



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

DECEMBER 16, 2019

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Director of Finance Paul Mehring, Director of Community Services Harry Spila, Director of Human Resources Pam Jackson and Police Chief Dave Daigle and Deputy Clerk Doris Sadik

II. PLEDGE TO THE FLAG – Time: 7:00 PM

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - December 9, 2019
- **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Friday, December 20 & Saturday, December 21
Mrs. Scrooge - Susannah's Gift Benefit
Cutting Hall Performing Arts Center

Weekends through December 22
Palatine Jaycees Christmas Tree Sale
Palatine Aquatic Center

Saturday, December 21 & Saturday, January 4: 8AM-Noon
Palatine Winter Farmers' Market
Palatine Train Station Parking Lot

Monday, December 23, Thursday, December 26 and Friday, December 27
Salt Creek Winter Camp
Salt Creek Sports Center

Tuesday, December 31: 10AM-Noon
Salt Creek Noon New Year's Eve Party
Salt Creek Sports Center

Village offices will be closed Christmas Day - Wednesday, December 25
and New Year's Day - Wednesday, January 1.

Toys for Tots will be delivered to children in need today and tomorrow.
Thank you to all who donated.

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:02 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:03 PM

BRAD HELMS, CHAIRMAN

1. Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2020 Hometown Fest - **Approved by Voice Vote** (Council District: Six)

Village Manager Reid Ottesen presented the Palatine Jaycees' request for the temporary closure of Wood Street, between Mozart Street and Oak Street, from Monday, June 29 - Monday, July 6, for their annual Hometown Fest and for the approval of the dates and hours from Thursday, July 2: 5 pm - Midnight (Special Needs Carnival from 1 - 3 PM); Friday, July 3: Noon - Midnight (Fireworks at 9:30 PM); Saturday, July 4: Noon - Midnight (Parade at 11 AM); and Sunday, July 5: Noon - 7 pm.

Staff recommends approval of the Palatine Jaycees Hometown Fest and related requests.

Courtney Kulig and Danielle Green, Jaycees, addressed the Council and mentioned two alternate parade routes depending on road resurfacing.

Village Manager Reid Ottesen stated staff will work closely with the Jaycees.

Mayor Schwantz thanked Jaycees for making Hometown Fest a successful event each year.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

B. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:06 PM

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Resolution Approving a Plat of Consolidation for the Property at 879 W. Kenilworth Avenue - **Adopted by Voice Vote** (Council District: One)

Planning & Zoning Director Ben Vyverberg presented the Petitioner's Plat of Consolidation with a condition of the previous zoning relief granted for a Special Use for a setback reduction that required a deed restriction to be recorded upon the property. Staff recommends approval of the Plat of Consolidation at 879 W. Kenilworth Avenue.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:07 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider a Motion to Accept the Smith and Colfax Drainage Study Report Findings and to Pursue Storm Water Improvement Options at Reimer Reservoir - **Approved by Voice Vote** (Council District: Six)

Village Manager Reid Ottesen explained the flooding that occurs at the intersection of Smith Street and Colfax Street in downtown Palatine, usually multiple times each year.

Public Works Director Matt Barry outlined the study by Village contracted consultant STV Incorporated of Chicago, Illinois to conduct a drainage study and report on their findings. Engineering analysis and field observations determined this flooding is due to insufficient storm sewers draining the intersection. Various alternative solutions were considered and explained by Barry, including costs and potential down side of each. Draining the intersection and diverting water to the MWRD Riemer Reservoir was the preferred alternative being the most cost effective solution (\$5 Million cost) and the least likely to divert flooding problems to other properties. Staff recommends accepting the report from STV Incorporated and directing Staff to pursue storm water improvement options to utilize the Riemer Reservoir.

In response to Mayor Schwantz, Barry stated an anticipated positive response from MWRD.

In response to Councilman Helms, Barry confirmed that the pieces will be 12 feet by 4 feet.

Councilman Millar asked for an explanation of option 2 at \$2.6 Million, vs option 5 with a \$5 Million cost.

Village Manager Reid Ottesen explained that the \$2.6 million is one portion of the cost of option 2, and the potential loss of Town Square. Whichever solution is determined the best would be paid from the downtown TIF funds.

In response to Councilman Lamerand, Ottesen stated that it may warrant extending the TIF, but does not add urgency to the project. Grants are a possibility.

Councilman Helms asked about ownership of the Riemer Reservoir. Barry stated that may play into the project. The estimates are round numbers of initial estimate.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider a Motion Authorizing the Village Manger to Execute a Proposal for Engineering Services for Phase II of Rohlwing Road Resurfacing - **Approved by Voice Vote**

Motion was to approve Items 2-8.

Village Manager Reid Ottesen stated these are routine items, reporting that Rohlwing Road, from Cunningham Drive to Palatine Road, is scheduled to be improved next year.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

3. Consider a Motion to Approve Change Order #1 for the Mallard Drive and Wood Street Water Main Replacement Project - **Approved by Voice Vote** (Council District: Two)

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

4. Baldwin Road Culvert Replacement (Council District: Four):

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- A. Consider a Motion to Approve a Local Public Agency Agreement for Federal Participation for the Baldwin Road Culvert Replacement - **Approved** (Council District: Four)
- B. Consider a Motion Approving an Agreement with Ciorba Group for Engineering Services for Phase I of the Baldwin Road Culvert Replacement - **Approved** (Council District: Four)

5. Consider a Motion to Extend the Village's Existing Parkway Tree Trimming Program Contract for 2020 - **Approved by Voice Vote**

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

6. Consider a Motion Authorizing the Village Manager to Purchase Six Replacement Police Patrol Vehicles - **Approved by Voice Vote**

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

7. Consider a Motion Authorizing the Village Manager to Approve the Purchase of an Asphalt Paver - **Approved by Voice Vote**

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

8. Consider a Motion Authorizing the Village Manager to Execute Contracts for 2020 Forward Fuel Purchases - **Approved by Voice Vote**

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

9. As Submitted -

Nothing was submitted.

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

7:30 PM

TIM MILLAR, CHAIRMAN

1. Motion Authorizing the Village Manager to Enter Into a Contract with Thompson Elevator Inspection Service, Inc. for Elevator Inspection and Plan Review Services - **Approved by Voice Vote**

Community Services Director Harry Spila reported as part of administering a local elevator safety program, semi-annual inspections of new and existing

elevators must be completed by a licensed elevator inspection company. The Village currently has a 5 year renewable contract with Thompson Elevator Inspection Service, Inc. (TEIS) which expires December 31, 2019. TEIS has proposed extending the contract for another 5 years at the current rates. Although historically awarding 5 year contracts, at this time Staff is recommending a two-year contract and monitoring the changing market which now includes newer inspection firms. Staff recommends authorizing the Village Manager to enter into the two-year contract

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider a Resolution Amending the Village of Palatine's Employee Handbook for 2020 - **Adopted by Voice Vote**

Village Manager Reid Ottesen reported the Village of Palatine has an Employee Handbook, which outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. When needed, amendments are made to comply with State, Federal, and local regulations, and changing practices.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:32 PM

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Enter into Agreements for the Village's 2020 Risk Management Program - **Approved by Voice Vote**

Village Manager Reid Ottesen explained that the Village of Palatine has been self-insured for liability coverage since January 1, 2008. The components of the program include a broker; third party administrator; a consultant; and the lines of insurance coverage. The renewal process, although incomplete, will be outside of budget expectations. Some of the insurance fund reserves will have to be appropriated to cover the difference. The originally projected total 2020 premium for basic lines of coverage was \$505,550, representing a 5% increase over 2019. This was based on renewals and market conditions this past summer. However, due to the unexpected market changes, the renewals were anticipated to be just under \$800,000.

Ottesen reported a better estimate for coverage is in place for 2020 at an estimated \$600,000. Adjustments will be made quarterly.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

F. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:34 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:34 PM

Reconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider a Motion to Approve 2019 Warrant #24 - **Approved**

2. Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2020 Hometown Fest - **Approved** (Council District: Six)

3. Consider a Resolution Approving a Plat of Consolidation for the Property at 879 W. Kenilworth Avenue - **Adopted by Roll Call** (Council District: One)

Resolution #R-43-19

4. Consider a Motion to Accept the Smith and Colfax Drainage Study Report Findings and to Pursue Storm Water Improvement Options at Reimer Reservoir - **Approved** (Council District: Six)
5. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Engineering Services for Phase II of Rohlwing Road Resurfacing - **Approved**
6. Consider a Motion to Approve Change Order #1 for the Mallard Drive and Wood Street Water Main Replacement Project - **Approved** (Council District: Two)
7. Consider a Motion to Approve a Local Public Agency Agreement for Federal Participation for the Baldwin Road Culvert Replacement - **Approved** (Council District: Four)
8. Consider a Motion Approving an Agreement with Ciorba Group for Engineering Services for Phase I of the Baldwin Road Culvert Replacement - **Approved** (Council District: Four)
9. Consider a Motion to Extend the Village's Existing Parkway Tree Trimming Program Contract for 2020 - **Approved**
10. Consider a Motion Authorizing the Village Manager to Purchase Six Replacement Police Patrol Vehicles - **Approved**
11. Consider a Motion Authorizing the Village Manager to Approve the Purchase of an Asphalt Paver - **Approved**
12. Consider a Motion Authorizing the Village Manager to Execute Contracts for 2020 Forward Fuel Purchases - **Approved**
13. Motion Authorizing the Village Manager to Enter Into a Contract with Thompson Elevator Inspection Service, Inc. for Elevator Inspection and Plan Review Services - **Approved**
14. Consider a Resolution Amending the Village of Palatine's Employee Handbook for 2020 - **Adopted by Roll Call**

Resolution #R-44-19

15. Consider a Motion Authorizing the Village Manager to Enter into Agreements for the Village's 2020 Risk Management Program - **Approved**

16. Consider a Resolution Affirming Administrative Changes to the Village of Palatine's Section 457 Deferred Compensation Plan - **Adopted by Roll Call**

Resolution #R-45-19

17. Consider an Ordinance Amending the Employment Agreement Between the Village of Palatine and the Village Manager - **Approved**

Ordinance #O-113-19

IX. REPORTS OF STANDING COMMITTEE – Time: 7:35 PM

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time: 7:35 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:35 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:35 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:35 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:35 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:35 PM*DOUG MYSLINSKI, CHAIRMAN*

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS – Time: 7:35 PM**A. VILLAGE MANAGER**

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED – Time: 7:35 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 7:35 PM

No one came forward.

XIII. ADJOURNMENT – Time: 7:35 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

DECEMBER 9, 2019

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson, Police Chief Dave Daigle and Police Sergeant Bruce Morris and Deputy Clerk Doris Sadik

II. PLEDGE TO THE FLAG

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

- Village Council & Committee of the Whole - Regular Meeting - December 2, 2019
- Accepted

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of Dec 9, 2019 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Wednesday, December 11: 6 - 6:45 PM
Salt Creek Park District's Candy Cane Hunt
Twin Lakes Clubhouse

Friday, December 13: 5:30 - 8:30 PM
Palatine Area Chamber of Commerce (PACC)
Key to Success Awards Night
Grand at Twin Lakes

Saturday, December 14:
American Legion Holds Santa Pancake Breakfast - 8:30 -11:30 AM
American Legion - 122 W. Palatine Road

Twin Lakes Breakfast with Santa - 9 - 11 AM
Twin Lakes Clubhouse - for a morning full of delicious food, games, crafts, entertainment, and Santa Claus

Fremd Booster Club Holiday Craft Fair - 9AM - 4 PM
Fremd High School

Saturday & Sunday, December 14 & 15 - 9 AM - 9 PM
Palatine Jaycees Christmas Tree Sale
Palatine Aquatic Center

V. RECESS TO THE COMMITTEE OF THE WHOLE

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of Dec 9, 2019 7:00 PM (APPROVAL OF MINUTES)

VI. COMMITTEE OF THE WHOLE

A. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Approve the Proposed Residence and Authorize District 211 as the Builder for Lot 12 in the Arcadia West Subdivision - **Approved by Voice Vote** (Council District: Two)

Planning & Zoning Director Ben Vyverberg reported that District 211 has acquired Lot 12 in the Arcadia West Subdivision and intends to construct a new single-family home by District 211's Building and Construction Program students from Palatine and Fremd High Schools, with construction trade professionals. Staff recommends approval.

Councilman Millar recommended the use of more attractive architectural building materials on all sides.

Councilman Kozlowski asked about the anticipated time frame to completion.

Mark Hibner, Lake Zurich, Department Chairman, stated it would be a two year period from start to completion.

In response to Councilman Millar, Hibner stated he would take Councilman Millar's concern to Architect Matthias Jans to address.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

B. POLICE POLICY & CODE SERVICES COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. Village Code Amendments Regarding Adult-Use Recreational Cannabis:

Councilman Kozlowski, seconded by Councilman Lamerand, moved to open discussion of the proposed amendments regarding Adult-use Recreational Cannabis.

Village Attorney Patrick Brankin explained the State Law allowing possession and private use of cannabis by persons over 21 in Illinois goes into effect January 1, 2020. There are no Home Rule powers to prohibit use and possession. Under the Act, the following are prohibited: Consumption of

cannabis in public places, school grounds, in close proximity to persons under 21, in any Smoke Free Illinois location, home delivery, possession by persons under 21, in motor vehicles unless in sealed container, driving under the influence.

Local municipalities were granted the ability to adopt an ordinance

- to prohibit sales and/or manufacturing within corporate limits, or
- to allow sales and/or manufacturing in specific areas and regulate time, place, and manner of business,
- to tax up to 3% on sales in 0.25% increments, in addition to Home Rule Sales Tax.

Brankin went on to outline the restrictions within the Act on advertising and location.

Village Manager Reid Ottesen explained the Cannabis Regulation and Tax Act (CRTA) legalizes the private consumption and possession of cannabis for Illinois residents over the age of 21, but does not allow any municipality, including those with Home Rule Authority, to restrict the use or possession of cannabis, it does provide for the local authority relative to the production and sale of cannabis within a given community. Senate Bill 1557 further clarifies that public consumption will not be allowed at locations that have food or drink. This is another State Mandate that may cost the Village up to \$76,800 annually by increased police calls, enforcement and overtime for processing arrests, court costs and private phlebotomy services.

Doing nothing is not an option--sales will be legal in all but residential areas. There are places in unincorporated areas where sales could take place under the County. Sales in neighboring areas will have direct impact on Palatine. Ottesen has more confidence in Palatine Police than in County Sheriff. Some communities have adopted the sales tax in case the unincorporated areas were to be annexed, the tax could be collected immediately.

Ottesen stated he recommends approving the 3% tax, regardless if the sale and manufacture is approved. If the tax is approved, he would recommend applying the tax returns to police and other Village costs, then to hiring a social worker to specialize in substance abuse and mental health issues, lastly to capital projects, property tax relief or other non-operating costs.

Planning & Zoning Director Ben Vyverberg explained the proposed Ordinance as a starting point for consideration and showed a map of areas where sales will be legal. He reviewed the text amendments to the Ordinance regarding proposed amendments regarding adult-use cannabis dispensing establishments as Special Uses in B-5 highway business districts and manufacturing districts subject to:

- not within 1,500 feet of a building of pre-existing public or private nursery-school, pre-school, secondary school, or daycare facility. (Learning centers and vocational/trade centers shall not be classified as a public or private school for purposes of this section.)

- not within 500 feet of part district use, unless separated by railroad tracks
- not in a dwelling unit
- not abut nor be directly across the street from any residential use.

Vyverberg presented a chart of Plan Commission recommended restrictions. Potential areas for sales:

1. Colfax Street corridor, (B-5)
2. Vermont and Hicks, (manufacturing)
3. Rand Road Corridor just south of Lake Cook, and one site at the corner of Rand and Spruce. (manufacturing)

Vyverberg stated that the Plan Commission voted unanimously in favor of the Ordinance as presented.

Committee Chairman Myslinski opened discussion for the Council.

Councilman Kozlowski asked about policy issues -- we can opt out, Palatine opted out of tattoo parlors, pawn shops and video gaming, but they are here. Costs will be incurred even if we opt out.

Police Chief Daigle stated currently Palatine averages 20 arrests annually for DUI of Cannabis, even with it being illegal. With it legal in the state there will be more.

Ottesen reviewed assumptions of overtime required to process the night arrests plus the cost of evidence by private phlebotomy services. Ottesen stated that the state did not give authority to charge back the blood test to the individual driving under the influence. The delay of state policy and current 6 week wait time, court will likely toss out the case. Currently, the state is only allowing 2 officers to be trained each year for cannabis training, drug recognition and advanced roadside impairment training. K-9 is unknown at present time. An increase in traffic accidents and DUI's in Colorado and California occurred in the first year after legalization of the adult use of cannabis.

Councilman Millar asked whether revenue would cover estimated costs, suggesting that other revenue sources such as charging for credit card payment of water bills might cover incurred costs of legalized use of cannabis without approving sales in Palatine. To clarify sales location restrictions, Ottesen stated that all state licensed schools including church and private schools have been taken into consideration for prohibition of sales.

Ottesen explained Item B. Taxation should be considered separately in case of unincorporated location of sales.

Councilman Helms stated that a zoning map could be in place even if we opt out. We have time. The value is what we can learn from other communities. We can have the zoning map, taxation in place, but can opt out until later in the year. Only medical dispensaries will be selling recreational marijuana January 1, 2020.

Brankin stated that no one could open January 1, only existing medical cannabis dispensaries can, but if no regulations are in place, the state could allow a facility. Brankin stated that an ordinance prohibiting could be passed, but to approve and identify locations for sales in future if reconsidered.

Ottesen stated he understands Councilman Helms point of opting to prohibit sales in Palatine, but to have in place our zoning and taxation for direction in future. Item A and C can give direction.

Brankin cautioned against voting to prohibit sales and simultaneously voting to identify locations to sell in future.

Ottesen stated that maybe 4 recreational dispensaries could be located in the identified zones--one at the northwest corner of Rand and Lake Cook; and one at Hicks and Northwest Highway.

Councilman Solberg noted that we will have the same impact of legalized marijuana use with or without a dispensary.

Councilman Lamerand stated there will be costs whether we opt in or out. The cost is unknown in social costs and monetary costs. Lamerand focused on limiting and controlling. The Rolling Meadows medicinal dispensary is closer to Palatine than any of the locations being considered. There is one machine in IL to test the level of THC. The Council is charged with limiting the exposure to dispensaries in our community, actively managing the situation we have received from the State, and responding responsibly. There will be an elevated need for a social worker. Capture the tax to cover costs. Manage the situation responsibly.

Councilman Millar stated that opting out after approving will not happen. We can all agree that the brain is not fully developed until age 25. Marijuana causes changes in the brain if used by anyone under 25. Councilman Millar opposes the legal use of marijuana by anyone between 21 to 25. Knowing that it could cause possible psychosis, he must oppose.

Ottesen stated that estimates suggest a single dispensary could generate \$200,000 to \$400,000 in sales tax annually.

Staff determined at maximum, Palatine could have a total of 2 dispensaries on Colfax, one west of Hicks and one on north Rand for a total of 4 dispensaries in Palatine.

Councilman Lamerand stated that the first 90 days will reveal the impact of legalization of marijuana sales. He supports approving the tax this evening, while waiting to seeing the impact of the State Law seems prudent.

In response to Councilman Kozlowski, Brankin stated that because it is a special use, we could not revoke a license for selling to a minor, but we could revoke

zoning and close them. That's how the Village could enforce.

Ottesen stated that right now Lake County has not taken any action, therefore allowing dispensaries.

Councilman Solberg noted that if a dispensary opens in unincorporated Lake County, it would eliminate the possibility of Palatine opening one in the northwest area.

Councilman Helms asked about the claim portion. Brankin stated the issuance of the license determines the distance between dispensaries.

State Representative Tom Morrison, 912 S. Parkplace Dr. expressed his agreement with the Council that this is a most challenging issue. Of the communication he received, opposition was strongest from people with children. Although he voted against it, he was not on the prevailing side. He understands the challenges that this state mandate presents to municipalities.

SUPPORT: OPT IN

John Simonaitis, 120 E. Wood Street
 Erik Palumbo, 815 E Morris Drive
 Lesley McCaine, 160 E. Cunningham Drive
 James Dittrich, 409 S.Hart Street
 Kirstin Larson, 154 E. Cunningham
 Carly Kaiser, 1446 E. Cady Lane
 Paul L. Piccolo, 892 E Goodrich Place
 Stephen L. Kabaker, 893 E. Capri Drive
 Jane Van Wolvelear, 910 East Pratt Drive
 John Laprise, 110 N. Oak Street, Palatine
 Francisco Rios, 1804 Green Lane S, Apt. 2A
 Madeline Dugas, 711 W. Kenilworth Ave.
 Terry Langer, 711 W. Kenilworth
 Elizabeth Thompson, 47 E. Comfort,
 Damon Cameron, 151 S. Elmwood Ave.
 Ankit Mistry, 1203 Arbor Lane
 Andrea Fox, 1142 W. Palatine Road,

OPPOSE: OPT OUT

Wendi Wang, 5407 Deerfield Lane, Rolling Meadow
 Yan Sun, 2249 Thorntree Lane
 Vicki Wilson, 152 Wilson Court
 Jialing Liu, 663 W. Revere Lane
 Yunen Wang, 1228 West Autumn Rd.
 Ran Duan, 502 S. Stuart Lane
 Helena Fabrycy, 307 E. Kenilworth Ave.
 Rebecca Zhu, 1025 No. Auburn Woods
 Yan Liu, 5800 S. Corona Dr., Palatine

Iris Ho 130 W. Boardwalk Dr. Palatine
 Linda Zhao, 636 W. Slippery Rock Dr., Palatine
 Joseph Qian, 2249 Thorntree Lane, Palatine,
 Shuhui Qin, 534 S. Hale St.
 Junjiang Du. 727 W. Valley Circle, Palatine
 Jie Yan, 2101 S. Meacham Rd. Palatine
 Weimin Suu, 120W. Sycamore Ct., Palatine
 Gordon Ruan, 832 W. Exner Ct.
 Min Lin, 305 College Crossing, Rolling Meadows,
 Suchong Hua, 4030 Hudson Dr., Hoffman Estates
 Yumei Lee, 524 W. Bridgeview Ct.
 Chien Pong, 16 N. Clyde Ave.
 Min Man Chou, 1700 N. Rand Road Church, Taiwan,
 James Pittman, Pastor, 960 E. Glencoe Palatine,
 Lorna King, 39 W. Daniels Rd.
 Hongmin Li, 16 W. Aldridge Ave.
 Lisa Moran, 659 S. Mallard Drive,
 Di Yang, 398 E. Royal St. George Vernon Hills
 Mengwei Liu, 3730 Countryside Lane, Glenview,

At 10:25 PM Staff reported more want to speak, Chairman Myslinski determined all views had been expressed numerous times this evening.

Council discussion ensued.

Brankin and Ottesen stated a threshold on the number of State licenses to be issued is unknown.

Councilman Kozlowski, noted there is only one chance to opt out, a million to opt back in.

Councilman Millar said a majority of states have opted out, by voting not to legalize cannabis.

Mayor Schwantz commented Illinois has enacted a very bad law, he will not endorse marijuana. This is another unfunded mandate.

Councilman Solberg noted that an applicant would still have to go through the special use to approve a business, traffic, parking, more conditions would need to be approved.

Councilman Helms supported the 2500 feet as recommended by Plan Commission.

Ottesen stated staff said 1500 feet. Council should entertain that first, duly noting signage and 6 AM to 10 PM business hours.

- A. Consider an Ordinance Amending the Village of Palatine Zoning Ordinance to allow Adult-Use Recreational Cannabis Dispensaries as Special Uses in the Manufacturing and B-5 Highway Business Districts - **Motion Carried by Roll Call**

RESULT:	MOTION CARRIED BY ROLL CALL [5 TO 2]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski
NAYS:	Millar, Helms

- B. Consider an Ordinance Amending the Palatine Code of Ordinances by the Addition of Article X to Chapter 17 Taxes to Impose a Municipal Cannabis Retailers' Occupations Tax - **Motion Carried by Roll Call**

Village Manager Reid Ottesen stated the CRTA allows municipalities, by ordinance, to impose a Municipal Purchase Excise Tax on recreational cannabis products of up to 3% of the purchase price. In the event the Village of Palatine allows for the retail sale of cannabis, Staff recommends the Village Council approve an ordinance amending Chapter 17 of the Code of Ordinances to impose a 3% municipal cannabis retailer's occupation tax. This tax would only be collected in the event the Village Council approves a recreational cannabis dispensary in the future. Staff recommends approval of the ordinance if the Council approves the text amendments to allow the sale of cannabis in Palatine.

RESULT:	MOTION CARRIED BY ROLL CALL [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- C. Consider an Ordinance Amending the Village of Palatine Code of Ordinances by the Addition of Article XXX to Chapter 12 Prohibiting Cannabis Business Establishments - **Motion Failed by Roll Call**

If the desire of the Village Council is to prohibit the production and sale of cannabis within Palatine, then adoption of the attached ordinance amending the Village of Palatine Code of ordinances would be required. Action is at the discretion of the Village Council.

RESULT:	MOTION FAILED BY ROLL CALL [3 TO 4]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Kozlowski, Helms
NAYS:	Schwantz, Lamerand, Myslinski, Solberg

2. As Submitted -

Nothing was submitted.

C. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 10:48 PM

BRAD HELMS, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Purchase Three Cardiac Monitors - **Approved by Voice Vote**

Fire Chief Scott Andersen explained the Fire Department has staffed Advanced Life Support (ALS), non-transport vehicles, for over 20 years. Annually, each vehicle is inspected by the Northwest Community Emergency Medical Services System (NCEMSS) and the Illinois Department of Public Health (IDPH) and a waiver has been sought and granted to substitute Automated External Defibrillators (AED) in lieu of the more expensive Cardiac Monitor/Defibrillators. The Fire Department has been notified that NCEMSS and IDPH will no longer grant the cardiac monitor waiver beyond 2019. Three such monitors were purchased earlier this year and placed in front line service and this purchase will complete the outfitting of all 6 non-transport vehicles. Staff recommends approval of the purchase of 3 Cardiac Monitor/Defibrillators in an amount not to exceed \$73,000 direct from the manufacturer, ZOLL Medical Corporation.

Councilman Helms asked if this brings each vehicle up to par. It does.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. Consider a Motion Authorizing the Fire Department to Purchase Replacement Turnout Gear - **Approved by Voice Vote**

Fire Chief Scott Andersen reported the Fire Department's 2020 Operating Budget includes the purchase of replacement turnout gear. The intent is to replace worn out gear of existing personnel, while also providing quality hand-me-down gear for any new hires. In 2010, three vendors (Globe, Morning Pride, and Lion) were contacted and test gear was requested. Lion failed to provide the requested test gear, while Morning Pride and Globe both performed well and quotes were requested from each. The clothing committee ultimately recommended the Globe product based on price and familiarity given they are the Department's current vendor. Globe Manufacturing indicated a price increase effective January 1, 2020 not to exceed 5%. The Fire Department is prepared to take advantage of the cost savings by ordering 10 sets of turnout gear by December 31, 2019, with delivery/payment to occur in 2020. Staff recommends the Fire Department purchase 10 sets of Globe Manufacturing turnout gear from Air One consistent with previous years' purchases for \$21,800.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:
10:50 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 10:51 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 10:51 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 10:51 PM

Reconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider a Motion to Approve the Proposed Residence and Authorize District 211 as the Builder for Lot 12 in the Arcadia West Subdivision - **Approved**
(Council District: Two)
2. Consider a Motion Authorizing the Village Manager to Purchase Three Cardiac Monitors - **Approved**
3. Consider a Motion Authorizing the Fire Department to Purchase Replacement Turnout Gear - **Approved**

IX. REPORTS OF STANDING COMMITTEE**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 10:52 PM*BRAD HELMS, CHAIRMAN*

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 10:52 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 10:52 PM*DOUG MYSLINSKI, CHAIRMAN*

1. Village Code Amendments Regarding Adult-Use Cannabis:

- A. Consider an Ordinance Amending the Village of Palatine Zoning Ordinance to allow Adult-Use Recreational Cannabis Dispensaries as Special Uses in the Manufacturing and B-5 Highway Business Districts - **Motion Carried by Roll Call**

This item was discussed earlier in Committee.

Ordinance #O-111-19

RESULT:	MOTION CARRIED BY ROLL CALL [4 TO 2]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Lamerand, Myslinski, Solberg, Kozlowski
NAYS:	Millar, Helms

- B. Consider an Ordinance Amending the Palatine Code of Ordinances by the Addition of Article X to Chapter 17 Taxes to Impose a Municipal Cannabis Retailers' Occupations Tax - **Motion Carried by Roll Call**

This item was discussed earlier in Committee.

Ordinance #O-112-19

RESULT:	MOTION CARRIED BY ROLL CALL [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

- C. Consider an Ordinance Amending the Village of Palatine Code of Ordinances by the Addition of Article XXX to Chapter 12 Prohibiting Cannabis Business Establishments - **Motion Failed by Roll Call**

This item was discussed earlier in Committee.

RESULT:	MOTION FAILED BY ROLL CALL [3 TO 4]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Kozlowski, Helms
NAYS:	Schwartz, Lamerand, Myslinski, Solberg

2. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER – Time: 10:55 PM

1. As Submitted -

No Report

B. VILLAGE CLERK – Time: 10:55 PM

1. As Submitted -

No Report

C. VILLAGE ATTORNEY – Time: 10:55 PM

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED – Time: 10:55 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 10:55 PM

No one came forward.

XIII.ADJOURNMENT – Time: 10:56 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Dec 9, 2019 7:00 PM (APPROVAL OF MINUTES)

Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2020 Hometown Fest

BACKGROUND: The Palatine Jaycees will be holding their annual Hometown Fest from Thursday, July 2 - Sunday, July 5, 2020. This festival is the largest fundraiser of the year for the Jaycees, with proceeds going directly back to the community through the many programs they sponsor. The proposed festival hours are as follows:

- Thursday, July 2: 5 pm - Midnight (Special Needs Carnival from 1 - 3 PM)
- Friday, July 3: Noon - Midnight (Fireworks at 9:30 PM)
- Saturday, July 4: Noon - Midnight (Parade at 11 AM)
- Sunday, July 5: Noon - 7 pm

KEY ISSUES: The Jaycees are requesting approval of the following:

1. Waiver of fees for Village services, permits, and licenses.
2. Temporary closure of Wood Street, between Mozart Street and Oak Street, from Monday, June 29 - Monday, July 6 for the carnival. This approval would be subject to access being maintained to the Village Hall and Park District facilities throughout the event.
3. Setup will begin Wednesday, July 1 and tear down will start Sunday afternoon on July 5th and conclude on Monday, July 6th.
3. Temporary closure of streets on Saturday, July 4 for the parade.
4. The proposed event hours are consistent with what was approved by the Palatine Park District at their October 22, 2019 Board Meeting.

ALTERNATIVES:

1. Approve the request for the temporary closure of public streets and the waiver of Village fees.
2. Do not approve the request for the temporary closure of public streets and the waiver of Village fees.

RECOMMENDATION:

Staff recommends approval of the Palatine Jaycees Hometown Fest and related requests.

ACTION REQUIRED:

A motion to approve the request for the temporary closure of public streets and the waiver of Village fees, subject to the conditions outlined above.

ATTACHMENTS:

- Jaycees 2020 Hometown Fest Application

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



Alabama

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

Maryland

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

New Jersey

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

South Carolina

South Dakota

Tennessee

Texas

Virginia

Washington

West Virginia

Wisconsin

Wyoming

December 6, 2019

Susan Storelli
 Village of Palatine
 200 E Wood Street
 Palatine, IL 60067

Dear Susan,

On behalf of the Palatine Jaycees, we would like to formally request the needed Village approvals to hold the 63rd Annual Palatine Jaycees Hometown Fest. The festival will take place at Community Park in Palatine. It is scheduled to begin on Thursday, July 2nd, 2020 and will conclude on Sunday, July 5th, 2020.

We attended the Park District Board Meeting on October 22nd. The Board approved our proposal for Hometown Fest 2020. Attached is the approved permit.

We would like to request permission to sell beer and wine during the following dates and times:

Thursday, July 2nd: 5:00 pm to 12:00 am (Last call at 11:45 pm)
 Friday, July 3rd: 12:00 pm to 12:00 am (Last call at 11:45 pm)
 Saturday, July 4th: 12:00 pm to 12:00 am (Last call at 11:45 pm)
 Sunday, July 5th: 12:00 pm to 7:00 pm (Last call at 6:45pm)

We would like to request that Wood Street be closed between Oak Street and Mozart Street from Monday, June 29th in the early morning (approximately 7 am) to Monday, July 6th for the purpose of the carnival.

We would also like to request a waiver of all fees associated with the festival.

Other notable events we have scheduled for the festival include: (full schedule is attached)

- Friday July 3rd Fireworks by Mad Bomber at dusk approx. 9:30 pm
- Saturday July 4th Parade 11:00 am kickoff
- Carnival-
 - Thursday, July 2nd 1:00-3:00 pm Special Needs Carnival
 - Thursday, July 2nd 5:00 pm-12:00 am
 - Friday, July 3rd 12:00 pm-12:00 am
 - Saturday, July 4th 12:00 pm-12:00 am
 - Sunday, July 5th 12:00 pm-7:00 pm



At a date to be determined, we can present our requests to the Council at a Village Board meeting.

On behalf of the Palatine Jaycees and the Hometown Fest Committee, thank you in advance for your support in making this project a success. We are incredibly grateful for our positive relationship and know that the success of Hometown Fest depends highly on that relationship. We are looking forward to working with you on this year's fest. Please contact us at any time with any questions you might have.

Sincerely,

Courtney Kulig

Danielle Green

A handwritten signature in black ink that reads 'Courtney Kulig'.

A handwritten signature in black ink that reads 'Danielle Green'.

Palatine Jaycees
Hometown Fest 2020 Co-Chairs
hometownfest@palatinejaycees.org

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming



2020 Hometown Fest Schedule

Saturday, June 27, 2020

- Tractor Training
- Organize Park District shed

Wednesday, July 1, 2020

- Set-up

Thursday, July 2, 2020 (Fest open to public 5pm to midnight)

- Set-up is complete
- Kathleen Blanck Memorial
- Carnival Opens
- Food
- Beverages
- Entertainment
- Fireworks Raffle
- Scavenger Hunt

Friday, July 3, 2020 (Fest open to public noon-midnight)

- Carnival
- Food
- Beverages
- Entertainment
- Scavenger Hunt
- Fireworks

Saturday, July 4, 2020 (Fest open to public noon-midnight)

- Parade
- Carnival
- Food
- Beverages
- Entertainment
- Scavenger Hunt
- Hometown Expo
- Hometown Toss

Sunday, July 5, 2020

(Fest open to public noon-7pm)

- Carnival
- Food
- Beverages
- Entertainment
- Scavenger Hunt
- Hometown Expo
- Family Day
- Tear Down (Start)

Monday, July 6, 2020

- Tear down complete

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming

VILLAGE OF PALATINE

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
 Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

GENERAL EVENT INFORMATION

Name of Event

Palatine Jaycees Hometown Fest 2020

Exact Address of Event

Community Park - 262 E. Palatine Road, 60067

Type of Event (Check all applicable)

☒ Festival ☐ Run/Walk ☒ Parade ☐ Car Show ☒ Craft Fair ☒ Fireworks ☐ Other

Date(s) of Event

July 2 - July 5, 2020

Hours of Event

12pm - 12am

Total Hours (Set-Up - Tear Down)

80

Phone number/website for publication

847-604-0288/palatinejaycees.org

Estimated attendance

50,000

Last years actual attendance

50,000

Describe the event's community and/or cultural benefit

Annual 4th of July celebration with carnival, food, entertainment, and special events for the comm

+

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Palatine Jaycees

Contact person from Sponsoring Organization

Sarah McKillop, 2020 president

Sponsoring Organization Address

PO Box 1517

City

Palatine

Zip

60078

Phone Number

847-604-0288

E-Mail

info@palatinejaycees.org

Website

www.palatinejaycees.org

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

Courtney Kulig

E-mail

hometownfest@palatinejaycees.org

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

Danielle Green

E-mail

hometownfest@palatinejaycees.org

Emergency Contact Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

EVENT OVERVIEW

Are you providing/serving food at your event that is considered potentially hazardous, being prepared on-site, or being re-packed and sold in bulk?

☒ Yes ☐ No

If yes, how many vendors? 12

Below are some foods exempt from a permit (not all are listed):
-Pre-packaged, non-potentially hazardous foods (i.e. packaged cookies, chips, crackers, bread, etc.)
-Non-potentially hazardous, minimally cut, unprocessed fruits or vegetables (i.e. apples, bananas, etc.)

QUESTIONS ON WHAT QUALIFIES AS EXEMPT? CALL (847) 359-9090.

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9090. Please see application for full details on what is required.

Are you erecting either: (1) tent(s) larger than 20'x40' (or 800 sq. ft.) or (2) that accommodates more than 100 people or (3) temporary structure(s) (i.e. stage) taller than 2' in height or (4) that will be equipped with temporary electrical power?

☒ Yes ☐ No

If yes, you must submit a Temporary Structure Permit Application 30 days prior to the event. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9037. Electric submissions are NOT accepted. Please see application for full details on what is required.

Are you serving alcoholic beverages at your event?

☒ Yes ☐ No

Alcohol vendors must submit a Special Event Liquor License 60 days prior to the event. You must obtain a Special Event Liquor License for each liquor vendor. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9031.

Will the event include a Race/Walk or Parade?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 1.

Will electronic sound amplification equipment or a public address system be used at the event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 2.

Are you utilizing any public parking lots, Village streets or other Village property for your event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 3.

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.

Courtney A Kulig
Signature of Organizer

12/3/19
Date

Application must include the following documentation

- ☒ Special Event Application (Page 1, 2, 3, 4)
 - ☒ Certificate of Insurance (see Section 5)
 - ☒ Site Plan and/or Race/Parade Route Map
- *You MUST submit a new site plan or parade/race route on an annual basis.**

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event

Palatine Jaycees Hometown Fest 2020

SECTION 1: RACE/WALK, PARADE INFORMATION ☐ Not Applicable

Starting Location Slade and Cedar	Ending Location Wood and Oak
Approximate Number of Attendees (runners/marchers) 1000	Approximate Number of Vehicles (cars/floats) 70
Location of Assemble (Registration) Wood and Cedar	Location of Personal Vehicle Parking Clean Air Parking lot on Wood St.

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

SECTION 2: NOISE CONTROL PLAN ☐ Not Applicable

Please attach a Site Plan, with the location of the stages and sound systems,
the location and direction of all speakers, and the proximity to residential properties

Amplified sound will be used from: (am/pm) 11am	Amplified sound will be used to: (am/pm) 12am
--	--

Describe the sound system(s)

Sound will be controlled by a live sound company to be determined.

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

Bands will play until midnight, no later. Sounds will be from the band shell only and directed north



The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech.

SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION ☐ Not Applicable

Public Parking Lot / Property Intended for "Event"

Lot Number or Location	Date of Closure	Time of Closure	Date to Reopen	Time of Reopen
Village Hall parking lot	7/1/2020	6am	7/6/2020	6am
Village Hall parking lot				
Village Hall parking lot				

1. No staking in the street or public parking lot is permitted.
2. Only chalk or other Village approved marking is permitted (no spray paint).
3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot.
4. No structures may be erected on any street/public parking Lot without prior approval/permit.

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 4: INDEMNITY/HOLD HARMLESS AGREEMENT

Name of Sponsoring Organization

Palatine Jaycees

Name of Event

Hometown Fest 2020

Date(s) of Event

7/2 - 7/5/2020

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Palatine, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Palatine, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefore. The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Palatine, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Palatine, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Palatine, its officials, agents and employees as herein provided.

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.



SIGNATURE

Sarah McKillop

Palatine Jaycees President 2020

12/3/19

PRINT NAME

TITLE/POSITION

DATE

SECTION 5: INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance evidencing the following insurance minimums:

Commercial General Liability - minimum \$1,000,000 per occurrence

Final acceptance of applicant is contingent on applicant naming the Village of Palatine, their employees, agents and officials as additional insured.

Attachment: Jaycees 2020 Hometown Fest Application (Jaycees 2020 Hometown Fest)



CERTIFICATE OF LIABILITY INSURANCE

6.A.1.a

DATE (MM/DD/YYYY)
4/9/2019

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Client Service Team	
	PHONE (A/C, No, Ext): 630-694-4268	FAX (A/C, No): 630-694-4401
	E-MAIL ADDRESS: USClientService@ajg.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Nautilus Insurance Company	17370
	INSURER B: Illinois Union Insurance Company	27960
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 964277476 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		NN749193	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included Bodily injury prp Dam \$ 500 Ded
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			LQRILF144896784	9/1/2018	9/1/2019	General Aggregate \$1,000,000 Each Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Hometown Fest.

The following are named as additional insureds with respect to the General Liability per contract or written agreement: Palatine Park District and its elected and appointed officials, employees and agents.

CERTIFICATE HOLDER

Palatine Park District
250 E. Wood Street
Palatine IL 60067

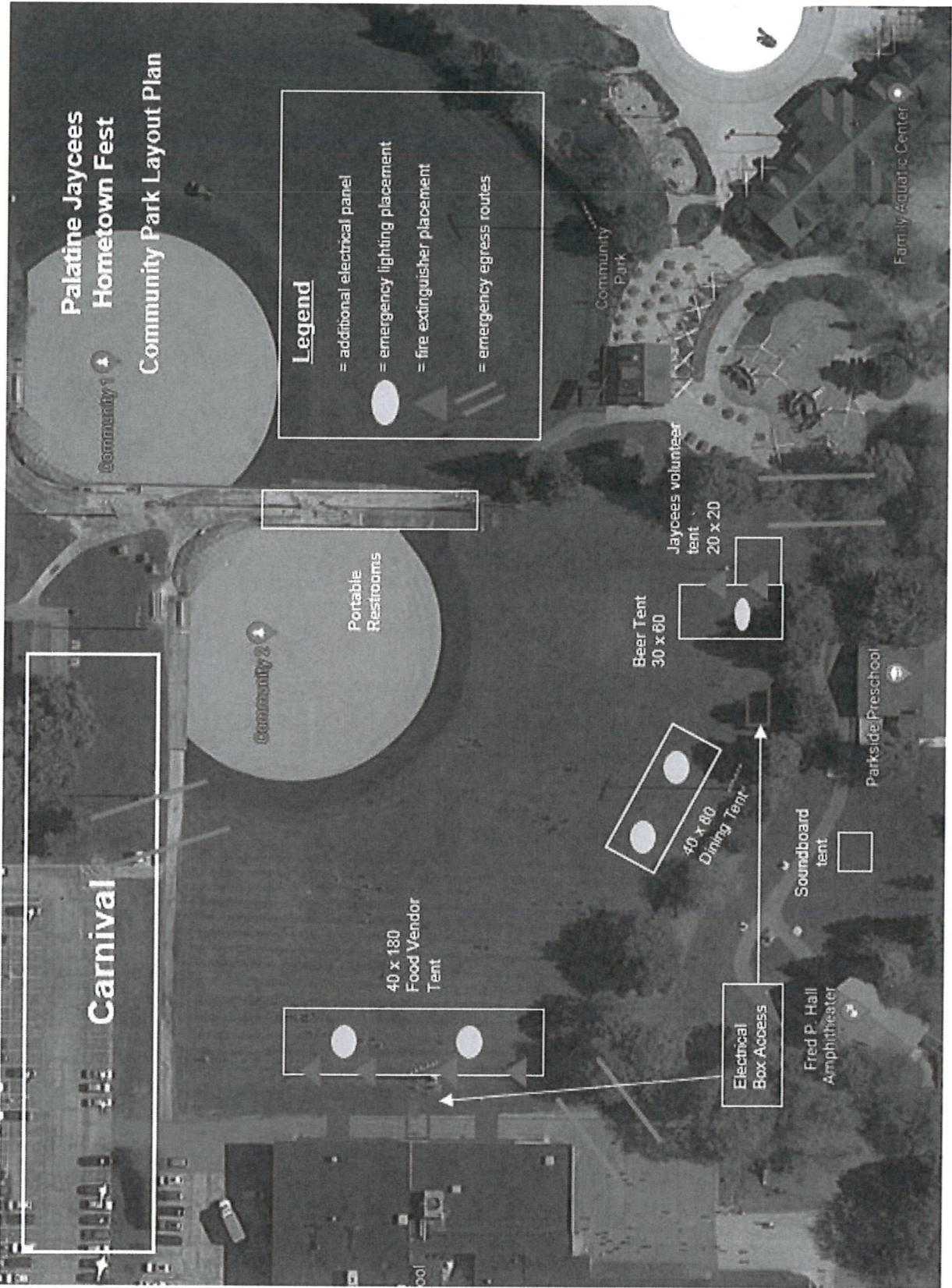
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

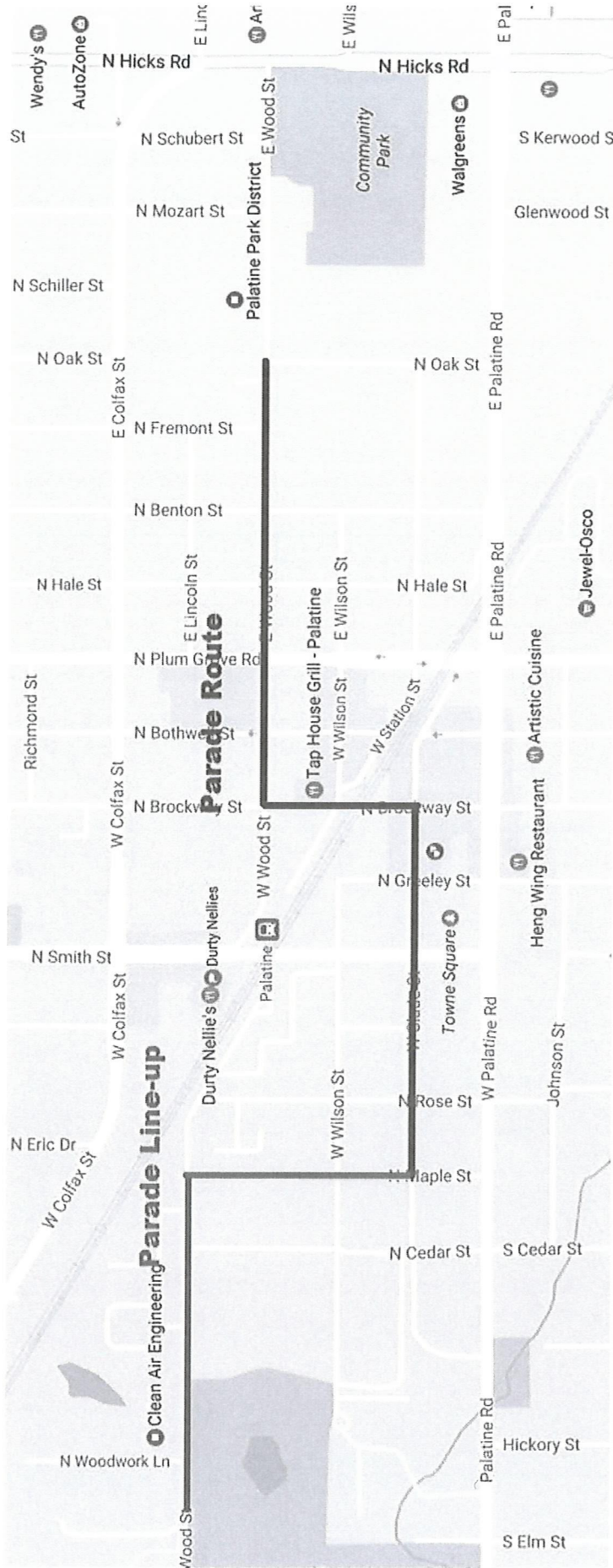
AUTHORIZED REPRESENTATIVE

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Palatine Jaycees Hometown Fest 2020



Parade Route





Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. **Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

Please indicate the Special Use Permits that you would like to be considered:

- | | |
|--|---|
| ☐ Waiver of fees/deposit | ☐ Assembly/protest/service gathering |
| ☐ Fundraising event | ☐ Display/exhibit on District property |
| ☐ Serving alcoholic beverages | ☐ Overnight parking |
| ☐ Selling alcoholic beverages | ☐ Parades or festivals |
| ☐ Amplified sound/music | ☐ Artificial lighting |
| ☐ Use after posted hours of operation | ☐ Other _____ |

Organization/Group <u>Palatine Jaycees</u>	Rental Date <u>July 1-July 6</u>
Contact Person <u>Courtney Kulig/Danielle Green</u>	Time of Rental <u>All day</u> to _____
Address <u>PO Box 1517</u>	Facility/Park Requested <u>Community Park</u>
City <u>Palatine</u>	Event Type <u>July 4th fest – fireworks, carnival, entertainment</u>
State/Zip <u>IL, 60078-1517</u>	Estimated # in attendance <u>1,000-5,000</u>
Phone <u>847-757-2209/847-691-9692</u>	E-Mail <u>hometownfest@palatinejaycees.org</u>

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant
Signature Courtney Kulig Danielle Green

Executive Director
Approval [Signature]

Date 10/7/19

Date 10/22/19

Updated 1-25-2017

Attachment: Jaycees 2020 Hometown Fest Application (Jaycees 2020 Hometown Fest)



Palatine Emergency Management Agency

Team Coordinator Ed Kemper
39 E. Colfax Street • Palatine, IL 60067
6320

Phone: (847) 359-9056
Fax: (847) 202-

Special Event Coordinators,

We welcome and support your special event in Palatine and will do whatever we can to ensure you have a safe and successful event. To that end, we have attached a sample "Emergency Action Plan" to help you prepare for your event. This EAP identifies key members at your event and provides basic instruction on how to deal with certain emergencies including:

- Extreme weather
- Fire / Rescue issues
- Emergency Medical Services
- Law Enforcement issues

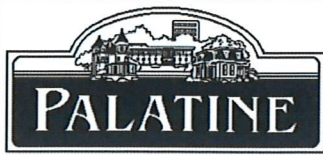
Once complete, please do the following:

1. Share a copy of your EAP with your event staff and discuss their roles in case of an emergency.
2. Send a copy (email or fax) of the EAP to eap@palatine.il.us

If you have any questions or concerns as you prepare for your special event, do not hesitate to contact us at specialevents@palatine.il.us

Thank you

Ed Kemper
EMA Coordinator



OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN

EVENT DATE: July 2 – July 5, 2020	EVENT LOCATION: Community Park
EVENT TIME: Noon- Midnight	PREPARED BY: Courtney Kulig
PRIMARY CONTACT: Courtney Kulig	SECONDARY CONTACT: Danielle Green
PRIMARY CELL #: 847-757-2209	SECONDARY CELL #: 847-691-9692

1.0 GENERAL

The “Palatine Jaycees Hometown Fest” will be held from noon to midnight on July 2, 2020 – July 5, 2020 at Community Park.

2.0 PURPOSE

- A. This Emergency Action Plan (EAP) predetermines actions to take in response to an emergency or otherwise hazardous condition during your event. These actions will be taken by event organizers and volunteers.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, fire, medical emergencies, severe weather, or situations where law enforcement is required.
- C. A copy of this EAP should remain available at the location and copies filed with the Village of Palatine.

3.0 POTENTIAL EMERGENCY SITUATIONS

The types of emergencies that could potentially occur at this event are:

Excessive heat conditions, severe weather, carnival ride malfunction/ rescue, fire, medical emergencies and/or crimes.

4.0 BASIC EMERGENCY ACTION PLAN

A. EAP Event Representative

The EAP event representative will be identified as the primary contact (as listed above) for all communications regarding the event. The EAP event representative should remain on-site and available during the entire event. If an event is scheduled for multiple days and/or there are additional EAP event representatives, the event representatives should be listed under *Section 5.0 Additional Emergency Planning Information*.

B. Public Information Systems

Disseminating quick, accurate information and instruction are crucial for a safe and orderly evacuation from any venue during an emergency. The EAP event representative should identify how information shall be disseminated. Some methods may include the use of portable bullhorns, public address (PA) systems, and simple calm verbal directions. For this event, information will be disseminated by:

Public Announcement through the amphitheater sound system, group text message to volunteers and committee members, and verbally to carnival operators and attendees. Will also use Facebook page to notify current and possible attendees to any closure of the Fest.

C. Emergency Notification

In the event of an emergency, notification will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

D. Severe Weather

1. Weather forecasts and current conditions should be monitored throughout the event. One source to consider is the National Weather Service's web site at www.weather.gov.
2. **Before the event** --- If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or their designee will serve as the weather watcher and will be responsible for monitoring the weather conditions before and during the event. The weather watchers are identified as: Courtney Kulig, Danielle Green, Sarah McKillop
3. **Before the event** - It is beneficial for the event representative to identify a person or group of people with the authority to cancel or stop the event. The person or group of people that will make the decision to cancel or stop the event are identified as: Courtney Kulig, Danielle Green, Sarah McKillop
4. **During the event** --- If severe weather occurs during the event including, but not limited to, a severe thunderstorm warning, lightning present following the 30-30 rule, or other hazardous weather, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter. The location of the shelter is identified as Village Hall Basement located at 200 East Wood Street, Palatine, IL 60067.

5. **Lightning** – If the event is hosted near any of the Palatine Park District’s 22 parks equipped with the “Strike Guard” lightning warning systems, all event staff should be trained on the significance of the early warning detectors (See attached information sheet). If the event is hosted anywhere else, the event staff will follow the 30---30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
6. **Wind Gusts** – If sustained and gusting winds are above 15 MPH, the EAP event representative will deflate any inflatable rides and check and secure tents.

E. Fire

Should an incident occur that requires the Fire Department, please contact 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with call-back number.

F. Medical Emergencies

As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are temperature related (i.e. excessive heat or cold) as well as routine medical and traumatic injuries. Should an incident occur that requires emergency medical services, please contact 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with call-back number.

G. Law Enforcement

Should an incident occur that requires the Police Department, please contact 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with call-back.

H. Emergency Vehicle Access

Access for emergency vehicles will be maintained at all times. Fire lanes and fire hydrants shall not be obstructed. Participants and spectators will be directed to park in approved areas.

- Parking for vendor and staff vehicles will be located at 340 East Palatine Rd 60067
- Parking for attendee vehicles will located at 340 East Palatine Rd 60067

5.0 ADDITIONAL EMERGENCY PLANNING INFORMATION

Type any additional information below. This may include attaching maps or listing information for additional contacts. If no extra information needs to be provided, please enter “N/A”.

N/A

6.0 DISCLAIMER

This EAP is designed to assist event organizers in planning and supervising outdoor special events. The Village of Palatine and the Palatine Emergency Management Agency will not undertake supervision of your outdoor special event.

Lightning Detection in Palatine Park District Parks



A Lightning Detection System provides early warning of lightning throughout our parks, pools, golf course and stables. The Strike Guard Early Warning System detects and tracks lightning strikes and provides warning when lightning strikes within a 10 mile radius.

When lightning strikes have been detected (no false alarms) within the warning area, the park systems in that zone will provide warning. One long (15---second) siren will sound, and a strobe will flash on the unit. After the Strike Guard System determines conditions are safe, (30 minutes of no lightning) the siren will sound three five---second intermittent blasts and the strobe will go off, providing notice that it is safe to resume activity in this area.

Warning sirens and/or strobes are divided into two zones, one for active parks, and another for passive parks. Active parks will provide lightning warning from 7:00 a.m. to 11:00 p.m., and passive parks from 7:00 a.m. to 8:45 p.m.

Active locations included:

Birchwood Park , Celtic Park, Community Park, Eagle Park, Tom T. Hamilton Reservoir, & Ost Field.

Passive Parks included:

Birchwood South, Cardinal Park, Falcon Park, Finch Park, Juniper Park, Doug Lindberg Park, Maple Park, Oak Park, Osage Park, Palatine Hills, Palatine Stables, Plum Grove Reservoir, Sycamore Park, The Grove, Towne Square, and Willowwood Park.

Familiarize yourself with the warning unit in a park near you. Each location will have signs such as the following explaining the Lightning Procedures. You can hear the sirens by going to the link of the Palatine Park District web site and listening to the take cover and all clear siren tones.

Sirens and strobes will not go off when the parks are closed for the evenings or during none usage winter months.

Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately in the event that one or more of the following situations occur:

You hear one long siren.

You hear thunder (regardless of siren).

You see lightning (regardless of siren).

You see the strobe light on when arriving at the park.

No place outdoors is safe when a thunderstorm is near! The **best shelter** from lightning is to be inside a **substantial building**.

- **Avoid** car ports, porches, garages, sheds, tents, baseball dugouts, or under bleachers.
- If no substantial shelter is available, then **seek refuge in a hard topped vehicle**, with the windows up.
- **Stay away** from trees, electrical poles, or other tall objects.
- **DO NOT LIE FLAT ON THE GROUND!** Crouch down on the balls of your feet to create the lowest profile.



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Consider a Resolution Approving a Plat of Consolidation for the Property at 879 W. Kenilworth Avenue

BACKGROUND:

The Petitioner previously acquired two vacant lots in order to construct a new single-family home. While the Zoning Ordinance allows for the two lots to be considered as one zoning lot, Staff directed the Petitioner to submit a Plat of Consolidation and combine the lots accordingly. There was also a condition of the previous zoning relief granted for a Special Use for a setback reduction that required a deed restriction to be recorded upon the property. Therefore, the Petitioner is requesting approval of the following:

Plat of Consolidation to combine two existing lots of record into one lot of record.

KEY ISSUES:

- The Petitioner is in the process of completing the constructing of one new single-family home on 2 existing lots. A setback reduction was approved for the construction of the new home. As part of that approval, a condition of the zoning relief included a deed restriction memorializing the minimum required Kenilworth Avenue setback.
- In addition to combining the 2 existing lots, the Plat of Consolidation will include both the required deed restriction and associated Kenilworth Avenue setback. The deed restriction was recorded in October 2019. A Plat of Consolidation has been prepared and reviewed by the Village Engineer and Village Attorney.

ALTERNATIVES:

1. Approve the Plat of Consolidation.
2. Do not approve the Plat of Consolidation.

RECOMMENDATION:

Staff recommends approval of the Plat of Consolidation at 879 W. Kenilworth Avenue.

ACTION REQUIRED:

Motion to approve the Plat of Consolidation for 879 W. Kenilworth Avenue.

ATTACHMENTS:

- Aerial Map - 879 W. Kenilworth Avenue
- Resolution - Plat of Consolidation - 879 W Kenilworth Avenue
- EXHIBIT - Plat of Consolidation
- Deed Restriction

RESULT: **ADOPTED BY VOICE VOTE [UNANIMOUS]**
MOVER: Tim Millar, District 1 Councilman
SECONDER: Kollin Kozlowski, District 5 Councilman
AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VILLAGE OF
PALATINE



Attachment: Aerial Map - 879 W. Kenilworth Avenue (879 W. Kenilworth Ave - Plat of Consolidation)

RESOLUTION NO. _____

**A RESOLUTION APPROVING A PLAT OF CONSOLIDATION
FOR 879 W. KENILWORTH AVENUE**

WHEREAS, the Palatine Subdivision Ordinance provides qualifications governing final approval of a Subdivision Plat in Article IV FINAL PLAT for the Consolidation of 2 existing lots – then known as Lillian Place Subdivision and

WHEREAS, 879 W. Kenilworth Avenue has complied with all the provisions of the Village's Subdivision Ordinance and submitted a Plat of Consolidation for Village review.

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Village Council of the Village of Palatine, that the Mayor and the Village Clerk be and are hereby directed and authorized to execute a Plat of Subdivision (Plat of Consolidation) pursuant to the Palatine Subdivision Ordinance and subject to the following condition:

1. The development shall substantially conform to the Plat of Consolidation by Kabal Surveying Company dated 11/08/2019, except as such plans may be revised to conform to Village Codes and Ordinances.

DATED: This _____ day of _____, 2019

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

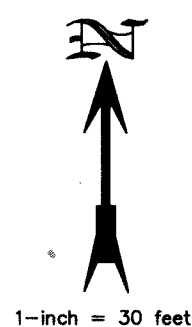
APPROVED by me this _____ day of _____, 2019

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2019

Village Clerk

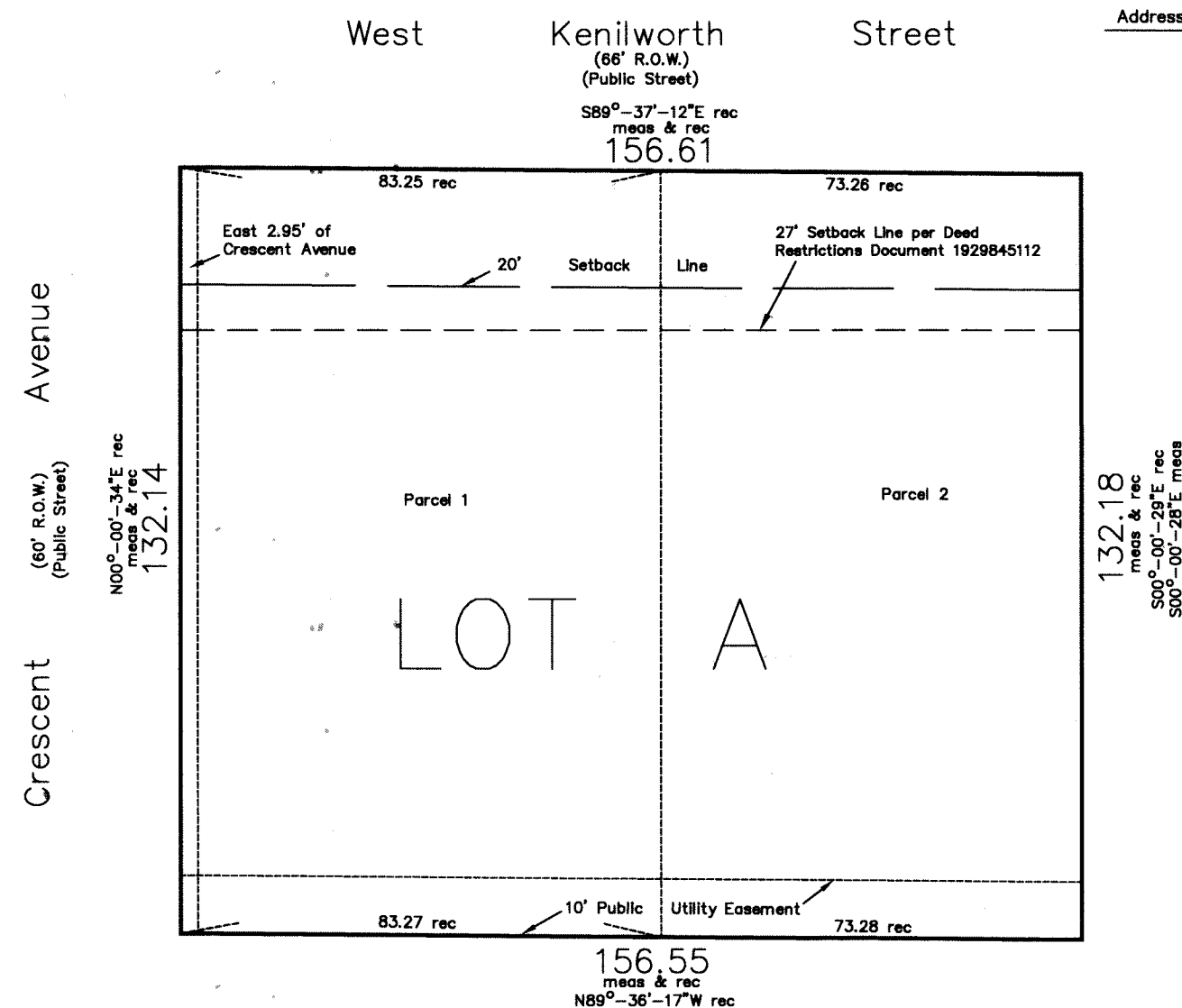
879 West Kenilworth Street Plat of Consolidation of



Parcel 1:
Lot 1 in Lillian Place, being a Resubdivision of Lot 8 in Block 9 of Arthur T. McIntosh & Co.'s Palatine Hills, and that part of the East 2.95 feet of Crescent Avenue lying North of the Westerly extension of the South line of Lot 8, in Block 9, and lying South of the Westerly extension of the North line of Lot 8, in Block 9, in Arthur T. McIntosh and Company's Palatine Hills, being a subdivision of the East half of the Northeast quarter of Section 21, Township 42 North, Range 10, East of the Third Principal Meridian, in Cook County, Illinois.

Parcel 2:
Lot 2 in Lillian Place, being a Resubdivision of Lot 8 in Block 9 of Arthur T. McIntosh & Co.'s Palatine Hills, and that part of the East 2.95 feet of Crescent Avenue lying North of the Westerly extension of the South line of Lot 8, in Block 9, and lying South of the Westerly extension of the North line of Lot 8, in Block 9, in Arthur T. McIntosh and Company's Palatine Hills, being a subdivision of the East half of the Northeast quarter of Section 21, Township 42 North, Range 10, East of the Third Principal Meridian, in Cook County, Illinois.

Address: 879 West Kenilworth Street, Palatine



[NOTE: According to Village of Palatine Ordinance No. 0-44-18 "An Ordinance Granting A Special Use at 861 and 865 W. Kenilworth Avenue" Section 1, 2), states that "The open porch and garage window bumpout on the North side of the house may encroach into the 27-foot setback. Although this exceeds the minimum required setback, a deed restriction shall be recorded, in a manner acceptable to the Village, indicating that the 27-foot setback, excluding the encroachments noted above, shall be maintained."]

