

VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
BOARD AGENDA
November 5, 2024
7:00 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **INVOCATION**

4. **PLEDGE OF ALLEGIANCE**

5. **TOWN HALL:** (Note: Three (3) minute time limit per person)

6. ***CONSENT AGENDA***

All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*

*7. **MINUTES:** Public Hearing – October 15, 2024, Board – October 15, 2024, Committee – October 15, 2024

*8. **BILL LIST:** November 5, 2024

9. **TREASURER'S REPORT:** None

10. **PRESIDENT'S REPORT:** None

11. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**

12. **STANDING COMMITTEE REPORTS:**

A. BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN

1. Ordinance Granting a Special Use Permit for an Animal Hospital at 792-794 West Bartlett Road
2. Ordinance Declaring a Surplus in the Bartlett Quarry TIF Cash Reserve Account

B. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

1. None

C. FINANCE COMMITTEE, CHAIRMAN LAPORTE

- *1. Resolution Approving an Intergovernmental Agreement with the Bartlett Fire Protection District Concerning the Lake Street Corridor TIF
2. Classification, Compensation, and Benefits Study Agreement

D. LICENSE AND ORDINANCE COMMITTEE, CHAIRMAN HOPKINS

1. None

E. POLICE AND HEALTH COMMITTEE, CHAIRMAN SUWANSKI

- *1. Purchase (1) Ford Interceptor Police Responder

F. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE

1. Resolution Approving of a Professional Services Agreement between the Village of Bartlett and Hampton, Lenzini, and Renwick, Inc. for the Country Creek Streambank Stabilization Phase II Engineering
2. Resolution Waiving Advertising for Bids and Approving the Oak Avenue Watermain Lining Agreement with Fer-Pal Construction USA, LLC of Elgin, IL

15. **NEW BUSINESS**

16. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**

17. **ADJOURNMENT**



VILLAGE OF BARTLETT
PUBLIC HEARING MINUTES
October 15, 2024

1. CALL TO ORDER

President Wallace called the Truth in Taxation Public Hearing meeting on October 15, 2024, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 p.m.

2. ROLL CALL

PRESENT: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Human Resources Director Janelle Terrance, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Public Works Engineer Nick Talarico, Planning & Development Director Kristy Stone, Food and Beverage Manager Paul Petersen, Chief Geoff Pretkelis, Deputy Chief Will Naydenoff, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

President Wallace turned the meeting over to Village Administrator Paula Schumacher. She stated that this public hearing is for public input on the 2024 Village of Bartlett property tax levy. The Village board reviewed the tax levy at the October 1st committee meeting. She provided a recap stating that the proposed Village of Bartlett property tax levy totals \$12,870,519. The General Corporate levy and the Police Pension levy are unchanged from the previous year and the debt service levy is \$4,282 less. For truth in taxation purposes, the General Corporate and Police Pension levy combined is a decrease of 1.17% from the 2023 extension. The debt service levy is 3.09% lower than the 2023 extension. In total, the levy is \$210,506 or 1.61% less than the 2023 extension.

Village Administrator Paula Schumacher stated that the 2024 tax rates from Cook, DuPage, and Kane counties will be determined in the spring of 2025 when the counties finalize EAV's for the 2024 tax levy. This levy will be presented to the Village Board December 3rd for final approval and the levy will be filed with each county clerk no later than December 31, 2024.

Trustee Suwanski thanked everyone for their work on this.

Mayor Wallace agreed and thanked Finance Director Todd Dowden.



**VILLAGE OF BARTLETT
PUBLIC HEARING MINUTES
October 15, 2024**

There being no further business to discuss, Mayor Wallace made a motion to adjourn the meeting. Trustee Deyne moved to adjourn the Public Hearing, and that motion was seconded by Trustee LaPorte.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski
NAYS: None
ABSENT: None
MOTION CARRIED

The Public Hearing was adjourned at 7:02 p.m.

Jackie Cardoza
Executive Assistant



VILLAGE OF BARTLETT BOARD MINUTES OCTOBER 15, 2024

1. CALL TO ORDER

President Wallace called the regular meeting of October 15, 2024, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:03 p.m.

2. ROLL CALL

PRESENT: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski, and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Human Resources Director Janelle Terrance, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Public Works Engineer Nick Talarico, Planning & Development Director Kristy Stone, Food and Beverage Manager Paul Petersen, Chief Geoff Pretkelis, Deputy Chief Will Naydenoff, Village Attorney Kurt Asprooth, and Village Clerk Lorna Gilles.

3. INVOCATION – Pastor Mark Sundberg from Living Lord Lutheran Church

4. PLEDGE OF ALLEGIANCE

5. TOWN HALL

Kim Groom, 37W452 Schuster Lane, Batavia

Ms. Groom stated that she was at today's board meeting to talk about Kiwanis. She went on to say that they are a service organization in over 70 countries around the world with an emphasis being around youth. They pride themselves on their service leadership program. She stated that their programs help to build community awareness, confidence, volunteerism, and leadership opportunities for those who may not have otherwise had the opportunity. Ms. Groom stated that what they are lacking is an adult club to sponsor and mentor the largest group called Key Club which Bartlett High School does have. She went on to say that having a Kiwanis group in the Bartlett area would allow them to help identify any needs for the children and the club would be able to make decisions regarding how to best serve the children within the community. She stated she's aware that Bartlett has an active Rotary and Lion's Club, she suggested that a Kiwanis club be held here in Bartlett with meetings conducted in the evenings to allow community members to attend those meetings. Ms. Groom stated that she's scheduled an information open house to be held next Wednesday at the Bartlett Park District from 5:30-7pm. She stated that she would be present to answer any questions that they might have. Ms. Groom thanked the Board for their time.



VILLAGE OF BARTLETT BOARD MINUTES OCTOBER 15, 2024

6. CONSENT AGENDA

President Wallace stated that all items marked with an asterisk on the agenda are considered to be routine and will be enacted by one motion. He further stated that there will be no separate discussion of these items unless a board member so requests, in which event, that item will be removed from the Consent Agenda and considered at the appropriate point on the agenda. He asked if there were any items a board member wished to remove from the Consent Agenda, or any items a board member wished to add to the Consent Agenda.

Trustee Deyne stated that he would like to add item 12.F. 1 & 2 to the Consent Agenda – Resolution 2024-105-R, A Resolution Approving a Licensing Agreement between Canadian Pacific Kansas City Limited (CPKC), and the Village of Bensenville, the City of Elgin, The Village of Itasca, The Village of Hanover Park, the Village of Roselle, the City of Wood Dale, the Village of Schaumburg, and the Village of Bartlett, and Resolution 2024-106-R, A Resolution Waiving Advertising for Bids and Approving the Control Building Remediation Agreement with Kinsale Contracting Group, Inc. of Westmont, IL.

Trustee Gandsey stated that she would like to add items 12.B. 1 & 2, to the Consent Agenda - Halloween Fun Fest 2.0 and Parade, and BAPS Fireworks Display.

Trustee Gunsteen stated that he would like to add items 12.A 1 & 2 to the Consent Agenda – Ordinance 2024-103, an Ordinance Approving an Amended Preliminary/Final PUD Plan for the Bartlett Automotive Mall Planned Unit Development, and Ordinance 2024-104, an Ordinance Approving a Final Resubdivision/PUD Plat and Amended final PUD Plan for Grasslands Subdivision Phase 2 (Townhomes at the Grasslands).

President Wallace then recited each item that was on the Consent Agenda, including the nature of the matters being considered and other information to inform the public of matters being voted upon. He then stated that he would entertain a motion to Amend the Consent Agenda, and the items designated to be approved by Consent therein.

Trustee Deyne moved to Approve the Amended Consent Agenda and that motion was seconded by Trustee Suwanski.

ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA AND CONSENT ITEMS THEREIN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski
NAYS: None
ABSENT: None
MOTION CARRIED

Trustee Deyne moved to Approve the Amended Consent Agenda and that motion was seconded by Trustee Gunsteen.



**VILLAGE OF BARTLETT
BOARD MINUTES
OCTOBER 15, 2024**

ROLL CALL VOTE TO APPROVE THE AMENDED CONSENT AGENDA AND CONSENT ITEMS THEREIN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski
NAYS: None
ABSENT: None
MOTION CARRIED

7. MINUTES – Covered and approved under the Consent Agenda.

8. BILL LIST – Covered and approved under the Consent Agenda.

9. TREASURER'S REPORT

Finance Director Todd Dowden stated that the Treasurer's Report for the month of August is included in the packet. Also included is the sales tax report and they received \$436,666 which is approximately \$85,000 up from the previous year, which is about 24%. For Motor Fuel Tax, they received \$165,946 that was up \$13,000 from the prior year. Income Tax Distribution is 2,715,000 million for the year so far, which is still at the rate of 6.47% of total income tax.

10. PRESIDENT'S REPORT

- A. President Wallace introduced Trustee Gandsey who is also the President of the Rotary Club to read the Proclamation for Polio Awareness Day.

11. QUESTION/ANSWER: PRESIDENT & TRUSTEES

Trustee Suwanski thanked staff for putting together the Public Works Open House. She stated there were a lot of people there and it was very informative. She also complimented the Fire Department regarding their Open House as well on a job well done.

Trustee Deyne agreed and stated that both Open Houses were well done. Trustee Deyne recognized a committee member on their anniversary.

Trustee Deyne mentioned Great Gatsby Night held on October 25th from 6-11pm at the Hanover Township Senior Center. The funds raised will go towards the Hanover Township foundation which is a 501 (c)(3) non-profit organization dedicated to providing resources to Township Food pantry, youth programs, veteran services and more for residents in need.

Trustee Deyne mentioned the Chicago Marathon, he stated that one of our own Brenda Partika participated and was even on TV. Trustee Deyne congratulated her on a job well done.



VILLAGE OF BARTLETT BOARD MINUTES OCTOBER 15, 2024

Trustee Gunsteen asked staff if we were working to get a Strategic Planning meeting together at some point. He asked if there was something already scheduled.

Village Administrator Paula Schumacher stated that particular meeting is scheduled to be discussed at the Committee of the Whole meeting on November 5th. She went on to say that there would also be an Executive Session meeting scheduled to discuss property that will be part of Lake Street TIF. Regarding the Strategic planning meeting, she stated she was planning that post-election since we would have a new trustee and a new Mayor.

Trustee Gunsteen told Public Works Director Dan Dinges that he's been receiving a lot of calls regarding North Avenue and Oak; he asked if as a Village we oversight/inspections regarding the work that's going on with the water main project.

Public Works Director Dan Dinges stated that the Engineering crew is overseeing all of that. He went on to say that they're essentially done with the job.

Trustee Gunsteen asked if the paving patchwork that's in place is the permanent fix and solution. Public Works Director Dan Dinges stated that was correct. He went on to say that North Avenue is scheduled to get re-surfaced next summer curb to curb. He stated they're trying to get Oak on that same schedule but are waiting on the funding grant.

Trustee Gunsteen stated that he asked because he's been receiving feedback that some of those areas are still rough. He just wanted to make sure that it would get addressed. He also wanted to verify/confirm that the contractors don't get paid until the items on the punch list are completed.

Trustee Hopkins asked if the Village Attorney looked over the contract specifically regarding the contractor who did the work on the water main.

Civic Engineer Nick Talarico stated that the project agreement that was used is the typical project agreement that's used every year. He went on to say that they are out there watching the project/work get completed and are monitoring the work being done. He acknowledged that the patch on Oak is a little rough. He went on to say that before winter and snow, they will do a walk through and put a punch list together and make sure the areas around the lids are taken care of so that the plows can go over it.

Trustee Hopkins asked once again if the Village Attorney looked over and wrote the contract.

Village Attorney Kurt Asprooth stated that this was a template that Public Works had been using or several years, so he did not look it over, but the previous Village Attorney did look at it.

Trustee Hopkins asked if Village Attorney Kurt Asprooth could look it over and bring it back to the committee to find out if there's things that can be altered within the current contract. Trustee Hopkins also stated that it seems we've been experiencing a high number of water main breaks lately.



VILLAGE OF BARTLETT BOARD MINUTES OCTOBER 15, 2024

Public Work Director Dan Dinges stated that we have been more right now. He went on to say that we've been doing hydrant flushing and when there's extra flow going through the mains, the ones that are older are more susceptible to breaking. He stated that he hopes once we're done with hydrant flushing, it should settle down.

12. STANDING COMMITTEE REPORTS

A. BUILDING & ZONING COMMITTEE, CHAIRMAN GUNSTEEN

Trustee Gunsteen stated that Ordinance 2024-103, an Ordinance Approving an Amended Preliminary/Final PUD Plan for the Bartlett Automotive Mall Planned Unit Development, and Ordinance 2024-104, an Ordinance Approving a Final Resubdivision/PUD Plat and Amended final PUD Plan for Grasslands Subdivision Phase 2 (Townhomes at the Grasslands) were covered and approved under the Consent Agenda.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

Trustee Gandsey stated that the Halloween Fun Fest 2.0 and Parade as well as the BAPS Fireworks Display were covered and approved under the Consent Agenda.

C. FINANCE COMMITTEE, CHAIRMAN LAPORTE

Trustee LaPorte presented the 2024 Estimated Property Tax Levy. He stated that the Village Board discussed the proposed tax levy at the October 1st Committee Meeting. The next step is to establish the estimated 2024 property tax levy. An estimated levy must be established at least 20 days prior to adoption of the final levy, which is scheduled for December 3, 2024. This is a procedural matter that can be accomplished by adopting the motion below. The estimated property tax levy for 2024 totals \$12,870,519, a 1.61% decrease from the 2023 extension. The Police Pension levy of \$2,682,060 is the same as the actual 2023 Police Pension levy with \$786,538 of the recommended contribution to be funded from the General Fund.

Trustee LaPorte moved to approve the Estimated Property Tax Levy, that motion was seconded by Trustee Deyne.

Trustee Gunsteen wanted to know once the Police Pension is funded, what percentage it would be funded at after the levy passes.

Finance Director Todd Dowden stated that it's around 77-78% right now on a market value funding.



**VILLAGE OF BARTLETT
BOARD MINUTES
OCTOBER 15, 2024**

ROLL CALL VOTE TO APPROVE THE ESTIMATED PROPERTY TAX LEVY.

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski
NAYS: None
ABSENT: None
MOTION CARRIED

D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN HOPKINS

Trustee Hopkins stated that there was no report

E. POLICE & HEALTH COMMITTEE, CHAIRMAN SUWANSKI

Trustee Suwanski stated that there was no report

F. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE

Trustee Deyne stated that Resolution 2024-105-R; A Resolution Approving a Licensing Agreement between Canadian Pacific Kansas City Limited (CPKC), and the Village of Bensenville, the City of Elgin, The Village of Itasca, The Village of Hanover Park, the Village of Roselle, the City of Wood Dale, the Village of Schaumburg, and the Village of Bartlett, and Resolution 2024-106-R, A Resolution Waiving Advertising for Bids and Approving the Control Building Remediation Agreement with Kinsale Contracting Group, Inc. of Westmont, IL. were covered and approved under the Consent Agenda.

13. NEW BUSINESS

Mayor Wallace asked for an update regarding Merry and Bright.

Assistant Village Administrator Scott Skrycki stated that the Committee did have a meeting a few weeks ago. He went on to say that they are going to be adding some fun and different elements to it, and that it will be merrier and brighter. He also stated that they have a new tree coming as well.

Trustee LaPorte wanted to let everyone know about the filet dinner and Bourbon tasting this Thursday at Bartlett Hills. He stated that extra proceeds go to his former neighbor whose daughter passed away from brain cancer, the proceeds go to their foundation. Trustee LaPorte also thanked the staff at Bartlett Hills and complimented them on doing a great job with the planning.

14. QUESTION/ANSWER PRESIDENT & TRUSTEES - None



**VILLAGE OF BARTLETT
BOARD MINUTES
OCTOBER 15, 2024**

15. ADJOURNMENT

President Wallace stated the meeting will adjourn. There being no further business to discuss, Trustee Deyne moved to adjourn the meeting, that motion was seconded by Trustee Suwanski.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:27 p.m.

Jackie Cardoza
Executive Assistant



VILLAGE OF BARTLETT COMMITTEE MINUTES October 15, 2024

1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of October 15, 2024, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:27 p.m.

2. ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski, President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Human Resources Director Janelle Terrance, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Public Works Engineer Nick Talarico, Planning & Development Director Kristy Stone, Food and Beverage Manager Paul Petersen, Chief Geoff Pretkelis, Deputy Chief Will Naydenoff, Village Attorney Kurt Asprooth, and Village Clerk Lorna Gilles.

3. TOWN HALL: None

4. STANDING COMMITTEE REPORTS

A. BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN

1. #2024-14 Westgate Animal Care

Trustee Gunsteen stated that the petitioner is requesting a Special Use Permit to allow an animal hospital at 792-794 W. Bartlett Road in Westgate Commons. The animal hospital would operate on the first floor of the unit, the second floor would contain the doctor's private hospital and library. Animals will not be boarded overnight at the facility, any animals in need of overnight care would be sent to a 24-hour animal hospital.

Trustee Gunsteen stated that the Planning & Zoning Commission conducted the public hearing and reviewed the petitioner's request at their October 3, 2024, meeting. The Planning & Zoning Commission recommended approval, subject to the conditions and findings of fact in the staff report.

Trustee Hopkins asked if this was a pretty straight forward development.

Planning and Development Services Director Kristy Stone stated that there was a previous veterinarian hospital in one of the other building; they put in the same conditions as the previous building since they've never had any complaints.

Trustee Gunsteen stated that if there were no other questions, this would move on the Board.



VILLAGE OF BARTLETT COMMITTEE MINUTES October 15, 2024

B. FINANCE COMMITTEE, CHAIRMAN LAPORTE

1. Lake Street TIF Intergovernmental Agreement with the Bartlett Fire Protection District

Trustee LaPorte stated that the Village Board recently approved the creation of the Lake Street Corridor TIF Redevelopment Project Area ("Lake Street TIF") on September 3, 2024. The TIF Act specifies how the Village may use TIF increment funds that are generated within the Lake Street TIF. One of the permissible uses for TIF increment funds is for the reimbursement of all or a portion of a taxing district's capital costs that are incurred as a result of a redevelopment project within the TIF District.

The Bartlett Fire Protection District (the "Fire District") has approached the Village about the capital costs the Fire District may incur for certain types of development within the Lake Street TIF. The Village and the Fire District have discussed the potential for capital costs the Fire District may incur within the Lake Street TIF, and how any requests for reimbursement from the Fire District may incur within the Lake Street TIF, and how any request for reimbursement from the Fire District will be considered by the Village. To that end, a draft intergovernmental Agreement (IGA), has been prepared to set out a process for the Fire District to submit reimbursement requests to the Village for capital costs they incur from development within the Lake Street TIF. The Village Board will still retain the discretion to approve, approve in-part, or deny any request for reimbursement that is submitted by the Fire Department.

Trustee Hopkins asked what prompted this IGA.

Village Administrator Paula Schumacher said it was a request by the Fire District to have some greater clarification on how the process can work for them to access funds for their capital needs from the TIF District. They thought clarity regarding the process would be best for their staff as well as Village staff.

Mayor Wallace stated this was also prompted due to them not accessing funds during the Brewster Creek TIF. He went on to say that they did some math and realized that they shouldn't have been adding things as needed especially after the big fire happened. They wanted future boards to know that this board was very approachable when it came to making sure that if there's a 3 or 5 story building on Lake Street that needed additional capital that they could come to the board, and it's understood that this is the way all TIF's work.

Village Administrator Paula Schumacher stated that this is similar to the agreement that the Village has with U-46 for developer deposits. The requests would come to the Board for review, with a specified turnaround time in the IGA. She also stated that the Fire Department had input on this draft. Village Attorney Kurt Asprooth reviewed it and incorporated some of that input into the draft.

Trustee Hopkins asked if other taxing districts were able to put in these requests as well.

Village Administrator Paula Schumacher stated that was correct and that this was just a specific request from the Fire District.



VILLAGE OF BARTLETT COMMITTEE MINUTES October 15, 2024

Trustee Gandsey asked if an outside vendor has to do an audit regarding any requests that come through from the Fire District.

Village Attorney Kurt Asprooth stated that one of the provisions of the IGA is that when they make a request, they have to include documentation showing how it meets the TIF Act Standards and that the cost incurred because of that development. That's something they will have to provide to the board whenever they submit a request.

Trustee Gunsteen wanted to verify that if this wasn't a Fire District, we wouldn't have this between a Fire Department and a Village since it would be under the same umbrella.

Village Administrator Paula Schumacher stated that was correct.

Trustee LaPorte stated that if there were no other questions, this would be moved to the Board for approval.

5. ADJOURNMENT

Mayor Wallace moved to adjourn the Committee of the Whole Meeting. Trustee Deyne moved to approve; the motion was seconded by Trustee Gandsey.

ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED

The Committee of the Whole meeting was adjourned at 7:34 p.m.

Jackie Cardoza
Executive Assistant

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

100-GENERAL FUND REVENUES

480200-SALE OF CEMETERY LOTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BRUCE W HENKE	REFUND FOR OVER PAYMENT OF NICHE OPENING	1,000.00
	INVOICES TOTAL:	1,000.00
		1,000.00

100000-GENERAL FUND

210002-GROUP INSURANCE PAYABLE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 BLUE CROSS BLUE SHIELD OF ILLINOIS	MONTHLY INSURANCE - NOV 2024	333,904.85
** 1 DEARBORN LIFE INSURANCE COMPANY	MONTHLY INSURANCE - NOV 2024	4,216.76
** 1 FIRST STOP HEALTH LLC	TELEMEDICINE SERVICES/NOV 24	963.90
** 1 METROPOLITAN LIFE INSURANCE COMPANY	MONTHLY INSURANCE - NOV 2024	15,542.43
	INVOICES TOTAL:	354,627.94
		354,627.94

1100-VILLAGE BOARD/ADMINISTRATION

523100-ADVERTISING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A5 BRANDING & DIGITAL	VILLAGE BRANDING	2,500.00
** 1 ELAN FINANCIAL SERVICES	ICSC EVENT	500.00
1 M & G GRAPHICS	VILLAGE OF BARTLETT HANDOUT CARD	380.00
** 1 MARINA SAMOVSKY PHOTOGRAPHY	VILLAGE BRANDING	2,200.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	13.50
	INVOICES TOTAL:	5,593.50

530115-SUBSCRIPTIONS/PUBLICATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	E-NEWSLETTER FEE	104.50
	INVOICES TOTAL:	104.50

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	16.54
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	7.74
	INVOICES TOTAL:	24.28

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	39.46
	INVOICES TOTAL:	39.46

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

543101-DUES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	ICSC MEMBERSHIP DUES	125.00
INVOICES TOTAL:		125.00

543900-COMMUNITY RELATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BARTLETT SPORTS	I BELONG IN BARTLETT T-SHIRTS	2,206.25
** 1 ELAN FINANCIAL SERVICES	PHOTOGRAPHER/COCOA CRAWL MUGS/MB ORN	2,485.83
1 WINDY CITY LIGHTS INC	HOLIDAY LIGHTING	747.50
INVOICES TOTAL:		5,439.58

543910-HISTORY MUSEUM EXPENSES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	SUBSCRIPTION RENEWAL/CONFERENCE EXPENSES	54.20
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	65.42
1 SAM'S CLUB	MATERIALS & SUPPLIES	259.40
INVOICES TOTAL:		379.02

546900-CONTINGENCIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	16.52
** 1 ELAN FINANCIAL SERVICES	STAFF LUNCH	87.57
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	39.00
INVOICES TOTAL:		143.09

11,848.43

1200-PROFESSIONAL SERVICES

523400-LEGAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANCEL GLINK P.C.	PROFESSIONAL SERVICES	17,643.07
1 LAW OFFICES OF FRANCIS BONGIOVANNI	PROFESSIONAL SERVICES	740.00
1 CLARK BAIRD SMITH LLP	PROFESSIONAL SERVICES	3,491.25
1 VILLAGE OF ITASCA	CPKC COALITION	5,057.06
INVOICES TOTAL:		26,931.38

523401-ARCHITECTURAL/ENGINEERING SVC

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BLA INC	HAWK HOLLOW TRAFFIC STUDY	7,576.00
1 HAMPTON LENZINI AND RENWICK INC	GRASSLANDS - PHASE 1	2,400.00
1 HAMPTON LENZINI AND RENWICK INC	393 JERVEY LN-ENGINEERING REVIEW	277.50
1 HAMPTON LENZINI AND RENWICK INC	1205 WINNERS CUP CIR-ENGINEERING REVIEW	292.50
1 HAMPTON LENZINI AND RENWICK INC	1350 MUNGER STRM WATER/ENGINEERING REVIEW	786.25
1 V3 COMPANIES LTD	300 SPITZER STRM WTR/CIVIL SITE REVIEW	115.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: **11,447.25**

523600-SOCIAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NORTHEAST DUPAGE FAMILY	SOCIAL WORKER PROGRAM	5,568.68
		<u>INVOICES TOTAL:</u> 5,568.68

43,947.31

1400-FINANCE

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	58.99
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	28.00
		<u>INVOICES TOTAL:</u> 86.99

529000-OTHER CONTRACTUAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 RYDIN DECAL	NO SOLICITOR DECALS	448.39
		<u>INVOICES TOTAL:</u> 448.39

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	TONER	163.08
		<u>INVOICES TOTAL:</u> 163.08

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	IGFOA PAYROLL SEMINAR	200.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	27.36
		<u>INVOICES TOTAL:</u> 227.36

925.82

1500-PLANNING & DEV SERVICES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	45.15
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	55.74
		<u>INVOICES TOTAL:</u> 100.89

526000-SERVICE TO MAINTAIN VEHICLES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	10.00
** 2 PETTY CASH		15.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: 25.00

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 VANTAGE CUSTOM CLASSICS INC	STAFF APPAREL	86.34
INVOICES TOTAL:		86.34

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FTD AUTO LLC	VEHICLE MAINTENANCE	313.99
** 1 WEX BANK	FUEL PURCHASES - SEPT 2024	458.69
INVOICES TOTAL:		772.68

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	20.00
** 2 PETTY CASH		20.00
** 3 PETTY CASH		30.00
INVOICES TOTAL:		70.00

1,054.91

1700-POLICE

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	CABLE SERVICE	189.67
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	115.92
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	167.02
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	306.24
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	87.06
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	85.89
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	78.90
1 PROSHRED CHICAGO	PAPER SHREDDING SERVICES	237.68
1 VERIZON WIRELESS	WIRELESS SERVICES	72.02
1 VERIZON WIRELESS	WIRELESS SERVICES	13.70
INVOICES TOTAL:		1,354.10

523100-ADVERTISING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE BLUE LINE	OFFICER RECRUITMENT LISTING	595.00
1 NATIONAL MINORITY UPDATE	ONLINE ENTRY LEVEL POLICE RECRUITMENT AD	195.00
INVOICES TOTAL:		790.00

525400-COMMUNICATIONS - DUCOMM

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DU-COMM	QUARTERLY DUES	212,396.50
1 DU-COMM	FACILITY LEASE/OPERATING COSTS	8,804.75

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: 221,201.25

526000-SERVICE TO MAINTAIN VEHICLES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	LICENSE PLATE RENEWALS	1,235.20
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	170.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	170.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	170.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	1,289.64
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 HAWK FORD OF ST CHARLES	VEHICLE MAINTENANCE	356.51
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	1,697.00
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	1,244.00
1 MR CARWASH	CAR WASHES/JUNE 2024-OCT 2024	290.00
1 MYD BARTLETT SG, LLC	AUGUST 2024 CAR WASHES	84.00
1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT INSTALLATION	16.95
<u>INVOICES TOTAL:</u>		<u>6,893.30</u>

526050-VEHICLE SET UP

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 EBY GRAPHICS INC	VEHICLE GRAPHICS INSTALLATION	1,042.81
1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT INSTALLATION	797.70
1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT INSTALLATION	4,344.90
<u>INVOICES TOTAL:</u>		<u>6,185.41</u>

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE	14.97
1 AMAZON CAPITAL SERVICES INC	MAVERICK SUPPLIES	31.00
** 1 ELAN FINANCIAL SERVICES	MAVERICK GROOMING	75.00
1 THE FINER LINE INC	PLAQUES/NAME PLATE	289.00
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	105.56
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	205.90
1 SAM'S CLUB	MATERIALS & SUPPLIES	294.14
<u>INVOICES TOTAL:</u>		<u>1,015.57</u>

530110-UNIFORMS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 STREICHER'S INC	BODY ARMOR	770.00
1 STREICHER'S INC	BODY ARMOR	770.00
1 STREICHER'S INC	UNIFORM ITEMS	185.00
<u>INVOICES TOTAL:</u>		<u>1,725.00</u>

530115-SUBSCRIPTIONS/PUBLICATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THOMSON REUTERS - WEST	ONLINE/SOFTWARE SUBSCRIPTION	266.91

