



NOTICE AND AGENDA FOR
COMMITTEE OF THE WHOLE BOARD MEETING & SPECIAL BOARD MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF MAYWOOD
TUESDAY FEBRUARY 6, 2024 AT 7:00 P.M.
COUNCIL CHAMBERS
125 SOUTH 5TH AVENUE
MAYWOOD, ILLINOIS

THIS MEETING WILL BE CONDUCTED AS AN IN-PERSON MEETING.

Options to watch and listen to the public meeting:
Live Stream at Village Website Home Page via Village Facebook and YouTube platforms:
Go to www.maywood-il.org and Click "Video On Demand".
Public comments **can be** submitted electronically to the Village
and any responses will be read into the public meeting record.
Please submit public comments via email in advance of the public meeting to:
cthompkins@maywood-il.gov and nkornegay@maywood-il.gov .

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Invocation**
4. **Pledge of Allegiance to the Flag**
5. **Approval of minutes for the Village Board Meeting of the Board of Trustees on Tuesday, January 9, 2024, and the Special Board Meeting on Thursday, January 18, 2024.** 7
6. **Oaths, Reports, Proclamations, Announcements and Appointments**
7. **COMMITTEE OF THE WHOLE AGENDA ITEMS:**
8. **Finance Management Reports:**
 - A. Financial Analysis for the month ending January 2024. [Report will be prepared and provided in the March Agenda]
 - B. Financial Report in the amount of \$902,344.39. 15
 - C. Warrant List #200546 dated, January 31, 2024, in the amount of \$2,508,977.46
9. **Village President's Report**
10. **Public Comments:**
11. **Village Manager's Report:**

A. Status Report regarding: Monthly Reports by Village Manager and Department Heads.	126
B. Status Report regarding: A Proposal from McGrath Consulting Group, Inc. regarding Comprehensive Appraisal of Maywood Fire Department Operations dated January 2024 (Cost: \$34,875.00) See Village Manager Memo dated February 6, 2024, and the attached Proposal (Motion listed below under the Omnibus Portion of the Agenda).	131
C. Status Report regarding: Proposals from GovHR USA and Baker Tilly Regarding Village Manager Search (Options: Conduct Search for a Permanent Hire or an Interim Hire). See Village Manager Memo dated February 6, 2024, and the attached Proposals (Motion listed below under the Old Business Portion of the Agenda).	148
D. Status Report regarding: Independent Contractor Agreements for a Community Engagement Coordinator and certain Security Personnel to continue to work so that community engagement operations that have been on-going since the Village took back management control of the Maywood Masonic Temple Building at 200 South 5th Avenue, Maywood, Illinois continue to be provided. See, Village Manager Memo dated February 6, 2024 and Village Attorney Memo dated January 31, 2024 (Resolution listed below under the New Business Portion of the Agenda).	236
E. Status Report regarding: An Ordinance Approving Certain Amendments to Fiscal Year 2023/2024 (May 1, 2023 Through April 30, 2024) Village of Maywood Budget (Amendment No. 1 General Fund Expenditures). See Village Staff Memos dated February 6, 2024 and Village Attorney Memo dated January 31, 2024; (Budget Amendment document attached as <u>Exhibit "A"</u> to the Ordinance; Ordinance listed under New Business below).	237
12. Village Attorney Report:	
A. Status Report regarding: Proposed Adoption Schedule for Fiscal Year 2024/2025 Budget with Proposed April 2, 2024 Public Hearing Date and Draft Documents: Notice of Public Hearing on Fiscal Year 2024/2025 Budget, Agenda for Public Hearing on Fiscal Year 2024/2025 Budget and Ordinance Approving the Fiscal Year 2024/2025 Budget. See, Village Attorney Memo dated January 3, 2024 and Related Documents in the January 9, 2024 COW / Village Board Meeting Agenda Packet (Discussion Item Only - Not an Action Item).	
B. Status Report regarding: An Ordinance Amending Title XI (Business Regulations), Chapter 110 (Business Licenses), Section 110.13 (Fees) And Chapter 117 (Alcoholic Beverages), Section 117.23 (Classification; Fees; Number Of Licenses), Subsection 117.23(I)(2)(a) (Class I (Package Store - Beer And Wine Only) License Relative To Grocery And Convenience Store Licenses And Fees See, Village Attorney Memo dated January 31, 2024 (See, Ordinance listed below under the Omnibus Portion of the Agenda).	241
C. Status Report regarding: An Ordinance Approving And Authorizing The Execution Of A Term Sheet And Purchase And Sale Agreements With The County Of Cook, Illinois D/B/A Cook County Land Bank Authority For The Village Acquisition Of Real Properties Located Within The Village Of Maywood At 98 Legion Street, 1105 South 1st Avenue, 149 South 18th Avenue, 430 South 16th Avenue, 801 South 9th Avenue, 809 South 10th Avenue And 1615 South 6th Avenue, And Approving And Authorizing The Expenditure Of Madison Street / Fifth Avenue Tax Increment Financing District Funds And Illinois Housing Development Authority (IHDA) Strong Communities Program (SCP) Funds And The Waiver Of Village Liens And Other Monies Due To The Village From The Cook County Land Bank Authority To Allow The Property Acquisitions. Note: 98 Legion Street Property (Purchase Price: \$5,350.00); 1105 South 1st Avenue Property (Purchase Price: \$5,000.00); 149 South 18th Avenue	248

Property (Purchase Price: \$5,315.00); 430 South 16th Avenue Property (Purchase Price: \$5,000.00); 801 South 9th Avenue Property (Purchase Price: \$5,000.00); 809 South 10th Avenue Property (Purchase Price: \$5,000.00); and 1615 South 6th Avenue Property (Purchase Price: \$5,000.00) See, Village Attorney Memo dated January 31, 2024 (See, Ordinance listed below under the Omnibus Portion of the Agenda).

D. Status Report regarding: An Ordinance Approving A Special Use For An Educational Facility (Vocational School) At 1010 Madison Street (Lumity-1010 Madison, LLC) and Related Plan Commission / Board of Zoning Appeals Recommendation. See, Village Attorney Memo dated January 31, 2024 (See, Ordinance listed below under the Omnibus Portion of the Agenda). 277

E. Status Report regarding: An Ordinance Creating A New Section 125.11 (Electronic Sweepstake Games Prohibited) And Amending Sections 125.01 (Authorizations) And 125.02 (Definition) Of Title XI (Business Regulations) of the Maywood Village Code Relative to Electronic Sweepstakes Machines. See, Village Attorney Memo dated January 31, 2024 (See, Ordinance listed below under the Omnibus Portion of the Agenda). 282

F. Status Report regarding: A Resolution Approving The Content Of And/Or Release Of Certain Closed Meeting Minutes Of The Combined Meetings Of The Committee Of The Whole And President And Board Of Trustees Of The Village Of Maywood (2023 Full Year Review). See, Village Attorney Memo dated January 31, 2024 (See, Resolution listed below under the Omnibus Portion of the Agenda). 288

G. Status Report regarding: A Resolution Approving And Authorizing The Execution Of A Professional Engineering Services Agreement With Edwin Hancock Engineering Company For The Performance Of Preliminary And Design Engineering Services And Certain Subcontractor Professional Services Consisting Of Landscape Architect Design (Hitchcock Design Group), Environmental Engineering (True North Consultants), Geotechnical Engineering (Testing Service Corporation) And Surveying (Krisch Land Surveying, LLC) Necessary To Complete The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program. See, Village Engineer Memo dated January 25, 2024 and Village Attorney Memo dated January 31, 2024 (Resolution listed below under the Omnibus Portion of the Agenda). 297

H. Status Report regarding: Formation of Four (4) New TIF Districts: Updated TIF Adoption Schedules and Public Meeting Dates / Times / Location.

1) Maywood North Area #1 TIF District (Northern Boundary of Union Pacific Railroad Limits to South Main Street to North Village Limits): Public Meeting Date: **February 21, 2024.**

2) Maywood Middle Area #2 TIF District (Northern Boundary of Union Pacific Railroad Limits to Madison Street): Public Meeting Date: **March 19, 2024.**

3) Maywood Mid-South Area #3 TIF District (Maywood Drive to Harrison Street): Public Meeting Date: **February 21, 2024.**

4) Maywood South Area #4 TIF District (Bataan Drive to Roosevelt Road): Public Meeting Date: **March 19, 2024.**

5) Each Public Meeting will commence at 6:30 p.m. and be held in the Maywood Masonic Temple Building at 200 South 5th Avenue, Maywood, Illinois.

(No Documents - Discussion Item Only - Not an Action Item).

13. Trustee Committee Reports:

A. Community Policing & Public Safety Committee:

- Proposal from McGrath Consulting Group, Inc. regarding Comprehensive Appraisal of Maywood Fire Department Operations dated January 2024.

B. Engagement & Communications Committee: No Report.

C. Fiscal Accountability & Government Transparency Committee:

D. Infrastructure & Sustainability Committee:

E. Ordinance & Policy Committee: No Report

F. Planning & Development Committee: No Report

14. Omnibus Agenda Items:

A. Motion to Approve the Monthly Financial Report in the amount of \$902,344.39.

B. Motion to Approve the Warrant List #200545 dated December 31, 2023, in the amount of \$2,557,032.26.

C. Motion to Approve Proposal from McGrath Consulting Group, Inc. regarding Comprehensive Appraisal of Maywood Fire Department Operations dated January 2024 in the amount \$34,875.00. **MTJ**

D. ORDINANCE AMENDING TITLE XI (BUSINESS REGULATIONS), CHAPTER 110 (BUSINESS LICENSES), SECTION 110.13 (FEES) AND CHAPTER 117 (ALCOHOLIC BEVERAGES), SECTION 117.23 (CLASSIFICATION; FEES; NUMBER OF LICENSES), SUBSECTION 117.23(I)(2)(a) (CLASS I (PACKAGE STORE - BEER AND WINE ONLY) LICENSE RELATIVE TO GROCERY AND CONVENIENCE STORE LICENSES AND FEES.

E. ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF A TERM SHEET AND PURCHASE AND SALE AGREEMENTS WITH THE COUNTY OF COOK, ILLINOIS D/B/A COOK COUNTY LAND BANK AUTHORITY FOR THE VILLAGE ACQUISITION OF REAL PROPERTIES LOCATED WITHIN THE VILLAGE OF MAYWOOD AT 98 LEGION STREET, 1105 SOUTH 1ST AVENUE, 149 SOUTH 18TH AVENUE, 430 SOUTH 16TH AVENUE, 801 SOUTH 9TH AVENUE, 809 SOUTH 10TH AVENUE AND 1615 SOUTH 6TH AVENUE, AND APPROVING AND AUTHORIZING THE EXPENDITURE OF MADISON STREET / FIFTH AVENUE TAX INCREMENT FINANCING DISTRICT FUNDS AND ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) STRONG COMMUNITIES PROGRAM (SCP) FUNDS AND THE WAIVER OF VILLAGE LIENS AND OTHER MONIES DUE TO THE VILLAGE FROM THE COOK COUNTY LAND BANK AUTHORITY TO ALLOW THE PROPERTY ACQUISITIONS.

F. ORDINANCE APPROVING A SPECIAL USE FOR AN EDUCATIONAL FACILITY (VOCATIONAL SCHOOL) AT 1010 MADISON STREET (Lumity-1010 Madison, LLC). 313

G. ORDINANCE CREATING A NEW SECTION 125.11 (ELECTRONIC SWEEPSTAKE GAMES PROHIBITED) AND AMENDING SECTIONS 125.01 (AUTHORIZATIONS) AND 125.02 (DEFINITION) OF TITLE XI (BUSINESS REGULATIONS) OF THE MAYWOOD VILLAGE CODE RELATIVE TO ELECTRONIC SWEEPSTAKES MACHINES.

H. RESOLUTION APPROVING THE CONTENT OF AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE AND PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD (2023 FULL YEAR REVIEW). 319

I. RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH EDWIN HANCOCK ENGINEERING COMPANY FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP), ENVIRONMENTAL ENGINEERING (TRUE 324

NORTH CONSULTANTS), GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION) AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM.

15. New Business:

A. ORDINANCE AUTHORIZING CERTAIN AMENDMENTS TO THE FISCAL YEAR 2023/2024 (MAY 1, 2023 THROUGH APRIL 30, 2024) VILLAGE OF MAYWOOD BUDGET (Amendment No. 1 – General Fund Expenditures). 429

B. RESOLUTION RATIFYING THE USE, APPROVAL AND EXECUTION OF INDEPENDENT CONTRACTOR AGREEMENTS FOR A COMMUNITY ENGAGEMENT COORDINATOR AND CERTAIN SECURITY PERSONNEL FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS AT THE MAYWOOD MASONIC TEMPLE BUILDING LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS, with the attached template Independent Contractor Agreements as Exhibit 1-A and Exhibit 1-B. 435

16. Old Business:

A. Motion to Accept Proposal of:

1) GovHR USA Regarding Village Manager Search (Options: Conduct Search for a Permanent Hire or an Interim Hire) at a cost of \$TBD (to be determined at Village Board meeting).

2) Baker Tilly Regarding Village Manager Search (Options: Conduct Search for a Permanent Hire or an Interim Hire) at a cost of \$TBD (to be determined at Village Board meeting).

17. Board of Trustees Comments/Information

18. Closed Meeting Session

A. Pending Litigation (5 ILCS 120/2(c)(11)).

B. Probable and Imminent Litigation (5 ILCS 120/2(c)(11)).

C. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. (5 ILCS 120/2(c)(1)).

D. "The purchase or lease of real property for use by the Village (5 ILCS 120/2(c)(5))"

E. The setting of a price for sale or lease of property owned by the Village (5 ILCS 120/2(c)(6)).

19. Adjournment

cc: Mayor Nathaniel George Booker

Trustees: Isiah Brandon
Miguel Jones
Melvin L. Lightford, Sr.
Aaron Peppers
Antonio Sanchez
Rahmaan "Ray" Williams

Acting Village Clerk Tori-Love Garron
Acting Village Manager James Krischke

The above Public Meeting restrictions are authorized by the Open Meetings Act, the CDC directive (social distancing guidelines) and the Illinois Governor's Disaster Proclamations (Restore Illinois Plan), and Executive Orders relating to the COVID-19 pandemic and his implementation of the "Restore Illinois" Plan and the mask mandate for individuals within indoor public places.

VILLAGE OF MAYWOOD
BOARD OF TRUSTEES
COMBINED COMMITTEE OF THE WHOLE MEETING / SPECIAL BOARD MEETING MINUTES
Tuesday, January 9, 2024

Call to Order

The Village of Maywood Board of Trustees Combined Committee of the Whole Meeting and Special Board Meeting of Tuesday, January 9, 2024, was called to order by Mayor Nathaniel George Booker at 7:02 p.m. in the Council Chambers at 125 South 5th Avenue, Maywood, IL 60153.

Roll Call

Upon roll call by Nykita Kornegay, Village Deputy Clerk, the following answered Present: Mayor Nathaniel George Booker, Trustees R. Williams, A. Sanchez (via phone), M. Jones, M. Lightford, A. Peppers, and I. Brandon. There being a Quorum present, the meeting was convened.

Staff Attendance:

LaSondra Banks, Community Engagement Manager
Craig Bronaugh Jr., Fire Chief
Greg Buchanan, Interim Public Works Director
Walter Duncan, Director of Building & Code
James Ellexson, Director of Human Resources
Tori Love Garron, Acting Village Clerk
Michael Jurusik, Village Attorney
James Krischke, Village Manager
Nykita Kornegay, Deputy Clerk
Bill Peterhansen, Village Engineer
Lanya Satchell, Director of Finance
Angela Smith, Director of Community Development
Frank Torres, Assistant Village Manager
Elijah Willis, Police Chief

Invocation: Trustee Ray Williams

Pledge of Allegiance to the Flag: Everyone stood and recited the Pledge of Allegiance to the Flag of the United States of America.

Approval of minutes for the Committee of the Whole and the Special Board Meeting of the Board of Trustees for Tuesday, December 5, 2023

Motioned by Trustee Sanchez (via phone) and Seconded by Trustee Williams to approve.

Ayes: Mayor Booker, Trustees Williams, Sanchez (via phone), Jones, Lightford, Peppers, and Brandon

Abstain: None

Absent: None

Motion Carried

Oaths, Reports, Proclamations, Announcements, and Appointments: Ms. Banks made announcements of upcoming community events and condolences for Village of Maywood residents and many residential celebrations.

- A. Congratulations to Mayor Nathaniel Booker and others on Operation Uplift.
- B. Congratulations to Irma Powell on Retirement after 24 years of dedication to the Public Works Department.

COMMITTEE OF THE WHOLE AGENDA ITEMS:

Finance Management Reports: Discussion Ensued

- A. Financial Report in the amount of \$1,858,659.73.
- B. Warrant List #200545 dated December 31, 2023, in the amount of \$2,557,032.26.

Village President Reports: Discussion Ensued.

- A. Status Report regarding: Presentation of Proposed Budget for the use of American Rescue Plan Act ("ARPA"), 2021, Section 9901, Coronavirus State and Local Fiscal Recovery Funds (Mayor to provide Proposed Budget).
Motioned to table to Finance Committee by Trustee Jones and Seconded by Trustee Brandon to approve.
Ayes: Trustees Williams, Jones, Lightford, Peppers, and Brandon
Abstain: None
Absent: None
Nay: Mayor Booker, Trustees Sanchez (via phone), and Lightford
Motion Carried
- B. Status Report regarding: Grant Agreement With State Of Illinois, Department Of Commerce And 2 Economic Opportunity For Rebuild Downtowns & Main Streets Capital Grant Program (Rebuild Downtowns & Main Streets) (Project: Downtown Streetscape Improvements Within 5th Avenue and Lake Street Business Corridors Along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue and Certain Land Acquisition and Village Hall Improvements) (Grant Amount: \$2,252,000.00). See, Village Staff Memo from the Community Development Director dated January 9, 2024; Memo dated January 3, 2024, from Village Attorney (Motion listed below under the Omnibus Portion of the Agenda.
- C. Consideration and Village Board Direction regarding Intergovernmental Agreement between the Village of Maywood and the Maywood Park District, and the conveyance of certain village-owned park property, equipment, and facilities.
Motioned to table to August Board Meeting by Trustee Williams and Seconded by Trustee Sanchez (via phone) to approve.
Ayes: Mayor Booker, Trustees Williams, Sanchez (via phone), and Lightford
Abstain: None
Absent: None
Nay: Trustees Jones, Peppers, and Brandon
Motion Carried

Public Comment: No Public Comments

Village Manager Report(s): No Discussion

- A. Monthly reports by the Village Manager and Department heads.
- B. Status Report regarding: Approval of Emergency Sewer Repair Projects (Two (2) Estimates submitted: Estimate from Unique Plumbing Company for 2024 Emergency Sewer Repair Projects dated 12.12.2023 (\$127,901.83) and estimate from Gino's Heating & Plumbing, Inc. for 2024 Emergency Sewer Repair Projects dated 12.12.2023 (\$53,840.00) with a Bid Waiver. See, Memo dated January 4, 2024, from Village Engineer and attached Estimates. (Motion listed below under the Omnibus Portion of the Agenda).
- C. Status Report regarding: Approval of Professional Subrecipient Agreement Per American Rescue Plan Act ("ARPA") – State and Local Fiscal Recovery Funds (Assistance Listing Number 21.027) for South Maywood Drive Improvements Project (West Village Limits to 19th Avenue). (2023 Invest in Cook Grant Program). See, Memo dated December 27, 2023, from Village Engineer and Memo dated January 3, 2024, from Village Attorney (Resolution listed below under the Omnibus Portion of the Agenda).
- D. Status Report regarding: Approval of Professional Services Agreement with Edwin Hancock Engineering Company for Preliminary and Design Engineering Services and the Construction Engineering Services for 2024 South Maywood Drive Improvements Project (West Village Limits to 19th Avenue). See, Memo dated December 27, 2023, from Village Engineer and Memo dated January 3, 2024, from Village Attorney (Resolution listed below under the Omnibus Portion of the Agenda).
- E. Status Report regarding: Approval of Ordinance Authorizing the Disposal of Surplus Personal Property Owned by the Village of Maywood (Village Personal Property and Equipment). See, Memo dated January 3, 2024 from Village Attorney (See, Ordinance listed below under the Omnibus Portion of the Agenda).
- F. Status Report regarding: Demolition Contract Proposals for 98 Legion Street, 1510 Madison Street, 1500 South 1st Avenue, and 1201 South 5th Avenue Properties from Spirit Wrecking & Excavation, Inc. of Chicago, Illinois, with Bid Waiver in Lieu of Solicitation of Competitive Proposals (Funding Source: Madison Street / Fifth Avenue TIF District Funds). See, Memo dated January 4, 2024, from Village staff with competitive bids and January 3, 2024, from Village Attorney (See, Ordinance listed below under the Omnibus Portion of the Agenda).

Village Attorney Report: No Discussion

- A. Status Report regarding: Proposed Adoption Schedule for Fiscal Year 2024/2025 Budget with Proposed April 2, 2024, Public Hearing Date and Draft Documents: Notice of Public Hearing on Fiscal Year 2024/2025 Budget, Agenda for Public Hearing on Fiscal Year 2024/2025 Budget, and Ordinance Approving the Fiscal Year 2024/2025 Budget. See, Memo dated January 3, 2024, from Village Attorney (Discussion Item Only - Not an Action Item).

- B. Status Report regarding: Ordinance Approving 90-Day Extension of Special Use Expiration Date for a Daycare Center at 1418 Madison Street (Petitioner: Avery & Pryor Construction LLC). See, Village Staff Memo dated January 9, 2024, and Memo dated January 3, 2024, from Village Attorney (See, Ordinance listed below under the Omnibus Portion of the Agenda).
- C. Status Report regarding: Formation of Four (4) New TIF Districts: Updated TIF Adoption Schedules and Public Meeting Dates / Times / Locations.
- a. Maywood North Area #1 TIF District (Northern Boundary of Union Pacific Railroad Limits to South Main Street to North Village Limits): Public Meeting Date: February 20, 2024.
 - b. Maywood Middle Area #2 TIF District (Northern Boundary of Union Pacific Railroad Limits to Madison Street): Public Meeting Date: March 19, 2024.
 - c. Maywood Mid-South Area #3 TIF District (Maywood Drive to Harrison Street): Public Meeting Date: February 20, 2024.
 - d. Maywood South Area #4 TIF District (Bataan Drive to Roosevelt Road): Public Meeting Date: March 19, 2024.
 - e. Each Public Meeting will commence at 6:30 p.m. and be held in the Village Council Chambers at 125 South 5th Avenue, Maywood, Illinois.
- D. (Discussion Item Only - Not an Action Item.)
- E. Status Report regarding: Ordinance Declaring Conflict with the Cook County Paid Leave Ordinance. See, Memo dated January 5, 2024, from Village Attorney (See, Ordinance listed below under the Omnibus Portion of the Agenda).

Trustee Committee Reports:

- A. Community Policy and Public Safety Committee: No Discussion
- B. Engagement and Communications Committee – No Report
- C. Fiscal Accountability and Government Transparency Committee – No Report
- D. Infrastructure and Sustainability Committee –
 - Membership in American Water Works Association
- E. Ordinance and Policy Committee – No Report
- F. Planning & Development Committee – No Report

SPECIAL VILLAGE BOARD MEETING AGENDA ITEMS:

Omnibus Agenda Items: Motioned by Trustee Jones and Seconded by Trustee Williams to approve Omnibus Items A through K.

- A.** Motion to approve the monthly financial report in the amount of \$1,858,659.73.
- B.** Motion to approve the warrant list #200545 dated December 31, 2023, in the amount of \$2,557,032.26.
- C.** Motion to approve estimate dated December 12, 2023, from Gino's Heating & Plumbing, Inc. of Brookfield, Illinois for 2024 emergency sewer repair projects in the amount of \$53,840.00 with a bid waiver.

D. Ordinance approving a 90-day extension of a special use permit to complete construction of and commence operations of a daycare center at 1418 Madison Street (petitioner: Avery & Pryor Construction LLC). **E.** Ordinance authorizing the disposal of surplus personal property owned by the Village of Maywood (village personal property and equipment). **F.** Ordinance authorizing a waiver of the competitive bid process in lieu of solicitation of competitive proposals, and authorizing the approval and execution of demolition contract proposal with low bidder Spirit Wrecking & Excavation, Inc. of Chicago, Illinois to demolish abandoned, dilapidated and unsafe structures at the 98 legion street property, the 1510 Madison Street property, the 1500 South 1st Avenue property and the 1201 South 5th Avenue property located within the Madison Street / fifth avenue tax increment financing district, and for the appropriation and expenditure of Madison Street / fifth avenue tax increment financing district funds to pay for TIF eligible redevelopment costs related to the demolition work. **G.** An ordinance declaring a conflict with the Cook County paid leave ordinance with respect to paid leave requirements for village employees. **H.** Resolution authorizing and approving the execution of the resignation and severance agreement and release of all claims for Monika Jones, and authorizing the payment of severance funds (Monika Jones). **I.** Resolution authorizing the approval and execution of a subrecipient agreement for American Rescue Plan Act (“ARPA”) – state and local fiscal recovery funds (assistance listing number 21.027) to be entered into between the county of Cook and the Village of Maywood to allocate to the village of Maywood \$500,000.00 of ARPA funds for the construction of the south Maywood Drive improvements project (West Village limits to 19th Avenue) and for the appropriation and expenditure of such funds to pay for the construction of the project. **J.** Resolution approving the agreement between the village of Maywood and the Edwin Hancock Engineering Company for furnishing professional engineering services for the 2024 south Maywood Drive improvements project (west village limits to 19th Avenue) in Maywood, Illinois, and for the appropriation and expenditure of Madison street / 5th avenue tax increment financing district funds, to pay for the preliminary and design engineering services and construction engineering services related to the project. **K.** Resolution approving and authorizing the execution of resolution authorizing the approval and execution of a grant agreement (fiscal year 2024: agreement no. 24-421020) between the state of Illinois, Department of Commerce and Economic Opportunity, and the village of Maywood for village participation in the rebuilding downtowns & main streets capital grant program (rebuild downtowns & main streets) (project: downtown streetscape improvements within 5th Avenue and Lake Street business corridors along 5th avenue from Chicago Avenue to the Eisenhower Expressway, and Lake street from 1st avenue to 9th avenue and certain land acquisition and village hall improvements) (grant amount: \$2,252,000.00).

New Business Agenda items: None

Old Business Agenda Items: None

Board of Trustee Comments: None

For Discussion Purposes Only: None

Adjournment: Motioned by Trustee Williams and Seconded by Trustee Brandon to adjourn the Committee of the Whole Meeting and Special Board Meeting at 9:39 p.m. with a unanimous roll call of the Village Board.

Nathaniel George Booker, Mayor

Tori Love Garron, Village Clerk

cc: Mayor Nathaniel George Booker
Board of Trustees
Acting Village Manager Jim Kruschke
Acting Village Clerk Tori Love Garron

VILLAGE OF MAYWOOD
BOARD OF TRUSTEES
SPECIAL BOARD MEETING MINUTES
THURSDAY, JANUARY 18, 2024

Call to Order

The Village of Maywood Board of Trustees Special Board Meeting of Thursday, January 18, 2024, was called to order by Mayor Nathaniel George Booker at 6:26 p.m. in the Council Chambers at 125 South 5th Avenue, Maywood, IL 60153.

Roll Call

Upon roll call by Nykita Kornegay, Village Deputy Clerk, the following answered Present: Mayor Nathaniel George Booker, Trustees R. Williams, A. Sanchez, and M. Lightford. Absent: Trustee M. Jones, A. Peppers, and I. Brandon. There being a Quorum present, the meeting was convened.

Staff Attendance:

LaSondra Banks, Community Engagement Manager
Tori Love Garron, Acting Village Clerk
Michael Jurusik, Village Attorney
Nykita Kornegay, Deputy Clerk
Lanya Satchell, Director of Finance
Frank Torres, Assistant Village Manager

Invocation: Mayor Nathaniel George Booker

Pledge of Allegiance to the Flag: Everyone stood and recited the Pledge of Allegiance to the Flag of the United States of America.

Approval of minutes for the Special Board Meeting of the Board of Trustees- None

Oaths, Reports, Proclamations, Announcements, and Appointments: None

Public Comment: None

Village President Report:

- A. Proposed Budget for Use of American Rescue Plan Act (ARPA), 2021, section 9901, Coronavirus State and Local Fiscal Recovery Funds. See, the Proposed Budget attached as Exhibit "1" to the Resolution listed under new business. Discussion Ensued
 - a) \$3.1M ARPA discussion
 - b) Police Department
 - c) Social Determinants of Health ARPA Overview
 - d) Elements of a Healthy Maywood
 - e) SLFRF-Compliance and Reporting Guidance
 - f) Laserfische
 - g) Public Works & Operations
 - h) Village Wide Alley Survey
 - i) NLC Justice40 Initiatives Covered Programs List

Special Board Meeting

- B. Certain Amendments to Fiscal Year 2023/2024 (May 1, 2023-April 30, 2024) Village of Maywood Budget (Amendment No.1- ARPA Fund Expenditures). See Village Staff Memo dated January 16, 2024; See also, Ordinance and Budget Amendment document attached as Exhibit "A" to the Ordinance listed under New Business Below. Discussion Ensued
 - 1. Allocation of \$88,750.00 in Funding to Community Engagement FY23-24 Budget to hire initiatives and Programming Manager and Community Engagement Coordinator along with providing contractual staff and security for community resources and facilities.
 - 2. Memo-FY23-24 Budget Allocation needs
 - 3. Initiatives & Programming Manager-Job Description
 - 4. Community Engagement Coordinator-Job Description

New Business Agenda items:

- A. Resolution Authorizing the Approval of an ARPA Funds Budget/Expenditure List Dated January 18, 2024, For the Obligation and Expenditure of Certain American Rescue Plan Act (ARPA)-State and Local Fiscal Recovery Funds for The Use and Benefit of the Village of Maywood. Motioned by Trustee Williams and Seconded by Trustee Sanchez to approve. Ayes: Mayor Booker, Trustees Williams, Sanchez, and Lightford. Abstain: None Absent: Trustees Jones, Peppers, and Brandon. Nay: None Motion Carried
- B. Ordinance Authorizing Certain Amendments to the Fiscal Year 2023/2024 (May 1, 2023-April 30, 2024) Village of Maywood Budget (Amendment No.1- ARPA Fund Expenditures). Consensus to have staff allocate \$88,750.00 in funding to post the positions. The ordinance will be brought back to the February 6, 2024 meeting.

Old Business Agenda Items: None

Board of Trustee Comments: None

For Discussion Purposes Only: None

Adjournment: Motioned by Trustee Sanchez and Seconded by Trustee Lightford to adjourn the Special Board Meeting at 6:33 p.m. with a unanimous roll call of the Village Board.

Nathaniel George Booker, Mayor

Tori Love Garron, Village Clerk

cc: Mayor Nathaniel George Booker
 Board of Trustees
 Acting Village Manager Jim Krischke
 Acting Village Clerk Tori Love Garron



Village of Maywood

Financial Report



OMNIBUS ITEM-FINANCIAL REPORT

It is with recommendation that the total below payments of \$902,344.39 be approved for payment.

	Vendor	Description	Amount	Expense
1	Accutron	Computer Consulting Services	\$7,916.66	01-18-51700
2	Acqua Contractors Corp	Construction Services	\$28,069.33	21-10-87470
3	Chicago Cleaning	Janitorial Services	\$9,500.00	01-53-52400
4	Civic Systems, LLC	Semi-Annual Support Fee	\$10,604.00	Various Accounts
5	Core & Main	Water/Sewer Supplies	\$18,847.30	41-52-60600
6	De Lage Landen	Complete Care Agreement	28,828.80	01-18-61100
7	ESO Solutions	NFIRS Software	\$8,528.40	01-41-52400
8	Fire Service	Engine 502 Repair	\$11,855.35	01-41-51300
9	H&H	Street Light Maintenance	\$43,446.81	01-50-52100
10	Hancock Engineering	Engineering Services	\$145,478.96	Various Accounts
11	Klein Thorpe & Jenkins	Legal Services	\$56,576.69	01-15-52400/TIF
12	MABAS	Membership Dues	\$7,000.00	01-41-56100
13	Maywood Public Library	Personal Property Tax Replacement	\$16,348.95	01-14-61850
14	Rz Services	Pump, Boiler, Expansion Tank Repairs	\$5,750.00	15-60-52400
15	Schroeder Asphalt Svc	Construction Services	\$41,187.55	CDBG
16	Unique Plumbing	Emergency Water Main Repairs	\$83,861.08	41-52-53400
17	Village of Melrose Park	Water Services	\$353,378.15	41-55-57301
18	Wexonline/Fleet Svc	Fuel Purchases	\$19,248.31	Various Accts
19	Wigit's Truck Service	Repairs to unit 239	\$5,918.05	01-50-51300

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager *JK*
DATE: January 31, 2024
SUBJECT: Payment Approval, Accu-tron Computer Service

SPECIFIC ACTION REQUESTED: Payment approval of the invoices for computer consulting services for the month of February 2024.

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>	<u>Service Dates</u>
2024FEB	02/01/2024	\$7,916.66	February 2024

RECOMMENDATION: It is recommended that the total payment of \$7,916.66 be approved for payment. The expense account to be charged: 01-18-51700.

AccuTron Systems, Inc.

125 N Halsted Street
Suite 303A
Chicago, IL 60601

INVOICE

INVOICE # 2024FEB
DATE: 02/01/2024

BILL TO:

Village of Maywood
40 Madison Street
Maywood, IL 60153
708-450-6300


	P.O. NUMBER	PROJECT	TERMS
			Due on receipt

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Computer Consulting Services for the Month of February 2024	\$7,916.66	\$7,916.66
	Computer Consulting Service Week End 02/09/2024		
	Computer Consulting Service Week End 02/16/2024		
	Computer Consulting Service Week End 02/23/2024		
	Computer Consulting Service Week End 02/29/2024		
TOTAL DUE			\$7,916.66

Make all checks payable to AccuTron Systems, Inc
If you have any questions concerning this invoice, contact Marvin Savage 312-671-0420, msavage@maywood-il.org

THANK YOU FOR YOUR BUSINESS!

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Acqua Contractors Corp

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoice #2301-09 dated 12/20/2023 for construction on the referenced project which includes local storm sewer improvements to the area bounded by 2nd Avenue, 9th Avenue, Harrison Street and Van Buren Street. At a future date, the installed storm sewers will connect to a large diameter storm sewer to be installed by IDOT along Harrison Street and drain to the Des Plaines River by gravity.

The project to be constructed consists of the installation of approximately 2,540 feet of 36" RCP and 2,350 feet of 18" RCP storm sewer main; replacement of drainage structures and storm sewer laterals; replacement of certain sections of combined sewer; replacement or repair of defective combined sewer manholes; installation of approximately 1,500 feet of 8" ductile iron water main; connection and disconnection of water mains; installation of water services; removal and replacement of certain sections of curb and gutter, sidewalks, and driveway pavement; pavement; removal; excavation of existing pavements; reconstruction of pavements with aggregate base, hot-mix asphalt binder, and hot-mix asphalt surface courses; pavement patching; milling and resurfacing of hot mix asphalt pavements; pavement markings; landscaping restoration of the parkways; and other related work.

The work represented on this pay estimate includes work performed between November 04, 2023, and December 20, 2023. Generally, the work performed within this period consists of punch list work and balancing of quantities. We have reviewed the work performed and have found the work represented by the quantities on this estimate satisfactorily completed to date. We have reviewed the current project quantities with representatives of Acqua Contractors Corp. and have found them to be accurate.

RECOMMENDATION: It is recommended that the total payment of \$28,069.33 be approved for payment. The expense account to be charged: 21-10-87470.

January 12, 2024

Mr. James Krischke
Acting Village Manager
Village of Maywood
40 Madison Street
Maywood, Illinois 60153

Re: I-290 Corridor Storm Sewer Separation Project
Pay Estimate No. 9

Mr. Krischke:

Acqua Contractors Corp. of Elmhurst, Illinois has substantially completed work on the referenced project. The project includes local storm sewer improvements to the area bounded by 2nd Avenue, 9th Avenue, Harrison Street and Van Buren Street. At a future date, the installed storm sewers will connect to a large diameter storm sewer to be installed by IDOT along Harrison Street and drain to the Des Plaines River by gravity.

The project to be constructed consists of the installation of approximately 2,540 feet of 36" RCP and 2,350 feet of 18" RCP storm sewer main; replacement of drainage structures and storm sewer laterals; replacement of certain sections of combined sewer; replacement or repair of defective combined sewer manholes; installation of approximately 1,500 feet of 8" ductile iron water main; connection and disconnection of water mains; installation of water services; removal and replacement of certain sections of curb and gutter, sidewalks, and driveway pavement; pavement removal; excavation of existing pavements; reconstruction of pavements with aggregate base, hot-mix asphalt binder, and hot-mix asphalt surface courses; pavement patching; milling and resurfacing of hot-mix asphalt pavements; pavement markings; landscaping restoration of the parkways; and other related work.

The work represented on this pay estimate includes work performed between November 4, 2023 and December 20, 2023. Generally, the work performed within this period consists of punch list work and balancing of quantities. We have reviewed the work performed and have found the work represented by the quantities on this estimate satisfactorily completed to date. We have reviewed the current project quantities with representatives of Acqua Contractors Corp. and have found them to be accurate.

We therefore recommend that the Village of Maywood approve the payment of the Contractor's Invoice No. 2301-09 in the amount of \$28,069.33. We have attached the Contractor's Affidavit and Waivers of Lien for this Pay Estimate No. 9. The construction of the project is to be funded by the Cook County Community Development Block Grant Disaster Relief (CDBG-DR) program in the amount of \$3,302,000 and the Metropolitan Water Reclamation Water District (MWRD) Stormwater

January 12, 2024

Page 2 of 2

Partnership Program in the amount of \$4,000,000. The total amount of grant funds being provided to this project are \$7,302,000.

The grant funding will be provided to the Village in arrears, upon payment from the Village to the Contractor. We will promptly submit this pay estimate to MWRD for full reimbursement in the amount of the pay estimate, as soon as the cancelled checks to the contractor are provided to us.

If you should have any questions, please call our office at your convenience.

Respectfully Submitted,

EDWIN HANCOCK ENGINEERING CO.



William Peterhansen, P.E., CFM

cc: Mr. Greg Buchanan, Interim Director of Public Works
Ms. Lanya Satchell, Director of Finance

Attachments

I-290 Corridor Storm Sewer Separation Project
 Owner: Village of Maywood
 Contractor: Acquist Contractors
 Engineer: Edwin Hancock Engineering Co.
 Engineer's Pay Estimate No. 9
 December 26, 2023

No.	Items	Unit	ADJUSTED CONTRACT VALUE		Overage	QUANTITY		Unit Price	Amount
			Quantity	Value		Remaining	Completed		
1	Earth Excavation	CuYd	2,500	\$ 150,000.00	0	284	2216	\$ 60.00	\$ 132,960.00
2	Undercut Excavation	CuYd	1,493	\$ 89,580.00	0	1,763	230	\$ 60.00	\$ 13,800.00
3	Porous Granular Embankment, 3"	CuYd	1,493	\$ 52,255.00	0	1,263	230	\$ 35.00	\$ 8,050.00
4	Exploratory Excavation	Hour	8	\$ 6,400.00	0	2	6	\$ 800.00	\$ 4,800.00
5	Removal and Disposal of Regulated Substances	CuYd	190	\$ 22,800.00	0	190	0	\$ 120.00	\$ -
6	Combination Curb and Gutter Removal	Foot	11,100	\$ 55,500.00	0	173	10927	\$ 5.00	\$ 54,635.00
7	Sidewalk Removal	SqFt	40,350	\$ 80,700.00	0	4,617	35733	\$ 2.00	\$ 71,466.00
8	Driveway Pavement Removal	SqYd	1,750	\$ 21,000.00	0	397	1353	\$ 12.00	\$ 16,236.00
9	Pavement Removal	SqYd	16,424	\$ 131,992.00	0	2,977	13447	\$ 8.00	\$ 107,576.00
10	Incidental Hot-Mix Asphalt Surface Removal	SqYd	95	\$ 5,700.00	47	0	142	\$ 60.00	\$ 8,520.00
11	HMA Surface Removal, Variable Depth	SqYd	5,315	\$ 47,835.00	634	0	5949	\$ 9.00	\$ 53,541.00
12	18" Dia DIP, Class 52, Water Main	Foot	1,600	\$ 192,000.00	0	91	1509	\$ 120.00	\$ 181,080.00
13	6" Dia DIP, Class 52, Water Main	Foot	110	\$ 16,500.00	0	65	45	\$ 150.00	\$ 6,750.00
14	8" Gate Valve	Each	6	\$ 24,000.00	0	0	6	\$ 4,000.00	\$ 24,000.00
15	Valve Vault, Ty A, 4' Dia, Ty 1 Frame, Closed Lid	Each	6	\$ 18,000.00	0	0	6	\$ 3,000.00	\$ 18,000.00
16	Valve Box	Each	1	\$ 400.00	2	0	3	\$ 400.00	\$ 1,200.00
17	Fire Hydrant with Auxiliary Valve and Box	Each	6	\$ 48,000.00	0	0	6	\$ 8,000.00	\$ 48,000.00
18	Special Ductile Iron Fittings	Pound	3,000	\$ 3,000.00	0	1,215	1784	\$ 1.00	\$ 1,784.00
19	Restraint Joint, 8"	Each	80	\$ 6,540.00	0	24	56	\$ 83.00	\$ 4,648.00
20	Restraint Joint, 6"	Each	30	\$ 1,850.00	0	14	16	\$ 62.00	\$ 992.00
21	Fire Hydrant to be Removed	Each	6	\$ 1,200.00	0	0	6	\$ 200.00	\$ 1,200.00
22	Short Water Service, 1"	Each	25	\$ 57,500.00	0	2	23	\$ 2,300.00	\$ 52,900.00
23	Long Water Service, 1" (Directional Bore)	Each	38	\$ 125,400.00	0	3	35	\$ 3,900.00	\$ 115,500.00
24	Water Main Connections at 6th Ave and Congress St.	Each	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
25	Water Main Connections at 6th Ave and Van Buren St.	Each	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
26	Water Main Connections at 4th Ave and Congress St.	Each	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
27	Water Main Connections at 4th Ave and Van Buren St.	Each	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
28	Water Main Connections at 2nd Ave and Congress St.	Each	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
29	Water Main Connections at 2nd Ave and Van Buren St.	Each	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
30	6" Line Stop	Each	9	\$ 65,700.00	3	0	12	\$ 7,300.00	\$ 87,600.00
31	Pressure Testing and Disinfection	L.S.	1	\$ 2,500.00	0	0	1	\$ 2,500.00	\$ 2,500.00
32	10" Dia PVC Combined Sewer Pipe Replacement	Foot	55	\$ 8,690.00	4	0	59	\$ 158.00	\$ 9,322.00
33	12" Diameter, PVC Combined Sewer Pipe Replacement	Foot	115	\$ 20,125.00	0	9	106	\$ 175.00	\$ 18,550.00
34	Additional 6" Diameter, PVC Combined Sewer Pipe Replacement	Foot	10	\$ 1,600.00	0	6	4	\$ 160.00	\$ 640.00
35	Additional 12" Diameter, PVC Combined Sewer Pipe Replacement	Foot	10	\$ 1,780.00	17	0	27	\$ 178.00	\$ 4,806.00
36	6" Diameter, PVC Sanitary Sewer Service Pipe	Foot	775	\$ 100,750.00	0	233	542	\$ 130.00	\$ 70,460.00
37	10" x 6" PVC Sewer Service Connection	Each	13	\$ 37,000.00	0	11	2	\$ 1,900.00	\$ 5,800.00
38	12" x 6" PVC Sewer Service Connection	Each	11	\$ 33,000.00	2	0	13	\$ 3,000.00	\$ 39,000.00
39	6" Diameter, PVC Storm Sewer Pipe	Foot	423	\$ 54,990.00	0	28	395	\$ 130.00	\$ 51,350.00
40	8" Diameter, PVC Storm Sewer Pipe	Foot	80	\$ 11,200.00	0	20	60	\$ 140.00	\$ 8,400.00
41	10" Diameter, PVC Storm Sewer Pipe	Foot	885	\$ 139,830.00	0	253	632	\$ 158.00	\$ 99,856.00
42	12" Diameter, PVC Storm Sewer Pipe	Foot	490	\$ 84,770.00	0	58	432	\$ 173.00	\$ 74,736.00
43	10" Diameter, DIP Storm Sewer Pipe	Foot	555	\$ 101,555.00	6	0	561	\$ 183.00	\$ 102,663.00
44	12" Diameter, DIP Storm Sewer Pipe	Foot	100	\$ 20,100.00	0	17	83	\$ 201.00	\$ 16,683.00
45	18" Diameter, RCP Storm Sewer Pipe	Foot	2,375	\$ 581,875.00	0	30	2345	\$ 245.00	\$ 574,325.00
46	36" Diameter, RCP Storm Sewer Pipe (Above Combined Sewer)	Foot	825	\$ 219,450.00	0	24	801	\$ 256.00	\$ 213,056.00
47	36" Diameter, RCP Storm Sewer Pipe (Below Combined Sewer)	Foot	1,675	\$ 502,500.00	0	24	1651	\$ 300.00	\$ 495,300.00
48	Trench Backfill	CuYd	9,212	\$ 230,300.00	0	1,732	7480	\$ 25.00	\$ 187,000.00
49	Inlet, Type A, Type 1 Frame, Open Lid	Each	9	\$ 5,664.72	0	0	3	\$ 1,688.24	\$ 5,064.72
50	Type "C" Catch Basin, 2' Diameter, Type 1 Frame, Open Lid	Each	0	\$ 1,771.45	0	0	0	\$ 1,771.45	\$ -
51	Restricted Depth Catch Basin, 4' Diameter, Type 1 Frame, Open Lid	Each	69	\$ 217,310.00	0	0	69	\$ 3,150.00	\$ 217,350.00
52	Restricted Depth Manhole, 4' Diameter, Type 1 Frame, Closed Lid	Each	7	\$ 42,350.00	0	0	7	\$ 6,050.00	\$ 42,350.00
53	Restricted Depth Manhole, 5' Diameter, Type 1 Frame, Closed Lid	Each	6	\$ 44,700.00	2	0	8	\$ 7,450.00	\$ 59,600.00
54	Restricted Depth Manhole, 6' Diameter, Type 1 Frame, Closed Lid	Each	14	\$ 201,000.00	0	0	14	\$ 14,500.00	\$ 203,000.00
55	Connection to Existing Structures	Each	13	\$ 13,000.00	0	0	13	\$ 1,000.00	\$ 13,000.00
56	Frames and Lids to be Adjusted	Each	22	\$ 17,600.00	0	20	2	\$ 800.00	\$ 1,600.00
57	Structure to be Reconstructed	Each	26	\$ 41,600.00	0	11	15	\$ 1,600.00	\$ 24,000.00
58	Frames and Lids	Each	30	\$ 12,000.00	0	21	19	\$ 400.00	\$ 7,600.00
59	Structure to be Removed	Each	129	\$ 19,350.00	0	28	105	\$ 150.00	\$ 15,750.00
60	Water Service Boxes and Valve Boxes to be Adjusted	Each	25	\$ 5,625.00	0	24	1	\$ 225.00	\$ 225.00
61	Seal 36" Diameter Pipe with Brick and Mortar	Each	22	\$ 16,500.00	0	6	16	\$ 750.00	\$ 12,000.00
62	Seal 18" Diameter Pipe with Brick and Mortar	Each	14	\$ 9,800.00	0	2	12	\$ 700.00	\$ 8,400.00
63	Seal 12" Diameter Pipe with Plug	Each	1	\$ 650.00	0	0	1	\$ 650.00	\$ 650.00
64	Combination Curb and Gutter, Type B-6.12 (Modified)	Foot	11,015	\$ 396,540.00	0	88	10927	\$ 36.00	\$ 393,372.00
65	Portland Cement Concrete Sidewalk, 3"	SqFt	40,350	\$ 363,150.00	0	4,632	35718	\$ 9.00	\$ 321,462.00
66	Detectable Warnings	SqFt	1,450	\$ 51,475.00	0	20	1430	\$ 35.50	\$ 50,785.00
67	Portland Cement Concrete Driveway Pavement, 2"	SqYd	1,750	\$ 122,500.00	0	397	1353	\$ 70.00	\$ 94,710.00
68	Portland Cement Concrete Driveway Pavement, 6"	SqYd	375	\$ 28,125.00	0	204	171	\$ 75.00	\$ 12,825.00
69	White Wax Compound	SqYd	8,638	\$ 12,945.00	0	8,638	0	\$ 1.50	\$ -
70	Portland Cement Concrete Base Course, 6"	SqYd	4,424	\$ 289,772.00	0	0	506	\$ 391.80	\$ 62,500.80
71	Deformed Tie Bars	Each	865	\$ 8,650.00	9	0	874	\$ 10.00	\$ 8,740.00
72	Temporary Hot-Mix Asphalt Pavement	Ton	50	\$ 11,750.00	0	3	47	\$ 235.00	\$ 11,045.00
73	Incidental Hot-Mix Asphalt Surfacing	Ton	45	\$ 10,620.00	0	13	32	\$ 236.00	\$ 7,552.00
74	Geogrid for Ground Stabilization	SqYd	14,000	\$ 21,000.00	0	4,815	9185	\$ 1.56	\$ 14,328.60
75	Aggregate Base Course, Type B, 6"	SqYd	31,000	\$ 121,000.00	0	1,471	9529	\$ 11.00	\$ 104,819.00
76	Bituminous Materials (Track Coat) SS-1	Gallon	1,858	\$ 2,787.50	0	1,205	650	\$ 1.50	\$ 975.00
77	Hot-Mix Asphalt - Longitudinal Joint Sealant	Foot	6,030	\$ 11,896.50	182	0	6191	\$ 3.60	\$ 22,291.20
78	Hot-Mix Asphalt Binder Course, IL 130, NS0	Ton	2,800	\$ 309,000.00	0	67	850	\$ 155.00	\$ 131,750.00
79	Leveling Binder (Machine Method), NS0	Ton	783	\$ 121,865.00	0	413	2387	\$ 110.00	\$ 262,570.00
80	Hot-Mix Asphalt Surface Course, Mix D, NS0	Ton	2,957	\$ 302,976.00	0	114	2259	\$ 128.00	\$ 288,384.00
81	Topsail Placement, 3"	SqYd	14,643	\$ 76,143.60	0	2,191	12452	\$ 3.20	\$ 64,750.40
82	Sodding	SqYd	14,643	\$ 212,323.50	0	2,191	12452	\$ 14.50	\$ 180,554.00
83	Supplemental Watering	Unit	156	\$ 1,560.00	0	156	0	\$ 10.00	\$ -
84	Inlet Filters	Each	82	\$ 16,400.00	0	17	65	\$ 200.00	\$ 13,000.00
85	Thermoplastic Pavement Marking - Line 4"	Foot	1,475	\$ 2,262.25	0	1,142	333	\$ 1.55	\$ 516.15
86	Thermoplastic Pavement Marking - Line 6"	Foot	3,173	\$ 7,456.55	0	65	3108	\$ 2.35	\$ 7,303.80
87	Thermoplastic Pavement Marking - Line 12"	Foot	114	\$ 580.00	0	0	114	\$ 4.82	\$ 4,506.70
88	Thermoplastic Pavement Marking - Line 24"	Foot	395	\$ 5,553.25	0	113	482	\$ 15.50	\$ 735.00
89	Remove and Reset Existing Brick Pavers	SqFt	600	\$ 9,300.00	0	0	590	\$ 50.00	\$ 29,500.00
90	Location of Water Services and Sanitary Sewer Services	L.S.	1	\$ 15,000.00	0	0	1	\$ 15,000.00	\$ 15,000.00
91	Tree Removal	In-Dia	200	\$ 9,350.00	0	0	181	\$ 19.5	\$ 911.63
92	Contingent Cash Allowance	Dollar	189,773	\$ 189,773.40	0	103,423	80350.68	\$ 1.00	\$ 80,350.68
93	Mobilization	L.S.	1	\$ 462,000.00	0	0	1	\$ 462,000.00	\$ 462,000.00
94	Traffic Control and Protection	L.S.	1	\$ 57,138.68	0	0	1	\$ 57,138.68	\$ 57,138.68
Total Awarded Contract Value				\$ 7,302,000.00					\$ 6,485,039.66
Less Amount Retained, 1%									\$ 64,850.40
Less Amount, Previous Invoices									\$ 6,392,119.99
Total Amount Due, Pay Estimate No. 9									\$ 28,069.33



INVOICE

551 S IL ROUTE 83
 Elmhurst, IL 60126
 630-359-4648

Date: December 20, 2023
Invoice # 2301-09
Job No# 2301
Maywood I290 SSS

Bill To:
 VILLAGE OF MAYWOOD
 40 WEST MADISON STREET
 MAYWOOD, IL 60153

Job Name:
 I290 CORRIDOR STORM SEWER
 SEPARATION PROJECT
 MAYWODD, IL
 CDBG-DR PROJECT NO. 2013-DR-IN-R4-10

DESCRIPTION	AMOUNT
PAY ESTIMATE #9	
CONTRACT	\$7,302,000.00
CHANGE ORDERS APPROVED TO DATE	<u>\$0.00</u>
TOTAL CONTRACT AMOUNT TO DATE	\$7,302,000.00
WORK COMPLETED TO DATE	\$6,485,039.66
LESS 1% RETENTION	<u>\$64,850.40</u>
	\$6,420,189.26
LESS PRIOR PAYMENT	<u>-\$6,392,119.93</u>
CURRENT AMOUNT DUE	\$28,069.33
TOTAL AMOUNT DUE THIS INVOICE	<u>\$28,069.33</u>

OWNER: Village of Maywood
 PAY REQUEST #: 9
 CONTRACT #: 1
 PROJECT: I-280 Corridor Storm Sewer Separation
 PERIOD END: December 31, 2023
 ACQUA JOB #: 2301



ACQUA CONTRACTORS CORP
 551 S. IL ROUTE 83
 ELMHURST, IL 60126
 TEL: 630-359-4648
 FAX: 630-359-4971

AMERICAN CONTRACTOR	ITEM #	DESCRIPTION	CONTRACT		BID		PREVIOUSLY BILLED		CURRENT BILLING		COMPLETED TO DATE	
			QUANTITY	UNIT	COST/UNIT	COST	QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
	1	Earth Excavation	2500	CY	\$ 60.00	\$ 150,000.00	2,216.00	\$ 132,960.00	-	\$ -	2,216.00	\$ 132,960.00
	2	Undercut Excavation	1493	CY	\$ 60.00	\$ 89,580.00	230.00	\$ 13,800.00	-	\$ -	230.00	\$ 13,800.00
	3	Porous Granular Embankment, 3	1493	CY	\$ 35.00	\$ 52,255.00	230.00	\$ 8,050.00	-	\$ -	230.00	\$ 8,050.00
	4	Exploratory Excavation	8	HR	\$ 800.00	\$ 6,400.00	6.00	\$ 4,800.00	-	\$ -	6.00	\$ 4,800.00
	5	Removal and Disposal of Regulated Substances	190	CY	\$ 120.00	\$ 22,800.00	-	\$ -	-	\$ -	-	\$ -
	6	Combination Curb and Gutter Removal	11100	FT	\$ 5.00	\$ 55,500.00	10,927.00	\$ 54,635.00	-	\$ -	10,927.00	\$ 54,635.00
	7	Slidewalk Removal	40350	SF	\$ 2.00	\$ 80,700.00	35,793.00	\$ 71,486.00	-	\$ -	35,793.00	\$ 71,486.00
	8	Driveway Pavement Removal	1750	SF	\$ 12.00	\$ 21,000.00	1,353.00	\$ 16,236.00	-	\$ -	1,353.00	\$ 16,236.00
	9	Pavement Removal	16424	SY	\$ 8.00	\$ 131,392.00	13,447.00	\$ 107,576.00	-	\$ -	13,447.00	\$ 107,576.00
	10	Incidental Hot-Mix Asphalt Surface Removal	95	SY	\$ 60.00	\$ 5,700.00	142.00	\$ 8,520.00	-	\$ -	142.00	\$ 8,520.00
	11	Hot-Mix Asphalt Surface Removal, Variable Depth	5315	SY	\$ 9.00	\$ 47,835.00	5,949.00	\$ 53,541.00	-	\$ -	5,949.00	\$ 53,541.00
	12	8" Diameter, Ductile Iron Pipe, Class 52, Water Main	1800	FT	\$ 120.00	\$ 216,000.00	1,509.00	\$ 181,080.00	-	\$ -	1,509.00	\$ 181,080.00
	13	6" Diameter, Ductile Iron Pipe, Class 52, Water Main	110	FT	\$ 150.00	\$ 16,500.00	45.00	\$ 6,750.00	-	\$ -	45.00	\$ 6,750.00
	14	8" Gate Valve	6	EA	\$ 4,000.00	\$ 24,000.00	6.00	\$ 24,000.00	-	\$ -	6.00	\$ 24,000.00
	15	Valve Vault, Type A, 4' Diameter, Type 1 Frame, Closed Lid	6	EA	\$ 3,000.00	\$ 18,000.00	6.00	\$ 18,000.00	-	\$ -	6.00	\$ 18,000.00
	16	Valve Box	1	EA	\$ 8,000.00	\$ 8,000.00	3.00	\$ 24,000.00	-	\$ -	3.00	\$ 24,000.00
	17	Fire Hydrant with Auxiliary Valve and Box	6	EA	\$ 48,000.00	\$ 288,000.00	6.00	\$ 48,000.00	-	\$ -	6.00	\$ 48,000.00
	18	Special Ductile Iron Fittings	3000	POUND	\$ 1.00	\$ 3,000.00	1,784.00	\$ 1,784.00	-	\$ -	1,784.00	\$ 1,784.00
	19	Restrained Joint, 8"	80	EA	\$ 83.00	\$ 6,640.00	56.00	\$ 4,648.00	-	\$ -	56.00	\$ 4,648.00
	20	Restrained Joint, 6"	30	EA	\$ 62.00	\$ 1,860.00	16.00	\$ 992.00	-	\$ -	16.00	\$ 992.00
	21	Fire Hydrant to be Removed	6	EA	\$ 200.00	\$ 1,200.00	6.00	\$ 1,200.00	-	\$ -	6.00	\$ 1,200.00
	22	Short Water Service, 1"	25	EA	\$ 2,300.00	\$ 57,500.00	23.00	\$ 52,900.00	-	\$ -	23.00	\$ 52,900.00
	23	Long Water Service, 1" (Directional Bore)	38	EA	\$ 3,300.00	\$ 125,400.00	35.00	\$ 115,500.00	-	\$ -	35.00	\$ 115,500.00
	24	Water Main Connections at 6th Avenue and Congress Street	1	EA	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	-	\$ -	1.00	\$ 2,500.00
	25	Water Main Connections at 6th Avenue and Van Buren Street	1	EA	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	-	\$ -	1.00	\$ 2,500.00
	26	Water Main Connections at 4th Avenue and Congress Street	1	EA	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	-	\$ -	1.00	\$ 2,500.00
	27	Water Main Connections at 4th Avenue and Van Buren Street	1	EA	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	-	\$ -	1.00	\$ 2,500.00
	28	Water Main Connections at 2nd Avenue and Congress Street	1	EA	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	-	\$ -	1.00	\$ 2,500.00
	29	Water Main Connections at 2nd Avenue and Van Buren Street	1	EA	\$ 7,300.00	\$ 7,300.00	12.00	\$ 87,600.00	-	\$ -	12.00	\$ 87,600.00
	30	6" Line Stop	9	EA	\$ 2,500.00	\$ 22,500.00	9.00	\$ 22,500.00	-	\$ -	9.00	\$ 22,500.00
	31	Pressure Testing and Disinfection	1	LS	\$ 158.00	\$ 158.00	59.00	\$ 9,322.00	-	\$ -	59.00	\$ 9,322.00
	32	10" Diameter, PVC Combined Sewer Pipe Replacement	55	FT	\$ 175.00	\$ 9,625.00	106.00	\$ 18,550.00	-	\$ -	106.00	\$ 18,550.00
	33	12" Diameter, PVC Combined Sewer Pipe Replacement	115	FT	\$ 160.00	\$ 18,400.00	4.00	\$ 640.00	-	\$ -	4.00	\$ 640.00
	34	Additional 10" Pipe Replacement, PVC Combined Sewer Pipe Replacement	10	FT	\$ 178.00	\$ 1,780.00	27.00	\$ 4,806.00	-	\$ -	27.00	\$ 4,806.00
	35	Additional 12" Pipe Replacement, PVC Combined Sewer Pipe Repl	10	FT	\$ 130.00	\$ 1,300.00	542.00	\$ 70,860.00	-	\$ -	542.00	\$ 70,860.00
	36	6" Diameter, PVC Sanitary Sewer Service Pipe	1775	EA	\$ 2,900.00	\$ 51,165.00	2.00	\$ 5,800.00	-	\$ -	2.00	\$ 5,800.00
	37	10" x 6" PVC Sewer Service Connection	13	EA	\$ 3,000.00	\$ 39,000.00	13.00	\$ 39,000.00	-	\$ -	13.00	\$ 39,000.00
	38	12" x 6" PVC Sewer Service Connection	11	EA	\$ 130.00	\$ 1,430.00	395.00	\$ 51,350.00	-	\$ -	395.00	\$ 51,350.00
	39	6" Diameter, PVC Storm Sewer Pipe	423	FT	\$ 140.00	\$ 59,220.00	60.00	\$ 8,400.00	-	\$ -	60.00	\$ 8,400.00
	40	8" Diameter, PVC Storm Sewer Pipe	80	FT	\$ 158.00	\$ 12,640.00	632.00	\$ 99,856.00	-	\$ -	632.00	\$ 99,856.00
	41	10" Diameter, PVC Storm Sewer Pipe	885	FT	\$ 173.00	\$ 152,805.00	432.00	\$ 74,736.00	-	\$ -	432.00	\$ 74,736.00
	42	12" Diameter, PVC Storm Sewer Pipe	490	FT	\$ 183.00	\$ 89,670.00	561.00	\$ 102,663.00	-	\$ -	561.00	\$ 102,663.00
	43	10" Diameter, DIP Storm Sewer Pipe	555	FT	\$ 201.00	\$ 111,555.00	83.00	\$ 16,683.00	-	\$ -	83.00	\$ 16,683.00
	44	12" Diameter, DIP Storm Sewer Pipe	100	FT	\$ 245.00	\$ 24,500.00	2,345.00	\$ 574,525.00	-	\$ -	2,345.00	\$ 574,525.00
	45	18" Diameter, RCP Storm Sewer Pipe	825	FT	\$ 266.00	\$ 219,450.00	801.00	\$ 213,066.00	-	\$ -	801.00	\$ 213,066.00
	46	36" Diameter, RCP Storm Sewer Pipe (Above Combined Sewer)	1675	FT	\$ 300.00	\$ 502,500.00	1,651.00	\$ 495,300.00	-	\$ -	1,651.00	\$ 495,300.00
	47	36" Diameter, RCP Storm Sewer Pipe (Below Combined Sewer)	9212	FT	\$ 25.00	\$ 230,300.00	7,480.00	\$ 187,000.00	-	\$ -	7,480.00	\$ 187,000.00
	48	Trench Backfill	3	EA	\$ 1,688.24	\$ 5,064.72	3.00	\$ 5,064.72	-	\$ -	3.00	\$ 5,064.72
	49	Inlet, Type A, Type 1 Frame, Open Lid	0	EA	\$ 1,771.45	\$ -	-	\$ -	-	\$ -	-	\$ -
	50	Type C Catch Basin, 2' Diameter, Type 1 Frame, Open Lid	69	EA	\$ 3,150.00	\$ 217,350.00	69.00	\$ 217,350.00	-	\$ -	69.00	\$ 217,350.00
	51	Restricted Depth Catch Basin, 4' Diameter, Type 1 Frame, Open Lid	7	EA	\$ 6,050.00	\$ 42,350.00	7.00	\$ 42,350.00	-	\$ -	7.00	\$ 42,350.00
	52	Restricted Depth Manhole, 4' Diameter, Type 1 Frame, Closed Lid	6	EA	\$ 7,450.00	\$ 44,700.00	8.00	\$ 59,600.00	-	\$ -	8.00	\$ 59,600.00
	53	Restricted Depth Manhole, 5' Diameter, Type 1 Frame, Closed Lid	6	EA	\$ 14,500.00	\$ 87,000.00	14.00	\$ 203,000.00	-	\$ -	14.00	\$ 203,000.00
	54	Restricted Depth Manhole, 6' Diameter, Type 1 Frame, Closed Lid	14	EA	\$ 1,000.00	\$ 14,000.00	13.00	\$ 13,000.00	-	\$ -	13.00	\$ 13,000.00
	55	Connection to Existing Structure	13	EA	\$ 800.00	\$ 10,400.00	2.00	\$ 1,600.00	-	\$ -	2.00	\$ 1,600.00
	56	Frames and Lids to be Adjusted	22	EA	\$ 1,600.00	\$ 35,200.00	15.00	\$ 24,000.00	-	\$ -	15.00	\$ 24,000.00
	57	Structure to be Reconstructed	26	EA	\$ 1,600.00	\$ 41,600.00	-	\$ -	-	\$ -	-	\$ -

OWNER: Village of Maywood
 PAY REQUEST #: 9
 CONTRACT #: 2301
 PROJECT: I-280 Corridor Storm Sewer Separation
 PERIOD END: December 31, 2023
 ACQUA JOB #: 2301



ACQUA CONTRACTORS CORP
 551 S. IL ROUTE 83
 ELMHURST, IL 60126
 TEL: 630-359-4648
 FAX: 630-359-4971

AMERICAN CONTRACTOR	ITEM #	DESCRIPTION	CONTRACT QUANTITY	UNIT	BID COST/UNIT	BID COST	PREVIOUSLY BILLED QUANTITY	PREVIOUSLY BILLED COST	CURRENT QUANTITY	CURRENT BILLING COST	COMPLETED QUANTITY	COMPLETED TO DATE COST	
	58	Frames and Lids	30	EA	\$ 400.00	\$ 12,000.00	19.00	\$ 7,600.00	-	\$ -	19.00	\$ 7,600.00	
	59	Structure to be Removed	133	EA	\$ 150.00	\$ 19,950.00	105.00	\$ 15,750.00	-	\$ -	105.00	\$ 15,750.00	
	60	Water Service Boxes and Valve Boxes to be Adjusted	25	EA	\$ 225.00	\$ 5,625.00	1.00	\$ 225.00	-	\$ -	1.00	\$ 225.00	
	61	Seal 36" Diameter Pipe with Brick and Mortar	22	EA	\$ 750.00	\$ 16,500.00	16.00	\$ 12,000.00	-	\$ -	16.00	\$ 12,000.00	
	62	Seal 18" Diameter Pipe with Brick and Mortar	14	EA	\$ 700.00	\$ 9,800.00	12.00	\$ 8,400.00	-	\$ -	12.00	\$ 8,400.00	
	63	Seal 12" Diameter Pipe with Plug	1	EA	\$ 650.00	\$ 650.00	1.00	\$ 650.00	-	\$ -	1.00	\$ 650.00	
	64	Combination Concrete Curb and Gutter, Type B-6.12 (Modified)	11015	FT	\$ 36.00	\$ 396,540.00	10,927.00	\$ 393,372.00	-	\$ -	10,927.00	\$ 393,372.00	
	65	Portland Cement Concrete Sidewalk, 5"	40350	SF	\$ 9.00	\$ 3,635,150.00	35,718.00	\$ 321,462.00	-	\$ -	35,718.00	\$ 321,462.00	
	66	Detachable Walkways	1450	SF	\$ 35.50	\$ 51,475.00	1,430.00	\$ 50,765.00	-	\$ -	1,430.00	\$ 50,765.00	
	67	Portland Cement Concrete Driveway Pavement, 7"	1750	SY	\$ 70.00	\$ 122,500.00	1,353.00	\$ 94,710.00	-	\$ -	1,353.00	\$ 94,710.00	
	68	Portland Cement Concrete Driveway Pavement, 8"	375	SY	\$ 75.00	\$ 28,125.00	171.00	\$ 12,825.00	-	\$ -	171.00	\$ 12,825.00	
	69	White Wax Compound	8530	SY	\$ 1.50	\$ 12,945.00	-	\$ -	-	\$ -	-	\$ -	
	70	Portland Cement Concrete Base Course, 8"	4424	SY	\$ 65.50	\$ 289,772.00	3,918.00	\$ 256,629.00	-	\$ -	3,918.00	\$ 256,629.00	
	71	Deformed Tie Bars	865	EA	\$ 10.00	\$ 8,650.00	874.00	\$ 8,740.00	-	\$ -	874.00	\$ 8,740.00	
	72	Temporary Hot-Mix Asphalt Pavement	50	TON	\$ 235.00	\$ 11,750.00	47.00	\$ 11,045.00	-	\$ -	47.00	\$ 11,045.00	
	73	Incidental Hot-Mix Asphalt Surfacing	45	TON	\$ 236.00	\$ 10,620.00	32.00	\$ 7,552.00	-	\$ -	32.00	\$ 7,552.00	
	74	Gravel for Ground Stabilization	14000	SY	\$ 1.56	\$ 21,840.00	9,185.00	\$ 14,328.60	-	\$ -	9,185.00	\$ 14,328.60	
	75	Aggregate Base Course, Type B, 6	11000	SY	\$ 11.00	\$ 121,000.00	9,529.00	\$ 104,819.00	-	\$ -	9,529.00	\$ 104,819.00	
	76	Bituminous Materials (Tack Coat) SS-1	1855	GAL	\$ 1.50	\$ 2,782.50	650.00	\$ 975.00	-	\$ -	650.00	\$ 975.00	
	77	Hot-Mix Asphalt - Longitudinal Joint Sealant	6010	FT	\$ 3.60	\$ 21,636.00	6,192.00	\$ 22,291.20	-	\$ -	6,192.00	\$ 22,291.20	
	78	Hot-Mix Asphalt Binder Course, IL 19.0, N50	2800	TON	\$ 110.00	\$ 308,000.00	2,387.00	\$ 262,570.00	-	\$ -	2,387.00	\$ 262,570.00	
	79	Leveling Binder (Machine Method), N50	783	TON	\$ 155.00	\$ 121,365.00	850.00	\$ 131,750.00	-	\$ -	850.00	\$ 131,750.00	
	80	Hot-Mix Asphalt Surface Course, Mix D, N50	2367	TON	\$ 128.00	\$ 302,976.00	2,253.00	\$ 288,384.00	-	\$ -	2,253.00	\$ 288,384.00	
	81	Topsoil Placement, 3	14643	SY	\$ 5.20	\$ 76,143.60	12,452.00	\$ 64,750.40	-	\$ -	12,452.00	\$ 64,750.40	
	82	Sodding	14643	SY	\$ 14.50	\$ 212,323.50	12,452.00	\$ 180,554.00	-	\$ -	12,452.00	\$ 180,554.00	
	83	Supplemental Watering	156	UNIT	\$ 10.00	\$ 1,560.00	-	\$ -	-	\$ -	-	\$ -	
	84	Inlet Filters	82	EA	\$ 200.00	\$ 16,400.00	65.00	\$ 13,000.00	-	\$ -	65.00	\$ 13,000.00	
	85	Thermoplastic Pavement Marking - Line 4"	1475	FT	\$ 1.55	\$ 2,286.25	333.00	\$ 516.15	-	\$ -	333.00	\$ 516.15	
	86	Thermoplastic Pavement Marking - Line 6"	3173	FT	\$ 2.35	\$ 7,456.55	3,108.00	\$ 7,303.80	-	\$ -	3,108.00	\$ 7,303.80	
	87	Thermoplastic Pavement Marking - Line 12"	114	FT	\$ 4.85	\$ 550.10	114.00	\$ 530.10	-	\$ -	114.00	\$ 530.10	
	88	Thermoplastic Pavement Marking - Line 24"	595	FT	\$ 9.35	\$ 5,563.25	492.00	\$ 4,506.70	-	\$ -	492.00	\$ 4,506.70	
	89	Remove and Reset Existing Brick Pavers	600	SF	\$ 15.50	\$ 9,300.00	-	\$ -	-	\$ -	-	\$ -	
	90	Location of Water Services and Sanitary Sewer Services	1	LS	\$ 15,000.00	\$ 15,000.00	1.00	\$ 15,000.00	-	\$ -	1.00	\$ 15,000.00	
	91	Tree Removal	200	UNIT	\$ 46.75	\$ 9,350.00	19.50	\$ 911.63	-	\$ -	19.50	\$ 911.63	
	92	Contingent Cash Allowance	195000	DOL	\$ 1.00	\$ 195,000.00	52,772.82	\$ 52,772.82	-	\$ -	52,772.82	\$ 52,772.82	
	93	Mobilization	1	LS	\$ 462,000.00	\$ 462,000.00	1.00	\$ 462,000.00	-	\$ -	1.00	\$ 462,000.00	
	94	Traffic Control and Protection	0.9	LS	\$ 57,138.68	\$ 51,424.81	1.00	\$ 57,138.68	-	\$ -	1.00	\$ 57,138.68	
					CHANGE ORDERS								
						\$ 7,299,741.28	\$ 6,456,686.80						
						\$ 29,352.86							
	1				\$ -	\$ -				\$ -		\$ -	
	2				\$ -	\$ -				\$ -		\$ -	
	3				\$ -	\$ -				\$ -		\$ -	
	4				\$ -	\$ -				\$ -		\$ -	
	5				\$ -	\$ -				\$ -		\$ -	
					\$ -	\$ -				\$ -		\$ -	
						\$ 7,299,741.28	AMOUNT OF ORIGINAL CONTRACT						
						\$ -	AMOUNT OF APPROVED CHANGE ORDERS						
						\$ 7,299,741.28	NEW CONTRACT AMOUNT						
						\$ 6,485,039.66	TOTAL AMOUNT EARNED TO DATE						

OWNER: Village of Maywood

PAY REQUEST #: 9

CONTRACT #:

PROJECT: I-280 Corridor Storm Sewer Separation

PERIOD END: December 31, 2023

ACQUA JOB #: 2301



ACQUA CONTRACTORS CORP
 551 S. IL ROUTE 83
 ELMHURST, IL 60126
 TEL: 630-359-4648
 FAX: 630-359-4971

AMERICAN CONTRACTOR	ITEM #	DESCRIPTION	CONTRACT QUANTITY	UNIT	COST/UNIT	BID	PREVIOUSLY BILLED		CURRENT BILLING		COMPLETED TO DATE	
							QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
						\$	64,850.40	RETENTION (1% OF AMOUNT EARNED)				
						\$	6,392,119.93	AMOUNT PAID TO DATE				
						\$	28,068.33	AMOUNT TO BE PAID THIS ESTIMATE		9		PERIOD END: December 31, 2023

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS

QTY #

LOAN #

COUNTY OF DUPAGE

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by

Village of Maywood

To furnish

Storm Sewer Separation

For the premises known as

1290 Corridor - Maywood, IL

Of which

Village of Maywood

is the owner.

The undersigned, for and in consideration of

twenty eight thousand sixty-nine 33/100

\$28,069.33

} Dollars, and other good and valuable consideration, the receipt where of is hereby acknowledged, do(es) hereby

waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics liens', with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, fund or other considerations due or to become due from the owner, on account of labor, services, material, fixture, apparatus or machinery heretofore furnished, or which may be furnished to this date, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

Given under

My

hand

Signed

and seal

on

this

20

Day of

December

2023.

Signature and Seal:

Alex Rendina | President

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

STATE OF ILLINOIS

CONTRACTOR'S AFFIDAVIT

COUNTY OF DUPAGE

TO WHOM IT MAY CONCERN:

THE Undersigned, being duly sworn, deposes and says that he is

Alex Rendina

President

of the

Acqua Contractors Corp

Who is the contractor for the

Storm Sewer Separation

work on the

Building Located at

1290 Corridor - Maywood, IL

Owned by

Village of Maywood

That the total amount of the contract including extras* is

\$7,302,000.00

on which he has received payment of

\$6,392,119.93

prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and

that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material and labor, or both for said work and all parties having contracts or sub contracts for the specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

James	What For	Contract Price	Amount Paid	This Payment	Balance Due
Acqua Contractors Corp	Labor/Materials	\$3,529,907.17	\$2,860,936.38	\$12,278.52	\$656,692.27
Velch Bros	Precast Structures	\$374,761.84	\$374,761.84	\$0.00	\$0.00
Core & Main	Water & Sewer Mtls	\$260,924.40	\$260,924.40	\$0.00	\$0.00
3 Demo	Concrete	\$1,153,263.50	\$1,025,881.66	\$0.00	\$127,381.84
elToro Landscaping	Landscape	\$288,777.00	\$209,680.28	\$15,790.81	\$63,305.91
McGill Construction	HMA	\$634,000.00	\$599,886.32	\$0.00	\$34,113.68
Highway Safety Corp	Traffic Control	\$21,918.60	\$21,699.42	\$0.00	\$219.18
Volcan Materials	Stone/Dirt Dumps	\$458,432.69	\$458,432.69	\$0.00	\$0.00
Decision Pavement	Striping	\$9,785.81	\$9,687.95	\$0.00	\$97.86
EV Transport Inc	Trucking	\$241,448.75	\$241,448.75	\$0.00	\$0.00
Triatica Construction Co	Trucking	\$328,780.24	\$328,780.24	\$0.00	\$0.00
TOTAL LABOR AND MATERIAL TO COMPLETE		\$7,302,000.00	\$6,392,119.93	\$28,069.33	\$881,810.74

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Witnessed This 20 day of December, 2023.

Signature

Alex Rendina | President

December, 2023.

Subscribed and sworn to before me this



EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

PARTIAL WAIVER OF LIEN

STATE OF ILLINOIS)
COUNTY OF KANE) SS

ESCROW# FILE #

WHEREAS the undersigned has been employed by Acqua Contractors to furnish Landscape Construction for the premises known as I-290 Corridor Storm Sewer Separation Project of which Village of Maywood is the owner.

THE undersigned, for and in consideration of Fifteen Thousand Seven Hundred Ninety Dollars & 81/100 (\$ 15,790.81) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or rights to lien, under the statutes of the State of Illinois, relating to Mechanics' Liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the Owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.*

Given under my hand and seal this 30 day of November, 2023

Signature and Seal

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

IF YOU HAVE CONTRACTED FOR LABOR OR MATERIALS ON THIS JOB YOU MUST COMPLETE THE CONTRACTOR'S AFFIDAVIT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS)
COUNTY OF KANE) SS

TO WHOM IT MAY CONCERN:

The undersigned, being duly sworn, desposes, and says that he/she is Elsa Martinez, COO of the Del Toro Landscaping, Inc. who is the contractor for the Landscape Construction on the building located at I-290 Corridor Storm Sewer Separation Project owned by Village of Maywood. That the total amount of the contract including extras is \$ 313,800.00 on which she/he has received payment of \$ 209,680.28 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work and all parties having contracts or subcontracts for specific portions of said work or for material entering into the Construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and materials required to complete said work according to plans and specifications.

Table with 6 columns: NAMES, WHAT FOR, CONTRACT PRICE, AMOUNT PAID, THIS PAYMENT, BALANCE DUE. Rows include Del Toro Landscaping, Inc. and DuPage Topsoil, Inc. Total Labor & Material including extras* to complete: \$313,800.00.

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 20 day of December, 2023

Signature of Elsa Martinez

Subscribed and sworn to before me this 20 day of December, 2023

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

OFFICIAL SEAL SAMANTHA MARTINEZ 28 NOTARY PUBLIC, STATE OF ILLINOIS KANE COUNTY MY COMMISSION EXPIRES 09/14/2024

Signature of Samantha Martinez, Notary Public

FINAL WAIVER OF LIEN

To All Whom It May Concern:

WHEREAS, the undersigned has been employed by DEL TORO LANDSCAPING, INC.

to furnish materials for Landscaping work under a contract Invoice(s) 56155

have been paid via Del Toro Landscaping, Inc. check number: 51077 for the

improvement of the premises described as I-290 Corridor Storm Sewer Separation Project

in the Village (City-Village) of Maywood, County of Cook

State of Illinois, of which Village of Maywood

is the owner.

NOW THEREFORE, this 11th day of December, 2023, for and in consideration

of the sum of ***Five Thousand One Hundred Dollars & 00/100*** (**5,100.00**)

Dollars paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvements thereon, and on the monies or other considerations due or to become due from the owner, on account of the labor, services, material, fixtures, apparatus or machinery heretofore or which may hereafter be furnished by the undersigned to or for the above-described premises by virtue of said contract.

DuPage Topsoil, Inc.
(Name of sole ownership, corp., or partnership)

[Signature]
(Signature)

PRESIDENT
(Title)

Affix
Corp.
Seal
(here)

Subscribed and sworn to me this 11th day of December, 2023



Maree J. Beavers

FINAL WAIVER OF LIEN

STATE OF ILLINOIS }
COUNTY OF COOK } SS

Gty # _____

Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by McGill Construction
to furnish Bituminous Mix
for the premises known as 1290 Corridor Storm Sewer Project
of which Village of Maywood is the owner.

THE undersigned, for and in consideration of Two Hundred Fifty-Two Thousand Five Hundred Twenty-Six and 34/100
(\$ 252,526.34) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material,
fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-
described premises, INCLUDING EXTRAS.*

DATE 01/08/2024 COMPANY NAME Healy Asphalt Company, LLC
ADDRESS 1445 Oakton Street, Elk Grove Village, IL 60007

SIGNATURE AND TITLE John F. Healy Jr., Secretary of Arrow Road Construction, Manager of Healy Asphalt Company, LLC

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
COUNTY OF COOK } SS

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) John F. Healy, Jr. BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) Manager OF
(COMPANY NAME) Healy Asphalt Company, LLC WHO IS THE
CONTRACTOR FURNISHING Bituminous Mix WORK ON THE BUILDING
LOCATED AT 1290 Corridor Storm Sewer Project
OWNED BY Village of Maywood

That the total amount of the contract including extras* is \$ 338,406.75 on which he or she has received payment
of \$ 0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there
is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have
furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material
entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material
required to complete said work according to plans and specifications:

Healy Asphalt Company, LLC	Bituminous Mix	338,406.75	85,880.41	252,526.34	0.00
					0.00
					0.00
					0.00
					0.00
Healy Asphalt Company manufactures its own asphalt products. Principle suppliers used in manufacturing are Vulcan Materials and BP Amoco. All materials used in manufacture are from fully paid stock.					
TOTAL MATERIAL INCLUDING EXTRAS* TO COMPLETE.		338,406.75	85,880.41	252,526.34	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.


