



# VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

JULY 13, 2026 AT 7:00 PM

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

## AGENDA

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### REGULAR MEETING

7:00 PM

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- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE TO THE FLAG**
- IV. APPROVAL OF MINUTES**
  - A. Village Council & Committee of the Whole - Regular Meeting - June 15, 2026
- V. MAYOR'S REPORT**
  - A. As Submitted
- VI. RECESS TO THE COMMITTEE OF THE WHOLE**
- VII. COMMITTEE OF THE WHOLE**
  - A. INFRASTRUCTURE & ENVIRONMENT COMMITTEE**  
BRAD HELMS, CHAIR
    - 1. Consider a Motion to Award a Contract for Colfax Street Phase I and Phase II Engineering
    - 2. Consider a Motion Approving an Assignment and Assumption Agreement for Deer Park Senior Living at 21840 West Lake Cook Road
    - 3. Consider a Motion Approving an Assignment and Assumption Agreement for Certain Properties within the Deer Park Town Center
    - 4. As Submitted
  - B. POLICE POLICY & CODE SERVICES COMMITTEE**  
JOE FALKENBERG, CHAIR
    - 1. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Dog Grooming Business at 327 W. Northwest Highway

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Council District: Six

2. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 138 N. Northwest Highway  
Council District: Six
3. Consider a Motion Approving a Waiver of the Village of Palatine's Sound Amplification Ordinance for a Band to Play Sunday, July 26, 2026, 4 PM - 8 PM, on Durty Nellies Rooftop, 180 N. Smith Street  
Council District: Six
4. Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for Live Music for a Patient Appreciation Day on Saturday, August 15, 11:00 AM to 1:00 PM, in the McGrady Orthodontics Parking Lot, 222 N. Plum Grove Road  
Council District: Six
5. Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for a DJ on Saturday, August 29, 2026, 1:30 to 4:30 PM, at All Saints Lutheran Church Parking Lot, 630 S. Quentin Road  
Council District: Two
6. Consider a Motion Granting Closure of Village Parking Lot C and a Portion of Wood Street between Smith and Bothwell Streets, for Palatine Street Feast (A Sunday Food Truck Series) on August 16, 2026  
Council District: Six
7. As Submitted

C. **ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**  
SCOTT LAMERAND, CHAIR

1. Consider an Ordinance Approving the Village of Palatine's CDBG PY2026 Action Plan
2. Consider a Motion Authorizing the Village Manager to Execute an Intergovernmental Agreement Between the Village of Palatine and the Palatine Park District Concerning the Use of Designated Reunification Site  
Council District: Three
3. **Information Technology Virtual Environment, Switches, and Backup**
  - a. Consider a Motion Authorizing the Village Manager to Execute a Five-Year Agreement with Heartland Business Systems in an Amount Not to Exceed \$444,000



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- b. Consider a Motion Authorizing the Village Manager to Execute a Contract with Qubit Networks
    - c. Consider a Motion Authorizing the Village Manager to Execute a Three-Year Agreement with VC3 for ThinkGard Solution
  - 4. As Submitted
  - D. **BUSINESS FINANCE & BUDGET COMMITTEE**  
KOLLIN KOZLOWSKI, CHAIR
    - 1. As Submitted
  - E. **COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
DOUG MYSLINSKI, CHAIR
    - 1. As Submitted
  - F. **FIRE POLICY & COMMUNITY INFORMATION COMMITTEE**  
GREG LANGER, CHAIR
    - 1. As Submitted

#### **VIII. RECONVENE THE VILLAGE COUNCIL MEETING**

#### **IX. 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.

- A. Consider a Motion to Award a Contract for Colfax Street Phase I and Phase II Engineering
- B. Consider a Motion Approving an Assignment and Assumption Agreement for Deer Park Senior Living at 21840 West Lake Cook Road
- C. Consider a Motion Approving an Assignment and Assumption Agreement for Certain Properties within the Deer Park Town Center
- D. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Dog Grooming Business at 327 W. Northwest Highway  
Council District: Six
- E. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 138 N. Northwest Highway  
Council District: Six

- F. Consider a Motion Approving a Waiver of the Village of Palatine's Sound Amplification Ordinance for a Band to Play Sunday, July 26, 2026, 4 PM - 8 PM, on Durty Nellies Rooftop, 180 N. Smith Street  
Council District: Six
- G. Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for Live Music for a Patient Appreciation Day on Saturday, August 15, 11:00 AM to 1:00 PM, in the McGrady Orthodontics Parking Lot, 222 N. Plum Grove Road  
Council District: Six
- H. Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for a DJ on Saturday, August 29, 2026, 1:30 to 4:30 PM, at All Saints Lutheran Church Parking Lot, 630 S. Quentin Road  
Council District: Two
- I. Consider a Motion Granting Closure of Village Parking Lot C and a Portion of Wood Street between Smith and Bothwell Streets, for Palatine Street Feast (A Sunday Food Truck Series) on August 16, 2026  
Council District: Six
- J. Consider an Ordinance Approving the Village of Palatine's CDBG PY2026 Action Plan
- K. Consider a Motion Authorizing the Village Manager to Execute an Intergovernmental Agreement Between the Village of Palatine and the Palatine Park District Concerning the Use of Designated Reunification Site  
Council District: Three
- L. Consider a Motion Authorizing the Village Manager to Execute a Five-Year Agreement with Heartland Business Solutions in an Amount Not to Exceed \$444,000
- M. Consider a Motion Authorizing the Village Manager to Execute a Contract with Qubit Networks
- N. Consider a Motion Authorizing the Village Manager to Execute a Three-Year Agreement with VC3 for ThinkGard Solution
- O. Consider a Resolution Granting a Public Improvement Security Deposit Reduction for the Estates at Arcadia Subdivision  
Council District: Two
- P. Consider an Ordinance to Amend Salary Ordinance, O-115-25, Establishing Rates of Compensation for Certain Officers and Employees of the Village of Palatine Effective July 1, 2026

## **X. REPORTS OF STANDING COMMITTEES**

**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**

SCOTT LAMERAND, CHAIR

1. As Submitted

**B. BUSINESS FINANCE & BUDGET COMMITTEE**

KOLLIN KOZLOWSKI, CHAIR

1. As Submitted

**C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**

DOUG MYSLINSKI, CHAIR

1. As Submitted

**D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE**

GREG LANGER, CHAIR

1. As Submitted

**E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE**

BRAD HELMS, CHAIR

1. As Submitted

**F. POLICE POLICY & CODE SERVICES COMMITTEE**

JOE FALKENBERG, CHAIR

1. As Submitted

**XI. REPORTS OF THE VILLAGE OFFICERS****A. VILLAGE MANAGER**

1. As Submitted

**B. VILLAGE CLERK**

1. As Submitted

**C. VILLAGE ATTORNEY**

1. As Submitted

**XII. CLOSED SESSION AS REQUIRED****XIII. RECOGNITION OF AUDIENCE****XIV. ADJOURNMENT**



# VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

JUNE 15, 2026 AT 7:00 PM

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

## MINUTES

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### REGULAR MEETING

7:00 PM

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#### I. CALL TO ORDER

Mayor Schwantz called the meeting to order at 7:00 PM.

#### II. ROLL CALL

|                  |                                                                                                                                                                                                                                                   |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRESENT :</b> | Mayor Jim Schwantz, Councilman District 1 Greg Langer, Councilman District 2 Scott Lamerand, Councilman District 3 Doug Myslinski, Councilman District 4 Joe Falkenberg, Councilman District 5 Kollin Kozlowski, Councilman District 6 Brad Helms |
| <b>ABSENT :</b>  |                                                                                                                                                                                                                                                   |

Also Present:

Village Clerk Maureen Pasqualucci, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Rick Veenstra, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Deputy Fire Chief Anthony Lavacchi, IT Director Rhonda Malcolm, Director of Finance Andrew Brown, Director of Human Resources Monika Pandya

#### III. PLEDGE TO THE FLAG

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

#### IV. APPROVAL OF MINUTES

A. Village Council & Committee of the Whole - Regular Meeting - June 1, 2026

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                      |
| <b>MOVER:</b>    | Doug Myslinski                                                                            |
| <b>SECONDER:</b> | Joe Falkenberg                                                                            |
| <b>AYES:</b>     | Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                      |

**V. MAYOR'S REPORT**

- A. Lifesaver Award Presentation: Palatine Resident Ethan Mollenhauer (13-Year-Old) for Actions that Contributed to Saving the Life of His Father Sam; and Three Recognitions for Northwest Central Dispatch Services Emergency Dispatchers for Actions that Contributed to Saving the Life of Sam Mollenhauer

Mayor Schwantz presented the Lifesaver Award to resident Ethan Mollenhauer. Deputy Fire Chief Anthony Lavacchi spoke about Ethan's lifesaving efforts in an emergency event with his father and also acknowledged Northwest Central Dispatchers Patty Leal, Annalisa Cangelosi, and Patrick O'Sullivan for their critical role.

- B. Presentation of a Certificate of Achievement to Palatine Police K9 Hondo for Retirement

Mayor Schwantz presented the certificate of Achievement to Palatine Police K9 Hondo for retiring from service working with his handler, Officer Raul Contreras. Chief Nord reflected on Hondo's service dating back to 2016 and has been with officer Raul Contrera since 2018. Several K9 units were present for the retirement ceremony and Officer Alec Wagner presented an achievement plaque to Hondo on behalf of the training group.

Mayor Schwantz asked for a brief recess.

- C. As Submitted

**Friday, June 26 – Sunday, June 28**

St. Nectarios Greek Fest

St. Nectarios Greek Orthodox Church

**Thursday, July 2 – Sunday, July 5**

Hometown Fest - Palatine Jaycees

Fireworks July 3rd – Parade July 4th

**Friday, July 3 – Village offices are closed for Independence Day**

**The Palatine Township Community Mental Health Board** is pleased to announce that the 2026 grant application cycle will be opening soon. Grant application guidelines will be released on July 1, 2026, and the grant application will be available on the Township website beginning July 14, 2026. Completed applications must be submitted by 4:00 p.m. on September 4, 2026. Organizations interested in applying

are encouraged to review the guidelines upon release and begin preparing application materials.

## VI. RECESS TO THE COMMITTEE OF THE WHOLE

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                      |
| <b>MOVER:</b>    | Brad Helms                                                                                |
| <b>SECONDER:</b> | Greg Langer                                                                               |
| <b>AYES:</b>     | Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                      |

## VII. COMMITTEE OF THE WHOLE

### A. POLICE POLICY & CODE SERVICES COMMITTEE JOE FALKENBERG, CHAIR

1. Consider a Motion Granting a Waiver of the Village's Sound Amplification Ordinance and the Temporary Closure of a Portion of Bothwell Street in Conjunction with the Proposed 'Pipes for Pits' Event on August 2, 2026 at Lamplighter Inn, 60 N. Bothwell Street  
Council District: Six

Village Manager Reid Ottesen spoke about the request for a Waiver of the Village's Sound Amplification Ordinance for the temporary closure of Bothwell Street during the annual "Pipes for Pits" event at Lamplighter Inn.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Brad Helms                                                                                              |
| <b>SECONDER:</b> | Kollin Kozlowski                                                                                        |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

2. Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for the 5th Annual St. Thomas of Villanova Parish Picnic on Saturday, August 8, 2026  
Council District: Four

Village Manager Reid Ottesen presented the 5<sup>th</sup> Annual St. Thomas Summerfest request for a Waiver of the Village's Sound Amplification Ordinance and recommended approval. Ottesen noted that all servers will be compliant with the alcohol beverage service training.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Kollin Kozlowski                                                                                        |
| <b>SECONDER:</b> | Doug Myslinski                                                                                          |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

3. Consider an Ordinance Granting a Special Use to Permit a Rear Yard Setback of 34 Feet, Instead of the Minimum Required Rear Yard Setback of 40 Feet, in the R-2 Single-Family Zoning District for the Property at 649 W. Revere Lane Council District: Two

Director of Planning and Zoning Ben Vyverberg spoke about a rear yard setback for a three-season room addition at 649 W. Revere Lane. Vyverberg discussed the 34-foot setback, elevations, comparable properties and staff recommended approval.

Councilman Kozlowski asked for details about how the setback approval applied to a pre-existing patio, and Vyverberg provided an explanation of the requirements.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Scott Lamerand                                                                                          |
| <b>SECONDER:</b> | Greg Langer                                                                                             |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

4. Consider an Ordinance Granting a Special Use and Variation to Permit a Fence in the Side Yard Abutting a Street at 100 E. Wood Street Council District: Six

Director of Planning and Zoning Ben Vyverberg spoke about a special use permit and variation for a fence. The Petitioner is requesting a 4-foot fence plan at 100 E. Wood Street. Vyverberg discussed details about the proposed site plan, setbacks, comparable fencing properties in the downtown area, and staff recommended approval.

Councilman Myslinski inquired about specific landscaping details, and Vyverberg addressed the unique corner-lot configuration, landscaping elements, and required setbacks.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Brad Helms                                                                                              |
| <b>SECONDER:</b> | Doug Myslinski                                                                                          |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

5. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Used Auto Dealer at 2105 - 2111 N. Rand Road Council District: Three

Director of Planning and Zoning Ben Vyverberg reported on the Special Use Transfer for Top Notch Auto at 2105–2111 N. Rand Road. The petitioner is seeking to transfer and reinstate the Special Use, and staff is recommending approval.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Doug Myslinski                                                                                          |
| <b>SECONDER:</b> | Kollin Kozlowski                                                                                        |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

6. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Restaurant, with a Local Liquor License, at 365 W. Northwest Highway Council District: Six

Director of Planning and Zoning Ben Vyverberg discussed the Special Use Transfer for a liquor license at Hot Pockets. Vyverberg noted there were no significant changes, aside from extending Sunday hours by one hour. Staff recommended approval.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Brad Helms                                                                                              |
| <b>SECONDER:</b> | Kollin Kozlowski                                                                                        |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |



7. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Restaurant, with a Local Liquor License, at 40 W. Palatine Road  
Council District: Six

Director of Planning and Zoning Ben Vyverberg spoke about a Special Use Transfer for a liquor license from an existing operator to a new owner at 40 W. Palatine Road. Staff recommended approval.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION BY VOICE VOTE</b>                                                                             |
| <b>MOVER:</b>    | Brad Helms                                                                                              |
| <b>SECONDER:</b> | Scott Lamerand                                                                                          |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

8. Consider an Ordinance Amending the Village of Palatine Zoning Ordinance, Appendix A - Article 6 (Home Occupations), Article 10 (Residential Districts), and Article 11 (Business Districts)

Director of Planning and Zoning Ben Vyverberg discussed an amendment to the Village of Palatine Zoning Ordinance Appendix A – Article 6 (Home Occupations), Article 10 (Residential Districts), and Article 11 (Business Districts).

Vyverberg noted permitted obstructions and an unnecessary reference to Article 10 and a clarification to the ordinance. Vyverberg presented an analysis detailing R-1A and R-1B Zoning pertaining to Article 10. Vyverberg also spoke about standards to clarify home occupations in Article 6. Staff recommended approval.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Jim Schwantz                                                                                            |
| <b>SECONDER:</b> | Greg Langer                                                                                             |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

9. As Submitted  
Nothing Submitted.

**B. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**  
**SCOTT LAMERAND, CHAIR**

1. Consider a Motion Announcing the Thirty-Day Public Review and Comment Period is Open for the Program Year (PY) 2026 Action Plan

Director of Planning and Zoning Ben Vyverberg presented the Program Year (PY) 2026 Action Plan, highlighting the 3% reduction in CDBG funding and the corresponding recommendations involving Fire, Police, Village Manager's Office, Community Development, and Planning and Zoning. He also stated that the 30-day public comment period has begun, noting that Council will consider the Plan in July and that these recommendations are being put forward for approval.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Jim Schwantz                                                                                            |
| <b>SECONDER:</b> | Doug Myslinski                                                                                          |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

2. As Submitted

Nothing Submitted.

**C. BUSINESS FINANCE & BUDGET COMMITTEE**  
KOLLIN KOZLOWSKI, CHAIR

1. Consider a Motion to Accept and Place on File the Annual Comprehensive Financial Report for the Year Ended December 31, 2025

Director of Finance Andrew Brown spoke about the annual comprehensive report for the Year Ended December 31, 2025. Brown spoke about the audit, debt service reserve, pension fund performance, and Cook County Property taxes for the 2025 Annual Financial Report.

Councilman Kozlowski asked if the auditor was a third party and Brown confirmed it was.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Jim Schwantz                                                                                            |
| <b>SECONDER:</b> | Joe Falkenberg                                                                                          |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

2. Consider a Motion to Accept Staff Recommendations for CY 2025 Reserves

Director of Finance Andrew Brown presented CY 2025 Reserves. Brown explained the General fund balance of \$35,600,000, which included a Fund

Balance policy, a 2025 Rollover of \$2,400,000 (from 2024 surplus), and remaining balance allocations (\$4,600,000). Brown elaborated that the Fund Balance policy includes operating reserves of \$25,100,000, a \$2,500,000 economic stabilization fund and a \$1,000,000 economic opportunity fund.

Councilman Kozlowski asked how other municipalities use their reserves and Ottesen explained that most fund only the statutory or actuarial required amounts. Ottesen noted that supplemental payments are made when the budget allows them.

Ottesen spoke about Cook County reserves and interest payments.

Councilman Kozlowski asked about delayed Cook County property taxes and Ottesen responded that they would be pushed back by at least two months.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Greg Langer                                                                                             |
| <b>SECONDER:</b> | Joe Falkenberg                                                                                          |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

3. As Submitted

Nothing Submitted.

D. **INFRASTRUCTURE & ENVIRONMENT COMMITTEE**  
BRAD HELMS, CHAIR

1. Consider an Ordinance Authorizing the Village Manger to Dispose of Excess Vehicles and Equipment

Director of Public Works Matt Barry spoke about the disposal process of Excess Vehicles and Equipment for 16 vehicles.

Councilman Kozlowski asked about the annual proceeds and Barry responded that the savings range from \$70,000 to \$100,000.

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|------------------|---------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                                    |
| <b>MOVER:</b>    | Jim Schwantz                                                                                            |
| <b>SECONDER:</b> | Greg Langer                                                                                             |
| <b>AYES:</b>     | Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                                    |

2. As Submitted

Nothing Submitted.

**E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
DOUG MYSLINSKI, CHAIR

1. As Submitted

Nothing Submitted.

**F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE**  
GREG LANGER, CHAIR

1. As Submitted

Nothing Submitted.

**VIII. RECONVENE THE VILLAGE COUNCIL MEETING**

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                      |
| <b>MOVER:</b>    | Greg Langer                                                                               |
| <b>SECONDER:</b> | Joe Falkenberg                                                                            |
| <b>AYES:</b>     | Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                      |

**IX. 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.

The motion was to approve items A. to P.

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY ROLL CALL</b>                                                       |
| <b>MOVER:</b>    | Scott Lamerand                                                                            |
| <b>SECONDER:</b> | Doug Myslinski                                                                            |
| <b>AYES:</b>     | Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                      |

- A. Consider a Motion to Approve Warrant 2026 #12
- B. Consider a Motion Granting a Waiver of the Village's Sound Amplification Ordinance and the Temporary Closure of a Portion of Bothwell Street in Conjunction with the Proposed 'Pipes for Pits' Event on August 2, 2026 at Lamplighter Inn, 60 N. Bothwell Street  
Council District: Six

- 
- C. Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for the 5th Annual St. Thomas of Villanova Parish Picnic on Saturday, August 8, 2026  
Council District: Four
  - D. Consider an Ordinance Granting a Special Use to Permit a Rear Yard Setback of 34 Feet, Instead of the Minimum Required Rear Yard Setback of 40 Feet, in the R-2 Single-Family Zoning District for the Property at 649 W. Revere Lane  
Council District: Two  
  
Ordinance #O-63-26
  - E. Consider an Ordinance Granting a Special Use and Variation to Permit a Fence in the Side Yard Abutting a Street at 100 E. Wood Street  
Council District: Six  
  
Ordinance #O-64-26
  - F. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Used Auto Dealer at 2105 - 2111 N. Rand Road  
Council District: Three  
  
Ordinance #O-65-26
  - G. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Restaurant, with a Local Liquor License, at 365 W. Northwest Highway  
Council District: Six  
  
Ordinance #O-66-26
  - H. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Restaurant, with a Local Liquor License, at 40 W. Palatine Road  
Council District: Six  
  
Ordinance #O-67-26
  - I. Consider an Ordinance Amending the Village of Palatine Zoning Ordinance, Appendix A - Article 6 (Home Occupations), Article 10 (Residential Districts), and Article 11 (Business Districts)  
  
Ordinance #O-68-26
  - J. Consider a Motion to Accept and Place on File the Annual Comprehensive Financial Report for the Year Ended December 31, 2025
  - K. Consider a Motion to Accept Staff Recommendations for CY 2025 Reserves
  - L. Consider an Ordinance Authorizing the Village Manger to Dispose of Excess Vehicles and Equipment

## Ordinance #O-69-26

- M. Consider a Motion to Accept and Place on File the Annual Treasurer's Report for Calendar Year 2025
- N. Consider an Ordinance Decreasing the Number of Class G (Beer and Wine) and Class LC-1 (Late Closing) Liquor Licenses by One Council District: Six

## Ordinance #O-70-26

- O. Consider an Ordinance Amending the 2026 Fee Schedule

## Ordinance #O-71-26

- P. Consider an Ordinance Amending the 2026 Fine Schedule

## Ordinance #O-72-26

**X. REPORTS OF STANDING COMMITTEES****A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**  
SCOTT LAMERAND, CHAIR

- 1. As Submitted

No Report.

**B. BUSINESS FINANCE & BUDGET COMMITTEE**  
KOLLIN KOZLOWSKI, CHAIR

- 1. As Submitted

No Report.

**C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
DOUG MYSLINSKI, CHAIR

- 1. As Submitted

No Report.

**D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE**  
GREG LANGER, CHAIR

- 1. As Submitted

No Report.

**E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE**  
BRAD HELMS, CHAIR

1. As Submitted

No Report.

**F. POLICE POLICY & CODE SERVICES COMMITTEE**  
JOE FALKENBERG, CHAIR

1. As Submitted

No Report.

**XI. REPORTS OF THE VILLAGE OFFICERS**

**A. VILLAGE MANAGER**

1. As Submitted

No Report.

**B. VILLAGE CLERK**

1. As Submitted

No Report.

**C. VILLAGE ATTORNEY**

1. As Submitted

No Report.

**XII. CLOSED SESSION AS REQUIRED**

No Closed Session requested.

**XIII. RECOGNITION OF AUDIENCE**

Resident Roman G. spoke about his support for the POW flag.

Joey McArthur, Rolling Meadows, spoke in regard to the issues concerning his property.

Resident Frank S. spoke of his support in which flags are flown at Village Hall.

**XIV. ADJOURNMENT**

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>MOTION APPROVED BY VOICE VOTE</b>                                                      |
| <b>MOVER:</b>    | Brad Helms                                                                                |
| <b>SECONDER:</b> | Kollin Kozlowski                                                                          |
| <b>AYES:</b>     | Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms |
| <b>NAYS:</b>     | None                                                                                      |

The meeting adjourned at 7:48 PM.

SUBMITTED BY:

Maureen Pasqualucci  
Village Clerk



## **Consider a Motion to Award a Contract for Colfax Street Phase I and Phase II Engineering**

### **BACKGROUND:**

Colfax Street from Quentin Road to Northwest Highway is eligible for Federal Aid. The Northwest Municipal Conference (NWMC), as the clearing house for regional Federal Roadway Aid, recently had a call for projects, and this road segment scored first on the contingency list for federal participation with funding of just over \$2.3 million on an estimated \$2.8 million project. As funded projects frequently encounter delays allowing projects on the contingency list to be moved up, and a large available redistributive fund within the region now available for projects which can become ready, it is recommended the Village proceed with Phase I and Phase II engineering to increase project readiness and support acceleration of future Federal Aid.

### **KEY ISSUES:**

- The Village has applied for Federal funding in excess of \$2.3M to fund 80% of the cost to resurface this road section.
- Recently, accelerating engineering allowed for 80% grants to proceed on Plum Grove Road, Smith Street, and Illinois Avenue.
- To obtain the grant funds the Village has applied for, it is required to cause and fund Phase I (assessment of impacts) and Phase II (detailed plan preparation) in accordance with the Federal Aid process. This would require an appropriation out of our current fund balance but allow us to leverage over \$2.3 million in federal funds.
- Through a qualification-based selection process, Peralte-Clark was identified as the preferred consultant to assist with the Phase I and Phase II engineering.

### **BUDGET IMPACT:**

It is recommended the resources to accommodate this work be from fund balance to accelerate this project. This could be part of the third quarter budget adjustments and will be presented after any project savings from 2026 can be realized to reduce the fund balance need.

### **RECOMMENDATION:**

Staff recommends that the proposal with Peralte-Clark LLC of Arlington Heights, Illinois for engineering services for Phase I and Phase II design of Colfax Street Improvements in the not-to-exceed amount of \$356,839 be approved.

### **ACTION REQUIRED:**

Motion to approve the proposal with Peralte-Clark LLC for engineering services for Phase I and Phase II design of the Colfax Street Improvements in the not-to-exceed

amount of \$356,839.

**ATTACHMENTS:**

1. 2026-07-06-Colfax Street Ph I-II Scope and Fee





JULY 2026

# Scope of Work

**Colfax Street  
Improvements – Quentin  
Road to US Route 14**

Palatine, IL  
Cook County, IL  
Phase I/II Engineering



Prepared By:



44 S. Vail Avenue, Suite 201  
Arlington Heights, IL 60005  
Phone: (847) 485-8069





## CONTENTS

|       |                                                             |    |
|-------|-------------------------------------------------------------|----|
| 1.    | Project Understanding.....                                  | 3  |
| 1.1.  | Project Understanding .....                                 | 3  |
| 2.    | Phase I Scope of Services.....                              | 4  |
| 2.1.  | Data Collection, Compilation, Review, and Evaluation.....   | 4  |
| 2.2.  | Topographic Survey and Preparation of Base Maps .....       | 4  |
| 2.3.  | Phase I Utility Coordination .....                          | 5  |
| 2.4.  | Traffic Counts.....                                         | 6  |
| 2.5.  | Crash Analysis .....                                        | 6  |
| 2.6.  | Traffic Analysis .....                                      | 7  |
| 2.7.  | Subsurface Soils and Pavement Investigation .....           | 7  |
| 2.8.  | Preliminary Environmental Site Assessment (PESA) .....      | 8  |
| 2.9.  | Wetland Studies and Environmental Survey Request.....       | 8  |
| 2.10. | State Approved Categorical Exclusion – BLR Form 19100 ..... | 9  |
| 2.11. | Federal Funding Application.....                            | 10 |
| 3.    | Phase II Scope of Services .....                            | 10 |
| 3.1.  | Site Visit .....                                            | 10 |
| 3.2.  | General Sheets.....                                         | 10 |
| 3.3.  | Typical Sections.....                                       | 11 |
| 3.4.  | Maintenance of Traffic Details .....                        | 11 |
| 3.5.  | Roadway and Pavement Marking Plans .....                    | 11 |
| 3.6.  | ADA Ramp Details .....                                      | 12 |
| 3.7.  | Detector Loop Replacement and APS Improvements.....         | 12 |
| 3.8.  | Phase II Utility and Railroad Coordination.....             | 13 |
| 3.9.  | Special Provisions .....                                    | 13 |
| 3.10. | Quantities.....                                             | 14 |
| 3.11. | Estimate of Cost.....                                       | 14 |
| 3.12. | Estimate of Time .....                                      | 14 |





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Colfax Street Improvements – Quentin Road to US Route 14

|                                                     |    |
|-----------------------------------------------------|----|
| 3.13. Submittals and Post Final Design Effort ..... | 14 |
| 3.14. Construction Involvement.....                 | 15 |
| 4. Meetings, Administration, and Quality .....      | 15 |
| 4.1. Project Administration and Management .....    | 16 |
| 4.2. Quality Assurance/Quality Control.....         | 16 |



## 1. Project Understanding

### 1.1. Project Understanding

Colfax Street is a two-lane major collector carrying approximately 3,800 vehicles per day. The proposed improvement limits extend from the pavement joint along the east leg of the Colfax Street at Quentin Road (Cook County Department of Transportation and Highways (CCDOTH)) intersection on the west to Northwest Highway (US Route 14) (IDOT) on the east, encompassing a total project length of approximately 1.7 miles. A short section of Hicks Place will also be resurfaced located between Colfax Street and US Route 14. The roadway is located within a 66-foot right-of-way with varying curb-to-curb widths along the corridor. West of Smith Street, Colfax Street includes a 40-foot-wide roadway section with a two-way left-turn lane, a sidewalk on the north side for the entire segment and a sidewalk on the south side for a portion of the segment. East of Smith Street, the roadway narrows to approximately 30 feet, with sidewalks on both sides and no two-way left-turn lane. A striped five-foot bike lane is present along both sides of Colfax Street from Quentin Road to Mozart Street. On-street parking is prohibited except for the two segments between Schubert Street and US 14. Land uses along Colfax Street transitions from mostly commercial development west of Brockway Street to primarily residential properties and the Palatine Community Center east of Brockway Street.

The anticipated scope of improvements includes asphalt roadway resurfacing throughout the entire length of the project, along with localized curb and gutter replacement as needed. ADA-compliant pedestrian improvements will be incorporated to bring the corridor into compliance with current accessibility standards. In addition, Accessible Pedestrian Signals (APS) and pedestrian countdown timers will be installed at the signalized intersection of Smith Street and Colfax Street to address documented safety concerns and improve pedestrian accommodations, particularly for visually impaired users. The existing five-foot bike lane will remain as is, consistent with the Village of Palatine's adopted Complete Streets policy.

The Phase I Engineering Study for this project will include the environmental and location-design studies necessary to confirm the proposed scope, evaluate alternatives, as appropriate, and develop preliminary cost estimates. Coordination with the Village of Palatine, the Cook County Department of Transportation and Highways (CCDOTH), the Illinois Department of Transportation (IDOT), and other relevant agencies will be undertaken, as required.

The primary objective of the Phase I Engineering Study is to advance a conceptual improvement plan that preserves the existing function and character of Colfax Street, enhances pedestrian safety and accessibility, minimizes impacts to adjacent properties, and satisfies all requirements for project approval and funding through the Village of Palatine, IDOT, the Northwest Council of Mayors, and the Federal Highway Administration (FHWA). All documentation prepared as part of this study will follow IDOT criteria and formatting requirements. The Scope of Services assumes that the project will be processed as a State Approved Categorical Exclusion (CE), with preparation of a Project Development Report (PDR).



## 2. Phase I Scope of Services

### 2.1. Data Collection, Compilation, Review, and Evaluation

This task includes obtaining and reviewing pertinent data required to complete the Phase I Engineering Study. Coordinating agencies include IDOT and CCDOTH, and other public and private agencies necessary to obtain base data for the project area, including but not limited to the following information:

- Record roadway and drainage plans, including previous studies/reports, and as-built plans
- Recorded centerline and right-of-way plans
- Existing traffic signal timings/plans for the intersections of Colfax Street/Quentin Road, Colfax Street/Smith Street, and Colfax Street/US Route 14.
- Existing and proposed land use and zoning maps, including School Districts, Park Districts, Forest Preserve Districts, Sanitary/Drainage Districts, and Bike/Pedestrian plans as pertinent/available
- Soils and geotechnical information
- Public and private utility plans
- USGS maps and Flood Insurance Rate Maps
- Public Service routes including Bus, Mail, and Emergency Services

Peralte-Clark will determine facility deficiencies based on information gathered and prepare exhibits of the data collected as appropriate for use as part of other project tasks. This task will include a plan-in-hand field review of the project area and contact with key stakeholders within the project area.

Specific work items under this task will include:

- Initial project field review(s). Assume one visit, three staff on each visit.
- Complete a detailed photo log of the site including a detailed inventory of topographic features which may impact or be impacted by the proposed design
- Project data collection including contact and coordination with key project stakeholders (CCDOH and IDOT)
- Coordination to obtain base project mapping data
- Review, analyze, and catalog project data
- Determine facility deficiencies

### 2.2. Topographic Survey and Preparation of Base Maps

The survey work for this project will be prepared by **Ciorba Group** as a subconsultant. Surveying will be performed according to the Village's survey procedures.

Peralte-Clark will coordinate with the Village to prepare a survey right-of-entry letter for survey work on private property. Ciorba will contact property owners by delivering the survey right-of-entry letters, to the extent possible, in advance of performing survey work on private property.



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Colfax Street Improvements – Quentin Road to US Route 14

On this basis, Ciorba will perform the following survey tasks in accordance with applicable Village survey procedures:

- Project will be delivered with IDOT's CADD configuration for Bentley's CONNECTED Platform of software with OpenRoads for production.
- Control points will be set with GPS along the project route referenced to the Illinois State Plane Coordinate System, East Zone, NAD83 (2011) and leveled through using the North American Vertical Datum of 1988 (NAVD 88). If any Village of Palatine previously set benchmarks within the project area are provided to Ciorba and usable, they will be included in the control network.
- Topographic survey including 100-foot cross sections and additional shots needed to depict grade changes and accurately show topography at a 1' contour interval
- Visible man-made features
- Ditches and above ground features
- Topographic survey for ADA ramp construction will be performed at 30 ramps along the corridor.
- Boundary survey and locating property monuments is outside of this scope of services.
- Locating existing underground utilities is outside of this scope of services, however evidence of existing above ground and underground utilities will be collected if readily visible and accessible or flagged by the utility company or locating service.
  - Collecting information about the size and invert or top of pipe elevations of sewers and water mains is outside of this scope of services.
  - JULIE design tickets and obtaining atlases from underground utility companies is outside of this scope of services
  - Any utilities that may be shown on the survey will be based on observed evidence (above ground) without the benefit of utility atlases.

Note: All CAD work will be developed for this project using Bentley CONNECT Edition OpenRoads software.

### 2.3. Phase I Utility Coordination

Peralte-Clark will perform Level D Subsurface Utility Engineering on the project. P-C will initiate a JULIE design ticket to determine which utilities are present within the project limits. A request for utility records will be made to each utility company. P-C will follow up with each utility owner until acceptable record information is provided. The information gathered from the utility companies will be presented in an existing utility CAD file for use in the Phase I and Phase II design.

Assumptions:

- All CAD drafted utilities will be based on utility information provided solely by utility owner. P-C will not perform any independent utility records





## Colfax Street Improvements – Quentin Road to US Route 14

- research or locates.  
• No SUE level A or B is included.

