



# Village of Hanover Park Administration

Municipal Building  
2121 West Lake Street, Hanover Park, IL 60133  
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President  
Rodney S. Craig

Village Clerk  
Kristy Merrill

Trustees  
Yasmeen Bankole  
Liza Gutierrez  
Syed Hussaini  
James Kemper  
Herb Porter  
Bob Prigge

Village Manager  
Juliana A. Maller

## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR MEETING

2121 W. Lake Street, Room 214, Hanover Park, IL 60133

Thursday, September 16, 2021  
7:00 p.m.

#### AGENDA

1. CALL TO ORDER – ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF AGENDA
4. PUBLIC HEARING

Proposal to Establish Special Service Area Eight – Court J - Tanglewood

- a. Motion to Open Public Hearing to consider the establishment of Special Service Area Eight
- b. Explanation of the purpose of the Public Hearing and the Special Service Area
- c. Explanation concerning the Notices
- d. Examination of written objections, if any
- e. Persons desiring to be heard with opportunity to present testimony and examine witnesses
- f. Determination of all protests and objections
- g. Motion to close and finally adjourn the Public Hearing on the Establishment of Special Service Area Eight

#### 5. PRESENTATIONS

- a. Swearing In (Police Department)
  1. Lieutenant Victor DiVito
  2. Sergeant Daniel Bers
  3. Police Officer David Torres
  4. Police Officer Shawna Elleson

**6. 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.

**7. VILLAGE PRESIDENT REPORT – RODNEY S. CRAIG**

**8. 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.

**8-A.1** Move to approve the minutes of the regular Board meeting of August 19, 2021.

**(C.A.)**

**8-A.2** Move to pass an Ordinance amending the Base Salary Plan of the Village of Hanover Park.

**(C.A.)**

**8-A.3** Motion to approve the "Local Public Agency Agreement for Federal Participation" with the Illinois Department of Transportation, approve the "Local Public Agency Engineering Services Agreement," pass a Resolution approving an Intergovernmental Agreement with the State of Illinois and the Village of Hanover Park appropriating funds for the Arlington Drive over West Branch DuPage River (Bridge) Project in the amount of \$418,000, and authorize the Village President to execute the necessary documents.

**(C.A.)**

**8-A.4** Move to pass a Resolution of Financial Commitment concerning the Illinois Safe Routes to School Program and submit a letter of support for the Illinois Safe Routes to School (SRTS) Funding Application.

**(C.A.)**

**8-A.5** Move to pass an Ordinance establishing Special Service Area Number Eight in the Village of Hanover Park, DuPage County, Illinois.

**(C.A.)**

**8-A.6** Move to approve Warrant 9/16/2021 in the amount of \$703,955.34.

**(C.A.)**

**8-A.7** Approve July 2021 P-Cards in the amount of \$22,244.22.

**(C.A.)**

**9. VILLAGE MANAGER'S REPORT – JULIANA MALLER**

a. Vaping/Tobacco Shop Recommendation

- 10. VILLAGE CLERK’S REPORT – KRISTY MERRILL**
- 11. CORPORATION COUNSEL’S REPORT – BERNARD Z. PAUL**
- 12. VILLAGE TRUSTEES REPORTS**
  - 12-A. BOB PRIGGE**
  - 12-B. SYED HUSSAINI**
  - 12-C. LIZA GUTIERREZ**
  - 12-D. HERB PORTER**
  - 12-E. JAMES KEMPER**
  - 12-F. YASMEEN BANKOLE**
- 13. EXECUTIVE SESSION – None Scheduled**
- 14. ADJOURNMENT**



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## VILLAGE OF HANOVER PARK

### VILLAGE BOARD REGULAR MEETING 2121 Lake Street, Hanover Park, IL 60133

Thursday, August 19, 2021  
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: Gutierrez, Porter, Bankole, Prigge, Hussaini

ABSENT: Trustee(s): Kemper

Quorum established.

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

#### 2. PLEDGE OF ALLEGIANCE

Recital of the Pledge of Allegiance.

#### 3. ACCEPTANCE OF AGENDA

Motion by Trustee Porter and second by Trustee Hussaini to accept the agenda.

Trustee Porter asked that agenda items 7-A.3 and 7-A.4 to be removed from consent agenda. Trustee Bankole asked that agenda item 7-A.2 be removed from the consent agenda, leaving only agenda item 7-A.1 on the consent agenda.

Village Attorney Paul recommended that the entire consent agenda be removed.

No questions.

Roll Call:

AYES: Bankole, Prigge, Hussaini, Gutierrez, Porter  
NAYS: None  
ABSENT: Kemper

ABSTENTION: None

**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.

None.

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

President Craig spoke to his address at the National Association of Real Estate Professionals at the Chicago North Chapter today. He noted that he will be attending the Wall Camp event, an outdoor study camp, with the 6<sup>th</sup> graders from Trinity Lutheran at the end of September. President Craig noted that he enjoyed participating in the Back-to-School video at Springwood Middle School, and concluded his report noting that he enjoyed the golf outing with Trustee Porter and Trustee Hussaini in support of Jessie White tumblers.

**7. MOVE TO APPROVE BY OMNIBUS VOTE ITEMS ON THE CONSENT AGENDA.**

Having no items remaining on the consent agenda; no motion, or second motion, or roll call was taken.

Trustee Porter removed 7-A.3 and 7-A.4 from consent agenda. Trustee Bankole removed 7-A.2 from the consent agenda.

Village Attorney Paul recommended that the entire consent agenda be removed.

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.

**7-A.1** Motion by Trustee Prigge and second by Trustee Gutierrez to approve the fourth year of a five-year contract with Snow Systems of Wheeling, Illinois for snow removal in the Commuter Parking Lots in accordance with the 4-page bid proposal of which \$30,200 is budgeted for in FY'21.

No discussion.

Roll Call:

AYES: Bankole, Prigge, Hussaini, Gutierrez, Porter  
 NAYS: None  
 ABSENT: Kemper  
 ABSTENTION: None

Motion carried.

**7-A.2** Motion by Trustee Prigge and second by Trustee Gutierrez to approve a contract with Synagro Central LLC. for biosolids dewatering for amounts not to exceed \$211,680 (FY 21/22), \$216,000 (FY 22/23), and \$219,240 (FY 23/24) and authorize the Village Manager to execute the necessary documents.

Question by Trustee Bankole regarding the bid process was clarified by Public Works Director Moore.

No further questions.

Roll Call:

AYES: Bankole, Prigge, Hussaini, Gutierrez, Porter  
 NAYS: None

ABSENT: Kemper  
ABSTENTION: None

Motion carried.

**7-A.3** Motion by Trustee Prigge and second by Trustee Bankole to pass a Resolution supporting a Class 7C Real Estate Tax Incentive for the benefit of the property located at 7460 Barrington Road, Hanover Park, Illinois pursuant to the Cook County Real Property Assessment Classification Ordinance.

Trustee Porter asked for clarification regarding how criteria are met, Economic and Community Development Director Govind provided clarification.

No further questions.

Roll Call:

AYES: Bankole, Prigge, Hussaini, Gutierrez, Porter  
NAYS: None  
ABSENT: Kemper  
ABSTENTION: None

Motion carried.

**7-A.4** Motion by Trustee Porter and second by Trustee Hussaini to pass a Resolution supporting a Class 7C Real Estate Tax Incentive for the benefit of the property located at 7600 Barrington Road, Hanover Park, Illinois pursuant to the Cook County Real Property Assessment Classification Ordinance.

No questions.

Roll Call:

AYES: Bankole, Prigge, Hussaini, Gutierrez, Porter  
NAYS: None  
ABSENT: Kemper  
ABSTENTION: None

Motion carried.

**7-A.5** Motion by Trustee Prigge and second by Trustee Bankole to authorize out-of-state travel for Trustee Porter to attend the National League of Cities City Summit Conference November 18<sup>th</sup> through the 20<sup>th</sup>, 2021, in Salt Lake City, Utah.

No questions.

Roll Call:

AYES: Prigge, Hussaini, Gutierrez, Bankole  
NAYS: None  
ABSENT: Kemper  
ABSTENTION: Porter

Motion carried.

**7-A.6** Motion by Trustee Gutierrez and second by Trustee Hussaini to approve Warrant 8/19/2021 in the amount of \$940,851.42.

No questions.

Roll Call:

AYES: Hussaini, Gutierrez, Porter, Bankole, Prigge  
NAYS: None  
ABSENT: Kemper  
ABSTENTION: None

Motion carried.

**7-A.7** Motion by Trustee Prigge and second by Trustee Bankole to approve Warrant Paid in Advance (7/31/2021-8/12/2021) in the amount of \$438,043.11.

No questions.

Roll Call:

AYES: Gutierrez, Porter, Bankole, Prigge, Hussaini  
NAYS: None  
ABSENT: Kemper  
ABSTENTION: None

Motion carried.

**7-A.8** Motion by Trustee Prigge and second by Trustee Gutierrez to approve June 2021 P-Cards in the amount of \$17,232.53.

No questions.

Roll Call:

AYES: Porter, Bankole, Prigge, Hussaini, Gutierrez  
NAYS: None  
ABSENT: Kemper  
ABSTENTION: None

Motion carried.

**8. VILLAGE TRUSTEES REPORTS**

a. Monthly Treasurer’s Report – July 2021

Village Manager Maller made herself available for questions.

No questions.

**9. VILLAGE CLERK’S REPORT – KRISTY MERRILL**

No Report.

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

No Report.

**11. VILLAGE TRUSTEES REPORTS**

**11-A. LIZA GUTIERREZ**

Trustee Gutierrez spoke to the success of the business special event off Olde Salem. She noted that the business center is looking forward to their Trick or Treat event on October 30, 2021 and that business grants are available again for those who are interested. She concluded by noting that the Historic Committee is open to receiving photos of Hanover Park through August 14, 2021. Anyone interested in sharing their photos is asked to send them to Officer Pini at [KPini@hpil.org](mailto:KPini@hpil.org).

**11-B. HERB PORTER**

Trustee Porter spoke to various events that he recently attended, the FIA 75<sup>th</sup> Anniversary event at Verandah, the Laurel Hill Back to School event, and the Jessie White Tumblers event. He noted that U46 has once again implemented a mask mandate.

**11-C. JAMES KEMPER.**

Absent.

**11-D. YASMEEN BANKOLE**

Trustee Bankole spoke to attending the Metro meeting, the Olde Salem Business Bash, the Tanglewood BBQ, and the FIA Verandah event. She noted that the Cook County ARP survey is out and asked all to help Cook County by completing the survey.

**11-E. BOB PRIGGE**

No Report.

**11-F. SYED HUSSAINI**

Trustee Hussaini spoke to the Indian Independence Day celebrations throughout August. Trustee Hussaini recognized the Pakistan Independence Day. He spoke to his attendance at the Jessie White fundraiser event and concluded his report by speaking to the upcoming CIDC meeting regarding vaping and tobacco establishments and noted that he will provide the Board the results of that meeting.

**11. EXECUTIVE SESSION**

None scheduled.

**12. ADJOURNMENT**

Motion by Trustee Prigge and second by Trustee Gutierrez to adjourn.

Roll Call:

AYES: Bankole, Prigge, Hussaini, Gutierrez, Porter  
 NAYS: None  
 ABSENT: Kemper  
 ABSTENTION: None

Motion carried: Meeting adjourned at 7:38 P.M.

Recorded and transcribed by Kristy Merrill Village Clerk

Minutes approved by President and Board of Trustees on this: \_\_\_\_ day of \_\_\_\_\_ 2021.



*Hanover Park* <sup>USA</sup>

## AGENDA MEMORANDUM

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

**FROM:** Juliana A. Maller, Village Manager  
Eric Fors, Fire Chief  
Barry J. Kurcz, Human Resources Director

**SUBJECT:** Ordinance Amending the Base Salary Plan by Changing Assistant Fire Chief Title to Deputy Fire Chief

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** September 16, 2021

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### Executive Summary

Pass an Ordinance Amending the Base Salary Plan of the Village of Hanover Park by changing the title of Assistant Fire Chief to Deputy Fire Chief.

### Discussion

Staff has recently completed the interview and selection process for the Assistant Fire Chief position. In researching other communities "second in command" positions in fire departments, it has become evident that the position title of Assistant Fire Chief has changed in most communities to the title of Deputy Fire Chief. In fact, the vast majority of our surrounding communities use the title of Deputy Chief. This is also consistent with the Police Department's use of the title of Deputy Chief in Hanover Park.

In order to remain consistent internally and externally, staff recommends changing the current position job title of Assistant Fire Chief to Deputy Fire Chief in the Base Salary Plan of the Village of Hanover Park. It is recommended that this change be made now, prior to the swearing in of Chief Dan Nicholson to the position.

### Recommended Action

Move to pass an Ordinance amending the Base Salary Plan of the Village of Hanover Park.

**Attachments:** Ordinance

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	n/a	
<b>Actual Cost:</b>		
<b>Account Number:</b>		

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

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

**ORDINANCE NO. O-21-****AN ORDINANCE AMENDING THE BASE SALARY PLAN OF THE  
VILLAGE OF HANOVER PARK**

**WHEREAS**, the Village of Hanover Park, Illinois, is a home rule unit under subsection (a) of Section 6 of Article VII of the Illinois Constitution of 1970; and

**WHEREAS**, subject to said Section, a home rule unit may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, the Village hereby adopts this ordinance in furtherance of its home rule powers; 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 the Municipal Code of Hanover Park is amended by deleting Appendix A. Village of Hanover Park Base Salary Plan from Division 2 of Article II of Chapter 2 of said code in its entirety.

**SECTION 2:** That Division 2 of Article II of Chapter 2 of the Hanover Park Municipal Code is amended by adding in place of the deletion provided for in Section 1 of this Ordinance, Appendix A. Village of Hanover Park Base Salary Plan as follows:

<b>APPENDIX A. VILLAGE OF HANOVER PARK BASE SALARY PLAN</b>	<b>Salary Grade</b>	<b>Salary Ranges</b>	
		<b>Minimum</b>	<b>Maximum</b>
<b>Senior Management - Grades 15 - 16</b>			
Deputy Village Manager	<b>16</b>	<b>\$122,191</b>	<b>\$177,178</b>
Director of Public Works	<b>16</b>		
Fire Chief	<b>16</b>		
Police Chief	<b>16</b>		
Chief Information Officer	<b>15</b>	<b>\$107,658</b>	<b>\$156,103</b>
Community & Economic Development Director	<b>15</b>		
Finance Director	<b>15</b>		
Human Resources Director	<b>15</b>		
<b>Management - Grades 11 - 14</b>			
Deputy Fire Chief	<b>14</b>	\$100,819	\$146,188
Deputy Police Chief	<b>14</b>		
Village Engineer/Assistant Director of Public Works	<b>14</b>		
Battalion Chief	<b>13</b>	<b>\$94,223</b>	<b>\$136,624</b>
Chief of Inspectional Services	<b>13</b>		
Police Lieutenant	<b>13</b>		
Assistant Finance Director	<b>12</b>	<b>\$88,060</b>	<b>\$127,688</b>
Building Maintenance Supervisor	<b>11</b>	<b>\$82,298</b>	<b>\$119,333</b>
Fleet Services Manager	<b>11</b>		

Streets & Forestry Supervisor	11		
Wastewater Treatment Plant Supervisor	11		
Water Distribution Supervisor	11		
Water Supply Supervisor	11		
Assistant Village Engineer	11		
<b>Tech./Prof./Supervisory - Grades 8 - 10</b>			
Code Enforcement Supervisor	10	\$66,665	\$96,664
Network Systems Administrator	10		
Records Supervisor	10		
Village Planner	10		
<b>Application Systems Analyst</b>			
Application Systems Analyst	9	\$65,040	\$94,309
Emergency Management Coordinator - PT	9		
Plan Reviewer/Project Coordinator	9		
<b>Accountant</b>			
Accountant	8	\$63,453	\$92,007
Building Inspector	8		
Engineering Technician	8		
Human Resources Generalist	8		
<b>Administrative - Grades 5 - 7</b>			
Associate Planner	7	\$54,135	\$78,497
Executive Assistant	7		
Payroll & Benefits Specialist	7		
<b>Admin. Assistant/Deputy Village Clerk</b>			
Admin. Assistant/Deputy Village Clerk	6	\$51,557	\$74,758
Senior Administrative Assistant	6		
<b>Account Technician I</b>			
Account Technician I	5	\$49,104	\$71,202
Administrative Assistant	5		
Permit Coordinator – FT & PT	5		
Water Billing Representative	5		
<b>Customer Service/Labor - Grades 1 - 4</b>			
Village Service Representative	4	\$45,151	\$65,470
HR Administrative Clerk - PT	4		
<b>No position in range</b>			
No position in range	3	\$43,002	\$62,353
<b>Receptionist</b>			
Receptionist	2	\$40,954	\$59,383
<b>Custodian - PT</b>			
Custodian - PT	1	\$32,411	\$46,997

**SECTION 3:** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 4:** That the Village Clerk be and is hereby directed to publish this ordinance in pamphlet form.

ADOPTED this 16th day of September 2021, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this 16th day of September 2021

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Village President

ATTESTED, filed in my office, and  
Published in pamphlet form this 16th  
Day of September 2021

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Village Clerk



*Hanover Park* <sup>USA</sup>

## **AGENDA MEMORANDUM**

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

**FROM:** Juliana A. Maller, Village Manager  
T. J. Moore, Director of Engineering and Public Works  
Jonathan Stelle, Village Engineer/Assistant Director of Public Works

**SUBJECT:** Arlington Drive Bridge Replacement Project -  
Resolution Authorizing Local Funding  
Local Public Agency Agreement for Federal Participation  
Local Public Agency Engineering Services Agreement

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** September 16, 2021

### **Executive Summary**

Staff is requesting approval of an agreement between the Village of Hanover Park and the Illinois Department of Transportation, the approval of an engineering services agreement with HR Green, and passage of a Resolution approving funding for construction and construction engineering for the Arlington Drive Bridge Replacement Project.

### **Discussion**

In 2014, the Village received an STP grant for up to 80% federal funding for this project. In May 2016, the Village Board passed a Resolution authorizing funding for the Phase I of the project. Subsequently, in December 2018, the Phase I was approved by IDOT. Additionally, in May 2019, the Village Board passed a Resolution authorizing funding for the Phase II – Design Engineering of the project. In November 2019, the Phase II was approved by IDOT. Phase II is significantly complete, however, it's waiting on completion of easement acquisition before the project can be let.

The next step in the process is to obtain Phase III Construction and Engineering agreements for the use of federal funds on the project. The Local Public Agency Agreement for Federal Participation lists the maximum Construction Engineering of \$190,000, for which the Village would be responsible for a maximum of \$38,000. The Village will be responsible for paying the construction engineering consultant and will be reimbursed by IDOT for 80% of the actual cost. The agreement also lists the construction cost of \$1,900,000, for which the Village would be responsible for \$380,000. Method of financing with construction cost will be Village's share balance divided by the estimated total cost multiplied by the actual progress payment on the actual work performed by the contractor. Village will pay IDOT within thirty calendar days of the invoice.

HR Green was selected by the Village for the Construction Engineering contract through a process known as Qualifications Based Selection (QBS). This process is mandatory for all federally funded contracts with a value of \$40,000 or greater. A public notice was advertised seeking qualified consultants. The Village received seven responses, and selected HR Green as the most qualified consultant. They have an extensive experience in the design of bridges on federally funded projects. HR Green has also provided construction engineering services for Cinema Drive Reconstruction and Lake Street Pedestrian Access projects in the Village.

IDOT also requires a funding resolution committing the Village to pay the maximum local share of the project \$418,000. The FY21 Budget includes \$210,000 in the Road & Bridge Fund for construction engineering with an anticipated 80% reimbursement from IDOT. The Road & Bridge fund also includes \$480,000 for the Village's share of the construction cost. Due to the lengthy easements acquisition process, staff does not anticipate spending any of these amounts in FY21 and has included the funds in the proposed FY22 budget.

### **Recommended Action**

Motion to approve the "Local Public Agency Agreement for Federal Participation" with the Illinois Department of Transportation, approve the "Local Public Agency Engineering Services Agreement," pass a Resolution approving an Intergovernmental Agreement with the State of Illinois and the Village of Hanover Park appropriating funds for the Arlington Drive over West Branch DuPage River (Bridge) Project in the amount of \$418,000, and authorize the Village President to execute the necessary documents.

**Attachments:** Resolution Authorizing Local Funding  
Local Public Agency Agreement for Federal Participation  
Local Public Agency Engineering Services Agreement  
Location Map

<b>Budgeted Item:</b>	<u>  X  </u> Yes	<u>    </u> No
<b>Budgeted Amount:</b>	\$210,000	
	\$480,000	
<b>Actual Cost:</b>	\$190,000	
	\$380,000	
<b>Account Number:</b>	12-20-2600-403-464	
	12-20-2600-413-422	

Agreement Name: Arlington Drive Bridge – Local Public Agency Agreement for Federal Participation, Local Public Agency Engineering Services Agreement, and Funding Resolution 2

Executed By: Village President, Village Clerk

**ADDENDUM 2****VILLAGE OF HANOVER PARK****RESOLUTION NO. R-21-****A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH  
THE STATE OF ILLINOIS AND THE VILLAGE OF HANOVER PARK  
APPROPRIATING FUNDS FOR THE ARLINGTON DRIVE BRIDGE PROJECT**

**WHEREAS**, the Village of Hanover Park endeavors to improve Arlington Drive Bridge over the DuPage River. The project length is approximately 0.07 miles in length and known to the Illinois Department of Transportation as Section Number 15-00066-00-BR and State Job Number C-91-118-16; and

**WHEREAS**, the Phase III Construction and Engineering costs of said improvement has necessitated the use of federal funds; and

**WHEREAS**, the Village of Hanover Park received one million six hundred seventy two thousand dollars (\$1,672,000.00) in Surface Transportation Program (STP-BR); and

**WHEREAS**, the use of federal funds requires a joint funding agreement (hereinafter "AGREEMENT") with the Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Hanover Park authorizes four hundred eighteen thousand dollars (\$418,000.00) or as much of such sum as may be needed to match federal funds in the completion of the aforementioned project known as Section Number 15-00066-00-BR.

**BE IT FURTHER RESOLVED** that the (Village President) is hereby authorized and directed to execute the above-mentioned AGREEMENT and any other such documents related to advancement and completion of said project.

Pass this 16th day of September, 2021.

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Rodney S. Craig, Village President

ATTEST:

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Kristy Merrill, Village Clerk



**Local Public Agency Agreement  
for Federal Participation**



**LOCAL PUBLIC AGENCY**

Local Public Agency	County	Section Number
Village of Hanover Park	DuPage	15-00066-00-BR

Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
STP-Br	N/A	CMAP	08-15-0038

Construction on State Letting    Construction Local Letting    Day Labor    Local Administered Engineering    Right-of-Way

Construction		Engineering		Right of Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-118-16	22FB(847)				

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LPA jointly propose to improve the designated location as described below. The improvement shall be consulted in accordance with plans prepared by, or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

**LOCATION**

Local Street/Road Name	Key Route	Length	Stationing	
Arlington Drive	FAP 0361	0.01 mile	From	To
			6.54	6.55

Location Termini

At West Branch of DuPage River

Current Jurisdiction	Existing Structure Number(s)	Add Location
Village of Hanover Park	022-7451	Remove

**PROJECT DESCRIPTION**

Construction and construction management for the removal of the Arlington Drive bridge over the West Branch of the DuPage River from Greenbrook Boulevard to Catalina Drive.

**LOCAL PUBLIC AGENCY APPROPRIATION - REQUIRED FOR STATE LET CONTRACTS**

By execution of this Agreement the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum.

**METHOD OF FINANCING - (State-Let Contract Work Only)**

Check One

METHOD A - Lump Sum (80% of LPA Obligation \_\_\_\_\_ )

Lump Sum Payment - Upon award of the contract for this improvement, the LPA will pay the STATE within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the LPA's estimated obligation incurred under this agreement. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

METHOD B - \_\_\_\_\_ Monthly Payments of \_\_\_\_\_ due by the \_\_\_\_\_ of each successive month.

Monthly Payments - Upon award of the contract for this improvement, the LPA will pay to the STATE a specified amount each month for an estimated period of months, or until 80% of the LPA's estimated obligation under the provisions of the agreement has been paid. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.

METHOD C - LPA's Share **BALANCE** \_\_\_\_\_ divided by estimated total cost multiplied by actual progress payment.

Progress Payments - Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LPA will pay to the STATE within thirty (30) calendar days of receipt, an amount equal to the LPA's share of the construction cost divided by the estimated total cost multiplied by the actual payment (appropriately adjust for nonparticipating costs) made to the contractor until the entire obligation incurred under this agreement has been paid.

Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C shall allow the **STATE** to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the **STATE** to the **LPA** on this or any other contract. The **STATE** at its sole option, upon notice to the **LPA**, may place the debit into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as may be required to recover the debt.

