



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board
September 1, 2020
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Trustees' Committee Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of August 18, 2020
 - B. Executive Session Minutes of August 18, 2020
 - C. Tentative Amended Budget and Appropriation Ordinance
 - D. Resolution to Approve a Professional Services Agreement with Hitchcock Design Group
 - E. Resolution to Approve Addendum No. Four to the Building Lease with the Bartlett Volunteer Fire Association
 - F. Consideration of Updates regarding the General Assistance Program
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

Hanover Township
Board Audit Report
From 8/18/2020 - 8/31/2020

	<u>Total</u>
Total Town Fund	84,132.06
Total Senior Services Fund	12,537.84
Total General Assistance Fund	3,091.23
Total Road Maintenance Fund	16,817.08
Total Mental Health Board Fund	23,549.39
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	5,836.90
Total All Funds	<u><u>145,964.50</u></u>

Supervisor

Town Clerk
Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	08/25/2020	137977	ProxiIT Technology Solutions	Inv# 21468 USB Headphones with Mic, 6' USBC to VGA Adapter	85.11
Check	08/25/2020	137978	Staples	Inv# 3453580731 Webcam	98.59
Check	08/25/2020	137994	ProxiIT Technology Solutions	Inv# 21469 Network Labor,/Backup	1,367.44
Total 1014430 · Computer Equipment & Software					1,551.14
Total 101CAP · Capital Expenditures					1,551.14
101CHN · Community Health					
1014492 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	96.64
Total 1014492 · Dental, Vision & Life Insurance					96.64
Total 101CHN · Community Health					96.64
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	08/25/2020	137973	Leaf (618-009)	Inv# 10950199 Kyocera Copier Lease	97.44
Total 1014617 · Equipment & Furniture					97.44
1014626 · Community Service Award					
Check	08/18/2020	137941	A1 Trophies & Awards	Inv# 15568 Community Service Awards Engraving (10)	580.00
Total 1014626 · Community Service Award					580.00
1014692 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	179.82
Total 1014692 · Dental, Vision & Life Insurance					179.82
Total 101CMA · Community Relations					857.26
Total 101CVA · Community & Veteran Affairs					857.26
101ES · ES - Expenditures					
1014802 · Equipment					
Check	08/25/2020	137980	W.S. Darley & Co	Inv# 17406991 Drone/Materials	2,159.00
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv# 158538 Protective Headgear (3)	797.00
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv# 158407 Fit Tests (13)	620.00
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv# 158077 Identification tags (3)	17.60
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv# 157266 Identification Tags (4) / Frame(1)	65.20
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv#154187 Identification Tags (9)	41.45
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv# 155437 Identification Tags (3)	17.15
Check	08/26/2020	138090	Air One Equipment, Inc.	Inv# 159762 Identifcation Frame (3)	120.00

Hanover Township Board Audit Report

August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
Total 1014802 · Equipment					3,837.40
1014803 · Uniforms					
Check	08/26/2020	138093	Ray O'herron Co., Inc.	Inv# 2046586 Jacket/Pants/Belt/Shirt/Tie/Nameplate	436.63
Check	08/26/2020	138093	Ray O'herron Co., Inc.	Inv# 2046588 Shirts (2)	91.88
Total 1014803 · Uniforms					528.51
1014814 · Communications					
Check	08/25/2020	137975	Motorola Solutions, Inc.	Inv# 5128220200630 Monthly Radio Service Aug 2020	586.00
Check	08/26/2020	138091	Comcast (ES 773)	Acct# 877110083 0226773 ES Internet Charges 8/18-9/17	147.42
Check	08/26/2020	138092	Comcast (Town 207)	Acct# 8771 10 083 0234207 ES Cable Charges 7/20-9/19	21.04
Total 1014814 · Communications					754.46
1014892 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	124.00
Total 1014892 · Dental, Vision & Life Insurance					124.00
Total 101ES · ES - Expenditures					5,244.37
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Check	08/26/2020	137998	Illinois Counties Risk Management Trust	Property/Liability/Workers Compensation Insurance	65,516.50
Total 1014503 · General Insurance					65,516.50
1014507 · Flex Plan & 457 Plan					
Check	08/25/2020	137966	CUNA Mutual Retirement Solutions	Bill# 2625 2022 4183 134 Plan Administration	462.50
Total 1014507 · Flex Plan & 457 Plan					462.50
Total 101ISE · Insurance & Employee Benefits					65,979.00
101MAIN · Facilities Maintenance					
1014211 · Building Maintenance - Senior					
Check	08/18/2020	137947	Johnson Controls Security Solutions	Inv# 34671195 Quarterly Security Monitoring - Senior	255.00
Check	08/25/2020	137967	FlagsUSA	Inv# 82473 Replacement and Stock Flags for Senior Center	109.00
Total 1014211 · Building Maintenance - Senior					364.00
1014215 · Equipment Maintenance - Astor					
Check	08/25/2020	137972	Johnson Controls Security Solutions	Inv# 34670870 Quarterly Security Monitoring - Astor Ave	255.00
Total 1014215 · Equipment Maintenance - Astor					255.00
1014216 · Equipment Rental					
Check	08/25/2020	137980	W.S. Darley & Co	Inv# 17406991 Drone/Materials	1,080.00
Total 1014216 · Equipment Rental					1,080.00

Hanover Township Board Audit Report

August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
1014218 · Vehicle Maintenance - Town					
Check	08/18/2020	137949	Valvoline	Inv# 25249 Oil Change for Truck# 124	48.42
Check	08/18/2020	137954	Valvoline	Inv# 25251 Oil Change for Truck# 136	48.42
Check	08/25/2020	137979	Valvoline	Inv# 25311 Oil Change Van# 111	42.48
Total 1014218 · Vehicle Maintenance - Town					139.32
1014292 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	329.38
Total 1014292 · Dental, Vision & Life Insurance					329.38
Total 101MAIN · Facilities Maintenance					2,167.70
101PAN · Pantry					
1014161 · Utilities					
Check	08/18/2020	137951	Village of Hanover Park	Acct# 3940-001 Water/Sewer	35.34
Total 1014161 · Utilities					35.34
1014192 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	112.63
Total 1014192 · Dental, Vision & Life Insurance					112.63
Total 101PAN · Pantry					147.97
101THE · Town Hall Expense					
1014405 · Internet Access - Town					
Check	08/25/2020	137964	Comcast (607)	Acct# 8771100830128607 Monthly Internet Charges 8/23-9/22	288.40
Total 1014405 · Internet Access - Town					288.40
1014416 · Equipment Rental - Town					
Check	08/25/2020	137973	Leaf (618-009)	Inv# 10950199 Kyocera Copier Lease - Main Copier	306.01
Check	08/25/2020	137973	Leaf (618-009)	Inv# 10950199 Kyocera Copier Lease - Passports	23.10
Check	08/25/2020	137976	Pitney Bowes Global Financial Services	Inv# 3104116129 Postage Machine Quarterly Lease 6/4-9/3	373.32
Total 1014416 · Equipment Rental - Town					702.43
Total 101THE · Town Hall Expense					990.83
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	08/25/2020	137978	Staples	Inv# 3453480730 Binders (2 Boxes)	105.98
Total 1014404 · Office Supplies					105.98
1014414 · Memberships, Subs & Publication					
Check	08/25/2020	137971	Illinois City County Management Assoc	ILCMA Membership Dues (J.Barr)	336.25

Hanover Township Board Audit Report

August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
			Total 1014414 · Memberships, Subs & Publication		336.25
			1014534 · Passport Services		
Check	08/25/2020	137993	Easy Permit Postage	Acct 8000-9090-0585-2392 Postage Refill	532.77
			Total 1014534 · Passport Services		532.77
			1014560 · Emergency Contingency Fund		
Check	08/18/2020	137942	Accurate Office Supply Co	Inv# 521404 Covid - Hand Sanitizer (4 Gallons)	199.80
Check	08/25/2020	137962	Bartlett Volunteer Fire Association	Additional Space Lease ES Covid-19 Coverage 6/1-8/31	4,500.00
			Total 1014560 · Emergency Contingency Fund		4,699.80
			1014592 · Dental, Vision & Life Insurance		
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	353.13
			Total 1014592 · Dental, Vision & Life Insurance		353.13
			Total 101TOE · Town Office Expense		6,027.93
			104ASR · Assessor's Division		
			1044405 · Office Supplies		
Check	08/18/2020	137953	Image Systems & Business Solutions	Inv# 319839 Copy Charges	27.85
Check	08/25/2020	137978	Staples	Credit# 3452205563 for Inv# 3431289250 Toner	-151.98
Check	08/25/2020	137978	Staples	Credit# 3452205568 for Inv# 3451219911 Toner	-191.88
			Total 1044405 · Office Supplies		-316.01
			1044413 · Travel Expense		
Check	08/25/2020	137981	Christopher, Cindy L	Mileage Reimbursement 8/10-8/11	205.50
Check	08/25/2020	137982	Glascott, Patricia A	Mileage Reimbursement 8/3-8/4	38.28
			Total 1044413 · Travel Expense		243.78
			1044419 · Training		
Check	08/25/2020	137981	Christopher, Cindy L	Meal Reimbursement 8/10-8/11	29.97
Check	08/25/2020	137982	Glascott, Patricia A	Meal Reimbursement 8/3-8/4	54.92
			Total 1044419 · Training		84.89
			1044492 · Dental, Vision & Life Insurance		
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	383.52
			Total 1044492 · Dental, Vision & Life Insurance		383.52
			Total 104ASR · Assessor's Division		396.18
			109YFS · Youth & Family Services		
			109ADM · Administration & Clinical		
			1094692 · Dental, Vision & Life Insurance		
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	369.22

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Type	Date	Num	Name	Memo	Amount
			Total 1094692 · Dental, Vision & Life Insurance		369.22
			Total 109ADM · Administration & Clinical		369.22
			109OUT · Outreach & Prevention		
			1094792 · Dental, Vision & Life Insurance		
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	303.82
			Total 1094792 · Dental, Vision & Life Insurance		303.82
			Total 109OUT · Outreach & Prevention		303.82
			Total 109YFS · Youth & Family Services		673.04
			Total 1014 · Town Fund - Expenditures		84,132.06
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104527 · Equipment		
Check	08/18/2020	137958	Wells Fargo	Inv# 5011502413 Copier Payment August 2020	289.85
Check	08/25/2020	137960	Accurate Office Supply Co	Inv# 521716 Scanner	245.49
Check	08/25/2020	137977	ProxiT Technology Solutions	Inv# 21300 Lenovo ThinkPad Notebook (4)	2,627.96
			Total 1104527 · Equipment		3,163.30
			1104528 · Office Supplies		
Check	08/25/2020	137960	Accurate Office Supply Co	Inv# 522184 Copy Paper/Inks	216.09
			Total 1104528 · Office Supplies		216.09
			1104529 · Postage		
Check	08/25/2020	137993	Easy Permit Postage	Acct 8000-9090-0585-2392 Postage Refill	300.00
			Total 1104529 · Postage		300.00
			1104592 · Dental, Vision & Life Insurance		
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	5.78
			Total 1104592 · Dental, Vision & Life Insurance		5.78
			Total 1104ADM · Administration		3,685.17
			1104NUT · Nutrition		
			1105551 · Congregate Food		
Check	08/18/2020	137946	Get Fresh Produce, Inc	Inv# 3570286 Congregate Food	13.49
Check	08/18/2020	137946	Get Fresh Produce, Inc	Inv# 3570871 Congregate Food	207.76
Check	08/18/2020	137955	Highland Baking Company	Inv# 2334944 Congregate Food	33.99
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3572233 Congregate Food	194.00
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3575635 Congregate Food	184.14
Check	08/25/2020	137969	Gordon Food Service	Inv# 204301127 Congregate Food	773.25
Check	08/25/2020	137969	Gordon Food Service	Inv# 204377558 Congregate Food	370.60
Check	08/25/2020	137969	Gordon Food Service	Inv# 204384623 Congregate Food	91.42