## 2.4. Traffic Counts

This task includes the following work related to collection of existing traffic data and associated data compilation including movement balancing. Although the scope of the improvements is resurfacing, IDOT BLRS will require existing traffic counts and existing operations analysis at the signalized and all-way stop controlled intersections.

**Traffic Volume Counts:** Video traffic 48-hour (CCDOTH intersections) and 24-hour turning movements and vehicle classifications will be collected by **Quality Counts** for this project. The vehicle classifications will be Passenger Vehicles (FHWA 1-3), Single Unit Trucks (FHA 4-7), and Multi Unit Trucks (FHWA 8-13). Turning movement and vehicle classifications as well as pedestrian and bicycle counts will be obtained for the following intersections:

- Colfax Street at Quentin Road (48-hour counts)
- Colfax Street at Smith Street
- Colfax Street at Brockway Street
- Colfax Street at Plum Grove Road
- Colfax Street at Benton Street
- Colfax Street at US Route 14

Counts will be conducted on Tuesday, Wednesday, or Thursday when school is in session.

Bi-directional, twenty-four (24) hour roadway traffic counts (via traffic counting tube) will not be obtained. Traffic ADTs will be determined using the 24-hour turning movement counts at each intersection noted above.

## 2.5. Crash Analysis

This task includes obtaining the most recent available five (5) years of crash data (2020-2024) from Village and IDOT including segment and intersection crash data, to prepare a project Crash Analysis Report (CAR). Peralte-Clark will prepare supplemental intersection collision diagrams, if necessary, within the project study area, and other exhibits as necessary to summarize the crash data.

Specific work tasks will include:

- Develop CAR Format.
- Develop CAR Maps, Tables, and Exhibits.
- Prepare Preliminary CAR for review.
- Prepare Final CAR with disposition of comments.



## Colfax Street Improvements – Quentin Road to US Route 14

**2.6. Traffic Analysis**

Peralte-Clark will review and determine roadway ADTs from the traffic count data. The existing traffic volumes will be utilized to determine operational analyses at the selected intersections in Task 2.3 noted above within the project study limits based on existing geometry. Capacity improvements are not anticipated and it is not the Village's intent to address capacity improvements that may be warranted.

HCS 24 Analysis: An HCS 24 analysis will be prepared for the existing condition using existing 2026 traffic data. Intersections to be analyzed as part of this study include:

- Colfax Street at Quentin Road (signalized)
- Colfax Street at Smith Street (signalized)
- Colfax Street at Brockway Street (all-way stop)
- Colfax Street at Plum Grove Road (all-way stop)
- Colfax Street at Benton Street (all-way stop)
- Colfax Street at US Route 14 (signalized)

Based on IDOT-BLRS procedures, intersection control warrants will be required at the all-way stop controlled and signalized intersections.

Peralte-Clark will provide a white paper Technical Memorandum summarizing the results of the traffic counts, calculated ADTs, and analysis.

Specific work items under this task will include:

- Determine roadway ADTs from 24-hour counts
- Prepare all-way stop and traffic signal warrant analyses
- Prepare Existing 2026 Peak Hour Diagrams (PHD)
- HCS 24 analysis for the Existing condition using existing 2026 traffic data for six intersections
- Technical Memorandum summarizing traffic analyses

**2.7. Subsurface Soils and Pavement Investigation**Roadway Geotechnical

Pavement structure will be confirmed through pavement cores completed by Rubino Engineering. A total of eight (8) pavement cores will be completed along with a core report.

CCDD Sampling and Testing

Rubino will facilitate soil sample screening and collection for analytical testing. This project may require spoils to be hauled off and transported to a CCDD landfill. Therefore, Rubino will collect a total of 11 samples for fill analytical testing and 4 samples for pH.

If the soils on site are found to be uncontaminated, an IEPA form LPC-663, along with any necessary supporting documentation, will be prepared. Please note however, if the results of the investigation indicate that soils are contaminated, signoff on an IEPA Form LPC-663 cannot be completed and a letter summarizing the test results will be prepared. Also, if any unexpected conditions are encountered during construction activities that are



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Colfax Street Improvements – Quentin Road to US Route 14

not indicated in the investigation, such as soils with suspect odors, discolorations, or unacceptable debris mixed with the soil, additional testing may be required to coordinate disposal of the materials at a sanitary landfill.

See Rubino Engineering Scope and Level of Effort in the Appendix.

## **2.8. Preliminary Environmental Site Assessment (PESA)**

As part of the environmental studies required for a Federal-aid project, it is necessary to perform a Special Waste Screening Analysis to determine if there are any sites located along the project area that may result in the need for further environmental investigation. It is anticipated that the initial screening will result in the need for a Preliminary Environmental Site Assessment (PESA) to be completed to determine the extent of any special remediation that may need to occur.

IDOT will conduct and prepare the PESA for the US Route 14 ROW as part of the ESR process, and Engineering Resource Associates (ERA) will complete the PESA within the ROW of all other roadways within the project limits.

An electronic copy of the draft and final reports will be submitted to the Village.

## **2.9. Wetland Studies and Environmental Survey Request**

ERA will determine the presence of potential environmental resources as described below:

### Wetland Delineation:

ERA will delineate wetlands in accordance with the current U.S. Army Corps of Engineers wetland delineation manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0). There are two ponds located within 200 feet of the Rand Road/Hintz Road intersection. Wetlands will be staked by pin flag and/or marking tape labeled "wetland." Wetland flags will be surveyed. Following the delineation, ERA will prepare a written delineation report containing:

- USACE data forms
- Aerial map exhibit of site showing locations of data sampling points and wetland boundaries
- Floristic Quality Assessment
- Documentation of potential threatened and endangered species using Federal and State agency databases
- Identification of off-site wetlands within 100' of the property
- Copy of National Wetland Inventory map
- Copy of Cook County soil map
- Copy of FEMA Flood Insurance rate Map (FIRM)
- Site photos as necessary to describe wetland and other regulated areas
- An overview of the applicable wetland and buffer regulations
- Recommendations regarding project permitting.



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Colfax Street Improvements – Quentin Road to US Route 14

Specific work items under this task will include:

- Wetland Delineation & Report

Environmental Survey Request (ESR):

The ESR will be prepared and submitted electronically early on in the project. The scope will include preparation of ESR attachments (BLRS Manual Section 20-2). ERA will prepare the ESR and it will be submitted by P-C. Peralte-Clark will verify ESR limits prior to submittal to IDOT.

Wetland Impact Evaluation:

Based on the existing wetland information and proposed project improvements, ERA will prepare a Wetland Impact Evaluation (WIE).

- Prepare wetland impact exhibit and evaluate wetland impacts.
- Prepare and submit the STATE Wetland Impact Evaluations (WIE) form electronically.

Specific work items under this task will include:

- ESR Form Preparation
- WIE Form Preparation

## **2.10. State Approved Categorical Exclusion – BLR Form 19100**

Based on the Bureau of Local Roads and Streets Manual, this project will not require a Project Development Report, and therefore, BLR Form 19100 will document the project. Specific work tasks will include:

- Prepare report exhibits and tables
  - Location Map, Functional Classification Map
  - Existing and Proposed Typical Sections (developed as part of the Phase II Plans)
  - Project Plan Sheets (developed as part of the Phase II Plans)
  - Preliminary engineers estimate of cost
- Fill out BLR Form 19100
- Compile materials and submit to Village for review
  - Includes Environmental Clearances, Crash Data, Traffic Data and exhibits and tables above.
- Revise BLR 19100 form, exhibits, and tables based on Village review and submit BLR 19100 form package to IDOT for review
- Revise Draft BLR 19100 form package and submit Pre-final Project Development Report to IDOT for review
- Revise Pre-final BLR 19100 form package and submit Final Project Development Report to IDOT and request Design Approval



### 2.11. Federal Funding Application

This item includes the preparation and submittal of One (1) Surface Transportation Program funding application through the Northwest Municipal Conference – NW Council of Mayors. It is anticipated that the original funding application will be revised based on updated information as part of the Phase I and II studies/design for the project.

Specific work tasks will include:

- Prepare online application
- Revise exhibits/attachments for the application
- Use engineer's estimate of cost developed as part of this scope of services
- One (1) meeting with NWMC Staff
- Compile and submit Draft Application for review
- Revise and submit Final Application

## 3. Phase II Scope of Services

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### 3.1. Site Visit

Upon the onset of the Phase II portion of the project a site visit will be conducted consisting of two staff members. During the visit existing conditions will be confirmed and the location of curb and gutter replacement will be determined and field mark for inclusion in the plan set. Photos of the curb and gutter, along with any other identifiable field condition changes, will be taken and added to the project photo log.

As part of Peralte-Clark's Consultant Quality Plan, a Plan-in-Hand walkthrough is conducted between the Prefinal and Final submittal to ensure all parties are in agreement on the proposed improvements. Two staff members would attend this walkthrough. The Village of Palatine is invited and encouraged to attend this site visit.

### 3.2. General Sheets

A Title Sheet compliant with IDOT standards will be developed. A sheet containing the Index of Sheets, State Standards, and General Notes will be developed. All quantities will be included in a Summary of Quantities and select quantities will be included in a Schedule of Quantities. Alignment, Ties and Benchmark sheet will be provided showing the location of project benchmarks and control points.

| No. | Sheet Title                                         |
|-----|-----------------------------------------------------|
| 1   | Title Sheet                                         |
| 1   | Index of Sheets, State Standards, and General Notes |
| 3   | Summary of Quantities                               |
| 2   | Schedule of Quantities                              |
| 2   | Alignment, Ties and Benchmarks                      |



### 3.3. Typical Sections

Existing and Proposed Typical Sections will be developed. It is anticipated that three existing and three proposed typical sections are required. P-C will reference the geotechnical data collected by the Phase II team, previous resurfacing and current HMA Mix Selection Guide to select an appropriate mix.

| No. | Sheet Title               |
|-----|---------------------------|
| 3   | Existing Typical Sections |
| 3   | Proposed Typical Sections |

### 3.4. Maintenance of Traffic Details

P-C will select and collate the applicable IDOT Highway Standards for Maintenance of Traffic to perform the proposed improvements. It is expected that all improvements can be performed using standards and that no project specific maintenance of traffic design is required.

Deliverable:

| No. | Sheet Title            |
|-----|------------------------|
| 12  | IDOT Highway Standards |

Assumptions:

- Traffic Management Plan will not be developed.
- Qdat analysis will not be performed.

### 3.5. Roadway and Pavement Marking Plans

Roadway and Pavement Marking Plans will be combined and developed from just east of Quentin Road to just west of US Route 14. Curb and gutter repair/replacement and patching will be evaluated during the site visit and will be identified in the plans.

Deliverable:

| No. | Sheet Title                                                                 |
|-----|-----------------------------------------------------------------------------|
| 4   | Roadway & Pavement Marking sheets, 50 Scale, double panel, 2,600' per sheet |
| 12  | IDOT District One Standard Details                                          |

Assumptions:

- PCC resurfacing is not included.
- Drainage improvements are not included.
- Signage sheets or details are not included.
- Profiles will not be provided.



## Colfax Street Improvements – Quentin Road to US Route 14

**3.6. ADA Ramp Details**

ADA compliant curb ramps with 5-foot concrete sidewalk connections will be designed at thirty (30) ramps (Total of 30 ramp designs).

Each ADA ramp will be designed with the latest design requirements taken into consideration. The ADA design will include the incorporation of ADA accessible push button locations at the intersection of Smith Street/Colfax Street and the appropriate coordination with the proposed traffic signal plans. Identified utilities will be shown on the ADA Ramp. See 3.8 – Utility Coordination for additional information.

There is a total of 91 ramps in the corridor. Of the 61 ramps that are assumed to be in compliance, will be checked in the field with a smart level and documented. If any additional ramps are found to be non-compliant, a supplement will be needed.

Deliverable:

| No. | Sheet Title                                       |
|-----|---------------------------------------------------|
| 10  | ADA detail ramp design sheets, 30 ramps (1" = 5') |
| 8   | IDOT District One Standard Details                |

Assumptions:

- ADA ramps at commercial driveways are not included.
- Utilities shown will be based on information provided by utility owners during the Utility Coordination process. No Subsurface Utility Engineering effort is included.
- ADA ramp design are not required at Quentin Road and US Route 14 intersections.
- No ramps require Maximum Extent Feasible (MEF) documentation
  - If an MEF is required, a supplement will be developed

**3.7. Detector Loop Replacement and APS Improvements**

Detector Loop Replacement Sheets will be provided at Hicks Place at US Route 14 and Colfax Street at Smith Street. Colfax Street at Smith Street will also have APS improvements.

The two intersections that have detector loop replacement or APS improvements include:

- Hicks Place at US Route 14 (detector loop)
- Colfax Street at Smith Street (both detector loop and APS improvements)

Deliverables:

Hicks Place at US Route 14:

| No. | Sheet Title                                               |
|-----|-----------------------------------------------------------|
| 1   | Detector Loop Replacement Plan and Schedule of Quantities |



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Colfax Street Improvements – Quentin Road to US Route 14

Colfax Street at Smith Street:

| No. | Sheet Title                                                |
|-----|------------------------------------------------------------|
| 1   | APS and Detector Loop Replacement Plan (includes schedule) |
| 1   | Cable Plan and Schedule of Quantities                      |
| 10  | IDOT District One Standard Details                         |

Assumptions:

- Traffic signal plans are not available, and new Cable Plans and Loop Detector Replacement Plan will need to be developed by Peralte-Clark.
- No APS required at Quentin Road and US Route 14 intersections

### 3.8. Phase II Utility Coordination

Existing utility information will be collected in Phase I. P-C will provide Prefinal plans to the potentially impacted utility owners. The utility owners will validate the utility information provided and, if necessary, provide additional information on the location of their facilities via atlases, red line marks, etc. P-C will collect the information provided by the utility owners, modify the utilities in the CAD utility base file, compare the utilities against the proposed improvements to determine potential conflicts, modify design to eliminate or minimize the number of potential conflicts, if possible, list potential conflicts in the Status of Utilities special provision, and provide this information to the Village. P-C will provide the revised plans plus Status of Utility special provision to the utility owners who will determine whether the conflict is real and relocate the utility if necessary. It is assumed no coordination with the railroad is required.

Assumptions:

- All CAD drafted utilities will be based on utility information provided solely by utility owner. P-C will not perform any independent utility records research or locates.
- No coordination with the railroad is required.

### 3.9. Special Provisions

P-C will provide required Special Provisions. There are no unique or project specific Special Provisions anticipated.

Deliverable:

| No. | Item                                   |
|-----|----------------------------------------|
| 1   | Prefinal Special Provisions            |
| 1   | Final Special Provisions               |
| 1   | Issue For Bid (IFB) Special Provisions |

Assumptions:

- Separate Status of Utilities word document is not required.





### 3.10. Quantities

P-C will assemble a spreadsheet containing the Pay Items and Quantities for the improvement. Pay Items and Quantities will be included in the production of the General Sheet, Summary of Quantities and Schedule of Quantities, to be submitted to the Village and IDOT.

Deliverable:

Pay Items, Quantities and Unit Costs in excel consisting of:

| No. | <u>Pay Items for Tabulation</u> |
|-----|---------------------------------|
|-----|---------------------------------|

|    |               |
|----|---------------|
| 20 | Roadway Items |
|----|---------------|

|   |               |
|---|---------------|
| 5 | Removal Items |
|---|---------------|

|    |                        |
|----|------------------------|
| 15 | Pavement Marking Items |
|----|------------------------|

|   |                                    |
|---|------------------------------------|
| 6 | ADA Ramp detail Items for 89 ramps |
|---|------------------------------------|

|    |                                                                |
|----|----------------------------------------------------------------|
| 12 | Loop Detector, APS, and Cable Items for affected intersections |
|----|----------------------------------------------------------------|

|    |                                                                                                                       |
|----|-----------------------------------------------------------------------------------------------------------------------|
| 40 | Misc. Items (earth ex, mowing, supplemental watering, traffic control, protective coat, adjustments, lump sums, etc.) |
|----|-----------------------------------------------------------------------------------------------------------------------|

### 3.11. Estimate of Cost

P-C will provide an IDOT BDE 213 Estimate of Cost

Deliverable:

| No. | Item |
|-----|------|
|-----|------|

|   |                           |
|---|---------------------------|
| 1 | Prefinal Estimate of Cost |
|---|---------------------------|

|   |                        |
|---|------------------------|
| 1 | Final Estimate of Cost |
|---|------------------------|

Assumptions:

- Lump sum justification backup information is not required.

### 3.12. Estimate of Time

P-C will provide an IDOT BDE 220A Estimate of Time

Deliverable:

| No. | Item |
|-----|------|
|-----|------|

|   |                           |
|---|---------------------------|
| 1 | Prefinal Estimate of Time |
|---|---------------------------|

|   |                        |
|---|------------------------|
| 1 | Final Estimate of Time |
|---|------------------------|

### 3.13. Submittals and Post Final Design Effort

P-C will provide the following submittals as part of the Phase II design:

- Photo Log Book and field notes (upon request)
- CAD files (upon request)
- Meeting Minutes
- Prefinal Submittal



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Colfax Street Improvements – Quentin Road to US Route 14

- PSE Package
    - Plans
    - Special Provisions
    - Estimate of Cost
  - Quantity Book (if requested)
  - Estimate of Time
- Final Submittal
  - Disposition of Prefinal Comments
  - PSE Package
    - Plans
    - Special Provisions
    - Estimate of Cost
  - Quantity Book (if requested)
  - Estimate of Time
- Issue For Bid (Post Final) Submittal (as needed)

### 3.14. Construction Involvement

Peralte-Clark will provide construction involvement services including review of shop drawings and submittals, responses to construction RFIs, and participation in key construction meetings such as the construction kickoff and punch list meetings. These services will support interpretation of the contract documents and design intent.

Assumptions and Omissions:

- Construction inspection or resident engineering services are not included.
- Assume 5 RFI Responses
- It is assumed as-builts are not required.

## 4. Meetings, Administration, and Quality

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### Project Coordination Meetings

This task includes the organization and attendance at Monthly Project Status/Coordination Meetings throughout the duration of the project. Team members and Village staff will be requested to attend these meetings to ensure the design work is moving ahead efficiently and on schedule. The preparation of meeting minutes for these coordination meetings is not anticipated. However, an action item list and log will be kept ensuring all team members are responsive and accountable for their involvement in the project.

Coordination: Coordination with key stakeholder agencies will be required. An initial kick-off meeting will be scheduled with the Village of Palatine upon the transition from Phase I to Phase II, to introduce the new P-C management staff, review the general project scope of work and overall project development process, establish communication protocol, and provide an opportunity for early Phase II input.



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Colfax Street Improvements – Quentin Road to US Route 14

It is anticipated that municipal emergency services representatives (police, fire, etc.) will attend the municipal coordination meetings and will not require separate consultation. The assumptions for establishing an estimated level of effort for stakeholder coordination and meetings are described below:

- One (1) kickoff meeting with Village (in-person)\*
- One (1) kickoff meeting with the subconsultants
- One (1) kickoff meeting with IDOT BLRS (in-person)\*
- Twelve (12) monthly conference calls with Village
- One (1) meeting with IDOT BLRS (in-person)\*
- Two (2) meetings with CCDOTH
- Fifty (50) Bi-weekly Design Team Coordination Meetings

\* Preparation and distribution of meeting minutes will be provided

Assumptions:

- All meetings will be virtual unless otherwise noted.
- No meetings with residents is included.

#### **4.1. Project Administration and Management**

This task includes overall project administration and management.

Project administration includes managing the day-to-day work effort on the project to ensure an efficient project development process including work force allocations, budget oversight, monthly progress reviews to ensure project milestones are being met to the extent possible.

Specific work tasks will include:

- General project management/administration including staff resource allocation, and task/schedule oversight.
- Prepare monthly progress reports including a copy of the overall project schedule.

#### **4.2. Quality Assurance/Quality Control**

This task includes Quality Assurance/Quality Control (QA/QC) reviews associated with major project deliverables.

QA/QC reviews will occur as part of major project deliverables in accordance with Peralte-Clark's established QA/QC procedures.

Specific work tasks will include:

- Quality reviews, etc.

Peralte-Clark, LLC  
Colfax Street Resurfacing Phase I/II Engineering  
Village of Palatine



| Phase I                                          |              |                |               |
|--------------------------------------------------|--------------|----------------|---------------|
| CECS Item                                        | Total        | Percentage     | Peralte-Clark |
| Data Collection                                  | 24           | 1.62%          | 24            |
| Field Survey and Preparation of Base Maps        | 8            | 0.54%          | 8             |
| Phase I Utility Coordination                     | 6            | 0.41%          | 6             |
| Traffic Counts                                   | 2            | 0.14%          | 2             |
| Crash Analysis                                   | 54           | 3.65%          | 54            |
| Traffic Analysis                                 | 49           | 3.31%          | 49            |
| Subsurface Soils and Pavement Investigation      | 34           | 2.30%          | 34            |
| Preliminary Environmental Stie Assessment (PESA) | 6            | 0.41%          | 6             |
| Environmental and Wetland Studies                | 14           | 0.95%          | 14            |
| State Approved Report - BLR 19100                | 86           | 5.81%          | 86            |
| Federal Funding Application                      | 35           | 2.36%          | 35            |
| Site Visit                                       | 40           | 2.70%          | 40            |
| General Sheets                                   | 62           | 4.19%          | 62            |
| Typical Sections                                 | 60           | 4.05%          | 60            |
| Maintenance of Traffic Details                   | 6            | 0.41%          | 6             |
| Roadway and Pavement Marking Plans               | 70           | 4.73%          | 70            |
| ADA Ramp Details                                 | 245          | 16.55%         | 245           |
| Detector Loop Replacement and APS                | 45           | 3.04%          | 45            |
| Utility Coordination                             | 40           | 2.70%          | 40            |
| Specifications                                   | 48           | 3.24%          | 48            |
| Quantities                                       | 146          | 9.86%          | 146           |
| Estimate of Cost                                 | 8            | 0.54%          | 8             |
| Estimate of Time                                 | 8            | 0.54%          | 8             |
| Submittals and Post Final Design Effort          | 40           | 2.70%          | 40            |
| Construction Involvement                         | 32           | 2.16%          | 32            |
| Project Coordination Meetings                    | 152          | 10.27%         | 152           |
| Project Administration                           | 80           | 5.41%          | 80            |
| Quality Assurance/Quality Control                | 80           | 5.41%          | 80            |
| <b>Totals</b>                                    | <b>1,480</b> | <b>100.00%</b> | <b>1,480</b>  |

| Scope #                        | Scope Item                                                                           | CECS Item                                   | Total Hours | Assumed Quantity | Assumed Unit   | Assumed Hours Per Unit | Comments                                                                                 |
|--------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------|-------------|------------------|----------------|------------------------|------------------------------------------------------------------------------------------|
| <b>2.0 Phase I Engineering</b> |                                                                                      |                                             |             |                  |                |                        |                                                                                          |
| <b>2.1</b>                     | <b>Data Collection, Compilation, Review and Evaluation</b>                           |                                             | <b>24</b>   |                  |                |                        |                                                                                          |
|                                | Initial Field Review with photo log                                                  | Data Collection                             | 12          | 2                | people         | 6                      | Site Visit for verification and photo log                                                |
|                                | Data Collection Coordination with Stakeholders                                       | Data Collection                             | 4           | 1                | stakeholder    | 4                      |                                                                                          |
|                                | Review facility deficiencies                                                         | Data Collection                             | 8           | 1                | Lump Sum       | 8                      |                                                                                          |
| <b>2.2</b>                     | <b>Field Survey and Preparation of Base Maps (Ciorba)</b>                            |                                             | <b>8</b>    |                  |                |                        |                                                                                          |
|                                | Subconsultant Coordination                                                           | Field Survey and Preparation of Base Maps   | 8           | 1                | Lump Sum       | 8                      |                                                                                          |
| <b>2.3</b>                     | <b>Phase I Utility Coordination</b>                                                  |                                             | <b>6</b>    |                  |                |                        |                                                                                          |
|                                | Coordination                                                                         | Phase I Utility Coordination                | 6           | 1                | Lump Sum       | 6                      |                                                                                          |
| <b>2.4</b>                     | <b>Traffic Counts (Quality Counts)</b>                                               |                                             | <b>2</b>    |                  |                |                        |                                                                                          |
|                                | Coordination                                                                         | Traffic Counts                              | 2           | 1                | Lump Sum       | 2                      |                                                                                          |
| <b>2.5</b>                     | <b>Crash Analysis</b>                                                                |                                             | <b>54</b>   |                  |                |                        |                                                                                          |
|                                | Develop CAR Format                                                                   | Crash Analysis                              | 2           | 1                | Lump Sum       | 2                      |                                                                                          |
|                                | Develop CAR Maps, Tables, and Exhibits                                               | Crash Analysis                              | 16          | 1                | Lump Sum       | 16                     |                                                                                          |
|                                | Prepare Preliminary Crash Analysis Report and submit to Village                      | Crash Analysis                              | 24          | 1                | report         | 24                     |                                                                                          |
|                                | Final Crash Analysis Report with Disposition of Comments                             | Crash Analysis                              | 4           | 1                | revised report | 4                      |                                                                                          |
|                                | Update Maps, Tables, and Exhibits, and CAR based on an additional year of crash data | Crash Analysis                              | 8           | 1                | revised report | 8                      |                                                                                          |
| <b>2.6</b>                     | <b>Traffic Analysis</b>                                                              |                                             | <b>49</b>   |                  |                |                        |                                                                                          |
|                                | Determine Roadway ADT's                                                              | Traffic Analysis                            | 4           | 1                | Lump Sum       | 4                      |                                                                                          |
|                                | Prepare All-way Stop Control and Signal Warrants                                     | Traffic Analysis                            | 6           | 6                | Intersections  | 1                      | 1 hour per warrant. Total of 3 warrants.                                                 |
|                                | Prepare Existing 2026 PDH's                                                          | Traffic Analysis                            | 3           | 1                | Lump Sum       | 3                      |                                                                                          |
|                                | Existing, No-Build and Build HCS 24 Modeling                                         | Traffic Analysis                            | 12          | 12               | Analyses       | 1                      | 3 all-way stop and 3 signalized intersections, A.M./P.M. existing (total of 12 analyses) |
|                                | Technical Memorandum                                                                 | Traffic Analysis                            | 24          | 1                | Report         | 24                     |                                                                                          |
| <b>2.7</b>                     | <b>Subsurface Soils and Pavement Investigation (Rubino)</b>                          |                                             | <b>34</b>   |                  |                |                        |                                                                                          |
|                                | Coordination                                                                         | Subsurface Soils and Pavement Investigation | 8           | 1                | Lump Sum       | 8                      |                                                                                          |
|                                | Prepare existing plan and profile sheets for Rubino                                  | Subsurface Soils and Pavement Investigation | 12          | 6                | Sheets         | 2                      | No notations, just PNP's                                                                 |
|                                | Prepare preliminary pavement design for preferred alternative                        | Subsurface Soils and Pavement Investigation | 12          | 1                | Lump Sum       | 12                     | One flexible pavement design using BLRS guidelines                                       |
|                                | Review soils report                                                                  | Subsurface Soils and Pavement Investigation | 2           | 1                | Lump Sum       | 2                      |                                                                                          |
| <b>2.8</b>                     | <b>Preliminary Environmental Site Assessment (PESA) (ERA)</b>                        |                                             | <b>6</b>    |                  |                |                        |                                                                                          |
|                                | Subconsultant Coordination                                                           | Preliminary Environmental Stie Assessment   | 4           | 1                | Lump Sum       | 4                      |                                                                                          |
|                                | Review PESA                                                                          | Preliminary Environmental Stie Assessment   | 2           | 1                | Lump Sum       | 2                      |                                                                                          |
| <b>2.9</b>                     | <b>Environmental and Wetland Studies (ERA)</b>                                       |                                             | <b>14</b>   |                  |                |                        |                                                                                          |
|                                | Subconsultant Coordination                                                           | Environmental and Wetland Studies           | 8           | 1                | Lump Sum       | 8                      |                                                                                          |
|                                | Review ESR limits                                                                    | Environmental and Wetland Studies           | 4           | 1                | Lump Sum       | 4                      | Assume draft and final                                                                   |
|                                | Review WIE form and exhibits                                                         | Environmental and Wetland Studies           | 2           | 1                | Lump Sum       | 2                      | Assume draft and final                                                                   |

| Scope #                         | Scope Item                                                                               | CECS Item                          | Total Hours | Assumed Quantity | Assumed Unit | Assumed Hours Per Unit | Comments                                                                                                                                |
|---------------------------------|------------------------------------------------------------------------------------------|------------------------------------|-------------|------------------|--------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.10</b>                     | <b>State Approved CE - BLR Form 19100</b>                                                |                                    | <b>86</b>   |                  |              |                        |                                                                                                                                         |
|                                 | Prepare report exhibits and tables                                                       | State Approved Report - BLR 19100  | 24          | 1                | Lump Sum     | 24                     | Location Map, Functional class map, existing and proposed typical sections, project plan sheets, preliminary engineers estimate of cost |
|                                 | Fill out BLR Form 19100                                                                  | State Approved Report - BLR 19100  | 28          | 1                | Lump Sum     | 28                     |                                                                                                                                         |
|                                 | Compile materials and submit to Village for review                                       | State Approved Report - BLR 19100  | 2           | 1                | Lump Sum     | 2                      |                                                                                                                                         |
|                                 | Revise BLR Form based on Village comments and submit Draft CE Package to IDOT for review | State Approved Report - BLR 19100  | 16          | 1                | Lump Sum     | 16                     |                                                                                                                                         |
|                                 | Revise Draft BLR Form Package based on IDOT comments and submit Pre-final package        | State Approved Report - BLR 19100  | 8           | 1                | Lump Sum     | 8                      |                                                                                                                                         |
|                                 | Revise pre-final package and submit Final package                                        | State Approved Report - BLR 19100  | 8           | 1                | Lump Sum     | 8                      |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>2.11</b>                     | <b>Federal Funding Application</b>                                                       |                                    | <b>35</b>   |                  |              |                        |                                                                                                                                         |
|                                 | Prepare online application                                                               | Federal Funding Application        | 12          | 1                | Lump Sum     | 12                     |                                                                                                                                         |
|                                 | Prepare exhibits/attachments for the application                                         | Federal Funding Application        | 8           | 1                | Lump Sum     | 8                      |                                                                                                                                         |
|                                 | Update preliminary engineers estimate of cost                                            | Federal Funding Application        | 1           | 1                | Lump Sum     | 1                      |                                                                                                                                         |
|                                 | One meeting with NWMC Staff                                                              | Federal Funding Application        | 2           | 1                | Meeting      | 2                      |                                                                                                                                         |
|                                 | Compile and Submit Draft Application for review                                          | Federal Funding Application        | 4           | 1                | Lump Sum     | 4                      |                                                                                                                                         |
|                                 | Revise and submit Final Application                                                      | Federal Funding Application        | 8           | 1                | Lump Sum     | 8                      |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.0 Phase II Engineering</b> |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.1</b>                      | <b>Site Visit</b>                                                                        |                                    | <b>40</b>   |                  |              |                        |                                                                                                                                         |
|                                 | Phaes II Site Visit (Curb and Gutter/ Patching Analysis)                                 | Site Visit                         | 24          | 1                | Site Visit   | 24                     | 2 staff, 8 hours on site, 4 hours prep and documentation                                                                                |
|                                 | Plan-in-Hand Site Visit                                                                  | Site Visit                         | 16          | 1                | Site Visit   | 16                     | 2 staff, 6 hours on site, 2 hours prep and documentation                                                                                |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.2</b>                      | <b>General Sheets</b>                                                                    |                                    | <b>62</b>   |                  |              |                        |                                                                                                                                         |
|                                 | Title Sheet                                                                              | General Sheets                     | 6           | 1                | Sheet        | 6                      | 2 submittals                                                                                                                            |
|                                 | Index of Sheets, State Standards, and General Notes                                      | General Sheets                     | 6           | 1                | Sheet        | 6                      | 2 submittals                                                                                                                            |
|                                 | Summary of Quantities                                                                    | General Sheets                     | 18          | 3                | Sheets       | 6                      | 2 submittals                                                                                                                            |
|                                 | Schedule of Quantities                                                                   | General Sheets                     | 16          | 2                | Sheets       | 8                      | 2 submittals                                                                                                                            |
|                                 | Alignment, Ties, and Benchmarks                                                          | General Sheets                     | 16          | 2                | Sheets       | 8                      | 2 submittals                                                                                                                            |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.3</b>                      | <b>Typical Sections</b>                                                                  |                                    | <b>60</b>   |                  |              |                        |                                                                                                                                         |
|                                 | Existing Typicals                                                                        | Typical Sections                   | 24          | 3                | Sheets       | 8                      | 3 typical sections; 2 submittals                                                                                                        |
|                                 | Proposed Typicals                                                                        | Typical Sections                   | 36          | 3                | Sheets       | 12                     | 3 typical sections; 2 submittals                                                                                                        |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.4</b>                      | <b>Maintenance of Traffic Details</b>                                                    |                                    | <b>6</b>    |                  |              |                        |                                                                                                                                         |
|                                 | IDOT BLRS Standard Details                                                               | Maintenance of Traffic Details     | 6           | 12               | Standards    | 0.5                    |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.5</b>                      | <b>Roadway and Pavement Marking Plans</b>                                                |                                    | <b>70</b>   |                  |              |                        |                                                                                                                                         |
|                                 | Roadway and Pavement Marking Sheets                                                      | Roadway and Pavement Marking Plans | 64          | 4                | Sheets       | 16                     | 2,600' per sheet; 1"=50', double panel                                                                                                  |
|                                 | IDOT District One BLRS Standard Details                                                  | Roadway and Pavement Marking Plans | 6           | 12               | Sheets       | 0.5                    |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
| <b>3.6</b>                      | <b>ADA Ramp Details</b>                                                                  |                                    | <b>245</b>  |                  |              |                        |                                                                                                                                         |
|                                 | ADA Ramps Detailed Design                                                                | ADA Ramp Details                   | 180         | 30               | Ramps        | 6                      | No ramps in Phase I; 30 ramps in Phase II                                                                                               |
|                                 | ADA Ramps Compliance Check                                                               | ADA Ramp Details                   | 61          | 61               | Ramps        | 1                      | Check ramps for compliance; provide documentation                                                                                       |
|                                 | IDOT District One Standard Details                                                       | ADA Ramp Details                   | 4           | 8                | Sheets       | 0.5                    |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |
|                                 |                                                                                          |                                    |             |                  |              |                        |                                                                                                                                         |

