

AGENDA  
VILLAGE BOARD MEETING NO. 3321  
May 12, 2025 - 7:00 PM  
Village Hall - Board Room  
300 Plaza Circle, Mundelein, IL 60060

I. CALL TO ORDER

II. ATTENDANCE

III. OATH OF OFFICE - NEWLY ELECTED OFFICIALS

IV. ATTENDANCE - NEW BOARD

V. PLEDGE OF ALLEGIANCE

VI. MINUTES APPROVAL

- A. **Motion** to approve the Board of Trustees Regular meeting minutes from April 28, 2025.

VII. TRUSTEE APPOINTMENT

- A. Trustee Appointment - Tony Ugaste

**Motion** to approve the Mayor's appointment of Tony Ugaste to fill the vacant Trustee's seat.

VIII. PUBLIC COMMENTARY

IX. PRESENTATIONS / AWARDS

- A. Nelson Development Self-Storage Concept Presentation

X. PUBLIC HEARINGS

XI. MAYOR'S REPORT

- A. Election of Erich Schwenk as Mayor Pro Tem

**Motion** to adopt a Resolution confirming the election of Erich Schwenk as Mayor Pro Tem of the Mundelein Village Board of Trustees.

- B. Committee Assignments - May 12, 2025

**Motion** to accept the Village Board Committee Assignments.

C. Ordinance Appointing a Director and Alternate Director on the CLCJAWA

**Motion** to pass an Ordinance Amending Ordinance 23-05-29, an Ordinance appointing Mayor Robin Meier as Director and Trustee Daniel Juarez as Alternate Director to represent the Village of Mundelein on the Central Lake County Joint Action Water Agency.

D. Resolution Designating A Director and Alternate Directors for the Village of Mundelein to SWALCO

**Motion** to adopt a Resolution designating Trustee Erich Schwenk as Director and Ms. Lynne Monroe, and Mr. Adam Boeche as Alternate Directors for the Village of Mundelein to the Solid Waste Agency of Lake County for the period May 1, 2025 - April 30, 2027.

E. Lake County Convention and Visitors Bureau

**Motion** to appoint Trustee Jennifer Grieco to the Visit Lake County (Lake County Convention and Visitors Bureau) Board of Directors as representative for the Village of Mundelein.

F. Negotiating Team Appointments

**Motion** to approve the Mayor's negotiating team appointments.

G. Ordinance to Amend the Village Code Regulating Traffic - Specific to Alleys

**Motion** to pass an Ordinance to amend Chapter 10.32 of the Mundelein Municipal Code, regulating traffic in alleys.

H. Purchase of 437 North Chicago Avenue

**Motion** to pass an ordinance authorizing the purchase of 437 North Chicago Avenue, Mundelein, IL.

I. Resolution Canceling the May 26, 2025 Board Meeting

**Motion** to adopt a Resolution canceling the Village Board Meeting of May 26, 2025, and authorizing the Village Administrator to approve payment of bills between the period of May 13, 2025, and May 26, 2025.

J. Proclamation - Crossing Guard Appreciation Day

## XII. TRUSTEE REPORTS

A. Community Happenings Committee (Grieco, Juarez, Lambert)

B. Community and Economic Development Committee (Juarez, Grieco, Ugaste)

1. Ordinance - Business Registration for Adult-use Cannabis Dispensing Organizations

**Motion** to pass an Ordinance Amending Section 5.106.020 of Chapter 5.106 of the Mundelein Municipal Code Regarding Business Registrations for Adult-Use Cannabis Dispensing Organizations.



C. Public Works & Engineering Committee (Lambert, Schwenk, Krinski)

1. Resolution - Contract Extension - Custodial Services - Best Quality Cleaning, LLC

**Motion** to adopt a Resolution waiving bids, authorizing the Director of Public Works to sign the custodial services contract extension between the Village of Mundelein and Best Quality Cleaning, LLC, Franklin Park, IL, and approving purchase order number 26-00224 the amount of \$72,000.

2. Resolution - Contract Extension - Street Sweeping Services - TKG Environmental

**Motion** to adopt a Resolution waiving bids, authorizing the Director of Public Works to sign the street sweeping contract extension between the Village of Mundelein and TKG Environmental Services Group, LLC, Lake Bluff, IL, and approving purchase order number 26-00248 the amount of \$55,450.

3. Resolution - Proposal Award - Server Room HVAC System Replacement

**Motion** to adopt a resolution waiving bids, accepting a proposal from Cahill Heating and Air Conditioning, of Lake Bluff, IL, for the replacement of the server room HVAC cooling system and approving a purchase order number 26-00238 in the amount of \$58,800.

4. Sludge Hauling Services Contract FY25 through FY27

**Motion** to approve purchase order number 26-00258 and payment of biosolids removal services from Dahm Enterprises in the amount of \$165,000.

5. Resolution - Proposal Award - Server Room UPS Replacement

**Motion** to adopt a resolution waiving bids, accepting a proposal from D&B Power Associates, Inc., of St. Charles, IL, for the replacement of the server room UPS system and approving a purchase order number 26-00237 in the amount of \$55,400.

6. Contractual Tree Removal Services

**Motion** to approve purchase order number 26-00253 in the amount of \$45,000 to NEDCO LLC (dba Sawvell Tree Service), Mundelein, IL for contractual tree removal services.

7. 2025 Joint Resurfacing Project - MFT and Rebuild Illinois Resolutions

**Motion** to authorize the Village Clerk's signature on the IDOT Resolution for Improvement by Municipality under the Illinois Highway Code appropriating \$1,400,000 in motor fuel tax revenue and the Rebuild Illinois Resolution appropriating \$435,835 in Rebuild Illinois funding to be utilized for the 2025 Joint Resurfacing Project.

8. Resolution - IPWMAN Mutual Aid Agreement

**Motion** to adopt a Resolution authorizing an intergovernmental agreement for participation in the Illinois Public Works Mutual Aid Network (IPWMAN).

D. Finance Committee (Schwenk, Krinski, Grieco)

1. An Ordinance Updating Bank Signatories

**Motion** to pass an Ordinance updating authorized signatories for Village Bank Deposit Funds.

2. Governing Body

**Motion** to approve the payment of bills, as indicated in the Governing Body Report for the period between April 29, 2025 and ending May 12, 2025 in the amount of \$1,391,135.75.

E. Public Safety Committee (Ugaste, Lambert, Schwenk)

1. Resolution - Authorize Paramedic Services between the Village of Mundelein and Metro Paramedic Services

**Motion** to adopt the resolution authorizing the Mayor and Clerk to sign the Paramedic Services Agreement between the Village of Mundelein and Metro Paramedic Services, subject to final attorney review and approval and approval of purchase order number 26-00281 in the amount of \$535,295.

F. Building Committee (Krinski, Ugaste, Juarez)

1. Ordinance amending Chapter 16 Buildings and Construction

**Motion** to pass an ordinance amending Chapter 16 Buildings and Construction

2. Ordinance amending Chapter 13 Public Improvements

**Motion** to pass an Ordinance amending Chapter 13 Public Improvements.

G. Other Reports

XIII. SCHEDULED BUSINESS

A. Omnibus Vote Items

1. CyberClan Proposal for IT Services

**Motion** to authorize the Village Administrator to void an original three-year contract and approve two (2) new service proposals with CyberClan for Information Technology services: one for three months and one for two years and authorize approval of purchase order number 25-00170 in the amount not to exceed \$40,865 for March-April 2025, and authorize approval of a purchase order number 26-00251 not to exceed \$378,150 annually for the first full year and authorize approval of a purchase order not to exceed \$378,150 for the second year.

2. Landscape Maintenance Purchase Order

**Motion** to approve purchase order number 26-00226 in the amount of \$235,000 to LandCare USA LLC, Park City, IL, for contractual landscape services.

3. 2025 Mosquito Control Program

**Motion** to approve the Mosquito Control Program Agreement and purchase order number 26-00227 with Clarke Environmental for \$77,000.

4. FY26 Asset Management - Cityworks Software

**Motion** to approve purchase order number 26-00234 and payment for CityWorks asset management software, provided by Azteca Systems Holdings, LLC, of Sandy, UT, in the amount of \$72,450.

5. Amalgamated Bank of Chicago

**Motion** to approve purchase order number 26-00236 in the amount of \$2,676,231.00 to Amalgamated Bank of Chicago for debt service principal and interest for FY26.

6. Daniel Beelow-Sales Tax Rebate FY2025

**Motion** to approve purchase order number 25-00201 in the amount of \$40,000.00 to Daniel Beelow for Sales Tax Rebates FY2025.

7. Lake Hawley Mundelein LLC - Sales Tax Rebate FY2026

**Motion** to approve purchase order number 26-00205 in the amount of \$35,000.00 to Lake Hawley Mundelein LLC for Sales Tax Rebates FY2026.

8. Jewel-Osco - Sales Tax Rebate FY2026

**Motion** to approve purchase order number 26-00206 in the amount of \$350,000.00 to Jewel-Osco for Sales Tax Rebates FY2026.

9. Daniel Beelow - Sales Tax Rebates FY2026

**Motion** to approve purchase order number 26-00207 in the amount of \$450,000.00 to Daniel Beelow for Sales Tax Rebates FY2026.

10. Cityworks Support Services

**Motion** to approve purchase order number 26-00246 in the amount of \$37,000 to Ritter GIS, Northville, MI, for asset management software support services.

11. Infosend - Postage/Printing Services for Utility Billing FY26

**Motion** to approve purchase order number 26-00244 in the amount of \$55,000.00 to Infosend for Postage and Printing Services for FY2026.

12. Fireworks

**Motion** to approve purchase order number 26-00252 in the amount of \$45,000 to Mad Bomber Fireworks Productions, La Porte, IN, for fireworks displays.

13. Assessment First LLC Purchase Order

**Motion** to approve purchase order number 25-00222 in the amount of \$54,924.62 made payable to Assessment First LLC for Data Mining Phase II.

14. LaLuzerne and Smith Services

**Motion** to approve purchase order number 26-00235 and payment of \$150,000 to LaLuzerne & Smith for FY26 legal services for the police department.

15. Northeastern Illinois Regional Crime Laboratory Services

**Motion** to approve a purchase order number 26-00210 and payment in the amount of \$49,078 to the Northeastern Illinois Regional Crime Laboratory for forensic services.

16. Motorola Solutions - Starcom21

**Motion** to approve purchase order number 26-00214 and payment in the amount of \$25,000 for Motorola Solutions for FY2026 Starcom Radio services for the Police Department.

17. Tyler Technologies Data Conversion

**Motion** to approve purchase order number 26-00229 and payment in the amount of \$108,950 to Tyler Technologies for data conversion services.

18. AXON Body Worn, Fleet and ALPR Camera Storage

**Motion** to approve purchase order number 26-00231 and payment in the amount of \$150,300 to AXON Enterprises for year four of the five-year agreement and purchase contract.

19. Paylocity Corp

**Motion** to approve purchase order number 26-00216 and payment in the amount of \$75,000 to Paylocity Corp.

20. Illinois Department of Employment Security (IDES)

**Motion** to approve purchase order number 26-00217 and payment in the amount of \$100,000 to Illinois Department of Employment Security (IDES).

21. Intergovernmental Personnel Benefit Cooperative (IPBC)

**Motion** to approve purchase order number 26-0020 and payment in the amount of \$4,466,000 to the Intergovernmental Personnel Benefit Cooperative (IPBC).

22. Bestco UA

**Motion** to approve purchase order number 26-00221 and payment in the amount of \$158,000 to Bestco UA.

23. Winchester Road Tornado Siren Replacement - J.S. Communications

**Motion** to approve purchase order number 26-00265 in the amount of \$54,620 to JS Communications.

24. Whelen Weather Warn System - J.S. Communications

**Motion** to approve purchase order number 26-00256 in the amount of \$28,038 to JS Communications.

25. Mundelein Community Connection Annual Contribution

**Motion** to approve purchase order number 26-00278 in the amount of \$20,000 for the MCC Annual contribution.

26. Approval of Purchase Order No. 25-00279 for Burke, Warren, MacKay & Serritella regarding the Flaherty & Collins Development

**Motion** to approve Purchase Order No. 25-00279 and Payment in the amount of \$40,516.00 for legal fees regarding the Flaherty and Collins development to be charged to their escrow account with the Village.

27. Contract Renewal - Bulk Rock Salt

**Motion** to approve a contract renewal with Morton Salt, Inc., Chicago, IL, for bulk rock salt.

28. Farmers Market Signs

**Motion** to authorize Mundelein Community Connection to place temporary signs at the designated locations from June 1, 2025 through September 14, 2025.

29. An Ordinance Amending Title 3 Chapter 8 of the Mundelein Municipal Code regarding Fee Schedule

**Motion** to pass an Ordinance amending title 3, chapter 8, of the Mundelein Municipal Code: Fee Schedule.

#### XIV. VILLAGE STAFF REPORTS

- A. Village Administrator
- B. Village Attorney
- C. Village Clerk

#### XV. EXECUTIVE SESSION

- A. Executive Session to discuss personnel pursuant to 5 ILCS 120, Section 2(c)(1), and minutes pursuant to 5 ILCS 120, Section 2(c)(21).

**Motion** to recess into Executive Session to discuss personnel pursuant to 5 ILCS 120, Section 2(c)(1), and minutes pursuant to 5 ILCS 120, Section 2(c)(21).

- B. Reconvene Village Board Meeting

**Motion** to reconvene Village Board Meeting.

- C. Attendance

D. Action from Executive Session

1. MAP #687 Wage Opener Agreement

**Motion** to approve a Wage Opener Agreement by and between the Village of Mundelein and the Metropolitan Alliance of Police, Chapter 687 for the term of May 1, 2025–April 30, 2026.

2. IBEW Local 150- 911 Telecommunicators Unit Stay on Incentive Agreement

**Motion** to approve the Memorandum of Agreement between the International Brotherhood of Electrical Workers, Local 150, 911 Telecommunicators Unit and the Village of Mundelein concerning wages and stay on incentive prior to Dispatch consolidation.

XVI. OTHER BUSINESS

XVII. ADJOURNMENT

A. Motion to Adjourn the Regular Board Meeting

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.

**CALL TO ORDER**

The 3220th Regular Meeting of the Board of Trustees of the Village of Mundelein was held on April 28, 2025 at 300 Plaza Circle, Mundelein. Mayor Lentz called the meeting to order at 7:00 PM.

**ATTENDANCE**

Clerk Walsh took the roll call. It indicated as follows:

**Board Attendance**

PRESENT: Trustees Juarez, Lambert, Meier, Ross, Schwenk, Wilson, Mayor Lentz

ABSENT: None

**Village Attendance**

PRESENT: Attorney Cahill, Village Administrator Guenther, Finance Director Miller, Fire Chief Lark, Police Chief Seeley, Building Department Director Sellas, Community Development Director Orenchuk, Public Works and Engineering Director Boeche

ABSENT: Assistant Village Administrator Monroe

**PLEDGE OF ALLEGIANCE**

Mayor Lentz led the Pledge of Allegiance.

**MINUTES APPROVAL**

**Motion to approve the Board of Trustees Regular meeting minutes from April 14, 2025.**

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Juarez                                                                                       |
| <b>SECONDER:</b> | Trustee Schwenk                                                                                      |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

**PUBLIC COMMENTARY**

None

**PRESENTATIONS / AWARDS**

**Terrabis Cannabis License Consideration**

In November 2024, Terrabis Dispensary previously presented a concept to the Village Board for consideration of an adult-use retail cannabis dispensary at 3110 W. Route 60 (former Rosati’s). Terrabis proposes to change locations, now at a nearby property, 3210 Route 60, or the former Bank of America at Mundelein Crossings Shopping Center.

Stu Weiss, Josh Nicklin, and Nick Liaromatis spoke. Using the vacant Bank of America space fulfills an issue brought up in the most recent Board election--vacant spaces need to be filled. A second adult-use cannabis license will need to be issued for this facility. The Board was polled, Trustee Juarez was still not on board with this location. The other Trustees were ok though some with reservations.

Mr. Shiner of the Shiner Group, who could not be in attendance, sent email to the Board pointing out that this move to another location was not made known to him; he found out about it by talking to Village Hall staff when checking status update. He stressed that this is not a good business practice.

**Mayor Video**

A video made by Village staff (and featuring Village staff and past and present Trustees) highlighting the many accomplishments and changes to the Village during Mayor Lentz's tenure was played.

**Resolution Honoring Mr. Steve Lentz**

**Motion** to adopt a resolution honoring Mr. Steve Lentz for twelve years of distinguished service as the Mayor of Mundelein.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                               |
| <b>MOVER:</b>    | Trustee Tim Wilson                                                                     |
| <b>SECONDER:</b> | Trustee Robin Meier                                                                    |
| <b>AYES:</b>     | Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson |
| <b>NAYS:</b>     | None                                                                                   |
| <b>ABSTAIN:</b>  | None                                                                                   |

**PUBLIC HEARINGS**

None.

**MAYOR'S REPORT**

Mayor Lentz presented street signs to departing Trustees Jenny Berman Ross and Tim Wilson, thanking them for their time on the Board, and stating that the examples they both set--for knowing the community and digging deep--are what future Trustees should aim for.

**Annual Commission Re-appointments**

**Motion** to approve Commission re-appointments for the fiscal year of 2025/2026.



**RESULT:** Passed [Yes 5, No 0, Abstained 1]  
**MOVER:** Trustee Juarez  
**SECONDER:** Trustee Meier  
**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Schwenk, Trustee Wilson  
**NAYS:** None  
**ABSTAIN:** Trustee Jenny Berman Ross

#### **Re-Appointment of Kerry Garesche**

**Motion** to approve the Commission re-appointment of Kerry Garesche to the Planning and Zoning Commission for another term.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]  
**MOVER:** Trustee Schwenk  
**SECONDER:** Trustee Wilson  
**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson  
**NAYS:** None  
**ABSTAIN:** None

#### **Commission Appointment - Dannielle Lyttle - Mundelein Arts Commission**

**Motion** to approve a commission appointment of Dannielle Lyttle to the Mundelein Arts Commission.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]  
**MOVER:** Trustee Juarez  
**SECONDER:** Trustee Wilson  
**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson  
**NAYS:** None  
**ABSTAIN:** None

#### **Commission Appointment - Seth Arp - Mundelein Arts Commission**

**Motion** to approve a commission appointment of Seth Arp to the Mundelein Arts Commission.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]  
**MOVER:** Trustee Juarez  
**SECONDER:** Trustee Wilson  
**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson  
**NAYS:** None  
**ABSTAIN:** None

#### **Proclamation - National Police Week**

May 11-17, 2025.

**Proclamation - Public Works Week**

May 18-24, 2025.

**Proclamation - National EMS Week**

May 18-24, 2025.

**Park Street Seasonal Use License Agreement**

**Motion** to adopt a Resolution Authorizing the Village of Mundelein Park Street Seasonal Use License / License Agreement for Use of Public Property.

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Schwenk                                                                                      |
| <b>SECONDER:</b> | Trustee Meier                                                                                        |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

**TRUSTEE REPORTS**

**Community and Economic Development Committee (Wilson, Schwenk, Meier)**

**Ordinance Granting a Variation for the Property Located at 1017 Concord Circle**

**Motion** to pass an Ordinance granting a variation from Table 20.28-2 of Section 20.28.030 of the Zoning Ordinance granting relief from the rear yard setback at 1017 Concord Circle with the conditions outlined in this ordinance.

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Wilson                                                                                       |
| <b>SECONDER:</b> | Trustee Lambert                                                                                      |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

**Amended RDA between VOM and Cardinal Square - Mundelein Station**

**Motion** to adopt a Resolution Approving and Authorizing the Execution of an Amendment to the Amended and Restated Redevelopment Agreement by and between the Village of Mundelein and Mundelein Downtown Properties, LLC (Cardinal Square - Mundelein Station).

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Wilson                                                                                       |
| <b>SECONDER:</b> | Trustee Schwenk                                                                                      |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

**Public Works Committee (Ross, Meier, Lambert)**

None

**Finance Committee (Schwenk, Juarez, Ross)**

**Governing Body**

**Motion** to approve the payment of bills, as indicated in the Governing Body Report for the period between April 15, 2025 and ending April 28, 2025 in the amount of \$689,311.54.

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Schwenk                                                                                      |
| <b>SECONDER:</b> | Trustee Berman Ross                                                                                  |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

**Governing Body - AT&T**

**Motion** to approve the payment of bills, as indicated on the report dated 04/28/25.

| <b>DATE</b> | <b>VENDOR</b>      | <b>AMOUNT</b> |
|-------------|--------------------|---------------|
| 04/28/2025  | AT&T LONG DISTANCE | \$551.29      |
| 04/28/2025  | AT&T               | \$2,409.11    |
| 04/28/2025  | AT&T MOBILITY      | \$7,084.47    |

|                  |                                                                                       |
|------------------|---------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 5, No 0, Abstained 1]</b>                                              |
| <b>MOVER:</b>    | Trustee Schwenk                                                                       |
| <b>SECONDER:</b> | Trustee Juarez                                                                        |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                  |

**ABSTAIN:** Trustee Robin Meier

**An Ordinance Amending Title 3 Chapter 8 of the Mundelein Municipal Code regarding Fee Schedule**

**Motion** to pass an Ordinance amending title 3, chapter 8, of the Mundelein Municipal Code: Fee Schedule.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]

**MOVER:** Trustee Schwenk

**SECONDER:** Trustee Juarez

**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson

**NAYS:** None

**ABSTAIN:** None

**An Ordinance amending Section 2.10.040, Functions, Duties, Authority, Bond and Compensation, of Chapter 2.10 Village Administrator**

**Motion** to adopt an ordinance amending section 2.10.040, functions, duties, authority, bond and compensation of Chapter 2.10, Village Administrator, of the Mundelein Municipal Code.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]

**MOVER:** Trustee Schwenk

**SECONDER:** Trustee Wilson

**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson

**NAYS:** None

**ABSTAIN:** None

Trustee Schwenk explained this ordinance regarding credit card fees.,

**Public Safety Committee (Lambert, Wilson, Juarez)**

**Mundelein Park District Intergovernmental Agreement with Police Department**

**Motion** to authorize the Mayor to sign the intergovernmental agreement with the Mundelein Park and Recreation District.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]

**MOVER:** Trustee Lambert

**SECONDER:** Trustee Wilson

**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson

**NAYS:** None

**ABSTAIN:** None

**Motorola Radio Purchase**

**Motion** to approve purchase order number 25-00178 to Motorola Solutions for two Motorola APX Next portable radios.

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Lambert                                                                                      |
| <b>SECONDER:</b> | Trustee Wilson                                                                                       |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

Police Chief Seeley reminded all that A-May-Zing Mundelein is coming up and volunteers are still being accepted. Friday May 16th is the annual Cop On A Rooftop at all the Dunkin' locations throughout the Village. All donations go to the Special Olympics.

**Building Committee (Juarez, Ross, Wilson)**

None.

**Transportation & Infrastructure Committee (Meier, Lambert, Schwenk)**

#### **Gewalt Hamilton 2025 (FY26) On-Call Engineering Services**

**Motion** to approve a subsequent purchase order in the amount of \$96,000.00 to Gewalt Hamilton Associates for the 2025 (FY26) on-call engineering services.

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Meier                                                                                        |
| <b>SECONDER:</b> | Trustee Wilson                                                                                       |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |
| <b>ABSTAIN:</b>  | None                                                                                                 |

#### **2025 (FY26) MFT Roadway Improvements Construction Inspection Services**

**Motion** to award a contract and approve a subsequent purchase order to Gewalt Hamilton Associates, Inc. for the construction observation of the 2025 (FY26) MFT Roadway Improvement Project in the amount of \$69,479.00 and authorize the Director of Public Works and Engineering to sign the contract.

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Passed [Yes 6, No 0, Abstained 0]</b>                                                             |
| <b>MOVER:</b>    | Trustee Meier                                                                                        |
| <b>SECONDER:</b> | Trustee Juarez                                                                                       |
| <b>AYES:</b>     | Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson |
| <b>NAYS:</b>     | None                                                                                                 |

**ABSTAIN:** None

### **2025 (FY26) Construction Inspection Services - Infrastructure**

**Motion** to approve a subsequent purchase order for Gewalt Hamilton Associates for the construction observation of the 2025 (FY26) Infrastructure Improvement Project in the amount of \$39,244.00.

**RESULT:** Passed [Yes 6, No 0, Abstained 0]

**MOVER:** Trustee Meier

**SECONDER:** Trustee Juarez

**AYES:** Trustee Juarez, Trustee Lambert, Trustee Meier, Trustee Berman Ross, Trustee Schwenk, Trustee Wilson

**NAYS:** None

**ABSTAIN:** None

Trustee Meier pointed out that on May 17 there will be the Public Works Open House; it is a great thing for kids as well as adults.

### **Other Reports**

Mayor Lentz stated he will open the next Board meeting and that during the meeting on May 12th, the new Board members will be sworn in.

## **SCHEDULED BUSINESS**

### **Omnibus Vote Items**

None.

## **VILLAGE STAFF REPORTS**

### **Village Administrator**

No report but Administrator Guenther and on behalf of Staff thanked Trustees Ross and Wilson and Mayor Lentz saying it had been a pleasure to serve with them.

### **Village Attorney**

No report.

### **Village Clerk**

No report.

## **EXECUTIVE SESSION**

**Motion to recess into Executive Session to discuss pending litigation pursuant to 5 ILCS 120, Section 2(c)(11), land acquisition or sale of property pursuant to 5 ILCS 120, Section 2(c)(5), personnel pursuant to 5 ILCS 120, Section 2(c)(1), and minutes pursuant to 5 ILCS 120, Section 2(c)(21).**

**Motion to reconvene Village Board Meeting**

**Attendance**

**Action from Executive Session**

**OTHER BUSINESS**

None.

**ADJOURNMENT**

**Motion to Adjourn the Regular Board Meeting**

**Motion** to Adjourn the Regular Board Meeting.

The Regular Board Meeting adjourned at 8:28 PM.

---

Village Clerk

To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Trustee Appointment - Tony Ugaste

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

Due to the April 2025 election, Robin Meiers's Trustee seat is open as of the May 12, 2025, Board Meeting. By State Statute (65 ILCS 5/3.1-10-50) Mayor Meier is authorized to recommend the appointment to the vacant Trustee seat subject to concurrence by the Board of Trustees.

**Recommendation:**

**Motion** to approve the Mayor's appointment of Tony Ugaste to fill the vacant Trustee's seat.



To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner  
Amanda Orenchuk, Director of Community Development

For: Village Board Meeting of May 12, 2025

Subject: Nelson Development Self-Storage Concept Presentation

**Financial Impact:**

N/A

**Attachments:**

1. Architectural Examples Compiled by Staff

**Background:**

Concept Presentations provide a developer an opportunity to seek preliminary feedback on a potential project to gauge receptiveness to the land use and hear if elements of a plan that are of interest to the Village should the project move forward. A developer coming before the Village Board with a Concept has considerable due diligence/feasibility analysis to conduct after the presentation. In some cases, almost all of the engineering and development plans, financial analysis, site plans, and details need to be drafted. Further, the Village reviews these documents for compliance with codes. The presentation of the following concept is to seek initial reactions to the proposal to determine how the developer will proceed.

**Concept Plan**

In January 2024, Nelson Development contacted the Village to inquire about potential sites for a new self-storage facility. The developer highlighted the absence of any self-storage facilities within a two-mile radius as well as a growing population in northwest Mundelein, resulting in a market demand for self-storage.

The developer proposes a self-storage facility immediately west of the Home Depot parking lot within the Mundelein Crossings Shopping Center area. The facility would feature a 3-story climate controlled self-storage facility with approximately 1,300 units, 179 drive-up storage garage units, and 25 RV storage units.

In 2022, the Village Board adopted Ordinance No. 22-10-48, which enacted a “Self-Storage Facility Rental Fee” for all self-storage facilities. The fee is calculated at 3% of the gross rental or leasing charge and is paid quarterly to the Village.

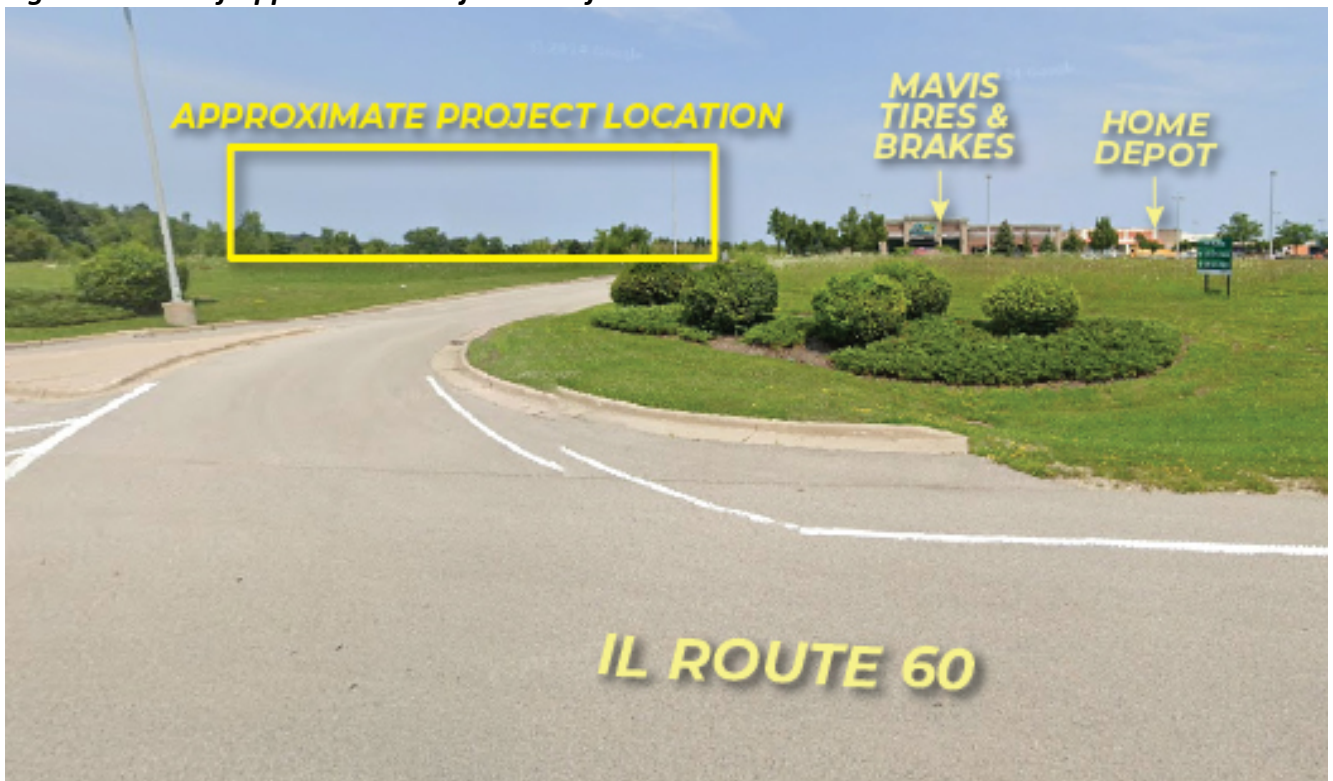
### **Project Details**

- Property Size: Approx. 4.7 Acres
- Buildings Proposed:
  - Three-story climate controlled self-storage facility (approx.. 1,300 units)
  - Seven drive-up self-storage garage buildings (combined 179 units)
  - Two RV storage garage buildings (25 units), with an option to add 3 additional units in the future
- Parking: 12 parking stalls (60 required by Zoning Ordinance)
- Building Materials and Architecture:
  - Masonry base
  - Fiber cement paneling
  - Architectural insulated metal panels
  - Three-story glass entryway at the southeast corner

***Figure 1: Proposed Self-Storage Facility Location***



**Figure 2: View of Approximate Project Area from IL Route 60**





**Figure 3: Proposed Site Plan and Architecture (See Application for More Renderings)**



Staff has additional comments for the petitioner on the latest iteration of the site plan and architecture. However, before having more time spent on new drawings it was prudent to get the comments from the Board on whether this is a viable option for the site and incorporate any comments into the drawings. The following background is provided for the Village Board's consideration:

- Previous versions of the site plan had the main 3-story self-storage building at the front of the site, with the garages located in the rear. Adjacent tenants took issue with the orientation of the buildings and potential effect on sight lines, so the layout was reversed.
- Due to the higher visibility of the garages with the reversed layout, Staff recommends extra consideration of the layout's orientation, the view from the public right-of-way, and the appearance of the rear of the two garage buildings that back up to the property lines. The renderings do not currently show the design of the rear of those garages.

**Recommendation:**

The Village Board is asked to provide feedback and direction on the concept plan, with particular attention to the land use, site layout, and architecture. Self-storage facilities are not a permitted use in the C-4 Shopping Center zoning district, so if the project were to move forward, it would require either:

1. A use variation; or
2. A rezoning to the C-3 Heavy Commercial district, which permits self-storage facilities by right.

A parking variation would also likely be requested to reduce the number of required parking spaces from 60 to 12 spaces. Any other site layout, architectural, or landscaping variations are not yet identified.



## Architectural References Provided by Staff

These self-storage architectural examples were previously provided to the applicant by Staff as examples of what Staff felt fit the aesthetic expectations and character of the area:





## Images of Surrounding Shopping Center

Provided for additional context about character of surrounding area:



To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Election of Erich Schwenk as Mayor Pro Tem

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

Section 2.04.040 of the Municipal Code reads, "The Board of Trustees shall elect one of its number Mayor Pro Tem of the Board of Trustees . . ." The Mayor will request a motion from the Board to nominate Erich Schwenk as Mayor Pro Tem. Once Erich Schwenk is elected by the Board, it would be appropriate for the Village Board to adopt the attached Resolution confirming Mr. Schwenk's election as Mayor Pro Tem.

**Recommendation:**

**Motion** to adopt a Resolution confirming the election of Erich Schwenk as Mayor Pro Tem of the Mundelein Village Board of Trustees.



I hereby certify that the attached is an original of

**Resolution No. R-25-05-23**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION NO. R-25-05-23**

**RESOLUTION CONFIRMING THE ELECTION OF ERICH SCHWENK AS MAYOR PRO TEM OF THE MUNDELEIN VILLAGE BOARD OF TRUSTEES**

**WHEREAS**, Section 2.04.040 of the Mundelein Municipal Code provides that: The board of trustees shall elect one of its number mayor pro tem of the board of trustees who shall act as presiding officer of the board during a temporary absence or disability of the mayor or when requested so to do by the mayor; and

**WHEREAS**, Trustee Erich Schwenk was elected by a majority vote of the Mundelein Board of Trustees on May 12, 2025, to serve as the Mayor Pro Tem of the Village Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS**, that having been duly elected by the Village Board of Trustees, Erich Schwenk shall serve as Mayor Pro Tem of the Mundelein Village Board in accordance with Section 2.04.040 of the Mundelein Municipal Code.

XXXX this 12th day of May 2025 by a roll call vote.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025

APPROVED:    Monday, May 12, 2025

ATTEST:      \_\_\_\_\_

Village Clerk

To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Committee Assignments - May 12, 2025

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

Below are the Committee assignments for the fiscal years 2025/2026.

| COMMITTEE                        | CHAIR   | VICE CHAIR | MEMBER  |
|----------------------------------|---------|------------|---------|
| Community & Economic Development | Juarez  | Grieco     | Ugaste  |
| Building                         | Krinski | Ugaste     | Juarez  |
| Finance                          | Schwenk | Krinski    | Grieco  |
| Public Safety                    | Ugaste  | Lambert    | Schwenk |
| Public Works & Engineering       | Lambert | Schwenk    | Krinski |
| Community Happenings             | Grieco  | Juarez     | Lambert |

**Recommendation:**

**Motion** to accept the Village Board Committee Assignments.

To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Ordinance Appointing a Director and Alternate Director on the CLCJAWA

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

The Village of Mundelein has entered into an intergovernmental agreement with other units of local government for the purpose of establishing the Central Lake County Joint Action Water Agency. By Ordinance No. 89-3-10 passed and approved on March 25, 1989, the Village of Mundelein ratified and approved the Central Lake County Joint Action Water Agency Agreement. Section 9 of the Agreement provides that the Village President shall be appointed as a Director of the Agency and an elected member of the corporate authorities shall be appointed as an Alternate Director.

**Recommendation:**

**Motion** to pass an Ordinance Amending Ordinance 23-05-29, an Ordinance appointing Mayor Robin Meier as Director and Trustee Daniel Juarez as Alternate Director to represent the Village of Mundelein on the Central Lake County Joint Action Water Agency.

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-28  
which is entitled

**Ordinance Appointing a Director and Alternate Director on the CLCJAWA**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

---

Village Clerk

**ORDINANCE NO. O-25-05-28**

**AN ORDINANCE AMENDING ORDINANCE 23-05-29, AN ORDINANCE APPOINTING A DIRECTOR AND AN ALTERNATE DIRECTOR TO REPRESENT THE VILLAGE OF MUNDELEIN ON THE CENTRAL LAKE COUNTY JOINT ACTION WATER AGENCY**

**WHEREAS**, in Ordinance 23-05-29 the Mundelein Corporate Authorities chose to appoint Trustee Tim Wilson to serve as Mundelein's Alternate Director and Steve Lentz as Mundelein's Director of the agency for the 2023-2025 term; and

**WHEREAS**, the Mundelein Corporate Authorities have chosen to appoint Trustee Daniel Juarez to serve as Mundelein's Alternate Director and Mayor Robin Meier as Mundelein's Director of the agency for the 2025-2027 term.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS**, as follows:

**SECTION 1.** It is hereby found and determined as follows:

(a) That the Village of Mundelein has heretofore entered into an intergovernmental agreement with other units of local government for the purpose of establishing the Central Lake County Joint Action Water Agency (hereinafter referred to as the "Agency"); and

(b) That by Ordinance No. 89-3-10 passed and approved on March 25, 1989, the Village of Mundelein ratified and approved the Central Lake County Joint Action Water Agency Agreement (hereinafter referred to as the "Agreement"), as amended to date; and

(c) That Section 9 of the Agreement provides that the Village President shall be appointed as a Director of the Agency and an elected member of the corporate authorities shall be appointed as an Alternate Director.

**SECTION 2.** The Corporate Authorities of the Village of Mundelein state and confirm that Mayor Robin Meier shall be and is hereby appointed as the Director of the Agency for the Village of Mundelein for the 2025-2027 term in accordance with the provisions of Section 9 of the Agreement.

**SECTION 3.** The Corporate Authorities of the Village of Mundelein hereby state and confirm that Daniel Juarez, a member of the Board of Trustees, shall be, and is hereby appointed as an Alternate Director of the Agency, for the 2025-2027 term, in accordance with the provisions of Section 9 of the Agreement, until replaced by the Corporate Authorities of the Village of Mundelein.

**SECTION 4.** All ordinances and resolutions heretofore enacted which are in conflict with this Ordinance are hereby repealed but repealed to the extent of such conflict only. This Ordinance shall be in full force and effect from and after its passage and approval, filing and publication in pamphlet form as provided by law.

**RESULT:** [Yes 0, No 0, Abstained 0]

**MOVER:** None  
**SECONDER:** None  
**AYES:** None  
**NAYS:** None  
**ABSTAIN:** None

---

President

**ADOPTED:** Monday, May 12, 2025

**APPROVED:** Monday, May 12, 2025

**ATTEST:** \_\_\_\_\_

Village Clerk



To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Resolution Designating A Director and Alternate Directors for the Village of Mundelein to SWALCO

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

The Village of Mundelein has entered into an Agreement Establishing the Solid Waste Agency of Lake County, Illinois. The Agreement requires the Solid Waste Agency of Lake County, Illinois (SWALCO) to be governed by a Board of Directors and provides that each member of SWALCO shall appoint a Director by a vote of the corporate authorities, said Director being (a) Mayor or President of the Member, (b) Trustee, Councilperson, or Alderman, or (c) chief administrative officer of the Member.

**Recommendation:**

**Motion** to adopt a Resolution designating Trustee Erich Schwenk as Director and Ms. Lynne Monroe, and Mr. Adam Boeche as Alternate Directors for the Village of Mundelein to the Solid Waste Agency of Lake County for the period May 1, 2025 - April 30, 2027.

I hereby certify that the attached is an original of

**Resolution No. R-25-05-24**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION NO. R-25-05-24**

**RESOLUTION DESIGNATING A DIRECTOR AND ALTERNATE DIRECTORS FOR THE VILLAGE OF MUNDELEIN TO THE SOLID WASTE AGENCY OF LAKE COUNTY**

**WHEREAS**, the Village of Mundelein has entered into an Agreement Establishing the Solid Waste Agency of Lake County, Illinois; and

**WHEREAS**, Section 8 of said Agreement requires the Solid Waste Agency of Lake County, Illinois (SWALCO) to be governed by a Board of Directors; and

**WHEREAS**, Section 8 of said Agreement provides that each member of SWALCO shall appoint a Director by a vote of the corporate authorities, said Director being (a) Mayor or President of the Member, (b) Trustee, Councilperson, or Alderman, or (c) chief administrative officer of the Member; and

**WHEREAS**, said Agreement also provides for the appointment of one or more Alternate Directors; and

**WHEREAS**, the two-year terms of the current appointment of the Director and Alternate(s) have expired.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS**, that Erich Schwenk, Trustee is appointed as Director to SWALCO and Lynne Monroe and Adam Boeche, are appointed as Alternate Directors to SWALCO upon approval of this Resolution to serve in said capacity until April 30, 2027, or until such successor is appointed.

**BE IT FURTHER RESOLVED** that the Clerk is ordered to distribute a certified copy of this Resolution to the appointee(s) and the Secretary of SWALCO, 1311 North Estes Street, Gurnee, IL 60031.

XXX this 12th day of May 2025 by Roll Call Vote.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025

APPROVED:    Monday, May 12, 2025

ATTEST: \_\_\_\_\_

Village Clerk

To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Lake County Convention and Visitors Bureau

**Financial Impact:**

**Attachments:**

None

**Background:**

Trustee Tim Wilson was appointed to the Lake County Convention and Visitors Bureau Board of Directors in May 2023. At that time Trustee Wilson was appointed to serve until he was replaced on the Board of Trustees. Trustee Jennifer Grieco will serve as an excellent replacement and will represent the Mundelein business community well.

**Recommendation:**

**Motion** to appoint Trustee Jennifer Grieco to the Visit Lake County (Lake County Convention and Visitors Bureau) Board of Directors as representative for the Village of Mundelein.

To: Mayor and Board of Trustees

From: Robin Meier

For: Village Board Meeting of May 12, 2025

Subject: Negotiating Team Appointments

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

Due to the recent election, updates need to be made to the negotiating team appointments. I recommend the following:

| PROJECT                                                        | NEGOTIATING TEAM |
|----------------------------------------------------------------|------------------|
| Beelow Annexations (Winchester and Route 60)                   | Lambert, Ugaste  |
| Bolt                                                           | Grieco, Schwenk  |
| Cardinal Square                                                | Lambert, Krinski |
| Continental Properties - Springs Apartments (Butterfield Road) | Krinski, Juarez  |
| Groot Contract                                                 | Lambert, Ugaste  |
| Ivanhoe Village                                                | Schwenk, Ugaste  |
| SB Mundelein Station (Springbank)                              | Juarez, Grieco   |
| Pulte - Walnut Ridge                                           | Juarez, Schwenk  |
| Village Hall Subdivision                                       | Grieco, Lambert  |

**Recommendation:**

**Motion** to approve the Mayor's negotiating team appointments.



To: Mayor and Board of Trustees

From: Lynne Monroe, Assistant Village Administrator

For: Village Board Meeting of May 12, 2025

Subject: Ordinance to Amend the Village Code Regulating Traffic - Specific to Alleys

**Financial Impact:**

N/A

**Attachments:**

1. O-25-05-29 - Lake Street alley-proposed one way
2. O-25-05-29 - North Lake Street - 505-527 Memo and Parking Study to VOM - 04-30-2025

**Background:**

In the interest of safety and traffic flow, staff recommends the alley behind Lake Street businesses be designated as one-way, with one-way travel to begin at the entrance from Seymour Avenue and run one-way south for the length of the alley, ending 150 feet north of Hawley Street. The alleyway is narrow and traffic flow, particularly with the seasonal closure of Lake Street necessitates one-way traffic on the alleyway fm one end to the next. Please see the Police traffic study, where it is recommended we do NOT direct truck traffic for deliveries in the alleyway due to overhead powerlines and the narrow alley.

**Recommendation:**

**Motion** to pass an Ordinance to amend Chapter 10.32 of the Mundelein Municipal Code, regulating traffic in alleys.



STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-29  
which is entitled

**Ordinance to Amend the Village Code Regulating Traffic - Specific to Alleys**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

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Village Clerk

## ORDINANCE NO. O-25-05-29

### AN ORDINANCE AMENDING CHAPTER 10 OF THE MUNDELEIN MUNICIPAL CODE, REGULATING TRAFFIC IN LAKE STREET ALLEY

**WHEREAS**, the Village of Mundelein, Lake County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes, and exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

**WHEREAS**, it has been determined by the Mayor and Board of Trustees that it would be in the best interests of the public to amend the parking and driving restrictions in the Lake Street alleyway to regulate traffic and deliveries; and

**WHEREAS**, the alleyway running parallel to Lake Street (Route 45) between Seymour Avenue and Hawley Street can only accommodate vehicles traveling in one direction for the safest and most convenient traffic flow; and

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS as follows:**

**SECTION I.** Village Code 10.24.030 *One-Way Streets or Alleys* shall have the Lake Street Alleyway added as a one-way street under section *b)Southbound only*; as such:

(b) 2) Lake Street Alleyway from approximately 155 feet south of the centerline of Route 176 to Hawley Street, beginning at the entrance at Seymour Avenue, ending 150 feet north of Hawley Street.

**SECTION II.** Permanent Signs shall be placed along the alleyway designating the one-way alley and giving notice thereof. Signs indicating the direction of lawful traffic movement shall be placed at every intersection where movement of traffic in the opposite direction is prohibited.

**SECTION III..** In the event that any section, clause, provision or part of this ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this ordinance is found to be invalid in any one or more of its severable applications, all valid applications that are severable from the invalid applications shall remain in effect.

**SECTION IV.** This ordinance shall be in full force and effect from and after its passage, approval and publication, as required by law.

**SECTION V.** This ordinance shall be published in pamphlet form and available in the Village Clerk's office.

**RESULT:** [Yes 0, No 0, Abstained 0]

**MOVER:** None

**SECONDER:** None

**AYES:** None

**NAYS:** None

**ABSTAIN:** None

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President

ADOPTED:      Monday, May 12, 2025

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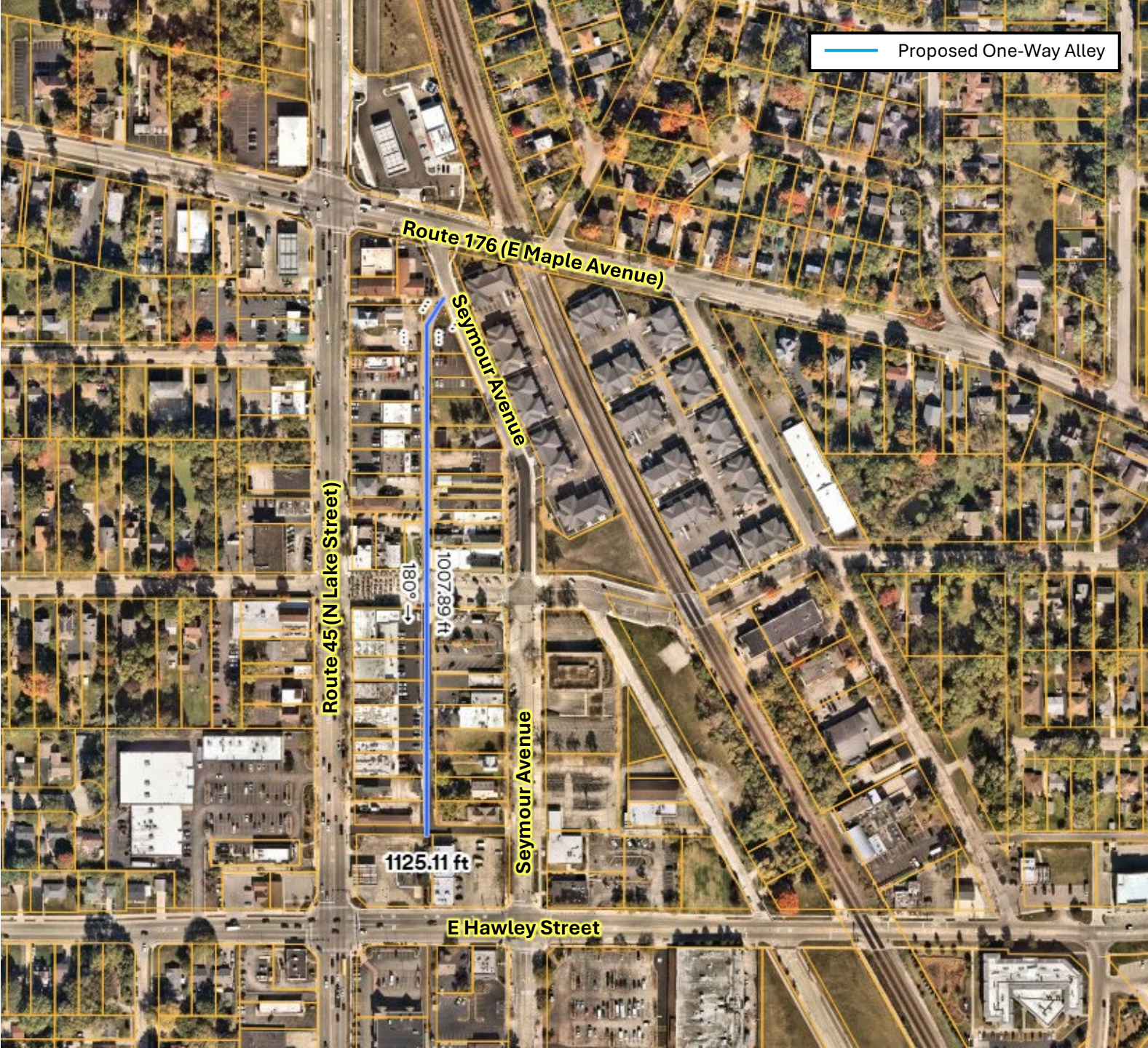
APPROVED:     Monday, May 12, 2025

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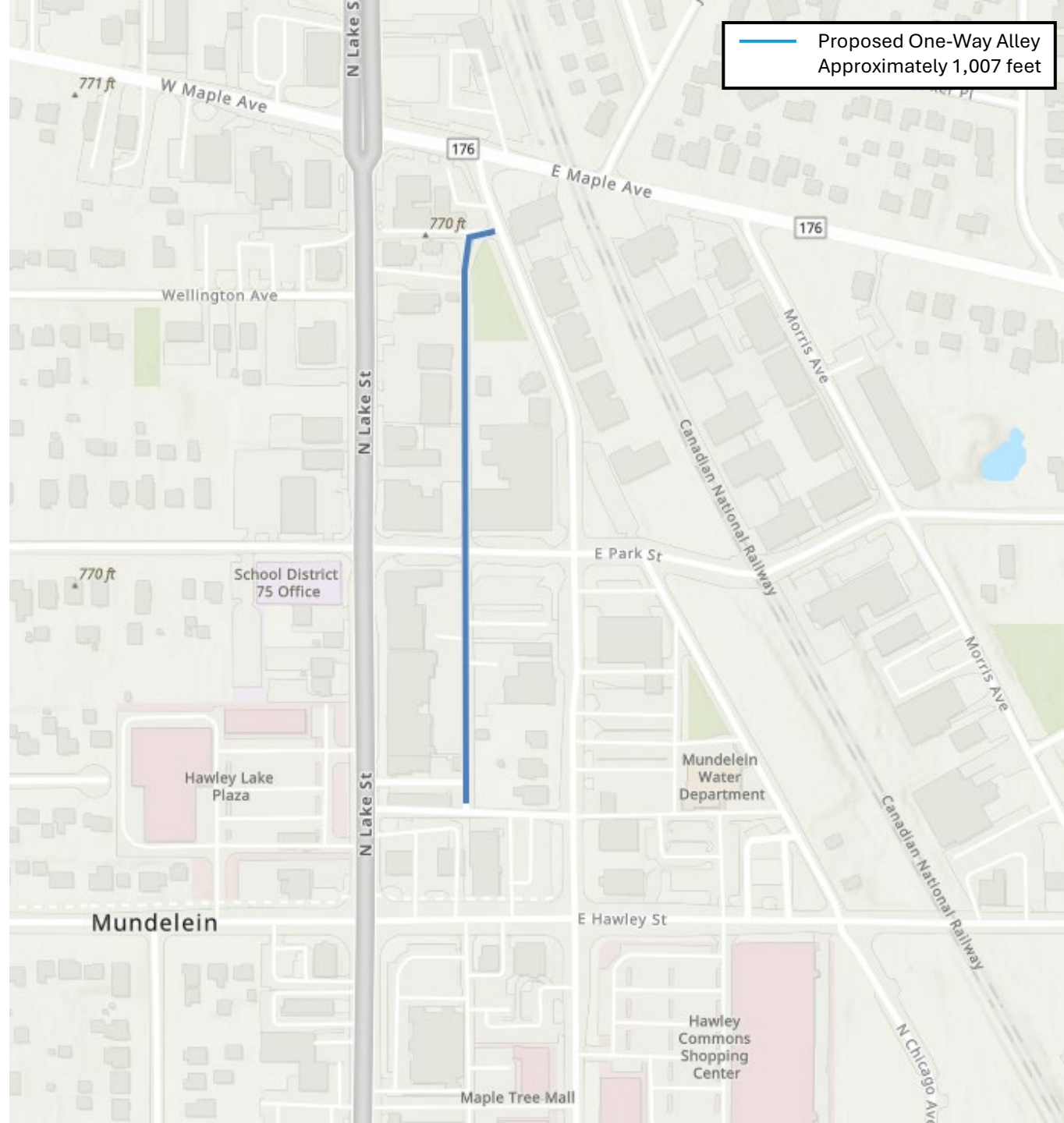
ATTEST:        \_\_\_\_\_

Village Clerk









## MEMORANDUM

To: Eric J. Guenther, Village Administrator  
Lynne Monroe, Assistant Village Administrator

From: Jason Seeley, Chief of Police 

Date: April 30, 2025

Re: No Parking/Loading/Unloading - North Lake Street from 515 North Lake Street to 527 North Lake Street

A business owner has expressed concerns regarding semi-trailer trucks and other vehicles utilizing several parking spaces in front of his business on Route 45 / North Lake Street while making deliveries to other local businesses and has requested designating the area as a “No Loading or Unloading” zone.

Please see the attached traffic study for findings on the recommendations below.

### Recommendations:

- It is recommended that no changes be made to the parking in front of the businesses on Route 45 / North Lake Street.
- However, during the study it was discovered that widths through the alleyway are not conducive to a safe flow of two way traffic. It is recommended the alleyway be changed to “one way” traffic, southbound, from 508/516 North Seymour Avenue to Park Street. This will prevent vehicles from entering the alley from Park Street where the alleyway is the narrowest.

If you agree, I recommend an amendment to Chapter 10.32 Parking, of the Mundelein Municipal Code.

Please do not hesitate to contact me if you have any questions or require additional information.

## MEMORANDUM

To: Commander Jakob Anderson *[Signature]*  
From: CSO Joshua Peterson *[Signature]*  
Date: March 26, 2025  
Re: Route 45 and Park Street "No Loading Zone" Survey.

### Statement of Request

A business owner has expressed concerns regarding semi-trailer vehicles utilizing several parking spaces on Route 45 in front of Associated Graphics (525 North Lake Street) and Cabinet Creations Plus (515 North Lake Street) for loading and unloading deliveries to other local businesses. The primary issue raised pertains to the disruption of business due to the semi-trailers and delivery trucks blocking multiple parking spaces directly in front of the above-listed businesses multiple times per week.

The concerned business owner has formally requested consideration for designating these parking spots as a "No Loading or Unloading Zone." The intent behind this request is to prevent business and traffic disruptions due to these deliveries. It is important to carefully evaluate this request while balancing the needs of all local businesses and considering the potential impacts of restricting loading zones.

This study was conducted to evaluate the request.

### Map & Photos: Overview



**Courage. Pride. Commitment.**

Satellite View



*Northbound Route 45 from Park Street*





*Area of Concern/Proposed No Loading or Unloading Zone*



**Analysis of options to move the loading and unloading zone**

*Option 1 - Alleyway running east/west to the south of Cabinet Creations and north of the businesses off Park Street.*

Parking area behind the businesses on Park Street and south of Cabinet Creations and Associated Graphics, eastbound view



Parking area behind the businesses on Park Street and south of Cabinet Creations and Associated Graphics westbound view



There is an alleyway running east/west from Route 45 to the north/south alley in the middle of the block. The alleyway has some parking in the rear of the businesses on Park Street that runs east/west, and some of the businesses use this alley to receive deliveries with smaller delivery trucks. An analysis of the area was conducted to assess the possibility that a semi-trailer would be able to enter, travel through, and exit this area to load and unload its deliveries.

#### *Concern*

This first option is not feasible, due to the difficulties for a semi-truck to turn into the alleyway, the ability of the semi-truck to navigate a narrow alleyway, blocking of parked vehicles while unloading, and the semi-truck's ability to exit once in the alley.

#### *Option 2 - Alleyway running north/south in the middle of the block from Seymour Avenue to Park Street.*

There is an alleyway running north/south from Seymour Avenue to Park Street, in between Route 45 and Seymour Avenue. The alleyway has a path through where delivery trucks could enter off of Seymour Avenue and travel south through the alley, stopping to make their deliveries. An analysis of the area was conducted to assess the possibility that a semi-trailer would be able to enter, travel through, and exit this area to load and unload its deliveries.

Projected travel path for delivery trucks in alleyway between Route 45 and Seymour Avenue, running north/south



Three main areas of concern were identified when analyzing the north/south alleyway area.

Concern 1

- Low-hanging wires that cross over the alleyway

Concern 2

- Ample width down the alleyway to accommodate a semi-trailer

Concern 3

- Turn radius for the semi-trailers to enter and exit

### Concern 1: Low-hanging wires that cross over the alleyway

Upon thorough examination of the alleyway in question, it was observed that multiple wires are suspended above, connected to buildings on both sides. With the average semi-truck height at 13 feet 6 inches, the wires are positioned at heights adequate to safely accommodate the passage of semi-trailer vehicles without immediate risk of contact or entanglement.

However, it is important to note that certain segments of the overhead wiring system were observed to hang lower than others. While these segments presently maintain sufficient clearance, their lower positioning warrants attention, as there is potential for gradual sagging over time. This progressive lowering could create future issues regarding vehicular clearance, particularly involving larger or higher-profile vehicles.

#### Wires' lowest point in the alleyway



### Concern 2: Ample width down the alleyway to accommodate a semi-trailer

During the traffic study, specific areas of the alleyway that initially appeared narrow were identified, raising concerns about potential clearance issues for semi-trailer vehicles. Upon detailed measurement and analysis, it was determined that even at the narrowest points, the alleyway measured at 14 feet 6 inches, which would allow safe passage of semi-trailers, with an average width of 10 feet (to include mirrors).

Despite initial visual impressions, the measurements confirmed that a semi-trailer can navigate the full length of the alleyway without striking objects or obstacles situated along its path, as long as no other vehicle is traveling in the opposite direction. Nevertheless, operators of larger vehicles should exercise due caution when traveling through the narrower sections to further ensure safety and prevent any inadvertent contact with utility poles or buildings.



Narrowest section in the alleyway northbound view (14'6" from inside of utility pole to inside portion of curb).



Narrowest point in the alleyway southbound view (14'6" from inside of utility pole to inside portion of curb).



### Concern 3: Turn radius for semi-trailers

The evaluation identified multiple concerns regarding accessibility for semi-trailers entering and exiting the alleyway. After careful analysis, it was found that a semi-trailer can safely travel southbound in the alleyway by entering the alley only at its northernmost access point, where the alley intersects with Seymour Avenue. Due to lack of space and clearance constraints at other entry points, semi-trailer entry from the north at Seymour Avenue is the most feasible option.

Currently, there are no additional points along the alleyway providing adequate clearance or the turning radius necessary to safely accommodate entry by semi-trailers traveling northbound. Operators of semi-trailers intending to utilize the alleyway should plan routes accordingly, entering exclusively from Seymour Avenue at the designated northernmost entry point and proceeding southbound.

## Entry from Seymour Avenue



During the traffic study, two potential exit points for semi-trailers utilizing the alleyway were identified. These exit points are located at Park Street and at the southernmost intersection of the alleyway with Seymour Avenue.

### Exit Point 1:

The current configuration of Park Street provides sufficient room for a semi-trailer to potentially exit the alley by making a left-hand turn onto Park Street, continuing in an eastbound direction. Operators should be aware that although this exit onto Park Street appears feasible under current conditions, careful maneuvering and cautious operation will be required to successfully navigate this turn.

Exit onto Park Street and southern most portion of the alleyway



Parked vehicles may significantly reduce available clearance, limiting the semi-trailers' ability to complete the turn safely. Additionally, during the summer months, Park Street is routinely closed to vehicular traffic to accommodate outdoor dining for nearby restaurants. This seasonal closure further limits the available exit options from the alleyway. Consequently, any semi-trailers using this alley during these times or when parked vehicles obstruct clearance would need to proceed southbound down the alley to its southernmost exit point.

Southwest corner of Park Street and alley



Northwest corner of Park Street and alley



Exit Point 2:

Evaluation of the southernmost point of the alley raised additional concerns regarding the clearance required for a standard semi-trailer to complete a turning movement and exit the alley. Based on current observations, it does not appear that there is sufficient space for a semi-trailer to navigate the turn required to exit at this location.

The limited space present at the end of the alley will prevent semi-trailers from completing the turn, making this exit not feasible due to the lack of room to turn.

Eastbound view at end turn





Westbound view at end turn



Northbound view at end of turn



Southbound view at end turn



### **Survey of Surrounding Businesses/Residences**

On Tuesday, March 18<sup>th</sup>, a survey was conducted at the six (6) businesses in the immediate area. Contact was made at five (5) of the six (6) businesses. The businesses were asked if turning the area of concern into a "No Loading or Unloading Zone" would have a negative impact on their business. Three (3) businesses advised that a "No Loading or Unloading Zone" in the area would **not** have an impact on their business operations and delivery. Two (2) businesses advised that a "No Loading and Unloading Zone" would have an impact on their business operations and delivery. Each business explained its delivery processes and can be found on the attached survey Excel spreadsheet. Over a two-week period, the deliveries on Route 45 were timed and reported to the police department for this study. The delivery time was a minimum of 5 minutes, maximum of 15 minutes with an average delivery time between 10-12 minutes.

### **Measurements (If Applicable)**

The north/south alleyway from Seymour Avenue to Park Street, with the narrowest portion of the alley measuring 14 feet 6 inches in width.

### **Current Ordinances / Conflict with any Current Ordinance / Signs in the Area**

None.

### **Accidents in the Area**

No accidents could be found that were a direct result of the area of concern.

### **Recommendations:**

The analysis has identified the following recommendations:

Implementing a parking restriction, such as designating the area on Route 45, just north of Park Street, as a "No Loading or Unloading Zone," presents new challenges for the surrounding area as semis have no option to use the alleyway and there is no reasonable location to create a loading zone at another location. Such restrictions could negatively impact nearby businesses that rely on convenient access for deliveries and operations. This could potentially lead to increased dissatisfaction among business owners.

Currently, the time spent by semi-trailers loading and unloading in the area is minimal and does not appear to cause significant disruption to traffic flow, pedestrian access, or the daily operations of nearby establishments. There is no observable indication that the current use of the space creates safety hazards or traffic congestion.

Based on these factors, it is recommended that no changes be made at this time. Maintaining the current conditions may help prevent unintended consequences and preserve positive relationships with local stakeholders.

As a result of this traffic study, an additional issue was found within the alleyway running north/south from Seymour Avenue to Park Street. The width of the alleyway at the southernmost portion of the road near Park Street measures 14 feet 6 inches. This width makes travel difficult for vehicles traveling in both directions and having the ability to safely navigate passed each other. Vehicle widths range from 5 feet 5 inches to 7 feet and only increase as the vehicles get bigger. The inability to have a safe flow of traffic in both directions makes the alleyways' current flow difficult and potentially dangerous. This portion of the alley appears to be the only area difficult to navigate with two vehicles. Other than the narrowest portion of the alley, the remainder of the alley measures at 20 feet, allowing for vehicles to travel in opposite directions with minimal or no significant issues.

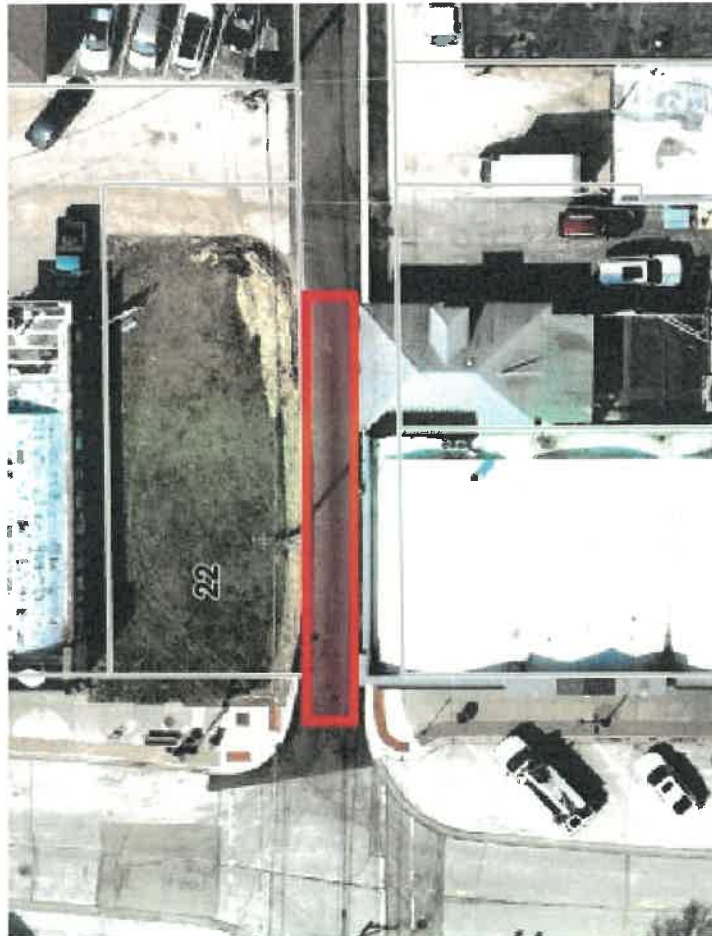
Based on the above explanation and analysis of the alleyway, I recommend a new ordinance be adopted making the alley one-way from the northernmost portion of 508 North Seymour Avenue near the alleyway. The one-

way recommendation would be to make the alley a southbound-only roadway from 90 feet north of Park Street to Park Street. The following would be my recommended ordinance addition:

10.24.030 (b)(2) the alley from Park Street to a point 90 feet north of Park Street.

This recommendation requires little to no change for the remainder of the vehicles traveling in the alley. This would cause vehicles not to enter the alleyway from Park Street, eliminating the concern of the narrow roadway.

Overview of area showing southbound one-way highlighted,



Other factors and considerations:

1. Any changes made to either the loading/unloading zone or the alleyway should consider the impact any changes would have on surrounding businesses and residents.

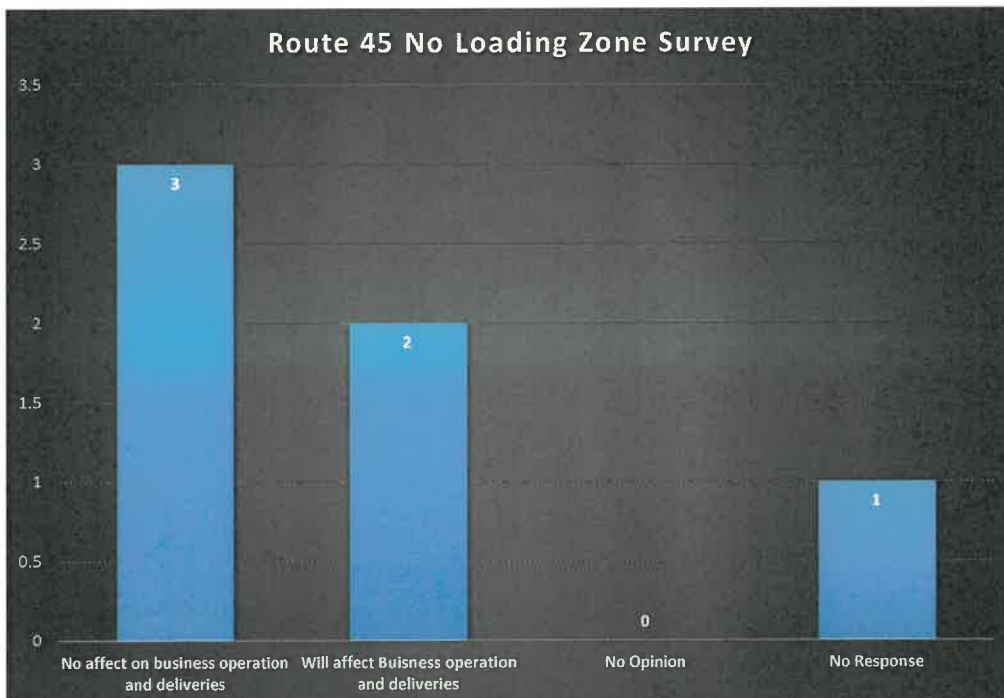
## SURVEY - Conducted 03-18-2025

### Route 45 No Loading Zone Survey

One business owner has expressed concern about vehicles loading and unloading in front of their place of business on Route 45. The concern is that it disrupts the flow of traffic while vehicles are parked in front of the business loading and unloading. Multiple times a week, semi-trailers park in the parking spots on route 45 in front of Associated Graphics and Cabinet Creation Plus to unload supplies for businesses in the area. The one business owner has requested to make the parking spots on Route 45 in front of Associated graphics and Cabinet Creation Plus would be made into a "No Loading or Unloading Zone".

| Name                   | Address       | (1) No Affect on Business, (2) Will Affect Buisness (3) No Opinion                                                                                                                     | Contact Made | Flyer Left |
|------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|
| Area Coffee            | 18 E Park St  | (1) All delieveries are received by box truck or smaller vehicles in the back alley way                                                                                                | 3/18/2025    | N/A        |
| Park Street Restaurant | 14 E Park St  | (1) All delieveries are received by box truck or smaller vehicles in the back alley way                                                                                                | 3/18/2025    | N/A        |
| Tina G's               | 10 E Park St  | (2) Delieveries are received by semi trailers that park on Route 45 mulitple times a week. Attempts have been made to the delivery companies to send smaller vehicles but were denied. | 3/18/2025    | N/A        |
| Psychic Vivien         | 507 N Lake St | (3)                                                                                                                                                                                    | None         | N/A        |
| Cabinet Creation Plus  | 515 N Lake St | (1) All delieveries are received by box truck or smaller vehicles in the back alley way                                                                                                | 3/18/2025    | N/A        |
| Associated Graphics    | 525 N Lake St | (2) All deliveries are delivered in the area of concern as it is in front of the business. Most deliveries are small package trucks.                                                   | 3/18/2025    | N/A        |
|                        |               |                                                                                                                                                                                        |              |            |
|                        |               |                                                                                                                                                                                        |              |            |

| Response                                       | Count |
|------------------------------------------------|-------|
| No affect on business operation and deliveries | 3     |
| Will affect Buisness operation and deliveries  | 2     |
| No Opinion                                     | 0     |
| No Response                                    | 1     |



To: Mayor and Board of Trustees

From: Lynne Monroe, Assistant Village Administrator

For: Village Board Meeting of May 12, 2025

Subject: Purchase of 437 North Chicago Avenue

**Financial Impact:**

\$750,000 - Land Purchase - 341-265-48001

**Attachments:**

1. O-25-05-30 - Exhibit A - Purchase and Sale Agreement - 437 North Chicago Avenue
2. O-25-05-30 - 437 North Chicago Avenue Map

**Background:**

A stretch of land runs along the east side of Chicago Avenue between Park Street and Hawley Avenue that was originally part of a development agreement with Tim DeBruler. We have reached an agreement with Mr. DeBruler to purchase the property from him. Please refer to the attached agreement that outlines the sales agreement (Exhibit A). The land purchase will provide an opportunity for a much-needed parking lot in the downtown corridor.

**Recommendation:**

**Motion** to pass an ordinance authorizing the purchase of 437 North Chicago Avenue, Mundelein, IL.

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-30  
which is entitled

**Purchase of 437 North Chicago Avenue**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

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Village Clerk

**ORDINANCE NO. O-25-05-30**

**AN ORDINANCE AUTHORIZING THE PURCHASE OF 437 NORTH CHICAGO AVENUE, MUNDELEIN, ILLINOIS**

**WHEREAS**, the Village of Mundelein is an Illinois municipal corporation (the “Village”) with home rule authority and the adoption of this ordinance is being done through its home rule powers; and

**WHEREAS**, the Mayor and Board of Trustees of the Village (the “Corporate Authorities”) have determined that it is necessary, advisable and in the best interests of the residents of the Village to acquire the real property commonly known as 437 North Chicago Avenue, Mundelein, Illinois (the “Subject Property”) for a \$750,000 purchase price, as well as the Village’s forgiving an additional \$50,000 owed by the developer to the Village relating to the Development Agreement between the Village and CAA, LLC, The DeBruler Company and Mundelein Senior Apartments, in accordance with the terms and conditions of that certain Purchase and Sale Agreement attached hereto as **Exhibit A** (the “Agreement”); and

**WHEREAS**, the Corporate Authorities have determined that said purchase will be in the best interest of the Village.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, ILLINOIS**, that:

**SECTION I:** The Corporate Authorities hereby find that all recitals contained in the preambles to this Ordinance are true, correct and complete and do incorporate them into this Ordinance by this reference.

**SECTION II:** The Mayor and Board of Trustees hereby approve the purchase of the Property, and the Village Administrator is hereby authorized to execute the Agreement on behalf of the Village subject to review by Village staff and counsel.

**SECTION III:** The Village Administrator and representatives from the Village Attorney’s office are authorized and directed to take all steps necessary to execute all appropriate documentation and to expend funds necessary in order to complete the purchase and/or other acquisition of the Property in accordance with the Agreement.

**SECTION IV.** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**SECTION V.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION VI.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

**RESULT:** [Yes 0, No 0, Abstained 0]



**MOVER:** None  
**SECONDER:** None  
**AYES:** None  
**NAYS:** None  
**ABSTAIN:** None

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President

**ADOPTED:** Monday, May 12, 2025

**APPROVED:** Monday, May 12, 2025

**ATTEST:** \_\_\_\_\_

Village Clerk

## **PURCHASE AND SALE AGREEMENT**

**THIS PURCHASE AND SALE AGREEMENT** (this "Agreement") is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2025 (the "Effective Date"), by and between CAA LLC, an Illinois limited liability company ("Seller") and the VILLAGE OF MUNDELEIN, an Illinois municipal corporation ("Buyer").

### **WITNESSETH:**

For and in consideration of the promises set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Buyer (each, a "Party" and, collectively, the "Parties") hereby covenant and agree as follows:

1. **Agreement to Purchase.** Buyer agrees to purchase, and Seller agrees to sell, in accordance with the terms, conditions and stipulations set forth in this Agreement (the "Transaction"), all of Seller's right, title and interest in and to:

(a) the parcel of North Chicago Avenue Property, commonly known as 437 N. Chicago Avenue, Mundelein, IL 60060, as more particularly described on Exhibit A attached hereto (the "North Chicago Avenue Property");

(b) all mineral, oil and gas rights, water rights, sewer rights and other utility rights appurtenant to or allocated to the North Chicago Avenue Property; and

(c) all fixtures, appurtenances, easements, licenses, privileges and other property interests belonging or appurtenant to the North Chicago Avenue Property (the "Personalty" and, together with the remaining foregoing items in clauses (a) and (b) above, now or hereafter existing, collectively, the "Property").

2. **Purchase Price.** The purchase price to be paid by Buyer to Seller for the Property is Seven Hundred Fifty Thousand and NO/100 Dollars (\$750,000.00) (the "Purchase Price"), which Purchase Price is payable as follows:

(a) Ten Thousand and No/100 Dollars (\$10,000.00) earnest money (said amount, plus all interest earned or accrued thereon to be for the benefit of the Buyer, the "Earnest Money Deposit") to be deposited in escrow with Chicago Title Insurance Company ("Escrow Agent" and "Title Company")) not later than five (5) days following the receipt by Escrow Agent of a fully-executed copy of this Agreement (said receipt by Escrow Agent of both a fully-executed original of this Agreement and the Earnest Money Deposit, the "Opening of Escrow"), which Earnest Money Deposit is to be held by Escrow Agent until released to Seller or Buyer as provided herein or paid to Seller at the closing as a credit against the Purchase Price in favor of the Buyer (the "Closing"); and

(b) Such amounts, in additional cash, or other immediately available funds (as may be increased or decreased by such sums as are required to take into account any additional deposits, prorations, credits, or other adjustments required by this Agreement), set forth in the settlement or closing statement prepared by the Seller and approved by Buyer in connection with the Closing of the Property to be purchased by Buyer from Seller pursuant to this Agreement, to

be deposited in escrow with Escrow Agent on or before the Closing Date, which sum is to be held by Escrow Agent until cancellation of this Agreement as provided herein or paid to Seller at the Closing.

3. **Application of Earnest Money Deposit.** The Earnest Money Deposit shall be applied as follows:

(a) if Buyer cancels this Agreement as Buyer is so entitled to do as provided in this Agreement, the Earnest Money Deposit shall be paid immediately to Buyer;

(b) if the transaction contemplated by this Agreement closes, the Earnest Money Deposit shall be credited to Buyer, automatically applied against the Purchase Price and paid to Seller at Closing.

4. **Transaction Documents.** The Personalty shall be transferred by a bill of sale from Seller to Buyer; and the North Chicago Avenue Property shall be transferred and conveyed by execution and delivery of a warranty deed. The bill of sale and the deed are hereinafter collectively referred to as the "Transaction Documents."

5. **Title Report; Survey; Objectionable Matters.** (a) Within three (3) days after the Opening of Escrow, Seller shall order a commitment for title insurance issued by Chicago Title Insurance Company (the "Title Commitment") for an ALTA (Form 2006) extended coverage title insurance policy (the "Owner's Policy") on the Property and deliver same to Buyer upon Seller's receipt of same. The Title Commitment shall show the status of title to the Property as of the date of such Title Commitment and shall also describe the requirements of the Title Company for the issuance of the Owner's Policy as described herein. In addition to the Title Commitment, the Title Company shall simultaneously deliver to the Buyer complete, legible copies of all documents identified in Schedule B of the Title Commitment.

(b) Within 21 days after the Effective Date, Seller, at its cost and expense, shall cause a surveyor licensed in the State in which the Property is located to complete and deliver to Buyer a current, certified ALTA/NSPS survey of the North Chicago Avenue Property including items 1, 2, 4, 7(a), 8, 11, 14 and 18 of Table A, Optional Survey Responsibilities and Specifications for ALTA/NSPS Land Title Surveys (the "Survey"). The Survey shall set forth the legal description and boundaries of the North Chicago Avenue Property and all easements, encroachments and improvements thereon in addition to the criteria set forth above.

(c) If Buyer determines, in its sole discretion, that any exception to title as shown in the Title Commitment and/or any matter disclosed by the Survey is objectionable and/or unacceptable to Buyer (collectively, the "Objectionable Matters"), then Buyer may, by giving written notice thereof to Seller on or before the date ten (10) days from Buyer's receipt of the last to be received of the following (i) the Title Commitment, (ii) complete, legible copies of all documents identified in Schedule B of the Report, and (iii) the Survey (which shall not be later than 21 days from the Effective Date), either (X) terminate this Agreement, whereupon the Earnest Money Deposit shall be paid immediately to Buyer and all documents deposited in escrow by Buyer shall be returned to Buyer without delay, or (Y) provisionally accept the title to the Property, subject to Seller's agreement to cause the removal of or otherwise cure such Objectionable Matters

prior to Closing. If Buyer gives notice to Seller of its election of option (Y) above, Seller shall notify Buyer in writing within five (5) days after receiving Buyer's written notice of Objectionable Matters whether Seller, utilizing its best efforts, can remove (or cause the Title Company to endorse over, to Buyer's satisfaction) or otherwise cure any such Objectionable Matters. If Seller fails to notify Buyer of its intentions within such five (5) day period, Seller shall be deemed to have elected not to remove or otherwise cure such Objectionable Matters. All costs and expenses to remove or otherwise cure the Objectionable Matters shall be borne by Seller.

(d) Notwithstanding anything to the contrary set forth in this Agreement, any lien, including, without limitation, any mortgage lien, deed of trust lien, tax lien, judgment lien and/or mechanics liens affecting the Property must be paid and satisfied by Seller at Closing, whether or not Buyer objects thereto, and such items shall be deemed to be included in all Objectionable Matters even if not specifically so included by Buyer.

**6. Seller's Diligence Materials.**

(a) Seller agrees to deliver to Buyer, within 10 days of the Effective Date, copies of all documents and information in Seller's possession or control relating to the ownership, use, management or operation of the Property (collectively, "Seller's Diligence Materials"), all at no cost to Buyer. The foregoing deliveries shall include, but not be limited to, the documents, materials and information set forth on the attached Exhibit B. Should Seller receive new or updated information regarding any of the matters set forth in this Section 6 after the Effective Date and prior to the Closing Date, Seller will immediately notify Buyer of such fact and will promptly deliver complete copies thereof to Buyer.

**7. Inspection Period; Entry Rights.**

(a) Buyer shall have until 14 days after receiving a certificate from Seller that Seller has delivered to the Buyer all of Seller's Due Diligence Materials (the "Inspection Period"), at Buyer's sole cost, within which to conduct and approve any investigations, studies or tests deemed necessary by Buyer, in Buyer's sole discretion, to determine the feasibility of acquiring the Property and whether the Property can be utilized for Buyer's intended uses, including, without limitation, Buyer's right to: (i) review and approve the Title Commitment and Survey; and (ii) obtain, review and approve an environmental, property condition study of the Property (collectively, "Buyer's Diligence").

**8. Buyer's Termination Right.** If Buyer determines it is not satisfied with the condition of the Property, or that it is not feasible for Buyer's intended uses, as determined by Buyer in Buyer's sole discretion, Buyer shall provide notice to Seller prior to the end of the Inspection Period that it is terminating this Agreement whereupon the Earnest Money Deposit shall be returned immediately to Buyer. In the event the Agreement is terminated for any reason, Buyer shall promptly return all of the Seller's Due Diligence Materials, and, upon request of Seller, provide copies of all due diligence materials that are not proprietary to Buyer or contain any information Buyer deems proprietary such as market studies, demographic studies, building elevations and any architectural drawings or renderings, to Seller. If Buyer shall fail to timely notify Seller in writing of its election to terminate this Agreement on or before the expiration of the Inspection Period, time being of the essence, the termination right described in this Section 9

shall be immediately null and void and of no further force or effect. Buyer's failure to provide such notice on or before the end of the Inspection Period shall constitute Buyer's waiver of the herein-described termination right.

9. **Closing.** Subject to compliance by the parties hereto with their respective obligations to be performed at or prior to the Closing and satisfaction of the respective conditions precedent to the obligations of Buyer and Seller to consummate the transaction contemplated hereby, consummation of the sale of the Property by Seller to Buyer under this Agreement (the "Closing") shall, in the event that the Agreement has not been terminated by the Buyer pursuant to paragraph 8 and the Inspection Period has expired, ten days after the satisfaction of Buyer's Conditions Precedent and Seller's Conditions Precedent as set forth in Paragraphs 15 and 16 of this Agreement or iii) any earlier date as agreed by the parties ("Closing Date" or "Date of Closing"). The Closing shall take place at an office of Chicago Title Insurance Company (the "Title Company"), at such mutually acceptable location agreed upon by Buyer and Seller. Seller agrees to deliver possession of the Property to Buyer on the Closing Date. Seller agrees to provide those documents reasonably requested by the Title Company to deliver to the Buyer the Owner's Policy at the Closing, if any. If Closing does not occur, without breach of this Agreement caused by the Buyer, the Earnest Money shall be promptly returned to the Buyer and both parties shall cooperate to effectuate same.

10. **Closing Prorations and Costs.**

(a) Property taxes and utilities or any other costs related to the Property shall be prorated between Seller and Buyer as of the Closing Date. Such items attributable to the period up to the Closing Date shall be credited or charged to Seller. All such items attributable to the period on and after the Closing Date shall be the Buyer's responsibility. Seller shall pay for all utilities through the Closing Date and close its utility accounts on such date.

(b) Seller and Buyer shall be responsible for the payment of costs and expenses incurred by Seller and Buyer in connection with the Transaction as follows:

(i) All general real estate taxes and ad valorem taxes shall be apportioned between the parties as of the Closing. If the amount of any of such items is not ascertainable on the Closing Date, the credit therefore shall be based on one hundred and five percent (105%) of the most recent available bill. All prorations are final. After the date of Closing, Buyer shall be responsible for general real estate taxes for the Property.

(ii) Seller shall pay: (i) if applicable, any county and state documentary transfer taxes due on the transfer of the North Chicago Avenue Property from Seller to Buyer, (ii) the costs of releasing all liens, judgments, and other encumbrances that are to be released and of recording such releases, (iii) any costs associated with the delivery of the Title Commitment and the cost of the standard and extended coverage portions of the Owner's Policy and any endorsements which are obtained to cure one or more Objectionable Matters; and (iv) one-half (1/2) of any escrow fee charged by the Title Company.

(iii) Buyer shall pay: (i) any Owner's Policy endorsements thereto, (ii) the cost to record the deed; (iii) one-half (1/2) of any escrow fee charged by the Title Company,

and; (iv) municipal documentary transfer taxes (if any) due on the transfer of the North Chicago Avenue Property from Seller to Buyer.

(iv) Any other closing costs not specifically designated as the responsibility of either Party to this Agreement shall be paid by Seller and Buyer according to the usual and customary allocation of the same in the jurisdiction in which the Property is located. Except as otherwise set forth in this Agreement, Seller and Buyer will each be solely responsible for and bear all of their own respective expenses, including, without limitation, expenses of legal counsel. Seller agrees that all closing costs payable by Seller shall be deducted from Seller's proceeds otherwise payable to Seller at Closing. Buyer shall deposit with Escrow Agent sufficient cash to pay all of Buyer's closing costs.

11. **Seller's Representations and Warranties.** Seller hereby represents and warrants to Buyer as of the Effective Date and again as of the Closing Date that:

(a) Seller is an Illinois limited liability company, duly organized, validly existing and in good standing under the laws of the State of Illinois and is the sole owner of record of the North Chicago Avenue Property and owns the Personalty which is not encumbered by any lien or security interest. Seller has the full power and lawful authority to enter into and carry out the terms and conditions of this Agreement, subject to the regulatory approval set forth herein, and to execute and deliver all documents which are contemplated by this Agreement; and all actions necessary to confer such power and authority upon the persons executing this Agreement and all documents which are contemplated by this Agreement to be executed on behalf of Seller have been taken.

(b) To the best of Seller's knowledge, there is no pending action, suit, arbitration, unsatisfied order or judgment, governmental investigation or proceeding pending, or threatened, against the Seller, the Property (or any portion thereof) or the transactions contemplated by this Agreement, which, if adversely determined, could individually or in the aggregate have a material adverse effect on title to the Property or any portion thereof or which could in any material way interfere with the consummation by the Seller of the transactions contemplated by this Agreement. Seller discloses Lake County Case Number 2019 MR 272: CAA, LLC v. Village of Mundelein, *et. al.* Seller discloses Lake County Case Number 2025 FC 71, WJW Architecture, P.C. v. CAA, LLC, *et. al.* Seller warrants that 2025 FC 71 will be dismissed with prejudice and any associated *lis pendens* and mechanic lien shall be released at Closing at Seller's cost. Tim DeBruler, in his individual capacity, guarantees that such obligation by Seller shall be completed on the terms set forth herein.

(c) There are no lease brokerage agreements, leasing commission agreements or other agreements providing for payments of any amounts for leasing activities or procuring tenants with respect to the Property or any portion thereof (collectively, "Brokerage Agreements"), or with respect to any extensions or renewals, which provide for commissions, fees or other payments that will become due and payable after closing. No other party or person has any right of first refusal, option to purchase, or other right to acquire the Property. No other party than Seller is in occupancy of the Property or has any right to occupy same.



(d) To the best of Seller's knowledge, (i) Seller has received no notice of any alleged violation of any applicable fire, health, safety, building, use, and occupancy or zoning laws, ordinances, statutes or regulations; (ii) Seller has not received any written notification from any governmental or public authority that any work is required to be done upon or in connection with the Property or any portion thereof, where such work remains outstanding; and (iii) Seller has received no notice of any threatened or actual cancellation or suspension of any certificates of occupancy.

(e) To the best of Seller's knowledge, Seller has not received a written summons, citation, directive, notice, complaint, letter or other communication from the United States Environmental Protection Agency or any other governmental authority concerning: (i) any alleged violation of any environmental law or regulation at, or associated with, the Property or any part thereof, or (ii) any investigation or request for information relating to the handling, packaging, transportation, treatment, storage or disposal of solid, liquid or hazardous waste or hazardous substances on-site at the Property or any part thereof or, when transported from the Property or any part thereof, off-site. Seller has no knowledge of the presence of hazardous materials on the Property in violation of applicable federal, state or local laws. For purposes of this Agreement, the term "Hazardous Materials" shall include but not be limited to substances defined as "hazardous substances," "hazardous materials," or "toxic substances" in the Comprehensive Environmental Response Compensation and Liability Act of 1980 (42 U.S.C. Paragraph 9601 et seq.), the Hazardous Materials Transportation Act (49 U.S.C. Paragraph 1801 et seq.), the Resource Conservation and Recovery Act (42 U.S.C. Paragraph 6901 et seq.), and those substances defined as "hazardous wastes" or as "hazardous substances" in the applicable state Codes, and in the regulations and ruling adopted pursuant to said laws, as such laws, regulations and rulings as are from time to time amended. Seller Discloses Phase I environmental inspection prepared by Deigan & Associates, LLC and dated September 14, 2018 and Phase II Comprehensive Site Investigation-Remediation Objectives-Remedial Action Plan-Remedial Action Completion Report by Deigan & Associates, LLC dated February 4, 2020, and a No Further Remediation (NFR) Letter issued by the Illinois Environmental Protection Agency recorded as Document number 7678207 on July 29, 2020 in the office of the Lake County Recorder of Deeds.