DATE 01/08/2024 SIGNATURE John F. Healy Jr.
John F. Healy Jr., Secretary of Arrow Road Construction, Manager of Healy Asphalt Company, LLC

SUBSCRIBED AND SWORN TO BEFORE ME THIS 8th DAY OF January, 2024.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Alejandro Tapia Trujillo
30 NOTARY PUBLIC
ALEJANDRO TAPIA TRUJILLO
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Chicago Cleaning Concierge

SPECIFIC ACTION REQUESTED: Payment approval of the invoice of attached invoice for janitorial services for the Village of Maywood.

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>	<u>Service dates</u>
131	1/29/2024	\$9,500.00	January 2024

RECOMMENDATION: It is recommended that the total payment of \$9,500.00 be approved for payment. The expense account to be charged: 01-53-52400.

INVOICE

Date: January 29, 2024
January 2024
INVOICE # 131



To Village of Maywood
40 Maddison Street
Maywood IL, 60153
708 450-7400

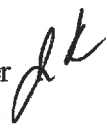
	Description		Line Total
1	Sanitation/Disinfecting Services (CDC Compliance)		\$9,500.00
		Subtotal Total	\$9,500.00

Make all checks payable to Chicago Cleaning Concierge LLC

Chicago Cleaning Concierge LLC P.O Box 3481 Barrington, Illinois 60010 312-2001577
BLaster@chicagocleaningconcierge.com

Thank you for your business!

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Civic Systems, LLC

SPECIFIC ACTION REQUESTED: Payment approval of the attached purchase agreement for Semi-Annual Support Fees - January 1, 2024, to June 30, 2024.

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
CVC24119	12/19/2023	\$10,604.00

RECOMMENDATION: It is recommendation that the total payment of \$10,604.00 be approved for payment. The expense account to be charged: Various Accounts.

Civic Systems, LLC
4807 Innovate Lane • PO Box 7398
Madison, WI 53718 • 608 249 6622



Village of Maywood
40 Madison Street
Maywood, IL 60153

Invoice Date: December 19, 2023
Invoice Number: CVC24119
Client Number: 168507

INVOICE

AMOUNT

INVOICE	AMOUNT
Fees	
Semi-Annual Support Fees - January 1, 2024 through June 30, 2024	\$10,604.00
Fees Total:	\$10,604.00
Expenses Total:	\$0.00
Invoice Total:	\$10,604.00

Recommended To Be Paid

Dept. Head: _____

Expense Acct: Various accts

Date: _____ PO # _____


For questions, comments or suggestions, please contact Amber Gawel at 608 249 6622.

Balance is payable upon receipt or previously agreed upon terms.

To pay by Credit Card, Debit Card, or EFT using your Checking Account visit www.bakertilly.com/payment.
There is 3% surcharge on all Credit Card payments. There is no fee for Debit Card or EFT Payments.

Please ACH or wire payment to:	Or send payment to:	Reference:
US Bank, Milwaukee, WI Routing No: 075000022 Account No: 182383997323 Reference #: CVC24119	Civic Systems, LLC Box 78975 Milwaukee, WI 53278-8975	Client Number: 168507 Invoice Number: CVC24119 Amount Enclosed: \$ _____

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2023
SUBJECT: Payment Approval, Core & Main

SPECIFIC ACTION REQUESTED: Payment approval of the invoices for water/sewer supplies for the Village of Maywood Public Works Department.

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
T754189	10/16/2023	\$11,329.80
T777427	10/25/2023	\$7,517.50

RECOMMENDATION: It is recommended that the total payment of \$18,847.30 be approved for payment. The expense account to be charged: 41-52-60600.



INVOICE

Invoice # T754186
Invoice Date 10/16/23
Account # 080440
Sales Rep GABRIEL ORTEGA
Phone # 630-665-1800
Branch # 229 St. Charles, IL
Total Amount Due \$11,329.80

1830 Craig Park Court
St. Louis, MO 63146

Remit To:
 CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

427 1 MB 0.561 E0402X I0620 D11915488049 S2 P9950687 0001:0002



VILLAGE OF MAYWOOD
40 MADISON ST
MAYWOOD IL 60153-2323

Shipped to:

CUSTOMER PICK-UP -

CUSTOMER JOB- W&S W&S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
10/11/23	10/13/23	VERBAL IRMA	W&S	W&S		GABE TO DELIVER	T754186

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
70317069007	317-069007-000 6X3/4CC SADDLE EPOXY W/304SS STRAPS 5.94-6.90 OD	10	2	8	98.50000	EA	197.00
70317069009	317-069009-000 6X1CC SADDLE EPOXY W/304SS STRAPS 5.94-6.90 OD	2	2		86.50000	EA	173.00
70317111007	317-111007-000 10X3/4CC SADDLE EPOXY W/304SS STRAPS 10.75-11.10 OD	10		10	121.00000	EA	.00
70317111009	317-111009-000 10X1CC SADDLE EPOXY W/304SS STRAPS 10.75-11.10 OD	2		2	121.00000	EA	.00
72261069020000	261-069020-000 6X20 REP CLP 6.84-7.24 OD	10	3	7	264.00000	EA	792.00
72261069015000	261-069015-000 6X15 REP CLP 6.84-7.24 OD	10	10		168.00000	EA	1,680.00
7486054016316	860-54-0163-16 6 HYMAX 2 FLIP CPLG 6.42-7.05 LR 7.01-7.68 HR OD	10		10	343.00000	EA	.00
7486054010816	860-54-0108-16 4 HYMAX 2 FLIP CPLG 4.25-5.00 LR 4.92-5.63 HR OD	10	6	4	259.00000	EA	1,554.00
21T06T040M	6X4 MJ TEE C153 USA	8	6	2	366.00000	EA	2,196.00
21AMF061106DRC4	MEGALUG 6 1106 DI KIT C111	16	16			N/C EA	
21AMF041104DRC4	MEGALUG 4 1104 DI KIT C111	8	8			N/C EA	

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CONTINUED...



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	T754186
Invoice Date	10/16/23
Account #	080440
Sales Rep	GABRIEL ORTEGA
Phone #	630-665-1800
Branch #	229 St. Charles, IL
Total Amount Due	\$11,329.80

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146



VILLAGE OF MAYWOOD
40 MADISON ST
MAYWOOD IL 60153-2323

Shipped to:

CUSTOMER PICK-UP -

CUSTOMER JOB- W&S W&S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
10/11/23	10/13/23	VERBAL IRMA	W&S	W&S		GABE TO DELIVER	T754186

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
21T06T060M	6 MJ TEE C153 USA	8	8		403.00000	EA	3,224.00
21AMF061106DRC4	MEGALUG 6 1106 DI KIT C111	24	24		N/C	EA	
21T04R03M	4X3 MJ RED C153 USA	8		8	180.00000	EA	.00
21AMF041104DRC4	MEGALUG 4 1104 DI KIT C111	8	8		N/C	EA	
21AMF031103DRC	MEGALUG 3 1103 DI KIT C111	8	8		N/C	EA	
59H103020555	H10302-05 5'6 SERV BOX TAPT 2"	12	12		70.50000	EA	846.00
72264069012009	264-069012-009 6X12-1/2X1CC TAPT REP CLP 6.84-7.24 OD	3	3		187.00000	EA	561.00
72264090512009	264-090512-009 8X12-1/2X1CC TAPT REP CLP 8.99-9.39 OD	3		3	212.50000	EA	.00
/54017535336	317-00076005-000 6X5/8CC	2		2	86.50000	EA	.00
/54017535337	317-00121205-000 10X5/8CC 5/8 TAPT 317 SADDLES ARE NON RETURNABLE OR REFUNDABLE.	2		2	121.00000	EA	.00
3120B15B	2X1-1/2 BLK MI BUSH	12	12		8.90000	EA	106.80

Recommended To Be Paid

~~\$~~ 11,329.80

Dept. Head: Mey Subanar

Expense Acct: 41-52-60600

Date: 1/11/24 PO # _____

Freight	Delivery	Handling	Restock	Misc.
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Subtotal:	11,329.80
Other:	0.00
Tax:	0.00
Invoice Total:	\$11,329.80

Terms: NET 30
Ordered By: IRMA

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This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.



INVOICE

Recommended To Be Paid

Dept. Head:

Expense Acct:

Date: _____ PO # _____

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	T777427
Invoice Date	10/25/23
Account #	080440
Sales Rep	GABRIEL ORTEGA
Phone #	630-665-1800
Branch # 229	St. Charles, IL
Total Amount Due	\$7,517.50

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

866 1 MB 0.561 E0208X I0334 D11958963673 S2 P9963077 0001:0002



Shipped to: 10/16/23 Backordered from: T754186



VILLAGE OF MAYWOOD
40 MADISON ST
MAYWOOD IL 60153-2323

CUSTOMER PICK-UP -

CUSTOMER JOB- W&S W&S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
10/11/23	10/24/23	VERBAL IRMA	W&S	W&S		GABE TO DELIVER	T777427

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
7486054010816	860-54-0108-16 4 HYMAX 2 FLIP CPLG 4.25-5.00 LR 4.92-5.63 HR OD	4	4		259.00000	EA	1,036.00
70317069007	317-069007-000 6X3/4CC SADDLE EPOXY W/304SS STRAPS 5.94-6.90 OD	8		8	98.50000	EA	.00
70317111007	317-111007-000 10X3/4CC SADDLE EPOXY W/304SS STRAPS 10.75-11.10 OD	10		10	121.00000	EA	.00
70317111009	317-111009-000 10X1CC SADDLE EPOXY W/304SS STRAPS 10.75-11.10 OD	2	2		121.00000	EA	242.00
72261069020000	261-069020-000 6X20 REP CLP 6.84-7.24 OD	7		7	264.00000	EA	.00
7486054016316	860-54-0163-16 6 HYMAX 2 FLIP CPLG 6.42-7.05 LR 7.01-7.68 HR OD	10	10		343.00000	EA	3,430.00
21T06T040M	6X4 MJ TEE C153 USA	2	2		366.00000	EA	732.00
21T04R03M	4X3 MJ RED C153 USA	8	8		180.00000	EA	1,440.00
72264090512009	264-090512-009 8X12-1/2X1CC TAPT REP CLP 8.99-9.39 OD	3	3		212.50000	EA	637.50
/54017535336	317-00076005-000 6X5/8CC	2		2	86.50000	EA	.00
/54017535337	317-00121205-000 10X5/8CC	2		2	121.00000	EA	.00



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	T777427
Invoice Date	10/25/23
Account #	080440
Sales Rep	GABRIEL ORTEGA
Phone #	630-665-1800
Branch # 229	St. Charles, IL
Total Amount Due	\$7,517.50

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146



VILLAGE OF MAYWOOD
40 MADISON ST
MAYWOOD IL 60153-2323

Shipped to: 10/16/23 Backordered from: T754186

CUSTOMER PICK-UP -

CUSTOMER JOB- W&S W&S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
10/11/23	10/24/23	VERBAL IRMA	W&S	W&S		GABE TO DELIVER	T777427

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			

Recommended To Be Paid ~~7,517.50~~ **7,517.50**
 Dept. Head: Greg Sullivan
 Expense Acct: 41-52-60600
 Date: 1/11/24 PO # _____

Online ADVANTAGE™

- Manage billing online
- Reprint invoices
- Retrieve proof of deliveries

Be suspicious of emails requesting wire transfers or payments to Core & Main using updated remittance information. For tips about how to identify bad actors, visit coreandmain.com/identifying-fraud.

Freight	Delivery	Handling	Restock	Misc.
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Subtotal:	7,517.50
Other:	0.00
Tax:	0.00
Invoice Total:	7,517.50

Terms: NET 30
Ordered By: IRMA

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This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.

**of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, DE LAGE LANDEN FINANCIAL SVCS

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoice #81740019 dated 02/01/2024 for The Village Hall & Police Department Server Project & Complete Care Agreement on behalf of contract from Impact.

RECOMMENDATION: It is recommended that the total payment of \$28,828.80 be approved for payment. The expense account to be charged: 01-18-61100.



DE LAGE LANDEN FINANCIAL SERVICES, INC.
PO BOX 41602
PHILADELPHIA, PA 19101-1602

REMITTANCE SECTION

Invoice Number: 81740019
Due Date: 02/01/2024
Due This Period: \$28,828.80

Amount Enclosed: \$ _____

MAYWOOD, VILLAGE OF
ATTN: AP/FINANCE DEPT
40 MADISON ST
MAYWOOD IL 60153-2323

Please make check payable to:

DE LAGE LANDEN FINANCIAL SERVICES, INC.
PO BOX 41602
PHILADELPHIA, PA 19101-1602



2100000817400190028828801

Detach here. Please include the top payment coupon with your payment. Please allow 5-7 days for U.S. Postal Service delivery.



DE LAGE LANDEN FINANCIAL SERVICES, INC.
PO BOX 41602
PHILADELPHIA, PA 19101-1602

WWW.LEASEDIRECT.COM

Contract Number: 500-50447706
Invoice Number: 81740019
Account Number: 1660891
Site Number: 5656023
Invoice Date: 01/06/2024

Period of Performance: 02/01/2024-02/29/2024
Due This Period: \$28,828.80

IMPORTANT MESSAGES

*Please review your equipment location(s) for tax purposes.

MAKING ELECTRONIC PAYMENTS?

- ✓ If paying by ACH or Wire, please forward detailed remittance advice to EFT@LEASEDIRECT.COM to ensure timely application of payment.
- ✓ Enroll in direct debit by visiting WWW.LEASEDIRECT.COM and clicking on manage payments.

See Reverse For Important Information

INVOICE DETAILS


Description	Payment Amount	Tax	Total Amount	Applied Amount	Remaining Amount Due
PAYMENT	\$28,828.80	\$0.00	\$28,828.80	\$0.00	\$28,828.80
Billed this Invoice	\$28,828.80	\$0.00	\$28,828.80	\$0.00	\$28,828.80

(Please see the following pages for details.)

ASSET DETAILS

Contract Number	Serial Number	Purchase Order	Make / Model	Asset Number	Install Date	Cost Center	Department	Payment Amount	Tax	Total Amount
500-50447706	500-50447706		OFFICE / Complete Care Packages	50447706_1						
Asset Location: 40 MADISON ST MAYWOOD COOK IL 60153-2323 United States										
500-50447706	500-50490078		Docuware / Software	50490078_1						
Comments: MIGRATION Asset Location: 40 MADISON ST MAYWOOD COOK IL 60153-2323 United States										
Asset Amount Total:										\$0.00

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, ESO Solutions, Inc

SPECIFIC ACTION REQUESTED: Payment approval of the invoice #ESO-106641 dated 4/03/2023 for online training, federal NFIRS data reporting software and upgrades, and data migrations for the Village of Maywood Fire Department.

RECOMMENDATION: It is recommended that the total payment of \$8,528.40 be approved for payment. The expense account to be charged: 01-41-52400.



Invoice

Please send payments to:
ESO Solutions, Inc.
PO Box 679449
Dallas, TX 75267-9449

Date: 4/3/2023
Invoice #: ESO-106641
Terms: Net 30
Due Date: 5/3/2023
PO#

Bill To
Maywood Fire Dept (IL)
700 St Charles Road
Maywood IL 60153
United States
cbronaugh@maywoodfire-il.org

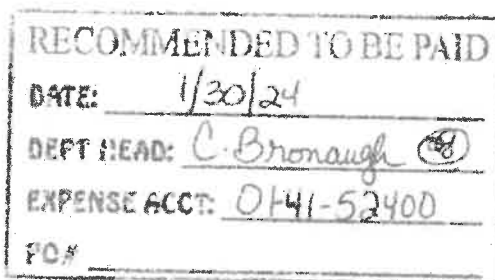
Ship To
Maywood Fire Dept (IL)
700 St Charles Road
Maywood
IL 60153
US

Item	From	To	QTY	UOM	Total
ESO Fire Incidents Includes Auto EHR-Import or Auto-CAD Import, federal NFIRS data reporting, software updates and upgrades.	5/3/2023	5/2/2024	2	Stations	USD \$2,358.70
ESO EHR (BLS Version) BLS ePCR software.	5/3/2023	5/2/2024	4,000	Incidents	USD \$6,169.70

Invoice Message:

ACH/EFT bank information:
PNC Bank
Routing: 031207607
Account Number: 8026412499
Swift Code: PNCCUS33

Check Remittance lockbox address:
ESO Solutions, Inc.
PO Box 679449
Dallas, TX 75267-9449



Total (Without Tax):	USD \$8,528.40
Tax:	USD \$0.00
Grand Total:	USD \$8,528.40
Amount Paid/Credit:	USD \$0.00
Total Recurring:	USD \$8,528.40
Total One-Time:	
Invoice Balance:	USD \$8,528.40

Please submit payment remittances to accountsreceivable@eso.com to ensure correct invoice application.

Amounts invoiced are per your agreement(s) which may include annual uplift and an increase in quantities based on usage overages. Your payment of this invoice serves as acceptance of such increases.

Questions? Contact: AccountsReceivable@eso.com 866-766-9471 option 8

Tax ID: 36-4566209

ESO will never e-mail you soliciting payment information. Please call us or e-mail AccountsReceivable@eso.com if you have any questions or wish to make a change.

This invoice presents the total net price of the product(s) and/or service(s) which is inclusive (net) of any discount. As the buyer of such product(s)/service(s), you may have additional reporting obligations to federal or state health care programs (including pursuant to 42 CFR 1001.952(h)) and/or upon inquiry by the HHS Secretary or other state or federal agencies. As the buyer, you must adhere to any other relevant federal or third-party payer requirements.

Pay Online

For a 3% fee, pay via Card

Direct Card Payment Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha85/custInvc/4889983/?amount=878425.2

Pay via Online Bank Transfer

Direct Bank Transfer Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha85/custInvc/4889983/?card=false



Invoice

Please send payments to:
ESO Solutions, Inc.
PO Box 679449
Dallas, TX 75267-9449

Date: 3/24/2023
Invoice #: ESO-106561
Terms: Net 30
Due Date: 4/23/2023
PO#

Bill To

Maywood Fire Dept (IL)
700 St Charles Road
Maywood IL 60153
United States
cbronaugh@maywoodfire-il.org

Ship To

Maywood Fire Dept (IL)
700 St Charles Road
Maywood
IL 60153
US

Item	From	To	QTY	UOM	Total
Fire Incidents Billing Extract	4/7/2023	4/6/2024	1		USD \$395.00
Allows for integration of NFIRS data into Fire Recovery USA for Billing. Ongoing maintenance included.					

Invoice Message:

ACH/EFT bank information:
PNC Bank
Routing: 031207607
Account Number: 8026412499
Swift Code: PNCCUS33

Check Remittance lockbox address:
ESO Solutions, Inc.
PO Box 679449
Dallas, TX 75267-9449

RECOMMENDED TO BE PAID	
DATE:	01-30-24
DEPT HEAD:	C. Bronaugh
EXPENSE ACCT:	01-41-52400
PO#	

Total (Without Tax):	USD \$395.00
Tax:	USD \$0.00
Grand Total:	USD \$395.00
Amount Paid/Credit:	USD \$0.00
Total Recurring:	USD \$395.00
Total One-Time:	
Invoice Balance:	USD \$395.00

Please submit payment remittances to accountsreceivable@eso.com to ensure correct invoice application.

Amounts Invoiced are per your agreement(s) which may include annual uplift and an increase in quantities based on usage overages. Your payment of this invoice serves as acceptance of such increases.

Questions? Contact: AccountsReceivable@eso.com 866-766-9471 option 8

Tax ID: 36-4566209

ESO will never e-mail you soliciting payment information. Please call us or e-mail AccountsReceivable@eso.com if you have any questions or wish to make a change.

This invoice presents the total net price of the product(s) and/or service(s) which is inclusive (net) of any discount. As the buyer of such product(s)/service(s), you may have additional reporting obligations to federal or state health care programs (including pursuant to 42 CFR 1001.932(h)) and/or upon inquiry by the HHS Secretary or other state or federal agencies. As the buyer, you must adhere to any other relevant federal or third-party payer requirements.

Pay Online


For a 3% fee, pay via Card

Direct Card Payment Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha8S/custinvc/4878204/?amount=40685

Pay via Online Bank Transfer

Direct Bank Transfer Link: https://app.suitesync.io/payments/acct_1FelgtGvY2g6ha8S/custinvc/4878204/?card=false

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Fire Service, Inc

SPECIFIC ACTION REQUESTED: Payment approval of the invoices for repair, parts, and labor on Engine 502 for the Village of Maywood Fire Department.

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
STB-11355	01/18/2024	\$6,562.50
IL-11451	01/24/2024	\$5,292.85

RECOMMENDATION: It is recommended that the total payment of \$11,855.35 be approved for payment. The expense account to be charged: 01-41-51300.

Fire Service, Inc. - St. John Body
 9545 North Industrial Drive
 Saint John, IN 46373
 mshreve@fireserviceinc.com
 219-365-7157



Invoice: STB-11355
Date: 1/18/2024

Bill To
 Maywood Village of
 Village of Maywood
 40 Madison St.
 Maywood, IL 60153
 P: 708-681-8860 F: 708-343-5595

Remit Payment To
 Fire Service Inc.
 9545 North Industrial Drive
 Saint John, IN 46373

Service Order	Terms	Due Date	Authorizer	Customer PO	Unit #
STB-7118	Net 20	2/7/2024	Craig Bronaugh		502

Item	Description	Quantity	Rate	Amount
	Complaint: Warranty Corrosion Maywood Village of SO # 139879 Cause: Customer request			
Labor	Correction: Body Work / Body work / Warranty Corrosion Maywood Village of SO # 139879 - Completed: 12/26/2023	0.00000		\$0.00
Subtotal				\$0.00

Complaint: #1 Paint Corrosion driver side pump panel area
 Paint Supplies \$146.25
 R/R handrail (.25)
 Mask off area (.5)
 Sandblast/DA corrosion (.5)
 Body work area of repair (1.0)
 Prime and sand primer (.5)
 Base/clear coat (.75)
 Buff/wet sand (.5)
Cause: Customer request

Item	Description	Quantity	Rate	Amount
Labor	Correction: Body Work / Body work / #1 Paint Corrosion driver side pump panel area Paint Supplies \$146.25 R/R handrail (.25) Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) #1 Paint Corrosion driver side pump panel area Paint Supplies \$146.25 R/R handrail (.25) Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) #1 Paint Corrosion driver side pump panel area Paint Supplies \$146.25 R/R handrail (.25) Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) - Completed: 12/26/2023	2.00000	\$125.00	\$250.00
Parts	Tag, Low Ultra Low Sulfur Diesel Only - EONE-679737	1.00000	\$42.4575	\$42.46
Parts	Reflector, Red 3x2 w/ Chrome Trim - NAP-TL32R	1.00000	\$12.201	\$12.20
			Subtotal	\$304.66

Complaint: #2 Paint Corrosion driver side L3 compartment door corner
Paint Supplies \$146.25
R/R overhead compartment door (.75)
Clean hinge and use ECK corrosion product (.5)
Mask off area (.5)
Sandblast/DA corrosion (.5)
Body work area of repair (1.0)
Prime and sand primer (.5)
Base/clear coat (.75)
Buff/wet sand (.5)

Cause: Customer request

Labor	Correction: Body Work / Body work / removal and disassemble JMc 12/13 remove decal masking 12/29 - Completed: 1/5/2024	2.00000	\$125.00	\$250.00
			Subtotal	\$250.00

Item	Description	Quantity	Rate	Amount
	Complaint: #3 Paint Corrosion driver side L3 compartment door corner			
	Paint Supplies \$146.25			
	Door will already be removed			
	Mask off area (.5)			
	Sandblast/DA corrosion (.5)			
	Body work area of repair (1.0)			
	Prime and sand primer (.5)			
	Base/clear coat (.75)			
	Buff/wet sand (.5)			
	Cause: Customer request			
Labor	Correction:	1.50000	\$125.00	\$187.50
	Body Work / Body work / Apply glaze and sand with 150. Do a final sand with 320 and then clean up mess. - Completed: 12/26/2023			
			Subtotal	\$187.50
	Complaint: #4 Paint Corrosion driver side L4 compartment door left side upper corner			
	Paint Supplies \$146.25			
	R/R overhead compartment door (.75)			
	Clean hinge and use ECK corrosion product (.5)			
	Mask off area (.5)			
	Sandblast/DA corrosion (.5)			
	Body work area of repair (1.0)			
	Prime and sand primer (.5)			
	Base/clear coat (.75)			
	Buff/wet sand (.5)			
	Cause: Customer request			
Labor	Correction:	2.00000	\$125.00	\$250.00
	Body Work / Body work / remove and disassemble door, remove decal JMc 12/13 - Completed: 12/26/2023			
			Subtotal	\$250.00
	Complaint: #5 Paint Corrosion driver side L4 compartment door upper middle area			
	Paint Supplies \$146.25			
	Door will already be removed			
	Mask off area (.5)			
	Sandblast/DA corrosion (.5)			
	Body work area of repair (1.0)			
	Prime and sand primer (.5)			
	Base/clear coat (.75)			
	Buff/wet sand (.5)			
	Cause: Customer request			

Item	Description	Quantity	Rate	Amount
Labor	Correction: Body Work / Body work / #5 Paint Corrosion driver side L4 compartment door upper middle area Paint Supplies \$146.25 Door will already be removed Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) - Completed: 1/5/2024	1.75000	\$125.00	\$218.75
			Subtotal	\$218.75

Complaint: #6 Paint Corrosion driver side L4 door right side upper corner
 Paint Supplies \$146.25
 Door will already be removed
 Mask off area (.5)
 Sandblast/DA corrosion (.5)
 Body work area of repair (1.0)
 Prime and sand primer (.5)
 Base/clear coat (.75)
 Buff/wet sand (.5)
Cause: Customer request

Labor	Correction: Body Work / Body work / #6 Paint Corrosion driver side L4 door right side upper corner Paint Supplies \$146.25 Door will already be removed Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) - Completed: 1/5/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #7 Paint Corrosion driver side outrigger area body corner
 Paint Supplies \$146.25
 Mask off area (.5)
 Sandblast/DA corrosion (.5)
 Body work area of repair (1.0)
 Prime and sand primer (.5)
 Base/clear coat (.75)
 Buff/wet sand (.5)
Cause: Customer request

Item	Description	Quantity	Rate	Amount
Labor	Correction: Body Work / Body work / 1/11 JMc start reassemble off doors, rob rails, doot racks etc etc 1/12 JMc reassemble - Completed: 1/17/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #8 Paint Corrosion driver side outrigger area body corner right side

Paint Supplies \$146.25

Mask off area (.5)

Sandblast/DA corrosion (.5)

Body work area of repair (1.0)

Prime and sand primer (.5)

Base/clear coat (.75)

Buff/wet sand (.5)

Cause: Customer request

Labor	Correction: Body Work / Body work / Mask of area. Feather down spots and apply glaze. Sand with 150. Clean up mess. TM 12-20 - Completed: 1/17/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #9 Paint Corrosion driver side rear side marker light area

Paint Supplies \$146.25

R/R reflector (.2)

R/R marker light (.3)

Clean hinge and use ECK corrosion product (.5)

Mask off area (.5)

Sandblast/DA corrosion (.5)

Body work area of repair (1.0)

Prime and sand primer (.5)

Base/clear coat (.75)

Buff/wet sand (.5)

Cause: Customer request

Labor	Correction: Body Work / Body work / Sand and sandblast affected area. Apply glaze and sand with 150. Clean up mess. TM 12-20 - Completed: 1/17/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #10 Paint Corrosion passenger rear body area above R4

Paint Supplies \$146.25

Mask off area (.5)

Sandblast/DA corrosion (.5)

Body work area of repair (1.0)

Prime and sand primer (.5)

Base/clear coat (.75)

Buff/wet sand (.5)

Cause: Customer request

Item	Description	Quantity	Rate	Amount
Labor	Correction: Body Work / Body work / remove compartment door,hindge and trim pieces for body work and paint - Completed: 1/11/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #11 Paint Corrosion R4 chrome D-ring handle

Paint Supplies \$146.25

R/R D-ring handle (.5)

Clean and use ECK corrosion product (.5)

Mask off area (.5)

Sandblast/DA corrosion (.5)

Body work area of repair (1.0)

Prime and sand primer (.5)

Base/clear coat (.75)

Buff/wet sand (.5)

Cause: Customer request

Labor	Correction: Body Work / Body work / 1/4/24 prep , mask doors DH - Completed: 1/11/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #12 Paint Corrosion R3 chrome D-ring handle

Paint Supplies \$146.25

R/R D-ring handle (.5)

Clean and use ECK corrosion product (.5)

Mask off area (.5)

Sandblast/DA corrosion (.5)

Body work area of repair (1.0)

Prime and sand primer (.5)

Base/clear coat (.75)

Buff/wet sand (.5)

Cause: Customer request

Labor	Correction: Body Work / Body work / wet sand and buff newly painted areas TM 1-5-24 - Completed: 1/5/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #13 Paint Corrosion passenger side R3 lower compartment door corner

Paint Supplies \$146.25

R/R compartment door (.75)

Clean hinge and use ECK corrosion product (.5)

Mask off area (.5)

Sandblast/DA corrosion (.5)

Body work area of repair (1.0)

Prime and sand primer (.5)

Base/clear coat (.75)

Buff/wet sand (.5)

Item	Description	Quantity	Rate	Amount
Cause: Customer request				
Labor	Correction: Body Work / Body work / Wet sand and buff newly painted surfaces. TM 1-8-24 - Completed: 1/17/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00
Complaint: #14 Paint Corrosion passenger side R3 upper compartment door corner (on body and door)				
Paint Supplies \$146.25				
Mask off area (.5)				
Sandblast/DA corrosion (.5)				
Body work area of repair (1.0)				
Prime and sand primer (.5)				
Base/clear coat (.75)				
Buff/wet sand (.5)				
Cause: Customer request				
Labor	Correction: Body Work / Body work / Wet sand and buff newly painted surfaces TM - Completed: 1/17/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00
Complaint: #15 Paint Corrosion passenger side pump panel inside body area				
Paint Supplies \$146.25				
Mask off area (.5)				
Sandblast/DA corrosion (.5)				
Body work area of repair (1.0)				
Prime and sand primer (.5)				
Base/clear coat (.75)				
Buff/wet sand (.5)				
Cause: Customer request				
Labor	Body Work / Body work / #15 Paint Corrosion passenger side pump panel inside body area Paint Supplies \$146.25 Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) - Completed: 1/17/2024	1.75000	\$125.00	\$218.75
			Subtotal	\$218.75

Item	Description	Quantity	Rate	Amount
Complaint: #16 Paint Corrosion passenger side pump panel area				
Paint Supplies \$146.25				
Mask off area (.5)				
Sandblast/DA corrosion (.5)				
Body work area of repair (1.0)				
Prime and sand primer (.5)				
Base/clear coat (.75)				
Buff/wet sand (.5)				
Cause: Customer request				
Labor	Correction: Body Work / Body work / 01/5 install both windows on passenger crew door - Completed: 1/17/2024	1.60000	\$125.00	\$200.00
			Subtotal	\$200.00

Complaint: #17 Paint Corrosion passenger side pump panel area				
Paint Supplies \$146.25				
Mask off area (.5)				
Sandblast/DA corrosion (.5)				
Body work area of repair (1.0)				
Prime and sand primer (.5)				
Base/clear coat (.75)				
Buff/wet sand (.5)				
Cause: Customer request				
Labor	Body Work / Body work / #17 Paint Corrosion passenger side pump panel area Paint Supplies \$146.25 Mask off area (.5) Sandblast/DA corrosion (.5) Body work area of repair (1.0) Prime and sand primer (.5) Base/clear coat (.75) Buff/wet sand (.5) - Completed: 1/17/2024	1.75000	\$125.00	\$218.75
			Subtotal	\$218.75

Complaint: #18 Paint Corrosion passenger side pump panel area
 Paint Supplies \$146.25
 R/R net grabbers (.2)
 Mask off area (.5)
 Sandblast/DA corrosion (.5)
 Body work area of repair (1.0)
 Prime and sand primer (.5)
 Base/clear coat (.75)
 Buff/wet sand (.5)
Cause: Customer request

Item	Description	Quantity	Rate	Amount
Labor	Correction: Body Work / Body work / Wet sand and buff areas after paint 1-4-24 TM 12/5 JMc reinstall both windows on passenger crew door - Completed: 1/17/2024	1.00000	\$125.00	\$125.00
			Subtotal	\$125.00

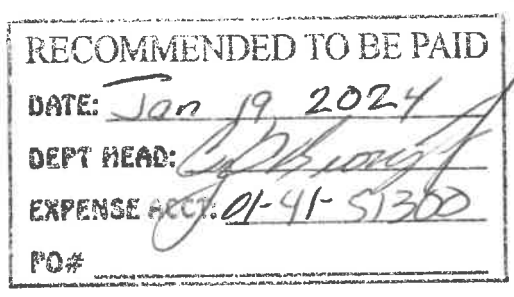
Complaint: Graphics - Lettering - Striping
 L3 black and gold chevron/reflective
 L4 black and gold chevron/reflective
 Right side rear apparatus body black and gold chevron/reflective with gold FD stamp
Cause: Customer request

Labor	Correction: Body Work / Body work / Graphics - Lettering - Striping L3 black and gold chevron/reflective L4 black and gold chevron/reflective Right side rear apparatus body black and gold chevron/reflective with gold FD stamp - Completed: 1/18/2024	0.00000		\$0.00
			Subtotal	\$0.00

Hazardous Waste	1.00	\$30.00	\$30.00
Paint Supplies & Material	1.00	\$1,634.09	\$1,634.09
Graphics - Lettering - Striping	1.00	\$1,125.00	\$1,125.00

Unit: 502 (139879) VIN: 4ENLABA86G1009879
 2016 EONE Truck
In Service Date: 12/21/2018
Chassis: 46,871 Miles
Engine: 3,473 Hours

Labor	\$3,718.75
Parts	\$54.66
Pre-Charge Subtotal	\$3,773.41
Hazardous Waste	\$30.00
Paint Supplies & Material	\$1,634.09
Graphics - Lettering - Striping	\$1,125.00
Exempt (0% of \$0.00)	\$0.00
Total	\$6,562.50
Payments & Credits	\$0.00
Balance Due	\$6,562.50



Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressed in writing. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case of fire, theft, or any other cause beyond our control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. In addition, you agree that we are not responsible for damages to your vehicle from freezing due to lack of antifreeze. You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the

repair work detailed in this invoice.

Customer Signature: _____

Printed Name: _____ Date: _____

A 3% fee will be assessed for credit card payments. For questions regarding your account, email fsi.ar@fireserviceinc.com or call 219-365-7157

Fire Service, Inc. - Naperville
 1743 Quincy Avenue
 Naperville, IL 60540
 Tthompson@fireserviceinc.com
 630-470-9347



Invoice: IL-11451
Date: 1/24/2024

Bill To
 Maywood Village of
 Village of Maywood
 40 Madison St.
 Maywood, IL 60153
 P: 708-681-8860 F: 708-343-5595

Remit Payment To
 Fire Service Inc.
 9545 North Industrial Drive
 Saint John, IN 46373

Service Order	Terms	Due Date	Authorizer	Customer PO	Unit #
IL-7532	Net 20	2/13/2024	Craig Bronaugh		502

Item	Description	Quantity	Rate	Amount
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Complaint: Brake shoes and Drums on rear axles have cracking


Cause: Wear

(Inspection)

Labor	<p>Correction: Brakes / Brake Shoes & Drums / 1/22/24 - DF - Remove right side lug caps and hub cover. Remove lug nuts from both forward and aft axles. Remove wheels and tires, set aside. Release the spring brakes and loosen the slack adjusters. Remove drums. Remove 2 sets of brake shoes. Using a bushing press, press out all the old anchor pin bushings. Clean up bore using a flap wheel on a drill. Install brake shoes onto right side of aft axle. 1/23/24 - DF - Install shoes onto right side forward axle. Install new drums on both axles. Perform initial brake adjustment. Remount 4 rims and tires. Sequence tighten lug nuts on both axles to spec. Remove Lug covers and hub covers from left side axles, Aft axle missing 4 lug nut covers. Remove left side tires and rims on both the forward and the aft axle. Loosen slack adjusters to allow removal of the old brake drums. Remove old drums and discard. Remove old brake shoes. Press out the old anchor pin bushings on both axles. Install new bushings both fore and aft axles. Install new brake shoes on the aft axle with new anchor pins, seals, and spring clips. Install new springs and hardware. Install new brake shoes on forward axle with new anchor pins, seals, and spring clips. Install new return spring and hardware. Install new drums on both axles. Perform initial adjustment. Remount 4 rims and tires, sequence tighten lug nuts to spec. Perform final brake adjustment. - Completed: 1/24/2024</p>	9.00000	\$185.00	\$1,665.00
Parts	Dirty Core for Kit Shoe 4515T 1088 Cast Brake Shoe Kit - Dirty Core for JXE-NB10884515TCASTKIT-C	-4.00000	\$0.00	\$0.00
Parts	Drum, Brake (16.5 X 7) - JXE-66661B	4.00000	\$640.13	\$2,560.52
Parts	Cover, Lugnut (2" / SS / 33mm) - EONE-390948	4.00000	\$7.90	\$31.60
Parts	Kit, Cast Brake Shoe (4515T / 1088) - JXE-NB10884515TCASTKIT	4.00000	\$238.1211	\$952.48

Item	Description	Quantity	Rate	Amount
Parts	Inherent Core for Kit, Cast Brake Shoe (4515T / 1088) - Inherent Core for JXE-NB10884515TCASTKIT	4.00000	\$725.99	\$2,903.96
Parts	Dirty Core for Kit Shoe 4515T 1088 Cast Brake Shoe Kit - Dirty Core for JXE-NB10884515TCASTKIT-C	-4.00000	\$725.99	-\$2,903.96
			Subtotal	\$5,209.60

Unit: 502 (139879) VIN: 4ENLABA86G1009879
 2016 EONE Truck
 In Service Date: 12/21/2018
 Chassis: 47,523 Miles
 Engine: 3,611 Hours

RECOMMENDED TO BE PAID	
DATE:	<u>1/25/24</u>
DEPT HEAD:	<u>C. Brough</u> 
EXPENSE ACCT:	<u>01-41-51300</u>
PO#	

Labor	\$1,665.00
Parts	\$3,544.60
Shop Supplies	\$83.25
Pre-Charge Subtotal	\$5,292.85
Exempt (0% of \$0.00)	\$0.00
Total	\$5,292.85
Payments & Credits	\$0.00
Balance Due	\$5,292.85


Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressed in writing. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case of fire, theft, or any other cause beyond our control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. In addition, you agree that we are not responsible for damages to your vehicle from freezing due to lack of antifreeze. You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the repair work detailed in this invoice.

Customer Signature: _____

Printed Name: _____ Date: _____

A 3% fee will be assessed for credit card payments. For questions regarding your account, email fsi.ar@fireserviceinc.com or call 219-365-7157

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, H&H Electric

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoices for street light maintenance and repair for the Village of Public Works Department.

<u>Invoice</u>	<u>Amount</u>	<u>Date</u>
42493	09/30/2023	\$10,468.80
42907	11/02/2023	\$6,711.01

RECOMMENDATION: It is recommended that the total payment of \$17,179.81 be approved for payment. The expense account to be charged: 01-50-52100.

H&H ELECTRIC CO.
 2830 COMMERCE STREET
 FRANKLIN PARK, IL 60131-2927
 Phone: (708)453-2222
 Facsimile: (708)453-2851
 Website: www.hh-electric.com

Invoice ID: 42496
 Invoice Date: 09-30-2023
 Draw ID: 620
 Customer ID: MAYWOOD

H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SI)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
PROJECT TITLE: VILLAGE OF MAYWOOD - STREET LIGHTING AND TRAFFIC SIGNAL MAINTENANCE.					
LOCATION: VARIOUS - STREET LIGHTING AND TRAFFIC SIGNALS.					
H&H WORK ORDER #: 19682.					
DATE: FRIDAY, SEPTEMBER 1, 2023 - LOCATED AND MARKED JULIE DIG TICKET #:					
1	X232430342 - 608 7TH AVE.				
2	X232211886 - 6TH AVE. & VAN BUREN ST.				
3	X232430370 - 1511 3RD AVE.				
4	X232430353 - OAK ST. & 4TH AVE.				
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	2.00	HOUR	103.30	206.60
	OVER TIME - LABOR RATE (3:30 P.M. TO 7:00 A.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 3:30 P.M. ON SATURDAYS).	1.50	HOUR	155.00	232.50
	Subtotal				439.10
	UTILITY MARKING PAINT - RED (20 OZ CAN).	1.00	EACH	3.55	3.55
	RED MARKING FLAGS (H&H).	24.00	EACH	1390	3336
	Subtotal				689.10
	25% MATERIAL MARKUP PER CONTRACT.	25	PERCENT	6.89	1.72
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	3.50	HOUR	53.40	186.90
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	3.50	HOUR	6.90	24.15
	Subtotal				658.76

continued

Page: 1

H&H ELECTRIC CO.
 2830 COMMERCE STREET
 FRANKLIN PARK, IL 60131-2927
 Phone: (708)453-2222
 Facsimile: (708)453-2851
 Website: www.hh-electric.com

Invoice ID: 42496
 Invoice Date: 09-30-2023
 Draw ID: 620
 Customer ID: MAYWOOD

H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
	DATE: TUESDAY, SEPTEMBER 5, 2023 - COMPLETED THE FOLLOWING WORK:				
1	5TH AVE. & VAN BUREN ST. - CONTRACTOR HIT STREET LIGHT CABLES. REPAIRED CABLES AND UNITDUCT. MADE ALL SPLICES. VERIFIED STREET LIGHT IS WORKING.				
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	3.50	HOUR	103.30	361.55
	Subtotal				361.55
	#6 AWG (BLUE) TWO WAY CONNECTOR - LONG BARREL TYPE.	2.00	EACH	1.1484	2.30
	T&B#HS12-6L - HEAT SHRINK TUBE (#12AWG TO #6AWG) (8 INCH LENGTH).	2.00	EACH	2.8206	5.64
	1 25" EMPTY UNITDUCT POLYETHYLENE (BLACK).	3.00	FOOT	.9817	2.95
	Subtotal				10.89
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	10.89	2.72
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	3.50	HOUR	53.40	186.90
	Subtotal				562.05

- DATE: THURSDAY, SEPTEMBER 7, 2023 - LOCATED AND MARKED JULIE DIG TICKET #:
- 1 A232500002 - 136 8TH AVE.
 - 2 A232491040 - 136 8TH AVE.
 - 3 A232491289 - HURON ST. & 7TH AVE.
 - 4 X232491047 - HURON ST. & 8TH AVE.
 - 5 X232482761 - 417 16TH AVE.
 - 6 X232492466 - 1619 21ST AVE.
 - 7 X232480810 - 1704 1ST AVE.

H&H ELECTRIC CO.
 2830 COMMERCE STREET
 FRANKLIN PARK, IL 60131-2927
 Phone: (708)453-2222
 Facsimile: (708)453-2851
 Website: www.hh-electric.com

Invoice ID: 42496
 Invoice Date: 09-30-2023
 Draw ID: 620
 Customer ID: MAYWOOD

H&H Electric Co Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

Item	Description	Units	Unit of Measure	Unit Price	Amount
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	5.50	HOUR	103.30	568.15
	Subtotal				568.15
	UTILITY MARKING PAINT - RED (20 OZ CAN).	6.00	EACH	3.55	21.30
	RED MARKING FLAGS (H&H)	34.00	EACH	13.90	4.73
	Subtotal				26.03
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	26.03	6.51
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	5.50	HOUR	53.40	293.70
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT	5.50	HOUR	6.90	37.95
	Subtotal				932.34
1	DATE: MONDAY, SEPTEMBER 11, 2023 - COMPLETED THE FOLLOWING WORK: 19TH AVE & ST. CHARLES RD. - TRAFFIC SIGNAL INTERSECTION IN RED FLASH. CHECKED CONNECTIONS AND RESET. CVM ERROR ALL IS WORKING NOW.				
	OVER TIME - LABOR RATE (3:30 P.M. TO 7:00 A.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 3:30 P.M. ON SATURDAYS).	2.00	HOUR	155.00	310.00
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	2.00	HOUR	53.40	106.80
	Subtotal				416.80
1	DATE: WEDNESDAY, SEPTEMBER 13, 2023 - LOCATED AND MARKED JULIE DIG TICKET #:				
2	X232561074 - 17TH AVE. & WASHINGTON BLVD.				
3	A232541475 - 438 21ST AVE. X232491892 - 913 ADAMS ST.				

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H&H Electric Co. Job: M-0009

To:
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 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3.30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	6.00	HOUR	103.30	619.80
	Subtotal				619.80
	UTILITY MARKING PAINT - RED (20 OZ CAN).	3.00	EACH	3.55	10.55
	RED MARKING FLAGS (H&H).	28.00	EACH	13.90	3.89
	Subtotal				14.54
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	14.54	3.64
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	6.00	HOUR	53.40	320.40
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	6.00	HOUR	6.90	41.40
	Subtotal				999.78
1	DATE: THURSDAY, SEPTEMBER 14, 2023 - LOCATED AND MARKED JULIE DIG TICKET #: X232571944 - 12 2ND AVE (EMERGENCY LOCATE).				
	OVER TIME - LABOR RATE (3.30 P.M. TO 7:00 A.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 3.30 P.M. ON SATURDAYS)	3.00	HOUR	155.00	465.00
	Subtotal				465.00
	UTILITY MARKING PAINT - RED (20 OZ CAN).	1.00	EACH	3.55	3.55
	Subtotal				3.55
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	3.55	.89
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	3.00	HOUR	53.40	160.20
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	2.00	HOUR	6.90	13.80
	Subtotal				643.44

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Invoice ID: 42496
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H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

Item	Description	Units	Unit of Measure	Unit Price	Amount
DATE: THURSDAY, SEPTEMBER 14, 2023 - LOCATED AND MARKED JULIE DIG TICKET #.					
1	X232550941 - 19TH AVE. & WASHINGTON BLVD.				
2	X232561273 - 431 19TH AVE.				
3	A232561771 - 1119 HARRISON ST.				
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	1.50	HOUR	103.30	154.95
	Subtotal				154.95
	UTILITY MARKING PAINT - RED (20 OZ CAN).	2.00	EACH	3.55	7.10
	RED MARKING FLAGS (H&H).	24.00	EACH	1390	3.34
	Subtotal				10.44
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	10.44	2.61
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	1.50	HOUR	53.40	80.10
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	1.50	HOUR	6.90	10.35
	Subtotal				258.45
DATE: FRIDAY, SEPTEMBER 15, 2023 - MARKED AND LOCATED JULIE DIG TICKET #:					
1	A232580005 - 17TH AVE. & ADAMS ST. (EMERGENCY LOCATE) WATER MAIN BREAK.				
2	A232581115 - WILCOX ST. & GREENWOOD AVE.				
3	A232580928 - 709 4TH AVE.				
4	A232563241 - 1015 6TH AVE.				
5	A232563240 - 1005 6TH AVE.				
6	A232562122 - 508 2ND AVE.				
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	6.50	HOUR	103.30	671.45
	Subtotal				671.45

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Invoice ID: 42496
 Invoice Date: 09-30-2023
 Draw ID: 620
 Customer ID: MAYWOOD

H&H Electric Co Job: M-0009

To
 VILLAGE OF MAYWOOD
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Job Location:
 MAYWOOD (TS & SL)

Item	Description	Units	Unit of Measure	Unit Price	Amount
	UTILITY MARKING PAINT - RED (20 OZ CAN)	6.00	EACH	3.55	21.30
	RED MARKING FLAGS (H&H)	45.00	EACH	.1390	6.26
	Subtotal				27.56
	25% MATERIAL MARKUP PER CONTRACT	.25	PERCENT	27.56	6.89
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS	6.50	HOUR	53.40	347.10
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT	6.50	HOUR	6.90	44.85
	Subtotal				1,097.85
1	DATE: SATURDAY, SEPTEMBER 16, 2023 - COMPLETED THE FOLLOWING WORK: 1211 14TH AVE. - LOCATED AND MARKED EMERGENCY LOCATE CALLED IN BY MAYWOOD POLICE				
	DOUBLE TIME - LABOR RATE (TIME AFTER 3:30 P.M. ON SATURDAYS UNTIL MONDAY AT 12:00 A.M. AND INCLUDES ALL HOLIDAYS)	3.00	HOUR	206.70	620.10
	Subtotal				620.10
	UTILITY MARKING PAINT - RED (20 OZ CAN)	.50	EACH	3.55	1.78
	Subtotal				1.78
	25% MATERIAL MARKUP PER CONTRACT	.25	PERCENT	1.78	.45
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS	3.00	HOUR	53.40	160.20
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT	1.00	HOUR	6.90	6.90
	Subtotal				789.43
1	DATE: MONDAY, SEPTEMBER 18, 2023 - LOCATED AND MARKED JULIE DIG TICKET #:				
2	X232612350 - 611 2ND AVE				
2	A232613763 - 1015 9TH AVE				

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Invoice ID: 42496
 Invoice Date: 09-30-2023
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 Customer ID: MAYWOOD

H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
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 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

Item	Description	Units	Unit of Measure	Unit Price	Amount
	OVER TIME - LABOR RATE (3:30 P.M. TO 7:00 A.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 3:30 P.M. ON SATURDAYS).	2.50	HOUR	155.00	387.50
	Subtotal				387.50
	UTILITY MARKING PAINT - RED (20 OZ CAN).	2.00	EACH	3.55	7.10
	RED MARKING FLAGS (H&H)	28.00	EACH	13.90	3.89
	Subtotal				10.99
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	10.99	2.75
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	2.50	HOUR	53.40	133.50
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	2.00	HOUR	6.90	13.80
	Subtotal				548.54
1	DATE: TUESDAY, SEPTEMBER 19, 2023 - LOCATED AND MARKED JULIE DIG TICKET# X232620354 - 1403 2ND AVE. (EMERGENCY LOCATE).				
2	A232614525 - 5TH AVE. & LEXINGTON ST. (EMERGENCY LOCATE)				
3	A232620010 - 1138 NICHOLS LN. (EMERGENCY LOCATE).				
4	A232614536 - 1215 8TH AVE.				
5	A232611239 - 1704 1ST AVE.				
6	A232611230 - 1701 1ST AVE.				
	STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	2.50	HOUR	103.30	258.25
	Subtotal				258.25
	UTILITY MARKING PAINT - RED (20 OZ CAN)	4.00	EACH	3.55	14.20
	RED MARKING FLAGS (H&H)	20.00	EACH	13.90	2.78
	Subtotal				16.98

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H&H Electric Co. Job: M-0009

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Job Location:
 MAYWOOD (TS & SL)

Item	Description	Units	Unit of Measure	Unit Price	Amount
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	16.98	4.25
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	2.50	HOUR	53.40	133.50
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	2.50	HOUR	6.90	17.25
	Subtotal				430.23
1	DATE: FRIDAY, SEPTEMBER 22, 2023 - LOCATED AND MARKED JULIE DIG TICKET #: A232560722 - 1002 6TH AVE. EMERGENCY LOCATE (HIT CABLES BY NICOR). CABLES WERE FAULTY. NO FURTHER ACTION REQUIRED. OVER TIME - LABOR RATE (3:30 P.M. TO 7:00 A.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 3:30 P.M. ON SATURDAYS).	2.50	HOUR	155.00	387.50
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	2.50	HOUR	53.40	133.50
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	2.00	HOUR	6.90	13.80
	Subtotal				534.80
1	DATE: MONDAY, SEPTEMBER 25, 2023 - LOCATED AND MARKED JULIE DIG TICKET #: X232680795 - 1612 1ST AVE. (EMERGENCY LOCATE).				
2	A232682667 - 9TH AVE. & GREEN ST. STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	4.00	HOUR	103.30	413.20
	Subtotal				413.20
	UTILITY MARKING PAINT - RED (20 OZ CAN).	3.00	EACH	3.55	10.65
	Subtotal				10.65

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Invoice ID: 42496
 Invoice Date: 09-30-2023
 Draw ID: 620
 Customer ID: MAYWOOD

H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	10.65	2.66
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	4.00	HOUR	53.40	213.60
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	4.00	HOUR	6.90	27.60
	Subtotal				667.71
1	DATE: TUESDAY, SEPTEMBER 26, 2023 - COMPLETED THE FOLLOWING WORK: 508 2ND AVE. - HIT CABLES BY NICOR. SAFED OFF CABLES AND RETURN NEXT MORNING TO MAKE REPAIRS.				
	OVER TIME - LABOR RATE (3:30 P.M. TO 7:00 A.M. MONDAY THROUGH FRIDAY AND 7:00 A.M. TO 3:30 P.M. ON SATURDAYS)	.50	HOUR	155.00	77.50
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	.50	HOUR	53.40	26.70
	Subtotal				104.20
1	DATE: WEDNESDAY, SEPTEMBER 27, 2023 - COMPLETED THE FOLLOWING WORK:				
2	LOCATED AND MARKED JULIE DIG TICKET # A232680138 - 1304 7TH AVE.				
3	LOCATED AND MARKED JULIE DIG TICKET #: X232401923 - 9TH AVE. & WASHINGTON BLVD.				
4	LOCATED AND MARKED JULIE DIG TICKET #: A232402717 - 9TH AVE. & WASHINGTON BLVD.				
5	LOCATED AND MARKED JULIE DIG TICKET #: A232683703 - WASHINGTON BLVD. & 10TH AVE.				
	LOCATED AND MARKED JULIE DIG TICKET #: A232683924 - 2124 7TH AVE.				

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H&H Electric Co. Job: M-0009

To:
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 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
6	LOCATED AND MARKED JULIE DIG TICKET #: X232680446 - 1700 1ST AVE.				
7	LOCATED AND MARKED JULIE DIG TICKET #: A232680575 - 1704 1ST AVE.				
8	LOCATED AND MARKED JULIE DIG TICKET #: A232680588 - 1700 1ST AVE.				
9	LOCATED AND MARKED JULIE DIG TICKET #: A232690937 - WASHINGTON BLVD. & 5TH AVE.				
10	LOCATED AND MARKED JULIE DIG TICKET #: A232690938 - WASHINGTON BLVD. & 5TH AVE.				
11	LOCATED AND MARKED JULIE DIG TICKET #: A232690941 - WASHINGTON BLVD. & 5TH AVE.				
12	LOCATED AND MARKED JULIE DIG TICKET #: A232690953 - 1929 19TH AVE.				
13	LOCATED AND MARKED JULIE DIG TICKET #: A232690956 - WASHINGTON BLVD. & 5TH AVE.				
14	LOCATED AND MARKED JULIE DIG TICKET #: A232690959 - WASHINGTON ST. & 1ST AVE.				
15	LOCATED AND MARKED JULIE DIG TICKET #: X232690645 - 1439 12TH AVE.				
16	LOCATED AND MARKED JULIE DIG TICKET #: X232700648 - 2027 4TH AVE.				
17	PUBLIC WORKS YARD - ORGANIZED ITEMS FROM THE FAULT ON WEST PARKWAY. WENT OVER STOCK WITH GREG. VISITED SITES AROUND TOWN AND VERIFIED WHAT POLES ARE KNOCKED DOWN AND MATERIAL NEEDED.				
18	508 2ND AVE. - CABLES HIT BY NICOR. REPAIRED CABLES. REPAIRED FUSE KITS IN POLE. VERIFIED AND BACKFILLED.				

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To:
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 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
19	LOCATED AND MARKED JULIE DIG TICKET #: A232693568 - 709 4TH AVE. STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	10.00	HOUR	103.30	1,033.00
	Subtotal				1,033.00
	UTILITY MARKING PAINT - RED (20 OZ CAN).	12.00	EACH	3.55	42.60
	RED MARKING FLAGS (H&H).	75.00	EACH	.1390	10.43
	2-1/C#6AWG XLP/USE-2 CABLE.	3.00	FOOT	1.6257	4.88
	#6 AWG (BLUE) TWO WAY CONNECTOR - LONG BARREL TYPE.	4.00	EACH	4.12	16.48
	T&B#HS16-12L - HEAT SHRINK TUBE (#16AWG TO #12AWG) (8 INCH LENGTH).	4.00	EACH	4.30	17.20
	BUSSMANN #HEB-AA - SINGLE SCREW TYPE FUSEHOLDER, 30 AMP RATING.	2.00	EACH	25.37	50.74
	BUSSMANN #2A0660 - RUBBER FUSEHOLDER BOOT.	4.00	EACH	4.86	19.44
	Subtotal				161.77
	25% MATERIAL MARKUP PER CONTRACT.	.25	PERCENT	161.77	40.44
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	10.00	HOUR	53.40	534.00
	PORTABLE CONDUIT / CABLE / FAULT - LOCATING UNIT.	8.00	HOUR	6.90	55.20
	Subtotal				1,824.41

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H&H Electric Co. Job: M-0009

To:
VILLAGE OF MAYWOOD
FINANCE DEPARTMENT
40 MADISON STREET
MAYWOOD, IL 60153

Job Location:
MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
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MAYWOOD, IL 60153

Job Location:
MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
Invoice Total:					10,468.80

RECOMMENDED TO BE PAID **\$10,468.80**
DATE: 1/25/24
DEPT HEAD: *[Signature]*
EXPENSE ACCT: M-50-52100

H&H ELECTRIC CO.
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Invoice ID: 42907
 Invoice Date: 11-02-2023
 Draw ID: 624
 Customer ID: MAYWOOD

H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
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Job Location:
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<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
	PROJECT TITLE: VILLAGE OF MAYWOOD - STREET LIGHTING AND TRAFFIC SIGNAL MAINTENANCE.				
	LOCATION: NORTH SIDE OF LAKE ST. & EAST OF 1ST AVE. - STREET LIGHTING.				
	H&H WORK ORDER #: 19924.				
	DATE: WEDNESDAY, NOVEMBER 1, 2023 - COMPLETED THE FOLLOWING WORK:				
1	SAW CUT AND BROKE OUT CONCRETE AROUND FAULTY CONCRETE BUTT SET POLE. GATHERED MATERIALS AND LOADED ON DIGGER DERRICK TRUCK.				
2	WILL RETURN TOMORROW TO PICK UP WHERE LEFT OFF.				
	STANDARD TIME - LABOR RATE (7.00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	5.00	HOUR	103.30	516.50
	H&H EQUIPMENT #0395 - CRANE/DIGGER DERRICK TRUCK.	2.50	HOUR	67.33	168.33
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	2.50	HOUR	53.40	133.50
	Subtotal				818.33
	DATE: THURSDAY, NOVEMBER 2, 2023 - COMPLETED THE FOLLOWING WORK:				
1	CONTINUATION FROM YESTERDAY. BROKE OUT CONCRETE, DUG OUT AND PULLED FAULTY CONCRETE BUTT. SCREWED IN HELIX FOUNDATION INTO THE GROUND AND ROUTED EXISTING UNITDUCTS UP INTO HELIX.				

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Job Location:
 MAYWOOD (TS & SL)

<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Measure</u>	<u>Unit Price</u>	<u>Amount</u>
2	FRAMED, SET, AND LEVELED 28' ALUMINUM POLE. SPLICED, BACKFILLED, AND MIXED CONCRETE BY HAND. FINISHED AND HAULED AWAY ALL SPOILS. STANDARD TIME - LABOR RATE (7:00 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY - EXCLUDING HOLIDAYS).	16.00	HOUR	103.30	1,652.80
	Subtotal				1,652.80
	ROUND TAPERED ALUMINUM POLE, 27'-8" X 8" X 4-1/2", WALL 0.188", COMPLETE W/DAMPER. SHAFT UNDRILLED AT TOP BUT FURNISHED WITH 2 GROMMETS. BOLT CIRCLE IS 10" - 11". TRUSS STYLE BRACE, ARM, 10' LENGTH.	1.00	EACH	1,246.00	1,246.00
	LEOTEK L.E.D. FIXTURE.	1.00	EACH	429.00	429.00
	PHOTOCELL CONTROL - TWIST LOCK TYPE - 105-305VOLTS.	1.00	EACH	317.00	317.00
	BUSSMANN #HEB-AA - SINGLE SCREW TYPE FUSEHOLDER, 30 AMP RATING.	1.00	EACH	11.2590	11.26
	BUSSMANN #2A0660 - RUBBER FUSEHOLDER BOOT.	2.00	EACH	10.94	21.88
	2-1/C#10AWG XLP/USE-2 CABLE.	4.00	EACH	3.01	12.04
	10 AMP TIME DELAY FUSE.	40.00	FOOT	.7492	29.97
	HELIX FOUNDATION, GALVANIZED STEEL, 5' LENGTH.	2.00	EACH	9.1736	18.35
	CONCRETE MIX (60 LB BAG).	1.00	EACH	489.00	489.00
	BLACK COMPRESSION CABLE JOINT.	2.00	EACH	3.67	7.34
	T&B#HSC30-250 - HEAT SHRINK END CAP.	3.00	EACH	1.5370	4.61
	GRAY SEALANT TAPE.	3.00	EACH	5.3947	16.18
	Subtotal	.50	ROLL	21.90	10.95
	25% MATERIAL MARKUP PER CONTRACT.				2,613.58
	H&H EQUIPMENT #0395 - CRANE/DIGGER DERRICK TRUCK.	.25	PERCENT	2,613.58	653.40
		6.50	HOUR	67.33	437.65

H&H ELECTRIC CO.
 2830 COMMERCE STREET
 FRANKLIN PARK, IL 60131-2927
 Phone: (708)453-2222
 Facsimile: (708)453-2851
 Website: www.hh-electric.com

Invoice ID: 42907
 Invoice Date: 11-02-2023
 Draw ID: 624
 Customer ID: MAYWOOD

H&H Electric Co. Job: M-0009

To:
 VILLAGE OF MAYWOOD
 FINANCE DEPARTMENT
 40 MADISON STREET
 MAYWOOD, IL 60153

Job Location:
 MAYWOOD (TS & SL)


<u>Item</u>	<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
	AERIAL TRUCK - 30' - 70' WORKING HEIGHT EQUIPPED WITH ELECTRICAL MATERIALS.	9.50	HOUR	53.40	507.30
	ARROWBOARD (TRAFFIC CONTROL & PROTECTION) - TOWABLE TYPE.	6.50	HOUR	4.30	27.95
	Subtotal				5,892.68
	Invoice Total:				6,711.01

RECOMMENDED TO BE PAID

\$6,711.01

DATE: 1/25/24
 DEPT HEAD: Alex Buchanan
 EXPENSE ACCT: 01-50-53100

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Hancock Engineering

SPECIFIC ACTION REQUESTED: Payment approval of the invoices for engineering services rendered for the Village of Maywood Public Works Department.

Invoice	Date	Amount	Description
24-0050	01/26/2024	\$24,462.00	I-290 Corridor Storm Sewer Separation Project
24-0052	01/26/2024	\$15,870.00	2024 Green Infrastructure Alley Improvement
24-0054.12	01/26/2024	\$3,114.81	Washington Blvd Phase II Engineering

RECOMMENDATION: It is recommended that the total payments of \$43,446.81 be approved for payment. The expense account to be charged: Various Accounts.



Edwin Hancock Engineering Co.

9933 W Roosevelt Road
Westchester, IL 60154
Tel: 708-865-0300
www.ehancock.com

INVOICE

PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF MAYWOOD
ATTN: MS. LANYA SATCHELL, DIRECTOR OF FINANCE
40 MADISON STREET
MAYWOOD, IL 60153

INVOICE DATE: 1/26/2024
INVOICE NO: 24-0050
BILLING THROUGH: 12/31/2023

5652305915 - I-290 Corridor Storm Sewer Separation Project - Construction Eng.

Engineering services related to Resident Observation of punch list work, measurement of contractor quantities, preparation of contractor pay estimates, and meetings with contractor to agree to final quantities.

PROFESSIONAL SERVICES

TITLE	HOURS	RATE	AMOUNT
CAD - II	13.00	\$105.00	\$1,365.00
ENG TECH - IV	1.00	\$121.00	\$121.00
ENGINEER - I	10.00	\$102.00	\$1,020.00
ENGINEER - III	63.00	\$124.00	\$7,812.00
ENGINEER - IV	68.00	\$132.00	\$8,976.00
ENGINEER - VI	34.00	\$152.00	\$5,168.00
TOTAL SERVICES	189.00		\$24,462.00

BILL NO. 12, AMOUNT DUE THIS INVOICE \$24,462.00

This invoice is due on 2/25/2024

cc: Ms. Tanika Skipper, Accounts Payable

ACCOUNT SUMMARY

SERVICES BTD	EXPENSES BTD	LAST INV NO	LAST INV DATE	LAST INV AMT	LAST PAY AMT	PREV UNPAID AMT
\$476,915.50	\$0.00	23-1119	12/15/2023	\$23,448.00	\$33,471.75	\$86,406.50



Edwin Hancock Engineering Co.

9933 W Roosevelt Road
Westchester, IL 60154
Tel: 708-865-0300
www.ehancock.com

INVOICE

INVOICE DATE: 1/26/2024
INVOICE NO: 24-0052
BILLING THROUGH: 12/31/2023

PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF MAYWOOD
ATTN: MS. LANYA SATCHELL, DIRECTOR OF FINANCE
40 MADISON STREET
MAYWOOD, IL 60153

5652316001 - 2024 Green Infrastructure Alley Improvement

Engineering services related to preparing final plans, specifications, storm water calculations, final estimate of cost, and MWRD WMO Permit.

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
Providing Design Engineering	\$69,000.00	90.00	\$62,100.00	\$46,230.00	\$15,870.00
TOTAL	\$69,000.00		\$62,100.00	\$46,230.00	\$15,870.00

BILL NO. 4, AMOUNT DUE THIS INVOICE \$15,870.00

This invoice is due on 2/25/2024

cc: Ms. Tanika Skipper, Accounts Payable

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$78,020.00	\$0.00	\$78,020.00

LOCAL AGENCY COST PLUS FIXED FEE INVOICE

Date **01/26/24** Invoice No. **24-0054.12**

To
Village of Maywood
 Attention To
Ms. Lanya Satchell, Finance Director
 Address
40 Madison Street
 City State Zip Code
Maywood IL 60153

From
Edwin Hancock Engineering Co.
 Address
9933 Roosevelt Road
 City State Zip Code
Westchester IL 60154

Local Public Agency **Village of Maywood** County **Cook** Section Number **18-00139-00-PV** State Job No. **C-91-187-18** Project No. **V8AD(050)**

For Professional Service performed as set forth in Agreement dated:
 & Supplemental Agreement(s) dated:

Consultant's Job No **565-23-05801** Overhead Rate **116.15**
 FHWA Authorization Date **10/06/23**

1) Invoice Period From: **11/01/23** To: **11/30/23**

- 2) Maximum Payable
- 3) Direct Salaries
- 4) QC/QA
- 5) Payroll & Overhead
 this invoice **116.1500%**
 average **0.0000%**
- 6.) Fixed Fee= **6.5154%**
- 7) Direct Costs Prime
- 8) Services by others

	This Invoice	Previously Invoiced	Earned to Date	Max Allowable
3) Direct Salaries	\$14,352.06	\$120,104.52	\$134,456.58	\$198,848.00
5) Payroll & Overhead	\$16,669.92	\$140,479.28	\$157,149.20	\$219,566.00
6.) Fixed Fee	\$3,913.90	\$43,309.80	\$47,223.70	\$62,762.00
8) Services by others		\$11,855.00	\$11,855.00	\$13,200.00
9) Total invoiced for project including this invoice			\$350,684.48	
10) Previously Invoiced		\$315,748.60		
11) Payment Due this invoice	\$34,935.88			
12) Credit(s) Applied	(\$31,821.07)			
13) New Balance	\$3,114.81			

TSC DBE?

- 9) Total invoiced for project including this invoice
- 10) Previously Invoiced
- 11) Payment Due this invoice
- 12) Credit(s) Applied
- 13) New Balance

I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Consultant

By Signature & Date

Name
James G. Goumas
 Title
Vice President

I have reviewed the invoice and found it agrees with the executed Engineering Agreement for this project. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

Approved Local Public Agency Rep. Signature & Date



Edwin Hancock Engineering Co.

9933 W Roosevelt Road
Westchester, IL 60154
Tel: 708-865-0300
www.ehancock.com

INVOICE

PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF MAYWOOD
ATTN: LANYA SATCHELL, DIRECTOR OF FINANCE
40 MADISON STREET
MAYWOOD, IL 60153

INVOICE DATE: 1/26/2024
INVOICE NO: 24-0054.12
BILLING THROUGH: 12/31/2023


565-23-05801 - Washington Boulevard Phase III Engineering

THIS PROJECT IS UTILIZING FEDERAL FUNDS. SEE ATTACHED FOR MORE INFORMATION.

INVOICE AMOUNT	\$	34,935.88
CREDITS APPLIED TO THIS INVOICE:	\$	(31,821.07)
BALANE DUE:	\$	3,114.81

CREDITS BREAKDOWN				
<u>DATE</u>	<u>CHECK #</u>	<u>INV #</u>	<u>AMOUNT</u>	<u>Information</u>
8/3/2023	110126	23-0550	\$ 228.00	Invoice was satisfied with check 110000
11/9/2023	111114	23-0722	\$ 456.00	Invalid invoice
12/15/2023	1116458	23-0707	\$ 31,137.07	Invoice was satisfied with check 111114
			\$ 31,821.07	

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Klein Thorpe & Jenkins

SPECIFIC ACTION REQUESTED: Payment approval for Legal Retainer & Services Rendered during November 2023.

<u>Invoice</u>	<u>Amount</u>	<u>Description</u>
01/31/2024	\$5,250.00	Legal Retainer November 2023
01/31/2024	\$51,326.69	Legal Services November 2023

RECOMMENDATION: It is recommended that the total payments of \$56,576.69 be approved for payment. The expense account to be charged: 01-15-52400/TIF.

For the February 6, 2024 Village Board Meeting

CONFIDENTIAL AGENDA ITEMS

**ITEMS TO BE ADDED TO THE FINANCE DIRECTOR'S
MONTHLY FINANCE REPORT FOR APPROVAL:**


Statement for Legal Services for November 2023 Pertaining to General Matters, in the amount of \$5,250.00, with a cover memo dated January 31, 2024 from Klein, Thorpe and Jenkins, Ltd.

Statements for Legal Services for November 2023 Pertaining to Employment and Labor Matters, Litigation Matters, and Economic Redevelopment Matters and Miscellaneous Matters, in the total amount of \$51,326.69, with a cover memo dated January 31, 2024 from Klein, Thorpe and Jenkins, Ltd.

**Do Not Post On Board Book
For Public View.**

**Do Not List Statements as Action Items
on the Agenda.**

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, M.A.B.A.S.

SPECIFIC ACTION REQUESTED: Payment approval of the invoices for 2024 membership dues for the Village of Maywood Fire Department.

RECOMMENDATION: It is recommendation that the total payments of \$7,000.00 be approved for payment. The expense account to be charged: 01-41-56100.



M.A.B.A.S. DIVISION XX ANNUAL DUES- 2024

**Chief Craig Bronaugh
Maywood Fire Department
700 St. Charles Road
Maywood, IL 60153**

Membership Dues for	\$4,550.00
Special Operations Teams	2,200.00
MABAS Dues	250.00
Total Due	\$7,000.00

DUES MUST BE PAID ON OR BEFORE JUNE 30.

You may bring your check to the monthly meeting or mail it to:

MABAS Division 20
Attn: Mike Cesaretti
9526 Irving Park Rd
Schiller Park, IL 60176

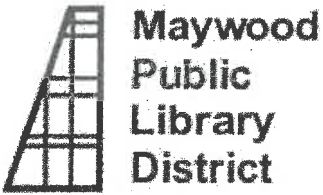
RECOMMENDED TO BE PAID
DATE: <u>Jan 29, 2024</u>
DEPT HEAD: <u>[Signature]</u>
EXPENSE ACCT: <u>01-41-56100</u>
PO#

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager
DATE: January 31, 2024
SUBJECT: Payment Approval, Maywood Public Library

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoice dated 01/09/2024 for Personal Property Tax Replacement for January 2024.

RECOMMENDATION: It is recommended that the total payments of \$16,348.95 be approved for payment. The expense account to be charged: 01-14-61850.



Maywood Public Library District
121 S. 5th Avenue
Maywood, IL 60153
(708) 343-1847
www.maywoodlibrary.org

Lanya Satchell
40 Madison Street
Maywood, IL 60153

January 9, 2024

Dear Ms. Satchell,

This is a request for payment for the Maywood Public Library District's share of personal property replacement taxes that the Village of Maywood received for January 2024 in the amount of **\$16,348.95**.

Month	Village Payment	Percentage	MPLD Share
January 2024	\$ 207,552.99	0.07877	\$16,348.95

If you have any questions, I can be reached by phone at (708) 343-1847, ext. 28 or by email at lshell@maywoodlibrary.org.


Sincerely,

A handwritten signature in black ink, appearing to read "Leighton Shell", written in a cursive style.

**Leighton Shell, Library Director
Maywood Public Library District**

cc. James Krischke, Village of Maywood, Village Manager
cc. Tanika Skipper, Village of Maywood, Accounts Payable Administrator
cc. Erica Sanchez, Maywood Public Library District Board Treasurer

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Rz Services Inc.

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoice #512 dated 11/20/2023 for pump, boiler and expansion tanks at 125 S 5th Ave.

RECOMMENDATION: It is recommended that the total payments of \$6,100.00 be approved for payment. The expense account to be charged: 01-40-52400.



Stanislaw Rzepka

Owner

10415 S 75th CT

Palos Hills Il 60465

773-716-6429

Rzservices342@gmail.com

Invoice: 512

Date:11 /20/2023

BILL TO: VILLAGE OF MAYWOOD

Date of Service 11-01-23 and 11-14-23

-Start up the unit on 11-01-23

-Replaced all filters and diagnosed the pump problem and water line feeder \$1,500

11-14-23 Install new pump

-Replace section of water line to boiler and install new water feeder

-draining two in ceiling expansion tanks \$4,600

(11-01-23)- Start up and diagnosed all the problems= 3guys 4hours=12 total hours (\$125 per hour)

\$1500 Total

(11-14-23)- 26hours(\$125per hour)=\$3,250.00 and parts \$1,350.00= \$4,600.00

Total parts and labor


Job Location:

125 S 5th AVE , Maywood IL 60153

Subtotal	\$6,100.00
This Payment	\$6,100.00
Amount Paid	\$.00
Balance Due	\$6,100.00

Thank You For Your Business

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Schroeder Asphalt Services, Inc

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoice #2024-123 dated 01/10/2024 for construction on the referenced project. The project involves roadway improvements to 19th Avenue from VanBuren Street to Winfield Scott Park, Huron Street from 5th Avenue to 4th Avenue, and 6th Avenue from Hugh Muir Lane to Walton Street. The work along all of the above mentioned roadways will include pavement milling, patching as needed with 8” Portland Cement Concrete Base Course, intermittent removal and replacement of the concrete curb and gutter and driveways, intermittent sidewalk replacement, replacement of ADA compliant roadway crossings, drainage structure repairs as observed through field inspection, combined sewer repairs as observed through television inspection, installation of 1” hot-mix asphalt level binder course and 2” of hot-mix asphalt surface course, thermoplastic pavement markings, landscaping restoration, and other ancillary items.

The work represented on this pay estimate includes work performed between August 29th, 2023-December 15, 2023. Generally, the work performed within this period includes placement of thermostatic pavement markings, placement of sod, and punch list work. We have reviewed the work performed and have found the work represented by the quantities on the estimate satisfactorily completed to date. We have reviewed the current project quantities with representatives of Schroeder Asphalt Services, Inc and have found them to be accurate.

RECOMMENDATION: It is recommended that the total payment of \$41,187.55 be approved for payment. The expense account to be charged: CDBG.

January 29, 2024

James Krischke
Acting Village Manager
Village of Maywood
40 Madison Street
Maywood, Illinois 60153

Re: 2023 CDBG Roadway Improvements Project
Pay Estimate No. 3 and Final

Dear Mr. Krischke:

Schroeder Asphalt Services, Inc., of Huntley, Illinois has completed the referenced project.

The project involves roadway improvements to 19th Avenue from VanBuren Street to Winfield Scott Park, Huron Street from 5th Avenue to 4th Avenue, and 6th Avenue from Hugh Muir Lane to Walton Street. The work along all of the above mentioned roadways will include pavement milling, patching as needed with 8" Portland Cement Concrete Base Course, intermittent removal and replacement of the concrete curb and gutter and driveways, intermittent sidewalk replacement, replacement of ADA compliant roadway crossings, drainage structure repairs as observed through field inspection, combined sewer repairs as observed through television inspection, installation of 1" hot-mix asphalt level binder course and 2" of hot-mix asphalt surface course, thermoplastic pavement markings, landscaping restoration, and other ancillary items.

The work represented on this pay estimate includes work performed between August 29, 2023 and December 15, 2023. Generally, the work performed within this period includes placement of thermoplastic pavement markings, placement of sod, and punch list work. We have reviewed the work performed and have found the work represented by the quantities on this estimate satisfactorily completed to date. We have reviewed the current project quantities with representatives of Schroeder Asphalt Services, Inc., and have found them to be accurate.

We therefore recommend that the Village of Maywood approve the payment of the Contractor's Invoice No. 2024-123 in the amount of \$41,187.55. We have attached the Contractor's Affidavit and Waivers of Lien for this Pay Estimate No. 3 and Final. The construction of the project will be primarily funded by Cook County CDBG in the amount of \$200,000, with the remainder of the project to be funded through the General Fund.

If you should have any questions, please call our office at your convenience.

January 29, 2024

Page 2 of 2

Respectfully Submitted,

EDWIN HANCOCK ENGINEERING CO.

A handwritten signature in black ink, appearing to read "William D. Peterhansen", written over a horizontal line.

William Peterhansen, P.E., CFM

cc: Mr. Greg Buchanan, Interim Director of Public Works
Mr. Lenard Lynn, Schroeder Asphalt Services, Inc.

2023 CDBG Roadway Improvements Project
 Owner: Village of Maywood
 Contractor: Schroeder Asphalt Services, Inc.
 Engineer: Hancock Engineering Co.
 Engineer's Pay Estimate No. 3 and Final
 Date: 10/25/2023

No.	Item	Unit	AWARDED		QUANTITY			Unit Price	Amount
			Quantity	Value	Overage	Remaining	Completed		
1	Combination Curb and Gutter Removal	Foot	260	2,860.00		18	242	11.00	\$ 2,662.00
2	Sidewalk Removal	SqFt	3,250	5,687.50		-	3,304	1.75	5,782.00
3	Hot-Mix Asphalt Surface Removal, Variable Depth	SqYd	5,200	20,800.00		255	4,945	4.00	19,780.00
4	8" Diameter, PVC Combined Sewer Pipe Replacement	Foot	8	8,800.00		-	8	1,100.00	8,800.00
5	Additional 8" Dia., PVC Comb Sewer Pipe Replacement	Foot	4	4.40		3	1	1.10	1.10
6	6" Diameter, PVC Sanitary Sewer Service Pipe	Foot	4	4.40		4	0	1.10	-
7	8"x6" PVC Sewer Service Connections	Each	1	825.00		-	1	825.00	825.00
8	Trench Backfill	CuYd	20	22.00		-	30	1.10	33.00
9	Frames and Lids to be Adjusted	Each	10	6,250.00		-	12	625.00	7,500.00
10	Pavement Removal	SqYd	700	15,400.00		647	53	22.00	1,166.00
11	Structure to be Reconstructed	Each	1	3,000.00		-	3	3,000.00	9,000.00
12	Frames and Lids	Each	4	1,540.00		-	5	385.00	1,925.00
13	Combination Curb and Gutter, Type B-6.12 (Modified)	Foot	260	11,960.00		18	242	46.00	11,132.00
14	Portland Cement Concrete Sidewalk, 5"	SqFt	3,250	35,750.00		-	3,304	11.00	36,344.00
15	Detectable Warnings	SqFt	220	12,100.00		10	210	55.00	11,550.00
16	Portland Cement Concrete Base Course, 8"	SqYd	700	49,700.00		647	53	71.00	3,763.00
17	Deformed Tie Bars	Each	450	4,950.00		450	-	11.00	-
18	Bituminous Materials (Tack Coat) SS-1	Gallon	550	1,925.00		-	794	3.50	2,779.00
19	Hot-Mix Asphalt - Longitudinal Joint Sealant	Foot	1,725	9,487.50		-	1,801	5.50	9,905.50
20	Leveling Binder (Machine Method), N50	Ton	430	47,300.00		82	348	110.00	38,280.00
21	Hot-Mix Asphalt Surface Course, Mix D, N50	Ton	550	57,750.00		111	439	105.00	46,095.00
22	Mixture for Cracks, Joints, and Flangeways	Ton	4	1,000.00		4	-	250.00	-
23	Temporary Pavement Markings (Special)	Foot	250	1,625.00		250	-	6.50	-
24	Topsoil Placement, 3"	SqYd	500	5,500.00		157	343	11.00	3,773.00
25	Sodding	SqYd	500	5,500.00		157	343	11.00	3,773.00
26	Supplemental Watering	Unit	20	1,100.00		20	-	55.00	-
27	Inlet Filters	Each	29	4,785.00		-	30	165.00	4,950.00
28	Traffic Control and Protection	LS	1	8,500.00		-	1.00	8,500.00	8,500.00
AUP 1	New Catch Basin Replacement	LS	1	4,950.00		-	1.00	4,950.00	4,950.00

Total \$329,075.80

Retainer (0%) \$ 243,268.60
 Less Previous Pay Estimates \$ -
 Total Amount Due, Estimate No. 3 and Final \$ 202,081.05

Total Amount Due, Estimate No. 3 and Final \$ 41,187.55

SCHROEDER

ASPHALT SERVICES, INC.

