

COMMITTEE OF THE WHOLE
MARCH 11, 2025
VILLAGE BOARD ROOM
2200 HARNISH DRIVE, ALGONQUIN
7:30 P.M.

Trustee Auger – Chairperson
Trustee Spella
Trustee Glogowski
Trustee Dianis
Trustee Smith
Trustee Brehmer
President Sosine

∞ AGENDA ∞

- 1. Roll Call – Establish a Quorum**
- 2. Public Comment – Audience Participation**
(Persons wishing to address the Committee must register with the Chairperson prior to roll call.)
- 3. Community Development**
 - A. Consider the 2025 Zoning Map
 - B. Consider an Amendment to Sections 21.3, 21.4, 21.6.C, and 21.12 of the Zoning Code
- 4. General Administration**
 - A. Consider an Agreement with MGT Impact Solutions, LLC (formerly GovTemps) for the services of Peggy Blanchard through December 26, 2025
 - B. Consider an Amendment to the Merit Compensation Plan
 - C. Review the Proposed 2025-2026 General Fund and Other Funds Budget
- 5. Public Works & Safety**
 - A. Consider an Agreement with Kenny's Flooring for the Carpet Replacement in the Ganek Municipal Center (GSA and CDD areas)
 - B. Consider Certain Vehicle Surplus
 - C. Consider an Agreement with Christopher Burke Engineering for the Design Engineering of the Replacement of the Spella Retaining Wall
 - D. Consider an Agreement with Civiltech Engineering, Inc. to perform an ADA Self-Evaluation and Transition Plan in the Public Right of Way
 - E. Consider a Purchase Agreement with Rush Truck Centers for Four (4) International Truck Chassis
- 6. Executive Session (if needed)**
- 7. Other Business**
- 8. Adjournment**



Village of Algonquin

2200 Harnish Drive, Algonquin, IL
(847) 658-2700 | www.algonquin.org

AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	March 11, 2025
<u>SUBMITTED BY:</u>	Patrick M. Knapp, AICP, Community Development Director
<u>DEPARTMENT:</u>	Community Development
<u>SUBJECT:</u>	2025 Zoning Map Update

ACTION REQUESTED:

Staff is requesting that the Committee of the Whole advance this matter to the Village Board to approve the 2025 Zoning Map. The Village is required to approve the map before April 1st, 2025.

DISCUSSION:

Summarized below is a list of changes that have been made to the 2024 Zoning Map. The changes below will be made to the Village's paper map and the interactive Zoning Map.

Zoning Changes:

- Added an annexation for the Sandbloom Road and Ryan Parkway parcel
- Added the resubdivision, Final PUD, Special Use for Open Air Dining, and rezoning of 221 South Main Street from B-1 and R-3 to O-T
- Added a Special Use for a Dentist Office to 1 North Main Street
- Added the resubdivision of the parcel at the southwest corner of Boyer Road and Corporate Parkway
- Added an annexation and zoning upon annexation to R-2 for the Stonegate Road and Longmeadow Parkway crescent parcel
- Added a Final PUD for Algonquin Meadows Subdivision
- Added a Special Use for a Dog Training, Grooming, and Daycare Business to 220 Eastgate Drive
- Added a rezoning of 2040 East Algonquin Road from B-1 to B-2

RECOMMENDATION:

Staff recommends advancing the 2025 Zoning Map to the Village Board for approval.

ATTACHMENTS:

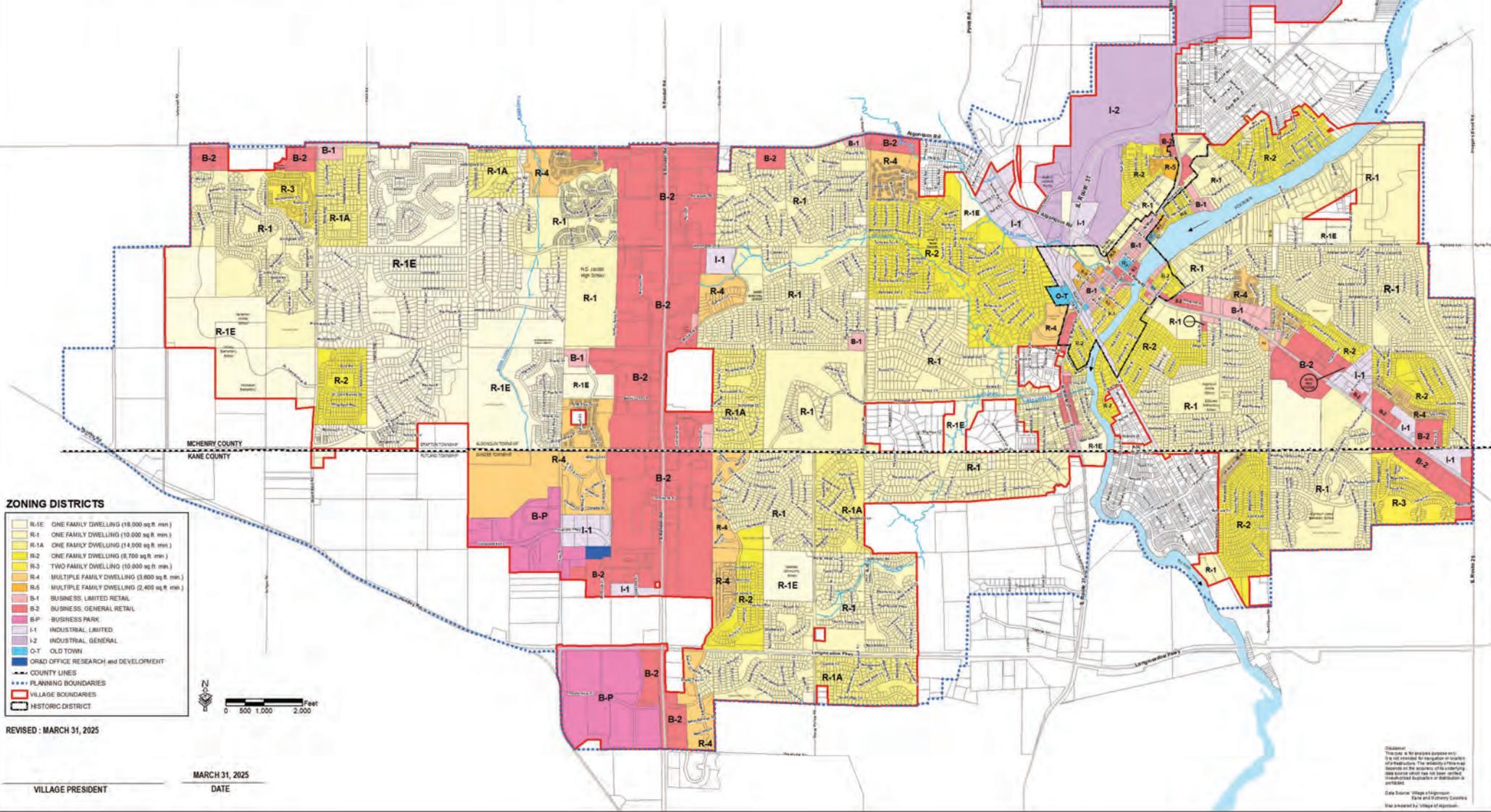
Exhibit A – 2025 Zoning Map



VILLAGE OF ALGONQUIN

McHENRY / KANE COUNTY, ILLINOIS

ZONING DISTRICTS 2025



ZONING DISTRICTS

R-1E	ONE FAMILY DWELLING (18,000 sq ft min.)
R-1	ONE FAMILY DWELLING (10,000 sq ft min.)
R-1A	ONE FAMILY DWELLING (14,000 sq ft min.)
R-2	ONE FAMILY DWELLING (8,700 sq ft min.)
R-3	TWO FAMILY DWELLING (10,000 sq ft min.)
R-4	MULTIPLE FAMILY DWELLING (3,800 sq ft min.)
R-5	MULTIPLE FAMILY DWELLING (2,400 sq ft min.)
B-1	BUSINESS, LIMITED RETAIL
B-2	BUSINESS, GENERAL RETAIL
B-P	BUSINESS PARK
I-1	INDUSTRIAL, LIMITED
I-2	INDUSTRIAL, GENERAL
O-T	OLD TOWN
ORAD	ORAD OFFICE RESEARCH and DEVELOPMENT
- - -	COUNTY LINES
⋯	PLANNING BOUNDARIES
—	VILLAGE BOUNDARIES
▭	HISTORIC DISTRICT

REVISED : MARCH 31, 2025

MARCH 31, 2025

VILLAGE PRESIDENT _____ DATE _____

Disclaimer:
This map is for general purposes only. It is not intended for navigation or other critical applications. The village of Algonquin and Kane County are not responsible for any errors or omissions on this map. The village of Algonquin and Kane County are not responsible for any errors or omissions on this map. The village of Algonquin and Kane County are not responsible for any errors or omissions on this map.



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AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	March 11, 2025
<u>SUBMITTED BY:</u>	Patrick M. Knapp, AICP, Director Stephanie Barajas, Planner
<u>DEPARTMENT:</u>	Community Development
<u>SUBJECT:</u>	Text Amendment to Sections 21.3, 21.4, 21.6.C, and 21.12 of the Zoning Code

ACTION REQUESTED:

The Village of Algonquin, the “Petitioner”, is requesting Text Amendments to the Zoning Code in Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses. The Text Amendments will define alternative nicotine product, massage or massage therapy, massage establishment, tobacco products, and tobacco accessories, will update the reference to the Land Use Opinion which is now the Natural Resource Inventory, will remove tobacco and related supplies as a permitted use in the O-T District, will add Massage Establishments and Tobacco and Alternative Nicotine Products and Accessories as Special Uses in the B-1, B-2, O-T, I-1, and I-2 Districts, and will add additional regulations for the new Special Uses, herein called the “Request”.

BOARD/COMMISSION REVIEW:

The Planning and Zoning Commission held a Public Hearing for the Request at the February 10, 2025 Planning and Zoning Commission Meeting. No one from the public commented at the Public Hearing.

The Planning and Zoning Commission accepted staff’s recommendation and the Commission recommended approval of an amendment to Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses, as outlined in the staff report for PZ-2025-01. The Motion was approved 6-0.

RECOMMENDATION:

Staff recommends that the Committee of the Whole advance this matter to the Village Board for approval of the Text Amendment to Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses as outlined in the staff report for PZ-2025-01.

ATTACHMENTS:

- Exhibit A Planning & Zoning Commission Staff Report for Case No. PZ-2025-01
- Exhibit B DRAFT Planning & Zoning Commission Minutes (February 10, 2025)
- Exhibit C Redlined Zoning Text Amendment

STAFF REPORT FROM THE DEPARTMENT OF COMMUNITY DEVELOPMENT

Patrick M. Knapp, AICP
Director of Community Development

Stephanie Barajas
Planner



CASE NUMBER:	PZ-2025-01
MEMO DATE:	February 7, 2025
PUBLIC HEARING DATE:	February 10, 2025
APPLICANT:	Village of Algonquin

REQUEST SUMMARY

The Village of Algonquin, hereinto referred to as the “Petitioner”, is requesting Text Amendments to the Zoning Code in Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses. The Petitioner’s Text Amendments will 1) provide clarity with new definitions, 2) update a reference, 3) remove a permitted use, and 4) add new Special Uses and additional regulations into this section.

STAFF RECOMMENDATION

Staff recommends approval of this text amendment.

DISCUSSION OF STAFF RECOMMENDATION

KEY:

Notes/Moved Text

New Text

~~Deleted Text~~

No Changes to Text

SECTION 21.3 DEFINITIONS

- Add “ALTERNATIVE NICOTINE PRODUCT” and define the use.

ALTERNATIVE NICOTINE PRODUCT: A product or device not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing, or by any other means (commonly known as E-cigarettes). Alternative tobacco or nicotine products including synthetic tobacco products which are intended to replicate tobacco and tobacco products. Alternative nicotine products excluding "tobacco products" as defined in this section and any product approved by the United States Food and Drug Administration as a nontobacco product for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

- Add “MASSAGE or MASSAGE THERAPY” and define the use. *Note that this is already defined in Appendix A.*

MASSAGE or MASSAGE THERAPY: A system of structured palpation or movement of the soft tissue of the body. The system may include, but is not limited to, techniques such as effleurage or stroking and gliding, petrissage or kneading, tapotement or percussion, friction, vibration, compression, and stretching activities as they pertain to massage therapy. These techniques may be applied by a licensed massage therapist with or without the aid of lubricants, salt or herbal preparations, hydromassage, thermal massage, or a massage device that mimics or enhances the actions possible by human hands. The purpose of the practice of massage is to enhance the general health and well-being of the mind and body of the recipient. “Massage” does not include the diagnosis of a specific pathology. “Massage” does not include those acts of physical therapy or therapeutic or corrective measures that are outside the scope of massage therapy practice.

- Add “MASSAGE ESTABLISHMENT” and define the use. *Note that this is already defined in Appendix A.*

MASSAGE ESTABLISHMENT: Any establishment having its place of business where any person, firm, association, or corporation engages in, carries on, or permits to be engaged or carried on any of the activities referenced in the definition of Massage or Massage Therapy.

- Add “TOBACCO PRODUCTS” and define the use.

TOBACCO PRODUCTS: Any substance containing tobacco leaf intended for human use, including, but not limited to cigarettes, cigars, loose tobacco, snuff, chewing tobacco or dipping tobacco.

- Add “TOBACCO ACCESSORIES” and add a definition to differentiate this structure from other accessory structures.

TOBACCO ACCESSORIES: Tobacco-related products and paraphernalia including, but not limited to, pipes, papers, vaporizers, and hookahs.

SECTION 21.4 GENERAL PROVISIONS

Update the reference to the Kane-DuPage Soil and Water Conservation District (KDSWCD) Land Use Opinion application and add the McHenry-Lake County Soil & Water Conservation District. Both Conservation Districts require this application. In 2024, the KDSWCD changed the name of the application to Natural Resource Inventory. Additionally, the description has been updated to provide clarity on the application process.

O. ~~LAND USE OPINION~~ NATURAL RESOURCE INVENTORY APPLICATION. ~~Before any property located within Kane County is rezoned from open space or agriculture, or any petition for a planned development, or a special use permit is approved, the Land Use Opinion Application for the Kane-DuPage Soil and Water Conservation District shall be followed. The application is found in the Development Application available from the Community Development Department or online at www.algonquin.org.~~

A Natural Resource Inventory Application must be filed with the Kane-DuPage Soil and Water Conservation District or the McHenry-Lake County Soil & Water Conservation District before submitting a zoning petition for properties that request a rezoning from agriculture, subdivision of vacant land, variation, special use permit, or planned development. The report shall be received and reviewed prior to approval.

SECTION 21.6.C OLD TOWN DISTRICT PERMITTED USES

Remove “Tobacco and Related Supplies” as a permitted use in the O-T District. This is the only section that specifically calls out this use as a permitted use.

C. PERMITTED USES. Permitted uses in the O-T District shall include the following:

2. **Retail Specialty Shops.** Sale of gifts, antiques, flowers and plants, books, art galleries, jewelry, pharmaceuticals, housewares, hardware, sporting goods, wearing apparel, ~~tobacco and related supplies,~~ or craft shops making articles exclusively for sale for retail on the premises; and the retail sale and repair of jewelry, clocks, optical goods, cameras, and their accessories.

SECTION 21.12.C SPECIAL USES

Changes to the Special Use section include:

- Add “Massage Establishment” as #27 and add additional regulations as Section 21.12.H.5.
- Add “Tobacco and Alternative Nicotine Products and Accessories” as #51 and add additional regulations as Section 21.12.H.6.

C. SPECIAL USES. The following uses require a special use permit. In addition to the special use permit, the following uses are only permissible in the zoning districts indicated. Also refer to the OR&D and B-P Districts for additional uses that shall require a special use permit.

27. **Massage establishment** in the B-1, B-2, O-T, I-1, and I-2 Districts. Section 21.12.H.5 for additional regulations.

51. **Tobacco and Alternative Nicotine Products and Accessories** in the B-1, B-2, O-T, I-1, and I-2 Districts. See Section 21.12.H.6 for additional regulations.

H. ADDITIONAL REGULATIONS.

5. **Massage establishment** in the B-1, B-2, O-T, I-1, and I-2 Districts.

- Purpose and Intent: To provide specific regulations for the location and operation of massage establishments to protect the health, safety, and welfare of the citizens of the Village.
- Applicability: Any establishment that provides massage or massage therapy services as defined in Section 21.3 of this Chapter.
- General Standards:
 - Massage establishments and businesses providing massage therapy as an accessory use shall be subject to the regulations of this Section as well as Chapter 31 Business Regulations of the Algonquin Municipal Code. A massage license application shall be submitted for approval to the Algonquin Police Department in accordance with the Algonquin Municipal Code.
 - Massage uses that are accessory to a medical office or clinic are a permitted use.
 - All massage establishments require the granting of a Special Use Permit, including any change in ownership of an existing establishment.
 - The public entrance to establishments offering massage therapy in private rooms shall be clearly visible from the street or main public parking area. The exterior windows in the front reception area must be clear and transparent, allowing an unobstructed view from the outside.
 - Features of the massage establishment, such as the floor plan, transparency of the front reception area, hours of operation, and staffing levels, that are specifically included in the approval legislation for the business may not be modified without first obtaining prior

approval. The Community Development Director shall review such proposed changes, referring the business to a public meeting or public hearing as needed.

- d. Existing Massage Establishments: Existing businesses lawfully established at the effective date of this amendment, shall be deemed to be a legal nonconforming use and may be continued, subject to the regulations of Section 21.14 of this Chapter, unless there is a change in ownership.
6. Tobacco and Alternative Nicotine Products and Accessories in the B-1, B-2, O-T, I-1, and I-2 Districts.
- a. Purpose and Intent: To provide specific regulations for the placement of tobacco retailers.
 - b. Applicability: Retail or wholesale sales uses that derive more than fifty (50) percent of sales or usage fees from tobacco products, tobacco accessories, and alternative nicotine products.
 - c. General Standards:
 - I. All applicable establishments require the granting of a Special Use Permit, including any change in ownership of an existing establishment.
 - II. In addition to a Special Use Permit, a tobacco dealer’s license shall be required in accordance with the Algonquin Municipal Code.
 - d. Existing Tobacco Product Sales: Existing businesses lawfully established at the effective date of this amendment, shall be deemed to be a legal nonconforming use and may be continued, subject to the regulations of Section 21.14 of this Chapter, unless there is a change in ownership.

STAFF RECOMMENDATION

The proposed text amendments to the zoning code meet all applicable standards and will not negatively impact the public health, safety, comfort, convenience, and the general welfare of the Village of Algonquin. Based on these findings, staff recommends that the Planning and Zoning Commission make a recommendation to the Village Board to **approve** the following motion:

1. “To approve an amendment to Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses, as outlined in the staff report for PZ-2025-01.”

The Village Board’s decision is final for this case.

I concur:



Patrick M Knapp, AICP
Director of Community Development

Attachments:

- Exhibit A. Current Zoning Code: Chapter 21

Case Number PZ-2025-01 – Consideration of a Request to Approve Zoning Text Amendments to Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses

Director Patrick Knapp confirmed that the Public Notice requirement was fulfilled.

Planner Barajas gave a digital presentation to the Planning & Zoning Commission and requested a positive recommendation of the zoning text amendment changes.

Commissioner Neuhalfen asked whether the Special Use Permit requirement will impact the sale of cigarettes in restaurants or bars in the O-T District. Planner Barajas explained that a Special Use Permit will be required only for establishments that derive more than 50% of sales from tobacco and related products.

Commissioner Szpekowski asked for clarification on the public entrance requirements for massage establishments. Planner Barajas explained that the purpose is to increase visibility to allow an unobstructed view from the outside, especially for police.

Chair Patrician requested further clarification regarding the transparency requirement and the overall layout of massage establishments. Planner Barajas clarified that the entire establishment and treatment areas do not have to be visible from the outside, only the reception area. She explained that the Algonquin Police Department has a massage license program and that they have strict requirements for the layout of the establishment.

Chair Patrician asked about the rationale behind updating the language. Director Knapp explained that several issues prompted the update and that staff worked closely with the Algonquin Police Department to have consistent requirements for massage establishments. Chair Patrician then requested clarification on how best practices are identified. Planner Barajas responded that staff conducted research on other municipal codes and also examined how zoning regulations can be used to provide additional review of the location and appearance of massage establishments.

Chair Patrician asked about the certification process for massage therapists. Planner Barajas explained that the Algonquin PD ensures that every massage therapist working in an establishment is certified by the State and they also conduct background checks as part of the massage license process. She added that the Algonquin PD is also working on an amendment to the Municipal Code in response to several issues.

Commissioner Sturznickel inquired about medical uses. Planner Barajas explained that medical uses like physical therapy are excluded from the Special Use Permit requirement, as noted in the definition for Massage or Massage Therapy. Chair Patrician then asked if PD confirmed that massage therapists in medical settings are licensed. Planner Barajas explained that massage is not the principal use in medical settings. Attorney Walters clarified that medical uses may have different requirements for providers. Planner Barajas

further clarified that staff will confirm if massage is the principal or accessory use of a business to determine if a special use permit is required.

Commissioner Sturznickel asked if there was an existing issue with massage establishments. Planner Barajas confirmed there are multiple establishments in the village and explained that special use permit requirements do not prohibit the use, but provide a means for additional review. Director Knapp reiterated that staff has collaborated with PD to address ongoing issues.

Commissioner Bumbales asked about the requirements for existing businesses. Planner Barajas explained that existing businesses do not need a special use permit unless there is a change in ownership or location. Chair Patrician then asked if an existing business with a change of ownership is exempt from the transparency requirement. Planner Barajas confirmed that they are not exempt.

Chair Patrician asked about where massage establishments are not permitted. Planner Barajas responded that they are not permitted in residential, business park, and office districts. Chair Patrician asked if this is the same for tobacco businesses. Planner Barajas confirmed that both uses are prohibited in the same districts. Director Knapp commented that there are no existing tobacco or massage establishments in those districts.

Chair Patrician asked if there have also been issues with tobacco businesses. Director Knapp explained that both PD and the Manager's Office have observed several issues, and that code enforcement is often involved due to lighting and signage violations.

Chair Patrician asked why the uses were not prohibited if they were problematic. Director Knapp responded that the special use requirement is a first attempt to regulate and that if issues persisted, staff would consider next steps like density restrictions or prohibition.

Commissioner Rasek arrived at 7:24 pm.

Chair Patrician inquired about the number of massage establishments in the village. Planner Barajas responded that there were at least five at the beginning of 2024 and Director Knapp explained that a number of them closed in the last year. Chair Patrician commented that the amendment addresses public safety and regulates businesses that have been a nuisance. Director Knapp added that they drain public resources with the staff time that is involved in addressing violations.

Chair Patrician asked about the process of updating the language in the future. Planner Barajas confirmed that a public hearing is required for all Zoning Code text amendments. Director Knapp added that staff presents text amendments as required, often due to new trends.

Commissioner Rasek asked if cannabis is included in the text amendment. Director Knapp responded that recreational cannabis dispensaries are prohibited in the village. Commissioner Rasek then commented that alternative cannabis products are sold in some

tobacco businesses. Director Knapp explained that the State regulates those products and they may prohibit certain products in the future. Chair Patrician commented that regulations are frequently updated.

Chair Patrician opened the Public Comment portion of the Public Hearing.

Chair Patrician closed the Public Comment portion of the Public Hearing.

Chair Patrician asked for a motion. A motion was made by Commissioner Szpekowski and seconded by Commissioner Neuhalfen to recommend approval of an amendment to Sections 21.3 Definitions, 21.4 General Provisions, 21.6.C Old Town District Permitted Uses, and 21.12 Special Uses, as outlined in the staff report for PZ-2025-01. The motion carried with a 6-0 vote.

DRAFT

ALLEY: A public way, not more than 30 feet wide, which affords only a secondary means of access to abutting property.

ALTERNATIVE NICOTINE PRODUCT: A product or device not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing, or by any other means (commonly known as E-cigarettes). Alternative tobacco or nicotine products including synthetic tobacco products which are intended to replicate tobacco and tobacco products. Alternative nicotine products excluding "tobacco products" as defined in this section and any product approved by the United States Food and Drug Administration as a nontobacco product for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

ALTERNATIVE TOWER STRUCTURE: Man-made trees, clock towers, bell steeples, light poles, and similar alternative-design mounting structures that camouflage or conceal the presence of antennas or towers.

ANIMAL HOSPITAL OR VETERINARY CLINIC: An establishment designed for the care and treatment of domestic animals.

ANTENNA: An arrangement of wires, metal rods, or similar materials used for the transmission and/or reception of electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals, and includes satellite dishes and communication towers.

APARTMENT: A room or suite of rooms in a multiple-family structure, that is arranged, designed, used, or intended to be used as a single housekeeping unit. Complete kitchen, bath, and toilet facilities, permanently installed, must always be included for each apartment.

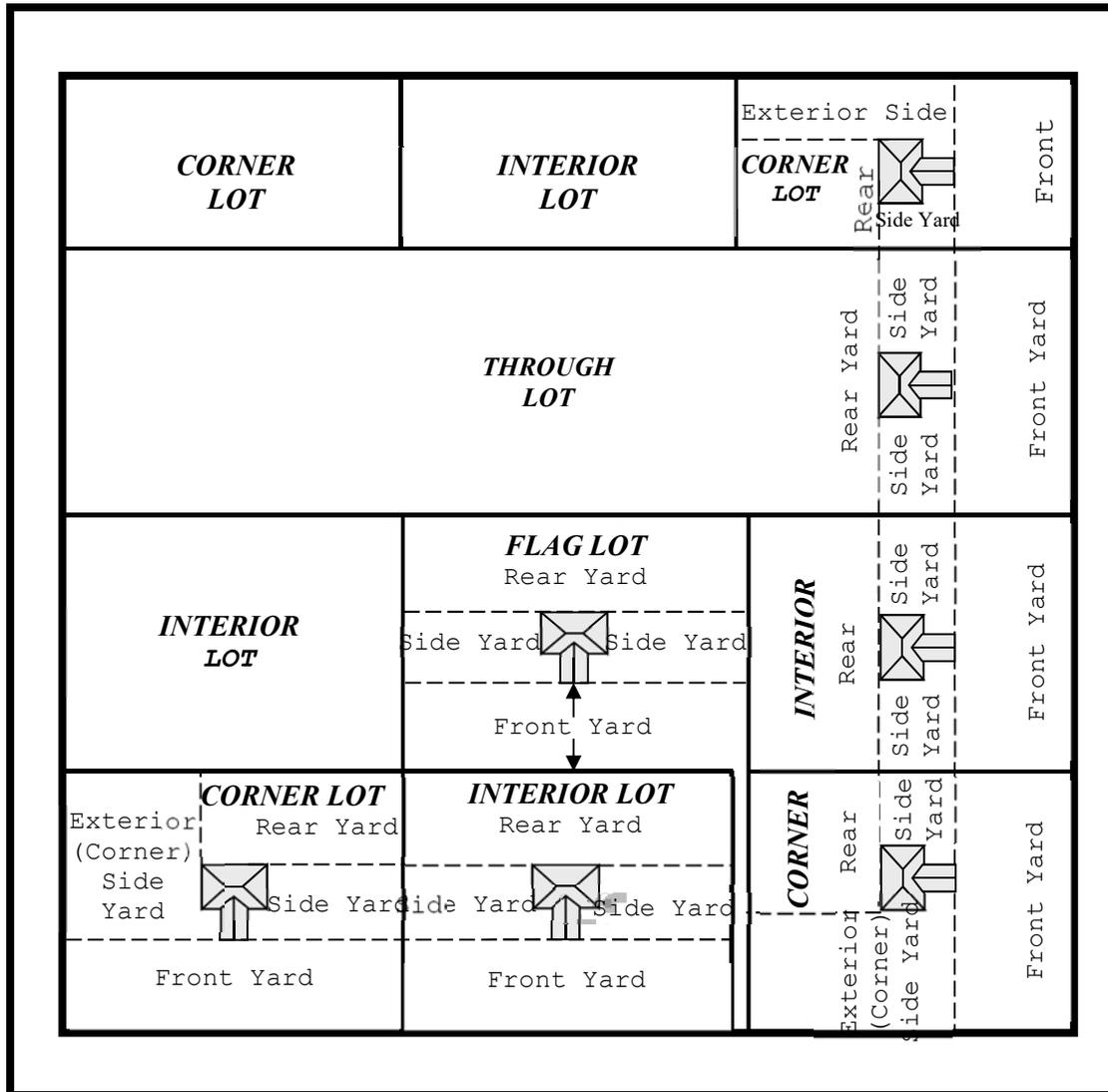
ARCADE OR BILLIARD/POOL HALL, OR GAME ROOM: Any establishment displaying, for public patronage or keeping for operation, four or more amusement devices including, but not limited to, pool tables, foosball tables, air hockey tables, mechanical rides for children, electronic games and shooting gallery-type games. Includes throwing sports in which the competitor safely throws an object at a target. Includes specialty recreation facilities.

AWNING OR CANOPY: An architectural projection that provides weather protection, identity, or decoration and is supported by the building to which it is attached. An awning/canopy is comprised of a rigid structure over which a covering is generally attached.

BACKHAUL NETWORK: The lines that connect a provider's towers/cell sites to one or more cellular telephone switching offices, and/or long distance providers, or the public-switched telephone network.

BALCONY: An exterior floor system projecting from a structure and supported by that structure, with no additional independent supports.

BANQUET AND EVENT FACILITY: An establishment where a building, room, outdoor area, or portions thereof, primarily intended to provide space, whether rented, leased, or otherwise made available, to any person, group, or entity for an event or function, that may or may not have food and



LOT,

THROUGH: A lot having frontage on two parallel or approximately parallel streets, and which is not a corner lot. Also known as a “double frontage” lot.

LOT WIDTH: The horizontal distance between the side lot lines measured at right angles to the lot depth at the established front building line, or following the curve of the street if on a cul-de-sac.

MANUFACTURE: The making of anything by an agency or process.

MARINA: A boating facility for the berthing and securing of all types of recreational water craft and which may include slip rentals, fuel facilities, boat and accessory sales, package food sales, restaurants, and hull and engine repair or boat building.

MASSAGE or MASSAGE THERAPY: A system of structured palpation or movement of the soft tissue of the body. The system may include, but is not limited to, techniques such as effleurage or stroking and gliding, petrissage or kneading, tapotement or percussion, friction, vibration, compression, and stretching activities as they pertain to massage therapy. These techniques may be applied by a licensed massage therapist with or without the aid of lubricants, salt or herbal preparations, hydromassage, thermal massage, or a massage device that mimics or enhances the

actions possible by human hands. The purpose of the practice of massage is to enhance the general health and well-being of the mind and body of the recipient. “Massage” does not include the diagnosis of a specific pathology. “Massage” does not include those acts of physical therapy or therapeutic or corrective measures that are outside the scope of massage therapy practice.

MASSAGE ESTABLISHMENT: Any establishment having its place of business where any person, firm, association, or corporation engages in, carries on, or permits to be engaged or carried on any of the activities referenced in the definition of Massage or Massage Therapy.

MCCD: McHenry County Conservation District.

MEDICAL OFFICE OR CLINIC OR CENTER: An establishment where human patients are admitted for diagnosis and treatment by licensed physicians, medical practitioners, and professional associates, who may utilize jointly the same reception area, medical supply, laboratory, auto parking, and other physical accommodations, not including massage therapists or optometrists when associated with a retail eyewear store.

MEDICAL CANNABIS CULTIVATION CENTER: A facility operated by an organization or business that is registered by the Illinois Department of Agriculture to perform necessary activities to provide only registered medical cannabis dispensing organizations with usable medical cannabis.

MEDICAL CANNABIS DISPENSING ORGANIZATION OR DISPENSARY: A facility operated by an organization or business that is registered by the State of Illinois Department of Financial and Professional Regulation to acquire medical cannabis from a registered cultivation center for the purpose of dispensing cannabis, paraphernalia, or related supplies and educational materials to registered qualifying patients.

MOTOR FREIGHT TERMINAL: A building in which freight, brought to said building by motor truck, is assembled and sorted for routing in intrastate and interstate shipment by motor truck.

MOTOR VEHICLE REPAIR, MAJOR: Engine rebuilding or major reconditioning of worn or damaged motor vehicles or trailers; collision service, including body, frame or fender straightening or repair, and overall painting of vehicles.

MOTOR VEHICLE REPAIR, MINOR: Incidental repairs, replacement of parts and motor service to vehicles, but not including any operation specified under Motor Vehicle Repair, Major herein.

MOTOR VEHICLE SERVICE STATION OR GAS STATION: A place where gasoline, stored only in underground tanks, kerosene, lubricating oil or grease for operation of vehicles are offered for sale directly to the public, on the premises and including minor accessories and services for vehicles, including minor motor vehicle repairs and washing of motor vehicles where a mechanical device is employed.

MOTOR VEHICLE WRECKING YARD: Any place where one or more motor vehicles not in running condition, or parts thereof, are stored in the open and are not being restored to operation, or any land, building or structure used for wrecking or storing of such motor vehicle or parts thereof, and including any used farm vehicles or farm machinery, or parts thereof, stored in the open and not being restored to operating condition, and including the commercial salvaging of any other goods, articles, or merchandise.

SURFACE WATER: Water that resides or flows in streams, rivers, natural lakes, constructed reservoirs, and wetlands.

SUSTAINABLE DEVELOPMENT: Development that enhances people's wellbeing within the environment's capacity.

TAVERN: A building where alcoholic liquors are sold to be consumed on the premises.

TERRACE, OPEN: A level and rather narrow plane or platform open to the sky that, for the purpose of this Chapter, is located adjacent to one or more faces of the principal structure and which is constructed not more than 4 feet in height above the average level of the adjoining ground.

TOBACCO ACCESSORIES: Tobacco-related products and paraphernalia including, but not limited to, pipes, papers, vaporizers, and hookahs.