| Scope #     | Scope Item                                                             | CECS Item                               | Total Hours | Assumed Quantity | Assumed Unit  | Assumed Hours Per Unit | Comments                                                                     |
|-------------|------------------------------------------------------------------------|-----------------------------------------|-------------|------------------|---------------|------------------------|------------------------------------------------------------------------------|
| <b>3.7</b>  | <b>Detector Loop Replacement and APS Improvements</b>                  |                                         | <b>45</b>   |                  |               |                        |                                                                              |
|             | Detector Loop Replacement Sheets                                       | Detector Loop Replacement and APS       | 8           | 1                | Sheet         | 8                      | 1 Sheet per intersection; 1 intersection, no existing plans available        |
|             | APS and Detector Loop Replacement Sheets                               | Detector Loop Replacement and APS       | 16          | 1                | Sheet         | 16                     | 1 Sheet per intersection; 1 intersection, no existing plans available        |
|             | Cable Plan and Schedule of Quantities                                  | Detector Loop Replacement and APS       | 16          | 1                | Sheets        | 16                     | 1 Sheet per intersection; 1 intersection, no existing plans available        |
|             | IDOT BLRS District One Standard Details                                | Detector Loop Replacement and APS       | 5           | 10               | Sheets        | 0.5                    |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.8</b>  | <b>Utility Coordination</b>                                            |                                         | <b>40</b>   |                  |               |                        |                                                                              |
|             | Provide utility owner Prefinal submittal                               | Utility Coordination                    | 8           | 1                | Lump Sum      | 8                      |                                                                              |
|             | Coordinate with utilities to determine potential utility conflicts     | Utility Coordination                    | 12          | 1                | Lump Sum      | 12                     |                                                                              |
|             | Update existing utility CAD file                                       | Utility Coordination                    | 16          | 1                | Lump Sum      | 16                     |                                                                              |
|             | Work with utilities to avoid, mitigate, or relocate to clear conflicts | Utility Coordination                    | 4           | 1                | Lump Sum      | 4                      |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.9</b>  | <b>Special Provisions</b>                                              |                                         | <b>48</b>   |                  |               |                        |                                                                              |
|             | Specifications                                                         | Specifications                          | 48          | 2                | Submittals    | 24                     | 2 submittals                                                                 |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.10</b> | <b>Quantities</b>                                                      |                                         | <b>146</b>  |                  |               |                        |                                                                              |
|             | Roadway Items                                                          | Quantities                              | 16          | 20               | Pay Items     | 24                     | 2 submittals, 24 minutes per Pay Item per submittal (1.7 miles)              |
|             | Removal Items                                                          | Quantities                              | 3           | 5                | Pay Items     | 18                     | 2 submittals, 18 minutes per Pay Item per submittal                          |
|             | Pavement Marking Items                                                 | Quantities                              | 6           | 15               | Pay Items     | 12                     | 2 submittals, 12 minutes per Pay Item per submittal (1.7 miles)              |
|             | ADA Ramp detail Items for 89 Ramps                                     | Quantities                              | 89          | 89               | Ramps         | 30                     | 2 submittals, 30 minutes per Ramp per submittal (89 ramps)                   |
|             | Loop Detector, APS, and Cables for 2 intersections                     | Quantities                              | 12          | 12               | Pay Items     | 30                     | 2 submittals, 30 minutes per Pay Item per submittal                          |
|             | Misc. Items                                                            | Quantities                              | 20          | 40               | Pay Items     | 15                     | 2 submittals, 15 minutes per Pay Item per submittal                          |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.11</b> | <b>Estimate of Cost</b>                                                |                                         | <b>8</b>    |                  |               |                        |                                                                              |
|             | Estimate of Cost                                                       | Estimate of Cost                        | 8           | 2                | Submittals    | 4                      | 2 submittals                                                                 |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.12</b> | <b>Estimate of Time</b>                                                |                                         | <b>8</b>    |                  |               |                        |                                                                              |
|             | Estimate of Time                                                       | Estimate of Time                        | 8           | 2                | Submittals    | 4                      | 2 submittals                                                                 |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.13</b> | <b>Submittals and Post Final Design Effort</b>                         |                                         | <b>40</b>   |                  |               |                        |                                                                              |
|             | Post Final Design Effort                                               | Submittals and Post Final Design Effort | 40          | 1                | Submittals    | 40                     | Effort associated with design modifications that occur after Final Submittal |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
| <b>3.14</b> | <b>Construction Involvement</b>                                        |                                         | <b>32</b>   |                  |               |                        |                                                                              |
|             | Construction RFI's                                                     | Construction Involvement                | 20          | 5                | RFI Responses | 4                      | Assume 5 responses at 4 hours each                                           |
|             | Construction Meetings (Punch List and Kickoff)                         | Construction Involvement                | 12          | 2                | Meetings      | 6                      | 2 P-C attendees, including travel time                                       |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |
|             |                                                                        |                                         |             |                  |               |                        |                                                                              |



| Scope #                                   | Scope Item                                           | CECS Item                         | Total Hours | Assumed Quantity | Assumed Unit | Assumed Hours Per Unit | Comments                                                            |
|-------------------------------------------|------------------------------------------------------|-----------------------------------|-------------|------------------|--------------|------------------------|---------------------------------------------------------------------|
| 4.0 Meetings, Administration, and Quality |                                                      |                                   |             |                  |              |                        |                                                                     |
| 4.1                                       | Project Coordination Meetings                        |                                   | 152         |                  |              |                        |                                                                     |
|                                           | Kickoff meeting with Village                         | Project Coordination Meetings     | 6           | 1                | Meeting      | 6                      | 3 Peralte-Clark attendees, including travel time and minutes        |
|                                           | Kickoff Meeting with Subconsultants                  | Project Coordination Meetings     | 4           | 1                | Meetings     | 4                      | 4 Peralte-Clark attendees                                           |
|                                           | Kickoff Meeting with IDOT BLRS                       | Project Coordination Meetings     | 4           | 1                | Meetings     | 4                      | 4 Peralte-Clark attendees, including travel time and minutes        |
|                                           | Bi-Monthly Review/Coordination meetings with Village | Project Coordination Meetings     | 24          | 12               | Meetings     | 2                      | 2 Peralte-Clark attendees, bi-monthly conference calls with Village |
|                                           | Meetings with IDOT BLRS                              | Project Coordination Meetings     | 6           | 1                | Meetings     | 6                      | 2 Peralte-Clark attendees, including travel time and minutes        |
|                                           | Meetings with CCDOTH                                 | Project Coordination Meetings     | 8           | 2                | Meetings     | 4                      | 2 Peralte-Clark attendees, virtual                                  |
|                                           | Design Team Coordination Meetings                    | Project Coordination Meetings     | 100         | 50               | Meetings     | 2                      | 2 Peralte-Clark attendees, virtual                                  |
|                                           |                                                      |                                   |             |                  |              |                        |                                                                     |
| 4.2                                       | Project Administration                               |                                   | 80          |                  |              |                        |                                                                     |
|                                           | Project Management and Administration                | Project Administration            | 80          | 0.06             | Percentage   | 1320                   | Approximately 5% of total hours                                     |
|                                           |                                                      |                                   |             |                  |              |                        |                                                                     |
| 4.3                                       | Quality Control/Quality Assurance                    |                                   | 80          |                  |              |                        |                                                                     |
|                                           | QA/QC of Milestone Submittals - Peralte-Clark only   | Quality Assurance/Quality Control | 80          | 0.06             | Percentage   | 1320                   | Approximatley 5% of total hours                                     |
|                                           |                                                      |                                   |             |                  |              |                        |                                                                     |
|                                           |                                                      |                                   |             |                  |              |                        |                                                                     |



|                                                              |                                      |                           |
|--------------------------------------------------------------|--------------------------------------|---------------------------|
| <b>Local Public Agency</b><br>Village of Palatine            | <b>County</b><br>Cook                | <b>Section Number</b><br> |
| <b>Prime Consultant (Firm) Name</b><br>Peralte-Clark, LLC    | <b>Prepared By</b><br>Joel Christell | <b>Date</b><br>4/10/2026  |
| <b>Consultant / Subconsultant Name</b><br>Peralte-Clark, LLC | <b>Job Number</b><br>                |                           |

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

Colfax Street Resurfacing

### PAYROLL ESCALATION TABLE

|                      |           |        |                          |         |
|----------------------|-----------|--------|--------------------------|---------|
| <b>CONTRACT TERM</b> | 34        | MONTHS | <b>OVERHEAD RATE</b>     | 167.25% |
| <b>START DATE</b>    | 7/13/2026 |        | <b>COMPLEXITY FACTOR</b> |         |
| <b>RAISE DATE</b>    | 1/1/2027  |        | <b>% OF RAISE</b>        | 3.00%   |
| <b>END DATE</b>      | 5/12/2029 |        |                          |         |

### ESCALATION PER YEAR

| Year | First Date | Last Date | Months | % of Contract |
|------|------------|-----------|--------|---------------|
| 0    | 7/13/2026  | 1/1/2027  | 6      | 17.65%        |
| 1    | 1/2/2027   | 1/1/2028  | 12     | 36.35%        |
| 2    | 1/2/2028   | 1/1/2029  | 12     | 37.44%        |
| 3    | 1/2/2029   | 5/1/2029  | 4      | 12.86%        |

**The total escalation = 4.30%**

Village of Palatine

Cook

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Peralte-Clark, LLC

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

**90.00**

4.30%

**JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.**

[illegible]

|                                        |               |                       |
|----------------------------------------|---------------|-----------------------|
| <b>Local Public Agency</b>             | <b>County</b> | <b>Section Number</b> |
| Village of Palatine                    | Cook          |                       |
| <b>Consultant / Subconsultant Name</b> |               | <b>Job Number</b>     |
| Peralte-Clark, LLC                     |               |                       |

## SUBCONSULTANTS

## EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

| <b>NAME</b>    | <b>Direct Labor Total<br/><i>(Payroll Only)</i></b> | <b>Contribution to Prime Consultant</b> |
|----------------|-----------------------------------------------------|-----------------------------------------|
| Ciorba         | 13,933.00                                           | 1,393.30                                |
| ERA            | 8,188.00                                            | 818.80                                  |
| Quality Counts | 0.00                                                |                                         |
| Rubino         | 2,038.00                                            | 203.80                                  |
|                |                                                     |                                         |
|                |                                                     |                                         |
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|                |                                                     |                                         |
|                |                                                     |                                         |
|                |                                                     |                                         |
|                |                                                     |                                         |
| <b>Total</b>   | <b>24,159.00</b>                                    | <b>2,415.90</b>                         |

**NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.**

## Local Public Agency

Village of Palatine

## County

Cook

## Section Number

## Consultant / Subconsultant Name

Peralte-Clark, LLC

## Job Number

## DIRECT COSTS WORKSHEET

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

## EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

| ITEM                                                | ALLOWABLE                                                                             | QUANTITY | CONTRACT RATE | TOTAL      |
|-----------------------------------------------------|---------------------------------------------------------------------------------------|----------|---------------|------------|
| Per Diem (per Federal GSA)                          | Up to federal maximum                                                                 |          |               | \$0.00     |
| Lodging (per Federal GSA)                           | Actual Cost (Up to Federal rate maximum)                                              |          |               | \$0.00     |
| Lodging Taxes and Fees (per Federal GSA)            | Actual Cost                                                                           |          |               | \$0.00     |
| Air Fare                                            | Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval |          |               | \$0.00     |
| Vehicle Mileage (per Federal GSA)                   | Up to Federal rate maximum                                                            |          |               | \$0.00     |
| Vehicle Owned or Leased (no mileage charge allowed) | \$45.00/half day (4 hours or less) or \$90/full day                                   | 3        | \$90.00       | \$270.00   |
| Vehicle Rental                                      | Actual Cost (Up to \$55/day)                                                          | 7        | \$55.00       | \$385.00   |
| Tolls                                               | Actual Cost                                                                           |          |               | \$0.00     |
| Parking                                             | Actual Cost                                                                           |          |               | \$0.00     |
| Overtime                                            | Premium portion (Submit supporting documentation)                                     |          |               | \$0.00     |
| Shift Differential                                  | Actual Cost (Based on firm's policy)                                                  |          |               | \$0.00     |
| Overnight Delivery/Postage/Courier Service          | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Copies of Deliverables/Mylars (In-house)            | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Copies of Deliverables/Mylars (Outside)             | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Project Specific Insurance                          | Actual Cost                                                                           |          |               | \$0.00     |
| Monuments (Permanent)                               | Actual Cost                                                                           |          |               | \$0.00     |
| Photo Processing                                    | Actual Cost                                                                           |          |               | \$0.00     |
| 2-Way Radio (Survey or Phase III Only)              | Actual Cost                                                                           |          |               | \$0.00     |
| Telephone Usage (Traffic System Monitoring Only)    | Actual Cost                                                                           |          |               | \$0.00     |
| CADD                                                | Actual Cost (Max \$15/hour)                                                           |          |               | \$0.00     |
| Web Site                                            | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Advertisements                                      | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Public Meeting Facility Rental                      | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Public Meeting Exhibits/Renderings & Equipment      | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00     |
| Recording Fees                                      | Actual Cost                                                                           |          |               | \$0.00     |
| Transcriptions (specific to project)                | Actual Cost                                                                           |          |               | \$0.00     |
| Courthouse Fees                                     | Actual Cost                                                                           |          |               | \$0.00     |
| Storm Sewer Cleaning and Televising                 | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00     |
| Traffic Control and Protection                      | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00     |
| Aerial Photography and Mapping                      | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00     |
| Utility Exploratory Trenching                       | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00     |
| Testing of Soil Samples                             | Actual Cost                                                                           |          |               | \$0.00     |
| Lab Services                                        | Actual Cost (Provide breakdown of each cost)                                          |          |               | \$0.00     |
| Equipment and/or Specialized Equipment Rental       | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00     |
| Traffic Counts                                      | Actual Cost                                                                           | 1        | \$6,960.00    | \$6,960.00 |
|                                                     |                                                                                       |          |               | \$0.00     |
|                                                     |                                                                                       |          |               | \$0.00     |
| TOTAL DIRECT COSTS:                                 |                                                                                       |          |               | \$7,615.00 |

Local Public Agency

Village of Palatine

County

Cook

Section Number

Consultant / Subconsultant Name

Peralte-Clark, LLC

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE167.25%

COMPLEXITY FACTOR0

| TASK                                                 | DIRECT COSTS<br>(not included in<br>row totals) | MANHOURS | PAYROLL | OVERHEAD &<br>FRINGE BENEFITS | FIXED FEE | SERVICES BY<br>OTHERS | TOTAL   | % OF GRAND<br>TOTAL |
|------------------------------------------------------|-------------------------------------------------|----------|---------|-------------------------------|-----------|-----------------------|---------|---------------------|
| Data Collection, Compilation, Review, and Evaluation | 90                                              | 24       | 1,358   | 2,271                         | 448       | 18,160                | 22,327  | 6.26%               |
| Field Survey and Preparation of Base Maps            |                                                 | 8        | 466     | 779                           | 154       | 39,975                | 41,374  | 11.59%              |
| Phase I Utility Coordination                         |                                                 | 6        | 409     | 683                           | 135       |                       | 1,227   | 0.34%               |
| Traffic Counts                                       | 6,960                                           | 2        | 136     | 228                           | 45        |                       | 7,369   | 2.07%               |
| Crash Analysis                                       |                                                 | 54       | 2,892   | 4,837                         | 954       |                       | 8,683   | 2.43%               |
| Traffic Analysis                                     |                                                 | 49       | 2,558   | 4,278                         | 844       |                       | 7,680   | 2.15%               |
| Subsurface Soils and Pavement Investigation          |                                                 | 34       | 1,866   | 3,121                         | 616       |                       | 5,603   | 1.57%               |
| Preliminary Environmental Site Assessment (PESA)     |                                                 | 6        | 431     | 720                           | 142       | 6,194                 | 7,487   | 2.10%               |
| Environmental and Wetland Studies                    |                                                 | 14       | 997     | 1,668                         | 329       | 16,586                | 19,580  | 5.49%               |
| State Approved Report - BLR 19100                    |                                                 | 86       | 5,076   | 8,490                         | 1,675     |                       | 15,241  | 4.27%               |
| Federal Funding Applications                         |                                                 | 35       | 2,057   | 3,440                         | 679       |                       | 6,176   | 1.73%               |
| Site Visit                                           | 180                                             | 40       | 2,242   | 3,749                         | 740       |                       | 6,911   | 1.94%               |
| General Sheets                                       |                                                 | 62       | 3,097   | 5,179                         | 1,022     |                       | 9,298   | 2.61%               |
| Typical Sections                                     |                                                 | 60       | 3,133   | 5,239                         | 1,034     |                       | 9,406   | 2.64%               |
| Maintenance of Traffic Details                       |                                                 | 6        | 312     | 522                           | 103       |                       | 937     | 0.26%               |
| Roadway and Pavement Marking Plans                   |                                                 | 70       | 3,626   | 6,065                         | 1,197     |                       | 10,888  | 3.05%               |
| ADA Ramp Details                                     |                                                 | 245      | 12,324  | 20,611                        | 4,067     |                       | 37,002  | 10.37%              |
| Detector Loop Replacement and APS                    |                                                 | 45       | 2,540   | 4,248                         | 838       |                       | 7,626   | 2.14%               |
| Utility Coordination                                 |                                                 | 40       | 2,136   | 3,573                         | 705       |                       | 6,414   | 1.80%               |
| Specifications                                       |                                                 | 48       | 3,291   | 5,504                         | 1,086     |                       | 9,881   | 2.77%               |
| Quantities                                           |                                                 | 146      | 8,011   | 13,398                        | 2,644     |                       | 24,053  | 6.74%               |
| Estimate of Cost                                     |                                                 | 8        | 516     | 863                           | 170       |                       | 1,549   | 0.43%               |
| Estimate of Time                                     |                                                 | 8        | 550     | 920                           | 182       |                       | 1,652   | 0.46%               |
| Submittals and Post Final Design Effort              |                                                 | 40       | 2,608   | 4,362                         | 861       |                       | 7,831   | 2.19%               |
| Construction Involvement                             |                                                 | 32       | 2,167   | 3,624                         | 715       |                       | 6,506   | 1.82%               |
| Project Coordination Meetings                        | 385                                             | 152      | 11,241  | 18,800                        | 3,709     |                       | 34,135  | 9.57%               |
| Project Administration                               |                                                 | 80       | 5,808   | 9,713                         | 1,916     |                       | 17,437  | 4.89%               |
| Quality Assurance/Quality Control                    |                                                 | 80       | 6,711   | 11,224                        | 2,215     |                       | 20,150  | 5.65%               |
|                                                      |                                                 |          | -       | -                             | -         |                       | -       |                     |
| Subconsultant DL                                     |                                                 |          |         |                               | 2,415.90  |                       | 2,416   | 0.68%               |
| TOTALS                                               | 7,615                                           | 1480     | 88,559  | 148,109                       | 31,641    | 80,915                | 356,839 | 100.00%             |



## Village of Palatine

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| Peralte-Clark, LLC |
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## AVERAGE HOURLY PROJECT RATES

## EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

**SHEET 2 OF 5**

| PAYROLL<br><br>CLASSIFICATION | AVG<br><br>HOURLY<br>RATES | Traffic Analysis |            |             | Subsurface Soils and<br>Pavement Investigation |            |             | Preliminary Environmental<br>Site Assessment (PESA) |            |             | Environmental and Wetland<br>Studies |            |             | State Approved Report -<br>BLR 19100 |            |             | Federal Funding<br>Applications |            |             |
|-------------------------------|----------------------------|------------------|------------|-------------|------------------------------------------------|------------|-------------|-----------------------------------------------------|------------|-------------|--------------------------------------|------------|-------------|--------------------------------------|------------|-------------|---------------------------------|------------|-------------|
|                               |                            | Hours            | %<br>Part. | Wgtd<br>Avg | Hours                                          | %<br>Part. | Wgtd<br>Avg | Hours                                               | %<br>Part. | Wgtd<br>Avg | Hours                                | %<br>Part. | Wgtd<br>Avg | Hours                                | %<br>Part. | Wgtd<br>Avg | Hours                           | %<br>Part. | Wgtd<br>Avg |
| Business Unit Leader          | 90.00                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Engineering Chief             | 90.00                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Engineering Director - 3      | 90.00                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Eng. Operations Sr. Manager   | 90.00                      |                  |            |             |                                                |            |             | 1                                                   | 16.67%     | 15.00       | 2                                    | 14.29%     | 12.86       | 4                                    | 4.65%      | 4.19        | 4                               | 11.43%     | 10.29       |
| Senior Project Manager - 4    | 88.11                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Senior Project Engineer - 6   | 87.12                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Assistant Project Manager - 1 | 69.45                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Project Engineer - 5          | 68.11                      | 2                | 4.08%      | 2.78        | 8                                              | 23.53%     | 16.03       | 5                                                   | 83.33%     | 56.76       | 12                                   | 85.71%     | 58.38       | 16                                   | 18.60%     | 12.67       | 7                               | 20.00%     | 13.62       |
| Senior Design Engineer - 4    | 66.13                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Design Engineer - 3           | 54.94                      | 8                | 16.33%     | 8.97        |                                                |            |             |                                                     |            |             |                                      |            |             | 66                                   | 76.74%     | 42.17       |                                 |            |             |
| Design Engineer - 2           | 50.82                      | 39               | 79.59%     | 40.45       | 26                                             | 76.47%     | 38.87       |                                                     |            |             |                                      |            |             |                                      |            |             | 24                              | 68.57%     | 34.85       |
| Design Engineer - 1           | 43.98                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Construction Engineer - 4     | 64.10                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Construction Engineer - 3     | 58.92                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Administrative Coordinator    | 48.90                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| Engineering Co-op             | 23.99                      |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
|                               |                            |                  |            |             |                                                |            |             |                                                     |            |             |                                      |            |             |                                      |            |             |                                 |            |             |
| TOTALS                        |                            | 49.0             | 100%       | \$52.20     | 34.0                                           | 100%       | \$54.89     | 6.0                                                 | 100%       | \$71.76     | 14.0                                 | 100%       | \$71.23     | 86.0                                 | 100%       | \$59.02     | 35.0                            | 100%       | \$58.76     |









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*A. Ciorba Group Scope and Fee Proposal*

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Village of Palatine  
Colfax Street Resurfacing Phase I-II

Ciorba Group Scope of Services

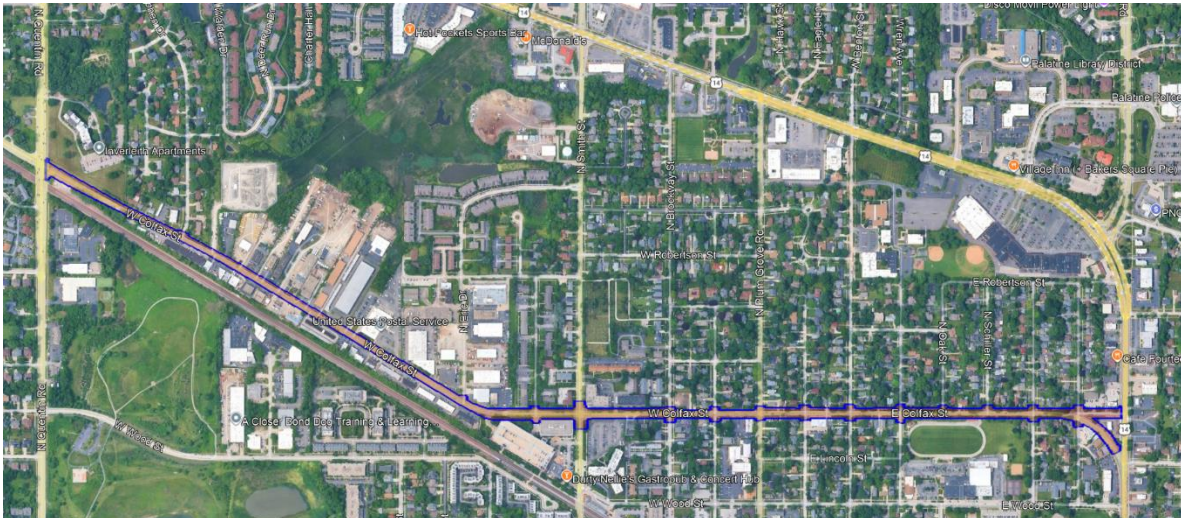
1. MEETINGS

- Kick-off meeting with Peralte-Clark.

**Task total.....2 hours**

2. TOPOGRAPHIC SURVEY

Ciorba Group will prepare a limited topographic survey of the project area located along Colfax St from Quentin Road to US Route 14 as shown in the exhibit below and KMZ file provided to Peralte-Clark, approximately 8,600 feet.



The topographic survey will include the following information within the project limits:

- Project will be delivered with IDOT's CADD configuration for Bentley's CONNECTED Platform of software with OpenRoads for production.
- Control points will be set with GPS along the project route referenced to the Illinois State Plane Coordinate System, East Zone, NAD83 (2011) and leveled through using the North American Vertical Datum of 1988 (NAVD 88). If any Village of Palatine previously set benchmarks within the project area are provided to Ciorba and usable, they will be included in the control network.
- Topographic survey including 100-foot cross sections and additional shots needed to depict grade changes and accurately show topography at a 1' contour interval
- Visible man-made features
- Ditches and above ground features
- Topographic survey for ADA ramps construction will be performed at 30 locations as determined by Peralte-Clark.
- Boundary survey and locating property monuments is outside of this scope of services.



- Locating existing underground utilities is outside of this scope of services, however evidence of existing above ground and underground utilities will be collected if readily visible and accessible or flagged by the utility company or locating service.
  - collecting information about the size and invert or top of pipe elevations of sewers and water mains is outside of this scope of services.
  - JULIE design tickets and obtaining atlases from underground utility companies is outside of this scope of services
  - Any utilities that may be shown on the survey will be based on observed evidence (above ground) without the benefit of utility atlases.

**Task total.....346 hours**

**3. Project Management and Administration**

**Task total.....8 hours**

# **PAYROLL ESCALATION TABLE** **FIXED RAISES**

**FIRM NAME** Ciorba Group, Inc.  
**PRIME/SUPPLEMENT** Prime  
**Prepared By** NT  
**Work Order # (if applicable)** \_\_\_\_\_

**DATE** \_\_\_\_\_  
**PTB-ITEM#** 0 (optional)

**CONTRACT TERM** 12 **MONTHS**  
**START DATE** 7/13/2026  
**RAISE DATE** 1/1/2027  
**END DATE** 7/13/2027

**OVERHEAD RATE** 137.01%  
**COMPLEXITY FACTOR** \_\_\_\_\_  
**% OF RAISE** 3%  
**CURRENT SALARY CAP** \$90.00

## **ESCALATION PER YEAR**

| Year | First date | Last date | Months | % of Contract |
|------|------------|-----------|--------|---------------|
| 0    | 7/13/2026  | 1/1/2027  | 6      | 50.00%        |
| 1    | 1/2/2027   | 7/1/2027  | 6      | 51.50%        |

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**The total escalation = 1.50%**

# PAYROLL RATES

|                  |                    |      |          |
|------------------|--------------------|------|----------|
| FIRM NAME        | Ciorba Group, Inc. | DATE | 7/6/2026 |
| PRIME/SUPPLEMENT | Prime              |      |          |
| PSB-ITEM #       | 0                  |      |          |
| Work Order #     |                    |      |          |

|                       |           |
|-----------------------|-----------|
| ESCALATION FACTOR     | 1.500%    |
| * Max Calculated Rate | \$ 999.00 |

| CLASSIFICATION           | 2026                                         |    | CALCULATED RATE<br>(\$90.00 CAP) |
|--------------------------|----------------------------------------------|----|----------------------------------|
|                          | CURRENT RATE (Provided)<br>**(Burdened Rate) |    |                                  |
| Principal                | \$ 124.67                                    | \$ | 126.54                           |
| Lead Structural Engineer | \$ 95.75                                     | \$ | 97.19                            |
| Project Manager III      | \$ 105.00                                    | \$ | 106.58                           |
| Project Manager II       | \$ 90.25                                     | \$ | 91.60                            |
| Project Manager I        | \$ 79.63                                     | \$ | 80.82                            |
| Project Engineer II      | \$ 68.50                                     | \$ | 69.53                            |
| Project Engineer I       | \$ 63.25                                     | \$ | 64.20                            |
| Lead Surveyor            | \$ 57.00                                     | \$ | 57.86                            |
| Technician III           | \$ 54.00                                     | \$ | 54.81                            |
| Engineer IV              | \$ 52.90                                     | \$ | 53.69                            |
| Technician II            | \$ 52.50                                     | \$ | 53.29                            |
| Structures Engineer III  | \$ 49.00                                     | \$ | 49.74                            |
| Engineer III             | \$ 47.36                                     | \$ | 48.07                            |
| Structures Engineer II   | \$ 45.25                                     | \$ | 45.93                            |
| Engineer II              | \$ 42.90                                     | \$ | 43.54                            |
| Engineer I               | \$ 39.90                                     | \$ | 40.50                            |
| Technician I             | \$ 26.00                                     | \$ | 26.39                            |
| CAD Manager              | \$ 76.00                                     | \$ | 77.14                            |
|                          |                                              | \$ | -                                |

## Survey

| Description             | Unit   | Unit Cost | Quantity | Extended Cost |
|-------------------------|--------|-----------|----------|---------------|
| Vehicle (mileage)       | mile   | \$ 0.725  | 20       | \$ -          |
| Vehicle (day)           | day    | \$ 90.00  |          | \$ 1,800.00   |
| FedEx                   | each   | \$ -      |          | \$ -          |
| Travel,Meals & Lodging  | day    | \$ -      |          | \$ -          |
| Equipment Rental        | day    | \$ -      |          | \$ -          |
| Reproductions - Outside | set    | \$ -      |          | \$ -          |
| Advertisement           | dollar | \$ -      |          | \$ -          |
|                         |        |           |          | \$ 1,800.00   |



**COST PLUS FIXED FEE  
COST ESTIMATE OF CONSULTANT SERVICES**

CPFF Effective Multiplier = 2.7400

[illegible]

DBE 0.00%

## AVERAGE HOURLY PROJECT RATES

**FIRM**

Ciorba Group, Inc.

**PTB**

0

**PRIME/SUPPLEMENT**

Prime

5

| PAYROLL<br><br>CLASSIFICATION | AVG<br><br>HOURLY<br>RATES | TOTAL PROJECT RATES |             |                | Meetings, Data Collection &<br>Coordination |             |                | Survey     |             |                | Project Management &<br>Administration |             |                 |
|-------------------------------|----------------------------|---------------------|-------------|----------------|---------------------------------------------|-------------|----------------|------------|-------------|----------------|----------------------------------------|-------------|-----------------|
|                               |                            | Hours               | %<br>Part.  | Wgtd<br>Avg    | Hours                                       | %<br>Part.  | Wgtd<br>Avg    | Hours      | %           | Wgtd<br>Avg    | Hours                                  | %<br>Part.  | Wgtd<br>Avg     |
| Principal                     | \$126.54                   |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Lead Structural Engineer      | \$97.19                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Project Manager III           | \$106.58                   | 8                   | 2.25%       | 2.39           |                                             |             |                |            |             |                | 8                                      | 100.00%     | 106.58          |
| Project Manager II            | \$91.60                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Project Manager I             | \$80.82                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Project Engineer II           | \$69.53                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Project Engineer I            | \$64.20                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Lead Surveyor                 | \$57.86                    | 44                  | 12.36%      | 7.15           | 2                                           | 100.00%     | 57.86          | 42         | 12.14%      | 7.02           |                                        |             |                 |
| Technician III                | \$54.81                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Engineer IV                   | \$53.69                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Technician II                 | \$53.29                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Structures Engineer III       | \$49.74                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Engineer III                  | \$48.07                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Structures Engineer II        | \$45.93                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Engineer II                   | \$43.54                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| Engineer I                    | \$40.50                    | 178                 | 50.00%      | 20.25          |                                             |             |                | 178        | 51.45%      | 20.83          |                                        |             |                 |
| Technician I                  | \$26.39                    | 126                 | 35.39%      | 9.34           |                                             |             |                | 126        | 36.42%      | 9.61           |                                        |             |                 |
| CAD Manager                   | \$77.14                    |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
|                               |                            |                     |             |                |                                             |             |                |            |             |                |                                        |             |                 |
| <b>TOTALS</b>                 |                            | <b>356</b>          | <b>100%</b> | <b>\$39.14</b> | <b>2</b>                                    | <b>100%</b> | <b>\$57.86</b> | <b>346</b> | <b>100%</b> | <b>\$37.47</b> | <b>8</b>                               | <b>100%</b> | <b>\$106.58</b> |

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*Rubino Engineering Scope and Fee Proposal*

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April 3, 2026

To: Joel Christell  
Peralte – Clark LLC  
44 S Vail Avenue | Suite 201  
Arlington Heights, Illinois 60005  
P: 847.485.8069

Re: Proposal - Geotechnical Exploration  
Proposed Colfax Street Resurfacing in  
Palatine, Illinois  
Proposal No. Q26.153g\_Rev1

Via email: [joel.christell@peralte-clark.com](mailto:joel.christell@peralte-clark.com)

Dear Mr. Christell,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project. Rubino received a request for proposal from Joel Christell of Peralte – Clark LLC via email on March 10th, 2026.

### PROJECT UNDERSTANDING

Rubino understands that Peralte – Clark LLC is planning to aid the Village of Palatine in the resurfacing of Colfax Street from Quentin Road to US 14.