PO BOX 831
HUNTLEY, IL 60142

PHONE: 815-923-4380
FAX: 815-923-4389

Bill To

VILLAGE OF MAYWOOD
c/o HANCOCK ENGINEERING
9933 ROOSEVELT RD.
WESTCHESTER, IL. 60154

Invoice

Date	Invoice #
1/10/2024	2024-123

Project
2023 CDBG ROADWAY IMP - 23053

Description	Unit	Quantity	Unit Price	Amount
FINAL CONTRACT AMOUNT		1	243,268.60	243,268.60
LESS AMOUNT RECEIVED TO DATE		1	-202,081.05	-202,081.05

Total		\$41,187.55
Payments/Credits		\$0.00
Balance Due		\$41,187.55

Invoice #2024-123
 Invoice Date: 1/26/24
 Dates Billed: to 8/28/2023
 PO #
 Job Name: 2023 CDBG Roadway Improvements Project
 Job #: 23053

Owner
 Village of Maywood
 40 Madison Street
 Maywood, IL 60153

Contractor
 Schroeder Asphalt Services, Inc.
 P.O. Box 831
 Huntley, IL 60142

Contract	Description	Contract Quantities	Unit	Unit Price	Contract Amount	Previous Quantities Billed	Current Quantities	Quantities		Amount to Date
								Billed	Current	
1	CC&G Removal	260	ft	\$ 11.00	\$ 2,860.00	242	0	242	\$ -	\$ 2,662.00
2	Sidewalk Removal	3,250	sf	\$ 1.75	\$ 5,687.50	3304	0	3304	\$ -	\$ 5,782.00
3	HMA Surface Removal, Variable Depth	5,200	sy	\$ 4.00	\$ 20,800.00	4945	0	4945	\$ -	\$ 19,780.00
4	8" Dia, PVC Combined Sewer Pipe Replacement	8	ft	\$ 1,100.00	\$ 8,800.00	8	0	8	\$ -	\$ 8,800.00
5	Add 8" Dia, PVC Combined Sewer Pipe Replacements	4	ft	\$ 1.10	\$ 4.40	1	0	1	\$ -	\$ 1.10
6	6" Dia, PVC Sanitary sewer Service Pipe	4	ft	\$ 1.10	\$ 4.40	0	0	0	\$ -	\$ -
7	8" x 6" PVC Sewer Service Connections	1	ea	\$ 825.00	\$ 825.00	1	0	1	\$ -	\$ 825.00
8	Trench Backfill	20	cy	\$ 1.10	\$ 22.00	19	11	30	\$ 12.10	\$ 33.00
9	Frames & Lids to be adjusted	10	ea	\$ 625.00	\$ 6,250.00	12	0	12	\$ -	\$ 7,500.00
10	Pavement Removal	700	sy	\$ 22.00	\$ 15,400.00	53	0	53	\$ -	\$ 1,166.00
11	Structure to be Reconstructed	1	ea	\$ 3,000.00	\$ 3,000.00	3	0	3	\$ -	\$ 9,000.00
12	Frames & Lids to be adjusted	4	ea	\$ 385.00	\$ 1,540.00	5	0	5	\$ -	\$ 1,925.00
13	CC&G Type B-6.12 (Modified)	260	ft	\$ 46.00	\$ 11,960.00	242	0	242	\$ -	\$ 11,132.00
14	PCC Sidewalk 5"	3,250	sf	\$ 11.00	\$ 35,750.00	3304	0	3304	\$ -	\$ 36,344.00
15	Detectable Warnings	220	sf	\$ 55.00	\$ 12,100.00	210	0	210	\$ -	\$ 11,550.00
16	PCC Base Course 8"	700	sy	\$ 71.00	\$ 49,700.00	53	0	53	\$ -	\$ 3,763.00
17	Deformed Tie Bars	450	ea	\$ 11.00	\$ 4,950.00	0	0	0	\$ -	\$ -
18	Bituminous Materials (Tack Coat) SS-1	550	gal	\$ 3.50	\$ 1,925.00	0	794	794	\$ 2,779.00	\$ 2,779.00
19	HMA Longitudinal Joint Sealant	1,725	ft	\$ 5.50	\$ 9,487.50	1801	0	1801	\$ -	\$ 9,905.50
20	Leveling Binder (Machine Method, N50	430	ton	\$ 110.00	\$ 47,300.00	348	0	348	\$ -	\$ 38,280.00
21	HMA Surface Course, Mix D, N50	550	ton	\$ 105.00	\$ 57,750.00	439	0	439	\$ -	\$ 48,095.00
22	Mixture for Cracks, Joints Nd Flangeways	4	ton	\$ 250.00	\$ 1,000.00	0	0	0	\$ -	\$ -
23	Temporary Pavement Marking (Special)	250	ft	\$ 8.50	\$ 1,625.00	0	0	0	\$ -	\$ -
24	Topsoil Placement 3"	500	sy	\$ 11.00	\$ 5,500.00	343	0	343	\$ -	\$ 3,773.00
25	Sodding	500	sy	\$ 11.00	\$ 5,500.00	0	343	343	\$ 3,773.00	\$ 3,773.00
26	Supplemental Watering	20	unit	\$ 55.00	\$ 1,100.00	0	0	0	\$ -	\$ -
27	Inlet Filters	29	ea	\$ 165.00	\$ 4,785.00	12	18	30	\$ 2,970.00	\$ 4,950.00
28	Traffic Control & Protection	1	ls	\$ 8,500.00	\$ 8,500.00	0.5	0.5	1	\$ 4,250.00	\$ 8,500.00
29	AUP New Catch Basin	1	ls	\$ 4,950.00	\$ 4,950.00	0	1	1	\$ 4,950.00	\$ 4,950.00

Original Contract Amount	\$ 329,075.80
Change Order Amount	\$ -
Total Contract	\$ 329,075.80
Work Completed to Date	\$ 243,268.60
Total Completed/Stored/Pending	\$ 243,268.60
Less Retainage	\$ -
Total (Less Retainage)	\$ 243,268.60
Adjustments	\$ -
Less Previously Requested	\$ 202,061.05
Amount Due This Request	\$ 41,187.55

FINAL WAIVER OF LIEN

STATE OF ILLINOIS }
 COUNTY OF McHENRY } SS

Gty # _____
 Loan # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Village of Maywood
 to furnish Asphalt Paving
 for the premises known as 2023 CDBG Roadway Improvements Project
 of which Village of Maywood is the owner.

The undersigned, for and in consideration of Forty One Thousand One Hundred Eighty Seven Dollars 55/100
\$41,187.55 Dollars, and other good and valuable considerations, the receipt where of is hereby acknowledged, do(es)
 hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
 with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
 furnished, and on moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, materials,
 fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the
 above-described premises, INCLUDING EXTRAS.*

DATE 01/26/24 COMPANY NAME Schroeder Asphalt Services, Inc.
 ADDRESS PO Box 831, Huntley, IL 60142

SIGNATURE AND TITLE *Jennifer Griebel* Corporate Secretary
 *EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
 COUNTY OF McHENRY } SS

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Jennifer Griebel BEING DULLY SWORN, DEPOSES
 AND SAYS THAT HE OR SHE IS (POSITION) Corporate Secretary OF
 (COMPANY NAME) Schroeder Asphalt Services, Inc. WHO IS THE
 CONTRACTOR FURNISHING Asphalt Paving WORK ON THE BUILDING
 LOCATED AT Various Locations
 OWNED BY Village of Maywood

That the total amount of the contract including extras is \$243,268.60 on which he or she has received payment of
\$202,081.05 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
 there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have
 furnished material or labor, or both for said work and all parties having contracts or sub contracts for specific portions of said work or for
 material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor
 and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Schroeder Asphalt Services, Inc.		\$81,161.98	\$69,314.21	\$11,847.77	\$0.00
DiNatale Construction	Concrete	\$65,585.00	\$59,026.50	\$6,558.50	\$0.00
Suburban General Construction, Inc.	Sewer	\$34,531.00	\$24,588.00	\$9,943.00	\$0.00
Reliable Landscape	Landscape	\$6,860.00	\$3,087.00	\$3,773.00	\$0.00
Road Fabrics	LJS	\$9,065.28	\$0.00	\$9,065.28	\$0.00
Allied	Asphalt	\$46,065.34	\$46,065.34	\$0.00	\$0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$243,268.60	\$202,081.05	\$41,187.55	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
 or other work of any kind done or to be done upon or in connection with said work other than stated above.

DATE: 01/26/24 SIGNATURE: *Jennifer Griebel* Corporate Secretary

SUBSCRIBED AND SWORN TO ME BEFORE THIS 26TH DAY OF January 2024

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.



Vanessa D Hartel
 NOTARY PUBLIC

FINAL WAIVER OF LIEN

STATE OF ILLINOIS
COUNTY OF COOK

Gty # _____
Loan # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Schroeder Asphalt Services
to furnish Sewer Repair
for the premises known as Village of Maywood 2023 CDBG Roadway Improvement Project
of which the Village of Maywood is the owner.
The Undersigned, for and in consideration of Nine Thousand Nine Hundred Forty Three Dollars and Zero Cents
\$9,943.00 dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do (es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above described premises.

GIVEN UNDER MY HAND AND SEAL THIS 15th DAY OF January, 2024

SIGNATURE AND TITLE: [Signature] Assistant Secretary

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth: if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, BEING DULY SWORN, DEPOSED AND SAYS THAT HE IS Assistant Secretary
OF THE Suburban General Construction, Inc., 1019 E. 31st St., LaGrange Park, IL 60526
WHO IS THE CONTRACTOR FOR THE Village of Maywood 2023 CDBG Roadway Improvement Project WORK
ON THE BUILDING LOCATED AT Various Locations in the Village of Maywood
OWNED BY THE Village of Maywood

That the Total Amount of the Contract Including Extras is \$34,531.00 on which he has received payment of \$ 24,588.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Suburban General Construction, Inc.	Labor & Materials from Stock	\$ 32,162.54	\$22,219.54	\$ 9,943.00	\$ -
Heidelberg Materials	Stone / Landfill	\$ 1,332.46	\$1,332.46	\$ -	\$ -
J & A Cartage	Trucking	\$ 1,036.00	\$1,036.00	\$ -	\$ -
TOTAL LABOR AND MATERIAL TO COMPLETE		\$ 34,531.00	\$24,588.00	\$ 9,943.00	\$ -

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed This 15th day of January, 2024

Signature: [Signature]

Subscribed and Sworn before me on this 15th day of January, 2024

Signature: [Signature]





STATE OF ILLINOIS

COUNTY OF Cook

FINAL WAIVER OF LIEN

Gty #

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Schroeder Asphalt Services, Inc.
to furnish landscaping services
for the premises known as 2023 CDBG Roadway Improvement
of which Village of Maywood is the owner.

THE undersigned, for and in consideration of Three thousand seven hundred seventy three dollars and 0/100 cents
(\$ 3,773.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics'
liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or
machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor,
services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the
undersigned for the above-described premises, **INCLUDING EXTRAS.***

DATE 1/15/2024 COMPANY NAME Reliable Landscaping, LLC

ADDRESS P.O. Box 479, Plainfield, Illinois, 60544

SIGNATURE AND TITLE

[Handwritten Signature]

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF Cook

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Matthew R. Wezner BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) Vice President, Secretary OF
(COMPANY NAME) Reliable Landscaping, LLC WHO IS THE
CONTRACTOR FURNISHING landscaping services WORK ON THE BUILDING
LOCATED AT 2023 CDBG Roadway Improvement
OWNED BY Village of Maywood

That the total amount of the contract including extras* is \$ 6,860.00 on which he or she has received payment of
\$ 3,087.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all
parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific
portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the
items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLD EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Reliable Landscaping, LLC, P.O. Box 479, Plainfield, IL 60544	landscaping services	\$6,860.00	\$3,087.00	\$3,773.00	\$0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$6,860.00	\$3,087.00	\$3,773.00	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material,
labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 1/15/2024

SIGNATURE: *[Handwritten Signature]*

SUBSCRIBED AND SWORN TO BEFORE ME THIS 15th

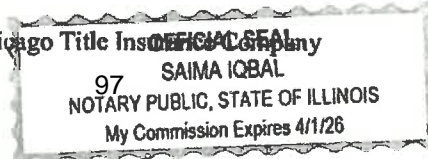
DAY OF JANUARY, 2024

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

[Handwritten Signature]
NOTARY PUBLIC

F.3870 R5/96

Provided by Chicago Title Insurance Company



STATE OF ILLINOIS }
COUNTY OF COOK } SS

FINAL WAIVER OF LIEN

Gty # _____

Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Schroeder Asphalt Services, Inc.

to furnish Concrete Construction

for the premises known as 2023 CDBG Roadway Improvements

of which Village of Maywood is the owner.

THE undersigned, for and in consideration of Six Thousand Five Hundred Fifty Eight Dollars and Fifty Cents
(\$ 6,558.50) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 1/15/2024 COMPANY NAME DiNatale Construction, Inc.

ADDRESS 1441 W. Bernard Drive, Addison, IL 60101

SIGNATURE AND TITLE *Amatore DiNatale* President

* Extras include but are not limited to change orders, both oral and written, to the contract.

STATE OF ILLINOIS }
COUNTY OF COOK } SS

CONTRACTOR'S AFFIDAVIT

TO WHOM IT MAY CONCERN:

The undersigned Amatore DiNatale being duly sworn, deposes

and says that he or she is President

of DiNatale Construction, Inc. who is the

contractor furnishing Concrete Construction work on the building

located at 2023 CDBG Roadway Improvements

owned by Village of Maywood

That the total amount of the contract including extras* is \$ 65,585.00 on which he has received payment of \$ 59,026.50 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished materials or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and materials required to complete said work according to plans and specifications:

NAME AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	TOTAL DUE
DiNatale Construction, Inc.	Labor & Equipment	54,985.25	48,426.75	6,558.50	0.00
VCNA Prairie, Inc.	Materials	10,599.75	10,599.75	0.00	0.00
0	0				
0	0				
0	0				
0	0				
0	0				
0	0				
0	0				
Total Labor And Material Including Extras* To Complete		65,585.00	59,026.50	6,558.50	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done upon or in connection with said work other than above stated.

DATE 1/15/2024

Subscribed and sworn before me this



Signature: *Amatore DiNatale*

day 9th

January

2024

Gina Marie DiNatale

Notary

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN TO THE CONTRACT.

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

ESCROW# _____ FILE # _____

WHEREAS THE UNDERSIGNED HAS BEEN EMPLOYED BY **Schroeder Asphalt Services** TO FURNISH **Longitudinal Joint Sealant** FOR THE PREMISES KNOWN **2023 CDBG Roadway Improvement OF WHICH Village of Maywood IS THE OWNER.**

THE UNDERSIGNED, FOR AND IN CONSIDERATION OF **Nine Thousand Sixty Five and 28/100 (\$ 9,065.28)** DOLLARS, AND OTHER GOOD AND VALUABLE CONSIDERATIONS, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, DO(ES) HEREBY WAIVE AND RELEASE ANY AND ALL LIEN OR CLAIM OF, OR RIGHT TO, LIEN, UNDER THE STATUES OF THE STATE OF ILLINOIS, RELATING TO MECHANICS' LIENS, WITH RESPECT TO AND ON SAID ABOVE-DESCRIBED PREMISES, AND THE IMPROVEMENTS THEREON, AND ON THE MATERIAL, FIXTURES, APPARATUS OR MACHINERY FURNISHED, AND ON THE MONEYS, FUNDS OR OTHER CONSIDERATIONS DUE OR TO BECOME DUE FROM THE OWNER, ON ACCOUNT OF LABOR SERVICES, MATERIAL, FIXTURES, APPARATUS OR MACHINERY FURNISHED TO THIS DATE, BY THE UNDERSIGNED FOR THE ABOVE-DESCRIBED PREMISES.

DATED: 16 January 2024

COMPANY NAME: ROAD FABRICS INC

SIGNATURE *Emille Roche*

TITLE **President**

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, BEING DULY SWORN, DEPOSES THE **Emille Roche** IS THE **President** OF **ROAD FABRICS, INC.** WHO IS THE CONTRACTOR FOR THE **Longitudinal Joint Sealant** WORK ON **2023 CDBG Roadway Improvement** OWNED BY **Village of Maywood.** THAT THE TOTAL AMOUNT OF THE CONTRACT INCLUDING EXTRAS IS **\$9,065.28** ON WHICH HE HAS RECEIVED PAYMENTS OF **\$0.00** PRIOR TO THIS PAYMENT. THAT ALL WAIVERS ARE TRUE, CORRECT AND GENUINE AND DELIVERED UNCONDITIONALLY AND THAT THERE IS NO CLAIM EITHER LEGAL OR EQUITABLE TO DEFEAT THE VALIDITY OF SAID WAIVERS. THAT THE FOLLOWING ARE THE NAMES OF ALL PARTIES WHO HAVE FURNISHED MATERIAL OR LABOR, OR BOTH, FOR SAID WORK AND ALL PARTIES HAVING CONTRACTS OR SUB CONTRACTS FOR SPECIFIC PORTIONS OF SAID WORK OR FOR MATERIAL ENTERING INTO THE CONSTRUCTION THEREOF AND THE AMOUNT DUE OR TO BECOME DUE TO EACH, AND THAT THE ITEMS MENTIONED INCLUDE ALL LABOR AND MATERIAL REQUIRED TO COMPLETE SAID WORK ACCORDING TO PLANS AND SPECIFICATIONS:

NAMES	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Road Fabrics, Inc. "All Material Taken From Fully Paid Stock And Delivered To The Job Site In Our Own Trucks"	Longitudinal Joint Sealant (Labor & Material)	9,065.28	0.00	9,065.28	0.00
TOTAL LABOR & MATERIAL INCLUDING EXTRAS* TO COMPLETE		9,065.28	0.00	9,065.28	0.00

THAT THERE ARE NO OTHER CONTRACTS FOR SAID WORK OUTSTANDING, AND THAT THERE IS NOTHING DUE OR TO BECOME DUE TO ANY PERSON FOR MATERIAL, LABOR OR OTHER WORK OF ANY KIND DONE OR TO BE DONE UPON OR IN CONNECTION WITH SAID WORK OTHER THAN ABOVE STATED.

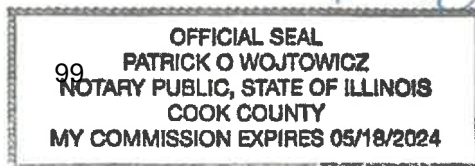
DATE: 16 January 2024

SIGNATURE: *Emille Roche*


SUBSCRIBED AND SWORN TO BEFORE ME THIS 16 January 2024

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL & WRITTEN TO THE CONTRACT

Patrick O Wojtowicz
NOTARY PUBLIC



**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager 
DATE: January 31, 2024
SUBJECT: Payment Approval, Unique Plumbing

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoices for emergency water main repair at 17th Avenue and I-290 Expressway for Village of Maywood Public Works Department.

Invoice	Date	Amount
20231702	12/06/2023	\$2,820.00
20231703	12/06/2023	\$47,751.83
20231704	12/06/2023	\$9,317.99
20231705	12/06/2023	\$11,529.33
20231706	12/06/2023	\$9,373.93
20231707	12/06/2023	\$3,068.00

RECOMMENDATION: It is recommended that the total payment of \$83,861.08 be approved for payment. The expense account to be charged: 41-52-53400.

MEMO

Date: January 26, 2024

To: Village of Maywood

Attn: Mr. James Krischke, Acting Village Manager

cc: Mr. Frank Torres, Assistant Village Manager
Mr. Greg Buchanan, Acting Director of Public Works
Ms. Lanya Satchell, Director of Finance

From: Bill Peterhansen, P.E., CFM

Re: Emergency Water Main Repair at 17th Avenue and I-290 Expressway
Contractor Invoice

The work to repair the leaking water main in the vicinity of 17th Avenue and I-290 Expressway was completed between November 24, 2024 through December 1, 2024 without incident. The repair work also included the installation of new valves on both sides of the expressway. The new valves can be used in order to isolate this section of water main in the event of an emergency in the future.

We inspected the work at the time of repair and monitored the contractor's use of equipment, labor, and materials. We have reviewed the attached invoices and confirmed their accuracy. We recommend payment of the attached contractor's invoices #2023-1702 through #2023-1707 in the total amount of \$83,861.08.

If you should have questions, please call our office at your convenience.



ESTABLISHED 1961



January 15, 2024

Village of Maywood
40 Madison Street
Maywood, IL 60153

Attn: Tanika Skipper

Village of Maywood 290 & 17th Ave Project Statement

QTY	Description	Amount
1	Invoice #20231702	\$ 2,820.00
1	Invoice #20231703	\$47,751.83
1	Invoice #20231704	\$ 9,317.99
1	Invoice #20231705	\$11,529.33
1	Invoice #20231706	\$ 9,373.93
1	Invoice #20231707	\$ 3,068.00
Total		\$83,861.08

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6082

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Invoice# 20231702

Date 12/06/2023 Page# 1

Job ID 223500

Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Phone (708)344-1200 Fax (708)344-8380

Description	Quantity	U/M	Price	Total
November 24, 2023 - Mobilized equipment and trench boxes to the jobsite.				
LABOR				
November 24, 2023				
Operator - Regular Time	8.00	HR	\$145.00	\$1,160.00
Laborer - Regular Time	4.00	HR	\$130.00	\$520.00
Laborer - Regular Time	4.00	HR	\$130.00	\$520.00
Low-Boy Tri-Axle Trailer with Driver	4.00	HR	\$155.00	\$620.00

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

TERMS: Payment due net ten days from date of invoice. Unpaid balance subject to a Net Amount Due \$2,820.00 monthly service charge of 2%.



Customer ID 22100

Accounts Payable
 Village Of Maywood
 40 Madison Street
 Maywood, IL 60153

Phone (708)344-1200 **Fax** (708)344-8380

Invoice# 20231703

Date 12/06/2023 **Page#** 1

Job ID 223500
 Maywood-Emergency Repairs 290 &
 17th Ave
 Maywood, IL

Description	Quantity	U/M	Price	Total
November 27, 2023 - Smith Maintenance set up traffic control on the Harrison and 17th, saw cut pavement, break and excavate for 8" insert valve and vault 4'. Set 8 x 8 manhole box and Midwest inserted the valve. Installed valve vault, bricked and patched. Backfilled and compacted, left down for concrete and asphalt. Plated with (2) 8'x 20" plates. Left traffic control in place because of state spec on plates after November 15.				
LABOR				
Operator - with Cat 316 Regular Time	8.00	HR	\$264.00	\$2,112.00
Operator - with Cat 315 Overtime	1.50	HR	\$310.00	\$465.00
Laborer - Regular Time	8.00	HR	\$130.00	\$1,040.00
Laborer - Overtime	1.50	HR	\$176.00	\$264.00
Operator - New Holland 185 with Breaker Regular Time	8.00	HR	\$198.00	\$1,584.00
Operator - New Holland 185 with Breaker Overtime	1.50	HR	\$244.00	\$366.00
Driver - with Semi Dump Regular Time	8.00	HR	\$138.00	\$1,104.00
Driver - with Semi Dump Overtime	1.50	HR	\$184.00	\$276.00
EQUIPMENT				
Compactor	1.00	DAY	\$275.00	\$275.00
Manhole Box	1.00	DAY	\$375.00	\$375.00
Road Plate 8 x 20 on the job from 11/27/23 - 12/1/23	5.00	DAYS	\$65.00	\$325.00
Road Plate 8 x 20 on the job from 11/27/23 - 12/1/23	5.00	DAYS	\$65.00	\$325.00
UPC P. & O.	0.15	LS	\$650.00	\$97.50
SUBCONTRACTORS				

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

Continued

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Invoice# 20231703

Date 12/06/2023 **Page#** 2

Job ID 223500

Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Phone (708)344-1200 **Fax** (708)344-8380

Description	Quantity	U/M	Price	Total
Bluders Tree Service Invoice #4300 - Under brush cleared	1.00	LS	\$3,750.00	\$3,750.00
DSP Insurance Services Invoice #1709533 - I.D.O.T. Bond #100009600	1.00	LS	\$500.00	\$500.00
Midwest Chlorinating Invoice #477-23pc - Insertion valves	1.00	LS	\$13,300.00	\$13,300.00
Smith Maintenance Company - Traffic Control 290 / Close	1.00	LS	\$5,400.00	\$5,400.00
Smith Maintenance - Traffic Control Harrison	1.00	LS	\$1,200.00	\$1,200.00
UPC Saw cutting	1.00	LS	\$650.00	\$650.00
CCDD	1.00	LS	\$3,000.00	\$3,000.00
UPC P. & O.	0.15	LS	\$27,800.00	\$4,170.00
MATERIAL				
CA- 7	20.00	TON	\$23.65	\$473.00
Bricks	30.00	EA	\$2.90	\$87.00
Solid Block	1.00	EA	\$5.20	\$5.20
4' Diameter Valve Vault 5'6" Tall	1.00	EA	\$1,550.00	\$1,550.00
9" Frame and Lid	1.00	EA	\$425.00	\$425.00
Hydro	4.00	EA	\$76.00	\$304.00
Spoil	2.00	LDS	\$175.00	\$350.00
UPC P. & O.	0.15	LS	\$3,194.20	\$479.13
Temp Fence Allowance	1.00	LS	\$3,500.00	\$3,500.00

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

TERMS: Payment due net ten days from date of invoice. Unpaid balance subject to a **Net Amount Due \$47,751.83** monthly service charge of 2%.



Bluders Tree Service
P.O. Box 712
Brookfield, IL. 60513

Invoice #4300
Date: 12/01/2023
From: Herb Bluder

Invoice For

Unique Plumbing Co

9408 47th St
Brookfield, IL 60513

jnofan@uniqueplbg.com

Location

Intersection of 290 and 17th

Intersection of 290 and 17

Terms
Due in 30 Days

ITEM DESCRIPTION	AMOUNT
1) Under Brush Clean Up Removal of all underbrush for water main project	\$ 3,750.00

All balances not paid by the due date are subject to late fees. Please mail checks to P.O. Box 712 Brookfield. Please use the contact information below for inquiries about this invoice.

SUBTOTAL \$ 3,750.00

SALES TAX \$ 0.00

INVOICE TOTAL \$ 3,750.00

DUE DATE 12/31/2023

ISA Certified Arborist

Herb Bluder
bluderstreeservice@gmail.com



DSP Insurance Services, Inc.
1900 E Golf Rd Ste 650
Schaumburg, IL 60173
(847) 934-6100

INVOICE

Bill To:

Unique Plumbing Co. Inc.
9408 W. 47th Street
Brockfield, IL 60513

Invoice Date: 11/15/2023
Due Date: 11/25/2023
Invoice Number: 1709533
Amount Invoiced: \$500.00

Carrier : Merchants Bonding Company (Mutual)
Policy Term : 11/15/2023 to 11/15/2028
Policy Number : 100009600
Transaction Date : 11/15/2023

Table with 4 columns: Line Of Business, Transaction Date, Description, Amount Due. Row 1: Highway Permit Bond(1), 11/15/2023, Premium, \$500.00. Row 2: Total Invoice Balance, \$500.00.

Invoice Message: IDOT \$50,000 (I-290 / 17th Ave. Cook Co / Maywood) 5 yr highway permit bond

Please return with payment:

Bill To Name : Unique Plumbing Co. Inc.
Invoice # : 1709533
Policy # : 100009600

Amount Paid: _____

Remit Payment To:

DSP Insurance Services, Inc.
1900 E Golf Rd Ste 650
Schaumburg, IL 60173

Midwest Chlorinating, Inc.
 221 N. Emerald Dr.
 McHenry, IL 60051
 630-539-7459
 office@midwestchlorinating.com

Invoice



BILL TO
 Unique Plumbing
 9408 W. 47th St.
 Brookfield, IL 60513

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
447-23pc	11/29/2023	\$13,300.00	12/29/2023	Net 30	

QTY	ACTIVITY	DESCRIPTION	RATE	AMOUNT
1	Insertion Valve	11-27-23 - 8" AVT EZ Valve - 17th and Harrison	6,650.00	6,650.00
1	Insertion Valve	11-28-23 - 8" AVT EZ Valve - 17th and Bataan	6,650.00	6,650.00
1	Sales	Maywood, IL	0.00	0.00
BALANCE DUE				\$13,300.00



Smith Maintenance Company
2221 W Walnut Street, Suite #2
Chicago, IL 60612 US
312.733.4301

INVOICE

BILL TO
Unique Plumbing Company,
Inc.
Attn: Accounts Payable
9408 47th Street
Brookfield, IL 60513

SHIP TO
JOB SITE:
17TH AND HARRISON
MAYWOOD IL

INVOICE # 18977
DATE 12/05/2023
DUE DATE 01/04/2024
TERMS Net 30

TRACKING NO.
4809

SALES REP
Jim Nolan

DESCRIPTION	QTY	RATE	AMOUNT
LUMP SUM DAILY RENTAL (30) A-FRAMES W/FL HDS (1) ARROW BOARD (3) SIGNS (1) RD CONST AHD / (1) WORKERS / (1) R/L CLSD AHD (3) RAMP CLOSURE & DETOUR			0.00
-			0.00
LUMP SUM DAILY RENTAL - TRAFFIC CONTROL	1	1,200.00	1,200.00
RAMP CLOSURE AND DETOUR (3)	3	1,400.00	4,200.00
-			0.00
DELIVERED: 11/27/2023 - NO DELIVERY CHARGE	0	40.00	0.00
PICKED UP: 11/30/2023 - NO PICK UP CHARGE	0	40.00	0.00

Please Remit Payment To:
Smith Maintenance Company
2221 W Walnut St., Ste #2
Chicago, IL 60612

BALANCE DUE

\$5,400.00

Thank You for Your Business!



Smith Maintenance Company
2221 W Walnut Street, Suite #2
Chicago, IL 60612 US
312.733.4301

INVOICE

BILL TO

Unique Plumbing Company,
Inc.
Attn: Accounts Payable
9408 47th Street
Brookfield, IL 60513

SHIP TO

JOB SITE:
17TH AND HARRISON
MAYWOOD IL

INVOICE # 18977

DATE 12/05/2023
DUE DATE 01/04/2024
TERMS Net 30

TRACKING NO.

4809

SALES REP

Jim Nolan

DESCRIPTION	QTY	RATE	AMOUNT
LUMP SUM DAILY RENTAL (30) A-FRAMES W/FL HDS (1) ARROW BOARD (3) SIGNS (1) RD CONST AHD / (1) WORKERS / (1) R/L CLSD AHD (3) RAMP CLOSURE & DETOUR -			0.00
LUMP SUM DAILY RENTAL - TRAFFIC CONTROL -	1	1,200.00	1,200.00
DELIVERED: 11/27/2023 - NO DELIVERY CHARGE	0	40.00	0.00
PICKED UP: 11/30/2023 - NO PICK UP CHARGE	0	40.00	0.00

Please Remit Payment To:
Smith Maintenance Company
2221 W Walnut St., Ste #2
Chicago, IL 60612

BALANCE DUE

\$1,200.00

Thank You for Your Business!

JV

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Invoice# 20231704

Date 12/06/2023 **Page#** 1

Job ID 223500

Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Phone (708)344-1200 **Fax** (708)344-8380

Description	Quantity	U/M	Price	Total
November 28, 2023 - Set up traffic control on Bataan. Excavated in the south parkway for 8" insertion and set aluminum box. Midwest did the 8" valve insertion. INstall valve box and backfilled. Removed plates from Harrison, drilled 7/8" rebar holes for 12 3/4" rebar. Adjusted frame with 2" ring. Poured 4 yards of PPII and left down for 3" surface. Placed plates over concrete and blanketed. Removed fence and blades to remove trees. Temped fence				
LABOR				
Operator - with Cat 316 Regular Time	8.00	HR	\$264.00	\$2,112.00
Operator - with Cat 316 Over Time	1.50	HR	\$310.00	\$465.00
Laborer - Regular Time	8.00	HR	\$130.00	\$1,040.00
Laborer - Overtime	1.50	HR	\$176.00	\$264.00
Operator - L90 Michigan Loader Regular Time	8.00	HR	\$218.00	\$1,744.00
Operator - L90 Michigan Loader Overtime	1.50	HR	\$264.00	\$396.00
Driver - with Semi Dump Regular Time	8.00	HR	\$138.00	\$1,104.00
Driver - with Semi Dump Overtime	1.50	HR	\$184.00	\$276.00
EQUIPMENT				
Aluminum Trench Box	1.00	DAY	\$175.00	\$175.00
Concrete Blankets \$15.00 EA	2.00	DAY	\$30.00	\$60.00
MATERIAL				
2" Adjusting Ring	1.00	EA	\$38.20	\$38.20
Valve box	1.00	EA	\$255.00	\$255.00
3/4" Coated Rebar	12.00	EA	\$6.95	\$83.40

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062 **Continued**

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Phone (708)344-1200 Fax (708)344-8380

Invoice# 20231704

Date 12/06/2023 **Page#** 2

Job ID 223500

Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Description	Quantity	U/M	Price	Total
Ozinga Invoice #ARI00879546	1.00	EA	\$1,086.00	\$1,086.00
UPC P. & O.	0.15	LS	\$1,462.60	\$219.39

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

TERMS: Payment due net ten days from date of invoice. Unpaid balance subject to a **Net Amount Due** **\$9,317.99**
monthly service charge of 2%.

OZINGA

WE EXIST TO MAKE A POSITIVE IMPACT ON INDIVIDUALS,
THEIR FAMILIES AND THE COMMUNITY FOR GENERATIONS

Ozinga Ready Mix Concrete, Inc.
P.O. Box 7410053, Chicago, IL 60674-5053
P: 708.326.4200 F: 708.326.4329



SOLD TO
7463 1 MB 0.561 E0151X ID261 01211777036 S2 P10016916 0001:0002



UNIQUE PLUMBING CO INC
9408 47TH ST STE 1
BROOKFIELD IL 60513-2281

INVOICE

CUSTOMER NO.	DATE	INVOICE NO.	PAGE
CU020084	11/28/2023	ARI00879546	1 of 2

POS REFERENCE NO.
2032283

P.O. NO.	TERMS
	Net30

JOB NO.	LOT(S)
002116	

SHIPPED TO
S 16TH AVE & HARRISON ST MAYWOOD, IL

DATE	PLANT	TICKET NO.	QUANTITY	UOM	DESCRIPTION	PRICE	EXTENSION
11/28/23	110	362513	4.00	CYD	ENVIRONMENTAL CHARGE	3.25	13.00
11/28/23	110	362513	1.00	LD	FUEL SURCHARGE	12.00	12.00
11/28/23	110	362513	1.00	EA	MINIMUM ORDER	120.00	120.00
11/28/23	110	362513	4.00	CYD	WINTER SERVICE	15.00	60.00
11/28/23	110	362513	4.00	CYD	1.00% LIQUID CHLORIDE	4.25	17.00
11/28/23	110	362513	4.00	CYD	71-PCC-1Z76 7.0 BG WRHR WR AE	216.00	864.00

PRODUCT RECAP	QTY	PRICE	EXTENSION	TAX	TOTAL
EC ENVIRONMENTAL CHARGE	4.00	3.25	13.00	0.00	13.00
LC 1.00% LIQUID CHLORIDE	4.00	4.25	17.00	0.00	17.00
WS WINTER SERVICE	4.00	15.00	60.00	0.00	60.00
1Z76 71-PCC-1Z76 7.0 BG WRHR WR AE	4.00	216.00	864.00	0.00	864.00
MO MINIMUM ORDER	1.00	120.00	120.00	0.00	120.00
FS FUEL SURCHARGE	1.00	12.00	12.00	0.00	12.00

RECEIVED 12-7-23
 JOB 2235-00
 POSTED _____
 APPROVED _____

TOTAL CYDS:	4.00	TAXABLE AMOUNT:	0.00
TOTAL TONS:	0.00	EXEMPT AMOUNT:	1,086.00
		SALES TAX:	0.00
		INVOICE TOTAL:	1,086.00

Paying by ACH is safe, quick and easy. Please use the following information to submit your payment today! Account # 5590045356 Routing #071923284

A finance charge of 1.5% per month (18% per annum) will be charged on all past due accounts.
0001:0002

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Phone (708)344-1200 **Fax** (708)344-8380

Invoice# 20231705

Date 12/06/2023 **Page#** 1

Job ID 223500

Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Description	Quantity	U/M	Price	Total
November 29, 2023 - Set up traffic control. Removed temporary fencing. Excavated platform for excavator to sit flat on the slope where water main is located. Excavated down 10' to water main and set manhole box. Found rotted repair clamp and additional holes on either side. Cut section of mainout, replaced it with piece of 8" ductile with (2) 8" macros. Bed and covered repaired pipe with CA-7. Backfilled to safe elevation, temped fence and removed traffic control.				
LABOR				
Operator - with Cat 316 Regular Time	8.00	HR	\$264.00	\$2,112.00
Operator - with Cat 316 Over Time	2.50	HR	\$310.00	\$775.00
Laborer - Regular Time	8.00	HR	\$130.00	\$1,040.00
Laborer - Overtime	2.50	HR	\$176.00	\$440.00
Operator - L90 Michigan Loader Regular Time	8.00	HR	\$218.00	\$1,744.00
Operator - L90 Michigan Loader Overtime	2.50	HR	\$264.00	\$660.00
Driver - with Semi Dump Regular Time	8.00	HR	\$138.00	\$1,104.00
Driver - with Semi Dump Overtime	2.50	HR	\$184.00	\$460.00
EQUIPMENT				
Manhole Box	1.00	DAY	\$750.00	\$750.00
MATERIAL				
8" Ductile Iron Pipe	18.50	LF	\$44.00	\$814.00
8" Macros'	2.00	EA	\$544.00	\$1,088.00
CA-7	10.00	TON	\$22.35	\$223.50
UPC P. & O.	0.15	LS	\$2,125.50	\$318.83

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

Continued

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Phone (708)344-1200 **Fax** (708)344-8380

Invoice# 20231705

Date 12/06/2023 **Page#** 2

Job ID 223500
Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Description	Quantity	U/M	Price	Total
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9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

TERMS: Payment due net ten days from date of invoice. Unpaid balance subject to a **Net Amount Due** \$11,529.33
monthly service charge of 2%.

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Phone (708)344-1200 Fax (708)344-8380

Invoice# 20231706

Date 12/06/2023 **Page#** 1

Job ID 223500
Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Description	Quantity	U/M	Price	Total
November 30, 2023 - Set up traffic control. Removed temporary fencing and finished backfilling while restoring slope. Installed black dirt and erosion blanket in disturbed areas with seed. Reinstalled fence post and fence., surfaced Harrison patch. Removed plates, traffic control from Harrison and Bataan.				
LABOR				
Operator - with Cat 316 Regular Time	8.00	HR	\$264.00	\$2,112.00
Operator - with Cat 316 Over Time	1.00	HR	\$310.00	\$310.00
Laborer - Regular Time	8.00	HR	\$130.00	\$1,040.00
Laborer - Overtime	1.00	HR	\$176.00	\$176.00
Operator - L90 Michigan Loader Regular Time	8.00	HR	\$218.00	\$1,744.00
Operator - L90-Michigan Loader Overtime	1.00	HR	\$264.00	\$264.00
Driver - with Semi Dump Regular Time	8.00	HR	\$138.00	\$1,104.00
Driver - with Semi Dump Overtime	2.00	HR	\$184.00	\$368.00
EQUIPMENT				
Roller	9.00	HR	\$77.00	\$693.00
MATERIAL				
Infinity Landscaping Supply	1.00	LS	\$941.09	\$941.09
K-Five Invoice #54539	1.00	EA	\$385.10	\$385.10
80 LB Bags of Concrete	3.00	EA	\$10.96	\$32.88
UPC P. & O.	0.15	LS	\$1,359.07	\$203.86

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-6062

TERMS: Payment due net ten days from date of invoice. Unpaid balance subject to a **Net Amount Due \$9,373.93** monthly service charge of 2%.

UNIQUE PLUMBING CO.

ESTABLISHED 1961



Customer ID 22100

Accounts Payable
Village Of Maywood
40 Madison Street
Maywood, IL 60153

Phone (708)344-1200 Fax (708)344-8380

Invoice# 20231707

Date 12/06/2023 Page# 1

Job ID 223500

Maywood-Emergency Repairs 290 &
17th Ave
Maywood, IL

Description	Quantity	U/M	Price	Total
December 1, 2023 - Demobilize equipment, plates and boxes.				
LABOR				
Operator - with Cat 316 Regular Time	4.00	HR	\$264.00	\$1,056.00
Laborer - Regular Time	4.00	HR	\$130.00	\$520.00
Operator - L90 Michigan Loader Regular Time	4.00	HR	\$218.00	\$872.00
Driver - Low boy Tri-Axle Regular Time	4.00	HR	\$155.00	\$620.00

9408 West 47th Street • Brookfield, Illinois 60513 • (708) 485-8860 • FAX (708) 485-8062

TERMS: Payment due net ten days from date of invoice. Unpaid balance subject to a Net Amount Due \$3,068.00 monthly service charge of 2%.

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager
DATE: January 31, 2024
SUBJECT: Payment Approval, Village of Melrose Park

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoices for water services provided 01/01/2024-01/31/2024 from the Village of Melrose Park.

<u>Account</u>	<u>Date</u>	<u>Amount</u>
422000-001	01/01/2024-01/31/2024	\$199,711.95
422001-001	01/01/2024-01/31/2024	\$197,167.95

RECOMMENDATION: It is recommended that the total payments of \$396,879.90 be approved for payment. The expense account to be charged: 41-55-57301.



P.O. Box 1506 • Melrose Park, IL 60161-1506
708-343-4000, Ext. 4435 • FAX 708-343-8015

Ronald M. Serpico
Mayor

ACCOUNT MNUMBER	SERVICE DATES
422000-001	01/01/2024
USE OF MAIN E	01/31/2024

RETAIN THIS STUB FOR YOUR RECORDS

CURRENT READ	CONSUMPTION
999,855	50,242
Previous Balance	177,368.69
Penalties	0.00
Adjustments	0.00
Payments Received	(177,368.69)
Balance at Billing	0.00
WATER	199,711.95
Total Due	199,711.95

Pay water bills online at www.melrosepark.org

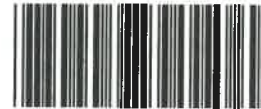


P.O. Box 1506 • Melrose Park, IL 60161-1506
708-343-4000, Ext. 4435 • FAX 708-343-8015

PLEASE RETURN THIS STUB WITH PAYMENT

ACCOUNT #	AMOUNT DUE
422000-001	199,711.95
DUE DATE	AFTER DUE DATE
03/01/2024	199,711.95

03/01/2024 199,711.95



VILLAGE OF MAYWOOD
40 MADISON ST
MAYWOOD, IL 60153



**Village of
Melrose Park**

P.O. Box 1506 • Melrose Park, IL 60161-1506
708-343-4000, Ext. 4435 • FAX 708-343-8015

Ronald M. Serpico
Mayor

ACCOUNT MNUMBER	SERVICE DATES
422001-001	01/01/2024
USE OF MAIN W	01/31/2024

RETAIN THIS STUB FOR YOUR RECORDS

CURRENT READ	CONSUMPTION
139,031	49,602
Previous Balance	176,009.46
Penalties	0.00
Adjustments	0.00
Payments Received	(176,009.46)
Balance at Billing	0.00
WATER	197,167.95
Total Due	197,167.95

Pay water bills online at www.melrosepark.org



**Village of
Melrose Park**

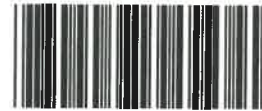
P.O. Box 1506 • Melrose Park, IL 60161-1506
708-343-4000, Ext. 4435 • FAX 708-343-8015

PLEASE RETURN THIS STUB WITH PAYMENT

ACCOUNT #	AMOUNT DUE
422001-001	197,167.95
DUE DATE	AFTER DUE DATE
03/01/2024	197,167.95

03/01/2024

197,167.95



VILLAGE OF MAYWOOD
40 MADISON ST
MAYWOOD, IL 60153

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager
DATE: January 31, 2024
SUBJECT: Payment Approval, Wex Bank/Fleet Services

SPECIFIC ACTION REQUESTED: Payment approval of the attached invoices for retail fuel purchases for the Village of Maywood.

<u>Invoice</u>	<u>Date</u>	<u>Amount</u>
94805276	01/31/2024	\$19,248.31

RECOMMENDATION: It is recommended that the total payments of \$19,248.31 be approved for payment. The expense account to be charged: Various Departments.



Invoice Statement

INVOICE NUMBER: 94805276
ACCOUNT NAME: VILLAGE OF MAYWOOD (04)

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0496-00-653291-5	54800.00	31	JAN-31-2024	FEB-22-2024	19248.31

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
JAN-04-2024	Payment - Thank You		20052.20
JAN-25-2024	Payment - Thank You		18099.83
JAN-31-2024	Fuel Purchases	19012.81	
JAN-31-2024	Other Adjustments this Period	235.50	

The Finance Charge is determined by applying a periodic rate of 0%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
38152.03	38152.03	19248.31	0.00	19248.31

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

WEX Fleet Universal

P.O. Box 639
Portland, ME 04104-0639

TANIKA SKIPPER
VILLAGE OF MAYWOOD (04)
40 MADISON ST
MAYWOOD, IL 60153-2323

ACCOUNT NAME	VILLAGE OF MAYWOOD
ACCOUNT NUMBER	0496-00-653291-5
INVOICE NUMBER	94805276
BILL CLOSING DATE	JAN-31-2024
AMOUNT DUE	19248.31
AMOUNT ENCLOSED	
PAYMENT DUE DATE	FEB-22-2024

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
To avoid processing delays, remit all payments to:



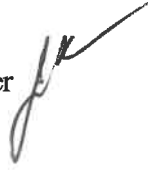
WEX BANK
P.O. BOX 4337
CAROL STREAM IL 60197-4337

122

04960065329150000001924831 240222

**Village of Maywood
Interdepartmental Memorandum**

TO: Village Mayor and Board of Trustees
FROM: James Krischke, Acting Village Manager
DATE: January 31, 2024
SUBJECT: Payment Approval, Wigits Truck Center



SPECIFIC ACTION REQUESTED: Payment approval of the attached invoice #113754 dated 10/17/2023 for the repair/parts/labor/service to Unit 239 Street Sweeper for the Village of Maywood Public Works Department.

RECOMMENDATION: It is recommended that the total payment of \$5,918.05 be approved for payment. The expense account to be charged: 01-50-51300.

WIGIT'S TRUCK CENTER INC
 6 NORTH 2ND AVENUE
 MAYWOOD IL USA 60153
 Phone #:(708) 681-0230
 Fax #: (708) 450-1020

Invoice Number: 113754
 Tag Number: 239



Date and Time In: 10/17/2023 - 6:43 AM
 Date and Time Out: 10/30/2023 - 6:43 AM
 Promised Date - Time: 10/30/2023 - 6:43 AM
 Cashed Out Date:

Date Appointment Initiated: 10/17/2023

Service Advisor: (010) LOUIS ROPPO

COPY

MAYWOOD PUBLIC WORKS
 40 MADISON PLAZA
 MAYWOOD IL 60153

S169 Home: (708) 450-4482 Work: (708) 223-0895 Cell: (224) 500-1986 Fax: (708) 450-4811
 obrown@maywood-il.org;tskipper@maywood-il.org

Veh Info: 239 09 INT 4300

Serial Numbers: 1HTMMZZMXAH161152

In-Srv: Miles/Hrs In: 171469 Out:171469 Plate #:

W

Repair	Hrs	VIN	Requested Repair Description	Mech #	Type	Labor	Discount	Total
1	7.00	AH161152	CEL LIGHT ON / CHECK ELECTRICAL SYSTEM ON TRUCK / CHECK CHARGING & STARTING SYSTEM / REPLACE BATTERIES , SERVICE CABLES/ SCAN COMPUTER / PULL CODES FOR EGR SYSTEM / PERFORM DIAGNOSTIC PROCEDURES TO FIND OPEN CIRCUIT IN WIRE LOOM / REPAIR & TEST OK	1000	Retail	\$875.00	\$0.00	\$875.00
2	4.00	AH161152	REPAIR HOLES IN BED / INSTALL PLATE IN BED	1000	Retail	\$500.00	\$0.00	\$500.00
3	8.00	AH161152	REPAIR FT END /R & R KINGPINS & DRAGLINK	1002787	Retail	\$1,000.00	\$0.00	\$1,000.00
4	3.00	AH161152	REPAIR LIGHTS / INSTALL PARTS LISTED , REPAIR WIRING AND ALL CONNECTORS FOR LIGHTS TO WORK	1002787	Retail	\$375.00	\$0.00	\$375.00
5	3.00	AH161152	PM UNIT	1000	Retail	\$375.00	\$0.00	\$375.00

Repair	Part #	Description	Qty	Selling Price	Extended Discount	Extended Price
1	31SG	BATTERY	3.00	\$162.22	\$0.00	\$486.66
1	80370	BATTERY PROTECTOR	0.50	\$5.38	\$0.00	\$2.69
1	05023	BATTERY CLEANER	0.50	\$4.47	\$0.00	\$2.24
1	RY-484	RELAY	2.00	\$17.53	\$0.00	\$35.06
1	SS	SHOP SUPPLIES	1.00	\$25.00	\$0.00	\$25.00
2	1033086	METAL STOCK	1.00	\$100.00	\$0.00	\$100.00
3	DS329182	KING PIN KIT	1.00	\$423.70	\$0.00	\$423.70

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE ALONG WITH NECESSARY MATERIALS. YOU AND YOUR EMPLOYESS MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT MY RISK. AN EXPRESS MECHANICS LIEN IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERETO. CUSTOMERS ARE RESPONSIBLE FOR ARTICLES LEFT IN VEHICLE . FAILURE TO PAY WILL RESULT IN ATTORNEYS FEES, ALL ASSETS AGAINST YOU. SIGNATURE _____ DATE _____

Parts Total:	\$2,609.45	Ext Price:	\$5,918.05
Core Total:	\$0.00	Sales Tax:	\$0.00
Freight Total:	\$0.00	Total:	\$5,918.05
Sublet Total:	\$0.00	- Deductible:	\$0.00
Labor Total:	\$3,125.00	- Deposits:	\$0.00
- Labor Discount:	\$0.00	Amount Due:	\$5,918.05
Other Charges:	\$183.60	Amt Tendered:	\$0.00
Shop Supplies:	\$0.00	Chg Returned:	\$0.00
Sub Total:	\$5,918.05		
- Parts Discount:	\$0.00		

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Phone #:(708) 681-0230
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Veh Info: 239 09 INT 4300

Serial Numbers: 1HTMMZZMXAH161152

In-Srv: Miles/Hrs In: 171469 Out: 171469 Plate #:

QTY	Part Number	Description	Unit Price	Material Price	Labor Price	Total Price
3	3533795C93	STEERING DRAG LINK	1.00	\$510.25	\$0.00	\$510.25
3	370150A	NATIONAL SEAL	2.00	\$56.99	\$0.00	\$113.98
4	95220	PIGTAIL	1.00	\$26.40	\$0.00	\$26.40
4	60250RFP	LED TAILLIGHT	1.00	\$100.32	\$0.00	\$100.32
4	77363FP	YELLOW STROBE LIGHT	1.00	\$176.81	\$0.00	\$176.81
4	45812	LAMP	1.00	\$4.39	\$0.00	\$4.39
4	1157	MINI LAMP	1.00	\$1.30	\$0.00	\$1.30
4	92420FP	RUBBER GROMMET	1.00	\$6.93	\$0.00	\$6.93
4	STP131H	TERMINAL	4.00	\$2.20	\$0.00	\$8.80
4	STP131H	TERMINAL	4.00	\$2.20	\$0.00	\$8.80
4	STP130H	TERMINAL	4.00	\$2.20	\$0.00	\$8.80
4	7130K56	14 "ZIP TIE	12.00	\$0.33	\$0.00	\$3.96
5	33695	WIX FUEL FILTER	1.00	\$51.28	\$0.00	\$51.28
5	PF7978	FUEL WATER SEPARATOR	1.00	\$164.02	\$0.00	\$164.02
5	57701	WIX TRANSMISSION FILTER	1.00	\$54.68	\$0.00	\$54.68
5	57744XD	WIX OIL FILTER	1.00	\$123.48	\$0.00	\$123.48
5	RS4636	AIR FILTER	1.00	\$169.90	\$0.00	\$169.90
5	15W40S	15W40 ENGINE OIL @ QT	1.00	\$5.40	\$0.00	\$5.40

5918.05

RECOMMENDED TO BE PAID
 DATE: 11/10/24
 DEPT HEAD: Mag Buchanan
 EXPENSE ACCT: 01-50-51300

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE ALONG WITH NECESSARY MATERIALS. YOU AND YOUR EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT MY RISK. AN EXPRESS MECHANICS LIEN IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERETO. CUSTOMERS ARE RESPONSIBLE FOR ARTICLES LEFT IN VEHICLE. FAILURE TO PAY WILL RESULT IN ATTORNEYS FEES, ALL ASSETS AGAINST YOU. SIGNATURE _____ DATE _____

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Freight Total:	\$0.00
Sublet Total:	\$0.00
Labor Total:	\$3,125.00
- Labor Discount:	\$0.00
Other Charges:	\$183.60
Shop Supplies:	\$0.00
Sub Total:	\$5,918.05
- Parts Discount:	\$0.00

Ext Price:	\$5,918.05
Sales Tax:	\$0.00
Total:	\$5,918.05
- Deductible:	\$0.00
- Deposits:	\$0.00
Amount Due:	\$5,918.05
Amt Tendered:	\$0.00
Chg Returned:	\$0.00

VILLAGE MANAGERS REPORT

FEBRUARY 6, 2024

IT SERVICES, COMCAST PHONE, AND INTERNET - UPDATE

We are entering the last phase of scheduled IT improvements and implementation. The following improvements and implementations will be scheduled in the next 30 to 60 days.

- Microsoft One Drive Implementation – Impact is coordinating implementation with Marvin. All village email accounts to be upgraded. Implementation scheduled within 2-3 weeks. UPDATE – EMAIL SETUP TO ONE DRIVE CONTINUING. SERVER MIGRATION SET FOR FEBRUARY 7.
- Multi Factor Authentication (MFA) – final implementation of MFA will occur within the next 30 days. Staff testing of DUO MFA devices will occur within 2 weeks, followed by full implementation in approximately 30 days. UPDATE – IMPACT IS DOING INITIAL DEVICE TESTING. FULL IMPLEMENTATION TO FOLLOW.
- Umbrella Security Policy – internet security controls and restrictions. Access to certain websites will be restricted based on best practices. Important department websites have been considered and will remain open as needed. This policy and the restricted websites can be adjusted if needed. UPDATE – IN PROGRESS.
- Village call tree/auto attendant service will be updated as needed, based on departmental changes after initial implementation. UPDATE – ISSUES ADDRESSED AS NEEDED.

IT related work that remains to be completed includes:

- Caselle department training and full implementation across all departments. This is ongoing. Building and Code are in the last phase of training. Public Works training will be scheduled soon. UPDATE – BUILDING AND CODE HAS RECEIVED ADDITIONAL TRAINING AND SOFTWARE IS IN USE.
- My Civic updates and cleanup – LaSondra is working closely with each department to close out all outstanding 2023 My Civic inquiries as well as addressing new matters.
- Research phone recording capability for Police Department. UPDATE – NEW ISSUES ARE SLOWING DOWN. RESULTS OF CLEAN-UP OF OUTSTANDING ISSUES ARE UNDERWAY AND BEING REDUCED.
- Research Police Department body worn and in-car camera systems with regards to improved technology and storage capabilities. UPDATE - ONGOING
- IT inventory – Impact will assist Marvin and Village administration with creating an IT inventory of all equipment as well as establishing an IT replacement program. UPDATE – IN PROGRESS WITH IMPACT.

As a reminder, all village emails have been migrated to a “.gov” domain. Old email addresses using the “.org” domain will be maintained and linked to the new email address for the foreseeable future.

As part of the One Drive implementation, stored files will be moved to a new platform – this will occur with the planned server migration. Please be advised. Care and attention will be given and provided to all staff when this implementation will occur.

If you are having trouble accessing your new email, please let me know or contact Marvin directly. Marvin and/or an Impact engineer can assist with getting you set up properly.

AT&T SERVICE DISCONTINUED - UPDATE

As previously reported, the village has moved away from AT&T for all communication needs. All designated phone lines, emergency dispatch numbers, and direct circuits have been transferred to Comcast or disconnected. The village and AT&T have been in dispute over various charges that date back many years. Final invoices and past due accounts will be turned over to KTJ for resolution with AT&T. The disputed charges are consistent with what other local municipalities have faced during this same time period. This matter will take time to resolve. Staff, along with KTJ, will monitor and work on a resolution. Update – final invoices have been received and have been forwarded to KTJ for review. KTJ has assigned an attorney to handle this matter.

FIRE FIGHTERS' UNION AGREEMENT – GRIEVANCES - UPDATE

Negotiation will continue in the upcoming weeks. We are currently addressing more than ten (10) grievances filed through the union. Although time consuming, most all matters are resolved or will soon be resolved. Depending on certain outcomes, some grievances and/or union negotiation matters may advance to arbitration. All efforts will be taken to find reasonable compromises to our differences so that a contract can be agreed to and grievances resolved. ONGOING.

PUBLIC WORKS TEAMSTER UNION NEGOTIATIONS

The Public Works Teamsters union agreement is set to expire in early 2024. The Village and Union have agreed to meet and discuss the terms of a new agreement. Due to a vary of reasons our initial meeting, set for December 7th was canceled. Rescheduling will occur in January. More information to follow. Still waiting on a date from the union. It appears that the meeting will occur the week of February 12th.

MAPS JR. GRANT - UPDATE

As you know, the Village was awarded a Federal Department of Justice MAPS JR. Grant for youth engagement. Grant funds of \$621,000 were awarded to the village to fund this program. The youth engagement program ended in January and the program has stopped. Final expenses are being compiled, reconciled, and submitted for payment/reimbursement. The program managers, coordinators, and/or supervisors are working on the submittals required by the Finance Department.

Reconciliation of the grant funds and final DOJ reporting will follow. The mayor's office, along with community engagement staff has managed the grant program and they will work with PD and Finance to submit the closeout reports. Please refer to the financial report for additional details. Financial reports are placed on the agenda for approval.

VILLAGE AUDITS

As previously reported, the 2020/2021 audit was presented to the Fiscal Accountability Committee on Tuesday September 18th and approved by the village board on October 10th.

The Finance Department and Baker Tilly are nearing completion of the 2021/2022 audit. Results of the audit will be presented to the Finance Committee in February. Once completed, the village will be caught up and can prepare for a 2022/2023 audit. This should appear on the March Village Board agenda.

COOK COUNTY/ELEVATE LEAD SERVICE LINE REPLACEMENT PROGRAM – LEAD LINE INSPECTION AND LOCATE GRANT

The Cook County/Elevate Lead Service Line Replacement Program was officially launched on May 1, 2023. Progress is being made and the program continues to move forward. As program information becomes available it will be forwarded on to the village board.

MUNICIPAL CAMPUS PLANNING – RFP EVALUATION – SPEER FINANCIAL

Progress on this project has slowed until we get more definitive information from our financial consultants – Speer Financial. Financial information is being gathered, including the 2021/2022 audit results. In the meantime, staff is maintaining contact with various planning consultants, state agencies, and financial consultants on matters related to the master planning of a municipal campus. We expect work in these areas to continue and activity to increase as we near the end of the 1st quarter.

2024/2025 BUDGET PREPARATIONS

Budget meeting between Finance, Village Managers office, and individual departments have begun. Budget meetings have been scheduled for the week of January 29th and February 5th. Once complete, Finance Director Satchell and I will review the overall budget and create a draft 2024/2025 budget for presentation to the Finance Committee on February 20th.

Plans are being made to present the annual 2024/2025 budget for village board approval on March 5th. The required public hearing will occur in March as well.

ARPA FUNDS

All matters related to the use of approved ARPA funds (budget) are being reviewed. Changes in the application process, submittal of projects, and/or required budget amendments will be forthcoming in March.

FRED HAMPTON AQUATIC CENTER EVALUATION

Attached to my report is a condition analysis of the Fred Hampton Pool. The analysis was performed by a licensed engineer with aquatic/swimming pool construction and maintenance. This analysis is preliminary in nature but presents specific details of existing issues that strongly suggest the facility is beyond repair. A more extension study can be performed but is not recommended.

MAYWOOD MINUTE – QUICK TOPICS

- 315 W. Roosevelt – property was acquired by the village on September 25th. Building and Code, along with PW and PD has secured the building and its contents. Previous landowners/tenants have filed a federal lawsuit against the village. KTJ will be representing the village and village staff/representatives named in the suit. More information to follow.
- Water Operator – The village licensed Responsible Operator in Charge (ROINC) is Paul Dowd. Paul is working under an independent contract agreement. Our contract with Paul is not permanent in nature. As such, we need to find/recruit a permanent replacement. The position has been posted and we have set up interviews with qualified candidates. In addition, we are researching programs that will assist the village with training internal candidates to become licensed operators. We hope to make an offer soon. More information to follow.
- Senior Snow Removal Service – Public Works has an established list of qualified village residents that have signed up for residential snow removal services. As per years past, this is a popular service, and the response has been strong. Schedules have been developed and staff will respond accordingly based on the snow event. If you would like more information, please contact PW.
- Personnel matters – We are currently looking to fill multiple positions within the village including Licensed Water Operator, Sr. Accountant, Payroll Administrator, Utility Billing specialist, Water Department Foreman/laborer, Police Officers, and Fire Fighters. HR is actively working on filling those positions.
- As reported by Village Attorney Mike Jurusik, the process to establish four (4) new TIF districts is underway and progressing towards a public hearing in February. The public hearings will be divided into two (2) sessions. TIF area one (1) and TIF area (3) will be scheduled together while TIF area two (2) and TIF area (4) will be combined. Public hearings will be held at the 200 building in the gymnasium. Notices to over 5,000 property owners will be sent out soon.
- Water main breaks – due to the extreme cold and following thaw, we have experienced numerous water main breaks throughout the village. Public Works staff have responded accordingly and have repaired the lines with limited disruption to our property owners.



VILLAGE OF MAYWOOD
 VILLAGE PRESIDENT, MAYOR NATHANIEL GEORGE BOOKER
 MAYWOOD PUBLIC WORKS DEPARTMENT
 MONTHLY REPORT JANUARY 2024

MONTHLY ACTIVITY	PRE. MONTH	MONTH	YTD
Work Orders			
MyCivic Issues Reported	20	21	21
MyCivic Issues Completed	16	19	19
Fly Dumps Completed		16	16
Overtime Hours Worked	164	618.5	618.5
PartTime Hours Worked			
STREETS	PRE MONTH	MONTH	YTD
Miles of Street Resurfaced	0	0	0
Sidewalk Repairs	0	0	0
Vehicle Maintenance Cost	21,140.33	42,909.24	42,909.24
Snow & Ice Removal By Event	3	16	16
Snow & Ice Removal Hours Worked	5	1,923.50	1,923.50
Tons of Road Salt Used	100	500	500
Street Sweeping Cycles (Leaf Pickup)	8	4	4
WATER/SEWER	PRE MONTH	MONTH	YTD
Water-Gallons Pumped (Millions)	66,208.000	73,748.000	73,748.000
Water System Repairs-Service Calls	5	5	5
Sewer System Repairs-Service Calls	1	1	1
Catch Basins Cleaned	3	1	1
STREET LIGHTING	PRE MONTH	MONTH	YTD
Street Light Repairs - Service Calls	10	22	22
FORESTRY	PRE MONTH	MONTH	YTD
Trees Removed	10	4	4
Trees Planted	0	0	0
Trees Trimmed	21	14	14
GREEN MAINTENANCE	PRE MONTH	MONTH	YTD
Mowing Cycles Completed	0	0	0
Abandon Building Cycles Completed (Contracted)	0	0	0
Abandon Building Cycles Completed (By Staff)	130	5	0



VILLAGE OF MAYWOOD

40 MADISON STREET, MAYWOOD, ILLINOIS 60153 708-450-6300

February 6, 2024

To: Mayor and Village Board

From: Jim Krischke, Acting Village Manager

Re: Fire Department Assessment – McGrath Consulting Services Proposal

Mayor and Village Board:

In the 2023/2024 fiscal year budget, funds were allocated for an assessment of fire department operations. At the time of budget preparation, the thought of an assessment revolved around a variety of issues from recent OSHA violations to lengthy union negotiations to union filing grievances to equipment and staffing.

The matters as outlined above are still, 10 months later, mostly unresolved, or still in existence. The purpose of the study is not meant to be critical of current operations and/or management or staff. The main purpose is to evaluate current conditions and provide a means to address interpersonal matters that might play a part in the above-mentioned matters.

Additionally, this study can also address matters related to facility management, equipment needs, long-term staffing, training, policies and procedures, and industry compliance matters. Although departmental evaluations can be considered invasive and therefore unwarranted, the main goal of this study is to assist current leadership with dealing with matters unrelated to the main function of a fire department.

McGrath Consulting is a highly recognized firm that provides good and valuable information to their clients. In addition to understanding the fire industry they also provide services related to Human Resources and Personnel Management. In our current environment, we believe this service would fit well.

Funds for this study were budgeted in the fiscal 2023/24 budget at \$20,000. The study will exceed the budgeted amount however, additional funds are available within the fire department budget to bridge the gap.

Recommendation is for approval of the McGrath Consultant proposal in an amount not to exceed \$34,875.00.

Proposal

Comprehensive Appraisal of the Maywood Fire Department

for the



Village of
Maywood
Illinois

Submitted By:
McGrath Consulting Group, Inc.

January, 2024



Jamestown, TN. Hanover Park, IL. Waukesha, WI. Strongsville, OH
(Corporate)



January 8, 2024

Mr. Frank Torres – Assistant Village Manager
40 Madison Street
Maywood, IL 60153

McGrath Consulting Group, Inc. is pleased to submit a proposal to perform a Comprehensive Appraisal of the Maywood Fire Department. We are confident we can develop and provide a quality report that addresses the current and future challenges and opportunities confronting the fire department and Village. This proposal outlines the project plan, methodology, consulting team assigned to this project, and other information.

McGrath Consulting Group, Inc. utilizes consultants who are highly skilled individuals with both educational credentials and work experiences in the areas outlined in this proposal. Our consultants have an extensive understanding of the fire/EMS service and utilize proven study methodologies. Our project manager will communicate regularly with your designated individual to ensure a timely response to issues, questions, or requests you might have; as well as meetings during site visits. Our project team will remain intact during the duration of this project.

Our firm will partner with our subsidiary company McGrath Human Resources Group to address opportunities/issues related to Human Resource/Personnel Management matters pertaining to staffing. McGrath Human Resources Group brings their expertise in dealing with the human element of the project, federal and state compliances, and compensation issues. Our Human Resource division has been involved in past fire/rescue studies since the inception of our corporation.

Our consulting team focuses on identifying areas of service excellence and providing opportunities to implement change that will result in improved services while ensuring cost-effective delivery of such services. We understand the importance of this project and look forward to the opportunity of working with your: Village officials, department leadership, department members, and other identified stakeholders.

Sincerely,

Tim McGrath Ph.D.

Dr. Tim McGrath

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Firm Profile

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting predominately in the fields of fire, emergency medical services (EMS), law enforcement, communications, and human resources. The principals of the company have over 50 years of public sector experience.

There are two distinct divisions within the corporation: Public Safety – overseen by Dr. Tim McGrath and Human Resources – overseen by Dr. Victoria McGrath. We have found that having expertise in human resources is beneficial in public safety studies. Thus, the Fire/EMS and law enforcement consultants have access to experts in human resources to address the unique laws and best practices governmental entities face with their human capital.

Company Name	McGrath Consulting
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Business	23
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865, Jamestown TN. 38556
Website	www.mcgrathconsulting.com
CEO/Authorized Representative	Dr. Tim McGrath
Email Address	tim@mcgrathconsulting.com
Office Phone	(815) 728-9111
Fax Number	(815) 331-0215
Insurances	State Farm: Auto Erie: General Liability AmTrust: Worker's Compensation Mt. Vernon: Professional Liability Chubb: Cyber Security Liability

Firm Expertise

The principals of the corporation have over 50 years of public sector experience, McGrath Consulting Group, Inc. along with its subsidiary company McGrath Human Resources Group currently have over 500 municipal clients in 40 states. Our corporation currently employs 28 full-time or independent contractors to assist in projects.

Our company prides itself on its innovative recommendations to maximize service in the most fiscally sound manner. We address current and future issues regarding cost-effectiveness and efficiency of services/programs, program leadership/management, adequate staffing levels, organizational opportunities to improve services, resource needs, exploration of partnerships, alignment of the service provider's operations with the mission and vision of those that govern.

Understanding the Project

The governing officials are performing their due diligence in seeking an independent emergency services consultant to perform a comprehensive assessment of the Maywood Fire Department to address current and historical dysfunctional issues within the department. The Village administration would like to improve the relationship with and within the department, emphasizing developing a positive team atmosphere.

Stakeholders Input

Our firm's 23 years of consulting services have proven the importance of communicating directly with stakeholders. It allows our consulting team the ability to learn from governance, administration,

department leadership, department members, involved stakeholders, their perspective. Stakeholder input is critical to the project's success; therefore, a considerable amount of time will be dedicated to this endeavor. These meetings and interviews will provide the consulting team the ability to identify the culture of the organization, opportunities to improve existing services, identify service delivery options; and explore opportunities for more cost-effective service delivery.

The consulting team will schedule interviews with, but not be limited to, the following stakeholders:

- *Village elected and appointed officials*
- *Fire Department leadership and leadership team*
- *Fire Department officers, members,*
- *Police and Fire Commission members*
- *Appropriate other Village department heads*
- *Other identified stakeholders*

To allow for the free flow of information between stakeholders and the consulting team all stakeholders' interviews will be kept confidential. The consultants will summarize the major themes discovered without the identification of a specific stakeholder.

Data Importance

One of the main challenges Fire/EMS leadership faces is to identify the need for resources that will ensure the highest level of emergency service and safety for those who receive and provide such service, as well as to justify the fiscal dollars needed for their resource requests. Good data is essential in accomplishing this mission. Data will quantify the need separating *wants from needs*. The consultants place emphasis on accurate data being provided.

Unique Approach

Our firm does not utilize a cut-and-paste approach to our clients; rather, we take the time needed to learn the culture of the service area. Learning the culture of the services providers sounds nice, but what does it mean and why does it make a difference in the outcome of a study?

Basically, organizational culture is the personality of the organization comprised of the assumptions, values, norms, and tangible signs (artifacts) of organization members and their behaviors. Each department has its own culture, most often both an espoused culture and an enacted culture; which might or might not align with the perceived culture of those who govern and its leadership. Our firm believes that understanding the culture is essential to identifying opportunities for change. We seek to understand the culture by viewing it at different levels.

Scope of Study Objectives

The study will address the following objectives/topics which are briefly described below. These objectives were identified by the Village administration as important for the consulting team to address. Each objective has considerable depth, and this outline is intended to illustrate the scope of work – not the breadth of the topic. A list of information, data sets and documents needed will be requested prior to or on the first site visit. Additional documents may be requested based on information gleaned during interviews.

Develop Project Work Plan

- Develop a project work plan based on the scope of work
- Conduct an initial meeting with the Village of Maywood project team
- Gain an understanding of the organization's background, goals, and expectations for the project
- Establish working relationships, make logistical arrangements, determine communication process, and finalize contract arrangements

Leadership

- Determine the leadership management philosophy
- Gain an understanding of past management practices and impact on the culture of the organization
- Evaluate the effectiveness of both internal and external communication
- Examine the fire department's leadership effectiveness
- Identify and evaluate the Fire Chief's critical issues and future challenges
- Identify who the Fire Chief identifies as their leadership team
- Meet with members of the leadership team individually to determine their participation in leadership to the department
- Review leadership management practices
- Assess record management (data) practices,
- Evaluate the use of information technology
-

Overview FD Operations

- Assess the current overall fire department operations for efficiency and effectiveness – information used as the basis for recommendations
- Gain an understanding of the history and culture of the organization
- Assess the current department operation including fire, EMS, activities
- Evaluate the department's operations for compliance with commonly accepted standards
- Review and evaluate the fire departments critical issues and future challenges
- Determine trends using data collection for the last three years to determine trends in:
 - Emergency responses
- Analyze current emergency operations:
 - Types of emergency incidents
 - Response times
 - Time of emergency alarms
 - Day of the week of emergency
 - Calls by month
 - Simultaneous call data

- Location of responses
- Assess existing department strategic plan
- Evaluate emergency medical services delivery and support functions
- Assess current mutual aid and automatic response agreement(s) with surrounding jurisdictions

National/Industry Standards

- Impact of national emergency response trends
- Evaluate significance of national, state, and local fire service standards:
 - National Fire Protection Association (NFPA)
 - Insurance Service Offices, Inc. (ISO) rating significance to the community
 - Occupational Safety and Health Administration (OSHA)
 - Center for Public Safety Excellence (CPSE) – formerly the Commission of Fire Accreditation International (CFAI)
- Assessment of the department's compliance with industry standards

Staffing

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Evaluate the appropriateness of staffing methods, numbers, and distribution of personnel
 - Administrative and support staff
 - Suppression staff including shift and fire company levels
- Review staff scheduling methodology
- Review the firefighter/EMS staff distribution
- Assess span of control of officers
- Evaluate department's staffing levels compared to national standards

Personnel Management

- Compliance with federal and state regulations
 - Fair Labor Standards Act (FLSA)
 - Equal Employment Opportunity Commission (EEOC)
- Audit of fire department human resource policies and practices
- Assessment of employees record management systems
- Examination of recruiting and hiring practices
- Assessment of employee retention programs
- Appraisal of the promotional process
- Assessment of employee demographics
- Review existing ranks and titles of the leadership team
- Review disciplinary process
- Review of the labor/management contract

Dispatch

- Assess the Public Safety Answering Point (PSAP aka: Dispatch) capabilities and methods
- Assess the dispatch communications infrastructure
- Evaluate the dispatch staffing and scheduling practices
- Review the dispatch quality assurance program
- Review of logistical support services
- Evaluate the dispatch control and oversight
- Confirm compliance with industry standards
- Assess the flow of an emergency call from dispatch answering to responding department's notification
- Determine if dispatch meets the needs of the service provider

Training

- Evaluate training/certifications records for the past three years.
- Assess the training program and professional development opportunities.
 - Facilities
 - Resources
 - Programs/Curriculums
 - Schedules
 - Records
 - Certificates
 - Record keeping procedures.
- Assess and evaluation of training facilities.
- Evaluate the training program administration and outcomes.
- Evaluate the companies Safety Program and develop recommendations as determined.

Facilities

- Evaluate the current facilities location and distribution – utilizing GIS mapping
- Evaluate the current facilities and limitations – both support and emergency appropriateness
- Identify future facility needs (including additional, reduction, or relocation of facility(ies))
- Illustrate travel time/distance utilizing GIS mapping from the current stations
- Assess compliance of existing facilities to industry safety standards (i.e., ADA)
- Analyze the potential for consolidation of the facilities based on concentration, distribution, reliability, and cost benefit
- Evaluate current facilities for safety, efficiency, and environmental issues

Apparatus Equipment

- Assess and evaluate the current condition and limitations of apparatus/vehicles/equipment
- Assessment of types of apparatus/vehicles, age, and appropriateness for the department
- Evaluation of the apparatus replacement plan – if needed develop a replacement plan
- Identification of the department's current and future vehicle/apparatus and equipment needs; including reduction of apparatus/equipment if warranted
- Evaluate and assess the department's current maintenance operations in terms of costs effectiveness and compliance with regulations

Future Service Goals

- Consider the fire/EMS departments vision for future service needs for the Village of Maywood
- Identify actions needed to improve fire/EMS services
- Explore future opportunities to expand shared resources with others service providers.
- Identify methods to improve services.
- What demographic changes can be expected for the Village's long-range planning fire and EMS needs
- What fire and EMS model will be best suited for the Village of Maywood in the future

Fiscal

- Analyze the department 's current fiscal condition
- Evaluate the operational and capital budgets
- Review current capital assets and analyze future needs based on existing conditions
- Review historical data (3-years) of the department revenue and expenses
- Identify opportunities for grants
- Identify future cost avoidance opportunities
- Identify all fiscal implications of recommendations listed within the study

Project Consulting Team Members

Project Manager / CEO

Dr. Tim McGrath – Project Manager

As CEO of McGrath Consulting Group, Inc. Dr. Tim McGrath is the visionary of the organization. His 33 years of experience in Fire and EMS as well as his ability to develop innovative solutions makes McGrath Consulting different than other firms. Dr. McGrath started his career as a volunteer firefighter and went through the transition of an informal group of civic minded individuals to an integral department within the Village of Gurnee, IL. During his tenure with Gurnee, the Village rapidly grew from a small bedroom community to one that hosts a Six Flag Great America, and at the time, the world's largest shopping center – 2.2 million square feet under one roof. Dr. McGrath was in administrative positions during

both of the ventures, so he understands the opportunities and challenges growth brings to the fire service.

Dr. McGrath was part of the first paramedic pilot program in the State of Illinois. Through his leadership, he brought in the first non-education-based paramedic training program in the City of Brookfield fire department. Thus, the City of Brookfield Fire Department became a profit center training all paramedic personnel for Waukesha County, WI.

Dr. McGrath's passion is in consolidation of services. This can entail a wide range of relationships from simply sharing resources to full consolidation and integration of services. Thus, conducting an analysis of each department, Dr. McGrath is able to identify the areas for greater cooperative efforts that continue to provide quality services in a cost-efficient manner.

Through his experience and innovative mind set, Dr. McGrath is able to identify and address key issues – current and future. It is through this combination of education and work experience, as well as working with over 170 organizations in 39 states, he brings a vast amount of first-hand knowledge to the assessment of emergency services.

Education Background

Walden University

Doctorate – Administrative Management

Dissertation: Attitudes on Consolidation in the Fire Service

Webster University

Master of Arts – Public Administration & Management

University of Wisconsin – Stout

Bachelor of Science – Industrial Education

College of Lake County

Associate Degree – Fire Science Technology

Fire/EMS Consulting Team

Chief Gregg Cleveland – Fire/EMS Lead Consultant

Chief Cleveland recently retired from the La Crosse Fire Department (LCFD) Wisconsin. He became a career Fire Chief in a combination fire department and retired with nearly 40 years of experience. La Crosse fire is a career fire/EMS department consisting of 4 stations, 110 personnel, and an 11-million-dollar budget.

While Fire Chief of the LCFD the department received International Accreditation from the Center for Public Safety Excellence – Commission on Fire Accreditation International. Chief Cleveland also merged the City's Building Inspections department into the fire department.

Currently Chief Cleveland is the past Chairman of the Wisconsin Fire Sprinkler Coalition, and member of the Emergency Responder Advisory Committee for the National Fire Protection Association (NFPA). He is currently the Chairman for the National Fire Protection Association's Fire and Emergency Services Board and former President of the Wisconsin State Fire Chiefs Association. He has served on the fire service advisory board for Factory Mutual Insurance and as technical panel member for the Fire Protection

Research Foundation of NFPA. Chief Cleveland has also served as a peer reviewer for the Assistance to Fire Fighter Grant program.

Chief Cleveland worked with numerous state and local legislative council, boards, and committees on a variety of fire and EMS related issues and worked extensively to adopt Wisconsin's first fire prevention code.

Chief Cleveland has a passion for data; using a variety of performance measures to develop, implement, and evaluate public policy for fire and EMS agencies. He has been very instrumental in developing and implementing mutual/automatic aid programs amongst departments.

A strong proponent of cooperation and collaboration allowed him to create Central Wisconsin's 1st municipal paramedic service covering approximately 13 different municipalities encompassing 360 square miles while fire chief in Marshfield, WI. He has utilized this approach in the development and implementation of numerous other programs that include a dive rescue, hazardous materials, and neighborhood services teams, and to address issues such as the opioid crisis, homeless, and maintain safe and affordable housing to communities.

Educational Background:

- University of Wisconsin Oshkosh
 - Masters, Public Administration
- Lakeland College
 - Bachelor of Art, Business Administration
- Fox Valley Technical College
 - Associate Degree in Applied Science – Fire Protection
- National Fire Academy
 - Graduate of Executive Fire Officer program

Chief David Berousek – Senior Fire/EMS Consultant

Chief Berousek grew up and worked as a firefighter in the Village of North Riverside and is an excellent addition to the consulting team understanding much of the culture of the area.

Chief David Berousek is a senior consultant with McGrath Consulting Group, Inc. He has extensive experience in the fire/EMS service, specializing in consolidation of fire/EMS departments. Chief Berousek initiated and developed a Paramedic First Responder Program model used throughout Milwaukee County Emergency Medical Services. The Milwaukee County Emergency Medical Services system is a countywide system covering 241 square miles and serving approximately 960,000 people. It includes 19 separate municipalities that each provides their own ALS and BLS services through oversight of Milwaukee County EMS division.

As Fire Chief, Chief Berousek was responsible for the first and largest consolidation of seven independent fire departments. Chief Berousek assumed full responsibility for final implementation of the consolidation after working collaboratively on strategic planning for two years with all associated village presidents, police chiefs, public safety directors, and non-elected officials.

As Fire Chief for the North Shore Fire Department, Chief Berousek had full responsibility for building a new facility; chairperson of a station location team; construction of a state of the art training center; strategic planning with the seven mayors that comprised the consolidated district's management board; liaison between the seven communities; as well as budgeting, planning, fire suppression, EMS, and fire prevention. He was also instrumental in developing the District Board's operating and financial agreement. Chief Berousek created the North Shore Fire Rescue fund, through community donations, whose purpose was to provide means to train staff in management/leadership skills for future promotions. Thus, he brings over 30 years of diverse experience.

In addition to his role in the fire service, Chief Berousek served as County Supervisor for Ozaukee County, Wisconsin. Therefore, in addition to being a subject matter expert for consolidations, he also brings the insights of being on the policy making side of government operations.

To encourage those toward the fire service, Chief Berousek established the Public Fire Education Program; founded Project Reassurance with local nursing homes to ensure personal welfare for seniors; launched Boy Scout Explorer Post to expose area youth to careers in the fire service; and inaugurated a high school Cadet Program offering student internships at fire stations.

Education

Harvard University, Kennedy school of Government

Leadership for Senior Executives in State and Local Government

University of Maryland Fire and Rescue Institute

National Fire Service Emergency Medical Staff and Command School

Southern Illinois University

Bachelor of Science – Fire Service Administration

Triton Community College

Associates Degree – Fire Technology

BC. Larry Pieniazek – Fire/EMS Consultant

Battalion Chief Pieniazek has been with McGrath Consulting Group almost since its inception. He has been a critical component to all of our studies, specializing in the development and analyzing of data; station and apparatus evaluation, and assessment of the department's training program. Battalion Chief Pieniazek has spent over 33 years in the fire service starting as a paid-on-call firefighter and working up the ranks to a career Battalion Chief. Thus, Battalion Chief Pieniazek brings the perspective of a volunteer/combination department as well as a career, unionized department.

Battalion Chief Pieniazek specialized in fire prevention, instructing, and ensuring compliance with inspections, pre-plans and all associated records; and was instrumental in achieving an ISO review and ISO class 2 rating, as well as preparing for accreditation through the International Fire Chief Certification Program. Thus, he brings a unique perspective in understanding all of the fundamentals of sound policies, procedures, and best practices.

Battalion Chief Pieniazek was actively involved in the training division for 30 years, being the training coordinator for six years. This included training with career, paid on call, and combination departments. He was responsible for ensuring appropriate training to auto aid departments. Battalion Chief Pieniazek has been the coordinator of EMS disaster drills; coordinator of interdepartmental training at O'Hare International Airport regarding fuselage spill firefighting and passenger rescue.

He was also a team of three which oversaw maintenance of apparatus and equipment in the department; ISO preparation consultant; and coordinator of a multi departmental high-rise firefighting scenario. He is also an active member of the Illinois Firefighters Association and the Metropolitan Fire Chiefs Association of Illinois.