TOBACCO PRODUCTS: Any substance containing tobacco leaf intended for human use, including, but not limited to cigarettes, cigars, loose tobacco, snuff, chewing tobacco or dipping tobacco.

TOWER: Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio, and similar communication purposes, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and the like. The term includes the structure and any support thereto.

TRUCK PARKING AREA OR YARD: Any land used or intended to be used for the storage or parking of trucks, tractors, truck trailers, and commercial vehicles, while not loading or unloading.

UNDERAGE: Any person under 18 years of age, the legally minimum age at which one can purchase or view adults-only items. (Statutory Reference: 720 ILCS 5/11-20)

USE: The purpose for which land or a building thereon is designed, arranged, or intended, or for which it is occupied or maintained, let, or leased.

USED CAR LOT: A zoning lot on which used motor vehicles, such as cars, trailers, or trucks, are displayed for sale or trade.

VEGETATION ANALYSIS: An identification and mapping of site vegetation conditions according to their natural ecological communities (e.g., prairies, savannas, woodlands, and wetlands) and/or man-made state (e.g., old field, cropland, turf, etc.). For natural areas, a vegetation analysis also involves a concise, qualitative analysis of ecological quality.

WATERSENSE (WaterSense): A U.S. Environmental Protection Agency program designed to encourage water efficiency in the United States through the use of a special label on consumer products.

WETLAND: Areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. A wetland is identified based

- J. **BUILDINGS UNDER CONSTRUCTION.** Nothing in this Chapter shall be deemed to require any change in the plans, construction, or designated use of any building for which a building permit has been lawfully granted prior to the effective date of this Chapter or of amendments hereto, and said building may be completed in accordance with the approved plans; provided construction is started within six months of the issuance of the building permit and diligently carried out to completion. Such building shall be subject to the provisions of Section 21.14, Non-Conforming Buildings and Uses, herein.
- K. **BUILDINGS ON A ZONING LOT.** Every building hereafter erected or structurally altered to provide dwelling units shall be located on a zoning lot as herein defined, and in no case shall there be more than one such principal building on one zoning lot.
- L. **UNDERGROUND UTILITIES.** Underground utilities, including telephone and electric systems, are required within the limits of any new development. Appurtenances to these systems, that can be effectively screened may be excepted from this requirement if the Planning and Zoning Commission finds that such exemption will not violate the intent or character of the development.
- M. **USES NOT SPECIFICALLY LISTED.** Uses not specifically listed are to be determined by the Zoning Administrator.
- N. **ENDANGERED SPECIES CONSULTATION PROGRAM.** Before any property is rezoned from open space or agriculture, or any petition for a planned development or a special use permit is approved, the property shall be subject to the Illinois Endangered Species Protection Act (520 ILCS 10/1 *et seq.*) that requires the submittal of an Ecological Compliance Assessment Tool (EcoCAT).

Any IDNR response to the EcoCAT shall be submitted with the application.

In the event the IDNR concludes there will be an adverse impact, the petitioner shall attempt to avoid, minimize, or compensate for the impacts pursuant to the IDNR recommendations. The required written report to the IDNR outlining what alternatives in the IDNR EcoCAT will be adopted, shall be submitted to the Village.

- O. **LAND USE OPINION NATURAL RESOURCE INVENTORY APPLICATION.** ~~Before any property located within Kane County is rezoned from open space or agriculture, or any petition for a planned development or a special use permit is approved, the Land Use Opinion Application for the Kane-DuPage Soil and Water Conservation District shall be followed. The application is found in the Development Application available from the Community Development Department or online at www.algonquin.org. A Natural Resource Inventory Application must be filed with the Kane-DuPage Soil and Water Conservation District or the McHenry-Lake County Soil & Water Conservation District before submitting a zoning petition for properties that request a rezoning from agriculture, subdivision of vacant land, variation, special use permit, or planned development. The report shall be received and reviewed prior to approval.~~

B. APPLICABILITY. All properties in the Old Town, as defined herein, that involve a redevelopment or involve a petition for a planned development, shall be rezoned to O-T District. Residential properties in the O-T District that are not rezoned to O-T District and that have an underlying residential zoning district shall be governed by those underlying district regulations, except for those provisions contained in Section 21.6. L herein.

C. PERMITTED USES. Permitted uses in the O-T District shall include the following:

1. **Professional Offices.** Offices for lawyers, engineers, architects, accountants, e-commerce, government, and other similar professional businesses.
2. **Retail Specialty Shops.** Sale of gifts, antiques, flowers and plants, books, art galleries, jewelry, pharmaceuticals, housewares, hardware, sporting goods, wearing apparel, ~~tobacco and related supplies,~~ or craft shops making articles exclusively for sale for retail on the premises; and the retail sale and repair of jewelry, clocks, optical goods, cameras, and their accessories.
3. **Eateries.** Restaurants without drive-through facilities, bakeries, confectioneries, coffee houses, cafes, bars, taverns, pubs, and delicatessens.
4. **Personal service shops.** Barbershops and/or hairdressers, shoe repair, tailor, and similar services.
5. **Studios.** Studios for dance, music, photography, art, and similar uses, including fitness centers.
6. **Residential.** Dwelling units above the ground floor as secondary uses to primary commercial and office uses.
7. **Churches.** See Section 21.12, Special Uses herein for specific criteria.
8. **Brewery, Winery, Distillery.** Open to the public with a retail component.

D. PROHIBITED USES. In support of the general intent of this Section, the following uses, except for legal non-conforming uses, shall be prohibited:

1. Automobile or other vehicle sales, service, and/or repair businesses.
2. Gasoline service/filling stations.
3. Drive-through facilities.
4. Car washes.
5. Building supplies and bulk storage.
6. Rental storage facilities including mini-warehouse facilities.
7. Uses requiring outdoor sales and storage areas.

25. **Kennel, animal shelter, veterinarian clinic, animal hospital, grooming, pet day care** in B-1, B-2, I-1 and I-2 Districts.
26. **Marina commercial** in B-1, B-2 and O-T Districts.
27. **Massage establishment in the B-1, B-2, O-T, I-1, and I-2 Districts. Section 21.12.H.5 for additional regulations.**
- 27.28. **Medical Cannabis, Cultivation** in the I-2 District.
- 28.29. **Medical Cannabis, Dispensary** in B-2 and I-1 Districts and not permitted within 1,000 feet of Randall Road.
- 29.30. **Medical clinic/office** in B-1, B-2, OR&D, O-T, and B-P Districts. Not including massage therapist or optometrist when associated with retail eyewear store.
- 30.31. **Miniature golf, driving ranges, batting cages, and other outdoor recreation uses** in B-2, I-1 and I-2 Districts.
- 31.32. **Motor vehicle detailing, car wash, oil change, minor repair** in the B-2 District and not permitted on lots with frontage on Randall Road, West Algonquin Road, East Algonquin Road, and Main Street.
- 32.33. **Motor vehicle (new) sales and services, automobile service station** in the B-2 District.
- 33.34. **Motor vehicle (used) sales and services; major automotive repair; automobile bodywork and painting** in I-1 and I-2 Districts.
- 34.35. **Motor vehicle wrecking yard** in the I-2 District.
- 35.36. **Motor vehicle and other private vehicle storage yard,** in the I-2 District.
- 36.37. **Off-street parking areas and garages** in R-3, R-4 and R-5 Districts. Permitted by right in B-1, B-2, OR&D, I-1, I-2 and B-P Districts.
- 37.38. **Outside display, sales, and storage** in B-1, B-2, I-1, and I-2 Districts. See Section 21.12.F for additional regulations.
- 38.39. **Pawn shops or payday advance** in I-1 and I-2 Districts, but not on any property within 1,000 feet of Randall Road or Algonquin Road, regardless of the zoning classification.
- 39.40. **Planned development** in any use district.
- 40.41. **Privately-owned recreation building or community center** in any use district.
- 41.42. **Private park or private playground** in any use district.
- 42.43. **Racetrack, raceway, race course** in the I-2 District.

~~43.44.~~ **Radio and television transmitting or antenna towers (commercial) and other electronic equipment requiring outdoor structures, and including antenna towers used for the sending of private messages but not including private receiving aerials, antennas, or towers** in any use district; however, permitted by right in the I-2 District. See Section 21.12.H for additional regulations.

~~44.45.~~ **Recycling drop-off centers** in I-1 and I-2 District, where, if in the I-1 District, there is no processing on-site other than bailing or bundling, and no outdoor processing or storage of any materials, equipment, or product of any kind.

~~45.46.~~ **Rest home, nursing home, assisted living** in B-1, B-2, R-4 and R-5 Districts.

~~46.47.~~ **Salvage yard, junkyard, waste disposal, waste recycling, or sanitary landfill** in the I-2 District.

~~47.48.~~ **Schools, elementary, high and college, business or trade, public or private** in any use district.

~~48.49.~~ **Slaughter house** in the I-2 District.

~~49.50.~~ **Tattoo and body piercing** in the I-2 District.

~~50.51.~~ **Tobacco and Alternative Nicotine Products and Accessories in the B-1, B-2, O-T, I-1, and I-2 Districts. See Section 21.12.H.6 for additional regulations.**

~~51.52.~~ **Vehicle Rental Facility** in the B-2, I-1 and I-2 Districts. See Section 21.12.H.4 for additional regulations.

~~52.53.~~ **Zoo** in any use district other than Residential Districts.

~~53.54.~~ And any other similar uses as determined by the Zoning Administrator in writing.

D. CONDITIONS OF APPROVAL. The Planning and Zoning Commission may recommend and the Village Board may impose such conditions or restrictions as appear necessary to minimize the possible detrimental effects of such special use upon other properties in the neighborhood or community.

E. PROCEDURE. The procedure to be followed in considering applications for special uses shall be as follows:

1. **Applications.** An application verified by the owner or authorized agent of the owner of the property involved shall be filed with the Community Development Department for the attention of the Planning and Zoning Commission that shall contain or be accompanied by all required information. Village application forms shall be used and are available in the Community Development Department.
2. **Public Hearing.** Upon receipt of such verified application, the Community Development Department shall notify the Planning and Zoning Commission Chairperson who shall schedule a public hearing. Notice of said hearing shall be pursuant to Section 21.18, Public Hearings, herein.

There shall be enough remaining parking stalls for employees, customers, and other businesses on the property (if applicable).

- V. Rental vehicles shall be operational and in a state of good repair at all times.
- d. Existing Vehicle Rental Facilities: All existing vehicle rental facilities are required to apply for a special use permit within six (6) months of the passage of this code.

5. Massage establishment in the B-1, B-2, O-T, I-1, and I-2 Districts.

- a. Purpose and Intent: To provide specific regulations for the location and operation of massage establishments to protect the health, safety, and welfare of the citizens of the Village.
- b. Applicability: Any establishment that provides massage or massage therapy services as defined in Section 21.3 of this Chapter.
- c. General Standards:
 - I. Massage establishments and businesses providing massage therapy as an accessory use shall be subject to the regulations of this Section as well as Chapter 31 Business Regulations of the Algonquin Municipal Code. A massage license application shall be submitted for approval to the Algonquin Police Department in accordance with the Algonquin Municipal Code.
 - II. Massage uses that are accessory to a medical office or clinic are a permitted use.
 - III. All massage establishments require the granting of a Special Use Permit, including any change in ownership of an existing establishment.
 - IV. The public entrance to establishments offering massage therapy in private rooms shall be clearly visible from the street or main public parking area. The exterior windows in the front reception area must be clear and transparent, allowing an unobstructed view from the outside.
 - V. Features of the massage establishment, such as the floor plan, transparency of the front reception area, hours of operation, and staffing levels, that are specifically included in the approval legislation for the business may not be modified without first obtaining prior approval. The Community Development Director shall review such proposed changes, referring the business to a public meeting or public hearing as needed.

d. Existing Massage Establishments: Existing businesses lawfully established at the effective date of this amendment, shall be deemed to be a legal nonconforming use and may be continued, subject to the regulations of Section 21.14 of this Chapter, unless there is a change in ownership.

6. Tobacco and Alternative Nicotine Products and Accessories in the B-1, B-2, O-T, I-1, and I-2 Districts.

a. Purpose and Intent: To provide specific regulations for the placement of tobacco retailers.

b. Applicability: Retail or wholesale sales uses that derive more than fifty (50) percent of sales or usage fees from tobacco products, tobacco accessories, and alternative nicotine products.

c. General Standards:

I. All applicable establishments require the granting of a Special Use Permit, including any change in ownership of an existing establishment.

II. In addition to a Special Use Permit, a tobacco dealer's license shall be required in accordance with the Algonquin Municipal Code.

d. Existing Tobacco Product Sales: Existing businesses lawfully established at the effective date of this amendment, shall be deemed to be a legal nonconforming use and may be continued, subject to the regulations of Section 21.14 of this Chapter, unless there is a change in ownership.



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

- M E M O R A N D U M -

DATE: February 27 2025

TO: President Sosine and Village Board of Trustees

FROM: Tim Schloneger

SUBJECT: Employee Leasing Agreement for Economic Development Work

I am recommending that the Village renew its agreement with MGT Impact Solutions, LLC (formerly GovTemps) for the services of Peggy Blanchard through December 26, 2025. Peggy serves as an independent contractor working on economic development projects for the Village. She will typically work 15 hour per week at a rate of \$87.00 per hour.

Peggy will continue to work primarily in retail economic development, focusing on the downtown, Algonquin Road, and Randall Road. Peggy has a distinguished career in the retail arena, and has been a great asset to the Village and our business community since starting her work with us in 2019. Her leadership with the International Council of Shopping Centers, and relationships with brokers and realtors is invaluable as we recruit new businesses and fill vacant spaces.



EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **MGT Impact Solutions, LLC** ("MGT"), and the **Village of Algonquin** (the "Client"). MGT and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). MGT and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of MGT, and MGT will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") each Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be modified from time to time by an amended Exhibit A signed by both MGT and the Client. MGT has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that MGT remove or reassign the Assigned Employee which removal or reassignment shall not be unreasonably withheld by MGT. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. MGT is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. MGT has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF MGT AND CLIENT

Section 2.01. Payment of Wages. MGT will, to the extent applicable and /or required by law, timely pay the wages and related payroll taxes of the Assigned Employee from MGT's own account in accordance with federal and Illinois law and MGT's standard payroll practices. MGT will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that MGT may engage a financial entity to maintain its financing and record-keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with MGT and any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to Section 2.01. As to Assigned Employees, MGT will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, MGT will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement. It is understood and agreed that the Client shall be under no obligation to reimburse or indemnify MGT for the workers compensation claims of the Assigned Employee(s) and MGT agrees to not seek any such reimbursement and/or indemnification; provided, however, that, this provision shall not apply and the Client shall be obligated to reimburse and hold MGT harmless for all loss and expense incurred as a result of such workers compensation claims in the event the Client engaged in intentional, reckless or grossly negligent misconduct relating thereto.

Section 2.03. Employee Benefits. MGT will provide to Assigned Employee those employee benefits identified in the attached **Exhibit B**. MGT may amend or terminate any of its employee benefit plans according to



their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to MGT under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. MGT will maintain records of all wages and benefits paid and personnel actions taken by MGT in connection with any of the Assigned Employees. MGT will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of MGT. MGT will comply with any federal, state and local law applicable to its Assigned Employee(s).

Section 2.06. Direction and Control. The Parties agree and acknowledge that, with relation to the work to be performed by the Assigned Employee for Client hereunder, the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively with regard thereto by the Client's supervisory and managerial employees and shall be deemed and considered a "public employee" under the Illinois Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, et seq., and specifically as an agent, volunteer, servant or employee" under Section 1-102 thereof with respect to the work performed for the Client hereunder.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

(a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from MGT's internal and external loss control specialists, MGT's workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by MGT's workers' compensation carrier. MGT and/or its insurance carriers have the right to inspect the Client's premises to ensure that the Assigned Employee is not exposed to an unsafe workplace. MGT's rights under this paragraph do not diminish or alter the Client's obligations to the Assigned Employee under applicable law, or its obligations to MGT under this Agreement.

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment.

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements.

(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by MGT and the Client in accordance with Section 1.01 of this Agreement. Client will timely confer with MGT regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement.



(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining Agreement.

(f) The Client must report to MGT any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting.

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to MGT within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO MGT

Section 3.01. Fees. The Client will pay MGT fees for the services provided under this Agreement as follows:

(a) The base compensation as fully identified on **Exhibit A**, as amended; plus

(b) Any employee benefits MGT paid to the Assigned Employee as identified on **Exhibit B** (if applicable), including, but not limited to, salary; wages; commissions; bonuses; sick pay; workers' compensation, health and other insurance premiums; payroll, unemployment, FICA and other taxes; vacation pay; overtime pay; severance pay; monthly automobile allowances, and any other compensation or benefits payable under any applicable MGT pension and welfare benefit plan or federal, state or local laws covering the Assigned Employee.

Section 3.02. Payment Method. Every two (2) weeks during the term of this Agreement, MGT will invoice in writing the Client for the fees owed under this Agreement. Within thirty (30) days following receipt of such invoice, the Client must pay all invoiced amounts by check, wire transfer or electronic funds transfer to MGT to an account or lockbox as designated on the invoice. Late payments will be subject to all applicable interest payments or service charges provided by state or local law. In addition to charging interest or service charges provided by applicable law, MGT may, upon written notice to Client, suspend performance of services under this Agreement while any amount due is past due and remains unpaid.

SECTION 4 INSURANCE

Section 4.01. General and Professional Liability Insurance.

(a) The Client must maintain in full force and effect at all times during the term of this Agreement a Comprehensive (or Commercial) General Liability policy and Professional Liability insurance policy or policies (the "Policies") insuring the Client, its officials, and employees, with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which provides the same minimum coverage limits as set forth above. In the event such SIR exists and applies to this Agreement, the Client agrees to fully discuss the SIR's parameters with MGT and its relationship to the Policies. At a minimum, the Policies must insure the Client its officials and employees against bodily injury and property damage liability caused by on-premises business operations, completed operations and/or products or professional service and non-owned automobile coverage. The non-owned automobile coverage shall not include the Assigned Employee's personal vehicle.



(b) MGT shall use its best efforts to obtain general liability and professional liability insurance naming the Client as an additional insured for Losses (as defined in Section 7 of this Agreement) to the Client arising out of the wrongful conduct of the Assigned Employee(s). To the extent that such coverage is available, responds to or defends against any such Losses, the Client shall have no further rights against MGT with relation thereto.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to MGT one or more Certificates of Insurance, verifying the Client's compliance with the provisions of Section 4.01. It is understood and agreed that the commencement of work by an Assigned Employee hereunder prior to the issuance of any required Certificate of Insurance shall not constitute nor be deemed a waiver of the obligation of the Client under this provision nor the enforceability hereof.

Section 4.03. Automobile Liability Insurance. The Client shall maintain in effect automobile liability insurance which shall insure the Client and the Assigned Employee if the Assigned Employee operates a Client vehicle for any reason in connection with his her Assignment hereunder. Such coverage shall insure against liability for bodily injury, death and property damage.

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by MGT on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, MGT may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, MGT has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

Section 5.04. Termination of Agreement to execute Temp-to-Hire Option. At the end of the Term, the Client may, upon payment of the Temp-to-hire fee, hire the Assigned Employee as a permanent or temporary employee of the Client. Clients acknowledges the substantial investment of time and resources by MGT under this Agreement to place its leased employee with Client. If after the end of the Term, Client is interested in hiring the Assigned Employee as either a permanent or temporary employee, MGT will determine a reasonable Temp to Hire fee based on the totality of the circumstances.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges MGT's legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with MGT, and the Client will not hire Assigned



Employee as a permanent or temporary employee. If a Temp-to-Hire option provided for in Section 5.04 is properly exercised by the Client, then this Section 6.01 will not apply.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law. Accordingly, the Client understands and agrees that MGT is entitled to equitable relief, including a temporary restraining order and preliminary and permanent injunctive relief, to prevent or enjoin a breach of Section 6.01 of this Agreement. The Client also understands and agrees that any such equitable relief is in addition to, and not in substitution for, any other relief to which MGT can recover.

Section 6.03. Survival. The provisions of Section 6 survive the expiration or termination of this Agreement.

SECTION 7 DISCLOSURE AND INDEMNIFICATION PROVISIONS

Section 7.01. Indemnification by MGT. MGT agrees to indemnify, defend and hold the Client and its related entities or their agents, representatives or employees (the "Client Parties") harmless from and against all claims, liabilities, damages, costs and expenses ("Losses") arising out of any of the following: (a) MGT's breach of its obligations under this Agreement; (b) actions or conduct of MGT and its related business entities, their agents, representatives, and employees (the "MGT Parties"), taken or not taken with respect to the Assigned Employees that relate to events or incidents occurring prior or subsequent to the term of this Agreement; or (c) acts or omissions of MGT or any of the MGT Parties including the Assigned Employee, that are the direct and proximate cause of any such Loss.

Section 7.02. Indemnification by the Client. The Client agrees to indemnify, defend and hold the MGT Parties harmless from and against all Losses arising out of any of the following: (a) Client's breach of its obligations under this Agreement; (b) activities or conditions associated with the Assignment, including without limitation, the Assigned Employee workers' compensation claims, but only as specifically provided in Section 2.02 of this Agreement; or (c) acts or omissions of Client that are the direct and proximate cause of any such Loss. Notwithstanding the foregoing, the Client shall have no obligation to the MGT parties under this Section with respect to Losses arising out of events or incidents occurring before or after the term of this Agreement.

Section 7.03. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") from the other Party (the "Indemnifying Party") pursuant to this Section 7, must give the Indemnifying Party prompt notice of any such claim, allow the Indemnifying Party to control the defense or settlement of such claim and cooperate with the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party assuming such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (a) is able to fully pay the reasonably anticipated indemnity amounts under this Section 7 and (b) will take steps satisfactory to the Indemnified Party to ensure its continued ability to pay such amounts. In the event the Indemnifying Party does not control the defense, the Indemnified Party may defend against any such claim at the Indemnifying Party's cost and expense, and the Indemnifying Party must fully cooperate with the Indemnified Party, at no charge to the Indemnified Party, in defending such potential Loss, including, without limitation, using reasonable commercial efforts to keep the relevant Assigned Employee available. In the event the Indemnifying Party controls the defense, the Indemnified Party is entitled, at its own expense, to participate in, but not control, such defense. The failure to promptly notify the Indemnifying Party of any claim pursuant to this Section will not relieve such Indemnifying Party of any indemnification obligation that it may have to the Indemnified Party, except that the Indemnifying Party shall have no obligation to reimburse the Indemnified Party for fees and costs incurred and any settlements made by the Indemnified Party without the prior written consent of the Indemnified Party prior to such notice or to the extent that the Indemnifying Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.



Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding MGT's placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

Section 8.09. Waiver of Provisions. The failure by one Party to require performance by the other Party shall not be deemed to be a waiver of any such breach, nor of any subsequent breach by the other Party of any provision of this Agreement, and shall not affect the validity of this Agreement, nor prejudice either Party's rights in connection with any subsequent action. Any provision of this Agreement may be waived if, but only if, such waiver is in writing signed by the Party against whom the waiver is to be effective.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's records and information and must not disclose confidential information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any Freedom of Information Act (FOIA) request calling for production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois applicable to contracts made and to be performed entirely within such state, except the law of conflicts.

Section 8.12. Force Majeure. MGT will not be responsible for failure or delay in assigning its Assigned Employee to Client if the failure or delay is caused by labor disputes and strikes, fire, riot, terrorism, acts of nature or of God, or any other causes beyond the control of MGT.

Section 8.13. Assignment. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, MGT, or its permitted successive assignees or transferees, may assign or transfer this Agreement or delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, MGT, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of MGT, or its permitted successive assignees or transferees.

SECTION 9 DISPUTE RESOLUTION

SECTION 9.01. Mandatory Mediation/Arbitration.

- (a) Party Conference. In the event of any controversy, dispute or claim arising out of or in any way related to this Agreement or the subject-matter hereof (a “Claim”), the Parties, by and through their principals, shall, within thirty (30) days of being advised of the Claim, confer and attempt to informally resolve the Claim. The purpose of this conference is to either resolve the Claim arising hereunder or, in circumstances where a claim has been asserted or threatened against the Client based on or potentially based on, in whole or in part, the conduct, acts, errors or omissions of the Assigned Employee, to agree upon a collaborative strategy whereby the parties participate in a manner that does not negatively impact the defense of the claim and, to the extent possible, preserves a unified defense. All parties agree to engage in good faith efforts in this regard.
- (b) Mandatory Mediation. In the event that the Party Conference required under paragraph (a) above, is unsuccessful, the Claim shall then be subject to mediation in an endeavor to settle the dispute in an amicable manner. Mediation shall be a condition precedent to arbitration required under paragraph 9.01 (c). The mediation shall be conducted by a mediator selected jointly by the Parties who is: an uninterested party who is a current or former local government executive or officer; a risk manager, executive of an insurance or reinsurance company or of an insurance or reinsurance intermediary; a practicing lawyer with experience in the insurance industry and/or municipal or employment law; or a retired judge. The Parties shall agree to such a mediator within fourteen (14) days of a request hereunder being received by the non-requesting party. In the event that the Parties fail to so agree within the time stipulated or otherwise extended by agreement of the Parties, the mediator shall be selected in accordance with the Commercial Mediation Rules of the American Arbitration Association. The mandatory mediation shall be held in Chicago, Illinois, or at location otherwise agreed by the Parties, within 45 days after the selected mediator has accepted his or her appointment.
- (c) Mandatory Arbitration. Any Claim not resolved by mediation as set forth in paragraph 9.01(b) hereof (“the Mediation Claim”), including any disputes as to the scope and meaning of this Article and the arbitrability of any Claim, shall be decided by arbitration. A claim in arbitration must be initiated within ninety (90) calendar days after termination

of the Mediation Claim, which in the absence of agreement by the Parties to the contrary, shall be deemed the date on which the last demand or offer in settlement was made or on which the Parties met in person with the mediator, whichever is later. The Parties shall jointly agree on single arbitrator, who shall meet the same qualifications as required of the Mediator as set forth in paragraph 9.01 (b) hereof. The Arbitrator shall be selected by the Parties within thirty (30) days of receipt of the Arbitration Claim by the non-demanding party. Failing agreement of the parties within the time stipulated or otherwise extended by agreement of the Parties, the arbitrator shall be selected in accordance with the Commercial Arbitration Rules of the American Arbitration Association – Expedited Procedure.

- (d) Hearings and Award. The arbitration shall be before one (1) arbitrator and shall be held in Chicago, Illinois, or at such other location as may be agreed by the Parties. Hearings hereunder shall not be open to the public and will be private and confidential. The award rendered by the Arbitrator shall be final and judgment may be entered thereon in accordance with applicable law in a court of competent jurisdiction. The arbitrator will be bound by the terms and conditions of this Agreement and shall have no power, in rendering his or her award, to alter or depart from any express provision of this Agreement, and his or her failure to observe this limitation shall constitute grounds for vacating the award. The arbitrator will not be empowered to award punitive damages except for willful misconduct. The award of the arbitrator shall be final and binding upon the parties and judgment upon the award may be entered in any court having jurisdiction thereof.

SECTION 10 NOTICES

SECTION 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to MGT:	MGT Impact Solutions, LLC 790 Frontage Road Suite 213 Northfield, Illinois 60093 Attn: Michael J. Earl 224-261-8366 - mearl@mgt.us
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If to Client:	Village of Algonquin - Ganek Municipal Center 2200 Harnish Dr Algonquin, IL 60102 Attn : Tim Schloneger, Village Manager 847-658-2752 - timschloneger@algonquin.org
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IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by MGT.



MGT IMPACT SOLUTIONS, LLC

By _____
Name: A. Trey Traviesa
Title: CEO – MGT Impact Solutions, LLC

EFFECTVE DATE: April 14, 2025

CLIENT

By _____
Name: _____
Title: _____



EXHIBIT A
Assigned Employee and Base Compensation

ASSIGNED EMPLOYEE: Peggy Blanchard

POSITION/ASSIGNMENT: Economic Development Specialist

POSITION TERM: April 14, 2025 – December 26, 2025. Upon agreement of both parties, the term may be extended to March 27, 2026. Either party may terminate the agreement at any time by providing thirty (30) days advance written notice.

BASE COMPENSATION: \$87/hour. Hours per week will vary but anticipated to average 15 hours/week. Work schedule shall be determined between the client and employee. Employee will report hours to client and MGT on a weekly basis.

The parties hereby represent and warrant that the individuals whose signatures appear below are authorized by resolution or by their position with that party to enter into and execute this Exhibit A and any amendment thereto on that party's behalf.

MGT IMPACT SOLUTIONS, LLC

CLIENT:

By: _____

By: _____

Date: _____

Date: _____

This Exhibit A amends and supplements but does not replace all Exhibits A dated prior to the Effective Date of this Agreement.



EXHIBIT B
Summary of Benefits

DOES NOT APPLY



VILLAGE OF ALGONQUIN
MEMORANDUM

DATE: February 26, 2025
TO: Village Board
FROM: Tim Schloneger, Village Manager
SUBJECT: Merit Compensation Plan Annual Approval

On an annual basis, usually in the Spring, staff provides the Village Board our recommendations for the next fiscal year Merit Compensation Plan as according to Section 2.3.2 of the Village Policy Manual. Once again, I am seeking the Board's consideration and approval on amending this document for the next fiscal year (2025/2026).

After reviewing internal and external equity and salary data of comparable communities, I am recommending no changes to our positions.

As usual, please let me know if you have any questions on the attached documents. I have attached the draft with the changes highlighted and the clean version for your consideration.

2.3.2. *Salary and Wage Ranges*

As part of the Village's merit compensation program, the Human Resources Director shall establish salary and wage ranges for all positions based on knowledge, skills, and abilities required for each position. Salary and wage ranges may be adjusted from time to time based on compensation surveys, labor market conditions, cost of living conditions, or other relevant factors.



Village of Algonquin

The Gem of the Fox River Valley

Fiscal Year 2025-2026 **MERIT COMPENSATION PLAN**

GRADE	JOB CLASSIFICATION	MONTHLY COMPENSATION		
		MINIMUM	CONTROL	MAXIMUM
1	Office Clerk I - Receptionist I - Custodian	\$4,148.05	\$4,898.86	\$5,649.67
2	Receptionist II - Account Clerk	\$4,397.53	\$5,186.50	\$5,975.47
3	Account Clerk I - Permit Clerk	\$4,678.54	\$5,509.64	\$6,340.75
4	Account Clerk II - Social Worker Advocate	\$4,972.49	\$5,847.76	\$6,723.04
5	Administrative Specialist I - Account Clerk III	\$5,247.06	\$6,163.45	\$7,079.83
6	Property Maintenance Inspector - Administrative Specialist II - Utility Billing Coordinator - Accounts Payable Specialist	\$5,552.10	\$6,513.52	\$7,474.95
7	Administrative Assistant - Recreation Manager - Engineer Technician	\$5,876.00	\$6,886.30	\$7,896.60
8	Planner - Management Analyst - Human Resources Generalist - Innovation Analyst - Executive Assistant/Deputy Clerk - Laboratory Technician - Engineer I	\$6,308.22	\$7,383.93	\$8,459.63
9	Building Inspector - Accountant - Asst. Innovation Coordinator - Innovation and Technology Officer I	\$6,837.07	\$8,123.23	\$9,409.38
10	Plumbing Inspector - Electrical Inspector - Senior Accountant Innovation Coordinator	\$7,353.33	\$8,586.34	\$9,819.35
11	Asst. to the Village Manager - Asst. Bldg. Commissioner - PW Supervisor - Recreation Superintendent - Senior Planner - Accounting Manager - Assistant Innovation Officer - Ecologist/Horticulturist - Engineer II	\$8,197.41	\$9,517.12	\$10,836.82
12	Chief Utility Operator	\$8,756.64	\$10,290.98	\$11,825.31
13	PW Superintendent - Police Sergeant - Recreation Director - Community Development Deputy Director	\$9,428.61	\$11,189.69	\$12,950.76
14	Assistant PW Director - Building Commissioner - Deputy Chief Financial Officer	\$9,974.15	\$11,682.62	\$13,391.10
15	Human Resources Director - Deputy Police Chief	\$10,693.45	\$12,587.05	\$14,480.65
16	Chief Innovation Officer - Assistant Village Manager - Community Development Director - Village Engineer	\$11,492.46	\$13,405.05	\$15,317.63
17	Deputy Village Manager/Chief Financial Officer - Police Chief - Public Works Director	\$12,257.31	\$14,577.12	\$16,896.93

AN ORDINANCE AMENDING ORDINANCE 2024-O-12
REGARDING THE MERIT COMPENSATION PLAN
FOR VILLAGE EMPLOYEES

WHEREAS, the Village of Algonquin, McHenry and Kane Counties, 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.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the VILLAGE OF ALGONQUIN, McHenry and Kane counties, Illinois, as follows:

SECTION 1: That Section G of Ordinance 93-O-24 passed on April 20, 1993, and as amended by Ordinance No. 2024-O-12, which was passed on April 2, 2024, shall be amended to read as follows:

- G. The grades, job classifications, and monthly compensation ranges to the Village Merit Compensation Plan shall be as shown on Exhibit A attached.

SECTION 2: 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 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect as of May 1, 2025, subsequent to its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Abstain:

Absent:

Debby Sosine, Village President

(Seal)

ATTEST: _____
Fred Martin, Village Clerk

Passed:

Approved:

Published:

Prepared by: Tim Schloneger, Village Manager
Village of Algonquin
2200 Harnish Drive
Algonquin, Illinois 60102



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: March 3, 2025

TO: Committee of the Whole

FROM: Tim Schloneger, Village Manager

SUBJECT: *Proposed Budget – 2025/2026 General Fund*

GENERAL FUND BUDGET OVERVIEW

The annual budget is a financial statement of the goals and objectives for the Village during the fiscal year. These goals and objectives regarding delivering essential Village services have been assessed and reconfirmed over the past year. The General Fund budget maintains conservative projections of revenues and expenditures and attempts to address the concerns for supporting service delivery identified by elected officials, Village staff, and citizens of this community in our current economic environment. The budget for the General Fund followed a “constraint budgeting” process to ensure the maintenance of existing services while enhancing budget goals for each department and division in allocating limited revenues for the Village.