EASEMENT PROVISIONS

Whenever the words "Public Utilities", "Utilities Easement" or "Public Utility Easement" shall appear on this plat the Village of Palatine, a municipal corporation, Cook County, Illinois, and its successors or assigns jointly and severally shall hold perpetual easement under, over and across the surface of the property shown within the lines of the plat marked as such for the installation, construction, use, repair and maintenance of all public utility equipment, including but not limited to, facilities used in connection with the transmission and distribution of electricity and sounds and signals, water and sewage, main and piping, the right to cut, trim or remove trees, bushes and roots, as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Construction shall not be placed over grantees facilities or in, upon or over the property within the lines marked "Easement" without the prior written consent of the grantees. Provided, however, that such consent of the grantee shall not relieve the grantors, their successors or assigns for the duty and obligation to remove any such obstructions at their sole expense upon the direction of the grantee, whenever the grantee deems such removal necessary in its sole judgement to enable the grantee to repair or maintain any facilities within the easement or otherwise allow the grantee full use and enjoyment of the easement rights granted hereunder, after installation of any such facilities. The grade of the subdivided property shall not be altered in a manner so as to "unreasonably" interfere with the proper operation and maintenance thereof.

EASEMENT PROVISIONS

An easement for serving the lot with electrical and communications services, gas, cable television, storm water drainage and sanitary sewers is hereby reserved for and granted to

Commonwealth Edison Company
and
Ameritech
and
Northern Illinois Gas Company
and
Any Cable Communications Firm or Company Granted
a Cable Communications Franchise by the Village of Palatine
and
The Village of Palatine, Grantees

their respective successors and assigns, jointly and severally, for the placement, installation, use, operation, maintenance, repair, relocation, replacement and removal of water mains, storm sewers, sanitary sewers, drainage ditches and swales, retention ponds, gas mains, electrical lines, telephone lines, facilities used in connection with underground transmission and distribution of electricity and sounds and signals, including but not limited to television, data and radio signals, together with all braces, guys, anchors, manholes, valves and all other equipment and appurtenances necessary in connection upon and under the subdivision in, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked easement, and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot to serve improvements thereon or on adjacent lots, the right to cut, trim, or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over the grantees facilities or in, upon or over the property within the dotted lines marked easement without the prior written consent of grantees, except garden, shrubs and landscaping may be placed over any sub surface facilities that do not unreasonably interfere with the safety, usefulness of unreasonably restrict to, or prevent the prompt maintenance of repair of any such sub surface facilities. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

The granting of the foregoing easement confers no obligation on the Village of Palatine to maintain, repair, replace, relocate or remove any of the foregoing utilities but the right to do so if necessary in the Village's sole interest.

This Consolidation shall not abrogate any existing easements as set forth on the Final Plat of Lillian's Place recorded 06/12/2006, document #0616339013.

EASEMENT PROVISION:

An easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to

Commonwealth Edison Company and Ameritech Illinois a.k.a. Illinois Bell Telephone Company, Grantees, their respective successors and assigns, jointly and severally, to install, operate, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", and the property designated on the plat for streets and alleys, together with the right to install required service connections over or under the surface of each lot to serve improvements thereon, the right to overhang all lots with aerial service wires to serve adjacent lots, the right to cut, trim or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

STATE OF ILLINOIS }
COUNTY OF COOK }

OWNER'S CERTIFICATE

I, BOS LLC, as owner of the property described hereon, do hereby certify that I have caused the said property to be surveyed and subdivided for the purposes hereon set forth and also consent to the recording of this plat.

12-3-19
Dated

Manager (signature)

STATE OF ILLINOIS }
COUNTY OF COOK }

NOTARY CERTIFICATE

I, Victoria F. Cox, a notary public in and for Cook County, Illinois, do hereby certify that personally known to me to be the same person(s), whose name(s) is subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged that he/she (they) signed this plat as his/her (their) own free and voluntary act for uses and purposes therein set forth.

Given under my hand and notarial seal this 3 day of December, 20 19.

Victoria F. Cox
NOTARY PUBLIC

SCHOOL DISTRICTS

Elementary School
High School
Junior College

District No. 15
District No. 211
District No. 512

STATE OF ILLINOIS }
COUNTY OF COOK }

SURVEYOR CERTIFICATE

LICENSE EXPIRES 11-30-2020

I, Mitchell P. Balek, do hereby certify that I have surveyed and subdivided the above described property, dimensions are shown in feet and decimal parts thereof, and are corrected to a temperature of plus 62 degrees Fahrenheit. I further certify that the parcel included in the record plat is not located in the Special Flood Hazard Area for Cook County, Illinois per Federal Emergency Flood Insurance Rate Map, Map Panel Number 17031C0177 J, effective date of August 19, 2008.

Given under my hand and seal at Westchester, Illinois, this 8th day of November, A.D., 20 19.

Mitchell P. Balek
MITCHELL P. BALEK ILLINOIS PROFESSIONAL LAND SURVEYOR #035-003250

STATE OF ILLINOIS }
COUNTY OF COOK }

VILLAGE ENGINEER CERTIFICATE

This Plat has been checked for conformance to the Village of Palatine standards and requirements, and working drawings and specifications for improvements have been prepared in conformance with the Village standards and requirements, and engineering fees due to the Village of Palatine have been paid.

Given under my hand and notarial seal this 13th day of November, 20 19.

George S. Rupert P.E.
VILLAGE ENGINEER



STATE OF ILLINOIS }
COUNTY OF COOK }

VILLAGE COUNCIL CERTIFICATE

Approved by the Village Council of the Village of Palatine, Cook County, Illinois this _____ day of _____, A.D., 20 ____.

SIGNED: _____ MAYOR

ATTEST: _____ VILLAGE CLERK

STATE OF ILLINOIS }
COUNTY OF COOK }

VILLAGE COLLECTOR CERTIFICATE

I do hereby certify that there are no deferred special assessments or unpaid current assessments due against the land included in the above Plat.
Dated this _____ day of _____, A.D., 20 ____.

BY: _____ VILLAGE COLLECTOR

STATE OF ILLINOIS }
COUNTY OF COOK }

COUNTY CLERK CERTIFICATE

I do not find any delinquent general taxes unpaid current general, taxes delinquent special assessments or unpaid current special assessments against the tract of land in the above plat.

BY: _____ COUNTY CLERK DATED: _____

This Plat submitted for Recording by:

Village of Palatine
Clerk's Office
200 East Wood Street
Palatine, IL 60067

Please send future tax bills to:

PREPARED BY:
Kabal Surveying Company
10407 West Cermak Road
Westchester, IL 60154
TEL: 708-562-2652
FAX: 708-562-7314
EMAIL: Kabal-Surveying@comcast.net
WEBSITE: KabalSurveyingCompany.com
Project Number: 180169

PREPARED FOR:
Richard T. Sabel
Account Representative
Stephen Gould Corporation
225 Spring Lake Drive
Itasca, IL 60143
CELL: 847-830-6344
E-FAX: 708-441-8191
EMAIL: rtsabel@msn.com

LEGEND
meas = measured, S = South
rec = record, N = North, E = East
R.O.W. = right-of-way, W = West

Notes:

PIN 02-21-215-015-0000 (Parcel 1 & part of Crescent Avenue)
PIN 02-21-215-016-0000 (Parcel 2)
PIN 02-21-215-016-0000 (Part of Crescent Avenue)
Area of Parcel 1 is 11,003 square feet
Area of Parcel 2 is 9,684 square feet

**THIS DOCUMENT
PREPARED BY
AND AFTER
RECORDING RETURN TO:**

**Patrick T. Brankin
Schain, Burney, Banks & Kenny, Ltd.
Three First National Plaza
70 West Madison Street
Suite 5300**

Chicago, Illinois 60602

DECLARATION OF RESTRICTIVE COVENANT

This **DECLARATION OF RESTRICTIVE COVENANT** ("Declaration") is made in the Village of Palatine, Illinois, County of Cook, State of Illinois, on October 15, 2019 by Richard T Sabey/BOS LLC (hereinafter "Declarant"), and _____ (the Village of Palatine, Illinois).

RECITALS

WHEREAS, Declarant, is the owner in fee simple of certain real property, commonly known as 861 – 865 West Kenilworth Avenue, Palatine, Illinois, (hereinafter called "Property", which property is described on Exhibit A, attached hereto and incorporated herein);

WHEREAS, the Property is the subject of a Special Use application to permit the front line of a home to be constructed on the Property to be set back twenty (20) feet from the frontage of West Kenilworth Avenue ("20 Foot Requested Front Setback"), instead of the minimum required thirty (30) feet, pursuant to Section 10.06 (c) (13) of the Palatine Zoning Ordinance;

WHEREAS, pursuant to the public hearing process for the Special Use permit, the Village agreed to grant a lesser reduction in the front yard setback; granting a twenty seven (27) foot front yard setback in lieu of the 20 Foot Requested Front Setback as requested by Declarant:

WHEREAS, on April 16, 2019, the Village of Palatine, Illinois (hereinafter called "Village") granted the requested Special Use permit pursuant to Ordinance O-44-18 ("Ordinance"), a copy of said Ordinance being attached hereto and incorporated herein as Exhibit B, which Ordinance was subject to two conditions, which state:

1. The Special Use shall substantially conform to the site plan and elevations prepared by Homes by Pinnacle, Inc., dated April 10, 2018 ("Site Plan and Plans"), except as such Site Plan and Plans shall be changed to comply with condition # 2 of this ordinance and may be changed to conform to the Village's Code of Ordinances.

2. The attached site plan, dated April 10, 2018, shall be revised to provide a minimum 27-foot setback (side yard abutting a street) from West Kenilworth Avenue. The open porch and the garage window bump-out on the north side of the house may encroach into the 27-foot setback. Although this exceeds the minimum required setback, a deed restriction shall be recorded, in a manner acceptable to the Village, indicating that the 27-foot setback, excluding the encroachments noted above, shall be maintained.

WHEREAS, a permit to build the proposed home would not have been issued without the Village granting the Special Use permit, and the Declarant specifically acknowledges as fact that said building permit for the proposed home is issued in consideration for the execution and recording of this document and in compliance with the covenants and restrictions contained herein, and that no further encroachments to the front yard on the Property (West Kenilworth Avenue) shall occur.

NOW THEREFORE, Declarant, for and in consideration of the facts recited above, enters into the following covenants and restrictions on behalf of himself/herself, his/her heirs and assigns:

1. The Recitals set forth hereinabove are fully incorporated into this Declaration. Declarant hereby grants and declares for itself, its successors, assigns, invitees, employees, licensees, contractors and to the Village that the Property is and shall be restricted to a minimum 27 foot setback (side yard abutting street) from West Kenilworth Avenue ("27 Foot Setback"). The open porch and the garage window bump-out on the north side of the house may encroach into the 27 Foot Setback, as depicted on the Site Plan and Plans. The 27 Foot Setback, excluding the encroachments noted above, shall be maintained.

2. Upon reasonable prior written notice, but no less than twenty-four (24) hours (which notice may be electronic), and during normal business hours, Employees of the Village shall have the right to view the exterior of the Property and the right to enter the yards and exterior grounds of the Property (but not the interior) for the sole purpose of inspecting the Property to determine that the Declarant, and/or his/her heirs or assigns, is complying with the covenants and restrictions contained herein.

3. All of the Property is and shall be held, sold and conveyed subject to the covenants, conditions and restrictions herein stated, all of which shall run with the land and be binding upon all parties now or hereinafter having any right, title or interest in the Property or in any part thereof, and upon those claiming under them, with such limitations or exceptions as are herein expressed. The covenants, conditions and restrictions herein stated and other terms of these restrictions and covenants may be changed, modified or revoked only upon prior written approval of the Village. To be effective, such approval must be witnessed, authenticated and recorded pursuant to the ordinances of the Village and the laws of the State of Illinois.

4. Breach of any of the covenants or violation of any other portions of this Declaration shall not defeat or render invalid the lien of any mortgage or trust deed made in good faith and for

value as to any portion of the Property, but all provisions of this Declaration shall be binding and effective against any owner of any portion of the Property whose title thereto is acquired by foreclosure, trustee sale, or otherwise under such mortgage or trust deed, and shall remain effective as to each portion of the Property so acquired.

5. Upon not less than thirty (30) days advance written notice, setting forth with specificity any alleged violations of the covenants, restrictions, or other provision hereof, set forth herein, the Village shall have the right to enforce by proceedings in law or equity said covenants and restrictions and this right shall not be waived by one or more incidents of failure to enforce said right. Enforcement of the provisions of this Declaration shall be by any proceeding at law or in equity, brought by the Village, its successors or assigns, against any person or persons violating or attempting to violate any covenant, restriction or other provision hereof, either to restrain or prevent such violation or attempted violation or to recover damages, if any, or both. Prior failure by the Village to promptly enforce any covenant, restriction or other provision of this Declaration shall in no event be a bar to enforcement thereafter and shall not waive any rights by the Village to so enforce any covenant, restriction or other provision of this Declaration.

6. Invalidation of any covenant, restriction or other provision of this Declaration by judgment or court order shall in no way affect any of the other provisions of this Declaration and such other provisions shall remain in full force and effect.

7. All covenants, conditions and restrictions contained in this Declaration shall run with the land and shall be binding upon all parties and all persons owning any portions of the Property and all persons claiming under them, for twenty-five (25) years from the date hereof, after which time said covenants, conditions and restrictions shall be automatically extended for successive periods of ten (10) years each, unless an instrument executed by the then owner of the Property, and the Village, agreeing to change such covenants, conditions and restrictions in whole or in part, shall have been properly recorded.

IN WITNESS WHEREOF, said Declarant has caused its seal to be hereto affixed, and has caused its name to be signed to these presents, this ____ day of _____, 2019.

INSERT OWNERS NAME

Name: Richard T. Sabel / BOC LLC
Date: 10-15-19

INSERT MUNICIPALITY NAME

Village of Palatine
Name: Reid T. Ottesen
Date: 10/17/19
Reid T. Ottesen, Village Manager

Consider a Motion to Accept the Smith and Colfax Drainage Study Report Findings and to Pursue Storm Water Improvement Options at Reimer Reservoir

BACKGROUND:

Flooding occurs at the intersection of Smith Street and Colfax Street in downtown Palatine periodically, usually multiple times each year. The Village hired STV Incorporated of Chicago, Illinois to conduct a drainage investigation and prepare a report on their findings. Engineering analysis and field observations determined this flooding is due to insufficient storm sewers draining the intersection.

KEY ISSUES:

- Various alternatives were considered to solve this flooding problem, including: (1) increasing sewer sizes downstream; (2) draining the intersection to the Metropolitan Water Reclamation District's (MWRD) Reimer Reservoir instead of Salt Creek; and (3) installing storm water detention in the vicinity of the intersection.
- Draining the intersection to the reservoir was chosen as the preferred alternative because it was the most cost effective way to solve the flooding problems and was the least likely to potentially move flooding problems from the intersection to other properties.
- Improving drainage at the intersection is expected to improve performance in storm sewers upstream of the area and reduce the water flowing into the creek downstream of the Reimer Reservoir during a storm.
- The Village is currently considering whether to pursue further engineering analysis and construction of one of these alternative solutions, pending discussions with the MWRD to allow the Village to drain the intersection to Reimer Reservoir.

ALTERNATIVES:

1. Accept the report findings from STV Incorporated and authorize Staff to pursue storm water improvement options to utilize the Reimer Reservoir.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends accepting the report findings from STV Incorporated and directing Staff to pursue storm water improvement options to utilize the Reimer Reservoir.

BUDGET IMPACT:

Sewer funding is available in 2019 Capital Improvement Program to accommodate this additional investigation.

ACTION REQUIRED:

Motion to accept the report findings from STV Incorporated and to direct Staff to pursue storm water improvement options to utilize the Reimer Reservoir.

ATTACHMENTS:

- 2019-12-03 - Smith and Colfax Memorandum

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



MEMORANDUM

DATE: December 3, 2019
TO: Matt Barry, P.E., Director of Public Works, Village of Palatine
FROM: Patrick McCluskey, P.E., Project Manager
SUBJECT: Smith and Colfax Drainage Study - Alternatives

Study Purpose

The Village selected STV Incorporated to prepare a detailed drainage investigation and a report and to make recommendations to alleviate localized flooding problems at the intersection of Smith Street and Colfax Street in Palatine, IL.

This intersection has experienced inundation during storm events for many years. This flooding requires the intersection to be closed and is an eyesore in the Village's downtown area. Currently flooding occurs for short durations and then subsides. The Village hired STV to perform a study of this area in order to determine the cause of the problem and identify possible solutions to alleviate this localized flooding. STV developed a comprehensive model of the mainline sewer within the drainage watershed and also witnessed flooding at the intersection on April 9, 2015, during a project site visit walk through. This memo summarizes the findings of our preliminary investigation.

Preliminary Study Findings

STV Incorporated met with the Village of Palatine on May 20, 2015, to provide Village Engineering and Public Works staff members with an update on progress made on the Smith and Colfax Drainage Study. At this meeting, STV reviewed the drainage study analysis, preliminary results, and presented proposed drainage concept alternatives to reduce the frequency of flooding experienced at the intersection of Smith Street and Colfax Street. Based on our findings, we determined that the existing mainline storm sewer has adequate capacity to convey the 3-month storm event before flooding occurs at the intersection.

Two types of proposed alternatives were presented. First, increasing the capacity of the storm sewer system downstream of the intersection would allow the expected stormwater flow rates to be conveyed by the storm sewer while preventing the water surface inside the sewer from rising above the top of the drainage structures. This would prevent water from coming up out of the drainage structures and flooding the intersection. Second, the existing storm sewer mains near the intersection would be connected to proposed underground detention vaults. Surplus runoff would be stored in the vaults to prevent water from coming up out of the drainage structures and flooding the intersection. The surplus runoff would be gradually released into the existing storm sewer network after each storm event. Several potential locations for a detention system were identified during the Alternatives analysis. No public rights-of-way unencumbered by utilities were identified as suitable for a detention system within the study limits.



MEMORANDUM

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Alternatives Analysis

The following series of Alternatives have been prepared as potential solutions to the flooding problems at the intersection of Smith Street and Colfax Street. These Alternatives are also shown in the attached exhibits.

Alternative 1A – Increased Sewer Sizes to Salt Creek

This Alternative consists of increasing the size of the storm sewer pipes downstream of the intersection of Smith Street and Colfax Street so that the storm sewer system has enough capacity to convey the calculated stormwater flow rates without having the Hydraulic Grade Line (HGL) surcharge above the drainage structure rims. The proposed storm sewer system consists mainly of 12'x4' and 12'x6' box culvert storm sewer beginning at the intersection of Smith Street and Colfax Street and extending downstream to the outlet at Salt Creek. This Alternative will not require property acquisition, although extensive utility relocation may be required to facilitate construction within the existing right-of-way. This Alternative will increase the conveyance of storm runoff to the outlet at Salt Creek, which may have a negative impact on the frequency and severity of flooding experienced by properties downstream of the outlet. Improving downstream capacity will provide flood protection at the intersection for the 10-year return interval storm. The estimated construction cost of this Alternative is equal to \$5 million.

Alternative 1B – New Sewer to MWRDGC Riemer Reservoir

This Alternative consists of installing new storm sewer pipes downstream of the intersection of Smith Street and Colfax Street to convey runoff to the existing Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) Riemer Reservoir southwest of the intersection. Runoff from the watershed upstream of and in the vicinity of the intersection will be diverted to the reservoir instead of flowing along the existing storm sewer alignment that discharges to the outlet at Salt Creek. This alternative will convey the calculated stormwater flow rates without having the Hydraulic Grade Line (HGL) surcharge above the drainage structure rims. The proposed storm sewer pipe sizes have not yet been designed as of the date of this memorandum, but is anticipated to consist of 12'x4' and 12'x6' box culvert storm sewer as with Alternative 1A described above. This Alternative will require property acquisition or permanent utility easements where the proposed storm sewer crosses the existing railroad tracks near the existing parking garage owned by the Village in the southwest quadrant of the intersection and where the storm sewer enters the reservoir. No negative impacts from this alternative have been identified as of the date of this memorandum, although it may require increasing the size of the reservoir and/or upgrading the capacity of the reservoir's pump station. This Alternative will provide flood protection at the intersection for the 10-year return interval storm (or possibly more, depending on the outcome of a detailed analysis). The estimated construction cost of this Alternative is equal to \$5 million.



MEMORANDUM

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Alternative 2A – Detention at Parking Lot in Southeast Quadrant of Smith St and Colfax St

This Alternative consists of connecting the existing storm sewer main at the intersection of Smith Street and Colfax Street to a proposed underground detention vault located below the existing parking lot of the apartment building in the southeast quadrant of the intersection. A base flow rate that can be accepted by the existing storm sewer main from the watershed upstream of the connection point while preventing flooding at the intersection will continue to be conveyed by the existing sewer during storms, while the remainder of the runoff will overflow via a control structure into the proposed vault. The vault will drain via the control structure into the existing sewer once the Hydraulic Grade Line (HGL) in the sewer recedes below the outlet elevation of the vault. This Alternative will require property acquisition consisting of a permanent easement granted to the Village by the private property owner so that the underground vault can be installed below the existing apartment building parking lot. This Alternative will provide a variable amount of flood protection depending on the final vault dimensions and height, and a pump station will be required for a deeper vault. The table below shows a variety of levels of flood protection with associated costs.

Apartment Building Detention Vault				
Storm	Storage Required (ac-ft)	Vault Height Required (ft) ¹	Drained By:	Cost (\$) ²
2-MONTH	0.29	4.17	Gravity	\$220,000
3-MONTH	0.74	4.17	Gravity	\$390,000
4-MONTH	1.20	4.17	Gravity	\$580,000
6-MONTH	2.33	4.19	Pump	\$1,130,000
9-MONTH	3.83	6.24	Pump	\$1,730,000
1-YEAR	5.06	7.91	Pump	\$2,220,000
2-YEAR	8.29	12.33	Pump	\$3,520,000
5-YEAR	13.65	19.64	Pump	\$5,660,000

¹ Minimum vault height equals 4'-2" (4.17 feet) per manufacturer's recommendations

² Cost estimates assume \$400,000 per acre-foot of detention storage, \$100,000 for a pump, and \$100,000 for surface restoration and other work

Alternative 2B – Detention at Kiss and Ride Drop-off in Front of Metra Station

This Alternative consists of connecting the existing storm sewer main in Smith Street north of the existing railroad right-of-way to a proposed underground detention vault located below the Kiss and Ride drop-off in front of the Palatine Metra Station. A base flow rate that can be accepted by the existing storm sewer main from the watershed upstream of the connection point while preventing flooding at the intersection of Smith Street and Colfax Street will continue to be conveyed by the existing sewer during storms, while the remainder of the runoff will overflow via a control structure into the proposed vault. The vault will drain via the control structure into the existing sewer once the Hydraulic Grade Line (HGL) in the sewer recedes below



MEMORANDUM

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the outlet elevation of the vault. This Alternative will not require property acquisition. This Alternative was rejected prior to flood protection analysis because the storage volume provided by the vault was considered too small to justify the construction costs. This Alternative was evaluated in a gravity-drained configuration only. The estimated construction cost of this Alternative is equal to \$150,000 to provide 0.30 acre-feet of detention storage.

Alternative 2C – Detention at Parking Lot at 150 W. Wilson St

This Alternative consists of connecting the existing storm sewer main in Smith Street south of the existing railroad right-of-way to a proposed underground detention vault located below the existing parking lot at 150 W. Wilson Street. A base flow rate that can be accepted by the existing storm sewer main from the watershed upstream of the connection point while preventing flooding at the intersection of Smith Street and Colfax Street will continue to be conveyed by the existing sewer during storms, while the remainder of the runoff will overflow via a control structure into the proposed vault. The vault will drain via the control structure into the existing sewer once the Hydraulic Grade Line (HGL) in the sewer recedes below the outlet elevation of the vault. This Alternative will not require property acquisition. This Alternative was evaluated in a gravity-drained configuration only. The estimated construction cost of this Alternative is equal to \$375,000 to provide 0.84 acre-feet of detention storage.

Alternative 2D – Detention at Parking Lot east of Smith St between Wilson St and Slade St

This Alternative consists of connecting the existing storm sewer main in Smith Street to a proposed underground detention vault located below the existing parking lot east of Smith Street between Slade Street and Wilson Street. A base flow that can be accepted by the existing storm sewer main from the watershed upstream of the connection point while preventing flooding at the intersection of Smith Street and Colfax Street will continue to be conveyed by the existing sewer during storms, while the remainder of the runoff will overflow via a control structure into the proposed vault. The vault will drain via the control structure into the existing sewer once the Hydraulic Grade Line (HGL) in the sewer recedes below the outlet elevation of the vault. This Alternative will not require property acquisition. This Alternative was evaluated in a gravity-drained configuration only. The estimated construction cost of this Alternative is equal to \$1.9 million to provide 4.55 acre-feet of detention storage.

Alternative 2E – Detention at Towne Square Park at Smith St and Palatine Rd

This Alternative consists of connecting the existing storm sewer main in Smith Street to a proposed underground detention vault located below Towne Square Park. A base flow that can be accepted by the existing storm sewer main from the watershed upstream of the connection point while preventing flooding at the intersection of Smith Street and Colfax Street will continue to be conveyed by the existing sewer during storms, while the remainder of the runoff will overflow via a control structure into the proposed vault. The vault will drain via the control structure into the existing sewer once the Hydraulic Grade Line (HGL) in the sewer recedes below the outlet elevation of the vault. This Alternative will not require property acquisition. This Alternative is considered the least desirable detention vault location due to impacts to Towne Square Park. This Alternative was evaluated in a gravity-drained configuration only. The estimated construction cost of this Alternative is equal to \$2.6 million to provide 6.31 acre-feet of detention storage.



MEMORANDUM

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Other Alternative 2 Configurations

Each of the Alternative 2 detention vault locations were also considered with an alternative configuration. The inlets that fall within the flooding limits at the intersection of Smith Street and Colfax Street would be disconnected from the main sewer network. These inlets would be routed to the proposed underground detention vaults. Manholes along the existing main storm sewer network within the flooding limits would be fitted with watertight bolt-down lids to prevent surcharging from flooding the intersection. This type of alternative configuration was rejected for the following reasons:

1. The expected pressure head on the bolt-down manhole covers during larger storms was considered too high for the bolt-down lids to function properly.
2. Bolt-down lids were also noted to be maintenance concerns because after being opened for maintenance at other locations the bolts often get misplaced or not reinstalled correctly.
3. The potential impacts to private drainage systems on adjacent properties due to a substantial increase in the hydraulic grade line for the bolt-down lid options.
4. The potential impact to the public storm sewer network upstream of the intersection due to a substantial increase in hydraulic grade line upstream of the Smith Street and Colfax Street intersection.

The underground detention vaults considered in Alternative 2 could also be connected to each other and built in phases to increase flood protection at the intersection of Smith Street and Colfax Street as funding becomes available. Connecting the vaults to each other directly, rather than connect each to the adjacent existing storm sewer main, has the advantage of collecting runoff only from the watershed upstream of the intersection. If each vault has a separate connection to the existing sewer, then runoff from portions of the overall watershed tributary to the outlet at Salt Creek that are not tributary to the intersection will have to be stored in the vault as well. Although storing runoff from other parts of the watershed will contribute to reducing flooding at the intersection, the incremental benefit is lower than if the interconnected vaults received runoff only from the watershed upstream of the intersection. The downside to interconnecting the vaults is the additional expense of installing storm sewer pipe connecting the vaults and the ancillary costs such as utility relocations.

Alternative 3 – Pipe Detention at Various Locations

This Alternative consists of installing oversized storm sewers or storage pipes at various locations in the watershed upstream of the intersection of Smith Street and Colfax Street. This has the benefit of reducing known flooding problems in the watershed upstream of the intersection as well as providing flood protection at the intersection itself. This Alternative was rejected because most of the land available for detention pipe installation is public right-of-way encumbered by existing utilities. The only open land available is on property at the farthest upstream reaches of the watershed. The cost of potential utility conflicts and the expense of roadway repair were considered to outweigh the benefits that this pipe detention could provide at the intersection. This Alternative was rejected at the conceptual level prior to determining the level of flood protection provided or estimating the construction cost.



MEMORANDUM

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Alternative 4 – No Build Alternative

This Alternative consists of taking no action and allowing the existing condition to remain as it exists today. No new or replacement storm sewer or new underground detention vaults would be installed. The intersection of Smith Street and Colfax Street would continue to flood regularly. Although no construction funding is required for this Alternative, regular flooding will result in regular maintenance costs borne by the Village.

Design Procedures and Assumptions

The Alternatives listed above were designed using rainfall data for northeastern Illinois from the Illinois State Water Survey publication Circular 172 *Frequency Distributions of Heavy Rainstorms in Illinois* by Floyd Huff and James Angel.

Drainage area delineation was performed using Geographic Information System (GIS) contour data and storm sewer atlas maps maintained by the Village.

Storm sewer hydraulic performance was analyzed using the Bentley Systems StormCAD V8i software program. The existing and proposed storm sewers were analyzed in accordance with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) requirement for minor drainage systems as defined in Section 502 of the Technical Guidance Manual (TGM) to be sized using the Rational Method. The storm durations used to determine Rational Method flow rates from each subwatershed within the study limits were equal to the watershed's time of concentration for each reach analyzed. Time of concentration analysis was performed in accordance with United States Department of Agriculture (USDA) National Resources Conservation Service (NRCS) Technical Release 55 (TR-55) Chapter 3 methods.

The size of the overall watershed, 399 acres, exceeds the 200 acre maximum recommended for using the Rational Method in the Illinois Department of Transportation (IDOT) Drainage Manual Table 4-002. Therefore, extra care was taken to calibrate the model to known flood events. The following storms were used to calibrate the storm sewer hydraulic model from rain gauge data collected from the Village's DGLS gauge station:

1. The 3-month, 1-hour storm on April 9, 2015
2. The 100-year, 6-hour storm on June 26, 2013

Tailwater conditions for the storm sewer network were assumed to be equal to the flood elevations determined by the Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) 17031CV004G, revised August 19, 2008. The flood elevations are taken from Salt Creek (Upper Reach) Flood Profile panel 295P, using Flood Insurance Rate Map (FIRM) number 17031C0181J cross-sections AY and AZ. The location of the storm sewer outfall was assumed to be located downstream of cross-section AZ, one third of the distance between AY and AZ. The flood elevations of Salt Creek are significantly influenced by Riemer



MEMORANDUM

Page 7 of 7

Reservoir. This reservoir diverts flow from Salt Creek during heavy rainfall events to reduce flooding downstream.

Detention systems were analyzed using the USDA WinTR-20 software program to perform a critical duration analysis as required in the MWRDGC TGM Section 502. Hydrologic calculations for detention systems were performed using USDA NRCS Technical Release 20 (TR-20) methods. Curve Numbers (CNs) were determined using Hydrologic Soil Groups from the USDA Cook County, Illinois, Soil Survey and land uses shown in aerial photographs maintained by the Village. Time of concentration analysis was performed in accordance with USDA NRCS TR-55 Chapter 3 methods.

Recommended Preferred Alternative

Most of the Alternatives that utilized proposed detention facilities to minimize flooding at the intersection of Smith Street and Colfax Street were found to provide very marginal improvements in flood protection at a relatively high cost. As a result, we do not recommend any of the Alternative 2 or 3 options that were considered.

Alternatives 1A and 1B provided substantial improvements in flood protection measures at the intersection, but also had very high costs associated with them. However, Alternative 1A has the potential to substantially increase flow rates downstream in Salt Creek and could increase the frequency and severity of flooding downstream of the storm sewer discharge directly into the waterway. As a result of this risk, Alternative 1A is not recommended.

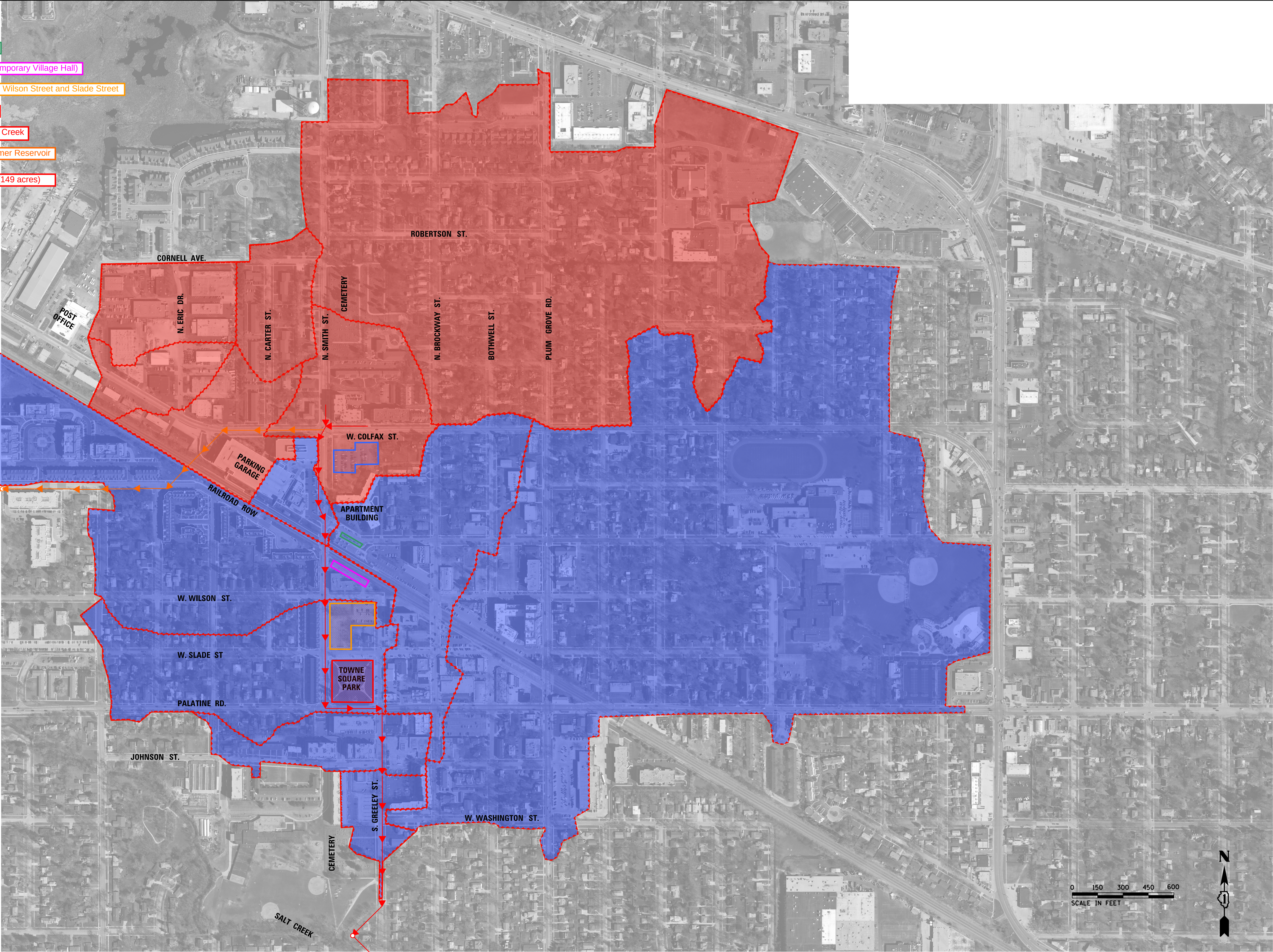
Alternative 1B has the greatest potential to significantly improve flood protection and would utilize stormwater detention to minimize potential flooding of Salt Creek downstream by diverting upstream flows to Riemer Reservoir. This option would also significantly improve the performance of the existing sewer downstream of the Smith and Colfax intersection through an upstream watershed diversion. This Alternative would require coordination and approval from MWRDGC, since the reservoir is currently owned and operated by the agency. STV recommends that further steps be taken including initiating discussions with the MWRDGC to discuss feasibility, permitting requirements and potential cost sharing and/or funding opportunities. If these discussions bear fruit, STV recommends further analysis and detailed modeling to more closely evaluate the potential cost and flood protection benefits of this Alternative.

Should Alternative 1B be dismissed, we recommend that Alternative 4 – No Build Alternative, be selected. Although the flooding is a nuisance and creates a temporary flooding condition at the intersection and adjacent parking lot, no known structural building damage has occurred at this intersection as a result of the flooding, based on input provided by the Village.

- Potential Underground Detention Vault at Apartment Building
- Potential Underground Detention Vault at Metra Kiss-and-Ride
- Potential Underground Detention Vault at 150 W. Wilson St (Temporary Village Hall)
- Potential Underground Detention Vault at Parking Lots between Wilson Street and Slade Street
- Potential Underground Detention Vault at Towne Square Park
- Potential Upgraded Storm Sewer (12"x4" and 12"x6" box) to Salt Creek
- Potential Upgraded Storm Sewer (12"x4" and 12"x6" box) to Riemer Reservoir
- Watershed Tributary to Intersection of Smith St and Colfax St (149 acres)
- Remainder of Study Watershed (250 acres)

Outlet Downstream
to Reservoir

Outlet to Salt Creek



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STV INCORPORATED
200 WEST MONROE STREET, SUITE 1650
CHICAGO, ILLINOIS 60606
PHONE: (312) 553-0655
FAX: (312) 553-0661
IL DESIGN FIRM #184000933

USER NAME = MCCLUSPA	DESIGNED - PM	REVISED -
	DRAWN - EJW	REVISED -
PLOT SCALE = 300.0000 ' / in.	CHECKED - JAC	REVISED -
PLOT DATE = 12/3/2019	DATE - 12/3/2019	REVISED -



**SMITH AND COLFAX
DRAINAGE IMPROVEMENTS**
Project Location: Intersection of Smith Street
and Colfax Street in the Village of Palatine, Illinois

SCALE: 300.0000 ' / in.

SHEET NO. 1 OF 3 SHEETS

STA. TO STA.

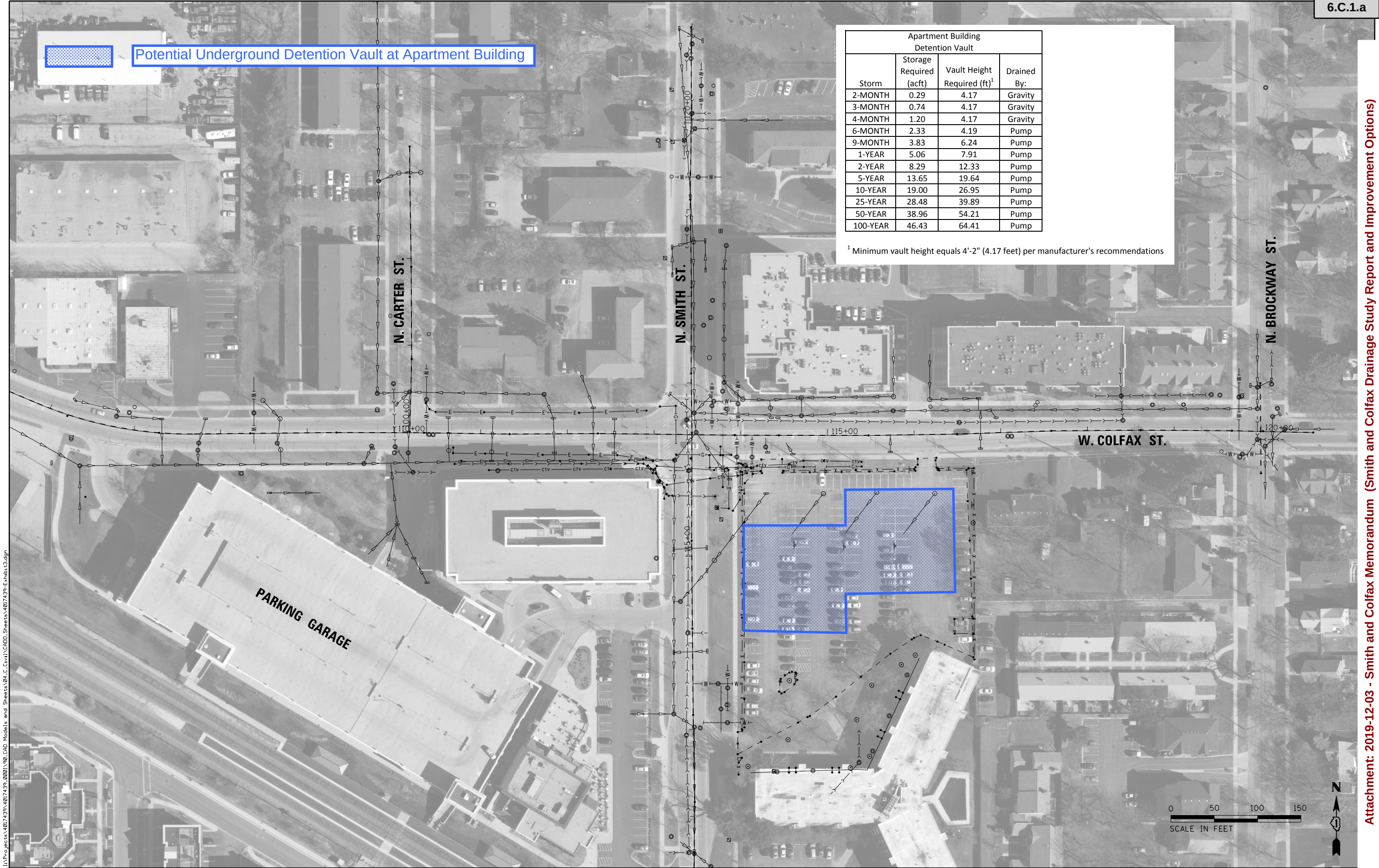
EXHIBIT 1

F.A.U. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		COOK	3	1
PROJECT NO. DPW-XXXX		CONTRACT NO.		
ILLINOIS				

- Potential Underground Detention Vault at Apartment Building
- Potential Underground Detention Vault at Metra Kiss-and-Ride
- Potential Underground Detention Vault at 150 W. Wilson St (Temporary Village Hall)
- Potential Underground Detention Vault at Parking Lots between Wilson Street and Slade Street
- Potential Underground Detention Vault at Towne Square Park
- Potential Upgraded Storm Sewer (12"x4' and 12"x6' box) to Salt Creek
- Potential Upgraded Storm Sewer (12"x4' and 12"x6' box) to Reimer Reservoir

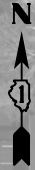


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Apartment Building Detention Vault			
Storm	Storage Required (acft)	Vault Height Required (ft) ¹	Drained By:
2-MONTH	0.29	4.17	Gravity
3-MONTH	0.74	4.17	Gravity
4-MONTH	1.20	4.17	Gravity
6-MONTH	2.33	4.19	Pump
9-MONTH	3.83	6.24	Pump
1-YEAR	5.06	7.91	Pump
2-YEAR	8.29	12.33	Pump
5-YEAR	13.65	19.64	Pump
10-YEAR	19.00	26.95	Pump
25-YEAR	28.48	39.89	Pump
50-YEAR	38.96	54.21	Pump
100-YEAR	46.43	64.41	Pump

¹ Minimum vault height equals 4'-2" (4.17 feet) per manufacturer's recommendations



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Consider a Motion Authorizing the Village Manager to Execute a Proposal for Engineering Services for Phase II of Rohlwing Road Resurfacing

BACKGROUND:

Rohlwing Road, from Cunningham Drive to Palatine Road, is scheduled to be improved next year using local funds. Funding was identified in the 2020 budget to allow for design engineering.

KEY ISSUES:

- Over 400 man-hours of specialized professional services are expected to meet documentation, material inspection, and reporting requirements associated with this project.
- The scope of services includes: a topographic survey of the existing site; pavement cores to verify pavement thickness; soil sampling to screen for the presence of volatile organic vapors; and preparation of final engineering plans, specifications, cost estimate and bidding documents.

ALTERNATIVES:

1. Authorize the Village Manager to execute the proposal from BLA, Incorporated.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends authorizing the Village Manager to execute the proposal from BLA, Incorporated for engineering services for Phase II of the resurfacing of Rohlwing Road in the not-to-exceed amount of \$66,000.

BUDGET IMPACT:

Funding is included in the Capital Improvement Program to accommodate these services.

ACTION REQUIRED:

Motion to authorize the Village Manager to execute the proposal from BLA, Incorporated of Itasca, Illinois for engineering services for Phase II of the resurfacing of Rohlwing Road in the not-to-exceed amount of \$66,000.

ATTACHMENTS:

- BLA Proposal

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



October 4, 2019

VIA EMAIL

Village of Palatine
Attn: Mr. Matt Barry
Director of Public Works
148 W. Illinois Avenue
Palatine, IL 60067

Re: Professional Services Proposal
Rohlwing Road–Phase II from Cunningham Drive to Palatine Road (Locally Funded)

Dear Mr. Barry:

BLA, Inc. has been requested by the Village of Palatine to perform the Phase II engineering design for resurfacing and rehabilitating Rohlwing Road from Cunningham Drive to Palatine Road.

Rohlwing Road (FA 1370) is a local road with a 2015 ADT over 5,000. The typical section for the roadway is two lanes with an average width of 36'-0". The length of the project is approximately 1.5 miles. The existing pavement is bituminous and is showing signs of distress, rutting and cracking. Rohlwing Road is an urbanized section with curb and gutter on both sides of the road and a continuous sidewalk is present the entire project length on both sides of the roadway.

We have the experience that is required for this project, along with the ability to complete the project on time. All work would be performed out of our Itasca office.

CIVIL ENGINEERING SCOPE OF WORK AND FEES

S.01 – Topographic Survey

BLA shall field verify and measure the existing site condition and prepare a current topographic plan of the area proposed for the project improvements. Our team will conduct field survey work to obtain the required survey information of the subject property to establish the existing topographic features within and directly adjacent to the proposed improvements at intersection corners for purposes of providing ADA compliance.

Due to the length and scope of the improvement, full cross-sectional topographic survey is not cost-effective. BLA will perform on-site measurements and visual observations in conjunction with Village GIS mapping and existing plan data in order to establish project quantities.

This work shall be performed for a lump sum fee of\$9,000.00

G.01 – Exploratory Engineering Services

BLA will obtain 14 pavement cores ground surface along Rohlwing Road at approximate 500' intervals. Cores will be backfilled with soil cuttings and surface patched to match existing. The resulting cores will provide verification of pavement thickness for use in design.

As part of the IEPA requirements for Source Site Certification and Demolition Debris/Uncontaminated Soil Fill Operation, all soil samples obtained as part of this geotechnical evaluation will be field screened for the presence of volatile organic vapors using a photo ionization detector (PID). Visual and olfactory senses will also be used to screen the soil samples for the presence of petroleum hydrocarbons. If no samples display an elevated PID

Attachment: BLA Proposal (Rohlwing Road Resurfacing Phase II Engineering Services)

reading, then the soil will be assumed to be, to the best of our knowledge, clean, uncontaminated fill material. This information will be documented on the IEPA LPC-663 form to be included into the project bidding documents. Fee includes a flagger for traffic protection while cores are being obtained.

This work shall be performed for a budget fee of\$15,000.00

E.01 – Phase II Engineering

BLA will prepare the final engineering contract Plans, Specifications and Estimate of Cost including Pre-final and Final submittals for the Village of the Rohlwing Road improvements.

The following design criteria shall pertain to the design:

- Improvement limits will be from face-of-curb to face-of curb except where curb ramps require updates to meet current ADA compliance. Curb ramp updating for all non-compliant all pedestrian crossings at the nineteen (19) identified intersections and non-continuous entrances within the project limits will be designed at the following intersections with Rohlwing Road:

o Wilson Street (2 corners)	o Anderson Drive (2)	o Virginia Lake
o Church Drive (4)	o Pompano Lane (2)	o Elementary School (2)
o Lincoln Street (2)	o Mid Black b/w Pompano	o Mill Valley Road (3)
o Baldwin Road (4)	Lane & Carpenter Drive	o Juniper Drive (3)
o Morris Drive (EB) (2)	(2)	o Balsam Lane (3)
o Morris Drive (WB) (2)	o Carpenter Drive (4)	o Cunningham Drive (4)
o Stark Drive (2)	o Monterey Road (3)	

Existing mid-block or unsignalized crossings will be evaluated for desirability. The Village of Palatine may wish to improve or eliminate a number of these marked crossings which will be discussed early in the design process.

- The use of milling, leveling course and other methods of re-establishing the base cross slope and/or crown shall be provided as part of the design engineering plans. An HMA overlay up to 3.75" including leveling binder to fill depressions and correct crown deficiencies will be placed upon the pavement surface.
- Any existing drainage corrections that are needed along with locations of failing curb or driveways can be discussed with the Village and implemented into the design plans as applicable.

BLA will perform the following major tasks for the plan preparation:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Cover Sheet with Index, State Standards, Location Map • General Notes • Summary and Schedule of Quantities • Typical Section(s) • Alignment, Ties, & | <ul style="list-style-type: none"> • Benchmarks • Removal Plan • Plan Sheets • Pavement Marking and Signing Plan • ADA Ramp Grading Plans • IDOT District One Highway | <ul style="list-style-type: none"> • Standards and Village Standards • Special Provisions, Bid Documents (Local) • Estimate of Cost |
|--|---|--|

This work shall be performed for a budget fee of\$41,500.00

Z.01 – Project Direct Costs

Direct costs associated with plan set production and project Vehicle Days have been evaluated for the project. Costs for all exhibits, pre-final, and final plans along with Special Provisions and cost estimates and project Vehicle Days are included. Costs for bidding documents to the Village are also included.

This work shall be performed for a budget fee of\$500.00

Total Fee Proposal

The total fee for the project including all tasks identified above is summarized herein.

This work shall be performed for a budget fee of\$66,000.00

The following items are not included in the above scope of work:

- Plat of Highways
- Storm Sewer Design
- Structural Design (Retaining Wall)
- Detention Calculations
- Phase III Construction Observation
- Public Meetings/Hearing
- Traffic Signal Design
- Environmental Consulting

Rate Table

Any items not specifically included in the above scope of work will be considered extra work to be performed at your direction. Our fees for professional services are listed below:

Principal	\$200.00
Director of Structural Engineering.....	\$170.00
Senior Project Manager.....	\$160.00
Project Manager	\$130.00
Project Engineer.....	\$90.00
Design Engineer`	\$75.00
Structural Engineer	\$85.00
Senior Resident Engineer.....	\$155.00
Resident Engineer II	\$125.00
Resident Engineer I.....	\$115.00
Construction Engineer II.....	\$85.00
Construction Engineer I	\$75.00
Office Engineer	\$100.00
Public Outreach Coordinator	\$70.00
Clerical Assistance.....	\$60.00
Project Surveyor (PLS)	\$125.00
Vehicle (per day).....	\$48.00

Invoices will be mailed out monthly. Payment is to be made within thirty days after receipt of our invoice.

Client understands and agrees that on January 1, 2021 and yearly thereafter, the fees and quotes for services to be performed shall be increased by an amount not to exceed 10%.

Mr. Matt Barry
Village of Palatine
October 4, 2019
Page 4

Please let us know if any of the above information is at variance with your instructions. If this correctly reflects your instructions and is acceptable, please sign below and return one copy for our file.

Thank you for requesting BLA, Inc. to do this work. Should you have any questions or require additional information please contact us at (630) 438-6400.

Sincerely,

BLA, Inc.



Dan Bruckelmeyer, P.E.
President/Chief Executive Officer

ACCEPTANCE:

VILLAGE OF PALATINE

BY: _____

TITLE: _____

DATE: _____

Attachment: BLA Proposal (Rohlfing Road Resurfacing Phase II Engineering Services)

**BLA Manhours
PROJECT: Rohlwing Road
Village of Palatine
Roadway Resurfacing**

Design Engineering Manhours - Phase II

<u>ITEM</u>	<u># OF SHEETS</u>	<u>MH PER SHEET</u>	<u>TOTAL MH'S</u>
<u>PHASE II PLAN SET</u>			
Title Sheet	1	4	4
General Notes, Index, Standards	1	2	2
Summary of Quantities @ 14 items / sheet [IDOT std]	5	8	40
Typical Sections (3 existing, 3 proposed, notes, legend, mix-chart)	2	8	16
Schedule of Quantities	2	8	16
Alignment, Ties, and Benchmarks	1	8	8
Roadway Removal Plans (1500' scale, 2 panel views)	3	12	36
Roadway Plan & Pavement Marking (1500' scale, 2 panel views @ 16 hrs/view)	3	32	96
Erosion and Landscaping Restoration (1500' scale, 2 panel views @ 4 hrs/view)	3	8	24
ADA Ramps (19 intersections @ 2 per sheet @ 4 hours / ramp)	10	8	80
District One Details / Village Specific Details	10	1	10
Total Sheets	41	Subtotal	332
<u>PHASE II - ADDITIONAL REQUIREMENTS</u>			
Estimate of Cost (2 Submittals @ 4 hours each)			8
Estimate of Time (2 Submittals @ 1 hour each)			2
Special Provisions and Specifications / Palatine Bid Documents			40
Utility Coordination / Adjustment of Structures			8
Site Visit (2 visits with 2 people @ 3 hour each person)			12
Meetings (2 meeting with 2 people @ 2 hours each person)			8
Total			410

Attachment: BLA Proposal (Rohlwing Road Resurfacing Phase II Engineering Services)

BLA Manhours
PROJECT: Rohlwing Road
Village of Palatine
Roadway Resurfacing

Meeting Manhours - Phase II

Meetings

Coordination Meetings - BLA & Village	2 mtgs @ 2 hrs @ 2 people	8
Site Visit - Plan in Hand Field Review	2 mtg @ 3hrs @ 2 people	12
Total		20

Consider a Motion to Approve Change Order #1 for the Mallard Drive and Wood Street Water Main Replacement Project

BACKGROUND:

On Monday, August 12, 2019, the Mallard Drive and Wood Street Water Main Replacement Project contract was awarded to Gerardi Sewer & Water Company of Addison, Illinois in the amount of \$971,334. The estimated construction cost was \$1,208,000. This project includes replacement of the water mains on Mallard Drive (from Illinois Avenue to Middleton Avenue) and on Wood Street (from Woodwork Lane to Cedar Street).

KEY ISSUES:

- The majority of the overage is based on the pavement restoration along Wood Street. Removal of the concrete roadway base added unanticipated additional costs. The original plans estimated 615 square yards of pavement removal and replacement, while the final quantity was just over 1,000 square yards.
- Additional concrete curb and gutter along with sidewalk was also required.
- Two change orders due to unforeseen utility conflicts also resulted in additional costs.
- There were several Buffalo boxes and curb stops at service connections with failed, leaking, or unkeyable valves.
- Staff is requesting a change order to the contract to accommodate this work.

ALTERNATIVES:

1. Approve change order #1 for the Mallard Drive and Wood Street Water Main Replacement with Gerardi Sewer & Water.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of change order #1 for the Mallard Drive and Wood Street Water Main Replacement Project with Gerardi Sewer & Water in the amount of \$44,364.

BUDGET IMPACT:

\$12,652 is proposed to be funded from the Downtown TIF District and \$31,712 is proposed from the 2019 Water Capital fund as budgeted in WW 3.

ACTION REQUIRED:

Motion to approve change order #1 for the Mallard Drive and Wood Street Water Main Replacement Project with Gerardi Sewer & Water Company of Addison, Illinois in the amount of \$44,364, for a total contract price of \$1,015,698.

ATTACHMENTS:

- Palatine Water FinalQuantities_12032019
- Palatine2019 Water-Auth03-Balancing_12032019
- Palatine2019 Water-Auth04-AddedWork_12032019

RESULT: **APPROVED BY VOICE VOTE [UNANIMOUS]**
MOVER: Tim Millar, District 1 Councilman
SECONDER: Greg Solberg, District 4 Councilman
AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Qty Book Page	Pay Item	Awarded	Unit Price	Adjusted	Value
00000001-DPW1922-A	TREE ROOT PRUNING	1.00	\$800.00	0.00	\$0.00
00000002-DPW1922-A	POROUS GRAN EMB	50.00	\$80.00	0.00	\$0.00
00000003-DPW1922-A	TRENCH BACKFILL	3558.00	\$20.00	3311.64	\$66,232.80
00000004-DPW1922-A	INLET FILTERS	37.00	\$105.00	19.00	\$1,995.00
00000005-DPW1922-A	PROTECTIVE COAT	31.00	\$3.00	0.00	\$0.00
00000006-DPW1922-A	CL D PATCH T4 6IN	3183.00	\$50.00	753.90	\$37,695.00
00000007-DPW1922-A	PARKWAY RESTORATION	1036.00	\$15.00	871.00	\$13,065.00
00000008-DPW1922-A	STORM SEWER REM 8IN	14.00	\$4.00	30.00	\$120.00
00000009-DPW1922-A	STORM SEWER REM 10IN	74.00	\$5.00	132.00	\$660.00
00000010-DPW1922-A	STORM SEWER REM 12IN	59.00	\$6.00	34.00	\$204.00
00000011-DPW1922-A	STORM SEWER REM 18IN	20.00	\$8.00	25.00	\$200.00
00000012-DPW1922-A	STORM SEWER REM 20IN	21.00	\$10.00	15.00	\$150.00
00000013-DPW1922-A	DIP WATER MAIN T 6X6	1.00	\$320.00	1.00	\$320.00
00000014-DPW1922-A	DIP WATER MAIN T 8X6	12.00	\$400.00	12.00	\$4,800.00
00000015-DPW1922-A	DIP WATER MAIN T 8X8	6.00	\$450.00	6.00	\$2,700.00
00000016-DPW1922-A	DIP WATER MAIN X 8IN	1.00	\$625.00	1.00	\$625.00
00000017-DPW1922-A	DIP WM 6IN CL52 W/TW	464.00	\$70.00	455.20	\$31,864.00
00000018-DPW1922-A	DIP WM 8IN CL52 W/TW	3649.00	\$90.00	3725.30	\$335,277.00
00000019-DPW1922-A	DIP WTR MN REDUC 8X6	1.00	\$225.00	3.00	\$675.00
00000020-DPW1922-A	WATER VALVES 6IN	2.00	\$1,275.00	2.00	\$2,550.00
00000021-DPW1922-A	WATER VALVES 8IN	12.00	\$1,675.00	14.00	\$23,450.00
00000022-DPW1922-A	DIP WM FTG 8IN 22.5BD	1.00	\$250.00	6.00	\$1,500.00
00000023-DPW1922-A	DIP WM FTG 6IN 45BD	2.00	\$190.00	2.00	\$380.00
00000024-DPW1922-A	DIP WM FTG 8IN 45BD	8.00	\$265.00	7.00	\$1,855.00
00000025-DPW1922-A	FIRE HYD TO BE REMOV	9.00	\$500.00	9.00	\$4,500.00
00000026-DPW1922-A	FIRE HYD W/ AUX V & VB	11.00	\$4,500.00	11.00	\$49,500.00
00000027-DPW1922-A	VALVE VLT TYA 4DIA CL	12.00	\$1,800.00	14.00	\$25,200.00
00000028-DPW1922-A	TEMPORARY LINE STOP	1.00	\$5,000.00	1.00	\$5,000.00
00000029-DPW1922-A	MOBILIZATION	1.00	\$25,000.00	1.00	\$25,000.00
00000030-DPW1922-A	STORM SEWER CONNECT	22.00	\$150.00	24.00	\$3,600.00
00000031-DPW1922-A	DRIVEWAY REM & REPL	26.00	\$50.00	31.50	\$1,575.00
00000032-DPW1922-A	MAILBOX REM & REPL	5.00	\$90.00	0.00	\$0.00
00000033-DPW1922-A	VALVE VAULT ABANDON	10.00	\$300.00	10.00	\$3,000.00
00000034-DPW1922-A	WATER MAIN REM 6IN	10.00	\$1.00	91.00	\$91.00
00000035-DPW1922-A	WATER MAIN REM 8IN	24.00	\$1.00	39.00	\$39.00
00000036-DPW1922-A	CAP EXIST WATER MAIN	6.00	\$1,000.00	11.00	\$11,000.00
00000037-DPW1922-A	WATER SERV CONN SHRT	53.00	\$1,400.00	53.00	\$74,200.00
00000038-DPW1922-A	WATER SERV CONN LONG	21.00	\$1,100.00	22.00	\$24,200.00
00000039-DPW1922-A	CONNECT EXIST WM 6IN	4.00	\$3,600.00	4.00	\$14,400.00
00000040-DPW1922-A	CONNECT EXIST WM 8IN	5.00	\$3,750.00	5.00	\$18,750.00
00000041-DPW1922-A	TRAF CONTR & PROT SPL	1.00	\$11,500.00	1.00	\$11,500.00
00000042-DPW1922-A	CONCRETE WASHOUT	1.00	\$500.00	0.00	\$0.00
00000043-DPW1922-A	CC&G REM & REPL	80.00	\$75.00	0.00	\$0.00
00000044-DPW1922-A	CONSTRUCTION LAYOUT	1.00	\$5,000.00	1.00	\$5,000.00
00000045-DPW1922-A	PRESS CONNECT 8X8	1.00	\$5,500.00	1.00	\$5,500.00
00000046-DPW1922-A	PRESS CONNECT 10X8	1.00	\$6,000.00	1.00	\$6,000.00
00000047-DPW1922-A	TEMP CLUSTER MAILBOX	1.00	\$100.00	0.00	\$0.00
00000048-DPW1922-A	STORM SEW WM REQ 8IN	20.00	\$62.00	30.00	\$1,860.00
00000049-DPW1922-A	STORM SEW WM REQ 10IN	139.00	\$68.00	132.00	\$8,976.00
00000050-DPW1922-A	STORM SEW WM REQ 12IN	58.00	\$70.00	34.00	\$2,380.00

Attachment: Palatine Water FinalQuantities_12032019 (Mallard Drive and Wood Street Water Main Replacement Change Order #1)

00000051-DPW1922-A	STORM SEW WM REQ 18IN	14.00	\$140.00	25.00	\$3,500.00
00000052-DPW1922-A	STORM SEW WM REQ 20IN	21.00	\$150.00	15.00	\$2,250.00
00000053-DPW1922-A	WAT MN IN CASING 8IN	60.00	\$160.00	54.00	\$8,640.00
00000054-DPW1922-A	VIDEOTAPE EXIST RDWY	1.00	\$2,000.00	1.00	\$2,000.00
00000059-DPW1922-A	VALVE VLT TYA 5DIA CL	2.00	\$2,200.00	2.00	\$4,400.00
00000061-DPW1922-A	HMA BINDER PATCH 2IN	0.00	\$28.25	2155.90	\$60,904.18
00000062-DPW1922-A	CC&G REM & REPL	0.00	\$60.00	272.50	\$16,350.00
00000063-DPW1922-A	PCC SIDEWALK	0.00	\$24.00	133.70	\$3,208.80
00000064-DPW1922-A	DETECT WARNING	0.00	\$40.00	16.00	\$640.00
00000065-DPW1922-A	STRM SEW RM&REP 24IN	0.00	\$180.00	15.00	\$2,700.00
00000066-DPW1922-A	B-BOX REM & REPL	0.00	\$100.00	8.00	\$800.00
00000067-DPW1922-A	FRC TEAL UTIL CNFLCT	0.00	\$1.00	9313.71	\$9,313.71
00000068-DPW1922-A	FRC LINE STOP RELOC	0.00	\$1.00	2854.63	\$2,854.63
00000069-DPW1922-A	PCC RM & 6IN HMA RPL	0.00	\$56.00	1006.10	\$56,341.60
00000070-DPW1922-A	HMA SURF REM 2IN	0.00	\$6.00	332.10	\$1,992.60
00000071-DPW1922-A	HMA SURF REPL 2IN	0.00	\$30.00	332.10	\$9,963.00
00000072-DPW1922-A	CURB STOP	0.00	\$375.00	6.00	\$2,250.00

Total Value: \$1,015,697.32

Estimate: \$1,203,476.00

Bid: \$971,334.00

Overage: \$44,363.32

4.6%

Payable/PO Value: \$971,334.00

3% Retainage: \$29,140.02

Previous Payout: \$689,056.92

Due: \$253,137.06

Date: 12/3/19

Request No: 3 ☐ Final

Contractor: Gerardi Sewer & Water Co., Inc.

Address: 1785 Armitage Court
Addison, IL 60101

Road District or Municipality: Village of Palatine

Project: DPW-1922

I recommend that this deduction be made from the above contract.
(addition, extension, deduction) (to, from)

Item Description		Unit	Quantity	Unit Price	A/D	Total Addition	Total Deduction
00000003	TRENCH BACKFILL	CU YD	246.36	\$20.00	D		\$4,927.20
00000004	INLET FILTERS	EACH	18.00	\$105.00	D		\$1,890.00
00000005	PROTECTIVE COAT	SQ YD	31.00	\$3.00	D		\$93.00
00000006	CL D PATCH T4 6IN	SQ YD	2,429.10	\$50.00	D		\$121,455.00
00000007	PARKWAY RESTORATION	SQ YD	165.00	\$15.00	D		\$2,475.00
00000010	STORM SEWER REM 12IN	FOOT	25.00	\$6.00	D		\$150.00
00000012	STORM SEWER REM 20IN	FOOT	6.00	\$10.00	D		\$60.00
00000017	DIP WM 6IN CL52 W/TW	FOOT	8.80	\$70.00	D		\$616.00
00000022	DIP WM FTG 8IN 22.5BD	EACH	1.00	\$250.00	A	\$250.00	
00000024	DIP WM FTG 8IN 45BD	EACH	1.00	\$265.00	D		\$265.00
00000031	DRIVEWAY REM & REPL	SQ YD	5.50	\$50.00	A	\$275.00	
00000036	CAP EXIST WATER MAIN	EACH	5.00	\$1,000.00	A	\$5,000.00	
00000042	CONCRETE WASHOUT	L SUM	1.00	\$500.00	D		\$500.00
00000049	STORM SEW WM REQ 10IN	FOOT	7.00	\$68.00	D		\$476.00
00000050	STORM SEW WM REQ 12IN	FOOT	24.00	\$70.00	D		\$1,680.00
00000052	STORM SEW WM REQ 20IN	FOOT	6.00	\$150.00	D		\$900.00
00000053	WAT MN IN CASING 8IN	FOOT	6.00	\$160.00	D		\$960.00
Total Changes:						\$5,525.00	\$136,447.20

Total Changes:	\$5,525.00	\$136,447.2
----------------	------------	-------------

Total Net Change:	(\$130,922.20)
Amount of Original Contract	\$971,334.00
Amount of Previous Change Orders:	\$13,967.00
Amount of adjusted/final contract	\$854,378.80

Total net	<u>deduction</u>	to date	<u>(\$116,955.20)</u>	which is	<u>-12.04%</u>	of Contract Price
	(addition, dedcuton)					

State fully the nature and reason for the change.