#### THE LPA 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 **LPA** 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 **LPA**, the **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 Public 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, a jurisdictional addendum is required.
5. To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by addendum referred to in item 4 above) in a manner satisfactory to the **STATE** and the **FHWA**.
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 final project close out by the **STATE**, 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 **STATE**. The **LPA** agrees to cooperate fully with any audit conducted by the Auditor General, the **STATE**, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish presumption in favor of the **STATE** for 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. (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to complete the project.
11. (Preliminary Engineering) In the event that right-of-way acquisition for, or 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 **FHWA** authorization, the **LPA** will repay the **STATE** any Federal funds received under the terms of this agreement.
12. (Right-of-Way Acquisition) In the event construction has not commenced by the close of the twentieth fiscal year following **FHWA** authorization using right-of-way acquired this agreement, the **LPA** will repay the **STATE** any Federal Funds received under the terms of this agreement.
13. (Railroad Related Work) The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA/** railroad agreement prior to requesting reimbursement from the **STATE**. Requests for reimbursement should be sent to the appropriate **IDOT** District Bureau of Local Roads and Streets Office. Engineer's Payment Estimates shall be in accordance with the Division of Cost.
14. Certifies to the best of its knowledge and belief that its officials:
  - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. 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;
  - c. 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
  - d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.
15. To include the certifications, listed in item 14 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
16. (**STATE** Contracts). That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.
17. That for agreements exceeding \$100,000 in federal funds, execution of this agreement constitutes the **LPA's** certification that:
  - a. 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.

- b. 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.
- c. The **LPA** shall require that the language of this certification be included in the award documents for all subawards (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.
18. To regulate parking and traffic in accordance with the approved project report.
  19. To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.
  20. To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.
  21. To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project in which no expenditures have been charged against federal funds for the past twelve (12) months.
  22. (Reimbursement Requests) For reimbursement requests the **LPA** will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLR 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.
  23. (Final Invoice) The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, which ever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed. Form BLR 05613 (Engineering Payment Record) is required to be submitted with the final invoice on the engineering projects.
  24. (Project Closeout) The **LPA** shall provide the final report to the appropriate **STATE** district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
  25. (Project End Date) For Preliminary Engineering projects the end date is ten (10) years from the execution date of the agreement. For Right-of-Way projects the end date is fifteen (15) years from the execution date of the agreement. For Construction projects the end date is five (5) years for projects under \$1,000,000 or seven (7) years for projects over \$1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.
  26. (Single Audit Requirements) That if the **LPA** expends \$750,000 or more a year in federal financial assistance they shall have an audit made in accordance with 2 CFR 200. **LPA's** expending less than \$750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the **STATE** (Office of Internal Audit, Room 201, 2300 South Dirksen Parkway, Springfield, Illinois, 62764) within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year. The CFDA number for all highway planning and construction activities is 20.205.
  27. That the **LPA** is required to register with the System for Award Management or SAM, 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. To register or renew, please use the following website: <https://www.sam.gov/SAM/>
  28. (Required Uniform Reporting) To comply with the Grant Accountability and Transparency Act (30 ILCS 708) that requires a uniform reporting of expenditures. Uniform reports of expenditures shall be reported no less than quarterly using IDOT's BoBS 2832 form available on IDOT's web page under the "Resources" tab. Additional reporting frequency may be required based upon specific conditions, as listed in the accepted Notice of State Award (NOSA). Specific conditions are based upon the award recipient/grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ) and the Programmatic Risk Assessment (PRA).

**NOTE:** Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports" if the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>)

#### THE STATE AGREES:

1. To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Title II and III Requirements.
2. (State Contracts) To receive bids for 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 **LPA** to proceed with the construction of the improvement when agreed unit prices are approved, and to reimburse the **LPA** for that portion of the cost payable from Federal and/or State funds based on the agreed unit prices and engineer's pay estimates in accordance with the division of cost page.

4. (Local Contracts) For agreements with federal and/or state funds in engineering, right-of-way, utility work and/or construction work:
  - a. To reimburse the **LPA** for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the **LPA**;
  - b. To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors for 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 and federal Buy America provisions.
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 within one (1) year of the date of execution of this agreement.
3. This agreement shall be binding upon the parties, their successors and assigns.
4. For contracts awarded by the **LPA**, the **LPA** 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 **LPA** 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 **LPA'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 **STATE** 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 (31 U.S.C 3801 et seq.). In the absence of a USDOT - approved **LPA** 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.
5. In cases where the **STATE** is reimbursing the **LPA**, obligation 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.
6. 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 the act exempt its application.

**ADDENDA**

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

X	1. Location Map
X	2. Division of Cost
- X	3. LPA Appropriation Resolution
- X	4. GATA Reporting
- X	5. Intergovernmental Agreement with Forest Preserve District of DuPage County
Add Row	

The LPA further agrees as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this agreement and all Addenda indicated above.

**APPROVED**

Local Public Agency

Name of Official (Print or Type Name)

Rodney S. Craig

Title of Official

Village President

Signature

Date

Signature and Date boxes for Rodney S. Craig

The above signature certifies the agency's Tin number is 362481437 conducting business as a Governmental Entity.

Duns Number 085868057

**APPROVED**

State of Illinois  
Department of Transportation

Omer Osman P.E., Acting Secretary

Date

Signature and Date boxes for Omer Osman P.E.

By:

Director of Planning & Programming

Date

Signature and Date boxes for Director of Planning & Programming

Director of Planning & Programming

Date

Signature and Date boxes for Director of Planning & Programming

Philip C. Kaufmann, Chief Counsel

Date

Signature and Date boxes for Philip C. Kaufmann

Joanne Woodworth, Acting Chief Fiscal Officer

Date

Signature and Date boxes for Joanne Woodworth

**NOTE:** if the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

**LOCATION MAP**  
**ARLINGTON DRIVE OVER WEST BRANCH OF DUPAGE RIVER**  
**VILLAGE OF HANOVER PARK**  
**MFT SECTION 15-00066-00-BR**



**ADDENDA NUMBER 2**

Local Public Agency	County	Section Number
Village of Hanover Park	DuPage	15-00066-00-BR

<b>Construction</b>		<b>Engineering</b>		<b>Right of Way</b>	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-118-16	22FB(847)				

**DIVISION OF COST**

Type of Work	Federal Funds			State Funds			Local Public Agency			Totals
	Fund Type	Amount	%	Fund Type	Amount	%	Fund Type	Amount	%	
- Participating Construction	STP-Br	\$1,520,000.00	*				LOCAL	\$380,000.00	BAL	\$1,900,000.00
- Construction Engineering	STP-Br	\$152,000.00	*				LOCAL	\$38,000.00	BAL	\$190,000.00
-										
-										
-										
-										
	Total	\$1,672,000.00		Total			Total	\$418,000.00		\$2,090,000.00

Add

If funding is not a percentage of the total place an asterisk (\*) in the space provided for the percentage and explain below:

\*MAXIMUM FHWA (STP-Br) PARTICIPATION 80% NTE \$1,672,000

**NOTE:** The costs shown in the Division of Cost table are approximate and subject to change. The final LPA 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.

## Addendum 4

### Grant Accountability and Transparency Act (GATA)

#### Required Uniform Reporting

The Grant Accountability and Transparency Act (30 ILCS 708), requires a uniform reporting of expenditures. Uniform reports of expenditures shall be reported no less than quarterly using IDOT's [BoBS 2832](#) form available on IDOT's web page under the "Resources" tab.

Additional reporting frequency may be required based upon specific conditions, as listed in the accepted Notice of State Award (NOSA). Specific conditions are based upon the award recipient/grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ) and the Programmatic Risk Assessment (PRA).

**PLEASE NOTE:** Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "*Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports*" if the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx> )



## Local Public Agency Engineering Services Agreement

[Print Form](#)
[Print With Instructions](#)
[Reset Form](#)

Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:  Number:

### LOCAL PUBLIC AGENCY

Local Public Agency:  County:  Section Number:  Job Number:

Project Number:  Contact Name:  Phone Number:  Email:

### SECTION PROVISIONS

Local Street/Road Name:  Key Route:  Length:  Structure Number:

Location Termini:  [Add Location](#) [Remove Location](#)

#### Project Description

This project consists of removal of the existing bridge, installing a 52' wide cast in place concrete culvert with 10' x 12' cells, reconstruct the roadway and replace the existing water main. Mallard Lake Path will be widened to 10' within the project limits. The storm sewer outlet on the North bank of the West Branch of the DuPage River will be relocated West of its current outfall location. +

Engineering Funding:  Federal  MFT/TBP  State  Other

Anticipated Construction Funding:  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase III - Construction Engineering

### CONSULTANT

Consultant (Firm) Name:  Contact Name:  Phone Number:  Email:

Address:  City:  State:  Zip Code:

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation

Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT

In Responsible Charge: A full time LPA employee authorized to administer inherently governmental PROJECT activities

Contractor: Company or Companies to which the construction contract was awarded

**AGREEMENT EXHIBITS**

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Direct Costs Check Sheet
- EXHIBIT D: Qualification Based Selection (QBS) Checklist
- EXHIBIT E: Cost Plus Fixed Fee Cost Estimate of Consultant Services Worksheet (BLR 05513 or BLR 05514 )
- Exhibit F: Rubino Engineer QA Proposal
- Exhibit G - BC775
- Exhibit H - BC776

**I. THE ENGINEER AGREES,**

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. 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 US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
  - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
  - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT See Exhibit C).

**II. THE LPA AGREES,**

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit D is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
  - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
  - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:

(a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly 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 LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

**Field Office Overhead Rates:** Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US 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 US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US 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 (31 U.S.C 3801 et seq.).

7. To certify by execution of the AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40 USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

### III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.

2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, 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, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.

7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting therefrom. These indemnities shall not be limited by the listing of any insurance policy.

8. The ENGINEER and LPA certify that their respective firm or agency:

(a) has not 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 the LPA or the ENGINEER) to solicit or secure this AGREEMENT,

(b) has not 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) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.

(d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,

(e) has 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 indicated 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) and

(g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 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 DEPARTMENT 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 the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an 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 contract or grant of \$5,000 or more from the DEPARTMENT, as defined 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 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 (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 to maintain 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.

(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.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).

12. For Construction Engineering Contracts:

(a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.

(b) That all field notes, test records and reports shall be turned over to and become the property of the LPA 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.

(c) That any difference between the ENGINEER and the LPA 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 LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.

(d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.

(e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

**AGREEMENT SUMMARY**

Prime Consultant	TIN/FEIN/SS Number	Agreement Amount
HR Green	42-0927176	\$179,520.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Rubino Engineering	80-0450719	\$10,400.00
Subconsultant Total		\$10,400.00
Prime Consultant Total		\$179,520.00
Total for all work		\$189,920.00

Add Subconsultants

**AGREEMENT SIGNATURES**

Attest: The Village Local Public Agency Type of Hanover Park Name of Local Public Agency

By \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Name of Local Public Agency

Local Public Agency Type

Title

Hanover Park

Village

Clerk

(SEAL)

Executed by the ENGINEER:

Consultant (Firm) Name

Attest:

HR Green

By

Date



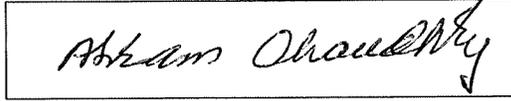
03/01/21

Title

Senior Construction Project Manager

By

Date



03/01/21

Title

Vice President

Local Public Agency

County

Section Number

Village of Hanover Park

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**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

HR Green, Inc. anticipates this project to begin in April 2021 with an October 1, 2021 plus 15 working date completion date. The man-hours provided for construction observation were based upon the time required to monitor the project based upon the contractor completing the by the end of October, 2021. Any additional work due to an extended schedule dictated by the contractor's performance or unanticipated work due to site conditions shall warrant a contract addendum.

The following is a breakdown of the various tasks associated with the construction observation which will be completed by HR Green, Inc.:

**A. Start Up**

HR Green will complete a preconstruction video of the proposed construction area to document the existing conditions prior to the start of construction. HR Green will also utilize this time to prepare its filing system to meet IDOT documentation standards and incorporate information into IDOT's CMMS construction management system.

The project startup also allows HR Green time to review the plans and specifications prior to the start of the project, attend preconstruction meeting with IDOT, the contractor and the Village. HR Green will ensure that the project details, construction timelines and any impacts that the project may create will be coordinated with the Village prior to the start of construction.

HR Green will mark, measure and document contract removal payment items prior to the contractor starting work.

HR Green anticipates a Construction Engineer will be on-site for approximately forty (40) hours to complete the above noted coordination and construction preparation. A total of a total of forty (40) hours have been allotted to complete the project start up.

**B. Construction Observation**

HR Green will provide Construction Observation Services on a time and material, not-to-exceed contract amount basis. HR Green will be on-site to observe and verify that items being constructed and materials being utilized are in general conformance with the approved plans and specifications and the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction.

HR Green will complete Inspector's Daily Reports (IDRs) and a daily diary, measure and document contract quantities, complete erosion and sedimentation control inspections, complete payment estimates, change orders, and weekly reports. Weekly reports will be submitted to IDOT, the contractor and the Village. HR Green will verify that all materials incorporated into this project are IDOT approved and evidence of material inspection is in compliance with the Project Procedures Guide and Special Provisions of this contract. HR Green shall keep the Village informed as to the progress of construction.

A total of one thousand forty eight hours (1048) hours have been allotted for daily field construction observation for this project.

**C. Administration/Coordination**

This task will involve the oversight of the project by management, which will include the on-going review of the project execution, documentation, schedule and budget, contract file management, and general correspondence between HR Green, the Village, the contractor, and subcontractors. HR Green has allotted twenty eight (28) hours for the Senior Project Manager and administrative support for the project.

#### D.Meetings

HR Green will attend the preconstruction meeting at IDOT with the contractor and subcontractors. HR Green anticipates fourteen (14) preconstruction and construction progress meetings for this project. A total of eighty six (86) hours have been allotted for the Senior Construction Project Manager to attend the preconstruction and construction progress meetings and complete the meeting agendas and meeting minutes.

#### E.Project Close Out

HR Green anticipates approximately eighty (80) hours to complete the project closeout and final documentation for this project. This task includes the preparation of final job records, completion of punchlist, final payment estimate and final change order.

#### F.Material Testing

Rubino Engineering will provide the Quality Assurance Material Testing Services for this project. Quality Assurance testing for asphalt and concrete shall be completed in accordance with IDOT QC/QA requirement. See Exhibit E for a breakdown of Rubino's anticipated costs.

#### Disclaimer

HR Green shall not supervise, direct or have any control over the contractor's work. HR Green shall not have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the contractor. Also, HR Green is not responsible for the contractor's safety precautions or programs in connection with this work. These rights and responsibilities are solely those of the contractor.

HR Green shall not be responsible for any acts or omissions of the contractor, subcontractor or any entity performing any portion of the work, or any agents or employees of any of them. HR Green does not guarantee the performance of the contractor and shall not be responsible for the contractor's failure to perform its work in accordance with the contract drawing

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**EXHIBIT B  
PROJECT SCHEDULE**

Anticipated Construction Engineering Start Date: May 2021  
Anticipated Construction Engineering Completion Date: May 2022 (120 Working Days)

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**Exhibit C  
Direct Costs Check Sheet**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

Item	Allowable	Quantit	Contract Rate	Total
<input type="checkbox"/> Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00
<input type="checkbox"/> Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
<input type="checkbox"/> Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
<input type="checkbox"/> Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
<input checked="" type="checkbox"/> Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	160	\$65.00	\$10,400.00
<input type="checkbox"/> Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00
<input type="checkbox"/> Tolls	Actual cost			\$0.00
<input type="checkbox"/> Parking	Actual cost			\$0.00
<input type="checkbox"/> Overtime	Premium portion (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Shift Differential	Actual cost (Based on firm's policy)			\$0.00
<input type="checkbox"/> Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Project Specific Insurance	Actual Cost			\$0.00
<input type="checkbox"/> Monuments (Permanent)	Actual Cost			\$0.00
<input type="checkbox"/> Photo Processing	Actual Cost			\$0.00
<input type="checkbox"/> 2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
<input type="checkbox"/> Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
<input type="checkbox"/> CADD	Actual cost (Max \$15/hour)			\$0.00
<input type="checkbox"/> Web Site	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Advertisements	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00
<input type="checkbox"/> Recording Fees	Actual Cost			\$0.00
<input type="checkbox"/> Transcriptions (specific to project)	Actual Cost			\$0.00
<input type="checkbox"/> Courthouse Fees	Actual Cost			\$0.00
<input type="checkbox"/> Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00
<input type="checkbox"/> Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00
<input type="checkbox"/> Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00
<input type="checkbox"/> Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00
<input type="checkbox"/> Testing of Soil Samples	Actual Cost			\$0.00
<input checked="" type="checkbox"/> Lab Services	Actual Cost (Provide breakdown of each cost)	1	\$5,858.50	\$5,858.50
<input type="checkbox"/> Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>				\$0.00
<input type="checkbox"/>				\$0.00
Total Direct Costs				\$16,258.50

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**Exhibit D  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Project Criteria	Weighting
-	Project Team	20%
-	Firm Experience with Similiar Projects	20%
-	Proposed Project Approach	20%
-	Familiarityh of Local and State Regulations	20%
-	Familiarity of the Project	20%
-		

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order	
1	HR Green
2	Baxter and Woodman
3	Benesch

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Consultant (Firm) Name HR Green	Prepared By Todd Destree	Date 2/25/2021

**PAYROLL ESCALATION TABLE**

CONTRACT TERM	12	MONTHS	
START DATE	4/1/2021	OVERHEAD RATE	181.54%
RAISE DATE	4/2/2021	COMPLEXITY FACTOR	2.00%
		% OF RAISE	2.00%

END DATE 3/31/2022

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	4/1/2021	4/2/2021	0	0.00%
1	4/3/2021	4/2/2022	12	102.00%

The total escalation = 2.00%







**AVERAGE HOURLY PROJECT RATES**  
Exhibit E Cost Estimate of Consultants Services Worksheet Fixed Raise

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Start Up			Construction Observation			Administration			Meetings			Project Close Out		
		-Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Business Development Man	78.00	0.0																	
Senior Construction Project	78.00	130.0	10.14%	7.91															
Construction Engineer III	51.65	0.0																	
Construction Engineer II	38.95	1,120.0	87.36%	34.03	40	100.00%	38.95												
Construction Engineer I	28.24	0.0																	
Construction Technician III	44.03	0.0																	
Construction Technician II	37.26	0.0																	
Construction Technician I	31.40	0.0																	
Administrative Manager	39.66	32.0	2.50%	0.99															
Project Manager	63.86	0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
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<b>TOTALS</b>		1282.0	100%	\$42.93	40.0	100.00%	\$38.95	1048.0	100%	\$40.74	28.0	100%	\$66.09	86.0	100%	\$70.87	80.0	100%	\$38.95

**PROPOSAL**

August 20, 2020

To: Todd Destree, P.E.  
Senior Construction Project Manager  
HR Green, Inc.  
D: 815-759-8317  
C: 815-509-9307

Re: **QA Testing Services**  
Arlington Park Bridge  
Hanover Park, IL  
Section 15-00066-00-BR  
DuPage County

Proposal No. Q20.276

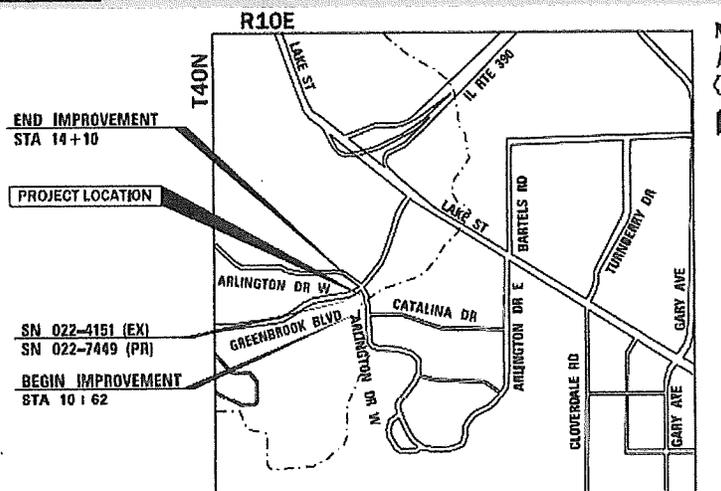
Via email: [tdestree@hrgreen.com](mailto:tdestree@hrgreen.com)

Dear Mr. Destree,

Rubino Engineering, Inc. is pleased to submit the following proposal to provide QA testing and inspection services for the above referenced project.

**PROJECT UNDERSTANDING**

Rubino Engineering, Inc. received material quantities from you via email on August 17, 2020 and the following outlines our understanding of the requested scope of services:

**Project Name and Description****General Scope of Services****EARTHWORK TESTING**

- Field testing of on-site and borrow soil material
  - Compaction by the nuclear method, footing inspections and proof-rolls
- Laboratory testing of on-site and borrow soil material
  - Standard proctor ASTM D698 or Modified proctor ASTM D1557
  - Sieve Analysis (Granular Material) or Hydrometer and Atterberg Limit Determination (Soil)

**BITUMINOUS PAVING AND EXTERIOR CONCRETE**

- QA Field testing of uncured concrete – Slump, air, temperature, and casting of cylinders
- QA Laboratory testing of cured concrete – Strength
- QA Field testing of hot mix asphalt (HMA) – Density by the nuclear method
- QA Laboratory testing of HMA – Bulk SG, Max SG, and Loss on Ignition

**Extras**

- Re-inspection for failed tests
- Work areas not ready for inspection at the time scheduled

Regular Board Meeting

Arlington Park Bridge, Hanover Park – QA Testing  
 Rubino Proposal No: Q20.276

- Delays by the contractor
- Cancellations
- Overtime
- Any services not described and listed above

Rubino Engineering, Inc. proposes to provide experienced, technical personnel to perform the requested testing in general accordance with the client-provided project specifications. If any of the above information is incorrect, please notify us or change it on the signed copy of the proposal.

Based on your email on August 17, 2020, the following summarizes our estimate for testing and is subject to change based on final scheduling:

Material	Estimated Number of trips	Half / Full Day *
EARTHWORK TESTING	1	Full (8 hours)
BITUMINOUS PAVING	2	Half (4 hours)
CONCRETE	3	Half (4 hours)

**\*Portal to Portal**

**FEES**

The work will be accomplished on a unit price basis in accordance with the Rubino Engineering, Inc. Schedule of Services and Fees, and will be performed pursuant to the attached General Conditions. Copies of our Schedule of Services and Fees and General Conditions are enclosed herewith and incorporated into this proposal.

Rubino Engineering, Inc.'s fees will be determined by the actual amount of technical time expended for this project and the amount of laboratory testing performed by the client's request.

The fees charged under this agreement are subject to change 6 months from the date of the proposal.

Rubino Engineering, Inc. will proceed with the planned work only after receiving a signed copy of this proposal. Please complete the attached Project Data Sheet before returning the proposal to enable your file to be properly established.

Item Description	Quantity	Unit	Material Tester 1 (hr)	Material Tester 2 (hr)	Vehicle (day)	Project Manager (hr)	Nuclear Density Gauge (day)	Cylinders (each)	Sample Pickup	Maximum Theoretical Specific Gravity	Bulk Specific Gravity	Ignition Oven Test / Reflux Extraction + Sieve Analysis
			\$98.00	\$102.00	\$65.00	\$125.00	\$44.00	\$17.00	\$250.00	\$110.00	\$95.00	\$126.00
<b>Arlington Park Bridge</b>												
Earth Excavation / Trench Backfill		Per Day		8	1	1						
Hot-Mix Asphalt Binder Course, IL-19.0, N50	193	TON	4	1	0.5	1		1	1	1	1	1
Hot-Mix Asphalt Surface Course, IL-9.5, Mix "D", N50	201	TON	4	1	0.5	1		1	1	1	1	1
Portland Cement Concrete Sidewalk, 5 inch	2526	SF	4	1	0.5			5	1			
Combination Concrete Curb and Gutter, Type B - Various	1404	FOOT	8	2	1			10	2			
<b>GRAND TOTAL = \$5,858.50</b>			20	8	6	3.5	2	15	5	2	2	2
			\$1,960.00	\$816.00	\$390.00	\$437.50	\$88.00	\$255.00	\$1,250.00	\$220.00	\$190.00	\$252.00

**PROJECT SCHEDULING**

Please book testing services prior to 4pm the day before testing is needed via our website:

<https://rubinoeng.com/schedule-field-testing>

The office and field project manager will be notified, and you will receive a confirmation email and possibly a follow up phone call or email for additional project information.

Changes to the schedule or cancellations: [scheduling@rubinoeng.com](mailto:scheduling@rubinoeng.com)

Please call the office with any questions or changes to the schedule 8am to 4pm. After hours calls can go to Tim Dunne's cell phone at 847-343-0749.

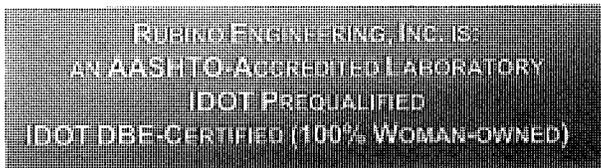
**CLOSING**

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact me with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

**RUBINO ENGINEERING, INC.**

*Michelle Lipinski*  
Michelle A. Lipinski, PE  
President  
[michelle.lipinski@rubinoeng.com](mailto:michelle.lipinski@rubinoeng.com)



**AUTHORIZATION AND PROPOSAL ACCEPTANCE**

If this proposal is acceptable to you, Rubino Engineering, Inc. will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. We will proceed with the work upon receipt of signed authorization.