In other words, it is the overriding principle of the budget to deliver outstanding service to our citizens at a reasonable price without drawing down the Village’s working capital, assuming no additional tax burden on our residents. This principle is difficult to maintain long-term, but still possible because of the financial planning that the Village Board has followed over the past decades. A projected flat property tax rate is reflected in the General Fund budget; through strong fiscal policies and constraint budgeting, the 2025-2026 General Fund budget is balanced.

Attached is the proposed General Fund budget for Fiscal Year 2025-2026. This General Fund budget is balanced with increased revenues and expenditures as compared to the budget for the current fiscal year. Income tax revenue is projected to grow based on current year-end projections and an assumption that the State of Illinois will not implement any new changes to the [Local Government Distributive Fund](#) formula. Sales tax revenue projections also show an increase given assumptions of trends in the retail marketplace and online sales. Real estate taxes are the second largest revenue category after sales taxes and have a local rate below tax year 2010 levels.

The budget maintains a balanced position, allowing for the drawdown of unrestricted funds for one-time capital purchases under the Village’s reserve policy. Above all, no significant reduction in services to our residents is anticipated in the 2025-2026 fiscal year budget, and the Village’s cash position remains strong.

FY 2025/2026 GUIDING PRINCIPLES

The budget's Guiding Principles are the core guidelines to ensure stability in meeting the mission of our organization, especially when our ability to provide necessary public services is challenged by unstable or declining revenue. The Village aims to focus its time and resources in accomplishing the following objectives:

	Customer Service
<p>The Village will strive to provide the most efficient and effective services to residents, while creating a positive customer experience. This will be accomplished through continuous improvement of our operations, employee training and development, effective internal and external communication, innovation, and implementation of technology and automated systems.</p>	
	Economic Development
<p>Economic development is instrumental in offering residents a community in which they can live, work, and play; creating jobs and bringing visitors to our community; and providing revenue to fund needed capital projects and other operational programs. The Village will allocate the necessary resources to the continued development of the Village's economy, focusing on key targeted industries and geographic areas.</p>	
	Infrastructure
<p>Providing adequate infrastructure throughout the Village is essential in order to ensure safe roadways, functional water and sewer systems, and top-notch park facilities for our community. The Village will provide evaluation of capital assets, multi-year planning, and implementation of capital improvement projects in order to maintain the Village's infrastructure and also focus on development of our transportation network to improve accessibility and mobility of roadway and trail systems.</p>	
	Fiscal Management
<p>The Village will be a good steward of taxpayer dollars by implementing best financial practices in our operations, including assessing all viable options to add to and diversify the Village's tax base, exploring grants, providing dedicated revenue sources for capital projects, and by refining operations to incorporate process improvements.</p>	
	Public Safety
<p>The Village will allocate the necessary resources for the maintenance of the public's health, safety, and welfare, with emphasis on public safety and emergency management planning in our daily operations.</p>	
	Conservation
<p>Conservation is imperative in order to protect the environment and conserve natural resources such as groundwater, wetlands, and natural water bodies. The Village will promote sustainable operating policies and continue to work with other governments and agencies to address issues of water quality and quantity on a regional basis.</p>	

In addition to maintaining and advancing the services provided to our citizens, this proposed General Fund budget is on course to keep at least a six-month cash reserve within the next fiscal year, provided the state of Illinois lives up to its obligation to allocate the municipal share of the state income tax.

GENERAL FUND ANTICIPATED REVENUE (\$28,455,800)

There are many sources of revenue needed to fund the General Fund budget. Some revenue accounts are predictable based on past trends. In contrast, many other revenues are dependent on activities that have been more difficult to predict due to economic volatility and the nature of state-shared revenues. This section will address more significant revenue categories and accounts involving various assumptions and deviations from the current fiscal year budget.



- **SALES TAX - \$11,975,800** - Projected sales tax & home rule sales tax contributes approximately 42% of the total anticipated revenue for the General Fund and is the largest revenue source in the General Fund. New for FY 25/26, 21% of home rule sales tax will be allocated to the General Fund to support infrastructure maintenance activities now being accounted for in this fund.

Sales tax is an elastic revenue source, largely paid by nonresidents purchasing goods from Village businesses. These purchases can fluctuate based on the changing retail landscape and external economic forces from year to year. They should not be wholly relied on as the ever-increasing revenue source. The timing of new commercial uses and business closings and predicting resulting sales taxes to be generated by these new or closing businesses, and sometimes competing businesses, makes sales tax less predictable as a revenue source.

- **INCOME TAX - \$6,155,000** – Income taxes received by the state are based on the census population and overall income tax collected by the state. Recent trends show that income tax has increased from the last fiscal year. Income tax revenue consists of approximately 21.6% of the total revenue for the General Fund.

- **COMMUNITY DEVELOPMENT FEES - \$651,000** - Revenue from building permits, platting fees, and annexation may fluctuate based on the economy and the extent of building activity. Community Development Fees account for just over 2% of the General Fund revenue in this budget.
- **POLICE AND COURT FINES - \$339,000** – This series of revenue accounts includes payments from fines, prosecution fees, and forfeited funds related to police and court activities, plus any reimbursement for police training. Court and traffic fines account for approximately 1% of all General Fund revenues.
- **FRANCHISE & TELECOMMUNICATIONS FEES - \$425,000** – These items cover revenues provided to the Village by utility companies for use of the public rights of way through franchise agreements. This revenue accounts for approximately 1.5% of the revenue in the General Fund.
- **REAL ESTATE TAXES - \$7,180,000** - The real estate tax revenues include the distribution of the real estate taxes as levied. The real estate tax revenue contributes approximately 25% to the General Fund budget and is the second largest source of revenue next to sales tax. Consistent with the policy of the Board to keep Village property taxes down, the Village’s local tax rate was near tax year 2010 levels.
- **GRANTS AND DONATIONS - \$195,000** - These line items account for the revenue anticipated for grant programs and developer donations and are recognized as funds are received.
- **INTEREST - \$475,000** - These revenue line items include interest from the various investment institutions the Village utilizes. While working capital is stable, interest rates can fluctuate throughout the year and are showing a trend to be gradually increasing. Interest income accounts for over 1.7% of the General Fund revenue.
- **OTHER REVENUE - \$1,060,000** – Eleven (11) other smaller revenue sources account for the balance of the total revenue stream for the General Fund. A transfer from the Hotel Tax Fund helps to supplement the General Fund for advisory services provided by the McHenry County and Metro West Councils of Governments. The other revenue accounts comprise approximately 3.7% of the General Fund revenue.

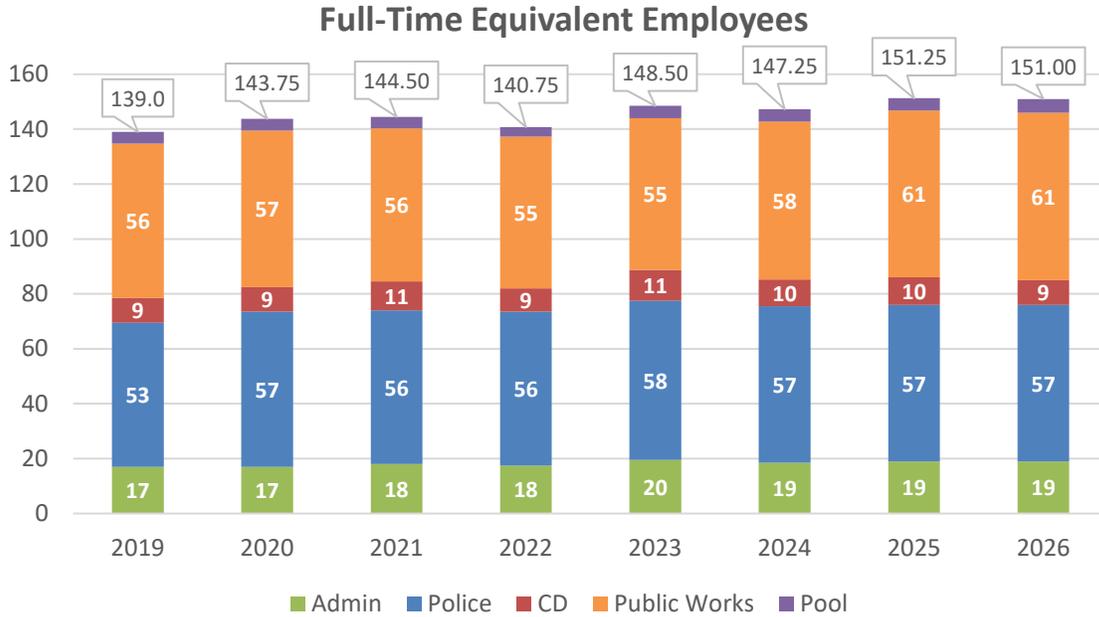
FUND BALANCE TRANSFERS

An additional \$2,581,700 will be drawn down on fund balance consistent with the Village’s Reserve Policy to fund capital improvements.

GENERAL FUND EXPENDITURES - PERSONNEL

Administration, Police, Community Development, and Public Works are separate departments funded by the General Fund. Public Works has two distinct divisions of responsibility covered under the General Fund: (1) General Services (previously Streets Division and Parks and Forestry Division) and (2) Public Works Administration. Note: The Water and Sewer Divisions are also under the Public Works Department. However, these two divisions are classified under the Water and Sewer Operating Fund which is considered a separate, freestanding Enterprise Fund. The Vehicle and Building Maintenance Service Funds are administered through the Public Works Department as internal service funds and

derive their revenue as an expenditure from each department based on each department's vehicle, equipment, and building needs.



The General Fund budget suggests modest salary increases for current personnel to keep up with inflation and the cost of living. The merit compensation plan for noncontract employees is examined annually. The merit plan provides that the department heads, with the advice and consent of the Village Manager, review all nonunion employees for possible merit increases. Each department establishes a merit pool, so the proposed raises can reflect job performance rather than automatic, across-the-board pay increases. For budget purposes, an approximate 3.75% merit pool increase is recommended. Implementing the merit compensation plan, as established by the Committee of the Whole and the Village Board by ordinance, will guide the appropriate merit pool increases for the employees during the 2025-2026 fiscal year.

GENERAL SERVICES ADMINISTRATION – PERSONNEL (\$2,209,600) The General Services Administration Department (GSA) includes the Manager’s Office, Finance, Human Resources, Water Billing, Innovation & Technology, and Recreation. Staff within the General Services Administration Department includes 17 full-time, and four part-time, employees under this budget proposal.

GENERAL SERVICES ADMINISTRATION - CONTRACTUAL SERVICES (\$347,200)

The expenditures under the contractual services category include legal services, legislative lobbyists, accounting & payroll services, and homeless shelter contributions.

GENERAL SERVICES ADMINISTRATION - SUPPLIES AND MATERIALS - (\$36,400) AND MAINTENANCE (\$155,700)

Items under Supplies and Materials include IT equipment such as computers and printers. The line item for Building Services (44423) (as in all departments) focuses on the attention needed at the Ganek Municipal Center and Historic Village Hall for maintenance, which is increasing with aging facilities. The Internal Services Fund will bill each department for the labor and materials needed to maintain each department. Vehicle Maintenance (44420) and

Building Services (44423) are classified through a separate Internal Service Fund, which is noted on the budget worksheets with an “S” for Service Fund.

GENERAL SERVICES ADMINISTRATION - CAPITAL EXPENDITURES (\$119,000)

Funds are allocated for replacement furniture for the front office.

GENERAL SERVICES ADMINISTRATION - OTHER CHARGES (\$666,600)

- ACCOUNT 47701 RECREATION PROGRAMS - \$ 211,000 - The costs associated with the special event and recreation programs planned for the fiscal year are identified in this line item. The most popular events and recreational sessions remain on the schedule for the year, and some less popular events have been eliminated. Recreation programming revenue has been adjusted to reflect the related program expenditures. If all of the programs are successful, revenues generated from the events will cover most, but not all, of these proposed expenditures.
- ACCOUNT 47750 HISTORIC COMMISSION—\$3,000—The Historic Commission proposes expenditures for photographic services, duplication, copying, and reprinting, as well as other supplies and equipment for office use and seminars, including membership in the [McHenry County Historical Society](#).
- ACCOUNT 47765 SALES TAX REBATE EXPENSE - \$400,000 – This expenditure represents sales-tax sharing development agreements with Rosen Hyundai for the Ioniq electric vehicle expansion and the new CarMax dealership.

GENERAL SERVICES ADMINISTRATION DEPARTMENT SUMMARY (\$3,534,500)

The General Services Administration Department accounts for 11% of the budget. The department will continue to focus on public communication tools, technology enhancements, and streamlining Village-wide operations.

POLICE DEPARTMENT – PERSONNEL (\$10,532,100)

Personnel salaries and benefits make up 84% of the police department’s expenditures, including the Village’s significant contribution to the Police Pension Fund. Most sworn officers and civilian personnel are covered under collective bargaining contracts. The department has 50 sworn officers and 56 full-time employees.

POLICE DEPARTMENT - CONTRACTUAL SERVICES (\$984,200), SUPPLIES AND MATERIALS (\$312,400), AND MAINTENANCE (\$437,000)

Dispatch Services for SEECOM is the largest line item under contractual services (\$596,000). Fuel usage (43340) for police vehicles (\$98,000) is one of the larger line items under Supplies and Materials. IT Equipment (43333) includes computers, printers, and other technology items scheduled for replacement.

POLICE DEPARTMENT - CAPITAL EXPENDITURES (\$141,800)

- ACCOUNT 43335 VEHICLES AND EQUIPMENT - \$101,800 – Funds are allocated a 2025 Ford Police Interceptor SUV Upfitted for Patrol Use (Replacing Squad #08) and a 2025 Ford Escape for use by Admin (Replacing Squad #207)

- ACCOUNT 45590 CAPITAL PURCHASES - \$40,000 – This line item is for capital purchases that exceed the capitalization thresholds in the Village's capital asset policy. Its proposed Capital Purchases include evidence room cabinets and storage.
- ACCOUNT 45597 CAPITAL LEASE PURCHASE - \$0 – No money is allocated this year for capital improvements.

POLICE DEPARTMENT - OTHER CHARGES (\$203,200)

- ACCOUNT 47720 POLICE COMMISSION - \$7,100 – This line item reflects expenses for the promotion and discipline of police officers if needed.
- ACCOUNT 47740 TRAVEL/TRAINING/DUES—\$118,600—This line item reflects Academy seats for new officers and the continued training and development of police officers.
- ACCOUNT 47760 UNIFORMS—\$72,800—This line item is according to the current union contract for uniform allowances and new and replacement bulletproof vests for officers.

POLICE DEPARTMENT SUMMARY (\$12,610,700) As the agency responsible for providing front-line public safety services to Village residents, the Police Department is by far the largest department of the Village, making up approximately 41% of the General Fund budget. All expenditures are necessary to meet the public service goals identified in certain guiding principles noted earlier in this memo.

COMMUNITY DEVELOPMENT DEPARTMENT – PERSONNEL (\$1,282,100)

This Village department includes the services of building permit review, code enforcement, property maintenance, economic development, downtown revitalization, public art, and planning and zoning coordination. The budget for the Community Development Department is based on the expected implementation of various departmental program goals. The department has eight full-time and two part-time employees.

COMMUNITY DEVELOPMENT DEPARTMENT - CONTRACTUAL SERVICES, (\$381,600), SUPPLIES AND MATERIALS (\$29,300), AND MAINTENANCE (\$61,900)

- ACCOUNT 42234 PROFESSIONAL SERVICES - \$290,100 - This item is used to pay for outside professional service contracts and the employee leasing agreements of an economic development professional and a planning professional through GovTemps. Other anticipated services are consultants in specialized planning areas, elevator inspections, grass-cutting services (for violations of property maintenance codes), and other possible outside inspection services, if needed, for larger commercial projects and/or summer peak building permit review. Also included is \$30,000 to continue the process of updating the Village's [Comprehensive Land Use Plan](#).

COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENTS (\$0) AND OTHER CHARGES (\$83,100)

- ACCOUNT 43335 VEHICLES & EQUIPMENT - \$0 – No money is allocated.

- ACCOUNT 47710 ECONOMIC DEVELOPMENT - \$41,400 - This item covers the continued implementation of the Downtown Planning Study, Retail Marketing, Business Park Marketing, and the Business Retention Program recommended by the Algonquin Economic Development Commission.

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY (\$1,838,000)

This department accounts for about 6% of the General Fund budget. It is responsible for economic development programs, processing every proposed development plan and building permit for our growing village, and enforcing property maintenance codes. The revenue directly from community development-related matters is \$651,000, or approximately 2.3% of the General Fund budget revenues. The Village needs to maintain a highly professional level of service in the department since its efforts will measure the quality of future developments.

PUBLIC WORKS DEPARTMENT - PUBLIC WORKS ADMINISTRATION

The organization of the Public Works Department utilizes the division of Public Works Administration to efficiently allocate the time and responsibilities of the Public Works Department who assist all departments of the Village. The positions that are involved with building and vehicle maintenance cross over to multiple divisions within Public Works, multiple departments of the Village, and multiple funds within the budget. Public Works Administration also manages General Services (formerly Streets Division and Parks and Forestry Division), all of which are funded through the General Fund, as well as the separate Enterprise Fund of the Water and Sewer Operating Divisions.

PUBLIC WORKS ADMINISTRATION – PERSONNEL (\$730,300)

Eight (8) full-time positions are covered by the Public Works Administration Division.

PUBLIC WORKS ADMINISTRATION - CONTRACTUAL SERVICES (\$28,200) SUPPLIES AND MATERIALS (\$24,500) AND MAINTENANCE (\$52,800)

The line items for Public Works Administration under contractual services and supplies and materials reflect only those services needed for the Public Works Administration Division. Likewise, the maintenance line items are only for the Public Works Administration’s share of buildings, grounds, and vehicle maintenance.

PUBLIC WORKS ADMINISTRATION - CAPITAL EXPENDITURES (\$53,300)

Funds are allocated for the Triple Trap Basin Replacement and HVAC Controls for the Public Works Facility.

PUBLIC WORKS ADMINISTRATION – TRANSFERS (\$0) AND OTHER CHARGES (\$20,900)

Other Charges include travel, training, and uniform costs.

PUBLIC WORKS GENERAL SERVICES – PERSONNEL (\$2,621,500)

The General Services staff, formerly the Streets Division and Parks and Forestry Division, is proposed without additional full-time personnel. The division will maintain 21 full-time employees, supplemented by part-time and seasonal staff to meet service demands during peak seasons.

During the winter months, snowplow routes are established for snow and ice removal on over 130 miles of streets, bike trails, and municipal parking lots. Likewise, during the spring, summer, and fall seasons, the staff of General Services must perform patching, maintenance, street sweeping, and striping.

General Services covers the expenses needed to maintain parks and municipal properties. Park and natural area maintenance costs are expanding greatly due to the commitment by the Village Board to acquire open space and to enhance maintenance and improvements to community parks. The expenditures accurately represent the village's cost of additional open space, increased responsibilities to maintain the tree stock within the public areas, and the tree loss caused by the emerald ash borer infestation. Likewise, tree preservation, tree replacement, and grounds maintenance are increasingly important to the Village and the overall quality of public facilities.

GENERAL SERVICES - CONTRACTUAL SERVICES (\$1,148,800) AND SUPPLIES AND MATERIALS (\$575,200)

Contractual accounts cover utility costs such as power for streetlights, fuel costs, mosquito control, aquatic weed control, landscape maintenance, utility locating, downtown plants and flowers, downtown snow removal, cul-de-sac plowing, and play surface mulch installation. Supplies and Materials also include those needed for street repairs, such as asphalt, stone, signs, landscape restoration, etc.

- ACCOUNT 42212 ELECTRIC - \$251,700 - This account recognizes the cost of power for all the streetlights throughout the Village for the year.
- ACCOUNT 42234 PROFESSIONAL SERVICES - \$692,100 - This line item is used to pay for subscription costs for the Automatic Vehicle Location System. In addition, it includes money to pay for tree trimming, IEPA storm water permit fees, JULIE locate service, weather command services, broadleaf weed control, mosquito control, aquatic weed control, and rough turf mowing. Contractual services also include landscape maintenance, cul-de-sac plowing, and Old Town snow removal.

Funding for maintenance activities in the Old Town area is budgeted as part of a trial period to develop and refine a maintenance program congruent with the recent physical improvements in that area. The program will provide a different level of service than other parts of the community. At some point in the near future, alternate funding mechanisms should be explored to better align with the benefits received in this area.

- ACCOUNT 43309 MATERIALS—\$331,100—This line item is for in-house projects that utilize materials such as stone, asphalt, paint, mulch, and seed. In addition, drainage problems continually need to be addressed throughout the Village and require materials such as pipe, manhole parts, gravel, and various types of stone. Also included are quantities of Liquid Deicer and Road Salt, which were previously in the MFT Fund.
- ACCOUNT 43320 TOOLS, EQUIPMENT, AND SUPPLIES—\$45,300—This account covers the costs of daily tools and supplies. Funds are provided for typical hand tools, concrete saw parts, tree-trimming supplies, and equipment for playground repairs.

- ACCOUNT 43366 SIGN PROGRAM—\$78,900—The expenses under this item include the purchase of posts and signs for public rights of way. Public Works staff can make and customize signs for the Village using computerized sign-making equipment. The materials for sign blanks and the backing materials are included in this expenditure.

GENERAL SERVICES - MAINTENANCE (\$2,209,100)

- ACCOUNT 44402 TREE PLANTING - \$5,500 - Expenses under this item include seasonal plant displays and replacement plants and trees on public properties, including parkway trees. Finally, this line item provides for the 50/50 parkway tree program. The allocated funds will not wholly satisfy the current waiting list of tree replacements due to the emerald ash borer infestation. The 50/50 tree program only covers situations where a property owner wants an additional parkway tree. Any existing parkway tree that dies will be replaced 100% by the Village.
- ACCOUNT 44403 TREE TRIMMING AND REMOVAL—\$272,000—The Village maintains trees in the parkway, but property owners are responsible for maintaining trees on their property.
- ACCOUNT 44420 VEHICLE MAINTENANCE - \$300,000 - This item covers maintenance of all machinery and apparatus that are driven or towed, including trucks, vans, tractors, cars, riding mowers, or anything mounted to those pieces such as snowplows or salt spreaders.
- ACCOUNT 44421 EQUIPMENT MAINTENANCE - \$209,000 - The equipment maintenance line item represents expenses that are performed or coordinated through Internal Services.
- ACCOUNT 44423 BUILDING MAINTENANCE - \$185,000 – The building services maintenance line item represents expenses that are performed or coordinated through Internal Services.
- ACCOUNT 44428 STREET MAINTENANCE- \$530,000 – This work was previously funded from the Motor Fuel Tax Fund. Work includes Crack Sealing, Pavement Marking, Street Sweeping, and Brick Paver Maintenance.
- ACCOUNT 44429 STREET LIGHT MAINTENANCE - \$350,000 – This work was previously funded out of the Motor Fuel Tax Fund. Work includes maintenance of all Village-owned street lights.
- ACCOUNT 44430 TRAFFIC SIGNAL MAINTENANCE - \$34,000 - These are set costs for the Village's share of existing traffic signals shared with IDOT.
- ACCOUNT 44431 STORM SEWER MAINTENANCE—\$163,000 –The storm sewer cleaning program was previously budgeted under the Motor Fuel Tax Fund. We are in year 3 of a 3-year contract with a contractor. This service is a requirement in our IEPA MS4 Stormwater Permit program. Services involve cleaning sediment and debris from our storm sewer catch basins, preventing this material from washing downstream and causing water quality and flooding issues.

GENERAL SERVICES - CAPITAL EXPENDITURES (\$817,200)

Expenditures include Linelazer Walk Behind Striper Replacement, Bobcat Sweeper Bucket Replacement, Bobcat Grapple Replacement, 2 Enclosed Trailers for Toro Snow Units & Crash Barriers, Triple Trap Basin Replacement - PW Facility, Toro Tractor For Grooming Turf Fields, Bullseye Field Clean, Propass Spreader, Front End Loader Replacement, HVAC Controls - PW Facility, #528 Chassis, #623 Chassis, #525 Chassis, and #522 Chassis.

GENERAL SERVICES – TRANSFERS (\$248,500) AND OTHER CHARGES (\$46,100)

This line item is primarily used for uniform and safety items and a modest amount is budgeted for training.

- ACCOUNT 48005 TRANSFER TO POOL - \$248,500 - This item includes the funds necessary to cover the balance of expenditures for the Lions-Armstrong Memorial Pool not covered by pool revenues.
- ACCOUNT 47740 TRAVEL TRAINING & DUES—\$25,200 AND ACCOUNT 47760 UNIFORM & SAFETY—\$18,500 These items are critical to personnel for strategic planning, training, safety equipment, and procedures for the correct and safe operation of equipment.

PUBLIC WORKS DEPARTMENT SUMMARY (\$8,576,400)

The divisions of the Public Works Department covered in the General Fund—
1) Public Works Administration, 2) General Services—together comprise approximately 28% of the General Fund Budget, 3% and 25%, respectively.

Unlike the Police Department where personnel costs consist of 84% of the department's budget, the expenditures for these divisions of Public Works usually require more capital investment of materials and equipment to assist in the physical improvement of streets and parks, including the upkeep and maintenance of the Village’s public infrastructure, such as public buildings, grounds, and municipal vehicles. The budget for these divisions includes a decrease in the number of employees. It is committed to the continued increased efficiency and high quality of maintenance over the past several years with the purchase of strategic equipment to assist existing personnel with efficiently executing their responsibilities.

MULTI-DEPARTMENTAL EXPENDITURES (\$4,477,900)

Multi-Departmental expenses cross over to all departments and divisions of the Village. The professional services for employee assistance and computer network improvements are included in the Multi-Departmental expenses. Multiple significant computer software improvements (\$489,800) that cross over to all departments are covered in Account 43333. Purchases of Tyler Permitting Software Upgrade (\$186,000), and Tyler Enterprise Asset Management Software (\$105,000) are also included. The annual liability insurance premium for the General Fund is in Account 42236 (\$723,000). Transfers to the Cemetery Fund (\$134,800), Street Improvement Fund (\$1,800,000) and Park Improvement Fund (\$385,000) are also reflected here.

GENERAL FUND BUDGET SUMMARY

The General Fund is the primary operating fund for the Village, and it has retained a sound financial base. Maintaining a sufficient cash reserve is essential to the solid financial operation of any Village that will be kept in this fiscal year by fully implementing this proposed budget and maintaining revenue projections. Staff feels this proposed budget attempts to implement many of the goals established by the Village Board. All employees accomplish the quality of the development and services in the Village, and elected officials are involved in the decision-making process. The projected expenditures outlined in this General Fund not only maintain the current service delivery level to all of our residents but hopefully go further to accomplish goals of improved quality standards desired and expected in this village. The projected revenues and expenditures are conservative, yet realistic, and the implementation of the budget is results-based for effective and efficient services for our residents

Improving municipal services by budgeting for outcomes is a commitment that has been made in recent budgets. It is hoped that elected officials and the public can recognize the progress made in serving the public interest over the past years through careful implementation of the Village's budget. This progress and momentum are being built on in this proposed budget so that the Village can provide a higher level of service in future years.

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	% Change
			Actual	Actual	Actual	Q2	Budget	Budget	Y-T-Y
Sales Tax									
01000500	31010	Sales Tax	\$ 8,953,312.94	\$ 9,268,930.80	\$ 9,777,706.50	\$ 5,030,478.69	\$ 9,440,000.00	\$ 10,500,000.00	
01000500	31011	Home Rule Sales Tax	-	-	-	-	-	1,475,800.00	
Subtotal			\$ 8,953,312.94	\$ 9,268,930.80	\$ 9,777,706.50	\$ 5,030,478.69	\$ 9,440,000.00	\$ 11,975,800.00	26.86%
Income Tax									
01000500	31020	Income Tax	\$ 5,501,304.83	\$ 6,071,695.45	\$ 6,029,522.03	\$ 3,328,972.70	\$ 6,050,000.00	\$ 6,050,000.00	
01000500	31590	State Replacement Tax - Twp.	14,482.58	18,073.47	25,456.46	7,889.34	12,000.00	15,000.00	
01000500	31591	State Replacement Tax - State	142,145.62	186,340.09	134,739.16	57,049.38	120,000.00	90,000.00	
Subtotal			\$ 5,657,933.03	\$ 6,276,109.01	\$ 6,189,717.65	\$ 3,393,911.42	\$ 6,182,000.00	\$ 6,155,000.00	-0.44%
Community Development Fees									
01000100	32070	Planning/Zoning/Annex.	\$ 98,497.77	\$ 102,576.40	\$ 26,921.22	\$ 25,113.81	\$ 15,000.00	\$ 25,000.00	
01000100	32100	Building Permits	859,650.92	1,134,946.87	1,339,143.31	623,168.61	600,000.00	600,000.00	
01000100	32101	Site Development Fee	2,093.99	14,646.27	738.84	4,185.90	1,000.00	1,500.00	
01000100	32102	Public Art Impact Fee	2,725.00	12,782.45	5,293.52	1,875.00	2,000.00	2,500.00	
01000100	34105	Platting Fees	169,822.00	74,954.00	16,547.50	79,268.00	15,000.00	15,000.00	
01000100	32110	Outsourced Services Fees	8,962.47	5,475.16	3,450.00	2,010.00	9,000.00	6,000.00	
01000100	35012	Building Permit Fines	2,005.00	880.00	505.00	-	1,000.00	1,000.00	
Subtotal			\$ 1,143,757.15	\$ 1,346,261.15	\$ 1,392,599.39	\$ 735,621.32	\$ 643,000.00	\$ 651,000.00	1.24%
Police/Court Fines									
01000200	34020	Police Accident Reports	\$ 5,110.00	\$ 4,420.00	\$ 5,360.00	\$ 2,436.00	\$ 4,500.00	\$ 5,000.00	
01000200	34025	Police Training Reimbursement	25,166.32	36,618.88	29,600.00	29,600.00	20,000.00	25,000.00	
01000200	34018	Truck Weight Permit	8,425.00	9,350.00	17,200.00	14,375.00	10,000.00	10,000.00	
01000200	35050	Police Fines	40,987.86	66,982.00	65,844.00	26,624.50	50,000.00	55,000.00	
01000200	35053	Municipal Court - Police Fines	36,882.84	49,978.03	65,683.61	29,680.68	35,000.00	45,000.00	
01000200	35060	County DUI Fines	22,392.91	28,214.00	23,209.30	11,051.79	20,000.00	20,000.00	
01000200	35062	County Court Fines	141,109.12	151,262.99	143,115.04	56,579.55	125,000.00	130,000.00	
01000200	35063	County Drug Fines	124.10	185.00	667.50	725.00	100.00	200.00	
01000200	35064	County Prosecution Fees	400.00	208.00	137.00	25.00	300.00	200.00	
01000200	35065	County Vehicle Fines	80.00	40.00	40.00	20.00	100.00	100.00	
01000200	35066	County Electronic Citation Fee	2,475.00	3,372.00	3,789.00	1,648.00	2,500.00	3,000.00	
01000200	35067	County Warrant Execution	1,330.00	2,030.00	840.00	70.00	1,000.00	1,000.00	
01000200	35068	County Auto Expungement	-	-	-	-	-	-	
01000200	35085	Administrative Towing & Storage	34,187.89	38,819.00	38,729.25	17,176.00	35,000.00	36,000.00	
01000200	35090	Traffic Light Enforcement	-	-	45.00	475.47	-	-	
01000100	35095	Municipal Court	3,605.00	9,830.00	10,620.00	5,835.00	3,500.00	8,500.00	
Subtotal			\$ 322,276.04	\$ 401,309.90	\$ 404,879.70	\$ 196,321.99	\$ 307,000.00	\$ 339,000.00	10.42%
Franchise & Telecommunication Fees									
01000500	31180	Cable Franchise	\$ 493,848.48	\$ 476,595.24	\$ 431,684.46	\$ 193,570.41	\$ 475,000.00	\$ 425,000.00	
01000500	31190	Telecommunications Tax	58,220.98	62,679.18	41,691.97	-	-	-	
Subtotal			\$ 552,069.46	\$ 539,274.42	\$ 473,376.43	\$ 193,570.41	\$ 475,000.00	\$ 425,000.00	-10.53%
Real Estate Taxes									
01000500	31500	Real Estate Tax - General Corporate	\$ -	\$ -	\$ 1,348,691.44	\$ 1,633,203.54	\$ 1,650,000.00	\$ 1,850,000.00	
01000500	31510	Real Estate Tax - Police	2,421,045.30	2,416,138.85	2,497,573.78	2,468,738.62	2,500,000.00	2,600,000.00	
01000500	31520	Real Estate Tax - IMRF	300,125.49	299,526.05	-	-	-	-	
01000500	31530	Real Estate Tax - Road & Bridge	415,395.90	425,284.42	461,605.06	458,511.40	440,000.00	450,000.00	
01000500	31555	Real Estate Tax - Parks	-	87,861.67	-	-	-	-	
01000500	31560	Real Estate Tax - Insurance	400,167.39	399,364.62	-	-	-	-	
01000500	31570	Real Estate Tax - FICA	412,179.71	411,341.52	-	-	-	-	
01000500	31580	Real Estate Tax - Police Pension	2,280,982.59	2,276,356.54	2,277,787.72	2,251,485.35	2,280,000.00	2,280,000.00	
Subtotal			\$ 6,229,896.38	\$ 6,315,873.67	\$ 6,585,658.00	\$ 6,811,938.91	\$ 6,870,000.00	\$ 7,180,000.00	4.51%
Donations									
01001100	33025	Donations - Recreation	\$ 3,435.00	\$ 9,994.00	\$ 17,156.00	\$ 2,860.00	\$ 10,000.00	\$ 20,000.00	
01000100	33030	Donations - Operating-General Govt.	325,784.96	221,395.22	169,488.48	240,980.68	75,000.00	100,000.00	
01000200	33031	Donations - Operating-Public Safety	30,757.99	55,212.96	16,415.10	43,123.83	30,000.00	30,000.00	
01000300	33032	Donations - Operating-Public Works	31,091.29	29,636.47	28,575.61	24,899.64	35,000.00	25,000.00	
01000300	33052	Donations - Capital-Public Works	-	-	-	-	-	-	
01000100	33100	Donation - Makeup Tax	30,261.73	25,027.23	20,000.00	10,000.00	30,000.00	20,000.00	
Subtotal			\$ 421,330.97	\$ 341,265.88	\$ 251,635.19	\$ 321,864.15	\$ 180,000.00	\$ 195,000.00	8.33%