Quantity overages & deduction based on final, field measured quantities. Contractor agreed to all final quantities.

When the net increase or decrease in the cost of the contract is \$10,000 or more or the time of completion is increased or decreased by 30 days or more, one of the following statements shall be checked.

- ☐ The undersigned has determined that the circumstances which necessitates this change were not reasonably foreseeable at the time the contract was signed.
- ☒ The undersigned has determined that the change is germane to the original contract as signed.
- ☐ The undersigned has determined that this change is in the best interest of the local agency and is authorized by law.

Prepared by: _____

Title of Preparer

For County and Road District Projects

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

For Municipal Project

Municipal Officer

Title of Municipal Officer

Date

Approved

Regional Engineer

Date

County Engineer

On Behalf of IDOT pursuant to Agreement
of Understanding dated March 4, 2005

Note: Make out a separate form for change in length quantities.

Give net quantities

Submit 6 Originals

If plans are required attached 3 sets



Request for Approval of Change in Plans

Date: 12/3/19
 Request No: 4 ☒ Final
 Contractor: Gerardi Sewer & Water Co., Inc.
 Address: 1785 Armitage Court
Addison, IL 60101

County: Cook
 Road District or Municipality: Village of Palatine
 Project: DPW-1922

I recommend that this addition be made to the above contract.
 (addition, extension, deduction) (to, from)

The estimated quantities are shown below and the contractor agrees to furnish the materials and do the work at the unit prices.

Item Description	Unit	Quantity	Unit Price	A/D	Total Addition	Total Deduction
00000061 HMA BINDER PATCH 2IN	SQ YD	2,155.90	\$28.25	A	\$60,904.18	
00000043 CC&G REM & REPL	FOOT	80.00	\$75.00	D		\$6,000.00
00000062 CC&G REM & REPL	FOOT	272.50	\$60.00	A	\$16,350.00	
00000063 PCC SIDEWALK	SQ FT	133.70	\$24.00	A	\$3,208.80	
00000064 DETECTABLE WARNINGS	SQ FT	16.00	\$40.00	A	\$640.00	
00000065 STORM SEWER REM 24IN	FOOT	15.00	\$180.00	A	\$2,700.00	
00000066 B-BOX REM & REPL	EACH	8.00	\$100.00	A	\$800.00	
00000067 FRC TEAL UTIL CONFLICT	DOLLAR	9,313.71	\$1.00	A	\$9,313.71	
00000068 FRC LINE STOP RELOCATE	DOLLAR	2,854.63	\$1.00	A	\$2,854.63	
00000069 PCC REM & 6IN HMA REPL	SQ YD	1,006.10	\$56.00	A	\$56,341.60	
00000070 HMA SURF REMOV 2IN	SQ YD	332.10	\$6.00	A	\$1,992.60	
00000071 HMA SURF REPL 2IN	SQ YD	332.10	\$30.00	A	\$9,963.00	
00000072 CURB STOP REM & REPL	EACH	6.00	\$375.00	A	\$2,250.00	
Total Changes:					\$167,318.52	\$6,000.00

Total Net Change: \$161,318.52
 Amount of Original Contract \$971,334.00
 Amount of Previous Change Orders: (\$116,955.20)
 Amount of adjusted/final contract \$1,015,697.32

Total net Addition to date \$44,363.32 which is 4.57% of Contract Price
 (addition, deduction)

State fully the nature and reason for the change.

Attachment: Palatine2019 Water-Auth04-AddedWork_12032019 (Mallard Drive and Wood Street Water Main Replacement Change Order #1)

Added pay items and quantities due to changes in conditions and revisions to the restoration work. Contractor agreed to all final quantities.

When the net increase or decrease in the cost of the contract is \$10,000 or more or the time of completion is increased or decreased by 30 days or more, one of the following statements shall be checked.

- ☐ The undersigned has determined that the circumstances which necessitates this change were not reasonably foreseeable at the time the contract was signed.
- ☒ The undersigned has determined that the change is germane to the original contract as signed.
- ☐ The undersigned has determined that this change is in the best interest of the local agency and is authorized by law.

Prepared by: _____

Title of Preparer

For County and Road District Projects

Highway Commissioner

Date

Submitted/Approved

County Engineer/Superintendent of Highways

Date

For Municipal Project

Municipal Officer

Title of Municipal Officer

Date

Approved

Regional Engineer

Date

County Engineer

On Behalf of IDOT pursuant to Agreement
of Understanding dated March 4, 2005

Note: Make out a separate form for change in length quantities.

Give net quantities

Submit 6 Originals

If plans are required attached 3 sets

Consider a Motion to Approve a Local Public Agency Agreement for Federal Participation for the Baldwin Road Culvert Replacement

BACKGROUND:

The triple culverts that carry Buffalo Creek under Baldwin Road have been identified as beyond their useful life and require full replacement. The culverts are part of the Illinois Department of Transportation's (IDOT) bridge inventory. As such, they are currently designated as eligible for Illinois Department of Transportation's Bridge Improvement Program funding (STP Br).

KEY ISSUES:

- Village participation for preliminary engineering is estimated at \$25,620, which is equal to the remaining 20% of the anticipated effort of \$128,095.41.
- The Village would engage the consulting engineer, make payment for services rendered, and be reimbursed by IDOT.
- IDOT agrees to reimburse the Village \$102,477.

ALTERNATIVES:

1. Approve the Local Public Agency Agreement for Federal Participation with IDOT's Bridge Improvement Program.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Local Public Agency Agreement for Federal Participation with IDOT's Bridge Improvement Program be approved.

BUDGET IMPACT:

\$130,000 is available in the Capital Improvement Program to accommodate this proposed agreement with a \$102,477 revenue offset through the reimbursement.

ACTION REQUIRED:

Motion to approve the Local Public Agency Agreement for Federal Participation with IDOT's Bridge Improvement Program for Phase I Engineering of the Baldwin Road Culvert Replacement.

ATTACHMENTS:

- Local Public Agency Agreement

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

SECONDER: Greg Solberg, District 4 Councilman

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



6.C.4.A.a

Local Public Agency		County	Section Number
Village of Palatine		Cook	19-00105-00-BR
Fund Type	ITEP, SRTS, HSIP Number(s)	MPO Name	MPO TIP Number
STP-BR			03-19-0020

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

Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
		P-91-055-19	VX94(770)		

LOCATION				
			Stationing	
Local Street/Road Name	Key Route	Length	From	To
North Baldwin Road	MUN 0505	0.01 mi.	0.49	0.50
Location Termini				
At Buffalo Creek				
Current Jurisdiction		Existing Structure Number(s)		
LPA		016-8217		Add Location

Phase I Engineering - Replacement of Baldwin Road structure over Buffalo Creek.

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

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

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

THE LPA AGREES:

1. To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, the **STATE**, and the **FHWA** if required.
2. To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.
3. To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
4. To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional addendum is required.
5. To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by addendum referred to in item 4 above) in a manner satisfactory to the **STATE** and the **FHWA**.
6. To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
7. To maintain for a minimum of 3 years after final project close out by the **STATE**, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract. The contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General and the **STATE**. The **LPA** agrees to cooperate fully with any audit conducted by the Auditor General, the **STATE**, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish presumption in favor of the **STATE** for recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
8. To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
9. To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**.
10. (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to complete the project.
11. (Preliminary Engineering) In the event that right-of-way acquisition for, or construction of, the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following **FHWA** authorization, the **LPA** will repay the **STATE** any Federal funds received under the terms of this agreement.
12. (Right-of-Way Acquisition) In the event construction has not commenced by the close of the twentieth fiscal year following **FHWA** authorization using right-of-way acquired this agreement, the **LPA** will repay the **STATE** any Federal Funds received under the terms of this agreement.
13. (Railroad Related Work) The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA**/railroad agreement prior to requesting reimbursement from the **STATE**. Requests for reimbursement should be sent to the appropriate **IDOT** District Bureau of Local Roads and Streets Office. Engineer's Payment Estimates shall be in accordance with the Division of Cost.
14. Certifies to the best of its knowledge and belief that its officials:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.
15. To include the certifications, listed in item 14 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
16. (**STATE** Contracts). That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.
17. That for agreements exceeding \$100,000 in federal funds, execution of this agreement constitutes the **LPA's** certification that:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or any employee of a member of congress in connection with the awarding of any federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

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

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

THE STATE AGREES:

1. To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Title II and III Requirements.
2. (State Contracts) To receive bids for construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.
3. (Day Labor) To authorize the **LPA** to proceed with the construction of the improvement when agreed unit prices are approved, and to reimburse the **LPA** for that portion of the cost payable from Federal and/or State funds based on the agreed unit prices and engineer's pay estimates in accordance with the division of cost page.

- IT IS MUTUALLY AGREED:**

- ## ADDENDA

×	1.	Location Map
×	2.	Division of Cost
-	×	3. GATA Reporting
Add Row		

APPROVED

State of Illinois
Department of Transportation

Omer Osman P.E., Acting Secretary

Jim Schwantz

--



Attachment: Local Public Agency Agreement (Local Public Agency Agreement for Federal Participation for the Baldwin Road Culvert

ADDENDA NUMBER 2

Local Public Agency		County		Section Number	
Village of Palatine		Cook		19-00105-00-BR	
Construction		Engineering		Right of Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
		P-91-055-19	VX94(770)		

DIVISION OF COST

[illegible]

Add

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

* MAXIMUM FHWA (STP-BR) PARTICIPATION 80% NTE \$102,480

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final **LPA** share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

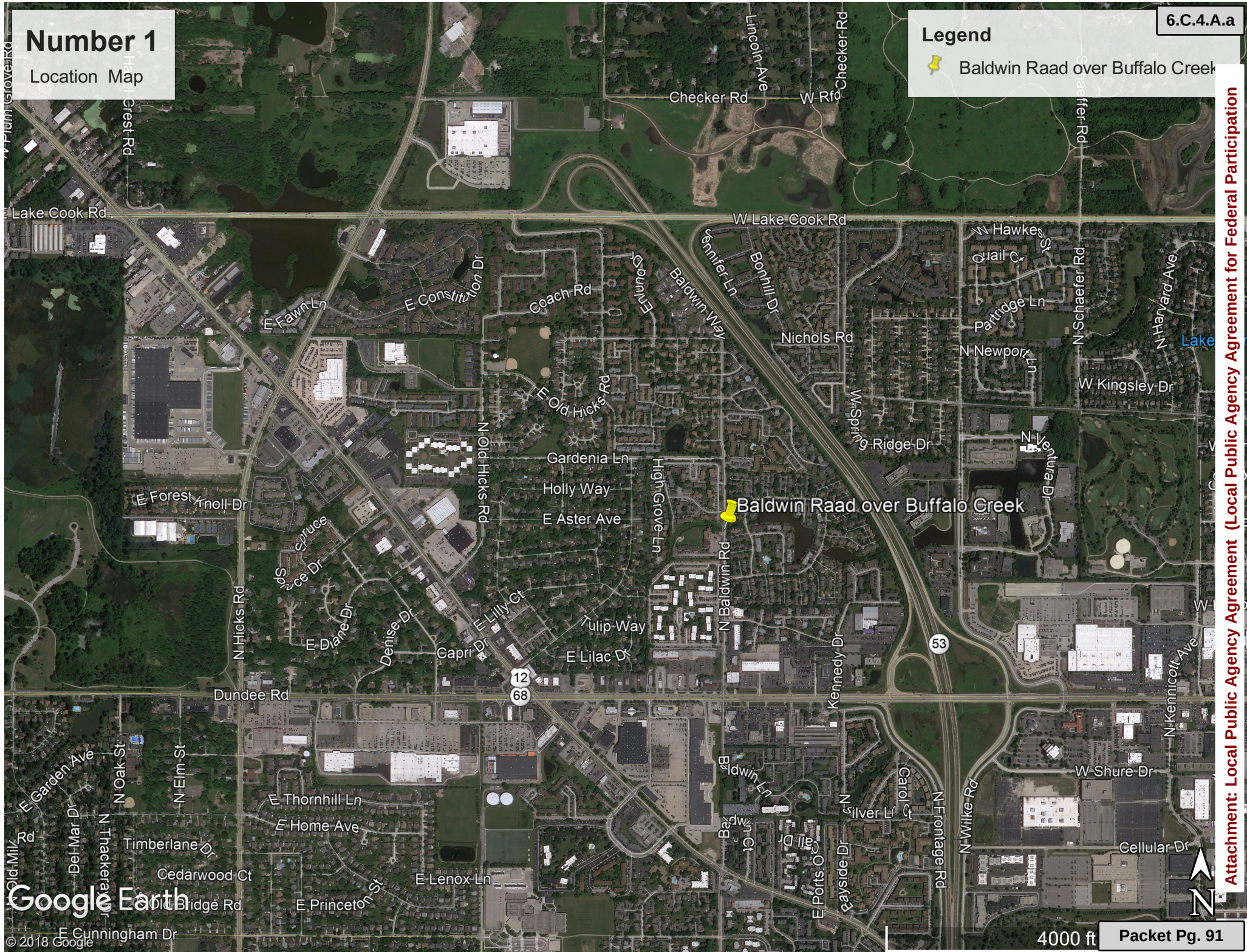
Number 1

Location Map

6.C.4.A.a

Legend

 Baldwin Raad over Buffalo Creek



Addendum 3

Grant Accountability and Transparency Act (GATA)

Required Uniform Reporting

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

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

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

Consider a Motion Approving an Agreement with Ciorba Group for Engineering Services for Phase I of the Baldwin Road Culvert Replacement

BACKGROUND:

The Baldwin Road Culverts have been identified as beyond their useful life and require full replacement. The culverts are part of the Illinois Department of Transportation's (IDOT's) bridge inventory and IDOT has identified them as STP bridge funding eligible (Phase I Engineering).

Phase I Engineering consists of traffic counts, hydraulic studies, bridge assessments, federally required environmental review documentation, subsurface soil investigation, and preliminary roadway plans. It culminates with the written approval of the Federal Highway Authority and would be followed by detailed engineering (Phase II) which creates the specific construction plans.

KEY ISSUES:

- Nearly 850 man-hours of specialized professional services are expected to meet documentation, material inspection, and reporting requirements associated with the required federal process.
- Consulting Engineering is recommended to meet procedural requirements and to assure our ability to leverage additional federal participation for Phase II engineering and ultimately the construction of the contemplated improvement.
- A qualification based selection process was followed to select Ciorba Group, Incorporated for this project after advertising and reviewing written qualification statements.
- The proposed improvements will improve safety, storm water flow/protection, and the aesthetics of the area.

ALTERNATIVES:

1. Approve the Phase I Preliminary Engineering Agreement.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Phase I Preliminary Engineering Agreement with Ciorba Group be approved.

BUDGET IMPACT:

Sewer funds are available in the Capital Improvement Program to accommodate this proposed agreement. The Village will be responsible for 20% of the cost with 80% being reimbursed.

ACTION REQUIRED:

Motion to approve the Agreement with Ciorba Group, Incorporated for engineering services for Phase I of the Baldwin Road Culvert Replacement in the amount of \$128,096.

ATTACHMENTS:

- Phase 1 Baldwin Road Culverts Agreement 11-20-2019

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Local Public Agency Village of Palatine	LOCAL AGENCY	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	CONSULTANT	Consultant Ciorba Group, Inc.
County Cook				Address 8725 W Higgins Rd Suite 600
Section 19-00105-00-BR				City Chicago
Project No. VX94(770)				State IL
Job No. P-91-055-19				Zip Code 60631
Contact Name/Phone/E-mail Address George Ruppert 847-202-6963 GRuppert@palatine.il.us				Contact Name/Phone/E-mail Address Duane O'Laughlin 773-355-2949 dolaughlin@ciorba.com

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name North Baldwin Road Route MUN 0505 Length 0.01 mi Structure No. SN 016-8217

Termini at Buffalo Creek

Description Phase I - Replacement of Baldwin Road structure over Buffalo Creek

Agreement Provisions

I. THE ENGINEER AGREES,

- To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LPA for the proposed improvement herein described.
- To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LPA or STATE.
- To complete the services herein described within 546 calendar days from the date of the Notice to Proceed from the LPA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
- The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
- That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
- That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
- That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.

9. The undersigned certifies neither the ENGINEER nor I have:
- employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
11. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- ☒ Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - ☒ Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - ☐ Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - ☐ Design and/or approve cofferdams and superstructure shop drawings.
 - ☒ Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - ☒ Prepare the necessary environmental and planning documents including the Project Development Report or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - ☒ Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - ☒ Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - ☒ Prepare preliminary roadway and drainage structure plans and meet with representatives of the LPA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - ☒ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - ☐ Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - ☐ Furnish the LPA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LPA AGREES,

- To furnish the ENGINEER all presently available survey data and information
- To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee ☒ CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
☐ CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
☐ CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate ☐ (Pay per element)

Lump Sum ☐ _____

- To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

☐ With Retainage

- For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

☒ Without Retainage

- For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
- The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
 - To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. IT IS MUTALLY AGREED,

- That no work shall be commenced by the ENGINEER prior to issuance by the LPA of a written Notice to Proceed.
- That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LPA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LPA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LPA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
11. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Ciorba Group	36-2525351	\$108,550.37
Sub-Consultants:	TIN Number	Agreement Amount
Huff and Huff, Inc.	36-3044842	\$10,310.32
Rubino Engineering, Inc.	80-0450719	\$9,234.72
Sub-Consultant Total:		\$ 19,545.04
Prime Consultant Total:		\$108,550.37
Total for all Work:		\$128,095.41

Executed by the LPA:

Village of Palatine

(Municipality/Township/County)

ATTEST:

By: _____

By: _____

Village _____ Clerk

Title: Mayor

(SEAL)

Executed by the ENGINEER:

ATTEST:

Ciorba Group, Inc.

By: Melissa Berg

By: [Signature]

Title: Corporate Secretary

Title: President

Exhibit A - Preliminary Engineering

Route: _____
 Local Agency: Village of Palatine
 (Municipality/Township/County)
 Section: _____
 Project: Baldwin Road over Buffalo Creek Culvert Replacement
 Job No.: _____

*Firm's approved rates on file with IDOT'S Bureau of Accounting and Auditing:	
Overhead Rate (OH)	149.38%
Complexity Factor (R)	0.00
Calendar Days	546

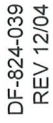
Method of Compensation:
 Cost Plus Fixed Fee 1 ☒ 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 ☐ 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 ☐ 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate ☐
 Lump Sum ☐

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
Meetings, Data Collection & Coordination	*	72	\$ 53.37	\$ 3,842.64	\$ 5,740.14		\$ 174.00	\$ 1,414.73	\$ 11,171.51
Topographic Survey	*	116	\$ 36.00	\$ 4,176.00	\$ 6,238.11		\$ 390.00	\$ 1,566.60	\$ 12,370.70
Water Resources	*	246	\$ 44.83	\$ 11,028.18	\$ 16,473.90			\$ 3,987.80	\$ 31,489.88
Engineering Studies/Plans	*	188	\$ 40.63	\$ 7,638.44	\$ 11,410.30			\$ 2,762.07	\$ 21,810.81
Structural Studies/Plans	*	189	\$ 44.84	\$ 8,474.76	\$ 12,659.60		\$ 65.00	\$ 3,073.91	\$ 24,273.26
Public Involvement	*	6	\$ 37.26	\$ 223.56	\$ 333.95			\$ 80.84	\$ 638.35
QC/QA	*	18	\$ 70.00	\$ 1,260.00	\$ 1,882.19			\$ 455.62	\$ 3,597.81
Project Management & Administration	*	16	\$ 70.00	\$ 1,120.00	\$ 1,673.06			\$ 404.99	\$ 3,198.05
Huff and Huff, Inc.						\$ 10,310.32			\$ 10,310.32
Rubino Engineering						\$ 9,234.72			\$ 9,234.72
Totals		851		\$ 37,763.58	\$ 56,411.24	\$ 19,545.04	\$ 629.00	\$ 13,746.55	\$ 128,095.41

* See attached





Route
Section
County
Job No.
PTB/Item

Consultant Ciorba Group, Inc

Date 11/19/19Sheet 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Public Involvement			QC/QA			Project Management & Administration					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	\$70.00												
Project Manager	\$70.00				18	100.00%	70.00						
Lead Structural Engineer	\$70.00												
Project Engineer	\$59.30	1	16.67%	9.88									
Resident Engineer	\$58.35												
Senior Engineer	\$46.77												
Engineer II	\$39.34	1	16.67%	6.56									
Engineer I	\$31.23	4	66.67%	20.82									
Senior Technician	\$42.10												
Technician	\$30.03												
Administrative Services	\$32.34												
TOTALS		6	100%	\$37.26	18	100%	\$70.00	16	100%	\$70.00			

DF-824-034
REV 12/04



FIRM NAME Ciorba Group, Inc. DATE 02/13/19
PRIME/SUPPLEMENT Prime
PSB NO. _____

ESCALATION FACTOR 2.68%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Principal	\$70.00	\$70.00
Project Manager	\$70.00	\$70.00
Lead Structural Engineer	\$70.00	\$70.00
Project Engineer	\$57.75	\$59.30
Resident Engineer	\$56.83	\$58.35
Senior Engineer	\$45.55	\$46.77
Engineer II	\$38.31	\$39.34
Engineer I	\$30.42	\$31.23
Senior Technician	\$41.00	\$42.10
Technician	\$29.25	\$30.03
Administrative Services	\$31.50	\$32.34

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Illinois Department
of Transportation

FIRM NAME
PRIME/SUPPLEMENT

Ciorba Group, Inc.
Prime

CONTRACT TERM
START DATE
RAISE DATE

18 MONTHS
9/1/2019
1/1/2020

DATE 02/13/19
PSB NO.

OVERHEAD RATE
COMPLEXITY FACTOR
% OF RAISE
149.38%
0
3.00%

Payroll Escalation Table
Fixed Raises
New Formula

ESCALATION PER YEAR

9/1/2019 - 1/1/2020

4
18

= 22.22%
= 1.0268

1/2/2020 - 1/1/2021

12
18

68.67%

1/2/2021 - 3/1/2021

2
18

11.79%

The total escalation for this project would be:

2.88%

Bureau of Design and Environment

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COMPANY NAME: Ciorba Group, Inc.

PTB NUMBER: N/A

TODAY'S DATE: 11/19/2019

[illegible]

**If other allowable costs are needed and not listed, please add in the above spaces provided.*

LEGEND

W.O. = Work Order

J.S. = Job Specific

IN-HOUSE DIRECT COSTS
Village of Palatine
Baldwin Road over Buffalo Creek Culvert Replacement
PHASE I

Meetings, Data Collection & Coordination

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.580	300	\$ 174.00
Total:				\$ <u>174.00</u>

Topographic Survey

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (day)	day	\$ 65.00	6	\$ 390.00
Total:				\$ <u>390.00</u>

Structural Studies/Plans

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (day)	day	\$ 65.00	1	\$ 65.00
Total:				\$ <u>65.00</u>

EXHIBIT A

SCOPE OF WORK

CONSULTANT:	Ciorba Group, Inc.
PROJECT MANAGER:	Duane O'Laughlin, PE
PROJECT ENGINEER:	Eric Spina, PE
LEAD STRUCTURAL ENGINEER	Brett Sauter, PE, SE
LEAD DRAINAGE ENGINEER	Tony Wolff, PE, CFM
ROUTE:	Baldwin Road
SECTION	
COUNTY:	Cook
LOCAL AGENCY CONTACT:	George Ruppert, PE Village of Palatine

Project Understanding

S.N. 016-8217 is a triple cell corrugated metal pipe (CMP) culvert which carries North Baldwin Road over the Buffalo Creek. Based on the IDOT database, the structure is showing advanced signs of deterioration. The structure's Sufficiency Rating is currently 29.0 based on an inspection performed on June 19, 2017 and a load rating performed on September 12, 2017 by IDOT. This sufficiency rating qualifies for structure replacement. This bridge qualifies for federal Surface Transportation Bridge Program (STP-BR) funding based on an IDOT letter dated May 21, 2018.

As federal funds will be used for the project, a complete Phase I study will need to be conducted to identify and address safety issues, environmental and public concerns, traffic impacts, approach roadway and bridge geometry, and bridge condition.

Baldwin Road is in the floodway resulting in investigating raising the roadway. This option is the least preferred due to the limited ROW and the lift station within the project.

Scope of Services

The project approach is based on an IDOT-approved Phase I Flow Diagram which identifies project deliverables and milestones required from initial Data Collection to Design Approval. Following is a summary of items that are included in the proposed scope of services. *References to various publications, notes, and methods to be used are noted in italics.*

Meetings, Data Collection & Coordination - per BLRS Sec. 17-3

Meetings - incorporate all meeting minutes into PDR

1. Plan, prepare for and attend one kick-off meeting with IDOT. Village participates in this kick-off meeting.
2. Plan, prepare for and attend two meetings with Village.
3. Prepare for and attend one IDOT/FHWA meetings. Village to participate in this meeting.
4. Prepare for and attend IDOT Detour Review Committee Meeting.

Public and Private Coordination; *per BLRS Sec. 21, no Public Hearing per Sec. 21-3*

1. Coordinate with Village and IDOT.

2. Send initiation letters to potential affected parties (postal services, emergency services, bus services).
3. Coordinate with Utility Companies - *per BLRS Sec 10-4*

Data Collection

1. Obtain public and private utility atlases.
2. Obtain existing right-of-way and property limit data from the Village and IDOT.
3. Obtain existing plans for the roadway and bridge from the Village and IDOT.
4. Obtain accident data (most recent 5 years) from the Village. - *local police department as well.*
5. Obtain any existing traffic counts from the Village and IDOT.
6. Obtain any existing maintenance and flooding records - *via Village, local landowners, mail service, etc.*
7. Obtain any existing aerial photography and topographical survey data from the Village. - *Aerial photography will not be conducted*

Topographic Survey and Right of Way

1. Perform topographical survey of the project corridor. The limits of the survey along Baldwin Road will 500 feet on north and south of the culvert for a total of 1,000 feet. Survey limits will extend beyond the right-of-way in case the bridge will be widened and/or the roadway profile raised.
2. Tie horizontal and vertical control to Village's GIS coordinates. Local control points will be established near the project location.
3. Survey upstream and downstream cross sections as required for the hydraulic model. *Per Drainage Manual 2-402, Figure 2-402.02a*
4. Develop basemap and existing cross sections using Microstation GeoPak software. - *Alignment will be established using GEOPAK, cross sections developed by TIN model, references: BLRS Sec 11-1.04, BDE Chapter 63, and IDOT CADD Roadway Drafting Reference Guide.*

At this stage it is not possible to anticipate the need and extent of Right of Way (ROW) acquisition. It is part of this scope of work to identify the need for ROW acquisition; however, preparation of plats and legal, documentation and negotiation for ROW acquisition is not part of this scope and will be performed in Phase II.

Water Resources - *per BLRS Sec. 22-2.07*

1. Compile hydraulic survey information - *IDOT Drainage Manual Sec. 2-402*
2. Obtain existing hydraulic model from Village of Palatine, MWRD, Cook County, Illinois State Water Survey, or FEMA.
3. Assess existing upstream and downstream flooding problems. - *conduct interviews or thru public / private coordination, IDOT DM 2-701.01(3.d.)*
4. Update hydraulic model at the culvert site. - *use HEC RAS based on theory in IDOT DM*
5. Analyze proposed upstream and downstream impacts. - *HEC-RAS based on theory in IDOT DM Chapter 6*

6. Prepare existing and proposed scour analysis. - existing per previous Maintenance Reports, HEC-18 based on IDOT DM Chapter 10 if needed
7. Define impacts to floodplain and determine compensatory storage requirements.- determined from HEC RAS results, IDOT DM 3-400, BLRS Sec 20.7
8. Develop existing and proposed Waterway Information Tables and define required waterway opening. - per IDOT DM 2-601.01(4)
9. Develop complete Hydraulic Report and Preliminary Bridge Design and Hydraulic Report (PBDHR) for Village and IDOT review. – use Form BLR 10210 per BLRS Sec 10-2.03; reference IDOT DM 2-701 and ACEC/IDOT Seminar Notes "Hydraulic Report Preparation"
10. Perform early coordination for MWRD, USACE and IDNR-OWR/IDOT permits
11. Evaluate existing drainage, determine deficiencies, and prepare preliminary drainage design.- per applicable portions of IDOT DM
12. Develop a preliminary and final report. – drainage technical memo or discussion within PDR to be sufficient for LDS
13. Prepare and submit Wetland Impact Evaluation (WIE)
14. Provide Quality Assurance / Quality Control Review.

Engineering Studies

Traffic

1. Conduct 24-hour counts using a road tube traffic counter to determine ADT - per BLRS Sec. 27-6.03 .
2. Submit traffic counts to CMAP and request traffic projection.
3. Develop existing and proposed typical sections.
4. Investigate detour, run-a-round, and staged construction alternatives.

Environmental Studies - per BLRS Chapters 18, 19 & 20; BLR Circulars 96-14, 00-06, 00-10; reference BDE Memos 28-02 and 33-03

1. Prepare Environmental Survey Request Form and Submit to IDOT.
2. Review Special Waste Screening Criteria – (performed by Huff & Huff, Inc.)
3. Environmental Wetland Analysis – (performed by Huff & Huff, Inc.)

Geometric Study - Design Criteria per BLRS Chap 29 & 30, Secs 32-2, 36-5; any variances per BLRS Sec 27-7 and BLR Circular 02-16 (BLR Form 22120)

1. Analyze roadway and bridge vertical and horizontal alignments.
2. Develop preferred plan and profile.
3. Investigate right-of-way and easement requirements based on the proposed geometry, drainage, and construction needs.

Accident Analyses - per BLRS Sec. 22-2.02(e), reference BLR Circular 01-01

1. Prepare accident summary and plot collision diagrams at the bridge.
2. Analyze 5 years of crash data and determine where improvements may be required.
3. Crash data to be provided by the Village or police department.

Project Development Report- BLR 22110 - various references as listed on the form

1. Perform visual survey of existing pavement condition.- reference BDE 53-3.02b

2. Prepare draft report and exhibits.
3. Process report (Anticipated to be Categorical Exclusion, Group II). - per BLRS Sec. 22-2.11
4. Provide Quality Assurance / Quality Control Review.
5. Revise report based on review comments and public comments.
6. Provide Quality Assurance/ Quality Control Review.

Quantity Calculations and Estimates

1. Determine quantity of major pay items.
2. Develop opinion of probable construction cost. - use previous similar project bid tabs and recent bid tabs from IDOT website

Structural Studies

1. Provide an in-depth inspection of the culvert structure.
2. Develop an Abbreviated Bridge Condition Report (BCR) for IDOT and Village review. An Abbreviated Bridge Condition Report is acceptable due to the sufficiency rating of the bridge allowing full replacement. - per BLRS Secs. 22-2.06(a) & 36-1.02, and asbestos certification per BLRS Circular 2012-02, reference BDE 49-3.09, and IDOT Bridge Condition Report Procedures & Practices Manual.
3. Develop a structure type study to make a recommendation regarding type and material to be used. Three structure types will be considered and are anticipated to be a cast in place concrete box culvert, a precast concrete box culvert, and a three sided structure.
4. Complete Preliminary Bridge Design and Hydraulic Review (PBDHR, Form 10210) – per BLRS Sec 22-2.06(b) & 36-1.03
5. Develop Type, Size and Location (TS&L) Plan for Village and IDOT review and acceptance - per IDOT Bridge Manual Secs. 2.1, 2.2 and 2.3, AASHTO LRFD Bridge Design Specifications, reference BLRS Sec 36-2.
6. Provide Quality Assurance /Quality Control Review.

Geotechnical Investigation - per BLRS Sec. 22-2.08, reference BDE 11-2.10, BDE 53-3.06(b), IDOT Bridge Manual and IDOT Geotechnical Manual. Task is to be performed by Rubino Engineering, Inc. - see attached agreement

Subconsultant involvement includes the following:

1. Obtain Structure Borings at abutments. (2 Structure Borings)
2. Obtain one pavement core.

Public Involvement

1. A Request for Public Meeting will be advertised in a local newspaper to see if there is significant interest in having a public meeting.
2. It is anticipated that a Public Meeting will not be held for this project.
3. Develop and send property acquisition letters to land owners. - (to be sent by Village)

QC/QA

1. Perform Quality Control/Quality Analysis review prior to project submittals as indicated in the scope of work.

North Baldwin Road over Buffalo Creek
Scope of Work
February 13, 2019

Project Management and Administration

1. Develop a project work plan
2. Prepare project invoices and progress report following IDOT format



A Subsidiary of GZA

GEOTECHNICAL

ENVIRONMENTAL

ECOLOGICAL

WATER

CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 339
Oak Brook, IL 60521
T: 630.684.9100
F: 630.684.9120
www.huffnhuff.com
www.gza.com



February 8, 2019

via email: dolaughlin@ciorba.com

Mr. Duane O'Laughlin, P.E.
Roadway/Construction Group Manager
Ciorba Group | Consulting Engineers
8725 W. Higgins Road – Suite 600
Chicago, IL 60631

Re: Environmental Services – PESA and Wetlands
Baldwin Road Culvert Rehabilitation/Replacement
Proposal No.: 81.PT000155.19

Dear Mr. O'Laughlin:

Huff & Huff, Inc., a subsidiary of GZA GeoEnvironmental, Inc. (H&H) is pleased to submit this proposal to Ciorba Group Consulting Engineers (Client) to provide environmental services for the Baldwin Road Culvert Rehabilitation/Replacement project in Palatine, Cook County, IL. Client has requested professional environmental services in support of this project including completion of a Preliminary Environmental Site Assessment (PESA) and Wetland delineation. This proposal presents our project understanding based on information provided by Client including our proposed scope of services and associated fee.

1. PROJECT UNDERSTANDING

The Village of Palatine is proposing culvert rehabilitation/replacement along North Baldwin Road over Buffalo Creek bridge (016-8217). All work is to conform to IDOT/FHWA policies and procedures for federal aid projects and to be completed under applicable BLR and BDE Manuals.

2. SCOPE OF SERVICES

Task 1 – Wetland / WOUS Delineation

A. Off-site Record/Document Review

Based on available mapping, wetlands and waters are likely to occur within the project limits.

The following records/documents will be reviewed prior to conducting the field investigation. Soils information will be reviewed to determine the soil types encountered during the delineation procedures. The sources to be reviewed and used include:

- U.S. Geological Survey Topographic Map
- National Wetlands Inventory Map (NWI)
- Cook County Soil Survey
- FEMA Floodplain Maps
- Hydric Soils of the United States
- Aerial Photographs
- Hydrologic Atlas



B. On-Site Investigation (Field Inventory)

The on-site investigation will be conducted by H&H staff experienced in Federal methods for conducting wetland delineations. H&H staff will classify and define hydric soils, hydrophytic vegetation, and evidence of hydrology to determine if wetlands are present. The wetland perimeters will be surveyed in the field using Global Positioning System equipment.

A wetland delineation of the project site will be conducted that will meet the requirements of Executive Order 11990, "Protection of Wetlands;" Section 404 of the Federal Water Pollution Control Act as amended by the Clean Water Act (Corps of Engineers, Section 404 Permit) and the Illinois Environmental Protection Agency Section 401 Guidelines. These regulations pertain to the placement of fill or alteration of drainage within wetlands of any type and apply to privately as well as publicly-owned wetlands. The investigation will meet the requirements of these regulations by identifying the type, functions, and boundaries of the involved wetlands.

Wetlands found will be classified according to type using the "Classification of Wetlands and Deep Water Habitats of the United States" by Cowardin. Wetland boundaries will be defined using the Corps of Engineers Regional Supplement to the COE Wetlands Delineation Manual (USACOE, 2010). This includes a soil investigation to determine the presence or absence of hydric soils and an analysis of the dominant plant species. Field observations will be made on any evidence indicating the hydrology of the area and on water sources that are supporting these wetlands. Functions of these wetlands will be evaluated from field observations.

The boundaries of the wetlands will be located utilizing GPS survey. The shapefiles developed for the project will be forwarded to the Client.

Task 2 – Wetland / WOUS Report

A Wetland and Waters Delineation Report will be prepared summarizing the findings of the desktop review and the on-site investigation. This report will be submitted to the Client as a PDF only. The shapefiles of the wetland and waterway boundaries as surveyed in the field will also be provided to the Client via email. Wetland delineation data sheets will be included in the report, which summarize the findings of the field investigation. A minimum of one wetland and one upland data point is needed for each wetland encountered.

Specific items to be included are as follows:

- a) Map showing the wetland/WOUS boundaries and project boundaries
- b) COE data sheets with color photos
- c) Written description of wetland functional classification
- d) Floristic Quality Index Rating assessment
- e) Mitigation options
- f) Jurisdictional Summary Table
- g) Identification of 303d impaired waterways

A formal delineation of wetlands is required in accordance with the Chicago District, US Army Corps of Engineers (USACE) regulations, prior to permitting any wetland and waterway impacts. In the Chicago District, the wetland delineation report must include a floristic quality assessment. Any impacts to wetlands or waters will require permits.

Section 404 permitting and Cook County Wetland permitting is not included in this scope.



Task 3 – Preliminary Environmental Site Assessment (PESA)

H&H will conduct a PESA for the project area. The process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation (IDOT) Highway Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- The IDOTs Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, *Special Waste Procedures*. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012.
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013.
- Public Act 96-1416
- Clean Construction or Demolition Debris Fill Operations (CCDD) and Uncontaminated Soil Fill Operations: Amendments to 35 Illinois Administrative Code 1100. Effective on August 27, 2012.

A. Historical Research

The site's historical land use/ownership record will be developed from standard historical sources. Historic aerial photographs will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

B. Site Evaluation

Current environmental features and conditions of sites adjacent to the right-of-way/project area will be evaluated. A site walkover of potential right-of-way/project areas designated for excavation and/or acquisition will be conducted for first-hand evaluation of current environmental conditions within the project limits. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties also will be evaluated in accordance with ASTM protocols.

C. Records Review

A records review will be conducted to determine potential environmental concerns within the study area. It will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the outline of the study area. Specifically, H&H will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the IEPA to obtain additional data pertaining to identified sites.

D. Report Preparation

One report summarizing the results of the evaluation will be prepared that is inclusive of all project areas, clearly organized by the specific project phases. The following information will be included in this report:

- a) The project location and description
- b) Historical uses of corridor.
- c) The area geology and hydrology.
- d) The environmental status of sites adjacent to the corridor regarding chemical use and storage, underground and aboveground storage tanks, solid waste, special waste, and hazardous waste, and PCBs.



- e) An analysis of the site inspection.
- f) A summary of the findings regarding any environmental concerns. This will include IDOT's per Memo 66-10 and identification of Potentially Impacted Properties (PIPs) per Subpart F, Section 1100, 35 IAC, related to Clean Construction Demolition Debris management.

Task 4 – Project Management

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, memo production and other in-house management activities.

Task 5 – QA/QC

Time under this task includes QA/QC time for the wetland and PESA reports as described above.

3. PROJECT COSTS

Costs have been included on the attached CECS spreadsheets.

4. LEVEL OF EFFORT AND SCHEDULE

This proposal assumes that the wetland delineations will occur within the 2018 growing season between April 15th and October 15th. The PESA will commence within 5 days of the notice to proceed provided by client and will require 6 weeks to complete.



February 8, 2019
North Baldwin Road Culvert Rehabilitation/Replacement Over Buffalo Creek – PESA and Wetlands
Ciorba Group | Consulting Engineers
Page | 5

5. TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

CONDITIONS OF ENGAGEMENT

The conditions of engagement are described in the attached Terms and Conditions for Professional Services. H&H's report will be prepared on behalf of and for the exclusive use of Client. Client acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without the written consent of H&H. H&H would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.

ACCEPTANCE

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to H&H. Issuance of a Purchase Order implicitly acknowledges acceptance of this proposal. This proposal is valid for a period of 30 days from the date of issue.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-9100 with any questions.

Very truly yours,

Huff & Huff, Inc.

James C. Novak
Associate Principal

Jeremy J. Reynolds, P.G.
Associate Principal

Attachments: Terms and Conditions

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____

Title: _____

Printed/Typed Name: _____

Date: _____



Payroll Escalation Table
Fixed Raises

FIRM NAME	Huff & Huff, Inc.	DATE	2/8/2019
PRIME/SUPPLEMENT	Ciorba Consulting Engineers	PTB NO.	
CONTRACT TERM	12 MONTHS	OVERHEAD RATE	186.64%
START DATE	8/1/2019	COMPLEXITY FACTOR	0
RAISE DATE	3/1/2020	% OF RAISE	3.00%

ESCALATION PER YEAR

8/1/2019 - 3/1/2020	3/2/2020 - 8/1/2020		
7	5		
12	12		
= 58.33%	42.92%		
= 1.0125			

The total escalation for this project would be:

1.25%



Payroll Rates

FIRM NAME Huff & Huff, Inc. DATE 2/8/2019
 PRIME/SUPPLEMENT Ciorba Consulting Engineers
 PTB NO. _____

ESCALATION FACTOR 1.25%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Senior Principal	\$70.00	\$70.00
Principal	\$70.00	\$70.00
Associate Principal II	\$70.00	\$70.00
Associate Principal I	\$60.69	\$61.45
Senior Consultant	\$67.18	\$68.02
Senior Geotechnical Consultant	\$62.87	\$63.66
Senior Project Manager III	\$60.00	\$60.75
Senior Project Manager II	\$45.56	\$46.13
Senior Project Manager I	\$44.63	\$45.19
Senior Landscape Architect	\$52.74	\$53.40
Senior Planning PM	\$50.21	\$50.84
Senior Geologist PM	\$43.96	\$44.51
Senior Technical Specialist	\$44.85	\$45.41
Senior Scientist PM II	\$46.46	\$47.04
Senior Scientist PM I	\$42.63	\$43.16
Senior Technical Scientist	\$40.13	\$40.63
Senior CADD Specialist	\$34.24	\$34.67
Technical Graphics Technician	\$23.17	\$23.46
Scientist PM II	\$42.57	\$43.10
Scientist PM I	\$31.63	\$32.03
Engineer PM I	\$36.67	\$37.13
Planning PM	\$35.44	\$35.88
Architect PM	\$37.54	\$38.01
Assistant PM Engineer II	\$39.65	\$40.15
Assistant PM Engineer I	\$35.03	\$35.47
Engineer I	\$34.13	\$34.56
Scientist EI	\$28.21	\$28.56
Scientist E2	\$23.93	\$24.23
Administrative Managers	\$41.41	\$41.93
Senior Administrative Assistant	\$28.18	\$28.53
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

BDE 025 (Rev. 2/06)
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 PAGE 2



Firm	Huff & Huff, Inc.
Route	N. Baldwin Road Culvert
Section	Bridge 016-8217
County	Cook
Job No.	
PTB & Item	

Complexity Factor 0

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
Wetland/WOUS Deliination	9	300.68	561.19	46.60	131.73	0.00	0.00	1,040.20	10.09%
Wetland/WOUS Report	35	1,094.45	2,042.68	46.60	461.64	0.00	0.00	3,645.38	35.36%
PESA	37	1,294.42	2,415.91	46.60	544.75	340.00	0.00	4,641.68	45.02%
Project Management	2	87.61	163.52	0.00	36.41	0.00	0.00	287.54	2.79%
QAQC	4	211.92	395.52	0.00	88.08	0.00	0.00	695.52	6.75%
TOTALS	87	2,989.08	5,578.82	139.80	1,262.62	340.00	0.00	10,310.32	100.00%

X				
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BDE 025 (Rev. 2/06)



Average Hourly Project Rates

Route N. Baldwin Road Culvert

Section Bridge 016-8217

County Cook

Job No.

PTB/Item

Consultant Huff & Huff, Inc.

Date 2/8/2019

Sheet 1 OF 1

Payroll Classification	Avg Hourly Rates	Total Project Rates			Wetland/WOUS Delineation			Wetland/WOUS Report			PESA			Project Management			QA/QC		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Principal	70.00	0																	
Principal	70.00	0																	
Associate Principal II	70.00	0																	
Associate Principal I	61.45	2	2.30%	1.41													2	50.00%	30.72
Senior Consultant	68.02	0																	
Senior Geotechnical Consultant	63.66	0																	
Senior Project Manager III	60.75	0																	
Senior Project Manager II	46.13	0																	
Senior Project Manager I	45.19	0																	
Senior Landscape Architect	53.40	0																	
Senior Planning PM	50.84	0																	
Senior Geologist PM	44.51	3	3.45%	1.53										1	50.00%	22.25	2	50.00%	22.25
Senior Technical Specialist	45.41	0																	
Senior Scientist PM II	47.04	0																	
Senior Scientist PM I	43.16	0																	
Senior Technical Scientist	40.63	0																	
Senior CADD Specialist	34.67	9	10.34%	3.59															
Technical Graphics Technician	23.46	0																	
Scientist PM II	43.10	8	9.20%	3.96	3	33.33%	14.37	4	11.43%	4.93				1	50.00%	21.55			
Scientist PM I	32.03	0																	
Engineer PM I	37.13	0																	
Planning PM	35.88	0																	
Architect PM	38.01	0																	
Assistant PM Engineer II	40.15	0																	
Assistant PM Engineer I	35.47	17	19.54%	6.93															
Engineer I	34.56	17	19.54%	6.75															
Scientist EI	28.56	30	34.48%	9.85	6	66.67%	19.04	24	68.57%	19.59									
Scientist E2	24.23	0																	
Administrative Managers	41.93	0																	
Senior Administrative Assistant	28.53	1	1.15%	0.33				1	2.86%	0.82									
TOTALS		87	100%	\$34.36	9	100%	\$33.41	35	100%	\$31.27	37	100%	\$34.98	2	100%	\$43.81	4	100%	\$52.98



COMPANY NAME: Huff & Huff, Inc.

PTB NUMBER: Job: P-91-055-19 / Section: 19-00105-00-BR

TODAY'S DATE: 11/19/2019

[illegible]

**If other allowable costs are needed and not listed, please add in the above spaces provided.*

LEGEND

W.O. = Work Order

J.S. = Job Specific

HUFF & HUFF, INC. **SUMMARY OF INHOUSE DIRECT COSTS**

Project: Ciorba Baldwin Culvert Palatine

					<u>DIRECT</u>	
Task 01 - Wetland/WOUS Delineation						
Trips - Company	70 miles	x	1 x	\$ 0.58	= \$	40.60
Tolls	1 ea	x	4 x	\$ 1.50	= \$	6.00
			0 x	\$ -	= \$	-
Task Total					\$	46.60
Task 02 - Wetland/WOUS Report						
Trips - Company	70 miles	x	1 x	\$ 0.58	= \$	40.60
Tolls			4 x	\$ 1.50	= \$	6.00
			0 x	\$ -	= \$	-
Task Total					\$	46.60
Task 03 - PESA						
Trips - Company	70 miles	x	1 x	\$ 0.58	= \$	40.60
Tolls	1 ea	x	4 x	\$ 1.50	= \$	6.00
Task Total					\$	46.60
Task 04 - Project Management						
Task Total					\$	-
Task 05 - QAQC						
Task Total					\$	-
GRAND TOTAL					\$	139.80

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HUFF & HUFF, INC. **SUMMARY OF OUTSIDE DIRECT COSTS**

Project: Ciorba Baldwin Culvert Palatine

OUTSIDE

Task 01 - Wetland/WOUS Delineation

_____	0 x \$	-	= \$	-
	Task Total		\$	-

Task 02 - Wetland/WOUS Report

_____	0 x \$	-	= \$	-
	Task Total		\$	-

Task 03 - PESA

Maps/Aerials	1 x \$	90.00	= \$	90.00
Records Search	1 x \$	250.00	= \$	250.00
_____	0 x \$	-	= \$	-
	Task Total		\$	340.00

Task 04 - Project Management

Task Total	\$	-
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Task 05 - QAQC

Task Total	\$	-
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GRAND TOTAL	\$	340.00
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February 11, 2019

To: **Duane O'Laughlin, PE**
 Roadway/Construction Group Manager
 Ciorba Group
8725 W. Higgins Road, Suite 600 |
Chicago, IL 60631
(773) 355-2949 - Direct
(773) 612-8157 - Mobile
(773) 775-4009 - Mai

Re: Proposal - Geotechnical Exploration
 Proposed Culvert Replacement
 SN 016-8217
 Baldwin Road over Buffalo Creek
 Palatine, IL

Proposal No. Q19.061

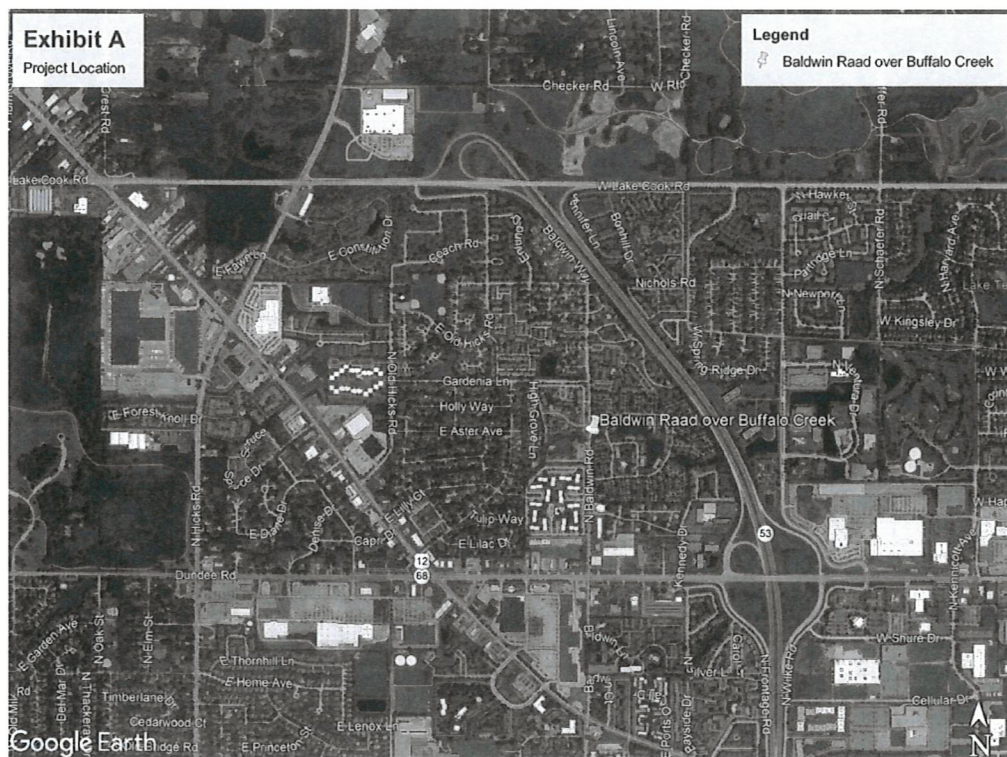
Via email: dolaughlin@ciorba.com

Dear Mr. O'Laughlin,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project.

PROJECT UNDERSTANDING

Rubino understands that Ciorba Group is planning to design a replacement of the culvert along Baldwin Road over Buffalo Creek in Palatine, Illinois. The culvert is currently a triple cell CMP, to be replaced with a similar structure.



Information received:

- RFP Email from you via email on February 5, 2019
- Aerial photo of site location (shown above)

Design Criteria received: none; please provide the following prior to mobilization

- Proposed Bearing depth of culvert: _____
- Total pressure at the base of the culvert: _____ psf
- Size and type of proposed culvert replacement: _____

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access and Traffic Control

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe 7822DT drilling equipment.

Traffic control will consist of cones, Approach signage, and flaggers as needed. Rubino anticipates that the drill rig will require full lane closure.

Boring Locations

Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.

Boring Depths

To obtain data to evaluate subsurface conditions within the proposed development/construction areas, Rubino proposes to drill soil borings as specified below.

NUMBER OF BORINGS	DEPTH (FEET BEG*)	LOCATION
1	40	Within the existing pavement as close as possible to the culvert
1	40	Within the existing grassy area as close as possible to the culvert

*BEG = below existing grade

SPT - Soil Sampling - IDOT

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 30 for IDOT 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. If unsuitable soils persist at the end of an additional 5 feet the client will be contacted prior to demobilizing.

Unsuitable soils will be defined by field personnel using the following criteria:

- Cohesive soils with an N value less than or equal to 6.
- Granular soils with an N-value less than 10.
- Black cohesive or silty soil with visible signs of organic matter and / or organic odor and low blow counts as described above.

Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings and capped with similar existing material or asphalt cold patch. Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with ASTM procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

Based on the proposed quantity of soil borings, anticipated depths, and project type, a list of the anticipated laboratory tests are summarized below.

LABORATORY TEST	ESTIMATED QUANTITY	SAMPLE TYPE
Atterberg Limits	4	Split spoon, bulk, or Shelby Tube
Organic Content LOI	2	Split spoon, bulk, or Shelby Tube
Hydrometer	1	Split spoon, bulk, or Shelby Tube
Unconfined Compression Test	2	Shelby Tube
Natural Moisture Content	28	Shelby Tube, Cohesive Samples

STRUCTURAL GEO REPORT (SGR)

Upon completion of field and laboratory work, Rubino will prepare a geotechnical engineering report using the collected data. The geo report will include the following:

- *Summary of client-provided project information and report basis*
- *Overview of encountered subsurface conditions*
- *Overview of field and laboratory tests performed including results*
- *Geotechnical recommendations pertaining to:*
 - *Subgrade preparation recommendations*
 - *Shallow foundations, including suitable foundation type(s), allowable bearing pressure(s), and estimated settlement for culvert and wing walls*
 - *Seismic design site classification parameters*
- *Construction considerations, including temporary excavation and construction control of water*

An electronic copy of the report will be provided. The report will be addressed to Ciorba Group.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	10
Field work including site layout and drilling	5
Laboratory Testing	10
Preparation of the Geotechnical Report	10

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

SPECIAL INSTRUCTIONS

Rubino will coordinate contacting the Utility "One-Call" for public utility clearance prior to the start of drilling activities. It is Rubino's experience that this service does not mark the locations of privately owned utilities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to our mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a lump-sum basis. Based on the scope of services outlined above, the lump-sum fee will be:

Project Name:	Baldwin Road Culvert			
Proposal #:	Q19.061g			
DESCRIPTION	RATE	QUANTITY	TOTAL	
Engineering / Indirect Cost				
Chief Engineer	\$196.34	Per Hour	2	\$392.69
Project Engineer/Manager	\$105.18	Per Hour	4	\$420.74
Geotechnical Engineer Report Preparation	\$92.56	Per Hour	8	\$740.50
Material Tester 1 - Pavement Core	\$103.78	Per Hour	4	\$415.13
Geologist	\$67.32	Per Hour	10	\$673.18
Laboratory Coordination	\$75.73	Per Hour	4	\$302.93
Boring Layout	\$103.78	Per Hour	4	\$415.13
Eng Subtotal:			\$3,360.28	
Subsurface Exploration / Direct Cost				
Mobilization of drilling equipment and crew	\$500.00	Per Trip	1	\$500.00
Vehicle Charge - boring layout / field geologist, pvt core	\$65.00	per Day	3	\$195.00
Hourly Rate drilling	\$302.93	Per Hour	8	\$2,423.44
Asphalt Patch	\$15.00	Per Hole	2	\$30.00
Field Subtotal			\$3,148.44	
Laboratory Testing / Direct Cost				
Moisture Content Test/Visual Classification	\$7.00	Each	28	\$196.00
Atterberg Limits Determination (LL, PL)	\$55.00	Each	4	\$220.00
Combined Hydrometer and Sieve Analysis	\$110.00	Each	1	\$110.00
Unconfined Compression Test, Tube Sample with S-S Curve	\$85.00	Each	2	\$170.00
Organic Content Determination Test (Loss on ignition)	\$15.00	Each	2	\$30.00
Lab Subtotal			\$726.00	
Total Estimated Cost (Drilling, Lab, SGR):				\$7,234.72
Traffic Control (estimate):				\$2,000.00
Grand Total:				\$9,234.72

Please see the attached fee schedule for additional unit rates for services requested after issuing the geotechnical report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the use of shallow foundations to support

the planned construction and the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

AUTHORIZATION

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

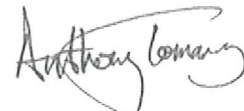
Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
 President



Anthony T. Tomaras
 Project Manager

**RUBINO ENGINEERING, INC. IS:
 AN AASHTO-ACCREDITED LABORATORY
 IDOT PREQUALIFIED
 IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

MAL/file

Attachments: Proposal Acceptance and Data Sheet
 Schedule of Services and Fees
 General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.

Rubino Engineering, Inc.



**Illinois Department
of Transportation**

Engineering Payment Report

(Submit with Final Invoice)

Prime Consultant

Name	Ciorba Group, Inc.
Address	8725 W Higgins Rd Suite 600
Telephone	773-355-2949
TIN Number	36-2525351

Project Information

Local Agency	Village of Palatine
Section Number	19-00105-00-BR
Project Number	VX94(770)
Job Number	P-91-055-19

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
Huff and Huff, Inc.	36-3044842	
Rubino Engineering, Inc.	80-0450719	
	Sub-Consultant Total:	
	Prime Consultant Total:	
	Total for all Work Completed:	

Signature and title of Prime Consultant

Date _____

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

☐ Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? ☒ Yes ☐ No			
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? ☒ Yes ☐ No If no, IDOT's approval date: _____			
3.	Was the scope of services for this project clearly defined? ☒ Yes ☐ No			
4.	Was public notice given for this project? ☒ Yes ☐ No Due date of submittal: <u>12/14/2018</u> Method(s) used for advertisement and dates of advertisement: <u>Village of Palatine - 11/14/2018</u> <u>Village of Palatine Web Site, Daily Herald X2 11/23/18 & 11/30/18</u>			
5.	Do the written QBS policies and procedures cover conflicts of interest? ☒ Yes ☐ No			
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? ☒ Yes ☐ No			
7.	Do the written QBS policies and procedures discuss the method of evaluation? ☒ Yes ☐ No			
	Criteria for this project	Weighting	Criteria for this project	Weighting
	<u>Technical Approach</u>	<u>20 %</u>	<u>Work Load Capacity</u>	<u>10%</u>
	<u>Firm Experience</u>	<u>20 %</u>	<u>Past Performance</u>	<u>15%</u>
	<u>Specialized Expertise</u>	<u>10 %</u>	_____	_____ %
	<u>Staff Capabilities</u>	<u>25 %</u>	_____	_____ %
8.	Do the written QBS policies and procedures discuss the method of selection? ☒ Yes ☐ No Selection committee (titles) for this project: <u>Director of Public Works, Deputy Director of Public Works, Village Engineer, Assistant Civil Engineer, Village Manager appointed Management Analyst</u> Top three consultants selected for this project in order: 1) <u>Ciorba Group, Inc.</u> 2) <u>BLA, Inc.</u> 3) <u>Civiltech Engineering, Inc.</u> If less than 3 responses were received, IDOT's approval date: _____			
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? ☒ Yes ☐ No			
10.	Were negotiations for this project performed in accordance with federal requirements? ☒ Yes ☐ No			
11.	Were acceptable costs for this project verified? ☒ Yes ☐ No ☐ LPA will rely on IDOT review and approval of costs.			
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? ☒ Yes ☐ No			
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? ☒ Yes ☐ No			

Consider a Motion to Extend the Village's Existing Parkway Tree Trimming Program Contract for 2020

BACKGROUND:

In 2015, the Municipal Partnering Initiative (MPI) solicited bids for parkway tree trimming for 2016 - 2018. MPI is a group of local municipalities that have coordinated similar projects to benefit from bulk purchasing, the sharing of best practices, and the sharing of workloads. MPI awarded the contract to Advanced Tree Care, Incorporated of Lincolnshire, Illinois. In 2018, Advanced Tree Care offered the same pricing and terms secured by MPI to the Village for our 2019 trimming. Staff recently reached out to them to gauge interest in continuing this arrangement for 2020. Advanced Tree Care offered to extend the current contract and pricing through December 31, 2020.

The area targeted for trimming in 2020 is roughly from Hicks Road east to Rohlwing Road and from Dundee Road south to Northwest Highway.

It has been clarified by the vendor that any employee excluded from Workers Compensation Insurance will be prohibited by contract from any physical work associated with the project.

KEY ISSUES:

- An estimated 2,600 trees will be trimmed during 2020.
- Based on the estimated quantities of trees by size, the cost to extend the contract with Advanced Tree Care will be \$131,000 for the 2020 area.
- Work performed by Advanced Tree Care during the 2019 season has been satisfactory.

ALTERNATIVES:

1. Extend the contract with Advanced Tree Care through 2020 for the Parkway Tree Trimming Program.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the contract with Advanced Tree Care, Incorporated of Lincolnshire, Illinois be extended through 2020 for the Parkway Tree Trimming Program.

BUDGET IMPACT:

Funds would be available from the proposed 2020 Public Works Operating budget.

ACTION REQUIRED:

Motion to extend the contract with Advanced Tree Care, Incorporated through 2020 for the Parkway Tree Trimming Program.

ATTACHMENTS:

- Advanced Tree Care Proposal
- Cost Estimate

RESULT: **APPROVED BY VOICE VOTE [UNANIMOUS]**
MOVER: Tim Millar, District 1 Councilman
SECONDER: Greg Solberg, District 4 Councilman
AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



PROPOSAL

600 Industrial Dr.
Lincolnshire, IL 60069
Phone # (847) 587-8500
Fax # (847) 973-9484

Date: November 07, 2019
Estimate # 22199
office@advanced-treecare.com
www.advanced-treecare.com

Name / Address
Village of Palatine 148 W Illinois Ave Palatine, IL 60067 Customer number : 954697

Job Location / Email
Village of Palatine 148 W Illinois Ave Palatine, IL 60067 Work: 847-705-5200 Email: ekoutas@palatine.il.us

#	Item	Description	Cost
1		Municipal Partnering Initiative (MPI) Contract Extension 2020 season: Advanced Tree Care will extend the current tree trimming contract to December 31st 2020. All aspects of the current standing contract will be extended to the Village of Palatine pertaining to Class 2 parkway tree trimming & Emergency hourly rates. Note; Officers of Advanced Tree Excluded from conducting on site physical tree trimming work outside of Supervising project.	
TOTAL			\$0.00

ACCEPTENCE OF PROPOSAL- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment within 10 days of satisfactory completion.

Arborist Signature X Mike Bramucci Customer Signature X _____ Date of Acceptance _____

Trimming: Pruning of trees & shrubs will be in accordance with the ANSI A300 Standards of pruning as listed by the International Society of Arboriculture.

Wound Dressing: Current research shows that there is no beneficial effect from tree paint, and in some cases it is actually detrimental.

Tree Removal: Trees will be cut as low as possible. Additional charges may be necessary for unseen concrete or metal in the tree, in which case the owner will be notified.

Stump Removal: Grinding of stump to below ground level. Stump hole will be back filled with stump chips and excess chips left on site, unless otherwise stated. These chips are an excellent landscape mulch. Removal of stump chips are generally the same cost as grinding the stump.

Debris Removal: All logs and brush from pruning or removal operations will be hauled from site and area will be completely raked. Stump grindings are excluded.

Permits: When necessary, will be responsibility of customer unless otherwise agreed too.

Terms: Items billed as completed. Check, Credit within 10 days of completion unless otherwise agreed in writing. 2.5% daily service charge on unpaid overdue accounts.

Cancellation: A written request to cancel must be recieved. Cancellation of work not received before crew arrival will be subject to our current minimun charge of \$200.

Insurance: Our workers are fully covered by workman's compensation. Advanced Tree Care also carries personal injury and property damage liability. A certificate of insurance will be sent upon request.

Attachment: Advanced Tree Care Proposal (2019-5 : 2020 Parkway Tree Trimming Contract Extension)

Parkway Tree Trimming Program Cost Estimate
Dundee Road South to Northwest Highway, Hicks Road East to
Rohlwing Road
Based on Largest Diameter in Size Range

Size Range	Quantities	Diameter	Cost/Diameter	Extended Cost
1"-6"	0	6	\$ 1.60	\$ -
7"-14"	851	14	\$ 2.10	\$ 25,019.40
15"-24"	1045	24	\$ 2.10	\$ 52,668.00
25"-36"	607	36	\$ 2.10	\$ 45,889.20
>37"	94	37	\$ 2.10	\$ 7,303.80
Total Trees	2597	Total Cost		\$ 130,880.40

Consider a Motion Authorizing the Village Manager to Purchase Six Replacement Police Patrol Vehicles

BACKGROUND:

As part of the Capital Vehicle Replacement Budget for 2020, the Village Council appropriated \$271,335 in funds for the replacement of five patrol squads and a supervisor squad. These vehicles are recommended for replacement or reassignment after an inspection, evaluation and life-cycle cost analysis.

The five patrol squads (T-429, T-430, T-431, T-432 and T-434) are all 2015 Ford Explorer Pursuit Utilities with 118,000, 129,000, 114,000, 120,000, and 110,000 miles, respectively. They will be replaced with 2020 Ford Utility Police Interceptor Hybrids. The hybrid pursuit model is a new design that is estimated to save up to \$3,200 per year in gas costs. The battery hybrid system allows the vehicles to remain at a scene for up to eight hours with emergency lights activated, without having to idle the engine. The existing vehicles will be sold at auction or may be considered for reserve duty.

The supervisor squad, T-453, a 2017 Ford Explorer with 24,000 miles, was a total loss from an accident in the summer of 2019. The Village received insurance monies and the vehicle was sold for salvage. It will also be replaced by a 2020 Ford Utility Police Interceptor Hybrid to take advantage of the fuel savings.

KEY ISSUES:

- The Northwest Municipal Conference Suburban Purchasing Cooperative (SPC) has awarded contract #152 for the Ford Utility Police Interceptor Hybrid through Currie Motors of Frankfort, Illinois.
- Local governments are permitted to purchase vehicles through these joint-purchase bids and take advantage of the purchasing power and attractive pricing.
- The total cost for all six Ford Utility Police Interceptor Hybrids is \$214,554. This includes various options for each of the vehicles. The remaining funds of \$56,781 will be used for outfitting costs to transfer or purchase radios, sirens, cameras, laptops, emergency lighting, prisoner partitions, etc. on all six vehicles.
- Some of the equipment such as radios, light bars and laptops will transfer, but others such as prisoner partitions, center consoles, and laptop docks will need to be purchased new because of the vehicle redesign.