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August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
Check	08/25/2020	137970	Highland Baking Company	Inv# 2336508 Congregate Food	57.91
Check	08/25/2020	137970	Highland Baking Company	Inv# 2338824 Congregate Food	24.26
Total 1105551 · Congregate Food					1,950.82
1105553 · Congregate Supplies					
Check	08/18/2020	137946	Get Fresh Produce, Inc	Inv# 3570871 Congregate Supplies	26.78
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3572233 Congregate Supplies	18.65
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3575635 Congregate Supplies	38.85
Check	08/25/2020	137969	Gordon Food Service	Inv# 204301127 Congregate Supplies	128.03
Total 1105553 · Congregate Supplies					212.31
1105558 · Home Delivered Meals Food					
Check	08/18/2020	137946	Get Fresh Produce, Inc	Inv# 3570286 HDM Food	13.48
Check	08/18/2020	137946	Get Fresh Produce, Inc	Inv# 3570871 HDM Food	207.76
Check	08/18/2020	137955	Highland Baking Company	Inv# 2334944 HDM Food	33.99
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3572233 HDM Food	194.00
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3575635 HDM Food	184.14
Check	08/25/2020	137969	Gordon Food Service	Inv# 204301127 HDM Food	773.25
Check	08/25/2020	137969	Gordon Food Service	Inv# 204377558 HDM Food	370.60
Check	08/25/2020	137969	Gordon Food Service	Inv# 204384623 HDM Food	91.42
Check	08/25/2020	137970	Highland Baking Company	Inv# 2336508 HDM Food	57.90
Check	08/25/2020	137970	Highland Baking Company	Inv# 2338824 HDM Food	24.26
Total 1105558 · Home Delivered Meals Food					1,950.80
1105560 · Home Delivered Meals Supplies					
Check	08/18/2020	137946	Get Fresh Produce, Inc	Inv# 3570871 HDM Supplies	26.77
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3572233 HDM Supplies	18.65
Check	08/25/2020	137968	Get Fresh Produce, Inc	Inv# 3575635 HDM Supplies	38.85
Check	08/25/2020	137969	Gordon Food Service	Inv# 204301127 HDM Supplies	128.03
Total 1105560 · Home Delivered Meals Supplies					212.30
1105792 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	42.54
Total 1105792 · Dental, Vision & Life Insurance					42.54
Total 1104NUT · Nutrition					4,368.77
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	08/25/2020	137963	Susan Benjamin	Inv# 910 Senior Virtual Presentation - Dean Martin	300.00
Total 1104515 · Programming					300.00
1104520 · Volunteer Services					
Check	08/18/2020	137948	Charles Valerio	Home Delivered Meals Mileage Reimbursement July-Aug 2020	38.28
Check	08/18/2020	137956	Phil Roth	Home Delivered Meals Mileage Reimbursement 7/27-8/12 2020	50.46

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Type	Date	Num	Name	Memo	Amount
Check	08/26/2020	138087	Lara, Jennifer	Home Delivered Meals Mileage Reimbursement July/August 2020	26.68
Check	08/26/2020	138088	Harvey, Lana R	Home Delivered Meals Mileage Reimbursement August 2020	16.82
Check	08/26/2020	138089	Pat Zickler	Home Delivered Meals Mileage Reimbursement July-August 2020	60.90
Total 1104520 · Volunteer Services					193.14
1104526 · Senior Newsletter					
Check	08/18/2020	137957	USPS	Club 59 Nov/Dec 2020 Newsletter Postage	1,389.79
Total 1104526 · Senior Newsletter					1,389.79
1104892 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	353.13
Total 1104892 · Dental, Vision & Life Insurance					353.13
Total 1104PRO · Enrichment Programs					2,236.06
1104SOC · Social Services					
1104992 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Total 1104992 · Dental, Vision & Life Insurance					90.86
Total 1104SOC · Social Services					90.86
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	08/18/2020	137943	Airstream Pressure Washing Inc	Inv# 7633 On Site Bus Washing (9)	225.00
Check	08/25/2020	137965	Complete Fleet Services Inc.	Inv# 26816 Bus 142 Tires(2)/Oil Change/Safety Inspection	1,022.61
Total 1104518 · Vehicle Maintenance					1,247.61
1104553 · Uniforms					
Check	08/18/2020	137945	Cintas #22	Inv# 1901524414 Uniform Shirt	225.00
Total 1104553 · Uniforms					225.00
1104692 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	684.37
Total 1104692 · Dental, Vision & Life Insurance					684.37
Total 1104TRN · Transportation					2,156.98
Total 1104 · Aging Services - Expenditures					12,537.84
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	08/25/2020	137978	Staples	Inv# 3453128252 Thank You Bags	150.95
Check	08/25/2020	137978	Staples	Inv# 3453128254 Copy Paper, Letter Pad	73.63

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August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
Check	08/25/2020	137978	Staples	Credit# 3453128251 for Inv# 3451701021 OSP 6 Resin Multip	-107.29
Total 2024202 · Office Supplies					117.29
2024204 · Equipment					
Check	08/18/2020	137952	Waterlogic	Inv# 163173 Water Machine Rental 8/4-9/3	41.05
Check	08/18/2020	137952	Waterlogic	Tax Exempt	-3.05
Check	08/25/2020	137973	Leaf (618-009)	Inv# 10950199 Kyocera Copier Lease	106.23
Total 2024204 · Equipment					144.23
2024210 · Printing					
Check	08/18/2020	137944	Braden Interact Business (Hanover-IBP WS)	Inv# 653573 Copy Charges	59.31
Check	08/25/2020	137983	Kwik Print	Inv# 67568 Foundation Letterhead (to be reimbursed)	228.30
Total 2024210 · Printing					287.61
2024213 · Community Affairs					
Check	08/25/2020	137983	Kwik Print	Inv# 67564 Community Service Award Recognition (20)	323.10
Total 2024213 · Community Affairs					323.10
2024507 · Professional Services					
Check	08/18/2020	137950	Verify (XHANGA)	Inv# 1370049 Background Checks July	62.00
Total 2024507 · Professional Services					62.00
2024510 · Miscellaneous					
Check	08/25/2020	137978	Staples	Inv# 3453580729 Food Pantry Supplies	98.86
Total 2024510 · Miscellaneous					98.86
2024511 · Phone and Internet					
Check	08/26/2020	138000	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 8/25-9/24	176.91
Total 2024511 · Phone and Internet					176.91
2024592 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	337.14
Total 2024592 · Dental, Vision & Life Insurance					337.14
Total 2024ADM · Administration					1,547.14
2024HOM · Home Relief					
2024119 · Emergency Assistance					
Check	08/26/2020	5591	Village of Streamwood	Emergency Assistance	1,544.09
Total 2024119 · Emergency Assistance					1,544.09
Total 2024HOM · Home Relief					1,544.09

Hanover Township Board Audit Report

August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
Total 2024 · Human Services - Expenditures					3,091.23
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034702 · Insurance					
Check	08/26/2020	137998	Illinois Counties Risk Management Trust	Property/Liability/Workers Compensation Insurance	15,000.00
Total 3034702 · Insurance					15,000.00
3034792 · Dental, Vision & Life Insurance					
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	90.86
Total 3034792 · Dental, Vision & Life Insurance					90.86
Total 3034ADM · Administration					15,090.86
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	08/25/2020	137961	Advance Auto Parts	Inv# 6561023246486 Forklift Battery Charger	49.99
Total 3034602 · Operating Supplies & Materials					49.99
Total 3034ROD · Road Maintenance					49.99
303EQM · Equipment					
3034608 · Equipment Purchase					
Check	08/25/2020	137980	W.S. Darley & Co	Inv# 17406991 Drone/Materials	1,080.00
Total 3034608 · Equipment Purchase					1,080.00
3034609 · Maintenance Vehicles & Equip					
Check	08/25/2020	137974	Lift Truck Doctors	Inv# 164150-1 Repairs to Road Division Forklift	453.50
Check	08/25/2020	137979	Valvoline	Inv# 25336 Oil Change Roads Vehicle# 500	48.42
Check	08/25/2020	137979	Valvoline	Inv# 25343 Oil Change for Truck# 504	94.31
Total 3034609 · Maintenance Vehicles & Equip					596.23
Total 303EQM · Equipment					1,676.23
Total 3034 · Road Maintenance - Expenditures					16,817.08
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054012 · Office Supplies					
Check	08/25/2020	137991	Staples	Inv# 3452205569 Ink	39.89
Check	08/25/2020	137991	Staples	Inv# 3452205570 Ink	75.98
Total 5054012 · Office Supplies					115.87
5054014 · Equip / Database					
Check	08/26/2020	137999	Launch Digital Marketing	Inv# 45792 Website Hosting May 2020	50.00

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Type	Date	Num	Name	Memo	Amount
Check	08/26/2020	137999	Launch Digital Marketing	Inv# 47495 Website Hosting September 2020	50.00
			Total 5054014 · Equip / Database		100.00
			5054592 · Dental, Vision & Life Insurance		
Check	08/26/2020	137997	Euclid Managers	Acct 5641581 Monthly Premium	167.53
			Total 5054592 · Dental, Vision & Life Insurance		167.53
			Total 5054ADM · Administration		383.40
			5054COM · HT Community Resource Center		
			5054210 · Utilities		
Check	08/25/2020	137985	Com Ed 019 (MHB)	Acct# 6992134019 Monthly Charges 7/7-8/5	312.78
Check	08/25/2020	137987	Groot, Inc (114943)	Inv# 5854637 Monthly Charges August 2020	239.44
			Total 5054210 · Utilities		552.22
			5054213 · Janitorial		
Check	08/25/2020	137988	JaniKing	Inv# CCHC07200199 Monthly Billing July 2020	414.00
			Total 5054213 · Janitorial		414.00
			5054250 · Building Maintenance		
Check	08/25/2020	137995	Fox Valley Fire & Safety	Inv# 374155 Annual Fire Extinguisher Maintenance	85.00
			Total 5054250 · Building Maintenance		85.00
			Total 5054COM · HT Community Resource Center		1,051.22
			5054SVC · Service Contracts		
			5054123 · Easter Seals		
Check	08/25/2020	137996	Easter Seals DuPage & Fox Valley Region	Medical Rehabilitative Services July 2020	10,574.75
			Total 5054123 · Easter Seals		10,574.75
			5054128 · RENZ Outpatient		
Check	08/25/2020	137990	Renz Addiction Counseling Center	Outpatient Services July 2020	6,776.00
			Total 5054128 · RENZ Outpatient		6,776.00
			5054130 · Northwest Casa		
Check	08/25/2020	137989	Northwest CASA	Sexual Assault Intervention July 2020	360.50
			Total 5054130 · Northwest Casa		360.50
			5054146 · Bridge YFS Crisis Intervention		
Check	08/25/2020	137984	The Bridge Youth & Family Services	Crisis Services July 2020	1,417.50
			Total 5054146 · Bridge YFS Crisis Intervention		1,417.50
			5054175 · WINGS Transitional Shelter		

Hanover Township Board Audit Report

August 18 - 31, 2020

Type	Date	Num	Name	Memo	Amount
Check	08/25/2020	137992	Wings	Transitional Living	1,650.00
Total 5054175 · WINGS Transitional Shelter					1,650.00
5054208 · Easter Seals Nutrition					
Check	08/25/2020	137986	Easter Seals DuPage & Fox Valley Region	Nutrition Services July 2020	1,336.02
Total 5054208 · Easter Seals Nutrition					1,336.02
Total 5054SVC · Service Contracts					22,114.77
Total 5054 · Mental Health - Expenditures					23,549.39
8084 · Capital Projects - Expenditures					
8084415 · Senior Center Improvements					
Check	08/25/2020	137959	ABM Commercial Flooring Inc	Inv# 20-11358 Sr Ctr LL Multipurpose Room Flooring	5,836.90
Total 8084415 · Senior Center Improvements					5,836.90
Total 8084 · Capital Projects - Expenditures					5,836.90
TOTAL					145,964.50

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Supervisor McGuire, Clerk Dolan Baumer and Trustees Beattie, Martinez, Essick, and Moinuddin.