Educational Background:

- National Louis University
Masters of Business Administration
- Southern Illinois University
Bachelor of Fire Science
- College of DuPage
Associate in Applied Science

Fiscal/Administration Consultant

Mr. Robert Harrison – Fiscal Analysis/Administration

Mr. Harrison is a consultant with McGrath Consulting that brings an Administrator/Fiscal perspective to our studies. Mr. Harrison has over 20 years of experience in municipal management. Mr. Harrison is currently the City Administrator of Issaquah, WA, which is a full-service City that has grown from 4,000 population 15 years ago to 31,500 today. He served as City Manager of Wyoming, Ohio for 12 years, which is a full service residential suburban city on the border of Cincinnati, Ohio. In addition, he has served in City management positions with the City of Mosinee, WI and City of Wauwatosa, WI.

Through introduction of the Balanced Score Card evaluation, Mr. Harrison has effectively developed strategic plans that have resulted in economic growth to the community, as well as accountability within the organization. He has received GFOA awards as well as the State Auditors Award for excellence in financial reporting. He has implemented a successful LEAN initiative in the City of Issaquah directed at improving service and reducing costs.

Education

- University of Wisconsin-Milwaukee
Master of Arts – Public Administration
- Marquette University
Bachelor of Arts

Human Resources - Advisor

Ms. Malayna Halvorson Maes – Human Resources Consultant

Malayna Halvorson Maes has served as a human resource professional in both the private and public sectors for over 20 years. She worked previously in health care human resources, then as the Human Resources Director and senior advisor for a large county in northern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers.

During her time in county government, Ms. Maes advised the organization through the significant changes at the State. This included the most sweeping change which reduced the legal authority of organized labor in the public sector. This resulted in a reduction from five (5) collective bargaining units to one (1) unit in her County.

As a change agent, she facilitated the development of significant policy changes for the organization. This included conducting a complete evaluation of the compensation system for the county which resulted in a rewrite of all job descriptions and the implementation of a pay for performance evaluation system. This system was created through the work of a combined employee – manager committee and included the implementation of a performance management software system to streamline the 360-evaluation process. Thus, she brings a practical understanding to the development and implementation of pay-for-performance compensation systems.

As a former municipal Human Resources Director, she is knowledgeable of all facets of local government, including police, public works, engineering, health services, and more. She has been active in a number of professional organizations including SHRM, Chippewa Valley Society of Human Resource Management; WIPFLE Senior HR Forum; Wisconsin Association of County Personnel Directors, and the National Public Employer Labor Relations Association. In addition, she has served on the WACPD training Committee, Chair of the Legislative Affairs Committee, a Board of Director member as well as a member of the Services Committee for WPELRA; thus, she takes an active role in defining the profession.

Educational Background:

Luther College, Iowa
Bachelor of Arts – Psychology

References

City of Sun Prairie, WI

Contact: Mr. Aaron Oppenheimer, City Administrator – office (608) 825-1193, fax (608) 825-6879, email: aoppenheimer@cityofsunprairie.com or Fire Chief – Christopher Garrison 608-837-5066 ext. 1 email: cgarrison@cityofsunprairie.com

Project: Fire Department Review/Assessment (Master Plan). Significant dysfunction with volunteer fire department and City. Recommended and implemented a new Executive Board oversight group.

City of Collinsville, IL

Contact: Former of Chief now Fire Chief of Sterling Heights Fire Department, MI, - W 586-405-0974, email: kedmonds@sterling-heights.net

Project: Comprehensive Fire/EMS Services Audit/Master Plan

Town of Ledgeview, WI

Contact: Sarah Burdette, Administrator – (920) 336-3360 ext. 108 email: sburdette@ledgeviewwisconsin.com

Project: Audit/Assessment & Future Staffing Methodology. Addressed need for augmenting existing paid-on-call members during critical service demand times.

Glen Carbon Fire Protection District, IL

Contact: Board President Luke Harris 618-520-0542 email: harris7@sbcglobal.net

Project: Significance level of dysfunction in the leadership team resulting in two group of individuals who had difficulty working together to prove the highest level of service.

Village of Clarendon Hills, IL

Project: An Operational Assessment/Departmental Leadership – Team Study

A very controversial study in which the Fire Chief insisted he needed to replace a ladder truck where the consultants recommended removal of the ladder truck from department inventory. The Village covered 1.8 miles and two adjacent departments, Hinsdale, and Westmont, were willing to share their ladder truck. The Village Manger (Kevin Barr- administrator at the time) was in full agreement; whereas the Fire Chief was adamantly opposed to the findings. Mr. Barr has been replaced by Zachery Creer who was not present during the study. Mr. Creer phone is 630-286-5402.

City of Framer City, IL

Contact: Sue McLaughlin – City Manager 309-928-2842, email: smclaughlin@cityofframercity.org

Project: Leadership and culture assessment of the City Manger leadership position. Involved all City departments.

Project Schedule

It is anticipated the final report will be provided to the client within five months of the signing of the contract. The consultants timing is very dependent on the service provider providing requested data in a timely manner. A list of the type of data will be sent to the appropriate individual(s) well in advance of the first site visit by the consulting team. In almost all cases, the data requested is readily available from the department's computerized data/reports or activity logs.

Service Expected from the Village/Department

The consultant team anticipates cooperation with Village administration and fire department leadership in obtaining the necessary data. Minimum help is required in the initial identification of stakeholders, including phone numbers and/or addresses to reach those parties. Further some assistance may be required in scheduling interviews.

Project Costs

The cost to complete all of the objectives outlined in this proposal is: \$34,875.00 (includes consultants travel) guaranteed not to exceed this figure.

Terms of Payment

Payment will be made in four (4) installments:

- 15% upon execution of the signed contract (\$5,231.25)
- 15% after first site visit (\$5,231.25)
- 60% upon submittal of the DRAFT report (\$20,925.00)
- 10% upon submittal of the FINAL report (\$3,487.50)

The proposal price is good for 60 days of January 8, 2024.

Final Word

Our company will develop recommendations that ensure high quality services within the fiscal capabilities of Village of Maywood. We approach each project as a new opportunity to identify

opportunities for each service provider to improve services and prepare for long-range future service needs.

The consulting team consists of fire, rescue, and EMS professionals who have years of experience in career, volunteer, and combination fire and EMS departments. The expertise of our fiscal and human resource professionals will integrate the abilities of the personnel to the opportunities identified in the study and bring field experience in dealing with employee issues. The assigned consulting team has extensive experience in conducting previous studies and developing reports involving Fire/EMS departments.

Please feel free to contact us if you have any questions regarding this proposal.

Sincerely,



Tim McGrath, Ph.D. CEO



VILLAGE OF MAYWOOD

40 MADISON STREET, MAYWOOD, ILLINOIS 60153 708-450-6300

February 6, 2024

To: Mayor and Village Board

From: Jim Krischke, Acting Village Manager

Re: Village Manager Recruitment – Professional Services Agreement

Mayor and Village Board:

As directed by the Village Board, I contacted two (2) professional search firms regarding proposals for the recruitment of a permanent village manager. The two (2) firms contacted are highly recognized in municipal recruitment services and are very respected in this field.

GovHR USA and Baker Tilly were the firms contacted. Each firm was provided with information on the search as well as given the opportunity to speak with me directly. Each firm has submitted a proposal for a professional search. The GovHR USA proposal is attached to the agenda packet while the proposal from Baker Tilly will be provided prior to the Tuesday Village Board meeting. Both proposals will provide comprehensive services and should be considered equivalent with the other in terms and quality of service.

Funds for this service have been budgeted in the 2023/24 fiscal year budget at \$17,500. Excess funds over the budgeted amount are available in the Village Manager budget.

In addition to the proposals for full-service recruitment, I also spoke to each firm about an alternative method of recruitment. Given various conditions, namely state law that ties village manager contracts to the term of the mayor/village president, both firms recommend, as an alternative, a formal search/recruitment for an interim village manager that would serve through May 2025, coinciding with the next mayoral election.

This option has many advantages on its own and it offsets the obstacles that are inherent to full recruitment of a permanent village manager. Namely the obstacle to hiring a person and only being able to present them with a one-year agreement. Moreover, this service could be performed at little to no cost to the village.

This matter can be discussed at the Village Board meeting. Strong consideration should be given to approving a formal search for an one year interim position.



GovTemps USA

Staffing Solutions for Local Governments

GovTemps USA is the interim staffing division of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees, who have both had distinguished careers in local government management. They identified the need for a firm that specialized in providing short, long-term, and project-based staffing solutions for local governments.

Our Clients

GovTemps has assisted numerous municipalities and counties as well as other local governments such as community colleges, park and school districts, townships, special government districts and intergovernmental agencies.

Positions Filled

GovTemps has placed employees in a wide range of positions including: Accountants, Administrative Assistants, Administrators/Managers, Building Officials/Plan Review Officers, Clerks, Community Development/Economic Development Directors, Engineers, Finance Directors/ CFO's, Fire Chiefs, HR Professionals, IT Technicians, Parks and Recreation Directors, Planners, Police Chiefs, Public Works Directors/Superintendents, and more.



Why Employees Choose GovTemps

Employees choose GovTemps because of its reputation as a leader in providing temporary staffing assignments for local governments. Placement terms are flexible, typically lasting 3-5 months with a work week that can range anywhere from 10 to 40 hours/week, and many more clients are embracing a remote work option.

GovTemps offers employee benefits that include optional health insurance and a matching contribution towards an IRA for eligible employees. Many employees have been hired on permanently by the client in a temp-to-hire arrangement and more still are working in a long-term contractual capacity.

GovTemps carries professional liability coverage for all its employees. Employees who otherwise might consider working as 1099 independent contractor have opted to work for GovTemps and avoid paying for costly insurance.

To discuss your temporary staffing needs, contact
Senior Vice President
Mike Earl at 224-261-8366 or
mearl@govhrusa.com

Why Local Governments Choose GovTemps

Availability of Talented and Skilled Candidates

Leveraging its connection to GovHR, the GovTemps candidate network includes professionals in transition as well as retirees seeking temporary assignments. GovTemps actively recruits candidates through social media, attendance at association conferences and its connections in the field. GovTemps maintains a robust candidate library.

Cost Savings - By partnering with GovTemps, local governments avoid the costs of employee benefits and candidate recruitment. GovTemps is responsible for employee payroll withholdings and carries workers' compensation, unemployment insurance and professional liability insurance on all its employees.

Flexible Work Schedule - GovTemps recognizes that local governments often do not need to fill a position on a 40 hour/week basis. Accordingly, GovTemps employees embrace flexible work schedules.

Creative Staffing Solutions

- ✓ Temp-to-Hire - Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? GovTemps can solicit, vet and present candidates under a temp-to-hire scenario.
- ✓ Out-Sourcing - Do you have a position that you will only need filled for a few months or a couple of years and would rather avoid hiring the person directly? GovTemps can take the lead and find you the right candidate.

Selection Process

Upon notification from an agency that needs to fill a short, long-term, or project-based position, GovTemps will discuss the position requirements with potential candidate(s) and present those that are best suited. The client will decide if they desire to interview any or all of the presented candidates. If a suitable candidate is not immediately available, GovTemps will actively recruit candidates. Once a candidate has been identified and the billing rate is determined, GovTemps and the jurisdiction will enter into an employee leasing agreement.

Village Manager

MAYWOOD, ILLINOIS

Proposal

JANUARY 26, 2024



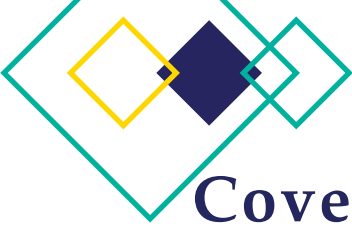
Submitted by:

LAURIE PEDERSON
SENIOR VICE PRESIDENT
630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062
847.380.3198
lpederson@govhrusa.com



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Cover Letter



January 26, 2024

Mr. James Krischke, Acting Village Manager
Village of Maywood
40 Madison Street
Maywood, IL 60153

Dear Mr. Krischke:

Thank you for the opportunity to provide you with a proposal for the Village Manager recruitment and selection process for the Village of Maywood (Village). Our proposal provides the Village with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Laurie Pederson, Senior Vice President 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 847.380.3198 lpederson@govhrusa.com

Thank you for the opportunity to submit a proposal to the Village of Maywood. Should you have questions on any aspect of this proposal, please contact **Laurie Pederson** at **847.380.3198** or **lpederson@govhrusa.com**.

Regards,

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





Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.



MGT FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 500+ consultants across the country

Structure: Privately held and client-driven

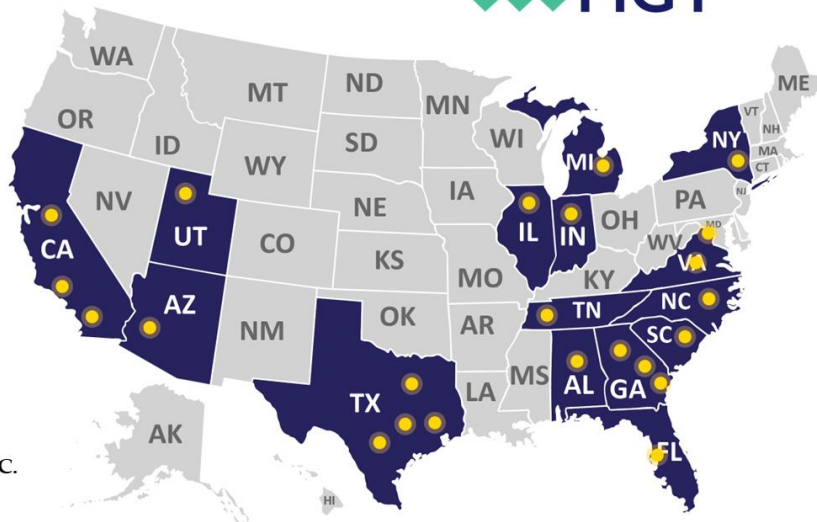
Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Find out more at www.mgtconsulting.com.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 500 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices around the country as shown below.

NATIONAL FIRM LOCAL FOCUS

- Alabama**
Birmingham
- Arizona**
Phoenix
- California**
Sacramento
Riverside
Carlsbad
- Florida**
Tampa HQ
- Georgia**
Savannah
Atlanta
Alpharetta
- Illinois**
Chicago Metro
- Indiana**
Gary
- Michigan**
Bay City
- New York**
NYC
- North Carolina**
Raleigh
- South Carolina**
Columbia
- Tennessee**
Nashville
- Texas**
Dallas
Austin
San Antonio
Houston
- Utah**
Salt Lake City
- Virginia**
Richmond
- Washington, D.C.**



Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments**, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company’s strong social conscience and service ethic that forms the core of the MGT “Why.” MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

*Impacting
Communities.
For Good.*



Defined by Our Impact

We understand the goals of the Village of Maywood and how this search process will ensure a diverse pool of highly qualified candidates for the Village.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

Part of our success is based upon our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today’s public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**

Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education Solutions, Human Capital, Government Consulting, and Diversity, Equity, and Inclusion (DEI) to provide an integrated team with subject matter expertise and the financial acumen to help municipalities, government agencies, schools, districts, state agencies, and colleges and universities perform at their best and thrive.

Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing.

Why Choose MGT/GovHR?

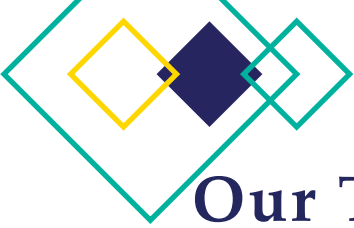
- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Village. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again. . .”

*- Joseph Onzick
Executive Director of Finance
Kane County, IL*



Our Team

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

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Village's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Vice President Rick Ginex. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.

Project Manager & Main Point of Contact



RICK GINEX

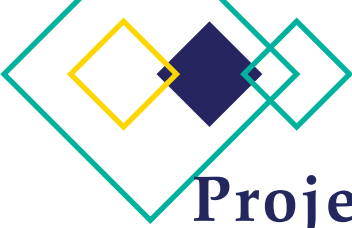
Vice President
630-235-2526
RGinex@GovHRusa.com

Proposal Inquiries



LAURIE PEDERSON

Senior Vice President
Operations & Client Services
847.380.3198
LPederson@GovHRusa.com



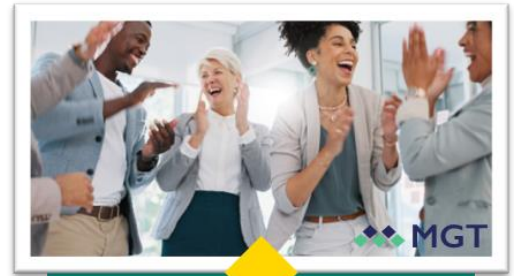
Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



MGT: EXPERTS IN RECRUITING

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City’s needs.”

MGT Client Satisfaction Components



Proposed Work Plan

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups),

surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the Village.
- ◆ MGT can establish a dedicated email address for feedback from stakeholders or the community.
- ◆ Community forums (in-person or via video) can be used to gather input and feedback.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred). Dedicated email address and one organizational survey are included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Village review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ Develop a database of potential candidates from across the country unique to the position and to the Village, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ◆ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Village with a list of advertising options for approval.

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- ◆ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ◆ Candidates will be narrowed down to those that meet the qualification criteria.
- ◆ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each candidate selected for further consideration.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each candidate selected for further consideration.

All résumés will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Village's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ◆ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ◆ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that credentials are presented in a uniform way.
- ◆ The Village will receive a log of all applicants and may review résumés if requested.
- ◆ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Village to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- ◆ Develop the first and second round interview questions for Village review and comment.
- ◆ Coordinate candidate travel and accommodations.
- ◆ Provide Village with an electronic file that includes:
 - Candidates' credentials.

PROJECT APPROACH & METHODOLOGY

- Set of questions with room for interviewers to make notes.
- Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| ✓ Social Security Trace & Verification | ✓ County/Statewide Criminal |
| ✓ US Federal Criminal Search | ✓ Civil Search |
| ✓ Enhanced Verified National Criminal | ✓ Bankruptcy, Leans, and Judgements |
| – National Sex Offender Registry | ✓ Motor Vehicle Record |
| – Most Wanted Lists FBI, DEA, ATF, Interpol | ✓ Education Verification – All Degrees Earned |
| – OFAC Terrorist Database Search | Optional: Credit Report – Transunion with score
(based on position and state laws) |
| – OIG, GSA, SAM, FDA | Optional: |
| – All felonies and misdemeanors reported
to the National Database | – Professional License Verification |
| | – Drug Screen |
| | – Employment Verification |

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of Village facilities.
- ◆ Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in Error! Reference source not found..

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Interviews & Brochure Development	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Background Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interview Process & Additional Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT’s GovHR also has a long-standing commitment to DEI. Since the firm’s inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRusa.com.

MGT’s GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

MGT/GovHR's Recommendations to **RECRUIT** and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

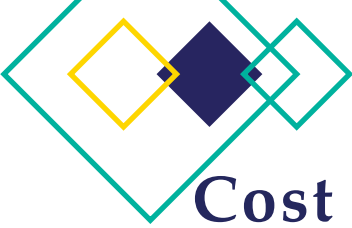
COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as CPA, Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee (Includes \$1,000 repeat client discount)	\$20,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is only billed for actual cost.</i>	\$2,500*
TOTAL:	\$24,500**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Village for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates
- ◆ Interview Process

Any additional consultant visits requested by the Village (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- ◆ **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ◆ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the Village will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Village.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Village or the employee's own determination, leave the employ of the Village within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Limited Scope Recruitment Scope of Services

MGT offers the option for a "Limited Scope" recruitment process, designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- ◆ Meet with employees and other stakeholders.
- ◆ Develop a Recruitment Flyer for the position.
- ◆ Develop and place position announcements on websites and on social media outlets.
- ◆ Conduct outreach for candidates via personal and electronic contacts (up to 6 hours).
- ◆ Review all resumes.
- ◆ Conduct video interviews.
- ◆ Complete references for select candidates.
- ◆ Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Village a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- ◆ A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- ◆ MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- ◆ MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the Village immediately after presentation of candidates and will not redo the recruitment and selection process if the Village is unsuccessful in hiring someone from the group of recommended candidates.
- ◆ Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Village.

Limited Scope Recruitment Price Proposal

Summary of Costs	Price
Recruitment Fee (includes \$1,000 repeat client discount)	\$19,000
Advertising <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$21,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Village for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates

Any additional consultant visits requested by the Village (beyond the two visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- ◆ **Final Invoice:** Completion of Recruitment (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within thirty (30) days of receipt.

Virtual Recruitment Option

Summary of Costs	Price
Recruitment Fee	\$10,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$12,000

MGT offers a condensed process called a “Virtual Recruitment” with services that include the following:

- ◆ Telephone or video conference regarding the position and the recruitment process.
- ◆ Review of position job description and any prior position announcements.
- ◆ Preparation of a position announcement for Village review and approval.
- ◆ Posting of position announcement on MGT’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- ◆ Distribution of position announcement to relevant professional network contacts via direct email or telephone (up to 6 hours)
- ◆ Preparation of matrix for Village review and approval that identifies key position requirements with which to evaluate candidates.
- ◆ Review of each candidate’s qualifications against key position requirements and presentation of candidate matrix.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- ◆ **Final Invoice:** Candidate Matrix Submitted to Village (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within thirty (30) days of receipt.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Village is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Village, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



RICCARDO F. GINEX



Riccardo F. Ginex has over forty-four years of municipal experience, both as a Village Manager and Police Chief.

Mr. Ginex served as the Village Manager in Oak Brook, Illinois for 7 years. Oak Brook is an affluent community with several commercial and retail districts and is home to Oakbrook Center, an upscale, outdoor regional shopping mall. During his tenure there he was instrumental in providing oversight with several multi-million dollar developments which included Rush Medical’s suburban facility, the Hyatt House Hotel, the Restoration Hardware development, the Lifetime Fitness development, and Senior Lifestyle’s 200-unit development of independent, assisted living and memory care. More importantly, when the McDonald’s Corporation relocated from Oak Brook to Chicago, he worked with the Hines Development Corporation in bringing the first multi-residential and commercial planned development project for the 17.5 acre McDonald’s Plaza. Additionally, he worked with JPD Oak Brook Holdings on their purchase and development of the Oak Brook Reserve, formerly the McDonald’s Campus 80-acre property. As a result of his strong negotiating skills, he successfully worked with three collective bargaining units, prevailing in a federal grievance arbitration award. He takes great pride in his ability to cultivate a respectful work environment that encourages participation and values input.

Mr. Ginex served as the Village Manager in Brookfield for 9 years. During his time there, he obtained over \$12 million in Federal Funding for infrastructure improvements, oversaw the implementation of two TIF Districts, successfully secured over \$7 million in bonds for Water and Sewer and Street reconstruction and implemented a Non-Home Rule Sales Tax increasing annual revenue significantly. He successfully negotiated five different bargaining unit contracts multiple times.

Mr. Ginex spent twenty-eight years with the Village of Downers Grove, Illinois. While in Downers Grove, he rose through the ranks and was appointed Police Chief in February 2000. In 2001, he assumed the role of Acting Village Manager along with his duties as Police Chief until being named Village Manager in August of 2001. He was instrumental in the development of the Suburban Law Enforcement Academy at the College of DuPage, where he served as their Program Coordinator and then Director.

PROFESSIONAL EDUCATION, TRAINING & INSTRUCTION

- ICMA Credentialed Manager
- Master in Management degree, National-Louis University
- Bachelor in Criminal Justice degree, Lewis University
- FBI National Academy, 176th Session
- School of Police Staff and Command, 28th Class, Northwestern Traffic Institute
- Advanced Achievement Leadership, Bell Leadership Program, Raleigh, NC

MEMBERSHIPS AND AFFILIATIONS

- International City Manager’s Association
- Illinois City Manager’s Association
- Life Member International Association of Chiefs of Police
- Illinois Public Employer Labor Relations Association
- FBI National Academy Associates
- Northwestern Traffic Institute Alumni
- Suburban Law Enforcement Academy Advisory Council
- Former Board Member, DuPage Convention & Visitor’s Bureau
- Former Chairman, Intergovernmental Committee West Central Municipal Conference

PROFESSIONAL BACKGROUND

Over 44 Years of Local Government Experience

- | | |
|--------------------------------------|-------------|
| • Village Manager, Oak Brook, IL | 2014- 2021 |
| • Village Manager, Brookfield, IL | 2005 - 2014 |
| • Village Manager, Downers Grove, IL | 2001 - 2005 |
| • Police Chief, Downers Grove, IL | 1977 -2001 |





Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the Village's recruitment request is provided on the following page.



City Management Client List 2018 to Present

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Seward	City Manager	2019	2,693
Arizona	Buckeye	City Manager	2021	69,744
	Kingman	City Manager	2023	34,669
Colorado	Dacono	City Manager	2024	6,494
	Englewood	City Manager	2019	34,957
Connecticut	Bloomfield	Town Manager	2023	21,301
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Lakeland	City Manager	2020	110,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	City Manager	2018	25,000
Illinois	Barrington	Village Manager	2018	10,455
	Bloomington	City Manager	2018	78,005
	Centralia	City Manager	2020	13,000
	Crest Hill	City Administrator	2021	21,169
	Decatur	City Manager	2018	76,178
	Decatur	Deputy City Manager	2019	76,178
	DeKalb	City Manager	2018	43,849
	Effingham	City Administrator	2018	12,577
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2021	10,550
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Geneseo	City Administrator (Virtual)	2019	6,500
	Greenville	City Manager	2021	7,000
	La Grange	Village Manager	2022	15,610
	Lake Barrington	Village Administrator	2022	4,879
Lake Forest	City Manager	2018	19,375	
Long Grove	Village Manager	2023	8,153	
McHenry	City Administrator	2023	27,135	
Mundelein	Village Administrator	2020	31,385	

	Niles	Village Manager	2021	30,001
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Northfield	Village Manager	2023	5,400
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Orland Park	Village Manager	2019	60,000
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	Princeton	City Manager	2019	7,700
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Shorewood	Village Administrator	2018	17,495
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Village Manager	2022	22,038
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2021	14,125
	Willowbrook	Village Administrator	2019	8,967
Indiana	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Muscatine	City Administrator	2020	23,819
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Sykesville	Town Manager	2019	3,941
	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Eastpointe	City Manager	2019	32,673
	Ferdale	City Manager	2019	20,428
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017

	Royal Oak	City Manager	2020	59,112
	Troy	City Manager	2018	83,181
	Troy	City Manager	2024	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Fairmont	City Administrator	2024	10,477
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	South Lyon	City Manager	2018	11,327
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New Hampshire	Portsmouth	City Manager	2019	21,796
New York	Mamaroneck (Town)	Town Administrator	2021	29,156
	Mamaroneck (Village)	Village Manager	2018	19,426
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Albemarle	City Manager	2023	16,404
	Ayden	Town Manager	2023	5,000
North Dakota	Minot	City Manager	2020	45,700
Pennsylvania	Ferguson Township	Township Manager	2022	18,300
	Patton Township	Township Manager	2022	15,801
	South Fayette Township	Township Manager	2018	14,416
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Burleson	City Manager	2018	43,960
	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Chesapeake	City Manager	2019	245,000
	Newport News	City Manager	2023	181,958
	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
Wisconsin	Baraboo	City Administrator	2019	12,048
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (Town)	Town Administrator	2020	7,083

Franklin	Director of Administration	2019	36,155
Harrison	Village Manager	2021	13,185
Monroe	City Administrator	2020	10,827
Plymouth	City Administrator/Utilities Manager	2020	8,540
Rhineland	City Administrator	2018	7,800
Sheboygan	City Administrator	2023	48,327
Waukesha	City Administrator	2023	71,158
Whitewater	City Manager	2022	14,300



February 2, 2024

Village of Maywood

City Manager Executive Recruitment Proposal

February 2, 2024

Mr. Jim Krischke, Acting Village Manager
Village of Maywood
40 Madison Street
Maywood, IL 60153

Baker Tilly US, LLP
17 Cowboys Way, Suite 800
Frisco, TX 75034
T: +1 (972) 748 0300
F: +1 (214) 452 1165
bakertilly.com

Delivered electronically.

Dear Mr. Krischke:

This proposal marks the beginning of a valuable relationship we plan to build with the Village of Maywood (Maywood or the Village). Based on what we have learned from you in our conversations, we are confident we are the right fit to serve you with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your citizens. Our proposal describes our unique proposition to meet your key objectives.

We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties, and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience, and overall competence you desire for your organization.

We know that you have options for selecting an executive recruitment firm. However, our unique approach, highly regarded customer service, record of success, experience, and ability to identify, recruit and place top-level executives in similar roles sets us apart from our competitors. Additionally, we offer the following unique features:

- Customized candidate profile
- Management/leadership assessment and reports
- Due diligence, written questionnaire, and one-way semifinalists video interviews
- Online application and document management tool

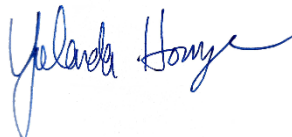
As your Value Architects™, we are determined to support you in achieving your mission to help you identify your next City Manager. Thank you for the opportunity to serve you. Our team is excited to earn your trust, and, as always, we look forward to discussing your questions and feedback.

Sincerely,

BAKER TILLY US, LLP



Edward G. Williams, Ph.D.
Director
+1 (214) 608 6363
edward.williams@bakertilly.com



Yolanda Howze, MPA, IPMA-SCP,
SPHR, SHRM-SCP, Director
+1 (312) 240 3401
yolanda.howze@bakertilly.com



Anne Lewis
Managing Director
+1 (703) 923 8214
anne.lewis@bakertilly.com

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Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.

Controller



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Executive summary

What makes Baker Tilly different from other firms? Our solution truly begins by listening to what the Village of Maywood needs.

Understanding your needs to help achieve your objectives and mission

We understand the Village of Maywood is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for you to identify your next City Manager.

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities, and overall qualifications most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies and materials that present the Village of Maywood as a thriving, well-managed, effective, efficient, and responsive municipal organization that delivers a full range of services to its constituents that includes but is not limited to health, welfare, education, sanitation, cultural, and recreational services, street maintenance and construction, drainage, police, fire, ambulatory services, urban redevelopment, and affordable housing. Additionally, we highlight that Maywood offers an excellent highway system and public transit options; close proximity to Chicago's major airports; and rich cultural elements, including a performing arts center, Maywood's Main Library and an historic tribute to the Underground Railroad. Furthermore, Maywood's proximity to Miller Meadow forest preserve offers residents and visitors access to picnic areas, walking trails, snowmobiling areas and cross-country skiing trails, which makes the Village a great place to visit, live, work, and play.

We recognize there is significant competition for experienced local government managers, leaders and executives today. For this reason, we collaborate with you to develop recruitment strategies that include aggressive marketing, recruiting and candidate outreach campaigns. As you know, successful recruitment often depends upon reaching successful executives who may not necessarily be searching for new employment opportunities or may be waiting for the right opportunity. Thus, we use our existing resources, successful methods, and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. These efforts ensure that the Village Council receives and can select from many qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the Village Council with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters, and resumes to understand better, compare and contrast individual professional experience, leadership traits and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to you or your designee before, during and after each interview session and can facilitate your deliberations, employment offer, and negotiations with the individual you select as a finalist.

Enhancing and protecting your value: our future together

We are prepared to tailor our service methodologies to your specific needs and develop real outcomes for your organization's challenges — as evidenced by our team's understanding of the Village of Maywood and the distinctive factors that impact your organization. We will continue to deepen our understanding of the Village's objectives and are ultimately dedicated to helping you achieve your mission. **After all, your mission is our mission.**

State and local government clients like the Village of Maywood are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs. The following table details how we plan to address your needs in a valuable way.

TASKS	PROCESS
<p>1. Recruitment brochure development and advertising</p>	<ul style="list-style-type: none"> We schedule and meet with Maywood’s Village Council, appointed management team members and key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.
<p>2. Execution of recruitment strategy and identification of quality candidates</p>	<ul style="list-style-type: none"> Using your approved profile, we develop a colorful, informative and appealing brochure. Then, we embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile. Additionally, we launch a direct applicant outreach campaign targeting eligible prospects we identify by building a detailed query into our searchable applicant database. We use NeoGov as our online application system. It provides for efficient management of applications and allows us to communicate in real-time with applicants, engaging and informing them of each step in the search process.
<p>3. Screening of applications, review of semi-finalists and selection of finalists</p>	<ul style="list-style-type: none"> Once we identify those applicants who most closely match your desired profile, we assign them several tasks, including our due diligence and candidate questionnaires. The engagement team conducts a comprehensive web and social media review to elicit information relevant to employment and continuation in the process. We also provide selected applicants with a link that will take them to our one-way video interview portal. The candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant’s candidacy related to your desired profile. Once we gather the responses from the items listed above, we prepare and provide you with an electronic Semi-Finalists Report listing 8 to 10 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters and due diligence questionnaire responses. We then ask you to identify four or five, plus one alternate, as finalists. We ask this group to complete our management and leadership style assessment, which provides us with additional information, including development needs, strengths, personality and behavior analysis. This tool provides information about each finalist, essential to the selection process.

TASKS	PROCESS
4. Background report checks, reference checks, social media presence, academic verifications	<ul style="list-style-type: none"> We secure authorization from each finalist to conduct a comprehensive background record check and reports. We obtain a list of up to 10 current or former supervisors, peers or direct reports from each finalist to contact as references. We provide a report summarizing all responses to our customized reference questionnaire. We verify academic credentials and professional certifications. We extensively review social and electronic media sites and other publications to identify any information relevant to hiring one of the finalists you interview. We provide a comprehensive reference check and report for each finalist.
5. Final interview process	<ul style="list-style-type: none"> Once you identify your finalists, we collaborate with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

THERE ARE NUMEROUS BENEFITS TO UTILIZING BAKER TILLY FOR YOUR RECRUITMENT NEEDS
We strive to distinguish ourselves from peer organizations.

Why Baker Tilly is ideally suited to serve Maywood

Baker Tilly has distinguished itself from public sector executive recruitment peers in many ways. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** The Village of Maywood deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the Village — today and for years to come.

WHAT WE UNDERSTAND THE VILLAGE NEEDS	HOW WE WILL DELIVER
Carefully structured process supported by technology	<ul style="list-style-type: none"> Comprehensive and seamless process refined by years of interaction with local government, not-for-profit employers, and prospective candidates. Leverage the search process with technology tools, including a video interview system, management/leadership style assessment analysis and online application platform. Efficient management of candidate information and providing the Village Council with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.
Public sector recruiting specialization and experience	<ul style="list-style-type: none"> Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. Successfully recruited more than 1,700 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

WHAT WE UNDERSTAND THE VILLAGE NEEDS	HOW WE WILL DELIVER
Thorough candidate evaluation	<ul style="list-style-type: none"> Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, ensures the Village’s access to established managers and rising stars. Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.
Diversity in executive recruitment	<ul style="list-style-type: none"> Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA), their Corporate Advisory Council, and other organizations.
Delivering value on the Village’s budget	<ul style="list-style-type: none"> Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits. Work closely to meet the Village’s needs and any unexpected circumstances that may arise during your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates.
Triple Guarantee	<ul style="list-style-type: none"> Focus on assisting with your executive recruitment until you make an appointment. Guarantee your executive recruitment for 12 months against termination or resignation for any reason — or we come back to fill your City Manager position for no additional professional fee. Commitment not to directly solicit any candidates selected under this contract for another position while employed with your organization.
Transparency and confidentiality	<ul style="list-style-type: none"> No preconceived notions or expectations about the Village and prospective candidates. Work closely with the Village to make sure the process is transparent. Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants.
Keeping the Village involved and minimizing disruption	<ul style="list-style-type: none"> Comprehensive process incorporates the active participation of the Village Council or appointing authorities at critical steps. Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. Village staff can focus on their primary and assigned functions while Baker Tilly manages the search process.

BAKER TILLY DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS
Maywood will benefit from our understanding of best practices within the executive recruitment space.

Meeting your needs with our resources

Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.

Offering our resources: Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions to public sector clients. Baker Tilly is passionate about enhancing and protecting our clients' impact, which is a collective effort by everyone across our firm. **Our public sector team maintains a separate practice group of approximately 350 team members devoted to serving clients like you.** The Village of Maywood will receive an exceptional executive recruitment experience. Below are some key facts about our firm.



550+
administration
recruitments



1,700+
recruitments
since 2000



50+
office locations
across the U.S.



250+
workplace and
culture awards

COMPREHENSIVE EXPERIENCE TO SERVE YOU

Maywood will receive support and guidance from a respected firm that continues to grow.

Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 90 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.



Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' value.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Baker Tilly will become more connected to our clients, our people, our communities and our profession.

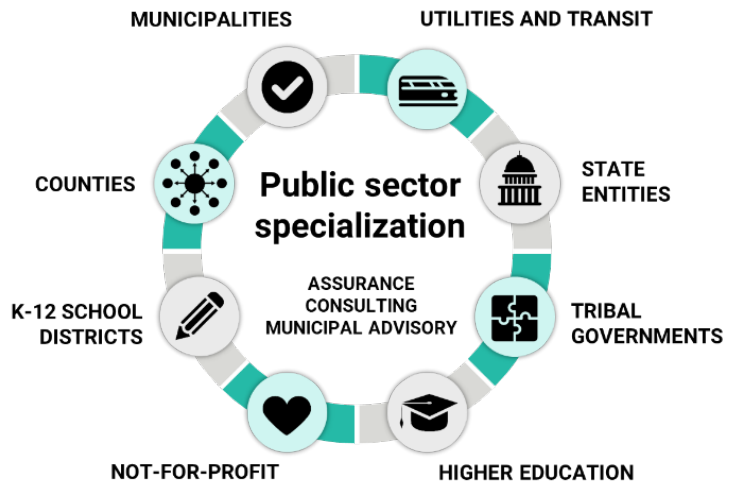
Project contacts and locations

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Anne Lewis, Managing Director 8219 Leesburg Pike, Suite 800 Tysons, VA 22182 +1 (703) 923 8214 anne.lewis@bakertilly.com	Dr. Edward G. Williams, Director 17 Cowboys Way, Suite 800 Frisco, TX 75034 +1 (214) 608 6363 edward.williams@bakertilly.com 184

Public sector specialization

Baker Tilly has served local governments since our establishment more than 90 years ago. We are one of the few professional services firms with a state and local government practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Baker Tilly is organized by industry rather than service line. What does this mean for Maywood? It means you will be served by a carefully selected team that blends our public sector-focused professionals with experienced specialists in executive recruitment projects. The Village will collaborate with knowledgeable professionals who understand your challenges and provide innovative solutions to help you overcome them.



State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. State and local governments were among Baker Tilly's first customers. Recognizing this complexity and eager to serve as a true **Value Architect™** to the industry, Baker Tilly formalized its dedicated public sector specialization more than 60 years ago.

More than 350 Baker Tilly professionals — including nearly 30 partners and principals — focus directly on serving state and local governments, providing hundreds of thousands of client service hours annually to the public sector. **Our practice serves 4,000 state and local government entities** nationwide, including cities, counties, municipalities, school districts, public utilities and transit organizations. Your team is ready to help you solve the obstacles between you and your goals.

Public sector: Experience that matters

<p>4,000 public sector clients</p>	<p>90+ years of industry experience</p>	<p>Serving clients nationwide</p>

SUPPORTING STATE AND LOCAL GOVERNMENTS WITH SPECIALIZED EXPERTISE

Maywood will benefit from the insight Baker Tilly has gained from serving thousands of public sector clients across the United States

MEETING YOUR NEEDS WITH OUR RESOURCES

Sharing a culture of values with the Village of Maywood to serve as the foundation of our lasting relationship

Our core values infuse our culture and drive the way we plan to work with the Village of Maywood. They are what we believe in and what we expect from each other. They guide our decisions, inspire our actions and impact how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression. These core values are highlighted below.

 <p>BELONGING</p> <p>We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.</p>	 <p>COLLABORATION</p> <p>We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.</p>	 <p>INTEGRITY</p> <p>We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.</p>	 <p>PASSION</p> <p>We put forth our best effort every day for the benefit of our people, clients and firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.</p>	 <p>STEWARDSHIP</p> <p>We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.</p>
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SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

Maywood and Baker Tilly have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.

Belonging is a core value at Baker Tilly. It is who we are rather than what we do. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality. Inclusiveness and belonging empower us to achieve better business results. Please refer to **Appendix A** for more information on our firm's commitment to diversity, inclusion and belonging.

Organizational management and human capital services

OUR COMBINED SERVICES INCLUDE:	
• Executive recruitment	• Process improvement
• Executive coaching	• Strategic and business planning
• Executive performance assessment	• Service sharing and service consolidation
• Organization assessments	• Management services
• Organization development	• Financial planning, budgeting and analysis
• Performance management	

MEETING MAYWOOD'S HUMAN CAPITAL NEEDS

Baker Tilly provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.

MEETING YOUR NEEDS WITH OUR RESOURCES

Serving the Village of Maywood effectively from anywhere

Baker Tilly goes to market by industry and service specialization, so we assign team members based on skill set and geographic location. Each team member selected to serve the Village will bring individual strengths that directly benefit your engagement. Based on our understanding of your needs, we can provide the best service by managing our relationship with the Village based on a similar experience serving organizations like Maywood.

Your engagement team has the technology tools to support the Village in meeting objectives from anywhere. None of this is new to our Baker Tilly professionals. We have led a borderless client service approach for many years and are adept at providing a seamless remote experience for all clients, whether they are down the street or on the other side of the country. Every Baker Tilly professional receives a laptop and remote access credentials to connect to our internal network resources from outside the office.

We leverage Microsoft Teams, our web conferencing software, to host remote meetings. It is almost as good as being in the same room and saves everyone time, cost and carbon footprint. This approach has been very successful for similar clients, and we will make sure it is successful for you.

The Baker Tilly executive recruitment team will work closely with the Village's designated point of contact to develop methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may require virtual or telephonic meetings or interviews. Notwithstanding, we will creatively collaborate with your organization to gather and provide you with critical information essential to your hiring decisions.



Proactive, ongoing dialogue: Frequent informal conversations, regular status meetings and periodic phone calls as questions arise help us to stay current with your needs and avoid last-minute surprises. As the engagement progresses, we will share findings, ideas and suggestions..



Accessibility and responsiveness, with access to a local office: Responsiveness is at the heart of our relationship, and your team members are committed to responding to most engagement requests within one business day.



Leveraging technology: Baker Tilly invests in innovation and technology tools to support real-time communication – both internally among Baker Tilly team members and with you as our client. Collaboration software tools such as Microsoft Teams allow for remote check-ins and the ability to work together anywhere, anytime and on any device.

Providing executive recruitment services

Our relationship-driven approach is led by an engagement team that delivers a cost-effective, quality engagement for Maywood. We will provide executive recruitment solutions that address the Village's underlying complexities and your unique opportunities.

The Baker Tilly executive recruitment process

Task 1: Kickoff, marketing, recruitment and outreach

Our comprehensive recruitment process begins with developing a detailed marketing and recruitment brochure, which includes specific details outlined in the candidate profile, which we consider the most important first step in your recruitment process. The candidate profile provides important information such as required and desired education, professional certifications, professional experience, leadership traits and attributes, management style and related personal characteristics. These qualifications may serve as predictive indicators of the success of your next City Manager. The recruitment brochure will also include essential details about your city and local community and information that captures and conveys the essence of your organization.

Your recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

To launch the project, the engagement team leader will meet (on-site or virtually) with the Village Council or designee to discuss your desired and required qualifications and coordinate stakeholder input upon the direction of the Village Council. During this meeting, we also gather information on your strategic initiatives, goals and objectives, organizational culture, reporting structures and similar information. Additionally, we attempt to understand the overall scope and responsibilities of your next City Manager, including individual and organizational goals. We also try to understand the key issues, challenges and opportunities your City Manager will face. Additionally, we gather information about the total rewards (compensation and benefits) you offer for this position. [See example of a recruitment brochure in **Appendix B.**]

During this part of our process, the engagement team leader will work with the Village Council or designee to reach a consensus on the leadership traits and management style you desire your next City Manager will bring to your organization. Additionally, we identify the qualifications, experience and education you want and require. We then use our proven strategies to identify other vital competencies and work values that many organizations would typically associate with individual success in similar positions nationwide.

Once we gather all the necessary information, we prepare a draft recruitment brochure for your review and approval. We then update the brochure, make your suggested edits or revisions, and launch your executive search. As you can see, the candidate profile is central to our strategy and outreach.

The project team will also work with the Village to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

Our team will place ads in appropriate professional publications, websites, and local print media, if required, and coordinate with staff to include information about the search on the Village’s social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the Village’s representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the City Manager position further.

ADVERTISEMENTS FOR THE CITY MANAGER POSITION COULD BE PLACED WITH THE FOLLOWING:

International City/County Management Association
Illinois City / County Management Association
Careers in Government (careersingovernment.com)
LinkedIn
National Forum for Black Public Administrators

BAKER TILLY PLACES ADS IN PROFESSIONAL PUBLICATIONS, WEBSITES AND LOCAL PRINT MEDIA
We will work with you to develop an advertising and marketing strategy to notify potential candidates about your position.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Position profile and recruitment brochure development	<ul style="list-style-type: none"> Onsite or virtual interview with the Village. Baker Tilly will receive information regarding Maywood’s budgets, organizational charts, images, logos, etc. Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline). 	2 weeks
Approve brochure, begin advertising and distribute marketing letter	<ul style="list-style-type: none"> Brochure sent to the Village for final approval. Begin advertising and distribution of recruitment brochure. 	2 weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of City Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and properly, they may apply. We take pride in locating highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

As you direct, our exhaustive marketing, recruitment and outreach campaign includes a national, state, regional or local scope. Another essential factor that sets us apart from our competition is the ability to customize queries and search our extensive database of former applicants or former candidates in prior searches. Many of the individuals in our database have manifested interest in specific opportunities, organization size or geographic locations. This is an additional opportunity to identify a larger pool of potentially great applicants for your position.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

We supplement our outreach by querying our customizable database, which includes information on recent and past applicants for similar positions. This allows the Baker Tilly team to customize applicant flow and track and communicate inquiries for candidates based on characteristics important to the Village of Maywood, such as geographic location, particular experience, expertise, and credentials.

While recruitment is underway, the engagement team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the City Manager position looks like to reach a consensus on the ideal candidate's desired leadership and management style. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses generate a benchmark that prioritizes the critical competencies, work values and leadership and management style attributes for this position, creating a framework for assessing candidate fit with the Village. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix C.**]

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communication is maintained with each candidate regarding information about the recruitment progress and their status. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional way they are treated during our recruitments.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none"> Online data collection and profile development. Development of an interactive, searchable applicant database for the recruitment of your City Manager. Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy. Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics. 	4-5 weeks

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. This measure helps us review the overall accuracy and efficiency of our classification and review process. We will then narrow the list to 10 to 15 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is using a web-based one-way video interview. Each finalist has limited time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist has 30 seconds to start their response and up to three minutes to respond to each question (usually three). This tool allows our team to understand better each candidate's ability to "think quickly." The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the Village Council and others designated with a link to review.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<p>Applicant screening and recommendation of semi-finalists</p>	<ul style="list-style-type: none"> Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database. Most promising applicants are asked to complete candidate questionnaires and provide due diligence information. Media, internet, and social media scan for information pertinent to future employment. Top candidates identified as semi-finalists. Semi-finalist report is prepared, including the brochure, applicant list, cover letter and resume of candidates to be considered. Baker Tilly and the Village Council review video interviews. Project team leader meets with the Village Council to review recommended semi-finalists. Village Council selects finalists for on-site interviews. Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed. 	<p>2-3 weeks</p>

Task 4: Conducting background checks, reference checks and academic verifications

Once the Village Council has identified a list of “Finalists,” Baker Tilly begins conducting reference checks, background report checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant’s qualifications, management style, leadership traits or characteristics and professional work performance.

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:	
<ul style="list-style-type: none"> Consumer credit 	<ul style="list-style-type: none"> Bankruptcy
<ul style="list-style-type: none"> City/county – criminal 	<ul style="list-style-type: none"> State district Superior Court – criminal
<ul style="list-style-type: none"> City/county – civil litigation 	<ul style="list-style-type: none"> State district Superior Court – civil litigation
<ul style="list-style-type: none"> Judgment/tax lien 	<ul style="list-style-type: none"> Federal district - criminal
<ul style="list-style-type: none"> Motor vehicle driving record 	<ul style="list-style-type: none"> Federal district – civil litigation
<ul style="list-style-type: none"> Educational verification 	<ul style="list-style-type: none"> Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS
Maywood will receive a report that thoroughly verifies each finalist's background.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Design final process with the Village for on-site interviews with finalists	<ul style="list-style-type: none"> Baker Tilly confirms interviews with candidates. 	1-2 days
Background checks, reference checks and academic verifications	<ul style="list-style-type: none"> Baker Tilly completes background records checks, reference checks and academic verifications of finalists. 	2-3 weeks

Task 5: Final interview process

Upon completing Task 4, we will work with the Village Council and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences, and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the Village.

Before the interviews, we provide documentation on each finalist, highlighting leadership and management profile (Talent and/or Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and an individual assessment tool for each member of your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If asked, we will help the Village Council develop a compensation package and related employment considerations and assist with negotiating an employment agreement.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Final Report prepared and delivered to the Village	<ul style="list-style-type: none"> Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions. 	1 day
On-site interviews with finalists	<ul style="list-style-type: none"> Schedule interviews and desired process. Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates if requested. 	1-2 days
Offer made/accepted	<ul style="list-style-type: none"> If requested, Baker Tilly participates in candidate employment agreement negotiations. Baker Tilly notifies candidates of the decision. Baker Tilly confirms the final process closeout items with Maywood. 	1-2 days

PROVIDING EXECUTIVE RECRUITMENT SERVICES

Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Maywood's elected officials and the new City Manager. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new City Manager and the Village Council to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization, and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue, and agreement on priorities. It can also strengthen the council/manager relationship.
Management system review	A structured review of the organization's management system identifies ways to increase efficiency and effectiveness. It is especially helpful for new City Managers because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the Village of Maywood

Baker Tilly's recruiting strategy for Maywood reflects our firm's core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your City Manager position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA's National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to find candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Maywood's opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

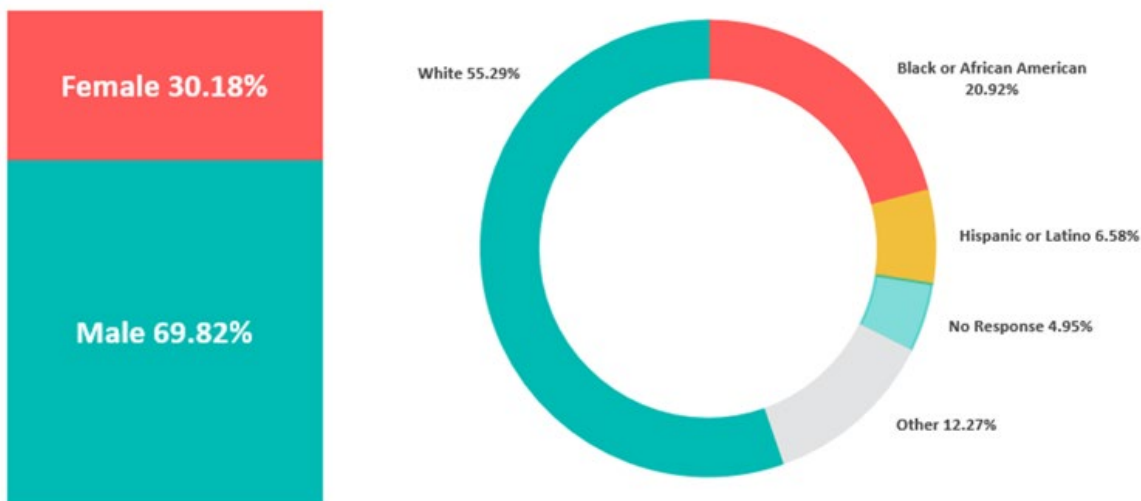
Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates.
- Providing a welcoming and inclusive workplace culture within your city to attract and retain diverse talent.

This past year, 95% of our applicants provided their race, and 98% shared their gender during the recruiting process. We saw a 3.05% increase in the number of Black/African American applicants, a 4.11% increase in the category of other races, and a 5.82% increase in female applicants over the same timeframe in 2022. The demographic breakdown of 852 candidates presented to our clients was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Triple Guarantee

We define the success of a smooth, seamless, effective, and responsive executive recruitment that culminates with the hiring of a highly qualified City Manager who matches the profile we developed to this end. We further define success by identifying and presenting an acceptable number of well-qualified applicants for the Village Council to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. Therefore, we offer an industry-leading triple guarantee.

1. First, we commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason), we will repeat the executive search at no additional professional fee but will include project-related expenses. *Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.*
3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employment.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

Co-developing a timeline to meet the Village of Maywood’s deadlines

A typical timeline is 100-120 days from project kickoff to extending an offer of employment. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. For this proposal, target dates are to be determined. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement. The following is an example of a timeline for an executive recruitment process.

Your time is valuable, and one significant way we will add value is by delivering our services on time.

EXECUTIVE RECRUITMENT PROCESS TIMELINE				
Project milestone	Month 1	Month 2	Month 3	Month 4
1. Profile development, advertising and candidate outreach	■	■	■	■
2. Applicant screening and assessment and recommendation of semi-finalists		■	■	■
3. Comprehensive background checks, academic verifications and reference checks completed for finalists			■	■
4. On-site Interviews with finalists				■
5. Employment offer made/accepted				■

EXECUTIVE RECRUITMENT PROCESS TIMELINE	
Project milestone	Deliverables
Profile development, advertising, and candidate outreach	<ul style="list-style-type: none"> Baker Tilly completes on-site interviews to develop a candidate profile and recruitment brochure; Village approves the ad placement schedule and timeline. Baker Tilly sends a draft recruitment brochure to the Village. The Village returns the draft brochure (with edits) to Baker Tilly. Baker Tilly launches marketing, recruitment, and outreach campaign. Online data collection and profile development.
Applicant screening and assessment and recommendation of semi-finalists	<ul style="list-style-type: none"> Baker Tilly commences a formal review of applications, asks the most promising candidates to complete written questionnaires. Candidates complete a one-way video interview. Baker Tilly completes a formal review of applications a semifinal report (resume, cover letter, completed due diligence and written questionnaire responses, and a link to one-way video interviews). Baker Tilly meets with the Village’s representative and may provide technical assistance, if Village requests, in the identification of finalists. The finalists complete management style assessments. Baker Tilly develops suggested interview questions.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

EXECUTIVE RECRUITMENT PROCESS TIMELINE	
Project milestone	Deliverables
Reference, background and social media checks, and academic verifications completed for finalists	<ul style="list-style-type: none"> • Baker Tilly completes reference, social media, and background checks, and academic verifications on finalists.
On-site Interviews with finalists	<ul style="list-style-type: none"> • Baker Tilly sends documentation for finalists to the Village Council. • The Village Council conducts on-site interviews with finalists.
Employment offer made/accepted	<ul style="list-style-type: none"> • The Village Council extends employment offer to selected candidate.

COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET YOUR REQUIREMENTS
Maywood's time is valuable. We will co-develop a timeline to provide the Village's executive recruitment services on time.

Your Value Architects™

Maywood will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. The combination of your engagement team's executive recruitment experience and service knowledge translates into tangible results for the Village.

Aligning key engagement team members with your goals

Within Baker Tilly, our executive recruitment team comprises 11 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the Village of Maywood's organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments

Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the Village Council and others designated as your technical advisor. As such, we conduct our recruitment process in a clear, effective, efficient, transparent, and professional manner consistent with "best practices" in the public sector executive recruitment space. Our agenda is clear; "our agenda is your agenda." Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next City Manager.

We have structured the Baker Tilly engagement team to draw upon our 60-plus years of collective service to the public sector and to leverage Baker Tilly's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

The proposed project team represents experienced professionals working on your City Manager recruitment. As such, we have selected a team of consultants who understand the traits, attributes and characteristics essential to success in this position to meet four specific objectives for your organization. First, this team represents experienced professionals who will directly champion every aspect of your project to a successful culmination. Second, the team brings expertise to identify and classify competent applicants according to your business service requirements. Third, this team brings a national perspective, experience and the knowledge necessary to achieve your objectives. Fourth, our approach exemplifies our commitment to personal and professional responsibility for the services and outcomes we deliver to Maywood.

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm’s national resources. We believe in strong personal relationships, which means a personal interest in the Village of Maywood from some of our most experienced team members. Engagement team members are introduced below; complete resumes are available in **Appendix D**.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR MAYWOOD

Engagement leadership



Edward G. Williams, Ph.D. — Director

2500 Dallas Parkway, Suite 300, Plano, TX 75093
 +1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development for the City of Missouri City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in educational leadership and policy analysis from the University of Missouri, an Educational Specialist degree in higher educational administration, a Master of Higher Education Administration, and a Bachelor’s in education from the University of Missouri. He is bilingual and proficient (reading, writing, and speaking) in Spanish.

Consulting team



Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
 +1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly’s executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas and Texas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in political science and public administration from William Jewell College.



Patricia Heminover — Director

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
 +1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was South St. Paul Schools’ director of human resources and finance before serving as its superintendent. She served for three years as the

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR MAYWOOD

co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.



Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601
 +1 (312) 240 3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice. She was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in psychology and organizational leadership from Maryville University in St. Louis and a Master of Arts in public administration and policy analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



Carol Jacobs — Managing Director

18500 Von Karman Ave, 10th Floor, Irvine, CA 92612
 +1 (949) 809 5588 | carol.jacobs@bakertilly.com

Carol is a managing director with Baker Tilly. She has held a wide range of roles across local government and consulting, including multiple stints as a city manager, and served most recently as assistant city manager of the City of Newport Beach, California. In that role, she had responsibility for functions as varied as fire, library, harbor, information technology, utilities and homelessness, with service as interim finance director and harbormaster. Carol also served as city manager for the Southern California cities of Eastvale and Stanton; as interim city manager for the City of Grand Terrace, California; and in a series of roles with increasing responsibility for the City of Costa Mesa, California. Carol's consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.



Anne Lewis, Managing director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
 +1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Baker Tilly's public sector executive recruitment team. Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR MAYWOOD

deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention & visitor’s bureau executive director. She also had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.

Supporting team



Karen Edwards, SHRM-CP — Senior recruitment analyst

+1 (813) 915-5616 | karen.edwards@bakertilly.com

Karen is a senior recruitment analyst with Baker Tilly’s executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. She has more than 30 years of experience in human resources, administrative positions and customer service. Karen earned a Bachelor of Science in business administration - human resource management from Western Governors University and is a Society for Human Resources certified professional.



Michelle Lopez — Manager

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly’s executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle plays a crucial role in ensuring that recruitment projects are completed thoroughly and on time. She has more than 10 years of experience as a key support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in organizational leadership.



Diane Segulia — Recruitment analyst

+1 (651) 223 3094 | diane.segulia@bakertilly.com

Diane is a recruitment analyst with Baker Tilly’s executive recruitment practice group. She is a team player who prides herself on delivering high-quality work. Diane joined Baker Tilly in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of executive recruitment.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR MAYWOOD



Carrie Thompson — Recruitment analyst

+1 (703) 923 8040 | carrie.thompson@bakertilly.com

Carrie is a recruitment analyst with Baker Tilly’s executive recruitment practice group. She has more than four years of experience in recruiting coordination, including interview scheduling and candidate communication. She facilitates smooth sailing during the recruitment process. Carrie runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in communication with a concentration in media production and criticism from George Mason University.

MAYWOOD WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

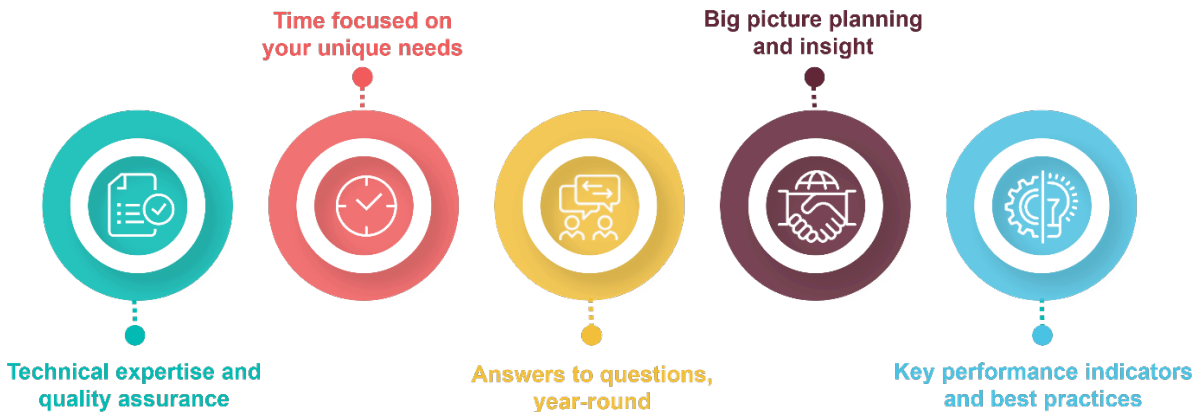
All engagement team members are committed to Maywood’s success. Their industry experience and service expertise translates into tangible results for the Village.

Building trust with our client-focused approach to staffing to demonstrate how important you are to our firm

The Village of Maywood will benefit from our unique approach to staffing, which emphasizes significant engagement leadership involvement throughout the entire engagement process. Unlike other firms, Baker Tilly provides our top staff and most experienced team members to serve your organization. You can expect an open line of communication with and access to your senior team leaders year-round. This promotes an efficient, effective engagement.

We will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

The graphic below details how we will build trust with Maywood.



COLLABORATING WITH YOU AS YOUR TRUSTED TEAM

Your engagement team will be deeply involved in the engagement and develop an in-depth working knowledge of Maywood and processes to deliver value throughout our relationship.


Cultivating an engaging culture to offer a consistent public sector team that will serve you for many years

We view our commitment to staff continuity as the cornerstone of building a lasting relationship with Maywood. You can expect to see the same engagement team members for additional recruitment services in the future.



Exceptional professionals thrive at Baker Tilly because we foster an engaging culture through diversity and inclusion, work-life balance, continuous learning opportunities, career advancement and employee recognition. As evidence of our team member-focused culture, Baker Tilly proudly presents a variety of recognitions and awards.

EVIDENCE OF OUR TEAM MEMBER-FOCUSED CULTURE AND COMMITMENT TO EXCELLENCE














Baker Tilly was included in **People Magazine's 2022 Companies That Care list**, which recognizes companies who put their employees and communities first




Recognized as **one of America's Best Large Employers** in 2021 and 2022 by Forbes


Received **250+** culture awards and workplace recognitions firmwide

Ranked as a **top 10 accounting and advisory firm for workplace prestige and quality** on Vault Accounting's Accounting 50 list; **culture** is the number one reason that team members join our ranks and stay at our firm



Baker Tilly has again been certified as one of the **Best Workplaces in Consulting and Professional Services** – one of only 25 companies recognized on this list



CULTIVATING AN ENGAGING CULTURE

Our commitment to attracting and retaining a top-quality workforce benefits Maywood through engaged team members and staff continuity.

Valuable perspectives

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Maywood.

Demonstrating successful relationships with similar clients

Dr. Williams is the designated project leader for your City Manager executive search. We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly and to verify the quality of work Baker Tilly has consistently delivered to each client as part of these recently completed executive recruitment projects. Each client will offer a unique perspective as you consider your own needs.

NEW BRAUNFELS UTILITIES, TEXAS			
Name	Laura Rivers	Title	Chief of Staff
Phone	+1 (830) 629 8470	Email	lrivers@nbutexas.com
Services	Chief Executive Officer executive recruitment (2023)		

CITY OF MIDLAND, TEXAS			
Name	Mark J Widmann	Title	Director of Administrative Services
Phone	+1 (432) 685 7247	Email	mwidmann@midlandtexas.gov
Services	City Manager executive recruitment (2023)		

CITY OF ANN ARBOR, MICHIGAN			
Name	Milton Dohoney, Jr.	Title	City Administrator
Phone	+1 (734) 794 6110	Email	mdohoney@a2gov.org
Services	Police Chief executive recruitment (2023)		

CITY OF BUDA, TEXAS			
Name	Vicki Fuchs	Title	Human Resources Director
Phone	+1 (512) 523 1043	Email	vfuchs@ci.buda.tx.us
Services	City Manager executive recruitment (2022)		

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' impact — resulting in experience-based insights for Maywood.

Providing similar services to clients

Below is a list of relevant public sector executive recruitments delivered by the Baker Tilly team.

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
YEAR	CLIENT	STATE	PROJECT	POP.
Current	Carrboro	NC	Town Clerk	21,230
Current	Carrboro	NC	Town Manager	21,230
Current	Columbia Heights	MN	City Manager	21,961
Current	Denton	TX	City Secretary	136,195
Current	Lexington	VA	City Manager	7,400
Current	Manassas	VA	City Manager	42,668
Current	Marceline	MO	City Manager	2,123
2023	Belle Meade	TN	City Manager	2,912
2023	Beloit	WI	City Manager	36,657
2023	Bemidji	MN	City Manager	14,570
2023	Carrboro	NC	Assistant Town Manager	21,230
2023	Corpus Christi	TX	Assistant City Manager	323,733
2023	Fargo	ND	City Administrator	121,889
2023	Fernley	NV	City Manager	22,343
2023	Freeport	ME	Town Manager	8,737
2023	Greenbelt	MD	City Manager	24,921
2023	Highland Park	TX	Town Administrator	8,993
2023	Huber Heights	OH	City Manager	43,439
2023	Midland	TX	City Manager	132,520
2023	Morehead City	NC	City Manager	9,556
2023	Perrysburg	OH	City Administrator	21,730
2023	Portland	ME	City Manager	66,595
2023	Spartanburg	SC	Assistant City Manager	38,732
2023	Warrenton	VA	Town Manager	10,057
2023	West Fargo	ND	City Administrator	38,626
2023	Wyoming	MI	City Manager	76,501
2022	Apex	NC	Assistant Town Manager	58,780
2022	Beaumont	TX	City Manager	118,428
2022	Belton	MO	City Manager	23,480
2022	Blue Springs	MO	City Administrator	54,850
2022	Branson	MO	City Administrator	10,000
2022	Brevard	NC	City Manager	7,900
2022	Buda	TX	City Manager	15,108
2022	Denton	TX	City Manager	136,195
2022	Evans	CO	City Manager	22,165
2022	Golden	CO	City Manager	20,399

VALUABLE PERSPECTIVES

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
YEAR	CLIENT	STATE	PROJECT	POP.
2022	Harrisonburg	VA	City Manager	54,033
2022	Hastings	NE	City Administrator	25,152
2022	Hutchinson	KS	City Manager	40,006
2022	Joplin	MO	Assistant City Manager	50,386
2022	Kinston	NC	City Manager	20,083
2022	La Marque	TX	City Manager	16,627
2022	Minnetrissa	MN	City Administrator	7,621
2022	Oak Hill	TN	City Manager	4,587
2022	Oakland	CA	Deputy City Administrators	440,646
2022	Overland Park	KS	City Manager	191,278
2022	Plain City	OH	Village Administrator	4,065
2022	Port Arthur	TX	Assistant City Manager	53,937
2022	Salisbury	NC	City Manager	33,727
2022	Shorewood	MN	City Administrator	7,974
2022	Spicer	MN	City Administrator	1,188
2022	Staunton	VA	City Manager	25,750
2022	Westminster	CO	City Manager	116,317
2022	Willmar	MN	Assistant City Admin/City Operations Director	19,628
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Grand Rapids	MI	Deputy City Manager (limited)	192,294
2021	Greeley	CO	City Manager	105,888
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Riverside	OH	City Manager	25,093
2021	Rockville	MD	Deputy City Manager	66,940
2021	Shakopee	MN	Assistant City Administrator	40,731
2021	Sidney	OH	City Manager	20,590
2021	Stonecrest	GA	City Clerk	54,202
2021	Woodlawn	OH	Village Manager	3,365
2020	Clayton	OH	City Manager	13,269
2020	Fairmont	MN	City Administrator	10,126

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
YEAR	CLIENT	STATE	PROJECT	POP.
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Community Eco Dev Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Middletown	OH	City Manager	48,121
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	Springdale	OH	Assistant City Administrator	11,223
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Forest Park	OH	City Manager	18,723
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Minerva	OH	Village Administrator	3,640
2019	Norman	OK	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Santa Fe	NM	City Manager	83,776
2019	Willmar	MN	City Administrator	19,628

Value for fees

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving the Village of Maywood's mission.

Delivering a professional fee estimate for the Village of Maywood

We are excited about the opportunity to work with Maywood and have prepared the below fee estimate to meet the Village's needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

The all-inclusive professional fee includes professional services by the engagement team leader, the project support staff, and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates' travel expenses to client locations for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the Village for any unpaid portion of the fee.

Baker Tilly reviews rates annually to ensure alignment with industry and economic factors. Baker Tilly reserves the right to, once annually, revise its rates to the lower of 3% or the change in the Consumer Price Index (CPI) for the twelve-month period ending with the month preceding such annual anniversary date.

Feel free to direct all questions regarding the professional fee and project-related expenses to Edward Williams via email at edward.williams@bakertilly.com or via phone at +1 (214) 608 6363.

PROPOSED SERVICES

Phase I

Task 1 — Project kickoff; candidate profile; development of marketing, recruitment and outreach strategy

Task 2 — Acknowledge applications and begin reviewing and classification of all applicants

Phase II

Task 3 — Develop and assign due diligence and applicant questionnaires, one-way video interview questions (customized to each search), review responses, prepare electronic Semi-Finalist Report, and selection of potential finalists

Task 4 — Secure up to 10 references; conduct background checks, administer leadership/management assessments, and the Finalist Report

Phase III

Task 5 — Interview process preparation, invitations, technical support, suggested interview questions; final process and on-site interviews with finalists

Conclusion

Assistance and support for total rewards, employment offer negotiation, offer and acceptance by finalist

VALUE FOR FEES

PROPOSED SERVICES	
TOTAL ALL-INCLUSIVE FEE*	\$32,609

** BAKER TILLY MAY CONSIDER A PROFESSIONAL FEE REDUCTION OF 10% if Maywood is provided additional recruitments during the subsequent 12-month period.*

OPTIONAL SERVICES FOR CONSIDERATION	FEE
At your request, Baker Tilly can conduct a web-based community survey to help your organization identify key issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.	\$1,650
On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Maywood at an hourly rate of \$350, plus expenses for additional work requested explicitly by your organization outside this project's scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.	\$350 per hour plus expenses

BAKER TILLY CAN PROVIDE OPTIONAL SERVICES

Maywood may benefit from the additional services we offer. All other services will be billed with the express consent and agreement of the Village.

Negotiations

If selected, we will provide the Village of Maywood with our standard engagement terms. Should the Village wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Supporting the Village of Maywood with our value-for-fees approach

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

 <p>A team that works with a similar client base and is ready to lead a smooth recruitment</p>	 <p>Frequent check-ins and timely responses to your inquiries</p>	 <p>Controlled costs through a service approach designed for your organization</p>	 <p>Knowledge retention through a commitment to staff continuity</p>
 <p>High level of experienced manager involvement for a successful recruitment</p>	 <p>Practical, flexible and collaborative approach designed for your unique needs</p>	 <p>Full range of service solutions to grow with your needs</p>	 <p>Use of innovative technology and software tools to support real-time communication and efficiencies</p>

COMMITMENT TO VALUE FOR FEES

Maywood can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.

Appendix A: Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

Prioritizing diversity, inclusion, belonging and societal impact (DIBS)



**MEET SHANE LLOYD,
DIBS STRATEGY LEADER**

In his role as chief diversity officer at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.

At Baker Tilly, DIBS is who we are rather than simply what we do. We celebrate and value the identities, perspectives and contributions of every person. As we empower our team members to grow and bring their talents to the table, we discover opportunities to achieve better results for Maywood. We hire people who bring new perspectives and experiences, including our Chief Diversity Officer, Shane Lloyd, who joined Baker Tilly as DIBS strategy leader in 2021.

Baker Tilly's DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. This cross-section of leaders across our firm oversees our strategy — from inclusion-related communications to accountability measures for our key diversity goals and coordination of our DIBS ecosystem.

Our new, ambitious goals center around our structural pillars of diversity, inclusion, belonging and societal impact — embedding this work ever more deeply into the day-to-day workings of our business. Our DIBS ecosystem includes an array of groups, initiatives and deep networks of committed team members. [Learn more here.](#)

DIBS communities and signature initiatives

Activate team member network



Our core value of belonging reflects our commitment to creating a diverse and inclusive workplace for everyone. Bolstering this core value is Activate, our newest team member network. Activate's mission is to unite and empower team members who are neurodiverse or have or have physical disabilities to reach their full potential and contribute to a more accessible workplace.

Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions and enhances the retention of women at all firm levels.

NexGen: Joining workforce generations



With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace.

Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Within SOAR, our team member-led Black, Latinx and Asian American and Pacific Islander (AAPI) communities provide spaces for conversation, relationship-building and engagement.

Baker Tilly Foundation



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation supports causes within key pillars, including human services organizations that advance well-being, equity and inclusion.

Appendix B: Sample brochure



CITY MANAGER

CITY OF BUDA, TEXAS



PUBLIC SECTOR EXECUTIVE RECRUITMENT



THE COMMUNITY

The City of Buda is a diverse, charming, welcoming, and friendly community with small-town charm, an oasis of relaxation at the edge of civilization, unspoiled by the pace of big city ways in Hays County, Texas. The City of Buda, Texas is located along Interstate Highway 35, approximately 20 minutes from downtown Austin and 1 hour from downtown San Antonio. Located between Austin, the eleventh largest city in the nation with a 2021 population of over 1 million residents and one of the fastest growing large cities in the United States, and San Antonio, the seventh largest city in the nation and the second largest city in Texas. Buda, a rapidly growing community and one of the fastest growing cities in the state, more than doubled its population between 2011 and 2019. With quality schools and educational programs, a quaint downtown, sound infrastructure, growing commercial facilities, and proximity to Austin and the SH 130/SH 45 toll bypass, Buda will continue to experience sustained growth that will continue over time with continued residential and commercial development.

Buda is home to numerous growing businesses and has worked to diversify the local economy with a mix of business and industry types. Cabela's, US Foods, Builder's FirstSource, Texas Lehigh Cement Company, Comal Tackle, White Night Pest Control, Inc., Night Hawk Frozen Foods, CMC Steel Fabricators, Inc., and Centex Materials are all proud to call Buda home. With Buda's increasing growth in population, there has also been a need to provide health care services within the city. During 2019, Buda opened its first full-service hospital – Baylor Scott & White. Also in 2019, Buda opened the Ascension Seaton Health Center, an outpatient center that provides various medical services to the residents of the city. Buda also has an Austin Regional Clinic (ARC) location, as well as CareNow, an urgent care facility that offers various medical care options. Buda is home to a highly educated workforce, with over 40% of the population having a bachelor's degree or higher and served by numerous universities, community colleges, and technical schools.

THE COMMUNITY (*continued*)

Over the past two decades, The City of Buda has seen tremendous residential, commercial, and industrial growth as it becomes a premier location to live, work and play in Central Texas. Proximity to downtown Austin, Austin Bergstrom International Airport, Interstate 35, and SH-45 have allowed Buda to undergo a rapid transformation from a small rural community to a thriving community. Branded “Breath Easy Here” the City of Buda is also the “Outdoor Capital of Texas,” home to the Weiner Dog Races, 14 public parks and a historic downtown district where residents and visitors alike shop, dine, and relax. The mature trees and natural scenery have earned the City of Buda designations as a “Texas Main Street City,” “Tree City USA,” “Bee City Affiliate” and “Platinum Level Scenic City.” Buda has been fortunate to have the foresight to plan for growth, while maintaining its history charm and small-town feeling. [Click here for more information about the City of Buda.TX.](#)



THE ORGANIZATION

Established April 1, 1881, Buda became incorporated in 1948. In November 2007, the citizens of Buda adopted a home rule charter allowing the city to transition from general law to home rule. Buda is governed by council-manager form of government. All members are elected citywide and must reside within the city limits. The City Council is comprised of the mayor and six (6) councilmembers, each elected to three (3) year terms. Buda delivers a full range of services including public safety (police protection), emergency management, highways and streets, water, wastewater, and garbage services, parks and recreation, destination services, public improvements, planning and zoning, and general administrative services. Hays County Emergency Services District #8 provides the city with fire protection services. With a council approved [FY22 budget](#) of \$59 million and 133 Full-Time Employees, the city recently adopted [Buda Vision 2036](#), a long-term strategic plan to continue thoughtful development and smart growth to ensure that residents and business can retain and continue to enjoy the city's small-town charm, vibrant downtown, and diverse economy.



MISSION

To provide exceptional municipal services, managed growth, and invest in the future in a financially responsible manner. We engage our community, provide outstanding customer service, and are business friendly.

VISION

- ◇ Integrity: Honest, trustworthy, and dependable
- ◇ Innovative & Resourceful Creative and fiscally responsible in finding solutions
- ◇ Respectful & Conscientious Mindful and courteous: focused on delivering high quality service.
- ◇ Dedication Committed to excellence



THE POSITION

Appointed by the City Council, the city manager is the City's chief administrative officer responsible for planning, managing operations, and leading a highly skilled city employee workforce to achieve goals established by the City Council and consistent with the City's vision, mission, goals, objectives, and priorities. With an annual departmental budget of \$958,317, and the responsibility of supervising a Deputy City Manager, Assistant City Manager, Executive Assistant, City Clerk, Human Resources Director, and Police Chief, the city manager ensures that all employees, in all departments/divisions/sections or units of the City, deliver effective, efficient, responsive, and innovative services to the residents and visitors, while consistently and visibly engaging with the community. Additionally, the City manager attends all council meetings, prepares, submits, and administers the City's annual budget and capital program, manages the implementation of the City's Comprehensive Plan, reports to the City Council on the City's financial health and administrative activities and keeps the City Council fully informed of the City's financial conditions, future needs and recommends viable solutions, recommendations, based on "best practices" and the best interest of the City.



Buda Municipal Complex



LEADERSHIP OPPORTUNITIES

Community and Organizational Smart Growth: The city manager will provide strategic leadership and vision in the planning, smart and responsible development, and continuous shaping and marketing of the city as a great community to live, work, visit and play, while continuously and responsibly stimulating growth, service delivery excellence and quality of life.

Workforce Development: The City of Buda has an outstanding group of dedicated, talented passionate and committed employees, many of whom have enjoyed long tenures, and others who are new to the organization and community. The new city manager will have an opportunity to evaluate the current workforce, evaluate current opportunities to fill key vacancies, and lead the selection of highly skilled professionals in various departments who can continue the delivery of efficient, responsive, and quality services, while improving the city's commitment to service excellence, people development, and competence. Working with key members of the organization and other stakeholders, the city manager will establish and lead the City of Buda's workforce for the future by ensuring that every employee has the skills, training, and character to make the organization a great place to work, based on a carefully crafted workforce development plan that focuses on recruitment, development, advancement, and retention.



Partnership and Collaboration: The new city manager will rely on a supportive council who thrives on visionary leadership, effective communication, and outstanding interpersonal and servant leadership attributes, to build and maintain a respectful, trusting, accountable, and professional partnership dedicated to serving the current and future needs of this fast-growing community.

Continuously Improved Communication for Service Delivery Excellence: The new city manager will also have an opportunity to listen to each council member, with a full understanding of the nature of the council-manager form of government, and collaborate to identify and continuously improve service delivery, efficiencies, and implement sound policies, and procedures.

High Performing Team: The new city manager will have a unique opportunity to build a high performing team, champion organizational culture, manage smart growth and development while planning, inspiring and empowering employees at all levels within the organization to serve with excellence, dedication, innovation, and integrity.

Keeping that Small-Town Feel: The new city manager will have an opportunity to be engaged, involved and active in the community and to embrace the "community culture" and work diligently with all stakeholders to create a perfect balance between retaining the city's connection to the past, with its vision to a bright future.

DESIRED CAPABILITIES

The City Council desires to hire a visionary, progressive, and strategic leader who can communicate effectively, work collaboratively, and lead a team of dedicated public service professionals as its next city manager. This proficient manager is a servant leader with a record of successfully managing a complex, multi-faceted, and effective municipal organization with changing priorities, and outstanding organizational opportunities. Additionally, the Council desires to hire a professional public sector executive who is proficient in municipal government administration and operations and will offer a record of effectively empowering individuals at all levels within the organization to deliver effective, efficient, and responsive services, while demonstrating leadership, critical thinking, honesty, integrity and commitment to continuous improvement and innovation. The new city manager must possess a verifiable record of integrity, ethical behavior, and personal accountability. Furthermore, the next city manager will bring outstanding interpersonal skills, self-confidence, and the ability to listen to, and embrace, divergent perspectives.

The City Council expects that the new city manager must also respect the community and organizational traditions and values, yet also demonstrate a commitment to lead the organization forward in a positive direction, while planning and projecting for the future. In addition, the next city manager must be approachable, and receptive to new technologies, innovative, transparent, inclusive, and a champion for the establishments and expansion of partnerships with an active and engaged citizenry.

EDUCATION AND EXPERIENCE

A bachelor's degree, from an accredited college or university, in business administration, public administration, political science, or a closely related field and a minimum of ten (10) years closely related experience required. A Masters Public Administration, at least five (5) years leadership experience (department director, assistant city manager or city manager level) or comparable experience, and International City/County Management Association (ICMA) credentials preferred.



COMPENSATION AND BENEFITS

The City of Buda offers a generous, market competitive salary in the range of **\$200,000 - \$240,000**, \$1,000 monthly vehicle allowance, city issued mobile telephone or phone reimbursement, iPad, Surface Pro, or comparable technology. Additionally, the city offers Medical, Dental and Vision Insurance; Short Term Disability Insurance, Flexible Benefits Spending Account, Basic Life Insurance, Retirement with Texas Municipal Retirement System and optional 457 Deferred Compensation, Paid Leave, Employee Assistance Program and Tuition Assistance. Other benefits include professional dues associated with ICMA, TCMA and payment for travel and business-related expenses for professional, official business travel, professional associations, and membership dues. Relocation assistance may be available.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/3368>

This position is open until filled; however, first review of resumes occurs on **Wednesday, April 6, 2022**. Following the first review date, the lead consultant will evaluate all applications against the posted qualifications and may invite a select number of applicants to complete additional assignments or participate in a virtual or in-person interviews. This announcement will remain posted, and we will continue to accept applications until the city extends an offer to one finalist. Our process requires the expressed authorization by an applicant to conduct criminal background report check, credit check, academic verification or contact references. Pursuant to the state or local laws governing access to public records, all information submitted and associated with an individual's applications, including resumes and cover letters, may be subject to public disclosure.

For more information, please email Edward.Williams@bakertilly.com or call 214-842-6478.

