



**AGENDA**  
**REGULAR VILLAGE BOARD MEETING**  
**Village Hall – Board Room**  
**Monday, February 26, 2018 – 7:00 p.m.**

*Reasonable accommodations/auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend. Regular Village Board Meetings will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**2.0 APPROVAL OF MINUTES**

2.1 Approval of the February 12, 2018 Regular Village Board Meeting Minutes

**3.0 REPORTS OF OFFICERS**

3.1 Mayor's Report

3.2 Village Clerk's Report

3.3 Village Treasurer's Report

3.31 Revenues and Expenditures for the Month of January, 2018

3.4 Village Manager's Report

**4.0 PAYMENT OF BILLS**

4.1 Bills Presented for Payment on February 26, 2018 in the amount of \$505,399.30.

**5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only)**

**6.0 PETITIONS AND COMMUNICATIONS**

**7.0 CONSENT AGENDA**

*Items on the Consent Agenda will be approved by one motion. If a Trustee wishes to discuss any item, it will be pulled from the Consent Agenda and discussed under "Unfinished Business".*

7.1 Approval of a Resolution Reallocating 2018 Volume Cap to the Village of Buffalo Grove, IL (Village of Lincolnshire)

7.2 Approval of Economic Development Strategic Plan Update – 2018-2022 (Village of Lincolnshire)

7.3 Approval of an Ordinance Making Appropriations to Defray all Necessary Expenses and Liabilities of the Village of Lincolnshire, Lake County, Illinois for the Fiscal Year 2018 (Village of Lincolnshire)

- 7.4 Approval of an Ordinance Amending Title 1 (Administration), Chapter 8 (Village Finances), Article E of the Lincolnshire Village Code Regarding Bidding Procedures and Awarding of Contracts (Village of Lincolnshire)
- 7.5 Approval of Adoption of Village of Lincolnshire Procurement Policy (Village of Lincolnshire)
- 7.6 Approval of an Ordinance Amending Title 1 (Administration), Chapter 16 of the Lincolnshire Village Code Regarding the State Officials and Employees Ethics Act (Village of Lincolnshire)
- 7.7 Approval of a Resolution Appointing a Representative and Alternate to the Governing Board of the North Suburban Employee Benefit Cooperative (Village of Lincolnshire)
- 7.8 Approval of a Resolution Approving Closed Session Meeting Minutes and Authorizing the Village Clerk to Make Certain Closed Session Meeting Minutes Available to the Public for Inspection Second Review – 2017 and Authorizing the Destruction of Certain Audio Recordings of Closed Session Minutes (Village of Lincolnshire)
- 7.9 Approval of Purchase a Tapco SMC4000 Mini-Solar Powered Message Board via the US Communities Joint Purchase Program from Traffic & Parking Control Company, Inc. (Tapco), Brown Deer, WI in an Amount not to Exceed \$18,661.80 (Village of Lincolnshire)
- 7.10 Approval of a Contract for the Construction of the Village's 2018 Westminster Way Watermain and Roadway Rehabilitation Project with A-Lamp Concrete Contractors, Inc. of Schaumburg, Illinois in an Amount not to Exceed \$1,627,668.00 (Village of Lincolnshire)
- 7.11 Approval of a Professional Services Agreement with Christopher B. Burke Engineering, Ltd. For Phase 3 – Construction Observation Services for the Village's 2018 Westminster Way Watermain and Roadway Rehabilitation Project in an Amount not to Exceed \$142,495.00 (Village of Lincolnshire)
- 7.12 Approval of a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – January 1, 2018 to December 31, 2018 (Village of Lincolnshire)
- 7.13 Approval of Purchase of Three Police Department Replacement Vehicles at a Cost of \$87,010.00 (Village of Lincolnshire)
- 8.0 **ITEMS OF GENERAL BUSINESS**
  - 8.1 Planning, Zoning & Land Use
  - 8.2 Finance and Administration
  - 8.3 Public Works
  - 8.4 Parks and Recreation
    - 8.41 Approval of a Contract for the Construction Des Plaines River Bike Bridge Rehabilitation Project with Lakes & Rivers Contracting, Inc. of Lemont, Illinois in an Amount not to Exceed \$234,130.00 (Village of Lincolnshire)

8.42 Approval of a Professional Services Contract with HLR Engineering for Des Plaines River Bike Bridge Rehabilitation Construction Engineering Services at a Cost not to Exceed \$26,434.00 (Village of Lincolnshire)

8.6 Judiciary and Personnel

- 9.0 **REPORTS OF SPECIAL COMMITTEES**
- 10.0 **UNFINISHED BUSINESS**
- 11.0 **NEW BUSINESS**
- 12.0 **ADJOURNMENT**



**MINUTES**  
**REGULAR VILLAGE BOARD MEETING**  
**Monday, February 12, 2018**

Present:

Mayor Brandt	Trustee Feldman
Trustee Grujanac	Trustee Hancock
Trustee McDonough	<del>Trustee Servi</del>
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Chief of Police Leonas	Public Works Director Woodbury
Village Treasurer/Finance Director Peterson	Assistant Village Manager/Community &
Assistant Public Works Director/Village	Economic Development Director Letendre
Engineer Dittrich	Economic Development Coordinator Zozulya

Mr. Dave Nelson, Lincolnshire resident approached the Mayor and Board with the desire to discuss Item 3.11 as listed on the Committee of the Whole Meeting Agenda. Mayor Brandt informed Mr. Nelson he would have an opportunity for Public Comment at the Committee of the Whole meeting under the Public Hearing regarding Item 3.11. Village Attorney Simon noted everyone will have an opportunity to speak at the meeting, during the appropriate time, as listed on the agenda. Mayor Brandt noted the item for discussion is not on the Regular Village Board Meeting for discussion and provided additional information regarding how the residents would be able to participate during the Committee of the Whole meeting. Mayor Brandt provided a summary of what would take place at the Regular Village Board and Committee of the Whole meetings confirming no vote would be taken at the Committee of the Whole meeting.

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:00 p.m., and Village Clerk Mastandrea called the Roll.

Mayor Brandt noted all Trustees are present with the exception of Trustee Servi.

**PLEDGE OF ALLEGIANCE**

**2.1 Approval of the January 22, 2018 Regular Village Board Meeting Minutes**

Trustee Feldman moved and Trustee Leider seconded the motion to approve the minutes of the Regular Village Board Meeting of January 22, 2018 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Feldman, Hancock, and McDonough. NAYS: None. ABSENT: Trustee Servi. ABSTAIN: None. Mayor Brandt declared the motion carried.

**3.0 REPORTS OF OFFICERS**

3.1 Mayor's Report

**3.11 Consideration of Appointment of Michael Brouillard to Park Board as Alternate for a Term Expiring April 30, 2019**

Mayor Brandt provided a summary and background information regarding Mr. Michael Brouillard and recommended appointment of Mr. Michael Brouillard to the Park Board, as the alternate, for a term expiring April 30, 2019.

Trustee Grujanac moved and Trustee Hancock seconded the motion to approve the appointment of Michael Brouillard to the Park Board as the alternate for a term expiring April 30, 2019. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, Feldman, Hancock, and McDonough. NAYS: None. ABSENT: Trustee Servi. ABSTAIN: None. Mayor Brandt declared the motion carried.

### **3.12 Snow Removal**

Mayor Brandt thanked Public Works staff for their efforts with the snow removal over the past few weeks. Mayor Brandt noted Routes 22 and 60 are State Roads; Riverwoods, Everett, St. Mary's, Aptakisic, Duffy Lane, and Deerfield Roads are county roads; and Port Clinton Road is the responsibility of the Township

3.2 Village Clerk's Report - None

3.3 Village Treasurer's Report - None

3.4 Village Manager's Report - None

## **4.0 PAYMENT OF BILLS**

### **4.1 Bills Presented for Payment on February 12, 2018 in the amount of \$1,149,050.68.**

Finance Director/Village Treasurer Peterson provided a summary of the February 12, 2018 bills prelist presented for payment with the total being \$1,149,050.68. The total amount is based on \$248,500 for General Fund; \$48,600 for Water & Sewer Fund; \$3,500 for Water & Sewer Improvement Fund; \$28,200 for Vehicle Maintenance Fund; \$25,500 for E 911 Fund; \$788,800 for Sedgebrook SSA; and \$6,000 for General Capital Fund. Finance Director/Village Treasurer Peterson noted Sedgebrook SSA are bonds which make up the majority of the bills.

Trustee McDonough moved and Trustee Feldman seconded the motion to approve the bills prelist dated February 12, 2018 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Leider, McDonough, Hancock, and Feldman. NAYS: None. ABSENT: Trustee Servi. ABSTAIN: None. Mayor Brandt declared the motion carried.

## **5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only)**

## **6.0 PETITIONS AND COMMUNICATIONS**

## **7.0 CONSENT AGENDA**

- 7.1 Approval of a Professional Services Contract with RJN Group, Inc. for Design Engineering Services at a Cost not to Exceed \$99,985.00 (Village of Lincolnshire)**
- 7.2 Approval of an Ordinance Amending Title 4 (Health and Sanitation), Chapter 2 (Environmental Control) of the Village of Lincolnshire Municipal Code (Village of Lincolnshire)**
- ~~**7.3 Approval of Waiving Competitive Bid Process and Authorizing a Contract with MUSCO Sports Lighting, Oskaloosa, Iowa for Replacement of 228 Metal Halide Light Fixtures and 2018 Annual Warranty and Control Link Payment at a Total Cost of \$32,012.50 (Village of Lincolnshire – North Park Athletic Complex-1025 Riverwoods Road)**~~

Trustee McDonough pulled Item 7.3 from the Consent Agenda to be discussed under Items of General Business.

Trustee Leider moved and Trustee McDonough seconded the motion to approve the Consent Agenda with item 7.3 removed. The roll call vote was as follows: AYES: Trustees Grujanac, McDonough, Leider, Feldman, and Hancock. NAYS: None. ABSENT: Trustee Servi. ABSTAIN: None. The Mayor declared the motion carried.

## **8.0 ITEMS OF GENERAL BUSINESS**

- 8.1 Planning, Zoning & Land Use
- 8.2 Finance and Administration
- 8.3 Public Works
- 8.4 Police
- 8.5 Parks and Recreation

- 7.3 Approval of Waiving Competitive Bid Process and Authorizing a Contract with MUSCO Sports Lighting, Oskaloosa, Iowa for Replacement of 228 Metal Halide Light Fixtures and 2018 Annual Warranty and Control Link Payment at a Total Cost of \$32,012.50 (Village of Lincolnshire - North Park Athletic Complex-1025 Riverwoods Road)**

Trustee McDonough stated he pulled this item from the Consent Agenda because the way the item reads is to waive the reading but it doesn't approve the contract. Trustee McDonough asked if there were two motions to be made for this item. Village Manager Burke stated the action item as drafted, was to approve the waiver of the bid requirements as well as authorization of the contract which can be voted as one motion. Village Manager Burke noted the reason for waiving the bid requirements is due to the fact that MUSCO Sports Lighting is the vendor that provided the lights when North Park was originally built and in order to maintain the warranty on the lighting fixtures, there is a need to use MUSCO parts and service technicians.

Public Works Director Woodbury noted there was a question with regard to the size of the light fixtures and stated North Park currently has 30', 50', and 85; light fixtures which justifies the need to have MUSCO service the lights

using their equipment.

Trustee McDonough moved and Trustee Leider seconded the motion to waive the Competitive Bid Process and approve a Contract with MUSCO Sports Lighting, Oskaloosa, Iowa for Replacement of 228 Metal Halide Light Fixtures and 2018 Annual Warranty and Control Link Payment at a Total Cost of \$32,012.50. The roll call vote was as follows: AYES: Trustees Grujanac, McDonough, Leider, Feldman, and Hancock. NAYS: None. ABSENT: Trustee Servi. ABSTAIN: None. The Mayor declared the motion carried.