Others present either in person or via teleconference were Assessor Tom Smogolski, Aging Services Director Megan Conway*, Human Services Director Mary Jo Imperato*, Community Health Director Kristen Smith*, Community and Veterans Affairs Director Tom Kuttentberg*, Emergency Services Director Mike Crews*, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek*, Mental Health Board Manager Amanda Teachout*, HR Manager Suzy Callahan, Assistant Administrator Kristin Vana, Attorney Mike Airdo, and Village of Streamwood Trustee Mike Baumer.
*Attendance via teleconference.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board, and Mr. McGuire closed the Town Hall.
- IV. Reports
 - A. Supervisor's Report: Supervisor McGuire offered no report.
 - B. Clerk's Report: Clerk Dolan Baumer reported that a resident called to see if Hanover Township would have a ballot drop box inside the Township; the location of the drop boxes have not yet been made public. She also alerted the Board that the Township has once again been asked to serve as a Receiving Station for the General and Consolidated elections. Covid CDC guidelines would be enforced as dictated for these elections.
 - C. Assessor's Report: Assessor Smogolski reported that Cook County would open for tax appeals in September.
 - D. Trustee Liaison Committee Reports: Trustee Beattie noted that a Committee on Youth meeting would be held on Monday, August 24, 2020.
 - E. Department Reports: Director Smith reported that the Red Cross Blood Drive resulted in 30 units taken; another drive is scheduled for November 4. Testing for Covid 19 antibodies is a side benefit of making a donation, as each person is tested at the draw. The Health Expo would be held from September 1 on the website. The Community Health department has been given over 200 cases of Covid to track. Director Houdek reported that the Open Gym Family Night was a success; another is scheduled for August 28, by reservation only. Staff is working with the schools regarding virtual programming with a September 8 start. Open Gym starts outdoors at the Izaak Walton Center and behind the Town Hall, and one held virtual, on September 8. Therapist Karen Lowe resigned, taking early retirement, with her last day September 30. She will be missed. Human Service online applications for and subsequent distribution of backpacks were distributed to 1,006 people, with more coming from Communities that Care. 800 people used the food pantry this month. Emergency assistance requests are increasing. The Employment Specialist would be working remotely, as she will be moving from the area. The holiday programs registration/applications are online. Veterans services training would be taken by Director Imperator, Lori Orozco and William Burke as the department prepares to take over the void left by Veteran Specialist Cindy Wollack's leaving. A GA education workshop will be held on August 20 with Kopon Airdo as the featured keynote. Manager Teachout reported that the Mental Health Board has received three requests for funding this month and will be discussed at the upcoming August 25 meeting. A PADS site has been identified in Elgin. She met with the new Elgin Mental Health Board to lend advice and support. Bidding is ongoing for a rooftop unit for the Resource Center. Director Conway reported that Title 3 funds requests were submitted to Age Options. Thank you to Florie Sposito for her work on the applications. The

annual “Got Art” exposition would be run virtually this year. She is happy to note that in-person art classes have a waitlist. This month, a special dessert would be given complimentary to Nutrition Services participants. The Senior Committee Donut/Apple sale committee is taking pre-orders. The lower level floors are being replaced. Director Kuttenberg is assisting staff in veterans services procedures. The TOI 113th annual convention would be held virtually November 20-23. Hitchcock Design has started working in earnest on designs, now that the OSLAD grant has been approved. The TOCC virtual fall conference would be held September 18. Road striping, noted Director Hanson, has been completed in the newly paved areas of the Township. Many thanks to Justin and Luke, summer part-time employees. He and Sam Santangelo are walking the newly paved projects in the Township, inspecting the roads as they are coming upon the one-year warranty period. Two custodial candidates have accepted offers. Director Barr noted that in order to have a cost savings would have two full-time custodians and they would work with the Facilities department during the day, and heavier cleaning would be done at night by contracted services. This is a quality, conservative approach. Assistant Administrator Vana reported that she is working with Director Smith to decide which software would best serve the needs of the Township for tracking health screenings and alert the health department should it be required. IT is replacing computers; this is an ongoing process. Some issues regarding email signatures. If there are IT questions, please make sure to let her know. Ms Peshek would be returning next week. Director Crews reported that four new members would be sworn in to office next month. The City of Elgin is dissolving their emergency services group. Director Crews and Director Hanson would be sharing a drone for coverage of roads and other areas in the Township. Supervisor McGuire reported that Director Crews was told that the Elgin CERT was dissolving in part because of the better services provided by Hanover Township. Administrator Barr reported that Cook County Cares would be offering Covid 19 relief to employers in the county. A portion of the 10% of \$5 million would be distributed in the County. IEMA funds may also become available. Staff is awaiting notice of what would qualify for reimbursement (PPEs, sanitation supplies, shields, etc.). Director Crews is taking the lead on this project. Pursuant to direction from the Board, staff and Mr. McGuire have been tasked with looking at financing options should the Township purchase property. If a decision to use Township reserves, a budget amendment would need to be prepared and passed by the Board. The Board members reached concurrence to have Mr. Barr prepare the amendment.

At this time, Supervisor McGuire excused staff for the balance of the meeting.

- VI. Bill Paying: Mr. Barr presented the bills for payment from August 4, 2020 through August 17, 2020 as follows:

a.	Town	\$93,613.33
b.	Senior Services	50,291.01
c.	General Assistance	7,151.91
d.	Road Maintenance	18,585.21
e.	Mental Health Board	4,381.63
f.	Vehicle	200.00
e.	Capital	<u>7,825.00</u>
	Total	<u>\$182,048.09</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from August 4, 2020 through August 17, 2020 as presented. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VII. Unfinished Business: No unfinished business was discussed.

- VIII. New Business:

A. Rescheduled Board Meeting Minutes of August 4, 2020: Clerk Dolan Baumer presented the

minutes from the rescheduled Board meeting of August 4, 2020 for review and approval. Trustee Essick moved to approve the Board meeting of August 4, 2020; motion seconded by Trustee Moinuddin and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- B. Executive Session Minutes of August 4, 2020: Clerk Dolan Baumer presented the minutes from the Executive Session of August 4, 2020 for review and approval. A motion to approve the Executive Session minutes of August 4, 2020 was made by Trustee Beattie and seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
 - C. Resolution to Approve an Intergovernmental Agreement with the Village of Hanover Park For The Astor Avenue Parking Facility: A motion by Trustee Martienz to approve resolution #081820 to approve an intergovernmental agreement with the Village of Hanover Park for the Astor Avenue parking facility was seconded by Trustee Beattie. Mr. Barr noted that the current agreement is expiring and that this is an agreement for \$2,100 for two year. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion carried.
- IX. Executive Session: Motion to go into Executive Session pursuant to §2c5 (The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.), and §2c11 (Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.) pursuant to the Illinois Open Meetings Act was made by Trustee Beattie and seconded by Trustee Essick. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Any remaining staff was excused from the meeting at 7:39 p.m.
- The Board returned from Executive Session at 7:55 p.m. and Clerk Dolan Baumer called the roll: present were Trustees Beattie, Moinuddin, Martinez, Essick, and Supervisor McGuire.
- X. Other Business: The lease, reported Supervisor McGuire, on the Bartlett Fire Barn, is set to expire September 1. The Emergency Services department would like to have it renewed through October 2020.
 - XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:56 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Y&F Services, Community Affairs

Hanover Township
Tentative Amended Budget and Appropriation Ordinance
Ordinance #

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR
 THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,
 FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2020** AND ENDING **MARCH 31, 2021**.
 BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
 EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR CITIZEN
 SERVICES FUND, WELFARE SERVICES FUND, MENTAL HEALTH FUND, ROAD FUND
 RETIREMENT FUND, VEHICLE REPLACEMENT FUND AND CAPITAL PROJECTS FUND FOR THE FISCAL YEAR MENTIONED
 ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. GENERAL TOWN FUND

Beginning Balance April 1, 2020		2,731,099
Estimated Revenues		
3000	Property Tax	3,931,299
3100	Replacement Tax	30,000
3250	Interest Income	50,000
3300	Other Income	6,000
3350	Rent	10,000
3420	MHB/Office Charges	4,500
3430	YFS - Therapy Fees	24,000
3440	YFS - Tutoring Fees	8,000
3445	YFS - MHB Contracts	109,000
3450	Community Health Fees	15,000
3451	Community Affairs Revenue	4,200
3952	Passport Fees	155,000
Total Estimated Revenues		4,346,999
Total Estimated Funds Available		7,078,098
Budgeted Expenditures		
	Administrative Services	2,826,660
	Community & Veterans Affairs	297,856
	Emergency Services	168,665
	Assessor's Office	198,058
	Facilities Division	545,200
	Community Health	265,500
	Youth and Family Services	1,067,250
Total Expenditures/Appropriations		5,369,189
Estimated Cash on Hand March 31, 2021		1,708,909
Expenditures/Appropriations		
4301	Compensation of Officials	78,800
Town Hall Administration Expense		
4401	Postage	3,500
4404	Office Supplies	6,500
4406	Printing	6,500
4408	Salaries	420,000
4412	Travel	5,000
4414	Memberships, Subs, Pubs	12,000
4420	Pre-Employment Charges	1,000
4424	Education & Training	18,000
4429	Miscellaneous	10,000
4520	Consulting Fees	10,000
4530	Financial Administration	65,000
4531	Community Affairs	5,000
4532	Committee on Youth	3,000
4534	Passport Services	14,000
4535	Legal Notices	1,000
4560	Contingency	50,000
4591	Health Insurance	55,200
4592	Dental, Vision & Life Insurance	3,700
4593	Unemployment	2,300
4594	IMRF Expense	18,300
4595	FICA Expense	12,800
4596	Ancillary Benefits	12,860
Total Town Hall Administration Expense		735,660

