

**VILLAGE OF  
STEGER  
BOARD OF TRUSTEES  
REGULAR MEETING AGENDA**

**NOVEMBER 3, 2014**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AWARDS, HONORS, AND SPECIAL RECOGNITIONS

Proclamation honoring John Presley on his retirement from the Steger Police Department after 24 years of service.

- E. MINUTES OF PREVIOUS MEETING
- F. AUDIENCE PARTICIPATION
- G. REPORTS

- 1. Administrator
- 2. Department Heads
  - a. Public Infrastructure/Code Enforcement Director
  - b. Fire Chief
  - c. Police Chief
  - d. EMA Chief
  - e. Community Center Director
  - f. HR Director
  - g. Housing Director
- 3. Attorney
- 4. Treasurer
- 5. Trustee/Liaison
- 6. Clerk
- 7. Mayor's Report

- H. PAYING OF THE BILLS
- I. CORRESPONDENCE

**MONDAY, NOVEMBER 3, 2014 BOARD OF TRUSTEE REGULAR MEETING AGENDA**

J. OLD BUSINESS:

Discussion on the Finance Policy (tabled 10/20/14)

AIA Document B101-2007 between Planera Architects and the Village of Steger,  
(tabled September 15 & October 6 & 20, 2014)

K. NEW BUSINESS:

**RESOLUTION NO.1066**

**RESOLUTION REGARDING IMPROVEMENTS TO A  
PORTION OF KINGS ROAD WITHIN THE VILLAGE OF  
STEGER FOR THE VILLAGE OF STEGER.**

**RESOLUTION NO. 1067**

**RESOLUTION REGARDING IMPROVEMENTS TO A  
PORTION OF UNION AVENUE WITHIN THE VILLAGE OF  
STEGER FOR THE VILLAGE OF STEGER.**

Swearing in of George Hillman by the Fire and Police Board

Quote from Terry's Ford for a 2015 Ford Interceptor at a cost of \$27,444.00 for use by the Village Administrator.

Chief of Police Carl A. Mormann recommends promotion of one officer to the rank of Sergeant.

Emergency Management annual payroll

Authorizing the Village Administrator to sign bank documents.

Discussion on feeding cats at large within the Village.

Discussion and Consideration of LOCIS 8 Time Entry

Financing of the two (2) Ford F250 Pickup Trucks for the Fire Department from local bank and from Ford Credit.

Prices of two (2) Ford F250 Pickup Trucks for Fire Department have increased slightly due to more comprehensive quote from Terry's Ford.

Fire Chief Nowell Fillion recommends the Steger Fire Department join the Inter-Agency Agreement for Fit Testing Equipment at a cost of \$1,000 to join and \$100 per year.

CDBG Drawdown Support Documentation to be approved and executed prior to submission to Cook County for funding.

L. ADJOURN TO CLOSED SESSION – to discuss Personnel

5 ILCS 120/2 (c) (2) Collective bargaining matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of the Open Meetings Act  
5 ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance or dismissal of specific employees, pursuant to Section 2(c)(1) of the Open Meetings Act

M. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION (If Necessary)

N. ADJOURNMENT

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF THE  
VILLAGE OF STEGER, WILL & COOK  
COUNTIES, ILLINOIS

The Board of Trustees convened in regular session at 7:00 P.M. on this 20th day of October, 2014 at the Steger Village Hall in the Fire Department Headquarters of the Village of Steger with President Peterson in the Chair and presiding and Village Clerk Carmen S. Recupito, Jr. attending.

The Village Clerk called the roll and the following Trustees were present: Buxton, Skrezyna, Kozy, Lopez, Sarek and Perchinski. Also present were HR Director Mary Jo Seehausen, EMA Chief Tom Johnston, Deputy Police Chief Patrick Rossi, Deputy Fire Chief James Baine, Community Center Director Diane Rossi and Housing Director Alice Peterson.

**AWARDS, HONORS, AND SPECIAL RECOGNITIONS**

None.

**MINUTES**

Trustee Lopez made a motion to approve the Minutes of the previous Village Board Meeting with the following corrections; on page 4 "CPA" should be "CBA", on page 5 \$279 should be \$779 and to amend the Laserfiche agreement to 39 months from 63 months at a cost savings of well over \$5,000. Trustee Perchinski seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Motion carried.

**AUDIENCE PARTICIPATION**

Christie Ebert of Steger Neighborhood Watch invited the Board to attend the next Neighborhood Watch meeting on November 11<sup>th</sup> at 7pm at Columbia Central. Flyers were distributed to Board members. Mayor Peterson asked Administrator Tilton to add the Neighborhood Watch flyer to the Village website.

South Suburban Mayors and Managers Transportation Committee approved \$616,000 for roadwork in the Village. The Village's portion will be \$136,000. Work will be completed on Union Avenue and Kings Road.

**REPORTS**

**Village Administrator Mike Tilton** reported that budget discussions will be held on Tuesday November 11<sup>th</sup>. Department Heads will meet with Trustee Buxton, Administrator Tilton, HR Director Seehausen and Jolynda Reyes.

Mr. Tilton discovered that the \$30,000 grant to improve office spaces at the two fire houses was provided through Senator Napoleon's office. Mr. Tilton is also working on an existing \$75,000 grant for water tower rehabilitation from 2012. The Village also has *The Planning Priorities* grant through CMAP. CMAP will meet with elected officials, Department heads, residents and business owners to discuss what type of

plan Steger should do for the downtown area. The grant is free to the Village. Hearings and meetings will be held to help plan for the future of Steger.

Mr. Tilton stated St. Liborius has requested a donation from the Village for 500 pre wrapped individual candies for their *Trunk or Treat* event. Trustee Skrezyna made a motion to approve the request. Trustee Perchinski seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Motion carried.

**Director of Public Infrastructure Dave Toepper** explained that the tree program is approximately half way complete. More than 500 trees needed to be removed. Fall hydrant flushing will conclude this week. Trustee Lopez inquired about the third street sweeping for the year. Mr. Toepper stated that he will be scheduling the street sweeping with Allied Waste. Trustee Lopez shared concerns of residents on Oakland Drive.

**Deputy Fire Chief James Baine** reported that in October the Fire Department responded to 50 calls; 45 ambulance, 5 fire. Mutual aid was given 5 times and received once. There have been 1100 calls thus far in 2014.

**Police Chief Carl Mormann** reported that the South Suburban Emergency Response Team met and voted Steger "into" the Team. Officer Richard Elza has been selected to represent the Steger Police Department on the Team. Mr. Elza will have an oral interview and a physical agility test. He will undergo extensive training.

**EMA Chief Johnston** reported that he attended an earthquake training with Illinois Emergency Management. The pick up truck that was acquired from the Fire Department will be in service soon. Mr. Johnston will have the truck at the next Board meeting so that the Board can inspect it.

Wildcats Football has requested EMA patrol a Football tournament scheduled for this weekend at Veterans Park.

**Community Center Director Diane Rossi** reported that about 160 people enjoyed the annual Halloween Party. Mrs. Rossi thanked the Board members who attended, EMA Chief Johnston and all the volunteers for their assistance.

**Human Resources Director Mary Jo Seehausen** explained that with the new upgraded server there have been some glitches including some email issues which are being resolved.

Mrs. Seehausen also met with LOCIS representative regarding a pilot payroll system that will include on line time cards for employees.

Mrs. Seehausen attended a seminar with Risk Management Agency regarding FOIA and Open Meetings Act requirements. All Village representatives will renew certifications at the first of each year going forward.

**Housing Director Alice Peterson** reported that the Housing Committee met just prior to the Board meeting and discussed identifying properties as part of the blight reduction program. The South Suburban Land Bank has closed on a property at 35<sup>th</sup> and Morgan.

**Village Attorney Amber Munday** reported that the Village has an agreement in principal with Sprint.

### **TRUSTEES' REPORTS**

**Trustee Ryan Buxton** gave a financial report, his report is attached. Trustee Buxton reported the audit is in its final stages and a financial report is expected soon.

**Trustee Perchinski** reported that the Santa parade will be the day after Thanksgiving and the Pancake Breakfast with Santa will be that Sunday complete with a cookie decorating station and other activities. Trustee Skrezyna reminded that food and toys can be donated both at the Santa parade and the Pancake breakfast.

**Trustee Sarek** discussed alarms at recreation buildings with Administrator Tilton. Mr. Tilton explained that many alarm companies are working with Chicago businesses due to certain ordinance requirements.

### **CLERK'S REPORT**

The Clerk announced that Trick or Treat hours will be from 3 to 7pm on Friday, October 31<sup>st</sup> and the annual Halloween bonfire will be at 6pm at Veterans Park.

### **PRESIDENT'S REPORT**

The Mayor reported that the Illinois Municipal League conference was very beneficial to the Administrator, HR Director, Housing Director and himself. Networking and educational programs were very informative.

Mayor Peterson also announced that he was with Governor on Friday and that Senator Durbin was at Amici's on Saturday.

Mayor Peterson, Administrator Tilton and Trustees Lopez and Kozy met with Governor Quinn on Friday. Mr. Tilton again discussed the Village's need for a Village Hall with the Governor.

Mayor Peterson met with the Stough Group (owners of Senior Housing). The Stough Group will donate approximately 2 acres of land just north of Millennium Village to the Village. The donation should be presented to the Board for consideration at the next Board meeting.

Mayor Peterson explained the Board is currently working on an Intergovernmental Agreement with Bloom Trail High School. Police Chief Mormann has concerns regarding documentation at the school. The IGA will address them.

Mayor Peterson met with the South Chicago Heights Mayor regarding borders between the two villages.

Email services at the Village should be worked out shortly.

**PAYING THE BILLS**

Trustee Skrezyna made a motion to pay the bills as listed with the exception of item #092214 for \$198.27. Trustee Perchinski seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

**OLD BUSINESS:**

Trustee Perchinski made a motion to table the AIA Document B101-2007 between Planera Architects and the Village of Steger. Trustee Lopez seconded the motion. Voice vote all ayes; motion carried.

Trustee Lopez made a motion to adopt RESOLUTION NO. 1062 AUTHORIZING CLASS 6B TAX INCENTIVE FOR CERTAIN PARCELS. Trustee Sarek seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

**NEW BUSINESS:**

Trustee Perchinski made a motion to approve Police Chief Carl A. Mormann's request to hire two new full time Police Officers. Trustee Lopez seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to approve Fire Chief Nowell Fillion's request to purchase two pick-up trucks including one with an 8 foot bed at an additional \$262.00. Trustee Skrezyna seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried. Financing of the two vehicles will be discussed at the November 3<sup>rd</sup> Board meeting.

Trustee Perchinski made a motion to approve the request of Christine Lustyk of St. Liborius for assistance from EMA for "Trunk or Treat" on October 29th from 5-8pm, subject to Chief Johnston's approval. Trustee Buxton seconded the motion. Voice vote all ayes; motion carried.

Trustee Perchinski made a motion to table the results of the October 20th bid opening for paving the parking lot at 3320 Lewis Avenue and Sealcoating striping and crack filling at the Kmart parking lot, until after Executive Session. Trustee Sarek seconded the motion. Voice vote all ayes; motion carried.

Trustee Skrezyna made a motion to accept the proposal from Coleman Roofing for repair of the Village Hall roof. The motion was seconded by Trustee Lopez. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made the motion to table Discussion of the finance policy so that the Board has an opportunity to review. Trustee Lopez seconded the motion. Voice vote all ayes; motion carried.

Trustee Skrezyna made a motion to accept the low bid of Olthoff for Sherman Road Culvert Replacement. Trustee Perchinski seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to go into Executive Session to discuss:

5 ILCS 120/2 (c) (2) Collective bargaining matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of the Open Meetings Act

5 ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance or dismissal of specific employees, pursuant to Section 2(c)(1) of the Open Meetings Act

5 ILCS 120/2(c)(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Contract Negotiations

Trustee Skrezyna seconded the motion. Voice vote all ayes; motion carried.

### **7:28pm**

Trustee Perchinski made a motion to return to regular session. Trustee Buxton seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

### **8:47pm**

Trustee Skrezyna made a motion to accept the low bid of Olthoff for Lewis Avenue parking lot paving. Trustee Sarek seconded the motion. Roll was called and the following trustees voted aye; Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

**ADJOURNMENT**

Trustee Perchinski made a motion to adjourn. Trustee Skrezyna seconded the motion. Voice vote all ayes; motion carried.

**MEETING ADJOURNED AT 8:48pm.**

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President

\_\_\_\_\_  
Carmen S. Recupito, Jr., Village Clerk



PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT	DIST
MERTS HVAC	076474	01-00-31100		FURNAMCE MAINT	128.00	
MERTS HVAC	076651	01-00-31100		A/C MAINT	396.00	
COOK COUNTY TREASURER	2014-3	01-00-31400		LIGHTS MAINT	700.50	
EXCEL ELECTRIC INC	117815	01-00-31400		VARIOUS ST. LIGHT	1624.11	
EXCEL ELECTRIC INC	117814	01-00-31401		KMART PARKING LOT	321.22	
EXCEL ELECTRIC INC	118013	01-00-32901		UPS BACK UP	283.45	
WALTON OFFICE SUPPLY	285267-1	01-00-33500		OFFICE SUPPLIES	32.45	
WALTON OFFICE SUPPLY	285372-0	01-00-33500		OFFICE SUPPLIES	33.14	
CALL ONE	101514	01-00-33700		MONTHLY PHONE SER	331.01	
COMCAST	101914	01-00-33700		MONTHLY PHONE SER	23.18	
COMCAST	102014	01-00-33700		MONTHLY PHONE SER	74.82	
COMCAST	101914	01-00-33900		MONTHLY INTERNET	54.95	
COMCAST	102014	01-00-33900		MONTHLY INTERNET	37.45	
AIDE RENTALS & SALES	60759-1	01-00-33901		RENTAL EQUIPMENT	202.72	
DENNIS G. GIANOPOLUS, P.C.	15719	01-00-34100		LEGAL SERVICE	1494.60	
COUNTY LINE PET HOSPITAL, P.C	106466	01-00-34600		IMPOUND FEES	324.00	
GUARANTEED TECHNICAL SERV & CONSULT INC	21012198	01-00-34900		COMPUTER SUPPORT	2280.00	
LOCIS	35898	01-00-34900		VM SERVER SETUP	100.00	
CDW GOVERNMENT INC	QC36957	01-00-37902		COMPUTER MAINT	771.70	
K-MART #7289	35 2784 9026	01-00-38908		DRIVIN THE DIXIE	233.64	
TOTAL FOR FUND 01		DEPT. 00			9446.94	
REDMOND, TOM	85136	01-01-22100		REOCCUPANCY REFUN	50.00	
ANDREWS PRINTING	51714	01-01-34300		BLDG PERMIT PRINT	98.00	
TOTAL FOR FUND 01		DEPT. 01			148.00	
CORNERSTONE MEDIA	22633	01-02-38900		LEGAL NOTICE	18.13	
TOTAL FOR FUND 01		DEPT. 02			18.13	

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
U.S. POSTAL SERVICE 102014		01-06-33600		POSTAGE	600.00
DRISCOLL, BRIAN 2014-09		01-06-34550		HEARING OFFICER	200.00
TOTAL FOR FUND 01		DEPT. 06			800.00
U.S. POSTAL SERVICE 102014		01-07-33600		POSTAGE	250.00
DRISCOLL, BRIAN 2014-09		01-07-34550		HEARING OFFICER	500.00
TOTAL FOR FUND 01		DEPT. 07			750.00
TOTAL FOR FUND 01				11163.07	
SHOREWOOD HOME & AUTO, INC. 161729		02-00-31700		POLARIS BATTERY	144.44
A BEEP 60390		02-00-31801		RADIO MAINT	142.00
FILLION, NOWELL 310051078		02-00-31805		TIRE REPAIR	1211.30
O'REILLY AUTO PARTS 3414 319816		02-00-31805		VEHICLE MAINT	4.99
HERITAGE F/S, INC. 64834		02-00-33300		DIESEL FUEL	911.82
PIONEER OFFICE FORMS INC. 90759		02-00-33400		INSPECTION REPORT	73.50
MENARDS - MATTESON 65816		02-00-33501		SHOP SUPPLIES	37.92
COMCAST 102014		02-00-33700		MONTHLY PHONE SER	74.82
HENRY SCHEIN 2948330-01		02-00-33702		AMBULANCE SUPPLIE	250.20
COMCAST 102014		02-00-33900		MONTHLY INTERNET	37.45
MW LEASING COMPANY LLC L101288		02-00-33900		COPIER LEASE	249.99
WORKING WELL 00160160-00		02-00-34200		MEDICAL TESTING P	1169.00
DACAV INDUSTRIES 2046		02-00-37302		MARINO UNIFORMS	42.50
DACAV INDUSTRIES 2047		02-00-37302		UNIFORMS	45.95
JCM UNIFORMS 697956		02-00-37302		UNIFORMS	86.95
MINER ELECTRONICS CORP 12303		02-00-37903		SOFTWARE	365.00
TOTAL FOR FUND 02		DEPT. 00			4847.83

PAYABLE TO

INV NO

G/L NUMBER

CHECK DATE

CHECK NO

AMOUNT

DESCRIPTION

DIST

TOTAL FOR FUND 02

4847.83

MERTS HVAC

075800

03-30-31100

CEILING FAN MAINT

4447.00

PETTY CASH

78517

03-30-33500

LAUNDRY

9.50

SOUTH HOLLAND PAPER CO.

