



VILLAGE OF LINCOLNSHIRE

AGENDA SPECIAL VILLAGE BOARD Virtual Meeting Tuesday, September 29, 2020 6:30 p.m. (New Start Time)

This meeting will be conducted by audio or video conference without a quorum of the public body physically present because of a disaster declaration related to COVID-19 public health concerns affecting the Village of Lincolnshire. The Mayor determined that an in-person meeting at the Village Hall with all participants is not practical or prudent because of the disaster.

PUBLIC REMOTE PARTICIPATION OPTIONS

View/Listen - Watch live on Cable Channel 10 or <https://zoom.us/j/94506420355>

- Listen live via phone 312-626-6799 (Access Code = 945-0642-0355).
- Meetings posted to www.lincolnshireil.gov/government/about/agendas-minutes-packets-video the day after meeting.
- **Public Comment – Items Not Requiring a Public Hearing**
 - [Rules for public comment during virtual meetings](#) can be found on the Village website on the “Transparency” webpage.
 - Call 847-913-2312 to leave a voicemail message with your comment by 5:00 p.m. on Monday, September 29, 2020. For members of the public leaving voicemails, the voicemails must be:
 - Articulate and audibly comprehensible.
 - Inclusive of the commenter’s name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than two minutes in length.
 - Free of any abusive or obscene language.
 - Email your comment to VOLPublicComment@lincolnshireil.gov by 5:00 p.m. on Monday, September 29, 2020. You may also submit a letter by dropping it off in the Village Hall vestibule or mailing it via the United States Postal Service. For members of the public submitting comment via email or letter, the written notice must be:
 - Typed or written legibly.
 - Inclusive of the commenter’s name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing.
 - No more than 200 words in length.
 - Free of any abusive or obscene language.
 - Comments received before the meeting will be read concurrent with respective agenda item. Comments may be sent to the VOLPublicComment@lincolnshireil.gov email address during the meeting, but it is not guaranteed they will be read until the end of the meeting.

CALL TO ORDER

1.0 ROLL CALL

2.0 PLEDGE OF ALLEGIANCE

3.0 EXECUTIVE SESSION

- 3.1 Pending or Imminent Litigation – 5 ILCS 120/2(c)(11)

4.0 REPORTS OF OFFICERS

- 4.1 Mayor's Report
- 4.2 Village Clerk's Report
- 4.3 Village Treasurer's Report
 - 4.31 Revenues and Expenditures for the Month of August, 2020
- 4.4 Village Manager's Report

5.0 PAYMENT OF BILLS

- 5.1 Bills Presented for Payment on September 29, 2020 in the amount of \$634,431.67

6.0 CITIZENS WISHING TO ADDRESS THE BOARD (on non-agenda items only)

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 September 14, 2020 Regular Village Board Meeting Minutes
- 7.2 Approval of September 14, 2020 Committee of the Whole Meeting Minutes
- 7.3 Approval of an Ordinance Amending Title 6 (Zoning), Chapter 2 (Zoning Definitions), and Chapter 3 (General Zoning Regulations); and Title 11 (Misdemeanors), Chapter 13 (Animals) of the Lincolnshire Village Code to Define and Regulate Certain Accessory Structures and Uses (Urban Agriculture) (Village of Lincolnshire)
- 7.4 Approval of an Intergovernmental Agreement with the Northfield Township Technology Consortium for Internet Services (Village of Lincolnshire)
- 7.5 Acceptance of Public Improvements for Camberley Club Subdivision (Pulte Homes)
- 7.6 Acceptance of Public Improvements for Lincolnshire Trails (MI Homes)
- 7.7 Approval of an Intergovernmental Agreement Between the State of Illinois, Illinois Department of Transportation (IDOT) and Village of Lincolnshire for Sustained Traffic Enforcement Program (STEP) Grant for Federal Fiscal Year 2021 (Village of Lincolnshire)

8.0 ITEMS OF GENERAL BUSINESS

8.1 Planning, Zoning & Land Use

8.2 Finance and Administration

8.21 Approval of a Release and Settlement Agreement by and between the NorthShore University HealthSystem and the Village of Lincolnshire.

8.22 Ratification of Master Contract between the Government Information Technology Consortium (GovITC) and InterDev LLC for Information Technology Services (Village of Lincolnshire)

8.3 Public Works

8.31 Approval of a Resolution to Amend a Recreational Path Easement for 2840 Half Day Road & 23437 Old Mill Road (Waiver of First Reading – Village of Lincolnshire)

8.4 Police

8.5 Parks and Recreation

8.6 Judiciary and Personnel

9.0 REPORTS OF SPECIAL COMMITTEES

10.0 UNFINISHED BUSINESS

11.0 NEW BUSINESS

12.0 EXECUTIVE SESSION (None)

13.0 ADJOURNMENT

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.



Revenue and Expense Budget Summary

Period Ending: 08/31/2020
Fiscal Year: 2020

	2019 Year-To-Date			2020 Year-To-Date		
	Revenue	Expense	OVER/(UNDER)	REVENUE	EXPENSE	OVER/(UNDER)
GENERAL FUND						
Revenue	8,236,044			6,934,395		
Administration		224,026			249,071	
Finance		241,198			243,165	
Police		2,330,097			2,296,945	
Community & Economic Dev.		576,901			545,262	
Insurance / Common		1,119,604			1,150,328	
PW: Administration		191,751			167,426	
PW: Streets & Storm Water		822,858			796,273	
PW: Forestry & Parks		957,903			795,458	
PW: Facilities		120,360			112,528	
Debt & Transfers		700,000			-	
TOTAL GENERAL FUND	\$ 8,236,044	\$ 7,284,698	\$ 951,346	\$ 6,934,395	\$ 6,356,456	\$ 577,939
ENTERPRISE FUNDS						
Water & Sanitary Sewer Revenue	3,192,247			3,172,738		
Water & Sanitary Sewer Administration		963,173			697,382	
Water & Sanitary Sewer Operating		2,490,068			2,499,205	
Water & Sanitary Sewer Improvements	1,545,777	997,681		583,100	186,097	
TOTAL ENTERPRISE FUNDS	\$ 4,738,024	\$ 4,450,923	\$ 287,101	\$ 3,755,838	\$ 3,382,684	\$ 373,154
NON-OPERATING FUNDS						
Motor Fuel Tax	121,410	-	121,410	343,784	-	343,784
Fraud Alcohol Drug Enforcement	6,658	6,417	241	2,739	78	2,661
Vehicle Maintenance	321,140	359,490	(38,350)	339,367	336,490	2,877
Park Development	781,181	-	781,181	137,082	-	137,082
General Capital	-	542,038	(542,038)	71,780	1,708,451	(1,636,671)
TOTAL NON-OPERATING FUNDS	\$ 1,230,389	\$ 907,945	\$ 322,444	\$ 894,752	\$ 2,045,019	\$ (1,150,267)
TRUST FUNDS						
Police Pension Fund**	3,019,688	1,031,818	1,987,870	1,216,611	829,751	386,860
Sedgebrook SSA	603,244	1,152,758	(549,514)	691,969	1,149,600	(457,631)
TOTAL TRUST FUNDS	\$ 3,622,932	\$ 2,184,575	\$ 1,438,357	\$ 1,908,580	\$ 1,979,351	\$ (70,771)

***The Police Pension amounts are as of 07/31/2020. The Pension Board contracts their accounting services: which sometimes results in a*



VILLAGE OF
LINCOLNSHIRE

Revenues and Expenses by Fund

Period Ending **08/31/2020**
Percent of Fiscal Year Complete **66.7%**

	Annual Budget	Year-to-Date	% Used	Significant Facts
GENERAL FUND				
REVENUES				
Taxes	11,001,000	5,876,826	53.4%	Sales Tax % of Budget 62.9% Local HR Sales Tax % of Budget 62.6% Food & Beverage % of Budget 41.5% Room & Admission % of Budget 30.5% Real Estate Transfer % of Budget 149.1%
03/17/20: Restaurants close to dine-in service				
03/17/20-08/21/20: Regal Lincolnshire closed				
03/13/20 (re-opening anticipated 03/2021): Marriott Theater closes				
05/29/20 Illinois enters Phase 3: Restaurants open for outdoor dining				
06/26/20 Illinois enters Phase 4- Restaurants open for limited indoor dining				
Licenses & Fees	814,050	459,811	56.5%	Building Permit Fee Revenue \$145,176 Bldg Permits % of Licenses & Fees 31.6%
Fines & Forfeitures	234,000	129,570	55.4%	
Allotments, Grants & Reimbursements	458,000	248,594	54.3%	
Miscellaneous	87,300	34,386	39.4%	
Other Income	240,000	185,208	77.2%	03/15/20: Fed lowers rate to 0 to 1/4 percent
TOTAL REVENUES	\$ 12,834,350	\$ 6,934,395	54.0%	
EXPENSES				
Personnel Expenses	339,890	230,354	67.8%	
Contractual Services	3,200	-	0.0%	
Other Charges	32,100	18,717	58.3%	
Administration	375,190	249,071	66.4%	
Personnel Expenses	325,220	221,646	68.2%	
Contractual Services	22,590	21,027	93.1%	
Other Charges	4,400	491	11.2%	
Finance	352,210	243,165	69.0%	
Personnel Expenses	4,045,400	2,041,989	50.5%	
Contractual Services	163,960	79,448	48.5%	
Commodities	45,300	18,598	41.1%	
Other Charges	120,390	38,138	31.7%	
Transfers Out	178,160	118,773	66.7%	
Police	4,553,210	2,296,945	50.4%	
Personnel Expenses	509,730	354,155	69.5%	
Contractual Services	191,450	57,144	29.8%	
Other Charges	550,470	130,570	23.7%	
Transfers Out	5,090	3,393	66.7%	
Community & Economic Dev.	1,256,740	545,262	43.4%	
Contractual Services	1,557,970	1,144,514	73.5%	
Commodities	13,000	4,282	32.9%	
Other Charges	70,000	1,533	2.2%	
Insurance & Common	1,640,970	1,150,328	70.1%	
Public Works				
Personnel Expenses	222,200	152,911	68.8%	
Contractual Services	41,500	6,432	15.5%	
Other Charges	13,130	8,083	61.6%	
Admin	276,830	167,426	60.5%	
Personnel Expenses	600,100	377,984	63.0%	
Contractual Services	496,500	238,003	47.9%	
Commodities	112,800	70,330	62.3%	
Other Charges	15,830	8,142	51.4%	
Transfers Out	152,720	101,813	66.7%	
Streets	1,377,950	796,273	57.8%	
Personnel Expenses	608,400	357,619	58.8%	
Contractual Services	679,080	330,631	48.7%	Includes Insurance Covered Exp
Commodities	51,500	20,814	40.4%	
Other Charges	13,230	8,340	63.0%	
Transfers Out	117,080	78,053	66.7%	
Parks & Open Space	1,469,290	795,458	54.1%	

	Annual Budget	Year-to-Date	% Used	Significant Facts
Contractual Services	139,520	94,230	67.5%	
Commodities	19,000	13,612	71.6%	
Other Charges	3,000	1,293	43.1%	
Transfers Out	5,090	3,393	66.7%	
Buildings & Grounds	166,610	112,528	67.5%	
Transfers Out	1,326,180	-	0.0%	
Debt & Transfers	1,326,180	-	0.0%	
TOTAL EXPENSES	\$ 12,795,180	\$ 6,356,456	49.7%	
<u>WATER & SEWER FUND</u>				
<u>REVENUES</u>				
Licenses & Fees	5,243,300	3,163,746	60.3%	
Miscellaneous Revenue	12,000	7,748	64.6%	
Other Income	5,000	1,245	24.9%	03/15/20: Fed lowers rate to 0 to 1/4 percent
TOTAL REVENUES	\$ 5,260,300	\$ 3,172,738	60.3%	
<u>EXPENSES</u>				
Personnel Expenses	274,060	188,419	68.8%	
Contractual Services	245,830	200,590	81.6%	
Commodities	1,440	476	33.0%	
Other Charges	2,320	1,550	66.8%	
Other Expenses	-	2	0.0%	
Transfers Out	408,460	306,345	75.0%	
Administration	932,110	697,382	74.8%	
Personnel Expenses	565,200	396,356	70.1%	
Contractual Services	3,590,930	2,015,749	56.1%	
Commodities	27,950	23,256	83.2%	
Other Charges	34,550	29,903	86.6%	
Transfers Out	50,910	33,940	66.7%	
Operating	4,269,540	2,499,205	58.5%	
TOTAL EXPENSES	\$ 5,201,650	\$ 3,196,587	61.5%	
<u>WATER & SEWER IMPROVEMENT FUND</u>				
<u>REVENUES</u>				
Licenses & Fees	200,000	275,274	137.6%	
Miscellaneous Revenue	-	-	0.0%	
Other Income	7,000	1,481	21.2%	03/15/20: Fed lowers rate to 0 to 1/4 percent
Transfers	2,940,710	306,345	10.4%	
TOTAL REVENUES	\$ 3,147,710	\$ 583,100	18.5%	
<u>EXPENSES</u>				
Capital Outlay	3,138,000	186,097	5.9%	
TOTAL EXPENSES	\$ 3,138,000	\$ 186,097	5.9%	
<u>MOTOR FUEL TAX FUND</u>				
<u>REVENUES</u>				
Allotments, Grants & Reimbursements	184,000	343,346	186.6%	includes Rebuild Illinois Grant Revenue
Other Income	1,000	438	43.8%	03/15/20: Fed lowers rate to 0 to 1/4 percent
TOTAL REVENUES	\$ 185,000	\$ 343,784	185.8%	
<u>EXPENSES</u>				
Capital Projects	-	-	0.0%	
TOTAL EXPENSES	\$ -	\$ -	0.0%	
<u>FRAUD, ALCOHOL & DRUG ENFORCEMENT FUND</u>				
<u>REVENUES</u>				
Other Income	-	2,739	0.0%	
TOTAL REVENUES	\$ -	\$ 2,739	0.0%	
<u>EXPENSES</u>				
Other Charges	11,990	78	0.7%	
Transfers	50,000	-	0.0%	
TOTAL EXPENSES	\$ 61,990	\$ 78	0.1%	

Annual Budget	Year-to-Date	% Used	Significant Facts
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VEHICLE MAINTENANCE FUND

REVENUES

Transfers	509,050	339,367	66.7%
TOTAL REVENUES	\$ 509,050	\$ 339,367	66.7%

EXPENSES

Personnel Expenses	203,100	135,799	66.9%
Contractual Services	162,400	100,385	61.8%
Commodities	134,800	95,705	71.0%
Other Charges	8,750	4,600	52.6%
TOTAL EXPENSES	\$ 509,050	\$ 336,490	66.1%

PARK DEVELOPMENT FUND

REVENUES

Other Income	178,170	137,082	76.9%
TOTAL REVENUES	\$ 178,170	\$ 137,082	76.9%

03/15/20: Fed lowers rate to 0 to 1/4 percent

EXPENSES

Other Charges	-	-	0.0%
Transfers	1,044,000	-	0.0%
TOTAL EXPENSES	\$ 1,044,000	\$ -	0.0%

GENERAL CAPITAL

REVENUES

Grants	-	5,175	0.0%
Other Income	917,740	66,605	7.3%
Transfers In	(112,070)	-	0.0%
TOTAL REVENUES	\$ 805,670	\$ 71,780	8.9%

EXPENSES

Facilities	797,500	253,158	31.7%
Equipment	144,500	116,730	80.8%
Furniture & Fixtures	-	-	0.0%
Storm Sewer & Water	520,000	60,882	11.7%
Parks	1,534,500	452,967	29.5%
Roadways	1,392,500	824,715	59.2%
Vehicles	150,000	-	0.0%
Miscellaneous Capital	7,500	-	0.0%
TOTAL EXPENSES	\$ 4,546,500	\$ 1,708,451	37.6%

POLICE PENSION FUND**

REVENUES

Taxes	959,500	439,654	45.8%
Miscellaneous Revenue	254,300	162,149	63.8%
Other Income	489,000	614,808	125.7%
TOTAL REVENUES	\$ 1,702,800	\$ 1,216,611	71.4%

Property Taxes

Investment Income (03/15/20: Fed lowers rate)

EXPENSES

Contractual Services	95,800	63,586	66.4%
Other Charges	7,000	-	0.0%
Other Charges	1,600,000	766,165	47.9%
TOTAL EXPENSES	\$ 1,702,800	\$ 829,751	48.7%

**The Police Pension amounts are as of 07/31/2020.

The Pension Board contracts their accounting services; which sometimes results in a reporting delay.

SEDGEBROOK SSA

REVENUES

Taxes	1,159,690	679,439	58.6%
Other Income	21,000	12,531	59.7%
TOTAL REVENUES	\$ 1,180,690	\$ 691,969	58.6%

Interest Income (03/15/20: Fed lowers rate to

EXPENSES

Contractual Services	16,620	225	1.4%
Capital Outlay	1,164,070	1,149,375	98.7%
TOTAL EXPENSES	\$ 1,180,690	\$ 1,149,600	97.4%



VILLAGE OF
L I N C O L N S H I R E

AGENDA ITEM 5.1

**BILLS PRESENTED FOR PAYMENT
09/29/2020**

General Fund	\$	124,528.82
Water & Sewer Fund	\$	383,109.04
Motor Fuel Tax		
Water & Sewer Improvement Fund	\$	34,727.74
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	1,298.30
Park Development Fund		
Sedgebrook SSA		
General Capital Fund	\$	90,767.77
Grand Total	\$	634,431.67

Brad Burke, Village Manager

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
 INVOICE DUE DATES 09/15/2020 - 09/29/2020
 JOURNALIZED
 BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: 231 OLD HALF DAY PROPERTIES, LLC		
20200922-231	BD Tree Bond Refund - 231 Olde Half Day	3,600.00
TOTAL VENDOR 231 OLD HALF DAY PROPERTIES		3,600.00
VENDOR NAME: A T & T		
148060081-09/20	09/12 - 10/11/20 NP Internet Svc	67.58
TOTAL VENDOR A T & T		67.58
VENDOR NAME: ADOBE SYSTEMS INCORPORATED		
2020-09	September 2020 Creative Cloud Suite	53.11
TOTAL VENDOR ADOBE SYSTEMS INCORPORATE		53.11
VENDOR NAME: ADVANCED BUSINESS GR		
00022794	September 2020 site-to-site VPN	125.00
TOTAL VENDOR ADVANCED BUSINESS GR		125.00
VENDOR NAME: ALLEGIANT FIRE PROTECTION LLC		
S0017825	Fire Extinguisher Testing - Public Works	128.00
TOTAL VENDOR ALLEGIANT FIRE PROTECTION L		128.00
VENDOR NAME: AMAZON.COM		
111990031416898	Disinfectant for Village - COVID-19	59.99
111804108215778	Engineering Ruler & Sunscreen for PW	34.99
111568244870450	Multi-Purpose Cleaner - COVID-19	98.82
111439386557874	Headphones - Utilities Division	28.00
111300562839418	(2) Utility Cloth Rolls	90.84
111-2332742-187	Red/Blue emergency lights for patrol bike	83.96
112-42698-39130	Sharpie, post-it notes, label tape, & 9 X 1	78.69
TOTAL VENDOR AMAZON.COM		475.29
VENDOR NAME: AMERICAN PLANNING ASSOC-ILLINOIS CH		
REFYILVLNNH	2020 Fall American Planning Association	127.38
TOTAL VENDOR AMERICAN PLANNING ASSOC-IL		127.38
VENDOR NAME: AMERICAN PUBLIC WORKS ASSOCIATION		
21900-20/21	APWA Membership Renewal 11-1-20 to 1	1,225.00
TOTAL VENDOR AMERICAN PUBLIC WORKS ASS		1,225.00
VENDOR NAME: AMERICAN WELDING & GAS, INC.		
07318315	Gas Cylinder Rental	125.15
TOTAL VENDOR AMERICAN WELDING & GAS, IN		125.15
VENDOR NAME: ANCEL GLINK DIAMOND BUSH		
77618a	BD Bond Escrow Attorney Fee_Kirsch Sub	0.75
77618a_balance d	BD Bond Escrow Attorney Fee_Kirsch Sub	58.00
77618b	BD Bond Escrow Attorney Fee_Fat Rosie's	117.50
2020-08A	August 2020 Legal Fees	7,668.37
TOTAL VENDOR ANCEL GLINK DIAMOND BUSH		7,844.62
VENDOR NAME: ATL FIRST AID, INC		
16598	First Aid Supplies - North Park	44.17
TOTAL VENDOR ATL FIRST AID, INC		44.17
VENDOR NAME: B & F CONSTRUCTION CODE SERVICES		
13328	August 2020 Inspections	1,232.50
9 TOTAL VENDOR B & F CONSTRUCTION CODE SE		1,232.50

INVOICE DUE DATES 09/15/2020 - 09/29/2020

JOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BADE SUPPLY		
38559	Bee Spray	57.00
38558	Hand Soap, Paper Cups, Forks, Garbage	404.77
TOTAL VENDOR BADE SUPPLY		461.77
VENDOR NAME: BAXTER & WOODMAN INC.		
0213725	2020 Phase 3 Engineering Resurfacing	16,290.88
190274.60	Phase 3 Engineering - Bike Path Resurfaci	6,496.38
TOTAL VENDOR BAXTER & WOODMAN INC.		22,787.26
VENDOR NAME: BENI STAR		
10012020	October 2020 O65 Medical Premiums	1,023.04
TOTAL VENDOR BENI STAR		1,023.04
VENDOR NAME: BHFX DIGITAL IMAGING		
375337	Plotter Base Charge (08/01/20 - 08/31/2	145.83
TOTAL VENDOR BHFX DIGITAL IMAGING		145.83
VENDOR NAME: BOLLINGER, LACH & ASSOC		
20527-9	Crosstown Water Main Design Segment 4	1,202.78
TOTAL VENDOR BOLLINGER, LACH & ASSOC		1,202.78
VENDOR NAME: CALL ONE		
318470	09/15/20 Monthly Phone Bill 1208882	1,008.55
TOTAL VENDOR CALL ONE		1,008.55
VENDOR NAME: CHAIN O LAKES LUMBER		
35387	Sign Post Replacement	889.06
TOTAL VENDOR CHAIN O LAKES LUMBER		889.06
VENDOR NAME: CHRISTOPHER B BURKE ENGINEERING LTD		
160599	South Village Green Professional Services	7,466.00
TOTAL VENDOR CHRISTOPHER B BURKE ENGINE		7,466.00
VENDOR NAME: CINTAS CORPORATION #47P		
4061302748	Weekly Uniform Rental - Public Works & P	111.00
4062034751	Weekly Uniform Rental - Public Works	108.58
TOTAL VENDOR CINTAS CORPORATION #47P		219.58
VENDOR NAME: CLARK BAIRD SMITH LLP		
13023	Legal/Labor General	255.00
TOTAL VENDOR CLARK BAIRD SMITH LLP		255.00
VENDOR NAME: CLARK MICHAEL		
09222020	Meal Reimbursement Impact Munitions Tr	10.00
TOTAL VENDOR CLARK MICHAEL		10.00
VENDOR NAME: COMCAST CABLE		
Sep_Oct 2020 011	Sept_Oct 2020 SCADA_101 Westminster	108.35
Sep_Oct VH Cable	Sept_Oct Village Hall Cable Box_8771100	14.81
TOTAL VENDOR COMCAST CABLE		123.16
VENDOR NAME: COMED		
6123019023-09-2	Rate 23 Street Lighting 8-5-20 to 9-3-20	228.71
1475038068-09-2	Riverside Drive (2 Street Lights) 8-4-20 t	36.99
0268410000-09-2	207 Northampton Pumping 7-31-20 to 8-	61.59