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	% Change
			Actual	Actual	Actual	Q2	Budget	Budget	Y-T-Y
Grants									
01000100	33230	Grants - Operating General Govt.	\$ 322,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	
01000200	33231	Grants - Operating Public Safety	4,230,170.52	38,531.44	36,607.23	19,716.36	-	-	
01000300	33232	Grants - Operating Public Works	-	-	-	-	-	-	
01000200	33251	Grants - Capital Public Safety	32,122.37	22,652.00	47,609.28	-	-	-	
Subtotal			\$ 4,584,792.89	\$ 61,183.44	\$ 84,216.51	\$ 19,716.36	\$ -	\$ -	0.00%
Interest									
01000500	36001	Interest	\$ 710.95	\$ 952.75	\$ 6,741.11	\$ 3,348.27	\$ 5,000.00	\$ 5,000.00	
01000500	36002	Interest - Insurance	32.45	31.16	0.24	0.12	-	-	
01000500	36020	Interest - LGIP	4,748.97	196,818.00	442,795.61	263,918.02	250,000.00	320,000.00	
01000500	36050	Investment Income - Fixed Income	(194,780.36)	23,564.44	236,118.80	71,616.38	150,000.00	150,000.00	
Subtotal			\$ (189,287.99)	\$ 221,366.35	\$ 685,655.76	\$ 338,882.79	\$ 405,000.00	\$ 475,000.00	17.28%
Other									
01000100	32080	Liquor Licenses	\$ 62,334.00	\$ 123,049.00	\$ 144,476.00	\$ 140,275.00	\$ 125,000.00	\$ 135,000.00	
01000100	32085	Licenses	70,223.92	77,037.79	67,150.00	13,003.25	70,000.00	70,000.00	
01000100	33008	Intergovernmental - General Govt.	44,921.00	14,703.00	3,480.00	174.00	5,000.00	2,500.00	
01000200	33010	Intergovernmental - Police	482,795.56	502,680.30	486,987.64	58,986.58	500,000.00	500,000.00	
01000300	33012	Intergovernmental - Public Works	-	-	-	611,000.00	-	-	
01000100	34010	Historical Commission	-	-	550.00	-	-	-	
01000100	34012	Reports/Maps/Ordinances	589.00	1,066.00	997.76	536.00	500.00	500.00	
01000100	34100	Rental Income	56,482.20	51,900.96	63,845.18	53,089.00	57,500.00	59,000.00	
01000100	34101	Facility Rental Fees	2,026.00	3,671.50	2,434.50	3,051.50	2,500.00	4,000.00	
01000300	34102	Park Rental Fees	10,119.75	10,147.75	9,932.00	8,750.00	-	14,000.00	
01000300	34230	Signage Billings	731.16	-	5,588.67	-	-	-	
01000100	34410	Recreation Programs	29,498.62	61,561.41	71,238.70	40,970.43	90,000.00	90,000.00	
01000200	34720	Administrative Fees	70.00	-	-	-	-	-	
01000200	35080	Forfeited Funds	-	-	12,720.74	-	-	-	
01000200	37100	Restitution - Public Safety	-	3,517.22	95.00	2,180.30	-	-	
01000300	37100	Restitution - Public Works	49,975.01	35,003.95	46,159.00	36,818.91	-	-	
01000500	37110	Insurance Claims	67,782.43	9,019.67	198,291.31	149,420.13	-	-	
01000500	37900	Miscellaneous Revenue	57.20	379.26	-	251.26	-	-	
01000500	37902	IPBC - Change in Terminal Reserve	21,287.00	(31,023.00)	25,700.00	-	-	-	
01000100	37905	Sale of Surplus Property	391,259.99	86,605.64	171,445.63	19,734.63	75,000.00	140,000.00	
01000500	38016	Transfer from Special Revenue - Hotel	30,000.00	30,000.00	35,000.00	-	35,000.00	45,000.00	
Subtotal			\$ 1,320,152.84	\$ 979,320.45	\$ 1,346,092.13	\$ 1,138,240.99	\$ 960,500.00	\$ 1,060,000.00	10.36%
General Fund Total (less Transfers from Fund Balance)			\$ 28,996,233.71	\$ 25,750,895.07	\$ 27,191,537.26	\$ 18,180,547.03	\$ 25,462,500.00	\$ 28,455,800.00	11.76%
Transfers from Fund Balance									
		Public Art Fund	\$ -	\$ -	\$ -	-	-	-	
		Vehicle Replacement Fund	\$ -	\$ -	\$ -	-	-	-	
		Liability Insurance Fund	\$ -	\$ -	\$ -	-	-	-	
		Cash and Investments	\$ -	\$ -	\$ -	-	2,253,500.00	2,581,700.00	
General Fund Total (including Transfers from Fund Balance)			\$ 28,996,233.71	\$ 25,750,895.07	\$ 27,191,537.26	\$ 18,180,547.03	\$ 27,716,000.00	\$ 31,037,500.00	

General Services Administration Department

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26	% Change
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget	Y-T-Y
Personnel											
01100100	41103	IMRF	\$ 127,009.31	\$ 115,777.74	\$ 115,917.74	\$ 57,071.47	\$ 135,000.00	\$ 155,000.00	\$ 158,000.00	\$ -	
01100100	41104	FICA	87,636.72	97,229.17	103,372.96	55,013.23	130,000.00	133,000.00	134,500.00	-	
01100100	41105	Unemployment Tax	1,296.63	2,108.39	2,635.83	356.71	3,200.00	3,460.00	3,500.00	-	
01100100	41106	Health Insurance	152,624.39	171,803.13	182,148.52	99,923.83	230,000.00	214,000.00	214,000.00	-	
01100100	41110	Salaries	1,150,206.47	1,296,148.63	1,368,805.32	720,471.09	1,525,000.00	1,605,000.00	1,638,000.00	-	
01101100	41113	Salary - Recreation Instructors	511.56	-	-	-	500.00	1,000.00	1,000.00	-	
01100100	41130	Salary - Elected Officials	55,500.00	57,000.00	57,000.00	28,500.00	57,000.00	57,000.00	57,000.00	-	
01100100	41140	Overtime	2,485.14	1,664.30	2,671.61	2,183.02	3,000.00	3,600.00	3,600.00	-	
Subtotal			\$ 1,577,270.22	\$ 1,741,731.36	\$ 1,832,551.98	\$ 963,519.35	\$ 2,083,700.00	\$ 2,172,060.00	\$ 2,209,600.00	\$ -	6.04%
Contractual Services											
01100100	42210	Telephone	\$ 24,302.37	\$ 21,548.61	\$ 16,326.95	\$ 7,825.06	\$ 22,200.00	\$ 22,050.00	\$ 22,100.00	\$ -	
01100100	42211	Natural Gas	1,261.81	5,291.68	1,962.57	-	-	-	-	-	
01100100	42225	Bank Processing Fees	289.75	588.90	929.65	4,490.54	500.00	700.00	700.00	-	
01100100	42228	Investment Management	5,654.00	5,428.00	5,609.00	2,921.00	6,500.00	6,500.00	6,500.00	-	
01100100	42230	Legal Services	57,417.12	43,322.17	48,826.26	11,268.98	60,000.00	50,000.00	50,000.00	-	
01100100	42231	Audit Services	28,741.56	29,368.50	31,325.00	26,110.00	32,100.00	33,000.00	33,000.00	-	
01100100	42234	Professional Services	122,378.32	187,476.36	134,286.85	78,223.00	140,500.00	159,000.00	178,900.00	-	
01100100	42242	Publications	1,692.60	1,726.91	1,661.59	541.80	2,200.00	2,200.00	2,200.00	-	
01100100	42243	Printing & Advertising	3,073.86	7,766.26	4,930.72	2,316.22	6,000.00	6,500.00	6,500.00	-	
01100100	42245	Village Communications	15,645.26	18,862.15	20,588.39	5,492.60	23,000.00	24,000.00	24,000.00	-	
01100100	42260	Physicals & Screenings	-	-	-	-	-	-	-	-	
01100100	42272	Lease Payments	10,863.03	13,298.79	15,856.08	9,219.07	16,400.00	20,700.00	16,800.00	-	
01100100	42305	Municipal Court	5,061.34	4,410.00	4,252.50	2,205.00	6,500.00	6,500.00	6,500.00	-	
Subtotal			\$ 276,381.02	\$ 339,088.33	\$ 286,555.56	\$ 150,613.27	\$ 315,900.00	\$ 331,150.00	\$ 347,200.00	\$ -	9.91%
Supplies & Materials											
01100100	43308	Office Supplies	\$ 6,898.57	\$ 6,455.72	\$ 6,244.74	\$ 2,255.09	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	
01100100	43317	Postage	7,065.94	7,290.38	7,999.92	5,555.41	9,000.00	9,000.00	9,000.00	-	
01100100	43320	Tools, Equipment & Supplies	428.87	-	184.99	416.75	500.00	500.00	500.00	-	
01100100	43332	Office Furniture & Equipment	2,003.65	4,555.71	28,681.17	9,203.16	1,000.00	1,000.00	1,000.00	-	
01100100	43333	IT Equipment	20,729.82	12,650.96	23,167.75	22,194.84	26,000.00	17,900.00	17,900.00	-	
01100100	43340	Fuel	364.81	513.61	733.82	284.70	500.00	500.00	500.00	-	
Subtotal			\$ 37,491.66	\$ 31,466.38	\$ 67,012.39	\$ 39,909.95	\$ 44,500.00	\$ 36,400.00	\$ 36,400.00	\$ -	-18.20%
Maintenance											
01100100	44420	Vehicle Maintenance (S)	\$ 3,618.26	\$ 824.44	\$ 2,062.36	\$ 916.12	\$ 6,800.00	\$ 3,400.00	\$ 3,400.00	\$ -	
01100100	44423	Building Services (S)	111,380.12	116,866.50	94,432.09	55,758.13	152,000.00	147,000.00	147,000.00	-	
01100100	44426	Office Equipment Maintenance	2,997.85	3,324.71	2,806.04	1,212.00	3,800.00	5,300.00	5,300.00	-	
Subtotal			\$ 117,996.23	\$ 121,015.65	\$ 99,300.49	\$ 57,886.25	\$ 162,600.00	\$ 155,700.00	\$ 155,700.00	\$ -	-4.24%
Capital Expenditures											
01100100	45590	Capital Purchase	\$ -	\$ -	\$ 76,119.00	\$ -	\$ -	\$ -	\$ 119,000.00	\$ -	
Subtotal			\$ -	\$ -	\$ 76,119.00	\$ -	\$ -	\$ -	\$ 119,000.00	\$ -	0.00%
Other Charges											
01101100	47701	Recreation Programs	\$ 72,654.56	\$ 128,687.13	\$ 157,688.46	\$ 67,625.16	\$ 158,200.00	\$ 211,000.00	\$ 211,000.00	\$ -	
01100100	47740	Travel/Training/Dues	33,626.57	44,724.35	22,541.34	10,210.57	42,400.00	42,500.00	42,500.00	-	
01100100	47741	Elected Officials - Expenses	1,171.49	300.00	600.00	460.00	1,500.00	1,500.00	1,500.00	-	
01100100	47745	President's Expenses	2,199.02	1,049.42	2,401.30	1,013.48	2,000.00	2,500.00	2,500.00	-	
01100100	47750	Historic Commission	1,157.02	1,118.11	404.91	1,742.71	2,500.00	3,000.00	3,000.00	-	
01100100	47760	Uniforms & Safety Items	1,303.49	30.00	75.00	1,035.90	1,500.00	1,500.00	1,500.00	-	
01100100	47765	Sales Tax Rebate Expense	0.35	12,822.80	719,190.60	65,350.25	265,000.00	400,000.00	400,000.00	-	
01100600	47790	Interest Expense	1,916.90	3,179.80	4,222.73	2,036.27	5,000.00	4,520.00	4,600.00	-	
Subtotal			\$ 114,029.40	\$ 191,911.61	\$ 907,124.34	\$ 149,474.34	\$ 478,100.00	\$ 666,520.00	\$ 666,600.00	\$ -	39.43%
General Services Administration Total			\$ 2,123,168.53	\$ 2,425,213.33	\$ 3,268,663.76	\$ 1,361,403.16	\$ 3,084,800.00	\$ 3,361,830.00	\$ 3,534,500.00	\$ -	14.58%
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.											

Police Department

Expenditures

		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26	FY 25/26	% Change
		Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget		Y-T-Y
Personnel											
01200200	41103	IMRF	\$ 42,407.61	\$ 33,130.40	\$ 31,667.10	\$ 15,588.68	\$ 36,000.00	\$ 40,000.00	\$ 42,000.00	\$ -	
01200200	41104	FICA	402,013.20	429,095.04	447,954.22	229,783.97	470,000.00	495,000.00	495,000.00	-	
01200200	41105	Unemployment Tax	5,902.20	7,775.18	9,015.61	214.60	9,000.00	9,800.00	9,800.00	-	
01200200	41106	Health Insurance	676,714.36	748,623.65	794,637.24	401,920.18	850,000.00	825,000.00	825,000.00	-	
01200200	41110	Salaries	377,397.12	366,667.73	405,773.31	195,736.85	415,000.00	430,000.00	430,000.00	-	
01200200	41120	Salary - Sworn Officers	4,757,335.87	5,130,258.87	5,340,806.24	2,752,428.41	5,750,000.00	6,100,000.00	6,100,000.00	-	
01200200	41122	Salary - Crossing Guards	24,090.00	28,050.00	28,035.00	9,907.50	22,500.00	28,500.00	40,300.00	-	
01200200	41140	Overtime	295,538.63	287,334.02	258,953.47	129,630.08	310,000.00	310,000.00	310,000.00	-	
01200200	41102	Pension Contribution Expense	2,280,982.59	2,280,000.00	2,280,000.00	2,251,485.35	2,280,000.00	2,280,000.00	2,280,000.00	-	
Subtotal			\$ 8,862,381.58	\$ 9,310,934.89	\$ 9,596,842.19	\$ 5,986,695.62	\$ 10,142,500.00	\$ 10,518,300.00	\$ 10,532,100.00	\$ -	3.84%
Contractual Services											
01200200	42210	Telephone	\$ 33,998.27	\$ 31,636.37	\$ 23,103.67	\$ 10,908.42	\$ 37,400.00	\$ 34,370.00	\$ 34,400.00	\$ -	
01200200	42211	Natural Gas	-	-	-	-	-	-	-	-	
01200200	42212	Electric	325.01	313.56	317.30	117.79	-	-	-	-	
01200200	42215	Radio Communications	30,645.59	33,088.20	31,954.77	13,232.00	30,800.00	34,750.00	34,800.00	-	
01200200	42225	Bank Processing Fees	590.83	1,209.20	966.14	307.65	700.00	900.00	900.00	-	
01200200	42230	Legal Services	103,880.78	100,097.69	83,655.28	32,566.63	152,000.00	151,500.00	151,500.00	-	
01200200	42234	Professional Services	45,438.44	67,550.46	67,063.18	59,743.69	148,500.00	133,701.00	145,600.00	-	
01200200	42242	Publications	-	-	69.99	99.99	500.00	500.00	500.00	-	
01200200	42243	Printing & Advertising	751.10	1,771.15	2,045.27	1,411.95	4,000.00	3,160.00	3,200.00	-	
01200200	42250	SEECOM	557,507.68	537,851.92	577,518.92	283,350.32	585,000.00	596,000.00	596,000.00	-	
01200200	42260	Physical Exams	1,991.00	903.00	992.00	250.00	2,500.00	3,000.00	3,000.00	-	
01200200	42270	Equipment Rental	2,132.40	30.99	9,201.84	20.93	900.00	720.00	800.00	-	
01200200	42272	Lease Payments	8,956.72	10,328.12	14,139.67	6,123.43	13,100.00	13,500.00	13,500.00	-	
Subtotal			\$ 786,217.82	\$ 784,780.66	\$ 811,028.03	\$ 408,132.80	\$ 975,400.00	\$ 972,101.00	\$ 984,200.00	\$ -	0.90%
Supplies & Materials											
01200200	43308	Office Supplies	\$ 4,494.92	\$ 4,179.30	\$ 11,665.69	\$ 2,945.64	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ -	
01200200	43309	Materials	36,497.37	30,041.89	40,161.24	3,596.28	53,600.00	49,990.00	50,000.00	-	
01200200	43317	Postage	2,450.65	2,812.96	2,112.14	1,026.27	3,000.00	3,000.00	3,000.00	-	
01200200	43320	Tools, Equipment & Supplies	22,796.37	30,061.11	52,097.00	10,352.40	41,200.00	35,445.00	35,500.00	-	
01200200	43332	Office Furniture & Equipment	610.00	1,609.98	49,571.46	51,082.08	800.00	27,100.00	27,100.00	-	
01200200	43333	IT Equipment	30,043.07	83,938.29	100,358.02	37,485.03	60,600.00	75,385.00	75,400.00	-	
01200200	43340	Fuel (S)	88,011.60	103,482.42	91,492.19	37,247.47	97,000.00	98,000.00	98,000.00	-	
01200200	43364	D.A.R.E./Community Programs	5,227.97	4,423.97	11,968.56	5,821.53	16,600.00	17,100.00	17,100.00	-	
Subtotal			\$ 190,131.95	\$ 260,549.92	\$ 359,426.30	\$ 149,556.70	\$ 279,100.00	\$ 312,320.00	\$ 312,400.00	\$ -	11.93%
Maintenance											
01200200	44420	Vehicle Maintenance (S)	\$ 123,656.62	\$ 136,743.28	\$ 140,286.62	\$ 81,081.34	\$ 170,000.00	\$ 152,000.00	\$ 152,000.00	\$ -	
01200200	44421	Equipment Maintenance (S)	6,583.17	3,557.95	3,747.97	1,355.80	7,200.00	23,000.00	23,000.00	-	
01200200	44422	Radio Maintenance	-	550.00	5,674.80	-	3,000.00	3,000.00	3,000.00	-	
01200200	44423	Building Services (S)	175,918.18	192,489.93	302,265.77	147,106.79	228,700.00	255,000.00	255,000.00	-	
01200200	44426	Office Equipment Maintenance	2,109.82	2,021.91	2,280.21	3,526.41	2,600.00	4,000.00	4,000.00	-	
Subtotal			\$ 308,267.79	\$ 335,363.07	\$ 454,255.37	\$ 233,070.34	\$ 411,500.00	\$ 437,000.00	\$ 437,000.00	\$ -	6.20%
Capital Expenditures											
01200200	43335	Vehicles & Equipment	\$ 22.54	\$ 8,514.00	\$ 20,403.82	\$ 84,542.20	\$ 86,900.00	\$ 101,800.00	\$ 101,800.00	\$ -	
01200200	45590	Capital Purchase	183,735.89	344,961.99	285,063.09	314,381.11	407,000.00	-	40,000.00	-	
01200200	45597	Capital Lease Payments	-	-	-	-	-	-	-	-	
Subtotal			\$ 183,758.43	\$ 353,475.99	\$ 305,466.91	\$ 398,923.31	\$ 493,900.00	\$ 101,800.00	\$ 141,800.00	\$ -	-71.29%
Other Charges											
01200200	47720	Board of Police Commissioners	\$ 4,130.00	\$ 1,260.00	\$ 21,430.84	\$ 3,541.50	\$ 6,500.00	\$ 7,100.00	\$ 7,100.00	\$ -	
01200200	47740	Travel/Training/Dues	76,655.93	63,767.01	98,018.45	20,690.30	98,400.00	118,559.00	118,600.00	-	
01200200	47760	Uniforms & Safety Items	74,719.08	41,348.39	60,093.92	23,314.21	59,300.00	72,720.00	72,800.00	-	
01200200	47770	Investigations	616.83	1,497.10	1,040.70	-	1,000.00	1,000.00	1,000.00	-	
01200600	47790	Interest Expense	2,286.51	3,234.01	5,491.47	1,893.71	4,100.00	3,700.00	3,700.00	-	
Subtotal			\$ 158,408.35	\$ 111,106.51	\$ 186,075.38	\$ 49,439.72	\$ 169,300.00	\$ 203,079.00	\$ 203,200.00	\$ -	20.02%
Police Total			\$ 10,489,165.92	\$ 11,156,211.04	\$ 11,713,094.18	\$ 7,225,818.49	\$ 12,471,700.00	\$ 12,544,600.00	\$ 12,610,700.00	\$ -	1.11%

(S) indicates those line items that reimburse the Internal Service Funds.

Community Development Department

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26	% Change
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget	Y-T-Y
Personnel											
01300100	41103	IMRF	\$ 81,860.98	\$ 83,638.02	\$ 69,960.49	\$ 32,455.31	\$ 85,000.00	\$ 82,000.00	\$ 92,000.00	\$ -	
01300100	41104	FICA	58,301.10	67,774.02	66,205.88	30,814.67	80,000.00	70,000.00	75,000.00	-	
01300100	41105	Unemployment Tax	1,336.11	1,679.48	1,780.54	369.71	2,000.00	2,000.00	2,100.00	-	
01300100	41106	Health Insurance	83,646.83	123,185.09	162,502.23	79,404.68	190,000.00	165,000.00	165,000.00	-	
01300100	41110	Salaries	765,475.35	891,355.81	879,282.77	409,522.11	1,011,000.00	915,000.00	944,000.00	-	
01300100	41132	Salary - Planning/Zoning	1,820.00	2,000.00	2,000.00	820.00	2,000.00	2,000.00	2,000.00	-	
01300100	41140	Overtime	2,046.67	1,919.19	1,086.57	1,105.57	2,000.00	2,000.00	2,000.00	-	
Subtotal			\$ 994,487.04	\$ 1,171,551.61	\$ 1,182,818.48	\$ 554,492.05	\$ 1,372,000.00	\$ 1,238,000.00	\$ 1,282,100.00	\$ -	-6.55%
Contractual Services											
01300100	42210	Telephone	\$ 21,045.17	\$ 16,830.92	\$ 13,666.91	\$ 6,146.60	\$ 17,300.00	\$ 15,720.00	\$ 15,800.00	\$ -	
01300100	42211	Natural Gas	2,780.58	6,356.12	3,829.87	1,189.60	1,000.00	5,000.00	5,000.00	-	
01300100	42212	Electric	1,845.62	4,403.60	4,405.75	1,469.24	1,000.00	5,000.00	5,000.00	-	
01300100	42225	Bank Processing Fees	3,850.27	6,655.86	7,326.82	3,015.63	7,000.00	7,000.00	7,000.00	-	
01300100	42230	Legal Services	35,321.00	27,760.95	37,232.95	5,950.71	30,000.00	30,000.00	30,000.00	-	
01300100	42234	Professional Services	296,425.03	146,333.47	310,536.80	136,871.35	208,500.00	263,972.80	290,100.00	-	
01300100	42242	Publications	317.30	712.29	859.29	150.00	1,000.00	800.00	800.00	-	
01300100	42243	Printing & Advertising	5,375.91	1,238.46	2,089.69	272.32	1,000.00	3,160.00	3,200.00	-	
01300100	42260	Physicals & Screenings	-	-	-	-	-	-	-	-	
01300100	42272	Lease Payments	20,140.23	24,165.19	23,608.90	12,141.32	23,900.00	24,700.00	24,700.00	-	
Subtotal			\$ 387,101.11	\$ 234,456.86	\$ 403,556.98	\$ 167,206.77	\$ 290,700.00	\$ 355,352.80	\$ 381,600.00	\$ -	31.27%
Supplies & Materials											
01300100	43308	Office Supplies	\$ 4,191.94	\$ 5,465.89	\$ 3,445.50	\$ 1,057.58	\$ 6,100.00	\$ 6,700.00	\$ 6,700.00	\$ -	
01300100	43317	Postage	1,285.66	551.54	786.91	532.44	1,000.00	1,000.00	1,000.00	-	
01300100	43320	Tools, Equipment & Supplies	272.57	488.69	969.09	-	1,000.00	2,000.00	2,000.00	-	
01300100	43332	Office Furniture & Equipment	-	2,311.49	3,789.90	-	4,000.00	5,000.00	5,000.00	-	
01300100	43333	IT Equipment	29,363.27	26,888.46	18,845.20	13,490.20	13,300.00	9,060.00	9,100.00	-	
01300100	43340	Fuel (S)	5,815.41	5,384.66	4,825.06	2,079.29	5,800.00	5,500.00	5,500.00	-	
01300100	43362	Public Art	15,272.00	24,507.14	23,567.07	4,334.18	27,000.00	25,050.00	-	-	
Subtotal			\$ 56,200.85	\$ 65,597.87	\$ 56,228.73	\$ 21,493.69	\$ 58,200.00	\$ 54,310.00	\$ 29,300.00	\$ -	-49.66%
Maintenance											
01300100	44420	Vehicle Maintenance (S)	\$ 3,959.01	\$ 10,984.04	\$ 5,715.37	\$ 2,478.21	\$ 9,000.00	\$ 8,800.00	\$ 8,800.00	\$ -	
01300100	44423	Building Services (S)	34,670.69	40,346.25	35,281.24	19,186.01	49,000.00	51,000.00	51,000.00	-	
01300100	44426	Office Equipment Maintenance	1,714.15	1,646.10	1,575.15	732.52	2,100.00	2,100.00	2,100.00	-	
Subtotal			\$ 40,343.85	\$ 52,976.39	\$ 42,571.76	\$ 22,396.74	\$ 60,100.00	\$ 61,900.00	\$ 61,900.00	\$ -	3.00%
Capital Expenditures											
01300100	43335	Vehicles & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Charges											
01300100	47710	Economic Development	\$ 336,737.31	\$ 14,630.70	\$ 35,822.42	\$ 14,462.21	\$ 26,200.00	\$ 41,195.00	\$ 41,400.00	\$ -	
01300100	47740	Travel/Training/Dues	15,240.79	41,891.93	25,032.57	7,087.74	28,400.00	32,320.00	31,100.00	-	
01300100	47760	Uniforms & Safety Items	1,475.87	1,694.83	3,366.58	1,138.98	2,000.00	3,000.00	3,000.00	-	
01300100	47769	Miscellaneous Expense	61,316.30	-	-	-	-	-	-	-	
01300600	47790	Interest Expense	4,265.37	8,767.98	9,880.12	3,752.72	8,400.00	7,515.00	7,600.00	-	
Subtotal			\$ 419,035.64	\$ 66,985.44	\$ 74,101.69	\$ 26,441.65	\$ 65,000.00	\$ 84,030.00	\$ 83,100.00	\$ -	27.85%
Community Development Total			\$ 1,897,168.49	\$ 1,591,568.17	\$ 1,759,277.64	\$ 792,030.90	\$ 1,846,000.00	\$ 1,793,592.80	\$ 1,838,000.00	\$ -	-0.43%
Non Budgeted Expenses											
01300100	47779	A/R Write-Off Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Community Development Total			\$ 1,897,168.49	\$ 1,591,568.17	\$ 1,759,277.64	\$ 792,030.90	\$ 1,846,000.00	\$ 1,793,592.80	\$ 1,838,000.00	\$ -	-0.43%
(S) indicates those line items that reimburse the Internal Service Funds.											

Public Works Administration

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26	% Change
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget	Y-T-Y
Personnel											
01400300	41103	IMRF	\$ 21,461.90	\$ 32,733.75	\$ 32,147.43	\$ 20,155.35	\$ 48,000.00	\$ 50,500.00	\$ 56,000.00	\$ -	
01400300	41104	FICA	13,593.11	21,652.49	31,471.40	19,900.51	43,000.00	43,000.00	43,000.00	-	
01400300	41105	Unemployment Tax	140.90	657.28	610.44	131.51	700.00	750.00	800.00	-	
01400300	41106	Health Insurance	12,420.95	32,873.56	52,589.18	32,991.04	75,000.00	70,000.00	70,000.00	-	
01400300	41110	Salaries	192,510.29	300,242.41	416,278.03	261,420.73	525,000.00	560,000.00	560,000.00	-	
01400300	41140	Overtime	24.14	322.33	492.84	352.94	500.00	500.00	500.00	-	
Subtotal			\$ 240,151.29	\$ 388,481.82	\$ 533,589.32	\$ 334,952.08	\$ 692,200.00	\$ 724,750.00	\$ 730,300.00	\$ -	5.50%
Contractual Services											
01400300	42210	Telephone	\$ 7,031.43	\$ 7,538.86	\$ 7,138.50	\$ 3,491.76	\$ 11,600.00	\$ 10,435.71	\$ 10,500.00	\$ -	
01400300	42211	Natural Gas	4,281.07	9,279.58	4,778.64	-	-	-	-	-	
01400300	42215	Radio Communications	8,748.10	9,241.00	6,795.06	(715.27)	3,400.00	3,685.00	3,700.00	-	
01400300	42230	Legal Services	1,041.00	1,202.50	9,157.50	650.00	1,200.00	1,200.00	1,200.00	-	
01400300	42232	Engineering Services	-	-	637.26	-	-	-	-	-	
01400300	42234	Professional Services	160.88	-	443.00	3.50	14,000.00	-	-	-	
01400300	42242	Publications	385.80	437.80	-	-	-	-	-	-	
01400300	42243	Printing & Advertising	27.00	2,862.51	1,955.00	75.56	500.00	520.00	500.00	-	
01400300	42260	Physicals & Screenings	2.34	-	-	-	300.00	300.00	300.00	-	
01400300	42270	Equipment Rental	202.16	198.24	252.55	109.32	700.00	700.00	700.00	-	
01400300	42272	Lease Payments	4,907.47	5,215.05	4,869.81	4,123.37	7,000.00	7,400.00	11,300.00	-	
Subtotal			\$ 26,787.25	\$ 35,975.54	\$ 36,027.32	\$ 7,738.24	\$ 38,700.00	\$ 24,240.71	\$ 28,200.00	\$ -	-27.13%
Supplies & Materials											
01400300	43308	Office Supplies	\$ 1,363.88	\$ 1,020.13	\$ 1,077.89	\$ 522.73	\$ 1,300.00	\$ 900.00	\$ 900.00	\$ -	
01400300	43317	Postage	748.70	547.73	784.70	133.75	1,000.00	1,000.00	1,000.00	-	
01400300	43320	Tools, Equipment & Supplies	120.00	-	-	-	-	-	-	-	
01400300	43332	Office Furniture & Equipment	-	7,670.20	2,594.83	29.69	-	-	-	-	
01400300	43333	IT Equipment	16,818.08	11,576.03	16,390.43	11,749.15	19,600.00	21,828.00	21,900.00	-	
01400300	43340	Fuel (S)	2,030.93	896.99	1,407.37	816.35	700.00	700.00	700.00	-	
Subtotal			\$ 21,081.59	\$ 21,711.08	\$ 22,255.22	\$ 13,251.67	\$ 22,600.00	\$ 24,428.00	\$ 24,500.00	\$ -	8.41%
Maintenance											
01400300	44420	Vehicle Maintenance (S)	\$ 896.34	\$ 5,251.10	\$ 5,847.22	\$ 1,872.72	\$ 2,300.00	\$ 3,800.00	\$ 3,800.00	\$ -	
01400300	44423	Building Services (S)	35,045.40	43,865.97	33,731.27	19,637.93	59,000.00	49,000.00	49,000.00	-	
01400300	44426	Office Equipment Maintenance	126.97	140.17	140.40	83.82	200.00	100.00	-	-	
Subtotal			\$ 36,068.71	\$ 49,257.24	\$ 39,718.89	\$ 21,594.47	\$ 61,500.00	\$ 52,900.00	\$ 52,800.00	\$ -	-14.15%
Capital Expenditures											
01400300	43335	Vehicles & Equipment	\$ -	\$ 45,268.00	\$ -	\$ 4,594.75	\$ 5,000.00	\$ -	\$ 10,800.00	\$ -	
01400300	45590	Capital Purchase	-	-	-	-	-	-	42,500.00	-	
Subtotal			\$ -	\$ 45,268.00	\$ -	\$ 4,594.75	\$ 5,000.00	\$ -	\$ 53,300.00	\$ -	966.00%
Transfers											
01400500	48099	Transfer/Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Charges											
01400300	47740	Travel, Training & Dues	\$ 6,659.71	\$ 11,310.17	\$ 11,075.05	\$ 4,595.39	\$ 9,200.00	\$ 16,300.00	\$ 16,300.00	\$ -	
01400300	47760	Uniforms & Safety Items	539.83	2,243.79	1,026.09	719.61	1,200.00	1,200.00	1,200.00	-	
01400600	47790	Interest Expense	871.91	564.32	1,202.17	791.07	2,100.00	1,615.00	3,400.00	-	
Subtotal			\$ 8,071.45	\$ 14,118.28	\$ 13,303.31	\$ 6,106.07	\$ 12,500.00	\$ 19,115.00	\$ 20,900.00	\$ -	67.20%
Public Works Administration Total			\$ 332,160.29	\$ 554,811.96	\$ 644,894.06	\$ 388,237.28	\$ 832,500.00	\$ 845,433.71	\$ 910,000.00	\$ -	9.31%
(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.											