<b>AGREED TO, THIS</b>	_____	<b>DAY OF</b>	_____	, 20__.
<b>BY (please print):</b>	_____			
<b>TITLE:</b>	_____			
<b>COMPANY:</b>	_____			
<b>SIGNATURE:</b>	_____			

**PROJECT INFORMATION:**

- Project Name: \_\_\_\_\_
- Project Location: \_\_\_\_\_
- Your Job No: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_
- Project Manager: \_\_\_\_\_ Telephone No.: \_\_\_\_\_
- Site Contact: \_\_\_\_\_ Telephone No.: \_\_\_\_\_
- Number and Distribution of Reports:
 

( ) Copies To: _____	( ) Copies To: _____
Attn: _____	Attn: _____
Email: _____	Email: _____
( ) Copies To: _____	( ) Copies To: _____
Attn: _____	Attn: _____
Email: _____	Email: _____
- Invoicing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Email: \_\_\_\_\_
- Other Pertinent Information Or Previous Subsurface Information Available:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Rubino Engineering, Inc.**

**Schedule of Construction Materials Testing Services & Fees through December 1, 2020 (Illinois Prevailing Wage)**

**LABORATORY TESTING SERVICES**

Compression testing of concrete, mortar and grout specimens by ASTM procedures	Per Cylinder	\$ 17.00
Pick-up of test cylinders and transportation to lab (min. 2), or cancellation hours (min. 4) (Does not include vehicle charge)	Per hour	\$ 94.00
Density relationship of soils		
ASTM D698 - AASHTO T99 (Standard Proctor)	Each	\$ 195.00
ASTM D1557 - AASHTO T180 (Modified Proctor)	Each	\$ 215.00
Asphalt		
Maximum Theoretical Specific Gravity	Each	\$ 110.00
Bulk Specific Gravity	Each	\$ 95.00
Ignition Oven Test / Reflux Extraction + Sieve Analysis	Each	\$ 126.00
Core Densities	Each	\$ 45.00
Sieve Analysis (Washed)	Each	\$ 90.00
Sample preparation for the above tests	Each	\$ 40.00

**MATERIAL TESTER - 1** - Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

Per Hour	\$ 98.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 147.00
Per Hour Overtime Sundays and Holidays	\$ 196.00

**MATERIAL TESTER - 2** - Field inspection of fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

Per Hour	\$ 102.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 153.00
Per Hour Overtime Sundays and Holidays	\$ 204.00

**EQUIPMENT CHARGES**

Vehicle Charge - Round Trip	Per Day	\$ 65.00
Nuclear Density Gauge	Per Day	\$ 44.00

**ENGINEERING SERVICES**

Principal Engineer	Per Hour	\$ 185.00
Project Engineer/Manager	Per Hour	\$ 125.00
Administrative Assistant	Per Hour	\$ 65.00
Report Review	Each	\$ 65.00

**REMARKS**

- 1) All fees and services are provided in accordance with the attached Rubino Engineering, Inc. General Conditions.
- 2) Unit prices/rates are in effect for 6 months from the date of this proposal and are subject to change without notice thereafter if not noted above.
- 3) Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 7:00 AM or after 3:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate. Sundays and holidays are double time.
- 4) All rates are billed on a portal-to-portal basis.
- 5) Standby time due to delays beyond our control will be charged at the applicable hourly rate.
- 6) Transportation and per diem are charged at the applicable rates per trip.
- 7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
- 8) A minimum charge of 4 hours applies to field testing and observation services.
- 9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum 4-hour charge.
- 10) For all Rubino Engineering, Inc. services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.

- 11) The minimum billing increment for time is a half hour.
- 12) A project set-up charge of a minimum of two hours applies to all projects.
- 13) Professional Services rates are exclusive of expert deposition or testimony time.
- 14) This proposal is based on Rubino Engineering, Inc. being scheduled on an on-call basis and letters of certification will not be provided unless Rubino Engineering, Inc. is notified in advance and Rubino Engineering, Inc. is scheduled for full time inspection and testing of the area or item to be certified.
- 15) If special inspections are required by the city where the construction is to take place, it must be brought to the attention of Rubino Engineering, Inc. prior to the start of construction as additional charges will apply.
- 16) Prevailing wage fees are subject to change based on the Illinois Department of Labor.
- 17) Services and fees not listed on this schedule may be quoted on request.

Client#: 1171577

RUBINENG

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
 9/10/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Ins Svcs LLC Euclid-Prof 2021 Spring Road, Suite 100 Oak Brook, IL 60523 312 442-7200	CONTACT NAME: <b>Laurie Cloninger</b>
	PHONE (A/C, No, Ext): <b>630 625-5219</b> FAX (A/C, No): <b>610 537-4939</b> E-MAIL ADDRESS: <b>laurie.cloninger@usi.com</b>
INSURED <b>Rubino Engineering, Inc.</b> 425-435 Shepard Dr Ste H Elgin, IL 60123	INSURER(S) AFFORDING COVERAGE      NAIC #
	INSURER A : <b>RLI Insurance Company</b> <b>13056</b>
	INSURER B : <b>Berkley Insurance Company</b> <b>32603</b>
	INSURER C :
	INSURER D :
	INSURER E :

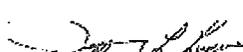
COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PSB0003777	09/01/2019	09/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0001881	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED    RETENTION \$			PSE0002142	09/01/2019	09/01/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			PSW0002789	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> PER SALARY <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability			AEC903377800	09/01/2019	09/01/2020	\$2,000,000 each claim / \$4,000,000 annual aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Professional Liability is written on a 'claims made' policy form.**  
**Some or all officers are excluded from Workers Compensation coverage.**

THIS CERTIFICATE OF INSURANCE IS INTENDED AS A SPECIMEN COPY ONLY.

CERTIFICATE HOLDER <b>Rubino Engineering, Inc.</b>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**GENERAL CONDITIONS**

- 1. PARTIES AND SCOPE OF SERVICES:** Rubino Engineering, Inc. shall include said company or its particular division, subsidiary or affiliate performing the services. "Services" means the specific geotechnical, analytical, testing or other service to be performed by Rubino Engineering, Inc. as set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. Additional services ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the services to be done by Rubino Engineering, Inc. If Client is ordering the services on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said services. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Rubino Engineering, Inc.'s services. Rubino Engineering, Inc. shall have no duty or obligation to any third party greater than that set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. The ordering of services from Rubino Engineering, Inc., or the reliance on any of Rubino Engineering, Inc.'s work, shall constitute acceptance of the terms of Rubino Engineering, Inc.'s proposal and these General Conditions, regardless of the terms of any subsequently issued document.
- 2. TESTS AND INSPECTIONS:** Client shall cause all tests and inspection of the site, materials and work performed by Rubino Engineering, Inc. or others to be timely and properly performed in accordance with the plans, specifications and contract documents and Rubino Engineering, Inc.'s recommendations. No claims for loss, damage or injury shall be brought against Rubino Engineering, Inc. by Client or any third party unless all tests and inspections have been so performed and unless Rubino Engineering, Inc.'s recommendations have been followed. Client agrees to indemnify, defend and hold Rubino Engineering, Inc., its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Rubino Engineering, Inc.'s recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act of omission of Rubino Engineering, Inc., its officers, agents or employees, subject to the limitation contained in paragraph 9.
- 3. SCHEDULING OF SERVICES:** The services set forth in Rubino Engineering, Inc.'s proposal and Client's acceptance will be accomplished in a timely, workmanlike and professional manner by RUBINO ENGINEERING, INC. personnel at the prices quoted. If Rubino Engineering, Inc. is required to delay commencement of the services or if, upon embarking upon its services, Rubino Engineering, Inc. is required to stop or interrupt the progress of its services as a result of changes in the scope of the services requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Rubino Engineering, Inc., additional charges will be applicable and payable by Client.
- 4. ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for Rubino Engineering, Inc. to perform the services. Rubino Engineering, Inc. shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment; however, Rubino Engineering, Inc. has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Rubino Engineering, Inc. to restore the site to its former condition, upon written request Rubino Engineering, Inc. will perform such additional services as is necessary to do so and Client agrees to pay Rubino Engineering, Inc. for the cost.
- 5. CLIENT'S DUTY TO NOTIFY ENGINEER:** Client represents and warrants that it has advised Rubino Engineering, Inc. of any known or suspected hazardous materials, utility lines and pollutants at any site at which Rubino Engineering, Inc. is to perform services hereunder, and unless Rubino Engineering, Inc. has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Rubino Engineering, Inc. may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof. Client agrees to defend, indemnify and save Rubino Engineering, Inc. harmless from all claims, suits, losses costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Rubino Engineering, Inc.'s performance of its work and resulting to or caused by contact with subsurface of latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to Rubino Engineering, Inc. by Client and/or by any of Client's subcontractors or sub consultants
- 6. RESPONSIBILITY:** Rubino Engineering, Inc.'s services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Rubino Engineering, Inc. shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Rubino Engineering, Inc.'s services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Rubino Engineering, Inc. has no right or duty to stop the contractor's work.
- 7. SAMPLE DISPOSAL:** Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of Rubino Engineering, Inc.'s report.
- 8. PAYMENT:** Client shall be invoiced once each month for services performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Rubino Engineering, Inc.'s cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Rubino Engineering, Inc. shall not be bound by any provision or agreement requiring or providing for arbitration or disputes or controversies arising out of this agreement, any provision wherein Rubino Engineering, Inc. waives any rights to a mechanics' lien, or any provision conditioning Rubino Engineering, Inc.'s right to receive payment for its services upon payment to Client by any third party. These General Conditions are notice, where required, that Rubino Engineering, Inc. shall file a lien whenever necessary to collect past due amounts. Release of such lien shall be given only when payment in full has been received for services duly rendered. Failure to make payment within thirty (30) days of invoice shall constitute a release of Rubino Engineering, Inc. from any and all claims which Client may have, whether in tort, contract or otherwise and whether known or unknown at the time.
- 9. STANDARD OF CARE:** RUBINO ENGINEERING, INC.'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, THESE GENERAL CONDITIONS AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, RUBINO ENGINEERING, INC. WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. RUBINO ENGINEERING, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, IN CONNECTION WITH ITS SERVICES PROVIDED AS SET FORTH IN ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, AND THESE GENERAL CONDITIONS. STATEMENTS MADE IN RUBINO ENGINEERING, INC. REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.
- SHOULD RUBINO ENGINEERING, INC. OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESSED OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON RUBINO ENGINEERING, INC.'S WORK, AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF RUBINO ENGINEERING, INC., ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$10,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO RUBINO ENGINEERING, INC. FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER.
- NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE, MAY BE BROUGHT AGAINST RUBINO ENGINEERING, INC., ARISING FROM OR RELATED TO RUBINO ENGINEERING, INC.'S WORK, MORE THAN TWO (2) YEARS AFTER THE CESSATION OF RUBINO ENGINEERING, INC.'S WORK HEREUNDER.
- 10. INDEMNITY:** To the fullest extent permitted by law, Client and Rubino Engineering, Inc. each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, subcontractors, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and Rubino Engineering, Inc., they shall be borne by each party in proportion to its negligence.
- 11. TERMINATION:** This Agreement may be terminated by either party upon seven (7) days' prior written notice. In the event of termination, Rubino Engineering, Inc. shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses and for the completion of such services and records as are necessary to place Rubino Engineering, Inc.'s files in order and/or protect its professional reputation. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Rubino Engineering Inc. has been paid in full all amounts due for services, expenses and other related changes.
- 12. DISPUTE RESOLUTION:** In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and Rubino Engineering, Inc. agree to attempt to resolve such disputes in the following manner: 1) The parties agree to attempt to resolve any and all unsettled claims, counterclaims, disputes and other matters in question through direct negotiations between the appropriate representatives of each party; 2) If such negotiations are not fully successful, the parties agree to submit any and all remaining unsettled claims, counterclaims, disputes and other matters in question to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this Agreement.
- 13. WITNESS FEES:** Rubino Engineering, Inc.'s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay Rubino Engineering, Inc.'s legal expenses, administrative costs and fees pursuant to Rubino Engineering, Inc.'s then current fee schedule for Rubino Engineering, Inc. to respond to any subpoena.
- 14. NO HIRE:** Client agrees not to hire Rubino Engineering, Inc.'s employees except through Rubino Engineering, Inc. In the event Client hires a Rubino Engineering, Inc. employee, Client shall pay Rubino Engineering, Inc. an amount equal to one-half of the employee's annualized salary, with Rubino Engineering, Inc. waiving other remedies it may have.
- 15. HAZARDOUS MATERIALS:** Nothing contained within this agreement shall be construed or interpreted as requiring Rubino Engineering, Inc. to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA, CERCLA, or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA, CERCLA, and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.
- 16. PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith and it is the specific intent of the parties that the terms of the General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
- 17. ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



**Local Public Agency Resident Construction Supervisor/ In Responsible Charge**

[Print Form](#)

[Reset Form](#)

Regional Engineer  
 Jose Rios

Department of Transportation  
 Address  
 201 West Center Court  
 City State Zip Code  
 Schaumburg IL 60196-1096

Contract Number District Letting Date  
 Municipality  
 Hanover Park  
 Route County  
 2-361 DuPage  
 Project Number Job Number  
 22FB(847) C-91-118-16  
 Section Number  
 15-00066-00-BR

- I recommend the following individual as a local public agency employee qualified to be resident construction supervisor and to be in responsible charge of this construction project.
- I certify that I am in responsible charge as defined by the department of this construction project. Since the local public agency does not have a local public agency employee qualified to be the resident construction supervisor, I am recommending a consulting engineer to serve as resident construction supervisor.

Signature (for the local public agency) Date

Title  
 Village Engineer

Applicants Name  
 Adam Borhart

The following describes my educational background, experience and other qualifications to be resident construction supervisor of this construction project for the Local Public Agency.

For Consultants: I certify that my firm is pre-qualified in Construction Inspection. Documentation of Contract Quantities certificate number  
 18-14025

Education:  
 B.S. Civil Engineering, University of Illinois  
 Professional Engineer, Illinois, 2010, #06206650  
 PCC Level I,II  
 HMA Level I,II  
 STTP-S33 Soils Field Testing and Inspection Course  
 STTP-S19 Piling  
 Mixture Aggregate Technician

Experience:  
 2020/2019 Irving Park Road 61F41  
 2015/2016 Oak Street Bridge 61B11  
 2014 Railroad Avenue Bridge 85607  
 2012 Winn Road Bridge 63544  
 2012 Mundelein SRTS 63657  
 2010 Mundelein Streetscape 63448

Signature of Applicant

Date

*Adnan Bostan*

03/01/21

Job Title of Applicant

Construction Engineer II

Based on the above information and my knowledge of the applicant's experience and training, it is my opinion that the applicant is qualified to serve as the resident construction supervisor on this construction project.

Regional Engineer Signature

Date Approved

cc: Engineer of Local Roads and Streets, Central Bureau of Local Roads and Streets  
Engineer of Construction, Central Bureau of Construction  
Resident Construction Supervisor  
Local Public Agency



**Local Public Agency Construction Inspector**

Print Form

Reset Form

Regional Engineer

Jose Rios

Contract Number

District

1

Letting Date

Department of Transportation

Address

201 West Center Court

Municipality

Hanover Park

Route

2-361

County

DuPage

City

Schaumburg

State

IL

Zip Code

Project Number

22FB(847)

Job Number

C-91-118-16

Section Number

15-00066-00-BR

I consider the following individual to be qualified as a local public agency construction inspector. In addition, I certify that adequate instruction has been given this individual concerning the requirements of the contract, specifications and construction manual which pertain to the work which he/she will inspect. This individual has been instructed on the proper procedures for any necessary tests. Furthermore, if a consultant, this individual has a valid Documentation of Contract Quantities certification.

Approved

Signature and Title of Resident Construction Supervisor

Date

03/01/21

Applicants Name

Adam Borhart

The following describes the educational background, experience and other qualifications of the named applicant to serve as an inspector on this project.

For Consultants Employees: Documentation of Contract Quantities certificate number is 18-14025

Education:  
 B.S. Civil Engineering, University of Illinois  
 Professional Engineer, Illinois, 2010, #06206650  
 PCC Level I,II, HMA Level I,II  
 STTP-S33 Soils Field Testing and Inspection Course  
 STTP-S19 Piling  
 Mixture Aggregate Technician

Experience:  
 2020/2019 Irving Park Road 61F41  
 2015/2016 Oak Street Bridge 61B11  
 2014 Railroad Avenue Bridge 85607  
 2012 Winn Road Bridge 63544  
 2012 Mundelein SRTS 63657  
 2010 Mundelein Streetscape 63448

If the Resident from BC-775 is a consultant, the local public agency employee in responsible charge must also approve this individual.

Approved

Signature and Title of In Responsible Charge from BC-775

Date

Printed 02/25/21

Page of

**LOCATION MAP**  
**ARLINGTON DRIVE OVER WEST BRANCH OF DUPAGE RIVER**  
**VILLAGE OF HANOVER PARK**  
**MFT SECTION 15-00066-00-BR**





*Hanover Park* <sup>USA</sup>

## **AGENDA MEMORANDUM**

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

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

**SUBJECT:** Resolution of Financial Commitment and Letter of Support for the Illinois Safe Routes to School (SRTS) Funding Application.

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** September 16, 2021

---

### **Executive Summary**

Staff is requesting the President and Village Board pass a Resolution of financial commitment and submit a letter of support for applying for Illinois Safe Routes to School (SRTS) Funding.

### **Discussion**

The Illinois Department of Transportation is currently accepting applications for Illinois Safe Routes to School (SRTS) Funding. The program provides reimbursable funding for community-based projects that encourage and enable children to walk or bicycle to school by improving pedestrian facilities. Project sponsors for the SRTS Funding Cycle will receive 80 percent reimbursement for eligible project costs up to \$250,000. An infrastructure project must qualify under one of the seven eligible categories listed in the Illinois SRTS Funding Application Guidance – Cycle 2021 and the project location should be within two miles of a primary or middle school to qualify for funding.

The Village of Hanover Park is eligible for funding under this program. Staff will be putting together an application for the following work in the U-46 District:

1. Sidewalk Gap Closure
2. Sidewalk Repair
3. Sidewalk Curb Ramp Upgrades
4. New Pavement Markings
5. New/Replacement Traffic Signs

If funded by the SRTS program, this work will improve pedestrian safety and access to Laurel Elementary School, Parkwood Elementary School, and Ontarioville Elementary School. Per the funding requirements, the funds must be obligated within 18 months of award announcement and the project closed out within 3 years.

In order to apply for funding, the Village must provide IDOT with a Village Board Resolution of financial commitment and a letter of support for the project. These items must be submitted as part of the application package. The deadline for application submittal is September 30, 2021.

**Recommended Action**

Move to pass a Resolution of Financial Commitment concerning the Illinois Safe Routes to School Program and submit a letter of support for the Illinois Safe Routes to School (SRTS) Funding Application.

**Attachments:** Resolution of Financial Commitment  
Safe Routes to School Funding Guidelines

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

Agreement Name: Resolution of Financial Commitment Concerning the Illinois Safe Routes to School Program 2

Executed By: Village President, Village Clerk

## **RESOLUTION NO. R-21-**

### **RESOLUTION OF FINANCIAL COMMITMENT CONCERNING THE ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM**

**WHEREAS**, the Village of Hanover Park desires to improve conditions for students walking and biking to, one or more of School District U-46, Elgin, Illinois' Laurel Elementary School, Parkwood Elementary School, and Ontarioville Elementary School (Collectively the "Schools") all of which are located within the Village of Hanover Park, by providing safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age, and develop and implement projects that will reduce traffic, fuel consumption and air pollution in the vicinity of the elementary and middle schools within the Village, and

**WHEREAS**, the Village of Hanover Park is willing and able to make an application to the Illinois Safe Routes to School Program for the work in furtherance of the Project(s) which may include: sidewalk gap closure, sidewalk repair, sidewalk curb ramp upgrades, new pavement markings, and new/replacement of traffic signs, and

**WHEREAS**, the federal Safe Routes to School (SRTS) has become part of the Transportation Alternative Program (TAP) and the Transportation Enhancements Program and the National Recreation Trails Program now administered through the State of Illinois, Department of Transportation, wherein Funding is provided at 80% Federal/State and 20% Village, and

**WHEREAS**, the Village is a home rule unit pursuant to the Constitution of the State of Illinois, now, therefore,

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

**SECTION 1:** That there is hereby committed the 20% local match, provided the 20% match does not exceed \$150,000.00 for any one or more infrastructure project required for the local match to the 80% Federal/State funding for construction costs and construction engineering. It is understood that the current maximum federal funding for any Project is \$250,000.00.

**SECTION 2:** That the authorized representatives of the Village are hereby authorized to make application for Federal/State funding, related to advancement and completion of said project(s); and this Resolution may be transmitted to the Illinois Department of Transportation through its Division of Transportation in support of any such application.

ADOPTED this \_\_\_\_\_ day of September, 2021, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

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

Attest: \_\_\_\_\_  
Kristy Merrill, Village Clerk

# ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM

**Funding Application Guidance – Cycle 2021**



## PURPOSE

The purpose of this guidance is to explain the requirements, eligibility, and application process of the Illinois Safe Routes to School Program.

## ABOUT SAFE ROUTES TO SCHOOL

Safe Routes to School (SRTS) was established as a stand-alone Federal-Aid program in August 2005 through the passage of SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users.

With the 2012 passage of MAP-21, Moving Ahead for Progress in the 21<sup>st</sup> Century, the SRTS program was changed from its status as a stand-alone program and became part of the new Transportation Alternatives Program (TAP), along with the Transportation Enhancements Program and the National Recreational Trails Program.

Funding under MAP-21, and the FAST-Act, is provided as 80% federal/20% local match. Funding is also eligible for rescission after 4 years. The FAST ACT has expired; however, federal highway programs are currently being funded under a continuing resolution.

**Federal Participation for the SRTS Funding Cycle 2021 will be 80%, requiring a 20% local match.**

SRTS uses a multidisciplinary approach to improve conditions for the walk or bike to school. The program has three main goals:

1. to enable and encourage children, including those with disabilities, to walk and bicycle to school
2. to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
3. to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (within 2 miles) of primary and middle schools (grades K-8).

**Funding for the SRTS Funding Cycle 2021 will be provided for  
Infrastructure projects only.**

### **ELIGIBLE APPLICANTS**

**Grade Levels:** Safe Routes to School projects must focus on students in grades Kindergarten through 8<sup>th</sup> grade. Public grade schools, middle and junior high schools and grade centers that serve these ages are eligible. High schools and early childhood centers (that serve only pre-school children) are not eligible.

**Private Schools:** Private and parochial schools may also apply for SRTS projects. Infrastructure projects that serve private school locations are allowed as long as they are located on the public right-of-way. This may include projects on private land that have public access easements. **ROW and Easement Costs are NOT reimbursable. Necessary ROW and Easement should be secured before a project can be considered for award.**

### ***Application Sponsors:***

Infrastructure applications may be sponsored by political subdivisions (municipalities, counties, townships) or other roadway jurisdictions. Schools and school districts may also apply for infrastructure projects provided they can demonstrate the ability to follow all federal and State of Illinois policies, directives, and laws. Schools and municipalities must work together to determine the most beneficial improvements to best enable safe walking and bicycling for students.

For the purpose of the application, the group who will be administering the project(s) must apply as the sponsoring agency. A single sponsoring agency will be responsible for administering all project components of the application. The sponsoring agency will act as the fiscal agent for all projects and will put forth the initial funds for the project. Funds will be reimbursed through the Illinois Department of Transportation (IDOT).

## ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM

The Illinois Safe Routes to School Program is administered by IDOT's Bureau of Programming and funds infrastructure initiatives. A detailed list of eligible projects and activities appears later in this guide.

Key features of the Illinois SRTS Funding Cycle 2021 Program include:

- ✓ SRTS projects are federally funded at 80%, requiring a 20% local match.
- ✓ SRTS is a reimbursement program – The sponsoring agency is responsible for supplying the upfront cost of the project and will be reimbursed by IDOT in accordance with all procurement policies.
- ✓ All infrastructure projects must be completed within a 2 mile radius of the school.
- ✓ Each school district is limited to one infrastructure application.
- ✓ INFRASTRUCTURE applications may include one infrastructure project only. Each project has a funding limit of \$250,000. The minimum for any single infrastructure project is \$25,000. Each application will be reviewed and scored on its own merit, regardless of category or relationship to any other application submission.
- ✓ Preliminary Engineering (PE) and/or Right-of-Way (ROW) costs will **NOT** be funded as part of the project.
- ✓ All infrastructure projects must be obligated within 18 months of award announcement and construction completed and project closed by the end of three years from the date of award announcement.
- ✓ Permanently mounted solar powered speed feedback signs will be funded as infrastructure projects. Portable speed feedback trailers will NOT be funded during this cycle.
- ✓ All projects will be required to comply with applicable state and federal requirements (including but not limited to) ADA, Title 23, NEPA, MUCTD, all procurement regulations, etc.
- ✓ Because of the limited amount of federal funds that remain available, scope or funding change requests that increase the amount of funds awarded cannot be approved.
- ✓ Any unused SRTS funds remaining after the project is completed will be returned to the program. They may not be used for additional work or another project.