8.6 Judiciary and Personnel

**9.0 REPORTS OF SPECIAL COMMITTEES**

**10.0 UNFINISHED BUSINESS**

**11.0 NEW BUSINESS**

**12.0 EXECUTIVE SESSION**

**13.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Feldman seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:15 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk



**Agenda Item  
3.31**

**VILLAGE OF LINCOLNSHIRE  
REVENUE / EXPENSE BUDGET SUMMARY**

**PERIOD ENDING 1/31/2018  
FISCAL YEAR 2018**

	2016 Year-To-Date			2017 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
<b>GENERAL FUND</b>						
Revenue	803,134			808,557		
Administration		21,291			23,375	
Finance		23,021			23,037	
Police		276,657			346,552	
Community & Economic Dev.		121,610			49,039	
Insurance & Common		126,198			125,005	
PW: Administration		15,651			16,717	
PW: Streets		62,454			67,039	
PW: Parks & Open Space		60,353			51,243	
Buildings & Grounds		8,598			17,744	
Debt & Transfers		-			-	
<b>TOTAL GENERAL FUND</b>	<b>\$ 803,134</b>	<b>\$ 715,833</b>	<b>\$ 87,301</b>	<b>\$ 808,557</b>	<b>\$ 719,751</b>	<b>\$ 88,806</b>
<b>ENTERPRISE FUNDS</b>						
Water & Sewer Revenue	333,890			298,885		
Water & Sewer Administration		141,608			138,517	
Public Works Operating		267,522			258,127	
Water & Sewer Improvements	100,152	-		102,446	5,625	
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 434,042</b>	<b>\$ 409,130</b>	<b>\$ 24,912</b>	<b>\$ 401,331</b>	<b>\$ 402,269</b>	<b>\$ (938)</b>
<b>NON-OPERATING FUNDS</b>						
Motor Fuel Tax	17,306	-	17,306	19,921	-	19,921
Fraud Alcohol Drug Enforcement	350	-	350	700	-	700
Vehicle Maintenance	38,725	25,032	13,693	39,733	43,019	(3,286)
E-911	23,352	24,798	(1,446)	57,128	25,542	31,586
Park Development	26	-	26	431	1,301	(870)
Traffic Signals SSA	1	-	1	1	-	1
General Capital	-	10,333	(10,333)	-	16,424	(16,424)
<b>TOTAL NON-OPERATING FUNDS</b>	<b>\$ 79,760</b>	<b>\$ 60,163</b>	<b>\$ 19,597</b>	<b>\$ 117,914</b>	<b>\$ 86,286</b>	<b>\$ 31,629</b>
<b>TRUST FUNDS</b>						
Police Pension Fund**	393,453	97,325	296,128	647,015	116,359	530,657
Sedgebrook SSA	1,719	-	1,719	1,986	38	1,948
<b>TOTAL TRUST FUNDS</b>	<b>\$ 395,173</b>	<b>\$ 97,325</b>	<b>\$ 297,848</b>	<b>\$ 649,001</b>	<b>\$ 116,396</b>	<b>\$ 532,605</b>

**VILLAGE OF LINCOLNSHIRE**  
**REVENUES AND EXPENSES BY FUND**  
**January 31, 2018**  
**8.3% of Fiscal Year is Complete**

	Annual Budget	Year-to-Date	% Used	Significant Facts
<b>GENERAL FUND</b>				
<b>REVENUES</b>				
Taxes	11,090,000	732,437	6.6%	Room & Adm % Used 7.0%
				Sales Tax % Used 8.3%
				Real Estate Transfer % Used 8.1%
Licenses & Fees	691,700	40,615	5.9%	Bldg Permits \$12,331
				Bldg Permits % of Licenses & Fees 30.4%
Fines & Forfeitures	236,000	15,022	6.4%	
Allotments, Grants & Reimbursements	275,360	20,398	7.4%	
Miscellaneous	90,100	960	1.1%	
Other Income	80,000	(873)	-1.1%	
Transfers In	-	-	0.0%	
<b>TOTAL REVENUES</b>	<b>\$ 12,463,160</b>	<b>\$ 808,557</b>	<b>6.5%</b>	
<b>EXPENSES</b>				
Personnel Expenses	264,890	19,963	7.5%	
Contractual Services	3,700	-	0.0%	
Other Charges	34,400	3,412	9.9%	
<b>Administration</b>	<b>302,990</b>	<b>23,375</b>	<b>7.7%</b>	
Personnel Expenses	302,960	22,212	7.3%	
Contractual Services	22,950	168	0.7%	
Other Charges	5,375	657	12.2%	
<b>Finance</b>	<b>331,285</b>	<b>23,037</b>	<b>7.0%</b>	
Personnel Expenses	3,767,240	256,770	6.8%	
Contractual Services	159,970	20,150	12.6%	
Commodities	19,000	110	0.6%	
Other Charges	183,725	19,922	10.8%	
Transfers Out	202,500	49,600	24.5%	
<b>Police</b>	<b>4,332,435</b>	<b>346,552</b>	<b>8.0%</b>	
Personnel Expenses	460,920	34,804	7.6%	
Contractual Services	178,300	11,591	6.5%	
Other Charges	408,900	2,244	0.5%	
Transfers Out	4,800	400	8.3%	
<b>Community &amp; Economic Dev.</b>	<b>1,052,920</b>	<b>49,039</b>	<b>4.7%</b>	
Contractual Services	1,444,225	113,782	7.9%	
Commodities	14,400	2,176	15.1%	
Other Charges	81,000	8,997	11.1%	
Other Expenses	-	49	0.0%	
<b>Insurance &amp; Common</b>	<b>1,539,625</b>	<b>125,005</b>	<b>8.1%</b>	
<b>Public Works</b>				
Personnel Expenses	205,882	15,875	7.7%	
Contractual Services	36,300	354	1.0%	
Other Charges	12,225	488	4.0%	
<b>Admin</b>	<b>254,407</b>	<b>16,717</b>	<b>6.6%</b>	
Personnel Expenses	566,850	47,054	8.3%	
Contractual Services	466,400	1,990	0.4%	
Commodities	84,300	5,366	6.4%	
Other Charges	13,825	714	5.2%	
Transfers Out	143,000	11,917	8.3%	
<b>Streets</b>	<b>1,274,375</b>	<b>67,039</b>	<b>5.3%</b>	

	Annual Budget	Year-to-Date	% Used	Significant Facts
Personnel Expenses	602,460	39,913	6.6%	
Contractual Services	607,200	1,016	0.2%	Includes Insurance Covered Exp
Commodities	56,000	574	1.0%	
Other Charges	15,725	599	3.8%	
Transfers Out	109,700	9,142	8.3%	
<b>Parks &amp; Open Space</b>	<b>1,391,085</b>	<b>51,243</b>	<b>3.7%</b>	
Contractual Services	105,500	16,311	15.5%	
Commodities	18,000	892	5.0%	
Other Charges	3,000	141	4.7%	
Transfers Out	4,800	400	8.3%	
<b>Buildings &amp; Grounds</b>	<b>131,300</b>	<b>17,744</b>	<b>13.5%</b>	
Transfers Out	1,700,000	-	0.0%	
<b>Debt &amp; Transfers</b>	<b>1,700,000</b>	<b>-</b>	<b>0.0%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 12,310,422</b>	<b>\$ 719,751</b>	<b>5.8%</b>	

### **WATER & SEWER FUND**

#### **REVENUES**

Licenses & Fees	4,572,000	298,609	6.5%
Miscellaneous Revenue	10,000	-	0.0%
Other Income	3,000	276	9.2%
<b>TOTAL REVENUES</b>	<b>\$ 4,585,000</b>	<b>\$ 298,885</b>	<b>6.5%</b>

#### **EXPENSES**

Personnel Expenses	245,100	18,883	7.7%
Contractual Services	251,860	17,249	6.8%
Commodities	1,600	242	15.1%
Other Charges	2,325	194	8.3%
Other Expenses	-	-	0.0%
Transfers Out	407,795	101,949	25.0%
<b>Administration</b>	<b>908,680</b>	<b>138,517</b>	<b>15.2%</b>
Personnel Expenses	541,120	43,102	8.0%
Contractual Services	3,026,500	208,825	6.9%
Commodities	28,200	1,629	5.8%
Other Charges	32,800	597	1.8%
Transfers Out	47,700	3,975	8.3%
<b>Operating</b>	<b>3,676,320</b>	<b>258,127</b>	<b>7.0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,585,000</b>	<b>\$ 396,644</b>	<b>8.7%</b>

### **WATER & SEWER IMPROVEMENT FUND**

#### **REVENUES**

Licenses & Fees	200,000	-	0.0%
Miscellaneous Revenue	-	-	0.0%
Other Income	2,000	498	24.9%
Transfers	1,307,795	101,949	7.8%
<b>TOTAL REVENUES</b>	<b>\$ 1,509,795</b>	<b>\$ 102,446</b>	<b>6.8%</b>

#### **EXPENSES**

Capital Outlay	2,007,000	5,625	0.3%
<b>TOTAL EXPENSES</b>	<b>\$ 2,007,000</b>	<b>\$ 5,625</b>	<b>0.3%</b>

Annual Budget	Year-to-Date	% Used	Significant Facts
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**MOTOR FUEL TAX FUND**

**REVENUES**

Allotments, Grants & Reimbursements	187,000	19,904	10.6%
Other Income	400	17	4.2%
<b>TOTAL REVENUES</b>	<b>\$ 187,400</b>	<b>\$ 19,921</b>	<b>10.6%</b>

**EXPENSES**

Capital Projects	175,000	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 175,000</b>	<b>\$ -</b>	<b>0.0%</b>

**FRAUD, ALCOHOL & DRUG ENFORCEMENT FUND**

**REVENUES**

Other Income	-	700	0.0%
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 700</b>	<b>0.0%</b>

**EXPENSES**

Other Charges	60,630	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 60,630</b>	<b>\$ -</b>	<b>0.0%</b>

**VEHICLE MAINTENANCE FUND**

**REVENUES**

Transfers	476,800	39,733	8.3%
<b>TOTAL REVENUES</b>	<b>\$ 476,800</b>	<b>\$ 39,733</b>	<b>8.3%</b>

**EXPENSES**

Personnel Expenses	193,450	13,429	6.9%
Contractual Services	153,450	7,069	4.6%
Commodities	118,800	22,244	18.7%
Other Charges	11,100	277	2.5%
<b>TOTAL EXPENSES</b>	<b>\$ 476,800</b>	<b>\$ 43,019</b>	<b>9.0%</b>

**E911 FUND**

**REVENUES**

Licenses & Fees	273,000	21,425	7.8%
Other Income	100	3	3.0%
Transfers	35,700	35,700	100.0%
<b>TOTAL REVENUES</b>	<b>\$ 308,800</b>	<b>\$ 57,128</b>	<b>18.5%</b>

**EXPENSES**

Contractual Services	308,800	25,542	8.3%
<b>TOTAL EXPENSES</b>	<b>\$ 308,800</b>	<b>\$ 25,542</b>	<b>8.3%</b>

**PARK DEVELOPMENT FUND**

**REVENUES**

Other Income	236,100	431	0.2%
<b>TOTAL REVENUES</b>	<b>\$ 236,100</b>	<b>\$ 431</b>	<b>0.2%</b>

**EXPENSES**

Other Charges	860,000	1,301	0.2%
<b>TOTAL EXPENSES</b>	<b>\$ 860,000</b>	<b>\$ 1,301</b>	<b>0.2%</b>