(f) The person signing this Agreement on behalf of Seller is duly authorized to do so.

(g) Seller shall and does hereby indemnify against and hold Buyer harmless from any loss, damage, liability and expense, together with all court costs and attorneys' fees, if awarded by a court of law, which Buyer may incur, by reason of any material misrepresentation by Seller or any material breach of any of Seller's warranties or covenants. All representations and warranties of Seller made in this Agreement, and Seller's indemnity and hold harmless obligations, shall survive Closing for a period of one (1) year.

12. **Buyer's Representations and Warranties.** Buyer hereby represents and warrants to Seller as of the Effective Date and again as of the Closing Date that:

(a) Buyer is an Illinois municipal corporation and authorized to transact business in and under the laws of the State of Illinois and the individuals executing this Agreement



on behalf of Buyer are duly authorized to execute and deliver this Agreement and all documents that are contemplated by this Agreement; and

(b) The execution, delivery and performance of this Agreement: (i) do not and will not violate or result in a violation of, contravene or conflict with, or constitute a default under any agreement, document or instrument to which Buyer is a party or by which Buyer's assets may be bound or affected; and (ii) do not and will not result in the creation or imposition of any lien or other encumbrance upon the assets of Buyer.

Buyer shall and does hereby indemnify against and hold Seller harmless from any loss, damage, liability and expense, together with all court costs and attorneys' fees, if awarded by a court of law, which Seller may incur, by reason of any material misrepresentation by Buyer or any material breach of any of Buyer's warranties or covenants. All representations and warranties of Buyer made in this Agreement, and Buyer's indemnity and hold harmless obligations, shall survive Closing for a period of one (1) year.

13. **Anti-Terrorism**. Each Party hereby represents that, to the actual knowledge of such Party, neither such Party nor any of such Party's affiliated entities, is in violation of any laws relating to terrorism or money laundering ("**Anti-Terrorism Laws**"), including Executive Order No. 13224 on Terrorist Financing, effective September 24, 2001 (the "**Executive Order**"), and the United and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, Public Law No. 107-56. Each Party hereby further represents that, neither such Party, nor to the actual knowledge of such Party, any of such Party's affiliated entities, or their respective brokers or agents acting or benefiting in any capacity in connection with the purchase of the Property, is any of the following: (i) a person or entity that is listed in the annex to, or is otherwise subject to the provisions of, the Executive Order; (ii) a person or entity owned or controlled by, or acting for or on behalf of, any person or entity that is listed in the annex to, or is otherwise subject to the provisions of, the Executive Order; (iii) a person or entity with which Buyer is prohibited from dealing or otherwise engaging in any transaction by any Anti-Terrorism Laws; (iv) a person or entity that commits, threatens, or conspires to commit or supports "terrorism" as defined in the Executive Order; or (v) a person or entity that is named as a "specially designated national and blocked person" on the most current list published by the U.S. Treasury Department Office of Foreign Asset Control at its official website or any replacement website or other replacement official publication of such list. Neither Buyer nor, to the actual knowledge of Buyer, any of its brokers or other agents acting in any capacity in connection with the purchase of the Property: (x) conducts any business or engages in making or receiving any contribution of funds, goods or services to or for the benefit of any person as described above; (y) deals in, or otherwise engages in any transaction relating to, any property or interests in property blocked pursuant to the Executive Order; or (z) engages in or conspires to engage in any transaction that evades or avoids, or has the purpose of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any of the Anti-Terrorism Laws.

14. **Seller's Covenants During Contract Period**. Seller hereby covenants to Buyer as of the Effective Date that:

(a) From and after the Effective Date, Seller shall: (i) not approve any leases or any contracts or commitments of any kind affecting the Property, or any interest therein, without Buyer's written approval (which approval may be withheld in its sole discretion); (ii) not encumber the Property with any liens, encumbrances or other instruments creating a cloud on title or securing a monetary obligation with the Property; (iii) not, without the prior written consent of Buyer, take any action before any governmental authority having jurisdiction thereover, the object of which would be to change the present zoning of or other land-use limitations, upon the Property, or any portion thereof, or its potential use; (iv) continue to operate the Property as heretofore operated by Seller subject to Buyer's rights under this Agreement to direct specific activities of Seller; and (v) not make or affirmatively consent to any capital improvements or any material physical changes to the North Chicago Avenue Property without the Buyer's written consent, which consent shall not be unreasonably withheld.

(b) Seller shall reasonably cooperate with Buyer in timely providing information requested by Buyer that is readily available to Seller or within Seller's control. In addition, each party agrees to provide the other with such consents as may reasonably be necessary so that the other may independently confirm information provided to it by third parties. Seller and Buyer shall cooperate with each other and exercise commercially reasonable efforts to obtain, as of the Closing Date, all approvals, permits, consents from, and provide all notices to, any third party and any governmental or regulatory authority, which are required in connection with the execution, delivery or performance of this Agreement.

(c) Until the Closing Date or prior termination of this Agreement by the Parties, Seller shall not offer the Property for sale publicly or otherwise solicit, make, pursue, negotiate or accept offers for the sale of the Property to or from any party.

(d) Seller shall deliver to Buyer, promptly upon receiving notice, knowledge or awareness thereof, (i) any and all claims, or threatened claims related to the Property and (ii) any casualty event on the Property.

15. **Buyer's Conditions Precedent.** In addition to all other conditions precedent set forth in this Agreement, Buyer's obligations to perform under this Agreement and to close escrow are expressly subject to the following:

(a) the delivery by Seller to Escrow Agent, for delivery to Buyer at the Closing, of the executed original Transaction Documents and such further documents as reasonably may be required in order to fully and legally close this Transaction, including any required assignments and assumptions of operating agreements related to the Property;

(b) the issuance of the Owner's Policy (or a written commitment therefor) subject only to those matters approved or deemed approved by Buyer pursuant to this Agreement (collectively, the "Permitted Exceptions");

(c) the deposit with Escrow Agent of an executed affidavit of Seller and such other documentation as may be reasonably required by Escrow Agent to allow for the deletion of the mechanics' lien exception and/or other matters from the Owner's Policy;

(d) there shall have been no material adverse change to any fact, circumstance, condition, or occurrence which would materially and adversely affect the marketability, financing or insurability of the Property (and Seller hereby acknowledges and agrees that it is obligated to provide prompt notice to Buyer of any such material adverse change, fact, circumstance, condition or occurrence);

(e) all (i) representations and warranties of Seller set forth herein shall have been true and correct in all respects when made, and (ii) covenants, agreements and conditions required to be performed or complied with by Seller prior to or at the time of Closing in connection with the Transaction shall have been duly performed or complied with by Seller prior to or at such time or waived in writing by Buyer; and

(f) there has been no "Insolvency Event" with respect to Seller. As used in this subsection (i), an "Insolvency Event" shall have occurred if Seller becomes insolvent within the meaning of the United States Bankruptcy Code, 11 U.S.C. Sec. 101 *et seq.*, as amended (the "Bankruptcy Code"), files or notifies Seller or any affiliate of Seller that it intends to file a petition under the Bankruptcy Code, initiates a proceeding under any similar law or statute relating to bankruptcy, insolvency, reorganization, winding up or adjustment of debts (collectively, hereinafter, an "Action"), becomes the subject of either a petition under the Bankruptcy Code or an Action, or is not generally paying its debts as the same become due.

If the foregoing conditions have not been satisfied by the specified date or Closing as the case may be, then Buyer shall have the right, at Buyer's sole option, by giving written notice to Seller and Escrow Agent, to (i) terminate this Agreement as it relates to the Property, whereupon the Earnest Money Deposit shall be paid immediately by Escrow Agent to Buyer and, except as otherwise provided in this Agreement, neither of the Parties shall have any further liability or obligation under this Agreement, provided that if the applicable failure of a condition is due to the breach or default by a Party to this Agreement, then the non-defaulting Party shall also have such rights and remedies as are provided for under this Agreement as a result of such breach or default, or (ii) extend such specified date or Closing, as applicable, for the Property for such amount of time as Buyer deems reasonably necessary to allow Seller to satisfy such conditions. In any event, Buyer's consent to the closing of the Transaction as to the Property pursuant to this Agreement shall waive any remaining unfulfilled conditions for the benefit of Buyer with respect thereto.

16. **Seller's Condition Precedent to Closing.** Notwithstanding anything in this Agreement to the contrary, Seller's obligation to sell the Property shall be subject to and contingent upon the following:

(a) due performance by Buyer of each and every undertaking and agreement to be performed by Buyer hereunder.

17. **Representation of No Brokerage Commissions and Finder's Fees.** Neither Buyer nor Seller has dealt with any real estate broker in this transaction. Each Party to this Agreement represents and warrants to the other that no person or entity can properly claim a right to a real estate commission, real estate finder's fee, real estate acquisition fee or other real estate brokerage-type compensation (collectively, "Real Estate Compensation") based upon the acts of that Party with respect to the transaction contemplated by this Agreement. Each Party hereby

agrees to indemnify and defend the other against and to hold the other harmless from any and all loss, cost, liability or expense (including but not limited to attorneys' fees and returned commissions) resulting from any claim for Real Estate Compensation by any person or entity based upon the acts of the indemnifying Party. The provisions of this Section 19 shall survive the Closing.

18. **Assignment.** Neither this Agreement nor any of the rights, interests nor obligations hereunder may be assigned by either party hereto without the prior written consent of the other party hereto.

19. **Risk of Loss.** Seller shall bear all risk of loss, damage or taking of the Property which may occur prior to the Closing. In the event of any loss, damage or taking with respect to the Property prior to Closing, Buyer may, at Buyer's sole option, by written notice to Seller, terminate this Agreement, whereupon the Earnest Money Deposit shall be paid immediately to Buyer and, except as otherwise provided in this Agreement, neither of the Parties shall have any further liability or obligation hereunder. In the alternative, Buyer may attempt to negotiate an appropriate downward adjustment of the Purchase Price. If Seller and Buyer cannot agree upon such a downward adjustment within a reasonable period (not to exceed ten (10) days from the date Buyer receives notice of the loss) Buyer may terminate this Agreement as provided above. In the event of any loss, damage or taking which does not result in a termination of this Agreement, Seller shall at Closing and as a condition precedent thereto, pay Buyer or credit Buyer against the Purchase Price the amount of any insurance or condemnation proceeds, or assign to Buyer, as of the Closing and in a form acceptable to Buyer, all rights or claims for relief to the same, and credit to Buyer an amount equal to the deductible (if any) under the insurance policy.

20. **Remedies.** Each of the parties shall have all remedies at law and in equity.

21. **Attorneys' Fees.** If there is any litigation to enforce any provisions or rights arising under this Agreement, the unsuccessful party in such litigation, as determined by the court, agrees to pay the successful party, as determined by the court, all costs and expenses, including, but not limited to, reasonable attorneys' fees incurred by the successful party, such fees to be determined by the court. For purposes of this Section 22, a Party will be considered to be the "successful party" if (a) such Party initiated the litigation and substantially obtained the relief which it sought (whether by judgment, voluntary agreement or action of the other Party, trial, or alternative dispute resolution process), (b) such Party did not initiate the litigation and either (i) received a judgment in its favor, or (ii) did not receive judgment in its favor, but the Party receiving the judgment did not substantially obtain the relief which it sought, or (c) the other Party to the litigation withdrew its claim or action without having substantially received the relief which it was seeking.

22. **Notices.**

(a) Except as otherwise required by law, any notice required or permitted hereunder shall be in writing and shall be given by (i) personal delivery, (ii) deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, (iii) any recognized national overnight delivery service (e.g., Federal Express), delivery charges prepaid; (iv) facsimile; or (v) electronic mail, in each case addressed to the Parties at the addresses set forth below, or at such other address as a Party may designate in writing pursuant hereto:



if to Seller:

CAA, LLC  
131 E. Park Avenue, Suite 101  
Libertyville, IL 60048  
Attn: Tim DeBruler  
[tim@debrulerco.com](mailto:tim@debrulerco.com)

and to:

Tim M. Johnston  
Johnston Tomei Lenczycki & Goldberg LLC  
350 N. Milwaukee Avenue, Ste. 202  
Libertyville, IL 60048  
[tim@lawjtlg.com](mailto:tim@lawjtlg.com)

if to Buyer:

Village of Mundelein  
300 Plaza Circle  
Mundelein, IL 60060  
Attn: Village Administrator

and to:

Zukowski, Rogers, Flood & McArdle  
Attn: Michael J. Smoron  
50 N. Virginia Street  
Crystal Lake, IL 60014  
Email: [msmoron@zrfmlaw.com](mailto:msmoron@zrfmlaw.com)

(b) Notice shall be deemed to have been delivered on (i) the date on which the notice is received, if notice is given by personal delivery, (ii) the third business day following the day of deposit of such notice with the U.S. Mail, if notice is given by certified or registered mail, return receipt requested; (iii) the next business day, if notice is delivered by a reputable express overnight delivery service; and (iv) the date on which confirmation of facsimile or electronic mail is received, if notice is given by facsimile or electronic mail. If escrow has opened, a copy of any notice given to a party shall also be given to Escrow Agent by regular U.S. Mail or by any other method provided for herein.

23. **Approvals.** Concerning all matters in this Agreement requiring the consent or approval of any Party, the Parties agree that any such consent or approval shall not be unreasonably withheld unless otherwise provided in this Agreement.

24. **Additional Acts.** The Parties agree to execute promptly such other documents and to perform such other acts as may be reasonably necessary to carry out the purpose and intent of this Agreement.

25. **Governing Law.** This Agreement shall be construed and interpreted in accordance with and shall be governed and enforced in all respects according to the laws of the State of Illinois, without regard to any conflict of laws principles.

26. **Construction.** The terms and provisions of this Agreement represent the results of negotiations among the Parties, each of which has been represented by counsel of its own choosing, and neither of which has acted under any duress or compulsion, whether legal, economic or otherwise. Consequently, the terms and provisions of this Agreement shall be interpreted and construed in accordance with their usual and customary meanings, and the Parties each hereby waive the application of any rule of law which would otherwise be applicable in connection with the interpretation and construction of this Agreement that ambiguous or conflicting terms or provisions contained in this Agreement shall be interpreted or construed against the Party whose attorney prepared the executed Agreement or any earlier draft of the same.

27. **Time of Essence.** Time is of the essence of this Agreement. However, if this Agreement requires any act to be done or action to be taken on a date which is a Saturday, Sunday or legal holiday, such act or action shall be deemed to have been validly done or taken if done or taken on the next succeeding day which is not a Saturday, Sunday or legal holiday, and the successive periods shall be deemed extended accordingly.

28. **Interpretation.** If there is any specific and direct conflict between, or any ambiguity resulting from, the terms and provisions of this Agreement and the terms and provisions of any document, instrument or other agreement executed in connection herewith or in furtherance hereof, including any Exhibits hereto, the same shall be consistently interpreted in such manner as to give effect to the general purposes and intention as expressed in this Agreement which shall be deemed to prevail and control.

29. **Headings.** The headings of this Agreement are for reference only and shall not limit or define the meaning of any provision of this Agreement.

30. **Fax and Counterparts.** This Agreement may be executed by facsimile or electronically mailed .pdf file, and/or in any number of counterparts. Each Party may rely upon any facsimile, electronically mailed .pdf file or counterpart copy as if it were one original document.

31. **Incorporation of Exhibits.** All Exhibits to this Agreement are fully incorporated herein as though set forth at length herein.

32. **Severability.** If any provision of this Agreement is unenforceable, the remaining provisions shall nevertheless be kept in effect.

33. **Entire Agreement.** This Agreement contains the entire agreement between the Parties and supersedes all prior agreements, oral or written, with respect to the subject matter hereof. The provisions of this Agreement shall be construed as a whole and not strictly for or against any Party.

34. **Assignment of Development Agreement.** Seller agrees to assign all of its rights in and relating to the Development Agreement by and between the Buyer and the Seller, The DeBruler Co., an Illinois corporation ("DeBruler") and Mundelein Senior Apartments, LLC, an Illinois limited liability company ("MSA") dated May 24, 2021 (the "Development Agreement"), as well as the First Amendment and Second Amendment thereto, to the Buyer at the Closing, if

any occurs, in the form attached hereto as Exhibit C. Delivery of same, executed by all the signatories set forth therein, shall be a condition precedent to Closing.

If Closing on the Property by the Buyer occurs in accordance with this Agreement, the Buyer agrees to waive its right to collect the \$100,000 fee owed from DeBruler to the Buyer as set forth in Ordinance No. 23-02-05.

In addition, DeBruler, MSA, MSA LP, an Illinois limited partnership, and AIM North Development Corporation NFP, an Illinois not for profit corporation, hereby agree that the Seller may convey the Property to the Buyer and assign its rights in and relating to the Development Agreement and the First and Second Amendments thereto, as contemplated by this Agreement, and that if Closing occurs, the Development Agreement and its First and Second Amendments, shall terminate relative to the Property and the Property shall be released from any and all covenants, provisions or restrictions in the Development Agreement and the First and Second Amendments thereto notwithstanding any term, condition or provision to the contrary in the Development Agreement and the First and Second Amendments thereto. DeBruler, MSA, MSA LP and AIM North Development Corporation NFP each represent to the Village that each has not assigned any right or interest in the Development Agreement or the First or Second Amendment to any third party and their execution of this Agreement agreeing to this provision is a condition precedent to the Buyer's closing upon the Property unless waived by the Buyer in its sole discretion.

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IN WITNESS WHEREOF, Seller and Buyer have executed this Agreement as of the Effective Date.

SELLER:

**CAA, LLC**

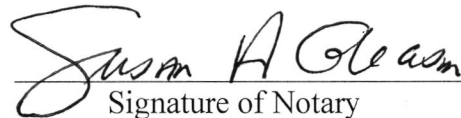
By:   
Tim DeBruler, its Manager and authorized agent

STATE OF ILLINOIS       )  
                                      ) SS.  
COUNTY OF                )

The foregoing instrument was acknowledged before me on 4/24/25, 2025, by Tim DeBruler, Manager of **CAA, LLC**, which individual is known to me to be the identical person who signed the foregoing instrument as such officers of the Company for and on behalf of said Company, and that they executed the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the Company, for the uses and purposes therein mentioned.

Given under my hand and official seal this 24<sup>th</sup> day of April, 2025.

SEAL

  
Signature of Notary

My Commission Expires: 2/27/27



AGREED AS TO PARAGRAPH 35 OF THIS AGREEMENT ONLY:

**THE DEBRULER CO.**

By: William C. DeBruler  
William C. DeBruler, its President and authorized agent

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF )

The foregoing instrument was acknowledged before me on 4/24/25, 2025, by William C. DeBruler, President of **The DeBruler Co.**, which individual is known to me to be the identical person who signed the foregoing instrument as such officers of the Company for and on behalf of said Company, and that they executed the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the Company, for the uses and purposes therein mentioned.

Given under my hand and official seal this 24 day of April, 2025.

SEAL

Susan A Gleason  
Signature of Notary

My Commission Expires: 2/27/27

**MUNDELEIN SENIOR APARTMENTS, LLC,**  
an Illinois limited liability company



By: The DeBruler Co., its Manager

By: William C. DeBruler  
William C. DeBruler, its President and authorized agent

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF )

The foregoing instrument was acknowledged before me on 4/24/25, 2025, by William C. DeBruler, as President of The DeBruler Co., Manager of **Mundelein Senior Apartments, LLC**, which individual is known to me to be the identical person who signed the foregoing instrument as such officers of the Company for and on behalf of said Company, and that they executed the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the Company, for the uses and purposes therein mentioned.

Given under my hand and official seal this 24 day of April, 2025.

SEAL

Susan A Gleason  
Signature of Notary

My Commission Expires: 2/27/27





**MSA, LP, an Illinois limited partnership**

By: MSA GP, LLC, an Illinois limited liability company,  
Its General Partner

By: MSA Manager, LLC, an Illinois limited liability company,  
Its Managing Member

By: \_\_\_\_\_  
Name: Timothy K. DeBruler, its Manager and authorized agent

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2025, by Timothy K. DeBruler, as Manager of MSA Manager, LLC, ("Company") an Illinois limited liability company and managing member of MSA GP, LLC, ("General Partner") an Illinois limited liability company and general partner of MSA, LP, an Illinois limited partnership, ("Owner") which individual is known to me to be the identical person who signed the foregoing instrument as such manager of MSA Manager, LLC for and on behalf of said company as managing member of General Partner of Owner, and that they executed the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the Company, General Partner and Owner for the uses and purposes therein mentioned.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2025.

SEAL  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

**AIM NORTH DEVELOPMENT CORPORATION NFP,**  
an Illinois not for profit corporation

By: *Kevin Considine*

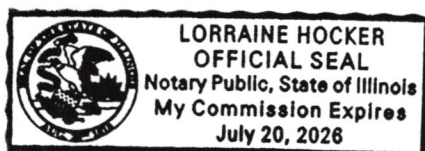
Kevin Considine, its President and authorized agent

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2025, by Kevin Considine, President of **AIM NORTH DEVELOPMENT CORPORATION NFP**, which individual is known to me to be the identical person who signed the foregoing instrument as such officer of the Company for and on behalf of said Company, and that they executed the same as their free and voluntary act and deed, and as the free and voluntary act and deed of the Company, for the uses and purposes therein mentioned.

Given under my hand and official seal this 27 day of April, 2025.

SEAL



*Lorraine Hocker*  
Signature of Notary

BUYER:

**VILLAGE OF MUNDELEIN**

By: \_\_\_\_\_  
Steve Lentz, Mayor

ATTEST:

\_\_\_\_\_  
Karen Walsh, Village Clerk

STATE OF ILLINOIS        )  
                                  ) SS.  
COUNTY OF LAKE )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 2025, by Steve Lentz, the Village Mayor of the **Village of Mundelein**, an Illinois home rule municipal corporation, and by Karen Walsh, the Village Clerk of said municipal corporation.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2025.

SEAL

\_\_\_\_\_  
Signature of Notary

My Commission Expires: \_\_\_\_\_





## **EXHIBIT A**

### **LEGAL DESCRIPTION OF NORTH CHICAGO AVENUE PROPERTY**

THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 19, TOWNSHIP 44 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE ORIGINAL 250 FEET WIDE STATION GROUND PROPERTY ACQUIRED BY THE FORMER CHICAGO AND WISCONSIN RAILROAD COMPANY, NOW WISCONSIN CENTRAL LTD., FROM JOHN HOLCOMB, BY DEED DATED JANUARY 14, 1888 RECORDED IN DEED BOOK 87 ON PAGE 95 AS DOCUMENT 36899, WHICH CORNER IS ALSO THE NORTHWEST CORNER OF LOT 17 IN BLOCK 4 IN THE TOWN OF HOLCOMB RECORDED IN BOOK "A" OF PLATS ON PAGE 58 AS DOCUMENT 33999; THENCE NORTH 29 DEGREES 24 MINUTES 39 SECONDS WEST PARALLEL WITH AND 143.50 FEET WESTERLY OF AS MEASURED PERPENDICULAR TO THE CENTERLINE OF THE MAIN TRACK OF SAID WISCONSIN CENTRAL LTD., 453.53 FEET TO A POINT OF CURVATURE; THENCE NORTHWESTERLY ALONG A CURVED LINE CONCENTRIC WITH AND 143.50 FEET, AS MEASURED OF A RADIAL LINE FROM THE CENTERLINE OF SAID MAIN TRACK, 163.81 FEET; THENCE SOUTH 75 DEGREES 08 MINUTES 21 SECONDS EAST, 153.13 FEET TO A POINT WHICH IS 30.00 FEET, AS MEASURED ON A RADIAL LINE FROM THE CENTERLINE OF SAID TRACK; THENCE SOUTHEASTERLY ALONG A CURVED LINE CONCENTRIC WITH AND 30.00 FEET, AS MEASURED OF A RADIAL LINE FROM THE CENTERLINE OF SAID TRACK, 54.82 FEET TO A POINT OF TANGENT; THENCE SOUTH 29 DEGREES 24 MINUTES 39 SECONDS EAST, PARALLEL WITH AND 30.00 FEET WEST OF, AS MEASURED PERPENDICULAR TO THE CENTERLINE OF SAID TRACK, 453.53 FEET TO THE INTERSECTION OF THE NORTHERLY LINE OF LOT 17 IN BLOCK 4 OF SAID TOWN OF HOLCOMB EXTENDED EASTERLY; THENCE SOUTH 60 DEGREES 35 MINUTES 21 SECONDS WEST, PERPENDICULAR TO THE CENTERLINE OF SAID TRACK, 113.50 FEET ALONG THE NORTHERLY LINE OF SAID LOT 17, TO THE POINT OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

PIN: 11-19-300-032

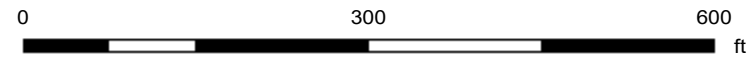
## **EXHIBIT B**

### **SELLER'S DILIGENCE MATERIALS**

1. All agreements relating to possession, use or occupancy of any portion of the Property.
2. Agreements in Seller's possession or under its control relating to the management, operation, repair or maintenance of the Property, if any, and all amendments and modifications thereto.
3. Maps, reports, documents, surveys, studies, plans and specifications, drawings, and other governmental permits and approvals, notices from insurer or governmental authority, other than the Village of Mundelein, regarding the Property or any portion thereof, warranties, documents of significance to the Property, correspondence, or other materials pertaining to or concerning the Property that are in Seller's possession or under its control, including, without limitation:
  - Any and all ALTA surveys for the Property during Seller's ownership;
  - Any and all soil, geotechnical, grading, drainage, hydrology or other engineering studies relating to the Property;
  - Any and all environmental assessments, Phase I reports, Phase II reports and environmental remediation contracts for the Property;
  - Property condition reports;
  - But subject to the limitation that Seller shall not be required to disclose any materials relating to Seller's plans, such as, by way of example, blue prints, architectural plans or business plans, to construct multi-unit housing on the Property.
4. All correspondence from governmental agencies other than from the Village of Mundelein relating to the Property, and all correspondence from neighboring property owners regarding the operation and use of the Property.
5. Any and all contracts and warranties relating to the Property, whether or not such warranties are assignable or transferrable to Buyer.
6. Any other documents or other information in the possession or control of Seller or its agents pertaining to the Property.



Legend



Print Date: 4/8/2025

Notes

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

To: Mayor and Board of Trustees

From: Jennifer Marshall, Executive Assistant

For: Village Board Meeting of May 12, 2025

Subject: Resolution Canceling the May 26, 2025 Board Meeting

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

May 26, 2025 is Memorial day as well as a regularly scheduled board meeting night.

**Recommendation:**

**Motion** to adopt a Resolution canceling the Village Board Meeting of May 26, 2025, and authorizing the Village Administrator to approve payment of bills between the period of May 13, 2025, and May 26, 2025.

I hereby certify that the attached is an original of

**Resolution No. R-25-05-22**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION CANCELING THE VILLAGE BOARD MEETING OF MAY 26, 2025, AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO APPROVE PAYMENT OF BILLS BETWEEN THE PERIOD OF MAY 13, 2025 AND MAY 26, 2025**

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Mundelein, Lake County, Illinois, that the regularly scheduled meeting for May 26, 2025, is hereby canceled and that any business that must be conducted shall be carried forward to the next regularly scheduled meeting of the Mundelein Village Board on June 9, 2025.

**BE IT FURTHER RESOLVED** that this resolution shall be posted in the Village Hall consistent with Ordinance 73-12-30.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

ADOPTED: Monday, May 12, 2025

APPROVED: Monday, May 12, 2025

ATTEST:

Page 90 of 449





# Mayoral Proclamation

## PROCLAIMING MAY 19, 2025 AS CROSSING GUARD APPRECIATION DAY

**WHEREAS**, approximately 34,000 children under the age of fourteen suffer from motor vehicle-related pedestrian injuries every year, and more than half of those injuries require hospitalization; and

**WHEREAS**, many of these injuries could be avoided if children had proper road-safety education and did not choose to cross streets or use intersections unsupervised; and

**WHEREAS**, crossing guards are a dependable means of helping children to avoid unnecessary accidents and injuries; and

**WHEREAS**, motorists should be aware of children walking to and from school and be especially cautious in and around school zones. They should also follow the directions of all crossing guards and recognize that by doing so, road safety can be improved; and

**WHEREAS**, crossing guards play an integral role in our communities, working hard to ensure the security of children as they walk to and from school and cross streets. In addition, they teach children to look both ways before crossing streets, and other essential safety rules; and

**WHEREAS**, crossing guards are an important component of the Illinois Safe Routes to School program, which makes communities safer for kids to walk and bicycle to school, promotes physical activity, and reduces harmful impacts to the environmental and community health.

**NOW, THEREFORE, I, ROBIN MEIER, MAYOR OF THE VILLAGE OF MUNDELEIN**, do hereby proclaim MAY 19, 2025, as CROSSING GUARD APPRECIATION DAY in recognition of the services that these dedicated professionals provide to keep our citizens and their children safe.

**PROCLAIMED**, signed, and sealed this 28th day of April 2025, in the Village of Mundelein, Lake County, Illinois.

ATTEST:

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Village Clerk

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Mayor

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner  
Amanda Orenchuk, Director of Community Development

For: Village Board Meeting of May 12, 2025

Subject: Ordinance - Business Registration for Adult-use Cannabis Dispensing Organizations

**Financial Impact:**

N/A

**Attachments:**

1. O-25-05-31 - Exhibit A - Terrabis Architectural Plans

**Background:**

At the April 28th Village Board meeting, Terrabis presented a revised concept plan for a new adult-use (recreational) dispensary at 3210 West Route 60 in the Mundelein Crossings Shopping Center. They previously presented a concept for 3110 West Route 60 (former Rosati's), and since have changed their location to 3210 West Route 60 (former Bank of America).

The attached ordinance amends the number of available dispensary licenses from one to two licenses to accommodate the new dispensary. The ordinance shall be automatically repealed if the applicant does not: A) submit for a business registration within 30 days; and B) submit for a building permit within 120 days. The applicant must also complete facade improvements in substantial conformance with the architectural renderings provided to the Village Board.

**Recommendation:**

**Motion** to pass an Ordinance Amending Section 5.106.020 of Chapter 5.106 of the Mundelein Municipal Code Regarding Business Registrations for Adult-Use Cannabis Dispensing Organizations.

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-31  
which is entitled

**Ordinance - Business Registration for Adult-use Cannabis Dispensing Organizations**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

---

Village Clerk

**ORDINANCE NO. O-25-05-31**

**AN ORDINANCE AMENDING SECTION 5.106.020 OF CHAPTER 5.106 OF THE MUNDELEIN MUNICIPAL CODE REGARDING BUSINESS REGISTRATIONS FOR ADULT-USE CANNABIS DISPENSING ORGANIZATIONS**

**WHEREAS**, the Village of Mundelein, Lake County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

**WHEREAS**, Chapter 5.106 of the Code of Ordinances of the Village of Mundelein ("Village Code") establishes regulations and requirements for the operation of adult-use cannabis business establishments in the Village; and

**WHEREAS**, Section 5.106.020, entitled "Registration, number of registration and state license required," requires all adult use cannabis dispensing organizations to register with the Village before commencing operations; and

**WHEREAS**, Section 5.106.020 also limits the number of available business registrations for adult-use cannabis dispensing organizations to one (1) registration; and

**WHEREAS**, it has been determined by the Mundelein Board of Trustees that it would be in the best interests of the Village and the public to increase the number of available registrations for adult-use cannabis dispensing organizations by one (1) additional registration, to allow for the operation of a second adult-use cannabis dispensing organization in the Village, subject to certain conditions; and

**WHEREAS**, increasing the number of available business registrations for adult-use cannabis dispensing organizations requires an amendment to Section 5.106.020 ("Amendment"); and

**WHEREAS**, it has been determined by the President and Board of Trustees that it would be in the best interests of the Village and the public to adopt the Amendment in the manner set forth in this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS** as follows:

**SECTION I.** Village Code 5.106.020, Chapter 5.106, Title 5 is amended as follows: [added text bold and double-underlined; deleted text struck through]

**5.106.020 - Registration, number of registrations and state license required.**

It shall be unlawful to operate an adult-use cannabis business establishment without first registering the business with the village. The number of registrations for adult-use cannabis dispensing organizations shall be limited to one **two** within the village. **Business registrations may only be issued for state-licensed dispensaries operating at the following locations: (i) 1325 Armour**

**Boulevard and (ii) 3210 W. Illinois Route 60.** It shall be a prerequisite to any such adult-use cannabis business establishment that such establishment also post in plain view in a conspicuous place on the premises a valid license from the State of Illinois.

**SECTION II.** If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

**SECTION III.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION IV.** This ordinance shall be in full force and effect from and after its passage, approval and publication, as required by law; provided, however, that this Ordinance shall automatically be repealed and shall have no further force and effect without further action of the Board of Trustees if the following conditions are not satisfied:

- A. The applicant for the newly available business registration has not completed its submission of all required application materials for a business registration within thirty (30) days of the adoption of this ordinance; and
- B. The applicant for the newly available business registration has not provided the Village with all necessary plan submissions to receive a building permit for the applicant’s desired location within 120 days after the adoption of this ordinance.
- C. Prior to issuance of a Certificate of Occupancy, the applicant must complete façade improvements in substantial conformance with the architectural renderings attached hereto and made part hereof as **Exhibit A**.

In the event that this amending Ordinance is repealed pursuant to this Section IV, no person or entity will be permitted to claim a vested right in the second business registration created herein.

|           |                            |
|-----------|----------------------------|
| RESULT:   | [Yes 0, No 0, Abstained 0] |
| MOVER:    | None                       |
| SECONDER: | None                       |
| AYES:     | None                       |
| NAYS:     | None                       |
| ABSTAIN:  | None                       |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025

APPROVED: Monday, May 12, 2025

ATTEST: \_\_\_\_\_

Village Clerk





BLDG. DEPT. APPROVAL

NOT FOR  
CONSTRUCTION



1300 MONTEGUT, NEW ORLEANS, LA 70117 312.823.4356

INTERIOR  
REMODEL OF  
EXISTING  
BUILDING

3210 W ILLINOIS-60  
MUNDELEIN, IL 60060

| ISSUED FOR REVIEW |             |          |
|-------------------|-------------|----------|
| #                 | DESCRIPTION | DATE     |
| 1                 | DATE        | 04/10/25 |
| 2                 | SCALE       |          |
| 3                 | DRAWN       | AK       |
| 4                 | CHECKED     | AAF      |
| 5                 | PROJECT NO. | 2503     |

SEAL

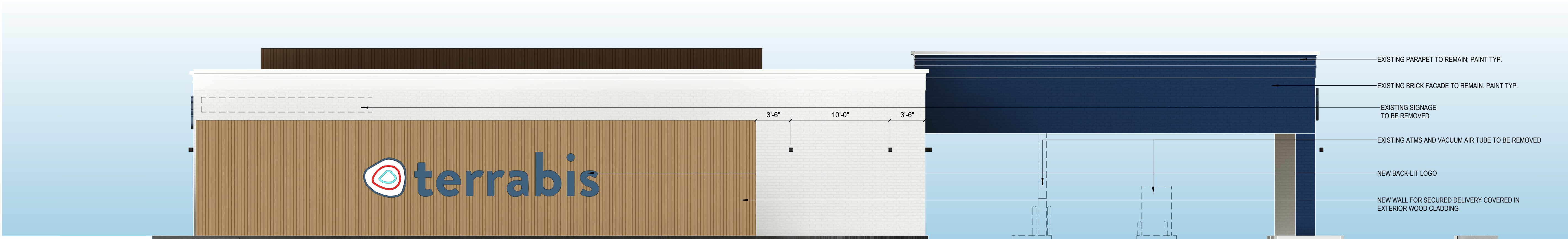
RENDERINGS

1

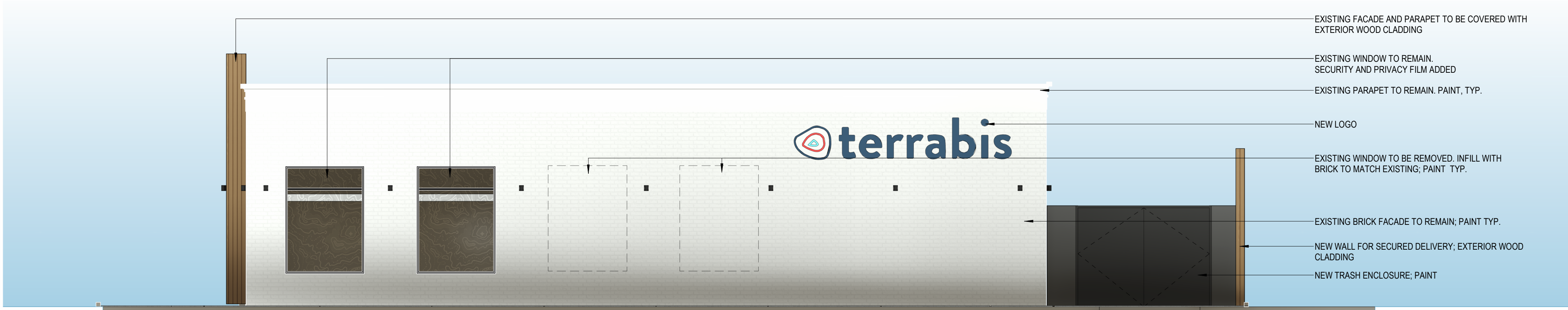




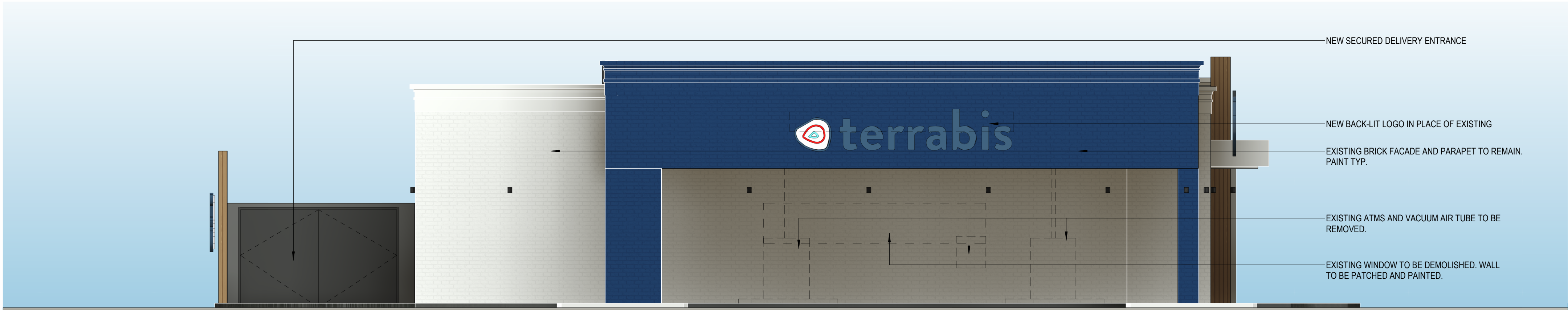
1 NORTH ELEVATION - RETAIL ENTRY  
SCALE: 3/16" = 1'-0"



2 SOUTH ELEVATION - SECURED DELIVERY  
SCALE: 3/16" = 1'-0"



4 EAST ELEVATION  
SCALE: 3/16" = 1'-0"



3 WEST ELEVATION - DRIVE THRU  
SCALE: 3/16" = 1'-0"

BLDG. DEPT. APPROVAL

NOT FOR  
CONSTRUCTION



1300 MONTEGUT, NEW ORLEANS, LA 70117 312.823.4356

INTERIOR  
REMODEL OF  
EXISTING  
BUILDING

3210 W ILLINOIS-60  
MUDELEIN, IL 60060

| 1 ISSUED FOR REVIEW 09/26/2024 |               |      |
|--------------------------------|---------------|------|
| #                              | DESCRIPTION   | DATE |
| DATE                           | 04/10/25      |      |
| SCALE                          | 3/16" = 1'-0" |      |
| DRAWN                          | AK            |      |
| CHECKED                        | AAF           |      |
| PROJECT NO.                    | 2503          |      |

SEAL

EXTERIOR  
ELEVATIONS

3



To: Mayor and Board of Trustees

From: Kelsey Langelier, Business Services Manager  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Resolution - Contract Extension - Custodial Services - Best Quality Cleaning, LLC

**Financial Impact:**

\$62,400 - 100-420-46510 - Custodial Service  
\$9,600 - 271-427-46510 - Custodial Service

**Attachments:**

1. R-25-05-25 - Exhibit A - Contract Extension - Custodial Services
2. R-25-05-25 - Exhibit B - Custodial Services Bid Specifications

**Background:**

The FY26 budget provides funds for regular cleaning of Village facilities, including Village Hall, Public Works & Engineering, Train Station, Police Department, Fire #1, and miscellaneous special cleanings after events. This contract was joint bid in 2021 with the Village of Libertyville and expired in April 2024. The contract was extended for one year in 2025. Best Quality Cleaning has agreed to extend the contract for one additional year with a 3.5% increase, equal to the Chicago Area Consumer Price Index. This is a modest increase relative to the current market. Therefore, staff recommends extending the contract with Best Quality Cleaning for one additional year and approving a purchase order for \$72,000.

**Recommendation:**

**Motion** to adopt a Resolution waiving bids, authorizing the Director of Public Works to sign the custodial services contract extension between the Village of Mundelein and Best Quality Cleaning, LLC, Franklin Park, IL, and approving purchase order number 26-00224 the amount of \$72,000.

I hereby certify that the attached is an original of

**Resolution No. R-25-05-25**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION NO. R-25-05-25**

**RESOLUTION WAIVING BIDS, AUTHORIZING THE DIRECTOR OF PUBLIC WORKS AND ENGINEERING TO SIGN THE CUSTODIAL SERVICES CONTRACT EXTENSION BETWEEN THE VILLAGE OF MUNDELEIN AND BEST QUALITY CLEANING, LLC, FRANKLIN PARK, IL, AND APPROVING A PURCHASE ORDER NUMBER 26-00224 IN THE AMOUNT OF \$72,000.**

**WHEREAS**, Illinois Compiled Statutes 65 ILCS 5/8-9-1 provides that a contract in which the expense to be incurred by a municipality exceeds \$20,000 shall be competitively bid, except that such contract may be entered into by the proper municipal officers without advertising for bids if authorized by a vote of two-thirds (2/3) of all Trustees then holding office; and

**WHEREAS**, custodial services was competitively joint bid in 2021; and

**WHEREAS**, the Board of Trustees approved a resolution authorizing the execution of a contract between the Village of Mundelein and Best Quality Cleaning, LLC for custodial services at the April 12, 2021 meeting; and

**WHEREAS**, Best Quality Cleaning, LLC has agreed to extend the custodial service contract with a 3.5% increase, attached hereto as **Exhibit A**; and

**WHEREAS**, the specifications from the original 2021 contract, attached hereto as **Exhibit B**, remain in effect; and

**WHEREAS**, the FY26 budget includes the cost of contractual custodial service; and

**WHEREAS**, the Village desires to waive bids and execute a contract extension with Best Quality Cleaning, LLC for an additional year.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS** as follows:

**SECTION I:** The contract extension between the Village of Mundelein and Best Quality Cleaning, LLC, a copy of which is attached hereto as **Exhibit A**, is hereby approved.

**SECTION II.** The Director of Public Works and Engineering is hereby authorized to execute the Contract between the Village of Mundelein and Best Quality Cleaning, LLC.

**SECTION III.** Purchase order number 26-00224 in the amount \$72,000.00 is hereby approved.

**XXXX** this 12th day of May 2025 by roll call vote.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |

|                 |      |
|-----------------|------|
| <b>AYES:</b>    | None |
| <b>NAYS:</b>    | None |
| <b>ABSTAIN:</b> | None |

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President

ADOPTED: Monday, May 12, 2025

APPROVED: Monday, May 12, 2025

ATTEST: \_\_\_\_\_

Village Clerk

April 28, 2025

Best Quality Cleaning  
Attn: Rose Berardi  
10015 Pacific Ave.  
Franklin Park, IL 60131

RE: Custodial Services Contract Extension

Dear Ms. Berardi:

Please consider this letter as confirmation of extending the original agreement to provide contractual custodial services to the Village of Mundelein. The pricing modification is acceptable as noted in the table below. All other terms and conditions from the original contract agreement remain intact and unchanged.

| <b>Custodial Services May 1, 2025 – April 30, 2026</b> |                          |
|--------------------------------------------------------|--------------------------|
| <b>Location</b>                                        | <b>Monthly Cost FY26</b> |
| Police Department<br>221 N. Lake St.                   | \$2,328.75               |
| Fire Station #1<br>1000 N. Midlothian Rd.              | \$207.00                 |
| Metra Train<br>205 N. Archer Ave.                      | \$414.00                 |
| Public Works<br>801 Allanson Rd.                       | \$1,086.75               |
| Village Hall<br>300 Plaza Cir                          | \$1,914.75               |
| <b>Total Monthly Cost</b>                              | <b>\$5,951.25</b>        |

Please review the attached amendment and return an executed copy to our office along with an updated Certificate of Insurance. If you have any questions, please contact our Public Works & Engineering Department at (847) 949-3270. Thank you for your assistance in this process.

Sincerely,



Adam M. Boeche, P.E., CFM  
Director of Public Works and Engineering

Enclosure



## CONTRACT EXTENSION CUSTODIAL SERVICES

The undersigned parties, the Village of Mundelein and Best Quality Cleaning do hereby agree to amend the contract for contractual custodial services services now in existence between the parties to modify pricing as shown in the table below. A copy of the original proposal is attached hereto and made a part hereof as Exhibit "A."

The pricing shall be maintained as indicated on the table below. All other terms and conditions of the original contract between the parties set forth remain in full force and effect.

| <b>Custodial Services May 1, 2025 – April 30, 2026</b> |                          |
|--------------------------------------------------------|--------------------------|
| <b>Location</b>                                        | <b>Monthly Cost FY26</b> |
| Police Department<br>221 N. Lake St.                   | \$2,328.75               |
| Fire Station #1<br>1000 N. Midlothian Rd.              | \$207.00                 |
| Metra Train<br>205 N. Archer Ave.                      | \$414.00                 |
| Public Works<br>801 Allanson Rd.                       | \$1,086.75               |
| Village Hall<br>300 Plaza Cir                          | \$1,914.75               |
| <b>Total Monthly Cost</b>                              | <b>\$5,951.25</b>        |

Whereas, we have executed this document on the date indicated below.

**Best Quality Cleaning**

**Village of Mundelein**

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

\_\_\_\_\_  
**Director of Public Works and Engineering**

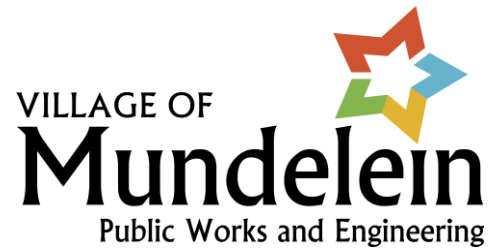
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Notary signature & seal)

# REQUEST FOR PROPOSALS

## CUSTODIAL SERVICES



|                       |          |          |
|-----------------------|----------|----------|
| PROPOSAL SUBMITTED BY |          |          |
| Contractor's Name     |          |          |
| Street                | P.O. Box |          |
| City                  | State    | Zip Code |

**OWNER:**  
**VILLAGE OF LIBERTYVILLE**  
**200 EAST COOK AVENUE**  
**LIBERTYVILLE, IL 60048**  
**(847) 918-2100**

**OWNER:**  
**VILLAGE OF MUNDELEIN**  
**801 ALLANSON ROAD**  
**MUNDELEIN, IL 60060**  
**(847) 949-3270**

## REQUEST FOR PROPOSALS CUSTODIAL SERVICES

### OWNERS:

Village of Libertyville  
200 East Cook Avenue  
Libertyville, Illinois 60048-2090

Village of Mundelein  
801 Allanson Road  
Mundelein, Illinois 60060

Owners will receive sealed proposals for the Work generally described as follows:

**Sealed bids are due by and will be publicly opened on March 25, 2021 at 10:00A.M. at 801 Allanson Road, Mundelein, IL 60060. Due to COVID-19 restrictions, no more than one person per bidding company may attend the bid opening.**

Any questions relating to the bid specifications and to schedule pre-bid meetings, please contact:

|                                                                                                                                                        |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Village of Libertyville<br>Daniel Juarez, Facilities Manager<br>847-613-5181<br><a href="mailto:djuarez@libertyville.com">djuarez@libertyville.com</a> | Village of Mundelein<br>Paul Schafernak, Facility Maintenance Superintendent<br>847-949-3278<br><a href="mailto:pschafernak@mundelein.org">pschafernak@mundelein.org</a> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### INSTRUCTIONS TO BIDDERS

#### Intent

The Village of Mundelein and the Village of Libertyville (Owners) intend to jointly bid custodial services of municipal facilities. Each Owner's Board of Trustees/ City Council will have the right to review and independently approve or reject the bid award and execute the contract.

#### Preparation of Proposals

All proposals for the Work shall be made only on the blank price proposal form attached to this Request for Bids and shall be complete with a price for each and every phase of work as well as a total lump sum price. All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected. Please review all document materials before determining price proposal.

#### Pre-Bid Meetings

Prospective bidders may attend a pre-bid meeting to review the scope of the work and the project specifications and complete a facility walkthrough. Due to COVID-19 restrictions, pre-bid meetings will be scheduled in small groups. The Village of Mundelein will schedule meetings between March 10 and March 16 (excluding the weekend) between 7:00am and 1:00pm. Contact Paul Schafernak to schedule a meeting. The Village of Libertyville will schedule meetings Monday through Friday (excluding March 22-24), with one time slot per day beginning at 9:00am. Contact Daniel Juarez to schedule a meeting.

#### Obtaining Bid Documents

Bid Documents may be obtained in two ways:

1. Via the Internet at: <https://www.mundelein.org/government/bids-and-proposals> - no charge
2. Hard copy in person from Public Works and Engineering, 801 Allanson Road, Mundelein, Illinois 60060. A \$5 non-refundable bid deposit is required prior to issuance of Bid Documents. Please contact the office 24 hours in advance to schedule pick up.

#### Clarifications

Owners reserve the right to make clarifications, corrections, or changes in this Request for Contract at any time prior to the time proposals are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes.

#### Delivery of Proposals

Each proposal shall be submitted in a sealed envelope plainly marked with the title of the contract and the bidder's full legal name and shall be addressed and delivered to the place and before the time set forth above. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Bidders must execute all signatures where required on their submitted Bid proposals. Bidders need not return the entire contract proposal when bids are submitted unless otherwise required. Portions of the proposal that must be returned include the following:

1. Contract Cover
2. Proposal and Bidder's Signature Page
3. Bid Bond
4. Contractor's Work History Statement
5. Price Proposal Form – Mundelein
6. Price Proposal Form – Libertyville

#### Opening of Proposals

Proposals will be publicly opened and read at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to be present.

#### Withdrawal of Proposals

No proposal shall be withdrawn for a period of **90 days** after the opening of any proposal.

#### Rejection of Bids

Proposals that are not submitted on the proposal price form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, Owners may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

#### Bid Bond

All bids must accompany a Bid Bond, Certified Check, or Bank Cashier's Check, made payable to the Village of Mundelein, in the amount of \$5,000.

#### Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders.

One or both owners reserve the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Owners and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposal.

Upon acceptance of the successful Bidder's proposal by an Owner, the successful Bidder's proposal, together with Owner's notification of acceptance in the form attached to this Request for Proposals, shall become the contract for the Work.

#### Execution of Contract

If this Contract is accepted, Bidder proposes, and agrees, that Bidder shall provide a Performance Bond to each Owner on forms provided by the Owners, or otherwise acceptable to Owners, from a surety company acceptable to Owners, each in the penal sum of 5% of the Contract Price, within 10 calendar days following Owner's acceptance of this Contract. The Contractor shall hold separate contracts with the Village of Mundelein and the Village of Libertyville, either of which may elect to cancel the contract without cause at

any point in the duration of the contract. The Owner shall provide written notification to the contractor 10 calendar days prior to cancellation.

Attachments:

|            |                                               |
|------------|-----------------------------------------------|
| Exhibit A: | Contract/Proposal and Bidder's Signature Page |
| Exhibit B: | Bid Bond                                      |
| Exhibit C: | Contractor's Work History Statement           |
| Exhibit D: | Specifications and Exhibits – Mundelein       |
| Exhibit E: | Specifications and Exhibits – Libertyville    |
| Exhibit F: | Price Proposal Forms                          |



**EXHIBIT A**

**PROPOSAL FOR  
CUSTODIAL SERVICES**

Full Name of Bidder: \_\_\_\_\_

Principal Office: Address \_\_\_\_\_

Local Office Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

TO:

Village of Libertyville  
200 East Cook Avenue  
Libertyville, Illinois 60048

Village of Mundelein  
801 Allanson Road  
Mundelein, Illinois 60060

*Bidder warrants and represents that Bidder has carefully examined the Work Site described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda (if any), which are securely stapled to the end of this Contract/Proposal.*

**1. Work Proposal**

- A. Contract and Work. If this Contract is accepted, Bidder proposes, and agrees, that Bidder shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract and Owner's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Work"
1. Labor, Equipment, Materials and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for the (the "Work Site");
  2. Permits. Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith;
  3. Bonds and Insurance. Procure and furnish all bonds and all insurance certificates specified in this Contract/Bid;
  4. Taxes. Pay all applicable federal, state and local taxes.
  5. Miscellaneous. Do all other things required of Bidder by this Contract.
  6. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional and construction practices, in full compliance with, and as required by or pursuant, to this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.
- B. Performance Standards. If this Contract is accepted, Bidder proposes, and agrees, that all Work shall be fully provided, performed, and completed in accordance with the specifications attached hereto and by this reference made a part of this Contract.

- C. Changes to Scope of Work. If the Owner deems it proper or necessary during the execution of the work to make any alteration which will increase or diminish the quantity of labor or material or the expense of the work, even to the elimination of one or more items, such alteration shall not annul or vitiate the Contract hereby entered. The elimination of any part of the work shall not increase the unit price for any of the remaining work bid on. The value of the work so added shall be based on the rates and prices named in the Contract as bid, when such rates and prices cover the class of work added, otherwise the value shall be determined by mutual written agreement between the Owner and the Contractor before any such work shall be commenced.
- D. Responsibility for Damage or Loss. If this Contract is accepted, Bidder proposes, and agrees, that Bidder shall be responsible and liable for, and shall promptly and without charge to Owner repair or replace, damage done to, and any loss or injury suffered by, Owner, the Work, the Work Site, or other property or persons as a result of the Work.
- E. Extra Work. No claim whatsoever will be allowed the Contractor for changes, extra work or material not contemplated or necessary for the completion of the work described, or for a greater amount of money than is hereby stipulated to be paid, unless the change in or addition to the work requiring additional outlay by the Contractor is first ordered in writing by the Owners and the price herein stipulated to the Contractor.
- F. Inspection/Testing/Rejection. Owner shall have the right to inspect all or any part of the Work and to reject all or any part of the Work that is, in Owner's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this Contract and Owners, without limiting its other rights or remedies, may require correction or replacement at Bidder's cost, perform or have performed all Work necessary to complete or correct all or any part of the Work that is defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, or cancel all or any part of any order or this Contract. Work so rejected may be returned or held at Bidder's expense and risk.
- G. Salvaged Material. All material of whatever kind encountered on the site is the property of the Owners. When approved for removal from the site of the work, said material shall become the property of the Contractor and shall be disposed of, in a timely fashion, as specified.
- H. Ordinances. The Contractor shall observe all laws and ordinances controlling or limiting those engaged in public work, which ordinances and laws are made a part of these Specifications. The Contractor shall provide and maintain such sanitary accommodations for the use of his employees as may be necessary to comply with the State and Local Board of Health requirements. Public nuisances will not be tolerated.
- I. Patents. All fees for any patented invention, article or arrangement that is used upon, or in any manner connected with the construction, erection or maintenance of the work, or any part thereof embraced in the Contract and these Specifications, shall be included in the price stipulated in the Contract for said work, and the Contractor must protect and hold harmless the Owners against all demands for fees or claims. It is hereby expressly agreed that alleged ownership by a Contractor of trade secrets as to materials used in any part of the work, or the preparation of any mixture for such work, shall not be recognized by the Owners in the performance of this Contract. The Owners shall always have the right to demand and shall be furnished information concerning materials, samples or ingredients of materials used or proposed to be used in the prosecution of said work.
- J. Damage. All loss or damage arising out of the nature of the work to be done, or from any delay or unforeseen or unusual obstructions, or from difficulties, which may be encountered in the prosecution of the work or arising from the action of the elements, shall be sustained at the Contractor's expense.

The Contractor agrees to hold the Owners harmless from any such claims or demands of any kind,

arising from their performing the work on this Contract.

- K. Claims. The Contractor agrees to save and hold harmless the Owners from all claims, demands, suits, judgment decrees, including costs, expenses, and attorney fees on account of, or arising out of persons engaged in the performance of this Contract.

The Contractor shall save the Owner harmless from all claims, demands, suits, judgment decrees, including costs, expenses, and attorney fees on account of, or arising out of any infringement of any patent rights or royalties claimed by any one on account of machinery, instrument tools, materials, principals, or processes used by them or about said work.

- L. Procedure for Resolving Property Damage Claims. The Contractor agrees to adhere to the following procedure to resolve all property damage claims that are related to the performance of all Work on this Contract. The Village reserves the right to withhold one and one-half times the estimated cost of the damages from sums due the Contractor until all claims related to performance of their Work are resolved as herein provided.

Upon receipt of a claim against the Contractor for property damage allegedly caused or related to the performance of their Work under this Contract, Contractor shall, within 5 working days of receipt of such claim:

- Acknowledge the claim, in writing, to the property owner.
- Furnish the Owners with written acknowledgement of receipt of the claim, including a copy of the claim and all information related to it.
- If the claim is not settled within 5 days, the Contractor shall:
  - Forward the claim to the Contractor's Insurance Carrier.
  - Furnish the Owner with a copy of the Insurance Carrier's written acknowledgement of receipt of the claim.
- The General Contractor shall either settle or deny the claim within 60 calendar days from initial receipt of the claim, the General Contractor shall:
  - Notify the Owner, in writing, of claims that have been settled or denied, including the terms of the settlement or the reason for the denial.
  - Notify the property owner if there is a decision to deny their claim and shall include in the Notice of Denial, the name and address of the person authorized to accept service of process on behalf of the General Contractor.
- When a claim is allowed, payment to the property owner in the amount of the award must be within 30 days of the award.

If the Contractor does not make payment to the property owner within the 30 day period, the Owner shall be authorized to make the payment in the amount of the award on behalf of the Contractor and deduct the amount of the payment from the amount due the Contractor on the next payment due the Contractor under this Contract.

## **2. Contract Price Proposal**

Bid prices shall include all required insurance, permits, bonds, labor materials and shipping costs (including any additional charges for overtime or off-hour work). Any unforeseen work that may be revealed during the course of this project shall immediately be brought to the attention of the Owner(s). The Owner(s) may then, at its sole discretion, allow the Contractor to submit a not to exceed time and material bid to alleviate the unforeseen work. Said work will be above and beyond the scope of this bid. The Owner(s) require the breakdown of the various costs enumerated in the bid form be made a part of this bid package. Any bidder that does not fully provide all required information may be deemed to be a non-responsive bid at the sole discretion of the Owner(s).

A. Basis for Determining Prices. It is expressly understood that:

1. All prices stated in the Schedule of Prices are firm and shall not be subject to escalation or change;
2. Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices.

B. Time of Payment.

It is expressly understood and agreed that all payments shall be made in accordance with the following schedule:

Provide invoice of services rendered when project is completed. Net 30 days term from date of invoice rendered.

All payments may be subject to deduction or set-off by reason of any failure of Bidder to perform under this Contract. Each payment shall include Bidders certified transcript of payroll proving prevailing wages were paid, Bidder's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and Bidder's certification that all prior payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid. Payments will be made after services are rendered and properly invoiced.

3. Contract Time Proposal

- A. If this Contract/Proposal is accepted, **Bidder proposes, and agrees, that Bidder shall commence the Work following Owner's acceptance of this Contract/Proposal provided Bidder shall have furnished to Owner(s) all Bonds and all insurance certificates and endorsements specified in this Contract/Proposal. It is understood that Work the Village of Mundelein shall commence no sooner than May 1, 2021 and Work for the Village of Libertyville shall commence no sooner than July 1, 2021.** If this Contract/Proposal is accepted by one or both Owners, Bidder proposes, and agrees, that Bidder shall perform work diligently and continuously.

This contract, if approved by the Owner, shall be in effect for a period of one year ("Initial Contract Term") **and shall automatically renew for two additional one year terms at the same rates as quoted on the submitted Price Proposal Form herein** for the Initial Contract Term unless at least thirty (30) days prior to the end of the Initial Contract Term or each Renewal Term (as hereinafter defined), the Owner provides written notice to the Bidder of its intention not to renew for the subsequent one year period ("Notice of Non-Renewal"). Each one-year term following the initial term shall be referred to as a "Renewal Term". In the event that the Owner gives such Notice of Non-Renewal, the contract shall terminate effective on the last day of the then current one-year term. It is understood that each Renewal Term will be subject to modifications by the Owner the start and completion dates.

- B. Holidays. The Owners observes holidays throughout the year. A list will be provided by each respective Owner upon acceptance of this contract.

4. Finance Assurance

- C. Bonds. Each bidder's proposal shall be accompanied by a security deposit of \$5,000.00 in the form of a Bid Bond. (Exhibit B)

If this Contract is accepted, Bidder proposes, and agrees, that Bidder shall provide a Performance Bond, on forms provided by, or otherwise acceptable to, Owner(s), from a surety company acceptable to Owner(s), each in the penal sum of 5% of the Contract Price, within 10 calendar days following

Owner's acceptance of this Contract.

D. Insurance. The Contractor shall furnish each Owner with its own certificate of insurance. Work shall not commence work under this Contract until he has obtained all insurance required under this paragraph and the Owners have approved such insurance.

1. Compensation Insurance. The Contractor shall take out and maintain during the life of this Contract Workmen's Compensation Insurance for all his employees employed at the site of the project.
2. Public Liability & Property Damage Insurance. The Contractor shall take out and maintain during the life of this Contract such Public Liability and Property Damage Insurance as shall protect him performing work covered by this Contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this Contract, whether such operations be by himself or by anyone directly or indirectly employed by either of them.
3. The contractor shall furnish each Owners with sufficient documentary evidence of insurance coverage, which evidence shall consist of either such original insurance policy or a certified statement from the insurer listing the details from the policy. The insurance requirements are as follows:

|                                                    |                                                              |
|----------------------------------------------------|--------------------------------------------------------------|
| General Liability/Property Damage/Bodily Injury    | \$1 million each occurrence<br>\$2 million general aggregate |
| Automobile Bodily Injury Liability/Property Damage | \$1 million combined single limit                            |
| Excess/Umbrella Liability                          | \$1 million each occurrence<br>\$2 million aggregate         |
| Workers Compensation and Employers Liability       | \$1 million each occurrence                                  |
| Environmental Impairment/Pollution Liability       | \$1 million each occurrence                                  |
| Owners and Contractors Protective Liability (OCP)  | \$1 million each occurrence                                  |

Such insurance shall name the Owners as insured along with the Contractor and shall hold harmless the Owners against all suits and claims arising from or as the result of the actions of the Contractor. Such policies shall not be canceled, permitted to expire or to be changed without the written consent of the Owner. Each Owner requires its own certificate of insurance. A certificate of insurance must be sent to each owner and on file in their office prior to any work on these premises.

Certificate Holder and Additional Insured for the Village of Mundelein should read: *Village of Mundelein, its officials, employees and agents.*

Certificate Holder and Additional Insured for the Village of Libertyville should read: *Village of Libertyville, its officials, employees and agents.*

Indemnity/Hold Harmless Provision. To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Owner, its officials, employees and agents against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Owner, its officials, agents and employees, arising in whole or in part or in



consequence of the performance of this work by the Contractor, its employees, or which may in anywise result therefore, except that arising out of the sole legal cause of the Owners, its employees or agents, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Owner, its officials, employees and agents, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

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

Penalties. If this Contract is accepted, Bidder proposes, and agrees, that Bidder 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 Bidder's performance of, or failure to perform, the Work or any part thereof.

## **5. Firm Proposal**

All prices and other terms stated in this Contract are firm and shall not be subject to withdrawal, escalation, or change provided Owner(s) accept this Contract/Bid within **90 days** after the date this sealed Contract is opened.

## **6. Bidders Representations and Warranties**

In order to induce Owner to accept this Contract, Bidder hereby represents and warrants as follows:

- A. The Work. The Work, and all of its components, shall be of merchantable quality; shall be free from any latent or patent defects and flaws in workmanship, materials, and design; shall strictly conform to the requirements of this Contract, including, without limitation, the performance standards set forth in Subsection 1B of this Contract; and shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner.
- B. Regulatory Requirements. Successful bidder must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.
- C. Not Barred. Bidder is not barred by law from contracting with Owner(s) or with any other unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Bidder 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 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.
- D. Qualified. Bidder has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time Proposal set forth above.

## **7. Fair Employment Practices**

In accordance with "An Act to Prohibit Discrimination and Intimidation on Account of Race or Color in Employment under Contracts for Public Buildings or Public Works", approved July 8, 1933, as amended, no person shall be refused or denied employment in any capacity on the grounds of race or color, nor be

discriminated against in any manner by reason thereof in connection with the performance of this Contract, nor shall any unfair employment practice as defined in the "Fair Employment Practices Act", approved July 21, 1961, as amended, be committed by the Contractor, suppliers of materials or services to the Contractor, or any labor organizations furnishing skilled or unskilled labor to the Contractor.

**8. Illinois Freedom of Information Act**

Contractor understands amendments to the Illinois Freedom of Information Act (P.A. 96-0542) requiring the Contractor to produce to the Requester any of its company records and documents which are in any way related to the performance of services under this agreement and not exempt from disclosure within five business days of the Owner's receipt of a request for said records. The Contractor agrees to be bound by the provisions of the Illinois Freedom of Information Act ( 5 ILCS 140/1 et seq.), and agrees to deliver to the Owner all records in its possession relating to this agreement within three (3) business days of a request by the Owner for said records.

Contractor agrees to reimburse the Village any fees, fines, or costs incurred by or assessed against the Village for its failure to deliver requested records in the possession of the Contractor, and which the Contractor failed to deliver to the Village within three (3) business days of its receipt of a request from the Village to do so. An e-mail request for records and documents will be considered received by the Contractor on the day sent.

**9. Acknowledgements**

In submitting this Contract/Proposal, Bidder acknowledges and agrees that:

- A. Reliance. Owners are relying on all warranties, representations and statements made by the Bidder in this Contract.
- B. Reservation of Rights. One or both Owners reserve the right to reject any and all bids, reserves the right to reject the low price bid, and reserves such other rights as are set forth in the Instructions to Bidders.
- C. Acceptance. If this Contract is accepted, Bidder shall be bound by each and every term, condition or provision contained in this Contract and in Owners written notification of acceptance in the included in the bound set of documents.
- D. Remedies. Each of the rights and remedies reserved to Owners in this Contract/Proposal shall be cumulative and additional to any other or further remedies provided in law or equity in this Contract/Proposal.
- E. Time. Time is of the essence of this Contract and, except where stated otherwise, reference in this Contract to days shall be construed to refer to calendar days.
- F. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owners, whether before or after Owner's acceptance of this Contract; nor any information or data supplied by Owners, whether before or after Owner's acceptance of this Contract; nor any order by Owners for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Work by Owners; nor any extension of time granted by Owners; nor any delay by Owners in exercising any right under this Contract; nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Work, nor operate to waive or otherwise diminish the effect of any representation or warranty made by Bidder; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owners.

- G. Severability. The provision of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provisions, nor the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall in any way affected thereby.
- H. Amendments. No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owners and Bidder.
- I. Assignment. Neither this Contract, nor any interest herein, shall be assigned or subcontracted by Bidder in any part.
- J. Governing Law. This Contract and the rights of the parties under this Contract shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois.

### **BIDDER'S SIGNATURE PAGE**

The undersign declares that they carefully examined the proposed work, specifications, and special requirements, and hereby proposes and binds themselves on award by the Village Board in accordance with said Contract Requirements.

The persons executing this Proposal/Contract on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Proposal/Contract on behalf of said party, (iii) by so executing this Proposal/Contract, such party is formally bound to the provisions of this Proposal/Contract, and (iv) the entering into this Proposal/Contract does not violate any provision of any other Proposal/Contract to which said party is bound. This Proposal/Contract shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

#### **Bidder Status**

Corporation \_\_\_\_\_ State: \_\_\_\_\_

Partnership \_\_\_\_\_ State: \_\_\_\_\_

Individual Proprietorship: \_\_\_\_\_

Bidders Company/Firm Name:

\_\_\_\_\_

Bidders Company/Firm Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Title/Position (**must be an official officer of company/firm**): \_\_\_\_\_

\_\_\_\_\_

If a Corporation or Partnership, list all officers and partners:

| Name | Title | Address |
|------|-------|---------|
|      |       |         |
|      |       |         |
|      |       |         |
|      |       |         |

**EXHIBIT B**

**VILLAGE OF MUNDELEIN  
VILLAGE OF LIBERTYVILLE  
CONTRACT/PROPOSAL FOR  
CUSTODIAL SERVICES**

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS:

that \_\_\_\_\_

(Here insert full name and address of Bidder)

as Principal, hereinafter called Bidder, and \_\_\_\_\_

(Here insert full name and address of Surety)

as Surety, a corporation organized and existing under the laws of the State of Illinois, hereinafter called Surety, are held and firmly bound unto Village of Mundelein, 801 Allanson Road, Mundelein, Illinois 60060, and Village of Libertyville, 200 East Cook Avenue, Libertyville, Illinois 60048 as Obligee, hereinafter called Owners, in the full and just sum of Five Thousand Dollars (\$ 5,000.00), for the payment of which sum of money well and truly to be made, Bidder and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Bidder has submitted a Proposal dated \_\_\_\_\_, 2021, to Owners entitled **Custodial Services** (the "Contract/Proposal"), the terms and conditions of which are by this reference incorporated herein as though fully set forth herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT if Bidder shall timely submit all additional information that is required of it and, if the Contract/Proposal shall be accepted by Owners, Bidder shall (1) timely submit all the Bonds and all the certificates of insurance required of it, (2) timely execute all other required documentation related to the Contract/Proposal, and (3) in all other respects, perform the agreement created by Owner's acceptance of the Contract/Proposal, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety, for value received, hereby stipulates and agrees that the obligations of Surety under this bond shall be in no way impaired or affected by any extension of the time within which Owner may accept the Contract/Proposal, and Surety does hereby waive notice of any such extension.

Owner shall have no obligation to actually incur any expense or correct any deficient performance of Bidder in order to be entitled to receive the proceeds of this bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner or the heirs, executors, administrators or successors of Owner.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Attest/Witness

PRINCIPAL

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

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

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

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

Attest/Witness:

SURETY:

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

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

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

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



**EXHIBIT C**

**VILLAGE OF MUNDELEIN  
VILLAGE OF LIBERTYVILLE  
CONTRACT/PROPOSAL FOR  
CUSTODIAL SERVICES**

**CONTRACTOR'S WORK HISTORY STATEMENT**

Add separate sheets if necessary, for full disclosure. Joint ventures must submit separate work history statements for the joint venture and for each signatory to the joint venture agreement.

|                  | NAME | YEARS WITH COMPANY | CONTACT NUMBER |
|------------------|------|--------------------|----------------|
| Project Manager  |      |                    |                |
| Superintendent   |      |                    |                |
| Field Supervisor |      |                    |                |

A. Provide one (1) reference, including work performed and contract value, from each of the following.

|                |    |                  |  |
|----------------|----|------------------|--|
| PROJECT 1      |    |                  |  |
| Owner Name     |    |                  |  |
| Address        |    |                  |  |
| Contact Person |    |                  |  |
| Telephone      |    |                  |  |
| Type of Work   |    |                  |  |
| Contract Value | \$ | Completion Date: |  |

|                |    |                  |  |
|----------------|----|------------------|--|
| PROJECT 2      |    |                  |  |
| Owner Name     |    |                  |  |
| Address        |    |                  |  |
| Contact Person |    |                  |  |
| Telephone      |    |                  |  |
| Type of Work   |    |                  |  |
| Contract Value | \$ | Completion Date: |  |

|                |  |  |  |
|----------------|--|--|--|
| PROJECT 3      |  |  |  |
| Owner Name     |  |  |  |
| Address        |  |  |  |
| Contact Person |  |  |  |
| Telephone      |  |  |  |
| Type of Work   |  |  |  |

|                |    |                  |  |
|----------------|----|------------------|--|
| Contract Value | \$ | Completion Date: |  |
|----------------|----|------------------|--|

B. Provide a complete list of current workload, percent complete, and expected date of completion.

|                          |    |                   |  |
|--------------------------|----|-------------------|--|
| PROJECT NAME:            |    |                   |  |
| Location                 |    |                   |  |
| Type of Work             |    |                   |  |
| Contract Value           | \$ | Percent Complete: |  |
| Expected Completion Date |    | Reference Person  |  |
|                          |    | Reference Phone   |  |

|                          |    |                   |  |
|--------------------------|----|-------------------|--|
| PROJECT NAME:            |    |                   |  |
| Location                 |    |                   |  |
| Type of Work             |    |                   |  |
| Contract Value           | \$ | Percent Complete: |  |
| Expected Completion Date |    | Reference Person  |  |
|                          |    | Reference Phone   |  |

|                          |    |                   |  |
|--------------------------|----|-------------------|--|
| PROJECT NAME:            |    |                   |  |
| Location                 |    |                   |  |
| Type of Work             |    |                   |  |
| Contract Value           | \$ | Percent Complete: |  |
| Expected Completion Date |    | Reference Person  |  |
|                          |    | Reference Phone   |  |

## **EXHIBIT D - MUNDELEIN**

### **SPECIFICATIONS AND PROVISIONS**

The following supplement the Specifications and provide detail regarding the frequency of services for various facilities. The following detailed scope describes the minimum requirements the Village desires in a bid for cleaning and custodial services. It may not be all inclusive of the tasks required to maintain the buildings in a high-level manner as described below. In case of conflict with any part or parts of said Specifications, these Special Provisions shall take precedence and shall govern.

Additional details regarding specific facilities can be found in the attached exhibits labeled Facility Checklist (Exhibit E-1). Floor plans and layout are also provided in attached Exhibit E-2.

#### **A. MATERIALS AND EQUIPMENT**

In support of this contract, the Village will supply the following:

1. All paper products including toilet paper, paper towels, napkins, etc.
2. All liquid soaps and creams used in hand dispensers.
3. All deodorants blocks.
4. All bags and liners for trash receptacles.
5. Locations for storage of contractor's equipment and supplies.
6. Adequate containers for refuse disposal.

The CONTRACTOR shall provide at the contractor's expense all materials, equipment, and supplies needed to complete the work except for those items being provided by the Village as itemized above. The items to be furnished by the contractor shall include but not be limited to the following:

1. All materials including cleaning soaps, waxes, cleaners, and shampoos. Companies proposing the use of environmentally friendly "green" cleaning products will be considered in higher standing and their use will be verified by the Village periodically throughout the duration of the contract. The contractor will be required to supply the Village with a list of all proposed cleaning products to be used as part of this contract.
2. All power and hand equipment including wiping and dust rags, mops, brooms, buckets, vacuum cleaners, buffing machines, and specialty equipment including waste collection containers.
3. A listing of equipment and materials to be used. All materials and equipment shall be of industrial or commercial type and are to be approved by the Village prior to their use. All electrical equipment shall be kept in safe operating condition without frayed cords, broken safety plugs, etc.
4. A record of all Material Safety Data Sheets and/or similar documents for those products and materials used or stored on Village property. These documents shall be kept on-site in a manner satisfactory to the Village.

#### **B. CLEANING STANDARDS AND WORKMANSHIP**

It is the intent of these specifications for the contractor to provide a high level of service in building maintenance and custodial care. The following statements indicate the general standards and workmanship to be furnished under this contract:

1. A satisfactory and acceptable floor or carpet will not have dust, streaks, marks, or dirt in corners, behind doors, or under furniture. All paper clips, staples, etc. shall be picked up. The use of vacuuming equipment and/or treated dust mops will be used to keep the floors clean.
2. Satisfactory and acceptable wet mopping will present a clean floor free from streaks, smears, and dried dirt. The use of dirty water or evidence of same will not be acceptable. Safe, all-purpose detergents will be used on all resilient and hard floor surfaces. Proper warning signs shall be placed advising of wet or slippery floor conditions.
3. Satisfactory and acceptable waxing and polishing will be accomplished using a thin coat of evenly layered wax. Floors will be bright and clean under furniture as well as in traveled areas. Wax or polish will not be allowed to dry on wall bases, furniture legs, equipment, etc.

4. A satisfactory and acceptable glass, mirror or vitreous surface will be free from streaks, smears, and spots.
5. All storage areas and janitorial closets shall always be maintained in a clean and orderly condition with all materials and equipment properly sorted.

## **C. POLICE DEPARTMENT, PUBLIC WORKS & ENGINEERING, VILLAGE HALL**

### **Tasks to be Accomplished Daily**

Items included in this class are to be cleaned daily, unless otherwise noted in the Facility Checklist (Exhibit E-1). The Public Works and Engineering are to be cleaned Monday, Wednesday, and Friday. In the event of a scheduled meeting at the Village Hall, cleaning schedules may need to be adjusted.

### **General Housekeeping**

1. Gather all wastepaper, insert liners, and remove waste to proper disposal area. Nothing shall be removed from desks and/or tables unless specifically marked to be thrown out.
2. Dust exposed area of desks, tables, counter tops, file cabinets, bookcases, and shelves.
3. Remove all cobwebs.
4. Sweep and spot clean tiled stairwells.
5. Spray and wipe clean of fingerprints and beverage rings, working area of desks, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.
6. Clean and sanitize drinking fountains.
7. Clean and sanitize kitchen counters, sinks, appliances, cafeteria tables, and dust seats and backs of chairs.
8. Completely clean all glass doors and side lights. This includes the interior and exterior side of entryway doors, glass doors, and partitions. This does NOT include windows.
9. Spot clean interior and exterior of elevators.
10. Damp clean top handrail of all stairways.
11. Empty exterior waste receptacles and cigarette containers and insert new liners if required.
12. Pick up debris on and adjacent to sidewalks around exterior of buildings i.e.: cigarette butts, loose papers, cups, etc... (Does not include sidewalks in street rights-of-way).
13. Sweep exterior walks, steps, and landings at entrances. (Does not include sidewalks in street rights-of-way).
14. Vacuum door track of elevator doors using proper crevice tool.

### **Kitchens, Washrooms, Locker Rooms**

1. Clean all chrome fittings.
2. Clean inside and outside of all microwaves.
3. Clean and sanitize all counter tops and tables.
4. Damp clean exterior of refrigerators.
5. Clean, sanitize and polish all fixtures including sinks, toilet bowls, urinals and hand basins and associated faucets, fittings, etc.
6. Clean and sanitize toilet seats (both sides) and all counter areas.
7. Clean mirrors.
8. Empty all containers and insert new liners.
9. Damp clean exterior of waste containers.
10. Sweep and damp clean all floors with disinfectant.
11. Spot clean partition doors.
12. Spot clean walls around sinks and walls around and under towel cabinets and urinals.
13. Clean and properly refill all soap and paper dispensers.
14. Showers - men's and women's - spot clean fixtures, floors, and walls with disinfectant.
15. Clean urinal screens, replace urinal deodorizers and room deodorizers, as needed.

### **Floor Care (Resilient and Hard)**

1. Dust mop with treated mop or vacuum all hard floor surfaces including stairways.

2. Completely damp mop all hard floor surfaces and stairways.
3. Completely damp mop all rubberized floors in the Police and Public Works and Engineering fitness rooms.
4. Completely mop all entrance floors (mats to be picked up).
5. Vacuum floor mats.
6. Detergent mop and rinse all washroom and locker room floors.

#### **Floor Care (Carpet)**

1. Remove any spots with cleaner as needed.
2. Vacuum all open carpeted areas that can be reached with an upright vacuum or 12" wand type vacuum without moving objects except chairs. This includes elevators, elevator guide tracks and fitness rooms. Vacuum all edges/corners with the appropriate attachments.

#### **Tasks to be Accomplished Weekly**

Items included in this class are to be cleaned weekly on Sunday or Monday, unless otherwise noted in the Facility Checklist (Exhibit E-1).

##### **General Housekeeping**

1. Low dust all horizontal surfaces to hand height (70").
2. Dust all common area sills and unobstructed horizontal surfaces including sills, ledges, moldings, picture frames, wall hangings, and radiators (including washrooms and lunchrooms).
3. Dust tops of all divider partitions and lockers.
4. Clean and sanitize all telephones.
5. Dust all vertical and horizontal blinds.
6. Clean and polish all railings with approved cleaner.
7. Completely clean kick plates on all doors.
8. Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms).
9. Damp clean tiled stairwells.
10. Vacuum under all desks.
11. Sweep Police Department garage and sally port. (2 times per week)

#### **Kitchens, Washrooms, Locker Rooms**

1. Damp clean partition doors and remove all writing and graffiti where possible.
2. Showers - men's and women's - Completely clean (scrub) walls, floors and chrome fittings with scum remover and quaternary disinfectant to hand heights (70").

#### **Tasks to be Accomplished Monthly**

Items included in this class are to be cleaned monthly during the first week of the month, unless otherwise noted in the Facility Checklist (Exhibit E-1).

##### **General Housekeeping**

1. High dust above hand height all horizontal surfaces (moldings, ledges, pipes, ducts, heating outlets, picture frames, wall hangings, etc.), including washrooms and lunchrooms.
2. Vacuum or dust diffuser outlets, walls, and ceiling for cobwebs.
3. Completely clean all the interior glass of all facilities, including the interior of buildings' windows.

#### **Floor Care (Carpets)**

1. Lift and vacuum under all plastic chair mats, damp wipe mat.

#### **Tasks to be Accomplished Quarterly**

Items included in this class are to be cleaned quarterly during the first week of January, April, July, and October, unless otherwise noted in the Facility Checklist (Exhibit E-1).

##### **General Housekeeping**

1. Vacuum all vertical surfaces of room dividers and partitions.
2. Vacuum all upholstered chairs and furniture and wipe down legs.
3. Dust exterior of all lighting fixtures and diffusers.
4. Vacuum dust from all window blinds.

#### **Kitchen, Washrooms, Locker Rooms**

1. Thoroughly clean all washroom and locker room walls, floors, and doors.
2. Clean exterior of all lockers.

#### **Tasks to be Accomplished Semi-Annually**

Items included in this class are to be completed semi-annually during the last week in April and October of each year, unless otherwise noted in the Facility Checklist (Exhibit E-1). The Village may request these tasks be performed outside of these months but shall not request these services more than twice in any given 12-month period.

#### **Windows and Displays**

1. Clean all interior display case glass including shelves.
2. Clean exterior and interior of all glass windows. This includes the removal of any screens that may be necessary to access the interior side of the window glass.

#### **Floor Care (Resilient and Hard)**

1. Refinish (strip, seal, and wax) all high traffic and heavily worn areas, including stairways.
2. Machine scrub and refinish all washroom floors.
3. Scrub and clean all baseboards.
4. Machine spray buff all resilient tile areas.

#### **Floor Care (Carpets)**

1. Shampoo and steam clean all high traffic areas, (more often, if needed).
2. Damp clean and scrub all baseboards.

### **D. METRA TRAIN STATION BUILDING**

The warming station to the north, immediate exterior of main depot, washrooms and lobby shall be the areas that are be considered for the purpose of this contract.

#### **Tasks to be Accomplished Daily**

Items included in this class are to be completed daily between the hours of 10:00 p.m. and 5:00 a.m. Monday through Friday (5 days per week), unless otherwise stated in the Facility Checklist (Exhibit E-1).

1. Empty waste receptacles and replace liners as needed.
2. Dust and clean all horizontal surfaces, ledges, and moldings.
3. Spot clean walls, interior windows, and doors to remove marks, stains, and fingerprints.
4. Clean and polish bright metal entrance door handles, interior door, and window frames.
5. Spray and wipe metal seats.
6. Dust and damp mop floor.
7. Clean window glass interior.
8. Clean and disinfect toilets, basins, sinks and ceramic tile. Clean and polish mirrors, dispensers, bright metal in rest rooms and refill soap and toilet tissue dispensers.
9. Pick up debris around exterior of building and empty trash receptacles and cigarette containers.

#### **Tasks to be Accomplished Semi-Annually**

Items included in this class are to be semi-annually during the last week in April and October of each year, unless otherwise stated in the Facility Checklist (Exhibit E-1). The Village may request these tasks be performed outside of these months but shall not request these services more than twice in any given 12-month period.

1. Dust vents and suspended light fixtures.
2. Strip and reseal the floor.



3. Sanitize waste receptacles.
4. Pull floor mats at door thresholds and vacuum.
5. Clean windows exterior and interior at both the warming station and the main depot.

#### **E. FIRE STATION #1**

##### **Tasks to be Accomplished Semi-Monthly**

Items included in this class are to be completed twice per month on the first and third Friday of each month between the hours of 5:00 p.m. and 10:00 a.m., unless otherwise stated in the Facility Checklist (Exhibit E-1). The basement meeting and training rooms, basement hallway, and basement bathrooms shall be the areas that are be considered for the purpose of this contract.

##### **General Housekeeping**

1. Gather all waste paper, insert liners, and remove waste to proper disposal area.
2. Detail vacuum all open carpeted areas.
3. Wipe down tables and chairs.
4. Remove all cobwebs.
5. Clean and sanitize all telephones.
6. Spot clean fingerprints, sills, light switches, kick and push plates.
7. Vacuum all upholstered chairs.
8. Clean and wipe down coffee station, counter, sink.
9. Clean coffee pots.

##### **Basement Hallway**

1. Sweep and spot mop all tiled floors.
2. Spot clean fingerprints, sills, light switches, kick and push plates.
3. Remove all cobwebs.
4. Clean and sanitize drinking fountain.

##### **Kitchens, Washrooms, Locker Rooms**

1. Clean and sanitize all porcelain fixtures.
2. Clean and polish all chrome faucet and fixtures.
3. Damp clean and sanitize both side of the toilet seats.
4. Damp clean all mirrors.
5. Damp clean all trash can lids.
6. Refill all soap, towel, and tissue dispensers.
7. Sweep and damp mop all tile floors with disinfectant.
8. Dust tops of all partitions.
9. Spot clean all partitions.
10. Wash all partitions both sides.

#### **F. MISCELLANEOUS AND OTHER SPECIAL PROVISIONS**

##### **Police Detention Cells, Special Access Rooms, and Atrium**

1. All cells and special access rooms will be completely cleaned as needed and available. All fixtures, floors, walls, and ceilings will be cleaned one at a time, on a room-by-room basis. The on-duty Watch Commander will provide information as to which cells and rooms need cleaning and will provide access to the area. A record must be kept when rooms or cells are not available to be cleaned and forwarded to the Public Works Department on a weekly basis.
2. Exemption – Due to the specialized equipment necessary to access portions of the Police Department atrium, this area shall be exempt from the requirements of the contract above hand height. All flooring and horizontal surface standards are applicable.

##### **Village Hall Upper Level**

##### **Tasks to be Accomplished Monthly**

Due to lack of occupancy, the offices area located behind the glass partition are to be cleaned monthly.

1. Gather all wastepaper, insert liners, and remove waste to proper disposal area. Nothing shall be removed from desks and/or tables unless specifically marked to be thrown out.
2. Dust exposed area of desks, tables, counter tops, file cabinets, bookcases, and shelves.
3. Remove all cobwebs.
4. Spray and wipe clean of fingerprints and beverage rings, working area of desks, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.
5. Clean and sanitize drinking fountains.
6. Clean and sanitize kitchen counters, sinks, appliances, cafeteria tables, and dust seats and backs of chairs.
7. Completely clean all glass doors and side lights. This includes the interior and exterior side of entryway doors, glass doors, and partitions. This does NOT include windows.

#### **G. PERSONNEL**

All employees must be employed directly by the contractor. All contractor employees will display Village approved photo identification badges while working on Village premises. No employees will be allowed access to any area without displaying the required identification badge. Employees shall always wear uniforms with a company identification patch while working on Village premises.

Specific employees shall be designated for assignment to the Police Department under the terms of this contract. Only the individuals specified shall be authorized to enter the facility. Should the contractor require additions or deletions to this list, the Police Department must be notified so that proper background investigations can be completed prior to authorization.

All employees assigned by the contractor shall be fully capable, experienced, and trained in the work employed to perform. They shall be able to perform the essential functions of the job.

Prior to commencing work, the contractor shall submit to the Village the names, home addresses, date of birth, social security numbers, and driver's license numbers of all employees engaging in work under this contract or having access to the buildings in an inspecting or supervising capacity, as to submit to a background investigation by the Police Department at the contractor's expense. No employee, at any time during the contract period, shall commence work until the above information has been submitted to the Village and the appropriate background investigations have been conducted. The contractor shall provide to the Village written authorization from prospective employees under this contract to perform the security clearances required in this contract.

The Village shall have and exercise full and complete control over granting, denying, withholding, or terminating security clearance for contractor's employees. Employees whom the Village deems careless, discourteous, or otherwise objectionable or who cannot meet standards required for security or other reasons except sex, race, and creed or otherwise prohibited by law will be prohibited from entering the buildings to perform work.

#### **H. SECURITY AND ACCESS**

The contractor will be working in several areas which are under secured access and other areas which will be generally opened to the public during reasonable hours for meetings and other uses. All secured areas shall be maintained in a secured condition and these areas shall be locked immediately upon completing the required work. Access to the public meeting areas of Village facilities will be secured upon completion of the public use. Schedules of all meetings and uses will be provided to the contractor on a weekly basis. All areas shall be secured when the contractor has completed daily operations.

Keys or access cards for all facilities will be furnished to the contractor daily to allow access to the various areas to be maintained. The access will be issued from the Police Department dispatch and shall be returned at

the completion of each working shift. At no time shall any key or card be removed from Village premises unless authorized by the Director of Public Works and Engineering and/or Police Department.