Town Hall Expense			
4402	Telephone - Town	25,000	
4403	Utilities - Town	19,000	
4404	Internet Access - Town	4,500	
4405	Equipment Rental - Town	6,500	
Total Town Hall Expense			55,000
Legal/Auditing			
4501	Auditing	12,500	
4502	Legal Services	145,000	
Total Legal/Auditing			157,500
Insurance & Employee Benefits			
4411	Employee Assistance Program	1,600	
4503	General Insurance	155,000	
4507	Flex Plan & 457 Plan	4,000	
4514	Employee Recognition	5,000	
4513	Employee Wellness	8,000	
Total Ins & Employee Benefits			173,600
Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	105,000	
4540	Facility Lease	21,100	
4541	Transfer to Vehicle Fund	65,000	
4547	Transfer to Capital Fund	1,415,000	
Total Capital Expenditures & Transfers			1,626,100
Total Administrative Services			2,826,660
Community & Veterans Affairs			
Community Relations			
4608	Salaries	134,000	
4611	Education & Training	2,200	
4614	Printing	700	
4615	Postage	550	
4617	Equipment & Furniture	2,600	
4619	Office Supplies	1,300	
4632	Miscellaneous	1,000	
4620	Satellite Office Programs	2,000	
4621	Satellite Office Utilities	8,500	
4623	Satellite Office Phone & Internet	5,000	
4624	Travel	2,000	
4625	Communications	48,600	
4633	Social Media Archive and Distribution	4,000	
4626	Community Service Awards	2,200	
4627	Community Affairs	5,000	
4628	Historical Marker Program	2,400	
4629	Dues & Subscriptions	500	
4631	Community Festivals	7,500	
4691	Health Insurance	11,438	
4692	Dental, Vision & Life Insurance	1,218	
4693	Unemployment	575	
4694	IMRF Expense	5,424	
4695	FICA Expense	4,641	
Total Community Relations			253,346
Veterans Affairs			
4700	Salary	29,800	
4701	Veterans Honor Roll	4,000	
4703	Travel	750	
4704	Veterans Program	1,000	
4705	Training	1,200	
4706	Printing	400	
4707	Postage	400	
4791	Health Insurance	3,600	
4792	Dental, Vision, & Life Insurance	600	
4793	Unemployment	300	
4794	IMRF Expense	1,325	
4795	FICA Expense	1,135	
Total Veterans Affairs			44,510
Total Community & Veterans Affairs			297,856

Emergency Services			
4801	Salaries	62,400	
4802	Equipment	23,000	
4803	Uniforms	8,500	
4804	Printing	1,000	
4805	Postage	200	
4806	Office Supplies	1,000	
4807	Miscellaneous	1,000	
4808	Education & Training	10,000	
4809	Pre-Volunteer Screening	500	
4810	Travel	2,500	
4812	Volunteer Appreciation	4,000	
4813	Vehicle Fuel & Maintenance	10,000	
4814	Communications & Dispatch	25,000	
4815	Emergency Ops Center	100	
4891	Health Insurance	13,365	
4892	Dental, Vision & Life Insurance	610	
4893	Unemployment	290	
4894	IMRF Expense	2,800	
4895	FICA Expense	2,400	
Total Emergency Services			168,665
Assessor's Office			
4405	Office Supplies	4,210	
4407	Printing	1,120	
4409	Salaries	136,162	
4411	Equipment	3,150	
4413	Travel	2,034	
4415	Dues, Subs & Publications	2,695	
4419	Training	2,230	
4426	Miscellaneous	850	
4433	Professional Services	570	
4491	Health Insurance	30,100	
4492	Dental, Vision & Life Insurance	1,850	
4493	Unemployment	862	
4494	IMRF Expense	6,050	
4495	FICA Expense	5,175	
4525	Communications	1,000	
Total Assessor's Office			198,058
Facilities Division			
4200	Salaries	285,000	
4202	Office Supplies	400	
4205	Janitorial Supplies	10,000	
4208	Housekeeping Contract	52,000	
4209	Building Contracts	13,000	
4210	Building Maintenance - Town	6,000	
4211	Building Maintenance - Senior	8,000	
4212	Building Maintenance - Astor	2,000	
4213	Equipment Maintenance - Town	5,000	
4214	Equipment Maintenance - Senior	14,000	
4215	Equipment Maintenance - Astor	1,200	
4216	Equipment Purchase and Rental	2,000	
4217	Education & Training	1,500	
4218	Vehicle Maintenance - Town	5,000	
4219	Vehicle Fuel - Town	6,000	
4220	Seasonal Projects Assistance	20,000	
4221	Cell Phone / Communications	4,500	
4222	Trash Removal - Town	3,000	
4223	Trash Removal - Senior	3,600	
4224	Trash Removal - Astor	4,000	
4225	Grounds/Reserve Maintenance	10,000	
4226	Uniforms	1,500	
4227	Miscellaneous	1,000	
4228	Building Maintenance - Izaak	3,000	
4229	Equipment Maintenance - Izaak	2,000	
4230	Trash Removal - Izaak	1,800	
4291	Health Insurance	51,100	
4292	Dental, Vision & Life Insurance	2,900	
4293	Unemployment	2,000	
4294	IMRF Expense	12,800	
4295	FICA Expense	10,900	
Total Facilities Division			545,200

Community Health			
4450	Salaries	200,000	
4451	Postage	300	
4452	Office Supplies	1,250	
4453	Printing	2,000	
4454	Travel	1,750	
4455	Dues, Subs & Publications	400	
4456	Community Affairs	3,000	
4457	Equipment	2,500	
4459	Professional Services	2,500	
4461	Miscellaneous	1,000	
4462	License/Professional Insurance	200	
4465	Medical Supplies	10,000	
4466	Communications	1,000	
4491	Health Insurance	20,000	
4492	Dental, Vision & Life Insurance	1,850	
4493	Unemployment	1,150	
4494	IMRF Expense	8,950	
4495	FICA Expense	7,650	
Total Community Health			265,500
Youth and Family Services			
Administration & Clinical			
4608	Salaries	495,000	
4611	Education & Training	6,000	
4612	Consulting Fees	3,600	
4613	Answering Service	1,200	
4614	Printing	2,000	
4615	Postage	300	
4616	Books and Journals	400	
4617	Equipment Maintenance	2,600	
4618	Psychiatric backup	9,000	
4619	Office Supplies	4,000	
4620	Community Affairs	3,800	
4621	Recruitment & Pre-Employment	1,500	
4622	Miscellaneous	500	
4623	Travel	3,000	
4624	Client Mgmt Software	3,600	
4626	Equipment and Furniture	3,000	
4628	Tutoring	27,500	
4629	Dues & Subscriptions	500	
4691	Health Insurance	56,100	
4692	Dental, Vision & Life Insurance	4,900	
4693	Unemployment	3,500	
4694	IMRF Expense	21,700	
4695	FICA Expense	15,800	
Total Administration & Clinical			669,500
Outreach & Prevention			
4627	Open Gym Program	7,200	
4628	Open Gym Salaries	130,000	
4640	Salaries	180,000	
4643	Education & Training	2,000	
4644	Travel	3,000	
4645	Printing	1,000	
4649	Professional Services	1,200	
4650	Program Supplies	1,000	
4651	Cell Phones	3,000	
4652	Substance Abuse Prevention Program	3,200	
4655	Transportation	500	
4791	Health Insurance	36,000	
4792	Dental, Vision & Life Insurance	3,100	
4793	Unemployment	3,450	
4794	IMRF Expense	12,100	
4795	FICA Expense	11,000	
Total Outreach & Prevention			397,750
Total Youth & Family Services			1,067,250
Total Town Fund Expenses/Appropriations			5,369,189

2. SENIOR CITIZEN SERVICES FUND

Beginning Balance April 1, 2020

1,181,044

Estimated Revenues		
3000	Property Tax	1,147,415
3250	Interest Income	7,000
3300	Other Income	5,000
3325	AID Transportation Fees	30,000
3330	MHB Grant	49,500
3350	LIHEAP Fees	6,000
3355	Senior Health Insurance Grant	3,000
3425	Senior Center & Transportation Grants	41,622
3426	Congregate Nutrition Grant	89,639
3450	Transfer From Road Maintenance*	155,000
3500	Senior Programs	210,000
3501	Congregate Meal Donations	40,000
3504	Home Delivered Meals Grant	98,875
3505	Home Delivered Meals Donations	22,000
3506	Out Trip Transportation Fees	7,000
3507	Material Fees	24,000
3508	Nutrition Event Catering	3,000
3509	Lending Closet	14,000
3510	Home Delivered Meals MHB Funding	11,000

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Total Estimated Revenue 1,964,051

Total Estimated Funds Available 3,145,095

Total Expenditures/Appropriations 2,084,026

Estimated Cash on Hand March 31, 2021

1,061,069

Expenditures

Administration		
4517	Salaries	152,565
4522	Contingency	10,000
4523	Recruitment	2,500
4524	Utilities	55,000
4525	Telephone & Internet	1,200
4527	Equipment	14,000
4528	Office Supplies	8,000
4529	Postage	4,000
4530	Printing	5,500
4534	Dues, Sub & Publications	2,000
4535	Travel	1,500
4536	Education & Training	1,000
4538	Community Affairs	2,000
4539	Miscellaneous	1,000
4541	Transfer to Capital Fund	120,000
4591	Health Insurance	31,770
4592	Dental, Vision & Life Insurance	678
4593	Unemployment	862
4594	IMRF Expense	6,140
4595	FICA Expense	4,715

Total Administration 424,430

Enrichment Programs			
4510	Satellite Programming	2,500	
4514	Weekend Programming	4,000	
4515	Programming	160,000	
4520	Volunteer Services	16,000	
4526	Senior Newsletter	13,000	
4531	Computer Instruction	1,000	
4532	Visual Arts	18,000	
4533	Out Trip Transportation	7,000	
4534	Program Salaries	235,888	
4535	Program Training	1,000	
4536	Program Staff Travel	1,000	
4891	Health Insurance	61,830	
4892	Dental, Vision, & Unemployment	2,504	
4893	Unemployment	2,048	
4894	IMRF Expense	9,216	
4895	FICA Expense	7,218	
Total Programs			542,204
Social Services			
4516	Social Services	1,500	
4519	Senior Assistance	3,000	
4560	Psychiatric Services	2,000	
4561	Salaries	180,653	
4562	Training	1,500	
4563	Travel	1,000	
4564	Senior Health Ins Program	3,000	
4991	Health Insurance	20,360	
4992	Dental, Vision, & Life Insurance	1,826	
4993	Unemployment	1,436	
4994	IMRF Expense	7,720	
4995	FICA Expense	5,528	
Total Social Services			229,523
Nutrition			
5550	Congregate Salaries	66,572	
5551	Congregate Food	63,000	
5552	Congregate Equipment	1,500	
5553	Congregate Supplies	6,000	
5554	Travel and Training	500	
5556	Home Delivered Meals Salaries	65,600	
5558	Home Delivered Meals Food	64,000	
5559	Home Delivered Meals Equipment	2,000	
5560	Home Delivered Meals Supplies	6,200	
5561	Event Catering	1,500	
5791	Health Insurance	3,600	
5792	Dental, Vision & Life Insurance	595	
5793	Unemployment	1,436	
5794	IMRF Expense	5,815	
5795	FICA Expense	4,044	
Total Nutrition			292,362
Transportation			
4513	Alternative Transportation	5,800	
4518	Vehicle Maintenance	45,000	
4546	Salaries	363,957	
4547	Dispatch Software	18,550	
4550	Telephone	5,500	
4551	Travel and Training	2,000	
4552	Fuel	37,500	
4553	Uniforms	1,800	
4691	Health Insurance	81,965	
4692	Dental, Vision & Life Insurance	4,870	
4693	Unemployment	2,626	
4694	IMRF Expense	15,139	
4695	FICA Expense	10,800	
Total Transportation			595,507
Total Senior Citizen Services Fund Appropriations			2,084,026