308517

03-30-33500

PAPER PRODUCTS

114.66

SOUTH HOLLAND PAPER CO.

308519

03-30-33500

PAPER PRODUCTS

38.86

WADO - KI MARTIAL ARTS ASSOCIATION, INC.

SEPT-NOV 2014

03-30-33504.03

KARATE INSTRUCTOR

420.00

A T & T

708-754369010

03-30-33700

MONTHLY SERVICE

15.87

CALL ONE

101514

03-30-33700

MONTHLY PHONE SER

246.83

COMCAST

101714

03-30-33700

MONTHLY SERVICE

51.02

MERTS HVAC

011011

03-30-33703

MAINTENANCE

726.25

PROTECTION ONE ALARM MONITORING, INC.

100214

03-30-33704

MONTHLY SERVICE

31.02

COMCAST

101714

03-30-33900

MONTHLY SERVICE

139.70

PETTY CASH

101614

03-30-38899

HALLOWEEN SUPPLIE

140.66

TOTAL FOR FUND 03

DEPT. 30

6381.37

EXCEL ELECTRIC INC

117815

03-31-31300

PARK LIGHTS

541.37

EXCEL ELECTRIC INC

118017

03-31-31300

FOOTBALL FIELD LI

931.95

MERTS HVAC

076479

03-31-31300

FURNACE MAINT

48.00

COMED

29006 1014

03-31-33100

MONTHLY SERVICE

1599.95

NICOR GAS

51000 1 0914

03-31-33200

MONTHLY SERVICE

48.49

TOTAL FOR FUND 03

DEPT. 31

3169.76

TOTAL FOR FUND 03

9551.13

JAMES HERR & SONS

94877

04-00-31805

VEHICLE MAINT

100.00

JAMES HERR & SONS

94911

04-00-31805

VEHILCE MAINT

180.00

SUPERIOR OIL SERVICE

266493

04-00-31805

VEHICLE MAINT

36.44

HERITAGE F/S, INC.

64835

04-00-33300

GASOLINE

2440.38

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
A T & T	708754359310	04-00-33700		MONTHLY SERVICE	178.60
CALL ONE	101514	04-00-33700		MONTHLY PHONE SER	331.00
COMCAST	101914	04-00-33700		MONTHLY PHONE SER	23.17
MOTOROLA SOLUTIONS-STARCOM13108	154048282014	04-00-33701		RADIO MAINT	1122.00
COMCAST	101914	04-00-33900		MONTHLY INTERNET	54.95
MW LEASING COMPANY LLC	L101360	04-00-33901		COPIER LEASE	458.05
BANICKI, DALE	REIMBURSEMENT	04-00-37302		BANICKI UNIFORMS	34.97
JCM UNIFORMS	697511	04-00-37302		ELZA UNIFORMS	504.50
THE EAGLE UNIFORM COMPANY INC	234228,29,30	04-00-37302		G. HILLMAN UNIFOR	3876.60
THE EAGLE UNIFORM COMPANY INC	234249	04-00-37302		KOTTKA UNIFORMS	120.00
A&R SHARED SERVICES CENTER	T1510431	04-00-37700		NEW VEHICLE	377.16
SO SUB EMERGENCY RESPONSE TEAM	2014	04-00-38901		2014 DUES SO SUB	1000.00
CHICAGO HEIGHTS POLICE DEPARTMENT	101714	04-00-38910		LOCKUP HOUSING PE	100.00
OLD PLANK TRAIL COMMUNITY BANK	53381#8	04-00-40000		2 SQUADS PRINCIPA	1106.21
OLD PLANK TRAIL COMMUNITY BANK	53381#8	04-00-41000		2 SQUADS INTEREST	138.84
TOTAL FOR FUND 04		DEPT. 00			12182.87
TOTAL FOR FUND 04					12182.87
GALLAGHER MATERIALS CORP	634078MB	06-00-31204		PATCHING	304.15
EXCEL ELECTRIC INC	117821	06-00-31504		HALSTED ST. WELL	360.00
EXCEL ELECTRIC INC	117824	06-00-31504		LOCATE 650 E. 231	312.00
H.D. SUPPLY WATERWORKS, INC	D083421	06-00-31504		MAINT TO MAINS	565.10
H.D. SUPPLY WATERWORKS, INC	D108460	06-00-31504		MAINT TO MAINS	82.26
H.D. SUPPLY WATERWORKS, INC	D108528	06-00-31504		MAINT TO MAINS	636.38
M&J UNDERGROUND, INC	M14-0657	06-00-31504		MAIN REPAIR	2335.00
M&J UNDERGROUND, INC	M14-0658	06-00-31504		LEAK REPAIR	1935.00
GEMINI PLUMBING COMPANY INC	21570	06-00-32900		3610 MORGAN	2722.15
CALL ONE	101514	06-00-33700		MONTHLY PHONE SER	685.73

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
TOTAL FOR FUND 06		DEPT. 00			9937.77
TOTAL FOR FUND 06				9937.77	
MERTS HVAC	076668	07-00-31100		HEATER MAINT	620.75
JAMES HERR & SONS	94605	07-00-31805		VEHICLE MAINT	100.00
WALTON OFFICE SUPPLY	285267-0	07-00-33500		OFFICE SUPPLIES	17.50
FASTENAL COMPANY	ILSTE120426	07-00-33501		SHOP SUPPLIES	80.98
U.S. POSTAL SERVICE	102014	07-00-33600		POSTAGE	150.00
TOTAL FOR FUND 07		DEPT. 00			969.23
TOTAL FOR FUND 07				969.23	
OLD PLANK TRAIL COMMUNITY BANK	15	12-00-40000		DEBT SERVICE PRIN	30113.94
OLD PLANK TRAIL COMMUNITY BANK	15	12-00-41000		DEBT SERVICE INTE	4116.15
TOTAL FOR FUND 12		DEPT. 00			34230.09
TOTAL FOR FUND 12				34230.09	
STEGER PUBLIC SCHOOLS	RED RIBBON 2014	14-00-38900		RED RIBBON BRACEL	1198.93
TOTAL FOR FUND 14		DEPT. 00			1198.93
TOTAL FOR FUND 14				1198.93	
AMERICAN FURNITURE RENTALS INC	R1314971	15-00-36602		RENTAL FURNITURE	1665.44
K-MART #7289	35 3155 9026	15-00-36602		BATTERIES, LANTER	105.73
K-MART #7289	35 3161 9026	15-00-36602		AFTER FIRE SUPPLI	12.96
K-MART #7289	35 3218 9026	15-00-36602		AFTER FIRE SUPPLI	63.15
K-MART #7289	35 3255 9026	15-00-36602		AFTER FIRE SUPPLI	169.90

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT	DIST
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K-MART #7289	35 3598 9026	15-00-36602		AFTER FIRE SUPPLI	111.35	
K-MART #7289	35 3757 9026	15-00-36602		WIRELESS PRINTER	59.98	
NATIONAL BUSINESS FURNITURE	BG7761	15-00-36602		OFFICE FURNITURE	9788.58	
HUMANA DENTAL	181932904	15-00-36903		MONTHLY PREMIUM	2719.21	
TOTAL FOR FUND 15		DEPT. 00			14696.30	

TOTAL FOR FUND 15 14696.30

NAPA AUTO PARTS	027605	16-00-31805		VEHICLE MAINT	139.75	
NAPA AUTO PARTS	027894	16-00-31805		VEHICLE MAINT	86.15	
O'REILLY AUTO PARTS	3414-313919	16-00-31805		VEHICLE MAINT	36.09	
MENARDS - MATTESON	60651	16-00-33501		SHOP SUPPLIES	143.41	
COMCAST	101014	16-00-33700		MONTHLY SERVICE	55.85	
PROTECTION ONE ALARM MONITORING, INC.	101414	16-00-33704		MONTHLY SERVICE	73.58	
COMCAST	101014	16-00-33900		MONTHLY SERVICE	74.90	
SMART	2014-15	16-00-38901		MEMBERSHIP DUES	100.00	
TOTAL FOR FUND 16		DEPT. 00			709.73	

TOTAL FOR FUND 16 709.73

** TOTAL CHECKS TO BE ISSUED		99486.95
01	CORPORATE	11163.07
02	FIRE PROTECTION	4847.83
03	PLAYGROUND/RECREATION	9551.13
04	POLICE PROTECTION	12182.87
06	WATER/SEWER FUND	9937.77
07	ROAD & BRIDGE	969.23
12	DEBT SERVICE	34230.09
14	D.A.R.E.	1198.93

SYS DATE:10/30/14

Village of Steger

SYS TIME:14:49

A / P W A R R A N T L I S T

[NW2]

DATE: 10/30/14

REGISTER # 556  
Thursday October 30, 2014

PAGE 7

PAYABLE TO

INV NO

G/L NUMBER

CHECK DATE

CHECK NO

AMOUNT

DIST

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15		LIABILITY INSURANCE FUND		14696.30	
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16		H.S.E.M.		709.73	
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		TOTAL FOR REGULAR CHECKS:		99,486.95	
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A/P MANUAL CHECK POSTING LIST  
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

PAYABLE TO	REG NO	CHECK DATE	CHECK NO	AMOUNT
INV NO	G/L NUMBER	DESCRIPTION	DIST	
CHICAGO ELITE 5	741	10/08/14	D138	
100814	01-00-38840	TRAVEL		9.25
EASTERN ILLINOIS UNIVERSITY	741	10/03/14	D133	
011150	01-00-38400	TRAINING/J REYES		235.00
FRANK LIVINGSTON	742	10/27/14	62786	
100314	01-00-39701	STEGER DAYS OF MU		900.00
GINOS EAST	741	10/07/14	D137	
100714	01-00-38840	TRAVEL/MEALS		9.34
HOTELS.COM	741	10/06/14	D134	
118944976728	01-00-38840	LODGING		196.87
HOTELS.COM	741	10/06/14	D135	
118944976728-1	01-00-38840	LODGING		201.68
OFFICEMAX	741	10/07/14	D139	
1199 09 4988	01-00-33400	PRINTING		164.29
OLD PLANK TRAIL COMMUNITY	B740	10/23/14	62785	
SDM2015	01-00-39701	STEGER DAYS OF MU		1000.00
SAM'S CLUB/GECF	741	10/15/14	D147	
2450	01-00-33500	OFFICE SUPPLIES		308.78
SAM'S CLUB/GECF	741	10/24/14	D152	
7053	01-00-33500	OFFICE SUPPLIES		124.40
SCREMENTI'S RESTAURANTS	741	10/17/14	D149	
34405 0015	01-00-38840	METRO LUNCH		38.00
WARWICK ALLERTON HOTEL CHIC	741	10/10/14	D141	
462429189	01-00-38840	TRAVEL/PARKING		152.89
YE OLD FIVE LOAVES	741	10/22/14	D151	
11	01-00-38900	MISCELLANEOUS OTH		59.92
TOTAL FOR FUND 01			DEPT. 00	3400.42
BUILDER'S BOOK INC	741	10/15/14	D146	
43242	01-01-38500	BOOKS		63.94
PRAIRIE STATE COLLEGE	741	10/14/14	D143	
92138068	01-01-38400	EMPLOYEE TRAINING		189.00
PRAIRIE STATE COLLEGE	741	10/14/14	D142	
92138135	01-01-38400	EMPLOYEE TRAINING		189.00
TOTAL FOR FUND 01			DEPT. 01	441.94
TOTAL FOR FUND 01				3842.36
AMAZON.COM	741	10/15/14	D145	
7857947-5297834	02-00-37902	NEW COMPUTER HARD		373.49
AMAZON.COM	741	10/15/14	D144	
9934821-8616264	02-00-37902	NEW COMPUTER HARD		24.95



A/P MANUAL CHECK POSTING LIST  
POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

PAYABLE TO	REG NO	CHECK DATE	CHECK NO	AMOUNT
INV NO	G/L NUMBER	DESCRIPTION	DIST	
TOTAL FOR FUND 02	DEPT. 00			398.44
TOTAL FOR FUND 02				398.44
SAM'S CLUB/GECE 7906 7906	741 03-30-29250 03-30-33500	10/06/14 D136 FUNDRAISER OFFICE SUPPLIES		223.40 412.31
TOTAL FOR FUND 03	DEPT. 30			635.71
TOTAL FOR FUND 03				635.71
FIRE AWARDS 18287	741 04-00-37805	10/21/14 D150 PRESLEY RETIREMEN		326.00
TOTAL FOR FUND 04	DEPT. 00			326.00
TOTAL FOR FUND 04				326.00
POSTMASTER 1173	741 06-00-33600	10/15/14 D148 WATER BILLING POS		402.96
SAM'S CLUB/GECE 7053	741 06-00-33501	10/24/14 D152 SHOP SUPPLIES		44.65
TOTAL FOR FUND 06	DEPT. 00			447.61
TOTAL FOR FUND 06				447.61
OFFICEMAX 733958532-001	741 15-00-36602	10/09/14 D140 VH FIRE 2014		239.99

SYS DATE:10/30/14

Village of Steger

SYS TIME:14:49

DATE: 10/30/14

A / P W A R R A N T L I S T

Thursday October 30, 2014

[NW2]

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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

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PAYABLE TO	REG NO	CHECK DATE	CHECK NO	AMOUNT
INV NO	G/L NUMBER	DESCRIPTION	DIST	

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TOTAL FOR FUND 15	DEPT. 00			239.99
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TOTAL FOR FUND 15			239.99	
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** TOTAL MANUAL CHECKS LISTED			5890.11	
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** TOTAL OF ALL LISTED CHECKS			105377.06	
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**DEL GALDO LAW GROUP, LLC**

*Attorneys & Counselors*

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1441 S. Harlem Avenue  
Berwyn, Illinois 60402  
Telephone (708) 222-7000 – Facsimile (708) 222-7001  
www.dlglawgroup.com

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**• MEMORANDUM •**

**TO:** THE HONORABLE VILLAGE PRESIDENT  
THE HONORABLE BOARD OF TRUSTEES

**CC:** THE HONORABLE VILLAGE CLERK

**FROM:** AMBER L. MUNDAY, ESQ.

**DATE:** OCTOBER 17, 2014

**SUBJECT:** DRAFT VILLAGE OF STEGER FINANCIAL POLICY

Attached for your review, please find a preliminary draft of the requested Finance Policy (the “Policy”) for the Village of Steger. This draft includes a blend of financial reporting, accounting and procedural requirements established by governing law and policy statements sampled from other Illinois, non-home rule municipalities. Where the provisions of this Policy include mandatory provisions of State law, the statutory citation is provided to indicate the same.

Del Galdo Law Group, LLC expresses no opinion with regard to and this draft should not be read as a recommendation for the adoption of any specific policy decision. To the contrary, this draft merely provides examples of policies adopted by other municipalities on topics related to municipal finance for your consideration.

Finalizing the Policy will necessarily require review and revision by elected officials and staff familiar with the Village’s existing policies and procedures.

Please review and contact me at (708) 222-7000 if you would like discuss.

This document and the information in it is private and confidential and is only for the use and review of the designated recipient(s) named above. If you are not the designated recipient, do not read, review, disseminate, copy, or distribute this document, as it is strictly prohibited. The sender of this document hereby claims all privileges at law or in equity regarding this document, and specifically does not waive any privilege related to the secrecy of this document.

*This PRELIMINARY DRAFT is subject to ATTORNEY-CLIENT PRIVILEGE and contains recommendations and expresses opinions with regard to the formulation of actions and policies for the Village of Steger.*

**FINANCIAL POLICIES OF THE VILLAGE OF STEGER,**  
**ILLINOIS**

Adopted and approved on \_\_\_\_\_

By Ordinance \_\_\_\_\_

**TABLE OF CONTENTS**

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*Investment Policy* ..... 10

*Taxation* ..... 10

DRAFT

## **FINANCIAL POLICIES OF THE VILLAGE OF STEGER**

### **Introduction**

The Financial Policies (the “Policies”) of the Village of Steger (the “Village”) are the basic guidelines for the management of the Village’s financial operations and have been developed in accordance with all applicable provisions of Illinois law. These policies assist the Mayor, Village Board and staff in managing the Village’s financial affairs throughout the year. The policies are to be generally reviewed during the budget process, and modified as appropriate to accommodate changing fiscal conditions and policy initiatives.

