



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

April 7th, 2026

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. Presentation – Resolution Declaring April as Volunteer Month
- V. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Committee Reports
 - E. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of March 24, 2026
 - B. Executive Session Minutes of March 24, 2026
 - C. Resolution to Approve a Professional Services Agreement with RVi Planning and Architecture
 - D. Resolution Declaring April 22nd as Environmental Stewardship Day
 - E. Appointments to the Mental Health Board
 - F. Appointments to the Senior Citizens Services Committee
 - G. Consideration of Arlingdale Lake Treatment
 - H. Consideration of the Department of Youth and Family Services Accepting Medicaid Insurance for Behavioral Health Services
 - I. Update from the Department of Administrative Services
- IX. Executive Session
- X. Other Business
- XI. Adjournment

RESOLUTION

April is Volunteer Month in Hanover Township *Celebrating the year-round selfless contributions by volunteers*

WHEREAS, the Hanover Township Board of Trustees, does hereby find as follows:

WHEREAS, the entire community can affect positive change with any volunteer action no matter how big or small; and

WHEREAS, volunteers can connect with local community service opportunities through hundreds of community service organizations like volunteer centers; and

WHEREAS, millions of volunteers working in their communities utilize their time and talent daily to make a real difference in the lives of children, adults and the elderly; and

WHEREAS, the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, according to the U.S. Census Bureau and AmeriCorps, over 75.7 million people in the U.S. formally volunteered between September 2022 and September 2023; and

WHEREAS, Hanover Township is the recipient of countless volunteer hours, donated by caring and thoughtful individuals, who help in every aspect of providing services, from committee participation to visiting the homebound, working with young people, to operating the Township Food Pantry, through responding to emergency incidents and scenes, and providing office assistance.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that the month of April is Volunteer Month in Hanover Township.

Dated: April 7, 2026

In Witness Whereof, we have hereunto to set our hands and caused the seal of Hanover Township to be affixed hereto.

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Denise Noyola

Trustee Eugene N. Martinez

*Seal of
Hanover
Township*

Hanover Township

Board Audit Report

From 3/24/26 - 4/6/26

	<u>Total</u>
Total Town Fund	65,177.23
Total Senior Services Fund	35,348.86
Total General Assistance Fund	1,765.09
Total Road Maintenance Fund	12,375.47
Total Committee for Senior Citizens Services	-
Total Mental Health Board Fund	51,505.57
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	93.95
 Total All Funds	 <u><u>166,466.17</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
10A · Town Assets					
1001650 · Prepaid Expense					
Check	03/31/2026	166783	Entertainment Management Group	Bands for 6.11.26 - 7.16.26 - 8.13.26	5,000.00
Check	03/31/2026	166788	BTC Yurik Photography	Inv# 33 Job Fair Headshots	800.00
Check	03/31/2026	166791	CivicPlus LLC	Inv# 348497362225 Yearly Social Media Archiving Subscription	3,294.27
Check	03/31/2026	166825	Streamwood Summer Celebration	Summer Celebration Sponsorship	2,500.00
Check	03/31/2026	166835	Granicus	Inv# 226823 Annual Website Content Management	11,917.90
Total 1001650 · Prepaid Expense					23,512.17
Total 10A · Town Assets					23,512.17
11A · Senior Center Assets					
1101520 · Prepaid Expense					
Check	03/31/2026	166784	Albert Olsen	Inv# 0011 Self-Defense Class May/June	480.00
Check	03/31/2026	166787	Bob Kalal	Music Performance 5.21.26 110-4515	200.00
Check	03/31/2026	166789	Cesar Grimaldo	Language Instruction May/June 110-4515	600.00
Check	03/31/2026	166794	Dance Alternatives, Inc.	Inv# HT05062026 Line Dance Classes May/June 110-4515	520.00
Check	03/31/2026	166795	Denise Laurin-Donatelle	Presentation on The Global Present 110-4520	200.00
Check	03/31/2026	166799	Giuseppa Bartolomeo	Chef Pina In the Kitchen June 2026	400.00
Check	03/31/2026	166800	Giuseppa Bartolomeo	Chef Pina Specialties Class June 2026	200.00
Check	03/31/2026	166801	Heather Braoudakis	Music Entertainment 5.6.26 110-4515	115.00
Check	03/31/2026	166803	James Murrell	Computers Instruction May/June 110-4575	150.00
Check	03/31/2026	166806	Jim Collins	Tai Chi Instrution May/June 110-4515	245.00
Check	03/31/2026	166807	Joy Andreassen	Zumba Gold Classes May 2026 110-4515	400.00
Check	03/31/2026	166808	Joy Andreassen	Zumba Gold Classes June 2026 110-4515	450.00
Check	03/31/2026	166813	Laura Trujillo	Inv# 44 Chair Yoga May 2026 110-4515	495.00
Check	03/31/2026	166814	Laura Trujillo	Inv# 45 Chair Yoga June 2026 110-4515	495.00
Check	03/31/2026	166817	Michelle Gibbons Presents	Inv# 10188 Presentation 5.20.26	275.00
Check	03/31/2026	166826	The Seville	Inv# 17613 Payment Volunteer Luncheon (120)	4,662.80
Check	03/31/2026	166827	Tim Wilsey	Senior Presentation - Chicago Candy Companies June	200.00
Check	03/31/2026	166828	Tim Wilsey	Presentation Hawaii May 26	200.00
Check	03/31/2026	166829	The Wildbird Shack	Honey Tasting Presentation 5.11.26 110-4515	300.00
Check	03/31/2026	166832	Very Smart People LLC	Instruction for June 2026 110-4515	200.00
Check	03/31/2026	166833	Vicki Boyle	Yoga Instructor May/June 110-4515	180.00
Check	03/31/2026	166836	Ain't She Sweet, LLC	Memory Cafe Presenter April	150.00
Total 1101520 · Prepaid Expense					11,117.80
Total 11A · Senior Center Assets					11,117.80
20A · Welfare Services Assets					
2001600 · Prepaid Rents					
Check	03/31/2026	6889	Hanover Landings	Shelter Assistance	89.00
Check	03/31/2026	6891	Larry Bennett	Shelter Assistance	700.00
Total 2001600 · Prepaid Rents					789.00
2001650 · Prepaid Expense					
Check	03/31/2026	6887	BP Gas Station	Transportation Assistance - April 2026	50.00

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Check	03/31/2026	6888	Walmart	April 2026 Personal Essentials (3)	450.00
Check	03/31/2026	6890	State Farm Salah, Neal	Transportation Assistance - April 2026	51.94
Total 2001650 · Prepaid Expense					551.94
Total 20A · Welfare Services Assets					1,340.94
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	03/24/2026	166780	Access 1 Source	Inv# INV-106993 Monthly Base Clock /TimeWorks March 26	342.99
Check	03/24/2026	166780	Access 1 Source	Inv# INV-106761 Monthly Base Clock /TimeWorks February 26	354.99
Total 1014430 · Computer Equipment & Software					697.98
Total 101CAP · Capital Expenditures					697.98
101CHN · Community Health					
1014453 · Printing					
Bill	03/31/2026	1100574	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 1100574 Copy Charges March	24.47
Total 1014453 · Printing					24.47
1014459 · Professional Services					
Bill	03/31/2026	9220254992	Quest Diagnostics	Inv #9220254992 Client Lab Fees	827.05
Bill	03/31/2026	9219678876	Quest Diagnostics	Inv #9219678876 Client Lab Fees	210.90
Bill	03/31/2026	9219387494	Quest Diagnostics	Inv #9219387494 Client Lab Fees	883.35
Total 1014459 · Professional Services					1,921.30
1014465 · Medical Supplies					
Check	03/31/2026	166815	McKesson Medical Surgical	Inv# 25260760 Gloves (10)	80.80
Total 1014465 · Medical Supplies					80.80
1014466 · Communications					
Check	04/03/2026	167004	Verizon Wireless (00002)	Department Tablet Monthly Fee	36.01
Total 1014466 · Communications					36.01
Total 101CHN · Community Health					2,062.58
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	04/03/2026	167004	Verizon Wireless (00002)	Department Tablet Monthly Fee	36.01
Total 1014617 · Equipment & Furniture					36.01
1014632 · Miscellaneous					
Check	03/31/2026	166797	GIS Cartography & Publishing Services	Inv# 271 Township Map Edits	100.00

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Total 1014632 · Miscellaneous					100.00
Total 101CMA · Community Relations					136.01
Total 101CVA · Community Affairs					136.01
101ES · ES - Expenditures					
1014802 · Equipment					
Check	03/31/2026	166837	Air One Equipment, Inc.	Inv# 231825 Stick Light Coil Cord	130.68
Check	03/31/2026	166837	Air One Equipment, Inc.	Inv# 234078 Gear Repair	167.75
Total 1014802 · Equipment					298.43
1014803 · Uniforms					
Check	03/31/2026	166842	Ray O'herron Co., Inc.	Inv# 2467826 Uniform Hardware	34.20
Total 1014803 · Uniforms					34.20
1014807 · Miscellaneous					
Check	03/31/2026	166840	East Dundee FPD	2026 Membership - Kane Cty Fire Chiefs Assoc	40.00
Total 1014807 · Miscellaneous					40.00
1014813 · Vehicle Fuel & Maintenance					
Check	03/31/2026	166838	Cal Leiser	Inv# HT-031926 Reimbursement Hubcap Purchase 9100	189.99
Check	03/31/2026	166839	Hopkins Ford	Inv# 714496/2 Preventative Maintenance Unit 9121	76.37
Check	03/31/2026	166839	Hopkins Ford	Inv# 714495/2 Preventative Maintenance Unit 9133	83.03
Check	03/31/2026	166841	KO Fleet Maintenance, Inc	Inv# 40914 Exhaust Clamp & Gasket 9124	293.13
Bill	03/31/2026		Village of Hanover Park (Fuel)	December 2025 Fuel	1,076.61
Total 1014813 · Vehicle Fuel & Maintenance					1,719.13
1014814 · Communications					
Check	04/03/2026	167004	Verizon Wireless (00002)	ES Drone/Tablet Data Service	122.26
Total 1014814 · Communications					122.26
Total 101ES · ES - Expenditures					2,214.02
101ISE · Insurance & Employee Benefits					
1014503 · General Insurance					
Bill	03/31/2026		Illinois State Treasurers Office	Unclaimed Property to State	14,170.58
Total 1014503 · General Insurance					14,170.58
Total 101ISE · Insurance & Employee Benefits					14,170.58
101MAIN · Facilities Maintenance					
1014210 · Building Maintenance - Town					
Bill	03/31/2026	00479947	Chicago Metro Fire Prevention	Inv 00479947 Town hall Fire Alarm Maintenance	467.50
Bill	03/31/2026	38202-383...	Menards - West Chicago	Drain/Breaker	6.48

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Total 1014210 · Building Maintenance - Town					473.98
1014211 · Building Maintenance - Senior					
Bill	03/31/2026	4139950	M&O Insulation Midwest, LLC	HVAC System Piping	1,564.60
Bill	03/31/2026	T-26-1814	Tierra Environmental Industrial Services	Grease Trap Cleanout	165.00
Total 1014211 · Building Maintenance - Senior					1,729.60
1014212 · Building Maintenance - Astor					
Bill	03/31/2026	38202-383...	Menards - West Chicago	Gutter Clips	22.31
Total 1014212 · Building Maintenance - Astor					22.31
1014213 · Equipment Maintenance - Town					
Bill	03/31/2026	112183812	Midwest Mechanical	YFS RTU Repair	520.96
Total 1014213 · Equipment Maintenance - Town					520.96
1014218 · Vehicle Maintenance - Town					
Bill	03/31/2026	96003118	Valvoline	YFS Van 334 Oil Change	99.43
Total 1014218 · Vehicle Maintenance - Town					99.43
1014219 · Vehicle Fuel - Town					
Bill	03/31/2026		Village of Hanover Park (Fuel)	December 2025 Fuel	659.50
Total 1014219 · Vehicle Fuel - Town					659.50
1014221 · Cell Phone/Communications					
Check	04/03/2026	167004	Verizon Wireless (00002)	F&M Tablet Data Plan	252.07
Check	04/03/2026	167004	Verizon Wireless (00002)	Director Monthly Phone Plan	68.21
Total 1014221 · Cell Phone/Communications					320.28
1014225 · Grounds/Reserve Maintenance					
Bill	03/31/2026	163904696	SiteOne Landscape Supply, LLC	Grass Seed	125.62
Total 1014225 · Grounds/Reserve Maintenance					125.62
1014228 · Building Maintenance - Izaac					
Bill	03/31/2026	479554	Mendel Pumbing & Heating Inc	Furnace Intake Compressor	2,700.00
Total 1014228 · Building Maintenance - Izaac					2,700.00
Total 101MAIN · Facilities Maintenance					6,651.68
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Bill	03/31/2026	265474284	Comcast (185)	Inv# 265474284 Monthly Phone Service March	566.96
Total 1014402 · Telephone - Town					566.96