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: 266.91

530125-SHOOTING RANGE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	SHOOTING RANGE SUPPLIES	1,326.05
<u>INVOICES TOTAL:</u>		<u>1,326.05</u>

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - SEPT 2024	11,354.17
<u>INVOICES TOTAL:</u>		<u>11,354.17</u>

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	24.79
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	21.88
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	41.98
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	36.68
1 STATE GRAPHICS	BUSINESS CARDS	63.49
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	356.59
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	15.48
<u>INVOICES TOTAL:</u>		<u>560.89</u>

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COLLEGE OF DUPAGE	TRAINING CLASS	325.00
** 1 ELAN FINANCIAL SERVICES	ACCREDITATION WORKSHOP/ILHIA CONFERENCE	1,940.00
** 1 ELAN FINANCIAL SERVICES	TRAVEL EXPENSES/IPELRA CONFERENCE	1,806.84
1 WILLIAM NAYDENOFF	IACP CONFERENCE EXPENSES	2,355.11
1 STEPHANIE NESSLING	ICNA CONFERENCE EXPENSES	106.20
1 NORTH EAST MULTI-REGIONAL TRAINING INC	CLASS REGISTRATION FEES	70.00
1 NORTHWESTERN UNIVERSITY	TUITION FEES/N GRAY	2,590.00
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	17.70
1 ROBERT SWEENEY	IACP CONFERENCE EXPENSES	3,989.57
<u>INVOICES TOTAL:</u>		<u>13,200.42</u>

542810-SAFETY PROGRAM EXPENSES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PHYSICIANS IMMEDIATE CARE	PERSONNEL TESTING	675.00
<u>INVOICES TOTAL:</u>		<u>675.00</u>

543101-DUES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/PRETKELIS	325.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/NAYDENOFF	120.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/SWEENEY	120.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/RBASKI	120.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/RAKIEWICZ	120.00
1 IL ASSOC OF CHIEFS OF POLICE	MEMBERSHIP RENEWAL/ALAGNA	120.00
1 NORTHERN ILLINOIS POLICE	ANNUAL DUES/EMERGENCY SERVICES TEAM DUES	7,085.00
<u>INVOICES TOTAL:</u>		<u>8,010.00</u>

543900-COMMUNITY RELATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE	28.98
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	76.05
1 PROMOS 911 INC	STICKER BADGES	672.89
1 SAM'S CLUB	MATERIALS & SUPPLIES	769.22
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	118.00
<u>INVOICES TOTAL:</u>		<u>1,665.14</u>

544001-PRISONER DETENTION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE	49.90
1 BARTLETT SOAP N SUDS	DETENTION BLANKET CLEANING	36.25
<u>INVOICES TOTAL:</u>		<u>86.15</u>

545100-EMERGENCY MANAGEMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AERIAL INFLUENCE LLC	DRONE SPOTLIGHT & SPEAKER	2,199.00
<u>INVOICES TOTAL:</u>		<u>2,199.00</u>

545200-POLICE/FIRE COMMISSION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	BFPC LUNCH	56.16
<u>INVOICES TOTAL:</u>		<u>56.16</u>

278,564.52

1800-STREET MAINTENANCE

522500-EQUIPMENT RENTALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FROST SOLUTIONS LLC	ANNUAL SUBSCRIPTION	10,000.00
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	12.00
1 T-MOBILE	TELEPHONE BILL	138.65
<u>INVOICES TOTAL:</u>		<u>10,150.65</u>

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	22.82
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	704.45
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	237.22
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	9,747.13

** Indicates pre-issue check.

VILLAGE OF BARTLETT
DETAIL BOARD REPORT
INVOICES DUE ON/BEFORE 11/5/2024

1 COMMONWEALTH EDISON CO	ELECTRIC BILL	1,695.26
		INVOICES TOTAL: 12,406.88

526000-SERVICE TO MAINTAIN VEHICLES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CYLINDERS INC	BUCKET LIFT TRUCK CYLINDER REPAIRS	832.54
1 FORCE AMERICA DISTRIBUTING LLC	VEHICLE MAINTENANCE	1,932.55
1 FTD AUTO LLC	VEHICLE MAINTENANCE	419.58
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	598.00
1 WEST SIDE TRACTOR SALES	EQUIPMENT REPAIRS	6,392.63
		INVOICES TOTAL: 10,175.30

527100-SERVICES TO MAINTAIN STREETS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAMPTON LENZINI AND RENWICK INC	BRIDGE SAFETY INSPECTIONS	1,440.00
1 WELCH BROS INC	DUMP ASPHALT GRINDINGS	50.00
1 WELCH BROS INC	DUMP ASPHALT GRINDINGS	100.00
		INVOICES TOTAL: 1,590.00

527110-SVCS TO MAINTAIN TRAFFIC SIGS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COOK COUNTY TREASURER	TRAFFIC SIGNAL MAINTENANCE	452.50
		INVOICES TOTAL: 452.50

527113-SERVICES TO MAINT. GROUNDS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-JULY 2024	1,475.00
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-OCT 2024	1,475.00
1 TRUGREEN	FERTILIZER APPLICATION	943.31
		INVOICES TOTAL: 3,893.31

527130-SIDEWALK & CURB REPLACEMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FRANK CASTALDI	PUBLIC SIDEWALK REPLACEMENT	1,550.00
1 CHRISTOPHER B BURKE ENG LTD	METRA/TOWN CENTER PRELIMINARY DESIGN	11,707.50
1 MARK DESANTIS	PUBLIC SIDEWALK REPLACEMENT	1,038.00
1 ELMHURST CHICAGO STONE COMPANY	PSI AIR	2,786.50
1 ELMHURST CHICAGO STONE COMPANY	PSI AIR	3,600.13
1 ELMHURST CHICAGO STONE COMPANY	PSI AIR	3,464.23
1 ELMHURST CHICAGO STONE COMPANY	PSI AIR	1,295.00
1 GANNETT FLEMING INC	ROUTE 59 BIKE UNDERPASS PROJECT	5,368.25
1 CHERI LIRA	PUBLIC SIDEWALK REPLACEMENT	1,215.00
1 EMILY RILEY	PUBLIC SIDEWALK REPLACEMENT	676.00
1 MICHELLE SARWAS	PUBLIC SIDEWALK REPLACEMENT	681.60
1 LARRY WEGNER	PUBLIC SIDEWALK REPLACEMENT	650.00
1 WELCH BROS INC	MATERIALS & SUPPLIES	929.50
1 WELCH BROS INC	MATERIALS & SUPPLIES	1,260.20

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 WELCH BROS INC	MATERIALS & SUPPLIES	307.62
1 WELCH BROS INC	MATERIALS & SUPPLIES	1,331.90
	INVOICES TOTAL:	37,861.43

527150-BRUSH COLLECTION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 TREES R US INC	SEMI-ANNUAL BRUSH COLLECTION	44,696.40
	INVOICES TOTAL:	44,696.40

527160-STREET SWEEPING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 LRS LLC	STREET SWEEPING SERVICES	9,700.00
	INVOICES TOTAL:	9,700.00

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIRGAS USA LLC	CYLINDER RENTAL	281.60
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	649.30
1 SAM'S CLUB	MATERIALS & SUPPLIES	79.20
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	3.35
	INVOICES TOTAL:	1,013.45

532010-FUEL PURCHASES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - SEPT 2024	7,014.12
	INVOICES TOTAL:	7,014.12

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	1,162.96
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	59.52
	INVOICES TOTAL:	1,222.48

534230-SNOW PLOWING SALT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MIDWEST SALT LLC	3-WAY DEICER	872.20
	INVOICES TOTAL:	872.20

534300-EQUIPMENT MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ATLAS BOBCAT LLC	MAINTENANCE SUPPLIES	36.72
1 AUTOZONE INC	MAINTENANCE SUPPLIES	1,086.99
1 BATTERY SERVICE CORP	BATTERY	194.95
1 CAROL STREAM LAWN & POWER	MAINTENANCE MATERIALS	69.38
1 CAROL STREAM LAWN & POWER	MAINTENANCE MATERIALS	19.00
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	248.52

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	22.55
1 NAPCO STEEL INC	MAINTENANCE SUPPLIES	372.00
1 RUSSO'S POWER EQUIPMENT INC	MATERIALS & SUPPLIES	168.66
1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT INSTALLATION	372.95
1 ULTRA STROBE COMMUNICATIONS INC	EQUIPMENT INSTALLATION	165.90
INVOICES TOTAL:		2,757.62

534400-STREET MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 3M COMPANY	STREET SIGN MATERIALS	591.24
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	538.68
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	235.17
1 GRIMCO INC	MATERIALS & SUPPLIES	480.00
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	495.20
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	712.00
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	937.40
1 THE SHERWIN-WILLIAMS CO	PAINT	484.05
1 WELCH BROS INC	DUMP ASPHALT GRINDINGS	150.00
INVOICES TOTAL:		4,623.74

534600-BUILDING MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PYRAMID TECHNOLOGIES LLC	TIMETRAX UPGRADE	206.94
INVOICES TOTAL:		206.94

534800-STREET LIGHTS MAINT MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRAINGER	MAINTENANCE SUPPLIES	84.80
1 STEINER ELECTRIC COMPANY	STREET LIGHTING SUPPLIES	798.92
1 STEINER ELECTRIC COMPANY	STREET LIGHTING SUPPLIES	130.40
INVOICES TOTAL:		1,014.12

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	ROADS WORKSHOP ONLINE	75.00
** 1 ELAN FINANCIAL SERVICES	APWA CONFERENCE EXPENSES	454.19
INVOICES TOTAL:		529.19

543800-STORMWATER FACILITIES MAINT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CHRISTOPHER B BURKE ENG LTD	M&M FEMA NATIVE BASINS	150.01
INVOICES TOTAL:		150.01

574800-TREE PURCHASES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE FIELDS ON CATON FARM INC	TREE PURCHASE	16,100.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: 16,100.00

166,430.34

4200-MUNICIPAL BLDG PROJECTS EXP

572000-BUILDING & GROUNDS IMPROVMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONVERGINT TECHNOLOGIES LLC	SECURITY SOFTWARE MAINTENANCE	1,175.00
<u>INVOICES TOTAL:</u>		<u>1,175.00</u>

1,175.00

430000-DEVELOPER DEPOSITS FUND

262099-DEPOSIT-ORDINANCE 89-49

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DR HORTON	BOND REFUND-1399 TIGER LILY DR	1,000.00
1 DR HORTON	BOND REFUND-1324 TULIP CIR	1,000.00
1 DR HORTON	BOND REFUND-1323 WILD TULIP CIR	6,500.00
1 DR HORTON	BOND REFUND	1,000.00
1 DR HORTON	BOND REFUND-1179 WOOD LILY LN	1,000.00
1 DR HORTON	BOND REFUND-1177 WOOD LILY LN	1,000.00
1 DR HORTON	BOND REFUND-1305 WILD TULIP CIR	1,000.00
1 DR HORTON	BOND REFUND-1375 TIGER LILY DR	1,000.00
1 DR HORTON	BOND REFUND-1348 TIGER LILY DR	1,000.00
1 DR HORTON	BOND REFUND-1340 TIGER LILY DR	1,000.00
1 DR HORTON	BOND REFUND-1317 WILD TULIP CIR	1,000.00
1 DR HORTON	BOND REFUND-1176 WOOD LILY LN	1,000.00
<u>INVOICES TOTAL:</u>		<u>17,500.00</u>

17,500.00

5000-WATER OPERATING EXPENSES

520025-DWC WATER AGREEMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 DUPAGE WATER COMMISSION	DWC WATER BILL - AUGUST 2024	661,715.46
<u>INVOICES TOTAL:</u>		<u>661,715.46</u>

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-JULY 2024	1,562.00
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-OCT 2024	1,562.00
** 1 ELAN FINANCIAL SERVICES	SCADA PHONE SERVICE	37.68
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	12.00
<u>INVOICES TOTAL:</u>		<u>3,173.68</u>

522500-EQUIPMENT RENTALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
--------	---------------------	----------------

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 T-MOBILE	TELEPHONE BILL	138.65
1 VERIZON WIRELESS	WIRELESS SERVICES	381.78
INVOICES TOTAL:		520.43

522720-PRINTING SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	OCTOBER 2024 BILLING	721.84
INVOICES TOTAL:		721.84

522800-ANALYTICAL TESTING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	1,567.50
INVOICES TOTAL:		1,567.50

523401-ARCHITECTURAL/ENGINEERING SVC

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DIXON ENGINEERING INC	WATER TOWER PROJECT	1,450.00
INVOICES TOTAL:		1,450.00

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	44.24
1 NEXAMP INC	ELECTRIC BILL	1,173.12
1 NICOR GAS	GAS BILL	44.54
1 NICOR GAS	GAS BILL	48.47
INVOICES TOTAL:		1,310.37

526000-SERVICE TO MAINTAIN VEHICLES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	161.00
INVOICES TOTAL:		161.00

527120-SVCS TO MAINT MAINS/STORM LINE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	1,488.07
1 ALLIED ASPHALT PAVING COMPANY	ASPHALT PURCHASE	1,431.79
1 PERFORMANCE CONSTRUCTION & ENGINEER	EMERGENCY WATER MAIN BREAK REPAIR	6,106.84
1 VULCAN CONSTRUCTION MATERIALS LLC	GRAVEL PURCHASE	1,295.22
1 WELCH BROS INC	GRAVEL PURCHASE	291.50
1 WELCH BROS INC	GRAVEL PURCHASE	874.50
INVOICES TOTAL:		11,487.92

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORE & MAIN LP	MATERIALS & SUPPLIES	3,965.00
1 CORE & MAIN LP	MATERIALS & SUPPLIES	69.00
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	46.54

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 SAM'S CLUB	MATERIALS & SUPPLIES	79.20
	<u>INVOICES TOTAL:</u>	<u>4,159.74</u>

530120-CHEMICAL SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAWKINS INC	CHEMICAL SUPPLIES	986.32
	<u>INVOICES TOTAL:</u>	<u>986.32</u>

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - SEPT 2024	926.55
	<u>INVOICES TOTAL:</u>	<u>926.55</u>

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	387.66
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	59.52
	<u>INVOICES TOTAL:</u>	<u>447.18</u>

534300-EQUIPMENT MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	22.56
1 WEST SIDE TRACTOR SALES	MAINTENANCE MATERIALS	161.15
	<u>INVOICES TOTAL:</u>	<u>183.71</u>

534600-BUILDING MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PYRAMID TECHNOLOGIES LLC	TIMETRAX UPGRADE	206.95
	<u>INVOICES TOTAL:</u>	<u>206.95</u>

534810-METER MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WATER RESOURCES INC	WATER METERS & SUPPLIES	1,213.63
1 WATER RESOURCES INC	WATER METERS & SUPPLIES	1,430.30
1 WATER RESOURCES INC	WATER METERS & SUPPLIES	926.40
	<u>INVOICES TOTAL:</u>	<u>3,570.33</u>

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	APWA TRAINING REGISTRATION	795.00
** 1 ELAN FINANCIAL SERVICES	APWA CONFERENCE EXPENSES	454.22
	<u>INVOICES TOTAL:</u>	<u>1,249.22</u>

547072-DWC CAPITAL BUY IN PRINCIPAL

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 DUPAGE WATER COMMISSION	DWC WATER BILL - AUGUST 2024	36,196.20

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: **36,196.20**

730,034.40

500000-WATER FUND

121054-WATER/SEWER BILLING A/R

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GAETANO CANNIZZARO	WATER BILL REFUND-OVERPAYMENT	96.52
	<u>INVOICES TOTAL:</u>	<u>96.52</u>

96.52

5090-WATER CAPITAL PROJECTS EXP

581038-VILLAGE SYSTEM IMPROVEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BOLLER CONSTRUCTION CO INC	PUMP STATION MODIFICATIONS	254,469.72
1 CHRISTOPHER B BURKE ENG LTD	PUMP STATION MODIFICATIONS	660.00
	<u>INVOICES TOTAL:</u>	<u>255,129.72</u>

255,129.72

5100-SEWER OPERATING EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-JULY 2024	625.00
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-OCT 2024	625.00
** 1 ELAN FINANCIAL SERVICES	SCADA PHONE SERVICE	37.69
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	12.00
	<u>INVOICES TOTAL:</u>	<u>1,299.69</u>

522500-EQUIPMENT RENTALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T-MOBILE	TELEPHONE BILL	138.64
	<u>INVOICES TOTAL:</u>	<u>138.64</u>

522720-PRINTING SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	OCTOBER 2024 BILLING	721.83
	<u>INVOICES TOTAL:</u>	<u>721.83</u>

522800-ANALYTICAL TESTING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	308.75
	<u>INVOICES TOTAL:</u>	<u>308.75</u>

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	63.88
1 NEXAMP INC	ELECTRIC BILL	2,097.22
1 NICOR GAS	GAS BILL	51.79
1 NICOR GAS	GAS BILL	333.27
1 NICOR GAS	GAS BILL	146.49
1 NICOR GAS	GAS BILL	49.25
INVOICES TOTAL:		2,741.90

524210-SLUDGE REMOVAL

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYNAGRO CENTRAL LLC	SLUDGE DISPOSAL	8,130.00
INVOICES TOTAL:		8,130.00

526000-SERVICE TO MAINTAIN VEHICLES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AUTOZONE INC	MAINTENANCE SUPPLIES	117.25
1 KAMMES AUTO & TRUCK REPAIR INC	VEHICLE MAINTENANCE	67.00
1 POMP'S TIRE SERVICE INC	TIRE REPLACEMENTS	605.12
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	138.00
INVOICES TOTAL:		927.37

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AIRGAS USA LLC	CYLINDER RENTAL	281.60
1 HINCKLEY SPRING WATER CO	DISTILLED WATER	6.00
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	111.88
1 KIMBALL MIDWEST	MATERIALS & SUPPLIES	190.04
1 KIMBALL MIDWEST	MATERIALS & SUPPLIES	62.84
1 KIMBALL MIDWEST	MATERIALS & SUPPLIES	137.50
1 PETROCHOICE LLC	MATERIALS & SUPPLIES	981.57
1 SAM'S CLUB	MATERIALS & SUPPLIES	79.20
INVOICES TOTAL:		1,850.63

530120-CHEMICAL SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAWKINS INC	CHLORINE CYLINDER	10.00
INVOICES TOTAL:		10.00

530150-SMALL TOOLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	34.44
INVOICES TOTAL:		34.44

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

530160-SAFETY EQUIPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FULLIFE SAFETY LLC	GLOVES	235.00
1 PRO CHEM INC	GLOVES	317.50
INVOICES TOTAL:		552.50

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WEX BANK	FUEL PURCHASES - SEPT 2024	1,814.76
INVOICES TOTAL:		1,814.76

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	PRINTER	179.98
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	26.98
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	59.53
INVOICES TOTAL:		266.49

534300-EQUIPMENT MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FLOW-TECHNICS INC	PUMP REPAIRS	553.50
1 GRAINGER	MAINTENANCE SUPPLIES	248.10
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	7.98
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	22.56
1 LIONHEART CRITICAL POWER	EQUIPMENT REPAIRS	1,203.56
1 VORTEX TECHNOLOGIES INC	METER CALIBRATION FEES	1,275.00
INVOICES TOTAL:		3,310.70

534600-BUILDING MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PYRAMID TECHNOLOGIES LLC	TIMETRAX UPGRADE	206.96
1 THE SHERWIN-WILLIAMS CO	PAINT	375.90
INVOICES TOTAL:		582.86

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	APWA TRAINING REGISTRATION	795.00
** 1 ELAN FINANCIAL SERVICES	APWA CONFERENCE EXPENSES	454.23
INVOICES TOTAL:		1,249.23

570100-MACHINERY & EQUIPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DEIGAN & ASSOCIATES LLC	MISC ENVIRONMENTAL REVIEWS	1,369.81
1 MORSE ELECTRIC INC	REPLACEMENT PUMPS	21,899.00
INVOICES TOTAL:		23,268.81

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

47,208.60

510000-SEWER FUND

200504-FRWRD PAYABLE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FRWRD	KANE CTY SEWER TREATMENT 10/24	1,737.97
	INVOICES TOTAL:	1,737.97

1,737.97

5190-SEWER CAPITAL PROJECTS EXP

582025-SANITARY SEWER EVALUATION

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PERFORMANCE PIPELINING INC	SANITARY SERVICE LINING PROJECT	105,943.23
1 STRUCTURED SOLUTIONS LLC	BENCH & INVERT/INJECTION GROUT/VACUUM TEST	7,299.78
	INVOICES TOTAL:	113,243.01

582026-LIFT STATIONS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 TROTTER & ASSOCIATES INC	LIFT STATION REHAB PROJECT	2,576.25
1 TROTTER & ASSOCIATES INC	LIFT STATION REHAB PROJECT	592.75
	INVOICES TOTAL:	3,169.00

582027-WWTP FACILITY IMPROVEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 JOSEPH J HENDERSON & SON INC	BITTERSWEET WRF IMPROVEMENTS	1,343,059.42
1 STRAND ASSOCIATES INC	BITTERSWEET DRIVE WRF	11,760.01
1 STRAND ASSOCIATES INC	BITTERSWEET DRIVE WRF	42,100.00
1 STRAND ASSOCIATES INC	BITTERSWEET DRIVE WRF	26,100.00
	INVOICES TOTAL:	1,423,019.43

582028-DEVON EXCESS FLOW PLANT REHB

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PERFORMANCE CONSTRUCTION & ENGINEER	DEVON EXCESS FLOW FORCE MAIN	963,072.91
	INVOICES TOTAL:	963,072.91

2,502,504.35

5200-PARKING OPERATING EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T2 SYSTEMS CANADA INC	MONTHLY EMS SERVICES	350.00
	INVOICES TOTAL:	350.00

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
--------	---------------------	----------------

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 COMCAST	INTERNET SERVICE	269.80
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	195.45
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	83.04
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	50.11
1 NEXAMP INC	ELECTRIC BILL	540.21
1 NICOR GAS	GAS BILL	44.54
1 VERIZON WIRELESS	WIRELESS SERVICES	42.16
INVOICES TOTAL:		1,225.31

529000-OTHER CONTRACTUAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-JULY 2024	1,475.00
1 CORNERSTONE LAND & LAWN INC	LANDSCAPE MAINTENANCE-OCT 2024	1,475.00
** 1 ELAN FINANCIAL SERVICES	METRA INTERNET SERVICE	90.38
INVOICES TOTAL:		3,040.38
		4,615.69

5500-GOLF PROGRAM EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SERVICES	129.25
** 1 ELAN FINANCIAL SERVICES	TRUGOLF YEARLY SUBSCRIPTION	450.00
1 GOLDMORE MECHANICAL LLC	REPLACED AIR FILTERS ON HVAC UNITS	608.80
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	37.89
1 GPS INDUSTRIES LLC	CONNECT RENTAL FEES	4,940.00
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	274.13
1 NITECH FIRE & SECURITY INDUSTRIES INC	BURGLAR ALARM MONITORING	113.85
INVOICES TOTAL:		6,553.92

524100-BUILDING MAINTENANCE SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMS IL03 DIVISION	COOLER REPAIRS	1,011.12
1 GREAT LAKES SERVICE	CONDENSING UNIT	640.00
INVOICES TOTAL:		1,651.12

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	57.48
1 NEXAMP INC	ELECTRIC BILL	26.75
INVOICES TOTAL:		84.23

529000-OTHER CONTRACTUAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NADLER GOLF CAR SALES INC	CAFE LEASE AGREEMENT	700.00

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: 700.00

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SYSCO CHICAGO INC	FOOD PURCHASE	140.00
1 SYSCO CHICAGO INC	FOOD PURCHASE	285.00
<u>INVOICES TOTAL:</u>		<u>425.00</u>

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	1,003.43
1 O'REILLY AUTOMOTIVE INC	CREDIT MEMO	-86.67
<u>INVOICES TOTAL:</u>		<u>916.76</u>

532200-OFFICE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	93.00
<u>INVOICES TOTAL:</u>		<u>93.00</u>

534200-GOLF CART MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	572.34
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	246.94
1 NADLER GOLF CAR SALES INC	GOLF CART MAINTENANCE SUPPLIES	269.10
<u>INVOICES TOTAL:</u>		<u>1,088.38</u>

11,512.41

5510-GOLF MAINTENANCE EXPENSES

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ADVANCED TURF SOLUTIONS	MAINTENANCE SUPPLIES	165.53
<u>INVOICES TOTAL:</u>		<u>165.53</u>

532000-AUTOMOTIVE SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	1,003.43
1 MANSFIELD OIL COMPANY	GASOLINE PURCHASE	494.72
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	20.46
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	26.87
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	41.26
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	74.99
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	65.23
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	74.99
<u>INVOICES TOTAL:</u>		<u>1,801.95</u>

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

534300-EQUIPMENT MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	128.92
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	88.36
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	4.62
1 O'REILLY AUTOMOTIVE INC	MAINTENANCE SUPPLIES	40.45
1 REINDERS INC	MAINTENANCE SUPPLIES	278.65
1 REINDERS INC	MAINTENANCE SUPPLIES	39.83
1 REINDERS INC	MAINTENANCE SUPPLIES	576.10
1 REVELS TURF & TRACTOR LLC	MAINTENANCE SUPPLIES	34.47
1 REVELS TURF & TRACTOR LLC	MAINTENANCE SUPPLIES	60.79
1 REVELS TURF & TRACTOR LLC	MAINTENANCE SUPPLIES	66.97
1 VALLEY HYDRAULIC SERVICE INC	MAINTENANCE SUPPLIES	89.52
INVOICES TOTAL:		1,408.68

534500-GROUNDS MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	19.98
1 MIDWEST FIRST AID & SAFETY	FIRST AID SUPPLIES	111.14
1 TOP TO BOTTOM INSTALLATIONS	BURGLAR ALARM MONITORING	270.00
INVOICES TOTAL:		401.12

534700-TREE MAINTENANCE MATLS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ABBOTT TREE CARE PROFESSIONALS LLC	TREE REMOVAL	3,200.00
INVOICES TOTAL:		3,200.00

572000-BUILDING & GROUNDS IMPROVMNTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 L & M GREENHOUSES	FLOWERS	256.00
1 MIDWEST GROUNDCOVERS LLC	PLANT PURCHASE	462.50
1 MIDWEST GROUNDCOVERS LLC	PLANT PURCHASE	161.00
INVOICES TOTAL:		879.50

7,856.78

5560-GOLF RESTAURANT EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREASE TRAP MAINTENANCE	87.50
1 COMPLETE BAR SYSTEMS LLC	CLEAN BEER LINES	116.00
1 GORDON FOOD SERVICE INC	DISHMACHINE LEASE	157.50
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	112.50
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	45.83
INVOICES TOTAL:		519.33

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

523100-ADVERTISING

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	JOB ADVERTISEMENT	21.86
INVOICES TOTAL:		21.86

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	60.00
1 GRECO AND SONS INC	FOOD PURCHASE	114.25
1 GRECO AND SONS INC	FOOD PURCHASE	51.12
1 GRECO AND SONS INC	FOOD PURCHASE	129.53
1 SYSCO CHICAGO INC	FOOD PURCHASE	70.00
1 SYSCO CHICAGO INC	FOOD PURCHASE	103.14
INVOICES TOTAL:		528.04

534320-PURCHASES - FOOD & BEVERAGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	500.00
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	500.00
1 CHRIST PANOS FOODS CORPORATION	FOOD PURCHASE	300.00
** 1 ELGIN BEVERAGE CO	BEER PURCHASE	74.80
** 1 ELGIN BEVERAGE CO	BEER PURCHASE	74.79
1 EUCLID BEVERAGE LLC	BEER PURCHASE	55.00
1 EUCLID BEVERAGE LLC	BEER PURCHASE	188.96
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	588.00
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	500.00
1 GRECO AND SONS INC	FOOD PURCHASE	75.00
1 GRECO AND SONS INC	FOOD PURCHASE	100.00
1 GRECO AND SONS INC	FOOD PURCHASE	156.00
1 LAKESHORE BEVERAGE	BEER PURCHASE	32.40
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	110.88
1 SOUTHERN GLAZER'S OF IL	LIQUOR PURCHASE	351.97
1 SYSCO CHICAGO INC	FOOD PURCHASE	300.00
1 SYSCO CHICAGO INC	CREDIT MEMO	-67.12
1 SYSCO CHICAGO INC	FOOD PURCHASE	100.00
INVOICES TOTAL:		3,940.68

5,009.91

5570-GOLF BANQUET EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREASE TRAP MAINTENANCE	87.50
1 A MAESTRANZI SONS	KNIFE SHARPENING	20.00
1 ALSCO	LINEN SERVICES	1,025.77
1 GORDON FOOD SERVICE INC	DISHMACHINE LEASE	157.50

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	112.50
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	45.84
INVOICES TOTAL:		1,449.11