#### Information received:

- RFP email from Joel Christell of Peralte – Clark LLC on March 10th, 2026.
- Project Limits KMZ : “Colfax Street.kmz” - Included in RFP email (Shown Below)
- Revision request on April 2, 2026 to reduce the cores and separate the CCDD



| <b>Field Services Scope of Services Summary</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional Scope discussion can be found in subsequent pages of this proposal |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Client Notification Needed prior to mobilization</b>                       | Please notify Rubino if this is needed upon project authorization                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Site Access</b>                                                            | Open site                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Field Equipment Proposed</b>                                               | Track-mounted Geoprobe Drill Rig & Core Machine                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Traffic Control Needs</b>                                                  | Flaggers or attenuator truck                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Boring Location Plan</b>                                                   | See below for aerial / KMZ                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pavement and Soil Sampling and Purpose</b>                                 | <b>Direct Push:</b> <ul style="list-style-type: none"> <li>Direct push in ROW               <ul style="list-style-type: none"> <li><b>Full Analytical</b> <ul style="list-style-type: none"> <li>E-01 through E-11</li> </ul> </li> <li><b>pH Only</b> <ul style="list-style-type: none"> <li>P-01 through -04</li> </ul> </li> </ul> </li> <li><b>Pavement Cores:</b> <ul style="list-style-type: none"> <li>Core through pavement and subbase</li> </ul> </li> </ul> |
| <b>Patching</b>                                                               | Concrete                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Site Protection or Restoration included</b>                                | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Groundwater Readings</b>                                                   | During drilling and upon auger removal                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CCDD</b>                                                                   | 663 – PID                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Environmental / Spoon Cleaning</b>                                         | Between samples and borings                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Field Note:** *Pavement cores to occur first, CCDD Testing to occur on a second mobilization closer to construction.*

### Boring Depths

To obtain data to evaluate subsurface conditions within the proposed development/construction areas. Rubino proposes the drilling scope of work as detailed below:

| NUMBER WITH CORES WITH SUBBASE | DEPTH (FEET BEG*) | LOCATION ON SITE |
|--------------------------------|-------------------|------------------|
| 8                              | 2                 | Shown below      |

### CCDD Soil Sampling

| NUMBER SAMPLES FOR CCDD TESTING | TARGET DEPTH (FEET BEG*) | ANALYTICAL TESTS              |
|---------------------------------|--------------------------|-------------------------------|
| P-01 through P-04               | 1 - 3                    | pH                            |
| E-01 through E-11               | 1 - 3                    | VOC's, SVOCs, RCRA Metals, pH |

\*BEG = below existing grade

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.

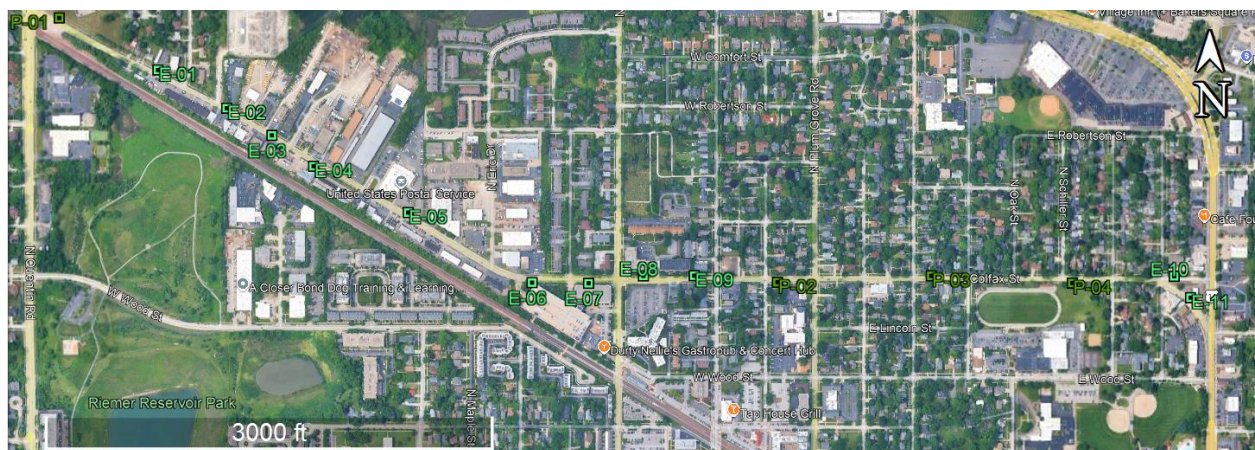


The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal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

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible a pickup truck with pavement coring equipment.

Rubino anticipates that traffic control will be necessary along Rubino will subcontract a traffic control company to provide flaggers or an attenuator truck.

Rubino will locate the cores in the field by measuring distances from known, fixed site features.



### Completion of Cores

Upon completion of sampling, the cores will be backfilled and capped with asphalt cold patch / non-shrink grout / Quikrete. Some damage to ground surface may result from the coring operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the core holes are included.

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

### **CCDD TESTING – LPC 663 ONLY**

Rubino will obtain a “Potential Impacted Property” (PIP) evaluation of the area near the proposed improvements.

Rubino will perform PID testing on the soil samples and soil analytical testing in general compliance with the IEPA CCDD requirements. Laboratory testing will be at the discretion of the environmental professional based on knowledge of the location of the borings.

| <b>LPC 663 Testing Scope</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• PIP Evaluation (Historical &amp; Regulatory)<ul style="list-style-type: none"><li>○ 4 Eris Reports</li></ul></li><li>• Soil Analytical Tests (<b>11 full analytical, 4 pH</b>):<ul style="list-style-type: none"><li>○ Volatile Organic Compounds (VOCs), Semi-Volatile Organic Compounds (SVOCs)<br/>Resource Conservation Recovery Act (RCRA)<br/>Metals, pH</li><li>○ TCLP / SPLP RCRA Metal (<b>only if necessary</b>)</li></ul></li><li>• P.E. / P.G. Review &amp; Certification (LPC #663)</li><li>• <b>LPC-663 CCDD Certification, as applicable</b></li></ul> |

If the analytical testing indicates the soils are contaminated, additional testing and an additional disposal source may be necessary (Composite Non-Hazardous Non-Special Waste Analytical for landfill disposal if necessary).

Please note that CCDD certification requirements vary depending on the dump site. The above scope should be reviewed by the proposed dump site to determine compliance with the site's specific requirements.

### **Core Report**

Upon completion of field and laboratory work, Rubino will prepare a **Core Summary Report** using the collected data. The report will include the following:

- *Summary of client-provided project information and report basis*
- *Core Location Plan*
- *Photo documentation of field conditions and core specimens*
- *Subbase stone thickness*

An electronic copy of the report will be provided. The report will be addressed to Peralte – Clark LLC.

### 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        | 5 – 10                 |
| Field work including site layout and drilling | 2                      |
| CCDD Lab Testing                              | 8 – 12                 |
| CCDD and Geo Reporting                        | 5 - 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.

### UTILITY LOCATE AND OUTSIDE SERVICES

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 privately owned utility locates being coordinated by the owner prior to drill rig mobilization.

### FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a cost plus fixed fee basis per the attached CECS. Based on the scope of services outlined above, the fee will be **\$18,160**.

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. 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 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  
[michelle.lipinski@rubinoeng.com](mailto:michelle.lipinski@rubinoeng.com)



Anthony T. Tomaras, PG  
Project Manager  
[anthony@rubinoeng.com](mailto:anthony@rubinoeng.com)

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.



|                                                                    |                                    |                           |
|--------------------------------------------------------------------|------------------------------------|---------------------------|
| <b>Local Public Agency</b><br>Village of Palatine                  | <b>County</b><br>Cook              | <b>Section Number</b><br> |
| <b>Prime Consultant (Firm) Name</b><br>Peralte - Clarke LLC        | <b>Prepared By</b><br>A. Tomaras   | <b>Date</b><br>4/3/2026   |
| <b>Consultant / Subconsultant Name</b><br>Rubino Engineering, Inc. | <b>Job Number</b><br>Q26.153g_REV1 |                           |

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

1st Mobe: 8 Pavement Cores and Report, 2nd Mobe: CCDD Testing and Certification

**PAYROLL ESCALATION TABLE**

|               |            |        |                   |         |
|---------------|------------|--------|-------------------|---------|
| CONTRACT TERM | 18         | MONTHS | OVERHEAD RATE     | 159.87% |
| START DATE    | 5/1/2026   |        | COMPLEXITY FACTOR | 0       |
| RAISE DATE    | 3/1/2027   |        | % OF RAISE        | 3.00%   |
| END DATE      | 10/31/2027 |        |                   |         |

**ESCALATION PER YEAR**

| Year | First Date | Last Date | Months | % of Contract |
|------|------------|-----------|--------|---------------|
| 0    | 5/1/2026   | 3/1/2027  | 10     | 55.56%        |
| 1    | 3/2/2027   | 11/1/2027 | 8      | 45.78%        |

The total escalation = 1.33%

## Village of Palatine

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Rubino Engineering, Inc.

**Q26.153g\_REV1**



## Local Public Agency

Village of Palatine

## County

Cook

## Section Number

## Consultant / Subconsultant Name

Rubino Engineering, Inc.

## Job Number

Q26.153g\_REV1

## DIRECT COSTS WORKSHEET

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

## EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

| ITEM                                                | ALLOWABLE                                                                             | QUANTITY | CONTRACT RATE | TOTAL       |
|-----------------------------------------------------|---------------------------------------------------------------------------------------|----------|---------------|-------------|
| Per Diem<br>(per Federal GSA)                       | Up to federal maximum                                                                 |          |               | \$0.00      |
| Lodging<br>(per Federal GSA)                        | Actual Cost<br>(Up to Federal rate maximum)                                           |          |               | \$0.00      |
| Lodging Taxes and Fees<br>(per Federal GSA)         | Actual Cost                                                                           |          |               | \$0.00      |
| Air Fare                                            | Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval |          |               | \$0.00      |
| Vehicle Mileage<br>(per Federal GSA)                | Up to Federal rate maximum                                                            |          |               | \$0.00      |
| Vehicle Owned or Leased (no mileage charge allowed) | \$45.00/half day (4 hours or less) or \$90/full day                                   | 6        | \$90.00       | \$540.00    |
| Vehicle Rental                                      | Actual Cost (Up to \$55/day)                                                          |          |               | \$0.00      |
| Tolls                                               | Actual Cost                                                                           |          |               | \$0.00      |
| Parking                                             | Actual Cost                                                                           |          |               | \$0.00      |
| Overtime                                            | Premium portion (Submit supporting documentation)                                     |          |               | \$0.00      |
| Shift Differential                                  | Actual Cost (Based on firm's policy)                                                  |          |               | \$0.00      |
| Overnight Delivery/Postage/Courier Service          | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Copies of Deliverables/Mylars (In-house)            | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Copies of Deliverables/Mylars (Outside)             | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Project Specific Insurance                          | Actual Cost                                                                           |          |               | \$0.00      |
| Monuments (Permanent)                               | Actual Cost                                                                           |          |               | \$0.00      |
| Photo Processing                                    | Actual Cost                                                                           |          |               | \$0.00      |
| 2-Way Radio (Survey or Phase III Only)              | Actual Cost                                                                           |          |               | \$0.00      |
| Telephone Usage (Traffic System Monitoring Only)    | Actual Cost                                                                           |          |               | \$0.00      |
| CADD                                                | Actual Cost (Max \$15/hour)                                                           |          |               | \$0.00      |
| Web Site                                            | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Advertisements                                      | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Public Meeting Facility Rental                      | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Public Meeting Exhibits/Renderings & Equipment      | Actual Cost (Submit supporting documentation)                                         |          |               | \$0.00      |
| Recording Fees                                      | Actual Cost                                                                           |          |               | \$0.00      |
| Transcriptions (specific to project)                | Actual Cost                                                                           |          |               | \$0.00      |
| Courthouse Fees                                     | Actual Cost                                                                           |          |               | \$0.00      |
| Storm Sewer Cleaning and Televising                 | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00      |
| Traffic Control and Protection                      | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  | 2        | \$1,900.00    | \$3,800.00  |
| Aerial Photography and Mapping                      | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00      |
| Utility Exploratory Trenching                       | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00      |
| Testing of Soil Samples                             | Actual Cost                                                                           | 1        | \$7,850.00    | \$7,850.00  |
| Lab Services                                        | Actual Cost (Provide breakdown of each cost)                                          |          |               | \$0.00      |
| Equipment and/or Specialized Equipment Rental       | Actual Cost (Requires 2-3 quotes with IDOT approval)                                  |          |               | \$0.00      |
| Pavement Cores                                      | In house direct cost                                                                  |          |               | \$0.00      |
| Drilling (Hourly)                                   | In house direct cost                                                                  |          |               | \$0.00      |
| Drilling (Overtime)                                 | In house direct cost                                                                  |          |               | \$0.00      |
| TOTAL DIRECT COSTS:                                 |                                                                                       |          |               | \$12,190.00 |

### In-House Laboratory Testing of Soil Testing

| Lab Testing                    | Quantity | Rate        | Total    |
|--------------------------------|----------|-------------|----------|
| Moisture Content               |          | \$ 8.90     | \$ -     |
| Atterberg Limits               |          | \$ 89.00    | \$ -     |
| Hydrometer                     |          | \$ 178.00   | \$ -     |
| Unconfined Compression Testing |          | \$ 95.00    | \$ -     |
| Organic Content                |          | \$ 29.67    | \$ -     |
| Consolidation Testing          |          | \$ 960.00   | \$ -     |
| pH Testing                     |          | \$ 22.25    | \$ -     |
| Triaxial Testing               |          | \$ 1,800.00 | \$ -     |
| <b>Grand Total</b>             |          | <b>\$</b>   | <b>-</b> |

### Lab Services (CCDD Testing)

| Lab Testing                            | Quantity | Rate      | Total           |
|----------------------------------------|----------|-----------|-----------------|
| pH                                     | 4        | \$ 25.00  | \$ 100.00       |
| VOC's, SVOC's, Total RCRA Metals, & pH | 11       | \$ 650.00 | \$ 7,150.00     |
| EDR Report                             | 4        | \$ 150.00 | \$ 600.00       |
| <b>Grand Total</b>                     |          | <b>\$</b> | <b>7,850.00</b> |

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Rubino Engineering, Inc.

Q26.153g\_REV1

## EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

**COMPLEXITY FACTOR** 0

| TASK                   | DIRECT COSTS<br>(not included in<br>row totals) | MANHOURS | PAYROLL | OVERHEAD & FRINGE<br>BENEFITS | FIXED FEE | SERVICES BY<br>OTHERS | TOTAL  | % OF GRAND<br>TOTAL |
|------------------------|-------------------------------------------------|----------|---------|-------------------------------|-----------|-----------------------|--------|---------------------|
| Coring and Core Report | 2,170                                           | 21       | 978     | 1,564                         | 323       |                       | 5,035  | 27.73%              |
| CCDD and Report        | 10,020                                          | 23       | 1,060   | 1,695                         | 350       |                       | 13,125 | 72.27%              |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
|                        |                                                 |          | -       | -                             | -         |                       | -      |                     |
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| Subconsultant DL       |                                                 |          |         |                               | 0.00      |                       |        |                     |
| TOTALS                 | 12,190                                          | 44       | 2,038   | 3,259                         | 673       | -                     | 18,160 | 100.00%             |

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| Village of Palatine |
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Rubino Engineering, Inc.

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| Cook |
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Q26.153g\_REV1

**SHEET** 1 **OF** 1



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*Engineering Resource Associates Scope and Fee Proposal*

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April 3, 2026

Joel Christell  
Engineering Operations Senior Manager, Senior Associate  
Peralte-Clark, LLC  
44 South Vail Avenue, Suite 201  
Arlington Heights, IL 60005-1841

Office: 847-485-8069  
Direct: 847-466-6258  
Mobile: 630.732.0028  
Email: [joel.christell@peralte-clark.com](mailto:joel.christell@peralte-clark.com)

**Subject: Proposal for Village of Palatine - Colfax Street Resurfacing - Phase I and II**

Dear Joel:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal to provide environmental services for the Village of Palatine - Colfax Street Resurfacing - Phase I and II. This proposal has been prepared in accordance with the request for proposal and our previous experience on this project and experience on similar assignments.

ERA is a civil engineering, structural engineering and environmental science firm with extensive experience providing preliminary design, final design and construction phase services on structural, roadway, infrastructure, and stormwater management assignments.

Our proposed Project Manager and primary contact for this project will be Erin Pande, PWS, CFM. Erin has the knowledge, experience, and diligence to ensure that this project conforms to county requirements. She has been employed as a professional wetland scientist for over 24 years.

We greatly appreciate the opportunity to submit this proposal and we look forward to the opportunity to continue our working relationship. Please contact me if you should you have any questions or require additional information at (630) 393-3060, or via email to [epande@eraconsultants.com](mailto:epande@eraconsultants.com).

Sincerely,  
ENGINEERING RESOURCE ASSOCIATES, INC.



Erin Pande, PWS, CFM  
Project Manager/Principal

The Village of Arlington Heights has initiated a project requiring professional engineering services by Peralte-Clark, LLC (P-C) for the engineering services for the subject project. The environmental work for this project will be prepared by **Engineering Resource Associates, Inc. (ERA)**, as a subconsultant. The project limits are Colfax Street from Quentin Road to US Route 14 which includes both Colfax and the curved Hicks Place near US 14 (approximately 8,600 LF).

### **TASK 1 – Wetland Delineation.**

ERA will determine the presence of potential environmental resources as described below:

- a. Wetland Delineation: ERA will perform a site investigation of areas within 250' of the project limits to determine if wetlands are present. If wetlands are found, ERA will delineate wetlands in accordance with the current USACE wetland delineation manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0). Wetlands will be staked by pin flag and/or marking tape labeled "wetland." Wetland flags will be surveyed. Following the delineation ERA will prepare a written delineation report containing:
  - U.S. Army Corps of Engineers (USACE) data forms;
  - Aerial map exhibit of site showing locations of data sampling points and wetland boundaries;
  - Floristic Quality Assessment;
  - Documentation of potential threatened and endangered species using Federal and State agency databases;
  - Identification of off-site wetlands within 100' of the property;
  - Copy of National Wetland Inventory map;
  - Copy of Cook County soil map;
  - Copy of FEMA Flood Insurance rate Map (FIRM);
  - Site photos as necessary to describe wetland and other regulated areas;
  - An overview of the applicable wetland and buffer regulations; and
  - Recommendations regarding project permitting.

Specific work items under this task will include:

- Wetland Determination/Delineation
- Wetland Determination or Delineation Report

### **TASK 2 - Environmental Survey Request.**

- a. Environmental Survey Request (ESR): The ESR will be prepared and submitted electronically early on in the project. The scope will include preparation of ESR attachments (BLRS Manual Section 20-2). ERA will prepare the ESR and it will be submitted by P-C. P-C will verify ESR limits prior to submittal to the STATE. ESR Exhibits include:
  - Location Map
  - National Wetlands Inventory (NWI) Map
  - USGS Topographic Map
  - ESR Photo Log Location Map
  - ESR Project Area Map (8-9 sheets)
  - IDNR/Prairie State Conserv. Coalition Map for Protected Natural Lands (INAI, NP, Parks)
  - Environmental Resource Map (if available)
  - Section 4(f) or Section 6(f) Correspondence (if available)
- b. Wetland Impact Evaluation: Based on the existing wetland information and proposed project improvements, ERA will prepare a Wetland Impact Evaluation (WIE).
  - Prepare wetland impact exhibit and evaluate wetland impacts.

- Prepare and submit the STATE Wetland Impact Evaluations (WIE) form electronically.

Specific work items under this task will include:

- ESR Form Preparation and
- WIE Form Preparation

### **TASK 3 – Preliminary Environmental Site Assessment (PESA).**

A PESA will be performed for the study area located outside of any marked or unmarked State route under IDOT jurisdiction in accordance with the following policies and standards:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Infrastructure Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- *BLRS Manual*, Chapter 20-12, Special Waste Procedures

Tasks include:

- a. Historical Research: The site's historical land use/ownership record will be developed from standard historical sources. Sanborn Fire Insurance Maps and historic aerials will be requested from the records review provider. Available Sanborn Fire Insurance Maps and historic aerials 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 within the project area will be evaluated. A site walkover of project areas designated for excavation 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 recorded and 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, each database will be searched 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. The following information will be included in this report:
  - The project location and description
  - Historical uses of corridor
  - The area geology and hydrology
  - 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
  - An analysis of the site inspection
  - A summary of the findings regarding any environmental concerns.
  - List of locations for recommended Preliminary Site Investigation (PSI). Work required to complete a PSI is an additional service.

Specific work items under this task will include:

- PESA Response Form Preparation

**TASK 4 - Meetings & Coordination.**

Meetings will serve to discuss and resolve issues. All meetings will be conducted virtually via Teams. The following is anticipated:

- a. One (1) project initiation meeting with P-C.
- b. Twelve (12) one (1) hour monthly coordination meetings with the project team throughout the duration of the project.

**TASK 5 - Project Administration & Management**

The successful management of Phase I engineering projects requires scheduling and reporting of the progress of the project. Services will include the following tasks:

- a. Project setup includes contract administration, budget control and internal project team meetings and project close out.
- b. Prepare and submit monthly invoices and progress reports during months when engineering activities occur, and invoices are due. Progress reports are due by the first of the month.
- c. Provide phone and email updates and general project coordination with P-C necessary to advance the progress of the project.
- d. Prepare and monitor a project schedule and update quarterly as tasks or project scheduling change, as well as perform scope of services reviews, resource planning, internal team coordination and contract administration and invoicing. The schedule assumes 8 months for Phase I services.



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*Quality Counts Scope and Fee Proposal*

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# ESTIMATE



DET:IL

BILL TO : Peralte-Clark, LLC  
44 South Vail Ave , Suite 201  
Arlington Heights,IL 60005-1841  
(131) 296-5984

CLIENT PROJECT # : ESTIMATE DATE : 4/9/2026 ORDER DATE : 4/9/2026

| ORDER No | PROJECT NAME             | PAYMENT TERMS | ORDER BY       |
|----------|--------------------------|---------------|----------------|
| 175551   | Colfax St - Palatine, IL | PWP           | Joel Christell |

| QTY   | DESCRIPTION                                                                  | RATE       | TOTAL      |
|-------|------------------------------------------------------------------------------|------------|------------|
| 2     | Large-Turn Count                                                             | \$1,380.00 | \$2,760.00 |
|       | 1 Location(s) for time period(s): 12:00 AM -- 12:00 AM-(Wednesday) - 24 Hrs. |            |            |
|       | -Quentin Rd -- Colfax St, Palatine, IL                                       |            |            |
|       | 1 Location(s) for time period(s): 12:00 AM -- 12:00 AM-(Midweek) - 24 Hrs.   |            |            |
|       | -Quentin Rd -- Colfax St, Palatine, IL                                       |            |            |
| 5     | Standard-Turn Count                                                          | \$840.00   | \$4,200.00 |
|       | 5 Location(s) for time period(s): 12:00 AM -- 12:00 AM-(Midweek) - 24 Hrs.   |            |            |
|       | -Smith St -- Colfax St, Palatine, IL                                         |            |            |
|       | -Brockway St -- Colfax St, Palatine, IL                                      |            |            |
|       | -Plum Grove Rd -- Colfax St, Palatine, IL                                    |            |            |
|       | -Benton St -- Colfax St, Palatine, IL                                        |            |            |
|       | -US 14 -- Hicks Pl/Lincoln St, Palatine, IL                                  |            |            |
| TOTAL |                                                                              |            | \$6,960.00 |

Balances unpaid by end of Payment term (listed above) will be charged 1.5% interest per month

Quality Counts  
P.O. Box 104675  
Pasadena, CA 91189-4675



## **Consider a Motion Approving an Assignment and Assumption Agreement for Deer Park Senior Living at 21840 West Lake Cook Road**

### **BACKGROUND:**

Since 1999, the Village of Palatine and Village of Deer Park have had an Intergovernmental Agreement in place that allows Palatine to provide water service to limited areas of Deer Park. The agreement was amended and restated in 2022 to include the area bounded by Rand, Lake Cook, and Quentin Roads. A condition of providing water is that the end user must execute a Water Service Agreement with the Village of Palatine.

### **KEY ISSUES:**

- Dial Silvercrest Deer Park, LLC previously entered into a water service agreement with the Village of Palatine.
- Deer Park IL Senior Living DST, a purchaser of the property, seeks to have the water service assigned to them for their continued use at the property.
- There is no increase in water allocation provided with this assignment and assumption of the water service agreement.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of a motion authorizing the Mayor to execute an Assignment and Assumption of Water Service Agreement for Deer Park Senior Living.

### **ACTION REQUIRED:**

A motion authorizing the Mayor to execute the Assignment and Assumption of Water Service Agreement for Deer Park Senior Living, subject to review by the Village Attorney.

### **ATTACHMENTS:**

1. Deer Park Senior Living Assignment and Assumption of Water Service Agreement

## ASSIGNMENT AND ASSUMPTION OF WATER SERVICE AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION OF WATER SERVICE AGREEMENT (this “Assignment”) is executed effective as of July \_\_\_\_, 2026 (“Effective Date”), by and between Dial Silvercrest Deer Park, LLC, a Delaware limited liability company (“Transferor”) and DEER PARK IL SENIOR LIVING LEASECO, L.L.C., a Delaware limited liability company (“Transferee”) and as acknowledged by the Village of Palatine.

### RECITALS

WHEREAS, The Village of Palatine and FSP-Deer Park, LLC, entered into that certain Water Service Agreement Between The Village of Palatine and Formation Shelbourne Senior Living Services, LLC Pertaining To Certain Property Within The Village of Deer Park, dated February 17, 2014, which was assigned and assumed by Transferor pursuant to that certain Assignment and Assumption of Water Service Agreement dated December 29, 2020 (the “Water Agreement”);

WHEREAS, Transferor is conveying the Property in connection with a transaction pursuant to which DEER PARK IL SENIOR LIVING DST, a Delaware statutory trust, will acquire ownership of the Property, and Transferee, an affiliate of such owner, will operate the Property following closing;

WHEREAS, Transferor desires to assign all of its right, title and interest in the Water Agreement to Transferee and Transferee desires to assume Transferor’s obligations under the Water Agreement, upon and subject to the terms and conditions hereinafter set forth;

WHEREAS the Village of Palatine consents to such assignment and assumption of the Water Agreement from Transferor to Transferee as evidenced by such acknowledgment and consent below.

**NOW, THEREFORE**, in consideration of the promises and covenants contained herein and good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Assignment. Transferor hereby conveys assigns, transfers, sets over and delivers to Transferee, and Transferee hereby accepts such assignment of the Water Agreement. Transferee is accepting this Assignment in its capacity as the operator of the Property following the Effective Date.

Transferor shall defend, indemnify and hold harmless Transferee from and against any liability, damages, causes of action, expenses and reasonable attorneys’ fees incurred by Transferee by reason of the failure of Transferor (or its agents) to fulfill, perform, discharge and observe its obligations with respect to the Water Agreement arising prior to the Effective Date.

Transferee shall defend, indemnify and hold harmless Transferor from and against any liability, damages, causes of action, expenses, and reasonable attorneys’ fees incurred by

Transferor by reason of the failure of Transferee (or its agents) to fulfill, perform, discharge, and observe its obligations with respect to the Water Agreement first arising from and after the Effective Date.

2. Assumption. Transferee hereby agrees to be bound by the terms and provisions of the Water Agreement and assumes the obligations of Transferor under the Water Agreement first arising from and after the Effective Date. From and after the Effective Date, Transferee shall be responsible for the performance of the obligations arising under the Water Agreement, including day-to-day operational matters relating to water service for the Property.

3. Agreement Applies. The covenants, agreements, representations, warranties, indemnities and limitations provided in that certain Purchase and Sale Agreement, dated as of May 22, 2026, by and between Transferor and Transferee (as the same may be amended from time to time, the "Purchase Agreement") with respect to the property conveyed hereunder (including, without limitation, the limitations of liability provided in the Purchase Agreement), are hereby incorporated herein by this reference as if herein set out in full and shall inure to the benefit of and shall be binding upon Transferor and Transferee and their respective successors and assigns. Capitalized terms that are not otherwise defined in this Assignment shall have the respective meanings that such terms have in the Purchase Agreement.

4. Disclaimer. As set forth in the Purchase Agreement, which provisions are hereby incorporated by this reference as if herein set out in full, the Water Agreement is conveyed by Transferor and accepted by Transferee AS IS, WHERE IS, AND WITHOUT ANY REPRESENTATIONS OR WARRANTIES OF WHATSOEVER NATURE, EXPRESS OR IMPLIED, OTHER THAN THOSE SET FORTH IN THE PURCHASE AGREEMENT, IT BEING THE INTENTION OF TRANSFEROR AND TRANSFEE EXPRESSLY TO NEGATE AND EXCLUDE ALL WARRANTIES, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE, WARRANTIES CREATED BY ANY AFFIRMATION OF FACT OR PROMISE OR BY ANY DESCRIPTION OF THE PROPERTY CONVEYED HEREUNDER, AND ALL OTHER REPRESENTATIONS AND WARRANTIES WHATSOEVER CONTAINED IN OR CREATED BY THE UNIFORM COMMERCIAL CODE OF THE STATE OR STATES WHERE THE APPLICABLE REAL PROPERTY IS LOCATED, OTHER THAN THOSE SET FORTH IN THE PURCHASE AGREEMENT.

5. Execution in Counterparts; Electronic Signatures. This Assignment may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Assignment and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Assignment and of signature pages by facsimile transmission or electronic mail transmission (e.g., in .PDF format) will constitute effective execution and delivery of this Assignment as to the parties and may be used in lieu of the original Assignment for all purposes. Signatures of the parties transmitted by facsimile or electronic mail (e.g., in .PDF format) will be deemed to be their original signatures for any purpose whatsoever. Without limiting the foregoing, the words "execution," "execute," "signed," "signature," and words of like import in or related to this Assignment or any document to be signed in connection with this Assignment and the transactions contemplated hereby (including any amendments, waivers and/or consents) shall

[Signature Page to Assignment and Assumption of Water Agreement]

Assignment and

Assumption of Water Service Agreement for Deer Park Village(300625995.2) - 7/1/2026 5:17:49 PM

be deemed to include electronic signatures (e.g., through DocuSign© or other similar electronic e-signature application), each of which shall be of the same legal effect, validity or enforceability as a manually executed signature, to the extent and as provided for in any applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any other similar state laws based on the Uniform Electronic Transactions Act.

[Signature Page to Assignment and Assumption of Water Agreement]

Assumption of Water Service Agreement for Deer Park Village(300625995.2) - 7/1/2026 5:17:49 PM

Assignment and

*IN WITNESS WHEREOF*, the parties hereto have executed this Assignment effective as of the Effective Date.

**TRANSFEROR:**

**DIAL SILVERCREST DEER PARK, LLC,**  
a Delaware limited liability company

By: \_\_\_\_\_  
Name: Christopher R. Held  
Title: Authorized Signatory

*[Signatures continue on following page]*

**TRANSFeree:**

**DEER PARK IL SENIOR LIVING  
LEASECO, L.L.C.**, a Delaware limited  
liability company

By: Inland Private Capital  
Corporation, a Delaware corporation,  
its sole member

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**ACKNOWLEDGED AND AGREED:**

**Deer Park IL Senior Living DST,**  
a Delaware statutory trust

By: Deer Park IL Senior Living  
Exchange, L.L.C., a Delaware limited  
liability company, its signatory trustee

By: Inland Private Capital  
Corporation, a Delaware corporation,  
its sole member

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Acknowledgement of Consent:

Village of Palatine

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

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

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

[Signature Page to Assignment and Assumption of Water Agreement]

Assumption of Water Service Agreement for Deer Park Village(300625995.2) - 7/1/2026 5:17:49 PM

Assignment and

## **Consider a Motion Approving an Assignment and Assumption Agreement for Certain Properties within the Deer Park Town Center**

### **BACKGROUND:**

Since 1999, the Village of Palatine and Village of Deer Park have had an Intergovernmental Agreement in place that allows Palatine to provide water service to limited areas of Deer Park. The agreement was amended and restated in 2022 to include the area bounded by Rand, Lake Cook, and Quentin Roads. A condition of providing water is that the end user must execute a Water Service Agreement with the Village of Palatine.

### **KEY ISSUES:**

- DDRC P&M Deer Park Town Center, LLC previously entered into a water service agreement with the Village of Palatine.
- Brand Street is a proposed purchaser of the property who seeks to have the water service assigned to them for their continued use at the property.
- There is no increase in water allocation provided with this assignment and assumption of the water service agreement.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of a motion authorizing the Mayor to execute an Assignment and Assumption of Water Service Agreement for certain properties within the Deer Park Town Center.

### **ACTION REQUIRED:**

A motion authorizing the Mayor to execute the Assignment and Assumption of Water Service Agreement for certain properties within the Deer Park Town Center, subject to review by the Village Attorney.

### **ATTACHMENTS:**

1. Deer Park Town Center Assignment and Assumption of Water Service Agreement



**ACKNOWLEDGEMENT OF ASSIGNMENT, RATIFICATION AND RENEWAL OF  
WATER SERVICE AGREEMENTS PERTAINING TO CERTAIN PROPERTY WITHIN  
DEER PARK TOWN CENTER, DEER PARK, ILLINOIS**

THIS ACKNOWLEDGEMENT OF ASSIGNMENT, RATIFICATION AND RENEWAL OF WATER SERVICE AGREEMENTS PERTAINING TO CERTAIN PROPERTY WITHIN THE DEER PARK TOWN CENTER, DEER PARK, ILLINOIS ("Acknowledgement") is made effective as of July\_\_\_\_\_, 2026, by the Village of Palatine.

**Recitals**

A. The Village of Palatine ("Palatine") is a municipality as provided in the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq. and is a home rule unit as provided in the 1970 Illinois Constitution (Article VII, Sec. 6).

B. Palatine and the Village of Deer Park entered into an Intergovernmental Agreement between the Village of Palatine and the Village of Deer Park Relative to Water Supply for Certain Property within the Village of Deer Park, dated August 9, 1999, in which the Village of Palatine agreed to supply water to retail water customers within a certain defined area as described in said Intergovernmental Agreement. Palatine and the Village of Deer Park entered into a First Amended Intergovernmental Water Agreement between the Village of Palatine and the Village of Deer Park Relative to Water Supply for Certain Property within the Village of Deer Park, dated November 18, 2013.

C. Palatine and the Village of Deer Park entered into an Amended and Restated Intergovernmental Agreement between the Village of Palatine and the Village of Deer Park Relative to Water Supply for Certain Property within the Village of Deer Park, dated August 8, 2022, recorded in the Office of the Lake County Clerk on December 16, 2022 as document number 7950084. A copy of the Amended and Restated Intergovernmental Agreement is attached hereto as Exhibit A.

D. Palatine and DDRC P&M Deer Park Town Center L.L.C., an Ohio limited liability company ("DDRC P&M") entered into a Water Service Agreement, dated October 16, 2000, recorded October 27, 2000 as document 4601533, ("Town Center WSA") in which DDRC P&M was identified as the legal title holder of the rights and interests in connection with the Town Center WSA. A copy of the Town Center WSA is attached hereto as Exhibit B.