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 09/15/2020 - 09/29/2020
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: COMED		
	TOTAL VENDOR COMED	327.29
VENDOR NAME: CONSTELLATION NEWENERGY, INC.		
18230651101	Electric Supply ESR 7-30-20 to 8-28-20	4,525.78
18230326901	Electric Supply Londonderry 7-30-20 to 8	137.71
18230708501	Electric Supply WSR 7-30-20 to 8-28-20	1,820.26
18243326901	Electric Supply NP 7-31-20 to 8-31-20	1,754.99
18238871201	Electric Supply SLP 7-1-20 to 8-28-20	35.43
	TOTAL VENDOR CONSTELLATION NEWENERGY, I	8,274.17
VENDOR NAME: CORPORATE WELLNESS PARTNERS LLC		
00006025-00	DOT Random Drug Testing Clauser, Geib,	150.00
	TOTAL VENDOR CORPORATE WELLNESS PARTNE	150.00
VENDOR NAME: DIVINCI PAINTERS		
34682-2	Village Hall Soffit Repairs	3,220.00
	TOTAL VENDOR DIVINCI PAINTERS	3,220.00
VENDOR NAME: DREISILKER ELECTRIC MOTORS, INC.		
1163120	Pump #2 WSR	2,998.00
	TOTAL VENDOR DREISILKER ELECTRIC MOTORS	2,998.00
VENDOR NAME: ELEVATOR INSPECTION SERVICES		
94959	September 2020 Elevator Inspections 4@	76.00
94680	August 2020 Elevator Inspections @\$19/I	190.00
	TOTAL VENDOR ELEVATOR INSPECTION SERVIC	266.00
VENDOR NAME: ETERNALLY GREEN		
10256182020WCA	Weed Control Application - North Park Py	840.00
16182020FWCA2	Fertilization and Weed Control Application	1,635.50
	TOTAL VENDOR ETERNALLY GREEN	2,475.50
VENDOR NAME: EXTRA SPACE STORAGE		
1003660718-09-2	Various Events - September 2020 Storang	297.00
	TOTAL VENDOR EXTRA SPACE STORAGE	297.00
VENDOR NAME: FEDEX		
7-111-92581	Tactical Electronics Repairs Shipping Cost	12.72
	TOTAL VENDOR FEDEX	12.72
VENDOR NAME: FIRST MIDWEST BANK		
0820a	08 2020 Lockbox Service	357.60
0820	07 2020 Lockbox Service (2)	113.20
	TOTAL VENDOR FIRST MIDWEST BANK	470.80
VENDOR NAME: FOREMAN, JD		
34631	Vavle Leak on Port Clinton	405.93
328031	Water Parts	210.00
	TOTAL VENDOR FOREMAN, JD	615.93
VENDOR NAME: GEWALT HAMILTON ASSOCIATES		
4904.403-1	ITEP Phase 2 Design - Riverwoods Path	1,143.57
4904.403-2	ITEP Phase 2 Design - Riverwoods Path	544.80
	TOTAL VENDOR GEWALT HAMILTON ASSOCIATE	1,688.37
VENDOR NAME: GLOEDE JASON		

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 09/15/2020 - 09/29/2020
JOURNALIZED
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: GLOEDE JASON		
09222020	Meal Reimbursement Impact Munitions Tr	10.00
TOTAL VENDOR GLOEDE JASON		10.00
VENDOR NAME: GRAINGER, INC.		
9650732630	Disposable Rubber Gloves for Fleet	42.12
TOTAL VENDOR GRAINGER, INC.		42.12
VENDOR NAME: GRAYBAR ELECTRIC COMPANY		
9316785159	North Park Lighting Upgrades	36,135.20
9316658485	North Park Lighting Upgrades	1,376.64
9316066109	North Park Lighting Upgrades	0.05
9317561120	North Park Lighting Upgrades	13,811.70
9316635763	North Park Lighting Upgrades	3,942.14
TOTAL VENDOR GRAYBAR ELECTRIC COMPANY		55,265.73
VENDOR NAME: GREEN ACRES LANDSCAPING		
2020-6189	Landscape Maintenance - Corridor Mowin	15,644.00
2020-6190	Landscape Maintenance Services - Creeks	540.00
TOTAL VENDOR GREEN ACRES LANDSCAPING		16,184.00
VENDOR NAME: HALF DAY BREWING		
2020 0630	Tax Sharing 2nd Qtr 2020	10,207.20
TOTAL VENDOR HALF DAY BREWING		10,207.20
VENDOR NAME: HIGHLAND PARK, CITY OF		
009297-08-20	08/2020 Water Purchase 11991 cuft Metr	33,035.21
009348-08-20	08/2020 Water Purchase 69805 Cuft Metr	192,312.78
TOTAL VENDOR HIGHLAND PARK, CITY OF		225,347.99
VENDOR NAME: HODGES BADGE CO.		
20016509	Grand Opening Plaque_Fat Rosie's	84.00
TOTAL VENDOR HODGES BADGE CO.		84.00
VENDOR NAME: ICON BUILDING CORP.		
20200922	BD Tree Bond Refund - 97 Elm	5,325.00
TOTAL VENDOR ICON BUILDING CORP.		5,325.00
VENDOR NAME: ILCMA		
880 1591 4542	B. Gilbertson Admin Adjudication Present	20.00
880 1591 4542a	J. Cascone Administrative Adjudication Pr	20.00
TOTAL VENDOR ILCMA		40.00
VENDOR NAME: INNER SECURITY SYSTEMS		
119711	Radio Transmitter to FD - PW Service Call	157.00
119709	Radio transmitter to fire dept - NP Servic	157.00
TOTAL VENDOR INNER SECURITY SYSTEMS		314.00
VENDOR NAME: INTERDEV, LLC		
MSP1027331	August 2020 IT Services	6,973.44
MSP1027331-2	August 2020 License Fees	308.00
TOTAL VENDOR INTERDEV, LLC		7,281.44
VENDOR NAME: INT'L SOCIETY OF ARBORICULTURE		
08272020	Jeremy Hakala ISA Exam Fee	170.00
TOTAL VENDOR INT'L SOCIETY OF ARBORICULT		170.00

INVOICE DUE DATES 09/15/2020 - 09/29/2020

JOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: KLUBER ARCHITECTS + ENGINEERS		
7355	Engineering for Village Hall Brick Repairs	2,008.33
TOTAL VENDOR KLUBER ARCHITECTS + ENGINE		2,008.33
VENDOR NAME: LAKE COUNTY DIV OF TRANSPORATION		
430028530	3rd Quarter Traffic Signal Maintenance Ju	1,262.19
TOTAL VENDOR LAKE COUNTY DIV OF TRANSPO		1,262.19
VENDOR NAME: LAKE COUNTY PUBLIC WORKS		
LCPW-09-20	Sanitary sewer treatment bill dates 7-16-	130,547.25
08-0920	Swr Conn - Cty Fees Collected 10 Properti	40,300.00
TOTAL VENDOR LAKE COUNTY PUBLIC WORKS		170,847.25
VENDOR NAME: LIBERTYVILLE CHEVROLET		
229799	Truck 242 Starter Replacement	814.21
TOTAL VENDOR LIBERTYVILLE CHEVROLET		814.21
VENDOR NAME: MCH SPORTS SURFACES, INC.		
125	North Park B-Ball Color Coating	6,280.00
TOTAL VENDOR MCH SPORTS SURFACES, INC.		6,280.00
VENDOR NAME: MCMASTER-CARR SUPPLY		
45405502	Bolts for Stock	101.08
45635709	Hydrant Bolts	29.55
TOTAL VENDOR MCMASTER-CARR SUPPLY		130.63
VENDOR NAME: MENONI & MOCOGNI, IN		
1397259	Construction Materials - Rip Rap #3	455.00
08312020	Spoil Haulings - 45 Londonderry & Oxford	3,103.70
TOTAL VENDOR MENONI & MOCOGNI, IN		3,558.70
VENDOR NAME: MID AMERICAN WATER OF WAUCONDA INC.		
233336W	200 Schelter Rd - Hydrant Replacement	1,176.45
233042W-1	Flush Box on Old Mill	120.00
232042W	Old Mill Road - Manhole Frame	160.00
TOTAL VENDOR MID AMERICAN WATER OF WAU		1,456.45
VENDOR NAME: MORTON SALT		
09222020	Malicki Home Depot Reimbursement	162.70
TOTAL VENDOR MORTON SALT		162.70
VENDOR NAME: NORTH SHORE GAS		
606253075-01-09-	Well #3 Gas Service 8-11-20 to 9-8-20	37.30
604290016-01-09-	Old Mill Liftstation 8-11-20 to 9-8-20	33.14
603028481-02-09-	NP Concession Service 8-8-20 to 9-8-20	34.36
604290016-03-09-	Farrington Liftstation 8-8-20 to 9-8-20	32.72
604290016-02-09-	Westwood Liftstation 8-11-20 to 9-9-20	34.83
60617125-01-09-2	24400 Riverwoods 8-8-20 to 9-8-20	34.85
604290016-05-09-	207A Northampton 8-8-20 to 9-8-20	35.40
604290016-04-09-	Fallstone Liftstation 8-11-20 to 9-8-20	34.39
603028481-01-09-	NP Maint. Bldg Gas Service 8-8-20 to 9-8	38.12
TOTAL VENDOR NORTH SHORE GAS		315.11
VENDOR NAME: OAK BROOK MECHANICAL SERVICES INC.		
20234	Contractor Replaced Part on VH AC Syste	832.88
TOTAL VENDOR OAK BROOK MECHANICAL SERV		832.88

INVOICE DUE DATES 09/15/2020 - 09/29/2020

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: PADDOCK PUBLICATIONS, INC.		
154816	Legal Notice_Zoning Board_09/08/2020	167.90
TOTAL VENDOR PADDOCK PUBLICATIONS, INC.		167.90
VENDOR NAME: PASQUESI HOME & GARD		
28789/1	Flowers and Pumpkins for VH & PW Fall PI	271.85
TOTAL VENDOR PASQUESI HOME & GARD		271.85
VENDOR NAME: PAYLOCITY		
107097226	09/25/20 Pay Services	663.15
TOTAL VENDOR PAYLOCITY		663.15
VENDOR NAME: PBA, INC./FLEXIBLE BENEFITS		
131341	September 2020 Flex Fees	200.00
TOTAL VENDOR PBA, INC./FLEXIBLE BENEFITS		200.00
VENDOR NAME: RIVERWOODS VILLAGE OF		
Annual_Fee_2020	Annual Sanitary Sewer Transmission Fee	7,783.97
TOTAL VENDOR RIVERWOODS VILLAGE OF		7,783.97
VENDOR NAME: RJN GROUP INC.		
355106	Sanitary Rehab Professionnal Services thr	4,202.70
TOTAL VENDOR RJN GROUP INC.		4,202.70
VENDOR NAME: RUSSO POWER EQUIPMENT		
SPI10397503	Chainsaw Chains, Files, Bar Oil & Bar Rep	321.41
TOTAL VENDOR RUSSO POWER EQUIPMENT		321.41
VENDOR NAME: SAFARILAND GROUP		
70383	Impact Munitions Training - Zange	275.00
70384	Impact Munitions Training - Clark	275.00
70385	Impact Munitions Training- J Gloede	275.00
TOTAL VENDOR SAFARILAND GROUP		825.00
VENDOR NAME: SCHELL SEALCOATING LLC		
09042020	Service Leak Restoration @ 52 Kings Cros	1,300.00
TOTAL VENDOR SCHELL SEALCOATING LLC		1,300.00
VENDOR NAME: SEGURA LANDSCAPE		
3229	2 Buckingham - Parkway Restoration	792.00
TOTAL VENDOR SEGURA LANDSCAPE		792.00
VENDOR NAME: SIMPSON M. E.		
35502	Leak Locating on 8-5-20 for 43 Lancaster	395.00
35516	Leak Locating on 8-13-20 @ 52 Kings Cro	395.00
35501	Leak Locating on 8-3-20 and 8-7-20 @ 5	725.00
TOTAL VENDOR SIMPSON M. E.		1,515.00
VENDOR NAME: SOUTH TABLE REAL ESTATE LLC		
20146116	BD Payment Refund_Village Green_185 M	500.00
B20-0012E_REFUN	BD Bond Refund	1,000.00
TOTAL VENDOR SOUTH TABLE REAL ESTATE LLC		1,500.00
VENDOR NAME: STRAND ASSOCIATES, INC.		
0164212	WSR Tank Mixers	2,861.04
0163386 14	WSR Tank Mixers Professional Services th	3,348.07

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE
INVOICE DUE DATES 09/15/2020 - 09/29/2020
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: STRAND ASSOCIATES, INC.		
0164106	Water Model Professional Services 8-1-20	11,189.82
0163155	Water Model Professional Services Profess	11,923.33
TOTAL VENDOR STRAND ASSOCIATES, INC.		29,322.26
VENDOR NAME: TRAFFIC CONTROL & PROTECTION INC.		
105163	Street Signs	521.15
TOTAL VENDOR TRAFFIC CONTROL & PROTECTI		521.15
VENDOR NAME: TRAVELERS		
583042	Youle False Arrest deductible	1,036.81
TOTAL VENDOR TRAVELERS		1,036.81
VENDOR NAME: TREES "R" US, INC.		
24561	2020 Insecticidal Treatment of Ash Trees	4,325.38
TOTAL VENDOR TREES "R" US, INC.		4,325.38
VENDOR NAME: USA BLUE BOOK		
339339	Pump #2 WSR	42.65
TOTAL VENDOR USA BLUE BOOK		42.65
VENDOR NAME: VERIZON WIRELESS		
9862700314	08/13/20 - 09/12/20 SCADA Data Plan Ut	237.14
TOTAL VENDOR VERIZON WIRELESS		237.14
VENDOR NAME: WEADICK BARRETT		
09152020	Meal Reimbursement Breath Op Training	20.00
TOTAL VENDOR WEADICK BARRETT		20.00
VENDOR NAME: ZANGE JASON		
09222020	Meal Reimbursement Impact Munitions Tr	7.76
TOTAL VENDOR ZANGE JASON		7.76
GRAND TOTAL:		634,431.67



VILLAGE OF LINCOLNSHIRE

MINUTES REGULAR VILLAGE BOARD MEETING September 14, 2020

Present:

Mayor Brandt
Trustee Hancock
Trustee Leider
Trustee Raizin
Village Attorney Simon
Chief of Police Leonas
Public Works Director Woodbury

Trustee Grujanac
Trustee Harms Muth
Trustee Pantelis
Village Clerk Mastandrea
Village Manager Burke
Village Treasurer/Finance Director Peterson
Assistant Village Manager/Community &
Economic Development Director Gilbertson

Assistant Public Works Director/Village
Engineer Dittrich

This was a remote video-conference meeting

1.0 ROLL CALL

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

2.0 PLEDGE OF ALLEGIANCE

3.0 REPORTS OF OFFICERS

3.1 Mayor's Report

3.1 Trick-or-Treating

Mayor Brandt stated Lincolnshire will be having Trick-or-Treating this year. If families want to participate they can do so. It currently meets the Re-Open Illinois Phase 4 criteria. If the state comes out with a different directive, this could change and residents will be updated. Mayor Brandt stated she has gotten a lot of feedback from the community about allowance of Trick-or-Treating; especially since Boo Bash was canceled.

3.2 Village Clerk's Report – None

3.3 Village Treasurer's Report – None

3.4 Village Manager's Report

3.41 Special Event Committee Meeting

Village Manager Burke noted Village staff held a Special Event Committee meeting to discuss different ways to celebrate leading up to Halloween since Boo Bash is not taking place this year. Staff will report back to the Board regarding their ideas. Village Manager Burke stated there was a discussion in the meeting on how the Village would help those who do not want to participate in Trick-or-Treating due to

the need for being socially distant. Staff is coming up with some guidelines to help assist with this message. One idea was for homes to download a PDF they could hang in their windows that would be visible from the roadway.

Trustee Raizin stated she also received a lot of feedback from residents and one of the ideas of the residents was instead of not participating, have a sign to put on a door, window, or mailbox if they are participating. Trustee Raizin stated a positive sign might be a better message.

3.42 Meeting Reminders

Village Manager Burke stated the second meeting in September will be held on Tuesday, September 29 which was approved on the calendar last year when considering the meeting for the year. The first meeting in October will also be held on a Tuesday due to Columbus Day.

Staff is hoping to host a hybrid meeting for September 29; Board members could participate either remotely or in-person at the Village Hall.

3.43 Leaf Collection

Staff has been getting inquiries regarding leaf collection. Village Manager Burke noted leaf collection will be happening this year, but it typically doesn't start until mid-October and staff will get the information out. Village Manager Burke noted in the past few years, leaf collection has been extended, so staff is working with Waste Management on an alternate schedule due to leaves coming down later.

3.44 April 6 Consolidated Election

Village Manager Burke reminded the Board that the petition circulation period for the April 6 consolidated election starts September 22. There are three Trustee positions whose terms will be up in 2021.

3.45 Spring Cleanup

Trustee Hancock asked about the rescheduled spring cleanup and asked if additional notification should be sent out since it has been rescheduled.

Village Manager Burke noted staff has been posting the information weekly on social media and in E-News. Village Manager Burke suggested sending out a Blackboard connect message and putting out the electronic signage boards.

4.0 PAYMENT OF BILLS

4.1 Bills Presented for Payment on September 14, 2020 in the amount of \$910,188.12

A summary of the September 14, 2020 bills prelist was presented for payment with the total being \$910,188.12. The total amount is based on \$278,500 for General Fund; \$42,700 for Water & Sewer Fund; \$2,400 for Water & Sewer Improvement Fund; \$33,400 for Vehicle Maintenance Fund; and \$553,200 for General Capital Fund.

Trustee Harms Muth asked why the General Capital Fund was such a substantial amount this pay period. Village Manager Burke stated the major expenditure is for the asphalt project; the completion of what took place over the summer months. Village Manager Burke noted there is a \$100,000 expenditure for the Whytegate Park project which included the Whytegate Park tennis courts; a \$50,000 expenditure for brick repairs at Village Hall; and \$350,000 to Schroeder Asphalt for the 2020 Paving Program which includes street and parking lot resurfacing at North Park and the Public Works Facility.

Trustee Grujanac moved and Trustee Leider seconded the motion to approve the bills prelist dated September 14, 2020 as presented. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Leider, Pantelis, Raizin

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

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

6.0 CONSENT AGENDA

6.1 Approval of August 24, 2020 Regular Village Board Meeting Minutes

6.2 Approval of August 24, 2020 Committee of the Whole Meeting Minutes

6.3 Approval of an Ordinance Amending Title 1 (Administration), Chapter 8 (Village Finances), Chapter 10 (Annexation Procedures), and Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code Regarding Planning/Application/Escrow Fees and Annexation Procedures (Village of Lincolnshire)

6.4 Approval of an Ordinance Regarding Text Amendments to Chapters 2 (Zoning Definitions) and Chapter 3 (General Zoning Regulations) of Title 6 (Zoning of the Lincolnshire Village Code to Define and Regulate Massage Businesses as Special Accessory Uses (Village of Lincolnshire)

6.5 Approval of a Contract with American Underground at a Cost not to

Exceed \$60,461.56 for the 2020 Sanitary and Storm Sewer Cleaning and Televising Project (Village of Lincolnshire)

6.6 Approval of a Resolution Approving an Agreement Pertaining to the Regulation of Traffic and Parking at 400, 450, 405, 425 and 445 South Village Green (Village Place Condominiums & Village Green of Lincolnshire Condominium Association)

Trustee Grujanac moved and Trustee Leider seconded the motion to approve the Consent Agenda as presented. The roll call vote was as follows:

AYES: Grujanac, Hancock, Harms Muth, Leider, Raizin, Pantelis
NAYS: None
ABSENT: None
ABSTAIN: None

Mayor Brandt declared the motion carried.

7.0 ITEMS OF GENERAL BUSINESS

7.1 Planning, Zoning & Land Use

7.2 Finance and Administration

7.21 Approval of an Ordinance Authorizing a Seventh Extension of a Declaration of Emergency (Village of Lincolnshire – Waiver of First Reading Requested)

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to waive the first reading of an Ordinance authorizing a seventh extension of a Declaration of Emergency. The roll call vote was as follows:

AYES: Harms Muth, Leider, Grujanac, Pantelis, Raizin, Hancock
NAYS: None
ABSENT: None
ABSTAIN: None

Mayor Brandt declared the motion carried.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve an Ordinance authorizing a seventh extension of a Declaration of Emergency. The roll call vote was as follows:

AYES: Harms Muth, Leider, Grujanac, Pantelis, Raizin, Hancock
NAYS: None
ABSENT: None
ABSTAIN: None

Mayor Brandt declared the motion carried.

7.3 Public Works

7.4 Police

7.41 Approval of an Extension to an Intergovernmental Agreement

Regarding Regional 9-1-1 Consolidate Project (Village of Lincolnshire)

Chief of Police Leonas provided a brief summary of an extension to an Intergovernmental Agreement regarding Regional 9-1-1 Consolidate Project. This will commit all municipalities involved to one more year of research, but at no cost.

Trustee Grujanac moved and Trustee Leider seconded the motion to approve an extension to an Intergovernmental Agreement regarding Regional 9-1-1 Consolidate Project. The roll call vote was as follows:

AYES: Harms Muth, Leider, Grujanac, Pantelis, Raizin, Hancock

NAYS: None

ABSENT: None

ABSTAIN: None

Mayor Brandt declared the motion carried.

7.5 Parks and Recreation

7.6 Judiciary and Personnel

8.0 REPORTS OF SPECIAL COMMITTEES

9.0 UNFINISHED BUSINESS

10.0 NEW BUSINESS

11.0 EXECUTIVE SESSION

12.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:17 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING September 14, 2020

Present:

Mayor Brandt
Trustee Hancock
Trustee Leider
Trustee Raizin
Village Attorney Simon
Chief of Police Leonas
Public Works Director Woodbury

Trustee Grujanac
Trustee Harms Muth
Trustee Pantelis
Village Clerk Mastandrea
Village Manager Burke
Treasurer/Finance Director Peterson
Assistant Village Manager/Community &
Economic Development Director Gilbertson

Planning & Development Manager Zozulya

This was a remote video-conference meeting

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 7:17 p.m., and Village Clerk Mastandrea called the Roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Planning, Zoning and Land Use

2.11 **Consideration of an Ordinance Amending the Lincolnshire Village Code Title 6 (Zoning), Chapter 2 (Zoning Definitions), and Chapter 3 (General Zoning Regulations); and Title 11 (Misdemeanors), Chapter 13 (Animals) Pertaining to Temporary Growing Structures, Beekeeping on Non-Residential Property, Chickens, and Accessory Structures (Village of Lincolnshire)**

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson provided a summary and presentation of an Ordinance amending the village code Title 6, (Zoning), Chapter 2 (Zoning Definitions), and Chapter 3 (General Zoning Regulations); and Title 11 (Misdemeanors), Chapter 13 (Animals) pertaining to temporary growing structures, beekeeping on non-residential property, chickens, and accessory structures. The presentation included background of seasonal/accessory structures and a possible pilot program for backyard chickens. Assistant Village Manager/CED Director Gilbertson noted the Zoning Board provided unanimous favorable recommendations to permit the Lincolnshire Marriott resort continue beekeeping activities and to regulate seasonal agricultural structures. Assistant Village Manager/CED Director Gilbertson requested Village Board feedback regarding the maximum number and exceptions for accessory structures, as the Zoning Board expressed interest in increasing the maximum number above the current regulation of two.

A discussion related to accessory structures and owning chickens in the Village followed. Trustee Harms Muth asked for clarification regarding the Zoning Board meeting noting her take from the meeting was that the Zoning Board thought if someone was going to have a chicken coop, this was the only accessory structure a resident could have. Assistant Village Manager/CED Director Gilbertson stated this is a correct statement, and the Zoning Board contemplated increasing the number of accessory structures if a resident wanted a chicken coop, as these property owners should not be treated differently than other property owners who do not have chicken coops but could have more than one accessory structure. The Zoning Board also contemplated increasing the overall number of accessory structures permissible in residential zoning districts.

Trustee Grujanac asked if people are allowed to have a gazebo, external screen house, or shed. Assistant Village Manager/CED Director confirmed all these structures were allowed in the Village. Trustee Grujanac asked how a shed is required to conform along the back property line. Assistant Village Manager/CED Director Gilbertson stated if a resident wants a shed, it has to be within 5' of the principal structure. If it is in the rear yard and side yards, it needs to be within 2' of the principal structure. Trustee Grujanac asked if a coop would need to follow the same guidelines as a shed. Assistant Village Manager/CED Director Gilbertson stated the recommended program parameters of the chicken coop is within 10' of the principal structure. Trustee Grujanac expressed her opinion that the Zoning Board recommendation would make an exception for the chicken coops and treat them differently than other accessory structures. Trustee Grujanac noted she felt all accessory structures should be treated similarly – particularly sheds and chicken coops.

