incentive Worksheet(s)
- Invoices and receipts
- To save resources, please scan all documents into a single PDF and submit electronically referencing the Project Number and Applicant Name in the Subject line. If electronic submission is not possible, please submit all documents to:

Johnny Habibi  
Illinois Department of Commerce & Economic Opportunity  
500 E. Monroe Street 11th FL  
Springfield, IL 62701  
217.785.2772 phone  
johnny.habibi@illinois.gov



**Village of Hanover Park**

**AGENDA MEMORANDUM**

**TO:** Village President and Board of Trustees

**FROM:** Juliana Maller, Village Manager

**SUBJECT:** Warrant

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Recommended Action**

Approve Warrant 1/05/2017 in the amount of \$637,678.52

Approve Warrant Paid in Advance (12/03/16-12/22/16) in the amount of \$2,935.00

JM:smk

Attachments: Warrants

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



# Accounts Payable Invoice Report 6-A.23

Invoice Due Date Range 12/16/16 - 01/06/17  
 Report By Department - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Department Economic Dvlpmnt - Economic Development</b>									
<b>Sub-Department Economic Dvlpmnt.Check Request Economic Development,Check Request</b>									
<b>Vendor 4001 - Slutzky &amp; Blumenthal</b>									
30789	Astor Properties No Cash Bid	Open		12/14/2016	01/06/2017	12/14/2016			4,550.40
				<b>Vendor 4001 - Slutzky &amp; Blumenthal Totals</b>			Invoices	1	<u>\$4,550.40</u>
				<b>Sub-Department Economic Dvlpmnt.Check Request Economic Development,Check Request Totals</b>			Invoices	1	<u>\$4,550.40</u>
				<b>Department Economic Dvlpmnt - Economic Development Totals</b>			Invoices	1	<u>\$4,550.40</u>
<b>Economic Dvlpmnt Economic Development</b>									
<b>Department Finance Admin - Finance Administration</b>									
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request</b>									
<b>Vendor 72 - Accurate Office Supply Co</b>									
388090	office supplies	Open		12/21/2016	01/06/2017	12/21/2016			384.02
				<b>Vendor 72 - Accurate Office Supply Co Totals</b>			Invoices	1	<u>\$384.02</u>
<b>Vendor 453 - Barrington Tanglewood LLC</b>									
Walgreens2016	1/16-6/16 Economic Development Agreement	Open		12/21/2016	01/06/2017	12/21/2016			9,096.68
				<b>Vendor 453 - Barrington Tanglewood LLC Totals</b>			Invoices	1	<u>\$9,096.68</u>
<b>Vendor 967 - Com Ed</b>									
5703015039-11/16	11/2-12/3 Savannah	Open		12/07/2016	01/06/2017	12/07/2016			98.18
7662262005-11/16	11/4-12/7 Train Station	Open		12/07/2016	01/06/2017	12/07/2016			1,195.92
8663648000-11/16	11/2-12/3 Ontarioville Streetlights	Open		12/07/2016	01/06/2017	12/07/2016			76.08
				<b>Vendor 967 - Com Ed Totals</b>			Invoices	3	<u>\$1,370.18</u>
<b>Vendor 1005 - Constellation New Energy Inc</b>									
1E12145-11/16	10/25-11/22 Longmeadow	Open		12/07/2016	01/06/2017	12/07/2016			2,065.47
1E12303-11/16	10/25-11/22 County Farm	Open		12/07/2016	01/06/2017	12/07/2016			167.92
1E12368-11/16	10/25-11/22 STP1	Open		12/07/2016	01/06/2017	12/07/2016			8,861.64
1E12442-11/16	10/25-11/22 Plum Tree	Open		12/07/2016	01/06/2017	12/07/2016			208.75
1E12495-11/16	10/25-11/21 Well #4	Open		12/07/2016	01/06/2017	12/07/2016			629.83
1E12652-11/16	10/25-11/22 Evergreen	Open		12/07/2016	01/06/2017	12/07/2016			1,349.40
1E12807-11/16	10/25-11/22 Well #5	Open		12/07/2016	01/06/2017	12/07/2016			435.54
				<b>Vendor 1005 - Constellation New Energy Inc Totals</b>			Invoices	7	<u>\$13,718.55</u>
<b>Vendor 5851 - National Band &amp; Tag Company</b>									
436539	2017 Animal Tags	Open		12/21/2016	01/06/2017	12/21/2016			117.33
				<b>Vendor 5851 - National Band &amp; Tag Company Totals</b>			Invoices	1	<u>\$117.33</u>
<b>Vendor 3082 - Nicor Gas</b>									
0882240538-11/16	11/1-12/1 Therm Overage-FH#1	Open		12/07/2016	01/06/2017	12/07/2016			1,263.02



# Accounts Payable Invoice Report 6-A.23

Invoice Due Date Range 12/16/16 - 01/06/17  
 Report By Department - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3082 - Nicor Gas</b>									
1764281000-11/16	11/2-12/2 Well #5	Open		12/07/2016	01/06/2017	12/07/2016			114.77
5165381000-11/16	11/3-12/6 STP1	Open		12/07/2016	01/06/2017	12/07/2016			246.93
5829471000-11/16	11/1-12/1 Therm Overage-PW	Open		12/07/2016	01/06/2017	12/07/2016			526.09
6721671000-11/16	11/1-12/2 Longmeadow	Open		12/07/2016	01/06/2017	12/07/2016			173.61
7529471000-11/16	11/1-12/1 Therm Overage-PW	Open		12/07/2016	01/06/2017	12/07/2016			724.59
8426464314-11/16	11/1-12/1 Therm Overage-Police Station	Open		12/07/2016	01/06/2017	12/07/2016			1,380.35
8529471000-11/16	11/1-12/1 Therm Overage-VH	Open		12/07/2016	01/06/2017	12/07/2016			925.18
Vendor <b>3082 - Nicor Gas</b> Totals							Invoices	8	<u>\$5,354.54</u>
Vendor <b>Richard Gancarz</b>									
T0300-000050	Vehicle impound hearing refund-T0300-000050	Open		12/21/2016	01/06/2017	12/21/2016			500.00
Vendor <b>Richard Gancarz</b> Totals							Invoices	1	<u>\$500.00</u>
Vendor <b>John Hosek</b>									
1659	Transfer stamp refund for 1659 Liberty	Open		12/21/2016	01/06/2017	12/21/2016			405.00
Vendor <b>John Hosek</b> Totals							Invoices	1	<u>\$405.00</u>
Vendor <b>Alfred M Metallo</b>									
P0289-000439	Refund-Ticket Overpayment	Open		12/21/2016	01/06/2017	12/21/2016			50.00
Vendor <b>Alfred M Metallo</b> Totals							Invoices	1	<u>\$50.00</u>
Vendor <b>Jose O Munoz</b>									
t0298-000067	Vehicle impound hearing refund-T0298-000067	Open		12/21/2016	01/06/2017	12/21/2016			500.00
t0280-000101	Vehicle impound hearing refund-T0280-000101	Open		12/21/2016	01/06/2017	12/21/2016			500.00
Vendor <b>Jose O Munoz</b> Totals							Invoices	2	<u>\$1,000.00</u>
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	26	<u>\$31,996.30</u>
Department <b>Finance Admin - Finance Administration</b> Totals							Invoices	26	<u>\$31,996.30</u>
<b>Finance Admin Finance Administration</b>									
Department <b>Fire Admin - Fire Administration</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
Vendor <b>593 - Bound Tree Medical LLC</b>									
82349673	Medical Supplies - Gloves	Open		12/19/2016	01/06/2017	12/19/2016			75.20
Vendor <b>593 - Bound Tree Medical LLC</b> Totals							Invoices	1	<u>\$75.20</u>
Vendor <b>4749 - Case Lots Inc</b>									
017456	Station Supplies	Open		12/19/2016	01/06/2017	12/19/2016			488.85



# Accounts Payable Invoice Report 6-A.23

Invoice Due Date Range 12/16/16 - 01/06/17  
 Report By Department - Vendor - Invoice  
 Summary Listing