The City of Buda, TX is an Equal Opportunity Employer



2500 Dallas Parkway, Suite 300

Plano, TX 75093

(972) 748-0300

bakertilly.com

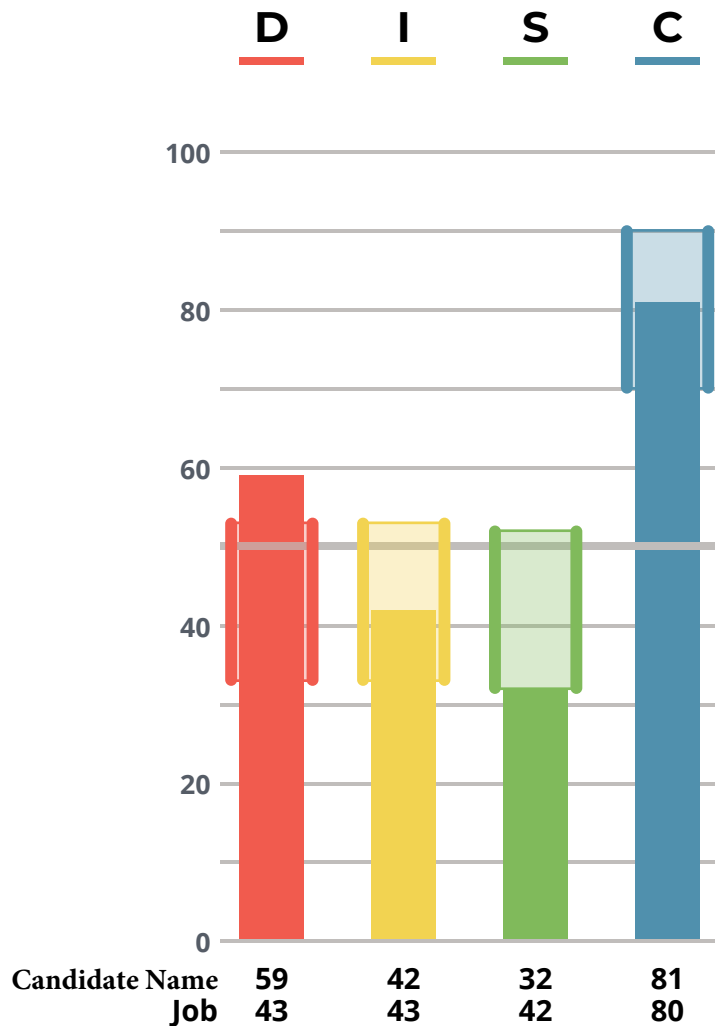
Appendix C: Sample TTI report


Workplace Behaviors®



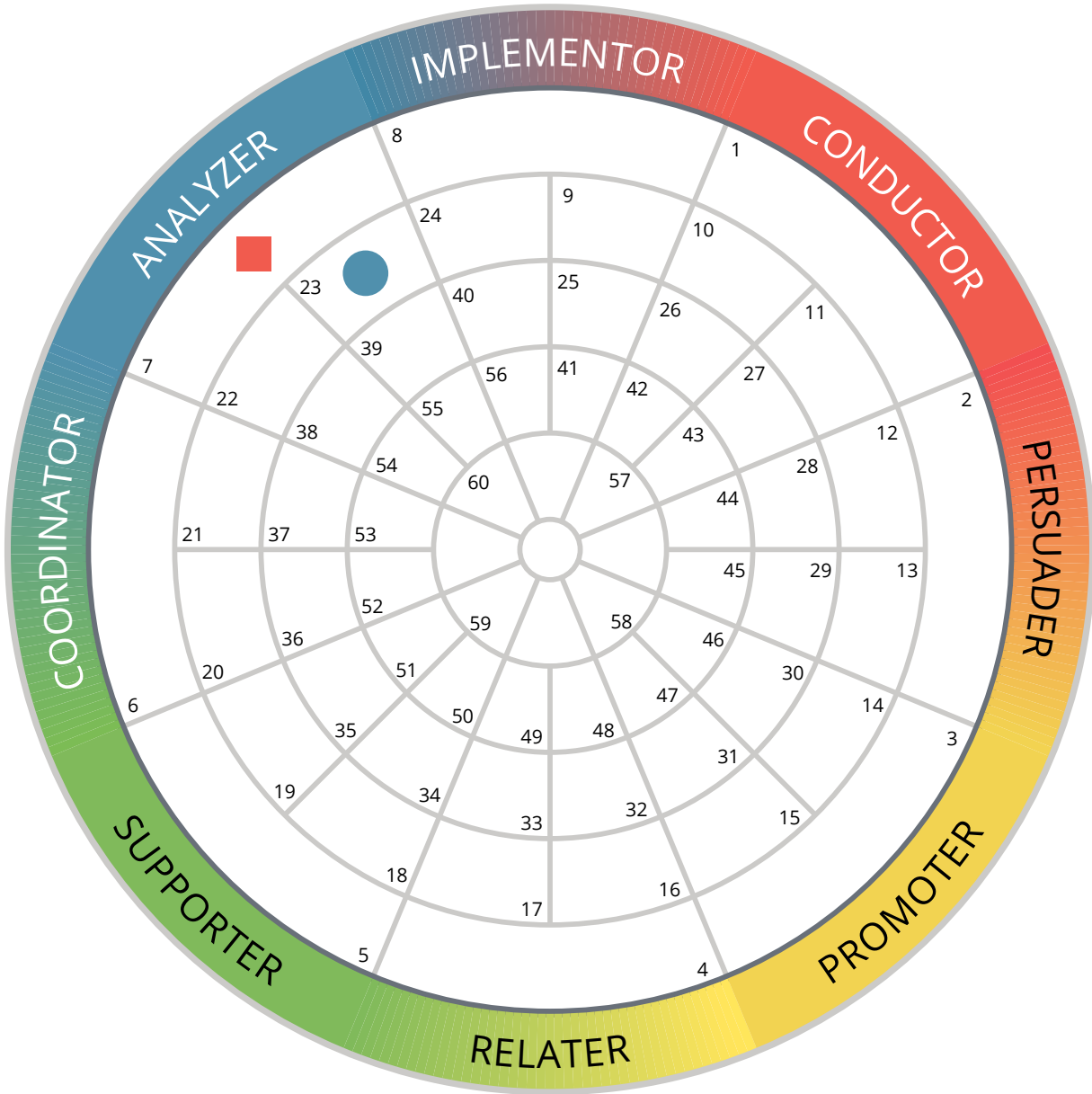
Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)

The Success Insights® Wheel










■ Job - (7) ANALYZER





● Candidate Name - (23) IMPLEMENTING ANALYZER





Comparison Analysis






For Consulting And Coaching

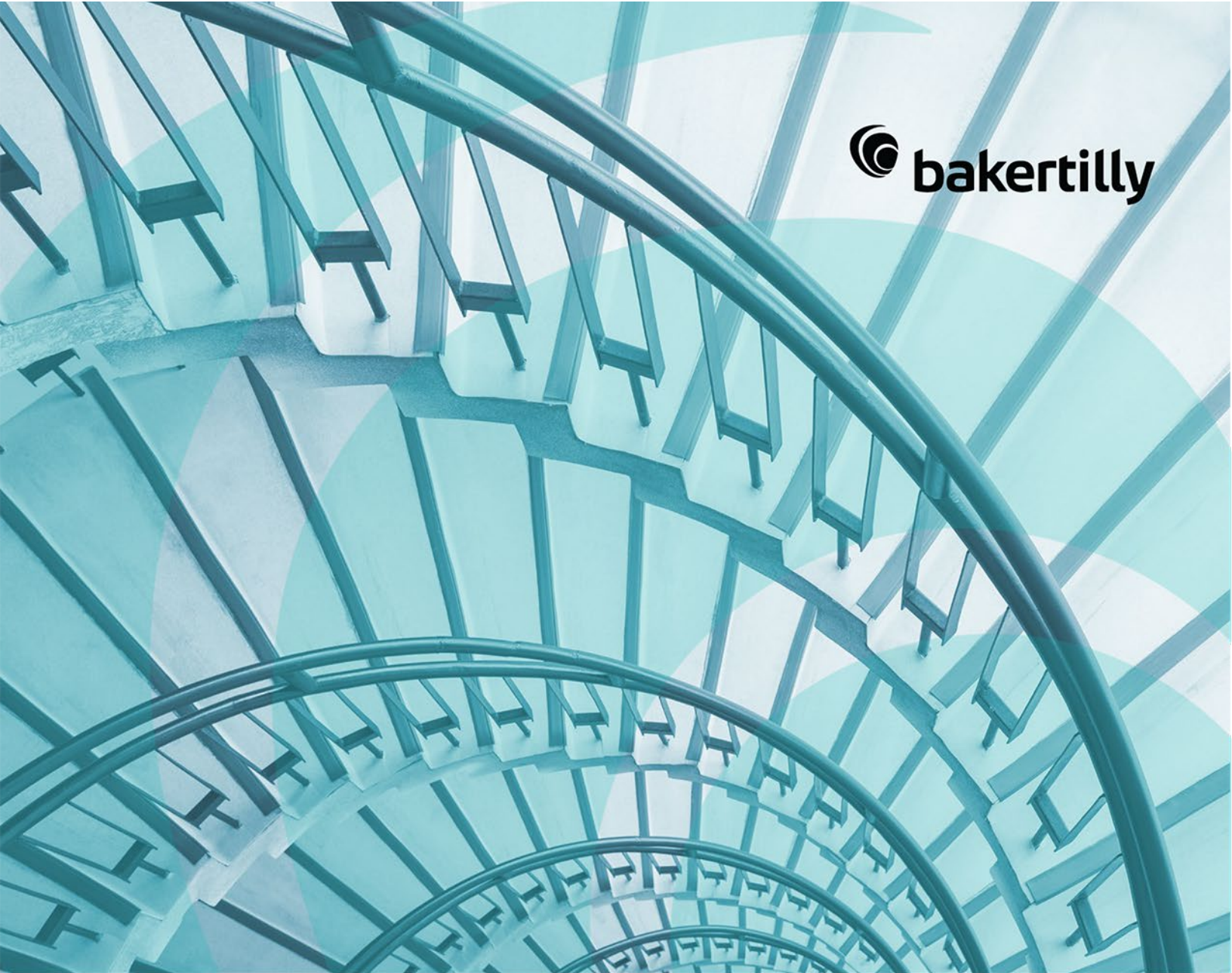


Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match
  Fair compatibility
  Good compatibility
  Poor compatibility
  Over-focused

A photograph of a spiral staircase with a teal color overlay. The staircase is viewed from a low angle, looking up, creating a sense of depth and movement. The railing and steps are clearly visible, and the overall tone is a light, monochromatic teal.

Appendix D: Engagement team member resumes

DIRECTOR

Edward G. Williams, Ph.D.

Edward Williams, a director with Baker Tilly, brings character, competence, and expertise to every project.



Baker Tilly US, LLP

2500 Dallas Parkway
Suite 300
Plano, TX 75093
United States

T: +1 (214) 842 6478
edward.williams@bakertilly.com

bakertilly.com

Education

Bachelor of Arts, education
University of Missouri
(Kansas City, Missouri)

Master of Higher Education
Administration
University of Missouri
(Kansas City, Missouri)

Ph.D., Educational Leadership and
Policy Analysis
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and disciplines, including state and local government, not-for-profit and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

DIRECTOR

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion for improving local government and creating great communities for more than 30 years.



Baker Tilly US, LLP

5440 W 110th St
Suite 300
Overland Park, KS 66211
United States

T: +1 (816) 912 2036
art.davis@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in political science
and public administration
William Jewell College
(Liberty, Missouri)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties, and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- More than 18 years of experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions to the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

DIRECTOR

Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



Baker Tilly US, LLP

30 E Seventh St
Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3058
patty.heminover@bakertilly.com

bakertilly.com

Education

Bachelor of Science, consumer science, business administration
Minnesota State University – Mankato

Mini MBA program, human resources management
University of Saint Thomas (Saint Paul, Minnesota)

Master of Education, administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Before joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, and director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

DIRECTOR

Yolanda Howze, M.P.A., IPMA-SCP, SPHR, SHRM-SCP

Yolanda Howze, a director with Baker Tilly, brings more than 25 years of public sector experience, including 20 years as a multifaceted and competent human resources leader.



Baker Tilly US, LLP

205 N Michigan Ave
28th Floor
Chicago, IL 60601-5927
United States

T: +1 (312) 240 3401
yolanda.howze@bakertilly.com

bakertilly.com

Education

Dual Bachelor of Arts in psychology and organizational leadership
Maryville University
(St. Louis, Missouri)

Master of Arts in public administration and policy analysis
Southern Illinois University
Edwardsville (SIUE)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) Secretary - treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM) certified professional

MANAGING DIRECTOR

Anne Lewis

Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.



Baker Tilly US, LLP

8219 Leesburg Pike
Suite 800
Tysons, VA 22182
United States

T: +1 (703) 923 8214
anne.lewis@bakertilly.com

bakertilly.com

Education

Bachelor of Science, business administration and management
Shenandoah University
(Winchester, Virginia)

Master of Science, organizational leadership and public administration
Shenandoah University
(Winchester, Virginia)

Before joining Baker Tilly, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Taskforce on recruitment guidelines handbook
 - Taskforce on women in the profession
 - Taskforce on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of executive board
- Virginia Women Leading Government
- National Public Employer Labor Relations Association (NPELRA)

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

SENIOR RECRUITMENT ANALYST

Karen Edwards, SHRM-CP

Karen Edwards, a senior recruitment analyst with Baker Tilly, has been with the firm since 2021.



Baker Tilly US, LLP

8626 N Himes Ave
Tampa, FL 33614
United States

T: +1 (813) 915-5616

karen.edwards@bakertilly.com

bakertilly.com

Education

Bachelor of Science in business
administration - human resource
management
Western Governors University

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

Continuing professional education

- Society for Human Resources (SHRM) certified professional

MANAGER

Michelle Lopez

Michelle Lopez, a manager with Baker Tilly, has been with the firm since 2017.



Baker Tilly US, LLP

30 E Seventh St
Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3061
michelle.lopez@bakertilly.com

bakertilly.com

Education

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Bachelor of Science, project
management (in progress)
Colorado State University – Global
Campus

Michelle assists in the organizational management of the executive recruitment process. Her primary focus is to ensure that the recruitment process runs smoothly from start to finish by collaborating closely with internal team members, clients, and candidates. Michelle is responsible for coordinating the workflow of the recruitment process, establishing timelines, and monitoring progress. She is also responsible for managing communication channels, ensuring that everyone involved is informed of key developments and updates.

Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Diane Segulia

Diane Segulia, a recruitment analyst with Baker Tilly, has been with the firm since 2015.



Baker Tilly US, LLP

30 East Seventh Street
Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3094

diane.segulia@bakertilly.com

bakertilly.com

Education

University of Minnesota – partial credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.

Specific experience

- More than 10 years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Carrie Thompson

Carrie Thompson, a recruitment analyst with Baker Tilly, has been with the firm since 2021.



Baker Tilly US, LLP

8219 Leesburg Pike
Suite 800
Tysons, VA 22182
United States

T: +1 (703) 923 8040

carrie.thompson@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in communication
with a concentration in media
production and criticism
George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes important documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

Specific experience

- More than 15 years of customer service experience in multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

Community involvement

- Mission trip volunteer with Herndon United Methodist Church



VILLAGE OF MAYWOOD

40 MADISON STREET, MAYWOOD, ILLINOIS 60153 708-450-6300

February 6, 2024

To: Mayor and Village Board

From: Jim Krischke, Acting Village Manager

Re: Independent Contractor Agreements – Community Engagement Positions

Mayor and Village Board:

As you know, a general fund budget amendment is required to provide funding to operate various park and recreation facilities within the village for the remaining 2023/24 fiscal year. Until (when) that receives approval, the village has an unwritten obligation to the community to keep those facilities open and previously scheduled programs up and running.

To maintain the continuity of services and programs scheduled at various village parks and recreation facilities, the village will require the services of independent contractors. These 'positions' will need to be filled in a timely fashion and they will need to be maintained until the permanent positions can be filled.

The Independent Contractor Agreements need to be approved so the village can fill those positions. Positions would be for a designated time based upon the approval of a budget amendment and the length of time it takes to hire permanent staff. These agreements will expire no later than the end of the 2023/24 fiscal year.

It is recommended that the Independent Contractor Agreements be approved so that important park and recreations services can continue.



VILLAGE OF MAYWOOD

40 MADISON STREET, MAYWOOD, ILLINOIS 60153 708-450-6300

February 6, 2024

To: Mayor and Village Board

From: Jim Krischke, Acting Village Manager

Re: General Fund Budget Amendment – Parks and Recreation Funding for Fiscal Year 2023/24

Mayor and Village Board:

A General Fund Budget Amendment to provide funding for parks and recreation services for continued operations at the Masonic Temple 200 Building, opening of the 1100 S 11th Ave facility, and other park related facilities is being presented to the Village Board for approval.

A general fund budget amendment is needed to recognize the addition of new positions and services that were unbudgeted in the 2023/24 fiscal year budget.

In addition to this memo, please find attached a memo from Mayor Booker explaining the need, a memo from Finance Director Satchell detailing the existence of available funds, and the necessary ordinance for approval.

Passage of this ordinance will provide the needed funds to provide services related to the above-mentioned facilities, projects, and activities. The services will be provided through the hiring of full-time personnel, contracted services, and/ or using independent contractors.

As a reminder, general fund budget amendments require a 2/3rd votes for passage.



VILLAGE OF MAYWOOD

FINANCE DEPARTMENT

40 MADISON STREET, MAYWOOD, ILLINOIS 60153
708-450-6320 (WATER BILLING)
708-450-6310 (FINANCE DEPT.)

TO: Jim Krischke, Village Manager

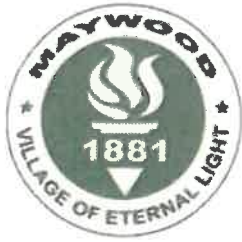
FROM: Lanya Satchell, Director of Finance

DATE: February 1, 2024

RE: Proposed FY24 BUDGET AMENDMENT – COMMUNITY ENGAGEMENT

As the Village assumes responsibility for our village-owned parks and community resource facilities, and as we strive to provide resources for initiatives around social determinants of health, the importance and urgency of an amendment to the current FY23-24 Community Engagement Budget for staffing becomes clear. As referenced in the attached document, creating two new positions, two contractual program managers, and contracted security is necessary to ensure the success of this new initiative.

The total funding required through the end of FY23-24 is \$88,750. The funding is proposed through various vacant positions that remain unfilled and delayed hiring of positions that were budgeted for the entire fiscal year.



VILLAGE OF MAYWOOD

40 MADISON STREET, MAYWOOD, IL 60153 - www.Maywood-IL.gov

Dear Board of Trustees,

With the Village of Maywood taking ownership of our village owned parks and community resource facilities along with providing resources for initiatives around social determinants of health, we need to allocate funding to ensure we are successful. \$88,750 has been identified to expense through vacant positions that were unfilled during the FY23-24 budget.

	Fiscal Year	Monthly	Jan – April 2024
Park & Recreations			
Initiatives & Programming Manager	\$ 100,000.00	\$ 8,333.33	\$ 25,000.00
(2) Programming - 200 Building Contractual	\$ 80,000.00	\$ 6,666.67	\$ 20,000.00
Security	\$ 110,000.00	\$ 9,166.67	\$ 27,500.00
Community Engagement Coordinator	\$ 65,000.00	\$ 5,416.67	\$ 16,250.00
			\$ 88,750.00

Initiatives & Programming Manager

See job description attachment – Position is essential to the running of Maywood Masonic Temple, restoration and opening of 1100 S 11th, Prairie Path maintenance and updates, village owned park rejuvenation, restoration to 3rd/4th floor of 200 S 5th Ave, and more. Position is essential to assisting in the successful application of the Social Determinants of Health – Elements of a Healthy Maywood initiatives and programs. Position salary would be between \$70-80K plus benefits

Community Engagement Coordinator

See job description attachment – Position is essential to assisting in the successful application of the Social Determinants of Health – Elements of a Healthy Maywood initiatives and programs. See attached Social Determinants of Health ARPA Overview. Position salary would be between \$50-60K plus benefits. While applications and interviews are conducted in order to ensure the building opens and has smooth programming Domonique Davis who has been working into the capacity of a Community Engagement Coordinator under the DOJ grant funding will continue working as a contracted employee until the role is filled.

(2) Programming - 200 Building Contractual

Roles will play a pivotal role in ensuring hours of operation is manageable for all initiatives and programming as a community resource. Positions areas assigned will be handled by the Initiatives and Programming Manager once hired.

Security

Public Safety is needed for entry/exit management along with facility monitoring. The building had occupancy of more than 200 daily during Q4 2023. Homeland and Public Safety that monitored the building before were under the DOJ grant that is now expired.

Motion to approve allocating 88,750.00 in funding to Community Engagement FY23-24 budget to hire Initiatives & Programming Manager and Community Engagement Coordinator along with providing contractual staff and security.

VILLAGE PRESIDENT, Mayor Nathaniel George Booker
BOARD OF TRUSTEES

Antonio Sanchez, Rahman “Ray” Williams, Miguel Jones, ~~239~~ Calvin Lightford, Aaron Peppers, Isiah Brandon

COMMUNITY ENGAGEMENT		ORIGINAL BUDGET	AMENDMENT	REVISED BUDGET
01-21-40100	REGULAR SALARIES	90,000	31,250	121,250
	DIRECTOR * \$90,000			
	PROGRAM MANAGER - \$80,000 25%			
	COMMUNITY ENGAGEMENT COORDINATOR - \$65,000 25%			
01-21-40310	SICK BUY BACK	2,077		
01-21-40400	FICA TAXES	6,885		
01-21-40410	I.M.R.F.	4,050	5,000	9,050
	BENEFITS			
01-21-40415	HEALTH/VISION/LIFE INSURANCE	1,794	5,000	6,794
	BENEFITS			
01-21-52400	CONTRACTUAL/PROF SERVICES	67,500	47,500	115,000
	NEWS LETTER - \$30,000			
	ADMIN ASSISTANCE - \$20,800			
	MyCivic - \$11,500			
	Revize - \$4,200 (\$350*12)			
	Electric Sign Maint. - \$1,000			
	PROGRAMMING MANAGER -2 -\$80K 25%			
	SECURITY - 200 S 5TH AVE.			
01-21-55100	POSTAGE	100		100
01-21-55410	CELLULAR PHONE	660		660
01-21-55500	PRINTING	5,000		5,000
01-21-56100	MEMBERSHIP & DUES	500		500
01-21-56300	TRAINING/SEMINARS	3,000		3,000
	NLC			
01-21-60000	GRANT EXPENDITURES	-		
01-21-60100	OFFICE/COMPUTER SUPPLIES	500		500
01-21-67900	MAYWOOD FEST	25,000		25,000
01-21-67904	COMMUNITY EVENTS	30,000		30,000
	CARRIBBEAN FEST			
	AZTECA FEST			
	INSPIRE FEST			
01-21-67913	VILLAGE SPONSORSHIP	22,000		22,000
	Village Pride Village Wide - \$6,000			
	Thanksgiving Food Giveaway - \$5,000			
	Old Timers Picnic - \$2,000			
	Bataan Day - \$2,000			
	Youth-Related Activities - \$7,000			
01-21-87000	CAPITAL OUTLAY-OVER \$5,000	-	-	-
	TOTAL COMMUNITY ENGAGEMENT EXPENSE	259,066	88,750	347,816

MEMORANDUM

TO: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
FROM: Michael A. Marrs
DATE: January 31, 2024
RE: An Ordinance Amending Title XI (Business Regulations), Chapter 110 (Business Licenses), Section 110.13 (Fees) and Chapter 117 (Alcoholic Beverages), Section 117.23 (Classification; Fees; Number of Licenses), Subsection 117.23(l)(2)(a) (Class I (Package Store - Beer and Wine Only) License) Relative To Grocery And Convenience Store Licenses And Fees

Per the direction of Acting Village Manager James Kruschke, I have prepared the enclosed Ordinance for your consideration and action at an upcoming Combined Committee of the Whole Meeting / Village Board Meeting:

AN ORDINANCE AMENDING TITLE XI (BUSINESS REGULATIONS), CHAPTER 110 (BUSINESS LICENSES), SECTION 110.13 (FEES) AND CHAPTER 117 (ALCOHOLIC BEVERAGES), SECTION 117.23 (CLASSIFICATION; FEES; NUMBER OF LICENSES), SUBSECTION 117.23(l)(2)(a) (CLASS I (PACKAGE STORE - BEER AND WINE ONLY) LICENSE) RELATIVE TO GROCERY AND CONVENIENCE STORE LICENSES AND FEES

The enclosed Ordinance modifies the parameters of a “Grocery Store” to create a business license fee for grocery stores and a business license fee for convenience stores. Currently, there is no “convenience store” category in the Business License Fees. There are three (3) licensing fee levels for grocery stores, which charge a fee based on the square footage of the premises. Under the enclosed Ordinance, a “Grocery Store” license fee of \$280.00 would be charged to retail grocery stores occupying 6,001 square feet of gross floor area or more. A new category, “Convenience Store”, would charge a \$140.00 license fee for a retail convenience store occupying 6,000 square feet or less of gross floor area.

To ensure clarity and consistency throughout the Maywood Village Code (“Code”), the Ordinance also creates a definition of “Grocery Store” and “Convenience Store” in Chapter 117 (Alcoholic Beverages) relating to liquor licensing requirements.

The Ordinance modifies certain requirements for a Class I (Package Store – Beer and Wine Only) license. Currently, Section 117.23 (Classifications; Fees; Numbers of Licenses), Subsection (1)(2)(a) (Class I (Package Store – Beer and Wine Only) License) permits Grocery Stores occupying a minimum of 3,200 square feet of gross floor area to seek a Class I (Package Store - Beer and Wine Only) license. Retail convenience stores occupying a minimum of 3,200 square feet of gross floor area may also apply for a Class I (Package Store – Beer and Wine Only) License. The Ordinance adjusts the criteria to match the proposed definition and square footage requirements for a “Grocery Store” and “Convenience Store”.

If there are any questions, please contact me.

Michael

Enclosure

cc. Tori-Love Garron, Village Clerk (w/ encl.)
 James Krischke, Acting Village Manager (w/ encl.)
 Frances Torres, Assistant Village Manager (w/ encl.)
 Lanya Satchell, Finance Director (w/ encl.)
 Angela Smith, Director of Community Development (w/ encl.)
 Michelle Kitch, Business Attraction and Retention Coordinator (w/ encl.)
 Walter Duncan, Building & Code Department (w/ encl.)
 Michael T. Jurusik, Village Attorney (w/ encl.)

(new text is marked with underlining;
deletions to existing text marked using strikethrough)

ORDINANCE NO. CO-2024-___

**AN ORDINANCE AMENDING TITLE XI (BUSINESS REGULATIONS),
CHAPTER 110 (BUSINESS LICENSES), SECTION 110.13 (FEES) AND CHAPTER 117
(ALCOHOLIC BEVERAGES), SECTION 117.23 (CLASSIFICATION; FEES; NUMBER OF LICENSES),
SUBSECTION 117.23(I)(2)(a) (CLASS I (PACKAGE STORE - BEER AND WINE ONLY) LICENSE)
RELATIVE TO GROCERY AND CONVENIENCE STORE LICENSES AND FEES**

WHEREAS, the Village of Maywood (the "Village") is a home rule municipality, having all of the powers and authority granted to such municipalities pursuant to Article VII (Local Government), Section 6 (Powers of Home Rule Units) of the Illinois Constitution of 1970, and the applicable provisions of the Illinois Municipal Code, 65 ILCS 5/, to adopt ordinances pertaining to the public health, safety and welfare, and to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and that protect the public health, safety and welfare of its citizens; and

WHEREAS, the Village President and Board of Trustees desire to make adjustments to the licensing provisions and fee structure within the Village Code in order to distinguish between convenience stores and more traditional grocery stores and as set forth below (the "Proposed Code Amendments"), and find the adoption of the Proposed Code Amendments, as set forth below in this Ordinance, is protective of the health, safety and welfare of and in the best interests of the Village, its residents, property owners, business owners and the public.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. Each Whereas paragraph set forth above is incorporated by reference into this Section 1.

SECTION 2: Code Amendments. The business license fees found in Title XI (Business Regulations), Chapter 110 (Business Licenses), Section 110.13 (Fees), subsection (B)(3) of the Maywood Village Code are amended relative to grocery stores and to add convenience stores, as follows (additions to existing text marked with underlined text; deletions to existing text marked using strikethrough):

" § 110.13 FEES.

(B) License fees shall be paid annually unless otherwise provided, and proof of any bond or liability insurance policy required by this chapter shall be provided with the license fee.

(3) *Business occupation or trade.*

Business Occupation or Trade	Annual License Fee (\$)
***	***
<u>Convenience Store</u> <u>6,000 sq. ft. or less of gross floor area</u>	<u>\$140</u>
***	***
Grocery Store: 1-3,000 sq. ft. 3,001-6,000 sq. ft. <u>6,000-6,001 sq. ft. or more of gross floor area</u>	100 140 \$280
***	***

SECTION 3: Chapter 117 (Alcoholic Beverages), Section 117.01 (Definitions), of the Maywood Village Code is amended by adding the following definitions in their proper alphabetical location, to read in their entirety as follows (additions to existing text marked with underlined text; deletions to existing text marked using strikethrough):

“§ 117.01 DEFINITIONS.

“CONVENIENCE STORE. A retail establishment of 6,000 square feet or less of gross floor area (GFA) at which the primary goods offered for sale consist of merchandise for the convenience of customers purchasing consumer and household items, including the following types of food, articles and other products: bread, milk, cheese, sliced or pre-packaged meats, pre-packaged canned and bottled foods and drinks, tobacco products, beer or wine, candy, papers and magazines, sandwiches for off-premises consumption, and various other consumer and household items. These stores may be part of a gas station or an independent facility. As used in this definition, GFA means the total building footprint including retail sales area, interior bathrooms, storage areas and cashier areas.

“GROCERY STORE. A retail establishment of 6,001 square feet or more of gross floor area (GFA) offering a full line of groceries, fresh meats, dairy products, vegetables, fruits and packaged frozen goods, and various other consumer and household items and products. As used in this definition, GFA means the total building footprint including retail sales area, interior bathrooms, storage areas and cashier areas.”

SECTION 4: Chapter 117 (Alcoholic Beverages), Section 117.23 (Classification; Fees; Number of Licenses), Subsection 117.23(1)(2)(a) (Class I (Package Store - Beer And Wine Only) License), of the Maywood Village Code is amended to read in its entirety as follows:

“ (1) *Class I (Package Store - Beer And Wine Only) License.*

(2) (a) Such licenses shall be available only for the following types of premises:

1. Grocery stores occupying a minimum of ~~3,200-6,001~~ square feet of gross floor area (GFA) (GFA means the total building footprint including retail sales area, interior bathrooms, storage areas and cashier areas)~~and offering a full line of groceries, fresh meats, dairy products, vegetables, fruits and packaged frozen goods;~~

2. Drug stores occupying a minimum of 3,200 square feet of GFA; and

3. ~~Retail~~Convenience Stores, as defined in Section 117.01 (Definitions) of this Code, occupying a minimum of 3,200 square feet of GFA. ~~Retail~~Convenience Store means a retail store engaged primarily in the retail sale of convenience items, i.e., consumer and household items, including the following types of food, articles and other products: milk, bread, packaged and fresh prepared fast food items, bottled drinks, fountain drinks, periodicals bread, milk, cheese, sliced or pre-packaged meats, pre-packaged canned and bottled foods and drinks, tobacco products, beer or wine, candy, papers and magazines, sandwiches for off-premises consumption, and various other consumer and household items. These stores may be part of a gas station or an independent facility.

(b) The portion or portions of the premises devoted to the sale of alcoholic liquor shall be no larger than 10% of the total retail floor space of the premises.

(c) The sale of liquor shall be confined to an area which is separated from the other retail portions of the premises by a suitable enclosure or partition, the design and construction of same to be approved by the Liquor Control Commissioner.

*** ”

SECTION 5: Codifier to Make All Necessary Internal Amendments. To the extent necessary, all tables of contents, indexes, headings, and internal references or cross-references to sections and other text that need to be amended or deleted within the Maywood Code of Ordinances, as amended, as a consequence of the above Code Amendments, shall be amended by the Village’s codifier so as to be consistent with the terms of this Ordinance.

SECTION 6: Repeal of Conflicting Legislation; Severability; Validity of Non-Conflicting Legislation. All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed. Each section, paragraph, clause and provision of this Ordinance is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Maywood Village Code, as amended, shall remain in full force and effect.

SECTION 7: Effective Date. This Ordinance shall be in full force and effect from and after its adoption, approval and publication in the manner provided by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me as Village President, and attested to by the Village Clerk, on the 6th day of February, 2024.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

Published by me in pamphlet form this ____ day of February, 2024.

Tori-Love Garron, Village Clerk

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, Cook County, Illinois, certify that the attached document is a true and correct copy of the Ordinance now on file in my office, entitled:

ORDINANCE NO. CO-2024-___

**AN ORDINANCE AMENDING TITLE XI (BUSINESS REGULATIONS),
CHAPTER 110 (BUSINESS LICENSES), SECTION 110.13 (FEES) AND CHAPTER 117
(ALCOHOLIC BEVERAGES), SECTION 117.23 (CLASSIFICATION; FEES; NUMBER OF LICENSES),
SUBSECTION 117.23(l)(2)(a) (CLASS I (PACKAGE STORE - BEER AND WINE ONLY) LICENSE)
RELATIVE TO GROCERY AND CONVENIENCE STORE LICENSES AND FEES**

which was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Meeting of the Board of Trustees held on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of the said Ordinance by the Board of Trustees of the Village of Maywood was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Maywood, and that the result of the vote was as follows, to wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Ordinance, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 6th day of February, 2024.

Tori-Love Garron, Village Clerk

SEAL

MEMORANDUM

To: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
From: Michael T. Jurusik
Date: January 31, 2024
**Re: County of Cook, Illinois d/b/a Cook County Land Bank Authority --
Purchase of Real Property Parcels Via Tax Deeds to Village to Facilitate and Promote
Redevelopment Within the Village and for Municipal Use Purposes by the Village
Expenditure of Madison Street / Fifth Avenue Tax Increment Financing District Funds and
IDHA Strong Communities Program (SCP) Funds**

Per the direction and recommendation of Acting Village Manager James Krischke and Director of Community Development Angela Smith, I have enclosed the following documents for review, discussion and action at an upcoming Combined Committee of the Whole Meeting / Regular Village Board Meeting:

1. AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF A TERM SHEET AND PURCHASE AND SALE AGREEMENTS WITH THE COUNTY OF COOK, ILLINOIS D/B/A COOK COUNTY LAND BANK AUTHORITY FOR THE VILLAGE ACQUISITION OF REAL PROPERTIES LOCATED WITHIN THE VILLAGE OF MAYWOOD AT 98 LEGION STREET, 1105 SOUTH 1ST AVENUE, 149 SOUTH 18TH AVENUE, 430 SOUTH 16TH AVENUE, 801 SOUTH 9TH AVENUE, 809 SOUTH 10TH AVENUE AND 1615 SOUTH 6TH AVENUE, AND APPROVING AND AUTHORIZING THE EXPENDITURE OF MADISON STREET / FIFTH AVENUE TAX INCREMENT FINANCING DISTRICT FUNDS AND ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) STRONG COMMUNITIES PROGRAM (SCP) FUNDS AND THE WAIVER OF VILLAGE LIENS AND OTHER MONIES DUE TO THE VILLAGE FROM THE COOK COUNTY LAND BANK AUTHORITY TO ALLOW THE PROPERTY ACQUISITIONS
2. The following Term Sheet is attached to the Ordinance as Exhibit "A" that covers the sale and conveyance of the following properties to the Village:
 - a. 98 Legion Street Property (PIN 15-14-205-011-0000) (Purchase Price: \$5,350.00).
 - b. 1105 South 1st Avenue Property (PIN 15-14-200-007-0000) (Purchase Price: \$5,000.00).
 - c. 149 South 18th Avenue Property (PIN 15-10-128-020-0000) (Purchase Price: \$5,315.00).
 - d. 430 South 16th Avenue Property (PIN 15-10-410-016-0000) (Purchase Price: \$5,000.00).
 - e. 801 South 9th Avenue Property (PIN 15-11-348-001-0000) (Purchase Price: \$5,000.00).
 - f. 809 South 10th Avenue Property (PIN 15-10-438-004-0000) (Purchase Price: \$5,000.00).
 - g. 1615 South 6th Avenue Property (PIN 15-14-151-015-0000). (Purchase Price: \$5,000.00).
2. Village Staff Memo dated February 6, 2024 to Village regarding the above conveyances.

As part of these transactions, the Village will waive any outstanding Village fines, liens and other monies due to the Village of Maywood in order to clear title to the above real properties as part of the real estate conveyance transactions so that the Village will obtain good and marketable title to the properties to facilitate and promote their redevelopment by the Village or future sale by the Village to parties interested in redevelopment of the properties.

The Purchase Prices for the Subject Properties will come from the Expenditure of Madison Street / Fifth Avenue Tax Increment Financing District funds and IDHA Strong Communities Program (SCP) funds. Land acquisition costs associated with purchasing properties located within the Madison Street / Fifth Avenue TIF District are eligible expenditures because those costs are included under the definition of "redevelopment project costs," as set forth in Section 11-74.4-3(q) of the TIF Act, 65 ILCS 5/11-74.4-3(q) and comply with the Madison Street/Fifth Avenue TIF Plan.

If there are any questions, please contact me.

Mike

Enclosures

cc: Tori-Love Garron, Village Clerk (w/ encls.)
 James Krischke, Acting Village Manager (w/ encls.)
 Frank Torres, Assistant Village Manager (w/encls.)
 Lanya Satchell, Finance Director (w/ encls.)
 Angela Smith, Community Development Director (w/encls.)
 Michele Kitch, Business Attraction and Retention Coordinator / CD Department (w/encls.)
 Walter Duncan, Director of Building and Code (w/ encls.)
 Bill Peterhansen, Village Engineer (w/ encls.)
 Michael A. Marrs, Village Attorney (w/ encls.)
 Carrie A. Winteregg, Village Attorney (w/ encls.)

ORDINANCE NO. CO-2024-_____

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF A TERM SHEET AND PURCHASE AND SALE AGREEMENTS WITH THE COUNTY OF COOK, ILLINOIS D/B/A COOK COUNTY LAND BANK AUTHORITY FOR THE VILLAGE ACQUISITION OF REAL PROPERTIES LOCATED WITHIN THE VILLAGE OF MAYWOOD AT 98 LEGION STREET, 1105 SOUTH 1ST AVENUE, 149 SOUTH 18TH AVENUE, 430 SOUTH 16TH AVENUE, 801 SOUTH 9TH AVENUE, 809 SOUTH 10TH AVENUE AND 1615 SOUTH 6TH AVENUE, AND APPROVING AND AUTHORIZING THE EXPENDITURE OF MADISON STREET / FIFTH AVENUE TAX INCREMENT FINANCING DISTRICT FUNDS AND ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) STRONG COMMUNITIES PROGRAM (SCP) FUNDS AND THE WAIVER OF VILLAGE LIENS AND OTHER MONIES DUE TO THE VILLAGE FROM THE COOK COUNTY LAND BANK AUTHORITY TO ALLOW THE PROPERTY ACQUISITIONS

WHEREAS, the Village of Maywood (“Village”) desires to obtain title from the County of Cook, Illinois d/b/a Cook County Land Bank Authority (the “Land Bank”) to each of the following parcels of real property located within the Village’s corporate boundaries to facilitate and promote redevelopment within the Village and for municipal use purposes by the Village at the purchase prices stated below:

1. 98 Legion Street Property (PIN 15-14-205-011-0000) (Purchase Price: \$5,350.00);
2. 1105 South 1st Avenue Property (PIN 15-14-200-007-0000) (Purchase Price: \$5,000.00);
3. 149 South 18th Avenue Property (PIN 15-10-128-020-0000) (Purchase Price: \$5,315.00);
4. 430 South 16th Avenue Property (PIN 15-10-410-016-0000) (Purchase Price: \$5,000.00);
5. 801 South 9th Avenue Property (PIN 15-11-348-001-0000) (Purchase Price: \$5,000.00);
6. 809 South 10th Avenue Property (PIN 15-10-438-004-0000) (Purchase Price: \$5,000.00); and
7. 1615 South 6th Avenue Property (PIN 15-14-151-015-0000) (Purchase Price: \$5,000.00).

(the “Subject Properties”); and

WHEREAS, the Land Bank has completed tax deed proceedings that resulted in it acquiring fee simple ownership of each of the Subject Properties; and

WHEREAS, the Land Bank desires to convey, and the Village desires to obtain title to, each of the Subject Properties to facilitate and promote redevelopment within the Village and for municipal use purposes by the Village in accordance with the terms and provisions set forth in a “Term Sheet” that have been prepared for each of the Subject Properties. The Terms Sheet is attached hereto as **Exhibit “A”** and made a part hereof; and

WHEREAS, the Land Bank will issue a standard form Purchase and Sale Agreement that contains the same economic terms and conditions as contained in the Term Sheet for each of the Subject Properties after the Village approves and delivers and executed Term Sheet to the Land Bank; and

WHEREAS, the President and Board of Trustees of the Village authorize the Village President or the Village Manager, or their designees, to execute the standard form Purchase and Sale Agreements for each of the Subject Properties, provided that the Agreements contain the same economic terms and conditions as contained in the attached Term Sheet; and

WHEREAS, in order to pay for the purchase of two (2) of the Subject Properties, the President and Board of Trustees of the Village agree to use tax increment financing (“TIF”) in accordance with the Illinois Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 *et seq.* (the “Act”) from the Village’s Madison Street / Fifth Avenue Tax Increment Financing District (the “TIF District”) to purchase

the 98 Legion Street Property and 1105 South 1st Avenue Property because the Properties are located in the TIF District and land acquisition costs are eligible TIF District expenditures under the definition of “redevelopment project costs,” as set forth in Section 11-74.4-3(q) of the TIF Act; and

WHEREAS, in order to pay for the purchase of the other Subject Properties, the President and Board of Trustees of the Village agree to use Illinois Housing Development Authority (IHDA) Strong Communities Program (SCP) Funds; and

WHEREAS, the President and Board of Trustees of the Village find that it is useful, advantageous, necessary and desirable for the Village to acquire the Subject Properties to facilitate and promote redevelopment within the Village and for municipal use purposes by the Village. The President and Board of Trustees of the Village of Maywood further find that it is protective of the health, welfare and safety of and in the best interests of the Village and its residents, property owners, local businesses and the public to approve this Ordinance authorizing execution of the Term Sheet and the Purchase and Sale Agreements, and acquisition of the Subject Properties from the Land Bank for purchase prices set forth in the Term Sheet.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, PURSUANT TO ITS HOME RULE POWERS AND INTERGOVERNMENTAL COOPERATION POWERS OF SECTION 6 (POWERS OF HOME RULE UNITS) AND SECTION 10(A) (INTERGOVERNMENTAL COOPERATION) OF ARTICLE VII (LOCAL GOVERNMENT) OF THE ILLINOIS CONSTITUTION OF 1970, AND THE INTERGOVERNMENTAL COOPERATION ACT (5 ILCS 220/), AS FOLLOWS:

SECTION 1: Incorporation. The statements set forth in the preambles of this Ordinance are found to be true and correct and are adopted as part of this Ordinance.

SECTION 2: Approval and Execution of Term Sheet and Other Related Documents. The Village President and Board of Trustees of the Village of Maywood (“Village Board”) approve and authorize the execution of the Land Bank Term Sheet (“Term Sheet”) to be entered into between the Village and the Land Bank for the acquisition of the Subject Properties, a copy of which are attached hereto as **Exhibit “A”** and made a part hereof. The Village Board also approves and authorizes the execution of the Land Bank standard form Purchase and Sale Agreements to be entered into between the Village and the Land Bank for the acquisition of the Subject Properties, provided they contain the same economic terms and conditions as set forth in the Term Sheet. The Village Board authorizes and directs the Village President and the Village Clerk’s Office or the Village Manager, or their designees, to execute the Term Sheet and the Land Bank standard form Purchase and Sale Agreements for the acquisition of the Subject Properties, and all other instruments and documents that are necessary to purchase the Subject Properties from the Land Bank at the purchase prices set forth in the attached Term Sheet, and to otherwise fulfill the Village’s obligations under the Term Sheet and each of the Purchase and Sale Agreements. All of the foregoing is subject to the Land Bank conveying good and marketable, fee simple title based on its acquisition of the Subject Properties by tax deed proceedings and vesting of title to the Subject Properties in the Land Bank via judicial tax deeds.

SECTION 3: Approval of Financial Obligations and Other Documents. The President and Board of Trustees further authorize and approve the payment of the purchase prices set forth in the Term Sheet for the acquisition of the Subject Properties and all budgeted and appropriated costs that are necessary to fulfill the Village’s obligations under the Term Sheet and the Purchase and Sale Agreements.

SECTION 4: Delivery of Signed Documents. The President and Board of Trustees of the Village direct the Village Clerk's Office or the Village Manager or the Village Attorney, or their designees, to forward a certified copy of this Ordinance and a fully executed copy of the Term Sheet to the Cook County Land Bank for submittal and record retention purposes. Upon their execution by the Village officials, the Village Clerk's Office or the Village Manager or the Village Attorney, or their designees, shall forward a fully executed copies of the Purchase and Sale Agreements for each of the Subject Properties to the Cook County Land Bank for submittal and record retention purposes.

SECTION 5: Effective Date. This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as required by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 6th day of February, 2024, and attested to by the Village Clerk this same day.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

Published by me in pamphlet form this ____ day of February, 2024.

Tori-Love Garron, Village Clerk

Exhibit "A"

**Terms Sheet from
County Of Cook, Illinois d/b/a Cook County Land Bank Authority
For Real Properties located at:**

- a. 98 Legion Street Property (PIN 15-14-205-011-0000) (Purchase Price: \$5,350.00).**
- b. 1105 South 1st Avenue Property (PIN 15-14-200-007-0000) (Purchase Price: \$5,000.00).**
- c. 149 South 18th Avenue Property (PIN 15-10-128-020-0000) (Purchase Price: \$5,315.00).**
- d. 430 South 16th Avenue Property (PIN 15-10-410-016-0000) (Purchase Price: \$5,000.00).**
- e. 801 South 9th Avenue Property (PIN 15-11-348-001-0000) (Purchase Price: \$5,000.00).**
- f. 809 South 10th Avenue Property (PIN 15-10-438-004-0000) (Purchase Price: \$5,000.00).**
- g. 1615 South 6th Avenue Property (PIN 15-14-151-015-0000) (Purchase Price: \$5,000.00).**

(attached)

FILE NUMBER:



**Cook County Land Bank Authority (“CCLBA”)
Term Sheet
local government officers and employees**

1. Property: SEE ATTACHMENT A
2. Purchaser: Name: Village of Maywood
Address: 40 Madison Street, Maywood, IL 60153
Contact: Angela Smith, Director of Community Development
Phone: (708) 450-6351
Email: asmith@maywood-il.gov
3. Purchaser’s Attorney: Name: Carrie A. Winteregg
Address: 120 S. LaSalle Street, Ste. 1710, Chicago, IL 60603
Phone: 312.718.5793
Email: cawinteregg@ktjlaw.com
4. Purchase Price: \$35,665
5. Proposed Municipal Use for Property: [Reimagine Maywood Initiative](#)
6. Financing: The Purchaser (check one) will or will not obtain financing to purchase the Property.
Lender: n/a

CCLBA will have the right to terminate this transaction upon any material change in how the purchase of the Property is being financed. Any such change will be permitted only with CCLBA’s express authorization.

7. Property Sold As-Is: Each Property sold by CCLBA is sold on an “as is” basis with no express or implied warranties as to condition.
8. Contract of Purchase and Sale: Upon the execution and delivery of this Term Sheet by both Seller and Purchaser (collectively, “Parties”), Seller will have its attorneys prepare, and send to Purchaser, a Purchase Agreement. Such Purchase Agreement shall be consistent with these terms and shall include other material terms and conditions of the sale yet to be agreed to by the Parties, including, without limitation, representations and warranties mutually acceptable to the Parties. The Purchaser shall have seven (7) business days from the date the Purchaser receives the Purchase Agreement to return a signed Purchase Agreement to the Seller’s attorneys. Electronic copies are acceptable. Notwithstanding any other provision, if a signed Purchase Agreement is not returned within seven (7) business days, the terms set forth in this Term Sheet and the Purchase Agreement shall expire.
9. Contingent on Acquisition: CCLBA (check one) has, has not, acquired the Property.

If CCLBA has not yet acquired the Property, CCLBA’s obligation to close on the Property is contingent upon CCLBA’s acquisition of the Property prior to ___NA___ (“Acquisition Deadline”). If, at any time, CCLBA notifies Purchaser that CCLBA will not be acquiring the Property prior to the Acquisition Deadline, this Term Sheet and the Purchase Agreement shall be null and void. The Acquisition Deadline may only be extended by mutual agreement by the Parties in writing.

10. Closing Location and Period: The closing of the purchase and sale (the “Closing”) shall take place no later than thirty (30) days (the “Closing Date”) at a mutually agreeable time at the offices of the CCLBA or as otherwise agreed to by the Parties in writing.

11. **Transfer Taxes; Prorations and Closing Costs:** Purchaser will shall pay the costs of any transfer/inspection fees and taxes due for Seller's acquisition and sale of the Property. Notwithstanding any local custom, Purchaser shall record the deed and pay all associated costs. Seller represents that property taxes have been voided through the year of Seller's acquisition. However, any taxes that have accrued between the year of Seller's acquisition and the Closing will be Purchaser's responsibility to pay. Seller will not provide a tax proration at Closing.
12. **Post-Closing Security.** CCLBA currently has a contract with Door & Window Guard Systems, Inc. ("DAWGS") to secure the Property while it is vacant. The rates for maintaining the DAWGS system after Closing are attached to this Term Sheet. Pursuant to local ordinance, Purchasers are obligated to keep the Property secured at all times after Closing until the property is re-occupied. Purchaser agrees to secure the Property after closing as follows:
- Keep and maintain the current DAWGS system at the attached rates.
- Discontinue and replace the DAWGS system.
- Not applicable
13. **Termination:** Unless the Parties have made and entered into a Purchase Agreement, Seller shall have the right to withdraw its acceptance of the terms in this Term Sheet. If the Seller exercises this option, this Term Sheet shall be deemed null and void and neither party shall have any further duties or obligations under this Term Sheet. If Seller withdraws acceptance of this Term Sheet, Seller agrees to refund the originating Party any Application Fee paid as part of this transaction. Neither Party shall be entitled to any monetary or legal damages as a result of termination.

If this term sheet correctly reflects your understanding of our mutual intent with respect to certain principal terms and conditions of the proposed sale of the Property, please so indicate by signing this Term Sheet and returning the same to the undersigned.

Cook County Land Bank Authority
("CCLBA")

By: _____

Name: Jessica Caffrey

Title: Executive Director

Agreed to as of _____

Application Fee Received: NA

Purchaser:

By: _____

Name: Nathaniel George Booker

Title: Village President

Agreed to as of _____

Attachment 2. Property tax information and supporting documentation for properties in question.

See attached. This page intentionally left blank.

Property Characteristics for PIN:

15-10-128-020-0000



PROPERTY ADDRESS

149 S 18TH AVE
MAYWOOD
60153
Township: PROVISO

MAILING ADDRESS

COOK COUNTY D B A C
69 W WASHINGTON FL31ST
CHICAGO, IL 60602

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 15,761
(2021 Board Final)
Assessment Information: 15,761
Estimated Property Value: \$157,610
Lot Size (SqFt): 6,300
Building (SqFt): 1,056
Property Class: 2-03
Tax Rate : 19.257
Tax Code : 31021

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$6,947.93 Pay Online: \$7,620.13
2021: \$7,026.99 Pay Online: \$8,982.92
2020: \$6,976.67 Payment History
2019: \$4,270.13 Payment History
2018: \$4,150.56 Payment History
*=(1st Install Only)

EXEMPTIONS

2022: 1 Exemptions Received
2021: 1 Exemptions Received
2020: 1 Exemptions Received
2019: 1 Exemptions Received
2018: 1 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Information
2018: Appeal Information

REFUNDS AVAILABLE

No Refund Available

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Tax Sale Has Not Occurred
2020: Taxes Forfeited
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

1703315120 - LIEN - 02/02/2017
1625619010 - JUDGMENT - 09/12/2016
1509319090 - RELEASE - 04/03/2015
0833908065 - RELEASE - 12/04/2008
0831708095 - MORTGAGE - 11/12/2008

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Property Characteristics for PIN:

15-14-205-011-0000



PROPERTY ADDRESS

98 LEGION ST
MAYWOOD
60153
Township: PROVISO

MAILING ADDRESS

COUNTY OF COOK D B A C
69 W WASHINGTON FL 31
CHICAGO, IL 60602

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 15,952
(2021 Board Final)
Assessment Information: 15,952
Estimated Property Value: \$159,520
Lot Size (SqFt): 4,736
Building (SqFt): 1,145
Property Class: 2-03
Tax Rate : 19.257
Tax Code : 31132

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$8,981.27 Pay Online: \$9,845.81
2021: \$9,017.47 Pay Online: \$11,511.15
2020: \$8,791.79 Payment History
2019: \$7,872.92 Payment History
2018: \$7,659.41 Payment History
*=(1st Install Only)

EXEMPTIONS

2022: 0 Exemptions Received
2021: 0 Exemptions Received
2020: 0 Exemptions Received
2019: 0 Exemptions Received
2018: 0 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Information
2018: Appeal Information

REFUNDS AVAILABLE

No Refund Available

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Tax Sale Has Not Occurred
2020: Taxes Forfeited
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

1703315145 - LIEN - 02/02/2017
1224148010 - JUDGMENT - 08/28/2012
1028854133 - LIEN - 10/15/2010
1028854132 - LIEN - 10/15/2010
0720810015 - RELEASE - 07/27/2007

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Property Characteristics for PIN:

15-10-410-016-0000



PROPERTY ADDRESS

430 S 16TH AVE
MAYWOOD
60153
Township: PROVISIO

MAILING ADDRESS

~~PERCY ROBINSON~~
430 S 16TH AV
MAYWOOD, IL 60153

see deed screenshot

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 11,749
(2021 Board Final)
Assessment Information: 11,749
Estimated Property Value: \$117,490
Lot Size (SqFt): 6,300
Building (SqFt): 1,276
Property Class: 2-05
Tax Rate : 19.257
Tax Code : 31084

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$4,689.27 Pay Online: \$5,144.03
2021: \$4,759.02 Pay Online: \$6,090.29
2020: \$4,765.55 Payment History
2019: \$4,609.44 Payment History
2018: \$4,480.60 Payment History
*=(1st Install Only)

EXEMPTIONS

2022: 1 Exemptions Received
2021: 1 Exemptions Received
2020: 1 Exemptions Received
2019: 1 Exemptions Received
2018: 1 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Information
2018: Appeal Information

REFUNDS AVAILABLE

No Refund Available

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Tax Sale Has Not Occurred
2020: Taxes Forfeited
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

2105622016 - NOTICE - 02/25/2021
1703315110 - LIEN - 02/02/2017
1420348029 - LIEN - 07/22/2014
1333754029 - LIEN - 12/03/2013
1321154013 - LIEN - 07/30/2013

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Property Characteristics for PIN:

15-11-348-001-0000



PROPERTY ADDRESS

801 S 9TH AVE
MAYWOOD
60153
Township: PROVISIO

MAILING ADDRESS

~~THOMAS WALKER~~
801 S 9TH AV
MAYWOOD, IL 60153

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 14,108
(2021 Board Final)
Assessment Information: 14,108
Estimated Property Value: \$141,080
Lot Size (SqFt): 3,669
Building (SqFt): 1,197
Property Class: 2-03
Tax Rate : 19.257
Tax Code : 31084

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$7,943.13 **35 ILCS 200/21-95**
2021: \$7,975.07 **35 ILCS 200/21-95**
2020: \$7,775.49 **Payment History**
35 ILCS 200/21-95
2019: \$6,635.30 **Payment History**
2018: \$6,455.16 **Payment History**
*=(1st Install Only)

EXEMPTIONS

2022: 0 Exemptions Received
2021: 0 Exemptions Received
2020: 0 Exemptions Received
2019: 0 Exemptions Received
2018: 0 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Information
2018: Appeal Information

REFUNDS AVAILABLE

No Refund Available

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Tax Sale Has Not Occurred
2020: Taxes Forfeited
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

1533122006 - LIEN - 11/27/2015
1430148005 - LIEN - 10/28/2014
1331748065 - LIEN - 11/13/2013
1307948005 - LIEN - 03/20/2013
1304454017 - LIEN - 02/13/2013

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Property Characteristics for PIN:

15-10-438-004-0000



PROPERTY ADDRESS

809 S 10TH AVE
MAYWOOD
60153
Township: PROVISIO

MAILING ADDRESS

COUNTY OF COOK DBAC
69 W WASHINGTON
CHICAGO, IL 60602

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 13,913
(2021 Board Final)
Assessment Information: 13,913
Estimated Property Value: \$139,130
Lot Size (SqFt): 4,125
Building (SqFt): 924
Property Class: 2-02
Tax Rate : 19.257
Tax Code : 31084

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$5,907.47 35 ILCS 200/21-95
2021: \$5,982.34 35 ILCS 200/21-95
2020: \$5,958.14 Payment History
35 ILCS 200/21-95
2019: \$3,625.11 Payment History
2018: \$3,522.99 Payment History
*=(1st Install Only)

EXEMPTIONS

2022: 1 Exemptions Received
2021: 1 Exemptions Received
2020: 1 Exemptions Received
2019: 1 Exemptions Received
2018: 1 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Information
2018: Appeal Information

REFUNDS AVAILABLE

No Refund Available

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Tax Sale Has Not Occurred
2020: Taxes Forfeited
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

2100822021 - NOTICE - 01/08/2021
1525139123 - LIEN - 09/08/2015
1420348035 - LIEN - 07/22/2014
1332948043 - LIEN - 11/25/2013
1222648001 - LIEN - 08/13/2012

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Property Characteristics for PIN:

15-14-151-015-0000



PROPERTY ADDRESS

1615 S 6TH AVE
MAYWOOD
60153
Township: PROVISO

MAILING ADDRESS

COUNTY OF COOK DBAC
69 W WASHINGTON 31F
CHICAGO, IL 60602

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 15,711
(2021 Board Final)
Assessment Information: 15,711
Estimated Property Value: \$157,110
Lot Size (SqFt): 5,175
Building (SqFt): 1,271
Property Class: 2-03
Tax Rate : 19.257
Tax Code : 31021

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$8,845.51 35 ILCS 200/21-95
2021: \$8,881.17 35 ILCS 200/21-95
2020: \$8,658.94 Payment History
35 ILCS 200/21-95
2019: \$7,025.09 Payment History
2018: \$6,834.40 Payment History
*=(1st Install Only)

EXEMPTIONS

2022: 0 Exemptions Received
2021: 0 Exemptions Received
2020: 0 Exemptions Received
2019: 0 Exemptions Received
2018: 0 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Filed
2018: Appeal Information

REFUNDS AVAILABLE

A refund is available.

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Taxes Paid By Tax Buyer
2020: No Tax Sale
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

1703406199 - LIEN - 02/03/2017
1525139118 - LIEN - 09/08/2015
1231848008 - LIEN - 11/13/2012
1028854077 - LIEN - 10/15/2010
1028854076 - LIEN - 10/15/2010

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Log #

AH		17076	
Due Date			
MONTH	3	DATE	8 20 24
COURT DATES			
MONTH	3	DATE	15 20 24
HOUR	10 AM	PHOTOS	YES

POLICE STATION
125 S. 5th Avenue
2nd Floor
Maywood, IL 60153

Failure to settle at the code department on or before the above due date, shall require your appearance in the administrative hearing court on the date indicated. Failure to appear in court or satisfactorily settle by the assigned date, may result in a default judgment being entered against you and/or property and a fine of up to \$1,000.00 per charge and applicable court cost.

MAYWOOD CODE DEPT.
40 MADISON ST.
MAYWOOD, ILLINOIS 60153

Penalty on or before Due Date is

\$ 1,000.00

COMPLAINANT VILLAGE OF MAYWOOD A Municipal Corporation.
NOTICE TO APPEAR

TO THE DEFENDANT HEREINAFTER NAMED:

You are hereby notified to appear before the Administrative Hearing Officer of the Village of Maywood of Cook County at the address and at the date and time shown at right, to respond to the charge described in the following Complaint.

COMPLAINT

The Complainant named above by its Inspector, on oath states that:

DAY	MONTH	DATE	YEAR
FRIDAY	12	12	2024
HOUR	AM	HOUR	PM
		3:16	

Cook County Land Bank
69 W. Washington Blvd Ste 2938
Chicago IL 60612

At 1615 S. 16th Ave in said Municipality defendant herein did violate

Section by (describe act)
of the local ordinance

MC 150.029 Failure to demolish, repair dangerous and unsafe building.

and further: states that he has reasonable grounds to believe the defendant guilty as charged
For the above named Municipality by: INSPECTOR *John Weavers #302*

Log #

AH 17425	
MONTH	3
DATE	8
YEAR	2024
COURT DATE IS	
MONTH	3
DATE	15
YEAR	2024
HOUR	10A.M.
of	PHOTOS
	yes

POLICE STATION
125 S. 5th Avenue
2nd Floor
Maywood, IL 60153

Failure to settle at the code department on or before the above due date, shall require your appearance in the administrative hearing court on the date indicated. Failure to appear in court or satisfactorily settle by the assigned date, may result in a default judgment being entered against you and/or property and a fine of up to \$1,000.00 per charge and applicable court cost.

MAYWOOD CODE DEPT.
40 MADISON ST.
MAYWOOD, ILLINOIS 60153

Penalty on or before Due Date is

\$ 1,000.00

COMPLAINANT VILLAGE OF MAYWOOD A Municipal Corporation.
NOTICE TO APPEAR

TO THE DEFENDANT HEREINAFTER NAMED:

You are hereby notified to appear before the Administrative Hearing Officer of the Village of Maywood of Cook County at the address and at the date and time shown at right, to respond to the charge described in the following Complaint.

COMPLAINT

The Complainant named above by its Inspector, on oath states that:

DAY	MONTH	DATE	YEAR
Fri	Jan	12	2024
HOUR	AM	HOUR	PM
		3:16	

--- Cook County Land Bank
--- 69 W. Washington Blvd STE 293B
--- Chicago IL 60602

At 1615 S. 6th Ave in said Municipality defendant herein did violate

Section by (describe act)
of the local ordinance

PM 301.3 Failure to maintain vacant structure and land in a clean, safe, secure and sanitary condition as provided here in so as not to cause a blighting problem or adversely affect the public health or safety.

and further: states that he has reasonable grounds to believe the defendant guilty as charged

For the above named Municipality by: INSPECTOR John Ulevens # 302

Property Characteristics for PIN:

15-14-200-007-0000



PROPERTY ADDRESS

1105 S 1ST AVE
MAYWOOD
60153
Township: PROVISIO

MAILING ADDRESS

COOK COUNTY D B A C
69 W WASHINGTON FL31ST
CHICAGO, IL 60602

PROPERTY CHARACTERISTICS

CURRENT INFORMATION

Assessed Value: 11,442
(2021 Board Final)
Assessment Information: 11,442
Estimated Property Value: \$114,420
Lot Size (SqFt): 8,712
Building (SqFt): 1,857
Property Class: 2-05
Tax Rate : 19.257
Tax Code : 31132

TAX BILLED AMOUNTS & TAX HISTORY

2022: \$6,442.04 Pay Online: \$7,062.18
2021: \$6,468.05 Pay Online: \$8,259.74
2020: \$6,306.08 Payment History
2019: \$7,787.12 Payment History
2018: \$7,575.79 Payment History
*=(1st Install Only)

EXEMPTIONS

2022: 0 Exemptions Received
2021: 0 Exemptions Received
2020: 0 Exemptions Received
2019: 0 Exemptions Received
2018: 0 Exemptions Received

APPEALS

2022: Not Available
2021: Not Available
2020: Appeal Information
2019: Appeal Information
2018: Appeal Information

REFUNDS AVAILABLE

A refund is available.

TAX SALE (DELINQUENCIES)

2022: Tax Sale Has Not Occurred
2021: Tax Sale Has Not Occurred
2020: Taxes Forfeited
2019: No Tax Sale
2018: No Tax Sale

DOCUMENTS, DEEDS & LIENS

1703344058 - LIEN - 02/02/2017
1430148001 - LIEN - 10/28/2014
1423748039 - LIEN - 08/25/2014
1327454008 - LIEN - 10/01/2013
0818340112 - ASSIGNMENT - 07/01/2008

All years referenced herein denote the applicable tax year (i.e., the year for which taxes were assessed). Parcels may from time to time be consolidated or subdivided. If information regarding a particular PIN appears to be missing for one or more tax years, it is possible that the PIN has changed due to a consolidation or subdivision. Users may contact the Cook County Clerk's Office for information regarding PIN lineage. Users should also note that the information displayed on this site does not include special assessments (which are billed and collected by municipalities) or omitted taxes (which are assessed on an ad hoc basis by the Cook County Assessor's Office). Please direct inquiries regarding the status of special assessments to your municipality. Questions regarding omitted taxes should be directed to the Assessor's Office.

Note: This printout cannot be used as a tax bill.

Viewing Document: 2332128018

View Document in New Window

Document Number: 2332128018
Document Type: DEED
Date Recorded: 11/17/2023
Date Executed: 9/22/2022
of Pages: 4
Address: 1105 S 1ST AVE, MAYWOOD

1 / 4 | - + ↺
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TAX DEED - SCAVENGER SALE

STATE OF ILLINOIS)
) SS.
 COUNTY OF COOK)

NO 06917 Y

Case Number: 2022COFD000513
FILED

County of Cook
 Attention: Name & Address

Joel Kavsher
 Deniz Soltanzadeh LLC
 190 S. LaSalle Street, Suite 2160
 Chicago, Illinois 60603

Doc# 2332128018 Fee #88.00

KAREN A. YARBROUGH
 COOK COUNTY CLERK
 DATE: 11/17/2023 11:32 AM Pg. 1 of 4

TAX DEED PURSUANT TO 335 ILCS 300/21-20(a) COLECTORS SCAVENGER SALE

As a PUBLIC SALE OF REAL ESTATE, for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to 335 ILCS 200/21-260, held in Cook County on July 15, 2019, the County Collector sold the real property identified by the Property Identification Number of: 15-14-200-007-0000 with the ATTACHED Legal Description, and Community Referred to Address of: 1105 S 1st Avenue, Maywood, Illinois 60153. And the real property not having been redeemed from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to entitle her, him or it, to a Deed of said real property, as found and ordered by the Circuit Court of Cook County in Case Number: 2022COFD000513;

Furthermore, I, KAREN A. YARBROUGH, County Clerk of the County of Cook, in the State of Illinois, with an office located at 118 N. Clark Street, Room 434, in Chicago, Illinois 60602, on consideration of the premises and by virtue of the compiled statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE: COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a true post office address and residence of: 60 West Washington Street, Floor 31, Chicago, Illinois 60602 and to his, hers, its or their heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, 335 ILCS 200/22-85, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed, in the time provided by

Grantors
 Name: COUNTY CLERK OF COOK COUNTY
 Trust#: _____

Grantees
 Name: COUNTY OF COOK
 COUNTY CLERK OF COOK COUNTY
 Trust#: _____

Viewing Document: 2331128025

Document Number: 2331128025
Document Type: DEED
Date Recorded: 11/7/2023
Date Executed: 2/15/2023
of Pages: 3
Address: 98 LEGION ST, MAYWOOD

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1 / 3 | - + | [Download] [Print] [Close]

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TAX DEED - SCAVENGER SALE

Doc # 2331128025 Fee \$95.00
2331128025

KAREN A. YARBROUGH
COOK COUNTY CLERK
DATE: 11/07/2023 12:42 PM PG: 1 OF 3

STATE OF ILLINOIS)
COUNTY OF COOK) SS.
Doc # 2331128025)
Case Number: 2021CO0005007)
KAREN A. YARBROUGH)
Cook County Clerk)
Julie Suhl)
Denzin Soltanzadeh LLC)
190 S. LaSalle Street, Suite 2160)
Chicago, Illinois 60603)

TAX DEED PURSUANT TO §35 ILCS 200/21-200/60 COLLECTORS SCAVENGER SALE

At a PUBLIC SALE OF REAL ESTATE for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to §35 ILCS 200/21-260, held in Cook County on July 15, 2019, the County Collector sold the real property identified by the Property Identification Number of: 15-14-205-011-0000 with the ATTACHED Legal Description, and Commonly Referred to Address of: 98 Legion Street, Maywood, Illinois 60153. And the real property not having been redeemed from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to entitle, her, him or it, to a Deed of said real property, as found and ordered by the Circuit Court of Cook County in Case Number: 2021CO0005007.

Furthermore, I, KAREN A. YARBROUGH, County Clerk of the County of Cook, in the State of Illinois, with an office located at 118 N. Clark Street, Rm 434, in Chicago, Illinois 60602, in consideration of the premises and by virtue of the completed statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE: COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a true post office address and residence of: 69 West Washington Street, Floor 31, Chicago, Illinois 60602 and to his, hers, its or their heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, §35 ILCS 200/22-85, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by

Grantors
Name CLERK OF COOK COUNTY Trust#

Grantees
Name COUNTY OF COOK Trust#
COUNTY LAND BK AUTHORITY

Viewing Document: 2332128017

Document Number: 2332128017
Document Type: DEED
Date Recorded: 11/17/2023
Date Executed: 9/7/2022
of Pages: 4
Address: 149 S 18TH AVE, MAYWOOD

Grantors
Name Trust#
COUNTY CLERK OF COOK COUNTY

Grantees
Name Trust#
COUNTY OF COOK
COOK COUNTY LAND BK AUTHORITY

View Document in New Window

1 / 4 | - +

TAX DEED - SCAVENGER SALE

STATE OF ILLINOIS
COUNTY OF COOK

Doc # 2332128017 Fee 182.00
KAREN A. YARBROUGH
COOK COUNTY CLERK
NOTE: 11/17/2023 11:52 AM Pg: 1 of 4

Doc # 07036 Y
2021COTD004128
Property's Information Name & Address
Joel Kroscher
Denzin Soltanzadeh LLC
190 S LaSalle Street, Suite 2160
Chicago, Illinois 60601

TAX DEED PURSUANT TO §35 ILCS 200/21-260(a), COLLECTOR'S SCAVENGER SALE

At a PUBLIC SALE OF REAL ESTATE for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to §35 ILCS 200/21-260, held in Cook County on July 15, 2019, the County Collector sold the real property identified by the Property Identification Number of 15-06-128-020-0000 with the ATTACHED Legal Description, and Commonly Referred to Address of 149 S 18th Avenue, Maywood, Illinois 60153. And the real property not having been redeemed from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to entitle her, him or it, to a Deed of said real property, as found and ordered by the Circuit Court of Cook County, in Case Number: 2021COTD004128.

Furthermore, KAREN A. YARBROUGH, County Clerk of Cook County, in the State of Illinois, with an office located at 118 N. Clark Street, Rm. 434, in Chicago, Illinois 60602, in consideration of the premises and by virtue of the completed statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE: COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a true post office address and residence of: 69 West Washington Street, Floor 31, Chicago, Illinois 60602 and to his, hers, its or their, heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, §35 ILCS 200/22-46, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by law, and the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by law, the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by law."

Viewing Document: 2329841058

Document Number: 2329841058
Document Type: DEED
Date Recorded: 10/25/2023
Date Executed: 8/26/2022
of Pages: 3
Address: 430 S 16TH AVE, MAYWOOD

Grantors Trust#
 Name
 COUNTY CLERK OF COOK COUNTY

Grantees Trust#
 Name
 COUNTY OF COOK
 COOK COUNTY LAND BK AUTHORITY

1 / 3

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TAX DEED PURSUANT TO §35 ILCS 200/21-200/26 COLECTOR'S SCAVENGER SALES

Doc# 2329841058 Fee \$88.00
 KAREN A. YARBROUGH
 COOK COUNTY CLERK
 DATE: 10/25/2023 12:48 PM PG: 1 OF 3

STATE OF ILLINOIS)
) SS,
 COUNTY OF COOK)

06847 Y

Case Number: 2021COTD004200

Signers: Jonathan Alan Pomeroy, Esq., Attorney
 Joel Krosner
 Julie Suhl
 Derezin Solganazadeh LLC
 190 S. LaSalle Street, Suite 2160
 Chicago, Illinois 60603

TAX DEED PURSUANT TO §35 ILCS 200/21-200/26 COLECTOR'S SCAVENGER SALES

As a PUBLIC SALE OF REAL ESTATE for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to §35 ILCS 200/21-260, held in Cook County on July 13, 2019, the County Collector sold the real property identified by the Property Identification Number of: 15-10-04-016-0000 with the ATTACHED Legal Description, and Commonly Referred to Address of: 430 S. 16th Avenue, Maywood, Illinois 60153. And the real property not having been redeemed from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to until here, him or it, to a Deed of said real property, as found and ordered by the Circuit Court of Cook County in Case Number: 2021COTD004200.

Furthermore, I, KAREN A. YARBROUGH, County Clerk of the County of Cook, in the State of Illinois, with an office located at 118 N. Clark Street, Rm 414, in Chicago, Illinois 60602, in consideration of the premises and by virtue of the completed statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE, COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a true post office address and residence of: 60 West Washington Street, Floor 31, Chicago, Illinois 60602 and to his, hers, its or their heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, §35 ILCS 200/22-85, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by law, and records the same within one year from and after the time for redemption expires, the certificate or deed, and the

Viewing Document: 2327610047

Document Number: 2327610047
Document Type: DEED
Date Recorded: 10/3/2023
Date Executed: 10/7/2022
of Pages: 3
Address: 801 S 9TH AVE, MAYWOOD

Grantors
Name: CLERK OF COOK COUNTY Trust#:
Grantees
Name: COUNTY OF COOK Trust#:
COUNTY OF COOK
COOK COUNTY LAND BK AUTH

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TAX DEED - SAVING TAXES

Doc# 2327610047 For \$98.00
KAREN A. YARBROUGH
COOK COUNTY CLERK
DATE: 10/03/2023 09:17 AM PG: 1 OF 3

STATE OF ILLINOIS)
COUNTY OF COOK) SS.
NO 06710 Y
Case Number: 2021COTD005030

Grantor's Information (Name & Address)
Jueli Knocher
Julie Suhl
Denzin Soltanzadeh LLC
190 S. LaSalle Street, Suite 2160
Chicago, Illinois 60603

TAX DEED PURSUANT TO 35 ILCS 300/21-300/23: COLLATERAL SAVING SALE

At a PUBLIC SALE OF REAL ESTATE for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to 35 ILCS 200/21-260, held in Cook County on July 15, 2019, the County Collector sold the real property identified by the Property Identification Number of 15-11-344-001-0000 with the ATTACHED Legal Description, and Commonly Referred to Address of 801 S 9th Avenue, Maywood, Illinois 60153. And the real property not having been released from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to entitle her, him or it, to a Deed of said real property, as found and ordered by the Circuit Court of Cook County in Case Number: 2021COTD005030.

Furthermore, I, KAREN A. YARBROUGH, County Clerk of the County of Cook, in the State of Illinois, with an office located at 118 N. Clark Street, Room 434, in Chicago, Illinois 60602, in consideration of the premises and by virtue of the compiled statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE: COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a true post office address and residence of: 69 West Washington Street, Floor 31, Chicago, Illinois 60602 and to his, hers, its or their heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, 35 ILCS 200/22-85, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed at the time provided by

Viewing Document: 2326115025

Document Number: 2326115025
Document Type: DEED
Date Recorded: 9/18/2023
Date Executed: 11/9/2022
of Pages: 3
Address: 809 S 10TH AVE, MAYWOOD

Grantors
Name Trust#
CLERK OF COOK COUNTY

Grantees
Name Trust#
COUNTY OF COOK
COOK COUNTY LAND BK AUTH

1 / 3 | - + ↺

TAX DEED - SAVING FOR SALE **UNOFFICIAL COPY**

STATE OF ILLINOIS)
COUNTY OF COOK) SS

NO. 06726 Y

Case Number: 2021COTD004735

Grantee's Information (County & Address)
Joel Knoeher
Julie Suhl
Derain Soltanzadeh LLC
190 S LaSalle Street Suite 2160
Chicago, Illinois 60603

Doc # 2326115025 Fee \$69.00
6828 A. YARBROUGH
CLERK COUNTY CLERK
MAIL: 09/18/2023 03:01 PM PG: 1 OF 3

TAX DEED PURSUANT TO § 5 ILCS 200/21-26003, COLLIC. FOR SCAVENGER SALE

As a PUBLIC SALE OF REAL ESTATE for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to § 5 ILCS 200/21-2600, held in Cook County on July 15, 2019, the County Collector sold the real property identified by the Property Identification Number of: 15-10-438-004-0000 with the ATTACHED Legal Description, and Commonly Referred to Address of: 809 S. 10th Avenue, Maywood, Illinois 60153. And the real property not having been redeemed from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to entitle her, him or it, to a Deed of said real property, as found and ordered by the Circuit Court of Cook County in Case Number: 2021COTD004735.

Furthermore, I, KAREN A. YARBROUGH, County Clerk of the County of Cook, in the State of Illinois, with an office located at 118 N. Clark Street, Rm. 434, in Chicago, Illinois 60602, in consideration of the premises and by virtue of the compiled statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE: COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a principal office address and residence of: 69 West Washington Street, Floor 31, Chicago, Illinois 60602 and to his, hers, its or their heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, § 5 ILCS 200/22-85, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by

Viewing Document: 2326545022

Document Number: 2326545022
Document Type: DEED
Date Recorded: 9/22/2023
Date Executed: 10/25/2022
of Pages: 3
Address: 1615 S 6TH AVE, MAWWOOD

Grantors
Name Trust#
COUNTY CLERK OF COOK COUNTY

Grantees
Name Trust#
COUNTY OF COOK
COOK COUNTY LAND BK AUTH

View Document in New Window

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TAX DEED - SCAVENGER SALE

STATE OF ILLINOIS)
COUNTY OF COOK)
No. **00703** Y
Case Number: 2022COTD000673

UNOFFICIAL COPY

Doc# 2326545022 Fee \$38.00
KAREN A. YARBROUGH
COOK COUNTY CLERK
DATE: 09/22/2023 16:11 on Pg: 1 of 3

TAX DEED PURSUANT TO §35 ILCS 300/21-260(c) COLLECTOR'S SCAVENGER SALE

At a PUBLIC SALE OF REAL ESTATE for the NON-PAYMENT OF TAXES for THREE OR MORE YEARS, pursuant to §35 ILCS 300/21-260, held in Cook County on July 15, 2019, the County Collector sold the real property identified by the Property Identification Number of 15-14-151-015-0000 with the ATTACHED Legal Description and Commonly Referred to Address of 1615 South Avenue, Maywood, Illinois 60151. And the real property not having been redeemed from the sale, and it appearing that the holder of the Certificate of Purchase of said real property has complied with the laws of the State of Illinois, necessary to entitle her, him or it to a Deed of said real property, as found and ordered by the Circuit Court of Cook County in Case Number: 2021CTD000673.

Furthermore, I, KAREN A. YARBROUGH, County Clerk of Cook County of Cook, in the State of Illinois, with an office located at 118 N. Clark Street, Room 434, in Chicago, Illinois 60602, in consideration of the premises and by virtue of the compiled statutes of the State of Illinois in such cases provided, grant and convey to the GRANTEE: COUNTY OF COOK D/B/A COOK COUNTY LAND BANK AUTHORITY, with a true post office address and residence of: 69 West Washington Street, Floor 31, Chicago, Illinois 60602, and to his, hers, its or their heirs, successors and assigns, FOREVER, the above-referenced real estate, as described.

Finally, the following provision of the Compiled Statutes of the State of Illinois, §35 ILCS 300/22-45, is recited, as required by law:

"Unless the holder of the certificate purchased at any tax sale under this Code takes out the deed in the time provided by law, and records the same within one year from and after the time for redemption expires, the certificate or deed, and the

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. CO-2024-_____

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF A TERM SHEET AND PURCHASE AND SALE AGREEMENTS WITH THE COUNTY OF COOK, ILLINOIS D/B/A COOK COUNTY LAND BANK AUTHORITY FOR THE VILLAGE ACQUISITION OF REAL PROPERTIES LOCATED WITHIN THE VILLAGE OF MAYWOOD AT 98 LEGION STREET, 1105 SOUTH 1ST AVENUE, 149 SOUTH 18TH AVENUE, 430 SOUTH 16TH AVENUE, 801 SOUTH 9TH AVENUE, 809 SOUTH 10TH AVENUE AND 1615 SOUTH 6TH AVENUE, AND APPROVING AND AUTHORIZING THE EXPENDITURE OF MADISON STREET / FIFTH AVENUE TAX INCREMENT FINANCING DISTRICT FUNDS AND ILLINOIS HOUSING DEVELOPMENT AUTHORITY (IHDA) STRONG COMMUNITIES PROGRAM (SCP) FUNDS AND THE WAIVER OF VILLAGE LIENS AND OTHER MONIES DUE TO THE VILLAGE FROM THE COOK COUNTY LAND BANK AUTHORITY TO ALLOW THE PROPERTY ACQUISITIONS

which Ordinance was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting held on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the roll call vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

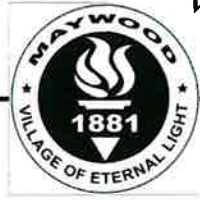
AYES: _____
NAYS: _____
ABSENT: _____

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this ____ day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]



Village of MAYWOOD

40 MADISON STREET • MAYWOOD, ILLINOIS 60153 • (708) 450-4405
COMMUNITY DEVELOPMENT

TO: Mr. Jim Krischke, Interim Village Manager
FROM: Angela Smith – Director of Community Development
DATE: February 6, 2024– Board Agenda Item
RE: Approval of term sheet and property purchases from Cook County Land Bank Authority (CCLBA) to Village of Maywood (VoM)

ATTACHMENTS:

- 1) Term sheet from CCLBA
- 2) Supporting documentation of seven properties

Background:

Please find attached the property tax, ownership information, and supporting documentation for the proposed purchase of seven properties from the CCLBA by VoM. CCLBA has offered these properties for low-cost purchase in response to VoM’s initiatives in the Reimagine Maywood program and other redevelopment and community revitalization efforts. Properties in existing commercial zones are to be targeted for commercial redevelopment, while properties in residential zones may be proposed to be rehabilitated or demolished in the future, based on their conditions and on VoM priorities.