Public Works - General Services Division

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26	% Change
			Actual	Actual	Actual	Q2 YTD	Budget	Dept.	Manager	Budget	Y-T-Y
Personnel											
01500300	41103	IMRF	\$ 158,652.28	\$ 142,427.65	\$ 136,199.71	\$ 67,107.41	\$ 150,000.00	\$ 166,000.00	\$ 170,000.00	\$ -	
01500300	41104	FICA	116,336.61	124,601.98	127,936.60	67,122.38	140,000.00	141,500.00	142,000.00	\$ -	
01500300	41105	Unemployment Tax	2,809.40	3,662.68	3,723.28	507.45	4,000.00	4,500.00	4,500.00	\$ -	
01500300	41106	Health Insurance	280,825.01	299,281.74	301,720.58	162,569.93	360,000.00	375,000.00	375,000.00	\$ -	
01500300	41110	Salaries	1,511,021.85	1,614,624.37	1,656,114.73	872,682.20	1,800,000.00	1,850,000.00	1,855,000.00	\$ -	
01500300	41140	Overtime	59,383.06	64,915.51	58,380.82	22,618.37	70,000.00	75,000.00	75,000.00	\$ -	
Subtotal			\$ 2,129,028.21	\$ 2,249,513.93	\$ 2,284,075.72	\$ 1,192,607.74	\$ 2,524,000.00	\$ 2,612,000.00	\$ 2,621,500.00	\$ -	3.86%
Contractual Services											
01500300	42210	Telephone	\$ 23,968.27	\$ 22,677.59	\$ 18,974.40	\$ 8,184.80	\$ 29,600.00	\$ 28,965.71	\$ 29,000.00	\$ -	
01500300	42211	Natural Gas	-	213.51	89.15	-	-	-	-	\$ -	
01500300	42212	Electric	214,737.44	212,807.50	238,006.54	96,015.54	229,200.00	251,700.00	251,700.00	\$ -	
01500300	42215	Radio Communications	8,748.10	9,241.00	6,795.06	(715.27)	3,400.00	3,685.00	3,700.00	\$ -	
01500300	42230	Legal Services	1,563.25	277.50	1,711.25	1,050.00	1,500.00	1,500.00	1,500.00	\$ -	
01500300	42232	Engineering Services	5,368.56	2,544.75	8,379.04	-	8,500.00	7,500.00	7,500.00	\$ -	
01500300	42234	Professional Services	740,807.71	752,437.55	890,847.46	422,540.00	840,900.00	934,090.00	692,100.00	\$ -	
01500300	42243	Printing & Advertising	54.00	92.91	293.33	25.00	200.00	150.00	200.00	\$ -	
01500300	42253	Community Events	-	977.52	414.99	-	1,000.00	1,000.00	1,000.00	\$ -	
01500300	42260	Physicals & Screenings	1,286.00	526.38	578.70	-	1,400.00	1,400.00	1,400.00	\$ -	
01500300	42264	Snow Removal	1,139.28	1,532.00	1,807.68	-	1,700.00	32,000.00	152,000.00	\$ -	
01500300	42270	Equipment Rental	629.01	1,750.82	718.75	-	2,500.00	2,500.00	2,500.00	\$ -	
01500300	42272	Principal Lease Payments	8,212.85	5,306.48	6,115.09	3,132.59	6,200.00	6,200.00	6,200.00	\$ -	
Subtotal			\$ 1,006,514.47	\$ 1,010,385.51	\$ 1,174,731.44	\$ 530,232.72	\$ 1,126,100.00	\$ 1,270,690.71	\$ 1,148,800.00	\$ -	2.02%
Supplies & Materials											
01500300	43308	Office Supplies	\$ -	\$ 89.07	\$ 116.29	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	
01500300	43309	Materials	12,812.39	22,149.36	18,418.16	8,074.36	22,100.00	23,100.00	331,100.00	\$ -	
01500300	43317	Postage	-	187.07	142.68	-	300.00	200.00	200.00	\$ -	
01500300	43320	Tools, Equipment & Supplies	36,818.55	33,955.20	36,588.95	11,535.79	41,300.00	45,300.00	45,300.00	\$ -	
01500300	43332	Office Furniture & Equipment	672.18	16,744.81	317.34	2,003.33	-	-	-	\$ -	
01500300	43333	IT Equipment	22,112.47	17,416.44	22,055.64	22,192.38	32,500.00	24,166.00	24,200.00	\$ -	
01500300	43340	Fuel (S)	85,072.21	104,817.24	91,219.38	28,882.65	93,000.00	95,000.00	95,000.00	\$ -	
01500300	43360	Park Upgrades	-	98,755.03	64,596.29	80.00	400.00	200.00	200.00	\$ -	
01500300	43366	Sign Program	38,941.89	51,698.36	50,700.36	20,147.22	55,500.00	55,500.00	78,900.00	\$ -	
01500300	43370	Infrastructure Maintenance	-	-	-	-	-	-	-	\$ -	
Subtotal			\$ 196,429.69	\$ 345,812.58	\$ 284,155.09	\$ 92,915.73	\$ 245,400.00	\$ 243,766.00	\$ 575,200.00	\$ -	134.39%
Maintenance											
01500300	44402	Tree Planting	\$ 8,630.86	\$ 3,627.04	\$ 15,220.53	\$ 2,707.75	\$ 15,500.00	\$ 5,500.00	\$ 5,500.00	\$ -	
01500300	44403	Tree Trimming & Removal	-	-	-	-	-	-	272,000.00	\$ -	
01500300	44420	Vehicle Maintenance (S)	260,271.48	221,765.16	273,860.59	116,271.28	334,500.00	300,000.00	300,000.00	\$ -	
01500300	44421	Equipment Maintenance (S)	130,609.24	186,377.17	193,776.73	77,039.66	235,000.00	209,000.00	209,000.00	\$ -	
01500300	44423	Building Maintenance (S)	121,087.04	159,621.36	162,379.67	101,255.33	208,000.00	185,000.00	185,000.00	\$ -	
01500300	44425	Open Space Maintenance	-	-	-	-	-	-	160,000.00	\$ -	
01500300	44426	Office Equipment Maintenance	625.72	820.94	779.81	167.04	600.00	600.00	600.00	\$ -	
01500300	44427	Curb & Sidewalk Program	3,999.00	9,500.00	-	-	-	-	-	\$ -	
01500300	44428	Street Maintenance	11,986.25	-	-	-	-	-	530,000.00	\$ -	
01500300	44429	Street Light Maintenance	-	-	-	-	-	-	350,000.00	\$ -	
01500300	44430	Traffic Signal Maintenance	22,623.23	21,629.97	24,691.20	12,835.81	30,000.00	34,000.00	34,000.00	\$ -	
01500300	44431	Storm Sewer Maintenance	11,014.31	9,811.47	13,000.00	2,174.91	13,000.00	13,000.00	163,000.00	\$ -	
Subtotal			\$ 570,847.13	\$ 613,153.11	\$ 683,708.53	\$ 312,451.78	\$ 836,600.00	\$ 747,100.00	\$ 2,209,100.00	\$ -	164.06%
Capital Expenditures											
01500300	43335	Vehicles & Equipment	\$ 22,336.00	\$ 147,649.46	\$ 56,836.00	\$ 53,094.75	\$ 53,500.00	\$ -	\$ 80,700.00	\$ -	
01500300	45590	Capital Purchase	437,223.82	-	349,830.10	361,879.00	456,000.00	136,350.00	736,500.00	\$ -	
Subtotal			\$ 459,559.82	\$ 147,649.46	\$ 406,666.10	\$ 414,973.75	\$ 509,500.00	\$ 136,350.00	\$ 817,200.00	\$ -	60.39%
Transfers											
01500500	48005	Transfer to Swimming Pool Fund	\$ 133,295.75	\$ 232,673.71	\$ 297,589.56	\$ 190,667.22	\$ 223,500.00	\$ 210,000.00	\$ 248,500.00	\$ -	
Subtotal			\$ 133,295.75	\$ 232,673.71	\$ 297,589.56	\$ 190,667.22	\$ 223,500.00	\$ 210,000.00	\$ 248,500.00	\$ -	11.19%
Other Charges											
01500300	47740	Travel/Training/Dues	\$ 13,160.25	\$ 9,979.83	\$ 10,916.27	\$ 5,001.35	\$ 22,000.00	\$ 25,200.00	\$ 25,200.00	\$ -	
01500300	47760	Uniforms & Safety Items	19,688.69	14,095.27	17,349.81	10,817.04	18,500.00	18,500.00	18,500.00	\$ -	
01500600	47790	Interest Lease Expense	1,562.96	2,268.88	2,550.03	1,085.29	2,400.00	2,400.00	2,400.00	\$ -	
Subtotal			\$ 34,411.90	\$ 26,343.98	\$ 30,816.11	\$ 16,903.68	\$ 42,900.00	\$ 46,100.00	\$ 46,100.00	\$ -	7.46%
Public Works General Services Total			\$ 4,530,086.97	\$ 4,625,532.28	\$ 5,161,742.55	\$ 2,750,752.62	\$ 5,508,000.00	\$ 5,266,006.71	\$ 7,666,400.00	\$ -	39.19%

(S) indicates those line items that reimburse the Internal Service Funds. Grounds Maintenance is now covered under Building Services.

Multidepartmental

Expenditures

			FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Q2	FY 24/25 Budget	FY 25/26 Dept.	FY 25/26 Manager	FY 25/26 Budget	% Change Y-T-Y
01900100	42234	Professional Services	\$ 23,688.72	\$ 20,367.40	\$ 174,689.19	\$ 15,365.48	\$ 30,300.00	\$ 30,300.00	\$ 30,300.00	\$ -	
01900100	42236	Insurance	623,333.31	654,401.50	665,588.93	655,521.60	728,000.00	723,000.00	723,000.00	-	
01900100	43309	Materials	-	-	3,720.48	-	-	-	-	-	
01900100	43333	Computer Network	284,806.09	342,781.23	398,659.92	299,359.60	495,700.00	476,307.00	489,800.00	-	
01900100	45590	Capital Purchase	-	52,352.00	-	-	-	-	291,000.00	-	
01900300	45593	Capital Improvement	-	-	-	-	-	-	-	-	
01900100	47740	Travel, Training, & Dues	1,470.20	1,534.55	3,650.64	1,488.62	9,000.00	9,000.00	9,000.00	-	
01900500	48002	Transfer to Cemetery Fund	-	-	10,756.09	-	-	35,000.00	134,800.00	-	
01900500	48004	Transfer to Street Imp. Fund	5,500,000.00	3,317,607.44	5,200,000.00	-	2,325,000.00	1,000,000.00	1,000,000.00	-	
01900500	48006	Transfer to Park Imp. Fund	-	1,162,000.00	-	-	-	1,100,000.00	1,800,000.00	-	
01900500	48026	Transfer to Nat. Area Imp. Fund	-	1,325,000.00	-	-	385,000.00	-	-	-	
Multidepartmental Total			\$ 6,433,298.32	\$ 6,876,044.12	\$ 6,457,065.25	\$ 971,735.30	\$ 3,973,000.00	\$ 3,373,607.00	\$ 4,477,900.00	\$ -	12.71%
Non Budgeted Expense											
01900100	47768	Write-Off Expense	\$ -	\$ -	\$ 44.04	\$ -	\$ -	\$ -	\$ -	\$ -	
Multidepartmental Total (Audited)			\$ 6,433,298.32	\$ 6,876,044.12	\$ 6,457,109.29	\$ 971,735.30	\$ 3,973,000.00	\$ 3,373,607.00	\$ 4,477,900.00	\$ -	



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

- M E M O R A N D U M -

DATE: March 3, 2025

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/Chief Financial Officer

SUBJECT: *Proposed Budget - 2025/2026 Other Funds*

Attached are the proposed budgets for the following funds which will complete the Fiscal Year 2025-2026 Budget review:

1. Development Fund
2. Village Construction Fund
3. Downtown TIF Fund
4. Longmeadow and Randall TIF Fund
5. Police Pension Fund
6. Debt Service Fund

Development Fund

This Development Fund manages finances for Hotel Tax and Cul-de-Sac categories, as described below:

Hotel Tax revenues are generated through hotel room billings taxes per the municipal ordinance. The budget for revenues anticipates \$100,000 in hotel tax receipts and \$8,000 from investment income. Expenditures are budgeted at \$61,000, including \$16,000 for regional marketing and \$45,000 for transfer to the General Fund. Any Hotel Tax surplus will be applied to fund balance.

Cul-de-Sac revenues of \$2,000 are interest only due to the limited new subdivision development with cul-de-sacs in the village. Expenditures of \$70,000 are for contracted snow plowing services in certain cul-de-sacs. The proposed level of expense reflects a continued level of service that includes an additional pass by the contractor during the snow event and after snow has ceased.

Due to expenditures outpacing revenues (lower development rate and increased level of service), this fund cannot be sustained over the long-term and service delivery will require a different source of revenue (new or existing) in the coming year. As of December 31, 2024, the Cul-de-Sac Fund had a cash balance of \$105,409.

Village Construction Fund

The Village Construction Fund accounts for the construction costs of municipal buildings other than those used for waterworks and wastewater utilities. With ongoing development,

donations are budgeted at \$15,000 from municipal facility fees, and an additional \$1,000 is anticipated from interest income.

There are no planned expenditures for FY 25/26.

Downtown TIF Fund

In the fall of 2014, the Village established a tax increment financing (TIF) district to support redevelopment in downtown Algonquin. The Downtown TIF Fund is designated to track the income and spending associated with the redevelopment area. Revenues are projected conservatively, with \$1,570,000 in real estate tax revenues and \$10,000 from interest income.

Proposed expenditures are budgeted at \$776,000. Expenditure details for redevelopment efforts are recorded in the relevant financing fund. At the year's end, a journal entry will be made to allocate these expenses to the Downtown TIF Fund. The FY 25/26 budget reflects a \$1,700,000 advancement for redevelopment activities from the Street Improvement Fund. Additionally, the Village must distribute a surplus payment to all taxing bodies of eight (8) percent beginning during the year, according to an intergovernmental agreement between the Village and School District 300 (2014-R-33).

Longmeadow and Randall TIF Fund

In 2021, the Village established the Longmeadow and Randall TIF District (Ordinance 2021-O-41) to encourage development in the Algonquin Corporate Campus with NorthPoint Development. Projected revenues for FY 25/26 include \$1,150,000 in real estate taxes and \$1,000 in interest income. Per the redevelopment agreement (2021-O-42, et al.) and an intergovernmental agreement (2021-R-87), 60% of the real estate tax increment is allocated to NorthPoint Development for eligible project cost reimbursement, while 40% is declared surplus and distributed to all taxing bodies. Accordingly, the FY 25/26 budget includes \$690,000 for reimbursement and \$460,000 for surplus distribution.

Police Pension Fund

Budgeted revenues for the Police Pension Fund total \$6,855,000 including employee contributions of \$555,000, investment income of \$4,020,000, and employer contributions of \$2,280,000, which is \$44,139 higher than recommended by an independent actuarial valuation.

The fund's budgeted expenses total \$2,623,500. Many of these expenses include retiree benefits/employee contribution refunds, which total \$2,550,000. There are currently four (4) annuitants on disability and 24 on retirement, an increase of six (6) from last year.

Additionally, administrative expenses for the Police Pension Fund are budgeted at \$73,500.

In 2020, the [Illinois Police Officers' Pension Investment Fund](#) (IPOPIF) was established under Public Act 101-0610 to consolidate and manage the pension assets of Illinois' suburban and downstate police pension funds, aiming to streamline investments and cut administrative costs. Funds from Algonquin's Police Pension Fund were transferred to the IPOPIF in June 2022, and since transferring, the fund has reduced administrative costs by over 40%.

Debt Service Fund

In 2024, the Village issued General Obligation Bonds to fund the construction of Towne Park, Presidential Park, and road improvements in the Willoughby Farms Park Subdivision. Debt service on Bond Series 2024 will begin in FY 25/26, with \$1,710,000 in transfers from the Street Improvement Fund and Park Improvement Fund. Expenditures include \$610,000 for bond principal, \$1,100,100 for bond interest, and \$500 in bond fees. The bonds will mature in December 2036.

Inactive Funds

The Village maintains the following funds; however, they do not have any planned financial activity for the fiscal year:

- **Special Service Area #1 Fund**
(Riverside Plaza)
- **Special Service Area #2 Fund**
(Coves III)
- **Special Service Area #3 Fund**
(Spectrum Senior Living)
- **Special Service Area #4 Fund**
(NorthPoint Lots 2-6)
- **Special Service Area #5 Fund**
(NorthPoint Lot 1)
- **Special Service Area #6 Fund**
(Westview Crossing Subdivision)
- **Special Service Area #7 Fund**
(Trails of Woods Creek Subdivision)
- **Special Service Area #8 Fund**
(Grand Reserve Subdivision)
- **Special Service Area #9 Fund**
(Algonquin Road Subdivision)

Development Fund

Revenues

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Budget
Taxes								
16000500	31496	Hotel Tax Receipts	\$ 49,454.12	\$ 79,076.87	\$ 90,696.79	\$ 60,360.01	\$ 72,000.00	\$ 100,000.00
Subtotal			\$ 49,454.12	\$ 79,076.87	\$ 90,696.79	\$ 60,360.01	\$ 72,000.00	\$ 100,000.00
Charges for Services								
16000300	34106	Cul de Sac Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income								
16000500	36015	Interest - Cul de Sac	\$ 345.85	\$ 5,043.11	\$ 6,618.28	\$ 2,478.89	\$ 5,000.00	\$ 2,000.00
16000500	36016	Interest - Hotel Tax	254.29	4,272.66	9,654.51	5,075.60	6,000.00	8,000.00
Subtotal			\$ 600.14	\$ 9,315.77	\$ 16,272.79	\$ 7,554.49	\$ 11,000.00	\$ 10,000.00
Development Fund Total			\$ 50,054.26	\$ 88,392.64	\$ 106,969.58	\$ 67,914.50	\$ 83,000.00	\$ 110,000.00

Development Fund

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
Cul de Sac										
16230300	42264	Snow Removal	\$ 71,565.48	\$ 63,182.31	\$ 54,231.50	\$ -	\$ 75,000.00	\$ 70,000.00	\$ 70,000.00	
Subtotal			\$ 71,565.48	\$ 63,182.31	\$ 54,231.50	\$ -	\$ 75,000.00	\$ 70,000.00	\$ 70,000.00	\$ -
Hotel Tax										
16260100	42252	Regional/Marketing	\$ 5,000.00	\$ 15,850.64	\$ 15,239.78	\$ 11,275.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	
16260100	47710	Economic Development	106,526.75	-	-	-	-	-	-	
16260500	48001	Transfer to General Fund	30,000.00	30,000.00	35,000.00	-	35,000.00	45,000.00	45,000.00	
16230500	48004	Transfer to Street Improvement	-	-	-	-	-	-	-	
Subtotal			\$ 141,526.75	\$ 45,850.64	\$ 50,239.78	\$ 11,275.00	\$ 51,000.00	\$ 61,000.00	\$ 61,000.00	\$ -
Development Fund Total			\$ 213,092.23	\$ 109,032.95	\$ 104,471.28	\$ 11,275.00	\$ 126,000.00	\$ 131,000.00	\$ 131,000.00	\$ -

Village Construction Fund

Revenues

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Budget
24000500	36001	Interest	\$ 5.55	\$ 3.51	\$ 1.28	\$ 0.21	\$ -	\$ -
24000500	36020	Interest - Investment Pools	102.74	682.12	1,550.05	765.60	1,000.00	1,000.00
24000100	33050	Donations - Capital - Gen. Gov.	1,000.00	1,300.00	35,500.00	25,500.00	5,000.00	15,000.00
Village Construction Fund Total			\$ 1,108.29	\$ 1,985.63	\$ 37,051.33	\$ 26,265.81	\$ 6,000.00	\$ 16,000.00

Village Construction Fund

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
24900300	42234	Professional Services	\$ -	\$ -	\$ 22,408.99	\$ -	\$ -	\$ -	\$ -	
24900100	43332	Office Furniture & Equipment	-	-	-	-	-	-	-	
24900100	43335	Vehicles & Equipment	-	-	-	-	-	-	-	
24900300	44445	Outsourced Building Maint.	-	-	48,200.00	-	-	-	-	
24900300	45593	Capital Improvements	69,980.00	-	-	-	-	-	-	
Village Construction Fund Total			\$ 69,980.00	\$ -	\$ 70,608.99	\$ -				
<p>Note: Restricted reserves are used for budgeted expenditures.</p>										

Downtown TIF Fund

Revenues

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Budget
32000100	33050	Donations-Capital-General Govt.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32000500	31565	Real Estate Tax Downtown TIF	792,479.09	877,578.19	1,013,653.98	1,247,076.50	1,200,000.00	1,570,000.00
32000500	36001	Interest	2,917.29	12,420.56	40,189.70	12,692.12	10,000.00	10,000.00
Downtown TIF Fund Total			\$ 795,396.38	\$ 889,998.75	\$ 1,053,843.68	\$ 1,259,768.62	\$ 1,210,000.00	\$ 1,580,000.00

Downtown TIF Fund

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
32900100	42230	Legal Services	\$ -	\$ 185.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32900100	42232	Engineering/Design Services	155,533.17	60,828.86	78,407.12	-	10,000.00	150,000.00	150,000.00	
32900100	42234	Professional Services	-	-	-	-	-	-	-	
32900100	43317	Postage	-	-	-	-	-	-	-	
32900100	43370	Infrastructure Maintenance	-	-	-	-	-	-	-	
32900100	45593	Capital Improvements	2,269,931.95	5,912,929.44	3,765,919.07	-	1,200,000.00	500,000.00	500,000.00	
32900100	45595	Land Acquisition	1,109,372.19	52,011.25	290,457.06	-	-	-	-	
32900100	47716	TIF Surplus Distribution	-	-	-	-	-	126,000.00	126,000.00	
32900100	48001	Transfer to General Fund	-	-	-	-	-	-	-	
Downtown TIF Fund Total			\$ 3,534,837.31	\$ 6,025,954.55	\$ 4,134,783.25	\$ -	\$ 1,210,000.00	\$ 776,000.00	\$ 776,000.00	\$ -
Balance Sheet Adjustment										
32	25400	Advance From Street Impr.	\$ -	\$ 3,150,000.00	\$ -		\$ 1,100,000.00	\$ 1,700,000.00	\$ 1,700,000.00	
Downtown TIF Fund Total			\$ 3,534,837.31	\$ 9,175,954.55	\$ 4,134,783.25	\$ -	\$ 2,310,000.00	\$ 2,476,000.00	\$ 2,476,000.00	\$ -

Longmeadow and Randall TIF Fund

Revenues

			FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Q2	FY 24/25 Budget	FY 25/26 Budget
33000100	33050	Donations-Capital-General Govt.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33000500	31567	Real Estate Tax NorthPoint TIF	-	-	-	675,810.54	-	1,150,000.00
33000500	36001	Interest	-	-	-	2,663.05	-	1,000.00
Longmeadow and Randall TIF Fund Total			\$ -	\$ -	\$ -	\$ 678,473.59	\$ -	\$ 1,151,000.00

Longmeadow and Randall TIF Fund

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
33900100	47715	Redevelopment Agreement	\$ -	\$ -		\$ -	\$ -	\$ 690,000.00	\$ 690,000.00	
33900100	47716	TIF Surplus Distribution	-	-		-	-	460,000.00	460,000.00	
Village Construction Fund Total			\$ -	\$ 1,150,000.00	\$ 1,150,000.00	\$ -				
Note: Restricted reserves are used for budgeted expenditures.										

Police Pension Fund

Revenues

			FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Q2	FY 24/25 Budget	FY 25/26 Budget
53	37010	Employee Contributions	\$ 467,032.15	\$ 501,104.75	\$ 522,811.74	\$ 217,996.02	\$ 560,000.00	\$ 555,000.00
53	36000	Investment Income Total	(2,328,388.12)	423,618.57	4,308,663.54	5,002,133.07	3,230,000.00	4,020,000.00
53	37020	Employer Contributions	2,280,982.59	2,280,000.00	2,280,000.00	2,211,518.87	2,280,000.00	2,280,000.00
53	37030	Prior Year Contributions	10,841.91	41,681.91	-	-	-	-
53	37031	Other Member Revenue	-	7,120.39	-	-	-	-
53	37032	Interest from Members	25,861.52	34,093.10	-	-	-	-
53	37900	Miscellaneous Revenue	112.11	156.52	107.39	27.49	-	-
Police Pension Fund Total			\$ 456,442.16	\$ 3,287,775.24	\$ 7,111,582.67	\$ 7,431,675.45	\$ 6,070,000.00	\$ 6,855,000.00

Police Pension Fund

Expenses

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
53900000	41195	Benefits & Refunds	\$ 1,679,536.27	\$ 1,626,242.62	\$ 1,803,232.30	\$ 848,994.16	\$ 1,920,000.00	\$ 2,550,000.00	\$ 2,550,000.00	
53900000	42200	Administration	157,639.36	77,101.98	53,603.21	22,671.36	79,202.00	73,500.00	73,500.00	
Police Pension Fund Total			\$ 1,837,175.63	\$ 1,703,344.60	\$ 1,856,835.51	\$ 871,665.52	\$ 1,999,202.00	\$ 2,623,500.00	\$ 2,623,500.00	\$ -

Debt Service Fund

Revenues

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Budget
99000500	36001	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
99000500	38004	Transfer from Street Imp. Fund	-	-	-	-	-	536,980.00
99000500	38006	Transfer from Park Imp. Fund	-	-	-	-	-	1,173,120.00
Debt Service Fund Total			\$ -	\$ 1,710,100.00				

Debt Service Fund

Expenditures

			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 24/25	FY 25/26	FY 25/26	FY 25/26
			Actual	Actual	Actual	Q2	Budget	Dept.	Manager	Budget
99900100	46680	Bond Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 610,000.00	\$ 610,000.00	
99900600	46681	Bond Interest	-	-	-	-	-	1,100,100.00	1,100,100.00	
99900600	46682	Bond Fees	-	-	-	-	-	500.00	500.00	
Debt Service Fund Total			\$ -	\$ 1,710,600.00	\$ 1,710,600.00	\$ -				
Note: Debt service on Series 2024										



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: February 25, 2025

TO: Tim Schloneger, Village Manager
Michael Kumbera, Deputy Village Manager/CFO
Nadim Badran, Public Works Director

FROM: Michael Reif, Internal Services Supervisor

SUBJECT: Ganek Municipal Center Carpet

The carpet in the GSA, CDD and, associated offices is past it's useful life. The rest of the carpet in the GMC has been replaced over the past two years. Replacement of the remaining areas will complete the carpet replacement project at the building.

In order to match the rest of the facility staff is recommending the replacement of the carpet in these areas, utilizing the same company that completed the previous work. Kenny's Flooring provided a proposal in the sum of \$41,147, which staff believes is in line with their past competitive pricing. Utilizing the same company will also ensure the materials and workmanship matched the work already completed. In addition to completing the most recent phases of carpeting at the GMC, Kenny's has also completed the carpeting work at the Public Works Facility as well. Funds for this project were approved in the FY 24/25 budget.

Staff is recommending the attached proposal be moved forward to the Village Board for approval so that work can be completed prior to the end of the current fiscal year.



INVOICE

3812 N. Richmond Rd. #A
 McHenry, Illinois 60050
 Phone (815) 385-4069 Fax (815) 385-6496
www.kennysfloors.com

DATE: FEBRUARY 25, 2025
 INVOICE# SB02062502
 MEASURE DATE: COMPLETE
 INSTALLATION DATE: N/A

Proposal Submitted To:
 Village of Algonquin / Mike Reif
 2200 Harnish
 Algonquin, IL 60102

Work To Be Performed At:
 Village of Algonquin / Mike Reif
 2200 Harnish
 Algonquin, IL 60102

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
DESCRIPTION

Supply and Install wall-to-wall Shaw carpet tile style Fractured color Construct for Water Billing area, and all related offices, CDD area and all related offices, one elevator and one stairway to police station (22 stairs and 2 landings). Kenny's to take up and dispose of existing carpet. Areas to be empty at the time of installation. New 4" black cove base is figured for wherever is needed.

This material is non-returnable _____ (initial) Email: mikereif@algonquin.org

NO RETURNS AFTER 30 DAYS. SPECIAL ORDER & CUT MATERIALS NOT RETURNABLE OR CANCELABLE 25% Restock fee and return freight on all returned merchandise. Returns must be made in full unbroken cartons.	TOTAL	\$ 41,147.00
	Deposit	\$
A 50% DEPOSIT IS REQUIRED ON ALL MERCHANDISE. BALANCE IS DUE ON COMPLETION An additional 2.5% service charge will be added to unpaid balance after 10 days. Any cancellation is subject to a 25% service charge of total sale.	Bal. Due on Completion	\$

ACCEPTANCE OF INVOICE

Customer understands that there may be dye lot variations from any samples. Kenny's is not responsible for **Squeaks or creaks of existing underlayment or sub floor**, chips, dents, or conditions of existing moldings, door jams, or fixtures, dust caused by removal of any existing flooring, carpet, pad, or **cutting doors**. Kenny's is not responsible for shortages if based on the customers own measurements or blueprints. Additional unforeseen structure problems incurred upon installation may change the amount due of this invoice.

The undersigned (buyer) agrees to personally guarantee payment in full.

Date _____ Signature _____

If you have any questions concerning this quotation, contact Kenny's @ (815) 385-4069 or seth@kennysfloors.com
THANK YOU FOR YOUR BUSINESS!



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: 2/28/2025

TO: Tim Schloneger, Village Manager

CC: Nadim Badran, Public Works Director

FROM: Mike Reif, Internal Services Supervisor

SUBJECT: Vehicles To Be Deemed Surplus

The following vehicle is proposed to be declared surplus as part of the Village's program with Enterprise Fleet Management. The program achieves the lowest total cost of operation by cycling out vehicles on a timely basis.

Unit #: 819

Year: 2019

Make: Dodge

Model: Caravan

ID/VIN: 2C4RDGBG2HR740480

Description: Vehicle has reached the end of its lease period. Vehicle will be returned to Enterprise Fleet for disposal.



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: March 11, 2025

TO: Tim Schloneger, Village Manager
Committee of the Whole

FROM: Clifton Ganek, P.E., Village Engineer

SUBJECT: Recommendation to Approve a Design Engineering Proposal
from Christopher B. Burke Engineering, LTD., for the
Replacement of the Spella Retaining Wall

Attached is a proposal from Christopher B. Burke Engineering, LTD. (CBBEL) for design engineering services related to the replacement of the Spella Park Retaining Wall (lower lot). As part of the 2023 bridge and retaining wall inspections, CBBEL identified significant concerns with the existing two-tiered concrete block wall, which is leaning up to up to 10 degrees from being completely vertical. The inspection suggests that the existing wall was constructed without geogrid, leading to overturning from lateral earth pressures. To avoid potential failure, this wall has been identified for replacement. Photos of the wall are included with this agenda item.

The project scope includes the removal and replacement of the existing 25-year-old retaining wall with a modern single-faced modular block wall (with tiebacks), curb and gutter removal and replacement, multi-use path reconstruction, necessary regrading, installation of new pedestrian railings, utility adjustments, and landscape restoration.

The proposed engineering design will take place in the spring/summer of 2025, with construction scheduled for fall 2025. The total cost for these engineering services is \$46,976.00. The work is anticipated to be funded using local funds, and permitted through Public Works. Available funds in the Village's proposed FY2026 Streets budget will be used to complete the work, ensuring that all necessary improvements can be executed without financial constraints.

Therefore, the Public Works Department recommends that the Committee of the Whole take the necessary action to move the proposal from Christopher B. Burke Engineering, LTD. for \$46,976.00 to the Village Board for approval.

Consulting Engineering
Master Agreement Work Order Form

I. Incorporation of Master Agreement

All terms and conditions contained within the Village Engineer Master Agreement executed between the parties shall be applicable to the work to be performed under this Work Order and shall be deemed to be fully incorporated as if fully set forth herein.

II. Project Understanding

A. General Understanding/Assumptions

As part of the 2023 bridge and retaining wall inspections, CBBEL identified concerns showing up to a 10 degree rotation of the Spella Park Retaining Wall. The two-tiered concrete block wall is located on the south side of the Spella Park parking lot, and has an 8' wide HMA multi-use path retained on the upper side of the wall. The 2023 inspection hypothesized that the existing wall was not constructed with geogrid and therefore has begun to overturn from lateral earth forces. CBBEL understands the Village of Algonquin would like to replace the failing two-tiered wall with a new, single-faced modular block retaining wall constructed to modern standards. The total length of the wall is approximately 220 linear feet, and the exposed wall height extends up to 7 feet. The following list represents our understanding of the primary elements within the scope of work:

- Removal and replacement of the existing retaining wall
- Curb and gutter removal and replacement along the wall's length
- HMA Multi-Use Path reconstruction
- Regrading to the south of the multi-use path, where required
- New pedestrian railing
- Utility adjustments, as necessary
- Landscape restoration, as necessary

During construction, the parking lot access is planned to remain open to the public, with the south half of the parking lot closed for construction vehicles, equipment, and materials staging. The multi-use path will be closed during construction; temporary access for pedestrians and bicyclists can be completed through the parking lot. There are no anticipated closures required on Harnish Drive. There are no permits anticipated for the construction of the wall.

It is our understanding that local funds will be used for the design and construction of the new retaining wall. We also understand the project will be designed in the summer of 2025, with construction occurring in the Fall of 2025.

B. Design Criteria

Village of Algonquin/IDOT design criteria will be utilized for this project.

III. Scope of Services

A. Surveying and Geotechnical Services

CBBEL will perform topographic survey based on the following tasks.