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
1014405 · Internet Access - Town					
Bill	03/31/2026	265474282	Comcast (098)	Inv# 265474282 Monthly Internet Service	995.62
			Total 1014405 · Internet Access - Town		995.62
			Total 101THE · Town Hall Expense		1,562.58
101TOE · Town Office Expense					
1014406 · Printing					
Bill	03/31/2026	123	Aridani Printing and Design Corp.	Inv 123 Township General Brochures (2,000)	497.54
			Total 1014406 · Printing		497.54
1014412 · Travel Expenses					
Bill	03/31/2026		Katy Dolan Baumer	Mileage Reimbursement December-March	214.11
			Total 1014412 · Travel Expenses		214.11
1014414 · Memberships, Subs & Publication					
Check	04/03/2026	167003	Township Supervisors of Illinois	Annual Membership Dues - McGuire	30.00
			Total 1014414 · Memberships, Subs & Publication		30.00
1014424 · Education & Training					
Check	04/03/2026	167002	National Information Officers Association	Annual Training Conference Registration - Kuttentberg	675.00
			Total 1014424 · Education & Training		675.00
1014530 · Financial Administration					
Bill	03/31/2026	60533	Governmental Accounting, Inc	March 2026 Financial Services	5,400.00
Check	04/03/2026	167006	Governmental Accounting, Inc	Inv# 60564 April 2026 Monthly Contract Billing	5,400.00
			Total 1014530 · Financial Administration		10,800.00
1014534 · Passport Services					
Bill	03/31/2026	123	Aridani Printing and Design Corp.	Inv 123 Passport Brochures (1,000)	220.00
			Total 1014534 · Passport Services		220.00
			Total 101TOE · Town Office Expense		12,436.65
104ASR · Assessor's Division					
1044405 · Office Supplies					
Bill	03/31/2026	7166	Bartlett Sports	Inv 7166 Staff Uniforms (10)	188.00
			Total 1044405 · Office Supplies		188.00
			Total 104ASR · Assessor's Division		188.00
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094618 · Psychiatric Backup					

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Check	03/31/2026	166785	Alexian Bros. Behavior Health Hospital	Office Visit 3.3.26, 3.10.26, 3.11.26	720.00
			Total 1094618 · Psychiatric Backup		720.00
			1094623 · Travel		
Bill	03/31/2026		Maurissa Murakami.	Mileage Reimbursement Feb- March	88.53
			Total 1094623 · Travel		88.53
			Total 109ADM · Administration & Clinical		808.53
			109OUT · Outreach & Prevention		
			1094644 · Travel		
Check	03/31/2026	166805	Jennifer Solis (v)	Mileage Reimbursement Feb 2026	126.59
Check	03/31/2026	166809	Juliana Moreno (v)	Mileage Reimbursement Feb 26	121.80
Check	03/31/2026	166816	Melissa Enciso.	Mileage Reimbursement Jan/Feb 26	130.50
			Total 1094644 · Travel		378.89
			1094651 · Cellphones		
Check	04/03/2026	167004	Verizon Wireless (00002)	Youth and Family Monthly Fee	250.30
			Total 1094651 · Cellphones		250.30
			1094658 · Youth Center Utilities		
Check	03/31/2026	166793	Com Ed (7000)	Acct 0423237000 Monthly Charges 2.12.26-3.13.26	107.26
			Total 1094658 · Youth Center Utilities		107.26
			Total 109OUT · Outreach & Prevention		736.45
			Total 109YFS · Youth & Family Services		1,544.98
			Total 1014 · Town Fund - Expenditures		41,665.06
			1104 · Aging Services - Expenditures		
			1104ADM · Administration		
			1104524 · Utilities		
Check	03/31/2026	166818	Nicor 91	Acct# 91-98-58-5112 9 Monthly Charges 2.16.26-3.17.26	547.21
			Total 1104524 · Utilities		547.21
			1104525 · Telephone & High Speed Internet		
Check	04/03/2026	167004	Verizon Wireless (00002)	Social Services Phone Monthly Fee (Credit)	-21.80
			Total 1104525 · Telephone & High Speed Internet		-21.80
			1104533 · Printing		
Bill	03/31/2026	1100574	Braden Interact (Sr Ctr DD6308370301-1)	Inv# 1100574 Copy Charges March	244.69
			Total 1104533 · Printing		244.69

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
1104535 · Travel					
Check	03/31/2026	166786	Allison Stamp (v)	Mileage reimbursement March 2026	17.40
			Total 1104535 · Travel		17.40
			Total 1104ADM · Administration		787.50
1104NUT · Nutrition					
1105551 · Congregate Food					
Bill	03/31/2026	Multiple	Get Fresh Produce, Inc	Congregate Food	1,323.70
Bill	03/31/2026		Gordon Food Service	Cafe Food	2,938.41
			Total 1105551 · Congregate Food		4,262.11
1105553 · Congregate Supplies					
Bill	03/31/2026	Multiple	Get Fresh Produce, Inc	Cafe Supplies	134.10
Bill	03/31/2026		Gordon Food Service	Cafe Supplies	50.10
			Total 1105553 · Congregate Supplies		184.20
1105558 · Home Delivered Meals Food					
Bill	03/31/2026	Multiple	Get Fresh Produce, Inc	HDM Food	1,672.31
Bill	03/31/2026		Gordon Food Service	HDM Food	3,790.85
			Total 1105558 · Home Delivered Meals Food		5,463.16
1105560 · Home Delivered Meals Supplies					
Bill	03/31/2026	Multiple	Get Fresh Produce, Inc	HDM Supplies	177.69
Bill	03/31/2026		Gordon Food Service	HDM Supplies	125.51
			Total 1105560 · Home Delivered Meals Supplies		303.20
			Total 1104NUT · Nutrition		10,212.67
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	03/31/2026	166798	Giuseppa Bartolomeo	Chef Pina Specialties Class Supplies	108.09
Bill	03/31/2026		Nonno Pino's	Opera Trip Lunch (21)	655.20
Bill	03/31/2026		Gordon Food Service	Program Supplies	412.87
			Total 1104515 · Programming		1,176.16
1104520 · Volunteer Services					
Check	03/31/2026	166790	Charles Hoke	Home Delivered Meals Mileage Reimbursement Jan-March 26	229.10
Check	03/31/2026	166796	Edward Baus	Home Delivered Meals Mileage Reimbursement March 26	39.01
Check	03/31/2026	166802	James Lemonides	Home Delivered Meals Mileage Reimbursement March 26	104.40
Check	03/31/2026	166804	Jeff Sparks	Home Delivered Meals Mileage Reimbursement Oct-March	170.41
Check	03/31/2026	166811	Kathleen Fee	Home Delivered Meals Mileage Reimbursement Jan-March	116.00
Check	03/31/2026	166812	Larry Piemonte	Home Delivered Meals Mileage Reimbursement March 26	39.51
Check	03/31/2026	166819	Pat Zickler	Home Delivered Meals Mileage Reimbursement Jan-March	138.48
Check	03/31/2026	166820	Phil Roth	Home Delivered Meals Mileage Reimbursement March 26	22.48

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Check	03/31/2026	166821	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Jan-March	143.55
Check	03/31/2026	166822	Ray & Peg Deyne	Home Delivered Meals Mileage Reimbursement Jan-March	179.08
Check	03/31/2026	166824	Robert Younglove	Home Delivered Meals Mileage Reimbursement Dec-March	161.70
Check	03/31/2026	166830	Thelva Grogan	Home Delivered Meals Mileage Reimbursement Jan-March	92.08
Check	03/31/2026	166831	Valerie Jachowske	Home Delivered Meals Mileage Reimbursement Dec-March	128.63
Check	03/31/2026	166834	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement March	106.58
Bill	03/31/2026	Jan-March...	Alan Lenoci	Home Delivered Meals Mileage Reimbursement Jan-March 2026	160.52
Bill	03/31/2026	March 2026	Charles Hoke	Home Delivered Meals Mileage Reimbursement March 2026	29.00
Bill	03/31/2026	Jan-March...	Christina Gozdecki	Home Delivered Meals Mileage Reimbursement Jan-Mar 2026	156.60
Bill	03/31/2026	March 2026	Don Ullrich	Home Delivered Meals Mileage Reimbursement March 2026	70.33
Bill	03/31/2026	March 2026	Edward Biesiadecki	Home Delivered Meals Mileage Reimbursement March 2026	10.37
Bill	03/31/2026	March 2026	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement March 2026	82.65
Bill	03/31/2026	Jan-Feb 2...	Lori Knaub	Home Delivered Meals Mileage Reimbursement Jan-Feb 2026	77.72
Bill	03/31/2026	Jan-March...	Marcia Parker	Home Delivered Meals Mileage Reimbursement Jan-March 2026	193.50
Bill	03/31/2026	Dec 25-M...	Mark Buthman	Home Delivered Meals Mileage Reimbursement Dec 25-March 26	128.70
Bill	03/31/2026	March 2026	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement March 2026	45.02
Bill	03/31/2026	March 2026	Pat Zickler	Home Delivered Meals Mileage Reimbursement March 2026	26.83
Bill	03/31/2026	July 25-M...	Tim Gioe	Home Delivered Meals Mileage Reimbursement July 25-March 26	72.93
Bill	03/31/2026	1707388	Verify (XHTSSE)	Volunteer Background/Driving Check	18.00
Total 1104520 · Volunteer Services					2,743.18
Total 1104PRO · Enrichment Programs					3,919.34
1104SOC · Social Services					
1104519 · Senior Assistance					
Check	03/31/2026	166843	Taizhen Xia	Shelter Assistance - March	300.00
Total 1104519 · Senior Assistance					300.00
1104563 · Travel					
Check	03/31/2026	166810	Katherine Ackley.	Mileage Reimbursement Jan/Feb	7.76
Total 1104563 · Travel					7.76
1104567 · Memory Cafe Grant					
Check	03/24/2026	166781	Kimberly Bennett	Memory Cafe Presenter March	200.00
Total 1104567 · Memory Cafe Grant					200.00
1104569 · Senior Home Care Program					
Bill	03/31/2026	March 202...	Juna Talbot.	Mileage Reimbursement 3/2/26-3/6/26	30.74
Bill	03/31/2026	March 202...	Juna Talbot.	Mileage Reimbursement 3/9/26-3/13/26	28.71
Bill	03/31/2026	March 202...	Juna Talbot.	Mileage Reimbursement 3/16/26-3/20/26	34.51
Bill	03/31/2026	March 202...	Juna Talbot.	Mileage Reimbursement 3/23/26-3/27/26	30.16
Bill	03/31/2026	March 202...	Juna Talbot.	Mileage Reimbursement 3/30/26-3/31/26	24.65
Bill	03/31/2026		Phoebe Ugalde	Mileage Reimbursement March	151.60
Total 1104569 · Senior Home Care Program					300.37
1104572 · Caregivers Resource Center Resp					