List of properties:

Address	PIN	Price	Plan	Funding
<i>Maywood, IL, 60153</i>				
1105 S. 1 st Ave.	15-14-200-007-0000	\$5,000	Demo – commercial redevelopment	TIF
98 Legion St.	15-14-205-011-0000	\$5,350	Demo – commercial or residential redevelopment	TIF
149 S 18 th Ave.	15-10-128-020-0000	\$5,315	Reimagine – demo	SCP
430 S 16 th Ave.	15-10-410-016-0000	\$5,000	Reimagine – demo	SCP
801 S 9 th Ave.	15-11-348-001-0000	\$5,000	Reimagine – demo	SCP
809 S 10 th Ave.	15-10-438-004-0000	\$5,000	Reimagine – demo	SCP
1615 S. 6 th Ave.	15-14-151-015-0000	\$5,000	Reimagine – demo assessment-TBD	SCP

Action:

Approval of the term sheet, purchase, and transfer of properties from the CCLBA to VoM. Provide Village Manager with authority to execute Purchase agreements.

- Approval of expenditure of funds and payment to the Land Bank not to exceed \$12,000.00 from the Madison TIF for 98 Legion St and 1105 S. 1st .
- Approval of expenditure of funds and payment to the Land Bank not to exceed \$25,000.00 from SCP grant fund reimbursement for the following: **149 S. 18th, 430 S. 16th, 801 S. 9th, 809 S. 10th, 1615 S. 6th .**



**FINDINGS OF FACT AND RECOMMENDATIONS OF
THE PLAN COMMISSION/ZONING BOARD OF APPEALS OF THE VILLAGE OF MAYWOOD TO
THE PRESIDENT AND BOARD OF TRUSTEES**

Case #24-001

February 6, 2024

APPLICATION: PC/ZBA Case #24-001 – For an approval of a petition for a special use permit to operate an educational facility (vocational School) in the C-2 Pedestrian-Oriented Zoning District, on the property located at 1010 Madison Street, Maywood, Illinois.

PROPERTY: 1010 Madison Street, Maywood, Illinois 60153 (the “Property”)

PETITIONER: Lumity – 1010 Madison, LLC. (the “Petitioner”)

SUMMARY OF REQUEST AND RECOMMENDATION: Lumity – 1010 Madison, LLC, submitted an application requesting approval of a Special Use permit to operate an educational facility use (vocational school) in a C-2 Pedestrian-Oriented Commercial zoning district located at the property on 1010 Madison Street (the “Property”). Per the Village Code, an educational facility use (vocational school) requires a special use permit to operate within the C-2 Pedestrian-Oriented Commercial Zoning District pursuant to Table 8.1 (Commerical Districts Permitted and Special Uses)/Section 8.2 (Permitted and Special Uses) of the Zoning Ordinance of the Village of Maywood.

Following a public hearing held on January 30, 2024, the Plan Commission/Zoning Board of Appeals (PC/ZBA) recommended the Special Use permit for Petitioner to operate a vocational educational facility in a C-2 Pedestrian-Oriented Commercial zoning district to the Village Board of Trustees for approval on a vote of four (4) in favor and (1) opposed.

BACKGROUND: Petitioner is requesting a special use permit for the property located at 1010 Madison Street to operate an educational facility use (vocational school) in a C-2 Pedestrian-Oriented Commercial Zoning District. The property, which was owned by the Cook County Land Bank prior to Petitioner’s acquisition, is currently vacant, was previously a tire shop, and abuts C-2 zoning to the North, South, East, and West. Petitioner plans to renovate the vacant structure and to supply the facility with two classrooms and a workshop space for participants receiving hands on experience with tools.

PUBLIC HEARING: Chairperson Lira opened the Public Hearing on January 30, 2024. Chairperson Lira disclosed that her organization may work with Lumity in the future to provide housing for the program participants, but felt she could act impartially in the matter. Commissioner Avery abstained from any participation due to involvement/potential involvement in the construction of the roof on this project. Amber Forte, the Village’s Planner and Zoning Coordinator provided the PC/ZBA with an overview of the application and background.

Representatives of the Petitioner. were sworn in and testified regarding their petition. Kara Kennedy, Executive Director of Lumity testified that Lumity is a non-profit that does STEM education and STEM workforce development for young adults in high school through 24 years of age. She stated that they are interested in Maywood because of their partnerships with the State of Illinois, who encouraged them to explore coming to the west suburbs due to the lack of programming in the area in conjunction with the Illinois Works pre-apprenticeship and the Youthbuild programs. Once they met the Mayor, they desired to locate within Maywood. They began by working with youth at the Park District on 9th & Madison and more recently have provided programming in the 200 S. 5th Avenue building. They offer three different programs that address skills gaps for residents of Maywood and surrounding communities. Up to 40 youth is the maximum that can be in class at any given time, and there are at least 4 staff members. They intend to operate from 9 a.m. to 5 p.m. on Mondays and Fridays, and from 9 a.m. to 9 p.m. on Tuesday, Wednesday and Thursdays. The building, when redeveloped, will have two classrooms, workshop space for hands on training, a student lounge, and staff offices. There will be lighting in the front and security lighting in the back of the building.

Public notices were sent out and village staff did receive one emailed comment in support of the proposed special use from a Ms. Takiyah Edwards, which stated that the proposed use would be a great asset and would benefit area youth, but expressed a concern regarding parking due to a daycare being located on the same street.

Commissioners raised concerns about the programming not encouraging the program participants to finish high school or obtain a GED to ensure their math and literacy skills are above the average of a 5th grade level. Ms. Kennedy affirmed that it is an issue they are aware of and are working through within the organization to address more adequately through current and/or additional programming. They are also partnered with Triton College who she expressed is helping with tutoring program participants in order to raise the math skill levels. Lumity had not completed a study for literacy rates at the time of the public hearing.

In response to questioning, Ms. Kennedy confirmed that they are working with local trades as much as possible on job placement for youth after going through the program. Youth in the program are taken to trade sites in addition to the trades being invited to the facility to train students.

Concerns about the amount of natural light coming into the building were raised. The project's architect stated that the opportunity for natural light could possibly come in through the garage door at the rear of the structure where the workshop area is located. The building is land locked on both the East and West sides of the structure. They will look at the issue and cost of facilitating additional windows.

Parking concerns were raised by both the submitted letter and Commissioners. Parking has been a concern in the area, due to the other businesses (Funeral home, dollar store, strip malls, etc.) in close proximity to the 1010 Madison Street location. Petitioner has enough space to provide 4 parking spots on the parcel and was looking to use street parking to satisfy any additional parking needs. Ms. Kennedy stated that only one-third of their program participants drive, the other two-thirds of the participants use public transportation or are given a ride.

Commissioners would like to see an official parking plan for the parking to be offered at the rear of the structure. Village staff also noted that there is street frontage parking available to meet the parking requirements. Village staff commented that the parking calculation was done using the parking requirement reduction offered to commercial buildings in the C-2 Pedestrian-Oriented Commercial District in order to free up land use for business development as a priority over accommodating parking

demands. Parking requirements will be evaluated by staff and if the Petitioner is required to obtain a parking variation, they will need to return on a separate application.

There being no further questions or members of the public wishing to speak on the application, the Public Hearing was closed.

The staff memo, Petitioner's application, submitted letter, and the accompanying Agenda packet materials were made a part of the record.

MOTION: Following the close of the public hearing, the PC/ZBA motioned to recommend the Special Use permit for Petitioner to operate an educational facility (vocational school) at the Property in the C-2 Pedestrian-Oriented Commercial Zoning District to the Village Board of Trustees for approval.

ROLL CALL:

Ayes: Commissioner Files, Chairperson Lira, Commissioner Dawson, Commissioner Vallow

Nays: Commissioner Ratley

Abstain: Commissioner Avery (no vote or other participation due to conflict)

4-1-1 motion carried

FINDINGS: The PC/ZBA makes the following Findings as to the Special Use:

The establishment, maintenance and operation of the special use in the specific location proposed will not be unreasonably detrimental to or endanger the public health, safety or general welfare of any portion of the community:

Petitioner is a non-profit that does STEM education and STEM workforce development for young adults in high school through 24 years of age and will help to get young adults prepared for careers in the trades, green energy, and healthcare industries. The service offered will therefore benefit the immediate area and Village in general. Petitioner will rehabilitate a currently vacant building.

The proposed special use is compatible with adjacent properties and other property within the immediate vicinity of the special use:

The Property abuts other properties similarly zoned C-2 Pedestrian-Oriented zoning districts to the North, South, East, and West of parcel and will be a good fit for the proposed location.

The proposed special use will not substantially diminish and impair property values within the immediate vicinity:

The Property was owned by the Cook County Land Bank prior to Petitioner's acquisition, and has been sitting vacant since its previous use as a tire shop. Petitioner will renovate the vacant structure and supply the facility with two classrooms and a workshop space for participants receiving hands on experience with tools. Petitioner will invest over \$650,000 in the Property and its redevelopment should increase property values in the immediate vicinity.

The establishment of the proposed special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district:

While the surrounding area is largely built out, there is more than ample space for the educational use to locate at the Property without preventing further development and improvement in the surrounding area. The proposed educational use does not conflict adjacent uses in the area and the redevelopment of the Property may encourage further redevelopment of the surrounding properties.

Adequate utilities, access roads, drainage or other necessary facilities have been or are being provided:

The project is a complete renovation and due to the building sitting vacant, new HVAC, plumbing, roofing, and other necessary facilities are needed and will be completed. Parking for staff will be provided at the rear of the property.

The special use in the specific location proposed is consistent with the spirit and intent of the Village's Zoning Ordinance and its Comprehensive Plan:

A goal of the Village's Comprehensive Plan is to reactivate vacant and dilapidated parcels and this project does that. Petitioner's project will bring an investment in the Village of Maywood's workforce development, which reflects the Village's commitment to invest in one of the main assets of the community which are the youth of Maywood.

RECOMMENDATION: Based upon the foregoing Findings, the PC/ZBA, by a vote of 4-1-1, recommends to the President and Board of Trustees that a Permit to allow a Special Use permit to operate an educational facility use (vocational school) in a C-2 Pedestrian-Oriented Commercial zoning district located at the Property located at 1010 Madison Street be approved.

Signed: _____
Chairperson Sara Lira
Plan Commission/Zoning Board of Appeals
Village of Maywood

MEMORANDUM

TO: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
FROM: Michael A. Marrs
DATE: January 2, 2024
RE: Ordinance Approving a Special Use for an Educational Facility (Vocational School) at 1010 Madison Street – Lumity-1010 Madison, LLC

We have enclosed the following documents for your review, consideration and action at an upcoming Village Board Meeting:

1. AN ORDINANCE APPROVING A SPECIAL USE FOR AN EDUCATIONAL FACILITY (VOCATIONAL SCHOOL) AT 1010 MADISON STREET – LUMITY - 1010 MADISON, LLC
2. Plan Commission/Zoning Board of Appeals Findings of Fact and Recommendation regarding same, dated January 30, 2024 (Exhibit “B” to the Ordinance)
3. Exhibit to Findings and Recommendation, consisting of Staff Memo for the January 30 Public Hearing to the Plan Commission/Zoning Board of Appeals, and Application with Supporting Materials regarding the requested Special Use

The Recommendation of the Plan Commission/ZBA was to approve the requested Special Use permit for an educational facility use (vocational school) at the Property. The vote of the Plan Commission/ZBA was four (4) in favor and one (1) against, with one (1) abstention due to a conflict of interest.

Michael

Enclosures

cc. Tori-Love Garron, Village Clerk (w/ encls.)
James Krischke, Acting Village Manager (w/ encls.)
Angela Smith, Director of Community Development (w/ encls.)
Michelle Kitch, Business Attraction and Retention Coordinator (w/ encls.)
Amber Forte, Village Planner (w/ encls.)
Michael T. Jurusik, Village Attorney (w/ encls.)

MEMORANDUM

TO: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
FROM: Michael A. Marrs
DATE: January 31, 2024
RE: An Ordinance Creating a New Section 125.11 (Electronic Sweepstake Games Prohibited) and Amending Sections 125.01 (Authorizations) and 125.02 (Definition) of Title XI (Business Regulations) of the Maywood Village Code relating to Electronic Sweepstakes Machines

Per the direction of Acting Village Manager James Krischke, I have prepared the enclosed Ordinance for your consideration and action at an upcoming Combined Committee of the Whole Meeting / Village Board Meeting:

AN ORDINANCE CREATING A NEW SECTION 125.11 (ELECTRONIC SWEEPSTAKE GAMES PROHIBITED) AND AMENDING SECTIONS 125.01 (AUTHORIZATIONS) AND 125.02 (DEFINITION) OF TITLE XI (BUSINESS REGULATIONS) OF THE MAYWOOD VILLAGE CODE RELATIVE TO ELECTRONIC SWEEPSTAKES MACHINES

The Village recently learned that a business establishment within the Village was operating an electronic sweepstakes machine that was not licensed by the Illinois Gaming Board, in violation of the Village Code. While that machine has since been removed, it was determined that it would be beneficial to modify the Village Code to specifically prohibit electronic sweepstakes machines so there is no confusion going forward.

Sweepstakes machines currently exist in a grey area under Illinois law. They look like slot machines but are untaxed and unregulated. The Illinois Criminal Code has long provided that “[g]ames of skill or chance where money or other things of value can be won but no payment or purchase is required to participate” is not illegal gambling. 720 ILCS 5/28-1(b)(13). Proponents of sweepstakes machines argue that they are really gift card kiosks, in that you put in a certain amount of money and receive a gift card or coupon worth that same amount. In addition, the purchasers also get credits to be entered into a sweepstakes, which they then play on the same machine for cash prizes. The sweepstakes machine proponents argue that the gift card or coupon is what is being purchased, and that no consideration is therefore being paid for the sweepstakes entries. Opponents of the machines argue that they are a form of video gaming, and that obtaining the sweepstakes entries, rather than the coupon/gift card purchase, is the primary purpose of using the machines. A number of home rule communities have prohibited electronic sweepstakes machines, and the attached Ordinance will make explicit that they are prohibited within the Village.

If there are any questions, please contact me.

Michael

Enclosure

cc. Tori-Love Garron, Village Clerk (w/ encl.)
James Krischke, Acting Village Manager (w/ encl.)
Frances Torres, Assistant Village Manager (w/ encl.)
Lanya Satchell, Finance Director (w/ encl.)
Angela Smith, Director of Community Development (w/ encl.)
Michelle Kitch, Business Attraction and Retention Coordinator (w/ encl.)
Walter Duncan, Building & Code Department (w/ encl.)
Michael T. Jurusik, Village Attorney (w/ encl.)

ORDINANCE NO. CO-2024-_____

AN ORDINANCE CREATING A NEW SECTION 125.11 (ELECTRONIC SWEEPSTAKE GAMES PROHIBITED) AND AMENDING SECTIONS 125.01 (AUTHORIZATIONS) AND 125.02 (DEFINITION) OF TITLE XI (BUSINESS REGULATIONS) OF THE MAYWOOD VILLAGE CODE RELATIVE TO ELECTRONIC SWEEPSTAKES MACHINES

WHEREAS, the Village of Maywood (“Maywood”) is a home rule municipality, having all of the powers and authority granted to such municipalities pursuant to Article VII (Local Government), Section 6 (Powers of Home Rule Units) of the Illinois Constitution of 1970, including the right to exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Section 11-5-1 of the Illinois Municipal Code, 65 ILCS 5/11-5-1, provides Illinois municipalities with the authority to regulate “gaming, gambling houses, lotteries, and all fraudulent devices or practices for the purpose of obtaining money or property,” see also *Clair v. Village of Hanover Park*, 2021 IL App (1st) 190515-U; and

WHEREAS, Section 11-42-1 of the Illinois Municipal Code, 65 ILCS 5/11-42-1, further provides Illinois municipalities with the authority to regulate “amusements”; and

WHEREAS, electronic sweepstakes machines have been found to be operating within the Village; and

WHEREAS, pursuant to the Village’s home rule authority and the statutory authority set forth above, the Village President and Board of Trustees determines that it is in the best interest of the Village and its residents to prohibit electronic sweepstakes machines and that it is protective of the health, welfare and safety of and in the best interests of the Village and its residents, property owners, local businesses and the public to approve the Code Amendments as set forth below in this Ordinance.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. Each Whereas paragraph set forth above is incorporated by reference into this Section 1.

SECTION 2: Code Amendments. Sections 125.01 (Authorization) and 125.02 (Definitions) of Chapter 125 (Video Gaming) in Title XI (Business Regulations) are amended to read in their entirety as follows (additions to existing text marked with underlined text; deletions to existing text marked using ~~strikethrough~~):

“§ 125.01 AUTHORIZATION.

Video gaming terminals, as defined herein, may be located, possessed, maintained, and otherwise operated on premises within the Village by establishments licensed by the Illinois Gaming Board and by the Village, pursuant to the terms, conditions and requirements of this section and of the Video Gaming Act, 230 ILCS 40/1 et seq. Establishments eligible to be licensed by the Illinois Gaming Board under the Video Gaming Act, as amended, include licensed retail establishments where alcoholic liquor is drawn, poured, mixed or otherwise served for

consumption on the premises, certain fraternal organizations, certain veterans establishments, and certain truck stop establishments. This authorization does not apply to electronic sweepstakes machines, as defined and prohibited by Section 125.11 below.

§ 125.02 DEFINITION.

For the purposes of this ~~section~~chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

VIDEO GAMING TERMINAL. Any electronic video game machine that, upon insertion of cash, is available to play or simulate the play of a video game, including but not limited to video poker, line up, and blackjack, as authorized by the Illinois Gaming Board from time to time, utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. **VIDEO GAMING TERMINAL** does not include a machine that directly dispenses coins, cash or tokens, or electronic sweepstakes machines, as defined and prohibited by Section 125.11 below.”

SECTION 3: Code Amendments. A new Section 125.11 (Electronic Sweepstakes Machines Prohibited) of Chapter 125 (Video Gaming) in Title XI (Business Regulations) is added, to read in its entirety as follows (additions to existing text marked with underlined text; deletions to existing text marked using ~~strikethrough~~):

“§ 125.11 ELECTRONIC SWEEPSTAKES MACHINES PROHIBITED.

(A) For purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

ELECTRONIC MACHINE OR DEVICE. A mechanically, electrically or electronically operated machine or device, that is owned, leased or otherwise possessed by a sweepstakes sponsor or promoter, or any of the sweepstakes sponsor’s or promoter’s partners, affiliates, subsidiaries or contractors, that is intended to be used by a sweepstakes entrant, that uses energy, and that is capable of displaying information on a screen or other mechanism.

ENTER OR ENTRY. The act or process by which a person becomes eligible to receive any prize offered in a sweepstakes.

ENTERTAINMENT DISPLAY. Visual information capable of being seen by a sweepstakes entrant that takes the form of actual game play or simulated game play of games, including, but not limited to, a poker game or any other kind of playing card game; a bingo game; a craps game; a keno game; a lotto game; an eight-liner game; a pot-of-gold game; a game based on or involving the random or chance matching of different pictures, words, numbers or symbols not dependent on the skill or dexterity of the player; a casino or gambling game; and any other video game the outcome of which is not in whole or in part dependent on the skill or dexterity of the player that is played in the course of revealing a prize as a result of an entry into a sweepstakes.

PRIZE. Any gift, award, gratuity, good, service, credit, or anything else of value, which may be transferred to a person, whether possession of the prize is actually transferred, or placed on an account or other record as evidence of the intent to transfer the prize.

SWEEPSTAKES. Any game, advertising scheme or plan, or other promotion, which, with or without payment of any consideration, a person may enter to win or become eligible to receive any prize, the determination of which is based upon an element of chance.

(B) It shall be unlawful for any person to operate, or place into operation, an electronic machine or device for the following purposes:

(1) To conduct a sweepstakes through the use of an entertainment display, including the entry process or the reveal of a prize; or

(2) To promote a sweepstakes that is conducted through the use of an entertainment display, including the entry process or the reveal of a prize.

(C) Nothing in this Section shall prohibit duly licensed video gaming terminals as authorized by State law and by this Chapter and other applicable sections of this Code.

(D) It is the intent of this section to prohibit any mechanism that seeks to avoid application of this section through the use of subterfuge or pretense whatsoever.”

SECTION 4: Codifier to Make All Necessary Internal Amendments. To the extent necessary, all tables of contents, indexes, headings, text and internal references or cross-references to sections that need to be amended or deleted within the Maywood Code of Ordinances, as amended, as a consequence of the above Code Amendments, shall be amended by the Village’s codifier so as to be consistent with the terms of this Ordinance.

SECTION 5: Repeal of Conflicting Legislation; Severability; Validity of Non-Conflicting Legislation. All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed. Each section, paragraph, clause and provision of this Ordinance is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Maywood Village Code, as amended, shall remain in full force and effect.

SECTION 6: Effective Date. This Ordinance shall be in full force and effect from and after its adoption, approval and publication in the manner provided by law.

ADOPTED this 6th day of February, 2024 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me as Village President, and attested by the Village Clerk, on the 6th day of February, 2024.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

This Ordinance was published by me in pamphlet form on the ___ day of February, 2024.

Tori-Love Garron, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. CO-2024-_____

AN ORDINANCE CREATING A NEW SECTION 125.11 (ELECTRONIC SWEEPSTAKE GAMES PROHIBITED) AND AMENDING SECTIONS 125.01 (AUTHORIZATIONS) AND 125.02 (DEFINITION) OF TITLE XI (BUSINESS REGULATIONS) OF THE MAYWOOD VILLAGE CODE RELATIVE TO ELECTRONIC SWEEPSTAKES MACHINES

which Ordinance was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this ___ day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]

MEMORANDUM

To: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
From: Michael T. Jurusik
Date: January 31, 2024
Re: Review and Approval of Closed Meeting Minutes Content of the Combined Committee of the Whole and Special Board Meetings of the President and Board of Trustees for 2023 Full-Year Review

To comply with the review and approval requirement of closed meeting minutes per the Open Meetings Act (5 ILCS 120/), I have prepared the enclosed draft Resolution for your review, consideration and action:

A RESOLUTION APPROVING THE CONTENT OF AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE AND PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD (2023 FULL-YEAR REVIEW)

Draft Closed Meeting Minutes for the second half of 2023 will be provided by Deputy Village Clerk Connie Thompkins. The Closed Meeting Minutes have not yet been reviewed and approved by the Village Board. These Minutes were prepared by the Village Clerk's Office and reviewed by Klein, Thorpe and Jenkins, Ltd.

Due to a 2021 amendment to the Open Meetings Act (5 ILCS 120/) ("OMA"), **now public bodies, as well as their boards, committees and commissions, must conduct meetings to review their closed meeting minutes and approve them for content "... every 6 months, or as soon thereafter as is practicable,** taking into account the nature and meeting schedule of the public body. Committees which are ad hoc in nature shall review closed session minutes at the later of: (1) 6 months from the date of the last review of closed session minutes or (2) at the next scheduled meeting of the ad hoc committee..." (emphasis added). See, Section 2.06(d) (Minutes; right to speak) of the OMA, as amended by Public Act 102-653 (approved by Governor JB Pritzker on August 27, 2021, with an effective date of January 1, 2022). **The OMA also requires that a determination be made regarding whether all or portions of such minutes can either be released for public inspection and copying or whether there is a need to retain the confidentiality of such minutes.** Failure of a public body to strictly comply with the periodic review of closed session written minutes will not cause the written minutes or related verbatim record to become public or available for inspection in any judicial proceeding, other than a proceeding involving an alleged violation of this Act, if the public body, within 60 days of discovering its failure to strictly comply with the periodic review requirement, reviews the closed session minutes and makes the required determinations and thereafter reports those determinations in open session. **The OMA also requires that a determination be made regarding whether the public body shall destroy the recordings after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired.**

The enclosed Resolution makes certain determinations about: (1) the approval of the content and the advisability of the release of the minutes based on my own review of the closed meeting minutes; (2) the destruction of certain verbatim recordings of the closed meetings as permitted by the OMA; and (3) the need to maintain the confidentiality of certain verbatim recordings of the closed meetings until such future time as the corporate authorities decide to either release or destroy the recordings in accordance with the OMA.

The OMA provides public bodies (and their boards, committees and commissions) with the option of recessing to a closed meeting, via the appropriate motion, for purposes of discussing the approval of the content of the minutes and making the determination as to whether the minutes, or portions of the minutes, should be released or not. If discussion in closed meeting is desired, then the motion to recess to closed meeting should cite to Section 2(c)(21) of the OMA (5 ILCS 120/2(c)(21)), which still uses the “semi-annual” reference and provides:

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

NOTE: The public body does not have to recess to a closed meeting if there is consensus on the determinations set forth in the draft Resolution. In such case, I will make any necessary changes to the draft Resolution, per your direction.

The public body needs to approve the enclosed Resolution (once finalized) as an action item on an Agenda at an open meeting.

As a general practice, I recommend that the recordings be destroyed promptly after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired, as allowed by the OMA, to avoid any potential liability issues for comments that are made during a closed meeting. Section 5.B. of the enclosed draft Resolution is consistent with that recommendation.

If there are any questions, please contact me.

Mike

Enclosure

cc: Tori-Love Garron, Village Clerk (w/ encl.)
 Jim Krischke, Acting Village Manager (w/ encl.)
 Michael A. Marrs, Village Attorney (w/ encl.)

RESOLUTION NO. R-2024-_____

**A RESOLUTION APPROVING THE CONTENT OF
AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES
OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE
AND THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD
(2023 FULL-YEAR REVIEW)**

WHEREAS, the Corporate Authorities of the Village of Maywood, Cook County, Illinois (“Corporate Authorities”) have, on occasion, believed it to be necessary to conduct Closed Meetings (also referred to as “Closed Session”) and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/) (“OMA”); and

WHEREAS, the minutes of the Closed Meetings have been duly recorded by the Village Clerk pursuant to the requirements of the OMA. In addition, since 2004, as required by the OMA, the Village Clerk has prepared a verbatim record of all Closed Meetings in the form of audio recordings, which recordings are subject to destruction or release for public inspection, as directed by the Corporate Authorities, once the written minutes of the Closed Meetings are prepared and approved by the Corporate Authorities. The recordings are to be destroyed only after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired; and

WHEREAS, the OMA also requires the Corporate Authorities to meet, at least semi-annually, to review the minutes of Closed Meetings in order to approve their content and to determine whether such minutes, or any portions thereof, can be released for public review or remain closed to public review; and

WHEREAS, the Corporate Authorities have reviewed the minutes of all duly recorded Closed Meetings, as identified below, and have made the following determinations about: (1) the approval of the content and the advisability of the release of the Closed Meeting minutes or the retention of such minutes; (2) the destruction of certain verbatim audio recordings of the Closed Meetings as permitted by the OMA; and (3) the need to maintain the confidentiality of certain verbatim audio recordings of the Closed Meetings until such future time as the Corporate Authorities decide to either release or destroy the audio recordings in accordance with the OMA.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: Closed Meeting Minutes To be Released for Public Inspection. The content of the following Closed Meeting minutes are approved and may be released for public inspection, except for those parts of the minutes that still need to remain confidential as noted below in Section 3 (Closed Meeting minutes related to Village Board Meetings are listed unless a Committee of the Whole Meeting is designated below):

January 2023:	None
February 2023:	None
March 2023:	None
April 2023:	None
May 2023:	None
June 2023:	None
July 2023:	None
August 2023:	None
September 2023:	None
October 2023:	None
November 2023:	None
December 2023:	None

Copies of the above-referenced Closed Meeting minutes are on file with the Village Clerk's Office.

SECTION 3: Closed Meeting Minutes Retained As Confidential. The content of the following Closed Meeting minutes are approved, but the need for confidentiality still exists as to all or part of these minutes as noted below. (The Closed Meeting minutes relate to Village Board Meetings unless a Committee of the Whole Meeting is designated below.):

January 2023:	January 10 (Pending Litigation, Purchase or Lease of Real Property by the Village and Setting of Price for Sale or Lease of Village Owned Property)
February 2023:	February 7 (Probable and Imminent Litigation)
March 2023:	March 14 (Pending Litigation, Probable and Imminent Litigation and Purchase or Lease of Real Property by the Village)
April 2023:	April 18 (Pending Litigation and Probable and Imminent Litigation)
May 2023:	May 16 (Pending Litigation and Purchase or Lease of Real Property by the Village) and May 30 (Purchase or Lease of Real Property by the Village)
June 2023:	June 20 (Pending Litigation, Probable and Imminent Litigation, Purchase or Lease of Real Property by the Village and Setting of Price for Sale or Lease of Property Owned By the Village)
July 2023:	None

August 2023:	August 8 (Pending Litigation)
September 2023:	September 12 (Pending Litigation; Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body)
October 2023:	October 10 (Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body)
November 2023:	November 7 (Purchase of lease of real property for use by the Village; Pending Litigation; Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body)
December 2023:	None

Copies of the above-referenced Closed Meeting minutes are on file with the Village Clerk's Office.

SECTION 4: Determination Regarding All Other Closed Meeting Minutes. The Corporate Authorities further make the following determination: All other Closed Meeting minutes from prior years and those that have not been included in this Resolution, and their related audio recordings, which have not already been approved for release for public inspection, shall remain confidential and closed from public inspection until, at least, the next periodic review by the Corporate Authorities, or as directed by the Corporate Authorities in accordance with an approved Resolution that supersedes the determinations of the Corporate Authorities as set forth in this Resolution.

SECTION 5: Determinations and Directive Regarding Verbatim Records; Approval of Destruction of Certain Audio Recordings. Beginning January 1, 2004, the Act requires that a verbatim record of all Closed Meetings be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Corporate Authorities: (a) approve the written meeting minutes for each completed Closed Meeting; and (b) authorize the destruction of such recordings, provided at least eighteen (18) months have passed since the date of the last such approval or authorization. The Village has elected to maintain a verbatim record of all Closed Meetings in the form of audio recordings. The Corporate Authorities make the following determinations and issue the following directives:

- A. In regard to the Closed Meetings where the written minutes have not been prepared at this time, there is still a need for confidential treatment of the audio recordings of those Closed Meetings until such time as the written minutes are prepared and approved by the Corporate Authorities and a final decision is made by the Corporate Authorities as to the destruction of the audio recordings or the release of such audio recordings for public inspection.
- B. Each of the audio recordings of Closed Meetings, which were completed more than eighteen (18) months ago and for which written minutes have been prepared and approved by the Corporate Authorities more than eighteen (18) months ago, shall be

destroyed by the Village Clerk on the next business day following the approval date of this Resolution.

SECTION 6: Execution. The Village President is authorized and directed to sign and the Village Clerk is authorized and directed to attest to this Resolution.

SECTION 7: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me, and attested by the Village Clerk, on this 6th day of February, 2024.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my Office, entitled:

RESOLUTION NO. R-2024-_____

**A RESOLUTION APPROVING THE CONTENT OF
AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES
OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE
AND THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD
(2023 FULL-YEAR REVIEW)**

which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this ___ day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]

MEMORANDUM

To: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
From: Michael T. Jurusik
Date: January 31, 2024
Re: Review and Approval of Closed Meeting Minutes Content of the Combined Committee of the Whole and Special Board Meetings of the President and Board of Trustees for 2023 Full-Year Review

To comply with the review and approval requirement of closed meeting minutes per the Open Meetings Act (5 ILCS 120/), I have prepared the enclosed draft Resolution for your review, consideration and action:

A RESOLUTION APPROVING THE CONTENT OF AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE AND PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD (2023 FULL-YEAR REVIEW)

Draft Closed Meeting Minutes for the second half of 2023 will be provided by Deputy Village Clerk Connie Thompkins. The Closed Meeting Minutes have not yet been reviewed and approved by the Village Board. These Minutes were prepared by the Village Clerk's Office and reviewed by Klein, Thorpe and Jenkins, Ltd.

Due to a 2021 amendment to the Open Meetings Act (5 ILCS 120/) ("OMA"), **now public bodies, as well as their boards, committees and commissions, must conduct meetings to review their closed meeting minutes and approve them for content "... every 6 months, or as soon thereafter as is practicable,** taking into account the nature and meeting schedule of the public body. Committees which are ad hoc in nature shall review closed session minutes at the later of: (1) 6 months from the date of the last review of closed session minutes or (2) at the next scheduled meeting of the ad hoc committee..." (emphasis added). See, Section 2.06(d) (Minutes; right to speak) of the OMA, as amended by Public Act 102-653 (approved by Governor JB Pritzker on August 27, 2021, with an effective date of January 1, 2022). **The OMA also requires that a determination be made regarding whether all or portions of such minutes can either be released for public inspection and copying or whether there is a need to retain the confidentiality of such minutes.** Failure of a public body to strictly comply with the periodic review of closed session written minutes will not cause the written minutes or related verbatim record to become public or available for inspection in any judicial proceeding, other than a proceeding involving an alleged violation of this Act, if the public body, within 60 days of discovering its failure to strictly comply with the periodic review requirement, reviews the closed session minutes and makes the required determinations and thereafter reports those determinations in open session. **The OMA also requires that a determination be made regarding whether the public body shall destroy the recordings after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired.**

The enclosed Resolution makes certain determinations about: (1) the approval of the content and the advisability of the release of the minutes based on my own review of the closed meeting minutes; (2) the destruction of certain verbatim recordings of the closed meetings as permitted by the OMA; and (3) the need to maintain the confidentiality of certain verbatim recordings of the closed meetings until such future time as the corporate authorities decide to either release or destroy the recordings in accordance with the OMA.

The OMA provides public bodies (and their boards, committees and commissions) with the option of recessing to a closed meeting, via the appropriate motion, for purposes of discussing the approval of the content of the minutes and making the determination as to whether the minutes, or portions of the minutes, should be released or not. If discussion in closed meeting is desired, then the motion to recess to closed meeting should cite to Section 2(c)(21) of the OMA (5 ILCS 120/2(c)(21)), which still uses the “semi-annual” reference and provides:

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

NOTE: The public body does not have to recess to a closed meeting if there is consensus on the determinations set forth in the draft Resolution. In such case, I will make any necessary changes to the draft Resolution, per your direction.

The public body needs to approve the enclosed Resolution (once finalized) as an action item on an Agenda at an open meeting.

As a general practice, I recommend that the recordings be destroyed promptly after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired, as allowed by the OMA, to avoid any potential liability issues for comments that are made during a closed meeting. Section 5.B. of the enclosed draft Resolution is consistent with that recommendation.

If there are any questions, please contact me.

Mike

Enclosure

cc: Tori-Love Garron, Village Clerk (w/ encl.)
Jim Kruschke, Acting Village Manager (w/ encl.)
Michael A. Marrs, Village Attorney (w/ encl.)



MEMORANDUM

To: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
From: Michael T. Jurusik
Date: January 31, 2024
Re: Professional Engineering Services Agreement with Edwin Hancock Engineering Company for Preliminary and Design Engineering Services And Certain Subcontractor Professional Services Consisting Of Landscape Architect Design (Hitchcock Design Group), Environmental Engineering (True North Consultants), Geotechnical Engineering (Testing Service Corporation) And Surveying (Krisch Land Surveying, LLC) Necessary To Complete The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program

Per the request of Acting Village Manager James Krischke, I have enclosed the following documents for review, discussion and action during an upcoming Committee of the Whole Meeting / Village Board Meeting:

1. RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH EDWIN HANCOCK ENGINEERING COMPANY FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP), ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS), GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION) AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM, with a copy of the Agreement attached as Exhibit "1" to the Resolution.
2. Memorandum dated January 25, 2024 and prepared by Village Engineer Bill Peterhansen.

The Village of Maywood ("Village") recently approved a Grant Agreement in the amount of \$2,252,000.00 ("Grant Funds") for assistance from the Illinois Department of Commerce and Economic Opportunity ("DCEO") in order to participate in the Rebuild Downtowns & Main Streets Capital Grant Program and complete a project consisting of certain downtown streetscape improvements within the 5th Avenue business corridor and the Lake Street business corridor along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue (the "Project"). The Village was awarded the Grant Funds without any matching fund requirement. The Grant Funds will be used, in part, to pay for the professional services necessary to prepare preliminary and design engineering plans for the Project ("Preliminary and Design Engineering Work"), which will be performed by the Edwin Hancock Engineering Company ("Village Engineer" or "Hancock") and certain subcontractors in accordance with the enclosed Professional Services Agreement (the "PSA").

The scope of the Preliminary and Design Engineering Work to be performed by the Village Engineer and certain subcontractors (i.e., Landscape Architect Design by Hitchcock Design Group, Environmental Engineering by True North Consultants, Geotechnical Engineering by Testing Service Corporation and Surveying by Krisch Land Surveying, LLC) is described in the enclosed Hancock Memorandum. The total cost of the work performed by the Village Engineer and the Subcontractors will not exceed \$110,000.00.

If there are any questions, please contact me.

Mike

Enclosures

cc: Tori-Love Garron, Village Clerk (w/ encls.)
James Krischke, Acting Village Manager (w/ encls.)
Frank Torres, Assistant Village Manager (w/ encls.)
Lanya Satchell, Finance Director (w/ encls.)
Greg Buchanan, Interim Public Works Director (w/ encls.)
Angela Smith, Community Development Director (w/encls.)
Michele Kitch, Business Attraction and Retention Coordinator / CD Department (w/encls.)
Walter Duncan, Director of Building and Code (w/ encls.)
Bill Peterhansen, Village Engineer (w/ encls.)
Michael A. Marrs, Village Attorney (w/ encls.)

RESOLUTION NO. R-2024-__

**A RESOLUTION APPROVING AND AUTHORIZING
THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT
WITH EDWIN HANCOCK ENGINEERING COMPANY
FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES
AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES
CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP),
ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS),
GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION)
AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE
THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT
AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM**

WHEREAS, with the approval of Resolution No. R-2024-__ on January 9, 2024, the President and Board of Trustees of the Village of Maywood (the "Village Board") approved and entered into a Grant Agreement with the State of Illinois, Department of Commerce and Economic Opportunity ("DCEO") (Agreement No. _____ (24-____-____)) under which the DCEO agrees to pay \$2,252,000.00 (the "Grant Funds") to the Village of Maywood ("Village") for use by the Village to participate in the Rebuild Downtowns & Main Streets Capital Grant Program (Rebuild Downtowns & Main Streets) and complete a project consisting of certain Downtown Streetscape Improvements within the 5th Avenue Business Corridor and the Lake Street Business Corridor along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue (the "Project"). These streetscape improvements will include Village Gateway signage, decorative corridor signage and monuments, wayfinding signage, benches, planters, hanging potted plants, decorative banners, trees, grates, and enhanced pedestrian crossings; and

WHEREAS, completion of preliminary design and engineering work is necessary to begin the Project, which consists of collection and drafting of existing topographical survey information of the Project site, the evaluation of the existing roadway for the application of enhanced pedestrian crossings, the preparation of detailed plans of the proposed improvements, the preparation of specifications and bid documents in accordance with respective policies and procedures of the Village, the submittal and obtainment of permits to the Metropolitan Water District of Greater Chicago relative to storm sewer improvements within a combined sewer area, the submittal and obtainment of permits to the Illinois Department of Transportation relative to work along a state highway and erosion control practices, the coordination of all necessary subconsultants, the assistance in reviewing proposals and recommending award by the Village and the assistance in preparing pertinent documents, as well as performance of certain subcontractor professional services by Hitchcock Design Group for landscape architecture design work, True North Consultants for environmental engineering work, Testing Service Corporation for geotechnical engineering work, and Krisch Land Surveying, LLC for surveying work (the "Project Subcontractors"); and

WHEREAS, pursuant to the attached Professional Engineering Services Agreement ("Agreement"), Edwin Hancock Engineering Company, Village Engineer for the Village, and its Project Subcontractors agree to perform preliminary and design engineering work for the Project ("Preliminary and Design Engineering Work") and to assist the Village with the completion of the Project. Under the Agreement, the Village agrees to pay Edwin Hancock Engineering Company a not-to-exceed fee of

\$110,000.00 to complete the Preliminary and Design Engineering Work (“Engineering Fee”). The payment of the Engineering Fee to the Village Engineer is an eligible expense under the Grant funding received by the Village from the Rebuild Downtowns & Main Streets Capital Grant Program. A copy of the Agreement is attached hereto as Exhibit “1” and made a part hereof; and

WHEREAS, pursuant to its home rule powers and contracting authority provided by Article VII (Local Government), Sections 6 (Powers of Home Rule Units) and 10(a) (Intergovernmental Cooperation) of the Illinois Constitution of 1970, as well as the applicable provisions of the Illinois Municipal Code (65 ILCS 5/) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220), the President and Board of Trustees of the Village of Maywood have the authority to approve and enter into the attached Agreement, and find that entering into the Agreement is protective of the health, welfare and safety of and in the best interests of the Village and its residents, property owners, local businesses and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, ILLINOIS AS FOLLOWS:

SECTION 1: Incorporation. Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: Approval of the Agreement. The President and Board of Trustees of the Village of Maywood authorize and approve the execution of the attached Agreement (Exhibit “1”).

SECTION 3: Execution of the Agreement and Approval of Financial Obligations and Other Related Documents. The President and Board of Trustees of the Village authorize and direct the Village President and Village Clerk, or their designees, to execute the final version of the attached Agreement (Exhibit “1”), which may contain certain non-substantive and non-financial modifications that are approved by the Village Attorney, and to execute all other instruments and documents and pay all costs that are necessary to fulfill the Village’s obligations under the Agreement, including the Engineering Fee, from the Rebuild Downtowns & Main Streets Capital Grant Program Grant funding received by the Village.

SECTION 4: Delivery of Signed Documents. The President and Board of Trustees of the Village direct the Village Clerk’s Office, or its designee, to forward certified copies of this Resolution and fully executed copies of the Agreement and all other related documents to the DCEO, Hancock and all other interested parties for submittal and record retention purposes.

SECTION 5: Effective Date. This Resolution shall be effective immediately upon its passage and approval, or as otherwise provided by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 6th day of February, 2024 by the Village President of the Village of Maywood, and attested by the Village Clerk on the same day.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

[SEAL]

Exhibit "1"

**Professional Engineering Services Agreement
With Edwin Hancock Engineering Company
For The Performance Of Preliminary And Design Engineering Services
Necessary For The Village Of Maywood To Complete
The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project
As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program**

(attached)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my office, entitled:

RESOLUTION NO. R-2024-____

**A RESOLUTION APPROVING AND AUTHORIZING
THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT
WITH EDWIN HANCOCK ENGINEERING COMPANY
FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES
AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES
CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP),
ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS),
GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION)
AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE
THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT
AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM**

which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 6th day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]

MEMO

Date: January 25, 2024

To: Village of Maywood

Attn: Mr. James Krischke, Acting Village Manager
Mr. Frank Torres, Assistant Village Manager
Mr. Greg Buchanan, Acting Director of Public Works

From: Bill Peterhansen, P.E., CFM

Re: Rebuild Illinois Downtowns & Main Streets Capital Grant
5th Avenue and Lake Street Business Corridor Enhancements
Design Engineering Agreement

Recently the Village board approved the grant agreement with the State of Illinois Department of Commerce and Economic Opportunity (IL DCEO) for the subject project. Attached are our proposed engineering agreements to provide preliminary and design engineering services related to the subject project.

Summary of Project Scope

The primary focus of the project includes installation of Village gateway signage, decorative corridor signage, wayfinding signage, pedestrian experience enhancements such as benches, decorative landscaping planters, additional trees w/grates, and enhanced pedestrian crossings. The limits of the project will generally extend along 5th Avenue from Quincy Street to Chicago Avenue and Lake Street from 1st Avenue to 9th Avenue, with opportunity to extend certain informational signage beyond those limits. The project will build further upon the completed streetscape improvements along 5th Avenue as well as Lake Street in the previous decade. The Village has the option of selecting the specific type and style of the gateway signage, pedestrian enhancements, and other aesthetic aspects of the project. Attached to this memo are sample images of proposed elements that will be considered.

A second feature of this project includes the acquisition of the properties located at 115 S. 5th Avenue, to the north of the library building, making them shovel ready for future development. Additionally, a planning element is attached to this item which includes pre-design services so that the property is ready for future development without any unknowns.

Summary of Engineering Agreement

The Preliminary & Design Engineering Fee for this project is \$110,000, which represents the time to collect and draft existing topographical survey information of the site; provide coordination with subconsultants, evaluate the roadway for the application of enhanced pedestrian crossings, prepare detailed proposed plans of the improvements; prepare specifications and bid documents in accordance with respective policies and procedures of the Village of Maywood; the submittal and obtainment of permits to the Metropolitan Water District of Greater Chicago regarding storm sewer improvements within a combined sewer area, the submittal and obtainment of permits to the Illinois Department of Transportation (IDOT) regarding work along a state highway as well as erosion control practices, assisting the Village staff in reviewing received proposals and making a recommendation of award to the Village Board; and the preparation of contract documents upon award by the Village Board.

We will work with a team of subconsultants for this project as follows (see attached proposals for more information):

- Landscape Architect: Hitchcock Design Group
- Environmental Engineer: True North Consultants
- Geotechnical Engineer: Testing Service Corporation
- Surveyor: Krisch Land Surveying, LLC

Project Funding

All of the proposed professional services related to this project are eligible to be funded through the grant at a rate of 100%.

Project Schedule

The project schedule will complete the project by August 31, 2025, which provides some cushion to the grant expense deadline of October 31, 2025. In order to complete the above work by the completion date, the following schedule is proposed:

Approval of Engineering Agreements	February 6, 2024
Project Kickoff	February 15, 2024
Initiate Property Investigation and Acquisition	March 1, 2024
Completion of Topographic Survey and Base Plans	April 1, 2024
Initial Streetscape Scoping and Selection of Elements	May 1, 2024
Completion of Subconsultant Work at Property to be Acquired	May 15, 2024
Final Streetscape Scoping and Selection of Elements	July 1, 2024

Completion of Property Acquisition	July 15, 2024
Submittal of Permitting Documents to IDOT	August 1, 2024
Approval of Permitting Documents	October 1, 2024
Advertisement for Bid	October 15, 2024
Award of Contract	November 12, 2024
Begin Construction	March 1, 2025
Construction Completion	August 31, 2025

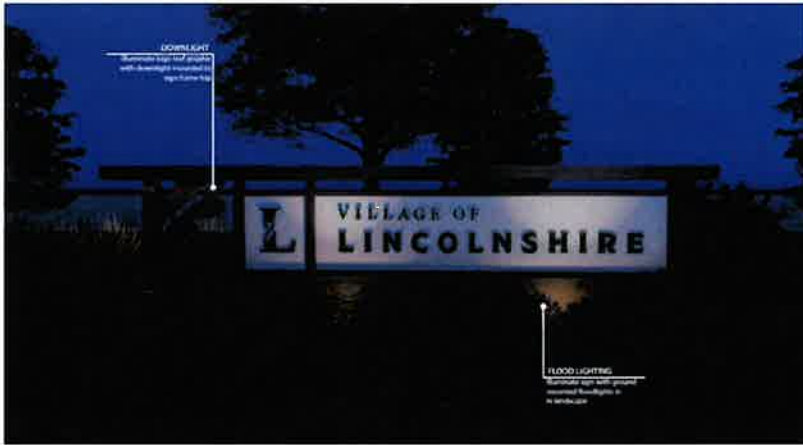
Action

If the Village would like to move forward with the project, a resolution approving this agreement will need to be approved.

We are available, at your convenience, to answer any questions regarding this project and our proposal.

Sample Elements for Consideration

Village Gateway Signage



Sample Decorative Corridor Signage/Monuments:



Sample Wayfinding Signage:



Sample Enhanced Planters/Benches:



Modular Streetscape Planter Concepts



REBUILD ILLINOIS - DOWNTOWN & MAIN STREETS CAPITAL GRANT PROGRAM



VILLAGE OF MAYWOOD PROJECT LOCATION MAP 2 OF 2

LEGEND:

-  PROPOSED PROPERTY ACQUISITION AND CONSOLIDATION
-  ST. CHARLES RD. R.O.W.



HANCOCK ENGINEERING • Civil Engineers • 2025 National Firm
 • Municipal Consultants • Professional A, B, & C PE
 • (MultiState 171) • Phone: 781.282.2222
 www.hancockeng.com

DATE	11/15/2024
BY	JK
CHECKED	JK
APPROVED	JK

ORDINANCE NO. CO-2024-___

**AN ORDINANCE APPROVING
A SPECIAL USE FOR AN EDUCATIONAL FACILITY (VOCATIONAL SCHOOL) AT 1010 MADISON STREET –
LUMITY - 1010 MADISON, LLC**

WHEREAS, a petition for consideration of a request for a Special Use Permit for an educational facility (vocational school) pursuant to Section 4.4 of the Village Zoning Ordinance (“Zoning Code”), on the property commonly known as 1010 Madison Street (the “Subject Property”), was filed with the Village of Maywood (“Village”) by Lumity – 1010 Madison LLC (“Petitioner”); and

WHEREAS, the Petition has been referred to the Plan Commission/Zoning Board of Appeals (“Plan Commission”) of the Village and has been processed in accordance with the Zoning Code; and

WHEREAS, the Subject Property is legally described in Exhibit “A” attached hereto and made a part hereof; and

WHEREAS, the Plan Commission held a public hearing on January 30, 2024 on the question of whether the requested Special Use should be granted, at which time all persons present were afforded an opportunity to be heard; and

WHEREAS, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing. In addition, notice was sent to surrounding property owners; and

WHEREAS, on January 30, 2024, the Plan Commission voted to favorably recommend the requested Special Use Permit to the Village President and Board of Trustees of the Village of Maywood on a vote of four (4) in favor and one (1) opposed; and

WHEREAS, the Plan Commission of the Village has reported its findings and recommendation regarding the Special Use to the Village President and Board of Trustees, and the Village President and Board of Trustees have duly considered the Plan Commission’s findings and recommendation (the “Findings and Recommendation”), a copy of which is attached hereto as Exhibit “B” and made a part hereof, and all of the materials, facts and circumstances affecting the Application, and find that the Application satisfies the standards established in Section 4.4 (Special Uses) of the Zoning Code governing special use approvals, subject to the stated condition.

BE IT ORDAINED, BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. The foregoing recitals are incorporated into this Ordinance by this reference as findings of the President and Board of Trustees.

SECTION 2: Approval and Adoption of Plan Commission the Findings of Fact and Recommendation. The President and Board of Trustees of the Village of Maywood approve and adopt the Findings of Fact and Recommendation of the Plan Commission (Exhibit “B”), and incorporate such findings and recommendation herein by reference as if fully set forth herein.

SECTION 3: Approval of Special Use Permit with Conditions. The President and Board of Trustees, after considering and adopting the Findings and Recommendation of the Plan Commission and other matters properly before it, grant the requested Special Use Permit for an educational facility (vocational school) use on the Subject Property pursuant to Section 4.4 of the Zoning Code.

SECTION 4: Violation of Special Use Permit with Conditions and Rescission. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance or regulation of the Village shall be grounds for the immediate rescission by the President and Board of Trustees of the approvals made in this Ordinance.

SECTION 5: Recordation; Delivery of Recorded Ordinance. A certified fully executed copy of this Ordinance shall be recorded against title to the Subject Property by the Village, at the Petitioner's sole cost, with the Cook County Clerk's Office Recording Division ("CCCORD"). The Village Attorney shall provide the Petitioner, the Village Clerk's Office and the Community Development Department with CCCORD-file stamped copies of the certified Ordinance after it is filed with the CCCORD for record retention purposes.

SECTION 6: Repealer; Severability. All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed. Each section, paragraph, clause and provision of this Ordinance is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 7: Effective Date. This Ordinance shall be in full force and effect from and after its adoption, approval and publication as provided by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me as Village President, and attested to by the Village Clerk, on the 6th day of February, 2024.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

Published by me in pamphlet form this 6th day of February, 2024.

Tori-Love Garron, Village Clerk

Exhibit "A"

**Legal Description
of the Subject Property**

LOT 8 (EXCEPT THE EAST 14 FEET 4 INCHES) AND THE EAST 14.5 FEET OF LOT 9 IN CUMMINGS AND FOREMAN REAL ESTATE CORPORATION MADISON STREET AND 17TH AVENUE SUBDIVISION IN THAT PART OF SEMINARY ADDITION TO MAYWOOD, A SUBDIVISION OF PART OF THE NORTHEAST ¼ OF SECTION 15, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

COMMON PROPERTY ADDRESS: 1010 MADISON STREET, MAYWOOD, ILLINOIS 60153

PIN: 15-15-206-029-0000

Exhibit "B"

**FINDINGS OF FACT AND RECOMMENDATION
OF THE PLAN COMMISSION / ZONING BOARD OF APPEALS
OF THE VILLAGE OF MAYWOOD
TO THE PRESIDENT AND BOARD OF TRUSTEES
FOR A SPECIAL USE FOR AN EDUCATIONAL FACILITY (VOCATIONAL SCHOOL)
FOR PROPERTY LOCATED AT 1010 MADISON STREET, MAYWOOD, ILLINOIS**

Dated January 30, 2024

(attached)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, Cook County, Illinois, certify that the attached document is a true and correct copy of the Ordinance now on file in my office, entitled:

ORDINANCE NO. CO-2024-___

**AN ORDINANCE APPROVING
A SPECIAL USE FOR AN EDUCATIONAL FACILITY (VOCATIONAL SCHOOL) AT 1010 MADISON STREET –
LUMITY - 1010 MADISON, LLC**

which was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Special Meeting of the Board of Trustees held on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of the said Ordinance by the Board of Trustees of the Village of Maywood was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Maywood, and that the result of the vote was as follows, to wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Ordinance, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 6th day of February, 2024.

Tori-Love Garron, Village Clerk

SEAL

RESOLUTION NO. R-2024-_____

**A RESOLUTION APPROVING THE CONTENT OF
AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES
OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE
AND THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD
(2023 FULL-YEAR REVIEW)**

WHEREAS, the Corporate Authorities of the Village of Maywood, Cook County, Illinois (“Corporate Authorities”) have, on occasion, believed it to be necessary to conduct Closed Meetings (also referred to as “Closed Session”) and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/) (“OMA”); and

WHEREAS, the minutes of the Closed Meetings have been duly recorded by the Village Clerk pursuant to the requirements of the OMA. In addition, since 2004, as required by the OMA, the Village Clerk has prepared a verbatim record of all Closed Meetings in the form of audio recordings, which recordings are subject to destruction or release for public inspection, as directed by the Corporate Authorities, once the written minutes of the Closed Meetings are prepared and approved by the Corporate Authorities. The recordings are to be destroyed only after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired; and

WHEREAS, the OMA also requires the Corporate Authorities to meet, at least semi-annually, to review the minutes of Closed Meetings in order to approve their content and to determine whether such minutes, or any portions thereof, can be released for public review or remain closed to public review; and

WHEREAS, the Corporate Authorities have reviewed the minutes of all duly recorded Closed Meetings, as identified below, and have made the following determinations about: (1) the approval of the content and the advisability of the release of the Closed Meeting minutes or the retention of such minutes; (2) the destruction of certain verbatim audio recordings of the Closed Meetings as permitted by the OMA; and (3) the need to maintain the confidentiality of certain verbatim audio recordings of the Closed Meetings until such future time as the Corporate Authorities decide to either release or destroy the audio recordings in accordance with the OMA.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: Closed Meeting Minutes To be Released for Public Inspection. The content of the following Closed Meeting minutes are approved and may be released for public inspection, except for those parts of the minutes that still need to remain confidential as noted below in Section 3 (Closed Meeting minutes related to Village Board Meetings are listed unless a Committee of the Whole Meeting is designated below):

January 2023:	None
February 2023:	None
March 2023:	None
April 2023:	None
May 2023:	None
June 2023:	None
July 2023:	None
August 2023:	None
September 2023:	None
October 2023:	None
November 2023:	None
December 2023:	None

Copies of the above-referenced Closed Meeting minutes are on file with the Village Clerk's Office.

SECTION 3: Closed Meeting Minutes Retained As Confidential. The content of the following Closed Meeting minutes are approved, but the need for confidentiality still exists as to all or part of these minutes as noted below. (The Closed Meeting minutes relate to Village Board Meetings unless a Committee of the Whole Meeting is designated below.):

January 2023:	January 10 (Pending Litigation, Purchase or Lease of Real Property by the Village and Setting of Price for Sale or Lease of Village Owned Property)
February 2023:	February 7 (Probable and Imminent Litigation)
March 2023:	March 14 (Pending Litigation, Probable and Imminent Litigation and Purchase or Lease of Real Property by the Village)
April 2023:	April 18 (Pending Litigation and Probable and Imminent Litigation)
May 2023:	May 16 (Pending Litigation and Purchase or Lease of Real Property by the Village) and May 30 (Purchase or Lease of Real Property by the Village)
June 2023:	June 20 (Pending Litigation, Probable and Imminent Litigation, Purchase or Lease of Real Property by the Village and Setting of Price for Sale or Lease of Property Owned By the Village)
July 2023:	None

August 2023:	August 8 (Pending Litigation)
September 2023:	September 12 (Pending Litigation; Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body)
October 2023:	October 10 (Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body)
November 2023:	November 7 (Purchase of lease of real property for use by the Village; Pending Litigation; Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body)
December 2023:	None

Copies of the above-referenced Closed Meeting minutes are on file with the Village Clerk's Office.

SECTION 4: Determination Regarding All Other Closed Meeting Minutes. The Corporate Authorities further make the following determination: All other Closed Meeting minutes from prior years and those that have not been included in this Resolution, and their related audio recordings, which have not already been approved for release for public inspection, shall remain confidential and closed from public inspection until, at least, the next periodic review by the Corporate Authorities, or as directed by the Corporate Authorities in accordance with an approved Resolution that supersedes the determinations of the Corporate Authorities as set forth in this Resolution.

SECTION 5: Determinations and Directive Regarding Verbatim Records; Approval of Destruction of Certain Audio Recordings. Beginning January 1, 2004, the Act requires that a verbatim record of all Closed Meetings be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Corporate Authorities: (a) approve the written meeting minutes for each completed Closed Meeting; and (b) authorize the destruction of such recordings, provided at least eighteen (18) months have passed since the date of the last such approval or authorization. The Village has elected to maintain a verbatim record of all Closed Meetings in the form of audio recordings. The Corporate Authorities make the following determinations and issue the following directives:

- A. In regard to the Closed Meetings where the written minutes have not been prepared at this time, there is still a need for confidential treatment of the audio recordings of those Closed Meetings until such time as the written minutes are prepared and approved by the Corporate Authorities and a final decision is made by the Corporate Authorities as to the destruction of the audio recordings or the release of such audio recordings for public inspection.
- B. Each of the audio recordings of Closed Meetings, which were completed more than eighteen (18) months ago and for which written minutes have been prepared and approved by the Corporate Authorities more than eighteen (18) months ago, shall be

destroyed by the Village Clerk on the next business day following the approval date of this Resolution.

SECTION 6: Execution. The Village President is authorized and directed to sign and the Village Clerk is authorized and directed to attest to this Resolution.

SECTION 7: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me, and attested by the Village Clerk, on this 6th day of February, 2024.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my Office, entitled:

RESOLUTION NO. R-2024-_____

**A RESOLUTION APPROVING THE CONTENT OF
AND/OR RELEASE OF CERTAIN CLOSED MEETING MINUTES
OF THE COMBINED MEETINGS OF THE COMMITTEE OF THE WHOLE
AND THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD
(2023 FULL-YEAR REVIEW)**

which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this ___ day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]



MEMORANDUM

To: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
From: Michael T. Jurusik
Date: January 31, 2024
Re: Professional Engineering Services Agreement with Edwin Hancock Engineering Company for Preliminary and Design Engineering Services And Certain Subcontractor Professional Services Consisting Of Landscape Architect Design (Hitchcock Design Group), Environmental Engineering (True North Consultants), Geotechnical Engineering (Testing Service Corporation) And Surveying (Krisch Land Surveying, LLC) Necessary To Complete The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program

Per the request of Acting Village Manager James Krischke, I have enclosed the following documents for review, discussion and action during an upcoming Committee of the Whole Meeting / Village Board Meeting:

1. RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH EDWIN HANCOCK ENGINEERING COMPANY FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP), ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS), GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION) AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS' CAPITAL GRANT PROGRAM, with a copy of the Agreement attached as Exhibit "1" to the Resolution.
2. Memorandum dated January 25, 2024 and prepared by Village Engineer Bill Peterhansen.

The Village of Maywood ("Village") recently approved a Grant Agreement in the amount of \$2,252,000.00 ("Grant Funds") for assistance from the Illinois Department of Commerce and Economic Opportunity ("DCEO") in order to participate in the Rebuild Downtowns & Main Streets Capital Grant Program and complete a project consisting of certain downtown streetscape improvements within the 5th Avenue business corridor and the Lake Street business corridor along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue (the "Project"). The Village was awarded the Grant Funds without any matching fund requirement. The Grant Funds will be used, in part, to pay for the professional services necessary to prepare preliminary and design engineering plans for the Project ("Preliminary and Design Engineering Work"), which will be performed by the Edwin Hancock Engineering Company ("Village Engineer" or "Hancock") and certain subcontractors in accordance with the enclosed Professional Services Agreement (the "PSA").

The scope of the Preliminary and Design Engineering Work to be performed by the Village Engineer and certain subcontractors (i.e., Landscape Architect Design by Hitchcock Design Group, Environmental Engineering by True North Consultants, Geotechnical Engineering by Testing Service Corporation and Surveying by Krisch Land Surveying, LLC) is described in the enclosed Hancock Memorandum. The total cost of the work performed by the Village Engineer and the Subcontractors will not exceed \$110,000.00.

If there are any questions, please contact me.

Mike

Enclosures

cc: Tori-Love Garron, Village Clerk (w/ encls.)
 James Krischke, Acting Village Manager (w/ encls.)
 Frank Torres, Assistant Village Manager (w/ encls.)
 Lanya Satchell, Finance Director (w/ encls.)
 Greg Buchanan, Interim Public Works Director (w/ encls.)
 Angela Smith, Community Development Director (w/encls.)
 Michele Kitch, Business Attraction and Retention Coordinator / CD Department (w/encls.)
 Walter Duncan, Director of Building and Code (w/ encls.)
 Bill Peterhansen, Village Engineer (w/ encls.)
 Michael A. MARR, Village Attorney (w/ encls.)

RESOLUTION NO. R-2024-___

**A RESOLUTION APPROVING AND AUTHORIZING
THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT
WITH EDWIN HANCOCK ENGINEERING COMPANY
FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES
AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES
CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP),
ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS),
GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION)
AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE
THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT
AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM**

WHEREAS, with the approval of Resolution No. R-2024-__ on January 9, 2024, the President and Board of Trustees of the Village of Maywood (the "Village Board") approved and entered into a Grant Agreement with the State of Illinois, Department of Commerce and Economic Opportunity ("DCEO") (Agreement No. _____ (24-___-___)) under which the DCEO agrees to pay \$2,252,000.00 (the "Grant Funds") to the Village of Maywood ("Village") for use by the Village to participate in the Rebuild Downtowns & Main Streets Capital Grant Program (Rebuild Downtowns & Main Streets) and complete a project consisting of certain Downtown Streetscape Improvements within the 5th Avenue Business Corridor and the Lake Street Business Corridor along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue (the "Project"). These streetscape improvements will include Village Gateway signage, decorative corridor signage and monuments, wayfinding signage, benches, planters, hanging potted plants, decorative banners, trees, grates, and enhanced pedestrian crossings; and

WHEREAS, completion of preliminary design and engineering work is necessary to begin the Project, which consists of collection and drafting of existing topographical survey information of the Project site, the evaluation of the existing roadway for the application of enhanced pedestrian crossings, the preparation of detailed plans of the proposed improvements, the preparation of specifications and bid documents in accordance with respective policies and procedures of the Village, the submittal and obtainment of permits to the Metropolitan Water District of Greater Chicago relative to storm sewer improvements within a combined sewer area, the submittal and obtainment of permits to the Illinois Department of Transportation relative to work along a state highway and erosion control practices, the coordination of all necessary subconsultants, the assistance in reviewing proposals and recommending award by the Village and the assistance in preparing pertinent documents, as well as performance of certain subcontractor professional services by Hitchcock Design Group for landscape architecture design work, True North Consultants for environmental engineering work, Testing Service Corporation for geotechnical engineering work, and Krisch Land Surveying, LLC for surveying work (the "Project Subcontractors"); and

WHEREAS, pursuant to the attached Professional Engineering Services Agreement ("Agreement"), Edwin Hancock Engineering Company, Village Engineer for the Village, and its Project Subcontractors agree to perform preliminary and design engineering work for the Project ("Preliminary and Design Engineering Work") and to assist the Village with the completion of the Project. Under the Agreement, the Village agrees to pay Edwin Hancock Engineering Company a not-to-exceed fee of

\$110,000.00 to complete the Preliminary and Design Engineering Work ("Engineering Fee"). The payment of the Engineering Fee to the Village Engineer is an eligible expense under the Grant funding received by the Village from the Rebuild Downtowns & Main Streets Capital Grant Program. A copy of the Agreement is attached hereto as Exhibit "1" and made a part hereof; and

WHEREAS, pursuant to its home rule powers and contracting authority provided by Article VII (Local Government), Sections 6 (Powers of Home Rule Units) and 10(a) (Intergovernmental Cooperation) of the Illinois Constitution of 1970, as well as the applicable provisions of the Illinois Municipal Code (65 ILCS 5/) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220), the President and Board of Trustees of the Village of Maywood have the authority to approve and enter into the attached Agreement, and find that entering into the Agreement is protective of the health, welfare and safety of and in the best interests of the Village and its residents, property owners, local businesses and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, ILLINOIS AS FOLLOWS:

SECTION 1: Incorporation. Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: Approval of the Agreement. The President and Board of Trustees of the Village of Maywood authorize and approve the execution of the attached Agreement (Exhibit "1").

SECTION 3: Execution of the Agreement and Approval of Financial Obligations and Other Related Documents. The President and Board of Trustees of the Village authorize and direct the Village President and Village Clerk, or their designees, to execute the final version of the attached Agreement (Exhibit "1"), which may contain certain non-substantive and non-financial modifications that are approved by the Village Attorney, and to execute all other instruments and documents and pay all costs that are necessary to fulfill the Village's obligations under the Agreement, including the Engineering Fee, from the Rebuild Downtowns & Main Streets Capital Grant Program Grant funding received by the Village.

SECTION 4: Delivery of Signed Documents. The President and Board of Trustees of the Village direct the Village Clerk's Office, or its designee, to forward certified copies of this Resolution and fully executed copies of the Agreement and all other related documents to the DCEO, Hancock and all other interested parties for submittal and record retention purposes.

SECTION 5: Effective Date. This Resolution shall be effective immediately upon its passage and approval, or as otherwise provided by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 6th day of February, 2024 by the Village President of the Village of Maywood, and attested by the Village Clerk on the same day.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

[SEAL]

Exhibit "1"

**Professional Engineering Services Agreement
With Edwin Hancock Engineering Company
For The Performance Of Preliminary And Design Engineering Services
Necessary For The Village Of Maywood To Complete
The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project
As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program**

(attached)

AGREEMENT

between the

VILLAGE OF MAYWOOD

and the

EDWIN HANCOCK ENGINEERING COMPANY

for

FURNISHING OF
PROFESSIONAL ENGINEERING SERVICES

for the

5th Avenue and Lake Street Business Corridor Enhancements

in

MAYWOOD, ILLINOIS

February 2024

AGREEMENT
between the
VILLAGE OF MAYWOOD
and the
EDWIN HANCOCK ENGINEERING COMPANY
for
FURNISHING OF PROFESSIONAL ENGINEERING SERVICES
for the
5th Avenue and Lake Street Business Corridor Enhancements
in
MAYWOOD, ILLINOIS

THIS Agreement, made and entered into between the Village of Maywood, hereinafter referred to as "VILLAGE", and the Edwin Hancock Engineering Co., hereinafter referred to as "ENGINEER", covers the furnishing of Professional Engineering Services necessary to provide the property acquisition, design engineering and construction engineering of improvements required for the 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR ENHANCEMENTS, hereinafter referred to as "PROJECT", in the Village of Maywood, Cook County, Illinois as described in further detail below:

Project Funding

The entire project including preliminary design engineering, design engineering, construction engineering, and construction is to be paid for through the use of Illinois Department of Commerce and Economic Opportunity (IL DCEO) funding and shall adhere to IL DCEO requirements as such.

General Scope of Work

There are two (2) distinct components of this project:

1. Property Acquisition

The project includes the vetting, land acquisition, and predevelopment activities of the parcels located at 115 S. 5th Avenue, to the north of the existing Maywood Library building and south of the Union Pacific Railroad.

2. Streetscaping Improvements

The project includes streetscaping improvements along the following sections of roadway:

- 5th Avenue from Quincy Street to Chicago Avenue
- Lake Street from 1st Avenue to 9th Avenue

The project will include a concept plan with scoping at the above locations for the following elements for potential incorporation in construction: installation of Village gateway signage, decorative corridor signage, wayfinding signage, pedestrian experience enhancements such as

benches, decorative landscaping planters, additional trees w/grates, and enhanced pedestrian crossings.

Upon completion of the concept plan, the Village will then select the final streetscaping elements for improvement within the budget. The final plans will be based on prioritization of the above items and the available funds in the grant.

Detailed Scope of Work

Further details regarding the scope of work of the project are found in the Uniform Grant Budget Template, Section C – Budget Worksheet and Narrative, as approved by IL DCEO. The professional design services of this agreement will be confined to address the total dollar amounts of each category of work and specific line item. Any additional items or increased costs to the existing line items within the described document that generate additional engineering work will adhere to the requirements of item B-1(c) below. This document has been attached to this agreement for reference in Attachment “D”.

Furthermore, we offer the following clarifications regarding the following items:

Enhanced Pedestrian Crossings - The concept planning, final design, and permitting of such will be limited to the following locations:

1. 5th Avenue and Quincy Street
2. 5th Avenue and Madison Street
3. 5th Avenue and Washington Boulevard
4. 5th Avenue and Oak Street

Note that the construction budget may not allow for enhanced pedestrian crossings at all of the above locations. Any work requiring modifications to Traffic Signals or their appurtenances, a Traffic Study, or other Traffic Engineering tasks are not included herein.

Any work requiring design of electrical facilities is not included in this agreement.

Summary of Design Engineering Services

Preliminary and Design Engineering includes the project management of the property acquisition at 115 S. 5th Avenue, preparation of plans, specifications and bidding documents for the proposed streetscaping work in accordance with requirements of the Illinois Department of Transportation (IDOT), Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), preparation and submittal of applications for permits required from various agencies, and performance of other necessary engineering services outlined in Section A.I of this Agreement.

WITNESSETH THAT; in consideration of these premises and of the mutual covenants set forth,

A. THE ENGINEER AGREES;

- I. To perform, or be responsible for the performance of, the following Project Management and Grant Assistance associated with potential acquisition of the

five (5) parcels of land commonly referred to as 515 North 5th Avenue with Property Index Numbers as follows:

15-11-149-006-0000

15-11-149-007-0000

15-11-149-009-0000

15-11-149-010-0000

15-11-149-011-0000

- a. Coordination with Village Attorney on progress of potential purchase of site.
 - b. Coordination of Surveying Services, Geotechnical Engineering Services, Environmental Engineering Services related to due diligence inspection of the site.
 - c. Providing grant administration assistance to the village to monitor the completion of the work, preparation of grant progress reports, and processing of disbursements of grant funds for the services listed in DCEO Grant No. 24-421020.
- II. To perform, or be responsible for the performance of, the following Preliminary and Design Engineering services for the proposed improvement:
- a. Coordinate and attend a Preliminary Design Kick-off Meeting with the Village to discuss and identify proposed design elements
 - b. Coordination of Landscape Architect Services associated with streetscape design elements to be potentially included in the project design.
 - c. Preparing preliminary design plans, preliminary estimates of costs.
 - d. Coordinate and attend a Project Design Review meeting to select and prioritize final design elements to be incorporated in the final plans, based on available construction funds for the project.
 - e. Making engineering field topographic surveys as are necessary for the preparation of detailed plans.
 - f. Preparing and submitting necessary applications and plans to various governmental agencies, on behalf of the VILLAGE, for permission to construct the proposed site improvements.
 - g. Preparing detailed plans, specifications, bid proposals, and estimates of construction costs and furnishing the VILLAGE with sufficient sets of these documents to be used for obtaining bids from contractors.

- h. Endorsing all plans and other documents furnished by the ENGINEER pursuant to this Agreement by showing his signature and professional seal where Law requires such.
 - i. Assisting the VILLAGE in the issuance of proposal forms and advertising for bids.
 - j. Assisting the VILLAGE in the tabulation and interpretation of contractors' bid proposals.
 - k. Providing grant administration assistance to the village to monitor the completion of the work, preparation of grant progress reports, and processing of disbursements of grant funds for the services listed in DCEO Grant No. 24-421020.
- III. To cause to be furnished, when required, the following services by subletting the work to a firm or firms qualified to provide the following services:
- a. Performance of Landscape Architect Services: Evaluation of feasibility as well as final design of aesthetic streetscaping items as described in attached subconsultant agreement, by Professional Landscape Architect.
 - b. Performance of Surveying Services: Creation of Plat of Survey, Plat of Resubdivision, and any other surveying documents to accommodate the proposed property transfer at 115 S. 5th Avenue as well as any permanent easements for desired streetscaping items along 5th Avenue.
 - c. Performance of Geotechnical Engineering Services – Work includes soil borings and infiltration testing at 115 S. 5th Avenue, preparing soils profiles and analysis thereof as may be required to furnish sufficient data for the preliminary design of the proposed improvement.
 - d. Performance of Environmental Engineering Services – Work includes Phase I and Phase II Environmental Engineering services at 115 S. 5th Avenue and analysis thereof as may be required to furnish sufficient data for the design of the proposed improvement. Work also includes preliminary environmental investigation of limits of streetscaping improvements.
- IV. That ENGINEER will save harmless the VILLAGE and its employees from all damages and liabilities caused by negligent or wrongful acts or omissions of ENGINEER in the performance of professional services or by anyone for whose acts ENGINEER is liable. ENGINEER shall carry insurance as agreed upon between VILLAGE and ENGINEER, including insurance covering this indemnity. Such insurance shall remain in force until all work is completed and all final measurements and reports have been made and accepted by the VILLAGE.

B. THE VILLAGE AGREES:

- I. That for the performance by the ENGINEER of the engineering services set forth above, the VILLAGE shall pay the ENGINEER on the following basis of payment:
 - a. **To pay the Engineer as compensation for all Design Engineering services performed as stipulated in above Section A.I and A.II a Lump Sum Fee of One-Hundred Ten Thousand dollars (\$110,000.00), unless there is a substantial change in the scope, complexity, or character of the work to be performed or there is a substantial overrun in the time necessary for the ENGINEER to complete the work due to causes beyond its control, no increase in Fees shall occur without the advance written agreement of the VILLAGE. Under such circumstances, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of this AGREEMENT, and shall be documented by a change order or amendment to this AGREEMENT. The DESIGN ENGINEERING FEE is based upon the scope of work as listed in Section A.I. and A.II, and itemized in Attachment "C".**
 - b. To pay for the subletted services as stipulated in above Section A.III at the actual cost to the ENGINEER; "Cost to ENGINEER" shall be validated by the ENGINEER furnishing the VILLAGE copies of such invoices from the party doing the work. The cost for the subletted services in Section A.II are not included within the Design Engineering fee, and must be agreed upon in writing in advance of the work.
 - c. For any related work requested of the ENGINEER that is outside the scope of this AGREEMENT, the costs for the engineering services rendered shall be determined by the Schedule of Hourly Rates as found attached to this agreement in Attachment "A".
 - d. That payment to the ENGINEER for the services rendered shall be made in the following manner:
 1. During the performance of the work, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the VILLAGE, monthly progress payments for the work performed shall be due and payable to the ENGINEER. Such monthly payments shall be equal to One Hundred Percent (100%) of the value of services rendered to date, less all previous payments made to the ENGINEER under this AGREEMENT.

2. Payments by the VILLAGE shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1, et seq.).

C. IT IS MUTUALLY AGREED:

- I. That this AGREEMENT may be terminated by either party upon a thirty (30) days written notice should the other party fail substantially to perform in accordance with the terms of the AGREEMENT through no fault of the other. Upon such termination and upon payment in full to ENGINEER of all sums due and owing it, the ENGINEER shall cause to be delivered to the VILLAGE, copies of partially completed drawings, specifications, partial and completed estimates, and data, if any, from soil surface and subsurface investigations with the understanding that all such materials become the property of the VILLAGE. The ENGINEER shall be paid promptly for any services completed and any services partially completed. VILLAGE assumes all responsibility and releases ENGINEER from any liability arising from the VILLAGE'S use of partially completed drawings, specifications, or other work product prepared by ENGINEER or for any reuse of ENGINEER'S work product on another project.
- II. Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.
- III. The VILLAGE and the ENGINEER waive consequential damages for claims, disputes or other matters in question arising out of or relating to this AGREEMENT. This mutual waiver applicable, without limitation, to all consequential damages due to either party's termination in accordance with the terms of this AGREEMENT.
- IV. ENGINEER shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction Work, since these are solely the contractor's rights and responsibilities under the contract documents.
 - e. Along with the General Conditions Attachment to Engineering Agreement attached hereto as Attachment "B", this AGREEMENT represents the entire and integrated agreement between the VILLAGE and the ENGINEER and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended only by written instruments signed by both parties hereto.

In witness whereof, the parties have caused this Agreement to be executed in duplicate counterparts, each of which shall be considered as an original, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this

_____ day of _____, 2024

VILLAGE OF MAYWOOD
Cook County, Illinois
Acting through its
President and Board of Trustees

By _____
Nathaniel George Booker, Mayor

ATTEST:

By _____
Tori Love Garron, Village Clerk

(SEAL)

Executed by the ENGINEER, this

_____ day of _____, 2024

EDWIN HANCOCK ENGINEERING COMPANY
9933 ROOSEVELT ROAD
WESTCHESTER, ILLINOIS 60154

By _____
Derek Treichel, P.E., President

ATTEST:

By _____
William Peterhansen, P.E., Vice President

(SEAL)

ATTACHMENT A

2023 SCHEDULE OF HOURLY RATES

PERSONNEL CLASSIFICATION	HOURLY RATE
ENGINEER – VI	\$152.00
ENGINEER – V	\$142.00
ENGINEER – IV	\$132.00
ENGINEER – III	\$124.00
ENGINEER – II	\$114.00
ENGINEER – I	\$102.00
ENGINEERING TECHNICIAN – V	\$131.00
ENGINEERING TECHNICIAN – IV	\$121.00
ENGINEERING TECHNICIAN – III	\$89.00
ENGINEERING TECHNICIAN – II	\$70.00
ENGINEERING TECHNICIAN - I	\$45.00
CAD MANAGER	\$125.00
CAD - II	\$105.00
CAD – I	\$90.00
ADMINISTRATIVE	\$65.00

**Note: Schedule of Hourly Rates is subject to change annually as of March 1st.
The most current Schedule of Hourly Rates will be in effect at the date of service.**

ATTACHMENT B

GENERAL CONDITIONS ATTACHMENT TO ENGINEERING AGREEMENT

A. THE ENGINEER AGREES:

1. That the ENGINEER shall procure and maintain for the duration of its AGREEMENT and for three years thereafter insurance against errors and omissions and claims for injuries to its employees which may rise from or are in conjunction with the performance of the work hereunder by the ENGINEER, its agents, representatives, employees, or subcontractors.

a. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85);
- (2) Insurance Services Office form number CA 0001 (ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA 0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms - Insured Contract or ISO form number CA 0001 (Ed. 12/90);
- (3) Professional Liability/Malpractice Liability policy; and
- (4) Worker's Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

b. Minimum Limits of Insurance

The ENGINEER shall maintain limits no less than:

- (1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident or bodily injury and property damage.
- (3) Professional Liability: \$1,000,000 single limit for errors and omissions, professional/malpractice liability.
- (4) Worker's Compensation and Employers' Liability: Worker's Compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$100,000 per accident.

c. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the VILLAGE. At the option of the VILLAGE, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the VILLAGE, its officials, employees and volunteers; or the ENGINEER shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

d. Other Insurance Provisions

The policies are to contain, or be endorsed to contain the following provisions:

- (1) General Liability and Automobile Liability Coverages

- (a) The VILLAGE, its officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the ENGINEER; or automobiles owned, lease, hired or borrowed by the ENGINEER. The coverage shall contain no special limitations on the scope of protection afforded to the VILLAGE, its officials, employees, and volunteers.
- (b) The ENGINEER's insurance coverage shall be primary as respects the additional insureds. Any insurance or self-insurance maintained by the VILLAGE, its officials, agents, employees, and volunteers shall be excess of ENGINEER's insurance and shall not contribute with it.
- (c) Any failure to comply with reporting provisions of the policies shall not effect coverage provided to the VILLAGE, its officials, agents, employees, and volunteers.
- (d) The ENGINEER's insurance shall contain a severability of interests clause or language stating that ENGINEER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the VILLAGE.

e. **Acceptability of Insurers**

The insurance carrier used by the ENGINEER shall have a minimum insurance rating of B according to the AM Best Insurance Rating Schedule and licensed to do business in the State of Illinois.

f. **Verification of Coverage**

The ENGINEER shall furnish the VILLAGE with certificates of insurance and with copies of endorsements affecting coverage. The certificates and endorsement for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the insurance carrier and are to be received and approved by the VILLAGE before any work commences. The VILLAGE reserves the right to request full certified copies of the insurance policies.

- 2. To the fullest extent permitted by law, the ENGINEER shall indemnify and hold harmless the VILLAGE, its officials, employees and volunteers against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may accrue against the VILLAGE, its officials, employees and volunteers, arising in consequence of the negligent or willful performance of this work by the ENGINEER, its employees, or subcontractors, except that arising out of the negligence or willful act of the VILLAGE, its officials, employees and volunteers. Notwithstanding any of the foregoing, nothing contained in this paragraph shall require the ENGINEER to indemnify the VILLAGE, its officials, agents and employees for their own negligent acts or omissions..
- 3. Any insurance policies required by this AGREEMENT, or otherwise provided by the ENGINEER, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the VILLAGE, its officials, agents, employees and volunteers and herein provided.
- 4. The ENGINEER will comply with all applicable federal and Illinois statutes, and local ordinances of the VILLAGE and shall operate within and uphold the ordinances, rules and regulations of the VILLAGE while engaged in services herein described.