523100-ADVERTISING

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
**	1 ELAN FINANCIAL SERVICES	JOB ADVERTISEMENT	21.86
	1 THE KNOT WORLDWIDE INC	ADVERTISING	6,083.66
INVOICES TOTAL:			6,105.52

530100-MATERIALS & SUPPLIES

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 GORDON FOOD SERVICE INC	FOOD PURCHASE	120.00
	1 GRECO AND SONS INC	FOOD PURCHASE	114.25
	1 GRECO AND SONS INC	FOOD PURCHASE	51.12
	1 GRECO AND SONS INC	FOOD PURCHASE	129.53
	1 MLA WHOLESALE INC	FLOWERS	281.70
	1 MLA WHOLESALE INC	FLOWERS	176.05
	1 SYSCO CHICAGO INC	FOOD PURCHASE	70.00
	1 SYSCO CHICAGO INC	SUPPLIES	205.75
	1 SYSCO CHICAGO INC	CREDIT MEMO	-40.00
	1 SYSCO CHICAGO INC	CREDIT MEMO	-55.00
	1 SYSCO CHICAGO INC	CREDIT MEMO	-40.76
	1 SYSCO CHICAGO INC	FOOD PURCHASE	103.14
INVOICES TOTAL:			1,115.78

534320-PURCHASES - FOOD & BEVERAGE

	VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
	1 ALBERTSONS - SAFEWAY	FOOD PURCHASE	210.21
	1 THE BAKING INSTITUTE BAKERY CO	CAKE	262.99
	1 THE BAKING INSTITUTE BAKERY CO	CAKE	380.99
	1 THE BAKING INSTITUTE BAKERY CO	CAKE	355.99
	1 THE BAKING INSTITUTE BAKERY CO	CAKE	80.99
	1 THE BAKING INSTITUTE BAKERY CO	CAKE	230.99
	1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	923.28
	1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	608.15
	1 CHRIST PANOS FOODS CORPORATION	FOOD PURCHASE	388.37
**	1 ELGIN BEVERAGE CO	BEER PURCHASE	74.79
**	1 ELGIN BEVERAGE CO	BEER PURCHASE	74.80
	1 EUCLID BEVERAGE LLC	BEER PURCHASE	55.00
	1 EUCLID BEVERAGE LLC	BEER PURCHASE	188.96
	1 FORTUNE FISH & GOURMET	FOOD PURCHASE	265.40
	1 GORDON FOOD SERVICE INC	FOOD PURCHASE	2,890.33
	1 GORDON FOOD SERVICE INC	FOOD PURCHASE	1,263.50
	1 GORDON FOOD SERVICE INC	FOOD PURCHASE	449.78
	1 GRECO AND SONS INC	FOOD PURCHASE	270.73
	1 GRECO AND SONS INC	FOOD PURCHASE	48.90
	1 GRECO AND SONS INC	FOOD PURCHASE	358.29

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

1 GRECO AND SONS INC	FOOD PURCHASE	407.83
1 IL GIARDINO DEL DOLCE INC	CAKE	88.50
1 LAKESHORE BEVERAGE	BEER PURCHASE	97.21
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	110.89
1 SOUTHERN GLAZER'S OF IL	LIQUOR PURCHASE	300.00
1 SYSCO CHICAGO INC	FOOD PURCHASE	61.81
1 SYSCO CHICAGO INC	FOOD PURCHASE	2,445.40
1 SYSCO CHICAGO INC	CREDIT MEMO	-60.89
1 SYSCO CHICAGO INC	CREDIT MEMO	-67.13
1 SYSCO CHICAGO INC	FOOD PURCHASE	588.24
INVOICES TOTAL:		13,354.30

22,024.71

5580-GOLF MIDWAY EXPENSES

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRECO AND SONS INC	FOOD PURCHASE	100.00
INVOICES TOTAL:		100.00

534320-PURCHASES - FOOD & BEVERAGE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	300.00
** 1 ELGIN BEVERAGE CO	BEER PURCHASE	158.00
** 1 ELGIN BEVERAGE CO	BEER PURCHASE	158.00
** 1 ELGIN BEVERAGE CO	BEER PURCHASE	125.81
1 EUCLID BEVERAGE LLC	BEER PURCHASE	381.45
1 EUCLID BEVERAGE LLC	BEER PURCHASE	106.20
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	248.00
1 LAKESHORE BEVERAGE	BEER PURCHASE	174.06
1 LAKESHORE BEVERAGE	BEER PURCHASE	150.35
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	159.62
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	100.46
INVOICES TOTAL:		2,061.95

2,161.95

6000-CENTRAL SERVICES EXPENSES

522400-SERVICE AGREEMENTS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CONVERGINT TECHNOLOGIES LLC	SECURITY SOFTWARE MAINTENANCE	955.00
1 JOHNSON CONTROLS SECURITY SOLUTIONS	QUARTERLY BILLING	203.18
INVOICES TOTAL:		1,158.18

522700-COMPUTER SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
--------	---------------------	----------------

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

**	1 ELAN FINANCIAL SERVICES	GIS AUTOMATION/MDM FEES	186.00
	1 HEARTLAND BUSINESS SYSTEMS LLC	MICROSOFT 365 LICENSES	550.31
	1 VC3 INC	MONTHLY SERVICE AGREEMENT	2,499.00
		<u>INVOICES TOTAL:</u>	<u>3,235.31</u>

522720-PRINTING SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAGG PRESS INC	OCT/NOV 2024 BARTLETTER	4,074.00
	<u>INVOICES TOTAL:</u>	<u>4,074.00</u>

524100-BUILDING MAINTENANCE SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ANDERSON PEST SOLUTIONS	PEST CONTROL SERVICES	263.56
1 NATIONAL SOFTWASH INC	VILLAGE HALL BUILDING CLEANING	4,750.00
1 THOMPSON ELEVATOR INSPECTION	ELEVATOR CODE INSPECTION	41.00
1 TRUGREEN	FERTILIZER APPLICATION	162.25
1 UNO MAS LANDSCAPING	LANDSCAPING SERVICES	150.00
	<u>INVOICES TOTAL:</u>	<u>5,366.81</u>

524110-TELEPHONE

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	PHONE REPLACEMENT	413.55
1 COMCAST	TELEPHONE BILL	4,466.92
1 COMCAST	INTERNET SERVICE	187.90
1 T-MOBILE	TELEPHONE BILL	676.32
	<u>INVOICES TOTAL:</u>	<u>5,744.69</u>

524120-UTILITIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	85.80
1 NEXAMP INC	ELECTRIC BILL	171.36
	<u>INVOICES TOTAL:</u>	<u>257.16</u>

530100-MATERIALS & SUPPLIES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALBERTSONS - SAFEWAY	FOOD PURCHASE	227.83
1 AMAZON CAPITAL SERVICES INC	COFFEE POTS	206.69
1 CENTURY PRINT & GRAPHICS	BUSINESS CARDS	217.72
1 GREAT LAKES COCA-COLA	SOFT DRINK PURCHASE	302.70
1 GREAT LAKES COCA-COLA	CREDIT MEMO	-265.20
** 1 PETTY CASH	PETTY CASH REIMBURSEMENT	15.81
** 2 PETTY CASH		15.81
** 3 PETTY CASH		15.81
1 SAM'S CLUB	MATERIALS & SUPPLIES	680.37
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	45.46
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	160.41
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	486.15

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
 DETAIL BOARD REPORT
 INVOICES DUE ON/BEFORE 11/5/2024**

INVOICES TOTAL: **2,109.56**

534600-BUILDING MAINTENANCE MATERIALS

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NITECH FIRE & SECURITY INDUSTRIES INC	BURGLAR ALARM MONITORING	118.50
		<u>INVOICES TOTAL:</u> 118.50

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	ILLINOIS GIS CONFERENCE	350.00
1 RICCI LUCAS	ILGISA CONFERENCE	481.97
		<u>INVOICES TOTAL:</u> 831.97

570100-MACHINERY & EQUIPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	CLOUD SERVICES	1.81
		<u>INVOICES TOTAL:</u> 1.81

22,897.99

6100-VEHICLE REPLACEMENT EXPENSES

570170-POLICE VEH REPLACEMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 CURRIE MOTORS	2025 FORD UTILITY INTERCEPTOR	46,384.00
		<u>INVOICES TOTAL:</u> 46,384.00

46,384.00

7000-POLICE PENSION EXPENDITURES

523400-LEGAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 REIMER DOBROVOLNY & LABARDI PC	LEGAL SERVICES	536.92
		<u>INVOICES TOTAL:</u> 536.92

529000-OTHER CONTRACTUAL SERVICES

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 LAUTERBACH & AMEN LLP	SEPTEMBER 2024 PSA	205.00
		<u>INVOICES TOTAL:</u> 205.00

541600-PROFESSIONAL DEVELOPMENT

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 IPPFA	2025 MEMBERSHIP DUES	825.00
		<u>INVOICES TOTAL:</u> 825.00

1,566.92

** Indicates pre-issue check.

**VILLAGE OF BARTLETT
DETAIL BOARD REPORT
INVOICES DUE ON/BEFORE 11/5/2024**

	GRAND TOTAL:	4,537,816.19
GENERAL FUND	858,399.27	
MUNICIPAL BUILDING FUND	1,175.00	
DEVELOPER DEPOSITS FUND	17,500.00	
WATER FUND	985,260.64	
SEWER FUND	2,551,450.92	
PARKING FUND	4,615.69	
GOLF FUND	48,565.76	
CENTRAL SERVICES FUND	22,897.99	
VEHICLE REPLACEMENT FUND	46,384.00	
POLICE PENSION FUND	1,566.92	
	GRAND TOTAL	4,537,816.19

** Indicates pre-issue check.



Agenda Item Executive Summary

AGENDA ITEM: #2024-14 Westgate Animal Care BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount \$N/A

Budgeted \$N/A

Fund: N/A

Corresponding Activity Measures: P&Z Commission Review

EXECUTIVE SUMMARY

The petitioner is requesting a Special Use Permit to allow an animal hospital at 792-794 W. Bartlett Road in Westgate Commons. The animal hospital would operate on the first floor of the unit, the second floor would contain the doctor's private office and library.

Animals will not be boarded overnight at the facility, any animals in need of overnight care would be sent to an 24-hour animal hospital.

The Planning & Zoning Commission conducted the public hearing and reviewed the petitioner's request at their October 3, 2024 meeting. The P&Z Commission **recommended approval** subject to the conditions and findings of fact in the staff report.

The Building and Zoning reviewed the P & Z Commission recommendation at their meeting on October 15, 2024 and forwarded the item to the Village Board for a final vote.

ATTACHMENTS (PLEASE LIST)

PDS Memo, ordinance with exhibits

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Attract businesses to Bartlett

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

For Discussion Only -

Resolution

Ordinance - Move to approve Ordinance #2024-_____ An Ordinance Granting a Special Use Permit to Allow an Animal Hospital at 792-794 West Bartlett Road

Motion

Staff: Kristy Stone, PDS Director

Date: October 24, 2024

PLANNING & DEVELOPMENT SERVICES MEMORANDUM

24-86

DATE: October 25, 2024
TO: Paula Schumacher, Village Administrator
FROM: Andrew Barna, Associate Planner 
RE: **(#24-14) Westgate Animal Care**

PETITIONER

Sharanjit Randhawa

SUBJECT SITE

792-794 W. Bartlett Road – Westgate Commons

REQUESTS

Special Use Permit – Animal Hospital

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Commercial	Commercial	PD
North	Railroad/Golf Course	Open Space/Recreation	P-1
South	Open Space/Residential	Open Space/Residential	PD
East	Commercial	Commercial	PD
West	Commercial/Office	Commercial/Office	PD

CURRENT DISCUSSION

1. The petitioner is requesting a **Special Use Permit** to allow an animal hospital within Westgate Commons in the PD (Planned Development) Zoning District.
2. The animal hospital would operate entirely on the first floor and contain (2) exam rooms, a lab and pharmacy, a surgery suite, an x-ray room, a treatment and cages space, and staff room. Reception would be at the unit's entrance. The second floor of the unit will be used for an office and private library.
3. The petitioner envisions the hospital to be operated by himself (veterinarian) and 3 staff members. Veterinarians and staff may increase as client demand requires.

- 4. The proposed hours of operation for the animal hospital would be Monday-Friday, 8:00 a.m. to 6:00 p.m., Saturday 9:00 a.m. to 3:00 p.m., and closed on Sunday.
- 5. This use would require 9 parking spaces, the Westgate Commons parking lots contain 201 parking spaces.
- 6. The hospital will operate on an appointment basis only. There will be no overnight boarding permitted. Any pets in need of overnight hospitalization will be sent to a 24-hour care hospital.
- 7. Any pet waste outside the surrounding premises will be collected and disposed of by the hospital's staff three times a day. The hospital will not be taking any pets outside.

RECOMMENDATION

- 1. The Staff recommends **approval** of the petitioner's request for a special use permit subject to the following conditions and findings of fact:
 - A. An STC rating of 60 shall be required for reception and x-ray rooms in the veterinary hospital;
 - B. The owners and operators of the animal hospital shall be responsible for the removal of animal waste left by clients outside of their own and adjoining tenant spaces;
 - C. The hours of operation for the animal hospital shall be Monday-Friday, 8:00 a.m. to 6:00 p.m., Saturday 9:00 a.m. to 3:00 p.m., and closed on Sunday;
 - D. There shall be no overnight boarding permitted;
 - E. Findings of fact (special use permit):
 - i. The proposed use at this particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;
 - ii. That the proposed use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.
 - iii. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.
- 2. The Planning and Zoning Commission held the required public hearing, reviewed the petitioner's request, and **recommended approval** at their meeting on October 3, 2024.

3. Committee of the Whole reviewed the petitioner's requests at their meeting on October 15, 2024. The Committee forwarded the petition to the Village Board for a final vote.
4. An ordinance is attached for your review.

ab/attachments

General - PDS Team\memos 2024\086_WestgateAnimalHospital_vb.docx

ORDINANCE 2024-_____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR AN ANIMAL HOSPITAL AT 792-794 WEST BARTLETT ROAD

WHEREAS, Pointer3, LLC. (the “**Owner**”) is the owner of 792-794 West Bartlett Road, Bartlett, Illinois, zoned (PD Planned Development District), and legally described on **Exhibit A**, and is referred to herein as the “**Subject Property**”; and

WHEREAS, Westgate Animal Care, LLC (the “**Petitioner**”), is the contract purchaser of the Subject Property; and

WHEREAS, the Petitioner, with consent of the Owner, has filed a petition (the “**Petition**”), for a special use permit to allow an animal hospital (the “**Special Use Permit**”), on the Subject Property; and

WHEREAS, the Bartlett Planning & Zoning Commission reviewed the Petition and conducted the required public hearing with respect to the requested Special Use Permit on the Subject Property at its meeting on October 3, 2024 (Case #2024-14) and has recommended to the Corporate Authorities that the Special Use Permit to allow an animal hospital be granted, subject to the conditions and findings of fact set forth in its report; and

WHEREAS, the Corporate Authorities have considered the recommendation of the Bartlett Planning & Zoning Commission and have determined that it is in the public interest to grant the Special Use Permit, subject to the terms and conditions set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois (the “Corporate Authorities”), pursuant to its home rule authority, as follows:

SECTION ONE: **Recitals.** The recitals listed above are incorporated into this Ordinance as if fully set forth in this Section 1.

SECTION TWO: **Findings of Fact.** Based in part on the conditions set forth in Section 4 of this Ordinance, the Corporate Authorities make the following findings of fact regarding the Petitioner’s application for approval of the Special Use Permit:

- A. The proposed Special Use Permit is desirable to provide a use which is in the interest of public convenience and will contribute to the general welfare of the neighborhood and community.

- B. That the proposed Special Use Permit will not under the circumstances of the particular case be detrimental to the health, safety, morals and general welfare of persons residing or working in the vicinity or be injurious to the property value or improvement in the vicinity.
- C. That the Special Use Permit shall conform to the regulations and conditions specified in the Bartlett Zoning Ordinance for such use and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

SECTION THREE: Special Use Permit. Pursuant to Section 10-13-9 of the Bartlett Zoning Ordinance, and subject to the conditions set forth in Section 4 of this Ordinance, the Corporate Authorities hereby grant a Special Use Permit to the Petitioner for the operation of an animal hospital on the Subject Property.

SECTION FOUR: Conditions. The approvals granted pursuant to this Ordinance shall be and are hereby expressly subject to and contingent upon each of the following terms, conditions, and restrictions, the violation of any of which shall, in the sole discretion of the Corporate Authorities, invalidate the approvals granted in this Ordinance:

- A. An STC rating of 60 shall be required for reception and x-ray rooms in the veterinary hospital.
- B. The Petitioner shall be responsible for the removal of animal waste left by animal hospital clients outside of the Subject Property and adjoining tenant spaces.
- C. The hours of operation for the animal hospital shall be Monday-Friday, 8:00 a.m. to 6:00 p.m., Saturday 9:00 a.m. to 3:00 p.m., and closed on Sunday.
- D. There shall be no overnight boarding permitted.
- E. Building permits and all other necessary permits shall be required for all construction activities, and this Ordinance does not authorize the commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind may be commenced on the Subject Property pursuant to the approvals granted by this Ordinance unless and until all conditions of this Ordinance precedent to that work have been fulfilled and after all permits, approvals, and other authorizations for the work have been properly applied for, paid for, and granted in accordance with all applicable laws and regulations
- F. The Bartlett Zoning Ordinance, the Subdivision Ordinance, Village building codes, and all other applicable Village ordinances and regulations shall continue to apply to the Subject Property, and the development and use of

the Subject Property must comply with all laws and regulations of the Village and all other federal, state, and local governments and agencies having

- G. **Binding Effect; Non-Transferability.** The privileges, obligations, and provisions of each and every section of this Ordinance are for the sole benefit of, and shall be binding on, the Petitioner. Nothing in this Ordinance will be deemed to allow the approvals granted pursuant to this Ordinance to be transferred to any person or entity other than the Petitioner without that person or entity first applying for and receiving the Village's approval of a new application for a special use permit.

SECTION FIVE: Failure to Comply. Upon the failure or refusal of the Petitioner or the Owner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approvals granted pursuant to this Ordinance (collectively, the "***Conditioned Approvals***"), will, at the sole discretion of the Corporate Authorities, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Corporate Authorities will not revoke the Conditioned Approvals unless it first provides the Petitioner and Owner with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Board of Trustees regarding the revocation. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the PD Zoning District, as the same may, from time to time, be amended. Further, in the event of revocation, the Village Administrator and Village Attorney are authorized and directed to bring all zoning enforcement actions as may be appropriate under the circumstances. The Petitioner acknowledges that public notices and hearings have been held with respect to the adoption of this Ordinance, have considered the possibility of the revocation provided for in this Section 5, and agrees not to challenge any revocation on the grounds of any procedural infirmity or any denial of any procedural right, provided that the notice to the Petitioner required by this Section 5 is given.

SECTION SIX: Severability. The various provisions of this Ordinance are to be considered as severable, and if any Court of competent jurisdiction shall hold any part or portion of this Ordinance invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION SEVEN: Repeal and Saving Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or cause of action which shall have accrued to the Village of Bartlett prior to the effective date of this Ordinance.

SECTION EIGHT: Effective Date. This Ordinance shall be in full force and effect after its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

PASSED: November 5, 2024

APPROVED: November 5, 2024

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2024-_____ enacted on November 5, 2024, and approved on November 5, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

EXHIBIT A

LEGAL DESCRIPTION

UNIT GH IN THE WESTGATE COMMONS CONDOMINIUM, AS DELINEATED ON A SURVEY OF THE FOLLOWING DESCRIBED TRACT OF LAND: PART OF WESTGATE COMMONS, ACCORDING TO THE FINAL PLAT OF SUBDIVISION PUD RECORDED SEPTEMBER 22 2005 DOCUMENT 0526545121 BEING PART OF THE WEST 1/2 OF SECTION 34, TOWNSHIP 41 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS WHICH SURVEY IS ATTACHED AS EXHIBIT "B" TO THE DECLARATION OF CONDOMINIUM RECORDED AS DOCUMENT NUMBER 0620031039; TOGETHER WITH ITS UNDIVIDED PERCENTAGE INTEREST IN THE COMMON ELEMENTS IN COOK COUNTY ILLINOIS

792-794 WEST BARTLETT ROAD, UNITS G&H, BARTLETT IL 60103

PIN: 06-34-109-006-1007



Agenda Item Executive Summary

AGENDA ITEM: Brewster Creek TIF Surplus Distribution **BOARD OR COMMITTEE:** Board

BUDGET IMPACT

Amount \$1,820,000 **Budgeted** N/A

Fund: Brewster Creek TIF

Corresponding Activity Measure: Returning surplus TIF funds to the taxing districts.

EXECUTIVE SUMMARY

It has been determined that there is a surplus in the Bartlett Quarry TIF Cash Reserve Account. An Ordinance has been prepared for the Village Board's consideration that declares a surplus in the Cash Reserve Account. The total balance of the Cash Reserve Account as of April 30, 2024, was \$2,781,176. Approximately 1% of the overall taxes received in the TIF, or \$860,000, will be retained in the Cash Reserve Account to cover potential tax refund liabilities. The remaining amount in the Cash Reserve Account, \$1,820,000, will be distributed to the taxing districts in accordance with the TIF Act as surplus funds. Based on the total tax contribution to the Brewster Creek TIF District, \$54,600 will be sent to Cook County for distribution and \$1,765,400 will be sent to DuPage County for distribution. After the property tax appeals for tax years while the Brewster Creek TIF District was active have been resolved, any remaining amounts in the Cash Reserve Account can likewise be distributed to the taxing districts as surplus.

ATTACHMENTS (PLEASE LIST)

Memo, Ordinance

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Maintain checks and balances to ensure financial Stewardship

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve Ordinance 2024-_____, an ordinance declaring a surplus in the Bartlett Quarry TIF Cash Reserve Account.

Staff: Todd Dowden, Finance Director

Date: October 30, 2024



A Professional Corporation
140 South Dearborn Street, Suite 600
Chicago, IL 60603
www.ancelglink.com

Kurt S. Asprooth
kasprooth@ancelglink.com
(P) 312.604.9139
(F) 312.782.0943

MEMORANDUM

To: Paula Schumacher, Village Administrator
Todd Dowden, Finance Director

From: Kurt S. Asprooth, Village Attorney

Subject: Brewster Creek TIF Surplus Distribution

Date: October 30, 2024

On November 21, 2023, the Village Board adopted Ordinance Number 2023-106 which dissolved the Bartlett Quarry Special Tax Allocation Fund, commonly referred to as the Brewster Creek TIF District.

However, at the time the TIF District was terminated, there were remaining TIF obligations and expenses under a previously approved Development Agreement with Elmhurst Chicago Stone. Further, there were delays in the final distribution of TIF increment from Cook County for tax year 2022. Finally, property owners within the TIF District could have their taxes reduced through tax objections or appeals, which will require the Village to refund increment property taxes for those properties.

The Village Board established the Bartlett Quarry TIF Cash Reserve Account (“Cash Reserve Account”) to (1) receive any trailing increment funds from the 2022 tax year; (2) pay the remaining TIF Obligations and expenses; and (3) pay any refund of incremental property taxes ordered by Cook County or DuPage County after a successful tax objection.

The majority of the remaining TIF obligations under the previously approved Development Agreement with Elmhurst Chicago Stone have been satisfied, and the Village has now received the final increment disbursement from Cook County for tax year 2022. However, the Village may still be liable for refund payments due to successful property tax appeals. While the Village will need to retain some funds in the Cash Reserve Account to cover the potential refunds, remaining amounts are longer needed for TIF obligations and can be distributed to the taxing districts.

An Ordinance has been prepared for the Village Board’s consideration that declares a surplus in the Cash Reserve Account. The total balance of the Cash Reserve Account as of April 30, 2024, was \$2,781,176. Approximately 1% of the overall taxes received in the TIF, or \$860,000, will be retained in the Cash Reserve Account to cover potential tax refund liabilities. The remaining amount in the Cash Reserve Account, \$1,820,000, will be distributed to the taxing districts in accordance with the TIF Act as surplus funds. Based on

ANCEL GLINK

October 30, 2024

Page 2

the total tax contribution to the Brewster Creek TIF District, \$54,600 will be sent to Cook County for distribution and \$1,765,400 will be sent to DuPage County for distribution.

After the property tax appeals for tax years while the Brewster Creek TIF District was active have been resolved, any remaining amounts in the Cash Reserve Account can likewise be distributed to the taxing districts as surplus.

ORDINANCE NO. _____

**AN ORDINANCE DECLARING A SURPLUS IN THE BARTLETT QUARRY
TIF CASH RESERVE ACCOUNT**

WHEREAS, in accordance with and pursuant to the Illinois Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1, *et seq.*), as amended (“**Act**”), and the home rule authority of the Village of Bartlett, DuPage, Cook, and Kane Counties, Illinois (“**Village**”), on July 6, 1999, the President and Board of Trustees of the Village (“**Corporate Authorities**”) passed and approved Ordinance Numbers 99-67, 99-68, and 99-69 approving a redevelopment plan and project (“**Redevelopment Plan**”), designating a redevelopment project area (“**Redevelopment Project Area**”), and adopting tax increment allocation financing, including the use of a special tax allocation fund (“**Fund**”), for the Bartlett Quarry Tax Increment Financing District; and

WHEREAS, on August 16, 2016, and July 21, 2020, the Corporate Authorities approved Ordinance Numbers 2016-62 and 2020-62, respectively, amending the Redevelopment Plan’s total estimated project costs; and

WHEREAS, on November 21, 2023, the Corporate Authorities approved Ordinance Number 2023-106, Dissolving the Bartlett Quarry Special Tax Allocation Fund and Terminating the Designation of the Bartlett Quarry Redevelopment Project Area; and

WHEREAS, pursuant to Ordinance Number 2023-106, the Corporate Authorities established the Bartlett Quarry TIF Cash Reserve Account to pay for certain obligations and costs incurred prior to the termination of the Bartlett Quarry Tax Increment Financing District; and

WHEREAS, the Corporate Authorities have reviewed the remaining amounts in the Bartlett Quarry TIF Cash Reserve Account, the remaining obligations to be paid in connection with redevelopment obligations approved prior to the termination of the Bartlett Quarry Tax Increment Financing district, and the potential refunds of incremental real estate taxes attributable to the Redevelopment Project Area ordered by DuPage or Cook County as a result of tax objections; and

WHEREAS, the Corporate Authorities have determined that the amount of \$1,820,000 in the Bartlett Quarry TIF Cash Reserve Account is no longer needed or necessary to pay for and satisfy the purposes of the Bartlett Quarry TIF Cash Reserve Account and can be distributed to the taxing districts that imposed taxes against property located within the Redevelopment Project Area; and

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BARTLETT, DUPAGE, COOK, AND KANE COUNTIES, ILLINOIS, in exercise of its home rule powers, as follows:

Section 1. Incorporation of Recitals. The foregoing recitals are incorporated into this Ordinance as if fully set forth in this Section 1.

Section 2. Declaration of Surplus. The Corporate Authorities hereby find, determine, and declare that the sum of \$1,820,000 within the Bartlett Quarry TIF Cash Reserve Account is not required, pledged, earmarked, or otherwise designated or needed for the purposes of the Bartlett Quarry TIF Cash Reserve Account, and therefore constitutes surplus funds (the “**Surplus**”). Based on county records, the amount of \$54,600 represents the portion of the Surplus attributable to Cook County and the amount of \$1,765,400 represents the portion of the Surplus attributable to DuPage County

Section 3. Direction; Authorization. The Village Administrator and the Village Treasurer are authorized and directed to transfer the Surplus to the DuPage County Treasurer and the Cook County Treasurer for the payment and distribution of the respective Surplus amounts to the taxing districts in the manner and in the proportion as described in Section 11-74.4-8 of the Act. The Village Administrator and Village Treasurer are authorized to take all other steps necessary to implement and enforce this Ordinance’s terms.

Section 4. Continuing Effect. Ordinance Number 2023-106 will remain in full force and effect, the remaining funds in the Bartlett Quarry TIF Cash Reserve Account will only be used for the purposes set forth in Ordinance Number 2023-106, and the Bartlett Quarry TIF Cash Reserve Account will be closed at a future date in accordance with the terms of Ordinance Number 2023-106.

Section 5. Effective Date of Ordinance. This Ordinance shall be in full force and effect upon its passage and approval in the manner provided by law.

Section 6. Invalidity. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Kevin Wallace, Village President

ATTEST:

Lorna Giless, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2024- _____ enacted on November 5, 2024, and approved on November 5, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Giless, Village Clerk



Agenda Item Executive Summary

AGENDA ITEM: TIF IGA with BFPD

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount	\$ N/A	Budgeted	\$
--------	--------	----------	----

Fund: Corresponding Activity Measure: N/A

EXECUTIVE SUMMARY

The Village Board recently approved the creation of the Lake Street Corridor TIF Redevelopment Project Area ("*Lake Street TIF*") on September 3, 2024. The TIF Act specifies how the Village may use TIF increment funds that are generated within the Lake Street TIF. One of the permissible uses for TIF increment funds is for the reimbursement of all or a portion of a taxing district's capital costs that are incurred as a result of a redevelopment project within the TIF district.