Annual Budget	Year-to-Date	% Used	Significant Facts
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**TRAFFIC SIGNAL SSA**

**REVENUES**

Other Income	-	1	0.0%
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>0.0%</b>

**EXPENSES**

Contractual Services	4,880	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 4,880</b>	<b>\$ -</b>	<b>0.0%</b>

**GENERAL CAPITAL**

**REVENUES**

Grants	-	-	0.0%
Other Income	917,740	-	0.0%
Transfers In	800,000	-	0.0%
<b>TOTAL REVENUES</b>	<b>\$ 1,717,740</b>	<b>\$ -</b>	<b>0.0%</b>

**EXPENSES**

Facilities	115,000	923	0.8%
Equipment	227,320	-	0.0%
Furniture & Fixtures	20,000	-	0.0%
Storm Sewer & Water	629,000	2,259	0.4%
Parks	404,000	-	0.0%
Roadways	398,000	-	0.0%
Vehicles	160,000	-	0.0%
Miscellaneous Capital	27,000	13,242	49.0%
<b>TOTAL EXPENSES</b>	<b>\$ 1,980,320</b>	<b>\$ 16,424</b>	<b>0.8%</b>

**POLICE PENSION FUND\*\***

**REVENUES**

Taxes	849,750	-	0.0%	Property Taxes
Miscellaneous Revenue	206,500	20,343	9.9%	
Other Income	143,750	626,673	435.9%	Investment Income
<b>TOTAL REVENUES</b>	<b>\$ 1,200,000</b>	<b>\$ 647,015</b>	<b>53.9%</b>	

**EXPENSES**

Contractual Services	88,500	16,704	18.9%
Other Charges	9,500	-	0.0%
Other Charges	1,102,000	99,655	9.0%
<b>TOTAL EXPENSES</b>	<b>\$ 1,200,000</b>	<b>\$ 116,359</b>	<b>9.7%</b>

**SEDGEBROOK SSA**

**REVENUES**

Taxes	1,161,600	245	0.0%	
Other Income	18,600	1,741	9.4%	Interest Income
<b>TOTAL REVENUES</b>	<b>\$ 1,180,200</b>	<b>\$ 1,986</b>	<b>0.2%</b>	

**EXPENSES**

Contractual Services	17,700	38	0.2%
Capital Outlay	1,162,500	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 1,180,200</b>	<b>\$ 38</b>	<b>0.0%</b>



**Agenda Item  
4.1**

**VILLAGE OF LINCOLNSHIRE**

**BILLS PRESENTED FOR PAYMENT**

02/26/2018

General Fund	\$	173,239.17
Water & Sewer Fund	\$	253,806.48
Motor Fuel Tax	\$	-
Water & Sewer Improvement Fund	\$	43,465.30
Fraud, Alcohol, Drug Enforcement	\$	-
Vehicle Maintenance Fund	\$	16,120.40
E 911 Fund		
Park Development Fund	\$	1,301.00
Sedgebrook SSA	\$	37.50
SSA Traffic Signal	\$	1,170.00
General Capital Fund	\$	16,259.45
<b>GRAND TOTAL</b>	<b>\$</b>	<b>505,399.30</b>

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Brad Burke, Village Manager

**CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE**  
**INVOICE DUE DATES 02/13/2018 - 02/26/2018**  
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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: A T &amp; T</b>		
148060081-02/18	01/12 - 02/11/18 NP Internet Svc	46.25
TOTAL VENDOR A T & T		46.25
<b>VENDOR NAME: ADOBE SYSTEMS INCORPORATED</b>		
2018-02	02-2018 L. Ulibarri Creative Cloud Suite	53.11
TOTAL VENDOR ADOBE SYSTEMS INCORPORATED		53.11
<b>VENDOR NAME: AIRGAS, INC</b>		
9950766898	Cylinder Rental	228.98
TOTAL VENDOR AIRGAS, INC		228.98
<b>VENDOR NAME: ALPHA BUILDING MAINT. SERVICE INC.</b>		
18586VL	Janitorial services February 2018	2,084.57
TOTAL VENDOR ALPHA BUILDING MAINT. SERVICE IN		2,084.57
<b>VENDOR NAME: AMAZON.COM</b>		
114-0218206-8193075	Printer Ink	177.99
111-4326164-1497869	Shredder Sharpening, Lubricant Sheets, & Lubricar	25.97
TOTAL VENDOR AMAZON.COM		203.96
<b>VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES</b>		
18-LS01P	01 2018 UB Postage	927.53
18-LS02P	02 2018 UB Postage	939.61
18-LS02	02 2018 UB Print Service	465.00
18-LS01	01 2018 UB Print Service and 35,000 Outer Envelo	1,513.54
2260	2018 UB Bill Stock (30,000)	980.73
TOTAL VENDOR AMERICAN PRINTING TECHNOLOGIES		4,826.41
<b>VENDOR NAME: ANCEL GLINK DIAMOND BUSH</b>		
61896-1	2018-01 Legal Fees	7,016.25
61896a	BD Bond Escrow Jan 2018 Attorney Fee_GlenStar	862.50
61896b	BD Bond Escrow Jan 2018 Attorney Fee_KZF Linco	287.50
61896c	BD Bond Escrow Jan 2018 Attorney Fee_Marriott C	115.00
61896d	BD Bond Escrow Jan 2018 Attorney Fee_444 Socia	115.00
TOTAL VENDOR ANCEL GLINK DIAMOND BUSH		8,396.25
<b>VENDOR NAME: ARCHON CONSTRUCTION CO INC</b>		
Pay-application-2	San. sewer point repairs final pmt 2017 project	6,335.30
TOTAL VENDOR ARCHON CONSTRUCTION CO INC		6,335.30
<b>VENDOR NAME: ARLINGTON HEIGHTS FORD</b>		
823309	Fleet Filters & Wiper Blades	592.62
823320	Admin 86	114.21
823418	Admin 97	298.88
C39415	Squad 109	321.44
822935	PW Truck Wheels	768.04
TOTAL VENDOR ARLINGTON HEIGHTS FORD		2,095.19
<b>VENDOR NAME: B &amp; F CONSTRUCTION CODE SERVICES</b>		
48742	Plan Review-304 Briarwood-P18-0015B	909.30
48753	January 2018 Inspections B&F	2,442.50
TOTAL VENDOR B & F CONSTRUCTION CODE SERVIC		3,351.80
<b>VENDOR NAME: BADE SUPPLY</b>		
15986	Napkins, toilet paper, soap & garbage bags for VH	167.27
15951	4 Cases of C-Fold Towels for VH & PW	128.00
TOTAL VENDOR BADE SUPPLY		295.27
<b>VENDOR NAME: BARKER LEMAR ENGINEE</b>		
04192018 NG Training	Underground Storage Tank Operator Training	297.81
TOTAL VENDOR BARKER LEMAR ENGINEE		297.81

**CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE**  
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<b>INVOICE NUMBER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>VENDOR NAME: BELMONTE PRINTING CO</b>		
96698	2018 Field Directory	397.00
TOTAL VENDOR BELMONTE PRINTING CO		397.00
<b>VENDOR NAME: BENISTAR</b>		
02012018	2018-02 Retiree Medial Premiums	508.00
TOTAL VENDOR BENISTAR		508.00
<b>VENDOR NAME: BONNELL INDUSTRIES INC.</b>		
0179120-IN	Truck 249 PTO Pump	553.81
TOTAL VENDOR BONNELL INDUSTRIES INC.		553.81
<b>VENDOR NAME: BONTA ITALIAN MARKET</b>		
34079	North Shore Chiefs Luncheon	220.00
TOTAL VENDOR BONTA ITALIAN MARKET		220.00
<b>VENDOR NAME: BURKE BRAD</b>		
74511088	Reimbursement for ILCMA Winter Conference Lodg	166.75
TOTAL VENDOR BURKE BRAD		166.75
<b>VENDOR NAME: CALL ONE</b>		
02152018	02/15/18 Monthly Phone Bill 1122574	1,359.15
01152018	01/15/18 Monthly Phone Bill 1122574	1,344.94
TOTAL VENDOR CALL ONE		2,704.09
<b>VENDOR NAME: CDW COMPUTER CENTERS</b>		
LQQ2403	HDMI Cables and Adapters needed for laptop and p	68.80
LRH2194	Part for PW Epson Printer	20.78
TOTAL VENDOR CDW COMPUTER CENTERS		89.58
<b>VENDOR NAME: CIORBA GROUP</b>		
0023469	Alternative Water Supply engineering services to Ja	5,625.00
TOTAL VENDOR CIORBA GROUP		5,625.00
<b>VENDOR NAME: CLESEN, INC.</b>		
63730/00	Exmoore Bike Path Catch Basin	131.84
TOTAL VENDOR CLESEN, INC.		131.84
<b>VENDOR NAME: COMED</b>		
7299013011-02-18	Farrington pumping 1-3 to 2-2-18	119.10
6520050011-02-18	Fallstone pumping 1-3 to 2-2-18	141.27
6123019023-02-18	Rate 25 streetlighting 1-8 to 2-7-18	320.16
4803164127-02-18	OldeHD Path Lighting 1-3 to 2-2-18	49.79
3168065033-02-18	Brookwood liftstation 1-3 to 2-2-18	90.32
3038275001-02-18	Whytegate Pk service 1-2 to 2-2-18	40.27
3038188003-02-18	Northampton pumping 1-3 to 2-2-18	30.47
1475038068-02-18	Streetlight Riverside Dr 1-5 to 2-6-18	33.38
0995113016-02-18	Rt 21@Olde HD Village Entry sign 1-3 to 2-2-18	57.15
0777044014-02-18	Old Mill liftstation 1-3 to 2-2-18	123.26
0339014158-02-18	Rate 25 streetlight 1-3 to 2-2-18	5.30
0268410000-02-18	Pumping meters Northampton Ln 1-4 to 2-2-18	97.32
TOTAL VENDOR COMED		1,107.79
<b>VENDOR NAME: CONSTELLATION NEWENERGY, INC.</b>		
9877650502	Electric supply 45 Londonderry pumping 9/28 to 10/	229.64
1091093901	Electric supply Londonderry Liftstation 1-2 to 2-1-18	304.07
10906213201	Electric supply Eastside Reservoir 1-2 to 2-1-18	3,536.92
10911349301	Electric supply Spring Lake Park 1-2 to 2-1-18	191.22
10911614901	Electric supply North Pk 1-4 to 2-2-18	725.07
TOTAL VENDOR CONSTELLATION NEWENERGY, INC.		4,986.92
<b>VENDOR NAME: CRAINS CHICAGO BUSIN</b>		
2018	2018 Subscription	119.00