			Vendor <b>4749 - Case Lots Inc</b> Totals		Invoices	1	\$488.85
Vendor <b>979 - Communications Direct</b>							
IN139078	Chargers	Open	12/19/2016	01/06/2017	12/19/2016		955.00
			Vendor <b>979 - Communications Direct</b> Totals		Invoices	1	<u>\$955.00</u>
Vendor <b>5712 - D&amp;B Consulting, Inc of Illinois</b>							
105	Plumbing Inspections - November 2016	Open	12/19/2016	01/06/2017	12/19/2016		350.00
			Vendor <b>5712 - D&amp;B Consulting, Inc of Illinois</b> Totals		Invoices	1	<u>\$350.00</u>
Vendor <b>4826 - Craig Haigh</b>							
404372 1	Flowers for Henrici Former Trustee Ontario Fire District	Open	12/19/2016	01/06/2017	12/19/2016		145.00
4864	Department Heat Strategic Planning Meeting	Open	12/19/2016	01/06/2017	12/19/2016		39.54
			Vendor <b>4826 - Craig Haigh</b> Totals		Invoices	2	<u>\$184.54</u>
Vendor <b>5131 - Thomas Hatzold</b>							
NWBOCA 12-12-16	NWBOCA Annual Meeting	Open	12/19/2016	01/06/2017	12/19/2016		100.00
			Vendor <b>5131 - Thomas Hatzold</b> Totals		Invoices	1	<u>\$100.00</u>
Vendor <b>2810 - Menards</b>							
45562	Supplies - Oil Dry	Open	12/19/2016	01/06/2017	12/19/2016		50.64
46433	Supplies - Drain Opener	Open	12/19/2016	01/06/2017	12/19/2016		17.96
			Vendor <b>2810 - Menards</b> Totals		Invoices	2	<u>\$68.60</u>
Vendor <b>5246 - Moore Medical LLC</b>							
83085783 I	Medical Supplies	Open	12/19/2016	01/06/2017	12/19/2016		290.88
83090054 I	Medical Supplies	Open	12/19/2016	01/06/2017	12/19/2016		74.80
83123774 I	Medical Supplies	Open	12/19/2016	01/06/2017	12/19/2016		388.35
			Vendor <b>5246 - Moore Medical LLC</b> Totals		Invoices	3	<u>\$754.03</u>
Vendor <b>5819 - SAFEbuilt - Illinois</b>							
0027258-IN	Plumbing Inspections - November 2016	Open	12/19/2016	01/06/2017	12/19/2016		1,626.40
			Vendor <b>5819 - SAFEbuilt - Illinois</b> Totals		Invoices	1	<u>\$1,626.40</u>
Vendor <b>3807 - Sam's Club/Synchrony Bank</b>							
2889015684	Fire Corps Supplies	Open	12/19/2016	01/06/2017	12/19/2016		429.34
477933	Coffee Supplies - FD	Open	12/19/2016	01/06/2017	12/19/2016		50.92
			Vendor <b>3807 - Sam's Club/Synchrony Bank</b> Totals		Invoices	2	<u>\$480.26</u>
Vendor <b>4543 - Warehouse Direct</b>							
3304300-0	Supplies - FD	Open	12/19/2016	01/06/2017	12/19/2016		38.82
3304430-0	IS Supplies - Plotter Paper	Open	12/19/2016	01/06/2017	12/19/2016		92.80
3304439-0	Supplies - FD	Open	12/19/2016	01/06/2017	12/19/2016		49.30



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor <b>4543 - Warehouse Direct</b> Totals				Invoices	3	\$180.92
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals						Invoices	18	\$5,263.80	
Department <b>Fire Admin - Fire Administration</b> Totals						Invoices	18	\$5,263.80	
<b>Fire Admin Fire Administration</b>									
Department	<b>Fire Inspect Svc - Fire Inspectional Services</b>								
Vendor	<b>1300 Greenbrook LLC</b>								
2016-1793	Bond Refund--1300 Greenbrook Blvd	Open		12/06/2016	01/06/2017	12/06/2016			120.00
			Vendor <b>1300 Greenbrook LLC</b> Totals				Invoices	1	\$120.00
Vendor	<b>A &amp; A Sprinkler Co, Inc.</b>								
2015-1501	Permit Bond Refund-- 7465 Barrington	Open		12/19/2016	01/06/2017	12/19/2016			125.00
			Vendor <b>A &amp; A Sprinkler Co, Inc.</b> Totals				Invoices	1	\$125.00
Vendor	<b>A Roti Construction</b>								
2013-900	Bond Refund-- 2192 Wildwood	Open		12/09/2016	01/06/2017	12/09/2016			225.00
			Vendor <b>A Roti Construction</b> Totals				Invoices	1	\$225.00
Vendor	<b>Advamced Roofing Team</b>								
2016-1413	Bond Refund-- 3955 Nautilus Ln	Open		12/09/2016	01/06/2017	12/09/2016			151.00
			Vendor <b>Advamced Roofing Team</b> Totals				Invoices	1	\$151.00
Vendor	<b>Advanced Roofing Team</b>								
2016-1414	Bond Refund-- 3953 Nautilus Ln	Open		12/09/2016	01/06/2017	12/09/2016			100.00
			Vendor <b>Advanced Roofing Team</b> Totals				Invoices	1	\$100.00
Vendor	<b>Alta Contractors</b>								
2016-1478	Permit Bond Refund-- 2247 Camden Ln	Open		12/19/2016	01/06/2017	12/19/2016			100.00
2016-1137	Permit Bond Refund-- 2249 Camden	Open		12/19/2016	01/06/2017	12/19/2016			100.00
			Vendor <b>Alta Contractors</b> Totals				Invoices	2	\$200.00
Vendor	<b>Ameican Dream Home Improvement</b>								
2016-1026	Bond Refund-- 2216 Cinema Dr E	Open		12/21/2016	01/06/2017	12/21/2016			100.00
			Vendor <b>Ameican Dream Home Improvement</b> Totals				Invoices	1	\$100.00
Vendor	<b>American Dream Home Improvement</b>								
2015-1445	Bond Refund-- 1807 Aspen	Open		12/07/2016	01/06/2017	12/07/2016			105.00
2016-598	Bond Refund-- 1605 Arlington Dr	Open		12/07/2016	01/06/2017	12/07/2016			102.00



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor <b>American Dream Home Improvement</b>										
2016-321	Bond Refund-- 5712 Bedford Ct	Open		12/14/2016	01/06/2017	12/14/2016			100.00	
								Vendor <b>American Dream Home Improvement</b> Totals	Invoices 3	\$307.00
Vendor <b>Ampac</b>										
2013-460	Bond Refund-- 825 Turnberry	Open		12/06/2016	01/06/2017	12/06/2016			100.00	
								Vendor <b>Ampac</b> Totals	Invoices 1	\$100.00
Vendor <b>Art &amp; May's Construction</b>										
2016-1111	Bond Refund-- 5742 Barr Ct	Open		12/14/2016	01/06/2017	12/14/2016			100.00	
								Vendor <b>Art &amp; May's Construction</b> Totals	Invoices 1	\$100.00
Vendor <b>Bee Quality, Inc.</b>										
2016-572	Bond Refund-- 5461 Arlington Dr W	Open		12/06/2016	01/06/2017	12/06/2016			100.00	
2016-1194	Bond Refund-- 5731 Andover Dr E	Open		12/06/2016	01/06/2017	12/06/2016			100.00	
2016-871	Permit Bond Refund-- 5891 Chatsworth	Open		12/20/2016	01/06/2017	12/20/2016			100.00	
2016-1327	Permit Bond Refund--5865 Charlestont Ct	Open		12/20/2016	01/06/2017	12/20/2016			100.00	
2016-1098	Permit Bond Refund-- 5842 Charleston Ct	Open		12/20/2016	01/06/2017	12/20/2016			100.00	
								Vendor <b>Bee Quality, Inc.</b> Totals	Invoices 5	\$500.00
Vendor <b>C &amp; A Exteriors</b>										
2016-1750	Bond Refund-- 1604 Windjammer	Open		12/09/2016	01/06/2017	12/09/2016			100.00	
								Vendor <b>C &amp; A Exteriors</b> Totals	Invoices 1	\$100.00
Vendor <b>Camcraft</b>										
2016-958	Bond Refund-- 1080 Muirfield Dr	Open		12/06/2016	01/06/2017	12/06/2016			100.00	
								Vendor <b>Camcraft</b> Totals	Invoices 1	\$100.00
Vendor <b>Champion Window Co.</b>										
2016-278	Bond Refund-- 5738 Edison Cir	Open		12/06/2016	01/06/2017	12/06/2016			100.00	
								Vendor <b>Champion Window Co.</b> Totals	Invoices 1	\$100.00
Vendor <b>completely Done</b>										
2016-1690	Permit Bond Refund-- 7949 Carlisle Dr	Open		12/19/2016	01/06/2017	12/19/2016			100.00	
								Vendor <b>completely Done</b> Totals	Invoices 1	\$100.00



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>Countryview HVAC</b>									
2016-1850	Bond Refund-- 3890 Greenbay Dr	Open		12/14/2016	01/06/2017	12/14/2016			100.00
			Vendor	<b>Countryview HVAC Totals</b>			Invoices	1	<u>\$100.00</u>
Vendor <b>Margarita Delgado</b>									
2016-667	Permit Bond Refund-- 6971 Center	Open		12/20/2016	01/06/2017	12/20/2016			100.00
			Vendor	<b>Margarita Delgado Totals</b>			Invoices	1	<u>\$100.00</u>
Vendor <b>Design Goup Signage</b>									
2015-1541	Permit Bond Refund-- 7465 Barrington	Open		12/19/2016	01/06/2017	12/19/2016			100.00
			Vendor	<b>Design Goup Signage Totals</b>			Invoices	1	<u>\$100.00</u>
Vendor <b>Roger Dorio</b>									
2016-1021	Bond Refund-- 1915 ELm Ct	Open		12/09/2016	01/06/2017	12/09/2016			165.00
			Vendor	<b>Roger Dorio Totals</b>			Invoices	1	<u>\$165.00</u>
Vendor <b>Dubois Paving</b>									
2015-100	Bond Refund-- 1310 Gifford Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			115.00
2015-099	Bond Refund-- 1310 Gifford Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			170.00
2015-103	Bond Refund-- 1330 Gifford Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			115.00
2015-101	Bond Refund-- 1315 Gifford Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			115.00
2015-102	Bond Refund-- 1335 Gifford Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			120.00
2015-105	Bond Refund-- 1400 Alpine Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			110.00
2015-109	Bond Refund-- 1285 Bamberg Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			400.00
2015-110	Bond Refund-- 1285 Bamberg Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			245.00
2015-111	Bond Refund-- 1295 Bamberg Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			130.00
2015-112	Bond Refund-- 1285 Bamberg Ct Unit A	Open		12/09/2016	01/06/2017	12/09/2016			140.00
			Vendor	<b>Dubois Paving Totals</b>			Invoices	10	<u>\$1,660.00</u>