The Bartlett Fire Protection District (the "*Fire District*") has approached the Village about capital costs the Fire District may incur for certain types of development within the Lake Street TIF. The Village and the Fire District have discussed the potential for capital costs the Fire District may incur within the Lake Street TIF, and how any request for reimbursement from the Fire District will be considered by the Village. To that end, an Intergovernmental Agreement (IGA) has been prepared to set out a process for the Fire District to submit reimbursement requests to the Village for capital costs they incur from development within the Lake Street TIF. The Village Board will still retain the discretion to approve, approve in-part, or deny any request for reimbursement that is submitted by the Fire District. The Committee of the Whole reviewed the draft IGA on October 15, 2024.

ATTACHMENTS (PLEASE LIST)

Memo, IGA, Resolution

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Maintain positive relationships with all taxing bodies

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I MOVE TO APPROVE RESOLUTION 2024-_____ A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE BARTLETT FIRE PROTECTION DISTRICT CONCERNING THE LAKE SSTREET CORRIDOR TIF REDEVELOPMENT PROJECT AREA

Staff: Paula Schumacher, Village Administrator

Date:

October 28, 2024

MEMORANDUM

To: Paula Schumacher, Village Administrator

From: Kurt S. Asprooth

Subject: Lake Street TIF Intergovernmental Agreement with the Bartlett Fire Protection District

Date: October 28, 2024

The Village Board recently approved the creation of the Lake Street Corridor TIF Redevelopment Project Area (“*Lake Street TIF*”) on September 3, 2024. The TIF Act specifies how the Village may use TIF increment funds that are generated within the Lake Street TIF. One of the permissible uses for TIF increment funds is for the reimbursement of all or a portion of a taxing district’s capital costs that are incurred as a result of a redevelopment project within the TIF district.

The Bartlett Fire Protection District (the “*Fire District*”) has approached the Village about capital costs the Fire District may incur for certain types of development within the Lake Street TIF. For example, the Fire District has noted that residential buildings that are higher than 30 feet may require additional ladder trucks or specialized equipment for the Fire District to properly service.

The Village and the Fire District have discussed the potential for capital costs the Fire District may incur within the Lake Street TIF, and how any request for reimbursement from the Fire District will be considered by the Village. To that end, a draft Intergovernmental Agreement (IGA) has been prepared to set out a process for the Fire District to submit reimbursement requests to the Village for capital costs they incur from development within the Lake Street TIF. The main terms of the IGA include the following:

- The Village will provide the Fire District with advance notice of all proposed developments within the Lake Street TIF.
- If the Fire District determines that a redevelopment project within the Lake Street TIF will require increased capital costs, the Fire District may submit a reimbursement request to the Village with supporting information on how the request meets the TIF Act requirements.

ANCEL GLINK

October 28, 2024

Page 2

- The Village will respond to a reimbursement request from the Fire District within sixty (60) days.
- If the Village approves all or a portion of a reimbursement request from the Fire District, the parties will enter into a separate agreement that specifies the terms of how those capital costs will be reimbursed.

The Village Board will still retain the discretion to approve, approve in-part, or deny any request for reimbursement that is submitted by the Fire District.

**INTERGOVERNMENTAL AGREEMENT CONCERNING THE
LAKE STREET CORRIDOR TIF REDEVELOPMENT PROJECT AREA**

THIS INTERGOVERNMENTAL AGREEMENT (“*Agreement*”) is entered into as of the _____ day of _____, 2024, by and between the Village of Bartlett, an Illinois home rule municipal corporation (“*Village*”) and the Bartlett Fire Protection District, an Illinois fire protection district (“*District*”).

WHEREAS, each of the parties has the authority to enter into this Agreement pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, and pursuant to Sections 3 and 5 of the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3 and 5); and

WHEREAS, pursuant to the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 *et seq.*) (the “*TIF Act*”), the Village has adopted ordinances approving a tax increment redevelopment plan and redevelopment project (the “*Redevelopment Plan*”), designating a tax increment redevelopment project area located within the boundaries of the Village and also located within the boundaries of the District, known as the “Lake Street Corridor TIF Redevelopment Project Area” (sometimes referred to herein as the “*Project Area*”), and adopting tax increment financing for the Project Area; and

WHEREAS, the Village and the District recognize the important of the Redevelopment Plan and Project Area as a tool to incentivize private investment in the community; redevelop underutilized real estate in the Village and the District; enhance the tax base of the Village, the District, and the other impacted taxing bodies; and to further the health, welfare and prosperity of the Village and the District; and

WHEREAS, the Village recognizes and acknowledges the benefits the District provides to residents of the Village and the need to ensure the District is well-equipped to address future growth and development within the Village, including within the Project Area; and

WHEREAS, the TIF Act provides that TIF increment funds may be used for the reimbursement of all or a portion of a taxing district’s capital costs resulting from the redevelopment project necessarily incurred or to be incurred within a taxing district in furtherance of the objectives of the redevelopment plan and project (65 ILCS 5/11-74.4-3(q)(7); and

WHEREAS, the Village and the District recognize that certain types of residential and commercial development within the Project Area may have a direct impact on the District’s capital costs; and

WHEREAS, the Village and the District desire to memorialize their intent to consider, in good faith, reimbursement of capital costs incurred or to be incurred by the District that are attributed to the development within the Project Area as authorized by the TIF Act; and

WHEREAS, the Village and the District have entered into this IGA to establish a process for the consideration of reimbursement requests from available TIF increment funds by the District for capital costs that are attributed to the development within the Project Area.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

Section 1. Intent. The Village and the District acknowledge and agree that the intent of this Agreement is to establish a process for the Village to consider, in good faith, requests for reimbursement from available TIF increment funds by the District for capital costs that are attributed to the development within the Project Area.

Section 2. Development Review. The Village shall deliver to the District advance notice of all proposed developments within the Project Area prior to approval of any development plans and issuance of

any Village permits required for said development. The Village will consider comments and suggestions submitted by the District when evaluating proposed developments within the Project Area.

Section 3. Reimbursement Request. If the District determines that a development within the Project Area will be attributed to additional capital costs to the District, the District may submit a reimbursement request to the Village. The Reimbursement Request will include a detailed summary of the expected capital costs and an explanation of how such costs are eligible for reimbursement under the TIF Act.

Section 4. Consideration of Reimbursement Request. The Village will, in good faith, consider any reimbursement request submitted by the District. The Village will respond to a reimbursement request submitted by the District within sixty (60) days of submission.

Section 5. Approval of Reimbursement Request. If the Village approves all or a portion of a reimbursement request submitted by the District pursuant to this Agreement, the parties agree to enter into a separate written agreement specifying (1) the development within the Project Area that necessitated the additional capital costs to the District; (2) the eligibility of the reimbursement payment as a “redevelopment project cost” under the TIF Act; (3) the amount of the reimbursement payment; and (4) the terms for the payment of the reimbursement amount from increment funds from the Project Area.

Section 6. Miscellaneous Provisions.

6.1 Authority. Each party warrants to the others that it is authorized to execute, deliver and perform this Agreement. Each party warrants to the others that execution, delivery, and performance of this Agreement do not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this Agreement on behalf of a party warrants to the other party that such individual is authorized to execute this Agreement in the name of the party on whose behalf he or she executes it.

6.2 Term. The parties’ obligations under this Agreement shall cease upon the termination of the Project Area.

6.3 Binding Effect. This Agreement shall be binding on the parties and their respective successors. It may not be assigned.

6.4 Governing Law. This Agreement is governed by and shall be interpreted and enforced in accordance with the laws of the State of Illinois.

6.5 Waivers and Modifications. No waiver of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and signed by the party making the waiver, and then shall be effective only in the specific instance and for the purpose given. This Agreement shall not in any other way be modified except in writing signed by all parties.

6.6 Notices. Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, as follows:

If to the Village:
Paula Schumacher
Village Administrator
Village of Bartlett
228 S. Main St.
Bartlett, IL 60103

If to the District:
William Gabrenya
Fire Chief
Bartlett Fire Protection District
234 N. Oak Ave.
Bartlett, IL 60103

6.7 **Entire Agreement.** This Agreement expresses the complete and final understanding of the parties with respect to its subject matter.

6.8 **Execution.** This Agreement may be executed in duplicate counterparts, each of which shall be as effective as the others upon approval and execution by all parties.

6.9 **Recitals.** The parties agree that the recitals set forth above are true and correct in all material respects and are hereby incorporated as a material part of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date listed above.

Village of Bartlett,
an Illinois Municipal Corporation

Bartlett Fire Protection District,
an Illinois Fire Protection District

Village President Kevin Wallace

James McCarthy, Board President

Attest:

Attest:

Lorna Giles, Village Clerk

Michael Bersani, Secretary

RESOLUTION 2024 - _____

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH
THE BARTLETT FIRE PROTECTION DISTRICT CONCERNING THE LAKE STREET
CORRIDOR TIF REDEVELOPMENT PROJECT AREA**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION ONE: **APPROVAL.** The Intergovernmental Agreement Concerning the Lake Street Corridor TIF Redevelopment Project Area between the Village of Bartlett and the Bartlett Fire Protection District (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: **AUTHORIZATION.** The Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

SECTION THREE: **SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: **REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2024 - _____ enacted on November 5, 2024, and approved on November 5, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk



Agenda Item Executive Summary

AGENDA ITEM: Classification, Compensation & Benefits Study Agreement BOARD OR COMMITTEE: BOARD

BUDGET IMPACT

Amount \$33,500 Budgeted \$

Fund: General Fund Corresponding Activity Measure: Focus efforts relative to succession planning and employee recruitment and retention

EXECUTIVE SUMMARY

To achieve the Village's mission and goals, attracting and retaining key talent is crucial, especially for positions that require deep technical and skilled expertise along with advanced project coordination and team-building skills.

A solid compensation philosophy and strategy are integral to managing one of the Village's largest budgetary expenditures—its staff. This strategy not only supports the alignment of organizational needs with fiscal responsibility but also ensures predictability and stability in budgeting and staffing.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. All of these studies included the use of public-sector data and included recommendations such as new classification and compensation plans to ensure internal equity, job title changes where appropriate, how to deal with specific problems such as compression issues, internal equity issues and market equity issues and pay plans that were tied to performance.

ATTACHMENTS

Memo, Master Services Agreement, Classification and Compensation Study Proposal

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Focus efforts relative to succession planning and employee recruitment and retention

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve the Master Services Agreement securing the services of MGT to conduct the proposed classification and compensation study for the Village of Bartlett at a cost of \$33,500.

Staff: Janelle Terrance, Human Resources Director

Date: October 25, 2024

Memorandum

To: Paula Schumacher, Village Administrator
From: Janelle Terrance, Human Resources Director
Date: October 24, 2024
Re: Classification, Compensation & Benefits Study

To achieve the Village's mission and goals, attracting and retaining key talent is crucial, especially for positions that require deep technical and skilled expertise along with advanced project coordination and team-building skills. These unique competencies are essential to executing the Village's mission effectively and efficiently.

The Village aims to:

- Become the employer of choice for essential staff who are critical to fulfilling its core mission.
- Retain key talent and mitigate the risk of “poaching” by other agencies.
- Offer competitive, market-driven compensation and benefits, aligning with industry standards to attract and keep top talent.
- Foster a performance-based, results-oriented culture, where employees are motivated to achieve organizational goals.
- Ensure fiscal responsibility, balancing the Village's financial resources with staffing and organizational needs.
- Engage in succession planning to ensure smooth transitions in staff and management roles, securing future leadership.

A solid compensation philosophy and strategy are integral to managing one of the Village's largest budgetary expenditures—its staff. This strategy not only supports the alignment of organizational needs with fiscal responsibility but also ensures predictability and stability in budgeting and staffing.

As mentioned in last year's budget review, it has been several years since the village had an outside evaluation of our compensation plan. The Village of Bartlett sent out an RFP to solicit consultants to perform a classification and compensation study at the beginning of September, administration, finance and human resources staff reviewed the proposals and recommend MGT.

A proposal from Gallagher Benefit Services Inc. was also received. The company did not provide an as detailed project timeline, most of their experience was with communities in the Southwest and the cost was higher at \$47,700. With these considerations, staff preferred the proposal from MGT.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. All of these studies included the use of private and public-sector data and included recommendations such as new classification and compensation plans to ensure internal equity, job title changes where appropriate, how to deal with specific problems such as compression issues, internal equity issues and market equity issues and pay plans that were tied to performance.

The attached Master Services Agreement and Proposal provides a detailed work plan to accomplish the goals that we have established, including a detailed project approach and methodology along with a project timeline.

The proposed projected timeline for completion is 16 weeks, which is contingent upon securing all necessary documents and staff availability. The total cost for the project is \$33,500.

MOTION: I move to approve the Master Services Agreement securing the services of MGT to conduct the proposed classification and compensation study for the Village of Bartlett at a cost of \$33,500.



MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (“Agreement”) is entered into as of October 17, 2024, (“Effective Date”) between MGT Impact Solutions, LLC (“MGT”), with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609, and the Village of Bartlett (“Client”), located at 228 S. Main St., Bartlett, IL 60103, collectively referred to herein as the “Parties.”

WHEREAS, MGT offers global technological, educational, organizational and staffing consulting solutions services to the public and private sectors;

WHEREAS, Client anticipates a need within its organization for MGT’s services; and

WHEREAS, the Parties intend for this Agreement to serve as the governing, contractual basis of MGT’s provision of future project-level services to Client.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. THIS AGREEMENT AND STATEMENTS OF WORK. The Parties enter into this Agreement to set forth the general terms and conditions that will govern MGT’s provision of services to Client. Such services will be subsequently agreed upon by the Parties in individual Statements of Work (“SOW”).

Each SOW will state all details required for the proper provision of project-level services, including scope, pricing, period of performance, and other required information (“Services”) each an Exhibit A, Statement of Work, attached hereto and incorporated into the Agreement. Unless otherwise stated in an SOW, all Services shall be performed remotely. Each SOW will require signature by both parties to be effective.

2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE. The contract documents consist of this Agreement and all exhibits, attachments, amendments, and SOWs subsequently executed by the Parties and all exhibits, attachments, amendments, and other documents made a part of the SOW (“Contract Documents”). Upon signature by the Parties, all SOWs executed during the Term shall be considered incorporated into and made a part of this Agreement.

In the event of a conflict among the terms and conditions in this Agreement and any SOW, unless that SOW expressly states the intention for the SOW to control with regard to the conflicting term or condition, then this Agreement shall control. Any terms or conditions contained in documents issued by Client other than the Contract Documents, including purchase orders, shall be voidable at MGT’s discretion.

3. TERM. The term of this Agreement shall commence on the Effective Date and will continue until the completion of the Study provided for in the Statement of Work and final payment of all costs provided for in the Statement of Work.

4. TERMINATION. This Agreement or any individual SOW may be terminated with cause by either party: (a) if the other party materially breaches the terms of this Agreement and fails to cure the breach within thirty (30) calendar days following written notice specifying the breach, or (b) immediately upon written notice if the other party fails to comply with applicable law or regulation.

5. **INSURANCE.** During the Term of this Agreement and any SOW, MGT will maintain the minimum insurance coverages below. MGT shall provide Certificates of Insurance to Client upon request and as required under SOWs.

a.	Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 annual aggregate
c.	Business Automobile Liability	\$1,000,000 combined single-limit, non-owned and hired. (MGT does not own autos)
d.	Umbrella/Excess Liability	\$10,000,000 per occurrence & aggregate, follows form
e.	Worker's Compensation	Per Statute
f.	Employer's Liability	\$1,000,000 each accident
f.	Professional Liability	\$6,000,000 aggregate

6. **INDEMNIFICATION.** MGT shall protect, indemnify, save, defend and hold forever harmless the Client and/or its officers, officials, employees, volunteers and agents from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including without limitation court costs, insurance deductibles and attorney's fees and expenses, arising indirectly or directly in connection with or under, or as a result of, this or any Agreement by virtue of any act or omission of any of MGT's officers, employees, subcontractors, and/or agents, provided that MGT shall not be liable for claims, obligations, damages, penalties, causes of action, costs and expenses arising solely from any act or omission of the Client's officers, officials, employees, volunteers and/or agents.

7. **LIMITATION OF LIABILITY.** MGT shall not be held liable for factors outside of its reasonable control, including losses or damages as a result of Client's provision of inaccurate data, or changing laws, regulations, political conditions.

TO THE EXTENT PERMITTED BY LAW AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, DATA OR DATA USE, OR LOSS OR INTERRUPTION OF BUSINESS, ARISING OUT OF ANY OF THE TERMS OR CONDITIONS OF THIS AGREEMENT OR WITH RESPECT TO ITS PERFORMANCE HEREUNDER, WHETHER ARISING OUT OF BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY OR ANY OTHER THEORY. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES APPLIES EVEN IF A PARTY HAD OR SHOULD HAVE HAD KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.

8. **GOVERNING LAW, JURISDICTION AND CONSENT TO SUIT.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of Illinois, irrespective of the choice of laws principles of the state of Illinois, as to all matters including validity, construction, effect, enforceability, performance, and remedies. MGT submits itself and its property in any legal action or proceeding relating to this Agreement to the exclusive jurisdiction of the Circuit Court of Cook County, Illinois and MGT hereby accepts venue in each such court.

9. **CONFIDENTIALITY.** Each party shall maintain in confidence and protect from unauthorized disclosure all information exchanged between the Parties that is reasonably understood under the circumstances to be confidential, whether disclosed orally, in writing or marked as confidential ("Confidential Information").

The receiving party shall make all reasonable efforts to protect Confidential Information from disclosure to unauthorized third parties. Confidential Information may be disclosed to third parties with a need-to-know under the circumstances and who are bound by confidentiality obligations no less restrictive than those herein. Neither party shall use such Confidential Information except in performance of the Services. MGT may, however, disclose Client's name and the general nature of MGT's work for Client sales proposals.

The above obligations of confidentiality shall not apply to the extent that the receiving party can show that the relevant information (a) was at the time of receipt already in the receiving party's possession; (b) is, or becomes in the future, public knowledge through no fault or omission of the receiving party; (c) was received from a third-party having the right to disclose; or (d) is required to be disclosed by law.

10. FORCE MAJEURE. Neither party shall be liable or considered at fault for any delay (except for payment) resulting from circumstances beyond the party's reasonable control, including but not limited to fire, flood, earthquake, elements of nature, epidemics, global pandemics, quarantines, acts of God, acts of war, labor disputes, and supply chain disruptions ("Excusable Delays"). The delayed party shall notify the other party in writing upon the discovery of any significant Excusable Delay. During an Excusable Delay, the delayed party shall use reasonable efforts to mitigate costs and damages and to resume performance under this Agreement.

The Parties recognize that MGT's ability to timely perform under a SOW is contingent upon Client's timely provision of any agreed-upon data, personnel access, or other requirements. If Client's failure to provide to such data, access or other requirements causes significant delays to MGT's progression of Services, and MGT incurs losses or damages as a result, then the Parties shall negotiate and execute a SOW amendment for an equitable adjustment to the schedule and for additional costs. MGT shall provide all substantiating documentation of costs reasonably requested by Client in consideration for any equitable adjustment. Excusable Delays shall not give rise to an equitable adjustment.

11. FEES AND PAYMENT. Unless otherwise set forth in a SOW, all correct invoices submitted by MGT to Client shall be due and payable upon receipt. If Client disputes an invoice or portion thereof in good faith, then Client shall pay any undisputed portion and provide MGT with written notice of the dispute, in reasonable detail, and the Parties shall promptly meet to resolve such dispute. All payment related schedules and penalties for late payments regarding the services provided under this Agreement are governed by the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.). MGT may stop work after sixty (60) days of Client's non-payment of undisputed invoiced amounts.

12. MODIFICATION. This Agreement and any SOW shall only be modified by written amendment signed by the Parties. All signed amendments shall be deemed incorporated into this Agreement by reference.

13. NON-SOLICITATION. During the term of this Agreement and for a period of two (2) years following termination or expiration, neither party shall knowingly, directly or indirectly, solicit nor encourage the solicitation of any person who is, or was within a 12-month period prior to such solicitation, an employee of the other party or its affiliates that became known to the other party as a result of this Agreement, except with the prior written consent of the other party. This provision shall not restrict the right of either party to solicit by public advertisement.

14. ASSIGNMENT. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger,

reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

15. INDEPENDENT CONTRACTOR. It is expressly understood that at all times, while rendering the Services, MGT is acting as an independent contractor and not as an officer, agent, or employee of the Client. MGT shall not be required to keep specific work hours (except in the case of specific hours required under employee leasing contracts), equipment, or a specific office, and shall use independent means and methods for performing the Services. For all purposes, including Medicare, Social Security taxes, the Federal Unemployment Act ("FUTA"), income tax withholding, worker's compensation, and unemployment insurance, MGT, its personnel and contractors will be treated and deemed independent contractors and not employees of Client.

16. NON-DISCRIMINATION/EQUAL EMPLOYMENT PRACTICES. Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state, or local laws. During the performance of this Agreement, neither party or their employees, agents, or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, physical disability, or any other classifications protected by local, state, or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

17. NOTICES. All legal notices required by this Agreement are deemed to have been given when notices are both (1) delivered by email to the email address below, and (2) following such email delivery, a mailed copy of the notice is delivered to the mailing address below.

To MGT Impact Solutions, LLC:

Name: MGT Impact Solutions, LLC
ATTN: Legal Notice/Contracts
Address: 4320 West Kennedy Blvd.
Tampa, FL 33609
Email: contracts@mgt.us

To Client:

Name: Bartlett, Illinois
ATTN: Janelle Terrance
Address: 228 S. Main St.
Bartlett, IL 60103
Email: jterrance@bartlettill.gov

If the email address and mailing address is incomplete for a party, then notice shall be mailed to the address on the first page of this Agreement.

18. SEVERABILITY. If any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable, and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

19. COUNTERPARTS AND EXECUTION. This Agreement and any SOW may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts may be executed by electronic signature and delivered by scanned signature or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

20. SURVIVAL. The sections Term, Termination, Insurance, Indemnification, Limitation of Liability, Governing Law, Jurisdiction, Consent to Suit, Confidentiality, and Non-Solicitation, of this Agreement and

the payment obligations described in any SOW shall survive the termination or expiration of the Agreement or SOW.

21. ENTIRE AGREEMENT. This Agreement and all exhibits constitute the entire and only agreement between the Parties. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, except for those expressly stated herein. Any purchase order provided by the Client will be limited by, and subject to, the terms and conditions of this Agreement.

22. NON-EXCLUSIVITY. This Agreement is non-exclusive, and both Parties remain free to enter into similar agreements with third parties. During the term of this Agreement, MGT may perform Services for any other clients, persons, or companies as MGT sees fit, so long as the performance of such Services does not interfere with MGT's performance of obligations under this Agreement, and do not create a conflict of interest.

23. THIRD PARTY BENEFICIARIES. Except as specifically set forth herein, nothing in this Agreement is intended or shall be construed to confer upon any person or entity, other than the parties hereto and their successors or assigns, any rights or remedies under or by reason of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Master Services Agreement.

MGT IMPACT SOLUTIONS, LLC

BARTLETT, ILLINOIS

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Paula Schumacher
Title: Village Administrator
Date:

**EXHIBIT A
PROFESSIONAL CONSULTING STATEMENT OF WORK**

As of October 9, 2024 (“Effective Date”), **MGT Impact Solutions, LLC (“MGT”)** and the **Village of Bartlett (“Client”)** execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated October 9, 2024 (“Agreement”).

1. **PROJECT:** Classification and Compensation Study
2. **SCOPE:** MGT will conduct a Classification and Compensation Study in accordance with MGT’s proposal dated September 20, 2024, attached hereto and made part of this SOW by reference.
3. **LOCATION -** Virtual
4. **PERIOD OF PERFORMANCE/PROJECT TIMELINE:**
The term of this Statement of Work begins within four to six weeks from the Effective Date of this Agreement and terminates upon Project completion.
5. **COMPENSATION AND REIMBURSABLE EXPENSES**
 - a. Cost - \$33,540
 - b. Expenses- If the client requests any on-site meetings, there will be additional costs for travel time and expenses.
6. **INVOICING AND PAYMENT**

Payment Milestones:

1st Invoice: 40% of the Cost in Section 5(a) above after the initial project meeting.

2nd Invoice: 40% of the Cost in Section 5(a) above will be due after delivery of the preliminary analysis.

The balance of the Cost in Section 5(a) above and any expenses incurred will be due upon completion of the Study.

All invoices will be sent to the Village and are payable in accordance with the Local Government Prompt Pay Act (50 ILCS 505/1 et seq.).

MGT IMPACT SOLUTIONS, LLC

BARTLETT, ILLINOIS

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Paula Schumacher
Title: Village Administrator
Date:

MGT



Proposal

SEPTEMBER 20, 2024

RFP

Classification and Compensation Study

Village of Bartlett, Illinois

Submitted by:

RACHEL SKAGGS
DIRECTOR

790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093

815.303.2187
RSKAGGS@MGT.US

Table of Contents

COVER LETTER.....	1
STATEMENT OF QUALIFICATIONS.....	3
FIRM PROFILE.....	3
EXPERIENCE & QUALIFICATIONS	7
KEY PERSONNEL	10
PROJECT APPROACH & METHODOLOGY	12
PROJECT UNDERSTANDING	12
PROPOSED WORK PLAN.....	13
PROJECT TIMELINE.....	18
APPENDIX A. STAFF BIOGRAPHIES	19
APPENDIX B. REQUIRED FORMS	24
EXHIBIT B – PROPOSAL FORM, DETAILED COST SPREADSHEET & NARRATIVE.....	24
EXHIBIT C – REFERENCES.....	27
EXHIBIT D – PROPOSER CERTIFICATION	28
EXHIBIT E – SEXUAL HARASSMENT POLICY	29



Cover Letter

September 20, 2024

Janelle Terrance, Human Resources Director
Village of Bartlett
228 S. Main Street,
Bartlett, IL 60103



RE: RESPONSE TO RFP CLASSIFICATION AND COMPENSATION STUDY

Dear Ms. Terrance:

MGT Impact Solutions, LLC (MGT) is pleased to present this response to your recent Request for Proposal (RFP) for a Classification and Compensation Study for the Village of Bartlett ("Village"). This response reflects our understanding that the Village of Bartlett is seeking a Classification and Compensation Study including a review of benefits and compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA) for approximately 80 positions. MGT's response provides the Village with related firm qualifications, key experience, a detailed work plan with timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for the Village.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Effective planning, organizing, and directing HR functions are critical to achieving the Village's strategic objectives. A well-structured classification and compensation plan will form the backbone of the Village's HR strategy, ensuring it can recruit and retain top talent even in a competitive market. We also emphasize strict adherence to the ADA and FLSA. Our approach includes evaluating job functions to ensure ADA compliance and analyzing job classifications for proper FLSA alignment, ensuring accurate exempt/non-exempt status and fostering a fair, inclusive work environment.

MGT provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. MGT consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS

MGT Impact Solutions, LLC
4320 West Kennedy Boulevard | Tampa, Florida 33609
P: 813.327.4717 | www.mgt.us
FEIN: 81-0890071

PROPOSAL CONTACT

Rachel Skaggs, Director – Human Capital Solutions
790 Frontage Road, Suite 213 | Northfield, IL 60093
P: 815.303.2187 | E: rskaggs@mgt.us



COVER LETTER

Thank you for the opportunity to submit a proposal to the Village of Bartlett. Should you have questions on any aspect of this proposal, please contact **Rachel Skaggs** at **815.303.2187** or **rskaggs@mgt.us**.

Regards,

A handwritten signature in blue ink, appearing to read "Patrick J. Dyer".

Patrick J. Dyer, Vice President
Authorized to bind the firm



Statement of Qualifications

Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since its inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned, and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their "why" is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

ASC 20-7359, 24-7484

OMNIA LS4612

TIPS 220601, 220802, 230105

TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

STATEMENT OF QUALIFICATIONS



50
years

900
consultants

30,000
projects

A Social Impact Commitment

DEFINED BY **IMPACT**

Making a profound impact on society is at the heart of who we are and what we do. The Village of Bartlett should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. MGT understands that the work we do together will not only shape the efficiency and effectiveness of the City's operations but also enhance the lives of the citizens you serve.

By focusing on the physical demands of each job and ensuring compliance with the Americans with Disabilities Act, this project not only enhances the well-being of the workforce but also demonstrates the City's commitment to inclusivity and equitable employment practices. This project will contribute to a more efficient, responsive, and inclusive City government, fostering a positive work environment and better service delivery to the community.