Task A.1 – Topographic Survey of Project

CBBEL will perform Topographic Survey of existing retaining wall southwest of the Algonquin Public Library, north of Harnish Dr. & adjacent multi-use pathway, & south of the adjacent parking area. The following scope items will be included in this task:

Horizontal Control: Utilizing state plane coordinates, CBBEL will tie into NGS Monumentation control utilizing state of the art GPS equipment. Horizontal Datum will correlate with established/existing NGS control monuments (NAD '83, Illinois East Zone 1201).

Vertical Control: CBBEL will establish site benchmarks for construction purposes, tied to the NAVD '88 Vertical Datum. This will be based on GPS observed NGS Control Monumentation (NAVD'88 vertical control datum) State-of-the-art Hard Level equipment will be used to establish benchmarks and assign a vertical datum on the horizontal control points.

CBBEL will field locate all pavements, driveways, bike paths, curbs and gutters, pavement markings, signs, manholes, utility vaults, drainage structures, utilities, driveway culverts, cross road culverts, etc. within the project limits.

CBBEL will field locate all trees of 6-inch caliper or greater within the survey limits (Tree Line only for heavily forested areas), and record tree size, location and elevation on survey.

Establish the approximate existing right-of-way of the roadways within the project limits based on monumentation found in the field, plats of highways, subdivision plats and any other available information.

CBBEL will survey cross sections along the project limits at 50' intervals, and at all other grade controlling features.

CBBEL will field-locate all aboveground utility infrastructure within the survey limits such as water, sanitary sewer, storm sewer, telephone, electric, cable and gas, etc. For each structure we will identify size, type, rim, and invert elevations. Structure Detail Field Note Sheets will be included with final product.

Office contouring of field data and one-foot contour intervals.

Base Mapping: All of the above information will be compiled into one base map representative of existing conditions of the project corridor at a scale of 1"=20' for use in all design and engineering work.

Task A.2 – JULIE Coordination

CBBEL will coordinate with J.U.L.I.E. to retrieve atlas information for all applicable underground utilities including water main, gas, electric, cable, etc. CBBEL will compile all Utility Atlas information into the base map. Locations of existing utilities / obstructions / systems shown on the base map are the compilation of available utility plans provided by utility owners and J.U.L.I.E. Utility Coordination. All utilities / obstructions / systems may not be shown. Contractor shall be responsible for locating and protecting all underground utilities / obstructions / systems whether or not shown on base map. J.U.L.I.E. Utility Coordination Atlas information is typically isolated to Public Right-of-Way & limited areas adjacent to Public Right-of-Way. Identification of all private utilities within project area (on-site) is the responsibility of the client.

Task A.3 – Geotechnical Investigation

A Geotechnical Investigation will be performed by CBBEL's subconsultant, Rubino Engineering. The Geotechnical Investigation will include three (3) soil borings, at a maximum depth of 25 feet, to determine the existing condition of subgrade materials. Analytical testing of the soils will be conducted to determine moisture content, soil compression strength, and other characteristics. The findings of the soil analysis will be included in a final Geotechnical Report.

The boring study will determine whether the associated laboratory analysis provide a basis for Rubino to sign IEPA Form LPC-663, Unincorporated Soil Certification by a Licensed Professional Engineer. A summary report will be prepared which describes the sampling procedures followed and presents results of the analytical laboratory testing. If all analytical results meet their respective MACs, Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist. The report will be provided, and will be addressed to Christopher B. Burke Engineering, Ltd.

B. Engineering Services

Task B.1 – Field Reconnaissance

CBBEL Staff will perform a Field Reconnaissance of the project limits. The purpose of the Field Reconnaissance will be to document field conditions and determine the locations, limits, and estimated construction impacts. The results of the Field Reconnaissance will be included in the Preliminary Plans.

Task B.2 – Retaining Wall Design

CBBEL will prepare engineering plans, specifications, and estimates utilizing local funds for the following sheets:

- Wall General Plan and Elevation
- Wall Sections and Details (up to two sheets)

Task B.3 – Plans, Specifications and Estimates

CBBEL will prepare engineering plans, specifications, and estimates for the following sheets:

- Cover Sheet
- General Notes Sheets
- Summary of Quantities
- Alignment Ties and Benchmarks
- Existing and Proposed Typical Sections
- Existing Conditions and Removal Plans
- Proposed Multi-Use Path Plan and Profile
- Construction Details
- Cross Sections

CBBEL will draft the Plan base sheets at a scale of 1"=20' for use during design. We anticipate three submittals as part of the process: Preliminary, PreFinal, and Final Plan submittals. The retaining wall plans, specifications and estimate from Task B.2 will be incorporated into each submittal.

As part of this task, a thorough constructability review and QA/QC review will be conducted for quality assurance. CBBEL will also assist the Village in bidding and recommendations of the bids.

C. Meetings/Coordination

2 Meetings with Village

D. Deliverables

PDF of Preliminary, PreFinal, and Final Engineering Plans, Specifications and Estimates

E. Services by Others

N/A

F. Information to be Provided by Client

Existing retaining wall design plans

IV. Staff-Hour & Fee Summary

A. Survey

Task A.1 Topographic Survey of Project			
Survey V	1 hrs x \$208/hr	=	\$ 208
Survey IV	1 hrs x \$196/hr	=	\$ 196
Survey III	2 hrs x \$179/hr	=	\$ 358
Survey II	10 hrs x \$140/hr	=	\$ 1,400
Survey I	10 hrs x \$119/hr	=	\$ 1,190
CAD Manager	4 hrs x \$187/hr	=	\$ 748
			<u>\$ 4,100</u>
Task A.2 JULIE Coordination			
CAD Manager	4 hrs x \$187/hr	=	\$ 748
Task A.3 Geotechnical Investigation			
Rubino Engineering		=	<u>\$11,300</u>
	Subtotal Task A		\$16,148

B. Engineering Services

Task B.1 Field Reconnaissance			
Engineer V	2 hrs x \$208/hr	=	\$ 416
Engineer IV	2 hrs x \$175/hr	=	<u>\$ 350</u>
			\$ 766
Task B.2 Retaining Wall Design			
Engineer V	8 hrs x \$208/hr	=	\$ 1,664
Engineer IV	32 hrs x \$175/hr	=	\$ 5,600
CAD II	24 hrs x \$136/hr	=	<u>\$ 3,264</u>
			\$ 10,528
Task B.3 Plans, Specifications and Estimates			
Engineer V	12 hrs x \$208/hr	=	\$ 2,496
Engineer IV	46 hrs x \$175/hr	=	\$ 8,050
CAD II	46 hrs x \$136/hr	=	<u>\$ 6,256</u>
			\$ 16,802
	Subtotal Task B		\$ 28,096

C. Meetings/Coordination

Engineer V	4 hrs x \$208/hr	=	\$ 832
Engineer IV	8 hrs x \$175/hr	=	<u>\$1,400</u>
	Subtotal Task C		\$ 2,232

Subtotal	\$ 46,476
Direct Costs	<u>\$500</u>
Not-to Exceed Fee	= \$ 46,976

VILLAGE OF ALGONQUIN

Accepted by: _____

Title: _____

Date: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.

Accepted by:  _____

Title: President _____

Date: 2/13/2025 _____

N:\PROPOSALS\ADMIN\2025\Algonquin - Spella Park Retaining Wall\Algonquin Spella Park Retaining Wall_021025.docx

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
VILLAGE OF ALGONQUIN

<u>Personnel</u>	<u>Charges</u> <u>(\$/Hr)</u>
Engineer VI.....	242
Engineer V.....	208
Engineer IV.....	175
Engineer III.....	157
Engineer I/II.....	135
Survey V.....	208
Survey IV.....	196
Survey III.....	179
Survey II.....	140
Survey I.....	119
Engineering Technician V.....	191
Engineering Technician IV.....	170
Engineering Technician III.....	123
Engineering Technician I/II.....	95
CAD Manager.....	187
CAD II.....	136
CAD I.....	119
GIS Specialist III.....	157
Landscape Architect II.....	179
Landscape Architect I.....	157
Landscape Designer III.....	136
Landscape Designer I/II.....	106
Environmental Resource Specialist V.....	208
Environmental Resource Specialist IV.....	170
Environmental Resource Specialist III.....	145
Environmental Resource Specialist I/II.....	110
Environmental Resource Technician.....	123
Bus Ops Department.....	120
Engineering Intern.....	81

Updated January 13, 2025



Top of Wall Looking West – Wall is Leaning Forward - Note that the Standard Batter for an Anchor Diamond Wall is 10.6° Back. Front Face Angle Measured Up to Approximately 89° (Up to 10° Forward)



Lower Tier Looking West – Wall is Leaning Forward



Lower Tier Looking East – Wall is Leaning Forward



Upper Tier Looking East – Wall is Leaning Forward



Pathway and Wooden Fence Behind Wall



Wooden Railing Leaning – 88.2° at 60' from West End of Wall, 84.1° at 80' from West End of Wall
(Railing is Leaning Towards Wall)



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: March 11, 2025

TO: Tim Schloneger, Village Manager

FROM: Cliff Ganek, P.E., Village Engineer

SUBJECT: Recommendation to Approve a Contract with Civiltech Engineering, Inc. to Perform an ADA Self-Assessment and Transition Plan in the Public Rights of Way

Background:

The Americans with Disabilities Act (ADA) requires public agencies to ensure accessibility within public rights-of-way and maintain a formal ADA Transition Plan. Municipalities in Illinois that fail to execute an updated plan may face increased liability, legal challenges, and ineligibility for state and federal funding opportunities, including IDOT-administered grants.

Proposal Overview:

Village staff received and reviewed 10 proposals based on qualifications highlighting, the qualifications of the firm, proposed team, and past experience. Staff scored the proposal from Civiltech Engineering, Inc. highest among all proposals. The scoring matrix and summary of staff reviews are attached to this memo.

The goal of this project is to conduct an ADA Self-Assessment and develop a comprehensive ADA Transition Plan for the Village's rights-of-way. Key components of Civiltech's proposal include:

- **Advanced Data Collection:** Utilization of DeepWalk's ADA Inspection Software with iPhone LiDAR technology to efficiently assess compliance.
- **Targeted Focus Areas:** Includes ADA ramp crossings, high pedestrian volume locations, and access to public parks and facilities from the public ROW.
- **GIS Integration:** Mapping of non-compliant facilities for strategic planning and prioritization.
- **Public Engagement:** Stakeholder outreach, surveys, and public meetings to ensure community input (Plan requirement).
- **Transition Plan Development:** A structured, phased plan detailing corrective actions, cost estimates, and funding strategies (Plan requirement).
- **Implementation Guidance:** Recommendations for policy updates, design standards, and compliance monitoring (Plan requirement).

Importance of an ADA Transition Plan:

- **Regulatory Compliance:** Ensuring adherence to Title II of the ADA and Public Rights-of-Way Accessibility Guidelines (PROWAG).
- **Grant Eligibility:** Many infrastructure funding sources require a current ADA Transition Plan as a prerequisite.
- **Risk Mitigation:** Reducing legal exposure through a documented commitment to accessibility improvements.
- **Improved Public Accessibility:** Enhancing mobility for all residents, particularly seniors and individuals with disabilities.

The proposal amount from Civiltech is \$149,721.03 which is more than the \$120,000 budgeted between last fiscal year and proposed in FY26 in the Street fund. However, the construction contract for Broadsmore and Stonegate Improvements – Phase 2 is approximately \$200,000 less than budgeted for the next fiscal year. Some of the available funds will be used to cover the overage on this proposal.

Therefore, Village staff recommends the Committee of the Whole recommends the Village Board approve the proposal from Civiltech Engineering, Inc. Their expertise, data-driven approach, and extensive experience in ADA compliance make them a strong partner in developing a robust and implementable Transition Plan.

ADA Self Evaluation and Transition Plan - Public Rights of Way



Village of Algonquin

February 10, 2025





SECTION 1

Letter of Transmittal

Qualifications/Project Portfolio

Project Management

Methodology and Process to Complete all Phase of Project

References

Schedule

Disclosure

Attachments



Date

February 10, 2025

To

Mr. Ethan Hoffman
RFP Coordinator
Village of Algonquin
110 Mitchard Way
Algonquin, IL, 60102
EthanHoffman@algonquin.org

Re

Request for Proposal
ADA Self Evaluation and Transition Plan
Public Rights of Way

Civiltech Engineering, Inc.

 www.civiltechinc.com

 630.773.3900

 **Itasca**
Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago
30 N LaSalle Street, Suite 3220
Chicago, IL 60602

Milwaukee
330 E. Kilbourn Avenue
Suite 1215, Tower One
Milwaukee, WI 53202

Follow us on social media.



Dear Mr. Hoffman:

Civiltech Engineering, Inc. enthusiastically submits our qualifications for the **Village of Algonquin ADA Self-Evaluation and Transition Plan—Public Rights of Way**. We offer the Village a strong and uniquely suited team that will produce a plan that is implementable and meets federal requirements.

We will bring many team members with a depth of knowledge. Project Manager, **Lissa Sweeney, AICP, LEED AP**, recently completed the Joliet ADA Transition Plan and is currently leading the Village of Oak Brook ADA Self-Evaluation and Transition Plan. She is looking forward to bringing her experience from the plan development and adoption to Algonquin.

We also bring experience in regional ADA Transition Plan oversight. Civiltech is the Chicago Metropolitan Agency for Planning (CMAP) ADA Transition Plan project management oversight (PMO) consultant. As part of this, **we work closely with CMAP to oversee the development of 14 ADA PROW Transition Plans throughout the Greater Chicago Area**. This will allow our team to bring best practices to the Village throughout the plan development process.

We will utilize **DeepWalk’s ADA Inspection Software, which automatically inspects public rights of way for ADA compliance using iPhone LiDAR systems, allowing seamless transfer of compliance data into reports, GIS files and a dashboard**. These will be available to the Village for use beyond the life of this project. Additionally, we always have cost-effectiveness and implementation at the forefront of our mind. Therefore, we will utilize DeepWalk software to survey Village priority zones. This will be complemented by a comprehensive desktop review of accessibility throughout Village public rights of way.

We are experts in reaching populations that are most affected by accessibility barriers and engaging with them in conversations around challenges and potential priority areas. Our team is prepared to help incorporate community feedback into an implementable plan designed to meet Algonquin’s unique needs. Overall, our multidisciplinary team consists of Transportation Planners, Transportation Engineers, pedestrian facility and ADA compliance experts, and GIS technicians. We have planners with exposure to engineering and engineers with exposure to planning. Also, with a staff of over 140, Civiltech has a deep bench of talent from a wide range of disciplines available to provide consulting and support when needed. We are ready to work on this project over the next 12 months.

As Director of Urban Design & Traffic, I will be the Principal in Charge providing QA/QC and the official authorized to answer questions regarding the proposal. Please call me with questions at 312.564.2491, or contact me by email at mfolkening@civiltechinc.com. Thank you for your consideration of our proposal. We are very excited for the opportunity to provide consulting services to Algonquin on this project, and as stated above, we believe we offer the perfect team of professionals, as well as relevant experience that will be a benefit to the Village.

Very truly yours,

Michael J. Folkening, P.E., PTOE
Director of Urban Design & Traffic
CIVILTECH ENGINEERING, INC.



SECTION 2

Letter of Transmittal

Qualifications/Project Portfolio

Project Management

Methodology and Process to Complete all Phase of Project

References

Schedule

Disclosure

Attachments



FIRM PROFILE

Chicago's Leading Transportation Engineering Firm

Civiltech Engineering, Inc. is an engineering firm with its primary focus on transportation and civil engineering. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

Civiltech's municipal client list includes over 85 villages and cities in the Chicago and Northern Illinois region, the Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, multiple county and township DOTs, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin**.



Corporate Headquarters

Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago Office

30 N LaSalle St., Suite 3220
Chicago, IL 60602

36
Years of Service

3,800 Projects & Counting
260+ Satisfied Clients

135+
Dedicated Employees

56
Licensed P.E.'s

Technical excellence.
Responsive service.
Local knowledge.

Civiltech is a leader in innovative planning, design, and construction solutions.

Strong Reputation

We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

Responsiveness

Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

Quality Work

We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

Adaptable

We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

Knowledge Sharing

Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

Creative Solutions

Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.



Public Right-of-Way ADA Self-Evaluation and Transition Plan

Village of Oak Brook



Scope of Services

- Pedestrian Studies
- Planning
- Data Collection and GIS Mapping
- ADA Ramp Design
- Stakeholder Coordination

Construction Cost

N/A

Funding

Local

Status

To be Completed June 2025

Client Contact

Tim O'Malley
 Public Works Director
 Village of Oak Brook
 tomalley@oak-brook.org
 630.368.5276

Bringing ADA Expertise to Oak Brook. Civiltech is currently completing an ADA Self-Evaluation and Transition Plan for the Village of Oak Brook to improve accessibility for all residents and to meet federal requirements.

Civiltech conducted a self-evaluation of all Village sidewalks, paths, and intersections in the public right-of-way. Field data, including measurements and photos, were collected using a highly efficient smartphone app customized for this project. The app uses ArcGIS and allows data to be synced in real time to an interactive online map. Along with the map, a detailed report provides critical information to strategically plan future improvements and ADA compliance.

To support the on-the-ground analysis, Civiltech convened an ADA Stakeholder Committee as part of the study. Representatives from various agencies and disabilities groups were invited to meet and provide feedback at key points in the project. A public survey was also released to gather comprehensive feedback on accessibility issues throughout the Village. This data will be used to develop a roadmap for the Village to address ADA issues, including prioritization of certain locations.

The self-evaluation is one component of the ADA Transition Plan. Civiltech will be developing a federally compliant plan, including (but not limited to): Designation of Responsibility, Design Standards and Guidelines, Public Outreach, Progress and Transition Plan Monitoring.



ADA Transition Plan

City of Joliet



Scope of Services

- Pedestrian Studies
- Planning
- Data Collection and GIS Mapping
- ADA Ramp Design

Construction Cost

N/A

Funding

Local

Status

Adopted October 2023

Client Contact

Sean Mikos, P.E.
 Deputy Director of Engineering
 City of Joliet
 smikos@joliet.gov
 815.724.4208

Improving Accessibility in Joliet. Civiltech recently completed an ADA Transition Plan with the City of Joliet, to ensure that inclusivity and accessibility was integrated into City programs and policies, and to meet Americans with Disabilities Act (ADA) requirements.

The City of Joliet adopted the Public Right-of-Way ADA Transition Plan on October 3, 2023. As part of the ADA Transition Plan, Civiltech completed a citywide survey of the public right-of-way utilizing ArcGIS and recent resurfacing and reconstruction projects. This enabled a citywide map to be created highlighting compliant and non-compliant curb ramps and sidewalks, which can be used as a tool for the City moving forward when programming projects.

Civiltech also held a Public Rights-of-Way Accessibility (PROWAG) training with City staff to review ADA compliance from design through construction and inspections.

Additionally, Civiltech worked closely with the City to develop all components of the plan. This included designating an ADA Coordinator, establishing a Grievance Procedure, outlining Design Standards and Guidelines, and incorporating public feedback. The full plan is available here: www.joliet.gov/home/showpublisheddocument/33284/638237288620530000



Project Management and Oversight for ADA Transition Plans

Chicago Metropolitan Agency for Planning (CMAP)



Scope of Services

- Program Management
- Database Management
- Community Engagement
- Pedestrian Plans
- GIS

Construction Cost

N/A

Funding

State

Status

Ongoing

Client Contact

Lily Brack, AICP

Chicago Metropolitan Agency for Planning

lbrack@cmaph.illinois.gov

312.386.8610

Efficient Program Management delivering ADA Accessibility throughout the Chicago Region.

Civiltech is providing Project Management and Oversight (PMO) for the development and delivery of over a dozen ADA Transition Plans and a region-wide Engagement and Outreach Campaign.

As the PMO, Civiltech is responsible for keeping multiple consultants and over a dozen individual Americans with Disabilities Act (ADA) Public Right of Way (PROW) Transition Plans within budget and on schedule. Our staff utilize their extensive project and program management experience to create custom reporting tools that assist the Chicago Metropolitan Agency for Planning (CMAP) in delivering their Accessible Communities program. CMAP leans on Civiltech as a resource, with our team acting as an owner’s representative, ADA subject matter expert, billing and procurement specialist, and authority on database construction and GIS modelling.

By leading the PMO, we utilize our extensive knowledge on ADA and public engagement to guide multiple diverse communities in achieving compliance with federal law while also customizing the plan to the specific needs of each municipality.



St. Charles Bicycle and Pedestrian Plan & Implementation

City of St. Charles



Scope of Services

- Transportation Planning
- Complete Streets Policy Writing
- Community Engagement
- GIS
- Renderings
- Bikeway and Pedestrian Facility Design

Construction Cost

N/A

Funding

Local

Status

Completed September 2023

Client Contacts

Chris Gottlieb
 City of St. Charles
 cgottlieb@stcharlesil.gov
 630.377.4408

Combining the Power of Policy and Planning. Civiltech assisted the City of St. Charles in developing an actionable plan for a robust bike and pedestrian network and then implementing it through a new Complete Streets Policy.

Civiltech developed and executed a robust community engagement approach as part of the Bicycle and Pedestrian Plan development. Civiltech interviewed staff to understand the transportation project delivery process and how other departments, such as Community Development, weigh in on these decisions. From these findings, we wrote a Complete Streets Policy that will help guide the City in considering multimodal users in all future roadway and development projects.

Implementation of the Complete Streets policy is guided by the Bike and Pedestrian Plan, which proposes a network of corridor, trail, and crossing improvements to improve safety for all users throughout the City. The approach to develop this plan was based on a review of crash, transportation, and land use data as well as an extensive community engagement process.

As part of community outreach, Civiltech led a bike tour with the project team and community stakeholders, created and facilitated Steering Committee meetings, released a public survey, setup pop-up meetings at local events, and held a public open house. The draft recommendations were also presented as highly engaging renderings and other graphics.

Civiltech is completing the design for the first set of bicycle improvements, which will improve safety and comfort on an on-street portion of the Fox River Trail through downtown St. Charles.



SECTION 3

Letter of Transmittal

Qualifications/Project Portfolio

Project Management

Methodology and Process to Complete all Phase of Project

References

Schedule

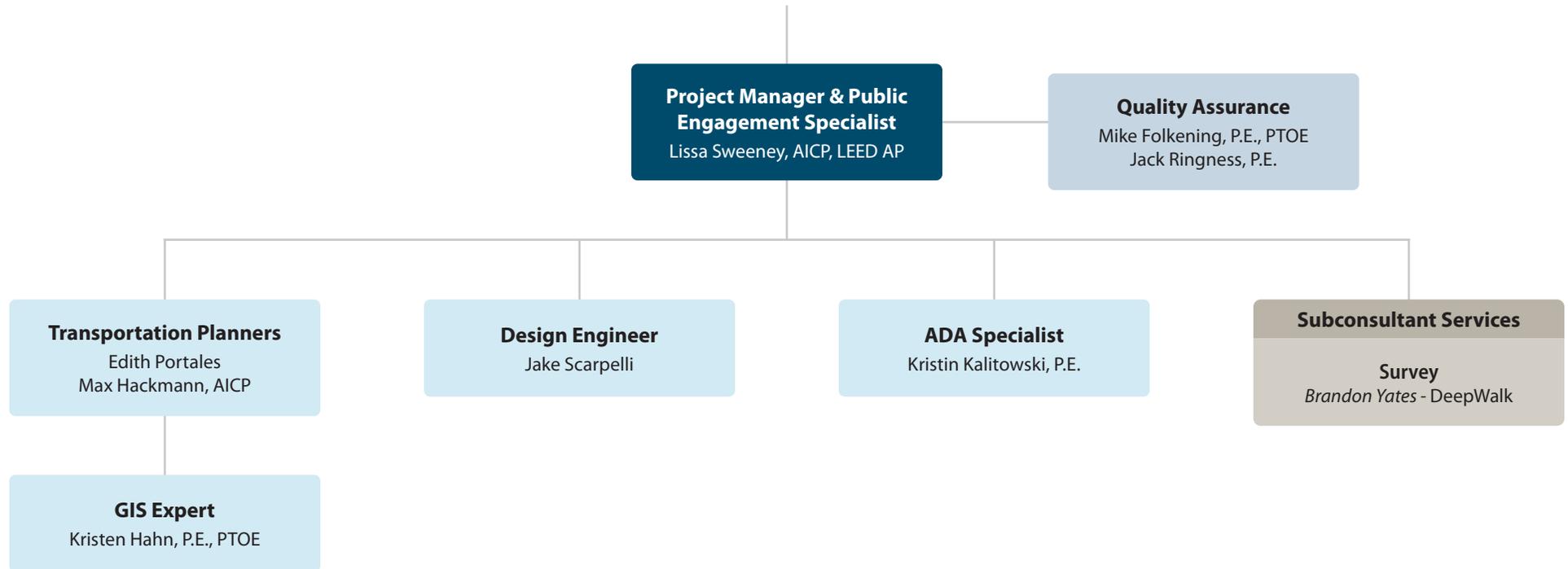
Disclosure

Attachments



PROJECT TEAM

Organizational Chart





Lissa Sweeney, AICP, LEED AP

Director of Transportation Planning Services



Expertise

Transportation Planning
Bicycle and Pedestrian Studies
Stakeholder Coordination and
Public Involvement
Geographic Information Systems
Complete Streets
Grant Writing

Education

Master of Urban Planning & Policy, 2013
University of Illinois at Chicago
B.A. Psychology & Environmental Sciences, 2009
University of Michigan

Professional Registrations

American Institute of Certified Planners; 31796
LEED Accredited Professional;
10780748-AP-O+M

Professional Organizations

U.S. Green Building Council, Member
American Planning Association, Member
Women's Transportation Seminar (WTS),
Transportation YOU Co-Chair

Lissa Sweeney's talent lies in bringing multiple stakeholders to the table, guiding them through complex issues and advocating for creative solutions and action. She is passionate about improving the built environment and has managed transportation, stormwater management and sustainability projects. As a certified planner (AICP), Lissa takes a holistic approach to projects. Her experience in the not-for-profit, private and public sectors positions her to implement innovative and custom approaches for each client. In addition to assisting clients in working towards LEED certification, Lissa regularly piloted new sustainability programs and certifications including GRESB, BOMA 360, and TOBY Awards.

Representative Projects

Transportation Planning and Community Engagement

Cook County Transit Study; Cook County Department of Transportation and Highways (sub-consultant to Nelson Nygaard)

City Square Design; City of Joliet

Joliet ADA Transition Plan; City of Joliet

Oak Brook ADA Transition Plan; Village of Oak Brook

Grant Administration Assistance; Chicago Department of Transportation

South Cook County Truck Routing & Communities Study; Chicago Metropolitan Agency for Planning

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation

Ogden Avenue Corridor Improvements Project; Chicago Department of Transportation

Safe Routes to Transit Phase I Study; City of Milwaukee

Highland Park Transit Study; City of Highland Park

Strategic Plan for Transportation: Year 1 Update; Chicago Department of Transportation

Network-wide Bicycle and Pedestrian Planning

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Economic Impacts of Bicycling Study; Chicago Department of Transportation

Arterial Bike Network Study; Village of Mount Prospect

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Shared-Use Path and Bike Route Master Plan; Village of Oak Brook

Master Bike and Active Transportation Plan Implementation; Village of Wilmette

At a previous place of employment, Lissa worked on the following projects:

Stakeholder Coordination and Public Involvement

Stormwater Master Planning Program; Metropolitan Water Reclamation District

Randolph Street Corridor Improvement Study; Chicago Department of Transportation

Busse Road Phase I Study; Cook County Department of Transportation and Highways



Lissa Sweeney, AICP, LEED AP

Director of Transportation Planning Services

Representative Projects (Continued)

Stakeholder Coordination and Public Involvement (Continued)

Howard Street Corridor Improvement; City of Evanston, Illinois

Brown Line Capacity Vision Study; Chicago Transit Authority

South Halsted Bus Corridor Enhancement Project; Chicago Transit Authority and Pace

Fulton Market Streetscape Section 2; Chicago Department of Transportation

Burnham Multimodal Connector Phase I Study; Cook County Department of Transportation and Highways

Illinois International Port District Master Plan; Chicago Metropolitan Agency
for Planning



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic



Expertise

Transportation Planning
Roadway Design
Street Rehabilitation and Reconstruction
Bikeway and Pedestrian Facility Design
Stakeholder Coordination and Public Involvement
Preparation of Contract Plans, Specifications and Estimates

Education

B.S Civil Engineering, 1995
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-054315
Professional Engineer - Wisconsin; 47618-6
Professional Traffic Operations Engineer - National Certification; 2483

Certifications

Think Bike Chicago Workshop – Dutch Cycling Embassy, September 2013
Sustainable Streets for Chicago, June 2009
Designing Streets for Pedestrian Safety, November 2007
Context Sensitive Solutions for Local Agencies, October 2006

Professional Organizations

Institute of Transportation Engineers
Lambda Alpha International – Ely Chapter

Mike has been providing civil, transportation, and urban design consulting services since 1995. His experience includes the design of roadways, streetscapes, on-street bicycle facilities, multi-use paths and trails, and other recreational facilities. Mike specializes in transportation projects within highly urbanized areas with high level pedestrian, bicycle, and transit accommodations. He is passionate about providing a Complete Streets approach to ensure the safety of all modes of transportation while respecting vehicular mobility and promoting commercial activity. Mike leads the Urban Design & Traffic department which also includes Civiltech's transportation planning and landscape architecture services.

Representative Projects

Transportation Planning

Ogden Avenue Corridor Improvements; Chicago Department of Transportation

Cook County Transit Study; Cook County Department of Transportation and Highways (sub-consultant to Nelson Nygaard)

Joliet ADA Transition Plan; City of Joliet

Will County Long Range Transportation Plan; Will County

Cicero Avenue Corridor Study; Chicago Department of Transportation and Department of Planning and Development

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation

Homewood Transit-Oriented Development Study; Village of Homewood (sub-consultant to Muse Community + Design)

NATO Street Closure Permit Plan; Chicago Department of Transportation

Grade Separation Budgetary Cost; Illinois Department of Transportation - CREATE

Pavement Marking Record Plans; Chicago Department of Transportation

Bikeway and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Libertyville Village Bicycle Plan; Village of Libertyville

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Church Street Pedestrian and Bicycle Improvements; City of Evanston; \$3.0 million

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department of Transportation; \$2.9 million

Broadway Foster Avenue to Devon Avenue; City of Chicago, Department of Transportation; \$8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; \$250,000

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Master Bike and Active Transportation Plan; Village of Wilmette

Arterial Bike Network Study; Village of Mount Prospect

Oak Brook Multi-Use Path and Bike Route Master Plan; Village of Oak Brook

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$20.0 million



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic

Representative Projects (Continued)

Bikeway and Pedestrian Facility Studies (Continued)

Master Bike and Active Transportation Plan; Village of Wilmette

Vision Zero: Year One High Crash Corridor Improvements; Chicago Department of Transportation

Northcenter Town Square; Chicago Department of Transportation; \$1.0 million

Chicago Streets for Cycling Phase IV, Project 3 – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$3.0 million

Lincoln Village Pedestrian and Bicycle Bridge – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$2.0 million

Traffic Modeling and Simulation

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation/Illinois Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; City of Chicago

Belmont Avenue, Milwaukee Avenue to Western Avenue; City of Chicago

Morton Arboretum Access Study; The Morton Arboretum

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

Stony Island Avenue Cycle Track; Chicago Department of Transportation

Traffic Engineering, Safety and Pedestrian Studies

Northern Terminus Traffic Study; Chicago Department of Transportation



Edith Portales

Planner II



Expertise

- Transportation Planning
- Public Involvement
- Transit

Education

- Master of Urban Planning and Policy, 2021
University of Illinois at Chicago
- B.A. Public Policy/Economics, 2018
University of Chicago

Edith Portales joined the Civiltech Transportation Planning team in September 2022 after completing her Master of Urban Planning and Policy at the University of Illinois in Chicago. She will be our team's **in-house lead Spanish translator** and brings a specialization in economic development and grant analysis. Edith has expertise in data and policy development and analysis. She has also been recognized for her research on policy and design interventions to fight violence against women and feminine-presenting people on public transit.

Representative Projects

Transportation Planning

- Oak Brook ADA Transition Plan;** Village of Oak Brook
- North DuSable Lake Shore Drive Phase I Study;** Chicago Department of Transportation
- Safe Routes to Transit Phase I Study;** City of Milwaukee, Department of Public Works
- City Square Design;** City of Joliet
- Joliet ADA Transition Plan;** City of Joliet
- Grant Administration Assistance;** Chicago Department of Transportation
- Ogden Avenue Corridor Improvements Project;** Chicago Department of Transportation
- Orland Park Truck Routing Study;** Orland Park

Bicycle Planning

- Walnut - Lisbon Protected Bike Lane;** City of Milwaukee, Department of Public Works
- Libertyville Village Bicycle Plan;** Village of Libertyville
- Economic Impacts of Bicycling Study;** Chicago Department of Transportation
- Old Plank Road Trail Extension Feasibility Study;** Village of Sauk Village



Max Hackmann, AICP



Planner II

Expertise

Public Transit Planning
Transportation Planning
Regional/Subregional Transportation

Education

Master of Urban Planning and Policy, 2023
University of Illinois at Chicago
B.A. International Studies, 2015
University of Iowa

Professional Registrations

American Institute of Certified Planners; 36572

Max joined the Civiltech Transportation Planning team in May of 2024 after graduating from University of Illinois – Chicago with a specialization in Transportation Planning and Geospatial Analysis and Visualization. Max brings experience in Municipal Planning with a focus on transit. He specializes in transportation planning, public transit planning, and regional/subregional transportation.