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Check	03/24/2026	166782	Right At Home	Inv #40012 Respite Care 3.13.26	94.50
Check	03/31/2026	166823	Right At Home	Inv #40059 Respite Care 3.16, 3.19, 3.20	393.76
Bill	03/31/2026	40105	Right At Home	Inv #40105 Respite care 3.27.26	126.00
Total 1104572 · Caregivers Resource Center Resp					614.26
Total 1104SOC · Social Services					1,422.39
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	03/31/2026	166815	McKesson Medical Surgical	Inv# 25260760 Gloves for buses(6)	40.50
Bill	03/31/2026	151174	Kammes Auto & Truck Repair, Inc.	Rear Brakes/Front 2 Tires/Parking Brake/Spark Plugs & Coils	3,494.30
Bill	03/31/2026	546984	Redmon's Towing	Bus 140 Tow	350.00
Bill	03/31/2026	43983	Ultimate Spray-N-Wash Inc	Vehicle Washes (7)	455.00
Total 1104518 · Vehicle Maintenance					4,339.80
1104550 · Telephone					
Bill	03/31/2026	6138887932	Verizon Wireless	Transportation Cell Phone/Tablets Plan	448.46
Total 1104550 · Telephone					448.46
1104552 · Fuel					
Bill	03/31/2026		Village of Hanover Park (Fuel)	December 2025 Fuel	3,100.90
Total 1104552 · Fuel					3,100.90
Total 1104TRN · Transportation					7,889.16
Total 1104 · Aging Services - Expenditures					24,231.06
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024511 · Phone and Internet					
Check	03/31/2026	166792	Comcast (898 WS)	Cable/Internet Charges 3.25.26-4.24.26	312.64
Check	04/03/2026	167004	Verizon Wireless (00002)	Residential Fire Response Phone	111.51
Total 2024511 · Phone and Internet					424.15
Total 2024ADM · Administration					424.15
Total 2024 · Human Services - Expenditures					424.15
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034710 · Community Affairs					
Bill	03/31/2026	csw068313	Cirba Solutions Services	Battery Recycling Service	1,042.51
Total 3034710 · Community Affairs					1,042.51
3034711 · Utilities					
Bill	03/31/2026	28735281...	AT&T Mobility	Acct 287352817189 Douglas De-Icer Phone Service	28.53

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Bill	03/31/2026	2977371	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges	520.23
Total 3034711 · Utilities					548.76
Total 3034ADM · Administration					1,591.27
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Bill	03/31/2026	25282	Earth, Inc	Inv# 25282 Top Soil	80.00
Bill	03/31/2026	62633-624...	Menards - Hanover Park	Pothole Patch/Maple Trees (2)	261.90
Bill	03/31/2026	62633-624...	Menards - Hanover Park	Shims/Anchors	20.26
Bill	03/31/2026	38202-383...	Menards - West Chicago	Forklift Propane	36.86
Bill	03/31/2026	38202-383...	Menards - West Chicago	Compressio Sleeve	4.32
Check	04/03/2026	167000	DTN, LLC	Inv# 210-00244282 Annual Weather Service Contract	3,734.64
Total 3034602 · Operating Supplies & Materials					4,137.98
3034603 · Fuel					
Bill	03/31/2026		Village of Hanover Park (Fuel)	December 2025 Fuel	1,696.22
Total 3034603 · Fuel					1,696.22
3034610 · Street Lighting					
Check	04/03/2026	167005	Wood Dale Electrical Const., Inc.	Inv# SS328 Bridlewood Street Light Repair	3,600.00
Total 3034610 · Street Lighting					3,600.00
3034614 · Signs, Stripping & Tree Removal					
Bill	03/31/2026		Quality Roque's Inc	Tree Trimming (3)	1,350.00
Total 3034614 · Signs, Stripping & Tree Removal					1,350.00
Total 3034ROD · Road Maintenance					10,784.20
Total 3034 · Road Maintenance - Expenditures					12,375.47
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054006 · Travel					
Bill	03/31/2026	Mileage 3/...	Hailey Matich (v)	Mileage for ACMHAI Conference 3/26-3/27	321.90
Total 5054006 · Travel					321.90
5054537 · Community Relations					
Check	04/03/2026	167001	Hanover Township Foundation	Annual Community Health 5K Sponsorship	500.00
Total 5054537 · Community Relations					500.00
Total 5054ADM · Administration					821.90
5054SVC · Service Contracts					
5054123 · Easter Seals					

Hanover Township Board Audit Report

March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
Bill	03/31/2026		Easter Seals DuPage & Fox Valley Region	Outpatient Medical Rehabilitation Services - Jan-Mar	4,130.00
			Total 5054123 · Easter Seals		4,130.00
			5054162 · Tide Transportation		
Bill	03/31/2026	205783N	American Taxi Dispatch	March 2026 TIDE	136.00
			Total 5054162 · Tide Transportation		136.00
			5054179 · Challenge Grant Fund		
Bill	03/31/2026		Fox Valley Hands of Hope	Challenge Funding - Grief Counseling	12,500.00
Bill	03/31/2026		Teaching Therapy	Challenge School Board Art Therapy-	12,500.00
Bill	03/31/2026		Rise Beyond Your Roots	Challenge Funding - Trauma Training Program	12,000.00
			Total 5054179 · Challenge Grant Fund		37,000.00
			5054180 · Capital Grant Fund		
Bill	03/31/2026	Capital Gr...	Family Service Assoc. of Greater Elgin	Capital Grant - Office Furniture	2,324.67
			Total 5054180 · Capital Grant Fund		2,324.67
			5054204 · Easter Seals Family Support		
Bill	03/31/2026		Easter Seals DuPage & Fox Valley Region	Casee Coordination/Social Work Jan-Mar	1,155.00
			Total 5054204 · Easter Seals Family Support		1,155.00
			5054205 · Mental Health Housing		
Check	04/03/2026	167007	UP Hanover Landing, LP	Hanover Landing Rent Subsidy - April	5,938.00
			Total 5054205 · Mental Health Housing		5,938.00
			Total 5054SVC · Service Contracts		50,683.67
			Total 5054 · Mental Health - Expenditures		51,505.57
			7004 · Vehicle Replcmnt - Expenditures		
			7004540 · Bus Purchase		
Bill	03/31/2026	30896	Pace	Bus Lease Vanpool (2)	200.00
			Total 7004540 · Bus Purchase		200.00
			Total 7004 · Vehicle Replcmnt - Expenditures		200.00
			8084 · Capital Projects - Expenditures		
			8084425 · Building & Perm Improvements		
Bill	03/31/2026	62633-624...	Menards - Hanover Park	Senior Center Washroom Remodel Hardware	38.96
Bill	03/31/2026	38202-383...	Menards - West Chicago	Senior Center Washroom Light Fixture	54.99
			Total 8084425 · Building & Perm Improvements		93.95
			Total 8084 · Capital Projects - Expenditures		93.95

Hanover Township
Board Audit Report
March 24 through April 6, 2026

Type	Date	Num	Name	Memo	Amount
TOTAL					166,466.17

- 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 Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire.
Others present were Facilities and Road Maintenance Director Caleb Hanson, Community Health Director Kristen Smith, Emergency Services Deputy Director Lonnie Williams, Youth and Family Services Director Erin Brumfield Grima, Director of Community & Government Affairs Thomas Kuttentberg, Human Services Director Ryan Dickinson, Aging Services Director Allison Stamp, Administrator Barr, Administrative Services Manager Hailey Matich, and Attorney Mark Kimzey. Also in attendance was Mr. Bockstadter and his family from Bartlett, and Ms Tori Beattie from Bartlett, as well.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance to the Flag.
- 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. Hearing none, Mr. McGuire closed the Town Hall.
- IV. Presentation: The Board recognized Mr. Jerry M. Bockstadter and welcomed him into the Hanover Township Veterans Honor Roll. E4 Jerry Bockstadter of Bartlett served in the U.S. Navy from 1967 to 1970. His name will be recorded in the Clerk's office records and will be added to the plaque in Veterans Hall.
- V. Hearing Regarding the Hanover Township Budget and Appropriation Ordinance: Trustee Essick moved to recess into a hearing regarding the Hanover Township Budget and Appropriation Ordinance at 7:03 p.m.; motion seconded by Trustee Beattie and carried by a roll call vote: Ayes: Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire.
The Hearing regarding the Hanover Township Budget and Appropriation Ordinance was called to order at 7:04 p.m. Clerk Dolan Baumer called the roll and present were Trustees Beattie, Noyola, Martinez, and Essick, and Supervisor McGuire.
- A. Explanation of the Hanover Township Budget and Appropriation Ordinance: Administrator Barr briefed those present on the FY27 Budget and Appropriation recommendations as presented by the Hanover Township Finance Committee.
- B. Comments and Questions from the Board regarding the Ordinance: No questions were raised or comments made.
- C. Comments and Questions from the Public regarding the Ordinance: No questions were raised or comments made.
- D. Approval of the Hanover Township Budget and Appropriation Ordinance for the Fiscal Year beginning April 1, 2026 and ending March 31, 2027: Trustee Martinez moved to approve ordinance #032426 for the Hanover Township Budget and Appropriations for FY27 beginning April 1, 2026 and ending March 31, 2027, as follow
- | | |
|---------------------------------------|-------------|
| a. General Town Fund | \$6,032,800 |
| b. Senior Citizen Services Fund | \$2,786,870 |
| c. General Assistance Fund | \$871,805 |
| d. Mental Health Fund | \$1,895,000 |
| e. Committee for Senior Services Fund | \$40,000 |
| f. Road Fund | \$2,025,300 |
| g. IMRF Fund | \$245,800 |

h. FICA Fund	\$199,100
i. Vehicle Replacement Fund	\$255,000
j. Capital Projects Fund	<u>\$3,435,000</u>
Total Appropriations	<u>\$17,786,675</u>

Trustee Beattie seconded the motion to approve ordinance #032426 making appropriations to defray expenditures for the Township of Hanover, Cook County, Illinois for the Fiscal Year beginning April 1, 2026, and ending March 31, 2027. Roll call: Ayes: Trustees Beattie, Martinez, Essick and Noyola, and Supervisor McGuire. Motion carried.

- E. At 7:09 p.m. Trustee Beattie moved that the Board adjourn the Hearing and go back into the regular meeting; second by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire. Motion carried.

Supervisor McGuire gaveled the regular Board meeting back into session at 7:09 p.m. and roll call was taken by Clerk Dolan Baumer: present were Trustees Beattie, Martinez, Essick, and Noyola and Supervisor McGuire.

V. Reports:

- A. Supervisor's Report: Supervisor McGuire reported that Emergency Services was dispatched to the Kankakee area due to the recent tornadoes and storms and also received nine calls for assistance locally during that period. He thanked Airdo Werwas for hosting the river dying party for St. Patrick's Day.
- B. Clerk's Report: Clerk Dolan Baumer reported that statements of economic interest are now due to be filed; emails were sent from the County. On behalf of the T.O.I. Clerks Division, Clerk Dolan Baumer presented a seminar last Thursday on Minutes and she thanked the Board for input they have given over the years to make the presentation very well received with anecdotes from real life experiences.
- C. Assessor's Report: Assessor Moinuddin reported that the Township is open for filing property tax exemptions through April 21, 2026. Hanover Township would be hosting the tax exemptions workshop on March 25 at the Senior Center.
- D. Trustee Liaison Committee Reports: No reports were offered by the Trustees.
- E. Department Reports: Reports were submitted for review by the Board; highlights since then included Director Hanson reporting that the permitting process with the Village of Bartlett is moving through for approvals. HVAC quotes have been requested and are not looking like it will need to go to bid. Phase III engineering drawings have been requested by the Village of Bartlett. The department is doing a search for a new grounds and facilities associate staff member. The Director will conduct an inspection of roads with the new Cook County Road and Zone Inspector; a Sherwood Oaks resident has a concern that he would like to discuss with the Inspector and Director Hanson. Remodel has been completed on the main Senior Center washrooms. Director Crews echoed Supervisor McGuire's statement regarding the support to the residents of Kankakee where the unit assessed over 200 homes and businesses. The Palatine Police Department is looking to learn about Hanover's Emergency Services department, as is Leyden Township. Twelve candidates will be welcomed into the unit on May 9 during the graduation ceremony. Director Dickinson reported that the department participated in State Representative Anna Moeller's Veterans Advisory Committee meeting. The representative has scheduled a visit to an upcoming Hanover Township Veterans meeting. The MTA Human Services Committee met recently to discuss the role and significance of foundations and special events in support of human service programming. Staff has been conducting tours of local food pantries to discover best practices. The Spring Special Food Event sponsored by the Immanuel United Church would be held on March 25. The search for a Clinical Manager for Youth and

Family Services has resumed, reported Director Brumfield Grima. The hiring process for the Youth Program Assistant is also underway. On March 21, Operation Snowball took place at Tefft Middle School where teens from Bartlett and Streamwood High Schools facilitated groups and 45 5th and 6th graders from local schools participated in the day-long event. In order to best accommodate school construction in 2026-2027, U-46 has adjusted the schedule closing for winter break in mid-January. Tutoring at the Township is offering a 14-week session for fall to accommodate the change, prorating the fee to be \$70 rather than \$60 for residents for the additional two weeks' support. March 28 is Hoppin' for Hanover at the Izaak Walton Reserve, and April 23 is Student Government Day. Director Stamp reported that new line cook, Carlos Sanchez, has joined Nutrition Services. Recently Representative Moeller visited and spoke about services available for seniors. Director Smith reported that A1C screenings would be held in April. She is working with Ascension Health hoping for expanded screenings. March 31 Lifeline would be onsite for screenings; May 20 is the Red Cross blood drive. Manager Matich reported that she recently met with the Association of Community Health Boards to discuss best practices. The PBX phone system has been upgraded. Staff evaluations are due next week. The department is preparing to close out the fiscal year 2026. The department is also working on the Izaak Walton Reserve improvements plan. Director Kuttentberg reported that SB2504 (elimination/consolidation of townships) is currently inactive. He noted that Daniel Lee of Schaumburg won the primary for Cook County Commissioner, now headed for the election in November. Tony Preckwinkle won the Cook County Board President seat. April 23 is the Supervisor's Community Service awards event; April 15 is the Bartlett Chamber's ribbon cutting for the Streamwood US Sushi Ramen which is located next to the Streamwood Post Office on Irving Park Road. Administrator Barr noted that April 8 is the 15th annual Township Job Fair and April 14 is the Annual Town Meeting. Attorney Kimzey reported that he recently spoke during the Illinois Property Assessor's meeting and was well received.