These Policies are not an exhaustive listing of all policies, procedures, ordinances, rules, or statutes relating to or governing the Village’s financial operations, nor should these policies be relied on in lieu of reviewing the requirements of Illinois law and/or the provisions of the Municipal Code of Steger, Illinois. Rather, these are meant to be general guidelines to be referred to by Village Staff and residents. These policies shall not be read as binding upon the Corporate Authorities and are merely a guideline for the efficient operation of the Village.

### **Financial Planning Policies**

1. Effective January 1, 2015, the fiscal year of the Village will begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of the following year. All accounting and budgeting functions of the Village will occur in conjunction with this fiscal time period.
2. The Village Staff shall endeavor to present a balanced budget to the Village Board annually. A balanced budget means that current operating expenditures, excluding major capital expenditures, are funded with current recurring revenues. The use of reserves to cover current operating expenditures should be avoided.
3. The Corporate Authorities shall adopt an annual appropriation ordinance within the first quarter of each fiscal year, after publishing all notices and holding all hearings required in connection therewith. (65 ILCS 5/8-2-9). The notices required in connection with the annual appropriation ordinance shall include the disclosure of the total compensation packages of highly compensated employees as required by Section 7.3 of the Open Meetings Act. (5 ILCS 120/7.3). The Village shall file a certified copy of its annual appropriation ordinance, as well as an estimate, certified by its chief fiscal officer, of revenues, by source, anticipated to be received by the Village in the following fiscal year, with the County Clerks of Cook and Will Counties within thirty (30) days after the adoption of the annual appropriation ordinance. (35 ILCS 200/18-50).
4. The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future year’s expenses, such as postponing expenditures, accruing future year’s revenues, or rolling over short term debt.

5. The budget will provide for adequate maintenance of capital equipment and for its orderly replacement.
6. The budget will provide for adequate funding of all retirement systems, with a uniform reduction of unfunded liabilities, in accordance with either State requirements or an independent actuarial study.
7. Within thirty (30) days after the approval of the annual appropriation ordinance, the Village Staff shall prepare a budget document that includes the legally adopted appropriations and other supplementary information. The document shall describe the previous budget period's accomplishments and the Village's organization-wide goals, an estimate of revenues and budget expenditures by account, department goals and capital improvements.
8. The Village will prepare a three-year projection of revenues and expenditures annually. The projection will display the excess or deficiency of revenues over or under expenditures and the resulting unassigned fund balance. Projections will include estimated operating costs associated with future capital improvements.
9. The Village will integrate performance measurement and productivity indicators within the budget where applicable.
10. The Village will prepare a monthly financial report comparing actual revenues and expenditures to the approved budget amounts. The monthly report will provide a financial analysis that highlights major deviations from the approved budget.
11. Within six (6) months after the end of each fiscal year, the Village Treasurer will prepare and file with the Village Clerk an annual accounting of moneys received and expenditures incurred during the preceding fiscal year and the Village Clerk shall publish the same in a newspaper in general circulation within the Village. (65 ILCS 5/3.1-35-65).

#### **Revenue Policies**

1. The Village will maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any single revenue source.
2. The Village shall estimate its annual revenues conservatively, using an objective analytical approach, taking into account all available information.
3. Potential revenue sources will be examined annually.
4. The year-to-year increase of actual revenues from the property tax levy will not exceed five percent (5%) or such other amount as may be permitted pursuant to the Property Tax Extension Limitation Law. (35 ILCS 200/18-185, *et seq.*)

5. The Village will set fees and user chargers for the Waterworks and Sewerage Fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual depreciation of capital assets.
6. The Village shall establish, where possible, all other user chargers and fees at a level that attempts to recover the full cost of providing the services, including an amount for the cost associated with any capital assets used to provide the services.
7. On or before the last Tuesday in December in each year, the Corporate Authorities shall adopt an ordinance levying taxes upon all property subject to taxation within the Village in such amounts as are deemed necessary to defray the costs of the appropriations previously legally made for the Village. (65 ILCS 5/8-3-1). A certified copy of the levy ordinance shall be filed with the County Clerks of Cook and Will Counties. At least twenty (20) days prior to the adoption of such tax levy ordinance, the Corporate Authorities shall determine the amounts of money, exclusive of election costs (if any), estimated to be necessary to be raised by taxation for that year upon the taxable property within the Village. (35 ILCS 200/18-60). The Village shall comply with all public hearings, notification and certification requirements set forth in the Truth in Taxation Law in connection with the adoption of the tax levy ordinance. (35 ILCS 200/18-55, *et seq.*).

#### *Expenditure Policies*

1. The Village will fund all operating expenditures in a particular fund from operating revenues generated by the fund. In developing the budget, recommendations will be made regarding service level adjustments that may be necessary to meet this objective. Service levels will not be expanded beyond the Village's ability to utilize current revenues to pay for the expansion of services.
2. The Village will continually assess its organization and service provision efforts in order to provide service enhancements or cost reductions by increasing efficiency or effectiveness. The Village shall also constantly strive to provide the same highest quality of services using the most efficient means possible. During each budget process the Village will assess its current organization and service provision strategy and make adjustments if the analysis demonstrates that a particular enhancement would improve or reduce cost.
3. The Village will provide sufficient resources to train employees and thereby develop the specialized knowledge and expertise necessary to maintain and improve the quality of Village services.
4. The Village will strive to adopt new technologies and techniques that will improve efficiency and allow the Village to maintain or improve the level of service provided to residents.



5. The Village will attempt to maximize its financial resources by encouraging intergovernmental cooperation. The establishment of intergovernmental service agreements with other units of government may allow the Village to provide residents a higher level of service at a reduced cost. The Village will consider intergovernmental agreements as a means to enhance services or reduce costs.
6. Pension Trust Funds are funded based on actuarial requirements and applicable funding requirements. The Village shall obtain an actuarial statement from the Public Pension Division of the Illinois Department of Financial and Professional Regulation or from a qualified actuary in order to determine annual pension funding requirements. (40 ILCS 5/1A-111).

### *Capital Improvement Policies*

1. The Village will make all capital improvements in accordance with an adopted Capital Improvement Plan (CIP).
2. The CIP shall include all capital equipment and improvements with a value of \$10,000.00 or more.
3. The Village will develop a plan for capital improvements and update it as necessary. As part of this process, the Village will assess the condition of all major capital assets and infrastructure, including, but not limited to, buildings, streets, alleys, water mains, and sewer lines.
4. The Village will enact an annual capital budget based on the five-year capital improvement plan.
5. The Village will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget projections.
6. The Village will use intergovernmental assistance to finance capital improvements in accordance with Village plans and priorities.
7. The Village will maintain all its assets at a level adequate to protect the Village's capital investment and to minimize future maintenance and replacement costs.
8. The Village will project its equipment replacement need for the next five years and update this projection each year. A replacement schedule will be developed from this projection.
9. The Village will project capital asset maintenance and improvement needs for the next five years and update this projection each year. A maintenance and improvement schedule will be developed for this projection.

10. The Village will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the Village Board for approval.
11. The Village will determine the least costly financing method for each new project.

#### **Debt Policies**

1. The Village will confine long-term debt borrowing to capital improvements or projects which result in a product that will have a life of five years or more and which cannot be financed from current revenues.
2. When the Village finances projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
3. When the Village finances projects by issuing bonds without referendum, the amount of such bonds, together with other bonds issued without referendum and outstanding, shall not exceed at the time of issue one-half of 1% of the assessed value of all the taxable property located within the corporate boundaries of the Village (65 ILCS 5/8-5-16).
4. The Village will maintain good communications with bond rating agencies about its financial condition. The Village will follow a policy of full disclosure on every financial report and bond prospectus.
5. The Village will make every effort to maintain a relatively level and stable annual debt service for all long-term general obligation bonds.
6. The Village may not become indebted in any manner or for any purpose to an amount, including existing indebtedness in the aggregate exceeding 8.625% on the value of the taxable property within the corporate boundaries of the Village, as ascertained by the last assessment for state and county purposes prior to the incurring of the indebtedness (65 ILCS 5/8-5-1).
7. The Village will endeavor to adopt legislation abating its annual debt service levy, in full or in part, in every fiscal year in which an alternate source of funds is available for the payment of a particular debt. Certified copies all tax abatement legislation shall be filed with the County Clerks of Cook and Will Counties, as applicable, prior to the respective County's extension of property taxes for the applicable tax year.

#### **Accounting and Financial Reporting Policies**

1. The Village will establish and maintain a high standard of accounting practices.
2. Following the conclusion of the fiscal year, the Village will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board

(GASB). The CAFR shall also satisfy all criteria for the Government Finance Officers Association's Certificate for Achievement for Excellence in Financial Reporting.

3. Monthly financial reports shall be prepared and submitted to the board. The reports shall include a summary of financial activity.
4. An independent certified public accounting firm will perform an annual audit within six (6) months after the close of the fiscal year in accordance with generally accepted auditing standards and will publicly issue a financial opinion and file annually with the Comptroller a supplemental report on forms devised and approved by the Comptroller. (65 ILCS 5/8-8-3). The annual audit report shall be filed with the Village, made available for public inspection and filed with the Comptroller. (65 ILCS 5/8-8-7).
5. The Village shall request proposals from qualified independent accounting firms to conduct the annual audit every five years using a request for proposal process.
6. *See also* Section 2-176 through 2-183 of the Municipal Code of Steger, integrated herein by reference.

#### **Purchasing Policy**

1. The following is intended as a guideline for the Village of Steger Department Heads and their appointed designees in processing purchase requests.
2. The primary rules for purchase authorizations are that each Department Head is ultimately responsible for purchases charged to his or her department. Therefore, prior to initiating any purchase, the department head must confirm that his or her department has sufficient budgeted dollars to finance the intended acquisition.
3. Purchases totaling five thousand dollars or more: As a general rule, all purchase requests for goods and services rendered in an amount of Five Thousand and No/100 U.S. Dollars (\$5,000.00) or greater, must be presented to the Village Board for approval and three (3) competitive bids and/or proposals must accompany the purchase request. Please note that this section does not apply to services requiring unique skill or knowledge including, without limitation, professional services.

4. In order to promote efficient operations, purchases for less than Five Hundred and No/100 U.S. Dollars (\$500.00) will not require purchase order documentation. When placing an order for purchases that total less than Five Hundred and No/100 U.S. Dollars (\$500.00), Department Heads must supply the vendor with his/her name and the name of department in lieu of a purchase order.
5. Purchases for public works costing in excess of Twenty Thousand and No/100 U.S. Dollars (\$20,000.00) shall be purchased through contracts to the lowest responsible bidder after advertising for bids except as otherwise set forth in Section 8-9-1 of the Illinois Municipal Code. (65 ILCS 5/8-9-1).
6. *Annual Budget:* For purposes of preparing an annual budget, each Department Head will be required to send a list of all vendors utilized by that Department, which list shall include descriptions of goods and monies paid for such goods, to the Village Administrator. The list must be sent to the Village Administrator no later than January 31<sup>st</sup> for the prior calendar year.

#### **Redevelopment Project Areas**

1. The Village shall submit to the State Comptroller and to all taxing districts overlapping the boundaries of a redevelopment project area an annual TIF report for each active redevelopment project area within the Village within one hundred eighty (180) days after the end of the fiscal year and thereafter convene a joint review board as required by Section 11-74.4-5 of the Tax Increment Redevelopment Act (65 ILCS 5/11-74.4-5).
2. The Village has the following active Redevelopment Project Areas:
  - a) TIF #1 was designated on January 1, 1997. Any redevelopment project or obligation funded with tax increment financing in TIF#1 must be scheduled to be completed before December 31, 2021, the date that TIF#1 is set to terminate.
  - b) TIF#2 was designated on March 18, 2002. Any redevelopment project or obligation funded with tax increment financing in TIF#2 must be scheduled to be completed before December 31, 2026.
  - c) TIF#3 was designed on April 19, 2004. Any redevelopment project or obligation funded with tax increment financing in TIF#3 must be scheduled to be completed before December 31, 2028.
  - d) TIF#4 was designated on March 21, 2005. Any redevelopment project or obligation funded with tax increment financing in TIF#4 must be scheduled to be completed before December 31, 2029.

**Investment Policy**

1. See Section 2-6 of the Municipal Code of Steger, Illinois, integrated herein by reference.

**Taxation**

2. See Chapter 78 of the Municipal Code of Steger, Illinois, integrated herein by reference.

DRAFT

## Cynthia A. Pauley

---

**From:** Mike Tilton  
**Sent:** Friday, October 31, 2014 3:29 PM  
**To:** Cynthia A. Pauley  
**Subject:** FW: Revised Planera Agreement  
**Attachments:** B101-2007 - Contract 10-20-14 - - Final - (Revised).pdf

---

**From:** Amber Munday  
**Sent:** Friday, October 31, 2014 1:44 PM  
**To:** Mike Tilton  
**Subject:** Revised Planera Agreement

From a legal standpoint, I am ok with the revised Planera agreement, a copy of which is attached. The agreement provides that Planera and any engineers that it hires will perform those design and architectural services as are requested by the Village at the hourly rates set forth in Section 11.7. Planera will also expect reimbursement for its actual expenses, as set forth in Section 11.8.1. Please make sure that you are ok with these fees.

Planera is asking for the right (not the obligation) to terminate this contract if the Village halts work for more than 90 days. I think this is a reasonable request since they are going to need to move on to other projects and not be indefinitely obligated on this project.

Once you get to the phase of actually preparing final Construction Documents to go out to bid, we should evaluate terminating this hourly contract and going back to the model of a project-based contract.

Please let me know if you have any questions or concerns

Amber L. Munday, Esq.  
Del Galdo Law Group, LLC  
1441 S. Harlem Avenue  
Berwyn, Illinois 60402  
Tel: 708-222-7000 ext. 243  
Fax: 708-222-7001

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# AIA<sup>®</sup> Document B101<sup>™</sup> – 2007

## **Standard Form of Agreement Between Owner and Architect**

AGREEMENT made as of the      day of October in the year Two Thousand Fourteen  
*(In words, indicate day, month and year.)*

BETWEEN the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

Village of Steger  
35 West 34th Street  
Steger, IL 60475

and the Architect:  
*(Name, legal status, address and other information)*

Planera Architects, Inc.  
18225 Morris Avenue  
Homewood, IL 60430

for the following Project:  
*(Name, location and detailed description)*

Architect shall provide drawings, plans and other architectural services as requested by Owner related to the construction and/or renovation or maintenance of buildings and related sites, infrastructure and improvements to provide facilities for the operation of Owner's various departments. The parties agree and acknowledge that this agreement shall govern design and planning services only.

The Owner and Architect agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

### EXHIBIT A INITIAL INFORMATION

#### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

*(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)*

Services to be provided as requested by Owner retroactive to August 1, 2014.

~~§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:~~

~~.1 — Commencement of construction date:~~

~~.2 — Substantial Completion date:~~

Intentionally omitted.

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

#### ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

Init.

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User Notes:

(963586859)



§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

care.  
§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.  
services provided as set forth in this Agreement.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

.1 General Liability

1,000,000

.2 Automobile Liability

1,000,000

.3 Workers' Compensation

500,000

.4 Professional Liability

2,000,000

### ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

The Architect shall provide the services set forth in this Agreement upon Owner's request and mutually agreed upon schedule.

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§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

~~§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.~~

§ 3.1.5 the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

~~§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.~~

**§ 3.2 SCHEMATIC DESIGN PHASE SERVICES**SCHEMATIC DESIGN PHASE SERVICES, at the request of the Owner:

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

**§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES**DESIGN DEVELOPMENT PHASE SERVICES. At the request of the Owner:

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe

the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

**§ 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES** ~~CONSTRUCTION DOCUMENTS PHASE SERVICES. At the request of the Owner;~~

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

**§ 3.5 BIDDING OR NEGOTIATION PHASE SERVICES** ~~Intentionally omitted.~~

**§ 3.5.1 GENERAL**

~~The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.~~

**§ 3.5.2 COMPETITIVE BIDDING**

~~§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.~~

~~§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by~~

- ~~1 — procuring the reproduction of Bidding Documents for distribution to prospective bidders;~~
- ~~2 — distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;~~
- ~~3 — organizing and conducting a pre-bid conference for prospective bidders;~~
- ~~4 — preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and~~

.5 — organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 ~~NEGOTIATED PROPOSALS~~ Intentionally omitted.