MGT's Expertise

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



STATEMENT OF QUALIFICATIONS



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.



Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

STATEMENT OF QUALIFICATIONS

We deliver these solutions through our “three-point stance” of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the “best of the best” to join us in our work supporting clients’ top priorities.

PEOPLE



We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

PERFORMANCE



We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.

Experience & Qualifications

Incomparable Classification and Compensation Consulting Expertise.

We are proud to offer the exceptional expertise of our team members, and our understanding and knowledge of the Village of Bartlett's scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise vital to identifying real, practical solutions that meet our clients' needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today's public sector environment.



Success Stories

"What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...."

MGT has conducted **more than 270 classification and compensation studies in the past 10 years**. More specifically, MGT's consultants are adept in HR consulting in the state of Illinois and for similar organizations as illustrated by our list of completed projects below.

Illinois		
Antioch	Gurnee	Northfield
Arlington Heights	Hanover Park	Oak Park
Bensenville	Hazel Crest	Oak Park Park District
Berkeley	Henry County	Oregon
Bloomington	Highland Park Park District	Orland Park
Cary Park District	Joliet	Oswegoland Park District
Champaign County Forest Preserve District	Kenilworth	Palatine Park District
Champaign Park District	Lake Barrington	Peoria
Channahon	Lake Forest	Plainfield
Clinton	Lake Zurich	Plano
Coal City	Lincolnwood	Princeton
Collinsville	Lisle	Quincy
Crest Hill	Lisle-Woodridge Fire District	Rantoul
Deer Park	Lockport	Red Bud
DeKalb County Health Department	Machesney Park	Richton Park
Des Plaines	Maine Township	Rochelle
Dixon	Matteson	Round Lake
East Moline	McHenry	Schaumburg Township District Library
Elk Grove Village	McHenry County Conservation District	Skokie
Elmhurst Park District	Metra	South Barrington
Fox Lake	Moline	St. Charles

STATEMENT OF QUALIFICATIONS

Fox River Water Reclamation District	Montgomery	Sterling
Fox Valley Park District	Mount Prospect	Urbana Park District
Galesburg	Niles	Vernon Hills
Geneva	Norridge	Villa Park
Glencoe	North Aurora	Wauconda
Glenview	North Chicago	Wilmette Park District
Glenview Park District	North Shore Water Reclamation District	Winnetka
Greater Peoria Mass Transit District	Northern Suburban Special Recreation Association	Winnetka Park District

WHY IS MGT THE MOST QUALIFIED TO CONDUCT THE VILLAGE'S STUDY?

- ✓ **Experience.** MGT has the experience and certifications that HR departments need. MGT staff are certified as Senior Human Resources Management Certified Professionals (SHRM-CP), Project Management Professionals (PMP), and Change Management Professionals (CCMP). Additionally, MGT has conducted numerous human capital studies nationwide, such as HR audits, compensation and classification studies, staffing reviews, performance system updates, and organizational reviews. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ✓ **Comprehensive Compliance:** At MGT, we prioritize meticulous adherence to both the ADA and the FLSA. Our approach involves a thorough evaluation of physical job functions to ensure they are fully compliant with ADA standards, thereby supporting an inclusive work environment. Additionally, we rigorously analyze job classifications to ensure alignment with FLSA requirements, ensuring that each role is accurately classified and compensated according to its exempt or non-exempt status. This commitment to comprehensive compliance meets regulatory standards and fosters a fair and equitable compensation system for all employees.
- ✓ **Best Practices Comparisons.** MGT offers the Village our extensive experience to identify exemplary management practices – reflective of the Village’s input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the Village’s compensation system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ✓ **Sound Findings and Data-Driven Recommendations.** In our experience, most major improvements in local government operations require bold thinking. In helping the Village reconcile its pay system with its evolution and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real – *not just on paper* – savings and ease of future pay administration for the Village.
- ✓ **Assistance in the Implementation of Recommendations.** We will not simply leave the Village with a report and a plethora of recommendations. We will create detailed

STATEMENT OF QUALIFICATIONS

implementation strategies to support the Village with initial implementation and best practice guidance for maintaining and sustaining an equitable compensation study and classification system over the long-term.

- ✓ **Objectivity and Flexibility.** As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generating objective independent solutions to assist the Village to achieve the best outcomes. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the successful completion of project deliverables, a valid and responsive final report and, more importantly, an implementable and flexible compensation system relevant to the Village's current realities and beyond.

STATEMENT OF QUALIFICATIONS

Key Personnel

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- Build on our clients' existing strengths and resources while empowering them to address present challenges.
- Assist our clients to learn about widely recognized best practices and emerging research.
- Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long-term.

The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to the Village of Bartlett. The team we have designated is highly experienced with this type of engagement and, therefore, requires little orientation time. Biographies of each team member are listed below in **Appendix A**.

PROJECT STAFF ROLES AND RESPONSIBILITIES

ROLE ASSIGNED

RESPONSIBILITIES

VILLAGE OF BARTLETT REPRESENTATIVE

We look forward to working with the Village's Representative to build a long-lasting and trustworthy partnership that produces innovative solutions.

PROJECT MANAGER*

*Rachel Skaggs
Katy Yee
Rachel King*

The Project Manager holds the following responsibilities:

- Main point of contact for the Village.
- Day-to-day management of the project, tasks, and deliverables.
- Oversight over service and deliverable quality.
- Management of all project deadlines.
- Maintains frequent contact with the Village's Representative throughout the lifecycle of the project.

STATEMENT OF QUALIFICATIONS

ROLE ASSIGNED

RESPONSIBILITIES

CONSULTANT TEAM**
Alice Bieszczat
Julie Hawkins

- The Consultant Team holds the following responsibilities:
- Work closely with the Village under the direction of the Project Manager to carry out the various tasks and deliverables.
 - Utilize individual subject matter expertise to customize and execute each work task and fulfill the Village’s stated expectations.
 - Conduct collection and analysis of relevant data.
 - Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

*The Project Manager will be assigned at the time of contract commencement and will be determined depending on workload and commitments at that time.

**Additional consultants with subject matter expertise will be used to assist with employee interviews.





Project Approach & Methodology

A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.

Project Understanding

The Village of Bartlett is interested in a review of its current classification and compensation plan for employees in approximately 81 positions in the organization. Our priority is to ensure full compliance with the ADA, FLSA, and other relevant legislation. We will perform a thorough review of your current compensation and benefits structure to confirm that all positions align with local, state, and federal requirements. This study will develop a fair and competitive compensation system that effectively attracts and retains qualified employees while also being organized, consistent, and sustainable for the long term.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. Over 90% of pay plans recommended by MGT have been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- Pay plans that were tied to performance.

Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the



PROJECT APPROACH & METHODOLOGY

contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the Village's deadline.

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the Village's Project Manager, providing regular project status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.

Our team's approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

Proposed Work Plan

To accomplish the Village's objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note, we have specified those areas where we will need the Village's input/assistance.

TASK 1.0: MEETINGS, SALARY SURVEY, & JOB ANALYSIS

Activities

1.1 Study Preparation and Project Meeting

Meet with the Village's representatives to discuss study methods, review organization charts, personnel policies/practices, and the current classification and pay plans. MGT will review the timeline, answer questions, and review the scope and schedule of work. MGT will require the Village to submit a data collection worksheet along with the following information (if available): copies of organizational charts for each department, pay plans, the current personnel manual, and any other relevant information related to salaries.

1.2 Establishing Comparable

Working with the Village's staff and using our broad-based cohort methodology, MGT will determine a logical survey sample of "like" entities that impact the compensation market for the Village. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.

In addition, MGT partners with Salary.com and uses their CompAnalyst tool to collect employer reported market data, updated monthly, which is designed to support unique situations, such as hybrid positions, or for collecting private sector market data. CompAnalyst data can be controlled for geographic area, industry, and/or organizational full-time equivalent (FTE) or budget size. All positions included in the scope of this study can be benchmarked to this data source. This data source is also utilized to address gaps in peer data responses from the Market Survey and to provide additional data verification

PROJECT APPROACH & METHODOLOGY

for gathered market survey data. This tool is the most reliable way to gather private sector data.

1.3 Preparing for and Hosting Employee Kick Off Meeting

Shortly after the initial project meeting with the Village's representatives, MGT will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. MGT understands many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, a recorded presentation of the meeting will be made available to them. Employees will then be allowed two weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to MGT within four weeks of distribution.

1.4 Prepare Market Survey, Survey Distribution, and Follow-Up

MGT will prepare the market surveys to gather data for benchmark classifications in the comparable entities. To accomplish this, the Project Manager will work with the Village's representatives to select benchmark classifications. These positions will be chosen on the criteria of those that are most common in all entities and that cover all the various pay grades in the Village. In addition to job titles, brief position descriptions are included in the market survey to make sure we are receiving salary data for "like" positions in the comparable entities. MGT will also use the CompAnalyst tool from Salary.com to gather market data for positions in the Study. The criteria will be determined at the time of analysis.

Note: While MGT will prepare all the materials to be sent out for the market surveys, we have found sending out the survey under the client's email generates a better/faster response than when it is sent out under our letterhead/name. In addition, the Village may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

1.5 Job Evaluation Analysis and Establishment of Job Classification System

Upon return of the JAQs by the Village, MGT will perform the following:

- A. Read each JAQ and corresponding Job Description (up to 81), in their entirety.
- B. Prepare for and conduct a virtual interview with at least one employee from each position to further understand the scope of their job.
- C. Analyzing Data, Assigning Skill Levels, and Establishing a Classification Plan:
Apply a measurement system of job evaluation factors, using nine main factors used in our job evaluation instrument to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes, assuring the job title and related recommended pay range match the employee's actual tasks.

Note: A formal job evaluation system, such as the one utilized by MGT, is an attempt to objectify the reasons jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation. These are: (1) skills required, (2) responsibility, and (3) working conditions. The Equal Employment Opportunity Commission (EEOC)

PROJECT APPROACH & METHODOLOGY

recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation. The nine factors used by MGT are essentially subdivisions of the first three factors mentioned above. In addition, it is MGT's practice that – under Title VII of the Civil Rights Act of 1964, the ADA, and the Age Discrimination of Employment Act (ADEA) – it is illegal to discriminate in any aspect of employment. MGT will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

Based on the results of the job evaluation process outlined above, assign all classifications to skill levels. Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

Review the results of the job evaluation exercise with the Village's representatives and revise as necessary.

In addition, MGT will invite Department Heads to participate in an online survey, the Management Issues Process Survey (MIP), as an opportunity to communicate specific concerns related to the Village's current classification and compensation system. The feedback collected will augment the Classification process.

- 1.6 FLSA Review: Each position will be reviewed for the appropriate Fair Labor Standards Act (FLSA) designation. MGT will make recommendations on any necessary changes to the positions FLSA status.

Deliverables

- Start Up Documents
- JAQ Form
- MIP Survey

TASK 2.0: DATA ANALYSIS

Activities

2.1 Compiling and Analyzing Market Data and Creating the New Compensation Plan

Tabulate, summarize, and analyze comparative market data. MGT's pay tabulations compare the Village's salaries for the positions, with the minimum and the maximum of the market data for each position, when possible. Data is displayed for each jurisdiction and summarized in an overall table. This data is analyzed to determine the percentage difference between the Village's present pay for each position and the market data.

MGT will incorporate the market data with the Skill Levels described in Task 1.5 to put together the new Compensation Plan. MGT will work with the Village to determine the Village's policy (or MGT will make a recommendation) with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, MGT will use the market data to develop and recommend new salary schedules for the Village's classifications. This process will include a recommendation regarding how employees are inserted into

PROJECT APPROACH & METHODOLOGY

the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

2.2 Preliminary Analysis Review and Training

MGT will meet with the Village to review the preliminary analysis. The preliminary analysis is a draft version of the proposed Classification and Compensation Plan. The review can take multiple meetings to ensure that everything is covered, and all questions are answered. MGT will also require feedback from the Village on certain aspects of the proposed Plan.

During these meetings, MGT will train designated staff on the use of the system, maintenance, and upkeep of the Plan. A manual outlining the process will be provided to the Village.

MGT will provide multiple options to the Village for their consideration and share the benefits and cons of each option along with implementation costs.

Additionally, MGT will provide **support services at no additional cost** to the Village for one year from the date of an executed contract. This will include any communication regarding questions concerning the report.

2.3 Compiling, Analyzing, and Reviewing Benefit Data

MGT will compile, analyze, and review benefit data collected through the market survey. MGT will provide a summary table for each benefit offering that was included in the survey and a narrative of the benefit offerings in the final report. MGT will compare the benefits offered in the Village with the benefits provided in the comparable communities and note if they are above or below the average for each offering.

Deliverables

- Market Data
- Proposed Pay Plan(s)
- Summary of Benefit Data

TASK 3.0: PROGRESS COMMUNICATION AND UPDATES

Activities

- MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with the Village's representative and to be available to address the Village's questions, concerns, and needs.
- MGT will share updates with the Village as requested, and particularly at critical points in the Study. Additionally, the Project Manager will meet with the Village's representative, and, if requested, other key staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

Deliverables

- Ongoing communication with the Village
- Progress Updates

TASK 4.0: DRAFT AND FINAL REPORT PREPARATION

Activities

- 4.1 A draft report will be prepared by the Consultants and sent electronically to the Village that includes:
- Executive Summary highlighting the overall scope of the Study and the general observations, outcomes, and recommendations contained within the Report.
 - Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
 - Pay ranges that are consistent with the Village’s pay policy, outlining the pros and cons of each option.
 - Assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
 - Maintenance plan with recommendations on keeping the plan equitable and up to date over the next 5-10 years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - Implementation plan and cost estimates of implementing the Study’s findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the Village to compare various options.

- 4.2 Once the Village’s representatives return review comments, a final report will be prepared and sent to the Village.

Deliverables

- Draft Report
- Final Report

TASK 5.0: PRESENTATION OF FINDINGS

Activities

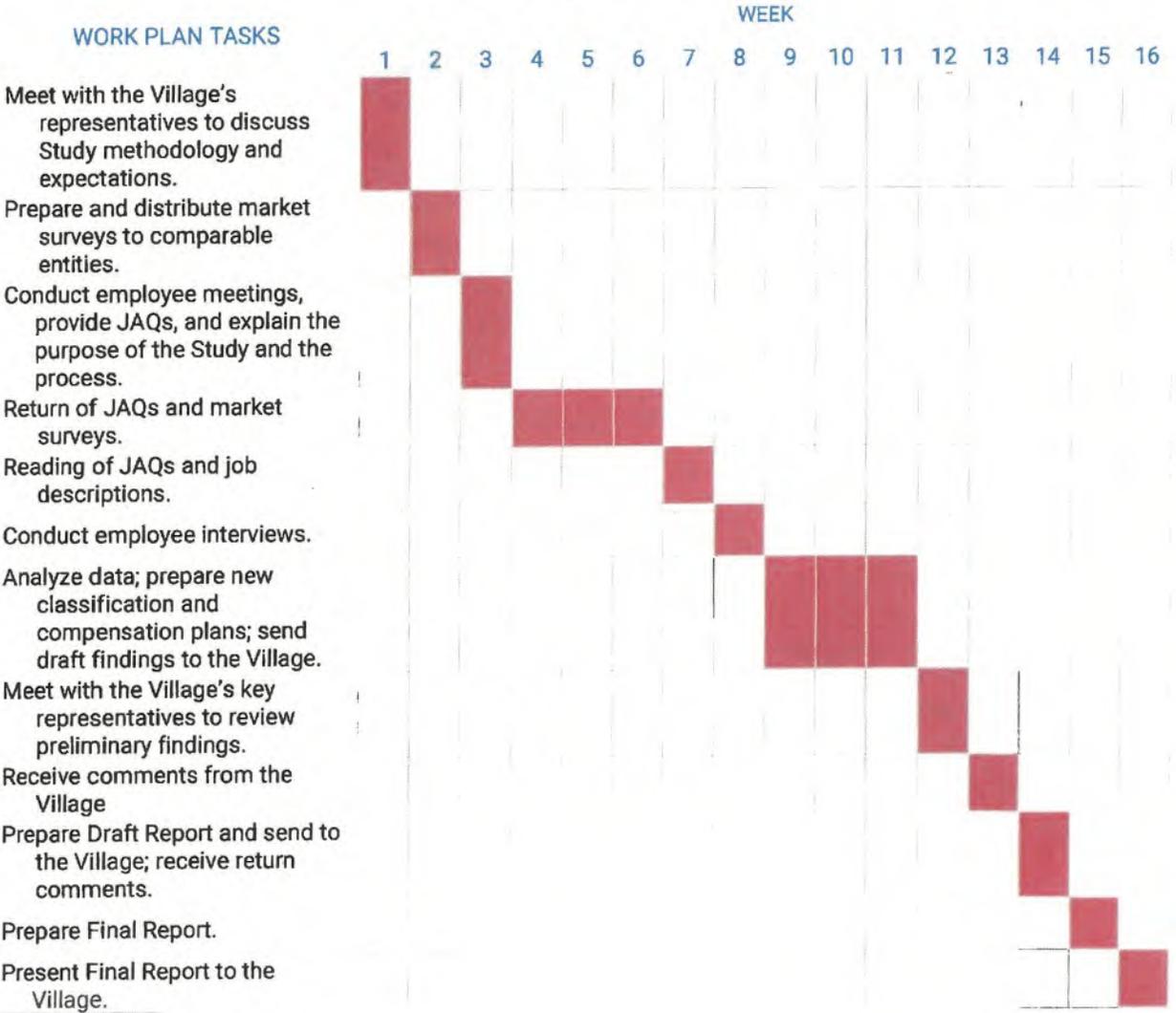
The MGT Project Manager will present the finalized plan recommendations and final report to the Village.



Project Timeline

MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT's experience conducting similar projects, we anticipate the proposed project can be completed within approximately 16 weeks of project initiation as illustrated in **Exhibit 1**. The schedule is contingent, however, upon the timely response from the comparable entities supplying the market data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of MGT and may lengthen the completion of the report.

Exhibit 1. Proposed Schedule





Appendix A. Staff Biographies

Biographies of our proposed project personnel are provided below. Additional staff consultants may be used for employee interviews if needed.



Rachel Skaggs
Director

MGT

Rachel Skaggs is a seasoned Director with over a decade of experience in local government management. Specializing in budget management, economic development initiatives, human resources, and community engagement, Rachel has successfully led more than 50 projects across diverse communities nationwide. Her comprehensive approach ensures that strategic plans promote both internal and external equity, achieving long-term administrative efficiency. Rachel's expertise is backed by her significant contributions to Illinois municipalities, including the Village of Montgomery, Village of Schaumburg, and the City of Princeton, where she demonstrated fiscal responsibility and strategic leadership in various projects.

In her previous roles as a management analyst, Rachel managed HR tasks, budgeting, and community outreach efforts, consistently fostering vibrant and engaged communities. She is passionate about advancing diversity and inclusivity in municipal decision-making processes, having co-authored articles on women in government leadership and implemented initiatives to enhance citizen involvement. Rachel's commitment to collaboration and trust-building is reflected in her active memberships in professional organizations, contributing to her reputation as a trusted leader in local government management.

Areas of Expertise

- Local Government Management
- Capital and General Budgets
- Economic Development Initiatives
- Human Resources
- FLSA Requirements
- Debt Refinancing
- Contract Negotiation
- Community Engagement

Education

- Master of Public Administration, Northern Illinois University
- B.A., English and Political Science, Northern Illinois University

Professional Development & Speaking Engagements

- Presentation on Females in Local Government:
 - ICMA Conference, Phoenix, Arizona, 2012
 - The Legacy Project
 - ILCMA
- Public Management Magazine article "Women Leading Government", co-authored with Heidi Voorhees
- Public Voices XIII No. 2 article "Advancing Women in Local Government: The Case in Illinois", co-authored with Dr. Kimberly Nelson

Memberships & Affiliations

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- Princeton Rotary Club
- The Legacy Project

Professional Experience

- Princeton, IL, City Manager, 2015-2019
- Village of Schaumburg, IL, Management Analyst, 2012-2015
- Village of Montgomery, IL, Management Analyst; HR Manager, 2009-2012



Katy Yee

Project Manager

Katy Yee brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention, and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency-wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record, and ensuring compliance with ACA requirements.

Most recently, Katy worked with Elgin Community College and the Forest Preserve District of Kane County. These opportunities highlighted Katy's ability to engage in and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical, and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner" – she truly enjoys working on solutions that help to support the operational needs of the organization.

Areas of Expertise

- Korn-Ferry methodology
- ACA compliance
- Accreditation
- Services Integration
- Client care access
- Client intake processes
- Medical records protocols
- Classification and Compensation Project Management

Education

- B.A., Urban Studies, Elmhurst College
- Certificate, Marketing Analytics, Udacity

Certifications

- SHRM-CP, Society for Human Resources, Certificate
- Time Management Trainer, Certificate

Memberships & Affiliations

Society for Human Resources (SHRM)
Illinois Park and Recreation Association (IPRA)

Professional Experience

Forest Preserve District of Kane County, Geneva, IL; Director of Human Resources

Elgin Community College, Elgin, IL; Director of Compensation and Talent Acquisition

DuPage County Health Department, Wheaton, IL; Director of Organizational Development; Human Resources Manager

DuPage County Government; Interim Director of Human Resources, Human Resources Manager; Human Resources Supervisor; Human Resources Generalist and Recruitment Specialist



Rachel King
Project Manager

Rachel King has nearly seven years of experience devising and implementing HR procedures. Her areas of expertise include policy development, employee recognition and engagement, classification and compensation, benefits reviews, and performance management. Ms. King also has experience with the management and development of annual operating budgets, preparing monthly financial reports and analysis and contributing to the maintenance of accurate, up-to-date general ledgers. Her primary responsibilities include obtaining, compiling, and analyzing complex information and data for projects, survey administration, supporting the project director with project communications, and writing and editing reports.

Ms. King is currently studying for her SHRM-CP Certification and the SHRM People Analytics Specialty Credential.

Areas of Expertise

- HRIS & ATS
- Benefits Administration
- Performance Management
- HR Strategy Creation & Execution
- Onboarding & Offboarding
- Training & Leadership Development
- Employee Relations Management
- Policy Development
- Project Management
- Compensation Management
- Employee Retention
- Employee Engagement & Satisfaction

Education

- B.S., HR Management, Southern New Hampshire University

Selected Project Highlights

Diversity & Inclusion/Disparity

- Athens-Clarke County, GA
DEIB Study
- City of Pleasanton, CA
DEIB Study
- Housing Authority of the County of San Buenaventura, CA
DEIB Study
- City of Houston, TX
DEIB Study
- Howard County, MD
DEIB Study
- City of Portsmouth, VA
DEIB Study
- Pitkin County, CO
DEIB Study
- City of Richmond, VA
DEIB Study
- City of Snohomish, WA
DEIB Study
- State of Maryland
DEIB Study

Human Capital

- Hawkeye Community College, IA
Classification and Compensation Study
- Livingston County, MI
Classification and Compensation Study
- Livingston County Community Mental Health, MI
Classification and Compensation Study
- Navajo Tribal Utility Authority, AZ
Classification and Compensation Study
- Rhode Island Housing, RI
Executive Compensation Survey & Analysis
- Tampa Housing Authority, FL
Classification and Compensation Study

Work Experience

- MGT Impact Solutions, LLC, Project Manager, 2022-present
- cove.tool, HR Manager, May 2021-March 2022
- Edward Jones, HR Generalist, June 2019-May 2021
- Edward Jones, Office Manager/Retirement Specialist, February 2016-June 2019



Alice Bieszczat

Classification and Compensation Specialist

Alice Bieszczat is a seasoned Classification and Compensation Specialist with over 25 years of diverse experience across the private, non-profit, and public sectors. Over the past decade, she has spearheaded or contributed to over 120 Classification and Compensation Studies across 15 states, collaborating with municipalities, counties, park districts, special services agencies, and non-profit organizations. Her expertise spans union, non-union, management, technical, and administrative positions, showcasing her adaptability to various organizational structures and complexities.

In addition to her extensive consulting background with firms like Voorhees Associates and the PAR Group, Alice has provided non-profit consulting services for esteemed institutions such as the Ann & Robert H. Lurie Children's Hospital of Chicago and the Archdiocese of Milwaukee. Her recent projects have involved Classification and Compensation Studies in multiple states, highlighting her broad geographic reach and comprehensive approach to human resources consulting. Prior to her consulting roles, Alice contributed to transportation innovation research published in reputable journals and national media outlets, and led fundraising efforts at Lurie Children's Hospital, demonstrating her multifaceted skill set and dedication to driving positive organizational change.

Areas of Expertise

- Classification and Compensation Studies
- Human Resources Consulting
- Non-Profit Consulting
- Municipalities, Counties, Park Districts, and Special Services Agencies
- Union and Non-Union Environments
- Management, Technical, and Administrative Positions
- Transportation Innovation Research

Education

- M.P.S., DePaul University
- B.S., Mathematics, DePaul University

Professional Development & Speaking Engagements

- Published Research on Transportation Innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

Professional Consulting

Aurora Healthcare and the Archdiocese of Milwaukee
Ann & Robert H. Lurie Children's Hospital of Chicago
North Shore Senior Center
Logan Square Neighborhood Association

Professional Experience

Chaddick Institute of Metropolitan Development DePaul University, 2009-2012
Lurie Children's Hospital of Chicago, 2005-2008
American Diabetes Association, 2004-2005
Accelerated Fundraising Solutions, 2000-2003
Sprint Cellular/Alltel, 1996-2000



Julie Hawkins

Classification & Compensation Specialist

MGT

Julie Hawkins is a seasoned Classification and Compensation with MGT, bringing over 30 years of experience in local government administration and human resources. Throughout her career, Julie has successfully led more than 25 Classification and Compensation Studies in the past year alone, with numerous additional studies completed over the years. Her expertise encompasses a wide range of HR functions, including personnel policy and job description creation and updates, recruitment, and staffing studies. Julie's collaborative approach has seen her work effectively with elected and appointed officials across various municipal, park, library, and water agencies.

Julie is dedicated to the public sector, understanding its critical role in daily life. She is an accomplished speaker and trainer, having presented on topics such as hiring and onboarding, performance management, HR compliance in the public sector, I-9 compliance, and ethics programs. Julie has also contributed significantly to professional organizations by serving on boards and organizing events for annual conferences. Her academic credentials include a Master of Arts in Public Administration from Northern Illinois University and a Bachelor of Arts in Public Administration and Political Science from Augustana College.

Areas of Expertise

- Classification and Compensation Studies
- Personnel Policy and Job Description Creation and Updates
- Recruitment and Staffing Studies
- Human Resource Compliance in the Public Sector
- Hiring and Onboarding Processes
- Performance Management
- Training and Development

Education

- M.P.A., Northern Illinois University
- B.A., Public Administration & Political Science, Augustana College

Memberships & Affiliations

International City/County Management Association (ICMA) – Annual Conference Committee
 Illinois City/County Management Association (ILCMA)
 Illinois Association of Municipal Management Assistants (IAMMA) – Past President
 Society for Human Resource Management (SHRM)
 Illinois Public Employer Labor Relations Association (IPELRA)
 Illinois Association of Park Districts (IAPD/IPRA)
 Illinois Library Association (ILA)
 Illinois Government Finance Officers Association (IGFOA)

Professional Experience

Sikich LLP, Human Resources Consultant, 2009-2017
 CCF Consulting, Public Sector Human Resources Consulting Services, Owner, 1996-2009
 Village of Carol Stream, IL, Assistant to the Village Manager, 1989-1996
 Village of Elk Grove, IL, Village Manager's Office, Administrative Assistant, 1987-1989
 City of Rock Island, IL, Administrative Intern, 1986-1987



Appendix B. Required Forms

Completed forms are provided on the following pages.

Exhibit B – Proposal Form, Detailed Cost Spreadsheet & Narrative

Exhibit B

Proposal

In compliance with this Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein for the Village of Bartlett at the amount indicated, subject to modification through negotiations. The time and material, not to exceed, cost proposed shall include all anticipated expenses.

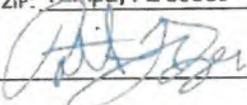
Time and Material (including expenses) with a Not-to-Exceed Cost of _\$33,540_

Include with your proposal a cost page indicating the estimated number of hours of work, proposed manpower, hourly rates, estimated expenses, and any other anticipated costs that are included in the above NTE cost.

Firm Name: MGT Impact Solutions, LLC

Address: 4320 West Kennedy Blvd., Ste 200

City, State, ZIP: Tampa, FL 33609

Signature: 

Name Printed: Patrick J. Dyer

Title: Vice President

Telephone: 888.302.0899

Date: 9/17/2024

If a Corporation:

ATTEST: _____ Title: _____

Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

Our cost proposal reflects our interpretation of the written requirements within your solicitation. **We take pride in customizing our client’s needs – and we will work with you to ensure our fees are aligned with your expectations and budget.** We have proposed the entire Study be conducted virtually; however, if the Village requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire study to be **\$33,540** plus other Optional Services (see below). We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 40% of the professional fees will be due after the initial project meeting, 40% after the preliminary analysis is provided, and the balance of 20% will be billed after the Study is completed. Invoices will be sent to the Village and are payable within 30 days of receipt.