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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: CRAINS CHICAGO BUSIN</b>		
	TOTAL VENDOR CRAINS CHICAGO BUSIN	119.00
<b>VENDOR NAME: DAVEY TREE EXPERT</b>		
912195054	Tree trimming for safety 2-12-18	385.00
	TOTAL VENDOR DAVEY TREE EXPERT	385.00
<b>VENDOR NAME: DEERFIELD LOCKSMITH CO INC</b>		
034164	Service Call & Garage Closer - Public Works	417.50
	TOTAL VENDOR DEERFIELD LOCKSMITH CO INC	417.50
<b>VENDOR NAME: DI MEO BROS., INC.</b>		
40816	Water Main Break Repair - 211 Rivershire	6,056.00
40831	Emergency Contractor for WMB @ 300 Tower	7,861.00
	TOTAL VENDOR DI MEO BROS., INC.	13,917.00
<b>VENDOR NAME: DROPBOX</b>		
2018-02	02-2018 Dropbox fees	9.99
	TOTAL VENDOR DROPBOX	9.99
<b>VENDOR NAME: ELEVATOR INSPECTION SERVICES</b>		
74183	Jan 2018 Elevator Reinspections 3@\$15 per	45.00
	TOTAL VENDOR ELEVATOR INSPECTION SERVICES	45.00
<b>VENDOR NAME: EST, INC</b>		
14516	Degreaser	976.50
	TOTAL VENDOR EST, INC	976.50
<b>VENDOR NAME: EXTRA SPACE STORAGE</b>		
Feb.2018 Storage Fee	February storage fees for Special event items	297.00
	TOTAL VENDOR EXTRA SPACE STORAGE	297.00
<b>VENDOR NAME: FEDEX</b>		
6-072-87453	M. Peterson to B. Robinson/Oswego	16.38
6-088-48369	Overnight ship test results to IEPA 2-7-18	62.76
	TOTAL VENDOR FEDEX	79.14
<b>VENDOR NAME: FEDEX OFFICE</b>		
opensavings.com	Statement Credit OPEN Savings at FedEx Office	(37.24)
2018 Budget	Account #0000457395: 2018 Budget Books (25 ea)	744.85
	TOTAL VENDOR FEDEX OFFICE	707.61
<b>VENDOR NAME: FIRST CHOICE SERVICES-CHICAGO WEST</b>		
011080	Coffee and supplies PWF	267.22
	TOTAL VENDOR FIRST CHOICE SERVICES-CHICAGO	267.22
<b>VENDOR NAME: FIRST COMMUNICATIONS</b>		
115407688	01 2018- T-1 Line	279.41
	TOTAL VENDOR FIRST COMMUNICATIONS	279.41
<b>VENDOR NAME: FIRST MIDWEST BANK</b>		
0118	01 2018 Lockbox Service	429.84
	TOTAL VENDOR FIRST MIDWEST BANK	429.84
<b>VENDOR NAME: FLOLO CORPORATION</b>		
097252	Westside Reservoir Underdrain Sump Pumps	4,762.00
	TOTAL VENDOR FLOLO CORPORATION	4,762.00
<b>VENDOR NAME: FRESH MARKET, THE</b>		
880507	COOKIE/CHEESE PLATTER FOR ECONOMIC DE	105.97

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
INVOICE DUE DATES 02/13/2018 - 02/26/2018  
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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: FRESH MARKET, THE</b>		
	TOTAL VENDOR FRESH MARKET, THE	105.97
<b>VENDOR NAME: GAS DEPOT OIL COMPANY</b>		
53407	Diesel Fuel	2,711.41
	TOTAL VENDOR GAS DEPOT OIL COMPANY	2,711.41
<b>VENDOR NAME: GRAINGER, INC.</b>		
9690115747	Door Stops for PW	15.04
	TOTAL VENDOR GRAINGER, INC.	15.04
<b>VENDOR NAME: HAMPTON, LENZINI AND RENWICK, INC.</b>		
20180358	DBR Bridge design, permit, bid services thru 1-31-1	1,301.00
20180357	DPR design, bid services thru 12-31-17	4,418.00
	TOTAL VENDOR HAMPTON, LENZINI AND RENWICK, IN	5,719.00
<b>VENDOR NAME: HIGHLAND PARK, CITY OF</b>		
009348-Jan-18	01/2018 Water Purchase 39560 cuft Metr 16033582	83,669.40
009297-Jan-18	01/2018 Water Purchase 5579 cuft Metr 70327541	11,799.59
	TOTAL VENDOR HIGHLAND PARK, CITY OF	95,468.99
<b>VENDOR NAME: IL SECTION AMERICAN WATER WORKS ASS</b>		
200033937	AWWA Membership for Joel Strzelczyk	211.00
200033936	AWWA Memership for Ryan Van	211.00
	TOTAL VENDOR IL SECTION AMERICAN WATER WORK	422.00
<b>VENDOR NAME: ILCMA</b>		
2018-02	B. Burke ILCMA Winter Conference	275.00
	TOTAL VENDOR ILCMA	275.00
<b>VENDOR NAME: ILLINOIS PUBLIC WORK</b>		
2615	IPWMAN Membership	100.00
	TOTAL VENDOR ILLINOIS PUBLIC WORK	100.00
<b>VENDOR NAME: JC LICHT, LLC</b>		
62026843	2IN BRUSH SHTCUT	11.97
	TOTAL VENDOR JC LICHT, LLC	11.97
<b>VENDOR NAME: LAKE COUNTY PUBLIC WORKS</b>		
LCPW-1-31-18	Sanitary sewer treatment bill 12-16-17 to 1-15-18	90,856.00
	TOTAL VENDOR LAKE COUNTY PUBLIC WORKS	90,856.00
<b>VENDOR NAME: LAKE COUNTY RECORDER OF DEEDS</b>		
2018-00001356	BD Bond Escrow Transfer_Lake County Recording	63.00
	TOTAL VENDOR LAKE COUNTY RECORDER OF DEEDS	63.00
<b>VENDOR NAME: LAKE FOREST POST OFFICE</b>		
P77-090522	Q1 2018 Newsletter Postage	60.84
	TOTAL VENDOR LAKE FOREST POST OFFICE	60.84
<b>VENDOR NAME: LALUZERNE &amp; SMITH, LTD.</b>		
January 2018	Legal Services	3,917.50
	TOTAL VENDOR LALUZERNE & SMITH, LTD.	3,917.50
<b>VENDOR NAME: LEXISNEXIS RISK SOLUTIONS</b>		
1217074-20180131	January 2018 Computer, Internet and Phone Search	71.00
	TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS	71.00
<b>VENDOR NAME: LINCOLNSHIRE POSTMASTER</b>		
P77-090522	Q1 2018 Newsletter Postage	599.04

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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: LINCOLNSHIRE POSTMASTER</b>		
	TOTAL VENDOR LINCOLNSHIRE POSTMASTER	599.04
<b>VENDOR NAME: LINCOLNSHIRE RIVERWOODS FPD</b>		
10118	Plan Review-1 Overlook Point-Amenity Center P18-	319.00
10119	Plan Review-Ascension Church Fire Alarm-P18-000	685.00
	TOTAL VENDOR LINCOLNSHIRE RIVERWOODS FPD	1,004.00
<b>VENDOR NAME: LINCOLNSHIRE VILLAGE-PETTY CASH</b>		
02262018	02/26/18 Petty Cash Reimbursements	70.18
	TOTAL VENDOR LINCOLNSHIRE VILLAGE-PETTY CASH	70.18
<b>VENDOR NAME: MCMASTER-CARR SUPPLY</b>		
56467003	Stainless Bolts & Nuts	192.03
	TOTAL VENDOR MCMASTER-CARR SUPPLY	192.03
<b>VENDOR NAME: MICHAEL MERANDA JR.</b>		
181602	2/12/18 RVB/COW Mtg & 2/13/18 Zoning Board Mtg	292.50
	TOTAL VENDOR MICHAEL MERANDA JR.	292.50
<b>VENDOR NAME: MID-AMERICA SPORTS ADVANTAGE</b>		
376220-00	Maintenance - Athletic Fields	349.80
376220-02	Maintenance - Athletic Fields	176.49
376220-01	Maintenance - Athletic Fields	88.06
	TOTAL VENDOR MID-AMERICA SPORTS ADVANTAGE	614.35
<b>VENDOR NAME: MIDWEST HOSE &amp; FITTINGS, INC.</b>		
123776	Truck 251 Plow Hose Rebuild	236.39
	TOTAL VENDOR MIDWEST HOSE & FITTINGS, INC.	236.39
<b>VENDOR NAME: MUNICAP INC.</b>		
02218-032	Jan services	37.50
	TOTAL VENDOR MUNICAP INC.	37.50
<b>VENDOR NAME: NAPA-SHERIDAN AUTO PARTS</b>		
966836	Squad Car Spot Light	180.00
966837	Tire Bead Seating Tool	246.25
966168	Diesel Exhaust Fluid	40.00
	TOTAL VENDOR NAPA-SHERIDAN AUTO PARTS	466.25
<b>VENDOR NAME: NORTH SHORE GAS</b>		
606253075-01-02-18	Well #3 gas service 1-16 to 2-14-18	184.42
604290016-05-02-18	207A Northampton pumping 1-12 to 2-12-18	29.88
604290016-04-02-18	Fallstone pumping 1-13 to 2-13-18	29.82
604290016-03-02-18	Farrington liftstation 1-12 to 2-12-18	32.46
604290016-02-02-18	Westwood liftstation 1-12 to 2-13-18	34.37
604290016-01-02-18	Old Mill generator 1-13 to 2-13-18	31.02
603028481-02-02-18	NP Concessions 1-12 to 2-12-18	226.36
603028481-02-18	NP Maint bldg 1-12 to 2-12-18	205.67
	TOTAL VENDOR NORTH SHORE GAS	774.00
<b>VENDOR NAME: NORTH SUBURBAN EMPLOYEE BENEFIT COO</b>		
2018-01	01-2018 Medical Insurance Premiums	70,933.13
2018-03	03-2018 Dental Premiums	6,666.00
	TOTAL VENDOR NORTH SUBURBAN EMPLOYEE BENE	77,599.13
<b>VENDOR NAME: O'HERRON CO INC</b>		
1805127-IN	Explorer Post Uniform Patches, Nametags, Buckles	89.70
	TOTAL VENDOR O'HERRON CO INC	89.70
<b>VENDOR NAME: OKEH ELECTRIC COMPAN</b>		
9398A	Furnish & install new capacitors and relay for Old M	275.00
	TOTAL VENDOR OKEH ELECTRIC COMPAN	275.00

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INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: OTIS ELEVATOR COMPANY</b>		
Witness-fee-2018	State fee-elevator service witness- inspector	375.00
TOTAL VENDOR OTIS ELEVATOR COMPANY		375.00
<b>VENDOR NAME: PADDOCK PUBLICATIONS, INC.</b>		
T4491627	Publish legal notices 1-22 and 1-30-18	175.50
8478838600 a	BD Bond Transfer Village Board Public Hearing Put	49.50
8478838600 b	Zoning Board Public Hearing Notice FAR/Bulk Regs	35.25
T4491654	Publish bid notice-Natural Area Maint.	148.50
TOTAL VENDOR PADDOCK PUBLICATIONS, INC.		408.75
<b>VENDOR NAME: PAYLOCITY</b>		
1037094303	02/16/18 Pay Services	979.74
TOTAL VENDOR PAYLOCITY		979.74
<b>VENDOR NAME: PITNEY BOWES, INC.</b>		
3101961662	12/20-3/19/18 Postg Mtr Rntl #13018776	306.00
TOTAL VENDOR PITNEY BOWES, INC.		306.00
<b>VENDOR NAME: PLATINUM SNOW REMOVAL</b>		
234	Snow Removal Contract - South Village Green Pym	1,540.00
TOTAL VENDOR PLATINUM SNOW REMOVAL		1,540.00
<b>VENDOR NAME: QUALIFICATION TARGET</b>		
21800388	Police Training Targets	255.74
TOTAL VENDOR QUALIFICATION TARGET		255.74
<b>VENDOR NAME: QUILL CORPORATION</b>		
4468789	Printer Ink, Envelopes, Laminating Pouches and Sh	575.63
4808216	Post-its, packing tape, business card holders	61.05
4655887	Misc office supplies	25.99
4720182	Coat hooks for Exec Conf Room guests	49.98
TOTAL VENDOR QUILL CORPORATION		712.65
<b>VENDOR NAME: RELADYNE</b>		
1101005-IN	Motor Oil for Reservoir Pumps	63.50
TOTAL VENDOR RELADYNE		63.50
<b>VENDOR NAME: REVERE ELECTRIC</b>		
S3427979 1 Return	Parts Return	(456.00)
S3427979 2 Return	Parts Return	(673.00)
TOTAL VENDOR REVERE ELECTRIC		(1,129.00)
<b>VENDOR NAME: ROBERT KINNUCAN TREE EXPERTS &amp; LAND</b>		
342893	Hazard tree removal 27" sugar maple 2-1-18	720.00
TOTAL VENDOR ROBERT KINNUCAN TREE EXPERTS &		720.00
<b>VENDOR NAME: SAUBER MFG. CO.</b>		
PSI202204	Truck 241 Bumper Step	192.88
PSI201626	Truck 237 - Body Rehab	31,505.00
TOTAL VENDOR SAUBER MFG. CO.		31,697.88
<b>VENDOR NAME: STATE TREASURER</b>		
53981	Traffic signal maint. Oct - Dec 2017	3,802.50
TOTAL VENDOR STATE TREASURER		3,802.50
<b>VENDOR NAME: SYMBOLARTS</b>		
298761-IN	Police Badges	400.00
296541-IN	Police Badges	780.00
TOTAL VENDOR SYMBOLARTS		1,180.00
<b>VENDOR NAME: TRAVELERS</b>		