§ 3.5.3.1 ~~Proposal Documents shall consist of proposal requirements and proposed Contract Documents.~~

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

.1 — procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;

.2 — organizing and participating in selection interviews with prospective contractors; and

.3 — participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 ~~CONSTRUCTION PHASE SERVICES~~ Intentionally omitted. § 3.6.1

§ 3.6.1 ~~GENERAL~~

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™ 2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 ~~EVALUATIONS OF THE WORK~~ Intentionally omitted.

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

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~~§ 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR~~Intentionally omitted.

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

~~§ 3.6.4 SUBMITTALS~~Intentionally omitted.

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 ~~CHANGES IN THE WORK~~ Intentionally omitted.

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 ~~PROJECT COMPLETION~~ Intentionally omitted.

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 ADDITIONAL SERVICES**

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.

*(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming (B202™ 2009)		

§ 4.1.2	Multiple preliminary designs		
§ 4.1.3	Measured drawings		
§ 4.1.4	Existing facilities surveys		
§ 4.1.5	Site Evaluation and Planning (B203™ 2007)		
§ 4.1.6	Building Information Modeling (E202™ 2008)		
§ 4.1.7	Civil engineering		
§ 4.1.8	Landscape design		
§ 4.1.9	Architectural Interior Design (B252™ 2007)		
§ 4.1.10	Value Analysis (B204™ 2007)		
§ 4.1.11	Detailed cost estimating		
§ 4.1.12	On-site Project Representation (B207™ 2008)		
§ 4.1.13	Conformed construction documents		
§ 4.1.14	As-Designed Record drawings		
§ 4.1.15	As-Constructed Record drawings		
§ 4.1.16	Post occupancy evaluation		
§ 4.1.17	Facility Support Services (B210™ 2007)		
§ 4.1.18	Tenant-related services		
§ 4.1.19	Coordination of Owner's consultants		
§ 4.1.20	Telecommunications/data design		
§ 4.1.21	Security Evaluation and Planning (B206™ 2007)		
§ 4.1.22	Commissioning (B211™ 2007)		
§ 4.1.23	Extensive environmentally responsible design		
§ 4.1.24	LEED® Certification (B214™ 2012)L		
§ 4.1.25	Fast-track design services		
§ 4.1.26	Historic Preservation (B205™ 2007)		
§ 4.1.27	Furniture, Furnishings, and Equipment Design (B253™ 2007)		

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document. None.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 ~~and an appropriate adjustment in the Architect's schedule.~~

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§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;

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- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

~~§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:~~

- ~~.1 — Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;~~
- ~~.2 — Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner provided information, Contractor prepared coordination drawings, or prior Project correspondence or documentation;~~
- ~~.3 — Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;~~
- ~~.4 — Evaluating an extensive number of Claims as the Initial Decision Maker;~~
- ~~.5 — Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or~~
- ~~.6 — To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.~~

~~§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:~~

- ~~.1 — ( ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor~~
- ~~.2 — ( ) visits to the site by the Architect over the duration of the Project during construction~~
- ~~.3 — ( ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents~~
- ~~.4 — ( ) inspections for any portion of the Work to determine final completion~~

~~§ 4.3.4 If the services covered by this Agreement have not been completed within ( ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.~~

## ARTICLE 5 OWNER'S RESPONSIBILITIES

~~§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.~~

~~§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.~~

~~§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.~~



§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants if any with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by ~~law or the Contract Documents,~~ law, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the ~~Contractor and the~~ Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

~~§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.~~

~~§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.~~

#### ~~ARTICLE 6 — COST OF THE WORK~~

##### ~~ARTICLE 6 Intentionally omitted.~~

~~§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.~~

~~§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot~~

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and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or

.5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

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AIA Document B101™ – 2007 (formerly B151™ – 1997). Copyright © 1974, 1978, 1987, 1997 and 2007 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 17:22:16 on 10/20/2014 under Order No.2876659642\_1 which expires on 05/25/2015, and is not for resale.

User Notes:

(963586859)

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect 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 by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction Circuit Court of Cook County
- Other (Specify)

### § 8.3 ARBITRATION

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 8.3.4 CONSOLIDATION OR JOINDER

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

## ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses

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incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

~~§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.~~

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

~~§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.~~

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, ~~or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.~~ information Or (4) the extent required by law.

**ARTICLE 11 COMPENSATION**

§ 11.1 ~~For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:~~  
*(Insert amount of, or basis for, compensation.)*

§ 11.2 ~~For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:~~  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

§ 11.3 ~~For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:~~  
*(Insert amount of, or basis for, compensation.)*

§ 11.4 ~~Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus \_\_\_\_\_ percent (\_\_\_\_%), or as otherwise stated below:~~

§ 11.5 ~~Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:~~

Schematic Design Phase	percent (	%)
Design Development Phase	percent (	%)
Construction Documents Phase	percent (	%)
Bidding or Negotiation Phase	percent (	%)
Construction Phase	percent (	%)
<hr/>		
Total Basic Compensation	one hundred percent (	100 %)

§ 11.6 ~~When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.~~

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§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. ~~The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.~~ (If applicable, attach an exhibit of hourly billing rates or insert them below.)

The services performed by the Architect under this Contract shall be billed at the hourly rates set forth below.

Employee or Category	Rate
<b>ARCHITECT</b>	
Principal - Architect	\$150/hr
Senior Architect	\$120/hr
Architect	\$95/hr
Technician	\$65/hr
Field Technician	\$75/hr
Clerical	\$55/hr
<b>ENGINEER</b>	
Principal - Engineer	\$195.00
Associate	\$155.00
Project Engineer	\$135.00
Project Designer	\$105.00
Designer	\$90.00
Design Draftsman	\$75.00
Clerical	\$65.00

Subject to yearly review. The parties agree that Architects sole compensation under this agreement shall be for hours worked and expenses incurred.

**§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related ~~expenditures~~ expenditures, if authorized in advance by the Owner.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

**§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE**

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. ~~Amounts unpaid ( ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.~~ Payments shall be made in accordance with the Local Government Prompt Payment Act.  
(Insert rate of monthly or annual interest agreed upon.)

%

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- ~~.1 AIA Document B101™ 2007, Standard Form Agreement Between Owner and Architect~~
- ~~.2 AIA Document E201™ 2007, Digital Data Protocol Exhibit, if completed, or the following:~~

- .3 Other documents:  
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER

Village of Steger

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)

ARCHITECT

Planera Architects, Inc.

\_\_\_\_\_  
(Signature)

Mario Planera, President

\_\_\_\_\_  
(Printed name and title)



## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Mario Planera, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 17:22:16 on 10/20/2014 under Order No. 2876659642\_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2007, Standard Form of Agreement Between Owner and Architect, as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

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*(Signed)*

---

*(Title)*

---

*(Dated)*

**RESOLUTION NO. 1066**

STATE OF ILLINOIS        )  
                                          )  
COUNTIES OF COOK        )  
                                          )  
                                          )  
                                          )

**RESOLUTION REGARDING IMPROVEMENTS TO A PORTION OF KINGS ROAD  
WITHIN THE VILLAGE OF STEGER FOR THE VILLAGE OF STEGER.**

**WHEREAS**, the Village of Steger, Counties of Cook and Will, State of Illinois (the "Village") is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

**WHEREAS**, the Village President (the "President") and Board of Trustees of the Village (the "Village Board" and together with the President, the "Corporate Authorities") are committed to ensuring the safety of motorist and pedestrians within the Village; and

**WHEREAS**, through its Transportation Committee, the South Suburban Mayors and Managers Association ("SSMMA") operates the Surface Transportation Program ("STP") through which member municipalities, including the Village, may submit requests for funding for certain highway projects; and

**WHEREAS**, Village staff and/or consultants have recommended (the "Recommendation") the submission of a project to include the resurfacing of Kings Road, from Steger Road to Richton Road, (the "Project") for funding through the STP; and

**WHEREAS**, eligibility for STP funding for the Project requires the Village to adopt a resolution requesting consideration of the Project and affirming the Village's

ability and willingness to provide matching funds in the amount of Sixty Thousand and 00/100 U.S. Dollars (\$60,000.00) (the "Matching Funds") for the Project; and

**WHEREAS**, the Corporate Authorities have reviewed the Recommendation and have determined that it is necessary, advisable and in the best interests of the Village to request consideration of the Project and to affirm the Village's ability and willingness to provide the Matching Funds for the same; and

**NOW, THEREFORE, BE IT RESOLVED** by the President and the Board of Trustees of the Village of Steger, Counties of Cook and Will, and the State of Illinois, as follows:

**ARTICLE I.  
IN GENERAL**

**SECTION 1: Incorporation Clause.**

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

**SECTION 2: Purpose.**

The purpose of this Resolution is to request the SSMMA's consideration of the Project for funding through the STP, affirm the Village's ability and willingness to provide the Matching Funds for the Project and to authorize the President or his designee to take all such steps as are necessary to carry out the intent of this Resolution.

**ARTICLE II.  
AUTHORIZATION**

**SECTION 3: Authorization.**

That the Village Board hereby requests the SSMMA's consideration of the Project and affirms the Village's ability and willingness to provide the Matching Funds

for the Project during the program years. The Village Board further authorizes and directs the President or his designee to enter into and approve any such agreements or other documentation as may be necessary to carry out the intent of this Resolution. The Village Clerk is hereby authorized and directed to attest to and countersign any such agreements or other documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Village Clerk is also authorized and directed to affix the Seal of the Village to such documentation as is deemed necessary. The officers, agents, and/or employees of the Village shall take all action necessary or reasonably required by the Village to carry out, give effect to, and effectuate the purpose of this Resolution and shall take all action necessary in conformity therewith.

**ARTICLE III.  
HEADINGS, SAVINGS CLAUSES, PUBLICATION,  
EFFECTIVE DATE**

**SECTION: 4 Headings.**

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**SECTION: 5 Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

**SECTION: 6 Superseder.**

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**SECTION: 7 Publication.**

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

**SECTION: 8 Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

PASSED this 3<sup>rd</sup> day of November 2014.

\_\_\_\_\_  
Carmen S. Recupito, Jr., Village Clerk

APPROVED this 3<sup>rd</sup> day of November 2014.

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President

Roll call vote:  
Voting in favor:  
Voting against:  
Not voting:

**RESOLUTION NO. 1067**

STATE OF ILLINOIS        )  
                                          )  
COUNTIES OF COOK        )  
                                          )  
                                          )  
                                          )

**RESOLUTION REGARDING IMPROVEMENTS TO A PORTION OF UNION AVENUE WITHIN THE VILLAGE OF STEGER FOR THE VILLAGE OF STEGER.**

**WHEREAS**, the Village of Steger, Counties of Cook and Will, State of Illinois (the "Village") is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

**WHEREAS**, the Village President (the "President") and Board of Trustees of the Village (the "Village Board" and together with the President, the "Corporate Authorities") are committed to ensuring the safety of motorist and pedestrians within the Village; and

**WHEREAS**, through its Transportation Committee, the South Suburban Mayors and Managers Association ("SSMMA") operates the Surface Transportation Program ("STP") through which member municipalities, including the Village, may submit requests for funding for certain highway projects; and

**WHEREAS**, Village staff and/or consultants have recommended (the "Recommendation") the submission of a project to include the resurfacing of Union Avenue, from the northern corporate limits of the Village to Steger Road, (the "Project") for funding through the STP; and

**WHEREAS**, eligibility for STP funding for the Project requires the Village to adopt a resolution requesting consideration of the Project and affirming the Village's

ability and willingness to provide matching funds in the amount of Seventy-Six Thousand and 00/100 U.S. Dollars (\$76,000.00) (the "Matching Funds") for the Project; and

**WHEREAS**, the Corporate Authorities have reviewed the Recommendation and have determined that it is necessary, advisable and in the best interests of the Village to request consideration of the Project and to affirm the Village's ability and willingness to provide the Matching Funds for the same; and

**NOW, THEREFORE, BE IT RESOLVED** by the President and the Board of Trustees of the Village of Steger, Counties of Cook and Will, and the State of Illinois, as follows:

**ARTICLE I.  
IN GENERAL**

**SECTION 1: Incorporation Clause.**

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Resolution are full, true and correct and do hereby, by reference, incorporate and make them part of this Resolution as legislative findings.

**SECTION 2: Purpose.**

The purpose of this Resolution is to request the SSMMA's consideration of the Project for funding through the STP, affirm the Village's ability and willingness to provide the Matching Funds for the Project and to authorize the President or his designee to take all such steps as are necessary to carry out the intent of this Resolution.

**ARTICLE II.  
AUTHORIZATION**

**SECTION 3: Authorization.**

That the Village Board hereby requests the SSMMA's consideration of the

**SECTION: 6 Superseder.**

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

**SECTION: 7 Publication.**

A full, true, and complete copy of this Resolution shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

**SECTION: 8 Effective Date.**

This Resolution shall be effective and in full force immediately upon passage and approval.

PASSED this 3<sup>rd</sup> day of November 2014.

\_\_\_\_\_  
Carmen S. Recupito, Jr., Village Clerk

APPROVED this 3<sup>rd</sup> day of November 2014.

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President

Roll call vote:  
Voting in favor:  
Voting against:  
Not voting:



Project and affirms the Village's ability and willingness to provide the Matching Funds for the Project during the program years. The Village Board further authorizes and directs the President or his designee to enter into and approve any such agreements or other documentation as may be necessary to carry out the intent of this Resolution. The Village Clerk is hereby authorized and directed to attest to and countersign any such agreements or other documentation as may be necessary to carry out and effectuate the purpose of this Resolution. The Village Clerk is also authorized and directed to affix the Seal of the Village to such documentation as is deemed necessary. The officers, agents, and/or employees of the Village shall take all action necessary or reasonably required by the Village to carry out, give effect to, and effectuate the purpose of this Resolution and shall take all action necessary in conformity therewith.

**ARTICLE III.  
HEADINGS, SAVINGS CLAUSES, PUBLICATION,  
EFFECTIVE DATE**

**SECTION: 4 Headings.**

The headings of the articles, sections, paragraphs, and subparagraphs of this Resolution are inserted solely for convenience of reference and form no substantive part of this Resolution nor should they be used in any interpretation or construction of any substantive provision of this Resolution.

**SECTION: 5 Severability.**

The provisions of this Resolution are hereby declared to be severable and should any provision of this Resolution be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

## Cynthia A. Pauley

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**From:** Matthew Wenzel  
**Sent:** Wednesday, October 15, 2014 10:51 AM  
**To:** Ken Peterson; Carl Mormann; Cynthia A. Pauley; Carmen S. Recupito; Tim Perchinski  
**Cc:** Michael Riley; Roger Wommack  
**Subject:** Request for Agenda Line Item for November 3, 2014 Village Board Meeting

All,

On behalf of the Fire & Police Board of Commissioners, Mr. George Hillman, and the Steger Police Department, I am requesting a line-item on the November 3, 2014 Village Board Meeting Agenda.

We would like to formally swear-in Mr. Hillman as a full-time Steger Police Officer at the Village Board Meeting.

I will administer the oath, on behalf of the Fire & Police Board of Commissioners; as a certified Notary Public I am authorized to do that. We are not asking the Village Board to hire Mr. Hillman, we are just asking for a formal forum to perform the induction.

Thank you  
Matt Wenzel  
Secretary, Fire & Police Board of Commissioners

E-MAIL CONFIDENTIALITY NOTICE: This electronic mail message, including any attachments, is for the intended recipient(s) only. This e-mail and any attachments might contain information that is confidential, legally privileged or otherwise protected or exempt from disclosure under applicable law. If you are not a named recipient, or if you are named but believe that you received this e-mail in error, please notify the sender immediately by telephone (708-754-3395) or return e-mail and promptly delete this e-mail and any attachments and copies thereof from your system. If you are not an intended recipient, please be aware that any copying, distribution, dissemination, disclosure, reliance on, or other use of this e-mail and any attachments is unauthorized and prohibited. Any prohibited or unauthorized disclosure is not binding on the sender. Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of any organization or employer. Unless expressly stated in this e-mail, nothing in this message should be construed as a digital or electronic signature.