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>Euclid Roofing &amp; Siding</b>									
2016-1812	Permit Bond Refund-- 7067 Meadowbrook Ln	Open		12/20/2016	01/06/2017	12/20/2016			100.00
	Vendor <b>Euclid Roofing &amp; Siding</b> Totals						Invoices	1	\$100.00
Vendor <b>Feldco Factory Direct, LLC</b>									
2016-1430	Bond Refund-- 1370 Alpine Ct Unit A	Open		12/06/2016	01/06/2017	12/06/2016			135.00
	Vendor <b>Feldco Factory Direct, LLC</b> Totals						Invoices	1	\$135.00
Vendor <b>Fortec Building Group</b>									
2016-915	Bond Refund--7461 Brookside Dr	Open		12/15/2016	01/06/2017	12/15/2016			100.00
	Vendor <b>Fortec Building Group</b> Totals						Invoices	1	\$100.00
Vendor <b>Four Seasons Heating &amp; A/C</b>									
2016-886	Bldg Permit Refund-- 1831 Nautilus Ln	Open		12/06/2016	01/06/2017	12/06/2016			75.00
	Vendor <b>Four Seasons Heating &amp; A/C</b> Totals						Invoices	1	\$75.00
Vendor <b>Grays Mechanical, Inc</b>									
2015-884	Bond Refund-- 2167 Burr Oak St	Open		12/15/2016	01/06/2017	12/15/2016			100.00
	Vendor <b>Grays Mechanical, Inc</b> Totals						Invoices	1	\$100.00
Vendor <b>Great Expectations</b>									
2016-298	Bond Refund-- 5355 arlington Dr W	Open		12/06/2016	01/06/2017	12/06/2016			110.00
	Vendor <b>Great Expectations</b> Totals						Invoices	1	\$110.00
Vendor <b>Joseph Harris</b>									
2016-1250	Bond Refund-- 6925 Edgebrook	Open		12/09/2016	01/06/2017	12/09/2016			135.00
	Vendor <b>Joseph Harris</b> Totals						Invoices	1	\$135.00
Vendor <b>Anita Horak</b>									
2016-1706	Bond Refund-- 4194 Woodlake Dr	Open		12/09/2016	01/06/2017	12/09/2016			100.00
	Vendor <b>Anita Horak</b> Totals						Invoices	1	\$100.00
Vendor <b>JC Restoration, Inc.</b>									
2016-951	Permit Bond Refund--4540 Dupont	Open		12/20/2016	01/06/2017	12/20/2016			555.00
	Vendor <b>JC Restoration, Inc.</b> Totals						Invoices	1	\$555.00



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Invoice Due Date Range 12/16/16 - 01/06/17  
 Report By Department - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>Keeley Construction, Inc.</b>									
2016-1297	Bond Refund-- 4675 Turnberry Dr	Open		12/07/2016	01/06/2017	12/07/2016			2,160.00
			Vendor <b>Keeley Construction, Inc.</b> Totals				Invoices	1	<u>\$2,160.00</u>
Vendor <b>Lawrence E Gustafson Roofing, Inc</b>									
2016-1814	Bond Refund-- 5824 Farnham Ct	Open		12/06/2016	01/06/2017	12/06/2016			100.00
			Vendor <b>Lawrence E Gustafson Roofing, Inc</b> Totals				Invoices	1	<u>\$100.00</u>
Vendor <b>M &amp; M Construction and Development</b>									
2015-835	Bond Refund-- 7515 Brookside Dr	Open		12/15/2016	01/06/2017	12/15/2016			100.00
			Vendor <b>M &amp; M Construction and Development</b> Totals				Invoices	1	<u>\$100.00</u>
Vendor <b>Mac Construction &amp; Roofing Inc</b>									
2016-1251	Permit Bond Refund-- 4425 Castlebar	Open		12/20/2016	01/06/2017	12/20/2016			100.00
			Vendor <b>Mac Construction &amp; Roofing Inc</b> Totals				Invoices	1	<u>\$100.00</u>
Vendor <b>Margaret Manassa</b>									
2016-1800	Bond Refund-- 4290 Bayside Dr	Open		12/09/2016	01/06/2017	12/09/2016			340.00
			Vendor <b>Margaret Manassa</b> Totals				Invoices	1	<u>\$340.00</u>
Vendor <b>Mancilla Contractors</b>									
2016-1088	Bond Refund-- 5521 County Farm Rd	Open		12/21/2016	01/06/2017	12/21/2016			200.00
			Vendor <b>Mancilla Contractors</b> Totals				Invoices	1	<u>\$200.00</u>
Vendor <b>Master Service Group, Inc</b>									
2016-1237	Permit Bond Refund-- 1308 Whirlaway	Open		12/20/2016	01/06/2017	12/20/2016			100.00
			Vendor <b>Master Service Group, Inc</b> Totals				Invoices	1	<u>\$100.00</u>
Vendor <b>Multi Serve, Inc.</b>									
2015-1397	Bond Refund-- 2213 Walnut Ct	Open		12/12/2016	01/06/2017	12/12/2016			100.00
			Vendor <b>Multi Serve, Inc.</b> Totals				Invoices	1	<u>\$100.00</u>
Vendor <b>Northern Builders, Inc.</b>									
2013-102	Bond Refund-- 825 Turnberry	Open		12/07/2016	01/06/2017	12/07/2016			1,080.00
			Vendor <b>Northern Builders, Inc.</b> Totals				Invoices	1	<u>\$1,080.00</u>
Vendor <b>Ostrander Construction</b>									
2015-318	Bond Refund-- 935 Muirfield	Open		12/06/2016	01/06/2017	12/06/2016			825.00
2015-248	Bond Refund-- 935 Muirfield	Open		12/06/2016	01/06/2017	12/06/2016			150.00
			Vendor <b>Ostrander Construction</b> Totals				Invoices	2	<u>\$975.00</u>



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor <b>RASI Enterprise, LLC</b>										
2015-1152	Bond Refund-- 2021 Maple Ave	Open		12/07/2016	01/06/2017	12/07/2016			1,753.97	
	Vendor <b>RASI Enterprise, LLC</b> Totals							Invoices	1	<u>1,753.97</u>
Vendor <b>Regal Custom Concrete</b>										
2016-583	Bond Refund-- 7798 Kingsbury Dr	Open		12/09/2016	01/06/2017	12/09/2016			100.00	
	Vendor <b>Regal Custom Concrete</b> Totals							Invoices	1	<u>100.00</u>
Vendor <b>Reliable Basement Services LLC</b>										
2016-1699	Bond Refund-- 2126 Aberdeen Ct	Open		12/06/2016	01/06/2017	12/06/2016			110.00	
	Vendor <b>Reliable Basement Services LLC</b> Totals							Invoices	1	<u>110.00</u>
Vendor <b>REM Contracting Corp</b>										
2016-1317	Bond Refund-- 1549 Hunter Rd	Open		12/07/2016	01/06/2017	12/07/2016			1,400.00	
	Vendor <b>REM Contracting Corp</b> Totals							Invoices	1	<u>1,400.00</u>
Vendor <b>Rose Paving, LLC</b>										
2016-1166	Bond Refund-- 2230 Breezewood	Open		12/15/2016	01/06/2017	12/15/2016			255.00	
	Vendor <b>Rose Paving, LLC</b> Totals							Invoices	1	<u>255.00</u>
Vendor <b>Vertex Construction</b>										
2015-1362	Bond Refund-- 2370 Bayside Dr	Open		12/14/2016	01/06/2017	12/14/2016			100.00	
	Vendor <b>Vertex Construction</b> Totals							Invoices	1	<u>100.00</u>
Vendor <b>Vinyltech</b>										
2015-648	Bond Refund-- 5239 Arlington Cir	Open		12/06/2016	01/06/2017	12/06/2016			150.00	
	Vendor <b>Vinyltech</b> Totals							Invoices	1	<u>150.00</u>
Vendor <b>Gina Vorkeller</b>										
2016-965	Bond Refund-- 5200 Cinema Dr W	Open		12/21/2016	01/06/2017	12/21/2016			100.00	
	Vendor <b>Gina Vorkeller</b> Totals							Invoices	1	<u>100.00</u>
Vendor <b>Westline Mechanical</b>										
2013-106	Bond Refund-- 825 Turnberry	Open		12/07/2016	01/06/2017	12/07/2016			3,435.00	
	Vendor <b>Westline Mechanical</b> Totals							Invoices	1	<u>3,435.00</u>
Vendor <b>Window Works</b>										
2016-1727	Bond Refund-- 4225 Hardwood Ct	Open		12/12/2016	01/06/2017	12/12/2016			185.00	
	Vendor <b>Window Works</b> Totals							Invoices	1	<u>185.00</u>
Vendor <b>Wolverine Building Group</b>										
2015-818	Permit Bond Refund-- 7465 Barrington	Open		12/19/2016	01/06/2017	12/19/2016			2,750.00	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor Wolverine Building Group</b>									
2015-1420	Permit Bond Refund--7465 Barrington	Open		12/19/2016	01/06/2017	12/19/2016			1,000.00
<b>Vendor Wolverine Building Group Totals</b>							Invoices	2	\$3,750.00
<b>Vendor Robert Woods</b>									
2016-1660	Permit Bond Refund-- 1660 Edison Cir	Open		12/19/2016	01/06/2017	12/19/2016			100.00
<b>Vendor Robert Woods Totals</b>							Invoices	1	\$100.00
<b>Department Fire Inspect Svc - Fire Inspectional Services Totals</b>							Invoices	69	\$22,656.97
<b>Fire Inspect Svc Fire Inspectional Services</b>									
<b>Department HR Department - Human Resources Department</b>									
<b>Sub-Department HR Department.Check Request Human Resources Department,Check Request</b>									
<b>Vendor 125 - Advocate Occupational Health</b>									
637373	FF Medical Exam	Open		12/07/2016	01/06/2017	12/07/2016			411.76
<b>Vendor 125 - Advocate Occupational Health Totals</b>							Invoices	1	\$411.76
<b>Vendor 731 - Caputo's</b>									
012-00189748	Employee Recognition Holiday Luncheon	Open		12/07/2016	01/06/2017	12/07/2016			179.96
<b>Vendor 731 - Caputo's Totals</b>							Invoices	1	\$179.96
<b>Vendor 910 - Clark Baird Smith LLP</b>									
7994	legal services	Open		12/07/2016	01/06/2017	12/07/2016			10,848.00
<b>Vendor 910 - Clark Baird Smith LLP Totals</b>							Invoices	1	\$10,848.00
<b>Vendor 1121 - Paddock Publications</b>									
67641L01	HP Tree Lighting	Open		12/07/2016	01/06/2017	12/07/2016			468.75
67643L01	HKO Tree Lighting Ev	Open		12/07/2016	01/06/2017	12/07/2016			605.00
<b>Vendor 1121 - Paddock Publications Totals</b>							Invoices	2	\$1,073.75
<b>Vendor 3477 - Prestige Floral</b>									
5DC1202a	Holiday Tree Lighting Decorations	Open		12/07/2016	01/06/2017	12/07/2016			3,000.00
<b>Vendor 3477 - Prestige Floral Totals</b>							Invoices	1	\$3,000.00
<b>Vendor 3680 - Ricoh USA Inc</b>									
5046106982HR	HR copies	Open		12/07/2016	01/06/2017	12/07/2016			103.10
97895290	Copier lease HR	Open		12/07/2016	01/06/2017	12/07/2016			231.41
<b>Vendor 3680 - Ricoh USA Inc Totals</b>							Invoices	2	\$334.51
<b>Vendor 4820 - Wameworks</b>									
125A10503973	FSA/AFLAC	Open		12/07/2016	01/06/2017	12/07/2016			259.00
							Invoices		