ALTERNATIVES:

1. Authorize the Village Manager to approve the purchase of six 2020 Ford Utility Police Interceptor Hybrids through the Suburban Purchasing Cooperative Contract.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Village Manager be authorized to approve the purchase of six 2020 Ford Utility Police Interceptor Hybrids through the Suburban Purchasing Cooperative Contract #152 from Currie Motors Fleet of Frankfort, Illinois in the amount of \$214,554 and a total cost (including outfitting) not to exceed \$271,335.

BUDGET IMPACT:

Funds in the amount of \$271,335 have been appropriated in the Capital Vehicle Replacement Budget for these purchases.

ACTION REQUIRED:

Motion authorizing the Village Manager to purchase six 2020 Ford Utility Police Interceptor Hybrids through the Suburban Purchasing Cooperative Contract #152 from Currie Motors Fleet of Frankfort, Illinois and outfitting for a total cost not to exceed \$271,335.

ATTACHMENTS:

- Purchase Memorandum
- Capital Budget Page
- Ford Utility Police Interceptor Order Sheet

RESULT: **APPROVED BY VOICE VOTE [UNANIMOUS]**

MOVER: Tim Millar, District 1 Councilman

SECONDER: Greg Solberg, District 4 Councilman

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



Department of Public Works
 148 West Illinois Avenue
 Palatine, IL 60067
 847-705-5200

MEMORANDUM

To: Matt Barry, Director of Public Works
From: Matt Dusckett, Fleet Services Coordinator
Date: November 22, 2019
Subject: Replacement of Six Police Patrol Vehicles

Issue: As part of the Capital Vehicle Replacement Budget for CY 2020, the Village Council has appropriated \$271,335 in funds for the replacement of five patrol squads, and a supervisor squad. The vehicles are recommended for replacement or reassignment after an inspection, evaluation, and life-cycle cost analysis.

As part of the vehicle replacement schedule:

- The five patrol squads, T-429, T-430, T431, T-432, and T-434, are all 2015 Ford Explorer Pursuit Utilities with 118,000, 129,000, 114,000, 120,000, and 110,000 miles respectively. They will be replaced with 2020 Ford Explorer Pursuit Utility Hybrids. The hybrid pursuit model is a new design that is estimated to save up to \$3,200 per year in gas costs. The battery hybrid system allows the vehicle to remain at a scene for up to eight hours with emergency lights activated, without having to idle the engine. These vehicles will be sold at auction or may be considered for reserve duty.
- The supervisor squad, T-453, (a 2017 Ford Explorer with 24,000 miles) was a total loss from an accident in the summer of 2019. The village received insurance monies and the vehicle was sold for salvage. The replacement for this vehicle will also be a 2020 Ford Explorer Pursuit Utility Hybrid to take advantage of the fuel savings.

Analysis: The Northwest Municipal Conference Suburban Purchasing Cooperative (SPC) has awarded a contract (#152) for the Ford Explorer Utility Police Interceptor Hybrid through Currie Motors Fleet of Frankfort, Illinois.

Local governments are permitted to purchase vehicles through these joint-purchase bids, and take advantage of the purchasing power and attractive pricing. I have detailed the purchase pricing on the following page.

Attachment: Purchase Memorandum (Purchase Police Patrol Vehicles)

Replacement of Six Police Patrol Vehicles

November 22, 2019

Page 2

NWMC (SPC) CONTRACT # 152 – CURRIE MOTORS FLEET**SIX (6) PATROL SQUADS –**

2020 Ford Utility Police Interceptor Hybrid (Base Price)	\$35,259.00
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Options:

Dark car feature (43D)	\$ 24.00
Driver's side spot light prep kit (51P)	\$ 132.00
Pre-wire grill lamp, siren, speaker (60A)	\$ 49.00
Rear View Camera (87R)	\$ N/C
Global lock/unlock feature (disables auto-lock on rear hatch) (18D)	\$ 24.00
Radio suppression straps (60R)	\$ 95.00
Police wire harness kit – front/rear (67V)	\$ 176.00

TOTAL	\$35,759.00
--------------	--------------------

X6 Units	\$214,554.00
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Exterior color – Agate Black

The budgeted funds for this purchase are \$271,335, and the remaining \$56,781 in funds will be used for outfitting costs to transfer or purchase radios, sirens, cameras, laptops, emergency lighting, prisoner partitions etc...on all six vehicles.

Some of the equipment such as radios, light bars, and laptops will transfer, but others such as prisoner partitions, center consoles and laptop docks will need to be purchased new because of the vehicle redesign.

Recommendation: Staff recommends that the Village Council approve the purchase of six (6) 2020 Ford Utility Police Interceptors through The Suburban Purchasing Cooperative Contract #152 from Currie Motors Fleet, 9423 W. Lincoln Hwy. Frankfort, IL 60423, in the total amount of \$214,554.00.

I have attached a copy of the Capital Budget “Project VE 0005” page, as well as the Currie Motors Fleet Contract completed order form for these vehicles.

Attachments: Capital Budget “Project VE 0005” Page
Currie Motors Fleet SPC Contract # 152 Order Forms

Attachment: Purchase Memorandum (Purchase Police Patrol Vehicles)

Capital

Village of Palatine, IL

2020 *thru* 2024

Department 52-Public Works

Contact Matt Dusckett

Type Equipment

Useful Life 10 years

Category Vehicles & Equipment

Project # VE 0005

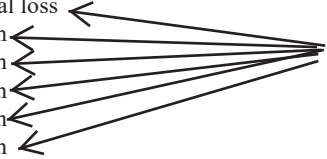
Project Name Police Dept Vehicle Replacements

Account # 401-42-75-6070 625

Description

CY 2020 Replacements

\$22,660 - C347 2010 Ford Taurus (Replace with same) Investigations Existing was total loss
 43,260 - T453 2013 Ford Explorer (100,000 miles) (Repl w/Explorer Hybrid) Patrol Existing was a total loss
 45,615 - T429 2015 Ford Explorer (109,769 miles) (Repl w/Explorer Hybrid) Patrol Existing to auction
 45,615 - T430 2015 Ford Explorer (121,762 miles) (Repl w/Explorer Hybrid) Patrol Existing to auction
 45,615 - T431 2015 Ford Explorer (105,911 miles) (Repl w/Explorer Hybrid) Patrol Existing to auction
 45,615 - T432 2015 Ford Explorer (113,224 miles) (Repl w/Explorer Hybrid) Patrol Existing to auction
 45,615 - T434 2015 Ford Explorer (104,725 miles) (Repl w/Explorer Hybrid) Patrol Existing to auction



Justification

This program provides the planned replacement of necessary Police vehicles in order to prevent obsolescence, maintain the functionality of the Department, and enhance operational efficiency.

Prior	Expenditures	2020	2021	2022	2023	2024	Total
250,155	Equipment	293,995	222,225	48,275	437,995	276,020	1,278,510
Total	Total	293,995	222,225	48,275	437,995	276,020	1,278,510

Prior	Funding Sources	2020	2021	2022	2023	2024	Total
250,155	Capital Equipment - 401	293,995	222,225	48,275	437,995	276,020	1,278,510
Total	Total	293,995	222,225	48,275	437,995	276,020	1,278,510

Attachment: Capital Budget Page (Purchase Police Patrol Vehicles)



2020 Ford Utility Police Interceptor AWD Hybrid Contract #152



Currie Motors Commercial Center

Your Full Line Municipal Dealer

"Nice People to do Business With"

PRODUCTION BEGINS JUNE 2019

Attachment: Ford Utility Police Interceptor Order Sheet (Purchase Police Patrol Vehicles)



2020 Ford Utility Police Interceptor AWD Hybrid

Contract #152

\$35,259

MECHANICAL

- 3.3L Police-Calibrated V6 Direct-Injection Hybrid Engine System
 – Standard (Hybrid technology is optimal for performance and long days spent idling on the job)
 ● AWD Drivetrain – Standard for enhanced handling precision and unsurpassed traction on wet or dry surfaces
 Transmission – 10-speed automatic, police calibrated for maximum acceleration and faster closing speeds
 Lithium-Ion Battery Pack
 Brakes – Police calibrated high-performance regenerative braking system
 ● 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 (in lieu of alternator)
 H7 AGM Battery (Standard; 800 CCA/80-amp)
 ● Cooling System – Heavy-duty, large high volume radiator, Engine oil cooler and transmission oil cooler
 ● Engine Idle Hour Meter
 ● Engine Hour Meter
 ● Powertrain mounts – Heavy-Duty
 50-State Emissions System

INTERIOR/COMFORT

- Cargo Area – Spacious area for police equipment; Lithium-Ion Battery Pack does not intrude into the cargo area
 ● Cargo Hooks
 ● Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
 ● Door-Locks – Power – Rear-Door Handles and Locks Operable ● Fixed Pedals (Driver Dead Pedal)
 ● Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
 ● Glove Box – Locking/non-illuminated
 ● Grab Handles – (1 – Front-passenger side, 2-Rear)
 ● Liftgate 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
 ● Powerpoints – (1) First Row
 ● Rear-window Defrost
 ● Scuff Plates – Front & Rear
 ● Speed (Cruise) Control
 ● Speedometer – Calibrated (includes digital readout)
 ● Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
 ● Sun visors, color-keyed, non-illuminated

INTERIOR/COMFORT (CONTINUED)

- Seats – 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters – 1st Row – Driver 6-way Power 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) – fixed seat track
 ● Universal Top Tray – Center of I/P for mounting aftermarket equipment
 ● Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

EXTERIOR

- Antenna, Roof-mounted Cladding – Lower bodyside cladding MIC ● Door Handles – Black (MIC)
 ● Exhaust True Dual (down-turned)
 ● Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
 ● Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
 ● Grille – Black (MIC)
 ● Headlamps – Automatic, LED Low-and-High-Beam Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature) – Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature) – Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
 ● Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder ● Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
 ● Spare – Full size 18" Tire w/TPMS
 ● Spoiler – Painted Black Tailgate Handle – (MIC)
 ● Tail lamps – LED
 ● Tires – 255/60R18 A/S BSW
 ● Wheel-Lip Molding – Black (MIC)
 ● Wheels – 18" x 8.0 painted black steel with wheel hub cover
 ● Windshield – Acoustic Laminated

POLICE UPFIT 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).

SAFETY/SECURITY HIGHLIGHTS

- 75-mph Rear-impact Crash Tested

Note: The full-size spare tire secured in the factory location is necessary to achieve police-rated 75-mph rear impact crash-test performance attributes

- AdvanceTrac® w/RSC® (Roll Stability Control™) police tuned
- gyroscopic sensors work seamlessly with the ABS
- Rear Video Camera with Washer (standard)
- 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 (capped)
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
- 8 Year / 100,000 Miles Hybrid Unique Components

FUNCTIONAL

- Audio — AM/FM / MP3 Capable / Clock / 4-speakers — Bluetooth® interface — 4.2" Color LCD Screen Center-Stack "Smart Display" Note: Standard radio does not include USB Port or Aux. Audio Input ● Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2- year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

POWERTRAIN CARE EXTENDED SERVICE PLAN

- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

☐	99B	3.3L V-6 TIVCT Gasoline Motor	-\$3,265
☐	99C	3.0 V-6 EcoBoost Engine	\$751
☐	41H	Engine Block Heater	\$86
☐	19K	H8 AGM Battery (900 CCA/92 AMP)	\$104
☒	43D	Dark Car Feature—Courtesy Lights Inoperative	\$24
☐	942	Daytime Running Lights	\$42
☐	17T	Dome Lamp Red/White Cargo Area	\$49
☐	51R	Spot Light Drivers Side LED Bulb—Unity	\$375
☐	51T	Spot Light Drivers Side LED Bulb—Whelen	\$399
☐	51S	Spot Light Dual LED Bulbs—Unity	\$589
☐	51V	Spot Light Dual LED Bulbs—Whelen	\$632
☒	51P	Spot Lamp Prep Kit—Driver Side (does not include housing & bulb)	\$132
☐	51W	Spot Lamp Prep Kit—Dual Side (does not include housing & bulb)	\$266
☐	21L	Front Auxiliary Light Red/Blue—requires option 60A	\$524
☒	60A	Prewiring Grille Lamp, Siren, Speaker	\$49
☐	63B	Side Marker LED—Red/Blue—requires option 60A	\$276
☐	63L	Rear Quarter Glass Side Marker Lights—Red/Blue	\$546
☐	92G	Glass-Solar Tint 2 nd Row/Rear Quarter/Liftgate Window (deletes privacy glass)	\$114
☐	92R	Glass—Solar Tint 2 nd Row/Rear Only, Privacy Glass on Rear Quarter/Liftgate Window	\$81
☒	87R	Rearview Camera—Includes Electrochromic Rearview Mirror (replaces standard camera in center stack area)	N/C
☐	19V	Rear Camera-On-Demand	\$218
☐	76P	Pre-Collision Assist w/ Pedestrian Detection	\$137
☐	68B	Police Perimeter Alert	\$641
☐	68G	Rear Door Handles Inoperable/Locks Inoperable	\$71
☐	52P	Hidden Door Lock Plunger w/ Rear Door Handles Inoperable	\$153
☐	16C	1 st & 2 nd Row Carpet Floor Covering (includes mats)	\$119
☒	18D	Global Lock/Unlock (Disables AutoLock on Rear Hatch)	\$24
☐	87P	Power Passenger Seat (8-Way) w/ manual recline/lumbar	\$309
☐	85D	Front Console Plate Delete	N/C
☐	85R	Rear Console Plate	\$42
☐	90D	Ballistic Door Panels—Level III Driver Front Only	\$1,506
☐	90E	Ballistic Door Panels—Level III Driver/Passenger Front	\$3,012
☐	90F	Ballistic Door Panels—Level IV Driver Front Only	\$2,294
☐	90G	Ballistic Door Panels—Level IV Driver/Passenger Front	\$4,588
☐	96W	Front Interior Windshield Warning Lights	\$1,087
☐	96T	Rear Spoiler Traffic Light	\$1,420
☐	55B	BLIS Blind Spot Monitoring (includes manual heated mirrors)	\$517
☐	32T	Class III Trailer Tow Light Package	\$76
☐	549	Mirrors—Heated Sideview	\$58

☐ 593	Perimeter Anti-Theft Alarm— (Requires Keyless 55F)	\$114
☐ 55F	Keyless—4 Fobs	\$322

☐ 76R	Reverse Sensing	\$261
☐	Keyed Alike Code _____ Please Specify Current Keyed	\$49
☐ 65L	18" 5 Spoke Full Face Wheel Covers w/ Metal Clips	\$58
☐ 64E	18" Painted Aluminum Wheels	\$451
☐ 17A	Aux Air Conditioning (N/A w/ 63V)	\$579
☐ 16D	Badge Delete	N/C
☐ 63V	Cargo Storage Vault—includes lockable door/compartment light (N/A w/ 17A)	\$232
☒ 60R	Noise Suppression Bonds (Ground Straps)	\$95
☐ 18X	100 Watt Siren/Speaker (includes bracket & pigtail)	\$299
☐ 47A	Engine Idle Control	\$385
☐	Rustproofing (Soundshield N/A)	\$395
☐	4 Corner LED Strokes (aftermarket using 86P & 86T)	\$895
☐	CD-ROM Service Manual	\$325
☐	Delivery Greater than 50 Miles of Dealership	\$150
☐	License & Title—Municipal _____ Municipal Police _____	\$203
☐	License & Title—Passenger Plates	\$221
☐	Dealership Handled License Plate Transfer	\$95
☐	Manufacturer's Statement of Origin (MSO) / Customer completes their own license & title work for the municipality.	N/C

☐	ESP Extended Warranty ExtraCare	5 Year/60,000 Miles	Call for Details
☐	ESP Extended Warranty BaseCare	3 Year/100,000 Miles	Call for Details
☐	ESP Extended Warranty PowerTrain	6 Year/100,000 Miles	Call for Details
☐	ESP Extended Warranty BaseCare	6 Year/100,000 Miles	Call for Details

☒ 67V	Police Wire Harness Connector Kit—Front/Rear Front —2 male 4-pin connectors for siren, 5 female 4-pin connectors for lighting/siren/speaker, 4-pin IP connector for speakers, 4-pin IP connector for siren controller connectivity, 8-pin sealed connector, & 14-pin IP connector Rear — 2 male 4-pin connectors for siren, 5 female 4-pin connectors for lighting/siren/speaker, 4-pin IP connector for speakers, 4-pin IP connector for siren controller connectivity, 8-pin sealed connector, & 14-pin IP connector	\$176
☐ 66A	Front Headlamp Lighting Solution —Includes Base LED low beam/halogen high beam w/ wig-wag function, 2 white LED side warning lights, wiring, LED lights included, controller not included (N/A w/ 67H) Recommend using 67G or 67U	\$850
☐ 66B	Taillamp Lighting Solution —Includes Base LED lights plus 2 rear integrated white LED side warning lights, wiring, controller not included (N/A w/ 67H)	\$408

☐ 66C	Rear Lighting Solution —Includes two backlit flashing LED lights (mounted to inside liftgate glass), two liftgate flashing LED lights (N/A w/ 67H)	\$433
☐ 86T	Taillamp Housing Only —Includes pre-existing holes with standard twist lock sealed capability, does not include LED lights (N/A w/ 66B, 67H)	\$58
☐ 67U	Ultimate Wiring Package —Includes rear console mounting plate (85R)—contours through 2 nd row, channel for wiring, pre-wiring for grille LED lights, siren & speaker, wiring harness I/P to rear (overlay), 2 light cables—supports up to 6 LED lights (engine compartment/grille), 2 50 amp battery & ground circuits in RH rear quarter, 1 10 amp siren/speaker circuit engine cargo area, rear hatch/cargo area wiring—supports up to 6 rear LED lights (N/A w/ 65U, 67G, 67H)	\$533
☐ 67H	Ready for the Road—All-in Complete Package—Includes Police Interceptor Packages 66A, 66B, 66C plus— • Whelen Cencom Light Controller • Whelen Concom Relay Center/Siren Amp w/ Traffic Advisor • Light Controller/Relay Cencom Wiring • Grille LED Lights • 100 Watt Siren/Speaker • 9 I/O Digital Serial Cable (console to cargo) • Hidden Door Lock Plunger & Read Door Handles Inoperable • Rear Console Mounting Plate (N/A w/ 66A, 66B, 66C, 67G, 67U, 65U)	\$3,415

☐ BU	Medium Brown Metallic	N/C
☐ E3	Arizona Beige Metallic Clearcoat	N/C
☐ E4	Vermillion Red	N/C
☐ FT	Blue Metallic	N/C
☐ HG	Smokestone Metallic	N/C
☐ J1	Kodiak Brown Metallic	N/C
☐ JL	Dark Toreader Red Metallic	N/C
☐ JS	Iconic Silver Metallic	N/C
☐ KR	Norsea Blue Metallic	N/C
☐ LK	Dark Blue	N/C
☐ LM	Royal Blue	N/C
☐ LN	Light Blue Metallic	N/C
☐ TN	Silver Grey Metallic	N/C
☐ UJ	Sterling Grey Metallic	N/C
☒ UM	Agate Black	N/C
☐ YG	Medium Titanium Metallic	N/C
☐ YZ	Oxford White	N/C

☒	Charcoal Black w/ Vinyl Rear	N/C
☐	Charcoal Black w/ Cloth Rear	\$58
☐	Rear Center Seat Delete	N/C



Please complete the following in its entirety.

Title Information:	Village of Palatine
	200 E. Wood Street
	Palatine, IL 60067
Contact Name:	Matt Dusckett
Phone Number:	847-202-6976
Purchase Order Number:	
Ford FIN Code:	QD629
Tax Exempt Number:	36-6006038
Total Number of Units:	6 @ \$35,759.00
Total Dollar Amount:	\$214,554.00
Delivery Address:	148 W. Illinois Avenue
	Palatine, IL 60067

Orders require an original signed purchase order & tax exempt letter.
Fleet status is accessible by registering at www.fleet.ford.com.

Currie Motors Commercial Center
10125 W. Laraway Road
Frankfort, IL 60423
(815) 464-9200
Kristen De La Riva fleetcurrie@gmail.com
Tom Sullivan curriefleet@gmail.com

Consider a Motion Authorizing the Village Manager to Approve the Purchase of an Asphalt Paver

BACKGROUND:

As part of the 2020 Capital Equipment Replacement Budget, the Village Council has appropriated \$205,000 in funds for the replacement of a 2005 LeeBoy Model 8500 asphalt paver (E-481). The paver is recommended for replacement after an inspection, evaluation, and life-cycle cost analysis.

The existing paver is the smallest of the pavers LeeBoy manufactures. It was purchased when the Public Works crews were mainly performing spot patching and smaller paving tasks. Since that time, the crews have taken on more extensive and numerous paving activities such as edge of pavement to edge of pavement paving to reduce the patchwork look. That has pushed the current machine to the edge of its capabilities. Repairs totaling almost \$17,000 were expensed in 2019 to keep this smaller machine up and running.

Staff is proposing the purchase of a larger machine to coincide with the expansion of the in-house street paving program in the coming years. The LeeBoy Model 8520 is a larger machine that has the requirements needed to perform in an expanded capacity. It has more horsepower, a larger asphalt hopper and augers, and is a more robust machine.

KEY ISSUES:

- There is a current Sourcewell (formerly NJPA) joint-purchase contract for LeeBoy equipment. The current contract pricing is only good through the end of 2019. In addition, LeeBoy is offering a promotional 2 year warranty versus the normal 1 year warranty, which is also only good until the end of the year. Therefore, Staff is requesting this purchase be approved before December 31, 2019.
- Staff obtained a Sourcewell quotation for a Model 8520 from the local LeeBoy authorized dealer, Casey Equipment of Arlington Heights, Illinois. The full price with options is \$196,705.55.
- Staff also requested a trade-in option on the existing machine. This is a very specialized machine that is difficult to transport without the proper trailer, has much older technology, and has become unreliable. Staff does not feel it would receive favorable bids in an auction setting. The Casey Equipment trade-in offer is \$15,000. Therefore, Staff recommends trading the machine in on the new purchase. Similar machines have sold within a range of \$14,000 to \$27,900.
- With the trade-in price included, the final purchase price becomes \$181,705.55.

ALTERNATIVES:

1. Authorize the Village Manager to approve the purchase of one LeeBoy Model 8520 asphalt paver through the Sourcewell Contract.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends authorizing the Village Manager to approve the purchase of one 2020 LeeBoy Model 8520 asphalt paver through the Sourcewell Contract #052417-VTL

from Casey Equipment Company, Incorporated of Arlington Heights, Illinois in the amount of \$196,706. Staff also recommends that the Village Council approve the trade-in of the existing 2005 LeeBoy Model 8500 to Casey Equipment Company for a credit of \$15,000, for a net purchase price of \$181,706.

BUDGET IMPACT:

Funds in the amount of \$205,000 have been appropriated in the 2020 Capital Equipment Replacement Budget to accommodate this purchase.

ACTION REQUIRED:

Motion to authorize the Village Manager to approve the purchase of one 2020 LeeBoy Model 8520 asphalt paver through the Sourcewell Contract #052417-VTL from Casey Equipment Company, Incorporated in the amount of \$196,706 and authorize the trade-in of the existing 2005 LeeBoy Model 8500 to Casey Equipment for a credit of \$15,000, for a net purchase price of \$181,706.

ATTACHMENTS:

- Purchase Memorandum
- Capital Budget Page
- Casey Equipment Sales Order Quote
- Used Paver Comparables

RESULT: **APPROVED BY VOICE VOTE [UNANIMOUS]**

MOVER: Tim Millar, District 1 Councilman

SECONDER: Greg Solberg, District 4 Councilman

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms


Department of Public Works

148 West Illinois Avenue

Palatine, IL 60067

847-705-5200

MEMORANDUM

To: Matt Barry, Director of Public Works
From: Matt Dusckett, Fleet Services Coordinator
 Jim McCullar, Superintendent
Date: November 22, 2019
Subject: Replacement of Asphalt Paver

Issue: As part of the capital equipment replacement budget for CY 2020, the Village Council has appropriated \$205,000 in funds for the replacement of E-481 (a 2005 LeeBoy Model 8500 asphalt paver). The paver is recommended for replacement after an inspection, evaluation, and life-cycle cost analysis.

This existing paver (model 8500), is the smallest of the pavers LeeBoy manufactures. It was purchased when the Public Works crews were mainly performing spot patching and smaller paving tasks. Since that time, the crews have taken on more extensive and numerous paving activities such as edge of pavement to edge of pavement paving to reduce the patchwork look. That has pushed the current machine to the edge of its capabilities. Repairs totaling almost \$17,000 were expensed in 2019 to keep this smaller machine up and running.

Staff is proposing the purchase of a larger machine to coincide with the expansion of the in-house street paving program in the coming years. The LeeBoy Model 8520 is a larger machine that has the requirements needed to perform in an expanded capacity. It has more horsepower, a larger asphalt hopper and augers, and is a more robust machine.

Analysis: There is a current Sourcewell (formerly NJPA) joint-purchase contract for LeeBoy equipment. The current contract pricing is only good through the end of 2019. In addition, LeeBoy is offering a promotional 2-year warranty versus the normal 1-year warranty also only good until the end of the year. Therefore, Staff is requesting this purchase be approved before December 31, 2019.

Staff obtained a Sourcewell quotation for a model 8520 from the local LeeBoy authorized dealer, Casey Equipment of Arlington Heights, Illinois. The full price with options is \$196,705.55.

Staff also requested a trade-in option on the existing machine. This is a very specialized machine that is difficult to transport without the proper trailer, has much older technology, and has become unreliable. Staff does not feel it would receive favorable bids in an auction setting. The Casey Equipment trade-in offer is \$15,000. Therefore, Staff recommends to trade the machine in on the new purchase. I have attached comparable sales listings for a similar machine with a range of \$14,000 to \$27,900.

With the trade price included, the final purchase price becomes \$181,705.55. Budgeted funds are \$205,000, which will leave a balance of \$23,294.45.

Recommendation: Staff recommends that the Village Council approve the purchase of a LeeBoy Model 8520 Paver through the Sourcewell Contract #052417-VTL from Casey Equipment Co., Inc., 1603 E. Algonquin Road, Arlington Heights, IL 60005, in the amount of \$196,705.55, less trade price of \$15,000, for a **total purchase price of 181,705.55.**

I have attached a copy of the Capital Budget "Project VE 0004" page, the Casey Equipment Sourcewell quotation, and some comparable sales listings of the existing machine.

Attachments: Capital Budget "Project VE 0004" Page
 Casey Equipment Sourcewell quotation
 Comparable Sales Listings of Existing Machine

Attachment: Purchase Memorandum (Purchase an Asphalt Paver)

Capital
Village of Palatine, IL

2020 *thru* 2024**Department** 52-Public Works**Contact** Matt Dusckett**Type** Equipment**Useful Life** 10 years**Category** Vehicles & Equipment**Project #** VE 0004**Project Name** Public Works Equipment Replacements**Account #** 401-52-75-6070 625**Description**

CY 2020 Replacements

\$ 205,000 - E481 2005 Asphalt Paver Machine (Replace with larger machine for increased productivity) ←

8,755 - E621 2005 Traffic Paint Sprayer (Replace with same)

128,750 - T365 2008 Pelican Sweeper (Replace with factory refurbished unit to be used as secondary sweeper)

41,375 - E115 2000 Truck Mobile Column Lift (4) (Replace with same)

41,375 - E122 2001 Truck Mobile Column Lift (4) (Replace with same)

10,300 - E141 1990 Shop & Ready Rooms Air Compressor (share with Parks) (Replace with same)

5,305 - E620 1994 Line Striper Trailer (Replace with same)

Justification

This program provides the planned replacement of necessary Public Works operating equipment in order to prevent obsolescence, maintain the functionality of the Department, and enhance operational efficiency.

Prior	Expenditures	2020	2021	2022	2023	2024	Total
60,770	Equipment	440,860	191,365	67,365	117,100	14,215	830,905
Total	Total	440,860	191,365	67,365	117,100	14,215	830,905

Prior	Funding Sources	2020	2021	2022	2023	2024	Total
60,770	Capital Equipment - 401	440,860	191,365	67,365	117,100	14,215	830,905
Total	Total	440,860	191,365	67,365	117,100	14,215	830,905

Attachment: Capital Budget Page (Purchase an Asphalt Paver)

Matthew Dusckett

From: Robert Urry <robert.urry@caseyequipment.com>
Sent: Tuesday, November 19, 2019 8:35 AM
To: Matthew Dusckett
Subject: Casey Sales Order - Palatine Public Works - 8520
Attachments: Casey Sales Order Form - Fillable(8)(1).pdf

Matt and Danny,

Attached below is a finalized Sales Order for your submission to your board for approval on the purchase of the LeeBoy 8520.

As we have discussed the benefits of making this purchase commitment before year end (12/15/2019) is two fold -

1 - The machine will receive the 2 Year Warranty. This offer will expire/no longer be valid 1/1/2020. Any purchase made after that will receive the 1 Year Warranty.

2 - There will be a price increase enacted on 1/1/2020 across all LeeBoy models of between 8-15% depending upon the model. I have not received confirmation of which model will receive what level of increase but at a minimum it will be 8%.

You will see in the remarks of the Sales Order I have notated the Appraised Value for the Trade In on your 2004 8500 sn 44258 of \$15,000.00.

Please let me know if you have any questions regarding this Sales Order Quote or the Terms dictated within. I will follow up with you later today or tomorrow morning to clarify any questions you may have as well. Thank you.

Regards,

Robert Urry | Territory Sales Manager

Casey Equipment Company | CaseyJCB

ph. (888)648-3025 | mobile (847)826-3710 | email: robert.urry@caseyequipment.com

www.caseyequipment.com

www.caseyjcb.com

Like us on Facebook!

Construction, Road Building, and Agricultural Equipment
 Sales | Rentals | Parts | Service

Attachment: Casey Equipment Sales Order Quote (Purchase an Asphalt Paver)



16754 New Avenue
Lemont, IL 60439
630-257-1261 Fax: 630-257-0614

1603 E. Algonquin Road
Arlington Heights, IL 60005
847-437-8686 Fax: 847-437-8738

1548 Huntwood Drive
Cherry Valley, IL 61016
815-332-8222 Fax: 815-332-3056

HOW ORDERED	CUSTOMER ORDER NUMBER	DATE ORDERED 11/7/2019	INVOICE DATE
SALESPERSON Robert Urry	REQUISITION NUMBER	DATE SHIPPED	INVOICE NUMBER

SOLD TO:**CONTACT INFORMATION:**

COMPANY NAME Village of Palatine Public Works			CONTACT NAME Matt Dusckett		
STREET ADDRESS 148 W. Illinois St.			PHONE FAX 847-705-5200		
CITY Palatine	STATE IL	ZIP 60067	EMAIL ADDRESS Mdusckett@palatine.il.us		
DATE REQUIRED 2020		DELIVERY		COLLECTED	
F.O.B. Delivered	CUSTOMER NUMBER		TERMS Net 10 Days	CHARGE	C.O.D. PAID
ORD.	SHIP.	DESCRIPTION		PRICE EACH	EXTENSION
1		New LeeBoy 8520 Paver Equip'd w/8' to 15' Screed			
		106hp Kubota Engine, HD Electric Heat			
		Manual Steering, All Standard Options			
1		Heated Endgates			
1		Walkboard Extensions Slide Out			
1		Truck Hitch			
		LeeBoy 2yr Machine / Kubota 2yr Engine Warranty			
		LeeBoy 2yr Warranty Offer Valid through 12/31/2019			
		Approved Source Well Pricing			
		Total Selling Price Delivered		\$196,705.55	
		Pricing/Warranty Subject to Sign Sales Order Received By 12/31/2019			

WRITTEN BY: Robert Urry	ORDERED BY:	
APPROVED BY:	TITLE	DATE
REMARKS 8500 sn 44258 Trade In Value of \$15,000.00 as Appraised by Casey Equipment		

*THIS IS NOT AN INVOICE: INVOICE WILL FOLLOW. ALL CHARGES PAYABLE IN ARLINGTON HEIGHTS, IL PER TERMS OF INVOICE.
*FINAL ACCEPTANCE OF THIS ORDER REQUIRES SIGNED APPROVAL BY AN OFFICER OF CASEY EQUIPMENT COMPANY.
*ALL PRICING IS FIRM FOR 30 DAYS FROM THE DATE ORDERED.

**CONTRACTOR – MUNICIPAL – AGRICULTURAL EQUIPMENT
SALES * SERVICE * PARTS * RENTAL**

Attachment: Casey Equipment Sales Order Quote (Purchase an Asphalt Paver)



1-866-591-8093 📞



2003 LEEBOY L8500T

\$14,000

3432 Hours, Used Asphalt Pavers ASPHALT-CONCRETE-COMPACTION In Novi, MI 48375 - 235 Miles Away

POPULARITY STATS

👁 This listing has been **seen 12 times** (last 30 days)

❤ Be the first user to

The price has not decreased recently

DETAILS FROM SELLER

2003 LEEBOY, L8500T Asphalt / Pavers / Concrete Equipment, WANDLightingBeaconPush RollerScreed: EXTENDABLE, FUEL HEATING SYSTEMOperatorControls: ELECTRIC FEED, NON CONTACTING FEEDER (SONIC), Serial Number: 3308

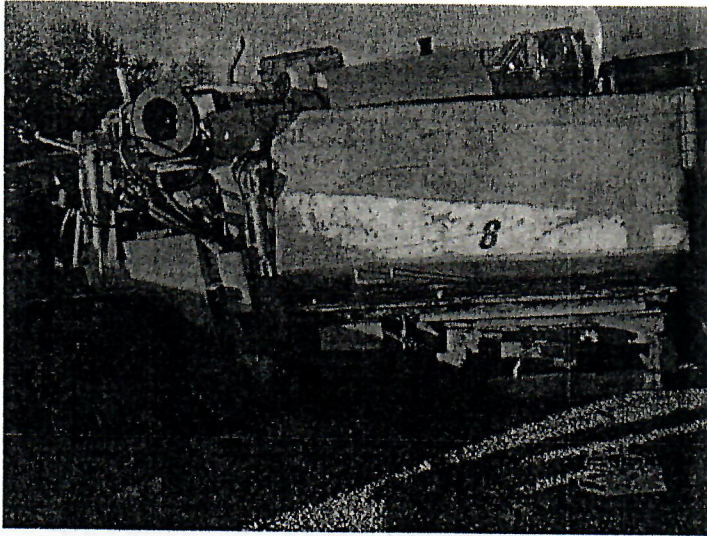
Condition:	Used
Year:	2003
Make:	LEEBOY
Model:	L8500T
Class:	ASPHALT-CONCRETE-COMPACTION
Category:	Asphalt Pavers
Location:	Novi, MI
Stock Number:	3308
Serial Number:	3,308
Hours:	3,432

MICHIGAN CAT IN NOVI, MI

24800 Novi Road
Novi, MI 48375 - 235 miles away 📍

Attachment: Used Paver Comparables (Purchase an Asphalt Paver)

2005 LEEBOY 8500 For Sale In Williamsburg, Virginia



For Sale Price: \$17,000

Contact Information

Henry Equipment Sales Inc.

📍 Williamsburg, Virginia 23188

Phone: (757) 320-0592

Contact: Justin Hockaday



Description

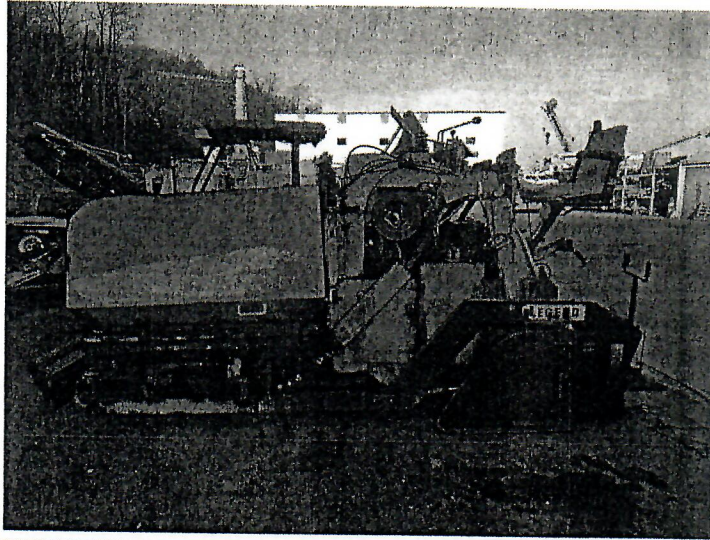
**** REDUCED PRICE **** 2005 LeeBoy 8500 Paver Tracks: 80% Per owner he has recently replaced screed and augers
.... This unit runs and works great Location: VA Stock#: 1084 PRICE REDUCED: \$17,000.00 USD Call Justin or
Shannon with Henry Equipment Sales Inc. at 757-565-7222.

Specifications

Year	2005	Manufacturer	LEEBOY
Model	8500	Condition	Used
Stock Number	1084		

Attachment: Used Paver Comparables (Purchase an Asphalt Paver)

2006 LEEBOY 8500 For Sale In Harrisburg, Pennsylvania



For Sale Price: \$18,750

Contact Information

Stephenson Equipment

📍 Harrisburg, Pennsylvania 17111

Phone: (717) 400-7018

Contact: Kyle Hoffman



Description

8 - 15' Propane Screed, Approx. 1120 hours on new engine, Rubber Tracks, High Deck

Specifications

Year	2006	Manufacturer	LEEBOY
Model	8500	Serial Number	45594
Condition	Used	Hours	5600
Stock Number	C032619SS		

2006 LEEBOY 8500T For Sale In Charleston, South Carolina

For Sale Price: \$21,500

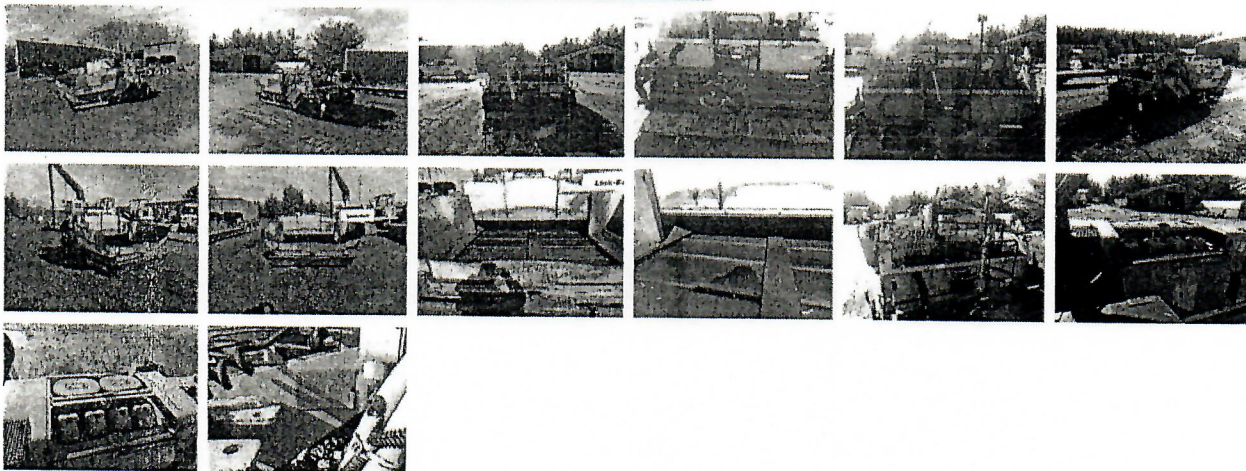
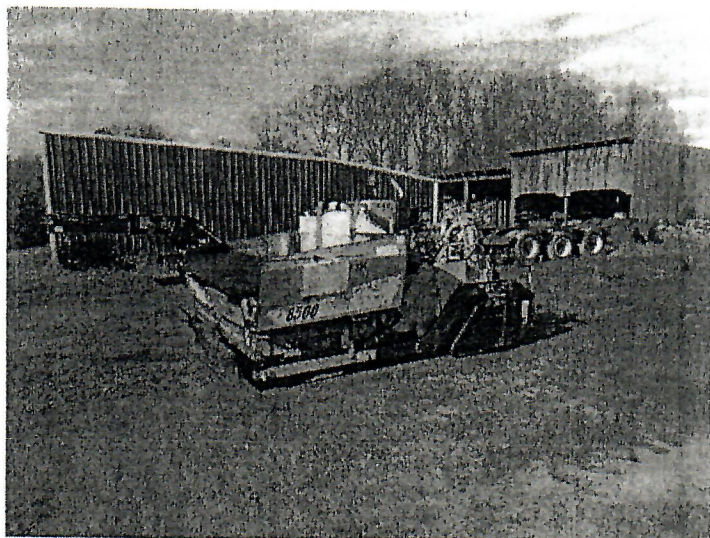
Contact Information

4M Iron

📍 [Charleston, South Carolina 29492](#)

Phone: [\(843\) 901-2470](#)

Contact: Ross McMillan



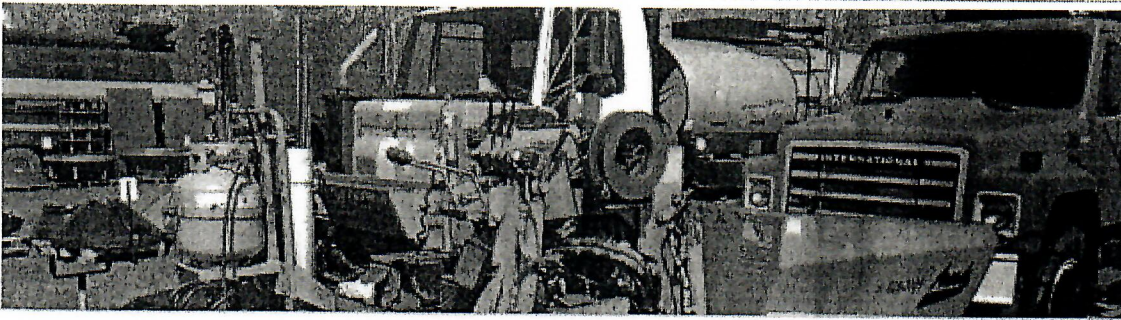
Description

8500T WITH HATZ DIESEL ENGINE, HOUR METER NOT WORKING, GOOD SHAPE, RUNS GREAT

Specifications

Year	2006	Manufacturer	LEEBOY
Model	8500T	Serial Number	46XXX
Condition	Used	Stock Number	5675

Attachment: Used Paver Comparables (Purchase an Asphalt Paver)

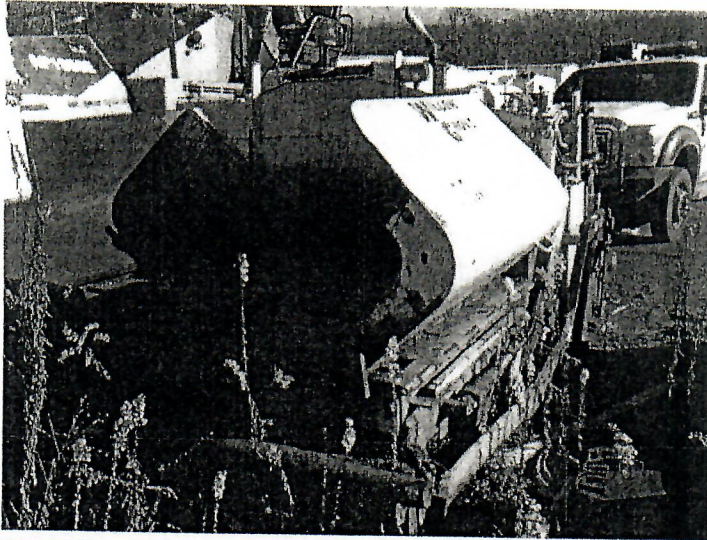
Construction (/construction) » **Leeboy 8500 asphalt paver in Centerville, MN, USA****Location:** Centerville, MN, USA**Price:** \$23,500 (USD)**Manufacturer:** Leeboy**Interested in this machine?**[Click to Contact Seller](#)**Seller Responsiveness:** ★★★★★**Verified Seller****Specifications****Condition:** used**Category:** [Construction equipment in Minnesota \(/construction/minnesota\)](#)**Subcategory:** [Paving \(/cat/paving\)](#)**Subcategory 2:** [Asphalt \(/cat/asphalt\)](#)**Description**

Used Leeboy 8500 paver with 3723 hours.

PRICE \$23,500.00 FOB Centerville, MN

Get email updates for **Leeboy****Email:**

2008 LEEBOY 8500 For Sale In Holbrook, New York



For Sale Price: \$25,000

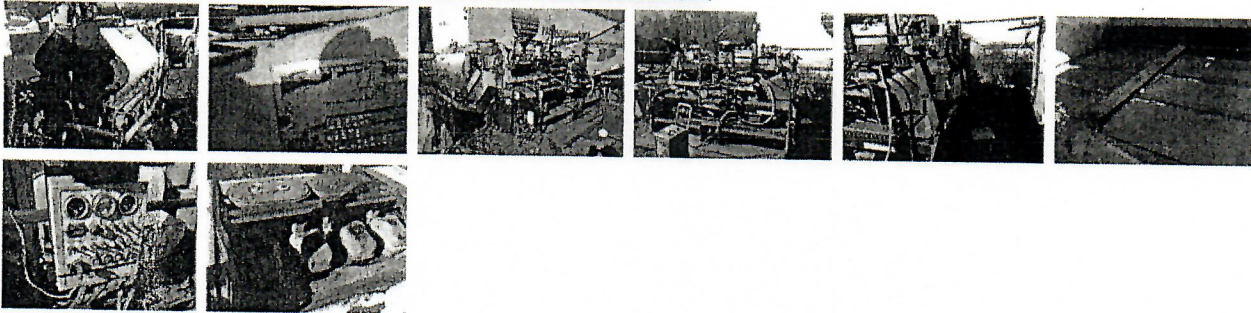
Contact Information

Komatsu Northeast

📍 Holbrook, New York 11741

Phone: (631) 341-7037

Contact: Accounts Payables



Specifications

Year	2008	Manufacturer	LEEBOY
Model	8500	Condition	Used
Stock Number	H003		

Attachment: Used Paver Comparables (Purchase an Asphalt Paver)



THE EQUIPMENT MARKETPLACE

HEAVY EQUIPMENT TRUCKS TRAILERS CRANES PARTS ATTACHMENTS DISMANTLED INDUSTRY RELATED AUCTIONS & EVENTS FIND A COMPANY

2003 LEEBOY 8500 Asphalt Paver

LEEBOY 8500

Price: 27,900 USD USD ▼

Get Financing
as low as \$468.72/month*

APPLY FOR COVERAGE

Quick and Easy Application
Process. Get Started Today

UNICO
INSURANCE
SOLUTIONS



Shipping Quote



Products/Services

Brown Equipment Co LLC

855-842-3245

Toll Free 352-437-1509



4070 SE Maricamp Rd
OCALA, FL 34480
USA

View Additional Items from this Seller

Email Seller

Name: * Register

Email: *

Phone: *

Preferred Contact: ☐ Phone ☒ Email

Location: City State ▼

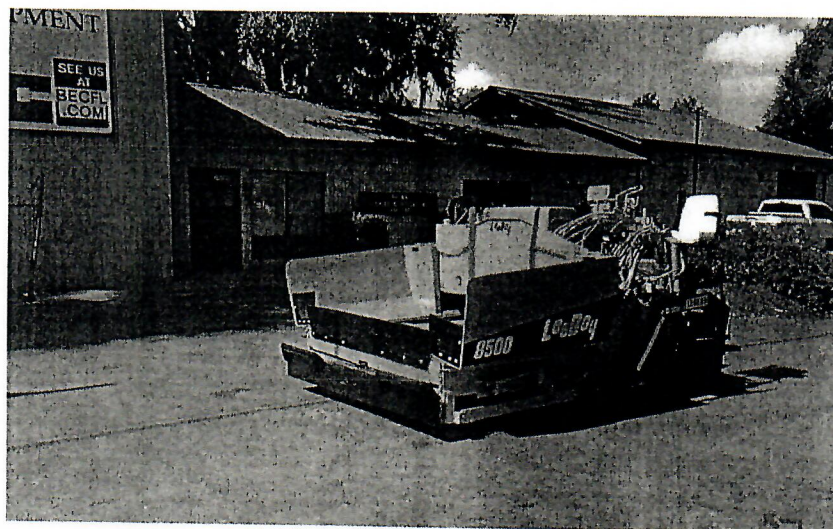
Country: United States ▼

Message: *

a2026b

Type the characters.

Submit



General Specs

S/N: 3154

Price: 27,900 USD USD ▼

Item Loc: Ocala, FL USA

Additional Specs

Detailed Description

TRACK PAVER, 8' X 15' LEGEND PROPANE HEATED SCREED, CROWN & SLOPE ADJUSTMENT, DUAL CONTROLS, HATZ 4 CYLINDER DIESEL, HOUR METER WON'T READ OUT.
OFFICE: CALL

Attachment: Used Paver Comparables (Purchase an Asphalt Paver)

Consider a Motion Authorizing the Village Manager to Execute Contracts for 2020 Forward Fuel Purchases

BACKGROUND:

The Village Manager was authorized to enter into contracts with Conserv FS for annual forward fuel purchases from 2013 through 2017. The Village opted out of pursuing forward fuel purchasing contracts for 2018, but entered into contracts in 2019 once again. Current industry practice is to forward purchase no more than 75% of consumption to protect against an abnormal decline in fuel prices during the next year. Staff recommends continuing this practice in 2020 to also protect against adverse market conditions.

KEY ISSUES:

As in past years, Staff's first action was to determine the Village's consumption of gasoline and diesel fuel during our current contract period. The blocks are: March - May, June - August, and September - November.

This leaves December through February as "non-contract" months where fuel will be purchased on the spot market. These three months inherently represent 25% of the fuel purchases out of a 12-month year. Thus, the contract months historically represent 75% of the fuel purchases.

In an effort to make ordering and invoice reconciliation easier, and avoiding premiums for purchasing less than full tanker loads, the purchases will be rounded up or down into full tanker truck loads. The fuel contract prices are based on full tanker truck loads of 7,000 gallons. Staff recommends that the amounts in the following chart be contracted in an amount not to exceed:

2020 Recommended Contract Amounts		
3-Month Block	Gasoline	Diesel Fuel
March - May	28,000	14,000
June - August	28,000	14,000
September - November	28,000	14,000
Totals	84,000	42,000

Using the recommended contract gallon amounts, and the forward purchase contract prices available on December 11, 2019, the grand total of the gasoline and diesel contracts would be \$313,700 from a 2020 fuel budget of \$450,000. This would represent approximately 69% of the budgeted funds over the nine-month block from March 1, 2020 through November 30, 2020.

This calculation was made with contract pricing available on December 11, 2019. As a traded commodity, the pricing varies each day and is expected to move lower into the lowest usage month of January. It should be noted the 2020 budget was developed using diesel prices near \$2.70 per gallon and gasoline at \$2.37 per gallon.

For the months of December through February, there are no contracts because those months are typically the lowest for fuel prices. Therefore, fuel would be purchased on the spot market at daily market prices.

In the last four years, one year has found this program to save 1% when compared against what only purchasing on the spot market would have resulted. The other three years have resulted in a 4.1%, 2.7% and 1.1% cost when compared against what the spot market would have yielded. Purchasing additional forward contracts would provide more predictability in the Village fuel budget for 2020 and control risk in a potential volatile commodity.

Staff has been watching the market over the last few months, spoken with petroleum industry representatives, consulted the Energy Information Administration website, and all indications are that fuel prices will remain flat through most of 2020. Pricing on forward contracts typically are most favorable mid-December through mid-January.

ALTERNATIVES:

1. Authorize the Village Manager to enter into a Forward Fuel Purchasing Contract with Conserv FS.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Village Manager be authorized to enter into a Forward Fuel Purchasing Contract with Conserv FS to purchase fuel in an amount not to exceed 84,000 gallons of gasoline and 42,000 gallons of diesel fuel for March - November of 2020.

ACTION REQUIRED:

Motion to authorize the Village Manager to enter into a Forward Fuel Purchasing Contract with Conserv FS to purchase fuel in an amount not to exceed 84,000 gallons of gasoline and 42,000 gallons of diesel fuel for March - November of 2020.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Motion Authorizing the Village Manager to Enter Into a Contract with Thompson Elevator Inspection Service, Inc. for Elevator Inspection and Plan Review Services

BACKGROUND: As part of administering a local elevator safety program, semi-annual inspections of existing elevators must be completed. In addition, plan reviews and inspections for new elevators must be conducted. The State requires these tasks be conducted by a licensed elevator inspection company.

The Village currently has a 5 year renewable contract to provide these services with Thompson Elevator Inspection Service, Inc. (TEIS). This contract expires December 31, 2019. TEIS has provided exceptional services over the past 5 years. Due to their successful track record and competitive pricing they are also the consultant of choice for 120 communities in the Chicagoland region.

TEIS has proposed extending the contract for another 5 years at the current rates. The Village has typically awarded 5 year contracts for these services. However, at this time we are recommending entering into a two year contract. The reason for this is to allow staff time to monitor the changing market which now includes newer inspection firms. There is no increase in TEIS's rates for services provided us.

KEY ISSUES:

- The Elevator Safety Act requires inspections be conducted by a State licensed elevator inspection company.
- Thompson Elevator Inspection Service, Inc. meets all the licensing and insurance requirements.
- Our current contract with Thompson expires December 31, 2019.
- The length of the contract extension is two years.
- During this two year period staff can monitor firms newer to this market.
- There is no increase in TEIS's rates for services provided to us.
- Either party may opt out of the agreement for any reason by giving the other party written notice 90 days prior to exiting the agreement.

ALTERNATIVES:

1. Authorize the Village Manager to execute a contract with Thompson Elevator Inspection Service, Inc. for elevator inspections and plan reviews.
2. Refer back to Staff with comment.

RECOMMENDATION: It is recommended that the Village Manager be authorized to execute a contract with Thompson Elevator Inspection Service, Inc. for elevator inspections and plan reviews.

BUDGET IMPACT: The CY2020 Budget includes full funding for this program in the amount of \$27,000. However, there is no net cost to the Village. The Village passes along 100% of the fees to the business or property owner, plus an amount to cover the

Village's administrative costs.

ACTION REQUIRED: Motion to authorize the Village Manager to execute a contract with Thompson Elevator Inspection Service, Inc. for elevator inspections and plan reviews.

ATTACHMENTS:

- 11-20-19 Palatine-Fee Schedule 1-1-20 through 12-31-22
- 11-20-19 Palatine Revised Contract for Services
- 2019 Thompson Elevator- Palatine Proposal

RESULT: **APPROVED BY VOICE VOTE [UNANIMOUS]**

MOVER: Jim Schwantz, Mayor

SECONDER: Kollin Kozlowski, District 5 Councilman

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

THOMPSON ELEVATOR INSPECTION SERVICE, INC.

6.D.1.a

830 E Rand Rd Unit 10 Mt. Prospect, Illinois 60056

Phone (847) 296-8211 Fax (847) 296-5424 Email info@thompstonelevator.com

SCHEDULE OF FEES

Village of Palatine

Inspections made between 8 a.m. - 5 p.m.

Effective January 1, 2020 through December 31, 2022

ITEM	SERVICE	FEE	ADDITIONAL INFORMATION
A	Bi-Annual -Safety Inspection on Existing Elevators / Escalators / Conveyances (applies to re-inspections of bi-annual) Note: village buildings would be no charge	\$38.00 per unit	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
B	1. New Elevator Plan Reviews Final Elevator Shop Drawings (New or MOD Construction) Note: village buildings would be no charge	\$75.00 per unit	Completed review. returned to municipality
C	New Elevator Inspections New Construction (NC) Note: village buildings would be no charge	\$75.00 per unit	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
D	Inspections for repair/modification to existing elevators Mod New Construction (Mod NC) Note: village buildings would be no charge	\$75.00 per unit	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
E	Witnessing of tests as required by code (Hydraulic or Traction elevators and if applicable, escalators)	\$185.00 per hour	Note: Historically, this charge is billed to the elevator company

Additional Services, if applicable

ITEM	SERVICE	FEE	ADDITIONAL INFORMATION
1	Architectural Plan Review (New or MOD Construction) Typically for larger, complex projects	\$75.00 per unit	Completed plan review, returned to municipality

Attachment: 11-20-19 Palatine-Fee Schedule 1-1-20 through 12-31-22 (Contract for Elevator Inspections Services)

THOMPSON ELEVATOR INSPECTION SERVICE, INC.

6.D.1.b

830 E Rand Rd Unit 10 Mt. Prospect, Illinois 60056
Phone (847) 296-8211 Fax (847) 296-5424 Email info@thompstonelevator.com

CONTRACT FOR INSPECTION SERVICES- VILLAGE OF PALATINE

Valid through the period from January 1, 2020 through and including December 31, 2022

Thompson Elevator Inspection Service, Inc. 830 E Rand Rd Unit 10., Mt. Prospect, Illinois 60056, shall perform mechanical and electrical inspections of all safety devices and equipment, including, but not limited to, Passenger Elevators, Freight Elevators, Docklifts, Dumbwaiter, Escalator and Wheel Chair Lifts for the Village of Palatine.

Inspections will be made in accordance with the State of Illinois, Municipal or County Code and or Ordinance covering operation of said elevators at the addresses given by the Building Department.

Fees to be paid will be in accordance with the Fee Schedule attached to and made a part of the Agreement; it being understood and agreed that the Schedule as shown applies to each elevator inspected.

Thompson Elevator Inspection Service, Inc. will provide all insurance necessary to cover its employees who are performing under the terms of this Agreement.

Thompson Elevator Service, Inc. shall furnish a liability insurance policy in the amount of \$2 million per person, \$2 million per accident, public liability coverage. Thompson Elevator Inspection Service, Inc. shall provide a certificate of insurance for such coverage naming the Village of Palatine as additional insured.

At the conclusion of inspection services, a report will immediately be made to the Building Department providing the result of such inspection. The responsibility for the repair, replacement, alterations, or any other work indicated as necessary under said Inspection Report shall be the sole responsibility of the Building Owner.

It is agreed that Thompson Elevator Inspection Service, Inc. does not assume possession or control of any part of the equipment inspected, but such remains the responsibility of the owner thereof. Thompson Elevator Inspection Service, Inc. represents that it will make no examination of the equipment other than that necessary to do the work described herein and assumes no responsibility for any part of the equipment insofar as its mechanical functioning or use is concerned. Nothing in the agreement should be construed to mean that Thompson Elevator Inspection Service, Inc. assumes any liability for loss or damage because of bodily injury (including death) or property damage arising under the agreement except loss or damage directly resulting from the negligent acts or omissions of Thompson Elevator Inspection Service, Inc. or its employees, in performing the services described in this agreement. Under no circumstances shall Thompson Elevator Inspection Service, Inc. be liable for consequential damages or for damages caused by the negligence of others whether arising under contract or tort.

Thompson Elevator Inspection Service, Inc. agrees indemnify, defend, protect and hold Village, its agents, employees, directors, and assigns harmless from and against any and all claims, losses, damages, injuries, suit, demands or expenses, including attorney's fees and costs of whatever kind or nature arising in connection with the inspection services provided including without limitation, claims against Village based upon any theory of active or passive negligence.

It is understood and agreed that completion of inspection services by Thompson Elevator Inspection Service, Inc., hereunder and submission of its Inspection Report will constitute complete and full performance by Thompson Elevator Inspection Service, Inc. under the terms of this agreement. Thompson Elevator Inspection Service, Inc. shall have no responsibility or obligation thereafter for the performance or completion of any necessary repairs, alterations, installations, or other work indicated as necessary by such Inspection Report.

This contract may be canceled or modified by either party upon ninety (90) days written notice.

IN WITNESS WHEREOF, the parties set their hands and seals at _____, Illinois, this _____ day of _____, 20____.

THOMPSON ELEVATOR INSPECTION SERVICES, INC.

By _____



(President)

November 20 2019

APPROVED AND ACCEPTED:

Village of Palatine, Illinois

By: _____

Its: _____

_____, 20____

Attachment: 11-20-19 Palatine Revised Contract for Services (Contract for Elevator Inspections Services)



THOMPSON

Elevator Inspection Service, Inc.

Member NWBOCA, SBOC, SSBOC, ICC and NAESA

August 27, 2019

Harry Spila, ALA, CBO, LEED AP
 Director of Community Services
 Village of Palatine
 200 E. Wood St.
 Palatine, IL 60067

RE: Elevator Inspection Services

Dear Mr. Spila:

Thompson Elevator Inspection Service, Inc. (TEIS) recognizes the need to use your time efficiently, therefore, the following highlights the premier, elite services which our company can continue to offer your municipality.

As long standing members of the Suburban Building Officials, Northwest Building Officials and South Suburban Building Officials, we continue to advocate on the behalf of code enforcement representing the International Building Code, as well as the ASME Elevator Code, the Illinois Accessibility Code, the National Electric Code and the NFPA Codes, as applicable. In addition, we attend all Illinois Elevator Safety Board meetings locally, as well as in Springfield, sharing with you issues/concerns that arise. We are considered a stakeholder with the Illinois State Fire Marshal as it pertains to the Elevator Safety Act.

Knowing we are all fiscally aware of the responsibility to the constituents your municipality represents, we offer to complete annual inspections, reinspection (as needed), plan reviews, and permit inspections on all Village of Palatine owned conveyances at no charge.

Established in 1975, we are the longest established inspection service in the suburban Chicagoland region. Currently, our firm holds over 120 municipal inspection contracts in excellent standing in communities nearby. We welcome you to verify our consistent, reliable professional service and consider having our company continue to be part of your code enforcement team.

Thank you for the opportunity. We appreciate your time invested in making the right choice for the community's conveyance safety. Should you have any questions before, during or after your review and evaluation, please call Patty Young at our office (phone: 847-296-8211 / email: patty@thompstonelevator.com) at your convenience.

Respectfully submitted,

Catherine Thompson
 President

THOMPSON ELEVATOR INSPECTION SERVICE, INC.

830 E Rand Rd Unit 10 Mt. Prospect, Illinois 60056

Phone (847) 296-8211 Fax (847) 296-5424 Email info@thompstonelevator.com

SCHEDULE OF FEES

Village of Palatine

Inspections made between 8 a.m. - 5 p.m.

Effective August 27, 2019

ITEM	SERVICE	FEE	ADDITIONAL INFORMATION
A	Bi-Annual -Safety Inspection on Existing Elevators / Escalators / Conveyances (applies to re-inspections of bi-annual) Note: village buildings would be no charge	\$38.00 per unit	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
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D	Inspections for repair/modification to existing elevators Mod New Construction (Mod NC) Note: village buildings would be no charge	\$75.00 per unit	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to municipality
E	Witnessing of tests as required by code (Hydraulic or Traction elevators and if applicable, escalators)	\$185.00 per hour	Note: Historically, this charge is billed to the elevator company

Additional Services, if applicable

ITEM	SERVICE	FEE	ADDITIONAL INFORMATION
1	Architectural Plan Review (New or MOD Construction) Typically for larger, complex projects	\$75.00 per unit	Completed plan review, returned to municipality

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



THOMPSON

Elevator Inspection Service, Inc.

Member NWBOCA, SBOC, SSBOC, ICC and NAESA

Provided to You By Thompson Elevator at No Cost:

- Informational Handouts to Building Owners Making Them Aware of Upcoming Changes and/or Upgrades
- Technical Services Regarding New Constructions, Alterations, Modernizations, and/or Upgrades To:
 - Community Development
 - Fire Departments
 - Fire Alarm Companies
 - Electricians
 - General Contractors
 - Architects
- Write Municipal Variance Letters for OSFM and Building Owner Distribution
- Local Program Agreement Renewal Document Assistance
- Audit of All Conveyances in Municipality
- 24 Hour Emergency Contact – Patty cell 847-917-6717 / John Jr 708-703-5533
- Customized Inspection Scheduling
- Customized Code Inspection Programs
- Customized Monthly Reports
- IBC Building Code Review
- Accident Follow Up For Municipality With:
 - Building Owner
 - OSFM
- Notification to Municipality When an Elevator is Shut Down Due To Failed Category Test
- Pick Up and Return Plans When Notified

Additional Services:

- Safety Training
- Entrapment Rescue Training
- Witnessing Safety Tests
- Equipment Audits

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



THOMPSON

ELEVATOR INSPECTION SERVICE, INC.

Member NWBOCA, SBOC, SSBOC, ICC and NAESA

History and Overview of the Company

The founder, John J. Thompson, had been in the elevator business since 1960. His work experience began as a mechanic in construction, service, and maintenance for Goetz, Trimon, Gallagher & Speck Elevator Company. He used his knowledge and expertise that he gained to become an instructor for the NEIEP Elevator Education School from 1970 to 1974.

Before starting Thompson Elevator Inspection Service, he continued working in the industry for Armor Elevator as a superintendent and mechanic in construction, service, and maintenance for eight years, and was also a volunteer fireman for the Village of Mt. Prospect from 1972 to 1980.

In 1975 the business was started to provide safety inspections of passenger, freight, escalators, wheelchair lifts, dumbwaiters, and material lifts for municipalities, school districts, and individual buildings in the Chicago metropolitan area.

Many of our inspectors worked directly with the company's founder in their early years within the elevator industry as helpers, mechanics, and/or adjusters training to be inspectors. *Our inspectors have over 800 years of work in the industry combined with an average of 31 years per inspector.*

Our inspectors are QEI certified and State licensed to be part of our inspection team. Each new inspector undergoes training with many different field inspectors before being assigned inspections.