Village Administrator

12 WEEK BUILD



## Proposal

Date: October 29, 2014

Bill to: Village of Steger IL

Re: (1) 2015 Ford Police Utility Interceptor Undercover  
Sterling Gray Exterior/Charcoal Interior or other  
Standard Color. Cloth Front/Rear Seating  
3.7L V6 with 6-Speed Auto Transmission

All Standard Equipment plus:  
SYNC HANDSFREE  
BADGE DELETE  
PAINTED ALUM WHEELS 18"  
INTERIOR UPGRADE - CONSOLE, CARPET  
FRONT HEADLAMP HOUSING PKG  
DAYTIME RUNNING LIGHTS  
REMOTE START  
Delivered to Steger PD (No charge)

SUV: \$27,444.00

Respectfully submitted,

Linda Sucich  
Fleet – Government  
Terry's Ford . 363 N Harlem Ave . Peotone IL 60468  
708-258-2400

**October 29, 2014**

**To: President Peterson and Board of Trustees**

**From: Carl A. Mormann, Police Chief**

**Subject: Promotional Request to the Rank of Sergeant**

**ACTION: For Monday, November 3, 2014**

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**Brief History**

On June 20, 2011 the Steger village board passed ordinance number 1012. Ordinance 1012 amended ordinance number 879 which related to the table of organization for the police department of the Village of Steger. At said time the table of organization provided for 15 full time sworn police officers specifically, 1 Police Chief, 1 Deputy Chief, 3 Sergeants, and 10 Patrol Officers. Ordinance 1012 has been in full force and effect since its passage on June 20, 2011.

Currently, the police department for the Village of Steger is operating with only 2 Sergeants.

The rank of Sergeant is a middle management position. A sergeant supervises the daily performance of police officers, approves reports, addresses citizen complaints, schedules work assignments, recommends subordinates for commendations and disciplinary actions. As a supervisor, the Sergeant prepares materials for and conducts roll calls. Schedules and monitors assignments. Evaluates and counsels officers. Conducts inspections of officers' patrol vehicles, equipment and supplies, and performs varied administrative related duties as assigned.

**Analysis of Issue**

As the police department continues to progress and become involved in more specialized units and programs, as well as adding new officers, the need for adequate police supervision becomes more relevant. For this reason I am requesting permission from the board to promote 1 full time officer, to the rank of Sergeant. This promotion will not add any additional rank structure or manpower to the table of organization already in place, it will simply bring our staffing level to what has already been allocated and approved.

The promotional eligibility list is established by the board of fire and police commissioners. The budgetary impact listed, reflects the salary of the next officer listed on the promotional eligibility list as currently published and posted by the board of fire and police commissioners.

**Budget Impact**

Cost for New Sergeant:

Current Salary of Officer:	\$62,367.59
Longevity:	<u>\$0.00</u>
Total	\$62,367.59

Starting Sergeants Salary:	\$66,781.03
Longevity:	<u>\$0.00</u>
Total	\$66,781.03

Total Cost to Village for Promotion:	\$66,781.03
	<u>-\$62,367.59</u>
<b>Total</b>	<b>\$ 4,413.44</b>

**Staff Conclusions/Recommendations**

Staff recommends promoting one officer to the rank of Sergeant.

Signed,  
  
Carl A. Mormann  
Chief of Police

Crete, Illinois, Code of Ordinances >> - MUNICIPAL CODE >> Chapter 5 - ANIMALS AND FOWL >>  
ARTICLE III. - CATS >>

### ARTICLE III. - CATS

Sec. 5-70. - Reserved.

Sec. 5-71. - Running at large prohibited.

Sec. 5-72. - Proof of rabies vaccination required.

Secs. 5-73—5-100. - Reserved.

**Sec. 5-70. - Reserved.**

*Editor's note--*

Ord. No. 2003-35, § 2, adopted Sept. 22, 2003, repealed § 5-70, which pertained to the penalty for violation of this article and was derived from Ord. No. 95-20, § 3, 4-24-95.

X **Sec. 5-71. - Running at large prohibited.**

No person shall cause or permit any cat owned or kept by them to run at large within the limits of the village. Any cat found upon the private property of another other than the owner or keeper, or upon a public street, sidewalk, alley, parkway or any enclosed place shall be deemed running at large unless under restraint. For the purposes of this section, a cat is under "restraint" if it is controlled by a leash; within a vehicle being driven or parked on the street; or within the property limits of its owner or keeper. Cats running at large shall be impounded.

*(Ord. No. 95-20, § 3, 4-24-95)*

X **Sec. 5-72. - Proof of rabies vaccination required.**

All owners or keepers of cats shall be required to provide proof of current rabies vaccination upon the request of the animal warden or a police officer.

*(Ord. No. 95-20, § 3, 4-24-95)*

**Secs. 5-73—5-100. - Reserved.**

X Also should be added the you should not feed strays do to that it will attract wild animals

## ARTICLE X. - PENALTIES

Sec. 5-1001. - Penalty: compromise payment.

X Sec. 5-1001. - Penalty; compromise payment.

- (a) Whosoever violates or fails to comply with any of the provisions of this chapter shall be guilty of an offense and fined not less than \$100.00 nor more than \$750.00 and/or sentenced up to six months in the county jail. Except when fines and costs are paid by compromise payment as provided in subsection (b) below prior to court, the court clerk shall add to the fine any and all costs and fees upon an authorized disposition.
- (b) Any person accused of a violation of this chapter may settle and compromise said claim without a court appearance by payment of one-half of the minimum required fine to the village clerk at the village hall within ten business days of the date of violation if the compromise box designation is so checked on the complaint and notice to appear form.

(Ord. No. 2003-35, § 2, 9-22-03; Ord. No. 2006-43, § 4, 12-11-06)



Software Solutions for Local Government

Mary Jo Seehausen  
Village of Steger  
35 W. 34th St.  
Steger IL 60475-1013

4000 W. Jefferson St.  
Joliet, Illinois 60431  
(815) 744-0011  
Fax (815) 744-8182

**Date:** October 31, 2014  
**Phone:** (708) 754-3395  
**Fax:** (708) 754-1913  
**Email:** mseehausen@villagofsteger.org

Dear Mary Jo,

Per your request, following are the figures based on the discussion of your requirements. Prices are valid for 30 days.

<b>10 hours of on-site time for Installation/Configuration/Training related to Time Entry.</b>	<b>\$70.00 per hour</b>	<b>\$700.00</b>
<i>Travel will be billed as used at</i>	<i>\$50.00 per hour</i>	

If you have any questions or if I may be of any further assistance, please, do not hesitate to call.

Sincerely,

Frank J. McKay  
President  
LOCIS

FJM/kam



*Rates as of contract date.  
All rates subject to change.*

## Current Rate Structure

### BILLING RATES

Effective October 1, 2013

#### SERVICES

**Technical Support – Training – On-Site Implementation** **\$80.00**  
Monday through Friday (Holidays excluded) 8:00 a.m. to 5:00 p.m. **Per Hour**

**IT/Network Administration** **\$100.00**  
System Administration, set-up, support, and modification to existing network environment, support of network environment, support of network, administration for security/user levels, hardware additions. All services that involve network system integration including Anti-Virus/Spyware software/configuration or having to reconfigure any pre-existing software which prohibits Locis from operating correctly. **Per Hour**

**Consulting / System Design/Programming** **\$150.00**  
Specific request for modification to existing program or data conversion from existing system to the LOCIS Modules. Programming and Import/Export to other 3<sup>rd</sup> Party Application. The review of existing operations and the design and layout of future changes for both internal operation (Software) and external operation (Hardware / Networking). System Administration, set-up, support, and modification to existing network environment, support of network environment, support of network, administration for security/user levels, hardware additions. All services that involve network system integration. **Per Hour**

**Travel Time from Office\*** **\$ 50.00**  
Travel time from the LOCIS office to your site will be charged **Per Hour**

\* Any hours of work which are provided outside of 8 to 5 Monday through Friday including holidays are billed at 125 percent the normal rate of work.

#### FORMS

Custom forms can be provided (voucher and payroll checks, utility bills, quick mailers, W-2 forms...) that match the LOCIS print format (Dot Matrix/Laser where applicable). Call LOCIS for pricing.

#### MISCELLANEOUS

The following are also billable items: Freight, System installation costs (wiring, building, electrical or software), Initial stock of supplies (paper, ribbons, backup media, etc.)



## LOCIS 8 Time Entry Costs

**\$1,000.00 Initial Payment (Upon Proposal Acceptance)**

**\$1,000.00 Approximate 50% completion (Approximately 30 days)**

**\$1,200.00 upon Completion (Approximately 60 days)**

- We host it at our facilities for the first year
- Fringe requests/approval methods included.
- Export Time Entry earnings to Locis 7.
- Import employees and earning codes from Locis 7 to Locis 8.
- Security by department or by earning code.

### Membership Costs

Counts based on employee annual W2 count.	<b>0-33</b>	<b>34-66</b>	<b>67-100</b>	<b>Over 100</b>
<b>Locis Hosted</b>	<i>\$12.00</i>	<i>\$24.00</i>	<i>\$36.00</i>	<i>\$48.00</i>
	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>
<b>Unhosted</b>	<i>\$10.00</i>	<i>\$20.00</i>	<i>\$30.00</i>	<i>\$40.00</i>
	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>	<i>Per month</i>

\* Employee W2 and Login Counts are periodically verified and averaged throughout the Contract Year.

**When approved please sign and return to our office via fax:**

<b>Name</b>	
<b>Title</b>	



**Locis 8 products can be operated in 'hosted' or an 'unhosted' mode and your membership prices are based off your chosen mode. Switching 'modes' are subject to our normal labor rates billed on an hourly basis.**

**Hosted Version:**

- Locis 8 Resides on Locis' or a third party's server.
- Locis is responsible for daily backups (every 24 hours).
- Locis will guarantee up to 95% up-time averaged over an annual basis
- Locis will guarantee adequate speed of data access (> 50 mbps).
  - o Locis obviously cannot guarantee the stability of your internet access so the speed of our access may not be relevant.
- Immediate software enhancement and bug fixes.
  - o Unhosted version, we will have to periodically remotely access your servers to send software enhancements and bug fixes.

**Unhosted Version**

- Locis 8 software and data reside on your server(s).
- You are responsible for data backups.
- You may have to pay us to deliver software enhancements and bug fixes.
- You are responsible for the acquisition of a Microsoft SQL product that is compatible with Locis 8.
- You are responsible for configuring the access to Locis 8.
  - o This may involve router work as well as Windows Server configuration changes.

**When approved please sign and return to our office via fax:**

<b>Name</b>	
<b>Title</b>	



Subject **FW: Ambulance Fees**  
From Jolynda R. Reyes <JReyes@villageofsteger.org>  
To nfillion@stegerfire.org <nfillion@stegerfire.org>  
Date 2014-10-28 11:24



- 
- FD AMB [GL-0000000116].pdf (13 KB)

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**From:** Jolynda R. Reyes  
**Sent:** Wednesday, October 22, 2014 4:04 PM  
**To:** Tim Perchinski  
**Cc:** Nowell Fillion  
**Subject:** Ambulance Fees

Attached is a year to date report of the ambulance fees. The C/R entries are the checks that Silvia processes. The other entries are the direct deposit amounts that I enter. Any questions please let me know.

Also the loan rates for the two trucks are 4 years 3.35% and 5 years 3.50%.

Jolynda Reyes, CIMT  
Village Accountant

Village of Steger  
(708)754-3395



Municipal Finance Department  
1 American Road, MD 7500  
Dearborn, Michigan 48126

October 22, 2014

Tom Sullivan  
Currie Motors  
thomasfsullivan@sbcglobal.net

RE: Village of Steger, IL, Quote #80787

Ford Credit Municipal Finance is pleased to present the following financing options for your review and consideration.

Option	Quantity	Description				Price
	1	2015 Ford F250				\$28,376.00
	Total Amount Financed*	Number of Payments	Payment Timing	APR	Payment Factor	Payment Amount
A	\$28,801.00	3	Annual in Advance	6.50%	0.354531	\$10,210.85
B	\$28,801.00	5	Annual in Advance	6.45%	0.225749	\$6,501.80

5.125%

Option	Quantity	Description				Price
	1	2015 Ford F250				\$29,329.00
	Total Amount Financed*	Number of Payments	Payment Timing	APR	Payment Factor	Payment Amount
C	\$29,754.00	3	Annual in Advance	6.50%	0.354531	\$10,548.72
D	\$29,754.00	5	Annual in Advance	6.45%	0.225749	\$6,716.94

\*\$425.00 underwriting fee included

EXPIRATION DATE: 01/31/2015

This quotation, until credit approved, is not a commitment by Ford Credit Municipal Finance. It has been prepared assuming that the lease qualifies for Federal Income Tax Exempt Status for Ford Credit Company LLC under Section 103 of the IRS Code. Financing is subject to credit review and approval of acceptable documentation by Ford Credit Municipal Finance.

**Ford Credit Municipal Finance Program**

- There is no security deposit, no prepayment penalty, and no mileage penalty.
- At inception, the new equipment title/registration indicates the municipality as Registered Owner, with Ford Motor Credit Company LLC as first lien holder.
- At term end, the municipality buys the equipment for \$1.

Thank you for allowing Ford Credit Municipal Finance the opportunity to provide this quotation. If you have any questions regarding the option presented, need additional options, or would like to proceed with the approval process, please contact me at (800) 241-4199, option 1.

Sincerely,

*Ann F. Creviston*  
Ann F. Creviston  
Marketing Coordinator  
acrevist@ford.com



We look forward to assisting you as we have other customers.

*"We recently financed two deals, the first was easy, a seamless experience, the second was made EASY due to the diligence of your staff. I appreciate the professionalism your team displayed and how they went over and above the line of duty. You have certainly earned our business". Brian K., Pine Lawn, MO. 02/19/2014*

**Prepared For:**  
Steger Fire Department  
Illinois

**Prepared By:**  
Administrator  
Terry's Ford  
363 N Harlem Avenue  
Peotone, Illinois, 60468  
Phone: 708.258.2400  
Fax: 708.258.2357



## **Standard Equipment**

## **2015 Ford F-250**

**4x4 SD Regular Cab 8' box 137" WB SRW XL (F2B)**

### **Powertrain**

6.2L V-8 SOHC SMPI 16 valve engine with variable valve control \* 157 amp alternator \* 650 amp 72 amp hours (Ah) HD battery with run down protection \* Transmission oil cooler \* 6-speed electronic SelectShift automatic transmission with overdrive, lock-up, driver selection \* Part-time four-wheel drive with manual transfer case shift, manual locking hubs \* ABS & driveline traction control \* 3.73 axle ratio \* Stainless steel exhaust

### **Steering and Suspension**

Hydraulic power-assist re-circulating ball steering \* 4-wheel disc brakes with front and rear vented discs \* Firm ride suspension, with AdvanceTrac w/Roll Stability Control electronic stability control with anti-roll \* Mono-beam non-independent front suspension \* Front anti-roll bar \* Front coil springs \* HD front shocks \* Rigid rear axle \* Rear leaf suspension \* HD rear leaf springs \* HD rear shocks \* Front and rear 17.0" x 7.50" argent steel wheels with hub covers \* LT245/75SR17.0 BSW AS front and rear tires \* Underbody w/crankdown mounted full-size steel spare wheel

### **Safety**

4-wheel anti-lock braking system \* Center high mounted stop light \* Dual airbags, passenger side front-impact cancellable airbag, seat mounted driver and passenger side-impact airbags, curtain 1st row overhead airbag \* Front height adjustable seatbelts \* SecuriLock immobilizer

### **Comfort and Convenience**

Air conditioning \* AM/FM stereo, clock, seek-scan, 2 speakers, fixed antenna \* Manual tailgate/rear door lock \* 2 12V DC power outlets \* Analog instrumentation display includes tachometer, oil pressure gauge, engine temperature gauge, transmission fluid temp gauge, engine hour meter, exterior temp, systems monitor, trip odometer \* Warning indicators include oil pressure, engine temperature, battery, lights on, key, low fuel, door ajar, service interval, brake fluid, low tire pressure \* Steering wheel with tilt and telescopic adjustment \* Manual front windows with light tint \* Variable intermittent front windshield wipers \* Passenger side vanity mirror \* Day-night rearview mirror \* Interior lights include dome light with fade, front reading lights \* Glove box, front cupholder, instrument panel bin, dashboard storage

### **Seating and Interior**

Seating capacity of 3 \* 40-20-40 split-bench front seat with adjustable head restraints, center armrest with storage \* 4-way adjustable driver seat includes lumbar support \* 4-way adjustable passenger seat \* Vinyl faced front seats with vinyl back material \* Full cloth headliner, full vinyl/rubber floor covering, urethane gear shift knob, chrome interior accents

### **Exterior Features**

Side impact beams, front license plate bracket, fully galvanized steel body material \* Black side window moldings, black front windshield molding \* Black door handles \* Black grille \* 2 doors with tailgate rear cargo door \* Class V trailering, trailer harness, trailer hitch, trailer sway control \* Driver and passenger manual black folding manual extendable trailer outside mirrors \* Front and rear black bumpers, with front tow hooks rear step \*

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210409 7/1/2014

## Standard Equipment Continued

Prepared For:

Prepared By:

Administrator

Dealership:

Terry's Ford

### Exterior Features (Continued)

Aero-composite halogen headlamps \* Additional exterior lights include pickup cargo box light, underhood light \*  
Clearcoat monotone paint