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			Vendor <b>4820 - Wameworks</b> Totals	Invoices	1	\$259.00
Vendor <b>4543 - Warehouse Direct</b>						
3309387-0	office supplies	Open	12/07/2016	01/06/2017	12/07/2016	32.49
			Vendor <b>4543 - Warehouse Direct</b> Totals	Invoices	1	<u>\$32.49</u>
Vendor <b>5219 - WFC A:The Daily Dispatch</b>						
2016-1022	FireFighter Recruitment	Open	12/07/2016	01/06/2017	12/07/2016	280.00
			Vendor <b>5219 - WFC A:The Daily Dispatch</b> Totals	Invoices	1	<u>\$280.00</u>
Vendor <b>4681 - Workplace Solutions LLC</b>						
INV11007	EAP Services	Open	12/07/2016	01/06/2017	12/07/2016	559.87
			Vendor <b>4681 - Workplace Solutions LLC</b> Totals	Invoices	1	<u>\$559.87</u>
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b> Totals				Invoices	12	<u>\$16,979.34</u>
Department <b>HR Department - Human Resources Department</b> Totals				Invoices	12	<u>\$16,979.34</u>

## HR Department Human Resources Department

Department <b>IT - Information Technology</b>						
Vendor <b>4790 - CDW Government</b>						
GDD3923	Smartboard Infocus MondoPad for Fire Dept	Open	12/09/2016	01/06/2017	12/09/2016	1,683.84
GDD9664	Smartboard Infocus MondoPad for Fire Dept	Open	12/09/2016	01/06/2017	12/09/2016	5,530.49
GHD6138	Fire Smartboard	Open	12/09/2016	01/06/2017	12/09/2016	8,216.84
			Vendor <b>4790 - CDW Government</b> Totals	Invoices	3	<u>\$15,431.17</u>
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>						
Vendor <b>709 - Call One</b>						
1134286-12	Phone Service Dec / 2016	Open	12/15/2016	01/06/2017	12/15/2016	8,525.17
			Vendor <b>709 - Call One</b> Totals	Invoices	1	<u>\$8,525.17</u>
Vendor <b>4790 - CDW Government</b>						
GCW2318	Power Strips	Open	12/15/2016	01/06/2017	12/15/2016	87.05
GDN8279	iPad Case	Open	12/15/2016	01/06/2017	12/15/2016	70.44
GDT9269	STP Printer SCADA	Open	12/15/2016	01/06/2017	12/15/2016	564.29
GFZ8742	Toner	Open	12/15/2016	01/06/2017	12/15/2016	59.39
GGP5352	Toner	Open	12/15/2016	01/06/2017	12/15/2016	120.00
			Vendor <b>4790 - CDW Government</b> Totals	Invoices	5	<u>\$901.17</u>
Vendor <b>972 - Comcast</b>						
0262294-122	PD Comcast Dec 2016	Open	12/15/2016	01/06/2017	12/15/2016	413.85
0269620-122	Barrington Rd Sign Dec. 2016	Open	12/15/2016	01/06/2017	12/15/2016	112.35
0290816-12	PW Comcast	Open	12/15/2016	01/06/2017	12/15/2016	13.19



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Vendor <b>972 - Comcast</b>									
48921459	Comcast Internet-P2P FS2 Dec 2016	Open		12/15/2016	01/06/2017	12/15/2016			3,243.88
Vendor <b>972 - Comcast</b> Totals							Invoices	4	\$3,783.27
Vendor <b>5744 - Fujitsu Computer Products of America</b>									
2058962	PD Scanner Maintenance	Open		12/15/2016	01/06/2017	12/15/2016			1,590.00
Vendor <b>5744 - Fujitsu Computer Products of America</b> Totals							Invoices	1	\$1,590.00
Vendor <b>2986 - Municipal Web Services</b>									
52320	Website Hosting Dec. 2016	Open		12/15/2016	01/06/2017	12/15/2016			352.50
Vendor <b>2986 - Municipal Web Services</b> Totals							Invoices	1	\$352.50
Vendor <b>3681 - Ricoh USA Inc</b>									
5045444946	Ricoh Printer Usage Nov 2016	Open		12/15/2016	01/06/2017	12/15/2016			951.41
5045963865	Ricoh Printer Usage Dec 2016	Open		12/15/2016	01/06/2017	12/15/2016			1,167.00
Vendor <b>3681 - Ricoh USA Inc</b> Totals							Invoices	2	\$2,118.41
Vendor <b>4454 - Verizon Wireless</b>									
9776361884	PW SCADA Comm. Nov. 2016	Open		12/15/2016	01/06/2017	12/15/2016			332.14
9776462301	Mobile Data Cards Dec 2016	Open		12/15/2016	01/06/2017	12/15/2016			3,786.02
Vendor <b>4454 - Verizon Wireless</b> Totals							Invoices	2	\$4,118.16
Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals							Invoices	16	\$21,388.68
Department <b>IT - Information Technology</b> Totals							Invoices	19	\$36,819.85
<b>IT Information Technology</b>									
Department <b>PW Admin - PW Administration</b>									
Vendor <b>5797 - Gewalt Hamilton Associates Inc</b>									
4745.216 - 2G	Improvements to the existing athletic field complex	Open		12/22/2016	01/06/2017	12/22/2016			8,824.50
Vendor <b>5797 - Gewalt Hamilton Associates Inc</b> Totals							Invoices	1	\$8,824.50
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
Vendor <b>84 - Acres Group Inc</b>									
AEI_0252801	contractual snow removal Mark Thomas Apts.	Open		12/14/2016	01/06/2017	12/14/2016			1,400.00
AEI_0252802	Contractual smow removal astor apts.	Open		12/14/2016	01/06/2017	12/14/2016			1,200.00
Vendor <b>84 - Acres Group Inc</b> Totals							Invoices	2	\$2,600.00
Vendor <b>88 - Action Lock &amp; Key Inc</b>									
93061	FD Blanks & Cam Lock	Open		12/06/2016	01/06/2017	12/06/2016			66.17
93063	Vinyl Sweeps	Open		12/06/2016	01/06/2017	12/06/2016			261.00