Trustees Leider and Grujanac expressed they were not in favor of increasing the amount of accessory structures on a property. Trustee Leider queried whether the Village Board would want to be even more restrictive than current regulations. Mayor Brandt noted some of the responses from residents have opposed the idea of keeping chickens. Mayor Brandt noted some surrounding communities that have allowed this type of activity are being asked for additional pet allowances.

Trustee Harms Muth stated she was not in favor of chicken coops in R2 & R3 zoning locations. Trustee Harms Muth stated she has heard from many other residents who are not in favor of the chicken coops within residential areas.

Assistant Village Manager/CED Director Gilbertson continued his presentation with information related to beekeeping and Zoning Board consensus as it relates to beekeeping.

Assistant Village Manager/CED Director provided additional information on backyard chickens including pilot program parameters, coop

requirements, nuisance restrictions, property values impact, health considerations, and possible next steps.

Trustee Raizin asked why staff made the recommendation for a coop to be 10' from the principal structure when sheds currently are required to be 5' from the principal structure. Assistant Village Manager/CED Director Gilbertson stated the nature of the use prompted more of a setback away from the home.

Trustee Leider stated, if the Village decides to pursue this, putting guidelines in the code for taking down an inactive coop would be needed.

Trustee Grujanac stated the Village Board took nearly two years to work through changes to accessory structure regulations. She expressed her opinion this review was detailed and thorough and expressed concern about changes to the existing regulations. Trustee Grujanac stated if the Village is going to pursue permitting chickens with a setback different than current regulations, all other accessory structures would need to be reevaluated since a chicken coop has approximately the same dimensions as a shed.

Trustee Hancock expressed his opinion there has not be a significant push from residents to permit keeping chickens in residential areas. He stated there should be a certain number of residents that want to allow this in the code in order for the Village Board to consider a change to the code. Trustee Hancock expressed his opinion it appears the consensus of the Village Board is not to permit keeping chickens in residential areas, and asked what the Village will do about the people who already have chickens.

The consensus of the Board was to not pursue allowing chickens in the Village.

The discussion regarding beekeeping ensued. Trustee Raizin asked if there is a limit to how many bee hives that can be maintained at the Lincolnshire Marriott. Assistant Village Manager/CED Director Gilbertson stated he did not think this was expressed in the language of the proposed ordinance, but according to the General Manager of the Marriott, they would not have more than 12 at any given time. Assistant Village Manager/CED Director Gilbertson noted a provision regarding the maximum number of hives permissible would be added to the code.

Assistant Village Manager/CED Director Gilbertson stated the code would remain the same for accessory structures. Trustee Leider asked if the Board had any interest in considering lowering the accessory structures permitted cap from two to one. There was no interest in changing the code at this time.

It was the consensus of the Board to place this item, less the allowance of residential chicken keeping, on the Consent Agenda for approval at the next Regular Village Board Meeting.

2.2 Finance and Administration

2.21 Consideration of Annual Police Pension Fund Report (Village of Lincolnshire Police Pension Fund)

Treasurer/Finance Director Peterson thanked Mr. Steve Lee, President of the Police Pension Fund and provided a brief summary of the annual Police Pension Fund Report and funding policy.

Mr. Lee noted the Police Pension Board is created under the Illinois Pension Code and run differently from the other Advisory Boards. Mr. Lee thanked the Village Board for their ongoing support of the fund.

Mr. Lee provided a presentation regarding the Police Pension Fund including annual actuarial process, 2019 highlights, summary of 2020 actuarial valuation, financial condition indicators, recommended versus actual contribution, trend in participants and payroll, benefit payments vs. contributions, 10-year projections, projected funding policy contribution, projected financial condition indicators, funded status of Lincolnshire versus other downstate police pension plans.

Trustee Hancock asked Mr. Lee if he foresaw any significant changes to the investment policy in the next few years as a result of pension consolidation at the state level. Mr. Lee stated consolidation should permit the Lincolnshire funds to generate a better return because the state will be less restrictive on what they invest in due to the size of the consolidated fund compared to Lincolnshire's smaller fund. A discussion regarding consolidation of police pension funds into a state system and the potential for higher rates of return followed.

Mr. Lee noted the Police Pension Board requests \$1,078,136 in contributions for 2021.

It was the consensus of the Board to discuss this request during Special Committee of the Whole Budget Workshop Meetings.

2.22 Consideration of Approval of an Intergovernmental Agreement with the Northfield Township Technology Consortium for Internet Services (Village of Lincolnshire)

Assistant Village Manager/CED Director Gilbertson provided a summary of a proposed Intergovernmental Agreement with the Northfield Township Technology Consortium for internet services due to challenges with Comcast internet services. There is a need for increased bandwidth which the Northfield Township Technology Consortium can provide.

Trustee Leider noted the Village currently has onsite data storage, and asked if sometime in the future we decide to change that, would this service allow for the Village to modify this approach. Assistant Village Manager/CED Director Gilbertson stated the agreement would allow for this type of modifications.

Trustee Pantelis asked what the difference in price was for the proposed service compared to Comcast. Assistant Village Manager/CED Director Gilbertson stated the price difference is roughly \$1,100 per year. Assistant Village Manager/CED Director Gilbertson noted the internet speed would be 25 – 50 times faster than what the Village currently receives.

Village Manager Burke noted one of the biggest problems the Village has is with the data storage being onsite and the backup at Public Works. There is currently not enough bandwidth to do as robust backups as staff deems necessary. The volume of data the village has is growing year after year, so the speed is needed to accommodate regular backups. Increased speed would also enable staff to consider moving to a cloud-based service at some point in the future.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

2.23 Consideration of Requests from Citizens and Village Organizations Regarding Proposed Fiscal Year 2021 Budget (Village of Lincolnshire)

Village Manager Burke provided a summary of requests from Citizens and Village Organizations regarding proposed fiscal year 2021 budget. Staff has not received any formal requests from the organizations related to the 2021 budget. There has been some conversations staff has had with residents regarding ongoing drainage problems which will be further discussed in the budget workshops along with prioritization of drainage projects brought about by the Village-wide drainage study. Village Manager Burke noted staff is working with the Buffalo Grove Lincolnshire Chamber of Commerce as they are having some financial challenges and have requested some type of stipend or contribution from both Lincolnshire and Buffalo Grove. Both communities are working through their request but need to be further vetted before this can be brought back to the Board.

It was the consensus of the Board to discuss further if necessary during Special Committee of the Whole Budget Workshop Meetings.

2.24 Consideration and Discussion of Proposed Goals for Fiscal Year 2021 (Village of Lincolnshire)

Village Manager Burke provided proposed goals for fiscal year 2021 for feedback from the Board. Due to the pandemic, a number of the

projects have been carried over from this year to next.

It was the consensus of the Board to discuss the proposed 2021 goals during Special Committee of the Whole Budget Workshop Meetings.

2.3 Public Works

2.31 Consideration of Acceptance of Public Improvements for Camberley Club Subdivision (Pulte Homes)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the request for acceptance of public improvements for Camberley Club Subdivision.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

2.32 Consideration of Acceptance of Public Improvements for Lincolnshire Trails (MI Homes)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the request for acceptance of public improvements for Lincolnshire Trails.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

2.4 Public Safety

2.41 Consideration of Approval of an Intergovernmental Agreement Between the State of Illinois, Illinois Department of Transportation (IDOT) and Village of Lincolnshire for Sustained Traffic Enforcement Program (STEP) Grant for Federal Fiscal Year 2021 (Village of Lincolnshire)

Chief of Police Leonas provided a summary of an Intergovernmental Agreement between the State of Illinois, Illinois Department of Transportation (IDOT) and Village of Lincolnshire for Sustained Traffic Enforcement Program (STEP) Grant for Federal fiscal year 2021.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

2.5 Parks and Recreation

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

3.1 Rescheduled Spring Clean-Up

Village Manager Burke noted as a follow up from the Regular Village Board Meeting related to the rescheduled spring clean-up. This information has been

shared in the monthly utility bills but staff will look into some other methods to try to get the word out.

4.0 NEW BUSINESS

4.1 Highway Noise

Trustee Hancock stated he has received some concerns from residents regarding noise from Illinois Tollway 94. Trustee Hancock asked if the Village could research possible sound walls in the future.

Mayor Brandt stated this was requested when North Park was developed, and the Village was not successful in their request. Mayor Brandt stated there might be some validity in requesting this again.

Assistant Public Works Director/Village Engineer Dittrich stated he knows the process with the Illinois Department of Transportation (IDOT) and could walk the Board through it. Assistant Public Works Director/Village Engineer Dittrich stated once IDOT does an improvement and widens the pavement closer to a strip of residential properties, they do an analysis on increased noise levels to see if noise barriers are needed. Assistant Public Works Director/Village Engineer Dittrich stated he is uncertain as to the process for addressing existing pavement areas need for sound barrier, but would look into this and report back.

Village Manager Burke stated some of the work that was done in the past with North Park may be in the files, so staff could go through what we currently have to supplement the report. Mayor Brandt noted her memory was that there was not enough residential uses in close proximity to the tollway at the time to warrant the noise barrier. Mayor Brandt suggested reaching out to State Representative Didech to question why other areas along there have it but the Lincolnshire area does not.

Trustee Raizin asked if the increased speed limit on the tollway could have added to the sound. Assistant Public Works Director/Village Engineer noted the speed does not typically impact the sound; it is the pavement composition and proximity of homes to the roadway.

4.2 The St. James Place Project

Trustee Hancock asked if there has been any update from the developer on The St. James Place project.

Village Manager Burke noted the only update staff has is that they have been holding off on their architectural design until they see what updates need to be done regarding hygiene and health as a result of the pandemic. They do have until the first meeting in March of 2021 to have their final planned unit development (PUD) approved. Staff will reach out to see if there is any new information.

4.3 Coal Tar Sealants on Driveways

Village Manager Burke noted he had received some questions on the use of coal tar sealants on driveways and staff will report back to the Board regarding ordinances neighboring communities have regarding this use.

4.4 Florsheim Property

Village Manager Burke noted an email went out the Board regarding the Florsheim estate. The property is still being marketed for sale. The attorney from the estate is working on a possible land transaction that may come to be in the next few weeks, but this is all staff knows at this time.

4.5 Rosie’s Taco and Tequila Bar

Mayor Brandt noted Rosie’s Taco and Tequila Bar is now open for lunch and will be open for brunch. They had approached staff and the Mayor at the ribbon cutting for the desire to install heated tables and other improvements.

4.6 Lincolnshire Marriott

Mayor Brandt noted the Lincolnshire Marriott is currently having concerts outside and converted the theater to provide for training sessions. They also have virtual learning labs for children to go in to learn.

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:20 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk



ITEM SUMMARY

Reviewing Body / Meeting Date:	Regular Village Board – September 29, 2020
Subject:	Beekeeping on Nonresidential Property and Residential Seasonal/Accessory Structures
Action Requested (Address – Petitioner):	Approval of an Ordinance Amending the Lincolnshire Village Code Title 6 (Zoning), Chapters 2 (Zoning Definitions), Chapter 3 (General Zoning Regulations); and Title 11 (Misdemeanors), Chapter 13 (Animals) to Define and Regulate Certain Accessory Structures and Uses
Prepared By:	Ben Gilbertson – Assistant Village Manager/Community & Economic Development Director
Staff Recommendation:	Approval of the ordinance.
Meeting History:	Committee of the Whole – January 27, 2020 Committee of the Whole – February 10, 2020 Zoning Board – March 10, 2020 Zoning Board – August 11, 2020 Committee of the Whole – September 14, 2020
Tentative Meeting Schedule:	N/A
Reports and Documents Attached:	1) Redlined draft ordinance and findings of fact prepared by the Village Attorney and staff 2) Final ordinance and findings of fact

Background

At the September 14, 2020, Committee of the Whole meeting, staff presented proposed regulations to:

- 1) Prohibit hoop houses, high tunnels, and similar temporary season-extending growing structures.
- 2) Allow the Marriott Resort to maintain several beehives on its property.
- 3) Regulate a potential backyard chicken pilot program.

It was the consensus of the Village Board (“Board”) to proceed with an ordinance to prohibit temporary season-extending growing structures and allow the Marriott Resort to continue its practice of beekeeping. Based on feedback from the Village Board and Marriott representatives, staff has amended the ordinance originally presented to include a cap of 12 beehives for the Marriott Property.

The Board also agreed to withdraw proposed regulations for a backyard chicken keeping pilot program, thereby affirming the current prohibition against keeping chickens outside the F1 farming district (no properties are currently zoned F1). Additionally, the Board agreed to maintain current regulations for accessory structures in terms of the maximum number (two) and exceptions (no two similar accessory structures are permitted except for play structures).

Lastly, staff plan to bring back proposed native landscaping and artificial turf regulations as initially presented during the January 27 and February 10, 2020, Committee of the Whole meetings by the end of October 2020. These items were presented as part of the broader urban agriculture project in early 2020.



Staff Recommendation

Staff recommends approval of the ordinance.

Approval Process

Village code section 6-14-8 outlines the general application process for text amendment requests. Specifically, a preliminary evaluation is required with the Village Board, which occurred on January 27 and February 10, 2020. The Zoning Board held a public hearing on March 10, which was continued and closed on August 11, 2020. Final consideration and potential approval is within the purview of the Village Board, which is scheduled for September 29, 2020.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE No. _____

**AN ORDINANCE AMENDING TITLE 6 (ZONING),
CHAPTERS 2 (ZONING DEFINITIONS) AND 3 (GENERAL ZONING REGULATIONS); AND
TITLE 11 (MISDEMEANORS), CHAPTER 13 (ANIMALS)
OF THE LINCOLNSHIRE VILLAGE CODE
TO DEFINE AND REGULATE CERTAIN ACCESSORY STRUCTURES AND USES
(URBAN AGRICULTURE)**

WHEREAS, the Village of Lincolnshire (the "Village") is an Illinois home rule municipal corporation organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Mayor and Board of Trustees (the "Corporate Authorities") find that certain types of urban agriculture can be operated within the Village in a carefully regulated manner which protects the health, safety, and welfare of the community; and

WHEREAS, the Village desires to modify its accessory structure and use regulations to permit certain types of urban agriculture subject to careful regulation; and

WHEREAS, the Village desires to amend its animal control regulations to permit certain types of urban agriculture subject to careful regulation; and

~~**WHEREAS**, the Village desires the operation of backyard chicken keeping to be allowed strictly on a limited and trial basis during a one-year pilot program and without granting any expectation that such use may continue after the expiration of the pilot program; and~~

WHEREAS, after due and careful consideration and analysis, the Village has determined that new zoning regulations are appropriate to better regulate urban agriculture, and promote the public health, safety, and welfare; and

WHEREAS, the Corporate Authorities referred certain amendments of Title 6 (Zoning), Chapters 2 (Zoning Definitions) and 3 (General Zoning Regulations) (the "Text Amendments") of the Lincolnshire Village Code (the "Village Code") to the Zoning Board for the purpose of regulating the operation of urban agricultural uses, attached hereto as Exhibit B; and

WHEREAS, the Zoning Board opened a public hearing regarding the Text Amendments on March 10, 2020, and continued the hearing until it was finally adjourned on August 11, 2020, on which date the Zoning Board voted in favor of recommending approval of the Text Amendments. Public hearing notices

were published in the February 24, 2020, and July 25, 2020, editions of the *Daily Herald*, respectively.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule powers, as follows:

SECTION 1. Recitals; Findings. The preamble to this Ordinance expresses the Village's purpose and intent for enacting this amendment to the Village Code and it is the intent of the Mayor and Board of Trustees for this Ordinance to be liberally construed to most effectively accomplish the purposes described above. The Corporate Authorities also hereby adopt the findings of fact attached hereto as Exhibit A in support of the amendments enacted by this Ordinance.

SECTION 2. Text Amendments.

A. Title 6 (Zoning), Chapters 2 (Zoning Definitions) of the Village Code is hereby amended by revising the definition of Seasonal Structures as described below, where changes are shown as additions described with double underlines:

STRUCTURE, SEASONAL An Accessory Structure located on residential property used for temporary seasonal use, including but not limited to, shade structures, and temporary ice rinks. This definition does not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

B. Section 5 (Accessory Structures and Uses) and Section 6 (Temporary Structures and Uses) of Title 6 (Zoning), Chapter 3 (General Zoning Regulations) of the Village Code are hereby amended in the manner described in Exhibit B, attached hereto and incorporated as though fully recited herein. The changes are shown as additions described with double underlines and deletions described with strikeouts. Language which is omitted from Exhibit B is not intended to be changed.

SECTION 3. Animal Control. Section 11-13-4 (Keeping Or Harboring Animals; Number Restricted) of the Village Code is hereby amended in the manner described below. The changes are shown as additions described with double underlines and deletions described with strikeouts.

11-13-4: KEEPING OR HARBORING ANIMALS; NUMBER RESTRICTED:

- A. It shall be unlawful to maintain any stable, veterinary hospital, kennel, dove-cote or other place for the keeping or harboring of any bees, cattle, horses, goats, pigs, chickens, geese, ducks, pigeons, rabbits or similar animals or fowl, or to keep or harbor any such animals or fowl upon any residential lot within the Village, except as otherwise expressly permitted within paragraphs~~Section 11-13-4-C or 11-13-4-D~~ of the Lincolnshire Village Code.
- B. It shall be unlawful to keep or harbor in excess of three (3) dogs or three (3) cats or any combination of such animals in excess of a total of three (3) upon any residential lot within the

Village.

C. ~~Beekkeeping on Non-Residential Property: The practice of beekkeeping shall be permitted on non-residential property as outlined in Section 6-3-5 (Accessory Structures and Uses) of the Lincolnshire Village Code. Beekkeeping shall be allowed exclusively for honey, wax, pollen, and similar products, with such products sold on premise or in partnership with other businesses. Licensing through the Illinois Department of Agriculture is also required.~~

~~D. ~~Chicken Keeping on Residential Property—Pilot Program: The practice of chicken keeping shall be permitted on single family residential properties for a period of one year, commencing upon the effective date of Ordinance No. XX XXXX XXX. Chicken keeping and chicken coops shall be further regulated by Section 6-3-5 (Accessory Structures and Uses) of the Lincolnshire Village Code. After one year of the program being in effect, the Village Board shall reevaluate the merits of the program before taking formal action to terminate, continue, modify, or make permanent the program. The Village Manager or his/her designee shall modify pilot program parameters as needed to ensure public health, safety, and welfare. Parameters of the pilot program are as follows:~~~~

~~**Purpose:** Accessory chicken permits are established to provide a mechanism for the lawful keeping of chickens that are uncommon in residential areas and that, if kept improperly, would injure the public health, safety, and welfare. No permit shall be construed as a vested right that would prevent the modification or termination of this program or to otherwise keep the permitted chickens except in conformance with the requirements set forth herein.~~

~~**Permits:** The Village shall not issue more than five (5) permits for backyard chicken keeping at any time issued to qualified applicants on a first come, first served basis. Permits are valid for a period of up to one (1) year. Applicants must provide a sketch of the proposed chicken coop location on a plat of survey or map. Applicants must re-apply annually, should the program be extended beyond the one year timeframe. If a permit is not renewed within 30 days prior to expiration, property owners must remove all chickens and related facilities/equipment. Applicants are required to pay a fee upon first applying, as well as for each subsequent renewal, as set forth in Section 1-15 of the Lincolnshire Village Code.~~

~~**State Registration:** Applicants must also register with the Illinois Department of Agriculture Livestock Premises Database.~~

~~**Notification:** Applicants must provide a copy of their Village of Lincolnshire permit application to abutting property owners.~~

~~**Inspection:** The Village shall inspect the property prior to permit issuance or any construction of a coop commences. The applicant or permittee shall permit such inspection at reasonable times and upon reasonable notice. Said consent to inspect is a condition of any accessory animal permit, and refusal shall be cause for rejection of an application or revocation of an accessory chicken permit. The Village may perform an inspection of the property of an applicant or permittee for any of the following reasons:~~

~~The inspection is a condition of renewal of an accessory animal permit;~~

~~The applicant or permittee has received a citation for violation of any provision of this ordinance or the Lincolnshire Village Code related to chicken keeping within the preceding 12 months;~~

~~The Village receives a documented complaint concerning the conditions of the permit, including the chickens permitted or the manner in which the chickens are kept; or~~

~~The Village has probable cause to believe a violation of this ordinance of the Lincolnshire Village Code related to chicken keeping exists.~~

~~**Revocation:** Any permit issued under the provisions of this chapter may be revoked by the Village for a violation of any condition imposed upon a permit, any provision hereof, or upon satisfactory proof that the permitted activity was conducted in a manner detrimental to the public health, safety, and welfare. Such revocation may be in addition to the imposition of a fine or other penalty for violation of any provision of the Lincolnshire Village Code and shall be no defense to a prosecution for such violation. Any administrative order revoking a permit shall be in writing and delivered to the owner by first class mail or personal service.~~

~~**Appeal:** In the event any applicant or permittee shall be refused a permit, have their permit revoked, or shall feel otherwise aggrieved, he or she shall have the right to appeal the decision to the Board of Trustees within seven (7) days from the date of the decision. The Board shall have the power to affirm, reverse or otherwise modify the decision. Such appeal shall be in writing, addressed to the Mayor and Board of Trustees setting forth in detail the grounds of such appeal. Any appeal shall be decided within thirty (30) days from the date of~~

~~the decision being appealed and the result of the appeal will be reduced to writing and delivered to the appellant by first class mail or personal delivery.~~

~~**Chicken Enclosure:** Coops must be predator and extreme weather proof. Coops must be sanitary at all times. Material storage or storage of any kind other than chickens within a coop is prohibited.~~

~~**Rodent Protection:** Chicken feed shall be kept in a rodent proof container.~~

~~**Sanitation:** Nuisances regarding odor, litter, droppings, other waste, and the like are prohibited~~

~~**Limit and Type of Chickens:** Property owners may keep no less than two (2) and no more than four (4) hens on their property. Roosters are prohibited.~~

~~**Confinement:** Hens must be confined to the coop or the enclosed run at all times.~~

~~**Prohibited Activities:** The sale of eggs and slaughtering of chickens is prohibited.~~

~~**SECTION 4. Comprehensive Fee Schedule.** Title 1, Chapter 15 of the Village Code~~

~~(Comprehensive Fee Schedule) is hereby amended by adding the following fees in Section 1-15-11:~~

1-15-11: MISDEMEANORS (TITLE 11)		
TYPE	AMOUNT OF FEE	CODE SECTION
Residential Chicken Keeping Permit Fee	\$75.00	11-13-4-D

SECTION 4. Severability. In the event any provision or application of the Village Code enacted by this Ordinance is found to be invalid or unenforceable, it is the intent of the Village Board that all other applications and the remaining provisions shall remain in full force and effect to the extent permitted by law.

SECTION 5. Effective Date. This Ordinance shall become effective following its adoption and approval in the manner provided by law.

SO ORDAINED this ____ day of _____, 2020, at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

Published by me in pamphlet form

this _____ day of _____, 20 _____.

**EXHIBIT A
FINDINGS OF FACT**

FINDINGS OF FACT

On An Application for a Text Amendment regarding Accessory Structures (Hoop Houses)

Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Honorable Mayor and Board of Trustees:

We transmit for your consideration a **favorable recommendation** vote by the Zoning Board of the Village of Lincolnshire to recommend approval of the application for a text amendment related to accessory structures including hoop houses, high tunnels, and similar temporary season-extending growing structures. The text amendment would prohibit these types of structures as accessory structures or seasonal structures.

Following due notice, as required by the Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on March 10, 2020, in the Village Hall, and continued the public hearing virtually on August 11, 2020. Upon having reviewed materials submitted by staff and a staff memorandum with attachments prepared by the Community & Economic Development Department, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board deliberated and reached the following Findings of Fact:

Standards

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

Hoop houses, high tunnels, and other similar season-extending growing structures are intended to be temporary and mobile, causing them to be more easily damaged and poorly maintained, resulting in negative aesthetic impacts on the community; and

Damaged seasonal structures which fail to provide security against animals tend to promote an increase of nuisance animals, including skunks, foxes, squirrels, rats and deer, which damage private property and local landscaping.