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<b>INVOICE NUMBER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>VENDOR NAME: TRAVELERS</b>		
3951HA083	Annual Comm Package, umbrella/excess, auto ins	101,429.00
TOTAL VENDOR TRAVELERS		101,429.00
<b>VENDOR NAME: WATER PRODUCTS CO.</b>		
0278753	8" Hymax Coupling & 8X16 Repair Clamp	454.42
TOTAL VENDOR WATER PRODUCTS CO.		454.42
<b>VENDOR NAME: WBK ENGINEERING LLC</b>		
18707	Linc. Creek Eng Services thru 12-31-17	11,841.45
TOTAL VENDOR WBK ENGINEERING LLC		11,841.45
<b>VENDOR NAME: WE FIX-IT TIRE REPAIR</b>		
1011	Backhoe Tire Repair	23.50
1007	PW Truck Spare Tire Mounts	32.00
TOTAL VENDOR WE FIX-IT TIRE REPAIR		55.50
<b>VENDOR NAME: WHOLESALE DIRECT, INC.</b>		
000232013	4 replacement strobe lights for light bars	545.79
TOTAL VENDOR WHOLESALE DIRECT, INC.		545.79
<b>VENDOR NAME: WORTHINGTON DIRECT</b>		
10540333	Chairs for Admin - 2	357.40
10539670	2 Office Chairs DW10-1 AK-D	357.30
TOTAL VENDOR WORTHINGTON DIRECT		714.70
<b>GRAND TOTAL:</b>		<b>505,399.30</b>

# GROWING ECONOMIC SUCCESS

2018-2022



## Village of Lincolnshire Economic Development Strategic Plan

Adopted by the Village Board: \_\_\_\_\_

**Find and grow your space in Lincolnshire!**



## OVERVIEW

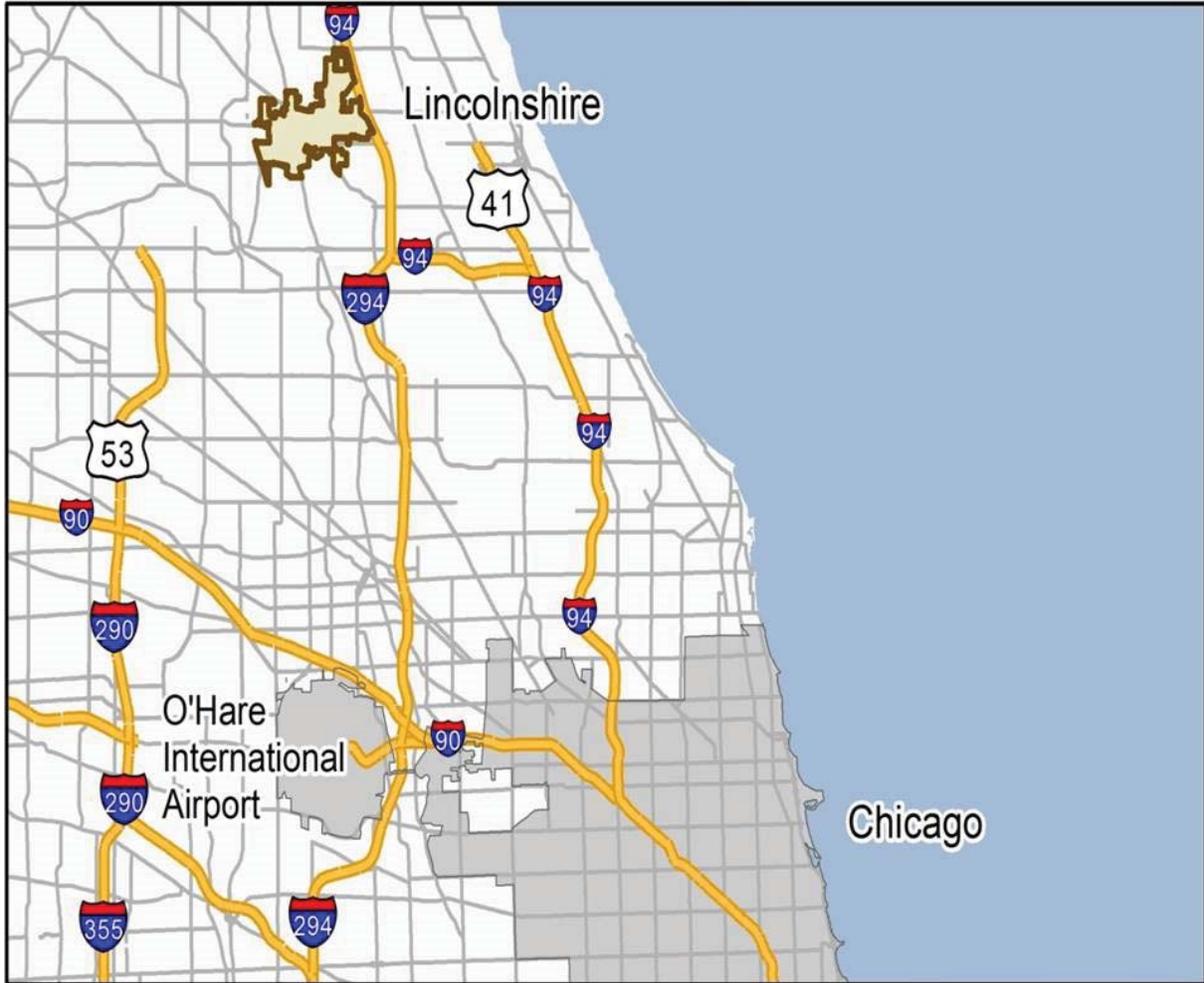
Lincolnshire, a progressive suburban community in southern Lake County, Illinois, is an ideal location for any business to find and grow its space. The Village is committed to serving the business community and providing essential elements for business growth and success. The Village prides itself on its diverse economic base, accessible location, enviable amenities within the region, and low taxes comparable with surrounding communities.

Lincolnshire enjoys high-profile industrial and commercial buildings, nationally-recognized schools, abundant parks and open spaces, all with the benefits of a close-knit small-town. Incorporated in 1957, the Village's permanent population of 7,275 grows to approximately 25,000 during the day due to a flourishing business community. Today Lincolnshire boasts four corporate/business centers (Lincolnshire Corporate Center, Lincolnshire Business Center, CDW Office Center, Millbrook Business Center). In addition, Lincolnshire is home to four major commercial retail centers (CityPark, Lincolnshire Commons, Village Green and Lincolnshire Marketplace ), as well as a number of global corporations (Aon Hewitt, CDW, Zebra Technologies, Sysmex and others), providing a broad range of employment opportunities and retail and service offerings.

Building upon the previous Economic Development Strategic plans, *"Growing Economic Success"* sets forth our community's vision, goals and action steps for the Village's economic development efforts and priorities for the next five years, 2018-2022. The plan was updated based on input from approximately 150 businesses and residents obtained via online surveys and public meetings. The Plan was adopted by the Village Board at its \_\_, 2018 meeting. The Implementation Matrix, incorporated into the Plan, contains 7 Goals and 31 Action Steps and assigns specific implementation timeframes, responsible Village departments and budget considerations. Each year, Village Staff reviews the plan and prepares recommendations to the Village Board to evaluate the plan's effectiveness and make adjustments reflective of evolving priorities, staffing and budget considerations.

## VISION

The Village of Lincolnshire is a progressive community that supports its existing businesses and is committed to diversifying and expanding the Village's economic base.



- 30 miles from the Chicago Loop
- 65 miles from Milwaukee
- 20 miles from Chicago O'Hare International Airport
- 60 miles from Milwaukee General Mitchell International Airport
- Under 10 miles from Chicago Executive Airport in Wheeling, IL
- 20 miles from Waukegan National Airport in Waukegan, IL
- Direct access to full interchange at I-94 (Tollway)
- Directly served by Rte 22 (Half Day Rd) and Rte 21 (Milwaukee Ave)
- Served by several Metra trains along North Central and Milwaukee District North lines
- Served by several PACE bus routes (#272 & 626) and private transportation options
- Access to College of Lake County and Harper College training/apprenticeship programs
- Active regional economic development and tourism agencies, including Lake County Partners, Buffalo Grove Lincolnshire Chamber of Commerce and Visit Lake County CVB

## **GOAL 1: INCREASE BUSINESS SUPPORT**

- **Increase Cross-Promotion Opportunities.** Encourage local businesses, in partnership with the Buffalo Grove Lincolnshire Chamber of Commerce, to participate in cross-promotional activities, such as weekend golf getaways, “Dinner and a Show”, hotel/day spa packages, etc.
- **Increase Lincolnshire Participation in Visit Lake County Advertising.** Explore opportunities for Visit Lake County’s “cooperative advertising” program to promote Lincolnshire regionally.
- **Increase Use of Social Media.** Expand social media use across various platforms, including Facebook and Twitter, to promote business-related news, announcements and milestones, such as construction updates, grand openings and community-wide events.
- **Update Shop & Dine Guide.** Update guide annually or more frequently as needed. Customize for special events. Include a listing of Village-sponsored special events. Expand distribution to include residents, hotels, Chamber of Commerce and Visit Lake County.
- **Establish Co-Working Office Space Opportunities.** Explore partnerships with School Districts 103 and 125, as well as the Vernon Area Public Library District and local property owners to identify opportunities for sharing space with small businesses or community groups in need of office space and resources.
- **Create a Fast-Track Permit Process.** Investigate fast-track permit reviews for tenant finishes, temporary signs and special event applications. Launch credit card payments.
- **Review and Update Village Codes.** Regularly review and update Village codes to facilitate business development and growth while maintaining Lincolnshire’s quality development and aesthetic standards.
- **Establish Summer Internship Programs.** Partner with local businesses, Adlai E. Stevenson High School and Buffalo Grove Lincolnshire Chamber of Commerce and local colleges to develop and implement collaborative programs to establish summer internship opportunities for high school students.
- **Develop Workforce Development and Talent Attraction Strategies.** Partner with Lake County Workforce Development and Job Center, Lake County Partners and the Buffalo Grove Lincolnshire Chamber of Commerce to assist local businesses in training employees and attracting new talent.