- VI. Bill Paying: Mr. Barr presented the bills for payment from February 17, 2026 through March 23, 2026 as follows, noting that the Capital line item is high as the Township is making supplemental payments on the loan in order to pay it down.

a.	Town	\$117,894.41
b.	Senior Services	143,003.78
d.	General Assistance	15,333.63
e.	Road Maintenance	159,885.20
f.	Senior Citizens Services Comm.	378.40
f.	Mental Health Board	241,535.68
g.	Vehicle	200.00
h.	Capital	<u>678,634.39</u>
	Total	<u>\$1,356,865.49</u>

A motion was made by Trustee Beattie and seconded by Trustee Martinez to approve payment of the bills as presented from February 17, 2026 through March 23, 2025. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, 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. Regular Board Meeting Minutes of February 17, 2026: Trustee Noyola moved that the Board approve the regular meeting minutes of February 17, 2026 as presented by Clerk Dolan Baumer; motion seconded by Trustee Essick. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.

- B. Resolution to Approve the Award of the Contract for the Hanover Township FY27 Road Resurfacing Project: Trustee Beattie moved to approve resolution 032426 to approve the award of the contract for the Hanover Township FY27 Road Resurfacing project to Builders Paving, LLC for the base bid, bid alternate #1 and Bid Alternate #3 for the sum of \$987,509.00. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - C. Resolution to Approve the Award of the Contract for the Hanover Township Tiknis Campus Open Space Reserve Project: Trustee Essick moved that the Board approve resolution 0324261 approving the award of the contract for the Hanover Township Tiknis Campus Open Space Reserve project to E. Hoffman, Inc. for the base bid sum of \$625,583.00. Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - D. Approval of the 2026 Annual Town Meeting Agenda: Trustee Noyola moved that the Board approve the 2026 Annual Town Meeting Agenda as presented by Clerk Dolan Baumer; Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - E. Approval of Purchase of Tiknis Campus Open Space Reserve Pavilion and Fitness Equipment: Trustee Beattie moved that the Board approve the purchase of Tiknis Campus Open Space Reserve Pavilion and Fitness Equipment; Trustee Essick seconded the motion. Director Hanson provided a recommendation that Hanover Township purchase "...the pavilion from Products 4 Parks for \$34,062.00 and selected five pieces of outdoor fitness equipment from Exo Fit Outdoor Fitness in the amount of \$19,003.19." Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - F. Appointment to the Hanover Township Mental Health Board: Trustee Beattie moved that the Board the Supervisor's recommendation of appointment of Ms Marilyn Perri to the Hanover Township Mental Health Board to complete the unexpired term of Ms Michele Esquivel; Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - G. Appointment of Hanover Township Enforcement Officers: Trustee Essick moved that the Board approve the recommended appointment of Director Crews, Director Hanson, and staff member Chris Cane of the Facilities and Road Maintenance department, as Township Enforcement Officers; Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - H. Consideration of the April 14 Township Board Meeting: Trustee Martinez moved that the Board cancel the April 14 Township Board meeting; Trustee Noyola seconded the motion. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. Motion carried.
 - IX. Executive Session: Trustee Essick moved that the Board go into Executive Session pursuant to section 2c11 to consider litigation, when an action against, affecting, or on behalf of the Township has been filed and is pending before a court or administrative tribunal, or when the Township finds that an action is probable or imminent, of the Illinois Open Meetings Act. Trustee Beattie seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Noyola, and Essick, and Supervisor McGuire. Nays: None. Motion carried and the Supervisor excused staff from the meeting at 7:42 p.m.
- At 8:05 p.m., the Board members returned from Executive Session and the Supervisor gavelled the meeting to order; present by roll call were Trustees Beattie, Martinez, Noyola, and Essick, and Supervisor

McGuire.

- X. Other Business: Administrator Barr reminded the Board that the employee area entrance door in the Administration Lobby area is now locked, and the code has been sent to all Board members. Director Hanson reported that there have been methane leaks detected by the monthly tests of the compressor Cascade System. Measures have been taken to ensure the methane is directed away from the interior of the building and it will be tested again; if it fails, he will address it with the manufacturer.
- XI. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:10 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Roll call: Ayes: Trustees Beattie, Noyola, Essick, and Martinez, and Supervisor McGuire. Nays: None. 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, Youth and Family Services, Community Affairs, Community Health, Facilities and Road Maintenance

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
WITH RVi Planning + Architecture, Inc.**

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

SECTION ONE: APPROVAL. The Professional Services Agreement (the “Agreement”) with RVi Planning + Landscape Architecture, Inc. f/k/a Hitchcock Design Group, for design services to be rendered for the Izaak Walton Reserve Phase II project, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved, subject to review and approval by the Township Attorney.

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

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: April 7, 2026

APPROVED: April 7, 2026

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 No. _____, enacted on April 7, 2026, and approved on April 7, 2026, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

Proposal for Professional Services

IZAACK WALTON RESERVE PHASE II

Prepared for: Hanover Township
By: Eric Hornig, Principal



PROPOSAL FOR PROFESSIONAL SERVICES

April 2, 2026

Caleb Hanson, Director of Facilities and Road Maintenance
Hanover Township ("Client")
250 South Route 59, Bartlett, Illinois 60103
RVI Project Number: 26001696

RE: **Izaak Walton Reserve Phase II**

Dear Caleb,

RVI Planning + Landscape Architecture ("Consultant") is pleased to submit the attached work order for professional services for the Izaak Walton Reserve Phase II, 899 Jay Street, Elgin, IL 60120 ("Project"). Thank you for the opportunity to continue working with you and Hanover Township! Below is a summary of services.

- Program Validation: Refine the previously prepared design to account for three main objectives which include a pedestrian bridge crossing & boardwalk connection, renovated east plaza, stairs & walls, and stream bank enhancements.
- Grant Support: Provide support for compliance with primary funding source (DCEO)
- Design Development: Advancement of the approved elements, updated cost estimates, and milestone review meetings. Coordinate with Client's selected manufacturers for the development of equipment selection and layout.
- Construction Documents: Preparation of construction-ready plans and technical specifications suitable for bidding and permitting. Assumes structural engineering for walls and bridge abutments.
- Permitting Coordination: Preparation and response support for City of Elgin, ACOE, IDNR, and IEPA requirements.
- Bidding Assistance: Digital plan distribution, response to bidder questions, pre-bid meeting, bid opening, bid tabulation, reference checks, and bid summary memo.
- Construction Observation: Pre-construction meeting, site visits, submittal review, pay applications and change order review, punch list walkthrough, and project closeout assistance.
- General: The schedule goal is to complete design and permitting this year, bid in early 2027, and construct in 2027. The budget goal is \$600,000.

The known relevant local governmental authorities ("RGA's") having jurisdiction over the Project are:

- City of Elgin
- ACOE
- IDNR (OWR)
- IEPA (NPDES)

The Consultant will hire the services of the following subconsultants in the performance of this Agreement. Fees for these subconsultants are included as part of Consultants fees.

- Hey & Associates (Civil Engineering, Water Resources, Permitting)
- McCluskey Engineering (Structural Engineering)
- SMC (Geotech)

Please review the attached scope of services and, if acceptable, provide your approval by signing Article 11. Thank you again for the opportunity!

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Hornig', is written over a white rectangular area.

Eric Hornig, Principal
Naperville, IL

PROFESSIONAL SERVICES AGREEMENT – DESIGN

Project Name: Izaak Walton Reserve Phase II

RVi# 26001696

Client Name: Hanover Township

Client Address: 250 South Route 59, Bartlett, Illinois 60103

Based upon our understanding of project requirements and discussions with you, we have developed the following scope of service.

BASIC SERVICES

The Consultant shall provide, for the Basic Fee plus reimbursable expenses, services described in the following phases.

1.1 (TASK 01) PROGRAM VALIDATION

1. [Kickoff Meeting #1, In Person] to establish the project program and communication protocols.
2. Obtain and review plans, maps, and records provided by the Owner.
3. Conduct a preliminary field visit and photograph conditions.
4. Summarize site development requirements, code, and policy considerations.
5. Prepare a project schedule delineating each phase and major milestones.
6. Based on the new project program and direction from the Client, Consultant will refine the Schematic Design as described below.
 - a. The Schematic Design may include initial plan, section and elevation drawings, illustrating the general scope, scale and relationship of the landscape architectural components.
 - b. The following site and landscape improvements will be considered in the Schematic Design:
 - Bridge crossing location
 - East Plaza
 - Stairs
 - Walls
 - Bank stabilization/enhancement limits approaches
 - Pedestrian walks
7. Prepare an opinion of probable cost for the construction based on the approved schematic design and other selections made by Client.
8. [SD Review Meeting #2, In Person] Review Schematic Design Drawings and opinion of probable construction cost with the Client for approval and authorization to proceed. Design presentations and iterations are limited to one (1).
9. Obtain Geotechnical Report update to include areas identified in the approved schematic design.

DELIVERABLES:

- Schematic landscape plans in 24x36 format
- Project program
- Opinion of probable costs
- Updated geotechnical report
- Meeting summaries

1.2 (TASK 02) GRANT IMPLEMENTATION PHASE

Illinois department of commerce and economic opportunity (DCEO) capital project funding

1. Prepare grant application documents and complete one (1) set of revisions if requested by your DCEO administrator, including:
 - a. Uniform application for State Grant Assistance
 - b. Uniform Budget Template

- c. Conflict of Interest Disclosure
 - d. Mandatory Disclosure
 - e. Application Project Narrative
 - f. Illinois Works Jobs Program Certification
 - g. Copy of public bidding records
2. Prepare quarterly reporting documentation (11 maximum) using information provided by the Township and submit to DCEO as required for grant compliance, including:
- a. Periodic Performance Reports
 - b. Periodic Financial Reports
 - c. Expense Tracking Ledger
 - d. Collation of payment records provided by the Township
 - e. Assist with final grant reimbursement request as led by the Township.

1.3 **(TASK 03) DESIGN DEVELOPMENT SERVICES**

1. Based on the Client-approved Schematic Design, the Consultant will prepare Design Development drawings for the landscape components.
 - a. The Design Development drawings shall include plans, sections, elevations, and typical details to fix and describe the size and character of the landscape components approved by the Client for further design. The Design Development drawings will establish major materials and finishes.
 - b. The Design Development drawings and all subsequent phases shall be limited to those landscape components approved by the Client in the Schematic Design phase. Anticipated elements include:
 - Bridge crossing
 - Boardwalk connections
 - Trail and walkway connections
 - Lower plaza
 - Stairs/walls at the lower plaza
 - Streambank stabilization/enhancements
 - Grading and drainage
 - Restoration/landscape enhancements
2. Coordinate with subconsultants/vendors for the items designated to be custom manufactured, forwarding schematic plan, cost information and design criteria to request the preparation of equipment options, presentation boards and a materials list in accordance with our criteria
3. Update the opinion of probable cost for the construction based on the Design Development drawings.
4. [DD Review Meetings #3 & #4, Virtual] Review Design Development drawings and opinion of probable cost with the Client for approval and authorization to proceed and summarize the discussion

DELIVERABLES:

- Design Development Landscape Plans in 24x36 format
- Opinion of Costs
- Meeting summaries

1.4 **(TASK 04) CONSTRUCTION DOCUMENT PHASE SERVICES**

1. Based on the Client-approved Design Development drawings, prepare Construction Documents for the landscape components. Initiation of the Construction Documents will rely on the approved, complete civil engineers' drawings and shall include:
 - a. Typical detail drawings, that set forth in the requirements for construction of the landscape components, including depiction of their size, shape, dimensions, and locations; and
 1. Digital construction drawings
 2. Cover sheet, notes and legend
 3. Existing conditions plans
 4. Site preparation plans
 5. Layout and materials plans
 6. Landscape plans

7. Site construction details
8. Grading and drainage plans
9. Storm Water Pollution Prevention plans and details (SWPPP, if required)
- b. Specifications that identify the materials, equipment, workmanship and quality standards (or performance criteria), for landscape components.
 1. General and Supplementary Conditions
 2. Technical specifications
2. Prepare an opinion of probable cost based on the Construction Documents.
3. [DD Review Meetings #5 & #6, Virtual] Review the Construction Documents and opinion of probable cost with the Client for their approval and authorization to proceed and summarize the discussion.