**I. ALTERNATE BID #1**

Daily cleanings (tasks to be accomplished daily) at the Public Works and Engineering Complex will be completed five days per week, Monday through Friday, in accordance with the bid specifications outlined in Section A and the Facility Checklist (Exhibit E-1).

**Facility: Mundelein Village Hall, 300 Plaza Circle**  
**Estimated Square Footage: 31,000**

| <b>All contracted Areas</b>                                          | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Empty all trash cans and replace liners                              | x                  |               |                |                  |                      |
| Clean and sanitize all water fountains                               | x                  |               |                |                  |                      |
| Spot clean fingerprints, sills, light switches, kick and push plates |                    | x             |                |                  |                      |

| <b>Meeting and Training Rooms</b>                                                                              | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area.                               | x                  |               |                |                  |                      |
| Detail vacuum all open carpeted areas                                                                          | x                  |               |                |                  |                      |
| Sweep and damp mop all tiled floors                                                                            | x                  |               |                |                  |                      |
| Spot clean all entryway glass and glass doors, both sides                                                      | x                  |               |                |                  |                      |
| Dust all exposed areas of office furniture, to include desks, bookcases, tables, credenzas and filing cabinets | x                  |               |                |                  |                      |
| Damp wipe all office furniture, to include bookcases, credenzas and filing cabinets                            | x                  |               |                |                  |                      |
| Dust all telephones                                                                                            | x                  |               |                |                  |                      |
| Remove all cobwebs                                                                                             | x                  |               |                |                  |                      |
| Vacuum floor mats                                                                                              | x                  |               |                |                  |                      |
| Clean and sanitize all telephones                                                                              |                    | x             |                |                  |                      |
| Vacuum under all desks                                                                                         |                    | x             |                |                  |                      |
| Vacuum all upholstered chairs                                                                                  |                    |               | x              |                  |                      |

| <b>General Office Areas</b>                                                                   | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-----------------------------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Vacuum all open carpeted areas with special attention to the traffic areas                    | x                  |               |                |                  |                      |
| Sweep and spot mop all tiled floors                                                           | x                  |               |                |                  |                      |
| Spot clean partitions                                                                         | x                  |               |                |                  |                      |
| Detailed vacuum all open carpeted areas with special attention to corners and along the walls |                    | x             |                |                  |                      |
| Dust all window sills                                                                         |                    | x             |                |                  |                      |
| Dust all office furniture to include bookcase, credenzas and filing cabinets                  |                    | x             |                |                  |                      |
| Damp wipe all desks when cleared of papers                                                    |                    | x             |                |                  |                      |

|                                                                |  |   |  |   |  |
|----------------------------------------------------------------|--|---|--|---|--|
| Remove all cobwebs                                             |  | x |  |   |  |
| Dust all tops of office partitions                             |  | x |  |   |  |
| Clean and sanitize all telephones                              |  | x |  |   |  |
| Vacuum under all desks                                         |  | x |  |   |  |
| Dust all Venetian blinds                                       |  | x |  |   |  |
| Vacuum dust all blinds, upholstered chairs, and light fixtures |  |   |  | x |  |

| <b>Break Rooms</b>                                                                 | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|------------------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Gather all waste cans and insert liners, and remove waste to proper disposal area. | x                  |               |                |                  |                      |
| Sweep and damp mop all tiled floors with disinfectant                              | x                  |               |                |                  |                      |
| Damp clean and sanitize table tops                                                 | x                  |               |                |                  |                      |
| Dust all telephones                                                                | x                  |               |                |                  |                      |
| Remove all cobwebs                                                                 | x                  |               |                |                  |                      |
| Vacuum floor mats                                                                  | x                  |               |                |                  |                      |
| Clean and sanitize all telephones                                                  |                    | x             |                |                  |                      |
| Scour sinks and plumbing fixtures                                                  |                    | x             |                |                  |                      |
| Clean microwaves inside and out                                                    | x                  |               |                |                  |                      |
| Clean and sanitize all countertops                                                 | x                  |               |                |                  |                      |
| Spot clean all chairs                                                              | x                  |               |                |                  |                      |
| Damp wipe all trash receptacle lids                                                | x                  |               |                |                  |                      |
| Damp wipe toaster oven, dishwashers, and refrigerators                             | x                  |               |                |                  |                      |
| Clean coffee station                                                               | x                  |               |                |                  |                      |
| Dust wall-mounted television                                                       | x                  |               |                |                  |                      |
| Dust and wipe clean all cabinet doors and tops                                     |                    |               | x              |                  |                      |

| <b>Mud Room</b>                                       | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Sweep and damp mop all tiled floors with disinfectant | x                  |               |                |                  |                      |
| Spot clean entryway door                              | x                  |               |                |                  |                      |
| Vacuum floor mats                                     | x                  |               |                |                  |                      |
| Scour sink and plumbing fixtures                      |                    | x             |                |                  |                      |

| <b>Village Board Room</b>                                                        | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area. | x                  |               |                |                  |                      |
| Detail vacuum all open carpeted areas                                            | x                  |               |                |                  |                      |

|                                                                                              |   |   |   |  |  |
|----------------------------------------------------------------------------------------------|---|---|---|--|--|
| Wipe clean all glass partitions and windows                                                  | x |   |   |  |  |
| Dust all exposed areas of office furniture, to include tables, dais, chairs, and countertops | x |   |   |  |  |
| Damp wipe all office furniture, to include tables, dais, chairs, and countertops             |   | x |   |  |  |
| Remove all cobwebs                                                                           | x |   |   |  |  |
| Clean and sanitize all telephones                                                            |   | x |   |  |  |
| Vacuum under Village Board Dais                                                              |   | x |   |  |  |
| Vacuum all upholstered chairs                                                                |   |   | x |  |  |
| Dust wall-mounted television                                                                 | x |   |   |  |  |
| Polish wood trim along walls                                                                 |   | x |   |  |  |
| Clean window treatments                                                                      |   |   | x |  |  |

| <b>General Hallway and Common Areas</b>                                    | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Vacuum all open carpeted areas with special attention to the traffic areas | x                  |               |                |                  |                      |
| Sweep and damp mop all tiled floors                                        | x                  |               |                |                  |                      |
| Damp wipe reception area main countertop                                   | x                  |               |                |                  |                      |
| Remove all cobwebs                                                         |                    | x             |                |                  |                      |
| Dust all tops of office partitions                                         |                    | x             |                |                  |                      |
| Clean all glass partitions, windows, and doors                             | x                  |               |                |                  |                      |
| Spot clean wood trim on walls                                              | x                  |               |                |                  |                      |
| Polish wood trim on walls                                                  |                    |               | x              |                  |                      |
| Dust and vacuum overhead light fixtures in common area                     |                    |               | x              |                  |                      |
| Wipe down all AED and fire extinguisher cabinets                           | x                  |               |                |                  |                      |
| Vacuum all floor mats                                                      | x                  |               |                |                  |                      |

| <b>Washrooms</b>                                         | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Clean and sanitize all porcelain fixtures                | x                  |               |                |                  |                      |
| Clean and polish all chrome faucets and fixtures         | x                  |               |                |                  |                      |
| Damp clean and sanitize both side of the toilet seats    | x                  |               |                |                  |                      |
| Damp clean all mirrors                                   | x                  |               |                |                  |                      |
| Damp clean all trash can lids                            | x                  |               |                |                  |                      |
| Refill all soap, towel and tissue dispensers             | x                  |               |                |                  |                      |
| Wash and disinfect walls adjacent to urinals and toilets | x                  |               |                |                  |                      |
| Sweep and damp mop all tile floors with disinfectant     | x                  |               |                |                  |                      |
| Dust tops of all partitions                              | x                  |               |                |                  |                      |



|                                       |   |   |  |  |  |
|---------------------------------------|---|---|--|--|--|
| Remove fingerprints from all surfaces | x |   |  |  |  |
| Wash all partitions both sides        |   | x |  |  |  |

| <b>Stairwells and Elevators</b>             | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|---------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Sweep and spot mop tiled stairwells         | x                  |               |                |                  |                      |
| Clean glass partition on stairwell          | x                  |               |                |                  |                      |
| Dust and spot clean handrails               | x                  |               |                |                  |                      |
| Spot Clean elevator doors and walls         | x                  |               |                |                  |                      |
| Clean and polish elevator doors and frames  |                    |               | x              |                  |                      |
| Vacuum door track and threshold in elevator | x                  |               |                |                  |                      |
| Sweep and mop tiled elevator floors         | x                  |               |                |                  |                      |

| <b>Special Services</b>                 | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-----------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Carpet Shampoo, including floor mats    |                    |               |                |                  | x                    |
| Scrub and clean all baseboards          |                    |               |                |                  | x                    |
| Scrub and clean all ceramic tile floors |                    |               |                |                  | x                    |
| Strip & Wax vinyl tile floors           |                    |               |                |                  | x                    |
| Interior/Exterior window cleaning       |                    |               |                |                  | x                    |
| Dust all vents                          |                    |               |                | x                |                      |

| <b>Exterior Areas/Entryways</b>                                         | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Empty all trash cans and replace liners                                 | x                  |               |                |                  |                      |
| Pick up debris and sweep exterior walks, steps, landings, and entryways | x                  |               |                |                  |                      |

| <b>Upstairs Office Area ONLY (located behind glass partitions)</b>                                             | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area.                               |                    |               | x              |                  |                      |
| Detail vacuum all open carpeted areas                                                                          |                    |               | x              |                  |                      |
| Sweep and damp mop all tiled floors                                                                            |                    |               | x              |                  |                      |
| Spot clean all entryway glass and glass doors, both sides                                                      |                    |               | x              |                  |                      |
| Dust all exposed areas of office furniture, to include desks, bookcases, tables, credenzas and filing cabinets |                    |               | x              |                  |                      |
| Damp wipe all office furniture, to include bookcases, credenzas and filing cabinets                            |                    |               | x              |                  |                      |

|                                   |  |  |   |  |  |
|-----------------------------------|--|--|---|--|--|
| Dust all telephones               |  |  | x |  |  |
| Remove all cobwebs                |  |  | x |  |  |
| Vacuum floor mats                 |  |  | x |  |  |
| Clean and sanitize all telephones |  |  | x |  |  |
| Vacuum under all desks            |  |  | x |  |  |
| Vacuum all upholstered chairs     |  |  | x |  |  |

**Facility: Mundelein Fire Station 1, 1000 N. Midlothian Road**  
**Estimated Square Footage: 2,000**

| <b>Meeting and Training Rooms - Basement Only</b>                                | <b>Semi-Monthly</b> |
|----------------------------------------------------------------------------------|---------------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area. | x                   |
| Detail vacuum all open carpeted areas                                            | x                   |
| Wipe down tables and chairs                                                      | x                   |
| Remove all cobwebs                                                               | x                   |
| Clean and sanitize all telephones                                                | x                   |
| Spot clean fingerprints, sills, light switches, kick and push plates             | x                   |
| Vacuum all upholstered chairs                                                    | x                   |
| Clean and wipe down coffee station, counter, sink                                | x                   |
| Clean coffee pots                                                                | x                   |

| <b>Basement Hallway</b>                                              | <b>Semi-Monthly</b> |
|----------------------------------------------------------------------|---------------------|
| Sweep and spot mop all tiled floors                                  | x                   |
| Spot clean fingerprints, sills, light switches, kick and push plates | x                   |
| Remove all cobwebs                                                   | x                   |
| Clean and sanitize drinking fountain                                 | x                   |

| <b>Washrooms – Basement Only</b>                      | <b>Semi-Monthly</b> |
|-------------------------------------------------------|---------------------|
| Clean and sanitize all porcelain fixtures             | x                   |
| Clean and polish all chrome faucets and fixtures      | x                   |
| Damp clean and sanitize both side of the toilet seats | x                   |
| Damp clean all mirrors                                | x                   |
| Damp clean all trash can lids                         | x                   |
| Refill all soap, towel and tissue dispensers          | x                   |
| Sweep and damp mop all tile floors with disinfectant  | x                   |
| Dust tops of all partitions                           | x                   |
| Spot clean all partitions                             | x                   |
| Wash all partitions both sides                        | x                   |

**Facility: Mundelein Metra Train Station, 205 N. Archer Avenue**  
**Estimated Square Footage: 900**

| <b>Lobby Area</b>                                                                     | <b>Daily (M-F)</b> | <b>Semi-annually</b> |
|---------------------------------------------------------------------------------------|--------------------|----------------------|
| Sweep and damp mop floor throughout                                                   | x                  |                      |
| Spot clean all interior entryway glass, glass doors, and glass windows                | x                  |                      |
| Spot clean doors and walls to remove marks, stains, and fingerprints                  | x                  |                      |
| Dust all horizontal surfaces, ledges, and moldings                                    | x                  |                      |
| Clean and polish bright metal entrance door handles, interior door and window frames. | x                  |                      |
| Remove all cobwebs                                                                    | x                  |                      |
| Spray and wipe all metal seats                                                        | x                  |                      |
| Pick up debris around exterior of building                                            | x                  |                      |
| Empty interior receptacles, exterior receptacles and cigarette containers             | x                  |                      |
| Dust all vents and light fixtures                                                     |                    | x                    |
| Power scrub tile floors                                                               |                    | x                    |
| Sanitize waste receptacles                                                            |                    | x                    |
| Pull walkoff mat systems and vacuum mat trays                                         |                    | x                    |
| Clean exterior windows for warming station and depot                                  |                    | x                    |

| <b>Washrooms</b>                                      | <b>Daily (M-F)</b> | <b>Semi-annually</b> |
|-------------------------------------------------------|--------------------|----------------------|
| Clean and sanitize all porcelain fixtures             | x                  |                      |
| Clean and polish all chrome faucets and fixtures      | x                  |                      |
| Damp clean and sanitize both side of the toilet seats | x                  |                      |
| Damp clean all mirrors                                | x                  |                      |
| Damp clean all trash can lids                         | x                  |                      |
| Refill all soap, towel and tissue dispensers          | x                  |                      |
| Sweep and damp mop all tile floors with disinfectant  | x                  |                      |

**Facility: Mundelein Public Works & Engineering, 801 Allanson Road**  
**Estimated Square Footage: 11,000**

| <b>Lobby and Office Areas</b>                                                                                  | <b>Daily<br/>(M, W, F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------------------------------------------|----------------------------|---------------|----------------|------------------|----------------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area.                               | x                          |               |                |                  |                      |
| Detail vacuum all open carpeted areas                                                                          | x                          |               |                |                  |                      |
| Sweep and damp mop all tiled floors                                                                            | x                          |               |                |                  |                      |
| Spot clean all entryway glass and glass doors                                                                  | x                          |               |                |                  |                      |
| Vacuum under all desks                                                                                         |                            | x             |                |                  |                      |
| Dust all window sills                                                                                          |                            | x             |                |                  |                      |
| Vacuum all open carpeted areas with special attention to the traffic areas                                     | x                          |               |                |                  |                      |
| Detailed vacuum all open carpeted areas with special attention to corners and along the walls, and under desks |                            | x             |                |                  |                      |
| Dust all office furniture to include bookcase, credenzas and filing cabinets                                   |                            | x             |                |                  |                      |
| Damp wipe all office furniture, to include desk, bookcases, credenzas and filing cabinets                      |                            | x             |                |                  |                      |
| Remove all cobwebs                                                                                             |                            | x             |                |                  |                      |
| Clean and sanitize all telephones                                                                              |                            | x             |                |                  |                      |
| Vacuum dust all blinds, upholstered chairs, and light fixtures                                                 |                            |               |                | x                |                      |

| <b>Lunchroom and Eating Areas</b>                     | <b>Daily<br/>(M, W, F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-------------------------------------------------------|----------------------------|---------------|----------------|------------------|----------------------|
| Clean all microwaves inside and out                   | x                          |               |                |                  |                      |
| Clean and sanitize all counter and table tops         | x                          |               |                |                  |                      |
| Clean and sanitize all chrome basins and fittings     | x                          |               |                |                  |                      |
| Spot clean all chairs                                 | x                          |               |                |                  |                      |
| Scour all sinks                                       | x                          |               |                |                  |                      |
| Sweep and damp mop all tiled floors with disinfectant | x                          |               |                |                  |                      |
| Damp wipe exterior side of refrigerator               | x                          |               |                |                  |                      |

| <b>Washrooms/Locker Rooms</b>                    | <b>Daily<br/>(M, W, F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|--------------------------------------------------|----------------------------|---------------|----------------|------------------|----------------------|
| Clean and sanitize all porcelain fixtures        | x                          |               |                |                  |                      |
| Clean and polish all chrome faucets and fixtures | x                          |               |                |                  |                      |

|                                                       |   |  |   |  |  |
|-------------------------------------------------------|---|--|---|--|--|
| Damp clean and sanitize both side of the toilet seats | x |  |   |  |  |
| Damp clean all mirrors                                | x |  |   |  |  |
| Refill all soap, towel and tissue dispensers          | x |  |   |  |  |
| Sweep and damp mop all tile floors with disinfectant  | x |  |   |  |  |
| Dust tops of lockers                                  |   |  | x |  |  |
| Scrub Clean all Shower Stalls and Shower Curtains     |   |  | x |  |  |

| <b>All contracted Areas</b>                                                       | <b>Daily<br/>(M, W, F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-----------------------------------------------------------------------------------|----------------------------|---------------|----------------|------------------|----------------------|
| Empty all trash cans and replace liners                                           | x                          |               |                |                  |                      |
| Pick up debris and sweep exterior walks, steps, landings, and entryways           | x                          |               |                |                  |                      |
| Clean and sanitize all water fountains                                            | x                          |               |                |                  |                      |
| Spot clean fingerprints, sills, light switches, kick and push plates              |                            | x             |                |                  |                      |
| Dust high, horizontal including tops desk cabinets and transom windows in offices |                            |               |                | x                |                      |
| Dust all vents                                                                    |                            |               | x              |                  |                      |

| <b>Special Services</b>                                               | <b>Daily<br/>(M, W, F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-----------------------------------------------------------------------|----------------------------|---------------|----------------|------------------|----------------------|
| Carpet Shampoo                                                        |                            |               |                |                  | x                    |
| Clean exterior and interior of windows; remove screens when necessary |                            |               |                |                  | x                    |
| Scrub and clean all baseboards                                        |                            |               |                |                  | x                    |
| Scrub and clean ceramic tile                                          |                            |               |                |                  | x                    |



**Facility: Mundelein Police Department, 221 N. Lake Street**  
**Estimated Square Footage: 42,000**

| <b>Meeting and Training Rooms</b>                                                                              | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------------------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area.                               | x                    |               |                |                  |                      |
| Detail vacuum all open carpeted areas                                                                          | x                    |               |                |                  |                      |
| Sweep and damp mop all tiled floors                                                                            | x                    |               |                |                  |                      |
| Spot clean all entryway glass and glass doors                                                                  | x                    |               |                |                  |                      |
| Dust all exposed areas of office furniture, to include desks, bookcases, tables, credenzas and filing cabinets | x                    |               |                |                  |                      |
| Damp wipe all office furniture, to include bookcases, credenzas and filing cabinets                            | x                    |               |                |                  |                      |
| Dust all telephones                                                                                            | x                    |               |                |                  |                      |
| Remove all cobwebs                                                                                             | x                    |               |                |                  |                      |
| Vacuum floor mats                                                                                              | x                    |               |                |                  |                      |
| Clean and sanitize all telephones                                                                              |                      | x             |                |                  |                      |
| Vacuum under all desks                                                                                         |                      | x             |                |                  |                      |
| Spot clean fingerprints, sills, light switches, kick and push plates                                           |                      | x             |                |                  |                      |
| Vacuum all upholstered chairs                                                                                  |                      |               | x              |                  |                      |

| <b>General Hallway and Common Areas</b>                                    | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Vacuum all open carpeted areas with special attention to the traffic areas | x                    |               |                |                  |                      |
| Sweep and spot mop all tiled floors                                        | x                    |               |                |                  |                      |
| Spot clean fingerprints, sills, light switches, kick and push plates       |                      | x             |                |                  |                      |
| Remove all cobwebs                                                         |                      | x             |                |                  |                      |
| Dust all tops of office partitions                                         |                      | x             |                |                  |                      |
| Dust all display cases and clean glass doors on cases                      |                      |               | x              |                  |                      |

| <b>Washrooms and Locker Rooms</b>                     | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-------------------------------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Clean and sanitize all porcelain fixtures             | x                    |               |                |                  |                      |
| Clean and polish all chrome faucets and fixtures      | x                    |               |                |                  |                      |
| Damp clean and sanitize both side of the toilet seats | x                    |               |                |                  |                      |

|                                                      |   |   |  |  |  |
|------------------------------------------------------|---|---|--|--|--|
| Damp clean all mirrors                               | x |   |  |  |  |
| Damp clean all trash can lids                        | x |   |  |  |  |
| Refill all soap, towel and tissue dispensers         | x |   |  |  |  |
| Sweep and damp mop all tile floors with disinfectant | x |   |  |  |  |
| Dust tops of all partitions                          | x |   |  |  |  |
| Spot clean all partitions                            |   | x |  |  |  |
| Wash all partitions both sides                       |   | x |  |  |  |
| Scrub Clean all shower stalls and shower curtains    |   | x |  |  |  |
| Dust tops of all lockers                             |   | x |  |  |  |

| <b>Stairwells and Elevators</b>          | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|------------------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Sweep and spot mop tiled stairwells      | x                    |               |                |                  |                      |
| Vacuum all floor mats                    | x                    |               |                |                  |                      |
| Mop tiled stairwells                     | x                    |               |                |                  |                      |
| Dust and spot clean handrails            | x                    |               |                |                  |                      |
| Spot Clean elevator doors and walls      | x                    |               |                |                  |                      |
| Vacuum carpet and door track in elevator | x                    |               |                |                  |                      |
| Sweep and mop tiled elevator floors      | x                    |               |                |                  |                      |

| <b>All contracted Areas</b>                                          | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|----------------------------------------------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Empty all trash cans and replace liners                              | x                    |               |                |                  |                      |
| Dust all vents                                                       |                      | x             |                |                  |                      |
| Empty and damp wipe all ashtrays                                     | x                    |               |                |                  |                      |
| Clean and sanitize all water fountains                               | x                    |               |                |                  |                      |
| Spot clean fingerprints, sills, light switches, kick and push plates |                      | x             |                |                  |                      |

| <b>Exterior Areas/Entryways</b>                                         | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-------------------------------------------------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Empty all trash cans and replace liners                                 | x                    |               |                |                  |                      |
| Pick up debris and sweep exterior walks, steps, landings, and entryways | x                    |               |                |                  |                      |

| <b>Special Services</b>        | <b>7 Days a Week</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|--------------------------------|----------------------|---------------|----------------|------------------|----------------------|
| Carpet Shampoo                 |                      |               |                |                  | x                    |
| Scrub and clean all baseboards |                      |               |                |                  | x                    |
| Strip & Wax vinyl tile floors  |                      |               |                |                  | x                    |

## ALTERNATE BID #1

Facility: Public Works & Engineering, 801 Allanson Road

Estimated Square Footage: 11,000

| Lobby and Office Areas                                                                                         | Daily (M-F) | Weekly | Monthly | Quarterly | Semi-annually |
|----------------------------------------------------------------------------------------------------------------|-------------|--------|---------|-----------|---------------|
| Gather all waste paper, insert liners, and remove waste to proper disposal area.                               | x           |        |         |           |               |
| Detail vacuum all open carpeted areas                                                                          | x           |        |         |           |               |
| Sweep and damp mop all tiled floors                                                                            | x           |        |         |           |               |
| Spot clean all entryway glass and glass doors                                                                  | x           |        |         |           |               |
| Vacuum under all desks                                                                                         |             | x      |         |           |               |
| Dust all window sills                                                                                          |             | x      |         |           |               |
| Vacuum all open carpeted areas with special attention to the traffic areas                                     | x           |        |         |           |               |
| Detailed vacuum all open carpeted areas with special attention to corners and along the walls, and under desks |             | x      |         |           |               |
| Dust all office furniture to include bookcase, credenzas and filing cabinets                                   |             | x      |         |           |               |
| Damp wipe all office furniture, to include desk, bookcases, credenzas and filing cabinets                      |             | x      |         |           |               |
| Remove all cobwebs                                                                                             |             | x      |         |           |               |
| Clean and sanitize all telephones                                                                              |             | x      |         |           |               |
| Vacuum dust all blinds, upholstered chairs, and light fixtures                                                 |             |        |         | x         |               |

| Lunchroom and Eating Areas                            | Daily (M-F) | Weekly | Monthly | Quarterly | Semi-annually |
|-------------------------------------------------------|-------------|--------|---------|-----------|---------------|
| Clean all microwaves inside and out                   | x           |        |         |           |               |
| Clean and sanitize all counter and table tops         | x           |        |         |           |               |
| Clean and sanitize all chrome basins and fittings     | x           |        |         |           |               |
| Spot clean all chairs                                 | x           |        |         |           |               |
| Scour all sinks                                       | x           |        |         |           |               |
| Sweep and damp mop all tiled floors with disinfectant | x           |        |         |           |               |
| Damp wipe exterior side of refrigerator               | x           |        |         |           |               |

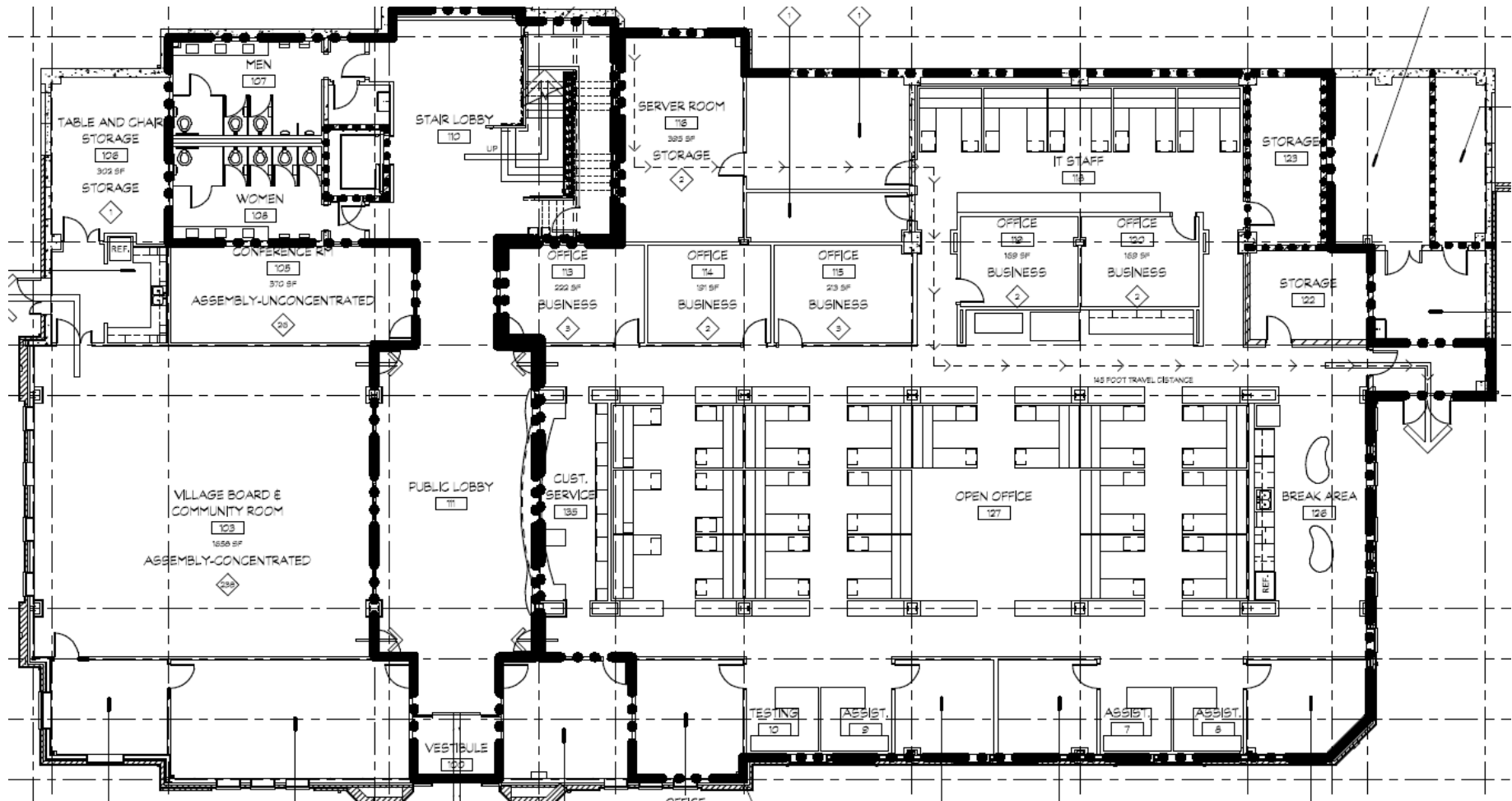
| Washrooms/Locker Rooms                           | Daily (M-F) | Weekly | Monthly | Quarterly | Semi-annually |
|--------------------------------------------------|-------------|--------|---------|-----------|---------------|
| Clean and sanitize all porcelain fixtures        | x           |        |         |           |               |
| Clean and polish all chrome faucets and fixtures | x           |        |         |           |               |

|                                                       |   |  |   |  |  |
|-------------------------------------------------------|---|--|---|--|--|
| Damp clean and sanitize both side of the toilet seats | x |  |   |  |  |
| Damp clean all mirrors                                | x |  |   |  |  |
| Refill all soap, towel and tissue dispensers          | x |  |   |  |  |
| Sweep and damp mop all tile floors with disinfectant  | x |  |   |  |  |
| Dust tops of lockers                                  |   |  | x |  |  |
| Scrub Clean all Shower Stalls and Shower Curtains     |   |  | x |  |  |

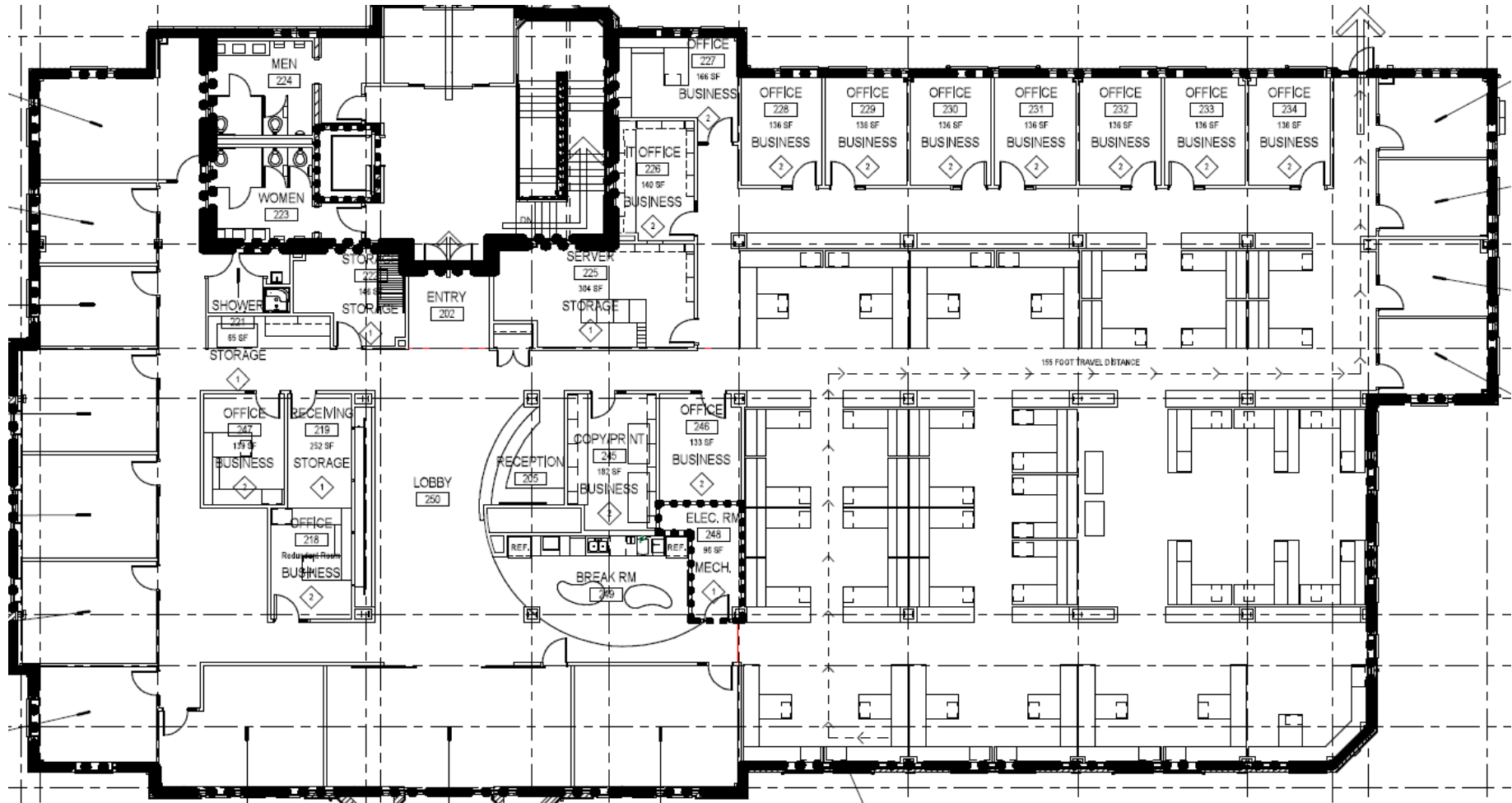
| <b>All contracted Areas</b>                                                       | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-----------------------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Empty all trash cans and replace liners                                           | x                  |               |                |                  |                      |
| Pick up debris and sweep exterior walks, steps, landings, and entryways           | x                  |               |                |                  |                      |
| Clean and sanitize all water fountains                                            | x                  |               |                |                  |                      |
| Spot clean fingerprints, sills, light switches, kick and push plates              |                    | x             |                |                  |                      |
| Dust high, horizontal including tops desk cabinets and transom windows in offices |                    |               |                | x                |                      |
| Dust all vents                                                                    |                    |               | x              |                  |                      |

| <b>Special Services</b>                                               | <b>Daily (M-F)</b> | <b>Weekly</b> | <b>Monthly</b> | <b>Quarterly</b> | <b>Semi-annually</b> |
|-----------------------------------------------------------------------|--------------------|---------------|----------------|------------------|----------------------|
| Carpet Shampoo                                                        |                    |               |                |                  | x                    |
| Clean exterior and interior of windows; remove screens when necessary |                    |               |                |                  | x                    |
| Scrub and clean all baseboards                                        |                    |               |                |                  | x                    |
| Scrub and clean ceramic tile                                          |                    |               |                |                  | x                    |

Mundelein Village Hall, 300 Plaza Circle  
First Floor



Mundelein Village Hall, 300 Plaza Circle  
Second Floor

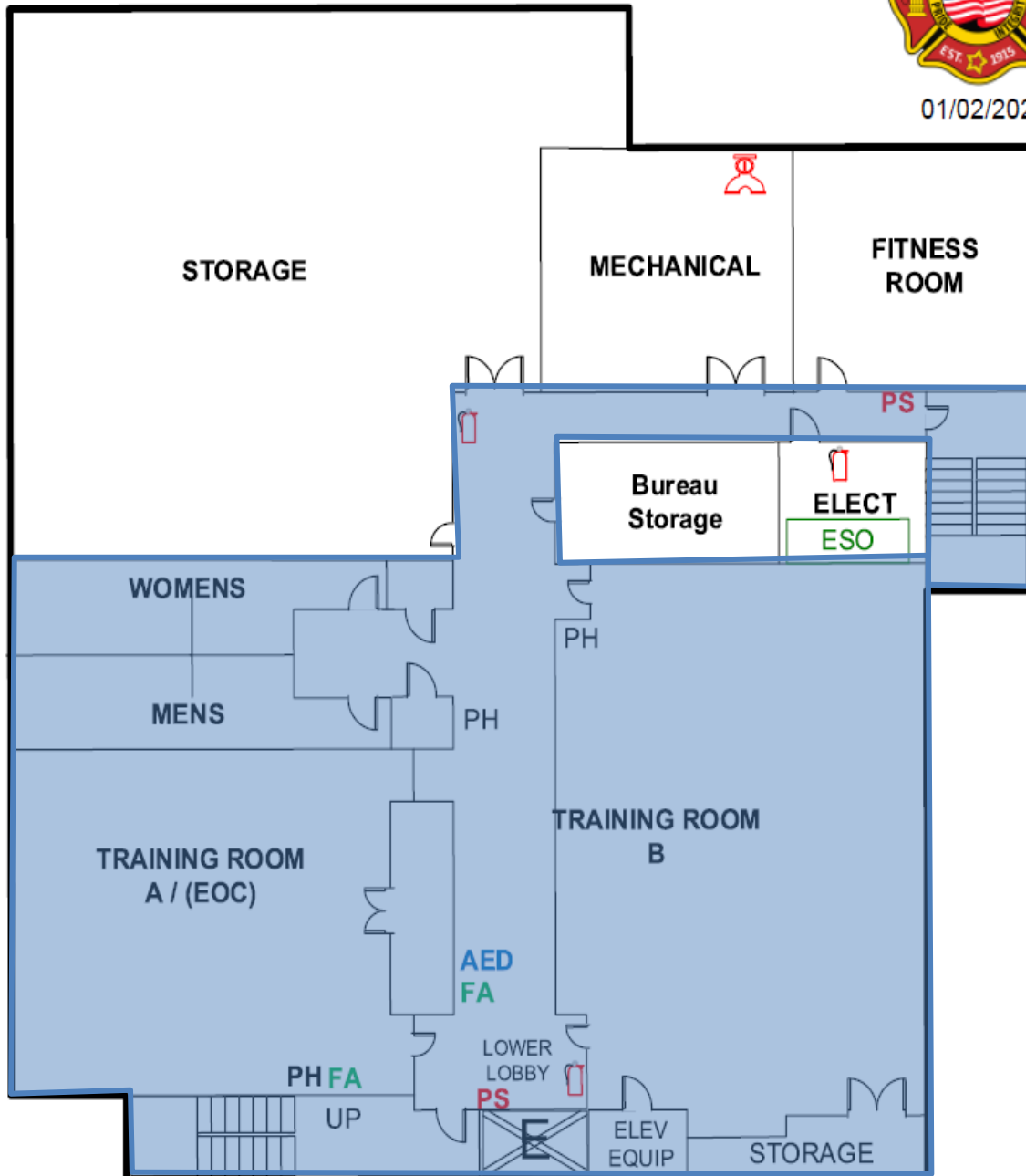


Mundelein Fire Station 1, 1000 N. Midlothian Road  
Basement

## MUNDELEIN FIRE DEPARTMENT STATION 1 BASEMENT



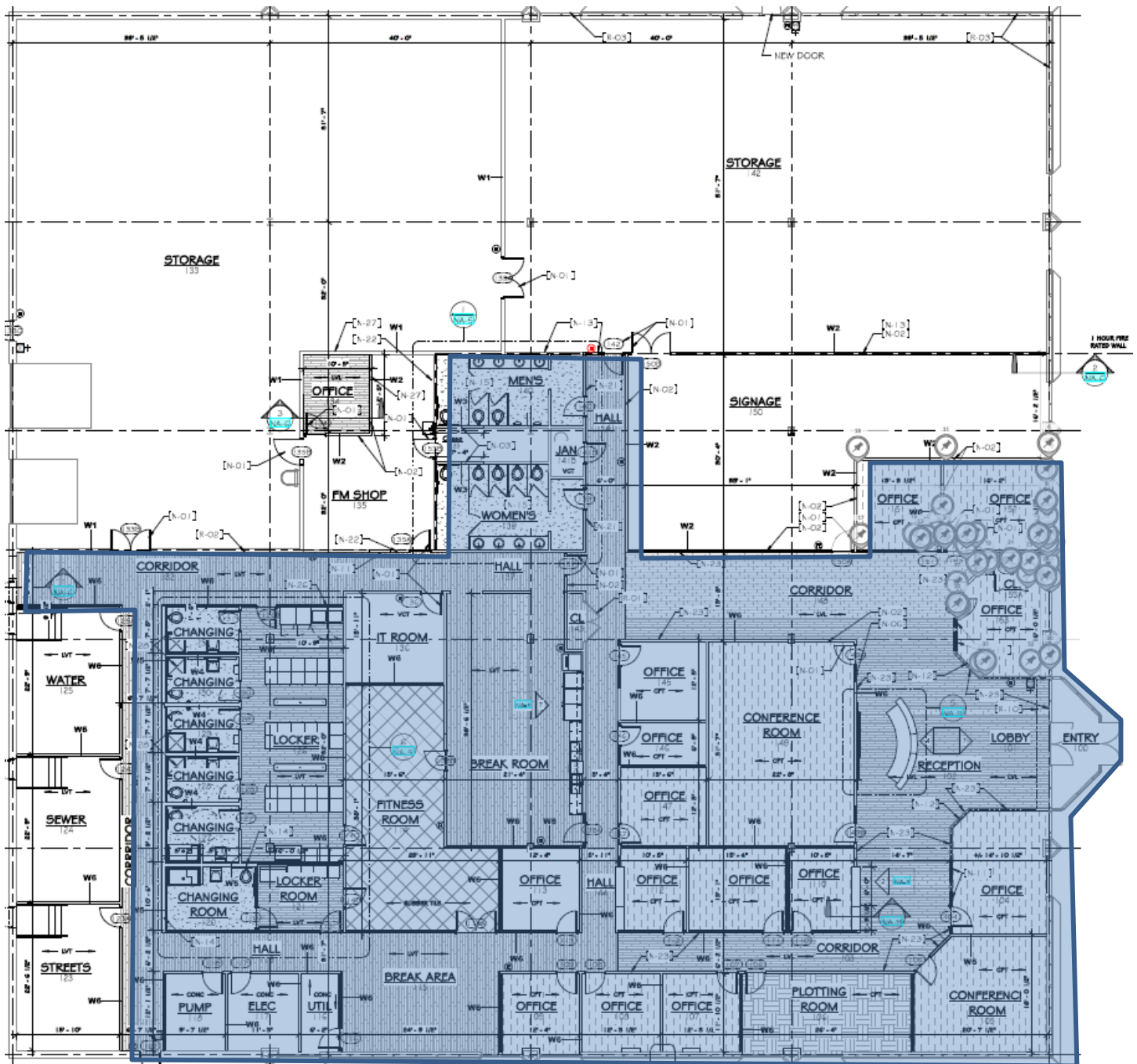
01/02/2020



  Areas to be serviced

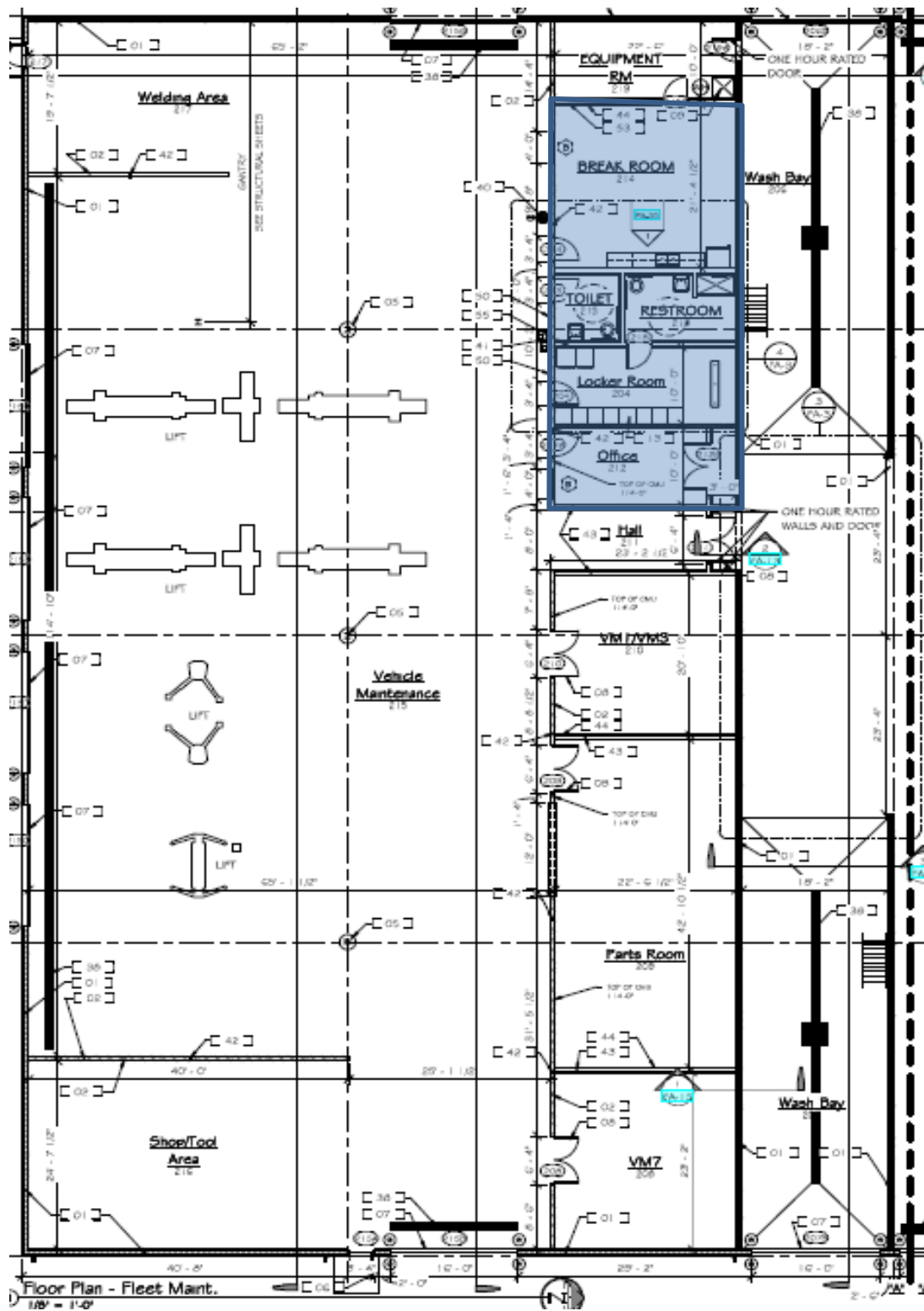


Mundelein Public Works and Engineering, 801 Allanson Road  
Front Office

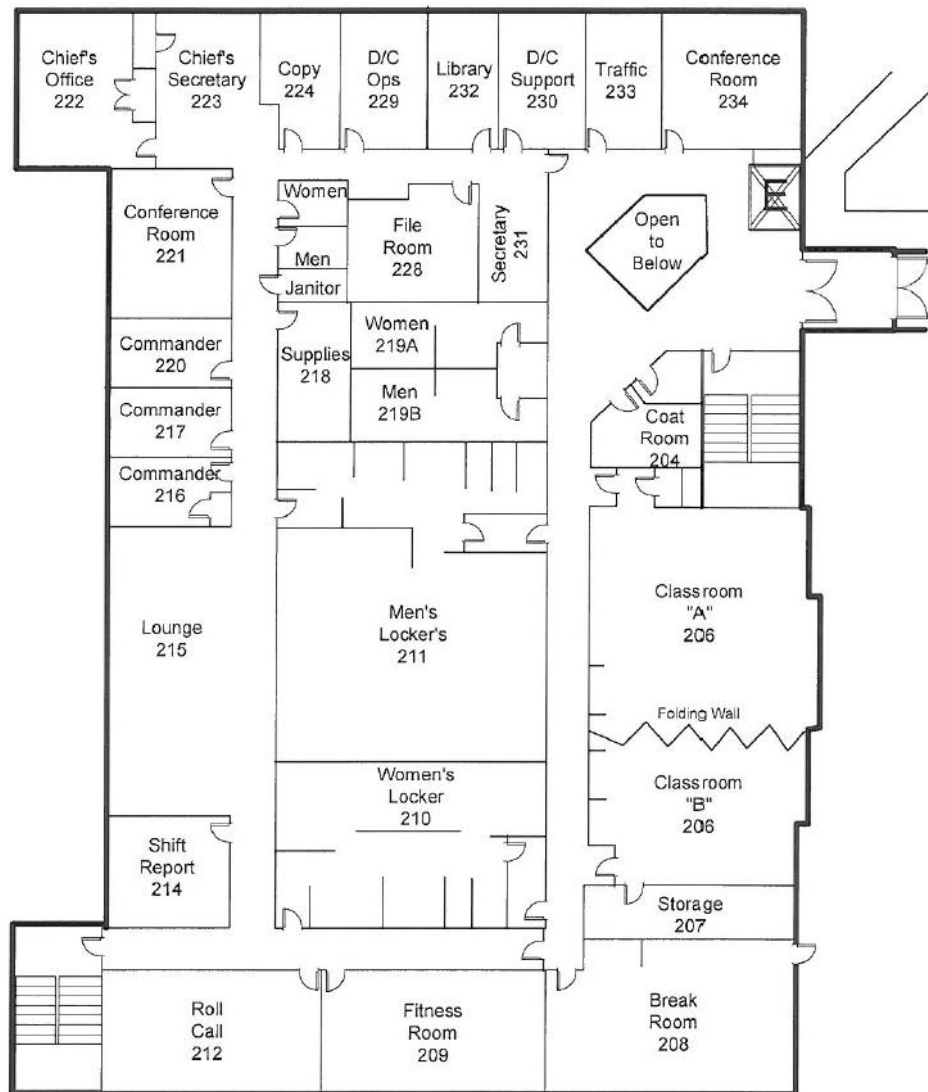


Areas to be serviced

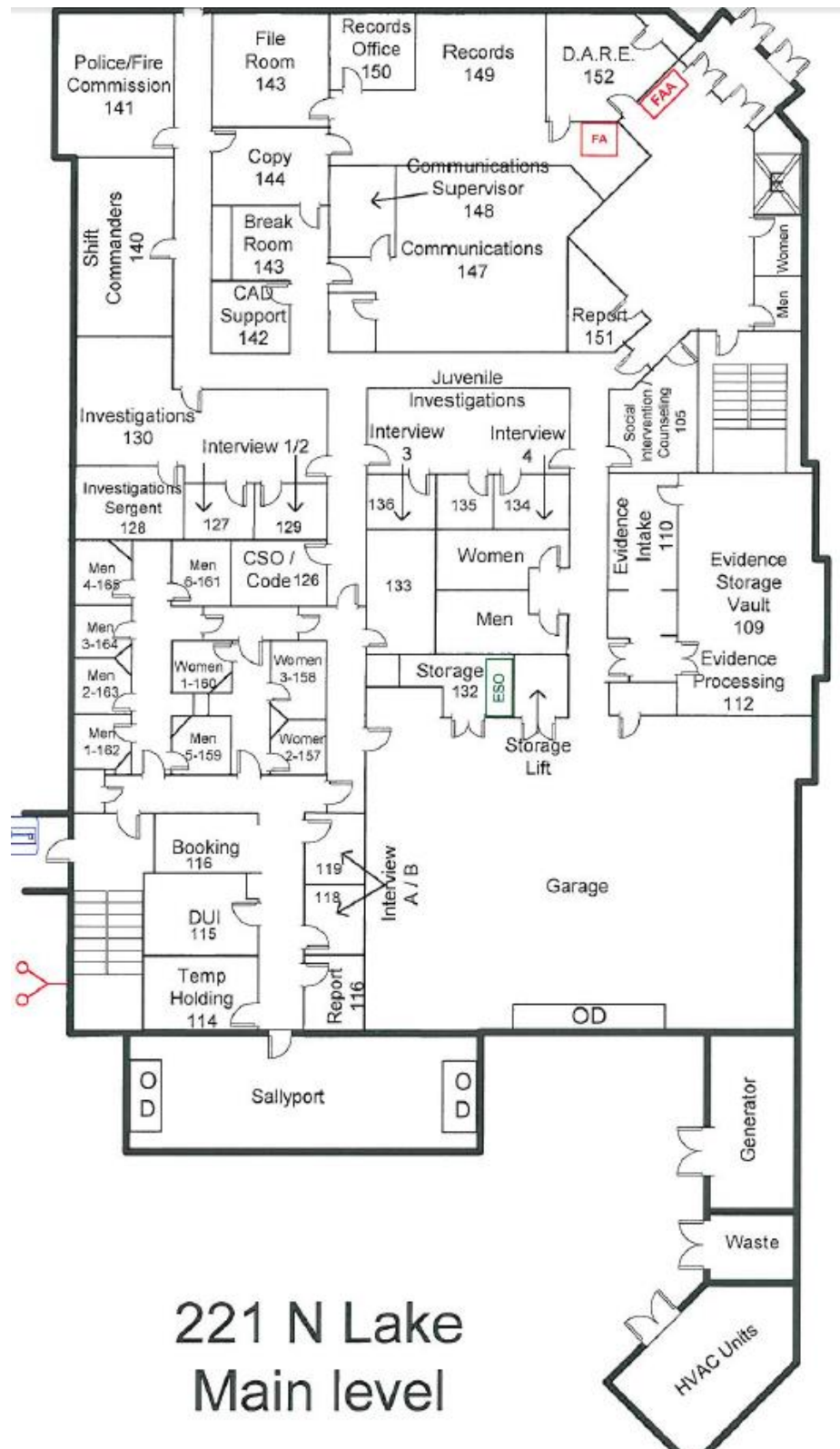
Mundelein Public Works and Engineering, 801 Allanson Road  
Vehicle Maintenance Area



Areas to be serviced

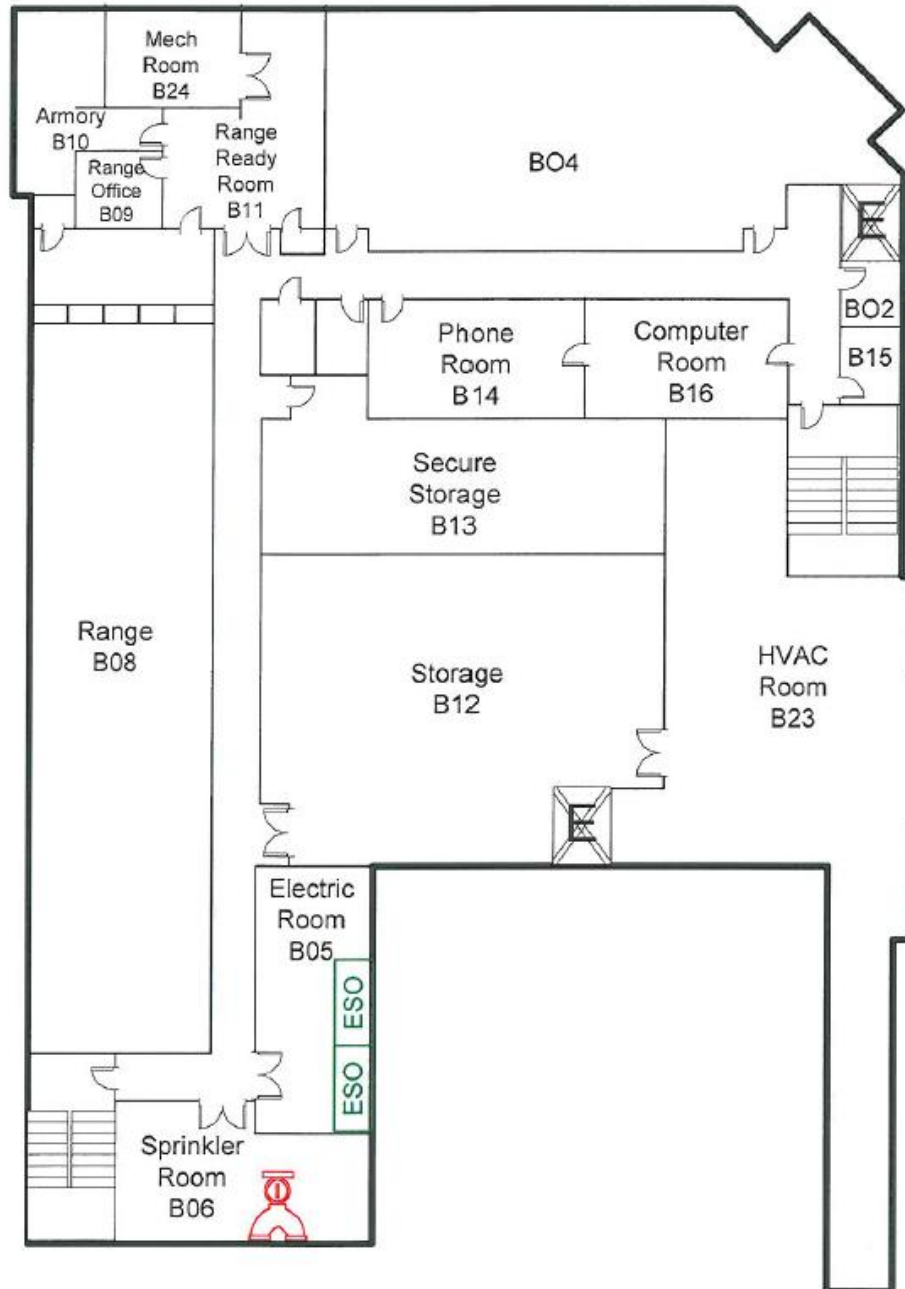
Mundelein Police Department, 221 N. Lake Street  
Second Floor

Mundelein Police Department, 221 N. Lake Street  
Main Floor (Room 109 is excluded in the bid specifications)



Mundelein Police Department, 221 N. Lake Street

Basement (Rooms B02, B05, B06, B08, B12, B13, B15, B23, B24 are excluded from the bid specifications)



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**EXHIBIT E – LIBERTYVILLE**  
**SPECIFICATIONS AND PROVISIONS**

**Village of Libertyville Joint Bid Key Notes for Bidder**

1. Contract will be in effect from 7/1/2021 through 4/30/2024 with the option to renew for two additional one-year terms at the same rates quoted in the Price Proposal Form.
2. Potential Bidder will have a separate contract with the Village of Libertyville.
3. The Village reserves the right to add and remove facilities.
4. The Village reserves the right to reduce services and scope where necessary.
5. Each employee will need to have a background check and pictures taken for Police Records.
6. Contractor employees will need to be employees of the company and no subcontractors can be used.
7. Each employee will be provided a onetime Village of Libertyville Contractor ID and need it needs to be displayed while on Village Property.
8. Inspection Report Needs to be filled out daily at each building location.
9. The Village will provide paper products and plastic bags. Contractor to provide necessary tools and cleaning solutions for the contract.
10. Contractor will need to provide a riding floor scrubber for the Sports Complex Floors onsite.



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**Nightly Washroom Cleaning**  
(Tasks listed in sequence of execution)

1. Empty trash containers: remove empty cores of toilet paper; replace liners as required
2. Floors: dust mop; pay particular attention to corners and areas behind and under toilets
3. Mirrors: spot clean or totally clean
4. Partitions:
  - a. Tops: dry wipe or damp wipe
  - b. Doors: spot clean both sides for finger smudges
5. All horizontal surfaces: dry wipe or damp wipe
  - a. Partition tops
  - b. Hand rails
  - c. Toilet paper dispensers
  - d. Napkin dispensers
  - e. Napkin receptacles
  - f. Paper towel dispensers
6. Sinks: clean with restroom cleaner, wipe dry and polish; or scour with cleanser and green pad and wipe dry
  - a. Adjacent wall areas: damp clean to remove splashes and drips
7. Paper towel dispensers: clean and polish
  - a. Waste containers: damp clean tops; spot clean sides
8. Toilets and urinals: spray and damp wipe both sides and seat and rim
  - a. Chrome: damp wipe and polish
  - b. Tank: damp wipe
9. Supplies: check and fill as required
  - a. Paper towels: open all cabinets
  - b. Toilet paper
  - c. Soap
10. Floor: mop
11. All drinking fountains: wash. Depending on where these are located, this may be done before or after mopping.



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### Definition of Tasks

|                                          |                                                                                                                                                                                                                                                                                        |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>High Dusting:</b>                     | Dusting, using lambswool or feather duster, all unobstructed horizontal surfaces up to about six feet for the purpose of removing dust accumulation. To include door and window moldings, tops of doors, tall file cabinets and shelves.                                               |
| <b>Ceiling and Corner Dusting:</b>       | Dusting, using lambswool or feather duster, all corners where walls meet walls and where walls meet ceilings for the purpose of removing dust accumulation, cobwebs, and spider webs.                                                                                                  |
| <b>Vent Dusting:</b>                     | Dust, using lambswool or feather duster, or vacuum all ceiling and wall vent covers for the purpose of removing dust accumulation.                                                                                                                                                     |
| <b>Low Dusting:</b>                      | Dust, using lambswool or feather duster, all unobstructed horizontal surfaces from 0" to 18" from floor for the purpose of removing dust accumulation, crumbs, staples, paper punches, etc. To include low sills and shelves, baseboards, heating units, base of stairway frames, etc. |
| <b>Unobstructed Horizontal Surfaces:</b> | Horizontal (flat) surfaces consisting of an area of at least four square inches and open to a perimeter edge.                                                                                                                                                                          |
| <b>Floor Dusting:</b>                    | Dusting the floor (tile or carpet) using a lambswool duster lightly sprayed with dustmop spray for the purpose of removing debris from tight places and along edges.                                                                                                                   |

## **Village Hall**

### **Daily, 5 times per week**

Waste paper: gather and place for disposal (liners to be furnished by client)  
Recycle trash: collect separated paper that has been placed in centrally located containers and place for disposal  
Drinking fountains (water coolers): clean and sanitize  
Front door glass and employee entrance glass: spot clean  
Public reception counter: clean/sanitize  
Low areas near the floor at entrances: check for spider webs and remove  
Designated lights on: leave and check windows, doors and gates upon completion of work  
Supply and equipment storage area: maintain in an orderly manner  
Provide a report of unusual occurrences or malfunctions or damages to Facilities Manager.

### **Weekly, 1 time per week**

Desks, credenzas, tables, counter tops, file cabinets, partition tops, bookcases, shelves, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)  
Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom  
Elevator: spot clean/polish walls and control panel  
Wash entire desktop if reasonably cleared

### **Quarterly**

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)  
Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)  
Interior glass: totally clean  
Picture frames: damp wipe

## **Washrooms**

### **Daily, 5 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish  
Chrome fittings: clean and polish  
Toilet seats (both sides): clean and sanitize  
Counter areas: clean and sanitize  
Mirrors: clean  
Containers: empty and insert liners

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Waste containers: damp clean exterior  
Metal partitions: dust tops  
Metal partition doors: spot clean  
Walls around sinks and walls around and under towel cabinets and urinals: spot clean  
Doors and door frames: remove fingerprints and smudges  
Dispensers: clean and refill from client's stock  
Floors: sweep or dust  
Floors: damp mop

#### **Lunchroom/Kitchenette**

##### **Daily, 5 times per week**

Garbage: empty and remove  
Containers: damp clean exterior  
Drinking fountains: clean and sanitize  
Counter areas  
    Sink: clean/sanitize, scour and wipe dry as required  
    Counters: clean and sanitize  
    Microwaves (exterior and interior): clean/sanitize  
Tabletops: clean/sanitize  
Vending machines/refrigerator: dust tops; spot clean fronts and sides  
Windowsills: dust  
Wall next to and around trash cans: clean as required

#### **Floor Care (Resilient and Hard)**

##### **Daily, 5 times per week**

First floor ceramic tile (lobby, around reception desk, and hall): totally dust mop and damp mop

##### **Weekly, 1 time per week**

Hard floor surfaces: dust mop and damp mop

#### **Carpet Care**

##### **Weekly, 1 time per week**

Open carpeted areas: vacuum

##### **Quarterly**

Enclosed areas: vacuum (areas that cannot be reached with an upright vacuum or wand-type vacuum), vacuuming edges with a crevice tool

#### **Stairs**

##### **Weekly, 1 time per week**

Vacuum/sweep or damp mop

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## Police Department

### Daily, 7 times per week

Waste paper: gather and place for disposal (liners to be furnished by client): all areas

Recycle trash: collect separated paper that has been placed in centrally located containers and place for disposal

Drinking fountains (water coolers) all areas: clean and sanitize

Front door glass, communication glass and employee entrance glass: spot clean

Designated lights on: leave and check windows, doors and gates upon completion of work

Supply and equipment storage area: maintain in an orderly manner

Provide a report of unusual occurrences or malfunctions or damages to Facilities Manager.

### Weekly, 1 time per week

Desks, credenzas, tables, counter tops, file cabinets, partition tops, bookcases, shelves, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)

Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom

Elevator: spot clean/polish walls and control panel and vacuum

Wash entire desktop if reasonably cleared

### Monthly

Entrance glass: squeegee

### Quarterly

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)

Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)

Interior glass: totally clean

Picture frames: damp wipe

## Exercise Room

### Weekly, 1 time per week

Floors (Hard): Dust mop or sweep or vacuum and damp mop/sanitize

Ceiling fans: dust

TVs, VCR, monitors: dust

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### **Washrooms**

#### **Daily, 7 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Showers: spot clean walls and floors with film and scum remover/sanitize

Containers: empty and insert liners

Waste containers: damp clean exterior

Metal partitions: dust tops

Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean

Doors and door frames: remove fingerprints and smudges

Dispensers: clean and refill from client's stock

Floors: sweep or dust

Floors: damp mop

#### **Weekly, 1 time per week**

Showers – walls and floors: thoroughly clean, rinse and sanitize

Metal partition doors: damp clean and remove all writing where possible

Locker: dust tops

#### **Monthly**

Metal partitions: damp clean

### **Lunchroom**

#### **Daily, 7 times per week**

Garbage: empty and remove

Containers: damp clean exterior

Drinking fountains: clean and sanitize

Counter areas

Sink: clean/sanitize, scour and wipe dry as required

Counters: clean and sanitize

Microwaves (exterior and interior): clean/sanitize

Tabletops: clean/sanitize

Vending machines/refrigerator: dust tops; spot clean fronts and sides

Chairs: check for crumbs, beverage drips, etc., and remove

Windowsills: dust

Wall next to and around trash cans: clean as required

Tile floors: dust mop totally

Floors: damp mop totally



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### **Floor Care (Resilient and Hard)**

#### **Daily, 7 times per week**

Ceramic tile (lobby): totally dust mop and damp mop

#### **Weekly, 1 time per week**

Hard floor surfaces: dust mop and damp mop

### **Carpet Care**

#### **Weekly, 1 time per week**

Open carpeted areas: vacuum

#### **Semi-annually**

Enclosed areas: vacuum (areas that cannot be reached with an upright vacuum or wand-type vacuum), vacuuming edges with a crevice tool

### **Stairs**

#### **Weekly, 1 time per week**

Hand railings: damp clean/sanitize

Stairs: sweep or vacuum and damp mop

### **Detention/Booking**

#### **Daily, 7 times per week**

Waste paper: gather and place for disposal

Counter tops, desks, steel bench: damp clean/sanitize

Cells, sinks, toilets: clean/sanitize

Doors, floors, and moldings: damp clean to remove fingerprints

Sweep or vacuum and damp mop

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### Schertz – CD, Engineering First Floor

#### Daily, 5 times per week

Waste paper: gather and place for disposal (liners to be furnished by client)  
Recycle trash: collect separated paper that has been placed in centrally located containers and place for disposal  
Drinking fountains (water coolers): clean and sanitize  
Front door glass and employee entrance glass: spot clean  
Public reception counter: clean/sanitize  
Designated lights on: leave and check windows, doors and gates upon completion of work  
Supply and equipment storage area: maintain in an orderly manner  
Provide a report of unusual occurrences or malfunctions or damages to *Facilities manager*.

#### Weekly, 1 time per week

Desks, credenzas, tables, counter tops, file cabinets, partition tops, bookcases, shelves, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)  
Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom  
Elevator: spot clean/polish walls and control panel and vacuum  
Wash entire desktop if reasonably cleared

#### Monthly

Entrance glass, interior door glass, reception glass: squeegee

#### Quarterly

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)  
Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)  
Interior glass: totally clean  
Picture frames: damp wipe

### **Washrooms**

#### **Daily, 5 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Containers: empty and insert liners

Waste containers: damp clean exterior

Metal partitions: dust tops

Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean

Doors and door frames: remove fingerprints and smudges

Dispensers: clean and refill from client's stock

Floors: sweep or dust

Floors: damp mop

#### **Weekly, 1 time per week**

Metal partition doors: damp clean and remove all writing where possible

Locker: dust tops

### **Lunchroom – see Police Specs**

### **Floor Care (Resilient and Hard)**

#### **Daily, 5 times per week**

Ceramic tile (lobby and around reception desk): dust mop or vacuum and damp mop

#### **Weekly, 1 time per week**

Hard floor surfaces: dust mop and damp mop

### **Carpet Care**

#### **Weekly, 1 time per week**

Open carpeted areas: vacuum

#### **Semi-annually**

Enclosed areas: vacuum (areas that cannot be reached with an upright vacuum or wand-type vacuum), vacuuming edges with a crevice tool

### **Stairs**

#### **Weekly, 1 time per week**

Hand railings: damp clean/sanitize

Stairs: sweep or vacuum and damp mop

### **Adler Lodge, including Kitchen**

#### **Daily, 7 times per week**

Waste paper: gather and place for disposal (liners to be furnished by client)  
Drinking fountains (water coolers): clean and sanitize  
Entry door glass: spot clean  
Designated lights on: leave and check windows, doors and gates upon completion of work  
Supply and equipment storage area: maintain in an orderly manner  
Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*

#### **Weekly, 1 time per week**

Windowsills: dust  
Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)  
Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom

#### **Monthly, 1 time per month**

Exterior windows, inside and outside (to approximately 8'): squeegee (Adler Lodge)  
Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)  
Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)  
Ceiling areas and corners: remove dust and cobwebs (see description of Ceiling Corner Dusting)

### **Washrooms**

#### **Daily, 7 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish  
Chrome fittings: clean and polish  
Toilet seats (both sides): clean and sanitize  
Counter areas: clean and sanitize  
Mirrors: clean  
Containers: empty and insert liners  
Waste containers: damp clean exterior  
Metal partitions: dust tops  
Metal partition doors: spot clean  
Walls around sinks and walls around and under towel cabinets and urinals: spot clean  
Doors and door frames: remove fingerprints and smudges  
Dispensers: clean and refill from client's stock  
Floors: sweep or dust  
Floors: damp mop

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### **Floor Care (Resilient and Hard)**

#### **Daily, 7 times per week**

Hard floor surfaces: dust mop with treated mop and spot mop

#### **Weekly, 2 times per week**

Hard floor surfaces: damp mop

### **Carpet Care**

#### **Daily, 7 times per week**

Open carpeted areas and floor mats: vacuum

### **Crawford House**

#### **Daily, 7 times per week**

Waste paper: gather and place for disposal (liners to be furnished by client)

Drinking fountains (water coolers): clean and sanitize

Entry door glass: spot clean

Designated lights on: leave and check windows, doors and gates upon completion of work

Supply and equipment storage area: maintain in an orderly manner

Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*

#### **Weekly, 1 time per week**

Windowsills: dust

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)

Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom

#### **Monthly, 1 time per month**

Exterior windows, inside and outside (to approximately 8'): squeegee (Crawford House)

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.)

including washrooms and lunchrooms: high dust (see description of High Dusting)

Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)

Ceiling areas and corners: remove dust and cobwebs (see description of Ceiling Corner Dusting)

### **Washrooms**

#### **Daily, 7 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Containers: empty and insert liners

Waste containers: damp clean exterior

Metal partitions: dust tops

Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean

Doors and door frames: remove fingerprints and smudges

Dispensers: clean and refill from client's stock

Floors: sweep or dust

Floors: damp mop

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**Floor Care (Resilient and Hard)**

**Daily, 7 times per week**

Hard floor surfaces: dust mop with treated mop and spot mop

**Weekly, 2 times per week**

Hard floor surfaces: damp mop

**Carpet Care**

**Daily, 7 times per week**

Open carpeted areas and floor mats: vacuum



## **Park Maintenance**

### **Daily, 2 times per week**

Waste paper: gather and place for disposal (liners to be furnished by client)  
Recycle trash: collect separated paper that has been placed in centrally located containers and place for disposal  
Drinking fountains (water coolers): clean and sanitize  
Front door glass: spot clean  
Interior door glass: spot clean  
Designated lights on: leave and check windows, doors and gates upon completion of work  
Supply and equipment storage area: maintain in an orderly manner  
Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*

### **Weekly, 1 time per week**

Desks, credenzas, tables, counter tops, file cabinets, partition tops, bookcases, shelves, and sills:  

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)  
Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom  
Wash entire desktop if reasonably cleared

### **Quarterly**

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)  
Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)  
Interior glass: totally clean  
Picture frames: damp wipe

## **Washrooms/Locker Rooms**

### **Daily, 2 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish  
Chrome fittings: clean and polish  
Toilet seats (both sides): clean and sanitize  
Counter areas: clean and sanitize  
Mirrors: clean  
Containers: empty and insert liners  
Waste containers: damp clean exterior  
Metal partitions: dust tops

Metal partition doors: spot clean  
Walls around sinks and walls around and under towel cabinets and urinals: spot clean  
Doors and door frames: remove fingerprints and smudges  
Dispensers: clean and refill from client's stock  
Floors: sweep or dust  
Floors: damp mop

**Weekly, 1 time per week**

Metal partition doors: damp clean and remove all writing where possible  
Locker: dust tops

**Monthly**

Metal partitions: damp clean

**Lunchroom**

**Daily, 2 times per week**

Garbage: empty and remove  
Containers: damp clean exterior  
Drinking fountains: clean and sanitize  
Counter areas  
    Sink: clean/sanitize, scour and wipe dry as required  
    Counters: clean and sanitize  
    Microwaves (exterior and interior): clean/sanitize  
Tabletops: clean/sanitize  
Vending machines/refrigerator: dust tops; spot clean fronts and sides  
Chairs: check for crumbs, beverage drips, etc., and remove  
Windowsills: dust  
Wall next to and around trash cans: clean as required  
Tile floors: dust mop totally  
Floors: damp mop totally

**Floor Care (Resilient and Hard)**

**Daily, 2 times per week**

Hard floor surfaces: dust mop and damp mop

**Carpet Care**

**Daily, 2 times per week**

Open carpeted areas and floor mats: vacuum

### **Public Works, including Sign-Making Room**

#### **Daily, 5 times per week**

Waste paper: gather and place for disposal (liners to be furnished by client)  
Recycle trash: collect separated paper that has been placed in centrally located containers and place for disposal  
Drinking fountains (water coolers): clean and sanitize  
Front door glass: spot clean  
Interior door glass: spot clean  
Designated lights on: leave and check windows, doors and gates upon completion of work  
Supply and equipment storage area: maintain in an orderly manner  
Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*

#### **Weekly, 1 time per week**

Desks, credenzas, tables, counter tops, file cabinets, partition tops, bookcases, shelves, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)  
Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom  
Wash entire desktop if reasonably cleared

#### **Quarterly**

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)  
Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)  
Picture frames: damp wipe

### **Washrooms**

#### **Daily, 5 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish  
Chrome fittings: clean and polish  
Toilet seats (both sides): clean and sanitize  
Counter areas: clean and sanitize  
Mirrors: clean  
Containers: empty and insert liners  
Waste containers: damp clean exterior  
Metal partitions: dust tops  
Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean  
Doors and door frames: remove fingerprints and smudges  
Dispensers: clean and refill from client's stock  
Floors: sweep or dust  
Floors: damp mop

**Weekly, 1 time per week**

Metal partition doors: damp clean and remove all writing where possible  
Locker: dust tops

**Monthly**

Metal partitions: damp clean

**Lunchroom/Cafeteria**

**Daily, 5 times per week**

Garbage: empty and remove  
Containers: damp clean exterior  
Drinking fountains: clean and sanitize  
Counter areas  
    Sink: clean/sanitize, scour and wipe dry as required  
    Counters: clean and sanitize  
    Microwaves (exterior and interior): clean/sanitize  
Tabletops: clean/sanitize  
Vending machines/refrigerator: dust tops; spot clean fronts and sides  
Chairs: check for crumbs, beverage drips, etc., and remove  
Windowsills: dust  
Wall next to and around trash cans: clean as required  
Tile floors: dust mop totally  
Floors: damp mop totally

**Floor Care (Resilient and Hard)**

**Daily, 5 times per week**

Hard floor surfaces: dust mop with treated mop and damp mop lobby

**Weekly, 1 time per week**

All remaining hard floor surfaces: dust mop and damp mop

**Carpet Care**

**Daily, 5 times per week**

Open carpeted areas – floor mats: vacuum

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## Riverside Preschool

### Daily, 5 times per week

Waste paper: gather and place for disposal (liners to be furnished by client)

Common area countertops and files:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Drinking fountains (water coolers): clean and sanitize

Front door glass: spot clean

Designated lights on: leave and check windows, doors and gates upon completion of work

Supply and equipment storage area: maintain in an orderly manner

Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*

### Weekly, 1 time per week

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)

Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom

### Quarterly

Above hand-height horizontal surfaces (moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms: high dust (see description of High Dusting)

Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)

Ceiling areas and corners: remove dust and cobwebs (see description of Ceiling Corner Dusting)

## Washrooms

### Daily, 5 times per week

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Containers: empty and insert liners

Waste containers: damp clean exterior

Metal partitions: dust tops  
Metal partition doors: spot clean  
Walls around sinks and walls around and under towel cabinets and urinals: spot clean  
Doors and door frames: remove fingerprints and smudges  
Dispensers: clean and refill from client's stock  
Floors: sweep or dust  
Floors: damp mop

#### **Lunchroom/Kitchenette**

##### **Daily, 5 times per week**

Garbage: empty and remove  
Containers: damp clean exterior  
Drinking fountains: clean and sanitize  
Counter areas  
    Sink: clean/sanitize, scour and wipe dry as required  
    Counters: clean and sanitize  
    Microwaves (exterior and interior): clean/sanitize  
Wall next to and around trash cans: clean as required  
Tile floors: dust mop totally  
Floors: damp mop totally

#### **Floor Care (Resilient and Hard)**

##### **Daily, 5 times per week**

Hard floor surfaces: dust mop with treated mop and damp mop with disinfectant

#### **Carpet Care**

##### **Daily, 5 times per week**

Open carpeted areas and floor mats: vacuum

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**Riverside Washrooms**

note: 7 months of  
year

**Washrooms**

**Daily, 7 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and  
polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Containers: empty and insert liners

Waste containers: damp clean exterior

Metal partitions: dust tops

Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean

Doors and door frames: remove fingerprints and smudges

Dispensers: clean and refill from client's stock

Floors: sweep or dust

Floors: damp mop



## Sports Complex

### Daily, 7 times per week

Waste paper: gather and place for disposal (liners to be furnished by client): all areas

Administrative offices: 5 times per week

Recycle trash: collect separated paper that has been placed in separate containers and place for disposal

Receptionist's desk, counter tops, file cabinets, partition tops, bookcases, shelves, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Damp clean/sanitize open areas for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Hand railings of stairs: damp wipe/sanitize

Drinking fountains (water coolers): clean and sanitize – all areas

Front door glass: spot clean – all three entrances

Interior door glass: spot clean

Group exercise room: spot clean mirrors

Elevators: clean and polish door, molding and control panel area

Low areas near the floor at entrances: check for spider webs and remove

Designated lights on: leave and check windows, doors and gates upon completion of work

Supply and equipment storage area: maintain in an orderly manner

Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*,

### Weekly, 1 time per week

Admin, meeting room areas: counter areas, bookcases, shelves and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)

Second floor hall: ledge and hand railing: damp clean/sanitize

Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust including washrooms and lunchroom

Elevator: spot clean/polish walls; vacuum thresholds

Entrance (3) door glass: squeegee both sides; damp clean frames

Interior windows – Administration offices, vestibule, Fitness Center, etc.: squeegee

Picnic tables – sports floor area: tops, damp clean/sanitize

Vacuum between glass panel support-tracks on soccer fields and Beige and Red courts

### **Monthly**

Above hand-height horizontal surfaces in office, meeting rooms and exercise areas  
(moldings, ledges, ducts, heating outlets, etc.) including washrooms and lunchrooms:  
high dust (see description of High Dusting)  
Diffuse outlets: vacuum or dust for cobwebs (see description of Vent Dusting)  
Picture frames: dust  
Blinds: dust  
Window cleaning: Soccer fields and Beige and Red Sports Courts: glass panels (both  
sides) squeegee

### **Washrooms/Showers**

#### **Daily, 7 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and  
polish  
Chrome fittings: clean and polish  
Toilet seats (both sides): clean and sanitize  
Counter areas: clean and sanitize  
Mirrors: clean  
Containers: empty and insert liners  
Waste containers: damp clean exterior  
Metal partitions: dust tops  
Metal partition doors: spot clean  
Showers: walls and floors – spot clean with soap and scum remover/sanitize and polish  
chrome fittings  
Walls around sinks and walls around and under towel cabinets and urinals: spot clean  
Doors and door frames: remove fingerprints and smudges  
Dispensers: clean and refill from client's stock  
Floors: sweep or dust  
Floors: damp mop

#### **Weekly, 1 time per week**

Showers: treat as required walls and floors with descaler/sanitize and thoroughly clean  
Metal partition doors: damp clean and remove all writing where possible  
Locker: dust tops

### **Monthly**

Metal partitions: damp clean

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### Floor Care (Resilient and Hard)

#### Daily, 7 times per week

Main entrance and stairway, group exercise room, cycle room, 2<sup>nd</sup> floor hall, 2<sup>nd</sup> floor conference/meeting room, Pre-school and Pre-school entrance, sports floors and walking areas, fitness entrances: thoroughly sweep/dustmop or vacuum

Sports Floor: player bench areas: dust mop, vacuum, and damp mop

Sports Floor: on a rotating basis (5 courts per day); remove gum and auto-scrub with product provided by Complex. If additional courts beyond 2 per day need to be scrubbed, there will be an additional charge.

Main entrance, entrance to Health Club and Pre-school entrance: dust mop/sweep and damp mop

*★ Contractor to Supply Floor Scrubber ★*

#### 2 times per week

2<sup>nd</sup> floor hall and Pre-school areas: damp mop/sanitize

#### Monthly

Main lobby: machine scrub

Concessions (behind counter): machine wet-scrub and pick up with wet-vac

Cycle room: machine scrub

2<sup>nd</sup> floor hall: burnish VCT floors

2<sup>nd</sup> floor party room: burnish VCT floors

Free weight room: machine wet-scrub

### Carpets/Runners

#### Daily, 7 times per week

Locker room carpeting and all entrance runners: vacuum

#### Daily, 5 times per week

Administration offices: vacuum all open carpeted areas and Pre-school

#### Daily, 3 times per week

2<sup>nd</sup> floor conference room/meeting room: vacuum all open carpeted areas

#### Weekly, 1 time per week

Soccer fields and Beige and Red courts: vacuum between glass panels

### Free Weight Room, including stairs

#### Weekly, 1 time per week

Empty trash/recycle receptacles and place for disposal

Mirror: spot clean

General horizontal dusting

Floors: dust mop/sweep or vacuum

Floors: damp mop/sanitize

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**Butler Lake Flood Fieldhouse Washrooms (2 Locations)**

*note: 7 mos.  
of year*

**Daily, 7 times per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize, and polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Containers: empty and insert liners (Libertyville provides liners)

Waste containers: damp clean exterior

Metal partitions: dust tops

Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean

Doors and doorframe: remove fingerprints and smudges

Dispensers: clean and refill from client's stock

Floors: sweep or dust

Floors: damp mop, provided there is a place to keep a mop bucket and wringer

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### 3 Train Stations

#### **Daily, 7 times per week**

Waste paper/trash: gather and take for disposal, to include picking up miscellaneous debris, i.e. newspapers, flyers, etc., and replace liners furnished by Libertyville

Trash can insides: damp clean top and sides

Entrance door: spot clean for fingerprints, smudges, etc., both sides, weather permitting

Floors: sweep and damp mop

#### **Weekly, 1 time per week**

Windowsills: dust and damp clean if necessary

Dust corners and edges to 8' for cob and spider webs

Work will be performed during evening hours

Price includes the purchase or lease of a vehicle that will enable us to transport our cleaning materials, including water, and to transport the trash to be disposed.

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**Cleaning Specifications for Two Facilities**  
**Located at 1532 Artaius Parkway; Libertyville, Illinois**

**Weekly, 1 time per week**

Desks, tables, counter tops, file cabinets, shelves, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including washrooms and lunchrooms)

Drinking fountains (water coolers): clean and sanitize

Front door glass: spot clean

Interior door glass: spot clean

Ceiling areas and corners: remove dust and cobwebs (see description of Ceiling Corner Dusting)

Low areas near the floor at entrances: check for spider webs and remove

Designated lights on: leave and check windows, doors and gates upon completion of work

Supply and equipment storage area: maintain in an orderly manner

Provide a report of unusual occurrences or malfunctions or damages to *Facilities Manager*

**Washrooms**

**Weekly, 1 time per week**

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Metal partitions: dust tops

Metal partition doors: spot clean

Walls around sinks and walls around and under towel cabinets and urinals: spot clean

Doors and door frames: remove fingerprints and smudges

Dispensers: clean and refill from client's stock

Floors: sweep or dust

Floors: damp mop

**Floor Care (Resilient and Hard)**

**Weekly, 1 time per week**

Hard floor surfaces: dust mop, sweep or vacuum

Hard floor surfaces: damp mop

---

### **Carpet Care**

#### **Weekly, 1 time per week**

Carpeted areas: vacuum one room, south facility

Entrance mats: vacuum

### **Stairs**

#### **Weekly, 1 time per week**

Vacuum/sweep and damp mop, south facility



## **EXHIBIT F**

### **PRICE PROPOSAL FORM FOR THE VILLAGE OF MUNDELEIN**

**It is expressly understood and agreed that:**

1. All prices stated in the Schedule of Prices are firm and shall not be subject to change.
2. The Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released.
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices; and
4. Any items of Work not specifically listed or referred to in the Schedule of Prices shall be deemed incidental to the Contract Price, shall not be measured for payment, and shall not be paid for separately except as incidental to the Contract Price, including without limitation extraordinary equipment repair, the cost of transportation, packing, cartage, and containers, the cost of preparing schedules and submittals, the cost or rental of small tools or buildings, the cost of utilities and sanitary conveniences, and any portion of the time of Bidder, its superintendents, or its office and engineering staff.

| <b>Location</b>                       | <b>Monthly Cost FY22<br/>(5/1/21 - 4/30/22)</b> | <b>Monthly Cost FY23<br/>(5/1/22 - 4/30/23)</b> | <b>Monthly Cost FY24<br/>(5/1/23 - 4/30/24)</b> |
|---------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Police Department                     |                                                 |                                                 |                                                 |
| Fire Station #1                       |                                                 |                                                 |                                                 |
| Metra Train Station                   |                                                 |                                                 |                                                 |
| Public Works &<br>Engineering Complex |                                                 |                                                 |                                                 |
| Village Hall                          |                                                 |                                                 |                                                 |
| Total Monthly Cost                    |                                                 |                                                 |                                                 |

#### **Alternate Bid #1**

| <b>Location</b>                       | <b>Monthly Cost FY22<br/>(5/1/21 - 4/30/22)</b> | <b>Monthly Cost FY23<br/>(5/1/22 - 4/30/23)</b> | <b>Monthly Cost FY24<br/>(5/1/23 - 4/30/24)</b> |
|---------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Public Works &<br>Engineering Complex |                                                 |                                                 |                                                 |

**PRICE PROPOSAL FORM FOR THE VILLAGE OF LIBERTYVILLE**

| <b>Buildings</b>                     | <b>Monthly Cost FY22<br/>(7/1/21 - 4/30/22)</b> | <b>Monthly Cost FY23<br/>(5/1/22 - 4/30/23)</b> | <b>Monthly Cost FY24<br/>(5/1/23 - 4/30/24)</b> |
|--------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Village Hall<br>118 W. Cook          |                                                 |                                                 |                                                 |
| Schertz/Police<br>200 E. Cook        |                                                 |                                                 |                                                 |
| Public Works<br>600 North Ave        |                                                 |                                                 |                                                 |
| Adler Lodge (Winter)                 |                                                 |                                                 |                                                 |
| Adler Lodge (Summer)                 |                                                 |                                                 |                                                 |
| Crawford (Winter)                    |                                                 |                                                 |                                                 |
| Crawford (Summer)                    |                                                 |                                                 |                                                 |
| Parks 544 North Ave                  |                                                 |                                                 |                                                 |
| Riverside Preschool                  |                                                 |                                                 |                                                 |
| Riverside Bathrooms                  |                                                 |                                                 |                                                 |
| Train Stations<br>(3 Locations)      |                                                 |                                                 |                                                 |
| Butler Lake Field<br>House Washrooms |                                                 |                                                 |                                                 |
| Sports Complex                       |                                                 |                                                 |                                                 |
| Cook House                           |                                                 |                                                 |                                                 |
| Water Treatment Plant                |                                                 |                                                 |                                                 |
| <b>TOTAL MONTHLY<br/>COST</b>        |                                                 |                                                 |                                                 |

**PRICE PROPOSAL FORM FOR THE VILLAGE OF LIBERTYVILLE**

**Extra Requested Items:**

| <b>ITEM</b>                                                | <b>UNIT</b>   | <b>COST</b> |
|------------------------------------------------------------|---------------|-------------|
| Strip and Wax Floors                                       | Square foot   |             |
| Strip and Wax Floors (if sealer need to be removed)        | Square foot   |             |
| Restorative carpet cleaning: shampoo and steam clean       | Square foot   |             |
| Window Washing (Interior)                                  | Each (window) |             |
| Window Washing (Exterior)                                  | Each (window) |             |
| Wet-Scrub and recoat floors                                | Square foot   |             |
| Burnish Floors                                             | Square foot   |             |
| Machine wet scrub floors                                   | Square foot   |             |
| Daily Helper rate (painting, cleanup, light bulb changing) | Hour          |             |

To: Mayor and Board of Trustees

From: Kelsey Langelier, Business Services Manager  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Resolution - Contract Extension - Street Sweeping Services - TKG Environmental

**Financial Impact:**

\$55,450 - 100-441-46670 - MT ALL STREETS

**Attachments:**

1. R-25-05-26 - Exhibit A - Contract Extension - Street Sweeping Services
2. R-25-05-26 - Exhibit B - Bid Specifications

**Background:**

Each year, Public Works and Engineering initiates its annual street sweeping program. The program assists with storm water management by removing pollutants from the streets before it can enter the storm sewer system and provides pavement preservation by removing particles that are harmful to the street surface course.