E. Palatine and DDR Deer Park Town Center LLC, an Ohio limited liability company ("DDR") entered into a Water Service Agreement, dated February 11, 2008, recorded March 7, 2008 as document 6315496 ("Lot 14 WSA") in which DDR was identified as the legal title holder of the rights and interests in connection with the Lot 14 WSA. A copy of the Lot 14 WSA is attached hereto as Exhibit C.

F. DDR has entered into a certain Agreement of Purchase and Sale with Brand Street Properties, LLC, a Delaware limited liability company ("Brand Street"), dated July 6, 2026 ("Purchase Agreement"), for the purchase and sale of the real property commonly known as Deer Park Town Center, located in Deer Park, Illinois ("Property"), which Property is currently owned by DDR and covered by the Town Center WSA and the Lot 14 WSA. DDR is the successor-in-interest of DDRC P&M. DDR is the fee title owner of the Deer Park Town Center shopping center properties identified

on Exhibit D hereto.

G. The Purchase Agreement provides that, pursuant to a certain Assignment of Leases and Contracts (“Assignment”), DDR’s rights, title and interest in the Town Center WSA and the Lot 14 WSA are to be assigned to Brand Street, as proposed purchaser of the Property, upon Brand Street’s purchase of the Property. A true and correct copy of the Assignment is attached hereto as Exhibit E.

H. Palatine desires to confirm, approve and acknowledge the assignment of DDR’s rights, title and interest under the Town Center WSA and the Lot 14 WSA to Brand Street.

I. The Town Center WSA had a term of 25 years from its date of execution. The term of the Town Center WSA was not formally renewed or extended by the parties beyond October 16, 2025, although from and after that date Palatine has continued to provide water service and DDR has continued to perform under the terms of the Town Center WSA and to receive the benefits of water service from Palatine. Palatine desires to (i) ratify the continued effectiveness of the Town Center WSA as of the date of this Acknowledgment and (ii) renew the term of the Town Center WSA for a period of twenty-five (25) years from the date of this Acknowledgment, but in no event longer than (x) the term of that certain Agreement with the Northwest Water Commission, dated April 4, 1983, pursuant to which Palatine secures Lake Michigan water and (y) the term of the Amended and Restated Intergovernmental Agreement (Exhibit A).

### **Acknowledgement**

1. Incorporation of Recitals. The Recitals set forth above are hereby incorporated by reference as if fully set forth herein.

2. Acknowledgment. Effective as of the conveyance of the Property under the Purchase Agreement (the “Acquisition Date”), the Village shall deem DDR’s assignment of its rights and obligations under the Town Center WSA and the Lot 14 WSA to Brand Street to be confirmed, approved and acknowledged. Furthermore, as of the Acquisition Date, DDR shall be deemed released of any and all obligations under the Agreement, and Brand Street shall be substituted for DDR under and pursuant to the Agreement and shall assume all rights and obligations of DDR under the Agreement accruing after the Acquisition Date.

3. Ratification and Renewal of Term of the Town Center WSA. Palatine ratifies the continued effectiveness of the Town Center WSA as of the date of this Acknowledgment. Furthermore, Palatine agrees to renew the term of the Town Center WSA for a period of twenty-five (25) years from the date of this Acknowledgment, but in no event longer than the term of the April 4, 1983 Agreement with the Northwest Water Commission pursuant to which Palatine secures water and the term of the Amended and Restated Intergovernmental Agreement (Exhibit A).

4. Notice. From and after the Acquisition Date, all notices or communications to be provided to Brand Street under the Town Center WSA and the Lot 14 WSA shall be in writing and shall be delivered to in person, by email, or by United States mail, via registered mail, return receipt requested, postage prepaid, addressed as follows:

Brand Street Properties, LLC  
309 Greenwich Avenue

Greenwich, CT 06830  
Attn: Paul Brandes  
Email: [psb@brandst.com](mailto:psb@brandst.com)

until and unless other addresses are specified by notice given in accordance herewith.

5. Responsible Party. Initially, Paul Brandes, phone: (203) 689-7000, email: [psb@brandst.com](mailto:psb@brandst.com) shall be the responsible individual on behalf of Brand Street in charge of the water operations in connection with the Property, until such time as notice is given to Palatine as to such individual's successor.

6. Security Deposit. Effective as of the Acquisition Date, the Security Deposits paid to Palatine by DDRC P&M and DDR and any and all rights under the Security Deposits under the Town Center WSA and the Lot 14 WSA, shall be deemed assigned to Brand Street.

**IN WITNESS WHEREOF**, the undersigned has caused this Acknowledgement to be duly executed on the day and year first above written.

VILLAGE OF PALATINE, an Illinois Municipal  
corporation:

By: \_\_\_\_\_  
Its: Mayor

ATTEST:

By: \_\_\_\_\_  
Its: Village Clerk

STATE OF ILLINOIS            )  
                                          )  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, a notary public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, Mayor and \_\_\_\_\_, Village Clerk of the Village of Palatine, Illinois, personally known to me to be the same persons whose names are subscribed to the foregoing ACKNOWLEDGEMENT OF ASSIGNMENT, RATIFICATION AND RENEWAL OF WATER SERVICE AGREEMENTS PERTAINING TO CERTAIN PROPERTY WITHIN DEER PARK TOWN CENTER, DEER PARK, ILLINOIS, appeared before me this day in person and acknowledged that they signed and delivered the said instrument, on behalf of the corporate authorities of the Village of Palatine and as their free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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

## LIST OF EXHIBITS

- EXHIBIT A Amended and Restated Intergovernmental Agreement, dated August 8, 2022
- EXHIBIT B Water Service Agreement between the Village of Palatine and DDRC P&M Deer Park Town Center, L.L.C. Pertaining to Certain Property within the Village of Deer Park, dated October 16, 2000
- EXHIBIT C Water Service Agreement between the Village of Palatine and DDR Deer Park Town Center LLC an Ohio limited liability company Pertaining to Certain Property Commonly Known as “Lot 14”, Deer Park Town Center, within the Village of Deer Park, dated February 11, 2008
- EXHIBIT D Legal Description of Deer Park Town Center properties owned by DDR Deer Park Town Center LLC
- EXHIBIT E Assignment of Leases and Contracts

## **EXHIBIT D**

### **Legal Description of Deer Park Town Center properties owned by DDR Deer Park Town Center LLC**

#### **Parcel 1:**

Lots 4, 6, 8, 14, 15, 16, A and B in DEER PARK TOWN CENTER SECOND RESUBDIVISION, being a resubdivision of Lots 1, 2, 4, 6, 7, 8, 9, 10, A and B in DEER PARK TOWN CENTER FIRST RESUBDIVISION, in Section 34, Township 43 North, Range 10 East of the Third Principal Meridian, according to the plat thereof recorded August 8, 2003 as Document 5329564, in Lake County, Illinois.

#### **Parcel 2:**

Lots 1 and 2 in DEER PARK TOWN CENTER THIRD RESUBDIVISION, being a resubdivision of Lots 1 and 2 in DEER PARK TOWN CENTER SECOND RESUBDIVISION, being a resubdivision of Lots 1, 2, 4, 6, 7, 8, 9, 10, A and B in DEER PARK TOWN CENTER FIRST RESUBDIVISION, in Section 34, Township 43 North, Range 10 East of the Third Principal Meridian, according to the plat thereof recorded December 27, 2023 as Document 8011915, in Lake County, Illinois.

Property Address: 20530 N. Rand Road, Deer Park, IL 60010

PIN(s): 14-34-101-084

14-34-207-006

14-34-301-016

14-34-301-018

14-34-301-019

14-34-301-020

14-34-301-022

14-34-301-023

14-34-301-025

14-34-403-003

## **Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Dog Grooming Business at 327 W. Northwest Highway**

### **BACKGROUND:**

The Subject Property was granted a Special Use for a dog grooming business in 2021. Stephanie Burk, S & B Burk LLC, is requesting a transfer of the Special Use to permit the continued operation of a dog grooming business. Therefore, the Petitioner is requesting approval of the following:

**Special Use Transfer of Ordinance #O-111-21, as amended, to permit the continued operation of a dog grooming business, a Unique Use, at 327 W. Northwest Highway.**

### **KEY ISSUES:**

- The Subject Property, zoned B-2 Central Business District, was granted the original Special Use in 2021 (Ordinance #O-111-21).
- The proposed business would continue operating under the "Dog in Suds" name. Other than the proposed ownership change, no significant changes are proposed.
- The hours of operations will continue as:
  - 7:30 AM - 5 PM Tuesday-Saturday;
  - 3 Full-time Pet Groomers would be provided; and
  - Walk-in appointments are accepted.
- Any changes to the floor plan or business plan/operations would require additional Village Council review.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the Special Use transfer at 327 W. Northwest Highway.

### **ACTION REQUIRED:**

A motion to approve the Special Use Transfer of Ordinance #O-111-21 to Stephanie Burk, S & B Burk LLC, to permit the continued operation of a dog grooming business at 372 W. Northwest Highway.

### **ATTACHMENTS:**

1. Aerial Map
2. ORD SUT - 327 W. Northwest Highway

3. Special Use Transfer Form
4. Exhibit - Business Plan
5. O-111-21 - 327 W. Northwest Highway





0 300 600  
ft

Print Date: 6/30/2026

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TRANSFERRING  
SPECIAL USE ORDINANCE #O-111-21  
327 W. NORTHWEST HIGHWAY**

**WHEREAS, Ordinance #O-111-21 granted a Special Use to permit a Dog Grooming business, as a Unique use, on the property commonly known as 327 W. Northwest Highway; and**

**WHEREAS, pursuant to Section 32-104(a) in Chapter 32 of the Village of Palatine Code of Ordinances, in the event of the sale or lease of this business, the Special Use may be transferred after review and consent of the Village Council; and**

**WHEREAS, since the Village Council did meet on July 13, 2026, to review a request by Stephanie Burk, S & B Burk LLC, that the Special Use be transferred to permit the continued operation of Dog Grooming Business, with no substantial changes, and it was the recommendation of the Village Council that the transfer of the Special Use to Stephanie Burk, S & B Burk LLC, be approved, without additional amendment.**

**NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine:**

**SECTION 1: That the Special Use granted by Ordinance #O-111-21 is hereby transferred to Stephanie Burk, S & B Burk LLC, to permit the continued operation of Dog Grooming Business, pursuant to the attached Special Use Ordinance and associated plans and subject to the following conditions:**

- 1. That the special use by ordinance #O-111-21 is hereby transferred to Stephanie Burk, S & B Burk LLC, to permit the continued operation of a Dog Grooming Business.**

**SECTION 2:** All conditions of Special Use Ordinance #O-111-21, as amended, shall remain in full force and effect.

**DATED:** This \_\_\_\_ day of \_\_\_\_\_, 2026

**AYES:**\_\_\_\_ **NAYS:**\_\_\_\_ **ABSENT:**\_\_\_\_ **PASS:**\_\_\_\_

**APPROVED** by me this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
**Mayor of the Village of Palatine**

**ATTEST and FILE** in the office of the Village Clerk

this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
**Village Clerk**





**SPECIAL USE TRANSFER**

**Department of Planning & Zoning**  
200 E. Wood Street - Palatine, IL - 60067-5339  
Telephone: (847) 359-9047 • Fax (847) 963-6247

**Required Materials**

- ☐ Application Form
- ☐ Business Plan (including but not limited to nature of business, hours of operation, number of employees, floor plan, menu, and any proposed changes to the business)

Business Owner(s):

Stephanie Burk

Subject Property Address:

327 W Northwest Hwy. Palatine, IL

The owner(s) listed above are requesting that Special Use Ordinance # O-111-21 be transferred from Deb Heuer to individuals(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:  
No changes other than minor changes to hours of operation.

I understand that if the Village determines the nature or characteristics of the business will substantially change, a new Special Use may be required.

# Executive Summary

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Given Stephanie Burk purchases Dog In Suds. from Deb Heuer, this Business Plan provides guidance on a seamless transition to new ownership. The document also provides goals for the first year of business.

## **The Business**

Dog In Suds Dog Grooming is a premier pet grooming salon with over 40 years of trusted service in Palatine, Illinois. Founded in the mid-1980s, the business carries one of the most valuable assets any small business can possess: four decades of community goodwill, a loyal and established customer base, and a proven track record of quality care. Under Stephanie Burk's ownership, Dog In Suds enters an exciting new chapter defined by modernization, growth, and an elevated client experience, all while honoring the legacy that has made it a neighborhood cornerstone.

## **The Opportunity**

The Palatine market is exceptionally well-suited for premium pet grooming services. With an average household income of \$98,000, an average resident age of 40, and an estimated potential client base of 11,250 dog-owning households in Palatine, Dog In Suds is positioned at the center of a highly attractive market. The pet care industry continues to grow as owners increasingly treat their pets as family members — and Dog In Suds is uniquely positioned to meet that demand with quality, trust, and personalized service that no new competitor can replicate overnight.

## **What Sets Us Apart**

Dog In Suds is not a startup, it is an established, well trusted institution. Its 40-year presence in Palatine means strong name recognition, an established book of business, and installed equipment that new entrants would struggle to replicate at entry cost. Among approximately eight competitors within a 5-mile radius, only one other groomer shares the Route 14 corridor, and none can match Dog In Suds' depth of community roots. The incoming leadership team adds a further edge: Brandon brings firsthand grooming experience and customer success expertise gained right here at Dog In Suds, while Stephanie contributes a strong background in operations, project management, and bookkeeping — a rare combination of operational discipline and genuine passion for the business.



# Executive Summary Cont.



**Our Ideal Customer**

Dog In Suds serves dog-owning households in Palatine and the surrounding communities — primarily residents aged 30 to 55 with disposable income and high expectations for the care of their pets. These are customers who value trust, consistency, and quality over price alone, and who are looking for a groomer they can rely on for years. They are the kind of clients who become regulars, who refer their neighbors, and who represent the backbone of a successful neighborhood business.

**Strategic Vision & Expected Results**

In the first year, Dog In Suds will focus on a smooth ownership transition — retaining headcount, maintaining current booking levels, and building owner-employee trust. In parallel, the business will modernize: transitioning to an electronic operating system, launching a professional web presence, and expanding its visible service menu to drive upsell revenue. Financially, the business projects monthly revenues of \$20,000–\$30,000 and net monthly profit of approximately break even—\$7,000, with a clear path to accumulating six months of operating reserves. Leadership is committed to reinvesting early profits into the business, forgoing personal salaries until financial stability is secured. With enormous growth potential, a compelling market, and a rock-solid foundation, Dog In Suds is poised for its most successful chapter yet.

# Company Overview

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Dog In Suds Dog Grooming has been a cornerstone of the Palatine, Illinois community for 40 years. Founded in the mid-1980s, the business has built an enduring reputation for quality, trust, and genuine care for the animals it serves. With a loyal customer base, strong name recognition, and an established presence at 327 W Northwest Highway, Dog In Suds enters its next chapter under new ownership — poised for modernization, growth, and an elevated client experience.

The transition to new ownership represents not a departure from the shop's legacy, but a strategic evolution. The incoming leadership brings a vision for integrating modern technology and operational best practices into a business that already has the most valuable assets any small business can possess: decades of community trust and a proven track record.

In the transition to new ownership the business will be dedicated to steady, sustainable growth through clear financial planning, streamlined operations, and strong client relationships. The business prioritizes smart budgeting, long-term stability, and efficient systems to support reliable performance and ongoing expansion.



## Mission

Our mission is to operate a safe, friendly, and successful business. Our highest priorities include retaining talented staff, ensuring customer delight, and promising animal wellbeing. We can achieve the mission by establishing a strong team culture.



## Vision

Dog in Suds should strive to be a distinguished business in the community. This can be achieved by being a good neighbor, engaging with community members in public, and always being accountable.

Maintaining and enhancing the outstanding reputation which was built over the past 40 years is critical for ensuring a successful business.



**ORDINANCE NO. O-111-21**

**AN ORDINANCE GRANTING A SPECIAL USE TO PERMIT  
A UNIQUE USE TO PERMIT DOG GROOMING AT  
327 W. NORTHWEST HIGHWAY**

**Published in pamphlet form by authority of the  
Mayor and Village Council of the Village of Palatine  
on October 18, 2021**

ORDINANCE NO. 0-111-21

**AN ORDINANCE GRANTING A SPECIAL USE TO PERMIT  
A UNIQUE USE TO PERMIT DOG GROOMING AT 327 W. NORTHWEST HIGHWAY**

WHEREAS, pursuant to a petition and public hearing on October 12, 2021, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use for a Unique Use to permit Dog Grooming pursuant to Section 11.03 (d) (33) of the Village of Palatine Zoning Ordinance, on the following legally described property:

LOT 2 IN KUNTZE'S FIRST INDUSTRIAL ADDITION TO PALATINE, A SUBDIVISION OF PART OF THE NORTHWEST QUARTER AND PART OF THE NORTHEAST QUARTER OF SECTION 15, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS.

commonly known as 327 W. Northwest Highway (02-15-200-012-0000)

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

**SECTION 1:** A Special Use for a Unique Use to permit Dog Grooming pursuant to Section 11.03 (d) (33) of the Village of Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Special Use shall substantially conform to the Business Plan and Floor Plan submitted by the Petitioner on 8/30/21, except as such plans may be changed to conform to Village Codes and Ordinances.
2. Dog boarding or dog daycare services shall be prohibited.

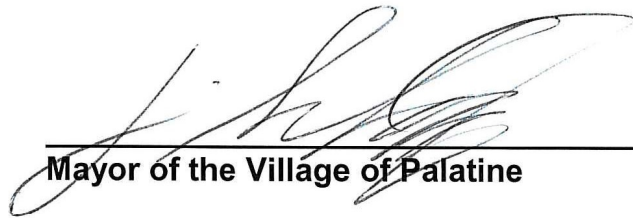
**SECTION 2:** That a copy of the public notice and the report of the hearing be attached hereto and form a part of this ordinance.

**SECTION 3:** That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This 18 day of October, 2021

AYES: 5 NAYS: 0 ABSENT: 1 PASS: 0

APPROVED by me this 18 day of October, 2021

  
\_\_\_\_\_  
Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this  
18 day of October, 2021

  
\_\_\_\_\_  
Village Clerk

# BUSINESS PLAN

This is the business plan for, Dog in suds DBA, located at the proposed location of, 329 NW Hwy Palatine IL 60067.

## WHAT WE DO

We offer full service dog grooming, to Palatine residents and the surrounding areas. We employ 3 groomers, including Deborah, and 2 dog bathers/ grooming assistants. We average 90 dog clients per week. Most importantly, we love dogs.

## Background

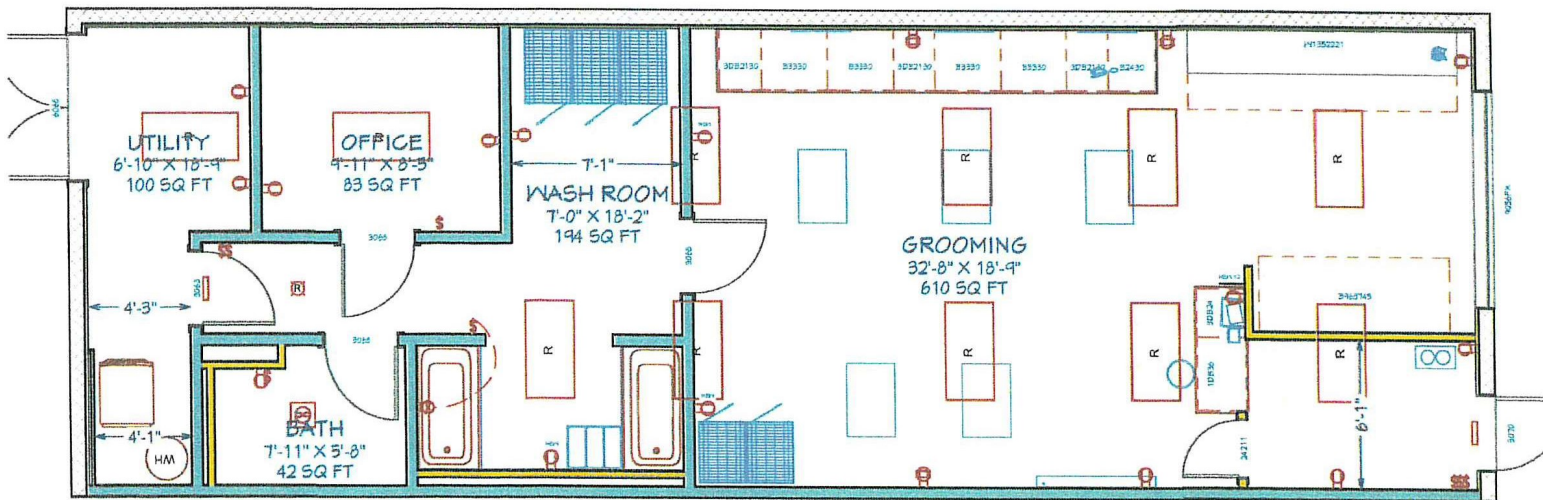
Dog in Suds has been a Palatine institute since 1981. The original owner, Kay Flynn, sold the business in 2000 and has since retired. The current owner, Deborah Heuer, purchased the business in 2005. Deborah started working, part time, at Dog in Suds, in 1993, after selling her first grooming business, to stay home with her children.

Dog in Suds has successfully stayed in business for forty years, thanks to our amazing clients and staff. We would love to continue on for another forty years, in our new location.

## Hours of operation

Our current hours are 7:30am to 5pm Tuesday through Saturday, we do open some Mondays with the same hours.

True Craftsmanship, Flawless Design



LIVING AREA  
1194 SQ FT





**PUBLIC NOTICE**  
A public hearing will be held before the Village of Palatine Zoning Board of Appeals on Tuesday, October 12, 2021 at 7 PM, in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

Special Use for a Unique Use to permit Dog Grooming pursuant to Section 11.03 (d) (33) of the Village of Palatine Zoning Ordinance.

The property is commonly known as 327 W. Northwest Highway

(02-15-200-012-0000). The Petitioner is requesting to relocate an existing dog grooming business, Dog in Suds, to a new location. The above petition has been filed by Deborah Heuer and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: 21-73  
VILLAGE OF PALATINE  
Jan Wood, Chair  
Palatine Zoning Board of Appeals  
DATED: This 27th day of September, 2021  
Published in Daily Herald  
September 27, 2021 (4570926)

## CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

# Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlak Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Ho St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 09/27/2021 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

**PADDOCK PUBLICATIONS, INC.**  
**DAILY HERALD NEWSPAPERS**

BY

*Paula Baetz*  
Authorized Agent

Control # 4570926

Attachment: Public Notice (327 W Northwest Hwy - SU Dog Grooming)

## **Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 138 N. Northwest Highway**

### **BACKGROUND:**

The Special Use for the existing automotive repair facility was originally approved in 2002 and amended in 2010 to reflect an updated floor plan. Telle Tire Illinois, LLC is requesting a transfer of the Special Use for the automotive repair facility at this location. Therefore, the Petitioner is requesting approval of the following:

**Transfer of Special Use #O-21-02 to permit the continued operation of an automotive repair facility at 138 N. Northwest Highway.**

### **KEY ISSUES:**

- The Subject Property, zoned B-2 General Business District, contains Casey Automotive. The Special Use was initially approved in 2002 and amended in 2010 for a building addition and floor plan amendment.
- Other than the ownership change, the Petitioner is not proposing any other changes to the business operations. In addition, there is an existing Electronic Message Board associated with the property. The Petitioner has acknowledged the Village's applicable EMB regulations.
- Any changes to the floor plan, site plan, or business operations would require additional Village review. Staff also advised the Petitioner about the temporary sign regulations as part of the Special Use transfer application process.
- As part of the Special Use Transfer review process, Staff contacted Telle Tire with a request to work collectively to address the existing visibility concerns at the intersection of Wood Street and Northwest Highway, through the southeastern portion of the parking lot. The Petitioner confirmed their willingness and agreement to work with Staff on addressing these matters.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the Special Use transfer to Telle Tire Illinois, LLC at 138 N. Northwest Highway.

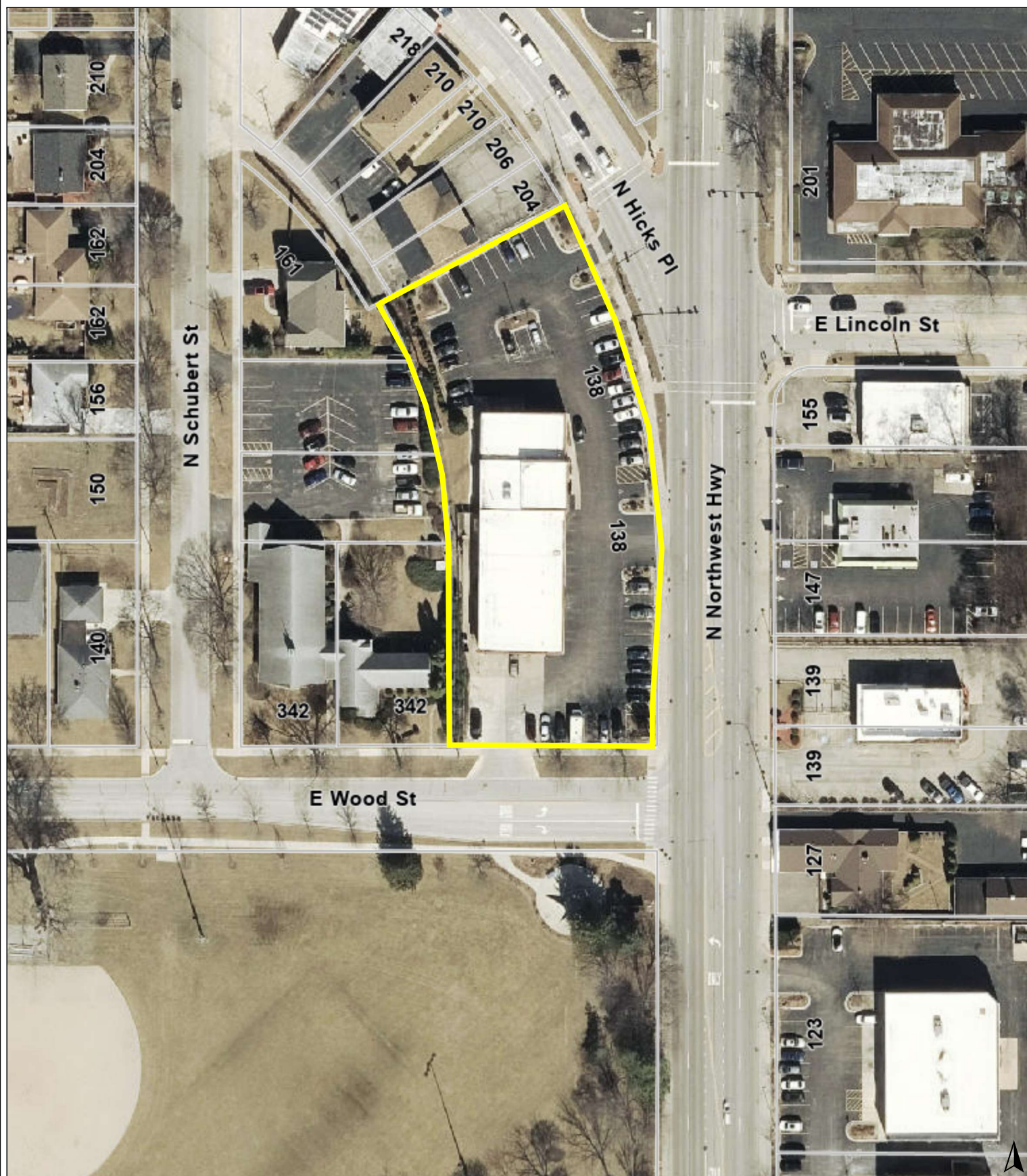
### **ACTION REQUIRED:**

A motion to approve the Special Use Transfer of Ordinance #O-21-02 to Telle Tire Illinois, LLC to permit the continued operation of an Automotive Repair Facility at 138 N. Northwest Highway.

**ATTACHMENTS:**

1. Aerial Map
2. ORD SUT 138 N Northwest Hwy
3. EXHIBIT - Business Plan
4. Special Use - Casey Automotive - 138 N. Northwest Highway - automotive repair  
specail use
5. SUT Application





0 100 200  
ft

Print Date: 7/6/2026

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TRANSFERRING SPECIAL USE ORDINANCE #O-21-02  
138 N. NORTHWEST HIGHWAY**

**WHEREAS, Ordinance # O-21-02 granted a Special Use for the operation of an Automotive Repair Facility on the property commonly known as 138 N. Northwest Highway; and**

**WHEREAS, pursuant to Code Chapter 32 Section 104(a), in the event of the sale or lease of this business, the Special Use may be transferred after review and consent of the Village Council; and**

**WHEREAS, since the Village Council did meet on July 13, 2026 to review a request by Telle Tire Illinois, LLC. that the Special Use be transferred to permit the continued operation of an Automotive Repair Facility, with no substantial change, and it was the recommendation of the Village Council that the transfer of the Special Use to Telle Tire Illinois, LLC be approved, without further amendment.**

**NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine:**

**SECTION 1: That the Special Use granted by Ordinance # O-21-02 is hereby transferred to Telle Tire Illinois, LLC.**

**SECTION 2: All conditions of Special Use Ordinance # O-21-02, as amended, shall remain in full force and effect.**

**DATED: This \_\_\_\_ day of \_\_\_\_\_, 2026**

**AYES:\_\_\_\_ NAYS:\_\_\_\_ ABSENT:\_\_\_\_ PASS:\_\_\_\_**

**APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2026**

\_\_\_\_\_  
**Mayor of the Village of Palatine**

**ATTEST and FILE in the office of the Village Clerk**

**this \_\_\_\_ day of \_\_\_\_\_, 2026.**

\_\_\_\_\_  
**Village Clerk**

# Casey's Automotive

## Business Information

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### Business Overview

Casey's Automotive is an automotive repair facility specializing in the maintenance and repair of light-duty vehicles, including tire sales, installation, and related services.

**Current Employees:** 13 team members

### Business Hours

- **Monday – Friday:** 7:30 AM – 6:00 PM
- **Saturday:** 7:30 AM – 2:00 PM
- **Sunday:** Closed

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### Acknowledgment of EMB Regulations

Telle Tire Illinois, LLC hereby acknowledges and understands the Village's EMB Regulations requirements and agrees to comply with all applicable regulations and standards as required by the Village.

Respectfully,

**Telle Tire Illinois, LLC**

**Authorized Representative:** \_\_\_\_\_

**Date:** 6/23/2026

**ORDINANCE NO. 0-21-02**

**AN ORDINANCE  
GRANTING A SPECIAL USE FOR THE  
CONTINUED OPERATION OF AN AUTOMOBILE REPAIR FACILITY  
138 N. NORTHWEST HIGHWAY – CASEY AUTOMOTIVE**

**WHEREAS, hearings were held by the Zoning Board of Appeals of the Village of Palatine on January 8, 2002 and January 22, 2002 in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, and said Zoning Board has reported their findings on a petition for a Special Use for the continued operation of an automobile repair facility, pursuant to Section 11.03 (d) (2) of the Palatine Zoning Ordinance, on the following legally described property:**

**Lots 13, 14, 15, 16, 17, and 18 in Block 8 in Johnson and Weber's Palatine Ridge, being a subdivision in the East 1/2 of the Southwest 1/4 of Section 14, Township 42 North, Range 10, East of the Third Principal Meridian, recorded as Document Number 9257784 dated April 29, 1926, Book 226, Pages 46 and 47, in the Recorder's Office in Cook County, Illinois**

**commonly known as 138 N. Northwest Highway.**

**NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Illinois, acting in the exercise of their home rule power:**

**SECTION 1: That a Special Use for the continued operation of an automobile repair facility, pursuant to Section 11.03 (d) (2) of the Palatine Zoning Ordinance, is**



hereby granted subject to the following conditions:

1. The Special Use to permit the operation of Casey Automotive, is granted solely to Steve Casey, dba Casey Automotive, and may be transferred only after review by the Zoning Board of Appeals and consent of the Village Council. In the event of the sale or lease of this property, the existing and prospective proprietors shall appear before a public meeting of the Zoning Board of Appeals. The Zoning Board of Appeals shall review the request and in its sole discretion, shall either:
  - 1.1 Recommend that the Village Council approve of the transfer of the lease and/or ownership to the new proprietor without amendment to the Special Use Ordinance, or
  - 1.2 If the Zoning Board of Appeals deems that the new proprietor contemplates a change in use which is inconsistent with this Special Use Ordinance, the new proprietor shall be required to petition for a public hearing before the Zoning Board of Appeals to amend the Special Use Ordinance.
- 2 The Special Use shall substantially conform to the floor plan attached hereto as Exhibit "A" and to the site plan attached hereto as Exhibit "B", except as such plans may be changed to conform to the Village Codes and Ordinances and the condition below.
- 3 No copy change sign shall be permitted, unless approved as a Special Use by the Village Council.
- 4 The existing banner signs along the east and south elevations shall be repaired in a manner acceptable to the Village. The signage along the east elevation (along Northwest Highway) shall not exceed a total of 100 square feet. A building permit is required.

**SECTION 2:** That the petition for special use, and a copy of the public notice

and minutes of the Zoning Board hearing be attached hereto and form a part of this ordinance.

**SECTION 3:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

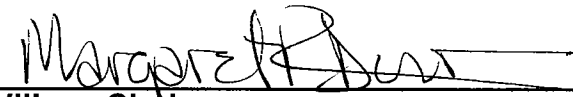
**PASSED:** This 25th day of February, 2002

**AYES:** 6 **NAYS:** 0 **ABSENT:** 0 **PASS:** 0

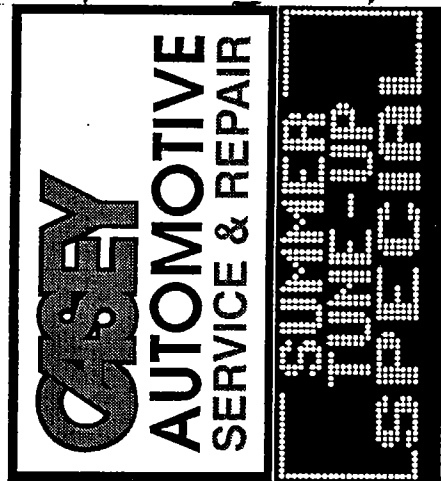
**APPROVED** by me this 25th day of February, 2002

  
\_\_\_\_\_  
Mayor of the Village of Palatine

**ATTESTED** and **FILED** in the office of the Village Clerk this 25th  
day of February, 2002

  
\_\_\_\_\_  
Village Clerk

10' 2"



1-D. SECTION  
40" DEEP

BELL TYPE  
SAFETY SWITCH

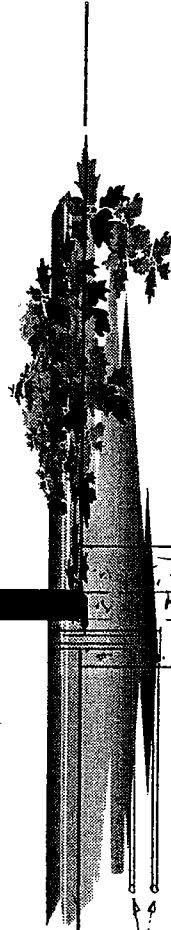
MESSAGE CENTER  
36" DEEP

1-D. SECTION FABRICATED METAL CABINET W/ BLACK ENAMEL  
FINISH AND INTERIOR H.O. FLUORESCENT ILLUMINATION W/  
FLAT LEXAN FACES / WHITE BKGD. / BLUE (PMS 300) CASEY  
LOGO W/ BLACK OUTLINE. BLACK "AUTOMOTIVE" COPY.  
RED (PMS 187) SECONDARY COPY.