DELIVERABLES:

- Construction Documents in 24x36 format and digitally
- Specifications in CSI Masterspec Format
- Opinion of costs
- Meeting summaries

1.5 (TASK 05) REGULATORY SERVICES

1. Prepare and assemble Permit Documents including:
 - a. City of Elgin (Site Development Permit)
 - b. ACOE (Wetland Concurrence/Mitigation)
 - c. IDNR- OWR (Stream Crossing)
 - d. NPDES for the IEPA (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

1.6 (TASK 06) BIDDING PHASE SERVICES

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

DELIVERABLES:

- Bidding Documents
- Legal Notice
- Addenda
- Bid Tabulation
- Results Summary Letter

1.7 (TASK 07) CONSTRUCTION OBSERVATION PHASE SERVICES

1. Help you prepare an Owner / Contractor Agreement.
2. [Construction Meeting #1: Staff / Contractor] Conduct a Pre-Construction Meeting with you and the Contractor

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.
8. (Construction Meetings #2 - #6: Staff / Contractor) Assuming a three to four (3-4) month construction period, participate in five (5) total progress meetings 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. Meetings to be scheduled to align with construction milestones to facilitate scope review.
 - a. Site Prep / Demo Complete / Underway
 - b. Mass grading Complete / Underway
 - c. Concrete Foundations Complete / Major Equipment Installation Complete / Underway
 - d. Paving / Surfacing Complete / Underway
 - e. Landscape / Restoration Complete / Underway
9. Prepare Field Reports of the progress meetings at the site with you and the Contractor.
10. (Construction Meeting #7: 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.
11. 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
12. (Construction Meeting #8: 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.
13. Prepare Final Payment Recommendations regarding the Contractor's request for acceptance of substantially and finally completed work.

DELIVERABLES:

- Owner / Contractor Agreement
- Clarifications
- Change Orders
- Submittal Review
- Testing Review
- Payment Recommendations
- Field Reports
- Punch List

ARTICLE 2. ADDITIONAL SERVICES

All services requested by the Client that are not listed in Article 1 of this Agreement are considered Additional Services. Additional Services are not included in the Basic Fee and shall be paid for by the Client as set forth in Article 4.2 of this Agreement.

2.1 Additional Services include, without limitation, the following:

1. Providing services other than those set forth in Article 1 of this Agreement;
2. Expert witness services performed in preparing for and serving in connection with public hearings, litigation, arbitration, mediation, and/or negotiations;
3. Public or other presentations beyond those described in Basic Services;
4. Preparation of presentation materials for marketing or purposes other than in-progress approvals; construction of presentation models; or preparation of finish quality renderings for the Project;

5. Revisions to drawings previously provided by Consultant due to changes in the Projects' scope, budget or schedule; instructions that are inconsistent with written approvals or instructions previously given; or enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents;
6. Services related to ADA/accessibility/compliance issues for existing site improvements which may be triggered by the design services for new improvements contemplated by this Agreement;
7. Any consultation, drawings, reports and other work products related to permits, approvals and ordinances; or, review and processing of permits, approvals and ordinances with agencies or municipalities having regulatory controls over the development not described in Basic Services;
8. Providing work in connection with the services of a construction manager retained by the Client;
9. Preparing drawings, specifications, supporting data and providing other services in connection with change orders to the extent that the adjustment in the basic compensation resulting from the adjusted construction costs is not commensurate with the services required of the Consultant; providing such change orders are required by causes not solely within the control of the Consultant;
10. Providing services made necessary by the default of the contractor, or by major defects or deficiencies in the work of the contractor;
11. Preparation of as-built drawings;

ARTICLE 3. INFORMATION TO BE PROVIDED BY CLIENT

- 3.1 Client shall provide, in a timely manner, all criteria and full information regarding Client's requirements for, and limitations on, the Project, including without limitation:
1. Legal description and to-scale boundary survey of the property;
 2. All deed restrictions, environmental restrictions, covenants, and all existing or pending municipal, county, state, and federal permits or approvals, and other pertinent information as required during the process;
 3. Topographic survey (from Phase I) including 1' contours (unless otherwise agreed by Consultant in writing), tree survey, drainage and flood plain locations, overlay zones or districts, environmental and geotechnical data, utilities, easements, rights-of-way and other existing or proposed physical improvements and impacts of the property. All files to be in AutoCAD format;
 4. Financial/economic information setting forth the budget limitations for the Project;
 5. A geotechnical investigation and report (from Phase I), including design recommendations, will be provided by the Client; and
 6. Designate a representative to serve as the point of contact for the project.

ARTICLE 4. COMPENSATION

4.1 BASIC SERVICES

The Client shall compensate the Consultant as follows:

Lump Sum: Consultant's compensation shall include the lump sum of \$64,000.00 dollars for Basic Services (the "Basic Fee"), plus the total for Additional Services performed on an hourly basis at the rates set forth in Section 4.4, plus reimbursable expenses as set forth in Section 4.5. Consultant's total compensation for Basic Services shall be allocated among the various phases of the Project as set forth below and will be billed monthly based on percent of work complete for each phase of the Project, along with Additional Services and reimbursable expenses incurred during the billing period. The amounts indicated do not include amounts resulting from substantial change in the scope of the Project or services. The Client agrees to pay the Consultant the following fees for the Basic Services:

Task 01:	Program Validation	<u>\$ 11,900</u>
Task 03:	Design Development Services	<u>\$ 24,900</u>
Task 04:	<u>Construction Document Phase Services</u>	<u>\$ 27,200</u>
Total Lump Sum Fee:		\$ 64,000

Hourly: Consultant's compensation shall include the total for Basic Services (the "Basic Fee") and Additional Services performed on an hourly basis at the rates set forth in Section 4.4, plus reimbursable expenses as set forth in Section 4.5. Consultant's estimated compensation for Basic Services for each phase of the Project are set forth below. The amounts indicated do not include amounts for Additional Services or resulting from substantial change in scope of the Project or services. The Client agrees to pay the Consultant the following estimated fees for the Basic Services:

Task 02:	Grant Services	\$ 6,800
Task 05:	Regulatory Services	\$ 25,500
Task 06:	Bidding Phase Services	\$ 4,700
Task 07:	Construction Observation Phase Services	\$ 30,000
Task 99:	Reimbursables	\$ 2,600
Total Hourly Fee:		\$ 69,600
<u>Total Lump Sum & Hourly Fee:</u>		<u>\$ 133,600</u>

4.2 ADDITIONAL SERVICES

The Client shall pay the Consultant for authorized Additional Services performed, including fees and reimbursable expenses. Fees for Additional Services will be included as a separate item on the monthly billing statement.

4.3 INVOICING AND PAYMENT

Consultant will invoice Client monthly for Basic Services and Additional Services performed, and for reimbursable expenses incurred in accordance with the Terms and Conditions of this Agreement. Amounts invoiced are due and payable ten (10) days following the date of the invoice, at the office of **RVi, 1611 West 5th Street, Suite 175, Austin, Texas 78703**. Amounts remaining unpaid sixty (60) days following the date of the invoice shall bear interest at the rate of 12.0% per annum, or at the maximum legal rate allowable, which shall be calculated from the date of the invoice. In no event shall Consultant's failure to bill monthly constitute default under the Terms and Conditions of this Agreement. *Consultant retains the right to halt work pending receipt of any overdue payments, and the right to withhold delivery of final work product if Client does not comply with the payment terms above. Client shall pay all costs and expenses, including without limitation, reasonable attorney's fees and expenses incurred by RVi in connection with the collection of overdue accounts of Client.*

The Client's billing contact information is outlined in the attached exhibit "Client's Billing Contacts."

4.4 HOURLY RATES

The following hourly rates shall apply to the fees described herein and any Additional Services requested of the Consultant. The rates set forth below shall be adjusted in accordance with the normal salary review practices of the Consultant.

Principal	\$230.00 - \$350.00
Associate Principal	\$200.00 - \$275.00
Practice Director	\$165.00 - \$275.00
Project Director	\$165.00 - \$260.00
Project Manager	\$145.00 - \$250.00
Landscape Architect (PLA)/Planner (AICP)	\$155.00 - \$250.00
Designer/Planner/Intern	\$95.00 - \$225.00
Technical, Administrative	\$90.00 - \$200.00

4.5 REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for Basic Services and Additional Services and include expenses incurred by the Consultant in the interest of the Project. Reimbursable expenses include such items as telecommunications, reprographics, computer plots/mapping, deliveries, photography, reproductions; postage; automobile transportation; expenses in connection with out-of-town travel; special consultants; cost of maps, surveys, drawings and reports necessary to conduct the work and not otherwise furnished by the Client; fees paid for securing approval of authorities having jurisdiction over the project; expense of any additional insurance coverage or limits including professional liability insurance requested by the Client in excess of that normally carried by the Consultant and the Consultant's sub-consultants and third-party consultant charges. Reimbursable expenses will be billed at 1.15 times direct cost to the Consultant.

ARTICLE 5. CHANGES

- 5.1 Changes. The Consultant and the Client may make changes to the Agreement at any time, but only by written amendment signed by both parties, or by Client's oral request confirmed by Consultant in writing (or email) indicating its acceptance. If such changes cause an increase or decrease in the Consultants' cost of, or time required for, performance of any services, Consultant shall be entitled to an equitable adjustment in compensation and/or completion time.
- 5.2 Regulatory Changes. In the event that there are modifications or additions to regulatory requirements relating to the services to be performed under the Agreement after the date of execution of the Agreement, the increased or decreased cost of performance of the services provided for in the Agreement and subsequent Proposals shall be reflected in an appropriate written amendment to the Agreement.