2. The request for an amendment shall conserve the value of property throughout the community because:

The mitigation of any negative secondary effects from hoop houses, high tunnels, and other similar temporary season-extending growing structures will preserve the value of property throughout the community.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

The amendment will not affect the amount of vehicle trips on public streets.

***Chair Brian Bichkoff and Members of the Zoning Board
August 11, 2020***

FINDINGS OF FACT

On An Application for a Text Amendment regarding Accessory Uses & Structures (Beekeeping)

Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Honorable Mayor and Board of Trustees:

We transmit for your consideration a **favorable recommendation** vote by the Zoning Board of the Village of Lincolnshire to recommend approval of the application for a text amendment related to accessory structures and uses including beekeeping. The text amendment would allow beekeeping as a special accessory use on properties located within the B zoning districts comprised of 100 acres or more.

Following due notice, as required by the Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on March 10, 2020, in the Village Hall, and continued the public hearing virtually on August 11, 2020. Upon having reviewed materials submitted by staff and a staff memorandum with attachments prepared by the Community & Economic Development Department, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board deliberated and reached the following Findings of Fact:

Standards

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

Beekeeping is a sustainable agricultural use which promotes community pollination, food supplies, and fosters bee populations outside of the commercial beekeeping industry.

2. The request for an amendment shall conserve the value of property throughout the community because:

Beekeeping provides a safe and effective alternative revenue source for large scale properties capable of mitigating the secondary effects on neighboring uses, promoting the continued occupancy and operation of such property.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

Local food production reduces reliance on shipping, thereby eliminating trips on public streets and highways and reducing congestion.

***Chair Brian Bichkoff and Members of the Zoning Board
August 11, 2020***

FINDINGS OF FACT

**On An Application for a Text Amendment regarding Accessory Uses & Structures
(Residential Chicken Keeping)**

Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Honorable Mayor and Board of Trustees:

We transmit for your consideration a ~~passed / failed~~ vote by the Zoning Board of the Village of Lincolnshire to recommend approval of the application for a text amendment related to accessory structures and uses including chicken keeping. The text amendment would allow chicken keeping as an accessory use on residential properties located within the R1, R2, R2A, and R3 zoning districts.

Following due notice, as required by Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on March 10, 2020, in the Village Hall, and continued the public hearing virtually on August 11, 2020. Upon having reviewed materials submitted by staff and a staff memorandum with attachments prepared by the Community & Economic Development Department, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board deliberated and reached the following Findings of Fact:

Standards

~~1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare.~~

~~Permitting the keeping of chickens on residential properties will reduce the demand for eggs sold at retail, which will reduce the need for transporting eggs at commercial farms. Reducing the transportation of eggs raised at commercial farms will reduce the community's reliance on fossil fuels and reduce greenhouse gas emissions, resulting in greater public health and welfare.~~

~~2. The request for an amendment shall conserve the value of property throughout the community.~~

~~The regulations described in the text amendment are designed to ensure that, with strict compliance with such regulations, the side effects arising from keeping of chickens on residential properties are kept solely on the property where the chickens are raised, and do not result in a nuisance for neighboring properties. As a result, the text amendment conserves property values throughout the community.~~

~~3. The request for an amendment shall lessen or avoid congestion in the public streets and highways.~~

~~Permitting the keeping of chickens on residential properties will reduce the demand for eggs sold at retail, which will reduce the need for transporting eggs at commercial farms. Reducing the transportation of eggs raised at commercial farms will lessen or avoid congestion in the public streets and highways.~~

***Chair Brian Biehoff and Members of the Zoning Board
August 11, 2020***

**EXHIBIT B
TEXT AMENDMENTS**

6-2-2: DEFINITIONS

The following words and terms, wherever they occur in this Zoning Code shall be defined as follows:

* * *

STRUCTURE, SEASONAL

An Accessory Structure located on residential property used for temporary seasonal use, including but not limited to, shade structures, and temporary ice rinks. This definition does not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

* * *

6-3-5: ACCESSORY STRUCTURES AND USES

No accessory structure or use shall be established, erected, altered or moved onto a lot unless it is specifically conforms to the requirements of this Section.

* * *

B. Specific Requirements: The following Accessory Structures and Uses shall be permitted subject to the additional specific regulations set forth below:

* * *

ACCESSORY STRUCTURES AND USES 6-3-5(B)								P = Permitted S = Special Use			
Beekeeping and Beehives	R1	R2	R2A	R3	R4	R5	B S	E	O/I	M	

- The practice of beekeeping shall be governed by Section 11-13-4-C.
- Permitted on properties measuring 100 acres or greater.
- Hives may be located within the required side and rear yard setbacks, provided they are no closer than ten feet (10') from the side and rear property lines. Hives shall not be located within ten feet (10') of any sidewalk, path, or residence.
- The maximum number of hives shall not exceed 12 at any time.

* * *

Greenhouse	R1	R2	R2A	R3	R4	R5	B	E	O/I	M
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- At least two walls and the roof of the structure must be glass or similar transparent materials.
- Storage of materials other than plants shall not be visible from adjacent properties and public ways.
- Shall not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

* * *

6-3-6: TEMPORARY STRUCTURES AND USES

No temporary structure or use shall be established or erected on a lot unless it is specifically permitted by the requirements of this Section.

* * *

B. Specific Requirements: The following Temporary Structures and Uses shall be permitted and are further subject to the specific regulations set forth below:

TEMPORARY STRUCTURES AND USES
6-3-6(B)

TUP = Temporary Use Permit Required
P = Permitted (No Permit Required)
BP = Building Permit Required

* * *

Seasonal Structure	R1 P	R2 P	R2A P	R3 P	R4 P	R5	B	E	O/I	M
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- Only one (1) Seasonal Structure shall be permitted at any one time.
- Shall be permitted for a portion of the year for seasonal use only, and shall not remain for an uninterrupted period longer than six (6) months within any consecutive twelve (12) month period.
- Shall not include a permanent foundation.
- Shall not exceed a height of fifteen feet (15') from the established grade.
- Shall have a maximum floor area ratio no greater than 10% of the gross square feet of the Principal Structure on the lot.
- Storage of materials is prohibited.
- Installation of natural gas, water supply or sanitary sewer service, plumbing fixtures or similar utilities is prohibited.
- May be located within the required side and rear yard setbacks, provided they are no closer than ten feet (10') from the side and rear property lines.
- Shall not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

ORDINANCE No. _____

**AN ORDINANCE AMENDING TITLE 6 (ZONING),
CHAPTERS 2 (ZONING DEFINITIONS) AND 3 (GENERAL ZONING REGULATIONS); AND
TITLE 11 (MISDEMEANORS), CHAPTER 13 (ANIMALS)
OF THE LINCOLNSHIRE VILLAGE CODE
TO DEFINE AND REGULATE CERTAIN ACCESSORY STRUCTURES AND USES
(URBAN AGRICULTURE)**

WHEREAS, the Village of Lincolnshire (the “Village”) is an Illinois home rule municipal corporation organized and operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Mayor and Board of Trustees (the "Corporate Authorities") find that certain types of urban agriculture can be operated within the Village in a carefully regulated manner which protects the health, safety, and welfare of the community; and

WHEREAS, the Village desires to modify its accessory structure and use regulations to permit certain types of urban agriculture subject to careful regulation; and

WHEREAS, the Village desires to amend its animal control regulations to permit certain types of urban agriculture subject to careful regulation; and

WHEREAS, after due and careful consideration and analysis, the Village has determined that new zoning regulations are appropriate to better regulate urban agriculture, and promote the public health, safety, and welfare; and

WHEREAS, the Corporate Authorities referred certain amendments of Title 6 (Zoning), Chapters 2 (Zoning Definitions) and 3 (General Zoning Regulations) (the “Text Amendments”) of the Lincolnshire Village Code (the “Village Code”) to the Zoning Board for the purpose of regulating the operation of urban agricultural uses, attached hereto as Exhibit B; and

WHEREAS, the Zoning Board opened a public hearing regarding the Text Amendments on March 10, 2020, and continued the hearing until it was finally adjourned on August 11, 2020, on which date the Zoning Board voted in favor of recommending approval of the Text Amendments. Public hearing notices were published in the February 24, 2020, and July 25, 2020, editions of the *Daily Herald*, respectively.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule powers, as follows:

SECTION 1. Recitals; Findings. The preamble to this Ordinance expresses the Village's purpose and intent for enacting this amendment to the Village Code and it is the intent of the Mayor and Board of Trustees for this Ordinance to be liberally construed to most effectively accomplish the purposes described above. The Corporate Authorities also hereby adopt the findings of fact attached hereto as Exhibit A in support of the amendments enacted by this Ordinance.

SECTION 2. Text Amendments.

A. Title 6 (Zoning), Chapters 2 (Zoning Definitions) of the Village Code is hereby amended by revising the definition of Seasonal Structures as described below, where changes are shown as additions described with double underlines:

STRUCTURE, SEASONAL An Accessory Structure located on residential property used for temporary seasonal use, including but not limited to, shade structures, and temporary ice rinks. This definition does not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

B. Section 5 (Accessory Structures and Uses) and Section 6 (Temporary Structures and Uses) of Title 6 (Zoning), Chapter 3 (General Zoning Regulations) of the Village Code are hereby amended in the manner described in Exhibit B, attached hereto and incorporated as though fully recited herein. The changes are shown as additions described with double underlines and deletions described with strikeouts. Language which is omitted from Exhibit B is not intended to be changed.

SECTION 3. Animal Control. Section 11-13-4 (Keeping Or Harboring Animals; Number Restricted) of the Village Code is hereby amended in the manner described below. The changes are shown as additions described with double underlines and deletions described with strikeouts.

11-13-4: KEEPING OR HARBORING ANIMALS; NUMBER RESTRICTED:

- A. It shall be unlawful to maintain any stable, veterinary hospital, kennel, dove-cote or other place for the keeping or harboring of any bees, cattle, horses, goats, pigs, chickens, geese, ducks, pigeons, rabbits or similar animals or fowl, or to keep or harbor any such animals or fowl upon any residential lot within the Village, except as otherwise expressly permitted within Section 11-13-4-C of the Lincolnshire Village Code.
- B. It shall be unlawful to keep or harbor in excess of three (3) dogs or three (3) cats or any combination of such animals in excess of a total of three (3) upon any residential lot within the Village.
- C. Beekeeping on Non-Residential Property: The practice of beekeeping shall be permitted on non-residential property as outlined in Section 6-3-5 (Accessory Structures and Uses) of the Lincolnshire Village Code. Beekeeping shall be allowed exclusively for honey, wax, pollen, and similar products, with such products sold on premise or in partnership with other businesses.

Licensing through the Illinois Department of Agriculture is also required.

SECTION 4. Severability. In the event any provision or application of the Village Code enacted by this Ordinance is found to be invalid or unenforceable, it is the intent of the Village Board that all other applications and the remaining provisions shall remain in full force and effect to the extent permitted by law.

SECTION 5. Effective Date. This Ordinance shall become effective following its adoption and approval in the manner provided by law.

SO ORDAINED this ____ day of _____, 2020, at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

Published by me in pamphlet form

this _____ day of _____, 20 _____.

**EXHIBIT A
FINDINGS OF FACT**

FINDINGS OF FACT

On An Application for a Text Amendment regarding Accessory Structures (Hoop Houses)

Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Honorable Mayor and Board of Trustees:

We transmit for your consideration a **favorable recommendation** vote by the Zoning Board of the Village of Lincolnshire to recommend approval of the application for a text amendment related to accessory structures including hoop houses, high tunnels, and similar temporary season-extending growing structures. The text amendment would prohibit these types of structures as accessory structures or seasonal structures.

Following due notice, as required by the Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on March 10, 2020, in the Village Hall, and continued the public hearing virtually on August 11, 2020. Upon having reviewed materials submitted by staff and a staff memorandum with attachments prepared by the Community & Economic Development Department, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board deliberated and reached the following Findings of Fact:

Standards

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

Hoop houses, high tunnels, and other similar season-extending growing structures are intended to be temporary and mobile, causing them to be more easily damaged and poorly maintained, resulting in negative aesthetic impacts on the community; and

Damaged seasonal structures which fail to provide security against animals tend to promote an increase of nuisance animals, including skunks, foxes, squirrels, rats and deer, which damage private property and local landscaping.

2. The request for an amendment shall conserve the value of property throughout the community because:

The mitigation of any negative secondary effects from hoop houses, high tunnels, and other similar temporary season-extending growing structures will preserve the value of property throughout the community.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

The amendment will not affect the amount of vehicle trips on public streets.

***Chair Brian Bichkoff and Members of the Zoning Board
August 11, 2020***

FINDINGS OF FACT

On An Application for a Text Amendment regarding Accessory Uses & Structures (Beekeeping)

Mayor and Board of Trustees
Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

Honorable Mayor and Board of Trustees:

We transmit for your consideration a **favorable recommendation** vote by the Zoning Board of the Village of Lincolnshire to recommend approval of the application for a text amendment related to accessory structures and uses including beekeeping. The text amendment would allow beekeeping as a special accessory use on properties located within the B zoning districts comprised of 100 acres or more.

Following due notice, as required by the Title 6 (Zoning) of the Lincolnshire Village Code, the Zoning Board held a public hearing on March 10, 2020, in the Village Hall, and continued the public hearing virtually on August 11, 2020. Upon having reviewed materials submitted by staff and a staff memorandum with attachments prepared by the Community & Economic Development Department, and having heard Village staff comments and the sworn testimony of all interested parties desiring to be heard at the public hearing, the Zoning Board deliberated and reached the following Findings of Fact:

Standards

1. The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare because:

Beekeeping is a sustainable agricultural use which promotes community pollination, food supplies, and fosters bee populations outside of the commercial beekeeping industry.

2. The request for an amendment shall conserve the value of property throughout the community because:

Beekeeping provides a safe and effective alternative revenue source for large scale properties capable of mitigating the secondary effects on neighboring uses, promoting the continued occupancy and operation of such property.

3. The request for an amendment shall lessen or avoid congestion in the public streets and highways because:

Local food production reduces reliance on shipping, thereby eliminating trips on public streets and highways and reducing congestion.

***Chair Brian Bichkoff and Members of the Zoning Board
August 11, 2020***

**EXHIBIT B
TEXT AMENDMENTS**

6-2-2: DEFINITIONS

The following words and terms, wherever they occur in this Zoning Code shall be defined as follows:

* * *

STRUCTURE, SEASONAL

An Accessory Structure located on residential property used for temporary seasonal use, including but not limited to, shade structures, and temporary ice rinks. This definition does not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

* * *

6-3-5: ACCESSORY STRUCTURES AND USES

No accessory structure or use shall be established, erected, altered or moved onto a lot unless it is specifically conforms to the requirements of this Section.

* * *

B. Specific Requirements: The following Accessory Structures and Uses shall be permitted subject to the additional specific regulations set forth below:

* * *

ACCESSORY STRUCTURES AND USES 6-3-5(B)								P = Permitted S = Special Use			
Beekeeping and Beehives	R1	R2	R2A	R3	R4	R5	B S	E	O/I	M	

- The practice of beekeeping shall be governed by Section 11-13-4-C.
- Permitted on properties measuring 100 acres or greater.
- Hives may be located within the required side and rear yard setbacks, provided they are no closer than ten feet (10') from the side and rear property lines. Hives shall not be located within ten feet (10') of any sidewalk, path, or residence.
- The maximum number of hives shall not exceed 12 at any time.

* * *

Greenhouse	R1	R2	R2A	R3	R4	R5	B	E	O/I	M
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- At least two walls and the roof of the structure must be glass or similar transparent materials.
- Storage of materials other than plants shall not be visible from adjacent properties and public ways.
- Shall not include hoop houses, high tunnels, and similar temporary season-extending growing structures.

* * *

6-3-6: TEMPORARY STRUCTURES AND USES

No temporary structure or use shall be established or erected on a lot unless it is specifically permitted by the requirements of this Section.

* * *

B. Specific Requirements: The following Temporary Structures and Uses shall be permitted and are further subject to the specific regulations set forth below:

TEMPORARY STRUCTURES AND USES
6-3-6(B)

TUP = Temporary Use Permit Required
P = Permitted (No Permit Required)
BP = Building Permit Required

* * *

Seasonal Structure	R1 P	R2 P	R2A P	R3 P	R4 P	R5	B	E	O/I	M
--------------------	---------	---------	----------	---------	---------	----	---	---	-----	---

- Only one (1) Seasonal Structure shall be permitted at any one time.
- Shall be permitted for a portion of the year for seasonal use only, and shall not remain for an uninterrupted period longer than six (6) months within any consecutive twelve (12) month period.
- Shall not include a permanent foundation.
- Shall not exceed a height of fifteen feet (15') from the established grade.
- Shall have a maximum floor area ratio no greater than 10% of the gross square feet of the Principal Structure on the lot.
- Storage of materials is prohibited.
- Installation of natural gas, water supply or sanitary sewer service, plumbing fixtures or similar utilities is prohibited.
- May be located within the required side and rear yard setbacks, provided they are no closer than ten feet (10') from the side and rear property lines.
- Shall not include hoop houses, high tunnels, and similar temporary season-extending growing structures.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Regular Village Board – September 29, 2020
Subject :	GovITC – InterDev Master Contract
Action Requested (Address – Petitioner):	Ratification of a Master Contract between the Government Information Technology Consortium (GovITC) and InterDev LLC for Information Technology Services (Village of Lincolnshire)
Prepared By:	Brad Burke, Village Manager
Staff Recommendation:	Consideration and Ratification
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	N/A
Meeting History:	N/A
Tentative Meeting Schedule:	N/A
Reports / Documents Attached:	1) Master Contract between GovITC and InterDev LLC

Background

In late 2012, Lincolnshire and several neighboring municipalities began discussing the feasibility of an information technologies shared services consortium. The concept of the consortium anticipated a reduction of costs and improved services associated with IT services in the long-term through the shared use of resources, such as personnel, data center space, leveraged software and hardware acquisition, and standardization of hardware and software. Lincolnshire’s consideration of this shared service concept was raised based upon the success of the Geographic Information Systems Consortium of which Lincolnshire has been a member since inception.

Prior to formalizing the creation of the GovIT Consortium (“GovITC”), the group retained a technology consulting firm, Excipio, to complete a study of the IT infrastructure of the participating communities as well as the feasibility of a shared services environment. Excipio identified significant opportunities including: projected long term cost reductions of \$1.4 million spread among the participating municipalities; improved service delivery; and decreased risk in a shared services environment. Several firms responded to a subsequent request for proposal for the actual provision of IT services. Three firms were interviewed by the participating municipalities in December 2013. It was the unanimous consensus of the participating communities that InterDev, LLC (“InterDev”) of Atlanta, Georgia was the best candidate for the long-term vision of the consortium.

In 2014, the GovITC was formed between five neighboring communities (Buffalo Grove, Glenview, Kenilworth, Lake Bluff, and Lincolnshire). Two additional members joined the consortium since 2014; Oswego and Yorkville. However, Oswego has subsequently left the consortium. The GovITC shares a work plan amongst member communities and leverages joint purchasing power in the procurement of equipment and services. InterDev has provided service to individual member communities as well as implemented a variety of joint projects during this period.

At the time the GovITC was formed, consortium members entered into individual contracts with InterDev. Over the past two years, consortium members developed a single master contract including service level agreements and response standards to govern IT services. In late 2019, the GovITC solicited proposals for



information technology services, and three vendors responded to the request. Based upon their response and knowledge of member communities, IT infrastructure, and services, GovITC members pursued negotiating a master contract with InterDev.

The attached master contract engages InterDev to provide services to GovITC member communities for an initial term of three years commencing on June 30, 2020. The delay in bringing this matter to the Village Board is due to delays in receipt of the final executed master contract. The initial term may be extended by successive two year period prior to the expiration of the current term. The contract may be terminated at any time upon 120 days' written notice to the service provider. Ratification of the GovITC master contract with InterDev is requested. Since the master contract is held with the consortium, the Village Board is not being asked to approve the contract.

A copy of the complete master contract and related exhibits is attached. Staff will be available to respond to questions from the Village Board at Tuesday night's meeting.

Budget Impact

The current cost for IT services is \$66,223 and has been held to this amount since the original individual contract was approved in 2014. As a result of the negotiation of the master contract with clearly defined service level agreements, the total annual base service costs will be \$83,681.28 for all base level services required in maintaining the Village's information technology network, mobile devices, and telephone system. For reference, the Village's total expense related to its participation in the GIS Consortium is projected to be \$67,386 for Fiscal Year 2021.

Level of Service Impact

Not applicable.

Approval Process

Village Board ratification of the GovITC master contract is requested.

Staff Recommendation / Next Steps

Staff recommends ratification of the GovITC master contract.



Government Information Technology Consortium

Information Technology
Services

Contract Documents

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MASTER CONTRACT

The first four (4) to six (6) months prior to the official award of the contract will be considered a "Trial Period". Consortium members under the contract during the trial period shall issue a purchase order for a trial period of four (4) to six (6) months prior to the award of the contract in order for Consortium to evaluate the Consultant's services. In the event that the Consortium chooses, in its sole discretion, not to continue with the Service Provider there shall be no further obligation to the Consortium or its members.

After the Trial Period, this Master Contract (the "Contract") is made and entered into this 30 day of June, 2020 (the "Effective Date"), by and between the Government Information Technology Consortium ("GovITC"), an Illinois intergovernmental agency (the "Consortium"), and InterDev, LLC (the "Service Provider"). (For convenience, the "Consortium" and the "Service Provider" may be hereinafter referred individually as a "Party" and collectively as the "Parties."). For the first year of the contract, 2020, existing Consortium Members will move onto the Master Contract on January 1 or a date mutually agreed upon by the Member Community and the Service Provider.

WHEREAS, the Consortium is a public agency created by intergovernmental agreement among certain Illinois municipalities (the "IGA") pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.*;

WHEREAS, the Service Provider will serve as the firm to establish, operate, maintain or support information technology systems, equipment, software, and related services (collectively, "Information Technology" or "IT") for the municipalities that are members of the Consortium (each, a "Member" and collectively, the "Members");

WHEREAS, the IGA contemplates a master contract by which the Consortium would designate service provider(s) to establish, operate, maintain, or support IT for the Members;

WHEREAS, the Consortium desires to engage the Service Provider to provide the IT services for the Members on the terms set forth in this Agreement, which shall be considered the Master Contract, as defined in the IGA;

WHEREAS, the Service Provider hereby represents to be in compliance with Illinois statutes relating to professional registration applicable to individuals performing the Services hereunder and has the necessary expertise and experience to furnish the Services upon the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the foregoing and of the promises hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the Consortium and the Service Provider hereby agree as follows:

SECTION 1. RECITALS

The foregoing recitals are true and correct and are incorporated herein by reference as if set forth in full.

SECTION 2. EXHIBITS

The following exhibits are attached hereto and incorporated in this Contract by reference:

- Overview
- Exhibit A – Scope of Base Services
- Exhibit B – Service Level Agreement ("SLA")/Penalties and Service Prioritization Examples
- Exhibit C – Insurance Requirements
- Exhibit D – Form of Special Project Services Scope(s)
- Exhibit E – GovITC Strategic Project Plan
- Exhibit F – Base Service Catalog Pricing

- Exhibit G - Change Order Form

In the event of a conflict between this Agreement and associated exhibits, the provisions of this Agreement shall control.

SECTION 3. SERVICES; INDEPENDENT CONTRACTOR

The Service Provider shall provide the base services described in Exhibit A (the "Base Services") to all Members in accordance with its terms, and shall provide the services described in any scope of special project services with a Member (each, a "Special Project Scope") to that Member (the "Special Project Services" and, with the Base Services, the "Services") in accordance with its terms. The Service Provider shall perform all Services to the best of its talents and expertise in accordance with this Contract and all exhibits hereto, including, without limitation, the SLA, and shall cooperate with employees and other consultants of the Consortium and the Members in so doing.