### Warranty

Basic	36 month/36,000 miles	Powertrain	60 month/60,000 miles
Corrosion Perforation	60 month/unlimited mileage	Roadside Assistance	60 month/60,000 miles

### Dimensions and Capacities

Output	385 hp @ 5,500 rpm	Torque	405 lb.-ft. @ 4,500 rpm
1st gear ratio	3.974	2nd gear ratio	2.318
3rd gear ratio	1.516	4th gear ratio	1.149
5th gear ratio	0.858	6th gear ratio	0.674
Reverse gear ratio	3.128	Curb weight	6,351 lbs.
GVWR	10,000 lbs.	Front GAWR	4,400 lbs.
Rear GAWR	6,100 lbs.	Payload	3,780 lbs.
Front curb weight	3,717 lbs.	Rear curb weight	2,634 lbs.
Front axle capacity	6,000 lbs.	Rear axle capacity	6,200 lbs.
Front spring rating	4,400 lbs.	Rear spring rating	6,100 lbs.
Front tire/wheel capacity	6,390 lbs.	Rear tire/wheel capacity	6,390 lbs.
Towing capacity	12,500 lbs.	5th-wheel towing capacity	12,500 lbs.
Front legroom	41.1 "	Front headroom	40.7 "
Front hiproom	67.6 "	Front shoulder room	68.0 "
Passenger area volume	65.9 cu.ft.	Length	227.6 "
Body width	79.9 "	Body height	79.2 "
Wheelbase	137.0 "	Cab to axle	56.3 "
Front track	68.3 "	Rear track	67.2 "
Turning radius	23.1 '	Fuel tank	35.0 gal.
Exterior cargo length	98.0 "	Exterior cargo minimum width	50.9 "
Exterior cargo volume	77.3 cu.ft.	Exterior cargo pickup box depth	20.0 "
Exterior cargo maximum width	69.3 "		

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210409 7/1/2014

**Prepared For:**  
 Steger Fire Department  
 Illinois

**Prepared By:**  
 Administrator  
 Terry's Ford  
 363 N Harlem Avenue  
 Peotone, Illinois, 60468  
 Phone: 708.258.2400  
 Fax: 708.258.2357



**Selected Options**

**2015 Ford F-250**

4x4 SD Regular Cab 8' box 137" WB SRW XL (F2B)

**Vehicle Snapshot**

**Engine:** 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel  
**Transmission:** TorqShift 6-Speed Automatic  
**Rear Axle Ratio:** Electronic Locking w/3.73  
**GVWR:** 10,000 lb Payload Package

Code	Description	Class	MSRP
F2B	<b>Base Vehicle Price (F2B)</b>	STD	33,840.00
<b>Packages</b>			
600A	<b>Order Code 600A</b> <i>(996) Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel; (44P) Transmission: TorqShift 6-Speed Automatic : Includes SelectShift.; (X37) 3.73 Axle Ratio; (STDGV) GVWR: 10,000 lb Payload Package; (TBK) Tires: LT245/75R17E BSW A/S (5); (64A) Wheels: 17" Argent Painted Steel (4) : Includes painted hub covers/center ornaments.; (A) Heavy Duty Vinyl 40/20/40 Split Bench Seat : Includes center armrest, cupholder and storage.; (587) Radio: AM/FM Stereo w/Digital Clock : Includes 2-speakers.</i>	OPT	N/C
<b>Powertrain</b>			
996	<b>Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</b> <i>Torque: 405 ft.lbs. @ 4500 rpm.</i>	INC	Included
44P	<b>Transmission: TorqShift 6-Speed Automatic</b> <i>Includes SelectShift.</i>	INC	Included
X3E	<b>Electronic Locking w/3.73 Axle Ratio</b>	OPT	390.00
STDGV	<b>GVWR: 10,000 lb Payload Package</b>	INC	Included
<b>Wheels &amp; Tires</b>			
TCD	<b>Tires: LT265/70R17E OWL A/T (5)</b>	OPT	455.00
64A	<b>Wheels: 17" Argent Painted Steel (4)</b> <i>Includes painted hub covers/center ornaments.</i>	INC	Included
<b>Seats &amp; Seat Trim</b>			
A	<b>Heavy Duty Vinyl 40/20/40 Split Bench Seat</b> <i>Includes center armrest, cupholder and storage.</i>	INC	Included

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210409 7/1/2014



## Selected Options Continued

Prepared For:  
 Prepared By: Administrator  
 Dealership: Terry's Ford

Code	Description	Class	MSRP
<b>Other Options</b>			
137WB	<b>137" Wheelbase</b>	STD	N/C
96P	<b>XL Appearance Package</b> <i>(585) Radio: AM/FM Stereo/Single-CD/MP3 Player : Includes auxiliary audio input jack, digital clock and 4-speakers.; Bright Chrome Grille Surround w/Black Insert; Bright Chrome Hub Covers &amp; Center Ornaments; Chrome Front Bumper; Chrome Rear Step Bumper; (525) Steering Wheel-Mounted Cruise Control</i>	OPT	945.00
17X	<b>FX4 Off-Road Package</b> <i>Hill Descent Control; (41P) Transfer Case &amp; Fuel Tank Skid Plates; Colored Front &amp; Rear Rancho Branded Shocks. Includes unique FX4 Off-Road box decal.</i>	OPT	295.00
473	<b>Snow Plow Prep Package</b> <i>Includes computer selected springs for snowplow application and heavy-duty alternator. NOTE: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details.</i>	OPT	85.00
41P	<b>Transfer Case &amp; Fuel Tank Skid Plates</b>	INC	Included
213	<b>4x4 Electronic-Shift-On-The-Fly (ESOF)</b> <i>Includes manual locking hubs and auto rotary control on instrument panel.</i>	OPT	185.00
592	<b>Roof Marker/Clearance Lamps</b>	OPT	55.00
85S	<b>Tough Bed Spray-In Bedliner</b> <i>Includes tailgate-guard, black box bed tie-down hooks and black bed attachment bolts.</i>	OPT	475.00
PAINT	<b>Monotone Paint Application</b>	STD	N/C
525	<b>Steering Wheel-Mounted Cruise Control</b>	INC	Included
585	<b>Radio: AM/FM Stereo/Single-CD/MP3 Player</b> <i>Includes auxiliary audio input jack, digital clock and 4-speakers.</i>	INC	Included
76C	<b>Exterior Backup Alarm (LPO)</b> <i>Pre-installed custom accessory.</i>	OPT	125.00
<b>Interior Colors For : Primary w/XL (Reg)</b>			
AS	<b>Steel</b>	OPT	N/C
<b>Primary Colors For : Primary w/XL (Reg)</b>			
F1	<b>Vermillion Red</b>	OPT	N/C
<b>Vehicle Subtotal</b>			<b>\$36,850.00</b>
<b>Destination</b>			<b>\$1,195.00</b>
<b>Vehicle Subtotal (including Destination)</b>			<b>\$38,045.00</b>

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**Prepared For:**  
 Steger Fire Department  
 Illinois

**Prepared By:**  
 Administrator  
 Terry's Ford  
 363 N Harlem Avenue  
 Peotone, Illinois, 60468  
 Phone: 708.258.2400  
 Fax: 708.258.2357



## Dimensions & Capacities

## 2015 Ford F-250

4x4 SD Regular Cab 8' box 137" WB SRW XL (F2B)

### Description

### Value

#### Dimensions and Capacities

Output .....	385 hp @ 5,500 rpm
Torque .....	405 lb.-ft. @ 4,500 rpm
1st gear ratio .....	3.974
2nd gear ratio .....	2.318
3rd gear ratio .....	1.516
4th gear ratio .....	1.149
5th gear ratio .....	0.858
6th gear ratio .....	0.674
Reverse gear ratio .....	3.128
Curb weight .....	6,514 lbs.
GVWR .....	10,000 lbs.
Front .....	5,600 lbs.
Rear GAWR .....	6,100 lbs.
Payload .....	3,780 lbs.
Front curb weight .....	3,785 lbs.
Rear curb weight .....	2,729 lbs.
Front axle capacity .....	6,000 lbs.
Rear axle capacity .....	6,200 lbs.
Front spring rating .....	5,600 lbs.
Rear spring rating .....	6,100 lbs.
Front tire/wheel capacity .....	6,390 lbs.
Rear tire/wheel capacity .....	6,390 lbs.
Towing capacity .....	12,500 lbs.
5th-wheel towing capacity .....	12,500 lbs.
Front legroom .....	41.1 "
Front headroom .....	40.7 "
Front hiproom .....	67.6 "
Front shoulder room .....	68.0 "
Passenger area volume .....	65.9 cu.ft.
Length .....	227.6 "
Body width .....	79.9 "
Body height .....	79.2 "
Wheelbase .....	137.0 "
Cab to axle .....	56.3 "
Front track .....	68.3 "

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
 Reference CT05210409 7/1/2014

## Dimensions & Capacities Continued

Prepared For:  
Prepared By: Administrator  
Dealership: Terry's Ford

Description	Value
<b>Dimensions and Capacities</b>	
Rear track .....	67.2 "
Turning radius .....	23.1 '
Fuel tank .....	35.0 gal.
Exterior cargo length .....	98.0 "
Exterior cargo minimum width .....	50.9 "
Exterior cargo volume .....	77.3 cu.ft.
Exterior cargo pickup box depth .....	20.0 "
Exterior cargo maximum width .....	69.3 "

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
Reference CT05210409 7/1/2014

**Prepared For:**  
Steger Fire Department  
Illinois

**Prepared By:**  
Administrator  
Terry's Ford  
363 N Harlem Avenue  
Peotone, Illinois, 60468  
Phone: 708.258.2400  
Fax: 708.258.2357



**Warranty**

**2015 Ford F-250**

**4x4 SD Regular Cab 8' box 137" WB SRW XL (F2B)**

**Description**

**Months/Distance**

---

Basic .....	36 month/36,000 miles
Powertrain .....	60 month/60,000 miles
Corrosion Perforation .....	60 month/unlimited mileage
Roadside Assistance .....	60 month/60,000 miles

---

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
Reference CT05210409 7/1/2014

# 2015 Ford F-250 4x4 SD Regular Cab 8' box 137" WB SRW XL (F2B)

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel

Transmission: TorqShift 6-Speed Automatic

Exterior (0 P) Vermillion Red

Interior (0 I) Steel



## Standard Equipment

Items Featured Below are included at NO EXTRA CHARGE in the Standard Vehicle Price Shown at Right

- 6.2L V-8 SOHC w/SMP1 385hp
- 6 speed automatic trans w/OD
- 4-wheel ABS
- Brake assistance
- Traction control
- LT245/75R17E BSW AS S-rated tires
- Battery with run down protection
- Firm suspension
- Advance Trac w/Roll Stability Control
- Air conditioning
- AM/FM stereo
- Variable intermittent wipers
- Dual front airbags w/passenger cancel
- Driver & front passenger seat mounted side airbags
- SecuriLock immobilizer
- Tachometer
- Reclining front 40-20-40 split-bench seats
- Class V trailering

## STANDARD VEHICLE PRICE

**\$33,840.00**

## OPTIONAL EQUIPMENT

- Order Code 600A N/C
- Engine: 6.2L 2-Valve SOHC EFI NA V8 INC
- Flex-Fuel
- Transmission: TorqShift 6-Speed Automatic INC
- Electronic Locking w/3.73 Axle Ratio \$390.00
- GVWR: 10,000 lb Payload Package INC
- Tires: LT265/70R17E OWL A/T (5) \$455.00
- Wheels: 17" Argent Painted Steel (4) INC
- Heavy Duty Vinyl 40/20/40 Split Bench Seat INC
- 137" Wheelbase STD
- XL Appearance Package \$945.00
- FX4 Off-Road Package \$295.00
- Snow Plow Prep Package \$85.00
- Transfer Case & Fuel Tank Skid Plates INC
- 4x4 Electronic-Shift-On-The-Fly (ESOF) \$185.00
- Roof Marker/Clearance Lamps \$55.00
- Tough Bed Spray-In Bedliner \$475.00
- Steering Wheel-Mounted Cruise Control INC
- Radio: AM/FM Stereo/Single-CD/MP3 Player INC
- Exterior Backup Alarm (LPO) \$125.00
- Interior : Steel N/C
- Primary : Vermillion Red N/C



**CITY MPG**  
N/A

**HIGHWAY MPG**  
N/A

## Accessories and Incentives

\$0.00

## SUBTOTAL

**\$36,850.00**

Destination

\$1,195.00

## TOTAL

**\$38,045.00**

**Prepared For:**  
Steger Fire Department  
Illinois

**Prepared By:**  
Administrator  
Terry's Ford  
363 N Harlem Avenue  
Peotone, Illinois, 60468  
Phone: 708.258.2400  
Fax: 708.258.2357



## ***Standard Equipment***

## **2015 Ford F-250**

**4x4 SD Crew Cab 8' box 172" WB SRW XL (W2B)**

### **Powertrain**

6.2L V-8 SOHC SMPI 16 valve engine with variable valve control \* 157 amp alternator \* 650 amp 72 amp hours (Ah) HD battery with run down protection \* Transmission oil cooler \* 6-speed electronic SelectShift automatic transmission with overdrive, lock-up, driver selection \* Part-time four-wheel drive with manual transfer case shift, manual locking hubs \* ABS & driveline traction control \* 3.73 axle ratio \* Stainless steel exhaust

### **Steering and Suspension**

Hydraulic power-assist re-circulating ball steering \* 4-wheel disc brakes with front and rear vented discs \* Firm ride suspension, with AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-roll \* Mono-beam non-independent front suspension \* Front anti-roll bar \* Front coil springs \* HD front shocks \* Rigid rear axle \* Rear leaf suspension \* HD rear leaf springs \* HD rear shocks \* Front and rear 17.0" x 7.50" argent steel wheels with hub covers \* LT245/75SR17.0 BSW AS front and rear tires \* Underbody w/crankdown mounted full-size steel spare wheel

### **Safety**

4-wheel anti-lock braking system \* Center high mounted stop light \* Dual airbags, seat mounted driver and passenger side-impact airbags, curtain 1st and 2nd row overhead airbags \* Front height adjustable seatbelts \* SecuriLock immobilizer

### **Comfort and Convenience**

Air conditioning, underseat ducts \* AM/FM stereo, clock, seek-scan, 2 speakers, fixed antenna \* Manual tailgate/rear door lock \* 2 12V DC power outlets \* Analog instrumentation display includes tachometer, oil pressure gauge, engine temperature gauge, transmission fluid temp gauge, engine hour meter, exterior temp, systems monitor, trip odometer \* Warning indicators include oil pressure, engine temperature, battery, lights on, key, low fuel, door ajar, service interval, brake fluid, low tire pressure \* Steering wheel with tilt and telescopic adjustment \* Manual front and rear windows with light tint \* Variable intermittent front windshield wipers \* Passenger side vanity mirror \* Day-night rearview mirror \* Interior lights include dome light with fade, front and rear reading lights \* Full overhead console with storage, glove box, front cupholder, instrument panel bin, dashboard storage

### **Seating and Interior**

Seating capacity of 6 \* 40-20-40 split-bench front seat with adjustable head restraints, center armrest with storage \* 4-way adjustable driver seat includes lumbar support \* 4-way adjustable passenger seat \* 60-40 folding rear split-bench seat with FlexFold flip forward cushion/seatback, 3 adjustable rear head restraints \* Vinyl faced front seats with vinyl back material \* Vinyl faced rear seats with carpet back material \* Full cloth headliner, full vinyl/rubber floor covering, urethane gear shift knob, chrome interior accents

### **Exterior Features**

Side impact beams, front license plate bracket, fully galvanized steel body material \* Black side window moldings, black front windshield molding \* Black door handles \* Black grille \* 4 doors with tailgate rear cargo

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## Standard Equipment Continued

Prepared For:

Prepared By:

Administrator

Dealership:

Terry's Ford

### Exterior Features (Continued)

door \* Class V trairling, trailer harness, trailer hitch, trailer sway control \* Driver and passenger manual black folding manual extendable trailer outside mirrors \* Front and rear black bumpers, with front tow hooks rear step \* Aero-composite halogen headlamps \* Additional exterior lights include pickup cargo box light, underhood light \* Clearcoat monotone paint

### Warranty

Basic	36 month/36,000 miles	Powertrain	60 month/60,000 miles
Corrosion Perforation	60 month/unlimited mileage	Roadside Assistance	60 month/60,000 miles

### Dimensions and Capacities

Output	385 hp @ 5,500 rpm	Torque	405 lb.-ft. @ 4,500 rpm
1st gear ratio	3.974	2nd gear ratio	2.318
3rd gear ratio	1.516	4th gear ratio	1.149
5th gear ratio	0.858	6th gear ratio	0.674
Reverse gear ratio	3.128	Curb weight	6,942 lbs.
GVWR	10,000 lbs.	Front GAWR	5,200 lbs.
Rear GAWR	6,100 lbs.	Payload	3,140 lbs.
Front curb weight	4,060 lbs.	Rear curb weight	2,882 lbs.
Front axle capacity	6,000 lbs.	Rear axle capacity	6,200 lbs.
Front spring rating	5,200 lbs.	Rear spring rating	6,100 lbs.
Front tire/wheel capacity	6,390 lbs.	Rear tire/wheel capacity	6,390 lbs.
Towing capacity	12,200 lbs.	5th-wheel towing capacity	12,100 lbs.
Front legroom	41.1 "	Rear legroom	42.1 "
Front headroom	40.7 "	Rear headroom	40.8 "
Front hiproom	67.6 "	Rear hiproom	67.6 "
Front shoulder room	68.0 "	Rear shoulder room	68.0 "
Passenger area volume	133.5 cu.ft.	Length	263.0 "
Body width	79.9 "	Body height	79.8 "
Wheelbase	172.0 "	Cab to axle	56.4 "
Front track	68.3 "	Rear track	67.2 "
Turning radius	28.3 '	Fuel tank	35.0 gal.
Exterior cargo length	98.0 "	Exterior cargo minimum width	50.9 "
Exterior cargo volume	77.3 cu.ft.	Exterior cargo pickup box depth	20.0 "
Exterior cargo maximum width	69.3 "	Interior cargo volume	58.6 cu.ft.
Interior maximum cargo volume	58.6 cu.ft.		