ARTICLE 6. RESPONSIBILITIES OF THE PARTIES

- 6.1 Access. Client will provide Consultant with access to the Project site or to any other site as required by Consultant for performance of the Services.
- 6.2 Client shall designate a single person to act with authority on Client's behalf in respect to all aspects of the Project, examine and respond promptly to Consultant's submissions, and give prompt written notice to Consultant whenever it observes or otherwise becomes aware of any defect in the work. If the Client retains a Construction Manager ("CM") for the Project, the Client shall clearly set forth the duties, responsibilities the CM has been assigned by the Client. The Consultant shall be entitled to rely upon the CM's decisions and directions.
- 6.3 Changed Conditions. Consultant shall have the authority to determine the continued adequacy of the Agreement in light of conditions first discovered or information first provided to Consultant after the execution of the Agreement. Should Consultant determine that the Agreement is no longer adequate in light of such conditions, the Consultant shall identify the changed conditions necessitating renegotiation and the Consultant and the Client shall promptly and in good faith enter into renegotiation of the Agreement. If the terms cannot be agreed to, the parties agree that either party has the right to terminate the Agreement.
- 6.4 Permits. Client is responsible for obtaining and complying with all required permits or other approvals of, and for giving any required notices to, all governmental and quasi-governmental authorities having jurisdiction over the Project. Before Consultant performs the Services, Client will provide Consultant evidence satisfactory to Consultant that all required permits or other approvals have been obtained and that all required notices have been given. Client will provide to Consultant copies of any such permits or any such notices, together with any other relevant information that will alert Consultant to the requirements of such permits, approvals, or notifications.
- 6.5 Other Information. Consultant may rely upon commonly used sources of data including but not limited to database searches, publicly available topographic information, GPS coordinates, demographics, and other public information as required. Consultant does not warrant the accuracy of the information obtained from those sources and has not been requested to independently verify such information.
- 6.6 Site Visits. Unless otherwise specifically set forth in the Agreement or a fully executed written Amendment, Client-requested site visits are on an as-requested fee basis for the purpose of visual observation only for general conformance with the Landscape Construction Documents at the time of observation. Client has not retained the Consultant to make inspections or to provide periodic, continuous or exhaustive Project review and observation services. Consultant's site visits do not include any obligation to identify or notify Client of any jobsite safety issues. Consultant is not obligated to conduct any tests in connection with site visits. Consultant at all times reserves the right to make site visits solely for its own collection of information relevant to, and for the benefit of, the performance of its Services.
- 6.7 Construction Exclusion. Consultant's scope of work does not include, and Consultant shall have no authority or responsibility for supervising, directing, performing or controlling any contractor's work, or the means, methods, techniques, sequences, safety measures, or procedures of construction selected by any contractor or subcontractor. Accordingly, Consultant shall have no responsibility or liability for the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the Project, including, but not limited to, compliance with any applicable law
- 6.8 No Warranty. Consultant and Client acknowledge and agree that Consultant makes no warranties, express or implied, regarding the Services provided in connection with the Project and that the Services provided by Consultant are in the nature of professional services, the essence of which are the provision of advice, judgment, opinion and professional skill.
- 6.9 Estimates of Probable Costs. Client and Consultant agree that any construction cost estimates provided by Consultant are solely for the purpose of providing information for use in revising the Instruments of Service, and that Consultant makes no warranty, express or implied, that any estimates will not differ from bids received from contractors or the negotiated cost of the work. Opinions of cost are based on the experience and judgment of Consultant and are merely opinions. Consultant does not warrant that actual costs will not vary from those opinions because, among other things, Consultant has no control over market conditions. If the fixed limit of construction cost is exceeded by the lowest bona fide bid or negotiated proposal by more than 20%, Consultant will at the Client's request, revise the Contract Documents to comply with the project budget at no additional charge. In any event, Consultant's modification of Instruments of Service shall be its sole responsibility and Client's sole remedy for any difference between Consultant's construction cost estimates and bids received or the negotiated cost of the work.

ARTICLE 7. TERMINATION

- 7.1 This Agreement may be terminated by either party, at any time prior to completion of Consultant's services, upon not less than seven days' written notice, should the other party fail substantially to perform in accordance with the terms of the Agreement through no fault of the party initiating the termination; provided however, that such notice shall state the reason(s) for termination, and such termination shall not be effective if the party to whom the notice is directed, within such seven-day period, fully cures its failure to perform.
- 7.2 If the Client fails to make payments to the Consultant in accordance with the Agreement, such failure shall be considered failure to substantially perform and cause for termination or, at the Consultant's option and upon not less than seven days' written notice, cause for suspension of performance of services without terminating the Agreement. In the event of a suspension of services, the Consultant shall have no liability to the Client for delay, hindrance or damage caused the Client because of such suspension of services. The Consultant shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Consultant's services before having to resume services.

- 7.3 If the Project is suspended or the Consultant's services are suspended for more than 90 consecutive days, the Consultant may terminate the Agreement by giving not less than seven days' written notice. Consultant shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Consultant shall be compensated for any expenses incurred in the interruption and resumption of the Consultant's services. The Consultant's fees for the remaining services and the time schedules shall be equitably adjusted.
- 7.4 This Agreement may be terminated by either party, without cause and for its convenience, at any time prior to completion of Consultant's services, upon not less than seven days' written notice to the other party. In the event that a termination by Consultant for cause is later determined to have been wrongful, then the termination shall be deemed a termination for convenience.
- 7.5 In the event of termination not the fault of the Consultant, the Client shall, within fifteen days following the termination, pay Consultant for all services performed prior to termination, together with reimbursable and sub-consultant expenses incurred before termination and all Termination Expenses. Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Consultant is not otherwise compensated, plus an amount for the Consultant's anticipated profit on the value of the services not performed by the Consultant. Client waives any and all claims, causes of action and damages that it has or may have against Consultant arising out of termination not the fault of the Consultant, including termination without cause.

ARTICLE 8. LIMITATIONS OF LIABILITY

- 8.1 Limitation of Liability. Client and Consultant have considered the relative risks and benefits of the Project to both Client and Consultant, and agree to allocate risks such that, to the fullest extent permitted by the law, the total liability of Consultant, its directors, officers, partners, employees, subconsultants and subcontractors (the "Limited Parties"), to Client for any and all injuries, claims, losses, expenses (including attorney's fees and costs), or damages of any nature whatsoever, shall be limited such that the total aggregate liability of the Limited Parties shall not exceed the Consultant's total compensation received for services rendered and reimbursable expenses incurred in connection with the Project. This limitation shall apply to any and all liabilities and causes of action, however alleged or arising and regardless of the nature of the fault, unless otherwise prohibited by law. To the extent that any portion of this limitation is prohibited by law, such prohibited portion shall be deemed excluded from this provision, and the remainder shall remain in effect. Moreover, Client further acknowledges and understands that accessibility standards, guidelines and requirements are subject to varying interpretations, and as such, Client hereby expressly waives all claims, causes of action, liabilities and damages arising out of or in any way related to non-compliance with any and all accessibility standards, guidelines and requirements, including, without limitation, those promulgated through, by or under the Americans with Disabilities Act ("ADA"), the Fair Housing Act ("FHA"), and any of their state counterparts.
- 8.2 Waiver of Special/Consequential Damages. Notwithstanding any other provision of this Agreement, Client and Consultant agree that neither party, nor their respective directors, officers, employees shall in any event be liable to the other for any punitive, special, incidental, or consequential damages, including, without limitation, damages incurred for lost business opportunity or profits, arising out of or relating to the Agreement or the Project, the same being hereby expressly waived by both parties. This waiver shall apply to any and all causes of action, however alleged or arising and regardless of the nature of the fault or whether it was committed by the Client or by Consultant.
- 8.3 Delays. Consultant is not responsible for delays or hindrances caused by factors beyond Consultant's reasonable control, including but not limited to delays and hindrances resulting from strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of Consultant's Services or work product or respond to Consultant's inquiries promptly, or delays caused by faulty performance by the Client or by contractors of any level. When such delays occur, the Client agrees Consultant is not responsible for damages, nor shall Consultant be deemed to be in default of the Agreement. To the extent necessary as caused by any delay, Consultant shall be entitled to an extension of time equal to the delay and an equitable adjustment in compensation.
- 8.4 Project Enhancement. If, due to Consultant's error or omission, any required item or component of the Project is omitted from Consultant's documents, Consultant shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will Consultant be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

ARTICLE 9. RELATIONSHIP OF PARTIES

- 9.1 Independent Contractor. It is understood that the relationship of Consultant to Client shall be that of an independent contractor. Neither Consultant nor employees of Consultant shall be deemed to be employees of Client.
- 9.2 No Fiduciary Duty. Client recognizes that neither Consultant nor any of Consultant's subconsultants or subcontractors owes any fiduciary responsibility to Client.
- 9.3 Corporate Services. Client agrees that Consultant has entered the Agreement in its corporate capacity, and that all services are provided by Consultant in its corporate capacity. Client agrees that it shall look solely to Consultant in its corporate capacity and not to any of Consultant's directors, officers, partners or employees in any individual capacity with respect to obtaining any remedy.
- 9.4 No Third-Party Beneficiaries. Consultant's work product, including without limitation all services and all Instruments of Service that are provided in connection with the Project, are intended solely for the benefit and exclusive use of the other party, and any benefits arising out of those obligations or any other services performed by Consultant in connection with

the Project that may accrue to third parties are entirely incidental. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party. There are no intended third-party beneficiaries to the Agreement.

ARTICLE 10. MISCELLANEOUS PROVISIONS

- 10.1 Merger. The Agreement, including any attachments, represents the entire and integrated agreement between the Client and the Consultant. The Agreement supersedes all prior negotiations, representations or agreements, whether written or oral, and the same shall have no force or effect. The Agreement may be amended only by written instrument signed by both Client and authorized representative Consultant.
- 10.2 Execution. This Agreement may be executed in any number of multiple counterparts, all of which taken together shall constitute one and the same agreement.
- 10.3 Lien Rights. Client grants to Consultant a contractual lien, in addition to all constitutional, statutory and equitable liens that may exist, on the real property identified in the Agreement as the Project location, and on all improvements thereon, to secure payment for all debts owed, now or in the future, to Consultant by Client, arising from services provided and reimbursable expenses and sub-consultant costs incurred by Consultant in connection with the Project. Client grants Consultant the authority and right to file a copy of the Agreement in the Deed Records of the county or counties where the Project is located to give notice of Consultant's lien rights. If Client is not an owner of the real property or improvements at the Project location, then Client hereby assigns to Consultant, to the extent of Consultant's services on the Project, Client's lien rights under the relevant state law, including without limitation, Chapter 53 of the Texas Property Code.
- 10.4 Instruments of Service.
1. All designs, drawings, specifications, documents, calculations, and other work products, whether in hard copy or electronic form, prepared by the Consultant are Instruments of Service, and such Instruments of Service, as well as the concepts, designs, and ideas expressed in the Instruments of Service are for use solely with respect to the Project. The Consultant is deemed the author and owner of the Instruments of Service, regardless of whether or not services are completed, and Consultant shall retain all common law, statutory and other reserved rights, including copyrights.
 2. Upon full payment by Client to Consultant under this Agreement Consultant grants to the Client a non-exclusive license to reproduce and utilize the Consultant's Instruments of Service: (i) to complete the development or construction of the Project, as applicable; (ii) for reference in operating, maintaining and repairing the Project; and (iii) for reference in undertaking any future alteration, improvement, addition or renovation of the Project. Absent full payment by Client under this Agreement, Consultant grants no rights in Instruments of Service.
 3. Reuse, change or alteration of Instruments of Service by the Client or by others acting through or on behalf of the Client is not permitted without the written consent of Consultant. ANY SUCH REUSE, CHANGE OR ALTERATION BY THE CLIENT OR THIRD PARTIES IS AT THEIR OWN RISK AND CLIENT AGREES TO HOLD HARMLESS AND INDEMNIFY THE CONSULTANT, ITS OFFICERS, PARTNERS, EMPLOYEES, AND SUBCONSULTANTS FROM ALL CLAIMS, DAMAGES, LOSSES, EXPENSES AND COSTS (INCLUDING ATTORNEYS' FEES), INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR CONSULTANT'S ALLEGED NEGLIGENCE, ARISING OUT OF OR RELATED TO SUCH REUSE, CHANGE OR ALTERATION.
- 10.5 Attorney's Fees Client shall pay Consultant, in addition to any other amounts found to be owing, all costs of collection arising from unpaid invoices, including reasonable attorney's fees.
- 10.6 Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Texas.
- 10.7 Venue. Consultant and Client agree that the venue of any action under the Agreement shall be exclusively in the jurisdiction of the Consultant office in which the work was performed.
- 10.8 Severability. If any provision of the Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable, and the Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision is not a party hereof, and the remaining provisions shall remain in full force and effect. In lieu of any illegal, invalid or unenforceable provision, there shall be added automatically as a part of the Agreement, a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.
- 10.9 Construction of Agreements. The parties acknowledge that each party and, if it so chooses, its counsel have reviewed and revised the Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement or any amendments or exhibits.
- 10.10 Successor and Assigns. Neither Client nor Consultant shall assign, sublet, or transfer this interest in the Agreement without the written consent of the other. Client's representative signing Agreement warrants that he or she has full authority to bind Client to the Agreement. Nothing in this provision restricts Consultant's ability to hire subcontractor(s) in connection with the services to be provided.
- 10.11 Dispute Resolution. Other than a dispute arising from alleged non-payment, all claims, disputes or other matters in question arising out of or related to the Agreement or the services provided thereunder ("Disputes") shall be resolved in accordance with the dispute resolution procedures set forth herein. Specifically, unless both parties agree to waive the requirement in writing, all Disputes shall be subject to non-binding mediation as a condition precedent to the institution of arbitration or any other legal proceedings by either party.
1. Mediation. The Client and Consultant shall endeavor to resolve all Disputes between them by mediation. The parties

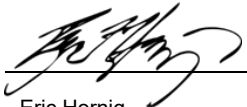
shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlements agreements in any court having jurisdiction thereof. If a Dispute relates to or is the subject of a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or other legal proceedings.