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93401	Key Blanks	Open	12/06/2016	01/06/2017	12/06/2016		35.84
			Vendor <b>88 - Action Lock &amp; Key Inc</b> Totals		Invoices	3	<u>\$363.01</u>
	Vendor <b>4748 - AV Overhead Garage Door</b>						
28505	Repair to Door #2 at Fire Station #1	Open	12/06/2016	01/06/2017	12/06/2016		138.00
			Vendor <b>4748 - AV Overhead Garage Door</b> Totals		Invoices	1	<u>\$138.00</u>
	Vendor <b>399 - Avalon Petroleum Company</b>						
017786	Diesel Fuel	Open	12/09/2016	01/06/2017	12/09/2016		3,601.60
557114	Regular Gasoline	Open	12/09/2016	01/06/2017	12/09/2016		9,027.04
			Vendor <b>399 - Avalon Petroleum Company</b> Totals		Invoices	2	<u>\$12,628.64</u>
	Vendor <b>5848 - Chempace Corporation</b>						
614495	graffitti removal chemicals	Open	12/19/2016	01/06/2017	12/19/2016		205.24
			Vendor <b>5848 - Chempace Corporation</b> Totals		Invoices	1	<u>\$205.24</u>
	Vendor <b>836 - Chicago Central &amp; Pacific</b>						
9500168232	Water Pipeline License	Open	12/13/2016	01/06/2017	12/13/2016		250.00
			Vendor <b>836 - Chicago Central &amp; Pacific</b> Totals		Invoices	1	<u>\$250.00</u>
	Vendor <b>882 - Cintas #22</b>						
022402221	Uniforms	Open	12/06/2016	01/06/2017	12/06/2016		109.49
022395970	Uniform Rental	Open	12/08/2016	01/06/2017	12/08/2016		92.40
022399092	Uniform Rental	Open	12/08/2016	01/06/2017	12/08/2016		92.40
022402220	Uniform Rental	Open	12/08/2016	01/06/2017	12/08/2016		94.65
022408367	Shirt & Jacket	Open	12/20/2016	01/06/2017	12/20/2016		59.89
			Vendor <b>882 - Cintas #22</b> Totals		Invoices	5	<u>\$448.83</u>
	Vendor <b>924 - Clauss Brothers Inc</b>						
25082-B	mwr monthly mowing	Open	12/13/2016	01/06/2017	12/13/2016		1,886.25
			Vendor <b>924 - Clauss Brothers Inc</b> Totals		Invoices	1	<u>\$1,886.25</u>
	Vendor <b>1038 - Corrpro Companies</b>						
412437	Cathodic protection inspection at lift stations	Open	12/12/2016	01/06/2017	12/12/2016		1,560.00
412436	Cathodic Protection System Inspections for Elev & Grd Wtr Tanks	Open	12/13/2016	01/06/2017	12/13/2016		2,465.00
			Vendor <b>1038 - Corrpro Companies</b> Totals		Invoices	2	<u>\$4,025.00</u>
	Vendor <b>5838 - D &amp; D Maintenance</b>						
4034	contractual snow removal	Open	12/06/2016	01/06/2017	12/06/2016		8,000.00
4035	cul-de-sac snow removal	Open	12/13/2016	01/06/2017	12/13/2016		16,000.00
4037	cul de sac snow removal X2	Open	12/19/2016	01/06/2017	12/19/2016		16,000.00
			Vendor <b>5838 - D &amp; D Maintenance</b> Totals		Invoices	3	<u>\$40,000.00</u>



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<b>Vendor 5441 - Dewberry Architects Inc</b>									
1376073	Interior Finish & Furniture Design	Open		12/08/2016	01/06/2017	12/08/2016			663.10
1376074	Reimbursable Expenses	Open		12/08/2016	01/06/2017	12/08/2016			7.39
<b>Vendor 5441 - Dewberry Architects Inc Totals</b>							Invoices	2	\$670.49
<b>Vendor 1223 - Dixon Engineering Inc</b>									
16-1439	Wash-Out And Inspection of Well 4 North1 MG Ground Storage Tank	Open		12/07/2016	01/06/2017	12/07/2016			2,785.00
<b>Vendor 1223 - Dixon Engineering Inc Totals</b>							Invoices	1	\$2,785.00
<b>Vendor 4754 - Fox Valley Fire &amp; Safety</b>									
IN00046410	Sprinkler System Devices/Materials for Police Station	Open		12/06/2016	01/06/2017	12/06/2016			211.00
IN00046413	Fire Sprinkler System Service for Police Station	Open		12/06/2016	01/06/2017	12/06/2016			477.00
<b>Vendor 4754 - Fox Valley Fire &amp; Safety Totals</b>							Invoices	2	\$688.00
<b>Vendor 4755 - Friendly Ford</b>									
195195	Heater Hose	Open		12/08/2016	01/06/2017	12/08/2016			19.59
195199	Converter Assembly	Open		12/08/2016	01/06/2017	12/08/2016			222.23
195259	Tank Assembly - #3186	Open		12/08/2016	01/06/2017	12/08/2016			73.55
195268	Steering Link	Open		12/08/2016	01/06/2017	12/08/2016			137.97
<b>Vendor 4755 - Friendly Ford Totals</b>							Invoices	4	\$453.34
<b>Vendor 4767 - Fullife Safety Center</b>									
33833	Safety Supplies	Open		12/06/2016	01/06/2017	12/06/2016			85.80
34116	Safety Supplies	Open		12/06/2016	01/06/2017	12/06/2016			369.09
35061	Safety Equipment	Open		12/08/2016	01/06/2017	12/08/2016			112.98
35111	Safety Supplies	Open		12/20/2016	01/06/2017	12/20/2016			31.00
<b>Vendor 4767 - Fullife Safety Center Totals</b>							Invoices	4	\$598.87
<b>Vendor 1685 - Grainger</b>									
9284353977	Misc. Supplies	Open		12/06/2016	01/06/2017	12/06/2016			106.10
9294224655	Vehicle Grease	Open		12/06/2016	01/06/2017	12/06/2016			13.74
<b>Vendor 1685 - Grainger Totals</b>							Invoices	2	\$119.84
<b>Vendor 1754 - H2O Auto Spa Inc</b>									
November 2	Police Car Washes	Open		12/06/2016	01/06/2017	12/06/2016			86.00
<b>Vendor 1754 - H2O Auto Spa Inc Totals</b>							Invoices	1	\$86.00



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<b>Vendor 1822 - Hastings Air-Energy Control Inc</b>										
163971	Sensor for Fire Department/Station 1	Open		12/06/2016	01/06/2017	12/06/2016			188.95	
							Vendor 1822 - Hastings Air-Energy Control Inc Totals	Invoices	1	\$188.95
<b>Vendor 4892 - Havey Communications Inc</b>										
7016	Warning Lights #185	Open		12/06/2016	01/06/2017	12/06/2016			557.70	
7060	Warning Lights #422	Open		12/08/2016	01/06/2017	12/08/2016			254.40	
							Vendor 4892 - Havey Communications Inc Totals	Invoices	2	\$812.10
<b>Vendor 2058 - IL Pump Inc</b>										
s-10758	Turnberry lift station pump #1 replacement	Open		11/21/2016	12/21/2016	11/21/2016			13,400.00	
s-10798	Pull WAS. pump for repair of replacemnet	Open		12/19/2016	01/06/2017	12/19/2016			1,091.45	
							Vendor 2058 - IL Pump Inc Totals	Invoices	2	\$14,491.45
<b>Vendor 5760 - Interiors for Business Inc.</b>										
976805	Tables for Room 214	Open		12/20/2016	01/06/2017	12/20/2016			14,930.33	
							Vendor 5760 - Interiors for Business Inc. Totals	Invoices	1	\$14,930.33
<b>Vendor 2131 - Interstate Battery Systems Of Fox River Valley</b>										
70104416	Police Squad Battery	Open		12/08/2016	01/06/2017	12/08/2016			213.90	
							Vendor 2131 - Interstate Battery Systems Of Fox River Valley Totals	Invoices	1	\$213.90
<b>Vendor 5117 - Ted Kaye</b>										
Omega120616	Appreciation Breakfast - Building Maint Dept	Open		12/08/2016	01/06/2017	12/08/2016			71.90	
							Vendor 5117 - Ted Kaye Totals	Invoices	1	\$71.90
<b>Vendor 2810 - Menards</b>										
44682	Misc. Supplies	Open		12/06/2016	01/06/2017	12/06/2016			48.11	
45501	Misc. Supplies	Open		12/06/2016	01/06/2017	12/06/2016			40.37	
45992	Misc. Supplies	Open		12/06/2016	01/06/2017	12/06/2016			239.27	
45996	Misc. Supplies	Open		12/06/2016	01/06/2017	12/06/2016			47.19	
46628	Misc. Supplies	Open		12/08/2016	01/06/2017	12/08/2016			16.98	
47454	Misc. Supplies	Open		12/20/2016	01/06/2017	12/20/2016			39.62	
							Vendor 2810 - Menards Totals	Invoices	6	\$431.54
<b>Vendor 3131 - Novus Windshield Repair</b>										
34541	Windshield Repair	Open		12/20/2016	01/06/2017	12/20/2016			55.00	
							Vendor 3131 - Novus Windshield Repair Totals	Invoices	1	\$55.00