Representative Projects

Transportation Planning

- Oak Brook ADA Transition Plan;** Village of Oak Brook
- North DuSable Lake Short Drive Phase I Study;** Chicago Department of Transportation, Division of Engineering
- Transit Study;** City of Highland Park
- 2050 Long Range Transportation Plan;** Will County Division of Transportation
- Grant Administration Assistance;** Chicago Department of Transportation

Bicycle Planning

- Master Bike and Active Transportation Plan Implementation;** Village of Wilmette
- Oak Brook Multi-Use Path and Bike Route Master Plan;** Village of Oak Brook



Jake Scarpelli

Engineer III



Expertise

- Roadway Design
- Highway Design
- Parking Lot Design
- Bikeway and Pedestrian Facility Design
- Watermain Design
- Drainage Design
- Street Rehabilitation and Reconstruction
- Preparation of Contract Plans and Estimates

Education

B.S. Civil Engineering, 2019
University of Alabama

Jake joined Civiltech’s Design Engineering team in 2022. His educational background includes Civil Engineering and Transportation Engineering. He brings construction experience on municipal roadway improvement projects and storm water management projects. Jake’s focus is on roadway and highway design, street rehabilitation, and preparation of contract plans and estimates.

Representative Projects

Street Rehabilitation and Reconstruction

- Skokie Boulevard Shared-Use Path;** Village of Wilmette; \$1.4 Million
- Crescent-Glenwood Parking Lot and Streetscape Improvements;** Village of Glen Ellyn; \$2.0 Million
- Argonne Drive Reconstruction;** City of North Chicago \$18.4 Million
- 2024 MFT Resurfacing Project;** Village of Highland Park; \$3.5 Million
- Central Business District Streetscape and Utility Improvements;** Village of Glen Ellyn; \$24.0 million
- Naperville Streetscape Washington Street;** City of Naperville; \$6.0 million

Roadway and Highway Design

- U.S. 41 (Skokie Boulevard) and Lake Avenue Intersection;** Village of Wilmette; \$2.1 million
- 248th Avenue Phase II;** City of Naperville; \$13.0 million
- Lakeview Parkway and IL Route 60;** Village of Vernon Hills; \$4.6 million

Drainage Design

- Argonne Drive Reconstruction;** City of North Chicago \$18.4 Million
- U.S. 41 (Skokie Boulevard) and Lake Avenue Intersection;** Village of Wilmette; \$2.1 million

At previous places of employment Jake worked on the following projects:

- Street Storage Stage 2, Lincolnwood:** Resident Engineer/Inspector
- 2021 Capital Improvements, Northlake:** Inspector
- 2020 MFT Resurfacing Project, Lincolnwood:** Inspector
- Pratt Avenue Sidewalk Installation, Lincolnwood:** Inspector
- North Shore Avenue Sewer Separation, Lincolnwood:** Inspector
- Transmission Main Project, Lincolnwood:** Inspector
- Sleepy Hollow Road Rehabilitation, Algonquin:** Lead Inspector
- Woodlore Estates, Crystal Lake:** Inspector
- 2020 Road Program, Lincolnwood:** Lead Inspector



Kristin Kalitowski, P.E.

Project Manager



Expertise

- Roadway and Highway Design
- Drainage Design
- Site Design Engineering
- Street Rehabilitation and Reconstruction
- Bicycle and Pedestrian Facility Design

Education

B.S. Civil Engineering, 2002
Purdue University

Professional Registrations

Professional Engineer - Illinois; 062-059477

Certifications

Illinois Fundamentals of
Geometric Design, June 2003

Northwestern University
Center for Public Safety

Professional Organizations

American Society of Civil Engineers

Kristin has been with Civiltech Engineering since May of 2002 and currently serves as a Project Manager primarily on Phase II projects in the Design Services department. She specializes in geometric roadway design, bicycle and pedestrian facility design, highway design, street rehabilitation and reconstruction, and drainage design. Kristin routinely leads utility coordination on projects across company departments and brings ADA design and PROWAG compliance expertise. She is a strong leader with outstanding communication and organizational skills beneficial to both in-house design team management and public involvement campaigns.

Representative Projects

Street Rehabilitation and Reconstruction

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$24.0 million

Naperville Downtown Streetscape - Phase II; City of Naperville; \$5.0 million

Rozanne Drive over Westwood Creek Bridge Replacement; Village of Addison; \$750,000

Brandywyn Lane and Thompson Boulevard Improvements; Village of Buffalo Grove; \$4.85 million-Brandywyn; \$6.52 million-Thompson

Circle Avenue; Village of Lombard; \$1.4 million

Lombard Meadows Reconstruction Phase I and II; Village of Lombard; \$5.2 million

Olde Towne East Project; Village of Lombard; \$4.9 million

Duane Street Main Basin Improvement; Village of Glen Ellyn; \$2.5 million

North Industrial Park Street Rehabilitation; Village of Lombard; \$2.7 million

Mission Hills Road Rehabilitation; Mission Hills Homeowners Association; \$1.2 million

Forest Avenue, Hillside Avenue and Appian Way; Village of Glen Ellyn; \$1.0 million

Lively Boulevard / JFK Boulevard; Village of Elk Grove Village; \$2.5 million

Biesterfield Road / Oakton Street Resurfacing; Village of Elk Grove Village; \$2.0 million

Roadway and Highway Design

248th Avenue Phase II; City of Naperville; \$13.0 million

US 41 (Skokie Boulevard) and Lake Avenue Intersection; Village of Wilmette; \$2.1 million

Fremont Center Road Extension; Lake County Division of Transportation; \$3.0 million

IL Route 43 and Everett Road; City of Lake Forest; \$2.5 million

Lakeview Parkway and IL Route 60; Village of Vernon Hills; \$6.1 million

55th Street (Dunham Road to Clarendon Hills Road); DuPage County Division of Transportation; \$8.5 million

Woodfield Road (Martingale Road to IL 53 East Frontage Road); Village of Schaumburg; \$7.2 million

Woodfield Road (Meacham Road to Martingale Road); Village of Schaumburg; \$5.9 million



Kristin Kalitowski, P.E.

Project Manager

Representative Projects (Continued)

Roadway and Highway Design (Continued)

Gilmer Road and Midlothian Road; Lake County Division of Transportation; \$12.0 million

Algonquin Road at West Drive Intersection Improvements; Village of Schaumburg; \$2.4 million

Lake Cook Road; Village of Buffalo Grove; \$45.0 million

Salem Drive - Bode Road to Golf Road; Village of Schaumburg; \$2.5 million

Walnut Lane - Golf Road to Bode Road; Village of Schaumburg; \$2.5 million

Fairfield Road/Route 176; Lake County Division of Transportation; \$11.8 million

Shoe Factory Road Improvements; Village of Hoffman Estates; \$11.5 million

Barrington Road at Schaumburg Road; Village of Schaumburg; \$7.4 million

Illinois Route 31 (Western Algonquin Bypass); McHenry County Division of Transportation; \$60.0 million

IL Route 83 at Greenleaf Avenue; Village of Elk Grove Village; \$3.8 million

IL Route 83 at Pratt Boulevard; Village of Elk Grove Village; \$3.4 million

Greenwood Road at Glenview Road; Village of Glenview, \$3.9 million

Essington Road at Hennepin Drive; City of Joliet, \$2.7 million

Special Assessment 219 Watermain and Sanitary Sewer Replacement; Village of Lombard; \$1.0 million

Wright Boulevard; Village of Schaumburg; \$5.3 million

U.S. Route 30, U.S. Route 45 to IL 43; Illinois Department of Transportation; \$30.0 million

Wise Road Phase II Improvements; Village of Schaumburg; \$6.3 million

Haligus Road STP Improvement; Village of Huntley; \$1.8 million

Devon and Arlington Heights Intersection Phase II; Village of Elk Grove Village; \$2.6 million

Lively Boulevard STP Improvement, Devon to Touhy; Village of Elk Grove Village; \$5.0 million

Lake Street/Springfield Drive; Village of Bloomingdale; \$695,000

Contract RR-03-5168; I-Pass Only Lane Expansion (Plazas 37 and 51); Illinois Tollway; \$1.5 million

Naperville Road/Warrenville Road Grade Separation and I-88 Interchange Improvement; DuPage County Division of Transportation; \$68.0 million

Bicycle and Pedestrian Facility Design

Meacham Road and Golf Road Bikepath Project; Village of Schaumburg; \$1.3 million

North York Street Sidewalk Phase II; City of Elmhurst; \$1.9 million

Illinois Route 83 Bike Path - Foster Ave to Bryn Mawr Ave; Village of Bensenville; \$1.4 million

Rand Road Sidepath - Central Rd to Elk Blvd; City of Des Plaines; \$3.8 million

Church road Bike Path and Milwaukee District/West Railway Crossing; Village of Bensenville; \$7.4 million

Randall Road Transit Infrastructure Improvements; Kane County Division of Transportation; \$900,000

Lake Cook Road; Village of Buffalo Grove; \$45.0 million

Millennium Trail - US Route 45 Underpass; Lake County Forest Preserve District; \$3.3 million

Fairfield Road/Route 176; Lake County Division of Transportation; \$11.8 million



Brandon Yates
CEO, Co-founder
byates@deepwalkresearch.com
217-474-0360

02/07/2025

Overview

Brandon, co-founder of DeepWalk, focuses on simplifying sidewalk accessibility through DeepWalk's technology. Founded in 2018 at the University of Illinois Research Park, Brandon developed an automated sidewalk scanning application utilizing iPhone-based LiDAR scanners. Under Yates's leadership, the software is now actively used by 70 municipalities across the United States. After a brief 25-minute online training, data collectors can inspect sidewalks and curb ramps at a pace of 2 miles per hour. The software automatically collects detailed information such as slopes, widths, areas, detectable warning status, and condition on a panel-by-panel basis. This data is then scored for compliance with the Public Right of Way Accessibility Guidelines and condensed into ArcGIS Mapping Deliverables as well as a Client Web Application.

Relevant Projects

Erie, CO - 2024 Town of Erie ADA Self Evaluation & Transition Plan

Erie, Colorado, committed to inclusivity and accessibility, partnered with WT Group to develop an ADA Transition Plan. With over 250 miles of sidewalks, they needed a scalable solution. DeepWalk, as a sub-consultant, provided project management, data collection oversight, and sidewalk data processing, leveraging Esri ArcGIS integration for advanced mapping.

Tatum Storey, Project Manager, tstorey@wtgroup.com

Genoa, IL - 2024 Sidewalk Self Assessment

The City of Genoa, Illinois utilized DeepWalk's scanning software and Web Application in the fall of 2024 to perform a self-assessment of their sidewalk accessibility. Furthermore, the team has used DeepWalk's web application to help plan, prioritize, and generate work orders for their transition planning efforts.

Lucas Smith, Director of Public Works, lsmith@genoa-il.com

Milwaukie, OR - 2023 Sidewalk Data Collection Project

In the late summer and early fall of 2023, the City of Milwaukie collected 70 miles of sidewalk and curb ramps, and DeepWalk has processed this data. DeepWalk was responsible for providing project management for the data collection and data processing. Services included data collection management and sidewalk data processing.

Ben Green, City Engineer, greenb@milwaukieoregon.gov

Web Resources

[ArcGIS Deliverables](#)

[GIS Files](#)

[PDF Reports](#)

[Online Training](#)

[Informational Presentation](#)

[DeepWalk Web Application](#)



125 S Clark St,
Ste 1700
Chicago, IL 60603



SECTION 4

Letter of Transmittal

Qualifications/Project Portfolio

Project Management

Methodology and Process to Complete all Phase of Project

References

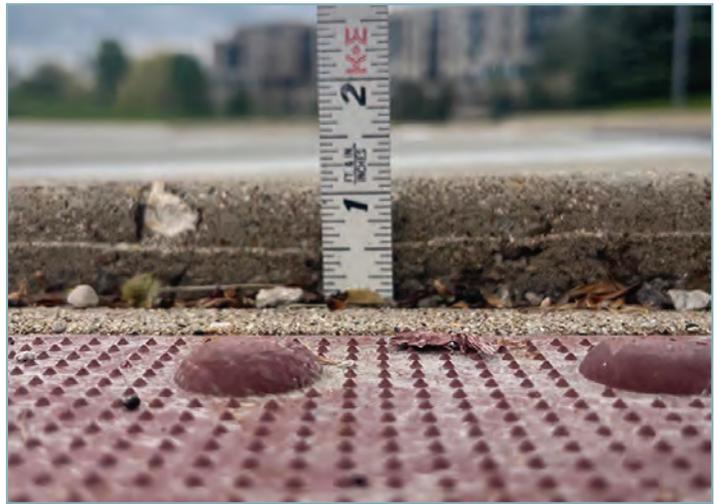
Schedule

Disclosure

Attachments



Our approach to the Village of Algonquin ADA Transition Plan is rooted in usability and implementation. What data is most useful to the Village? How can we best support the Village to prioritize projects and make implementation a reality instead of a plan that sits on the shelf? These are key questions that we ask at the beginning of the project and throughout the life of plan development. We understand PROWAG and use that as a base to ensure all deliverables meet Title II of the Americans with Disabilities Act of 1990 and that we educate Village staff, leaving them more confident in meeting all aspects of PROWAG throughout their daily operations.



We have a strong familiarity with the Chicago Region

Being based in Itasca and Chicago, our entire team is local. We have worked with over 85 villages and cities throughout Northern Illinois. In Kane and McHenry Counties, we recently completed the Randall Road at Algonquin Road Intersection Reconstruction, Broadmore Dr and Stonegate Road Improvements, and the Bicycle and Pedestrian Plan for St Charles. We are now completing the design for the first set of bicycle improvements, which will improve safety and comfort on an on-street portion of the Fox River Trail through downtown St. Charles.

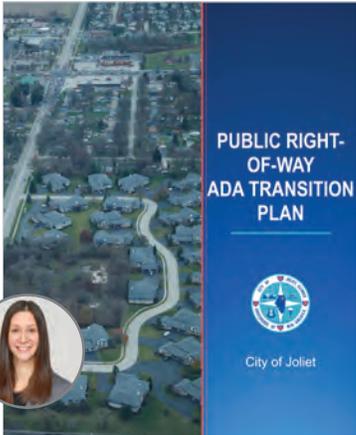


We understand and actively implement the requirements of PROWAG



Civiltech Senior Engineer, **Kristin Kalitowski, P.E.**, has a passion for developing ADA/ PROWAG compatible designs for every situation. She has taken several related courses over the last decade led by a variety of instructors, including FHWA, IDOT, IL AG, and APWA, and strives to bring the interpretations of the rules as well as best practices into pedestrian and bicycle design for municipal, state, and county clients. She also understands that different agencies have more rigid requirements that go above and beyond the federal requirements and works to bring those into designs as well as finding a compromise in between the requirements for certain situations.

Civiltech Senior Engineer and GIS Specialist, **Kristen Hahn, P.E.**, led a team that assessed curb ramps, crosswalks, and on-street parking spaces for ADA compliance in downtown Elmhurst. In preparation for this project, she studied the PROWAG requirements for each of these elements and organized them into data entry fields.



She built the data entry fields into a customized map using Collector for ArcGIS, a mobile app that supports efficient data collection on site. She trained field staff on data collection methods and participated in field work. She presented detailed findings and interpreted ADA compliance according to PROWAG requirements in a summary report.

Civiltech Director of Transportation Planning Services, **Lissa Sweeney**, completed the Joliet ADA Public Right of Way Transition Plan (adopted in October 2023), leading a multi-disciplinary team in conducting the self-evaluation and developing the Transition Plan document. As part of the plan development, the project team leaned on the national publications including PROWAG, as well as guidance and trainings from CMAP and reference to IDOT's self-evaluation.

INNOVATIVE APPROACH

Completing the self-evaluation can be one of the most daunting tasks of the ADA Transition Plan. We have experience collecting and analyzing large-scale data for ADA assessments and using innovative tools to make the process more efficient. We have employed multiple methods, depending on the needs of the community. We have developed our own app, partnered with another program utilizing inspection software, completed desktop reviews, and have explored other companies offering LiDAR technology. For Algonquin, DeepWalk best meets the needs of the ADA Transition Plan.

As part of the Self-Evaluation, we will utilize DeepWalk's ADA Inspection Software for Village priority areas (25% of public rights of way network). This software automatically inspects public rights of way for ADA compliance using iPhone LiDAR systems, allowing seamless transfer of compliance data into reports, GIS files and a dashboard.

All barriers to accessibility will be identified and documented. This will be complemented by a comprehensive desktop review of accessibility throughout Village public rights of way.





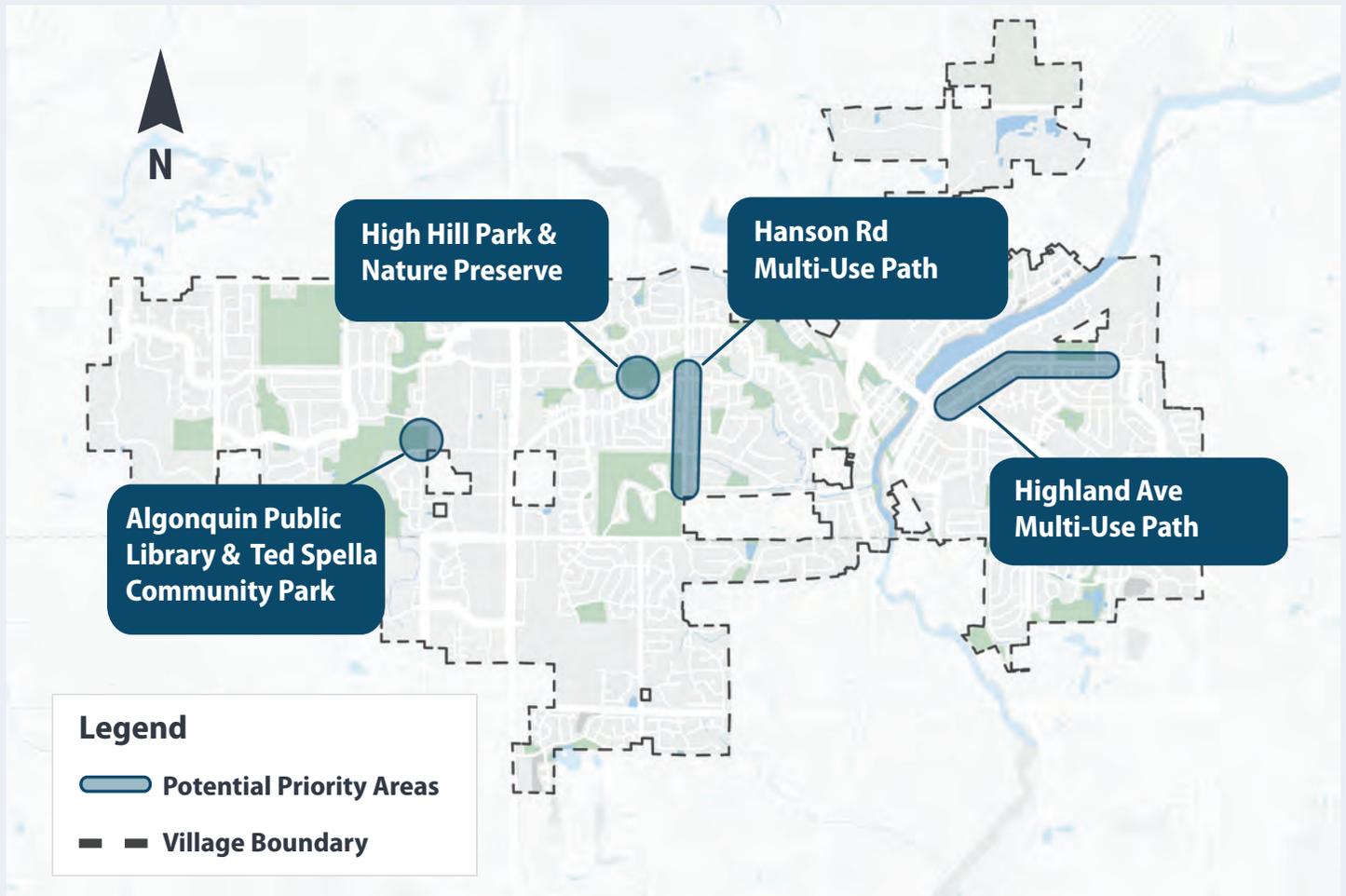
We take a multi-faceted approach to the Self-Evaluation

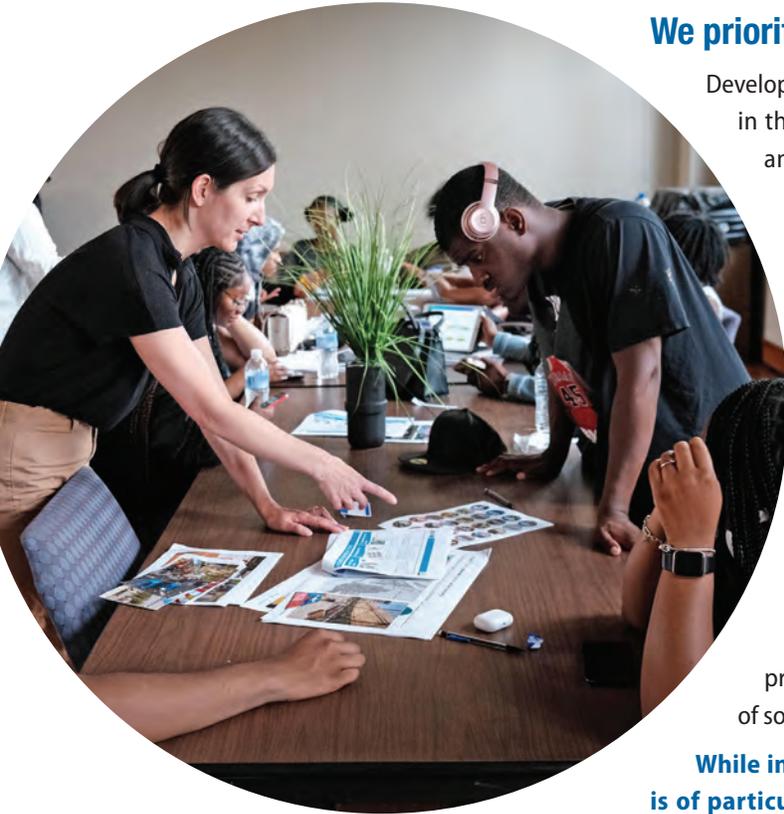
We have experience combining digital evaluations with physical surveys to create a comprehensive Self-Evaluation. For the Joliet ADA Transition Plan, we completed a citywide digital inventory of curb ramps using GIS, specifically reviewing their presence, detectable warnings, and contrasting colors. We also inventoried the presence of sidewalks citywide. We used this data to determine base compliance and to recommend priority locations for ADA improvements.

COMPREHENSIVE APPROACH

As part of the Transition Plan, we would work closely with the Village to gather digital data and community input prior to completing a physical survey. This allows us to identify Village priority zones (25% of public rights of way network) and focus on those areas for the physical survey, thus providing the most useful and cost-effective information possible.

Priority areas for consideration may include multi-use paths, access points to parks, and other locations with high pedestrian traffic that have not been included in recent improvement initiatives. For instance, the project team will assess whether a physical survey is recommended for the multi-use paths along Hanson Road and Highland Avenue. Additionally, the team will review access points to parks, such as High Hill Park and Ted Spella Community Park, and evaluate accessibility to public assets, including the adjacent Algonquin Public Library on Harnish Drive. These represent a few of the potential priority areas identified during the project team's preliminary review. The project team will collaborate with the Village to identify and prioritize key zones, targeting 25% of the public rights-of-way network.





We prioritize equitable engagement

Developing a strategic approach to determine which voices are underrepresented in the community and how best to reach them is an essential first step in any planning process. Additionally, checking in throughout the project to determine if the current approach is effective is often overlooked yet crucial to a successful plan. As part of the North DuSable Lake Shore Drive (NDLSD) Study, we tabled at public libraries to reach community members who may not be traditionally engaged in planning processes. We also translated project materials to both Spanish and Mandarin for portions of the project, to ensure all residents could participate. As part of the Old Plank Road Trail Extension Study, we looked for nontraditional methods to reach youth and families that may use the trail in the future. We attended a Glow Bike Ride and passed out glow bracelets with project information to those in attendance. A virtual survey was also offered via QR code as an alternative method to reach more community members. Additionally, this survey was boosted through Facebook ads, in which you can target a certain geography and promote your post to individuals near that location, reaching a wide array of social media users.

While inclusive engagement is at the base of every Civiltech project, this is of particular importance for an ADA Transition Plan, in which those with the most local knowledge about accessibility in the community are traditionally underrepresented. We have experience amplifying the voices of people with disabilities on projects.

Algonquin Community Snapshot (CMAP, 2022)

- **Population: 29,888**
 - White 77.9%
 - Hispanic or Latino 11.0%
 - Black 2%
 - Asian 5.2%
 - Other/Multiple 3.8%
- **2,627 People with a Disability**
 - 8.8% of the community
 - 50.7% of people with a disability are older adults (65+)
- **6.8% of households have no vehicle available**
- **18.3% have 1 vehicle available**

EQUITABLE APPROACH

To ensure we are reaching those who live and work in Algonquin, we will employ a comprehensive engagement approach. Through a stakeholder list, public survey, public open house, and e-announcements we will actively seek feedback from all community members regarding accessibility barriers throughout the Village. We will complement these in-person and virtual engagement efforts with a focus on the disability community, through the development of an ADA Committee.



Recognizing that those we specifically want feedback from may not be able to attend a traditional public meeting or pop-up meeting, we will develop a stakeholder list in coordination with the Village and hold small-group discussions at key points in the project process: when gathering feedback on accessibility barriers, and when we have a draft plan.



We offer a toolbox of prioritization tools

Once the self-evaluation is complete, ensuring that the data is useable and informs future projects and programming is key. Civiltech has extensive experience working with clients on prioritization.

Examples of factors used in these priority systems include:

We are highly involved in Chicago Department of Transportation's (CDOT) processes for prioritizing and selecting projects for their annual programs. Civiltech has been highly involved in developing CDOT's 2019, 2020, and 2021 annual Arterial Resurfacing Capital Improvement Plans using GIS, Excel, and Python scripts as tools to rank potential projects according to condition, equity factors, and other city priorities. Relying heavily on GIS tools and customized Python scripts, potential project locations are assigned priority scores. These scores combine pavement condition data with equity factors and other City priorities.

- **Proxy measures for ADA ramp compliance:** Approximate percent of ADA ramps previously reported to be compliant per community area
- **MOBEC index:** A measure developed by University of Illinois Chicago to indicate mobility challenges and economic hardship experienced by community area in Chicago
- **Vision Zero focus areas:** specific locations given priority based on a history of pedestrian and cyclist crashes
- **Pavement condition ratings**

Project locations are selected using a combination of visual map review and scripts that automate calculations. Every city block is assigned a score in GIS for each of the factors of interest. These factors are weighted and combined into a total priority score for each block. Maps are displayed with every block color coded according to its score. Potential project limits are identified visually by selecting continuous multi-block corridors on the map that contain high scoring blocks. For each potential project corridor, automated scripts combine the individual block scores in into a composite corridor score.

IMPLEMENTABLE APPROACH

We will work closely with the Village to determine how to best prioritize future improvements through developing criteria. Some potential criteria are included below.

- Citizen request/complaint
- Proximity to public locations such as train stations, schools, and government centers
- Locations with high pedestrian volumes
- Severity of barrier – focus on curb barriers, signals, & detectable warnings
- Opportunity for coordination with other repair work
- Construction feasibility and required permitting





ANTICIPATED SCOPE OF SERVICES

The proposed Algonquin ADA Self-Evaluation and Transition Plan scope is outlined below. The goals of the ADA Transition Plan are the following: to ensure compliance with Title II of the Americans with Disabilities Act of 1990; to provide the Village an inventory and evaluation of compliant/non-compliant sidewalks, multi-use paths, access to parks, and intersections; to document a plan for achieving Village-wide ADA public rights of way compliance in the future; and to establish a clear process for community members to relay ADA issues and concerns. Following are highlights of what a potential scope of services will entail.

Task 1:

Project Management

We will begin by preparing a work plan and a staffing plan designed to help us deliver a Self-Evaluation (Condition Assessment Report) and ADA Transition Plan in a timely manner. We will work with the Village to create a work plan that fits with Village staff schedule and leverages other ongoing efforts in Algonquin.

The Project Manager will lead communications with the Village, scheduling regular bi-monthly project team meetings and providing monthly progress reports and budget updates throughout the plan development. One of our team's strengths is our ability to pivot to meet the needs of our clients. The Project Manager will provide a summary of completed tasks and an outlook for future tasks and will continually look for opportunities to adjust the work plan to meet Algonquin's needs and ensure the plan development's success.

Deliverables:

- Work and Staffing Plan, Project Team Meeting Agenda and Minutes

Task 2:

Project Kick-off and Coordination Meeting

The project team will meet with the Village at the start of the plan development to discuss the work plan, schedule, and establish goals. As part of the Self-Evaluation, we will work closely with the Village to gather any relevant existing data before completing a physical survey, in addition to reviewing publicly available datasets and engaging the community. This will allow us to efficiently complete the Self-Evaluation.

We will also coordinate a Team ADA Site Tour. We will coordinate with the Village on selecting key locations to visit. This Site Tour is an opportunity for the project team to gain first-hand experience of accessibility barriers across the Village. Civiltech ADA experts will join the Site Tour to provide Village staff insights into ADA design standards.

We will also review local and regional plans, many of which we are familiar with from our work in the region. We will integrate these plans, where feasible, with the ADA Transition Plan. These include the Algonquin Comprehensive Plan, Algonquin Parks and Recreation Master Plan, Kane County Bicycle and Pedestrian Plan, IDOT's ADA Transition Plan, Kane County ADA Transition Plan, McHenry County ADA Transition Plan, McHenry County Safety Action Plan, Kane County Safety Action Plan, and CMAP ONTO 2050.

Deliverables:

- Project Kick-off Agenda and Minutes, Data Requests List, ADA Site Tour



Task 3:

Review of Design Standards

Our team of ADA experts actively work to stay informed and take necessary steps to maintain a thorough understanding of the latest ADA compliance standards. As a local firm, we are also experts in state and local standards and have extensive experience in helping local communities navigate ADA design standards. We will ensure compliance with the latest ADA Standards for Accessible Design, Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), and any other state or local standards. We recently completed the Joliet ADA Transition Plan and are working on the Oak Brook ADA Transition Plan. We also bring experience in regional ADA Transition Plan oversight. Civiltech is the Chicago Metropolitan Agency for Planning (CMAP) ADA Transition Plan project management oversight (PMO) consultant. As part of this, we work closely with CMAP to oversee the development of 14 ADA PROW Transition Plans throughout the Greater Chicago Area. This will allow our team to bring best practices to the Village throughout the plan development process.

Deliverables:

- Design Standards and Guidelines section within the ADA Transition Plan

Task 4:

Public Outreach

While inclusive engagement is at the base of every Civiltech project, this is of particular importance for an ADA Transition Plan, in which those with the most local knowledge about accessibility in the community are traditionally underrepresented. We have experience amplifying the voices of people with disabilities on projects, as noted in "Equitable Approach" on p. 26.

To ensure we are reaching those who live and work in Algonquin, we will employ a comprehensive engagement approach. Through the development of an ADA Committee we will actively seek feedback from all community members regarding accessibility barriers throughout the Village. The ADA Committee will be comprised of organizations that support and provides services to people with disabilities and their families, advocacy groups, residents, and key mobility organizations. These meetings will be held virtually.

The project team is prepared to develop public outreach materials that are ADA compatible, including a public survey that will be shared widely with a focus on the disability community. A public open house will also be held for all community members to review the draft plan during the 30-day comment period.

Potential ADA Committee members could include: IDOT, Pace Suburban Bus, Algonquin Township Shuttle, IDOT, McHenry and Kane Counties, Algonquin Recreation Department, School District 300, Huntley District 158, the Oaks at Algonquin, Kane Senior Council, The Pointe at Eastgate.

Deliverables:

- Public Survey, Virtual Stakeholder Committee Meeting Materials, Public Open House Meeting Materials





Task 5:

Condition Assessment Report

Upon project initiation, the project team will develop a GIS inventory of Algonquin to review accessibility along Village public rights of way, specifically the 175 miles of public sidewalks, 36 miles of multi-use paths, intersections, and access to 21 public parks. Through this review, coordination with the Village and community input, Village priority areas will be identified on which a physical survey will be completed using DeepWalk's software (for sidewalks, paths and curb ramps) and an ESRI Field Maps app (for crosswalks, pedestrian signals and signage, and transit stops). Village staff will complete the physical survey using DeepWalk's software. Civiltech staff will complete the remaining physical survey. This would cover approximately 25% of sidewalks, paths, intersections and parks. The priority areas would be developed by the Civiltech team, taking input from the engagement portion of the project. Our team will provide a recommended survey list based on input from the public survey, stakeholder committee and Village staff. We understand that implementing these changes is a multi-year process and will make recommendations to maximum the Villages survey dollars.

Deliverables:

- Self-Evaluation (Condition Assessment) Summary and Report, GIS files

The priority areas could include:

- Older neighborhoods that are likely not up to current ADA standards: potentially South Main Street or neighborhoods east of Riverfront
- Areas that connect to transit or have high pedestrian activity such as Downtown Algonquin: potentially Main Street and streets leading to the Riverfront
- Areas surrounding schools, parks, and public facilities:
 - Connections to Conley and Mackeben Elementary Schools, Heineman Middle School, Kenneth E Neubert Elementary School, Algonquin Middle School and Eastview Elementary School, Westfield School, Harry D Jacobs High School
 - Connections to both Downtown and residential parks, High Hill Park and Nature Preserve, Cornish Park, Riverfront Park, Gaslight Park, Ted Spella Park, Kelliher Park, Stoneybrook Park
 - Connections to the Main Library, Ganek Municipal Center
 - Multi-use paths such as connecting to Highland Avenue and Hanson Road
 - Pedestrian facilities along Randall Road (Pace Route 550), such as Harnish Drive and Stonegate Road

These could include A physical survey of the remaining Village would be recommended in future years to continue to build a robust and accurate inventory.