**Electronic application packets must be received by this office by  
4:30pm CDT on Thursday, September 30, 2021.  
Hard copy application packets are not required for this funding cycle.**

### **EVIDENCE OF CONSULTATION**

**Resolutions of Financial Commitment and Administration** and **Letters of Support** must be obtained for all Safe Routes to School applications in order to be eligible for SRTS funds.

The following endorsements are required:

1. One **Resolution of Financial Commitment and Letter of Support** must come from the sponsoring municipal, county, regional or state roadway authority for any affected roadways. If more than one jurisdiction is involved (e.g. both county and local roads), resolutions from all jurisdictional authorities are required. The sponsoring governmental unit will be responsible for project administration, including timely bid letting and oversight of design and construction.
2. A second **Resolution or Letter of Support** must be obtained from the school district for all projects.
3. If the project will be located along or on a state route, you must also submit a **Letter of Allowance** from your local IDOT district. This letter must state that the Department will allow this project to be constructed if it is chosen for SRTS funding.

**The following GATA Documentation is required to be submitted as part of the application package.**

1. [GATA Uniform Grant Application](#)
2. [GATA Programmatic Risk Assessment](#)
3. [GATA Uniform Grant Budget Template](#)
4. [BoBS 2831: Uniform Grant Agreement Affidavit of Disclosure of Conflicts of Interest - Grantee](#)

**Also required is a Detailed Cost Estimate, prepared by an engineer. A sample representation is included in the application.**

For large files, please use <https://filet.illinois.gov/filet/pimupload.asp>  
(instructions are included on the link)

***Optional for all applications:*** Additional letters of support from other project partners (PTAs/PTOs, Local School Councils, non-profit organizations, public health agencies) may accompany any application. Also, optional, but highly recommended, is the use of Parent Surveys and Student Tallies. If used, include in your application only a summary of the results of these surveys. Please do not submit the actual survey documents.

## ELIGIBLE PROJECTS AND ACTIVITIES

Following is a list of fundable activities through the Illinois SRTS Program:

### Eligible Infrastructure Projects:

1. **Sidewalk Improvements** – New Sidewalk, Sidewalk Repair, Sidewalk Gap Closure, Sidewalk Widening, Sidewalk Curb, Sidewalk Curb Ramp
2. **Traffic Calming/Speed Reduction** – Speed Bump/Hump/Table, Raised Crossing, Median Refuge/Center Crossing, Narrowed Traffic Lane
3. **Traffic Control Devices** – New/Upgraded Traffic Signal, New Pavement Markings, New Traffic Striping, In-Roadway Crossing Light, Flashing Beacons, Bike Sensitive Signal Actuation Devices, Pedestrian Activated Signal Upgrades, Pedestrian Countdown Signal, Permanently Mounted Solar Powered Speed Feedback Signs
4. **Pedestrian and Bicycle Crossing Improvements** – Crossing, Median Refuge, Raised Crossing, Sight Distance Improvements
5. **On-Street Bicycle Facilities** – New/Upgraded Bike Lane, Widened Outside Lanes/Shoulders, Geometric Improvements, Turning Lanes, Channelization, Roadway Realignment, Traffic Signs, Pavement Markings
6. **Off-Street Bicycle Facilities** – Exclusive Multi-Use Bicycle and Pedestrian Trail separated from the roadway
7. **Secure Bicycle Parking Facilities** – Bike Racks, Safety Lighting, Covered Bike Shelter

Within this set of fundable infrastructure projects, the following costs are reimbursable through the SRTS 2021 Cycle Program:

Construction Costs  
Construction Engineering

Preliminary Engineering and ROW Acquisition costs will NOT be reimbursed.

ROW and Easement acquisition should be completed before application submittal deadline.

Preliminary Engineering should be completed within 6 months of the awards announcement.

Obligation of construction funds must occur within 18 months of the awards announcement.

Construction should be completed within 3 years after the awards announcement.

**INELIGIBLE ACTIVITIES**

The use of funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted.

School bus safety programs and improvements to school bus stops are not eligible for this funding.

**SUPPLEMENTAL SUPPORTING MATERIALS**

You may wish to attach additional materials that support or provide extra information related to your proposed project. This may include photos or designs of the affected area(s), school wellness policies, survey results, walking audit findings, event photographs, speed studies, etc.

While this is optional, inclusion of additional materials that help support your proposal may benefit the likelihood of your application being funded.

**REVIEW/SCORING CRITERIA AND PROCEDURES**

Upon receipt of the applications, a cursory review will be conducted by the SRTS Coordinator to determine eligibility and GATA compliance according to the criteria set. Applications deemed eligible will, after the application deadline, be reviewed and scored by the Review Committee. This committee will be made up of personnel from IDOT Central Office and each of the 9 IDOT District Offices. The members will score each application independently according to the following criteria – General Project Focus, Demonstration of Need, Project Detail and Cost Estimates, Hazards and Barriers. Other factors considered to calculate a final score will be Potential for Improving Walking and Bicycling, Consultation and Support, Confirmation of PE and ROW status, and Previous SRTS Award Performance. Additionally, two more objectives will be reviewed: the number of low income students impacted and the number of disabled students impacted. These objectives are based on information provided in the Illinois School Report Cards (ISBE) and will be added to the total review score to calculate a final score. The final score will determine ranking of all projects.

**Announcement of Awards**

After the public announcement of awards, the list of awarded projects will be made available on IDOT's website and notice will be sent through the subscription service.

Letters of congratulations and implementation guidance will be sent to all awarded sponsoring agencies.

**Project Implementation and Tracking**

Successful grantees will be directed to contact the appropriate IDOT district to initiate implementation of the project. Scheduled kick-off meetings with all parties will be required to

initiate the implementation of all projects. The Bureau of Programming will continue to monitor and record progress of all projects to ensure timely completion of the project.

### **REGULATORY REQUIREMENTS**

Selected projects are required to comply with a variety of federal and state requirements. Below is a listing of key requirements that will be the responsibility of the applicant.

**State Procurement Procedures:** Compliance with all State of Illinois procurement regulations.

**ADA:** Compliance with the Americans with Disabilities Act (ADA) includes all infrastructure requirements and making program materials available in alternative formats.

**TIP:** Safe Routes to Schools funds must be programmed in a metropolitan or regional planning organization's Transportation Improvement Program (TIP).

**MUTCD:** Signage, striping and pavement marking projects must follow IDOT design and signage standards as outlined in the Manual on Universal Traffic Control Devices.

**NEPA:** Except in unusual circumstances, most SRTS infrastructure projects will fall under categorical environmental exclusions that recognize construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts. Where exclusions do not apply, projects are expected to comply with the National Environmental Policy Act (NEPA). Please contact your IDOT District Local Roads office if you have questions about NEPA and your project.

**Title 23:** Safe Routes to School program must comply with Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements, even for projects not located within the right-of-way of a federal-aid highway.

For additional information regarding the Illinois SRTS program you may contact:

John Paris

Bureau of Programming, Room 307  
Illinois Department of Transportation  
2300 South Dirksen Parkway  
Springfield, IL 62764  
[217-524-6756](tel:217-524-6756)

[John.paris@illinois.gov](mailto:John.paris@illinois.gov)

[DOT.SafeRoutes@illinois.gov](mailto:DOT.SafeRoutes@illinois.gov)

An e-mail subscription service is available to assist IDOT in communicating important information regarding the Illinois SRTS program. This is a one-way announcement service. Your email address will be kept private and not sold or otherwise distributed outside the department.

**To subscribe or unsubscribe, click on the link below and send the blank email that pops up. (Do not add anything to the subject line or to the body of the email).**

Subscribe [subscribe-dot-srts@lists.illinois.gov](mailto:subscribe-dot-srts@lists.illinois.gov)

Unsubscribe [unsubscribe-dot-srts@lists.illinois.gov](mailto:unsubscribe-dot-srts@lists.illinois.gov)



*Hanover Park* <sup>USA</sup>

## AGENDA MEMORANDUM

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

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

**SUBJECT:** Ordinance Establishing Special Service Area 8

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** September 16, 2021

### Executive Summary

The President and Village Board is requested to pass an Ordinance establishing Special Service Area Number 8 in the Village of Hanover Park, DuPage County, Illinois.

### Discussion

The proposed Special Service Area consists of approximately 5.26 acres for the area commonly known as Greenbrook Court J, which is a private road within the Tanglewood Subdivision, a forty-two (42) lot townhome development. The proposed Special Service Area fronts Greenbrook Boulevard to the northwest, Greenbrook Court to the northeast, the West Branch of the DuPage River along the south, and property owned by the Forest Preserve District of DuPage County to the west.

The Tanglewood Subdivision was re-platted in 2018 and the Final Plat notes that the owner will not object to creation of a Special Service Area. The Master Covenants concerning the land and its use provide for the Village's right to create a special service area as a backup method to provide services otherwise provided by the owner's association(s) if the association(s) fails to provide such services.

The Public Hearing will be earlier in the meeting of September 16, 2021, to consider the establishment of the Special Service Area for the purpose of providing the services described in the Notice of Public Hearing and to consider the tax levy described in the Notice.

### Recommended Action

Move to pass an Ordinance establishing Special Service Area Number Eight in the Village of Hanover Park, DuPage County, Illinois.

**Attachments:** Ordinance  
Proof of Mailing

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

Agreement Name: Ordinance Establishing Special Service Area 8

Executed By: Village President, Village Clerk

Regular Board Meeting  
September 16, 2021 Page 65

**ORDINANCE NO. O-21-**

**AN ORDINANCE ESTABLISHING SPECIAL SERVICE  
AREA NUMBER EIGHT IN THE VILLAGE OF HANOVER  
PARK, DUPAGE COUNTY, ILLINOIS**

**WHEREAS**, the Village of Hanover Park is a home rule unit; and

**WHEREAS**, special service areas are authorized pursuant to (2) of (L) of Section 6 of Article VII of the 1970 Constitution, and are established pursuant to the provisions of the "Special Service Area Tax Law," 35 ILCS 200/27-35, as amended, and pursuant to the Revenue Act of 1939 of the State of Illinois, as amended (collectively the "Act"); and

**WHEREAS**, it is in the public interest that the area hereinafter described (the "Area") be established as Special Service Area Number Eight for the purpose set forth herein; and

**WHEREAS**, the Area is compact and contiguous and is totally within the corporate limits of the Village of Hanover Park, in DuPage County, Illinois (the "Village"); and

**WHEREAS**, the Special Service Area Eight shall consists of approximately 5.26 acres more or less commonly known as the Court J Development with a portion of it is currently being developed by DuPage Habitat for Humanity, an Illinois not for profit corporation ("Habitat"), with up to 27 Townhomes on various lots, while the remainder had been previously developed with 15 Townhomes on various lots all within the proposed Special Service Area Eight and the Village, which said Special Service Area Eight fronts on Greenbrook Blvd to its northwest and is also located: southwesterly of Greenbrook Court extended southeasterly; northeasterly of DuPage County Forest Preserve District property which is northeasterly of Arlington Drive West; and northwesterly of the West Branch of the DuPage River; and

**WHEREAS**, the current Habitat development and the existing remainder development both comprise the Area and are utilizing private facilities as hereafter set forth; and

**WHEREAS**, there is one or more Home Owners' Associations (collectively "Associations") that will be responsible for maintaining certain property which is within the proposed Special Service Area and described in the Amendment and Restatement of Declaration of Covenants, Conditions and Restrictions recorded in the DuPage County Recorder's Office on October 8, 2019, as document number R2019- 090969; which includes common property or common elements including the private facilities hereafter detailed; and

**WHEREAS**, the revenue from such Special Service Area tax shall be used solely and only for services for which the Village is authorized to levy taxes or to appropriate funds of the Village, and all necessary construction, reconstruction, and/or maintenance to be on property in which Village has sufficient interest for the provision of services; and

**WHEREAS**, the Area will benefit specially from the municipal services to be provided (the "Services"), and the Services are unique and in addition to municipal services provided to the Village as a whole; and

**WHEREAS**, it is hereby estimated that the cost of providing the Services, if needed, will be not less than \$200,000.00 per year and also said amount, \$200,000.00 for the first year in which the taxes are levied; and

**WHEREAS**, it is in the public interest that taxes be levied by the Village at a rate or amount of tax sufficient to provide revenues required for the purpose of paying the cost of providing the Services (the "Taxes"); and

**WHEREAS**, an annual tax shall be levied upon all taxable property within the Area from time to time, as determined by the President and Board of Trustees, in an amount not to exceed 5.00% of the value as equalized or assessed by the Department of Revenue of all taxable property in the Area, in addition to all other taxes permitted by law; and

**WHEREAS**, the establishment of the area was proposed by the President and Board of Trustees (the "Village Board") pursuant to Ordinance **No. O-21-** entitled:

**AN ORDINANCE PROPOSING THE ESTABLISHMENT OF A SPECIAL SERVICE AREA IN THE VILLAGE OF HANOVER PARK, DUPAGE COUNTY, ILLINOIS, AND THE LEVY OF TAXES FOR THE PURPOSE OF PAYING THE COST OF PROVIDING SPECIAL SERVICES IN AND FOR SUCH AREA TO BE KNOWN AS SPECIAL SERVICE AREA NUMBER EIGHT**

duly adopted on the 15<sup>th</sup> day of July, 2021, and was considered at a public hearing held on the 16<sup>th</sup> day of September, 2021, by the Village Board (the "Hearing"); and

**WHEREAS**, notice of the Hearing was given by publication at least once on August 30, 2021, not less than fifteen (15) days prior to the Hearing in the Daily Herald, the same being a newspaper of general circulation within the Village of Hanover Park, a copy of said notice with the publisher's certificate is attached hereto as a part of Group Exhibit "B," and made a part of this Ordinance; and

**WHEREAS**, mailed notice of the Hearing was given by depositing notice in the United States mail addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract or parcel of land lying within the Area not less than ten (10) days prior to the time set for the Hearing, and in the event taxes for the last preceding year were not paid, the notice was sent to the person last listed on the tax rolls prior to that year as the owner of said property, a copy of said notice with proof of mailing of the mailed

personal notice executed by Kristy Merrill is attached hereto as a part of Group Exhibit “B” and made a part of this Ordinance; and

**WHEREAS**, said notices complied with all of the applicable provisions and requirements of the Act; and

**WHEREAS**, the Hearing was held on the 16th day of September, 2021, and all interested persons affected by the establishment of the Area and the levy of the Taxes, including all persons owning taxable real property located within the Area, were given an opportunity to be heard at the Hearing regarding the establishment of the Area and the levy of the Taxes and an opportunity to file objections to the establishment of the Area and the levy of the Taxes; and

**WHEREAS**, at the Hearing, all interested persons affected by the Area were permitted to file with the Village Clerk of the Village written objections to and to be heard orally in respect to any issue embodied in the notice given of the Hearing; and

**WHEREAS**, the Village Board has heard and considered all of the comments, and there were no objections and no protests that indicate that this Ordinance should not be passed in the judgment of the Village Board, and all statements made with regard to the Area and the Taxes were mostly favorable and the Village Board has determined and does hereby determine that it is in the public interest and in the interest of the Village and the Area that the Area be established; and

**WHEREAS**, after hearing and considering all such comments and statements, the Village Board finally adjourned the Hearing on the 16th day of September 2021, and prior to the consideration of this 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 the preambles of this Ordinance are hereby incorporated into this text as if set out herein in full.

**SECTION 2.** That the Village Board has found and determined and does hereby find and determine that no protests or objections to the establishment of the Area and the levy of the Taxes were made at the Public Hearing.

**SECTION 3.** That Special Service Area Number Eight is hereby established in and for the Village and shall consist of the following described territory all within the Village of Hanover Park, Cook County, Illinois, which is described as follows:

A PART OF THE SOUTHEAST QUARTER OF SECTION 6, TOWNSHIP 40 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE SAID SOUTHEAST QUARTER THENCE NORTH 00° 00' 00" EAST 579.30 FEET; THENCE NORTH 90° 00' 00" EAST 811.29 FEET TO THE POINT OF BEGINNING; THENCE NORTH 21° 48' 05" WEST 476.80 FEET; THENCE NORTHEASTERLY ALONG A CURVE OF RADIUS 1,250.00 FEET CONVEX SOUTHEASTERLY WHOSE TANGENT AT THE LAST DESCRIBED POINT IS NORTH 26° 02' 58" EAST 243.28 FEET ARC; THENCE SOUTHEASTERLY ALONG A CURVE OF RADIUS 930.00 FEET CONVEX NORTHEASTERLY WHOSE TANGENT AT THE LAST DESCRIBED POINT IS SOUTH 73° 46' 22" EAST 424.98 FEET ARC TO A POINT OF REVERSE CURVE; THENCE EASTERLY ALONG A CURVE OF RADIUS 50.00 FEET 16.46 FEET ARC TO A POINT OF REVERSE CURVE; THENCE SOUTHERLY ALONG A CURVE OF RADIUS 49.00 FEET 112.88 FEET ARC; THENCE SOUTH 23° 25' 07" EAST 45.25 FEET; THENCE SOUTH 47° 34' 01" EAST 178.94 FEET; THENCE WESTERLY ALONG A CURVE OF RADIUS 910.00 FEET CONVEX SOUTHEASTERLY WHOSE TANGENT AT THE LAST DESCRIBED POINT IS 269.90 FEET ARC TO A POINT OF TANGENT; THENCE SOUTH 70° 20' 45" WEST 207.75 FEET, MORE OF LESS, TO THE POINT OF BEGINNING IN HANOVER PARK, DU PAGE COUNTY, ILLINOIS AND CONTAINING 5.260 ACRES. COMMONLY KNOW AS TANGLEWOOD SUBDIVISION AS RECORDED JUNE 23, 1972, AS DOCUMENT R72-34683, IN DU PAGE COUNTY, ILLINOIS.

Property Index Numbers & Common Addresses all located in the Village of  
Hanover Park,  
IL 60133:

02-06-403-007	--	1321	GREENBROOK CT
02-06-403-008	--	1325	GREENBROOK CT
02-06-403-009	--	1329	GREENBROOK CT
02-06-403-010	--	1333	GREENBROOK CT
02-06-403-011	--	1337	GREENBROOK CT
02-06-403-012	--	1341	GREENBROOK CT
02-06-403-013	--	1345	GREENBROOK CT
02-06-403-014	--	1349	GREENBROOK CT
02-06-403-015	--	1353	GREENBROOK CT
02-06-403-022	--	1357	GREENBROOK CT

02-06-403-023	--	1361	GREENBROOK CT
02-06-403-024	--	1365	GREENBROOK CT
02-06-403-025	--	1369	GREENBROOK CT
02-06-403-026	--	1373	GREENBROOK CT
02-06-403-027	--	1377	GREENBROOK CT
02-06-403-039	--		GREENBROOK CT
02-06-403-040	--		GREENBROOK CT
02-06-403-041	--		GREENBROOK CT
02-06-403-042	--		GREENBROOK CT
02-06-403-043	--		GREENBROOK CT
02-06-403-044	--		GREENBROOK CT
02-06-403-045	--		GREENBROOK CT
02-06-403-046	--		GREENBROOK CT
02-06-403-047	--		GREENBROOK CT
02-06-403-048	--	1315	GREENBROOK CT
02-06-403-049	--	1317	GREENBROOK CT
02-06-403-050	--		GREENBROOK CT
02-06-403-051	--		GREENBROOK CT
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02-06-403-053	--		GREENBROOK CT
02-06-403-054	--		GREENBROOK CT
02-06-403-055	--		GREENBROOK CT

02-06-403-056	--	GREENBROOK CT
02-06-403-057	--	GREENBROOK CT
02-06-403-058	--	GREENBROOK CT
02-06-403-059	--	GREENBROOK CT
02-06-403-060	--	GREENBROOK CT
02-06-403-061	--	GREENBROOK CT
02-06-403-062	--	GREENBROOK CT
02-06-403-063	--	GREENBROOK CT
02-06-403-064	--	GREENBROOK CT
02-06-403-065	--	GREENBROOK CT
02-06-403-066	--	GREENBROOK CT
02-06-403-067	--	GREENBROOK CT
02-06-403-068	--	GREENBROOK CT
02-06-403-069	--	GREENBROOK CT
02-06-403-070	--	GREENBROOK CT

The approximate street location of said territory is as follows:

The Area is the above described real estate, which is generally located and bounded: on the southwest by the northeasterly boundary of property of the DuPage County Forest Preserve District which Forest Preserve District property is bounded on its southwest by Arlington Drive West; on the northwest by Greenbrook Blvd; on the northeast by Greenbrook Court extended southeasterly towards the West Branch of the DuPage River; and on the south and southeast by the West Branch of the DuPage River.

An accurate map of the Area being attached hereto and made a part hereof as Exhibit  
“A.”

**SECTION 4.** The purpose of the establishment of said Special Service Area Number Eight is to provide special municipal services to said Special Service Area, which includes: (1) all costs of operation, upkeep, maintenance, repair, replacement, new construction, reconstruction, alteration, safekeeping and improvement of the sidewalks, walk paths, street lighting, signage, entrance monument, landscaping, detention and retention areas, storm water drainage systems, storm water drainage areas and other improvements which are within or serve the Special Service Area and also to pay for the cost for garbage removal, snow plowing and removal and ice control and to pay any cost or expense relative to any of the foregoing, including paying the cost of design engineering and other consulting services, surveys and permits; which is within or which serves the Special Service Area, if any of the Developer, Declarant, or any Home Owners Association or Property Owners Association (individually and collectively the “Associations”) fail to do so or fails to enforce the Amendment and Restatement of Declaration of Covenants, Conditions and Restrictions recorded in the DuPage County Recorder’s Office on October 8, 2019, as document number R2019-090969; and (2) all administrative, legal and other cost and expense incurred in connection with the creation of the Area and with the administration of the Area.

Unless otherwise specifically directed by the Village of Hanover Park, the Developer, Declarant and the Association(s) shall also be responsible for the control of erosion and the maintenance of such landscaping as allowed, including grass, within those storm water detention and/or retention areas and flood plain and flood prone areas (including drainage and storm water storage capacity as designed). In the event said Associations fail to fulfill any of the aforesaid responsibilities, the Village, and/or this Special Service Area, may fulfill said responsibilities and additional easements shall be and have been granted to the Village for such purposes, and/or to this Special Service Area for such purpose, but neither the Village nor this Special Service Area shall be obligated to do so or do any of the foregoing.

**SECTION 5.** That the annual Taxes, in an amount not to exceed 5.00% of the value as equalized or assessed by the Department of Revenue of all taxable property in the Area, may be levied from time to time under the conditions described in Section 4 of this Ordinance, as determined by the Village Board, in addition to all other taxes permitted by law.

**SECTION 6.** That the Village Clerk, or her designee, is directed and ordered to file a certified copy of this Ordinance with the County Clerk of DuPage County, and record a certified copy of this Ordinance with the Recorder of Deeds for said County, within sixty (60) days of the effective date hereof.

**SECTION 7.** That all ordinances, orders and resolutions and parts thereof in conflict

herewith be and the same are hereby repealed, and that this Ordinance be in full force and effect as of November 16, 2021, providing no petition is filed opposing the creation of the Special Service Area pursuant to 35 ILCS 200/27-55.

**PASSED BY THE PRESIDENT and BOARD OF TRUSTEES** of the Village of Hanover Park, Illinois, at a regular meeting thereof held on the \_\_\_ day of \_\_\_\_\_, 2021, and approved by me as President on the same day.