3. GENERAL ASSISTANCE FUND

Beginning Balance April 1, 2020			799,160
Estimated Revenues			
3000	Property Tax	400,864	
3100	Replacement Tax	4,000	
3250	Interest Income	2,000	
3300	Other Income	16,000	
3350	CEDA - LIHEAP	5,000	
Total Estimated Revenues			<u>427,864</u>
Total Estimated Funds Available			1,227,024
Total Expenditures/Appropriations			<u>584,335</u>
Estimated Cash on Hand March 31, 2021			642,689
Expenditures			
Home Relief			
4102	Rent	100,000	
4103	Utilities	22,000	
4105	Personal Essentials	20,000	
4106	Travel Expenses	10,000	
4110	Burial	1,500	
4107	Medical	25,000	
4116	Catastrophic Insurance Premium	3,500	
4117	Miscellaneous	100	
4119	Emergency Assistance	75,000	
Total General Assistance Home Relief			257,100
Administration			
4201	Salaries	184,100	
4202	Office Supplies	3,250	
4204	Equipment	4,000	
4511	Phone & Internet	2,100	
4205	Travel & Training	2,500	
4206	Postage	200	
4210	Printing	1,500	
4212	Dues & Publications	500	
4213	Community Affairs	1,000	
4507	Professional Services	4,000	
4509	Volunteer Appreciation	2,000	
4510	Miscellaneous	500	
4591	Health Insurance	30,072	
4592	Dental, Vision & Life Insurance	1,846	
4593	Unemployment	862	
4594	IMRF Expense	8,228	
4595	FICA Expense	7,050	
Total General Assistance Administration			253,708
Pantry			
4460	Salaries	45,512	
4461	Utilities	8,500	
4391	Health Insurance	14,900	
4392	Dental, Vision & Life Insurance	540	
4393	Unemployment	300	
4394	IMRF Expense	2,035	
4395	FICA Expense	1,740	
Pantry			73,527
Total General Assistance Fund Appropriations			584,335

4. MENTAL HEALTH FUND

Beginning Balance April 1, 2020		1,005,472
Estimated Revenues		
3000	Property Tax	1,239,786
3100	Replacement Tax	12,000
3250	Interest Income	6,000
3300	Other Income	1,000
3350	Rental Income	12,000
3850	Tide Transportation Fee	7,000
3855	Telephone Reimbursement	1,000
3950	AID Transportation Fees	2,000
Total Estimated Revenues		<u>1,280,786</u>
Total Estimated Funds Available		2,286,258
Budgeted Expenditures		
	Service Contracts	1,377,000
	Administration	116,370
	Community Resource Center	59,500
Total Expenditures/Appropriations		<u>1,552,870</u>
Mental Health Fund		<u>733,388</u>
Estimated Cash on Hand March 31, 2021		733,388
Expenditures		
Service Contracts		
4100	CAC CASI	20,000
4102	CAC Family Support	10,000
4103	CAC Safe from the Start	25,000
4104	CCC Domestic Violence Shelter	30,000
4105	CCC Domestic Violence Counsel	30,000
4107	Open Door Clinic	5,000
4108	AID Supportive Employment	41,000
4109	AID Case Management	6,000
4112	Clearbrook Children's Program	8,000
4113	Clearbrook Day Services	7,500
4123	Easter Seals	63,500
4128	Renz Outpatient	60,000
4130	Northwest CASA	9,000
4131	AID Transportation	30,000
4132	Ecker Therapy Services	88,000
4135	Ecker Center/Crisis Services	10,500
4136	HTYFS Psychiatric Back-up	9,000
4137	HTYFS Alt. to Suspension	25,000
4138	Contract Support Services	90,000
4139	HTYFS Interventionist	50,000
4142	Centro de Informacion	27,500
4146	Bridge YFS - Crisis Intervention	5,000
4148	FSA Therapy Services	40,000
4158	Summitt Center	13,000
4162	TIDE Transportation	22,000
4165	Alexian Brothers - Outpatient Psych	12,500
4166	PADS of Elgin	35,000
4167	HTSS - Senior MH	49,500
4169	GEFCC	8,000
4175	WINGS Transitional Shelter	2,400
4177	Staff Development Fund	25,000
4179	Challenge Grant Fund	60,000
4180	Capital Grant Fund	125,000
4183	CCC SA Counseling	15,000
4185	Little City Foundation	5,900
4190	Maryville Academy - Eisenberg Campus	20,000
4192	Leyden FS - Detox/Rehab	40,000
4193	Boys and Girls Club	6,200
4196	Catholic Charities Caregivers Group	5,000
4200	Kenneth Young Center - SASS	13,000
4201	Journeys - Hope Center	2,500
4203	Clearbrook - Residential	8,000
4204	Eater Seals: Family Support	15,000
4205	Mental Health Housing	90,000
4207	Girl Scouts of Northern IL - Outreach	10,000
4208	Easter Seals: Nutrition	13,000
4209	Center for Enriched Living	3,000
4210	Gigi's Playhouse	15,000
4221	HTSS Home Delivered Meals	11,000
4222	HTYFS Bilingual Therapist	25,000
4223	Marklund	22,500
4224	Shelter Group Homes	3,000
4225	Community Alternatives Unlimited	9,000
4226	Fellowship Housing	2,500
Total Service Contracts		1,377,000

Administration			
4001	Hanover Township Services	4,500	
4002	Legal	4,000	
4005	Training	750	
4006	Travel	1,000	
4008	Subscriptions & Publications	150	
4009	Salaries	59,000	
4012	Office Supplies	1,000	
4013	Postage	1,000	
4014	Equip / Database	2,000	
4537	Community Relations	4,000	
4538	Miscellaneous	500	
4539	Dues	1,500	
4540	Special Events	1,000	
4541	Printing	2,000	
4544	Consultants	4,000	
4591	Health Insurance	19,000	
4592	Dental, Vision and Life Insurance	700	
4593	Unemployment	370	
4594	IMRF Expense	5,300	
4595	FICA Expense	4,600	
Total Administration			116,370
Community Resource Center			
4210	Utilities	8,000	
4213	Janitorial	5,500	
4214	Rent	10,000	
4216	Telephone Systems Maintenance	1,000	
4217	Capital Improvements	20,000	
4250	Building Maintenance	5,000	
4286	Agency Support Services	10,000	
Total Community Resource Center			59,500
Total Mental Health Fund Appropriations			1,552,870

5. ROAD FUND

			740,855
Beginning Balance April 1, 2020			
Estimated Revenues			
3000	Property Tax	856,500	
3100	Replacement Tax	28,000	
3250	Interest Income	5,000	
3300	Permits and Fines	1,000	
3400	Traffic Enforcement Fees	1,500	
3500	Other	1,000	
Total Estimated Revenues			893,000
Total Estimated Funds Available			1,633,855
Budgeted Expenditures			
	Road Maintenance	895,500	
	Equipment	146,500	
	Bridge Maintenance	5,000	
	Buildings	60,000	
	Administration/Transfers*	283,400	
Total Expenditures/Appropriations			1,390,400
Estimated Cash on Hand March 31, 2021			243,455
Expenditures			
Road Maintenance			
4600	Controlled Substance Test	1,000	
4601	Salaries	172,000	
4602	Operating Supplies & Materials	25,000	
4603	Gasoline	20,000	
4606	Engineering	50,000	
4607	Contract Work	500,000	
4610	Street Lighting	15,000	
4614	Signs, Stripping & Tree Removal	12,500	
4616	Salt	100,000	
Total Road Maintenance			895,500
Equipment			
4604	Machine Rental	1,500	
4608	Equipment Purchase	115,000	
4609	Maintenance Vehicles & Equip	30,000	
Total Equipment			146,500
Bridge Maintenance			
4615	Bridge Repair and Maintenance	5,000	
Total Bridge Maintenance			5,000
Buildings			
4612	Buildings & Perm Improvement	50,000	
4613	Building Maintenance	10,000	
Total Buildings			60,000
Administration			
4700	Postage	1,000	
4701	Legal	20,000	
4702	Insurance	30,000	
4704	Telephone/Communications	3,000	
4705	Dues, Subscriptions & Publications	1,000	
4706	Travel	1,000	
4707	Printing	500	
4708	Training & Conferences	1,000	
4709	Uniforms and Safety Equipment	1,500	
4710	Community Affaris	2,500	
4711	Utilities	5,000	
4712	Miscellaneous	1,000	
4713	Recruitment	1,000	
4714	Office Supplies	500	
4716	Transfer to Sr Transportation*	155,000	
4717	Transfer to Vehicle Fund*	25,000	
4791	Health Insurance	18,200	
4792	Dental, Vision & Life Insurance	1,400	
4793	Unemployment	2,100	
4794	IMRF Expense	6,500	
4795	FICA Expense	6,200	
Total Administration			283,400
Total Road Fund Appropriations			1,390,400

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

6. IMRF FUND

Beginning Balance April 1, 2020		124,154
Estimated Revenues		
3000 Property Tax	195,040	
3250 Interest Income	800	
Total Estimated Revenues		195,840
Total Estimated Funds Available		319,994
Budgeted Expenditures/ Appropriations		
4508 IMRF	195,840	
Total Expenditures/ Appropriations		195,840
Estimated Cash on Hand March 31, 2021		124,154

7. SOCIAL SECURITY

Beginning Balance April 1, 2020		78,911
Estimated Revenues		
3000 Property Tax	157,691	
3250 Interest Income	500	
Total Estimated Revenues		158,191
Total Estimated Funds Available		237,102
Budgeted Expenditures/ Appropriations		
4522 Social Security	158,191	
Total Expenditures/ Appropriations		158,191
Estimated Cash on Hand March 31, 2021		78,911

8. VEHICLE REPLACEMENT FUND

Beginning Balance April 1, 2020		319,476
Estimated Revenues		
3250 Interest Income	5,500	
3440 Bus Fares & Donations	8,500	
3450 Transfer from Road Maintenance*	25,000	
3460 Transfer from Town Fund	65,000	
Total Estimated Revenues		104,000
Total Estimated Funds Available		423,476
Budgeted Expenditures		
4408 Vehicle Purchase	105,000	
4540 Senior Bus Purchase	80,000	
Total Expenditures/ Appropriations		185,000
Estimated Cash on Hand March 31, 2021		238,476

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

9. CAPITAL PROJECTS FUND

Beginning Balance April 1, 2020		1,158,895
Estimated Revenues		
3445 Grant	900,000	
3455 From Town Fund	1,415,000	
3450 From Senior Fund	120,000	
Total Estimated Revenues		2,435,000
Total Estimated Funds Available		3,593,895
Budgeted Expenditures		
4400 Land/Building Acquisition & Improvements	1,650,000	
4414 Emergency Services Station	500,000	
4415 Senior Center Improvements	120,000	
4420 Izaak Walton Reserve	800,000	
4425 Building & Permanent Improvements	165,000	
Total Expenditures/ Appropriations		3,235,000
Estimated Cash on Hand March 31, 2021		358,895

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES
FOR THE FISCAL YEAR ENDING MARCH 31, 2021, BY FUND IS:

GENERAL TOWN FUND	5,369,189
SENIOR CITIZEN SERVICES FUND	2,084,026
GENERAL ASSISTANCE FUND	584,335
MENTAL HEALTH FUND	1,552,870
ROAD FUND	1,390,400
IMRF FUND	195,840
FICA FUND	158,191
VEHICLE REPLACEMENT FUND	185,000
CAPITAL PROJECTS FUND	3,235,000

TOTAL APPROPRIATIONS 14,754,851

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES
SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN
SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF
Fourteen Million Seven Hundred and Fifty Four Thousand Eight Hundred and Fifty-One
(\$14,754,851) FOR THE FISCAL YEAR ENDING MARCH 31, 2021.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL
FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY
OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE
OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL
BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE
MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON SEPTEMBER 1, 2020 AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS,
BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes _____

Nays _____

Absent _____

Supervisor

Township Clerk

CERTIFICATION

I, Kathleen Dolan Baumer, do hereby certify that I am Clerk of the Hanover Township,
Cook County, Illinois and that the foregoing is a true, correct and exact copy
of Ordinance No. 2020-_____ adopted and approved by the Board of Trustees of
said Township at the regular meeting, duly and legally called, and held September 1, 2020, as
the same appears in the records in my possession and custody as such clerk.