24 X 80 OUTDOOR MESSAGE CENTER W/ 3.85 WATT  
XENON LAMPS 1.5" O.C. / MODEL WW 1500 CONTROLLER.  
BLACK CABINET

BLACK 8" SUPPORT COLUMN.

9" X 8" X 5/16" TS  
20'-0" LONG



DOUBLE FACE ILLUMINATED DISPLAY W/ MESSAGE CENTER  
1/2" = 1'-0"

CONDUITS AS  
REQUIRED FOR  
DATA CABLE &  
ELEC. SERVICE

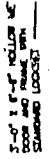
2'-6" DIA X  
8'-0" DEEP  
CONC. FOUNDATION

1-2-9

|                              |                            |          |         |          |
|------------------------------|----------------------------|----------|---------|----------|
| CAMERA READY ART<br>REQUIRED | FIELD SURVEY<br>REQUIRED   | REVISION | DATE    | APPROVAL |
| A                            | REV. LAYOUT/ INCREASE M.C. |          | 6-11-01 | SOLIS    |

|                       |  |           |        |           |            |
|-----------------------|--|-----------|--------|-----------|------------|
| CASEY AUTOMOTIVE      |  | Scale     | NOTED  | Design    | SOLIS      |
| 138 N. NORTHWEST HWY. |  | Date      | 6-6-01 | Date      | BALABUSZKO |
| PALATINE              |  | Sheet No. | 1      | Sheet No. | 78109      |

|                                                                                                                                                                                                                                                                   |      |                                              |      |                         |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------|------|-------------------------|------|
| WHITE WAY SIGN COMPANY                                                                                                                                                                                                                                            |      | 1317 N. CLYBOURN CHL. IL. 60610 312/642-6580 |      | FAX 312/642-0272        |      |
| This is an original drawing created by White Way Sign and is protected by copyright law. No reproduction, in whole or in part, without the written permission of White Way Sign is permitted. Your signature, not copied, reproduced, or attached in any fashion. |      |                                              |      |                         |      |
| Customer Approval                                                                                                                                                                                                                                                 | Date | Production No.                               | Date | Approved for Production | Date |
|                                                                                                                                                                                                                                                                   |      |                                              |      |                         |      |
| Drawn by                                                                                                                                                                                                                                                          | Date | Field No.                                    | Date | Field No.               | Date |
|                                                                                                                                                                                                                                                                   |      |                                              |      |                         |      |

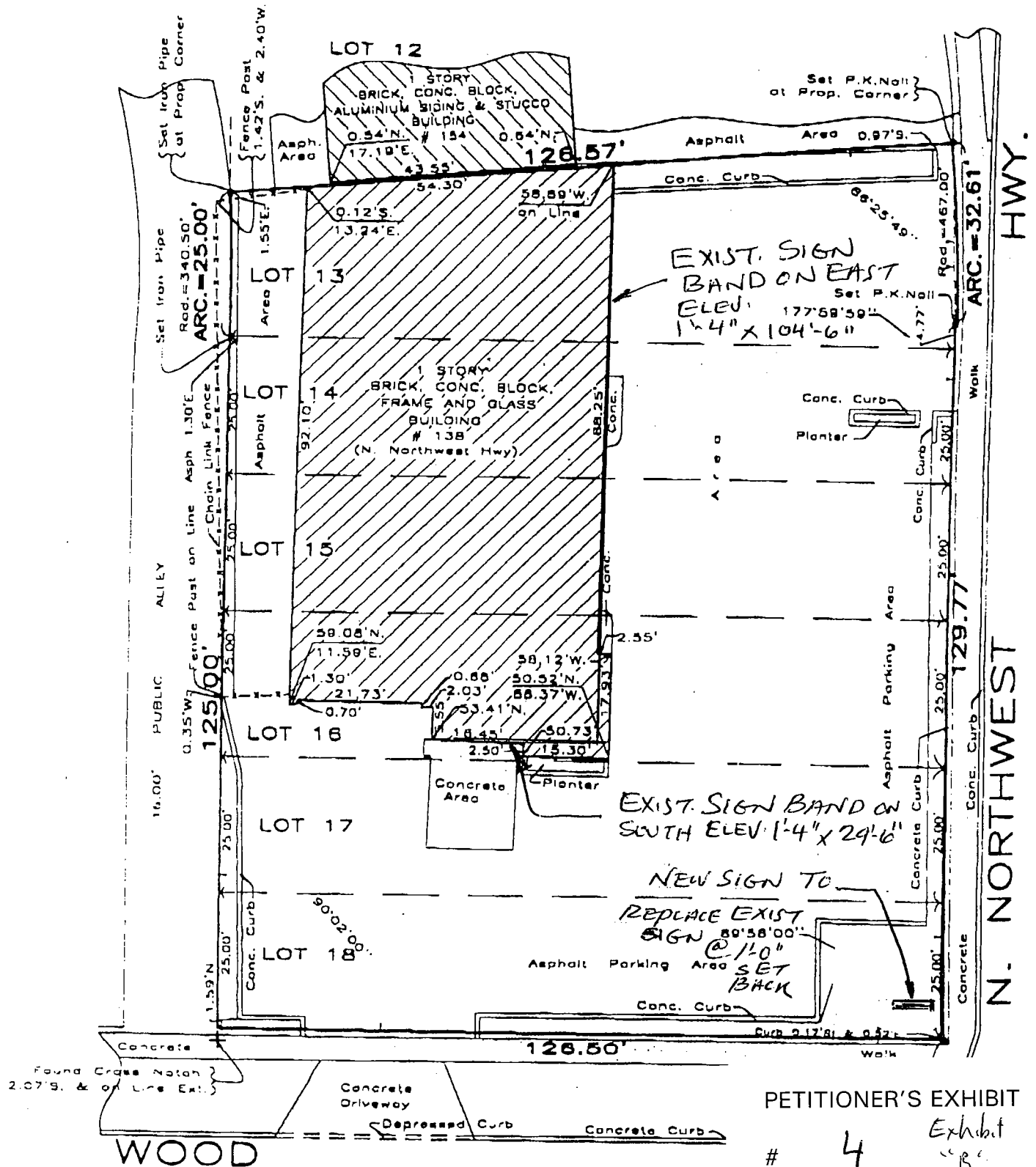




# PLAT OF SURVEY



LOTS 13, 14, 15, 16, 17 AND 18 IN BLOCK 8 IN JOHNSON AND WEBER'S PALATINE  
RIDGE, BEING A SUBDIVISION IN THE EAST 1/2 OF THE SOUTHWEST 1/4 OF SECTION  
14, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN,  
RECORDED AS DOCUMENT NUMBER 8257784 DATED APRIL 29, 1926, BOOK 226, PAGES  
46 AND 47, IN THE RECORDER'S OFFICE, IN COOK COUNTY, ILLINOIS.  
COMMONLY KNOWN AS: 138 NORTH NORTHWEST HIGHWAY, PALATINE, ILLINOIS.



PETITIONER'S EXHIBIT

Exhibit

Page 123 of 199



## SPECIAL USE TRANSFER

### Department of Planning & Zoning

200 E. Wood Street • Palatine, IL • 60067-5339  
Telephone: (847) 359-9047 • Fax (847) 963-6247

#### Required Materials

- ☐ Application Form
- ☐ Business Plan (including but not limited to nature of business, hours of operation, number of employees, floor plan, menu, and any proposed changes to the business)

Business Owner(s):

Telle Tire Illinois, LLC

Subject Property Address:

138 N Northwest Highway Palatine IL 60067

The owner(s) listed above are requesting that Special Use Ordinance # 0-21-02 be transferred from Steve Casey to individuals(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:

No Changes to current operations and property

I understand that if the Village determines the nature or characteristics of the business will substantially change, a new Special Use may be required.

**Consider a Motion Approving a Waiver of the Village of Palatine's Sound Amplification Ordinance for a Band to Play Sunday, July 26, 2026, 4 PM - 8 PM, on Durty Nellies Rooftop, 180 N. Smith Street**

**BACKGROUND:**

Durty Nellies is proposing to host a band on their rooftop on Sunday, July 26, 2026 from 4 PM - 8 PM.

**KEY ISSUES:**

- The proposed event will only be on a Sunday. The sound amplification would end at 8:00 PM on Sunday night.
- In past years, Durty Nellies has had acoustic players on their rooftop. This is similar to those events, but with a full band.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends action at the discretion of the Village Council.

**ACTION REQUIRED:**

Action is at the discretion of the Village Council.

**ATTACHMENTS:**

1. Durty Nellies Music on Rooftop

# 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

Music on Nellies Rooftop (BAND)

Exact Address of Event

180 N Smith Street

Type of Event (Check all applicable)

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

Date(s) of Event

Sunday 7/26/26

Hours of Event

4-8

Total Hours (Step-up - Tear down)

1 hour

Phone number/website for publication

[REDACTED]

Estimated attendance

100 People

Last years actual attendance

N/A

Describe the event's community and/or cultural benefit

Just a band with music on the Nellies Rooftop  
Full band w/ amplified music

## SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Contact person from Sponsoring Organization

Sponsoring Organization Address

City

Zip

Phone Number

E-Mail

Website

## ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

E-mail

Organizer/Coordinator Address

City

Zip

Phone Number

Cell Phone Number

Fax Number

## EMERGENCY CONTACT INFORMATION

[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

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.

If yes, how many vendors? \_\_\_\_\_

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:  
[https://permits.palatine.il.us/EnerGov\\_Prod/SelfService/PalatineILProd/home](https://permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd/home)  
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:  
[https://permits.palatine.il.us/EnerGov\\_Prod/SelfService/PalatineILProd/home](https://permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd/home)  
Questions? Contact (847) 359-9037. Electric submissions are required. 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:  
<https://www.palatine.il.us/DocumentCenter/View/8393/Special-Event-Liquor-License-Application-PDF>  
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.

Signature of Organizer \_\_\_\_\_

Date 8/2/24

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.

*Music on Rooftop*  
Name of Event

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

|                                                    |                                              |
|----------------------------------------------------|----------------------------------------------|
| Starting Location                                  | Ending Location                              |
| Approximate Number of Attendees (runners/marchers) | Approximate Number of Vehicles (cars/floats) |
| Location of Assemble (Registration)                | Location of Personal Vehicle Parking         |

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) | Amplified sound will be used to: (am/pm)<br><i>4-8 PM</i> |
|--------------------------------------------|-----------------------------------------------------------|

Describe the sound system(s)

*The ~~Sound~~ Manager and Bands will control Sound Volume*  
*The System has a Couple of Speakers w/ Amp.*

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

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 |
|------------------------|-----------------|-----------------|----------------|----------------|
|                        |                 |                 |                |                |
|                        |                 |                 |                |                |
|                        |                 |                 |                |                |

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

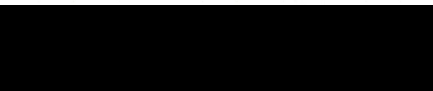
Name of Event

Date(s) of Event

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

*Jim Dolczal*

PRINT NAME

*MSL*

TITLE/POSITION

*7-2-24*

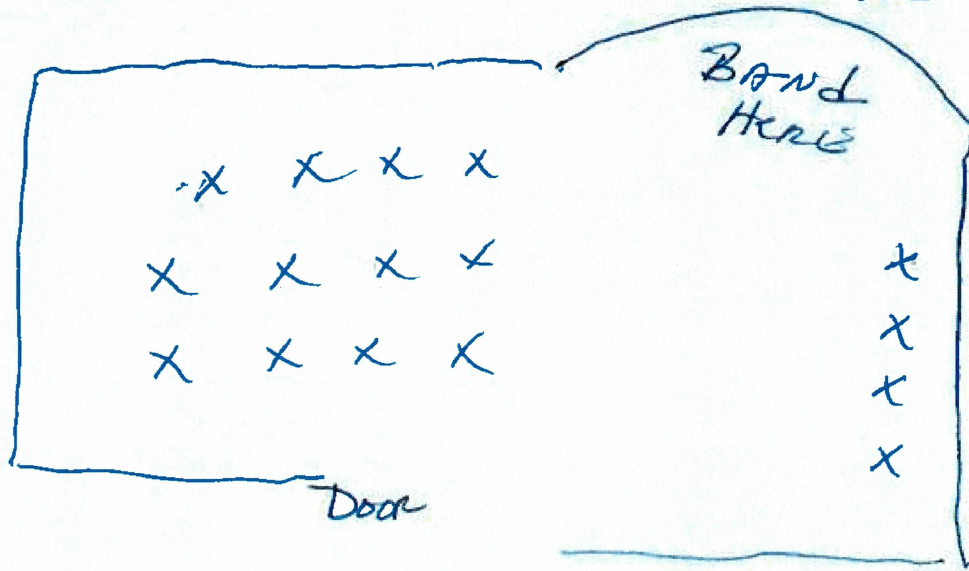
DATE

## SECTION 5: INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance, as well as the additional insured endorsement 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 on a primary and non-contributory basis.

# ROOF TOP DIAGRAM NE CORNER



X Denotes Table



**Consider a Motion Granting Approval of a Waiver of the Village's  
Sound Amplification Ordinance for Live Music for a Patient  
Appreciation Day on Saturday, August 15, 11:00 AM to 1:00 PM, in the  
McGrady Orthodontics Parking Lot, 222 N. Plum Grove Road**

**BACKGROUND:**

McGrady Orthodontics, 222 N. Plum Grove Road, recently acquired Aylward Orthodontics. Dr. Matthew McGrady would like to thank patients and referring dentists for their support by hosting a Patient Appreciation Day with food, ice cream, games, raffle and live music in their parking lot on Saturday, August 15, 11:00 AM to 1:00 PM. To accommodate the event, the Petitioner is requesting a waiver of the Village's Sound Amplification Ordinance.

**KEY ISSUES:**

- McGrady Orthodontics is requesting a waiver of the Village's Amplified Sound Ordinance from 11:00 AM to 1:00 PM to accommodate a jazz band playing live music in their parking lot. They will have two amplifiers and speakers as part of their set-up. Sound will be controlled manually.
- Should any complaints or other concerns be raised, the Village Manager shall have the right to impose conditions or terminate any future live music events.
- Neighboring businesses are aware and Immanuel Lutheran has given permission to have guests of the event park in their parking lot.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the proposed live music, in the parking lot of McGrady Orthodontics, subject to the Village Manager's authority to impose conditions.

**ACTION REQUIRED:**

Motion approving the McGrady Orthodontics "Patient Appreciation Day" live music, including the waiver of the Village's amplified noise ordinance.

**ATTACHMENTS:**

1. Patient Appreciation Day
2. Neighboring Business Approvals

# 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

Patient Appreciation Day

Exact Address of Event

222 N Plum Grove Rd Palatine, IL 60067

Type of Event (Check all applicable)

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

Date(s) of Event

AUGUST 15, 2026

Hours of Event

11:00 am - 1pm

Total Hours (Step-up - Tear down)

5

Phone number/website for publication

Estimated attendance

100-200

Last years actual attendance

N/A

Describe the event's community and/or cultural benefit

Dr. Matthew McGrady recently acquired Aylward Orthodontics. He would like to thank patients and referring dentists for their continued commitment to our practice. Food, ice cream, games, raffle, and live music.

## SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

McGrady Orthodontics, LLC

Sponsoring Organization Address

City

Zip

Phone Number

## ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

E-mail

## EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

E-mail

# 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

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.

If yes, how many vendors? 1 - Daisy's Ice Cream

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:  
[https://permits.palatine.il.us/EnerGov\\_Prod/SelfService/PalatineILProd#/home](https://permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd#/home)  
Questions? Contact (847) 359-9090. Please see application for full details on what is required.

Permit on file

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:  
[https://permits.palatine.il.us/EnerGov\\_Prod/SelfService/PalatineILProd#/home](https://permits.palatine.il.us/EnerGov_Prod/SelfService/PalatineILProd#/home)  
Questions? Contact (847) 359-9037. Electric submissions are required. 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.

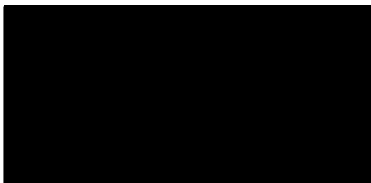
Are you utilizing any public parking lots, Village streets or other Village property for your event?

☐ 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.



6/15/26  
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.

*Patient Appreciation Day*

Name of Event

## SECTION 1: RACE/WALK, PARADE INFORMATION

☒ Not Applicable

Starting Location

Ending Location

Approximate Number of Attendees (runners/marchers)

Approximate Number of Vehicles (cars/floats)

Location of Assemble (Registration)

Location of Personal Vehicle Parking

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)

*11:00 am*

Amplified sound will be used to: (am/pm)

*1:00 pm*

Describe the sound system(s)

*Dr. Aylward's jazz band will be performing live music. He will provide 2 amplifiers as part of the setup, and speakers. We will have a microphone.*

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

*We will be able to manually set the level of volume on the speaker/amplifier*

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

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

Mc Grady Orthodontics PLLC

Name of Event

Patient Appreciation Day

Date(s) of Event

Saturday 8/15/24

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 .

Matthew McGrady

PRINT NAME

Owner / Orthodontist

TITLE/POSITION

8/15/24

DATE

## SECTION 5: INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance, as well as the additional insured endorsement 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 on a primary and non-contributory basis.

MC GRADY ORTHODONTICS  
PLUM GROVE DENTAL BUILDING  
222 N. PLUM GROVE RD  
Employee Entrance

EXIT  
TO PLUM  
GROVE RD  
(with BLOCK  
w/ CONES)

FOOD/GRILL

BAND SETUP

TO  
IMMANUEL  
LUTHERAN  
→

GARBAGE  
DUMPSTER

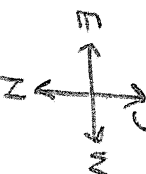
GA MES

PATILE TENT  
10X10

12'x12'  
POP UP  
TENT  
TABLES

ICE CREAM  
TABLE  
DAISY'S

POP UP  
TENT 12'x12'  
for TABLES



- ENTER PARKING LOT -

NALFAV ST

EXIT PARKING LOT

SIDEWALK

**Susan Storelli**

---

**From:** [REDACTED]  
**Sent:** Thursday, July 2, 2026 10:40 AM  
**To:** Susan Storelli  
**Subject:** Fw: TO MEGAN- August 15 Event from Plum Grove Dental

**Caution:** This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

Hi Susan,  
Please see the email below from the manager of Plum Grove Dental.

Thanks,  
Megan

Megan Juskiewicz  
Office Manager  
McGrady Orthodontics



---

**From:** [REDACTED]  
**Sent:** Tuesday, June 30, 2026 4:18 PM  
**To:** [REDACTED]  
**Subject:** TO MEGAN- August 15 Event

To Whom This May Concern

This is Bridget DeWyze from Plum Grove Dental Center at 222 N. Plum Grove Dental Center.

We are aware of the event on August 15<sup>th</sup> in the parking lot at 222 N. Plum Grove Rd. and are comfortable with Dr. McGrady Orthodontics proceeding with this event.

Bridget

*Bridget DeWyze  
Office Manager  
Plum Grove Dental Center  
222 N. Plum Grove Rd.  
Palatine, IL 60067*

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**Susan Storelli**

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**From:** [REDACTED]  
**Sent:** Thursday, July 2, 2026 10:36 AM  
**To:** Susan Storelli  
**Subject:** Re: Patient Appreciation Day

**Caution:** This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

Hi Susan,

Thank you for the follow up. Dr. McGrady and our staff will be grilling hot dogs. We will also serve individual pre-packaged chips and have water bottles on hand for the guests. Can you please send me any document I need to complete for that?

Also, I will be forwarding you an email from Plum Grove Dental to include with our application that states we have their permission to hold the event in the parking lot.

In addition, Pastor Schilf and Immanuel Lutheran Church called me back and said we can use their parking lot to alleviate street parking.

Let me know what else is needed. The meeting is 7/13 at 7 pm, correct?

Thanks,  
Megan

Megan Juskiewicz  
Office Manager  
McGrady Orthodontics



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**From:** Susan Storelli <SStorelli@palatine.il.us>  
**Sent:** Friday, June 26, 2026 10:52 AM  
**To:** [REDACTED]  
**Subject:** Patient Appreciation Day

Hi Megan,

Thanks again for dropping off your application for your Patient Appreciation Day.

Our Environmental Health Department reviewed the application and on your map she noticed you have an area marked food/grilling. Your application states that only one food vendor will be participating, Daisy's Ice Cream. Daisy's Ice Cream LLC does not have approval to cook or grill foods.

**Consider a Motion Granting Approval of a Waiver of the Village's  
Sound Amplification Ordinance for a DJ on Saturday, August 29,  
2026, 1:30 to 4:30 PM, at All Saints Lutheran Church Parking Lot, 630  
S. Quentin Road**

**BACKGROUND:**

All Saints Lutheran Church, 630 S. Quentin Road, would like to host their first Summer Fun Fest in their church parking lot on Saturday, August 29, 2026, from 1:00 PM to 5:00 PM. To accommodate the event, the Petitioner is requesting a waiver of the Village's Sound Amplification Ordinance, from 1:30 to 4:30 PM.

**KEY ISSUES:**

- All Saints Lutheran Church is requesting a waiver of the Village's Amplified Sound Ordinance from 1:30 to 4:30 PM to accommodate a DJ in their parking lot for their first Summer Fun Fest on Saturday, August 29, 2026.
- The DJ will maintain direct control of all audio equipment and volume levels throughout the event.
- Should any complaints or other concerns be raised, the Village Manager shall have the right to impose conditions or terminate any future live music events.
- The Palatine Township Senior Center has agreed to offer their parking lot for overflow event parking.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the proposed All Saints Lutheran Church, Summer Fun Fest DJ, subject to the Village Manager's authority to impose conditions.

**ACTION REQUIRED:**

Motion approving the All Saints Lutheran Church, Summer Fun Fest DJ, including the waiver of the Village's amplified noise ordinance.

**ATTACHMENTS:**

1. Summer Fun Fest All Saints Church
2. Parking\_Family Fun Fest All Saints Lutheran Church\_
3. Parking approval from Senior Center

# 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

Summer Fun Fest at All Saints Lutheran Church Parking Lot

Exact Address of Event

630 S. Quentin Rd, Palatine, IL 60067

Type of Event (Check all applicable)

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

Date(s) of Event

Saturday, August 29th

Hours of Event

1:00-5:00pm

Total Hours (Step-up - Tear down)

9am-6pm

Phone number/website for publication

Estimated attendance

100

Last years actual attendance

NA

Describe the event's community and/or cultural benefit

This will be the first Summer Fun Fest that is free to the public. Last year we had a fundraiser with ticket and food sales. This event will provide an event where neighbors in the area can socialize whether members of the church or not. We want neighbors in the community to come together not long after the school year (CCSD15) starts up to make new friends and learn about our church in a low pressure setting (music, non perishable pre-packaged foods, yard games, bubbles, arts and crafts, etc.)

## SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

All Saints Lutheran Church

Contact person from Sponsoring Organization

Sponsoring Organization Address

City

Palatine

Zip

IL

Phone Number

E-Mail

Website

NA

## ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

E-mail

## EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

E-mail

# 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?  
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.)

☐ Yes ☒ No

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

If yes, how many vendors? \_\_\_\_\_

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:  
[https://permits.palatine.il.us/EnerGov\\_Prod/SelfService/PalatinellProd#/home](https://permits.palatine.il.us/EnerGov_Prod/SelfService/PalatinellProd#/home)  
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:  
[https://permits.palatine.il.us/EnerGov\\_Prod/SelfService/PalatinellProd#/home](https://permits.palatine.il.us/EnerGov_Prod/SelfService/PalatinellProd#/home)  
Questions? Contact (847) 359-9037. Electric submissions are required. 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.

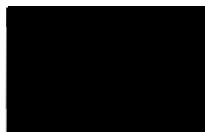
Are you utilizing any public parking lots, Village streets or other Village property for your event?

☒ 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.



Signature of Organizer

6/23/2026

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

Summer Fun Fest

## SECTION 1: RACE/WALK, PARADE INFORMATION ☒ Not Applicable

Starting Location

Ending Location

Approximate Number of Attendees (runners/marchers)

Approximate Number of Vehicles (cars/floats)

Location of Assemble (Registration)

Location of Personal Vehicle Parking

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)

1:30pm

Amplified sound will be used to: (am/pm)

4:30pm

Describe the sound system(s)

Amplified sound will be provided by a DJ using a portable PA/speaker system and microphone for music and event announcements. The DJ will maintain direct control of all audio equipment and volume levels throughout the event.

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

Sound levels will be monitored continuously and adjusted as needed to remain appropriate for a community event setting and to comply with Village of Palatine noise requirements. Event organizers will work with the +

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

see slide 2 of plan

see slide 2 of plan

see slide 2 of plan

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

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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

All Saints Lutheran Church

Name of Event

Date(s) of Event

Saturday, August 29th

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

Rachel Simonis

Outreach Committee Member

PRINT NAME

TITLE/POSITION

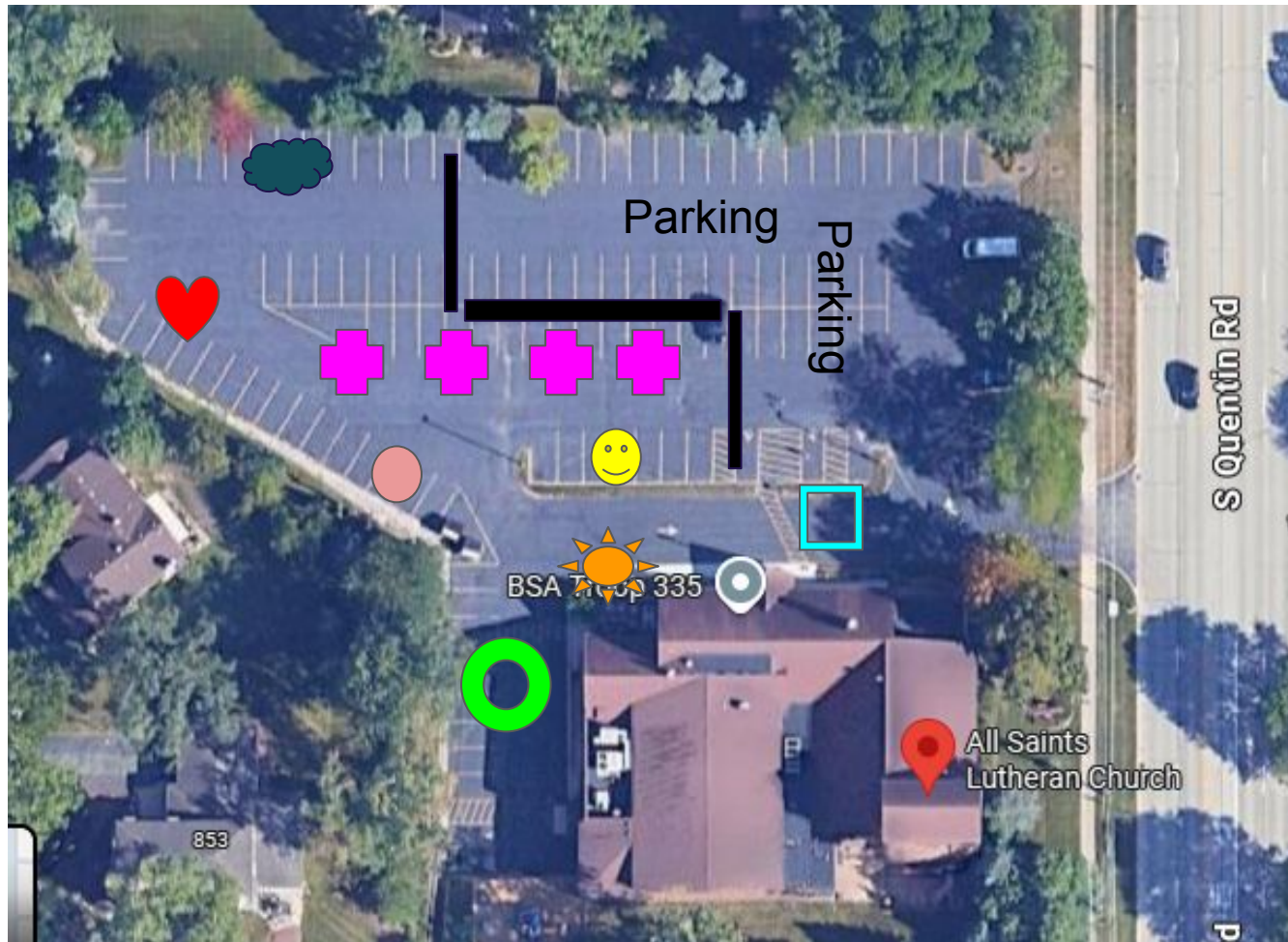
DATE

## SECTION 5: INSURANCE REQUIREMENTS

### INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance, as well as the additional insured endorsement 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 on a primary and non-contributory basis.





Welcome Table ☺  
Face Paint/Balloon Artist



Kid Games  
(Volunteer Led)



Kid Games (Volunteer Supervision)



DJ and Tent



Non Perishable/Prepackaged Food/Beverages



Sitting Area Pop up  
Tents/Tables/Chairs



Yard Games ☁  
Caution Tape to Rope off For Parking



# Parking - Section 3

65 parking spots will primarily be accommodated in the church parking lot. Additional parking may be available on nearby residential streets where parking is legally permitted, including streets adjacent to the church property. Attendees will be encouraged to follow all posted parking regulations and to be respectful of neighboring properties. Pedestrian access to the event will be available from both on-site and nearby street parking locations.



I would like to be able to use the Following streets: West Gilbert Road. People can also use the street, W. Longview Ln. across the street from the Church.

If needed, we have had the Palatine Senior Center at 505 S. Quentin Road offer space for parking.



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**Sent:** Thursday, July 9, 2026 10:12 AM

**To:** Susan Storelli <SStorelli@palatine.il.us>

**Subject:** All saints event Sat. Aug. 29, 1:30-4:30 parking at PTSCC

You don't often get email from [REDACTED] [Learn why this is important](#)

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Hello Suzanne

All Saints Church has our Administrative permission to use the PTSCC parking lot for over flow parking for their, Saturday August 29 event.

PTSCC is happy to support our community partner, Diane

**Diane Lancour**

Executive Director

**Palatine Township Senior Citizens Council**

505 South Quentin Road Palatine, IL 60067



[www.ptsc.org](http://www.ptsc.org)



**Our mission:** *to provide programs and services which support older adults and their families by encouraging independence, well-being and connection to the community.*

## **Consider a Motion Granting Closure of Village Parking Lot C and a Portion of Wood Street between Smith and Bothwell Streets, for Palatine Street Feast (A Sunday Food Truck Series) on August 16, 2026**

### **BACKGROUND:**

The Village of Palatine plans to host their 2<sup>nd</sup> Food Truck series, "Palatine Street Feast - A Sunday Food Truck Series", on the north side of the railroad tracks, Sunday, August 16, 2026, from 11 a.m. - 7 p.m. Following the first event in June, staff determined additional space was needed for the August event, including street and parking lot closures.

### **KEY ISSUES:**

The Village of Palatine is requesting approval of the following new items:

1. Temporary closure of parking lot C on Friday, August 14 starting at 7 a.m. through Monday, August 17, 7 a.m.; and
2. Temporary closure of Wood Street between Smith Street and Bothwell on Sunday, August 16, starting at 7 a.m. until 8 p.m.

The one-way portion of Bothwell Street, north of Wood Street, will be allowed two-way traffic on Sunday August 16<sup>th</sup> as well, in order for cars to enter Parking Lot C from Colfax. Signage will be posted near the entrance/exit of Immanuel Lutheran noting no left turn following church services, as that traffic will need to exit onto Colfax.

Immanuel Lutheran and God's Grace Church of Chicago will be notified of the adjustments for the event.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the closure of the Village parking lot and a portion of Wood Street, for the event.

### **ACTION REQUIRED:**

Motion to grant closure of the Village Parking Lot and a Portion of Wood Street, for "Palatine Street Feast - A Sunday Food Truck Series" on August 16, 2026.