The Service Provider shall at all times be an independent contractor, engaged by the Consortium and the Members to perform the Services. Nothing contained herein shall be construed to constitute a partnership, joint venture, or agency relationship between the Parties or between the Service Provider and any Member. Neither the Service Provider nor any of its employees shall be considered to be employees of the Consortium or any Member for any reason, including, but not limited to, workers' compensation or other benefits. Unless otherwise agreed in writing, neither Party hereto has the authority to bind the other to any third party or to otherwise act in any way as the representative of the other.

SECTION 4. TERM

4.1 The first four (4) to six (6) months prior to the official award of the contract will be considered a "Trial Period". Consortium members under the contract during the trial period shall issue a purchase order for a trial period of four (4) to six (6) months prior to the award of the contract in order for Consortium to evaluate the Consultant's services. In the event that the Consortium chooses, in its sole discretion, not to continue with the Service Provider there shall be no further obligation to the Consortium or its members.

4.2 Subject to earlier termination as set forth herein, the initial term of this Contract commence on the Effective Date and remain in effect for three (3) years (the "Initial Term").

4.3 The Initial Term may be extended by successive two (2) year periods or for any other period as mutually agreed to by the Parties in writing (each, a "Renewal Term" and, with the Initial Term, the "Term") prior to the expiration of the then-current Term.

4.4 At the end of any Term GovITC reserves the right to extend this contract for a period of up to one hundred and twenty (120) calendar days for the purpose of securing a new contract.

SECTION 5. TERMINATION OF AGREEMENT

51 Notwithstanding any other provision hereof, the Consortium may terminate this Contract for its convenience at any time upon 120 calendar days' prior written notice to the Service Provider. The Service Provider may terminate this Contract for its convenience at any time upon 120 calendar days' prior written notice to the Consortium.

52 Upon the Contract's expiration or termination by either Party, the Service Provider shall be required to abide by the Transition cooperation obligations as set forth in Section 6.

53 Either Party may terminate this Contract for cause upon written notice to the other following a material breach of a material provision of this Agreement by such other Party if the breaching Party does not cure such breach within ten (10) calendar days of receipt of written notice of such breach from the non-breaching Party.

54 In the event that this Contract is so terminated, the Service Provider shall be paid for Services actually performed as of the effective date of the termination.

55 Termination by a Member of its Base Services and/or any Special Project Services shall be in accordance with Exhibit A and the Member's Special Project Scope(s).

SECTION 6. TRANSITION COOPERATION

6.1 Upon expiration or termination of this Contract in accordance with Section 5, the Service Provider shall take all necessary actions to ensure an orderly and efficient transition of Services to the Members or another third-party service provider (the "Transition"), as outlined by items (a) – (f), below:

- (a) Throughout the Transition Period, which shall be defined as 90 calendar days after the effective date of (i) expiration of the Contract or (ii) termination of the Contract by either Party, the Service Provider will continue to perform the Services in accordance with the terms of the Contract and all exhibits hereto.
- (b) As part of the Transition, all Consortium and Member-owned equipment or property provided to the Service Provider under the Agreement (collectively, "Consortium Equipment") will be turned in to the Consortium or individual Member(s), as applicable, upon completion of Transition approval, and shall remain with the Consortium or individual Member(s) thereafter. Consortium Equipment includes, but is not limited to: computers, laptops, monitors, personal electronic devices (PEDs), flash and external hard drives, employee ID badges, software and software licensure, and any other items as deemed appropriate by the Consortium or applicable Member(s).
- (c) Transition of Intellectual Property shall abide by guidelines outlined in Section 21 of this Contract.
- (d) As part of the Transition, various user account accesses and authorizations must be created and disabled. Current Service Provider personnel possess user accounts and access necessary for contract deliverables. The Consortium, the Members, and/or employees of another third-party service provider will be granted access on the first day of the Transition Period. During the Transition Period, at a date determined by the Consortium, the Service Provider, and a new third-party provider (if applicable), all new access and new passwords will be activated. All Service Provider user accounts will then be disabled.
- (e) Knowledge transfer will occur over the entirety of the Transition Period. Knowledge transferring will take place

via various methods, and will encompass a variety of topics including, but not limited to: organizational structure, and processes, network infrastructure, network security, virtualization, disaster recovery, third-party software providers, records- management systems, database tasks and activities, service-level requirements, customer service requirements, documentation requirements, server structure and integrity, website and SharePoint systems, and all other topics, hardware, software as deemed necessary by the Consortium.

- f) The Consortium will make the determination of when the Transition is completed in its sole discretion, and will provide a formal, written acceptance indicating such. Once the Transition has been formally accepted, all supporting documentation will be signed and accepted by the Parties. Following these approvals and signatures, the Transition will be considered complete. Notwithstanding the foregoing, the Consortium may, in its sole discretion, determine that the Transition is complete prior to the end of the Transition Period as set forth in Paragraph 6.1(c), above ("Early Determination"), and if the Consortium provides written notice of such Early Determination to the Service Provider, then the Transition Period shall end as of the date of such notice.

62 In the event that this Contract is terminated in accordance with Section 5, the Service Provider shall stagger the initiation of the Transition cooperation plan across the Members, in order to best serve the Transition.

63 Failure to stagger the Transition cooperation plan in accordance with Section 6.2 will result in a forfeit by Service Provider of any outstanding contractual funds to be paid by the Members under this Contract and the exhibits referenced herein.

SECTION 7. PAYMENTS TO SERVICE PROVIDER

7.1 Each Member shall pay the Service Provider for the Base Services in the amounts set forth in Exhibit A. Any Member with a Special Project Scope(s) shall pay the Service Provider for those Special Project Services those amounts set forth in that Member's Special Project Scope(s). In all cases:

- (a) Service Provider shall provide a 5% discount on projects for the GovITC. (This discount only applies to projects for the consortium and not for individual Members).
- (b) The Service Provider shall submit invoices in a format approved by each Member.
- (c) The Service Provider shall maintain records showing actual time devoted and costs incurred. The Service Provider shall permit authorized representatives of the Member to inspect and audit all data and records of the Service Provider for work done under this Contract. The Service Provider shall make these records available at reasonable times during the Term, and for three (3) years after termination or expiration of this Contract.
- (d) All payments to the Service Provider under this Contract and any Work Order shall be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

7.2 Escalation

- (a) Base Service rates shall be adjusted by 3% annually.
- (b) Written requests for price revisions to the "Services/Project Position Rates" after the first year period shall be submitted at least sixty (60) calendar days in advance of the annual Contract period. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit.

GovITC reserves the right to reject a proposed price increase and terminate the Contract.

SECTION 8. ILLINOIS FREEDOM OF INFORMATION ACT

Within five (5) business days after the Consortium's or any Member's Notice to the Service Provider of the Consortium/Member's receipt of a request made pursuant to the Illinois Freedom of Information Act (ILCS 140/1 *et seq.* – herein "FOIA"), the Service Provider shall furnish all requested records in the Service Provider's possession which are in any manner related to this Contract, including but not limited to any documentation related to the Consortium/Member and associated therewith. The Service Provider shall not apply any costs or charge any fees to the Consortium/Member or any other person, firm or corporation for its procurement and retrieval of such records in the Service Provider's possession which are sought to be copied or reviewed in accordance with such FOIA request or requests. The Service Provider shall defend, indemnify and hold harmless the Consortium/Member including its several departments and including its officers and employees and shall pay all of the Consortium/Member's Costs arising from the Service Provider's failure or alleged failure to timely furnish such documentation and/or arising from the Service Provider's failure or alleged failure otherwise to comply with the FOIA, whether or not associated with the Service Provider's and/or the Consortium/Member's defense of any litigation or other proceedings, including requests for review initiated by the Office of the Illinois Attorney General, associated therewith. In addition, if the Service Provider requests the Consortium/Member to deny the FOIA request or any portion thereof by utilizing one or more of the lawful exemptions provided for in the FOIA, the Service Provider shall pay all Consortium/Member Costs in connection therewith if the Consortium/Member, in its discretion, chooses to so deny the FOIA request. As used herein, "in the Service Provider's possession" includes documents in the possession of any of the Service Provider's officers, agents, employees and/or independent contractors; and "Costs" includes but is not limited to attorney's fees, witness fees, filing fees and any and all other expenses — whether incurred by the Consortium/Member or the Service Provider.

SECTION 9. IDEMNIFICATION AND INSURANCE

The Service Provider agrees to indemnify, save harmless and defend the Consortium and the Members and all of their elected and appointed officials, employees, agents, consultants, attorneys and representatives and each of them against, and hold them harmless from, any and all lawsuits, claims, injuries, demands, liabilities, losses and expenses; including court costs and reasonable attorney's fees which may arise or which may be alleged to have arisen out of, or in connection with the Service Provider's performance of any Services under this Contract and any of its exhibits including, without limitation, any Special Project Scope(s). The obligations of the Service Provider under this provision shall not be limited by the limits of any applicable insurance requirement of the Service Provider, and such obligations shall survive the expiration or termination of this Contract and its exhibits, including, without limitation, any Special Project Scope(s).

The Service Provider must procure and maintain, for the Term of this Contract, insurance as provided in Exhibit C hereto.

SECTION 10. NO PERSONAL LIABILITY

No official, director, officer, agent, or employee of any Party or Member shall be charged personally or held contractually liable by or to any other Party under any term or provision of this Agreement or because of its or their execution, approval or attempted execution of this Contract.

SECTION 11. NON-DISCRIMINATION

In all hiring or employment made possible or resulting from this Contract, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, sexual orientation, marital status, of the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to, but not be limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of the benefit of any Services or activities made possible by or resulting from this Contract on the grounds of sex, race, color, creed, national origin, marital status, the presence of any sensory, mental or physical handicap or age except minimum age and retirement provisions. Any violation of this provision shall be considered a violation of a material provision of this Contract and any applicable Special Project Scope and shall be grounds for cancellation, termination or suspension, in whole or in part, of the Contract or applicable Special Project Scope by the Consortium or subject Member, as applicable.

SECTION 12. ASSIGNMENT AND SUCCESSIONS

This Contract and each and every portion thereof shall be binding upon the successors and the assigns of the Parties hereto; provided, however, that no assignment, delegation or subcontracting shall be made without the prior written consent of the Consortium, or in the case of any Special Project Scope, the prior written consent of the subject Member, which may be withheld in the Consortium's or the Member's respectively, sole discretion. Any assignment, delegation or subcontracting shall be subject to all the terms, conditions and other provisions of this Contract, and the Service Provider shall remain liable to the Consortium and the Members with respect to each and every item, condition and other provision hereof to the same extent that the Service Provider would have been obligated if it had done the work itself and no assignment, delegation or subcontract had been made.

SECTION 13. SEVERABILITY

The Parties intend and agree that, if any paragraph, subparagraph, phrase, clause, or other provision of this Contract, or any portion thereof, shall be held to be void or otherwise unenforceable, all other portions of this Contract shall remain in full force and effect, provided that the continuation of such remaining provisions does not materially change the intent of the Contract.

SECTION 14. HEADINGS

The headings of the several paragraphs of this Contract are inserted only as a matter of convenience and for reference and in no way are they intended to define, limit, or describe the scope of intent of any provision of this Contract, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

SECTION 15. MODIFICATION OR AMENDMENT

This Contract constitutes the entire agreement of the Parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment duly executed by the Parties. Each Party agrees that no representations or warranties shall be binding upon the other Party unless expressed in writing herein or in a duly executed amendment hereof.

SECTION 16. GOVERNING LAW; VENUE

This Contract shall be deemed to have been made in and shall be construed in accordance with the laws of the State of Illinois. Venue for any disputes arising hereunder shall lie exclusively in courts of competent jurisdiction located in Cook County, Illinois.

SECTION 17. NEWS RELEASES

The Service Provider may not issue any news releases without prior approval from the Consortium nor will the Service Provider make public proposals developed under this Contract without prior written approval from the Consortium, except as required by applicable law.

SECTION 18. NOTICES

Any notices required to be given to either Party to the other under this Contract shall be in writing, and all such notices shall be made either a) by personal delivery, b) by a recognized courier service, such as federal Express or UPS, or c) by United States certified mail, return receipt requested, addressed to the Consortium or the Service Provider, respectively, at the following addresses, or at such other address as the Consortium or the Service Provider may from time to time designate in writing. Notice will be effective upon receipt if delivered personally, on the date signed for if delivered by courier service, or three (3) business days after deposit in the U.S. mail, if mailed.

If to Consortium:

GovITC
50 Raupp Boulevard
Buffalo Grove, IL 60089
Attention: Jennifer Maltas

If to Service Provider:

InterDev, LLC
900 Holcomb Woods Pkwy
Roswell, GA 30076
Attention: Gary Nichols

Any notices to the Members shall be made at the addresses set forth on Exhibit E, attached hereto and incorporated herein by reference.

SECTION 19. SERVICE PROVIDER REPRESENTATIONS

The Service Provider hereby represents as follows:

- (a) It is duly authorized to do business in the State of Illinois, with power and authority to conduct its business as currently conducted and as contemplated by this Contract.
- (b) All necessary corporate, regulatory, or other similar action has been taken to authorize and empower the Service Provider to execute, deliver, and perform this Contract. The person(s) executing this Contract on behalf of the Service Provider is duly authorized to do so.
- (c) No proceeding of any kind, including, but not limited to, litigation, arbitration, judicial, or administrative, is pending or threatened against or contemplated by the Service Provider which would under any circumstances have any material adverse effect on the execution, delivery, performance, or enforceability of this Contract. As of the Effective Date of this Contract, the Service Provider has not received notice, and does not have a reasonable basis for believing, that the Service Provider or any of its Members, shareholders, partners, associates, officers, managers, or employees are the subject of any criminal action, complaint, or investigation pertaining to any felony charge, or any civil action or claim predicated on alleged acts of antitrust violations; business fraud; or discrimination due to race, creed, color, disability, gender, marital status, age, national origin, or religious affiliation.
- (d) This Contract constitutes a valid, legal, and binding obligation of the Service Provider, and to the extent permissible by law, is enforceable against it in bankruptcy, insolvency, reorganization, moratorium, and other laws affecting the enforcement of creditors' rights generally and to general principles of equity, regardless of whether such enforcement is considered a proceeding in equity or at law;
- (e) The Service Provider is not barred from entering into this Contract as a result of violations of Sections 33E-3 or 33E-4 of the Illinois Criminal Code of 2012, 720 ILCS 5/1-1, et seq.
- (f) The Service Provider has a written sexual harassment policy in full compliance with 775 ILCS 5/2-105(A)(4).

SECTION 20. INTELLECTUAL PROPERTY

201 The Service Provider acknowledges and agrees that all trademarks, service marks, logos, tradenames and images provided by or on behalf of any Member to the Service Provider for use in performing the Services created by Service Provider hereunder (the "Member Materials") are the sole and exclusive property of the applicable Member. The Service Provider acknowledges that this Contract is not a license to use the Member Materials except as needed to perform the Services hereunder.

202 If applicable, to the extent the Service Provider has agreed to obtain and/or license Third-Party Materials on behalf of a Member, the Service Provider shall obtain a license for the Member to use the Third-Party Materials as part of the Services for the specified purpose. "Third-Party Materials" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties, that is licensed by Service Provider for the benefit of a Member.

203 It is expressly understood that, excluding the Member Materials and Third-Party Materials, all Members and the Service Provider may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Service Provider in providing Services hereunder.

SECTION 21. RECORDS AND INFORMATION

Service Provider understands that it may receive or gain access to information that is confidential or highly sensitive in nature and acknowledges that such information will be used solely for the purpose of fulfilling its obligations under the Contract. Further, any output from this Contract is to be kept confidential and is for the sole use of the Consortium and the Members. Service Provider shall not reveal such information and/or output to other parties without the express written permission of the Consortium or the applicable Member(s). All records and documents received by Service Provider from the Consortium and any Members shall remain the sole property of the Consortium and said Members, and all such records, or exact copies thereof, shall be turned over intact to the Consortium and said Members within ten (10) calendar days of their request.

Confidential information shall include, without limitation:

- (a) All information that concerns the business affairs of the Consortium or a Member(s) including, without limitation, financial information, and all other data, records, and proprietary information involving the Consortium's or the Members' business operations.
- (b) Any information developed or created by Service Provider in connection with the Services being rendered under this Contract by Service Provider.
- (c) Any other information reasonably identified by the Consortium or a Member as confidential; provided however that confidential information shall not include the following:
 - i. Information known by, or generally available to the public at large through no breach by Service Provider of this Contract.
 - ii. Any information given to Service Provider by a third party without continuing restrictions on its use.
 - iii. Information disclosed by Service Provider with the Consortium or Member's approval.
 - iv. Information required to be disclosed by law.

SECTION 22. JOINT PURCHASING/PURCHASING EXTENSION

The purchase of goods and services pursuant to the terms of this Agreement shall also be offered for purchases to be made by other municipalities, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each municipality and the Service Provider. The Service Provider agrees that the GovITC shall not be responsible in any way for purchase orders or payments made by the other municipalities. The Service Provider further agrees that all terms and conditions of this Agreement shall continue in full force and effect as to other municipalities during the extended term of this Agreement.

The Service Provider and the other municipalities may negotiate such other and further terms and conditions to this Agreement ("Other Terms") as individual projects may require. In order to be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the Service Provider and the other municipality.

SECTION 23. COUNTERPARTS

This Contract may be executed in counterparts, each of which shall be deemed an original with the same effect as if the signatures therein were on the same instrument.

SECTION 24. INDIVIDUAL MEMBER AGREEMENTS

The intent of the Parties, the Consortium, and the Members is that this Contract supersede and replace Members' individual agreements with their IT services that are in effect as of the Effective Date of this Contract ("Member Agreements"). On the Effective Date, the Member Agreements shall be superseded by this Contract, and the Member Agreements shall be terminated and rendered null and void and of no further effect. Nothing herein shall prohibit any Member from entering into additional agreements with other vendors after the Effective Date of this Contract for projects that are outside the scope of the Base Services or any Special Project Scopes, nor shall this Contract be deemed to supersede any such agreements.

SECTION 25. EFFECTIVE DATE

The Effective Date shall be the last date on which both Parties sign the Contract.

IN WITNESS WHEREOF, the Parties have executed this Master Contract as of the dates set forth below.

GovITC

By: Jennifer Maltas
Jennifer Maltas, GovITC President

Date: 6/30/20

Service Provider

By: Gary E. Nickel

Title: CEO

Date: 6/30/20



OVERVIEW

About the GovITC

The GovITC is a tax exempt governmental organization made up of several municipalities for the purpose establishing a long-term shared information technology service and support Consortium to operate more efficiently, reduce risk, and provide for a collaborative environment for innovation and continuous improvement. GovITC seeks to standardize hardware and software where possible. A service provider will understand the innovative nature of the Consortium and seek to help the municipalities to work together to form joint solutions. GovITC has the authority through State Law to enter into contracts and operate as a governmental entity. GovITC has an approved three year strategic plan which is in the first year of implementation and available upon request.

Upcoming projects

- Implementation of GovITC Strategic Plan initiatives (Exhibit E.)

About the Village of Buffalo Grove

Located 35 miles northwest of Chicago, Illinois, the Village of Buffalo Grove is a home-rule municipality covering more than 9.25 square miles in both Cook and Lake Counties. The Village of Buffalo Grove currently has a population of approximately 42,000 at the 2010 Census. The Village is a home-rule Municipality under the 1970 Illinois Constitution, operating under the Council-Manager form of government. The Village Board consists of a Village President and six Trustees. The Village's fiscal year begins on January 1 and ends on December 31. The Village is organized into seven departments and has approximately 210 full-time employees.

The Village of Buffalo Grove provides the following services to its citizens: police and fire protection, street maintenance and construction, flood control, health and human services, water and sewer, building and code enforcement, and general administrative functions. Geographical Information Systems and Dispatch Services are provided for under contract with other agencies. The Service Provider will need to interface with these agencies, but will not be providing these services.

Major software applications currently in use by the Village of Buffalo Grove include: Microsoft Office suite, New World ERP suite, Cartegraph, Laserfiche, Citrix Xen App (currently being phased out).

Upcoming projects 2020

- Community Development ERP implementation
- Transition to Office 365

Buffalo Grove IT Environment Audit

Users: 277

Desktops 277

LAN Devices: 126

WAN Devices: 18

Servers (Physical and Virtual): 94

About the Village of Glenview

1.1. DESCRIPTION OF THE VILLAGE

The Village of Glenview was incorporated in 1899, and today serves an area of 14 square miles with a population of 46,740. The Village is a home-rule Municipality under the 1970 Illinois Constitution, operating under the Council-Manager form of government. The Village Board consists of a Village President and six Trustees. The Village's fiscal year begins on January 1 and ends on December 31. The Village is organized into six departments and has approximately 373 computer users.

The Village of Glenview provides the following services to its citizens: police and fire protection, street maintenance and construction, flood control, health and human services, water and sewer, building and code enforcement, general administrative functions, and 911 services for 14 municipalities including Glenview. Public facilities requiring technical support are spread over 9 buildings, 20 SCADA locations, a radio network and 2 Metra stations.

1.2. ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department is headed by a Village Department Head and has four (4) Divisions including the Information Technology Services Division. The Information Technology Services Division is currently outsourced through one provider.

1.3. GLENVIEW IT SERVICES

1.3.1. Day-to-Day Services

Information technology service encapsulates full-time, Monday through Friday business hours support and emergency after hours support 24x7. The Proposer will provide an IT Manager to manage staffing resources and projects.

1.3.2. Application Support

The Proposer will provide Sharepoint 2019 application support. Geographic Information Systems (GIS) is separately contracted and is not included in this scope of work.

1.3.3. Public Safety Dispatch Center Support

The Village of Glenview Public Safety Dispatch Center serves a population of 217,000 with a service area of 104.2 square miles. The Dispatch Center has 9 management and supervisory staff, one full-time New World application support staff, and 37 telecommunicators in two locations to provide joint 911 dispatch services to 13 northshore municipalities that is inclusive of 18 agencies in total (Glenview, Glencoe, Northfield, Kenilworth, Winnetka, Niles, Morton Grove, Highland Park, Lake Bluff, Lake Forest, Highwood, Lindenhurst, Grayslake). The Village also provides a hosted environment for one other municipality.

Dispatch consists of 9 positions Glenview ("Dispatch South") and 7 positions in Highland Park ("Dispatch North"). Each position runs various software applications, radio and phone communications with multiple monitors. Motorola radios and 9-1-1 phone system along with Tyler/New World Computer Aided Dispatch software and the suite of Tyler/New World public safety suite of software are used. Other applications and systems include Rave Alert, Smart 911, LEADS, NICE, FatPot, Linx, emergency medical dispatch (ProQA and Aqua), ImageTrend, Passage, STARCOM, fire station alerting, microwaves, and outdoor weather warning.

The Proposer will support the hardware, software image, and communications for the North and South Dispatch Centers. The Proposer would provide all network and server support.

1.4. ASSISTANCE TO BE PROVIDED TO THE VENDOR

Administrative Services Department staff and responsible management personnel will be available to assist the consultant by providing relevant information, assistance and direction.

The Village of Glenview will provide the Proposer with reasonable work space, desks and chairs in the option that the Village remains in the GovITC. The Proposer will also be provided with access to telephone and fax lines, computer workstations, and printers.

1.5. BASE SERVICE INITIATIVES AND PROJECTS 2020

To give the Proposer perspective on upcoming initiatives, the following are underway and/or planned in the next year. This list is provided for informational purposes only and is not all inclusive of initiatives planned or under consideration.

1.5.1. BASE SERVICE INITIATIVES

- ✓ Conduct a multi-year FY 2020-2022 technology strategic planning process.
- ✓ Purchase, image and replace remaining Windows 7 computers with Windows 10 (approximately 75 machines).
- ✓ Implement Microsoft Server 2008 upgrade plan for 12 Village servers including 4 Microsoft Exchange servers.
- ✓ Conduct an Office 365 evaluation (bandwidth, licensing, security, outages) and related activities including a transition plan, procurement, installation and support.
- ✓ Support TylerForms Munis Migration and Tyler Munis 2019.1 upgrade. Move Munis application environments to separate servers.
- ✓ Support the deployment of iPads for the Fire Crewforce application.
- ✓ Support the transfer of data communication network from third-party provider to microwave solution connected to the Northfield Township Technology Consortium.
- ✓ Complete final ICN connection for Dispatch communities.
- ✓ Procure and manage the installation of audio visual solution for 5 fire stations.
- ✓ Support deployment of new Police electronic ticketing system.
- ✓ Support deployment of new Police Socrata software.
- ✓ Complete Sharepoint 2019 intranet upgrade. Develop plan and implement Sharepoint 2019 upgrade for the Village website.