5. The VILLAGE reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments; and ENGINEER and VILLAGE shall negotiate appropriate adjustments acceptable to both parties to accommodate such changes.
6. The VILLAGE may, at any time, by written order to ENGINEER (Suspension of Services Order) require ENGINEER to stop all, or any part, of the services required by this AGREEMENT. Upon receipt of such an order, ENGINEER shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The VILLAGE, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumptions of the services upon expiration of the Suspension of Services Order.
7. This AGREEMENT may be terminated by the VILLAGE by removal of the ENGINEER from the office of Village Engineer as provided by statute, upon written notice to the ENGINEER, at its last known post office address. Provided that should this AGREEMENT be terminated by the VILLAGE, the ENGINEER shall be paid for any services completed and any services partially completed. All field notes, test records, drawings, and reports completed or partially completed at the time of termination shall become the property of, and made available to, the VILLAGE. Within five (5) days after notification and request, the ENGINEER shall deliver to the successor Village Engineer all property, books and effects of every description in its possession belonging to the VILLAGE and pertaining to the office of Village Engineer.
8. This AGREEMENT may additionally be terminated by the VILLAGE upon written notice to the ENGINEER, at its last known post office address, upon the occurrence of any one or more of the following events, without cause and without prejudice to any other right or remedy:
 - a. If ENGINEER commences a voluntary case under any chapter of the Bankruptcy Code (Title 11, United States Code), as now or hereinafter in effect, or if ENGINEER takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to the bankruptcy or insolvency;
 - b. If a petition is filed against ENGINEER under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against ENGINEER under any other federal or state law in effect at the time relating to bankruptcy or insolvency.
 - c. If ENGINEER makes a general assignment for the benefit of creditors;
 - d. If a trustee, receiver, custodian or agent of ENGINEER is appointed under applicable law or under contract, whose appointment or authority to take charge of property of ENGINEER is for the purpose of enforcing a Lien against such property or for the purpose of general administration of such property for the benefit of ENGINEER's creditors;
 - e. If ENGINEER admits in writing an inability to pay its debts generally as they become due;
9. Upon termination, the ENGINEER shall deliver to the VILLAGE, copies of partially completed drawings, specifications, partial and completed estimates, and data, if any, from investigations and observations, with the understanding that all such material becomes the property of the VILLAGE. In such case, ENGINEER shall be paid for all services and any expense sustained, less all costs incurred by the VILLAGE to have the services performed which were to have been performed by the ENGINEER.
10. The ENGINEER is qualified technically and is conversant with the laws and regulations applicable to the PROJECT and sufficient, properly trained, and experienced personnel will be retained to perform the services enumerated herein.
11. The ENGINEER shall maintain its records relating to the performance of the Agreement in compliance with the requirements of the Local Records Act (50 ILCS 205/1 et seq.) and the Freedom of Information Act (5 ILCS 140/1 et seq.) until written approval for the disposal of such records is obtained from the Local Records Commission. All books and records required to be maintained by the ENGINEER shall be available for review and audit by the Village. The ENGINEER shall cooperate with the Village (a) with any request for public records made pursuant to the Freedom of Information Act (5 ILCS 140/1 et seq.), (b) with any request for public records made pursuant to any audit, and (c) by providing full access to and copying of all relevant books and records within a time period which allows the Village to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.).

12. The ENGINEER warrants that he has not employed or retained any company or person, other than an employee working solely for the ENGINEER, to secure this AGREEMENT; and he has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT. For breach or violation of this warranty, the VILLAGE shall have the right to annul this AGREEMENT without liability, or, in its discretion, to deduct from the AGREEMENT price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.
13. The ENGINEER, during the period commencing upon the execution of this AGREEMENT and concluding one year following the completion of the PROJECT, shall not accept employment from any developer developing land within the VILLAGE or any contractor, subcontractor or material supplier performing work or supplying material to the VILLAGE without the express written consent of the VILLAGE.
14. This AGREEMENT shall be deemed to be exclusive between the VILLAGE and the ENGINEER. This AGREEMENT shall not be assigned by the ENGINEER without first obtaining permission in writing from the VILLAGE.
15. All books, papers, notes, records, lists, data, files, forms, reports, accounts, documents, manuals, handbooks, instructions, computer programs, computer software, computer disks and diskettes, magnetic media, electronic files, printouts, backups, and computer databases created or modified by the ENGINEER relating in any manner to the work performed by the ENGINEER or by anyone else and used by the ENGINEER in performance of this services under this AGREEMENT (the "Work") shall be a "work made for hire" as defined by the laws of the United States regarding copyrights.
16. The ENGINEER hereby assigns to the VILLAGE and its successors and assigns all of its right, title, interest and ownership in the Work, including but not limited to copyrights, trademarks, patents, and trade secret rights and the rights to secure any renewals, reissues, and extensions thereof. ENGINEER grants permission to the VILLAGE to register the copyright and other rights in the Work in the VILLAGE's name. ENGINEER shall give the VILLAGE or any other person designated by the VILLAGE all assistance reasonably necessary to perfect its rights under this AGREEMENT and to sign such applications, documents, assignment forms and other papers as the VILLAGE requests from time to time to further confirm this assignment. ENGINEER further grants to the VILLAGE full, complete and exclusive ownership of the Work. ENGINEER shall not use the Work for the benefit of anyone other than the VILLAGE, without the VILLAGE's prior written permission. Upon completion of the Work or other termination of this AGREEMENT the ENGINEER shall deliver to the VILLAGE all copies of any and all materials relating or pertaining to this AGREEMENT.
17. The drawings, specifications, reports, and any other PROJECT documents prepared by ENGINEER in connection with any or all of the services furnished hereunder shall be delivered to the VILLAGE for the use of the VILLAGE. The ENGINEER shall have the right to retain originals of all PROJECT documents and drawings for its files. Furthermore, it is understood and agreed that the PROJECT documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the PROJECT, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this PROJECT. The VILLAGE may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the PROJECT. Any reuse of PROJECT documents, without the express written consent of the ENGINEER, shall be at VILLAGE's sole risk, and the VILLAGE shall indemnify and hold harmless the ENGINEER from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. When and if record drawings are to be provided by the ENGINEER, the information used in the preparation of record drawings is provided by others and ENGINEER is not responsible for accuracy, completeness, nor sufficiency of such information. The level of detail illustrated by record drawings will generally be the same as the level of detail illustrated by the design drawing used for PROJECT construction. If additional detail is requested by the VILLAGE to be included on the record drawings, then the ENGINEER will be due additional compensation for additional services. The ENGINEER shall have the right to include representations of the design of the PROJECT, including photographs of the exterior and interior, among the ENGINEER's promotional and professional materials. The ENGINEER's materials shall not include the VILLAGE's confidential and proprietary information.
18. The ENGINEER will not at any time, either directly or indirectly, disclose, use or communicate or attempt to disclose, use or communicate to any person, firm, or corporation any confidential information or any other information concerning the business, services, finances or operations of the VILLAGE except as expressly authorized by the VILLAGE. ENGINEER shall treat such information at all times as confidential. ENGINEER

acknowledges that each of the following can contain confidential information of the VILLAGE and that the disclosure of any of the following by the ENGINEER without the VILLAGE's express authorization would be harmful and damaging to the VILLAGE's interests:

- a. Compilations of resident names and addresses, resident lists, resident payment histories, resident information reports, any other resident information, computer programs, computer software, printouts, backups, computer disks and diskettes, and computer databases and which are not otherwise known to the public.
- b. All information relating to the Engineering Services being performed by ENGINEER under this AGREEMENT, regardless of its type or form and which are not otherwise known to the public.
- c. Ideas, concepts, designs, and plans which are specifically involved with the Engineering Services being performed by ENGINEER under this AGREEMENT which are created, designed, enhanced by the ENGINEER and which are not otherwise known to the public.
- d. Financial information and police records.

This itemization of confidential information is not exclusive; there may be other information that is included within this covenant of confidentiality. This information is confidential whether or not it is expressed on paper, disk, diskette, magnetic media, optical media, monitor, screen, or any other medium or form of expression. The phrase "directly or indirectly" includes, but is not limited to, acting through ENGINEER's wife, children, parents, brothers, sisters, or any other relatives, friends, partners, trustees, agents or associates.

19. All books, papers, records, lists, files, forms, reports, accounts, documents, manuals, handbooks, instructions, computer programs, computer software, computer disks and diskettes, printouts, backups, and computer databases relating in any manner to the VILLAGE's business, services, programs, software or residents, whether prepared by ENGINEER or anyone else, are the exclusive property of the VILLAGE. In addition, all papers, notes, data, reference material, documentation, programs, diskettes (demonstration or otherwise), magnetic media, optical media, printouts, backups, and all other media and forms of expression that in any way include, incorporate or reflect any confidential information of the VILLAGE (as defined above) are the exclusive property of the VILLAGE. ENGINEER shall immediately return said items to the VILLAGE upon termination of ENGINEER's engagement or earlier at the VILLAGE's request at any time.
20. The ENGINEER's opinions of probable PROJECT construction cost provided for herein are to be made on the basis of the ENGINEER's experience and qualifications and represent the ENGINEER's judgment as a design professional familiar with the construction industry, but the ENGINEER does not guarantee that proposal, bids or the construction cost will not vary from opinions of probable construction cost prepared by the ENGINEER.
21. The VILLAGE, for and in consideration of the rendering of the engineering services enumerated herein shall pay to the ENGINEER for rendering such services the fee hereinbefore established in the following manner:
 - a. Upon receipt of monthly statements from the ENGINEER and the approval thereof by the VILLAGE, payments for the work performed shall be due and payable to the ENGINEER within 30 days after approval by the VILLAGE.
 - b. Payments shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).
22. This AGREEMENT may be terminated by the ENGINEER by resignation from the office of Village Engineer, upon thirty (30) days' written notice to the VILLAGE should the VILLAGE fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the ENGINEER. Upon such termination, the ENGINEER shall make available to the VILLAGE, copies of partially completed drawings, specifications, partial and completed estimates, and data, if any, from investigations and observations, with the understanding that all such material becomes the property of the VILLAGE. The ENGINEER shall be paid promptly for all services provided to the date of termination.
23. The ENGINEER is an independent contractor in the performance of this AGREEMENT, and it is understood that the parties have not entered into any joint venture or partnership with the other. The ENGINEER shall not be considered to be the agent of the VILLAGE. Nothing contained in this AGREEMENT shall create a

contractual relationship with a cause of action in favor of a third party against either the VILLAGE or ENGINEER.

24. Written notices between the VILLAGE and the ENGINEER shall be deemed sufficiently given after being placed in the United States mail, registered or certified, postage pre-paid, addressed to the appropriate party as follows:
 - a. If to the VILLAGE:
VILLAGE OF MAYWOOD
40 Madison Street
Maywood, Illinois 60153
Attn: Mr. James Krischke, Acting Village Manager
 - b. If to the ENGINEER:
EDWIN HANCOCK ENGINEERING COMPANY.
9933 Roosevelt Road
Westchester, Illinois 60154-2780
Attn: Derek Treichel, P.E., President
 - c. Either party may change its mailing address by giving written notice to the other party as provided above. Whenever this AGREEMENT requires one party to give the other notice, such notice shall be given only in the form and to the addresses described in this paragraph.
25. This AGREEMENT represents the entire and integrated contract between the parties and supersedes all prior negotiations, representations or understandings, whether written or oral. This AGREEMENT may only be amended by written instrument executed by authorized signatories of the VILLAGE and the ENGINEER.
26. The terms of this AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective successors.
27. The waiver of one party of any breach of this AGREEMENT or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this AGREEMENT and shall not be construed to be a waiver of any provision, except for the particular instance.
28. If any term, covenant, or condition of this AGREEMENT or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this contract shall not be affected thereby, and each term, covenant or condition of this AGREEMENT shall be valid and shall be enforced to the fullest extent permitted by law.
29. This AGREEMENT shall be construed under and governed by the laws of the State of Illinois, and all actions brought to enforce the dispute resolution provisions of this AGREEMENT shall be so brought in the Circuit Court of Cook County, State of Illinois.

B. CERTIFICATION OF ENGINEER

1. The ENGINEER certifies that the ENGINEER, its shareholders holding more than five percent (5%) of the outstanding shares of the ENGINEER, its officers and directors are:
 - a. not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
 - b. not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
 - c. not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;
 - d. in compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*)
 - e. in compliance with equal employment opportunities and during the performance of the AGREEMENT, the ENGINEER shall:

- (1) Not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - (2) If it hires additional employees in order to perform this AGREEMENT or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Right's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
 - (3) In all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
 - (4) Send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the ENGINEER's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the ENGINEER in its efforts to comply with such Act and Rules and Regulations, the ENGINEER will promptly so notify the Illinois Department of Human Rights and the VILLAGE and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
 - (5) Submit reports as required by the Illinois Department of Human Rights, Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
 - (6) Permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
 - (7) Not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis or race, creed, color, or national origin because of habit, local custom, or otherwise.
- f. in compliance with 775 ILCS 5/2-105(A)(4) by having in place and enforcing a written sexual harassment policy.
- g. in agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, the ENGINEER may be declared ineligible for future contracts with the VILLAGE, and this AGREEMENT may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
- h. in compliance with 30 ILCS 580/1 et seq. (Drug Free Workplace Act) by providing a drug-free workplace by:
- (1) Publishing a statement:

- (a) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the ENGINEER's workplace.
 - (b) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (c) Notifying the employee that, as a condition of employment on such AGREEMENT, the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (2) Establishing a drug-free awareness program to inform employees about:
- (a) the dangers of drug abuse in the workplace;
 - (b) the ENGINEER's policy of maintaining a drug-free workplace;
 - (c) any available drug counseling, rehabilitation, and employee assistance program; and
 - (d) the penalties that may be imposed upon employees for drug violations.
- (3) Making it a requirement to give a copy of the statement required by subparagraph B.1.h.(1) to each employee engaged in the performance of the AGREEMENT, and to post the statement in a prominent place in the workplace.
- (4) Notifying the VILLAGE within ten (10) days after receiving notice under Subparagraph B.1.h.(1)(c) (ii) from any employee or otherwise receiving actual notice of such conviction.
- (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5.
- (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place.
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- i. in compliance with the Code of Ordinances of the Village of Maywood, in that no Village of Maywood official, spouse or dependent child of a Village of Maywood official, agent on behalf of any Village of Maywood official or trust in which a Village of Maywood official, the spouse or dependent child of a Village of Maywood official or a beneficiary is a holder of more than five percent (5%) of the ENGINEER.
 - j. in compliance with the Code of Ordinances of the Village of Maywood, in that no officer or employee of the Village of Maywood has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the ENGINEER.
 - k. The ENGINEER has not given to any officer or employee of the Village any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having

monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of the Code of Ordinances of the Village of Maywood.

- i. No Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of any interest in the ENGINEER; or, if the ENGINEER's stock is traded on a nationally recognized securities market, that no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of more than one percent (1%) of the ENGINEER, but if any Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of less than one percent (1%) of such ENGINEER, the ENGINEER has disclosed to the Village in writing the name(s) of the holder of such interest.
- m. The ENGINEER is in compliance with the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), the Contractor is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.
- n. The ENGINEER shall not refuse or deny any person employment in any capacity on the ground of unlawful discrimination, as that term is defined in the Illinois Human Rights Act, nor subject any person to unlawful discrimination in any manner, in connection with the contracting for or the performance of any work or service of any kind, by, for, on behalf of, or for the benefit of the Village. The ENGINEER, subcontractor, nor any person on his or her behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work for the benefit of the Village on account of race, color, creed, sex, religion, physical or mental handicap unrelated to ability, or national origin; and there may be deducted from the amount payable to the contractor by the Village, under this contract, a penalty of five dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this section.
- o. Neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person.

ATTACHMENT C

Preliminary and Design Engineering Fee

Preliminary Engineering	\$3,500.00
Topographic Survey	\$12,000.00
CADD Drafting	\$19,000.00
Utility Coordination	\$2,000.00
Plans	\$18,000.00
Specifications	\$9,000.00
MWRD Permitting	\$4,000.00
IDOT Permitting	\$12,000.00
Bid Engineering	\$1,500.00
Project Management of Village Hall Site	\$9,000.00
IL DCEO Reporting	\$6,000.00
Project Administration	\$14,000.00
Total Design Engineering Fee	\$110,000.00

Estimated Sub-Consultant Fees*

Landscape Architect	\$56,060.00
Geotechnical Engineer	\$11,550.00
Environmental Engineering	\$20,850.00
Professional Land Surveyor	\$3,600.00
Total Subconsultant Fees	\$92,060.00

* Note, the sub-consultant fees are not included in the upper limit of this Agreement.

ATTACHMENT D

[Uniform Grant Budget Template as executed 9-28-2022]

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE			Commerce & Economic Opportunity	
Organization Name:	Village of Maywood	DUNS#	74381526	NOFO #	1	
CSFA Number:	420-00-2560 and 420-27-2729	CSFA Description:	Rebuild Downtowns & Main Streets will provide grants to support improvements and	Fiscal Year:	2022	
SECTION A -- STATE OF ILLINOIS FUNDS						
Revenues						
(a) State of Illinois Grant Amount Requested				TOTAL REVENUE		\$ 2,499,750.00
BUDGET SUMMARY STATE OF ILLINOIS FUNDS						
Budget Expenditure Categories				TOTAL EXPENDITURES		
1. Design/Engineering				\$ 160,000.00		
2. Building/Land Purchase				\$ 626,000.00		
3. Wiring/Electrical				\$ -		
4. Equipment/Materials/Labor				\$ -		
5. Paving/Concrete/Masonry				\$ -		
6. Construction Management/Oversight				\$ 99,000.00		
7. Mechanical System				\$ -		
8. Excavation/Site Prep/Demo				\$ -		
9. Plumbing				\$ -		
10. Other Construction Expenses				\$ 1,406,500.00		
11. Contingency				\$ 208,250.00		
12. Total Costs State Grant Funds				\$ 2,499,750.00		

SECTION - A (continued) Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options.

1) Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.
NOTE: (If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information in area designated below)

Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:

- A. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis.
- B. Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C. Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c)).
NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below)

2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b)). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.
NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)

3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68)).
NOTE: (Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs)

4) For Restricted Rate Programs (check one) – Our Organization is using a restricted indirect cost rate that:
Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200 Appendix IV (5)) Or,
Complies with other statutory policies (please specify): _____
The Restricted Indirect Cost Rate is _____%

5) No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements)

Basic Negotiated Indirect Cost Rate Agreement information if Option (1) or (2a) is selected

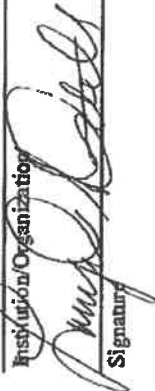
Period Covered by the NICRA: From: _____ To: _____ (mm/dd/yyyy)
Approving Federal/State agency (please specify): _____
The Indirect Cost Rate is: _____ 0 % The Distribution Base is: _____

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE	Commerce & Economic Opportunity
Organization Name: Village of Maywood	NOFO # 1	Fiscal Year 2022
SECTION B -- NON STATE OF ILLINOIS FUNDS		
Revenues		TOTAL REVENUE
Grantee Match Requirement 100 %		
(b). -Cash		\$ 50,000.00
(c). -Non-cash		\$ -
(d). Other Funding & Contributions		\$ -
NON-STATE Funds Total		\$ 50,000.00
BUDGET SUMMARY NON-STATE OF ILLINOIS FUNDS		
Budget Expenditure Categories		TOTAL EXPENDITURES
1. Design/Engineering		\$ -
2. Building/Land Purchase		\$ -
3. Wiring/Electrical		\$ -
4. Equipment/Materials/Labor		\$ -
5. Paving/Concrete/Masonry		\$ -
6. Construction Management/Oversight		\$ -
7. Mechanical System		\$ -
8. Excavation/Site Prep/Demo		\$ -
9. Plumbing		\$ -
10. Other Construction Expenses		\$ 50,000.00
11. Contingency		\$ -
12. Total Costs NON -State Grant Funds (17 &18)		\$ 50,000.00

CERTIFICATION	STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE	AGENCY: Commerce & Economic Opportunity
Organization Name: Village of Maywood	CSFA Description: Rebuild Downtowns & Main Streets will provide grants to support improvements and encourage investment in commercial corridors and downtowns that have experienced disinvestment.	NOFO # 1
CSFA #: 420-00-2560 and 420-27-2729	DUNS # 74381526	Fiscal Year(s): 2022

(2 CFR 200.415)


"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

Village of Maywood
Institution/Organization

Signature

Ms. Lanya Satchell
Name of Official

Director of Finance
Title
Chief Financial Officer (or equivalent)

9-28-2022
Date of Execution

Village of Maywood
Institution/Organization

Signature

Mr. Nathaniel George Booker
Name of Official

Mayor
Title
Executive Director (or equivalent)

9/28/2022
Date of Execution

Note: The State awarding agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter into contractual agreements on behalf of the organization.

Section C - Budget Worksheet & Narrative

Village of Maywood

1). Design/Engineering -- Costs associated with planning, design, and construction observation or related services for the proposed project including environmental services, testing, surveys, etc. Costs associated with creation of the project's architectural drawings, engineering studies and/or fees, etc., including costs of plans & specs and/or printing costs if specifically identified as such within the project description. Copies of contracts will be required.

Purpose	Description of Work	Item Cost
<i>Environmental Investigation</i>	<i>Environmental Engineer - Phase 1 and Phase 2</i>	\$ 7,000.00
<i>Soil Investigation</i>	<i>Geotechnical Engineer - Soil Borings</i>	\$ 8,000.00
<i>Architectural Design</i>	<i>Landscape Architect</i>	\$ 58,000.00
<i>Civil Engineering Design</i>	<i>Civil Engineer (Plans, Specifications, Estimates of Cost)</i>	\$ 87,000.00
	<i>State Total</i>	\$ 160,000.00
		\$ -
		\$ -
	<i>NON-State Total</i>	\$ -
	<i>Design/Engineering Total</i>	\$ 160,000.00

34

Narrative (State):

The work will include professional services consistent with capital improvement projects of similar size and scope including Environmental Engineering (Preliminary Environmental Site Investigation (PESA) and Preliminary Site Investigation (PSI)); Geotechnical Engineering (Soil Borings); Landscape Architecture to design/select architectural items such as gateway signage, decorative monuments, planters and plant materials, and other aesthetic items; and civil engineering plans, specifications, and cost

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

2). Building/Land Purchase --- Costs to purchase, either in whole or in part a building, structural shell, condominium, land, and/or easement including, but not limited to: the net purchase price itself, closing costs charged to the buyer on the closing document, legal fees, etc. Additionally, costs associated with Right-of-Way, appraisals, property/boundary surveys, legal fees, etc.

Purpose	Description of Work	Item Cost
Property Acquisition	Legal Fees/Title/Recording	\$ 1,500.00
Property Acquisition	Surveyor - Plat of Survey and Resubdivision	\$ 5,000.00
Property Acquisition	Appraisal	\$ 5,000.00
Property Acquisition	Negotiations (Land Acquisition Subconsultant)	\$ 4,500.00
Property Acquisition	Real Estate Purchase	\$ 600,000.00
Property Acquisition	Project Management	\$ 10,000.00
	State Total	\$ 626,000.00
		\$ -
		\$ -
	NON-State Total	\$ -
	Total	\$ 626,000.00

35
51

Narrative (State):

The above items include the various tasks associated with the vetting and purchase of real estate at the property located at 115 S. 5th Avenue. This includes Title, Surveyor, Appraisal, Land Acquisition subconsultant (negotiations), the actual purchase of the real estate, and active project management by the Land Acquisition subconsultant.

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

4). Equipment/Materials/Labor (2 CFR 200.474) -- Purchase of materials and/or purchase/lease of equipment, to use or install for the project, such as: steel, drywall, lumber, wiring, doors, windows, roofing, rock, etc. including labor/installation costs, as identified - within the project description

Item	Quantity	Cost Rate	Item Cost
			\$ -
			\$ -
			\$ -
			\$ -
		<i>State Total</i>	\$ -
			\$ -
			\$ -
		<i>NON-State Total</i>	\$ -
		<i>Total</i>	\$ -

Narrative (State):

357

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

5). Paving/Concrete/Masonry (2 CFR 200.459) -- Purchase of materials necessary for completion of the project scope such as bituminous pavement, concrete, rock, bricks, blocks, mortar, tuckpointing, etc. including associated labor/installation costs, as identified within the project description.

Item	Quantity	Cost per Item	Item Cost
			\$ -
			\$ -
		<i>State Total</i>	\$ -
			\$ -
			\$ -
		<i>NON-State Total</i>	\$ -
		<i>Total</i>	\$ -

Narrative (State):

358

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

6. **Construction Management/Oversight** -- Costs associated with managing the construction activities and/or overseeing all aspects of the construction project, either by contractor personnel or grantee personnel, but limited to verifiable time working on this project.

Purpose	Description of Work	Item Cost
<i>Construction Observation</i>	<i>Civil Engineer (Construction Observation)</i>	\$ 99,000.00
		\$ -
		\$ -
	<i>State Total</i>	\$ 99,000.00
		\$ -
		\$ -
	<i>NON-State Total</i>	\$ -
		\$ -
	<i>Total</i>	\$ 99,000.00

Narrative (State):

The above item includes Professional Services to actively manage the construction of the project, including Checking of shop and equipment drawings, Providing line-and-grade staking, Providing resident observation of the construction work, taking measurement of quantities of work performed, Maintaining a daily record of the contractor's activities throughout construction, Advising the VILLAGE of defects and deficiencies in the work of the contractor, Making any necessary changes in working plans as may be required, Preparing contractor's payment estimates, change orders, and other records that may be required, Performing final inspection of all improvements, Preparing Record Drawings, and submitting said drawings in accordance with permitting authority's requirements.

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

7). Mechanical System — Purchase of materials necessary for completion of the project scope such as HVAC, elevators, fire alarm, sprinkler, or ventilation system, etc. including associated labor/installation costs, as identified within the project description.

Item	Quantity/ Duration	Cost per Item	Item Cost
			\$ -
			\$ -
			\$ -
			\$ -
		<i>State Total</i>	\$ -
			\$ -
			\$ -
		<i>NON-State Total</i>	\$ -
		Total	\$ -

Narrative (State):

360

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

8). Excavation/Site Prep/Demo -- Costs associated with demolition of existing structures on the project site and/or preparation of the project site including excavation, etc. ahead of actual new construction/renovation activities.

Purpose	Description of Work	Item Cost
		\$ -
		\$ -
		\$ -
	<i>State Total</i>	\$ -
		\$ -
		\$ -
	<i>NON-State Total</i>	\$ -
	<i>Total</i>	\$ -

Narrative (State):

361

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

9). Plumbing-- Purchase of materials necessary for completion of the project scope such as internal or external pipes for water, gas, and/or sewage; fixtures; etc. including associated labor/installation costs, as identified within the project description.

Item	Quantity	Cost per Item	Item Cost
			\$ -
			\$ -
		<i>State Total</i>	\$ -
			\$ -
			\$ -
		<i>NON-State Total</i>	\$ -
		<i>Total</i>	\$ -

Narrative (State):

362

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

10). **Other Construction Expenses** -- Costs that cannot be easily broken out to or covered by individual/specific budgetary line items such landscaping, hauling, equipment, rental, insurance, environmental fees, loan payments, etc. as identified within the project description.

Purpose	Description of Work	Item Cost
<i>Downtown Enhancements</i>	<i>Specialty Items as follows:</i>	\$ -
<i>Gateway Signage</i>		\$ 400,000.00
<i>Decorative Corridor Signage / Monuments</i>		\$ 305,000.00
<i>Wayfinding Signage</i>		\$ 40,000.00
<i>Benches</i>		\$ 66,000.00
<i>Planters</i>		\$ 225,000.00
<i>Hanging Pots with Plants</i>		\$ 25,500.00
<i>Decorative Banners</i>		\$ 30,000.00
<i>Easements</i>		\$ 40,000.00
<i>Easement Acquisition</i>		\$ 25,000.00
<i>Trees and Grates</i>		\$ 125,000.00
<i>Enhanced Pedestrian Crossings</i>		\$ 125,000.00
66		\$ -
63	State Total	\$ 1,406,500.00
<i>Local Matching Funds</i>	<i>Village Matching Funds</i>	\$ 50,000.00
	<i>Gateway Signage, Decorative Monuments, Benches, Planters, Potted Plants, Banners, Trees and Grates, etc.</i>	\$ -
	<i>NON-State Total</i>	\$ 50,000.00
	Total	\$ 1,456,500.00

Narrative (State):

This work covers the installation of all "Streetscape" type improvements including but not limited to Village Gateway Signage, Decorative Corridor Signage/Monuments, Wayfinding Signage, Benches, Planters, Hanging Potted Plants, Decorative Banners, Trees and Grates, and Enhanced Pedestrian Crossings.

Narrative (Non-State) i.e. "Match" or "Other Funding"

The Village will contribute \$50,000 towards the construction of the above described Streetscaping improvement items.

Section C - Budget Worksheet & Narrative

Village of Maywood

11). Contingency - Coverage of potential cost overruns in any of the other utilized grant budget line items.

Purpose	Description of Work	Item Cost
Coverage of Cost Overruns - Land Acquisition	10% Contingency	\$ 62,600.00
Coverage of Cost Overruns - Streetscape Enhancements	10% Contingency	\$ 145,650.00
	<i>State Total</i>	\$ 208,250.00
		\$ -
		\$ -
	<i>NON-State Total</i>	\$ -
	<i>Total</i>	\$ 208,250.00

Narrative (State):

The above items include a 10% contingency for unforeseen issues as well as industry inflational cost increases. Note the costing of the project is considered "preliminary" at this time. The land acquisition cost and construction cost will be more refined after the preliminary design work is completed.

Narrative (Non-State) i.e. "Match" or "Other Funding"

Section C - Budget Worksheet & Narrative

Village of Maywood

Budget Narrative Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.

Budget Category	State	NON-State	Total
1. Design/Engineering	\$ 160,000.00	\$ -	\$ 160,000.00
2. Building/Land Purchase	\$ 626,000.00	\$ -	\$ 626,000.00
3. Wiring/Electrical	\$ -	\$ -	\$ -
4. Equipment/Materials/Labor	\$ -	\$ -	\$ -
5. Paving/Concrete/Masonry	\$ -	\$ -	\$ -
6. Construction Management/Oversight	\$ 99,000.00	\$ -	\$ 99,000.00
7. Mechanical System	\$ -	\$ -	\$ -
8. Excavation/Site Prep/Demo	\$ -	\$ -	\$ -
9. Plumbing	\$ -	\$ -	\$ -
10. Other Construction Expenses	\$ 1,406,500.00	\$ 50,000.00	\$ 1,456,500.00
11. Contingency	\$ 208,250.00	\$ -	\$ 208,250.00
State Request	\$ 2,499,750.00		
Non-State Amount		\$ 50,000.00	
TOTAL PROJECT COSTS		\$	\$ 2,549,750.00

Agency Approval	STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE	AGENCY: Commerce & Economic Opportunity
Organization Name: Village of Maywood	CSFA Description: Rebuild Downtowns & Main Streets will provide grants to support improvements and encourage investment in commercial corridors and downtowns that have experienced disinvestment.	NOFO # 1
CSFA # 420-00-2560 and 420-27-2729	DUNS #74381526	Fiscal Year: 2022
Grant Number		
<u>0</u>		

Final Budget Amount Approved

\$ 2,499,750.00

Budget Revision Approved

Fiscal & Administrative Approval
Signature

Date

Fiscal & Administrative Approval
Signature

Date

\$200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.



January 9, 2024

Bill Peterhansen, P.E.
 Vice President
 Edwin Hancock Engineering, Co.
 9933 Roosevelt Road
 Westchester, Illinois 60154

RE: Village of Maywood – Streetscape Improvements

Dear Bill,

Thank you for asking Hitchcock Design Group to submit this proposal to provide design services for the Maywood Streetscape Improvements project. We appreciate the opportunity to contribute to the success of this project and advance our relationship with you and your colleagues at Hancock Engineering.

PROJECT UNDERSTANDING

We understand that the Village of Maywood received grant funding for streetscape improvements along the 5th Avenue and Lake Street business corridors. The project recently received approval from the State of Illinois and is ready to move forward. Hancock Engineering will contract with the Village of Maywood, and HDG will be a sub-consultant to Hancock Engineering. It is anticipated that the project will begin in the first quarter of 2024.

SCOPE OF SERVICES

Our role will be to focus on the streetscape design and documentation as summarized below and described in greater detail in the attached Scope of Services.

During Phase I – Preliminary Design, we will work with the Village and project team to understand the existing conditions, project program, and most appropriate streetscape improvements to advance. We will also work with the team to determine the preliminary budget costs for the project.

Following approval of Phase I, we will complete Phase II – Final Design, and document the improvements as necessary for permitting, bidding, and construction. We will also work with the project team to outline project pay items and anticipated construction costs.

PROFESSIONAL FEES

We will provide the proposed services for the following professional fees:

<u>Phase I – Preliminary Design Services</u>		
Pre-Design	\$3,950	hourly rates
Schematic Design	\$18,780	hourly rates
Total Phase I Services:	\$22,730	hourly rates
<u>Phase II – Final Design Services</u>		
Design Development	\$14,210	hourly rates
Construction Documents	\$17,850	hourly rates
Total Phase II Services:	\$32,060	hourly rates
<u>Customary out-of-pocket expenses</u>	\$270	Not-to-exceed
Total Professional Services:	\$55,060	Not-to-exceed

Additional meetings if requested will be invoiced as additional services, estimated at approximately \$1,000 per meeting.



Page 2

PROJECT TEAM

I will oversee the project on behalf of HDG. Mike Wood will be our project manager and will be directly responsible for routine project communications with you and the rest of the project team. Other members of our Naperville Studio will assist with design and provide support as needed to advance the work in a timely manner.

AUTHORIZATION AND SCHEDULE

We can begin this work within 2 weeks of your authorization and complete our work within your scheduled timeframe for the project.

Thank you again for the opportunity to work with you and the Village of Maywood. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Tim King, PLA, ASLA
Principal

Encl: Scope of Services
 Fee Estimate
 Project Area Map



Scope of Services

PHASE I – PRELIMINARY DESIGN SERVICES

A. Pre-Design

Objective: Confirm the project goal, objectives, resources, stakeholder interests and best practices that will be the basis for design.

Process: Specifically, Hitchcock Design Group (HDG) will:

1. During a one-day site visit,
 - a. (Mtg #1a) Participate in a kick-off meeting with Village representatives and other project team members confirming:
 - 1) Geographic limits
 - 2) Goals and objectives
 - 3) Resources (natural, structural, infrastructural, cultural, capital, maps and data)
 - 4) Stakeholders (Village, users, neighbors, jurisdictional agencies, special interests)
 - 5) Best Practices (criteria, standards, trends, technologies)
 - 6) Budget
 - 7) Consultant responsibilities
 - 8) City responsibilities
 - 9) Project Committee
 - 10) Decision making protocol
 - 11) Schedule
 - 12) Invoicing and payment
 - 13) Other administrative considerations
 - b. (Mtg #1b) Immediately following the kick-off meeting, observe and photograph the project area and immediate surroundings to identify readily apparent physical conditions and patterns of use.
2. Collect readily available existing data for the project area and the immediate surroundings including:
 - a. GIS maps and data (aerial imagery, boundaries, topography)
 - b. Boundary and topographic surveys
 - c. As-built and pending improvement plans
 - d. Utility atlases
 - e. Power and communication utilities
3. For each applicable stakeholder (municipal, county, regional, state, federal, franchise utility, property owners, and others) identify:
 - a. jurisdictional boundaries and interest
 - b. operational and maintenance practices
 - c. capital improvement plans
 - d. approval, permitting and construction procedures
4. Using the inventoried data, prepare **Base Maps** at appropriate scales.
5. Prepare and submit a concise **Existing Conditions Analysis and Improvement Program** that summarizes the research and analyzes its impact on the proposed improvements including:



- a. Background
 - b. Goal and objectives
 - c. Existing conditions
 - d. Stakeholder interests (City/Village, users, neighbors, jurisdictional agencies, special interests)
 - e. Best practices (applicable criteria, standards, trends and technologies)
 - f. Budget (organized by basic construction categories and soft costs)
 - g. Jurisdictional approval and permit process(es)
 - h. Preliminary schedule (design, permit, bid, construction)
 - i. Incorporate, by reference, surveys, and report deliverables
 - j. Anticipated improvement components
 - k. What, if any, additional research, analysis or processes are required to implement the proposed improvements. (services not described in this scope of services may be considered Additional Services)
6. (teleconference) Review the Improvement Program with Village representatives and other project team members.

Deliverables: Base Maps; Existing Conditions Analysis and Improvement Program

B. Schematic Design

Objective: Reach consensus on the type, location, organization, scale, character and potential cost of specific improvements.

Process: Specifically, following approval of the Streetscape Improvement Program, HDG will:

1. Prepare **Alternative Concepts**, including appropriate plan views, sections, elevations, and comparable project images, to illustrate the schematic organization, scale and character of the proposed improvements including:
 - a. Village gateway signage
 - b. Decorative corridor signage/monuments
 - c. Wayfinding signage
 - d. Benches
 - e. Planters
 - f. Hanging pots
 - g. Decorative banners
 - h. Trees and tree grates
 - i. Pedestrian crosswalks
2. Prepare **Preliminary Construction Budget Costs** for each of the alternative concepts, based on recognized streetscape systems costs.
3. (Mtg #2) Review the alternative concepts with Village representatives and other project team members.
4. Refine the **Preferred Concept** based on comments received giving increased attention to scale and character and update the Preliminary Budget Costs.
5. (teleconference) Review our recommendations with City/Village representatives and other project team members.

Deliverables: Alternative Concepts; Preliminary Construction Budget Costs; Preferred Concept



PHASE II – FINAL DESIGN AND ENGINEERING SERVICES

A. Design Development (Pre-final Engineering)

Objective: Reach consensus with the City on the final design, probable cost and implementation strategy for the proposed streetscape improvements. Obtain construction permits from the appropriate jurisdictional agencies.

Process: Specifically, based on the approved Schematic Design recommendations, HDG will:

1. Prepare **Design Development Documents** illustrating the final size, horizontal and vertical geometry, structure, materials, and finishes, for the proposed improvements including:
 - a. Village gateway signage
 - b. Decorative corridor signage/monuments
 - c. Wayfinding signage
 - d. Benches
 - e. Planters
 - f. Hanging pots
 - g. Decorative banners
 - h. Trees and tree grates
 - i. Pedestrian crosswalks
2. Collect and review **Product Data** and **Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
3. Prepare a summary of quantities and updated **Construction Cost Opinion**.
4. (Mtg #3) Review the Design Development Document work-in-progress with Village representatives and other project team members (60% review).

Deliverables: **Design Development Documents; Product Data and Material Samples; Outline Specifications; Construction Cost Opinion; Construction Strategy Memorandum**

B. Construction Documents (Final Engineering)

Objective: Produce the final Construction Drawings and Project Specifications that will be used to construct the specified improvements.

Process: Specifically, following approval of the Design Development documents, HDG will:

1. Finalize and submit the **Construction Drawings** to be included in the master document set prepared by Hancock Engineering, including:
 - a. Existing conditions and removals
 - b. Layout and materials
 - c. Planting
 - d. Signage and wayfinding
 - e. Construction details
2. Prepare and submit the **Project Specifications** to be included in the master document set prepared by Hancock Engineering, including:
 - a. Introductory information
 - b. Bidding requirements
 - c. Contracting requirements
 - d. General requirements



- e. Technical specifications
3. Update and submit the **Construction Cost Opinion**.
4. (Mtg #4) Review the Construction Documents with Village representatives and other project team members (90% review).
5. Finalize the Construction Documents, stamp and resubmit as required (100% submittal).

Deliverables: Construction Drawings; Project Specifications; Construction Cost Opinion and Schedule

GENERAL PROJECT ADMINISTRATION

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

OPTIONAL, ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during HDG's performance of the outlined services that require additional services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.

REBUILD ILLINOIS - DOWNTOWN & MAIN STREETS CAPITAL GRANT PROGRAM



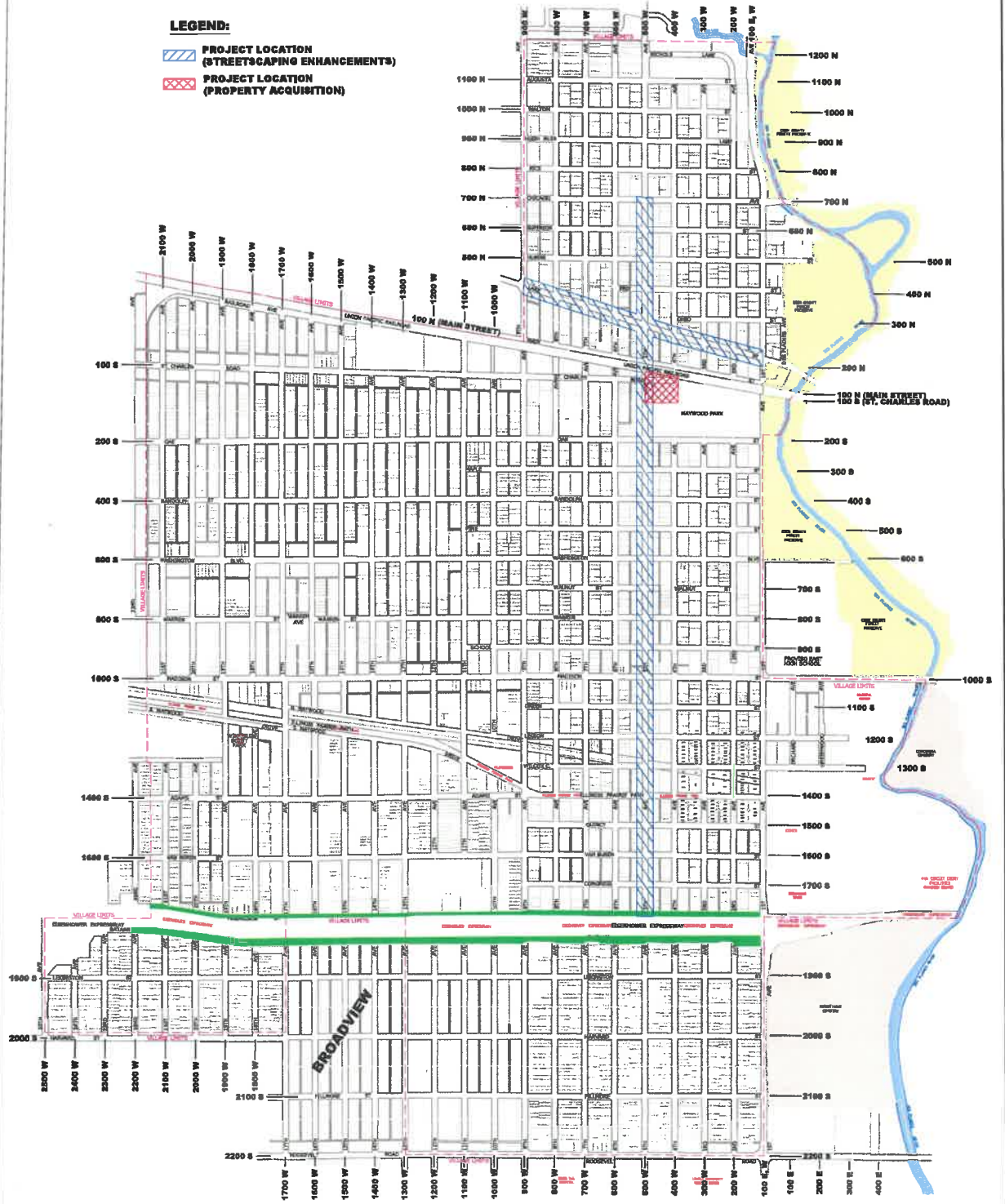
VILLAGE OF MAYWOOD

PROJECT LOCATION MAP 1 OF 2



LEGEND:

-  PROJECT LOCATION (STREETSCAPING ENHANCEMENTS)
-  PROJECT LOCATION (PROPERTY ACQUISITION)



Created by: City of Maywood, IL, Map Information Systems (MIS) Department
 Date: 01/15/2024
 Project: Rebuild Illinois - Downtown & Main Street Capital Grant Program
 Drawing No: 24-001-001-001

STANDARD TERMS AND CONDITIONS

For purposes of this Agreement, the term Subconsultant shall refer to:

Hitchcock Design Group

RESPONSIBILITY OF SUBCONSULTANT – Subconsultant will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

CHANGES IN SCOPE – Hancock Engineering reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and the Subconsultant and Hancock Engineering shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes. No Extra Work shall be undertaken by the Subconsultant without prior written authorization from the Hancock Engineering.

SUSPENSION OF SERVICES – Hancock Engineering may, at any time, by written order to Subconsultant (Suspension of Services Order) require Subconsultant to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Subconsultant shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Hancock Engineering, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of Services Order.

TERMINATION – This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Hancock Engineering, under the same terms, whenever Hancock Engineering shall determine that termination is in its best interests. Costs incurred by Subconsultant shall be reimbursed by Hancock Engineering.

GOVERNING LAW, JURISDICTION & VENUE – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, IL.

COMPLIANCE WITH LAWS – The Subconsultant will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

DELAYS – Subconsultant will not be liable for the delays due to force majeure or any conditions beyond its control.

DISPUTE RESOLUTION – Any dispute under this contract shall be subject to mediation as a condition precedent to litigation.

HAZARDOUS MATERIALS/POLLUTANTS – Unless otherwise provided by this Agreement, the Engineer and Engineer’s consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site.

RIGHT OF ACCESS – Subconsultant shall have access to the job site in order to perform its work.

ASSIGNMENT – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party.

SURVIVAL – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

SEVERABILITY – Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Hancock Engineering and Subconsultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

STATUTE OF LIMITATIONS – To the fullest extent permitted by the law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

CONFLICTS – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.

STANDARD OF CARE – The standard of care for all professional engineering, survey or related professional services performed or furnished by the Subconsultant under this agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

REUSE OF DOCUMENTS – All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Subconsultant pursuant to this Agreement are intended for use on the Project only. They cannot be used by Hancock Engineering or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Subconsultant, shall be at Hancock Engineering’s, or others, sole risk.

SUBCONTRACTS – Subconsultant may subcontract portions of the work, but each subcontractor must be approved by Hancock Engineering in writing.

PAYMENT – Hancock Engineering shall be invoiced once each month for work performed during the preceding period. Hancock Engineering will pay each invoice to the Subconsultant within fifteen (15) days of receiving payment from its Client (Village).

INSURANCE – Subconsultant will maintain insurance coverage in the following minimum amounts:

- Professional Liability - \$2,000,000 per claim/aggregate
- General Liability –
 1. 1,000,000 Each Occurrence – Bodily Injury
 2. 1,000,000 Each Occurrence – Property Damage
 3. 2,000,000 Aggregate
- Automotive Liability (including non-ownership and hired car coverage) - \$1,000,000 Per Person/Per Occurrence
- Employer’s Liability - \$500,000 Each
- Worker’s Compensation – Per Statutory

INDEMNIFICATION

Subconsultant shall indemnify and hold harmless Hancock Engineering from loss or expense, including reasonable attorney’s fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Subconsultant.

Hancock Engineering shall indemnify and hold harmless Subconsultant under this Agreement, from loss or expense, including reasonable attorney’s fees, for claims for person injuries (including death) or property damage arising out of the sole negligent act, error omission of Hancock Engineering.

In the event of joint or concurrent negligence of Subconsultant and Hancock Engineering, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.

KRISCH LAND SURVEYING LLC

P.O. Box 929 - Plainfield, Illinois 60544-0929
Phone: (630) 627-5589 / Fax (630) 627-5594
www.krischlandsurveying.com

SURVEYING - CONSULTING - CONSTRUCTION LAYOUT

December 29, 2023

Bill Peterhansen
Hancock Engineering Co.
9933 Roosevelt Road
Westchester, IL 60154

Maywood Library Parcels.
5th Ave., Maywood, IL
Parcel No's 15-11-149-006, -007, -009, -010, & -011
and St. Charles Road ROW

Bill –

Per your request the following is an itemization for land surveying services for the above reference project.

- Preparation of a Plat of Survey of the above reference 5 parcels and the St. Charles Road right of way.
Fee: \$2800

- Preparation of a Plat of Resubdivision, which will include the vacation of the St. Charles Road right of way in the resubdivision plat.
Fee: \$800

The survey field work and plat of survey can be completed in a 14-17 day time frame from authorization to proceed. The resubdivision plat will be prepared to meet the village acceptance & recording schedule.

If you should have any questions please do not hesitate to contact me.

Sincerely,



Michael L. Krisch PLS

STANDARD TERMS AND CONDITIONS

For purposes of this Agreement, the term Subconsultant shall refer to:

Krisch Land Surveying LLC

RESPONSIBILITY OF SUBCONSULTANT – Subconsultant will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

CHANGES IN SCOPE – Hancock Engineering reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and the Subconsultant and Hancock Engineering shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes. No Extra Work shall be undertaken by the Subconsultant without prior written authorization from the Hancock Engineering.

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STATUTE OF LIMITATIONS – To the fullest extent permitted by the law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

CONFLICTS – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.

STANDARD OF CARE – The standard of care for all professional engineering, survey or related professional services performed or furnished by the Subconsultant under this agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

REUSE OF DOCUMENTS – All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Subconsultant pursuant to this Agreement are intended for use on the Project only. They cannot be used by Hancock Engineering or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Subconsultant, shall be at Hancock Engineering’s, or others, sole risk.

SUBCONTRACTS – Subconsultant may subcontract portions of the work, but each subcontractor must be approved by Hancock Engineering in writing.

PAYMENT – Hancock Engineering shall be invoiced once each month for work performed during the preceding period. Hancock Engineering will pay each invoice to the Subconsultant within fifteen (15) days of receiving payment from its Client (Village).

INSURANCE – Subconsultant will maintain insurance coverage in the following minimum amounts:

- Professional Liability - \$2,000,000 per claim/aggregate
- General Liability –
 1. 1,000,000 Each Occurrence – Bodily Injury
 2. 1,000,000 Each Occurrence – Property Damage
 3. 2,000,000 Aggregate
- Automotive Liability (including non-ownership and hired car coverage) - \$1,000,000 Per Person/Per Occurrence
- Employer’s Liability - \$500,000 Each
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INDEMNIFICATION

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Hancock Engineering shall indemnify and hold harmless Subconsultant under this Agreement, from loss or expense, including reasonable attorney’s fees, for claims for person injuries (including death) or property damage arising out of the sole negligent act, error omission of Hancock Engineering.

In the event of joint or concurrent negligence of Subconsultant and Hancock Engineering, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.



1000 East Warrenville Road, Ste. 140
Naperville, IL 60563

O: 630.717.2880
F: 630.689.5881

ConsultTrueNorth.com

January 4, 2024

Mr. Bill Peterhansen, P.E.
Edwin Hancock Engineering Co.
9933 Roosevelt Road
Westchester, Illinois 60154

**RE: Proposal for Due Diligence Services
Property Acquisition/Future Village Hall
115 South 5th Avenue
Maywood, Illinois 60153
True North Proposal No. P124-007**

Dear Mr. Peterhansen:

True North Consultants, Inc. (True North) is pleased to present Edwin Hancock Engineering Co. (Client) with the following proposal to provide Phase I Environmental Site Assessment (ESA) services for the property acquisition/future Village Hall located at 115 South 5th Avenue in Maywood, Illinois (Site). Based on the information provided by the Client, there are six PINs (15-11-144-001, 15-11-149-007, 15-11-149-006, 15-11-149-011, 15-11-149-010, and 15-11-149-009) associated with the property. True North is committed to serving the Client by adhering to applicable regulations, policies, and guidelines; providing timely response to Client inquiries, and working with the Client to achieve a common goal. The following sections of this proposal present information regarding the project understanding, scope of services, estimated costs, schedule, and limitations.

PROJECT UNDERSTANDING

The Site encompasses approximately 1.7-acres and is partially vacant land and partially improved with asphalt pavement. True North understands the environmental conditions at the Site are currently being evaluated as part of a potential property acquisition for redevelopment with a new Village Hall. Based on this understanding, the following scope of services has been developed to evaluate the environmental conditions at the Site in accordance with applicable regulatory requirements and the scope of work as identified below.

SCOPE OF WORK

Task 1: Phase I Environmental Site Assessment

True North will complete a Phase I ESA on the Site consistent with the Federal "Standards and Practices for All Appropriate Inquires (AAI); Final Rule" (40 CFR Part 312) and the American Society for Testing and Materials (ASTM) International E1527-21 standard, "Standard for Environmental Site Assessments: Phase I Environmental Site Assessment Process." The purpose of a Phase I ESA is to identify whether the Site is subject to *recognized environmental conditions*, as defined by AAI and ASTM. The ESA shall include the following in accordance with the ASTM standard:

1. **Historical Records Review:** Available historical records associated with the Site and surrounding properties will be reviewed. These records include city directories, Sanborn Fire Insurance Maps, and aerial photographs, when available. Commonly known or reasonably



ascertainable information will also be pursued to the extent necessary to document information about the Site.

2. **Environmental Regulatory Records Review:** A computer search of Federal, State, Tribal, and local government agency records will be performed to determine if the Site or adjacent properties are included within the selected regulatory databases. Based on the results of this query, the Site and its surrounding properties shall be evaluated for recognized environmental concerns. Queries shall be performed, but not be limited to, the following regulatory databases:
 - National Priority List (NPL) of Hazardous Waste Sites;
 - Hazardous Waste Treatment, Storage, Disposal Facilities (TSDF);
 - Underground Storage Tank or Leaking Underground Storage Tank Locations (UST/LUST);
 - Sanitary Landfill and Solid Waste Sites (SL/SWS);
 - State Hazardous Waste Sites (SHWS);
 - CERCLIS sites; and
 - Small and Large Quantity Hazardous Waste Generators (RCRIS-SQG/LQG).
3. **Interviews:** To the extent reasonable and possible, interview past and present Site owners, occupants of the Site, and state and local government officials with the purpose of obtaining information indicating *recognized environmental conditions* in connection with the Site.
4. **Site Inspection:** A site inspection shall be performed at the Site to evaluate existing conditions and note visible signs of environmental issues. The exterior and interior of on-site buildings, when accessible and permissible, will be inspected. Adjacent and surrounding properties shall be assessed from within the Site boundary and public right-of-ways.
5. **Report Preparation:** Prepare a Phase I ESA report containing documentation to support the assessment findings, opinions, and conclusions for Client review. A final PDF copy of the report will be provided to the Client upon incorporation of any revisions.

Please note that the scope of services for the Phase I ESA does not include a review, evaluation, or survey for asbestos, radon, lead-based paint, lead in drinking water, cultural and historic resources, industrial hygiene, health & safety, ecological studies, endangered species, indoor air quality, biological pollutants, or high voltage power lines. In addition, surveys for potential jurisdictional wetlands, oil/gas well records, mineral rights records, or mining areas are also considered beyond the scope of this assessment. No sampling of soil, water, air, or building materials for laboratory analysis shall be performed during the assessment.

Additionally, True North assumes that the Client will assist with arranging unrestricted access for the site inspection with an individual knowledgeable about the Site. Please note the cost for an environmental lien search for six PINs is provided in the Project Cost table below to allow True North to engage an outside title specialist to perform an environmental lien and activity use limitations (AULs) search for the Site.



PROJECT COSTS AND TERMS

True North proposes to complete the stated scope of work in accordance with the attached General Terms & Conditions and the Project Cost Table presented below. The estimated cost includes all professional labor, travel, materials, supplies, equipment, laboratory analytical fees and expenses as specified above.

Service	Quantity	Units	Rate	Total
<i>Task 1: Phase I Environmental Site Assessment</i>	1	Lump Sum	\$3,500.00	\$3,500.00
<i>Environmental Lien & Deed Restriction Search – 5 Parcels</i>		Lump Sum	\$300.00	\$300.00
Total Estimated Cost				\$3,850.00

Notes:

- 1 If additional PINs are identified as part of the Site during the course of this assessment, an additional cost of \$50/PIN search shall be assessed at the time of invoicing.

Should the Client request a change in the scope of work, or should circumstances render the current estimate invalid, a new estimate will be prepared and mutually agreed to in writing before further work proceeds. A copy of True North's *General Terms and Conditions* is provided for your review. Written authorization to proceed will form a binding contract and indicates your acceptance of this proposal and our *General Terms and Conditions*. Any changes to the scope of work or the *General Terms and Conditions*, if so requested, must be agreed to in writing by both parties prior to the Client's authorization to proceed.

SCHEDULE

True North estimates that the Phase I ESA work can commence immediately upon receiving a signed copy of this agreement or a purchase order incorporating the terms of this agreement. The final Phase I ESA report will be submitted within four weeks of authorization to proceed.

LIMITATIONS AND QUALIFICATIONS

The proposed estimate has been provided as a good faith estimate of costs based upon the described scope of work. Should the scope of work be modified from that initially proposed, total cost of services will be adjusted accordingly.

- It is assumed for purposes of this estimate that access to the Site, inclusive of building interiors, is available during normal working hours and that records relating to the properties are reasonably ascertainable. In addition, there are no encumbrances on the Site that may limit observations or sampling activities.
- True North understands the scope of work to include generation of one Phase I ESA report for the parcels collectively identified as the Site. This proposal does not include additional reporting, evaluations or sampling of other material testing beyond the scope of work specifically identified herein.
- The results reported and any opinions reached by True North are for the benefit of the Client and the party of which the Client represents and, unless agreed to by True North in writing, are



not to be disclosed to or relied upon by any other party, except as permitted by the ASTM standard. The results and opinions set forth by True North shall be valid from the date of the final reports for a time frame limited to that specified within AAI regulations, ASTM standards, and applicable regulations.

- The Client shall provide True North, upon contract authorization, any requirements for additional insurance coverage, waivers of subrogation, and/or additional party reliance beyond that provided within this proposal or currently maintained by True North. Any additional cost to True North associated with these requirements shall be added to the total cost as proposed above unless these costs have been previously negotiated with the Client.
- The proposed scope of work is based on information and data provided by the Client and existing conditions relayed to True North during the proposal process. True North may be required to rely upon data and reports provided by others. True North cannot take responsibility for information provided by others and shall assume all provided information to be true and accurate.
- True North assumes that the Client shall return all requested documentation within the timeframe provided within the proposed schedule. True North will not be responsible for not meeting the proposed schedule due to a delayed response time by the Client or regulatory agency.
- If the site conditions are significantly different than as outlined in the introduction to this proposal (e.g., order of magnitude difference in site size, significant environmental conditions of concern that require in depth review of documentation), additional fees may be requested subsequent to the site inspection.
- True North's findings are based solely on the information obtained during completion of the approved scope of work.
- True North reserves the right to subcontract certain environmental support services with our supporting partners and/or other consulting professionals, to ensure that acceptable guidelines, regulations, and project schedules are met. All work will be performed by appropriate certified/licensed professionals.
- This proposal does not include special reports or design drawings for construction purposes.
- This proposal is based on field work performed in Level D personal protection (i.e., steel-toed boots, hard hats, safety glasses, and gloves). True North will postpone field work and notify Client immediately if field conditions warrant an increase in personal protection.

Additional services requested by the Client beyond those described in the scope of work section of this proposal will be completed on a Time & Materials basis in accordance with True North Standard Unit Rates.



INVOICING AND PAYMENTS

Invoicing will be submitted upon completion of the project. Invoices will be payable within 30 calendar days after the invoice date. The client shall pay any additional charges for past due payments in accordance with the attached *General Terms and Conditions*.

AUTHORIZATION AND CLOSING

If this proposal meets your approval, please execute and return **Attachment A** to our office via mail, fax or e-mail. This agreement for professional services represents a contract between True North Consultants, Inc. and the Client.

True North shall initiate the above scope of services upon receipt of the authorization to proceed. Should the Client request a change in the scope of work, or should circumstances render the current estimate invalid, a new estimate will be prepared and mutually agreed upon in writing before work proceeds.

True North appreciates the opportunity to offer this proposal for environmental consulting services. If you have any questions, please contact me at 815.557.7256 or ltrzaskus@consulttruenorth.com.

Regards,
TRUE NORTH CONSULTANTS, INC.

Lauren F. Trzaskus
Senior Consultant

Attachments: Client Authorization – Attachment A
 General Terms and Conditions

STANDARD TERMS AND CONDITIONS

For purposes of this Agreement, the term Subconsultant shall refer to:

True North Consultants, Inc.

(Company Name)

RESPONSIBILITY OF SUBCONSULTANT – Subconsultant will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

CHANGES IN SCOPE – Hancock Engineering reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and the Subconsultant and Hancock Engineering shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes. No Extra Work shall be undertaken by the Subconsultant without prior written authorization from the Hancock Engineering.

SUSPENSION OF SERVICES – Hancock Engineering may, at any time, by written order to Subconsultant (Suspension of Services Order) require Subconsultant to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Subconsultant shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Hancock Engineering, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of Services Order.

TERMINATION – This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Hancock Engineering, under the same terms, whenever Hancock Engineering shall determine that termination is in its best interests. Costs incurred by Subconsultant shall be reimbursed by Hancock Engineering.

GOVERNING LAW, JURISDICTION & VENUE – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, IL.

COMPLIANCE WITH LAWS – The Subconsultant will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

DELAYS – Subconsultant will not be liable for the delays due to force majeure or any conditions beyond its control.

DISPUTE RESOLUTION – Any dispute under this contract shall be subject to mediation as a condition precedent to litigation.

HAZARDOUS MATERIALS/POLLUTANTS – Unless otherwise provided by this Agreement, the Engineer and Engineer’s consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site.

RIGHT OF ACCESS – Subconsultant shall have access to the job site in order to perform its work.

ASSIGNMENT – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party.

SURVIVAL – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

SEVERABILITY – Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Hancock Engineering and Subconsultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

STATUTE OF LIMITATIONS – To the fullest extent permitted by the law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

CONFLICTS – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.

STANDARD OF CARE – The standard of care for all professional engineering, survey or related professional services performed or furnished by the Subconsultant under this agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

REUSE OF DOCUMENTS – All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Subconsultant pursuant to this Agreement are intended for use on the Project only. They cannot be used by Hancock Engineering or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Subconsultant, shall be at Hancock Engineering’s, or others, sole risk.

SUBCONTRACTS – Subconsultant may subcontract portions of the work, but each subcontractor must be approved by Hancock Engineering in writing.

PAYMENT – Hancock Engineering shall be invoiced once each month for work performed during the preceding period. Hancock Engineering will pay each invoice to the Subconsultant within fifteen (15) days of receiving payment from its Client (Village).

INSURANCE – Subconsultant will maintain insurance coverage in the following minimum amounts:

- Professional Liability - \$2,000,000 per claim/aggregate
- General Liability –
 1. 1,000,000 Each Occurrence – Bodily Injury
 2. 1,000,000 Each Occurrence – Property Damage
 3. 2,000,000 Aggregate
- Automotive Liability (including non-ownership and hired car coverage) - \$1,000,000 Per Person/Per Occurrence
- Employer’s Liability - \$500,000 Each
- Worker’s Compensation – Per Statutory

INDEMNIFICATION

Subconsultant shall indemnify and hold harmless Hancock Engineering from loss or expense, including reasonable attorney’s fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Subconsultant.

Hancock Engineering shall indemnify and hold harmless Subconsultant under this Agreement, from loss or expense, including reasonable attorney’s fees, for claims for person injuries (including death) or property damage arising out of the sole negligent act, error omission of Hancock Engineering.

In the event of joint or concurrent negligence of Subconsultant and Hancock Engineering, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.



TESTING SERVICE CORPORATION

Corporate Office

360 South Main Place, Carol Stream, IL 60188-2404
Phone 630.462.2600

January 19, 2024

Mr. William O. Peterhansen, P.E.
Edwin Hancock Engineering Company
9933 Roosevelt Road
Westchester, IL 60154-2749

RE: P.N. 72,310A
Geotechnical Exploration and
Environmental Analysis for LPC-662/663
New Village Hall
115 S. 5th Avenue
Maywood, IL

Dear Mr. Peterhansen:

Testing Service Corporation (TSC) is pleased to submit this proposal to provide Geotechnical Engineering Services for the above-captioned project. It is in response to your email dated December 28, 2023. The objectives of the Geotechnical Study are to explore soil and groundwater conditions and provide recommendations for foundation, floor slab and pavement design in connection with the new Village Hall municipal building with a possible basement.

An alternate is also included for Environmental Analysis in connection with IEPA LPC-662/663 forms.

Boring Program:

We are proposing to drill seven (7) soil borings as part of our Geotechnical Exploration, as indicated on the boring location plan attached. As requested, they are to be extended to 30 feet below existing grade. Total drilling footage on this basis is estimated to be about 210 lineal feet.

For the purposes of this proposal, we have assumed that the boring locations will be accessible to a conventional truck or ATV-mounted drill. In this regard, they should not be located in standing water, within wooded areas, or on steeply sloping ground. No provisions have been made for tree/brush clearing or other obstruction removal should borehole access be impeded. Landscape restoration (if required) is also not included in the project budget.

TSC will utilize personnel who are trained in layout procedures to stake the borings in the field. Ground surface elevations for each borehole will be determined by GPS using a Trimble R12 GNSS receiver. Utility clearance for the borings will be obtained by contacting JULIE (Joint Utility Locating Information for Excavators). Private underground utility lines will have to be marked by the property owner or their agents; a private locator can be hired for an added cost if necessary.

Soil samples will primarily be obtained by split-spoon methods, with thin-walled tubes also taken if conditions dictate. Sampling will be performed at 2½-foot intervals for at least the first 15 feet (and greater if fill or unsuitable soil types extend below that depth as well as in cut or detention areas), to otherwise not exceed 5-foot intervals. A representative portion of the split-spoon samples will be placed in a glass jar with a screw-type lid for transportation to our laboratory, along with select dual samples for analytical testing (if required). Groundwater observations will also be made during and following completion of drilling operations, with the boreholes to be backfilled immediately and any in pavement areas also patched at the surface.

In accordance with the International Building Code (IBC), the Site Class for seismic design is to be based on average soil properties in the top 100 feet. Where IBC 2006 or later has been enacted, Site

Class D shall be used unless site specific soils information is available. To determine whether Site Class C is a possibility, it would be necessary to extend at least one (1) of the borings to 100' in depth (or rock if encountered shallower), or alternatively to measure soil shear wave velocity using the SeisOpt ReMi method. The added cost for SeisOpt ReMi testing is given in our Cost Estimate as an alternate.

Laboratory Testing:

Samples obtained from the borings will be examined by experienced laboratory personnel in order to verify field descriptions as well as to visually classify in accordance with the Unified Soil Classification System. Laboratory testing will include moisture content and dry unit weight determinations as well as measurements of unconfined compressive strength by direct or indirect methods, as appropriate. Other tests deemed to be necessary by TSC's Project Engineer may also be recommended for your approval.

Engineering Report:

A geotechnical engineering report will be prepared upon completion of field and laboratory testing, to include typed boring logs and a location plan. The report will provide a summary of soil and groundwater conditions as well as address their impact on the proposed site development. It will also provide recommendations to guide design and specification preparation pertaining to geotechnical issues relevant to the structure or purpose described in this proposal. These may include the following as applicable:

- General earthwork and construction considerations.
- Remedial work and/or treatment of unstable or unsuitable soil types.
- Fill placement and compaction requirements.
- Foundation type, capacity and depth/elevation.
- Anticipation and management of groundwater.

Local ordinances may require an estimate of the seasonal high groundwater table (SHGWT) and/or soil infiltration rates at the site. TSC can provide an estimated SHGWT based on soil morphology (mainly color and associated mottling) and water level observations in our borings. Infiltration rates can also be estimated based on soil types and gradations, to often be relatively low for silt and clay deposits which predominate in northeastern Illinois. If additional measures are required to provide more accurate determinations, you will be contacted before we proceed with any additional work (to possibly include field infiltration testing).

POTENTIALLY IMPACTED PROPERTY (PIP) EVALUATION & ENVIRONMENTAL SOIL ANALYSIS FOR IEPA LPC-662 OR LPC-663 FORM:

Testing Service Corporation (TSC) will perform a "Potentially Impacted Property" (PIP) evaluation for completion of the LPC-662 Form and, if necessary, provide sampling and laboratory analyses for completion of the LPC-663 Form.

Uncontaminated soil including uncontaminated soil mixed with clean construction or demolition debris (CCDD) accepted at a CCDD fill operation must be certified to be uncontaminated soil in accordance with Section 22.51(f)(2)(B) of the Environmental Protection Act [415 ILCS 5/22.51(f)(2)(B)]. Uncontaminated soil accepted at an uncontaminated soil fill operation (USFO) must be certified to be uncontaminated soil in accordance with Section 22.51a(d)(2)(B) of the Environmental Protection Act [415 ILCS 5/22.51a(d)(2)(B)]. These certifications must be made by a licensed professional engineer or



geologist (PE/PG) using the attached Form LPC-663 when the soil is removed from a site which is determined by the PE/PG to be a "Potentially Impacted Property" (PIP) based on review of readily ascertainable property history, environmental databases and site reconnaissance. Uncontaminated soil from a site which is not identified as a PIP by the PE/PG may be certified by either the source site owner or operator using LPC-662 with pH analysis only.

STEP ONE: Potentially Impacted Property (PIP) Evaluation

TSC will evaluate current Federal and State environmental agency records for the site by obtaining a First Radius Map Report from Environmental Data Resources, Inc. (EDR). Review of the Radius Map Report assists in identifying potential contamination sources from the project site as well as nearby properties which may cause it to be considered a PIP. TSC will also perform a site reconnaissance to evaluate it and the surrounding area for evidence of the use or release of hazardous substances or petroleum products. Soil samples collected from the borings will be analyzed for pH.

Based on the results of this review, the TSC Professional Geologist will conclude if the source site is a PIP. If the source site is not identified as a PIP and pH analysis meet IEPA requirements, TSC will prepare a letter discussing the reviewed information and recommend that the Owner or Operator sign the LPC-662 Form certifying that the site is not a PIP and the soil is presumed to be uncontaminated. This form is acceptable at most of the Uncontaminated Soil Fill Operation (USFO/CCDD) facilities. It is expected the site will be identified as a PIP.

STEP TWO: LPC-663 Analytical Testing (if required)

In the event that the source site (or portions thereof) is identified as a PIP, the owner is unwilling to sign the LPC-662 form or the prospective USFO/CCDD facility selected for disposal of the soil requires analysis for acceptance of it, TSC will perform additional soil analysis for completion of the LPC-663 form at additional costs outlined in this proposal. Soil samples are to be collected from zones to be excavated as part of the proposed site improvements. Immediately upon removing the soil from the sampler, a representative portion will be placed in a clean glass sample jar and kept cool for possible analytical testing. A second portion will be broken up to maximize surface area and placed in a separate clean jar which is covered with an aluminum foil liner. A headspace analysis will be performed on the second samples, i.e. a photo-ionization detector (PID) used to check for the presence of volatile organic vapors.

The number of samples analyzed and the parameters of the analytical testing will be based upon the Potentially Impacted Property evaluation. For proposal purposes, it is assumed that three (3) samples will be analyzed for volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PNAs), total RCRA Metals and pH. If additional samples or analytical parameters are appropriate in the judgement of the PE/PG based on the records review, site reconnaissance or PID screening, additional samples will be collected at that time with the costs of analysis to be discussed with the client prior to analysis. Selected samples will be placed in laboratory supplied jars or vials and properly preserved in a cooler on ice. They will be shipped to an analytical laboratory following standard chain-of-custody procedures.

The list of analytical parameters noted are acceptable at the majority of local USFO/CCDD facilities although analysis of additional parameters may be required by some of them. If possible, we recommend that the USFO/CCDD facility destination to be used for a particular project be



contacted to verify that the analytical parameters proposed will be sufficient. Additional cost for analysis of the full MAC list is listed as an optional item in the Cost Estimate.

The analytical results will be compared to Maximum Allowable Concentrations of Chemical Constituents in Uncontaminated Soil Used as Fill Material At Regulated Fill Operations (MACs) as presented in 35 IAC 1100.Subpart F.

It should be noted that if one or more total metals concentrations exceed their respective MAC, addition analysis of the TCLP or SPLP extract may be performed for those metals. In accordance with 35IAC1100.610(b)(3)(C) and as an alternative to the MAC value, compliance verification may be determined by comparing soil sample extraction results by TCLP or SPLP to the respective TACO Class 1 Soil Component of the Groundwater Ingestion Exposure Route Objective in 35IAC742 Appendix B, Table A. TSC will perform this additional analysis if all other parameters with the exception of the metal(s) meet the MACs.

A summary report will be prepared which describes the sampling procedures and results of the analytical laboratory testing. If all analytical results meet their respective MACs, Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist. The LPC-663 Form will be included as an attachment to the summary report.

Please note that our signing of Form LPC-663 is contingent upon all constituents meeting their respective MACs. If any constituent exceeds the MACs, the Licensed Professional Engineer or Geologist will not be able to certify the soil as uncontaminated. In that event, additional analysis may be required in connection with disposal at a Subtitle D landfill, at additional cost for consulting, analytical testing and completion of the waste profile.

Fees and Scope:

In accordance with the first Cost Estimate attached, TSC is proposing a not-to-exceed budget amount of **Eleven Thousand Five Hundred and Fifty Dollars (\$ 11,550.00)** to provide the Geotechnical Exploration outlined above. This is based on the understanding that the boring locations are accessible to conventional drilling equipment and the work can be performed during standard business hours. Our fees are further subject to this proposal being accepted by you on or before June 30, 2024.

The PIP evaluation with pH analysis for completion of the LPC-662 Form would be One Thousand Six Hundred and Fifty Dollars (\$1,650.00). If the PIP evaluation indicates the need for analytical testing, this additional analysis and completion of the associated LPC-663 Form would add an estimated Two Thousand Two Hundred Twenty-Five Dollars (\$2,225.00). This results in a total environmental budget amount of up to Three Thousand Eight Hundred Seventy-Five Dollars (\$3,875.00) per a second Cost Estimate attached.

Should the study reveal unexpected subsurface conditions requiring a change in the scope of work, you will be contacted before we proceed with any additional work. Our invoice would then be based on our standard unit rates given in the attached Cost Estimates or as otherwise agreed upon. While our quoted fee does not include earthwork, excavation, and/or footing observations during the construction phase, the project budget should include a provision for these services. Plan review, preconstruction meetings and/or other consulting and professional services that are provided subsequent to the delivery of TSC's report would be covered by separate invoice.



Closure:

The geotechnical engineering and environmental services being performed are subject to TSC's attached General Conditions. TSC charges include all state and federal taxes that may be required. However, unless stated otherwise they do not include license, permit or bond fees that local governments may impose, if any to potentially be added to our invoice. The invoice(s) will be sent to the following unless written instructions to the contrary are received:

Mr. William O. Peterhansen, P.E.
Edwin Hancock Engineering Company
9933 Roosevelt Road
Westchester, IL 60154-2749
Tel: (708) 865-0300
Email: bpeterhansen@ehancock.com

If this proposal meets with your approval, please indicate your acceptance by signing one copy and returning it to our Carol Stream, Illinois office. It would be helpful if you could also complete the attached Project Data form indicating who is to receive copies of TSC's report and other related information.

Your consideration of our proposal is appreciated. We look forward to being of service to you on this project.

Respectfully submitted,

TESTING SERVICE CORPORATION

Timothy R. Peceniak, P.E.
Geotechnical Engineer

Enc: Cost Estimates
Boring Location Plan
General Conditions
Project Data Sheet

PLEASE CHECK IF DESIRED

Potentially Impacted Property Evaluation (PIP) AND LPC-662/663 ANALYSIS

Approved and accepted for _____ by:

(NAME)

(TITLE)

(DATE)



COST ESTIMATE
 New Village Hall
 115 S. 5th Avenue
 Maywood, IL

ITEM	UNIT	QTY	RATE	COST	
STAKING AND UTILITY CLEARANCE					
1.1	Layout Person to Mark Boring Locations, Obtain Surface Elevations and Arrange for Clearance of Underground Utilities	Hour	3.5	110.00	\$ 385.00
1.2	Utility Locator to Mark Private Underground Lines incl. Inside Existing Buildings	Cost + 10%	0	Est. 750.00	\$ 0.00
DRILLING AND SAMPLING					
2.1	Drill Mounted on Truck or ATV with Two-Person Crew (Portal-to-Portal)	Lump Sum	1	8,000.00	\$ 8,000.00
LABORATORY TESTING					
3.1	Examine Samples to Describe by Textural System and Classify Using the Unified Soil Classification System	Each	63	4.00	\$ 252.00
3.2	Water Content Determination (Includes Pocket Penetrometer Reading on Cohesive Samples)	Each	60	8.00	\$ 480.00
3.3	Unconfined Compressive Strength of Cohesive Soils (or Torvane Shear Strength Measurement)	Each	25	16.00	\$ 400.00
3.4	Dry Unit Weight Determination	Each	6	8.00	\$ 48.00
SEISOPT REMI TESTING					
4.1	Measure Average Soil Shear Wave Velocity to 100' in Depth by SeisOpt ReMi Method (Used to Determine IBC Site Class for Seismic Design)	Each	0	875.00	\$ 0.00
ENGINEERING SERVICES					
5.1	Prepare Geotechnical Report with Typed Boring Logs and Location Plan	Lump Sum	1	2,000.00	\$ 2,000.00
5.2	Senior Geotechnical Engineer to Consult or Attend Project Meetings	Hour	0.0	200.00	\$ 0.00
				ESTIMATED TOTAL	\$ 11,565.00
				RECOMMENDED BUDGET	\$ 11,550.00



COST ESTIMATE
PIP EVALUATION FOR LPC-662 AND LPC-663 ANALYSIS

ITEM	UNITS	QTY	RATE	COST
STEP 1: RECORDS REVIEW, SITE RECONNAISSANCE & PH ANALYSIS FOR PIP EVALUATION				
1.1	PIP Evaluation, Select Samples for Analysis & Completion of LPC-662 Form for Owners Signature if Site is not Identified as a PIP.	Lump Sum	1	1,500.00 \$ 1,500.00
1.2	Environmental Personnel to Screen Samples with PID	Hour	1	150.00 \$ 150.00
STEP 2: IF A PIP IS IDENTIFIED, BELOW ARE ADDITIONAL COSTS FOR LPC-663 ANALYSIS				
ANALYTICAL TESTING FOR LPC-663 FORM				
2.1	VOCs, PNAs, RCRA Metals & pH @ Standard 5 to 7 Business Day Turnaround (Analysis Dependent on Contaminants of Concern Identified in PIP Evaluation)	Each	3	525.00 \$ 1,575.00
2.2	Surcharge for Expedited 2-3 Business Day Turnaround	Each	0	100% \$ 0.00
2.3	TCLP/SPLP Analysis of Metals which exceed MACs, if required. (Cost dependent on specific metals analyzed)	Each	1	150.00 \$ 150.00
2.4	Analytical testing for full MAC list, required at some CCDD/USFO facilities @ Standard 5 to 7 Business Day Turnaround	Each	0	1,750.00 \$ 0.00
2.5	Added Drilling Charge for Obtaining Select Dual Samples for Analytical Testing	Lump Sum	0	\$ 0.00
REPORTING SERVICES				
3.1	Professional Geologist for Project Management and Prepare Summary Report, with P.G. Signed Form LPC-663, if uncontaminated.	Lump Sum	1	500.00 \$ 500.00
3.2	Additional Analytical Testing and Completion of Waste Profile if Soil is Landfilled	Est.	0.0	2,000.00 \$ 0.00
ESTIMATED COST OF PIP EVALUATION AND LPC-662 FORM				\$ 1,650.00
ADDITIONAL ESTIMATED COST OF SERVICES FOR COMPLETION OF LPC-663 FORM IF PIP IS IDENTIFIED (STANDARD TAT):				\$ 2,225.00
ESTIMATED TOTAL COST FOR PIP EVALUATION & LPC-663 SERVICES (STANDARD TAT):				\$ 3,875.00

STANDARD TERMS AND CONDITIONS

For purposes of this Agreement, the term Subconsultant shall refer to:

Testing Service Corporation

RESPONSIBILITY OF SUBCONSULTANT – Subconsultant will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

CHANGES IN SCOPE – Hancock Engineering reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and the Subconsultant and Hancock Engineering shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes. No Extra Work shall be undertaken by the Subconsultant without prior written authorization from the Hancock Engineering.

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TERMINATION – This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Hancock Engineering, under the same terms, whenever Hancock Engineering shall determine that termination is in its best interests. Costs incurred by Subconsultant shall be reimbursed by Hancock Engineering.

GOVERNING LAW, JURISDICTION & VENUE – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, IL.

COMPLIANCE WITH LAWS – The Subconsultant will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

DELAYS – Subconsultant will not be liable for the delays due to force majeure or any conditions beyond its control.

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HAZARDOUS MATERIALS/POLLUTANTS – Unless otherwise provided by this Agreement, the Engineer and Engineer’s consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site.

RIGHT OF ACCESS – Subconsultant shall have access to the job site in order to perform its work.

ASSIGNMENT – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party.

SURVIVAL – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

SEVERABILITY – Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Hancock Engineering and Subconsultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

STATUTE OF LIMITATIONS – To the fullest extent permitted by the law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

CONFLICTS – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.

STANDARD OF CARE – The standard of care for all professional engineering, survey or related professional services performed or furnished by the Subconsultant under this agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

REUSE OF DOCUMENTS – All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Subconsultant pursuant to this Agreement are intended for use on the Project only. They cannot be used by Hancock Engineering or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Subconsultant, shall be at Hancock Engineering’s, or others, sole risk.

SUBCONTRACTS – Subconsultant may subcontract portions of the work, but each subcontractor must be approved by Hancock Engineering in writing.

PAYMENT – Hancock Engineering shall be invoiced once each month for work performed during the preceding period. Hancock Engineering will pay each invoice to the Subconsultant within fifteen (15) days of receiving payment from its Client (Village).