### **ATTACHMENTS:**

1. Street Feast Overview Map

## 2. Food Truck Event 8.16 Map





- Food Trucks
- 30" High Top Tables
- Barricades for street closures



## **Consider an Ordinance Approving the Village of Palatine's CDBG PY2026 Action Plan**

### **BACKGROUND:**

As necessary for the Village's participation in the Community Development Block Grant (CDBG) program, the Department of Housing and Urban Development (HUD) requires that a Draft Action Plan is made available for a 30-day public review and comment period. The Village Council approved the commencement of this review on June 8, 2026. As no public comments were submitted during this time, it is now appropriate to submit the 2026 Action Plan to HUD. Therefore, Staff is recommending approval of the following:

### **Consider an Ordinance Approving the Village of Palatine's CDBG 2026 Action Plan.**

### **KEY ISSUES:**

- The Village's anticipated CDBG FY2026 entitlement amount is \$448,396, which represents a 3% decrease from last year. Palatine's program year runs from October 1<sup>st</sup> through September 31<sup>st</sup>. Per HUD regulations, the Village may recommend up to 15% (\$67,259) for social service providers and up to 20% (\$89,679) for program administration. The Village has historically utilized the remaining funds for public improvement projects and this year's Action Plan continues that recommendation.
- The FY2026 Action Plan recommends CDBG funding for the following activities: program administration, public infrastructure, facility improvements (eligible projects associated with low to moderate-income areas and clientele), childcare/community center administration, homelessness service and prevention, emergency transitional shelter program, supportive services for senior citizens, and counseling and advocacy for abuse victims. As required, the 30-day public comment period was noticed in the newspaper and began on June 8, 2026. Staff recommends the following CDBG expenditures for FY2026:

| <b>Administration and Infrastructure/Public Facilities</b> |                                       |                          |                            |
|------------------------------------------------------------|---------------------------------------|--------------------------|----------------------------|
| <b>Organization</b>                                        | <b>Activity</b>                       | <b>Funding Requested</b> | <b>Funding Recommended</b> |
| <b>Village of Palatine Planning &amp; Zoning</b>           | CDBG Administration (maximum 20%)     | \$ 89,679                | \$ 89,679                  |
| <b>Village of Palatine Public Works</b>                    | Public Improvement Projects           | \$ 291,458               | \$ 291,458                 |
| <b>Public Services</b>                                     | Social Service Agencies (maximum 15%) | \$ 105,100               | \$ 67,259                  |
|                                                            | <b>Total Requested</b>                | <b>\$ 486,237</b>        |                            |
|                                                            | <b>Total Available</b>                |                          | <b>\$ 448,396</b>          |

| <b>Organization</b>        | <b>Activity</b>                                      | <b>Funding Requested</b> | <b>Funding Recommended</b> |
|----------------------------|------------------------------------------------------|--------------------------|----------------------------|
| Children's Advocacy Center | Child Abuse Counseling                               | \$6,000                  | \$6,000                    |
| Family Forward             | Financial Assistance for Rent and Case Management    | \$5,000                  | \$3,000                    |
| Fellowship Housing Corp    | Financial Assistance for Rent and Case Management    | \$10,000                 | \$0                        |
| Northwest Compass          | Homeless Services                                    | \$5,000                  | \$0                        |
| JOURNEYS                   | Homeless Services                                    | \$20,000                 | \$17,000                   |
| POC                        | Financial Assistance for Rent for Edgebrook Program  | \$27,600                 | \$24,000                   |
| Palatine Township          | Homeless Prevention Services Very Low-Income Clients | \$10,000                 | \$3,000                    |
| PTSCC                      | Support Services for Older Adults                    | \$17,000                 | \$10,259                   |
| WINGS                      | Homeless Services for Domestic Violence Victims      | \$4,500                  | \$4,000                    |
|                            | <b>Total Requested</b>                               | <b>\$105,100</b>         |                            |
|                            | <b>Total Available</b>                               |                          | <b>\$67,259</b>            |

The full FY2026 Action Plan can be reviewed on the Village Website at:  
<https://www.palatine.il.us/162/Community-Development-Block-Grant-Progra>.

#### **BUDGET IMPACT:**

The Village budgets for CDBG revenues and expenditures annually. The Village does not expend any funds until the US Department of Housing and Urban Development (HUD) allocates the Village funding. The proposed action plan will provide for the continued and uninterrupted provision of services utilizing CDBG funding and administered by the Village of Palatine.

#### **RECOMMENDATION:**

Staff recommends approval of the CDBG PY2026 Annual Action Plan.



**ACTION REQUIRED:**

Consider an Ordinance Approving the Village of Palatine's CDBG PY2026 Annual Action Plan.

**ATTACHMENTS:**

1. ORD CDBG 2026

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADOPTING AND APPROVING THE VILLAGE OF  
PALATINE'S CDBG PY2026 ACTION PLAN FOR THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS, the Village of Palatine prepared the PY2026 Action Plan, which includes a housing affordability and public service plan, as well as an application for a Community Development Block Grant; and**

**WHEREAS, the required comment period was opened on June 8, 2026, a Public Hearing was held June 25, 2026 as required and a Public Meeting was held by the Village Council on July 13, 2026 to approve the PY2026 Action Plan for the Palatine's Community Development Block Grant Program; and**

**WHEREAS, the 2026 Fiscal Year allocation from the Office of Community Planning and Development (U.S. Department of Housing and Development) for the Village of Palatine is \$448,396 within the federal Community Development Block Grant (CDBG) Program; and**

**WHEREAS, the U.S. Department of Housing and Urban Development (HUD) oversees the Village's use of the funds; and**

**WHEREAS, the Village of Palatine is required to submit a 1-year action plan; and**

**WHEREAS, the Action Plan shall be submitted to HUD 45 days prior to starting the Program Year which begins October 1, 2026; and**

**WHEREAS, the Mayor and Village Council of the Village of Palatine has determined that the CDBG PY2026 Action Plan and the use of CDBG funds can be of benefit in providing for resident's health, safety, and welfare and in meeting the community development and housing needs of its citizens.**

**NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois:**

**SECTION 1: The Mayor and Village Council of the Village of Palatine hereby approves the attached CDBG PY2026 Action Plan, which includes an allocation of Community Development Block Grant funds in the amount of \$448,396.**

**SECTION 2:** The Mayor and Village Council of the Village of Palatine hereby authorize the Village Manager to prepare and forward to the U.S. Department of Housing and Urban Development a submission of Palatine's PY2026 Action Plan in accordance with federal guidelines. This Plan includes an application for federal Community Development Block Grant funds.

**SECTION 3:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED:** This \_\_\_\_ day of \_\_\_\_\_, 2026

**AYES:**\_\_\_\_ **NAYS:**\_\_\_\_ **ABSENT:**\_\_\_\_ **PASS:**\_\_\_\_

**APPROVED** by me this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
**Mayor of the Village of Palatine**

**ATTESTED** and **FILED** in the office of the Village Clerk this \_\_\_\_ day of

\_\_\_\_\_, 2026

\_\_\_\_\_  
**Village Clerk**

## **Consider a Motion Authorizing the Village Manager to Execute an Intergovernmental Agreement Between the Village of Palatine and the Palatine Park District Concerning the Use of Designated Reunification Site**

### **BACKGROUND:**

The purpose of this IGA is to establish a documented process for reuniting children, dependents, and adults with their legal guardians or designated parties following a large-scale incident (Village of Palatine special event), and to ensure the timely provision of verified information to those affected. As outlined in ESF #6 (Mass Care Annex) within the Village of Palatine Emergency Operations Plan, the police department is designated as the primary coordinating department for the reunification of families and to establish Family Assistant Centers.

In the event of a major incident resulting in separated individuals, the Palatine Police Department and event staff will activate a structured reunification process at a pre-established location, which will also serve as an area of respite, prioritizing safety, the secure reunification of individuals, and the release of confirmed information and incident updates to those affected.

### **KEY ISSUES:**

- For purposes of this agreement, the Park District shall provide a "Reunification Site" consisting of emergency relocation space, support services and assistance.
- The agreement lists Falcon Park Recreation Center as the location.
- This agreement shall be in effect for a period of two (2) years.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute the agreement.

### **ACTION REQUIRED:**

Motion authorizing the Village Manager to execute the agreement and return to the Palatine Park District for Board Approval and execution.

### **ATTACHMENTS:**

1. Reunification Agreement between PPD VOP for FP (1)

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
PALATINE PARK DISTRICT AND  
AND THE VILLAGE OF PALATINE  
CONCERNING USE OF DESIGNATED REUNIFICATION SITE**

THIS AGREEMENT is made and entered into effective this date \_\_\_\_\_ by and between Village of Palatine (hereinafter referred to as "Village"), whose principal address is 200 E Wood St, and Palatine Park District ("Park District"), whose principal address is 250 E Wood St.

WITNESSETH:

In consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

Section 1 – General Purpose. For purposes of this Agreement Park District shall provide a "Reunification Site" consisting of emergency relocation space, support services and assistance, limited as set forth herein, to the Village during times of crisis, arising out of circumstances which necessitate an evacuation of any one, or all, of the Village facilities or events, and occupancy of Reunification Site facilities, as herein designated, in accordance with Park District's policies, priorities and capabilities.

Section 2 – Term. This Agreement shall be in effect for a period of 2 years from the date the Agreement is executed by both parties. This Agreement may be terminated at any time with notice of **30 days** upon the express written consent of both Parties or for default as otherwise provided for herein.

Section 3 – Permitted Uses. This Agreement shall be used only in the event that the Village facilities or events are evacuated by order or direction of a proper authority in the event of an emergency.

Section 4 – Village Responsibilities. The Village shall:

- A. Safeguard the Reunification Site's facilities and the contents thereof during any occupancy by students, faculty and staff of the Village;
- B. Bear any and all expense associated with the emergency occupancy of the Reunification Site, and pay any such amount within thirty (30) days after the date of any invoice for amounts due to Park District for the Reunification Site;
- C. Provide sufficient staff to supervise and arrange for the needs of evacuees throughout the Village's use of the Reunification Site. It is expected that all Village staff responsible for supervising and arranging for the needs of evacuees will remain with the evacuees at the Reunification Site until the Village facilities can be reoccupied;
- D. Be solely responsible for the care and security of all evacuees and ensuring that evacuees are reunited with Village personnel; and
- E. Designate a primary and secondary point of contact for coordination of all efforts to effectuate any emergency and administrative response, as well as reunification of evacuees with Village personnel. (See appendix A)

Section 5 – Park District Responsibilities. Park District shall:

- A. Provide Village access to the following Reunification Site facilities:
  - 1. Falcon Park Recreation Center

- B. Permit entry of all Village personnel from the Village facilities to the Evacuation Site during any time that the Village facilities are evacuated by order or direction of a proper authority in the event of an emergency. Facility may be used as a temporary shelter or waiting area for event attendees, staff, or the public and allow coordination of reunification between family members, guardians, or authorized contacts.
- C. Permit Village to conduct reunification of Village personnel at the Reunification Site;
- D. Allow the use of equipment, such as telephones and computers, as may be needed to effectuate reunification of Village personnel;
- E. Designate a primary and secondary point of contact for coordination of all efforts to effectuate any emergency and administrative response, and reunification of evacuees with Village personnel; (See appendix A)
- F. Adjust normal operations including hours of operation, access to parts of the facility. Activation will be for the minimum time necessary to resolve the emergency, typically not exceeding 24-72 hours absent mutual agreement for extension.

Section 6 – Rules, Laws, and Ordinances. The Village and Park District shall comply with any and all applicable federal, state and local laws, statutes and ordinances.

Section 7 – Default. In the event that any Party fails to comply with the terms of this Agreement, and cure such default within fifteen (15) days of written notice from the other Parties, then the non-defaulting Party shall have the right to terminate this Agreement. Any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination.

Section 8 – Independent Contractors. Notwithstanding any other provision of this Agreement, the relationship between the Village and Park District is, and shall remain, one of independent contractors. Nothing in this Agreement shall be construed to establish a relationship of employer/employee, partners or joint venturers between the Parties.

Section 9 – Hold Harmless and Indemnification. To the maximum extent permitted by law, the Village shall indemnify and hold Park District harmless from any and all actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to tangible physical property of the other, to the extent arising out of or resulting from the negligent or wrongful acts or omissions of its employees, patrons, students, participants, guests, or authorized agents in connection with this Agreement. However, the Village shall not indemnify Park District against actions, costs, expenses, damages and liabilities to the extent attributable to the negligent or wrongful acts or omissions of Park District.

Section 10 – Severability. In the event any one or more of the provisions contained in this Agreement shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

Section 11 – Assignment – Binding Effect. Neither party nor any subsidiary, successor, partner, employee, agent or affiliate shall assign or delegate any of their rights or responsibilities under this Agreement without the prior written consent of the other.

Section 12 – Non-Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition; nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

Section 13 – Entire Agreement and Amendment. This Agreement and any written addendum to it executed in writing by the Parties constitute(s) the entire contract between the Parties, and may be changed, modified or amended only by mutual written agreement executed by the Parties.

Section 14 – Counterparts. This Agreement shall be executed in duplicate, each of which shall be deemed to be an original.

Section 15 – Notice. All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to each respective Party at the address set forth in this Agreement, or at such other place or address as the Parties shall provide to each other in writing.

Section 16 – Insurance. The Village shall keep in force, to the satisfaction of Park District, at all times relevant hereto, the following types of insurance during the term hereof and any extension thereof: (i) commercial general liability (CGL) insurance on an occurrence basis with limits of at least \$2,000,000 per occurrence and \$3,000,000 in the aggregate. Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as the primary insurance with respect to any other insurance or self-insurance afforded to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of the Village's insurance and shall not contribute to it; (ii) workers' compensation and employers liability insurance. Workers' compensation insurance must be kept in amounts that meet or exceed statutory limits. The employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. The umbrella or excess insurance shall follow the form of the underlying policies. Coverage requirements under this Section can be met by commercial means or via participation in a self-insured risk pool. To the extent the Village utilizes subcontractors relating to its use of any Reunification Site, Village shall cause each subcontractor to purchase and maintain insurance/coverage of the type specified above. When requested by Park District, the Village shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as the day and year first above written.

**Village of Palatine**

**Palatine Park District**

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

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

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

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

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

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

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

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

**Attest:**

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



## **Consider a Motion Authorizing the Village Manager to Execute a Five-Year Agreement with Heartland Business Systems in an Amount Not to Exceed \$444,000**

### **BACKGROUND:**

The Village operates 60+ virtual servers/systems. The Village's current virtual environment provider has a licensing term that concludes in Q1 of 2027. The current provider is unwilling to provide formal, legally binding quotes until the end of 2026, which would be too late for the Village to exercise an option to switch vendors. This forces the Village to proactively pivot to ensure continuity of municipal operations.

Under the current vendor's aggressive new pricing model, figures currently available to staff are projecting an expenditure of up to \$104,000 annually. Waiting until the final weeks of 2026 to determine whether these numbers hold true poses an unacceptable level of risk.

### **KEY ISSUES:**

- Staff conducted an extensive search of alternate vendors, with reference checks. Staff sought quotes from three final vetted vendors, with prices ranging from \$444,000 to \$5.5 million over the course of five years.
- While other vendor solutions and pricing were taken into consideration, the preferred solution, Scale, was quoted by Heartland Business Systems through a competitive purchasing cooperative, TIPS-USA.
- Sourcing the new virtual environment requires a 10Gb network backplane (ITEM B - Qubit switches) to ensure reliable communication.
- This project addresses critical physical liability by replacing very aging production servers, some of which are 12+ years old.
- Transitioning to Scale Computing delivers both the service and a complete physical hardware replacement for a fixed total of \$444,000 upfront for five years, saving at minimum \$76,000 over 5 years compared to our current vendor's baseline software assumptions while simultaneously replacing obsolete physical hardware.
- Sourced through an approved national competitive purchasing cooperative contract, TIPS-USA, satisfies all municipal bidding standards, ensures pre-negotiated government rates, and eliminates the requirement to obtain open-market quotes.
- Moving to Scale Computing's five-year fixed framework eliminates volatile technology budget swings.

**BUDGET IMPACT:**

- The project cost for this item is a fixed total of \$444,000 upfront, covering all software and physical server hardware for five years (hardware costs are subject to change due to market volatility).
- Funding comes from the \$700,000 IT Infrastructure allocation previously authorized from reserves by the Village Board during the June 15<sup>th</sup> Council Meeting.
- IT will work with Finance and Administration to create a sinking fund to prepare for renewal in five years or provide funds to re-evaluate an alternative solution.

**RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute a contract with Heartland Business Systems in an amount not to exceed \$444,000.

**ACTION REQUIRED:**

Motion authorizing the Village Manager to execute a five-year hosting and infrastructure hardware agreement with Heartland Business Systems, subject to final legal review, in an amount not to exceed \$444,000.

**ATTACHMENTS:**

None

## **Consider a Motion Authorizing the Village Manager to Execute a Contract with Qubit Networks**

### **BACKGROUND:**

The Village's core network infrastructure faces operational risk as our current vendor solutions' licensing term concludes in Q1 of 2027 (Item A). To execute a seamless migration to a modern virtual environment platform, the underlying physical network layer must be upgraded to support the required high-speed backend data transfers. Sourcing the modern virtual environment proposed in Item A requires a higher-speed network backplane to enable efficient communication. Our existing network switches cannot provide this throughput. To satisfy standard procurement procedures, staff obtained three independent, competitive open-market quotes for this core network hardware. Qubit provided the lowest responsive quote at \$65,000.

### **KEY ISSUES:**

- This solution consists of six (6) new enterprise Top-of-Rack switches deployed in pairs across the Village's three primary municipal facilities. This physical upgrade elevates internal network speeds from 1 Gigabit per second (1Gb) to 10 Gigabits per second (10Gb), ensuring the new server cluster can operate at full capacity and preventing massive backup data syncs from creating network lag for employees and systems.
- Market Volatility Warning: Due to global AI data center demands, network and computer hardware pricing are increasing significantly month-to-month. Granting the Village Manager direct contracting authority allows the Village to lock in current quotes and secure immediate factory allocations before market-driven shifts occur.
- Staff secured multiple quotes for this solution with Qubit providing the best solution.

### **BUDGET IMPACT:**

- The project cost for this item is \$65,000.
- Full funding for this procurement will be drawn entirely from the \$700,000 IT Infrastructure allocation previously authorized from reserves by the Village Board during the 6/15/2026 Council Meeting.

### **RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute the contract with Qubit.

**ACTION REQUIRED:**

Motion authorizing the Village Manager to execute a contract with Qubit, subject to final legal review, in an amount not to exceed \$65,000.

**ATTACHMENTS:**

None

## **Consider a Motion Authorizing the Village Manager to Execute a Three-Year Agreement with VC3 for ThinkGard Solution**

### **BACKGROUND:**

To support the Village's proposed new core network infrastructure (Item A), updates are also required in our backup solutions. Transitioning to a hybrid backup and disaster recovery solution will allow the Village to implement an automated data protection framework, enhancing the security of local records and cloud assets against external disruptions and hardware failure.

The proposed backup and data security solution will safely protect our servers and data, enabling rapid system restores and disaster recovery testing without slowing network operations.

### **KEY ISSUES:**

- This solution is sourced via an approved national purchasing cooperative contract, TIPS-USA, satisfying municipal bidding standards and securing renegotiated government rates.
- ThinkGard is a trusted backup and disaster recovery solution widely used among our municipal peer communities, earning exceptionally high marks for live support and ransomware recovery performance.
- This solution brings the Village into full compliance with the industry-standard 3-2-1 data protection framework (3 copies of data, on 2 types of media, with 1 copy securely offsite).
- This solution protects our local server environment and satisfies Microsoft's "Shared Responsibility Model" for backing up our Microsoft 365 cloud data footprint (under which the cloud provider secures application uptime, but data retention, accidental deletion, and ransomware recovery remain solely the responsibility of the Village).
- ThinkGard serves as a fully managed business continuity platform. It completely offloads the operational burden of disaster recovery testing from our internal IT personnel, taking on the responsibility for annual disaster recovery reviews, automated testing, and audit-ready documentation.
- Moving to ThinkGard's managed rate eliminates volatile technology budget swings, giving the Village multi-year financial planning stability.

### **BUDGET IMPACT:**

- The project cost has a one-time implementation fee of \$5,814 and an annual recurring total of \$81,768 under a 36-month agreement. Annual price adjustments are capped at 3% or CPI, whichever is higher.

- Funding for this procurement will be drawn entirely from the \$700,000 IT Infrastructure allocation previously authorized from reserves by the Village Board during the June 15<sup>th</sup> Council Meeting.

**RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute a 3-year agreement with VC3 for ThinkGard Solution.

**ACTION REQUIRED:**

Motion authorizing the Village Manager to execute a 3-year agreement with VC3 for ThinkGard Solution, subject to final legal review.

**ATTACHMENTS:**

None

## **Consider a Motion to Award a Contract for Colfax Street Phase I and Phase II Engineering**

### **BACKGROUND:**

Colfax Street from Quentin Road to Northwest Highway is eligible for Federal Aid. The Northwest Municipal Conference (NWMC), as the clearing house for regional Federal Roadway Aid, recently had a call for projects, and this road segment scored first on the contingency list for federal participation with funding of just over \$2.3 million on an estimated \$2.8 million project. As funded projects frequently encounter delays allowing projects on the contingency list to be moved up, and a large available redistributive fund within the region now available for projects which can become ready, it is recommended the Village proceed with Phase I and Phase II engineering to increase project readiness and support acceleration of future Federal Aid.

### **KEY ISSUES:**

- The Village has applied for Federal funding in excess of \$2.3M to fund 80% of the cost to resurface this road section.
- Recently, accelerating engineering allowed for 80% grants to proceed on Plum Grove Road, Smith Street, and Illinois Avenue.
- To obtain the grant funds the Village has applied for, it is required to cause and fund Phase I (assessment of impacts) and Phase II (detailed plan preparation) in accordance with the Federal Aid process. This would require an appropriation out of our current fund balance but allow us to leverage over \$2.3 million in federal funds.
- Through a qualification-based selection process, Peralte-Clark was identified as the preferred consultant to assist with the Phase I and Phase II engineering.

### **BUDGET IMPACT:**

It is recommended the resources to accommodate this work be from fund balance to accelerate this project. This could be part of the third quarter budget adjustments and will be presented after any project savings from 2026 can be realized to reduce the fund balance need.

### **RECOMMENDATION:**

Staff recommends that the proposal with Peralte-Clark LLC of Arlington Heights, Illinois for engineering services for Phase I and Phase II design of Colfax Street Improvements in the not-to-exceed amount of \$356,839 be approved.

### **ACTION REQUIRED:**

Motion to approve the proposal with Peralte-Clark LLC for engineering services for Phase I and Phase II design of the Colfax Street Improvements in the not-to-exceed



amount of \$356,839.

**ATTACHMENTS:**

None

## **Consider a Motion Approving an Assignment and Assumption Agreement for Deer Park Senior Living at 21840 West Lake Cook Road**

### **BACKGROUND:**

Since 1999, the Village of Palatine and Village of Deer Park have had an Intergovernmental Agreement in place that allows Palatine to provide water service to limited areas of Deer Park. The agreement was amended and restated in 2022 to include the area bounded by Rand, Lake Cook, and Quentin Roads. A condition of providing water is that the end user must execute a Water Service Agreement with the Village of Palatine.

### **KEY ISSUES:**

- Dial Silvercrest Deer Park, LLC previously entered into a water service agreement with the Village of Palatine.
- Deer Park IL Senior Living DST, a purchaser of the property, seeks to have the water service assigned to them for their continued use at the property.
- There is no increase in water allocation provided with this assignment and assumption of the water service agreement.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of a motion authorizing the Mayor to execute an Assignment and Assumption of Water Service Agreement for Deer Park Senior Living.

### **ACTION REQUIRED:**

A motion authorizing the Mayor to execute the Assignment and Assumption of Water Service Agreement for Deer Park Senior Living, subject to review by the Village Attorney.

### **ATTACHMENTS:**

None

## **Consider a Motion Approving an Assignment and Assumption Agreement for Certain Properties within the Deer Park Town Center**

### **BACKGROUND:**

Since 1999, the Village of Palatine and Village of Deer Park have had an Intergovernmental Agreement in place that allows Palatine to provide water service to limited areas of Deer Park. The agreement was amended and restated in 2022 to include the area bounded by Rand, Lake Cook, and Quentin Roads. A condition of providing water is that the end user must execute a Water Service Agreement with the Village of Palatine.

### **KEY ISSUES:**

- DDRC P&M Deer Park Town Center, LLC previously entered into a water service agreement with the Village of Palatine.
- Brand Street is a proposed purchaser of the property who seeks to have the water service assigned to them for their continued use at the property.
- There is no increase in water allocation provided with this assignment and assumption of the water service agreement.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of a motion authorizing the Mayor to execute an Assignment and Assumption of Water Service Agreement for certain properties within the Deer Park Town Center.

### **ACTION REQUIRED:**

A motion authorizing the Mayor to execute the Assignment and Assumption of Water Service Agreement for certain properties within the Deer Park Town Center, subject to review by the Village Attorney.

### **ATTACHMENTS:**

None

## **Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Dog Grooming Business at 327 W. Northwest Highway**

### **BACKGROUND:**

The Subject Property was granted a Special Use for a dog grooming business in 2021. Stephanie Burk, S & B Burk LLC, is requesting a transfer of the Special Use to permit the continued operation of a dog grooming business. Therefore, the Petitioner is requesting approval of the following:

**Special Use Transfer of Ordinance #O-111-21, as amended, to permit the continued operation of a dog grooming business, a Unique Use, at 327 W. Northwest Highway.**

### **KEY ISSUES:**

- The Subject Property, zoned B-2 Central Business District, was granted the original Special Use in 2021 (Ordinance #O-111-21).
- The proposed business would continue operating under the "Dog in Suds" name. Other than the proposed ownership change, no significant changes are proposed.
- The hours of operations will continue as:
  - 7:30 AM - 5 PM Tuesday-Saturday;
  - 3 Full-time Pet Groomers would be provided; and
  - Walk-in appointments are accepted.
- Any changes to the floor plan or business plan/operations would require additional Village Council review.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the Special Use transfer at 327 W. Northwest Highway.

### **ACTION REQUIRED:**

A motion to approve the Special Use Transfer of Ordinance #O-111-21 to Stephanie Burk, S & B Burk LLC, to permit the continued operation of a dog grooming business at 372 W. Northwest Highway.

### **ATTACHMENTS:**

None

## **Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 138 N. Northwest Highway**

### **BACKGROUND:**

The Special Use for the existing automotive repair facility was originally approved in 2002 and amended in 2010 to reflect an updated floor plan. Telle Tire Illinois, LLC is requesting a transfer of the Special Use for the automotive repair facility at this location. Therefore, the Petitioner is requesting approval of the following:

**Transfer of Special Use #O-21-02 to permit the continued operation of an automotive repair facility at 138 N. Northwest Highway.**

### **KEY ISSUES:**

- The Subject Property, zoned B-2 General Business District, contains Casey Automotive. The Special Use was initially approved in 2002 and amended in 2010 for a building addition and floor plan amendment.
- Other than the ownership change, the Petitioner is not proposing any other changes to the business operations. In addition, there is an existing Electronic Message Board associated with the property. The Petitioner has acknowledged the Village's applicable EMB regulations.
- Any changes to the floor plan, site plan, or business operations would require additional Village review. Staff also advised the Petitioner about the temporary sign regulations as part of the Special Use transfer application process.
- As part of the Special Use Transfer review process, Staff contacted Telle Tire with a request to work collectively to address the existing visibility concerns at the intersection of Wood Street and Northwest Highway, through the southeastern portion of the parking lot. The Petitioner confirmed their willingness and agreement to work with Staff on addressing these matters.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the Special Use transfer to Telle Tire Illinois, LLC at 138 N. Northwest Highway.

### **ACTION REQUIRED:**

A motion to approve the Special Use Transfer of Ordinance #O-21-02 to Telle Tire Illinois, LLC to permit the continued operation of an Automotive Repair Facility at 138 N. Northwest Highway.

**ATTACHMENTS:**

None

**Consider a Motion Approving a Waiver of the Village of Palatine's Sound Amplification Ordinance for a Band to Play Sunday, July 26, 2026, 4 PM - 8 PM, on Durty Nellies Rooftop, 180 N. Smith Street**

**BACKGROUND:**

Durty Nellies is proposing to host a band on their rooftop on Sunday, July 26, 2026 from 4 PM - 8 PM.

**KEY ISSUES:**

- The proposed event will only be on a Sunday. The sound amplification would end at 8:00 PM on Sunday night.
- In past years, Durty Nellies has had acoustic players on their rooftop. This is similar to those events, but with a full band.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends action at the discretion of the Village Council.

**ACTION REQUIRED:**

Action is at the discretion of the Village Council.

**ATTACHMENTS:**

None

**Consider a Motion Granting Approval of a Waiver of the Village's  
Sound Amplification Ordinance for Live Music for a Patient  
Appreciation Day on Saturday, August 15, 11:00 AM to 1:00 PM, in the  
McGrady Orthodontics Parking Lot, 222 N. Plum Grove Road**

**BACKGROUND:**

McGrady Orthodontics, 222 N. Plum Grove Road, recently acquired Aylward Orthodontics. Dr. Matthew McGrady would like to thank patients and referring dentists for their support by hosting a Patient Appreciation Day with food, ice cream, games, raffle and live music in their parking lot on Saturday, August 15, 11:00 AM to 1:00 PM. To accommodate the event, the Petitioner is requesting a waiver of the Village's Sound Amplification Ordinance.

**KEY ISSUES:**

- McGrady Orthodontics is requesting a waiver of the Village's Amplified Sound Ordinance from 11:00 AM to 1:00 PM to accommodate a jazz band playing live music in their parking lot. They will have two amplifiers and speakers as part of their set-up. Sound will be controlled manually.
- Should any complaints or other concerns be raised, the Village Manager shall have the right to impose conditions or terminate any future live music events.
- Neighboring businesses are aware and Immanuel Lutheran has given permission to have guests of the event park in their parking lot.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the proposed live music, in the parking lot of McGrady Orthodontics, subject to the Village Manager's authority to impose conditions.

**ACTION REQUIRED:**

Motion approving the McGrady Orthodontics "Patient Appreciation Day" live music, including the waiver of the Village's amplified noise ordinance.

**ATTACHMENTS:**

None



**Consider a Motion Granting Approval of a Waiver of the Village's Sound Amplification Ordinance for a DJ on Saturday, August 29, 2026, 1:30 to 4:30 PM, at All Saints Lutheran Church Parking Lot, 630 S. Quentin Road**

**BACKGROUND:**

All Saints Lutheran Church, 630 S. Quentin Road, would like to host their first Summer Fun Fest in their church parking lot on Saturday, August 29, 2026, from 1:00 PM to 5:00 PM. To accommodate the event, the Petitioner is requesting a waiver of the Village's Sound Amplification Ordinance, from 1:30 to 4:30 PM.

**KEY ISSUES:**

- All Saints Lutheran Church is requesting a waiver of the Village's Amplified Sound Ordinance from 1:30 to 4:30 PM to accommodate a DJ in their parking lot for their first Summer Fun Fest on Saturday, August 29, 2026.
- The DJ will maintain direct control of all audio equipment and volume levels throughout the event.
- Should any complaints or other concerns be raised, the Village Manager shall have the right to impose conditions or terminate any future live music events.
- The Palatine Township Senior Center has agreed to offer their parking lot for overflow event parking.

**BUDGET IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the proposed All Saints Lutheran Church, Summer Fun Fest DJ, subject to the Village Manager's authority to impose conditions.

**ACTION REQUIRED:**

Motion approving the All Saints Lutheran Church, Summer Fun Fest DJ, including the waiver of the Village's amplified noise ordinance.

**ATTACHMENTS:**

None

## **Consider a Motion Granting Closure of Village Parking Lot C and a Portion of Wood Street between Smith and Bothwell Streets, for Palatine Street Feast (A Sunday Food Truck Series) on August 16, 2026**

### **BACKGROUND:**

The Village of Palatine plans to host their 2<sup>nd</sup> Food Truck series, "Palatine Street Feast - A Sunday Food Truck Series", on the north side of the railroad tracks, Sunday, August 16, 2026, from 11 a.m. - 7 p.m. Following the first event in June, staff determined additional space was needed for the August event, including street and parking lot closures.

### **KEY ISSUES:**

The Village of Palatine is requesting approval of the following new items:

1. Temporary closure of parking lot C on Friday, August 14 starting at 7 a.m. through Monday, August 17, 7 a.m.; and
2. Temporary closure of Wood Street between Smith Street and Bothwell on Sunday, August 16, starting at 7 a.m. until 8 p.m.

The one-way portion of Bothwell Street, north of Wood Street, will be allowed two-way traffic on Sunday August 16<sup>th</sup> as well, in order for cars to enter Parking Lot C from Colfax. Signage will be posted near the entrance/exit of Immanuel Lutheran noting no left turn following church services, as that traffic will need to exit onto Colfax.

Immanuel Lutheran and God's Grace Church of Chicago will be notified of the adjustments for the event.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the closure of the Village parking lot and a portion of Wood Street, for the event.

### **ACTION REQUIRED:**

Motion to grant closure of the Village Parking Lot and a Portion of Wood Street, for "Palatine Street Feast - A Sunday Food Truck Series" on August 16, 2026.

### **ATTACHMENTS:**

None



## **Consider an Ordinance Approving the Village of Palatine's CDBG PY2026 Action Plan**

### **BACKGROUND:**

As necessary for the Village's participation in the Community Development Block Grant (CDBG) program, the Department of Housing and Urban Development (HUD) requires that a Draft Action Plan is made available for a 30-day public review and comment period. The Village Council approved the commencement of this review on June 8, 2026. As no public comments were submitted during this time, it is now appropriate to submit the 2026 Action Plan to HUD. Therefore, Staff is recommending approval of the following:

### **Consider an Ordinance Approving the Village of Palatine's CDBG 2026 Action Plan.**

### **KEY ISSUES:**

- The Village's anticipated CDBG FY2026 entitlement amount is \$448,396, which represents a 3% decrease from last year. Palatine's program year runs from October 1<sup>st</sup> through September 31<sup>st</sup>. Per HUD regulations, the Village may recommend up to 15% (\$67,259) for social service providers and up to 20% (\$89,679) for program administration. The Village has historically utilized the remaining funds for public improvement projects and this year's Action Plan continues that recommendation.
- The FY2026 Action Plan recommends CDBG funding for the following activities: program administration, public infrastructure, facility improvements (eligible projects associated with low to moderate-income areas and clientele), childcare/community center administration, homelessness service and prevention, emergency transitional shelter program, supportive services for senior citizens, and counseling and advocacy for abuse victims. As required, the 30-day public comment period was noticed in the newspaper and began on June 8, 2026. Staff recommends the following CDBG expenditures for FY2026:

| <b>Administration and Infrastructure/Public Facilities</b> |                                       |                          |                            |
|------------------------------------------------------------|---------------------------------------|--------------------------|----------------------------|
| <b>Organization</b>                                        | <b>Activity</b>                       | <b>Funding Requested</b> | <b>Funding Recommended</b> |
| <b>Village of Palatine Planning &amp; Zoning</b>           | CDBG Administration (maximum 20%)     | \$ 89,679                | \$ 89,679                  |
| <b>Village of Palatine Public Works</b>                    | Public Improvement Projects           | \$ 291,458               | \$ 291,458                 |
| <b>Public Services</b>                                     | Social Service Agencies (maximum 15%) | \$ 105,100               | \$ 67,259                  |
|                                                            | <b>Total Requested</b>                | <b>\$ 486,237</b>        |                            |
|                                                            | <b>Total Available</b>                |                          | <b>\$ 448,396</b>          |

| <b>Organization</b>        | <b>Activity</b>                                      | <b>Funding Requested</b> | <b>Funding Recommended</b> |
|----------------------------|------------------------------------------------------|--------------------------|----------------------------|
| Children's Advocacy Center | Child Abuse Counseling                               | \$6,000                  | \$6,000                    |
| Family Forward             | Financial Assistance for Rent and Case Management    | \$5,000                  | \$3,000                    |
| Fellowship Housing Corp    | Financial Assistance for Rent and Case Management    | \$10,000                 | \$0                        |
| Northwest Compass          | Homeless Services                                    | \$5,000                  | \$0                        |
| JOURNEYS                   | Homeless Services                                    | \$20,000                 | \$17,000                   |
| POC                        | Financial Assistance for Rent for Edgebrook Program  | \$27,600                 | \$24,000                   |
| Palatine Township          | Homeless Prevention Services Very Low-Income Clients | \$10,000                 | \$3,000                    |
| PTSCC                      | Support Services for Older Adults                    | \$17,000                 | \$10,259                   |
| WINGS                      | Homeless Services for Domestic Violence Victims      | \$4,500                  | \$4,000                    |
|                            | <b>Total Requested</b>                               | <b>\$105,100</b>         |                            |
|                            | <b>Total Available</b>                               |                          | <b>\$67,259</b>            |

The full FY2026 Action Plan can be reviewed on the Village Website at:  
<https://www.palatine.il.us/162/Community-Development-Block-Grant-Progra>.