Since 1975, Thompson Elevator Inspection Service has provided the following services to our clients:

- New construction (or renovated/modernization work) plan reviews
- New construction (or renovated/modernization work) inspection
- Annual/Semi-annual code inspections
- Certification
- Provide technical and legislative update workshops
- Offer fire rescue/entrapment classes to local Fire Department

Our company's inspection program would follow the current codes provided by your community and the State of Illinois, and provide all State approved inspection forms for code inspection for any of the following types of commercial and residential equipment that your community has and might install in the future:

Elevators	Dock Lifts	Scissors Lift	Casket Lifts
Escalators	Freights	Vertical Platform Lifts	Wheelchair Lifts
Dumbwaiters	Material Lifts		

The office staff supports the following people/organizations: the client, the building owners, the public, the fire department, architects, engineers, general contractors, smoke/alarm contractors, electricians, plumbers, and elevator companies. This support ranges from answering basic questions such as "how to register an elevator", to code questions as to "where does it say this", to technical questions for a new construction or modernization projects. Our staff works with each of these people to address their issues/concerns. These non-fee services of support are the customer service and common courtesy our founder instilled in his employees.



THOMPSON

ELEVATOR INSPECTION SERVICE, INC.
Member NWBOCA, SBOC, SSBOC, ICC and NAESA

Attestation of Knowledge of State of Illinois, Office of the State Fire Marshal's Requirements:

Thompson Elevator Inspection Service attests to the knowledge of all State of Illinois Elevator Safety and Regulation Act(s); the City/Village Code, as may be amended from time to time; American Society of Mechanical Engineers Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walkways; Safety Standard for Platform Lifts and Stairway Chairlifts; Safety Code for Existing Elevators and Escalators.

In addition,

- Key personnel attend all Illinois Elevator Safety Board meetings both in Springfield, Illinois and Chicago, Illinois
- TEIS works with the Illinois Code Council (ICC)
- Follows legislation of House and Senate bills affecting the Illinois Elevator Safety Act
- As applicable, TEIS works with appropriate lobbyists and legislatures regarding confirmation, creation, clarification and implementation of proposed bills and amendments to the Act
- Through the process of continuing education for annual QEI (Qualified Elevator Inspector) certification renewal, inspectors and key personnel are updated on the elevator codes through continuing education internal code workshops and through informal code discussions throughout the year

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



STATE OF ILLINOIS
OFFICE OF THE STATE FIRE MARSHAL
DIVISION OF ELEVATOR SAFETY



James R. Thompson Center • 100 West Randolph St., Suite 4-600 • Chicago, IL 60601

ELEVATOR INSPECTION CO LICENSE NO. IL03849

Expiration Date (11/21/2020)

This is to certify that Thompson Elevator Inspection Service INC has met all the requirements and is duly authorized to perform such work as set forth by the Elevator Safety Review Board in this state under this license issued this day 11/21/2008.

Matt Perez
STATE FIRE MARSHAL

Robert Capuani
DIRECTOR OF ELEVATOR SAFETY



CERTIFICATE OF LIABILITY INSURANCE

6.D.1.c

DATE (MM/DD/YYYY)

05/29/2019

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

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

PRODUCER Midland Insurance Agency, Inc. 17W733 Butterfield Road, Ste A Oakbrook Terrace, IL 60181- THOMAS J. BUTERA		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #: THOMP-1	
INSURED THOMPSON ELEVATOR INSPECTION SERVICE, INC. 830 E RAND ROAD, UNIT 10 MOUNT PROSPECT, IL 60056		INSURER(S) AFFORDING COVERAGE INSURER A: PEKIN INSURANCE INSURER B: LLOYDS OF LONDON INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ PER ELEVATOR ☐ AGGREGATE GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO- JECT ☐ LOC			CL0077142 CONTINUOUS	07/08/2019	07/08/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☒ PHYS. DAMAGE			00P629874 CONTINUOUS	07/08/2019	07/08/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ COMP/COLL \$ DEDUCTIBLE \$ 200
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DEDUCTIBLE ☒ RETENTION \$ 10000			CU22046	07/08/2019	07/08/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	00WC70430 CONTINUOUS	07/08/2019	07/08/2020	☒ WC STATU- TORY LIMITS ☐ OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
B	PROFESSIONAL LIAB.			HPL150391	07/05/2019	07/05/2020	AGGREGATE 2,000,000
A	PROPERTY			CL0077142	07/08/2019	07/08/2020	CONTENTS 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

ADDITIONAL INSURED: VILLAGE OF PALATINE

CERTIFICATE HOLDER**CANCELLATION**

PALATI1

VILLAGE OF PALATINE
BLDG DEPT.
200 EAST WOOD STREET
PALATINE, IL 60067

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
THOMAS J. BUTERA

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ACORD 25 (2009/09)

The ACORD name and logo are registered marks of ACORD

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Attachment: 2019 Thompson Elevator - Palatine Proposal (Contract for Elevator Inspections Services)



THOMPSON

ELEVATOR INSPECTION SERVICE, INC.
Member NWBOCA, SBOC, SSBOC, ICC and NAESA

LIST OF MUNICIPALITIES

MUNICIPALITY	MUNICIPALITY	MUNICIPALITY
Addison	Highwood	Plainfield
Algonquin	Hodgkins	Prospect Heights
Arlington Heights	Homewood	Richton Park
Aurora	Huntley	Riverdale
Barrington	Indian Head Park	River Grove
Bartlett	Itasca	Riverside
Bedford Park	Justice	Riverwoods
Bellwood	Kenilworth	Rolling Meadows
Bensenville	LaGrange	Romeoville
Berkeley	LaGrange Park	Round Lake
Bolingbrook	Lake Barrington	Round Lake Beach
Broadview	Lake Villa	Schiller Park
Brookfield	Lake Zurich	Shorewood
Burbank	Libertyville	South Elgin
Carpentersville	Lincolnwood	Streamwood
Cary	Lindenhurst	Tinley Park
Clarendon Hills	Lockport	University Park
Country Club Hills	Lombard	Vernon Hills
Countryside	Long Grove	Wadsworth
Crete	Marengo	Warrenville
Crystal Lake	Matteson	Wauconda
Deer Park	Maywood	Waukegan
Downers Grove	Mokena	West Dundee
East Dundee	Montgomery	Westmont
East Hazel Crest	Mt. Prospect	Wheeling
Elgin	Mundelein	Willowbrook
Elk Grove	New Lenox	Willow Springs
Elmhurst	Niles	Wilmette
Elwood	North Riverside	Woodstock
Evergreen Park	Norridge	Wood Dale
Fox Lake	North Chicago	Worth
Fox River Grove	Northbrook	Zion
Frankfort	Northfield	
Gilberts	Northlake	
Glencoe	Oak Forest	
Glenview	Oak Lawn	
Glenwood	Oak Park	
Grayslake	Olympia Fields	
Gurnee	Old Mill Creek	
Hampshire	Orland Hills	
Hanover Park	Oswego	
Hawthorn Woods	Palatine	
Harwood Heights	Palos Hills	
Hazel Crest	Park City	
Hickory Hills	Park Forest	

830 E. Rand Rd, Suite 10 Mt. Prospect, Illinois 60056
Phone (847) 296-8211 Fax (847) 296-5424 Email: info@thompsolelevator.com



Village of Algonquin

The Gem of the Fox River Valley

March 20, 2017

Thompson Elevator Inspection Service Inc
1302 E Thayer St
Mt. Prospect, IL 60056

Greetings:

The Village of Algonquin has been using Thompson Elevator Inspection Service Inc for over 20 years to provide elevator plan review, inspections and consulting. We have always found them to be honest, knowledgeable, friendly and timely. Their staff is always available and willing to answer any questions we may have, and are able to fully explain the answer given. They also stay up-to-date with all the latest from the state fire marshal's office and notify us of any changes.

We therefore highly recommend Thompson Elevator Inspection Service Inc. for plan review and inspection of elevators and other conveyances.

Sincerely,

Thomas Jacobs
Assistant Building Commissioner
Village of Algonquin Community Development
2200 Harnish Dr
Algonquin, IL 60102
847-658-2700 option 3 CDD office
847-658-5916 direct office
847-658-2631 CDD fax
tjacobs@algonquin.org
www.algonquin.org
www.iccsafe.org
www.nwbo35.org





Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

March 17, 2017

To Whom It May Concern,

This is a testimonial for Thompson Elevator Inspection Service (TEIS), Inc. located at 1302 E Thayer St., Mount Prospect, Illinois 60056. TEIS has provided outstanding service, going above and beyond expectations, in helping our community manage our Elevator Inspection Program.

I have worked with TEIS for 15 years and their high level of service has never diminished or wavered. Please consider this affidavit as encouragement to strongly consider TEIS as a partner in helping make your life easier.

Sincerely,

Steven Touloumis
Director of Building Services
Village Of Arlington Heights



12 S. Center St.
Bensenville, IL 60106

Office: 630.766.8200
Fax: 630.594-1105

www.bensenville.il.us

VILLAGE BOARD

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Village Manager

Evan K. Summers

March 17, 2017

Patty Young
Thompson Elevator Inspection Service, Inc.
1302 E Thayer St
Mt Prospect, Illinois 60056

Dear Patty,

It is my pleasure to write this letter and express my appreciation for Thompson Elevator Inspection Service. In my 10 years as Director of Community and Economic Development, I have observed the work you do in Bensenville and I have come to know your company is a highly professional service provider.

I know that you interact with our local inspectors regularly and their comments about your service are always positive, highlighting your customer service and timely response to inquiries.

Your field inspectors are knowledgeable and professional. We recently went through a process of upgrading pit ladders to comply with code amendments. Thompson Elevator inspectors were invaluable with their explanation of the new requirements and assistance to the property owners in gaining compliance. The procedure seemed daunting but your staff made it a positive experience.

I appreciate the service Thompson Elevator provides for the Village of Bensenville and look forward to continuing our relationship for many years to come.

Sincerely,

Scott R. Viger, AICP
Director / Community &
Economic Development

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5410

LETTER OF RECOMMENDATION

March 17, 2017

To Whom It May Concern,

The Village of Clarendon Hills has had a long running relationship with Thompson Elevator Inspection Services. Thompson's experience and knowledge of elevators and their safety requirements makes them a valuable member of the Village's plan review and inspection services team. The Village takes pride in knowing that Thompson's accomplishments, certification and reputation un-paralleled in their field.

The Village of Clarendon Hills and I continue to have a solid relationship with Thompson Elevator Inspection Services. Thompson is easy to work with and is consistent in their enforcement and management of the Village's and State elevator codes and standards. Knowing they are ensuring the residents and users of elevators within the Village with the highest level of safety is of great value.

I highly recommend Thompson Elevator Inspection Services.

Sincerely,

VILLAGE OF CLARENDON HILLS

A handwritten signature in black ink, appearing to be "Dan Ungerleider", written over a horizontal line.

Dan Ungerleider, AICP
Community Development Director



Sean R. McDermott
MAYOR

Susan Burdett
CLERK

Caryn Stancik
TREASURER

ALDERMEN
Mark G. Benson
John Finn
James N. Jasinski
Thomas A. Mikolyzk
Scott Musillami
John Von Drasek

Ms. Patty Young
Thompson Elevator Inspection Service, Inc.
1302 E. Thayer St.
Mt. Prospect, IL 60056

Dear Ms. Young:

The City of Countryside has worked with Thompson Elevator Inspection Service for over 10 years, and we are pleased with the work performed by Thompson Elevator Inspection Service. I would recommend them to other municipalities and would be more than happy to be listed as a reference. If you need more information or have additional questions, please feel free contact me at 708-485-2595.

Sincerely,

Sharon L. Peterson
Assistant City Administrator

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



Village of Downers Grove Consultant Evaluation

Consultant: Thompson Elevator Inspections Inc.

Project: Elevator Reviews and Inspections

Primary Contact: Patty Young Phone: 847-296-8211

Time Period: 12/2013-12/2016

On Schedule (allowing for uncontrollable circumstances) ☒ yes ☐ no

Provide details if early or late completion: _____

Amendments (attach information if needed): None

Difficulties / Positives: Thompson has provided timely and accurate reviews and inspections throughout the contract period. At no additional cost they have assisted the Village in maintaining and renewing its Elevator Safety Program with the Office of the State Fire Marshal. They have kept the Village informed on any relevant legislative action/regulatory changes affecting elevators. They were instrumental in creating a process for handling the unexpected increase in workload due to state required elevator upgrade requirements. They have made sure that VODG was current with state reporting requirements. Their billings have been timely and accurate. They are extremely good at follow-up and good at understanding and implementing the Village's enforcement and customer service approaches.

Interaction with public:

☒ excellent ☐ good ☐ average ☐ poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

☒ Well Satisfied ☐ Satisfied ☐ Not Satisfied

Should the Village contract with this vendor in the future? ☒ Yes ☐ No

Reviewers: Stan Popovich, AICP

Date: 12/01/2016



Village of Downers Grove

Consultant Evaluation

Consultant: Thompson Elevator Inspections Inc.

Project: Elevator Reviews and Inspections

Primary Contact: Patty Young Phone: 847-296-8211

Time Period: 12/2011-12/2013

On Schedule (allowing for uncontrollable circumstances) ☒ yes ☐ no

Provide details if early or late completion: _____

Amendments (attach information if needed): None

Difficulties / Positives: Thompson has provided timely and accurate reviews and inspections throughout the contract period. They have kept the Village informed on any relevant legislative action/regulatory changes affecting elevators. They have made sure that VODG was current with state reporting requirements. Their billings have been timely and accurate. They are extremely good at follow-up and good at understanding and implementing the Village's enforcement and customer service approaches.

Interaction with public:

☒ excellent ☐ good ☐ average ☐ poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

☒ Well Satisfied ☐ Satisfied ☐ Not Satisfied

Should the Village contract with this vendor in the future? ☒ Yes ☐ No

Reviewers: Tom Dabareiner

Date: 10/30/2013



Village of Downers Grove

Consultant Evaluation

Consultant: Thompson Elevator Inspections

Project: Elevator Inspections

Primary Contact: Patty Young Phone: 847-296-8211

Time Period: January 2011-November 2011

On Schedule (allowing for uncontrollable circumstances) ☒ yes ☐ no

Provide details if early or late completion: _____

Amendments (attach information if needed): None

Difficulties / Positives: Thompson has improved customer relations and improved the pass rate for elevators in Downers Grove, at a lower price (more than fully reimbursed) than the prior inspection firm. Thompson has kept the Village informed as to any legislative changes or requirements.

Interaction with public:

☒ excellent ☐ good ☐ average ☐ poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

☒ Well Satisfied ☐ Satisfied ☐ Not Satisfied

Should the Village contract with this vendor in the future? ☒ Yes ☐ No

Reviewers: Tom Dabareiner

Date: 11/22/2011



Date: March 31, 2017

LETTER OF RECOMMENDATION

To Whom It May Concern:

As the Building and Development Manager for the City of Elgin, I have worked with Thompson Elevator Inspection Services for in excess of 15 years. Although my personal experience with Thompson Elevator Inspection Services has been for this timeframe, the City of Elgin has had the privilege of over 25 years of reliable and trustworthy service from them.

Thompson Elevator Inspection Services experience and knowledge of elevators and their safety requirements is evident due to the life long career in the elevator industry that the Thompson family has had. The success of their inspection business is due to the responsiveness, professional service and integrity that they have provided to many local communities. The certifications and professional accomplishments that they have earned clearly indicate that their reputation in the industry is unmatched.

The City of Elgin continues to have a great working relationship with Thompson Elevator Inspection Services. They handle the city's inspection program in a manner that alleviates any concerns on my part. They ensure that the elevators operating within the City of Elgin are at the highest level of safety.

I would highly recommend Thompson Elevator Inspection Services to any municipality for their elevator inspection program.

Sincerely,

Raoul Johnston C.B.O., C.B.C.O.
Building and Development Manager
Community Development
847-931-5947



CITY OF ELMHURST
209 NORTH YORK STREET
ELMHURST, ILLINOIS 60126-2759
 (630) 530-3000
www.elmhurst.org

STEVEN M. MORLEY
 MAYOR
PATTY SPENCER
 CITY CLERK
ELAINE LIBOVICZ
 CITY TREASURER
JAMES A. GRABOWSKI
 CITY MANAGER

March 28, 2017

LETTER OF RECOMMENDATION

To Whom It May Concern:

As the Building Commissioner for the City of Elmhurst, I have had an excellent working relationship with Thompson Elevator Inspection Services for over twenty years. They are the City's Third Party Inspection Company and they do a commendable job.

Not only do they provide inspections, they also perform all the plan reviews for new elevator installations, remodels, modifications and repair. They are well versed on all elevator codes and stay current with new codes and requirements. They are the liaison for us with the Office of the State Fire Marshal – Elevator Safety Division.

They work with us to resolve issues that arise because of a failed inspection or some extenuating circumstances. Last but not least, they assist us with Code Amendments pertaining to Chapter 30, Elevators and Conveying Systems in the International Building Code.

I have only good things to say about Thompson Elevator's staff. Their experience, knowledge, professionalism, integrity and helpfulness, are second to none.

I highly recommend Thompson Elevator Service to anyone.

Respectfully submitted,

Bruce B. Dubiel, LA/CBO/CFM
 Building Commissioner
 City of Elmhurst

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

Kristina M. Kovarik, Mayor



The Village of Gurnee

www.gurnee.il.us

325 North O'Plaine Road, Gurnee, Illinois 60031-2636
Administration 847-599-7500
Building & Engineering 847-599-7550
Fax 847-623-9475

March 23, 2017

To Whom It May Concern:

Please accept this as our letter of recommendation for Thompson Elevator on the behalf of the Village of Gurnee. Thompson Elevator has been our conveyance inspector for 30+ years. During this time, their attention to detail and service has gone far and above expectations. Inspections are done in a courteous fashion, while trying to assist building owners and our Village in meeting all mandated requirements. Plan reviews are performed in the same manner. Communication has always been outstanding, in both response time, and explaining in detail what needs to be accomplished. In today's world, Thompson Elevator is a company that has withstood the test of time and has defined the meaning of customer service. I cannot tell you how pleased we are having them as our elevator inspector for the Village of Gurnee and would highly recommend their company.

Thank you for your time,

A handwritten signature in black ink, appearing to read 'Connie S. Dinsmore'.

Connie S. Dinsmore
Permit Coordinator

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



Village of Hanover Park Administration

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

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

PRESIDENT
RODNEY S. CRAIG

VILLAGE CLERK
EIRA CORRAL SEPÚLVEDA

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

VILLAGE MANAGER
JULIANA A. MALLER

March 22, 2017

Patty Young
Thompson Elevator Inspection Service, Inc.
1302 E Thayer St
Mt Prospect, Illinois 60056
patty@thompstonelevator.com

Dear Patty,

Thank you for your email to verify that the Village of Hanover Park is satisfied with the services that Thompson Elevator is providing. The Village has had a longtime relationship with your company. Your team does bi-annual inspections of all the elevators and devices located in the Village. Your company takes care of scheduling and doing the inspections along with the necessary follow through to make sure that any violations or deficiencies are corrected. The Village is provided pre-printed certificates for each location. This reduces the amount of work that needs to be done by our staff and insures the safety of the public.

I have been familiar with Thompson Elevator since 1987 and have never had any problems or concerns with your company. You have built and maintained a company of inspectors that are experts in the field of elevators. I appreciate the services you are providing and look forward to continuing our working relationship.

Sincerely,

Tom Hatzold, Chief of Inspectional Services

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

City of Hickory Hills

8652 West 95TH Street • Hickory Hills, IL 60457
PH (708) 237-4140 • FAX (708) 237-4141



Building Department

March 17, 2017

Thompson Elevator
1302 E Thayer St
Mt Prospect, IL 60056

Re: Letter of Recommendation

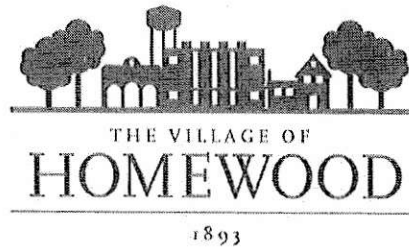
To Whom It May Concern:

Thompson Elevator has been the City of Hickory Hills elevator inspection service for the past twenty years. They have been a dedicated company providing excellent service. Patty Young is always available and responsive to answer any of my questions and give advice. The company is well known throughout the south suburbs and offers the most competitive rates.

Given my experience with working with Thompson Elevator, I am happy to recommend them as an elevator inspection service.

A handwritten signature in cursive script that reads "Marilyn Gabrysiak".

Marilyn Gabrysiak
City of Hickory Hills
Deputy Building Commissioner



March 17, 2017

Village Hall

2020 Chestnut Road
Homewood, IL 60430
Phone 708-798-3000
Fax 708-798-4680

Village Manager's Office

Phone 708-206-3377
Fax 708-206-3496

**Community Development
and Building Department**

Phone 708-206-3385
Fax 708-206-3947

Finance Department

Phone 708-798-3000
Fax 708-798-4680

Fire Department

17950 Dixie Highway
Homewood, IL 60430
Phone 708-206-3400
Fax 708-206-3498

Police Department

17950 Dixie Highway
Homewood, IL 60430
Phone 708-206-3420
Fax 708-206-3497

Public Works Department

17755 Ashland Avenue
Homewood, IL 60430
Phone 708-206-3470
Fax 708-206-3499

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Thompson Elevator Inspection Service on behalf of the Village of Homewood. I am the Building Inspector and responsible for ensuring the safety of elevators within our community.

The Village has contracted with Thompson Elevator Inspection Service to coordinate an elevator inspection program since 2007. Their services to our municipality include semi-annual elevator safety inspections, plan reviews for new and modifications to existing elevators, and inspections of new and modified elevators. Over the 10 years working with them, I have been impressed by Thompson's attention to detail in managing the Village's inventory of elevators and inspection schedule. Their inspections, reporting and billing are accurate and timely, and their staff is organized and responsive to any concerns. Thompson keeps us abreast of regulatory changes impacting elevators and takes charge in ensuring that the Village remains in compliance with the State Fire Marshal's office under the terms of the Illinois Elevator Safety Program Agreement allowing us to maintain a local program.

It is satisfying to work with a company that does what they say they will do and does it in a quality manner. We appreciate our relationship with Thompson Elevator Inspection Service and highly recommend them to other municipalities.

Sincerely,

Jerry Maicach
Building Inspector



Village Board

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Village President

Tiffany Francis
Village Clerk

Trustees:
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Peter Heinz
Steve Jungermann
Denny Lee
Doug Marecek
Theresa Sperling

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Jeff Zoephel
Village
Administrator

Daniel Meyers
Chief of Police

Todd Hoppenstedt
Dir. of Public Works

Justin VanVooren
Director of Finance

Richard Young
Dir. of Community
Development

March 23, 2017

To: Whom It May Concern
Re: Letter of Recommendation

Please treat this as a recommendation letter for the vendor that we use here at the Village for our elevator inspections, Thompson Elevator Inspection Services, Inc. As the Building Inspections Supervisor of the Village of Montgomery, I know how important it is to have a reliable company to use.

They are extremely professional when it comes to providing services to the Village. There has not been a day when we had to complain about their professionalism. I have been employed by the Village of Montgomery since 2004 and they have been providing service to the Village even before I came on board.

In short, it is my pleasure to recommend Thompson Elevator Inspection Service, Inc. to you. I am extremely satisfied with the way they conduct their business and hope that you have the same pleasant experience with them.

Feel free to contact me if you have any further questions about Thompson Elevator Inspection Services, Inc.

Mike Klupar, CBI | Building Inspections Supervisor
Village of Montgomery

Klupar@ci.montgomery.il.us

331-212-9024

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

April 6, 2017

To Whom it May Concern:

As the Building Commissioner for the Village of Norridge, I have worked with Thompson Elevator Inspection Service for 30 years. During this time, we have been completely satisfied with their reliable and trustworthy services.

Thompson Elevator experience and knowledge of elevators and their safety requirements reflect the integrity and professional service they provide to many municipalities.

The Village of Norridge and I continue to have a great relationship with the staff at Thompson Elevator, and knowing that they are ensuring the businesses and users of elevators and escalators within the Village with the highest level of safety is very comforting.

In today's market place, when we are all asked to do more with less, having Thompson Elevator handle our inspection program is especially important.

Sincerely yours,

Brian M. Gaseor, P.E.
Village Engineer & Building Commissioner
VILLAGE OF NORRIDGE

BMG:kmg

The Village of Northfield

March 22, 2017

LETTER OF RECOMMENDATION

To whom it may concern:

As the Building Commissioner for the Village of Northfield, I have had the privilege of working with Thompson Elevator Inspection Service, Inc. for our annual commercial elevator inspections for over twenty years. I feel they are a very reliable, dependable and trustworthy service.

Thompson Elevator Inspection Service, Inc. knowledge of elevators, experience and safety requirements can be measured not only by the successful inspection business, but by the life long career in the elevator profession the Thompson family has had. The integrity and professional service they provide to the Village of Northfield and many other local Municipalities, along with the professional accomplishments and certifications they have earned over the years, has made Thompson's reputation in the industry incomparable to other elevator companies.

The Village of Northfield and I continue to have a great relationship with Thompson Elevator Inspection Service, Inc. Knowing that they are ensuring the residents and commercial building owners within the Village with the highest level of safety is very reassuring.

In today's market place, where we are all asked to do more with less, having Thompson Elevator Inspection Service, Inc. handle the Village's elevator inspection program is especially important. It is virtually effortless.

I would highly recommend Thompson Elevator Inspection Service, Inc. to anyone.

If you have any questions or comments, please contact me at (847) 784-3552 or rjohnson@northfieldil.org.

Sincerely,



Ronald G. Johnson
Building Commissioner

RGJ/cas



Village of Northfield · 361 Happ Road, Northfield, IL 60093 · (847) 446-9200 · www.northfieldil.org



THE VILLAGE OF
OAK LAWN

**DEPARTMENT OF COMMUNITY DEVELOPMENT
AND GROWTH MANAGEMENT**

Divisions of: Engineering & Transportation
Planning, Building & Zoning
Property Maintenance, Health & Environmental Services

March 21, 2017

To Whom It May Concern;

The Village of Oak Lawn has worked with Thompson Elevator Inspection Service for approximately 35 years. I personally have had the honor of working with the Thompson team for over 20 years. Thompson performs all elevator plan reviews and inspections for our Village. In the recently down turn of the economy Oak Lawn turned to Thompson not only for their inspection services but to assist in the semi-annual billing process. Their staff has always proven themselves to be helpful and accommodating, the plan reviewers and inspectors are knowledgeable and supportive. I have enjoyed working with Thompson Elevator Inspection Service and it would be an honor to recommend them to any community seeking an elevator consultant.

Sincerely,

Donald E. McKenna
Building & Zoning Administrator
Village of Oak Lawn

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

VILLAGE OF OLYMPIA FIELDS

20040 Governors Highway

Olympia Fields, IL 60461

Phone (708) 503-8000 • Fax (708) 503-8002

VILLAGE PRESIDENT
Debbie Meyers-Martin

BOARD OF TRUSTEES

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PUBLIC SAFETY

Howard O. Robinson
HUMAN RESOURCES

Cassandra J. Matz
PUBLIC WORKS

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FINANCE

Willett Hudson
BUILDING

Willis Pennington Jr.
PLANNING/ZONING

VILLAGE ADMINISTRATOR
David A. Mekarski, AICP

DIRECTOR OF FINANCE
AND ADMINISTRATION
Cynthia Saenz

CHIEF OF POLICE
John A. Krull

DIRECTOR OF PUBLIC WORKS
James Landini

BUILDING COMMISSIONER
John M. McDonnell

Mr. John McDonnell
Building Commissioner
Village of Olympia Fields
20040 Governors Highway
Olympia Fields, IL 60461

March 24, 2017

Thompson Elevator Inspection Service, Inc.
1302 E. Thayer Street
Mt. Prospect, IL 60056

To whom it may concern,

I am writing to recommend the services of Thompson Elevator Inspection Service, Inc. I have been using Thompson Elevator Inspection Service for our Elevator Inspections for the Village of Olympia Fields for the past ten (10) years, and have always been completely satisfied. They do an excellent job, are always punctual, and they follow-up with problems that arise.

I'm happy to recommend the services of Thompson Elevator. If you have any questions, feel free to contact me.

Sincerely,



John McDonnell C.B.O.
Building Commissioner
Village of Olympia Fields
jmcdonnell@olympia-fields.com
(708) 503-8000

OFFICE HOURS:

8 a.m. — 3 p.m. Mon.-Tues.-Wed.-Fri.

8 a.m. — 6 p.m. Thursday

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



Michael P. Collins
VILLAGE PRESIDENT

Michelle Gibas
VILLAGE CLERK

TRUSTEES

Margie Bonuchi
Bill Lamb
Edward O'Rourke
Garrett M. Peck
Thomas Ruane
Brian Wojowski

3/22/17

To Whom It May Concern:

I am writing to recommend the services of Thompson Elevator. The Village of Plainfield has used Thompson Elevator for over ten years. They are a third party company that the Village depends upon to conduct all elevator inspections as well as permits. We are satisfied with their work and more importantly their communication practices. Staff, namely Patty, is able to clearly communicate via phone and email with promptness and accuracy. She sees to it that the projects in our Village are completed to satisfaction, code compliance and most importantly safety.

I'm happy to recommend the services of Thompson Elevator. If you have any questions, feel free to contact me.

Kindly,

Ken Goska
Building Official
Village of Plainfield Building Department
14400 S. Coil Plus Drive
Plainfield, IL 60544
815-439-2937 - office
815-609-6114 - fax

Village of Plainfield Building Department
14400 Coil Plus Drive Plainfield, IL 60544
Phone (815) 439-2827 Fax (815) 609-6114
www.plainfield-il.org

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)



"PROGRESS THRU PARTICIPATION"

Community Development Department

3600 Kirchoff Road Rolling Meadows, Illinois 60008 847-506-6030 Fax: 847-483-0365

March 20, 2017

LETTER OF RECOMMENDATION

To whom it may concern:

Thompson Elevator Inspection Services serves as the contractual elevator service for the City of Rolling Meadows. From conducting the City's bi-annual elevator inspections, to elevator plan reviews, to answering any and all elevator questions that this department may have, Thompson does it all. I consider "Thompson" an expert in this particular field and it is extremely comforting to have them working on behalf of the City, its businesses and residents. I find "Thompson," (all inclusive), to be extraordinarily responsive to all of the City's needs.

As Community Development Director for the City of Rolling Meadows for the past ten years, I have had the opportunity and pleasure to work with Thompson Elevator Inspection Services during this time. I understand however that the relationship with the City precedes my tenure by several years and was begun in the 1980's. This longstanding relationship in and of itself is testament to the level of confidence, reliance and security we have with Thompson Elevator Inspection Services. Their professionalism, integrity and attention to protecting the City's interests is unparalleled.

I would highly recommend Thompson Elevator Inspection services to anyone.

Sincerely,

Valerie J. Dehner

Director

City of Rolling Meadows

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

38258 MANNING AVENUE • WARRENVILLE, IL 60555 • (630) 393-9050 • FAX (630) 393-1531



April 5, 2017

To Whom It May Concern,

As the Chief Code Official for the City of Warrenville, I enjoy a fantastic working relationship with the staff at Thompson Elevator. I know that I can depend on quick responses to questions or concerns that I might bring up on behalf of the several building owners and managers serving our residents and business community. Their reviews and inspections are completed in a timely manner and returned in a uniform and organized style that helps us to issue elevator permits and certificates efficiently.

As a building official that has served at least three other Chicago suburban communities, I can also say that Thompson is consistent in their service to their clients. I highly recommend Thompson Elevator Inspection Services.

Dale Engebretson, MCP
Chief Code Official
City of Warrenville

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

City of Zion

2828 Sheridan Road
Zion, Illinois 60099

(847) 746-4000
(847) 746-7167 FAX
www.cityofzion.com



"Historic Past • Dynamic Future"

Al Hill
MAYOR

Commissioners
Lloyd E. DeTienne
Mike McDowell
Billy McKinney
Richard J. Frierson

April 10, 2017

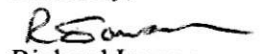
RE: Recommendation

To Whom It May Concern,

The City of Zion has contracted Thompson Elevator Inspection Service, Inc. for several years. They have provided a reliable inspection and plan review service.

I would recommend Thompson Elevator Inspection Service, Inc.

Sincerely,


Richard Ianson
Director of Building
City of Zion

Attachment: 2019 Thompson Elevator- Palatine Proposal (Contract for Elevator Inspections Services)

Consider a Resolution Amending the Village of Palatine's Employee Handbook for 2020

BACKGROUND: The Village of Palatine has an Employee Handbook, which outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. From time to time, the Village amends the Employee Handbook to comply with State, Federal, and local regulations, as well as changing practices. The last update to the handbook was completed with the adoption of the Village's 2019 budget.

KEY ISSUES:

Suggested handbook changes for 2020 include:

- Add language in response to new State laws addressing harassment complaint process for elected and appointed officials and legalization of marijuana/impact on the workplace.
- Clarify existing language for the distinction between part-time and seasonal status.
- Define the review cycle for part-time employees as twelve months from the date of hire. Clarify the next review date following a promotion.
- Define pro-rated jury duty pay and funeral leave for part-time employees. Add clarity to vacation accruals for part-time employees.
- Add language for certain employees to self-identify a personal relationship in the workplace to avoid a conflict of interest.
- Clarify the payroll practice for longevity payments and vacation.
- Acknowledge change in Illinois pension management for Fire and Police.
- Amend Employee Assistance Program language.
- Clarify payroll practices for Sick Leave Annual Incentive.
- Add language establishing limits to the accrual of additional time off during a discretionary leave of absence.
- Add language prohibiting secondary employment during a medical leave of absence.

ALTERNATIVES:

- Approve the resolution.
- Do not approve the resolution and return to Staff with comments.

RECOMMENDATION: Staff recommends approval of the resolution updating the

Village Palatine's Employee Handbook.

ACTION REQUIRED: Motion to approve a resolution updating the Village of Palatine's Employee Handbook.

ATTACHMENTS:

- Resolution 2020 Handbook
- 2020 Red-Lined EE Handbook

RESULT: **ADOPTED BY VOICE VOTE [UNANIMOUS]**

MOVER: Doug Myslinski, District 3 Councilman

SECONDER: Kollin Kozlowski, District 5 Councilman

AYES: Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

RESOLUTION NO. _____

**A RESOLUTION
UPDATING THE EMPLOYEE HANDBOOK
OF THE VILLAGE OF PALATINE**

WHEREAS, the Village of Palatine maintains an Employee Handbook that outlines the rules, regulations, benefits and conditions of employment that apply to Village Employees; and

WHEREAS, the Employee Handbook must be updated to comply with State, Federal, and local regulations; and

WHEREAS, should any section or provision of this Resolution, the Employee Handbook, or the incorporated Policy Prohibiting Sexual Harassment be declared invalid, that decision shall not affect the validity of this Resolution, the Employee Handbook, or the incorporated Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Village of Palatine, that:

SECTION 1: The Employee Handbook, including the Policy Prohibiting Sexual Harassment, is hereby updated to comply with State, Federal and local Regulations, a copy of which is attached hereto and made a part hereof and that

this manual is hereby adopted as the Employee Handbook of the Village of
Palatine.

SECTION 2: This Resolution shall be in full force and effect on January 1,
2020.

DATED: This ____ day of _____, 2019

AYES: ____ NAYS: ____ ABSENT: ____ PASS: ____

APPROVED by me this ____ day of _____, 2019

Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk this ____ day of
_____, 2019.

Village Clerk

EMPLOYEE HANDBOOK



January 1, 2020

Attachment: 2020 Red-Lined EE Handbook (Employee Handbook)

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ARTICLE I. INTRODUCTION

Section 1.1 Purpose of Employee Handbook

Whether you have just joined our organization or have been with the Village of Palatine for many years, we are confident that you will find the organization to be a dynamic and rewarding place in which to work. We look forward to a productive and successful association. Our employees are our most valuable resources.

The Village has always taken pride in the abilities and accomplishments of its employees. It is the Village's policy, so far as the judgment of Village management is able, to pay wages and benefits that are competitive with the market, and recognize the value of its employees. It is also Village policy, generally, to communicate directly with employees and to try and work together to resolve employee concerns as they arise.

The purpose of this Employee Handbook is to present the principle rules, regulations, benefits and conditions of employment that apply to Village employees. Employees are urged to carefully read this Employee Handbook and understand its application. Clarification and interpretation of the Employee Handbook shall be made by the Village Manager as the Chief Administrative Officer of the Village. The Village Manager or his/her designee shall administer the provisions of this Employee Handbook.

This Employee Handbook is not intended to create any sort of contract of employment. Rather, it is intended to describe the Village and its present policies and procedures. These policies and procedures may be changed from time to time as the Village deems appropriate, consistent with state and federal laws. Further, consistent with the principles of at-will employment, employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Village, except for those employees whose method of appointment or removal is set by State statute or Village ordinance. No representative of the Village, other than the Village Manager as an agent of the Village Council, has the authority to enter into any agreement for a specific period of time, or to make any agreement contrary to the foregoing.

Section 1.2 Collective Bargaining Agreements

Where this Employee Handbook and a Collective Bargaining Agreement between the Village and any of its employees address the same or similar issues or conflict in any way, the provisions of the Collective Bargaining Agreement shall control, and the provisions of the Employee Handbook shall not apply, with respect to any employee covered by the Collective Bargaining Agreement with regards to these issues or conflicts.

Section 1.3 Gender Clause

Whenever the male gender is used in this Employee Handbook (he, him, his), this pronoun shall be interpreted to mean and apply to both males and females equally.

Section 1.4 Types of Employment

This Employee Handbook applies to all employees. The Village recruits and employs personnel under the following classifications:

A. Part-Time Employee

Employment which involves being regularly scheduled to work less than thirty-five (35) hours per week. The hours for part-time employment vary by position. Based on the expected and actual hours worked on a regular basis throughout the year, part-time employees may be eligible for paid leave or pension participation as defined by the Employee Handbook (Section 4.9, etc.) and by Illinois Municipal Fund requirements.

B. Short Term, Seasonal or Temporary Employee

Employment which is considered short term or seasonal. An employee under this category is employed for less than ~~two (2)~~three (3) full consecutive calendar quarters during a calendar year, or does not have reasonable assurance of being rehired for the same service in a subsequent calendar year. Unless specifically authorized by the Village Manager as a condition of employment, Intern positions are considered Short Term or Seasonal and are ineligible for paid leave.

C. Full-Time Employee

Employment which involves being regularly scheduled to work thirty-five (35) or more hours per week.

D. Supervisor

Employment as a supervisor shall be identified as an employee whose principle work is substantially different from that of his subordinate and is a member of the management group who has the authority and the interests of the Village, and may direct the daily work activities of a unit or shift of employees, and to whom the employees shall contact for reporting to work late, illness or other absence, and makes requests for authorized leave, and may have the authority to recommend employment, discipline or dismissal.

E. Sworn Employment

Employment as a Sworn employee shall mean all full-time firefighters and police officers who are sworn under oath to uphold state and federal law; and the hiring and promotional processes for these positions are typically governed by the rules and regulations of the Palatine Fire and Police Commission.

F. Confidential

Employment as a Confidential employee shall be identified as an employee who, in the regular course of his duties, assists or acts in a confidential capacity to persons who formulate, determine, and effectuate management policies or who have authorized

access to information relating to the effectuation or review of management policies. Confidential status shall be assigned by the Department Head with the concurrence of the Village Manager.

G. Management and Professional

Employment as a management or professional employee shall be identified as an employee directly involved in the daily administration of key operational functions within the departments and the Village as a whole. They are empowered to exercise independent judgment in areas impacting Village-wide concerns. This group is closely aligned with the Executive Leadership Team and is often called upon to assume an “acting director” role in the absence of the Department Head.

H. Executive Leadership

Employment as an executive leadership employee shall mean a Department Director and the position of the Deputy Village Manager. The executive leaders of the organization assist the Village Manager in administering the Village and are granted administrative authority to lead their department. They have a dual role in representing their department and the Village as a whole. They must also represent the Village to their departments to ensure Village policies are fully and properly carried out.

In addition to Employment Types, the Village designates the following Employment Classifications in conjunction with the guidelines for the Fair Labor Standards Act.

A. Exempt Employees

Exempt employees are paid on a salaried basis for all hours of work performed in a workweek and therefore are not entitled to overtime pay pursuant to the Fair Labor Standards Act.

B. Non-Exempt Employees

Non-Exempt employees are eligible for overtime pursuant to the Fair Labor Standards Act.

The employee’s Employment Type shall be used to determine, among other things, eligibility for benefits (assuming employee meets other eligibility requirements of the benefit program). The employee’s Classification will determine eligibility for overtime.

Section 1.5 **Equal Employment Opportunity**

It is the policy of the Village of Palatine to provide equal employment and advancement opportunities to all qualified persons without regard to race, color, religion, sex, sexual preference, sexual orientation, age, disability or handicap, political affiliation, national origin, type of military discharge, marital status, pregnancy or any other basis protected by law. It is the belief of the Village that equal employment opportunity is necessary for the development and maintenance of an efficient work force and for the optimum utilization of human resources. It is the intention of the Village to promote the full realization of equal employment opportunity through a positive,

continuing commitment to diversity among the members of its staff. Specifically, the Village seeks to recruit and promote the career growth of qualified minorities, women, veterans, and disabled persons; as well as make reasonable accommodations to further the employment of the disabled.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her supervisor or Human Resources. Any form of retaliation against an employee is strictly prohibited; therefore employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. The complaint reporting procedure is set forth below in Section 1.8.

Section 1.6 Americans with Disabilities

The Village is committed to employing and providing equal employment opportunities to individuals with disabilities. The Village also provides reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential functions of the job. Any employee in need of such an accommodation must notify his supervisor, Human Resources or the Village Manager.

The Village may engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the Village may request an employee to provide certain information from his or her health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.

Upon presentation of medical documentation supporting the need for a workplace accommodation, the Village will consider accommodation of pregnancy pursuant to this procedure to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Village.

Section 1.7 Harassment

The Village recognizes its responsibility to all employees to maintain a working environment free from sexual harassment and other forms of harassment. This policy prohibits all forms of harassment or other workplace discrimination based on an employee's or applicant's legally protected status. This includes conduct, whether verbal, physical, or visual, that denigrates or shows hostility or aversion toward an individual based upon that person's race, color, religion, sex, sexual preference, sexual orientation, age, disability or handicap, political affiliation, national origin, type of military discharge, marital status, pregnancy or any other basis protected by law. To achieve this environment, appropriate methods, such as affirmatively addressing the subject, expressing strong disapproval, developing appropriate sanctions, and informing employees of their right to raise the issue of harassment are utilized to alert employees to the problem.

A. Harassment Not Tolerated

The Village will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits, or creating an intimidating, hostile, or offensive work

environment. The Village discourages any such conduct in the workplace, and this policy prohibits harassment based on an individual's protected status, even if it does not rise to the level of a legal violation.

B. Sexual Harassment

As with other forms of harassment, harassment on the basis of sex is a violation of State, Federal and Local Laws. Sexual harassment includes any harassing conduct based on gender or sexual orientation, regardless of whether the conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual who engaged in the harassment and the individual being harassed are of the same or different genders.

While sexual harassment can take several forms, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

C. Prohibited Conduct

The Village considers the following conduct to represent some of the types of acts which violate the Village's Sexual Harassment Policy. These examples should not be construed as an all-inclusive list of prohibited acts under this Policy.

1. Physical contact of a sexual nature, such as:
 - a. Rape, sexual battery, molestation, or attempts to commit these assaults;
 - b. Intentional physical conduct which is sexual in nature such as touching, pinching, patting, grabbing, brushing against, or poking another employee's body.
2. Unwanted sexual advances, propositions, or other sexual comments such as:
 - a. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality, sexual orientation, or sexual experience directed at or made in the presence of any employee;

- b. Preferential treatment, or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
 - c. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct intentionally making performance of the employee's job more difficult because of that employee's sex.
3. Sexual or discriminatory displays or publications anywhere in the Village's workplace by Village employees such as:
- a. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to display or view at work. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the Village and who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body;
 - b. Publicizing in the work environment material that is in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic;
 - c. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace.

D. Employee Responsibility

Everyone at the Village can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees are encouraged to inform others in the workplace whenever their conduct is unwelcome, offensive, inappropriate, or in poor taste. In addition, employees should come forward with complaints about alleged problems or violations of this policy at any time. Employees are expected to come forward promptly and report any problems pursuant to this policy before the alleged offending behavior becomes severe or pervasive. Complaints need not be limited to someone who was the target of the alleged offending conduct. Anyone who has observed an alleged violation of the policy is also encouraged to report such conduct. No employees, not even the highest-ranking people in the Village are exempt from the requirements of this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person to harass any employee of the Village.

E. Retaliation Prohibited

The Village will not retaliate or take reprisal in any way based on the fact that an employee has articulated a concern about harassment or discrimination against the individual raising the concern or against another individual; participates in an

investigation of a complaint, whether internally or with an external agency; files a charge of discrimination or harassment; or otherwise provides information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Retaliation prohibited by this policy includes, for example:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
2. Intentionally pressuring, falsely denying, lying about, or otherwise covering up or attempting to cover up conduct such as that described in any item above.

F. Discipline

An employee who engages in conduct which violates this policy will be subject to disciplinary action, up to and including termination of employment.

Section 1.8 Resolving Complaints of Harassment or Discrimination

A. Reporting

If an employee experiences or witnesses any conduct that he or she believes is inconsistent with the Village's policies against harassment or discrimination, the Village expects the employee to immediately report the conduct to his or her supervisor, the Human Resources Director or the Village Manager. This policy does not require that the employee report the conduct to any individual who is engaging in the conduct. Employees need not follow the chain of command to report a complaint or discuss offending behavior with the employee offender.

B. Supervisory Responsibility

Any supervisor or manager who has knowledge of suspected prohibited conduct, or to whom a complaint has been made, must promptly report the conduct to the department head, Human Resources Director, or the Village Manager. The failure of a supervisor to report suspected violations of this policy may result in discipline.

C. Investigation/Interim Measures/Conclusion

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Employees who believe they have been subjected or exposed to discrimination or harassment prohibited by this policy have the right to have any such activity terminated immediately. The Village may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Village will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Village might also conclude, depending on the circumstances,

either that no violation of the policy occurred or that the Village cannot conclude whether or not a violation occurred.

D. Corrective Action

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Village will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Village may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the Village, then the Village will take whatever corrective action is reasonable and appropriate under the circumstances.

E. External Process

The Village of Palatine hopes that any incidents of inappropriate behavior can be resolved through the internal process outlined, above. All employees however, have the right to file formal charges with the Illinois Department of Human Rights, 100 W. Randolph, 10th floor, Chicago, IL 60601 - (312) 814-6200 or to the Federal Equal Employment Opportunity Commission, 500 W. Madison Street, Suite 2000, Chicago, IL 60661 - (312) 353-2713. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint: Illinois Human Rights Commission Chicago: 312-814-6269 Chicago TTY: 312-814-4760; Springfield: 217-785-4350 Springfield TTY: 217-557-1500.

F. False Complaints

It is critical in establishing a workplace free of harassment that a victim of an incident perceived as being harassing has access to a mechanism for reporting such incidents. At the same time, the purposes of this policy are not furthered where a complaint is found to be false and frivolous and made to accomplish some other end than stopping harassment. A complaint that is determined to be false and frivolous can result in a severe level of discipline or discharge. A false or frivolous complaint does not refer to complaints made in good faith that cannot be proven.

G. Elected/Appointed Officials

Because the Village promotes civility and respectful interactions at all levels of the organization, it is critical that elected and appointed officials understand their responsibility to comply with this policy. Elected and appointed officials are also expected to treat each other in a manner consistent with this policy. Any elected or appointed official who believes they have experienced prohibited conduct by another elected or appointed official that is inconsistent with the Village's non-harassment policy may notify the Human Resources Director or the Village Manager. After receiving the complaint, the Village will initiate an investigation using an independent investigator experienced in investigating workplace harassment complaints.

Section 1.9 **Immediate Family**

Unless otherwise specified, the term “immediate family” shall include the following members: spouse, parents, grandparents, mother-in-law, father-in-law, brother, sister, sister-in-law, brother-in-law, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, grandchildren and step-parents.

ARTICLE II. **APPOINTMENTS AND PROMOTIONS**

Section 2.1 **Employment Policy**

The Village Manager, or his designee, shall have the responsibility and authority for recruiting, selecting, retaining, suspending and removing all Village employees other than those employees whose method of appointment or removal is subject to Palatine Fire and Police Commission procedural rules.

A. **Applicants**

Applicants shall generally be selected on the basis of merit, training, experience and other job related factors. Applicants are subject to a background check, and Fleet Safety Guidelines (if employed in a position which requires driving a Village vehicle). Other requirements may apply by department.

B. **Internal Applicants**

The Village will attempt, so far as it deems possible, to fill vacancies from among existing employees when deemed by the Village Manager to be in the best interest of the Village. The Village shall not, however, be bound to fill a vacancy by transfer or promotion of an existing employee.

C. **Fire & Police Commission**

The recruitment, employment, termination of employment, and some disciplinary procedures for all employees under the jurisdiction of the Fire and Police Commission of the Village of Palatine may be subject to the rules and regulations of that Commission.

D. **Orientation**

A new employee shall receive an orientation by appropriate staff and their respective Department. Orientation consists of an overview of Village organization, rules and regulations, benefits and general procedures. Each Department is responsible for orienting new employees to departmental guidelines and procedures specific or unique to their Department.

E. **Evidence of Identity and Employment Eligibility**

Employees must provide evidence of identity and employment eligibility within three (3) days of their start date. New employees will be advised as to the proper documents that must be provided to the Village.

F. Village IDs

Village IDs will be given to all full-time and part-time employees as required to perform their job as a means to identify employees when dealing with the public. Employees shall identify themselves to the public when in the field as Village employees. Village IDs are also used for access to some employee buildings. If an employee loses an ID, he must report the loss to his supervisor.

G. New Employee Training

New employees shall receive a list of National Incident Management System (NIMS) courses which apply to their~~his~~ position. These courses must be successfully completed within the first six (6) months of employment. Employees, as part of their Village employment, may be asked to staff the Emergency Operations Center (EOC) or participate in a response to a local or regional emergency event.

H. Electronic Records

An employee can view his electronic record through the HR Portal which can be found at <http://hr.palatine.il.us>. Requests to re-set a password can be directed to Human Resources through email at: hr@palatine.il.us or at extension 6652.

I. Employee Personal Information

Employees are expected to timely update the Village and associated vendors of change in name, address, status or dependents. The Village can be updated through the HR Portal.

Section 2.2 Nepotism/Non-fraternization

For the purpose of this Employee Handbook, nepotism shall be defined as favoritism shown, or patronage granted in the employment decision made by the Village to the immediate family of Village employees, as defined in Article I, Section 1.9.

A. Avoiding Conflict of Interest

In order to avoid an actual or potential conflict of interest in employee hiring, supervision and/or allocation of duties, employment and personnel decisions shall not be made on the basis of nepotism nor under circumstances which reasonably create the appearance of nepotism to the public.

1. The hiring of immediate family members of elected Village Officials or the Village Manager shall be prohibited under this policy. Those employees whose employment preceded the candidacy or election of a Village Office shall be unaffected by this policy.
2. This policy does not apply to those individuals who are uncompensated and serve on Village Commissions or Boards.

3. Nothing herein shall apply to the hiring of persons whose application and appointment are under the jurisdiction of the Fire and Police Commission of the Village.
4. If employment of immediate family members exists, or is later established, and an actual or potential conflict arises, the Village Manager and the appropriate Department Head(s) will endeavor to resolve the conflict by conciliation, transfer or other appropriate action, including termination. These situations will be resolved on a case-by-case basis.

B. Relationship Conflict of Interest

The Village considers certain personal/dating relationships to be inappropriate. Such relationships could create disruptions in the workplace and could negatively affect the morale of other Village employees. Equally important, such activity can create the appearance of favoritism and/or the potential for unfair treatment or the appearance of a conflict of interest. Therefore:

1. Executive Leadership employees are prohibited from engaging in a personal/dating relationship with any other Village employee.
2. All other employees who serve in a management professional, supervisory or managerial position are prohibited from engaging in a personal/dating relationship with any person with whom he/she has a direct reporting relationship and/or who is also employed within the same department.
- 2.3. Employees who serve in a management professional, supervisory or managerial position are required to disclose to their supervisor any personal/dating relationship with any person within the same department. The purpose of this disclosure is to determine compliance with this policy and if necessary set specific guidelines to avoid conflicts due to the relationship.
- 3.4. If the Village becomes aware of a violation of this policy, appropriate corrective and disciplinary action will be taken to remedy the situation, up to and including dismissal or transfer of one or both employees.
- 4.5. This policy applies without regard to marital status, gender or sexual orientation and situations will be addressed on a case-by-case basis to avoid even the appearance of a conflict of interest.

Section 2.3 Probation

A. Probationary Period

Unless otherwise designated by the Village Manager, the first twelve (12) months of employment with the Village, or the first six (6) months after a promotion or reclassification, is considered a probationary period to determine whether the employee is well-suited for the position.

Successful completion of the probationary (trial) period does not mean an employee has a permanent job. Except for those employees covered by a collective bargaining agreement with contrary provisions, all employees are at-will and may be disciplined or discharged at any time for any reason.

~~B. Starting Rate Step Plan~~

~~The normal beginning pay rate for a probationary employee on the step plan will be the hiring step within the pay range established for the job position. The Village Manager may make exception upon request from the Department Head.~~

~~C. Starting Rate Schedule 2~~

~~The normal beginning pay rate for a probationary employee not on the step plan will be within the pay range established for the position.~~

D.B. Sworn Employees

The probationary period for Sworn personnel in the Police and Fire Departments is determined by the Fire and Police Commission, subject to State statute.

Section 2.4 Promotion

As vacancies occur in positions other than those in the lowest pay ranges, the Village will attempt, so far as it deems possible and appropriate, to fill these positions from among current staff members. If the Department Head is not satisfied with the employee's performance in his new promotion during the first six months, probationary period, the Department Head may return the employee to his former position.

Section 2.5 Transfers

Employees may be transferred between departments to satisfy the needs of the Village. Transfers of employees between departments, on either a regular or temporary basis, may be made upon the recommendations of the Department Heads of the affected departments and with the approval of the Village Manager.

Section 2.6 Residency Requirement

Residency within the specific area stated in the Village of Palatine Employee Handbook, is a condition of continued employment.

A. Residency Boundaries

All Village of Palatine employees shall be actual full-time regular residents of and maintain their domicile within the State of Illinois geographical area described as follows:

The Illinois/Wisconsin state line on the north; Lake Michigan on the east; Interstate 74 (I-74) on the south; and the Illinois/Iowa state line on the west.

B. Executive Leadership Requirements

Department Heads (Executive Leadership Team) are required to be actual full-time permanent residents of and maintain their domicile within the corporate limits of the Village of Palatine unless otherwise authorized.

C. Applicant/New Hire Requirements

There is no residency requirement for applicants for employment; however, within twelve (12) months from the date of employment, newly hired employees must comply with the provisions set above.

D. Exemptions

The Village Manager may, in his discretion, exempt an employee from the residency requirement if compliance would impose an undue hardship on such employee.

E. Violations

Any employee who violates any provision of this policy shall be deemed to have resigned from his position of employment with the Village of Palatine (no matter when the violation is discovered).

ARTICLE III. HOURS OF WORK AND OVERTIME

Section 3.1 Normal Work Periods

A normal work period for regular, full-time employees shall constitute:

- A. Thirty-five (35) hours per week for employees in Village Administration, Village Clerk's Office, Finance and Operations, Community Services, Planning & Zoning, Information Technology and clerical and administrative employees in the Public Works Department.
- B. Forty (40) hours per week for all Executive Leadership employees, employees in the Public Works Department, uniformed civilian employees in the Police Department, and designated civilian employees in the Fire and Police Departments with the exception of those employees covered in Section 3.1 (A) above.
- C. Sworn shift personnel in the Fire Department shall perform under a regular recurring schedule as determined by the Department which shall not exceed nineteen (19) days with a maximum non-overtime accumulation of one hundred and forty-four (144) hours in the nineteen (19) day work period.
- D. Police officers who are members of a collective bargaining unit shall perform under a regular recurring schedule as determined by the Police Chief.
- E. The work periods of supervisory, middle management and professional employees shall be determined by the employees' respective Department Heads.

Section 3.2 Normal Working Hours

A. Work Hours/Time Cards

An employee's normal working hours will be determined by the Department Head, upon concurrence of the Village Manager.

1. Department Heads (or their designee) will complete time cards for each assigned employee as required by the Village Manager.
2. Payroll time cards will be forwarded to the Finance Department no later than 12:00 p.m. on the Monday after the end of the pay period.
3. Any changes to the employee's time card from when the time cards are submitted to the end of the pay period shall be recorded on the next payroll time card.

B. Start Time/Notice if Unable to Work

An employee is expected to report promptly at the designated starting time, and to devote his entire effort to Village business during his scheduled working hours.

1. In the event an employee is unable to report to work due to illness or other emergency, he must inform his Department Head or his designee within thirty (30) minutes of his designated starting time.
2. Due to the emergency nature of the fire service and minimum manning requirements, all Sworn fire personnel must notify the Fire Chief or his designee sixty (60) minutes prior to the member's designated starting time.
3. In the event a Department Head is unable to report to work, he must notify the Village Manager and his respective department.

C. Department Scheduling

Department Heads may adjust their employee's working hours to meet the needs and demands of their departments, subject to the approval of the Village Manager.

D. Off-the-Clock Work Prohibited

The Village does not allow non-exempt employees to work "off-the-clock" without compensation and does not allow non-exempt employees to work additional hours without prior authorization and approval.

E. Overtime Authorization and Approval

Employees are not permitted to begin work prior to their authorized starting time nor work past the end of their scheduled work shift without the expressed prior permission of their supervisor.

Section 3.3 **Lunch and Rest Periods**

Department Heads are authorized to establish reasonable lunch and rest periods during each working day. Determination of time and length of lunch and rest periods will be arranged as the Department Head feels is most consistent with the effective operation of the department. However, each full-time employee shall be entitled to an uninterrupted lunch period of at least thirty (30) minutes and at least one rest period of fifteen (15) minutes each working day.

Section 3.4 **Overtime**

A. Non-Exempt Employee Overtime

Overtime for full time, non-exempt employees shall consist of authorized work in excess of the normal number of scheduled work hours for any calendar week, as defined herein:

1. In cases where the employee performs authorized work in excess of the normal hours scheduled per day, the Department Head may reduce the employee's working hours during the same work period in order to minimize the cost of overtime.
2. All overtime must be authorized in advance by the Department Head or by a designated Supervisor unless otherwise stated by departmental policy.
3. Where overtime is authorized, eligible employees may receive one and one-half (1 ½) times their regular rate of pay for every hour worked in excess of forty (40) hours worked per week. Those employees who work a thirty-five (35) hour week will earn their hourly rate of pay for all hours worked up to forty (40) hours unless otherwise stipulated in writing by the Village Manager.
4. Overtime for Sworn police and fire employees is governed by applicable collective bargaining agreements as well as state and federal law.

B. Supervisor Overtime

Overtime for supervisory personnel (as defined in Section 1.4) is not a policy. It is implicit in the nature of administration and certain supervisory positions, as determined by the Department Head or the Village Manager, that time beyond the normal work schedule may be spent on the job.

Section 3.5 **Optional Compensatory Time**

A. Compensatory Accrual

In lieu of cash payment for overtime hours worked, a non-exempt employee may request that for the work performed in excess of the normal work period, compensatory time off may be accrued according to the provisions as stated below. The accrual of compensatory time requires the approval of the employee's Supervisor. Absent such approval, the employee shall not receive compensatory time but shall instead receive paid compensation for his or her overtime hours.

1. Non-exempt employees whose normal work period is less than forty (40) hours per week may receive compensatory time on an hour-for-hour basis for each hour worked in excess of their normal work period up to a forty (40) hour per week limit.
2. For non-exempt public works employees and other non-exempt employees whose regular work period consists of a forty (40) hour work week, any hours worked in excess of the forty (40) hours shall be rewarded at the rate of one and one-half (1 ½) hours for each hour worked in excess of the forty (40) hour work period and shall be counted towards the maximum accumulation of compensatory hours earned.
3. Those employees under the FLSA Section 207(k) (special rules for determining compensable hours of work for public safety employees) exemption shall be compensated at the rate of one and one-half (1-1/2) hours for each hour worked in excess of the maximum hours allowable under the particular 207(k) exemption. These hours shall be counted towards the accumulation of compensatory hours earned.

B. Compensatory Time Limits

No employee shall be allowed to accumulate over one hundred forty-four (144) hours of compensatory time without written permission of the Village Manager. The Village may, in its discretion, pay out some or all of an employee's accrued, unused compensatory time at any time or schedule an employee for compensatory time as operationally necessary. Upon separation either through termination or retirement, the employee will be compensated for the amount of compensatory time accrued. In the event the employee does not utilize compensatory time in a timely fashion due to work requirements beyond the employee's control, the employee may request in writing a continuation of accrual from his Department Head, subject to the approval of the Village Manager.

Compensatory time shall be taken at a time mutually agreed upon in advance by the employee and the Department Head or designated supervisor. The use of compensatory time shall be permitted within a reasonable period after making the request if such use does not "unduly disrupt" the operations of the Village.

Section 3.6 Light Duty Policy

The best interests of the Village and its employees are served by injured or ill employees returning to work as soon as they are able. The goal of a light duty program is to progressively move an injured worker from restricted work status to full working capacity, with as little time as possible away from the workplace. It is not a permanent accommodation of a disability. When employees are on a leave of absence for an injury or illness, the Department Head may recommend and the Village Manager approve, light duty under the following specifications.

- A. Upon request submitted by an employee along with a physician's report, the Department Head, in consultation with the Village Manager, may seek to identify light duty that can be accomplished by the employee. Some departments may not have light duty work available

and some employees may not be able to perform certain light duty jobs due to skill required. The Department Head shall review each case on an individual basis and shall determine if the employee's health status and the Department's work environment are such that the injured/ill employee could fill a limited work status.

- B. The work the employee performs must be within the physical limitations prescribed by the employee's and/or Village designated physician.
- C. The work the employee performs must have existed within the Department before the illness or injury occurred (i.e. the Village will not "make work" for an employee).
- D. No employee will be moved from his regular job in order to make a light duty situation available to another employee.
- E. The performance of light duty work shall not otherwise disrupt the functioning of the department.
- F. An employee who is authorized and assigned light duty work shall continue in their status as an employee of the Village with the same wage and benefits that were assigned to their regular position.
- G. The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.
- H. The decision of the Village Manager shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent and requests for light duty may be denied where there is no reasonable expectation of the employee returning to full duty within ninety (90) days. While there is no guarantee of a light duty assignment for any period of time, generally, light duty will not be offered beyond ninety (90) days. Light duty assignments are temporary assignments that are made on a case-by-case basis, and to the extent that modified duty assignments cease to serve the operational needs of the Village, light duty assignments will be terminated.
- I. An employee assigned to light duty will be subject to ongoing evaluation of the employee's physical status and of the availability of legitimate work. The Village reserves the right to terminate any light duty assignment at any time if the Village's physician determines that an employee is capable of returning to his or her normal job duties, or for any other reason deemed appropriate by the Department Head and Village Manager. If at any time, with or without accommodation, an injured employee is unable to resume the duties of the employee's position as defined by the employee's official job description, they shall either be reclassified or reassigned, placed on a leave of absence with or without compensation, apply for a disability pension or be terminated. Such decision shall be made by the Village Manager and Department Head based on the circumstances of each specific case and in accordance with applicable laws.

- J. It is the intention of any light duty assignment to facilitate the employee's return to the workplace while ensuring that the employee remains focused on achieving maximum medical improvement so that they may return to full duty with the Village. While on light duty, employees will not be permitted to work overtime or engage in any secondary employment. While on light duty, employees must limit their physical activities to comply with the medical restrictions as outlined by the treating physician while at work as well as during off duty hours. Failure to adhere to the medical restrictions outlined by the physician, either at work or during off duty hours may result in the termination of the light duty assignment and may be grounds for disciplinary action.
- K. Failure to report for or to carry out the assignments of the light duty work status may result in disciplinary action, up to and including termination of employment.
- L. This policy will be interpreted and applied consistent with all of the Village's obligations under the Family and Medical Leave Act, the Americans with Disabilities Act and all other applicable laws and exemptions will be made only as necessary to comply with those laws and as approved by the Village Manager in writing.

ARTICLE IV. PAY PLAN AND PAY PERIOD

Section 4.1 Composition of Pay Plan

The Pay Plan consists of two pay schedules. Both schedules include the minimum and maximum rate of pay. The Step Plan is covered under Schedule 1 of the Salary Ordinance. Executive Leadership, Management/Professional and Other Plan is covered under Schedule 2.

A. Step Plan

The Step Plan includes intermediate steps for all established job classification positions in the Village service.

There are generally sixteen (16) steps in the Step Compensation Pay Plan, also known as Schedule 1 of the Salary Ordinance. Each step above the hiring rate in the pay range is termed a merit rate. Every step can be interpreted as follows:

1. The rate/step at which the employee is hired is the base rate/step in the pay range for that employee. An employee usually remains at this base step for a minimum of twelve (12) months.
2. Once an employee successfully completes the first twelve (12) months, he/she shall be reviewed and may be considered for a merit increase to the next step in their pay range. (Example: Employee is hired at Step One (1), reviewed as overall "Commendable or Satisfactory" at twelve months, then increased to Step 1A).
3. The first Steps, Step One (1) through Step Seven (7) represent the merit ranges where recognition is attained when the employee has demonstrated continual development and advancement of skills and abilities; performance of assigned

tasks with greater and increasing skills; exemplary behavior; increased work effort; and high quality of work.

4. Advancement from Step Seven (7) through Step Eight (8) A (8A) represent the merit ranges where recognition is attained when an employee has “Distinguished, Surpassing or Outstanding” performance ratings in at least three (3) evaluation categories and NO ratings below “Competent, Commendable or Satisfactory”. Additionally, the employee must have recommendation by the Department Director based on work program and contributions to the department and organization.
5. Employees on the Step Plan who were hired before February 1, 2017 will be considered for two-step promotions until they reach Step Seven (7).