NOTE: MGT prides itself on employee inclusion as a vital part of the Study process. This is done by conducting individual interviews with at least one employee in each position. We understand this can be a significant cost. While we highly recommend this process be included, we can remove item B under Task 1.5 if no employee interviews are needed.

The hourly rate is a combined rate of \$195/hour for the Project Manager (PM), Project Specialist (PS), and Consultants/Subject Matter Experts (SME). Each task below shows the portion of the study that each employee will work on.

Exhibit 2. Proposed Cost by Task

	Milestone and Tasks	Professional Hours	Professional Fees
1.0	Meetings, Salary Survey, and Job Analysis		
1.1	Study Preparation and Project Meeting (PM)	2	390
1.2	Establishing Comparables (PS)	8	1,560
1.3	Preparing for and Hosting Employee Kick Off Meeting (PM)	4	780
1.4	Prepare Survey, Survey Distribution, and Follow-Up (PS)	6	1,170
1.5A	Review and Reading of JAQs and Job Descriptions (PM, PS, and SME)	14	2,730
1.5B	Prepare for Interviews and Conduct Employee Interviews (PM and SME)	40	7,800
1.5C	Analyze Data, Assign Skill Levels, and Prepare a Classification Plan (PM)	12	2,340
1.6	FLSA Review (PM)	6	1,170
2.0	Data Analysis		
2.1A	Compile, Analyze, and Review Market Survey Data (PM and PS)	20	3,900

APPENDIX B. REQUIRED FORMS

	Milestone and Tasks	Professional Hours	Professional Fees
2.1B	Incorporate the Classification Plan with the External Market Data (PM)	8	1,560
2.1C	Establish a New Compensation Plan with Salary Schedules (PM)	8	1,560
2.2	Preliminary Analysis Review and Training (PM)	8	1,560
2.3	Compile, Analyze, and Review Benefit Survey Data (PM and PS)	10	1,950
3.0	Progress Communication and Updates (PM)	6	1,170
4.0	Draft and Final Report Preparation		
4.1	Prepare Draft Report (PM and PS)	10	1,950
4.2	Final Report (PM)	6	1,170
5.0	Presentation of Findings (PM)	4	780
	Total Project Costs	172	33,540

NOTE: If the Village accepts our proposal for this project, MGT will provide **support services at no additional cost for one year** from contract execution. This will include any communication regarding questions concerning the report.

Optional Services/Cost

PROGRESS REPORTS – It is customary to have periodic telephone conversations throughout the Study to provide progress reports. There will be no charge for these periodic telephone updates.

SITE VISITS – If the Village requests any on-site visits, there will be additional costs for the MGT’s time and expenses.

JOB DESCRIPTIONS – Updates to existing job descriptions cost \$250 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

ADDITIONAL SERVICES – Any additional services not covered in this proposal and requested by the Village will be billed at the rate of \$195 per hour plus expenses, including assistance with employee appeals.

This quote is firm and irrevocable for a period of three months, after which prices may increase.

Exhibit C – References

Your Company Name: *(Please Print):* MGT Impact Solutions, LLC

The Proposer shall list four (4) current references with needs similar to the Village of Bartlett for whom Proposer has provided comparable services. Please include company name, address, telephone number, year(s) employed by referenced firms, contact person, and type of work you performed for that entity.

1. Company Name/Municipality: Village of Vernon Hills, IL
Address: 290 Evergreen Drive Vernon Hills, Illinois 60061
Phone: (847) 918-3550
Contact Person: Kevin Timony, Village Manager
Type of Work and Date Performed: Classification and Compensation Study
2. Company Name/Municipality: City of St. Charles, Illinois
Address: 2 E. Main St., St. Charles, IL 60174
Phone: (630) 377-4446
Contact Person: Jennifer McMahon, Director of Human Resources
Type of Work and Date Performed: Classification and Compensation Study
3. Company Name/Municipality: Village of Oak Park, IL
Address: Village of Oak Park, 123 Madison Street, Oak Park, IL 60302
Phone: 708-358-5652
Contact Person: Kira Tchang, Assistant Village Manager/HR Director
Type of Work and Date Performed: Classification and Compensation Study
4. Company Name/Municipality: Village of Gurnee, Illinois
Address: 325 N. O'Plaine Gurnee, IL 60031
Phone: 847-599-7500
Contact Person: Christine Palmieri, Director of Human Resources
Type of Work and Date Performed: Classification and Compensation Study

Exhibit E – Sexual Harassment Policy



SEXUAL AND OTHER UNLAWFUL HARASSMENT

MGT is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, genetic information, sexual orientation, pregnancy, gender identity, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee experiencing an incident of sexual or other unlawful harassment should immediately report the matter to his or her direct supervisor. If the direct supervisor is unavailable or is involved in the harassment, the employee should immediately contact the Human Resources Director. If the Human Resources Director is unavailable or is involved in the harassment, the employee should immediately contact the Chief Executive Officer of MGT with his or her complaint.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



MGT OF AMERICA CONSULTING, LLC | JULY 2017 LAST REVISION APRIL 30, 2020
NEW EMPLOYEE HANDBOOK



MGT





Agenda Item Executive Summary

AGENDA ITEM: Authorization to purchase one Ford Interceptor Police Responder

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount	\$ 46,384.00	Budgeted	\$ N/A
--------	--------------	----------	--------

Fund: 6100-570170 Corresponding Activity Measure: Police Vehicle Replacement Fund

EXECUTIVE SUMMARY

The Police Department would like to purchase a new 2025 Ford Utility Police Interceptor vehicle to replace a 2017 Ford Utility Police Interceptor vehicle totaled in a traffic crash on August 13, 2024. The price to replace this vehicle, which includes delivery, is \$46,384.00 and would be taken from the Vehicle Replacement Fund. This vehicle would be purchased to maintain our fleet vehicle coverage for the patrol division. This vehicle would be delivered eight to ten months after placing the order with Currie Motors Fleet.

ATTACHMENTS (PLEASE LIST)

Police Department Memorandum
SPC Contract # 204

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue safety practices surrounding community events.

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to purchase a 2025 Ford Utility Interceptor vehicle through Suburban Purchasing Cooperative Contract #204 for \$46,384.00 from Currie Motors Fleet in Frankfort, Illinois.

Staff: Greg Milos, Support Services Sergeant

Date: November 5, 2024

**POLICE DEPARTMENT MEMORANDUM
24-51**

DATE: November 5, 2024
TO: Paula Schumacher, Village Administrator
FROM: Greg Milos, Sergeant
RE: Purchase of a Ford Interceptor Utility Police Vehicle for Patrol Division

The Suburban Purchasing Cooperative, a cooperative of 144 municipalities and townships in northeastern Illinois, awarded Currie Motors Fleet in Frankfort, Illinois, the contract for the 2025 Ford Utility Police Interceptor Vehicle. The 2025 Ford Interceptor Utility comes standard with All-Wheel Drive and features a V-6 engine.

This vehicle would replace a 2017 Ford Utility Police Interceptor that was totaled in a traffic crash on August 13, 2024. The price to replace this vehicle, which includes delivery, is \$46,384.00 and would be taken from the Vehicle Replacement Fund. This vehicle would be purchased to maintain our fleet vehicle coverage for the patrol division. It would be delivered eight to ten months after placing the order with Currie Motors Fleet.

MOTION: I move to purchase a 2025 Ford Utility Interceptor vehicle through Suburban Purchasing Cooperative Contract #204 for \$46,384.00 from Currie Motors Fleet in Frankfort, Illinois.



**2025 Ford Utility Interceptor
Contract #204**

\$47,615.00



Currie Motors Fleet

Nice People to do Business With!

Production Begins May 2024

Hybrid Motors are Late Availability

2025 Model Year is Allocation Based upon Sales History and Subject to Commodity Restrictions



2025 Ford Utility Interceptor

\$47,615.00

Standard Features

MECHANICAL ●3.3L Police-Calibrated V6 Direct-Injection Hybrid Engine System –Standard ●AWD Drivetrain Transmission – 10-speed automatic, police calibrated ●Lithium-Ion Battery Pack ●Brakes – Police calibrated high-performance regenerative braking system(Hybrid Only) ●4-Wheel heavy-duty disc w/heavy-duty front and rear calipers ●Brake Rotors – large mass for high thermal capacity and calipers with large swept area. ●Electric Power-Assist Steering (EPAS) – Heavy-Duty ●DC/DC converter – 220-Amp ●Cooling System – Heavy-duty, Engine oil cooler and transmission oil cooler ●Engine Idle Hour Meter ●Powertrain mounts – Heavy-Duty ●Class III Trailer Hitch Receiver and (2) recovery hooks ● Class III Trailer Tow Lighting Package ●Wheels— Heavy-duty steel, vented with center cap— Full size spare tire w/TPMS ●50-State Emissions System ● H8 AGM Battery ● **Engine Idle Control** ●Manual Police Pursuit Mode

EXTERIOR ●Antenna, Roof-mounted ●Cladding – Lower body-side cladding ●Door Handles – Black ●Exhaust, True Dual ● **Daytime Running Lamps – Configurable ON/OFF through instrument cluster** ●Door-Lock Cylinders (Front Driver / Passenger / Lift-gate) ●Glass – 2nd Row, Rear Quarter and Lift-gate Privacy Glass ●Grille – Black ●Headlamps – Automatic, LED Low-and-High-Beam ●Lift-gate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder●Mirrors – **Black Caps Power Electric Remote Heated Manual Folding with Integrated Spotter** ●Spare – Full size 18” Tire w/TPMS ●Spoiler – Painted Black● Lift-gate Handle ●Tail lamps – LED ●Tires – 255/60R18 A/S BSW ●Wheel-Lip Molding – Black ●Wheels – 18” x 8.0 painted black steel with polished stainless steel hub cover ●Windshield – Acoustic Laminated ●**Unity LED Drivers Spot Light** ●**Rear Tail Light Housing**

INTERIOR/COMFORT ●Cargo Hooks in cargo area ●Climate Control – Dual-Zone Electronic Automatic Temperature Control ●Door-Locks— Power ● **Rear-Door Handles and Locks Operable** ●Fixed Pedals (Driver Dead Pedal)● Floor – Heavy-Duty Thermoplastic Elastomer ●Glove Box – Locking/non-illuminated ●Grab Handles ●Heated Sanitization Solution ●**Lift gate Release Switch located in overhead console (45 second timeout feature)**●Lighting— Overhead Console— Red/White Task Lighting in Overhead Console— 3rd row overhead map light ●Mirror – Day/night Rear View ●Particulate Air Filter● Power points – (1) First Row ●Rear-door closeout panels ●Rear-window Defrost ●Scuff Plates – Front & Rear ●Seats— 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters — 1st Row – Driver 6-way lower track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar) — 1st Row – passenger 2-way manual track (fore/aft. with manual recline) — Built-in steel intrusion plates in both driver/passenger seatbacks — 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) ●Speed (Cruise) Control ●Speedometer –

Calibrated (includes digital readout) ●Steering Wheel – Manual / Tilt / Telescoping, Speed Controls and 4 user – configurable latching switches Sun visors, color-keyed, non-illuminated ●Universal Top Tray – Center of I/P for mounting aftermarket equipment ●Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature ● **Power Passenger Seat ● Courtesy Lights Disabled ● Rear Dome Light**

SAFETY/SECURITY ●Advance Trac® w/RSC® ●Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®●Anti-Lock Brakes (ABS) with Traction Control ● Brakes – Police calibrated high-performance regenerative braking system ●Belt-Minder® (Front Driver / Passenger)●Child-Safety Locks ●Individual Tire Pressure Monitoring System (TPMS)●LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations ●**Rearview Camera viewable on 8"Center Stack** ● Seat Belts, Pretensioner /Energy-Management System w/adjustable height in 1st Row ●SOS Post-Crash Alert System™● Perimeter Alert ● **Remote Keyless Fob ●BLIS ●Cross Traffic Brake Assist ●Pre-Collision Mitigation System ●Reverse Sensing System**

Police Up-fit Friendly ●Consistent 11-inch space between driver and passenger seats for aftermarket consoles (9-inch center console mounting plate)●Console mounting plate ●Dash pass-thru opening for aftermarket wiring ●Headliner- easy to service ●Two (2) 50 amp battery ground circuits – power distribution junction block (repositioned behind 2nd row seat floorboard). ● **Grill Wiring ●100 Watt siren/Speaker Prep Kit**

Functional ●Audio— AM/FM / MP3 Capable / Clock / 4-speakers— SYNC® interface — Includes hands-free voice command support — USB Port — (1) — 8" Color LCD Screen Center- Stack "Smart Display"● Easy Fuel® Capless Fuel-Filler ●Fleet Telematics Modem to support Ford Pro™ Telematics ●Front door tether straps (driver/passenger)●Power pigtail harness ●Simple Fleet Key; 4-keys●Two-way radio pre-wire ●Two (2) 50 amp battery power circuits – power distribution junction block (behind 2nd row passenger seat floorboard)●Wipers – Front Speed- Sensitive Intermittent; Rear Dual Speed Wiper ●Up fitter Interface System ●PAITRO output tied to lift gate release switch ●3 Year 36,000 Mile Warranty-5 Year 100,000 mile Powertrain Warranty ●Delivery under 75 miles



Models

X	K8A	2025 Utility Interceptor Hybrid-Late Availability	47,615.00

OPTIONS-Mechanical/Functional

X	99B-3.3L V-6 TI-VCT Motor NA with 99C Motor	-2661.00
	99C-3.0L Eco boost	893.00
	76D-Deflector Plate (engine and transmission shield)	320.00
	41H-Block Heater	179.00
	18X-100 Watt Siren Speaker (includes bracket and pig tail)	329.00
X	60R-Noise Suppression	94.00
	67U-Ultimate Wiring Kit	602.00
X	67V-Connector Kit	188.00
	85D-Front Console Mounting Plate Delete (NA with 67H, 67U, 85R)	NC
	85R-Rear Mounting Plate (NA with 65U, 85D)	56.00
	67H Ready For the Road Package-OEM Lighting and Wiring Package	3,532.00
X	18D-Global Lock/Unlock- Deletes 45 second Lift Gate Lock Release	N/C

Options-Exterior

	16P Rear Bumper Step Pad	94.00
	65L 18" Wheel Covers	65.00
X	Keyed Alike CODE 1435X	47.00
	942-Daytime Running Light-Cannot be Reprogrammed	47.00
X	68G- Rear Door Locks Inoperable	72.00
	52P-Hidden Door Lock Plunger Includes 68G	150.00
	43A-Rear Auxiliary Lights	376.00
	96T-Rear Spoiler Traffic Light-Compatible with Interior Upgrade Package	1,410.00
	51P-Drivers Side Spot Light Prep	132.00
	51S-Dual Spot Lights-Unity	582.00
	51T-Drivers Spot Light-Whelen	394.00
	51V-Dual Spot Lights-Whelen	629.00
	51W-Dual Spot Prep	264.00
	Spot Light Delete	-376.00
	63B-Side Marker Lights	320.00
	63L-Quarter Glass Lights	546.00
	66A-Front Headlamp Package	846.00
	66B-Tail Lamp Package	405.00
X	66C-Rear Light Package	432.00
	16D-Badge Delete	N/C
	21L Front Auxiliary Light	546.00

Options-Interior

	47E 12.1" Integrated Computer Screen	3,478.00
	63V Cargo Vault (Lockable Small Compartment)	253.00
	65U Interior Upgrade Package	367.00
	92R Solar Tint 2 nd Row (Deletes Privacy Glass)	85.00
	92G Solar Tint 2 nd Row and Cargo Area (Deletes Privacy Glass)	112.00
	87M 4" Rear Camera (1/4 size Picture in Picture in Upper Left Quadrant of Display)	N/C

	16C Carpet Floor Covering	141.00
	F6 Ebony Cloth Seating	51.00
	90D Ballistic Door Panels (Level III +)-Driver Front Door Only	1495.00
	90E Ballistic Door Panels (Level III+)- Driver and Passenger Front Doors Only	2979.00
	90F Ballistic Door Panels (Level IV+)- Driver Front Door Only	2274.00
	90G Ballistic Door Panels (Level IV +)- Driver and Passenger Front Doors Only	4541.00

Exterior Colors

	E4-Vermillion Red	
	JS-Iconic Silver	
	LK-Dark Blue	
	LM-Royal Blue	
	M7-Carbonized Gray	
	TN-Silver Grey Metallic	
	UJ-Sterling Gray	
X	UM-Agate Black	
	YZ-Oxford White	

Miscellaneous Options

	4-Corner LED Amber Strobes	1,395.00
	Rustproofing (Does Not Include Undercoating)	395.00
	Delivery Over 75 Miles	250.00
	Certificate of Origin (Customer to Complete Licensing)	N/C
X	License and Title- Municipal Municipal Police	203.00
	Passenger Title and Plates	351.00



Agenda Item Executive Summary

AGENDA Country Creek Streambank Stabilization Phase 2
ITEM: Engineering Services Agreement

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount \$ 575,595 (2 fiscal years) **Budgeted** \$ 700,000 (2 fiscal years)

Fund: General (Stormwater) **Corresponding Activity Measure:**

EXECUTIVE SUMMARY

Resolution approving a professional services agreement for Phase 2 Design with Hampton, Lenzini and Renwick, Inc. (HLR) for the Country Creek Streambank Stabilization project.

Phase I Engineering was approved through Resolution 2023-18-R in March 2023, to look into potential concepts for the project, early permit coordination and a public meeting with the residents along the creek. Staff has also held individual meetings with each homeowner along the creek to get a better sense of their specific concerns and answer any questions they may have.

ATTACHMENTS (PLEASE LIST)

Memo, Resolution, Agreement

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Evaluate, budget, and implement water, wastewater and stormwater infrastructure projects.

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve RESOLUTION #2024- _____ - R- A RESOLUTION APPROVING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF BARTLETT AND HAMPTON, LENZINI AND RENWICK, INC. FOR THE COUNTRY CREEK STREAMBANK STABILIZATION PHASE II ENGINEERING

Staff: Tyler Isham, Assistant Director of Public Works

Date: October 28, 2024

Memo

To: Paula Schumacher, Village Administrator
From: Tyler Isham, Assistant Director of Public Works
Subject: **Country Creek Streambank Stabilization Phase II Engineering Agreement**
Date: October 28, 2024

BACKGROUND

As discussed during past capital budget presentations at the Village Board, Staff has been made aware of the creek behind homes along Country and Redwood Drive. The creek is currently eroding, causing steep drop-offs and potential structure failures along the approximate 1,500 linear feet of creek. Staff sent out a request for statement of interest to different engineering firms, ultimately entering into an agreement for phase I engineering services on March 7, 2023, with Hampton, Lenzini, and Renwick, Inc. (HLR) (Resolution 2023-18-R).

Phase 1 included a limited topographic survey, conceptual designs for streambank stabilization, preliminary utility/outside agency coordination and a public meeting where HLR presented to the residents along the creek to make them aware of the potential project. Through this process it was determined to pursue a stabilization project that will include gabion baskets, culvert extension and native plantings where possible.

Staff has also been meeting individually with each homeowner along the creek (approximately 32 homes) to answer any questions they may have and to obtain more site-specific information for each lot. Staff sends a monthly email update to the homeowners along the creek to keep them in the loop on progress of the large-scale project. Staff has also been working with ComEd for the anticipated utility pole relocation.

DISCUSSION

HLR has submitted a proposal to perform the Phase II Engineering Services for the Country Creek Streambank Stabilization. The proposal includes survey and easement creation, design engineering, permitting, utility coordination, creation of bid specifications, an Engineers Opinion of Probable Cost. The proposal will also include meeting with property owners, any public meetings and looking into different funding options for the project. This has been approved in the capital improvement program. The proposal and agreement are attached for your review.

RECOMMENDATION

Staff recommends entering into the professional services agreement between Hampton, Lenzini and Renwick, Inc. and the Village of Bartlett for the Phase II Engineering Services for the Country Creek Streambank Stabilization Project.

RESOLUTION 2024 - _____-R

**A RESOLUTION APPROVING OF A PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE VILLAGE OF BARTLETT AND HAMPTON, LENZINI AND
RENWICK, INC. FOR THE COUNTRY CREEK STREAMBANK STABILIZATION
PHASE II ENGINEERING**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: The Agreement dated October 15, 2024, between the Village of Bartlett and Hampton, Lenzini and Renwick. (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: That the Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: **October 15, 2024**

APPROVED: **October 15, 2024**

Kevin Wallace, Village President

ATTEST:

Lorna Giless, Village Clerk

C E R T I F I C A T I O N

I, Lorna Giless, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2024 - _____-R enacted on October 15, 2024 and approved on October 15, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Giless, Village Clerk



September 4, 2024

Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists www.hltrengineering.com

Mr. Tyler Isham
Assistant Public Works Director
Village of Bartlett
1150 Bittersweet Drive
Bartlett, Illinois 60103

Re: Consulting Services Agreement – Country Creek Streambank Stabilization Design

Dear Mr. Isham:

Hampton, Lenzini and Renwick, Inc. (HLR) has prepared this letter to serve as the agreement between the Village of Bartlett (Client) and Hampton, Lenzini and Renwick, Inc. (Consultant) for engineering services requested relative to the Country Creek Streambank Stabilization project.

Project Understanding

The project is the section of Country Creek, also known as West Branch Tributary 2, located between West Country Drive and Francine Drive, west of Redwood Lane, in Bartlett, DuPage County, Illinois. This section of the Country Creek corridor will be very challenging to stabilize. The stream is owned by individual residents as part of their home lots. There is an existing easement present in most of the properties, however the existing easement does not contain the entirety of the creek banks. Approximately 1,500 linear feet of creek stabilization design is being included as part of this project. There are culverts under West Country Drive, Brookside Drive and Francine Drive. Culvert redesign is included in this project.

Below is a list of basic project understandings and summarized project services and tasks. Detailed explanations of project tasks are provided by field of service following this list.

Basic Project Understandings

The majority of the stream will be stabilized with gabion baskets. Areas with severe erosion and risk to nearby structures will be protected with retaining walls. Areas with less erosion will be stabilized with gabion baskets, floodplain benching and reduced bank slopes at the top of the baskets. The three existing culverts within the project area will be replaced and extended to address high rates of erosion adjacent to the existing culverts.

The majority of the streambank will be stabilized with gabion baskets. Gabions will be stacked 2 to 4 units (6 to 12 feet) high based on the severity of erosion and bank height. Lateral support will be provided at the base of each gabion via either gabion mattress or rock toe. The area above the gabions will be regraded at a maximum slope of 1V:2H and seeded with native vegetation. In the case of least severe erosion with low bank slopes and heights, vegetative stabilization strategies such as floodplain benching and vegetated slopes may be used.

The three existing culverts, located at West Country Drive, Brookside Drive, and just north of Francine Drive within the project area, will be replaced. The replacement will include pre-cast concrete box culverts which will be extended beyond their existing length to address high rates of erosion upstream and downstream of the existing culverts.

1707 N. Randall Road
Suite 100
Elgin, IL 60123
Tel. 847.697.6700
Fax 847.697.6753

380 Shepard Drive Elgin,
Illinois 60123-7010 Tel.
847.697.6700 Fax
847.697.6753

380 N. Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel. 847.697.6700
Fax 847.697.6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel. 217.546.3400
Fax 217.546.8116

323 West 3rd Street
P.O. Box 160
Mt Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

Basic Project Services and Tasks

1. Survey and Land Acquisition Services
 - a. Land survey
 - b. Plats and legals
2. Design Engineering
 - a. Geotechnical borings
 - b. Plan set development
 - c. Structural engineering
 - d. Bid documents
 - e. Engineers estimate of probable cost
3. Drainage Engineering
 - a. Hydraulic reports
 - b. Hydraulic modeling
 - c. Hydraulic report
 - d. Compensatory storage calculations
4. Environmental Services and Permitting
 - a. Wetland delineation and Aquatic Resource Report
 - b. Tree evaluation
 - c. USACE Individual Permit
 - d. IDNR, USFWS, IHPA coordination
 - e. KDSWCD submittal
 - f. NPDES and SWPPP
 - g. IEPA Section 401 Permit
 - h. DuPage County Stormwater Permit
5. Coordination and Consultation
 - a. Property owner meetings
 - b. Meetings with Village of Bartlett
 - c. IEPA 319 Grant Application
 - d. Utility coordination
6. Quality Assurance and Project Administration

Schedule

Based on our project understanding, the following are project milestones desired by Client.

Notice to Proceed	October 1, 2024
Preliminary Right of Way	March 1, 2025
IEPA 319 Grant Application	May 1, 2025 (or TBD by IEPA)
Preliminary Plans and Bid Documents	June 1, 2025
Pre-Final Plans and Bid Documents	August 1, 2025
Final Plans and Bid Documents	October 1, 2025
Project Letting	Pending Funding

Scope of Services

The Client and Consultant have agreed to a list of Basic Services as shown below.

If agreed to in writing by the Client and Consultant, Additional Services shall be provided and shall be labeled as Exhibit B, appended hereto.

Services not set forth above as Basic Services and not listed below are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed below.

Task 1: Survey and Land Services

Based on our understanding of the project and the needs of the client the following services are included in the scope of service:

Topographic Survey

- Control Points – Set ~ 4 additional control points (Wilcox Dr Culvert & Bartlett Trail Bridge). Control will be horizontally located with GPS on NAD 83 IL East State plane coordinates. A digital level loop will be completed through the control, elevations will be based on NAVD 88 datum holding one of the control points set previously.
- Topographic Survey – Topo of the area will be completed with a total station for all hard shots, such as curb, road cl, culverts, and sidewalks. Cross sections will be collected at 25 ft intervals along the roads with the limits of the roadway topo to be 50 ft each direction from cl of culvert. Channel inverts, structure inverts, opening dimensions, headwall/wingwalls, low edge of pavement, roadway cl, overtopping elevations, low chard elevations will all be collected and defined in the topographic survey.
- Hydraulic Survey – The hydraulic survey portion of this project will be completed with GPS base and receiver at 50 ft cross sections. The top of banks, toes, thalweg, and centerline will be defined with the limits being 50 ft from centerline of the creek on both sides of the creek. Any structures within the topo limits will be located. The limits for the hydraulic survey are from 1,000 ft up stream of Bartlett Trail Bridge to 1,000 ft down stream of the Francine Dr Culvert. All buildings, patios, decks, utilities, fences, and trees (6" or bigger) will be collected and defined.
- Utilities – All utilities within the topo limits will be collected. Utility location will consist of ASCE standard 38-02 Level QL-C Data. This utility survey will collect invert directions and elevations on storm sewer, water main, and sanitary sewer structures within the project area and 1 structure away allowing pipe elevations to be interpolated within the project location. If the 1 structure out is located on private property contact information and access will be coordinated and provided by the client. Manhole lids that are not able to be opened with a manhole pick and structures full of debris or clogged will be reported to the client and it will be the client's responsibility to coordinate with the utility provider for opening and or cleaning before returning for details. Individual homeowner notification is also not part of this scope.
- Data deliverables – Linework and a surface file will be delivered in a .dgn format utilizing IDOT levels and codes.

ROW/Easement Plats and Legal Descriptions

- HLR will perform land survey activities necessary to meet the Illinois Minimum Standards for a Boundary Survey pursuant to the Illinois Compiled Statutes/Plat Act (765 ILCS 205/9) and JCAR Minimum Standards of Practice (Section 1270.56). This survey will include reestablishing the boundary of the existing creek right-of-way and the adjacent property lines to establish and write legal descriptions for approximately 34 easements. HLR will research existing deeds and subdivision plats as available from the county recorder to determine ownership and legal descriptions of existing parcels.
- We will locate existing features within the proposed easements and 10 feet beyond, such as fences and parking areas. We will show existing buildings from either survey or aerial mapping.

- HLR will prepare Plats of Easements or individual exhibits showing the existing and proposed easements. We will also prepare legal descriptions for each parcel to be used in the acquisition and recording process. Once approved, HLR will stake the permanent easements with iron pins for future reference.

Title commitments will be provided and billed as a direct cost (approximately \$600/parcel). This is currently included in the scope and fee but can be removed if the Village would like to order those directly. Appraisals and negotiations are not included in the scope or fee.

Task 2: Design Engineering Services

This task will include the design and plan set development for the stabilization of the Country Creek Corridor between West Country Drive and Francine Drive and the replacement of the culverts at Country Drive, Brookside Drive, and Francine Drive. The majority of the creek has significant shoreline erosion issues and shear vertical banks with no herbaceous vegetation in some locations. There has been considerable scour at the north end of the project.