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210409 7/1/2014

**Prepared For:**  
 Steger Fire Department  
 Illinois

**Prepared By:**  
 Administrator  
 Terry's Ford  
 363 N Harlem Avenue  
 Peotone, Illinois, 60468  
 Phone: 708.258.2400  
 Fax: 708.258.2357



**Selected Options**

**2015 Ford F-250**

4x4 SD Crew Cab 8' box 172" WB SRW XL (W2B)

**Vehicle Snapshot**

**Engine:** 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel  
**Transmission:** TorqShift 6-Speed Automatic  
**Rear Axle Ratio:** 3.73  
**GVWR:** 10,000 lb Payload Package

Code	Description	Class	MSRP
W2B	<b>Base Vehicle Price (W2B)</b>	STD	37,645.00
<b>Packages</b>			
600A	<b>Order Code 600A</b> <i>(996) Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel; (44P) Transmission: TorqShift 6-Speed Automatic : Includes SelectShift.; (X37) 3.73 Axle Ratio; (STDGV) GVWR: 10,000 lb Payload Package; (TBK) Tires: LT245/75Rx17E BSW A/S (5); (64A) Wheels: 17" Argent Painted Steel (4) : Includes painted hub covers/center ornaments.; (A) Heavy Duty Vinyl 40/20/40 Split Bench Seat : Includes center armrest, cupholder and storage.; (587) Radio: AM/FM Stereo w/Digital Clock : Includes 2-speakers.</i>	OPT	N/C
<b>Powertrain</b>			
996	<b>Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</b> <i>Torque: 405 ft.lbs. @ 4500 rpm.</i>	INC	Included
44P	<b>Transmission: TorqShift 6-Speed Automatic</b> <i>Includes SelectShift.</i>	INC	Included
X37	<b>3.73 Axle Ratio</b>	INC	Included
STDGV	<b>GVWR: 10,000 lb Payload Package</b>	INC	Included
<b>Wheels &amp; Tires</b>			
TCD	<b>Tires: LT265/70Rx17E OWL A/T (5)</b>	OPT	455.00
64A	<b>Wheels: 17" Argent Painted Steel (4)</b> <i>Includes painted hub covers/center ornaments.</i>	INC	Included
<b>Seats &amp; Seat Trim</b>			
A	<b>Heavy Duty Vinyl 40/20/40 Split Bench Seat</b> <i>Includes center armrest, cupholder and storage.</i>	INC	Included

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05210409 7/1/2014



**Selected Options Continued**

**Prepared For:**  
**Prepared By:** Administrator  
**Dealership:** Terry's Ford

Code	Description	Class	MSRP
<b>Other Options</b>			
172WB	<b>172" Wheelbase</b>	STD	N/C
96P	<b>XL Appearance Package</b> <i>(585) Radio: AM/FM Stereo/Single-CD/MP3 Player : Includes auxiliary audio input jack, digital clock and 4-speakers.; Bright Chrome Grille Surround w/Black Insert; Bright Chrome Hub Covers &amp; Center Ornaments; Chrome Front Bumper; Chrome Rear Step Bumper; (525) Steering Wheel-Mounted Cruise Control</i>	OPT	945.00
213	<b>4x4 Electronic-Shift-On-The-Fly (ESOF)</b> <i>Includes manual locking hubs and auto rotary control on instrument panel.</i>	OPT	185.00
52B	<b>Trailer Brake Controller</b> <i>Compatible with select electric over hydraulic brakes.</i>	OPT	270.00
592	<b>Roof Marker/Clearance Lamps</b>	OPT	55.00
85G	<b>Tailgate Step &amp; Handle</b>	OPT	375.00
85S	<b>Tough Bed Spray-In Bedliner</b> <i>Includes tailgate-guard, black box bed tie-down hooks and black bed attachment bolts.</i>	OPT	475.00
PAINT	<b>Monotone Paint Application</b>	STD	N/C
585	<b>Radio: AM/FM Stereo/Single-CD/MP3 Player</b> <i>Includes auxiliary audio input jack, digital clock and 4-speakers.</i>	INC	Included
525	<b>Steering Wheel-Mounted Cruise Control</b>	INC	Included
76C	<b>Exterior Backup Alarm (LPO)</b> <i>Pre-installed custom accessory.</i>	OPT	125.00
<b>Interior Colors For : Primary w/XL</b>			
AS	<b>Steel</b>	OPT	N/C
<b>Primary Colors For : Primary w/XL</b>			
F1	<b>Vermillion Red</b>	OPT	N/C
<b>Vehicle Subtotal</b>			<b>\$40,530.00</b>
<b>Destination</b>			<b>\$1,195.00</b>
<b>Vehicle Subtotal (including Destination)</b>			<b>\$41,725.00</b>

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**Prepared For:**  
 Steger Fire Department  
 Illinois

**Prepared By:**  
 Administrator  
 Terry's Ford  
 363 N Harlem Avenue  
 Peotone, Illinois, 60468  
 Phone: 708.258.2400  
 Fax: 708.258.2357



## Dimensions & Capacities

## 2015 Ford F-250

4x4 SD Crew Cab 8' box 172" WB SRW XL (W2B)

**Description** **Value**

### Dimensions and Capacities

Output .....	385 hp @ 5,500 rpm
Torque .....	405 lb.-ft. @ 4,500 rpm
1st gear ratio .....	3.974
2nd gear ratio .....	2.318
3rd gear ratio .....	1.516
4th gear ratio .....	1.149
5th gear ratio .....	0.858
6th gear ratio .....	0.674
Reverse gear ratio .....	3.128
Curb weight .....	7,050 lbs.
GVWR .....	10,000 lbs.
Front .....	5,200 lbs.
Rear GAWR .....	6,100 lbs.
Payload .....	3,140 lbs.
Front curb weight .....	4,078 lbs.
Rear curb weight .....	2,972 lbs.
Front axle capacity .....	6,000 lbs.
Rear axle capacity .....	6,200 lbs.
Front spring rating .....	5,200 lbs.
Rear spring rating .....	6,100 lbs.
Front tire/wheel capacity .....	6,390 lbs.
Rear tire/wheel capacity .....	6,390 lbs.
Towing capacity .....	12,200 lbs.
5th-wheel towing capacity .....	12,100 lbs.
Front legroom .....	41.1 "
Rear legroom .....	42.1 "
Front headroom .....	40.7 "
Rear headroom .....	40.8 "
Front hiproom .....	67.6 "
Rear hiproom .....	67.6 "
Front shoulder room .....	68.0 "
Rear shoulder room .....	68.0 "
Passenger area volume .....	133.5 cu.ft.
Length .....	263.0 "
Body width .....	79.9 "

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
 Reference CT05210409 7/1/2014

## Dimensions & Capacities Continued

Prepared For:  
Prepared By: Administrator  
Dealership: Terry's Ford

Description	Value
<b>Dimensions and Capacities</b>	
Body height .....	79.8 "
Wheelbase .....	172.0 "
Cab to axle .....	56.4 "
Front track .....	68.3 "
Rear track .....	67.2 "
Turning radius .....	28.3 '
Fuel tank .....	35.0 gal.
Exterior cargo length .....	98.0 "
Exterior cargo minimum width .....	50.9 "
Exterior cargo volume .....	77.3 cu.ft.
Exterior cargo pickup box depth .....	20.0 "
Exterior cargo maximum width .....	69.3 "
Interior cargo volume .....	58.6 cu.ft.
Interior maximum cargo volume .....	58.6 cu.ft.

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
Reference CT05210409 7/1/2014

**Prepared For:**  
Steger Fire Department  
Illinois

**Prepared By:**  
Administrator  
Terry's Ford  
363 N Harlem Avenue  
Peotone, Illinois, 60468  
Phone: 708.258.2400  
Fax: 708.258.2357



**Warranty**

**2015 Ford F-250**

**4x4 SD Crew Cab 8' box 172" WB SRW XL (W2B)**

**Description**

**Months/Distance**

---

Basic .....	36 month/36,000 miles
Powertrain .....	60 month/60,000 miles
Corrosion Perforation .....	60 month/unlimited mileage
Roadside Assistance .....	60 month/60,000 miles

---

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
Reference CT05210409 7/1/2014

# 2015 Ford F-250 4x4 SD Crew Cab 8' box 172" WB SRW XL (W2B)

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel

Transmission: TorqShift 6-Speed Automatic

Exterior (0 P) Vermillion Red

Interior (0 I) Steel



## Standard Equipment

Items Featured Below are included at NO EXTRA CHARGE in the Standard Vehicle Price Shown at Right

- 6.2L V-8 SOHC w/SMPI 385hp
- 6 speed automatic trans w/OD
- 4-wheel ABS
- Brake assistance
- Traction control
- LT245/75R17E BSW AS S-rated tires
- Battery with run down protection
- Firm suspension
- Advance Trac w/Roll Stability Control
- Air conditioning
- AM/FM stereo
- Variable intermittent wipers
- Dual front airbags
- Driver & front passenger seat mounted side airbags
- SecuriLock immobilizer
- Tachometer
- Underseat ducts
- Reclining front 40-20-40 split-bench seats
- 60-40 folding rear split-bench seat
- Class V trailering

## STANDARD VEHICLE PRICE

**\$37,645.00**

## OPTIONAL EQUIPMENT

Order Code 600A N/C  
 Engine: 6.2L 2-Valve SOHC EFI NA V8 INC  
 Flex-Fuel  
 Transmission: TorqShift 6-Speed INC  
 Automatic  
 3.73 Axle Ratio INC  
 GVWR: 10,000 lb Payload Package INC  
 Tires: LT265/70Rx17E OWL A/T (5) \$455.00  
 Wheels: 17" Argent Painted Steel (4) INC  
 Heavy Duty Vinyl 40/20/40 Split Bench Seat INC  
 172" Wheelbase STD  
 XL Appearance Package \$945.00  
 4x4 Electronic-Shift-On-The-Fly (ESOF) \$185.00  
 Trailer Brake Controller \$270.00  
 Roof Marker/Clearance Lamps \$55.00  
 Tailgate Step & Handle \$375.00  
 Tough Bed Spray-In Bedliner \$475.00  
 Radio: AM/FM Stereo/Single-CD/MP3 Player INC  
 Steering Wheel-Mounted Cruise Control INC  
 Exterior Backup Alarm (LPO) \$125.00  
 Interior : Steel N/C  
 Primary : Vermillion Red N/C



**CITY MPG**  
N/A

**HIGHWAY MPG**  
N/A

Accessories and Incentives \$0.00

**SUBTOTAL \$40,530.00**

Destination \$1,195.00

**TOTAL \$41,725.00**



# Port-A-Count Inter-agency Agreement

Attn: Chief Ziegler  
C/O Park Forest Fire Department  
200 Lakewood Blvd.  
Park Forest IL 60466

Phone: (708) 748-5605  
Fax: (708) 748-4890  
Email: bziegle@villageofparkforest.com

## Invoice

**Invoice #:** 2014  
**Invoice Date:** October 31, 2014  
**Customer ID:** Steger

### Bill To:

Chief N. Fillion  
Steger Fire Department  
3320 Lewis Avenue  
Steger IL 60475

### Ship To:

N/A

Quantity	Description	Unit Price	Total
1	Fit testing—share	\$ 1000.00	\$ 1000.00
	Port-A-Count		
	Model 8020 A		
	SN—42983		
1	Maintenance—July 1, 2014		\$ 100.00
		Subtotal	\$ 1100.00
		Tax	N/A
		Shipping	
		Miscellane-	
		Balance	\$ 1100.00

### REMITTANCE

**Customer ID:** Matteson  
**Date:**  
**Amount Due:**  
**Amount Enclosed:**

### REMIT TO:

Park Forest Fire Department  
200 Lakewood Blvd.  
Park Forest IL 60466

**INTER-AGENCY AGREEMENT**  
FIT TESTING EQUIPMENT

This agreement will provide for the cooperative ownership and use of the equipment listed below between the undersigned communities. The fire service has long had a recognized spirit of cooperation and providing assistance to their fellow firefighters wherever possible, this agreement will serve to record this consciousness and commitment between the parties.

Port-A-Count-Plus  
Model 8020A  
Serial Number 42983

The undersigned communities, in the spirit of intergovernmental cooperation and recognizing the importance of proper fit testing for all personnel, have agreed to share resources for the betterment of all communities. It is the purpose of this agreement to set forth guidelines for the common ownership and utilization of said equipment.

Furthermore, the resources of a single department can often be shared to meet the needs of a number of departments in this and similar areas. Inasmuch as the Park Forest Fire Department has already purchased the above equipment, it agrees to share this purchase with outside agencies in consideration of certain compensation and conditions.

**Share Purchase**

As the Park Forest Fire Department has undertaken the purchase of the equipment describe at a cost in excess of \$ 7,500.00, other participating departments shall purchase a share of this apparatus either by supplying service or equipment in kind or through the contribution of whole dollars. Such a contribution of dollars, equipment or service shall equal no less than \$ 1,000.00 per share.

In the event of the submission of equipment or services in lieu of dollars for the purchase of a share, the determination of the value of the equipment or service shall be made by the member(s) of the consortium at the time of the share purchase. In the event the value of the service is determined to be more than 10% less than \$ 1,000.00 cash value, the department purchasing the share shall make up the difference in actual dollars. In the event the value of the service or equipment is determined to be in excess of \$ 1,000.00 cash value, no refund is to be made or expected.

If the number of shares purchased in dollars exceeds the original purchase price of the equipment, the consortium will maintain any excess funds. These funds will be maintained in a special account to reduce any potential expenditures within the categories of major repairs or the replacement of the equipment in question.

### **Maintenance Fee**

Each participating member of the shared ownership and use program agrees to contribute annually towards the maintenance of said equipment. This contribution will be made annually beginning with the next calendar year after the department enters the consortium.

Maintenance shall include, but is not limited to, calibration, minor repairs and the replacement of necessary supplies. Maintenance will also include any fees required for up to one class a year to train or re-train individual operators. Maintenance will not include the replacement of *TB mask supplies*, HEPA filters or specific SCBA unit adapters for use by any department in the process of fit testing.

This maintenance fee will be in the amount of \$ 100.00 and will be paid annually in the month of July each calendar year.

In the event that repairs or servicing of the Port-A-Count equipment exceed the amount of funding available in the account for this activity the parties agree to be assessed equally for these required funds. This special assessment will be invoiced to all current members of the consortium after the exact costs of repair or replacement are known

### **Account Control and Reporting:**

For the purposes of this agreement, the Park Forest Fire Department and the Village of Park Forest will be the account control and reporting agency. As this agency the Park Forest Fire Department will issue maintenance fee notices, collect fees, make payments as necessary and provide necessary accounting of funds.

A report on the status of the fund will be issued at least annually to all members. Said report will be provided to all current members in January of each calendar year. This report should contain an accounting of all income and expenses for the fund over the last calendar year.



## **Scheduled Usage**

Each participating member of the consortium will be scheduled to have exclusive use of the equipment in question for a period not to exceed one (1) month. The consortium will make every effort to schedule the use period at the convenience of the requesting department to best fit its needs and availability. This schedule will allow members of the consortium to identify the month in a year in which they will utilize the device based on their seniority within the consortium. (see attachment)

It will be the responsibility of the department to pick up and return the equipment from the storage location (Park Forest). Departments may elect to transfer the equipment directly to the next scheduled department should their scheduled time periods coincide. In such cases the department should notify the storage department (Park Forest) of said equipment transfer.