B. Executive Leadership, Management/Professional and Other Plan

Employees in the Executive Leadership and Management Professional Classification are evaluated annually, and may receive a salary increase based on performance.

Exceptions to Pay Plan progression are within discretion of the Department Head and subject to the approval of the Village Manager.

Section 4.2 Development and Maintenance of Salary Ranges

Salary ranges will be developed and maintained in conjunction with the annual budget process.

Section 4.3 Rate of Pay at Hire

- A. The rate of pay at hire will not be below the minimum rate for the position. Rates in excess of the minimum (for recognition of prior experience or exceptional training) must be recommended by the Department Head and approved by the Village Manager. Any such approval will be limited to recognition of exceptional qualifications or a lack of available applicants at a lower rate.

B. Starting Rate – Step Plan

The normal beginning pay rate for a new employee on the step plan will be the hiring step within the pay range established for the job position. The Village Manager may make exception upon request from the Department Head.

C. Starting Rate - Schedule 2

The normal beginning pay rate for a new employee on Schedule 2 of the Salary Ordinance will be within the pay range established for the position.

Section 4.4 Salary Adjustments

A. Annual Review

Annually, employees shall be reviewed for performance. Each employee who is not already at the maximum rate for his/her position shall be considered for a merit based salary step increase based on the performance review.

1. Review Date defined. The employee's review date for all non-Sworn personnel for purposes of salary adjustments will be one (1) year from the date of hire, then annually after the first review.
2. Reviews after Promotion. Employees who have been promoted or reclassified will be reviewed for performance and salary adjustment one (1) year from the effective date of the promotion or reclassification. Recommendations for merit pay increases on review dates shall not be automatic or based merely on the passage of time. Rather, determination of an increase shall be based upon the written recommendation of the Department Head and the approval of the Village Manager.
3. Merit/Step increase denied. Employees who do not receive salary step increases on their review dates may receive such increases before the next review date if, in the discretion of Village management, such an increase would be appropriate. If such an increase is awarded, this will not alter the consideration of any increase on the employee's next review date.
4. Double Step Increase. The Village Manager may, on the basis of written recommendations from the Department Head, provide a salary increase of more than one step on the employee's review date. (Example: Department Head recommends a Merit or Step Increase from existing Step 4A to 5A. It is approved, thus skipping Step 5.)

B. Promotion

When an employee has been promoted, or his position has been reclassified to the class position in a higher range, the Village Manager will, upon written recommendation from the employee's Department Head, determine the appropriate level of pay compensation. The employee's new review date will be the date one (1) year following the date the employee is reclassified. The salary level will not be lower than the salary the employee was receiving before such promotion or reclassification.

C. Unsatisfactory Performance

If an employee is determined to have not satisfactorily performed duties that are expected of the position, the Village Manager may also lower that employee's pay classification upon recommendation of the Department Head or defer to a later time.

D. Change in Duties

If the nature of the employee's position has changed, and the duties no longer meet the classification (because the duties fall into a lower paid classification), the employee's salary may be frozen until the job duties and range coincide.

Section 4.5 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, on-going basis. Formal performance evaluations are to be conducted generally on an annual basis (or more frequently as determined by management), to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, establish goals and discuss positive, purposeful approaches to meet those goals.

Section 4.6 Pay Period

Employees are paid biweekly on Friday. When a regularly scheduled payday falls on a holiday, checks will be issued on the previous work day.

Those persons hired or terminating their employment in the middle of a pay period, shall be paid at an hourly rate based on their current salary schedule for hours worked in the next scheduled pay period after their hiring or after their termination.

Section 4.7 Payroll Deductions

- A. Automatic payroll deductions are made for federal and state of Illinois income tax purposes, for the employee's pension contributions and social security, and other legally mandated deductions, where applicable.
- B. The employee may request other payroll deductions (charitable organization, voluntary benefit plans, etc.) provided the Village Manager has authorized those types of deductions and the employee has signed the written authorization forms.
- C. Employees are strongly encouraged to use direct deposit. With direct deposit, pay is electronically deposited into the employee's designated account(s) at participating financial institutions. The employee directs where and how the earnings are deposited. This reliable process eliminates the need to make a trip to the bank each pay period.

Section 4.8 Payroll Errors

While we attempt to be careful when computing all hours worked and we expect that mistakes will be the exception, if you have reason to believe that there is an error in your paycheck and/or if you believe you are entitled to additional overtime compensation that does not appear within your payroll check, we encourage you to promptly report the matter to the attention of your Department Head. Whenever possible, please report such potential errors within five (5) working days so that the matter can be investigated and promptly remedied if appropriate to do so. Be assured that no retaliation will be taken or tolerated against any employee who reports a potential payroll error. We appreciate your cooperation in helping us to address these issues when they arise.

Section 4.9 Part-Time Employment Policy

- A. Part-time employees and Interns of the Village shall be compensated within the salary range specified in the Personnel Salary Schedule-2. This range may be adjusted during the annual budget process pursuant to changes in the cost of living or other economic variables. All part-time employees shall start at the minimum salary range unless otherwise approved by the Village Manager.
- B. Part-time employees ~~will~~shall be eligible for a merit increase subject to the recommendation of the Department Head and approval by the Village Manager ~~upon completion of probation~~ at ~~twelve~~six months and, annually thereafter as any other employee, on their review date in conjunction with a performance appraisal.
- ~~C.~~ C.—Part-time employees shall be eligible to receive prorated ~~H~~holiday pay for hours normally worked in accordance with Section 6.1 C, and ~~V~~vacation, in accordance with Section 6.4 ~~FM~~.
- D. Part-time employees shall be eligible for pro-rated Jury Duty pay (Section 7.10) and up to one day of pro-rated Funeral Leave (Section 7.10).
- E. Part-time employees shall also be eligible for the Translation Incentive as outlined in Section 5.11
- ~~C.~~

Section 4.10 Demotions

A Department Head, with the concurrence of the Village Manager, may demote an employee to a lower paid job classification if he deems the employee is not meeting the essential job requirements of the employee's present position (either with or without a reasonable accommodation), or if the position is substantially changed, or if it is in response to a request of the employee.

- A. Employees promoted to a higher classification must maintain satisfactory performance in the new position. If performance in the higher classification is deemed unsatisfactory by the Department Head, with approval of the Village Manager, the employee will be returned to the classification and pay step from which they were promoted or will be placed in another available position.
- B. When an employee is demoted, the employee will receive the salary in the classification to which the employee is demoted.
- C. The Department Head generally will try, insofar as he deems possible, to give employees notice of at least three (3) days before demoting the employee.

ARTICLE V. EMPLOYEE BENEFITS

The Village reserves the right to add to, delete or modify benefits as necessary to meet its business demands and for other appropriate reasons. The employee benefits described in this article are mere summaries of these benefits and the actual plan documents will govern in all cases in the event of a conflict between the provisions of this Employee Handbook and the actual plan document.

Section 5.1 Longevity

Eligible employees (hired on or before December 31, 2011) shall be paid longevity pay in addition to their base salaries. The payment will occur two (2) pay periods prior to Christmas of the year the employee's longevity anniversary date occurs: payment represents twelve months ending in December.

A. Longevity Schedule for Employees Hired On or Before December 31, 2011

After 8, 9, and 10 years of full-time service - \$300.00.

After 11, 12, 13, and 14 years of full-time service - \$550.00.

After 15, 16, 17, 18, and 19 years of full-time service - \$750.00.

After 20 years of full-time service - \$1,000.00.

B. Proration at Termination

In the event an employee separates in good standing prior to the longevity pay date, a prorated share of their longevity bonus will be paid with the final paycheck.

C. Proration for Unpaid Leave of Absence

Longevity will be prorated for unpaid leaves of absence.

Section 5.2 Medical and Dental Insurance

The Village currently offers medical and dental insurance coverage for eligible employees and their eligible dependents after a thirty (30) day waiting period. A prescription drug benefit is also available. Questions regarding insurance coverage and the eligibility requirements and terms that apply, should be directed to Human Resources or refer to the Policy Booklet.

Section 5.3 Employee Health Insurance Advisory Committee

The Village has established an Employee Health Insurance Advisory Committee, consisting of representation from all employee groups in order to provide a direct link between the employees and the Village's health insurance advisors. This committee shall meet as required and provide the Village Manager with feedback pertaining to the Village's employee benefits program and the administration of the plans.

Section 5.4 Flexible Benefit Plan

Full-time employees may participate in the voluntary Flexible Benefit Plan. Under this plan, employees can enroll in various types of benefits. They can have deductions made from their paychecks on a pre or post-tax basis to pay for these benefits. Benefits available under this plan include: medical reimbursement account, dependent care account, disability insurance, cancer insurance, universal life and term insurance. Any questions regarding the terms or eligibility requirements for this Plan should be directed to Human Resources.

Section 5.5 Life Insurance/Accidental Death and Dismemberment

In addition to any benefits payable under the Illinois Municipal Retirement Fund or Fire and Police Pension Funds, the Village currently provides all eligible full-time employees with a life insurance policy covering natural death and accidental death and dismemberment, at such level as periodically established by the Village Council, upon recommendation of the Village Manager. Information concerning this policy and the terms and eligibility requirements are available from Human Resources.

Section 5.6 Pension/Retirement Planning

The Village is covered by various pension funds and plans. State statute requires pension contributions to be deducted from all eligible employees' paychecks. If an employee obtains the required years of creditable service and otherwise satisfies the requirements of the Plan, they will be eligible for a monthly pension at a set age as specified in each plan. If an individual terminates employment prior to meeting the service and age requirement, they may request a refund of their contributions. For more information on the details of each fund and the remaining terms and eligibility requirements, contact your Retirement Plan Administrator. These benefits can be summarized as follows:

A. Illinois Municipal Retirement Fund

All Village employees who work over 1,000 hours per year, except Sworn personnel, are covered by the Illinois Municipal Retirement Fund. An amount is deducted from each employee's payroll check for his contribution to the plan. In addition, the Village, as the employer, also contributes to this fund.

B. Fire Pension Fund

All Sworn members of the Fire Department may be covered by the Fire Pension Fund or other statewide fund as determined by Illinois Compiled Statutes. An amount is deducted from each employee's earnings for their contribution to the plan. The Village, as the employer, also contributes to this fund. . This pension fund is supported by both employee contributions and Village funds and is administered by the Fire Pension Board. The rate of employee contributions is established by state statute.

C. Police Pension Fund

All Sworn members of the Police Department may be covered by the Police Pension Fund. ~~This pension fund is supported by both employee contributions and Village funds~~

~~and is administered by the Police Pension Board. The rate of employee contributions is established by state statute, or other statewide fund as determined by Illinois Compiled Statutes. An amount is deducted from each employee's earnings for their contribution to the plan. The Village, as the employer, also contributes to this fund.~~

D. Deferred Compensation

All full-time and part-time employees are eligible to participate in a Deferred Compensation Plan to provide the employee with added retirement savings. The Plan allows employees to defer, on a pre-tax basis, a dollar amount or percentage of pay. At retirement or termination of employment, various payment options are available to the individual. Information on the Deferred Compensation Plan is available from Human Resources.

The details, terms and eligibility requirements of these benefit programs as well as newly implemented plans are governed by the applicable Plan documents and as required by law.

Section 5.7 Vehicle Sticker

All employees living within the Village limits may be granted one (1) vehicle sticker per year for his or her own personal vehicle at no charge at the discretion of the Village Manager.

Section 5.8 Employee Assistance Program

The Village ~~provides~~ may provide an Employee Assistance Program (EAP) for all eligible Village employees, their spouses and dependent children. The purpose of the program is to provide ~~these individuals with~~ a method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, emotional, alcoholism, drug abuse, legal or financial difficulties. Any service provided is confidential.

~~The Village will provide an Employee Assistance Program under an agreement for services with an outside company. There are two guidelines for referral.~~

A. ~~Self Referral~~

~~An employee or family member who desires confidential assistance for a personal problem may at any time contact the employee assistance counselor. The counselor will provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications or reports will be held in strict confidence unless the employee or family member requests, through a signed waiver, that the Village be notified. The employee, spouse, or child may receive counseling sessions for the presenting problem. The number of sessions will be determined based upon the service agreement with the provider. If the participant's presenting problem is determined not to be resolvable in the above number of sessions, the participant will be referred for alternative services after assessment. If and when the participant has need to pursue the alternative services or longer term counseling, the participant will bear the cost of such treatment. Insurance coverage for such longer term counseling may or may not be available under the medical insurance coverage provided to employees by the~~

~~Village. The employee should correspond directly with the insurance carrier in order to determine available benefits in each case.~~

~~B. Supervisory Referral~~

~~An employee's supervisor or Department Head may require the employee to report to the Employee Assistance Program for initial counseling or evaluation of a particular on the job problem. This option would be applicable when the employee's work performance has changed markedly or some other work-related problem is observed. Such referral must be approved by the Village Manager. The number of sessions will be determined based upon the service agreement with the provider. If the employee's presenting problem is determined not to be resolvable in the provided sessions, the employee will be referred for alternative services after assessment. If and when the employee has need to pursue longer term counseling, the employee will bear the cost of such treatment. Insurance coverage for such longer term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee should correspond directly with the insurance carrier in order to determine available benefits in each case.~~

~~Participation in the EAP does not excuse unacceptable conduct or performance, and it does not preclude disciplinary action based on that unacceptable conduct or performance or rule violation.~~

~~The Village will receive statistical information from the service provider regarding usage of the program which will not disclose the identity of any participants utilizing program services.~~

~~In the case of a participant introduced to the program by Supervisory Referral, reports from the service provider on the progress of such participant shall, at the Village's request, be made available to the supervisor and Human Resources, as appropriate.~~

~~If there is a medical need for an employee to be away from work due to a personal or family problem, and he is eligible for benefits under the Village's Family and Medical Leave Policy (Section 7.11), the employee is encouraged to contact Human Resources to receive information about his rights and obligations under that policy.~~

Section 5.9 **Disability Benefits**

Full-time employees may be eligible for disability benefits provided through IMRF or the Police/Fire Pension Boards. Employees should contact their retirement plan administrator for more information on plan eligibility through their respective pension plans.

Section 5.10 **Retiree Health Savings Plan**

The Village has set up Retiree Health Savings Plans. Contributions are mandatory, based on the employee group covered. Plans are available for review in Human Resources.

Section 5.11 Translation Reward Program

To reward individuals regularly using their secondary language skills in the workplace, the Village has established a recognition program.

The program is intended for those who use their language skills on a regular on-going basis through the year in any department, as needed. An eligible employee must first establish their proficiency level as “Advanced” through the testing process with Language Testing International. The employee can test once per year, until certified as “Advanced.” The employee completes the certification once. Payment for the testing will be made by the Village upon approval of the Village Manager.

Employees must also have met minimum performance expectations with ratings of “meets expectations” or “satisfactory” or the equivalent in all categories during the prior rating period. The recognition reward will be paid in February for those who translated during the prior twelve (12) month period. Full-time employees are eligible for \$500; part-time employees (working a minimum of twenty (20) hours per week as an IMRF participant) are eligible for \$350. Employees must be actively employed and in good standing at the time the payment is made.

Section 5.12 Employee Wellness Program and Wellness Rooms

Generally, the Village offers annual wellness testing for eligible members of the Health Insurance Program who have elected participation in the Village’s health insurance.

The Village maintains wellness rooms at Village Hall and the Police Station. The rooms are unmonitored, and employee must sign the Employee Waiver and Release Form to use the room.

Section 5.13 Continued Health Insurance Upon Separation

Employees who participated in the health insurance plan may be eligible for continued participation in the plan either under Retiree Health Insurance or COBRA. Status at time of separation determines eligibility for continued health insurance. Human Resources will provide employees with information following notice of separation.

ARTICLE VI. HOLIDAYS, VACATION DAYS, PERSONAL DAYS

Section 6.1 Holidays

A. Recognized Holiday Scheduling

All eligible full-time and part-time employees regularly scheduled to work twenty (20) hours or more per week are generally given the following holidays off work with pay:

New Year's Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

If the holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday.

The final holiday schedule shall be set at the discretion of the Village Manager on an annual basis. The Village Manager may substitute an additional floating holiday for a scheduled holiday.

B. Floating Holidays

All eligible full-time employees not covered by a collective bargaining agreement will receive two (2) floating holidays to be scheduled and used consistent with Personal Days (See Section 6.3 B). If an employee is on vacation when a holiday occurs, that day shall either be added to the regularly scheduled vacation (if approved in advance by the Department Head) or not charged against the employee's vacation time. Part-time employees are not eligible for Floating Holidays.

C. Full-time Credit/Part-time Proration of Holidays

Eligible full-time and part-time Village employees shall be credited with a number of working hours in their normal work shift for each of the preceding holidays. Part-time employees shall be eligible to receive prorated holiday pay based on normal hours worked, but must work a minimum of twenty (20) hours per week on a regular basis to be eligible. Short-term, Seasonal or Temporary employees are ineligible.

D. Eligibility/Work Before and After Holiday

In the event an employee does not work the scheduled day before and scheduled day after a holiday, and is not on a previously authorized absence, that employee shall not receive holiday pay until proof of illness, or an otherwise excusable absence, is established to the satisfaction of the Department Head. An employee on unpaid leave of absence shall not receive holiday pay credits during such leave.

E. Religious Holidays

If an employee needs time off to celebrate a religious holiday not covered by this policy, he can make arrangements to take the time off without pay or he may use his other paid time opportunities for this purpose, if previously arranged with and approved by the Department Head.

Section 6.2 Employees Required to Work on Holidays

- A. On holidays for Village employees (as referenced in Section 6.1), only those employees shall be on duty whose services are necessary for police and fire protection, and for municipal, utility and other operations deemed necessary by the Department Head or Village Manager.
- B. In the event an employee, other than those who are normally required to work on a holiday, is required to work on a holiday because their presence is essential, that employee shall be entitled to additional pay computed on the basis of actual time worked and in accordance with the overtime provisions applicable to the employee's department and the Fair Labor Standards Act.
- C. Short-term, Seasonal or Temporary employees and part-time employees working fewer than twenty (20) hours per week (for example, Interns) are not eligible for holiday pay. Holiday pay for other part-time employees scheduled to work on the holiday must receive the approval of the Department Head and/or the Village Manager (for example: part-time Police Assistant).
- D. Holiday leave for employees required to work on holidays must be taken within twelve (12) months of the date of the holiday, unless departmental policy specifies otherwise.
- E. Accrued, but unused Floating Holidays are not paid out upon separation.

Section 6.3 Personal Days

- A. Each full-time employee, except for Fire Department Shift Personnel, shall be entitled to two (2) personal days per calendar year. Fire Department Shift Personnel shall receive one (1) 24-hour personal day per calendar year. Part-time employees are not eligible for Personal Days.
- B. The employee must notify his Department Head of the planned use of a personal day at least twenty-four (24) hours in advance and receive the Department Head's approval.
- C. The use of personal days shall not result in a situation whereby overtime is created.
- D. The personal days shall not accumulate and shall be limited to two (2) per year.
- E. Any employee hired on or before May 31, will be entitled to personal days on a prorated basis for that calendar year. This time may be taken after the employee has completed six full months of consecutive full-time employment. Entitlement may be granted by the Department Head for unusual circumstances.
- F. Any employee hired after May 31, is not eligible for personal days for that calendar year.

G. Accrued, but unused Personal Days are not paid out upon separation.

Section 6.4 Vacation Program

Eligible ~~full-time~~ Village employees, except for Sworn Shift Personnel and those who have a contrary written employment agreement, accrue vacation leave, granted at the convenience of the Department Head, according to the following schedule of accrual:

A. Vacation Accrual Schedule

Eligible employees will be assigned an accrual date upon eligibility for Vacation. This date will be the first day of service as a full-time employee or first day as a part-time employee regularly scheduled to work more than twenty (20) hours per week for twelve (12) months of the year. Part-time employees will accrue on a pro-rated basis according to regularly scheduled hours. The following accrual schedule will apply.

~~A.~~ Beginning with the first day of service or accrual date through the completion of six (6) years of continued service, an employee shall be allowed to accrue ten (10) vacation days credit. Such vacation day credit shall be calculated on the basis of 5/6th vacation day credit for each full month of service. For purposes of this section, a full month of satisfactory service is defined as a month in which the employee has worked through the 16th of that month. The total yearly credit under this paragraph shall not exceed two (2) work weeks (10 work days).

1. No employee is entitled to use any vacation time until he/she has completed six (6) full months of consecutive full-time employment. Entitlement may be granted by the Department Head for unusual circumstances.
2. In the event the employee completes his/her initial six-months of employment time before the calendar year ends, the employee may either utilize his/her vacation credit earned in the current year, or carry them over to the next year.

~~B.~~ Beginning with the first day following completion of six (6) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue five (5) additional vacation days credit. Such additional vacation days credit shall be calculated on the basis of 5/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed three (3) work weeks (15 work days).

~~C.~~ Beginning with the first day following completion of fourteen (14) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue up to five (5) additional vacation days credit. Such additional vacation days credit will be calculated on the basis of 5/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed four (4) work weeks (20 work days).

~~D.~~ Beginning with the first day following completion of twenty (20) years of continued service (or time worked since accrual date), an employee shall be allowed to accrue up to three (3) additional vacation days credit. Such additional vacation days credit will be calculated on the basis of 3/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed twenty-three (23) days.

Beginning with the first day following completion of twenty-five (25) years of continued service, (or time worked since accrual date), an employee shall be allowed to accrue up to two (2) additional vacation days credit. Such additional vacation days credit will be calculated on the basis of 2/12th vacation day credit for each full month of service. The total yearly credit under this paragraph shall not exceed twenty-five (25) days.

~~E. An employee's vacation credits will be accrued on a monthly basis and are available for use at the time they are earned. When an employee reaches another vacation period level on his full-time benefit anniversary date, the employee begins accruing at the higher rate.~~

B. Vacation Scheduling

~~F.~~ The selection of vacation days by employees shall be based on seniority or as otherwise determined by the Department Head. The fragmentary use of vacation days may be permitted by the Department Head if such use is consistent with the needs of the department.

In the event a holiday occurs during an employee's vacation period, time for such holiday shall not be charged against the employee's vacation credit.

C. Vacation Buy-Back

~~G.~~ Employees are not allowed to take cash payment for vacation in lieu of actual time off. However, individuals classified as Executive Leadership and others as designated by the Village Manager are eligible to sell back one (1) week of vacation per fiscal year. This requires authorization by the Department Head and Village Manager. Any other exceptions to this provision must be authorized by the Village Manager.

D. Limits to Vacation Accrual

~~H.~~ Vacation credits shall be used by each employee within a twelve (12) month period following the end of the calendar year in which the credits were earned unless ~~such policy is changed by the Department Head~~ recommends an exception in writing due to an extenuating circumstance and is approved upon the concurrence by the Village Manager. An employee may carry-over a maximum of one year of vacation accrual from the then-applicable vacation accrual schedule from year- to-year as of December 31. Unused vacation credits in excess of the maximum will be reviewed annually after the first payroll in January. Upon review, any unused accrued vacation over the maximum will be forfeited.

~~I.~~ Extension of time for the use of vacation credits as required in the above section may be authorized in writing by the Village Manager upon written application by an employee and after recommendation by the Department Head.

~~J. An employee's vacation credits will be accrued on a monthly basis and are available for use at the time they are earned. When an employee reaches another vacation period level on his full-time benefit anniversary date, the employee begins accruing at the higher rate.~~

E. Vacation Credit at Separation of Employment

~~K.~~ At the time of separation of employment, the employee will be paid for all unused, accrued, vacation credits. If an employee has taken more vacation days than accrued, arrangements will be made to reimburse the Village for the unearned days.

~~L.F.~~ Part-time Vacation

Part-time employees with a schedule of work hours averaging at least twenty (20) hours weekly throughout the year will be eligible for prorated vacation. Accrual rate for part-time employees shall be based upon the annual budgeted hours for the position, unless otherwise set by the Village Manager. The prorated vacation accrual for each individual shall be reviewed annually against the actual hours worked.

G. Vacation Accruals for Part-time to Full-time or Other Change in Status

~~M.~~ As long as an employee remains in a continuous status of vacation eligibility, their accrual date for earning vacation will not change. Therefore, an employee who moves from part-time to full-time and from full-time to part-time will not have a change in their accrual schedule, only in the pro-ration of their accrued leave benefit. However, an employee who retires from a full-time position, and is in receipt of a Village of Palatine pension, and returns to the Village in a part-time capacity, will re-start their vacation accrual date upon rehire.

Section 6.5 Vacation Program for Sworn Shift Personnel in the Fire Department (24-Hour Shift Personnel, not in the Collective Bargaining Unit)

- A. Sworn shift personnel having served less than seven (7) years of service will receive ten (10) hours of vacation credit per calendar month worked in the calendar year not to exceed five (5) duty days for each year through the sixth (6th) year. For purposes of this policy, a full month of satisfactory service is defined as a month in which the employee has worked through the 16th of that month.
- B. Beginning with the first day following completion of six (6) years of continued service, Sworn shift personnel shall be allowed to accrue two (2) additional duty days credit. Such vacation days credit shall be calculated on the basis of fourteen (14) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed seven (7) duty days.
- C. Beginning with the first day following completion of fourteen (14) years of continued service, Sworn shift personnel shall be allowed to accrue an additional three (3) days of vacation credit. Such vacation days credit shall be calculated on the basis of twenty (20) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed ten (10) duty days.
- D. Beginning with the first day following completion of twenty (20) years of continued service, Sworn shift personnel shall be allowed to accrue up to one (1) additional vacation day credit. Such vacation days credit shall be calculated on the basis of twenty-two (22) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed eleven (11) duty days.

- E. Beginning with the first day following completion of twenty-five (25) years of continued service, Sworn shift personnel shall be allowed to accrue up to one (1) additional vacation day credit. Such vacation day credit shall be calculated on the basis of twenty-four (24) hours credit for each full month of service. The total yearly credit under this paragraph shall not exceed twelve (12) duty days.

Section 6.6 **Executive Leave**

All of the Executive Leadership employees and many Management and Professional employees are routinely required to attend meetings or work on projects outside of the normal working hours of the Village. In recognition of the significant hours spent in the evenings and weekends, all Executive Leadership employees and those Management Employees designated by the Village Manager shall receive five (5) days of Executive Leave. This time must be used on an annual basis or shall be forfeited.

ARTICLE VII. **OTHER LEAVES OF ABSENCE**

Section 7.1 **Sick Leave Program**

A. **Accrual of Sick Leave**

All employees, except Fire Department shift personnel, except those in temporary or part-time positions, and except those on a leave of absence without pay, shall accumulate sick leave at the rate of one (1) day for each month of satisfactory service. For purposes of this section, a full month of satisfactory service is defined as a month in which the employee has worked through the 16th of that month.

Fire Department shift personnel shall accumulate sick leave at the rate of twelve (12) hours for each month of satisfactory service.

Beginning January 1, 2015, the maximum accrual limit for Sick Leave shall be one hundred (100) days. For Fire Department Shift Personnel (outside of the collective bargaining unit), this limit shall be one thousand (1000) hours. Further details about annual maximum accruals can be found in Section 7.4.

B. **Use of Sick Leave**

Sick leave is considered a contingent benefit, and shall not be considered as personal time which an employee may use at his or her discretion. Sick leave use shall be allowed only in case of actual sickness or disability or pregnancy or because of illness or death in the immediate family. The Department Head or the Village Manager may grant sick leave to employees to meet medical or dental appointments if the employee establishes that the appointment cannot reasonably be scheduled during non-working hours.

C. **Substantiation of Illness**

The Village Manager or the Department Head may require the substantiation of the need for sick leave of any length. Any employee who is required to submit substantiation for

sick leave of less than three (3) days will be informed in advance of the need to do so by the Village Manager or the Department Head.

Falsification of evidence that would otherwise substantiate the need for sick leave will result in disciplinary action (no matter when discovered).

D. Fire Department Calculations

For the purposes of computing sick leave for Sworn personnel in the Fire Department, sick leave shall be deducted for each shift absence on an hour-for-hour basis.

E. New Classification Recalculation

Employees who change hourly classification schedules will have their accrued sick leave bank adjusted according to the new schedule (For example, a twenty-four (24) hour shift employee in the Fire Department transfers to a forty (40) hour per week position).

Section 7.2 Sick Leave Requests for Use

A. Employee Notice Responsibility

In order to receive Sick Leave compensation while absent, the employee shall notify the Department Head or his designee by phone no later than thirty (30) minutes before the time set for beginning daily duties (unless department policies provide other restrictions).

Failure to provide such notice will constitute absence without leave and may result in loss of sick leave compensation. Notification of an absence does not guarantee approved use of benefit time for the absence. Electronic notification is unacceptable unless approved in advance by the Supervisor.

B. Physician's Certification

The Village Manager or Department Head may require a physician's certificate of health examination as a condition for sick leave pay for any absence of any duration.

1. The Department Head or Village Manager may require any employee to undergo a physical and/or psychological examination or medical test at any time when, in their judgment, such an examination or test may be necessary to determine the employee's fitness to perform the duties of his/her position.
2. The cost of such physical examination provided by the employee's physician is the responsibility of the employee. All examinations and tests performed by a licensed medical professional or professionals appointed by the Village will be at the Village's expense.

C. Limitations on Sick Leave Usage

1. When Injured through Outside Employment

Sick leave credits shall not be available for use in circumstances involving personal injury sustained by an employee in the course of paid outside or secondary employment. This limitation also applies to an employee with secondary part-time employment with the Village of Palatine.

2. Use of Other Accrued Leave when Sick

Employees are expected to use their Sick Leave when sick, and not use other accrued leave time (except the planned use of Personal Time) to avoid the use of Sick Leave so as to make themselves eligible for the Sick Leave Buyback Annual Incentive. No employee shall be allowed to use time other than Sick Leave or Personal Time for an illness or injury or FMLA-qualifying event until he/she has used at least six (6) full days of sick leave (four (4) days for Fire shift personnel) This will be measured using during the twelve (12) months proceeding ~~December 1~~ November 17; If or the employee has no sick leave available other accrued leave time shall be used.

3. Upon Use of All Sick Leave

In the event that any employee has exhausted all sick leave credits, the employee must request to use accumulated compensatory time, holiday time, vacation time, personal day time, or donated sick leave time or request discretionary leave to remain in active status.

Section 7.3 Sick Leave Buyback Annual Incentive

Unexpected absence and the use of sick leave impacts productivity and cost effectiveness for each department. In some instances, overtime costs must be incurred to cover for sick employees. Therefore, an incentive is established to encourage employees to carefully consider the use of sick time. Employees who have used minimal sick time for the current year are eligible for up to two (2) days pay. Sick Leave Buyback Incentive will be paid annually on the ~~payroll period~~ pay day preceding Christmas. To be eligible, the employee must have been employed for one (1) full calendar year prior to ~~December 1~~ November 17. Following is the procedure for pay out:

A. Eligible employees may, at their option, decline inclusion in this annual incentive program.

B. Payment shall be at the rate of pay for the position currently held by the employee.

A.C. Sick leave usage will be evaluated during the twelve (12) month period from November 17 of the prior year to November 16 of the current year.

~~B. Sick leave taken during the year shall be deducted from the sick leave earned during the twelve (12) month period ending with the last full pay period prior to December 1.~~

C.D. The Number of Days Eligible for Buyback will be deducted from the unused sick leave earned during the twelve (12) month period ending with the last full pay period

~~prior to December 1~~ from November 17 of the prior year to November 16 of the current year and any remaining days will accumulate with those of prior years until the Sick Leave Accrual Maximum (Section 7.4) is reached.

~~D.E.~~ The following schedule shall be used to determine the “up to two (2) days” eligibility for the buyback program:

<u>Number of Sick Leave Days Used</u>	<u>Number Days Eligible for Buyback</u>
0 -1	2
Greater than 1 up to 2	1
More than 2	0

~~E.F.~~ Sworn Twenty-four (24) hour shift personnel in the Fire Department (not in the Collective Bargaining Unit) shall be eligible for the buyback program according to the following schedule:

<u>Number of Sick Leave Hours Used</u>	<u>Number of Hours Eligible for Buyback</u>
0	48
Greater than zero to 48 hours used	24
More than 48 hours used	0

Employees covered under collective bargaining agreement can find the terms of annual sick leave buyback incentive in their agreements.

Section 7.4 Sick Leave Annual Accrual Maximums

Sick Leave Accrual maximums shall be acknowledged and accounted for as follows:

- A. **Employees in the Illinois Municipal Retirement Fund (IMRF):** Any days in excess of one hundred (100) days ~~at the end on November 16~~ (after any sick leave buyback is calculated per Section 7.3) of each calendar year shall be recorded for the purpose of service credit with IMRF. This service credit shall be reported to IMRF upon separation of employment with the Village of Palatine. Service Credit accrual will be subject to compliance with IMRF rules and regulations and modifications may be made for compliance. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.
- B. Employees governed by the rules of Palatine Police or Palatine Fire Pension Plans (but not covered by a collective bargaining agreement): such as Fire Division Chief, Fire Deputy Chief, Fire Chief, Police Sergeant, Police Commander, Police Deputy Chief and Police Chief: shall have fifty percent (50%) of the current value of any sick days in excess of one hundred (100) days that remain ~~at the end of the calendar year on November 16~~ (after any sick leave buyback is calculated per Section 7.3) paid to a Retirement Health Savings account in such manner as directed by the Village Manager. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.
- C. **Fire Battalion Chiefs:** shall have fifty percent (50%) of the current value of any sick days in excess of one thousand (1000) hours that remain ~~at the end of the calendar on November~~

16 (after any sick leave buyback is calculated per Section 7.3) year paid to a Retirement Health Savings account in such manner as directed by the Village Manager. There shall be no additional cash value of these hours and the hours shall be removed from the accrued sick leave balance.

At separation from employment, any new hours in excess of the annual maximum will be applied using these same practices.

Section 7.5 Sick Leave Donation Program

In the event that an ill or injured, full-time Village employee has exhausted all sick leave credits, all accumulated compensatory time, all vacation days and all personal days and floating holidays, he/she may be eligible for a donation from any full-time employee of any department within the Village upon recommendation of the Department Head and approval of the Village Manager. The employee will initiate a written request for a sick leave donation to his or her Director.

- A. Both the ailing employee and the donating employee must have at least one (1) year of full-time service with the Village.
- B. Any donated sick leave day(s) must have been accrued in prior calendar years.
- C. The donating employee must sign a form which would direct Human Resources to deduct one (1) or more sick days from prior accrued sick leave.
- D. Employees may donate to a fellow employee one (1) sick day for every five (5) available sick days the donating employee has accrued in prior calendar years.
- E. The employee receiving the donation will be credited with one (1) day's compensation at the employer's normal daily rate for the employee. Any days donated will be deducted from the sick leave time available to the donating employee.
- F. Any sick leave donated will not count as used sick leave for the purpose of sick leave buyback.
- G. For purposes of this section, sick leave may be donated between Sworn Fire Department Shift Personnel and all other Village employees on an hour for hour basis.

Section 7.6 Discretionary Leave

The Village Manager, upon recommendation by the Department Head, may grant a leave of absence to any employee when it is determined that there is good and sufficient reason and assuming it is not disruptive to the Village's business needs. The Village Manager shall set the terms and the conditions of the leave, including whether or not the leave is to be with pay and whether or not leave accruals will continue. During the leave period, accrued leave may be used, however, additional leave will not accrue unless otherwise specified by the Village Manager. Generally, discretionary leaves of absences will not exceed six (6) months, unless a further definitive period of leave may be appropriate as a reasonable accommodation. During the leave period, an employee may be required to report periodically to the Village on the status and their

intention to return to work. No leave of absence will be granted to an employee for the purpose of accepting employment elsewhere.

Section 7.7 **Application for Leave**

Any request for leave of absence shall be submitted in writing by the employee to the Department Head or his designee as far in advance as practicable. The request shall state the reasons for the leave of absence and the approximate length of time-off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by his immediate supervisor and it shall be in writing.

Section 7.8 **Funeral Leave**

In the event of a death in the immediate family (as defined in Section 1.9), a full-time employee shall be granted up to three (3) work days as funeral leave if the employee attends the funeral. Leave beyond three (3) days may, upon approval of the Village Manager or his designee, be classified as discretionary leave.

Sworn personnel in the Fire Department shall be provided with one twenty-four (24) hour shift absence as funeral leave in the event of a death in the immediate family.

In the event of the death of an extended family member, an employee may be granted up to one (1) day if the employee attends the funeral. Leave beyond one (1) day may, upon approval of the Village Manager, or his designee, be classified as discretionary leave.

Under no circumstances will an employee be allowed to use more than six (6) days in a year.

A part-time employee (regularly scheduled to work 20 hours per week or more) shall be granted up to one (1) pro-rated work day as funeral leave if the employee attends the funeral of an immediate family member.

Section 7.9 **Military Leave**

Military leave shall be granted in accordance with the requirements of applicable law. Written verification should be provided by the employee to his supervisor which states the specific dates, locations and anticipated length of the military assignment.

Section 7.10 **Jury Leave**

A full-time employee shall be granted a leave of absence with pay pursuant to a notice for jury duty. The employee must show the jury duty summons to his supervisor as soon as possible so that the supervisor may make arrangements to accommodate the absence. The employee shall present the jury duty pay check to his supervisor as demonstration of completed jury duty service. The employee shall keep the jury duty check in addition to receiving his regular pay. Employees are expected to report to work whenever the court schedule permits.

A part-time employee (regularly scheduled to work twenty (20) or more hours per week) shall be granted a leave of absence pursuant to a notice for jury duty. The employee must show the jury duty summons to his supervisor as soon as possible so that the supervisor may make arrangements

to accommodate the absence. The employee shall present the jury duty pay check to his supervisor as demonstration of completed jury duty service. The employee shall keep the jury duty check and receive pro-rated pay. Employees are expected to report to work whenever the court schedule permits.

Section 7.11 **Family and Medical Leave**

- A. If you have been employed by the Village for at least twelve (12) months, have worked at least 1,250 hours during the twelve (12) month period preceding the start of the leave, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during a rolling twelve (12) month period measured backward from the start of leave for one or more of the following reasons:
1. Because of the birth of your child and in order to care for such child (within twelve (12) months after the birth of the child); or
 2. Because of the placement of a child with you for adoption or foster care (within twelve (12) months of the placement of the child); or
 3. In order to care for employee's spouse, child, or parent if he/she has a "serious health condition"; or
 4. Because of employee's own "serious health condition" that makes employee unable to perform the functions of the job; or
 5. For any qualifying emergency because the employee is the spouse, child, or parent of a military member on covered active duty or called to covered active duty status.

Leaves of absence under FMLA may be unpaid if no paid leave time is available. See "Coordination with Other Policies", below for a full explanation.

If your spouse also works for the Village and you both become eligible for a leave under paragraphs 1 or 2 above, or for the care of a sick parent or child under paragraph 3 above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling twelve (12) month period.

An eligible employee who is the grandparent of a person called to military service lasting longer than thirty (30) days pursuant to a state or federal deployment order may also be entitled to up to fifteen (15) days of unpaid family military leave during the time the deployment order is in effect, if the employee has exhausted all available vacation and personal time.

B. Medical Certification

Any request for a leave under paragraphs 3 or 4 above, must be supported by certification issued by the applicable health care provider. Employees shall provide a certification in support of leave on an annual basis if the need for leave continues for the same reason. You may obtain a certification form from Human Resources.

At its discretion, the Village may require a second medical opinion and periodic recertification to support the continuation of a leave. If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the employee and the Village.

The Village will also require certification in support of leave for a qualifying military exigency.

C. Serious Health Condition

For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

1. Hospital Care
Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
2. Absence Plus Treatment
A period of incapacity of **more** than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either:
 - a. treatment two (2) or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or
 - b. treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Pregnancy
Any period of incapacity due to pregnancy, or for prenatal care;
4. Chronic Conditions Requiring Treatment
A chronic condition which requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider, continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
5. Permanent/Long-term Conditions Requiring Supervision
A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
6. Multiple Treatments (non-chronic conditions)

Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

D. Intermittent Leave

If certified as medically necessary for the serious health condition of either the employee or spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on the basis of a foreseeable, planned medical treatment, the Village may require a temporary transfer to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

E. Notification and Reporting Requirements

1. All requests for leave of absence must be submitted to the supervisor in writing at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable, employee is expected to notify the Village as soon as practicable, generally within one to two (1 to 2) business days of learning of the need for leave). A delay in submitting this request could result in a delay of the start of leave. The supervisor will forward the request to Human Resources for approval. If the leave request is approved, employee will receive an FMLA Response Form. Employee must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, employee may be required to report periodically on status and intention to return to work.
2. When an employee seeks leave for a FMLA-qualifying reason for the first time, the Village will designate the leave as covered by this policy when the Village has enough information to determine that leave is being taken for a FMLA-qualifying reason. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Village has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA.
3. In all instances, the employee must answer questions and provide sufficient information to allow the Village to determine whether an absence is for a FMLA-qualifying reason. Failure to provide such information can result in a delay or denial of FMLA coverage.
4. The Village may also require recertification periodically during a leave. As part of the recertification, the Village may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition. In all instances, the Village requires recertification every six (6)-weeks in connection with an FMLA medical leave.

5. Any extension of time for leave of absence must be requested in writing prior to the scheduled date of return to work, together with written documentation to support the extension. Any time beyond twelve (12) weeks in a rolling twelve (12) month period shall not be considered FMLA leave. Failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work.
6. Extensions of a leave of absence beyond the date originally approved are at the sole discretion of the Village. The maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve (12) month period. (Exceptions only as required by law to accommodate individuals with a disability or handicap).
7. A paid leave of absence will not affect the continuity of employment. The original date of employment remains the same for seniority purposes. The employee will accrue benefits in accordance with applicable laws while on Family and Medical Leave.

F. F. Employee Benefits During Family and Medical Leave of Absences

Employee will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if employee had remained actively at work. However, employee must make arrangements for the continuation of and payment of insurance premiums before going on leave status. If employee does not return to work after the leave, or if employee fails to pay his/her portion of the premiums, employee will be required to reimburse the Village for the costs and expenses of insurance during the leave.

G. Return from a Family and Medical Leave

1. Upon return from leave which has extended no longer than a total of twelve (12) workweeks in a rolling twelve (12) month period, employee will be restored to the same or to an equivalent position to the one he held when the leave started. If the leave was due to his own serious health condition, he will be required to submit a fitness for duty certification from his health care provider stating that he is able to perform the essential functions of the job. If employee fails to return to work at the expiration of his approved Family and Medical Leave, it will be considered to be a resignation of his employment with the Village.
2. Certain highly compensated “key” Employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the Village’s operations. A “key” Employee is a salaried employee who is among the highest paid ten percent (10%) of employees at that location, or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a key Employee, when applicable, after they request a Family and Medical Leave.

3. An employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including termination of employment.

H. Military Caregiver Leave

An eligible employee is entitled to a total of twenty-six (26) weeks of Military Caregiver Leave:

1. To care for a spouse, parent, child, or an individual for whom the employee is the nearest blood relative (or designated as next of kin for caregiving) who has a serious injury or illness that was incurred or aggravated in the line of duty while on active military duty overseas, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or is on temporary disability retirement.
2. To care for a spouse, parent, child or an individual for whom the employee is the nearest blood relative (or designated as next of kin for caregiving) to a veteran who is undergoing medical treatment, recuperation, or therapy for serious injury or illness that occurred any time during the five (5) years preceding the date of treatment while on active military duty overseas.

Leave to care for an injured or ill servicemember or covered veteran will begin on the first day of such leave and must be completed within twelve (12) months from that date. Leave for an injured servicemember may be taken only once per servicemember unless that servicemember has a subsequent injury or illness incurred or aggravated in overseas military duty. In addition, spouses employed by the Village who request caregiver leave may only take a combined aggregate total of twenty-six (26) weeks leave for such purpose.

Any FMLA leave taken by an employee for reasons other than an injured or ill servicemember or covered veteran will reduce the twenty-six (26) weeks of available leave to care for an injured servicemember or covered veteran. As a result, if an employee requests caregiver leave, the maximum leave allowed will be up to twenty-six (26) weeks, less any FMLA leave already used in the same twelve (12) month period for any other reason.

I. Coordination with Other Policies

Except as provided herein, below, an employee must substitute any accrued paid sick days, vacation days, personal time or ~~compensation compensatory~~ time or sick days for unpaid leave under this policy, and any such paid time off must be taken concurrently with his Family and Medical Leave. However, employees with more than two (2) weeks of sick leave available at the time of FMLA eligibility will be allowed to retain up to two (2) weeks of sick time on the books for future use. If employee otherwise qualifies for disability pay, he will collect it at the same time he is on Family and Medical Leave. Similarly, if he otherwise qualifies for any other type of leave of absence, he must take that leave at the same time as he is taking Family and Medical Leave. All time missed from work qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward the Employee's twelve (12) weeks of Family and Medical Leave.

If an employee requests leave under Sections 7.11 A 1 or 2~~or B~~ (for bonding time) because of a birth, adoption or foster care placement of a child, the employee shall be permitted to use no more than ten (10) days of accrued sick leave, which shall run concurrently with FMLA leave. Paid vacation days, personal time, ~~compensation~~compensatory time may also be used, to the extent available.

Section 7.12 Failure to Return from Leave

An employee who fails to return to duty within three (3) work days of the time specified on his application for leave shall be considered to have resigned from such service in the absence of evidence of extenuating circumstances. See also Section 12.2 regarding Resignation/Loss of Seniority due to failure to work for extended periods of time.

Section 7.13 Benefits While on Discretionary Leave

While on a paid or unpaid leave of absence or layoff, the employee shall be entitled to coverage under applicable group health/dental and life insurance plans to the extent provided in such plan(s).

The Village of Palatine Employee Health Insurance Plan will require the employee's contribution to health insurance premiums for the remainder of the month in which such leave commenced. Thereafter, the employee will pay the COBRA premiums (102% of the full monthly medical premium), unless authorized in writing by the Village Manager. During an unpaid leave, seniority, vacation time, holiday time, sick leave and personal days shall not accrue except as required by law.

Section 7.14 Requalification After Leave

Unless otherwise stated in this handbook, or otherwise required by law, length of service or seniority shall not accrue for an employee who is on an approved unpaid leave status. Accumulated length of service shall remain in place during that leave and shall begin to accrue again when the employee returns to work on a paid status. Unless otherwise stated in this handbook, an employee returning from leave will have his seniority continued after the period of leave.

When an employee returns to work from an approved leave of absence, the Village will place the employee in his previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in his classification according to the employee's seniority, where skill and ability to perform the work without additional training is equal.

If, upon the expiration of a leave of absence, there is no work available for the employee or if the employee could have been laid off according to seniority except for his leave, he shall go directly to layoff. If the employee is on layoff, recall procedures as stated in this handbook shall apply.

Section 7.15 Non-Employment Elsewhere

A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. Employees who engage in employment elsewhere during an approved leave, without the express written permission of the Village Manager may be subject to discipline up to and including termination of employment.

ARTICLE VIII. EMPLOYEE SAFETY

To provide a safe and healthful work environment for self, fellow employees and visitors, the Village of Palatine has established a Loss Prevention Safety Program (aka Safety Policy Manual). This program is a top priority for the Village. The Village Safety Coordinator has responsibility for implementing, administering, monitoring and evaluating the safety program. The program's success depends on the alertness and personal commitment of all employees.

The Village provides information to employees about workplace safety and health issues through regular internal communication channels such as safety meeting minutes, supervisor-employee meetings, employee newsletter, bulletin board postings, memos, and other written communications. Safety is also emphasized in the employee job description. A safety committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Section 8.1 Employee Responsibility

Each employee is expected to obey rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations (when appropriate) may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, the employee must notify the appropriate supervisor and complete the proper reports. Immediate employee reports of injury are necessary to comply with applicable laws and to initiate insurance and worker's compensation benefit procedures. Reports shall be submitted to Human Resources within twenty-four (24) hours of the accident. Failure to report an accident on a timely basis could lead to disciplinary action under Section 10.1.

If the injury is severe, the supervisor or his designee should immediately call 911. Severity is based on judgment. No employee shall be disciplined for using reasonable judgement to call 911.

More detailed information regarding the Village's safety policies and loss prevention program can be found in the Village's Safety Policy Manual. Each employee is responsible to familiarize themselves with the content of that manual and follow all safety procedures and policies described within it.

Section 8.2 Workplace Injuries/Accidents

- A. If an employee is injured during the performance of the employee's duties, the employee should ***immediately*** report this fact to the supervisor. The employee must insure that an Employee's Statement of Injury form is submitted to the supervisor for forwarding to Human Resources, so the employee's right to worker's compensation insurance benefits or reimbursements for medical expenses is not jeopardized. Even if

the injury is so slight that no time is lost, a report must be made. This is necessary to protect the employee in case a future disability results because of the injury. Also, appropriate action can be initiated to prevent future, and possibly more serious accidents of a similar nature.

1. Neither the Village nor the worker's compensation insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Village of Palatine, except as required by law. If it is determined that the employee should seek medical attention, the supervisor shall provide the doctor with a job description for his use in determining the employees' ability to return to work. In addition, the supervisor will provide the doctor with the types of "light duty" which may be available.
2. If the doctor determines that the employee cannot return to work, the employee is responsible for providing the Village with written confirmation within one (1) working day of the determination. In addition, the employee is also responsible to provide any status updates within one (1) working day of the appointment.
3. If the doctor determines that the employee may return to work with restrictions, the employee will be provided a written statement indicating the terms of any approved light duty assignment (including the supervisor to report to, the length of the assignment, the type of work, and the restrictions).

For more information on Light Duty, see Section 3.6, Light Duty Policy.

- B. If an employee is involved in any accident while in performance of duties resulting in property damage or injury to any person, it must be reported **immediately** to the supervisor. The Police should be called to the scene immediately if the accident involves a vehicle. The employee should not discuss the accident with anyone except the Police, or admit to any liability. Direct any person seeking information to Human Resources.

Disciplinary action may be taken against employees if negligence is proven to be a factor contributing to the accident or causation of an unsafe condition.

Section 8.3 Safety Committees

In order to reduce the risk of work related injury and maximize safe working conditions, the Village has established several safety committees consisting of both supervisors and employees in the field. The duties of these committees include:

- A. Investigation of work related injuries or accidents for the purpose of providing feedback as to how such injury or accident can be prevented.

- B. Review of equipment, work areas and procedures for completing jobs to determine if unsafe conditions exist and what is necessary to correct such conditions.
- C. Review of accidents involving the operation of municipal vehicles and equipment to recommend if those employees involved should not earn their Safe Driving Day privileges. Employees involved in an accident shall have the right to present their case to their department safety committee.

A Village Safety Committee, consisting of management and non-management representatives from all departments, has been established by the Village to consider the recommendations of the department safety committees. The Village Manager's designee shall serve as Chair of the Village Safety Committee. This committee shall meet on a regular basis and follow guidelines as outlined in the Safety Policy Manual.

Section 8.4 Safe Driving Day

A safety incentive program has been established for those employees required to drive a vehicle or operate a heavy piece of equipment in the course of their daily assigned activities. Full-time employees are eligible for a Safe Driving Day if they are expected to drive a Village vehicle for at least 160 days (80 days for Fire Personnel) in a calendar year. This program provides one additional personal day to a qualified employee if the qualified employee is determined to have had no preventable accidents or no preventable accidents have occurred in which an employee shares responsibility within the previous calendar year. The employee must have worked for the Village in a capacity requiring them to drive a vehicle or operate a heavy piece of equipment for at least nine (9) months during the previous year. If an employee, who is working part-time in another position/job/assignment for the Village, has a preventable accident while working in that capacity, they will not earn the full Safe Driving Day. The use of this Safe Driving Day is subject to the conditions of Section 6.3. If an employee is unsure if he/she qualifies for the Safe Driving Program, he/she should contact Human Resources.

Section 8.5 Workplace Violence

The Village of Palatine maintains a zero tolerance toward workplace violence, or the threat of violence, by any of its employees, residents, customers, or general public, and/or anyone who conducts business with the Village. It is the intent of the Village of Palatine to provide a workplace (which includes Village property and all other locations where a Village employee is properly performing duties) that is free from intimidation, threats or violent acts.

Workplace violence includes, but is not limited to, harassment, threats, physical attack, or property damage. A threat is the expression of the intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the Village, employees or others.

- A. Prevention of Workplace Violence

The Village subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

B. Reporting Threats – Internal and External

All Village of Palatine employees are responsible for notifying their Supervisor or their Department Head of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Village controlled site, or is connected to Village employment. Employees are responsible for making this report whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen. The Department Head will inform Human Resources of all reported incidents of workplace violence. Any employee who acts in good faith by reporting actual or potential violent behavior will not be subjected to any form of retaliation or harassment.

C. Identifying Dangerous Situations

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their Supervisor or Department Head if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

1. discussing weapons or bringing them to the workplace (other than Sworn law enforcement personnel); or
2. displaying overt signs of extreme stress, resentment, hostility or anger; or
3. making threatening remarks; or
4. sudden or significant deterioration of performance; or
5. displaying irrational or inappropriate behavior.

D. Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Village property or which arise from their employment with the Village shall be removed from the premises (or work locations if not on site) as quickly as safety permits, and shall remain off Village premises pending the outcome of the investigation. Any employee who has been determined to be in violation may be subject to disciplinary action up to and including termination of employment and, depending upon the violent act, may be subject to criminal sanctions. Any other person who has been determined to be in violation will

be subject to suspension and/or termination of any business relationship, and/or criminal prosecution.

Section 8.6 Driver Responsibilities

Employees who use a vehicle in the performance of their position will be required to maintain a valid driver's license as a condition of holding such a position.

Consistent with this obligation, the Village reserves the right to conduct periodic reports to verify that the employee's driver's license is current and valid. Employees may need to execute documents in order to authorize the Village to confirm the status of a driver's license.

Failure to cooperate with such periodic verification reports will result in ineligibility for employment in a position in which a valid driver's license is required.

To promote overall good driving habits, employees are expected to maintain a good driving record both on and off the job. Drivers with one (1) or more recorded high risk driving violations will be subject to a verbal warning as future violations would impact the ability to perform job duties. Drivers shall notify their supervisor of driving violations that occurred on duty before the end of the shift. Off duty violations shall be reported at the beginning of the next day reporting to work; but no later than 72 hours after the violation.

High Risk driving violations are outlined in the "Fleet Safety Policy" Manual. These violations consist of licensing or registration offenses, felonies directly involving a motor vehicle, violations which indicate a disregard for public safety including driving under the influence, reckless driving resulting in bodily injury or property damage, reckless homicide, violations resulting in fatal accident, speeding in excess of fifteen (15) miles per hour over the limit, or following too closely.

ARTICLE IX. EMPLOYEE CONDUCT

Section 9.1 Outside Employment

Village employees shall not participate in outside employment that in any way interferes with the employees' regular duties, responsibilities or work performance with the Village, as determined by the Village Manager.

- A. Full-time Village employees may not engage in outside work or employment as defined in this section without the express written approval of their Department Head and the Village Manager. Any employee who engages in outside work or employment without such express written approval is subject to discipline up to and including termination of employment. All requests to engage in outside employment must be submitted in writing to the Department Head who will forward it to the Village Manager.
 1. Outside work is defined as any gainful employment other than the performance of official duties, including, but not limited to: self-employment, working for another employer, employment in the management, and operation or direction of a private business for profit, including any direct or indirect financial interest in any such business.

2. Department Heads may set policies and guidelines regarding outside employment. Such policies and guidelines shall be approved or subject to change by the Village Manager.
- B. The Village generally will permit employees to engage in outside employment or work so long as, in the opinion of the Village Manager or the employee's Department Head, the outside work or employment would not affect:
1. the quality of the employee's work for the Village; or
 2. prevent the employee from devoting his primary interest to the accomplishment of his work for the Village; or
 3. tend to create conflict, or the appearance of a conflict, between the private interests of the employee and the employee's official responsibility to the Village.
- C. An employee shall not perform outside work, which in the judgment of the Village Manager:
1. is of such nature that it may be reasonably construed by the public to be an official act of the Village, or Department thereof; or
 2. involves the use of Village facilities, equipment, and electronic devices; or
 3. involves the use of official information not available to the public; or
 4. might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.
- D. While an employee is not prohibited from performing outside work solely because the work is of the same general nature as the work the employee performs for the Village, no employee may perform the outside work if, in the judgment of the Village Manager:
1. the work is such that the employee would be expected to do it as part of his or her regular duties; or
 2. the work involves management of a business closely related to the official work of the employee; or
 3. the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

During the time an employee is absent from work due to medical reasons, an employee shall be prohibited from working a secondary position.

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Section 9.2 Use of Village Mail

Employees shall not on a regular basis use the address of the Village for receipt of personal mail without the approval of the Department Head.

Section 9.3 Use of Village Property

The Village may provide automobiles, machinery, equipment and tools for employees whose work requires frequent and extensive use. Such Village property is not for personal use and employees shall make every effort to use such property in a safe, non-abusive, efficient manner. Personal use of Village property without the expressed written consent of the Village Manager shall be subject to discipline up to and including termination of employment. Vehicles owned by the Village and used by employees, shall be subject to applicable federal tax requirements.

When using Village vehicles, employees should keep in mind that they are representatives of the Village government and that their conduct as drivers in adhering to the rules and regulations of the road is a reflection on the Village.

Section 9.4 Political Activity

Employees may not engage in political activity while at work or on duty.

A. Solicitation, Distribution of Printed Materials, Selling/Peddling Among Employees

A. Solicitation During Work Hours Prohibited

Unless authorized by the Department Head and approved by the Village Manager, all solicitation among Village employees during working hours for charitable, or any other purposes, and the selling of tickets, magazines, or merchandise of any kind are prohibited. In addition, solicitation by any Village employee is not permitted during non-working time in areas where it will disturb other employees who are working.

1. This restriction applies to all solicitations, distribution of printed materials, selling or peddling of every nature, whether by Village employees or non-employees.
2. Distribution or circulation of printed material for personal reasons by any Village employee is not permitted in any work area or during any work time.
3. Solicitation or distribution of any printed materials by non-employees on behalf of any individual, organization, group, or society will not be permitted at any time on any Village property.
4. The failure of any employee to comply with these rules will result in appropriate disciplinary action

B. Solicitation After Hours

Solicitation by Village employees after working hours shall be in accordance with the following guidelines:

1. Administrative and operational departments of the Village are precluded from initiating or promoting any type of solicitation or fund raising event.

2. Only auxiliary or supportive groups are allowed to sponsor a solicitation or fund raising activity. However, the name of the Village or the name of any Village department(s) shall not be used in such solicitation or fund raising.
3. Any such solicitation or fund raising program must be reviewed and approved by the Village Manager before it is initiated.

C. Bulletin Boards

Bulletin boards maintained by the Village of Palatine are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Village business.
2. Announcements which are equally applicable and of interest to employees.

All posted material must have authorization from the Department Head. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Section 9.5 Indoor Clean Air Policy

In compliance with the State of Illinois' Indoor Clean Air Act, smoking is prohibited in any building or vehicle and prohibited on all Village premises except in designated smoking areas where authorized by the Village Manager. All types of tobacco products and electronic smoking devices are included in this policy. The property surrounding Village Hall (including parking lots, etc.) is considered a smoke-free campus.

Section 9.6 Drug-Free and Alcohol-Free Workplace Policies

It is the Village of Palatine's desire to provide and ensure that all employees work efficiently in a safe environment. Adherence to the terms of this policy shall be a condition of employment.

The unlawful use, manufacture, sale, distribution, dispensing, transportation or possession of a controlled substance, or illegal drug is prohibited at any time, except in accordance with duty requirements. The prohibitions in this policy encompass, but are not limited to: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.). An illegal drug includes the use of prescription drugs in a manner other than lawfully prescribed. The consumption of alcohol at any time during the work day (except when drinking intoxicating beverages is required in accordance with duty requirements) is prohibited. No employee shall be on duty or on call while under the influence or effects of alcohol or drugs. This policy further prohibits the consumption, possession, sale, purchase or delivery of cannabis or cannabis-infused substances by law enforcement officers, paramedics or firefighters even when off duty. This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the Illinois

Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff concentrations or has engaged in conduct evidencing apparent impairment.

~~B.A.~~ A. In addition, all Village property and Village workplaces are subject to inspection, including, but not limited to, Village lockers assigned to employees and Village vehicles used by its employees. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

~~B.A.~~ Village of Palatine employees must report for work in an appropriate mental and physical condition to perform their job and remain in that condition the entire time on duty. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

1. The legal use of prescribed drugs or commercially available over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees using a prescribed medication or an over-the-counter medication that may impair the performance of their job duties must immediately inform their supervisor of such use.
2. If the Village has reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs during the course of the employee's work day, the Village has the right to require the employee to submit to alcohol or drug testing. Any employee who refuses to take an alcohol and/or drug test shall be subject to disciplinary action, up to and including termination of employment. The Village, in its sole discretion and in addition to any disciplinary action, may require an employee who has tested positive on any alcohol or drug test to participate in an approved alcohol or drug counseling or rehabilitation program as a condition to being allowed to return to work.
3. The Village will, to the extent required by law, protect the confidentiality of all drug and alcohol test results.
4. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or Human Resources. Employees with drug or alcohol problems shall be responsible to seek and successfully complete treatment either through the Employee Assistance Program or an alternate form of treatment.
5. Employees shall be required to notify the Village administration of any criminal drug conviction for a violation occurring at the workplace no later than five (5) days after the conviction.

6. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. The Village of Palatine will comply with all federal, state, and local laws and regulations concerning violations of drug and alcohol use in the workplace. The Village will comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, the Family and Medical Leave Act, and any future new legislation. In addition, any employee convicted under a criminal drug statute for a violation occurring in the workplace must notify the Village Manager within five (5) days after such conviction. An employee who is convicted of such a crime will be subject to disciplinary action, up to and including immediate discharge.

Section 9.7 Attendance, Punctuality and Dependability

Because the Village depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. An employee must notify his supervisor as far in advance as possible, but not later than thirty (30) minutes before his scheduled starting time if he expects to be late or absent. If a department policy requires a greater notice period, employees must adhere to that policy. This policy applies for each day of his absence. An employee who fails to contact his immediate supervisor may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. Absenteeism and lateness can lessen an employee's chances for advancement, except if approved in accordance with the Village's FMLA policy.

Section 9.8 Disclosure of Confidential Information

No current or former official or employee shall use or disclose, other than in the performance of his official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of his position or employment, including information about citizens and non-public information about operations and employees. Such confidential information includes personal or private information of employees, customers, citizens, and vendors, such as personal telephone numbers, personal email addresses, home addresses, personal license plates or other unique identifiers, personal financial information, medical information, information about minors, and other sensitive information. Other confidential information includes trade secrets, reports and analysis prepared by the Village or third parties that have not been released to the public, information provided for audit purposes that has not been released to the public, information related to other actions that remain under review or in a preliminary or draft state, attorney-client communications, or other information that is not subject to disclosure under state or federal law. Disclosures required for the performance of official duties must be compliant with HIPAA and other privacy laws.

Inquiries from the media should be referred to the proper village contact, including the designated department contacts in Police and Fire, and the Village Manager's Office.

Records of the Village of Palatine are subject to retention periods as outlined by the Records Management Section of the Office of the Secretary of State. Records may be destroyed only upon prior authorization.

Section 9.9 **Employee Ethics Policy**

Employees shall not use their Village employment for private gain. Guidelines:

No Village employee shall engage in any act, which is in conflict with or creates the appearance of conflict with, the performance of official duties. An employee shall be deemed to have a conflict if the employee:

- A. Has any financial interest in any sale to the Village of any goods or services when such financial interest was received with prior knowledge that the Village intended to purchase the property, goods or services.
- B. Solicits, accepts or seeks an inappropriate gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action by the Village. An inappropriate gift, gratuity or favor is one that has significant monetary value or is offered or accepted in expectation of preferential treatment instead of as an expression of appreciation or professional courtesy.
- C. Discloses or uses without authorization confidential information concerning property or affairs of the Village to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Village.
- D. Violates any applicable provision of the Illinois State Gift Ban Act, 5IlCS425/1 et seq., as now or hereafter amended.

Section 9.10 **Post-Employment Restrictions**

No former official or employee shall assist or represent any person or entity other than the Village in any judicial or administrative proceeding involving the Village if the official or employee participated personally and substantively in the proceeding during his term of office or employment.

No former official or employee shall, for a period of one (1) year after the termination of the official's or employee's term of office or employment, be involved in, or assist or represent any person or entity in any business or land use transaction involving the Village. This shall not preclude a former official or employee from representing himself or herself or representing any business owned by former official or employee, regarding any matter or transaction involving the Village.

ARTICLE X. EMPLOYEE DISCIPLINE

Section 10.1 Disciplinary Action

It is only fair that employees should know what the Village expects of them so far as conduct at work, on Village property, and off duty (off duty applies if it impacts the ability of the employee to do his job or if the conduct impacts the Village's reputation in the community). Certain standards of conduct are necessary so the Village can operate in an orderly and efficient manner, and can provide for the safety and general welfare of all employees. While all wrongful conduct cannot be listed, the Village sets forth the most common instances and the penalties which may be applied to them:

- A. Theft (taking without permission) property belonging to the Village, another employee, citizen or business.
- B. Writing on another employee's timecard or timesheet or permitting another employee to write on one's timecard or timesheet.
- C. Refusal to comply with a work assignment or a direct instruction from a member of management.
- D. Reporting to work or working under the influence of alcohol or drugs, or using or having such in one's possession on working time, or other violation of the Village's published policy, Drug-Free and Alcohol-Free Workplace Policies, Section 9.7.
- E. Concealing evidence, interfering with an ongoing investigation, or failure to correct errors and omissions within a reasonable period of time.
- F. Restricting or encouraging others to refrain from the proper exercise of their duties, or engaging in any illegal work stoppage in violation of any collective bargaining agreement.
- G. Sabotage, destruction, misuse, or hiding of Village property, or that of a contractor or another employee, or a Village resident.
- H. Falsifying Department records, altering Village records without permission, or giving false information in preparation of any Village records, including employment applications.
- I. Fighting on Village property, assaulting or attempting to assault any person or employee, or deliberately provoking another person to engage in an assault or fight, except as required and appropriate in proper exercise of their duties.
- J. Possession of any weapon not authorized by the Village (other than duty weapons properly displayed) or explosives on Village property.
- K. Being insubordinate or disobedient.
- L. Conviction of a serious misdemeanor (other than class b and c misdemeanors) or a felony.
- M. Failing to timely return from a leave of absence (except if granted extension).
- N. Violation of the Village's sexual harassment policy (depending on severity involved).
- O. Sleeping on the job (unless authorized, for example, twenty-four hour Fire Department Personnel).
- P. Refusal to work a reasonable amount of overtime when requested.
- Q. Illegal gambling or participating in any illegal lottery or illegal game of chance on Village property.