AYES:

NAYS:

ABSENT:

ABSTENTION:

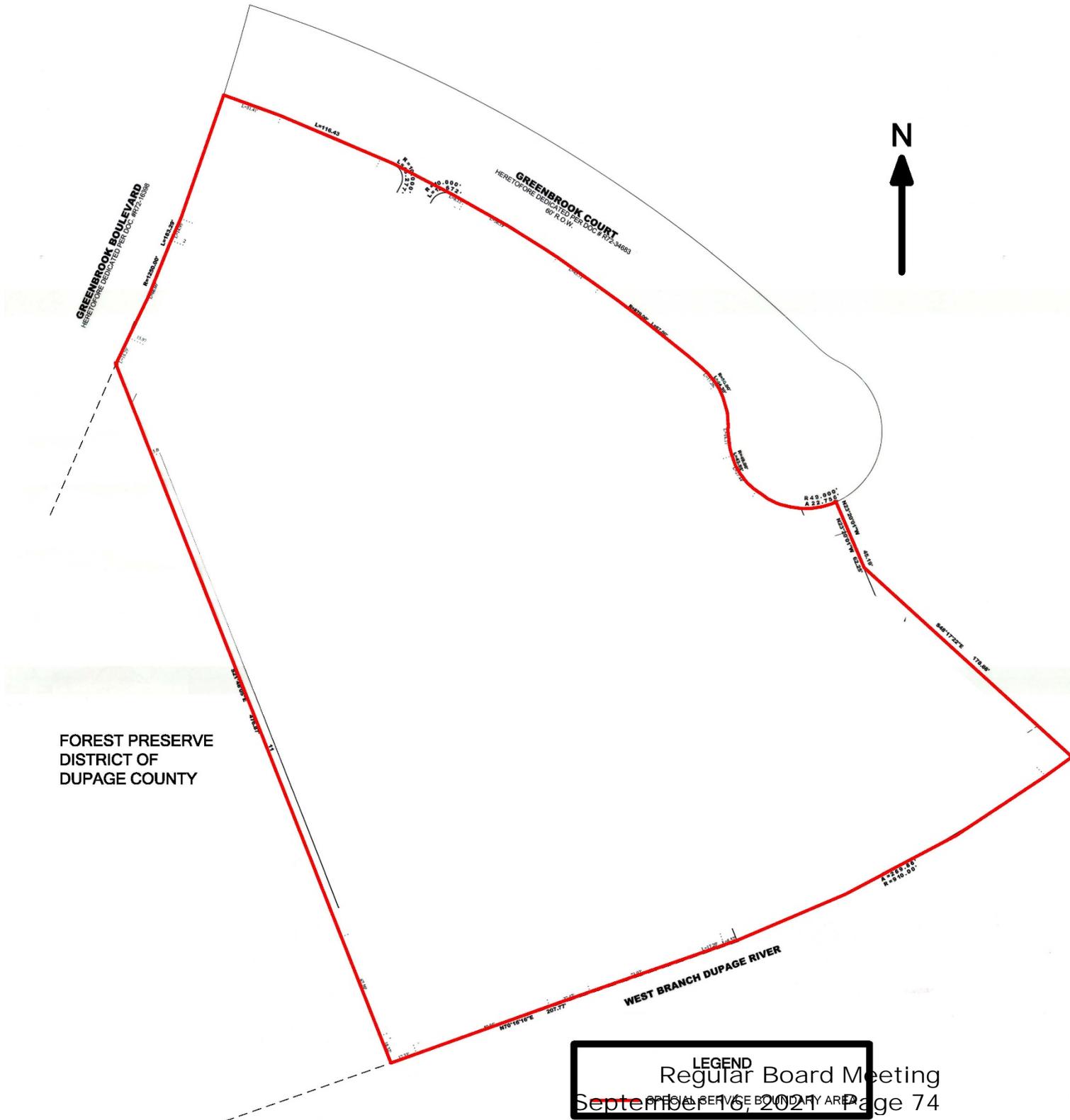
\_\_\_\_\_  
Rodney S. Craig, Village President, Village of Hanover Park, Cook and DuPage Counties, Illinois

Attest:

\_\_\_\_\_  
Kristy Merrill, Village Clerk, Village of Hanover Park, Cook and DuPage Counties, Illinois

Recorded in the Village Records on \_\_\_\_\_, 2021.

### EXHIBIT "A" MAP OF SPECIAL SERVICE AREA EIGHT



**LEGAL DESCRIPTION FOR EXHIBIT "A"  
MAP OF SPECIAL SERVICE AREA EIGHT**

A PART OF THE SOUTHEAST QUARTER OF SECTION 6, TOWNSHIP 40 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE SAID SOUTHEAST QUARTER THENCE NORTH 00° 00' 00" EAST 579.30 FEET; THENCE NORTH 90° 00' 00" EAST 811.29 FEET TO THE POINT OF BEGINNING; THENCE NORTH 21° 48' 05" WEST 476.80 FEET; THENCE NORTHEASTERLY ALONG A CURVE OF RADIUS 1,250.00 FEET CONVEX SOUTHEASTERLY WHOSE TANGENT AT THE LAST DESCRIBED POINT IS NORTH 26° 02' 58" EAST 243.28 FEET ARC; THENCE SOUTHEASTERLY ALONG A CURVE OF RADIUS 930.00 FEET CONVEX NORTHEASTERLY WHOSE TANGENT AT THE LAST DESCRIBED POINT IS SOUTH 73° 46' 22" EAST 424.98 FEET ARC TO A POINT OF REVERSE CURVE; THENCE EASTERLY ALONG A CURVE OF RADIUS 50.00 FEET 16.46 FEET ARC TO A POINT OF REVERSE CURVE; THENCE SOUTHERLY ALONG A CURVE OF RADIUS 49.00 FEET 112.88 FEET ARC; THENCE SOUTH 23° 25' 07" EAST 45.25 FEET; THENCE SOUTH 47° 34' 01" EAST 178.94 FEET; THENCE WESTERLY ALONG A CURVE OF RADIUS 910.00 FEET CONVEX SOUTHEASTERLY WHOSE TANGENT AT THE LAST DESCRIBED POINT IS 269.90 FEET ARC TO A POINT OF TANGENT; THENCE SOUTH 70° 20' 45" WEST 207.75 FEET, MORE OF LESS, TO THE POINT OF BEGINNING IN HANOVER PARK, DU PAGE COUNTY, ILLINOIS AND CONTAINING 5.260 ACRES. COMMONLY KNOW AS TANGLEWOOD SUBDIVISION AS RECORDED JUNE 23, 1972, AS DOCUMENT R72-34683, IN DU PAGE COUNTY, ILLINOIS.

**GROUP EXHIBIT "B"**

Certificate of Publication of the Newspaper Notice of Public Hearing and  
Proof of Mailing the Notices of Public Hearing by Kristy Merrill, Village Clerk,  
Village of Hanover Park

Copies of the above documents are on file with the Office of Village Clerk for the  
Village, and they are made a part of this Ordinance by reference and incorporated  
herein.

STATE OF ILLINOIS)

) ss

COUNTY OF COOK)

PROOF OF MAILING

I, Kristy Merrill, Village Clerk, Village of Hanover Park, Illinois, on oath state: I mailed the attached

“NOTICE OF PUBLIC HEARING, VILLAGE OF HANOVER PARK, DUPAGE COUNTY, ILLINOIS, SPECIAL SERVICE AREA NUMBER EIGHT,”

addressed to the person or persons in whose name the general taxes for the last preceding year were paid and the persons whose names currently appear on each property, lot, tract, or parcel of land lying within the proposed special service area and deposited the notices, enclosed in envelopes addressed in the same manner, in the U.S. Mail at Hanover Park, Illinois, not less than 10 days prior to the time set for the Public Hearing and no later than 5:00 p.m. on August 31, 2021, with proper postage (First Class United States Mail) prepaid.

The Permanent Index Numbers (PINS) and the corresponding person(s) and addresses as each was addressed are also attached.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_, Notary Public



**AGENDA MEMORANDUM**

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

**FROM:** Juliana A. Maller, Village Manager

**SUBJECT:** Warrant

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** September 16, 2021

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**Recommended Action**

Approve Warrant 9/16/2021 in the amount of \$703,955.34

Approve July 2021 P-Cards in the amount of \$22,244.22

**Attachments:** Warrants

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

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

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

# Accounts Payable Invoice Report

Invoice Due Date Range 09/03/21 - 09/17/21  
 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 Finance Admin - Finance Administration</b>									
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request</b>									
<b>Vendor 882 - Cintas #22</b>									
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request</b>									
1902403900	Uniform Shirts-Finance	Open		08/30/2021	09/17/2021	08/30/2021			75.98
							Invoices	1	0
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request Totals</b>									<b>0</b>
<b>Vendor 882 - Cintas #22 Totals</b>							Invoices	1	<b>\$75.98</b>
<b>Vendor 967 - Com Ed</b>									
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request</b>									
0275090072-8/21	7/22-8/20 Westview	Open		08/30/2021	09/17/2021	08/30/2021			75.52
0303064208-8/21	7/22-8/20 Barrington Rd Sign	Open		08/30/2021	09/17/2021	08/30/2021			129.75
1890092011-8/21	7/29-8/27 Pond Aerators	Open		08/30/2021	09/17/2021	08/30/2021			298.41
2739065057-8/21	7/22-8/20 Hartmann	Open		08/30/2021	09/17/2021	08/30/2021			45.46
3097017076-8/21	7/30-8/30 Ontarioville	Open		08/30/2021	09/17/2021	08/30/2021			28.56
3507062010-8/21	7/22-8/20 Turnberry	Open		08/30/2021	09/17/2021	08/30/2021			193.42
5939030006-8/21	7/22-8/20 Kingsbury	Open		08/30/2021	09/17/2021	08/30/2021			75.09
6467010006-8/21	7/22-8/20 Northway	Open		08/30/2021	09/17/2021	08/30/2021			84.84
7587125092-8/21	7/22-8/20 Central	Open		08/30/2021	09/17/2021	08/30/2021			75.56
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request Totals</b>							Invoices	9	0
<b>Vendor 967 - Com Ed Totals</b>							Invoices	9	<b>\$1,006.61</b>
<b>Vendor 1005 - Constellation New Energy Inc</b>									
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request</b>									
60383790001	7/22-8/20 Well #4	Open		08/30/2021	09/17/2021	08/30/2021			794.21
60383808001	7/22-8/20 Bayside	Open		08/30/2021	09/17/2021	08/30/2021			532.48
60383813701	7/22-8/20 Longmeadow	Open		08/30/2021	09/17/2021	08/30/2021			2,270.44
60383816501	7/22-8/20 STP1	Open		08/30/2021	09/17/2021	08/30/2021			10,490.65
60383817801	7/22-8/20 Evergreen	Open		08/30/2021	09/17/2021	08/30/2021			1,378.05
60383829001	7/22-8/20 County Farm	Open		08/30/2021	09/17/2021	08/30/2021			138.58
60383830601	7/22-8/20 Plum Tree	Open		08/30/2021	09/17/2021	08/30/2021			147.78
60393332001	7/22-8/20 Well #5	Open		08/30/2021	09/17/2021	08/30/2021			621.77
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request Totals</b>							Invoices	8	0
<b>Vendor 1005 - Constellation New Energy Inc Totals</b>							Invoices	8	<b>\$16,373.96</b>
<b>Vendor 6690 - Garvey's Office Products</b>									
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request</b>									
PINV2124277	OFFICE SUPPLIES	Open		09/03/2021	09/17/2021	09/03/2021			26.96
PINV2128589	OFFICE SUPPLIES	Open		09/03/2021	09/17/2021	09/03/2021			242.92
<b>Sub-Department Finance Admin.Check Request Finance Administration,Check Request Totals</b>							Invoices	2	0
<b>Vendor 6690 - Garvey's Office Products Totals</b>							Invoices	2	<b>\$269.88</b>
<b>Vendor 1619 - Gatso USA</b>									

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Invoice Due Date Range 09/03/21 - 09/17/21  
 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
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
2021-5092	8/21 Red Light Camera Payment	Open		08/30/2021	09/17/2021	08/30/2021			5,544.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>1619 - Gatso USA</b> Totals							Invoices	1	\$5,544.00
Vendor <b>3082 - Nicor Gas</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
7515281000-8/21	7/21-8/19 Therm Overage-FH#2	Open		08/30/2021	09/17/2021	08/30/2021			182.97
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>3082 - Nicor Gas</b> Totals							Invoices	1	\$182.97
Vendor <b>3332 - Paul, Bernard Z</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
12457	7/21 Legal Services-Retainer	Open		08/30/2021	09/17/2021	08/30/2021			11,083.00
12454	6/21 Legal Services-Aman Living LLC/TIF#5	Open		09/07/2021	09/17/2021	09/07/2021			31.50
12455	6/21 Legal Services-Habitat for Humanity SSA#8	Open		09/07/2021	09/17/2021	09/07/2021			1,669.50
12456	6/21 Legal Services-Lake & Bartels Development	Open		09/07/2021	09/17/2021	09/07/2021			1,236.10
12458	6/21 Legal Services-TIF#3	Open		09/07/2021	09/17/2021	09/07/2021			451.50
12460	6/21 Legal Services-TIF#4	Open		09/07/2021	09/17/2021	09/07/2021			559.00
12461	6/21 Legal Services-TIF#4/Breslich	Open		09/07/2021	09/17/2021	09/07/2021			107.50
12462	6/21 Legal Services-TIF#5/900 Irving	Open		09/07/2021	09/17/2021	09/07/2021			322.50
12463	6/21 Legal Services-General Matters	Open		09/07/2021	09/17/2021	09/07/2021			3,805.50
12464	6/21 Legal Services-Wise Rd	Open		09/07/2021	09/17/2021	09/07/2021			3,403.03
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	10	0
Vendor <b>3332 - Paul, Bernard Z</b> Totals							Invoices	10	\$22,669.13
Vendor <b>4832 - Rydin Decal</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
385114	OFFICE SUPPLIES	Open		09/03/2021	09/17/2021	09/03/2021			350.11
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>4832 - Rydin Decal</b> Totals							Invoices	1	\$350.11
Vendor <b>4118 - Storino, Ramello &amp; Durkin</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
83712	7/21 Legal Services-2020 Devon Ave-Deed in Lieu of Foreclosure	Open		08/30/2021	09/17/2021	08/30/2021			457.10
83731	7/21 Legal Services-Prosecution	Open		08/30/2021	09/17/2021	08/30/2021			5,345.55

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83732	7/21 Legal Services-Impoundment	Open		08/30/2021	09/17/2021	08/30/2021			664.80
83733	7/21 Legal Services-1636 Sycamore Demolition	Open		08/30/2021	09/17/2021	08/30/2021			1,353.28
83734	7/21 Legal Services-5052 Elm Ave Demolition	Open		08/30/2021	09/17/2021	08/30/2021			77.50
83735	7/21 Legal Services-2090 Elm Ave Demolition	Open		08/30/2021	09/17/2021	08/30/2021			914.50
83736	7/21 Legal Services-7360 Princeton Circle-Code Violations	Open		08/30/2021	09/17/2021	08/30/2021			387.50
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	7	0
Vendor <b>4118 - Storino, Ramello &amp; Durkin</b> Totals							Invoices	7	\$9,200.23
Vendor <b>4543 - Warehouse Direct</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
5040244-0	OFFICE SUPPLIES	Open		09/03/2021	09/17/2021	09/03/2021			64.88
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>4543 - Warehouse Direct</b> Totals							Invoices	1	\$64.88
Vendor <b>SRINIVASA BADRINARAYANAN</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
910	Refund for rental license for 910 Indigo Ct	Open		09/03/2021	09/17/2021	09/03/2021			100.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>SRINIVASA BADRINARAYANAN</b> Totals							Invoices	1	\$100.00
Vendor <b>Belen Camarena Jimenez</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
P0102-001530	Ticket Overpayment	Open		09/03/2021	09/17/2021	09/03/2021			20.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>Belen Camarena Jimenez</b> Totals							Invoices	1	\$20.00
Vendor <b>Quynh Ly</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
C0358-000005	not liable after payment	Open		09/03/2021	09/17/2021	09/03/2021			100.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>Quynh Ly</b> Totals							Invoices	1	\$100.00
Vendor <b>Miguel Milian Guerra</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
P0253-001604	Ticket Overpayment	Open		09/03/2021	09/17/2021	09/03/2021			20.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>Miguel Milian Guerra</b> Totals							Invoices	1	\$20.00
Vendor <b>Fatimah Rosario</b>									

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Invoice Due Date Range 09/03/21 - 09/17/21  
 Report By Department - Vendor - Invoice  
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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
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
P0255-000454	Ticket Overpayment	Open		09/03/2021	09/17/2021	09/03/2021			20.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>Fatimah Rosario</b> Totals							Invoices	1	\$20.00
Vendor <b>Shirley Scott</b>									
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b>									
P0332-000333	Ticket Overpayment	Open		09/03/2021	09/17/2021	09/03/2021			20.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>Shirley Scott</b> Totals							Invoices	1	\$20.00
Sub-Department <b>Finance Admin.Check Request Finance Administration,Check Request</b> Totals							Invoices	47	\$56,017.75
Department <b>Finance Admin - Finance Administration</b> Totals							Invoices	47	\$56,017.75
<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>4769 - Air One Equipment Inc</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
171982	Hurst Tool Annual Maintenance	Open		08/30/2021	09/17/2021	08/30/2021			1,835.00
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>4769 - Air One Equipment Inc</b> Totals							Invoices	1	\$1,835.00
Vendor <b>593 - Bound Tree Medical LLC</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
84178517	EMS Laryngoscope and B/P Cuff	Open		08/30/2021	09/17/2021	08/30/2021			68.11
84180703	Child B/P Cuff	Open		08/30/2021	09/17/2021	08/30/2021			16.20
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	2	0
Vendor <b>593 - Bound Tree Medical LLC</b> Totals							Invoices	2	\$84.31
Vendor <b>4749 - Case Lots Inc</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
6427	Cleaning Supplies - Station 15 & 16	Open		08/30/2021	09/17/2021	08/30/2021			354.40
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>4749 - Case Lots Inc</b> Totals							Invoices	1	\$354.40
Vendor <b>5250 - Folding Partition Services Inc</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
10935	Folding Partition Maintenance Service - FS15 Classroom	Open		08/30/2021	09/17/2021	08/30/2021			550.00
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0

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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>5250 - Folding Partition Services Inc</b> Totals						Invoices	1		\$550.00
Vendor <b>5309 - Rosa Gonzalez</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
7-16-19-21-3	IFSI Training Research Burns - Per Diem FF Gonzalez	Open		08/30/2021	09/17/2021	08/30/2021			165.00
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>5309 - Rosa Gonzalez</b> Totals							Invoices	1	\$165.00
Vendor <b>5313 - Jesus Hernandez</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
7-16-19-21-2	IFSI Training Research Burns - Per Diem FF Hernandez	Open		08/30/2021	09/17/2021	08/30/2021			165.00
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>5313 - Jesus Hernandez</b> Totals							Invoices	1	\$165.00
Vendor <b>5311 - Justin McWilliams</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
7-16-19-21	IFSI Training Research Burns - Per Diem FF McWilliams	Open		08/30/2021	09/17/2021	08/30/2021			165.00
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>5311 - Justin McWilliams</b> Totals							Invoices	1	\$165.00
Vendor <b>2810 - Menards</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
66806	T17 Air Line	Open		08/30/2021	09/17/2021	08/30/2021			52.73
67552	Command Board Markers - B15	Open		08/30/2021	09/17/2021	08/30/2021			18.01
68038	Cleaning Supplies	Open		08/30/2021	09/17/2021	08/30/2021			65.87
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	3	0
Vendor <b>2810 - Menards</b> Totals							Invoices	3	\$136.61
Vendor <b>4839 - Bernie Nevarez</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
7-16-19-21-4	IFSI Training Research Burns - Per Diem FF Nevarez	Open		08/30/2021	09/17/2021	08/30/2021			165.00
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>4839 - Bernie Nevarez</b> Totals							Invoices	1	\$165.00
Vendor <b>3807 - Sam's Club/Synchrony Bank</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
6947589532	Binders and Sheet Protectors Ambulance Documents	Open		08/30/2021	09/17/2021	08/30/2021			21.36
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>3807 - Sam's Club/Synchrony Bank</b> Totals							Invoices	1	\$21.36

# Accounts Payable Invoice Report

Invoice Due Date Range 09/03/21 - 09/17/21  
 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>4543 - Warehouse Direct</b>									
Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b>									
5032622-0	IS Supplies	Open		08/30/2021	09/17/2021	08/30/2021			14.34
	Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals						Invoices	1	0
			Vendor <b>4543 - Warehouse Direct</b> Totals				Invoices	1	\$14.34
	Sub-Department <b>Fire Admin.Check Request Fire Administration,Check Request</b> Totals						Invoices	14	\$3,656.02
	Department <b>Fire Admin - Fire Administration</b> Totals						Invoices	14	\$3,656.02
<b>Fire Admin Fire Administration</b>									
Department <b>Fire Inspect Svc - Fire Inspectional Services</b>									
Vendor <b>Raheem Hasan</b>									
Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b>									
2021-649	Bond Refund-- 6954 Hickory St	Open		09/07/2021	09/17/2021	09/07/2021			130.00
	Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b> Totals						Invoices	1	0
			Vendor <b>Raheem Hasan</b> Totals				Invoices	1	\$130.00
Vendor <b>Kajima Building &amp; Design</b>									
Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b>									
2021-583	Bond Refund-- 1549 Hunter Rd	Open		09/07/2021	09/17/2021	09/07/2021			100.00
	Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b> Totals						Invoices	1	0
			Vendor <b>Kajima Building &amp; Design</b> Totals				Invoices	1	\$100.00
Vendor <b>Kajima Building &amp; Design</b>									
Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b>									
2021-584	Bond Refund-- 1549 Hunter Rd- 1551 Hunter	Open		09/07/2021	09/17/2021	09/07/2021			120.00
	Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b> Totals						Invoices	1	0
			Vendor <b>Kajima Building &amp; Design</b> Totals				Invoices	1	\$120.00
Vendor <b>Kajima Building &amp; Design</b>									
Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b>									
2021-533	Bond Refund-- 1549 Hunter Rd- 1551 Hunter Rd	Open		09/07/2021	09/17/2021	09/07/2021			1,515.00
	Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b> Totals						Invoices	1	0
			Vendor <b>Kajima Building &amp; Design</b> Totals				Invoices	1	\$1,515.00
Vendor <b>Stephen Shumaker</b>									
Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b>									
2021-1054	Bond Refund-- 5844 Farnham Ct	Open		09/07/2021	09/17/2021	09/07/2021			100.00
	Sub-Department <b>Fire Inspect Svc Fire Inspectional Services</b> Totals						Invoices	1	0
			Vendor <b>Stephen Shumaker</b> Totals				Invoices	1	\$100.00

# Accounts Payable Invoice Report

Invoice Due Date Range 09/03/21 - 09/17/21

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
Department <b>Fire Inspect Svc - Fire Inspectional Services</b> Totals						Invoices	5		\$1,965.00
<b>Fire Inspect Svc Fire Inspectional Services</b>									
Department <b>HR Department - Human Resources Department</b>									
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b>									
Vendor <b>125 - Advocate Occupational Health</b>									
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b>									
772642	medical services FD	Open		08/26/2021	09/17/2021	08/26/2021			217.07
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b> Totals						Invoices	1		0
Vendor <b>125 - Advocate Occupational Health</b> Totals						Invoices	1		\$217.07
Vendor <b>1000 - Conrad Polygraph Inc</b>									
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b>									
4546	employment background	Open		08/26/2021	09/17/2021	08/26/2021			320.00
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b> Totals						Invoices	1		0
Vendor <b>1000 - Conrad Polygraph Inc</b> Totals						Invoices	1		\$320.00
Vendor <b>4783 - O.C. Tanner</b>									
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b>									
950620349	employee recognition	Open		08/26/2021	09/17/2021	08/26/2021			745.27
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b> Totals						Invoices	1		0
Vendor <b>4783 - O.C. Tanner</b> Totals						Invoices	1		\$745.27
Vendor <b>6656 - Voiance Language Services, LLC</b>									
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b>									
1377079	Language Services	Open		08/26/2021	09/17/2021	08/26/2021			25.00
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b> Totals						Invoices	1		0
Vendor <b>6656 - Voiance Language Services, LLC</b> Totals						Invoices	1		\$25.00
Sub-Department <b>HR Department.Check Request Human Resources Department,Check Request</b> Totals						Invoices	4		\$1,307.34
Department <b>HR Department - Human Resources Department</b> Totals						Invoices	4		\$1,307.34
<b>HR Department Human Resources Department</b>									
Department <b>IT - Information Technology</b>									
Vendor <b>6311 - Insight Public Sector Inc</b>									
Sub-Department <b>IT Information Technology</b>									
1100866368	Getac Extended Warranty	Open		08/30/2021	09/17/2021	08/30/2021			4,396.39
1100866715	Getac A140G2	Open		08/30/2021	09/17/2021	08/30/2021			43,001.16
1100861748	Havis Mounts	Open		08/31/2021	09/17/2021	08/30/2021			1,167.30
Sub-Department <b>IT Information Technology</b> Totals						Invoices	3		0
Vendor <b>6311 - Insight Public Sector Inc</b> Totals						Invoices	3		\$48,564.85

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Invoice Due Date Range 09/03/21 - 09/17/21  
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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
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
Vendor <b>709 - Call One</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
438424	Call One August 2021	Open		08/31/2021	09/17/2021	08/30/2021			2,690.43
	Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1	0
	Vendor <b>709 - Call One</b> Totals						Invoices	1	\$2,690.43
Vendor <b>6251 - CivicPlus</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
216060	Annual Support/website hosting	Open		08/31/2021	09/17/2021	08/30/2021			6,770.87
	Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1	0
	Vendor <b>6251 - CivicPlus</b> Totals						Invoices	1	\$6,770.87
Vendor <b>972 - Comcast</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
0262294-08	PD Backup Internet August 2021	Open		08/31/2021	09/17/2021	08/30/2021			233.30
0290816-09/21	PW Comcast September 2021	Open		08/31/2021	09/17/2021	08/30/2021			8.42
	Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	2	0
	Vendor <b>972 - Comcast</b> Totals						Invoices	2	\$241.72
Vendor <b>5933 - Genesis Technologies</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
798498	Managed Print Service September 2021	Open		08/31/2021	09/17/2021	08/30/2021			1,079.47
	Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1	0
	Vendor <b>5933 - Genesis Technologies</b> Totals						Invoices	1	\$1,079.47
Vendor <b>6311 - Insight Public Sector Inc</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
1100866374	PD Forensic Workstation Axiom AX DDR4	Open		08/30/2021	09/17/2021	08/30/2021			535.84
	Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1	0
	Vendor <b>6311 - Insight Public Sector Inc</b> Totals						Invoices	1	\$535.84
Vendor <b>6438 - Reach Media Network</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
74998	Digital Signage Annual Maintenance October 2021	Open		08/31/2021	09/17/2021	08/30/2021			936.00
	Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1	0
	Vendor <b>6438 - Reach Media Network</b> Totals						Invoices	1	\$936.00
Vendor <b>3680 - Ricoh USA Inc</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
38387100	VMO Copier Lease Aug2021	Open		08/31/2021	09/17/2021	08/30/2021			139.93