### **Unscheduled Usage:**

Member departments may request use of the Port-A-Count-Plus on an unscheduled basis during time frames when the device is available. This unscheduled usage may be required due to the addition of new members, status or condition changes for current members or as the result of new equipment acquisition. The consortium will make effort to comply with such unscheduled usage on an availability basis. A return date will be required when the equipment is picked up for unscheduled usage.

## **DEPARTMENT RESPONSIBILITIES:**

### **Safety and security of equipment while in possession**

It will be the responsibility of the possessing department to assure the safety and security of all equipment covered under this agreement while said equipment is in their possession. Any equipment lost, stolen or broken while in the possession of a department will be the responsibility of said department to repair and/or replace.

### **Use of trained personnel**

Each department agrees to only have trained and qualified operators utilizing the equipment while it is in their possession. By only allowing trained operators to use the equipment, the incidence of missing, damage or improperly operated equipment should be greatly reduced.

### **Routine maintenance and cleaning:**

While in their possession, each department agrees to perform any necessary routine maintenance or cleaning. Said maintenance or cleaning will follow manufacturer's guidelines and will involve only approved materials and equipment. Failure to clean and properly store the device for the next user could result in punitive actions against the involved party.

### **Returning or passing on the equipment – Condition:**

Each department within the consortium agrees to return the equipment or pass the equipment on to the next user in a condition that is as good or better than when they received the unit. This condition of course not withstanding the need for routine maintenance and or calibration.

It will be the responsibility of the department to assure condition of the equipment as they take possession of the equipment. It should be noted if there are any problems with the equipment, visible damage and or the presence of missing equipment.

### **Return of Equipment – Timeframe:**

It will be the responsibility of each department to physically return the equipment on or before the completion of their scheduled month. In the event the department is conveying the equipment to the next user, this conveyance must occur on or before the completion of there scheduled month.

In the event the end of a scheduled month falls on a weekend or holiday the equipment will be returned or conveyed to the next user on the next business day. Failure to conduct the equipment in a timely fashion may result in the limitation of future equipment usage. Repeat failures to return or convey the equipment in a timely manner will result in an additional maintenance charge per occurrence.

### **Equipment Supplied by Member Department:**

Each member department will be responsible for supplying the following equipment for use with the Port-A-Count-Plus fit testing apparatus:

Test masks; of each type and size to be fit tested

Adapter(s), as required for test masks

HEPA filters; as required for fit testing

TB masks of each type and size to be fit tested

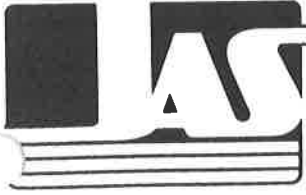
Porting supplies for TB masks testing

**INTER-AGENCY AGREEMENT  
FIT TESTING EQUIPMENT**

Participant / Seniority List:

<b>DEPARTMENT NAME</b>	<b>TESTING MONTH</b>
PARK FOREST FIRE DEPARTMENT	<b>JANUARY</b>
UNIVERSITY PARK FIRE DEPARTMENT	<b>OCTOBER</b>
CRETE FIRE DEPARTMENT	<b>SEPTEMBER</b>
MATTESON FIRE DEPARTMENT	<b>NOVEMBER</b>
CRETE TOWNSHIP FPD	<b>MARCH</b>

*The submission of the buy in fee and annual maintenance fees will indicate acceptance of the terms of this agreement. Changes to the agreement, including the addition or subtraction of consortium members will result in updated copies of the agreement being forwarded to all consortium members.*



# Joseph A. Schudt & Associates

19350 South Harlem Avenue  
(708) 720-1000

[www.jaseng.com](http://www.jaseng.com)

Frankfort, Illinois 60423  
Fax (708) 720-1065

October 28, 2014

Mayor Kenneth Peterson and Village Trustees  
Village of Steger  
3320 Lewis Avenue  
Steger, IL 60475

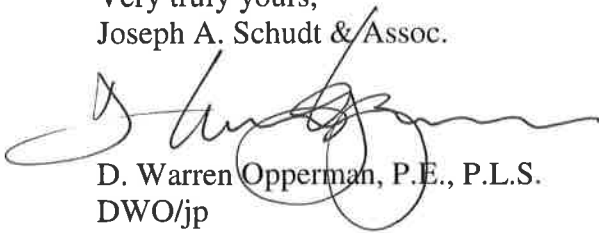
Re: Drawdown Documents, Estimate #02 and Final  
Carpenter St., Morgan St., Peoria St.  
Sec. #14-00095-00-RS  
CDBG 1306-020  
JAS# 13-14

Dear Mayor Peterson & Village Trustees;

We are transmitting herewith the CDBG Drawdown Support Documentation that will need to be approved and executed at the next Village Board Meeting. Please review, sign and return to our office for submission to Cook County for funding.

If you have any questions, please call.

Very truly yours,  
Joseph A. Schudt & Assoc.



D. Warren Opperman, P.E., P.L.S.  
DWO/jp

Enclosures

Cc: Terence Hoffmann, JAS

COOK COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

DRAWDOWN SUPPORT DOCUMENTATION

(Summary)

Subrecipient Name: Village of Steger

CDBG Project #: 1306-020

For Period: July 26, 2014 to September 30, 2014

Date Submitted: October 28, 2014

Project Activity	Approved Budget	Activity Balance	Requested Drawdown Amount	Activity Balance After Draw
Capital Improvements	250,000.00	142,746.27	142,655.96	90.31
Single Family Rehab.				
Economic Development				
Demolition/Clearance				
Acquisition/Relocation				
<b>Project Delivery</b>				
SF Rehab. Admin (\$5,000 Per unit)-(Lead-\$2,000 per unit)				
Staff Salaries (See Exhibit 1)				
Fringe Benefits (See Exhibit 1)				
Other: Such as rent, utilities and Office supplies (See Exhibit 2)				
<b>Professional Services</b>				
Architect				
Engineering				
Legal				
Accounting				
<b>TOTAL</b>				

Revised 12/2012

I herby certify that the information in this document is true and accurate.

D. Warren Opperman, PE, PLS

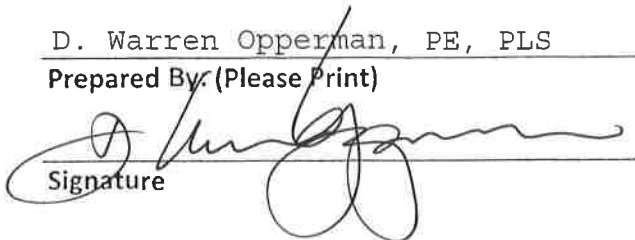
Prepared By: (Please Print)

(708) 720-1000

Phone Number

October 28, 2014

Date

  
Signature

THE BOARD OF COMMISSIONERS  
**TONI PRECKWINKLE**  
 PRESIDENT

EARLEAN COLLINS	1st Dist.	BRIDGET GAINER	10th Dist.
ROBERT STEELE	2nd Dist.	JOHN P. DALEY	11th Dist.
JERRY BUTLER	3rd Dist.	JOHN A. FRITCHEY	12th Dist.
WILLIAM M. BEAVERS	4th Dist.	LAWRENCE SUFFREDIN	13th Dist.
DEBORAH SIMS	5th Dist.	GREGG GOSLIN	14th Dist.
JOAN P. MURPHY	6th Dist.	TIMOTHY O. SCHNEIDER	15th Dist.
JESUS G. GARCIA	7th Dist.	JEFFREY R. TOBOLSKI	16th Dist.
EDWIN REYES	8th Dist.	ELIZABETH ANN DOODY GORMAN	17th Dist.
PETER N. SILVESTRI	9th Dist.		



BUREAU OF ECONOMIC DEVELOPMENT  
 DEPARTMENT OF PLANNING AND DEVELOPMENT

**MARIA CHOCA URBAN**  
 DIRECTOR

GEORGE W. DUNNE COOK COUNTY OFFICE BUILDING  
 69 W. WASHINGTON, SUITE 2900  
 CHICAGO, ILLINOIS 60602-3171  
 TEL: (312) 603-0300  
 FAX: (312) 603-9725

**SUBRECIPIENT  
 29A CERTIFICATION  
 (FORM 2)**

**PROGRAM:**

CDBG                       ESG                       HESG

**PAYABLE TO:** Village of Steger

**AMOUNT:** \$142,655.96

**PROJECT NO:** 1306-020

**PURPOSE:** Capital Improvements: Street Reconstruction  
Carpenter St., Morgan St., Peoria St.

Kenneth A. Peterson, Jr. *hereby certify to the authenticity and accuracy of the provided information. I further certify that all statements made regarding the Village of Steger project are true and accurate and that I have authority to submit the attached documentation. I understand that providing false information will subject my organization or municipality to termination from the above referenced grant program(s) and there may be additional penalties for providing false information including, but not limited to, referral to the appropriate law enforcement agencies for filing of criminal charges. 18 U.S.C. § 1001 makes it a felony to knowingly, and willfully, make a material false statement on a matter within the jurisdiction of any Federal agency. I understand that knowingly and willfully making a material false statement or concealing a material fact could subject me to a fine or imprisonment of up to 5 years, or both.*

Kenneth A. Peterson, Jr.  
*Printed Name*  
Village President  
*Title*

Village of Steger  
*Organization/Municipality*

*Signature*

*Date*



**VOUCHER FORM  
COOK COUNTY GOVERNMENT**

(FORM 29 A)

Village of Steger, IL  
CDBG Project #1306-202  
3320 Lewis Avenue  
Steger, IL 60475

Date 10/28/2014

**FOR COUNTY  
USE ONLY**  
DEPARTMENT

Req. No. 2

ACCOUNT

Purchase  
Order No.

COST CENTER

Seller's Invoice Number

Seller's Name & Address

36-6006111

Department of Planning and Development

DELIVERED TO

F.E.I.N./S.S (Must provided in the space above or voucher will be returned)

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1 Each	Village of Steger CDBG Project #1306-020 Capital Improvements Street Reconstruction  Approved Budget \$250,000.00 Activity Balance \$142,746.27 Notice to Proceed Issued 01/17/2014  Pay Estimate #02, contractors Invoice Attached. Gallagher Asphalt Invoice No. GE14211 02 Dated 10/8/14		\$142,655.96

DEPARTMENT APPROVAL

**TOTAL:**

\$142,655.96

WE HEREBY CERTIFY THAT THIS INVOICE IS  
RENDERED IN FULL CONFORMITY WITH THE  
PURCHASE ORDER OR CONTRACT AND  
ALL SPECIFICATIONS CONTAINED  
THEREIN AND ALL REGULATIONS ARE ALSO

I HEREBY CERTIFY THAT I HAVE EXAMINED THE RECEIVING  
REPORT FROM THE USING DEPARTMENT AND IT AGREES WITH  
THIS INVOICE AND THAT SATISFACTORY EVIDENCE IS ATTACHED  
HEREWITH OF RECEIPT OF GOODS AND OR SERVICES.

EXAMINED AND APPROVED

AUDITOR

VENDOR'S SIGNATURE  
Kenneth Peterson, Jr.  
Village President

PURCHASING AGENT

COMPTROLLER





INVOICE NO: GE14211 02

SITE GENERAL CONTRACTORS  
 ASPHALT PAVING MIXTURES  
 PAVING CONTRACTORS  
 HOT-IN-PLACE RECYCLING

18100 South Indiana Avenue  
 Thornton, IL 60476  
 Phone # (708) 877-7160  
 Fax # (708) 877-5222  
 www.gallagherasphalt.com

Invoice to : Village of Steger  
 c/o Joseph Schudt & Associates  
 19350 S Harlem Avenue  
 Frankfort, IL 60423

Job Name : Carpenter, Morgan, Peoria St  
 CDBG 1306-020

Invoice Date : 10/08/14  
 Gallagher Job # : GE14211  
 Pay Estimate: 2 FINAL ✓

**SECTION 14-00095-00-R6**

Item	Pay Item Description	Contract Quantity				Current Quantity		Job to Date	
		Est Qty	U of M	Unit Price	Amount	Quantity	Amount	Quantity	Amount
1	HMA Surface Cse, Mix D, N50	1,020.00	TON	61.00	62,220.00	1,027.52	62,678.72	1,027.52 ✓	62,678.72
2	HMA Driveway Remove & Replace	30.00	SY	110.00	3,300.00	85.30	9,383.00	85.30 ✓	9,383.00
3	HMA Surf. Removal Full Width, 2", And VD Special	10,083.00	SY	1.40	14,116.20	288.00	403.20	8,829.00 ✓	12,360.60
4	HMA Surf. Removal, Edge, 2", And VD Special	900.00	SY	2.50	2,250.00	-	-	1,840.00 ✓	4,600.00
5	PCC Sidewalk, 5"	250.00	SF	4.30	1,075.00	-	-	245.00 ✓	1,053.50
6	PCC Sidewalk Removal & Replacement Special	975.00	SF	6.40	6,240.00	-	-	980.00 ✓	6,272.00
7	Earth Excavation	14.00	CY	50.00	700.00	-	-	14.00 ✓	700.00
8	Comb. Conc. Curb & Gutter Rem & Repl Special	2,800.00	LF	27.60	77,280.00	-	-	2,626.00 ✓	72,477.60
9	Detectable Warnings	160.00	SF	16.00	2,560.00	-	-	184.00 ✓	2,944.00
10	CI D Patches, Ty 2, 5"	100.00	SY	48.00	4,800.00	-	-	82.00 ✓	3,936.00
11	CI D Patches, Ty 3, 5"	200.00	SY	39.00	7,800.00	16.00	624.00	170.00 ✓	6,630.00
12	CI D Patches, Ty 4, 5"	300.00	SY	31.00	9,300.00	-	-	179.00 ✓	5,549.00
13	Bit. Material - Prme	1,187.00	GAL	2.25	2,670.75	1,275.00	2,868.75	1,275.00 ✓	2,868.75
14	Leveling Binder, MM, N50	505.00	TON	67.00	33,835.00	484.13	32,436.71	484.13 ✓	32,436.71
15	Manholes To Be Reconstructed	2.00	EACH	850.00	1,700.00	2.00	1,700.00	3.00 ✓	2,550.00
16	Manholes To Be Adjusted	6.00	EACH	375.00	2,250.00	4.00	1,500.00	4.00 ✓	1,500.00
17	Inlets To Be Adjusted	9.00	EACH	275.00	2,475.00	1.00	275.00	10.00 ✓	2,750.00
18	Manhole To Be Adjusted W/ Ty 1 Fr OL	2.00	EACH	700.00	1,400.00	2.00	1,400.00	2.00 ✓	1,400.00
19	Storm Structure Internal Repair (Special)	8.00	EACH	500.00	4,000.00	13.00	6,500.00	13.00 ✓	6,500.00
20	Grates, Special	5.00	EACH	475.00	2,375.00	7.00	3,325.00	7.00 ✓	3,325.00
21	Adjust Water Valve Box	1.00	EACH	225.00	225.00	1.00	225.00	1.00 ✓	225.00
22	Final Shaping, Trimming, And Finishing (Special)	30.00	SY	50.00	1,500.00	30.00	1,500.00	30.00 ✓	1,500.00
23	Thermoplastic Pavt. Marking Line 6"	480.00	LF	1.47	705.60	626.00	920.22	626.00 ✓	920.22
24	Thermoplastic Pavt. Marking Line 12"	144.00	LF	2.94	423.36	66.00	194.04	66.00 ✓	194.04
25	Thermoplastic Pavt. Marking Line 24"	263.00	LF	5.87	1,543.81	261.00	1,532.07	261.00 ✓	1,532.07
26	Paint Curb	600.00	LF	0.90	540.00	348.00	313.20	348.00 ✓	313.20
27	Manhole To Be Adjusted Special	4.00	EACH	600.00	2,400.00	4.00	2,400.00	4.00 ✓	2,400.00
-28- X-1	4" Ty 1 Frame w/Grate <b>AUP</b>		EACH	595.00		1.00	595.00	1.00 ✓	595.00

**QUANTITIES APPROVED  
 JOSEPH A. SCHUDT & ASSOCIATES**

BY: Lawrence Hoffmann

DATE: October 20th, 2014

Total Earned This Estimate and to Date : \$ 130,773.91 \$ 249,594.41 ✓

Net Amount Payable : \$ 130,773.91 \$ 249,594.41  
 Less Previous Amount Invoiced : \$ - \$ 106,938.45 ✓  
 Retention Released : \$ 11,882.05  
**TOTAL AMOUNT DUE THIS INVOICE : \$ 142,655.96 \$ 142,655.96 ✓**