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Vendor <b>4862 - Plote Construction Inc</b> 206420	cold mix asphalt picked up	Open		12/16/2016	01/06/2017	12/16/2016			1,318.80
Vendor <b>4862 - Plote Construction Inc</b> Totals									Invoices 1 \$1,318.80
Vendor <b>4761 - Pomp's Tire Service Inc</b> 410433987	Front Tires #19	Open		12/08/2016	01/06/2017	12/08/2016			751.96
Vendor <b>4761 - Pomp's Tire Service Inc</b> Totals									Invoices 1 \$751.96
Vendor <b>5360 - Powell Tree Care Inc</b> 161210-1	hazardous tree removals from contractual trimming contract	Open		12/11/2016	01/06/2017	12/11/2016			8,930.00
Vendor <b>5360 - Powell Tree Care Inc</b> Totals									Invoices 1 \$8,930.00
Vendor <b>3490 - Priority Products Inc</b> 902873	Hardware	Open		12/20/2016	01/06/2017	12/20/2016			65.92
Vendor <b>3490 - Priority Products Inc</b> Totals									Invoices 1 \$65.92
Vendor <b>3621 - Real's Tire Service</b> TR19 21	Front Tire Replacement #19 & 21	Open		12/08/2016	01/06/2017	12/08/2016			365.00
Vendor <b>3621 - Real's Tire Service</b> Totals									Invoices 1 \$365.00
Vendor <b>3628 - Red Wing Shoe Store</b> 013-097	Safety Shoes	Open		12/13/2016	01/06/2017	12/13/2016			485.49
014-097	Safety Shoes - Heuschmidt	Open		12/15/2016	01/06/2017	12/15/2016			101.99
Vendor <b>3628 - Red Wing Shoe Store</b> Totals									Invoices 2 \$587.48
Vendor <b>206 - Republic Services #933</b> 0551-013058307	Basic Service 12/1/16 - 2/28/17	Open		12/08/2016	01/06/2017	12/08/2016			2,488.53
0551-013059642	Basic Service 12/1/16 - 12/31/16	Open		12/08/2016	01/06/2017	12/08/2016			1,531.70
Vendor <b>206 - Republic Services #933</b> Totals									Invoices 2 \$4,020.23
Vendor <b>4953 - SiteOne Landscape Supply LLC</b> 78711820	Sidewalk salt	Open		12/20/2016	01/06/2017	12/20/2016			1,131.60
Vendor <b>4953 - SiteOne Landscape Supply LLC</b> Totals									Invoices 1 \$1,131.60
Vendor <b>4108 - Steiner Electric Company</b> S005446465.001	Fluorescent Lamp	Open		12/06/2016	01/06/2017	12/06/2016			142.20
Vendor <b>4108 - Steiner Electric Company</b> Totals									Invoices 1 \$142.20



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Vendor <b>4122 - Strand Associates Inc</b>										
0125022	SCADA Computer Software Updates services performed in November	Open		12/19/2016	01/06/2017	12/19/2016			390.00	
Vendor <b>4122 - Strand Associates Inc</b> Totals								Invoices	1	\$390.00
Vendor <b>4506 - VP Mechanical</b>										
0000017924	Repairs to Boiler at Public Works	Open		12/06/2016	01/06/2017	12/06/2016			758.40	
Vendor <b>4506 - VP Mechanical</b> Totals								Invoices	1	\$758.40
Vendor <b>4543 - Warehouse Direct</b>										
3289678-0	Misc. Supplies	Open		12/08/2016	01/06/2017	12/08/2016			198.26	
3289686-0	Misc. Supplies	Open		12/08/2016	01/06/2017	12/08/2016			124.58	
3306066-0	Office Supplies	Open		12/20/2016	01/06/2017	12/20/2016			17.91	
Vendor <b>4543 - Warehouse Direct</b> Totals								Invoices	3	\$340.75
Vendor <b>4848 - Water Services Co</b>										
25546	Test & Certify RPZ	Open		12/08/2016	01/06/2017	12/08/2016			300.00	
25540	Back flow certification at stp and Bayside lift station	Open		12/09/2016	01/06/2017	12/09/2016			120.00	
Vendor <b>4848 - Water Services Co</b> Totals								Invoices	2	\$420.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals								Invoices	70	\$118,364.02
Department <b>PW Admin - PW Administration</b> Totals								Invoices	71	\$127,188.52

## PW Admin PW Administration

### Department **PW Engineering - PW Engineering**

Vendor <b>1366 - Elmund &amp; Nelson Co</b>										
16011030	Annual Street Light Maintenance	Open		12/13/2016	01/06/2017	12/13/2016			9,870.00	
16011034	Annual Street Light Maintenance	Open		12/13/2016	01/06/2017	12/13/2016			4,274.00	
16011037	Annual Street Light Maintenance	Open		12/13/2016	01/06/2017	12/13/2016			8,102.50	
16011040	Annual Street Light Maintenance	Open		12/13/2016	01/06/2017	12/13/2016			3,932.04	
16011041	Annual Street Light Maintenance	Open		12/13/2016	01/06/2017	12/13/2016			2,354.92	
Vendor <b>1366 - Elmund &amp; Nelson Co</b> Totals								Invoices	5	\$28,533.46
Vendor <b>5371 - Leotek Electronics USA LLC</b>										
UC113012173	Commuter Lot Fixtures - Revision 1	Open		12/09/2016	01/06/2017	12/09/2016			9,350.00	
Vendor <b>5371 - Leotek Electronics USA LLC</b> Totals								Invoices	1	\$9,350.00
Department <b>PW Engineering - PW Engineering</b> Totals								Invoices	6	\$37,883.46



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<b>PW Engineering PW Engineering</b>									
Department	<b>PW Forestry - PW Forestry</b>								
Vendor	<b>924 - Clauss Brothers Inc</b>								
25082-A	monthly mowing contract	Open		12/13/2016	01/06/2017	12/13/2016			2,031.25
			Vendor	<b>924 - Clauss Brothers Inc Totals</b>			Invoices	1	\$2,031.25
			Department	<b>PW Forestry - PW Forestry Totals</b>			Invoices	1	\$2,031.25
<b>PW Forestry PW Forestry</b>									
Department	<b>PW Public Bldgs - PW Public Buildings</b>								
Vendor	<b>5754 - Troop Contracting</b>								
Troop 1	Application 1 9/27/16 - 10/27/16	Open		12/13/2016	01/06/2017	12/13/2016			99,667.50
Troop 2	Room 214 - 11/18/16 - 12/16/16	Open		12/21/2016	01/06/2017	12/21/2016			158,285.76
			Vendor	<b>5754 - Troop Contracting Totals</b>			Invoices	2	\$257,953.26
			Department	<b>PW Public Bldgs - PW Public Buildings Totals</b>			Invoices	2	\$257,953.26
<b>PW Public Bldgs PW Public Buildings</b>									
Department	<b>Sewage Trtmnt - Sewage Treatment</b>								
Vendor	<b>127 - Aecom Technical Services Inc</b>								
60489079-09	Zinc program Nov 5,2016 thru Dec 2,2016	Open		12/15/2016	01/06/2017	12/15/2016			6,111.08
37849425	Sludge Permit renewal application	Open		12/20/2016	01/06/2017	12/20/2016			3,532.51
			Vendor	<b>127 - Aecom Technical Services Inc Totals</b>			Invoices	2	\$9,643.59
Vendor	<b>5618 - Baxter &amp; Woodman, Inc.</b>								
0189963	Phosphorus study 11/13/16 thru 12/10/16	Open		12/20/2016	01/06/2017	12/20/2016			1,831.17
			Vendor	<b>5618 - Baxter &amp; Woodman, Inc. Totals</b>			Invoices	1	\$1,831.17
Vendor	<b>4751 - Dahme Mechanical Industries Inc</b>								
20160365	Turnberry lift station valve replacement	Open		12/20/2016	01/06/2017	12/20/2016			13,875.00
			Vendor	<b>4751 - Dahme Mechanical Industries Inc Totals</b>			Invoices	1	\$13,875.00
Vendor	<b>4184 - Synagro Central LLC</b>								
20-128577	November sludge hauling at stp	Open		12/09/2016	01/06/2017	12/09/2016			23,984.96
			Vendor	<b>4184 - Synagro Central LLC Totals</b>			Invoices	1	\$23,984.96
			Department	<b>Sewage Trtmnt - Sewage Treatment Totals</b>			Invoices	5	\$49,334.72
<b>Sewage Trtmnt Sewage Treatment</b>									



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Department Village Manager - Village Manager</b>									
<b>Sub-Department Village Manager.Check Request Village Manager,Check Request</b>									
<b>Vendor 5237 - Bryan Cave LLP</b>									
10613454	Professional Services - Hanover Square	Open		12/14/2016	01/06/2017	12/14/2016			26,339.76
10622373	Professional Services - Hanover Square	Open		12/14/2016	01/06/2017	12/14/2016			14,912.70
<b>Vendor 5237 - Bryan Cave LLP Totals</b>							Invoices	2	\$41,252.46
<b>Vendor 1303 - DuPage Mayors &amp; Managers Conference</b>									
9710	Registration for Business Mtg. - Craig	Open		12/09/2016	01/06/2017	12/09/2016			40.00
<b>Vendor 1303 - DuPage Mayors &amp; Managers Conference Totals</b>							Invoices	1	\$40.00
<b>Vendor 3716 - Roger C Marquardt &amp; Company Inc</b>									
2132	Lobbying Services for December 2016	Open		12/09/2016	01/06/2017	12/09/2016			2,000.00
<b>Vendor 3716 - Roger C Marquardt &amp; Company Inc Totals</b>							Invoices	1	\$2,000.00
<b>Vendor 4543 - Warehouse Direct</b>									
3275614-0	Office Supplies	Open		12/09/2016	01/06/2017	12/09/2016			70.19
<b>Vendor 4543 - Warehouse Direct Totals</b>							Invoices	1	\$70.19
<b>Sub-Department Village Manager.Check Request Village Manager,Check Request Totals</b>							Invoices	5	\$43,362.65
<b>Department Village Manager - Village Manager Totals</b>							Invoices	5	\$43,362.65
<b>Village Manager Village Manager</b>									
<b>Department Water Treatment - Water Treatment</b>									
<b>Vendor 175 - Alexander Chemical Corp</b>									
10053864	Chlorine Gas Rcvd in 150 lb Cylinders and Delivery Fees	Open		12/14/2016	01/06/2017	12/14/2016			1,658.00
<b>Vendor 175 - Alexander Chemical Corp Totals</b>							Invoices	1	\$1,658.00
<b>Department Water Treatment - Water Treatment Totals</b>							Invoices	1	\$1,658.00
<b>Water Treatment Water Treatment</b>									
<b>Grand Totals</b>							Invoices	236	\$637,678.52