Once the self-evaluation is complete, ensuring that the data is useable and informs future projects and programming is key. Civiltech has extensive experience working with clients on prioritization. Civiltech has been highly involved in developing and assigning priority scores to rank potential projects according to condition, equity factors, and other local priorities across the Chicagoland region. The project team will leverage this experience to produce a Condition Assessment Report that summarizes current ADA compliance across the Village's public rights of way.



Task 6:

ADA Transition Plan

We will prepare an ADA Transition Plan that incorporates the Condition Assessment Report and Public Outreach to produce recommendations, an implementation plan, and outline a budget.

The ADA Transition Plan will address all transition plan requirements as outlined in Title II of the American with Disabilities Act, including designating an ADA Coordinator, establish a Grievance Policy and Procedure, and a Progress Monitoring Plan. We will work closely with the Village to determine how to best meet these requirements, while also seamlessly becoming part of existing Village procedures.

We will assist the Village to take the steps necessary for a successful plan development and subsequent adoption. These may include support in collecting and incorporating community feedback during the 30-day comment period once the draft transition plan is made public, and assisting two board meetings to maintain the Village Board engaged and informed.

Deliverables:

- Draft and Final ADA Transition Plan





SECTION 5

Letter of Transmittal
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REFERENCES

Village of Oak Brook ADA TRANSITION PLAN

Client Contact



Tim O'Malley
Public Works Director
Village of Oak Brook
630-368-5276
tomalley@oak-brook.org

Project Roles

Mike Folkening P.E., PTOE — QA/QC

Mike provided guidance and QA/QC across the project.

Lissa Sweeney, AICP, LEED AP — Project Manager

Lissa manages the project, client interactions, and engagement strategy and execution. She coordinates recurring team meetings, oversees drafting of the plan, leads engagement activities, and manages all team members.

Edith Portales — Transportation Planner & Engagement Support

Edith provides transportation planning support, drafts the transition plan document, and assists with all engagement activities.

Max Kerr Hackmann — Transportation Planner & GIS Support

Max provides transportation planning support, assists with all engagement activities, and manages the GIS inventory and analysis.

Kristen Hahn — GIS Expert

Kristen assisted in developing the GIS inventory and setting up the GIS-based app for the Self-Evaluation.

Kristin Kalitowski, P.E. — ADA Expert

Kristin oversaw the execution of the self-evaluation on all City public right-of-way. She also led a PROWAG training for the City. She was involved throughout the project as the ADA expert.

Jake Scarpelli — Design Engineer

Jake led and conducted the survey on all Village public right-of-way.



City of Joliet ADA TRANSITION PLAN

Client Contact



Sean Mikos, P.E.
Deputy Director
of Engineering
City of Joliet
smikos@joliet.gov
815.724.4208

Project Roles

Mike Folkening P.E., PTOE — QA/QC

Mike provided guidance and QA/QC across the project.

Lissa Sweeney, AICP, LEED AP — Project Manager

Lissa managed the project, client interactions, and engagement strategy and execution. She coordinated recurring team meetings, oversaw drafting of the plan, led engagement activities, and managed all team members.

Edith Portales — Transportation Planner & GIS Support

Edith provided transportation planning support, assisted with all engagement activities, and managed the GIS inventory and analysis.

Kristin Kalitowski, P.E. — ADA Expert

Kristin oversaw the execution of the self-evaluation on all City public right-of-way. She also led a PROWAG training for the City. She was involved throughout the project as the ADA expert.

Kristen Hahn — GIS Expert

Kristen assisted in developing the GIS inventory and setting up the GIS-based app for the Self-Evaluation.

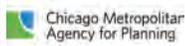




REFERENCES

Chicago Metropolitan Agency for Planning ADA PMO

Client Contact



Stephen Ostrander
Chicago Metropolitan
Agency for Planning
sostrander@cmap.illinois.gov
312.386.8696

Project Roles

Chris Wolff, P.E. — Principal

Lissa assists in reviewing consultant ADA Transition Plan proposals, approaches and engagement strategies.

Jack Ringness, P.E. — Project Manager

Jack manages the Civiltech and consultant projects, represents the client at meetings, reviews and coordinates consultant deliverables, coordinates meetings and team activities, and RFP scope writing for additional community plans and engagement campaign.

Kristin Kalitowski, P.E. — Accessibility SME

Kristin reviews consultant documents and client questions regarding accessible design.

Kristen Hahn, P. E. — GIS Specialist

Kristen leads team to build custom GIS database that will host over a dozen communities worth of public right of way data.

Team/Staff Support

Erich Kutschke: GIS Support

Lissa Sweeney, AICP, LEED AP: Engagement Subject Matter Expert and QA/QC for Engagement campaign RFP

Samantha Primer: GIS Support

Josie Willman: GIS Support

Edith Portales: GIS Support



City of St. Charles ST. CHARLES BICYCLE AND PEDESTRIAN PLAN & IMPLEMENTATION

Client Contact



Chris Gottlieb
City of St. Charles
cgottlieb@stcharlesil.gov
630.377.4408

Project Roles

Mike Folkening P.E., PTOE — QA/QC

Mike provided guidance and QA/QC across the project.

Lissa Sweeney, AICP, LEED AP — Transportation Planner

Lissa assisted with plan development and led engagement strategy and execution.

Josie Willman — Transportation Planner

Josie assisted with plan development, including GIS analysis, graphics development and implementation strategy.

Steve Pautsch, P.E., PTOE — Traffic Engineer

Steve assisted with developing location-specific concepts to improve access for people walking, biking and rolling throughout the City.



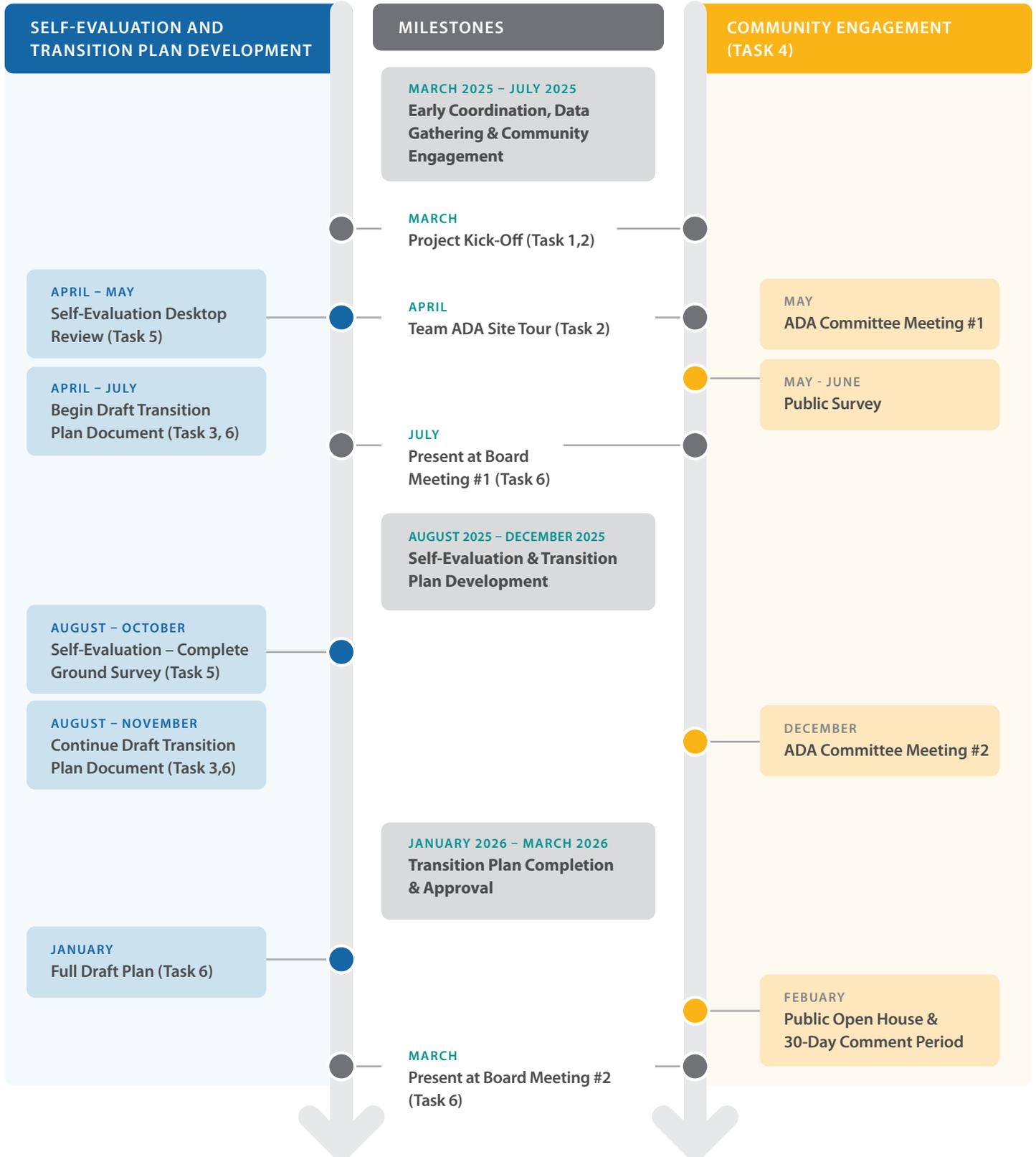


SECTION 6

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PLAN SCHEDULE





SECTION 7

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DISCLOSURE

The proposal will disclose any professional or personal financial interest that could be a conflict of interest in contracting with the Village. Consultant shall further disclose arrangements to derive additional compensation from various products or services, including financial. The firm must also list all current and unresolved litigations, arbitrations, or mediations of the firm in its proposal:

Civiltech Engineering, Inc. has no professional or personal financial interest that could be a conflict of interest in contracting with the Village.

Civiltech Engineering, Inc. has no arrangements to derive additional compensation from various products or services, including financial.

Civiltech Engineering, Inc. has no existing suits or claims and no pending judgements.



SECTION 8

Letter of Transmittal
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Attachment A – RFP Acknowledgment Form

I hereby acknowledge receipt of the Village of Algonquin's Request for Proposal for the ADA Self Evaluation and Transition Plan and my firm's intent to submit a proposal in accordance with the RFP. Please send any and all communication regarding the RFP to the following individual:

Name: Michael J. Folkening, P.E., PTOE

Address: 2 Pierce Place, Suite 1400, Itasca, IL 60143

Phone: 312.564.2491

Fax: 630.773.3975

E-mail: mfolkening@civiltechinc.com

Signature: 

Date: February 10, 2025

Please Remit Acknowledgment Forms to:

Village of Algonquin Attn: TBD

110 Mitchard Way

Algonquin, IL 60102

E-mail: EthanHoffman@algonquin.org

Please Note: Responses to questions received regarding the RFP will be released on February 3, 2025, to those firms that have submitted an RFP Acknowledgement



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/9/2024

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

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

PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Sahleem Julien	
	PHONE (A/C. No. Ext): 7706705327	FAX (A/C. No.):
E-MAIL ADDRESS: greylingcerts@greyling.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED CIVIENG4 Civiltech Engineering, Inc. Two Pierce Place, Suite 1400 Itasca IL 60143	INSURER A: Hartford Accident and Indemnity Company	
	INSURER B: Hartford Fire Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 125831391

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			20SBWLI9844	11/1/2023	11/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			20UEGVV2743	11/1/2023	11/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			20SBWLI9844	11/1/2023	11/1/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WEGAB8KIA	11/1/2023	11/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Professional Liability			20OH051682824	4/10/2024	4/10/2025	Per Claim 5,000,000 Aggregate 5,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Civiltech Engineering, Inc. Two Pierce Place, Suite 1400 Itasca IL 60143	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ADA Self Evaluation and Transition Plan - Public Rights of Way

COST PROPOSAL



Village of Algonquin

February 10, 2025





Proposal for Transportation Planning Services
ADA Self Evaluation and Transition Plan - Public Rights of Way

Village of Algonquin

WORKHOURS

Item No.	Task	Staff Classifications & Workhours						Total Workhours	% of Workhours	Labor Fee
		Senior Project Manager	Project Manager	Planner II	GIS Expert	Senior Design Engineer	Design Engineer			
	Billing Rate	\$218	\$189	\$108	\$171	\$183	\$124			
1	Project Management									
a.	Bi-Monthly Meetings	3	12	12	3	3	3	36		
b.	Invoicing and Monthly Reports		12					12		
c.	QAQC	12						12		
	Item 1 Subtotal	15	24	12	3	3	3	60	7.4%	\$10,539.67
2	Project Kick-Off and Coordination Meeting									
a.	Kick-Off Meeting	4	4	5		4		17		
b.	Gather and Review Materials		3	5	5	3		16		
c.	ADA Site Tour	5	7	8	8	5	5	38		
	Item 2 Subtotal	9	14	18	13	12	5	71	8.7%	\$11,591.07
3	Review of Design Standards									
a.	Design Standards Review		5	15		5		25		
	Item 3 Subtotal	0	5	15	0	5	0	25	3.1%	\$3,477.67
4	Public Outreach									
a.	Public Involvement Plan		2	4				6		
b.	Stakeholder List		2	4				6		
c.	Webpage		4	15				19		
d.	ADA Committee Meetings (2)	5	22	45	5	9		86		
f.	Public Survey (1)		10	40	3	3		56	22.3%	
g.	Public Open House	3	12	40				55	21.9%	
h.	Public Posting and Comment Period		5	15		3		23	9.2%	
	Item 4 Subtotal	8	57	163	8	15	0	251	30.8%	\$34,205.63
5	Condition Assessment Report									
a.	Data Collection - Digital	2	7	50	17	3		79		



Proposal for Transportation Planning Services
ADA Self Evaluation and Transition Plan - Public Rights of Way

Village of Algonquin

WORKHOURS (CONTINUED)

Item No.	Task	Staff Classifications & Workhours						Total Workhours	% of Workhours	Labor Fee
		Senior Project Manager	Project Manager	Planner II	GIS Expert	Senior Design Engineer	Design Engineer			
b.	Data Collection - Field		4		4	4	93	105		
c.	Self-Evaluation Analysis & Summary	2	17	50	25			94		
Item 5 Subtotal		4	28	100	46	7	93	278	34.2%	\$37,621.00
6	ADA Transition Plan									
a.	Draft and Final Deliverables	2	14	30		5		51		
b.	Draft and Final Plan	2	15	30		5		52		
c.	Board Presentations (2)	2	10	12	0	2	0	26		
Item 6 Subtotal		6	39	72	0	12	0	129	15.8%	\$16,443.00
Project Totals		42	167	380	70	54	101	814	100%	
% of Workours:		5.2%	20.5%	46.7%	8.6%	6.6%	12.4%	100.0%		
									Total Labor Fee	\$113,878.03
									Total Direct Costs	\$2,876.00
									Total Subconsultants	\$32,967.00
									TOTAL PROJECT COST	\$149,721.03



DIRECT COSTS

Item No.	Task	In-House Direct Cost	Sub-Consultant Cost
1	Project Management		
	N/A		
	Item 1 Subtotal		
2	Project Kick-Off and Coordination Meeting		
Mileage	8 trips @ 50 miles @ \$0.67	\$268.00	
	Item 2 Subtotal	\$268.00	
3	Review of Design Standards		
	N/A		
	Item 3 Subtotal		
4	Public Outreach		
Mileage	4 trips @ 50 miles @ \$0.67	\$134.00	
Public Survey		\$500.00	
Public Meeting Materials		\$200.00	
Website		\$300.00	
	Item 4 Subtotal	\$1,134.00	
5	Condition Assessment Report		
Mileage	40 trips @ 50 miles @ 0.67	\$1,340.00	
DeepWalk ADA Survey Software			\$32,967.00
	Item 5 Subtotal	\$1,340.00	\$32,967.00
6	ADA Transition Plan		
Mileage	4 trips @ 50 miles @ \$0.67	\$134.00	
	Item 6 Subtotal	\$134.00	
Total In-House Direct Costs:		\$2,876.00	-
Total Subconsultant Costs:		-	\$32,967.00
TOTAL IN-HOUSE DIRECT & SUBCONSULTANT COSTS:		\$35,843.00	





VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: 03/05/2025

TO: Tim Schloneger, Village Manager
Nadim Badran, Public Work Director
Michael Kumbera, Deputy Village Manager/CFO

FROM: Michael Reif, Internal Services Supervisor

SUBJECT: 4 Plow Truck Chassis Purchases

Staff recommends purchasing four (4) new 2026 International HV607 plow truck chassis to replace the following plow trucks:

- 522 1999 International 4900
- 525 2005 International 7400
- 529 2007 International 7400
- 623 2007 International 7400

These truck that range in age from 26 to 18 years, have reached the end of their serviceable life with the Village and meet the replacement standards outlined in the APWA Vehicle Replacement Guide.

The four (4) chassis are proposed to be purchased through Rush Truck of Springfield IL, who holds the State of Illinois contract for International Truck. The purchase of the chassis will be in the FY26 budget, and the up-fit will be part of the FY27 budget. Staff is looking to make these purchases as soon as possible for the following reasons:

- Long lead times for chassis and expected increased orders for the 2026 model year chassis.
- Substantial price increase for any diesel equipped truck or equipment delivered after December 31, 2026 due to new federal regulations that would increase the cost of each vehicle by approximately \$20,000.

Staff recommends this purchase of four (4) International HV607 chassis for the price of \$101,805.00 each for a total purchase price of \$407,220.00. The upfit cost will be budgeted in FY27 and is not part of this purchase.



Rush Truck Center, Springfield

3441 Gatlin Dr
Springfield, IL 62707
217-718-2200

Retail Sales Order

1. **Parties to Order; Definitions.** As used in this Retail Sales Order ("Order"), the terms: (a) "Dealer" shall mean the Rush Dealer identified at the top of the first page of this Order; (b) "Customer" shall mean the Customer identified on the first page of this Order; (c) "Manufacturer(s)" shall mean the entity or entities that manufactured the Product(s), it being understood by Customer that Dealer is in no respect the agent of Manufacturer(s); and (d) "Product(s)" shall mean the new and/or used vehicle or other components, accessories or products, which are being purchased by Customer, as set forth in this Order.

2. WARRANTY DISCLAIMERS AND LIMITATIONS

NEW PRODUCTS – MANUFACTURER WARRANTIES ONLY. Any warranties on any new Product(s) sold under this Order are limited only to any printed Manufacturers' warranties delivered to Customer with the Product(s). EXCEPT FOR ANY SUCH WARRANTIES MADE BY MANUFACTURERS, THE PRODUCT(S) ARE SOLD WITHOUT ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, EACH OF WHICH IS EXPRESSLY DISCLAIMED.

USED PRODUCTS – NO WARRANTIES. All used Product(s) sold under this Order are sold on an "AS IS, WHERE IS" basis, without any warranties by Dealer, provided that Products that are sold by Dealer as "Certified Pre-Owned" are subject to the express written terms and conditions of the Dealer's certified pre-owned program. EXCEPT FOR ANY MANUFACTURERS' WARRANTIES THAT MAY STILL BE IN EFFECT, IF ANY, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE EXPRESSLY DISCLAIMED.

LIMITED WARRANTY ON SERVICES. Dealer warrants that all services performed by Dealer for Customer in conjunction with the sale of the Product(s), including if applicable installation, upfitting and conversion services ("Services"), will be performed in a good and workmanlike manner ("Services Warranty"). The Services Warranty is valid for a period of ninety (90) days from the date the Product(s) is delivered to Customer. Customer's sole and exclusive remedy, and Dealer's entire liability, under the Services Warranty is the repair of any nonconforming portion of the Services. DEALER PROVIDES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, CONCERNING ITS SERVICES. The Services Warranty is strictly limited to Services performed by Dealer for Customer. Dealer does not warrant any services provided by any third-party, including but not limited to installation, upfitting or conversion services. Any warranties are solely those that are provided by the third-party service provider.

NO OTHER WARRANTIES. EXCEPT AS SET FORTH ABOVE, DEALER EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED.

3. **Reappraisal of Trade-In Vehicle.** If the motor vehicle which has been traded in ("Trade-In Vehicle") as a part of the consideration for the Product(s) ordered hereunder is not to be delivered to Dealer until delivery to Customer of the Product(s), the Trade-In Vehicle shall be reappraised at that time and such reappraised value shall determine the allowance made for the Trade-In Vehicle. If the reappraised value is lower than the original allowance shown on the front of this Order, Customer may, if dissatisfied, cancel this Order.

4. **Delivery of Trade-In Vehicle by Customer; Customer Warranty of Title and Emissions.** Customer agrees to deliver to Dealer satisfactory evidence of title to the Trade-In Vehicle at the time of delivery of the Trade-In Vehicle to Dealer. Customer warrants the Trade-In Vehicle to be Customer's property free and clear of all liens and encumbrances. Customer further warrants that the emissions system of the Trade-In Vehicle, including any air pollution control devices ("Emissions System"), has not been removed, dismantled, modified, tampered with or altered in any way and the Emissions System is functioning in accordance with the original OEM specifications.

5. **Delay or Failure in Delivery; Limitation of Dealer Liability.** Dealer shall not be liable for failure to deliver or delay in delivering any Product(s) covered by this Order where such failure or delay is due, in whole or in part, to any cause beyond the reasonable control, or is without the gross negligence or intentional misconduct, of Dealer. Examples of causes beyond Dealer's reasonable control include, but are not limited to, Manufacturers' delay or failure to deliver Product(s) for any reason, earthquake, hurricane or other natural disaster, fire, war, terrorist act, labor dispute, strike, etc.

6. **Liability for Taxes.** The price for the Product(s) specified on the face of this Order includes reimbursement to Dealer for federal excise taxes paid, but does not include sales or use taxes or occupational taxes based on sales volume (federal, state or local) unless expressly so stated. Customer assumes and agrees to pay, unless prohibited by law, any such sales or use or occupational taxes imposed on or applicable to the transaction covered by this Order, regardless of which party may have primary tax liability thereof.

7. **Customer's Deposit.** Any Customer's deposit, whether cash or Trade-In Vehicle, shall not be refunded except due to Dealer's failure to deliver the Product(s).

8. **Risk of Loss; Insurance.** Customer shall assume all risk of loss relating to the Product(s) at the time Customer receives possession of the Product(s), or at the time Customer receives title to the Product(s) if title is conveyed before Customer receives possession. Customer shall obtain insurance for the Product(s) that will be in effect at the time Customer takes possession of the Product(s), or at the time Customer receives title to the Product(s) if title is conveyed before the Customer receives possession. Dealer shall have no responsibility or liability related to the Product(s) after Customer receives either possession or title to the Product(s).

9. **Governing Law; Venue; Time to Commence Action.** Except to the extent that the laws of the United States may apply or otherwise control this Order, the rights and obligations of the parties hereunder shall be governed by, and construed and interpreted in accordance with, the laws of the state in which Dealer is located, without regard to conflict of law principles. The mandatory venue for any claim, litigation, civil action or any other legal or administrative proceeding ("Action") involving any controversy or claim between or among the parties to this Order, is the state in which Dealer is located. Customer has one (1) year from the accrual of any cause of action arising from the purchase of the Product(s) to commence an Action against Dealer.

10. **Limitation of Damages.** Customer agrees that in the event of any Action brought by Customer against Dealer, Customer shall not be entitled to recover any incidental or consequential damages as defined in the Uniform Commercial Code, including but not limited to indirect or special damages, loss of income or anticipated profits, or down-time, or any punitive damages.

11. **Fees and Expenses of Actions.** In any Action, whether initiated by Dealer or Customer, where the Customer has a right, pursuant to statute, common law or otherwise, to recover reasonable attorneys' fees and costs in the event it prevails, Customer agrees that Dealer shall have the same right to recover reasonable attorneys' fees and costs incurred in connection with the Action in the event that Dealer prevails.

12. **Execution and Delivery by Electronic Transmission.** If this Order or any document executed in connection with this Order is delivered by facsimile, email or similar instantaneous electronic transmission device pursuant to which the signature of or on behalf of such party can be seen, such execution and delivery shall be considered valid, binding and effective for all purposes as an original document. Additionally, the signature of any party on this Order transmitted by way of a facsimile machine or email shall be considered for all purposes as an original signature. Any such faxed or emailed document shall be considered to have the same binding legal effect as an original document. At the request of Dealer, any faxed or emailed document shall be re-executed by Customer in an original form.

13. **Waiver; Severability.** No waiver of any term of this Order shall be valid unless it is in writing and signed by Dealer's authorized representative. If any provision or part of any provision of this Order shall be deemed to violate any applicable law or regulation, such invalid provision or part of a provision shall be inapplicable, BUT the remaining part of that provision and the remainder of the Order shall continue to be binding and enforceable.

14. **No Broker; Manufacturer Incentives.** If at any time Dealer determines that the Customer intends to engage in the resale of vehicles for profit, where such resale is not in conjunction with further manufacturing, Dealer reserves the right to cancel this Order. Certain manufacturer incentives are intended to be used for retail customers at the location as identified by the Customer in this Order. Customer represents that they will register the vehicle with their state motor vehicle department and are not purchasing this vehicle with the intent to resell/export the vehicle, except where such resale is in conjunction with further manufacturing. If at any time Dealer determines that the foregoing representations are not true, Dealer has the right to seek repayment of any manufacturer incentives that are paid.

15. **Communication Consent.** Dealer and any other owner or servicer of this account may use any information Customer gives Dealer, including but not limited to email addresses, cell phone numbers, and landline numbers, to contact Customer for purposes related to this account, including debt collection and marketing purposes. In addition, Customer expressly consents to any such contact being made by the most efficient technology available, including but not limited to, automated dialing equipment, automated messages, and prerecorded messages, even if Customer is charged for the contact.

16. **Used Car Buyers Guide.** If applicable, the information on the window form for the vehicle(s) is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

Spanish Translation: Guía para compradores de vehículos usados. La información que ve en el formulario de la ventanilla para este vehículo forma parte del presente contrato. La información del formulario de la ventanilla deja sin efecto toda disposición en contrario contenida en el contrato de venta.

17. **Third Party Products and Services.** Products purchased from Rush may include products and services provided by third parties, including subscription services and/or software products ("Third Party Products") that have their own terms and conditions of use and privacy policies ("Third Party Use Terms"). Customer's use of the Third Party Products is governed by and subject to the Third Party Use Terms. Customer understands and agrees that Rush is not responsible or liable for Customer's use of the Third Party Products. Use of Dealer's RushCare products and services is governed by the RushCare Technology Solution Platform User Agreement located at <http://www.rushtruckcenters.com/rushcare-user-agreement>.

18. **Use of Vehicle Repair Data.** Vehicle maintenance service and repair information arising from or created as a result of Services provided by Dealer, including vehicle owner information, vehicle identification numbers and vehicle specifications ("Vehicle Repair Data"), may be provided to vehicle/component manufacturer(s) and the vehicle/component manufacturer(s) dealers, and their respective service management platform providers ("Maintenance Third Parties") and used by Dealer and Maintenance Third Parties to support and enhance vehicle repair services provided to such parties' customers. Customer also authorizes Dealer and Maintenance Third Parties to aggregate Vehicle Repair Data with data of other repair customers in a way that does not identify Customer and to use such aggregated data for any purpose.

19. **Insurance. IT IS CUSTOMER'S RESPONSIBILITY TO OBTAIN INSURANCE ON THE VEHICLE.** Dealer may request insurance information from Customer in order to register the vehicle or for verifying insurance coverage. Dealer's request for insurance information does not constitute an agreement to transfer or obtain insurance coverage on the vehicle. By signing this agreement, Customer covenants and agrees that Customer has obtained, or will obtain, before the vehicle is driven by anyone, insurance on the vehicle.

20. **Manufacturer Surcharges.** The Manufacturer has reserved the right to change the price to Dealer of any Product that is not currently in Dealer's stock, without notice to Dealer. If a Product identified in this Order is not currently in Dealer's stock at the time this Order is signed by the Customer, Dealer reserves the right to change the Product price to reflect any price increases imposed by the Manufacturer.

Customer Initial _____

(US DOLLAR)

Description

Price

Net Sales Price:

\$101,805.00

ABOVE FIGURE IS FOR A SINGLE 4x2 CHASSIS ONLY (No Body or Mounted Equipment)

THERE WILL BE A TOTAL OF FOUR (4) SINGLE AXLE CHASSIS' ONLY AS FOLLOWS:

- QUANTITY TWO (2) WITH 108 INCH Cab-to-Axle (Swaps)
- QUANTITY ONE (1) WITH 96 INCH Cab-to-Axle (Regular)
- QUANTITY ONE (1) WITH 85 INCH Cab-to-Axle (Tub)

ABOVE FIGURE WAS CALCULATED USING STATE CONTRACT # 24-416CMS-BOSS4-B-41660

CHASSIS MUST BE BUILT PRIOR TO 12/31/2025 TO SECURE ABOVE PRICING

PRICING DOES NOT INCLUDE ANY FUTURE/POTENTIAL INCREASES FOR THE FOLLOWING:
NEW CUMMINS ENGINE OR ENGINE EMISSION SURCAHRGES, FREIGHT / DESTINATION FEES, RAW MATERIAL,
COMMODITY SURCHARGES OR TITLE FEES

NOTE: TIRE BRANDS AND TREAD DESIGNS CAN NOT BE GUARANTEED DUE TO TIRE SHORTAGES

Approved by Seller:

Accepted by Purchaser:

SALES REPRESENTATIVE 03-04-2025

VILLAGE OF ALGONQUIN

Official Title and Date

Firm or Business Name



Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

**Certification of State of Registration
Addendum to Terms and Conditions of Sale – Environmental Standards**

VILLAGE OF ALGONQUIN _____ (“Purchaser”) certifies that the Vehicle(s) purchased from Rush and identified below will be registered by Purchaser as a new vehicle(s) in the state corresponding to the VIN(s) set forth in the table below (“State of Registration”).

Purchaser understands and acknowledges that the Vehicle(s) it is purchasing has been/will be built by the manufacturer to meet applicable environmental or health requirements, including but not limited to, regulations of the California Air Resources Board (“CARB Regulations”) and EPA, based on the State of Registration or state of primary use (if a state that has adopted CARB Regulations) as of the Vehicle’s build date (“Environmental Standards”). **If Purchaser intends to register or primarily operate a Vehicle in California, Purchaser must purchase a CARB-compliant engine (e.g. mitigated legacy engine or hardware compliant engine).** Examples of “primary use” of a vehicle in a state include garaging or maintaining a vehicle in a state, the assignment of a vehicle to a state and/or domiciling, controlling or dispatching a vehicle from within a state. Purchaser acknowledges that the forgoing does not constitute an exhaustive list of uses of a Vehicle that may constitute “primary use.” Purchase of vehicles with CARB-compliant engines are subject to availability.

Vehicles that do not have a CARB-compliant engine do not currently meet standards for registration or resale to an ultimate purchaser in the state of California or any other states adopting CARB Regulations and use of the Vehicle in California may not comply with the Environmental Standards in California, including CARB Regulations and the requirements of the California Health and Safety Code. Further, a Vehicle operated in California may be subject to the CARB Advanced Clean Fleets (“ACF”) regulations. Therefore, Purchaser could be subject to requirements to reduce emissions of air pollutants. For more information, please visit the CARB ACF webpage at <https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets>. Purchaser understands and agrees that it assumes all risk and is solely responsible for ensuring that its purchase, possession, registration, operation, lease, reporting, resale or other use or disposition of the Vehicle(s) complies with any applicable Environmental Standards. Rush makes NO Representations or Warranties regarding the Vehicle’s or Purchaser’s compliance with CARB Regulations or any other Environmental Standards.

In addition, Purchaser acknowledges and agrees that it will be solely responsible and liable for any alleged violations of any Environmental Standards arising out of its purchase, possession, registration, operation, lease, reporting, resale or other use or disposition of the Vehicle(s). Further, Purchaser shall INDEMNIFY, DEFEND AND HOLD HARMLESS Rush from any loss, damage, liability, penalty, cost and expense incurred by Rush or Purchaser in connection with any alleged violations of any Environmental Standards and arising out of Purchaser’s purchase, possession, registration, operation, lease, reporting, resale or other use or disposition of the Vehicles.

If a Vehicle is being ordered by Purchaser for resale/distribution to an end user customer, Purchaser is responsible for the end user customer’s compliance with this Certification.

Purchaser acknowledges and agrees that this Certification and Addendum is an integral part of the Retail Sales Order or Purchase Agreement (“Agreement”) and is supported by sufficient consideration and that Rush would not have entered into Agreement without this Certification and Addendum. All other terms and conditions of the Agreement apply, remain in effect and govern except where in conflict with and superseded by the terms of this Certification and Addendum.

IMPORTANT: The engine ordered based on your designation of the State of Registration and indication regarding primary use, including the applicable Emission Warranty and Engine Idle Compliance, cannot be changed without the manufacturer’s written approval.

Manufacturer Quote/Order #	Invoice # ¹	VIN ¹	Chassis Model	Engine Model	State of Registration	Will the Vehicle be primarily used in California?
16796-01	N/A	N/A	HV607	CUMMINS L-9	ILLINOIS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If additional Vehicles need to be listed, please use the attached Additional Vehicles page to list the Vehicles. Each additional page used must be signed and dated by the Purchaser.
 Note:
 • California declared State of Registration or primary use will result in the sale of a vehicle to Customer that allows DOT registry and use in a CARB state. Purchase of vehicles with CARB-compliant engines are subject to availability.
 • Non-California declared State of Registration and primary use will result in the sale of a vehicle to Customer that contains a new model year 2024 non-mitigated “Legacy” engine that must be registered outside the state of California or other CARB state. Customer may be held liable under Environmental Standards for failure to properly register a vehicle.

¹Invoice # and VIN for a vehicle will be provided by Rush at the time the vehicle invoice is issued by Rush and the supplemented form returned to Purchaser for its records.

AGREED:

Purchaser: VILLAGE OF ALGONQUIN

By: X

Name: _____

Title: _____

Date: _____