1.5.2. PROJECTS 2020

Project Name	Estimated Hours
1. Support staff Crystal Report conversion to Tyler Reporting Services.	3
2. Support releasing a work order/permitting/inspection software RFP.	5
3. Support releasing an applicant tracking software RFP.	1
4. Support releasing a performance management software RFP.	3
5. Support staff update and modify their GIS data to be in compliance with the standards required for the implementation of the Statewide NG9-1-1 system. This includes a migration of data to Glenview Public Safety Dispatch Center New World test and production environments.	2
6. Plan and migrate credit card machine processing to separate environment to increase security.	16

Glenview IT Environment Audit

Users: 384

Desktops 384

LAN Devices: 94

WAN Devices: 28

Servers (Physical and Virtual): 104

About Lake Bluff

The Village of Lake Bluff is located approximately 33 miles north of the City of Chicago in Shield's Township in Lake County, Illinois. Lake Bluff is the furthest north of the string of eight affluent communities all fronting on Lake Michigan and known collectively as Chicago's "North Shore". Lake Bluff was incorporated in September 1895, operates under the Board/Administrator form of government, and has a land area of 4.5 square miles. The population as certified by the 2010 census is 5,722. Organizationally, the Village of Lake Bluff maintains a healthy financial profile (Aaa Rated) supported by strong reserves and revenue raising flexibility and a low debt burden. Lake Bluff provides Police, Fire/EMS, Building, Zoning, Engineering and Public Works services using 35 regular full-time personnel, volunteers (Fire/EMS), PT/seasonal workers, private sector service providers, and partnerships with other governmental agencies. The Village is also an internal service provider for a component agency (Lake Bluff Library). The Village's IT environment can be summarized as follows:

- 69 users in predominately PC environment
- Predominately virtual server environment (26 servers)
- Servers located in 3 different buildings with remote backup (executing a nightly backup plan for the critical servers, including a regularly-tested recovery process)
- Connection to WAN at PSB facility with fiber connection to Village Hall and microwave connection to PW facility
- Current backup process is daily and with remote back-up
- Hardware and software all currently supported (BS&A ERP <https://www.bsasoftware.com/about/>)
- InterDev currently providing technical support and guidance
- No Ad hoc solutions

Upcoming projects 2020

- Support document retention software implementation
- AMR water meter installation (community-wide)
- Guide procurement of Underground Fuel Storage Monitoring System
- Copier/related technology procurement (3 total)
- Plan and migrate credit card machine processing to separate environment to increase security
- Conduct an Office 365 evaluation
- Implement Current Strategy plan

Lake Bluff IT Environment Audit

Users: 60

Desktops 60

LAN Devices: 5

WAN Devices: 2

Servers (Physical and Virtual): 28

About the Village of Lincolnshire

The Village of Lincolnshire is situated 20 miles north of O'Hare International Airport and 30 miles from Chicago's Loop. The Village is also home to a number of high-profile global headquarters two nationally-recognized public school districts, ample recreational opportunities, easy highway access and highly-traveled arterials, as well as a responsible and business-friendly government. Lincolnshire is unique in that 7,300 residents reside within the Village, but more than 20,000 people frequent the Village each day for employment.

The Village is a home-rule municipality and is governed by a mayor and six trustees. The Village operates under a council-manager form of government, with five departments, 63.75 full-time equivalent employees, and 16 seasonal workers serving the community. Lincolnshire contracts its emergency dispatch services with the Village of Deerfield and utilizes MGP for its GIS services. Major software applications currently used include the Microsoft Office suite, BS&A ERP suite, and Tyler Technologies (New World).

Lincolnshire IT Environment Audit

Users: 76

Desktops 76

LAN Devices: 5

WAN Devices: 9

Servers (Physical and Virtual): 21

About the Village of Kenilworth

Kenilworth is located approximately 17 miles north of downtown Chicago and is nestled between the communities of Winnetka and Wilmette. The newest of the 8 Chicago suburban communities fronting on Lake Michigan which are commonly referred to as “the North Shore”, is has a population of 2,513 residents. The community provides full services including police, fire (contracted), public works, water distribution, building & planning, and administrative services. Public safety dispatching services are contracted and the Village is based in two primary operating locations, Village Hall and Public Works which are connected via a secure VPN tunnel.

Due to its size, the community relies upon outsourcing to the extent it meets service delivery expectations and routinely seeks ways to provide services more efficiently. Information technology services are currently fully provided by an outside contractor. The operating environment is primary Windows Server based with SQL Server for the enterprise software (BS&A) environment.

Project Goals for 2020 Include:

- Deploying a new physical server at Village Hall (main IT environment)
- Updating two remaining virtual servers from 2008 to Windows Server 2019
- Deploying a new police in-car camera system with remote downloading at Village Hall
- Explore record digitization options for building & planning division files

Kenilworth IT Environment Audit

Users: 35

Desktops 35

LAN Devices: 15

WAN Devices: 2

Servers (Physical and Virtual): 15

About the City of Yorkville

Located 60 miles southwest of Chicago, Illinois, the United City of Yorkville is a non-home rule municipality covering more than 18 square miles in Kendall County. The United City of Yorkville currently has a population of approximately 20,000 people, and is one of the fastest growing municipalities in Illinois. The City is a non-home rule municipality operated under the Mayor-Council form of government. The City Council consists of the Mayor and 8 aldermen, elected by 4 different wards. The City's fiscal year begins May 1, and ends on April 30. The City is organized into six different departments and has approximately 75 full-time employees.

The United City of Yorkville provides the following services to its residents: police protection, street maintenance and construction, flood control, water, sanitary sewers, building and code enforcement, planning, parks and recreation, and general administrative functions. The City's engineering services and waste collection are outsourced to two separate companies. The City's dispatch services are administered through a regional intergovernmental agreement. The service provider will need to interface with the regional organization administering dispatch services, but it will not be providing these services.

Major software applications currently in use by the United City of Yorkville include: Microsoft Office 365, New World Systems (police records currently), Laserfiche, Adobe Acrobat Pro, ArcGIS, WatchGuard (police in-car videos) and MSI (legacy ERP system, set to be phased out).

In the next few years, the City is planning on rolling out an entirely new ERP system (vendor TBD), to replace its analog phone system with a modern phone system, and to replace ~30 computers per year.

City of Yorkville IT Environment Audit

Users: 82

Desktops 82

LAN Devices: 11

WAN Devices: 4

Servers (Physical and Virtual): 26

Exhibit A

SCOPE OF SERVICES

- 1) **General Purpose:** The purpose of this agreement is for the GovITC to enter an agreement with the Consultant for all or part of its Information Technology (IT) management, development, operation, and maintenance. In addition to supporting the existing IT Services program, the Consultant will identify opportunities for continued development and enhancement.

GovITC will be sharing management, development, maintenance expertise and staffing with other municipalities as a member of the GovITC. The benefits to the GovITC include, but are not limited to, collective bargaining for rates and services, shared development costs, and joint purchasing and training.

The Consultant is the Service Provider for GovITC Base IT Services (as defined in this exhibit) and is responsible for providing the necessary IT professional resources to provide services to support this entity. The Consultant will facilitate and manage resource, cost, and technical innovation sharing among GovITC Members.

- 2) **Confidentiality:** GovITC documents provided to prepare the contract may have proprietary and confidential information. They shall not be copied, circulated, or otherwise provided to any person or organization that is not part of the process established for its consideration without the advance written permission of GovITC.
- 3) **Service Types:** The Consultant will provide and support three (3) service types. The three (3) services types are as follows:
 - A. **Base Services:** Services included are but not limited to IT Infrastructure; Workstations, Network, Telecommunications, Servers, Security Equipment, Desktop Support, Service Desk, Application Support, and Management/Administrative functions. Please see below.

Base Service	Service Description
Acquisition and Procurement	A service supporting the request, configuration, and procurement of various technical devices, software, and other related services.
Application Configuration Deployment	See Configuration Management
Asset Tracking	See Configuration Management
Break Fix Maintenance	Hardware and related software support when a device has failed. Includes the repair or replacement of the failing device.
Capacity Management	Manage the throughput of all related local and wide areas network to ensure there is enough capacity to support all business requirements.
Change Management	The process responsible for controlling the lifecycle of all changes, enabling beneficial changes to be made with minimum disruption to IT services. Change management is responsible for managing all changes to the production environments of any GovITC member.
Configuration Management	The process responsible for ensuring that the assets required to deliver services are properly controlled, and that accurate and reliable information about those assets is available when and where it is needed.
Data Center Support	Support of Acquisition, Configuration, Network, Storage, Battery backups, repair services for data center related devices, software, and IT services.
Deployment	The activity responsible for movement of new or changed hardware, software, documentation, processes, and the like into the production environment.
Disposition	The organized process of disposing of any end of life device, capability, or asset.
Facilities Infrastructure	Infrastructure support for any facilities that are used to deliver any IT service to a GovITC member to ensure the agreed availability, capacity, and physical security are maintained.
Image Management	Manage the approved image for each device type this includes software version control.
Incident Management	The process responsible for managing the lifecycle of all incidents. Incident management ensure that normal service operation is restored as quickly as possible and the business impact is minimized.
IT Budgeting	Budgeting assistance to all GovITC members relating to estimated costs, proactive fund allocation, and project pricing based on defined scope and requirements.
IT Planning and Documentation	Assistance planning and documenting any new, changed, or modified IT services.
Knowledge Management	The process responsible for sharing perspectives, ideas, experience and information, and for ensuring that these are available in the right place and at the right time.
Monitoring Management	The process responsible for managing the repeated observation of a configuration item (CI) IT service, or process to detect events and to ensure that the current status is known.
Network Support	Support of the local and wide areas networks to ensure the agree availability, capacity, security and access are managed and maintained.
Operating System	Operating system and patch deployment and upgrades of workstations, servers, and network devices.
Patching Updates	Managing patch update that include: maintaining current knowledge of available patches; deciding what patches are appropriate for particular systems; ensuring that patches are installed properly; testing systems after installation; and documenting all associated procedures, such as specific configurations required.
Physical Security	Ensure physical security by integrating people, place, process and technology.
Problem Management	The process responsible for managing the lifecycle of all problems. Problem management proactively prevents incidents from happening and minimized the impact of incident that cannot be prevented.
Server Support	Server hardware, operating systems, and application software that resided on the service per agreement.
Service Desk	A single point of contact between the IT support provider and the users. A typical service desk manages incidents and service requests, and also handles communication with the users.
Software Version Control	Process of keeping a software system consisting of many versions and configurations well organized and up to date.
Strategic Planning	Assistance with near and long term planning within the scope of the services provided by the vendor.
Vendor Management	Management of the vendor's engagement via one or more dedicated resources.
Voice and Conferencing Support	Management and support of all voice and audio conferencing services delivered to any GovITC Member.
Wireless Support	Manage and support any current or future wireless networks. This includes availability, capacity, access, and security.

- B. **Planned Projects:** Scoped and Un-scoped projects with requirements that will be provided by an individual municipality, reviewed by Consultant, Scope of Work Developed, and pricing provided by Consultant.

The Consultant shall receive from each member community a list of Base and Planned Projects for the next calendar year no later than July 1 each calendar year. The Consultant shall provide to the GovITC Board a schedule of pricing by August 1. The GovITC Board and the Consultant shall come to a mutual agreement as to the quantity and schedule for projects. To the extent possible, the projects schedule will be complete by October 31 of the calendar year. The GovITC Board may elect to suspend or reduce the SLA requirements in an effort to complete projects in a timely fashion.

- a. Projects that take less than 20 hours to complete shall be completed as though that project was a Base Service at no extra cost to the GovITC Member.
- b. Projects that clearly exceed 20 hours to complete must use the Special Projects Form and the Consultant and the GovITC Member shall agree to pricing and the GovITC member shall authorize work prior to InterDev beginning said Project.
- c. Projects that were estimated to take 20 hours or less time but do not shall be treated as follows.
 - i. Projects that exceed 20 hours of time due to unforeseen circumstances by InterDev and through no fault of the Member will be treated as those described in (a.) above
 - ii. Projects that exceed 20 hours of time due to change orders requested by the Member but do not exceed a 50% increase in hours required to complete the project will only be billed the balance of time in excess of 20 hours.
 - iii. Projects that exceed 20 hours of time due to change orders requested by the Member and exceed an increase of 50% in the hours required to complete the project will be billed for the entirety of the work.

Change Orders

Detailed written Requests for Change Orders must be submitted to the Municipality's Representative on the form provided (Exhibit G.). In order to facilitate checking of quotations for extras or credits, all requests for change orders shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Where major cost items are Subcontracts, they shall also be itemized. Requests will be reviewed by the affected Municipality's representative.

Each written Request for a Change Order must be accompanied by written suggestions where costs can be reduced to offset the Change Order increase requested or a written certification stating that the Contractor has reviewed the work to be performed and cannot identify areas where costs can be reduced.

A written Change Order must be issued by the affected Municipality's representative prior to commencing any additional work covered by such order. Work performed without proper authorization shall be the Contractor's sole risk and expense.

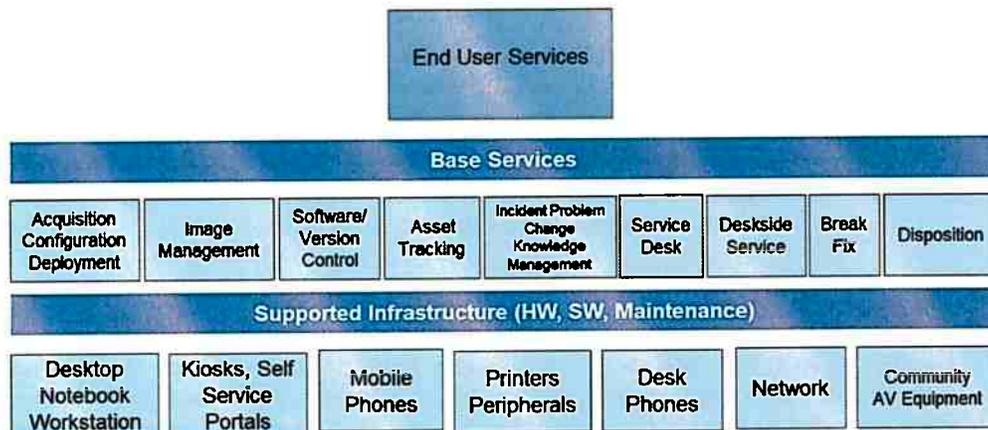
- C. **Optional Services:** May include a unique service needed by a municipality or smaller sub set of municipalities, and therefore does not fit in the Base Services. It would include those projects where GovITC wants to go to a competitive bid.

4) **Service Categories:** The Consultant will support five (5) service categories associated with each service type. The five (5) service categories are as follows:

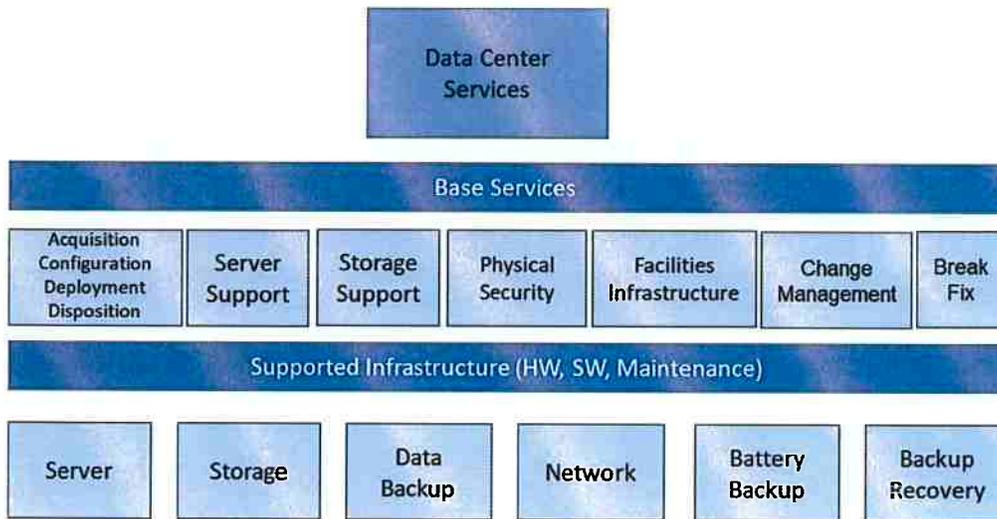
A. **Management and Administration:** These services include, but are not limited to: Procurement, Facilities Management Support, Strategic Planning, IT Planning and IT Budgeting. Please see below.



B. **End User Services:** These services include but are not limited to: Hardware acquisition, configuration, deployment, Image Management, Software Version Control, Asset Tracking, Deskside Service, Break/Fix, Disposition, and Incident, Problem and Change Management via centralized Service Desk. Please see below.

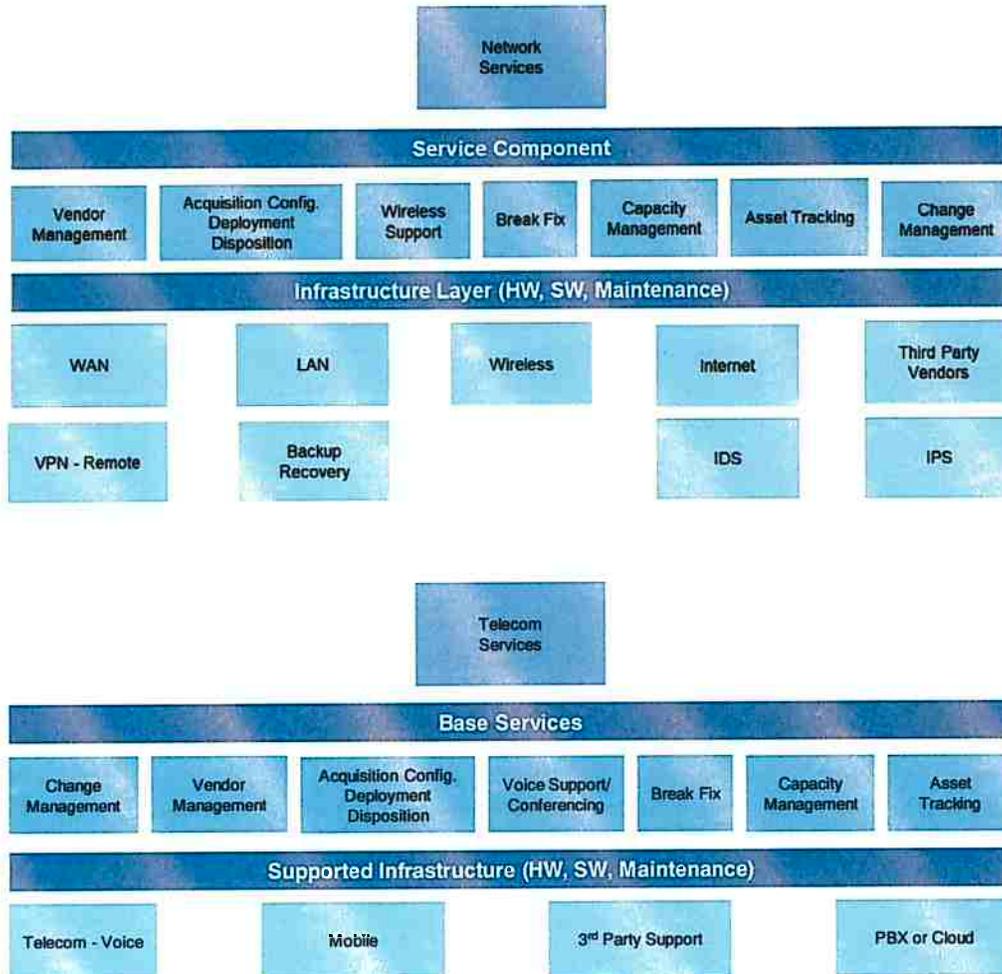


- C. **Data Center Services:** These services include but are not limited to: Hardware Lifecycle Management, Server Support, Storage Support, Network Support, Physical Security, Facilities Infrastructure, Change Management and Break/Fix. Please see below.

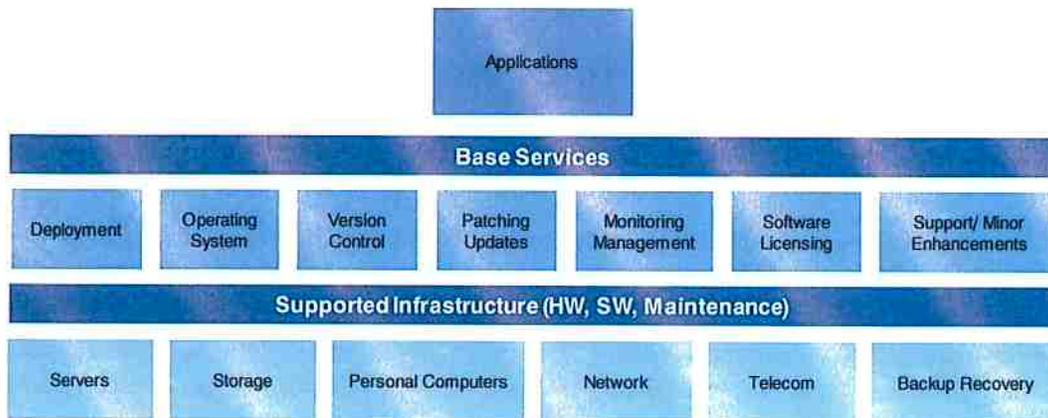


Data backup is the process of backing up any critical data or data that is important enough where losing the information would have a negative effect on the group or organization. Data recovery is the process of recovering the data that was backed up. Note that they are separate because the SLA or service requirements for data backup is to ensure that it is actually backed up and the service provider needs to validate the backup was successful. Data recovery is the process of retrieving the data and putting it back into production and available. The SLA for that usually relates to the speed of recovery and when the data will become available again after requesting its restoration.

- D. **Network and Telecommunication:** The services include but are not limited to: Vendor Management, Hardware Lifecycle Management, Asset Tracking, Change Management, Wireless Support, Capacity Management, Voice Support/Conferencing and Break/Fix. Please see below.



- E. **Applications Support:** These services include but are not limited to: Deployment, Operating Systems, Version Control, Patching Updates, Monitoring Management, and Software Licensing. Please see below.



- 5) **Service Catalog Pricing** – Exhibit E details the Service Catalog pricing for the Base Level Services that the Consultant will provide along with the associated SLA’s listed in Exhibit B. The pricing and metrics will include but are not limited to:
- A. Management and Administration
 - B. End User Services
 - C. Data Center Services
 - D. Network and Telecom Services
 - E. Applications Support
- 6) **Facilities and Equipment** – The GovIT is willing to provide the Consultant with adequate office space, furnishings, hardware, software, and connectivity to fulfill the objectives of the IT Services program. The rate structure extended to GovITC Members is contingent of these provisions for the Consultant. Facilities and equipment include, but are not limited to the following:
- A. Office space for the Consultant staff. This space should effectively and securely house all required IT systems. Peripherals and support tools. This space must be available during normal business hours.
 - B. Furnishings include adequate desk(s), shelving, and seating for the Consultants staff.
 - C. A telephone line and phone to originate and receive outside calls.
 - D. A network connection with adequate speed and access to the Internet.
 - E. Hardware, Software, Peripherals, and Network connectivity to perform the IT Services objectives efficiently.

The Consultant is responsible for installing, operating, and monitoring the backup and recovery systems for all GovITC IT assets that permit the Consultant to continue services within a reasonable period following a disaster or outage.

- 7) **Termination** – Any individual Member can terminate their Base Services under Exhibit A for its convenience upon 120 calendar days written notice.