#### **BUDGET IMPACT:**

The Village budgets for CDBG revenues and expenditures annually. The Village does not expend any funds until the US Department of Housing and Urban Development (HUD) allocates the Village funding. The proposed action plan will provide for the continued and uninterrupted provision of services utilizing CDBG funding and administered by the Village of Palatine.

#### **RECOMMENDATION:**

Staff recommends approval of the CDBG PY2026 Annual Action Plan.

**ACTION REQUIRED:**

Consider an Ordinance Approving the Village of Palatine's CDBG PY2026 Annual Action Plan.

**ATTACHMENTS:**

None

## **Consider a Motion Authorizing the Village Manager to Execute an Intergovernmental Agreement Between the Village of Palatine and the Palatine Park District Concerning the Use of Designated Reunification Site**

### **BACKGROUND:**

The purpose of this IGA is to establish a documented process for reuniting children, dependents, and adults with their legal guardians or designated parties following a large-scale incident (Village of Palatine special event), and to ensure the timely provision of verified information to those affected. As outlined in ESF #6 (Mass Care Annex) within the Village of Palatine Emergency Operations Plan, the police department is designated as the primary coordinating department for the reunification of families and to establish Family Assistant Centers.

In the event of a major incident resulting in separated individuals, the Palatine Police Department and event staff will activate a structured reunification process at a pre-established location, which will also serve as an area of respite, prioritizing safety, the secure reunification of individuals, and the release of confirmed information and incident updates to those affected.

### **KEY ISSUES:**

- For purposes of this agreement, the Park District shall provide a "Reunification Site" consisting of emergency relocation space, support services and assistance.
- The agreement lists Falcon Park Recreation Center as the location.
- This agreement shall be in effect for a period of two (2) years.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute the agreement.

### **ACTION REQUIRED:**

Motion authorizing the Village Manager to execute the agreement and return to the Palatine Park District for Board Approval and execution.

### **ATTACHMENTS:**

None

## **Consider a Motion Authorizing the Village Manager to Execute a Five-Year Agreement with Heartland Business Solutions in an Amount Not to Exceed \$444,000**

### **BACKGROUND:**

The Village operates 60+ virtual servers/systems. The Village's current virtual environment provider has a licensing term that concludes in Q1 of 2027. The current provider is unwilling to provide formal, legally binding quotes until the end of 2026, which would be too late for the Village to exercise an option to switch vendors. This forces the Village to proactively pivot to ensure continuity of municipal operations.

Under the current vendor's aggressive new pricing model, figures currently available to staff are projecting an expenditure of up to \$104,000 annually. Waiting until the final weeks of 2026 to determine whether these numbers hold true poses an unacceptable level of risk.

### **KEY ISSUES:**

- Staff conducted an extensive search of alternate vendors, with reference checks. Staff sought quotes from three final vetted vendors, with prices ranging from \$444,000 to \$5.5 million over the course of five years.
- While other vendor solutions and pricing were taken into consideration, the preferred solution, Scale, was quoted by Heartland Business Systems through a competitive purchasing cooperative, TIPS-USA.
- Sourcing the new virtual environment requires a 10Gb network backplane (ITEM B - Qubit switches) to ensure reliable communication.
- This project addresses critical physical liability by replacing very aging production servers, some of which are 12+ years old.
- Transitioning to Scale Computing delivers both the service and a complete physical hardware replacement for a fixed total of \$444,000 upfront for five years, saving at minimum \$76,000 over 5 years compared to our current vendor's baseline software assumptions while simultaneously replacing obsolete physical hardware.
- Sourced through an approved national competitive purchasing cooperative contract, TIPS-USA, satisfies all municipal bidding standards, ensures pre-negotiated government rates, and eliminates the requirement to obtain open-market quotes.
- Moving to Scale Computing's five-year fixed framework eliminates volatile technology budget swings.



**BUDGET IMPACT:**

- The project cost for this item is a fixed total of \$444,000 upfront, covering all software and physical server hardware for five years (hardware costs are subject to change due to market volatility).
- Funding comes from the \$700,000 IT Infrastructure allocation previously authorized from reserves by the Village Board during the June 15<sup>th</sup> Council Meeting.
- IT will work with Finance and Administration to create a sinking fund to prepare for renewal in five years or provide funds to re-evaluate an alternative solution.

**RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute a contract with Heartland Business Solutions in an amount not to exceed \$444,000.

**ACTION REQUIRED:**

Motion authorizing the Village Manager to execute a five-year hosting and infrastructure hardware agreement with Heartland Business Solutions, subject to final legal review, in an amount not to exceed \$444,000.

**ATTACHMENTS:**

None

## **Consider a Motion Authorizing the Village Manager to Execute a Contract with Qubit Networks**

### **BACKGROUND:**

The Village's core network infrastructure faces operational risk as our Broadcom/VMware licensing term concludes in Q1 of 2027 (Item A). To execute a seamless migration to a modern virtual environment platform, the underlying physical network layer must be upgraded to support the required high-speed backend data transfers. Sourcing the modern virtual environment proposed in Item A requires a 10Gb network backplane for the technology to communicate efficiently. Our existing network switches cannot provide this throughput. To satisfy standard procurement procedures, staff obtained three independent, competitive open-market quotes for this core network hardware. Qubit provided the lowest responsive quote at \$65,000.

### **KEY ISSUES:**

- This solution consists of six (6) new enterprise Top-of-Rack switches deployed in pairs across the Village's three primary municipal facilities. This physical upgrade elevates internal network speeds from 1 Gigabit per second (1Gb) to 10 Gigabits per second (10Gb), ensuring the new server cluster can operate at full capacity and preventing massive backup data syncs from creating network lag for employees and systems.
- Market Volatility Warning: Due to global AI data center demands, network and computer hardware pricing are increasing significantly month-to-month. Granting the Village Manager direct contracting authority allows the Village to lock in current quotes and secure immediate factory allocations before market-driven shifts occur.
- Staff secured multiple quotes for this solution with Qubit providing the best solution.

### **BUDGET IMPACT:**

- The project cost for this item is \$65,000.
- Full funding for this procurement will be drawn entirely from the \$700,000 IT Infrastructure allocation previously authorized from reserves by the Village Board during the 6/15/2026 Council Meeting.

### **RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute the contract with Qubit.

**ACTION REQUIRED:**

Motion authorizing the Village Manager to execute a contract with Qubit, subject to final legal review, in an amount not to exceed \$65,000.

**ATTACHMENTS:**

None

## **Consider a Motion Authorizing the Village Manager to Execute a Three-Year Agreement with VC3 for ThinkGard Solution**

### **BACKGROUND:**

To support the Village's proposed new core network infrastructure (Scale Computing), updates are also required in our backup solutions. Transitioning to a hybrid backup and disaster recovery solution will allow the Village to implement an automated data protection framework, enhancing the security of local records and cloud assets against external disruptions and hardware failure.

The proposed ThinkGard backup solution will safely protect our servers and data, allow for rapid system restores and disaster recovery testing, without slowing down network operations.

### **KEY ISSUES:**

- This solution is sourced via an approved national purchasing cooperative contract, TIPS-USA, satisfying municipal bidding standards and securing renegotiated government rates.
- ThinkGard is a trusted backup and disaster recovery solution widely used among our municipal peer communities, earning exceptionally high marks for live support and ransomware recovery performance.
- This solution brings the Village into full compliance with the industry-standard 3-2-1 data protection framework (3 copies of data, on 2 types of media, with 1 copy securely offsite).
- This solution protects our local server environment and satisfies Microsoft's "Shared Responsibility Model" for backing up our Microsoft 365 cloud data footprint (under which the cloud provider secures application uptime, but data retention, accidental deletion, and ransomware recovery remain solely the responsibility of the Village).
- ThinkGard serves as a fully managed business continuity platform. It completely offloads the operational burden of disaster recovery testing from our internal IT personnel, taking on the responsibility for annual disaster recovery reviews, automated testing, and audit-ready documentation.
- Moving to ThinkGard's managed rate eliminates volatile technology budget swings, giving the Village multi-year financial planning stability.

### **BUDGET IMPACT:**

- The project cost has a one-time implementation fee of \$5,814 and an annual recurring total of \$81,768 under a 36-month agreement. Annual price adjustments are capped at 3% or CPI, whichever is higher.

- Funding for this procurement will be drawn entirely from the \$700,000 IT Infrastructure allocation previously authorized from reserves by the Village Board during the June 15<sup>th</sup> Council Meeting.

**RECOMMENDATION:**

Staff recommends authorizing the Village Manager to execute a 3-year agreement with VC3 for ThinkGard Solution.

**ACTION REQUIRED:**

Motion authorizing the Village Manager to execute a 3-year agreement with VC3 for ThinkGard Solution, subject to final legal review.

**ATTACHMENTS:**

None

## **Consider a Resolution Granting a Public Improvement Security Deposit Reduction for the Estates at Arcadia Subdivision**

### **BACKGROUND:**

The Subject Property received Final Planned Development approval in November, 2024. The developer is in the process of completing the required public improvements for the 6-lot subdivision. A \$364,675.75 security deposit was required to secure the associated public improvements, which was reduced down to its current amount of \$154,153.25. The developer has completed additional required public improvements totaling \$13,302, which were inspected and approved by the Village Engineer. Therefore, the developer is requesting approval of the following:

### **A Public Improvement Security Deposit Reduction for the Estates at Arcadia Subdivision**

### **KEY ISSUES:**

- The Estates at Arcadia was approved as a 6-lot Planned Development in 2024 and connects Arcadia and Arcadia West subdivisions along W. Michigan Avenue and the extension of Prestwick Street.
- The subdivision is under active construction.
- With this reduction, the completed Public Improvements include the surface course for W. Prestwick Street, erosion control measures, and backfill for the associated curb.
- The home sites and public improvements are under active construction, with 2 of the lots/building permits approaching being under-roof in the completion process.

### **BUDGET IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the Security Deposit reduction for the Estates At Arcadia Subdivision.

### **ACTION REQUIRED:**

Motion to approve a Public Improvement Security Deposit Reduction for the Estates at Arcadia Subdivision.

### **ATTACHMENTS:**

1. Aerial Map
2. RES Security Deposit Reduction fourth - July 13-2026 - Estates at Arcadia







## Legend

0 300 600  
ft

Print Date: 10/8/2024

## Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING A SECURITY DEPOSIT REDUCTION FOR  
ESTATES AT ARCADIA SUBDIVISION, PURSUANT TO THE VILLAGE OF  
PALATINE MUNICIPAL CODE, APPENDIX B, SUBDIVISIONS, SECTION 9.02**

**WHEREAS, on the 5<sup>th</sup> day of September, 2025, GWR Enterprises LLC  
for good and valuable consideration agreed to install certain public  
improvements in the Estates at Arcadia Subdivision; and**

**WHEREAS, pursuant to Section 9.02 of Appendix B of the Palatine  
Municipal Code, an owner or developer of a subdivision is required to  
deposit certain security or evidence thereof with the Village of Palatine to  
guarantee the installation of such public improvements; and**

**WHEREAS, in the matter of the Estates at Arcadia Subdivision,  
located at 274-286 W. Michigan Avenue, a Security Deposit in the amount of  
\$374,675.75 was deposited with the Village of Palatine on the 5<sup>th</sup> day of  
September 2025 to ensure the completion of the project improvements; and  
reduced down to its current amount of \$154,153.25 in January 2026; and**

**WHEREAS, GWR Enterprises LLC has completed the additional  
public improvements, which were inspected and accepted by the Village  
Engineer and has therefore applied for a reduction of the letter of credit in  
the amount of \$13,302; and**

**WHEREAS, an inspector with the Village's Engineering Department has inspected the public improvements and has found these improvements to have been satisfactorily completed.**

**NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Village of Palatine that:**

**SECTION 1: Approval pursuant to the Palatine Municipal Code, Appendix B Section 9.02 be and is hereby granted for the public improvements having a value of \$13,302 and the letter of credit is hereby reduced to \$140,851.25**

**PASSED: This \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

**AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ PASS: \_\_\_\_\_**

\_\_\_\_\_  
**Mayor**

**ATTESTED and FILED in the Office  
of the Village Clerk this \_\_\_\_\_  
day of \_\_\_\_\_, 2026.**

\_\_\_\_\_  
**Village Clerk**

## **Consider an Ordinance to Amend Salary Ordinance, O-115-25, Establishing Rates of Compensation for Certain Officers and Employees of the Village of Palatine Effective July 1, 2026**

### **BACKGROUND:**

The Village Council adopts a Salary Ordinance in conjunction with the adoption of the Annual Budget. Throughout the year, situations may exist that require an amendment to the Salary Ordinance. This generally occurs with the completion of collective bargaining or due to other personnel factors or compensation studies.

### **KEY ISSUES:**

- Following the adoption of the 2026 Salary Ordinance in December 2025, the labor contract between the Village of Palatine and the Palatine Firefighters, Local Number 4588, International Association of Firefighters, states that on July 1, 2026 Fire Department Union Grades 1 and 2 increase 0.58%, Grade 3 increases 0.45%, and Grade 4 will increase commensurate with the contract, so that grade is 5% greater than Grade 3.
- The salary schedule has been adjusted to reflect the increases stated in the same manner that salaries have been calculated per the contract between the Village and the Union.
- Due to a reorganization in the I.T. Department following the Director's retirement, a new title of IT Coordinator was added to Schedule 2 of the Salary Schedule.

### **BUDGET IMPACT:**

All other positions remain consistent, and any adjustments fit within the allocated personnel dollars of the current budget.

### **RECOMMENDATION:**

Staff recommends approval of the ordinance amending the 2026 salary schedule.

### **ACTION REQUIRED:**

A motion to approve the ordinance amending Salary Ordinance, O-115-25, Establishing Rates of Compensation for Certain Officers and Employees of the Village of Palatine Effective July 1, 2026.

### **ATTACHMENTS:**

1. Amend FY26 Salary Ord 071326
2. CY 2026 Step Schedule updated 062526 for 070126 BM

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING RATES OF COMPENSATION  
FOR CERTAIN OFFICERS AND EMPLOYEES  
OF THE VILLAGE OF PALATINE**

WHEREAS the Village Council adopts an ordinance in conjunction with the Annual Budget that establishes the rates of compensation for certain officers and employees of the Village; and

WHEREAS, from time to time it is necessary to adjust the rates of compensation outside of the Annual Budget process.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Village, Cook County, Illinois, that:

SECTION 1: There is hereby established a salary schedule which shall be the basis for establishing the rates of compensation for officers and employees in the classes of positions described herein.

SECTION 2: "Salary Schedule Addendum", attached hereto and made a part of this ordinance, establishes the positions in the service of the Village as identified as Schedule 1 (or "Step Plan") positions. Each position is assigned a Grade Code and Grade Description in the Addendum.

SECTION 3: The "CY 2026 Salary Schedule, Schedule 1", attached hereto and made part of this ordinance establishes a schedule of sixteen steps or hourly rates for each Grade Code. The minimum rate of compensation is identified as Step 1. The maximum rate of compensation is identified as Step 16. The steps between 1 and 16 are intermediate steps. Union positions of IAFF and FOP are compensated to Step 8.

SECTION 4: Personnel Salary Schedule 2, attached hereto and made a part hereof, establishes salary ranges of other officers and employees. Pay rates are not to exceed the maximum.

**Ordinance No.:**  
**Page 2 of 2**

SECTION 5: Classifications shall be paid within the ranges and steps listed opposite each class title as shown in Personnel Salary Schedule 1 and 2, and no employee shall be paid any base rate lower than the minimum or higher than the maximum rate of compensation in the salary range established for their position.

SECTION 6: The Village Manager shall make rules subject to the approval of the Mayor and Council, defining overtime for Village employees and providing a method of compensating for the same.

SECTION 7: The Village Manager shall post all required compensation information pursuant to 5 ILCS 120/7.3(a) and (b).

SECTION 9: All ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

SECTION 10: The compensation from this ordinance with Salary Schedule 1 and Schedule 2 shall take effect retroactively to July 1, 2026.

All ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

PASSED: This \_\_\_\_ day of \_\_\_\_\_, 2026

AYES: \_\_\_\_ NAYS: \_\_\_\_ ABSENT: \_\_\_\_ PASS: \_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2026

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Mayor of the Village of Palatine

ATTESTED and FILE in the office of the Village Clerk  
this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Village Clerk

**VILLAGE OF PALATINE  
CY 2026 SALARY SCHEDULE**

| Grade<br>Code | Grade Description  | Hourly Rates |        |        |        |        |        |        |        |        |         |        |         |         |         |         |         |
|---------------|--------------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|--------|---------|---------|---------|---------|---------|
|               |                    | Step 1       | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step11 | Step 12 | Step 13 | Step 14 | Step 15 | Step 16 |
| NOUn-01       | Non-Union Grade 1  | 25.98        | 26.63  | 27.30  | 27.98  | 28.68  | 29.40  | 30.13  | 30.88  | 31.65  | 32.44   | 33.25  | 34.08   | 34.93   | 35.80   | 36.69   | 37.61   |
| NOUn-02       | Non-Union Grade 2  | 27.44        | 28.13  | 28.83  | 29.55  | 30.29  | 31.05  | 31.83  | 32.63  | 33.45  | 34.29   | 35.15  | 36.03   | 36.93   | 37.85   | 38.80   | 39.77   |
| NOUn-03       | Non-Union Grade 3  | 28.87        | 29.59  | 30.33  | 31.09  | 31.87  | 32.67  | 33.49  | 34.33  | 35.19  | 36.07   | 36.97  | 37.89   | 38.84   | 39.81   | 40.81   | 41.83   |
| NOUn-04       | Non-Union Grade 4  | 30.30        | 31.06  | 31.84  | 32.64  | 33.46  | 34.30  | 35.16  | 36.04  | 36.94  | 37.86   | 38.81  | 39.78   | 40.77   | 41.79   | 42.83   | 43.90   |
| NOUn-05       | Non-Union Grade 5  | 31.00        | 31.78  | 32.57  | 33.38  | 34.21  | 35.07  | 35.95  | 36.85  | 37.77  | 38.71   | 39.68  | 40.67   | 41.69   | 42.73   | 43.80   | 44.89   |
| NOUn-06       | Non-Union Grade 6  | 32.13        | 32.93  | 33.75  | 34.59  | 35.45  | 36.34  | 37.25  | 38.18  | 39.13  | 40.11   | 41.11  | 42.14   | 43.19   | 44.27   | 45.38   | 46.51   |
| NOUn-07       | Non-Union Grade 7  | 33.24        | 34.07  | 34.92  | 35.79  | 36.68  | 37.60  | 38.54  | 39.50  | 40.49  | 41.50   | 42.54  | 43.60   | 44.69   | 45.81   | 46.96   | 48.13   |
| NOUn-08       | Non-Union Grade 8  | 35.47        | 36.36  | 37.27  | 38.20  | 39.15  | 40.13  | 41.13  | 42.16  | 43.21  | 44.29   | 45.40  | 46.53   | 47.69   | 48.88   | 50.10   | 51.35   |
| NOUn-09       | Non-Union Grade 9  | 36.21        | 37.12  | 38.05  | 39.00  | 39.98  | 40.98  | 42.00  | 43.05  | 44.13  | 45.23   | 46.36  | 47.52   | 48.71   | 49.93   | 51.18   | 52.46   |
| NOUn-10       | Non-Union Grade 10 | 36.96        | 37.88  | 38.83  | 39.80  | 40.80  | 41.82  | 42.87  | 43.94  | 45.04  | 46.17   | 47.32  | 48.50   | 49.71   | 50.95   | 52.22   | 53.53   |
| NOUn-11       | Non-Union Grade 11 | 40.51        | 41.52  | 42.56  | 43.62  | 44.71  | 45.83  | 46.98  | 48.15  | 49.35  | 50.58   | 51.84  | 53.14   | 54.47   | 55.83   | 57.23   | 58.66   |
| NOUn-12       | Non-Union Grade 12 | 41.05        | 42.08  | 43.13  | 44.21  | 45.32  | 46.45  | 47.61  | 48.80  | 50.02  | 51.27   | 52.55  | 53.86   | 55.21   | 56.59   | 58.00   | 59.45   |
| NOUn-13       | Non-Union Grade 13 | 41.58        | 42.62  | 43.69  | 44.78  | 45.90  | 47.05  | 48.23  | 49.44  | 50.68  | 51.95   | 53.25  | 54.58   | 55.94   | 57.34   | 58.77   | 60.24   |
| NOUn-14       | Non-Union Grade 14 | 42.88        | 43.95  | 45.05  | 46.18  | 47.33  | 48.51  | 49.72  | 50.96  | 52.23  | 53.54   | 54.88  | 56.25   | 57.66   | 59.10   | 60.58   | 62.09   |
| NOUn-15       | Non-Union Grade 15 | 47.05        | 48.23  | 49.44  | 50.68  | 51.95  | 53.25  | 54.58  | 55.94  | 57.34  | 58.77   | 60.24  | 61.75   | 63.29   | 64.87   | 66.49   | 68.15   |
| NOUn-16       | Non-Union Grade 16 | 48.58        | 49.79  | 51.03  | 52.31  | 53.62  | 54.96  | 56.33  | 57.74  | 59.18  | 60.66   | 62.18  | 63.73   | 65.32   | 66.95   | 68.62   | 70.34   |
| NOUn-17       | Non-Union Grade 17 | 50.66        | 51.93  | 53.23  | 54.56  | 55.92  | 57.32  | 58.75  | 60.22  | 61.73  | 63.27   | 64.85  | 66.47   | 68.13   | 69.83   | 71.58   | 73.37   |
| PWUn-01       | PW Union Grade 1   | 29.44        | 30.18  | 30.93  | 31.70  | 32.49  | 33.30  | 34.13  | 34.98  | 35.85  | 36.75   | 37.67  | 38.61   | 39.58   | 40.57   | 41.58   | 42.62   |
| PWUn-02       | PW Union Grade 2   | 29.93        | 30.68  | 31.45  | 32.24  | 33.05  | 33.88  | 34.73  | 35.60  | 36.49  | 37.40   | 38.34  | 39.30   | 40.28   | 41.29   | 42.32   | 43.38   |
| PWUn-03       | PW Union Grade 3   | 29.94        | 30.69  | 31.46  | 32.25  | 33.06  | 33.89  | 34.74  | 35.61  | 36.50  | 37.41   | 38.35  | 39.31   | 40.29   | 41.30   | 42.33   | 43.39   |
| PWUn-04       | PW Union Grade 4   | 32.17        | 32.97  | 33.79  | 34.63  | 35.50  | 36.39  | 37.30  | 38.23  | 39.19  | 40.17   | 41.17  | 42.20   | 43.26   | 44.34   | 45.45   | 46.59   |
| PWUn-05       | PW Union Grade 5   | 34.27        | 35.13  | 36.01  | 36.91  | 37.83  | 38.78  | 39.75  | 40.74  | 41.76  | 42.80   | 43.87  | 44.97   | 46.09   | 47.24   | 48.42   | 49.63   |
| PWUn-06       | PW Union Grade 6   | 34.37        | 35.23  | 36.11  | 37.01  | 37.94  | 38.89  | 39.86  | 40.86  | 41.88  | 42.93   | 44.00  | 45.10   | 46.23   | 47.39   | 48.57   | 49.78   |
| PWUn-07       | PW Union Grade 7   | 34.83        | 35.70  | 36.59  | 37.50  | 38.44  | 39.40  | 40.39  | 41.40  | 42.44  | 43.50   | 44.59  | 45.70   | 46.84   | 48.01   | 49.21   | 50.44   |
| PWUn-08       | PW Union Grade 8   | 35.45        | 36.34  | 37.25  | 38.18  | 39.13  | 40.11  | 41.11  | 42.14  | 43.19  | 44.27   | 45.38  | 46.51   | 47.67   | 48.86   | 50.08   | 51.33   |
| PWUn-09       | PW Union Grade 9   | 36.97        | 37.89  | 38.84  | 39.81  | 40.81  | 41.83  | 42.88  | 43.95  | 45.05  | 46.18   | 47.33  | 48.51   | 49.72   | 50.96   | 52.23   | 53.54   |
| PWUn-10       | PW Union Grade 10  | 37.18        | 38.11  | 39.06  | 40.04  | 41.04  | 42.07  | 43.12  | 44.20  | 45.31  | 46.44   | 47.60  | 48.79   | 50.01   | 51.26   | 52.54   | 53.85   |
| PWUn-11       | PW Union Grade 11  | 37.42        | 38.36  | 39.32  | 40.30  | 41.31  | 42.34  | 43.40  | 44.49  | 45.60  | 46.74   | 47.91  | 49.11   | 50.34   | 51.60   | 52.89   | 54.21   |
| PWUn-12       | PW Union Grade 12  | 38.13        | 39.08  | 40.06  | 41.06  | 42.09  | 43.14  | 44.22  | 45.33  | 46.46  | 47.62   | 48.81  | 50.03   | 51.28   | 52.56   | 53.87   | 55.22   |

**VILLAGE OF PALATINE  
CY 2026 SALARY SCHEDULE**

| Grade<br>Code | Grade Description | Hourly Rates |        |        |        |        |        |        |        |        |
|---------------|-------------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|
|               |                   | New Hire     | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
| FDU-01        | FD Union Grade 1  | NA           | 29.72  | 31.15  | 33.62  | 35.23  | 36.92  | 38.69  | 40.04  | 41.44  |
| FDU-02        | FD Union Grade 2  | NA           | 35.13  | 36.82  | 39.74  | 41.65  | 43.65  | 45.74  | 47.34  | 49.00  |
| FDU-03        | FD Union Grade 3  | NA           | 40.06  | 41.98  | 45.31  | 47.49  | 49.77  | 52.16  | 53.99  | 55.88  |
| FDU-04        | FD Union Grade 4  | NA           | 43.53  | 45.62  | 49.24  | 51.60  | 54.08  | 56.68  | 57.67  | 58.68  |
| PDU-01        | PD Union Grade 1  | 37.82        | 39.81  | 44.62  | 48.16  | 50.47  | 52.89  | 55.43  | 57.37  | 59.38  |

**VILLAGE OF PALATINE  
CY 2026 SALARY SCHEDULE ADDENDUM**

| <b>Grade Code</b> | <b>Grade Description</b> | <b>Positions Assigned to Grade</b> |                                  |                    |                 |
|-------------------|--------------------------|------------------------------------|----------------------------------|--------------------|-----------------|
| NOUn-01           | Non-Union Grade 1        | Community Service Officer          | Animal Warden                    | Property Custodian |                 |
| NOUn-02           | Non-Union Grade 2        | Records Clerk                      | Customer Service Rep             |                    |                 |
| NOUn-03           | Non-Union Grade 3        | Assoc Env Health Practioner        |                                  |                    |                 |
| NOUn-04           | Non-Union Grade 4        | Support Services Specialist        | Human Resources Rep              |                    |                 |
| NOUn-05           | Non-Union Grade 5        | Unassigned                         |                                  |                    |                 |
| NOUn-06           | Non-Union Grade 6        | Utility Billing Clerk              | Licensing Specialist             |                    |                 |
| NOUn-07           | Non-Union Grade 7        | Technical Support Specialist       |                                  |                    |                 |
| NOUn-08           | Non-Union Grade 8        | Management Analyst                 | Finance Clerk                    | Systems Specialist | Legal Assistant |
| NOUn-09           | Non-Union Grade 9        | Unassigned                         |                                  |                    |                 |
| NOUn-10           | Non-Union Grade 10       | Inspector 1                        | Zoning & Code Compliance Officer |                    |                 |
| NOUn-11           | Non-Union Grade 11       | Human Resources Generalist         | Accountant 1                     | Finance Analyst    | Planner 1       |
| NOUn-12           | Non-Union Grade 12       | Unassigned                         |                                  |                    |                 |
| NOUn-13           | Non-Union Grade 13       | Inspector 2                        |                                  |                    |                 |
| NOUn-14           | Non-Union Grade 14       | Environmental Health Practioner    | Police Social Worker             |                    |                 |
| NOUn-15           | Non-Union Grade 15       | Unassigned                         |                                  |                    |                 |
| NOUn-16           | Non-Union Grade 16       | Public Works Coordinator           |                                  |                    |                 |
| NOUn-17           | Non-Union Grade 17       | Police Sergeant                    |                                  |                    |                 |
| PWUn-01           | PW Union Grade 1         | Mechanic Assistant                 |                                  |                    |                 |
| PWUn-02           | PW Union Grade 2         | Supply Controller                  |                                  |                    |                 |
| PWUn-03           | PW Union Grade 3         | Unassigned                         |                                  |                    |                 |
| PWUn-04           | PW Union Grade 4         | Mechanic 1                         |                                  |                    |                 |
| PWUn-05           | PW Union Grade 5         | Unassigned                         |                                  |                    |                 |
| PWUn-06           | PW Union Grade 6         | Maintenance Worker                 | Assistant Buiding Engineer       |                    |                 |
| PWUn-07           | PW Union Grade 7         | Unassigned                         |                                  |                    |                 |
| PWUn-08           | PW Union Grade 8         | Utility/Meter Service Worker       |                                  |                    |                 |
| PWUn-09           | PW Union Grade 9         | Electrician                        |                                  |                    |                 |
| PWUn-10           | PW Union Grade 10        | Team Leader                        | Acting Team Leader               |                    |                 |
| PWUn-11           | PW Union Grade 11        | Mechanic 2                         |                                  |                    |                 |
| PWUn-12           | PW Union Grade 12        | Unassigned                         |                                  |                    |                 |
| PDU-01            | PD Union Grade 1         | Police Officer                     |                                  |                    |                 |
| FDU-01            | FD Union Grade 1         | Probationary Firefighter           |                                  |                    |                 |
| FDU-02            | FD Union Grade 2         | Firefighter/Paramedic              |                                  |                    |                 |
| FDU-03            | FD Union Grade 3         | Fire Lieutenant                    |                                  |                    |                 |
| FDU-04            | FD Union Grade 4         | Fire Captain                       |                                  |                    |                 |



**VILLAGE OF PALATINE  
CY 2026 SALARY SCHEDULE**

**EXECUTIVE LEADERSHIP**

|                                 |        | <u>Maximum</u> |
|---------------------------------|--------|----------------|
| Deputy Village Manager          | Annual | \$ 222,815     |
| Finance Director                | Annual | \$ 222,815     |
| Fire Chief                      | Annual | \$ 222,815     |
| Police Chief                    | Annual | \$ 222,815     |
| Public Works Director           | Annual | \$ 222,815     |
| Information Technology Director | Annual | \$ 222,815     |
| Community Development Director  | Annual | \$ 222,815     |
| Human Resources Director        | Annual | \$ 222,815     |

**MANAGEMENT AND PROFESSIONAL**

|                                           |        | <u>Maximum</u> |
|-------------------------------------------|--------|----------------|
| Planning & Zoning Director                | Annual | \$ 186,225     |
| Deputy Fire Chief                         | Annual | \$ 186,225     |
| Deputy Police Chief                       | Annual | \$ 186,225     |
| Village Engineer                          | Annual | \$ 186,225     |
| Assistant Public Works Director           | Annual | \$ 186,225     |
| Fire Battalion/Division Chief             | Annual | \$ 171,600     |
| Police Commander                          | Annual | \$ 171,600     |
| Assistant Finance Director                | Annual | \$ 166,715     |
| Assistant Information Technology Director | Annual | \$ 166,715     |
| Public Works Superintendent               | Annual | \$ 166,715     |
| Assistant Village Engineer                | Annual | \$ 166,715     |
| Accounting Manager                        | Annual | \$ 150,045     |
| Administrative Services Manager           | Annual | \$ 150,045     |
| Building Official/Plans Examiner          | Annual | \$ 150,045     |
| Field Director, Environmental Health      | Annual | \$ 150,045     |
| Field Director, Neighborhood Services     | Annual | \$ 150,045     |
| Information Technology Manager            | Annual | \$ 150,045     |
| Fire Marshal                              | Annual | \$ 150,045     |
| Human Resources Coordinator               | Annual | \$ 150,045     |
| Information Technology Administrator      | Annual | \$ 139,595     |
| Information Technology Coordinator        | Annual | \$ 139,595     |
| Civil Engineer 2                          | Annual | \$ 139,595     |
| Accountant 2                              | Annual | \$ 119,070     |
| Planner 2                                 | Annual | \$ 119,070     |
| Civil Engineer 1                          | Annual | \$ 119,070     |
| Deputy Village Clerk                      | Annual | \$ 105,590     |
| Communications Coordinator                | Annual | \$ 105,590     |

**OTHER**

|                             |        | <u>Maximum</u> |
|-----------------------------|--------|----------------|
| Seasonal Snow Plow Operator | Hourly | \$ 32.57       |
| Fire Inspector              | Hourly | \$ 32.18       |
| Cable TV/Video Operator     | Hourly | \$ 24.88       |
| Video Production Assistant  | Hourly | \$ 24.88       |
| Intern                      | Hourly | \$ 21.96       |
| Seasonal Part Time          | Hourly | \$ 24.88       |
| Crossing Guard              | Hourly | \$ 18.30       |
| Project Manager             | Hourly | \$ 75.00       |