TKG Environmental has provided street sweeping services for the Village of Mundelein since 2016. The original contract, which was competitively bid in 2016, requires TKG Environmental to sweep 210 curb miles of Village-owned streets up to nine times per year. Additionally, they sweep specific areas for Mundelein Days and Beerfest and are available for emergency callouts. Staff recommend extending the contract with TKG Environmental for two additional years. TKG Environmental has agreed to extend the contract with the modified prices shown below in the attached contract extension letter. A minimum sweep requirement of six cycles has been added to the contract as well as a requirement that TKG provide the Village with daily GPS reports from their trucks while sweeping. After conducting a comparative analysis of recent local bids, these prices are still favorable.

**Recommendation:**

**Motion** to adopt a Resolution waiving bids, authorizing the Director of Public Works to sign the street sweeping contract extension between the Village of Mundelein and TKG Environmental Services Group, LLC, Lake Bluff, IL, and approving purchase order number 26-00248 the amount of \$55,450.



I hereby certify that the attached is an original of

**Resolution No. R-25-05-26**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION NO. R-25-05-26**

**RESOLUTION WAIVING BIDS, AUTHORIZING THE DIRECTOR OF PUBLIC WORKS AND ENGINEERING TO SIGN THE STREET SWEEPING SERVICES CONTRACT EXTENSION BETWEEN THE VILLAGE OF MUNDELEIN AND TKG ENVIRONMENTAL SERVICES GROUP, LLC, LAKE BLUFF, IL, AND APPROVING A PURCHASE ORDER NUMBER 26-00248 IN THE AMOUNT OF \$55,450.**

**WHEREAS**, Illinois Compiled Statutes 65 ILCS 5/8-9-1 provides that a contract in which the expense to be incurred by a municipality exceeds \$20,000 shall be competitively bid, except that such contract may be entered into by the proper municipal officers without advertising for bids if authorized by a vote of two-thirds (2/3) of all Trustees then holding office; and

**WHEREAS**, street sweeping services were competitively joint bid in 2016; and

**WHEREAS**, the Board of Trustees approved a resolution authorizing the execution of a contract between the Village of Mundelein and TKG Environmental Services Group, LLC for street sweeping services at the February 21, 2016 meeting; and

**WHEREAS**, TKG Environmental Services Group, LLC has agreed to extend the street sweeping services contract with a .5% increase, attached hereto as **Exhibit A**; and

**WHEREAS**, the specifications of the original 2016 contract, attached hereto as **Exhibit B**, remain in effect; and

**WHEREAS**, the FY26 budget includes the cost of contractual street sweeping services; and

**WHEREAS**, the Village desires to waive bids and execute a contract extension with TKG Environmental Services, LLC for an additional two years.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS** as follows:

**SECTION I:** The contract extension between the Village of Mundelein and TKG Environmental Services Group, LLC, a copy of which is attached hereto as **Exhibit A**, is hereby approved.

**SECTION II:** The Director of Public Works and Engineering is hereby authorized to execute the Contract between the Village of Mundelein and TKG Environmental Services Group, LLC.

**SECTION III:** Purchase order number 26-00248 in the amount \$55,450 is hereby approved.

**XXXX** this 12th day of May 2025 by roll call vote.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |

|                 |      |
|-----------------|------|
| <b>AYES:</b>    | None |
| <b>NAYS:</b>    | None |
| <b>ABSTAIN:</b> | None |



April 28, 2025

TKG Environmental Services Group, LLC  
 Attention: Richard Katz  
 11 N. Skokie Hwy, Suite 114  
 Lake Bluff, IL 60044

RE: Street Sweeping Contract Extension

Dear Mr. Katz:

Please consider this letter as confirmation of extending the original agreement to provide contract street sweeping service to the Village of Mundelein. The pricing modifications, including the fuel surcharge and minimum cycles fees, are acceptable as noted in the table below, under the condition that TKG will provide daily GPS reports during all sweeps. All other terms and conditions from the original contract agreement remain intact and unchanged.

|                                                                                                                                                                             | Unit  | Quantity | FY26 Unit Cost | FY26 Total Cost |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|----------------|-----------------|
| Village Wide                                                                                                                                                                | Cycle | 9        | \$8,500*       | \$76,500        |
| Beerfest                                                                                                                                                                    | Cycle | 2        | \$425          | \$850           |
| Mundelein Days                                                                                                                                                              | Cycle | 4        | \$900          | \$3,600         |
| Emergency                                                                                                                                                                   | Each  | N/A      | \$599          | N/A             |
|                                                                                                                                                                             |       |          |                |                 |
|                                                                                                                                                                             | Unit  | Quantity | FY27 Unit Cost | FY27 Total Cost |
| Village Wide                                                                                                                                                                | Cycle | 9        | \$8,840*       | \$79,560        |
| Beerfest                                                                                                                                                                    | Cycle | 2        | \$442          | \$884           |
| Mundelein Days                                                                                                                                                              | Cycle | 4        | \$936          | \$3,744         |
| Emergency                                                                                                                                                                   | Each  | N/A      | \$622          | N/A             |
| *Pricing is based on a minimum of six cycles per season. If less than six cycles are completed, TKG will be due a fee of \$1,700 per cycle below the minimum of six cycles. |       |          |                |                 |

Fuel Surcharge: A fuel surcharge will be added based upon the average cost of diesel in the Midwest Region of the U.S. Energy Information Administration ([www.eia.gov](http://www.eia.gov)). The surcharge will be as follows:

| Average Price per Gallon | Fuel Charge       |
|--------------------------|-------------------|
| Under \$3.00             | 1.0%              |
| \$3.01 – \$3.50          | 1.5%              |
| \$3.50 – \$4.00          | 2.0%              |
| \$4.01 – \$4.50          | 2.5%              |
| \$4.51 – \$5.00          | 3.0%              |
| Increase of \$0.50       | Increase of 0.50% |

Please review the attached amendment and return an executed copy to our office along with an updated Certificate of Insurance. If you have any questions, please contact our Public Works and Engineering Department at (847) 949-3270.

Sincerely,



Adam M. Boeche, P.E., CFM  
 Director of Public Works and Engineering

## CONTRACT EXTENSION STREET SWEEPING SERVICES

The undersigned parties, the Village of Mundelein and TKG Environmental Services Group, LLC, do hereby agree to extend the contract for Contractual Street Sweeping now in existence between the parties for two additional years.

The pricing modifications, including the fuel surcharge and minimum cycles fees, are acceptable as noted in the table below, under the condition that TKG will provide daily GPS reports during all sweeps. All other terms and conditions from the original contract agreement remain intact and unchanged.

|                                                                                                                                                                             | Unit  | Quantity | FY26 Unit Cost | FY26 Total Cost |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------|----------------|-----------------|
| Village Wide                                                                                                                                                                | Cycle | 9        | \$8,500*       | \$76,500        |
| Beerfest                                                                                                                                                                    | Cycle | 2        | \$425          | \$850           |
| Mundelein Days                                                                                                                                                              | Cycle | 4        | \$900          | \$3,600         |
| Emergency                                                                                                                                                                   | Each  | N/A      | \$599          | N/A             |
|                                                                                                                                                                             |       |          |                |                 |
|                                                                                                                                                                             | Unit  | Quantity | FY27 Unit Cost | FY27 Total Cost |
| Village Wide                                                                                                                                                                | Cycle | 9        | \$8,840*       | \$79,560        |
| Beerfest                                                                                                                                                                    | Cycle | 2        | \$442          | \$884           |
| Mundelein Days                                                                                                                                                              | Cycle | 4        | \$936          | \$3,744         |
| Emergency                                                                                                                                                                   | Each  | N/A      | \$622          | N/A             |
| *Pricing is based on a minimum of six cycles per season. If less than six cycles are completed, TKG will be due a fee of \$1,700 per cycle below the minimum of six cycles. |       |          |                |                 |

Fuel Surcharge: A fuel surcharge will be added based upon the average cost of diesel in the Midwest Region of the U.S. Energy Information Administration ([www.eia.gov](http://www.eia.gov)). The surcharge will be as follows:

| Average Price per Gallon | Fuel Charge       |
|--------------------------|-------------------|
| Under \$3.00             | 1.0%              |
| \$3.01 – \$3.50          | 1.5%              |
| \$3.50 – \$4.00          | 2.0%              |
| \$4.01 – \$4.50          | 2.5%              |
| \$4.51 – \$5.00          | 3.0%              |
| Increase of \$0.50       | Increase of 0.50% |

Whereas, we have executed this document on the date indicated below.

**TKG Environmental Services Group, LLC**

**Village of Mundelein**

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Notary and Signature Seal)

# STREET SWEEPING PROGRAM



Owner:

Village of Mundelein  
Public Works and Engineering  
440 East Crystal Street  
Mundelein, IL 60060

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## **NOTICE TO BIDDERS**

Bids for STREET SWEEPING PROGRAM for the Village of Mundelein, Illinois, will be received at the **Public Works Facility #1, 440 E. Crystal Street, Mundelein, Illinois** until **Wednesday, January 27, 2016, 10:00 a.m.**, after which time they will be publicly opened and read aloud.

Prospective bidders are required to attend a Pre-Bid Meeting scheduled for **Wednesday, January 20, 2016, 10:00 a.m. at Public Works Facility #1, 440 E. Crystal Street, Mundelein, Illinois** to review the scope of the work and the project specifications.

Bidders must submit a firm bid. The outside of the bid must clearly identify the firm, individual, or organization that is submitting the bid. All bids must be accompanied by a Bid Bond, Certified Check, or Bank Cashier's Check made payable to the Village of Mundelein, in the amount of \$5,000.00.

Relevant portions of "An Act to Prohibit Discrimination and Intimidation on Account of Race or Color in Employment under Contracts for Public Buildings or Public Works", approved July 8, 1933, as amended, "Fair Employment Practices Act", approved July 21, 1961, as amended and "The Prevailing Wage Act", Illinois Revised Statutes, as amended. (Contract Provisions required by Section 85.38 of the Code of Federal Regulations, US Department of Housing and Urban Development apply to this bid.)

Contractor understands the Illinois Freedom of Information Act requirement to produce to the Requester any of its company records and documents which are in any way related to the performance of services under this agreement. The Contractor agrees to be bound by the provisions of the Act and agrees to deliver to the Village all records in its possession relating to this agreement within three (3) business days of a request by the Village for said records. Contractor agrees to reimburse the Village any fees, fines, or costs incurred by or assessed against the Village for its failure to deliver requested records in the possession of the Contractor, and which the Contractor failed to deliver to the Village within three (3) business days of its receipt of a request from the Village to do so. An e-mail request for records and documents will be considered received by the Contractor on the day sent.

Bid documents may be obtained at <http://www.mundelein.org/bidsproposals/bidsproposals.htm>. Any questions regarding the bid specifications can be directed to:

Craig Schaul, Street Superintendent  
Village of Mundelein Public Works and Engineering Department  
440 East Crystal Street  
Mundelein, Illinois 60060  
Telephone: 847-949-3270

Bidders must execute all signatures where required on their submitted Bid proposals. Bidders need not return the entire contract proposal when bids are submitted unless otherwise required. Portions of the proposal that must be returned include the following:

1. Business Disclosure Statement
2. Proposal/Schedule of Prices (Bid Form)
3. Proposal Bid Bond
4. Contractor Work History Statement
5. Prime Contractor Certifications

Contractors and subcontractors shall comply with all provisions and requirements as stipulated in the specifications and bid submittal packets for this project. The Village of Mundelein reserves the right to waive any irregularities and technicalities, and to accept or reject any or all bids or any part thereof.

# **INSTRUCTION TO BIDDERS**

## **SPECIFICATION DETAILS**

The Village of Mundelein owns, operates, and maintains approximately 210 curb miles of local roads throughout the corporate boundaries. In addition to Village-owned roads, there are various sections of Right-of-Way and parking lots that fall under the maintenance responsibility of the Village. The annual street sweeping maintenance season shall typically run from the first full week in April through November. However, street sweeping may begin earlier and/or end later depending upon the seasonal weather patterns and conditions.

The exhibits attached to the specifications indicate the locations of work proposed as part of this project. The exhibits are part of the Contract Documents and represent a comprehensive concept of the areas to be completed on this project.

## **SCOPE OF WORK**

The work for which proposals are invited consists of all necessary work, labor, services, transportation, equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data and other means and items to perform and complete street sweeping services in a good and workmanlike manner. Refer to the attached specification drawings for locations of this work.

The annual goal is to sweep each of nine work zones on a monthly basis during the summer months (May-September), with the frequency doubling during the post-winter cleanup (April) and leaf pickup (October) months. The contractor shall complete each cycle within 5 working days.

## **DRAWINGS, SPECIFICATIONS AND SPECIAL PROVISIONS**

The Drawings, Specifications and Special Provisions are intended to describe a complete scope of work and are essential parts of the Contract. A requirement occurring in any of them is binding. In case of discrepancy, measured or calculated dimensions will govern over scaled dimensions. The Contractor shall take no advantage of any apparent error or omission in the Specifications and the Village shall be permitted to make such corrections and interpretations as may be necessary for the fulfillment of the intent of the Specifications. The decision of the Village in the case of any conflicts, errors or omissions is final.

## **EXAMINATION OF SITE AND SPECIFICATIONS**

Each bidder shall, before submitting its contract proposal, carefully inspect in detail the Work Site described herein and the surrounding area and shall familiarize itself with all conditions under which the Work is to be performed; with the obstacles, unusual conditions, or difficulties that may be encountered, whether or not referred to in the Contract; and with all other relevant matters concerning the Work Site and the surrounding area, including subsurface, underground, and other concealed conditions. The bidder whose contract proposal is accepted will be responsible for all errors in its contract proposal, including those resulting from its failure or neglect to make a thorough examination and investigation of the Contract form or the conditions of the Work Site and the surrounding area. They shall fully inform themselves as to the quality and quantity of equipment required and the character of the work.

The Village and its agents assume no responsibility whatsoever in respect to the sufficiency or accuracy of this information and there is no guaranty, either expressed or implied, that the conditions or locations indicated are representative of those existing throughout the work, or that unanticipated situations may

not occur. If their proposal is accepted, the bidder is responsible for all errors in their Proposal resulting from their failure or neglect to comply with these instructions. The Village will in no case be responsible for any change in anticipated profits resulting from such failure or neglect.

### **PRE-BID MEETING**

Prospective bidders are required to attend a mandatory Pre-Bid Meeting scheduled for **Wednesday, January 20, 2016 at 10:00 a.m. at Mundelein Public Works Facility, 440 East Crystal Street, Mundelein, Illinois** to review the scope of the work and the project specifications.

### **CONTENTS OF PROPOSAL FORMS**

All Proposals submitted must be made on the form attached to this request and shall be complete with total prices as required. The proposals shall include the schedule of prices form also attached.

Contract proposals that are not submitted on the proper form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficient proposal upon compliance with the Instructions to Bidders.

### **CLARIFICATIONS**

The Village reserves the right to make clarifications, corrections, or changes in this Bid at any time prior to the time bids are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes.

Any Bidder who is in doubt as to the true meaning of any part of the Bidding Documents, or finds a discrepancy or omission therein, may submit a written request for an interpretation or correction. The person submitting the request shall be responsible for its delivery at least two (2) days prior to the bid opening date. Any interpretation, correction or change of the Bidding Documents will be made by Addendum, which will be posted on the Village website and emailed to the attendees of the pre-bid meeting.

### **IRREGULAR PROPOSALS**

Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids, or that contain irregularities of any kind or which are not accompanied by the proper Bid Surety, may be rejected as irregular.

### **PROPOSAL GUARANTY**

Each proposal must be accompanied by a bid bond, certified check, or banker's cashier check for \$5,000 made payable to the VILLAGE OF MUNDELEIN.

### **DELIVERY OF PROPOSALS**

Each bid shall be submitted in a sealed envelope plainly marked with the title of the contract and bidder's full legal name and shall be addressed and delivered to the place and before the time set forth in the request for bids. Contract proposals may be delivered by mail or in person. Contract proposals received after the time specified above will be returned unopened.



## **DISQUALIFICATION OF BIDS**

2 or more proposals from a person, firm, or corporation, under different names will not be considered. Evidence that any bidder is interested in more than one proposal will cause rejection of all proposals. Any or all proposals will be rejected if there is evidence of collusion among the bidders.

## **WITHDRAWAL OF PROPOSALS**

Bidders may withdraw Bids at any time prior to the bid opening time and date. Withdrawal requests shall be made in writing and must be received by the Owner before the time and date stated for the Bid Opening. Properly withdrawn Bids will be returned unopened to the Person or firm submitting the bid. No contract proposal shall be withdrawn for a period of 45 days after the opening of any proposal.

## **ACCEPTANCE OF PROPOSALS**

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders. The Village may accept the bid that is, in its judgment, the best and most favorable to the interests of the Village and to the public; reject the low price bid; reject any and all bids; or waive irregularities and informalities in any bid submitted or in the request for bid process. The waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely on, or anticipate, any waivers in submitting their contract proposals.

On acceptance of the successful Bidder's contract proposal by the Village, the successful Bidder's proposal, together with Village's notification of acceptance, shall become the Contract for the Work.

## **SELECTION OF BIDDERS**

The Village reserves the right to select a proposal in accordance with the work to be done, equipment and labor to be furnished, experience and pecuniary resources, and the lowest priced responsible bid. The Village reserves the right to waive any and or all technicalities, to reject any or all proposals, and to make an award in the best interest of the Village.

## **EXECUTION OF CONTRACT**

The individual, firm or corporation to whom or to which a Contract has been awarded shall furnish an executed Contract, Contract Bond and Proof of Insurance to the Village within 15 calendar days after Notice of Award has been received by them from the Village. Failure by the Bidder to furnish the Village with an executed Contract and Proof of Insurance within the 15 calendar days specified shall be just cause for annulment of the award, or of the Contract if executed.

# **GENERAL CONDITIONS OF THE CONTRACT**

## **CONTRACTOR'S INSURANCE**

If this Contract is accepted, Bidder proposes and agrees that Bidder shall provide certificates of insurance evidencing the minimum insurance coverage and limits set forth below within 15 days after Owner's acceptance of this Contract. Such insurance shall be in form, and from companies, acceptable to Owner and shall name Owner, including its Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives, as an Additional Insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and limits and shall not be construed in any way as a limitation on Bidder's duty to carry adequate insurance or on Bidder's liability for losses or damages under this Contract

The contractor shall furnish the Village with sufficient documentary evidence of insurance coverage, which evidence shall consist of either such original insurance policy or a certified statement from the insurer listing the details from the policy. The insurance requirements are as follows:

|                                                    |                                                              |
|----------------------------------------------------|--------------------------------------------------------------|
| General Liability/Property Damage/Bodily Injury    | \$1 million each occurrence<br>\$2 million general aggregate |
| Automobile Bodily Injury Liability/Property Damage | \$1 million combined single limit                            |
| Excess/Umbrella Liability                          | \$1 million each occurrence<br>\$2 million aggregate         |
| Workers Compensation and Employers Liability       | \$1 million each occurrence                                  |
| Environmental Impairment/Pollution Liability       | \$1 million each occurrence                                  |
| Owners and Contractors Protective Liability (OCP)  | \$1 million each occurrence                                  |

Such policies shall not be canceled, permitted to expire or to be changed without the written consent of the Village. A Certificate of Insurance must be on file in this office prior to any work on these premises. This Certificate Holder and Additional Insured should read:

- Village of Mundelein and its officers, agents, and employees

## **CHANGES TO SCOPE OF WORK**

If the Owner deems it proper or necessary during the execution of the work to make any alteration which will increase or diminish the quantity of labor or material or the expense of the work, even to the elimination of one or more items, such alteration shall not annul or vitiate the Contract hereby entered into. The elimination of any part of the work shall not increase the unit price for any of the remaining work bid on. The value of the work so added shall be based on the rates and prices named in the Contract as bid, when such rates and prices cover the class of work added, otherwise the value shall be determined by mutual written agreement between the Owner and the Contractor before any such work shall be commenced.

## **EXTRA WORK**

No claim whatsoever will be allowed the Contractor for changes, extra work or material not contemplated or necessary for the completion of the work described, or for a greater amount of money than is hereby stipulated to be paid, unless the change in or addition to the work requiring additional outlay by the Contractor is first ordered in writing by the Owner, and the price herein stipulated to the Contractor.

The Contractor has also been retained to perform services for the Village on an on-call basis during the term of this agreement. The Contractor agrees to be available and to assign sufficient personnel to perform services called for in this Agreement when and to the extent that the Village requests the Contractor to do so. The specific on call service is additional sweeping work. The Public Works Director, or his designee, must approve all additional work in advance of the work being performed. Some of the extra work that may be required will be to clean streets and Village parking lots before special events such as the Community Days Festival (4<sup>th</sup> of July weekend) and Beerfest (early June).

## **SEQUENCE OF WORK**

The Owner shall have the power to direct the order and sequence of the work or revise the Contractor's sequence. Payment for major portions of the work may be withheld until approved completion of accessory work. The Contractor shall not impede or interfere unnecessarily with the work of other contractors who may be employed within the limits of the work.

## **QUALITY CONTROL OF WORK**

The Owner shall have power to inspect all work for compliance with the Specifications, and the Contractor shall perform all of the work herein specified to the Owner's entire satisfaction, approval and acceptance.

The Contractor is responsible for furnishing all labor, materials, and equipment to construct and complete the work in compliance with the Specifications and Special Provisions. All material to be incorporated in the work, all labor to be performed, and all equipment, tools and methods to be used shall be subject to the approval of the Owner. It is the Contractor's responsibility to complete the work and deliver a final product which meets all the requirements of the Specifications.

If any authorized agent of the Owner shall discover and notify to the Contractor of any neglect or disregard of the Specifications, such defects shall at once be remedied and further defective work be at once discontinued; but the right of final acceptance or condemnation of the work will not be waived by reason thereof, nor by any act of the Owner, his officers or agents.

Upon failure of Contractor to comply immediately with any order to remove and replace defective material, Owner shall have authority to remove and replace defective materials, and to deduct the cost of removal and replacement from any monies due or to become due to Contractor. Failure to reject any defective materials or Work at the time of installation shall in no way prevent later rejection when such defects are discovered, nor obligate Owner to issue its Final Acceptance.

## **INSPECTION**

The Owner shall at all times have access for inspection to all branches of the work, on the site of the work, at the place of manufacture, or where materials and equipment are stored. If at any time during the progress of the work, any work is rejected or if any of the work is wholly or in part improperly completed, then the Contractor, at his own expense, shall immediately remediate all work improperly

done. In case the Contractor shall neglect or refuse after 24 hours written notice, to remove or replace said rejected work or material, the work shall be removed by the Owner and the Owner's cost of labor, material and supervision thereof deducted from any money due the Contractor.

### **CONTRACTOR'S EMPLOYEES**

The Contractor shall employ skilled foremen and laborers and shall, if directed by the Village, discharge from the site of the work any incompetent, abusive or disorderly employees. None but persons expert in their respective branches of work shall be employed by the Contractor.

### **OBSTRUCTION OF STREETS AND RIGHT OF WAY**

The Contractor shall arrange to keep public ways open for traffic at their own expense. The Contractor must maintain convenient access to driveways, houses, and buildings along the improvement. The Contractor shall remove all surplus materials and debris from the work area on a daily basis so that there is a minimum amount of disruption to public property as possible.

### **COMPLIANCE WITH LAWS**

The Work, and all of its components, shall be provided, performed, and completed in compliance with, and Bidder agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time, including without limitation the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. and any other prevailing wage laws; 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; and any statutes regarding safety or the performance of the Work.

### **ORDINANCES**

The Contractor shall observe all laws and ordinances controlling or limiting those engaged in public work, which ordinances and laws are made a part of these Specifications. The Contractor shall provide and maintain such sanitary accommodations for the use of his employees as may be necessary to comply with the State and Local Board of Health requirements. Public nuisances will not be tolerated.

### **DAMAGE**

All loss or damage arising out of the nature of the work to be done, or from any delay or unforeseen or unusual obstructions, or from difficulties, which may be encountered in the prosecution of the work or arising from the action of the elements, shall be sustained at the Contractor's expense. The Contractor agrees to hold the Owner harmless from any such claims or demands of any kind, arising from their performing the work on this Contract.

### **CLAIMS**

The Contractor agrees to save and hold harmless the Owner from all claims, demands, suits, judgment decrees, including costs, expenses and attorney fees on account of, or arising out of persons engaged in the performance of this Contract. The Contractor shall save the Owner harmless from all claims, demands, suits, judgment decrees, including costs, expenses and attorney fees on account of, or arising out of any infringement of any patent rights or royalties claimed by any one on account of machinery, instrument tools, materials, principals or processes used by them or about said work.

## **PROCEDURE FOR RESOLVING PROPERTY DAMAGE CLAIMS**

The General Contractor agrees to adhere to the following procedure to resolve all property damage claims that are related to the performance of all Work on this Contract. It is the responsibility of the General Contractor to require that all Subcontractors and Material Suppliers follow this claim procedure. The Village reserves the right to withhold one and one half times the estimated cost of the damages from sums due the General Contractor until all claims related to performance of their Work are resolved as herein provided.

Upon receipt of a claim against the General Contractor for property damage allegedly caused or related to the performance of their Work under this Contract, the General Contractor shall, within 5 working days of receipt of such claim:

- Acknowledge the claim, in writing, to the property owner.
- Furnish the Owner with written acknowledgement of receipt of the claim, including a copy of the claim and all information related to it.
- If the claim is not settled within 5 days, the General Contractor shall:
  - Forward the claim to the General Contractor's Insurance Carrier.
  - Furnish the Engineer with a copy of the Insurance Carrier's written acknowledgement of receipt of the claim
- The General Contractor shall either settle or deny the claim within 60 calendar days from initial receipt of the claim, the General Contractor shall:
  - Notify the Owner, in writing, of claims that have been settled or denied, including the terms of the settlement or the reason for the denial.
  - Notify the property owner if there is a decision to deny their claim and shall include in the Notice of Denial, the name and address of the person authorized to accept service of process on behalf of the General Contractor.
- When a claim is allowed, payment to the property owner in the amount of the award must be within 30 days of the award.

If the Contractor does not make payment to the property owner within the 30 day period, the Owner shall be authorized to make the payment in the amount of the award on behalf of the General Contractor and deduct the amount of the payment from the amount due the General Contractor on the next payment due the Contractor under this Contract.

## **FORFEITURE**

The work herein specified shall be prosecuted with such forces as the Owner may deem adequate for its completion within the time specified for completion. If the rate at which the work is performed is, in the judgment of the Owner, not such as to insure its progress and completion in the time and manner herein specified, or if, at any time, the Contractor refuses or neglects to prosecute the work with forces sufficient for its completion within the specified time, or if in any event, the Contractor fails to proceed with the work in accordance with the requirements and conditions of the Specifications, the Owner shall have full right and authority after giving 3 days written notice to the Contractor of its intention to do so, to take the work out of the hands of the Contractor and/or to re-let the same to other Contractors. In so doing, the Owner may use or authorize the use of such equipment, and supplies as may be the property of the Contractor, or on the ground, without rental or other charge for the use thereof, except that all such materials so used in completing the work shall be credited to said Contractor at their fair reasonable market price, as of the date same were delivered on the work, but in no case will the

Contractor be credited with more than the cost of said materials delivered to the Contractor. The cost of fully completing all the work and all expense of every kind incurred by the Owner in connection herewith shall be charged to the Contractor and shall be deducted and paid by the Owner out of such moneys as may be due, or may at any time thereafter become due, or may at any time thereafter become due to said Contractor under this Contract, or any part thereof, so far as the same shall suffice therefore, and any deficiency shall be paid to the Owner by the Contractor forthwith, and the bondsmen will be held liable for any such deficiency. Should it become necessary for the Owner to declare the work forfeited, such forfeiture shall in no case relieve the Contractor or his bondsmen of any of the conditions of the Contract. In case the Contractor shall abandon or in any manner fail to complete the work, the Owner shall have the full right and authority to pay to any person, firm or entity who may have been employed by the Contractor upon the work, out of any fund due or unpaid the Contractor at the time the Owner shall declare said Contractor in default, any and all sums of money which may be found to be due and owing to said Contractor under this Contract and upon giving 5 days written notice by mail to said Contractor of the intention so to do. The Owner shall have the full right and authority to ascertain the amount or amounts so due and owed by the Contractor to such person, firm or entity and in such manner and upon such proof as it may deem sufficient, and the amount or amounts so found by it to be due and owing to such person, firm or entity, shall be conclusive as against said Contractor, and may thereafter make payment to the said person, firm or entity.

### **SUBLETTING OF CONTRACT**

No part of the work herein specified shall be assigned, subcontracted or sublet without written consent of the Owner. The Contractor may be permitted to sublet a portion thereof, but shall perform with the Contractor's own organization, work amounting to not less than 50 percent of the total contract cost, and with materials purchased or produced by the Contractor. Second tier subcontracting is not permitted.

All requests to subcontract any work shall include a certified copy of the executed subcontract agreement signed by both the General Contractor and the Subcontractor. All subcontract agreements shall list and itemize what work is being subcontracted and the amounts and/or basis of payment for such work. All subcontract agreements shall contain the required Federal and State Equal Employment Opportunity provisions and Labor Compliance provisions, including contract minimum wage requirements.

All work permitted to be subcontracted is conditional upon the timeliness and satisfactory performance of the Subcontractor and coordination of the Contractor. The Owner may order the Contractor to remove a Subcontractor who is not performing satisfactory work or who is not performing work in a timely manner. Upon the Owner's written direction, the Contractor shall comply at once and shall not employ the Subcontractor for any further work under this contract.

### **SUSPENSION OF WORK**

Should the Contractor, with the approval of the Owner, stop work or should the weather conditions in the opinion of the Owner be such that the work could not be properly and safely be performed, then the Owner may suspend the work until such time as weather conditions shall permit proper construction. In case of stoppage of work, the Contractor shall at his own expense store and be responsible for material and protection of the work and be responsible for all accidents as though the work was in progress. Should the work be delayed or suspended with the approval of the Owner, the time of delay or suspension may be added to the time set for completion of the work.

### **WAIVERS OF LIEN REQUIRED**

It is expressly understood that the Owner reserves the right to direct that no payment be made to the Contractor should he have reason to believe that said Contractor has failed for any reason to make just payment to any employee, subcontractor or material supplier used or employed by the Contractor in the prosecution of the work, until the Engineer is satisfied that full and proper payment has been made. The Contractor shall secure and file with the Owner progress and final waivers of lien for all materials incorporated into and labor and equipment employed on the work before payment requests are processed.

### **PAYMENT FOR COMPLETED WORK**

The work to be constructed may vary in actual units or quantities from those given in the Bid Documents, but no additions or deductions in the unit prices bid by the Contractor will be made because of this fact. The total bid and contract unit prices shall include all cost of the work to be completed.

Any payments made to the Contractor during the progress of the work shall in no way lessen the total and final responsibility of the Contractor, nor in any manner whatever waive any of the terms, conditions, covenants, or requirements of the Contract, nor be considered a ratification of any act on the part of the agents or representatives of the Owner which in any manner may contravene any of the requirements or provisions of the Contract.

Payment for approved work shall be made to the Contractor as invoiced. All payments made to the Contractor shall be by check in U.S. Funds.

### **PARTIAL AND FINAL ACCEPTANCE OF WORK**

Work on this Contract is not subject to partial inspection and acceptance. The entire work shall be made in a neat and workmanlike manner and all requirements shall be complied with in detail. The mere fact that some particular part or portion of the work may have been previously inspected, cleaned and set in order will not excuse the Contractor from again cleaning any and all portions so that the entire system of work shall be in proper condition and subject to final inspection by the Owner and complying with the use intended at the time of acceptance by the Owner. The date of final acceptance of work on this Contract is the date that the Contractor is issued final payment by the Owner.

### **PRE-OPERATION MEETING**

Prior to commencing any construction operations, there shall be a Pre-Operation Meeting conducted at the Public Works facility, 440 East Crystal Street, Mundelein, Illinois. The Owner will set the date and time of the meeting after execution of the Contract by both parties. The Contractor's full time Superintendent must attend the meeting. The following shall be submitted for review at the meeting:

- Superintendent 24-hour emergency phone number and field cellular telephone number, if different
- List of Subcontractors, including quantity and type of work to be sublet, their qualifications, references and certified copies of their subcontract agreements.

**STATUS MEETINGS**

The Village may conduct status meetings as necessary to review the performance of the contractor based on the specifications provided. The Owner shall provide a report of defective items to the contractor. Items indicated in the report shall be rectified within 48 hours of notification to the contractor.

**CANCELLATION OF CONTRACT**

The Owner reserves the right to cancel this contract without cause at any point in the duration of the life of the contract. The Village shall provide written notification to the Contractor 10 calendar days prior to cancellation.



## **STANDARD SPECIFICATIONS**

The following provide detail regarding the services included in this contract. The following detailed scope describes the minimum requirements the Village desires in a bid for this project. It may not be all inclusive of the tasks required to complete the project in a high-level manner as described below.

### **CONTRACT DURATION AND START DATE**

Contractor shall perform the Work from April 1, 2016 through April 30, 2017, or as otherwise defined by OWNER. Street Sweeping shall be completed on weekdays between the hours of 7:00 AM and 3:00 PM, unless directed otherwise by OWNER. Contractor shall complete the entire cycle within five days' time or a time mutually agreed upon by the OWNER and Contractor.

Upon receiving the Notice to Proceed, the contractor shall coordinate each of the Street Sweeping Cycles with the OWNER. Contractor is required to notify the OWNER upon the completion of each sweeping cycle. Upon said notice, the OWNER will inspect the Work completed and the Contractor shall re-sweep any street(s) to satisfaction of the OWNER within twenty-four (24) hours of notification. This additional work shall be the responsibility of the contractor and will not be paid for separately but shall be considered as incidental to the cost of the project.

### **WATER SUPPLY**

Contractor may obtain water, at no cost, only from the fixtures designated by the OWNER. No water shall be obtained except for use on those streets as part of the contract. Readings shall be taken from the hydrant meter and identified on a daily log to be submitted weekly or at a frequency mutually agreed upon by the OWNER and Contractor.

### **SWEEPING DEBRIS**

Contractor may deposit debris, at no cost, at a designated dumpsite provided by the OWNER. No debris shall be deposited except that collected from those streets as part of the contract.

### **DOWNTOWN SWEEPING**

The Contractor shall complete sweeping of the downtown district, including the Metra Station on a bi-weekly basis, every other Friday during the sweeping season. Sweeping must be conducted between the hours of 4 a.m. and 7 a.m. every other Friday. The attached map titled **Street Sweeping Zone: Downtown** depicts the location of the proposed sweeping area.

All Downtown Sweeping work will be considered incidental and inclusive in the SWEEPING, VILLAGE-WIDE unit pricing.

### **BEERFEST AND MUNDELEIN DAYS SWEEPING**

The Village conducts two (2) special events for which cleaning shall be required: Beerfest (2 cycles) and Community Days (4 cycles). These events occur during the first weekends of June and July, respectively. The Contractor will be required to complete cycles for the zone prior to and during the events. The attached maps titled **Street Sweeping Zone: Beerfest**, **Street Sweeping Zone: Mundelein Days** depict the locations of the proposed sweeping areas.

**ALTERNATE BID #1—SUPPLEMENTAL/EMERGENCY SWEEPING**

OWNER shall give at least twenty-four (24) hour notice for a supplemental request outside of the special events previously noted, except in an emergency.

Emergency call-outs require a response time less than 60 minutes and shall be guaranteed a 3-hour minimum. The contract quantities specify five (5) call-outs. The exact amount may be more or less depending upon the circumstances throughout the season.

**BUSINESS DISCLOSURE STATEMENT  
STREET SWEEPING PROGRAM**

IF AN INDIVIDUAL

Name of Bidder: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_

IF A PARTNERSHIP

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Longhand Signature)

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_

NAMES AND ADDRESSES OF ALL FIRM MEMBERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF A CORPORATION

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

A corporation in the State of \_\_\_\_\_

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

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

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_

NAMES OF OFFICERS: President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Attest \_\_\_\_\_

**PROPOSAL/SCHEDULE OF PRICES****RETURN WITH BID**

**It is expressly understood and agreed that:**

1. All prices stated in the Schedule of Prices are firm and shall not be subject to change;
2. The Village is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices; and
4. Any items of Work not specifically listed or referred to in the Schedule of Prices shall be deemed incidental to the Contract Price, shall not be measured for payment, and shall not be paid for separately except as incidental to the Contract Price, including without limitation extraordinary equipment repair, the cost of transportation, packing, cartage, and containers, the cost of preparing schedules and submittals, the cost or rental of small tools or buildings, the cost of utilities and sanitary conveniences, and any portion of the time of Bidder, its superintendents, or its office and engineering staff.

**(For complete information covering these items, see bid specifications)**

| <i>Item</i>                     | <i>Unit</i> | <i>Qty.</i> | <i>Unit Price</i> | <i>Total Cost</i> |
|---------------------------------|-------------|-------------|-------------------|-------------------|
| <b>SWEEPING, VILLAGE-WIDE</b>   | Cycle       | 9           |                   |                   |
| <b>SWEEPING, BEERFEST</b>       | Cycle       | 2           |                   |                   |
| <b>SWEEPING, MUNDELEIN DAYS</b> | Cycle       | 4           |                   |                   |
| <b>TOTAL ANNUAL COST</b>        |             |             |                   |                   |

**ALTERNATE BID #1**

| <i>Item</i>                            | <i>Unit</i>       | <i>Qty.</i> | <i>Unit Price</i> | <i>Total Cost</i> |
|----------------------------------------|-------------------|-------------|-------------------|-------------------|
| <b>SUPPLEMENTAL/EMERGENCY SWEEPING</b> | Each (3-hr. min.) | 5           |                   |                   |

## **CONTRACTOR'S WORK HISTORY STATEMENT**

**RETURN WITH  
BID**

ADD SEPARATE SHEETS IF NECESSARY FOR FULL DISCLOSURE

JOINT VENTURES MUST SUBMIT SEPARATE WORK HISTORY STATEMENTS FOR THE JOINT VENTURE AND FOR EACH SIGNATORY TO THE JOINT VENTURE AGREEMENT

|                  | NAME | YEARS WITH<br>COMPANY | CONTACT<br>NUMBER |
|------------------|------|-----------------------|-------------------|
| Project Manager  |      |                       |                   |
| Superintendent   |      |                       |                   |
| Field Supervisor |      |                       |                   |

Provide one (1) reference, including work performed and contract value, for two (2) projects:

|                |    |                     |  |
|----------------|----|---------------------|--|
| PROJECT 1      |    |                     |  |
| Owner Name     |    |                     |  |
| Address        |    |                     |  |
| Contact Person |    |                     |  |
| Telephone      |    |                     |  |
| Type of Work   |    |                     |  |
| Contract Value | \$ | Completion<br>Date: |  |

|                |    |                     |  |
|----------------|----|---------------------|--|
| PROJECT 2      |    |                     |  |
| Owner Name     |    |                     |  |
| Address        |    |                     |  |
| Contact Person |    |                     |  |
| Telephone      |    |                     |  |
| Type of Work   |    |                     |  |
| Contract Value | \$ | Completion<br>Date: |  |

## **LIST OF SUBCONTRACTORS**

**RETURN WITH BID**

Each Contractor shall list below each subcontractor to be engaged by Contractor for the performance of any part of the Work. Although the information provided in the list may be used by Owner to assess the Contractor's Proposal, the requirement that such information be provided shall not be deemed to dictate to Contractor the specific subcontractors it must engage or to indicate that Owner will accept a Contractor's Proposal only if specified individuals are included as subcontractors

|                      |  |
|----------------------|--|
| Subcontractor Name   |  |
| Address              |  |
| Telephone            |  |
| Work to be Performed |  |

|                      |  |
|----------------------|--|
| Subcontractor Name   |  |
| Address              |  |
| Telephone            |  |
| Work to be Performed |  |

|                      |  |
|----------------------|--|
| Subcontractor Name   |  |
| Address              |  |
| Telephone            |  |
| Work to be Performed |  |

|                      |  |
|----------------------|--|
| Subcontractor Name   |  |
| Address              |  |
| Telephone            |  |
| Work to be Performed |  |

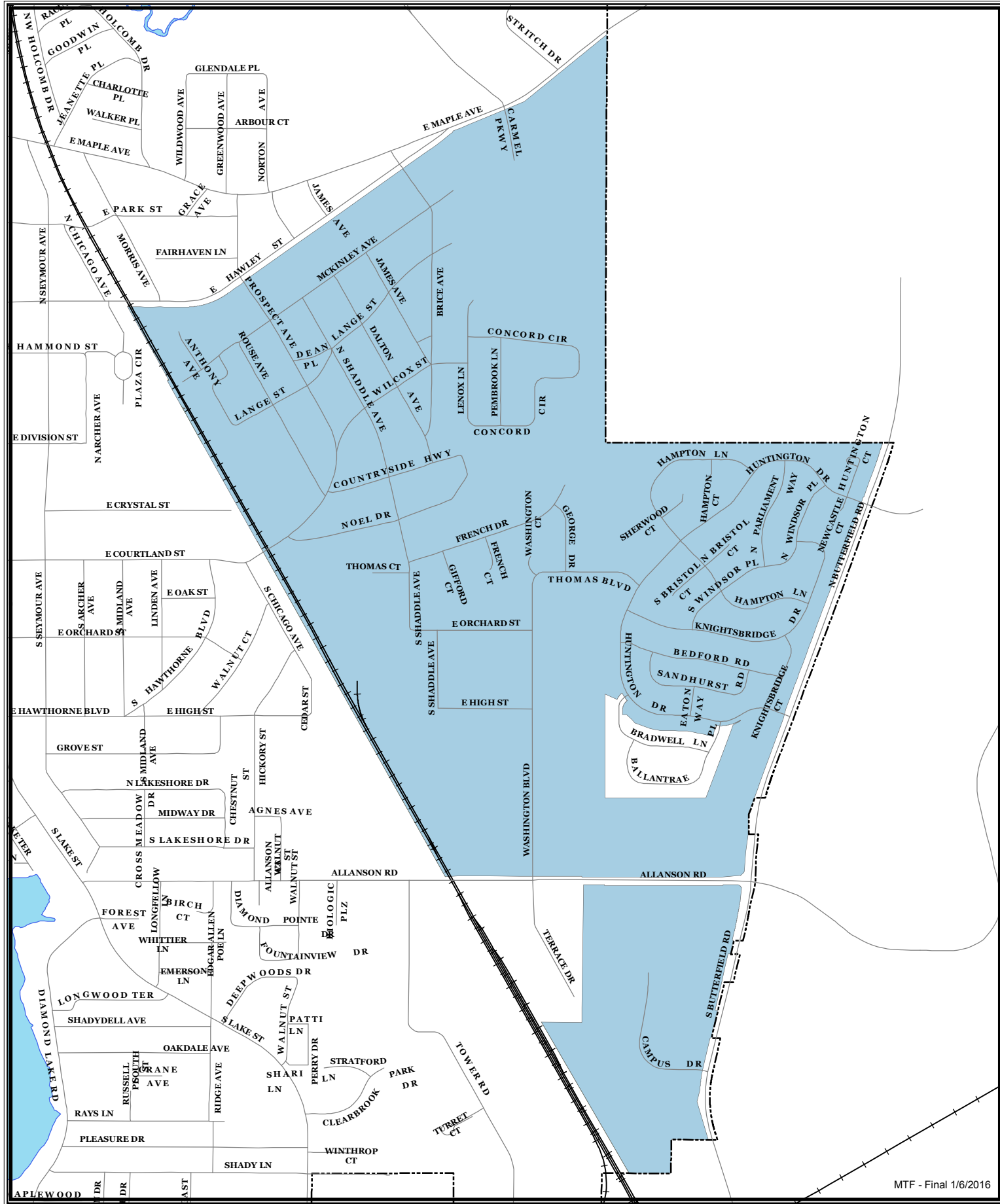
|                      |  |
|----------------------|--|
| Subcontractor Name   |  |
| Address              |  |
| Telephone            |  |
| Work to be Performed |  |

|                      |  |
|----------------------|--|
| Subcontractor Name   |  |
| Address              |  |
| Telephone            |  |
| Work to be Performed |  |

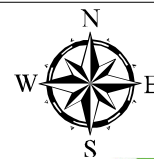






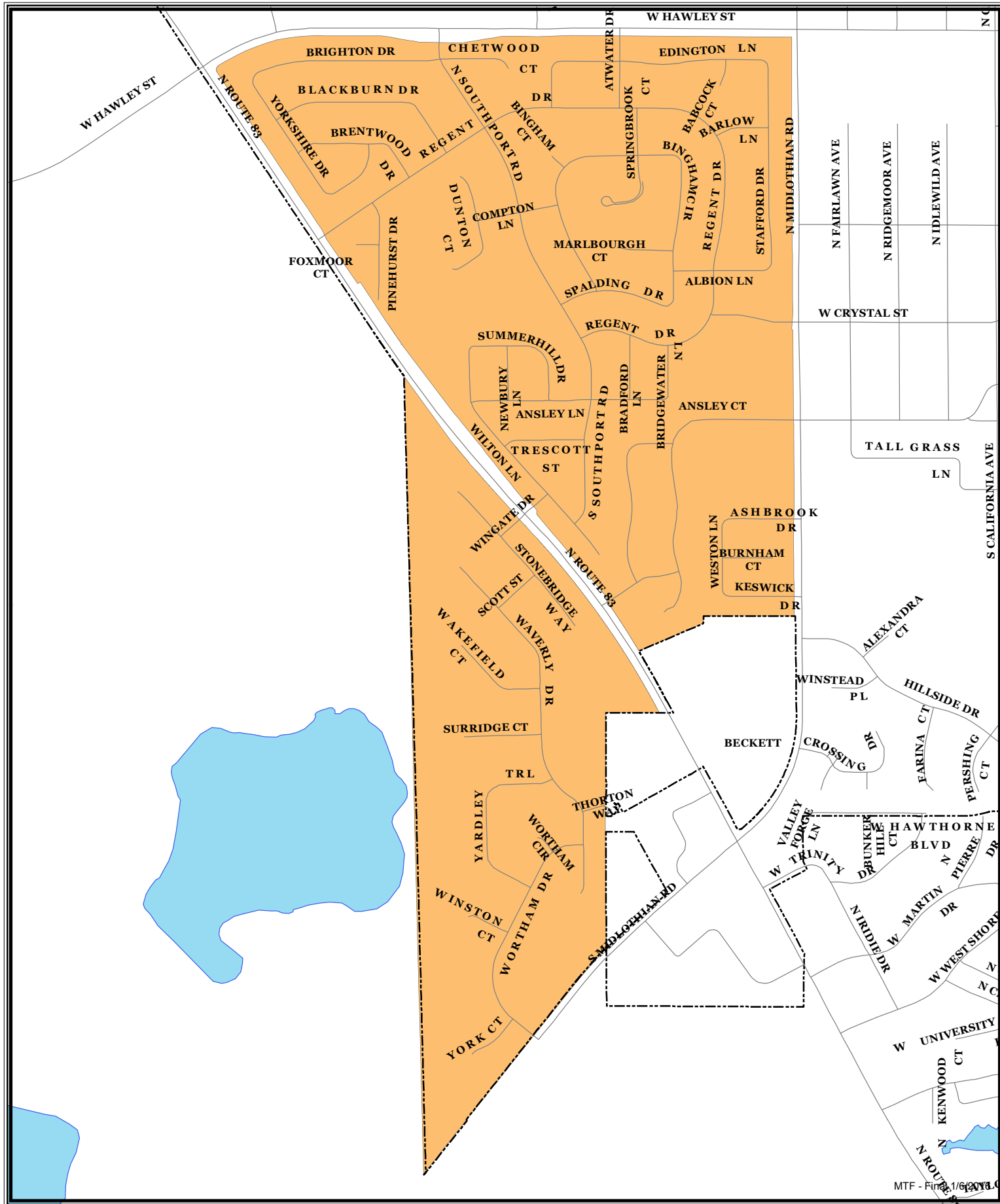


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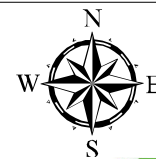


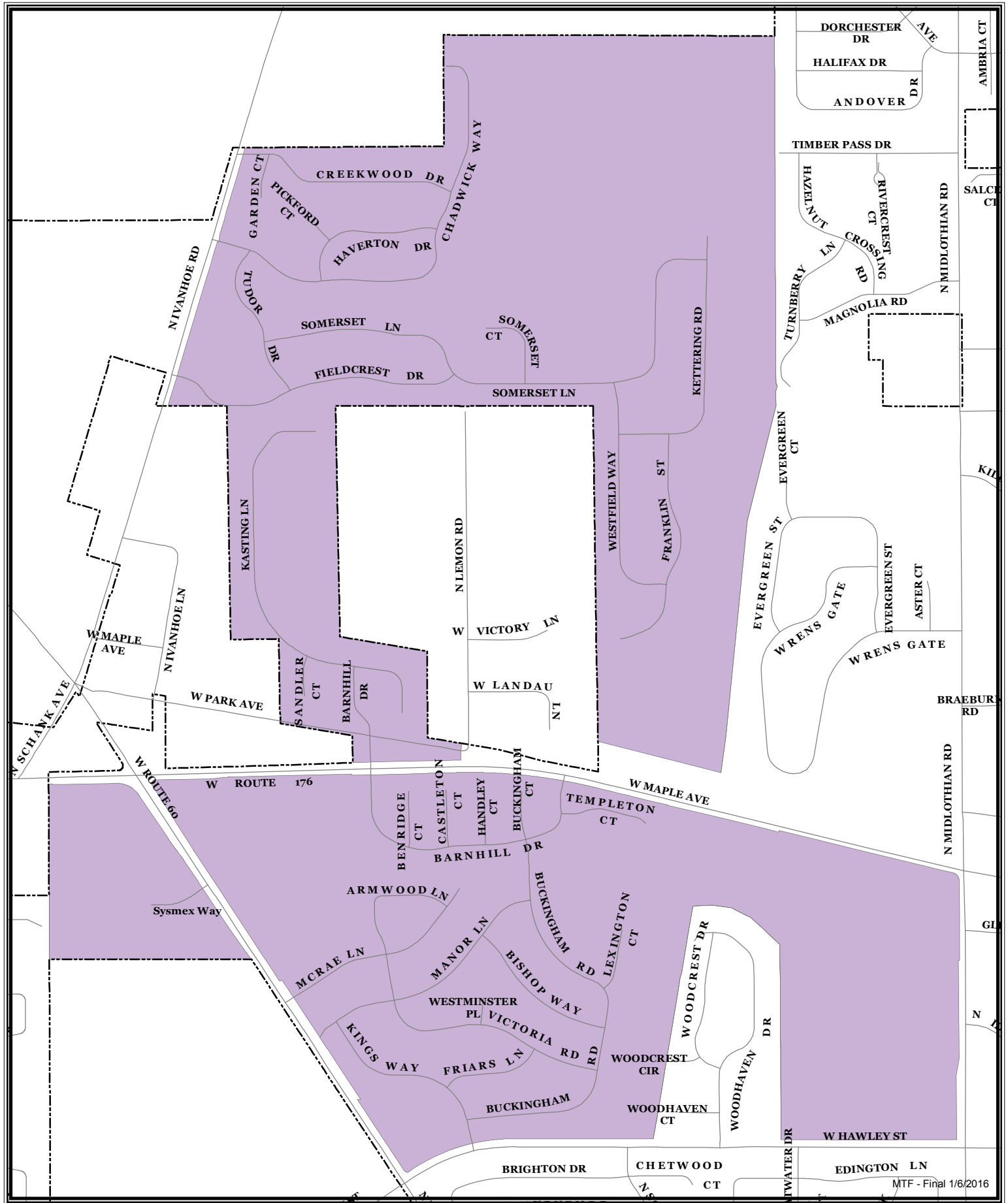




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# Village of Mundelein Street Sweeping Zone: 4





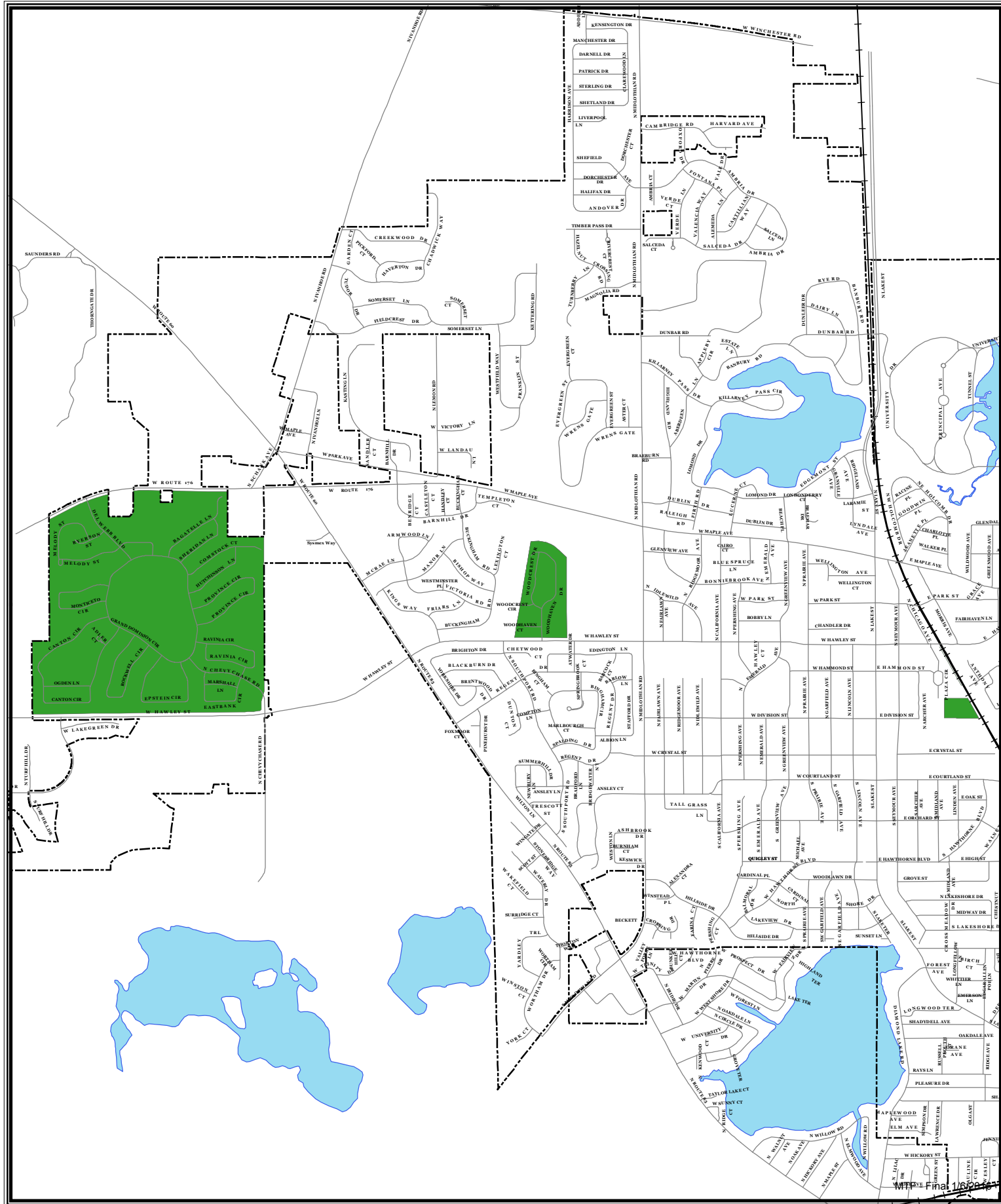
# Village of Mundelein Street Sweeping Zone: 5



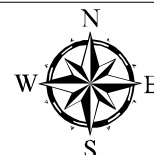




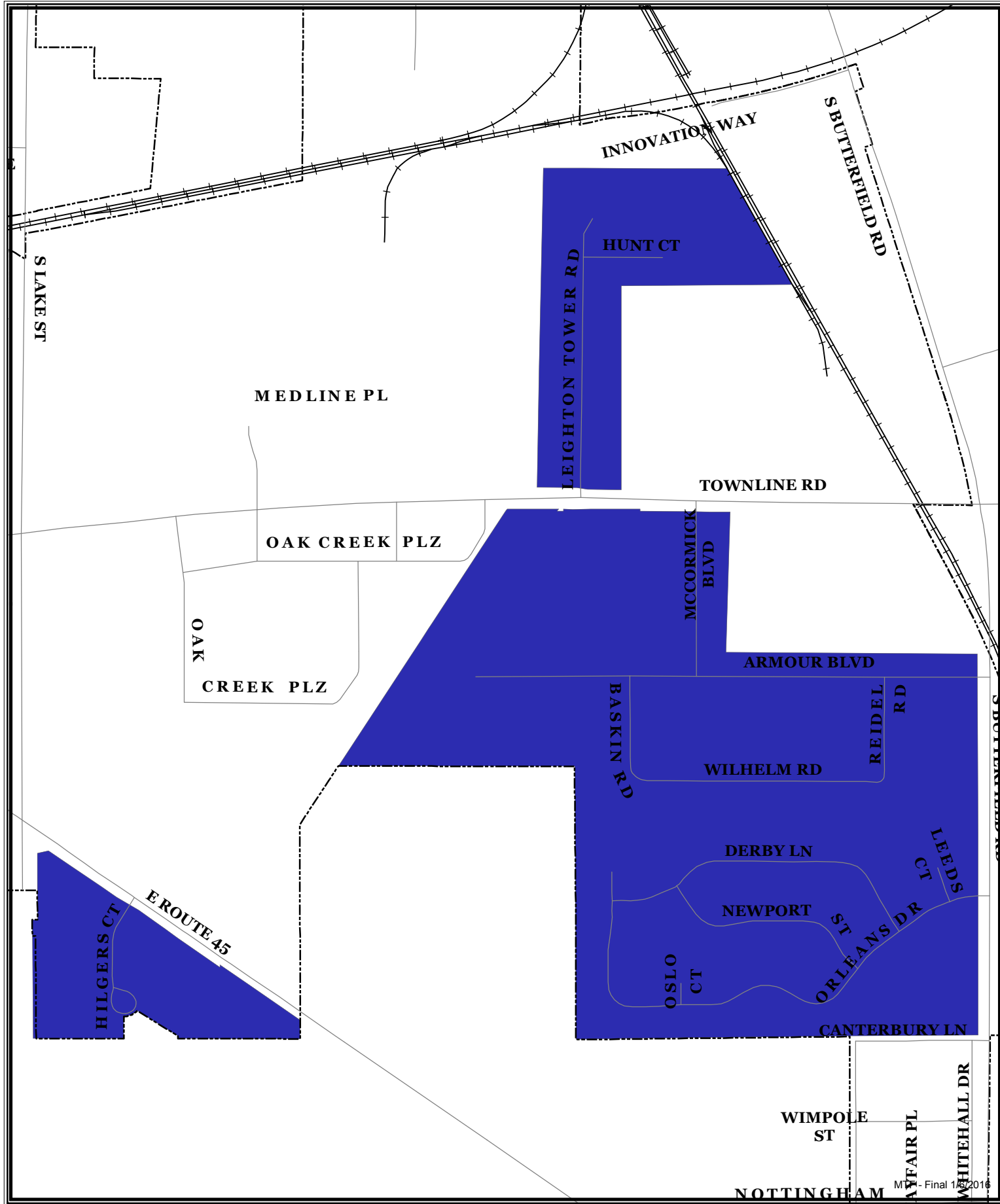




# Village of Mundelein Street Sweeping Zone: 8 (North)



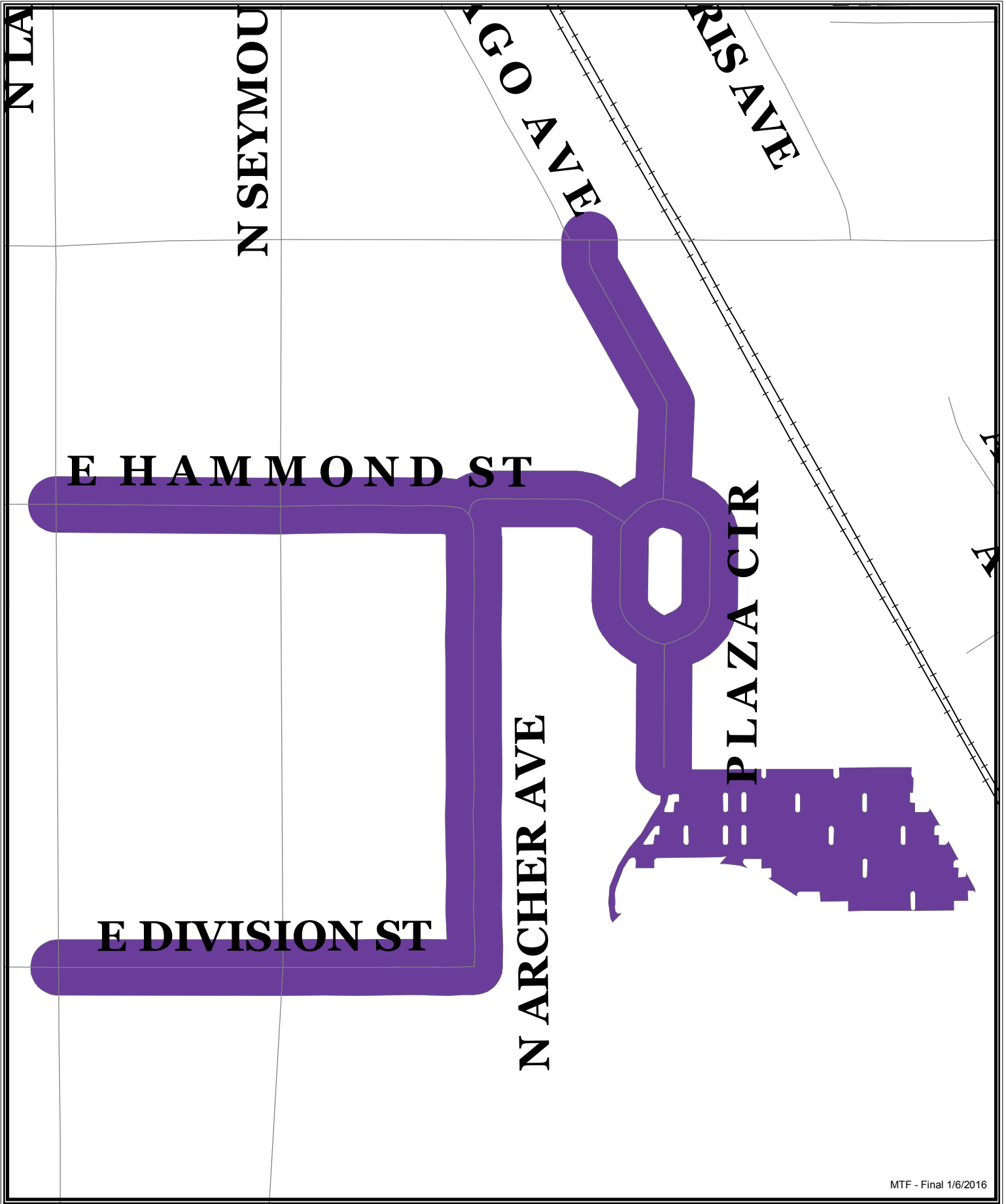




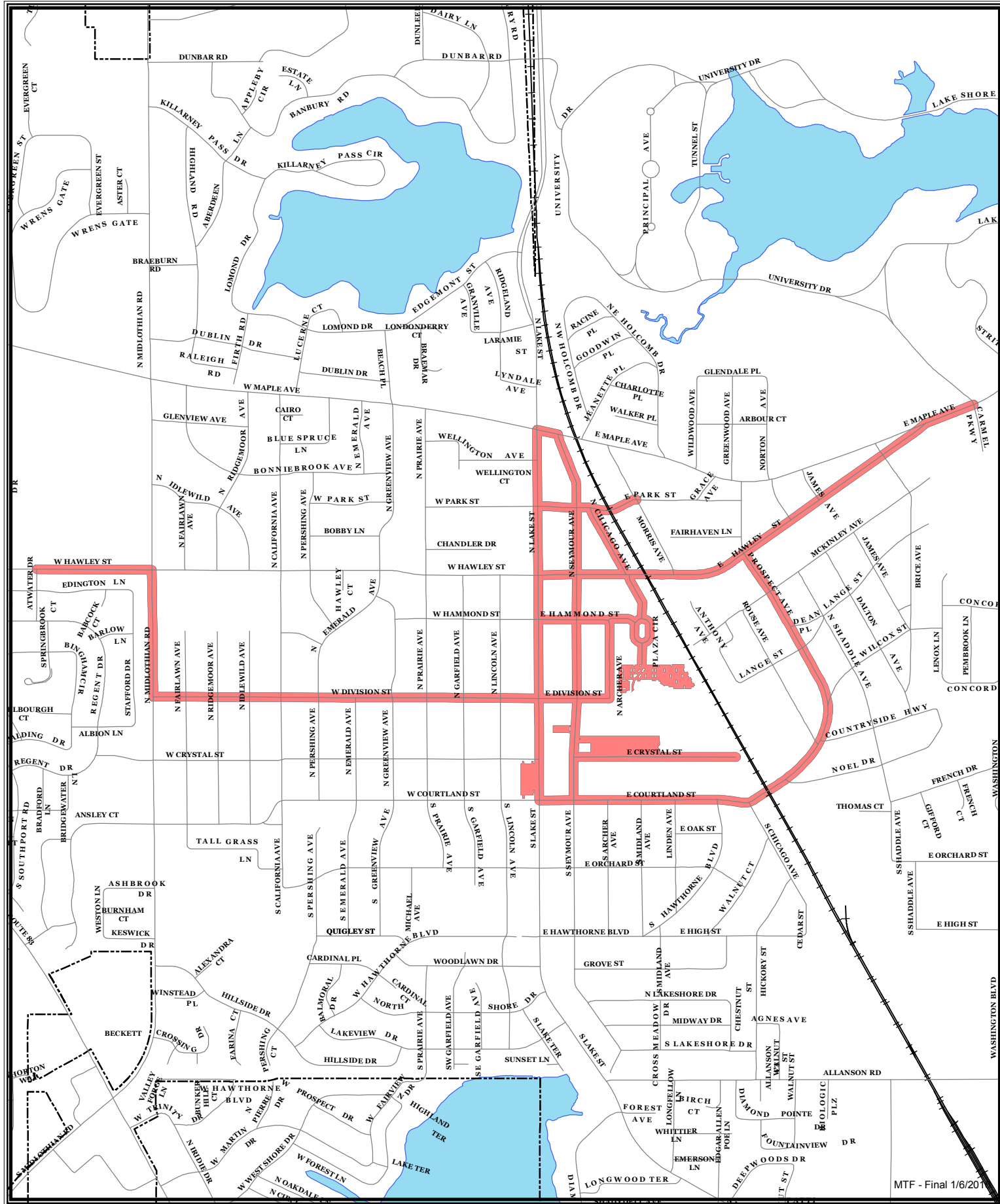
# Village of Mundelein Street Sweeping Zone: 8 (South)



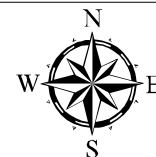




MTF - Final 1/6/2016



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To: Mayor and Board of Trustees

From: Kelsey Langelier, Business Services Manager  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Resolution - Proposal Award - Server Room HVAC System Replacement

**Financial Impact:**

\$58,800 - 100-260-48299 - OTHER BLDG/FACILITIES

**Attachments:**

1. R-25-05-27 - Exhibit A - Proposal

**Background:**

The FY26 budget provides funds to replace the Village Hall server room HVAC cooling system. The system has reached the end of its life and is in need of replacement. Cahill Heating and Air Conditioning submitted a proposal to replace the system for \$58,800. Cahill provides routine preventative maintenance on all Village HVAC systems, including the current server room system. Due to their familiarity with the system, they can provide the most efficient service. Furthermore, compared to other vendors, Cahill's pricing was more favorable.

**Recommendation:**

**Motion** to adopt a resolution waiving bids, accepting a proposal from Cahill Heating and Air Conditioning, of Lake Bluff, IL, for the replacement of the server room HVAC cooling system and approving a purchase order number 26-00238 in the amount of \$58,800.

I hereby certify that the attached is an original of

**Resolution No. R-25-05-27**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION NO. R-25-05-27**

**A RESOLUTION WAIVING BIDS, ACCEPTING A PROPOSAL FROM CAHILL HEATING AND AIR CONDITIONING, OF LAKE BLUFF, IL, FOR THE REPLACEMENT OF THE SERVER ROOM HVAC COOLING SYSTEM, AND APPROVING PURCHASE ORDER NUMBER 26-00238 IN THE AMOUNT OF \$58,800.**

**WHEREAS**, Illinois Compiled Statutes 65 ILCS 5/8-9-1 provides that a contract in which the expense to be incurred by a municipality exceeds \$25,000 shall be competitively bid, except that such contract may be entered into by the proper municipal officers without advertising for bids if authorized by a vote of two-thirds (2/3) of all Trustees then holding office; and

**WHEREAS**, Section 3.04.020 of the Mundelein Municipal Code provides that a contract in which the expense to be incurred by the Village exceeds \$20,000 may be entered into without advertising for bids if authorized by a vote of two-thirds (2/3) of all Trustees then holding office; and

**WHEREAS**, the Village Hall HVAC cooling system has reached the end of its life and is need of replacement; and

**WHEREAS**, ensuring climate control in the server room is crucial to keeping the Village's computer servers at a proper temperature; and

**WHEREAS**, Cahill Heating and Air Conditioning has submitted a proposal to perform the HVAC cooling system replacement; and

**WHEREAS**, Cahill Heating and Air Conditioning is the preferred vendor because they provide maintenance on Village HVAC equipment and have advanced knowledge of the systems; and

**WHEREAS**, awarding a contract to Cahill Heating and Air Conditioning for this work provides the most effective and cost-efficient project.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:**

**SECTION I:** The formal competitive bidding process provided in Section 3.04.020 of the Mundelein Municipal Code, and the Illinois Compiled Statutes 65 ILCS 5/8-9-1, is hereby waived for the replacement of the server room HVAC cooling system.

**SECTION II:** The proposal submitted by Cahill Heating and Air Conditioning in the cumulative amount of \$58,800, a copy of which is attached hereto as **Exhibit A**, is accepted.

**SECTION III:** Purchase order number 26-00238 in the amount of \$58,800 is approved.

**XXXX** this 12th day of May 2025 by roll call vote.

**RESULT:** [Yes 0, No 0, Abstained 0]

|                  |      |
|------------------|------|
| <b>MOVER:</b>    | None |
| <b>SECONDER:</b> | None |
| <b>AYES:</b>     | None |
| <b>NAYS:</b>     | None |
| <b>ABSTAIN:</b>  | None |

---

President

ADOPTED: Monday, May 12, 2025

APPROVED: Monday, May 12, 2025

ATTEST: \_\_\_\_\_

Village Clerk





*28983 Herky Dr. Lake Bluff, IL 60044*

*Phone: 847-367-4492 / Fax: 847-367-4494 / Web: Cahillheating.com*

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## PROPOSAL

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**TO:** Village of Mundelein  
300 Plaza Circle  
Mundelein, IL 60060

**DATE:** 4-9-25

**RE:** Server room area cooling system replacement options

Cahill will furnish and install one of the following options for the server room cooling system:

- Removal and proper disposal of existing equipment per EPA guidelines
- Install (3) 3-ton Mitsubishi R454B cooling systems
- (3) 3-ton roof mounted condensers
- (1) 3-ton single head wall mounted evaporator unit per system
- 1 set roof rails for 3<sup>rd</sup> condenser (roof flashing & sealing by roofer included)
- Refrigeration lines
- Electrical circuits
- Condensate pumps
- Wind baffles for low ambient operation down to -13F degrees
- Kumo cloud connectivity for remote monitoring
- Complete systems start up and test for proper operation
- Prevailing wage labor and all materials required for new systems installation
- Mitsubishi systems have 5 year manufacturer warranty, 7 years on compressors
- Labor guaranteed for one year from date of installation

Mitsubishi systems total: \$58,800.00

Balance due 30 days from completion  
A 3% fee will apply for all payments via credit card  
Any permit fees in addition to total above  
Labor guaranteed for one year from date of completion  
Proposal valid for 30 days

*Cahill Heating, Air Conditioning  
& Electric Service, Inc.*

ACCEPTED: \_\_\_\_\_

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

Comfort      *Mark Stotts*  
Consultant: \_\_\_\_\_  
Mark Stotts

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**All quotations are subject to change or withdrawal at any time by Cahill without notice.**

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**Terms and Conditions**

In the event that the payments called for herein are not made on the date set forth herein, interest shall accrue at the rate of 12% per annum commencing on the date the payment was due and continuing thereafter until the payment is made in full. In the event that Cahill is unpaid, and any expenses are incurred by Cahill in the collection, filing of suit, or any other similar actions are taken, the other party hereby agrees that they shall fully and completely reimburse and be responsible for the payment of any and all collection costs, reasonable attorney's fees, court costs, and any other similar expenses incurred by Cahill for the purpose of enforcing this contract.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manor according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes or accidental delays beyond our control. Homeowner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

To: Mayor and Board of Trustees

From: Margarita OROZCO, PT Office Clerk  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Sludge Hauling Services Contract FY25 through FY27

**Financial Impact:**

\$165,000 - 500-453-47460-000 SLUDGE HAULING

**Attachments:**

None

**Background:**

On March 15, 2024, the Village received a contract extension request for 3-years with Dahm Enterprises for biosolids removal at the Water Resource Recovery Facility. The Board authorized the contract extension on April 22, 2024. This is the second year of the extension. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00258 and payment of biosolids removal services from Dahm Enterprises in the amount of \$165,000.

To: Mayor and Board of Trustees

From: Kelsey Langelier, Business Services Manager  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Resolution - Proposal Award - Server Room UPS Replacement

**Financial Impact:**

\$55,400 - 100-260-48299 - OTHER BLDG/FACILITIES

**Attachments:**

1. R-25-05-28 - Exhibit A - Proposal

**Background:**

The FY26 budget provides funds to replace the Village Hall server room uninterruptible power supply (UPS), which is the battery backup to the Village's servers. The current UPS has reached the end of its life and is in need of replacement. D&B Power Associates, Inc. submitted a proposal to replace the system for \$55,400. D&B Power Associates services the current UPS system, provides power quality maintenance, and is replacing the Village's generators. Due to their familiarity with the system, they can provide an efficient service. Furthermore, compared to other vendors, D&B Power Associates provided the most cost-effective option with higher quality materials.

**Recommendation:**

**Motion** to adopt a resolution waiving bids, accepting a proposal from D&B Power Associates, Inc., of St. Charles, IL, for the replacement of the server room UPS system and approving a purchase order number 26-00237 in the amount of \$55,400.

I hereby certify that the attached is an original of

**Resolution No. R-25-05-28**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

---

Village Clerk

**RESOLUTION NO. R-25-05-28**

**A RESOLUTION WAIVING BIDS, ACCEPTING A PROPOSAL FROM D&B POWER ASSOCIATES, INC., OF ST. CHARLES, IL, FOR THE REPLACEMENT OF THE SERVER ROOM UPS SYSTEM, AND APPROVING PURCHASE ORDER NUMBER 26-00237 IN THE AMOUNT OF \$55,400.**

**WHEREAS**, Illinois Compiled Statutes 65 ILCS 5/8-9-1 provides that a contract in which the expense to be incurred by a municipality exceeds \$25,000 shall be competitively bid, except that such contract may be entered into by the proper municipal officers without advertising for bids if authorized by a vote of two-thirds (2/3) of all Trustees then holding office; and

**WHEREAS**, Section 3.04.020 of the Mundelein Municipal Code provides that a contract in which the expense to be incurred by the Village exceeds \$20,000 may be entered into without advertising for bids if authorized by a vote of two-thirds (2/3) of all Trustees then holding office; and

**WHEREAS**, the Village Hall server room UPS system has reached the end of its life and is in need of replacement; and

**WHEREAS**, ensuring battery backup for all village servers is crucial to the Village's operations; and

**WHEREAS**, D&B Power Associates has submitted a proposal to perform the UPS replacmenet; and

**WHEREAS**, D&B Power Associates is the preferred vendor because they provide maintenance on Village UPS equipment and have advanced knowledge of the systems; and

**WHEREAS**, awarding a contract to D&B Power Associates for this work provides the most effective and cost-efficient project.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:**

**SECTION I:** The formal competitive bidding process provided in Section 3.04.020 of the Mundelein Municipal Code, and the Illinois Compiled Statutes 65 ILCS 5/8-9-1, is hereby waived for the replacement of the server room HVAC cooling system.

**SECTION II:** The proposal submitted by D&B Power Associates in the cumulative amount of \$55,400, a copy of which is attached hereto as **Exhibit A**, is accepted.

**SECTION III:** Purchase order number 26-00237 in the amount of \$55,400 is approved.

**XXXX** this 12th day of May 2025 by roll call vote.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |

|                 |      |
|-----------------|------|
| <b>AYES:</b>    | None |
| <b>NAYS:</b>    | None |
| <b>ABSTAIN:</b> | None |

\_\_\_\_\_  
President

ADOPTED:     Monday, May 12, 2025  
\_\_\_\_\_

APPROVED:   Monday, May 12, 2025  
\_\_\_\_\_

ATTEST: \_\_\_\_\_  
  
Village Clerk

| Proposal/Contract                                                                                                                         | Notes:                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| To: John Lopez<br>Company: Mundelein<br>Email/Fax: jlopez@mundelein.org<br>Date: 4/22/25<br>Subject/Project: Village Hall UPS Replacement | -Quote valid until 4/31/25. As of 5/1, the UPS manufacturer has a scheduled mandatory 10% pricing increase. |

| Qty    | Part Number/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Extended Price |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1      | Symmetra PX 10kW N+1 Scalable to 40kW N+1, 208V<br>                                                                                                                                                                                                                                                                                                                                                                         |                |
| 2      | Symmetra PX 10kW Power Module, 208V, High Efficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| 1      | Symmetra PX Battery Module Row (1 of 4 possible) Estimated runtime of 25 mins                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| 1      | APC 40KW 208V 1 MOD. 1 MAIN SERV. BYPASS PANEL                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |
| 1      | Scheduled 5x8 (Normal Hours) Factory Start Up Service                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
| 1      | 1 Year Next Business Day Onsite Factory Warranty (Parts and Labor Included)                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| 1      | Electrical Work DLN Electric:<br>-Demo and electrically disconnect existing UPS<br>-Disassemble UPS, Battery Cabinet and Maintenance Bypass and Remove for Recycling<br>-Install and furnish factory provided wall mounted maintenance bypass switch<br>-Modify existing main input feed and breaker for 175A service<br>-Set new UPS<br>-Furnish and install new UPS input/output connections to/from UPS and Wall MBS<br>-Provide temporary power for the data center to stay live while work is completed |                |
| 1      | White Glove Inside Delivery with Lift Gate to Village Hall Data Center                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| Total: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$55,400       |

**-Optional Adder:** Additional Row of Battery Modules: \$2,130ea (+1 RT 1:02, +2 RT 1:40, +3 RT 2:26)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Terms and Conditions:</b> <i>FREIGHT INCLUDED</i> , FOB: Factory. <b>QUOTE VALID:</b> to 4/31/25. <b>Payment Terms:</b> Net 30 days from date of shipment. Credit cards (Visa, Mastercard) are subject to a convenience fee. The current fee is 3% of total charge. Price does not include sales tax. Partial retention not permitted. Complete D&B Power Assoc. Inc. terms and conditions can be found <a href="#">Here</a> Price includes items listed in above Bill of materials only. Order cancellations or product returns are subject to restocking charges or may not be returnable. Thank you for considering D&B Power Associates. |                                                                                     |
| Customer Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| Purchase Order #:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date: 5-1-25                                                                        |

Prepared By: Mike Cox  
President/Critical Infrastructure Consultant



To: Mayor and Board of Trustees

From: Gail Czysczon, Office Clerk  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Contractual Tree Removal Services

**Financial Impact:**

\$45,000 - 100-441-46676 - MT Trees

**Attachments:**

None

**Background:**

Sawvell Tree Service provides contractual tree removal services for the Village and is entering the final year of a multi-year contract. The last four-year contract extension was approved by the Board on June 13, 2022. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00253 in the amount of \$45,000 to NEDCO LLC (dba Sawvell Tree Service), Mundelein, IL for contractual tree removal services.

To: Mayor and Board of Trustees

From: Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: 2025 Joint Resurfacing Project - MFT and Rebuild Illinois Resolutions

**Financial Impact:**

\$1,835,835

**Attachments:**

1. BLR 09110-MFT Funds - Print
2. BLR 09110-RBI Funds - Print

**Background:**

The 2025 pavement preservation project will be funded with a combination of motor fuel tax and Rebuild Illinois revenue. The Illinois Department of Transportation requires local agencies to approve resolutions appropriating motor fuel tax revenue and Rebuild Illinois funds for use on eligible activities such as design, inspection, and construction.

**Recommendation:**

**Motion** to authorize the Village Clerk's signature on the IDOT Resolution for Improvement by Municipality under the Illinois Highway Code appropriating \$1,400,000 in motor fuel tax revenue and the Rebuild Illinois Resolution appropriating \$435,835 in Rebuild Illinois funding to be utilized for the 2025 Joint Resurfacing Project.



## Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

25-00113-00-RS

BE IT RESOLVED, by the **Board**

of the **Village**

Governing Body Type

Local Public Agency Type

of **Mundelein**

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by **Contract**

Contract or Day Labor

For Roadway/Street Improvements:

| Name of Street(s)/Road(s) | Length<br>(miles) | Route | From                 | To                  |
|---------------------------|-------------------|-------|----------------------|---------------------|
| Barnhill Drive            | 0.4               |       | W. Maple Avenue      | W. Maple Avenue     |
| Benridge Court            | 0.075             |       | Barnhill Drive       | Cul-de-Sac          |
| Castleton Court           | 0.075             |       | Barnhill Drive       | Cul-de-Sac          |
| Handley Court             | 0.075             |       | Barnhill Drive       | Cul-de-Sac          |
| Buckingham Court          | 0.063             |       | Barnhill Drive       | Cul-de-Sac          |
| Templeton Court           | 0.12              |       | Barnhill Drive       | Cul-de-Sac          |
| S. California Avenue      | 0.17              |       | W. Courtland Street  | W. Orchard Street   |
| W. Orchard Street         | 0.27              |       | S. California Avenue | Michael Avenue      |
| S. Pershing Avenue        | 0.21              |       | Quigley Street       | W. Courtland Street |
| S. Emerald Avenue         | 0.26              |       | Quigley Street       | W. Courtland Street |
| S. Greenview Avenue       | 0.27              |       | Quigley Street       | W. Courtland Street |
| Michael Avenue            | 0.087             |       | W. Orchard Street    | Cul-de-Sac          |

For Structures:

| Name of Street(s)/Road(s) | Existing<br>Structure No. | Route | Location | Feature Crossed |
|---------------------------|---------------------------|-------|----------|-----------------|
|                           |                           |       |          |                 |

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

HMA surface milling, HMA pavement placement, pavement patching, driveway removal and replacement, structure adjustments, sidewalk repairs, curb and gutter removal and replacement, and site restoration.



2. That there is hereby appropriated the sum of One Million Four Hundred Thousand and NO/100  
\_\_\_\_\_ Dollars ( \$1,400,000.00 ) for the improvement of  
said section from the Local Public Agency's allotment of Motor Fuel Tax funds.  
BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office  
of the Department of Transportation.

I, \_\_\_\_\_ **Village** \_\_\_\_\_ Clerk in and for said **Village** \_\_\_\_\_  
 \_\_\_\_\_ Name of Clerk \_\_\_\_\_ Local Public Agency Type \_\_\_\_\_ Local Public Agency Type \_\_\_\_\_  
 of **Mundelein** \_\_\_\_\_ in the State aforesaid, and keeper of the records and files thereof, as provided by  
 \_\_\_\_\_ Name of Local Public Agency \_\_\_\_\_  
 statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by  
 \_\_\_\_\_  
**Board** \_\_\_\_\_ of **Mundelein** \_\_\_\_\_ at a meeting held on \_\_\_\_\_  
 \_\_\_\_\_ Governing Body Type \_\_\_\_\_ Name of Local Public Agency \_\_\_\_\_ Date \_\_\_\_\_

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature &amp; Date

**Approved**

Regional Engineer Signature & Date  
Department of Transportation


**Illinois Department  
of Transportation**
**Resolution for Improvement  
Under the Illinois Highway Code**

Is this project a bondable capital improvement?

☒ Yes   ☐ No

Resolution Type

Original

Resolution Number

Section Number

25-00113-00-RS

BE IT RESOLVED, by the **Board**of the **Village**

Governing Body Type

Local Public Agency Type

of **Mundelein**

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by **Contract**

Contract or Day Labor

For Roadway/Street Improvements:

| Name of Street(s)/Road(s) | Length<br>(miles) | Route | From                 | To                  |
|---------------------------|-------------------|-------|----------------------|---------------------|
| Barnhill Drive            | 0.4               |       | W. Maple Avenue      | W. Maple Avenue     |
| Benridge Court            | 0.075             |       | Barnhill Drive       | Cul-de-Sac          |
| Castleton Court           | 0.075             |       | Barnhill Drive       | Cul-de-Sac          |
| Handley Court             | 0.075             |       | Barnhill Drive       | Cul-de-Sac          |
| Buckingham Court          | 0.063             |       | Barnhill Drive       | Cul-de-Sac          |
| Templeton Court           | 0.12              |       | Barnhill Drive       | Cul-de-Sac          |
| S. California Avenue      | 0.17              |       | W. Courtland Street  | W. Orchard Street   |
| W. Orchard Street         | 0.27              |       | S. California Avenue | Michael Avenue      |
| S. Pershing Avenue        | 0.21              |       | Quigley Street       | W. Courtland Street |
| S. Emerald Avenue         | 0.26              |       | Quigley Street       | W. Courtland Street |
| S. Greenview Avenue       | 0.27              |       | Quigley Street       | W. Courtland Street |
| Michael Avenue            | 0.087             |       | W. Orchard Street    | Cul-de-Sac          |

For Structures:

| Name of Street(s)/Road(s) | Existing<br>Structure No. | Route | Location | Feature Crossed |
|---------------------------|---------------------------|-------|----------|-----------------|
|                           |                           |       |          |                 |

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

HMA surface milling, HMA pavement placement, pavement patching, driveway removal and replacement, structure adjustments, sidewalk repairs, curb and gutter removal and replacement, and site restoration.



2. That there is hereby appropriated the sum of Four Hundred Thirty Five Thousand Eight Hundred Thirty Five  
and NO/100 Dollars ( \$435,835.00 ) for the improvement of  
said section from the Local Public Agency's allotment of ~~Metropolitan~~ REBUILD ILLINOIS FUNDS  
BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office  
of the Department of Transportation.

I, \_\_\_\_\_ **Village** \_\_\_\_\_ Clerk in and for said **Village** \_\_\_\_\_  
 \_\_\_\_\_ Name of Clerk \_\_\_\_\_ Local Public Agency Type \_\_\_\_\_ Local Public Agency Type \_\_\_\_\_

of **Mundelein** \_\_\_\_\_ in the State aforesaid, and keeper of the records and files thereof, as provided by  
 \_\_\_\_\_ Name of Local Public Agency \_\_\_\_\_

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by  
 \_\_\_\_\_

**Board** \_\_\_\_\_ of **Mundelein** \_\_\_\_\_ at a meeting held on \_\_\_\_\_  
 \_\_\_\_\_ Governing Body Type \_\_\_\_\_ Name of Local Public Agency \_\_\_\_\_ Date \_\_\_\_\_

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature &amp; Date

**Approved**

Regional Engineer Signature & Date  
Department of Transportation

To: Mayor and Board of Trustees

From: Kelsey Langelier, Business Services Manager  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Resolution - IPWMAN Mutual Aid Agreement

**Financial Impact:**

None

**Attachments:**

1. R-25-05-29 - IPWMAN Memo RE IGA Changes
2. R-25-05-29 - Exhibit A - IPWMAN Mutual Aid IGA
3. R-25-05-29 - By Laws

**Background:**

For over ten years, Public Works & Engineering has been a member of Illinois Public Works Mutual Aid Network (IPWMAN). IPWMAN is a statewide mutual aid system that is available to all public works agencies. This system allows for mutual aid and support during natural or man-made disasters. The system operates by coordinating personnel and resources when needed for those who require assistance. IPWMAN is composed of hundreds of member agencies that are committed to working together during times of crisis. It is a reliable way for Illinois public works agencies to collaborate and help each other in times of need.

Recently, IPWMAN updated its mutual aid agreement and by-laws. These updates were made for reasons detailed in the attached memo. As a result, members are required to authorize an intergovernmental agreement for participation in the Illinois Public Works Mutual Aid Network (IPWMAN).

**Recommendation:**

**Motion** to adopt a Resolution authorizing an intergovernmental agreement for participation in the Illinois Public Works Mutual Aid Network (IPWMAN).

I hereby certify that the attached is an original of

**Resolution No. R-25-05-29**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

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Village Clerk



## **RESOLUTION NO. R-25-05-29**

### **A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN THE ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK (IPWMAN)**

**WHEREAS**, the Illinois Public Works Mutual Aid Network (IPWMAN) was organized beginning in 2009 to coordinate mutual aid. The system is designed to facilitate all levels of mutual aid from day-to-day non-emergent sharing of resources to major incidents and disasters requiring significant deployment of resources; and

**WHEREAS**, since the last revision of the master IPWMAN intergovernmental agreement, IPWMAN has grown exponentially to its current composition of over 400 Illinois member agencies; and

**WHEREAS**, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves, with the State, with other States and their units of local government, and with the United States to obtain and share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or ordinance; and to further contract or otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

**WHEREAS**, the “Intergovernmental Cooperation Act”, 5 ILCS 220/1 et seq., provides that any power or powers, privileges, or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government, including units of local government from another state; and

**WHEREAS**, Section 5 of the “Intergovernmental Cooperation Act”, 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

**WHEREAS**, the Mayor and Board of Trustees of the Village of Mundelein have determined that it is in the best interests of this unit of local government and its residents to enter into the Illinois Public Works Mutual Aid Network Agreement to secure to each the benefits of public works mutual aid and assistance.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:**

**SECTION I: INCORPORATION OF RECITALS** That the recitals set forth above are incorporated here by reference.

**SECTION II: APPROVAL OF AGREEMENT** That the Illinois Public Works Mutual Aid Network Agreement is hereby approved, and the Mayor and the Clerk be and are hereby authorized and directed to execute the Illinois Public Works Mutual Aid Network Agreement, a copy of which is attached hereto as **Exhibit A** and made a part hereof.