Deliverables for Task 2 include:

- Plan Set (See Exhibit A for a full list of sheets)
- Bid Documents
- Engineers Estimate of Probable Cost
- Bid Tabulation and Recommendation
- Utility Coordination

The previously completed feasibility study completed in October 2023 identified potential solutions for stabilizing and enhancing the creek corridor along Country Creek in the Village of Bartlett. Potential solutions explored included gabion baskets, sheet piling, regrading slopes and installing native deep-rooted plantings, floodplain benching, vegetated geogrids, etc.

Plans

The plans are working drawings that show the location, configuration, and dimensions of the proposed construction activities. The plans will be prepared under the supervision of a Professional Engineer. The plan set will consist of the following drawings and the estimated number of sheets:

Title Sheet	1 Sheets
General Notes	2 Sheets
Summary of Quantities	1 Sheet
Schedule of Quantities	1 Sheet
Alignment, Ties and Benchmarks	3 Sheets
Existing Typical Sections	1 Sheet
Proposed Typical Sections	1 Sheet
Existing Conditions and Removals	4 Sheets
Roadway Plan & Profile	3 Sheets
Soil Erosion and Sediment Control Plans and Details	6 Sheets
Special Details	2 Sheets
Standard Details	4 Sheets
Cross Sections	10 Sheets

Increases to the actual number of plans sheets as compared to the estimated sheets above may constitute additional work. HLR will notify the Client if additional work is anticipated. Any additional work done by the Consultant for Task 2 must be approved by the Client in writing prior to commencement.

Bid Documents

Bid Documents will be prepared for the solicitation of contractors to provide construction services. HLR will prepare bid documents based on IDOT standard format. HLR will prepare contract specifications and special provisions for Pre-Final and Final Plan submittals. The latest version of the IDOT "Standard Specifications for Road and Bridge Construction" and "Supplemental Specifications and Recurring Special Provisions" will be used as the basis of the construction special provisions. IDOT check sheets will be used as required by the project.

Where a project work item contains work, material, unique sequence of operations or any other requirements that are not included in the Standard Specifications, Supplemental Specifications, Recurring Special Provisions, BDE Special Provisions or Guide Bridge Special Provisions, a project specific Special Provision will be written by HLR.

Estimate of Probable Cost

HLR will prepare engineering opinions of probable construction costs for each submittal. Costs will be determined using available guides and bid tabulations from similar projects. In addition, the pay item reports with awarded prices from IDOT's website will be used to approximate current unit costs.

Structural Soil Borings

This task will include a subcontracted drilling/ geotechnical company completing 8 soil borings along the creek to a depth of 40 feet. If more samples are required, additional costs will be incurred.

The site soils will be analyzed. Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 1/2 - foot intervals to a depth of 15 feet and 5 - foot intervals thereafter. If unsuitable bearing soils are encountered within the borings as proposed herein, the borings will be extended an additional 5 feet to attempt to end the borings in suitable soils.

Structural Engineering

Complete structural design using three pre-cast culverts as part of this project, including concrete headwall and wingwall configurations. The structural design will include culvert evaluation, headwalls, gabion evaluation, and structural soils evaluation.

Utility Coordination

HLR and the Village will coordinate with utilities to determine their facility locations, potential conflicts identification, and resolution of those conflicts. The major work items under this task will include:

- HLR will verify the utilities identified on the atlas maps provided by the utilities.
- HLR will identify potential utility conflicts with the proposed improvements. These locations will be identified and sent to the utility for evaluation and verification.
- Pre-final plans will be sent to appropriate utility companies. This submittal will include location of conflicts identified by the utilities.

The Village is responsible for submitting the J.U.L.I.E. Design Level Locate request and providing the information received to HLR. The Village will also prepare project status letters for the individual utility companies along with location map. Additional coordination with utilities would be completed by the Village.

Task 3: Hydraulic & Drainage Design and Permitting- Culverts and Streambank Stabilization

This location was the subject of a recent study. The study was conceptual in nature and the designs were based on limited data. The information from that study will help guide the design process for this project. The project will require detailed hydraulic modeling for the culverts at West Country Drive, Brookside Drive and Francine Drive. There will be a detailed study of West Branch Tributary No. 2 (WBW2) within the stabilization areas, and upstream and downstream of these culverts.

HLR will conduct a field review of the site to supplement and increase the detail of the hydraulic models and to verify information from the investigation is still accurate. The current effective HEC-2 model will be requested for the West Branch Tributary No. 2 from FEMA. A duplicate effective model in HEC-RAS will be created based on the information provided by FEMA. Detailed survey data will be added into the duplicate effective model to become the existing conditions HEC-RAS model. The FEMA effective model provides figures that will be used within the existing conditions model analysis to ensure that the results are consistent with regulatory data. The existing conditions models will be used to evaluate the hydraulics of the existing degraded channel and existing culvert designs.

The proposed stabilized channel and culvert designs will need to meet DuPage County Stormwater Ordinance and Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR) Part 3708 regulations. In DuPage County, IDNR-OWR typically delegates review authority to the County. It is expected that the channel modifications and culvert designs will be reviewed by DuPage County Stormwater Management. The designs will be evaluated to verify that flood elevations and velocity increases are within the allowable limits. Additionally, compensatory storage will be provided to offset fill placed within the floodplain and floodway from the proposed bridge and roadway designs. Due to the limited space adjacent to the channels, compensatory storage will be accommodated by an increase in waterway opening. If compensatory storage cannot be accommodated by a larger opening, suitable areas upstream or downstream of the culverts or storage pipe will be investigated.

A 30-year design flood frequency will be used for this analysis in accordance with IDOT guidelines for this type of roadway. Proposed designs will aim to provide a minimum of 3-feet of freeboard from 30-year design high-water elevation to the lowest edge of pavement in the floodplain. There will be no increases in flood elevations greater than 0.1-feet for any storm event. There are residential buildings adjacent to the channel, but they appear to be above the floodplain. These structures will be evaluated to confirm that they are not sensitive to increases in flood heights. If sensitive flood receptors are located within the project area, the culverts will be designed so that there is not an increase in flood elevations.

Local drainage on the adjacent roadways is handled by existing storm sewers. These storm sewers will be tied into the proposed design. Stormwater detention is not anticipated and is not included.

The crossings at Brookside Drive and Francine Drive may require registration with the National Bridge Inspection Program. For these two structures, HLR will develop and prepare the project Preliminary Bridge Design and Hydraulic Reports (PBDHR) in the IDOT BLR format and will summarize the results in the IDOT Waterway Information Table, coordinating this effort with the Village of Bartlett. Scour will be considered for the proposed designs, however if culverts are pursued, scour is not anticipated to present a problem. The PBDHRs will be reviewed by IDOT.

Certification from DuPage County will be required. Permit, review and delegation fees will be the responsibility of the Client. For the three structures, hydraulic information for Brookside Drive and Francine Drive will be provided within the PBDHRs. A separate hydraulic report will be provided for the West Country Drive crossing. These hydraulic reports will be included with the stormwater management certification application for review and approval by DuPage County.

Based on recent experience, the review process from the review agencies will require modifications to designs, plans, models and exhibits. The scope includes time to address and modify the proposed improvements to satisfy the agency requirements based on two rounds of comments. In the event that further rounds of comments are presented by the review agency, then HLR will notify the Client that additional compensation is needed.

Deliverables:

- Effective Model from FEMA
- HEC-RAS Model (Duplicate Effective, Existing Conditions, Proposed Conditions)
- PBDHR – Brookside Drive
- PBDHR – Francine Drive
- Letter Requesting Delegation of 3708 Regulations to DuPage County
- DuPage County Stormwater Permit

Fee Estimate (Direct Costs by Village):

- *FEMA Effective Model - \$750*
- *IDNR-OWR Delegation - \$275*
- *IDOT - \$0*

Task 4: Environmental Services and Permitting

The Village of Bartlett will be responsible for the permit fees to any regulatory agency.

Aquatic Resource Delineation and Report

HLR will conduct an Aquatic Resource Delineation along Country Creek between West Country Drive to Francine Drive. The field investigation will be conducted by our environmental personnel who are experienced in Federal methods for conducting wetland delineations. Our staff will classify and define hydric soils, hydrophytic vegetation, and evidence of hydrology to determine what areas are wetland and define the wetland boundaries. The wetland delineation will need to occur within the growing season, approximately between April and October. Wetlands and WOUS boundaries will be surveyed using a handheld GPS.

An aquatic resource report will be prepared summarizing the findings of the fieldwork. Included in the report will be the required wetland delineation data sheets that summarize the findings of the field investigation as well as figures that detail the maps reviewed and current wetland boundaries of the site. This task will include a field site meeting with DuPage County representatives to confirm the wetland boundaries.

USACE Permitting

Under the current 2021 regulations, this project would require an Individual Permit as it is over the 500-foot maximum for Regional Permit 10 – Bank Stabilization. This task will include compiling the individual permit and coordination with the USACE. If the USACE requires more than three in person or virtual meeting to discuss the project, it will be an additional cost.

Summary of Individual Permit:

- Pre--application meeting with at least 50% design plans for 404 and 401 Permit is suggested
- Standard application form (ENG Form 4345)
- NEPA procedures must be followed
 - Prepare an Environmental Assessment (EA) for the project, it does not appear that the project will fall under a Categorical Exclusion as described in 33 CFR 230.9. (no more than 15 pages of narrative)
 - Purpose and need

- Alternatives analysis
 - When the EA confirms that the impact of the applicant's proposal is not significant and there are no “unresolved conflicts concerning alternative uses of available resources * * *” (section 102(2)(E) of NEPA), and the proposed activity is a “water dependent” activity as defined in 40 CFR 230.10(a)(3), the EA may not require a discussion on alternatives.
 - Tribal coordination as needed
 - Illinois Department of Natural Resources (IDNR) coordination
 - Coordination with SHPO will be required.
 - Coordination pursuant to Section 7 of the Endangered Species Act is required.
- The public notice required for the Section 404 Permit will serve as notification to the Admin of EPA pursuant to section 401(a)(2) of the Clean Water Act. The EPA must reply within 30 days of the issuance of the public notice to provide their determination of a negative effect or request supplemental information. A 401 (CWA) permit will be considered waived if the EPA does not reply within 60 days of receipt of certification.

This task includes a pre-application meeting with the USACE and 2 additional meeting to discuss the project and permitting. We have included a detailed proposal for mitigation design which will include evaluation of two areas for potential mitigation locations and proposals for the Chicago District Army Corps to review.

A Public Hearing is not included in the cost of this permitting. If the public notice / District Engineer at USACE Chicago District requires a public hearing an additional cost will be provided. Mitigation Design is not included in the cost estimate and will be an additional cost if needed. A detailed proposal for mitigation design will be included as part of our scope based on agency requirements.

Kane-DuPage Soil and Water Conservation District Soil Erosion and Sediment Control Application (if required)

The USACE may require the Kane-DuPage Soil and Water Conservation District soil erosion and sediment control review and permit prior to issuing the USACE Individual Permit. HLR will complete and submit the permit application. *This application submittal requires a fee that is estimated at approximately \$3,000.*

IEPA Section 401 Water Quality Certification

The USACE will be the lead agency for the individual permit, but the IEPA requires a 401 Water Quality Certification for this project. In accordance with 35 Ill. Adm. Code Part 302.105, applicants for an individual 401 water quality certification shall provide the Illinois EPA with an anti-degradation assessment (AA) report discussing the items listed below, including supporting documentation.

- An assessment of the alternatives to the proposed project that will result in a reduced pollutant load to the water body, no load increase or minimal environmental degradation. Alternatives that result in no discharge to the water body and changes in the location of the activity must be addressed in the submittal. Further, the assessment of alternatives must consider all technically and economically reasonable measures to avoid or minimize the pollutant loading;
- If a pollutant load increase or environmental degradation cannot be avoided (e.g. wetlands are filled), a complete mitigation plan must be provided or reasons provided why mitigation is not proposed;
- Identification and characterization (e.g., the current physical, biological and chemical conditions) of the water body affected by the proposed project and the water body's existing uses, including a wetland delineation report and drainage area (in acres) of the impacted water bodies at the downstream limits of the project area;

- Consideration of the fate and effects of parameters that are proposed to increase the pollutant loading;
- The quantity of the pollutant load increase to the water body. Increases in pollutant loading must be protective of all existing uses of the impacted water body;
- The potential impacts of the proposed project on the water body. The proposed activity must be conducted in a manner that water quality standards are not violated;
- The purpose and anticipated benefits of the proposed project. Benefits for the applicant as well as benefits to the community at large must be discussed.

The application fee, which is \$350 or 1 percent of the gross value of the proposed project - whichever is greater, with a maximum fee of \$10,000 for any application. The fee must be included with all applications. *The estimated fee is approximately \$10,000.00.*

DuPage County Stormwater Permitting

The Village of Bartlett is a partial waiver community which means that they complete their own stormwater reviews but not wetland reviews. Wetland reviews would be completed by DuPage County. HLR will prepare the DuPage County Stormwater permit application for submittal to Bartlett and DuPage County. The stormwater management permit to be submitted will include permit application, completion of all tabs, location exhibits, any necessary calculations, and the plans. This task includes attendance at a pre-application meeting with DuPage County Division of Environmental and Water Resources Department. *This application submittal requires a fee that is estimated at approximately \$13,000.*

Tree Evaluation / Survey

A Certified Arborist will conduct a tree survey of all trees 3 inches and greater within the project limits. HLR will identify all trees by type, diameter, health, and structure. The findings of the tree survey will be summarized in a tree memorandum. DuPage County is likely going to require mitigation/replacement of trees removed in the riparian/wetland buffers.

NPDES Permitting

This task will include all application requirements relating to the NPDES permitting National Pollutant Discharge Elimination System (NPDES) Permitting and a Soil Erosion and Sediment Control (SE/SC) Plan will be required for this project. Any project disturbing over 1 acre of land will require an NPDES permit. HLR will prepare and submit the Notice of Intent (NOI) form, Stormwater Pollution Prevention Plan (SWPPP), and Notice of Termination (NOT) as required by this permit. *NPDES permit will not require a fee as Bartlett is part of an MS4.*

CCDD Permitting

HLR will coordinate the material being generated for the bridge with a Clean Construction and Demolition Debris (CCDD) facility for disposal. The initial step will include an environmental database search for all records pertaining to contamination within project limits. The information generated in the database search will be utilized to create a map delineating potentially impacted properties (PIPs). The areas not adjacent to PIPs should be eligible for processing with a 662 application, if allowable by the nearest CCDD facility. The spoils generated from these sites will only require pH testing, which will be provided by HLR with a mobile testing device. HLR will coordinate with local CCDD facilities for 662 pre-approval. In the event that any PIPs are found on or adjacent to the site, the client would be notified of the options available for material disposal prior to commencing the 663 process. If any areas are adjacent to PIPs, the site will require additional testing and analysis, for processing with a 663 application.

Based on IEPA records and a review of the site area, we anticipate an LPC-662 will be needed to dispose of the material generated with the project. HLR will provide the necessary pH sampling and fill out necessary forms for the CCDD facilities to accept the generated waste.

Fee Estimate (Direct Costs by Village):

- IEPA 401- \$10,000
- Kane DuPage SWCD - \$3,000
- DuPage County - \$13,000

Task 5: Coordination and Consultation

This item includes coordination, scheduling, and oversight of the entire project. HLR will coordinate and attend a meeting with a representative of the IEPA 319 grant committee or experienced agency representative involved in the Section 319 grant process to discuss the creek stabilization and improvement project, partnering, and potential of receiving a grant.

Anticipated coordination activities include the following:

- Kickoff Meeting - Kickoff Meeting with Client (assume 1 meeting).
- Coordination Meeting - Coordination and design meeting with the Client (assume 2 meetings).
- Property Owner Meeting – HLR will attend two meetings for residents and businesses. HLR will prepare exhibits about the project, schedule, and what can be expected.
- Status Emails – HLR will provide regular updates to the Client regarding project status. It is estimated that these emails will be monthly to provide clear updates or progress and upcoming design milestones.

This task includes completing the IEPA 319 Grant application for the Country Creek project. The due date of the application has changed by the IEPA several times over the last few years, but we are anticipating that the application will be due around May 1, 2025.

Task 6: Quality Assurance and Project Administration

This task includes project administration, and quality assurance and quality control per HLR's QA/QC plan.

This proposed scope does not include:

- Agency permit fees.
- Storm sewer televising.
- Coordination with adjacent property owners besides that which is outlined above.
- Appraisals and negotiations.

SCOPE OF SERVICES

The Client and Consultant have agreed to a list of Basic Services the Consultant will provide to the Client, listed on the appended Scope of Services, labeled as Exhibit A.

Services not set forth above as Basic Services and not listed in Exhibit A of this Agreement are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed in Exhibit A.

RESPONSIBILITIES OF CLIENT

It is the Consultant's understanding that the Client will provide the following assistance, information, and related materials relative to the above-described project:

Coordination with residents.

Approved construction and stormwater easements.

Utility coordination for moving electric, gas and information utilities outside of the project area.

Information Provided by Others

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

COMPENSATION

Billing Terms

For our services we will be compensated at the following hourly rates which will be considered payment in full to Hampton, Lenzini and Renwick, Inc. for actual employee time utilized to provide the required services, said rates include overhead and burden costs plus profit. Other out-of-pocket expenses will be reimbursed at our actual cost.

Employee Classification	2024 Rates
PRINCIPAL	\$ 240.00
ENGINEER 6	\$ 215.00
ENGINEER 5	\$ 195.00
ENGINEER 4	\$ 185.00
ENGINEER 3	\$ 170.00
ENGINEER 2	\$ 140.00
ENGINEER 1	\$ 125.00
STRUCTURAL 2	\$ 230.00
STRUCTURAL 1	\$ 195.00
TECHNICIAN 3	\$ 165.00
TECHNICIAN 2	\$ 135.00
TECHNICIAN 1	\$ 110.00
INTERN/TEMPORARY	\$ 70.00
LAND ACQUISITION	\$ 180.00
SURVEY 2	\$ 170.00
SURVEY 1	\$ 125.00
ENVIRONMENTAL 3	\$ 180.00
ENVIRONMENTAL 2	\$ 135.00
ENVIRONMENTAL 1	\$ 110.00
ADMINISTRATION 2	\$ 150.00
ADMINISTRATION 1	\$ 90.00

These rates will remain in effect through December 31, 2024. In the event our services are required after that date, we will submit revised rates to be utilized through December 31, 2025.

At this time, we estimate the cost of our services will not exceed \$579,595.00. Any additional services required beyond those set forth above will be charged at the rates stated above and be considered an addition to the not-to-exceed cost.

Payment Terms

Invoices shall be submitted by the Consultant to the Client on a monthly basis. Such invoices shall be computed in accordance with the fee schedule under this Agreement and are due and payable in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.* If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon 30 calendar days' notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.

Payments to the Consultant shall not be withheld, postponed, or made contingent on the construction, completion, or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties who may have caused Additional Services or expenses. No withholdings, deductions, or offsets shall be made from the Consultant's compensation for any reason unless the Consultant has been found to be legally liable for such amounts.

GENERAL TERMS AND CONDITIONS

Relationship of the Parties

The Consultant acts as an independent contractor of the Client in providing and performing services under this Agreement. Nothing done pursuant to this Agreement shall be construed to create the relationship of principal and agent, employer and employee, partners, or joint venturers between Client and Consultant.

Assignment

Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this agreement without the prior written consent of the other party.

Authorized Representatives

The Client and Consultant hereby designate their authorized representatives to act on their behalf with respect to the services and responsibilities under this agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project on behalf of their respective parties. Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed served (a) when delivered by Federal Express or similar overnight courier service to that party's notice address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; or (b) when mailed to any other person designated by that party in writing herein to receive such notice, via certified mail, return receipt requested, postage prepaid.

For the Client:

Tyler Isham
Assistant Director of Public Works
Village of Bartlett
1150 Bittersweet Drive
Bartlett, Illinois 60103

tisham@bartlett.il.gov
630-837-0811

For the Consultant:

Erica Spolar (Principal in Charge)
Executive Vice President
Hampton, Lenzini and Renwick Inc.
1707 N Randall Rd., Suite 100
Elgin, IL 60123

espolar@hlreng.com
847.697.6700

Kate Kasch Schulstad
Project Manager
Hampton, Lenzini and Renwick Inc.
1707 N Randall Rd., Suite 100
Elgin, IL 60123

kkasch@hlreng.com
847.697.6700

Freedom of Information Act

The Consultant agrees to maintain, without charge to the Client, all records and documents for projects of the Client in compliance with the Freedom of Information Act (FOIA), 5 ILCS 140/1 *et seq.* In addition, the Consultant must produce records which are responsive to a FOIA request received by the Consultant under the Freedom of Information Act so that the Client may provide records to those requesting them within the required time frame. If additional time is necessary to compile records in response to a request, then the Consultant must notify the Client and if possible, the Client will request an extension so as to comply with the Freedom of Information Act. In the event the Client is found to have not complied with the Freedom of Information Act due to Consultant's failure to produce Consultant controlled documents or otherwise appropriately respond to a request under the Freedom of Information Act, then Consultant will indemnify and hold the Client harmless, and pay all amount determined to be due including, but not limited to fines, costs, attorneys' fees and penalties.

Compliance With Laws

The Consultant must give all notices and take all other action that may be necessary to ensure that the services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant must also comply with all conditions of any federal, state, or local grant received by Client or Consultant with respect to this Agreement. Consultant is solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors, performance of, or failure to comply with laws while performing services under this Agreement.

Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors, or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Contractor Insurance and Indemnity Requirements

The Client agrees, in any construction contracts in connection with this Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of Commercial General Liability Insurance (CGL). The Client further agrees to require all contractors to have their CGL policies endorsed to name the Client, the Consultant, and its sub-consultants as Additional Insureds and to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors. The Client shall require all contractors to furnish to the Client and the Consultant certificates of insurance as evidence of the required insurance prior to commencing work and upon renewal of each policy during the entire period of construction. In addition, the Client shall require that all contractors will, to the fullest extent permitted by law, indemnify and hold harmless the Client, the Consultant, and its sub-consultants from and against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the Project, including all claims by employees of the contractors.

Consultant Insurance Requirements

The Consultant shall, at its sole cost, obtain and keep in force at all times during the performance of any work under this Agreement, Workers' Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:

(1) Workers' Compensation:

- (a) State: Statutory
- (b) Employer's Liability
 - \$1,000,000.00 Per Accident
 - \$\$1,000,000.00 Disease, Policy Limit
 - \$1,000,000.00 Disease, Each Employee

(2) Commercial General Liability: \$2,000,000.00 General Aggregate

(3) Business Automobile Liability (including owned, non-owned, and hired vehicles):

- i. Bodily Injury
 - \$1,000,000.00 Per Person
 - \$1,000,000.00 Per Accident
- ii. Property Damage
 - \$1,000,000.00 Per Occurrence
- iii. Umbrella Excess Liability: \$2,000,000.00 over Primary Insurance

The Consultant must name the Client as an additional insured on the Commercial General Liability policy and provide Client with Certificates of Insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure of the Client to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Client to identify a deficiency from evidence that is provided by the Consultant shall not be construed as a waiver of Consultant's obligation to maintain such insurance. The Consultant agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction, or omission by the Client. Upon request, the Consultant will provide copies of any or all policies of insurance maintained in fulfillment hereof. Failure to maintain the required insurance may result in termination of this Agreement at Client's option.

Corporate Protection

It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against Hampton, Lenzini and Renwick, Inc., a Delaware corporation, and not against any of the Consultant's individual employees, officers, or directors.

Defects in Service

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Delays

The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war, or other emergencies or acts of God; failure of any government agency or utility to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule.

Design without Construction Administration

It is understood and agreed that the Consultant's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the Client. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against the Consultant that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments, or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the negligence or willful misconduct of the Consultant.

If the Client requests in writing that the Consultant provide any specific construction phase services and if the Consultant agrees in writing to provide such services, then they shall be compensated for as Additional Services as provided in Scope of Services Section of this agreement.

Entire Agreement

This Agreement and Exhibit A comprises the entire Agreement between the Client and the Consultant and supersedes all prior communications, understandings, and agreements, whether oral or written relating to the subject matter of this Agreement. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

Governing Law and Jurisdiction

The Client and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation, and performance shall be governed by the laws of the State of Illinois.

It is further agreed that any legal action between the Client and the Consultant arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the County of Cook, Illinois.

Hazardous Materials – Suspension of Services

Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

Indemnification

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent arising from or related to the acts or omissions of Consultant under this Agreement or that of its sub-consultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

Mediation

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Notice of Delay

If the Consultant becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Client, the Client's consultants, or any other cause beyond the control of the Consultant, which will result in the schedule for performance of the Consultant's services not being met, the Consultant shall promptly notify the Client. If the Client becomes aware of any delays or other causes that will affect the Consultant's schedule, the Client shall promptly notify the Consultant. In either event, the Consultant's schedule for performance of its services shall be equitably adjusted.

Opinions of Probable Construction Cost (Engineer's Estimate)

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.

Ownership of Instruments of Service

The Client acknowledges the Consultant's construction documents, including electronic files, as instruments of professional service. Nevertheless, the final documents prepared under this Agreement shall become the property of the Client upon completion of services and payment in full of all fees due to the Consultant. The Client shall not reuse or make any modification to the final documents without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants against any damages, liabilities, or costs, arising from the unauthorized reuse or

modification of the documents by the Client or any person or entity besides the Consultant that acquires or obtains the documents from or through the Client without the written authorization of the Consultant.

Quality Control

The Consultant agrees to maintain written quality control procedures for the general guidance of its staff in providing services under this Agreement. Such procedures may be modified by the Consultant from time to time as appropriate to the Consultant's professional practice. The Consultant shall utilize these quality-control procedures to the extent practicable in rendering services in accordance with the standard of professional care.

Right of Entry

The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder. Although the Consultant will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities provided under this Agreement.

Severability

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of the Agreement shall remain in full force and effect.

Standard of Care

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Suspension of Services

If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension.

If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule as a result of the suspension.

Termination

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant only for services rendered and reimbursable costs incurred under this Agreement up to the date of termination.

Third-Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this Project to carry out the intent of this provision.

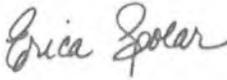
Unauthorized Changes

In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Consultant without obtaining the Consultant's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore the Client agrees to waive any claim against the Consultant and to release the Consultant from any liability arising directly or indirectly from such changes.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities, or costs, including reasonable attorneys' fees and costs of defense, arising from such changes.

If this agreement meets with the Village of Bartlett's approval, please have the proper Village officials sign and date same where indicated below and return one (1) copy for our file. If you have questions on any of the above, please call Karen Kase (847-697-6700) at our Elgin office.

Sincerely,
HAMPTON, LENZINI AND RENWICK, INC.

By: 

Erica Spolar
Executive Vice President

ACCEPTANCE

The terms and conditions of this letter agreement are hereby accepted by the Village of Bartlett for Country Creek Streambank Stabilization design services set forth above.