Exhibit B

SERVICE LEVEL AGREEMENT (SLA) AND PENALTIES

Service Level Agreement # 2

A Service Level Agreement (SLA) is an agreement between two parties for the delivery of specified services by a supplier/vendor to another party/user (Village), which may also be referred to in this documentation as the "Client". It is effectively an agreement the parties have designed, negotiated and agreed upon to identify and measure the services to be provided. It is a signed comprehensive document specifying the terms and conditions under which the service delivery is accomplished and defines the terms between the Consortium Members and any internal or external service providers.

All parties must clearly understand their respective roles and responsibilities with respect to the delivery of the services and this information is included in the SLA document. The common attributes include:

- Defines the village and the supplier/vendor
- Defines the terms and basis under which the Services will be delivered
- States how the Service performance levels are to be measured
- Provides a framework for the relationship between the Supplier and the Village.
- Specifies the Services to be delivered in the Service Catalog
- Specifies the services which are classified as a Project
- Specifies the costs of receiving those services

In the SLA the supplier/vendor and the village are identified as well as the statement of expectations and delivery terms. The village should also fully understand the services available, the cost of receiving the services and the basis for the calculation of those costs. (Service Catalog and Cost Model)

The agreement also provides the expectations to hold the supplier/vendor accountable for the quality and performance levels of the services and the service availability.

Defining the SLA is the first step in the process of establishing a management process for the delivery of services for the Consortium. The phases to be completed to establish the Consortium service delivery model include the following:

- Define, understand and develop the SLA's by service category
- Utilize the SLA service categories to identify and define the services for the Service Catalog
- Create the Cost Model and costs for the services defined in the Service Catalog

The following pages contain the SLA's, key metrics for the service within the Service Catalog attached to the Master Service Agreement and will be reported to the Consortium Members based on the defined period. Other service statistics that are not covered under the SLA agreement can be added to the monthly or quarterly reporting provided to the GovITC membership if those metrics are reportable by the service provider.

Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days.

Service Types	Service Level Agreements	Response Times	Reported
<p>PC Hardware Incident Support</p> <p><i>Standard support for hardware issues related to Standard, Power Mobile users including network printers and MFD.</i></p>	Single Priority Level	<ul style="list-style-type: none"> - Response: 30 Minutes - Plan: 8 hrs. - Resolution: 2 days - Ticket closure: 3 days - <i>Minimum SLA Compliance: 90%</i> 	Monthly
<p>Desk-side Application Incident Support</p> <p><i>General Assistance: Application or personal procedure unusable, where a workaround is available or a repair is possible.</i></p>	Priority Level: Low	<ul style="list-style-type: none"> - Response: 4 hrs. - Planned: 8 hrs. - Resolution: 24 hrs. - <i>Minimum SLA Compliance: 90%</i> 	Monthly
<p>Desk-side Application Incident Support</p> <p><i>Non-critical function or procedure, unusable or hard to use having an operational impact, but with no direct impact on services availability. A workaround is available.</i></p>	Priority Level: Medium	<ul style="list-style-type: none"> - Response: 1 hrs. - Planned: 8 hrs. - Resolution: 24 hrs. - <i>Minimum SLA Compliance: 90%</i> 	Monthly
<p>Desk-side Application Incident Support</p> <p><i>Production Impaired Critical functionality or network access interrupted, degraded or unusable, having a severe impact on services availability. No acceptable alternative is possible.</i></p>	Priority Level: High	<ul style="list-style-type: none"> - Response: 30 Minutes - Planned: 1 Hour - Resolution: 4 hrs. - <i>Minimum SLA Compliance: 90%</i> 	Monthly
<p>Mobile Application Incident Support</p> <p><i>Standard support for software and operating system issues related to Mobile users.</i></p>	Single Priority Level	<ul style="list-style-type: none"> - Response: 30 Minutes - Planned: 8 hrs. - Resolution: 2 days - <i>Minimum SLA Compliance: 90%</i> - <i>(Note: In rare cases return to operation may include loaner, replacement or other</i> 	Monthly

		<i>work around which provides functionality)</i>	
<p>Server/Storage/Network Support</p> <p><i>Production Down Emergency: An Error in the production environment that inhibits all, or substantially all, of the Software from functioning in accordance with its documentation. A Priority "one" Error is both severe and mission-critical.</i></p>	Priority Level: Critical	<ul style="list-style-type: none"> - Response: 15 Minutes - Planned: 30 Minutes - Resolution: 2 hrs. - Minimum SLA Compliance: 90% 	Monthly
<p>Server/Storage/Network Support</p> <p><i>Production Impaired: An Error that causes major functionality of Software to be inhibited, but the Error does not materially disrupt Client's business.</i></p>	Priority Level: High	<ul style="list-style-type: none"> - Response: 30 Minutes - Planned: 1 Hour - Resolution: 4 hrs. - Minimum SLA Compliance: 90% 	Monthly
<p>Server/Storage/Network Support</p> <p><i>Production Inhibited: An Error that inhibits a feature of the Software, but the Error does not materially disrupt business</i></p>	Priority Level: Medium	<ul style="list-style-type: none"> - Response: 2 Hrs. - Planned: 3 Hrs. - Resolution: 9 business hrs. - Minimum SLA Compliance: 90% 	Monthly
<p>Server/Storage/Network Support</p> <p><i>General Assistance: Either a "how to" question, an Error that is minor or cosmetic in nature, or, an enhancement to be considered for development.</i></p>	Priority Level: Low	<ul style="list-style-type: none"> - Respond: 1 Day - Planned: 2 Days - Resolution: Agreed upon between parties, Typically Best Effort - Minimum SLA Compliance: 90% 	Monthly
User Addition	<i>Service Request (No Priority Level)</i>	Normal Resolution: 8 hrs. Escalated Resolution: 2 hrs. Minimum SLA: 90%	Monthly
Password Reset	<i>Service Request (No Priority Level)</i>	Normal Resolution: 4 hrs. Escalated Resolution: 2 hrs. Minimum SLA: 90%	Monthly
User Server Access and/or similar Change	<i>Service Request (No Priority Level)</i>	Normal Resolution: 4 hrs. Escalated Resolution: 2 hrs. Minimum SLA: 90%	Monthly

All other requests	<i>Service Request (No Priority Level)</i>	Normal Resolution: Scheduled Escalated Resolution: Scheduled Minimum SLA: Delivered when committed with vendor, 90% of committed time	Monthly
Server Patching (Critical and Security Patches)	<i>Service Request (No Priority Level)</i>	97% of server where patching is enabled are fully patched.	Monthly
Workstation Patching (Critical and Security Patches)	<i>Service Request (No Priority Level)</i>	97% of workstations where patching is enabled are fully patched.	Monthly
Workstation Anti-Virus Coverage	<i>Service Request (No Priority Level)</i>	90% of workstations with up-to-date coverage.	Monthly
Server Anti-Virus Coverage	<i>Service Request (No Priority Level)</i>	90% of servers with up-to-date coverage.	Monthly
System Uptime	<i>Service Request (No Priority Level)</i>	Critical systems have an uptime of 99%	Quarterly
Server Data Backups	<i>Service Request (No Priority Level)</i>	95% of all server backups are completed successfully	Quarterly
Vulnerability Scan Remediation	Critical	Resolved 30 days after initial vulnerability scans	Annual
Vulnerability Scan Remediation	Medium	Resolved 90 days after initial vulnerability scans	Annual
Customer Survey	<i>Service Request (No Priority Level)</i>	Will be released annually no later than at the end of the second quarter of the calendar year.	Annual

Service Level Agreement # 2 – Penalty

Repeated failure to meet SLA requirements may result in Termination of the Agreement per the terms and conditions set forth in Section 5 of the Agreement and disbarment from proposing on future projects by the GovITC and its member communities.

Service Level Agreement # 2 – Exceptions

Any Systems that are not covered under an active/valid warranty or have been declared End-of-Life (EOL) by the vendor with limited or no support options by its manufacturer are considered a support liability. Instances where support is needed on those items, standard SLAs should not apply and penalties waived.

Instances when a member community knowingly purchases hardware, software, or services that do not comply with GovITC or industry best practices or standards, applicable SLAs and corresponding penalties should not apply if support on those items is requested.

Exhibit C

INSURANCE REQUIREMENTS

The Service Provider shall maintain for the duration of the contract, including warranty period, insurance purchased from a company or companies lawfully authorized to do business in the state of Illinois and having a rating of at least A-minus and a class size of at least X as rated by A.M. Best Ratings. Such insurance as will protect the Service Provider from claims set forth below which may arise out of or result from the Service Provider's operations under the contract and for which the Service Provider may be legally liable, whether such operations be by the Service Provider or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Workers' Compensation Insurance covering all liability of the Service Provider under the Workers' Compensation Act and Occupational Diseases Act; limits of liability not less than statutory requirements.

Employers Liability covering all liability of Service Provider as employer, with limits not less than: \$1,000,000 per injury - per occurrence; \$500,000 per disease - per employee; and \$1,000,000 per disease - policy limit.

Comprehensive General Liability in a broad form on an occurrence basis, to include but not be limited to, coverage for the following where exposure exists; Premises/Operations, Contractual Liability, Products/Completed Operations for 2 years following final payment, Independent Contractor 's coverage to respond to claims for damages because of bodily injury, sickness or disease, or death of any person other than the Service Provider's employees as well as claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Service Provider, or (2) by another person and claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use there from; Broad Form Property Damage Endorsement;

General Aggregate Limit	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000

Automobile Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

Professional Liability Insurance shall be maintained to respond to claims for damages due to the Service Provider's errors and omissions.

Errors and Omissions	\$1,000,000
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Service Provider agrees that with respect to the above required insurance:

- (a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- (b) To provide separate endorsements: to name the GovITC as additional insured as their interest may appear, and; to provide thirty (30) days' notice, in writing, of cancellation or material change.
- (c) The Service Provider's insurance shall be primary in the event of a claim.

- (d) The GovITC shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration or cancellation of any such policies. Said Notices and Certificates of Insurance shall be provided to: GovITC of Buffalo Grove, 50 Raupp Blvd., Buffalo Grove, IL 60089.
- (e) A Certificate of Insurance that states the GovITC has been endorsed as an "additional insured" on a non-contributory basis by the Service Provider's insurance carrier.

Specifically, this Certificate must include the following language: "The GovITC, Members, and their respective appointed officials, employees, agents, Service Providers, attorneys and representatives, are, and have been endorsed, as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the contract term."

Failure to Comply: In the event the Service Provider fails to obtain or maintain any insurance coverages required under this agreement, the GovITC may purchase such insurance coverages and charge the expense thereof to the Service Provider.

Exhibit D

FORM OF SPECIAL PROJECT SERVICES SCOPE(S)

Special Projects Services Form	
<i>This form should be used for services outside of the Base Services and requires a work effort greater than 20 hours.</i>	
Member:	
Project Summary:	
Requested Start Date:	
Requested Completion Date:	
Justification:	
Goal: (What does success look like for this project?):	

Scope and Hours Estimate	Hours	Rate/Hr.	Ext. Cost	Start Date	Finish Date
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
TOTAL PROJECT COST:	0		\$ -		

Hardware/Software	QTY

Prerequisites

Assumptions / Understandings

Termination of these Special Services is agreed under the following terms:
 [EXAMPLE:
 • Consultant will be paid for all work completed prior to notice of termination
 • All equipment ordered that cannot be returned will be paid for by Member]

Penalties agreed under the following terms:
 [EXAMPLE:
 • This Special Service is a low priority with no penalty.
 • This Special Service has a daily 1% penalty for each work day after the completion date and the date the project is delivered.]

Deliverables (Write-ups, quotes, network diagram, etc.)

Completed By:
Reviewed By:
Approved By:

Exhibit E
BASE SERVICE CATALOG PRICING

Exhibit F
BASE SERVICE ORDER FORM

To be agreed to later.

Exhibit G
CHANGE ORDER FORM

Project Name _____ Change Order Number _____

Project Number _____ Date _____

The Project is altered as follows:

The original Project Amount was \$ _____

Amount altered by previous Change Order \$ _____

The Project Amount prior to this Change Order \$ _____

The Project Amount will be (increased, decreased)
by this Change Order in the amount of \$ _____

The new Project Amount including this Change Order \$ _____

Original Project Time _____

Hours altered by previous Change Order _____ Hours

The Project Time/Completion Time will be
(increased, decreased)by _____ Hours

The New Project Time _____

Accepted by:

Consultant

GovITC Member

Printed Name

Printed Name

Signature

Signature

Title

Title



SCHEDULE OF PRICES

INFORMATION TECHNOLOGY SERVICES



SERVICES/PROJECT POSITION RATES

PROJECT RESOURCES	RATES
CIO	\$ 150.00
Systems Engineer III/Network Engineer III	\$ 120.00
Systems Engineer II/Network Engineer II	\$ 100.00
Systems Engineer I	\$ 86.00
Systems Administrator	\$ 77.00
Help Desk Support Specialist II	\$ 65.00
Help Desk Support Specialist I	\$ 55.00
Security Engineer	\$ 165.00
Project Management	\$ 110.00

SERVICES	PRICING TYPE	RATES
Basic Network Monitoring	Per Device ***	\$ 7.50
Advanced Network Monitoring	Per Device ***	\$ 9.00
NOC Services	Per Device ***	\$ 25.00
Server Monitoring	Per Device ***	\$ 4.00
Application Monitoring	Per Application	\$ 4.00
Patch Management	Per Device ***	\$ 4.00
Endpoint Protection Platform	Per Device	\$ 1.25
Endpoint Protection Platform with Basic DNS Filtering	Per Device	\$ 2.95
Premium DNS Filtering	Per User *	\$ 1.25
Multi-Factor Authentication	Per User	\$ 3.00
Email Security Management & Archive	Per User	\$ 32.00
Security Operations Center	Per Device / Per IP **	\$ 5.00

SCHEDULE OF PRICES

Information Technology Services

TO: THE GOVERNMENT INFORMATION TECHNOLOGY CONSORTIUM,

FULL NAME OF SERVICE PROVIDER: InterDev

MAIN BUSINESS ADDRESS: 900 Holcomb Woods Parkway, Roswell GA 30076

The undersigned, declares that it has carefully examined the proposed work, the Contract Documents, and all other documents referred to or mentioned in the Contract Documents and it proposes and agrees, if this Proposal is accepted, that it will contract with the GovITC, in the form of the Contract attached, to complete the Work titled "Information Technology Services", and that it will take in full payment therefore the sums set forth in the following Schedule of Prices.

Each Service Provider shall be required to submit one original and four hard copies of pages 7-9 in a sealed envelope or box. Service Providers wishing to submit a price proposal for the optional services shall include their price proposals in the envelopes or packages referenced above. All envelopes and packages containing prices shall be marked or endorsed:

GovITC-2019-01 Schedule of Prices for Government Information Technology Consortium,
Information Technology Services

2-27-2020
Date

Signature

asmith@interdev.com
E-mail

Ashley J. Smith
Printed Name

678-672-1512
Phone Number

Chief Government Information Officer
Title

SCHEDULE OF PRICES

For SLA # 2

This page is to be submitted on or before Thursday **October 3, 2019 at 10:00 am** separate and apart from the proposal packet in a sealed envelope, failure to do so may result in the disqualification of the contractor's proposal.

Glenview

Administration					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Management and Administration	\$ 6,232.72-	12	Per Month	Monthly	\$ 74,792.64 -
Enhanced 911 Services	\$ 5,060.00	12	Per Month	Monthly	\$ 60,720.00 -
Shared Special Projects	\$ -	*	Per Month	Monthly	
Administration Total					\$ 135,512.64 -

End User					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
End User Services	\$ 10,478.00	12	Per Month	Monthly	\$ 125,736.00 -
End User Service Total					\$ 125,736.00 -

Data					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Data Center Services	\$ 7,900.00-	12	Per Month	Monthly	\$ 94,800.00 -
Data Center Services Total					\$ 94,800.00 -

Network and Telecom					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Network Services	\$ 3,580.00-	12	Per Month	Monthly	\$ 42,960.00 -
Telecom Services	\$ 1,690.00	12	Per Month	Monthly	\$ 20,280.00 -
Network and Telecomm Total					\$ 63,240.00 -

Application Support					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Application Support	\$7,980.00	12	Per Month	Monthly	\$ 85,176.00 -
Application Support Total					\$ 85,176.00 -

Special Projects					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Special Project Pricing **	\$ 11,084.73	12	Per Hour (blended)	Monthly	\$ 133,016.75 -
Special Project Total					\$ 133,016.75 -

Total Services Charge \$ 637,481.39 -

* See Exhibit E.

**SharePoint pricing reflects a \$10,000 reduction in total value for the services and is valid for only one contract year.

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Lincolnshire

Administration					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Management and Administration	\$1,401.44 -	12	Per Month	Monthly	\$16,817.25 -
Enhanced 911 Services	\$ -	12	Per Month	Monthly	\$ -
Shared Special Projects	\$ -	*	Per Month	Monthly	
Administration Total					\$ 16,817.25 -

End User					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
End User Services	\$2,356.00 -	12	Per Month	Monthly	\$28,272.00 -
End User Service Total					\$28,272.00 -

Data					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Data Center Services	\$950.00 -	12	Per Month	Monthly	\$11,400.00 -
Data Center Services Total					\$11,400.00 -

Network and Telecom					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Network Services	\$ 305.00 -	12	Per Month	Monthly	\$ 3,660.00 -
Telecom Services	\$ 380.00 -	12	Per Month	Monthly	\$ 4,560.00 -
Network and Telecomm Total					\$ 8,220.00 -

Application Support					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Application Support	\$1,596.00	12	Per Month	Monthly	\$19,152.00 -
Application Support Total					\$ 19,152.00 -

Special Projects					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Special Project Pricing	\$ -	12	Per Hour (blended)	Monthly	\$ -
Special Project Total					\$ -

Total Services Charge \$ 83,681.28 -

* See Exhibit E.

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Lake Bluff

Administration					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Management and Administration	\$ 1,106.40 -	12	Per Month	Monthly	\$ 13,276.80 -
Enhanced 911 Services	\$ -	12	Per Month	Monthly	\$ -
Shared Special Projects	\$ -	*	Per Month	Monthly	
Administration Total					\$ 13,276.80 -

End User					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
End User Services	\$ 1,860.00 -	12	Per Month	Monthly	\$ 22,320.00 -
End User Service Total					\$ 22,320.00 -

Data					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Data Center Services	\$ 1,400.00 -	12	Per Month	Monthly	\$ 16,800.00 -
Data Center Services Total					\$ 16,800.00 -

Network and Telecom					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Network Services	\$ 290.00 -	12	Per Month	Monthly	\$ 3,480.00 -
Telecom Services	\$ 300.00 -	12	Per Month	Monthly	\$ 3,600.00 -
Network and Telecomm Total					\$ 7,080.00 -

Application Support					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Application Support	\$ 1,260.00	12	Per Month	Monthly	\$ 15,120.00 -
Application Support Total					\$ 15,120.00 -

Special Projects					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Special Project Pricing	\$ -	12	Per Hour (blended)	Monthly	\$ -
Special Project Total					\$ -

Total Services Charge **\$ 74,596.88 -**

* See Exhibit E.

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Kenilworth

Administration					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Management and Administration	\$ 645.40 -	12	Per Month	Monthly	\$7,744.80 -
Enhanced 911 Services	\$ -	12	Per Month	Monthly	\$ -
Shared Special Projects	\$ -	*	Per Month	Monthly	
Administration Total					\$ 7,744.80 -

End User					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
End User Services	\$ 1,085.00 -	12	Per Month	Monthly	\$ 13,020.00 -
End User Service Total					\$ 13,020.00 -

Data					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Data Center Services	\$ 850.00 -	12	Per Month	Monthly	\$10,200.00 -
Data Center Services Total					\$ 10,200.00 -

Network and Telecom					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Network Services	\$ 190.00 -	12	Per Month	Monthly	\$ 2,280.00 -
Telecom Services	\$ 175.00 -	12	Per Month	Monthly	\$ 2,100.00 -
Network and Telecomm Total					\$ 4,380.00 -

Application Support					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Application Support	\$735.00	12	Per Month	Monthly	\$8,820.00 -
Application Support Total					\$8,820.00 -

Special Projects					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Special Project Pricing	\$ -	12	Per Hour (blended)	Monthly	\$ -
Special Project Total					\$ -

Total Services Charge **\$ 44,164.80 -**

* See Exhibit E.

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Yorkville

Administration					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Management and Administration	\$ 1,512.08 -	12	Per Month	Monthly	\$18,144.96 -
Enhanced 911 Services	\$ -	12	Per Month	Monthly	\$ -
Shared Special Projects	\$ -	*	Per Month	Monthly	
Administration Total					\$18,144.96 -

End User					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
End User Services	\$2,542.00 -	12	Per Month	Monthly	\$ 30,504.00 -
End User Service Total					\$ 30,504.00 -

Data					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Data Center Services	\$1,450.00 -	12	Per Month	Monthly	\$ 17,400.00 -
Data Center Services Total					\$ 17,400.00 -

Network and Telecom					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Network Services	\$ 425.00 -	12	Per Month	Monthly	\$ 5,100.00 -
Telecom Services	\$ 410.00 -	12	Per Month	Monthly	\$ 4,920.00 -
Network and Telecomm Total					\$10,020.00 -

Application Support					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Application Support	\$1,722.00	12	Per Month	Monthly	\$ 20,664.00 -
Application Support Total					\$ 20,664.00 -

Special Projects					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Special Project Pricing	\$ -	12	Per Hour (blended)	Monthly	\$ -
Special Project Total					\$ -

Total Services Charge **\$ 96,732.96 -**

* See Exhibit E.

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Buffalo Grove

Administration					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Management and Administration	\$ 5,107.88 -	12	Per Month	Monthly	\$ 61,294.56 -
Enhanced 911 Services	\$ -	12	Per Month	Monthly	\$ -
Shared Special Projects	\$ -	*	Per Month	Monthly	
Administration Total					\$ 61,294.56 -

End User					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
End User Services	\$ 8,587.00 -	12	Per Month	Monthly	\$ 103,044.00 -
End User Service Total					\$ 103,044.00 -

Data					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Data Center Services	\$ 4,700.00 -	12	Per Month	Monthly	\$ 56,400.00 -
Data Center Services Total					\$ 56,400.00 -

Network and Telecom					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Network Services	\$ 6,750.00 -	12	Per Month	Monthly	\$ 81,000.00 -
Telecom Services	\$ 1,385.00 -	12	Per Month	Monthly	\$ 16,620.00 -
Network and Telecomm Total					\$ 97,620.00 -

Application Support					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Application Support	\$ 5,817.00	12	Per Month	Monthly	\$ 69,804.00 -
Application Support Total					\$ 69,804.00 -

Special Projects					
Pricing Worksheet for Supported Infrastructure					
Description	Unit Price	Est. Quantity	Unit Pricing Description	Billing Frequency	Total
Special Project Pricing	\$ -	12	Per Hour (blended)	Monthly	\$ -
Special Project Total					\$ -

Total Services Charge **\$ 388,162.56 -**

* See Exhibit E.

This page is to be submitted on or before Thursday **October 3, 2019 at 10:00 am** separate and apart from the proposal packet in a sealed envelope, failure to do so may result in the disqualification of the contractor's proposal.



ITEM SUMMARY

Reviewing Body / Meeting Date:	Regular Village Board Meeting / September 29, 2020
Subject:	Resolution to Amend a Recreational Path Easement for 2840 Half Day Road & 23437 Old Mill Road
Action Requested:	Approval
Prepared By:	Wally Dittrich, Assistant Public Works Director/Village Engineer
Staff Recommendation:	Approval
Budgeted Amount:	N/A
Actual Amount:	N/A
Level of Service Impact:	N/A
Meeting History:	2003
Tentative Meeting Schedule:	September 29, 2020
Reports / Documents Attached:	Resolution Amended Easement Agreement ALTA Survey

Request Summary / Project Description

In the summer of 2003, the Village of Lincolnshire entered into various easement agreements in order to facilitate the construction of a bike path on the north side of Half Day Road between Riverwoods Road and Westminster Way/Hewitt Drive. During the course of construction, the path was shifted further north out of the limits of the previously agreed to easement. From staff’s research on the issue, it was relocate to avoid some larger trees that were along the roadway that were original to the property. While those trees have since been removed, the path still exists on the property of 2840 Half Day Road & 23437 Old Mill Road (also known as the Florsheim property). There is a pending sale of the property and the prospective buyers request cleanup of the matter up before taking ownership. The revised easement agreement gives the Village permission for the path to remain in its current location and extends the original terms of the easement agreement to the new easement surrounding the previously constructed path. At this time, staff has only been in communications with the attorneys for the buyer and seller and have not been provided any information about any intended future uses of the property.