**SECTION III: REPEALER** All prior ordinances, resolutions or motions, or parts of ordinances, resolutions, or motions in conflict with any of the provisions of this Resolution shall be, and the same are hereby repealed to the extent of the conflict.

**SECTION IV: SEVERABILITY** This Resolution and every provision thereof shall be considered severable. If any section, paragraph, clause, or provision of this Resolution is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this Resolution.

**SECTION V: EFFECTIVE DATE** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

|           |                            |
|-----------|----------------------------|
| RESULT:   | [Yes 0, No 0, Abstained 0] |
| MOVER:    | None                       |
| SECONDER: | None                       |
| AYES:     | None                       |
| NAYS:     | None                       |
| ABSTAIN:  | None                       |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025

APPROVED:    Monday, May 12, 2025

ATTEST:      \_\_\_\_\_

Village Clerk

**To:** All Illinois Public Works Mutual Aid Network Member Agencies

**From:** Mark Doerfler, Executive Director and Karl Ottosen, Attorney

**Date:** October 24, 2024

**Re:** Revised Intergovernmental Agreement for Illinois Public Works Mutual Aid Network

---

At its August 8, 2024, meeting, the Board of Directors of the Illinois Public Works Mutual Aid Network, Inc. voted to approve a revised intergovernmental agreement which will require all members desiring to continue in IPWMAN to approve. On October 23, 2024, the members approved the amendment of the agreement and by-laws.

There is no intent to change the day-to day and emergency response mutual aid program. There are a few issues which the IPWMAN Board believes should be revised through the approval of the new agreement. Significant changes from the current agreement are:

1. Clarification that mutual aid is not just for emergencies. Currently members assist each other with provision of equipment and personnel on a day-to-day basis and the new agreement expressly provides authority for this common practice.
2. The current by-laws provide for governance of IPWMAN by a not-for-profit corporate entity rather than by a board of members without a separate corporation. The Illinois Intergovernmental Corporation Act does not require the formation of a not-for-profit corporation to be the governing body. Revising the IPWMAN's agreement and by-laws to eliminate the corporate entity streamlines the organization and eliminates issues related to asset ownership, liability and tort immunity. All assets of the IPWMAN will be held in the intergovernmental agency's name going forward.
3. The new agreement provides a revised process for any future amendment. Any member may propose an amendment to the board of directors. If the board approves it, the proposed amendment will be sent to the entire membership 45 days before a general meeting. If at least 60% of the members present approve the amendment, a new intergovernmental agreement will be submitted to all members for the governing boards to approve by resolution.

Enclosed are the proposed new intergovernmental agreement, by-laws and draft resolution and ordinance authorizing the agreement. Either a resolution or ordinance may be used to authorize the agreement, with each member to modify for its own use. However, no changes may be made to the intergovernmental agreement and by-laws. If there are any questions regarding the revised agreement, please contact Mr. Doerfler.

## **An Intergovernmental Agreement Providing for Membership in the Illinois Public Works Mutual Aid Network Agreement**

This Intergovernmental Public Works Agreement (hereinafter "Agreement") is entered into by and among \_\_\_\_\_ ("Participating Agency") and the other participating public agencies that have also executed this Agreement (collectively, the "Parties" and individually a "Party").

*WHEREAS*, by executing this Agreement, Participating Agency has manifested its intent to participate in the program for mutual aid and assistance, hereinafter entitled the "Illinois Public Works Mutual Aid Network (IPWMAN)"; and

*WHEREAS*, the Constitution of the State of Illinois, 1970, Article VII, Section 10 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., (hereinafter "Act") authorize units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

*WHEREAS*, the Act provides that any one or more public agencies may contract with any one or more other public agencies to set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting Parties; and

*WHEREAS*, the Act provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government including a unit of local government from another state; and

*WHEREAS*, the Parties may voluntarily agree to participate in mutual aid and assistance activities conducted pursuant to IPWMAN and the Interstate Emergency Management Assistance Compact (EMAC); and

*WHEREAS*, the Parties eligible to voluntarily participate in IPWMAN include, without limitation: municipalities, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other public agency, as defined by the Act, that performs a public works function; and

*WHEREAS*, the Parties are units of local government as defined by the Constitution of the State of Illinois and public agencies as defined by the Act; and

*WHEREAS*, the Parties recognize that they are vulnerable to a variety of potential natural and man-made disasters; and

*WHEREAS*, the Parties wish to provide mutual aid and assistance to one another during times of disaster or public works emergencies; and

*WHEREAS*, the Parties may also provide mutual aid and assistance to one another on a day-to-day basis during non-emergencies pursuant to this Agreement; and

*NOW, THEREFORE*, the Parties agree as follows:

## **SECTION I: PURPOSE**

IPWMAN is hereby established to provide a method whereby a Party in need of mutual aid assistance may request aid and assistance from the other Parties in the form of personnel, equipment, materials or other associated services as necessary. The purpose of this Agreement is to formally document such a program.

## **SECTION II: DEFINITIONS**

The following definitions will apply to the terms appearing in this Agreement.

A. "*AGENCY*" means any municipality, township road district, unit road district, county highway departments, publicly-owned water organization and publicly-owned wastewater organization or any other public agency that performs a public works function that has entered into and abides by the provisions as found in this Agreement.

B. "*AID AND ASSISTANCE*" includes, but is not limited to, personnel, equipment, facilities, services, materials and supplies and any other resources needed to provide mutual aid response during disasters and non-emergency situations, including training exercises to prepare for situations requiring mutual aid and assistance.

C. "*AUTHORIZED REPRESENTATIVE*" means a Party's employee who has been authorized, in writing by that Party, to request, offer, or provide aid and assistance pursuant to this Agreement. Each Party's initial authorized representative, and the representative's title, is to be listed on the contact list maintained by IPWMAN. If the title of the authorized representative as listed by name on the contact list has changed, such change shall have no effect on the authority of the authorized representative and the named person shall continue to be the authorized representative until a different person is named as the authorized representative in writing by the Party. In the event that the person who is listed as authorized representative is no longer employed by the Party, the successor in the office formerly held by the authorized representative shall automatically become the authorized representative unless the Party indicates otherwise in writing. Each Party's authorized representative shall be responsible to designate someone to supervise that Party's employees who are engaged in the receipt or furnishing of aid and assistance, including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies, and equipment; and repair and operation of municipal utilities.

D. "*BOARD OF DIRECTORS*" is a group of representatives from the Parties to this Agreement elected to organize and maintain the program. The Board of Directors shall consist of members of IPWMAN. Qualifications and terms for the Board members shall be defined in the By-Laws of the Illinois Public Works Mutual Aid Network.

E. "*BOARD MEMBER*" is a representative of the IPWMAN serving on the Board of Directors.

F. "*DISASTER*" means a calamitous incident threatening loss of life or significant loss or damage to property, including, but not limited to flood, winter storm, hurricane, tornado, dam break, or other naturally-occurring catastrophe or man-made, accidental, military, or paramilitary incident, or biological or health disasters or a natural or manmade incident that is, or is likely to be, beyond the

control or resources of the services, personnel, equipment and facilities of a Party that requires assistance under this Agreement, and may be coordinated through the appropriate local accredited/certified Emergency Management Agency coordinator.

G. "*IPWMAN*" is the acronym for the Illinois Public Works Mutual Aid Network.

H. "*LOCAL EMERGENCY*" is defined as an urgent need requiring immediate action or attention beyond normal capabilities, procedures and scope for aid and assistance by an Agency.

I. "*GENERAL MUTUAL AID*" means aid and assistance provided during non-emergency conditions.

J. "*MUTUAL AID RESOURCE LIST*" means the list of the equipment, personnel and other resources that each Party has available for the provision of aid and assistance to other Parties. This list shall be periodically updated in accordance with the Operational Plan as approved by the Board of Directors, or its designee.

K. "*NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)*" a Presidential directive that provides a consistent nationwide approach that allows federal, state, local and tribal governments as well as private-sector and nongovernmental organizations to work together to manage incidents and disasters of all kinds.

L. "*PARTY*" means an Agency which has adopted and executed this Agreement.

M. "*PERIOD OF ASSISTANCE*" means a specified period of time when a Responding Agency assists a Requesting Agency. The period commences when personnel, equipment, or supplies depart from a Responding Agency's facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from a disaster, local emergency, or period of general mutual aid, as previously defined.

N. "*RESPONDING AGENCY*" means the Party or Agency which has received a request to furnish aid and assistance from another Party and has agreed to provide the same.

O. "*REQUESTING AGENCY*" means the Party or Agency requesting and receiving aid and assistance from a Responding Agency.

### **SECTION III: RESPONSIBILITY OF PARTIES**

A. *PROVISION OF AID.* Each Party recognizes that it may be requested to provide aid and assistance at a time when it is necessary to provide similar aid and assistance to the Party's own constituents. This Agreement shall not be construed to impose any unconditional obligation on any Party to provide aid and assistance. A Party may choose not to render aid and assistance at any time, for any reason.

B. *RECRUITMENT.* The Parties hereby encourage each other to enlist other agencies to adopt and execute this Agreement.

C. *AGREEMENT FOR BENEFIT OF PARTIES.* All functions and activities performed under this Agreement are for the benefit of the Parties to this Agreement. Accordingly, this Agreement shall not be construed to be for the benefit of any third parties and no third parties shall have any right or cause of action against the Parties to this Agreement.

D. *IMMUNITIES.* All immunities provided by law to the Parties shall be fully applicable to the Parties providing or receiving aid and assistance pursuant to this Agreement, including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq.

E. *MEMBERSHIP.* To be a member in good standing, a Party shall be responsible for dues and other obligations as specified in the IPWMAN By-Laws and Operational Plan.

#### **SECTION IV: ANNUAL REVIEW**

At a minimum, the Board of Directors shall meet annually at a meeting place designated by the Board of Directors to review and discuss this Agreement and, if applicable, to recommend amendments to this Agreement. The Board of Directors shall have the power and signing authority to carry out the purposes of this Agreement, including but not limited to the power to: adopt by-laws; execute agreements and documents approved by the Board of Directors; develop specific operating plans, procedures and protocol for requesting assistance; organize meetings; engage in joint training exercises; operate a website; disseminate information; create informational brochures; create subcommittees; maintain lists of the Parties; maintain equipment and supply inventory lists; and deal with Party issues.

#### **SECTION V: PROCEDURES FOR REQUESTING ASSISTANCE**

The Board of Directors will promulgate and regularly update procedures for requesting assistance through the IPWMAN Operational Plan.

#### **SECTION VI: RESPONDING AGENCY'S ASSESSMENT OF AVAILABILITY OF RESOURCES**

The Board of Directors will promulgate and regularly update procedures for responding agency's assessment of availability of resources through the IPWMAN Operational Plan.

#### **SECTION VII: SUPERVISION AND CONTROL**

A. *DESIGNATION OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL.* Responding Agency shall designate a representative who shall serve as the person in charge of coordinating the initial work assigned to the Responding Agency's employees by the Requesting Agency. The Requesting Agency shall direct and coordinate the work being assigned to the Responding Agency(s) and the Requesting Agency's employees. All actions shall be consistent with and in accordance with the National Incident Management System (NIMS) and the IPWMAN Operational Plan.

B. *RESPONSIBILITIES OF RESPONDING AGENCY'S SUPERVISORY PERSONNEL.* The Board of Directors will promulgate and regularly update procedures for Responding Agency's supervisory

personnel through the IPWMAN Operational Plan.

### **SECTION VIII: LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL**

The Board of Directors will promulgate and regularly update procedures for length of time for aid and assistance, renewability, and recall through the IPWMAN Operational Plan.

It is presumed that a Responding Agency's aid and assistance shall be given for an initial minimum period of twelve (12) hours. Thereafter, assistance shall be extended as the Responding Agency and Requesting Agency shall agree. The twelve (12) hour period shall start when the aid and assistance departs from Responding Agency's location with the intent of going to Requesting Agency's location. The aid and assistance shall end when it returns to Responding Agency's location with the understanding between the Responding Agency and Requesting Agency that provision of aid and assistance is complete.

Responding Agency may recall its aid and assistance at any time at its sole discretion. Responding Agency shall make a good faith effort to give the Requesting Agency as much advance notice of the recall as is practical under the circumstances.

### **SECTION IX: DOCUMENTATION OF COST & REIMBURSEMENT OF COST**

A. *PERSONNEL* - Responding Agency shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Responding Agency shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e.; FICA, unemployment, retirements, etc.).

B. *RESPONDING AGENCY'S TRAVELING EMPLOYEE NEEDS* - Responding Agency shall document the basic needs of Responding Agency's traveling employees, such as reasonable lodging and meal expenses of Responding Agency's personnel, including without limitation transportation expenses for travel to and from the stricken area during the period of aid and assistance.

C. *EQUIPMENT* - Responding Agency shall document the use of its equipment during the period of aid and assistance including without limitation all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and damages directly caused by provision of the aid and assistance.

D. *MATERIALS AND SUPPLIES* - Responding Agency shall document all materials and supplies furnished by it and used or damaged during the period of aid and assistance.

E. *REIMBURSEMENT OF COSTS* - Equipment, personnel, materials, supplies and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Agency, unless the aid and assistance is requested for more than five (5) calendar days. If aid and assistance is requested for more than five (5) calendar days, the Responding Agency may submit an itemized invoice to the Requesting Agency seeking reimbursement of the cost incurred for personnel, traveling employees, equipment, materials and supplies. If aid and assistance is requested from the State of Illinois to be activated as a State asset, the Responding Agency will be reimbursed for



personnel, materials, supplies and equipment from the first day of the response to the event by the State of Illinois. Materials and supplies will be reimbursed at the cost of replacement of the commodity. Personnel will be reimbursed at Responding Agency rates and equipment will be reimbursed at an appropriate equipment rate based upon either pre-existing locally established rates, the Federal Emergency Management Agency Equipment Rate Schedule or that published by the Illinois Department of Transportation. In the event that there is no such appropriate equipment rate as described above, reimbursement shall be at the actual cost incurred by the Responding Agency.

## **SECTION X: RIGHTS AND PRIVILEGES OF RESPONDING AGENCY'S EMPLOYEES**

Whenever Responding Agency's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Responding Agency.

## **SECTION XI: WORKERS' COMPENSATION**

The Parties agree that Requesting Agency shall be responsible for payment of workers' compensation benefits owed to Requesting Agency's employees and that Responding Agency shall be responsible for payment of workers' compensation benefits owed to Responding Agency's employees.

## **SECTION XII: INSURANCE**

Each Party shall bear the risk of liability for its agency and its agency's employees' acts and omissions and shall determine for itself what amount of insurance it should carry, if any. Each Party understands and agrees that any insurance coverage obtained shall in no way limit that Party's responsibility under Section XIII of this Agreement to indemnify and hold the other Parties to this Agreement harmless from such liability.

## **SECTION XIII: INDEMNIFICATION**

Each Party hereto agrees to waive all claims against all other Parties for any loss, damage, personal injury or death occurring in consequence of the performance of this Agreement but only if such claim is not a result of gross negligence or willful misconduct by another Party or its personnel.

Each Party requesting aid pursuant to this Agreement hereby expressly agrees to hold harmless, indemnify and defend the Responding Agency and its personnel from any and all claims, demands, liability, losses, suits in law or in equity which are made by a third party provided, however, that all employee benefits, wage and disability payments, pensions, worker's compensation claims, damage to or destruction of equipment and clothing, and medical expenses of the Party rendering aid or its employees shall be the sole and exclusive responsibility of the Responding Agency; and further provided that such claims made by a third party are not the result of gross negligence or willful misconduct on the part of the Responding Agency. This indemnity shall include attorney fees and costs that may arise from providing aid pursuant to this Agreement.

#### **SECTION XIV: NON-LIABILITY FOR FAILURE TO RENDER AID**

The rendering of assistance under the terms of this Agreement shall not be mandatory under any circumstances, including, without limitation, that the local conditions of the Responding Agency prohibit response. It is the responsibility of the Responding Agency to immediately notify the Requesting Agency of the Responding Agency's inability to respond; however, failure to immediately notify the Requesting Agency of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

#### **SECTION XV: NOTICE OF CLAIM OR SUIT**

Any Party that becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Parties of this Agreement shall provide prompt and timely notice to the Parties who may be affected by the suit or claim. Each Party reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

#### **SECTION XVI: AMENDMENTS**

Any member may propose amendment of this Agreement. Proposed amendments to this Agreement shall be submitted to the Board of Directors. Amendments approved by majority vote of the Board of Directors will be sent to the members for consideration at a duly called meeting held at least 45 days after the Secretary, or designee, has sent the proposed amendment by paper document or electronically to each member. Any proposed amendment receiving the affirmative vote of at least three-fifths (60%) of the members present at the meeting shall be sent to the membership for adoption by the governing body of each member. Failure of a member's governing body to adopt any amended agreement within 120 days of receipt of the proposed amended agreement will signify a Party's withdrawal from the Agreement.

#### **SECTION XVII: ADDITIONAL PARTIES**

Additional Agencies may become Parties to this Agreement, provided that such Agencies:

- (1) Approve and execute this Agreement.
- (2) Provide a fully executed copy of this Agreement to the Board of Directors.
- (3) Provide the name and title of an authorized representative to the Board of Directors.
- (4) Annually provide a list of mutual aid resources to its local accredited/certified Emergency Management Agency. If requested, the agency may need to assist its local accredited/certified Emergency Management Coordinator with data entry of its mutual aid resources into a web-based format (NIMS Source).

Upon submission of the items enumerated above to the Board of Directors and receipt of acknowledgement from the Board of Directors, the submitting agency shall be regarded as a Party to the Agreement.

### **SECTION XVIII: NOTICES**

Notices and requests as provided herein shall be deemed given as of the date the notices are deposited, by First Class Mail, addressed to the Board of Directors who will notify each of the Parties' representatives.

### **SECTION XIX: INITIAL TERM OF AGREEMENT; RENEWAL; TERMINATION**

The initial term of this Agreement shall be one (1) year from its effective date. Thereafter, this Agreement shall automatically renew for additional one-year terms commencing on the anniversary of the effective date of this Agreement. Any Party may withdraw from this Agreement at any time by giving written notification to the Board of Directors. The notice shall not be effective until ninety (90) days after the notice has been served upon the Board of Directors by First Class mail. A Party's withdrawal from this Agreement shall not affect that Party's liability or obligation incurred under this Agreement prior to the date of withdrawal. This Agreement shall continue in force and effect as to all other Parties until such time as a Party withdraws. Failure to adopt any amended agreement within one hundred and twenty (120) days of said amended agreement will signify a Party's withdrawal from the Agreement pursuant to Section XVI of this Agreement. Any Party that fails to meet its obligations in accordance with this Agreement or the IPWMAN bylaws may have its participation in IPWMAN terminated by a two-thirds vote of the Board of Directors pursuant to 2.4 of the IPWMAN by-laws.

### **SECTION XX: HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

### **SECTION XXI: SEVERABILITY**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the Parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been declared invalid. Accordingly, it is the intention of the Parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

### **SECTION XXII: EFFECTIVE DATE**

This Agreement shall be effective on the date of the acknowledgement letter sent by the Board of Directors.

### **SECTION XXIII: WAIVER**

Failure to enforce strictly the terms of this Agreement on one or more occasions shall not be deemed a waiver of the right to enforce strictly the terms of this Agreement on any other occasion.

### **SECTION XXIV: EXECUTION OF COUNTERPARTS**

This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

### **SECTION XXV: PRIOR IPWMAN AGREEMENTS**

All prior IPWMAN agreements for mutual aid and assistance between the Parties hereto are suspended and superseded by this Agreement. It is specifically understood and agreed that this Agreement is intended to reorganize IPWMAN's governing structure to a Board of Directors of the Intergovernmental Agency rather than of a not-for-profit corporation as provided in the By- Laws attached to this Agreement as Exhibit A. The By-Laws are specifically incorporated here by reference. All prior acts of the Board of Directors are hereby declared to be those of IPWMAN, an Intergovernmental Agency.

### **SECTION XXVI: PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**

This Agreement is for the sole benefit of the Parties and no person or entity shall have any rights under this Agreement as a third-Party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

*NOW, THEREFORE*, each of the Parties have caused this IPWMAN Mutual Aid Agreement to be executed by its duly authorized representative who has signed this Agreement as of the date set forth below.

# Signature Page

Approved and executed this \_\_\_\_\_ day \_\_\_\_\_ of 20 \_\_\_\_\_.

For the Agency (Insert Name): \_\_\_\_\_

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

Its: \_\_\_\_\_

*Attest*

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

Its: \_\_\_\_\_

## APPROVED

On behalf of the Illinois Public Works Mutual Aid Network

Approved and executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

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

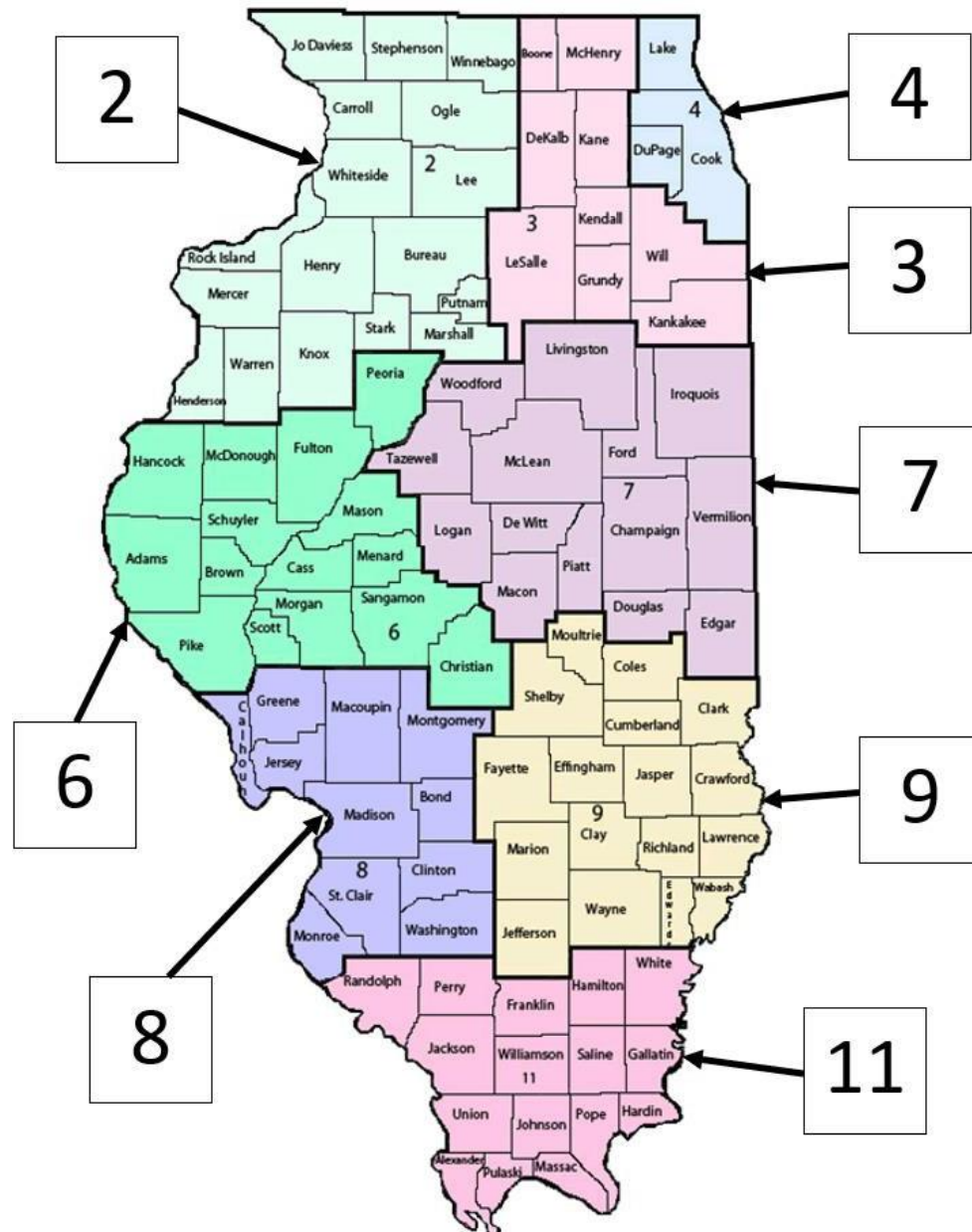
Vince Kilcullen  
President, IPWMAN Board of Directors

Attest: \_\_\_\_\_

Joe Cronin  
Secretary, IPWMAN Board of Directors

*Approved by the IPWMAN Interim Board of Directors on September 17, 2008.  
Amended by the IPWMAN Interim Board of Directors on August 19, 2009. Amended  
by the IPWMAN Board of Directors on June 16, 2010. Amended by the IPWMAN Board  
of Directors on October 22, 2024.*

**Exhibit 1—IPWMAN Region Map**



# IPWMAN Region Map

# **Bylaws of The Illinois Public Works Mutual Aid Network**

An intergovernmental agency for the purpose of public works mutual aid in accordance with the Illinois Intergovernmental Cooperation Act, 5, ILCS 220/1 et seq.

## **Article One**

### **Name, Principal Office, Purpose, and Powers**

**1.1 Name.** The name of the Intergovernmental Agency is **The Illinois Public Works Mutual Aid Network (IPWMAN)**.

**1.2 Location.** IPWMAN may maintain offices and facilities either within or without the State of Illinois as determined by the Board of Directors from time to time. The Board of Directors may, from time to time, change the address of IPWMAN's principal office by duly adopted resolution.

**1.3 Purpose and Powers.** IPWMAN is organized to provide a system of Mutual Aid among participating public works agencies. The purpose is explicit in the "Illinois Public Works Mutual Aid Network Agreement," which is incorporated herein by reference and which in pertinent part reading as follows:

*"The Illinois Public Works Mutual Aid Network (IPWMAN) program is hereby established to provide a method whereby public works related agencies, including, but not limited to, local municipal public works departments, township road districts, unit road districts, county highway departments, public water agencies and public wastewater agencies or any other governmental entity that performs a public works function in need mutual aid assistance may request aid and assistance in the form of personnel, equipment, materials and/or other associated services as necessary from other public works related agencies."*

**1.4 Authority.** The Illinois Public Works Mutual Aid Network was organized under the provisions of the Illinois Intergovernmental Cooperation Act on September 17, 2008. The Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised, or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government, including a unit of local government from another state.

Illinois Public Works Mutual Aid Network membership is in full force and in effect with the passage and approval of an executed Mutual Aid Agreement in the form approved by the Board of Directors, a companion ordinance, resolution or other legally binding document by a participating agency, in the manner provided by law, and executed by an authorized representative of a participating public works agency who has the legal authority to sign and

enter into the Agreement on behalf of his or her public works agency.

## **Article Two**

### **Membership, Ratification and Termination of Membership**

**2.1 General Membership.** Membership shall be limited to public works related agencies and individuals as described in Article One, paragraph 1.3 and as defined in the Illinois Compiled Statutes.

- a. Membership Status.* In order for an agency or entity to request and be considered for receiving aid through IPWMAN the requesting agency or entity shall have been approved for membership prior to seeking aid, or rendering assistance through an IPWMAN activation, and shall be a member in good standing, with current dues paid in full.

**2.2 Membership Types.** The Board of Directors, with the advice of the Membership Committee, and by majority vote shall be the sole authority to establish membership status and classification. There are hereby established, the following types of membership:

- a. Agency Members.* This class of membership is open to all public works related agencies, as defined in Article One, paragraph 1.3. Agencies may be allocated multiple memberships, based on agency size and/or type and as determined by Board of Directors policy.
- b. Associate Members.* This class of membership is open to members of public works related individuals, business and professional organizations or associations, but who do not qualify as Agency Members. This class of membership has two types: Corporate and Individual.
- c. Professional Liaison Members.* This class of membership applies to individuals designated by other professional mutual aid organizations and state and federal agencies involved in emergency and disaster response and recovery, to provide counsel, advice and support for the mission of IPWMAN. This type of member does not pay dues.

**2.3 Voting Privilege.** The privilege of holding elective office and serving on the Executive Committee of IPWMAN is reserved for *Agency Members*. *Associate Members* are permitted to vote in all elections, serve on and chair Committees (other than the Executive Committee) and otherwise serve the IPWMAN, but may not hold elective office. *Professional Liaison Members* are permitted to serve on and vote on Committees (other than the Executive Committee), however are not eligible to serve as Committee chairs or have voting privileges



at Board of Directors meetings.

**2.4 Termination of Membership.** Members who fail to meet their obligations in accordance with the terms of the Illinois Public Works Mutual Aid Network Agreement or with these By-laws may be suspended or removed from membership by a two-thirds vote of the Board of Directors. Prior to the initiation of any disciplinary action against a member, the member will be notified of a hearing and shall have the right to appear before the Board of Directors.

## **Article Three**

### **Board of Directors**

**3.1 General Powers.** The affairs and activities of IPWMAN shall be managed by or under the direction of its Board of Directors ("Board").

**3.2 Composition of the Board.** The Governing body of IPWMAN shall be the Board of Directors, consisting of twenty-one (21) elected members, representing the following:

- 2 members from each of the eight (8) IPWMAN regions (Shown in Exhibit 1).
- The President
- The Vice-President
- The Secretary
- The Treasurer
- The Past President

In the event there are no eligible members able to serve as Board representatives of a particular region, then a member from outside the region may be selected to represent that region. For voting purposes, each region shall have one vote.

All officers and members of the Board of Directors shall serve without compensation.

**3.3 Term.** Each Regional Director will serve a three-year term.

Initially, beginning in October of 2009, terms shall be staggered, rotating according to the following schedule:

- |                  |            |              |
|------------------|------------|--------------|
| • IPWMAN Regions | 3, 6 and 8 | 3-year terms |
| • IPWMAN Regions | 2, 7 and 9 | 2-year terms |
| • IPWMAN Regions | 4 and 11   | 1-year term  |

Following the initial elections, the terms of office shall be for three years.

**3.4 Vacancy on the Board of Directors.** In the event a vacancy should occur in one or more of the Regional Director positions by reason of lack of eligible candidate, resignation, removal, death or election to another office, the remainder of the term of office shall be filled by the appointment of a replacement recommended by the member agencies from that region. The appointment is to be confirmed by the remaining members of the Board.

If, within sixty (60) days of the notice of the vacancy, the Region fails to achieve consensus on a replacement, the Board of Directors is hereby authorized to designate a replacement from any Region to represent the members of the affected Region until the next opportunity to conduct an election, at which time a successor will be elected to complete the remainder of the term (if any).

**3.5 Authority.** The Board of Directors shall have the authority to take all appropriate actions and to perform all duties required to accomplish the purposes of IPWMAN.

**3.6 Regular Meetings.** The Board of Directors shall convene at least annually at a time and place specified by the Board. The President shall preside at the meeting and conduct business for IPWMAN. Draft minutes of these meetings shall be available to all members at least 30 days before the following meeting.

**3.7 Annual Membership Meeting.** The Annual Meeting of the IPWMAN membership shall be held each year at a time and place specified by the Board of Directors.

**3.8 Special Meetings.** The President, at his or her discretion, or a majority of the Executive Committee, or any six members of the Board of Directors, or five percent (5%) of the membership may call a special meeting of IPWMAN by giving at least five days advance written notice to each member, specifying the time, place, and purpose of the meeting.

**3.9 Quorum.** Seven (7) members of the Board of Directors shall constitute a quorum thereof. Ten percent of the membership shall constitute a quorum to conduct business at a regular or special meeting of the membership.

**3.10 Waiver of Notice.** Any member may waive notice of any meeting, and attendance of such member at any meeting shall constitute a waiver of notice of such meeting.

**3.11 Committees and Advisory Bodies.** Committees exist for the purpose of implementing the vision, mission, goals and legal obligations of IPWMAN. The Board of Directors may, from time to time, establish or appoint one or more committees, task forces or advisory bodies.

All member types are encouraged and allowed to serve on committees, however, the chair must be an Agency or Associate member. All members shall serve at the pleasure of the Board of Directors. The following committees are some which may be established:

- Finance
- Conference
- Management
- Marketing
- Membership
- Nominating
- Operations
- Social Media
- Technology
- Training

The duties and responsibilities of all Committees shall be as defined in the Administrative Policy Manual of IPWMAN.

**3.11 Action without Meeting.** If a matter of immediate and critical need shall arise requiring action of the Board of Directors and it is impracticable to wait to convene a regular or special meeting, the matter may be submitted electronically to each member entitled to vote thereon for consideration upon approval of not less than two Executive Committee members. The notice of proposal shall specify a deadline for voting on the matter submitted not less than seven (7) days from the date of notice. If approved by a majority of the members of the Board of Directors, or the required number of votes that may be elsewhere specific in these by-laws, the action so approved shall be considered the same as though approved at a formal meeting.

## **Article Four**

### **Executive Officers**

**4.1 Executive Officers of IPWMAN.** The executive officers of IPWMAN shall be a President, a Vice President, Secretary, Treasurer, Past President, and two members of the Board of Directors selected by the Board of Directors, who together shall constitute the Executive Committee. All such officers shall be members of the Board of Directors. The Executive Committee of IPWMAN shall be elected from the Board of Directors members who shall have been members in good standing of the for at least one year prior to their election.

**4.2 Term.** The Officers of IPWMAN shall hold office for a term of two (2) years or until their successors have been duly elected, providing they continue to qualify for active membership during their term of office. All officers may be re-elected or appointed for additional terms of office. The Vice-President, upon completion of his/her two-year term of office will transition to the position of President for a two-year term. The Vice-President would have the right to decline the position of President if circumstances would prevent him/her from being able to serve as President. The outgoing President will remain as a voting member on the Board of Directors as the Past President for a two-year term. In the event a President is ineligible or declines to serve in the Past President position, the previous Past President may

continue to serve in the position, or the position may be deemed vacant and filled in accordance with these By-Laws. Upon completion of the position of Past President, the officer would be eligible to pursue another officer position within the organization. The President, consistent with Section 5.1b and subject to advice and consent of the Board of Directors, will fill vacancies to positions on the Executive Committee within the two-year terms.

**4.3 President.** The President shall:

- a.* Be the principal executive officer of IPWMAN and shall act as the Chairman of the Board of Directors.
- b.* Supervise and control all of the business and affairs of IPWMAN, subject to the general oversight of the Board of Directors.
- c.* Preside at all meetings of the Board of Directors and the Executive Committee.
- d.* Serve as an Ex-Officio member of all committees.
- e.* Sign, with the Secretary or any other proper officers of IPWMAN, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof has been expressly delegated by the Board of Directors to some other officer or agent of IPWMAN, or shall be required by law to be otherwise signed or executed.
- f.* Perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.
- g.* Make all committee appointments with the advice and consent of the Board of Directors.
- h.* Perform the office in accordance with the duties and responsibilities set forth in a position description approved by the Board, which may be amended as the Board deems appropriate.

**4.4 Vice President.** In the absence of the President or in the event of his or her resignation, death, inability or refusal to act, the Vice President (or in the event of his or her death, inability or refusal to act, the Secretary or in the event of his or her death, inability or refusals to act, the Treasurer) shall:

- a.* Perform the duties of the President and, when so acting, shall have and exercise all the powers of and be subject to all the limitations upon the President's

powers.

*b.* Serve as an assistant to the President and may perform such other duties as from time to time may be assigned to him by the President or the Board of Directors.

*c.* If a vacancy occurs in the office of the President, the Vice-President will succeed in that office for the remainder of the term.

**4.5 Secretary.** The Secretary shall:

*a.* Keep the records of IPWMAN.

*b.* Prepare a written record of the meetings and any formal proceedings of IPWMAN and make copies of such minutes available to each of the members.

*c.* Record and keep all official correspondence of IPWMAN.

*d.* Keep an official register of each member of IPWMAN.

*e.* Have charge of and safely keep all such additional books and papers as the Board may direct.

*f.* Have custody of the seal of IPWMAN and affix such seal to all documents, the execution of which, on behalf of IPWMAN under its corporate seal, has been duly authorized in accordance with these by-laws.

*g.* Perform all duties, which are incident to the office of Secretary of an intergovernmental agency or a not-for-profit corporation subject, however, at all times to the direction and control of the Board.

*h.* At the expiration of the Secretary's term of office, he/she shall turn over to his/her successor, all books, papers, records, electronic data, money, securities and other valuable effects belonging to IPWMAN, taking receipt for same from his/her successor.

*i.* Administer the election of the Board of Directors.

*j.* Perform the office in accordance with the duties and responsibilities set forth in a position description approved by the Board, which may be amended as the Board deems appropriate.

**4.6 Treasurer.** The Treasurer shall:

*a.* Have general oversight over all funds and securities of IPWMAN.

*b.* Have authorization, along with at least one other member from the Executive Committee, to endorse, or cause to be endorsed in his or her name, on behalf of IPWMAN, all checks, notes or other obligations and evidence of the payment of money paid by IPWMAN coming into his or her possession, or other officers or employees.

*c.* See that all funds received by or on behalf of IPWMAN are promptly deposited in such banks or trust companies as may be selected as depositories of IPWMAN by the Board and shall also see that all securities are placed in safe keeping in the manner directed by the Board.

*d.* Pass on the electronic system of accounts and reports and provide for general overseeing and audit thereof. The report of each such audit shall be submitted to the Board.

*e.* Prepare a budget annually for review by the Board of Directors and file any reports required by any government agency (i.e. IRS Tax Return, Secretary of State Annual Report of Officers).

*f.* Perform all duties, which are incident to the office of Treasurer of an intergovernmental agency or a not-for-profit corporation subject, however, at all times to the direction and control of the Board.

*g.* Chair the Finance Committee.

*h.* Serve as Ex Officio member of the Audit Committee.

*i.* Set time and date for the annual audit.

*j.* At the expiration of the Treasurer's term of office, he/she shall turn over to his/her successor, all books, papers, records, electronic data, money, securities and other valuable effects belonging to IPWMAN, taking receipt for same from his/her successor.

*k.* Perform the office in accordance with the duties and responsibilities set forth in a position description approved by the Board, which may be amended as the Board deems appropriate.

**4.7 Past President.** The Past President must be employed by a member agency. In the event the immediate past president is not eligible, or declines to serve, then a past president who is employed by a member agency may serve, or the position may be filled as a vacant position. The Past President shall:

*a.* Co-chair the Nominating Committee.

*b.* Serve as one of the two (2) at-large members of the Executive Committee

*c.* Assist the President, as requested.

*d.* Perform the office in accordance with the duties and responsibilities set forth in a position description approved by the Board, which may be amended as the Board deems appropriate.

## **Article 5**

### **Nominations and Elections**

#### **5.1 Nominating Committee.**

*a.* For all elections, the President shall appoint a Nominating Committee consisting of five (5) members. It shall be the duty of the Nominating Committee to provide a slate of qualified candidates to fill the offices of IPWMAN. The current officers shall not serve as Nominating Committee members.

*b.* This committee is also empowered to recommend replacements for vacancies on the Executive Committee to the Board of Directors that are not covered elsewhere in these By-Laws.

*c.* Any member may submit a nomination for candidates for the Board of Directors and/or Executive Committee.

**5.2 Election Procedures.** Elections to the Board of Directors shall be by a paper or electronic ballot sent to each member agency at the address or email address of the primary point of contact on file with the Secretary. The person receiving the highest number of votes shall be declared elected. The President shall appoint a three-member Teller Committee to count ballots and certify elections. The Teller Committee shall tabulate the votes and report the results to the Board of Directors. Elected officers shall be installed at the annual membership meeting and shall assume their duties of office at that time. Uncontested elections may be held by voice vote at the Annual Meeting.

## **Article Six**

### **Administrative Officers and Personnel**

**6.1 Designation of Administrative Officers.** The Board of Directors shall designate titles, appoint and discharge such administrative staff officers of IPWMAN, as it shall deem necessary. Such administrative staff officers shall not be members of the Board and such

appointees shall hold their offices for such term, exercise such powers, and perform such duties as shall be determined from time to time by the Board. The duties and responsibilities of all appointed staff personnel shall be defined in the IPWMAN "Administrative Policy Manual" as approved by the Board of Directors. Such Administrative Officers shall serve at the pleasure of the Board of Directors.

**6.2 Compensation.** If applicable, the Board of Directors shall determine compensation and benefits for all administrative staff.

## **Article Seven**

### **Indemnification of Officers, Board of Directors, Employees and Agents**

**7.1 Actions other than by or in the Right of IPWMAN.** IPWMAN and its Board of Directors have the power to indemnify itself through insurance or bonds as it deems necessary for the good of the organization.

**7.2 Insurance.** IPWMAN shall have the power and authority to purchase and maintain insurance on behalf of any person who is a member, employee or agent of IPWMAN or is serving at the request of IPWMAN against any liability asserted against him or her as a result of, or in any capacity representing IPWMAN.

**7.3 Indemnification.** All Executive Officers shall be bonded by IPWMAN in such form and amount as may be determined by the Board of Directors, the cost of such bond shall be borne by IPWMAN.

## **Article Eight**

### **Contracts, Loans, Checks, Deposits, Dues and/or fees and Gifts**

**8.1 Contracts.** The Board may authorize any officer or agent of IPWMAN, in addition to the officers so authorized by these by-laws, to enter into any contract or sign any instrument in the name of IPWMAN, and such authority may be general or confined to specific instances.

**8.2 Borrowing.** No loan shall be contracted on behalf of IPWMAN and no evidence of indebtedness shall be issued unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.



**8.3 Checks and Drafts.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness (issued in the name of IPWMAN) shall be signed by such officers or agents of IPWMAN as shall from time to time be determined by the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President or the Vice President.

**8.4 Deposits.** All funds of IPWMAN shall be deposited from time to time to the credit of IPWMAN in such banks, trust companies or other depositories as the Board may select.

**8.5 Membership Dues and/or Fees.** Membership dues and/or fees will be determined by the Board of Directors. The amount of the membership dues and/or fees shall be reviewed and established annually by the Board of Directors. Dues and/or fees shall be due within thirty (30) days of January 1 of each year.

The Board of Directors will determine the method and amount of any other fees to be charged or assessed by IPWMAN.

**8.6 Gifts.** The Board may accept on behalf of IPWMAN any contribution, gift, bequest or devise for the general purposes or for any special purpose of IPWMAN, unless otherwise prohibited by law.

**8.7 Reimbursement.** The Board shall adopt reimbursement procedures and associated policies.

## **Article Nine**

### **Fiscal Year, Books and Minutes**

**9.1 Fiscal Year.** The fiscal year and business year of IPWMAN shall begin on January 1 and end on December 31.

**9.2 Books and Minutes.** IPWMAN shall keep correct and complete books and records of account and shall also keep minutes of the meetings of its Board.

## **Article Ten**

### **Distribution of Assets upon Dissolution**

If at any time the dissolution of this Intergovernmental Agency is authorized by the Board of Directors, the members of the Board of Directors then holding office as such shall distribute the assets of IPWMAN remaining after payment, satisfaction and discharge, or adequate provision therefore, of all liabilities and obligations of IPWMAN, to the member agencies, pursuant to a plan of distribution as duly adopted by the Board. The Board shall incur no

personal liability for failure to ascertain, after a reasonable examination, the existence of any contributor.

## **Article Eleven**

### **Amendment to By-Laws**

Any member may propose amendment of these By-Laws. Proposed amendments shall be submitted to the Board of Directors. Amendments must be approved by majority vote of the Board of Directors before being sent to the members for consideration at a duly called meeting held at least 45 days after the Secretary, or designee, has sent the proposed amendment by paper document or electronically to each member. Any proposed amendment receiving the affirmative vote of at least three-fifths (60%) of the members present at the meeting shall be deemed approved by the members and effective immediately unless specifically stated otherwise in the amendment.

## **Article Twelve**

### **Retention of Property Interest**

All right, title, and interest, both legal and equitable in and to property of IPWMAN shall remain in IPWMAN. If such property shall be in the possession of a member, Executive Officer, Administrative Officer or such other person so entrusted, it shall be immediately returned to IPWMAN in the event of that person's death, resignation, removal or such other action disassociating that person with IPWMAN.

## **Article Thirteen**

### **Rules of Procedure**

The rules contained in the current edition of "Robert's Rules of Order – Revised" shall generally be used as a guide to govern the procedural conduct of the Board of Directors and Executive Committee and its committees and advisory bodies in all cases to which they are applicable and in which they are not inconsistent with these By-laws. Additionally, the Board may adopt its own rules of procedure, which shall not be inconsistent with these by-laws.

Adopted by the Board of Directors in accordance with these By-Laws on October 22, 2024.

To: Mayor and Board of Trustees

From: Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: An Ordinance Updating Bank Signatories

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

An Ordinance is necessary to update the authorized signatories for Village Bank Deposit Funds due to the election of a new Mayor in the recent election.

**Recommendation:**

**Motion** to pass an Ordinance updating authorized signatories for Village Bank Deposit Funds.

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-32  
which is entitled

**An Ordinance Updating Bank Signatories**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

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Village Clerk

**ORDINANCE NO. O-25-05-32**

**AN ORDINANCE AUTHORIZING THE SIGNATORIES FOR VILLAGE BANK DEPOSIT FUNDS**

**WHEREAS**, the Village of Mundelein, Lake County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois; and

**WHEREAS**, in the April 1, 2025 Consolidated Election, Robin Meier was elected as the new Mayor of the Village; and

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS**, as follows:

**SECTION I:** Former Mayor Steve Lentz is removed as an authorized signatory on the accounts open at the Village's Bank Depositories, their subsidiaries and affiliates.

**SECTION II:** The Village hereby authorizes the following persons to be an authorized signatory on the accounts open at the Village's Bank Depositories, their subsidiaries and affiliates: Village Mayor, Village Administrator, Clerk, Finance Director and Assistant Finance Director. The Village authorized depositories are authorized to update their documentation for all existing account signers on all bank accounts. As a minimum, two (2) of the authorized signatories shall be required on each check or electronic transfer of funds.

**SECTION III:** The individuals named below presently hold the office appearing next to his/her name and a specimen of his/her signature, appearing next to his/her title, is genuine:

Robin D. Meier, Village  
Mayor

---

Eric J. Guenther, Village  
Administrator

---

Karen Walsh, Village  
Clerk

---

Linda M. Miller, Village Treasurer/Finance Director

---

Limperios Limperatos, Village Assistant Finance Director

---

**SECTION IV:** If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

**SECTION V:** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict

**SECTION VI:** This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025

APPROVED:     Monday, May 12, 2025

ATTEST:        \_\_\_\_\_

Village Clerk

To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Governing Body

**Financial Impact:**

\$1,391,135.75

**Attachments:**

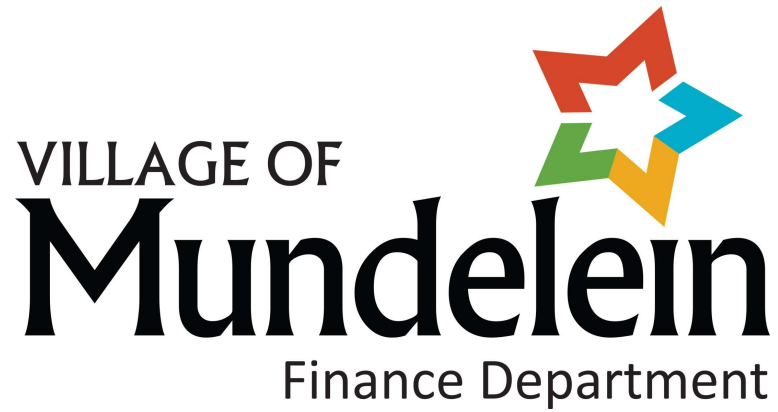
1. GOVERNING BODY 051225

**Background:**

The Village's Bill Approval Policy requires bill approval at each board meeting. Board approval is respectfully requested. The full Governing Body Report has been posted on the Village's internet.

**Recommendation:**

**Motion** to approve the payment of bills, as indicated in the Governing Body Report for the period between April 29, 2025 and ending May 12, 2025 in the amount of \$1,391,135.75.



## **GOVERNING BODY**

## **DISBURSEMENTS REPORT**

**May 12, 2025**



## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                                                    | Vendor Description<br>GL Distribution                                                           | Invoice Date<br>Entered By                                                             | Due Date | Invoice Amount                 | Amount Due | Status | Posted<br>Post Date | PO Number                |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------|--------------------------------|------------|--------|---------------------|--------------------------|
| <a href="#">INV2755194</a><br><a href="#">0000023019</a>     | PAYLOCITY CORP<br>PAYLOCITY INVOICE APRIL 2025<br>100-205-46499.000                             | 04/21/2025<br>VJANKOWSKI<br>MISCELLANEOUS PROFESSIONAL SER                             |          | 5,796.09<br>5,796.09           | 0.00       | Paid   | Y<br>04/29/2025     | <a href="#">13672</a>    |
| <a href="#">257202602</a><br><a href="#">0000022360</a>      | PACE ANALYTICAL SERVICES<br>JANUARY EPA SAMPLES AND ANNUAL<br>500-462-46450.000                 | 01/31/2025<br>GUARD DOG VJANKOWSKI<br>CHEMICAL ANALYSIS                                |          | 2,170.00<br>2,170.00           | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00104</a> |
| <a href="#">90221692</a><br><a href="#">0000022594</a>       | CHEMTRADE CHEMICALS US<br>HYPER+ION 5800 BULK<br>500-453-47051.000                              | 03/27/2025<br>VJANKOWSKI<br>HYPER+ION 5800 BULK                                        |          | 11,416.50<br>11,416.50         | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00148</a> |
| <a href="#">1HC4-V7D7-TM7V</a><br><a href="#">0000022679</a> | AMAZON CAPITAL SERVICES, INC.<br>DONGLES<br>100-202-47012.000                                   | 03/19/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES                                          |          | 196.00<br>196.00               | 0.00       | Paid   | Y<br>04/30/2025     |                          |
| <a href="#">49626</a><br><a href="#">0000022702</a>          | MONROE TRUCK EQUIPMNT INC<br>3 TON PLOW CARBIDE CUTTING EDGES<br>100-430-47526.000              | 04/05/2025<br>VJANKOWSKI<br>MT MTLS DUMP TRUCKS                                        |          | 2,737.52<br>2,737.52           | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00180</a> |
| <a href="#">PPP-36813</a><br><a href="#">0000022718</a>      | PROMOTIONAL PRODUCTS CO-OP LLC<br>BEAUTIFICATION GIVEAWAY ITEMS (TOTE BAGS<br>100-109-46899.000 | 03/31/2025<br>VJANKOWSKI<br>MISC COMMUNITY SERVICE                                     |          | 2,927.40<br>2,927.40           | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00186</a> |
| <a href="#">INV072095</a><br><a href="#">0000022809</a>      | METROPOLITAN IND. INC.<br>PUMP REBUILD<br>500-452-47571.000<br>500-452-47571.000                | 04/10/2025<br>VJANKOWSKI<br>IMPELLER-DI 7.50 DIA S4N/S4NX<br>SEAL-SHAFT 1-1/4D CERAMIC |          | 2,480.00<br>2,380.00<br>100.00 | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00146</a> |
| <a href="#">CINV004095985</a><br><a href="#">0000022907</a>  | MNJ TECHNOLOGIES DIRECT<br>UPS REPLACEMENTS THROUGHOUT VILLAGW<br>100-202-47502.000             | 04/14/2025<br>VJANKOWSKI<br>UPS                                                        |          | 620.00<br>620.00               | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00171</a> |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                                                   | Vendor Description<br>GL Distribution                                                                                        | Invoice Date<br>Entered By                                 | Due Date | Invoice Amount                 | Amount Due | Status | Posted PO Number<br>Post Date            |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------|--------------------------------|------------|--------|------------------------------------------|
| <a href="#">CINV004095988</a><br><a href="#">0000022908</a> | MNJ TECHNOLOGIES DIRECT<br>2 SURFACE PROS WITH KEYBOARD AND 3 YR SU VJANKOWSKI<br>100-202-47012.000                          | 04/14/2025<br>COMPUTER SUPPLIES                            |          | 220.00<br>220.00               | 0.00       | Paid   | Y <a href="#">25-00167</a><br>04/30/2025 |
| <a href="#">2174-12</a><br><a href="#">0000022916</a>       | AMS PLANNING & RESEARCH CORP<br>AMS Consulting Agreement - Phases 2 and VJANKOWSKI<br>100-203-46410.000<br>100-203-46410.000 | 04/30/2025<br>CONSULTING SERVICES<br>CONSULTING SERVICES   |          | 14,800.00<br>14,800.00<br>0.00 | 0.00       | Paid   | Y <a href="#">14008</a><br>04/30/2025    |
| <a href="#">175173</a><br><a href="#">0000022928</a>        | ZUKOWSKI ROGERS FLOOD MCARDLE<br>LEGAL SERVICES - MARCH 2025 - CONCEPT #2 VJANKOWSKI<br>630-000-27775.000                    | 04/16/2025<br>CONC 2022-006 WIRTZ                          |          | 4,306.25<br>4,306.25           | 0.00       | Paid   | Y <a href="#">25-00184</a><br>04/30/2025 |
| <a href="#">175172</a><br><a href="#">0000022929</a>        | ZUKOWSKI ROGERS FLOOD MCARDLE<br>LEGAL FEES - MARCH 2025 - PERSONNEL VJANKOWSKI<br>100-240-46404.000                         | 04/16/2025<br>SPECIAL COUNSEL                              |          | 3,650.00<br>3,650.00           | 0.00       | Paid   | Y <a href="#">25-00187</a><br>04/30/2025 |
| <a href="#">175170</a><br><a href="#">0000022931</a>        | ZUKOWSKI ROGERS FLOOD MCARDLE<br>LEGAL FEES - MARCH 2025 - GENERAL CORPOR VJANKOWSKI<br>100-240-46404.000                    | 04/16/2025<br>SPECIAL COUNSEL                              |          | 9,250.00<br>9,250.00           | 0.00       | Paid   | Y <a href="#">25-00188</a><br>04/30/2025 |
| <a href="#">250458P</a><br><a href="#">0000022940</a>       | LINDCO EQUIPMENT SALES<br>REBUILD PARTS FOR THE WING PLOW ON TRUCK VJANKOWSKI<br>100-430-47528.000<br>100-430-47526.000      | 04/17/2025<br>MT MTLS PICK-UP TRUCK<br>MT MTLS DUMP TRUCKS |          | 8,456.76<br>8,206.76<br>250.00 | 0.00       | Paid   | Y <a href="#">25-00179</a><br>04/30/2025 |
| <a href="#">10810332265</a><br><a href="#">0000022941</a>   | DELL MARKETING L.P.<br>OPTIPLEX MICRO FORM FACTOR FOR CONFERENC VJANKOWSKI<br>100-202-47012.000                              | 04/16/2025<br>COMPUTER SUPPLIES                            |          | 2,534.79<br>2,534.79           | 0.00       | Paid   | Y <a href="#">25-00168</a><br>04/30/2025 |
| <a href="#">10810323937</a><br><a href="#">0000022942</a>   | DELL MARKETING L.P.<br>DELL LATITUDE 3450 FOR DIAS<br>100-202-47012.000                                                      | 04/16/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES              |          | 979.49<br>979.49               | 0.00       | Paid   | Y <a href="#">25-00169</a><br>04/30/2025 |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                   | Vendor Description<br>GL Distribution                                                      | Invoice Date<br>Entered By                          | Due Date | Invoice Amount       | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|----------------------|------------|--------|-------------------------------|
| 123089006<br>0000022944     | GLOBAL INDUSTRIAL<br>PARTS FOR COMPRESSOR<br>100-301-47510.000                             | 04/14/2025<br>VJANKOWSKI<br>MT MTLS BLDGS & GROUNDS |          | 21.80<br>21.80       | 0.00       | Paid   | Y<br>04/30/2025               |
| 031925-002<br>0000022945    | BRIAN LOWRY<br>REIMBURSE REG FEE ILPIA 03-19-25<br>100-281-46340.000                       | 04/15/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS       |          | 25.00<br>25.00       | 0.00       | Paid   | Y<br>04/30/2025               |
| 031925-001<br>0000022946    | MIKE BOSTON<br>REIMBURSE REG FEES FOR ILPIA 01/15/25, 0<br>100-281-46340.000               | 04/15/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS       |          | 75.00<br>75.00       | 0.00       | Paid   | Y<br>04/30/2025               |
| 60075008289<br>0000022947   | ROGAN SHOES INC.<br>BOOTS FOR MARK C.<br>100-281-47140.000                                 | 04/17/2025<br>VJANKOWSKI<br>SAFETY SHOES & GLASSES  |          | 148.75<br>148.75     | 0.00       | Paid   | Y<br>04/30/2025               |
| 1002041485<br>0000022948    | INTERNATIONAL CODE COUNCIL<br>BUDGETING GUIDE<br>100-281-46441.000                         | 03/14/2025<br>VJANKOWSKI<br>PRINTING SERVICES       |          | 84.95<br>84.95       | 0.00       | Paid   | Y<br>04/30/2025               |
| 0922-200/17<br>0000022949   | UMBDENSTOCK ELECTRIC INC.<br>IRMA CLAIM # 187101-01 - STREETLIGHT - 0<br>100-000-34670.000 | 04/09/2025<br>VJANKOWSKI<br>INS REIMBURSEMENTS      |          | 1,300.00<br>1,300.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| CINV004096395<br>0000022951 | MNJ TECHNOLOGIES DIRECT<br>RECORDS TONER<br>100-306-47012.000                              | 04/16/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES       |          | 484.00<br>484.00     | 0.00       | Paid   | Y<br>04/30/2025               |
| CINV004096400<br>0000022952 | MNJ TECHNOLOGIES DIRECT<br>RECORDS TONER<br>100-305-47012.000                              | 04/16/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES       |          | 636.00<br>636.00     | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------|--------------------------------------------------|------------|--------|-------------------------------|
| 50041<br>0000022958          | MONROE TRUCK EQUIPMNT INC<br>SNOW PLOW CONSUMABLES<br>100-430-47526.000                                        | 04/17/2025<br>VJANKOWSKI<br>MT MTLS DUMP TRUCKS           |          | 7,759.85<br><br>7,759.85                         | 0.00       | Paid   | Y 25-00191<br>04/30/2025      |
| STAR 041525<br>0000022959    | VASILIJ STANKOVIC<br>STAR GRANT - RES NO. R-24-09-52 -<br>413-449-46599.000                                    | 04/15/2025<br>REQUES VJANKOWSKI<br>MISC PROPERTY SERVICES |          | 198.45<br><br>198.45                             | 0.00       | Paid   | Y<br>04/30/2025               |
| INV00684633<br>0000022960    | USABBLUEBOOK<br>FIRE 1 RPZ PARTS<br>100-321-46620.000                                                          | 04/17/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS         |          | 386.07<br><br>386.07                             | 0.00       | Paid   | Y<br>04/30/2025               |
| 1G1P-7H4X-FHWC<br>0000022961 | AMAZON CAPITAL SERVICES, INC.<br>CREDIT FOR RETURNED DONGLES<br>100-202-47012.000                              | 03/19/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES             |          | (98.00)<br><br>(98.00)                           | 0.00       | Paid   | Y<br>04/30/2025               |
| 175175<br>0000022962         | ZUKOWSKI ROGERS FLOOD MCARDLE<br>LEGAL FEES - FEBRUARY 2025 - FOIA TRAINI<br>100-240-46404.000                 | 04/16/2025<br>VJANKOWSKI<br>SPECIAL COUNSEL               |          | 2,900.00<br><br>2,900.00                         | 0.00       | Paid   | Y 25-00189<br>04/30/2025      |
| 86672/6<br>0000022963        | ACE HARDWARE OF LIBERTYVILLE<br>MATERIAL FOR ABC BULDING<br>294-294-46620.000                                  | 04/18/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS         |          | 24.29<br><br>24.29                               | 0.00       | Paid   | Y<br>04/30/2025               |
| 0271219<br>0000022966        | CONCENTRIC INTEGRATION<br>WATER PHASE 2 CONTROL UPGRADES TO THREE<br>520-466-48763.000                         | 04/18/2025<br>VJANKOWSKI<br>WATER TOWER                   |          | 8,900.00<br><br>8,900.00                         | 0.00       | Paid   | Y 14367<br>04/30/2025         |
| 1W61-3NLF-FP9Y<br>0000022967 | AMAZON CAPITAL SERVICES, INC.<br>WWTP FURNITURE<br>500-453-47530.000<br>500-453-47530.000<br>500-453-47530.000 | 04/18/2025<br>VJANKOWSKI<br>DESK<br>DESK<br>DESK          |          | 6,390.72<br><br>1,462.02<br>1,691.06<br>3,237.64 | 0.00       | Paid   | Y 25-00147<br>04/30/2025      |

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|------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------|---------------------------------------|------------|--------|---------------------|-----------|
| 04/21/2025<br>0000022968     | SUSAN ZILZ<br>UB refund for account: 003-0000555-002<br>500-000-25000.000                                      | 04/21/2025<br>DFERRER<br>Overpayment                                               |          | 222.20<br><br>222.20                  | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 300959<br>0000022969         | IRMA<br>FEBRUARY 2025 DEDUCTIBLE<br>100-231-46502.000<br>100-231-46502.000                                     | 02/28/2025<br>VJANKOWSKI<br>IRMA DEDUCTIBLE-PUBLIC WORKS<br>IRMA DEDUCTIBLE-POLICE |          | 20,781.04<br><br>99.40<br>20,681.64   | 0.00       | Paid   | Y<br>04/30/2025     | 25-00116  |
| 220087<br>0000022970         | AIR ONE EQUIPMENT INC<br>FIREFIGHTING FOAM<br>100-323-47080.000                                                | 04/18/2025<br>VJANKOWSKI<br>CHEMICAL SUPPLIES                                      |          | 940.00<br><br>940.00                  | 0.00       | Paid   | Y<br>04/30/2025     |           |
| IN001-2060957<br>0000022971  | FORCE AMERICA DISTRIBUTING LLC<br>PARTS AND LABOR FOR THE UPGRADE OF<br>100-430-46646.000<br>100-430-46648.000 | 04/18/2025<br>DAMAG VJANKOWSKI<br>MT DUMP TRUCKS<br>MT PICKUP TRUCKS               |          | 12,789.00<br><br>7,900.00<br>4,889.00 | 0.00       | Paid   | Y<br>04/30/2025     | 25-00137  |
| 33959074-01<br>0000022972    | GRIMCO, INC<br>BEAUTIFICATION COMMITTEE SUPPLIES<br>100-109-46899.000                                          | 04/18/2025<br>VJANKOWSKI<br>MISC COMMUNITY SERVICE                                 |          | 198.79<br><br>198.79                  | 0.00       | Paid   | Y<br>04/30/2025     |           |
| CINV004096701<br>0000022973  | MNJ TECHNOLOGIES DIRECT<br>SWITCH TO FIX AV ISSUES IN TRAINING ROOM<br>100-321-47099.000                       | 04/18/2025<br>VJANKOWSKI<br>MISC SUPPLIES                                          |          | 583.13<br><br>583.13                  | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 31712<br>0000022974          | MENARD, INC<br>HEX SCREWS<br>500-453-47070.000                                                                 | 04/14/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES                                         |          | 21.27<br><br>21.27                    | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 2594353 041725<br>0000022975 | HINCKLEY SPRINGS<br>WATER SUPPLY<br>500-453-47503.000                                                          | 04/17/2025<br>VJANKOWSKI<br>MT MTLS LABRATORY EQUIP                                |          | 62.86<br><br>62.86                    | 0.00       | Paid   | Y<br>04/30/2025     |           |

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|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------|------------|--------|------------------------------------------|
| <a href="#">INV-54807</a><br><a href="#">0000022978</a>     | SIGNS NOW MUNDELEIN<br>BOARD MEETING NAME PLATE - MAYOR MEIER VJANKOWSKI<br>100-111-46999.000                                                               | 04/07/2025<br>VJANKOWSKI<br>MISC OTHER SERVICES                                                                                        |          | 25.00<br><br>25.00                                            | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">50173</a><br><a href="#">0000022982</a>         | PETER BAKER & SON CO.<br>ASPHALT FOR ROAD PATCHING<br>100-441-47543.000                                                                                     | 04/21/2025<br>VJANKOWSKI<br>MT MTLS BITUMINOUS PATCH                                                                                   |          | 505.89<br><br>505.89                                          | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">IN001-2061032</a><br><a href="#">0000022983</a> | FORCE AMERICA DISTRIBUTING LLC<br>PARTS AND LABOR FOR THE UPGRADE OF DAMAG VJANKOWSKI<br>100-430-46646.000                                                  | 04/21/2025<br>VJANKOWSKI<br>MT DUMP TRUCKS                                                                                             |          | 1,800.00<br><br>1,800.00                                      | 0.00       | Paid   | Y <a href="#">25-00137</a><br>04/30/2025 |
| <a href="#">PPP-36877</a><br><a href="#">0000022984</a>     | PROMOTIONAL PRODUCTS CO-OP LLC<br>UNIFORM CLOTHING<br>100-410-47120.000<br>100-430-47120.000<br>100-441-47120.000<br>500-453-47120.000<br>500-462-47120.000 | 04/18/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE<br>CLOTHING ALLOWANCE<br>CLOTHING ALLOWANCE<br>CLOTHING ALLOWANCE<br>CLOTHING ALLOWANCE |          | 1,843.30<br><br>373.00<br>400.30<br>855.00<br>70.00<br>145.00 | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">5036415</a><br><a href="#">0000022985</a>       | NAPLETON FORD<br>VAN 548 NOZZLE<br>500-452-47525.000                                                                                                        | 02/18/2025<br>VJANKOWSKI<br>MT MTLS HEAVY EQUIPMENT                                                                                    |          | 18.00<br><br>18.00                                            | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">50199</a><br><a href="#">0000022986</a>         | PETER BAKER & SON CO.<br>ASPHALT FOR ROAD PATCHING<br>100-441-47543.000                                                                                     | 04/21/2025<br>VJANKOWSKI<br>MT MTLS BITUMINOUS PATCH                                                                                   |          | 1,010.52<br><br>1,010.52                                      | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">250421</a><br><a href="#">0000022987</a>        | CERTAPRO PAINTERS<br>REPAINT MULTIPLE ROOMS AT THE VILLAGE HA VJANKOWSKI<br>100-420-46620.000                                                               | 04/21/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS                                                                                      |          | 5,454.00<br><br>5,454.00                                      | 0.00       | Paid   | Y <a href="#">25-00174</a><br>04/30/2025 |
| <a href="#">250422</a><br><a href="#">0000022988</a>        | CERTAPRO PAINTERS<br>REPAINT LIGHT POLES AT METRA TRAIN STATI VJANKOWSKI<br>271-427-46678.000                                                               | 04/21/2025<br>VJANKOWSKI<br>MT TRAIN STATION                                                                                           |          | 4,500.00<br><br>4,500.00                                      | 0.00       | Paid   | Y <a href="#">25-00173</a><br>04/30/2025 |

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|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------|--------------------------------|------------|--------|---------------------|-----------|
| 214609<br>0000022989    | ELECTRICAL OPTIONS, LLC<br>INSTALLATION OF FIVE 8' INDUSTRIAL CEILI VJANKOWSKI<br>100-420-46620.000                             | 04/21/2025<br>MT BUILDING & GROUNDS                        |          | 9,700.00<br>9,700.00           | 0.00       | Paid   | Y<br>04/30/2025     | 25-00166  |
| 214608<br>0000022990    | ELECTRICAL OPTIONS, LLC<br>REPLACEMENT LIGHTING FOR ARCHER BUSINESS VJANKOWSKI<br>294-294-48299.000                             | 04/21/2025<br>OTHER BLDG/FACILITIES                        |          | 15,750.00<br>15,750.00         | 0.00       | Paid   | Y<br>04/30/2025     | 25-00183  |
| PPP-36878<br>0000022991 | PROMOTIONAL PRODUCTS CO-OP LLC<br>GIVEAWAYS<br>100-410-46901.000<br>100-410-46902.000                                           | 04/18/2025<br>VJANKOWSKI<br>ADVERTISING<br>EMPLOYEE AWARDS |          | 802.31<br>500.00<br>302.31     | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 086684/6<br>0000022992  | ACE HARDWARE OF LIBERTYVILLE<br>MATERIAL FOR METRA PLUMBING<br>271-427-47510.000                                                | 04/21/2025<br>VJANKOWSKI<br>MT MTLS BLDGS & GROUNDS        |          | 11.32<br>11.32                 | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 281486<br>0000022995    | EL-COR INDUSTRIES, INC.<br>NUTS & BOLTS FOR HYDRANTS<br>500-462-47563.000                                                       | 04/21/2025<br>VJANKOWSKI<br>MT MTLS WATERMAINS             |          | 35.60<br>35.60                 | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 2978<br>0000022996      | MIDWEST PAVING EQUIPMENT<br>PATCHER 483 BURNER PARTS<br>100-430-47525.000                                                       | 04/21/2025<br>VJANKOWSKI<br>MT MTLS HEAVY EQUIPMENT        |          | 166.06<br>166.06               | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 137432<br>0000022997    | THE LOCKER SHOP<br>DUTY BOOTS - JONES<br>100-321-47140.000                                                                      | 04/21/2025<br>VJANKOWSKI<br>SAFETY SHOES & GLASSES         |          | 159.00<br>159.00               | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 53606<br>0000022999     | BEST QUALITY FACILITY SRV, LLC<br>FY25 CUSTODIAL SERVICES AT VARIOUS VILLA VJANKOWSKI<br>271-427-46510.000<br>100-420-46510.000 | 04/20/2025<br>CUSTODIAL SERVICE<br>CUSTODIAL SERVICE       |          | 5,750.00<br>400.00<br>5,350.00 | 0.00       | Paid   | Y<br>04/30/2025     | 13640     |

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|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|----------------------------|------------|--------|------------------------------------------|
| <a href="#">12502-60</a><br><a href="#">0000023000</a>       | CHICAGO HOLLOW METAL<br>PD JAIL DOOR MAINT<br>100-301-46620.000                               | 03/17/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS   |          | 1,480.00<br><br>1,480.00   | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">086690/6</a><br><a href="#">0000023001</a>       | ACE HARDWARE OF LIBERTYVILLE<br>ANT TRAPS FOR PD AND VH<br>100-301-47510.000                  | 04/21/2025<br>VJANKOWSKI<br>MT MTLS BLDGS & GROUNDS |          | 3.99<br><br>3.99           | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">6660026429</a><br><a href="#">0000023002</a>     | COMMERCIAL TIRE SERVICE, INC<br>NEW TIRES FOR LOADER 451 AND BACKHOE 144<br>100-430-47528.000 | 04/21/2025<br>VJANKOWSKI<br>MT MTLS PICK-UP TRUCK   |          | 13,534.40<br><br>13,534.40 | 0.00       | Paid   | Y <a href="#">25-00130</a><br>04/30/2025 |
| <a href="#">982417</a><br><a href="#">0000023003</a>         | NAPA LIBERTYVILLE<br>AMB 342 CALIPERS AND PADS<br>100-430-47522.000                           | 04/21/2025<br>VJANKOWSKI<br>MT MTLS AMBULANCES      |          | 434.50<br><br>434.50       | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">2367472449</a><br><a href="#">0000023004</a>     | MEDLINE INDUSTRIES, LP<br>GLOVES<br>100-304-47099.000                                         | 04/22/2025<br>VJANKOWSKI<br>MISC SUPPLIES           |          | 1,765.26<br><br>1,765.26   | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">13R3-3LDJ-RLWV</a><br><a href="#">0000023005</a> | AMAZON CAPITAL SERVICES, INC.<br>CAR BATTERY JUMP STARTER FOR PATROL<br>100-305-47530.000     | 04/21/2025<br>VJANKOWSKI<br>MT MTLS OTHER EQUIPMENT |          | 89.99<br><br>89.99         | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">12098EBB-0005</a><br><a href="#">0000023006</a>  | IL TRUCK ENFORCEMENT ASSOC LTD<br>ITEA ANNUAL DUES<br>100-305-46305.000                       | 03/19/2025<br>VJANKOWSKI<br>PROFESSIONAL DUES       |          | 100.00<br><br>100.00       | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">13785</a><br><a href="#">0000023007</a>          | HAVEY COMMUNICATIONS INC.<br>CS E12 SCENE LIGHT<br>100-430-47535.000                          | 03/17/2025<br>VJANKOWSKI<br>CONTRACTUAL FIRE PARTS  |          | 1,715.70<br><br>1,715.70   | 0.00       | Paid   | Y<br>04/30/2025                          |



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|------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|------------------|------------|--------|-------------------------------|
| 34956<br>0000023008          | THE PRINTING FACTORY<br>EDC BUSINESS CARDS - DECKER - TRILLHAASE VJANKOWSKI<br>100-102-46441.000 | 04/22/2025<br>PRINTING SERVICES                     |          | 110.00<br>110.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-INV046894<br>0000023009   | CUTLER WORKWEAR<br>J. SALAZAR BOOTS<br>100-281-47140.000                                         | 04/22/2025<br>VJANKOWSKI<br>SAFETY SHOES & GLASSES  |          | 157.45<br>157.45 | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-INV046896<br>0000023010   | CUTLER WORKWEAR<br>J. SALAZAR CLOTHING<br>100-281-47120.000                                      | 04/22/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE      |          | 67.47<br>67.47   | 0.00       | Paid   | Y<br>04/30/2025               |
| 41486<br>0000023011          | MOBILE HEALTH SOLUTIONS<br>QUARTERLY DRUG SCREENS FOR PW&E<br>100-205-46904.000                  | 04/22/2025<br>VJANKOWSKI<br>PHYSICAL EXAMS          |          | 140.00<br>140.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| 1Y63-TQMN-9CYY<br>0000023012 | AMAZON CAPITAL SERVICES, INC.<br>EXTERNAL HARD DRIVES FOR CD<br>100-202-47502.000                | 04/22/2025<br>VJANKOWSKI<br>MT MTLS COMPUTER EQUIP  |          | 299.96<br>299.96 | 0.00       | Paid   | Y<br>04/30/2025               |
| 220190<br>0000023013         | AIR ONE EQUIPMENT INC<br>AIR TEST FOR AIR COMPRESSOR<br>100-323-46630.000                        | 04/19/2025<br>VJANKOWSKI<br>MT HAZARDOUS MATERIAL   |          | 165.00<br>165.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| 5141975<br>0000023014        | LIBERTYVILLE LINCOLN SALES INC<br>SQUAD 4 EVAP PUMP<br>100-430-47524.000                         | 04/19/2025<br>VJANKOWSKI<br>MT MTLS PATROL VEHICLES |          | 407.27<br>407.27 | 0.00       | Paid   | Y<br>04/30/2025               |
| 5141782<br>0000023015        | LIBERTYVILLE LINCOLN SALES INC<br>SQUAD 4 FUEL HOUSING<br>100-430-47524.000                      | 04/11/2025<br>VJANKOWSKI<br>MT MTLS PATROL VEHICLES |          | 153.24<br>153.24 | 0.00       | Paid   | Y<br>04/30/2025               |

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|-----------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------|-------------------------------------------|------------|--------|-------------------------------|
| 5141662<br>0000023016       | LIBERTYVILLE LINCOLN SALES INC<br>SQUAD 7 TPMS SENSOR<br>100-430-47524.000                          | 04/05/2025<br>VJANKOWSKI<br>MT MTLS PATROL VEHICLES                         |          | 77.30<br>77.30                            | 0.00       | Paid   | Y<br>04/30/2025               |
| 5140996<br>0000023017       | LIBERTYVILLE LINCOLN SALES INC<br>SQUAD 4 EVAP LINES<br>100-430-47524.000                           | 03/06/2025<br>VJANKOWSKI<br>MT MTLS PATROL VEHICLES                         |          | 941.09<br>941.09                          | 0.00       | Paid   | Y<br>04/30/2025               |
| 556389<br>0000023020        | RILCO, INC.<br>BULK OIL PRODUCTS<br>100-430-47080.000                                               | 04/22/2025<br>VJANKOWSKI<br>CHEMICAL SUPPLIES                               |          | 5,249.37<br>5,249.37                      | 0.00       | Paid   | Y 25-00195<br>04/30/2025      |
| PD-AHO 042225<br>0000023021 | JOAN VASQUEZ<br>AHO SERVICES 04-22-25<br>100-301-46499.000                                          | 04/22/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES                           |          | 150.00<br>150.00                          | 0.00       | Paid   | Y<br>04/30/2025               |
| 455445<br>0000023022        | IGS ENERGY<br>GAS CHARGES MARCH 2025<br>500-462-47430.000<br>500-453-47430.000<br>294-294-47430.000 | 04/24/2025<br>VJANKOWSKI<br>HEATING FUELS<br>HEATING FUELS<br>HEATING FUELS |          | 6,669.47<br>48.41<br>4,714.01<br>1,907.05 | 0.00       | Paid   | Y<br>04/30/2025               |
| 25-0881<br>0000023024       | THOMPSON ELEVATOR INSPECTION SERV.<br>520-457-46410.000                                             | 04/18/2025<br>VJANKOWSKI<br>CONSULTING SERVICES                             |          | 200.00<br>200.00                          | 0.00       | Paid   | Y<br>04/30/2025               |
| BD-AHO 042225<br>0000023025 | JOAN VASQUEZ<br>BUILDING-ADMIN HEARING 04/22/25<br>100-240-46499.000                                | 04/22/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES                           |          | 300.00<br>300.00                          | 0.00       | Paid   | Y<br>04/30/2025               |
| BD-AHO 040825<br>0000023026 | JOAN VASQUEZ<br>BUILDING-ADMIN HEARING 04/08/25<br>100-240-46499.000                                | 04/08/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES                           |          | 300.00<br>300.00                          | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                                                    | Vendor Description<br>GL Distribution                                                                  | Invoice Date<br>Entered By                                           | Due Date | Invoice Amount                | Amount Due | Status | Posted PO Number<br>Post Date         |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------|-------------------------------|------------|--------|---------------------------------------|
| <a href="#">0285707</a><br><a href="#">0000023027</a>        | POLLARD WATER<br>VALVES FOR HYDRANT FLUSHING<br>500-462-47563.000                                      | 04/15/2025<br>VJANKOWSKI<br>MT MTLS WATERMAINS                       |          | 84.24<br>84.24                | 0.00       | Paid   | Y<br>04/30/2025                       |
| <a href="#">D858406</a><br><a href="#">0000023028</a>        | NORTH AMERICAN CORPORATION<br>JANITORIAL SUPPLIES<br>100-321-47030.000                                 | 04/22/2025<br>VJANKOWSKI<br>JANITORIAL SUPPLIES                      |          | 442.02<br>442.02              | 0.00       | Paid   | Y<br>04/30/2025                       |
| <a href="#">17555909</a><br><a href="#">0000023029</a>       | W.S. DARLEY & CO<br>INNOTEX GEAR PER MUNDELEIN SPEC FOR JONE<br>100-323-47110.000<br>100-323-47110.000 | 04/22/2025<br>VJANKOWSKI<br>GLOVES/BOOTS/COATS<br>GLOVES/BOOTS/COATS |          | 8,190.00<br>8,124.00<br>66.00 | 0.00       | Paid   | Y <a href="#">14449</a><br>04/30/2025 |
| <a href="#">14RX-DNVY-91NW</a><br><a href="#">0000023030</a> | AMAZON CAPITAL SERVICES, INC.<br>PHONE CASE FOR EG<br>100-202-47399.000                                | 04/22/2025<br>VJANKOWSKI<br>MISC COMMUNICATIONS                      |          | 18.99<br>18.99                | 0.00       | Paid   | Y<br>04/30/2025                       |
| <a href="#">982631</a><br><a href="#">0000023031</a>         | NAPA LIBERTYVILLE<br>SILICONE SPRAY<br>100-430-47080.000                                               | 04/22/2025<br>VJANKOWSKI<br>CHEMICAL SUPPLIES                        |          | 35.94<br>35.94                | 0.00       | Paid   | Y<br>04/30/2025                       |
| <a href="#">13182</a><br><a href="#">0000023032</a>          | FIRELINE SHIELDS<br>HELMET FRONT/SHIELD<br>100-323-47110.000                                           | 04/18/2025<br>VJANKOWSKI<br>GLOVES/BOOTS/COATS                       |          | 93.00<br>93.00                | 0.00       | Paid   | Y<br>04/30/2025                       |
| <a href="#">2367257708</a><br><a href="#">0000023033</a>     | MEDLINE INDUSTRIES, LP<br>EMS SUPPLIES/GLOVES<br>100-324-47040.000                                     | 04/19/2025<br>VJANKOWSKI<br>TRAUMA UNIT SUPPLIES                     |          | 1,945.61<br>1,945.61          | 0.00       | Paid   | Y<br>04/30/2025                       |
| <a href="#">2367037958</a><br><a href="#">0000023034</a>     | MEDLINE INDUSTRIES, LP<br>EMS SUPPLIES<br>100-324-47040.000                                            | 04/18/2025<br>VJANKOWSKI<br>TRAUMA UNIT SUPPLIES                     |          | 1,045.72<br>1,045.72          | 0.00       | Paid   | Y<br>04/30/2025                       |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------|---------------------------|------------|--------|-------------------------------|
| 17555667<br>0000023035       | W.S. DARLEY & CO<br>BP572 - COMBAT SNIPER HOSE - BLUE - 1/75 VJANKOWSKI<br>100-323-47530.000<br>100-323-47530.000 | 04/17/2025<br>MT MTLS OTHER EQUIPMENT<br>MT MTLS OTHER EQUIPMENT |          | 661.52<br>642.00<br>19.52 | 0.00       | Paid   | Y 14489<br>04/30/2025         |
| 13075<br>0000023036          | FIRELINE SHIELDS<br>HELMET SHIELDS<br>100-323-47110.000                                                           | 02/26/2025<br>VJANKOWSKI<br>GLOVES/BOOTS/COATS                   |          | 493.00<br>493.00          | 0.00       | Paid   | Y<br>04/30/2025               |
| 25-143992<br>0000023037      | METRO PARAMEDIC SERVICES<br>YEAR 3 OF 3 YEAR CONTRACT FOR 4 FIREFIGH VJANKOWSKI<br>100-323-46417.000              | 04/09/2025<br>CONTRACTUAL FF/PARAMEDICS                          |          | 44,607.93<br>44,607.93    | 0.00       | Paid   | Y 13659<br>04/30/2025         |
| 7860<br>0000023038           | KEVIN WALSH EXCAVATING, INC<br>SPOIL HAULING<br>100-441-47490.000                                                 | 04/23/2025<br>VJANKOWSKI<br>SPOIL HAULING                        |          | 4,950.00<br>4,950.00      | 0.00       | Paid   | Y 25-00150<br>04/30/2025      |
| 13CD-LY7T-QGHD<br>0000023040 | AMAZON CAPITAL SERVICES, INC.<br>PHONE CASE SCREEN PROTECTOR AND CHARGERS VJANKOWSKI<br>100-420-47015.000         | 04/23/2025<br>OFFICE SUPPLIES                                    |          | 63.76<br>63.76            | 0.00       | Paid   | Y<br>04/30/2025               |
| 1WN3-1QFT-JQTG<br>0000023041 | AMAZON CAPITAL SERVICES, INC.<br>SUPPLIES<br>500-461-47015.000                                                    | 04/22/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES                      |          | 9.24<br>9.24              | 0.00       | Paid   | Y<br>04/30/2025               |
| 13856<br>0000023043          | HAVEY COMMUNICATIONS INC.<br>SQUAD 2 STROBE<br>100-430-47524.000                                                  | 04/23/2025<br>VJANKOWSKI<br>MT MTLS PATROL VEHICLES              |          | 109.00<br>109.00          | 0.00       | Paid   | Y<br>04/30/2025               |
| BR1245<br>0000023044         | ATLAS BOBCAT, LLC<br>SKID 483 CYLINDER<br>100-430-47525.000                                                       | 04/10/2025<br>VJANKOWSKI<br>MT MTLS HEAVY EQUIPMENT              |          | 795.93<br>795.93          | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|--------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------|----------|----------------------|------------|--------|-------------------------------|
| 9788099<br>0000023045    | LIEBOVICH STEEL & ALUMINUM CO<br>MTLS FOR COURTLAND RPZ CAGE<br>500-462-47510.000 | 04/14/2025<br>VJANKOWSKI<br>MT MTLS BLDGS & GROUNDS |          | 165.23<br>165.23     | 0.00       | Paid   | Y<br>04/30/2025               |
| 5431199400<br>0000023046 | NORTH SHORE GAS<br>GAS CHARGES MAR 2025 937 NW HOLCOMB DR<br>500-452-47430.000    | 04/07/2025<br>VJANKOWSKI<br>HEATING FUELS           |          | 92.03<br>92.03       | 0.00       | Paid   | Y<br>04/30/2025               |
| 5430922092<br>0000023047 | NORTH SHORE GAS<br>GAS CHARGES MAR 2025 165 N ARCHER AV<br>294-294-47430.000      | 04/07/2025<br>VJANKOWSKI<br>HEATING FUELS           |          | 969.41<br>969.41     | 0.00       | Paid   | Y<br>04/30/2025               |
| 1471383017<br>0000023048 | AT&T<br>NEW IP_FLEX SERVICE FOR PD PHONES<br>100-202-47310.000                    | 04/07/2025<br>VJANKOWSKI<br>AMERITECH CHARGES       |          | 1,362.26<br>1,362.26 | 0.00       | Paid   | Y<br>04/30/2025               |
| 437-498694<br>0000023049 | AUTO-WARES-ILLINOIS<br>CAR 501 REAR HUBS<br>500-451-47520.000                     | 04/07/2025<br>VJANKOWSKI<br>MT MTLS ADMIN VEHICLES  |          | 226.18<br>226.18     | 0.00       | Paid   | Y<br>04/30/2025               |
| WO-0299-1<br>0000023050  | STANDARD IND & AUTO EQUIP INC.<br>VM SHOP LIFT INSPECTIONS<br>100-430-46669.000   | 04/08/2025<br>VJANKOWSKI<br>MT OTHER EQUIPMENT      |          | 1,150.00<br>1,150.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| 45559154<br>0000023051   | BELLE TIRE DISTRIBUTORS<br>SQUAD TIRES<br>100-430-46644.000                       | 04/11/2025<br>VJANKOWSKI<br>MT PATROL VEHICLES      |          | 712.00<br>712.00     | 0.00       | Paid   | Y<br>04/30/2025               |
| 159483H<br>0000023052    | ARLINGTON HEIGHTS FORD LLC<br>VAN 106 PLATE<br>500-462-47527.000                  | 04/11/2025<br>VJANKOWSKI<br>MT MTLS UTILITY VANS    |          | 60.13<br>60.13       | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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| Inv Ref #                     | Vendor Description<br>GL Distribution                                                                                                                                                      | Invoice Date<br>Entered By                                                                                                                                                                       | Due Date | Invoice Amount                                                                                 | Amount Due | Status | Posted PO Number<br>Post Date |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------|------------|--------|-------------------------------|
| MAC SCHLRSH 20<br>0000023053  | UNIVERSITY OF MIAMI<br>MAC STUDENT SCHOLARSHIP 2025 - JEROME<br>100-108-46499.000                                                                                                          | 04/17/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES                                                                                                                                                |          | 1,000.00<br><br>1,000.00                                                                       | 0.00       | Paid   | Y<br>04/30/2025               |
| 1W9K-6LQY-TM4N<br>0000023055  | AMAZON CAPITAL SERVICES, INC.<br>CELL PHONE CASES/SCREEN PROTECTORS<br>100-202-47399.000                                                                                                   | 04/23/2025<br>VJANKOWSKI<br>MISC COMMUNICATIONS                                                                                                                                                  |          | 49.08<br><br>49.08                                                                             | 0.00       | Paid   | Y<br>04/30/2025               |
| 6310453<br>0000023056         | MGN LOCK-KEY & SAFES INC.<br>PARK BUTTERFIELD MASTER KEY - FOR EACH S<br>100-305-47530.000                                                                                                 | 04/23/2025<br>VJANKOWSKI<br>MT MTLs OTHER EQUIPMENT                                                                                                                                              |          | 65.00<br><br>65.00                                                                             | 0.00       | Paid   | Y<br>04/30/2025               |
| MASC SCHLRSH 2<br>0000023057  | LIA KOSKI<br>MASC SCHOLARSHIP 2025<br>100-303-46372.000                                                                                                                                    | 04/16/2025<br>VJANKOWSKI<br>PREVENTION EDUCATION MTLs                                                                                                                                            |          | 1,000.00<br><br>1,000.00                                                                       | 0.00       | Paid   | Y<br>04/30/2025               |
| CKRQ-BOND 2025<br>0000023066  | MICHAEL BOND<br>REIMBURSEMENT FOR DRONE OPERATOR TEST<br>100-301-46499.000                                                                                                                 | 04/16/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES                                                                                                                                                |          | 175.00<br><br>175.00                                                                           | 0.00       | Paid   | Y<br>04/30/2025               |
| MASC SCHLRSH 2<br>0000023067  | JORDAN VINCENT<br>MASC SCHOLARSHIP 2025<br>100-303-46372.000                                                                                                                               | 04/16/2025<br>VJANKOWSKI<br>PREVENTION EDUCATION MTLs                                                                                                                                            |          | 500.00<br><br>500.00                                                                           | 0.00       | Paid   | Y<br>04/30/2025               |
| 25042306184942F<br>0000023068 | IGS ENERGY<br>ENERGY CHARGES MARCH 2025<br>100-103-47420.000<br>100-441-47420.000<br>271-427-47420.000<br>294-294-47420.000<br>500-452-47420.000<br>500-453-47420.000<br>500-462-47420.000 | 04/23/2025<br>VJANKOWSKI<br>ELECTRIC LIGHT/POWER<br>ELECTRIC LIGHT/POWER<br>ELECTRIC LIGHT/POWER<br>ELECTRIC LIGHT/POWER<br>ELECTRIC LIGHT/POWER<br>ELECTRIC LIGHT/POWER<br>ELECTRIC LIGHT/POWER |          | 38,639.42<br><br>65.22<br>155.84<br>1,495.24<br>5,373.19<br>1,590.32<br>14,918.29<br>15,041.32 | 0.00       | Paid   | Y<br>04/30/2025               |