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Invoice Due Date Range 09/03/21 - 09/17/21  
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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
38408691	Ricoh Copier Lease August 2021	Open		08/31/2021	09/17/2021	08/30/2021			1,560.26
5062588294	VMO Copier Usage July 2021	Open		08/31/2021	09/17/2021	08/30/2021			83.03
5062588621	Ricoh Copier Usage July 2021	Open		08/31/2021	09/17/2021	08/30/2021			797.37
Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	4		0
Vendor <b>3680 - Ricoh USA Inc</b> Totals						Invoices	4		<u>\$2,580.59</u>
Vendor <b>5365 - Sentinel Technologies Inc</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
p676031	VMWare Annual Maintenance	Open		08/31/2021	09/17/2021	08/30/2021			1,544.00
Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1		0
Vendor <b>5365 - Sentinel Technologies Inc</b> Totals						Invoices	1		<u>\$1,544.00</u>
Vendor <b>5440 - Singlewire Software, LLC</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
45662	Annual Support and Maintenance	Open		08/31/2021	09/17/2021	08/30/2021			2,109.00
Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	1		0
Vendor <b>5440 - Singlewire Software, LLC</b> Totals						Invoices	1		<u>\$2,109.00</u>
Vendor <b>4454 - Verizon Wireless</b>									
Sub-Department <b>IT.Check Request Information Technology,Check Request</b>									
9885548059	Mobile Data Service July 2021	Open		08/31/2021	09/17/2021	08/30/2021			2,533.02
9886856917	Mobile Phone Service Aug 2021	Open		08/31/2021	09/17/2021	08/30/2021			3,651.24
Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	2		0
Vendor <b>4454 - Verizon Wireless</b> Totals						Invoices	2		<u>\$6,184.26</u>
Sub-Department <b>IT.Check Request Information Technology,Check Request</b> Totals						Invoices	15		<u>\$24,672.18</u>
Department <b>IT - Information Technology</b> Totals						Invoices	18		<u>\$73,237.03</u>

## IT Information Technology

Department **PD Admin - PD Administration**

Sub-Department **PD Admin.Check Request PD Administration,Check Request**

Vendor **373 - AT&T**

Sub-Department **PD Admin.Check Request PD Administration,Check Request**

397036	Records subpoena fee - HPPC2103375	Open		08/12/2021	09/17/2021	09/07/2021			125.00
398767	Records subpoena fee - HPPC2103375	Open		08/26/2021	09/17/2021	09/07/2021			600.00
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	2		0
Vendor <b>373 - AT&amp;T</b> Totals						Invoices	2		<u>\$725.00</u>

Vendor **715 - Camic Johnson Ltd**

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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 715 - Camic Johnson Ltd</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
205	Preside over Village Hearings	Open		08/27/2021	09/17/2021	09/07/2021			660.00
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>715 - Camic Johnson Ltd</b> Totals								<u>660.00</u>
<b>Vendor 6571 - Michael Gonzaga</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
6571-2021-0830	Major Case Investigation - HPPC2103375	Open		08/30/2021	09/17/2021	09/07/2021			271.47
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>6571 - Michael Gonzaga</b> Totals								<u>271.47</u>
<b>Vendor 6156 - Partners &amp; Paws Veterinary Services</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
93773	Canine unit veterinary services	Open		09/02/2021	09/17/2021	09/07/2021			150.06
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>6156 - Partners &amp; Paws Veterinary Services</b> Totals								<u>150.06</u>
<b>Vendor 6740 - Proshred Security</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
990088614	Document shredding service	Open		06/17/2021	09/17/2021	09/07/2021			103.55
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>6740 - Proshred Security</b> Totals								<u>103.55</u>
<b>Vendor 3608 - Ray O'Herron Co</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
2127147-IN	Ammunition	Open		07/09/2021	09/17/2021	09/07/2021			2,878.56
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>3608 - Ray O'Herron Co</b> Totals								<u>2,878.56</u>
<b>Vendor 3631 - Redmon's Towing</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
496137	Towing Reimbursement - Squad #163	Open		08/30/2021	09/17/2021	09/07/2021			65.00
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>3631 - Redmon's Towing</b> Totals								<u>65.00</u>
<b>Vendor 7066 - Ryan Rhode</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
7066-2021-0829	Training meals, mileage -Rhode	Open		08/29/2021	09/17/2021	09/07/2021			258.50
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals								0
	Vendor <b>7066 - Ryan Rhode</b> Totals								<u>258.50</u>

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Invoice Due Date Range 09/03/21 - 09/17/21  
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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>5604 - Sirchie Acquisition Company</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
0509858-IN	Evidence supplies	Open		08/19/2021	09/17/2021	09/07/2021			347.50
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>5604 - Sirchie Acquisition Company</b> Totals						Invoices	1	\$347.50
Vendor <b>5266 - Mariola Skonieczna</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
5266-2021-0823	Meal expense during training - Skonieczna	Open		08/23/2021	09/17/2021	09/07/2021			64.88
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>5266 - Mariola Skonieczna</b> Totals						Invoices	1	\$64.88
Vendor <b>4773 - T.O.P.S. In Dog Training Corp</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
23511	Canine unit supplies & training	Open		08/01/2021	09/17/2021	09/07/2021			434.00
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4773 - T.O.P.S. In Dog Training Corp</b> Totals						Invoices	1	\$434.00
Vendor <b>7002 - Thomas Tyrrell</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
7002-2021-0727	Training meals & mileage - Tyrrell	Open		07/27/2021	09/17/2021	09/07/2021			174.92
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>7002 - Thomas Tyrrell</b> Totals						Invoices	1	\$174.92
Vendor <b>5396 - Village of Bloomingdale</b>									
Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b>									
TS0000014	Truck scale maintenance	Open		08/19/2021	09/17/2021	09/07/2021			200.00
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>5396 - Village of Bloomingdale</b> Totals						Invoices	1	\$200.00
	Sub-Department <b>PD Admin.Check Request PD Administration,Check Request</b> Totals						Invoices	14	\$6,333.44
	Department <b>PD Admin - PD Administration</b> Totals						Invoices	14	\$6,333.44
<b>PD Admin PD Administration</b>									
Department <b>PW Admin - PW Administration</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
Vendor <b>4792 - Beverly Materials LLC</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
268586	Broken Asphalt	Open		08/30/2021	09/17/2021	08/30/2021			130.00
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4792 - Beverly Materials LLC</b> Totals						Invoices	1	\$130.00

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Invoice Due Date Range 09/03/21 - 09/17/21  
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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>752 - Carol Stream Lawn &amp; Power</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
471456	Saw Blades	Open		08/30/2021	09/17/2021	08/30/2021			109.27
471832	Spark Plugs	Open		09/02/2021	09/17/2021	09/02/2021			27.56
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals							Invoices	2	0
Vendor <b>752 - Carol Stream Lawn &amp; Power</b> Totals							Invoices	2	<u>\$136.83</u>
Vendor <b>845 - Chicago Parts &amp; Sound LLC</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
1-0224943	police brakes	Open		09/02/2021	09/17/2021	09/02/2021			677.41
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>845 - Chicago Parts &amp; Sound LLC</b> Totals							Invoices	1	<u>\$677.41</u>
Vendor <b>882 - Cintas #22</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
1902369830	t shirts	Open		08/27/2021	09/17/2021	08/27/2021			331.02
4093959469	uniform rental	Open		08/27/2021	09/17/2021	08/27/2021			50.21
1902387912	work pants	Open		09/02/2021	09/17/2021	09/02/2021			52.78
1902409185	work shirts	Open		09/02/2021	09/17/2021	09/02/2021			47.98
4094642323	uniform rental	Open		09/02/2021	09/17/2021	09/02/2021			50.21
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals							Invoices	5	0
Vendor <b>882 - Cintas #22</b> Totals							Invoices	5	<u>\$532.20</u>
Vendor <b>5167 - Classic Landscape Ltd</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
149080	Pick up trash by Barrington Rd and pull weeds	Open		08/30/2021	09/17/2021	08/30/2021			840.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>5167 - Classic Landscape Ltd</b> Totals							Invoices	1	<u>\$840.00</u>
Vendor <b>4794 - Fence Connection</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
3212	Fence Repair at Barrington Road Laurie Lane	Open		08/30/2021	09/17/2021	08/30/2021			3,200.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals							Invoices	1	0
Vendor <b>4794 - Fence Connection</b> Totals							Invoices	1	<u>\$3,200.00</u>
Vendor <b>1480 - Fire Service Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
23882	start switch 3371	Open		08/27/2021	09/17/2021	08/27/2021			18.91
23926	turn signal switch 363	Open		09/02/2021	09/17/2021	09/02/2021			240.47
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals							Invoices	2	0
Vendor <b>1480 - Fire Service Inc</b> Totals							Invoices	2	<u>\$259.38</u>

# Accounts Payable Invoice Report

Invoice Due Date Range 09/03/21 - 09/17/21  
 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>6960 - Flow-Technics, Inc.</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
9006	Influent Pump Repair	Open		09/02/2021	09/17/2021	09/02/2021			2,077.88
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>6960 - Flow-Technics, Inc.</b> Totals						Invoices	1	\$2,077.88
Vendor <b>4767 - Fullife Safety Center</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
55926	Safety Supplies	Open		08/30/2021	09/17/2021	08/30/2021			49.08
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4767 - Fullife Safety Center</b> Totals						Invoices	1	\$49.08
Vendor <b>6603 - Gas Depot Oil Company</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
95318-1	unleaded delivery	Open		09/07/2021	09/17/2021	09/07/2021			12,916.97
95321-1	diesel delivery	Open		09/07/2021	09/17/2021	09/07/2021			4,110.20
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	2	0
	Vendor <b>6603 - Gas Depot Oil Company</b> Totals						Invoices	2	\$17,027.17
Vendor <b>4798 - Groot Industries Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
739	Sweeper Dump Fee	Open		08/30/2021	09/17/2021	08/30/2021			1,499.55
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4798 - Groot Industries Inc</b> Totals						Invoices	1	\$1,499.55
Vendor <b>1754 - H2O Auto Spa Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
AUGPDWASH	august pd washes	Open		09/07/2021	09/17/2021	09/07/2021			221.00
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>1754 - H2O Auto Spa Inc</b> Totals						Invoices	1	\$221.00
Vendor <b>1837 - Healy Asphalt Company</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
28839	Hot Asphalt Mix	Open		08/30/2021	09/17/2021	08/30/2021			1,638.12
28867	Hot Asphalt Mix	Open		08/30/2021	09/17/2021	08/30/2021			939.93
28914	Hot Asphalt Mix	Open		09/03/2021	09/17/2021	09/03/2021			1,225.02
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	3	0
	Vendor <b>1837 - Healy Asphalt Company</b> Totals						Invoices	3	\$3,803.07
Vendor <b>1853 - Henderson Products Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
341435	tarp parts 19	Open		09/02/2021	09/17/2021	09/02/2021			204.24
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0

# Accounts Payable Invoice Report

Invoice Due Date Range 09/03/21 - 09/17/21  
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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>1853 - Henderson Products Inc</b> Totals									
							Invoices	1	\$204.24
Vendor <b>2131 - Interstate Batteries</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
31140974	2 batteries	Open		09/02/2021	09/17/2021	09/02/2021			231.74
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals									
							Invoices	1	0
Vendor <b>2131 - Interstate Batteries</b> Totals									
							Invoices	1	\$231.74
Vendor <b>4799 - Kammes Auto &amp; Truck Repair Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
135072	august truck inspections	Open		09/07/2021	09/17/2021	09/07/2021			160.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals									
							Invoices	1	0
Vendor <b>4799 - Kammes Auto &amp; Truck Repair Inc</b> Totals									
							Invoices	1	\$160.00
Vendor <b>2309 - Kara Co Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
361456	Marking Paint	Open		08/30/2021	09/17/2021	08/30/2021			618.40
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals									
							Invoices	1	0
Vendor <b>2309 - Kara Co Inc</b> Totals									
							Invoices	1	\$618.40
Vendor <b>5418 - Kards Inc Vehicle Services</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
3518	quick body repairs 363	Open		08/31/2021	09/17/2021	08/31/2021			315.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals									
							Invoices	1	0
Vendor <b>5418 - Kards Inc Vehicle Services</b> Totals									
							Invoices	1	\$315.00
Vendor <b>2810 - Menards</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
68203	Misc. Supplies	Open		08/30/2021	09/17/2021	08/30/2021			11.97
68204	Misc. Supplies	Open		08/30/2021	09/17/2021	08/30/2021			121.72
68223	Misc. Supplies	Open		08/30/2021	09/17/2021	08/30/2021			463.77
68355	Misc. Supplies	Open		08/30/2021	09/17/2021	08/30/2021			9.95
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals									
							Invoices	4	0
Vendor <b>2810 - Menards</b> Totals									
							Invoices	4	\$607.41
Vendor <b>5404 - Thomas Moore</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
TJWPX21M	Mileage/Uber Expense for PWX21	Open		09/02/2021	09/17/2021	09/02/2021			397.94
Conference T.J.									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals									
							Invoices	1	0
Vendor <b>5404 - Thomas Moore</b> Totals									
							Invoices	1	\$397.94
Vendor <b>2982 - Municipal Fleet Managers Association</b>									

# Accounts Payable Invoice Report

Invoice Due Date Range 09/03/21 - 09/17/21

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
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
083121	GM presentation	Open		09/07/2021	09/17/2021	09/07/2021			25.00
083121STELLANTIS	Chrysler Presentation	Open		09/07/2021	09/17/2021	09/07/2021			50.00
HANPRK09022021	Cummins training Johnson	Open		09/07/2021	09/17/2021	09/07/2021			1,400.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	3		0
Vendor <b>2982 - Municipal Fleet Managers Association</b> Totals						Invoices	3		\$1,475.00
Vendor <b>1632 - Napa Auto Parts</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
4998-610791	brakes	Open		08/27/2021	09/17/2021	08/27/2021			295.76
4998-610800	brakes 91	Open		08/27/2021	09/17/2021	08/27/2021			300.76
4998-610903	oil	Open		08/27/2021	09/17/2021	08/27/2021			30.84
4998-611199	battery 3163	Open		08/27/2021	09/17/2021	08/27/2021			130.06
4998-610691	tie rod 189	Open		08/31/2021	09/17/2021	08/31/2021			69.25
4998-610963	core returns	Open		08/31/2021	09/17/2021	08/31/2021			(128.40)
4998-611319	marker lamps	Open		08/31/2021	09/17/2021	08/31/2021			8.29
4998-611703	bulbs	Open		08/31/2021	09/17/2021	08/31/2021			4.94
4998-611786	marker light	Open		08/31/2021	09/17/2021	08/31/2021			15.77
4998-611872	filter	Open		08/31/2021	09/17/2021	08/31/2021			27.51
4998-611887	oil 164	Open		08/31/2021	09/17/2021	08/31/2021			30.84
4998-611926	core return	Open		09/02/2021	09/17/2021	09/02/2021			(18.00)
4998-611992	oil	Open		09/02/2021	09/17/2021	09/02/2021			29.16
4998-612210	filter	Open		09/07/2021	09/17/2021	09/07/2021			33.17
4998-612309	utility blades	Open		09/07/2021	09/17/2021	09/07/2021			9.39
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	15		0
Vendor <b>1632 - Napa Auto Parts</b> Totals						Invoices	15		\$839.34
Vendor <b>3146 - O'Reilly Automotive Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
3395-199751	wheel weights	Open		08/31/2021	09/17/2021	08/31/2021			44.07
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1		0
Vendor <b>3146 - O'Reilly Automotive Inc</b> Totals						Invoices	1		\$44.07
Vendor <b>5236 - Ozinga Ready Mix Concrete Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
AR100207731	Concrete Mix	Open		08/30/2021	09/17/2021	08/30/2021			1,250.00
AR100207736	Concrete Mix	Open		08/30/2021	09/17/2021	08/30/2021			1,250.00
AR100209360	Concrete Mix	Open		08/30/2021	09/17/2021	08/30/2021			1,410.00
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	3		0
Vendor <b>5236 - Ozinga Ready Mix Concrete Inc</b> Totals						Invoices	3		\$3,910.00
Vendor <b>4761 - Pomp's Tire Service Inc</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
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
640092805	combo unit tires	Open		08/31/2021	09/17/2021	08/31/2021			2,279.32
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4761 - Pomp's Tire Service Inc</b> Totals						Invoices	1	\$2,279.32
Vendor <b>3490 - Priority Products Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
966354	hardware	Open		08/31/2021	09/17/2021	08/31/2021			80.25
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>3490 - Priority Products Inc</b> Totals						Invoices	1	\$80.25
Vendor <b>4847 - Rack 'M Up Equipment Distributors</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
51231	oil reel monitor	Open		08/31/2021	09/17/2021	08/31/2021			239.22
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4847 - Rack 'M Up Equipment Distributors</b> Totals						Invoices	1	\$239.22
Vendor <b>6946 - Christian Rebone</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
CRPWX21M	Mileage-PWX21-St. Louis - Chris Rebone	Open		09/02/2021	09/17/2021	09/02/2021			344.80
CRwatercon21M	Mileage Watercon 21-Springfield- Chris Rebone	Open		09/02/2021	09/17/2021	09/02/2021			215.60
CRwatercon21PD	Per Diem Watercon21-Springfield- Chris Rebone	Open		09/02/2021	09/17/2021	09/02/2021			165.00
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	3	0
	Vendor <b>6946 - Christian Rebone</b> Totals						Invoices	3	\$725.40
Vendor <b>4846 - Rush Truck Center</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
3024654603	core returns	Open		08/27/2021	09/17/2021	08/27/2021			(63.84)
3024671139	fuel solenois 3371	Open		08/27/2021	09/17/2021	08/27/2021			105.00
3024674322	air tank 19	Open		08/27/2021	09/17/2021	08/27/2021			1,391.72
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	3	0
	Vendor <b>4846 - Rush Truck Center</b> Totals						Invoices	3	\$1,432.88
Vendor <b>4147 - Suburban Laboratories Inc</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
193650	Annual and Monthly IEPA Required Water Quality Monitoring	Open		08/30/2021	09/17/2021	08/30/2021			683.74
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4147 - Suburban Laboratories Inc</b> Totals						Invoices	1	\$683.74

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Invoice Due Date Range 09/03/21 - 09/17/21  
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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>4312 - Trans-Chicago Truck Group</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
2501305	108 trans lines	Open		09/07/2021	09/17/2021	09/07/2021			616.55
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4312 - Trans-Chicago Truck Group</b> Totals						Invoices	1	\$616.55
Vendor <b>4343 - Trugreen Processing Center</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
146150326	Insect & Disease Control	Open		08/30/2021	09/17/2021	08/30/2021			466.00
146165690	Insect & Disease Control	Open		08/30/2021	09/17/2021	08/30/2021			89.00
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	2	0
	Vendor <b>4343 - Trugreen Processing Center</b> Totals						Invoices	2	\$555.00
Vendor <b>4848 - Water Services Co</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
32573	Test & Certify RPZ - 5 locations	Open		08/30/2021	09/17/2021	08/30/2021			300.00
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4848 - Water Services Co</b> Totals						Invoices	1	\$300.00
Vendor <b>4947 - Wholesale Direct</b>									
Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b>									
253030	LED trailer lights	Open		09/02/2021	09/17/2021	09/02/2021			90.57
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	1	0
	Vendor <b>4947 - Wholesale Direct</b> Totals						Invoices	1	\$90.57
	Sub-Department <b>PW Admin.Check Request PW Administration,Check Request</b> Totals						Invoices	69	\$46,259.64
	Department <b>PW Admin - PW Administration</b> Totals						Invoices	69	\$46,259.64

**PW Admin PW Administration**

Department **PW Engineering - PW Engineering**

Vendor **4929 - Arrow Road Construction Co.**

Sub-Department **PW Engineering PW Engineering**

56721-2	2021 Resurfacing	Open		09/07/2021	09/17/2021	09/07/2021			491,618.43
	Sub-Department <b>PW Engineering PW Engineering</b> Totals						Invoices	1	0
	Vendor <b>4929 - Arrow Road Construction Co.</b> Totals						Invoices	1	\$491,618.43
	Department <b>PW Engineering - PW Engineering</b> Totals						Invoices	1	\$491,618.43

**PW Engineering PW Engineering**

Department **PW Streets - PW Streets**

Vendor **5167 - Classic Landscape Ltd**

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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>PW Streets PW Streets</b>									
Sub-Department									
149081	monthly mowing contract	Open		09/02/2021	09/17/2021	09/02/2021			15,392.50
	Sub-Department <b>PW Streets PW Streets</b> Totals						Invoices	1	0
	Vendor <b>5167 - Classic Landscape Ltd</b> Totals						Invoices	1	\$15,392.50
	Department <b>PW Streets - PW Streets</b> Totals						Invoices	1	\$15,392.50
<b>PW Streets PW Streets</b>									
<b>Department Sewage Trtmnt - Sewage Treatment</b>									
Vendor <b>4147 - Suburban Laboratories Inc</b>									
Sub-Department <b>Sewage Trtmnt Sewage Treatment</b>									
193107	NPDES Testing	Open		08/26/2021	09/17/2021	08/26/2021			641.50
	Sub-Department <b>Sewage Trtmnt Sewage Treatment</b> Totals						Invoices	1	0
	Vendor <b>4147 - Suburban Laboratories Inc</b> Totals						Invoices	1	\$641.50
	Department <b>Sewage Trtmnt - Sewage Treatment</b> Totals						Invoices	1	\$641.50
<b>Sewage Trtmnt Sewage Treatment</b>									
<b>Department Village Manager - Village Manager</b>									
Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b>									
Vendor <b>7059 - Leroy W Barncord</b>									
Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b>									
918-7059-2	Entertainment for Corks & Crafts	Open		09/01/2021	09/17/2021	09/01/2021			150.00
	Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b> Totals						Invoices	1	0
	Vendor <b>7059 - Leroy W Barncord</b> Totals						Invoices	1	\$150.00
Vendor <b>882 - Cintas #22</b>									
Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b>									
1902378401	Corks & Crafts Event Shirts for Staff	Open		09/01/2021	09/17/2021	09/01/2021			156.98
	Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b> Totals						Invoices	1	0
	Vendor <b>882 - Cintas #22</b> Totals						Invoices	1	\$156.98
Vendor <b>1761 - Hagg Press</b>									
Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b>									
113879	Business Cards - Arreola & Foley	Open		09/01/2021	09/17/2021	09/01/2021			142.00
113926	Hi-Lighter Printing & Postage - Sept/Oct	Open		09/01/2021	09/17/2021	09/01/2021			4,528.92
	Sub-Department <b>Village Manager.Check Request Village Manager,Check Request</b> Totals						Invoices	2	0
	Vendor <b>1761 - Hagg Press</b> Totals						Invoices	2	\$4,670.92
Vendor <b>2829 - Metropolitan Mayors Caucus</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>Sub-Department Village Manager,Check Request Village Manager,Check Request</b>											
2021-128	Membership Dues	Open		09/01/2021	09/17/2021	09/01/2021			1,708.79		
	Sub-Department <b>Village Manager,Check Request Village Manager,Check Request</b> Totals								Invoices	1	0
	Vendor <b>2829 - Metropolitan Mayors Caucus</b> Totals								Invoices	1	\$1,708.79
<b>Vendor 6669 - Pit Stop</b>											
<b>Sub-Department Village Manager,Check Request Village Manager,Check Request</b>											
PS398907	Restrooms for Special Events	Open		09/01/2021	09/17/2021	09/01/2021			840.00		
	Sub-Department <b>Village Manager,Check Request Village Manager,Check Request</b> Totals								Invoices	1	0
	Vendor <b>6669 - Pit Stop</b> Totals								Invoices	1	\$840.00
	Sub-Department <b>Village Manager,Check Request Village Manager,Check Request</b> Totals								Invoices	6	\$7,526.69
	Department <b>Village Manager - Village Manager</b> Totals								Invoices	6	\$7,526.69
<b>Village Manager Village Manager</b>											
	Grand Totals								Invoices	180	\$703,955.34



Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4946 - Amazon.com									
1094551-4817022	Phone Case and Screen Protector	Paid by EFT #4894		07/30/2021	07/30/2021	07/30/2021		08/25/2021	34.56
1149977378875700	Umbrella Stand	Paid by EFT #4826		07/30/2021	07/30/2021	07/30/2021		08/25/2021	54.00
1622635	DMMC Gift Basket Donation	Paid by EFT #4863		07/30/2021	07/30/2021	07/30/2021		08/25/2021	18.78
2212206-7670617	Ribbon Bar	Paid by EFT #4837		07/30/2021	07/30/2021	07/30/2021		08/25/2021	10.75
2223455	Outside Air Hose Reel	Paid by EFT #4876		07/30/2021	07/30/2021	07/30/2021		08/25/2021	329.99
5973848	Fuses	Paid by EFT #4875		07/30/2021	07/30/2021	07/30/2021		08/25/2021	24.68
6637062	DMMC Gift Basket Donation	Paid by EFT #4862		07/30/2021	07/30/2021	07/30/2021		08/25/2021	93.16
6931452	Lights	Paid by EFT #4877		07/30/2021	07/30/2021	07/30/2021		08/25/2021	32.39
9119413	Calculator	Paid by EFT #4869		07/30/2021	07/30/2021	07/30/2021		08/25/2021	24.96
ANDAZPRESS	Credit-Supplies Return	Paid by EFT #4832		07/30/2021	07/30/2021	07/30/2021		08/25/2021	(8.99)
RCARFR322	Credit-Supplies Return	Paid by EFT #4830		07/30/2021	07/30/2021	07/30/2021		08/25/2021	(155.14)
SAUDERCOSTA	Credit-Supplies Return	Paid by EFT #4831		07/30/2021	07/30/2021	07/30/2021		08/25/2021	(519.79)
Vendor 4946 - Amazon.com Totals						Invoices	12		(\$60.65)
Vendor 251 - American Planning Assn - IL Chapter									
1351	recruitment village planner	Paid by EFT #4816		07/30/2021	07/30/2021	07/30/2021		08/25/2021	100.00
Vendor 251 - American Planning Assn - IL Chapter Totals						Invoices	1		\$100.00
Vendor 252 - American Planning Association									
3235168	recruitment village planner	Paid by EFT #4817		07/30/2021	07/30/2021	07/30/2021		08/25/2021	295.00
Vendor 252 - American Planning Association Totals						Invoices	1		\$295.00
Vendor 254 - American Public Works Association-APWA									
322966	2021 APWA PWX in St. Louis	Paid by EFT #4883		07/30/2021	07/30/2021	07/30/2021		08/25/2021	1,080.00
PWX2021CRTJM	2021 PWX Chicago Metro Chptr	Paid by EFT #4870		07/30/2021	07/30/2021	07/30/2021		08/25/2021	155.00
Vendor 254 - American Public Works Association-APWA Totals						Invoices	2		\$1,235.00



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Vendor 309 - Apple iTunes Store							
721-309	iCloud Storage Plan - Maller	Paid by EFT #4865	07/30/2021	07/30/2021	07/30/2021	08/25/2021	2.99
Vendor 309 - Apple iTunes Store Totals							Invoices 1 \$2.99
Vendor 7057 - Appliance Marshall Repair Inc.							
31178	Drain Obstruction Repair	Paid by EFT #4884	07/30/2021	07/30/2021	07/30/2021	08/25/2021	285.98
Vendor 7057 - Appliance Marshall Repair Inc. Totals							Invoices 1 \$285.98
Vendor 6976 - ASP, Inc.							
22151-REF	Training - Hendry (refund)	Paid by EFT #4840	07/30/2021	07/30/2021	07/30/2021	08/25/2021	(25.00)
Vendor 6976 - ASP, Inc. Totals							Invoices 1 (\$25.00)
Vendor 5244 - B & H Photo							
887571798	Evidence equipment	Paid by EFT #4841	07/30/2021	07/30/2021	07/30/2021	08/25/2021	315.00
887656109	Flash drives	Paid by EFT #4842	07/30/2021	07/30/2021	07/30/2021	08/25/2021	202.89
Vendor 5244 - B & H Photo Totals							Invoices 2 \$517.89
Vendor 7053 - Big Apple Bagels							
126391	Haigh Retirement Food	Paid by EFT #4836	07/30/2021	07/30/2021	07/30/2021	08/25/2021	170.79
Vendor 7053 - Big Apple Bagels Totals							Invoices 1 \$170.79
Vendor 5444 - Brownell's Inc							
66130645	Weapon parts	Paid by EFT #4843	07/30/2021	07/30/2021	07/30/2021	08/25/2021	16.93
Vendor 5444 - Brownell's Inc Totals							Invoices 1 \$16.93
Vendor 731 - Caputo's							
07082021caputos	Special Events-Workshop Food	Paid by EFT #4833	07/30/2021	07/30/2021	07/30/2021	08/25/2021	51.47
Vendor 731 - Caputo's Totals							Invoices 1 \$51.47







Vendor 1999 - IACE

1788667057	IACE Qrtrly Training - Hoffman	Paid by EFT #4846	07/30/2021	07/30/2021	07/30/2021	08/25/2021	52.65
1788668251	IACE Quarterly Training - Fuchs	Paid by EFT #4847	07/30/2021	07/30/2021	07/30/2021	08/25/2021	52.65
1788669415	IACE Quarterly Training - Wagner	Paid by EFT #4848	07/30/2021	07/30/2021	07/30/2021	08/25/2021	52.65
1788670761	IACE Quarterly Training - Carrillo	Paid by EFT #4849	07/30/2021	07/30/2021	07/30/2021	08/25/2021	35.10
1788672155	IACE Quarterly Training - Foley	Paid by EFT #4850	07/30/2021	07/30/2021	07/30/2021	08/25/2021	17.55

Vendor 1999 - IACE Totals	Invoices	5	\$210.60
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Vendor 2000 - IACP

7459	IACP Conf - Menough, Johnson	Paid by EFT #4851	07/30/2021	07/30/2021	07/30/2021	08/25/2021	500.00
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Vendor 2000 - IACP Totals	Invoices	1	\$500.00
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Vendor 2024 - IGFOA

2021Conference	IGFOA 2021 Conf-Chambers	Paid by EFT #4811	07/30/2021	07/30/2021	07/30/2021	08/25/2021	325.00
IGFOA-2021	IGFOA 2021 Membership Dues	Paid by EFT #4805	07/30/2021	07/30/2021	07/30/2021	08/25/2021	400.00

Vendor 2024 - IGFOA Totals	Invoices	2	\$725.00
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Vendor 2054 - IL Municipal League

1123006661	recruitment asst. fire chief	Paid by EFT #4819	07/30/2021	07/30/2021	07/30/2021	08/25/2021	35.00
S-41057	Conf Registration - Hussaini	Paid by EFT #4859	07/30/2021	07/30/2021	07/30/2021	08/25/2021	310.00

Vendor 2054 - IL Municipal League Totals	Invoices	2	\$345.00
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Vendor 2069 - IL Tollway

RL072021ILT	IL Tollway iPass Replenishment	Paid by EFT #4873	07/30/2021	07/30/2021	07/30/2021	08/25/2021	300.00
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Vendor 2069 - IL Tollway Totals	Invoices	1	\$300.00
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Vendor 6440 - Illinois Fox Valley SHRM

07152021scott	meeting fee-scott	Paid by EFT #4814	07/30/2021	07/30/2021	07/30/2021	08/25/2021	10.00
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Vendor 6440 - Illinois Fox Valley SHRM Totals	Invoices	1	\$10.00
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Vendor 2077 - Image Trend Inc

TJN3NCBNGCT-2021	ImageTrend - Noncek	Paid by EFT #4838	07/30/2021	07/30/2021	07/30/2021	08/25/2021	220.00
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Vendor 2077 - Image Trend Inc Totals	Invoices	1	\$220.00
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Vendor 2114 - International Assoc Of Women In Fire & Emerg Serv

8264	recruitment asst. fire chief	Paid by EFT #4818	07/30/2021	07/30/2021	07/30/2021	08/25/2021	170.00
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Vendor 2114 - International Assoc Of Women In Fire & Emerg Serv Totals	Invoices	1	\$170.00
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Vendor 2121 - International Code Council Inc

101117917	Mechanical plans exam-Capela	Paid by EFT #4824	07/30/2021	07/30/2021	07/30/2021	08/25/2021	219.00
101120840	Code Addition Materials	Paid by EFT #4825	07/30/2021	07/30/2021	07/30/2021	08/25/2021	72.00
101124992	Construction guidelines	Paid by EFT #4828	07/30/2021	07/30/2021	07/30/2021	08/25/2021	29.45
101124997	ICC Code Book- ISO Intermodal	Paid by EFT #4827	07/30/2021	07/30/2021	07/30/2021	08/25/2021	21.50

Vendor 2121 - International Code Council Inc Totals	Invoices	4	\$341.95
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Vendor 4961 - International Municipal Lawyers Association

18497270	Conf Registration - Bernie Paul	Paid by EFT #4856	07/30/2021	07/30/2021	07/30/2021	08/25/2021	535.00
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Vendor 4961 - International Municipal Lawyers Association Totals	Invoices	1	\$535.00
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Vendor 2134 - Intoximeters, Inc.

W135771	Breathalyzer supplies	Paid by EFT #4852	07/30/2021	07/30/2021	07/30/2021	08/25/2021	517.50
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Vendor 2134 - Intoximeters, Inc. Totals	Invoices	1	\$517.50
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Vendor 2228 - Jimmy John's

1560-55	Meal expense - Riedel	Paid by EFT #4872	07/30/2021	07/30/2021	07/30/2021	08/25/2021	13.96
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Vendor 2228 - Jimmy John's Totals	Invoices	1	\$13.96
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**July 2021 P-Cards**  
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Vendor 6388 - JX Truck Center - Wadsworth								
25163158P	Air Brake Chamber	Paid by EFT #4878	07/30/2021	07/30/2021	07/30/2021	08/25/2021		100.14
		Vendor 6388 - JX Truck Center - Wadsworth Totals					Invoices 1	\$100.14
Vendor 7061 - Keurig Green Mountain Inc								
261454255	Keurig for PD	Paid by EFT #4885	07/30/2021	07/30/2021	07/30/2021	08/25/2021		224.99
		Vendor 7061 - Keurig Green Mountain Inc Totals					Invoices 1	\$224.99
Vendor 4758 - Kronos Inc								
744	2021 Kronos Conf - Chmielak	Paid by EFT #4839	07/30/2021	07/30/2021	07/30/2021	08/25/2021		1,575.00
		Vendor 4758 - Kronos Inc Totals					Invoices 1	\$1,575.00
Vendor 2943 - Moretti's								
32731J	Working Lunch	Paid by EFT #4858	07/30/2021	07/30/2021	07/30/2021	08/25/2021		22.44
82683J	Working Lunch	Paid by EFT #4864	07/30/2021	07/30/2021	07/30/2021	08/25/2021		46.37
		Vendor 2943 - Moretti's Totals					Invoices 2	\$68.81
Vendor 6696 - Most Dependable Fountains								
INV64959	Fountain Parts	Paid by EFT #4866	07/30/2021	07/30/2021	07/30/2021	08/25/2021		532.00
		Vendor 6696 - Most Dependable Fountains Totals					Invoices 1	\$532.00
Vendor 5989 - Motorcraft Technical - Ford								
1220023	Ford Service Subscription	Paid by EFT #4874	07/30/2021	07/30/2021	07/30/2021	08/25/2021		2,699.95
		Vendor 5989 - Motorcraft Technical - Ford Totals					Invoices 1	\$2,699.95
Vendor 5716 - National Minority Update								
9432521	recruitment asst. fire chief	Paid by EFT #4821	07/30/2021	07/30/2021	07/30/2021	08/25/2021		195.00
		Vendor 5716 - National Minority Update Totals					Invoices 1	\$195.00



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**July 2021 P-Cards**  
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Vendor 3245 - Panera Bread							
332542	Department lunch	Paid by EFT #4895	07/30/2021	07/30/2021	07/30/2021	08/25/2021	35.01
						Vendor 3245 - Panera Bread Totals	Invoices 1 <hr style="width: 100%; border: 1px solid black;"/> \$35.01
Vendor 5020 - Party City							
9301cjq00101nb	employee recognition event	Paid by EFT #4822	07/30/2021	07/30/2021	07/30/2021	08/25/2021	115.62
						Vendor 5020 - Party City Totals	Invoices 1 <hr style="width: 100%; border: 1px solid black;"/> \$115.62
Vendor 7060 - Phillips 66							
9081454	Gasoline	Paid by EFT #4879	07/30/2021	07/30/2021	07/30/2021	08/25/2021	30.00
9081454Credit	Gasoline Purchase Credit	Paid by EFT #4881	07/30/2021	07/30/2021	07/30/2021	08/25/2021	(.30)
						Vendor 7060 - Phillips 66 Totals	Invoices 2 <hr style="width: 100%; border: 1px solid black;"/> \$29.70
Vendor 5991 - Pizza Now 2							
07132021pizzanow	Meeting-Food + Supplies	Paid by EFT #4835	07/30/2021	07/30/2021	07/30/2021	08/25/2021	22.47
						Vendor 5991 - Pizza Now 2 Totals	Invoices 1 <hr style="width: 100%; border: 1px solid black;"/> \$22.47
Vendor 6798 - PRI Management Group							
497740W	Training - Foley	Paid by EFT #4853	07/30/2021	07/30/2021	07/30/2021	08/25/2021	250.00
W1128111	Training - Foley	Paid by EFT #4854	07/30/2021	07/30/2021	07/30/2021	08/25/2021	149.00
						Vendor 6798 - PRI Management Group Totals	Invoices 2 <hr style="width: 100%; border: 1px solid black;"/> \$399.00
Vendor 3806 - Sam's Club							
90513J	Meeting supplies	Paid by EFT #4889	07/06/2021	07/30/2021	07/30/2021	08/25/2021	56.48
67887J	Mayor's Play Ball Event	Paid by EFT #4890	07/30/2021	07/30/2021	07/30/2021	08/25/2021	234.36
						Vendor 3806 - Sam's Club Totals	Invoices 2 <hr style="width: 100%; border: 1px solid black;"/> \$290.84



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Vendor 6983 - Sheet Labels, Inc.							
SL152237-2	Labels-Water Billing Notices	Paid by EFT #4807	07/30/2021	07/30/2021	07/30/2021	08/25/2021	138.64
						Vendor 6983 - Sheet Labels, Inc. Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$138.64
Vendor 5027 - Sms Poll.Net							
I-WHU4FMGLVBHD	Special Events - Car Show 2021	Paid by EFT #4829	07/30/2021	07/30/2021	07/30/2021	08/25/2021	135.00
						Vendor 5027 - Sms Poll.Net Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$135.00
Vendor 7045 - Street Cop Training LLC							
45469-481-1-cf54	Training - Tyrrell	Paid by EFT #4855	07/30/2021	07/30/2021	07/30/2021	08/25/2021	299.00
						Vendor 7045 - Street Cop Training LLC Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$299.00
Vendor 7052 - Sweet Memories							
2021-06-30-kurcz	employee recognition event	Paid by EFT #4813	07/30/2021	07/30/2021	07/30/2021	08/25/2021	162.00
						Vendor 7052 - Sweet Memories Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$162.00
Vendor 5157 - Target							
008107451	wellness screening raffle	Paid by EFT #4812	07/30/2021	07/30/2021	07/30/2021	08/25/2021	150.00
						Vendor 5157 - Target Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$150.00
Vendor 4279 - Tony's Finer Foods							
07132021tonys	Meeting-Food + Supplies	Paid by EFT #4834	07/30/2021	07/30/2021	07/30/2021	08/25/2021	30.22
						Vendor 4279 - Tony's Finer Foods Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$30.22
Vendor 6774 - Twilio Inc							
OJWGDU-2021	Calling Service for Kronos	Paid by EFT #4893	07/30/2021	07/30/2021	07/30/2021	08/25/2021	10.21
						Vendor 6774 - Twilio Inc Totals	Invoices 1 <hr style="width: 100px; margin-left: 0;"/> \$10.21



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**July 2021 P-Cards**  
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Vendor 4999 - United Airlines								
48870	Flight for Conference - Maller	Paid by EFT #4861	07/30/2021	07/30/2021	07/30/2021	08/25/2021	316.80	
Vendor 4999 - United Airlines Totals							Invoices 1	\$316.80
Vendor 4391 - United States Conference of Mayors								
XGN9RB7P5V5	Conf Registration - Mayor Craig	Paid by EFT #4857	07/30/2021	07/30/2021	07/30/2021	08/25/2021	1,500.00	
Vendor 4391 - United States Conference of Mayors Totals							Invoices 1	\$1,500.00
Vendor 4535 - Walmart								
46732J	Mayor's Play Ball Event supplies	Paid by EFT #4887	07/13/2021	07/30/2021	07/30/2021	08/25/2021	46.07	
12133J	Prisoner meals, jail supplies	Paid by EFT #4891	07/30/2021	07/30/2021	07/30/2021	08/25/2021	31.00	
Vendor 4535 - Walmart Totals							Invoices 2	\$77.07
Vendor 4554 - Water One								
SO-02674	Mayor's Play Ball Event	Paid by EFT #4888	07/13/2021	07/30/2021	07/30/2021	08/25/2021	56.00	
Vendor 4554 - Water One Totals							Invoices 1	\$56.00
Vendor 6059 - White Cottage Pizza								
81681J	Strategic Plan Meeting	Paid by EFT #4886	07/30/2021	07/30/2021	07/30/2021	08/25/2021	146.65	
Vendor 6059 - White Cottage Pizza Totals							Invoices 1	\$146.65
Vendor 6857 - Zoom Video Communications Inc								
INV97125531	Zoom Licensing July 2021	Paid by EFT #4897	07/30/2021	07/30/2021	07/30/2021	08/25/2021	109.98	
Vendor 6857 - Zoom Video Communications Inc Totals							Invoices 1	\$109.98
Grand Totals							Invoices 95	\$22,244.22



*Hanover Park* <sup>USA</sup>

## **AGENDA MEMORANDUM**

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

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

**SUBJECT:** Provide direction to staff pertaining to Tobacco/Vape Shops

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** September 16, 2021

### **Executive Summary**

Request for the Village Board to provide direction to staff regarding tobacco and vape shops.

### **Discussion**

The sale of tobacco products is a permissible use (under retail sales) in the B-1 and B-2 zoning districts. While gas stations, grocery stores, pharmacies, etc. sell tobacco products, there are a few stores where tobacco is sold as the primary product. The IL Smoke Free Act (410 ILCS 82/10) Sec. 10. defines a "Retail Tobacco Store" as one deriving more than 80% of their revenue from the sale of loose tobacco, plants, or herbs and cigars, cigarettes, pipes, and other smoking devices for burning tobacco and related smoking accessories and in which the sale of other products is merely incidental.

Currently, there are about 26 businesses in Hanover Park that are licensed to sell tobacco and/or alternative nicotine products, over the counter. Of these, there are 4 businesses that sell tobacco as their primary product. Over this past year, the number of tobacco/e-cigarette/smoke/vape stores, increased from 2 to 4. Staff also noticed an increase in enquiries with an interest in opening more tobacco and vape stores, and brought this to the Board's attention.

The locations of current primary retail tobacco stores are (see attached map):

1. Hard Rock Vape & Smoke – 1805 Irving Park Rd
2. Stogies Cigar Lounge – 1090 Lake St
3. Galaxy Smoke Shop – 2000 Irving Park
4. Cigar-Rette Palace – 1916 Army Trail

On June 3, 2021, the Village Board considered whether or not to control tobacco uses, either via zoning or licensing and directed the Development Commission to discuss the issue and make a recommendation.

On July 8, 2021, the Development Commission discussed:

- potential regulation of retailers with tobacco sales as a primary use and as an incidental use (such as gas stations, grocery stores, etc.), and/or other products (vaping, alternate nicotine products, hookah, paraphernalia) through separate licenses;
- if a desire to regulate is related to health or aesthetics/image;
- if the use should be regulated by the number of businesses or by locational criteria such as distance from other similar uses, distance from other 'sensitive' uses.

The workshop discussion yielded consensus that tobacco stores – as a primary use, not incidental sales should be regulated. Initial consensus was for restriction through licensing but add zoning control, if needed. While there was consensus that a large number of such stores impacts the community's aesthetics and image, an important issue also pertains to the health of our residents. Particularly, it was noted that vaping targets youth. Additional information was requested for continued discussion. The memo and discussion items for 7/8/21 mtg are available on the Village website [here](#).

Additionally, at their July 13, 2021, meeting the Economic Development Committee also discussed the issue and there was a consensus to limit the number of stores, restrict size, handle through both licensing and zoning as needed, increase licensing fees, and require a minimum distance from sensitive uses where youth of the community are expected.

On July 29, 2021, the Development Commission continued review and discussion of the issue and confirmed a desire to limit the number of stores selling tobacco as a primary use, reduce the density of the stores in a geographic area, and minimize youth exposure. Commission also discussed raising age, tiered licensing system, ways to restrict display and sale of paraphernalia, and licensing criteria. Zoning, oversight mechanism for compliance, and store appearance were also discussed. The staff memo is attached.

Village Attorney Bernie Paul attended both workshops of the Development Commission (July 8 and July 29) and provided guidance. He also noted that the recommendations that the Development Commission was considering can be addressed via licensing, providing the Board an ability to consider requests on a case-by-case basis.

On August 12, the Development Commission made the following formal recommendation: that the Village Board adopt Municipal Code amendments regarding tobacco and vape stores:

- Change definition of 'primary' tobacco stores as those deriving more than 50% of their revenue from the sale of tobacco, cigars, cigarettes, pipes, and other smoking devices for burning tobacco and related smoking accessories. In order to administer primary and incidental tobacco licenses, staff recommends that a tobacco store designation of "primary" or "incidental" be determined by percentage of retail sales floor merchandise display area rather than revenue due to the fact that a new license application will not have an established revenue history.
- Limit the maximum number of licenses for "primary" tobacco stores in the Village (as newly defined above) to 4, with a maximum of 2 such stores per county. The number of licenses drops down when a primary tobacco retail businesses closes or loses its license and can only be increased by Village Board approval. The existing four primary tobacco retailers would be 'grandfathered' as license holders. (Please note that one of these primary retailers is currently in the process of closing on a

property and moving to a location across the street from its current location and requests that the new location be grandfathered.)

- Separate definitions to enable regulating vaping and non-tobacco/nicotine products
- Increase the license fees from \$100 to \$500 for all tobacco retailers (primary and incidental)
- A tiered licensing class system (similar to liquor licenses) for
  - Different type of license for Primary vs. incidental sale of tobacco products
  - Separate license for the sale of Vape products
  - Separate license for the sale of Paraphernalia (regardless of whether it is for use with tobacco products or illegal drugs)
- Display and storage of paraphernalia limited to 25% of total square footage of the retail portion of the store.
- A requirement for scanning of age verification documents for sale of tobacco products or paraphernalia, with Police Department access to this information.
- A minimum distance of 1500-ft between two primary tobacco stores
- A minimum distance of 1250-ft between primary tobacco store and sensitive uses such as schools and daycares, where children/youth are expected.
- Storefront security gates allowed when business is closed but must be hidden during business hours.

The Commission requested that the topic of window signage (neon lights, flashing signs, window coverage amounts) be researched and discussed at a later date.

### **Recommended Action**

Staff would like direction from the Village Board regarding:

- Are these recommendations acceptable as is?
- Or, would be Village Board like to make any modifications?

Based on direction provided, an ordinance will be brought back to the Village Board for consideration and final action.

### **Attachments:**

- Exhibit 1 - Map showing location of all 26 businesses that hold tobacco license including 4 that are primarily Tobacco stores
- Exhibit 2 - Spreadsheet with names, images and locations of 4 primary tobacco stores
- Exhibit 3 - Dev Comm Workshop memo from July 29, 2021
- Exhibit 4 - Dev Comm memo from Aug. 12, 2021, meeting

**Budgeted Item:**      \_\_\_ Yes      x   No

**Budgeted Amount:**    \$ NA

**Actual Cost:**         \$ \_\_\_\_\_

**Account Number:**    Regular Board Meeting  
September 16, 2021    Page 110

## Govind, Shubhra

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**From:** Johnson, Andrew  
**Sent:** Thursday, July 1, 2021 3:19 PM  
**To:** Govind, Shubhra  
**Subject:** PD Position on Vape/Tobacco shops

The police department believes that the Village should consider limiting the number of tobacco and vape shops in the Village, particularly from a community image standpoint. We do not believe it would be in the best interests of the community to have an excessive number of these types of shops within the Village.

In terms of our experiences with tobacco and vape shops, we generally find that they operate within the laws and ordinances. We have not had an excessive amount of service calls or issues with these shops. We have found that most of the underage sales of tobacco in the Village have taken place at gas stations, convenience and grocery stores, and other locations that sell other items in addition to tobacco products.

The police department also believes that some updating of Village ordinances is warranted to clarify definitions and utilize modern terminology regarding newer vape products. Village ordinance does not specifically mention 'vapes' but categorizes them as 'alternative nicotine products.' This is not necessarily always the case, as there are vape products that do not contain nicotine at all but contain various oils, cannabis oil, or even just fruit flavored vapor.