# Paid In Advance

Payment Date Range 12/03/16 - 12/22/16

Report By Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 5842 - Ron Baran									
120116baran	Holiday Tree Lighting-santa	Paid by Check #41646		12/07/2016	12/07/2016	12/07/2016		12/13/2016	425.00
			Vendor 5842 - Ron Baran Totals				Invoices	1	<u>\$425.00</u>
Vendor 4923 - Cook County Clerk									
760318	Fee for Record of Notary	Paid by Check #41647		12/05/2016	12/05/2016	12/05/2016		12/13/2016	10.00
			Vendor 4923 - Cook County Clerk Totals				Invoices	1	<u>\$10.00</u>
Vendor 2046 - IL EPA									
IEPA120816	Sludge Permit Application Fee	Paid by Check #41648		12/08/2016	12/08/2016	12/08/2016		12/13/2016	2,500.00
			Vendor 2046 - IL EPA Totals				Invoices	1	<u>\$2,500.00</u>
			Grand Totals				Invoices	3	<u><u>\$2,935.00</u></u>


**Village of Hanover Park**
**AGENDA MEMORANDUM**
**TO: Village President and Board of Trustees**
**FROM:** Juliana A. Maller, Village Manager  
Remy Navarrete, Finance Director

**SUBJECT:** Treasurer's Report – November 2016

**ACTION**
**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** January 5, 2017

**Executive Summary**

Review of the November 2016 Treasurer's Report.

**Discussion**

Attached is the November 2016 monthly Treasurer's Report. The report is made up of the following three pages:

- Cash and Investment Report
- Cash and Investment Detail by Institution
- Revenue and Expenditure Report

The first section lists all of the Village's Assets by fund and by type, including cash, investments and other assets. The total of the cash and investments column balances to the second section.

Cash and investment detail by institution is in the second section of the Treasurer's Report. All of the Village's banking institutions are broken out by account number, account type, date opened, maturity date, interest rate and amount.

The revenue and expenditure report is the final section, which is a quick snapshot of the Village's actual versus budget amounts through the month of November. With 91.67% of the year completed, it gives a brief summary of the total revenues and expenses compared to the total annual budget.

All information included in the report is through the month of November 2016.

**Recommended Action**

For informational purposes only.

**Attachments:** November 2016 Report

Agreement Name: \_\_\_\_\_

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
<b>Budgeted Amount:</b>	\$N/A		
<b>Actual Cost:</b>	\$		
<b>Account Number:</b>			

 Executed By: \_\_\_\_\_ Regular Board Meeting  
January 5, 2017 Pg. 311

Village of Hanover Park  
Cash & Investment Report  
Wednesday, November 30, 2016

91.67% of the Fiscal Year completed  
General Ledger Balances as of November 30, 2016

Fund	Balance as of: 11/30/2016	Detail of Ending balances		
		Cash	Investments	11/30/2016
General	14,829,305.53	6,479,430.17	8,349,875.36	\$ 14,829,305.53
MFT	593,056.83	(57,760.42)	650,817.25	593,056.83
Road and Bridge	1,125,166.11	1,125,166.11		1,125,166.11
SSA # 3	44,510.24	44,510.24		44,510.24
SSA # 4	63,567.73	63,567.73		63,567.73
SSA # 5	135,053.49	135,053.49		135,053.49
SSA # 6	26,463.74	26,463.74		26,463.74
MWRD Fields	726,541.74	227,141.74	499,400.00	726,541.74
State Restricted Funds	298,856.51	298,856.51		298,856.51
Federal Restricted Funds	1,479.00	1,479.00		1,479.00
Foreign Fire Fund	62,839.32	62,839.32		62,839.32
Capital Projects	1,388,318.99	1,388,318.99		1,388,318.99
TIF # 3	5,070,496.10	1,177,028.60	3,893,467.50	5,070,496.10
TIF # 4	(466.97)	(466.97)		(466.97)
TIF # 5	45,571.31	45,571.31		45,571.31
2011 Debt Service	112,886.35	112,886.35		112,886.35
2010 Debt Service	148,679.83	148,679.83		148,679.83
2010A Debt Service	70,545.41	70,545.41		70,545.41
Water and Sewer	12,884,903.31	8,925,200.17	3,959,703.14	12,884,903.31
Commuter Lot	511,717.21	511,717.21		511,717.21
Central Equipment	4,240,233.50	(454,607.42)	4,694,840.92	4,240,233.50
IT Replacement	511,079.38	511,079.38	-	511,079.38
<b>TOTALS:</b>	<b>42,890,804.66</b>	<b>20,842,700.49</b>	<b>22,048,104.17</b>	<b>42,890,804.66</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>42,890,804.66</b>		

\* Police and Firefighter Pension Funds are not included in this reports. These funds are included in the Quarterly Financial Report

IMET - Balance of restricted funds 1/1/2015		\$ 242,311.98
Monies received of restricted funds	2/6/2015	\$ (4,222.47)
	4/27/2015	\$ (7,831.53)
<b>IMET - Remaining restricted Funds 06/30/2016</b>		<b>\$ 230,257.98</b>

Village of Hanover Park  
Cash and Investment Detail by Institution  
As of November 30, 2016

91.67% of the Fiscal Year completed  
**General Ledger Balances as of November 30, 2016**

Banking Institution	Account Type	Account #	Opening Date	Maturity Date	Interest Rate	Balance as of: 11/30/2016
<b>VILLAGE OF HANOVER PARK</b>	Petty Cash					3,450.00
						<b>3,450.00</b>
<b>FIRST EAGLE BANK</b>	Certificate of Deposit	490001	1/23/2015	1/23/2017	0.700%	450,000.00
	Certificate of Deposit	481686	6/21/2016	6/21/2017	0.600%	289,811.53
	Certificate of Deposit	490006	1/23/2015	1/23/2017	0.700%	531,726.59
	Certificate of Deposit	210035	9/9/2016	3/9/2017	0.400%	4,000,000.00
	Money Market Account - Operating	102578301			0.300%	1,569,535.93
						<b>6,841,074.05</b>
<b>FIFTH THIRD BANK</b>	Checking Account - Operating	7236230269			0.000%	3,714,442.06
						<b>3,714,442.06</b>
<b>ILLINOIS FUNDS</b>	Money Market Fund - Epay	0-071-3917-3541			0.010%	64,350.70
	Money Market Fund - General Corp Acct	0-071-3911-9791			0.010%	3,762,642.73
	Money Market Fund - MFT	0-071-3910-9842			0.010%	451,416.45
						<b>4,278,409.88</b>
<b>HANOVER PARK COMMUNITY BANK/WINTRUST</b>	Checking Account - Operating	8986520508			0.000%	4,934,219.92
	Money Market Fund - General Corp Acct	1675345120			0.150%	5,071,926.85
	Money Market Fund - MFT	1675350256			0.150%	500,174.68
	Money Market Fund - Water & Sewer	1675626332			0.150%	195,903.70
	Certificate of Deposit	940000407-1002	3/12/2016	3/12/2017	0.250%	264,685.70
	Certificate of Deposit	940000415-1002	3/12/2016	3/12/2017	0.250%	208,215.01
	Certificate of Deposit	1675189609	9/26/2016	3/26/2017	0.400%	251,893.93
	Certificate of Deposit	1675418772	9/26/2016	3/26/2017	0.400%	263,061.47
						<b>11,690,081.26</b>
<b>IMET</b>	Convenience Fund	20137-101			0.210%	20,899.92
	1-3 year Investment Fund	20137-101			0.141%	102,656.36
						<b>123,556.28</b>
<b>HARRIS BANK</b>	Certificate of Deposit	6900226290	5/25/2016	5/25/2017	0.200%	257,022.88
	Certificate of Deposit	2950134659	6/24/2013	6/24/2018	0.850%	288,745.09
	Certificate of Deposit	2950138193	2/5/2015	2/5/2017	0.350%	322,994.28
						<b>868,762.25</b>
<b>PARKWAY BANK</b>	Certificate of Deposit	7400002156-3629	3/12/2016	3/12/2017	0.500%	119,607.96
	Certificate of Deposit	7400002156-3693	7/17/2016	11/17/2017	1.090%	122,552.10
						<b>242,160.06</b>
<b>PMA FINANCIAL NETWORK</b>	Cash Account - Operating				0.300%	48,200.23
	Certificate of Deposit	206671	2/24/2015	2/24/2017	0.851	245,800.00
	Certificate of Deposit	206672	2/24/2015	2/24/2017	0.815	245,900.00
	Certificate of Deposit	206673	2/24/2015	2/24/2017	0.753	246,200.00
	Certificate of Deposit	206674	2/24/2015	2/24/2017	0.757	246,200.00
	Certificate of Deposit	206675	2/24/2015	2/24/2017	0.701	246,500.00
	Certificate of Deposit	34072	3/4/2015	3/6/2017	1.000	247,754.08
	Certificate of Deposit	34073	3/4/2015	3/6/2017	0.850	248,000.00
	Certificate of Deposit	233429	11/8/2016	5/8/2017	0.492	249,300.00
	Certificate of Deposit	233430	11/8/2016	5/8/2017	0.452	249,400.00
	Certificate of Deposit	233431	11/8/2016	5/8/2017	0.550	249,300.00
	Certificate of Deposit	233432	11/8/2016	5/8/2017	0.495	249,300.00
	Certificate of Deposit	233433	11/8/2016	5/8/2017	0.442	249,400.00
	Certificate of Deposit	233551	11/14/2016	5/15/2017	0.600	249,200.00
	Certificate of Deposit	230286	8/23/2016	2/21/2017	0.451	249,117.02
	Certificate of Deposit	23737	7/28/2016	7/24/2017	0.480	249,000.00
	Certificate of Deposit	24045	7/28/2016	4/24/2017	0.490	249,000.00
	Certificate of Deposit	27237	7/28/2016	1/24/2017	0.390	249,500.00
	Certificate of Deposit	33306	7/28/2016	1/24/2017	0.350	249,500.00
	Certificate of Deposit	33653	7/28/2016	4/24/2017	0.510	249,000.00
	Certificate of Deposit	33682	7/28/2016	8/3/2017	0.610	248,400.00
	Certificate of Deposit	34294	7/28/2016	4/24/2017	0.490	249,000.00
	Certificate of Deposit	34353	7/28/2016	4/24/2017	0.390	249,200.00
	Certificate of Deposit	34383	7/28/2016	1/24/2017	0.350	249,500.00
	Certificate of Deposit	34885	7/28/2016	8/3/2017	0.690	248,200.00
	Certificate of Deposit	34982	7/28/2016	4/24/2017	0.490	249,000.00
	Certificate of Deposit	34997	7/28/2016	8/3/2017	0.640	248,300.00
	Certificate of Deposit	57927	7/28/2016	1/24/2017	0.390	249,500.00
	Certificate of Deposit	57968	7/28/2016	8/3/2017	0.650	248,300.00
	Certificate of Deposit	58132	7/28/2016	1/24/2017	0.390	249,500.00
	Certificate of Deposit	58741	7/28/2016	8/3/2017	0.650	248,300.00
	Certificate of Deposit	231313-1	9/9/2016	3/8/2017	0.399	249,500.00
	Certificate of Deposit	231316-1	9/9/2016	12/8/2016	0.351	249,700.00