2. Arbitration. All claims, disputes and other matters in question arising out of or related to the Agreement or the services provided thereunder and not resolved first through mediation shall be decided by binding arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to the Agreement and with the American Arbitration Association. No arbitration arising out of or relating to the Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to the Agreement. The foregoing agreement to arbitration shall be specifically enforceable in accordance with applicable law in any court having jurisdiction. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.
- 10.12 Survival of Provisions. Termination of the Services for any reason whatsoever shall not affect (a) any right or obligation of any party that is accrued or vested prior to such termination, and any provision of the Agreement relating to any such right or obligation shall be deemed to survive the termination of the Services or (b) any continuing obligation, liability or responsibility of Consultant and of Client which would otherwise survive termination of the Services.
- 10.13 Texas Board of Architectural Examiners. To the extent that this Agreement includes landscape architectural services, under Chapter 1052 of the Texas Occupations Code, the Texas Board of Architectural Examiners - 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3945, telephone (512) 305-9000 - has jurisdiction over complaints regarding the professional practices of persons registered as Landscape Architects in Texas.
- 10.14 For projects in North Carolina: Services in North Carolina are contracted through and provided by Atwell, PLLC dba RVI Planning + Landscape Architecture under North Carolina C-661.

ARTICLE 11. APPROVED AND ACCEPTED

Client approves and accepts the Agreement and authorizes Consultant to commence work upon Consultant's receipt of the properly executed and signed Agreement and specific amendments. If the Agreement is not executed by Client within thirty (30) days of the date tendered, it shall become invalid unless: (1) Consultant extends the time in writing; or (2) at the sole option of Consultant, Consultant accepts Client's oral, email or other written authorization to proceed with services, in which event the terms of the authorization shall be deemed to include all the terms of this Agreement. Consultant's performance of the services under such authorization shall be in reliance on the inclusion and incorporation of all the terms of the Agreement in the authorization.

RVI Planning + Landscape Architecture, Inc.

Signature: 
Printed Name: Eric Hornig
Title: Principal
Date: April 2, 2026

Hanover Township

Signature: _____
Printed Name: _____
Title: _____
Date: _____

CLIENT'S BILLING CONTACTS

Monthly invoices will be sent **by email** per the information provided by the Client below:

Name: _____

Title: _____

Invoicing address: _____

Telephone Number: _____

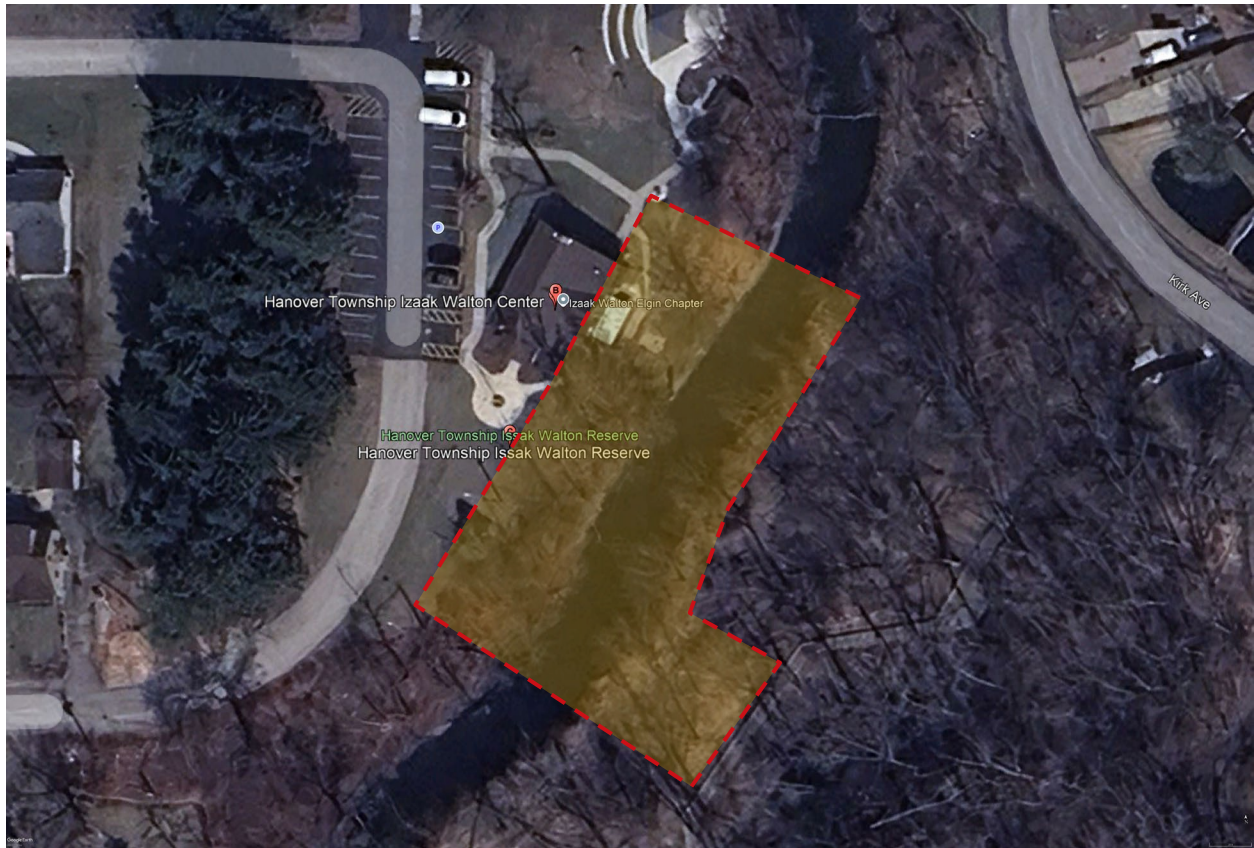
Fax Number: _____

Email Address: _____

Due date for timely
processing of invoices: _____

If a special invoice is required, please attach a sample to the executed Professional Services Agreement.

EXHIBIT A: LIMIT OF WORK



RESOLUTION

April 22 is Environmental Stewardship Day in Hanover Township *Celebrating the conservation efforts of the residents and staff of Hearthwood Senior Living*

WHEREAS, the Hanover Township Board of Trustees does hereby find as follows:

WHEREAS, Hearthwood Senior Living, located at 825 Carillon Drive in Bartlett, Cook County, Illinois, is home to nearly 300 Township older adults residing in apartments, cottages, and across living, memory care, and skilled nursing settings; and

WHEREAS, the senior living community opened in 2008 and is one of the only rental communities locally that offers older adults a full continuum of care; and

WHEREAS, Hearthwood Senior Living is partnering with McCloud Aquatics, an environmental and lake management firm, to restore the community's 2-acre wetland and pond area to ensure its ecological health; and

WHEREAS, the pond and surrounding wetland serve as an important habitat and stopover for migratory bird species, including sandhill cranes, warblers, and various duck species and is home to osprey, hawks, woodpeckers, woodcocks, turtles, and occasionally bald eagles; and

WHEREAS, the ecosystem supports a diverse range of insects, fish, amphibians, and wildlife, including foxes, butterflies, moths, and essential pollinator species such as native bees; and

WHEREAS, on April 21, 2026, the eve of Earth Day, the residents and staff of Hearthwood Senior Living will host a community Earth Day celebration and formally introduce the newly named Hearthwood Pond; and

WHEREAS, through this initiative, Hearthwood aims to preserve and enhance a valuable natural resource while creating meaningful opportunities for environmental education and community connection; and

WHEREAS, the residents and staff of Hearthwood Senior Living are to be commended for their thoughtful stewardship of this natural resource and their sincere efforts to build relationships throughout the Hanover Township community.

NOW, THEREFORE, BE HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that April 22, 2026 is Environmental Stewardship Day in Hanover Township.

Dated: April 7, 2026

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Denise Noyola

*Seal of
Hanover
Township*

Trustee Eugene N. Martinez



Hanover Township 2026 Committee Member Reappointment

The following individuals have indicated interest in reappointment to the Hanover Township Mental Health Board for a 4 – year term to be served May 1, 2026, through April 20, 2030.

Mike Kondrath
Matt Steichmann

The following individuals have indicated interest in reappointment to the Hanover Township Committee for Senior Citizen Services for a 3 – year term to be served May 1, 2026, through April 20, 2029.

Clint Baker
Margaret Bucaro
Peggy Deyne
Thomas Lathara



MEMORANDUM

TO: HANOVER TOWNSHIP BOARD OF TRUSTEES
CC: JAMES BARR, TOWNSHIP ADMINISTRATOR
FROM: TOM KUTTENBERG, DIRECTOR OF COMMUNITY & GOVERNMENT AFFAIRS
SUBJECT: ARLINGDALE LAKE TREATMENT CONTRIBUTION
DATE: APRIL 1, 2026

The Village of Streamwood and resident James Post is once again requesting the Township to contribute to cover the cost of the treatment for the Arlingdale Lake nuisance aquatic plant management, this year, in the amount of \$798.05. This is a decrease of \$236.95 from last year's request due to the hiring of a new vendor.

Arlingdale Lake, also known as Glenbrook Lake, is located north of Schaumburg Road, just east of the intersection of Park Boulevard and Schaumburg Road.

Without treatment, the lake becomes full of vegetation and algae, and a smell like that of natural gas would be emitted from the lake, because of the surface algae generated.

The current estimate for the work provided by McCloud Aquatics comes to \$6,740.25. The village will contribute \$2,588.66, with the Park District contributing \$1,601.08. The residents will make up the remaining \$1,752.46.

If approved, Streamwood Public Works Director Matt Mann will invoice the Township for its contribution over the next month or so.

Hanover Township has contributed to this treatment plan for the last several years.

Please contact Administrator Barr or me if you have any questions.



Memorandum

Date: April 7, 2026

To: Hanover Township Board

From: Erin Brumfield Grima, Youth and Family Services Director

Re: Becoming a Behavioral Health Clinic and accepting Medicaid Insurance

Attached for the Township Board's consideration is the proposal for Youth and Family Services to seek Behavioral Health Clinic status and accept Medicaid Insurance. Hanover Township Youth and Family Services (HTYFS) already bridges the gap in access by providing therapy services via a sliding fee model. By completing Medicaid certification and enrolling as a Behavioral Health Clinic with the Illinois Department of Healthcare and Family Services HTYFS will deepen our significant impact on the residents with the highest needs.

In Fiscal Year 26 as of January 2026, HTYFS provided 2,623 hours of therapy. An estimated 60% of HTYFS clients are enrolled in Medicaid. This results in 1,573 hours of reimbursable services. Even with the income-based sliding fee model, and utilizing our lowest fee, \$5, residents paid an estimated \$13,115 for services covered by Medicaid. With Medicaid certification those same residents would pay \$0 out-of-pocket, while the Township would generate an estimated \$219,213 in claims (based on the Medicaid Fee Schedule Therapy/Counseling – Individual by master's level clinician reimbursed at \$34.84 per quarter hour or \$139.36/hour).

The projected potential revenue would be offset by associated costs of billing Medicaid. The billing process, submitting claims and receiving acceptance of those claims requires specialized expertise. The proposed plan includes contracting with a billing company. The costs are typically calculated at a percentage of the claim amounts. At an average cost of 6% of claims, projecting approximately 3,000 claims annually, we anticipate the billing costs to be \$15,000. Additionally, the current electronic health record (EHR) in its current iteration is not optimal for embarking on billing Medicaid. EHRs currently on the market also offer added functionality, such as AI assisted documentation, client portal, integrated reminder functionality and integrated telehealth.

The current cost of our EHR annually is \$4,600, while upgraded options on the market range in cost from \$7,000 to \$10,500. To capture potential cost impact, the cost is projected at \$10,500 annually. Considering these additional costs, the projected net revenue would be \$193,713.

Embarking on billing services has workforce impact as well. To support a possible transition to billable services, process shifts began in FY26. Additional process changes will be needed and both administrative assistant staff and therapists will require training. Clinical staff training is provided free of charge by the state of Illinois. Training costs should also be minimal for administrative assistant staff due to availability through insurance companies and free technical assistance provided by the Office of Medicaid Innovation. Some process changes will require slightly more time as staff work toward mastery of state required paperwork.

The attached supporting materials outline the criteria for participation as a Behavioral Health Clinic and how HTYFS is aligned to meet those requirements. The Illinois Department of Healthcare and Family Services (HFS) created BHCs to transform the state's fragmented mental health system into a cohesive, community-based network. The primary rationale was to increase access to care, improve health outcomes for Medicaid beneficiaries, and reduce the over-reliance on costly institutional care. The clinics are designed to fill gaps in the service continuum, ensuring that individuals, including those with low-to-moderate intensity needs, have access to care in their communities. Previous restrictions regarding only serving residents of Hanover Township would not apply to the BHC participation.