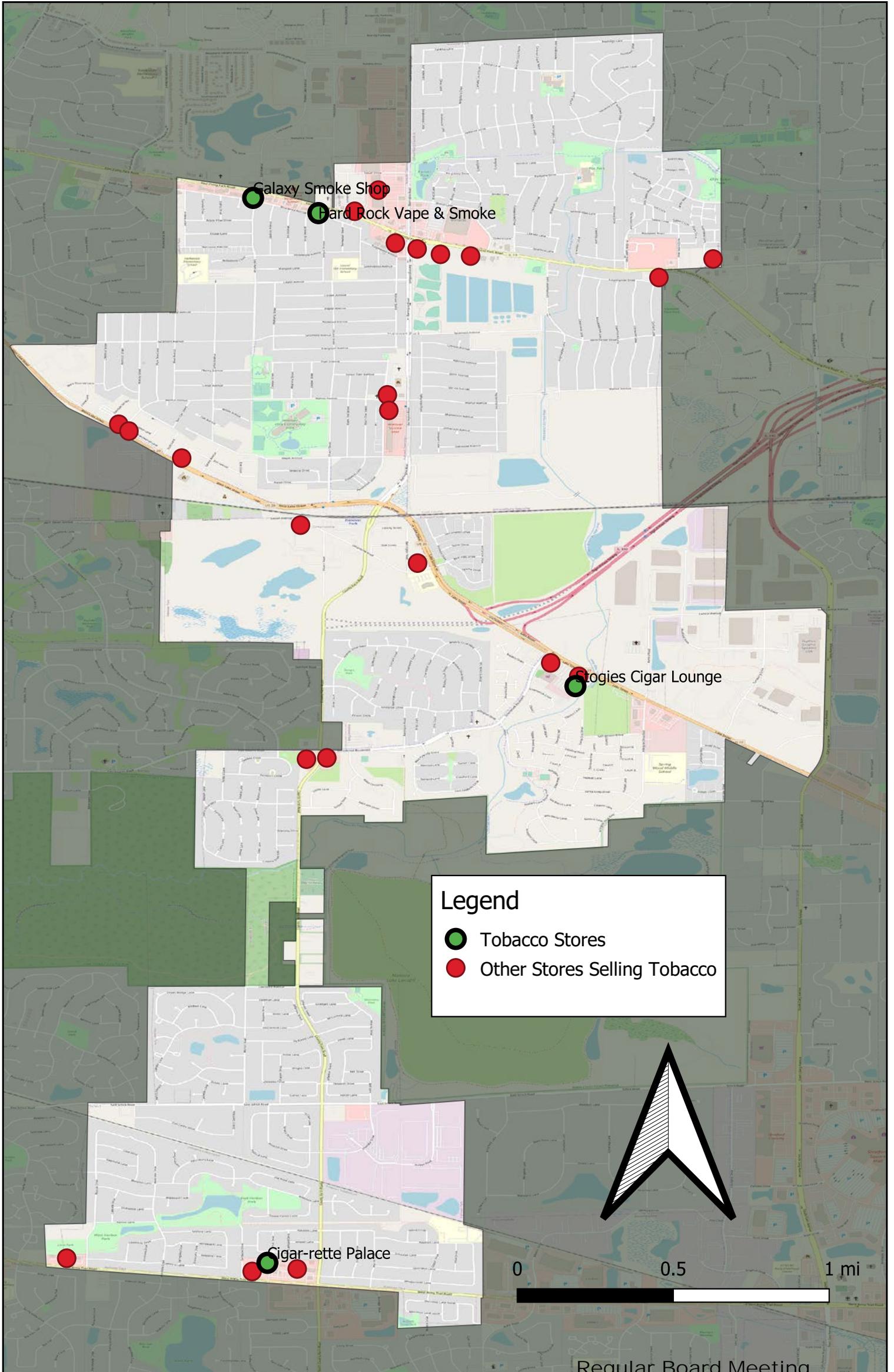


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**CALEA Accreditation "with Excellence"**

**America's Global Village**



# Stores Selling Tobacco in Hanover Park



**Current primary tobacco retail businesses**

These four retailers selling tobacco as their primary product currently operate in Hanover Park:

	Comments	Products listed on website
 <p>Hard Rock Vape &amp; Smoke, 1805 Irving Park Rd  <a href="https://hrsmovevape.com/">https://hrsmovevape.com/</a></p>	<p>Paraphernalia on display</p> <p>Use of attention getting lighting (static)</p>	<p>Full line of smoke &amp; vape products like Vapes, E-Liquids, Glass, Hookah, Raw papers, disposables, vape devices, pod system, trays, tanks, gas mask, digital scales</p>
 <p>Galaxy Smoke Shop, 2000 Irving Park  <a href="https://www.facebook.com/galaxysmoke2000/">https://www.facebook.com/galaxysmoke2000/</a>                      no website</p>	<p>Paraphernalia on display</p> <p>Backlit signage</p>	<p>Premium Glass, Vape, Tobacco, CBD &amp; Kratom store.</p>
 <p>Cigar-Rette Palace, 1916 Army Trail  <a href="https://www.facebook.com/cigarrettepallace/">https://www.facebook.com/cigarrettepallace/</a>                      no website</p>	<p>Paraphernalia on display</p> <p>Use of security fencing</p> <p>Use of window signage just under 50%</p>	<p>No description of business by business online.</p> <p>Photos posted by others show Cigarettes, vaping products, cigars, lottery tickets, glass</p>



Stogies Cigar Lounge  
1090 Lake St  
<https://www.facebook.com/stogieshanoverpark>  
no website

On-site smoking was grandfathered in when the Smoke Free Illinois Act was passed.

Cigars, ashtrays, gifts, smoking lounge, golf simulator



*Hanover Park* <sup>USA</sup>

## **AGENDA MEMORANDUM**

**TO:** Chairperson and Development Commissioners

**FROM:** Shubhra Govind, Director of Community & Economic Development

**SUBJECT:** Potential Municipal Code Amendments – Tobacco & Vape Stores

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** WORKSHOP DISCUSSION – July 29, 2021

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### **Summary**

The Village of Hanover Park Development Commission will convene for a second workshop meeting at 5:30 p.m. on July 29, 2021 in Room 214 of the Municipal Building, 2121 Lake St. to continue their discussion and formulate a recommendation to the Village Board regarding:

- Regulations and potential municipal code amendments for tobacco and vape stores

Staff will present the requested research. No formal action is to be taken during this meeting.

The Development Commission has oversight on the Chapter 110 - Village Zoning Code – where a certain land use may be located, and does not oversee the business licensing. Tobacco licenses are regulated through Chapter 58 – Licenses, Permits and Business Regulations, Article XXV. – Tobacco Dealers.

Any desire to regulate the use could potentially involve text amendments in one or both Chapter 110 Zoning Code and/or Chapter 58, Licenses, Permits and Business Regulations. If the Development Commission wishes to make an amendment to the Zoning Code, a Public Hearing process would follow and the Development Commission's recommendation will be forwarded to the Village Board for final action. If a recommendation is made that is better suited to be implemented through business licensing, the Village Board would take final action (Development Commission will not need to hold a public hearing).

### **Background**

Regulation of tobacco as an industry began after the November 1998 Master Settlement agreement between the States and major cigarette manufacturers. Funds from that settlement are used by individual states to fund public health initiatives. Attachment 8 includes some examples of Illinois control policies and programs, local policies and statistics on the public health impacts of tobacco and expands on the information presented at the July 8, 2021 Workshop (Attachment 4).

Modeled after the Smoke-Free Illinois Act, in 2008 the Village adopted as "Smoke Free Hanover Park," which prohibits smoking in virtually all public places and workplaces. The Village of Hanover Park increased the age for possession and sale of tobacco products and nicotine products (cigarettes) via O-19-27 on July 19, 2019 from the age of 18 to 21 years of age.

The Village has adopted zoning and licensing regulations for numerous uses and activities which have potential to impact the youth in the community, may be of a predatory nature to consumers, or have the potential to impact surrounding and abutting properties with externalities such as noise, odor, and hours of operation.

Because each commercial establishment located in the village is a basic part of and affects the physical and economic well-being of the village necessitating services from the village in the form of building, health, fire, and police inspections and other services, all commercial establishments are regulated through Chapter 58 – Licenses, Permits and Business Regulations of the municipal code. An additional Village license, renewed annual, is required for many activities, including liquor, tobacco, amusements, child care centers, food establishments, and others.

Zoning regulations may also be used to control land use and must include a legal nexus to “promote and protect the public health, safety, morals, comfort, and general welfare of the people.” **Sec. 110-1.2 Authority and Purpose** of the Village Zoning code is comprehensive and includes:

- **Sec. 110-1.2.1.** To promote and protect the public health, safety, morals, comfort, and general welfare of the people;
- **Sec. 110-1.2.3.** To protect the character and the stability of the residential, commercial, and industrial areas within the village and to promote the orderly and beneficial development of such areas;
- **Sec. 110-1.2.15.** To preserve and enhance aesthetic and historic values throughout the village.

It is upon this basis that certain sections of the zoning code limit certain uses. Similar to regulation of alcohol, recreational marijuana, video gaming, pawn shops & pay day loans, sexually oriented businesses, wind energy, and telecommunication facilities which have been set as a means to protect the public health, safety, morals, comfort and general welfare, regulations could be set to limit the stores for which tobacco is sold as the primary product. For example, limitations could be placed on the number of stores, geographic proximity to each other, and proximity to land uses where children are expected.

Please see the following attachments:

- Attachment 1 identifies several uses regulated by the Village through both zoning and licensing.
- Attachment 2 is a map of existing sensitive uses in the Village (Schools, Parks, Churches, etc.).
- Attachment 3 is a list of permitted and special uses per individual zoning districts is, where size/square ft. is a criteria.

On June 3, 2021 the Village Board considered whether or not to control tobacco uses, either via zoning or licensing and directed staff to bring the question to the Development Commission.

At the July 8, 2021 Workshop (full Workshop packet, memo and exhibits included as Attachment 4), the Development Commission discussed:

- potential regulation of retailers with tobacco sales as a primary use and as an incidental use (such as gas stations, grocery stores, etc.), and/or other products (vaping, alternate nicotine products, hookah, paraphernalia) through separate licenses;
- if a desire to regulate is related to health or aesthetics/image;
- if the use should be regulated by the number of businesses or by locational criteria such as zoning, distance from other similar uses, distance from other ‘sensitive’ uses.

The Development Commission discussion yielded consensus that tobacco stores – as a primary use, not incidental sales should be regulated. Initial consensus was for restriction through licensing to be put into place and also add zoning control, if needed. The Development Commission asked for additional information, which is presented in the discussion below.

Additionally, at their July 13, 2021 meeting the Economic Development Committee discussed the same questions and there was a consensus to limit the number of stores, restrict size, handle through both licensing and zoning as needed, increase licensing fees, and require a minimum distance from sensitive uses where youth of the community are expected. Public Health and

Image are extremely important to the Economic Development Committee who are charged with helping creating an environment to attract and retain quality commercial and industrial business to the Village. They are concerned that tobacco retail is contrary to the Village vision of a family-friendly community.

### **Zoning Regulation and Business Licensing**

Communities have long used their police power to adopt laws that protect and promote the health, safety, morals, and general welfare of their residents. Two of the primary ways that communities have exercised this authority is through (1) licensing regulations and (2) regulating the use of land.

Both the Development Commission and the Economic Development Committee understand that regulation can occur through Zoning and/or licensing.

Zoning laws grant rights attached to the land, meaning that once a parcel of land is designated for a particular use, the designation remains with the land even if there is a change in ownership. This feature makes it difficult to impose new restrictions on existing businesses. Similarly, regardless of ownership changes, a "Special Use" can apply indefinitely to its specific location, as long as the conditions set in the granting of the Special Use are met.

Section 110-4.5 of the Zoning Code sets the procedure to grant a "special use" which provides for the location of those uses generally compatible with the other land uses permitted in a zoning district but which, because of their unique characteristics, or potential impacts on the surrounding neighborhood and the village as a whole, require individual review of their location, design, configuration, and/or operation and the imposition of individualized conditions in order to ensure that the use is appropriate at a particular location. The request must meet Standards of Review as outlined in Sec. 110-4.5.7, regarding consistency with adopted plans, no adverse impact on surrounding area, adequacy of infrastructure, and other criteria.

Per Sec. 58-3, no person, firm, or corporation (other than home occupations which meet zoning code Sec. 110-6.6.6 requirements) may conduct a business without first having a license. Licensing is a tool to regulate businesses and professionals. A license grants the license holder permission to engage in the business or profession as long as minimum standards of conduct and operation that a community deems important are met. Communities set those standards, subject to state and federal limitations, and often require a fee to cover the costs of administering the license and ensuring compliance with license requirements and related regulations. The license is usually specific to the individual license holder and "does not run with the land" and is not transferrable. If the business were to be sold, the new owner must be able to obtain their own license.

Land Use/ Zoning regulations grant rights attached to the land and the designation remains with the land even if there is a change in ownership. Therefore, rights conferred to the property under zoning have a longer lasting impact. Licensing is a right conferred to the owner and can be applied to existing businesses relatively quickly, so is better suited to address this issue.

When discussing why they believe the Village should regulate retail tobacco and accessory sales both the Development Commission and Economic Development Committee referenced community image, aesthetics, and public health.

### **Discussion**

In the past few years, the number of tobacco/e-cigarette/smoke/'vape' stores, increased from 2 to 3, then decreased to 2 after Liquid Nics at 7456 Barrington closed in 2017. However, 2 new stores were added last year. A map of retailers licensed to sell tobacco is found in Attachment 4, as an exhibit to the memo for the July 8 workshop.

These four retailers selling tobacco as their primary product currently operate in Hanover Park:

	Comments	Products listed on website
 <p>Hard Rock Vape &amp; Smoke, 1805 Irving Park Rd  <a href="https://hrsmokevape.com/">https://hrsmokevape.com/</a></p>	<p>Paraphernalia on display</p> <p>Use of attention getting lighting (static)</p>	<p>Full line of smoke &amp; vape products like Vapes, E-Liquids, Glass, Hookah, Raw papers, disposables, vape devices, pod system, trays, tanks, gas mask, digital scales</p>
 <p>Galaxy Smoke Shop, 2000 Irving Park  <a href="https://www.facebook.com/galaxysmoke2000/">https://www.facebook.com/galaxysmoke2000/</a>                      no website</p>	<p>Paraphernalia on display</p> <p>Backlit signage</p>	<p>Premium Glass, Vape, Tobacco, CBD &amp; Kratom store.</p>
 <p>Cigar-Rette Palace, 1916 Army Trail  <a href="https://www.facebook.com/cigarrettepallace/">https://www.facebook.com/cigarrettepallace/</a>                      no website</p>	<p>Paraphernalia on display</p> <p>Use of security fencing</p> <p>Use of window signage just under 50%</p>	<p>No description of business by business online.</p> <p>Photos posted by others show Cigarettes, vaping products, cigars, lottery tickets, glass</p>

	<p>On-site smoking was grandfathered in when the Smoke Free Illinois Act was passed.</p>	<p>Cigars, ashtrays, gifts, smoking lounge, golf simulator</p>
<p>Stogies Cigar Lounge 1090 Lake St <a href="https://www.facebook.com/stogieshanoverpark">https://www.facebook.com/stogieshanoverpark</a> no website</p>		

Both the Development Commission and the Economic Development Committee discussed regulation of tobacco as a means to protect public health, maintain community image, and regulate community character and feel action should be taken.

At the July 8, 2021 Workshop, the Development Commission discussed the current situation in the community – where tobacco is sold, how it's regulated, and problems that have been presented. The Commission talked at length with Officer Pini regarding current, license holders, ability to create various tobacco license classes, the defined process for compliance checks, and enforcement grants tied to age restrictions. They identified potential restrictions which could be enacted to limit the number of stores selling tobacco as a primary use, reduce the density of the stores in a geographic area, and minimize youth exposure.

The Development Commission has continued the workshop to formulate a recommendation to the Village Board and could possibly include:

1. Limiting the number of stores for which Tobacco is the Primary Use
2. Limiting location through licensing and/or zoning
3. Considering stricter criteria on the location including adjusting the percentage of sales which would define the use as Primary or incidental, limiting the percentage of square foot in a store where the product is sold, limiting the size of stores with Primary Use stores to have more regulations.
4. Revising the definitions within the code and consider vaping as a separate use to be controlled through licensing.

### **Economic Development Committee (EDC) Recommendation:**

At their July 13, 2021 meeting the EDC discussed the same issues and recognized the health concerns from tobacco and vaping products. They did not feel the use should be totally banned from the Village but feel that to expand the number of stand-alone tobacco shops is contrary to the village brand as a family friendly community and could impact the positive business climate the community has been building. The EDC recommended the Village Board initiate controls regarding tobacco and vape stores through licensing and/or zoning to:

1. Limit the number of vape and tobacco stores
2. Limit the number of vape and tobacco stores in each county
3. Limit the distance vape and tobacco stores can operate near sensitive use areas
4. Significantly raise the licensing fee for vape and tobacco stores

### **Development Commission Discussion Points:**

The following list includes the concerns raised by one or both of the Development Commission and Economic Development Committees. It is recommended the Development Commission determine consensus on these issues. Several topics are noted as not being a viable option, upon recommendation by the Police Department or Village Attorney and are noted as such:

- Raise the age - dismissed as it was determined that the Village had already raised the age in 2019 from 18 to 21 for sale of tobacco and nicotine products.
- Separate definitions to enable regulating vaping and non-tobacco/nicotine products
  - Vape
  - Paraphernalia
  - Nicotine
  - Alternative nicotine products
- Consideration of a tiered licensing class system
  - Vaping as a separate license
  - Size – square footage or sales volume
  - Primary vs. incidental sale of tobacco products
  - Sale of paraphernalia
- Sale of paraphernalia –
  - Village requires a separate license for the sale of paraphernalia (See Attachment 6) – Should Article XVI be amended to require a license for the sale of paraphernalia – regardless of whether it is marketed for use with tobacco or illegal drugs
  - Could/should the Village limit the square footage in the store that can display paraphernalia? Can this be added as a license criteria?
- Licensing criteria:
  - Limit maximum number of stores in Hanover Park – for instance, 2 per county – allows for grandfathering existing 4 locations, as there are currently 2 in each county.
  - Limit the total number of stores with greater than 80% sales of tobacco (should this be for tobacco products only OR tobacco + accessories/paraphernalia)?
  - Limit the number of stores that sell as incidental (or does this impact their competitiveness to sell other items?)
  - Continue to define as greater than 80% of sales?
  - Limit % of total square footage of store dedicated for paraphernalia (25%? 50%?)
  - Distance between primary tobacco stores (not practical for incidental sales, as gas stations, grocery stores, pharmacy stores that sell as incidental may be adjacent)
  - Distance from sensitive uses where youth congregate (schools, parks, churches)
  - Requirement for POS software for sale of tobacco products or paraphernalia?
  - Increase licensing fees. Current licensing fees (Ch 58-42), which must correlate to cost of enforcement:
    - Tobacco—Over the counter sale \$100.00
    - Alternative nicotine product—Over the counter sale (except no fee shall be due if the licensee has a tobacco license) \$100.00
    - Cigarette vending 50.00 – should this be removed from the code?
- Zoning Regulation
  - Permitted or Special Use?
  - Limit zoning districts where stores are permissible (B-1 and B-2)

- Increasing the oversight mechanism – compliance checks (our program is defined by State Statute), fines, and fees (should be connected to cost of administration).
  - Can a requirement be added as part of licensing, for retailer to scan/document evidence of age?
  - Is there any training that can be required as part of licensing – similar to basset training, for tobacco retailers?
  
- Additionally, the Commission may wish to discuss store appearance – prohibit/limit:
  - attention getting lights
  - use of storefront folding security gates
  - window signage

Please note: Development Commissioner Thomas Clark is unable to attend tonight's meeting and has provided his comments which are included in the packet as Attachment 6.

**Feedback and Commission Recommendation is Requested:**

The above items will be discussed during the Workshop meeting on July 29. If a zoning code text amendment is determined necessary, the Development Commission would need to hold a public hearing and make a formal recommendation to the Village Board.

**Attachments**

Attachment 1 – Village Code Excerpt – Sensitive Uses

Attachment 2 – Map of sensitive uses within the Village of Hanover Park

Attachment 3 – Village list of Permitted and Special Uses in individual Zoning Districts

Attachment 4 – July 8, 2021 Development Commission Workshop Packet – memo and exhibits

Attachment 5 – Feedback from development Commissioner Clark

Attachment 6 – Village Code Chapter 58, ARTICLE XVI. Re License for Paraphernalia

Attachment 7 – Drug Paraphernalia Control Act (720 ILCS 600)

Attachment 8 – Background of tobacco regulation, local policy examples, and public health impact



*Hanover Park* <sup>USA</sup>

## **AGENDA MEMORANDUM**

**TO:** Chairperson and Development Commissioners

**FROM:** Shubhra Govind, Director of Community & Economic Development

**SUBJECT:** Recommendations re: Tobacco & Vape Stores

### **ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** August 12, 2021

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### **Summary**

Staff requests that the Development Commission make a recommendation to the Village Board of Trustees regarding regulations pertaining to tobacco and vape stores. Following the Village Board's direction, the Development Commission held two workshops to discuss this topic, and is requested to make a formal recommendation at the August 12, 2021 meeting.

### **Background**

On July 8, 2021, the Development Commission held a workshop to discuss regulation of tobacco and vape shops within the Village. The commission discussed the existing situation, number stores, their locations, current regulations, license fees, procedures for compliance, and agreed that some additional regulations were necessary related to tobacco and vape stores. Additional information was requested for continued discussion. The staff memo is attached for more details.

Additionally, at their July 13, 2021 meeting the Economic Development Committee discussed the same issue and there was a consensus to limit the number of stores, restrict size, handle through both licensing and zoning as needed, increase licensing fees, and require a minimum distance from sensitive uses where youth of the community are expected.

On July 29, 2021, the Development Commission continued review and discussion of the issue and confirmed a desire to limit the number of stores selling tobacco as a primary use, reduce the density of the stores in a geographic area, and minimize youth exposure. The staff memo is attached for more details.

### **Discussion**

In response to the Village Board's request, the Development Commission now needs to make a formal recommendation regarding tobacco and vape stores. Following is a summary of the items that the Commission indicated they wished to see implemented:

- Limit the maximum number of "primary" tobacco stores (with greater than 80% of their revenue derived from sale of tobacco products) to 4, with a maximum of 2 such stores per county. This allows for grandfathering existing 4 locations, as there are currently 2 in each county. There was no such limitation recommended on the number of stores where the sale of tobacco products was 'incidental' (such as gas stations and grocery stores.)
- Separate definitions to enable regulating vaping and non-tobacco/nicotine products
- Consideration of a tiered licensing class system (similar to liquor licenses) for:
  - Primary vs. incidental sale of tobacco products
  - Vaping (includes e-cigs, hookahs, etc.) as a separate license

- Sale of paraphernalia to require a separate license (regardless of whether it is marketed for use with tobacco or illegal drugs)
- Cigarette vending license \$50.00 – should this be removed from the code?
- Sale of paraphernalia – Display and storage of paraphernalia limited to 25% of the total square footage of the store. Should there be a requirement for POS software requiring scanning of age verification documents for sale of tobacco products or paraphernalia? Require Police Department access to this information. This be added as a license criteria
- Distance/Spacing Requirement:
  - Between primary tobacco stores (not practical for incidental sales, as gas stations, grocery stores, pharmacy stores that sell as incidental may be adjacent) – while no specific distance was discussed, another use where such a criteria is required is for pawn shops/ ‘cash for gold’ type stores. The Village requires a min. of 1000-ft between two such stores.
  - Distance from sensitive uses where youth congregate (schools and daycares) – while there was some discussion, no specific distance was recommended. Another use where such a criteria is required is for cannabis dispensaries. The Village requires a min. of 1250-ft from schools, daycares, libraries, parks, etc. where youth are expected. Need consensus on this criteria. However, for tobacco stores, don’t recommend including churches or trade schools - frequented by adults or parks - smoking is permitted outdoors).
- Store appearance – prohibit/limit:
  - attention getting lights
  - use of storefront folding security gates
  - window signage/graphics

Please note that the above restrictions and criteria can be addressed via licensing, which offers the board the ability to evaluate potential requests on a case by case basis, rather than via zoning.

### **Recommendation:**

Staff requests that the Development Commission consider making the following recommendation: That the Village Board adopt Municipal Code amendments regarding tobacco and vape stores:

- Limit the maximum number of licenses for “primary” tobacco stores in the Village (with greater than 80% of their revenue derived from sale of tobacco products) to 4, with a maximum of 2 such stores per county. The number of licenses drops down when a primary tobacco retail businesses closes or loses its license and can only be increased by Village Board approval.
- Separate definitions to enable regulating vaping and non-tobacco/nicotine products
- A tiered licensing class system for
  - Primary vs. incidental sale of tobacco products
  - Sale of Vape products
  - Sale of Paraphernalia (regardless of whether it is for use with tobacco products or illegal drugs)
  - Remove cigarette vending license from code
- Display and storage of paraphernalia limited to 25% of total square footage of the store.
- A requirement for scanning of age verification documents for sale of tobacco products or paraphernalia, with Police Department access to this information.
- A minimum distance of 1000 feet between two primary tobacco stores
- A minimum distance of 1250-ft between primary tobacco store and sensitive uses such as schools and daycares, where children/youth are expected.
- No attention getting lights, neon signs or storefront folding security gates allowed
- Window signage limited to 25% of window area.

**Attachments**

Attachment 1 – July 8, 2021 Development Commission Workshop memo

Attachment 2 – July 29, 2021 Development Commission Workshop memo

Attachment 3 – Map of sensitive uses within the Village of Hanover Park

Attachment 4 – Map of existing tobacco stores (for primary and incidental sale)