Village of Hanover Park  
Cash and Investment Detail by Institution  
As of November 30, 2016

91.67% of the Fiscal Year completed  
**General Ledger Balances as of November 30, 2016**

Banking Institution	Account Type	Account #	Opening Date	Maturity Date	Interest Rate	Balance as of: 11/30/2016
	Certificate of Deposit	231314-1	9/9/2016	3/8/2017	0.449	249,400.00
	Certificate of Deposit	231312-1	9/9/2016	6/6/2017	0.402	248,600.00
	Certificate of Deposit	231311-1	9/9/2016	6/6/2017	0.419	248,500.00
	Certificate of Deposit	231310-1	9/9/2016	6/6/2017	0.442	248,400.00
	Certificate of Deposit	231309-1	9/9/2016	6/6/2017	0.440	248,400.00
	Certificate of Deposit	231308-1	9/9/2016	9/11/2017	0.650	248,300.00
	Certificate of Deposit	231307-1	9/9/2016	9/11/2017	0.600	248,500.00
	Certificate of Deposit	231306-1	9/9/2016	9/11/2017	0.750	248,100.00
	Certificate of Deposit	231315-1	9/9/2016	3/8/2017	0.390	249,100.00
	Certificate of Deposit	38290	9/9/2016	3/14/2017	0.450	249,123.20
	Certificate of Deposit	27314	8/9/2016	2/13/2017	0.600	249,062.91
	Certificate of Deposit	58427	8/9/2016	2/6/2017	0.430	249,400.00
	Certificate of Deposit	67955	8/9/2016	2/6/2017	0.460	249,400.00
	Certificate of Deposit	231305-1	9/9/2016	12/8/2016	0.352	249,600.00
	Certificate of Deposit	231303-1	9/9/2016	3/8/2017	0.374	249,500.00
	Certificate of Deposit	231304-1	9/9/2016	12/8/2016	0.442	249,700.00
	Certificate of Deposit	231297-1	9/9/2016	6/6/2017	0.461	249,100.00
	Certificate of Deposit	231298-1	9/9/2016	6/6/2017	0.400	249,200.00
	Certificate of Deposit	231299-1	9/9/2016	6/6/2017	0.442	248,400.00
	Certificate of Deposit	231300-1	9/9/2016	3/8/2017	0.441	249,400.00
	Certificate of Deposit	231301-1	9/9/2016	3/8/2007	0.442	249,000.00
	Certificate of Deposit	231302-1	9/9/2016	3/8/2017	0.399	249,000.00
	Certificate of Deposit	38284	9/9/2016	3/14/2017	0.500	249,123.17
	Certificate of Deposit	38283	9/9/2016	3/15/2017	0.500	249,122.49
	Certificate of Deposit	38287	9/9/2016	3/23/2017	0.500	249,184.76
	Certificate of Deposit	231277-1	9/9/2016	12/8/2016	0.391	249,700.00
	Certificate of Deposit	231276-1	9/9/2016	12/8/2016	0.445	249,700.00
						<b>14,725,987.86</b>
<b>JP MORGAN CHASE - JAWA DEPOSIT</b>	Savings Account					<u>402,880.96</u>
						<b>402,880.96</b>
<b>Bank of New York</b>	2010 GO Debt Services					-
	2010A Go Debt Services					-
						-
<b>TOTAL CASH &amp; INVESTMENTS</b>						<u><b>42,890,804.66</b></u>
						(42,890,804.66)
						-

Village of Hanover Park  
 Revenue & Expenditure Report  
 Wednesday, November 30, 2016

**91.67% of the Fiscal Year completed**  
**General Ledger Balances as of November 30, 2016**

Fund	Revenues				Expenditures			
	Budget	Actual	YTD Actual	YTD % of Budget	Budget	Actual	YTD Actual	YTD % of Budget
<b>General</b>	\$32,607,838	\$1,783,555	\$27,871,121	85.47%	\$32,199,242	\$2,351,268	\$25,692,645	79.79%
<b>MFT</b>	\$919,258	\$84,527	\$794,055	86.38%	\$1,753,128	\$82,646	\$1,512,577	86.28%
<b>Road and Bridge</b>	\$124,150	\$1,059	\$113,172	91.16%	\$388,000	\$5,689	\$64,901	16.73%
<b>SSA # 3</b>	\$15,337	\$4	\$14,054	91.64%	\$18,690	\$1,200	\$12,778	68.37%
<b>SSA # 4</b>	\$18,125	\$9	\$20,236	111.65%	\$29,800	\$2,835	\$22,272	74.74%
<b>SSA # 5</b>	\$235,129	\$4,113	\$150,834	64.15%	\$435,129	\$89,394	\$490,139	112.64%
<b>SSA # 6</b>	\$78,144	\$1,207	\$77,868	99.65%	\$78,094	\$5,841	\$64,253	82.28%
<b>MWRD Fields</b>	\$121,985	\$11,329	\$131,933	108.16%	\$321,985	\$9,343	\$65,551	20.36%
<b>State Restricted Funds</b>	\$35,650	\$3,139	\$74,720	209.59%	\$33,600	\$1,384	\$34,308	102.11%
<b>Federal Restricted Funds</b>	\$0	\$0	\$0	n/a	\$750	\$0	\$0	0.00%
<b>Foreign Fire Fund</b>	\$27,500	\$39,609	\$39,609	144.03%	\$20,500	\$5,291	\$21,451	104.64%
<b>Capital Projects</b>	\$1,273,396	\$106,362	\$1,173,700	92.17%	\$1,298,396	\$180,846	\$808,604	62.28%
<b>TIF # 3</b>	\$1,663,940	\$11,260	\$1,777,562	106.83%	\$1,330,000	\$45,937	\$117,479	8.83%
<b>TIF # 4</b>	\$0	\$0	\$0	n/a	\$100,000	\$0	\$0	0.00%
<b>TIF # 5</b>	\$6,600	\$0	\$25,865	391.89%	\$40,000	\$7,242	\$30,398	76.00%
<b>2011 Debt Service</b>	\$641,912	\$6,626	\$650,275	101.30%	\$642,615	\$573,406	\$642,615	100.00%
<b>2010 Debt Service</b>	\$790,318	\$86,333	\$872,543	110.40%	\$791,271	\$547,609	\$791,370	100.01%
<b>2010A Debt Service</b>	\$465,962	\$51,897	\$536,458	115.13%	\$466,965	\$320,456	\$465,913	99.77%
<b>Water and Sewer</b>	\$12,144,925	\$1,029,208	\$10,289,345	84.72%	\$12,419,590	\$854,112	\$9,466,939	76.23%
<b>Commuter Lot</b>	\$375,886	\$32,901	\$448,591	119.34%	\$523,014	\$21,509	\$414,517	79.26%
<b>Central Equipment</b>	\$1,142,138	\$110,537	\$1,115,489	97.67%	\$2,014,000	\$58,982	\$2,373,234	117.84%
<b>IT Replacement</b>	\$300,000	\$25,000	\$275,000	91.67%	\$135,000	\$0	\$63,921	47.35%
<b>TOTALS:</b>	<b>\$ 52,988,193</b>	<b>\$ 3,388,674</b>	<b>\$ 46,452,430</b>	<b>87.67%</b>	<b>\$ 55,039,769</b>	<b>\$ 5,164,992</b>	<b>\$ 43,155,863</b>	<b>78.41%</b>

\* Police and Firefighter Pension Funds are not included in this reports. These funds are included in the Quarterly Financial Report