Dated this September 1, 2020

Township Clerk

RESOLUTION _____

**A RESOLUTION
TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
WITH HITCHCOCK DESIGN GROUP**

BE IT RESOLVED by the Supervisor and Board of Town Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: The Professional Services Agreement (the “Agreement”) with Hitchcock Design, Inc., d/b/a Hitchcock Design Group, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of Hanover Township.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: September 1, 2020

APPROVED: September 1, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on September 1, 2020, and approved on September 1, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Professional Service Agreement

This agreement (Agreement) between Hitchcock Design, Inc., an Illinois corporation doing business as **Hitchcock Design Group (HDG), 22 E Chicago Avenue; Naperville, Illinois 60540 and Hanover Township, 250 South Route 59, Bartlett, Illinois 60103 (Client)**, is entered into on September 1, 2020 and includes eight parts: Project Description, Project Team, Scope of Services, Schedule, Compensation and Payment, Client Responsibilities, Additional Conditions and Acceptance.

PART ONE: PROJECT DESCRIPTION

The Project Description as identified in the attached proposal dated February 12, 2020 is made a part of this Agreement.

PART TWO: PROJECT TEAM

The Project Team as identified in the attached proposal dated February 12, 2020 is made a part of this Agreement.

PART THREE: BASIC SERVICES

The Scope of Services as identified in the attached proposal dated February 12, 2020 is made a part of this Agreement.

PART FOUR: SCHEDULE

The Project Schedule as identified in the attached proposal dated February 12, 2020 is made a part of this Agreement and may be updated from time to time as the project advances by agreement of the parties.

PART FIVE: COMPENSATION AND PAYMENT

Fee Type and Amount

Client agrees to compensate HDG for the Authorized Scope of Services described in Part Three of this Agreement as follows:

Final Design Services	Fixed Fee:	\$89,800
Construction Phase Services	Fixed Fee:	\$19,700
Optional Services	Fixed Fee:	\$5,500
Total Professional Fees:		\$115,000

Authorized Additional Services

If circumstances arise during HDG's performance of its Scope of Services that require additional services, HDG will notify Client about the nature, extent and probable additional cost of the additional services, and perform only such additional services following Client's written authorization. Client agrees to compensate HDG for Authorized Additional Services in addition to the fee for the Authorized Scope of Services.

Reimbursable Expenses

In addition to the fees for the Authorized Scope of Services and Authorized Additional Services, Client agrees to compensate HDG for delivery, travel, and reproduction expenses at 115% of HDG's actual cost. Mileage is calculated at the current IRS reimbursable rate.



Standard Rates

The attached Billing Rates are made a part of this Agreement.

Payment

Invoices

Each month, HDG will provide an invoice that describes the invoice period, the services rendered, fees and expenses due, payment due date, billing history and other appropriate information. Invoices for fixed fees will describe the percentage of the services completed. Invoices for hourly fees will describe the tasks, hours and hourly rates for the services completed.

Progress Payments

Client agrees to promptly review HDG invoices and make full payment for Authorized Scope of Services, Authorized Additional Services and Reimbursable Expenses. Payment of each invoice is due upon receipt, and will be past due if not paid in full within 60 days of the invoice date. If Client objects to any portion of the invoice, Client agrees to notify HDG, in writing, within 7 days of receipt regarding the Client's objection and pay the undisputed invoice amount in accordance with this Agreement.

Interest and Collection Costs

Client agrees to pay a finance charge of 1½% per month on unpaid account balances that are past due. In the event that HDG must retain an attorney to enforce Client's payment obligations, Client agrees to pay HDG's reasonable attorneys' fees and costs, regardless of whether suit is filed. The payment procedures and interest rate shall be as provided under the Illinois Local Government Prompt Payment Act, 50 ILCS 505/2 *et seq.*

PART SIX: CLIENT RESPONSIBILITIES

Representation

Client agrees to designate a representative authorized to act on its behalf. HDG will direct communications to Client through its designated representative. Client agrees to communicate with HDG's project manager in a timely manner in order to expediently advance HDG services.

Program Requirements

Client agrees to provide customary program requirements for the project, including objectives, standards and criteria, schedule, process, communications and budget.

Existing Conditions

Client agrees to provide current information regarding the existing conditions for the project area, including: boundary, legal description, ownership, easements and restrictions; topography and benchmark; soils, utilities, hydrology/wetlands, vegetation, land uses, archeology, traffic. HDG is entitled to rely on the accuracy and completeness of the information provided.

Access

Client agrees to provide HDG and its sub consultants access to the property for observation.

Specialized Consultation

Client agrees to provide the services of specialized consultants, not identified on the Project Team, when they are needed to meet Client's project program requirements.

**Changed Conditions**

Client agrees to promptly notify HDG in writing of any condition, event or circumstance that may affect the performance of our services.

Financing

Client agrees to compensate HDG regardless of Client's ability to secure loans, mortgages, additional equity, grants or other supplementary financing for the project. If requested, Client agrees to provide evidence that Client is capable of paying for the services described in this Agreement.

Permits

Unless specifically described in HDG's Basic Services, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

Delay

Client agrees to comply with Part Six of this Agreement and to render decisions in a timely manner so as not to delay the orderly and sequential progress of our services.

Maintenance

Client agrees that proper project maintenance is required after the project is complete and that a lack of or improper maintenance may result in damage to property or persons. Client further agrees that HDG is not responsible for the results related to any lack of or improper maintenance.

Client Expense

Client agrees to comply with Part Six of this Agreement at its own expense.

PART SEVEN: ADDITIONAL CONDITIONS**Standard of Care**

HDG will perform the Authorized Scope of Services and Authorized Additional Services in accordance with generally accepted standards of ordinary and reasonable skill exercised by landscape architects and planners at the time and location such services are rendered.

Suspension of Services

If Client has not paid HDG's invoice within 90 days of the invoice date, or if Client has an open aggregate account balance of more than 25% of our professional fees, HDG may suspend services under this Agreement by providing 7 days written notice to Client. HDG shall have no liability because of such suspension of services. If either party to this Agreement suspends services for more than 30 consecutive days, Client agrees to compensate HDG for services performed prior to notice of such suspension, and when the Project is resumed, compensate HDG for costs incurred during the interruption and resumption of services. Client further agrees to equitably adjust HDG's schedule and fees for the remaining services.

Notwithstanding the forgoing, Client shall not be liable for payment of any such invoices, costs and/or fees in the event HDG is in default and/or breach hereunder.

Termination of Services



Either party may terminate this Agreement upon not less than seven days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Client may terminate this agreement for its convenience and without cause by providing not less than seven days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate HDG for services performed prior to the termination, together with Reimbursable Expenses and Authorized Additional services.

Ownership of Documents

HDG retains the ownership of documents prepared by us as instruments of service. Upon payment of outstanding invoices related to this Agreement, Client is granted a non-exclusive, non-revocable license to use the documents, or copies of the documents, created during the performance of HDG's services for reference, marketing and operation of the project. However, HDG retains the exclusive copyright to the plans, designs and information contained on the documents and all other use of the documents is expressly prohibited except when granted, in writing, by HDG. Client agrees to defend and hold HDG harmless from any claim arising from the alleged damages as a consequence of re-use or unauthorized use of the documents. If HDG provides any documents in digital format, at Client's direction, HDG cannot and does not represent, warrant or take any responsibility for the proper operation, compatibility or use of any third party software products or the media on which the documents are transmitted, including but not limited to software, memory devices or transmission by electronic mail.

Notwithstanding the foregoing, HDG consents to Drawings, Specifications and other contract documents prepared by HDG and/or its consultants being reproduced and submitted to contractors who may be submitting bids for the Project Work, and also to any agency providing Client grant funds. HDG understands and agrees that such Drawings, Specifications and other contract documents prepared by HDG may be subject to disclosure and/or copying in the event Client receives a Freedom of Information Act request for said documents and/or is otherwise required by law to furnish and/or disclose said documents. Client's obligation to defend and hold HDG harmless under this section is limited to unauthorized use of such documents by Client.

Credit

Client agrees to give HDG proper credit for its professional services in Client's official communications, published articles, and temporary project identification signage.

Indemnification and Limitation of Liability

To the fullest extent permitted by law, HDG shall indemnify and hold harmless Hanover Township, the Hanover Township Supervisor and Board of Trustees, and their respective officers, officials, employees, volunteers, successors, and assigns (collectively, the "Indemnified Parties") from and against all liability, claims, damages, liens, lien rights, losses, and expenses, including, but not limited, to, reasonable legal fees (attorneys' and paralegals' fees and court costs), resulting from the performance of HDG's work and/or work performed on behalf of HDG hereunder, provided that any such liability, claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease, death, or injury to or destruction or damage of tangible property, including the loss of use therefrom, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Architect, its employees, agents, consultants, sub-consultants, of any tier and/or anyone directly employed by any of them or anyone for whose acts any of them may be liable; except to the extent caused by the negligence of a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or



obligation to indemnify which would otherwise exist as to any party or person described in this paragraph. Architect shall similarly indemnify and hold harmless the Indemnified Parties for any liability, claim, damage, lien, lien rights, loss or expense resulting from the Architect's breach of and/or default under this Agreement.

To the extent permissible by law, HDG waives any limits to the amount of its obligations to indemnify, hold harmless, or contribute to any sums due under any Losses, including any claim by any employee of HDG that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.*, or any other related law or judicial decision, such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). Client, however, does not waive any limitations it may have on its liability under the Worker's Compensation Act, the Illinois Pension Code, any other statute, or any judicial decision.

The indemnities in this section shall survive the expiration or termination of this Agreement for matters occurring or arising during the term of this Agreement or as the result of or during HDG's performance of services beyond the term of this Agreement. HDG acknowledges that the requirements set forth in this section to indemnify, and hold harmless Client are apart from and not limited by HDG's duties under this Agreement, including the insurance requirements of this Agreement.

Insurance

HDG shall provide and maintain, at its sole cost and expense, during the term of the Agreement and any time period following expiration if HDG is required to return to perform any services or additional services under this Agreement, the insurance coverage and requirements specific below, of the types of coverages and in the minimum amounts listed below, insuring all operations related to the Agreement.

a. Insurance to be Provided

i. Workers Compensation and Employers Liability Insurance

HDG shall maintain workers compensation insurance, as required by statute, covering all employees who are to provide a service under this Agreement and Employers Liability insurance with limits of not less than \$500,000.00 each accident for bodily injury by accident and \$500,000.00 each employee for bodily injury by disease, with a policy limit of not less than \$500,000.00.

ii. Commercial General Liability Insurance

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract) (not to include CG 21 39 or equivalent). There shall be no endorsement or modification of the CGL insurance limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

iii. Business Auto Liability Insurance

HDG shall maintain business auto liability (BAL) coverage with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. Such insurance shall cover liability



arising out of any auto including, hired and non-owned autos. BAL insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

iv. Professional Liability Insurance

HDG shall maintain professional liability insurance with a limit of not less than \$2,000,000 each wrongful act or failure to perform professional services, and \$2,000,000 annual aggregate. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

v. Excess/Umbrella Liability Insurance Coverage

HDG shall maintain Excess/Umbrella Liability Insurance coverage of not less than \$5,000,000 per occurrence and \$5,000,000 aggregate.

b. General Insurance Provisions

i. Additional Insured

Hanover Township, the Hanover Township Supervisor and Board of Trustees, and each of their respective officers, representatives, elected and appointed officials, directors, employees, volunteers, agents, successors, and assigns (collectively, the "Additional Insured") shall be included as insureds under HDG's CGL coverage, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under HDG's excess/umbrella liability coverage. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If HDG maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by HDG. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety. Any insured vs. insured exclusion shall be deleted in its entirety. If the Additional Insured have not been included as insureds as required herein, HDG waives all rights against each Additional Insured, for recovery of damages arising out of or related to services or additional services under this Agreement.