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|-------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------|------------------------------------|------------|--------|-------------------------------|
| 360454<br>0000023069          | CHICAGO COMMUNICATION LLC<br>PROGRAMMING OF RADIOS<br>100-302-47351.000                               | 04/17/2025<br>VJANKOWSKI<br>RADIO SERVICING                         |          | 151.25<br>151.25                   | 0.00       | Paid   | Y<br>04/30/2025               |
| CINV004097157<br>0000023070   | MNJ TECHNOLOGIES DIRECT<br>SURFACE PRO FOR ABOECHE<br>100-202-47012.000                               | 04/21/2025<br>VJANKOWSKI<br>SURFACE PRO FOR ABOECHE                 |          | 110.00<br>110.00                   | 0.00       | Paid   | Y 25-00185<br>04/30/2025      |
| MAC SCHLRSHIP 2<br>0000023071 | UNIVERSITY OF NORTH TEXAS<br>MAC SCHOLARSHIP 2025 - LANGFORD<br>100-108-46499.000                     | 04/17/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES                   |          | 1,000.00<br>1,000.00               | 0.00       | Paid   | Y<br>04/30/2025               |
| 041725-001<br>0000023073      | I.P.I.A.<br>B LOWRY-REG FEE IPIA<br>100-281-46340.000                                                 | 04/23/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS                       |          | 125.00<br>125.00                   | 0.00       | Paid   | Y<br>04/30/2025               |
| TAX REB 0924-12<br>0000023074 | JEWEL FOOD STORES<br>ANNUAL SALES TAX REBATE<br>330-263-49402.000                                     | 04/24/2025<br>VJANKOWSKI<br>TAX REBATES                             |          | 85,378.34<br>85,378.34             | 0.00       | Paid   | Y 13813<br>04/30/2025         |
| TAX REB 042425<br>0000023076  | DANIEL BEELOW<br>ANNUAL SALES TAX REBATE FY25<br>330-263-49402.000                                    | 04/24/2025<br>VJANKOWSKI<br>TAX REBATES                             |          | 120,746.20<br>120,746.20           | 0.00       | Paid   | Y 13815<br>04/30/2025         |
| PPP-36905<br>0000023077       | PROMOTIONAL PRODUCTS CO-OP LLC<br>EDC - BUSINESS APPRECIATION - TABLE CLOT<br>100-102-46340.000       | 04/24/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS                       |          | 171.75<br>171.75                   | 0.00       | Paid   | Y<br>04/30/2025               |
| 858286<br>0000023078          | LANDCARE USA LLC<br>METRA STATION FRONT ENTRANCE RENOVATION<br>271-427-46677.000<br>271-427-46620.000 | 04/24/2025<br>VJANKOWSKI<br>MT LANDSCAPING<br>MT BUILDING & GROUNDS |          | 15,500.00<br>2,500.00<br>13,000.00 | 0.00       | Paid   | Y 25-00144<br>04/30/2025      |

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|------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------|--------------------------------|------------|--------|-------------------------------|
| <a href="#">S389826-DD</a><br><a href="#">0000023079</a>   | DANIEL DEFENSE LLC<br>RIFLE FOR OFFICER SANCHEZ - NIPAS<br>100-301-46419.000                     | 04/24/2025<br>VJANKOWSKI<br>NIPAS                                        |          | 1,718.00<br><br>1,718.00       | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">86699/6</a><br><a href="#">0000023080</a>      | ACE HARDWARE OF LIBERTYVILLE<br>PARTS FOR PARK ST CLOSURE<br>100-420-46899.000                   | 04/23/2025<br>VJANKOWSKI<br>MISC COMMUNITY SERVICE                       |          | 50.70<br><br>50.70             | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">PS-INV046949</a><br><a href="#">0000023081</a> | CUTLER WORKWEAR<br>JEANS AND COAT FOR ADAM SCHMIDT<br>100-441-47120.000                          | 04/24/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                           |          | 145.77<br><br>145.77           | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">PS-INV046953</a><br><a href="#">0000023082</a> | CUTLER WORKWEAR<br>J CRARY JEANS/SAFETY BOOTS<br>100-281-47120.000<br>100-281-47140.000          | 04/24/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE<br>SAFETY SHOES & GLASSES |          | 340.56<br><br>165.56<br>175.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">PS-INV046954</a><br><a href="#">0000023083</a> | CUTLER WORKWEAR<br>K KLUGE JEANS/BOOTS<br>100-281-47120.000<br>100-281-47140.000                 | 04/24/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE<br>SAFETY SHOES & GLASSES |          | 224.93<br><br>62.90<br>162.03  | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">46186</a><br><a href="#">0000023084</a>        | IALEFI<br>MEMBERSHIP DUES FOR SGT. BRIGANO<br>100-305-46305.000                                  | 01/23/2025<br>VJANKOWSKI<br>PROFESSIONAL DUES                            |          | 60.00<br><br>60.00             | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">375560</a><br><a href="#">0000023085</a>       | NORTH EAST MULTI-REGIONAL TRAINING<br>TRAINING REGISTRATION FOR SGT. WAITES<br>100-305-46340.000 | 04/14/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS                            |          | 200.00<br><br>200.00           | 0.00       | Paid   | Y<br>04/30/2025               |
| <a href="#">9500186495</a><br><a href="#">0000023086</a>   | BLACK BOX NETWORK SERVICES<br>SUPPORT TO MIGRATE FROM ATT T1 TO ATT FL<br>100-202-46410.000      | 04/24/2025<br>VJANKOWSKI<br>CONSULTING SERVICES                          |          | 675.00<br><br>675.00           | 0.00       | Paid   | Y<br>04/30/2025               |



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|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------|---------------------------------------|------------|--------|-------------------------------|
| 1346<br>0000023087           | STREETSCAN USA INC<br>VILLAGE WIDE PAVEMENT ANALYSIS<br>210-442-48740.000                                                                | 04/21/2025<br>VJANKOWSKI<br>STREETS                                                  |          | 18,179.00<br><br>18,179.00            | 0.00       | Paid   | Y 25-00073<br>04/30/2025      |
| 086708/6<br>0000023092       | ACE HARDWARE OF LIBERTYVILLE<br>3 TON STAINLESS CLEANER<br>100-430-47526.000                                                             | 04/24/2025<br>VJANKOWSKI<br>MT MTLS DUMP TRUCKS                                      |          | 19.04<br><br>19.04                    | 0.00       | Paid   | Y<br>04/30/2025               |
| 5088<br>0000023094           | GIANT MAINTENANCE & RESTORATION<br>PAINTING OF VILLAGE FIRE HYDRANTS<br>500-462-46669.000                                                | 04/24/2025<br>VJANKOWSKI<br>MT OTHER EQUIPMENT                                       |          | 15,760.00<br><br>15,760.00            | 0.00       | Paid   | Y 25-00151<br>04/30/2025      |
| PS-INV046963<br>0000023099   | CUTLER WORKWEAR<br>K GEWALT BOOTS<br>100-281-47140.000                                                                                   | 04/24/2025<br>VJANKOWSKI<br>SAFETY SHOES & GLASSES                                   |          | 161.95<br><br>161.95                  | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-I0011715<br>0000023100    | HASTINGS AIR-ENERGY CONTROL INC.<br>PREVENTIVE MAINT - PLYMOVENT<br>100-321-46620.000                                                    | 03/20/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS                                    |          | 978.00<br><br>978.00                  | 0.00       | Paid   | Y<br>04/30/2025               |
| 54677690<br>0000023101       | NORTHERN TOOL & EQUIP<br>MS FY25 WRENCHES<br>100-430-47061.000                                                                           | 02/05/2025<br>VJANKOWSKI<br>MECHANIC'S TOOLS                                         |          | 198.54<br><br>198.54                  | 0.00       | Paid   | Y<br>04/30/2025               |
| D868<br>0000023102           | BALLISTIC ARMOR LLC<br>BALLISTIC HELMETS<br>100-305-47999.000<br>100-301-46910.000                                                       | 04/24/2025<br>VJANKOWSKI<br>OTHER COMMODITIES<br>FREIGHT                             |          | 1,097.46<br><br>1,080.00<br>17.46     | 0.00       | Paid   | Y<br>04/30/2025               |
| 1NCY-WR4Q-6Y63<br>0000023103 | AMAZON CAPITAL SERVICES, INC.<br>OFFICE SUPPLIES FOR PATROL - LABEL MAKER<br>100-305-47015.000<br>100-305-47015.000<br>100-305-47120.000 | 04/24/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES<br>OFFICE SUPPLIES<br>CLOTHING ALLOWANCE |          | 143.95<br><br>49.98<br>63.98<br>29.99 | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                                                    | Vendor Description<br>GL Distribution                                                                       | Invoice Date<br>Entered By                                            | Due Date | Invoice Amount                 | Amount Due | Status | Posted PO Number<br>Post Date            |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|--------------------------------|------------|--------|------------------------------------------|
| <a href="#">137820</a><br><a href="#">0000023104</a>         | THE LOCKER SHOP<br>UNIFORM -QUARTERMASTER<br>100-321-47120.000                                              | 04/24/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                        |          | 1,185.00<br><br>1,185.00       | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">137821</a><br><a href="#">0000023105</a>         | THE LOCKER SHOP<br>UNIFORM - QUARTERMASTER<br>100-321-47120.000                                             | 04/24/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                        |          | 738.00<br><br>738.00           | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">106135</a><br><a href="#">0000023108</a>         | EXCALABUR<br>AMB 432 DETAIL<br>100-430-46643.000                                                            | 04/02/2025<br>VJANKOWSKI<br>MT FIRE APPARATUS                         |          | 1,100.00<br><br>1,100.00       | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">CINV004097255</a><br><a href="#">0000023109</a>  | MNJ TECHNOLOGIES DIRECT<br>ANNUAL CRADLEPOINT SERVICE/SUPPORT FOR F VJANKOWSKI<br>100-321-46415.000         | 04/23/2025<br>VJANKOWSKI<br>COMPUTER SOFTWARE SUPPORT                 |          | 2,184.00<br><br>2,184.00       | 0.00       | Paid   | Y <a href="#">25-00120</a><br>04/30/2025 |
| <a href="#">1RHL-LF7R-4FT9</a><br><a href="#">0000023110</a> | AMAZON CAPITAL SERVICES, INC.<br>FLASHLIGHT FOR JULIE VAN AND 102<br>500-452-47090.000<br>500-462-47070.000 | 04/24/2025<br>VJANKOWSKI<br>JULIE LOCATING SUPPLIES<br>TOOLS/SUPPLIES |          | 358.20<br><br>179.10<br>179.10 | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">1DVL-H4CC-4PQK</a><br><a href="#">0000023111</a> | AMAZON CAPITAL SERVICES, INC.<br>OFFICE SUPPLIES<br>100-410-47015.000                                       | 04/24/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES                           |          | 165.58<br><br>165.58           | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">CINV004097346</a><br><a href="#">0000023112</a>  | MNJ TECHNOLOGIES DIRECT<br>SURFACE PRO FOR ABOECHE<br>100-202-47012.000                                     | 04/23/2025<br>VJANKOWSKI<br>SURFACE PRO FOR ABOECHE                   |          | 1,440.00<br><br>1,440.00       | 0.00       | Paid   | Y <a href="#">25-00185</a><br>04/30/2025 |
| <a href="#">9312426444</a><br><a href="#">0000023113</a>     | LAWSON PRODUCTS, INC.<br>HAND SOAP<br>100-430-47070.000                                                     | 04/24/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES                            |          | 147.72<br><br>147.72           | 0.00       | Paid   | Y<br>04/30/2025                          |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------|------------|--------|---------------------|-----------|
| 9312426445<br>0000023114 | LAWSON PRODUCTS, INC.<br>MATERIALS FOR CLARIFIER PART REBUILD<br>500-453-47531.000                                                                                     | 04/24/2025<br>VJANKOWSKI<br>MT MTLS PUMP EQUIPMENT                                                                                                    |          | 160.39<br><br>160.39                                         | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 192084713<br>0000023115  | ULINE<br>DOG WASTE STATIONS AND CROWD PROTECTION<br>100-109-46899.000<br>100-103-47070.000<br>100-103-47510.000<br>100-103-47099.000                                   | 04/24/2025<br>VJANKOWSKI<br>MISC COMMUNITY SERVICE<br>TOOLS/SUPPLIES<br>MT MTLS BLDGS & GROUNDS<br>MISC SUPPLIES                                      |          | 7,440.00<br><br>1,040.00<br>2,900.00<br>2,500.00<br>1,000.00 | 0.00       | Paid   | Y<br>04/30/2025     | 25-00197  |
| 982890<br>0000023116     | NAPA LIBERTYVILLE<br>TRUCK 436 SANDER<br>100-430-47526.000                                                                                                             | 04/24/2025<br>VJANKOWSKI<br>MT MTLS DUMP TRUCKS                                                                                                       |          | 229.00<br><br>229.00                                         | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 982891<br>0000023117     | NAPA LIBERTYVILLE<br>CORE CREDIT<br>100-430-47522.000                                                                                                                  | 04/24/2025<br>VJANKOWSKI<br>MT MTLS AMBULANCES                                                                                                        |          | (110.00)<br><br>(110.00)                                     | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 1124084098<br>0000023118 | QUINCY COMPRESSOR LLC<br>PUMP REPAIR<br>500-453-47531.000                                                                                                              | 09/07/2024<br>VJANKOWSKI<br>MT MTLS PUMP EQUIPMENT                                                                                                    |          | 118.60<br><br>118.60                                         | 0.00       | Paid   | Y<br>04/30/2025     |           |
| 858532<br>0000023119     | LANDCARE USA LLC<br>FY25 LANDSCAPE MAINTENANCE CONTRACT - ADD<br>500-462-46620.000<br>100-441-46677.000<br>500-453-46620.000<br>271-427-46677.000<br>294-294-46620.000 | 04/25/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS<br>MT BUILDING & GROUNDS<br>MT BUILDING & GROUNDS<br>MT BUILDING & GROUNDS<br>MT BUILDING & GROUNDS |          | 2,499.25<br><br>0.00<br>1,500.00<br>999.25<br>0.00<br>0.00   | 0.00       | Paid   | Y<br>04/30/2025     | 13705     |
| 05012025<br>0000023120   | INTERGOVERNMENTAL PERSONNEL<br>IPBC INS. PREM. MAY 2025<br>100-000-26080.000                                                                                           | 05/01/2025<br>VJANKOWSKI<br>HEALTH INSURANCE PAYABLE                                                                                                  |          | 355,598.26<br><br>355,598.26                                 | 0.00       | Paid   | Y<br>04/30/2025     | 13671     |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|-----------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------|---------------------------|------------|--------|-------------------------------|
| 086714/6<br>0000023121      | ACE HARDWARE OF LIBERTYVILLE<br>ENGINE 2 UPDATES BEFORE PUB ED SEASON<br>100-322-46372.000       | 04/25/2025<br>VJANKOWSKI<br>PREVENTION EDUCATION MTLS             |          | 13.49<br>13.49            | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-I0011716<br>0000023122   | HASTINGS AIR-ENERGY CONTROL, INC<br>PREVENTIVE MAINT ON PLYMOVENT AT STATON<br>100-321-46620.000 | 03/20/2025<br>VJANKOWSKI<br>MT BUILDING & GROUNDS                 |          | 625.00<br>625.00          | 0.00       | Paid   | Y<br>04/30/2025               |
| 301339<br>0000023123        | IOWA PRISON INDUSTRIES<br>FY 2025 HARDWARE FOR NEW SIGN INSTALLAT<br>100-441-47547.000           | 03/14/2025<br>VJANKOWSKI<br>MT MTLS SIGNS                         |          | 264.00<br>264.00          | 0.00       | Paid   | Y<br>04/30/2025               |
| 10811849288<br>0000023124   | DELL MARKETING L.P.<br>REPLACEMENT LAPTOP FOR MARIE<br>100-202-47012.000                         | 04/25/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES                     |          | 993.52<br>993.52          | 0.00       | Paid   | Y 25-00190<br>04/30/2025      |
| CINV004097506<br>0000023125 | MNJ TECHNOLOGIES DIRECT<br>SURFACE PRO FOR ABOECHE<br>100-202-47012.000                          | 04/24/2025<br>VJANKOWSKI<br>EXTENDED WARRANTY FOR SURFACE PRO     |          | 128.00<br>128.00          | 0.00       | Paid   | Y 25-00185<br>04/30/2025      |
| CINV004097494<br>0000023126 | MNJ TECHNOLOGIES DIRECT<br>REPLACE 2 OUT OF SUPPORT SURFACE PROS<br>100-202-47012.000            | 04/23/2025<br>VJANKOWSKI<br>SURFACE PRO 10 AND KEYBOARDS          |          | 3,024.00<br>3,024.00      | 0.00       | Paid   | Y 25-00194<br>04/30/2025      |
| CINV004097498<br>0000023127 | MNJ TECHNOLOGIES DIRECT<br>REPLACE 2 OUT OF SUPPORT SURFACE PROS<br>100-202-47012.000            | 04/24/2025<br>VJANKOWSKI<br>3 YR EXTENDED WARRANTY                |          | 256.00<br>256.00          | 0.00       | Paid   | Y 25-00194<br>04/30/2025      |
| 192110790<br>0000023128     | ULINE<br>DISPOSABLE GLOVES<br>100-430-47030.000<br>100-430-47070.000                             | 04/25/2025<br>VJANKOWSKI<br>JANITORIAL SUPPLIES<br>TOOLS/SUPPLIES |          | 277.57<br>50.00<br>227.57 | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|--------------------------------|------------|--------|-------------------------------|
| 0099828-IN<br>0000023129  | LESTER'S MATERIAL SERVICE<br>FY 2025 COMPOST FOR UPTOWN FLOWER POTS VJANKOWSKI<br>500-462-47599.000                               | 04/24/2025                 |          | 119.88<br>119.88               | 0.00       | Paid   | Y<br>04/30/2025               |
| LCML 042825<br>0000023130 | LAKE COUNTY MUNICIPAL LEAGUE<br>NEWLY ELECTED OFFICIAL TRAINING VJANKOWSKI<br>100-111-46340.000                                   | 04/28/2025                 |          | 160.00<br>160.00               | 0.00       | Paid   | Y<br>04/30/2025               |
| 20268<br>0000023131       | JUDE R. VICKERY<br>INSPECTIONS OF WATER TOWERS VJANKOWSKI<br>500-462-46694.000                                                    | 04/26/2025                 |          | 300.00<br>300.00               | 0.00       | Paid   | Y<br>04/30/2025               |
| 50264<br>0000023132       | PETER BAKER & SON CO.<br>FY 2025 ASPHALT FOR ROAD PATCHING VJANKOWSKI<br>100-441-47543.000                                        | 04/28/2025                 |          | 190.26<br>190.26               | 0.00       | Paid   | Y<br>04/30/2025               |
| 50265<br>0000023133       | PETER BAKER & SON CO.<br>FY 2025 ASPHALT FOR ROAD PATCHING VJANKOWSKI<br>100-441-47543.000                                        | 04/28/2025                 |          | 267.27<br>267.27               | 0.00       | Paid   | Y<br>04/30/2025               |
| BEO 1654<br>0000023134    | DOUBLETREE BY HILTON<br>MAYOR RETIREMENT CELEBRATION - 04.26.25 VJANKOWSKI<br>100-111-46340.000                                   | 04/25/2025                 |          | 1,903.20<br>1,903.20           | 0.00       | Paid   | Y<br>04/30/2025               |
| 333390<br>0000023135      | PADDOCK PUBLICATIONS INC.<br>PUBLIC HEARING NOTICES - PZ2025-0015 - P VJANKOWSKI<br>100-203-46901.000                             | 04/28/2025                 |          | 264.50<br>264.50               | 0.00       | Paid   | Y<br>04/30/2025               |
| S-00007743<br>0000023136  | HASTINGS AIR-ENERGY CONTROL, INC<br>PARTS & LABOR TO REPAIR PLYMOVENT SYSTEM VJANKOWSKI<br>100-325-47070.000<br>100-321-46999.000 | 04/25/2025                 |          | 2,511.90<br>2,100.00<br>411.90 | 0.00       | Paid   | Y 25-00200<br>04/30/2025      |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

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|------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------|----------|----------------------|------------|--------|------------------------------------------|
| <a href="#">220396P</a><br><a href="#">0000023137</a>      | AIR ONE EQUIPMENT INC<br>REPAIR TO SCBA REGULATOR<br>100-323-46635.000                | 04/28/2025<br>VJANKOWSKI<br>MT SCBA EQUIPMENT         |          | 494.00<br>494.00     | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">220397P</a><br><a href="#">0000023138</a>      | AIR ONE EQUIPMENT INC<br>HYDROTESTING OF 11 SCBA BOTTLES<br>100-323-46635.000         | 04/28/2025<br>VJANKOWSKI<br>MT SCBA EQUIPMENT         |          | 275.00<br>275.00     | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">25-05</a><br><a href="#">0000023139</a>        | OKEH ELECTRIC COMPANY<br>GENERATOR TAP BOX AT WELL 8<br>500-462-46694.000             | 04/28/2025<br>VJANKOWSKI<br>MT WATER TOWERS           |          | 5,760.00<br>5,760.00 | 0.00       | Paid   | Y <a href="#">25-00152</a><br>04/30/2025 |
| <a href="#">25-06</a><br><a href="#">0000023140</a>        | OKEH ELECTRIC COMPANY<br>NEW TRANSFER SWITCH AT LIFT STATION #4.<br>500-452-46682.000 | 04/28/2025<br>VJANKOWSKI<br>AUTOMATIC TRANSFER SWITCH |          | 7,640.25<br>7,640.25 | 0.00       | Paid   | Y <a href="#">25-00153</a><br>04/30/2025 |
| <a href="#">0055741</a><br><a href="#">0000023141</a>      | MUNDELEIN AUTOMOTIVE<br>SQUAD 5 REFERIGERANT REVOVERY<br>100-430-46644.000            | 04/25/2025<br>VJANKOWSKI<br>MT PATROL VEHICLES        |          | 158.88<br>158.88     | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">419052307001</a><br><a href="#">0000023142</a> | ODP BUSINESS SOLUTIONS, LLC<br>PATROL OFFICE SUPPLIES<br>100-301-47015.000            | 04/10/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES           |          | 82.09<br>82.09       | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">419093439001</a><br><a href="#">0000023143</a> | ODP BUSINESS SOLUTIONS, LLC<br>ADMIN OFFICE SUPPLIES<br>100-301-47015.000             | 04/10/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES           |          | 259.20<br>259.20     | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">419093440001</a><br><a href="#">0000023144</a> | ODP BUSINESS SOLUTIONS, LLC<br>ADMIN OFFICE SUPPLIES<br>100-301-47015.000             | 04/09/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES           |          | 2.80<br>2.80         | 0.00       | Paid   | Y<br>04/30/2025                          |

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|------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------|------------------------------|------------|--------|-------------------------------|
| 420015706001<br>0000023145   | ODP BUSINESS SOLUTIONS, LLC<br>OFFICE & COFFEE SUPPLIES<br>100-321-47070.000<br>100-321-47015.000 | 04/16/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES<br>OFFICE SUPPLIES |          | 138.69<br><br>129.20<br>9.49 | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-INV047117<br>0000023146   | CUTLER WORKWEAR<br>J CRARY JEANS<br>100-281-47120.000                                             | 04/28/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                |          | 82.78<br><br>82.78           | 0.00       | Paid   | Y<br>04/30/2025               |
| 008802<br>0000023147         | ROGAN SHOES INC.<br>DF BOOTS<br>100-430-47120.000                                                 | 04/28/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                |          | 106.25<br><br>106.25         | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-INV047120<br>0000023148   | CUTLER WORKWEAR<br>B LOWRY JEANS<br>100-281-47120.000                                             | 04/28/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                |          | 135.86<br><br>135.86         | 0.00       | Paid   | Y<br>04/30/2025               |
| 1PDK-YKJ9-33R1<br>0000023151 | AMAZON CAPITAL SERVICES, INC.<br>PORTABLE ELECTRIC WINCH<br>500-462-47070.000                     | 04/28/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES                    |          | 370.02<br><br>370.02         | 0.00       | Paid   | Y<br>04/30/2025               |
| PS-INV047123<br>0000023153   | CUTLER WORKWEAR<br>FY 2025 BOOTS FOR TONY HERMAN<br>100-441-47120.000                             | 04/28/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                |          | 184.45<br><br>184.45         | 0.00       | Paid   | Y<br>04/30/2025               |
| 9474677995<br>0000023154     | GRAINGER<br>SIMPLE GREEN CLEANER FOR AMBULANCES/EMS<br>100-324-47030.000                          | 04/15/2025<br>VJANKOWSKI<br>JANITORIAL SUPPLIES               |          | 1,036.44<br><br>1,036.44     | 0.00       | Paid   | Y<br>04/30/2025               |
| 008575<br>0000023156         | ROGAN SHOES INC.<br>B LOWRY BOOTS<br>100-281-47140.000                                            | 04/23/2025<br>VJANKOWSKI<br>SAFETY SHOES & GLASSES            |          | 148.74<br><br>148.74         | 0.00       | Paid   | Y<br>04/30/2025               |

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|-------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------|----------|----------------------|------------|--------|-------------------------------|
| 877111100374616<br>0000023157 | COMCAST<br>PD CABLE<br>100-202-47310.000                                         | 04/19/2025<br>VJANKOWSKI<br>AMERITECH CHARGES      |          | 8.69<br>8.69         | 0.00       | Paid   | Y<br>04/30/2025               |
| 9966261<br>0000023158         | FERGUSON ENTERPRISES#1550<br>CLARIFIER REPAIR<br>500-453-47531.000               | 04/18/2025<br>VJANKOWSKI<br>MT MTLS PUMP EQUIPMENT |          | 538.34<br>538.34     | 0.00       | Paid   | Y<br>04/30/2025               |
| 891938082<br>0000023160       | VCNA PRAIRIE LLC<br>FY 2025 CONCRETE FOR CATCH BASIN RESTOR<br>500-462-47545.000 | 04/22/2025<br>VJANKOWSKI<br>MT MTLS SIDEWALKS      |          | 1,336.75<br>1,336.75 | 0.00       | Paid   | Y<br>04/30/2025               |
| 8-839-36726<br>0000023161     | FEDERAL EXPRESS<br>FED EX PACKAGE<br>100-201-46911.000                           | 04/23/2025<br>VJANKOWSKI<br>UPS CHARGES            |          | 27.74<br>27.74       | 0.00       | Paid   | Y<br>04/30/2025               |
| SB336697<br>0000023162        | AT&T<br>ATT SUPPORT FOR MIGRATION FOR PD T1 LINE<br>100-202-46410.000            | 04/23/2025<br>VJANKOWSKI<br>CONSULTING SERVICES    |          | 585.00<br>585.00     | 0.00       | Paid   | Y<br>04/30/2025               |
| 8475667385-0425<br>0000023163 | AT&T<br>FIRE LANDLINES - ELEVATOR, EMERGENCY PHO<br>100-321-47310.000            | 04/22/2025<br>VJANKOWSKI<br>AMERITECH CHARGES      |          | 253.95<br>253.95     | 0.00       | Paid   | Y<br>04/30/2025               |
| 6633085862<br>0000023164      | RON KADZIELAWSKI<br>CLOTHING ALLOWANCE REIMBURSEMENT<br>100-304-47120.000        | 04/24/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE     |          | 248.35<br>248.35     | 0.00       | Paid   | Y<br>04/30/2025               |
| PSI SRVCS-N6DAS<br>0000023165 | MARK KIVELY<br>DRONE CERTIFICATION REIMBURSEMENT<br>100-301-46499.000            | 04/22/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES  |          | 175.00<br>175.00     | 0.00       | Paid   | Y<br>04/30/2025               |



## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                   | Vendor Description<br>GL Distribution                                                                                                     | Invoice Date<br>Entered By | Due Date                               | Invoice Amount                       | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------|--------------------------------------|------------|--------|-------------------------------|
| 414435814001<br>0000023166  | ODP BUSINESS SOLUTIONS, LLC<br>BEAUTIFICATION COMMITTEE LABELS FOR FREE VJANKOWSKI<br>100-109-46899.000                                   | 03/12/2025                 |                                        | 122.49<br>122.49                     | 0.00       | Paid   | Y<br>04/30/2025               |
| 414435815001<br>0000023167  | ODP BUSINESS SOLUTIONS, LLC<br>OFFICE SUPPLIES VILLAGE HALL<br>100-201-47015.000                                                          | 03/12/2025                 | VJANKOWSKI<br>OFFICE SUPPLIES          | 49.98<br>49.98                       | 0.00       | Paid   | Y<br>04/30/2025               |
| DOWNEN-042225<br>0000023168 | MARIA DOWNEN<br>REIMBURSEMENT FOR FOOD FOR TELECOMMUNICA VJANKOWSKI<br>100-302-46999.000                                                  | 04/22/2025                 |                                        | 58.46<br>58.46                       | 0.00       | Paid   | Y<br>04/30/2025               |
| CINV004097754<br>0000023169 | MNJ TECHNOLOGIES DIRECT<br>2 SURFACE PROS WITH KEYBOARD AND 3 YR SU VJANKOWSKI<br>100-202-47012.000                                       | 04/25/2025                 |                                        | 2,880.00<br>2,880.00                 | 0.00       | Paid   | Y 25-00167<br>04/30/2025      |
| 3480986<br>0000023177       | IMPACT NETWORKING LLC<br>SHIPPING FOR COPIER TONER<br>100-301-46910.000                                                                   | 04/28/2025                 | VJANKOWSKI<br>FREIGHT                  | 19.50<br>19.50                       | 0.00       | Paid   | Y<br>04/30/2025               |
| 35048<br>0000023180         | THE PRINTING FACTORY<br>EDC - BUSINESS APPRECIATION - POSTCARDS VJANKOWSKI<br>100-102-47016.000<br>100-102-46441.000<br>100-102-46340.000 | 04/29/2025                 |                                        | 728.00<br>250.00<br>190.00<br>288.00 | 0.00       | Paid   | Y<br>04/30/2025               |
| 347607<br>0000023181        | LYNN PEAVEY COMPANY<br>EVIDENCE SUPPLIES<br>100-304-47099.000<br>100-301-46910.000                                                        | 04/29/2025                 | VJANKOWSKI<br>MISC SUPPLIES<br>FREIGHT | 718.03<br>636.71<br>81.32            | 0.00       | Paid   | Y<br>04/30/2025               |
| 137920<br>0000023182        | THE LOCKER SHOP<br>DUTY BOOTS - LAFORME<br>100-321-47140.000                                                                              | 04/29/2025                 | VJANKOWSKI<br>SAFETY SHOES & GLASSES   | 159.00<br>159.00                     | 0.00       | Paid   | Y<br>04/30/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|-------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------|----------|------------------------------|------------|--------|-------------------------------|
| UFIWB192<br>0000023183        | UNIVERSITY OF ILLINOIS<br>FIRE INVESTIGATOR CLASS FOR 2 MEMBERS<br>100-322-46340.000            | 09/18/2024<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS    |          | 3,900.00<br><br>3,900.00     | 0.00       | Paid   | Y 25-00232<br>04/30/2025      |
| 7701742000-0425<br>0000023184 | COMED<br>ENERGY CHARGES MARCH 2025-500 N DUNBAR<br>100-441-47420.000                            | 04/28/2025<br>VJANKOWSKI<br>ELECTRIC LIGHT/POWER |          | 9,391.68<br><br>9,391.68     | 0.00       | Paid   | Y<br>04/30/2025               |
| 042825-003<br>0000023190      | JOEL SALAZAR<br>J SALAZAR CLOTHING<br>100-281-47120.000                                         | 04/28/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE   |          | 239.88<br><br>239.88         | 0.00       | Paid   | Y<br>04/30/2025               |
| OLD#1 042025<br>0000023191    | BOB STADLMAN<br>REIMBURSEMENT FOR OLD #1 REPAIRS/UPKEEP<br>630-000-27810.000                    | 04/21/2025<br>VJANKOWSKI<br>OLD #1 FIRE ENGINE   |          | 115.54<br><br>115.54         | 0.00       | Paid   | Y<br>04/30/2025               |
| 0-6185<br>0000023192          | VULCAN INC<br>SIGN BLANKS FOR MAKING SIGNS<br>100-441-47547.000                                 | 04/29/2025<br>VJANKOWSKI<br>MT MTLS SIGNS        |          | 349.80<br><br>349.80         | 0.00       | Paid   | Y<br>04/30/2025               |
| 40V0031145<br>0000023193      | CHICAGO PARTS AND SOUND LLC<br>POWERSTROKE TRAINING<br>100-430-46340.000                        | 04/29/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS    |          | 725.00<br><br>725.00         | 0.00       | Paid   | Y<br>04/30/2025               |
| 252301-F<br>0000023194        | CHICAGOLAND PAVING CONTRACTORS<br>ASPHALT PATCHING IN ZONE 3. JOINT BID TH<br>100-441-46670.000 | 04/28/2025<br>VJANKOWSKI<br>MT ALL STREETS       |          | 130,878.00<br><br>130,878.00 | 0.00       | Paid   | Y 25-00155<br>04/30/2025      |
| 111523<br>0000023196          | INTERSPIRO INC<br>SCUBA GEAR MAINT/SVC - INV # 11523<br>100-324-46631.000                       | 04/28/2025<br>VJANKOWSKI<br>MT SCUBA EQUIPMENT   |          | 3,984.62<br><br>3,984.62     | 0.00       | Paid   | Y 25-00247<br>04/30/2025      |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------|---------------------------------------------|------------|--------|------------------------------------------|
| <a href="#">31755</a><br><a href="#">0000023197</a>           | PORTER LEE CORPORATION<br>BARCODE LABELS FOR INVESTIGATIONS<br>100-304-47099.000<br>100-301-46910.000                                | 04/29/2025<br>VJANKOWSKI<br>MISC SUPPLIES<br>FREIGHT                         |          | 171.31<br><br>157.43<br>13.88               | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">FR-APRIL 2025</a><br><a href="#">0000023199</a>   | VILLAGE OF MUNDELEIN<br>PETTY CASH REIMBURSEMENT<br>100-323-47440.000<br>100-324-47070.000<br>100-321-47016.000<br>100-321-47016.000 | 04/28/2025<br>VJANKOWSKI<br>GASOLINE<br>TOOLS/SUPPLIES<br>POSTAGE<br>POSTAGE |          | 64.27<br><br>30.00<br>24.97<br>7.72<br>1.58 | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">287351141072X04</a><br><a href="#">0000023200</a> | AT&T MOBILITY<br>ATT AIR WIFI FOR CYBER EVENT<br>100-000-34670.000                                                                   | 04/19/2025<br>VJANKOWSKI<br>INS REIMBURSEMENTS                               |          | 125.66<br><br>125.66                        | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">JAN-MAR 2025</a><br><a href="#">0000023202</a>    | LAKE COUNTY CLERK<br>TOP 10 TAXPAYER 2023<br>100-231-46999.000                                                                       | 04/28/2025<br>VJANKOWSKI<br>MISC OTHER SERVICES                              |          | 5.00<br><br>5.00                            | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">17556537</a><br><a href="#">0000023203</a>        | W.S. DARLEY & CO<br>HELMETS & RATCHETS<br>100-323-47110.000                                                                          | 04/29/2025<br>VJANKOWSKI<br>GLOVES/BOOTS/COATS                               |          | 1,135.50<br><br>1,135.50                    | 0.00       | Paid   | Y<br>04/30/2025                          |
| <a href="#">CINV004097903</a><br><a href="#">0000023204</a>   | MNJ TECHNOLOGIES DIRECT<br>20 ADOBE ACROBAT PRO 2020 PERPETUAL LICE<br>100-202-46415.000                                             | 04/28/2025<br>VJANKOWSKI<br>COMPUTER SOFTWARE SUPPORT                        |          | 9,880.00<br><br>9,880.00                    | 0.00       | Paid   | Y <a href="#">25-00211</a><br>04/30/2025 |
| <a href="#">CINV004097907</a><br><a href="#">0000023205</a>   | MNJ TECHNOLOGIES DIRECT<br>2 SURFACE PROS WITH KEYBOARD AND 3 YR SU<br>100-202-47012.000                                             | 04/28/2025<br>VJANKOWSKI<br>COMPUTER SUPPLIES                                |          | 256.00<br><br>256.00                        | 0.00       | Paid   | Y <a href="#">25-00167</a><br>04/30/2025 |
| <a href="#">SIN12981822</a><br><a href="#">0000023209</a>     | LANDS' END BUSINESS OUTFITTERS<br>SWEATER FOR LYNNE<br>100-202-47120.000                                                             | 04/28/2025<br>VJANKOWSKI<br>CLOTHING ALLOWANCE                               |          | 66.85<br><br>66.85                          | 0.00       | Paid   | Y<br>04/30/2025                          |

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POST DATES 04/29/2025 - 05/12/2025

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|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------|----------------------------------------------|------------|--------|---------------------|--------------------------|
| <a href="#">712552</a><br><a href="#">0000023211</a>         | MEADE, INC.<br>TRAFFIC SIGNAL MAINTENANCE<br>100-441-46671.000                                                              | 04/30/2025<br>VJANKOWSKI<br>MT TRAFFIC SIGNALS                                                            |          | 385.66<br><br>385.66                         | 0.00       | Paid   | Y<br>04/30/2025     |                          |
| <a href="#">515422</a><br><a href="#">0000023212</a>         | DORNER PRODUCTS, LLC<br>CONTROL VALVE PROGRAM FOR ALL<br>500-462-46691.000                                                  | 04/30/2025<br>PUMPING ST VJANKOWSKI<br>MT PUMP STATIONS                                                   |          | 12,503.68<br><br>12,503.68                   | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">14325</a>    |
| <a href="#">E03079</a><br><a href="#">0000023213</a>         | EJ EQUIPMENT INC.<br>WATER RESOURCE RECOVERY FACILITY<br>100-260-48410.000                                                  | 04/30/2025<br>SOFTWARE VJANKOWSKI<br>SOFTWARE REPLACEMENT                                                 |          | 34,716.00<br><br>34,716.00                   | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00126</a> |
| <a href="#">49303787</a><br><a href="#">0000023214</a>       | LINDE GAS & EQUIPMENT INC<br>O2 TANK RENTALS - STATION 1<br>100-324-47040.000                                               | 04/22/2025<br>VJANKOWSKI<br>TRAUMA UNIT SUPPLIES                                                          |          | 100.16<br><br>100.16                         | 0.00       | Paid   | Y<br>04/30/2025     |                          |
| <a href="#">49303788</a><br><a href="#">0000023215</a>       | LINDE GAS & EQUIPMENT INC<br>O2 TANK RENTALS<br>100-324-47040.000                                                           | 04/22/2025<br>VJANKOWSKI<br>TRAUMA UNIT SUPPLIES                                                          |          | 31.21<br><br>31.21                           | 0.00       | Paid   | Y<br>04/30/2025     |                          |
| <a href="#">418476 SO</a><br><a href="#">0000023216</a>      | W.S. DARLEY & CO<br>6 SETS OF TURNOUT GEAR WITH REDLINE<br>100-323-47110.000<br>100-323-47110.000                           | 04/22/2025<br>PROT VJANKOWSKI<br>QUO-92603-C3R4N-INNOTEX CUSTOME GEAR<br>REDLINE PROTECTION PROGRAM       |          | 26,940.00<br><br>25,590.00<br>1,350.00       | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">25-00140</a> |
| <a href="#">410529 SO</a><br><a href="#">0000023217</a>      | W.S. DARLEY & CO<br>BP572 - COMBAT SNIPER HOSE - BLUE - 1/75<br>100-323-47530.000<br>100-323-47530.000<br>100-323-47530.000 | 12/19/2024<br>VJANKOWSKI<br>MT MTLS OTHER EQUIPMENT<br>MT MTLS OTHER EQUIPMENT<br>MT MTLS OTHER EQUIPMENT |          | 2,971.00<br><br>777.00<br>724.00<br>1,470.00 | 0.00       | Paid   | Y<br>04/30/2025     | <a href="#">14489</a>    |
| <a href="#">1GRJ-TXFH-6HN3</a><br><a href="#">0000023225</a> | AMAZON CAPITAL SERVICES, INC.<br>FY 2025 MARKERS FOR PRINTING DATES ON TE<br>100-441-47070.000                              | 04/30/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES                                                                |          | 10.77<br><br>10.77                           | 0.00       | Paid   | Y<br>04/30/2025     |                          |

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|-----------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------|----------------------------|------------|--------|-------------------------------|
| INV00008220<br>0000023227   | ELEVATED SAFETY LLC<br>PETZL HARNESS FOR HIGH ANGLE/CONFINED SP VJANKOWSKI<br>100-324-47131.000          | 04/30/2025<br>HIGH ANGLE EQUIP                                                  |          | 484.96<br>484.96           | 0.00       | Paid   | Y<br>04/30/2025               |
| 34908<br>0000023229         | THE PRINTING FACTORY<br>BUSINESS CARDS NEW TRUSTEES - GREICO & K VJANKOWSKI<br>100-111-46441.000         | 04/30/2025<br>PRINTING SERVICES                                                 |          | 140.00<br>140.00           | 0.00       | Paid   | Y<br>04/30/2025               |
| 3483306<br>0000023238       | IMPACT NETWORKING LLC<br>COPIER MAINTENANCE - 04/26/25 - 07/25/2 VJANKOWSKI<br>100-201-46613.000         | 04/30/2025<br>MT COPIERS                                                        |          | 2,228.52<br>2,228.52       | 0.00       | Paid   | Y<br>04/30/2025               |
| 46990369<br>0000023239      | FIRST-CITIZENS BANK & TRUST<br>COPIER<br>100-410-46613.000                                               | 04/30/2025<br>VJANKOWSKI<br>MT COPIERS                                          |          | 250.02<br>250.02           | 0.00       | Paid   | Y<br>04/30/2025               |
| 49367711<br>0000023247      | LINDE GAS & EQUIPMENT INC<br>O2 ORDER FOR BOTH STATIONS<br>100-324-47040.000                             | 04/23/2025<br>VJANKOWSKI<br>TRAUMA UNIT SUPPLIES                                |          | 118.88<br>118.88           | 0.00       | Paid   | Y<br>04/30/2025               |
| 00024632<br>0000023255      | GOVERNMENT FINANCE<br>CERTIFICATE OF ACHIEVEMENT REVIEW FY24 VJANKOWSKI<br>100-231-46402.000             | 04/29/2025<br>MUNICIPAL AUDIT                                                   |          | 530.00<br>530.00           | 0.00       | Paid   | Y<br>04/30/2025               |
| 2025 0430 WTR<br>0000023263 | CENTRAL LAKE COUNTY JAWA<br>WATER CHARGES APRIL 2025<br>522-469-47450.000                                | 04/30/2025<br>VJANKOWSKI<br>CLCJAWA WATER CHARGES                               |          | 134,539.65<br>134,539.65   | 0.00       | Paid   | Y<br>04/30/2025               |
| 2025 0228 SD<br>0000023264  | CENTRAL LAKE COUNTY JAWA<br>ELECTRICAL USAGE/ROUTINE MAINT FEE<br>500-462-47421.000<br>500-462-46662.000 | 04/30/2025<br>VJANKOWSKI<br>ELP WTR RECEIVING STRTR<br>MT WTR RECEIVING STRUCTR |          | 346.14<br>208.10<br>138.04 | 0.00       | Paid   | Y<br>04/30/2025               |

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|----------------------------|------------------------------------------------------------------------------------|-----------------------------------------------|----------|------------------|------------|--------|-------------------------------|
| 417038776001<br>0000023266 | ODP BUSINESS SOLUTIONS, LLC<br>KITCHEN SUPPLIES<br>100-201-46340.000               | 04/19/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS |          | 19.85<br>19.85   | 0.00       | Paid   | Y<br>04/30/2025               |
| 417075427001<br>0000023267 | ODP BUSINESS SOLUTIONS, LLC<br>KITCHEN SUPPLIES (COFFEE CLUB)<br>100-201-46340.000 | 04/21/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS |          | 573.23<br>573.23 | 0.00       | Paid   | Y<br>04/30/2025               |
| 417075447001<br>0000023268 | ODP BUSINESS SOLUTIONS, LLC<br>KITCHEN SUPPLIES (COFFEE CLUB)<br>100-201-46340.000 | 04/18/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS |          | 39.99<br>39.99   | 0.00       | Paid   | Y<br>04/30/2025               |
| 417171107001<br>0000023269 | ODP BUSINESS SOLUTIONS, LLC<br>OFFICE SUPPLIES (VILLAGE HALL)<br>100-201-47015.000 | 04/21/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES   |          | 522.67<br>522.67 | 0.00       | Paid   | Y<br>04/30/2025               |
| 417349642001<br>0000023272 | ODP BUSINESS SOLUTIONS, LLC<br>OFFICE SUPPLIES - VILLAGE HALL<br>100-201-47015.000 | 04/18/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES   |          | 35.59<br>35.59   | 0.00       | Paid   | Y<br>04/30/2025               |
| 420015299001<br>0000023278 | ODP BUSINESS SOLUTIONS, LLC<br>TRAINING ROOM SUPPLIES<br>100-321-47070.000         | 04/16/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES    |          | 41.19<br>41.19   | 0.00       | Paid   | Y<br>04/30/2025               |
| 420015299002<br>0000023279 | ODP BUSINESS SOLUTIONS, LLC<br>TRAINING ROOM SUPPLIES<br>100-321-47070.000         | 04/16/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES    |          | 123.10<br>123.10 | 0.00       | Paid   | Y<br>04/30/2025               |
| 420015706002<br>0000023280 | ODP BUSINESS SOLUTIONS, LLC<br>TRAINING ROOM SUPPLIES<br>100-321-47070.000         | 04/22/2025<br>VJANKOWSKI<br>TOOLS/SUPPLIES    |          | 13.56<br>13.56   | 0.00       | Paid   | Y<br>04/30/2025               |

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|-------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------|----------|----------------------|------------|--------|-------------------------------|
| 420015711001<br>0000023281    | ODP BUSINESS SOLUTIONS, LLC<br>OFFICE SUPPLIES<br>100-321-47015.000                    | 04/17/2025<br>VJANKOWSKI<br>OFFICE SUPPLIES   |          | 44.33<br>44.33       | 0.00       | Paid   | Y<br>04/30/2025               |
| 8475663490-0425<br>0000023282 | AT&T<br>POTS LINE THROUGHOUT VILLAGE<br>100-202-47310.000                              | 04/22/2025<br>VJANKOWSKI<br>AMERITECH CHARGES |          | 373.81<br>373.81     | 0.00       | Paid   | Y<br>04/30/2025               |
| ICMA-1049649-20<br>0000022853 | ICMA MEMBERSHIP RENEWALS<br>ICMA ANNUAL MEMBERSHIP - GUENTHER<br>100-201-46305.000     | 05/01/2025<br>VJANKOWSKI<br>PROFESSIONAL DUES |          | 1,200.00<br>1,200.00 | 0.00       | Paid   | Y<br>05/12/2025               |
| 589963391<br>0000022976       | DE LAGE LANDEN FINCL SVCS INC<br>COPIER LEASE - FD & VOM<br>100-201-46613.000          | 04/17/2025<br>VJANKOWSKI<br>MT COPIERS        |          | 533.32<br>533.32     | 0.00       | Paid   | Y<br>05/12/2025               |
| 589964374<br>0000022977       | DE LAGE LANDEN FINCL SVCS INC<br>COPIER LEASE - POLICE DEPARTMENT<br>100-201-46613.000 | 04/17/2025<br>VJANKOWSKI<br>MT COPIERS        |          | 347.00<br>347.00     | 0.00       | Paid   | Y<br>05/12/2025               |
| ICMA-1106665-20<br>0000022980 | ICMA MEMBERSHIP RENEWALS<br>ICMA ANNUAL MEMBERSHIP - MONROE<br>100-201-46305.000       | 05/01/2025<br>VJANKOWSKI<br>PROFESSIONAL DUES |          | 1,087.71<br>1,087.71 | 0.00       | Paid   | Y<br>05/12/2025               |
| 1653253<br>0000023088         | COLLEGE OF DUPAGE<br>TRAINING REGISTRATION - OFFICER BALOGH<br>100-305-46340.000       | 05/09/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS |          | 149.00<br>149.00     | 0.00       | Paid   | Y<br>05/12/2025               |
| 1612124<br>0000023089         | COLLEGE OF DUPAGE<br>TRAINING REGISTRATION - OFFICER VIDUYA<br>100-305-46340.000       | 05/09/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS |          | 149.00<br>149.00     | 0.00       | Paid   | Y<br>05/12/2025               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref #                   | Vendor Description<br>GL Distribution                                                     | Invoice Date<br>Entered By                            | Due Date | Invoice Amount       | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|----------------------|------------|--------|-------------------------------|
| 13184<br>0000023090         | POLICE LEGAL SCIENCES<br>DISPATCH PRO 12 - MAY - OCTOBER 2025<br>100-302-46340.000        | 05/01/2025<br>VJANKOWSKI<br>CONV/SCHOOLS/MTGS         |          | 870.00<br>870.00     | 0.00       | Paid   | Y<br>05/12/2025               |
| 31626<br>0000023095         | PORTER LEE CORPORATION<br>ANNUAL SOFTWARE SUPPORT BEAST EVIDENCE S<br>100-301-46415.000   | 04/01/2025<br>VJANKOWSKI<br>COMPUTER SOFTWARE SUPPORT |          | 1,821.00<br>1,821.00 | 0.00       | Paid   | Y<br>05/12/2025               |
| 1628<br>0000023096          | ELINEUP LLC<br>ELINEUP PROFESSIONAL SUPPORT AND MAINTEN<br>100-304-46999.000              | 04/01/2025<br>VJANKOWSKI<br>MISC OTHER SERVICES       |          | 750.00<br>750.00     | 0.00       | Paid   | Y<br>05/12/2025               |
| INV001186<br>0000023107     | ASSOCIATION OF POLICE SOCIAL SERVIC<br>PSW ESCOBAR MEMBERSHIP<br>100-301-46305.000        | 05/01/2025<br>VJANKOWSKI<br>PROFESSIONAL DUES         |          | 75.00<br>75.00       | 0.00       | Paid   | Y<br>05/12/2025               |
| CONCERTS 5-25<br>0000023189 | MUNDELEIN HIGH SCHOOL<br>CONCERTS IN THE PARK BAND<br>100-103-46499.000                   | 05/01/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES     |          | 650.00<br>650.00     | 0.00       | Paid   | Y<br>05/12/2025               |
| LARUE-052625<br>0000023201  | STEVE LARUE<br>MEMORIAL DAY BAGPIPERS<br>100-103-46499.000                                | 05/01/2025<br>VJANKOWSKI<br>PROFESSIONAL SERVICES     |          | 650.00<br>650.00     | 0.00       | Paid   | Y<br>05/12/2025               |
| 6503<br>0000023240          | IVANHOE NURSERY<br>FY 2026 REPLACEMENT PARKWAY TREES<br>100-441-46676.000                 | 05/01/2025<br>VJANKOWSKI<br>MT TREES                  |          | 1,550.00<br>1,550.00 | 0.00       | Paid   | Y<br>05/12/2025               |
| 086745/6<br>0000023260      | ACE HARDWARE OF LIBERTYVILLE<br>FY 2026 HARDWARE FOR TEMPORARY SIGNS<br>100-441-47547.000 | 05/01/2025<br>VJANKOWSKI<br>MT MTLs SIGNS             |          | 51.06<br>51.06       | 0.00       | Paid   | Y<br>05/12/2025               |



## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref # | Vendor Description<br>GL Distribution | Invoice Date<br>Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------|---------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|
|-----------|---------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|

IFSAP 2025 DUES

|            |                    |                   |  |       |      |      |            |
|------------|--------------------|-------------------|--|-------|------|------|------------|
| 0000023294 | IFSAP              | 05/02/2025        |  | 60.00 | 0.00 | Paid | Y          |
|            | 2025 DUES FOR JENN | VJANKOWSKI        |  |       |      |      | 05/12/2025 |
|            | 100-321-46305.000  | PROFESSIONAL DUES |  | 60.00 |      |      |            |

05/02/2025

|            |                                        |             |  |        |      |      |            |
|------------|----------------------------------------|-------------|--|--------|------|------|------------|
| 0000023297 | DONNA VAN AMAN                         | 05/02/2025  |  | 130.60 | 0.00 | Paid | Y          |
|            | UB refund for account: 005-0000692-011 | DFERRER     |  |        |      |      | 05/12/2025 |
|            | 500-000-25000.000                      | Overpayment |  | 130.60 |      |      |            |

05/02/2025

|            |                                        |             |  |       |      |      |            |
|------------|----------------------------------------|-------------|--|-------|------|------|------------|
| 0000023298 | MANOJ JOSHI                            | 05/02/2025  |  | 86.15 | 0.00 | Paid | Y          |
|            | UB refund for account: 020-0000095-003 | DFERRER     |  |       |      |      | 05/12/2025 |
|            | 500-000-25000.000                      | Overpayment |  | 86.15 |      |      |            |

|                                   |     |          |         |              |      |
|-----------------------------------|-----|----------|---------|--------------|------|
| # of Invoices:                    | 255 | # Due: 0 | Totals: | 1,391,343.75 | 0.00 |
| # of Credit Memos:                | 2   | # Due: 0 | Totals: | (208.00)     | 0.00 |
| Net of Invoices and Credit Memos: |     |          |         | 1,391,135.75 | 0.00 |

--- TOTALS BY GL BANK ---

POOL

Total 1,391,135.75

--- TOTALS BY GL DISTRIBUTIONS ---

|                   |            |
|-------------------|------------|
| 100-000-26080.000 | 355,598.26 |
| 100-000-34670.000 | 1,425.66   |
| 100-102-46340.000 | 459.75     |
| 100-102-46441.000 | 300.00     |
| 100-102-47016.000 | 250.00     |
| 100-103-46499.000 | 1,300.00   |
| 100-103-47070.000 | 2,900.00   |
| 100-103-47099.000 | 1,000.00   |
| 100-103-47420.000 | 65.22      |
| 100-103-47510.000 | 2,500.00   |
| 100-108-46499.000 | 2,000.00   |
| 100-109-46899.000 | 4,288.68   |
| 100-111-46340.000 | 2,063.20   |
| 100-111-46441.000 | 140.00     |
| 100-111-46999.000 | 25.00      |
| 100-201-46305.000 | 2,287.71   |
| 100-201-46340.000 | 633.07     |
| 100-201-46613.000 | 3,108.84   |
| 100-201-46911.000 | 27.74      |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref # | Vendor<br>Description<br>GL Distribution | Invoice Date<br>Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------|------------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|
|           | 100-201-47015.000                        |                            |          | 608.24         |            |        |                               |
|           | 100-202-46410.000                        |                            |          | 1,260.00       |            |        |                               |
|           | 100-202-46415.000                        |                            |          | 9,880.00       |            |        |                               |
|           | 100-202-47012.000                        |                            |          | 12,919.80      |            |        |                               |
|           | 100-202-47120.000                        |                            |          | 66.85          |            |        |                               |
|           | 100-202-47310.000                        |                            |          | 1,744.76       |            |        |                               |
|           | 100-202-47399.000                        |                            |          | 68.07          |            |        |                               |
|           | 100-202-47502.000                        |                            |          | 919.96         |            |        |                               |
|           | 100-203-46410.000                        |                            |          | 14,800.00      |            |        |                               |
|           | 100-203-46901.000                        |                            |          | 264.50         |            |        |                               |
|           | 100-205-46499.000                        |                            |          | 5,796.09       |            |        |                               |
|           | 100-205-46904.000                        |                            |          | 140.00         |            |        |                               |
|           | 100-231-46402.000                        |                            |          | 530.00         |            |        |                               |
|           | 100-231-46502.000                        |                            |          | 20,781.04      |            |        |                               |
|           | 100-231-46999.000                        |                            |          | 5.00           |            |        |                               |
|           | 100-240-46404.000                        |                            |          | 15,800.00      |            |        |                               |
|           | 100-240-46499.000                        |                            |          | 600.00         |            |        |                               |
|           | 100-260-48410.000                        |                            |          | 34,716.00      |            |        |                               |
|           | 100-281-46340.000                        |                            |          | 225.00         |            |        |                               |
|           | 100-281-46441.000                        |                            |          | 84.95          |            |        |                               |
|           | 100-281-47120.000                        |                            |          | 754.45         |            |        |                               |
|           | 100-281-47140.000                        |                            |          | 953.92         |            |        |                               |
|           | 100-301-46305.000                        |                            |          | 75.00          |            |        |                               |
|           | 100-301-46415.000                        |                            |          | 1,821.00       |            |        |                               |
|           | 100-301-46419.000                        |                            |          | 1,718.00       |            |        |                               |
|           | 100-301-46499.000                        |                            |          | 500.00         |            |        |                               |
|           | 100-301-46620.000                        |                            |          | 1,480.00       |            |        |                               |
|           | 100-301-46910.000                        |                            |          | 132.16         |            |        |                               |
|           | 100-301-47015.000                        |                            |          | 344.09         |            |        |                               |
|           | 100-301-47510.000                        |                            |          | 25.79          |            |        |                               |
|           | 100-302-46340.000                        |                            |          | 870.00         |            |        |                               |
|           | 100-302-46999.000                        |                            |          | 58.46          |            |        |                               |
|           | 100-302-47351.000                        |                            |          | 151.25         |            |        |                               |
|           | 100-303-46372.000                        |                            |          | 1,500.00       |            |        |                               |
|           | 100-304-46999.000                        |                            |          | 750.00         |            |        |                               |
|           | 100-304-47099.000                        |                            |          | 2,559.40       |            |        |                               |
|           | 100-304-47120.000                        |                            |          | 248.35         |            |        |                               |
|           | 100-305-46305.000                        |                            |          | 160.00         |            |        |                               |
|           | 100-305-46340.000                        |                            |          | 498.00         |            |        |                               |
|           | 100-305-47012.000                        |                            |          | 636.00         |            |        |                               |
|           | 100-305-47015.000                        |                            |          | 113.96         |            |        |                               |
|           | 100-305-47120.000                        |                            |          | 29.99          |            |        |                               |
|           | 100-305-47530.000                        |                            |          | 154.99         |            |        |                               |
|           | 100-305-47999.000                        |                            |          | 1,080.00       |            |        |                               |
|           | 100-306-47012.000                        |                            |          | 484.00         |            |        |                               |
|           | 100-321-46305.000                        |                            |          | 60.00          |            |        |                               |
|           | 100-321-46415.000                        |                            |          | 2,184.00       |            |        |                               |
|           | 100-321-46620.000                        |                            |          | 1,989.07       |            |        |                               |
|           | 100-321-46999.000                        |                            |          | 411.90         |            |        |                               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref # | Vendor<br>Description<br>GL Distribution | Invoice Date<br>Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------|------------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|
|           | 100-321-47015.000                        |                            |          | 53.82          |            |        |                               |
|           | 100-321-47016.000                        |                            |          | 9.30           |            |        |                               |
|           | 100-321-47030.000                        |                            |          | 442.02         |            |        |                               |
|           | 100-321-47070.000                        |                            |          | 307.05         |            |        |                               |
|           | 100-321-47099.000                        |                            |          | 583.13         |            |        |                               |
|           | 100-321-47120.000                        |                            |          | 1,923.00       |            |        |                               |
|           | 100-321-47140.000                        |                            |          | 318.00         |            |        |                               |
|           | 100-321-47310.000                        |                            |          | 253.95         |            |        |                               |
|           | 100-322-46340.000                        |                            |          | 3,900.00       |            |        |                               |
|           | 100-322-46372.000                        |                            |          | 13.49          |            |        |                               |
|           | 100-323-46417.000                        |                            |          | 44,607.93      |            |        |                               |
|           | 100-323-46630.000                        |                            |          | 165.00         |            |        |                               |
|           | 100-323-46635.000                        |                            |          | 769.00         |            |        |                               |
|           | 100-323-47080.000                        |                            |          | 940.00         |            |        |                               |
|           | 100-323-47110.000                        |                            |          | 36,851.50      |            |        |                               |
|           | 100-323-47440.000                        |                            |          | 30.00          |            |        |                               |
|           | 100-323-47530.000                        |                            |          | 3,632.52       |            |        |                               |
|           | 100-324-46631.000                        |                            |          | 3,984.62       |            |        |                               |
|           | 100-324-47030.000                        |                            |          | 1,036.44       |            |        |                               |
|           | 100-324-47040.000                        |                            |          | 3,241.58       |            |        |                               |
|           | 100-324-47070.000                        |                            |          | 24.97          |            |        |                               |
|           | 100-324-47131.000                        |                            |          | 484.96         |            |        |                               |
|           | 100-325-47070.000                        |                            |          | 2,100.00       |            |        |                               |
|           | 100-410-46613.000                        |                            |          | 250.02         |            |        |                               |
|           | 100-410-46901.000                        |                            |          | 500.00         |            |        |                               |
|           | 100-410-46902.000                        |                            |          | 302.31         |            |        |                               |
|           | 100-410-47015.000                        |                            |          | 165.58         |            |        |                               |
|           | 100-410-47120.000                        |                            |          | 373.00         |            |        |                               |
|           | 100-420-46510.000                        |                            |          | 5,350.00       |            |        |                               |
|           | 100-420-46620.000                        |                            |          | 15,154.00      |            |        |                               |
|           | 100-420-46899.000                        |                            |          | 50.70          |            |        |                               |
|           | 100-420-47015.000                        |                            |          | 63.76          |            |        |                               |
|           | 100-430-46340.000                        |                            |          | 725.00         |            |        |                               |
|           | 100-430-46643.000                        |                            |          | 1,100.00       |            |        |                               |
|           | 100-430-46644.000                        |                            |          | 870.88         |            |        |                               |
|           | 100-430-46646.000                        |                            |          | 9,700.00       |            |        |                               |
|           | 100-430-46648.000                        |                            |          | 4,889.00       |            |        |                               |
|           | 100-430-46669.000                        |                            |          | 1,150.00       |            |        |                               |
|           | 100-430-47030.000                        |                            |          | 50.00          |            |        |                               |
|           | 100-430-47061.000                        |                            |          | 198.54         |            |        |                               |
|           | 100-430-47070.000                        |                            |          | 375.29         |            |        |                               |
|           | 100-430-47080.000                        |                            |          | 5,285.31       |            |        |                               |
|           | 100-430-47120.000                        |                            |          | 506.55         |            |        |                               |
|           | 100-430-47522.000                        |                            |          | 324.50         |            |        |                               |
|           | 100-430-47524.000                        |                            |          | 1,687.90       |            |        |                               |
|           | 100-430-47525.000                        |                            |          | 961.99         |            |        |                               |
|           | 100-430-47526.000                        |                            |          | 10,995.41      |            |        |                               |
|           | 100-430-47528.000                        |                            |          | 21,741.16      |            |        |                               |
|           | 100-430-47535.000                        |                            |          | 1,715.70       |            |        |                               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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## Invoice Number

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|-----------|------------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|
|           | 100-441-46670.000                        |                            |          | 130,878.00     |            |        |                               |
|           | 100-441-46671.000                        |                            |          | 385.66         |            |        |                               |
|           | 100-441-46676.000                        |                            |          | 1,550.00       |            |        |                               |
|           | 100-441-46677.000                        |                            |          | 1,500.00       |            |        |                               |
|           | 100-441-47070.000                        |                            |          | 10.77          |            |        |                               |
|           | 100-441-47120.000                        |                            |          | 1,185.22       |            |        |                               |
|           | 100-441-47420.000                        |                            |          | 9,547.52       |            |        |                               |
|           | 100-441-47490.000                        |                            |          | 4,950.00       |            |        |                               |
|           | 100-441-47543.000                        |                            |          | 1,973.94       |            |        |                               |
|           | 100-441-47547.000                        |                            |          | 664.86         |            |        |                               |
|           | 210-442-48740.000                        |                            |          | 18,179.00      |            |        |                               |
|           | 271-427-46510.000                        |                            |          | 400.00         |            |        |                               |
|           | 271-427-46620.000                        |                            |          | 13,000.00      |            |        |                               |
|           | 271-427-46677.000                        |                            |          | 2,500.00       |            |        |                               |
|           | 271-427-46678.000                        |                            |          | 4,500.00       |            |        |                               |
|           | 271-427-47420.000                        |                            |          | 1,495.24       |            |        |                               |
|           | 271-427-47510.000                        |                            |          | 11.32          |            |        |                               |
|           | 294-294-46620.000                        |                            |          | 24.29          |            |        |                               |
|           | 294-294-47420.000                        |                            |          | 5,373.19       |            |        |                               |
|           | 294-294-47430.000                        |                            |          | 2,876.46       |            |        |                               |
|           | 294-294-48299.000                        |                            |          | 15,750.00      |            |        |                               |
|           | 330-263-49402.000                        |                            |          | 206,124.54     |            |        |                               |
|           | 413-449-46599.000                        |                            |          | 198.45         |            |        |                               |
|           | 500-000-25000.000                        |                            |          | 438.95         |            |        |                               |
|           | 500-451-47520.000                        |                            |          | 226.18         |            |        |                               |
|           | 500-452-46682.000                        |                            |          | 7,640.25       |            |        |                               |
|           | 500-452-47090.000                        |                            |          | 179.10         |            |        |                               |
|           | 500-452-47420.000                        |                            |          | 1,590.32       |            |        |                               |
|           | 500-452-47430.000                        |                            |          | 92.03          |            |        |                               |
|           | 500-452-47525.000                        |                            |          | 18.00          |            |        |                               |
|           | 500-452-47571.000                        |                            |          | 2,480.00       |            |        |                               |
|           | 500-453-46620.000                        |                            |          | 999.25         |            |        |                               |
|           | 500-453-47051.000                        |                            |          | 11,416.50      |            |        |                               |
|           | 500-453-47070.000                        |                            |          | 21.27          |            |        |                               |
|           | 500-453-47120.000                        |                            |          | 70.00          |            |        |                               |
|           | 500-453-47420.000                        |                            |          | 14,918.29      |            |        |                               |
|           | 500-453-47430.000                        |                            |          | 4,714.01       |            |        |                               |
|           | 500-453-47503.000                        |                            |          | 62.86          |            |        |                               |
|           | 500-453-47530.000                        |                            |          | 6,390.72       |            |        |                               |
|           | 500-453-47531.000                        |                            |          | 817.33         |            |        |                               |
|           | 500-461-47015.000                        |                            |          | 9.24           |            |        |                               |
|           | 500-462-46450.000                        |                            |          | 2,170.00       |            |        |                               |
|           | 500-462-46662.000                        |                            |          | 138.04         |            |        |                               |
|           | 500-462-46669.000                        |                            |          | 15,760.00      |            |        |                               |
|           | 500-462-46691.000                        |                            |          | 12,503.68      |            |        |                               |
|           | 500-462-46694.000                        |                            |          | 6,060.00       |            |        |                               |
|           | 500-462-47070.000                        |                            |          | 549.12         |            |        |                               |
|           | 500-462-47120.000                        |                            |          | 145.00         |            |        |                               |
|           | 500-462-47420.000                        |                            |          | 15,041.32      |            |        |                               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

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## Invoice Number

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|---------------------------------|---------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|
|                                 | 500-462-47421.000                     |                            |          | 208.10         |            |        |                               |
|                                 | 500-462-47430.000                     |                            |          | 48.41          |            |        |                               |
|                                 | 500-462-47510.000                     |                            |          | 165.23         |            |        |                               |
|                                 | 500-462-47527.000                     |                            |          | 60.13          |            |        |                               |
|                                 | 500-462-47545.000                     |                            |          | 1,336.75       |            |        |                               |
|                                 | 500-462-47563.000                     |                            |          | 119.84         |            |        |                               |
|                                 | 500-462-47599.000                     |                            |          | 119.88         |            |        |                               |
|                                 | 520-457-46410.000                     |                            |          | 200.00         |            |        |                               |
|                                 | 520-466-48763.000                     |                            |          | 8,900.00       |            |        |                               |
|                                 | 522-469-47450.000                     |                            |          | 134,539.65     |            |        |                               |
|                                 | 630-000-27775.000                     |                            |          | 4,306.25       |            |        |                               |
|                                 | 630-000-27810.000                     |                            |          | 115.54         |            |        |                               |
| --- TOTALS BY FUND ---          |                                       |                            |          |                |            |        |                               |
|                                 | 100 CORPORATE                         |                            |          | 866,132.02     | 0.00       |        |                               |
|                                 | 210 ROAD & BRIDGE                     |                            |          | 18,179.00      | 0.00       |        |                               |
|                                 | 271 TRAIN STN PARKING                 |                            |          | 21,906.56      | 0.00       |        |                               |
|                                 | 294 ARCHER BUSINESS CTR               |                            |          | 24,023.94      | 0.00       |        |                               |
|                                 | 330 TAX REBATES                       |                            |          | 206,124.54     | 0.00       |        |                               |
|                                 | 413 COM DEVELOPMENT BLOCK GRT         |                            |          | 198.45         | 0.00       |        |                               |
|                                 | 500 WATERWORKS & SEWERAGE             |                            |          | 106,509.80     | 0.00       |        |                               |
|                                 | 520 DEPRECIATION                      |                            |          | 9,100.00       | 0.00       |        |                               |
|                                 | 522 LK WATER JAWA                     |                            |          | 134,539.65     | 0.00       |        |                               |
|                                 | 630 ESCROW DEPOSITS                   |                            |          | 4,421.79       | 0.00       |        |                               |
| --- TOTALS BY DEPT/ACTIVITY --- |                                       |                            |          |                |            |        |                               |
|                                 | 000 NON DEPARTMENTAL                  |                            |          | 361,884.66     | 0.00       |        |                               |
|                                 | 102 BUSINESS DEVELOPMENT              |                            |          | 1,009.75       | 0.00       |        |                               |
|                                 | 103 FOURTH OF JULY COMMISSION         |                            |          | 7,765.22       | 0.00       |        |                               |
|                                 | 108 ARTS COMMISSION                   |                            |          | 2,000.00       | 0.00       |        |                               |
|                                 | 109 BEAUTIFICATION COMMITTEE          |                            |          | 4,288.68       | 0.00       |        |                               |
|                                 | 111 EXECUTIVE                         |                            |          | 2,228.20       | 0.00       |        |                               |
|                                 | 201 ADMINISTRATIVE                    |                            |          | 6,665.60       | 0.00       |        |                               |
|                                 | 202 ADMIN SERVICES                    |                            |          | 26,859.44      | 0.00       |        |                               |
|                                 | 203 COMMUNITY DEVELOPEMENT            |                            |          | 15,064.50      | 0.00       |        |                               |
|                                 | 205 HUMAN RESOURCE                    |                            |          | 5,936.09       | 0.00       |        |                               |
|                                 | 231 FINANCE - ADMINISTRATION          |                            |          | 21,316.04      | 0.00       |        |                               |
|                                 | 240 LEGAL                             |                            |          | 16,400.00      | 0.00       |        |                               |
|                                 | 260 CAPITAL PROJECTS                  |                            |          | 34,716.00      | 0.00       |        |                               |
|                                 | 263 ADMINISTRATION (MX)               |                            |          | 206,124.54     | 0.00       |        |                               |
|                                 | 281 BUILDING - ADMINISTRATION         |                            |          | 2,018.32       | 0.00       |        |                               |
|                                 | 294 ARCHER BUSINESS CENTER            |                            |          | 24,023.94      | 0.00       |        |                               |
|                                 | 301 POLICE - ADMINISTRATION           |                            |          | 6,096.04       | 0.00       |        |                               |
|                                 | 302 POLICE - COMMUNICATIONS           |                            |          | 1,079.71       | 0.00       |        |                               |
|                                 | 303 POLICE - COMMUNITY SERV.          |                            |          | 1,500.00       | 0.00       |        |                               |
|                                 | 304 POLICE - INVESTIGATIONS           |                            |          | 3,557.75       | 0.00       |        |                               |
|                                 | 305 POLICE - PATROL                   |                            |          | 2,672.94       | 0.00       |        |                               |
|                                 | 306 POLICE - RECORDS                  |                            |          | 484.00         | 0.00       |        |                               |

## INVOICE REGISTER FOR VILLAGE OF MUNDELEIN

POST DATES 04/29/2025 - 05/12/2025

POSTED  
PAID

## Invoice Number

| Inv Ref # | Vendor<br>Description<br>GL Distribution | Invoice Date<br>Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted PO Number<br>Post Date |
|-----------|------------------------------------------|----------------------------|----------|----------------|------------|--------|-------------------------------|
|           | 321 FIRE - ADMINISTRATION                |                            |          | 8,535.24       | 0.00       |        |                               |
|           | 322 FIRE - PREVENTION                    |                            |          | 3,913.49       | 0.00       |        |                               |
|           | 323 FIRE - FIRE OPERATIONS               |                            |          | 86,995.95      | 0.00       |        |                               |
|           | 324 FIRE - RESQUE OPERATIONS             |                            |          | 8,772.57       | 0.00       |        |                               |
|           | 325 FIRE - EMERGENCY DISASTER            |                            |          | 2,100.00       | 0.00       |        |                               |
|           | 410 PUBLIC WORKS ADMIN                   |                            |          | 1,590.91       | 0.00       |        |                               |
|           | 420 FACILITY MAINTENANCE                 |                            |          | 20,618.46      | 0.00       |        |                               |
|           | 427 BLDG/GRDS - TRAIN PARK               |                            |          | 21,906.56      | 0.00       |        |                               |
|           | 430 VEHICLE MAINTENANCE                  |                            |          | 62,277.23      | 0.00       |        |                               |
|           | 441 STREET - MAINTENANCE                 |                            |          | 152,645.97     | 0.00       |        |                               |
|           | 442 STREET (RB)                          |                            |          | 18,179.00      | 0.00       |        |                               |
|           | 449 COMMUNITY DEVLPMNT INCENTIVES        |                            |          | 198.45         | 0.00       |        |                               |
|           | 451 SEWER - ADMINISTRATION               |                            |          | 226.18         | 0.00       |        |                               |
|           | 452 SEWER - UPTOWN                       |                            |          | 11,999.70      | 0.00       |        |                               |
|           | 453 SEWER -TREATMENT PLANTS              |                            |          | 39,410.23      | 0.00       |        |                               |
|           | 457 SWR TREATMENT PLANT (DEP)            |                            |          | 200.00         | 0.00       |        |                               |
|           | 461 WATER - ADMINISTRATION               |                            |          | 9.24           | 0.00       |        |                               |
|           | 462 WATER - MAINTENANCE                  |                            |          | 54,425.50      | 0.00       |        |                               |
|           | 466 MAINTENANCE WR (DEP)                 |                            |          | 8,900.00       | 0.00       |        |                               |
|           | 469 MAINTENANCE (JAWA)                   |                            |          | 134,539.65     | 0.00       |        |                               |

To: Mayor and Board of Trustees

From: Jennifer Rogers, Executive Assistant  
Bill Lark, Chief

For: Village Board Meeting of May 12, 2025

Subject: Resolution - Authorize Paramedic Services between the Village of Mundelein and Metro Paramedic Services

**Financial Impact:**

\$535,295.00 paid in 12 monthly payments of \$44,607.93

**Attachments:**

1. R-25-05-30 - Metro Contract-Mundelein

**Background:**

Continuing the working relationship with Metro Paramedic Services for another three-year contract for personnel.

**Recommendation:**

**Motion** to adopt the resolution authorizing the Mayor and Clerk to sign the Paramedic Services Agreement between the Village of Mundelein and Metro Paramedic Services, subject to final attorney review and approval and approval of purchase order number 26-00281 in the amount of \$535,295.

I hereby certify that the attached is an original of

**Resolution No. R-25-05-30**

that said Resolution was adopted on **May 12, 2025**,  
that it was posted in the Village Hall commencing on  
**5/13/2025** and for at least 10 days  
thereafter. Copies are available for public inspection  
upon request of the Village Clerk.

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Village Clerk



**RESOLUTION NO. R-25-05-30**

**A RESOLUTION AUTHORIZING A PARAMEDIC SERVICES AGREEMENT WITH METRO PARAMEDIC SERVICES**

**WHEREAS**, the Village of Mundelein, Illinois, wishes to authorize the Paramedic Services Agreement by and between the Village of Mundelein and Metro Paramedic Services attached hereto and incorporated herein as **Exhibit A**; and

**WHEREAS**, the Mayor and Board of Trustees have determined that it is in the best interest of the Village to approve and execute the Agreement; and

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS**, as follows:

**SECTION 1:** The foregoing recitals are, by this reference, fully incorporated into and made a part of this Resolution.

**SECTION 2:** The Paramedic Services Agreement between the Village of Deer Park and Metro Paramedic Services, attached hereto and made a part hereof as **Exhibit A**, is hereby approved subject to attorney review and approval and Mayor and Village Clerk are hereby authorized and directed to execute same.

**SECTION 3:** This Resolution shall be in full force and effect as of May 12, 2025.

**XXX** this 12th day of May 2025 by Roll Call Vote.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:     Monday, May 12, 2025  
\_\_\_\_\_

APPROVED:   Monday, May 12, 2025  
\_\_\_\_\_

ATTEST: \_\_\_\_\_

Village Clerk



**PUBLIC-PRIVATE PARTNERSHIP AGREEMENT  
FOR EMS/FIREFIGHTING STAFFING TO THE  
VILLAGE OF MUNDELEIN**

**2025**

This Public-Private Partnership Agreement for EMS/Firefighting Staffing provided to the Village of Mundelein is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between Metro Paramedic Services, Inc., an Illinois Corporation, (hereafter referred to as "Contractor"), and the Village of Mundelein (hereinafter referred to as "Department", or "Client"), hereinafter collectively referred to as "Parties" or singularly as "Party".

**WHEREAS**, Contractor is in the business of providing emergency medical service and firefighter service Personnel who possess necessary skills, training and licensure; and

**WHEREAS**, the Client provides fire protection and emergency medical services for residents of the Client; and

**WHEREAS**, the Client wishes to out-source with Contractor for Personnel to fulfill a portion of Client's firefighting and/or emergency medical service staffing needs and Contractor wishes to provide such Personnel on an independent contractor basis to the Client (the "Assignment"); and

**WHEREAS**, as used in the Agreement, the terms "Personnel" and "Employees" mean the Contractor's employees placed with the Client pursuant to this Agreement; and

**NOW, THEREFORE**, in consideration of the foregoing recitals and the mutual covenants and promises hereinafter set forth, the Parties agree as follows:

#### **ARTICLE 1: Incorporation.**

The recitals set forth above are hereby incorporated by reference into this Agreement and made a part hereof as if set forth in their entirety.

#### **ARTICLE 2: Term.**

The term of this Agreement shall be for a period of three (3) years commencing May 1, 2025, and continuing through April 30, 2028 ("Initial Term") unless cancelled earlier by written notice by either Party pursuant to Article 3 of this Agreement or is terminated by written notice of a breach of this Agreement pursuant to Article 3 of this Agreement or by operation of law.

#### **ARTICLE 3: Cancellation.**

Either Party to this Agreement may cancel this Agreement without cause upon by providing the other Party ninety (90) calendar days written notice to the other party

and this Agreement and the Parties' obligations thereunder shall end at the end of such ninety (90) calendar days' notice period.

If one Party shall commit a material breach of this Agreement, the other Party shall provide a detailed written statement of the claimed material breach. If the alleged breaching Party shall fail to cure such breach, if curable, within thirty (30) business days, the Agreement shall terminate at the expiration of the thirty (30) business day period unless the Parties agree that additional time is necessary to ensure an orderly transfer of fire-fighting or emergency medical services to ensure the safety of the citizens of the Client; however, in no event shall such additional time extend for more than an additional thirty (30) calendar days without agreement of both Parties. If a material breach compromises the safety of client's residents, in whole or in part as agreed upon by both Parties, the breach must be cured within forty-eight (48) hours of notice of the breach. The acceptance of any cure shall not be unreasonably withheld. Where the cure has not been accepted, the Contractor shall have an opportunity to be heard by the Client's Board of Trustees or similar entity before any decision of termination or cancellation is made.

Notwithstanding anything to the contrary in this Agreement, should any early cancellation or termination give rise to liability to either Party under the federal or state laws known as WARN Acts or similar laws, such cancellation or termination shall be delayed so the Parties can provide appropriate notices or take other steps to avoid liability under such laws as allocated under this Agreement or by operation of law.

#### **ARTICLE 4: Equipment Provided.**

Client shall provide all ambulance vehicles, medical equipment, radio communication devices, electronic patient care reporting devices, firefighting equipment and apparatus, personal protective equipment (bunker gear) and any and all other equipment needed to provide firefighting and emergency medical services. In the event that the Contractor's Personnel are called upon to operate equipment or apparatus owned by the Department, such Personnel shall operate it in a safe, competent and careful manner and in accordance with the Department's operating policies for such equipment or apparatus.

#### **ARTICLE 5: Personnel Provided.**

The Contractor shall provide Personnel identified below with the required skills, experience, licenses, bonds, and other qualifications for the Assignment, including but not limited to recruiting, interviewing, testing, performing background checks, selecting, hiring, disciplining, controlling, directing and terminating the Personnel that it furnishes pursuant to this Agreement.

- a. The Contractor shall provide Four (4) full-time Firefighter/EMT's (FF/EMT's) to the Client. FF/EMT's shall be assigned daily to work 24-hour shifts on a regular basis assigned to the Department. The Personnel assigned to the Client shall be on permanent assignment

to the Client and not shared with another clients of Contractor, except as Paid on Call (POC) or volunteer members. Provisionally licensed employees shall not be assigned to the Department.

- b. The Contractor shall assign replacement Personnel, to be chosen at Contractor's discretion, to the Assignment in the event of illness, vacation, or any other event that causes the absence of regularly assigned Personnel. The Contractor shall use best efforts to ensure that replacement Personnel have the same necessary certifications and qualifications that Contractor requires of its regularly assigned Personnel.
- c. The Contractor shall ensure that the Personnel assigned to this Assignment under this Agreement shall have the necessary State of Illinois certification and be approved to function in the Department's designated EMS System and to keep certifications in good standings at all times.
- d. The Contractor shall ensure that all Personnel are certified by the Illinois Office of State Fire Marshal to the minimum level of Basic Operations Firefighter and to keep certifications in good standings at all times. However, the Client, has the sole discretion to permanently or temporarily waive this requirement.
- e. The Contractor shall ensure that all Personnel assigned by Contractor to the Assignment will have successfully completed the physical agility requirements of Contractor.
- f. Prior to beginning work on the Assignment, the Contractor shall take reasonable measures to require that all assigned Personnel attend Contractor's orientation program at Contractor's facility or at Department's facility and at Contractor's expense.
- g. Personnel assigned to the Assignment shall be required to complete professional education to meet all ongoing at times when personnel are not scheduled to work on Assignment.
- h. Personnel shall be qualified to drive and operate an ambulance and other fire equipment owned by the Department.
- i. Personnel shall not be excluded from or ineligible to participate in a "Federal Health Care Program" as defined in 42 U.S.C. Section 1320a-7b (f) (or any applicable successor statutory section) or in any other government payment program, including but not limited to the Illinois Medicaid Program. Personnel shall be enrolled in the Illinois Client of Healthcare and Family Services' Illinois Medicaid Program Advanced Cloud Technology (IMPACT) system and shall be screened by Contractor against:

i) The OIG List of Excluded Individuals/Entities available at: <http://oig.hhs.gov/exclusions/exclusionslist.asp>.

ii) Any exclusion database maintained by the state agency that oversees the State Medicaid Program.

iii) The U.S. General Services Administration Excluded Parties List System. This list can be accessed at: <http://www.sam.gov>.

- j. Contractors employees will receive Holiday Pay incentive for the following days:
- New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Christmas Day
- k. The Client shall be solely responsible to provide Contractor's employee with work space, a locker, bed and use of the Department's facilities while on duty so that Contractor's employees shall have ready access to the firefighting, emergency medical services equipment, and other tools required to perform assignments.

#### **ARTICLE 6: Selection of Personnel.**

In order to ensure the orderly and safe operation of fire protection and emergency medical services pursuant to this Agreement and consistent with all licensing and legal authority, the provision and selection of Personnel shall be as follows:

- a. The Department's designated EMS system requirements for emergency medical services Personnel must be met in addition to Personnel meeting all applicable laws and regulations. In determining whether an applicant has met these requirements, Contractor may consult with the Fire Chief and shall make available the resumes of any person who is being considered for assignment and the Fire Chief may request that Contractor reject or remove any Personnel who does not meet the legal and/or contractual qualifications of the job.
- b. If the employment of any assigned Contractor's employee is terminated with Contractor, the Contractor shall immediately notify the Fire Chief and the Contractor shall immediately provide a suitable replacement.

- c. The Client may request the Contractor to no longer assign any given Contractor's employee to the Client for any legal reason. Such request shall be made in writing, shall detail the reason(s) for the request, and comply with both Parties' goals and commitments as equal opportunity employers. Upon receipt of such request, Contractor shall replace its employee with another qualified employee and shall provide a permanent replacement within a reasonable period. All temporary and permanent replacement employees shall be selected in accordance with the foregoing provisions of this Agreement. However, the power to hire and terminate Personnel shall at all times reside with the Contractor.
- d. The Contractor shall conduct drug screenings and background checks on Personnel assigned to perform services under this Agreement which may include a criminal and exclusions list (debarment from participation in any federally funded healthcare program such as Medicare and Medicaid) screening to the extent permitted by law. To the extent that additional pre-employment testing or screening is requested by the Client or required by law, the Contractor will be solely responsible for implementing such pre-employment screening, and employment term screening, and will assemble all other required documentation for each applicant or Personnel, with a corresponding adjustment in the fee. Additional tests and/or documentation may be required for certain assignments. The Contractor will furnish a true and correct copy of the results of the tests, screens, and all other required documentation, upon request, to the Client. The Contractor warrants that it has or will lawfully obtain all such tests, screens and other documentation and that it is authorized to furnish such items under the terms of this Agreement.
- e. Contractor shall solely be responsible for recruiting, interviewing, testing, performing background checks, drug screenings, selecting, hiring, disciplining, controlling, directing and terminating the Personnel that it furnishes pursuant to this Agreement.

#### **ARTICLE 7: Duties.**

In order to ensure the orderly and safe operation of fire protection and emergency medical services pursuant to this Agreement and consistent with all licensing and legal authority, the duties of Contractor's Personnel shall be as follows:

- a. Contractor's regular and replacement Personnel employees assigned to Client shall perform firefighting and/or EMS duties and any related operational matters as assigned by Contractor in



consultation with the Fire Chief and/or his/her designated officer. All regular and replacement Personnel shall serve under the supervision of the Contractor in consultation with the Fire Chief or his designated officer through the Contractor's Operations Manager. Operational matters exclude employment and disciplinary related matters which shall be under the purview of Contractor; Personnel shall report to Contractor for all employment and disciplinary related matters.

- b. The Contractor and all assigned personnel will abide by all applicable rules and regulations, including, but not limited to those of the Illinois Department of Public Health, the applicable Emergency Medical Services System and the Village.
- c. Contractor will maintain training and certification records for Contractor's employees assigned to Client.
- d. In addition to regularly assigned emergency medical services and firefighting services, the Contractor's Personnel shall perform the following services at no additional cost to the Client and as reasonably directed by the Fire Chief: (1) present demonstrations of ambulance and related equipment, (2) assist in instruction of cardio-pulmonary resuscitation (CPR) classes, (3) conduct blood pressure screening, (4) provide routine maintenance of station, ambulances and EMS equipment, (5) provide station tours, (6) familiarize themselves with the streets, hazards and corporate boundaries of the Department, and (7) perform other such duties connected with the EMS pre-hospital profession.

#### **ARTICLE 8: Consideration.**

In consideration for the services to be provided by Contractor to the Client pursuant to the provisions of this Agreement, the Client will pay Contractor the total sum of \$535,295.11 in Year One (1). This sum shall be paid in twelve equal monthly payments of \$44,607.93 due and owing on the 15th of the month. Subsequent payments shall be due on the fifteenth day of each month in Year One (1).

In the event that Client requests that Contractor assign additional firefighter/paramedic Personnel to Department, or that Client requests assigned firefighter/Personnel to work hours in excess of those specified in this Agreement, Client shall pay Contractor \$45.83 per hour, for hours worked in excess of those specified in this Agreement. Additional Personnel assigned to the Client shall require an amendment to this Agreement or a written and executed copy of a Memorandum of Understanding (MOU) by and between Contractor and Client. Contractor shall issue an invoice for excess Personnel or excess Personnel hours, and Client agrees to pay any such invoice within thirty (30) days.

The Parties shall negotiate in good faith to set compensation for Years 2 and 3 of this Agreement, provided, however, that any increase or decrease in Contractor's compensation, assuming no change in the number or hours of Personnel (as specified in Article 5) to be provided, shall not exceed 5% per contract year excluding increases necessitated due to local, state, or federal law. Once the Parties reach an agreement with regard to the compensation to be paid to Contractor for years 2 and 3, the Parties shall amend this Agreement in accordance with Article 24. In the event the parties do not negotiate Years 2 and 3 of this agreement, Contractor shall increase the annual amount by Five percent (5%) and make changes to the monthly invoice.

If compensation or benefits to assigned Personnel should vary during the term of this Agreement due to local, state, or federal law change (including but not limited to minimum wage increases or paid sick leave), the Parties agree to renegotiate compensation to cover Contractor's increased costs plus a reasonable administrative fee.

- a. The Contractor shall be solely responsible for;
  - i. Compensating and providing the employment benefits set forth in this Agreement, if any, to such Personnel;
  - ii. Making all required deductions from compensation paid to the Personnel and timely remitting such deductions and any required contributions from the Contractor to the appropriate government agency as required by law;
  - iii. Complying with all applicable federal, state and local laws and regulations regarding the employment of such Personnel.
  - iv. The Contractor will properly and timely file all required reports and other information with the Internal Revenue Service, Social Security Administration, and all applicable state and local tax agencies.
  - v. The Contractor's Personnel and employees shall not be entitled to participate in any of the Client's employee benefit plans, including pension, 401(k), profit sharing, retirement plan, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay, and other similar plans, programs and agreements, whether reduced to writing or not.
  - vi. The Contractor will ensure that each employee assigned to the Assignment will be at least 20 years of age and either a United States citizen or an individual lawfully entitled to perform work in the United States. The Contractor shall be solely responsible for any audits, fines or other penalties resulting from its failure to fulfill the

obligations of this paragraph and shall defend, protect, and hold harmless the Client, to the extent permitted by law, from such audits, fines or penalties described within this Section vi.

- vii. The Client will promptly advise the Contractor in writing of any billing dispute or any other dispute which may arise. The Client and the Contractor will identify and attempt to promptly resolve all disputes through face-to-face meetings between the Client's Fire Chief and the Contractor's manager in charge of this account. If the Parties are unable to resolve the billing dispute through face-to-face meetings, the Parties agree to submit the dispute to a mediator agreed upon by the Parties or in accordance with the rules of the JAMS, with each Party bearing half of the mediation costs. The Client will pay the undisputed portion of billable transactions as set forth above.
- viii. The Contractor and the Client will promptly furnish to the other Party such information that such other Party may request to enable each of them to analyze the services and the activities of the other Party and the Personnel involved in the dispute.