- R. Destruction of Village bulletin boards or marking or destroying any literature on such bulletin boards, or posting anything on Village bulletin boards without management permission.
- S. Failing to follow prescribed safety and health procedures, practices or policies, including smoking except where permitted, and including careless operation of any motorized equipment/vehicle.
- T. Incompetent or inefficient work performance.
- U. Failing to obtain supervisor's permission before leaving Village premises during working hours, except where it is reasonably necessary to leave the Village in the proper performance of duties.
- V. Not working during working time or engaging in personal business during working time, such as personal work, personal telephone calls, texting, playing games, reading, visiting other employees, etc., without supervisor's permission.
- W. Overstaying rest periods or lunch periods.
- X. Failing to call before your designated starting time, when not reporting for work.
- Y. Failing to maintain satisfactory standards of dress, grooming, cleanliness, or personal conduct in accordance with guidelines set forth in rules and regulations of the Village.
- Z. Spreading malicious gossip or rumors, or making false, vicious or malicious statements concerning any employee, the Department, or its services, or the Village Administration.
- AA. Engaging in horseplay or disorderly conduct.
- BB. Failing to report immediately to a supervisor any accident or injury.
- CC. Excessive tardiness or absenteeism.
- DD. Violation of a Special Order or other published rules or regulations of the Department in which the employee works or such rules, regulations and ordinances adopted by the Village from time to time.
- EE. Any other behavior which brings discredit to the Village or the expected role or function of employee's Department or the Village or that the Village deems misconduct.

The Village may apply progressive discipline. However, an employee may still be immediately terminated, instead of receiving progressive discipline, for inappropriate conduct, including but not limited to: violation of work rules, general rules and regulations or policy violations, unacceptable behavior, misconduct, poor performance, or unacceptable attendance. Progressive discipline may include any of the following steps: Documented Oral Reprimand; Written Warning; Suspension; Termination.

Section 10.2 **Appealing Disciplinary Actions**

Full-time employees (except Police Officers and Firefighters who are subject to the jurisdiction of the Fire and Police Commission) may appeal in the following manner disciplinary action other than an oral reprimand or termination:

- A. Any employee who wishes to appeal any disciplinary action must within three (3) business days after being notified of disciplinary action, submit to his Department Head a short written statement outlining the employee's reasons for appealing the action. If the employee takes no action within three (3) business days of being notified of the

disciplinary action, then the employee forfeits the right to appeal the discipline and the disciplinary action shall stand.

- B. The employee's Department Head will forward any timely written appeal to the Village Manager. The Village Manager will review timely, written appeals and may meet with the employee. The employee will be notified of the Village Manager's decision. The Village Manager's decision in the matter is final.

Any appeal of discipline to the Village Manager shall be limited solely to presenting mitigating information which was not available to the employee prior to disciplinary decision. Any appeal considered by the Village Manager does not alter the employment at-will relationship or bind the Village to a specific standard in its decision-making.

Section 10.3 **Grievance Procedure**

The Village strives to treat employees fairly in all matters arising out of their employment with the Village. It is further recognized that it is in the best interests of the employees and the Village that each employee have the opportunity to be heard fully at any time that he feels that this right to fair treatment has been violated. It is the Village's policy that there be at all times full and free discussion of employment matters between employees and supervisory personnel, since many grievances are the result of misunderstandings and lack of communication. However, the Village retains the rights in accordance with applicable law to do the following:

- A. Direct employees of the Village in performance of their duties;
- B. Hire, promote, transfer, assign, and retain employees in positions within the Village and to suspend, demote, terminate, or take disciplinary action;
- C. Take the necessary means to achieve the proper purposes of the Village in emergency situations.

In addition, a grievance filed by an employee must:

- A. Be clearly defined and within control of the Village Manager;
- B. Arise out of an act or failure to act by the management of the Village and be directly related to the working conditions or to the employment relationship;
- C. State the relief being sought and such relief must be within the authority of the Village to grant.

If an employee has any complaints or grievances that are within the criteria as stated above, the employee must act as follows:

Step 1:

The employee must submit a short written notice of grievance describing the complaint to his supervisor within three (3) business days of the time the employee first became aware or should have become aware of the incident or situation giving rise to the grievance. The employee's

immediate supervisor will, within three (3) business days of receipt of the written notice of grievance, meet with the employee to discuss the problem. If the employee is satisfied with the solution offered by his immediate supervisor, the grievance is ended.

If a supervisor fails to meet with the employee, the employee then must, within ten (10) business days of originally submitting the grievance, proceed to Step 2 of the grievance procedure, or the grievance is ended.

Step 2:

If the employee is not satisfied with the solution offered by his supervisor, the employee must, within three (3) business days of meeting with his supervisor, make a written request to the employee's Department Head for a meeting to discuss the problem. The Department Head will attempt to meet with the employee within five (5) business days of receiving the written request. The Department Head generally will attempt to respond to the concerns expressed by the employee in this meeting within five (5) business days of the meeting. If the employee is satisfied with the response offered by the Department Head, the grievance is ended.

If a Department Head fails to meet with the employee, the employee then must, within ten (10) business days of submitting the written request for a meeting with the Department Head, proceed to Step 3 of the grievance procedure or the grievance is ended. If the Department Head fails to provide a response after meeting with the employee, the employee then must, within five (5) business days of meeting with the Department Head, proceed to Step 3 of the grievance procedure or the grievance is ended.

Step 3:

If the employee has completed Steps 1 and 2 of the grievance procedure and still is not satisfied, the employee must, within three (3) business days of receiving written notification of the Department Head's response, submit in writing a request for a meeting with the Village Manager. The request must briefly set forth the substance of the employee's grievance. The Village Manager or his designee, as soon as is practicable, meet with the employee and thoroughly discuss the grievance. The Village Manager or his designee then shall attempt to provide the employee with a written answer containing the Village Manager's decision concerning the disposition of the grievance within five (5) business days. The Village Manager's decision shall be final.

The Village reserves the right to deviate from the procedures and timelines set forth in this Section if it deems it appropriate.

The Fire Chief, with the concurrence of the Village Manager, may extend the time requirements of the grievance procedure for Fire Shift personnel not covered under the Collective Bargaining Unit due to the unique nature of the work shift and work period in the Fire Department.

ARTICLE XI. MISCELLANEOUS POLICIES

Section 11.1 Meet and Confer Sessions

In an attempt to address the needs and suggestions of all employees, it is the Village's policy to conduct "meet and confer" sessions with selected representatives from employee groups when appropriate. Those employees whose terms and conditions of employment are covered by a collective bargaining agreement or having professional, confidential, or supervisory status (except where the Illinois Labor Relations Board defines supervisors as eligible for representation by a Collective Bargaining Unit) are not allowed to participate in meet and confer sessions, but may submit requested changes in personnel policies, fringe benefits, wages and working conditions to their Department Heads for review by the Village Manager or his representative.

- A. Meet and confer sessions should be completed in a timely manner in order to provide ample time for budget preparation. Each employee group may select a representative to meet with the Village's representative and to submit requests or suggestions.
- B. Meet and confer sessions allow employee groups to provide input on potential changes being made to the working conditions, wages, fringe benefits, and personnel policies affecting specific employee groups. These changes usually become effective or are approved in conjunction with the adoption of a new Village budget.
- C. Those employee groups wishing to participate in meet and confer discussions must submit a request in writing which specifies the selected representatives for the employee group. This request shall be submitted to the Village Manager.

Section 11.2 Tuition Assistance

All full-time Village employees are eligible for participation in the Tuition Assistance Plan subject to the appropriation limits as established annually by the Village Council. Under this program, the Village will participate with the employee in bearing the cost of academic and/or technical courses which have direct beneficial relationship to the performance of the employee's duties. All college courses, taken in pursuit of a degree, must be from an institute accredited by a recognized accrediting agency.

Employees wishing to participate in the Village's tuition reimbursement program must first complete a *Tuition Assistance Program Application Form* along with any supporting documentation. Once accepted into the program, the employee will receive a notice of acceptance.

The reimbursement unit cost shall be determined by the tuition rates charged by the educational institution attended by the employee. Reimbursements shall not exceed the tuition rates charged by Northern Illinois University. Should the tuition rate be higher than the Northern Illinois University rate, the employee shall be responsible for such costs. College Level Examination Programs (CLEP), proficiency tests, internships, textbooks and other university fees are not eligible for tuition assistance. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits and fellowships. The Village only considers the difference between the actual tuition cost and any received financial

assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition assistance shall be subject to discipline, up to and including discharge.

The degree of the Village participation in the cost of an employee's tuition is determined by the degree to which each course taken is related to the employee's duties. For those courses which are "directly job related," the Village will reserve seventy-five percent (75%) of the reimbursement unit cost upon receipt of proof of enrollment. For those courses which are "indirectly but reasonably job related and required for a degree which is directly job related" the Village will reserve up to fifty percent (50%) of the reimbursement unit cost upon receipt of proof of enrollment. Consideration will also be given to what benefit would be derived by the Village as a result of the employees' participation in the degree program or course. In addition, the employee's past work performance and disciplinary record will also be considered in whether a request for tuition reimbursement shall be approved.

The Village shall pay the employee its share of the cost of the tuition after the course is completed at such time when the employee provides proof that a grade of "A" or "B" was attained. The Village shall reimburse an employee twenty-five percent (25%) of the unit cost regardless of whether the course is directly job related, if a grade of "C" is attained. No reimbursement will be provided for a grade of "D" or lower.

Several criteria are used to determine whether the course is directly or indirectly related to an employee's position and responsibilities. The following points will be examined in relation to each application for tuition assistance funds:

- A. The immediate benefit which the course would provide to the employee, and the immediate effect which it would have on his job performance. The opinion of the employee's Department Head in regard to the specific benefit to the department, the Village, and to that employee's overall educational pursuits.
- B. The employee's written explanation of the benefits (both personal and job related) provided by the course.
- C. In the event that the course for which tuition assistance funds are requested is not directly related to the employee's present position and responsibilities, the application may be evaluated in terms of the benefits the course would provide by preparing the employee for another position within the organization for which he may be eligible (e.g. a course which provides supervisory training for an employee in a non-supervisory position who may soon be placed in a supervisory position).
- D. Whether or not the course for which tuition assistance funds are requested is to be taken as part of a program leading to a college degree which is related to the employee's position and responsibilities (e.g. some courses required for a college degree may not appear to be job related when examined in isolation, but may be classified as job related when viewed in the context of the employee's degree program).
- E. The availability of funds for the program. Employees who wish to participate in this program must first complete a *Tuition Assistance Program Application Form*. This

application will then be reviewed by the Department Head, Human Resources, and the Village Manager according to the criteria established by this policy.

Any employee who accepts Tuition Assistance Program Reimbursement does so with the understanding that they assume a responsibility of three (3) years of service from the date of completion of the course. In the event the employee terminates prior to the completion of three (3) years of service, the reimbursement becomes due and payable from the employee's final paycheck or other arrangements may be made to repay the Village.

Employees who voluntarily leave Village employment after receiving tuition assistance shall be required to reimburse the Village according to the following schedule:

<u>Time between receiving assistance and terminating employment</u>	<u>Percent employee shall Reimburse the Village</u>
Less than one year	100%
One to two years	75%
Over two years to three years	50%
Over three years	0%

The tuition assistance program is a discretionary program subject to the availability of funds and may be discontinued at any time by the Mayor and Village Council or the Village Manager. The extent of the Village's obligation to any employee shall not exceed those courses which have been previously approved. Prior to reimbursement following successful completion of coursework, the employee will be asked to sign a Tuition Assistance Agreement.

Section 11.3 Employee Suggestions

The Village management is always desirous of providing a more efficient Village service and actively solicits the suggestions of all Village officials and employees. Employee suggestions should be submitted in writing to the Department Head and/or Village Manager. All suggestions shall be acknowledged in writing and will be given thorough consideration. If an employee's idea or suggestion is implemented, the employee will receive written recognition and a copy of this recognition shall be placed in the employee's personnel file.

Section 11.4 Travel Policy

The Village of Palatine will reimburse employees for reasonable business travel expenses incurred while on professional business away from the normal work location. All business travel must be approved in advance by the Department Head or Village Manager.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Village. Employees are expected to exercise good judgment and limit expenses to reasonable amounts, as if they were traveling at their own expense.

If employees are using their personal car for Village business, they are entitled to the per-mile rate of reimbursement according to the Internal Revenue Service. Mileage will be calculated from the employee's work location. To verify employees meet their obligation to have appropriate auto

vehicle coverage while conducting village business, employees will be asked to demonstrate proof of insurance before receiving their mileage reimbursement check. Minimum insurance requirements are \$100,000 Bodily Injury Liability per person; \$300,000 Bodily Injury Liability per Occurrence; \$100,000 Property Damage Liability or \$300,000 Bodily Injury and Property Damage Liability Combined Single Limit.

If an employee receives an auto allowance as part of their job, they are entitled to reimbursement for travel outside of fifty (50) miles from Village Hall. Under no circumstances shall the mileage reimbursement exceed the cost of airfare to the destination.

If an employee has an auto accident as a result of conducting Village business using their personal vehicle, the Village may reimburse the employee's deductible up to \$500. The damage must be incurred performing tasks directly related to the job and must be documented through a Police Report. The Village will use discretion when considering reimbursement and will not make payment when, for example, the employee violated the law and/or caused the accident.

Employees may be entitled to a per diem meal allowance as defined by IRS Regulations, Publication 1542. Pursuant to IRS Publication 1542, receipts are not required when per diem allowances are authorized. Advance approval of the Village Manager is required to be eligible for a per diem meal allowance.

Travel cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed. The amount of the travel expense should be sustainable in advance by an itemized estimate of the expenses.

When travel is completed, employees should submit a completed travel expense report within five (5) business days. Reports should be accompanied by receipts for all reimbursable expenses except those related to per diem allowances.

In any situation where extraordinary travel expenses are to be incurred, or where these regulations do not cover the situation, or place a significant financial hardship on the employee, the Village Manager may authorize exceptions. The employee must justify the additional expense via memo addressed to the Department Head.

Abuse of the Business Travel Expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be subject to disciplinary action, up to and including termination of employment.

Section 11.5 Uniforms and Appearance

Employees in certain departments are required to wear uniforms as assigned while on duty or acting as a representative of the Village. Departmental policy shall specify when uniforms and proper attire are necessary.

All employees are to maintain a neat appearance. It is particularly important that employees who meet the public make a neat, clean appearance at all times. Supervisors are directed to advise employees of improper appearance for the work in which they are engaged. Continued disregard of the Village's uniform and appearance policy may be subject to disciplinary action.

Section 11.6 Failure to Work Due to Exceptional Circumstances

During any type of exceptional natural emergency which occurs on a normal work day, as determined by the Village Manager, (i.e.: snow, flood, etc.) a Village employee should report to work unless specifically directed by his Department Head not to report. If an employee does not report to work or is unable to report to work during such emergency without authorization from his Department Head, the hours lost will be deducted from authorized accrued time off of the employee. If no such time is available to the employee, the hours lost will be deducted as time without pay.

Section 11.7 Work Requirements During Inclement Weather

The Department Head may alter the employee's work assignments during *extreme* weather conditions to minimize employee exposure. However, if it is determined that the health, safety and welfare of the Village is threatened, employees shall perform assigned duties regardless of weather conditions.

Section 11.8 Internal Investigations and Searches

From time to time, the Village of Palatine may conduct internal investigations pertaining to security, auditing or work-related matters. The Village reserves the right to search lockers, desks, filing cabinets, computers, other electronic devices whether provided by the Village or a personal device, and other personal belongings located on Village property at any time. As part of such investigation, the Village reserves the right to search materials and possessions brought on site by the employee. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

The Village will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so. The Village will conduct such searches in a manner reasonably intended to address the legitimate operational and management reasons for the search.

Section 11.9 Firearm Restrictions

- A. All Village property is a "prohibited area" under Section 65 of the Illinois Firearm Concealed Carry Act and thus concealed carrying in or on any Village property is not authorized by Illinois law.

Except as provided under EXCEPTIONS, no employee may wear, carry, store, transport, or otherwise possess a Firearm at any time in or on Village property or while performing any duties for or on behalf of the Village.

Examples of prohibited times and places include, but are not limited to the following:

1. Performing work for the Village at any location including private residences and commercial establishments and other customer or client locations; or
2. Driving or riding as a passenger in a Village vehicle; or
3. Attending Village directed or sponsored activities or events.

Use of a private vehicle. No Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

- B. **EXCEPTIONS**
Police Officers and other Village employees specifically designated may possess their work-issued Weapons.
- C. **Parking Lots:** An employee may keep a firearm in his or her personal vehicle properly parked and locked in a Village parking area, so long as the weapon is kept in compliance with all applicable federal and state laws and regulations, is entirely out of sight, and, so long as the employee is properly licensed and the firearm is unloaded and locked in a glove box, trunk or other secured container.

ARTICLE XII. SEPARATION FROM VILLAGE EMPLOYMENT

Section 12.1 **Layoffs and Recalls**

- A. Whenever it becomes necessary to reduce the number of employees in any given class, the Department Head concerned shall prepare, for the Village Manager's approval, a list of those employees to be laid off or reassigned.

The Village will endeavor, so far as it deems possible, to transfer qualified employees to any available vacant position rather than lay them off.

When the Village must lay off employees, Department Heads generally will, insofar as the Village deems appropriate, consider a number of factors. An evaluation of each employee will be made by the Department Head on the following criteria:

1. An employee's qualifications, skills and abilities to perform relevant job duties;
 2. Promotion potential and transferability of skills to other positions within the unit;
 3. Demonstrated current and past performance; and
 4. The needs of the Village and specific projects.
- B. For a period of up to six (6) months following the date of a layoff, the Village will try, in so far as it deems possible and appropriate, to give preference to employees laid off due to a reduction in force in filling positions which subsequently open and for which the employee is qualified.
 - C. In order to assist in the orderly and easy transition into other employment, the Village will attempt, in so far as it deems possible and appropriate, to give employees advance notice of an impending reduction in the force.
 - D. Employees in a class by virtue of promotional appointment may request demotion to a class from which he was promoted in lieu of a layoff, but any such demotion shall be at the Village's discretion.

Section 12.2 Resignation/Loss of Seniority

- A. Employees absent without leave authorization for more than three (3) consecutive work days (or two (2) consecutive duty days for Fire Department shift personnel) shall be deemed to have voluntarily resigned from their job.
- B. Any employee wishing to resign from the Village service in good standing shall file with the Department Head a written resignation stating the reason or reasons for leaving and giving at least ten (10) working days' notice. For Fire Department employees, a written resignation stating the reason or reasons for leaving should be submitted with at least five (5) duty days' notice. Employee shall be in active, scheduled working status on the final date of employment unless otherwise authorized by the Village Manager.
- C. Failure to comply with these procedures may result in denial of future employment with the Village.
- D. Employees who have not performed work for a continuous period in excess of twelve (12) months (for any reason other than absence approved due to military service) shall lose their seniority and will be considered terminated from employment. Exceptions will be considered only on a case-by-case basis when required to comply with the law.

ARTICLE XIII. ELECTRONIC MEDIA POLICY AND PROCEDURES

Section 13.1 Purpose

This policy provides guidelines for the secure, effective, and efficient use of the electronic media system. It sets forth the Village's policy with regard to use, access to and disclosure of electronic messages sent or received by Village employees using the electronic media systems.

Section 13.2 System Components/Media Defined

This system provides technology tools and communications over various media for authorized users, to include, but not limited to:

- A. E-mail and messaging
- B. Internet communications
- C. Broadcast messages
- D. Voice-mail
- E. Mobile data terminals, desktop and laptop computers
- F. Telephones and cellular phones
- G. Tablets and other portable electronic devices
- H. Fax machines, modems and servers
- I. Software licensed to the Village of Palatine
- J. Video conference equipment

Violations of this policy may result in loss of privileges and/or disciplinary action no matter when such violations are discovered.

Section 13.3 Usage Guidelines and Procedures

- A. The electronic media systems are user friendly, privileged communications systems that electronically create, store, and forward communications and data from one person to other recipients.
- B. All data created, composed, sent, received, stored, accessed, viewed or transmitted with any of these systems are, and remain the property of, the Village of Palatine; as such, these messages are not the private property of any employee. Tools, messages and information are subject to inspection.
- C. Authorized users of the Village's Municipal Area Network (MAN) will be provided a login name, which allows access to the system. The user will then provide a personalized password. The confidentiality of this password will be the sole responsibility of each user. Any communications via this system will be attributed to, and therefore the responsibility of, the login name of the originating user. Users may wish to utilize any additional security features built into the system, i.e., passwords, encryption, etc. to further protect their individual messages.
- D. To maintain the security of the computer-based systems, each user shall be required to logout or secure the system (password required screen saver) if they are not in the physical presence of the computer. Employees are not permitted to modify the Village Standard Load (SL) computer configuration without express permission from the Information Technology Department (IT).
- E. Access for users will be authorized and recommended by the employee's Department Head. The appropriate information will be collected by Human Resources and conveyed to the Information Technology Department.
- F. The Computer User Group (CUG) representative, or trained departmental staff shall provide initial training where possible.
- G. The maintenance of the master list used on the computer systems shall be IT's responsibility. Suggestions for changes should be forwarded to the employee's respective CUG representative for their recommendation.
- H. Users shall not divulge their password(s) to other users, except where it may be required in the best interest of the Village. This determination will be made by the Department Head and IT, with the approval of the Village Manager or his designee. In this rare exception, the security accountability policies apply to all parties involved. Any person with knowledge of any password not their own shall report this to their supervisor and the IT Department. Appropriate actions may then be taken to secure the system. The Village Manager's office reserves the right to require an employee(s) to reveal their password(s).
- I. No employee shall attempt any unauthorized access to any system.
- J. The Village reserves the right to control access to various Internet sites.

- K. Employees will adhere to guidelines of computer security awareness training including phishing, secure passwords, etc.

Section 13.4 **Acceptable Use**

Communication tools may be used to communicate internally with employees, or externally with citizens, consultants, suppliers, vendors and other business relationships and acquaintances. The Village provides electronic communication tools to facilitate business communications, enhance productivity and improve service to our customers. The Internet may be used for appropriate business uses such as, research, updates of business information or news, or for specifically approved projects.

Incidental and occasional personal messages and Internet usage will be permitted on the system as long as they do not interfere with regular duties of the user or any other employee or the availability of technology resources. To the extent it occurs, personal use should be reserved to non-work hours. Personal messages will be treated the same as all other messages sent via the system. They are and remain property of the Village as outlined in Section 13.3B. Internet usage, whether business related or occasional personal use, may be monitored and reported on regularly and subject to the Unacceptable Use in Section 13.5.

Section 13.5 **Unacceptable Use**

These systems (as defined in Section A) cannot be used to create, forward, or receive any offensive or disruptive messages, i.e., containing sexual implications; racial slurs; gender-specific comments; discriminations relating to age, sexual orientation, religious or political beliefs, national origin, disability, or any other basis protected by law. Access to Internet sites of this nature are prohibited unless deemed necessary to perform their Village-defined job function. Where that condition exists, approval by the Department Head and authorization from the Village Manager or his designee is required prior to access to such Internet sites.

No employee shall use the Village's communication systems for mass distribution or receipt of personal or non-business information. These messages include, but are not limited to, messages containing personal advertisements, personal opinions, or personal requests. These systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Participation in, or originating chain letters may result in loss of privileges.

No electronic media system shall be used to send copies of any documents, or information that is copyrighted, trade secret, proprietary, or considered confidential by the Village Manager's office.

No employee with authorized access to a media system shall allow an unauthorized person, employed or not employed by the Village, to use the system for any reason.

Section 13.6 **Limits of Privacy**

The Village reserves the right to review, audit, intercept, access, and disclose the contents of any employee's use of the Village of Palatine communications systems. Therefore, it should not be expected that such communications are private. Any contents obtained under these guidelines may be disclosed without the consent of the employee. As with all other Village property, the Village will search, monitor, inspect, intercept, review, access and/or disclose all Village electronic media resources and all data created, entered, received, stored, viewed, accessed or transmitted via those resources for legitimate management reasons, at any time, and without further advance notice by persons designated by or acting at the direction of the Village, or as may be required by law or as necessary for, or incidental to, auditing, security and investigative activities, and to ensure effective technology resource administration and policy compliance. Users specifically consent to the access by and disclosure to the Village of information created, entered, received, stored, accessed, viewed or transmitted via the Village's electronic media resources that is stored by a third-party electronic communication service or remote computing service and have no expectation of privacy in such information. For example, authorized persons will inspect the Village's technology resources to investigate theft or other unlawful activity or workplace misconduct, the unauthorized disclosure of client confidences, attorney work product and proprietary information, misuse, to assess Internet use, and for other work-related purposes. No employee may monitor or intercept any data without the authorization of the Village Manager or Human Resources.

Section 13.7 **Transmitting Confidential Information**

Communication tools, especially the e-mail system should not be used to transmit confidential communications.

Confidential information pertaining to the Village itself or to any of its employees shall not be sent by e-mail without the express authorization of the Department Head.

In cases where confidential information may need to be transmitted electronically on a regular basis, the IT Department should be consulted regarding the availability of encryption software and other means for securing the communication.

Section 13.8 **Software Standardization**

To ensure long range, cost effective compatibility with Village computer software, purchases and installation of software must be approved by the Director of Information Technology.

Section 13.9 **Software Licensing**

To ensure that personnel abide by licensing agreements entered into with software manufacturers, the Village prohibits employees from making copies of software, downloading software from the Internet (commonly referred to as shareware or freeware), or bringing software from home or other sources without prior approval from the Director of Information Technology. This includes but is not limited to items like screen savers, wallpaper, and weather reporting installations.

Section 13.10 **Software Development**

Any software developed by an employee is the exclusive property of the Village and cannot be sold or used for profit ventures by anyone without the specific written agreement from the Village Manager.

Section 13.11 **Etiquette and Village of Palatine Representation**

E-mail and voicemail messages reflect the Village of Palatine's image. Such messages should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on letterhead. Users of the system must keep in mind that electronic files are subject to discovery and may subsequently be used in litigation. Inappropriate use of facilities may damage the Village's reputation and could give rise to Village and individual's liabilities. Accordingly, every effort must be made to be professional in all usage of communication tools.

Section 13.12 **Regulation and Enforcement**

The Director of Information Technology or his designee is responsible for monitoring the compliance with the provisions of these procedures. The Director of Information Technology shall also be responsible for investigation of suspected non-compliance with the provisions of this procedure.

Misuse of the communication tools or violations of this policy may result in disciplinary action including suspension of privileges to user, or up to and including termination of employment. Criminal or civil action may be initiated in appropriate instances. Such discipline shall be in accordance with the Village's policies.

Section 13.13 **Global Positioning Systems**

Global Positioning System (GPS) devices are used for reporting items such as location, condition, or current operational state of Village assets. Some Village equipment, including, but not limited to, cell phones, mobile devices, computers, and vehicles may have GPS devices attached or built in and enabled for management and reporting purposes.

VILLAGE OF PALATINE TUITION ASSISTANCE APPLICATION

This form must be completed, signed and submitted to Human Resources for consideration of Tuition Assistance. Assistance is provided on a first come, first serve basis. There is no guarantee of benefits.

Employee Name: _____ Application Date: _____

Job Title: _____ Department: _____

Courses Requested: _____ Number of Hours: _____

Undergraduate _____ Graduate _____ Degree: _____

Name of Institution: _____

Tuition Rate Per Credit Hour:

In your opinion, how will this degree or course(s) improve your job performance?

Provide a written explanation on how this course will benefit you personally.

Employee Signature: _____ Date: _____

Department Head: _____ **Directly Job Related** _____ **Indirectly but job related and**
(up to 75% Reimbursement) **required for a degree which is**
directly job related (up to 50%)

Department Head Approval: _____ **Date:** _____

Employee, upon course completion, submits:

_____ Transcript showing final grade
_____ Tuition statement for proof of payment
_____ Completed Tuition Assistance Agreement

Attachment: 2020 Red-Lined EE Handbook (Employee Handbook)

Village of Palatine
TUITION ASSISTANCE AGREEMENT

This Tuition Assistance Agreement is between Village of Palatine, (“Village”), and _____ (“Employee”). Both the Village and the Employee voluntarily agree to the following provisions:

- (1) The Village will give the Employee a Cash Advance or Loan following successful completion of coursework in accordance with the provisions of the Tuition Assistance Program as indicated in Section 11.2 of the Employee Handbook.
- (2) The Village agrees to Loan this amount to the Employee on the condition that the Employee agrees to repay the Village the entire amount of this Loan on or before his last day of employment unless he completes three years of active service following the Cash Advance.
- (3) The Village will excuse a portion of the Cash Advance for each 12-month period that Employee works for the Village following completion of the course according to the following schedule:
 - At least 12 months after completion of the course work, the Village will excuse 25% of the Loan.
 - At least 24 months after completion of the course work, the Village will excuse 50% of the Loan.
 - At least 36 months after completion of the course work, the Village will excuse 100% of the Loan.
- (4) If the employment relationship between the Employee and the Village is terminated for any reason before the Loan is paid in full, the Employee agrees that the unpaid balance of this Loan Amount shall immediately become due.
- (5) The Employee also agrees and voluntarily authorizes the Village to withhold from the Employee’s final paycheck deductions to satisfy the loan, even if the amount exceeds 15% of the total paycheck. If the final paycheck does not cover the entire unpaid balance, the remaining balance, (if any) may be recovered by the Village in a court of law, with the Employee being responsible for the Villages’ attorney’s fees and costs incurred if deemed appropriate by the court.
- (6) Nothing contained in this loan agreement constitutes a promise or guarantee of employment for a specific term, and the Village and Employee acknowledge that the Employee’s employment relationship remains an at-will employment.
- (7) This Agreement shall be construed and enforced pursuant to Illinois law.

 Employee Signature

 Village of Palatine

 Date

 Date

Class(es): _____

Employee, upon course completion please submit:

1. Completed Tuition Assistance Agreement
2. Transcript showing final grade
3. Statement from the Bursar's Office (Tuition Statement) for proof of payment.

OUTSIDE EMPLOYMENT REQUEST

Village employees may participate in outside employment with the prior approval of their Department Head and/or the Village Manager, subject to the following conditions:

1. All requests to engage in outside employment must be submitted in writing to the Department Head and/or Village Manager.
2. The Department Head and/or Village Manager may prohibit outside employment which may:
 - a. Affect the quality of the employee's work for the Village;
 - b. Prevent the employee from devoting his primary interest to the accomplishment of his/her work for the Village, or;
 - c. Create conflict, or appearance of a conflict, between the private interests of the employee and the employee's official responsibility to the Village.
3. Outside employment will generally be prohibited if the outside work is of such nature that it may be reasonably construed by the public to be an official act of the Village or Department thereof; involves the use of Village facilities, equipment and/or supplies of whatever kind; involves the use of official information not available to the public; might encourage, on the part of members of the general public, a reasonable belief of a conflict of interest.
4. No employee may perform outside work if, in the judgment of the Village Manager, the work is what the employee would be expected to do as part of his/her regular duties; the work involves management of a business closely related to the official work of the employee; the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.

EMPLOYEE NAME	POSITION	DATE
NAME/LOCATION OF BUSINESS		
TYPE OF BUSINESS		
TYPE OF WORK TO BE PERFORMED	() INDOORS	() OUTDOORS
TOTAL HOURS/WEEK	DAYS OF WEEK	HOURS OF DAY
() APPROVED () DISAPPROVED		() APPROVED () DISAPPROVED
VILLAGE MANAGER	DATE	DEPARTMENT HEAD DATE

Consider a Motion Authorizing the Village Manager to Enter into Agreements for the Village's 2020 Risk Management Program

BACKGROUND: The Village of Palatine has been self-insured for liability coverage since January 1, 2008. The components of the program include a broker; third party administrator; a consultant; and the lines of insurance coverage. To implement the lines of coverage each year, binder Agreements must be signed. This resolution asks Village Council to give authority to the Village Manager to execute necessary agreements to implement the policies for 2020.

KEY ISSUES:

- Binder agreements for lines of coverage must be signed in order for coverage to take effect on December 31, 2019 for the 2020 calendar year.
- The Village's broker, Marsh, put all lines of coverage through the competitive bidding process in September. Immediately following, one of the Village's key insurers, Brit, announced their intention to reduce their liability coverage. This required new applications and a new bidding process with new insurers.
- While in the search for alternates, another key insurer, The Hartford Group, pulled out of the municipal market for property coverage and since then, the market has acted completely irrational and unlike anything seen before. Marsh immediately extended the search for coverage to all available insurers, and negotiations are on-going at the time of writing this report. The renewal process, although incomplete, will be outside of budget expectations. We will need to appropriate some of the insurance fund reserves to cover the difference.
- The projected total premium for basic lines of coverage in 2020 was originally projected at \$505,550, which represented a 5% increase over 2019. This was based upon renewals and market conditions this past summer. However, due to the unexpected market changes described previously, the renewals are anticipated to be just under \$800,000. We are hopeful that we can ultimately bring this amount down prior to years end through negotiations.
- The authorization sought this evening would be for the absolute worst case scenario and a budget adjustment would follow with the First Quarter Adjustments.

ALTERNATIVES:

1. Approve a motion authorizing the Village Manager to execute the agreements.
2. Refer back to Staff with comments and schedule a special meeting prior to December 31, 2019 to bind coverage.

RECOMMENDATION: Staff recommends a motion authorizing the Village Manager to continue to negotiate contracts and execute coverage with the lowest cost and most responsible vendor.

ACTION REQUIRED: Motion authorizing the Village Manager to negotiate and execute contracts for a self-insured risk management program.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion to Approve 2019 Warrant #24

Village of Palatine Warrant approval

Village Clerk

Mayor

Warrant # 24 having been approved by the Village Council on 12/16/2019 authorizes the Treasurer to deposit funds from the accounts indicated below:

		Check/ACH Disbursements	Electronic (EFT/W-T) Disbursements	Manual Checks	UB Refunds Processed	Fund Expense
General Fund	100	105,799.76	11,715.91	-	-	117,515.67
Federal Equitable Sharing Fund	221	5,450.00	-	-	-	5,450.00
Downtown TIF Fund	233	1,446.25	-	-	-	1,446.25
Rand Corridor TIF Fund	234	750.00	-	-	-	750.00
Capital Equipment Fund	401	20,595.05	-	-	-	20,595.05
Capital Improvements Fund	402	2,339.59	-	-	-	2,339.59
Water Fund	605	17,308.87	1,060.82	-	-	18,369.69
Sewer Fund	610	47,769.15	85.20	-	-	47,854.35
Refuse Fund	615	-	281,887.82	-	-	281,887.82
Parking Fund	620	13,975.55	-	-	-	13,975.55
Health Insurance Fund	701	510,072.79	-	-	-	510,072.79
Liability Insurance Fund	702	6,980.00	-	-	-	6,980.00
Fleet Services Fund	710	24,125.41	137.43	-	-	24,262.84
Total Report		756,612.42	294,887.18	-	-	1,051,499.60

ATTACHMENTS:

- Warrant #24

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4040 - 1st Ayd Corporation									
PSI318777	Parts-Stock	Open		11/08/2019	12/08/2019	12/11/2019			78.
Vendor 4040 - 1st Ayd Corporation Totals							Invoices	1	\$78.
Vendor 4516 - Advance Auto Parts									
4051931044873	Parts - T-402	Open		11/06/2019	12/06/2019	12/05/2019			74.
4051931645173	Parts - STOCK	Open		11/12/2019	12/12/2019	12/09/2019			2.
4051931645197	Parts - T-412	Open		11/12/2019	12/12/2019	12/09/2019			193.
4051931745267	Parts - C-345	Open		11/13/2019	12/13/2019	12/09/2019			22.
4051932245522	Parts - T-432	Open		11/18/2019	12/18/2019	12/05/2019			15.
4051932345561	Parts - PT-78	Open		11/19/2019	12/19/2019	12/05/2019			2.
4051932345565	Parts - STOCK	Open		11/19/2019	12/19/2019	12/05/2019			49.
Vendor 4516 - Advance Auto Parts Totals							Invoices	7	\$361.
Vendor 2213 - Al Piemontes Arlington Hts Ford									
880547	Parts- T-442	Open		10/29/2019	12/10/2019	12/11/2019			645.
882290	Parts-Stock	Open		11/19/2019	12/19/2019	12/11/2019			218.
Vendor 2213 - Al Piemontes Arlington Hts Ford Totals							Invoices	2	\$863.
Vendor 4819 - Alyssa M Alden									
2019-00001225	2019 Tutition Assistance	Open		12/11/2019	12/11/2019	12/11/2019			357.
Vendor 4819 - Alyssa M Alden Totals							Invoices	1	\$357.
Vendor 3060 - Allegra Print & Imaging									
93617	#10 Window Envelopes	Open		12/10/2019	12/31/2019	12/11/2019			200.
Vendor 3060 - Allegra Print & Imaging Totals							Invoices	1	\$200.
Vendor 1462 - Allied Benefit Systems, Inc.									
12052019	Admin Fees for Run Out Claims	Open		12/05/2019	12/05/2019	12/05/2019			4,148.
Vendor 1462 - Allied Benefit Systems, Inc. Totals							Invoices	1	\$4,148.
Vendor 2496 - Altorfer Industries, Inc									
P54C0148152	Parts - E-211	Open		11/05/2019	12/05/2019	12/05/2019			88.
Vendor 2496 - Altorfer Industries, Inc Totals							Invoices	1	\$88.
Vendor 2491 - Anderson Pest Solutions									
5443201	Pest Control Services December 2019-CSF	Open		11/22/2019	12/22/2019	12/05/2019			78.
5443439	Pest Control Services December 2019-Fire Station 82	Open		12/02/2019	01/01/2020	12/05/2019			48.
Vendor 2491 - Anderson Pest Solutions Totals							Invoices	2	\$127.
Vendor 1730 - Andres Medical Billing									
247966	Billing Charges - November	Open		12/11/2019	12/17/2019	12/11/2019			6,971.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
Vendor 1730 - Andres Medical Billing			Totals	Invoices			1		\$6,971.
Vendor 1443 - Arlington Power Equipment									
10180	Filter Housing	Open		11/21/2019	12/21/2019	11/15/2019			6.
11242	Orange Dip Cuff Gloves	Open		12/03/2019	01/02/2020	12/05/2019			35.
9323	Parts - PT-999	Open		11/14/2019	12/14/2019	12/05/2019			39.
10043	Parts - PT-59	Open		11/20/2019	12/20/2019	12/05/2019			50.
10681	Parts - PT-999	Open		11/25/2019	12/25/2019	12/09/2019			50.
10977	Parts - PT-999	Open		11/27/2019	12/27/2019	12/09/2019			10.
11578	Parts - PT-999	Open		12/05/2019	01/04/2020	12/09/2019			45.
Vendor 1443 - Arlington Power Equipment			Totals	Invoices			7		\$238.
Vendor 2322 - Arrow Road Construction Company									
21928	Binder and Surface for Hot Paving	Open		11/22/2019	12/22/2019	12/05/2019			174.
21986	Binder and Surface for Hot Paving	Open		11/26/2019	12/26/2019	12/05/2019			172.
Vendor 2322 - Arrow Road Construction Company			Totals	Invoices			2		\$347.
Vendor 1819 - Auto Tech Centers Inc									
299557	Parts-Stock	Open		11/06/2019	12/06/2019	12/11/2019			1,521.
Vendor 1819 - Auto Tech Centers Inc			Totals	Invoices			1		\$1,521.
Vendor 4455 - AutoZone Parts Inc									
2567937075	Parts - STOCK	Open		10/31/2019	11/30/2019	12/05/2019			22.
2567941793	Parts - STOCK	Open		11/07/2019	12/07/2019	12/05/2019			90.
2567959078	Parts - T-382	Open		12/05/2019	01/04/2020	12/09/2019			114.
Vendor 4455 - AutoZone Parts Inc			Totals	Invoices			3		\$228.
Vendor 3115 - Mark E Banaszak									
PWBRMB120919	Boot Reimbursement	Open		12/09/2019	12/20/2019	12/12/2019			250.
Vendor 3115 - Mark E Banaszak			Totals	Invoices			1		\$250.
Vendor 1101 - Beverly Materials LLC									
247501	Wash Stone-WMB Restoration Repair	Open		12/07/2019	01/06/2020	12/05/2019			1,718.
Vendor 1101 - Beverly Materials LLC			Totals	Invoices			1		\$1,718.
Vendor 2976 - Bill Huffman Landscape Services									
HUFF12-1-19	Replacement and 50/50 Parkway Tree Installations	Open		12/01/2019	12/31/2019	12/05/2019			1,455.
Vendor 2976 - Bill Huffman Landscape Services			Totals	Invoices			1		\$1,455.
Vendor 2856 - Blackburn Manufacturing Company									
0607926-IN	PR LG 21 W	Open		11/19/2019	12/19/2019	12/05/2019			282.
Vendor 2856 - Blackburn Manufacturing Company			Totals	Invoices			1		\$282.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1660 - Blue Cross Blue Shield Of Illinois									
96560010009 1119	2019 Health Insurance Premiums	Open		12/01/2019	12/21/2019	12/11/2019			565,146.
965600100091119A	November Stop Loss Credit	Open		12/01/2019	12/21/2019	12/11/2019			(132,718.9)
Vendor 1660 - Blue Cross Blue Shield Of Illinois Totals						Invoices	2		\$432,427.
Vendor 1722 - Bollinger Lach & Associates Inc									
19981-7	Smith Street Resurfacing Phase III Construction Engineering	Open		11/30/2019	12/30/2019	11/27/2019			1,992.
Vendor 1722 - Bollinger Lach & Associates Inc Totals						Invoices	1		\$1,992.
Vendor 1492 - Bound Tree Medical LLC									
83416774	BP Cuffs	Open		11/15/2019	12/14/2019	12/10/2019			46.
Vendor 1492 - Bound Tree Medical LLC Totals						Invoices	1		\$46.
Vendor 1857 - Brian Edward Landscaping Inc									
23870	Christmas Tree Installation	Open		11/20/2019	12/20/2019	11/15/2019			1,960.
Vendor 1857 - Brian Edward Landscaping Inc Totals						Invoices	1		\$1,960.
Vendor 2243 - Bristol Hose & Fitting									
3411575	Parts - E-626 & E-404	Open		09/18/2019	11/30/2019	12/09/2019			317.
3411576	Parts - E-626 & E-404	Open		09/18/2019	11/30/2019	12/09/2019			189.
Vendor 2243 - Bristol Hose & Fitting Totals						Invoices	2		\$506.
Vendor 4829 - Cardno Inc.									
282337	2019 Police Headquarters Pond Maintenance	Open		10/29/2019	11/28/2019	11/27/2019			1,428.
Vendor 4829 - Cardno Inc. Totals						Invoices	1		\$1,428.
Vendor 2774 - Cargill Inc-Salt Division									
2905126263	2019 Rock Salt	Open		12/05/2019	01/04/2020	12/09/2019			4,506.
Vendor 2774 - Cargill Inc-Salt Division Totals						Invoices	1		\$4,506.
Vendor 1576 - CC Cartage Excavating									
8878	#6 Stone	Open		11/29/2019	12/29/2019	12/05/2019			782.
Vendor 1576 - CC Cartage Excavating Totals						Invoices	1		\$782.
Vendor 2453 - CDS Office Technologies									
INV1275766	Copier Usage	Open		12/04/2019	12/26/2019	12/04/2019			662.
INV1274225	License Plate Reader System Software & Licensing Upgrades	Open		11/20/2019	12/20/2019	12/11/2019			5,450.
Vendor 2453 - CDS Office Technologies Totals						Invoices	2		\$6,112.
Vendor 1552 - Certified Laboratories Division									
3694099	Parts - STOCK	Open		09/25/2019	11/30/2019	12/09/2019			667.
3759486	Credit Memo	Open		09/25/2019	11/30/2019	12/09/2019			(267.7)

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1552 - Certified Laboratories Division Totals						Invoices	2		\$399.
Vendor 2555 - Chicago Parts & Sound									
1-0108762	Parts- T-406	Open		10/23/2019	12/10/2019	12/11/2019			127.
1J0003063	Parts- T-412	Open		11/05/2019	12/05/2019	12/11/2019			500.
1-0113026	Parts- T-362/Stock	Open		11/11/2019	12/11/2019	12/11/2019			465.
1-0114869	Parts- T-432	Open		11/18/2019	12/18/2019	12/11/2019			122.
1-0115151	Parts- T-432	Open		11/19/2019	12/19/2019	12/11/2019			122.
1CR0019179	Credit Memo	Open		11/21/2019	12/19/2019	12/11/2019			(122.7
1-0116943	Parts- Stock	Open		11/26/2019	12/26/2019	12/11/2019			45.
Vendor 2555 - Chicago Parts & Sound Totals						Invoices	7		\$1,261.
Vendor 3050 - Cintas #22									
4035568879	Uniform Cleaning	Open		11/21/2019	12/21/2019	11/26/2019			175.
4036123362	Uniform Cleaning	Open		11/27/2019	12/27/2019	12/05/2019			168.
Vendor 3050 - Cintas #22 Totals						Invoices	2		\$343.
Vendor 4199 - Clark Baird Smith LLP									
12000	2019 Legal Expenses - Clark Baird Smith LLP (November 2019)	Open		11/30/2019	12/17/2019	12/05/2019			1,875.
Vendor 4199 - Clark Baird Smith LLP Totals						Invoices	1		\$1,875.
Vendor 1488 - CNS Tire Supply									
24723	Parts - T-456	Open		11/21/2019	12/21/2019	12/05/2019			585.
Vendor 1488 - CNS Tire Supply Totals						Invoices	1		\$585.
Vendor 3033 - Comcast Cable									
CC 12-19	Backup Internet Connections	Open		12/04/2019	12/23/2019	12/04/2019			29.
FD81 12-19	Backup Internet Connections	Open		12/04/2019	12/22/2019	12/04/2019			84.
Vendor 3033 - Comcast Cable Totals						Invoices	2		\$114.
Vendor 2980 - Commonwealth Edison									
8648014008-10/19	Electricity-135 W. Michigan Ave Heat Meter	Open		10/22/2019	12/23/2019	11/18/2019			84.
Vendor 2980 - Commonwealth Edison Totals						Invoices	1		\$84.
Vendor 3810 - Conrad Polygraph Inc									
3638	2019 Services Other-Conrad Polygraph (PD-Nicholas Marcum)	Open		09/30/2019	12/17/2019	12/04/2019			160.
3670	2019 Services Other-Conrad Polygraph (FD-Robert Loverher)	Open		11/01/2019	12/17/2019	12/04/2019			160.
Vendor 3810 - Conrad Polygraph Inc Totals						Invoices	2		\$320.
Vendor 2605 - Contech-MSI Co									
158322	Annual Fire Alarm and Sprinkler Inspection-200 E. Wood St	Open		11/19/2019	12/19/2019	12/05/2019			905.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
158453	Annual Preaction Inspection-200 E. Wood St	Open		11/25/2019	12/25/2019	12/05/2019			595.
Vendor 2605 - Contech-MSI Co Totals									\$1,500.
Vendor 2981 - Continental Weather Service									
192697	Monthly Weather Forecasting-December 2019	Open		12/01/2019	12/31/2019	12/05/2019			150.
Vendor 2981 - Continental Weather Service Totals									\$150.
Vendor 4919 - Victoria Cox									
990387	Cox-Costco	Open		12/06/2019	12/17/2019	12/06/2019			98.
Vendor 4919 - Victoria Cox Totals									\$98.
Vendor 3840 - Crown Trophy									
15009	Retirement Plaque - D/C Seebacher	Open		11/27/2019	12/16/2019	12/11/2019			93.
Vendor 3840 - Crown Trophy Totals									\$93.
Vendor 3889 - David O'Connell Tools LLC									
91964	Tools - M-999	Open		12/04/2019	01/03/2020	12/09/2019			499.
Vendor 3889 - David O'Connell Tools LLC Totals									\$499.
Vendor 2649 - DJ's Scuba Locker Inc									
8380	Water Rescue Enviro Suit	Open		10/04/2019	11/03/2019	11/27/2019			2,153.
8542	Dry Gloves	Open		10/04/2019	11/03/2019	11/27/2019			23.
Vendor 2649 - DJ's Scuba Locker Inc Totals									\$2,176.
Vendor 1728 - Doland Engineering, LLC									
19-9033	Engineering Services for Site Development Permit Inspections	Open		11/22/2019	12/22/2019	11/14/2019			220.
19-9040	Engineering Services for Site Development Permit Inspections	Open		11/26/2019	12/26/2019	12/02/2019			504.
Vendor 1728 - Doland Engineering, LLC Totals									\$724.
Vendor 3699 - Etchingham Law									
November 2019	Village Prosecutor Legal	Open		11/18/2019	12/18/2019	12/09/2019			3,450.
Vendor 3699 - Etchingham Law Totals									\$3,450.
Vendor 2204 - Fastenal Company									
ILELK91016	Parts - STOCK	Open		11/01/2019	12/01/2019	12/05/2019			4.
ILELK91193	Parts - STOCK	Open		11/08/2019	12/08/2019	12/05/2019			216.
Vendor 2204 - Fastenal Company Totals									\$221.
Vendor 2438 - Federal Express									
6-851-36195	Delivery Charges	Open		11/27/2019	12/12/2019	12/11/2019			116.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
			Vendor	2438 - Federal Express Totals		Invoices	1		\$116.
Vendor	3821 - Firecom Corporation								
INV315187	Radio	Open		11/26/2019	12/25/2019	12/03/2019			200.
			Vendor	3821 - Firecom Corporation Totals		Invoices	1		\$200.
Vendor	2665 - Fleet Safety Supply								
73662	Parts - T-412	Open		11/06/2019	12/06/2019	12/09/2019			190.
			Vendor	2665 - Fleet Safety Supply Totals		Invoices	1		\$190.
Vendor	2195 - FMP								
136-009401	Parts - STOCK	Open		11/07/2019	12/07/2019	12/12/2019			74.
50-2611296	Parts - STOCK	Open		11/07/2019	12/07/2019	12/12/2019			119.
63-348203	Parts - STOCK	Open		11/07/2019	12/07/2019	12/12/2019			8.
1-6162762	Parts - STOCK	Open		11/08/2019	12/08/2019	12/12/2019			27.
			Vendor	2195 - FMP Totals		Invoices	4		\$231.
Vendor	4596 - Four Winds Interactive LLC								
INV0519376	Digital Sign Maintenance	Open		12/03/2019	12/03/2019	12/03/2019			4,120.
			Vendor	4596 - Four Winds Interactive LLC Totals		Invoices	1		\$4,120.
Vendor	3081 - FullLife Safety Center								
2019-00001177	Gloves & Overshoes-Johnson	Open		11/20/2019	12/20/2019	11/15/2019			284.
51096	Tools - STOCK	Open		11/20/2019	12/20/2019	12/10/2019			566.
			Vendor	3081 - FullLife Safety Center Totals		Invoices	2		\$850.
Vendor	4914 - Ganziano Sewer & Water Inc								
1035	2019 Drainage Improvements Project	Open		11/01/2019	12/01/2019	12/02/2019			42,245.
			Vendor	4914 - Ganziano Sewer & Water Inc Totals		Invoices	1		\$42,245.
Vendor	3196 - Diane L Gartner								
DGpants12/2/19	Clothing reimb pants	Open		12/02/2019	12/10/2019	12/10/2019			77.
TRVL11/3/19	1 night lodging - D Gartner/IEHA Conference	Open		08/05/2019	12/09/2019	12/09/2019			77.
			Vendor	3196 - Diane L Gartner Totals		Invoices	2		\$155.
Vendor	4051 - Gate Options								
40384	Repair to PPD Exit Gate (Hydraulic Pump Replacement)	Open		11/22/2019	12/22/2019	12/11/2019			4,968.
			Vendor	4051 - Gate Options Totals		Invoices	1		\$4,968.
Vendor	1667 - Gilio Landscape Contractors								
8441	November 2019 Grass Mowing Services	Open		11/21/2019	12/21/2019	12/06/2019			2,035.

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Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1667 - Gilio Landscape Contractors Totals						Invoices	1		\$2,035.
Vendor 2281 - Grainger									
9354582182	Well 5 Repair	Open		11/13/2019	12/13/2019	12/05/2019			16.
9365256255	Ceiling Tiles	Open		11/22/2019	12/22/2019	12/05/2019			231.
9365826230	Folding Hex Key Set & Oval Bucket	Open		11/22/2019	12/22/2019	12/05/2019			100.
9354582174	Countryside Pump Station	Open		11/13/2019	12/13/2019	12/05/2019			517.
9356997339	Chlorine Room Heater	Open		11/15/2019	12/15/2019	12/05/2019			53.
Vendor 2281 - Grainger Totals						Invoices	5		\$919.
Vendor 4753 - Granicus Llc									
120407	Civic Streaming & Agenda & Minutes Renewal	Open		12/04/2019	12/31/2019	12/04/2019			1,540.
Vendor 4753 - Granicus Llc Totals						Invoices	1		\$1,540.
Vendor 3258 - Tamara A Gulisano-Canada									
2019-00001226	Supplies for PD Events - Costco (Interviews, Luncheons, Meetings)	Open		12/02/2019	12/16/2019	12/11/2019			273.
Vendor 3258 - Tamara A Gulisano-Canada Totals						Invoices	1		\$273.
Vendor 1638 - H & H Electric Co.									
33932	Ground Fault Repairs-623 Clark Dr	Open		11/30/2019	12/30/2019	12/05/2019			2,419.
Vendor 1638 - H & H Electric Co. Totals						Invoices	1		\$2,419.
Vendor 1916 - Harvard Maintenance Inc									
1074509	Village Hall Janitorial Service - December 2019	Open		12/01/2019	12/31/2019	12/05/2019			3,042.
1074604	Train Station Janitorial Service - December 2019	Open		12/01/2019	12/31/2019	12/05/2019			7,599.
Vendor 1916 - Harvard Maintenance Inc Totals						Invoices	2		\$10,641.
Vendor 2407 - Illinois Fire Chiefs Association									
BP-19002	Leadership Workshop	Open		11/10/2019	12/09/2019	12/10/2019			320.
Vendor 2407 - Illinois Fire Chiefs Association Totals						Invoices	1		\$320.
Vendor 1147 - Illinois Fire Inspectors Assoc.									
20991	Meeting Expense-Atherton/Tracy	Open		11/27/2019	12/27/2019	12/04/2019			60.
21008	Meeting Expense-Weber/Janisch	Open		12/06/2019	01/05/2020	12/10/2019			60.
Vendor 1147 - Illinois Fire Inspectors Assoc. Totals						Invoices	2		\$120.
Vendor 4521 - Imagetec LP									
584927	Copier Usage	Open		12/04/2019	12/21/2019	12/04/2019			935.
Vendor 4521 - Imagetec LP Totals						Invoices	1		\$935.17

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4951 - Interstate Batteries of North Chicago									
70116015	Parts - STOCK	Open		12/06/2019	01/05/2020	12/09/2019			829.
Vendor 4951 - Interstate Batteries of North Chicago Totals						Invoices	1		\$829.
Vendor 2695 - JG Uniforms Inc									
65735	Uniform Equipment/Clothing (Seebacher)	Open		12/02/2019	12/31/2019	12/11/2019			133.
65802	Uniform Equipment/Clothing (Zickert)	Open		12/02/2019	01/01/2020	12/11/2019			110.
Vendor 2695 - JG Uniforms Inc Totals						Invoices	2		\$243.
Vendor 3301 - JnR Safety Inc									
1654	Replacement AED CPR-D Padz	Open		11/18/2019	12/18/2019	11/21/2019			338.
Vendor 3301 - JnR Safety Inc Totals						Invoices	1		\$338.
Vendor 3869 - John Nelson Architect Inc									
JN12/9/19	Services 12/2/19 - 12/5/2019	Open		12/09/2019	12/10/2019	12/10/2019			1,400.
Vendor 3869 - John Nelson Architect Inc Totals						Invoices	1		\$1,400.
Vendor 1635 - Joseph D. Foreman & Company									
325843	Fire Hydrant Repair Parts	Open		09/09/2019	10/09/2019	09/25/2019			349.
325920	Fire Hydrant Repair Parts	Open		09/16/2019	10/15/2019	09/25/2019			1,959.
325927	Water Main Break Repair Parts-N. Hicks Rd	Open		09/17/2019	10/17/2019	09/25/2019			676.
326459	664S P500 & 664S Extension	Open		11/26/2019	12/26/2019	12/05/2019			677.
Vendor 1635 - Joseph D. Foreman & Company Totals						Invoices	4		\$3,662.
Vendor 3754 - KC's Car Wash Llc									
PWVMKC120219	Car Wash - November	Open		12/02/2019	01/01/2020	12/05/2019			258.
Vendor 3754 - KC's Car Wash Llc Totals						Invoices	1		\$258.
Vendor 2075 - Kimball Midwest									
7583591	Northwest Highway Decor	Open		12/03/2019	01/02/2020	12/05/2019			240.
Vendor 2075 - Kimball Midwest Totals						Invoices	1		\$240.
Vendor 1669 - Kinsch Village Florist									
267306	Sympathy Arrangement - Grabowski	Open		11/22/2019	12/22/2019	12/05/2019			95.
Vendor 1669 - Kinsch Village Florist Totals						Invoices	1		\$95.
Vendor 3357 - KONE Inc									
921271692	Parking Deck-Fire Inspection Standby	Open		11/19/2019	12/19/2019	12/05/2019			435.
921271693	Village Hall-Fire Inspection Standby	Open		11/19/2019	12/19/2019	12/05/2019			210.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
			Vendor	3357 - KONE Inc Totals		Invoices	2		\$645.
Vendor	3324 - Language Testing International Inc								
L29705-IN	2019 LTI (Language Incentive Testing-Elsa Avila, Francisco Vega)	Open		12/03/2019	12/17/2019	12/03/2019			120.
			Vendor	3324 - Language Testing International Inc Totals		Invoices	1		\$120.
Vendor	4575 - Katherine M Lapid								
2019TreeLighting	Tree Lighting Expenses	Open		12/02/2019	12/02/2019	12/02/2019			76.
			Vendor	4575 - Katherine M Lapid Totals		Invoices	1		\$76.
Vendor	1854 - Leach Enterprises, Inc.								
1019245	Parts - PT-215	Open		11/25/2019	12/25/2019	12/05/2019			50.
1019256	Parts - PT-215	Open		11/26/2019	12/26/2019	12/05/2019			150.
			Vendor	1854 - Leach Enterprises, Inc. Totals		Invoices	2		\$200.
Vendor	2995 - M & B Landscaping								
PD-291	2019 Parking Deck Snow & Ice Control Services	Open		11/19/2019	12/19/2019	11/20/2019			3,525.
PD-292	2019 Parking Deck Snow & Ice Control Services	Open		12/03/2019	01/02/2020	12/05/2019			550.
			Vendor	2995 - M & B Landscaping Totals		Invoices	2		\$4,075.
Vendor	4068 - M-F Athletic								
INV95175	Police test Run Numbered Bibs	Open		11/13/2019	12/13/2019	12/11/2019			126.
			Vendor	4068 - M-F Athletic Totals		Invoices	1		\$126.
Vendor	3206 - Paul A Macaluso								
2019-00001179	Gas Detection Training	Open		11/25/2019	12/24/2019	11/25/2019			100.
			Vendor	3206 - Paul A Macaluso Totals		Invoices	1		\$100.
Vendor	2954 - MailFinance								
N8036304	Lease Payment 10-2-19 to 01-01-20	Open		12/02/2019	01/02/2020	12/10/2019			967.
			Vendor	2954 - MailFinance Totals		Invoices	1		\$967.
Vendor	4933 - Mallory Safety and Supply, LLC								
4755716	PPD Plastic Badges (Crime Prevention Unit)	Open		12/06/2019	01/05/2020	12/11/2019			719.
			Vendor	4933 - Mallory Safety and Supply, LLC Totals		Invoices	1		\$719.
Vendor	4780 - Marsh USA, Inc								
349584449024	2019 - Insurance Liability Premiums (MARSH)	Open		11/08/2019	12/10/2019	12/10/2019			6,980.
			Vendor	4780 - Marsh USA, Inc Totals		Invoices	1		\$6,980.

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Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4065 - Master Truck & Trailer Llc S80833	Parts - PT-240	Open		11/21/2019	12/21/2019	12/05/2019			80.
Vendor 4065 - Master Truck & Trailer Llc Totals						Invoices	1		\$80.
Vendor 2756 - Mc Master Carr Supply Co. 23577861	Steel Machine Key and O-Ring	Open		12/05/2019	01/04/2020	12/10/2019			21.
Vendor 2756 - Mc Master Carr Supply Co. Totals						Invoices	1		\$21.
Vendor 4945 - Michael A Meehan PWCDLMM120519	CDL Reimbursement	Open		12/05/2019	12/19/2019	12/05/2019			50.
Vendor 4945 - Michael A Meehan Totals						Invoices	1		\$50.
Vendor 1118 - Mid American Water Of Wauconda Inc 223915W-1	Utility System Supplies	Open		11/18/2019	12/18/2019	12/05/2019			977.
224692W	Utility System Supplies	Open		11/21/2019	12/21/2019	12/05/2019			1,172.
Vendor 1118 - Mid American Water Of Wauconda Inc Totals						Invoices	2		\$2,150.
Vendor 2347 - Midwest Fuel Injection N529328	Repairs & Maintenance - T-385	Open		11/19/2019	12/19/2019	12/05/2019			3,190.
Vendor 2347 - Midwest Fuel Injection Totals						Invoices	1		\$3,190.
Vendor 2999 - Midwest Operating Engineers Dec 2019 Hansen	2019 Local 150 Health Insurance Premiums	Open		12/01/2019	12/20/2019	12/10/2019			733.
Jan 2020 Family	2019 Local 150 Health Insurance Premiums	Open		12/01/2019	12/20/2019	12/10/2019			58,110.
Jan 2020 S+1	2019 Local 150 Health Insurance Premiums	Open		12/01/2019	12/20/2019	12/10/2019			8,790.
Jan 2020 Single	2019 Local 150 Health Insurance Premiums	Open		12/01/2019	12/20/2019	12/10/2019			5,864.
Vendor 2999 - Midwest Operating Engineers Totals						Invoices	4		\$73,497.
Vendor 4934 - Mindsight 101251-1a	Video Conference Solution	Open		12/04/2019	12/13/2019	12/04/2019			10,559.
101251-A1	Video Conference Solution	Open		12/04/2019	12/12/2019	12/04/2019			2,806.
Vendor 4934 - Mindsight Totals						Invoices	2		\$13,365.
Vendor 4928 - Modity Inc 59944	ID Software	Open		12/03/2019	12/03/2019	12/03/2019			987.
Vendor 4928 - Modity Inc Totals						Invoices	1		\$987.
Vendor 1856 - Monroe Truck Equipment 5417318	Parts - STOCK	Open		11/13/2019	12/13/2019	12/09/2019			397.
Vendor 1856 - Monroe Truck Equipment Totals						Invoices	1		\$397.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4903 - Municipal Services Associates, Inc									
60-1941-19	Legal Services-Comcast Franchise Agr.	Open		12/02/2019	12/18/2019	12/10/2019			440.
Vendor 4903 - Municipal Services Associates, Inc Totals							Invoices	1	\$440.
Vendor 2312 - Myers Tire Supply Chicago									
91216152	Parts - STOCK	Open		11/12/2019	12/12/2019	12/05/2019			117.
91216312	Brake Drum Removal Cart - M-999	Open		11/14/2019	12/14/2019	12/10/2019			1,479.
Vendor 2312 - Myers Tire Supply Chicago Totals							Invoices	2	\$1,596.
Vendor 2360 - Napa Of Palatine									
4460-255452	Parts - M-999	Open		11/13/2019	12/13/2019	12/12/2019			129.
4460-255788	Parts - STOCK	Open		11/15/2019	12/15/2019	12/12/2019			119.
4460-256082	Parts - T-412	Open		11/18/2019	12/18/2019	12/12/2019			27.
4460-256352	Parts - T-427	Open		11/19/2019	12/19/2019	12/12/2019			63.
4460-256462	Parts - STOCK	Open		11/20/2019	12/20/2019	12/12/2019			44.
4460-257859	Parts - STOCK	Open		12/02/2019	01/01/2020	12/12/2019			217.
Vendor 2360 - Napa Of Palatine Totals							Invoices	6	\$602.
Vendor 2148 - National Business Furniture LLC									
ZK074611-TDQ	Station 84 Meeting Room Chairs	Open		12/04/2019	01/03/2020	12/03/2019			4,151.
Vendor 2148 - National Business Furniture LLC Totals							Invoices	1	\$4,151.
Vendor 3086 - Nicole M Nichols									
4155455	Nichols - clothing reimb - jacket	Open		11/26/2019	12/10/2019	12/10/2019			148.
NN-Boots 2019	Nichols - clothing reimb - Boots	Open		11/26/2019	12/10/2019	12/10/2019			100.
Clothing11/27/19	Clothing reimb - pants	Open		11/27/2019	12/10/2019	12/10/2019			84.
Vendor 3086 - Nicole M Nichols Totals							Invoices	3	\$332.
Vendor 2616 - Nicor Gas									
25237600009-1019	Natural Gas-39 E. Colfax Street Station 85	Open		11/05/2019	12/23/2019	11/18/2019			748.
Vendor 2616 - Nicor Gas Totals							Invoices	1	\$748.
Vendor 1753 - North East Multi-Regional Trng.									
265505	Tactical Trauma & Shock Management Training x2	Open		11/20/2019	12/20/2019	12/11/2019			250.
Vendor 1753 - North East Multi-Regional Trng. Totals							Invoices	1	\$250.
Vendor 3002 - Northwest Community Hospital-OEHS									
18326	2019 Physical Exams-PD (NWCH-OEHS) NMarcum, KWoodsideKing	Open		10/10/2019	12/17/2019	12/11/2019			1,074.
Vendor 3002 - Northwest Community Hospital-OEHS Totals							Invoices	1	\$1,074.