ii. Evidence of Insurance

Prior to beginning work, HDG shall furnish Client with a certificate(s) of insurance and applicable policy endorsement(s), including but not limited to, additional insured endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to Client prior to the cancellation or material adverse change of any insurance referred to therein. Such written notice to



Client shall be by certified mail, return receipt requested. Failure of Client to demand such certificate endorsement or other evidence of full compliance with these insurance requirements or failure of Client to identify a deficiency from evidence that is provided shall not be construed as a waiver of HDG's obligation to maintain such insurance. Client shall have the right, but not the obligation, of prohibiting HDG or any subcontractor from beginning work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Client. Failure to maintain the required insurance may result in termination of this Agreement at Township's option. HDG shall provide certified copies of all insurance policies required above within ten (10) days of Township's written request for said copies.

iii. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A, VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A, VII or a Best's rating is not obtained, Client has the right to reject insurance written by an insurer it deems unacceptable.

iv. Cross-Liability Coverage

If HDG's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

v. Deductibles and Self-Insured Protection

Any deductibles or self-insured retentions must be declared to Client.

vi. No Waiver of Subrogation Rights

Client shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, risk management agency, and/or insurance company providing excess coverage on behalf of the any of them may have against any HDG, for any property injury, death, or other damage caused by HDG and/or any of its subcontractors of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the services or additional services under this Agreement.

vii. Failure to Comply with Insurance Reporting Provisions

All insurance required of HDG shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

ix. Insurance Requirements Cannot Be Waived

Under no circumstances shall Client and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to: (a) allowing any work to commence by HDG before receipt of Certificates of Insurance; (b) failing to review any Certificates of Insurance received; (c) Failing to advise HDG that any Certificate of Insurance fails to



contain all the required insurance provisions, or is otherwise deficient in any manner; and/or (d) issuing any payment without receipt of a sworn certification from HDG stating that all the required insurance is in force. HDG agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by Client and/or any of the other Additional Insured.

x. Liability of HDG is not Limited by Purchase of Insurance

Nothing herein contained in these insurance requirements is to be construed as limiting the liability of HDG and/or its respective insurance carriers. Client and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, HDG, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of HDG to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by HDG's insurance.

xi. Notice of Personal Injury or Property Damage.

HDG shall notify Client, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xi. Subconsultants

HDG shall cause each subconsultant employed by or acting on behalf of HDG to purchase and maintain insurance of the types and amounts of coverages specified above. When requested by Client, HDG shall furnish copies of certificates of insurance and additional insured endorsements evidencing coverage for each such subcontractor.

Quantity and Cost Opinion

HDG has no control over the cost of labor, materials, and equipment or the services of others. HDG provides quantity summaries and opinions of probable cost based on its professional judgment, familiarity with the construction industry, and on recent, comparable bidding results. Consequently, HDG does not guarantee the accuracy or thoroughness of its quantity summaries or opinions of probable cost. HDG approximates certain quantities and/or costs for Client's convenience. The Contractor is responsible for determining actual quantities and providing sufficient labor, services, equipment, and materials to complete the work as drawn and specified.

Notwithstanding the foregoing, HDG shall notify Owner of any nonconforming work prior to Owner's payment for such nonconforming work.

Third Party Approvals

HDG will work diligently to help Client secure approvals from the appropriate regulatory authorities related to the services specified in this Agreement. However, HDG cannot guarantee the approval of



the project by any regulatory agency or third party. Client agrees to compensate HDG for our professional services regardless of the outcome of Client's applications for approval by others.

Choice of Law

The Agreement and all Addendums thereto shall be construed, and governed in accordance with Illinois law, and the exclusive venue for enforcement of this Agreement shall be the Circuit Court of Cook County, Illinois.

Compliance with Laws

The plans, specifications and drawings designed by HDG and its consultants shall comply with all applicable federal, state and local rules, regulations, codes and ordinances, including, but not limited to the Americans with Disabilities Act of 1990, as amended, and the City of Elgin, Illinois Building Codes as amended (collectively, the "Laws") in effect at the time said plans and specifications and drawings are prepared by HDG and submitted for permit. In the event such codes and regulations are amended following the preparation of said plans, drawings and specifications and/or in the event applicable codes and/or regulations are enacted following such plan and specifications preparation, HDG shall revise same accordingly and shall be compensated for such revisions in accordance with the hourly rates set forth in the Rate Schedule. HDG and its consultants shall similarly comply with all applicable Laws in providing any architectural and/or engineering services hereunder.

Miscellaneous

- a. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Notwithstanding the foregoing HDG may not assign its rights, duties and obligations hereunder without the express written consent of Owner, which Owner may withhold in its sole and absolute discretion. Any such assignment without Owner's written consent shall be null and void.
- b. The invalidity of any covenant, restriction, condition, limitation or any other part or provision of this Agreement shall not impair or effect in any manner the validity, enforceability or effect of the remainder hereof. The parties agree that their intention is to enforce and carry out, to the maximum extent allowed by law, the provision of this Agreement. All parties hereto acknowledge their intent and belief that all provisions are valid and enforceable.
- c. In the event of breach and/or default under the Agreement, the non-defaulting/non-breaching party shall be entitled to all rights and remedies available at law and/or equity, including reasonable attorney's fees.
- d. HDG shall exercise professional skill and judgment in the manner which can be reasonably expected from other architects performing similar services to those required hereunder including, but not limited to, any drawings, specifications, certifications, and/or representations made by HDG and/or its consultants hereunder.
- e. This Agreement constitutes the entire agreement between the parties. No covenants, assurances of additional payments or consideration, promises, representations or warranties have been made except as specifically set forth herein and no provision hereof may be waived, modified or altered except in writing executed by all parties.



- f. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of Hanover Township, and/or its officials, officers, employees, volunteers and/or agents.
- g. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
- h. The parties acknowledge that this Agreement was freely negotiated by each of the parties hereto, each of whom was represented by separate counsel; accordingly, this Agreement shall be construed according to the fair meaning of its terms, and not against any party.
- i. Each of the undersigned signing as an officer or agent on behalf of the respective party to this Agreement warrants that he or she holds such capacity as is specified beneath his or her name and further warrants that he or she is authorized to execute and effectuate this Agreement and that he or she does so voluntarily and in his or her official capacity.
- j. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Extent

This contract constitutes the entire agreement between HDG and Client. It supersedes all previous written or oral understandings. It can be supplemented, or amended, only by the execution of a new written agreement.

PART EIGHT: ACCEPTANCE

Please sign and return this Agreement. A countersigned agreement will be returned to you.

Accepted: _____
Brian P. McGuire
Hanover Township Supervisor

Attest: _____
Katy Dolan Baumer
Hanover Township Clerk

Accepted: _____
Eric Hornig, Principal
Hitchcock Design Group



February 12, 2020

Mr. James Barr
Township Administrator
Hanover Township
250 South Route 59
Bartlett, Illinois 60103-1648

RE: Izaak Walton Reserve

Dear James,

Thank you for asking Hitchcock Design Group to submit this proposal for your Izaak Walton Reserve project. We appreciate the opportunity to continue our work with you and Hanover Township to make these long-awaited improvements come to life!

PROJECT UNDERSTANDING

Based on our discussions, we understand that Hanover Township would like to advance the design of the elements identified in the 2019 OSLAD application. The awarded application identified an \$800,000 total project budget and a 2-year timeline to complete the construction. The final elements will be confirmed during the process but currently include; trails, pathways, boardwalks, bridge, small amphitheater, overlook, baggo courts, drinking fountain, site furniture, shelter, waterless restroom, signs, and ornamental and native landscaping.

SCOPE OF SERVICES

Having already discussed the project basics, we will begin directly with the Design Development Phase for the elements identified in the approved Master Plan, meeting with the project team periodically for input and review of the progress documents, budget, and submittals from various manufacturers' representatives. We will apply our most creative thinkers to this process to add layers of imagination and exploration that perhaps have not yet been considered for this setting.

Following the completion of Design Development, we will advance the Construction Documentation Phase to prepare documents that are suitable for permitting, bidding, and construction. We will represent you during bidding and, following the award of construction contract to a general contractor, we will administer the construction process.

We can also advance specialized interpretive sign design to develop your trail circuit. We have award-winning examples of outdoor learning projects to draw from and a process that brings logic, simplicity, and effectiveness. We know how to create fun and engaging interpretive stations for individuals and groups and promote an appreciation of the context in which the information is conveyed. These tend to be out of alignment with typical construction fees, so we have isolated them as an option for consideration.

Please see the Scope of Services for our step-by-step approach.

22 E. Chicago Avenue
Suite 200 A
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com



February 12, 2020
Hanover Township – Izaak Walton Reserve
Page 2

PROFESSIONAL FEES

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Final Design Services:

Design Development Phase,
Construction Documentation Phase,
Permitting Phase,
Bidding and Negotiation Phase: Fixed Fee: \$89,800

Construction Phase Services:

Construction Administration,
Construction Observation,
Contract Close-out: Fixed Fee: \$19,700

Optional Services

Interpretive Signage Design Phase: \$5,500

Reimbursable expenses (printing, mileage, and courier) will be invoiced in addition to the professional service fees. We recommend setting aside \$1,500 for these expenses.

The maximum allowable fee for the OSLAD grant is 15.25% or \$122,000, which we are below with some room. We like to be further under that fee, but the complicated nature of the permitting involved in this project requires more engineering than typical.

PROJECT TEAM

I will manage our work and Lacey Lawrence will lead our design efforts. Other members of our Recreation Studio will participate as needed in order to advance the work in a timely way. We have included Hey & Associates as our Civil Engineer, Water Resources, and Permit champion. We have included Nova Engineering as our Electrical Engineer. We will obtain pricing for geotechnical investigation to assist with an understanding of the structural qualities of the soils and provide to you for direct contracting.

If you find this proposal acceptable, we will forward our standard contract for your review and signature. We can begin work upon your authorization and anticipate beginning immediately. We plan to develop documents by late summer and submit to permitting agencies in the fall.

Thank you, again, for the opportunity to continue working with you and Hanover Township. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Eric Hornig, Principal

cc: Tom Kuttenberg, Hanover Township



Scope of Services

Izaak Walton Reserve

PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed capital improvements.

A. Program and Analysis Phase

Objective: The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. **COMPLETE: [Meeting #1 (Conference Call: Staff)]** Conduct a **Kick-off and Programming Workshop** with client representatives and the other project team members confirming:
 - a. Project area ownership and access
 - b. Goals and objectives
 - c. Project team structure and responsibilities
 - d. Constituent interests and jurisdictional agencies
 - e. Available data and data gathering needs
 - f. Budgeted costs and potential revenue sources
 - g. Communications and decision-making protocol
 - h. Tentative schedule
 - i. Grant procedures
2. **Confirm Jurisdictional Interests** by discussing the project with representatives of appropriate constituent and regulatory groups including:
 - a. City of Elgin (COE) – Site Review
 - b. Kane County Stormwater (KCS) – Stormwater (Through COE)
 - c. Army Corps of Engineers (ACOE) – Wetland / Poplar Creek
 - d. Illinois Department of Natural Resources, Office of Water Resources (IDNR – OWR) - Wetland / Poplar Creek
 - e. Illinois Environmental Protection Agency (IEPA) (Erosion Control)
 - f. Kane DuPage Soil & Water Conservation District (Erosion Control)
3. Obtain pricing to provide a **Geotechnical Investigation Report** from qualified geotechnical firms to a depth range of 5' to 30' at the locations of the proposed improvements to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials
 - c. (10) total borings
4. Provide an **On-Site Wetland Delineation** and jurisdictional determination from a qualified environmental firm using USACE Wetland Delineation Manual methodology



and to prepare a natural systems report to be used with the permit application that includes:

- a. Observed vegetative, hydrologic and soil characteristics, dominant species and Swink, Floyd and Wilhelm quality values
- b. Aerial photography
- c. Representative site photography
- d. Regulatory constraints and permit requirements in accordance with State and Federal statutes
- e. Jurisdictional Determination application

Deliverables: **Geotechnical Report, Wetland Delineation**

FINAL DESIGN SERVICES

A. Design Development Phase

Objective: The objective is to reach consensus with the client and jurisdictional authorities on the final design, probable cost and construction strategy for the proposed improvements.