#### **Article 9: Limited Remedy.**

This Article solely pertains to the extent of Contractor's Staffing obligations as reflected within Article 5 herein and does not release the Contractor from any other obligations, representations or warranties reflected in the Agreement. The Parties agree that to the extent the Contractor is unable to fulfill its staffing obligations described in Article 5 herein, the sole remedy to Client for Contractor's inability to provide staffing as stipulated within this Agreement is for the Contractor to either a) not charge or invoice Client in an amount equal to the position or positions for which Contractor was unable to staff or; b) if the services have already been paid for by Client, Contractor shall refund to Client the fee equal to the position or position(s) for which Contractor was unable to provide.

#### **ARTICLE 10: Limitation of Authority.**

Contractor and its employees shall have the authority to provide services under this Agreement, make and implement day-to-day decisions that are necessary in the performance of its obligations herein, and render directions to all third parties in connection therewith. Notwithstanding anything contained herein to the contrary, in no event shall either Party have the right or authority, express or implied, to commit, bind or obligate the other Party contractually or otherwise to any liability or agreement or to cause the other Party to incur any obligation to any third party.

## **ARTICLE 11: Equipment Uniforms and Facilities.**

Client shall supply for all regular and replacement Personnel, uniforms and a complete set of bunker gear for employees working in hazardous areas or conditions. The bunker gear shall meet the minimum requirements of NFPA and OSHA/IDOL. The Contractor's Personnel will be responsible for operating and working with the equipment provided by the Client in a safe and careful manner. The Client will be responsible for all repairs, insurance, maintenance and any other direct or indirect costs of such equipment. The Client shall be solely responsible to provide Contractor's employees with lockers, beds and use of the Client's facilities while on duty so that Contractor's employees shall have ready access to the firefighting and emergency medical services equipment required to perform the Assignment. The uniforms, equipment, facilities and all direct or indirect costs thereof has been taken into account as the consideration set forth in Article 8 was determined.

## **ARTICLE 12: Insurance.**

Contractor shall provide:

- a. **Workers Compensation Insurance.** Contractor shall purchase, and upon request shall provide evidence that it has secured workers' compensation insurance for its employees in amounts required by Illinois law.
- b. **Professional Liability Insurance.** Contractor shall purchase, maintain and upon request shall provide evidence that it has secured comprehensive professional liability insurance with a single limit of \$1,000,000.00 (one million dollars) per occurrence, and additional aggregate coverage of at least \$10,000,000 (ten million dollars).
- c. **Non-Owned, Owned and Hired Automobile Insurance.** Both Contractor and Client shall purchase, maintain and upon request shall provide evidence that they have secured, coverage for Contractor and Contractor's employees for occurrences arising while Contractor's employees are driving Department's vehicles, with a minimum single limit of \$1,000,000 (one million dollars), and additional aggregate coverage of at least \$5,000,000 (five million dollars). Contractor shall not be required to procure and maintain business auto physical damage, collision, and underinsured and uninsured vehicle coverage on vehicles, accessories, and equipment owned by the Client and operated by Contractor's employees.
- d. **Comprehensive General Liability Insurance.** Contractor shall maintain, and upon request shall produce evidence that it has comprehensive general liability insurance, or equivalent coverage, affording the following: contractor's insurance, including contractual liability and errors and omissions insurance, which shall include employment-related practices,

products and complete operations insurance, bodily injury, property damage and personal injury insurance, with a minimum of \$1,000,000.00 (one million dollars) combined single limit of liability for all underlying coverage. With an “umbrella” or excess insurance coverage on a following form basis to the underlying coverage of a minimum of \$10,000,000 (ten million dollars). Contractor may purchase a single excess policy for both CGL and professional liability coverage, if necessary.

- e. **Crime Insurance.** Contractor must provide Blanket Crime coverage that covers its employees against dishonesty, robbery, burglary, theft, destruction, disappearance as well as other related crime risks to clients/patient property with limits no less than \$500,000.00.
- f. **Contractor’s Insurance.** In the event that any claim or suit is brought against the Client and the claim is directly attributable to the fault/negligence of Contractor’s employees, Contractor’s insurance shall be primary and will defend and indemnify the Client from the claim.
- g. **Department’s Insurance.** In the event that any claim or suit is brought against the Contractor and the claim is directly attributable to the fault/negligence of Department’s employees, Department’s insurance shall be primary and will defend and indemnify the Contractor from the claim.
- h. **The Client as Additional Insured.** Contractor shall name the Department, and its officers, agents and employees as additional insureds on all applicable insurance policies and will provide to the Department and maintain a current Certificate of Insurance and original additional insured endorsement as evidence of required coverage and additional insured. All applicable policies shall contain a provision requiring sixty (60) day advance notice to the Client in the event of cancellation. Before Contractor commences services hereunder, a copy of Contractor’s insurance policy or policies evidencing compliance with the provisions hereof shall be provided to the Department.
- i. **The Contractor as Additional Insured.** Client shall name the Contractor, and its officers, agents and employees as additional insureds on all applicable insurance policies. All applicable policies shall contain a provision requiring sixty (60) day advance notice to the Contractor in the event of cancellation. Before services commence hereunder, a copy of Department’s insurance policy or policies evidencing compliance with the provisions hereof shall be provided to the Department.
- j. **Coverage Not to Be Changed By Sale of Contractor.** In the event that a controlling interest of the Contractor’s business is sold or transferred, the insurance coverage described in this Agreement shall not in any way be materially changed.

- k. **Notice of Change in Coverage or Cancellation.** Contractor shall notify the Client within forty-eight (48) hours of being notified of any change in coverage limits or status of its insurance policies. Contractor's election to provide any coverage required by this Agreement through a plan of self-insurance shall be considered a material change and default of this Agreement unless the Department, in its sole discretion, approves such a plan.

At all times during the term of the Agreement, and throughout any renewal periods, Contractor will maintain insurance coverage. The Client will be designated as an additional insured on all applicable policies. All insurance will be furnished by an insurance carrier appropriately licensed to write such policies.

#### **ARTICLE 13: Administration.**

- a. The Client shall be responsible for completing all reports required under federal, state, resource hospital, or local rules and regulations for the provision of Emergency Medical Services and firefighting services. The Contractor will cooperate fully in completing such reports.
- b. If this Agreement or any report prepared in accordance with this Agreement is subject to request by any governmental agency, Contractor shall have primary responsibility for complying with such request and shall truthfully respond to all agency requests, with notice to the Client, to the extent such notice is permitted by law or the applicable agency, and the Contractor shall preserve such books and records for the legally required time period.
- c. The Contractor shall keep original records at the Contractor's principal place of business to allow the Client and its agents to obtain information regarding the Personnel furnished and services rendered under this Agreement. This provision shall survive the termination of this Agreement. The Contractor shall maintain the records pertaining to the services rendered upon the behalf of the Client during the term of this Agreement and for a period of not less than seven years following any termination or longer if required by law.

#### **ARTICLE 13: Relationship of the Parties.**

- a. Notwithstanding anything to the contrary in this Agreement or elsewhere, the Contractor is an independent contractor with respect to the Client. There is no agency, employment relationship, partnership, or joint venture between the Contractor, its employees,

and the Client and/or the Client's employees. No one connected with the Contractor, except in a writing signed by the chief executive of the Contractor, has any authority to make any binding promises or agreements contrary to the foregoing.

- b. Contractor's employees shall be, for all purposes, bona fide employees of Contractor and not of Client. All employment-related costs, benefits and expenses arising out of the relationship between Client and Contractor, including, but not limited to wages, state, local and federal taxes, benefits, insurance premiums, and contributions to insurance, pension, or other deferred compensation plans, including Social Security, unemployment insurance and workers' compensation obligations, shall be the sole responsibility of Contractor. Contractor's employees shall also be subject to all Personnel policies and regulations applicable to Contractor's employees generally, including time off with or without pay and leaves of absence, including under the Family and Medical Leave Act or any similar state law. It is recognized by the Parties that the provision of emergency medical and firefighting service is inherently dangerous. The Client will use its best efforts to provide a safe, healthy and non-discriminatory working environment in compliance with all applicable federal, state and local laws, regulations and ordinances. The Contractor and the Client agree that the Contractor is an independent contractor and shall be liable for its own actions. Neither Party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other Party, except as specifically outlined herein. The Contractor, including its employees, shall not be considered, entitled or eligible to participate in any benefits or privileges given or extended by the Client or be deemed an employee of Client for any purposes, including but not limited to, for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation and other employer contributions not specifically provided for in this Agreement. The Contractor shall retain the exclusive right to hire, discipline, compensate and terminate its employees pursuant to the Contractor's policies and procedures and consistent with the terms of this Agreement.

#### **ARTICLE 15: Compliance with Law.**

The Parties agree to adhere to all county, state and federal rules, regulations, codes, ordinances, and charters as they may apply to fire protection and emergency medical services, including but not limited to the following:

- a. **State of Illinois Anti-Discrimination Laws (775 ILCS 5/101/ et. seq.).** In carrying out the performance required under this

Agreement, the Parties agree to use their best efforts to comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. Contractor's deliberate, willful, or repeated failure to comply with all applicable provisions of the Illinois Human Rights Act, as determined by the Illinois Human Rights Commission or a court of competent jurisdiction, including specifically, provisions related to sexual harassment, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts with the Client or any of its political subdivisions or municipal corporations, and this Agreement may be canceled or voided in whole or in part, provided that the provisions of this Agreement for the termination of this Agreement are followed, the Contractor is given a thirty (30) day period in which to cure any non-compliance or violations, and an opportunity to be heard by the board of trustees of the Client or similar entity before any decision has been made to cancel or void this Agreement and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

- b. **Drug-free Workplace Act (30 ILCS 580/1, et. seq.).** All Parties must comply with all of the provisions of the Drug-free Workplace Act, which are applicable to the Contractor. Knowing or repeated false certifications or violations of the requirements of the Drug-free Workplace Act as determined by the Client's Board of Trustees or similar entity may result in sanctions including, but not limited to, termination of this Agreement.
- c. **Freedom of Information Act (5 ILCS 140/1 et. seq.).** Applications, program reports and other information obtained by the Client pursuant to this Agreement shall be administered in accordance with the Freedom of Information Act. Client shall give Contractor at least two (2) business days advanced written notice of any FOIA requests related to this Agreement and opportunity to review and object to any FOIA requests.
- d. **Educational Loan Default Act (5 ILCS 385/3).** The Contractor certifies that this Agreement is not in violation of the Educational Loan Default Act prohibiting certain contracts to individuals who are in default on an educational loan.
- e. **Americans with Disabilities Act.** As a condition of receiving this Agreement, the Contractor certifies that services and activities provided under this Agreement comply and will continue to comply with The Americans with Disabilities Act (hereinafter "ADA") (42



U.S.C. 12101 et. seq.) and the regulations there under (28 CFR 35.130).

The Client shall not require the Contractor to perform any act which is contrary to the aforesaid and the Contractor shall use its best efforts to prohibit its employees from performing any act which violate the aforesaid acts and will take prompt remedial action to rectify or resolve any such violations.

The Parties recognize that this Agreement is at all times subject to applicable federal, state, and local law, including, but not limited to, the Social Security Act and its rules and policies and guidelines issued by the United States Department of Health and Human Services and its agencies such as CMS and the Office of the Inspector General. The Parties intend to comply fully with all applicable federal, state and municipal laws and regulations, including, but not limited to, the Balanced Budget Act of 1997, the Social Security Act, the federal Anti-Kickback Statute, and the federal False Claims Act. This Agreement shall be subject to amendments of such laws and regulations, and to new legislation and regulation. Any provisions of law that invalidate or are otherwise inconsistent with the terms of this Agreement, or that would cause one or both Parties to be in violation of law, shall be deemed to have superseded the terms of this Agreement; provided however, that the Parties shall exercise their best effort to accommodate the terms and intent of this Agreement to the greatest extent possible consistent with the requirements of law. In the event that any such laws or regulations affecting this Agreement are enacted, amended or promulgated, either Party may propose to the other a written amendment to this Agreement to be consistent with the provisions of such laws or regulations. Additionally, insofar as any terms or conditions of this Agreement are determined by any court or by the OIG to be contrary to any statutes or regulations, the Parties will promptly and in good faith confer and resolve any issues in order to amend this Agreement so that the performance of this Agreement is consistent with all applicable statutes and regulations. In the event that the Parties do not agree on such written amendments within thirty (30) days of receipt of the proposed written amendments, either Party may terminate this Agreement pursuant to Article 3, unless this Agreement would expire earlier by its terms. If either Party becomes aware of any actual or potential violations by the other Party, whether intentional or inadvertent, of any applicable state or federal statutes or regulations, it shall promptly notify the other Party in writing.

Each Party, their respective directors, trustees, officers and employees shall abide by their respective organization's ethical guidelines, including but not limited to guidelines related to gifts, political contributions, the federal Anti-Kickback Act (Section 1128B(b) of the Social Security Act) and the False Claims Act (31 USC 3729) and any amendments thereto.

The Contractor warrants that it is properly licensed to provide the Personnel described in this Agreement to the Client under all applicable federal, state, and local laws. The Contractor shall maintain all such licenses and all others as may

be required by law during the term of this Agreement and will furnish a copy of each license and license renewal to the Client upon request. For purposes of any defenses or immunities to claims and liabilities to third Parties that the Client and/or its employees may be entitled under applicable laws, the Parties agree that, to the extent permitted by law, the Contractor will be deemed the agent of the Client or standing in the shoes of the Client with respect to such defenses and immunities available to the Client.

#### **ARTICLE 16: Indemnification.**

It is expressly understood and agreed that each Party, to the extent permitted by law, shall in all events defend, indemnify, save, and hold harmless the other, their parents, affiliates, successors and assigns, and their respective present and former agents, officers, volunteers, and employees from any and all claims, liabilities, obligations, debts, charges, settlements or judgments (including attorneys' fees) arising from death, illness, physical injuries or property damage to any third Party or the other Party's present and former agents, officers, volunteers, and employees, including but not limited to any and all employment-related causes of action, attributable to the acts or omissions of the offending Party, its agents, officers, and employees while engaged in the performance of duties under this contract provided that no Party shall have any obligation under this Article with respect to liabilities caused by the gross negligence, reckless, fraudulent or deliberately dishonest conduct, or intentional misconduct of the other Party seeking indemnification; and in the event that a final determination that such claims or liabilities resulted from such Party's gross negligence, reckless, fraudulent or deliberately dishonest conduct, or intentional misconduct is made by a court of competent jurisdiction, the indemnified Party shall immediately refund such monies and expenses paid pursuant to this Article. Neither Party shall be obligated to indemnify the other Party for any claim or liability: (a) involving a claim by one Party against the other Party; (b) to the extent prohibited by law; (c) to the extent the Party seeking indemnification receives indemnification or insurance coverage from any other source. Provided that a Party is not in breach of its indemnification obligations hereunder, no Party being indemnified shall settle or compromise any claim subject to indemnification hereunder without the consent, of the Party providing such indemnification. Each Party also agrees to indemnify and hold each other harmless for: (a) any settlement or judgment based upon the sole theory of apparent agency arising from the negligent acts or omissions of the other and/or its employees or agents, and (b) any settlement or judgment of an employment discrimination charge or claim arising from one Party's employees committing discriminatory, retaliatory, or harassing acts against the other Party's employees.

Notwithstanding the above paragraph, neither Party shall be liable to the other for indemnification for, and each Party hereby releases the other from, any liability for punitive, exemplary and consequential damages which may be suffered by such Party arising directly or indirectly out of the performance of this Agreement, including but not limited to the loss of use, loss of profits or business interruption

(collectively, the “excluded damages”); provided that amounts owed as consideration under this Agreement shall not be deemed excluded damages.

Notwithstanding the foregoing, nothing contained within this Agreement is intended to be a waiver or estoppel of the Contractor, Client, or its respective insurer’s ability to rely upon the limitations, defenses and immunities contained within Illinois law, including, but not limited to Illinois Local Government Tort Immunity Act or the Emergency Medical Systems act that may be applicable to the Client or Contractor. To the extent that indemnification is available and enforceable, the Parties or their respective insurers shall not be liable to in indemnity or contribution for an amount greater than the limits of liability for claims established by law. Each Party’s obligation to indemnify hereunder is subject to the availability and limits of applicable insurance coverage. Under no circumstances shall either Party be required to indemnify the other for its own negligent or intentional conduct.

A Party seeking indemnification under this Article shall provide the indemnifying Party with prompt written notice of any claim, demand, or legal action for which indemnification is sought. Such notice shall include sufficient details to allow the indemnifying Party to evaluate its obligations and prepare a defense. Failure to provide such prompt notice shall not relieve the indemnifying Party of its obligations hereunder except to the extent that such failure materially prejudices the indemnifying Party’s ability to defend the claim. The indemnifying Party shall have the right to assume the defense of any claim subject to indemnification hereunder with counsel of its choosing, provided that such counsel is reasonably acceptable to the indemnified Party. The indemnitor may not settle any claim without the Indemnitee’s prior written consent if the settlement imposes obligations on the Indemnitee, admits fault, or fails to release the Indemnitee. If the Indemnitor does not assume the defense in a reasonable, time, the Indemnitee may do so at the Indemnitor’s expense.

This indemnification obligation shall be deemed to be contractual in nature and shall survive any termination of this Agreement.

#### **ARTICLE 17: Payments to Third Parties.**

The Contractor shall not pay any salaries, commissions or fees, or make any payments or rebates to any employee or officer of the Client or any of its affiliates, or to any designee of any employee or officer of the Client or any of its affiliates, or favor any employee or officer of the Client or any of its affiliates, or any designee of any employee or officer of the Client or any of its affiliates, with gifts or entertainment of significant cost or value, or enter into any business arrangements with any employee or officer of the Client or any of its affiliates, other than as a representative of the Client.

Without limiting any provision herein, the Contractor further agrees that the Contractor will not, either directly or indirectly, offer, pay, promise to pay or authorize

the payment of money or anything of value to any government official, candidate for office, political Party, vendor or other third Party in violation of any law.

#### **ARTICLE 18: Confidentiality.**

Trade secrets and confidential information that may be received by any Party or its employees, directly or indirectly, that are exempt from public disclosure under applicable laws shall remain the property of the disclosing Party and shall be kept confidential by the Party to whom such trade secrets or confidential information was disclosed. Such information will be utilized only for the purposes of carrying out the services and purposes of this Agreement, and each Party to which such information is disclosed shall cause each of its employees to comply with the foregoing. Upon termination of this Agreement, each Party agrees to surrender to the disclosing Party any and all trade secrets, confidential information, material or tangible items or written information supplied by the disclosing Party. The obligations of this Article will survive the termination or expiration of this Agreement.

#### **ARTICLE 19: Publicity.**

Client agrees to allow Contractor to list Client as a reference in any of Contractor's written or digital material for the sole purpose of listing Client as a reference. With the exception of listing Client as a reference on any of Contractor's written and/or digital material, the Contractor shall not, without the prior written consent of the Client: (a) refer to, identify, or use the name or any trade name or trademark of the Client or any of its employees in any advertising or communications to the public by the Contractor made in any form or (b) take any photographs, video or other recordings of the property of the Client or any of its employees.

#### **ARTICLE 20: Non-Solicitation Agreement.**

The Client agrees not to, directly or indirectly, solicit, or cause or induce on its own behalf or for any third Party to solicit, for the purpose of hiring any of Contractor's employees placed with the Client to perform like services for the Client for the duration of this Agreement, unless mutually agreed by the Contractor and the Client.

#### **ARTICLE 21: FORCE Majeure.**

Neither Party shall be liable for any delay in delivery or nonperformance in whole of its obligations under this Agreement if prevented from doing so by a cause or causes beyond its control, including, without limitations, acts of nature or public enemy, fire, floods, storms, earthquakes, riots, strikes, war, pandemics, epidemics, labor shortages, paramedic shortages, and restraints of government. The suspension of performance shall be of no greater scope and no longer duration than is reasonably required and the non-performing Party shall promptly notify the other Party of such event and use reasonable efforts to remedy its inability to perform.

## **ARTICLE 22: Counterparts.**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## **ARTICLE 23: Notices**

All notices provided for or permitted herein shall be in writing and shall be delivered personally sent by a national overnight courier service, or sent by United States certified or registered mail, postage prepaid, return receipt requested, directed to the Parties at the following addresses or to such address as any Party shall designate by notice delivered or sent in the above manner. If a notice is sent by mail, it shall be deemed to have been received by the addressee two (2) days after the post marked date which it bears.

**Contractor:**

David B. Hill, President  
Metro Paramedic Services, Inc.  
395 West Lake Street  
Elmhurst, Illinois 60126

**Client:**

Village of Mundelein-Fire Dept.  
Attn: Chief Bill Lark  
1000 Midlothian Rd.  
Mundelein, IL. 60060

## **ARTICLE 24: Entire Agreement, Amendment, Waiver, and Use of Subcontractors.**

This Agreement contains the entire agreement and understanding between the Parties in regard to the subject matter hereof; it supersedes and replaces all prior agreements, negotiations, and arrangements concerning its subject matter; and this Agreement is not subject to modification, alteration or amendment, except by further written Agreement signed by all Parties. No waiver of any provision shall constitute a waiver of any other provision, nor shall any waiver be deemed continuing unless otherwise expressly so provided in writing by the Party against which the waiver is asserted. A waiver of right or remedy on any one occasion will not be construed as a bar to or waiver of any such right to remedy on any other occasion. If the consent of either Party is necessary pursuant to the terms of this Agreement, such consent shall not be unreasonably withheld.

The Contractor may use sub-contractors to provide the Personnel necessary to its obligations under this Agreement; provided that the Contractor agrees that it will require its sub-contractors and agents to make the same covenants and

agreements contained in this Agreement. Subject to the preceding sentence, neither the Contractor nor the Client may assign this Agreement or its obligations without the other Party's prior written consent that shall not be unreasonably withheld, provided that the Contractor may utilize the employees or contractors of third Parties to provide the Client with qualified Personnel without obtaining the prior written consent of the Client. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns.

#### **ARTICLE 25: Governing Law.**

This Agreement and the Parties' relationship shall be construed in accordance with, and governed by the laws of the State of Illinois without regard to applicable conflict of law principles. Venue of any cause of action arising from or in connection with this Agreement shall be in Lake County, Illinois. In the event of any dispute between the Parties, the prevailing Party shall be entitled to its reasonable attorney fees and costs.

#### **ARTICLE 26: Severability.**

If any portion of this Agreement is determined to be invalid by subsequent passage of law or court interpretation, the court or other tribunal may "blue pencil" or revise said portion so that it is enforceable to the fullest extent permitted by law or, if such revision is deemed impermissible, that portion shall be removed from this Agreement. All other portions of this Agreement shall remain in full force and effect. Should any provision of this Agreement be deemed by either Party to be contrary to the provisions of said Laws, then the court may revise such provision so that it is enforceable or the Parties agree to attempt in good faith to renegotiate the problematic provision to the mutual satisfaction of the Parties. In the event the Parties are not able to mutually agree on modification of the problematic provision, then either Party may terminate this Agreement upon thirty (30) calendar days written notice to the other Party if the terminating Party has a good faith belief based on the advice of legal counsel that the problematic provision creates an unfavorable exposure under applicable laws.

#### **ARTICLE 27: Authority.**

The Contractor represents that this Agreement is executed pursuant to approval of its President, and the Client represents that this Agreement is executed pursuant to resolution of its Board of Trustees.

#### **ARTICLE 28: Headings.**

The headings and subheadings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement.

## **ARTICLE 29: HIPAA.**

The Parties agree that any duties undertaken under this Agreement will comply in all material respects with all federal and state-mandated regulations, rules, or orders applicable to the obligations undertaken pursuant to this Agreement, including but not limited to regulations promulgated under Title II Subtitle F of the Health Insurance Portability and Accountability Act (Public Law 104-91) and all subsequent amendments, regulations, and guidance thereto ("HIPAA"). The Parties agree that for purposes of HIPAA, the Contractor's employees and Personnel shall be considered workforce members, as that term is defined in 45 CFR 160.103, of Client and that no business associate agreement is necessary. Furthermore, the Parties shall amend this Agreement or execute any additional documentation to amend the Agreement to conform with HIPAA or any new or revised legislation, rules, or regulations to which they are subject now or in the future (collectively, "Code") in order to insure that the Parties are at all times in conformance with HIPAA and the Code. If, within thirty (30) days of either Party first providing notice to the other of the need to review the Agreement or execute any other document to comply with HIPAA or the Code, the Parties do not reach a mutually agreeable resolution, and such agreement may not be unreasonably withheld, either Party may immediately terminate this Agreement.

## **ARTICLE 30: ASSIGNMENT.**

This Agreement cannot be assigned or delegated to a third Party by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld, and any attempted assignment without such consent shall be considered null and void; except that either Party may assign this Agreement to a parent, sister, subsidiary or affiliated corporation. Subject to the foregoing limitation, this Agreement shall be binding upon and inure to the benefit of the Parties' successors, assigns, affiliates or other legal representatives.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF:** the Parties have executed this Agreement to be effective on the date first stated above this \_\_\_\_day of \_\_\_\_\_, 2025.

**VILLAGE OF MUNDELEIN**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**METRO PARAMEDIC SERVICES, INC.**

\_\_\_\_\_  
David B. Hill, President

\_\_\_\_\_  
Date



To: Mayor and Board of Trustees

From: George Sellas, Building Director

For: Village Board Meeting of May 12, 2025

Subject: Ordinance amending Chapter 16 Buildings and Construction

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

This amendment to Chapter 16 has several ordinances that were needed in order to keep properties to current standards without causing undue hardships. The amendment to the International Residential Code assists homeowners and contractors by not requiring fire sprinklers for alterations or additions unless certain criteria is met. The amendments to the National Electric Code will help clarify the use of Ground Fault Intercept Circuits (GFIC) and Arc Fault Intercept (AFI) circuits. These changes do not pose a hazard to any structure as several municipalities have adopted similar amendments.

The amendments to the International Property Maintenance Code are needed to maintain a certain "Curb Appeal" for all properties. There is also a section being changed to comply with Chapter 13 Public Improvements Ordinance. We have also moved all references to fees from these codes to our adopted Fee Ordinance.

**Recommendation:**

**Motion** to pass an ordinance amending Chapter 16 Buildings and Construction

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-33  
which is entitled

**Ordinance amending Chapter 16 Buildings and Construction**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

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Village Clerk

## **ORDINANCE NO. O-25-05-33**

### **ORDINANCE AMENDING CHAPTER 16, BUILDINGS AND CONSTRUCTION**

**WHEREAS**, the Village of Mundelein, Lake County, Illinois (the “Village”) is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village’s home rule powers and functions as granted in the Constitution of the State of Illinois; and

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

**WHEREAS**, on October 23, 2023, the Village approved Ordinance 23-10-58 Buildings and Construction, to provide for specific requirements of Building Codes in the Village; and

**WHEREAS**, the Village Board has determined that several sections of the chapter needed to be updated ; and

**WHEREAS**, the Village Board finds that it is in the best interests of the Village to revise Chapter 16 of the Mundelein Municipal Code to reflect the applicable references only to State requirements and existing Mundelein Code and repeal all other references to additional disclosures that are not applied.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS**, that:

**SECTION I:** The foregoing recitals shall be, and are hereby, incorporated herein by reference.

**SECTION II:** 16.04.030 - Amendments to the International Building Code, 2018 Edition.

ADD R313.2.2. - Alterations, repairs and additions barrier.

Alterations, repairs and additions to existing one-and two-family dwellings shall not be required to install a residential fire sprinkler in buildings not already provided with an automatic residential fire sprinkler system.

Exception: Dwelling units undergoing substantial renovations of 50 percent of the square footage of the dwelling or alterations where the building structure is removed from the foundation, razed due to damage from fire or acts of god, additions that add more than 50 percent of the current square footage, and if the water service is increased in size due to enlargement of the dwelling, shall install a residential fire sprinkler system in accordance with this Section.

**SECTION III:** Chapter 16.06 - BUILDING DEPARTMENT FEE SCHEDULES

16.06.100 - Re-inspection fees.

There will be a re-inspection fee based on Title 3, Chapter 3.80. This fee shall be applicable to all building, mechanical (HVAC), plumbing, electrical, fire and public works inspections made after the

second failed inspection.

**SECTION IV: 16.12.040 - Amendments to the National Electric Code, 2017 (NFPA 70-2017).**

**210.8 (A) (5) Ground-Fault Circuit-Interrupter Protection Basement receptacles**

Add exception no. 2 to (5): Receptacles serving sump pumps, ejector pumps, lift stations and similar pumps shall not be required to have GFCI protection provided there is only one receptacle outlet on a single yoke or device. Such receptacles shall be clearly marked with circuit number and disconnect location.

**SECTION V: 16.12.040 - Amendments to the National Electric Code, 2017 (NFPA 70-2017).**

**210.12 (A) Arc-Fault Circuit-Interrupter Protection.**

Amend by adding exception no. 2: AFCI protection shall not be required for branch circuits supplying kitchen counter outlets, kitchen appliances, furnaces, motors, pumps, and other equipment or appliances that may arc during normal operation.

**SECTION V: 16.07.030 - Amendments to the International Property Maintenance Code, 2018 Edition.**

**103.5 Fees.**

Delete this section and replace with: Fees for activities and services performed by the Building Department in carrying out its responsibilities under this code shall be in accordance with the Village of Mundelein Fee Schedule listed in Title 3, Chapter 3.80 of the Mundelein Municipal Code, as amended from time to time.

**SECTION VI: 16.07.030 - Amendments to the International Property Maintenance Code, 2018 Edition.**

**308.1 Accumulation of litter, rubbish or garbage. Replace text with the following:**

All exterior property and premises, and the interior of every structure, shall be free from accumulation of litter, rubbish, garbage and excessive storage or any material in which flies, mosquitoes, disease-carrying insects, rats or other vermin may breed or which create a fire hazard.

**SECTION VII: 6.07.030 - Amendments to the International Property Maintenance Code, 2018 Edition.**

**Add 302.3 Sidewalks and driveways.**

Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, including any necessary striping, and maintained free from hazardous conditions.

**SECTION VIII: 16.07.030 - Amendments to the International Property Maintenance Code, 2018 Edition.**

**304.7 Roofs and drainage.**

The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall be discharged a minimum distance of ten feet (10') from any property line, unless expressly authorized by the Village Engineer.

**SECTION IX:** In the event that any section, clause, provision, or part of this ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this ordinance is found to be invalid in anyone or more of its severable applications, all valid applications that are severable from the invalid applications shall remain in effect.

**SECTION X:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication, as required by law.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025  
\_\_\_\_\_

APPROVED:     Monday, May 12, 2025  
\_\_\_\_\_

ATTEST: \_\_\_\_\_

Village Clerk

To: Mayor and Board of Trustees

From: George Sellas, Building Director

For: Village Board Meeting of May 12, 2025

Subject: Ordinance amending Chapter 13 Public Improvements

**Financial Impact:**

N/A

**Attachments:**

None

**Background:**

This amendment to Chapter 13 is being changed to assist with drainage issues on properties that create a public nuisance. Water drainage from downspouts and sump pumps can cause flooding of neighboring properties and cause water to spill onto public sidewalks and streets.

**Recommendation:**

**Motion** to pass an Ordinance amending Chapter 13 Public Improvements.

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-34  
which is entitled

**Ordinance amending Chapter 13 Public Improvements**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 5/13/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 5/13/2025.

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Village Clerk

## **ORDINANCE NO. O-25-05-34**

### **ORDINANCE AMENDING CHAPTER 13 PUBLIC IMPROVEMENTS**

**WHEREAS**, the Village of Mundelein, Lake County, Illinois (the “Village”) is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village’s home rule powers and functions as granted in the Constitution of the State of Illinois; and

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

**WHEREAS**, on October 13, 1975, the Village approved Ordinance 75-10-34 Public Improvements, to regulate the installation of public sidewalks, driveways, and off-street parking areas and prohibiting the driving of vehicles on unpaved parkways in the Village of Mundelein; and

**WHEREAS**, the Village Board has determined that several sections of the chapter require updating; and

**WHEREAS**, the Village Board finds that it is in the best interests of the Village to revise Chapter 13 of the Mundelein Municipal Code to reflect the applicable references only to State requirements and existing Mundelein Code and repeal all other references to additional disclosures that are not applied.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS**, that:

**SECTION I:** The foregoing recitals shall be, and are hereby, incorporated herein by reference.

**SECTION II:** 13.20.050 - Additional improvements.

Delete last paragraph and replace with:

Where sump pumps are required it shall also be mandatory to discharge said sump pump directly into the storm sewer, where said storm sewers are available. Where storm sewer is not immediately accessible in the public ROW or easement on the lot, then the sump discharge must be maintained a minimum distance of ten feet (10') from any property line, unless expressly authorized by the Village Engineer. The type of piping necessary to connect the said sump pump with the storm sewer tile shall be any type of piping acceptable by the village engineer. All sump pumps, discharge lines are to be equipped with a check valve to be located in the solid piping in the basement or crawl space area, whichever is provided.

**SECTION III:** In the event that any section, clause, provision, or part of this ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect. If any part of this ordinance is found to be invalid in anyone or more of its severable applications, all valid applications that are severable from the invalid applications shall remain in effect.



**SECTION IV:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication, as required by law.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:     Monday, May 12, 2025

APPROVED:   Monday, May 12, 2025

ATTEST: \_\_\_\_\_  
Village Clerk

To: Mayor and Board of Trustees

From: Lynne Monroe, Assistant Village Administrator

For: Village Board Meeting of May 12, 2025

Subject: CyberClan Proposal for IT Services

**Financial Impact:**

\$40,865 FY 2025

\$378,150 FY 2026 and FY 2027

100-202-46410 Consulting Services and 100-260-48410 Network Infrastructure Modernization

**Attachments:**

1. 6883 - VOM - MSSP (Phase1) - 2025
2. 6952 - VOM - MSSP - 2025

**Background:**

The Village's Information Technology (IT) Department outsources services to guide us in our technology efforts, including security and compliance, help desk support, budgeting guidance and strategic initiatives. On May 13, 2024, the board approved a three-year contract with IT Managed Service Provider (MSP), CyberClan, implementing security layers and help desk support, as well as consulting to move us to an improved infrastructure and planning for additional security needs. CyberClan is a cybersecurity-focused company offering experienced IT services and state-of-the-art monitoring. At the time of our engagement, we had only implemented a portion of the security layers and infrastructure improvements needed.

Through CyberClan's strategic collaboration and assessment of our system, we have encountered a need for additional services to add necessary layers to a full suite of security services monitored by their Security Operations Center (SOC). The state-of-the-art monitoring and accompanying applications are essential to bring our systems up to date and successfully face the ever-evolving world of cyber threats.

The added services include:

- Improved back-up services, eliminating outdated tape back-ups that currently exist in 3 facilities; necessary back-ups will be restored in hours, not weeks as with current service.
- Email security to filter and quarantine phishing and spam messages.

- Continuous Vulnerability Management to continuously identify, assess, and fix security vulnerabilities to prevent attacks and enhance overall security
- SEIM Services to provide real-time threat detection and logging of network activity
- Enhanced multi-factor authentication and single sign-on services
- Annual training from experts

### **Staff Recommendation**

The original three-year contract is to be voided, and we will engage in a new two-year contract with the additional services. This strategy keeps all our services under one contract, with the opportunity to consider other providers for the whole package, if necessary, in two years. An additional approval is also requested for a short term (2 months) of these services that they have proactively put in place to harden our system for immediate improved operations and security.

The remaining term on the three-year contract that is to be voided is \$132,960 annual service fees, with two years remaining, and now replaced with the new SOW.

In order for the Village to focus on its objectives and fully realize a future vision for its IT infrastructure, while assuring our information systems are fully secured and monitored, outsourcing IT operations with CyberClan and adding additional layers provides the value and services we require. These layers of security are Phase One of an entire modernization plan; future hardware and network improvements will be presented as they become available.

### **Recommendation:**

**Motion** to authorize the Village Administrator to void an original three-year contract and approve two (2) new service proposals with CyberClan for Information Technology services: one for three months and one for two years and authorize approval of purchase order number 25-00170 in the amount not to exceed \$40,865 for March-April 2025, and authorize approval of a purchase order number 26-00251 not to exceed \$378,150 annually for the first full year and authorize approval of a purchase order not to exceed \$378,150 for the second year.



# CyberClan's Professional Services Statement of Work; Managed Cybersecurity Services

## Village of Mundelein

300 Plaza Circle  
Mundelein, IL Illinois, 60060

Not yet submitted  
Proposal id: 6883

### 24/7/365 Incident Response Hotline:

US/CAD: 1 800 762 3209

UK: 0800 36 88 731

US/CAD Cyberline: 1 855 685 5785

UK Cyberline: 0800 048 7360

### United Kingdom

Third Floor, 43-45 Eastcheap  
London, EC3M 1JA

### United States

1810 E. Sahara Avenue  
Las, Vegas, NV 89104

### Canada

170-422 Richards Street  
Vancouver, BC V7B 2Z4



# Executive Summary

CyberClan's Managed Security Services' primary objective is to quickly detect unauthorized access and activity using automated containment and quarantine actions. Our Managed Security Services are customized for each Client, creating a cybersecurity risk management posture to protect enterprise data, assets, and brand equity for our customers and their stakeholders. CyberClan has the ability to support an advanced security posture of your digital infrastructure through the following capabilities:

- Security Operations Center (SOC) **(Included in the proposal)**
- Security Information and Event Management (SIEM) (Included in the proposal)
- Advanced Email Security **(Included in the proposal)**
- Continuous Vulnerability Management **(Included in the proposal)**
- Multi-Factor Authentication **(Included in the proposal)**
- Backup **(Included in the proposal)**

Our Managed Security Services' capability is provided through a combination of operations and technologies described in the Scope of Services section and will be managed and monitored by our industry-leading Security Operations Center staffed on a 24x365 basis with highly-trained cybersecurity professionals.



# Service Descriptions

## Security Operations Center (SOC)

CyberClan's industry-leading Security Operations Group is a team of highly-trained cybersecurity professionals that monitor and respond to incidents in near real-time. Our SOC operates on a 24-hour by 365-day basis. The environment is a multi-tenant architecture using individual tenant IDs to maintain client (tenant) data segregation. Our SOC complies with SOC 2 Type 2, ISO 27001:2013, and HITRUST CSF. Data encryption is maintained while in transit, and detailed logging capabilities ensure a full audit trail.

## Security Information and Event Management (SIEM)

CyberClan will integrate a SIEM tool as the backbone of the overall cybersecurity service. SIEM technology collects and correlates security alerts generated by applications and network hardware providing analytic capabilities to reduce noise, fine-tune alerts, and identify threats both inside and outside the enterprise.

Our SIEM provides log management and security analytics to CyberClan's Cybersecurity Analysts. Threats are assessed near real-time, enabling both detection and automatic response of nefarious activity caused by Threat Actors or malware. Our SIEM services include but are not limited to the following:

- Device Monitoring
- Log correlation and Analysis
- Threat Detection and Response
- Integrated Threat Intelligence
- User and Entity Behavior Analytics
- Application Monitoring (if part of agreed-upon services)

## Advanced Email Security

CyberClan offers a cloud-based security platform pioneering a new approach to preventing sophisticated attacks. APIs are used to scan for phishing, malware, and data leakage in the line of communications traffic. Additional features include account takeover protection, URL click-time protection, malware sandboxing, and configuration security. This component adds a transparent layer of security for the entire cloud-based suite of tools including Microsoft Office 365, GSuite, Slack, Outlook, Teams, Dropbox, Box, ShareFile, and OneDrive.



## Continuous Vulnerability Management

CyberClan's Cyber Vulnerability Management (CVM) is a comprehensive, risk-based approach designed to help organizations identify, prioritize, and remediate vulnerabilities across their entire attack surface, including on-premises, cloud, and hybrid environments. Built into solutions like Vulnerability Management and the Tenable One Exposure Management Platform, CVM provides continuous asset discovery, real-time monitoring, and actionable insights to reduce cyber risk. By leveraging advanced analytics, threat intelligence, and prioritization tools, it enables security teams to focus on the most critical exposures—those most likely to be exploited—while aligning cybersecurity efforts with business objectives. This proactive process enhances visibility, streamlines remediation, and supports operational resilience by minimizing the likelihood of breaches or cyberattacks.

## Multi Factor Authentication

Duo MFA enhances security by requiring users to provide two or more factors—something they know (like a password) and something they have (such as a smartphone with the Duo Mobile app)—before granting access to applications, networks, or devices. It supports a variety of authentication methods, including push notifications via the Duo Mobile app, biometrics, security keys, and one-time passcodes, making it flexible and user-friendly. Duo's adaptive authentication further refines access control by evaluating contextual factors like user role, device health, location, and network, ensuring only trusted users gain entry. Integrated into a zero-trust framework, Duo MFA provides scalable, seamless protection across on-premises, cloud, and hybrid environments, helping businesses prevent unauthorized access and reduce the risk of breaches while maintaining a smooth user experience.

## BACKUP

This backup solution provides data protection and disaster recovery for virtual, physical, and cloud-based environments. It supports fast, reliable backups and restores, with features like instant recovery of virtual machines, built-in ransomware protection, replication for high availability, and detailed monitoring and reporting. It's designed to ensure minimal downtime and data loss across a variety of platforms, including on-premises and cloud infrastructures.

# Scope of Work

The following tables capture the devices that are in scope for this project. Changes (additions/deletions) to the environment should be addressed immediately through our Change Control process to ensure the client environment remains as protected as possible. Please contact any member of the CyberClan Client Success or Sales/Engineering Team.

## SIEM and UEBA Monitoring Scope:

| Quantity           | Type                                                                                                                                                                                                                                                              |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23400 gig per year | Any Supported Log Sources. To be confirmed before project Kickoff and detailed in the 'Log Sources & Devices' document.<br><br>Unsupported Log sources may incur an additional cost<br><br>Typical Log Sources Include:<br>Firewalls, Office 365, G-Suite, AD, ED |

## Additional Security Measures:

| Quantity      | Type                                |
|---------------|-------------------------------------|
| 225 endpoints | Continuous Vulnerability Management |
| 12 mos        | Backup Solution                     |
| 225 endpoints | Managed Email Security              |
| 225 endpoints | Multi-Factor Authentication         |



# CyberClan's Extended Monitoring, Detection and Response (XDR) Pricing Table

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Price                               | Qty   | Subtotal  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------|-----------|
| <b>CyberClan's Managed Detection SIEM/UEBA</b> <ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included Fluency SIEM/UEBA <ul style="list-style-type: none"> <li>Device and Application Monitoring</li> <li>Log correlation and Analysis 27 Gig per Day</li> <li>Threat Detection and Response</li> <li>Behavior Analytics</li> </ul> </li> <li>Monthly Reporting</li> <li>Based on Log Ingestion</li> </ul> | \$6.50<br>\$6<br>Discount (\$) -0.5 | 23400 | \$140,400 |
| <b>CyberClan's Managed Advanced Email Security</b> <ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included</li> <li>Licensed per unique user</li> </ul>                                                                                                                                                                                                                                                     | \$91.20                             | 225   | \$20,520  |
| <b>CyberClan's Managed Continuous Vulnerability Management</b> <ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included</li> <li>Licensed per unique user</li> </ul>                                                                                                                                                                                                                                         | \$240                               | 225   | \$54,000  |
| <b>CyberClan's Managed MultiFactor Authentication</b> <ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included</li> <li>Licensed per unique user</li> </ul>                                                                                                                                                                                                                                                  | \$87.60                             | 225   | \$19,710  |
| <b>CyberClan's Managed Backup Solution</b> <ul style="list-style-type: none"> <li>Daily Test</li> <li>Weekly/Monthly Report</li> <li>Monthly Restore Test</li> <li>Hardware Included / VM</li> <li>Priced Per Month</li> <li>Storage Not Included</li> </ul>                                                                                                                                                                                                               | \$880                               | 12    | \$10,560  |

| Description                                                                                                                                                                                                                                                                                                  | Price         | Qty | Subtotal                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|--------------------------------------|
| <b>CyberClan OnBoarding</b> <ul style="list-style-type: none"> <li>• SIEM (35 Hours)</li> <li>• CVM (20 Hours)</li> <li>• Email (10 Hours)</li> <li>• MFA (15 Hours)</li> </ul>                                                                                                                              | \$200         | 80  | \$16,000<br>\$0<br>Discount (%) -100 |
| <b>Monthly Reporting and Account Management</b> <ul style="list-style-type: none"> <li>• Dedicated Client Engagement Manager</li> <li>• Dedicated Account Manager</li> <li>• Monthly SOC and Security Review</li> <li>• Quarterly Security and business Review</li> <li>• Annual Executive Review</li> </ul> | \$0           | 0   | \$0                                  |
| <b>Advanced Reporting and CyberClan Security Portal Access</b> <ul style="list-style-type: none"> <li>• In Development</li> <li>• Target Q4 2025 Launch</li> </ul>                                                                                                                                           | \$0           | 0   | \$0                                  |
| <b>Annual Security Summit and Training Day</b> <ul style="list-style-type: none"> <li>• On Site Training</li> <li>• Knowledge Sharing</li> <li>• Threat Landscape review</li> <li>• Best Practices</li> <li>• Ask the Expert Sessions</li> </ul>                                                             | \$7,900       | 1   | \$7,900<br>\$0<br>Discount (%) -100  |
| <b>Subtotal</b>                                                                                                                                                                                                                                                                                              |               |     | <b>\$245,190</b>                     |
| <b>2 Month Term (\$)</b>                                                                                                                                                                                                                                                                                     | <b>204325</b> |     | <b>-\$204,325</b>                    |
| <b>Total</b>                                                                                                                                                                                                                                                                                                 |               |     | <b>\$40,865</b>                      |

The quote is valid for 30 days from the date of issuance, unless otherwise specified.

## Pricing Notes

### Payment Terms

- The contract has a term from 15 March 2025 to 15 May 2025
- Annual Payment of subscription term Net 30 from receipt of invoice
- The contract will be invoiced on the 1st or 15th of the Month
- Chargeable endpoints are defined to be those devices that have an Endpoint Protection agent installed
- Changes to scope (e.g., additional servers or users) described in the next section will be addressed via ChangeControl and invoiced via a monthly true-up

In the event that this Agreement expires or terminates for any reason, any unpaid amounts in relation to any such non-refundable Third Party Software shall be due and payable by the Client immediately.

### Subscription Audit – Contingency Upgrades and Growth

Client acknowledges that certain Services provided by CyberClan are dependent upon Third-Party Software or Third-Party Services that are subject to volume-based pricing (e.g., end-user seat licenses, data processing consumption/usage fees, etc.). Therefore, Client acknowledges and agrees that CyberClan's quoted pricing is based upon Client's representations regarding the size and scale of its computing environment. In the event such environment increases in size (e.g., user or processing growth), CyberClan will be required to charge more to account for any capacity-related up charges CyberClan receives from its third-party software and services providers. In furtherance of the foregoing, CyberClan and/or its third-party software and service providers will be auditing the environment for user, system, and data usage growth at least quarterly. Changes to the overall security program, including network architectures, network components (Firewalls, routers, Active Directory Domain Controllers, Routers, etc.), must be discussed with CyberClan prior to implementation to ensure no lapse in overall security posture; these changes must be addressed through custom "level of effort" if they require CyberClan to perform work. Client acknowledges and agrees that cost increases based on increased volume and usage may not be reduced if usage is reduced as CyberClan may be required to purchase long-term licenses for such volume increases. The following cost increases are estimates and may not be the final surcharges applicable to the relevant types of usage or volume increases (depending on the final selection of Third-Party Software and Third-Party Services used to provide the CyberClan Services).

| Contingency Growth                                                                        | Measurement                   | Fee Increase                     | Example                                                                                            |
|-------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------|
| Workstation / Laptop Growth (Endpoints)                                                   | User endpoint                 | As detailed in the pricing table | Adding User Laptops/ Workstations                                                                  |
| Server Growth (Endpoints)                                                                 | Server endpoint               | As detailed in the pricing table | Adding Enterprise Servers                                                                          |
| User Mailboxes                                                                            | Unique User account           | As detailed in the pricing table | Adding Unique users to a cloud exchange or other cloud-based tools                                 |
| Data Usage (SIEM Log Collector)                                                           | 1 GB (daily increase of logs) | As detailed in the pricing table | Increasing logging data as a result of adding logging devices or users.                            |
| Unsupported Log Sources and Security/Network Architecture Upgrades (VLAN, Firewall, etc.) | Custom Level of Effort        | Custom Price                     | Changing/Adding unsupported log sources and network architectures that impact the security posture |

# Deliverables & Responsibilities

## CyberClan Deliverables

- 24/7/365 Monitoring, Alerting and Response to active security threats
  - Policy Violation Alerting from SIEM or EDR alerts
  - Quarantine, Exclusions, Allowlisting, and Blocklisting through CyberClan managed EDR
- Monthly threat/activity report
- Client Care Reviews to discuss trends, threats, etc.

## Change Control Process

Changes required through the course of this contract will be addressed through a formal change control process.

- Pricing adjustments based on increasing or decreasing scope will be handled by the Change Control process using a change order form with adjustments to monthly invoices.
- Pricing changes are described in the Pricing Notes section.

## Project Timeline

- The onboarding phase of our partnership will be facilitated by your dedicated Client Success Manager, which typically takes three-five weeks to complete. Our ability to hit this target is contingent upon a few factors; partners (client) competing priorities and availability, services adopted, service(s) configuration, and customization
  - Technical call once per week to discuss any technical issues that may arise during the onboarding process (approx. 15-30 Min/Week)
  - Client will install Endpoints with the guidance of the CyberClan team
  - (Optional) Executive/leadership meeting once per week to discuss high-level topics (approx. 30 Min/Week)
  - Client will stand up a VM to host the SIEM application; client will be responsible to manage the SIEM host and upgrades to the application
  - CyberClan and Client IT team to work together to ensure device logs, (as scoped and may include; Firewall, Active Directory/Domain Controller), is forwarded to the SIEM collector
- The project is expected to transition into steady-state operations no later than week six
  - Endpoints not installed by then are the responsibility of the client to finish as soon as possible
  - CyberClan will provide a monthly threat activity report
  - CyberClan will arrange client care reviews to discuss trends, threats, and operational security posture

## CyberClan Deliverables / Responsibilities

- CyberClan will manage this onboarding project
- CyberClan will manage and maintain the necessary third-party licenses outlined in this proposal.

- CyberClan will lead system tuning efforts during the onboarding phase and during the operational phase after major systems changes/additions
- CyberClan will respond to and mitigate alerts and issues defined in Service Descriptions
- CyberClan will contact Client IT Staff for support and remediation of issues beyond what is defined
- CyberClan will provide monthly threat/activity reports
- CyberClan will host client care reviews to discuss threat activity, trends and security issues

## Client Responsibilities

As the consumer and network owner, Client will have the following basic responsibilities before, during and after the project:

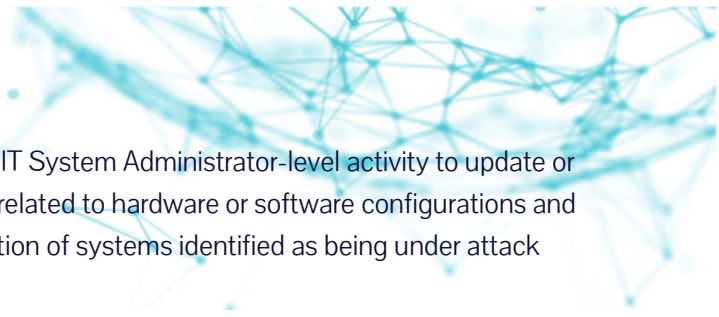
- Provide a primary and secondary point of contact to serve as the liaison with CyberClan throughout the project and to work with CyberClan to satisfy client responsibilities
- Provide any technical information in support of this engagement (failure to complete documentation will result in delay or risk to service provided).
- Install and manage all software updates for all endpoint software required for this engagement
- Provide and manage a virtual machine to host the SIEM application (CyberClan will install and operate the application hosted on the virtual machine; client will be required to update the application when necessary)
- All monitored log sources to be defined and documented pre-project Kickoff. Unsupported log sources may incur additional charges.
- Work with CyberClan to ensure all logs, defined within scope, are forwarded to the SIEM.
- Ensure all client enterprise systems, workstations and laptops are up to date, fully patched and must be running a supported operating system.
- Support SIEM tuning efforts during the onboarding phase
- Support SIEM tuning efforts after major system changes/additions during the operational phase
- Respond to CyberClan notification of alerts and remediate systems as necessary

## Project Assumptions

- The price for log retention may increase if new logging devices are added to the network or log retention periods increase due to new requirements (The current retention period is 1 year)
- CyberClan and Client IT team to work together to ensure device logs (Firewall, Active Directory/Domain Controller, LDAP, etc.) are forwarded to the SIEM collector
- CyberClan will only collect logs from approved network devices (listed in the Scope section)

## Exclusions

- The following elements are excluded from the services proposed in this Statement of Work
  - Remediation of client device issues identified through the activities defined in this Statement of Work

- 
- NOTE: Remediation is referred to as the act of IT System Administrator-level activity to update or reconfigure systems (patches, upgrades, etc.) related to hardware or software configurations and improvements. This does not apply to remediation of systems identified as being under attack during a breach attempt.
  - Development of Custom Scripted Solutions which modify a client's software applications
  - Any additional hardware/software or configuration thereof not listed in this document
  - Development or architectural design beyond what is required to perform the work detailed in the Project Details for this Project
  - Ongoing configuration changes once implementation has been completed (any services beyond the scope of this project will be quoted as a separate project)



# Acceptance and Next Steps

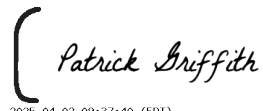
1. This Statement of Work is governed by the Master Services Agreement and the terms and conditions set out therein as originally provided to and signed by you the Client.
2. Where there is any conflict between the MSA terms and the Warranty Terms, the Warranty terms shall prevail and apply in priority without modification.
3. If you have any questions at all, please let us know. We are happy to clarify any information that is not fully understood.
4. Please sign below to accept all terms and costs within this Proposal.
5. Once we receive notification of your acceptance, we will quickly contact you in order to kick off this engagement.
6. Please address questions and comments to Michael Daggett, Account Executive, US West at michael.daggett@cyberclan.com or call +1 512 893 7102

  
Eric Guenther

2025-04-01 15:51:20 (EDT)

----- Date: April 02, 2025

Eric Guenther, Village of Mundelein

  
Patrick Griffith

2025-04-02 09:37:40 (EDT)

----- Date: April 02, 2025

Patrick Griffith, EVP of Sales & Revenue Operations, CyberClan



-----  
Sugandha Sood, VP Finance, CyberClan

Date: Not yet submitted

Statement of Confidentiality

This document contains confidential trade secrets and proprietary information of CyberClan. The recipient is expected to treat this document as they would their own confidential internal material. Neither this document, nor any diagrams contained in this document, may be disclosed to any person outside of the recipient's organization without express written permission from CyberClan. By accepting this document, the recipient affirms that they will comply with these expectations.

24/7 INCIDENT HOTLINE

US/CAD: 1800 762 3290  
UK: 0800 368 8731  
Email: [response@cyberclan.com](mailto:response@cyberclan.com)

GENERAL ENQUIRIES

US/CAD: 1855 685 5785  
UK: 0800 048 7360  
Email: [info@cyberclan.com](mailto:info@cyberclan.com)

CANADA

170-422 Richards Street,  
Vancouver, BC  
Canada V6B 2Z4

U.S.A

1810 E Sahara Ave,  
Las Vegas, Nevada  
U.S.A 89104

UNITED KINGDOM

Third Floor, 43-45 Eastcheap  
London  
United Kingdom EC3M 1JA





# CyberClan's Professional Services Statement of Work; Managed Cybersecurity Services

## Village of Mundelein

300 Plaza Circle  
Mundelein, IL Illinois, 60060

Not yet submitted  
Proposal id: 6952

### 24/7/365 Incident Response Hotline:

US/CAD: 1 800 762 3209

UK: 0800 36 88 731

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### United Kingdom

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1810 E. Sahara Avenue  
Las, Vegas, NV 89104

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Vancouver, BC V7B 2Z4



# Executive Summary

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- Endpoint Detection and Response **(Included in the proposal)**
- IT Management **(Included in the proposal)**
- Security Operations Center (SOC) **(Included in the proposal)**
- Security Information and Event Management (SIEM) **(Included in the proposal)**
- Advanced Email Security **(Included in the proposal)**
- Continuous Vulnerability Management **(Included in the proposal)**
- Multi-Factor Authentication **(Included in the proposal)**
- Backup **(Included in the proposal)**

Our Managed Security Services' capability is provided through a combination of operations and technologies described in the Scope of Services section and will be managed and monitored by our industry-leading Security Operations Center staffed on a 24x365 basis with highly-trained cybersecurity professionals.

# Service Descriptions

## Advanced Endpoint Protection and Monitoring (MDR)

Our market-leading next-generation endpoint protection solutions are proven to stop malware through immediate and autonomous endpoint protection derived from embedded threat intelligence, behavioral AI, and advanced analytics. These alerts are monitored by CyberClan's Security Analyst enhancing our threat response capabilities.

## Security Operations Center (SOC)

CyberClan's industry-leading Security Operations Group is a team of highly-trained cybersecurity professionals that monitor and respond to incidents in near real-time. Our SOC operates on a 24-hour by 365-day basis. The environment is a multi-tenant architecture using individual tenant IDs to maintain client (tenant) data segregation. Our SOC complies with SOC 2 Type 2, ISO 27001:2013, and HITRUST CSF. Data encryption is maintained while in transit, and detailed logging capabilities ensure a full audit trail.

## Security Information and Event Management (SIEM)

CyberClan will integrate a SIEM tool as the backbone of the overall cybersecurity service. SIEM technology collects and correlates security alerts generated by applications and network hardware providing analytic capabilities to reduce noise, fine-tune alerts, and identify threats both inside and outside the enterprise.

Our SIEM provides log management and security analytics to CyberClan's Cybersecurity Analysts. Threats are assessed near real-time, enabling both detection and automatic response of nefarious activity caused by Threat Actors or malware. Our SIEM services include but are not limited to the following:

- Device Monitoring
- Log correlation and Analysis
- Threat Detection and Response
- Integrated Threat Intelligence
- User and Entity Behavior Analytics
- Application Monitoring (if part of agreed-upon services)

## User and Entity Behavior Analytics (UEBA)

CyberClan's UEBA builds on top of the rich data generated by CyberClan's Intrusion Detection and Protection, leveraging machine learning to enrich the wide range of data points. With enriched behavioral context, the CyberClan SOC can quickly and easily pinpoint behaviors like unusual login patterns, sudden or anomalous system activity, or abnormal process activity that could indicate serious threats before severe damage occurs.





## Advanced Email Security

CyberClan offers a cloud-based security platform pioneering a new approach to preventing sophisticated attacks. APIs are used to scan for phishing, malware, and data leakage in the line of communications traffic. Additional features include account takeover protection, URL click-time protection, malware sandboxing, and configuration security. This component adds a transparent layer of security for the entire cloud-based suite of tools including Microsoft Office 365, GSuite, Slack, Outlook, Teams, Dropbox, Box, ShareFile, and OneDrive.

## Continuous Vulnerability Management

CyberClan's Cyber Vulnerability Management (CVM) is a comprehensive, risk-based approach designed to help organizations identify, prioritize, and remediate vulnerabilities across their entire attack surface, including on-premises, cloud, and hybrid environments. Built into solutions like Vulnerability Management and the Tenable One Exposure Management Platform, CVM provides continuous asset discovery, real-time monitoring, and actionable insights to reduce cyber risk. By leveraging advanced analytics, threat intelligence, and prioritization tools, it enables security teams to focus on the most critical exposures—those most likely to be exploited—while aligning cybersecurity efforts with business objectives. This proactive process enhances visibility, streamlines remediation, and supports operational resilience by minimizing the likelihood of breaches or cyberattacks.

## Multi Factor Authentication

Duo MFA enhances security by requiring users to provide two or more factors—something they know (like a password) and something they have (such as a smartphone with the Duo Mobile app)—before granting access to applications, networks, or devices. It supports a variety of authentication methods, including push notifications via the Duo Mobile app, biometrics, security keys, and one-time passcodes, making it flexible and user-friendly. Duo's adaptive authentication further refines access control by evaluating contextual factors like user role, device health, location, and network, ensuring only trusted users gain entry. Integrated into a zero-trust framework, Duo MFA provides scalable, seamless protection across on-premises, cloud, and hybrid environments, helping businesses prevent unauthorized access and reduce the risk of breaches while maintaining a smooth user experience.

## BACKUP

This backup solution provides data protection and disaster recovery for virtual, physical, and cloud-based environments. It supports fast, reliable backups and restores, with features like instant recovery of virtual machines, built-in ransomware protection, replication for high availability, and detailed monitoring and reporting. It's designed to ensure minimal downtime and data loss across a variety of platforms, including on-premises and cloud infrastructures.

# Scope of Work

The following tables capture the devices that are in scope for this project. Changes (additions/deletions) to the environment should be addressed immediately through our Change Control process to ensure the client environment remains as protected as possible. Please contact any member of the CyberClan Client Success or Sales/Engineering Team.

## Endpoint Protection Monitoring Scope: *\*Special considerations apply / \*Unmonitored tool*

| Quantity    | Type                | Vendor                                                                                                                                                                                                                                                                                                                                                                |
|-------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Up to # 300 | Endpoint Protection | <b>CrowdStrike</b><br>Advanced Defend Package: <ul style="list-style-type: none"><li>• Falcon Prevent</li><li>• Falcon Insight (Threat graph Standard)</li><li>• Falcon Overwatch</li></ul><br>CrowdStrike Add-on Modules (Optional)* <ul style="list-style-type: none"><li>• Falcon Device Control*</li><li>• Falcon Discover*</li><li>• Falcon Spotlight*</li></ul> |

## SIEM and UEBA Monitoring Scope:

| Quantity           | Type                                                                                                                                                                                                                                                              |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23400 gig per year | Any Supported Log Sources. To be confirmed before project Kickoff and detailed in the 'Log Sources & Devices' document.<br><br>Unsupported Log sources may incur an additional cost<br><br>Typical Log Sources Include:<br>Firewalls, Office 365, G-Suite, AD, ED |

## Additional Security Measures:

| Quantity      | Type                                |
|---------------|-------------------------------------|
| 225 endpoints | Continuous Vulnerability Management |
| 12 mos        | Backup Solution                     |
| 225 endpoints | Managed Email Security              |
| 225 endpoints | Multi-Factor Authentication         |



-  
-  
IT Infrastructure Monitoring and Maintenance:

- Regular system maintenance to ensure optimal performance
- Support for your cloud environment and on-premises systems
- Regular patch management for systems and hardware including 3rd party applications
- Performance tuning and optimization to ensure peak efficiency
- Ticketing and chat system for streamlined issue resolution and responsive support for end-users
- Monthly reporting of all support items and their status for visibility to your team

# CyberClan's Extended Monitoring, Detection and Response (XDR) Pricing Table

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Price   | Qty   | Subtotal  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|-----------|
| <b>CyberClan's Managed Detection Response (MDR)</b><br><ul style="list-style-type: none"> <li>CyberClan 24/7/365 Security Operations Center</li> <li>License Cost included for CrowdStrike Endpoint Detection and Response <ul style="list-style-type: none"> <li>Falcon Prevent</li> <li>Falcon Insight (Threat Graph Standard)</li> <li>Falcon Overwatch</li> </ul> </li> <li>Monthly Reporting</li> <li>Up to 300 Licenses / Licensed per endpoint</li> </ul>                                                        |         |       | \$36,000  |
| <b>CyberClan's Managed Detection SIEM/UEBA</b><br><ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center<br/>\$6.50<br/>\$6<br/>Discount (\$) -0.5</li> <li>License costs included Fluency SIEM/UEBA <ul style="list-style-type: none"> <li>Device and Application Monitoring</li> <li>Log correlation and Analysis 27 Gig per Day</li> <li>Threat Detection and Response</li> <li>Behavior Analytics</li> </ul> </li> <li>Monthly Reporting</li> <li>Based on Log Ingestion</li> </ul> |         | 23400 | \$140,400 |
| <b>CyberClan's Managed Advanced Email Security</b><br><ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included</li> <li>Licensed per unique user</li> </ul>                                                                                                                                                                                                                                                                                               | \$91.20 | 225   | \$20,520  |
| <b>CyberClan's Managed Continuous Vulnerability Management</b><br><ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included</li> <li>Licensed per unique user</li> </ul>                                                                                                                                                                                                                                                                                   | \$240   | 225   | \$54,000  |
| <b>CyberClan's Managed MultiFactor Authentication</b><br><ul style="list-style-type: none"> <li>CyberClan 24/7/365 - Security Operations Center</li> <li>License costs included</li> <li>Licensed per unique user</li> </ul>                                                                                                                                                                                                                                                                                            | \$87.60 | 225   | \$19,710  |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Price | Qty | Subtotal                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|--------------------------------------------------------------------------|
| CyberClan's IT Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |     | \$112,080                                                                |
| <ul style="list-style-type: none"> <li>Hep Desk Support 8AM CST-6PM CST               <ul style="list-style-type: none"> <li>240 Systems</li> </ul> </li> <li>Patch Management and Planning               <ul style="list-style-type: none"> <li>240 Systems</li> </ul> </li> <li>Backup Monitoring and Management</li> <li>Hardware Procurement Advisory</li> <li>Remote Monitoring and Management Tool Licensing (240 Systems)</li> <li>Help Desk Licensing Tool for Staff (4 users)</li> </ul> |       |     | \$96,960<br>Competitive / Insurance<br>Referral Discount<br>(\$ ) -15120 |
| CyberClan's Managed Backup Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$880 | 12  | \$10,560                                                                 |
| <ul style="list-style-type: none"> <li>Daily Test</li> <li>Weekly/Monthly Report</li> <li>Monthly Restore Test</li> <li>Hardware Included / VM</li> <li>Priced Per Month</li> <li>Storage Not Included</li> </ul>                                                                                                                                                                                                                                                                                 |       |     |                                                                          |
| CyberClan's OnBoarding                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$200 | 80  | \$16,000                                                                 |
| <ul style="list-style-type: none"> <li>SIEM (35 Hours)</li> <li>CVM (20 Hours)</li> <li>Email (10 Hours)</li> <li>MFA (15 Hours)</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |       |     | \$0<br>Discount (%) -100                                                 |
| Monthly Reporting and Account Managemen                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$0   | 0   | \$0                                                                      |
| <ul style="list-style-type: none"> <li>Dedicated Client Engagement Manager</li> <li>Dedicated Account Manager</li> <li>Monthly SOC and Security Review</li> <li>Quarterly Security and business Review</li> <li>Annual Executive Review</li> </ul>                                                                                                                                                                                                                                                |       |     |                                                                          |
| Advanced Reporting and CyberClan Security Portal Access                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$0   | 0   | \$0                                                                      |
| <ul style="list-style-type: none"> <li>In Development</li> <li>Target Q4 2025 Launch</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |       |     |                                                                          |



| Description                                                                                                                                                                             | Price   | Qty | Subtotal          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|-------------------|
| Annual Security Summit and Training Day                                                                                                                                                 | \$7,900 | 1   | \$7,900           |
| <ul style="list-style-type: none"> <li>On Site Training</li> <li>Knowledge Sharing</li> <li>Threat Landscape review</li> <li>Best Practices</li> <li>Ask the Expert Sessions</li> </ul> |         |     | \$0               |
|                                                                                                                                                                                         |         |     | Discount (%) -100 |
| Total                                                                                                                                                                                   |         |     | \$378,150         |

The quote is valid for 30 days from the date of issuance, unless otherwise specified.

## Pricing Notes

### Payment Terms

- The contract has a 2 year term beginning 15 May 2025
- Annual Payment of subscription term Net 30 from receipt of invoice
- The contract will be invoiced on the 1st or 15th of the Month
- Chargeable endpoints are defined to be those devices that have an Endpoint Protection agent installed
- Changes to scope (e.g., additional servers or users) described in the next section will be addressed via ChangeControl and invoiced via a monthly true-up

In the event that this Agreement expires or terminates for any reason, any unpaid amounts in relation to any such non-refundable Third Party Software shall be due and payable by the Client immediately.

### Subscription Audit – Contingency Upgrades and Growth

Client acknowledges that certain Services provided by CyberClan are dependent upon Third-Party Software or Third-Party Services that are subject to volume-based pricing (e.g., end-user seat licenses, data processing consumption/usage fees, etc.). Therefore, Client acknowledges and agrees that CyberClan's quoted pricing is based upon Client's representations regarding the size and scale of its computing environment. In the event such environment increases in size (e.g., user or processing growth), CyberClan will be required to charge more to account for any capacity-related up charges CyberClan receives from its third-party software and services providers. In furtherance of the foregoing, CyberClan and/or its third-party software and service providers will be auditing the environment for user, system, and data usage growth at least quarterly. Changes to the overall security program, including network architectures, network components (Firewalls, routers, Active Directory Domain Controllers, Routers, etc.), must be discussed with CyberClan prior to implementation to ensure no lapse in overall security posture; these changes must be addressed through custom "level of effort" if they require CyberClan to perform work. Client acknowledges and agrees that cost increases based on increased volume and usage may not be reduced if usage is reduced as CyberClan may be required to purchase long-term licenses for such volume increases. The following cost increases are estimates and may not be the final surcharges applicable to the relevant types of usage or volume increases (depending on the final selection of Third-Party Software and Third-Party Services used to provide the CyberClan Services).

| Contingency Growth                                                                        | Measurement                   | Fee Increase                     | Example                                                                                            |
|-------------------------------------------------------------------------------------------|-------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------|
| Workstation / Laptop Growth (Endpoints)                                                   | User endpoint                 | As detailed in the pricing table | Adding User Laptops/ Workstations                                                                  |
| Server Growth (Endpoints)                                                                 | Server endpoint               | As detailed in the pricing table | Adding Enterprise Servers                                                                          |
| User Mailboxes                                                                            | Unique User account           | As detailed in the pricing table | Adding Unique users to a cloud exchange or other cloud-based tools                                 |
| Data Usage (SIEM Log Collector)                                                           | 1 GB (daily increase of logs) | As detailed in the pricing table | Increasing logging data as a result of adding logging devices or users.                            |
| Unsupported Log Sources and Security/Network Architecture Upgrades (VLAN, Firewall, etc.) | Custom Level of Effort        | Custom Price                     | Changing/Adding unsupported log sources and network architectures that impact the security posture |

# Deliverables & Responsibilities

## CyberClan Deliverables

- 24/7/365 Monitoring, Alerting and Response to active security threats
  - Policy Violation Alerting from SIEM or EDR alerts
  - Quarantine, Exclusions, Allowlisting, and Blocklisting through CyberClan managed EDR
- Monthly threat/activity report
- Client Care Reviews to discuss trends, threats, etc.

## Change Control Process

Changes required through the course of this contract will be addressed through a formal change control process.

- Pricing adjustments based on increasing or decreasing scope will be handled by the Change Control process using a change order form with adjustments to monthly invoices.
- Pricing changes are described in the Pricing Notes section.

## Project Timeline

- The onboarding phase of our partnership will be facilitated by your dedicated Client Success Manager, which typically takes three-five weeks to complete. Our ability to hit this target is contingent upon a few factors; partners (client) competing priorities and availability, services adopted, service(s) configuration, and customization
  - Technical call once per week to discuss any technical issues that may arise during the onboarding process (approx. 15-30 Min/Week)
  - Client will install Endpoints with the guidance of the CyberClan team
  - (Optional) Executive/leadership meeting once per week to discuss high-level topics (approx. 30 Min/Week)
  - Client will stand up a VM to host the SIEM application; client will be responsible to manage the SIEM host and upgrades to the application
  - CyberClan and Client IT team to work together to ensure device logs, (as scoped and may include; Firewall, Active Directory/Domain Controller), is forwarded to the SIEM collector
- The project is expected to transition into steady-state operations no later than week six
  - Endpoints not installed by then are the responsibility of the client to finish as soon as possible
  - CyberClan will provide a monthly threat activity report
  - CyberClan will arrange client care reviews to discuss trends, threats, and operational security posture

## CyberClan Deliverables / Responsibilities

- CyberClan will manage this onboarding project
- CyberClan will manage and maintain the necessary third-party licenses outlined in this proposal.

- CyberClan will lead system tuning efforts during the onboarding phase and during the operational phase after major systems changes/additions
- CyberClan will respond to and mitigate alerts and issues defined in Service Descriptions
- CyberClan will contact Client IT Staff for support and remediation of issues beyond what is defined
- CyberClan will provide monthly threat/activity reports
- CyberClan will host client care reviews to discuss threat activity, trends and security issues

## Client Responsibilities

As the consumer and network owner, Client will have the following basic responsibilities before, during and after the project:

- Provide a primary and secondary point of contact to serve as the liaison with CyberClan throughout the project and to work with CyberClan to satisfy client responsibilities
- Provide any technical information in support of this engagement (failure to complete documentation will result in delay or risk to service provided).
- Install and manage all software updates for all endpoint software required for this engagement
- Provide and manage a virtual machine to host the SIEM application (CyberClan will install and operate the application hosted on the virtual machine; client will be required to update the application when necessary)
- All monitored log sources to be defined and documented pre-project Kickoff. Unsupported log sources may incur additional charges.
- Work with CyberClan to ensure all logs, defined within scope, are forwarded to the SIEM.
- Ensure all client enterprise systems, workstations and laptops are up to date, fully patched and must be running a supported operating system.
- Support SIEM tuning efforts during the onboarding phase
- Support SIEM tuning efforts after major system changes/additions during the operational phase
- Respond to CyberClan notification of alerts and remediate systems as necessary

## Project Assumptions

- The price for log retention may increase if new logging devices are added to the network or log retention periods increase due to new requirements (The current retention period is 1 year)
- CyberClan and Client IT team to work together to ensure device logs (Firewall, Active Directory/Domain Controller, LDAP, etc.) are forwarded to the SIEM collector
- CyberClan will only collect logs from approved network devices (listed in the Scope section)



## Exclusions

- The following elements are excluded from the services proposed in this Statement of Work
  - Development of Custom Scripted Solutions which modify a client's software applications
  - Any additional hardware/software or configuration thereof not listed in this document
  - Development or architectural design beyond what is required to perform the work detailed in the Project Details for this Project

# Acceptance and Next Steps

1. This Statement of Work is governed by the Master Services Agreement and the terms and conditions set out therein as originally provided to and signed by you the Client.
2. Where there is any conflict between the MSA terms and the Warranty Terms, the Warranty terms shall prevail and apply in priority without modification.
3. If you have any questions at all, please let us know. We are happy to clarify any information that is not fully understood.
4. Please sign below to accept all terms and costs within this Proposal.
5. Once we receive notification of your acceptance, we will quickly contact you in order to kick off this engagement.
6. Please address questions and comments to Michael Daggett, Account Executive, US West at michael.daggett@cyberclan.com or call +1 512 893 7102

  
Eric Guenther

2025-04-01 15:53:13 (EDT)

----- Date: April 02, 2025

Eric Guenther, Village of Mundelein

  
Patrick Griffith

2025-04-02 09:36:56 (EDT)

----- Date: April 02, 2025

Patrick Griffith, EVP of Sales & Revenue Operations, CyberClan



-----  
Sugandha Sood, VP Finance, CyberClan

Date: Not yet submitted

Statement of Confidentiality

This document contains confidential trade secrets and proprietary information of CyberClan. The recipient is expected to treat this document as they would their own confidential internal material. Neither this document, nor any diagrams contained in this document, may be disclosed to any person outside of the recipient's organization without express written permission from CyberClan. By accepting this document, the recipient affirms that they will comply with these expectations.

24/7 INCIDENT HOTLINE

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UNITED KINGDOM

Third Floor, 43-45 Eastcheap  
London  
United Kingdom EC3M 1JA



To: Mayor and Board of Trustees

From: Kelsey Langelier, Business Services Manager  
Adam Boeche, Director of Public Works and Engineering

For: Village Board Meeting of May 12, 2025

Subject: Landscape Maintenance Purchase Order

**Financial Impact:**

\$136,000 - 100-441-46677 - MT Landscaping

\$22,000 - 100-427-46677 - MT Lanscaping

\$41,000 - 500-462-46620 - MT Building & Grounds

\$36,000 - 500-453-46620 - MT Building & Grounds

**Attachments:**

None

**Background:**

LandCare provides contractual landscape services for the Village and is entering the second year of a three-year contract approved by the Board in May 2024. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00226 in the amount of \$235,000 to LandCare USA LLC, Park City, IL, for contractual landscape services.



To: Mayor and Board of Trustees

From: Adam Boeche, Director of Public Works and Engineering  
Kelsey Langelier, Business Services Manager

For: Village Board Meeting of May 12, 2025

Subject: 2025 Mosquito Control Program

**Financial Impact:**

\$77,000 - 100-410-46410 - Consulting Services

**Attachments:**

1. Mundelein 2025 Renewal Letter

**Background:**

The attached renewal letter describes the charges for the base level work and adult mosquito control treatments. The total cost of the service for FY26 is 2.9% higher than the previous year.

**Recommendation:**

**Motion** to approve the Mosquito Control Program Agreement and purchase order number 26-00227 with Clarke Environmental for \$77,000.



675 Sidwell Court  
St. Charles, IL 60174  
630.894.2000 P  
630.443.3070 F  
www.clarke.com

January 30, 2025

Adam Boche  
Village of Mundelein  
801 Allanson Road  
Mundelein, IL 60060

Dear Adam:

We appreciate the opportunity to provide mosquito control services for the Village and look forward to continuing our partnership for 2025.

Per our agreement, Clarke is providing this written notice to inform the Village that the agreement between Clarke Environmental Mosquito Management, Inc. and the Village to provide mosquito control services has renewed for an additional term pending budget approval.

The 2025 Village of Mundelein Environmental Mosquito Management base program and village wide adult mosquito control treatments will be \$57,418.00 and \$6,399.29 per application, respectively. The 2025 prices reflect a 2.9% CPI-U increase for the core and adult mosquito control applications.

If you have questions regarding any aspect of your agreement, NPDES or services, please feel free to contact me at (847) 778-0224.

Sincerely,

  
George Balis

To: Mayor and Board of Trustees

From: Adam Boeche, Director of Public Works and Engineering  
Kelsey Langelier, Business Services Manager

For: Village Board Meeting of May 12, 2025

Subject: FY26 Asset Management - Cityworks Software

**Financial Impact:**

\$72,450 - 500-461-46415 - Computer Software Support

**Attachments:**

None

**Background:**

The FY26 budget provides \$72,450.00 for Cityworks asset management software. A multi-year agreement for Cityworks software was approved by the Board in June 2022. A purchase order and payment in the amount of \$72,450 is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00234 and payment for CityWorks asset management software, provided by Azteca Systems Holdings, LLC, of Sandy, UT, in the amount of \$72,450.

To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Amalgamated Bank of Chicago

**Financial Impact:**

\$1,450,000.00 - 280-446-49007, 300-237-49007, 520-455-49007, 341-265-49006 - Debt Principal  
\$1,226,231.00 - 280-446-49207, 300-238-49207, 520-455-49207, 341-265-49206 - Debt Interest

**Attachments:**

1. Amalgamated 050125

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00236 in the amount of \$2,676,231.00 to Amalgamated Bank of Chicago for debt service principal and interest for FY26.

| FY26 BOND SERVICE PAYMENTS |                            |                       |                 |     |
|----------------------------|----------------------------|-----------------------|-----------------|-----|
| Purchase Order #1          |                            |                       |                 |     |
|                            |                            |                       |                 |     |
|                            |                            |                       |                 |     |
| GL ACCOUNT NUMBER          | ACCOUNT DESCRIPTION        | Amount                |                 |     |
| <b>PRINCIPAL</b>           |                            |                       |                 |     |
| 280-49007-446              | DEBT PRINCIPAL SERIES 2019 | \$246,858.00          |                 | 26% |
| 300-49007-237              | DEBT PRINCIPAL SRS 2019    | \$456,133.00          |                 | 47% |
| 520-49007-455              | DEBT PRINCIPAL SRS 2019    | \$257,009.00          | \$960,000.00    | 27% |
| 341-49006-265              | DEBT PRINCIPAL SERIES 2017 | \$490,000.00          | \$490,000.00    |     |
|                            |                            | <b>\$1,450,000.00</b> | \$1,450,000.00  |     |
| <b>INTEREST</b>            |                            |                       |                 |     |
| 280-49207-446              | DEBT INTEREST SERIES 2019  | \$281,528.00          |                 | 26% |
| 300-49207-238              | DEBT INTEREST SRS 2019     | \$520,197.00          |                 | 47% |
| 520-49207-455              | DEBT INTEREST SRS 2019     | \$293,106.00          | \$547,415.50    | 27% |
| 341-49206-265              | DEBT INTEREST SERIES 2017  | \$131,400.00          | \$65,700.00     |     |
|                            |                            | <b>\$1,226,231.00</b> |                 |     |
|                            |                            |                       |                 |     |
|                            |                            | <b>\$2,676,231.00</b> | <b>Total PO</b> |     |

**TOTAL ANNUAL DEBT PAYMENTS**

| Debt           | Bond Series 2019 | Bond Series 2019 | Bond Series 2019 | Bond Series 2019 |  | Bond Series 2017 |  | TOTAL        |
|----------------|------------------|------------------|------------------|------------------|--|------------------|--|--------------|
| Fund           | 280              | 300              | 520              |                  |  | 341              |  | DEBT SERVICE |
| Funding Source | Stormwater       | Debt             | Water (DEPR)     | TOTAL            |  | TIF3             |  |              |
|                | 26%              | 48%              | 27%              |                  |  |                  |  |              |
| Fiscal Year    |                  |                  |                  |                  |  |                  |  |              |
| 2023           | 311,031          | 940,000          | 800,000          | 2,051,031        |  | 619,550          |  | 2,670,581    |
| 2024           | 527,665          | 975,000          | 549,366          | 2,052,031        |  | 616,650          |  | 2,668,681    |
| 2025           | 527,562          | 974,810          | 549,259          | 2,051,631        |  | 619,650          |  | 2,671,281    |
| 2026           | 528,385          | 976,330          | 550,116          | 2,054,831        |  | 621,400          |  | 2,676,231    |
| 2027           | 527,511          | 974,715          | 549,205          | 2,051,431        |  | 621,800          |  | 2,673,231    |
| 2028           | 527,562          | 974,810          | 549,259          | 2,051,631        |  | 626,400          |  | 2,678,031    |
| 2029           | 528,488          | 976,520          | 550,223          | 2,055,231        |  | 630,000          |  | 2,685,231    |
| 2030           | 527,665          | 975,000          | 549,366          | 2,052,031        |  | 632,600          |  | 2,684,631    |
| 2031           | 527,717          | 975,095          | 549,420          | 2,052,231        |  | 629,200          |  | 2,681,431    |
| 2032           | 528,591          | 976,711          | 550,330          | 2,055,631        |  |                  |  | 2,055,631    |
| 2033           | 527,665          | 975,000          | 549,366          | 2,052,031        |  |                  |  | 2,052,031    |
| 2034           | 527,562          | 974,810          | 549,259          | 2,051,631        |  |                  |  | 2,051,631    |
| 2035           | 399,659          | 738,476          | 416,096          | 1,554,231        |  |                  |  | 1,554,231    |
| 2036           | 399,762          | 738,666          | 416,203          | 1,554,631        |  |                  |  | 1,554,631    |
| 2037           | 399,505          | 738,191          | 415,935          | 1,553,631        |  |                  |  | 1,553,631    |
| 2038           | 400,174          | 739,426          | 416,631          | 1,556,231        |  |                  |  | 1,556,231    |
| 2039           | 400,431          | 739,901          | 416,899          | 1,557,231        |  |                  |  | 1,557,231    |
| 2040           | 400,277          | 739,616          | 416,738          | 1,556,631        |  |                  |  | 1,556,631    |
| 2041           | 399,711          | 738,571          | 416,150          | 1,554,431        |  |                  |  | 1,554,431    |
| 2042           | 400,019          | 739,141          | 416,471          | 1,555,631        |  |                  |  | 1,555,631    |
| 2043           | 399,865          | 738,856          | 416,310          | 1,555,031        |  |                  |  | 1,555,031    |
| 2044           | 400,534          | 740,091          | 417,006          | 1,557,631        |  |                  |  | 1,557,631    |
| 2045           | 399,402          | 738,001          | 415,828          | 1,553,231        |  |                  |  | 1,553,231    |
| 2046           | 400,379          | 739,806          | 416,846          | 1,557,031        |  |                  |  | 1,557,031    |
| 2047           | 399,938          | 738,990          | 416,385          | 1,555,313        |  |                  |  | 1,555,313    |
| 2048           | 400,460          | 739,955          | 416,929          | 1,557,344        |  |                  |  | 1,557,344    |
| 2049           | 400,621          | 740,252          | 417,097          | 1,557,969        |  |                  |  | 1,557,969    |
| 2050           | 400,420          | 739,880          | 416,887          | 1,557,188        |  |                  |  | 1,557,188    |



**ANNUAL PRINCIPAL PAYMENTS**

|                | 280-49007-446    | 300-49007-237    | 520-49007-455    |                  | 341-49006-265    |  | TOTAL     |
|----------------|------------------|------------------|------------------|------------------|------------------|--|-----------|
| Debt           | Bond Series 2019 | Bond Series 2019 | Bond Series 2019 | Bond Series 2019 | Bond Series 2017 |  | PRINCIPAL |
| Fund           | 280              | 300              | 520              |                  | 341              |  |           |
| Funding Source | Stormwater       | Debt             | Water (DEPR)     | TOTAL            | TIF3             |  |           |
|                | 26%              | 48%              | 27%              |                  |                  |  |           |
| Fiscal Year    |                  |                  |                  |                  |                  |  |           |
| 2023           | 100,000          | 440,000          | 310,000          | 850,000          | 430,000          |  | 1,280,000 |
| 2024           | 227,571          | 420,498          | 236,931          | 885,000          | 440,000          |  | 1,325,000 |
| 2025           | 236,571          | 437,128          | 246,301          | 920,000          | 465,000          |  | 1,385,000 |
| 2026           | 246,857          | 456,133          | 257,009          | 960,000          | 490,000          |  | 1,450,000 |
| 2027           | 255,857          | 472,763          | 266,380          | 995,000          | 510,000          |  | 1,505,000 |
| 2028           | 266,143          | 491,769          | 277,088          | 1,035,000        | 535,000          |  | 1,570,000 |
| 2029           | 277,714          | 513,150          | 289,136          | 1,080,000        | 560,000          |  | 1,640,000 |
| 2030           | 288,000          | 532,156          | 299,844          | 1,120,000        | 585,000          |  | 1,705,000 |
| 2031           | 299,571          | 553,537          | 311,892          | 1,165,000        | 605,000          |  | 1,770,000 |
| 2032           | 312,429          | 577,294          | 325,278          | 1,215,000        |                  |  | 1,215,000 |
| 2033           | 324,000          | 598,675          | 337,325          | 1,260,000        |                  |  | 1,260,000 |
| 2034           | 336,857          | 622,432          | 350,711          | 1,310,000        |                  |  | 1,310,000 |
| 2035           | 222,429          | 410,995          | 231,576          | 865,000          |                  |  | 865,000   |
| 2036           | 231,429          | 427,625          | 240,946          | 900,000          |                  |  | 900,000   |
| 2037           | 240,429          | 444,255          | 250,317          | 935,000          |                  |  | 935,000   |
| 2038           | 250,714          | 463,260          | 261,025          | 975,000          |                  |  | 975,000   |
| 2039           | 261,000          | 482,266          | 271,734          | 1,015,000        |                  |  | 1,015,000 |
| 2040           | 271,286          | 501,272          | 282,443          | 1,055,000        |                  |  | 1,055,000 |
| 2041           | 281,571          | 520,277          | 293,151          | 1,095,000        |                  |  | 1,095,000 |
| 2042           | 293,143          | 541,658          | 305,199          | 1,140,000        |                  |  | 1,140,000 |
| 2043           | 304,714          | 563,040          | 317,246          | 1,185,000        |                  |  | 1,185,000 |
| 2044           | 317,571          | 586,797          | 330,632          | 1,235,000        |                  |  | 1,235,000 |
| 2045           | 329,143          | 608,178          | 342,679          | 1,280,000        |                  |  | 1,280,000 |
| 2046           | 343,286          | 634,311          | 357,404          | 1,335,000        |                  |  | 1,335,000 |
| 2047           | 353,571          | 653,316          | 368,113          | 1,375,000        |                  |  | 1,375,000 |
| 2048           | 365,143          | 674,697          | 380,160          | 1,420,000        |                  |  | 1,420,000 |
| 2049           | 376,714          | 696,079          | 392,207          | 1,465,000        |                  |  | 1,465,000 |
| 2050           | 388,286          | 717,460          | 404,254          | 1,510,000        |                  |  | 1,510,000 |



**ANNUAL INTEREST PAYMENTS**

|                | 280-49207-446    | 300-49207-238    | 520-49207-455    |                  | 341-49206-265    |  | TOTAL     |
|----------------|------------------|------------------|------------------|------------------|------------------|--|-----------|
| Debt           | Bond Series 2019 | Bond Series 2019 | Bond Series 2019 | Bond Series 2019 | Bond Series 2017 |  | INTEREST  |
| Fund           | 280              | 300              | 520              |                  | 341              |  |           |
|                |                  |                  |                  |                  |                  |  |           |
| Funding Source | Stormwater       | Debt             | Water (DEPR)     | TOTAL            | TIF3             |  |           |
|                | 26%              | 48%              | 27%              |                  |                  |  |           |
| Fiscal Year    |                  |                  |                  |                  |                  |  |           |
| 2023           | 211,031          | 500,000          | 490,000          | 1,201,031        | 189,550          |  | 1,390,581 |
| 2024           | 300,094          | 554,502          | 312,435          | 1,167,031        | 176,650          |  | 1,343,681 |
| 2025           | 290,991          | 537,682          | 302,958          | 1,131,631        | 154,650          |  | 1,286,281 |
| 2026           | 281,528          | 520,197          | 293,106          | 1,094,831        | 131,400          |  | 1,226,231 |
| 2027           | 271,654          | 501,952          | 282,826          | 1,056,431        | 111,800          |  | 1,168,231 |
| 2028           | 261,419          | 483,041          | 272,171          | 1,016,631        | 91,400           |  | 1,108,031 |
| 2029           | 250,774          | 463,370          | 261,087          | 975,231          | 70,000           |  | 1,045,231 |
| 2030           | 239,665          | 442,844          | 249,522          | 932,031          | 47,600           |  | 979,631   |
| 2031           | 228,145          | 421,558          | 237,528          | 887,231          | 24,200           |  | 911,431   |
| 2032           | 216,162          | 399,417          | 225,052          | 840,631          |                  |  | 840,631   |
| 2033           | 203,665          | 376,325          | 212,041          | 792,031          |                  |  | 792,031   |
| 2034           | 190,705          | 352,378          | 198,548          | 741,631          |                  |  | 741,631   |
| 2035           | 177,231          | 327,481          | 184,520          | 689,231          |                  |  | 689,231   |
| 2036           | 168,334          | 311,041          | 175,257          | 654,631          |                  |  | 654,631   |
| 2037           | 159,077          | 293,936          | 165,619          | 618,631          |                  |  | 618,631   |
| 2038           | 149,459          | 276,166          | 155,606          | 581,231          |                  |  | 581,231   |
| 2039           | 139,431          | 257,635          | 145,165          | 542,231          |                  |  | 542,231   |
| 2040           | 128,991          | 238,345          | 134,296          | 501,631          |                  |  | 501,631   |
| 2041           | 118,139          | 218,294          | 122,998          | 459,431          |                  |  | 459,431   |
| 2042           | 106,877          | 197,483          | 111,272          | 415,631          |                  |  | 415,631   |
| 2043           | 95,151           | 175,816          | 99,064           | 370,031          |                  |  | 370,031   |
| 2044           | 82,962           | 153,295          | 86,374           | 322,631          |                  |  | 322,631   |
| 2045           | 70,259           | 129,823          | 73,149           | 273,231          |                  |  | 273,231   |
| 2046           | 57,094           | 105,496          | 59,442           | 222,031          |                  |  | 222,031   |
| 2047           | 46,366           | 85,673           | 48,273           | 180,313          |                  |  | 180,313   |
| 2048           | 35,317           | 65,257           | 36,769           | 137,344          |                  |  | 137,344   |
| 2049           | 23,906           | 44,173           | 24,889           | 92,969           |                  |  | 92,969    |
| 2050           | 12,134           | 22,421           | 12,633           | 47,188           |                  |  | 47,188    |



To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Daniel Beelow-Sales Tax Rebate FY2025

**Financial Impact:**

\$40,000.00 - 330-263-49402.000 - Tax Rebates

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 25-00201 in the amount of \$40,000.00 to Daniel Beelow for Sales Tax Rebates FY2025.