Budget Impact

N/A

Level of Service Impact

None

Approval Process

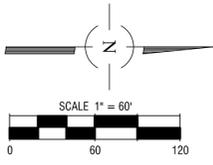
Approval at the September 29, 2020 Regular Village Board meeting is desired in order to allow the closing of the property to take place as quickly as possible.



Staff Recommendation / Next Steps

The Village Attorney has reviewed and approved the revised easement agreement and staff recommends waiver of first reading and approval as the bike path already exists and the Village does not have any funds in its 2020 budget to relocate the path back into the original easement.

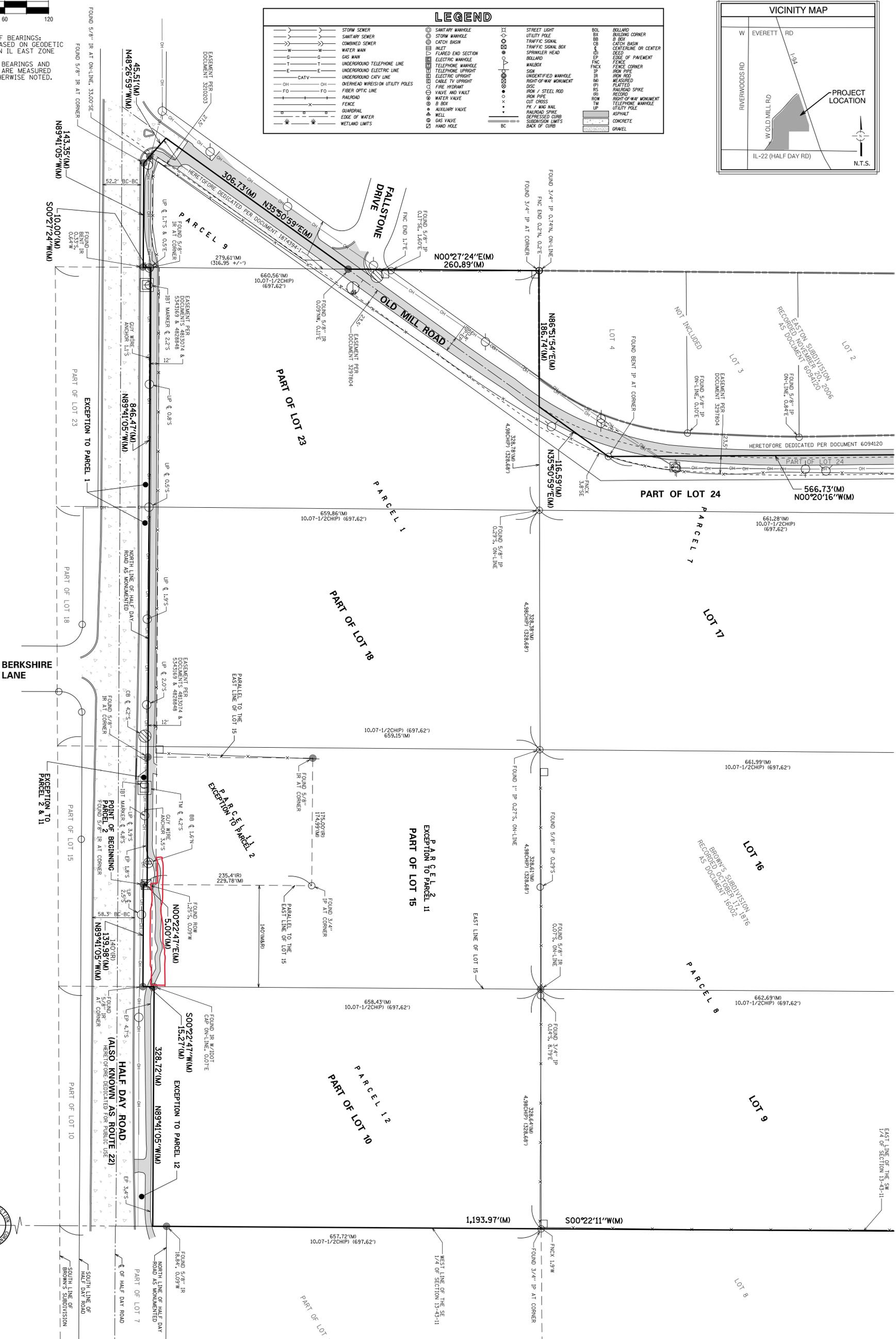
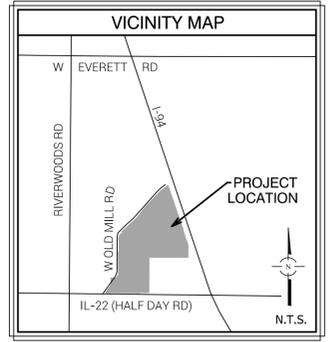
A.L.T.A. / N.S.P.S. LAND TITLE SURVEY



BASIS OF BEARINGS:
TRUE NORTH BASED ON GEODETIC
OBSERVATION IL EAST ZONE

NOTE: ALL BEARINGS AND
DISTANCES ARE MEASURED
UNLESS OTHERWISE NOTED.

LEGEND	
	STORM SEWER
	SANITARY SEWER
	COMBINED SEWER
	WATER MAIN
	GAS MAIN
	UNDERGROUND TELEPHONE LINE
	UNDERGROUND ELECTRIC LINE
	CATV
	OVERHEAD WIRES ON UTILITY POLES
	FIBER OPTIC LINE
	RAILROAD
	FENCE
	GUARDRAIL
	EDGE OF WATER
	WETLAND LIMITS
	SANITARY MANHOLE
	STORM MANHOLE
	CATCH BASIN
	INLET
	FLARED END SECTION
	ELECTRIC MANHOLE
	TELEPHONE MANHOLE
	TELEPHONE UPRIGHT
	ELECTRIC UPRIGHT
	CABLE TV UPRIGHT
	FIRE HYDRANT
	VALVE AND VAULT
	WATER VALVE
	B BOX
	AUXILIARY VALVE
	WELL
	GAS VALVE
	HAND HOLE
	STREET LIGHT
	UTILITY POLE
	TRAFFIC SIGNAL
	TRAFFIC SIGNAL BOX
	SPRINKLER HEAD
	MANHOLE
	SSM
	UNDERSIZED MANHOLE
	RIGHT-OF-WAY MONUMENT
	DISC
	IRON / STEEL ROD
	IRON PIPE
	CUT CROSS
	PK / HAND NAIL
	RAILROAD SPIKE
	DEPRESSED CURB
	SUBGRADE LIMITS
	BACK OF CURB
	BOLLARD
	BUILDING CORNER 9 BOX
	CENTERLINE OR CENTER DEED
	EDGE OF PAVEMENT
	FENCE
	FENCE CORNER
	IRON PIPE MEASURED
	PLATTED RAILROAD SPIKE RECORD
	RIGHT-OF-WAY MONUMENT
	UTILITY POLE
	ASPHALT
	CONCRETE
	GRAVEL



PREPARED FOR:
FUNKHOUSER, VEGOSEN LIEBMAN & DUNN LTD.
55 WEST MONROE STREET
SUITE 2300
CHICAGO, IL 60603

FOR REVIEW
PURPOSES ONLY

REVISIONS:		CONSULTING ENGINEERS	DATE: 08/31/2020
		SITE DEVELOPMENT ENGINEERS	JOB NO: 10448
		LAND SURVEYORS	FILENAME: 10448AL TA-01
			SHEET 2 OF 3

9575 W. Higgins Road, Suite 700,
Rosemont, Illinois 60018
Phone: (847) 696-4060 Fax: (847) 696-4065

**VILLAGE OF LINCOLNSHIRE
LAKE COUNTY, ILLINOIS**

RESOLUTION _____

**A RESOLUTION TO APPROVE AN
AMENDMENT TO A RECREATIONAL PATH EASEMENT
(Florsheim)**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, in exercise of its home rule power, as follows:

SECTION 1. FINDINGS; LEGISLATIVE INTENT. The Mayor and Board of Trustees make the following legislative findings for the purpose of describing the intent for adopting this resolution and approving the amended easement agreement herein described.

A. The Nancy R. Florsheim Declaration of Trust dated February 3, 1993, as amended (the "Grantor"), is the owner of certain property located east of Old Mill Road and north of Illinois Route 22.

B. By an Amended and Restated Easement Agreement dated April 3, 2003 and recorded on August 25, 2003 as document 5343169 ("Easement Agreement") Grantor's predecessor trustee granted, conveyed and dedicated to the Village for the use of the public a perpetual easement for the purposes of constructing, improving, repairing, maintaining, operating and policing a public hiking and recreational path (the "Easement Area") as part of the Village's system of parks and recreation areas.

C. The Village constructed and improved the recreational path shortly after the Easement Agreement was recorded and the Village has repaired, maintained, operated and policed the recreational path since its construction.

D. It has come to the attention of the Grantor and the Village that the Village constructed and improved a segment of the recreational path outside of the boundaries of the Premises and the Easement Area.

E. The Grantor and the Village desires to amend the Easement Agreement and the legal description and depiction of the Easement Areas to include all portions of the recreational path as constructed, maintained and operated by the Village since its construction.

F. the Grantor desires to grant, convey and dedicate to the Village, and the Village desires to accept, a permanent easement on and over the amended Easement Area for the uses and purposes of, and subject to and in accordance with the terms, conditions and limitations of the Easement Agreement.

SECTION TWO. AMENDED EASEMENT AGREEMENT. The First Amendment to Amended and Restated Easement Agreement (the "Agreement"), in the form attached hereto as Exhibit A and incorporated as though fully set forth herein, is hereby approved. The Mayor and Board of Trustees hereby delegate authority to the Village Manager and Village Engineer to sign

and attest to the Agreement and deliver the Agreement to the Grantor to be recorded in the Office of the Lake County Recorder of Deeds.

SECTION THREE. EFFECTIVE DATE. This Resolution shall be effective upon its passage and approval as provided by law.

SO RESOLVED this 29th Day of September, 2020 at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

EXHIBIT A

First Amendment to Amended and Restated Easement Agreement

**This document was prepared by
and after recording return to:**

Village of Lincolnshire
1 Olde Half Day Road
Lincolnshire, IL 60069

FIRST AMENDMENT TO AMENDED AND RESTATED EASEMENT AGREEMENT

This First Amendment to Amended and Restated Easement Agreement ("First Amendment") is made this ____ day of _____, 2020 between Vance L. Liebman and Wilson P. Funkhouser, as co-trustees of the Nancy R. Florsheim Declaration of Trust dated February 3, 1993, as amended (hereinafter the "Grantor") and the Village of Lincolnshire, County of Lake, State of Illinois, an Illinois home rule municipality and unit of local government, the Grantee, (hereinafter the "Village").

WITNESSETH:

WHEREAS, by an Amended and Restated Easement Agreement dated April 3, 2003 and recorded on August 25, 2003 as document 5343169 ("Easement Agreement") Grantor's predecessor trustee granted, conveyed and dedicated to the Village for the use of the public a perpetual easement on and over the "Premises" (as defined in the Easement Agreement and as legally described as Parcels 1, 3, 5 and 7 on "Exhibit A" therein and shown on "Exhibit B" therein) for the purposes of constructing, improving, repairing, maintaining, operating and policing a public hiking and recreational path (the "Easement Area" as defined in the Easement Agreement) as part of the Village's system of parks and recreation areas; and

WHEREAS, Grantor is the owner in fee simple of the Premises and the Premises are part of several larger parcels of land also owned in fee simple by Grantor, including the two parcels legally described on Exhibit 1 hereof ("Grantor Properties"); and

WHEREAS, the Grantor has been the owner in fee simple of the Grantor Properties as of the date of the Easement Agreement and at all times subsequent to such date; and

WHEREAS, the Village constructed and improved the recreational path shortly after the Easement Agreement was recorded and the Village has repaired, maintained, operated and policed the recreational path since its construction; and

WHEREAS, it has come to the attention of the Grantor and the Village that the Village constructed and improved a segment of the recreational path outside of the boundaries of the Premises and the Easement Area; and

WHEREAS, the Grantor and the Village desires to amend the Easement Agreement and the legal description and depiction of the Premises and Easement Areas to include all portions of the recreational path as constructed, maintained and operated by the Village since its construction; and

WHEREAS, the portions of the recreational path constructed, maintained and operated by the Village outside of the boundaries of the Premises and the Easement Area and on and across parts of the Grantor Properties are within the area legally described on Exhibit 2 hereof and depicted on Exhibit 3 hereof a "Parcel 9"; and

WHEREAS, the Grantor desires to grant, convey and dedicate to the Village, and the Village desires to accept, a permanent easement on and over Parcel 9 for the uses and purposes of, and subject to and in accordance with the terms, conditions and limitations of the Easement Agreement.

NOW THEREFORE, in consideration of the premises, of the mutual covenants and conditions and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Grantor and the Village hereby agree as follows:

A. Incorporation of Recitals. The above recitals are, and shall be construed to be, an integral part of this First Amendment.

B. Amendment of Easement. The Easement Agreement is hereby amended to include within the permanent Easement Area granted in the Easement Agreement as set forth in Exhibit A and Exhibit B thereto, the area of Parcel 9 as legally described on Exhibit 2 hereof and depicted on Exhibit 3 hereof. Hereafter, all of the terms, conditions, covenants, promises, representations, warranties and limitations contained in the Easement Agreement shall be deemed to include Parcel 9 as if Parcel 9 was originally part of the Premises and Easement Area and as if Parcel 9 had originally been included in Exhibit A and Exhibit B of the Easement Agreement.

C. Representation and Warranty of Village. The Village hereby represents and warrants to the Grantor that the execution and delivery of this First Amendment has been duly, validly and sufficiently authorized by all individual, corporate, municipal or statutory action on the part of the Village and that this First Amendment has been duly executed and delivered by an individual authorized to act on behalf of the Village, and will constitute the valid and binding obligation of the Village, enforceable against the Village in accordance with the terms and conditions contained in the Easement Agreement.

D. Representation and Warranty of Grantor. Vance L. Liebman and Wilson P. Funkhouser, as co-trustees of the Nancy R. Florsheim Declaration of Trust dated February 3, 1993, as amended, each represents and warrants to the Village that this First Amendment has been duly executed and delivered by individuals authorized to act on behalf of said Trust and will constitute a valid and binding obligation of the Trust, enforceable against the Trust in accordance with the terms and conditions contained in the Easement Agreement.

Remainder of Page Left Intentionally Blank; Signature Page Follows

IN WITNESS WHEREOF, each party to this First Amendment has caused it to be executed on the date indicated below.

GRANTOR:

**THE NANCY FLORSHEIM TRUST
Dated February 3, 1993, as amended**

By: _____
Wilson P. Funkhouser, Co-Trustee
Date: _____

Witness: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2020.

Notary Public

SEAL:

By: _____
Vance L. Liebman, Co-Trustee
Date: _____

Witness: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2020.

Notary Public

SEAL:

GRANTEE:

**VILLAGE OF LINCOLNSHIRE, an Illinois municipality and
unit of local government**

By: _____
Title: _____
Date: _____

Attest: _____

Exhibit 1

Legal Description - Grantor Properties

PARCEL 2: THAT PART OF LOT 15, LYING NORTH OF THE CENTER LINE OF STATE ROUTE 22 IN BROWN'S SUBDIVISION EXCEPT THEREFROM THAT PART OF SAID LOT 15 DESCRIBED AS FOLLOWS:: BEGINNING AT A POINT ON THE NORTH LINE OF SAID STATE ROUTE 22, WHICH IS 140 FEET WEST OF THE EAST LINE OF SAID LOT 15; THENCE NORTH ALONG A LINE PARALLEL TO THE EAST LINE OF SAID LOT 15, A DISTANCE OF 235.4 FEET; THENCE WEST ALONG THE LINE PARALLEL WITH THE SOUTH LINE OF SAID LOT 15, A DISTANCE OF 175 FEET; THENCE SOUTH ALONG OF LINE PARALLEL WITH THE EAST LINE OF SAID LOT 15 TO THE NORTH LINE OF SAID ROUTE 22; THENCE EAST ALONG THE LINE OF SAID ROUTE 22 TO THE POINT OF BEGINNING), BEING A SUBDIVISION OF THE EAST 1/2 OF THE SOUTHWEST 1/4 AND THE NORTHWEST 1/4 OF THE SOUTH EAST 1/4 OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 17, 1876 AS DOCUMENT 16002, IN BOOK "A" OF PLATS, PAGE 39, IN LAKE COUNTY, ILLINOIS (EXCEPT THAT PART TAKEN FOR RIGHT OF WAY PURPOSES IN CASE 86ED6 AND 86ED10), IN LAKE COUNTY, ILLINOIS.

Tax Parcel: Part of 15-13-300-050

PARCEL 11: THAT PART OF LOT 15 IN BROWN'S SUBDIVISION OF PART OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID STATE ROUTE #22, WHICH IS 140.0 FEET WEST OF THE EAST LINE OF SAID LOT 15; THENCE NORTH ALONG A LINE PARALLEL WITH THE EAST LINE OF SAID LOT 15 A DISTANCE OF 235.4 FEET; THENCE WEST ALONG A LINE PARALLEL WITH THE SOUTH LINE OF LOT 15 A DISTANCE OF 175 FEET; THENCE SOUTH ALONG A LINE PARALLEL WITH THE EAST LINE OF SAID LOT 15 TO THE NORTH LINE OF ROUTE #22; THENCE EAST ALONG A LINE OF SAID ROUTE #22 TO THE POINT OF BEGINNING, (EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT AN OLD 3 INCH DIAMETER METAL DISK AT THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 13; THENCE NORTH 1 DEGREES 26 MINUTES 41 SECONDS EAST (BEARINGS ASSUMED FOR DESCRIPTION PURPOSES ONLY) ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION 13 A DISTANCE OF 1414.57 FEET TO THE CENTER LINE OF ILLINOIS ROUTE 22; THENCE NORTH 88 DEGREES 18 MINUTES 39SECONDS EAST ALONG THE CENTER LINE OF SAID ROUTE 22, A DISTANCE OF 1973.11 FEET TO A POINT ON THE WESTERLY LINE OF LOT 15 AFORESAID; THENCE NORTH 1 DEGREES 36 MINUTES 09 SECONDS WEST ALONG THE WESTERLY LINE OF SAID LOT 15, A DISTANCE OF 30.00 FEET TO A 1 INCHDIAMETER IRON PIPE ON THE EXISTING NORTHERLY RIGHT OF WAY LINE OF SAID ROUTE 22; THENCE NORTH 88 DEGREES 18 MINUTES 39 SECONDS ALONG THE NORTHERLY RIGHT OF WAY LINE OF SAID ROUTE 22 A DISTANCE OF 13.84 FEET TO A POINT OF BEGINNING; THENCE CONTINUING NORTH 88DEGREES 18 MINUTES 39 SECONDS EAST ALONG THE NORTHERLY RIGHT OF WAY LINE OF SAID ROUTE 22 A DISTANCE OF 175.00 FEET TO A 1 INCH IRON PIPE; THENCE NORTH 1 DEGREES 37 MINUTES 44 SECONDS WEST PARALLEL WITH THE EASTERLY LINE OF SAID LOT 15 A DISTANCE OF 10.00 FEET TOA 5/8 INCH DIAMETER IRON ROD WITH A 2 INCH DIAMETER ALUMINUM DISK STAMPED "ROW" ATTACHED THERETO; THENCE SOUTH 88 DEGREES 18 MINUTES 39 SECONDS WEST PARALLEL WITH THE CENTER LINE OF SAID ROUTE 22 A DISTANCE OF 175.00 FEET; THENCE SOUTH 1 DEGREES 37 MINUTES 44SECONDS EAST PARALLEL WITH THE EASTERLY LINE OF SAID LOT 15 A DISTANCE OF 10.00 FEET TO THE POINT OF BEGINNING) IN LAKE COUNTY, ILLINOIS.

Tax Parcel: 15-13-300-040

Exhibit 2

Legal Description - Parcel 9

PATH EASEMENT:

THAT PART OF LOT 15 IN BROWN'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 17, 1876 AS DOCUMENT NO. 16002 IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPLE MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE EAST LINE OF SAID LOT 15 AND THE CENTERLINE OF ILLINOIS STATE ROUTE 22; THENCE NORTH 00 DEGREES 22 MINUTES 47 SECONDS EAST (BEING AN ASSUMED BEARING) ALONG SAID EAST LINE 47.00 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 41 MINUTES 05 SECONDS WEST ALONG A LINE PARALLEL WITH SAID CENTERLINE, 140.00 FEET; THENCE NORTH 00 DEGREES 22 MINUTES 47 SECONDS EAST PARALLEL WITH SAID EAST LINE 5.00 FEET; THENCE NORTH 89 DEGREES 41 MINUTES 05 SECONDS WEST PARALLEL WITH SAID CENTERLINE 40.00 FEET; THENCE NORTH 00 DEGREES 22 MINUTES 47 SECONDS EAST PARALLEL WITH SAID EAST LINE 11.00 FEET; THENCE SOUTH 89 DEGREES 41 MINUTES 05 SECONDS EAST PARALLEL WITH SAID CENTERLINE 180.00 FEET TO THE EAST LINE OF SAID LOT 15; THENCE SOUTH 00 DEGREES 22 MINUTES 47 SECONDS WEST ALONG SAID EAST LINE 16.00 FEET, TO THE POINT OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

CONTAINING 0.062 ACRES OR 2,680 SQUARE FEET MORE OR LESS.

PART OF PINS:

(15-13-300-040 & 15-13-300-050)

PREPARED BY: SPACECO INC. (JC)

DATED: September 22, 2020

Exhibit 3

Depiction of Easement Area - Parcel 9

(Easement Exhibit prepared by SpaceCo Inc., dated 9/22/2020, file name 10448EXB-01)

SCALE 1" = 50'



EAST LINE OF LOT 15

FOUND 5/8" IR AT CORNER

FOUND 3/4" IP AT CORNER

PARALLEL TO THE EAST LINE OF LOT 15

PART OF LOT 15
BROWN'S SUBDIVISION
RECORDED OCTOBER 17, 1876
AS DOCUMENT 16002

PART OF LOT 18

PARALLEL TO THE EAST LINE OF LOT 15

PART OF LOT 10

140'(M&R)

PEDESTRIAN PATH EASEMENT

N00°22'47"E
11.00'

N00°22'47"E
5.00'

S89°41'05"E
180.00'

S00°22'47"W
16.00'

FOUND IR W/IDOT
CAP ON-LINE, 0.07'E

EASEMENT PER DOCUMENTS 4813074 & 5343169 & 4828848

12'

11'

16'

140.00' N89°41'05"W

FOUND 5/8" IR AT CORNER

40.00' N89°41'05"W

FOUND ROW 1.25'S, 0.09"W

POINT OF BEGINNING

FOUND 5/8" IR AT CORNER

HALF DAY ROAD
(ALSO KNOWN AS ROUTE 22)

HERETOFORE DEDICATED FOR PUBLIC USE

FOUND 5/8" IR AT CORNER

CL OF HALF DAY ROAD

POINT OF COMMENCEMENT

35'

47.00'

PART OF LOT 15



CONSULTING ENGINEERS
SITE DEVELOPMENT ENGINEERS
LAND SURVEYORS

9575 W. Higgins Road, Suite 700,
Rosemont, Illinois 60018
Phone: (847) 696-4060 Fax: (847) 696-4065

EASEMENT EXHIBIT
OLD MILL ROAD & HALF DAY ROAD
LINCOLNSHIRE, ILLINOIS

DATE: 09/22/20

FILENAME: 10448EXB-01

JOB NO: 10448