## GOAL 2: ENHANCE BUSINESS COMMUNICATION

- **Conduct Regular Business Visits and Surveys.** Conduct monthly business site visits and periodic online surveys to obtain business community feedback about Village amenities, services, transportation, and other matters.
- **Publish Business Newsletter.** Regularly publish the digital business newsletter regarding topics of interest to the business community.
- **Update Business Welcome Packet.** Update Village's business welcome packet and provide it to new businesses.
- **Establish and Improve Inter-Agency Relations.** Establish and improve relations with and leverage resources of federal, state and local organizations, including, but not limited to, Illinois Department of Commerce and Economic Opportunity, Small Business Administration, Lake County Partners, College of Lake County, Harper College, Pace, Transportation Management Association of Lake Cook to assist with economic development, training, education, transportation and other forms of business assistance.

## GOAL 3: ATTRACT NEW BUSINESSES

- **Recruit New Office Users.** Actively recruit new office users in partnership with Lake County Partners, targeting biopharma, healthcare, medical instrument, professional and technology industries, as well as arts, culture and entertainment opportunities to fill office vacancies and develop vacant sites.
- **Recruit New Commercial Businesses.** Attract new chain and independently-owned Mexican, seafood, Italian, Asian, table-service pizza and casual American restaurants, bakeries, coffee shops, liquor stores, indoor children's entertainment establishments, boutiques, gift shops, art galleries, hardware and small-format department stores. Prospect based upon assessment of market conditions, gaps in products/service offerings, resident surveys, and daytime population needs.
- **Participate in Trade Shows.** Participate in annual International Council of Shopping Centers (ICSC) Deal Making sessions and other similar opportunities as they arise.

## GOAL 4: INCREASE VILLAGE SUPPORT FOR AND DIVERSITY OF SPECIAL EVENTS

- **Implement and Promote Local Community Events.** Expand special event promotion and information-sharing on the Village website, community events calendar, newsletter, kiosk, water bill and social media platforms with enhanced marketing materials. Include

Village-sponsored events as well as those sponsored by Visit Lake County, Chamber of Commerce and local businesses. Consider incorporating activities geared toward adults, seniors, teens and different demographic groups. Evaluate the feasibility of creating a dedicated website for past, current and future special events with information and photos.

- **Engage Community in Special Events.** Engage local community groups, organizations, businesses and residents regarding opportunities to organize and implement community events. Seek private sponsorships.
- **Create Small Business-Focused Promotional Events.** Partner with local shopping center owners, tenants and the Chamber to create “shop local” and extended holiday shopping hour events centered around the National Small Business Saturday, Small Business Week and Holiday Tree Lighting.

#### **GOAL 5: FACILITATE DEVELOPMENT/REDEVELOPMENT OF VACANT AND UNDERUTILIZED PROPERTIES**

- **Develop and Maintain Broker/Owner Relations.** Maintain regular contact with brokers and property owners to discuss property status and to provide Village assistance. Host industry-focused roundtable discussions as needed.
- **Initiate Dialogue with Property Owners Near Village Boundaries.** Maintain regular contact with property owners near Village boundaries to discuss development opportunities.
- **Be Open to Establishing Improvement Programs.** Be open to establishing a Tax Increment Finance District and/or a Special Service Area or a Business Improvement District to facilitate development/redevelopment, infrastructure improvements, marketing and special events along the Milwaukee Avenue Corridor and in other strategic locations in the Village.
- **Initiate Vacant Storefront Program.** Implement Vacant Storefront Program to encourage vacant building owners to maintain window displays to include community organization information or art displays from local schools.
- **Seek Grant Funding Opportunities.** Research and apply for appropriate grant funding for planning studies and infrastructure and streetscape work to facilitate property development and redevelopment.

## GOAL 6: ENHANCE ACCESS TO AND VIABILITY OF COMMERCIAL AREAS

- **Develop and Implement Wayfinding, Identification & Pedestrian Plan for Downtown.** Create a comprehensive and consistent Identification & Pedestrian Plan for the Village Downtown including: unified signage, lighting, landscaping, street furniture elements, and thematic design.
- **Improve Pedestrian/Bicycle Connections.** Provide pedestrian/bicycle path connections along Milwaukee Avenue and Half Day Road to improve access from residential neighborhoods and corporate centers to hotels, retail centers, restaurants and entertainment venues. Install signage on paths to promote businesses.
- **Improve Transportation Access.** Raise awareness about existing public and private transportation options in the business community and develop solutions to address transportation challenges in partnership with businesses and transportation entities, including last-mile connections between train stations and offices.
- **Introduce Public Art.** Evaluate the feasibility of establishing partnerships with local artists to add public art to commercial areas.

## GOAL 7: IMPLEMENT ECONOMIC DEVELOPMENT REPORTING

- **Implement Economic Development Reports.** Provide reports to the Village Board regarding economic development activities including: business site visits, new business leads, vacancies, requests for assistance, and available commercial properties.
- **Maintain Inventory of Vacant Properties and Development Opportunities.** Prepare and post a quarterly inventory of available properties and sites.
- **Update Daytime Population Data.** Update the daytime population database, including all Village-based businesses and schools, every two (2) years. Provide information to brokers and new businesses.



## ACKNOWLEDGEMENTS

### Village Board of Trustees

Elizabeth Brandt, Mayor  
Karen Feldman, Trustee  
Mara Grujanac, Trustee  
Mark Hancock, Trustee  
Gerard Leider, Trustee  
Tom McDonough, Trustee  
Dan Servi, Trustee  
Barbara Mastandrea, Village Clerk

### Village Staff

Bradly Burke, Village Manager  
Adam Letendre, Assistant Village Manager/  
Director of Community & Economic Development  
Michael Peterson, Finance Director/Treasurer  
Bradford Woodbury, Director of Public Works  
Tonya Zozulya, Economic Development Coordinator

**FIND AND GROW YOUR SPACE IN  
LINCOLNSHIRE!**





Last revised: February 2018

## ECONOMIC DEVELOPMENT STRATEGIC PLAN IMPLEMENTATION MATRIX:2018-2022

CED=Community & Economic Development; PW=Public Works;  
Admin=Administration

\$= Under \$5K; \$\$=\$5K-\$10K; \$\$\$=\$10K-\$20K; \$\$\$\$=Over \$20K

	RESPONSIBILITY	TIMEFRAME						BUDGET NEEDED
		ONGOING	2018	2019	2020	2021	2022	
<b>1 INCREASE BUSINESS SUPPORT</b>								
Increase cross-promotion opportunities	CED	X						N/A
Increase Lincolnshire participation in Visit Lake County advertising	CED	X						\$
Increase use of social media	CED; Admin	X						N/A
Update Shop & Dine Guide	CED	X						N/A
Establish co-working office space opportunities	CED			X				N/A
Create a fast-track permit process	CED		X					N/A
Review and update Village codes	CED; All departments	X						N/A
Establish summer internship programs	CED		X					N/A
Develop workforce development and talent attraction strategies	CED			X				N/A
<b>2 ENHANCE BUSINESS COMMUNICATION</b>								
Conduct regular business visits and surveys	CED			X		X		N/A
Publish business newsletter	CED; Admin	X						N/A
Update business welcome packet	CED	X						N/A
Establish and improve inter-agency relations	CED	X						N/A
<b>3 ATTRACT NEW BUSINESSES</b>								
Recruit new office users	CED	X						N/A
Recruit new commercial businesses	CED	X						N/A
Participate in trade shows	CED	X						\$



Last revised: February 2018

## ECONOMIC DEVELOPMENT STRATEGIC PLAN IMPLEMENTATION MATRIX:2018-2022

CED=Community & Economic Development; PW=Public Works;  
Admin=Administration

\$= Under \$5K; \$\$=\$5K-\$10K; \$\$\$=\$10K-\$20K; \$\$\$\$=Over \$20K

	RESPONSIBILITY	TIMEFRAME						BUDGET NEEDED
		ONGOING	2018	2019	2020	2021	2022	
<b>4 INCREASE VILLAGE SUPPORT FOR AND DIVERSITY OF COMMUNITY EVENTS</b>								
Implement and promote local community events	CED; Admin	X						N/A
Engage community in special events	CED; Admin	X						N/A
Create small business-focused promotional events	CED						X	N/A
<b>5 FACILITATE DEVELOPMENT AND REDEVELOPMENT OF VACANT AND UNDERUTILIZED PROPERTIES</b>								
Develop and maintain broker/owner relations	CED	X						N/A
Initiate dialogue with property owners near Village boundaries	CED	X						N/A
Be open to establishing improvement programs	CED; Admin; Finance	X						N/A
Initiate vacant storefront program	CED				X			
Seek grant funding opportunities	CED; Admin	X						N/A
<b>6 ENHANCE ACCESS TO &amp; VIABILITY OF COMMERCIAL AREAS</b>								
Develop and implement wayfinding, identification and pedestrian plan for downtown	CED; PW		X					N/A
Improve pedestrian/bicycle connections	PW, CED	X						N/A
Improve transportation access	CED; PW	X						N/A
Introduce public art	CED				X			N/A
<b>7 IMPLEMENT ECONOMIC DEVELOPMENT REPORTING</b>								
Implement economic development reports	CED	X						N/A
Maintain inventory of vacant properties and development opportunities	CED	X						N/A
Update daytime population data	CED		X		X		X	N/A

**REQUEST FOR BOARD ACTION  
Regular Village Board Meeting  
February 26, 2018**

**Subject:** Des Plaines River Bike Bridge Rehabilitation (Village of Lincolnshire)

**Action Requested:** Approval of Contract for the Construction Des Plaines River Bike Bridge Rehabilitation Project with Lakes & Rivers Contracting, Inc. of Lemont, IL in an Amount not to Exceed \$234,130.00 (Village of Lincolnshire)

**Originated By/Contact:** Wally Dittrich, P.E., Assistant Public Works Director/Village Engineer

**Referred To:** Mayor and Board of Trustees

**New Information since 1/22/18 COW Meeting**

*At the January 22, 2018 COW meeting, the approval of the bids for this project was deferred to a future board meeting to better determine the impact on the budget as well as the urgency of the project. Since the 1/22/18 COW meeting, Public Works has bid out numerous projects and equipment from the capital plan. While the bids for the Westminster Way watermain project and Pocket Park project came in right at budget amounts, the 2018 budget will see savings from other areas. The purchase of 2 public works trucks and asphalt patching trailer came in approximately \$51,000 under budget as the lighting project at North Park also will see a budget savings of approximately \$33,000, resulting in a total budget savings of approximately \$84,000 (withy the low bid, the project came in approximately \$71,000 over budget). Also, the scope of the bike path resurfacing project this year will likely be scaled back slightly due to an overlap with watermain work being planned for 2020. Lastly, staff responded to 4 separate issues with the bridge decking in 2017 that resulted in reports from trail users of boards needing to be fixed. Therefore, given the urgency of the repairs that are required along with overall budget savings that were realized in other areas of the budget that will accommodate this project being over budget,, staff recommends the award of this project to the lowest responsible bidder, Lakes & Rivers Contracting, Inc. This will allow the project to still be completed by late spring/early summer.*

**Summary / Background:**

In 1996, the Village constructed a 607' long bike bridge over the Des Plaines River along the north side of Half Day Road to connect the residential areas of the Village to the forest preserve and Des Plaines River bike trail located on the west side of the Des Plaines River. Repairs including repair/replacement of deteriorated structural components under the bridge, excavation of sediment under the bridge that is contributing to the deterioration of the bridge supports, as well as replacement of the timber deck planks that make up the riding surface of the bridge are included in this project. The bridge will need to be closed to travel for the duration of the project (approximately 30 days), which is anticipated to begin in early spring. The contract requires the contractor to re-open the bridge no later than May 18<sup>th</sup>

Staff opened bids on January 18, 2018. 2 bids were received and the engineers estimate for the project was \$144,884.50. This work is very specialized and some contractors were interested but stated that the project was too small to make it worth their while to bid on the project due to large travel times. Staff recommends approval of a contract with low bidder

Lakes and Rivers Contracting, Inc. of Lemont, Illinois in the amount of \$234,130.00 to perform the repairs to the bridge.