Process: Following your approval of the Schematic Design Phase and/or the Master Plan Phase, the Hitchcock Design Group team will:

1. **Finalize the Design** including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
 - a. Pedestrian circulation features
 - i. Trails & Paths
 - ii. Plazas/ gathering spaces
 - iii. Boardwalk
 - iv. Bridge (engineering by vendor)
 - b. Site improvements including:
 - i. Amphitheater seating
 - ii. Overlook
 - iii. Baggo courts
 - iv. Drinking Fountain
 - v. Site furniture (tables, benches, trash)
 - vi. Garden walls
 - vii. Challenge Course
 - viii. Orienteering Course
 - c. Landscape improvements
 - i. Ornamental Landscape
 - ii. Habitat development
 - iii. Native restoration
 - d. Pavilion shelter
 - e. Waterless Restroom
 - f. Interpretive Signs/ Directional Signs/ Mile Markers (see below)
 - g. Grading and drainage
2. Refine the Preliminary Engineering recommendations including:
 - a. Storm water management and water resources
 - b. Sewer and water
 - c. Electrical (receptacles & shelter lighting)



3. **Prepare the Design Development Documents** including:
 - a. Existing conditions information
 - b. Plan view drawings
 - c. Descriptive supplemental drawings
 - d. Outline specifications
 - e. Product data
 - f. Material samples
4. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
5. **[Meetings #2 & #3 (1 in person, 1 online): Staff]** Review the Design Development Documents with you at the 50% and 95% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.
6. Review the Design Development Documents with Jurisdictional Agencies as appropriate to this phase of work.

Deliverables: Design Development Document, Construction Cost Opinion, Meeting Summaries

B. Construction Documentation Phase

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

Process: Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions plans
 - iii. Site preparation plans
 - iv. Storm Water Pollution Prevention plans (SWPPP)
 - v. Grading and drainage plans
 - vi. Utility plans
 - vii. Layout and materials plans
 - viii. Landscape plans
 - ix. Site construction details
 - x. Electrical Plans
2. **Finalize the Written Documentation** that will be used to bid and construct the improvements including:
 - i. General and Supplementary Conditions
 - ii. Technical specifications
3. **Prepare a summary of estimated quantities** and Update the Construction Cost Opinion.



4. **[Meetings #4 & #5(1 in person, 1 online): Staff]** Review the Construction Documents with you at 50% and 95% completion milestones. Prepare written summaries of discussions and update the Project Program following each meeting.
5. **Perform internal Quality Management Review** of the Construction Documents.

Deliverables: Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries

C. Permitting Phase

Objective: The objective is to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare and assemble **Permit Documents** including:
 - a. City of Elgin (COE) – Site Review
 - b. Kane County Stormwater (KCS) – Stormwater (Through COE)
 - c. Army Corps of Engineers (ACOE) – Wetland / Poplar Creek
 - d. Illinois Department of Natural Resources, Office of Water Resources (IDNR – OWR) - Wetland / Poplar Creek
 - e. Illinois Environmental Protection Agency (IEPA) (Erosion Control)
 - f. Kane DuPage Soil & Water Conservation District (Erosion Control)
2. Submit Permit Documents as required to the respective regulatory agencies.
3. Communicate with you as necessary to Discuss Review Letter(s) received from regulatory agencies.
4. Make One (1) Set of Authorized **Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverables: Permit Documents, Revisions

D. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:

1. Place **Bidding Documents** in Online Digital Plan Room for bidding distribution and Management.
2. Recommend Reputable Contractors for your consideration.
3. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
4. **[Meeting #6: Staff / Prospective Bidders]** Conduct a Pre-Bid Meeting for interested bidders.



5. Answer Questions and Issue Written **Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.
6. **[Meeting #7: Staff / Prospective Bidders]** Attend the bid opening and record the results.
7. Prepare a **Bid Tabulation** spreadsheet.
8. Perform Reference Checks for the apparent low bidder's references.
9. Issue a **Bid Results Summary Letter**.

Deliverables: Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries

E. Interpretive Signage Design Phase (OPTIONAL)

Objective: The objective is to build consensus on learning outcomes and storytelling techniques and to prepare final layout and graphics to build consensus on the interpretive experience.

Process: The Hitchcock Design Group team will:

1. Conduct programming discussion with you to determine:
 - a. Desired programmatic uses of the interpretive elements
 - b. Relevant topics
 - c. Learning approaches (contextual, chronological, historical)
 - d. Learning outcomes
2. Prepare a **Conceptual Write-up** for each sign including; written topic statements (and sub-topics, if applicable), a list of content expansion points, points of emphasis and learning outcome specifics for each sign.
3. Prepare **Conceptual Sign Sketch** to define shape, base and graphic layout.
 - a. Trailhead kiosk
 - b. (4) interpretive signs
4. Prepare **Draft Content** including headlines, narrative bodies and interpretive image list for the topics (and sub-topics, if applicable) for each sign.
5. Conduct In-House Internet Research or contact institutions to find suitable images as needed.
6. Assemble Low-Resolution **Preliminary Layouts** of each sign including borders and backgrounds, arrangement of text and graphics and electronic file assembly.
7. Print Color Draft Originals of each sign and meet with you for a layout review as part of the other indicated meetings.
8. Prepare High-Resolution **Final Layouts** following receipt of your final comments, for each sign.



9. Coordinate with a Selected Sign Manufacturer to provide manufacturing services.
10. Send Sign Manufacturer the **Print-Ready Files** and request sign material color samples of each sign. Conduct internal design intent review and forward to you for your review, comment and approval.

Deliverables: **Conceptual Write-up, Sign Sketches, Draft Content, Preliminary Layouts, Final Layouts, Print-Ready Files**

CONSTRUCTION PHASE SERVICES

The goal for this part of the engagement is to help the client get the improvements constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

F. Construction Administration

Objective: The objective is to help you finalize and administer your construction contract with the Contractor.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first:

1. Help you prepare an **Owner / Contractor Agreement**.
2. **[Construction Meeting #1: Staff / Contractor]** Conduct a Pre-Construction Meeting with you and the Contractor to review:
 - a. Contractor mobilization and staging
 - b. Contractor schedules
 - c. Contractor submittals
 - d. Responsibilities
 - e. Communications
 - f. Payment procedures
3. Issue Interpretations or **Clarifications** of the Contract Documents when requested by: you or the Contractor.
4. Prepare recommendations for construction **Change Orders**, as requested by:
 - a. You, because of a change that you wish to make to the scope of the Contractor's work
 - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you
5. Review **Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
6. Review **Testing Procedures** and data provided by independent testing services.



7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.

Deliverables: Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations

A. Construction Observation

Objective: The objective is to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: During construction, we will:

1. **[Construction Meetings #2 - #9: Staff / Contractor]** Assuming a four (4) month construction period, **participate in Site Meetings** every two (2) week(s) (eight (8) total progress meetings budgeted) with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.
2. **Prepare Field Reports** of the progress meetings at the site with you and the Contractor.

Deliverables: Field Reports

B. Contract Close-out

Objective: The objective is to help the client close out its construction contract with the Contractor.

Process: After the Contractor notifies the client that the work is Substantially Complete, Hitchcock Design Group will:

1. **[Construction Meeting #10: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through and **prepare a Punch List** upon substantial completion of the construction of the work documented by us.
2. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Labor and material lien waivers
 - d. Payment applications
3. **[Construction Meeting #11: Staff / Contractor]** Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and **Establish Final Acceptance**.
4. **Prepare Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.

Deliverables: Punch List, Closeout Submittal Review, Final Payment Recommendation



GENERAL PROJECT ADMINISTRATION

We will manage the performance of our own work throughout the term of the contract by providing the following services:

A. Communications

2. Schedule, create agendas and summarize the highlights of periodic meetings
1. Rehearse, attend and present at public forums identified
2. Collect and disseminate communications from other parties
3. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.

RESOLUTION _____

**A RESOLUTION
TO APPROVE ADDENDUM NO. FOUR TO THE BUILDING LEASE BETWEEN
HANOVER TOWNSHIP AND THE BARTLETT VOLUNTEER FIRE ASSOCIATION**

BE IT RESOLVED by the Supervisor and Board of Town Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: Addendum No. Four ("Addendum No. 4") to the Building Lease, dated July 1, 2008, as modified by Addendum No. One, Addendum No. Two, and Addendum No. Three thereto, dated July 22, 2008, January 4, 2011, and June 1, 2020, respectively, between the Bartlett Volunteer Fire Association and Hanover Township (the "Township"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved subject to the Township Attorney's approval.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, Addendum No. 4 on behalf of the Township following approval by the Township Attorney.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED September 1, 2020

APPROVED September 1, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____ enacted on September 1, 2020, and approved on September 1, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

ADDENDUM NO. FOUR dated September 1, 2020, to the Building Lease dated July 1, 2008 (the "Building Lease"), as modified by Addendum No. One thereto dated July 22, 2008 ("Addendum No. 1"), Addendum No. Two thereto dated January 4, 2011 ("Addendum No. 2"), and Addendum No. Three thereto dated June 2, 2020 ("Addendum No. 3"), between the Bartlett Volunteer Fire Association, an Illinois not-for-profit corporation ("Lessor"), and Hanover Township, an Illinois township (the "Lessee" or "Township"). The Building Lease, as amended by Addendum No. 1, Addendum No. 2, and Addendum No. 3, is hereinafter referred to as the "Lease Agreement".

A. The Lease Agreement is hereby amended as follows:

1. The Additional Space Term is hereby extended through October 31, 2020 (the "Additional Space Renewal Term").
2. Following the expiration of the Additional Space Renewal Term, the Additional Space Term shall automatically renew for additional one (1) month terms (each an "Additional Space Renewal Term"), unless written notice is given by either party not less than fifteen (15) days prior to the expiration of the Additional Space Renewal Term or any subsequent Additional Space Renewal Term, as the case may be, of the party's intention to not renew; provided, however, that the Lease Agreement has not been terminated earlier as provided therein.
3. In addition to the rent payable under the Lease Agreement, Lessee shall pay Lessor or Lessor's agent as rent for the Additional Space for the Additional Space Renewal Term, and for each subsequent Additional Space Renewal Term, the sum of \$1,500.00 per month, payable in a single installment, due and payable fifteen (15) days after the commencement of the Additional Space Renewal Term or subsequent Additional Space Renewal Term, as the case may be, at Lessor's address stated in the Lease Agreement or such other address as Lessor may designate in writing.

B. Following the expiration of the last Additional Space Renewal Term, the Lease Agreement shall remain in full force and effect.

Hanover Township:

Bartlett Volunteer Fire Association,
an Illinois not-for-profit corporation:

By: _____
Brian P. McGuire, Supervisor

By: _____
President

Attest:

Attest:

Katy Dolan Baumer, Clerk

Title: _____