By _____

Date _____

Title

Project Phase/Task	Employee Classification													Direct Costs	Hours	Fee	
	PR	E6	E5	E4	E3	E2	STR2	T3	T2	SUR1	ENV3	ENV2					
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs					
DRAINAGE ENGINEERING SERVICES																	
Hydraulic Report(s) (2 PBDHR, 1 Overall HR)																0	\$ -
Field Review by Hydraulic Engineer			6	6												12	\$ 2,280.00
Inspection, Interview & Data Collection			6	6												12	\$ 2,280.00
Effective Model Request from FEMA			4													4	\$ 780.00
Survey Note Conversion				12												12	\$ 2,220.00
Hydraulic Report Data Sheets					16											16	\$ 2,720.00
Hydraulic Model		4	40		32											76	\$ 14,100.00
Duplicate Effective Model			20		24											44	\$ 7,980.00
Model Comparison Tables			12	24												36	\$ 6,780.00
Compensatory Storage Determination				32												32	\$ 5,920.00
Scour Analysis		2		24												26	\$ 4,870.00
Narrative		8	24													32	\$ 6,400.00
Study Assembly		12			40											52	\$ 9,380.00
Revisions per IDOT Review Comments			24	24												48	\$ 9,120.00
Revisions per DuPage County Review Comments			36	36												72	\$ 13,680.00
																0	\$ -
ENVIRONMENTAL SERVICES AND PERMITTING																	
Soil Disposal																	\$ -
Obtain Environmental Database Report (EDR)													2			2	\$ 370.00
Clean Construction Demolition Debris (CCDD) LPC 662													12	24		36	\$ 5,400.00
Wetlands																	\$ -
Wetland Delineation Field Work														16		16	\$ 2,160.00
Aquatic Resource Report										3			12	32		47	\$ 6,885.00
Tree Evaluation / Survey														60		60	\$ 8,100.00
Prepare USACE Individual Permit																0	\$ -
Pre-application Meeting	2				4								12			18	\$ 3,320.00
Public Notice	2				6	16							12			36	\$ 6,100.00
Permit Narrative (Purpose and Need)	4				20											24	\$ 4,360.00
Property Owner Letters	1					8										9	\$ 1,360.00
Environmental Assessment	8				28	48			6			24				114	\$ 18,530.00
Permit Exhibits					4	20			12			24				60	\$ 9,420.00
Detailed Mitigation Proposal	2				20							20				42	\$ 7,480.00
Coordination with IDNR (ECOCAT), Section 7 Memo, and/or IHPA												1	8			9	\$ 1,260.00
Prepare Soil and Water Conservation District Submittal									2			1	12			15	\$ 2,070.00
Prepare Stormwater Pollution Prevention Plan (SWPPP)					8	6										14	\$ 2,200.00
IEPA Water Quality Certification (Section 401)					6				6			40					\$ 9,030.00
Prepare IEPA NPDES Notice of Intent					2								6			8	\$ 1,150.00
Prepare IEPA NPDES Notice of Termination					2											2	\$ 340.00
DuPage County Stormwater Permit (with delegated IDNR-OWR floodway review)	4				28									32		64	\$ 10,040.00
																	\$ -
COORDINATION AND CONSULTATION																	
Prepare and Attend Kick-off Meeting			2	4	8											14	\$ 2,490.00
Prepare and Attend Coordination Meeting (2)			4	4	12											20	\$ 3,560.00
Prepare Monthly Status Report to Client				6	24											30	\$ 5,190.00
Prepare and attend property owner meetings (if needed)					16	16						16				48	\$ 7,840.00
Preparation of newsletter and/or draft response letters					8	16						16				40	\$ 6,480.00
Prepare one IEPA 319 Grant Application					20	32			6							58	\$ 8,690.00
Utility Coordination																0	\$ -
J.U.L.I.E. Design Stage Locate (completed by Village)																0	\$ -
Verify Utilities on Provided Atlas Maps									8							8	\$ 1,320.00
Utility Coordination Letters and Plan Submittals (by Village)																0	\$ -
Preliminary Conflict Analysis Review				6	6											12	\$ 2,130.00
																	\$ -
QUALITY ASSURANCE AND PROJECT ADMINISTRATION																	
Quality Assurance and Quality Control																	\$ -
Survey QAQC	8															8	\$ 1,920.00
Structural Engineering QAQC								12								12	\$ 2,760.00
Environmental Engineering QAQC			24													24	\$ 4,680.00
Permitting QAQC	10											16				26	\$ 5,280.00
Project Administration			24													24	\$ 4,680.00
																	\$ -

TOTALS 211 26 250 316 670 218 104 32 439 554 230 192 \$ 46,700.00 3190 \$

579,595.00



Agenda Item Executive Summary

AGENDA ITEM: Oak Avenue Watermain Lining Agreement **BOARD OR COMMITTEE:** Board

BUDGET IMPACT

Amount	\$ 34,988.00	Budgeted	\$ N/A
---------------	--------------	-----------------	--------

Fund: Water **Corresponding Activity Measure:**

EXECUTIVE SUMMARY

The Village experienced a watermain break along Oak Avenue directly beneath the railroad tracks. Due to the break's location, staff have sought different alternatives to repair the break, as a conventional repair is not feasible for this location.

Fer-Pal Construction of Elgin met with Staff on site to assess the situation. They have provided a quote to line the 125 feet of watermain with cured-in-place pipe (CIPP). The material utilized is intended for use under a pressurized pipe like watermain. The proposal is attached for review. Due to the emergency nature of the work, staff is requesting the board to waive the formal bidding process and enter into the attached agreement with Fer-Pal to complete the repair.

RECOMMENDATION

Staff recommend waiving bids and awarding the Oak Avenue Lining contract to FER-PAL Construction USA, LLC of Elgin, IL.

ATTACHMENTS (PLEASE LIST)

Memo, Resolution, Agreement w/ Attachments

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Evaluate budget, and implement water, wastewater, and stormwater infrastructure projects.

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve Resolution 2024-_____, A RESOLUTION WAIVING ADVERTISING FOR BIDS AND APPROVING THE OAK AVENUE LINING PROJECT AGREEMENT WITH FER-PAL CONSTRUCTION USA, LLC OF ELGIN, IL

Staff: Dan Dinges, Director of Public Works

Date: October 28, 2024

Memo

To: Paula Schumacher, Village Administrator
From: Dan Dinges, Director of Public Works
Subject: Oak Avenue Watermain Lining Agreement
Date: October 28, 2024

The Village experienced a watermain break along Oak Avenue directly beneath the railroad tracks. Due to the break's location, staff sought out different alternatives to repair the break, as a conventional repair is not feasible for this location.

Fer-Pal Construction of Elgin met with Staff on site to assess the situation. They have provided a quote to line the 125 feet of watermain with cured-in-place pipe (CIPP). The material utilized is intended for use under pressurized pipe like watermain. The proposal is attached for review. Due to the emergency nature of the work and the availability of asphalt for the season ending within the next few weeks, staff is requesting the board to waive the formal bidding process and enter into the attached agreement with Fer-Pal to complete the repair.

Public Works staff will perform the excavation to the watermain, cutting of the pipe and restoration. Traffic will be detoured during the work, which is expected to take up to two weeks from start to finish. Staff has been in contact with Metra keeping them in the loop.

RECOMMENDATION

Staff recommend waiving bids and awarding the Oak Avenue Lining contract to FER-PAL Construction USA, LLC of Elgin, IL.

MOTION

**MOTION TO APPROVE RESOLUTION #2024- _____ A RESOLUTION WAIVING
ADVERTISING FOR BIDS AND APPROVING THE OAK AVENUE LINING PROJECT
AGREEMENT WITH FER-PAL CONSTRUCTION USA, LLC OF ELGIN, IL**

RESOLUTION 2024-_____

A RESOLUTION WAIVING ADVERTISING FOR BIDS AND APPROVING THE OAK AVENUE WATERMAIN LINING AGREEMENT WITH FER-PAL CONSTRUCTION USA, LLC OF ELGIN, IL

WHEREAS, the Village of Bartlett (“Village”) Public Works Department has an immediate need to repair the watermain underneath Oak Avenue; and

WHEREAS, the Village Board has determined that the contract for the watermain lining is not adapted to award through the competitive bidding process at this time due to the nature of the work; and

WHEREAS, the Bartlett Public Works Department solicited proposals from qualified and reputable contractors to timely line the watermain, with Fer-Pal Construction USA, LLC, submitting a quote for the repair work in the amount of \$34,998; and

WHEREAS, the Village Board has determined that it is in the best interest of the health, safety and welfare of the Village of Bartlett and its residents to waive competitive bidding and enter into an agreement with Fer-Pal Construction USA, LLC, for the efficient and cost-effective remediation of mold at the control building.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though fully set forth in this Section 1.

SECTION TWO: Approval; Authorization. The Village Board of Trustees hereby authorize and direct the Village President and Village Clerk to sign and attest, respectively, the agreement with Fer-Pal Construction USA, LLC for the watermain lining work, in a form substantially similar to that attached hereto as Exhibit A.

SECTION THREE: Waiver of Competitive Bidding. To the extent any competitive bidding requirements apply to the mold remediation work, such competitive bidding requirements are hereby waived based on the matters set forth in this Resolution.

SECTION FOUR: Repeal and Savings Clause. All resolutions or approvals in conflict or inconsistent with this Resolution are hereby repealed to the extent of such conflict or inconsistency.

SECTION FIVE: Effective Date. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: November 5, 2024

APPROVED: November 5, 2024

Kevin Wallace, Village President

ATTEST :

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, and that the foregoing is a true, complete, and exact copy of Resolution 2024 - _____ enacted on November 5, 2024, and approved on November 5, 2024, as the same appears from the official records of the Village of Bartlett

Lorna Giles, Village Clerk

EXHIBIT A

Agreement with Fer-Pal Construction USA, LLC

CONSTRUCTION AGREEMENT

This Construction Agreement ("**Agreement**") dated this 5th day of November 2024 ("**Effective Date**") is hereby entered into by and between the Village of Bartlett, an Illinois home rule municipal corporation ("**Village**"), and Fer-Pal Construction USA, LLC., an Illinois corporation ("**Contractor**"). At times, the Village and Contractor will be referred to individually as "Party" or jointly as "**Parties**" throughout this Agreement.

RECITALS

WHEREAS, Contractor will be performing construction services on the Village's roadway located on Oak Avenue between the intersections of Railroad Avenue and Bartlett Avenue, Bartlett, Illinois ("**Property**"), with such construction services including the labor, disposal, material and equipment necessary to perform watermain lining at the location put forth in Contractor's Proposal (such services will be referred to collectively as the "**Work**"); and

WHEREAS, Contractor may have subcontractors, material suppliers, and one or more employees engaged in the performance of said Work; and

WHEREAS, this Agreement comprises the terms and conditions upon which the Contractor will perform the Work for the Village.

NOW THEREFORE, IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the Village's home rule authority, the parties hereby agree as follows:

SECTION 1. CONTRACTOR AND SCOPE OF SERVICES.

A. Engagement of Contractor. The Village hereby engages the Contractor to perform the Work described in the Proposal for Watermain lining at Oak Avenue, a copy of which is attached hereto and incorporated herein as **Exhibit A** to this Agreement ("**Proposal**").

B. Scope of Services.

1. The Contractor shall provide the materials, services, and equipment to fully execute the Work described in the Proposal.
2. The Work shall be furnished and completed pursuant to the terms and conditions of this Agreement and as described in the Proposal.
3. The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

EXHIBIT A

4. Contractor shall employ all necessary measures to avoid damage to existing surrounding public and private property during Work. Persons other than those actually engaged in construction operations, inspections, or supervision thereof shall be prohibited from the Property.
5. Contractor shall conduct the Work and any debris removal in such a manner as to minimize interference with road, streets, walks, and other adjacent occupied facilities.
6. The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Village the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Village has made a timely and reasonable objection.
7. Contractor shall bind all subcontractors by the terms and obligations set forth in this Agreement. Contractor is liable for the acts of any subcontractors when performing the Work, as if the Work was conducted by the Contractor itself.
8. Contractor will provide the Village with the warranties described in the Proposal upon completion of the Work.

C. Labor and Materials

1. The Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.
2. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.
3. Execution of this Agreement by the Contractor is a representation by the Contractor that it has conducted such investigations as may have been necessary to enable the Contractor to determine the cost of the Work and that it has sufficient information to complete the Work in accordance with applicable laws and regulations, and otherwise to fulfill all its obligations hereunder, including, but not limited to, Contractor's obligations to perform the Work for an amount not in excess of the Contract Sum. The Contractor further acknowledges and declares that it has visited and examined the project site, examined all physical and other conditions affecting the Work and is fully familiar with all of the conditions thereon and thereunder effecting the same. In connection therewith, Contractor specifically represents and warrants to Village that prior to the submission of its bid it: (a) thoroughly examined the location of the work to be performed, is familiar with local conditions, and

EXHIBIT A

thoroughly understands the physical conditions prevalent or likely to be encountered in the performance of the work at such location; (b) examined the nature, location, and character of the general area in which the project is located, including without limitation, its climatic conditions, available labor supply and labor costs, and available equipment supply and equipment costs; and (3) examined the quality and quantity of all materials, supplies, tools, equipment, labor, and professional services necessary to complete the Work within the Contract Sum.

D. Commencement; Time of Performance. The Work shall commence within seven (7) days of receipt by the Contractor of written notice that this Agreement has been fully executed by both Parties ("**Commencement Date**"). The Contractor must substantially complete the Work by November 2024. Time is of the essence for all matters concerning this Agreement.

E. Reporting. The Contractor will regularly report to the Village regarding the progress of the Work during the term of this Agreement.

F. Term; Termination.

1. **Term.** The term of this Agreement, unless terminated pursuant to Section D(2) herein, will expire upon the date the Village determines that the Work has been fully completed by the Contractor pursuant to this Agreement. A determination of completion will not constitute a waiver of any rights or claims that the Village has accrued prior to or following completion of the Work, with respect to any breach of this Agreement by the Contractor or any right of indemnification of the Village by the Contractor.

2. **Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement, at any time and for any reason, upon seven (7) days' prior written notice to the Contractor. In the event this Agreement is terminated by the Village, the Village hereby agrees to compensate the Contractor for the Work actually performed and reimbursable expenses actually incurred, if any, prior to the termination date.

SECTION 2. INDEMNIFICATION.

To the fullest extent permitted by law, Contractor agrees to waive any and all rights of contribution against the Village and to defend, indemnify and hold harmless the Village and its officers, elected and appointed officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the Contractor's performance of the Work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the Work itself, including the loss of use resulting therefrom, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

EXHIBIT A

Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which the Village would otherwise have. The Contractor shall similarly, protect, defend, indemnify and hold and save harmless, the Village, its officers, elected and appointed officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations hereunder, or Contractor's default of any provisions of this Agreement. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts. The rights and obligations of this Section shall survive the voluntary or involuntary termination of this Agreement.

SECTION 3. INSURANCE; PERFORMANCE AND PAYMENT BOND.

A. Minimum. The Contractor will, at its sole cost, obtain and keep in force at all times during the performance of the Work and any part thereof, Workers Compensation and Employer's Liability Insurance, Commercial Liability Insurance, and Automobile Insurance in at least the type and amounts set forth below. The cost of such insurance will be borne by the Contractor.

1. Workers' Compensation:

- (a) State: Statutory
- (b) Employer's Liability
 - \$500,000.00 Per Occurrence
 - \$500,000.00 Disease, Policy Limit
 - \$500,000.00 Disease, Each Employee

2. Commercial General Liability:

- \$2,000,000.00 General Aggregate

3. Business Automobile Liability (including owned, non-owned, and hired vehicles):

- (a) Bodily Injury
 - \$1,000,000.00 Per Person
 - \$1,000,000.00 Per Accident
- (b) Property Damage
 - \$1,000,000.00 Per Occurrence
- (c) Umbrella Excess Liability
 - \$2,000,000.00 over Primary Insurance

B. Evidence of Insurance.

- 1. Prior to beginning the Work, Contractor shall furnish the Village with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

EXHIBIT A

2. Failure of the Village to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Village to identify a deficiency shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction, or omission by the Village.
3. The Village shall have the right, but not the obligation, of prohibiting Contractor from commencing the Work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received by the Village.
4. Failure to maintain the required insurance may result in termination of this contract at the Village's option.

C. Miscellaneous.

1. All policies of insurance purchased or maintained in fulfillment of this Agreement shall name the Village of Bartlett, its elected and appointed officers, employees, volunteers, and agents as additional insureds thereunder and the Contractor shall provide Certificates of Insurance and Policy Endorsements evidencing the coverages required under this Agreement.
2. Any deductible or self-insured retentions must be declared to, and approved by, the Village. At the option of the Village, Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Village, its officers, elected and appointed officials, and employees or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration, and defense expenses.
3. All insurance shall be written on an "occurrence" basis rather than a "claims-made" basis.
4. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.
5. All the insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the "additional insureds" have other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis.

EXHIBIT A

6. For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Village has the right to reject insurance written by an insurer it deems unacceptable.
7. Nothing contained in this Agreement is to be construed as limiting the liability of the Contractor. The Village does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Village, or the Contractor, but are merely minimums.

D. Performance and Payment Bond. Contractor shall provide a Surety Bond (guaranteeing both faithful performance and payment to subcontractors and material suppliers for labor and materials), naming the Village of Bartlett as Obligee, for not less than one hundred percent (100%) of the contract amount listed under Section 4(A) of this Agreement, will be required prior to beginning construction and in a form approved by the Village Attorney. Such bonds shall include the provision guaranteeing the faithful performance of the Prevailing Wage Act. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard & Poor's Corporation, or a similar rating agency.

SECTION 4. COMPENSATION; PREVAILING WAGE.

A. Compensation. The Village agrees to pay the Contractor for the performance of the Work a sum of \$47,000.00. Upon completion final completion of the Work, the Contractor must submit an invoice for the Work to the Village. Any payment to the Contractor from the Village is subject to the receipt by the Village of all required documentation, including, but not limited to, final lien waivers. The Village will remit payment of the Contract Sum to the Contractor in accordance with the Local Government Prompt Payment Act.

B. Prevailing Wage. The Village has determined that the Work provided for under this Agreement is subject to the Illinois Prevailing Wage Act, and the Contractor shall comply therewith and pay, and require every Subcontractor to pay, the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute this Agreement in accordance with 820 ILCS 130/0.01, *et seq.* Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wages during the term of this Agreement shall be at the expense of the Contractor and not at the expense of the Village. Change orders shall, however, be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the Prevailing Wage Act and to obtain and furnish all such certified

EXHIBIT A

records to the Illinois Department of Labor as required by statute or regulation, including certified payroll records. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen, and/or mechanics engaged in the Work, and in every way defend and indemnify the Village against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Village agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien, or suit.

The Contractor is advised that the Illinois Department of Labor revises the prevailing wage rates. The Contractor and every Subcontractor has an obligation to check the Illinois Department of Labor's website for revisions to the prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website: <https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>.

The Contractor shall also: (1) insert into each subcontract and the project specifications for each subcontract, a written stipulation that the Subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under that subcontract; and (2) require each subcontractor to insured into each lower-tiered subcontract and the project specifications for each lower-tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under that lower-tiered subcontract.

SECTION 5. SPECIAL PROVISIONS.

A. Compliance with Laws. Contractor shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal, or other governmental unit or regulatory body now in effect during the performance of the Work, and the orders and decrees of any court, administrative body, or tribunal in any manner affecting performance under this Agreement. By way of example, the following are included within the scope of the laws, regulations, and rules referred to in this paragraph, but in no way operate as a limitation on the laws, regulations, and rules with which Contractor must comply: all forms of Workers' Compensation laws; the Illinois Human Rights Act; the Illinois Substance Abuse Prevention on Public Works Projects Act; the Social Security Act; laws related to contracts let by units of government; all applicable civil rights and anti-discrimination laws and regulations; and traffic and public utility regulations.

B. Relationship of the Parties. The Contractor will act as an independent contractor in performing the Work. Nothing in, or done pursuant to, this Agreement shall be construed (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Contractor; or (2) to create any relationship between the Village and any subcontractor of the Contractor.

EXHIBIT A

C. Conflict of Interest. The Contractor represents and certifies that, to the best of its knowledge, (1) no Village employee or agent is interested in the business of the Contractor or this Agreement; (2) as of the date of this Agreement neither the Contractor nor any person employed or associated with the Contractor has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Contractor nor any person employed by or associated with the Contractor shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

D. No Collusion. The Contractor represents and certifies that the Contractor is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Contractor represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Contractor has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Contractor shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

E. Mutual Cooperation. The Village agrees to cooperate with the Contractor in the performance of the Work, including meeting with the Contractor and providing the Contractor with such information that the Village may have that may be relevant and helpful to the Contractor's performance of the Work. The Contractor agrees to cooperate with the Village in the performance and completion of the Work and with any other Contractors engaged by the Village.

F. Freedom of Information Act. The Contractor agrees to maintain, without charge to the Village, all records and documents for projects of the Village in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Contractor must produce records which are responsive to a request received by the Village under the Freedom of Information Act so that the Village may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor must notify the Village and if possible, the Village will request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act due to Contractor's failure to Contractor documents or otherwise appropriately respond to a request under the Act, then Contractor will indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

SECTION 6. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. This Agreement may not be assigned by the Contractor without the express prior written consent of the Village.

C. Binding Effect. The terms of this Agreement will bind and inure to the benefit of the Parties to this Agreement and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (4) by email. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt; (d) time-stamp email was sent. By notice complying with the requirements of this Section, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Paula Schumacher
Village of Bartlett
228 S. Main Street
Bartlett, IL 60103
pschumacher@bartlett.il.gov

With a copy to:

Ancel Glink, P.C.
140 South Dearborn Street
Chicago, IL 60603
Attn: Kurt Asprooth
kasprooth@ancelglink.com

EXHIBIT A

Notices and communications to the Contractor shall be addressed to, and delivered at, the following address:

Brian Donlon
Fer-Pal Construction USA, LLC.
1350 Gasket Drive
Elgin, IL.60120

E. Third Party Beneficiary. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the Village.

F. Governing Laws. This Agreement will be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. Venue for any dispute arising out of relating to this Agreement will be in the Third District Court for the Circuit Court of Cook County, Illinois. In any suit or action arising under this Contract, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs of litigation. No suit or action shall be maintained by the Contractor, its successors or assigns, against the Village on any claim based upon or arising out of this Contract or out of anything done in connection with this Contract unless such action shall be commenced within one year of the voluntary or involuntary termination of this Contract.

G. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

H. Waiver. Neither the Village nor the Contractor shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the Village or the Contractor to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Contractor's right to enforce such rights or any other rights.

I. Exhibits. Exhibit A, the, is attached to this Agreement, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement will control.

J. Interpretation. This Agreement will be construed without regard to the identity of the Party which drafted its provisions. Any rule of construction that a document is to be construed against the drafting party will not be applicable to this Agreement.

K. Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument, and any signatures to counterparts maybe

EXHIBIT A

delivered by facsimile or other electronic transmission and will have the same force and effect as original signatures.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed, effective on the date first above written.

VILLAGE OF BARTLETT,
an Illinois home rule municipal corporation

By: _____
Kevin Wallace, Village President

ATTEST:

By: _____
Lorna Giles, Village Clerk

FER-PAL CONSTRUCTION USA, LLC.
An Illinois Company.

By: _____

ATTEST:

By: _____

EXHIBIT A

EXHIBIT A

Proposal for the Watermain lining at Oak Avenue
(attached in the following pages)

FER-PAL CONSTRUCTION USA, LLC CIPP BUDGET QUOTE

OCTOBER 24, 2024

Customer:	Village of Bartlett, IL - Public Works Department
Attention:	Nick Talarico, P.E., Village Engineer
Project	Bartlett, IL - Oak Ave Metra Railroad Crossing - 8" CIPP Water Main Lining - CLEAN, CCTV & LINE ONLY

Respectfully Submitted by: Chris Reynolds, Project Manager & Estimator, Fer-Pal Construction USA LLC

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENDED TOTAL PRICE
1	Mobilization	1	LS	\$ 2,638.00	\$ 2,638.00
2	CIPP Water Main Lining 8" - Up to 125ft	1	LS	\$ 32,350.00	\$ 32,350.00

TOTAL \$ 34,988.00

INCLUSIONS AND EXCLUSIONS	INCLUDED	EXCLUDED
Materials and Installation Method	x	
Potable water certification : NSF 61	x	
Lining Reports, DVD Inspection Videos	x	
GPS As Builts		x
Laser Profile of inside the water main to determine the sizing of the water main	x	
Temporary Water By-Pass System to Service Residents or Commercial Industrial Buildings		x
Site permit, IEPA permit, DNR permit, parking permit, fire hydrants permit		x
Traffic control supply or handling, flagpersons, signage and barrels		x
Excavation, backfill and all surface restoration of access pits		x
Free use at all times of the closet fire hydrant or other adequate source of water (water tank truck)		x
Cutting of the water main to gain access to water main to be lined		x
Dewatering	x	
Shoring, shoring systems, engineered drawings for shoring system		x
Supply and/or handling of Jersey Barriers, Steel Plates and the like		x
Cleaning residues disposal if required		x
Flushing, disinfection, water sampling and water main commissioning		x
Pressure Testing of CIPP-Lined pipe per ASTM F1216-16-8.3 Standards	x	
Roads cleaning and landscaping		x
Pipe mechanical work		x
Tie-ins, connections		x
Bonds		x

ADDITIONAL NOTES:

A	Quote effective for 30 days
B	Price based on completing the project IN FULL in the 2024 Construction Season. If the project is subsequently phased, or any part of the project is moved into the following construction season, all costs associated with phasing and/or rescheduling of the project will be borne by the City or General Contractor.
C	Price subject to change based upon defined scope of work
D	Price includes Pipe Cleaning, Pre & Post CCTV Work, CIPP, and Pressure Testing (No Bypass Required per plans).
E	If steel plating is used, opening and closing of access pits shall be provided BY OTHERS .



FER-PAL CONSTRUCTION USA, LLC • 1350 GASKET DRIVE • ELGIN, IL. 60120 • (847) 214-0103

FER-PAL CONSTRUCTION USA, LLC CIPP BUDGET QUOTE

OCTOBER 24, 2024

Customer:	Village of Bartlett, IL - Public Works Department
Attention:	Nick Talarico, P.E., Village Engineer
Project	Bartlett, IL - Oak Ave Metra Railroad Crossing - 8" CIPP Water Main Lining - CLEAN, CCTV & LINE ONLY

Respectfully Submitted by: Chris Reynolds, Project Manager & Estimator, Fer-Pal Construction USA LLC

ADDITIONAL NOTES (continued):

F	Price does not include night and/or weekend work
G	Price includes ONE (1) Mobilization; If more than one mobilization will be required, all costs associated with any additional mobilizations will be borne by the City or General Contractor
H	Access to Water Main, Tree and Shrub Clearing, Excavation, Shoring, Traffic Control, Watermain Reconnection, Chlorination, Reinstatement and ALL Hard & Soft Surface Restoration BY OTHERS .
I	Price includes bacterial sampling and testing of the temporary bypass system (when applicable) only; any additional required sampling or testing will be need to be handled by the City or General Contractor
J	Price includes access to water supply/hydrants within close proximity to each lining pit (maximum 200ft away); if water access is not within close proximity, water truck rental and truck driver costs will be borne by the City or Engineering Firm overseeing this project
K	The required pits & shoring FOR LINING shall be a minimum of 6' x 8' with an approximate quantity of TWO (2) pits .
L	Full and complete accessibility to lining pits for all Fer-Pal Construction trucks, trailers, equipment, etc. to be provided BY OTHERS for our cleaning, CCTV, Lining and Pressure Testing processes to be successful. Costs for additional backfill, earthwork around pits, etc to provide proper access for Fer-Pal Operations will be borne by the City or General Contractor.
M	Upon WM Cleaning and Pre-CCTV Inspection, if any water main breaks are discovered, and the break has created a pipe displacement to a point that Fer-Pal management deems the WM unlineable, costs for mobilization, cleaning and CCTV work will still be invoiced for payment, and other rehabilitation or replacement options will need to be discussed.
N	As clarification, per the SOPs for Fer-Pal Construction USA LLC, Fer-Pal crews will not enter an excavation or pit with a live valve in it and are not allowed to perform any CIPP processes or duties in or around a pit which has a live valve/bulkhead in the pit itself. The live valves or bulkheads MUST be outside the pit (minimum 4'-5') and either backfilled or fully braced to the outside of the shoring box.
O	Price includes pressure testing horizontal water main. If the exposed end(s) of the water main is at any type of angle, the ability to properly and safely brace and secure the ends of the water main for pressure testing is significantly reduced, as is a successful test outcome. Additional costs for equipment, material, manpower, etc. to achieve a successful pressure test on angled/deflected water main will be borne by the city or General Contractor.
P	Price includes dewatering of the water main following our standard processes of using swabs (sponges) and rubberized squeegees when necessary. If the main requires additional dewatering measures outside of our standard processes (pumps & hoses, Vac Truck rental, etc) any associated costs will have to be borne by the city and/or general contractor.
Q	All pits shall be fully enclosed on all 4 sides, with all annular space backfilled with clear stone and systems shall meet OSHA approved standards for shoring.
R	Access pits are to be excavated to a minimum of 1' below the invert of the existing watermain. In addition, up to 6" of clear stone shall be placed and maintained at the bottom of the access pits.
S	If any active infiltration is encountered in the existing main during the CIPP process, costs for any necessary additional excavations, internal repair sleeves, etc. will be considered T&M work and have to be borne by the city and/or general contractor.
T	Dewatering of access pits will consist of daily pumping down of Access Pits when necessary during Ferpal CIPP Lining Processes Only; Any additional necessary dewatering and/or sustained dewatering (i.e. well points, pump pits, 24hr pumping) is excluded.
U	If unknown/unforeseen bends, Vertical or Horizontal, are discovered during the CIPP Processes, all subsequent additional excavations, shoring, backfill, restorations, to be BY OTHERS. All costs for said excavations, shoring, backfill, restorations, etc. as well as all CIPP crew downtime, additional liners needed, re-mobilizations, et al, will be borne by the City or General Contractor.
V	If any active water services are deemed uncorkable due to the service being in a saddle, the service within the saddle is offset, the clock position of the service is not accessible, or other reasons, the cost to reinstate that service externally will be borne by the city.
W	Bends greater than 45-degrees must be excavated at the expense of the General Contractor
X	Minimum 25ft between bends is required
Y	If there are services found between bends that will require reinstatement, lining access pit excavation on one or both bends will be required, with ALL excavation, shoring, backfill and restoration BY OTHERS. All costs associated with these additional access pit excavations will be the responsibility of the General Contractor or Owner