**Location Map**

**Budget Impact:**

The Village's Fiscal Year 2018 Budget included funding for these services as part of the overall \$190,000 budget for the project from the Park Development Fund. Combined with the construction engineering cost of \$26,434.00 for this project, an additional appropriation of \$70,564.00 would be required. The engineer's estimate for this project was \$144,884.50. The major discrepancy in the engineer's estimate vs. the bid amounts came in regards to the pay item for re-decking the bridge. The estimate was \$4.000/square foot vs. the as-bid price of \$20.00/square foot for removal and replacement of the timber decking. The re-decking of the bridge is a critical component to this project as the existing surface is 20 years old and has outlived its useful life. Staff was called out on at least 3 different occasions last year (including one after hours emergency call) to repair hazardous planks on the bridge. The support type for the decking is no longer utilized in newer bridges due to the limited steel members available to attach decking to. This unknown likely has been factored into the unit cost for this item by the bidders. The project could be re-bid with a lesser re-decking quantity to only address the most sever pieces of deck, however drawbacks to this alternative include:

- the remaining deck will eventually need to be replaced in the coming years
- future replacement projects will again require the Village to pay for mobilization (a \$10,000 expense for this bid)
- the unit price for a lesser quantity will likely be higher due to a larger effort and uncertainty with an intermittent replacement approach
- Village staff will still have to address this future maintenance liability
- As the bridge needs to be closed during this work, the public would need to be inconvenienced multiple times over the next few years to continue deck replacement
- Re-bidding again this year will result in the bridge being closed during the summer months where the usage is higher than the early spring construction timeframe that is currently available

**Service Delivery Impact:**

No Change

**Recommendation:**

Given the drawbacks of deferring the project or re-bidding discussed above, staff recommends approval of the bid for the rehabilitation of the Des Plaines River Bike Bridge.

**Reports and Documents Attached:**

- Bid Tab

Meeting History	
<b>Initial Referral to Village Board (COW):</b>	<b>January 23, 2017</b>
<b>Regular Village Board Meeting:</b>	<b>February 13, 2017</b>
<b>Committee of the Whole (COW):</b>	<b>January 22, 2018</b>
<b>Regular Village Board Meeting:</b>	<b>February 26, 2018</b>



Project: BID TABULATIONS - DES PLAINES RIVER BRIDGE REHABILITATION  
 Date: 1/18/2018

APPARENT LOW BIDDER									
ENGINEER'S ESTIMATE						Copenhaver Construction, Inc.		Lakes & Rivers Contracting, Inc.	
Item Number	Item	Unit of Measure	Total Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	REMOVE AND REPLACE WEATHERING STEEL MEMBER	L SUM	1	30,000.00	\$30,000.00	\$21,000.00	\$21,000.00	\$20,000.00	\$20,000.00
2	JACKING EXISTING SUPERSTRUCTURE	L SUM	1	20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$12,500.00	\$12,500.00
3	CLEARING	L SUM	1	2,500.00	\$2,500.00	\$3,200.00	\$3,200.00	\$3,500.00	\$3,500.00
4	CHANNEL EXCAVATION	CU YD	36	250.00	\$9,000.00	\$97.00	\$3,492.00	\$150.00	\$5,400.00
5	TIMBER MATTING	L SUM	1	5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$7,500.00	\$7,500.00
6	REMOVE AND REPLACE TREATED TIMBER DECK	SQ FT	7320	4.00	\$29,280.00	\$23.00	\$168,360.00	\$20.00	\$146,400.00
7	REMOVE AND REPLACE TREATED TIMBER RUB RAIL	LFT	93	6.50	\$604.50	\$50.00	\$4,650.00	\$65.00	\$6,045.00
8	REPAIR STEEL BRACING ALLOWANCE	DOLLAR	3000	1.00	\$3,000.00	\$1.00	\$3,000.00	\$1.00	\$3,000.00
9	DEBRIS DEFLECTION SYSTEM	L SUM	1	5,000.00	\$5,000.00	\$22,000.00	\$22,000.00	\$7,500.00	\$7,500.00
10	EEL LOG	FOOT	260	25.00	\$6,500.00	\$14.00	\$3,640.00	\$14.00	\$3,640.00
11	SEEDING, CLASS 1 (SPECIAL)	SQ YD	350	10.00	\$3,500.00	\$1.00	\$350.00	\$3.50	\$1,225.00
12	EROSION CONTROL BLANKET	SQ YD	350	15.00	\$5,250.00	\$2.00	\$700.00	\$3.20	\$1,120.00
13	TOPSOIL, 4"	SQ YD	350	15.00	\$5,250.00	\$5.00	\$1,750.00	\$8.00	\$2,800.00
14	TRAFFIC CONTROL AND PROTECTION	L SUM	1	5,000.00	\$5,000.00	\$11,000.00	\$11,000.00	\$3,500.00	\$3,500.00
15	MOBILIZATION	L SUM	1	15,000.00	\$15,000.00	\$49,000.00	\$49,000.00	\$10,000.00	\$10,000.00
<b>TOTAL COST FOR IMPROVEMENTS - BASE BID</b>					<b>\$144,884.50</b>		<b>\$310,142.00</b>		<b>\$234,130.00</b>

**REQUEST FOR BOARD ACTION  
Regular Village Board Meeting  
February 26, 2018**

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**Subject:** Des Plaines River Bike Bridge Rehabilitation (Village of Lincolnshire)

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**Action Requested:** Approval of a Professional Service Contract with HLR Engineering for Des Plaines River Bike Bridge Rehabilitation Construction Engineering Services at a Cost not to Exceed \$26,434.00. (Village of Lincolnshire)

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**Originated By/Contact:** Wally Dittrich, P.E., Assistant Public Works Director/Village Engineer

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**Referred To:** Mayor and Board of Trustees

**New Information since 1/22/18 COW Meeting**

*Per the discussion in the memo for the Des Plaines River Bridge bid approval regarding the budget savings being realized in other areas of the Village budget and the urgency of the project, approval of the Professional Service Contract with HLR Engineering is recommended.*

**Summary / Background:**

In 1996, the Village constructed a 607' long bike bridge over the Des Plaines River along the north side of Half Day Road to connect the residential areas of the Village to the forest preserve and Des Plaines River bike trail located on the west side of the Des Plaines River. In 2015, the Village hired HLR Engineering to perform a bridge inspection to evaluate the overall condition of the bridge and recommend repairs. The inspection report recommended a number of repairs including repair/replacement of numerous deteriorated structural components under the bridge, excavation of sediment under the bridge that is contributing to the deterioration of the bridge supports, as well as minor repairs to the timber deck planks that make up the riding surface of the bridge. In 2017, the Village Board approved an agreement with HLR to perform the design for the project. Staff recommends continuing the use of HLR's services for the construction engineering services for this project as staff has been pleased with their performance, they have a high degree of familiarity with the project, and last year did a great job as the resident engineer's on the joint repair project for the Port Clinton Bridge with the Village of Vernon Hills.

These services include serving as the villages on-site representative to ensure all work is being completed in accordance with the plans and specifications, measuring and verifying the quantities of material installed on the project, troubleshooting any issues that arise in the field during construction and coordinating the contractors work schedule and progress.

The proposal from HLR is for an amount not to exceed \$26,434.00.

**Budget Impact:**

The Village's Fiscal Year 2018 Budget included funding for these services as part of the overall \$190,000 budget for the project. The grand total for the construction cost and construction engineering cost is \$260,564.00 which is \$70,564.00 more than the total budgeted amount for this project.

**Service Delivery Impact:**

No Change

**Recommendation:**

Staff recommends approval of a professional service contract with HLR Engineering for the rehabilitation of the Des Plaines River Bike Bridge.

**Reports and Documents Attached:**

- Construction Engineering Agreement

Meeting History	
<b>Initial Referral to Village Board (COW):</b>	<b>January 23, 2017</b>
<b>Regular Village Board Meeting:</b>	<b>February 13, 2017</b>
<b>Committee of the Whole (COW):</b>	<b>January 22, 2018</b>
<b>Regular Village Board Meeting:</b>	<b>February 26, 2018</b>



December 29, 2017

Mr. Walter Dittrich, PE  
Assistant Director of Public Works  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, Illinois 60069

**Re: Construction Engineering Services Agreement  
Des Plaines River Trail Pedestrian Bridge**

Dear Mr. Dittrich:

We prepared this letter to serve as the agreement between the Village of Lincolnshire (Client) and Hampton, Lenzini and Renwick, Inc. (Consultant) for Construction Engineering services requested relative to the Des Plaines River Trail Pedestrian Bridge project.

**SCOPE OF SERVICES**

The Client and Consultant have agreed to the following list of Basic Services the Consultant will provide to the Client:

- Pre-Construction Services: Lead pre-construction meeting, review shop drawings, project setup, schedule coordination (approximately 32 hours total).
- Construction Services: On-site part-time resident engineering to perform observation, documentation, and checks of contractor crews (approximately 88 hours total during construction activities). In addition, project management, welding inspection by Material Solutions Laboratory (MSL) as outlined in the Not-To-Exceed Cost.
- Post-Construction Services: Punchlist and final inspection services will be provided to ensure that the project is acceptable to the Client. Final agreement to quantities will be performed with the contractor. Hardcopies of as-built drawings will be created and provided to the Client (with electronic files as desired). Final documentation and job box will be completed and turned into the client (approximately 32 hours total).

If agreed to in writing by the Client and Consultant, Additional Services shall be provided and shall be labeled as Exhibit B, appended hereto.

Services not set forth above as Basic Services and not listed in Exhibit A of this Agreement are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed in Exhibit A.

All services provided shall meet with the approval of the Client.

**RESPONSIBILITIES OF CLIENT**

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement that have not already been given to the Consultant during the design phase of the project. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

## COMPENSATION

<u>Employee Classification</u>	<u>2018 Hourly Rate</u>
Principal	\$205.00
Engineer 6	158.00
Engineer 5	149.00
Engineer 4	133.00
Engineer 3	119.00
Engineer 2	105.00
Engineer 1	82.00
Structural 2	175.00
Structural 1	128.00
Technician 3	116.00
Technician 2	89.00
Technician 1	70.00
Intern/Temporary	53.00
Land Acquisition	117.00
Survey 2	118.00
Survey 1	91.00
Environmental 2	124.00
Environmental 1	66.00
Administration 2	117.00
Administration 1	60.00

### Billing Terms

At this time, we estimate the cost of our services will not exceed **\$26,434.00**. Any additional services required beyond those set forth above will be charged at the rates stated above and be considered an addition to the not-to-exceed cost.

Invoices shall be submitted by the Consultant on a monthly basis, are due upon presentation and shall be considered past due if not paid within 30 calendar days of the invoice date.

### Payment Terms

Payment for our services will be made on a monthly schedule with the understanding that interest at the rate of 1.5% per month, 18% per annum, will be charged and due on all invoices 30 days or more overdue. In addition, we reserve the right to stop our services on the project if any invoice is over 30 days old. In the event legal services are required to collect our fee, cost for legal services incurred by our firm will be paid by the Client.

If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon 30 calendar days' notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement

and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.

Payments to the Consultant shall not be withheld, postponed, or made contingent on the construction, completion, or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties who may have caused Additional Services or expenses. No withholdings, deductions, or offsets shall be made from the Consultant's compensation for any reason unless the Consultant has been found to be legally liable for such amounts.