To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Lake Hawley Mundelein LLC - Sales Tax Rebate FY2026

**Financial Impact:**

\$35,000.00 - 330-263-49402.000 - Tax Rebates

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00205 in the amount of \$35,000.00 to Lake Hawley Mundelein LLC for Sales Tax Rebates FY2026.

To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Jewel-Osco - Sales Tax Rebate FY2026

**Financial Impact:**

\$350,000.00 - 330-263-49402.000 - Tax Rebates

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00206 in the amount of \$350,000.00 to Jewel-Osco for Sales Tax Rebates FY2026.

To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Daniel Beelow - Sales Tax Rebates FY2026

**Financial Impact:**

\$450,000.00 - 330-263-49402.000 - Tax Rebates

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00207 in the amount of \$450,000.00 to Daniel Beelow for Sales Tax Rebates FY2026.

To: Mayor and Board of Trustees

From: Adam Boeche, Director of Public Works and Engineering  
Kelsey Langelier, Business Services Manager

For: Village Board Meeting of May 12, 2025

Subject: Cityworks Support Services

**Financial Impact:**

\$7,000 - 500-461-46410 - CONSULTING SERVICES  
\$30,000 - 100-410-46415 - COMPUTER SOFTWARE SUPPORT

**Attachments:**

None

**Background:**

In July 2023, the Board approved a four-year agreement for third party support services related to PW&E's asset management software, Cityworks. The FY26 budget provides funds for such services. The proposed FY26 service fee is \$37,000.

**Recommendation:**

**Motion** to approve purchase order number 26-00246 in the amount of \$37,000 to Ritter GIS, Northville, MI, for asset management software support services.

To: Mayor and Board of Trustees

From: Vanna Jankowski, Finance Clerk  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: Infosend - Postage/Printing Services for Utility Billing FY26

**Financial Impact:**

\$43,000.00 - 500-463-47016.000 - Postage  
\$12,000.00 - 500-463-46441.000 - Printing Services

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00244 in the amount of \$55,000.00 to Infosend for Postage and Printing Services for FY2026.

To: Mayor and Board of Trustees

From: Adam Boeche, Director of Public Works and Engineering  
Kelsey Langelier, Business Services Manager

For: Village Board Meeting of May 12, 2025

Subject: Fireworks

**Financial Impact:**

\$40,000 - 100-103-46499 - PROFESSIONAL SERVICES  
\$5,000 - 100-201-46899 - MISC COMMUNITY SERVICE

**Attachments:**

None

**Background:**

In March 2025, the Board approved a three-year contract extension for fireworks displays for Community Days and the Winter Tree Lighting Festival. The FY26 budget provides funds for such services. The cost is \$40,000 for Community Days and \$5,000 for the Winter Tree Lighting Festival.

**Recommendation:**

**Motion** to approve purchase order number 26-00252 in the amount of \$45,000 to Mad Bomber Fireworks Productions, La Porte, IN, for fireworks displays.

To: Mayor and Board of Trustees

From: Lori Smith, Help Desk Assistant  
Lynne Monroe, Assistant Village Administrator

For: Village Board Meeting of May 12, 2025

Subject: Assessment First LLC Purchase Order

**Financial Impact:**

\$54,924.62 - 100-000-34670 - Insurance Reimbursable

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Attached is a Departmental Purchase Request exceeding the \$20,000 limitation. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 25-00222 in the amount of \$54,924.62 made payable to Assessment First LLC for Data Mining Phase II.



To: Mayor and Board of Trustees

From: Jason Seeley, Police Chief

For: Village Board Meeting of May 12, 2025

Subject: LaLuzerne and Smith Services

**Financial Impact:**

\$150,000.00 - 100-240-46401 - Legal Fees

**Attachments:**

None

**Background:**

LaLuzerne & Smith provides legal services to the police department, including prosecution. Board approval of a purchase order and payments in the amount of \$150,000.00 to LaLuzerne & Smith for FY2026 Legal Services is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00235 and payment of \$150,000 to LaLuzerne & Smith for FY26 legal services for the police department.

To: Mayor and Board of Trustees

From: Jason Seeley, Police Chief

For: Village Board Meeting of May 12, 2025

Subject: Northeastern Illinois Regional Crime Laboratory Services

**Financial Impact:**

\$49,078.00 - Account #100-301-46423 - Northeastern Illinois Regional Crime Lab

**Attachments:**

None

**Background:**

On April 22, 2024, the Village Board approved an Intergovernmental Agreement among member agencies of the Northeastern Illinois Regional Crime Laboratory for forensic services. Board approval of a purchase order and payment in the amount of \$49,078.00 is respectfully requested.

**Recommendation:**

**Motion** to approve a purchase order number 26-00210 and payment in the amount of \$49,078 to the Northeastern Illinois Regional Crime Laboratory for forensic services.

To: Mayor and Board of Trustees

From: Jason Seeley, Police Chief

For: Village Board Meeting of May 12, 2025

Subject: Motorola Solutions - Starcom21

**Financial Impact:**

\$25,000.00 (Motorola Starcom21 - Radios) - Account #100-302-46422 - Lake County Radio Network

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000.00. We are respectfully requesting approval for a purchase order and payment in the amount of \$25,000.00 to Motorola Solutions for FYE2026 Starcom Radio services.

**Recommendation:**

**Motion** to approve purchase order number 26-00214 and payment in the amount of \$25,000 for Motorola Solutions for FY2026 Starcom Radio services for the Police Department.

To: Mayor and Board of Trustees

From: Jason Seeley, Police Chief

For: Village Board Meeting of May 12, 2025

Subject: Tyler Technologies Data Conversion

**Financial Impact:**

\$67,000.00 - Account #100-202-46410 - Consulting Services

\$41,950.00 - Account #100-260-48410 - Computer Equipment

**Attachments:**

None

**Background:**

An amendment to license agreement number 20027 with Tyler Technologies amendment for RMS corrections and the conversion of data for CAPERS, IDNETWORKS and Quicket Solutions.

**Recommendation:**

**Motion** to approve purchase order number 26-00229 and payment in the amount of \$108,950 to Tyler Technologies for data conversion services.

To: Mayor and Board of Trustees

From: Jason Seeley, Police Chief

For: Village Board Meeting of May 12, 2025

Subject: AXON Body Worn, Fleet and ALPR Camera Storage

**Financial Impact:**

\$150,300.00 - Account #100-305-47011 - Computer Programs  
AXON Contract Year 4 of 5

**Attachments:**

None

**Background:**

On June 13, 2022, the Village Board approved a five-year agreement and purchase contract with AXON Enterprises for tasers, bodyworn and fleet cameras as well as the device management system. Board approval of a purchase order and payment in the amount of \$150,300.00 is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00231 and payment in the amount of \$150,300 to AXON Enterprises for year four of the five-year agreement and purchase contract.

To: Mayor and Board of Trustees

From: Tameika Jones, Director of Human Resources

For: Village Board Meeting of May 12, 2025

Subject: Paylocity Corp

**Financial Impact:**

\$75,000 – 100-205-46499 – Professional Services

**Attachments:**

None

**Background:**

Paylocity Corp is the designated vendor for the Village's Human Resources department, providing comprehensive solutions for various functions including payroll processing, benefits administration, performance management, and recruitment activities. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00216 and payment in the amount of \$75,000 to Paylocity Corp.

To: Mayor and Board of Trustees

From: Tameika Jones, Director of Human Resources

For: Village Board Meeting of May 12, 2025

Subject: Illinois Department of Employment Security (IDES)

**Financial Impact:**

\$100,000 – 100-205-46004 – Unemployment Insurance

**Attachments:**

None

**Background:**

The Illinois Department of Employment Security (IDES) is the government agency responsible for processing unemployment claims filed by individuals who have separated from employment. The Village is responsible for remitting payments on a quarterly basis based on the claims received from IDES. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00217 and payment in the amount of \$100,000 to Illinois Department of Employment Security (IDES).

To: Mayor and Board of Trustees

From: Tameika Jones, Director of Human Resources

For: Village Board Meeting of May 12, 2025

Subject: Intergovernmental Personnel Benefit Cooperative (IPBC)

**Financial Impact:**

\$4,466,000 - 100-000-26080 – Health Insurance Payable

**Attachments:**

None

**Background:**

The Intergovernmental Personnel Benefit Cooperative (IPBC) is an intergovernmental agency established under Illinois statutes that enables local government entities to collaborate for insurance purposes. It is available to municipalities, counties, special districts, and other intergovernmental agencies, providing a cooperative framework for managing personnel benefits. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-0020 and payment in the amount of \$4,466,000 to the Intergovernmental Personnel Benefit Cooperative (IPBC).



To: Mayor and Board of Trustees

From: Tameika Jones, Director of Human Resources

For: Village Board Meeting of May 12, 2025

Subject: Bestco UA

**Financial Impact:**

\$158,000 – 100-000-26080 – Health Insurance Payable

**Attachments:**

None

**Background:**

Benistar Administrative Services, Inc. (BASI) is a nationally licensed Third Party Administrator (TPA) specializing in group retiree medical and prescription drug benefits. BASI manages certain services for the Village's retirees, and payments for these benefits are remitted to Bestco UA. The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00221 and payment in the amount of \$158,000 to Bestco UA.

To: Mayor and Board of Trustees

From: Jennifer Rogers, Executive Assistant  
Bill Lark, Chief

For: Village Board Meeting of May 12, 2025

Subject: Winchester Road Tornado Siren Replacement - J.S. Communications

**Financial Impact:**

\$54,620.00 - 291-316-48299 - Other Building / Facilities

**Attachments:**

1. Quote for Winchester Outdoor Warning Siren

**Background:**

This is the final replacement siren until 2036. The cost is the total for the replacement siren, metal pole, solar power and installation.

**Recommendation:**

**Motion** to approve purchase order number 26-00265 in the amount of \$54,620 to JS Communications.

# COMMUNICATIONS TECHNOLOGIES LLC

22600 W. Ridge Dr. Antioch, IL 60002

Phone: 224-788-8046 Fax: 224-220-3223

Chief Bill Lark  
Mundelein Fire Department  
1500 N Midlothian Rd.  
Mundelein, IL 60060

May 2, 2025

**QUOTE: 20250502B**

Whelen outdoor warning siren and metal pole.

WPS-4000-4      Whelen electronic warning siren. Rotating with PA.      \$35,635.00 each  
Siren includes: Type III electronics cabinet with all controls, DTMF 10 digit 2-way control  
Board, AC temperature compensating or solar battery charger, 2-deep cycle lead acid batteries,  
Pole mounting bracket, 50' speaker/control cables.  
Package includes: VHF radio/antenna package with polyphaser lightning protection module,  
Grounding, and 2-year factory warranty from date of manufacture.  
Output specs: 129dBc @ 100', 70dBc @ 6000' (Estimated)

Shipping truck freight from Chester, CT to Mundelein, IL.      Not to exceed: \$1,200.00

1      Class II 60' Ductile Iron Pole. Arc-Applied Zinc Base Coat 2/Gray Acrylic Finish.      \$9,310.00  
Includes: Pole top siren mount, Final finish coat Black. Delivered and off-loaded on site.

1      Solar package including installation.      \$1,995.00  
Includes: pole side mounting bracket and all necessary hardware, wire,  
liquid tight, and fittings. Removes AC charger from above.

Installation of siren and pole as listed:      \$6,480.00  
Includes: installation of above siren on metal pole with all material, connectors,  
liquid tight, hardware, grounding, miscellaneous items, per manufacturers specifications.  
Includes all heavy equipment needed for installation with pole foam &/or CA-6 gravel backfill.

Site: Winchester Rd.

**TOTAL: \$54,620.00**

Pricing based on a purchase made in May of 2025.

Regards,

Jeffrey Smouse

This quote may be subject to sales tax. Quotation is valid for sixty (60) days with the exception of cost increases from the manufacturers.

20% Restocking fee on any item returned or canceled.

Quoted price may vary from shipment price due to surcharge being applied to price of product at the time of shipment.

Special terms may apply.

# **COMMUNICATIONS TECHNOLOGIES LLC**

**22600 W. Ridge Dr. Antioch, IL 60002**

**Phone: 224-788-8046 Fax: 224-220-3223**

## **Terms:**

40% due within 10 days of receipt of purchase order or written order of authorization.  
(\$21,848.00)

40% due within 10 days of delivery of siren(s) to Mundelein Fire Dept. Mundelein, IL.  
(\$21,848.00)

20% due within 10 days of installation, testing, and acceptance.  
\*\*(10,924.00)

\*Site restoration and/or permits are the responsibility of the purchaser and are not included in this quote.

\*\*Should shipping costs be lower than this not to exceed figure, amount will be credited off final invoice.

Site picked must be accessible by a crane and other heavy equipment for installation and off-loading of pole(s).

Site picked should preferably have year-round accessibility for normal maintenance and service calls. I will be happy to assist you with site selection.

For solar battery charging the site picked must have a clear view of the south sky, especially in winter when the sun is very low on the horizon, for proper charging operation.

Estimated production time for the Whelen siren is currently 10 - 12 weeks from receipt of order.

Estimated manufacturing for metal pole is currently 15 weeks from receipt of order.

JS Communications will handle all JULIE requests for siren installation.

Please advise if you have any questions or concerns regarding this quote.

Regards,

Jeffrey Smouse

This quote may be subject to sales tax. Quotation is valid for sixty (60) days with the exception of cost increases from the manufacturers.

20% Restocking fee on any item returned or canceled.

Quoted price may vary from shipment price due to surcharge being applied to price of product at the time of shipment.

Special terms may apply.

To: Mayor and Board of Trustees

From: Jennifer Rogers, Executive Assistant  
Bill Lark, Chief

For: Village Board Meeting of May 12, 2025

Subject: Whelen Weather Warn System - J.S. Communications

**Financial Impact:**

\$28,038 - 100-202-46415 - Computer Software Support

The total cost of the system is \$28,038. However, the cost will be split between the Village of Mundelein, Village of Vernon Hills and the Countryside Fire Protection District.

**Attachments:**

1. Weather Warn System - Information

**Background:**

**Recommendation:**

**Motion** to approve purchase order number 26-00256 in the amount of \$28,038 to JS Communications.



## MEMORANDUM

To: Mundelein Village Board

From: Bill Lark, Fire Chief

Date: April 23, 2025

Re: Whelen Weather Warn System

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Currently, our outdoor warning sirens can be activated at the Mundelein dispatch center as well as fire station 2. The sirens are activated using the Mundelein Public Works vhf radio frequency. With the closing of our dispatch center, and the corresponding move to LakeComm, we researched options for the activation of our outdoor warning sirens. During severe weather, manual activation by someone at fire station 2 or a police officer on the street stopping at fire station 2 is not a realistic option.

There has been much discussion regarding the activation of the outdoor warning sirens being a core function of LakeComm. Due to the effective distance limitations of the vhf signal, for Lake Comm to have the ability to activate the outdoor warning sirens throughout the County, all sirens would need to be retrofitted to cellular or StarCom capabilities. Due to the cost of retrofitting the outdoor warning sirens as well as the needed hardware at LakeComm, it was decided that the activation of the outdoor warning sirens would not be a core function of LakeComm.

I confirmed the retrofit cost with JS Communications. Retrofitting our sirens to STARCOM capable would be approximately \$150,000. In addition to the retrofit cost, we would need to budget monthly STARCOM service fees for our 9 warning sirens. JS Communications also advised that Whelen expressly states that they do not guarantee performance if a digital radio system is used. The unreliability is due to the amount of audio processing in STARCOM and the high speed DTMF being used for the Whelen sirens. The Lake County system is also encrypted, which adds even more audio processing.

To retrofit our sirens to cellular, the current cost would be \$4,000 per siren as well as a monthly cellular fee. We currently have 9 outdoor warning sirens that would need to be retrofitted at a cost of \$36,000. We would also need to plan for recurring monthly cellular charges. This also does not include the necessary hardware that would need to be installed at LakeComm. We

have been advised that activating the sirens using a cellular signal can be an issue if the existing siren is in a cellular “dead spot”.

Due to the costs listed above, we researched other options and found that the Whelen Weather Warn siren controller would fit our needs for the activation of our outdoor warning sirens. The Whelen Weather Warn siren controller connects to our existing siren encoder at fire station 2. The automatic activation system is activated by warnings issued by the National Weather Service. We can program the system to activate all our sirens or just those that are in the NWS polygon warning area. We will still maintain the ability to test and manually activate our sirens if necessary. I spoke to Gurnee Fire Chief John Kavanagh. He stated that Gurnee is using the Weather Warn system, and it works as advertised and that they have had zero issues.

The Whelen Weather Warn system can operate up to 50 warning sirens. I spoke to Countryside Fire Protection District Fire Chief Smith and Vernon Hills Police Chief Kreis regarding sharing costs if the VHF signal was found strong enough to reach all their sirens. The vhf signal strength was tested and found to be strong. Due to the limitations of a vhf signal, the ability to partner with Wauconda or Lake Zurich is not an option.

The cost of this purchase order will be shared equally by the Countryside Fire Protection District Fire Chief Smith and the Village of Vernon Hills. An IGA will follow shortly that will outline sharing any maintenance costs of the system as well as annual license fees.

# COMMUNICATIONS TECHNOLOGIES LLC

22600 W. Ridge Dr. Antioch, IL 60002

Phone: 224-788-8046 Fax: 224-220-3223

Chief Bill Lark  
Mundelein Fire Department  
1500 N Midlothian Rd.  
Mundelein, IL 60060

April 28, 2025

**QUOTE: 20250428C**

Chief Lark,

This quote is for a Computer Controller siren activation and monitoring system. Polygon based, individual siren addresses, Whelen 10-digit DTMF format, NWS coding; use with Lake County, IL format on same operating frequency as current base station.

## Computer Hardware:

|            |                                                                                                                                                                                                                                                                                                                                 |             |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| W-3000     | WeatherWarn activation controller for up to 50 sirens.<br>Includes a software GUI for two-way activation of Whelen sirens. The controller<br>Includes a PC, 21" monitor, keyboard, mouse, and siren interface Controller. (works<br>as a standalone or server).                                                                 | \$13,035.00 |
| WWSIC      | Weather Warn siren interface controller<br>#1: Siren CH                                                                                                                                                                                                                                                                         | \$1,309.00  |
| Networking | Upgrade version to Rapid Warn W-3000 to include National Weather Service<br>And notification capability and e-mail group alerts. (Optional: add in cost if desired,<br>also subject to annual software maintenance contract)                                                                                                    | \$3,300.00  |
| RADAR      | Radar overlay-uses NWS imagery that displays on top of siren system map.<br>(optional)                                                                                                                                                                                                                                          | \$2,750.00  |
| Networking | Annual remote subscription access to WeatherWarn computer as required by 3 <sup>rd</sup><br>Party. (Annual Renewal fee applies)                                                                                                                                                                                                 | \$495.00    |
| W-Ma1Y     | 1-year remote software maintenance agreement for standalone or server version.<br>Includes: software upgrades, patches and fixes. Includes 24/7 tech support and<br>remote system monitoring and notification. (Optional; add if desired; automatic<br>annual renewal fee and only used for Automatic Weather Activation units) | \$2,310.00  |
| W-Config   | System configuration-includes up to the following: mapping of sirens, configuration<br>of WxMsg, input of call keys and configuration of e-mails/social media. This<br>Includes a baseline configuration from RapidWarn, and onsite support for up to 2<br>days from Frontline Warning Systems.                                 | \$3,850.00  |

This quote may be subject to sales tax. Quotation is valid for sixty (60) days with the exception of cost increases from the manufacturers.

20% Restocking fee on any item returned or canceled.

Quoted price may vary from shipment price due to surcharge being applied to price of product at the time of shipment.

Special terms may apply.



# **COMMUNICATIONS TECHNOLOGIES LLC**

**22600 W. Ridge Dr. Antioch, IL 60002**

**Phone: 224-788-8046**

**Fax: 224-220-3223**

|               |                                                                                                                                                                                                                               |                    |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Shipping      | Shipping from provider.                                                                                                                                                                                                       | \$89.00            |
| Installation  | Radio System:<br>Installation by radio vendor (JS Communications Technologies LLC)<br>Includes: installation of interface into existing radio system. Setting levels to specifications for transmit and receive audio levels. | \$900.00           |
| <b>TOTAL:</b> |                                                                                                                                                                                                                               | <b>\$28,038.00</b> |

## Requirements:

- #1: End user must provide reliable and acceptable Internet connection with applicable open ports to allow the system to function.
- #2: End user must provide e-mail account for computer to send siren polling logs from.
- #3: End user IT support may be required for port configuration requirements, etc.

This is a custom ordered and built machine. A 50% payment is required with order to proceed with the project. Balance will be invoiced upon completion of projects.

\$14,019.00 due with order.

\$14,019.00 shall be invoice upon completion of project.

Computer based system shall be installed at your fire station 2 by Frontline Warning Systems, assisted by JS Communications and is included in the above pricing.

Please advise if you have any questions or concerns regarding this quote.

Regards,

Jeffrey Smouse

This quote may be subject to sales tax. Quotation is valid for sixty (60) days with the exception of cost increases from the manufacturers.

20% Restocking fee on any item returned or canceled.

Quoted price may vary from shipment price due to surcharge being applied to price of product at the time of shipment.

Special terms may apply.

## WARNING AT YOUR FINGERTIPS WITH THE W-3000

The WeatherWarn PC siren controller provides graphical user interface which allows for activation and monitoring of your Whelen siren system manually or **automatically**. This flexible platform allows for extensive customization and usability.



Pictured: W-3000 with PC, keyboard, mouse and monitor

### Automatic NWS Polygon Siren Activation

The National Weather Service issues warnings that can be received over the internet or locally on a satellite receiver. This feed can be utilized to automatically activate a Whelen siren system. Based on user defined input, the system can be activated for any number of warnings including tornado, thunderstorm or civil emergencies. The user can also define if the entire system or only those sirens within the polygon are activated.

Automatic activation can easily be turned off during “normal” operational hours if the user chooses. In manual mode, the system will receive the polygon warning from the NWS, populate what units need to be activated and await approval from an operator before activating the system. This flexibility allows the user to have full control of operating procedure.

### Social Networking

In today's world of ever changing technology, it is important to utilize all available methods of alerting your public during a time of emergency. The Weather-Warn W-3000 offers the option to relay emergency information in conjunction with Whelen siren system activation. Whether automatically or manually, the system can be configured to send out a “tweet” via twitter account or post a Facebook status update to a specific account. This allows users to have information in an instant via smart phone or PC.

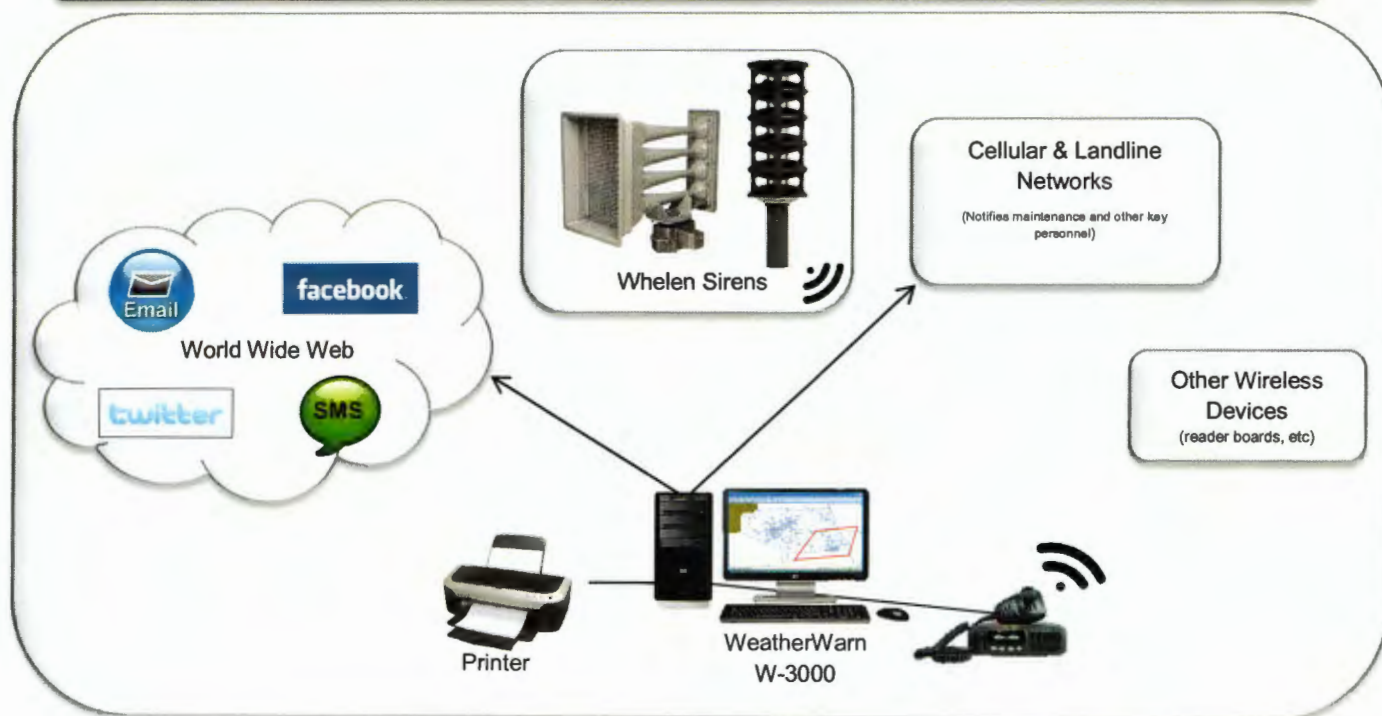
### Full Two Way Diagnostic Feedback

Full diagnostic feedback allows the user to silent test the system and receives status information for each unit to include communication path, partial or full driver/amp failure, AC power presence and DC voltage.

## Other Features

- All call, group/zone or single siren activation
- User defined polygon activation
- Custom call keys—prescript scenarios for possible known events
- Custom mapping option
- Capable of live PA or .wav or .mp3 files
- Supports activation of Whelen prerecorded message boards
- Configurable time of day automatic activation for testing or other “routine” activations
- Activation of other DTMF or Two Tone capable sirens (requires each unit to be individually addressable, some configuration changes might be required)
- Interfaces with conventional radio or landline
- Standard Microsoft Windows 7 based platform
- Supports automatic telephone or SMS text notification to specific personnel
- Capable of interfacing to other devices such as reader boards

## TYPICAL INSTALLATION OF W-3000





To: Mayor and Board of Trustees

From: Jennifer Marshall, Executive Assistant

For: Village Board Meeting of May 12, 2025

Subject: Mundelein Community Connection Annual Contribution

**Financial Impact:**

\$20,000 - 100-201-46899 - Misc. Community Service

**Attachments:**

1. MCC - 2025-2026 Budget Request - 04.04.25

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 26-00278 in the amount of \$20,000 for the MCC Annual contribution.



## Mundelein Community Connection

171 N. Archer Avenue, Mundelein, IL 60060

847-970-9235 (office)

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

Email: [info@mundeleincommunityconnection.org](mailto:info@mundeleincommunityconnection.org)

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April 4, 2025

Mayor Steve Lentz & Village Board Trustees  
Village of Mundelein  
300 Plaza Circle  
Mundelein, IL 60060

Dear Mayor Lentz and the Village Board of Trustees:

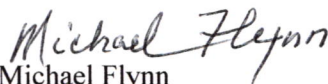
Enclosed please find the MCC financial statements provided by Chris Rudolph CPA for FYE January 31, 2025.

In MCC's Fiscal Year (February 1, 2024-January 31, 2025), we raised \$117,220.37 in total revenues. (See Exhibit "A" page 3: \$142,220.37 - \$25,000 Village Grant = \$117,220.37.) In FYE 25 Village funding accounted for 17.58% of MCC's revenue. Also, enclosed is our budget for the upcoming year (See Exhibit "1"). The MCC Grant request for FYE 2026 is \$20,000; with a total expenditure of \$167,080, which is 12% of the MCC revenues. (See Exhibit "1".)

Thank you for your support of MCC. We hope you agree that MCC provides a great value for your investment. In the year ahead we will continue to improve our core events; plus, increase business sponsorships, expand membership, and look for other revenue options.

We truly appreciate the assistance and support that the Village provides MCC. We know that together we will make Mundelein a great community to live, work and shop. If you have any questions, please feel free to contact me or any of our Mundelein Community Connection family.

Sincerely,

  
Michael Flynn  
President

Enclosures

cc: Eric Guenther  
Lynne Monroe



**Financial Statements  
of  
Mundelein Community Connection  
For the Period Ended January 31, 2025**

We have compiled the accompanying Statements of Assets and Net Assets – Cash Basis of Mundelein Community Connection as of January 31, 2025 and the related statements of Revenues & Expenses and Changes in Net Assets – Cash Basis for the period then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Rudolph CPA

1870 W. Winchester Rd Suite 113  
Libertyville, IL 60048  
847-362-1050

# Mundelein Community Connection

## Statements of Assets and Net Assets - Cash Basis

| 31-Jan-25                                        | 2025                | 2024               |
|--------------------------------------------------|---------------------|--------------------|
| <b>Assets</b>                                    |                     |                    |
| Cash                                             | \$ 102,203          | \$ 92,505          |
| Prepaid car show expenses                        |                     |                    |
| <b>Total current assets</b>                      | <b>\$ 102,203</b>   | <b>\$ 92,505</b>   |
| <b>Property, equipment &amp; intangibles</b>     |                     |                    |
| Building                                         | \$ 16,189           | \$ 16,189          |
| Banners                                          | \$ 4,138            | \$ 4,138           |
| Furniture and fixtures                           | \$ 3,330            | \$ 3,330           |
| Office equipment                                 | \$ 8,490            | \$ 8,490           |
| Leasehold improvements                           | \$ 2,229            | \$ 2,229           |
| Car Show Rights                                  | \$ 8,000            | \$ 8,000           |
| <b>Total property, equipment and intangibles</b> | <b>\$ 42,376</b>    | <b>\$ 42,376</b>   |
| Less: Accum. depreciation & amortization         | \$ (34,254.00)      | \$ (33,306.00)     |
| <b>Net property and equipment</b>                | <b>\$ 8,122</b>     | <b>\$ 9,070</b>    |
| <b>Total assets</b>                              | <b>\$ 110,325</b>   | <b>\$ 101,575</b>  |
| <b>Liabilities</b>                               |                     |                    |
| Deferred Village Grant                           | \$ 25,000.00        | \$ -               |
| Deferred car show revenue                        | \$ -                | \$ 2,000.00        |
| <b>Total liabilities</b>                         | <b>\$ 25,000.00</b> | <b>\$ 2,000.00</b> |
| <b>Net Assets</b>                                |                     |                    |
| <b>Net assets</b>                                | <b>\$ 85,325</b>    | <b>\$ 99,575</b>   |

## Mundelein Community Connection

### Statements of Revenues and Expenses and Changes in Net Assets - Cash Basis

| Years Ended January 31, 2025                          | 2025               |               | 2024              |               |
|-------------------------------------------------------|--------------------|---------------|-------------------|---------------|
|                                                       |                    |               |                   | % to Revenue  |
| <b>Revenues</b>                                       |                    |               |                   |               |
| Annual meeting                                        | 2,365.00           | 0.02          | 1,425.00          |               |
| Art fair                                              | 12,843.75          | 0.09          | 10,067.33         | 0.07          |
| Beer fest                                             | 47,680.01          | 0.34          | 62,655.00         |               |
| Bike race                                             | -                  | 0.00          | 1,794.00          | 0.01          |
| Bingo income                                          | 7,268.34           | 0.05          | 9,110.00          | 0.06          |
| Car show                                              | 10,000.11          | 0.07          | 11,700.00         | 0.08          |
| Farmer's market                                       | 18,091.02          | 0.13          | 14,313.86         | 0.09          |
| Grants and donations                                  | 25,375.00          | 0.18          | 31,063.50         | 0.20          |
| Luncheon income                                       | 2,450.00           | 0.02          | 3,835.00          | 0.02          |
| Memberships                                           | 4,260.00           | 0.03          | 4,000.00          | 0.03          |
| Santa's cottage                                       | 505.00             | 0.00          | 621.00            | 0.00          |
| Winterfest income                                     | 8,692.36           | -             | 2,250.00          | -             |
| Other income                                          | 2,689.78           | 0.02          | 1,149.09          | -             |
| <b>Total Revenues</b>                                 | <b>142,220.37</b>  | <b>100.00</b> | <b>153,983.78</b> | <b>100.00</b> |
| <b>Operating expenses</b>                             | <b>156,470.86</b>  |               | <b>135,135.00</b> |               |
| <b>Net (deficit) excess of revenues over expenses</b> | <b>(14,250.49)</b> | <b>-0.10</b>  | <b>18,848.78</b>  | <b>0.12</b>   |
| <b>Net assets</b>                                     |                    |               |                   |               |
| <b>Beginning of year</b>                              | <b>85,719.56</b>   |               | <b>66,870.78</b>  |               |
| <b>End of year</b>                                    | <b>71,469.07</b>   |               | <b>85,719.56</b>  |               |



# Mundelein Community Connection

## Schedules of Operating Expenses - Cash Basis

| Years Ended January 31, 2025    | 2025              |              | 2024              |              |
|---------------------------------|-------------------|--------------|-------------------|--------------|
|                                 | Amount            | % to Revenue | Amount            | % to Revenue |
| Beer fest expenses              | 40,537.00         | 0.259        | 35,465.00         | 0.262        |
| Bingo expense                   | 4,141.00          | 0.026        | 4,541.00          | 0.034        |
| Santa's cottage expenses        | 1,797.00          | 0.011        | 1,205.00          | 0.009        |
| Luncheon cost                   | 2,270.00          | 0.015        | 167.00            | 0.001        |
| Bike Race Expense               | -                 | 0.000        | 71.00             | 0.001        |
| Travel & Meetings               | 800.00            | 0.005        | 800.00            | 0.006        |
| Bank charges                    | 358.00            | 0.002        | 301.00            | 0.002        |
| Car show expenses               | 6,558.00          | 0.042        | 6,530.00          | 0.048        |
| Art fair expense                | 10,963.00         | 0.070        | 9,800.00          | 0.073        |
| Farmers' market expense         | 11,109.00         | 0.071        | 10,876.00         | 0.080        |
| Accounting                      | 880.00            | 0.006        | 880.00            | 0.007        |
| Amortization                    | 533.00            | 0.003        | 533.00            | 0.004        |
| Depreciation                    | 415.00            | 0.003        | 415.00            | 0.003        |
| Insurance                       | 2,100.00          | 0.013        | 2,076.00          | 0.015        |
| Internet service                | 3,287.00          | 0.021        | 2,161.00          | 0.016        |
| Meals and entertainment         | 456.00            | 0.003        | 580.00            | 0.004        |
| Office expenses                 | 2,387.00          | 0.015        | 1,857.00          | 0.014        |
| Outside contract services       | 1,550.00          | 0.010        | 3,100.00          | 0.023        |
| Outside services                | 44,000.00         | 0.281        | 41,600.00         | 0.308        |
| Postage                         | 261.00            | 0.002        | -                 | 0.000        |
| Printing and shipping           | 571.00            | 0.004        | 3,903.00          | 0.025        |
| Rent                            | 2,717.00          | 0.017        | 1,775.00          | 0.011        |
| Website updates                 | 4,170.00          | 0.027        | -                 | 0.000        |
| Telephone                       | 3,425.00          | 0.022        | -                 | 0.000        |
| Winterfest                      | 8,692.00          | 0.056        | 5,029.00          | 0.037        |
| Annual Meeting                  | 2,493.00          | 0.016        | 1,470.00          | 0.011        |
| <b>Total operating expenses</b> | <b>156,470.00</b> | <b>100</b>   | <b>135,135.00</b> | <b>100</b>   |

Mundelein Community Connection  
Projected FYE 1-31-26 Budget

|                                 | FYE<br>1-31-26       |  |  |  |  |  | Exhibit "1" |
|---------------------------------|----------------------|--|--|--|--|--|-------------|
| <b>REVENUES</b>                 | <b>Projected</b>     |  |  |  |  |  |             |
| Membership                      | \$6,000.00           |  |  |  |  |  |             |
| Donations/Interest Income       | \$4,000.00           |  |  |  |  |  |             |
| Village Grant                   | \$20,000.00          |  |  |  |  |  |             |
| Santa's Cottage                 | \$800.00             |  |  |  |  |  |             |
| Winterfest                      | \$10,000.00          |  |  |  |  |  |             |
| Car Show                        | \$12,000.00          |  |  |  |  |  |             |
| Annual Dinner                   | \$3,900.00           |  |  |  |  |  |             |
| Farmers Market                  | \$20,000.00          |  |  |  |  |  |             |
| Art Festival                    | \$13,000.00          |  |  |  |  |  |             |
| Beer Festival                   | \$60,000.00          |  |  |  |  |  |             |
| Bingo                           | \$8,000.00           |  |  |  |  |  |             |
| Luncheon Income                 | \$8,000.00           |  |  |  |  |  |             |
| <b>Total Revenues</b>           | <b>165,700.00</b>    |  |  |  |  |  |             |
| <b>Village Contribution</b>     | <b>12%</b>           |  |  |  |  |  |             |
| <b>EXPENSES</b>                 |                      |  |  |  |  |  |             |
| Santa's Cottage                 | \$700.00             |  |  |  |  |  |             |
| Winterfest                      | \$9,000.00           |  |  |  |  |  |             |
| Car Show                        | \$7,000.00           |  |  |  |  |  |             |
| Annual Dinner                   | \$3,500.00           |  |  |  |  |  |             |
| Farmers Market                  | \$8,000.00           |  |  |  |  |  |             |
| Farmers Market Manager          | \$4,000.00           |  |  |  |  |  |             |
| Art Festival                    | \$11,000.00          |  |  |  |  |  |             |
| Beer Fest                       | \$41,000.00          |  |  |  |  |  |             |
| Luncheon Cost                   | \$7,000.00           |  |  |  |  |  |             |
| Bingo                           | \$5,500.00           |  |  |  |  |  |             |
| Office Utilities/Cleaning       | \$3,000.00           |  |  |  |  |  |             |
| Travel                          | \$800.00             |  |  |  |  |  |             |
| Accounting                      | \$1,000.00           |  |  |  |  |  |             |
| Bank Charges                    | \$380.00             |  |  |  |  |  |             |
| Depreciation/Amortization       |                      |  |  |  |  |  |             |
| Insurance                       | \$2,500.00           |  |  |  |  |  |             |
| Internet Service                | \$3,300.00           |  |  |  |  |  |             |
| Website Updates (Epic Media)    | \$4,000.00           |  |  |  |  |  |             |
| Meals and Entertainment         | \$500.00             |  |  |  |  |  |             |
| Office Expense                  | \$2,500.00           |  |  |  |  |  |             |
| Postage                         | \$300.00             |  |  |  |  |  |             |
| Printing and Copying            | \$800.00             |  |  |  |  |  |             |
| Telephone                       | \$3,500.00           |  |  |  |  |  |             |
| Soc Media Mgr                   | \$1,000.00           |  |  |  |  |  |             |
| Salaries - Executive Director   | \$46,800.00          |  |  |  |  |  |             |
| <b>Total Operating Expenses</b> | <b>\$ 167,080.00</b> |  |  |  |  |  |             |
| <b>Net excess (deficit) of</b>  |                      |  |  |  |  |  |             |
| <b>Revenues over Expenses</b>   | <b>\$ (1,380.00)</b> |  |  |  |  |  |             |

To: Mayor and Board of Trustees

From: Erin Swanson, Administrative Assistant  
Amanda Orenchuk, Director of Community Development

For: Village Board Meeting of May 12, 2025

Subject: Purchase Order for Burke, Warren, MacKay & Serritella

**Financial Impact:**

\$40,516.00 - 630-000-27770.000 - Flaherty & Collins Escrow Account - Concept #2022-001

**Attachments:**

None

**Background:**

The Village's purchase order policy requires the Village Board's approval prior to issuing a purchase order or acquiring products or services over \$20,000.00. Attached is a Departmental Purchase Request exceeding the \$20,000.00 limitation. Community Development received an invoice to be charged to Flaherty & Collins Escrow Account with the Village from Burke, Warren, MacKay & Serritella in regards to discussions and negotiations for the closing of the property. Board approval is respectfully requested.

**Recommendation:**

**Motion** to approve purchase order number 25-00279 and payment in the amount of \$40,516.00 for legal fees regarding the Flaherty and Collins development to be charged to their escrow account with the Village.

To: Mayor and Board of Trustees

From: Adam Boeche, Director of Public Works and Engineering  
Kelsey Langelier, Business Services Manager

For: Village Board Meeting of May 12, 2025

Subject: Contract Renewal - Bulk Rock Salt

**Financial Impact:**

\$53,712 - 100-441-46670 - MT ALL STREETS

**Attachments:**

1. Contract Renewal

**Background:**

In 2024, the Board approved a contract with Morton Salt, Inc. for bulk rock salt. The contract provisions allow for a one-year contract renewal with a 5% increase in the price per ton. The FY26 cost per ton is \$89.52 with 600 tons requested.

**Recommendation:**

**Motion** to approve a contract renewal with Morton Salt, Inc., Chicago, IL, for bulk rock salt.

April 28, 2025

Morton Salt, Inc.  
444 W. Lake St.  
Suite 3000  
Chicago, IL 60606

Please consider this letter as confirmation of renewing the original agreement to furnish bulk rock salt. The pricing modification to the unit price is acceptable as noted in the table below. All other terms and conditions from the original contract agreement remain intact and unchanged.

|                | Unit | Quantity | 2024 Unit Cost | 2025 Unit Cost | % Increase |
|----------------|------|----------|----------------|----------------|------------|
| Bulk Rock Salt | Tons | 600      | \$85.26        | \$89.52        | 5%         |

A contract bond with the full amount of the award is required, as well as an updated certificate of insurance. If you have any questions, please contact our Public Works and Engineering Department at (847) 949-3270.

Sincerely,



Adam M. Boeche, P.E., CFM  
Director of Public Works and Engineering

To: Mayor and Board of Trustees

From: Lynne Monroe, Assistant Village Administrator

For: Village Board Meeting of May 12, 2025

Subject: Farmers Market Signs

**Financial Impact:**

N/A

**Attachments:**

1. Mundelein Community Connection Farmers Market Sign Request

**Background:**

Mike Flynn, the president of the Mundelein Community Connection, contacted the Village to request the installation of yard signs by the Village gateway signs. Other similar organizations have made similar requests, which were granted. Attached is a letter with the proposed locations for the signs. The signs are corrugated plastic and 2' x 3'. They are proposed to be displayed for the Farmers Market season from June 1, 2025 through September 14, 2025.

Pursuant to Section 21.24 (M) (2) (b) Public Information / Event Signs of the Municipal Code, signs erected in the public right-of-way must be authorized by the Village Board. The applicant has been informed that they will need to come back each year for approval. The applicant has been advised that the placement of signs in these locations is at their own risk of damage or loss.

The four feather signs noted in the letter will be part of the Special Event permit approval.

**Recommendation:**

**Motion** to authorize Mundelein Community Connection to place temporary signs at the designated locations from June 1, 2025 through September 14, 2025.





## Mundelein Community Connection

171 N. Archer Avenue, Mundelein, IL 60060

847-970-9235 (office)

[mundeleincommunityconnection.org](http://mundeleincommunityconnection.org)

Email: [info@mundeleincommunityconnection.org](mailto:info@mundeleincommunityconnection.org)

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April 30, 2025

Dear Mayor Meyer and Mundelein Village Trustees:

Please accept this as a request for a variation to the Mundelein Sign Code to permit the installation of promotional advertising signs, as described herein, for the 2025 MCC Farmers Market.

The 2025 Farmers Market opens Saturday, June 7th and each Saturday thereafter, until September 20th, from 8 am until noon. A Special Event Permit Application has been submitted to the Village Staff. The market will be held in the public parking lot at Park and Seymour streets plus segments of Park Street and Seymour Street.

The promotional signage plan proposed for the 2025 Farmers Market consists of two components:

1) Signage at Village Entrance Monuments

One, corrugated plastic, sign, 2' x 3', is requested at each of the 4 Village entrance monuments shown in Exhibits A, B, C and D.

The proposed sign design is attached as Exhibit E. Village of Libertyville advertise the Libertyville Farmers Market at Village entrance locations. An example of the Libertyville Market advertising sign is attached as Exhibit G. Mundelein's entrance monuments are each a different style. Photos of the Mundelein entrance monuments vary in size, design and setback. The placement location for the proposed MCC signs would be coordinated with the Village Public Works Department. Each sign will be secured to a metal stake so that it will remain erect and in good shape for the duration of the summer. Signs would be placed to maximize visibility from the road and so as to not interfere with the existing landscaping. JULIE locates will be scheduled.

MCC volunteers are prepared to install the signs. However, it is anticipated that the work will be overseen by a Village employee. Given the limited, safe accessibility to most the sites, MCC requests that if approve, the sign be installed by Village personnel.

We request that these signs be installed prior to June 7th and removed after September 20th.

2) Downtown Signage: Four "feather signs" set up each market day at the locations indicated on Exhibit H. The design of these signs is attached as Exhibit I. Each sign will be removed at the end of the market and stored in the Farmers Market trailer until the next market day. The feather signs would be weighted down with sand bags. The sand bags would be removed from the right of way at the end of each market and stored under the Farmers Market trailer until the next market.

**Mike Flynn**  
President









EXHIBIT B









EXHIBIT D



**SATURDAYS**  
**JUNE 7 - SEPTEMBER 20**  
**8:00AM-12:00PM**



**Seymour & Park St.**

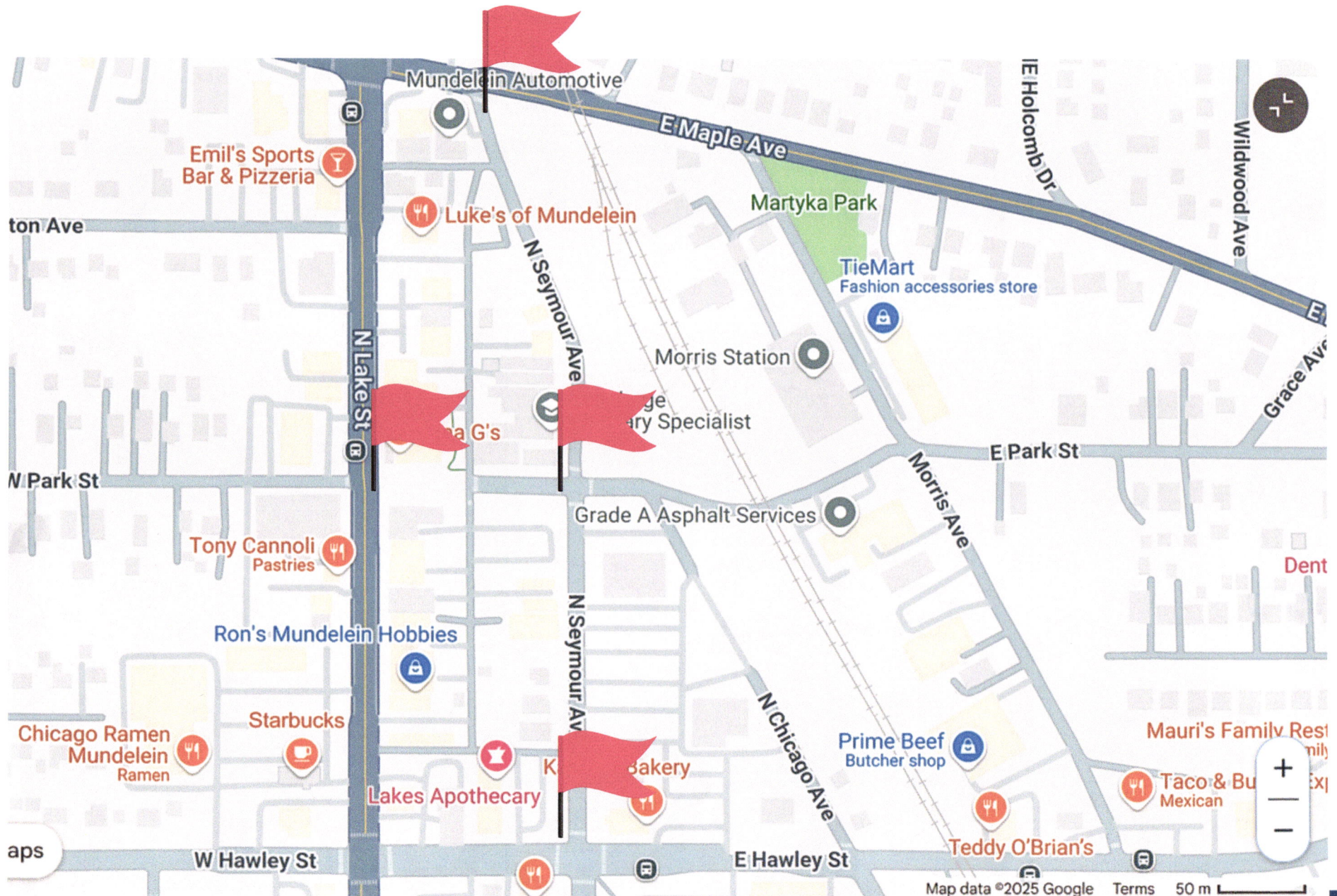








# Farmers Market Flag Placement Proposal





# 11' Custom Feather Flag Kit - Double Sided W/ Cross Base

EXHIBIT I

## OPTION 2



IMAGE IS FOR ILLUSTRATIVE PURPOSES ONLY.

THE COLORS DISPLAYED ON SCREENS MAY VARY FROM THE ACTUAL PMS (PANTONE MATCHING SYSTEM) COLORS. PANTONE COLORS ON COMPUTER SCREENS AND PHONES MAY VARY BASED ON THE GRAPHICS CARD, MONITOR/SCREEN USED. SLIGHT VARIATIONS IN IMPRINT POSITION MAY OCCUR DUE TO THE MANUAL NATURE OF GARMENT PRINTING AND EMBROIDERY. WITH YOUR APPROVAL OF THIS PROOF, YOU ARE AUTHORIZING ALL ASPECTS OF THE IMPRINT.

YOUR APPROVAL WILL RELEASE FREEDOM PROMOTIONS, FROM ANY ERRORS OR OMISSIONS.



To: Mayor and Board of Trustees

From: Lynne Monroe, Assistant Village Administrator  
Linda Miller, Finance Director

For: Village Board Meeting of May 12, 2025

Subject: An Ordinance Amending Title 3 Chapter 8 of the Mundelein Municipal Code regarding Fee Schedule

**Financial Impact:**

N/A

**Attachments:**

1. O-25-05-35 - Exhibit A - 2025 Fee Schedule - Revised 05.12.25

**Background:**

In Ordinance 24-10-50 passed October 28, 2024, all the various fees put into effect throughout the Municipal Code and Zoning Ordinances of the Village were consolidated into one section of the Municipal Code and displayed in one comprehensive fee schedule, where said fees are listed, with reference to the applicable code. This code appendix approach is a more efficient and effective way to manage fees and implement changes in response to budgetary needs, allowing for periodic reviews of all Village fees at a glance.

At the meeting on April 28, 2025 the board approved the new fee schedule that included water and sewer rates at a 5% increase. After that approval, an error was noted, reversing the summer and non-summer sewer rates on the Fee schedule. This amendment corrects the error. The fees to be increased are:

Effective June 1, 2025 Water/Sewer Rates increase by 5% (see specifics in corrected redlined Fee Schedule Exhibit A)

Additionally, it is noted that the Building department charges re-inspection fees, but only after a second failed inspection. This notation is added to the fee schedule in the Exhibit under 16.06.100.

**Recommendation:**



**Motion** to pass an Ordinance amending title 3, chapter 8, of the Mundelein Municipal Code: Fee Schedule.

STATE OF ILLINOIS     )  
                                          )  
COUNTY OF LAKE        )

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on May 12, 2025 the Corporate Authorities of such Village passed and approved:

Ordinance No. O-25-05-35  
which is entitled

**An Ordinance Amending Title 3 Chapter 8 of the Mundelein Municipal Code regarding Fee Schedule**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on 4/29/2025, and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 4/29/2025.

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Village Clerk

**ORDINANCE NO. O-25-05-35**

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 8 OF THE MUNDELEIN MUNICIPAL CODE: FEE SCHEDULE**

**WHEREAS**, the Village of Mundelein, Lake County, Illinois (the “Village”) is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village’s home rule powers and functions as granted in the Constitution of the State of Illinois; and

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

**WHEREAS**, the Village of Mundelein is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

**WHEREAS**, the Village has established various fees and charges as part of the Mundelein Municipal Code; and

**WHEREAS**, the Village determined that it is in the best interests of the Village and its residents to create a comprehensive fee schedule in the Mundelein Municipal Code to consolidate into one chapter all of its various fees and charges rather than having the various fees and charges set forth in various provisions throughout the Municipal Code or other ordinances, rules, regulations, and policies; and

**WHEREAS**, on October 28, 2024, the Village board passed ordinance 24-10-50 to create a comprehensive fee schedule that established various fees and charges as part of the Mundelein Municipal Code into one chapter, Chapter 3.80 where fees and charges could be reviewed from time-to-time; and

**WHEREAS**, the Village of Mundelein Finance Department has conducted a review of the charges, fees and licenses charged by the Village for the 2025/2026 fiscal year; and

**WHEREAS**, on April 14, 2025, the water fees were approved for a 5% increase to cover the cost increase for water services from Central Lake County Joint Action Water Association, with an effective date of the increase: June 1, 2025; and

**WHEREAS**, it would be in the best interests of the Village to correct the village fee schedule per the Exhibit and implement the new fees effective June 1, 2025; and

**WHEREAS**, it would be in the best interest of the Village to clarify the building department re-inspection fees as occurring after a second failed inspection only.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, LAKE COUNTY, ILLINOIS, PURSUANT TO ITS HOME RULE AUTHORITY**, as follows:

**SECTION I:** The Village Board hereby amends the Mundelein Municipal Code so that the following portions of Title 3, Chapter 8, Fee Schedule are amended to reflect the proposed fees and effective dates as stated in the attached Exhibit A, where specific changes are redlined.  
Reference to 14.04 Water and Sewer Rates: Effective June 1, 2025  
Reference to 16.06.100 Add: No Fee for first re-inspection

**SECTION II:** If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

**SECTION III::** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION IV:** This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

|                  |                                   |
|------------------|-----------------------------------|
| <b>RESULT:</b>   | <b>[Yes 0, No 0, Abstained 0]</b> |
| <b>MOVER:</b>    | None                              |
| <b>SECONDER:</b> | None                              |
| <b>AYES:</b>     | None                              |
| <b>NAYS:</b>     | None                              |
| <b>ABSTAIN:</b>  | None                              |

\_\_\_\_\_  
President

ADOPTED:      Monday, May 12, 2025

APPROVED:     Monday, May 12, 2025

ATTEST:        \_\_\_\_\_

Village Clerk

## EXHIBIT A

### FEE SCHEDULE

| Section        | Purpose                                                            | Fee                                                 |
|----------------|--------------------------------------------------------------------|-----------------------------------------------------|
| 1.28.010       | Village Topography Survey                                          | \$25/quarter section plat; \$1 each additional copy |
| 2.36.150       | Ambulance transport and Assistance                                 | Per Annual GEMT Billing Rate                        |
| 2.36.150.b3    |                                                                    | \$18 per mile                                       |
| 2.36.150.b4    |                                                                    | \$300 Residential Care Facility Assist              |
| 2.36.160       | Cost recovery Emergency and Non-Emergency services                 |                                                     |
| 2.36.160.B.1.a | Motor Vehicle Level 1                                              | \$510                                               |
| 2.36.160.B.1.b | Motor Vehicle Level 2                                              | \$582                                               |
| 2.36.160.B.1.c | Car Fire Level 3                                                   | \$706                                               |
| 2.36.160.B.1.d | Extrication Fee                                                    | \$1530                                              |
| 2.36.160.B.2.a | Hazardous Materials Level 1                                        | \$819                                               |
| 2.36.160.B.2.b | Hazardous Materials Level 2                                        | \$2925 minimum                                      |
| 2.36.160.B.3   | Fire Investigation Incidents                                       | \$324 per hour                                      |
| 2.36.160.C.1   | Engine billed services over one hour                               | \$459 per hour                                      |
| 2.36.160.C.2   | Truck/Aerial services over one hour                                | \$582 per hour                                      |
| 2.101.090      | Adjudication System Administrative Fee                             | \$25                                                |
| 2.110.060.A    | Prohibited political activities violation                          | Up to \$2500                                        |
| 2.110.060.B    | Gift Ban Violation                                                 | \$1001-\$5000                                       |
| 2.110.060.C    | Ethics False Accusation                                            | Up to \$1500                                        |
| 2.118.130      | Freedom of Information Act - Authority to Charge Fees              | .15 per page after 50 pages; certification fee \$1  |
| 3.16.010       | Foreign Fire Insurance                                             | 2% of net receipts                                  |
| 3.16.040       | Foreign Fire Insurance - Failure to Comply                         | \$10 to \$250 fine                                  |
| 3.24.010       | Industrial Development Revenue Bond Financing Fee Imposed.         | \$2/\$1000 bonds(minimum \$1500)                    |
| 3.32.010       | Annexation Fees                                                    |                                                     |
| 3.32.010.B     | Residential                                                        | \$4110 per dwelling unit                            |
| 3.32.010.C     | Nonresidential                                                     | \$4110 per acre                                     |
| 3.32.010.D     | Mixed-Use                                                          | \$4110 per acre plus \$2055 per dwelling unit       |
| 3.32.010.E     | Vacant                                                             | \$4110 per acre                                     |
| 3.36.010       | Capital Development Fee                                            |                                                     |
| 3.36.010.C     | Residential                                                        | \$2835 per acre                                     |
| 3.36.010.D     | Nonresidential                                                     | \$2835 per acre                                     |
| 3.36.010.F     | Mixed-Use                                                          | \$2835 per acre plus \$1417.50 per dwelling unit    |
| 3.40.010       | Transportation Fee for new development and re-development projects |                                                     |
| 3.40.010.C     | Residential                                                        | \$2935 per dwelling unit                            |
| 3.40.010.D     | Nonresidential                                                     | \$4385 per acre                                     |
| 3.40.010.E     | Mixed-Use                                                          | \$4385 per acre plus 2935 per dwelling unit         |
| 3.53.010       | Self - Storage Facility Rental Fee                                 | 3% of gross rental charge                           |
| 3.68.010       | Gas Utility Tax                                                    | 5% of gross sales                                   |
| 3.72.100       | Electric Use Tax                                                   |                                                     |
| 3.72.010.1     | For the first two thousand kilowatt-hours used                     | 0.61 cents per kilowatt-hour                        |

| Section                                | Purpose                                                                        | Fee                                                                                 |
|----------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                        | or consumed in a month                                                         |                                                                                     |
| 3.72.010.2                             | For the next forty-eight thousand kilowatt-hours used or consumed in a month   | 0.40 cents per kilowatt-hour                                                        |
| 3.72.010.3                             | For the next fifty thousand kilowatt-hours used or consumed in a month         | 0.36 cents per kilowatt-hour                                                        |
| 3.72.010.4                             | For the next four hundred thousand kilowatt-hours used or consumed in a month  | 0.35 cents per kilowatt-hour                                                        |
| 3.72.010.5                             | For the next five hundred thousand kilowatt-hours used or consumed in a month  | 0.34 cents per kilowatt-hour                                                        |
| 5.04.060                               | Business License and registration Late Fee<br>effective July 1, 2025           | <del>\$25</del> \$35 after May 1; <del>\$35</del> \$45 after June 1                 |
| 5.04.150.b                             | Business registration location transfer Fee                                    | \$1                                                                                 |
| 5.08.020                               | Business registration fee effective July 1, 2025                               | <del>\$25</del> \$35 Annually May 1-April 30                                        |
| 5.08.030                               | Contractor Registration Fee                                                    | \$100 annually for each type of contracting work (Electrical/Alarm Plumbing exempt) |
| 5.12.020                               | Telecommunications infrastructure maintenance fee                              | 1% percent of all gross charges                                                     |
| 5.16.030.a                             | Pawnbrokers Application Investigation                                          | \$250                                                                               |
| 5.16.060                               | Pawnbroker Annual Fee                                                          | \$250                                                                               |
| 5.20.030                               | Secondhand Goods Application Investigation                                     | \$250                                                                               |
| 5.20.060                               | Secondhand Goods Dealer Annual Fee                                             | \$250                                                                               |
| 5.76.090                               | Liquor License Application Fee                                                 | \$250 Non-refundable                                                                |
| 5.76.120                               | Liquor License Transfer Fee                                                    | \$100                                                                               |
| 5.76.260                               | Liquor License Penalties                                                       | \$250 to \$2500 for each offense                                                    |
| 5.76.280                               | Liquor License Suspension Fines in 12-month period each day a violation occurs | 1st Offense up to \$1000                                                            |
|                                        |                                                                                | 2nd Offense up to \$1500                                                            |
|                                        |                                                                                | 3rd Offense up to \$2500                                                            |
|                                        | Maximum fines during License period                                            | \$15000                                                                             |
| 5.76.140<br>Liquor License Annual Fees |                                                                                |                                                                                     |
| 5.76.140.A                             | Class A Restaurant with Packaged                                               | \$2500                                                                              |
| 5.76.140.A.1                           | Class A1 Restaurant                                                            | \$2000                                                                              |
| 5.76.140.B                             | Class B Retail All Packaged                                                    | \$1500                                                                              |
| 5.76.140.B.1                           | Class B1 Retail Beer Wine Packaged                                             | \$1500                                                                              |
| 5.76.140.B.2                           | Class B2 Gas Station Packaged                                                  | \$1500                                                                              |
| 5.76.140.C                             | Class C Cannabis Special Event                                                 | \$750                                                                               |
| 5.76.140.D                             | Class D Not-for-Profit Event                                                   | \$25 per day                                                                        |
| 5.76.140.E                             | Class E Bingo                                                                  | \$100 Annually                                                                      |
| 5.76.140                               | Class F Restaurant No Bar                                                      | \$2000                                                                              |
| 5.76.140.F.1                           | Class FB Restaurant No bar with Packaged                                       | \$2500                                                                              |
| 5.76.140.F.2                           | Class FM Farmer's Market                                                       | \$100                                                                               |
| 5.76.140.G                             | Class G Restaurant Beer and Wine                                               | \$1500                                                                              |
| 5.76.140.H                             | Class H Golf Course                                                            | \$1500                                                                              |
| 5.76.140.J                             | Class J Hotel/Motel/University                                                 | \$1500                                                                              |
| 5.76.140.K                             | Class K Banquet Services                                                       | \$2500                                                                              |
| 5.76.140.L                             | Class L Tasting Events                                                         | \$150 per day                                                                       |
| 5.76.140.M.1                           | Class M1 Microbrewery                                                          | \$2500                                                                              |
| 5.76.140.M.2                           | Class M2 Brew Pub                                                              | \$3500                                                                              |
| 5.76.140.N                             | Class N Complementary Limited Quantity                                         | \$500                                                                               |
| 5.76.140.N.1                           | Class N1 Cello Liqueur                                                         | \$1000                                                                              |
| 5.76.140.N.2                           | Class N2 Co-Working Office Space                                               | \$1000                                                                              |
| 5.76.140.N.3                           | Class N3 Amusement                                                             | \$500                                                                               |

| Section        | Purpose                                                                                                                      | Fee                                                     |
|----------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 5.76.140.O     | Class VG Restaurants with Video Gaming                                                                                       | \$3000                                                  |
| 5.76.140.O.1   | Class VG1 Indoor Outdoor Sales with Video Gaming                                                                             | \$3000                                                  |
| 5.80.050.24.b  | Adult-Oriented Business Name Change                                                                                          | \$100                                                   |
| 5.80.070.9     | Adult-Oriented Business Application Fee                                                                                      | \$1000                                                  |
| 5.80.110       | Adult-Oriented Business Annual Fee                                                                                           | \$1000                                                  |
| 5.80.190       | Adult-Oriented Business Penalty for Violation                                                                                | Up to \$2000 fine                                       |
| 5.88.030.B     | Solicitor/peddler/canvasser permit non-charitable/non-religious                                                              | \$25 for group up to 5; \$2 each additional member      |
| 5.88.060.B     | Solicitor/peddler/canvasser permit charitable/religious                                                                      | \$10 for group up to 5, \$2 each additional member      |
| 5.97.030.e     | Massage Therapist Establishment Application                                                                                  | \$250 Filing fee plus \$50 fingerprinting fee           |
| 5.97.080       | Massage Therapist Establishment Annual Renewal                                                                               | \$100                                                   |
| 5.97.140       | Massage Therapist Establishment Violation Penalty                                                                            | \$250 minimum to \$750 maximum                          |
| 5.98.030.A     | Video Game License Annual Fee                                                                                                | \$1000                                                  |
| 5.98.050       | Video Game License Annual Application Fee                                                                                    | \$250                                                   |
| 5.102.030      | Cannabis Dispensary Annual Application Fee                                                                                   | \$250                                                   |
| 5.102.040      | Cannabis Annual License                                                                                                      | \$3500                                                  |
| 5.106.030/.040 | Adult-Use Cannabis Establishment Annual Registration                                                                         | \$25                                                    |
| 5.110.050      | Annual Licensure Outdoor Dining/Entertainment in Public Areas or on Village Property (other than permitted by temporary use) |                                                         |
| 5.110.050.a    |                                                                                                                              | \$500 base, plus \$0.15 per sq ft: maximum total \$1500 |
| 5.110.050.b    | Food Carts or Trucks                                                                                                         | Village Business: \$150; Outside Village: \$350         |
| 5.116.030      | Violation of Chartered Transportation Dropoff                                                                                | \$10,000 plus \$750 per passenger                       |
| 5.114.150      | Hotel Establishment Violation Penalties                                                                                      | \$250 to maximum \$1000 fine                            |
| 6.21.280       | Solid Waste Contractors License                                                                                              | \$750                                                   |
| 6.46.110       | Private Water Supply Wells permit                                                                                            | \$500                                                   |
| 6.46.120       | Private Water Supply violation                                                                                               | \$500 per offense                                       |
| 8.04.100       | Animal Control Violations                                                                                                    |                                                         |
| 8.04.100.1     | First Offense                                                                                                                | \$25                                                    |
|                | Second Offense                                                                                                               | \$50                                                    |
|                | Third Offense                                                                                                                | \$100                                                   |
|                | Fourth and Subsequent offense                                                                                                | \$200                                                   |
| 8.04.100.2     | Violation for failure to be inoculated against rabies                                                                        |                                                         |
|                | First Offense                                                                                                                | \$50                                                    |
|                | Second Offense                                                                                                               | \$100                                                   |
|                | Third Offense and Subsequent offense                                                                                         | \$200                                                   |
| 8.04.100.3     | Cruelty to an animal first offense                                                                                           | \$150                                                   |
| 8.04.100.3     | Cruelty to animal second and subsequent offense                                                                              | \$250                                                   |
| 8.04.100.4     | Impounded animal fine                                                                                                        |                                                         |
|                | First Offense                                                                                                                | \$25                                                    |
|                | Second Offense                                                                                                               | \$50                                                    |
|                | Third Offense                                                                                                                | \$100                                                   |
|                | Fourth and Subsequent offense                                                                                                | \$200                                                   |
| 8.08.040       | Chicken Keeping Annual Fee                                                                                                   | \$100                                                   |
| 8.08.040       | Chicken Keeping Renewal Fee                                                                                                  | \$50 with no violations                                 |
| 9.27.050       | Penalties for Violation of Parental Responsibility                                                                           | \$100 to \$1000                                         |



| Section                                                                                                 | Purpose                                                         | Fee                                                                           |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------|
| 9.60.325                                                                                                | Penalties for Violation of Electronic Sweepstake Machines       | \$250 to \$750                                                                |
| 9.60.410                                                                                                | Penalties for Violation of Possessing Drug Paraphernalia        |                                                                               |
|                                                                                                         | First Offense                                                   | \$100                                                                         |
|                                                                                                         | Second Offense                                                  | \$250                                                                         |
|                                                                                                         | Third Offense and Subsequent offense                            | \$500                                                                         |
| 9.60.415                                                                                                | Penalties for Violation of Sale or delivery drug paraphernalia. |                                                                               |
| 9.60.415.b                                                                                              | Violation of Commercial use                                     | \$500 minimum fine                                                            |
| 9.60.415.c                                                                                              | Delivery sales under 21 violations                              | \$750 minimum fine                                                            |
| 9.60.415.d                                                                                              | Deliver/Sell to someone pregnant -                              | \$750 minimum fine                                                            |
| 9.60.417f<br>Penalties for Synthetic Drugs Violations                                                   |                                                                 |                                                                               |
|                                                                                                         | Possessing/Using                                                | \$250 to maximum 750                                                          |
|                                                                                                         | Producing/Selling                                               | \$500 to maximum 750                                                          |
| 9.64.050                                                                                                | Tobacco Sales Licensing                                         | \$25 per each vending machine<br>\$50 dollars for establishments              |
| 9.80.040                                                                                                | Penalties for Violation of Social Hosting                       | 1st Offense \$250 < Fine < \$750; 2nd \$500 < Fine < \$750; 3rd \$750 Minimum |
|                                                                                                         | First Offense                                                   | \$250-\$750                                                                   |
|                                                                                                         | Second Offense                                                  | \$500-\$750                                                                   |
|                                                                                                         | Third Offense and Subsequent offense                            | \$750 minimum                                                                 |
| 10.02.020                                                                                               | Village Vehicle Code Violation and Penalty                      | \$25 to \$750 per offense                                                     |
| 10.02.020                                                                                               | Illinois Motor vehicle Code 11-501 Violation                    | Up to \$2500                                                                  |
| 10.32.098.a.2                                                                                           | Commuter Rail Parking Daily Parking                             | \$1.75 per day                                                                |
| 10.32.098.b.4.A                                                                                         | Commuter Rail Parking Full Quarterly Pass                       | \$95                                                                          |
| 10.32.098.b.4.B                                                                                         | Commuter Rail Parking two-thirds Quarterly Pass                 | \$65                                                                          |
| 10.32.098.b.4.C                                                                                         | Commuter Rail Parking one-third Quarterly Pass                  | \$35                                                                          |
| 10.56.050c.1.(A)                                                                                        | Vehicle Permit Fee Schedules (LCO)                              |                                                                               |
|                                                                                                         | Daily                                                           | \$50                                                                          |
|                                                                                                         | weekly                                                          | \$250                                                                         |
|                                                                                                         | Monthly                                                         | \$500                                                                         |
| 10.56.050.c.1.(B)                                                                                       | Vehicle Overweight permit fees                                  | Single Trip/Round Trip                                                        |
|                                                                                                         | <100000 lbs.                                                    | \$75/150                                                                      |
|                                                                                                         | <120000 lbs.                                                    | \$100/200                                                                     |
|                                                                                                         | <150000 lbs.                                                    | \$125/250                                                                     |
|                                                                                                         | >150000 lbs.                                                    | \$150/300                                                                     |
| 10.56.050.c (C)                                                                                         | Vehicle over dimension permit fee                               | \$50/\$100                                                                    |
| 10.80.030.b                                                                                             | Use of motor vehicles for unlawful purposes                     | \$500 + Towing/Storage Fee                                                    |
| 10.80.030.e.1                                                                                           | Impounded Fee penalty                                           | \$500; \$1000 if commercial motor vehicle                                     |
| 10.80.030.e.2                                                                                           | Impounded Fee bond                                              | \$500 Bond; \$100 commercial vehicle                                          |
| 11.24.020                                                                                               | Boat Launch Application                                         | \$10                                                                          |
| 13.16.020                                                                                               | Excavation Permit                                               | \$25                                                                          |
| 13.24.020                                                                                               | Street Openings Permit                                          | \$125 per opening<br>(\$100 refundable upon replacement)                      |
| 14.04 WATER AND SEWER Rates <b>Effective June 1, 2025</b> 1 unit =100 cubic feet Effective June 1, 2026 |                                                                 |                                                                               |
| 14.04.010<br>Water service rates inside village                                                         |                                                                 |                                                                               |
| 14.04.010.a                                                                                             | Basic Water Charge                                              | <del>\$4.40 per unit</del> \$7.10 per unit (includes CLCJAWA Charge)          |
| 14.04.010.b                                                                                             | Water Debt Service Charge                                       | \$0                                                                           |

| Section                                                  | Purpose                                               | Fee                                                                                                         |
|----------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 14.04.010.c                                              | Water Capital improvement charge                      | \$0                                                                                                         |
| 14.04.010.d                                              | CLCJAWA Charge                                        | <del>\$2.40 per unit</del> \$0 (Combined with Basic Water Charge)                                           |
| 14.04.020<br>Sanitary sewer service rates inside village |                                                       |                                                                                                             |
| 14.04.020.a                                              | Basic Sewer Charge                                    | <del>\$4.55 per unit</del> \$4.75 per unit                                                                  |
| 14.04.020.a.i                                            | Sewer Dec. 1 - July. 31                               | <del>\$4.45 per unit</del> \$4.85 per unit                                                                  |
| 14.04.020.a.ii                                           | Sewer August 1- November 30                           | <del>\$4.65 per unit</del> \$4.65 per unit                                                                  |
| 14.04.020.b                                              | Sanitary Sewer Debt Service Charge.                   | \$0                                                                                                         |
| 14.04.020.c                                              | Sanitary Sewer Capital Improvement Charge             | \$0                                                                                                         |
| 14.04.030.a.i                                            | Water minimum Charge per dwelling                     | <del>\$40.80 per billing cycle</del> \$42.60 per billing cycle                                              |
| 14.04.030.a.ii.1)                                        | Sewer minimum Charge per dwelling summer              | <del>\$26.70 per billing cycle</del> \$27.90 per billing cycle                                              |
| 14.04.030.a.ii.2)                                        | Sewer minimum Charge per dwelling non-summer          | <del>\$27.90 per billing cycle</del> \$29.10 per billing cycle                                              |
| 14.04.030                                                | Usage in excess of 600 cubic feet                     | <del>\$11.35 for every unit after 6 units</del> \$11.85 for every unit after 6 units                        |
| 14.04.040<br>Water service rates outside village         |                                                       |                                                                                                             |
| 14.04.040                                                | Basic Charge Outside Village                          | <del>\$6.60 per unit</del> \$10.60 (includes CLCJAWA Charge)                                                |
|                                                          | Water debt Service Charge Outside Village             | \$0                                                                                                         |
|                                                          | Water Capital Improvement Charge Outside Village      | \$0                                                                                                         |
|                                                          | CLCJAWA Charge Outside Village                        | <del>\$3.55 per unit</del> \$0 (Combined with Basic Charge Outside Village)                                 |
| 14.04.040<br>Sewer service rates outside village         |                                                       |                                                                                                             |
|                                                          | Basic Charge Outside Village                          | <del>\$4.55 per unit</del> \$4.75 per unit                                                                  |
|                                                          | <del>Basic Charge Outside Village – North Hills</del> | <del>\$6.85 per unit</del> \$7.15 per unit                                                                  |
|                                                          | Water debt Service Charge Outside Village             | \$0                                                                                                         |
|                                                          | Water Capital Improvement Charge Outside Village      | \$0                                                                                                         |
| 14.04.050                                                | Minimum total charge for users outside Village        | <del>\$88.20 per billing period</del>                                                                       |
| 14.04.120                                                | Industrial Class waste surcharge                      | \$0.305 per lb of BOD5 concentrate over 1,668 lbs./MG<br>\$0.22 per lb of SS concentrate over 2,085 lbs./MG |
| 14.04.140                                                | Water Bill Senior Discount                            | <del>\$21 per billing cycle</del> \$21.95 per billing cycle                                                 |
| 14.04.150.a                                              | Delinquent Water bill payment penalties               | Disconnection and \$60 for delinquency over 45 days                                                         |
| 14.04.150.b                                              | Reconnection fee outside hours of 8AM -3:30PM         | \$150                                                                                                       |
| 14.16.020                                                | Water and/or sewer Tap on inspection fee              |                                                                                                             |
|                                                          | Single-family Water tap-on                            | \$100.00                                                                                                    |
|                                                          | Multi-family Water tap-on                             | \$200.00                                                                                                    |
|                                                          | Commercial Water tap-on                               | \$200.00                                                                                                    |
|                                                          | Industrial Water tap-on                               | \$250.00                                                                                                    |
|                                                          | Single-family Sewer tap-on                            | \$100.00                                                                                                    |
|                                                          | Multi-family Sewer tap-on                             | \$200.00                                                                                                    |
|                                                          | Commercial Sewer tap-on                               | \$200.00                                                                                                    |
|                                                          | Industrial Sewer tap-on                               | \$250.00                                                                                                    |
| 14.16.040<br>Water Connection Tap on fee                 |                                                       |                                                                                                             |
|                                                          | Three-quarter inch                                    | \$415                                                                                                       |
|                                                          | One inch residential                                  | \$550                                                                                                       |
|                                                          | One inch commercial                                   | \$609                                                                                                       |
|                                                          | Two inch                                              | \$2097                                                                                                      |

| Section      | Purpose                                                                                | Fee                                                                            |
|--------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|              | Three inch                                                                             | \$3899                                                                         |
|              | Four inch                                                                              | \$5276                                                                         |
| 14.16.050    | Sewer Connection Tap on Fee                                                            |                                                                                |
|              | Single Family residential                                                              | \$200.00 per dwelling unit                                                     |
|              | Multi-family residential                                                               | \$200.00 per dwelling unit                                                     |
|              | Commercial                                                                             | \$300.00 per unit                                                              |
|              | Industrial                                                                             | \$500.00 per unit                                                              |
| 14.16.070    | Water additions and expansion                                                          |                                                                                |
|              | Single Family residential                                                              | \$500                                                                          |
|              | Multi-family residential                                                               | \$500.00+ \$500 each additional unit                                           |
|              | Commercial Water additions and expansion installation cost with Meter Flow Factor      |                                                                                |
|              | Three-quarter inch                                                                     | \$1000                                                                         |
|              | One inch                                                                               | \$1335                                                                         |
|              | One and one-half inch                                                                  | \$2170                                                                         |
|              | Two inch                                                                               | \$3170                                                                         |
|              | Three inch                                                                             | \$5500                                                                         |
|              | Four inch                                                                              | \$8835                                                                         |
|              | Six inch                                                                               | \$17165                                                                        |
|              | Greater than six inches                                                                | Meter Flow Factor N/A per Village Board                                        |
| 14.16.080    | Wastewater additions and expansion                                                     |                                                                                |
|              | Single Family residential                                                              | \$4500                                                                         |
|              | Multi-family residential                                                               | \$4500+ \$3500 each additional unit                                            |
|              | Commercial wastewater additions and expansion installation cost with Meter Flow Factor |                                                                                |
|              | Three-quarter inch meter                                                               | \$5000                                                                         |
|              | One inch                                                                               | \$5335                                                                         |
|              | One and one-half inch meter                                                            | \$6170                                                                         |
|              | Two inch                                                                               | \$7170                                                                         |
|              | Three inch                                                                             | \$9500                                                                         |
|              | Four inch                                                                              | \$12835                                                                        |
|              | Six inch                                                                               | \$21165                                                                        |
|              | Greater than six inches                                                                | Meter Flow Factor N/A per Village Board                                        |
| 14.16.100    | Water Used during Construction                                                         |                                                                                |
|              | Single-family                                                                          | <del>\$250 per unit</del> \$260 unit per unit                                  |
|              | Town home                                                                              | <del>\$250 per unit</del> \$260 unit per unit                                  |
|              | Multifamily                                                                            | <del>\$1000 per building</del> \$1045 per building                             |
|              | Commercial                                                                             | <del>\$1000 per building</del> \$1045 per building                             |
|              | Industrial                                                                             | <del>\$1000 per building</del> \$1045 per building                             |
| 14.24.020    | Alarm Service Connection Fees                                                          | Burglar Alarm \$150; Burglar Alarm(Digital Dialer) \$125                       |
| 14.24.040    | Alarm Maintenance position charges                                                     | \$20 a month; \$240 Annually                                                   |
| 14.24.090    | Alarm User Permit                                                                      | \$10 Residential; \$20 Business/Commercial/Industrial                          |
| 14.24.110    | Alarm activation at a premises where an alarm user permit has not been issued          | \$300 fine per offense                                                         |
| 14.24.170    | False alarm Service charges                                                            | #4-6 - \$50 per Alarm; 7-9 - \$100 each; 10,11 - \$200 each ; 12+ - \$300 each |
|              | False Alarms 4 -6                                                                      | \$50 each                                                                      |
|              | False Alarms 7-9                                                                       | \$100 each                                                                     |
|              | False Alarms 4 -6                                                                      | \$200 each                                                                     |
|              | False Alarms 12 or more                                                                | \$300 each                                                                     |
| 14.24.180.14 | Alarm Permit Revocation - After 10+ False                                              | \$300 Fine for continued false alarms; permit                                  |

| Section                                    | Purpose                                                              | Fee                                                                        |
|--------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------|
|                                            | Alarms in a Year                                                     | reapplication required                                                     |
| 14.30.050<br>Stormwater Usage Fee          |                                                                      |                                                                            |
|                                            | < 1 Acre                                                             | \$3 per month                                                              |
|                                            | 1-1.99 Acres                                                         | \$6 per month                                                              |
|                                            | 2-3.99 Acres                                                         | \$12 per month                                                             |
|                                            | 4-5.99 Acres                                                         | \$20 per month                                                             |
|                                            | 6 or more acres                                                      | \$30 per month                                                             |
| 14.30.070                                  | Nonpayment of Water Bill                                             | 10% after 10 days                                                          |
| 14.34.010                                  | Establishment of the new stormwater expansion fee                    |                                                                            |
|                                            | Single Family Housing, or Each Dwelling in Two-Family Homes          | \$1685                                                                     |
|                                            | Town/Row Homes                                                       | \$860 for each Dwelling                                                    |
|                                            | Multi-Family                                                         | \$509 per Dwelling                                                         |
|                                            | Mixed use                                                            | \$2525 per acre + Residential Fee                                          |
|                                            | Non-residential                                                      | \$2525 per acre                                                            |
| 14.43.040.f                                | Construction of Utility Facilities in rights-of-way                  | \$500 + Any Reimbursements for consulting costs incurred by village        |
| 14.43.250                                  | Siting and collocation of Small Wireless Facilities in rights of way |                                                                            |
|                                            | Adding a Facility onto an existing pole single pole                  | \$650                                                                      |
|                                            | Adding a Facility onto multiple existing poles                       | \$350 each                                                                 |
|                                            | New Pole Installation                                                | \$1000 each                                                                |
|                                            | Small Wireless Facilities Recurring Rate                             | \$200 annually, or the actual, direct, or reasonable costs of the facility |
| 15.04.030.4.iv                             | Controlled Burn Permit                                               | \$150                                                                      |
| 16.06<br>Building Department Fee Schedules |                                                                      |                                                                            |
| 16.06.030                                  | New Commercial building permit                                       | \$4 per square foot                                                        |
|                                            | Commercial additions permit                                          | \$3 per square foot                                                        |
|                                            | Commercial alterations permit                                        | \$2 per square foot (\$200 minimum)                                        |
|                                            | New Industrial Permit                                                | \$2 per square foot                                                        |
|                                            | Industrial additions permit                                          | \$2 per square foot                                                        |
|                                            | Industrial alterations permit                                        | \$2 per square foot (\$200 minimum)                                        |
| 16.06.040                                  | New Construction Single-family, two-family and townhomes permit      | \$4 per square foot                                                        |
|                                            | Single-family, two-family and townhomes additions permit             | \$3 per square foot                                                        |
|                                            | Single-family, two-family and townhomes alterations permit           | \$2 per square foot (\$200 minimum)                                        |
| 16.06.050                                  | New Multifamily buildings permit                                     | \$4 per square foot                                                        |
|                                            | Multifamily buildings additions permit                               | \$3 per square foot                                                        |
|                                            | Multifamily buildings alterations permit                             | \$2 per square foot (\$200 minimum)                                        |
| 16.06.60                                   | New Mixed-Use Buildings permit                                       | \$4 per square foot                                                        |
|                                            | Mixed-Use Buildings additions permit                                 | \$3 per square foot                                                        |
|                                            | Mixed-Use Buildings alterations permit                               | \$2 per square foot (\$200 minimum)                                        |
| 16.06.070                                  | Minor permits                                                        | \$50                                                                       |
|                                            | Standard permits                                                     | \$100                                                                      |
| 16.06.080                                  | Elevator Inspections, reinspection, plan review                      | 2 times invoice per inspection service                                     |
| 16.06.100                                  | Permit Reinspection Fees<br>(No fee for first re-inspection)         | \$90                                                                       |
| 16.06.105<br>Reduced permit fees           |                                                                      |                                                                            |

| Section                                    | Purpose                                                 | Fee                                                    |
|--------------------------------------------|---------------------------------------------------------|--------------------------------------------------------|
|                                            | Government-Owned Projects                               | Fees Waived                                            |
|                                            | Illinois School Code                                    | Fees Waived                                            |
|                                            | Churches and Religious organizations                    | Waived up to \$1000 per organization per calendar year |
| 16.06.110<br>Sign Permit Fees              |                                                         |                                                        |
|                                            | New Business Temporary Sign-1 per 50 feet of storefront | No Charge 30 days maximum;                             |
|                                            | Awning                                                  | \$75.00 per sign                                       |
|                                            | Canopy                                                  | \$75.00 per sign                                       |
|                                            | Electronic message                                      | \$75.00 per sign                                       |
|                                            | Ground                                                  | \$75.00 per sign                                       |
|                                            | Marquee                                                 | \$75.00 per sign                                       |
|                                            | Menu board                                              | \$75.00 per sign                                       |
|                                            | Projecting                                              | \$75.00 per sign                                       |
|                                            | Wall                                                    | \$75.00 per sign                                       |
|                                            | Construction sign—Large                                 | \$125.00 per sign                                      |
|                                            | Parking lot directional                                 | \$20.00 per sign                                       |
|                                            | Public transit advertising sign                         | \$20.00 per sign                                       |
|                                            | Scoreboard                                              | \$20.00 per sign                                       |
|                                            | Tenant Panel-Multi-Tenant Ground Sign                   | \$20.00 per sign *Inclusive of both sides.             |
|                                            | Under-awning sign                                       | \$20.00 per sign                                       |
|                                            | Miscellaneous                                           | \$20.00 per sign                                       |
|                                            | Temporary A-Frame                                       | \$20.00 per sign                                       |
|                                            | Temporary Attention-getting                             | \$20.00 per sign                                       |
|                                            | Ancillary                                               | \$20.00 per sign                                       |
|                                            | Electrical                                              | \$90.00 per permit                                     |
| 16.06.110.b                                | Sign Variation request                                  | \$50 per variation                                     |
| 16.23.130.A                                | Owner/developer tree replacement                        | \$100 per tree not replaced, up to \$10,000 per acre   |
| 16.23.130.B                                | Planned vs. planted trees                               | \$300 for each parkway tree short of requirement       |
| 16.23.130.C                                | Tree removal Permit                                     | \$10 per acre, rounded to nearest whole acre           |
| 16.44.050                                  | Crime-Free Housing Seminar failure to attend            | \$25                                                   |
| 16.44.160.a                                | Rental Property Crime-Free Housing Annual Registration  | \$40 per address + \$12 for each add'l unit up to 100  |
|                                            | Rentals-Owners of 100-500 units Annual Registration     | \$1200                                                 |
|                                            | Rentals-Owners over 500 units Annual Registration       | \$2500                                                 |
| 16.44.160<br>Rental Property Registration  |                                                         |                                                        |
| 16.44.160.c                                | Late Fees after January 1-March 1                       | \$40                                                   |
|                                            | Late Fees after March 1-April 1                         | \$50                                                   |
|                                            | Late Fees after April 1                                 | \$70                                                   |
| General Fees and Penalties (various codes) |                                                         | Not less than \$75 and not more than \$750             |
| Parking Fees and Penalties (various codes) |                                                         | Not less than \$25 and not more than \$750             |