INSURANCE – Subconsultant will maintain insurance coverage in the following minimum amounts:

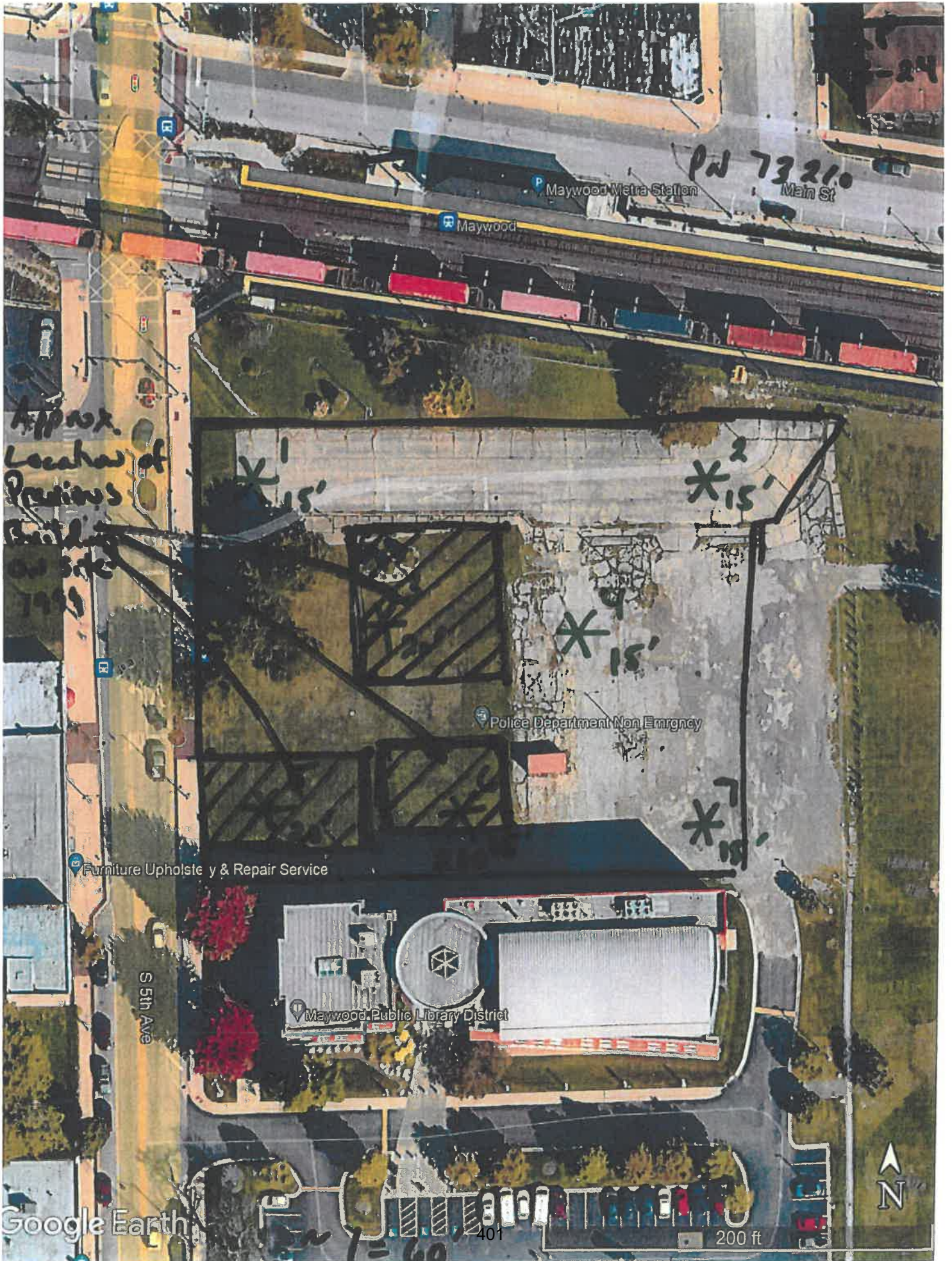
- Professional Liability - \$2,000,000 per claim/aggregate
- General Liability –
 1. 1,000,000 Each Occurrence – Bodily Injury
 2. 1,000,000 Each Occurrence – Property Damage
 3. 2,000,000 Aggregate
- Automotive Liability (including non-ownership and hired car coverage) - \$1,000,000 Per Person/Per Occurrence
- Employer’s Liability - \$500,000 Each
- Worker’s Compensation – Per Statutory

INDEMNIFICATION

Subconsultant shall indemnify and hold harmless Hancock Engineering from loss or expense, including reasonable attorney’s fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Subconsultant.

Hancock Engineering shall indemnify and hold harmless Subconsultant under this Agreement, from loss or expense, including reasonable attorney’s fees, for claims for person injuries (including death) or property damage arising out of the sole negligent act, error omission of Hancock Engineering.

In the event of joint or concurrent negligence of Subconsultant and Hancock Engineering, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.



PROJECT DATA SHEET



TESTING SERVICE CORPORATION

General Information: _____

Project Name: _____

Project Address: _____

City/State/Zip: _____

County: _____

Project Manager: _____

Email: _____

Telephone: _____

Site Contact: _____

Email: _____

Telephone: _____

Send Invoice to: _____

Purchase Order Number: _____

Attention: _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____

Cell Phone: _____

If waivers are required, please provide the Owner's name here _____

IMPORTANT NOTES: _____

Completed by: _____

Signature: _____

Name: _____

Date: _____

Distribute Reports as Follows:

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____

Cell Phone: _____

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my office, entitled:

RESOLUTION NO. R-2024-___

**A RESOLUTION APPROVING AND AUTHORIZING
THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT
WITH EDWIN HANCOCK ENGINEERING COMPANY
FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES
AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES
CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP),
ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS),
GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION)
AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE
THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT
AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM**

which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 6th day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]



MEMO

Date: January 25, 2024

To: Village of Maywood

Attn: Mr. James Krischke, Acting Village Manager
Mr. Frank Torres, Assistant Village Manager
Mr. Greg Buchanan, Acting Director of Public Works

From: Bill Peterhansen, P.E., CFM

Re: Rebuild Illinois Downtowns & Main Streets Capital Grant
5th Avenue and Lake Street Business Corridor Enhancements
Design Engineering Agreement

Recently the Village board approved the grant agreement with the State of Illinois Department of Commerce and Economic Opportunity (IL DCEO) for the subject project. Attached are our proposed engineering agreements to provide preliminary and design engineering services related to the subject project.

Summary of Project Scope

The primary focus of the project includes installation of Village gateway signage, decorative corridor signage, wayfinding signage, pedestrian experience enhancements such as benches, decorative landscaping planters, additional trees w/grates, and enhanced pedestrian crossings. The limits of the project will generally extend along 5th Avenue from Quincy Street to Chicago Avenue and Lake Street from 1st Avenue to 9th Avenue, with opportunity to extend certain informational signage beyond those limits. The project will build further upon the completed streetscape improvements along 5th Avenue as well as Lake Street in the previous decade. The Village has the option of selecting the specific type and style of the gateway signage, pedestrian enhancements, and other aesthetic aspects of the project. Attached to this memo are sample images of proposed elements that will be considered.

A second feature of this project includes the acquisition of the properties located at 115 S. 5th Avenue, to the north of the library building, making them shovel ready for future development. Additionally, a planning element is attached to this item which includes pre-design services so that the property is ready for future development without any unknowns.

Summary of Engineering Agreement

The Preliminary & Design Engineering Fee for this project is \$110,000, which represents the time to collect and draft existing topographical survey information of the site; provide coordination with subconsultants, evaluate the roadway for the application of enhanced pedestrian crossings, prepare detailed proposed plans of the improvements; prepare specifications and bid documents in accordance with respective policies and procedures of the Village of Maywood; the submittal and obtainment of permits to the Metropolitan Water District of Greater Chicago regarding storm sewer improvements within a combined sewer area, the submittal and obtainment of permits to the Illinois Department of Transportation (IDOT) regarding work along a state highway as well as erosion control practices, assisting the Village staff in reviewing received proposals and making a recommendation of award to the Village Board; and the preparation of contract documents upon award by the Village Board.

We will work with a team of subconsultants for this project as follows (see attached proposals for more information):

- Landscape Architect: Hitchcock Design Group
- Environmental Engineer: True North Consultants
- Geotechnical Engineer: Testing Service Corporation
- Surveyor: Krisch Land Surveying, LLC

Project Funding

All of the proposed professional services related to this project are eligible to be funded through the grant at a rate of 100%.

Project Schedule

The project schedule will complete the project by August 31, 2025, which provides some cushion to the grant expense deadline of October 31, 2025. In order to complete the above work by the completion date, the following schedule is proposed:

Approval of Engineering Agreements	February 6, 2024
Project Kickoff	February 15, 2024
Initiate Property Investigation and Acquisition	March 1, 2024
Completion of Topographic Survey and Base Plans	April 1, 2024
Initial Streetscape Scoping and Selection of Elements	May 1, 2024
Completion of Subconsultant Work at Property to be Acquired	May 15, 2024
Final Streetscape Scoping and Selection of Elements	July 1, 2024

Completion of Property Acquisition	July 15, 2024
Submittal of Permitting Documents to IDOT	August 1, 2024
Approval of Permitting Documents	October 1, 2024
Advertisement for Bid	October 15, 2024
Award of Contract	November 12, 2024
Begin Construction	March 1, 2025
Construction Completion	August 31, 2025

Action

If the Village would like to move forward with the project, a resolution approving this agreement will need to be approved.

We are available, at your convenience, to answer any questions regarding this project and our proposal.

Sample Elements for Consideration

Village Gateway Signage



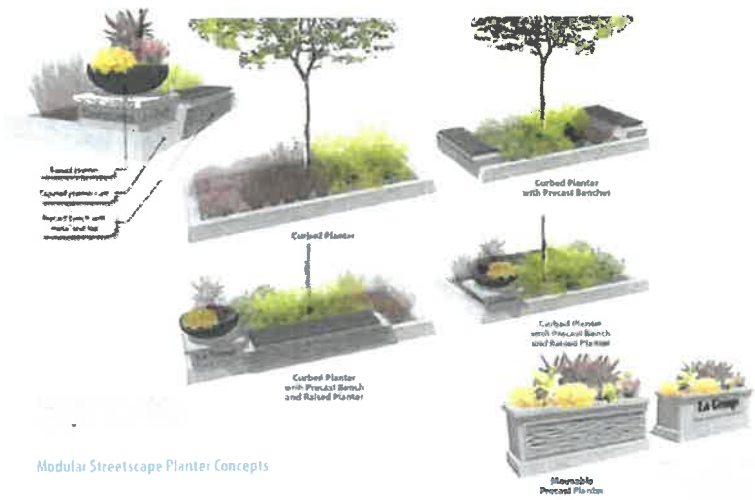
Sample Decorative Corridor Signage/Monuments:



Sample Wayfinding Signage:



Sample Enhanced Planters/Benches:



Modular Streetscape Planter Concepts



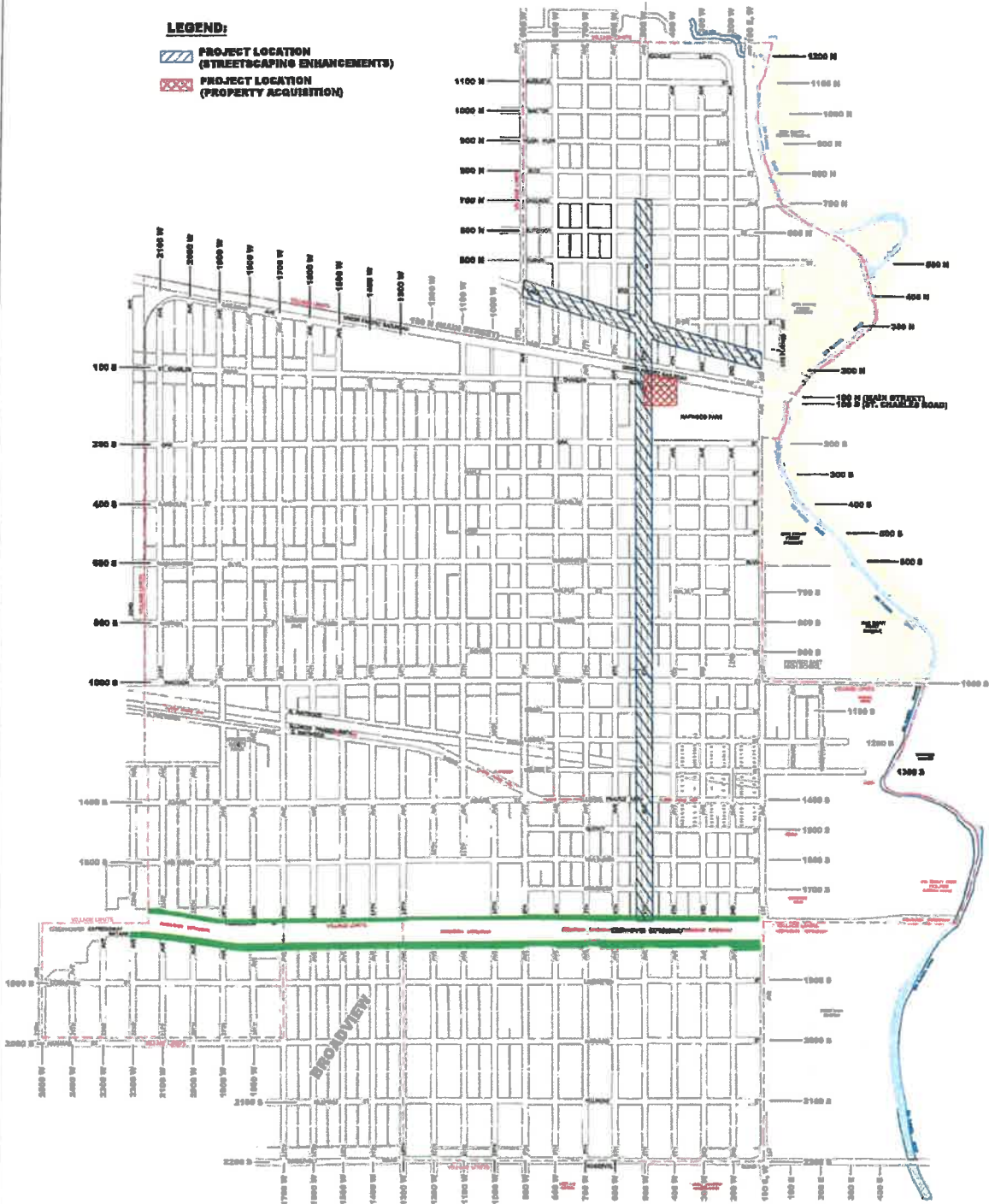
REBUILD ILLINOIS - DOWNTOWN & MAIN STREETS CAPITAL GRANT PROGRAM



VILLAGE OF MAYWOOD PROJECT LOCATION MAP 1 OF 2



- LEGEND:**
- PROJECT LOCATION (STREETSCAPING ENHANCEMENTS)
 - PROJECT LOCATION (PROPERTY ACQUISITION)



Drawing File: C:\ProgramData\MapInfo\Projects\110228 - Rebuild Illinois - Downtown & Main Street Capital Development Streets Engineering - June 14, 2023 - 11:30am



<p>HANCOCK ENGINEERING</p>	<p>• Civil Engineers • Architectural Consultants • Established 1911</p>	<p>1922 Riverwood Drive Northbrook, IL 60062-6978 Phone: 708-660-0300 www.hancock.com</p>	<table border="1"> <tr> <td>Sheet</td> <td>1-1-23</td> </tr> <tr> <td>Project</td> <td>110228 - Rebuild Illinois - Downtown & Main Street Capital Development Streets Engineering</td> </tr> </table>	Sheet	1-1-23	Project	110228 - Rebuild Illinois - Downtown & Main Street Capital Development Streets Engineering				
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Project	110228 - Rebuild Illinois - Downtown & Main Street Capital Development Streets Engineering										
<p>411</p>			<table border="1"> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>								

REBUILD ILLINOIS - DOWNTOWN & MAIN STREETS CAPITAL GRANT PROGRAM



VILLAGE OF MAYWOOD PROJECT LOCATION MAP 2 OF 2

LEGEND:

-  PROPOSED PROPERTY ACQUISITION AND COMPENSATION
-  ST. CHARLES RD. R.O.W.



• 204 Engineers
 • Licensed Civil/Arch
 • Licensed Survey
 • Licensed Professional
 • Licensed Professional
 • Licensed Professional

NO.	DATE	BY	REV.

Source: City of Maywood, 2018; Aerial Imagery: Google Earth, 2018; Map Date: 10/18/2018; Scale: 1" = 100'; Project No.: 18-001



MEMORANDUM

To: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
From: Michael T. Jurusik
Date: January 31, 2024
Re: Professional Engineering Services Agreement with Edwin Hancock Engineering Company for Preliminary and Design Engineering Services And Certain Subcontractor Professional Services Consisting Of Landscape Architect Design (Hitchcock Design Group), Environmental Engineering (True North Consultants), Geotechnical Engineering (Testing Service Corporation) And Surveying (Krisch Land Surveying, LLC) Necessary To Complete The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program

Per the request of Acting Village Manager James Krischke, I have enclosed the following documents for review, discussion and action during an upcoming Committee of the Whole Meeting / Village Board Meeting:

1. RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH EDWIN HANCOCK ENGINEERING COMPANY FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP), ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS), GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION) AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM, with a copy of the Agreement attached as Exhibit "1" to the Resolution.
2. Memorandum dated January 25, 2024 and prepared by Village Engineer Bill Peterhansen.

The Village of Maywood ("Village") recently approved a Grant Agreement in the amount of \$2,252,000.00 ("Grant Funds") for assistance from the Illinois Department of Commerce and Economic Opportunity ("DCEO") in order to participate in the Rebuild Downtowns & Main Streets Capital Grant Program and complete a project consisting of certain downtown streetscape improvements within the 5th Avenue business corridor and the Lake Street business corridor along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue (the "Project"). The Village was awarded the Grant Funds without any matching fund requirement. The Grant Funds will be used, in part, to pay for the professional services necessary to prepare preliminary and design engineering plans for the Project ("Preliminary and Design Engineering Work"), which will be performed by the Edwin Hancock Engineering Company ("Village Engineer" or "Hancock") and certain subcontractors in accordance with the enclosed Professional Services Agreement (the "PSA").

The scope of the Preliminary and Design Engineering Work to be performed by the Village Engineer and certain subcontractors (i.e., Landscape Architect Design by Hitchcock Design Group, Environmental Engineering by True North Consultants, Geotechnical Engineering by Testing Service Corporation and Surveying by Krisch Land Surveying, LLC) is described in the enclosed Hancock Memorandum. The total cost of the work performed by the Village Engineer and the Subcontractors will not exceed \$110,000.00.

If there are any questions, please contact me.

Mike

Enclosures

cc: **Tori-Love Garron, Village Clerk (w/ encls.)**
 James Krischke, Acting Village Manager (w/ encls.)
 Frank Torres, Assistant Village Manager (w/ encls.)
 Lanya Satchell, Finance Director (w/ encls.)
 Greg Buchanan, Interim Public Works Director (w/ encls.)
 Angela Smith, Community Development Director (w/encls.)
 Michele Kitch, Business Attraction and Retention Coordinator / CD Department (w/encls.)
 Walter Duncan, Director of Building and Code (w/ encls.)
 Bill Peterhansen, Village Engineer (w/ encls.)
 Michael A. Marrs, Village Attorney (w/ encls.)

RESOLUTION NO. R-2024-___

**A RESOLUTION APPROVING AND AUTHORIZING
THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT
WITH EDWIN HANCOCK ENGINEERING COMPANY
FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES
AND CERTAIN SUBCONTRACTOR PROFESSIONAL SERVICES
CONSISTING OF LANDSCAPE ARCHITECT DESIGN (HITCHCOCK DESIGN GROUP),
ENVIRONMENTAL ENGINEERING (TRUE NORTH CONSULTANTS),
GEOTECHNICAL ENGINEERING (TESTING SERVICE CORPORATION)
AND SURVEYING (KRISCH LAND SURVEYING, LLC) NECESSARY TO COMPLETE
THE 5TH AVENUE AND LAKE STREET BUSINESS CORRIDOR STREETScape ENHANCEMENT PROJECT
AS PART OF THE REBUILD DOWNTOWNS & MAIN STREETS CAPITAL GRANT PROGRAM**

WHEREAS, with the approval of Resolution No. R-2024-___ on January 9, 2024, the President and Board of Trustees of the Village of Maywood (the "Village Board") approved and entered into a Grant Agreement with the State of Illinois, Department of Commerce and Economic Opportunity ("DCEO") (Agreement No. _____ (24-___ - ___)) under which the DCEO agrees to pay \$2,252,000.00 (the "Grant Funds") to the Village of Maywood ("Village") for use by the Village to participate in the Rebuild Downtowns & Main Streets Capital Grant Program (Rebuild Downtowns & Main Streets) and complete a project consisting of certain Downtown Streetscape Improvements within the 5th Avenue Business Corridor and the Lake Street Business Corridor along 5th Avenue from Chicago Avenue to the Eisenhower Expressway, and Lake Street from 1st Avenue to 9th Avenue (the "Project"). These streetscape improvements will include Village Gateway signage, decorative corridor signage and monuments, wayfinding signage, benches, planters, hanging potted plants, decorative banners, trees, grates, and enhanced pedestrian crossings; and

WHEREAS, completion of preliminary design and engineering work is necessary to begin the Project, which consists of collection and drafting of existing topographical survey information of the Project site, the evaluation of the existing roadway for the application of enhanced pedestrian crossings, the preparation of detailed plans of the proposed improvements, the preparation of specifications and bid documents in accordance with respective policies and procedures of the Village, the submittal and obtainment of permits to the Metropolitan Water District of Greater Chicago relative to storm sewer improvements within a combined sewer area, the submittal and obtainment of permits to the Illinois Department of Transportation relative to work along a state highway and erosion control practices, the coordination of all necessary subconsultants, the assistance in reviewing proposals and recommending award by the Village and the assistance in preparing pertinent documents, as well as performance of certain subcontractor professional services by Hitchcock Design Group for landscape architecture design work, True North Consultants for environmental engineering work, Testing Service Corporation for geotechnical engineering work, and Krisch Land Surveying, LLC for surveying work (the "Project Subcontractors"); and

WHEREAS, pursuant to the attached Professional Engineering Services Agreement ("Agreement"), Edwin Hancock Engineering Company, Village Engineer for the Village, and its Project Subcontractors agree to perform preliminary and design engineering work for the Project ("Preliminary and Design Engineering Work") and to assist the Village with the completion of the Project. Under the Agreement, the Village agrees to pay Edwin Hancock Engineering Company a not-to-exceed fee of

\$110,000.00 to complete the Preliminary and Design Engineering Work ("Engineering Fee"). The payment of the Engineering Fee to the Village Engineer is an eligible expense under the Grant funding received by the Village from the Rebuild Downtowns & Main Streets Capital Grant Program. A copy of the Agreement is attached hereto as Exhibit "1" and made a part hereof; and

WHEREAS, pursuant to its home rule powers and contracting authority provided by Article VII (Local Government), Sections 6 (Powers of Home Rule Units) and 10(a) (Intergovernmental Cooperation) of the Illinois Constitution of 1970, as well as the applicable provisions of the Illinois Municipal Code (65 ILCS 5/) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220), the President and Board of Trustees of the Village of Maywood have the authority to approve and enter into the attached Agreement, and find that entering into the Agreement is protective of the health, welfare and safety of and in the best interests of the Village and its residents, property owners, local businesses and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, ILLINOIS AS FOLLOWS:

SECTION 1: Incorporation. Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: Approval of the Agreement. The President and Board of Trustees of the Village of Maywood authorize and approve the execution of the attached Agreement (Exhibit "1").

SECTION 3: Execution of the Agreement and Approval of Financial Obligations and Other Related Documents. The President and Board of Trustees of the Village authorize and direct the Village President and Village Clerk, or their designees, to execute the final version of the attached Agreement (Exhibit "1"), which may contain certain non-substantive and non-financial modifications that are approved by the Village Attorney, and to execute all other instruments and documents and pay all costs that are necessary to fulfill the Village's obligations under the Agreement, including the Engineering Fee, from the Rebuild Downtowns & Main Streets Capital Grant Program Grant funding received by the Village.

SECTION 4: Delivery of Signed Documents. The President and Board of Trustees of the Village direct the Village Clerk's Office, or its designee, to forward certified copies of this Resolution and fully executed copies of the Agreement and all other related documents to the DCEO, Hancock and all other interested parties for submittal and record retention purposes.

SECTION 5: Effective Date. This Resolution shall be effective immediately upon its passage and approval, or as otherwise provided by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 6th day of February, 2024 by the Village President of the Village of Maywood, and attested by the Village Clerk on the same day.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

[SEAL]

Exhibit "1"

**Professional Engineering Services Agreement
With Edwin Hancock Engineering Company
For The Performance Of Preliminary And Design Engineering Services
Necessary For The Village Of Maywood To Complete
The 5th Avenue And Lake Street Business Corridor Streetscape Enhancement Project
As Part Of The Rebuild Downtowns & Main Streets Capital Grant Program**

(attached)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my office, entitled:

RESOLUTION NO. R-2024-___

**A RESOLUTION APPROVING AND AUTHORIZING
THE EXECUTION OF A PROFESSIONAL ENGINEERING SERVICES AGREEMENT
WITH EDWIN HANCOCK ENGINEERING COMPANY
FOR THE PERFORMANCE OF PRELIMINARY AND DESIGN ENGINEERING SERVICES
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which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

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ABSENT: _____

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 6th day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]

MEMO

Date: January 25, 2024

To: Village of Maywood

Attn: Mr. James Kruschke, Acting Village Manager
Mr. Frank Torres, Assistant Village Manager
Mr. Greg Buchanan, Acting Director of Public Works

From: Bill Peterhansen, P.E., CFM

Re: Rebuild Illinois Downtowns & Main Streets Capital Grant
5th Avenue and Lake Street Business Corridor Enhancements
Design Engineering Agreement

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- Surveyor: Krisch Land Surveying, LLC

Project Funding

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Project Schedule

The project schedule will complete the project by August 31, 2025, which provides some cushion to the grant expense deadline of October 31, 2025. In order to complete the above work by the completion date, the following schedule is proposed:

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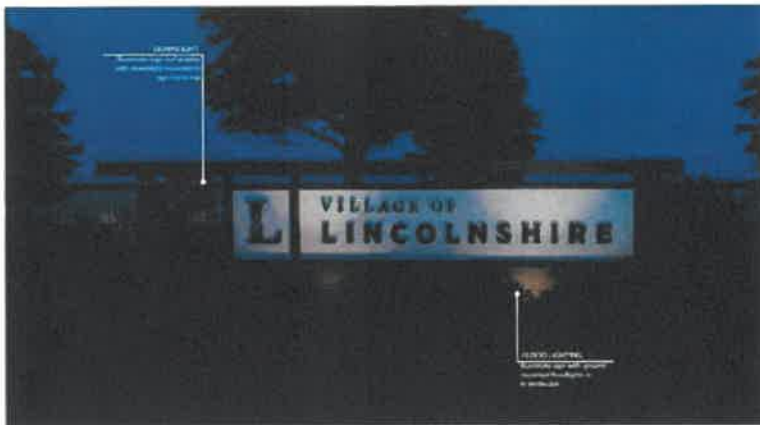
Action

If the Village would like to move forward with the project, a resolution approving this agreement will need to be approved.

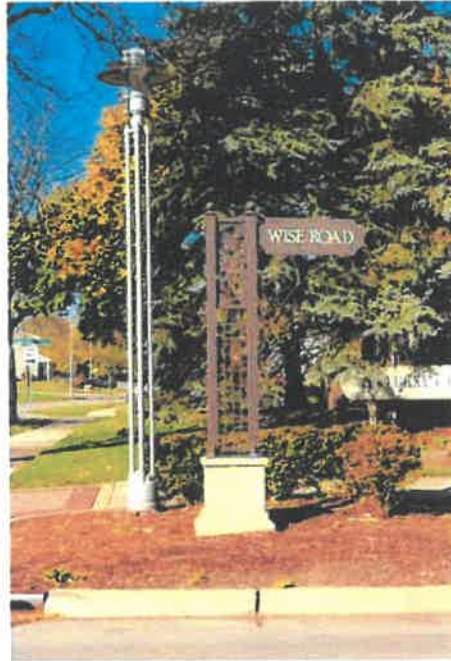
We are available, at your convenience, to answer any questions regarding this project and our proposal.

Sample Elements for Consideration

Village Gateway Signage



Sample Decorative Corridor Signage/Monuments:



Sample Wayfinding Signage:



- Add La Grange Logo
- Paint horizontal accents Dark Grey
- Information panel La Grange Dark Blue
- Spelure capstone with text and graphics



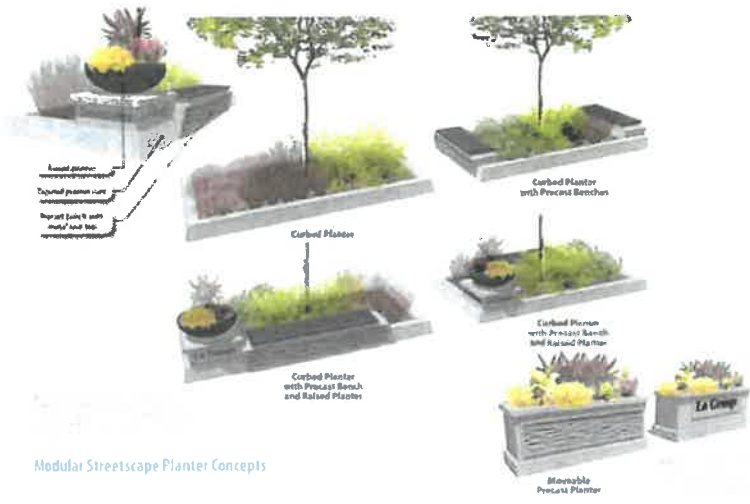
- Add La Grange Logo
- Paint horizontal accents Dark Grey
- Parking symbol La Grange Dark Blue
- Background panel Grey
- Let divider La Grange Dark Blue



- Add La Grange Logo
- Background panel La Grange Dark Blue



Sample Enhanced Planters/Benches:



Modular Streetscape Planter Concepts



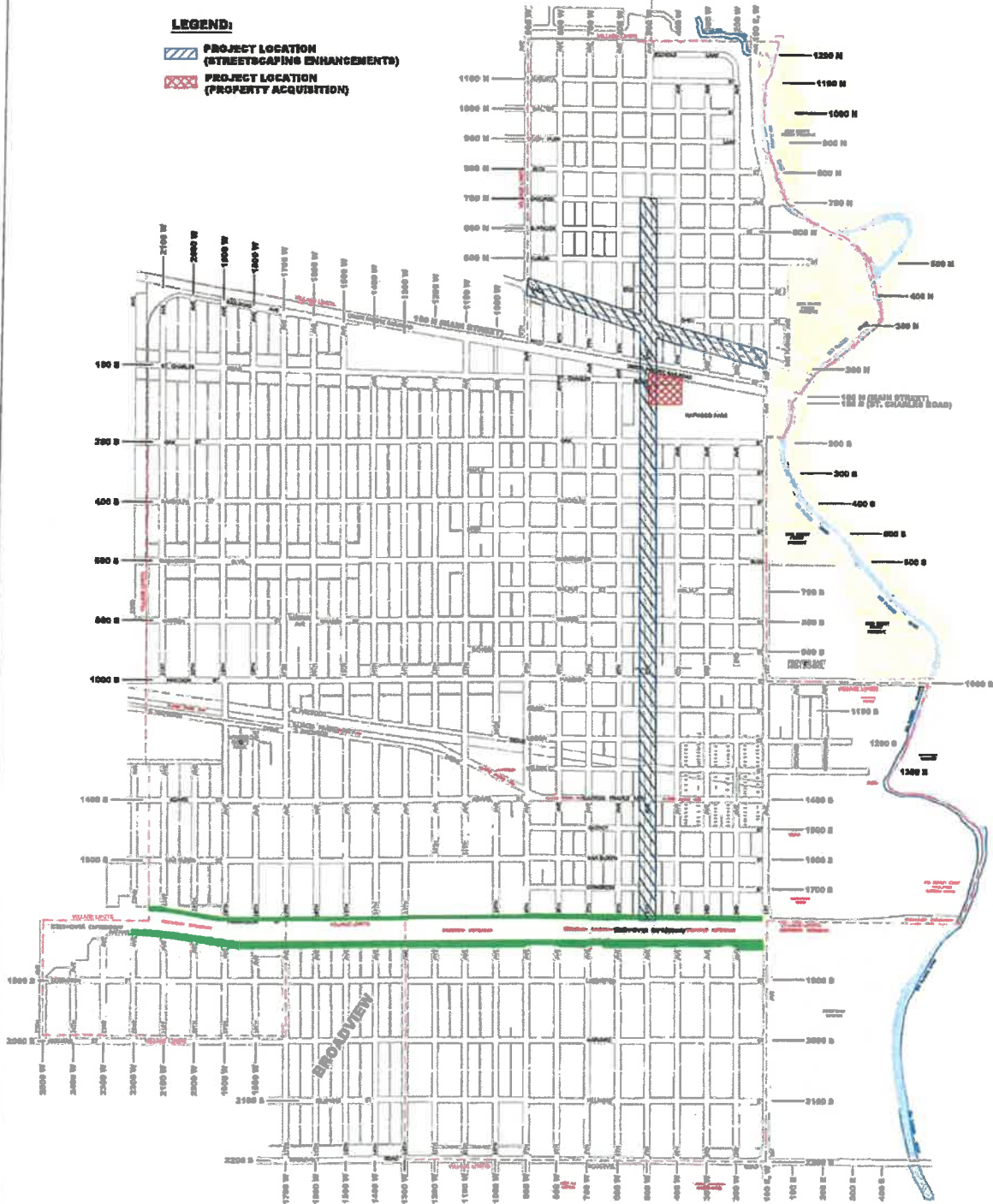
REBUILD ILLINOIS - DOWNTOWN & MAIN STREETS CAPITAL GRANT PROGRAM



VILLAGE OF MAYWOOD PROJECT LOCATION MAP 1 OF 2



- LEGEND:**
-  PROJECT LOCATION (STREETSCAPING ENHANCEMENTS)
 -  PROJECT LOCATION (PROPERTY ACQUISITION)



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 HANCOCK ENGINEERING • Civil Engineers • Maywood Consultants • Established 1931	1910 Roosevelt Road Maywood, IL 60153-4790 Phone: 708-464-0000 www.hancock.com	<table border="1"> <tr> <td>DATE</td> <td>11/11/2011</td> </tr> <tr> <td>BY</td> <td>MM</td> </tr> <tr> <td>CHECKED</td> <td>MM</td> </tr> <tr> <td>APPROVED</td> <td>MM</td> </tr> </table>	DATE	11/11/2011	BY	MM	CHECKED	MM	APPROVED	MM
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REBUILD ILLINOIS - DOWNTOWN & MAIN STREETS CAPITAL GRANT PROGRAM



VILLAGE OF MAYWOOD PROJECT LOCATION MAP 2 OF 2

LEGEND

-  PROPOSED PROPERTY ACQUISITION AND CONSOLIDATION
-  ST. CHARLES RD. R.O.W.



HANCOCK ENGINEERING INC. 1200 S. 10th St. Maywood, IL 60153
Professional Engineer License No. 021-0000001
1200 S. 10th St. Maywood, IL 60153

MEMORANDUM

TO: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
FROM: Michael T. Jurusik
DATE: January 31, 2024
RE: Amendments to Fiscal Year 2023/2024 Budget (Amendment No. 1 – General Fund Expenditures)

Per the direction of the Acting Village Manager Jim Kruschke, I have enclosed the following document for consideration, discussion and action at the February 6, 2024 Village Board Meeting:

ORDINANCE AUTHORIZING CERTAIN AMENDMENTS TO THE FISCAL YEAR 2023/2024 (MAY 1, 2023 THROUGH APRIL 30, 2024) VILLAGE OF MAYWOOD BUDGET (Amendment No. 1 – General Fund Expenditures), with the Budget Amendment document attached as Exhibit “A”.

NOTE: Village of Maywood (“Village”) staff will provide the budget amendment document that will be discussed and then be attached to the enclosed Ordinance as Exhibit “A”.

Budget Amendment Procedure – Illinois Budget Statute and Village Investment and Fiscal Policy

Under the budget officer statute (65 ILCS 5/8-2-9.1 *et seq.*; Section 36.09 of the Maywood Village Code) that the Village is subject to, the Village is only authorized by State law to spend monies that have been previously appropriated in the annual Budget. Pursuant to 65 ILCS 5/8-2-9.6 and Section 36.09(D) of the Village Code, **the annual Budget may be amended from time to time upon approval of two-thirds (2/3rds) of the Corporate Authorities, which requires an affirmative vote by 5 of 7 Village Board members to account for changes in the priorities of the Village expenditures, changes in projects, capital improvements, personnel, and fluctuations in revenues and unanticipated expenses during the Budget year.** It is common practice for the Village (and other municipalities) to review its annual Budget and approve amendments to the Budget so that the “Village-approved appropriations” set forth in the Budget match the expenses that are paid out during the fiscal year which are covered by the Budget.

Article IX (Investment and Financial Performance Reporting) of the Village’s Investment and Fiscal Policy requires the Village to operate within a “Balanced Budget” (as defined in the Policy) throughout each fiscal year:

IX. INVESTMENT AND FINANCIAL PERFORMANCE REPORTING

* * *

Balanced Budget. **The Village shall operate within a Balanced Budget (as defined herein) in each fiscal year.** Not later than forty-five (45) days before the end of each fiscal year, the Finance Director must submit to the President and Board of Trustees the proposed Balanced Budget for the next fiscal year. "Balanced Budget" means, with respect to a Fiscal Year, a budget in each case approved by the Board of Trustees in which (i) the amount of projected revenues and the amount of projected expenses are equal, and (ii) any prior year encumbrance (e.g., an expense incurred in the immediately preceding fiscal year but not paid until the current fiscal year) is reflected in such budget as an expense which is offset by a corresponding prior year fund balance relating to such expense included in such budget. (emphasis added.)

If there are any questions, please contact me.

Mike

Enclosure

cc: Tori-Love Garron, Village Clerk (w/ encl.)
James Krischke, Acting Village Manager (w/ encl.)
Frank Torres, Assistant Village Manager (w/ encl.)
Lanya Satchell, Finance Director (w/ encl.)
Steve Kuptz, Village Treasurer (w/ encl.)
Michael A. Marrs, Village Attorney (w/ encl.)

ORDINANCE NO. CO-2024-_____

**AN ORDINANCE AUTHORIZING
CERTAIN AMENDMENTS TO THE FISCAL YEAR 2023/2024
(MAY 1, 2023 THROUGH APRIL 30, 2024) VILLAGE OF MAYWOOD BUDGET
(Amendment No. 1 – General Fund Expenditures)**

WHEREAS, the Corporate Authorities of the Village of Maywood adopted and approved the Village's Fiscal Year 2023/2024 Budget (May 1, 2023 through April 30, 2024) under Ordinance Number CO-2023-12 on April 18, 2023; and

WHEREAS, pursuant to 65 ILCS 5/8-2-9.6, the annual Budget may be amended from time to time upon approval of two-thirds (2/3rds) of the Corporate Authorities; and

WHEREAS, the Corporate Authorities have determined that it is necessary to make certain amendments to the Fiscal Year 2023/2024 Budget in an effort to achieve a balanced Fiscal Year 2023/2024 Budget and to more accurately reflect actual revenues and expenditures for Fiscal Year 2023/2024 in accordance with the Amended Budget attached hereto and made a part hereof as Exhibit "A".

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. Each of the Whereas paragraphs set forth above in this Ordinance is incorporated by reference into and made a part of this Section 1 as if fully set forth herein.

SECTION 2: Approval of Budget Amendments. The Corporate Authorities of the Village of Maywood approve the amendments to the Village's Fiscal Year 2023/2024 Budget (May 1, 2023 through April 30, 2024) as adopted and approved under Ordinance Number CO-2023-12 in accordance with the transfers, revisions, additions and deletions as set forth in Exhibit "A" attached hereto and made a part hereof.

SECTION 3: Effective Date. This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

SECTION 4: Repealer. Any ordinance, or portion thereof, in conflict with this Ordinance is repealed to the extent of such conflict.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me, as Village President, and attested by the Village Clerk on this 6th day of February, 2024.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

Published by me, as Village Clerk, in pamphlet form this __ day of February, 2024.

Tori-Love Garron, Village Clerk

Exhibit "A"

**AMENDED FISCAL YEAR 2023/2024
(MAY 1, 2023 THROUGH APRIL 30, 2024) VILLAGE OF MAYWOOD BUDGET
(Amendment No. 1 – General Fund Expenditures)**

(attached)

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. CO-2024-_____

**AN ORDINANCE AUTHORIZING
CERTAIN AMENDMENTS TO THE FISCAL YEAR 2023/2024
(MAY 1, 2023 THROUGH APRIL 30, 2024) VILLAGE OF MAYWOOD BUDGET
(Amendment No. 1 – General Fund Expenditures)**

which Ordinance was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the vote on the question of the passage of said Ordinance by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this ___ day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]

MEMORANDUM

TO: Mayor Nathaniel George Booker and Board of Trustees, Village of Maywood
FROM: Michael T. Jurusik
DATE: January 31, 2024
RE: Independent Contractor Agreements for Community Engagement Coordinator and Certain Security Services for Continued Community Engagement Operations at the Maywood Masonic Temple Building at 200 South 5th Avenue, Maywood, Illinois

As discussed at the January 18, 2024 Special Village Board Meeting, I have enclosed the following documents for consideration, discussion and action at the February 6, 2024 Combined Committee of the Whole Meeting / Regular Village Board Meeting:

A RESOLUTION RATIFYING THE USE, APPROVAL AND EXECUTION OF INDEPENDENT CONTRACTOR AGREEMENTS FOR A COMMUNITY ENGAGEMENT COORDINATOR AND CERTAIN SECURITY PERSONNEL FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS AT THE MAYWOOD MASONIC TEMPLE BUILDING LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS, with the attached template Independent Contractor Agreements as Exhibit 1-A and Exhibit 1-B.

The enclosed template Independent Contractor Agreements were prepared to retain the services of a Community Engagement Coordinator and certain Security Personnel to continue to work so that community engagement operations that have been on-going since the Village took back management control of the Maywood Masonic Temple Building at 200 South 5th Avenue, Maywood, Illinois continue to be provided. These Independent Contractors were employed to provide services to the Village and compensated with funding from a now-expired Department of Justice Grant. The Acting Village Manager will provide a Village Staff Memorandum that details the previously appropriated, budgeted funds from the Fiscal Year 2023/2024 Annual Budget that will be used to compensate these Independent Contractors.

If you have any questions, please advise.

Mike

Enclosures

cc. Tori-Love Garron, Village Clerk (w/ encls.)
Jim Krischke, Acting Village Manager (w/ encls.)
Frank Torres, Assistant Village Manager (w/ encls.)
Lanya Satchell, Finance Director (w/ encls.)
James Ellexson, HR Director (w/ encls.)
Michael A. Marrs, Village Attorney (w/ encls.)

RESOLUTION NO. R-2024 _____

**A RESOLUTION RATIFYING THE USE, APPROVAL AND EXECUTION OF
INDEPENDENT CONTRACTOR AGREEMENTS
FOR A COMMUNITY ENGAGEMENT COORDINATOR AND CERTAIN SECURITY PERSONNEL
FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS
AT THE MAYWOOD MASONIC TEMPLE BUILDING
LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS**

WHEREAS, the President and Board of Trustees of the Village of Maywood (the “Village”) agree to authorize the Village Manager to hire independent contractors to work on an “at-will” basis to serve as and perform their respective assigned duties of a Community Engagement Coordinator and Certain Security Services (the “Services”), pursuant to the terms and conditions set forth in the following agreements:

- A. INDEPENDENT CONTRACTOR AGREEMENT FOR A COMMUNITY ENGAGEMENT COORDINATOR FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS AT THE MAYWOOD MASONIC TEMPLE BUILDING AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS
- B. INDEPENDENT CONTRACTOR AGREEMENT FOR SECURITY SERVICES FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS AT THE MAYWOOD MASONIC TEMPLE BUILDING AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS

(collectively the “Agreement” or “Agreements”), copies of which are attached hereto as **Exhibit 1-A** and **Exhibit 1-B** and made a part hereof; and

WHEREAS, the Village Manager may hire one or more independent contractor(s) to perform the respective assigned Services on behalf of the Village in accordance with the terms and conditions set forth in the Agreement attached hereto as **Exhibit 1-A**. The Village Manager shall be authorized to negotiate the compensation for performing the respective assigned Services, which amount shall be set forth in the Agreement **and shall not exceed \$___.00 per hour**; and

WHEREAS, the Village Manager may hire one or more independent contractor(s) to perform the respective assigned Services on behalf of the Village in accordance with the terms and conditions set forth in the Agreement attached hereto as **Exhibit 1-B**. The Village Manager shall be authorized to negotiate the compensation for performing the respective assigned Services, which amount shall be set forth in the Agreement **and shall not exceed \$___.00 per hour**; and

WHEREAS, the Village of Maywood, a home rule Illinois municipal corporation, has the authority to approve and enter into the attached Agreements pursuant to its home rule powers and contracting authority provided by the applicable provisions of the Illinois Municipal Code (65 ILCS 5/8-1-7) and as provided by Article VII (Local Government), Section 6 (Powers Of Home Rule Units) and Section 10 (Intergovernmental Cooperation) of the 1970 Illinois Constitution as well as the Illinois Intergovernmental Cooperation Act (5 ILCS 220/), and the President and Board of Trustees of the Village find that entering into these Agreements is protective of the health, welfare and safety of and in the best interests of the Village of Maywood, its residents, property owners, businesses and the public.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, ILLINOIS, AS FOLLOWS:

SECTION 1: Incorporation. Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: Ratification of Use, Approval and Execution of Agreements and Other Related Documents. The President and Board of Trustees of the Village of Maywood ratify the use, authorization and approval of the Agreements. The President and Board of Trustees of the Village of Maywood further authorize and direct the Village President and the Village Clerk, or their designees, or the Village Manager, or their designee, to execute and deliver the final version of the attached Agreements, which may contain certain non-substantive and non-financial modifications that are approved by the Village Attorney, and all other instruments and documents that are necessary to fulfill the Village's obligations under the Agreements.

SECTION 3: Approval of Village Financial Obligations and Other Documents. The President and Board of Trustees of the Village further authorize the appropriation and payment of Village funds to pay its financial obligations under the Agreements as such obligations come due, using funds appropriated within the Village's current Annual Budget.

SECTION 4: Delivery of Signed Documents. The President and Board of Trustees of the Village authorize and direct that the Village President, the Village Clerk, the Village Manager and the Village Attorney, or their designees, transmit executed originals or certified copies of all documents, including this Resolution and the Agreements, to all parties for record retention purposes.

SECTION 5: Effective Date. This Resolution shall be in full force and effect from and after its adoption and approval in the manner provided by law.

ADOPTED this 6th day of February, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 6th day of February, 2024, by the Village President of the Village of Maywood, and attested by the Village Clerk on the same day.

Nathaniel George Booker, Village President

ATTEST:

Tori-Love Garron, Village Clerk

Exhibit 1-A

**INDEPENDENT CONTRACTOR AGREEMENT
FOR A COMMUNITY ENGAGEMENT COORDINATOR
FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS
AT THE MAYWOOD MASONIC TEMPLE BUILDING
LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS**

(attached)

**INDEPENDENT CONTRACTOR AGREEMENT
FOR COMMUNITY ENGAGEMENT COORDINATOR FOR CONTINUED
COMMUNITY ENGAGEMENT OPERATIONS AT THE MAYWOOD MASONIC TEMPLE BUILDING
LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS
(Independent Contractor – Consultant: _____)**

This **INDEPENDENT CONTRACTOR AGREEMENT** ("Agreement") is made this ___ day of _____, 2024, by and between the Village of Maywood (the "Village"), an Illinois municipal corporation, with its principal office at 40 Madison Street, Maywood, Illinois 60153, and _____ (the "Consultant" or "Contractor"), for purposes of the Consultant providing certain Community Engagement Operations services at the Maywood Masonic Temple Building to the Village in the role of Community Engagement Coordinator. The Village and the Consultant are at times referred to herein individually as a "Party" and collectively as the "Parties".

WHEREAS, the Village and the Consultant are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers granted by Section 6 (Powers of Home Rule Units) and Section 10(a) (Intergovernmental Cooperation) of Article VII (Local Government) of the Illinois Constitution of 1970 and Section 8-1-7 of the Illinois Municipal Code (65 ILCS 5/8-1-7).

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt of which is acknowledged, and pursuant to the Village's statutory authority and powers, the Parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The Village desires to engage the Consultant to perform the following professional services, as identified below (the "Services"):

Consultant Name ("Consultant")	_____
Address	_____
City, State, Zip Code	_____
Phone	_____
Email	_____
Services/Position Description	See attached Exhibit "1" - COMMUNITY ENGAGEMENT COORDINATOR
Fee for Services	\$____.00 per hour
Term and Service Completion Date	Subject to termination per Section 6.C. below

B. Representations of Consultant. The Consultant represents that he/she/it is financially solvent, has the necessary financial resources and adequate, competent support staff, and is sufficiently experienced and competent to perform and complete the Services that are set forth in the **Scope of Services** attached hereto as **Exhibit "1" ("Services")** in a manner consistent with the standards of professional practice, care and diligence practiced by professionals who perform services of a similar nature. The Consultant represents that he/she/it has read and is familiar with the current electrical codes, ordinances and regulations adopted by the Village.

C. Independent Contractor. The Consultant is retained by the Village only for the purposes and to the extent set forth in this Agreement, and the Consultant's relationship to the Village shall, during the term of this Agreement and period of its Services hereunder, be that of an independent contractor.

1. **Non-Exclusive Arrangement.** This Agreement creates a non-exclusive, independent contractor arrangement, and the Village, in its sole discretion, reserves the right to hire other individuals or firms to perform some or all of the Services, in support of or in lieu of the Contractor performing the Services.

2. **Scheduling and Performance of Services.** The Consultant, in its discretion, shall be free to set the schedule regarding the performance of the Services and shall be free to dispose of such portion of the Consultant's entire time, energy and skill during regular business hours when the Consultant is not obligated to devote time to performing his/her/its Services hereunder to the Village, in such manner as the Consultant sees fit and to such persons, firms or corporations as the Consultant deems advisable, provided such scheduling and performance of the Services results in the timely and efficient delivery of the Services without interruption of the Village's and its employees' ability to perform their functions and duties.

3. **Skill Level.** It is acknowledged that, at all times, the Consultant is separate and independent from the Village and that the Consultant will utilize a high level of skill necessary to perform the Services assigned to him/her/it under this Agreement.

4. **No Village Employee Status.** The Consultant shall not be considered as having an employee status, nor shall the Village make any deductions or withhold any sums for the payment of any and all applicable federal, State, local and other taxes, income taxes or FICA taxes. The Consultant shall not be entitled to receive or participate in any employee plans, benefit programs, retirement plans or related employee benefit arrangements or distributions by the Village pertaining to or in connection with any pension or retirement plans, or any other benefits for the regular employees of the Village. As an independent contractor, it is the responsibility of the Consultant to file all necessary tax returns (federal, State, county and local) and to make such required deductions and pay all income tax, social security, and any and all other taxes due as an independent contractor in his/her/its profession. As an independent contractor, the Consultant agrees that he is ineligible to file a claim for unemployment compensation benefits or for workers compensation benefits against the Village and agrees not to file any such claims in the event this Agreement is terminated or if he is injured performing any Services under this Agreement. The Consultant agrees to assume all risk of death, illness and injury relative to performing any Services under this Agreement. The Consultant is an independent contractor and not the Village's employee for all purposes, including, but not limited to, the application of the Fair Labors Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act and the Illinois Worker's Compensation Act (820 ILCS 305/1, *et seq.*).

5. **Equipment.** The Consultant shall provide all of his/her/its own equipment required for the performance of the Services under this Agreement.

6. **Other Work.** The Contractor shall retain the right to perform services for others during the term of this Agreement so long as those Services: (i) are not inconsistent or incompatible with the Contractor's obligations under this Agreement; or (ii) do not violate any provisions of this Agreement.

7. **Certifications and Licensure of Contractor.** The Contractor and its employees shall maintain all applicable certifications, licensure and training as required for its area of expertise. Failure to notify the Maywood Village Manager of a loss, suspension, expiration or official removal of certification or licensure or the lack of required training shall be grounds for the suspension or termination of this Agreement. Upon request, the Contractor shall submit accurate copies of all pertinent licensure or certifications to the Village Manager, or his/her designee.

8. **No Joint Venture; Partnership.** This Agreement shall not render the Contractor, or any its employees, an employee, partner, agent of, or joint venturer with the Village for any purpose. The Contractor is and will remain an independent contractor in its relationship to the Village. The Contractor agrees to exercise the highest degree of professionalism and to utilize his/her/its expertise in providing the Services under this Agreement.

9. **Contractor's Own Insurance.** In accordance with the below provisions of this Agreement, the Contractor, at

its own cost, shall obtain and maintain its own liability insurance (including professional liability insurance) relative to any Services that the Contractor and its employees perform under this Agreement. The Contractor's insurance certificates, policies and endorsements shall name the Village and the Village Affiliates (as defined below) as additional insureds for all liability insurance coverages.

10. **Sexual Harassment/Discrimination Policy**. The Contractor shall comply with Village's Non-Harassment / Discrimination Policy, a copy of which is incorporated herein by reference.

SECTION 2. SCOPE OF SERVICES.

A. **Services**. The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services as set forth in the **Scope of Services** attached hereto as **Exhibit "1"**.

B. **Commencement; Term; and Service Completion Date**. The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties ("Commencement Date"). **The Consultant shall diligently and continuously perform the Services until the completion of the Services or upon the termination of this Agreement, or, if applicable, any portion of the Services or Additional Services shall be completed on or before the "Services Completion Date" as mutually agreed to in writing by the Parties ("Term")**. The Parties may mutually agree, in writing, to modify the Term or the Service Completion Date. Delays caused by the Village shall extend the Term and the Service Completion Date in equal proportion to the delay caused by the Consultant; provided, however, that the Consultant shall be responsible for completion of all work within the Term and by the Service Completion Date, notwithstanding any strike or other work stoppage by employees of either the Consultant or the Village.

C. **Reporting**. Upon request, the Consultant shall report to the Village Manager, or his/her designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. **Fee for Services**. The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount stated on Page 1 of this Agreement or such other amount agreed to mutually in writing by the Parties. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D. or 3.E. of this Agreement. Only the Village Manager, in his/her sole discretion, has the authority to approve additional hours of work beyond the maximum hours of work per week (i.e., additional compensation) under the terms of this Agreement.

B. **Invoices and Payment**. The Consultant shall submit monthly invoices in an approved Village format to the Village Manager for the actual fees earned and eligible, reimbursable costs incurred by the Consultant in performing the Services through the date of the invoice. The amount billed in each invoice shall be for completed Services (i.e., no-prepayment for Services yet to be performed). The Village shall pay to the Consultant the amount billed within thirty (30) calendar days after receiving such an invoice.

C. **Records**. The Consultant shall maintain records showing actual time devoted, type of work performed per classification and actual out-of-pocket costs incurred, shall submit such records in support of its invoices, and shall permit the Village to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement.

D. Claim for Additional Fees for Services.

1. The Consultant shall provide written notice to the Village Manager of any claim for additional compensation for Additional Services (defined below) that are outside of the agreed-upon Services listed in **Exhibit "1"** and the agreed-upon Fee for Services stated at Page 1 of this Agreement that are requested by the Village within five (5) calendar days after the request for Additional Services by the Village.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1. of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation or as authorization to perform the Additional Services; and (b) any changes in the Fee for Services shall be

valid only upon written amendment pursuant to Section 6.J. of this Agreement.

3. Regardless of the decision of the Village Manager relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village Manager, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (“Additional Services”), regardless of whether such Additional Services are requested or directed by the Village or anyone associated with the Village, except upon the prior written consent of the Village Manager.

F. Taxes, Benefits and Royalties. Each payment by the Village to the Consultant includes all applicable federal, State and local taxes, fees, surcharges, license fees and tariffs of every kind and nature applicable to the Services, as well as all taxes, contributions, premiums, costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty or fee are hereby waived and released by the Consultant.

SECTION 4. CONFIDENTIAL INFORMATION, NON-COMPETE AND NON-SOLICITATION.

A. Confidential Information. The term “Confidential Information” shall mean information in the possession or under the control of the Village relating to the technical, business or corporate affairs of the Village; the names, addresses or other personal information of persons who are adults or minors and are also participants and registrants in programs or services offered by the Village; the Village property; user information, including, without limitation, any information pertaining to usage of the Village’s computer system, including and without limitation any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. The Village’s Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (“Time of Disclosure”); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village Manager, or his/her designee. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information. Notwithstanding any provision in this Agreement to the contrary, the Consultant’s obligations in this Section 4.B. shall survive the termination of this Agreement.

SECTION 5. INSURANCE AND INDEMNIFICATION.

A. Insurance – Village. The Village will not provide any form of insurance coverage, including but not limited to health insurance, worker’s compensation insurance, auto insurance, general liability insurance, errors and omissions insurance, or professional liability insurance or other employee benefits for or on behalf of the Consultant relative to his performance of the Services under this Agreement.

B. Insurance – Consultant. NOT APPLICABLE.

C. Indemnification. To the fullest extent permitted by Illinois law, the Consultant shall indemnify, defend and hold harmless the Village and each of its officers and officials, agents, attorneys, employees, engineers, volunteers and representatives (collectively, the “Village Affiliates”) from all claims, demands, lawsuits, actions, costs (including litigation expenses and Village attorney fees) of any kind, caused by, resulting from, arising out of or occurring in connection with the Consultant’s performance of the Services under this Agreement, but only to the extent caused by the negligent act, misconduct or omission of the Consultant or anyone or entity directly or indirectly employed by the Consultant for whose acts Consultant may be liable.

To the fullest extent permitted by Illinois law, the Village shall indemnify, defend and hold harmless the Consultant from all claims, demands, lawsuits, actions, costs (including litigation expenses and Consultant’s attorneys’ fees) of any kind, caused by, resulting from, arising out of or occurring in connection with the Village’s performance of the Services under this Agreement, but only to the extent caused by the negligent act, misconduct or omission of the Village or anyone or entity directly or indirectly employed by the Village for whose acts the Village may be liable.

To the fullest extent permitted by Illinois law, the Village shall indemnify, defend and hold harmless the Consultant from all claims, demands, lawsuits, actions, costs (including litigation expenses and attorneys’ fees of defense counsel selected by the Village of the Village’s insurer) of any kind, caused by, resulting from, arising out of or occurring in connection with the Consultant’s performance of the Services under this Agreement, but only to the extent that the Consultant’s acts and activities are within the scope of the Services, but such indemnification, defense and hold harmless obligations shall not apply to the Consultant’s acts or omissions that are outside of the scope of Services or are negligent acts, misconduct or omissions of the Consultant or anyone or entity directly or indirectly employed by the Consultant for whose acts Consultant may be liable.

Notwithstanding any provision in this Agreement to the contrary, the Consultant’s obligations in this Section 5.C. shall survive the termination of this Agreement.

D. Waiver and Assumption of Liability. The Consultant assumes all liability for personal injuries or illness of any kind or death that might occur to himself/herself/itself while acting under this Agreement. The Consultant assumes all liability and responsibility for his/her/its personal property while performing any work or Services under this Agreement. Notwithstanding any provision in this Agreement to the contrary, the Consultant’s obligations in this Section 5.D. shall survive the termination of this Agreement.

E. No Personal Liability. No appointed official, agents, attorneys, employees, volunteers and representatives of the Village or any of its local government members shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement. Notwithstanding any provision in this Agreement to the contrary, the operation of this Section 5.E. shall survive the termination of this Agreement.

SECTION 6. GENERAL PROVISIONS.

A. Conflict of Interest. The Consultant represents and certifies that, to the best of his/her/its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

B. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of State or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1, *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1, *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of

Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1, *et seq.* The Consultant represents that the only persons, firms or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at Village's option, be null and void.

C. Termination. Either Party may terminate this Agreement at any time for any reason upon written notice to the non-terminating Party. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to the date of the termination notice, provided that the Consultant is not in default under this Agreement.

D. Compliance With Laws and Grants.

1. **Compliance with Laws.** The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing and completing the Services, and with all applicable statutes, ordinances, rules and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101, *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.* The Consultant shall also comply with all conditions of any federal, State or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.

2. **Liability for Noncompliance.** The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's or any of its subcontractors' performance of, or failure to perform, the Services or any part thereof.

3. **Required Provisions.** Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

E. Default. If it should appear at any time that the Consultant has failed or refused to perform, or has delayed in the performance of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused or delayed to perform or satisfy the Services or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within five (5) business days after the Consultant's receipt of written notice of such Event of Default from the Village Manager, or his/her designee, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. **Cure by Consultant.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. **Withholding of Payment by Village.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

F. **No Third-Party Agreements Without Village Approval.** The Village shall not be liable to any vendor or third party for any agreements of any kind made by the Consultant without the knowledge and approval of the Village Manager.

G. **Mutual Cooperation.** The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with direction and such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

H. **News Releases.** The Consultant shall not issue any news releases, advertisements or other public statements regarding the Services or this Agreement or use the Village's logos or trademarks or service marks without the prior written consent of the Village Manager.

I. **Ownership.** All documents of any kind, including any photos, reports, information, participant registration lists, team lists, participant consent forms, medical consent forms, and any other data or information, in any form, worked on in cooperation with anyone employed by, retained by or affiliated with the Village or its contractors or prepared, collected or received from the Village by the Consultant in connection with any or all of the Services performed under this Agreement ("Documents") shall be and remain the exclusive property of the Village. In consideration of payment of the Fee for Services, the Consultant releases all copyright, proprietary or intellectual property rights in such Documents that he produced or prepared and transfers all his/her/its ownership rights in such Documents to the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village Manager.

J. **Amendment.** No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Consultant in accordance with all applicable statutory procedures.

K. **Assignment.** This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other Party.

L. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors and assigns.

M. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered: (1) personally; (2) by a reputable overnight courier; or (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one (1) business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four (4) business days following deposit in the U.S. mail, via certified mail, return receipt requested, as evidenced by a return receipt. By notice complying with the requirements of this Section 6.M., each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other Party, but no notice of a change of addressee or address shall be effective until actually received. Additionally, notices sent by any other means (i.e., facsimile, email, etc.) may be acceptable subject to written confirmation of both the transmission and receipt of the notice.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village Manager
Village of Maywood
40 Madison Street
Maywood, Illinois 60153
Phone: 708-450-6301
Email: Use business email address for Village Manager

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:
SEE CONTACT INFORMATION LISTED ON PAGE 1 ABOVE.

N. Provisions Severable. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

O. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

P. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Illinois. Venue for any litigation shall be in the Circuit Court of Cook County, Illinois.

Q. Authority to Execute. The Parties both represent that this Agreement has been approved by their respective corporate boards (as appropriate) and the persons executing this Agreement have been properly authorized to do so by his/her/its corporate authorities.

R. Entire Agreement. This Agreement constitutes the entire agreement between the Parties to this Agreement and supersedes all prior agreements and negotiations between the Parties, whether written or oral, relating to the subject matter of this Agreement.

S. Waiver. Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall be determined to be in its best interests from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

T. Counterpart Execution. This Agreement may be executed in counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

U. Freedom of Information Act. Section 7(2) of the Illinois Freedom of Information Act ("FOIA") (5 ILCS 120/7(2)) requires certain records that qualify as "public records," which have been prepared by and are in the possession of a party who has contracted with the Village, be turned over to the Village so that a FOIA requestor can inspect and photocopy the non-exempt portions of the public records pursuant to a FOIA request. The Village has a very short period of time from receipt of a FOIA request to comply with the request, and it requires sufficient time to collect and review the records to decide what information is or is not exempt from disclosure. The Consultant acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. The Consultant agrees to indemnify and hold harmless the Village from all claims, costs, penalties, losses and injuries (including, but not limited to, attorneys' fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this Agreement. Notwithstanding any provision in this Agreement to the contrary, the Consultant's obligations in this Section 6.U. shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Village President and Village Clerk, pursuant to the authority given by the Board of Trustees of the Village of Maywood, and the Consultant have signed this Agreement. The date of the last signatory will be the effective date of this Agreement and that date will be entered on the first page of this Agreement.

VILLAGE OF MAYWOOD,
an Illinois municipal corporation

CONSULTANT: _____

BY: _____
Nathaniel George Booker
Village President

BY: _____
Name: _____
Title: _____

Date: _____, 2024

Date: _____, 2024

ATTEST: _____
Tori-Love Garron
Village Clerk

ATTEST: _____
Name: _____
Witness

Date: _____, 2024

Date: _____, 2024

Exhibit "1"

Scope of Services

COMMUNITY ENGAGEMENT COORDINATOR

Duties include, but not limited to: SEE ATTACHED "SCOPE OF SERVICES" (the "Services").

Exhibit 1-B

**INDEPENDENT CONTRACTOR AGREEMENT FOR SECURITY SERVICES
FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS
AT THE MAYWOOD MASONIC TEMPLE BUILDING
LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS**

(attached)

**INDEPENDENT CONTRACTOR AGREEMENT
FOR SECURITY OFFICER FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS
AT THE MAYWOOD MASONIC TEMPLE BUILDING LOCATED AT
200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS
(Independent Contractor – Consultant: _____)**

This **INDEPENDENT CONTRACTOR AGREEMENT** (the "Agreement") is made this ___ day of February, 2024, by and between the Village of Maywood (the "Village"), an Illinois municipal corporation, with its principal office at 40 Madison Street, Maywood, Illinois 60153, and _____ (the "Consultant" or "Contractor"), for purposes of the Consultant providing certain Continued Community Engagement Operations to the Village in the role of Security Officer. The Village and the Consultant are at times referred to herein individually as a "Party" and collectively as the "Parties."

WHEREAS, the Village and the Consultant are authorized to enter into this Agreement pursuant to the intergovernmental cooperation powers granted by Section 6 (Powers of Home Rule Units) and Section 10(a) (Intergovernmental Cooperation) of Article VII (Local Government) of the Illinois Constitution of 1970 and Section 8-1-7 of the Illinois Municipal Code (65 ILCS 5/8-1-7).

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt of which is acknowledged, and pursuant to the Village's statutory authority and powers, the Parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The Village desires to engage the Consultant to perform the following professional services, as identified below (the "Services"):

Consultant Name ("Consultant")	_____
Address	_____
City, State, Zip Code	_____
Phone	_____
Email	_____
Services/Position Description	<u>See attached Exhibit "1" - SECURITY OFFICER</u>
Fee for Services	<u>\$____.00 per hour</u>
Term and Service Completion Date	<u>Subject to termination per Section 6.C. below</u>

B. Representations of Consultant. The Consultant represents that he/she/it is financially solvent, has the necessary financial resources and adequate, competent support staff, and is sufficiently experienced and competent to perform and complete the Services that are set forth in the **Scope of Services** attached hereto as **Exhibit "1" ("Services")** in a manner consistent with the standards of professional practice, care and diligence practiced by professionals who perform services of a similar nature. The Consultant represents that he/she/it is has read and is familiar with the current electrical codes, ordinances and regulations adopted by the Village.

C. Independent Contractor. The Consultant is retained by the Village only for the purposes and to the extent set forth in this Agreement, and the Consultant's relationship to the Village shall, during the term of this Agreement and period of its Services hereunder, be that of an independent contractor.

1. **Non-Exclusive Arrangement.** This Agreement creates a non-exclusive, independent contractor arrangement, and the Village, in its sole discretion, reserves the right to hire other individuals or firms to perform some or all of the Services, in support of or in lieu of the Contractor performing the Services.

2. **Scheduling and Performance of Services.** The Consultant, in its discretion, shall be free to set the schedule regarding the performance of the Services and shall be free to dispose of such portion of the Consultant's entire time, energy and skill during regular business hours when the Consultant is not obligated to devote time to performing his/her/its Services hereunder to the Village, in such manner as the Consultant sees fit and to such persons, firms or corporations as the Consultant deems advisable, provided such scheduling and performance of the Services results in the timely and efficient delivery of the Services without interruption of the Village's and its employees' ability to perform their functions and duties.

3. **Skill Level.** It is acknowledged that, at all times, the Consultant is separate and independent from the Village and that the Consultant will utilize a high level of skill necessary to perform the Services assigned to him/her/it under this Agreement.

4. **No Village Employee Status.** The Consultant shall not be considered as having an employee status, nor shall the Village make any deductions or withhold any sums for the payment of any and all applicable federal, State, local and other taxes, income taxes or FICA taxes. The Consultant shall not be entitled to receive or participate in any employee plans, benefit programs, retirement plans or related employee benefit arrangements or distributions by the Village pertaining to or in connection with any pension or retirement plans, or any other benefits for the regular employees of the Village. As an independent contractor, it is the responsibility of the Consultant to file all necessary tax returns (federal, State, county and local) and to make such required deductions and pay all income tax, social security, and any and all other taxes due as an independent contractor in his/her/its profession. As an independent contractor, the Consultant agrees that he is ineligible to file a claim for unemployment compensation benefits or for workers compensation benefits against the Village and agrees not to file any such claims in the event this Agreement is terminated or if he is injured performing any Services under this Agreement. The Consultant agrees to assume all risk of death, illness and injury relative to performing any Services under this Agreement. The Consultant is an independent contractor and not the Village's employee for all purposes, including, but not limited to, the application of the Fair Labors Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act and the Illinois Worker's Compensation Act (820 ILCS 305/1, *et seq.*).

5. **Equipment.** The Consultant shall provide all of his/her/its own equipment required for the performance of the Services under this Agreement.

6. **Other Work.** The Contractor shall retain the right to perform services for others during the term of this Agreement so long as those Services: (i) are not inconsistent or incompatible with the Contractor's obligations under this Agreement; or (ii) do not violate any provisions of this Agreement.

7. **Certifications and Licensure of Contractor.** The Contractor and its employees shall maintain all applicable certifications, licensure and training as required for its area of expertise. Failure to notify the Maywood Village Manager of a loss, suspension, expiration or official removal of certification or licensure or the lack of required training shall be grounds for the suspension or termination of this Agreement. Upon request, the Contractor shall submit accurate copies of all pertinent licensure or certifications to the Village Manager, or his/her designee.

8. **No Joint Venture; Partnership.** This Agreement shall not render the Contractor, or any its employees, an employee, partner, agent of, or joint venturer with the Village for any purpose. The Contractor is and will remain an independent contractor in its relationship to the Village. The Contractor agrees to exercise the highest degree of professionalism and to utilize his/her/its expertise in providing the Services under this Agreement.

9. **Contractor's Own Insurance.** In accordance with the below provisions of this Agreement, the Contractor, at its own cost, shall obtain and maintain its own liability insurance (including professional liability insurance) relative to

any Services that the Contractor and its employees perform under this Agreement. The Contractor's insurance certificates, policies and endorsements shall name the Village and the Village Affiliates (as defined below) as additional insureds for all liability insurance coverages.

10. **Sexual Harassment/Discrimination Policy.** The Contractor shall comply with Village's Non-Harassment / Discrimination Policy, a copy of which is incorporated herein by reference.

SECTION 2. SCOPE OF SERVICES.

A. **Services.** The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services as set forth in the **Scope of Services** attached hereto as **Exhibit "1"**.

B. **Commencement; Term; and Service Completion Date.** The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties ("Commencement Date"). **The Consultant shall diligently and continuously perform the Services until the completion of the Services or upon the termination of this Agreement, or, if applicable, any portion of the Services or Additional Services shall be completed on or before the "Services Completion Date" as mutually agreed to in writing by the Parties ("Term").** The Parties may mutually agree, in writing, to modify the Term or the Service Completion Date. Delays caused by the Village shall extend the Term and the Service Completion Date in equal proportion to the delay caused by the Consultant; provided, however, that the Consultant shall be responsible for completion of all work within the Term and by the Service Completion Date, notwithstanding any strike or other work stoppage by employees of either the Consultant or the Village.

C. **Reporting.** Upon request, the Consultant shall report to the Village Manager, or his/her designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. **Fee for Services.** The total amount paid by the Village for the Services pursuant to this Agreement shall not exceed the amount stated on Page 1 of this Agreement or such other amount agreed to mutually in writing by the Parties. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D. or 3.E. of this Agreement. Only the Village Manager, in his/her sole discretion, has the authority to approve additional hours of work beyond the maximum hours of work per week (i.e., additional compensation) under the terms of this Agreement.

B. **Invoices and Payment.** The Consultant shall submit monthly invoices in an approved Village format to the Village Manager for the actual fees earned and eligible, reimbursable costs incurred by the Consultant in performing the Services through the date of the invoice. The amount billed in each invoice shall be for completed Services (i.e., no-prepayment for Services yet to be performed). The Village shall pay to the Consultant the amount billed within thirty (30) calendar days after receiving such an invoice.

C. **Records.** The Consultant shall maintain records showing actual time devoted, type of work performed per classification and actual out-of-pocket costs incurred, shall submit such records in support of its invoices, and shall permit the Village to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement.

D. Claim for Additional Fees for Services.

1. The Consultant shall provide written notice to the Village Manager of any claim for additional compensation for Additional Services (defined below) that are outside of the agreed-upon Services listed in **Exhibit "1"** and the agreed-upon Fee for Services stated at Page 1 of this Agreement that are requested by the Village within five (5) calendar days after the request for Additional Services by the Village.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1. of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation or as authorization to perform the Additional Services; and (b) any changes in the Fee for Services shall be valid only upon written amendment pursuant to Section 6.J. of this Agreement.

3. Regardless of the decision of the Village Manager relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the Village Manager, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the Village shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (“Additional Services”), regardless of whether such Additional Services are requested or directed by the Village or anyone associated with the Village, except upon the prior written consent of the Village Manager.

F. Taxes, Benefits and Royalties. Each payment by the Village to the Consultant includes all applicable federal, State and local taxes, fees, surcharges, license fees and tariffs of every kind and nature applicable to the Services, as well as all taxes, contributions, premiums, costs, royalties and fees arising from the use of, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty or fee are hereby waived and released by the Consultant.

SECTION 4. CONFIDENTIAL INFORMATION, NON-COMPETE AND NON-SOLICITATION.

A. Confidential Information. The term “Confidential Information” shall mean information in the possession or under the control of the Village relating to the technical, business or corporate affairs of the Village; the names, addresses or other personal information of persons who are adults or minors and are also participants and registrants in programs or services offered by the Village; the Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. The Village's Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (“Time of Disclosure”); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the Village Manager or his/her designee. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information. Notwithstanding any provision in this Agreement to the contrary, the Consultant's obligations in this Section 4.B. shall survive the termination of this Agreement.

SECTION 5. INSURANCE AND INDEMNIFICATION.

A. Insurance – Village. The Village will not provide any form of insurance coverage, including but not limited to health insurance, worker's compensation insurance, auto insurance, general liability insurance, errors and omissions insurance, or professional liability insurance or other employee benefits for or on behalf of the Consultant relative to his performance of the Services under this Agreement.

B. Insurance – Consultant. The Consultant, at his own cost, shall provide all of his own insurance coverages as applicable to the Services being performed, including but not limited to health insurance, worker's compensation insurance, auto insurance, general liability and property insurance, errors and omissions insurance or professional liability insurance, employment practices liability insurance or other employee benefits for or on behalf of the

Consultant relative to his performance of the Services under this Agreement. The insurance coverages shall be written on the comprehensive form and as an "occurrence" policy. The minimum dollar amount of annual coverage for the general liability and property insurance, errors and omissions insurance or professional liability insurance and employment practices liability insurance shall be mutually agreed to by the Village Manager and the Consultant in writing, but in no case shall such dollar amount of coverages be less than:

- A. Comprehensive General Liability – \$1,000,000 per occurrence and \$2,000,000 in the aggregate
- B. Umbrella Coverage – \$1,000,000.
- C. Property Damage – \$500,000 per occurrence
- D. Errors and omissions insurance or professional liability: TBD by Village Manager.
- E. Workers' Compensation – Statutory
[adjustments to be made to the insurance coverage amounts based on type of use, in the Village Manager's discretion]

C. Indemnification. To the fullest extent permitted by Illinois law, the Consultant shall indemnify, defend and hold harmless the Village and each of its officers and officials, agents, attorneys, employees, engineers, volunteers and representatives (collectively, the "Village Affiliates") from all claims, demands, lawsuits, actions, costs (including litigation expenses and Village attorney fees) of any kind, caused by, resulting from, arising out of or occurring in connection with the Consultant's performance of the Services under this Agreement, but only to the extent caused by the negligent act, misconduct or omission of the Consultant or anyone or entity directly or indirectly employed by the Consultant for whose acts Consultant may be liable.

To the fullest extent permitted by Illinois law, the Village shall indemnify, defend and hold harmless the Consultant from all claims, demands, lawsuits, actions, costs (including litigation expenses and Consultant's attorneys' fees) of any kind, caused by, resulting from, arising out of or occurring in connection with the Village's performance of the Services under this Agreement, but only to the extent caused by the negligent act, misconduct or omission of the Village or anyone or entity directly or indirectly employed by the Village for whose acts the Village may be liable.

Notwithstanding any provision in this Agreement to the contrary, the Consultant's obligations in this Section 5.C. shall survive the termination of this Agreement.

D. Waiver and Assumption of Liability. The Consultant assumes all liability for personal injuries or illness of any kind or death that might occur to himself/herself/itself while acting under this Agreement. The Consultant assumes all liability and responsibility for his/her/its personal property while performing any work or Services under this Agreement. Notwithstanding any provision in this Agreement to the contrary, the Consultant's obligations in this Section 5.D. shall survive the termination of this Agreement.

E. No Personal Liability. No appointed official, agents, attorneys, employees, volunteers and representatives of the Village or any of its local government members shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement. Notwithstanding any provision in this Agreement to the contrary, the operation of this Section 5.E. shall survive the termination of this Agreement.

SECTION 6. GENERAL PROVISIONS.

A. Conflict of Interest. The Consultant represents and certifies that, to the best of his/her/its knowledge: (1) no elected or appointed Village official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

B. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of State or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1, *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1, *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1, *et seq.* The Consultant represents that the only persons, firms or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at Village's option, be null and void.

C. Termination. Either Party may terminate this Agreement at any time for any reason upon written notice to the non-terminating Party. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to the date of the termination notice, provided that the Consultant is not in default under this Agreement.

D. Compliance With Laws and Grants.

1. **Compliance with Laws.** The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing and completing the Services, and with all applicable statutes, ordinances, rules and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101, *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.* The Consultant shall also comply with all conditions of any federal, State or local grant received by the Village or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.

2. **Liability for Noncompliance.** The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's or any of its subcontractors' performance of, or failure to perform, the Services or any part thereof.

3. **Required Provisions.** Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

E. Default. If it should appear at any time that the Consultant has failed or refused to perform, or has delayed in the performance of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused or delayed to perform or satisfy the Services or any other requirement of this Agreement ("Event of Default"), and fails to cure any such Event of Default within five (5) business days after the Consultant's receipt of written notice of such Event of Default from the Village Manager, or his/her designee, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. **Cure by Consultant.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. **Withholding of Payment by Village.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of actions taken by the Village in response to any Event of Default by the Consultant.

F. **No Third-Party Agreements Without Village Approval.** The Village shall not be liable to any vendor or third party for any agreements of any kind made by the Consultant without the knowledge and approval of the Village Manager.

G. **Mutual Cooperation.** The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with direction and such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance and completion of the Services and with any other consultants engaged by the Village.

H. **News Releases.** The Consultant shall not issue any news releases, advertisements or other public statements regarding the Services or this Agreement or use the Village's logos or trademarks or service marks without the prior written consent of the Village Manager.

I. **Ownership.** All documents of any kind, including any photos, reports, information, participant registration lists, team lists, participant consent forms, medical consent forms, and any other data or information, in any form, worked on in cooperation with anyone employed by, retained by or affiliated with the Village or its contractors or prepared, collected or received from the Village by the Consultant in connection with any or all of the Services performed under this Agreement ("Documents") shall be and remain the exclusive property of the Village. In consideration of payment of the Fee for Services, the Consultant releases all copyright, proprietary or intellectual property rights in such Documents that he produced or prepared and transfers all his/her/its ownership rights in such Documents to the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village Manager.

J. **Amendment.** No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the Village and the Consultant in accordance with all applicable statutory procedures.

K. **Assignment.** This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other Party.

L. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Village, the Consultant, and their agents, successors and assigns.

M. **Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered: (1) personally; (2) by a reputable overnight courier; or (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one (1) business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four (4) business days following deposit in the U.S. mail, via certified mail, return receipt requested, as evidenced by a return receipt. By notice complying with the requirements of this Section 6.M., each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other Party, but no notice of a change of addressee or address shall be effective until actually received. Additionally, notices sent by any other means (i.e., facsimile, email, etc.) may be acceptable subject to written confirmation of both the transmission and receipt of the notice.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village Manager
Village of Maywood
40 Madison Street

Maywood, Illinois 60153
Phone: 708-450-6301
Email: Use business email address for Village Manager

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:
SEE CONTACT INFORMATION LISTED ON PAGE 1 ABOVE.

N. Provisions Severable. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

O. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

P. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Illinois. Venue for any litigation shall be in the Circuit Court of Cook County, Illinois.

Q. Authority to Execute. The Parties both represent that this Agreement has been approved by their respective corporate boards (as appropriate) and the persons executing this Agreement have been properly authorized to do so by his/her/its corporate authorities.

R. Entire Agreement. This Agreement constitutes the entire agreement between the Parties to this Agreement and supersedes all prior agreements and negotiations between the Parties, whether written or oral, relating to the subject matter of this Agreement.

S. Waiver. Neither the Village nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall be determined to be in its best interests from time to time. The failure of the Village or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the Village's or the Consultant's right to enforce such rights or any other rights.

T. Counterpart Execution. This Agreement may be executed in counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

U. Freedom of Information Act. Section 7(2) of the Illinois Freedom of Information Act ("FOIA") (5 ILCS 120/7(2)) requires certain records that qualify as "public records," which have been prepared by and are in the possession of a party who has contracted with the Village, be turned over to the Village so that a FOIA requestor can inspect and photocopy the non-exempt portions of the public records pursuant to a FOIA request. The Village has a very short period of time from receipt of a FOIA request to comply with the request, and it requires sufficient time to collect and review the records to decide what information is or is not exempt from disclosure. The Consultant acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. The Consultant agrees to indemnify and hold harmless the Village from all claims, costs, penalties, losses and injuries (including, but not limited to, attorneys' fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this Agreement. Notwithstanding any provision in this Agreement to the contrary, the Consultant's obligations in this Section 6.U. shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Village President and Village Clerk, pursuant to the authority given by the Board of Trustees of the Village of Maywood, and the Consultant have signed this Agreement. The date of the last signatory will be the effective date of this Agreement and that date will be entered on the first page of this Agreement.

VILLAGE OF MAYWOOD,
an Illinois municipal corporation

CONSULTANT: _____

BY: _____
Nathaniel George Booker
Village President

BY: _____
Name: _____
Title: _____

Date: _____, 2024

Date: _____, 2024

ATTEST: _____
Tori-Love Garron
Village Clerk

ATTEST: _____
Name: _____
Witness

Date: _____, 2024

Date: _____, 2024

Exhibit "1"

Scope of Services

SECURITY OFFICER

Duties include, but not limited to: SEE ATTACHED "SCOPE OF SERVICES" (the "Services").

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Tori-Love Garron, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached is a true and correct copy of that certain Resolution now on file in my Office, entitled:

RESOLUTION NO. R-2024 _____

**A RESOLUTION RATIFYING THE USE, APPROVAL AND EXECUTION OF
INDEPENDENT CONTRACTOR AGREEMENTS
FOR A COMMUNITY ENGAGEMENT COORDINATOR AND CERTAIN SECURITY PERSONNEL
FOR CONTINUED COMMUNITY ENGAGEMENT OPERATIONS
AT THE MAYWOOD MASONIC TEMPLE BUILDING
LOCATED AT 200 SOUTH 5TH AVENUE, MAYWOOD, ILLINOIS**

which Resolution was passed by a roll call vote of the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 6th day of February, 2024, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 6th day of February, 2024.

I further certify that the roll call vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this ____ day of February, 2024.

Tori-Love Garron, Village Clerk

[SEAL]
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