## **GENERAL TERMS AND CONDITIONS**

### **Assignment**

Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this agreement without the prior written consent of the other party. Subcontracting to sub-consultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this agreement.

### **Authorized Representatives**

The Client and Consultant hereby designate their authorized representatives to act on their behalf with respect to the services and responsibilities under this agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project on behalf of their respective parties.

#### For the Client:

Name..... Mr. Walter Dittrich, PE  
Title..... Assistant Director of Public Works  
Address ..... One Olde Half Day Road, Lincolnshire, Illinois 60069  
Office Phone..... 630-553-9583  
E-mail ..... wdittrich@lincolnshireil.gov

#### For the Consultant:

Name..... Mr. Scott Rodseth, PE  
Title..... Construction Engineering Manager  
Address ..... 380 Shepard Drive, Elgin, Illinois 60123  
Office Phone..... 847-697-6700  
Cell Phone ..... 224-828-2911  
E-mail ..... srodseth@hlreng.com

Name..... Hans Bosshardt  
Title..... Resident Technician  
Address ..... 380 Shepard Drive, Elgin, Illinois 60123  
Office Phone..... 847-697-6700  
Cell Phone ..... 571-431-9910  
E-mail ..... hbosshardt@hlreng.com

### **Changed Conditions**

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

### **Confidential Communications**

The Consultant may be required to report on or render confidential opinions about the past or current performance and/or qualifications of others engaged or being considered for engagement directly or indirectly by the Client. Those about whom reports and opinions are rendered may as a consequence initiate claims against the consultant. To help create an atmosphere in which the Consultant may freely report or express such opinions candidly in the interest of the Client, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant against all damages, liabilities, or costs arising from the rendering of such confidential opinions and reports by the Consultant to the Client or to the Client's agents.

### **Consequential Damages**

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors, or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

### **Construction Observation**

The Consultant shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and the Consultant, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the Consultant shall keep the Client informed about the progress of the Work and shall endeavor to guard the Client against deficiencies in the Work.

If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by the Consultant as Additional Services in accordance with the terms of this Agreement.

The Consultant shall not supervise, direct, or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences, or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

The Consultant shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Consultant does not

guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules, or regulations.

#### **Contractor Insurance and Indemnity Requirements**

The Client agrees, in any construction contracts in connection with this Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of Commercial General Liability Insurance (CGL). The Client further agrees to require all contractors to have their CGL policies endorsed to name the Client, the Consultant, and its sub-consultants as Additional Insureds and to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors. The Client shall require all contractors to furnish to the Client and the Consultant certificates of insurance as evidence of the required insurance prior to commencing work and upon renewal of each policy during the entire period of construction. In addition, the Client shall require that all contractors will, to the fullest extent permitted by law, indemnify and hold harmless the Client, the Consultant, and its sub-consultants from and against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the Project, including all claims by employees of the contractors.

#### **Corporate Protection**

It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against Hampton, Lenzini and Renwick, Inc., a Delaware corporation, and not against any of the Consultant's individual employees, officers, or directors.

#### **Defects in Service**

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

#### **Delays**

The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war, or other emergencies or acts of God; failure of any government agency or utility to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

#### **Entire Agreement**

This Agreement, comprising pages 1 through 10, and Exhibit A, is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings, and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

### **Extension of Protection**

The Client agrees that any and all limitations of the Consultant's liability and indemnifications by the Client to the Consultant shall include and extend to those individuals and entities the Consultant retains for performance of the services under this Agreement, including but not limited to the Consultant's officers, partners, and employees and their heirs and assigns, as well as the Consultant's sub-consultants and their officers, employees, heirs and assigns.

### **Governing Law and Jurisdiction**

The Client and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation, and performance shall be governed by the laws of the State of Illinois.

It is further agreed that any legal action between the Client and the Consultant arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the County of Kane, Illinois.

### **Hazardous Materials – Suspension of Services**

Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

### **Indemnification**

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

### **Jobsite Safety**

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees at a construction/project site, shall relieve the General Contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, the Consultant, and the Consultant's sub-consultants

shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

### **Mediation**

In an effort to resolve any conflicts that arise during the construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers, and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

### **Notice of Delay**

If the Consultant becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Client, the Client's consultants, or any other cause beyond the control of the Consultant, which will result in the schedule for performance of the Consultant's services not being met, the Consultant shall promptly notify the Client. If the Client becomes aware of any delays or other causes that will affect the Consultant's schedule, the Client shall promptly notify the Consultant. In either event, the Consultant's schedule for performance of its services shall be equitably adjusted.

### **Ownership of Instruments of Service**

The Client acknowledges the Consultant's construction documents, including electronic files, as instruments of professional service. Nevertheless, the final documents prepared under this Agreement shall become the property of the Client upon completion of services and payment in full of all fees due to the Consultant. The Client shall not reuse or make any modification to the final documents without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants against any damages, liabilities, or costs, arising from the unauthorized reuse or modification of the documents by the Client or any person or entity that acquires or obtains the documents from or through the Client without the written authorization of the Consultant.

### **Quality Control**

The Consultant agrees to maintain written quality control procedures for the general guidance of its staff in providing services under this Agreement. Such procedures may be modified by the Consultant from time to time as appropriate to the Consultant's professional practice. The Consultant shall utilize these quality-control procedures to the extent practicable in rendering services in accordance with the standard of professional care.

### **Requests for Clarification or Interpretation**

The Contractor may, after exercising due diligence to locate required information, request from the Consultant clarification or interpretation of the requirements of the Contract Documents. The Consultant shall, with reasonable promptness, respond to such Contractor's requests for clarification or interpretation. However, if the information requested by the Contractor is apparent from field observations, is contained in the Contract Documents, or is reasonably inferable from them, the Contractor shall be responsible to the Client for all reasonable costs charged by the Consultant to the Client for the Additional Services required to provide such information.

### **Right of Entry**

The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder. Although the Consultant will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may

unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities or connected in any way with the discovery of hazardous materials or suspected hazardous materials on the property.

### **Severability**

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of the Agreement shall remain in full force and effect.

### **Shop Drawing Review**

The Consultant shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples, and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor. The Consultant's review shall be conducted with reasonable promptness while allowing sufficient time in the Consultant's judgment to permit adequate review. Review of a specific item shall not indicate that the Consultant has reviewed the entire assembly of which the item is a component. The Consultant shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Consultant in writing by the Contractor. The Consultant shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

### **Standard of Care**

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

### **Supplanting of Former Consultant**

In consideration of the risks and rewards involved in this Project, the Client agrees, to the maximum extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from any negligent acts, errors or omissions by any prior consultant employed by the Client on this project and from any claims of copyright or patent infringement by the Consultant arising from the use of any documents prepared or provided by the Client or any prior consultant of the Client's. The Client warrants that any documents provided to the Consultant by the Client or by the prior consultant may be relied upon as to their accuracy and completeness without independent investigation by the supplanting Consultant and that the Client has the right to provide such documents to the supplanting Consultant free of any claims of copyright or patent infringement or violation of any other party's rights in intellectual property.

### **Suspension of Services**

If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.

If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

### **Termination**

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

### **Third-Party Beneficiaries**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this Project to carry out the intent of this provision.

### **Unauthorized Changes**

In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Consultant without obtaining the Consultant's prior written consent, the Client shall assume full

Mr. Walter Dittrich, PE  
Village of Lincolnshire  
December 29, 2017  
Page 10

responsibility for the results of such changes. Therefore the Client agrees to waive any claim against the Consultant and to release the Consultant from any liability arising directly or indirectly from such changes.

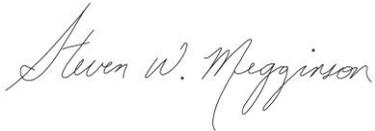
In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities, or costs, including reasonable attorneys' fees and costs of defense, arising from such changes.

In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Consultant's construction documents without the prior written approval of the Consultant and that further requires the Contractor to indemnify both the Consultant and the Client from any liability or cost arising from such changes made without such proper authorization.

If this agreement meets with the Village of Lincolnshire's approval, please have the proper Village officials sign and date where indicated on the next page and return one (1) copy for our file. If you have questions on any of the above, please call Scott Rodseth at our Elgin office at 224-828-2911 or srodseth@hlreng.com.

Yours truly,

**HAMPTON, LENZINI AND RENWICK, INC.**



Steve Megginson, PE, SE  
Vice President

Enclosure

**ACCEPTANCE**

The terms and conditions of this letter agreement are hereby accepted by the Village of Lincolnshire for Construction Engineering services set forth above.

By \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

**ATTEST:**

By \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_



**VILLAGE OF LINCOLNSHIRE**  
**PHASE III CONSTRUCTION ENGINEERING SERVICES**  
**DES PLAINES RIVER TRAIL PEDESTRIAN BRIDGE REPAIRS**  
**DETAILED COST BREAKDOWN**

Task	Description	Employee Classification				Direct Costs	Hours	Fee
		E6	STR 2	T3	T2			
<b>1. CONSTRUCTION ENGINEERING</b>								
	Project Administration and QA/QC	6					6	\$ 948.00
	Pre-Construction Services						0	\$ -
	Pre-Construction Meeting	4		4			8	\$ 1,096.00
	Shop Drawing Review		4	4			8	\$ 1,164.00
	Project Setup and Preliminary Coordination			24			24	\$ 2,784.00
	Construction Services						0	\$ -
	Construction Observation and Site Monitoring			86			86	\$ 9,976.00
	Progress Meetings	2	2	2			6	\$ 898.00
	Welding Inspection					\$ 5,500.00	0	\$ 5,500.00
	Post-Construction Services						0	\$ -
	Punchlist and Final Inspection			8			8	\$ 928.00
	Final Agreement to Quantities			2			2	\$ 232.00
	As-Built Drawings			2	4		6	\$ 588.00
	Job Box Finalization/Submittal			20			20	\$ 2,320.00
	<b>Sub-Total</b>	<b>12</b>	<b>6</b>	<b>152</b>	<b>4</b>	<b>\$ 5,500.00</b>	<b>174</b>	<b>\$ 26,434.00</b>



December 22, 2017

Mr. Scott Rodseth  
Hampton Lenzini and Renwick, Inc.

**Proposal to provide welding inspection services for the Des Plaines River Trail Pedestrian Bridge Repair project located in the Village of Lincolnshire. MSL Proposal #3083.**

This proposal is to provide construction observation services and welding inspection to Hampton Lenzini and Renwick, Inc. for services in conjunction with the above referenced project. The services authorized are described below:

- Visual and magnetic particle inspection of existing members in the area of removed connections
- Verify proper field welding procedures are followed
- Non-destructive testing of completed welds, including magnetic particle and ultrasound inspection
- Prepare and transmit field reports for project files

**Unit Rates:**

Welding Inspector \$ 125.00/hour

**Cost Estimate:**

Welding Inspector = \$125 x 8 hours x 5.5 days = \$ 5,500  
**Total = \$ 5,500**

The services outlined above will be performed and invoiced at the corresponding unit rates by an MSL field representative. The above rates will be in effect until January 1<sup>st</sup>, 2019 for the above mentioned project.

- Technician hours in excess of eight hours per day and on Saturdays will be charged 1.4 times the rates specified above and 2.0 for Sundays and Holidays.

We will invoice for our services on a monthly basis. Each invoice will summarize accumulative expenses to date. We will also highlight any additional services that have been approved so that they may be back-charged to the responsible party, if necessary. Payment of our invoices within 30 days is expected for services to continue on the project.

MSL Corp

Signature

Daniel Tiltges, P.E. President

Name & Title

12/22/2017

Date

Accepted by:

\_\_\_\_\_(Client)

Signature

Name & Title (Please Print Name and Title)

Date