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Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2753 - Office Depot Inc									
13199020	Office Supplies	Open		11/30/2019	12/30/2019	12/10/2019			361.
13199039	office supplies	Open		11/30/2019	12/30/2019	12/10/2019			83.
13198995	Department Calendars & Copy Paper	Open		11/30/2019	12/30/2019	12/11/2019			344.
13198964	Office Supplies	Open		11/30/2019	12/30/2019	12/05/2019			103.
Vendor 2753 - Office Depot Inc Totals						Invoices	4		\$892.
Vendor 1214 - On Time Embroidery Inc.									
OESH69618	Clothing	Open		11/27/2019	12/26/2019	12/03/2019			583.
OESH69619	Clothing	Open		11/27/2019	12/26/2019	12/03/2019			610.
A69730	Clothing	Open		12/03/2019	01/02/2020	12/03/2019			960.
Vendor 1214 - On Time Embroidery Inc. Totals						Invoices	3		\$2,153.
Vendor 3147 - Reid T Ottesen									
2019-1630771-9	Life Ins. Reimbursement	Open		12/02/2019	12/02/2019	12/02/2019			488.
Vendor 3147 - Reid T Ottesen Totals						Invoices	1		\$488.
Vendor 4946 - Brandon Scott Palmer									
PWC DLBP120519	CDL Reimbursement	Open		12/05/2019	12/19/2019	12/05/2019			60.
Vendor 4946 - Brandon Scott Palmer Totals						Invoices	1		\$60.
Vendor 2387 - Park Towne Condominium Association									
November 2019	Parking Agreement - November	Open		12/02/2019	12/17/2019	12/02/2019			1,564.
Vendor 2387 - Park Towne Condominium Association Totals						Invoices	1		\$1,564.
Vendor 2641 - Pinner Electric Inc									
7940	Additional Repairs-Rohlwing Rd & Palatine Rd	Open		11/21/2019	12/21/2019	12/05/2019			440.
17704	Monthly Traffic Signal Maintenance-November 2019	Open		11/24/2019	12/24/2019	12/05/2019			940.
Vendor 2641 - Pinner Electric Inc Totals						Invoices	2		\$1,380.
Vendor 2167 - Pomp's Tire Service, Inc.									
280104959	Parts - T-371	Open		12/06/2019	01/05/2020	12/12/2019			1,678.
Vendor 2167 - Pomp's Tire Service, Inc. Totals						Invoices	1		\$1,678.
Vendor 4885 - Qubit Networks, LLC									
9843	Extreme Network Software Support	Open		11/27/2019	11/27/2019	11/27/2019			419.
Vendor 4885 - Qubit Networks, LLC Totals						Invoices	1		\$419.
Vendor 4300 - Ray O'Herron Co, Inc									
1963784-IN	Misc Uniform/Equipment Items (Brown)	Open		11/15/2019	12/15/2019	12/04/2019			23.

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Summary Listi

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
1963785-IN	Misc Uniform/Equipment Items (Police Winter Hats)	Open		11/15/2019	12/15/2019	12/04/2019			9.
1963786-IN	Misc Uniform/Equipment Items (Castanon)	Open		11/15/2019	12/15/2019	12/04/2019			44.
1963787-IN	Misc Uniform/Equipment Items (Kaminsky)	Open		11/15/2019	12/15/2019	12/04/2019			118.
1963790-IN	Misc Uniform/Equipment Items (Felde)	Open		11/15/2019	12/15/2019	12/04/2019			53.
1963795-IN	Misc Uniform/Equipment Items (Gratz)	Open		11/15/2019	12/15/2019	12/04/2019			80.
1963796-IN	Misc Uniform/Equipment Items (Ferraro)	Open		11/15/2019	12/15/2019	12/04/2019			84.
1964478-IN	Misc Uniform/Equipment Items (McGee)	Open		11/19/2019	12/19/2019	12/04/2019			378.
1964884-IN	Misc Uniform/Equipment Items (Sopcak)	Open		11/21/2019	12/21/2019	12/04/2019			704.
1965212-IN	Misc Uniform/Equipment Items (Heuertz)	Open		11/22/2019	12/22/2019	12/04/2019			28.
1965214-IN	Misc Uniform/Equipment Items (Dorn)	Open		11/22/2019	12/22/2019	12/04/2019			80.
1965216-IN	Misc Uniform/Equipment Items (Delgadillo)	Open		11/22/2019	12/22/2019	12/04/2019			238.
1965217-IN	Misc Uniform/Equipment Items (Calanca)	Open		11/22/2019	12/22/2019	12/04/2019			425.
1965219-IN	Misc Uniform/Equipment Items (Watson)	Open		11/22/2019	12/22/2019	12/04/2019			116.
1965222-IN	Misc Uniform/Equipment Items (Brandwein)	Open		11/22/2019	12/22/2019	12/04/2019			10.
1965225-IN	Misc Uniform/Equipment Items (Vega)	Open		11/22/2019	12/22/2019	12/04/2019			165.
1965226-IN	Misc Uniform/Equipment Items (Kluch)	Open		11/22/2019	12/22/2019	12/04/2019			101.
1965227-IN	Misc Uniform/Equipment Items (Christians)	Open		11/22/2019	12/22/2019	12/04/2019			157.
1966689-IN	Misc Uniform/Equipment Items (Murphy)	Open		12/02/2019	12/31/2019	12/04/2019			125.
1966690-IN	Misc Uniform/Equipment Items (Stearns)	Open		12/02/2019	12/31/2019	12/04/2019			116.
1966691-IN	Misc Uniform/Equipment Items (Calanca)	Open		12/02/2019	12/31/2019	12/04/2019			31.
1966692-IN	Misc Uniform/Equipment Items (Watson)	Open		12/02/2019	12/31/2019	12/04/2019			68.
1966693-IN	Misc Uniform/Equipment Items (Lopez)	Open		12/02/2019	12/31/2019	12/04/2019			116.
1966694-IN	Misc Uniform/Equipment Items (Olech)	Open		12/02/2019	12/31/2019	12/04/2019			27.

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1966695-IN	Misc Uniform/Equipment Items (Wendricks)	Open		12/02/2019	12/31/2019	12/04/2019			22.
Vendor 4300 - Ray O'Herron Co, Inc Totals									
							Invoices	25	\$3,331.
Vendor 4852 - Red Wing Shoe Store									
2019-00001220	Boots	Open		11/29/2019	12/28/2019	12/03/2019			455.
Vendor 4852 - Red Wing Shoe Store Totals									
							Invoices	1	\$455.
Vendor 4545 - Robinson Engineering Ltd									
19110415	Public Works Utilities Division Phase I Assessment	Open		11/25/2019	12/25/2019	11/27/2019			774.
Vendor 4545 - Robinson Engineering Ltd Totals									
							Invoices	1	\$774.
Vendor 3743 - Adam W Rothenberg									
2019-00001227	2019 Tuition Assistance	Open		12/11/2019	12/11/2019	12/11/2019			3,093.
Vendor 3743 - Adam W Rothenberg Totals									
							Invoices	1	\$3,093.
Vendor 1201 - Route 12 Rental Co. Inc.									
97618	Lift Rental	Open		11/25/2019	12/25/2019	12/05/2019			166.
Vendor 1201 - Route 12 Rental Co. Inc. Totals									
							Invoices	1	\$166.
Vendor 4019 - Rush Truck Centers									
3017143428	Parts - T-449	Open		11/01/2019	12/01/2019	12/05/2019			468.
3017267175	Parts - PT-245	Open		11/12/2019	12/12/2019	12/05/2019			320.
3017403993	Parts - T-424	Open		11/22/2019	12/22/2019	12/05/2019			83.
Vendor 4019 - Rush Truck Centers Totals									
							Invoices	3	\$872.
Vendor 4947 - Jonathan Salas									
PWCDLJS120519	CDL Reimbursement	Open		12/05/2019	12/19/2019	12/05/2019			50.
Vendor 4947 - Jonathan Salas Totals									
							Invoices	1	\$50.
Vendor 2673 - Schain Banks Kenny & Schwartz									
48960	Legal Services October 2019	Open		11/11/2019	12/16/2019	12/04/2019			23,626.
Vendor 2673 - Schain Banks Kenny & Schwartz Totals									
							Invoices	1	\$23,626.
Vendor 4087 - Service Components Inc.									
95602	Parts - STOCK	Open		11/01/2019	12/01/2019	12/10/2019			1,804.
Vendor 4087 - Service Components Inc. Totals									
							Invoices	1	\$1,804.
Vendor 1474 - Sewer Equipment Corp Of America									
0000176759	Sewer Flushing Parts	Open		11/19/2019	12/19/2019	12/11/2019			3,136.
0000177007	NOZ Bullet 22D 3/4"	Open		12/03/2019	01/02/2020	12/10/2019			112.
Vendor 1474 - Sewer Equipment Corp Of America Totals									
							Invoices	2	\$3,248.
Vendor 3694 - SHI International Corp									

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
B10888266	Webroot Renewal	Open		11/14/2019	12/27/2019	11/20/2019			4,604.
			Vendor 3694 - SHI International Corp Totals			Invoices	1		\$4,604.
Vendor 2372 - Shires Of Inverness Master Assoc									
HRDRPW12022019	Hydrant Meter Deposit Refund	Open		12/02/2019	12/10/2019	12/02/2019			666.
			Vendor 2372 - Shires Of Inverness Master Assoc Totals			Invoices	1		\$666.
Vendor 4262 - SnoDepot									
396339	Parts- T-346	Open		11/15/2019	12/15/2019	12/09/2019			889.
			Vendor 4262 - SnoDepot Totals			Invoices	1		\$889.
Vendor 2207 - Spartan Motors USA, Inc									
IN00792846	Parts- T-412	Open		11/01/2019	12/01/2019	12/11/2019			841.
			Vendor 2207 - Spartan Motors USA, Inc Totals			Invoices	1		\$841.
Vendor 2313 - Standard Equipment Co									
P18644	Parts - T-365	Open		11/18/2019	12/18/2019	12/09/2019			96.
			Vendor 2313 - Standard Equipment Co Totals			Invoices	1		\$96.
Vendor 1804 - Staples Advantage									
8056577102	Office Supplies	Open		11/23/2019	12/22/2019	12/10/2019			76.
8056645423	Office Supplies	Open		11/30/2019	12/29/2019	12/10/2019			36.
			Vendor 1804 - Staples Advantage Totals			Invoices	2		\$113.
Vendor 4621 - Stephen A. Laser Associates, PC									
2006896	2019 Psychological Exams(FD-StephenLaser) Rloverher, ASekscinski	Open		11/27/2019	12/17/2019	12/11/2019			1,100.
			Vendor 4621 - Stephen A. Laser Associates, PC Totals			Invoices	1		\$1,100.
Vendor 1776 - Suburban Accents, Inc.									
28992	Repair & Maintenance - T-445	Open		11/20/2019	12/20/2019	12/05/2019			200.
			Vendor 1776 - Suburban Accents, Inc. Totals			Invoices	1		\$200.
Vendor 2111 - Terminal Supply Co									
81511-00	Parts - STOCK	Open		11/01/2019	12/01/2019	12/10/2019			355.
83680-00	Parts - E-225	Open		11/11/2019	12/11/2019	12/10/2019			30.
			Vendor 2111 - Terminal Supply Co Totals			Invoices	2		\$386.
Vendor 2545 - Terrace Supply Co									
70457678	Oxygen	Open		11/26/2019	12/25/2019	11/27/2019			144.
			Vendor 2545 - Terrace Supply Co Totals			Invoices	1		\$144.
Vendor 1844 - Third Millennium Associates Inc									
24187	UB Bill Processing - Nov 2019	Open		11/30/2019	12/20/2019	12/09/2019			2,508.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invo
Summary Listi

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
Vendor 1844 - Third Millennium Associates Inc Totals						Invoices	1		\$2,508.
Vendor 1199 - Thompson Elevator Inspection Service Inc									
19-3678	3 permit inspections	Open		12/02/2019	01/01/2020	12/10/2019			225.
Vendor 1199 - Thompson Elevator Inspection Service Inc Totals						Invoices	1		\$225.
Vendor 3787 - Township High School District 211									
11-2019-D211	Motor Fuel - November	Open		11/21/2019	12/21/2019	12/05/2019			951.
Vendor 3787 - Township High School District 211 Totals						Invoices	1		\$951.
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc									
71751-Nov-19	Online Investigative Search Engine Monthly Usage Fee (Nov)	Open		12/01/2019	12/31/2019	12/11/2019			203.
Vendor 4058 - TransUnion Risk and Alternative Data Solutions Inc Totals						Invoices	1		\$203.
Vendor 4403 - Tyler Technologies Inc									
045-281460	Electronic Check-in Devices	Open		12/03/2019	12/03/2019	12/03/2019			7,230.
Vendor 4403 - Tyler Technologies Inc Totals						Invoices	1		\$7,230.
Vendor 3187 - ULINE									
114097948	Parts - M-999	Open		11/07/2019	12/07/2019	12/05/2019			134.
Vendor 3187 - ULINE Totals						Invoices	1		\$134.
Vendor 4797 - Ultra Cleaning, Inc.									
1113	Cleaning Services for CSF and Police HQ -November 2019	Open		11/29/2019	12/24/2019	12/05/2019			3,800.
Vendor 4797 - Ultra Cleaning, Inc. Totals						Invoices	1		\$3,800.
Vendor 3157 - UniFirst Corporation									
061 1245261	Shop Rags/Carpets	Open		11/18/2019	12/18/2019	12/05/2019			58.
061 1245381	Shop Rags/Carpets	Open		11/18/2019	12/18/2019	12/05/2019			81.
061 1246901	Shop Rags/Carpets	Open		11/25/2019	12/25/2019	12/05/2019			58.
061 1248583	Shop Rags/Carpets	Open		12/02/2019	01/01/2020	12/05/2019			58.
061 1248697	Shop Rags/Carpets	Open		12/02/2019	01/01/2020	12/05/2019			81.
Vendor 3157 - UniFirst Corporation Totals						Invoices	5		\$339.
Vendor 1243 - Union Pacific Railroad Company									
November 2019	Parking Agreement - November	Open		12/02/2019	12/17/2019	12/02/2019			301.
Vendor 1243 - Union Pacific Railroad Company Totals						Invoices	1		\$301.
Vendor 2276 - USA Blue Book									
066192	Hach DPD 1000/pk & Dispenser	Open		11/13/2019	12/12/2019	12/05/2019			258.
Vendor 2276 - USA Blue Book Totals						Invoices	1		\$258.
Vendor 3020 - Village of Palatine Petty Cash									
081919Jewel	Water-Snacks -Council Chambers	Open		12/04/2019	12/04/2019	12/04/2019			17.47

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
091219-NWClerks	Sadik-NWClerks	Open		12/04/2019	12/04/2019	12/04/2019			85.
091619Jewel	Sadik-Water Food Council Chambers	Open		12/04/2019	12/04/2019	12/04/2019			29.
111319NWClerks	Sadik-NWClerks	Open		12/04/2019	12/04/2019	12/04/2019			78.
2019-00001223	Rivard - iPad Case for Village iPad	Open		12/11/2019	12/11/2019	12/11/2019			23.
2019-00001224	Atherton - Batteries & iPad Case	Open		12/11/2019	12/11/2019	12/11/2019			52.
2019-00001228	K. Cordell - Coffee & Supplies for Admin & Training Room (GFS)	Open		12/02/2019	12/16/2019	12/11/2019			15.
2019-00001229	J. Christians - Training Collar for K-9 "Puma" (Amazon)	Open		12/02/2019	12/16/2019	12/11/2019			23.
2019-00001213	Vonau	Open		12/03/2019	12/03/2019	12/03/2019			3.
2019-00001214	Macaluso	Open		12/03/2019	12/03/2019	12/03/2019			27.
2019-00001215	Macaluso	Open		12/03/2019	12/03/2019	12/03/2019			40.
2019-00001216	Mackeben	Open		12/03/2019	12/03/2019	12/03/2019			43.
2019-00001217	Linda Silva	Open		12/03/2019	12/03/2019	12/03/2019			29.
2019-00001218	Vonau	Open		12/03/2019	12/03/2019	12/03/2019			13.
2019-00001219	Mackeben	Open		12/03/2019	12/03/2019	12/03/2019			17.
PWHIGGINS101019	Supplies for Scarecrows on Parade event	Open		10/10/2019	12/12/2019	12/09/2019			13.
PWKOUTAS101719	IPWMAN Conference	Open		10/17/2019	12/12/2019	12/09/2019			20.
PWPCMB111319	Lighter for Water Samples	Open		11/13/2019	12/12/2019	12/11/2019			6.
PWLAPID112019	Utensils for Kitchen	Open		11/20/2019	12/12/2019	12/09/2019			10.
PWCVETAN120419	Manufacture of Swing Check Valve Gate Shaft	Open		12/04/2019	12/12/2019	12/09/2019			125.
PWPCAB121019	Christmas Trees for Sleigh at Rockpile Northwest Hwy. & Hicks Rd	Open		12/10/2019	12/12/2019	12/11/2019			70.
		Vendor	3020 - Village of Palatine Petty Cash Totals			Invoices		21	\$746.
Vendor 4618 - Vision Marketing Passport System Ltd 1755	nametags	Open		11/19/2019	12/18/2019	11/25/2019			60.
		Vendor	4618 - Vision Marketing Passport System Ltd Totals			Invoices		1	\$60.
Vendor 3072 - Benjamin R Vyverberg BVR	Reimb for EOC Training	Open		06/19/2019	12/11/2019	12/11/2019			313.
		Vendor	3072 - Benjamin R Vyverberg Totals			Invoices		1	\$313.
Vendor 3209 - Warehouse Direct 4496822-0		Labels	Open	11/22/2019	12/17/2019	12/09/2019			32.
4505261-0		Paper	Open	12/03/2019	12/17/2019	12/09/2019			65.
4494456-0		Batteries	Open	11/20/2019	12/19/2019	11/20/2019			40.
		Vendor	3209 - Warehouse Direct Totals			Invoices		3	\$139.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Invoice Due Date Range 10/01/19 - 01/07/20
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amol
1770147	Paying Agent Fees	Open		12/02/2019	12/30/2019	12/11/2019			250.
1770284	Paying Agent Fees	Open		12/02/2019	12/30/2019	12/11/2019			550.
1770401	Paying Agent Fees	Open		12/02/2019	12/30/2019	12/11/2019			750.
1770402	Paying Agent Fees	Open		12/02/2019	12/30/2019	12/11/2019			750.
			Vendor 2201 - Wells Fargo Bank Totals	Invoices			4		\$2,300.
Vendor 4824 - Western First Aid & Safety									
ORD4-002966	First Aid Kit Refill	Open		11/20/2019	12/19/2019	11/26/2019			37.
ORD4-002967	First Aid Kit Refill	Open		11/20/2019	12/19/2019	11/26/2019			68.
ORD4-002969	First Aid Kit Refill	Open		11/20/2019	12/19/2019	11/26/2019			80.
ORD4-002970	First Aid Kit Refill	Open		11/20/2019	12/19/2019	11/26/2019			65.
ORD4-002971	First Aid Kit Refill	Open		11/20/2019	12/19/2019	11/26/2019			84.
ORD4-002972	First Aid Kit Refill	Open		11/20/2019	12/19/2019	11/26/2019			15.
			Vendor 4824 - Western First Aid & Safety Totals	Invoices			6		\$352.
Vendor 2698 - Wholesale Direct Inc.									
000242114	Parts - T-471 & E-225	Open		10/17/2019	11/16/2019	12/10/2019			725.
000242128	Parts - T-471	Open		10/17/2019	11/16/2019	12/10/2019			432.
			Vendor 2698 - Wholesale Direct Inc. Totals	Invoices			2		\$1,158.
Vendor 1151 - William Rainey Harper College									
HRDRPW1232019	Hydrant Meter Deposit Refund	Open		12/03/2019	12/12/2019	12/04/2019			859.
			Vendor 1151 - William Rainey Harper College Totals	Invoices			1		\$859.
Vendor 1901 - Wurth Usa Inc									
96559421	Parts - STOCK	Open		11/06/2019	12/06/2019	12/10/2019			79.
			Vendor 1901 - Wurth Usa Inc Totals	Invoices			1		\$79.
Vendor Otis Cole									
VS #21730	Refund - Senior Discount	Open		12/09/2019	12/09/2019	12/09/2019			24.
			Vendor Otis Cole Totals	Invoices			1		\$24.
Vendor John Siegmeier									
2019-00001183	sign refund/ 19-57 / 1008 N Deer Ave	Open		11/26/2019	11/26/2019	11/26/2019			250.
			Vendor John Siegmeier Totals	Invoices			1		\$250.
Vendor Danielle & Chadd Slutzky									
RP17-00476	RP17-476/77 N Quentin #402-No longer a rental-refund	Open		12/10/2019	12/10/2019	12/10/2019			80.
			Vendor Danielle & Chadd Slutzky Totals	Invoices			1		\$80.
			Grand Totals	Invoices			281		\$756,612.

Attachment: Warrant #24 (2019-23 : Warrant # 24)

Payment Date Range 12/09/19 - 12/09/19

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4466 - JP Morgan Chase Bank Commercial Card									
DKS-112519-1	GFS Store #0204 Palatine	Paid by EFT #2323		11/25/2019	12/09/2019	12/09/2019		12/09/2019	192.
MWJ-112519-1	Jewel-Osco Palatine	Paid by EFT #2324		11/25/2019	12/09/2019	12/09/2019		12/09/2019	10.
RTO-112519-1	Mutual Ace Hdwr-Paleti	Paid by EFT #2321		11/25/2019	12/09/2019	12/09/2019		12/09/2019	33.
RTO-112519-2	The Home Depot #1927 Palatine	Paid by EFT #2322		11/25/2019	12/09/2019	12/09/2019		12/09/2019	14.
FIN-112519-1	Groot Industries	Paid by EFT #2319		11/25/2019	12/09/2019	12/09/2019		12/09/2019	281,887.
FIN-112519-2	Dario's	Paid by EFT #2320		11/25/2019	12/09/2019	12/09/2019		12/09/2019	45.
PJ-112519-1	Marriot Hotel	Paid by EFT #2325		11/25/2019	12/09/2019	12/09/2019		12/09/2019	465.
LAS-112519-1	Amazon	Paid by EFT #2384		11/25/2019	12/09/2019	12/09/2019		12/09/2019	67.
LAS-112519-10	Tap House	Paid by EFT #2393		11/25/2019	12/09/2019	12/09/2019		12/09/2019	143.
LAS-112519-2	CDW Govt	Paid by EFT #2385		11/25/2019	12/09/2019	12/09/2019		12/09/2019	1,240.
LAS-112519-3	eBay	Paid by EFT #2386		11/25/2019	12/09/2019	12/09/2019		12/09/2019	99.
LAS-112519-4	Google	Paid by EFT #2387		11/25/2019	12/09/2019	12/09/2019		12/09/2019	30.
LAS-112519-5	Amazon	Paid by EFT #2388		11/25/2019	12/09/2019	12/09/2019		12/09/2019	160.
LAS-112519-6	PayPal	Paid by EFT #2389		11/25/2019	12/09/2019	12/09/2019		12/09/2019	69.
LAS-112519-7	Marriott	Paid by EFT #2390		11/25/2019	12/09/2019	12/09/2019		12/09/2019	455.
LAS-112519-8	Marriott	Paid by EFT #2391		11/25/2019	12/09/2019	12/09/2019		12/09/2019	455.
LAS-112519-9	Marriott	Paid by EFT #2392		11/25/2019	12/09/2019	12/09/2019		12/09/2019	455.
DLG-112519-1	Kohls	Paid by EFT #2329		11/25/2019	12/09/2019	12/09/2019		12/09/2019	81.
DLG-112519-10	Starved Rock Lodge/Con Oglesby IL	Paid by EFT #2338		11/25/2019	12/09/2019	12/09/2019		12/09/2019	77.
DLG-112519-11	Starved Rock Lodge Caf Oglesby, IL	Paid by EFT #2339		11/25/2019	12/09/2019	12/09/2019		12/09/2019	13.
DLG-112519-12	Starved Rock Lodge Res Oglesby IL	Paid by EFT #2340		11/25/2019	12/09/2019	12/09/2019		12/09/2019	21.
DLG-112519-2	Amazon.com	Paid by EFT #2330		11/25/2019	12/09/2019	12/09/2019		12/09/2019	287.
DLG-112519-3	Amzn MKTP US	Paid by EFT #2331		11/25/2019	12/09/2019	12/09/2019		12/09/2019	65.
DLG-112519-4	Amzn MKTP US	Paid by EFT #2332		11/25/2019	12/09/2019	12/09/2019		12/09/2019	55.
DLG-112519-5	Starved Rock Lodge Res Oglesby, IL	Paid by EFT #2333		11/25/2019	12/09/2019	12/09/2019		12/09/2019	36.
DLG-112519-6	Starved Rock Lodge Caf Oglesby, IL	Paid by EFT #2334		11/25/2019	12/09/2019	12/09/2019		12/09/2019	11.
DLG-112519-7	Skoogs Pub and Grill Utica, IL	Paid by EFT #2335		11/25/2019	12/09/2019	12/09/2019		12/09/2019	16.
DLG-112519-8	Skoogs Pub and Grill Utica, IL	Paid by EFT #2336		11/25/2019	12/09/2019	12/09/2019		12/09/2019	15.
DLG-112519-9	Starved Rock Lodge/Con Oglesby, IL	Paid by EFT #2337		11/25/2019	12/09/2019	12/09/2019		12/09/2019	77.
HJS-112519-1	Jimmy Johns-233 Palatine IL	Paid by EFT #2326		11/25/2019	12/09/2019	12/09/2019		12/09/2019	80.
HJS-112519-2	Pizza Bella - Palatine IL	Paid by EFT #2327		11/25/2019	12/09/2019	12/09/2019		12/09/2019	74.
HJS-112519-3	GrubhubLamplighters	Paid by EFT #2328		11/25/2019	12/09/2019	12/09/2019		12/09/2019	56.
SK-112519-1	NWBOCA	Paid by EFT #2341		11/25/2019	12/09/2019	12/09/2019		12/09/2019	260.
SK-112519-2	NWBOCA	Paid by EFT #2342		11/25/2019	12/09/2019	12/09/2019		12/09/2019	150.
SK-112519-3	Capri Deli Palatine	Paid by EFT #2343		11/25/2019	12/09/2019	12/09/2019		12/09/2019	88.
PAC-112519-1	ZBattery.Com, Inc	Paid by EFT #2381		11/25/2019	12/09/2019	12/09/2019		12/09/2019	201.

Attachment: Warrant #24 (2019-23 : Warrant # 24)

Payment Date Range 12/09/19 - 12/09/19

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
PAC-112519-2	Vistaprint	Paid by EFT #2382		11/25/2019	12/09/2019	12/09/2019		12/09/2019	127.
PAC-112519-3	Kaesar & Blair	Paid by EFT #2383		11/25/2019	12/09/2019	12/09/2019		12/09/2019	536.
ARL-112519-1	Mutual Ace Hardware	Paid by EFT #2380		11/25/2019	12/09/2019	12/09/2019		12/09/2019	9.
JBS-112519-1	The Home Depot	Paid by EFT #2379		11/25/2019	12/09/2019	12/09/2019		12/09/2019	65.
MES-112519-1	LOT X CAR RENTAL CHICAGO IL	Paid by EFT #2378		11/25/2019	12/09/2019	12/09/2019		12/09/2019	136.
SAM-112519-1	The Home Depot	Paid by EFT #2394		11/25/2019	12/09/2019	12/09/2019		12/09/2019	63.
AJB-112519-1	The Home Depot #1927	Paid by EFT #2358		11/25/2019	12/09/2019	12/09/2019		12/09/2019	218.
AJB-112519-2	Menards	Paid by EFT #2359		11/25/2019	12/09/2019	12/09/2019		12/09/2019	273.
AJB-112519-3	The Home Depot #1927	Paid by EFT #2360		11/25/2019	12/09/2019	12/09/2019		12/09/2019	74.
AJB-112519-4	Menards	Paid by EFT #2361		11/25/2019	12/09/2019	12/09/2019		12/09/2019	118.
AJB-112519-5	The Home Depot #1927	Paid by EFT #2362		11/25/2019	12/09/2019	12/09/2019		12/09/2019	49.
AJB-112519-6	The Home Depot #1927	Paid by EFT #2363		11/25/2019	12/09/2019	12/09/2019		12/09/2019	159.
DVN-112519-1	Jimmy Johns - 233	Paid by EFT #2366		11/25/2019	12/09/2019	12/09/2019		12/09/2019	349.
EDK-112519-1	Hobby-Lobby #0205	Paid by EFT #2345		11/25/2019	12/09/2019	12/09/2019		12/09/2019	124.
EDK-112519-2	Hobby-Lobby #0205	Paid by EFT #2346		11/25/2019	12/09/2019	12/09/2019		12/09/2019	124.
JJM-112519-1	Menards	Paid by EFT #2370		11/25/2019	12/09/2019	12/09/2019		12/09/2019	397.
JJM-112519-2	Paypal Ebay BMO Radio	Paid by EFT #2371		11/25/2019	12/09/2019	12/09/2019		12/09/2019	76.
JJM-112519-3	Paypal Ebay Usherwood	Paid by EFT #2372		11/25/2019	12/09/2019	12/09/2019		12/09/2019	59.
JJM-112519-4	Paypal Ebay Delcogara	Paid by EFT #2373		11/25/2019	12/09/2019	12/09/2019		12/09/2019	13.
JJM-112519-5	Paypal Ebay Tina Huba	Paid by EFT #2374		11/25/2019	12/09/2019	12/09/2019		12/09/2019	18.
JJM-112519-6	The Home Depot #1927	Paid by EFT #2375		11/25/2019	12/09/2019	12/09/2019		12/09/2019	28.
JJM-112519-7	Paypal Ebay Craig7fre	Paid by EFT #2376		11/25/2019	12/09/2019	12/09/2019		12/09/2019	72.
KCH-112519-1	True Value Hardware	Paid by EFT #2367		11/25/2019	12/09/2019	12/09/2019		12/09/2019	(173.0
KCH-112519-2	True Value Hardware	Paid by EFT #2368		11/25/2019	12/09/2019	12/09/2019		12/09/2019	173.
KCH-112519-3	True Value Hardware	Paid by EFT #2369		11/25/2019	12/09/2019	12/09/2019		12/09/2019	157.
KML-112519-1	Amazon Marketplace	Paid by EFT #2347		11/25/2019	12/09/2019	12/09/2019		12/09/2019	25.
KML-112519-10	Amazon.com	Paid by EFT #2356		11/25/2019	12/09/2019	12/09/2019		12/09/2019	259.
KML-112519-11	Amazon Marketplace	Paid by EFT #2354		11/25/2019	12/09/2019	12/09/2019		12/09/2019	13.
KML-112519-2	Amazon Marketplace	Paid by EFT #2348		11/25/2019	12/09/2019	12/09/2019		12/09/2019	(8.9
KML-112519-3	Amazon Marketplace	Paid by EFT #2349		11/25/2019	12/09/2019	12/09/2019		12/09/2019	25.
KML-112519-4	Amazon Marketplace	Paid by EFT #2350		11/25/2019	12/09/2019	12/09/2019		12/09/2019	58.
KML-112519-5	Amazon Marketplace	Paid by EFT #2351		11/25/2019	12/09/2019	12/09/2019		12/09/2019	41.
KML-112519-6	Amazon Marketplace	Paid by EFT #2352		11/25/2019	12/09/2019	12/09/2019		12/09/2019	220.
KML-112519-7	Amazon Marketplace	Paid by EFT #2357		11/25/2019	12/09/2019	12/09/2019		12/09/2019	10.
KML-112519-8	Amazon Marketplace	Paid by EFT #2353		11/25/2019	12/09/2019	12/09/2019		12/09/2019	96.
KML-112519-9	Amazon.com	Paid by EFT #2355		11/25/2019	12/09/2019	12/09/2019		12/09/2019	229.
MDB-112519-1	Mariano's #505	Paid by EFT #2344		11/25/2019	12/09/2019	12/09/2019		12/09/2019	39.
SC-112519-1	The Home Depot #1927	Paid by EFT #2365		11/25/2019	12/09/2019	12/09/2019		12/09/2019	56.
SC-112519-2	The Home Depot #1927	Paid by EFT #2364		11/25/2019	12/09/2019	12/09/2019		12/09/2019	28.
SLW-112519-1	The Home Depot #1927	Paid by EFT #2377		11/25/2019	12/09/2019	12/09/2019		12/09/2019	31.

Vendor 4466 - JP Morgan Chase Bank Commercial Card Totals

Invoices

76

\$291,887.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Payment Date Range 12/09/19 - 12/09/19
Report By Vendor - Invoices
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Grand Totals						Invoices	76		\$291,887.

Attachment: Warrant #24 (2019-23 : Warrant # 24)



Payment Date Range 12/12/19 - 12/12/19
Report By Vendor - Invoices
Summary List

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2048 - Neofunds									
12/10/2019	Village Wide Postage	Paid by EFT #2395		12/10/2019	12/12/2019	12/12/2019		12/12/2019	3,000.
			Vendor 2048 - Neofunds Totals			Invoices	1		\$3,000.
			Grand Totals			Invoices	1		\$3,000.

Attachment: Warrant #24 (2019-23 : Warrant # 24)

Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2020 Hometown Fest

BACKGROUND: The Palatine Jaycees will be holding their annual Hometown Fest from Thursday, July 2 - Sunday, July 5, 2020. This festival is the largest fundraiser of the year for the Jaycees, with proceeds going directly back to the community through the many programs they sponsor. The proposed festival hours are as follows:

- Thursday, July 2: 5 pm - Midnight (Special Needs Carnival from 1 - 3 PM)
- Friday, July 3: Noon - Midnight (Fireworks at 9:30 PM)
- Saturday, July 4: Noon - Midnight (Parade at 11 AM)
- Sunday, July 5: Noon - 7 pm

KEY ISSUES: The Jaycees are requesting approval of the following:

1. Waiver of fees for Village services, permits, and licenses.
2. Temporary closure of Wood Street, between Mozart Street and Oak Street, from Monday, June 29 - Monday, July 6 for the carnival. This approval would be subject to access being maintained to the Village Hall and Park District facilities throughout the event.
3. Setup will begin Wednesday, July 1 and tear down will start Sunday afternoon on July 5th and conclude on Monday, July 6th.
3. Temporary closure of streets on Saturday, July 4 for the parade.
4. The proposed event hours are consistent with what was approved by the Palatine Park District at their October 22, 2019 Board Meeting.

ALTERNATIVES:

1. Approve the request for the temporary closure of public streets and the waiver of Village fees.
2. Do not approve the request for the temporary closure of public streets and the waiver of Village fees.

RECOMMENDATION:

Staff recommends approval of the Palatine Jaycees Hometown Fest and related requests.

ACTION REQUIRED:

A motion to approve the request for the temporary closure of public streets and the waiver of Village fees, subject to the conditions outlined above.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Doug Myslinski, District 3 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Resolution Approving a Plat of Consolidation for the Property at 879 W. Kenilworth Avenue

BACKGROUND:

The Petitioner previously acquired two vacant lots in order to construct a new single-family home. While the Zoning Ordinance allows for the two lots to be considered as one zoning lot, Staff directed the Petitioner to submit a Plat of Consolidation and combine the lots accordingly. There was also a condition of the previous zoning relief granted for a Special Use for a setback reduction that required a deed restriction to be recorded upon the property. Therefore, the Petitioner is requesting approval of the following:

Plat of Consolidation to combine two existing lots of record into one lot of record.

KEY ISSUES:

- The Petitioner is in the process of completing the constructing of one new single-family home on 2 existing lots. A setback reduction was approved for the construction of the new home. As part of that approval, a condition of the zoning relief included a deed restriction memorializing the minimum required Kenilworth Avenue setback.
- In addition to combining the 2 existing lots, the Plat of Consolidation will include both the required deed restriction and associated Kenilworth Avenue setback. The deed restriction was recorded in October 2019. A Plat of Consolidation has been prepared and reviewed by the Village Engineer and Village Attorney.

ALTERNATIVES:

1. Approve the Plat of Consolidation.
2. Do not approve the Plat of Consolidation.

RECOMMENDATION:

Staff recommends approval of the Plat of Consolidation at 879 W. Kenilworth Avenue.

ACTION REQUIRED:

Motion to approve the Plat of Consolidation for 879 W. Kenilworth Avenue.

RESULT:	ADOPTED BY ROLL CALL BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion to Accept the Smith and Colfax Drainage Study Report Findings and to Pursue Storm Water Improvement Options at Reimer Reservoir

BACKGROUND:

Flooding occurs at the intersection of Smith Street and Colfax Street in downtown Palatine periodically, usually multiple times each year. The Village hired STV Incorporated of Chicago, Illinois to conduct a drainage investigation and prepare a report on their findings. Engineering analysis and field observations determined this flooding is due to insufficient storm sewers draining the intersection.

KEY ISSUES:

- Various alternatives were considered to solve this flooding problem, including: (1) increasing sewer sizes downstream; (2) draining the intersection to the Metropolitan Water Reclamation District's (MWRD) Reimer Reservoir instead of Salt Creek; and (3) installing storm water detention in the vicinity of the intersection.
- Draining the intersection to the reservoir was chosen as the preferred alternative because it was the most cost effective way to solve the flooding problems and was the least likely to potentially move flooding problems from the intersection to other properties.
- Improving drainage at the intersection is expected to improve performance in storm sewers upstream of the area and reduce the water flowing into the creek downstream of the Reimer Reservoir during a storm.
- The Village is currently considering whether to pursue further engineering analysis and construction of one of these alternative solutions, pending discussions with the MWRD to allow the Village to drain the intersection to Reimer Reservoir.

ALTERNATIVES:

1. Accept the report findings from STV Incorporated and authorize Staff to pursue storm water improvement options to utilize the Reimer Reservoir.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends accepting the report findings from STV Incorporated and directing Staff to pursue storm water improvement options to utilize the Reimer Reservoir.

BUDGET IMPACT:

Sewer funding is available in 2019 Capital Improvement Program to accommodate this additional investigation.

ACTION REQUIRED:

Motion to accept the report findings from STV Incorporated and to direct Staff to pursue storm water improvement options to utilize the Reimer Reservoir.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Doug Myslinski, District 3 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Authorizing the Village Manager to Execute a Proposal for Engineering Services for Phase II of Rohlwing Road Resurfacing

BACKGROUND:

Rohlwing Road, from Cunningham Drive to Palatine Road, is scheduled to be improved next year using local funds. Funding was identified in the 2020 budget to allow for design engineering.

KEY ISSUES:

- Over 400 man-hours of specialized professional services are expected to meet documentation, material inspection, and reporting requirements associated with this project.
- The scope of services includes: a topographic survey of the existing site; pavement cores to verify pavement thickness; soil sampling to screen for the presence of volatile organic vapors; and preparation of final engineering plans, specifications, cost estimate and bidding documents.

ALTERNATIVES:

1. Authorize the Village Manager to execute the proposal from BLA, Incorporated.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends authorizing the Village Manager to execute the proposal from BLA, Incorporated for engineering services for Phase II of the resurfacing of Rohlwing Road in the not-to-exceed amount of \$66,000.

BUDGET IMPACT:

Funding is included in the Capital Improvement Program to accommodate these services.

ACTION REQUIRED:

Motion to authorize the Village Manager to execute the proposal from BLA, Incorporated of Itasca, Illinois for engineering services for Phase II of the resurfacing of Rohlwing Road in the not-to-exceed amount of \$66,000.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion to Approve Change Order #1 for the Mallard Drive and Wood Street Water Main Replacement Project

BACKGROUND:

On Monday, August 12, 2019, the Mallard Drive and Wood Street Water Main Replacement Project contract was awarded to Gerardi Sewer & Water Company of Addison, Illinois in the amount of \$971,334. The estimated construction cost was \$1,208,000. This project includes replacement of the water mains on Mallard Drive (from Illinois Avenue to Middleton Avenue) and on Wood Street (from Woodwork Lane to Cedar Street).

KEY ISSUES:

- The majority of the overage is based on the pavement restoration along Wood Street. Removal of the concrete roadway base added unanticipated additional costs. The original plans estimated 615 square yards of pavement removal and replacement, while the final quantity was just over 1,000 square yards.
- Additional concrete curb and gutter along with sidewalk was also required.
- Two change orders due to unforeseen utility conflicts also resulted in additional costs.
- There were several Buffalo boxes and curb stops at service connections with failed, leaking, or unkeyable valves.
- Staff is requesting a change order to the contract to accommodate this work.

ALTERNATIVES:

1. Approve change order #1 for the Mallard Drive and Wood Street Water Main Replacement with Gerardi Sewer & Water.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of change order #1 for the Mallard Drive and Wood Street Water Main Replacement Project with Gerardi Sewer & Water in the amount of \$44,364.

BUDGET IMPACT:

\$12,652 is proposed to be funded from the Downtown TIF District and \$31,712 is proposed from the 2019 Water Capital fund as budgeted in WW 3.

ACTION REQUIRED:

Motion to approve change order #1 for the Mallard Drive and Wood Street Water Main Replacement Project with Gerardi Sewer & Water Company of Addison, Illinois in the amount of \$44,364, for a total contract price of \$1,015,698.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Doug Myslinski, District 3 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion to Approve a Local Public Agency Agreement for Federal Participation for the Baldwin Road Culvert Replacement

BACKGROUND:

The triple culverts that carry Buffalo Creek under Baldwin Road have been identified as beyond their useful life and require full replacement. The culverts are part of the Illinois Department of Transportation's (IDOT) bridge inventory. As such, they are currently designated as eligible for Illinois Department of Transportation's Bridge Improvement Program funding (STP Br).

KEY ISSUES:

- Village participation for preliminary engineering is estimated at \$25,620, which is equal to the remaining 20% of the anticipated effort of \$128,095.41.
- The Village would engage the consulting engineer, make payment for services rendered, and be reimbursed by IDOT.
- IDOT agrees to reimburse the Village \$102,477.

ALTERNATIVES:

1. Approve the Local Public Agency Agreement for Federal Participation with IDOT's Bridge Improvement Program.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Local Public Agency Agreement for Federal Participation with IDOT's Bridge Improvement Program be approved.

BUDGET IMPACT:

\$130,000 is available in the Capital Improvement Program to accommodate this proposed agreement with a \$102,477 revenue offset through the reimbursement.

ACTION REQUIRED:

Motion to approve the Local Public Agency Agreement for Federal Participation with IDOT's Bridge Improvement Program for Phase I Engineering of the Baldwin Road Culvert Replacement.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Approving an Agreement with Ciorba Group for Engineering Services for Phase I of the Baldwin Road Culvert Replacement

BACKGROUND:

The Baldwin Road Culverts have been identified as beyond their useful life and require full replacement. The culverts are part of the Illinois Department of Transportation's (IDOT's) bridge inventory and IDOT has identified them as STP bridge funding eligible (Phase I Engineering).

Phase I Engineering consists of traffic counts, hydraulic studies, bridge assessments, federally required environmental review documentation, subsurface soil investigation, and preliminary roadway plans. It culminates with the written approval of the Federal Highway Authority and would be followed by detailed engineering (Phase II) which creates the specific construction plans.

KEY ISSUES:

- Nearly 850 man-hours of specialized professional services are expected to meet documentation, material inspection, and reporting requirements associated with the required federal process.
- Consulting Engineering is recommended to meet procedural requirements and to assure our ability to leverage additional federal participation for Phase II engineering and ultimately the construction of the contemplated improvement.
- A qualification based selection process was followed to select Ciorba Group, Incorporated for this project after advertising and reviewing written qualification statements.
- The proposed improvements will improve safety, storm water flow/protection, and the aesthetics of the area.

ALTERNATIVES:

1. Approve the Phase I Preliminary Engineering Agreement.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Phase I Preliminary Engineering Agreement with Ciorba Group be approved.

BUDGET IMPACT:

Sewer funds are available in the Capital Improvement Program to accommodate this proposed agreement. The Village will be responsible for 20% of the cost with 80% being reimbursed.

ACTION REQUIRED:

Motion to approve the Agreement with Ciorba Group, Incorporated for engineering services for Phase I of the Baldwin Road Culvert Replacement in the amount of \$128,096.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Doug Myslinski, District 3 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion to Extend the Village's Existing Parkway Tree Trimming Program Contract for 2020

BACKGROUND:

In 2015, the Municipal Partnering Initiative (MPI) solicited bids for parkway tree trimming for 2016 - 2018. MPI is a group of local municipalities that have coordinated similar projects to benefit from bulk purchasing, the sharing of best practices, and the sharing of workloads. MPI awarded the contract to Advanced Tree Care, Incorporated of Lincolnshire, Illinois. In 2018, Advanced Tree Care offered the same pricing and terms secured by MPI to the Village for our 2019 trimming. Staff recently reached out to them to gauge interest in continuing this arrangement for 2020. Advanced Tree Care offered to extend the current contract and pricing through December 31, 2020.

The area targeted for trimming in 2020 is roughly from Hicks Road east to Rohlwing Road and from Dundee Road south to Northwest Highway.

It has been clarified by the vendor that any employee excluded from Workers Compensation Insurance will be prohibited by contract from any physical work associated with the project.

KEY ISSUES:

- An estimated 2,600 trees will be trimmed during 2020.
- Based on the estimated quantities of trees by size, the cost to extend the contract with Advanced Tree Care will be \$131,000 for the 2020 area.
- Work performed by Advanced Tree Care during the 2019 season has been satisfactory.

ALTERNATIVES:

1. Extend the contract with Advanced Tree Care through 2020 for the Parkway Tree Trimming Program.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the contract with Advanced Tree Care, Incorporated of Lincolnshire, Illinois be extended through 2020 for the Parkway Tree Trimming Program.

BUDGET IMPACT:

Funds would be available from the proposed 2020 Public Works Operating budget.

ACTION REQUIRED:

Motion to extend the contract with Advanced Tree Care, Incorporated through 2020 for the Parkway Tree Trimming Program.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Doug Myslinski, District 3 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Authorizing the Village Manager to Purchase Six Replacement Police Patrol Vehicles

BACKGROUND:

As part of the Capital Vehicle Replacement Budget for 2020, the Village Council appropriated \$271,335 in funds for the replacement of five patrol squads and a supervisor squad. These vehicles are recommended for replacement or reassignment after an inspection, evaluation and life-cycle cost analysis.

The five patrol squads (T-429, T-430, T-431, T-432 and T-434) are all 2015 Ford Explorer Pursuit Utilities with 118,000, 129,000, 114,000, 120,000, and 110,000 miles, respectively. They will be replaced with 2020 Ford Utility Police Interceptor Hybrids. The hybrid pursuit model is a new design that is estimated to save up to \$3,200 per year in gas costs. The battery hybrid system allows the vehicles to remain at a scene for up to eight hours with emergency lights activated, without having to idle the engine. The existing vehicles will be sold at auction or may be considered for reserve duty.

The supervisor squad, T-453, a 2017 Ford Explorer with 24,000 miles, was a total loss from an accident in the summer of 2019. The Village received insurance monies and the vehicle was sold for salvage. It will also be replaced by a 2020 Ford Utility Police Interceptor Hybrid to take advantage of the fuel savings.

KEY ISSUES:

- The Northwest Municipal Conference Suburban Purchasing Cooperative (SPC) has awarded contract #152 for the Ford Utility Police Interceptor Hybrid through Currie Motors of Frankfort, Illinois.
- Local governments are permitted to purchase vehicles through these joint-purchase bids and take advantage of the purchasing power and attractive pricing.
- The total cost for all six Ford Utility Police Interceptor Hybrids is \$214,554. This includes various options for each of the vehicles. The remaining funds of \$56,781 will be used for outfitting costs to transfer or purchase radios, sirens, cameras, laptops, emergency lighting, prisoner partitions, etc. on all six vehicles.
- Some of the equipment such as radios, light bars and laptops will transfer, but others such as prisoner partitions, center consoles, and laptop docks will need to be purchased new because of the vehicle redesign.

ALTERNATIVES:

1. Authorize the Village Manager to approve the purchase of six 2020 Ford Utility Police Interceptor Hybrids through the Suburban Purchasing Cooperative Contract.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Village Manager be authorized to approve the purchase of six 2020 Ford Utility Police Interceptor Hybrids through the Suburban Purchasing Cooperative Contract #152 from Currie Motors Fleet of Frankfort, Illinois in the amount of \$214,554 and a total cost (including outfitting) not to exceed \$271,335.

BUDGET IMPACT:

Funds in the amount of \$271,335 have been appropriated in the Capital Vehicle Replacement Budget for these purchases.

ACTION REQUIRED:

Motion authorizing the Village Manager to purchase six 2020 Ford Utility Police Interceptor Hybrids through the Suburban Purchasing Cooperative Contract #152 from Currie Motors Fleet of Frankfort, Illinois and outfitting for a total cost not to exceed \$271,335.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Authorizing the Village Manager to Approve the Purchase of an Asphalt Paver

BACKGROUND:

As part of the 2020 Capital Equipment Replacement Budget, the Village Council has appropriated \$205,000 in funds for the replacement of a 2005 LeeBoy Model 8500 asphalt paver (E-481). The paver is recommended for replacement after an inspection, evaluation, and life-cycle cost analysis.

The existing paver is the smallest of the pavers LeeBoy manufactures. It was purchased when the Public Works crews were mainly performing spot patching and smaller paving tasks. Since that time, the crews have taken on more extensive and numerous paving activities such as edge of pavement to edge of pavement paving to reduce the patchwork look. That has pushed the current machine to the edge of its capabilities. Repairs totaling almost \$17,000 were expensed in 2019 to keep this smaller machine up and running.

Staff is proposing the purchase of a larger machine to coincide with the expansion of the in-house street paving program in the coming years. The LeeBoy Model 8520 is a larger machine that has the requirements needed to perform in an expanded capacity. It has more horsepower, a larger asphalt hopper and augers, and is a more robust machine.

KEY ISSUES:

- There is a current Sourcewell (formerly NJPA) joint-purchase contract for LeeBoy equipment. The current contract pricing is only good through the end of 2019. In addition, LeeBoy is offering a promotional 2 year warranty versus the normal 1 year warranty, which is also only good until the end of the year. Therefore, Staff is requesting this purchase be approved before December 31, 2019.
- Staff obtained a Sourcewell quotation for a Model 8520 from the local LeeBoy authorized dealer, Casey Equipment of Arlington Heights, Illinois. The full price with options is \$196,705.55.
- Staff also requested a trade-in option on the existing machine. This is a very specialized machine that is difficult to transport without the proper trailer, has much older technology, and has become unreliable. Staff does not feel it would receive favorable bids in an auction setting. The Casey Equipment trade-in offer is \$15,000. Therefore, Staff recommends trading the machine in on the new purchase. Similar machines have sold within a range of \$14,000 to \$27,900.
- With the trade-in price included, the final purchase price becomes \$181,705.55.

ALTERNATIVES:

1. Authorize the Village Manager to approve the purchase of one LeeBoy Model 8520 asphalt paver through the Sourcewell Contract.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends authorizing the Village Manager to approve the purchase of one 2020 LeeBoy Model 8520 asphalt paver through the Sourcewell Contract #052417-VTL

from Casey Equipment Company, Incorporated of Arlington Heights, Illinois in the amount of \$196,706. Staff also recommends that the Village Council approve the trade-in of the existing 2005 LeeBoy Model 8500 to Casey Equipment Company for a credit of \$15,000, for a net purchase price of \$181,706.

BUDGET IMPACT:

Funds in the amount of \$205,000 have been appropriated in the 2020 Capital Equipment Replacement Budget to accommodate this purchase.

ACTION REQUIRED:

Motion to authorize the Village Manager to approve the purchase of one 2020 LeeBoy Model 8520 asphalt paver through the Sourcewell Contract #052417-VTL from Casey Equipment Company, Incorporated in the amount of \$196,706 and authorize the trade-in of the existing 2005 LeeBoy Model 8500 to Casey Equipment for a credit of \$15,000, for a net purchase price of \$181,706.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Authorizing the Village Manager to Execute Contracts for 2020 Forward Fuel Purchases

BACKGROUND:

The Village Manager was authorized to enter into contracts with Conserv FS for annual forward fuel purchases from 2013 through 2017. The Village opted out of pursuing forward fuel purchasing contracts for 2018, but entered into contracts in 2019 once again. Current industry practice is to forward purchase no more than 75% of consumption to protect against an abnormal decline in fuel prices during the next year. Staff recommends continuing this practice in 2020 to also protect against adverse market conditions.

KEY ISSUES:

As in past years, Staff's first action was to determine the Village's consumption of gasoline and diesel fuel during our current contract period. The blocks are: March - May, June - August, and September - November.

This leaves December through February as "non-contract" months where fuel will be purchased on the spot market. These three months inherently represent 25% of the fuel purchases out of a 12-month year. Thus, the contract months historically represent 75% of the fuel purchases.

In an effort to make ordering and invoice reconciliation easier, and avoiding premiums for purchasing less than full tanker loads, the purchases will be rounded up or down into full tanker truck loads. The fuel contract prices are based on full tanker truck loads of 7,000 gallons. Staff recommends that the amounts in the following chart be contracted in an amount not to exceed:

2020 Recommended Contract Amounts		
3-Month Block	Gasoline	Diesel Fuel
March - May	28,000	14,000
June - August	28,000	14,000
September - November	28,000	14,000
Totals	84,000	42,000

Using the recommended contract gallon amounts, and the forward purchase contract prices available on December 11, 2019, the grand total of the gasoline and diesel contracts would be \$313,700 from a 2020 fuel budget of \$450,000. This would represent approximately 69% of the budgeted funds over the nine-month block from March 1, 2020 through November 30, 2020.

This calculation was made with contract pricing available on December 11, 2019. As a traded commodity, the pricing varies each day and is expected to move lower into the lowest usage month of January. It should be noted the 2020 budget was developed using diesel prices near \$2.70 per gallon and gasoline at \$2.37 per gallon.

For the months of December through February, there are no contracts because those months are typically the lowest for fuel prices. Therefore, fuel would be purchased on the spot market at daily market prices.

In the last four years, one year has found this program to save 1% when compared against what only purchasing on the spot market would have resulted. The other three years have resulted in a 4.1%, 2.7% and 1.1% cost when compared against what the spot market would have yielded. Purchasing additional forward contracts would provide more predictability in the Village fuel budget for 2020 and control risk in a potential volatile commodity.

Staff has been watching the market over the last few months, spoken with petroleum industry representatives, consulted the Energy Information Administration website, and all indications are that fuel prices will remain flat through most of 2020. Pricing on forward contracts typically are most favorable mid-December through mid-January.

ALTERNATIVES:

1. Authorize the Village Manager to enter into a Forward Fuel Purchasing Contract with Conserv FS.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Village Manager be authorized to enter into a Forward Fuel Purchasing Contract with Conserv FS to purchase fuel in an amount not to exceed 84,000 gallons of gasoline and 42,000 gallons of diesel fuel for March - November of 2020.

ACTION REQUIRED:

Motion to authorize the Village Manager to enter into a Forward Fuel Purchasing Contract with Conserv FS to purchase fuel in an amount not to exceed 84,000 gallons of gasoline and 42,000 gallons of diesel fuel for March - November of 2020.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Motion Authorizing the Village Manager to Enter Into a Contract with Thompson Elevator Inspection Service, Inc. for Elevator Inspection and Plan Review Services

BACKGROUND: As part of administering a local elevator safety program, semi-annual inspections of existing elevators must be completed. In addition, plan reviews and inspections for new elevators must be conducted. The State requires these tasks be conducted by a licensed elevator inspection company.

The Village currently has a 5 year renewable contract to provide these services with Thompson Elevator Inspection Service, Inc. (TEIS). This contract expires December 31, 2019. TEIS has provided exceptional services over the past 5 years. Due to their successful track record and competitive pricing they are also the consultant of choice for 120 communities in the Chicagoland region.

TEIS has proposed extending the contract for another 5 years at the current rates. The Village has typically awarded 5 year contracts for these services. However, at this time we are recommending entering into a two year contract. The reason for this is to allow staff time to monitor the changing market which now includes newer inspection firms. There is no increase in TEIS's rates for services provided us.

KEY ISSUES:

- The Elevator Safety Act requires inspections be conducted by a State licensed elevator inspection company.
- Thompson Elevator Inspection Service, Inc. meets all the licensing and insurance requirements.
- Our current contract with Thompson expires December 31, 2019.
- The length of the contract extension is two years.
- During this two year period staff can monitor firms newer to this market.
- There is no increase in TEIS's rates for services provided to us.
- Either party may opt out of the agreement for any reason by giving the other party written notice 90 days prior to exiting the agreement.

ALTERNATIVES:

1. Authorize the Village Manager to execute a contract with Thompson Elevator Inspection Service, Inc. for elevator inspections and plan reviews.
2. Refer back to Staff with comment.

RECOMMENDATION: It is recommended that the Village Manager be authorized to execute a contract with Thompson Elevator Inspection Service, Inc. for elevator inspections and plan reviews.

BUDGET IMPACT: The CY2020 Budget includes full funding for this program in the amount of \$27,000. However, there is no net cost to the Village. The Village passes along 100% of the fees to the business or property owner, plus an amount to cover the

Village's administrative costs.

ACTION REQUIRED: Motion to authorize the Village Manager to execute a contract with Thompson Elevator Inspection Service, Inc. for elevator inspections and plan reviews.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Resolution Amending the Village of Palatine's Employee Handbook for 2020

BACKGROUND: The Village of Palatine has an Employee Handbook, which outlines the rules, regulations, benefits, and conditions of employment that apply to Village employees. From time to time, the Village amends the Employee Handbook to comply with State, Federal, and local regulations, as well as changing practices. The last update to the handbook was completed with the adoption of the Village's 2019 budget.

KEY ISSUES:

Suggested handbook changes for 2020 include:

- Add language in response to new State laws addressing harassment complaint process for elected and appointed officials and legalization of marijuana/impact on the workplace.
- Clarify existing language for the distinction between part-time and seasonal status.
- Define the review cycle for part-time employees as twelve months from the date of hire. Clarify the next review date following a promotion.
- Define pro-rated jury duty pay and funeral leave for part-time employees. Add clarity to vacation accruals for part-time employees.
- Add language for certain employees to self-identify a personal relationship in the workplace to avoid a conflict of interest.
- Clarify the payroll practice for longevity payments and vacation.
- Acknowledge change in Illinois pension management for Fire and Police.
- Amend Employee Assistance Program language.
- Clarify payroll practices for Sick Leave Annual Incentive.
- Add language establishing limits to the accrual of additional time off during a discretionary leave of absence.
- Add language prohibiting secondary employment during a medical leave of absence.

ALTERNATIVES:

- Approve the resolution.
- Do not approve the resolution and return to Staff with comments.

RECOMMENDATION: Staff recommends approval of the resolution updating the

Village Palatine's Employee Handbook.

ACTION REQUIRED: Motion to approve a resolution updating the Village of Palatine's Employee Handbook.

RESULT:	ADOPTED BY ROLL CALL BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Authorizing the Village Manager to Enter into Agreements for the Village's 2020 Risk Management Program

BACKGROUND: The Village of Palatine has been self-insured for liability coverage since January 1, 2008. The components of the program include a broker; third party administrator; a consultant; and the lines of insurance coverage. To implement the lines of coverage each year, binder Agreements must be signed. This resolution asks Village Council to give authority to the Village Manager to execute necessary agreements to implement the policies for 2020.

KEY ISSUES:

- Binder agreements for lines of coverage must be signed in order for coverage to take effect on December 31, 2019 for the 2020 calendar year.
- The Village's broker, Marsh, put all lines of coverage through the competitive bidding process in September. Immediately following, one of the Village's key insurers, Brit, announced their intention to reduce their liability coverage. This required new applications and a new bidding process with new insurers.
- While in the search for alternates, another key insurer, The Hartford Group, pulled out of the municipal market for property coverage and since then, the market has acted completely irrational and unlike anything seen before. Marsh immediately extended the search for coverage to all available insurers, and negotiations are on-going at the time of writing this report. The renewal process, although incomplete, will be outside of budget expectations. We will need to appropriate some of the insurance fund reserves to cover the difference.
- The projected total premium for basic lines of coverage in 2020 was originally projected at \$505,550, which represented a 5% increase over 2019. This was based upon renewals and market conditions this past summer. However, due to the unexpected market changes described previously, the renewals are anticipated to be just under \$800,000. We are hopeful that we can ultimately bring this amount down prior to years end through negotiations.
- The authorization sought this evening would be for the absolute worst case scenario and a budget adjustment would follow with the First Quarter Adjustments.

ALTERNATIVES:

1. Approve a motion authorizing the Village Manager to execute the agreements.
2. Refer back to Staff with comments and schedule a special meeting prior to December 31, 2019 to bind coverage.

RECOMMENDATION: Staff recommends a motion authorizing the Village Manager to continue to negotiate contracts and execute coverage with the lowest cost and most responsible vendor.

ACTION REQUIRED: Motion authorizing the Village Manager to negotiate and execute contracts for a self-insured risk management program.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Resolution Affirming Administrative Changes to the Village of Palatine's Section 457 Deferred Compensation Plan

BACKGROUND:

The Village provides a Section 457 Deferred Compensation Plan for Village employees. Since 1980, the Village has made employer contributions on behalf of certain eligible employees. Many resolutions have been adopted from 1980 through 2001, making changes to the eligible employees and the level of Village contribution.

KEY ISSUES:

- Since 2002, changes have been made administratively to reduce the list of positions eligible for Village contributions.
- The grandfathered positions that are eligible within the Fire Department are defined under the Collective Bargaining Agreement.
- This resolution affirms and “codifies” these past administrative changes.

RECOMMENDATION:

Staff recommends the resolution be adopted.

BUDGET IMPACT:

None.

ACTION REQUIRED:

Motion to adopt a resolution affirming past administrative changes to the Village of Palatine's Section 457 Deferred Compensation Plan.

ATTACHMENTS:

- Resolution - DC Plan

RESULT:	ADOPTED BY ROLL CALL BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

RESOLUTION NO. R - ____ - 19**A RESOLUTION AFFIRMING ADMINISTRATIVE CHANGES TO THE
VILLAGE OF PALATINE SECTION 457 DEFERRED COMPENSATION PLAN**

WHEREAS, Resolution #R-16-80 dated the 28th day of April 1980, provided that the Village contribute to the Section 457 Deferred Compensation Plan for Village employees, as made available by the International City Management Association Retirement Corporation as adopted by Resolution #R-17-79; and

WHEREAS, Resolution #R-16-80 has been amended by Resolutions #R-38-80, R-38-81, R-14-84, R-31-85, R-27-86, R-35-87, R-24-88, R-64-89, R-23-90, R-35-96, R-39-97; R-31-99; and R-07-01; and

WHEREAS, the Mayor and Council of the Village of Palatine have determined to affirm the existing benefit that has been amended administratively since 2002;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, as follows:

SECTION 1: The list of positions constituting the Village Manager, Department Heads, and certain grandfathered Fire Captains and Fire Lieutenants shall receive a percentage of base pay to be contributed by the Village of Palatine according to the following schedule:

Village Manager: Pursuant to Employment Agreement

Department Heads: 6.00%

Grandfathered Fire Captains/Lieutenants: 2.50%

SECTION 2: This resolution shall be operative and effective upon its passage.

ADOPTED by the Village Council of the Village of Palatine, Illinois, this 9th day of December 2019.

AYES: _____ **NAYS:** _____ **ABSENT:** _____ **PASS:** _____

APPROVED by me this 9th day of December 2019.

ATTESTED and FILED in the
Office of the Village Clerk this
9th day of December 2019.

Mayor of the Village of Palatine

Village Clerk

Attachment: Resolution - DC Plan (Resolution - Def Comp Plan (CA))

Consider an Ordinance Amending the Employment Agreement Between the Village of Palatine and the Village Manager

BACKGROUND:

On February 9, 2004, the Village Council authorized the execution of an Employment Agreement between the Village Manager and the Village of Palatine.

KEY ISSUES:

From time to time it is necessary to amend the employment agreement between the two parties.

RECOMMENDATION:

Staff recommends that the Mayor be authorized to execute an Amended Employment Agreement between the Village of Palatine and the Village Manager.

ACTION REQUIRED:

Approval of an ordinance authorizing execution of an Amended Employment Agreement.

ATTACHMENTS:

- Emp Agr Ord

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT
AGREEMENT BETWEEN THE VILLAGE OF PALATINE AND THE VILLAGE
MANAGER

WHEREAS, on February 9, 2004, the Mayor and Village Council passed Ordinance #O-15-04 approving an Employment Agreement for the Village Manager and authorized the Mayor to execute said Employment Agreement; and

WHEREAS, said Employment Agreement has been amended from time to time since its original adoption; and

WHEREAS, this Ordinance is intended to amend said Employment Agreement and authorize execution of an Amended Employment Agreement.

BE IT ORDAINED, by the Mayor and the Village Council of the Village of Palatine that:

SECTION 1: That it is in the best interests of both the Village of Palatine and Village Manager to enter into an Amended Employment Agreement, which is hereby approved; and

SECTION 2: That the Mayor of the Village of Palatine is hereby authorized and directed to execute said Amended Employment Agreement of behalf of the Village Council.

PASSED This 16th day of December, 2019

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this 16th day of December, 2019

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this 16th day of December, 2019

Village Clerk

Attachment: Emp Agr Ord (Employment Agreement Ordinance (CA))