Hanover Township is a community of almost 100,000 residents, with diverse socioeconomic dimensions and a meaningful subset of households facing economic vulnerability. Approximately 8.6 % of residents live below the poverty line, amounting to over 8,200 individuals. In the broader region, uninsured rates hover above 11 %, and over half of Cook County adults report facing healthcare affordability burdens in a given year.

Overlaying these social determinants are real access challenges: limited availability of Medicaid-accepting providers, transportation constraints, language and cultural barriers, and administrative complexity. These systemic obstacles disproportionately affect low-income and marginalized populations, the ones most likely to require Medicaid.

The estimate that 24,289 children (ages 0–18) in overlapping ZIP codes are enrolled in Medicaid (SFY 2024) highlights the unmet need of youth and families. By becoming Medicaid certified HTYFS can serve as a bridge between coverage and care.

By aligning services with the needs of Medicaid-enrolled and low-income residents, HTYFS:

- Increase access for children and families otherwise impeded by provider capacity or distance,
- Reduce the administrative and financial friction that often prevents eligible families from fully using their Medicaid benefits,
- Strengthen continuity of care, especially in underserved sub-populations,
- Expand sustainable revenue sources that support program growth, and
- Position itself as a community anchor for equitable, inclusive behavioral health services.

Considering all the information above and supplemented by the additional information attached, the recommendation is for Hanover Township Youth and Family Services to pursue becoming a Behavioral Health Clinic, complete Medicaid certification and become paneled with Medicaid Managed Care Organizations to provide behavioral health services and receive Medicaid reimbursement.

Local Context: Need, Access Gaps, and Barriers in Hanover Township

Socioeconomic & Poverty Snapshot

- Approximately 8.6 % of Hanover Township residents live below the federal poverty line, which translates to around 8,200 people. [Census Reporter](#)
- The median household income in the township is relatively high—\$93,583 ($\pm$ \$5,238) per American Community Survey estimates—indicating an income distribution that includes both higher-earning households and those struggling near or below the poverty line. [Census Reporter](#)
- Despite the higher median income, the presence of nearly one in twelve residents in poverty suggests pockets of concentrated economic vulnerability.
- In the broader region (Hanover + Schaumburg townships Public Use Micro Area in Cook County), about 8.3 % of residents fall below the poverty line. [Data USA](#)

These figures illustrate that while Hanover Township is not among the poorest areas of Cook County, it has a meaningful segment of low-income residents who are more likely to rely on public assistance programs, including Medicaid.

Health Insurance & Uninsurance Landscape

- In Hanover Township, 11.9 % of residents are uninsured (HT Quality of Life Index 2023).
- Across Cook County, surveys suggest that 55 % of adults experience healthcare affordability burdens in a given year—meaning they delay or skip care, struggle to pay medical bills, or avoid pursuing needed health services. healthcarevaluehub.org
- Particularly in lower-income and minority communities, individuals are more likely to face financial or logistical obstacles to care—even if they are insured.

Barriers to Access & Health Equity Challenges

Several systemic and logistical barriers can restrict access to care, even for Medicaid-eligible populations in Hanover Township and neighboring areas:

1. Provider shortages and capacity constraints
 - Clinics or specialists that accept Medicaid may have limited appointment availability, long wait times, or capacity ceilings.
 - Some providers choose not to accept Medicaid due to lower reimbursement rates or administrative burdens.
2. Transportation / Mobility limitations

- Public transit connectivity or long travel times can dissuade families from traveling to distant facilities, especially for behavioral health services.
 - For families with multiple children or lack of reliable vehicle access, travel becomes costlier (time, childcare, lost work hours).
3. Language, cultural, and health literacy barriers
- In areas with higher proportions of non-English-speaking households (as is common in parts of Northwest Cook County), communication challenges can hinder access, understanding of benefits, or navigation of Medicaid's administrative processes.
-

Medicaid Behavioral Health Clinic (BHC)

An Illinois Medicaid BHC is a type of provider that offers various mental health and substance use disorder services to people with Illinois Medicaid. BHCs provide a range of services, including therapy, counseling, crisis intervention, and care coordination, to help individuals manage their conditions.

BHC Enrollment

Entities enrolled as a BHC, pursuant to 89 Ill. Admin. Code 140.499 and 89 Ill. Admin. Code 140.TABLE O, may receive reimbursement for the Medicaid Rehab Option – Mental Health (MRO-MH) and Targeted Case Management (TCM) services described in Sections 208.3 and 208.4. To enroll with Healthcare and Family Services (HFS) as a BHC (legacy Provider Type 027), providers must complete and submit a Facility, Agency, Organization (FAO) enrollment application through the Illinois Medicaid Program Advanced Cloud Technology (IMPACT) system, selecting all necessary Specialty/Subspecialty combinations based upon the services the provider intends to provide.

[file:///U:/BHC/Medicaid%20Handbook%20\(Crosswalk\).pdf](file:///U:/BHC/Medicaid%20Handbook%20(Crosswalk).pdf)

BHC Approval Process

Following the submission of an application to enroll as a BHC in IMPACT, providers will be required to submit additional documentation to HFS to demonstrate their compliance with the requirements outlined in 89 Ill. Admin. Code 140.TABLE O. HFS will complete both a desk review and an on-site review before approving the provider as a BHC in IMPACT. Providers will be required to demonstrate their compliance with the BHC requirements on an annual basis.

[file:///U:/BHC/Medicaid%20Handbook%20\(Crosswalk\).pdf](file:///U:/BHC/Medicaid%20Handbook%20(Crosswalk).pdf)

The following project plan outlines the steps needed to be compliant with BHC standards.

Requirements	Requirement description	Documents Satisfying	Steps needed to satisfy
General Requirement	Operate in a manner compliant with all applicable State and federal laws, regulations and adopted policies and procedures;	Practices and Procedures	None - P&P review and development completed as part of the FY26 Strategic Plan.
	Establish and maintain policies and procedures to be used by all staff in the administration of programs and delivery of services; This would minimally include clinical orientation, mission statement, populations served, community outreach, cultural competency, hours of operation, community-based delivery orientation, credentials of staff, training components, utilization of evidence base practices, and may include components such as: hiring practices, disciplinary procedures, staff retention, programming overviews, etc. The operating policies and procedures must show that the agency has full oversight of the program functions to ensure program sustainability and positive outcomes for clients.	Practices and Procedures	None - P&P review and development completed as part of the FY26 Strategic Plan with an eye to ensuring these required P&Ps would be present.
	Ensure facilities, staff and services are culturally competent, consistent with the needs of individuals served. Culturally competent shall mean compliance with the national Culturally and Linguistically Appropriate Standards (CLAS) (https://www.thinkculturalhealth.hhs.gov/clas), as detailed by the HHS Office of Minority Health;	Lobby Postings.	Cultural competency and humility training and policies - Post CLAS Info in Waiting room Have staff become trained

	Establish policies, protocols, and other necessary contracts or agreement to ensure individuals can access and maintain active support from an independent practitioner licensed by the State of Illinois to provide consultation, evaluation, prescription and management of medication; 89 IAC 140 Section 140. Table O states that BHCs shall: “[e]stablish policies, protocols, and other necessary contracts or agreement to ensure individuals can access and maintain active support from an independent practitioner licensed by the State of Illinois to provide consultation, evaluation, prescription and management of medication –“ this administrative standard does not require the BHC to directly maintain or pay a psychiatrist, psych APN, or prescribing Psychologist, but does require the establishment of an arrangement that results in the BHCs clients having access to a psychiatric resources licensed to prescribe medications in Illinois.	Practices and Procedures - YFS Clinical Practices and Procedures Psychiatric Evaluation	Satisfied by Psych Backup Program.
	Hold, at a minimum, quarterly meetings with individuals served and community stakeholders to obtain feedback. P&P needed to state this and outline a plan to execute	Practices and Procedures with schedule	Develop quarterly meeting schedule and incorporate into appropriate P&P.
Location Requirements	Not be an individual's residence or a home;	Physical location	None, currently compliant
	Provide a sanitary and comfortable environment for individuals and staff conducive to the provision of behavioral health services;	Physical location - and YFS Departmental Practices and Procedures Customer Service	None, currently compliant
	Establish and maintain policies and procedures specific to emergency disaster plans, fire evacuation plans, and procedures for managing the basic maintenance of the site;	Incident Response Plan, Emergency Preparedness Plan	None, currently compliant

	Provide an environment reflective of the interventions being offered and populations being served that, at a minimum, shall afford privacy to individuals;	Physical location - and YFS Departmental Practices and Procedures Customer Service	None, currently compliant
	Meet health and safety standards, as applicable;	Physical location	None, currently compliant
	Be accessible in accordance with the Americans With Disabilities Act of 1990 (42 USC 12101), as amended, and the Illinois Accessibility Code (71 Ill. Adm. Code 400) and the ADA Accessibility Guidelines (28 CFR 36), whichever is more stringent. Providers must maintain a written policy for reasonable accommodations for the provision of services to individuals unable to access the provider's sites due to physical inaccessibility	YFS Clinical Practices and Procedures	None, currently compliant
	Display a current letter from the Office of the State Fire Marshal or the local fire authority demonstrating annual compliance with 41 Ill. Adm. Code Part 100	Posted in lobby.	None, currently compliant
	Comply with building codes adopted by local ordinance.	Physical location	None, currently compliant
Personnel Standards	Maintain sufficient staff of appropriate training and credentialing to meet the requirements for service delivery	YFS Clinical Practices and Procedures Staff Credentials	None, currently compliant
	Employ a full-time Clinical Director who meets the requirements of a Licensed Practitioner of the Healing Arts (LPHA) to oversee and direct the clinical functions of the BHC	LPHA onsite	Clinical Services Manager
	Perform and record sufficient background checks on all prospective employees, volunteers, interns, unpaid personnel, or other individuals who are prospective agents of the BHC. Background checks shall be retained in the individual's personnel record. The BHC shall, at a minimum:	see items A-D below	see items A-D below

	A) Access the Department of Public Health's Health Care Worker Registry concerning the person. If the Registry has information substantiating a finding of abuse or neglect against the person, the provider shall not engage him/her in any capacity;	Background check process	Add step to existing background check process.
	B) Perform background checks in compliance with requirements set forth in the Health Care Worker Background Check Act [225 ILCS 46] and in the Illinois Department of Public Health's rules (77 Ill. Adm. Code 955);	Background check process	Add step to existing background check process.
	C) Review the Provider Sanctions List provided by the HFS Office of Inspector General (HFS OIG) to ensure the provider is not on the list of sanctioned providers. The provider shall not employ or contract with any provider found on the HFS OIG Provider Sanctions List	Background check process	Add step to existing background check process.
	D) Meet any additional background check requirements required by the population or funder as approved by the Department.	DCFS Background Check	Already being done
Organizational Requirements.	Maintain an appropriate level of insurance against professional and physical liabilities	Insurance policies	None, currently compliant.
	Not subcontract for the delivery of services detailed in Section 140.453	Current practice.	None, currently compliant.
Service Delivery Requirements	Coordinate service delivery with the individual's primary care provider, care coordination entity, and/or managed care entity; 89 IAC 140 Section 140. Table O states that BHCs shall: "coordinate service delivery with the individual's primary care provider, care coordination entity, and/or managed care entity – " this means that providers must establish the necessary protocols and consents to engage primary care and care management partners in their treatment of individuals.	Health Questionnaire establishes request to client is made. Paired with a Release of Information.	None, currently compliant.
	Seek to enhance individual engagement through the	see items A-B below	see items A-B below

	A) Availability of services during non-traditional working hours (e.g., weekends and evening periods); and	YFS Practices and Procedures Facilities Operation	None, currently compliant.
	B) Delivery of services in the home or other community-based settings.	telehealth option	None, currently compliant.
	Develop policies and procedures to ensure individuals receive referrals for substance use disorder treatment services, as needed. BHCs are required to have agreements in place to ensure that clients have access to a psychiatric / prescribing resource, substance use disorder services and to ensure that the BHC can coordinate services with the client's MCO or any other professional involved in the client's healthcare	YFS Clinical Practices and Procedures Referrals for Additional Services	None, currently compliant.