

PRESIDENT  
Dr. James L. Discipio

VILLAGE MANAGER  
Julia A. Cedillo

VILLAGE CLERK  
Amanda G. Seidel



TRUSTEES  
Scott F. Mesick  
Patricia B. Rocco  
Michael L. Sheehan  
James P. Kucera  
Robert T. Lautner  
Jamie M. Zaura

## VILLAGE BOARD MEETING

Tuesday, December 8, 2016 – 7:30 P.M.

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### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Proclamation to Vincent Zona**
5. **Proclamation to Danny Kilrea**
6. **Welcome State Representative Emanuel "Chris" Welch**
7. **Public Participation**
8. **Administrative Committee Items**
  - A. Discussion Only – Business Development District Implementation – Proposed Sales Tax.
  - B. Discussion & Action – Village Personnel Manual Update - *Motion: To approve the Village of La Grange Park Personnel Manual, as amended.*
9. **Public Safety Committee Items**
  - A. Discussion & Action – New Ambulance Purchase - *Motion: To purchase a new Type 1 Ford/Horton model 623 Ambulance, for the cost of \$222,147.00, from Foster Coach Sales, Inc., of Sterling, IL, through the Suburban Purchasing Cooperative.*
  - B. Discussion & Action – Purchase of Power Cot and Loading System for New Ambulance - *Motion: To approve the purchase of a new Power Pro XT Stretcher and Power Load System from Stryker Corporation, for a cost of \$46,353.60.*
10. **Public Works Committee Items**
  - A. Discussion & Action – Tree Maintenance Program Contracts - One Year Extension – *Motion: Approving a one year contract extension with*
    - (1) *A&B Landscaping and Tree Service, Inc. for tree and stump removals, and with*
    - (2) *Winkler's Tree Service, Inc. for general tree maintenance and emergency tree work, and*
    - (3) *Authorizing the Village President to execute the necessary contract documents.*

**VILLAGE WORK SESSION MEETING**  
**December 8, 2016 – 7:30 p.m.**

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**AGENDA (continued – Page 2)**

- B. Discussion & Action – 2017 Road Bond Paving Program – *Motion: Authorizing the Village Manager to execute*
- (1) *An agreement between the Village of La Grange Park and Hancock Engineering for Professional Design Engineering Services for the Harding Avenue Resurfacing Project, in an amount not to exceed \$65,000, to be spent during the FY16/17 budget; and*
  - (2) *An agreement between the Village of La Grange Park and Hancock Engineering for Design and Construction Engineering Services for the 2017 Street Paving Program, in an amount not to exceed \$225,000 for design engineering fees to be spent during the FY16/17 budget, and \$258,000 for construction engineering fees to be spent during the FY17/18 budget.*

**11. Other Reports**

- A. Village Manager
- B. Village President
- C. Village Clerk
- D. Commercial Revitalization Committee

**12. New Business**

- 13. Executive Session–** *Motion to move into Executive Session for the purpose of discussing Collective Bargaining in accordance with 5 ILCS 120/2 (c)(2)*

**14. Adjourn**

*Items of Interest*

*Work Session Meeting: January 10, 2017*

*Village Board Meeting: January 24, 2017*

The Village of La Grange Park is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Emily Rodman, Assistant Village Manager, at 708-354-0225 x108 promptly to allow the Village of La Grange Park to make reasonable accommodations for those persons. Website

<http://www.lagrangepark.org>



## A Proclamation Honoring Danny Kilrea

**WHEREAS**, the Village of La Grange Park wishes to recognize and pay tribute to a certain individuals on the talented LT Lions Cross Country Team; and

**WHEREAS**, Danny Kilrea has been an integral part of the Lions success, leading them to numerous wins; and

**WHEREAS**, despite two stress fractures, Danny Kilrea has shown great preservance and has overcome his injuries to become 2<sup>nd</sup> in state this year and earn All -State honors; and

**WHEREAS**, Danny Kilera recently set a new school record, with the fastest performance in LTHS history at Detweiler Park, with a time of 14:08; and

**WHEREAS**, Danny Kilrea followed up his first place finish in the Midwest Regional Meet with a 13<sup>th</sup> place finish at the Nike Cross National meet in Portland, OR, earning him All-American Honors; and

**WHEREAS**, the Village President and Board are proud of Danny's running accomplishments and wish to commend him for representing his school and our community with honor, integrity and skill; and

**WHEREAS**, the Mayor and Village Board would like to extend a special thanks to the coaches, family and friends who have helped Danny achieve success.

**NOW, THEREFORE, BE IT PROCLAIMED** that Danny Kilrea be commended for his outstanding achievements in the sport of cross country and as a student athlete.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 13<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST:

\_\_\_\_\_  
Amanda G. Seidel, Village Clerk



## **A Proclamation Honoring Vincent Zona**

**WHEREAS**, the Village of La Grange Park wishes to recognize and pay tribute to a certain individuals on the talented LT Lions Cross Country Team; and

**WHEREAS**, Vincent Zona has been inspirational leader and mentor to his teammates, throughout his four years; and

**WHEREAS**, Vincent Zona can proudly graduate having finished 7th in state and earn all state honors; and

**WHEREAS**, earlier this year, Vincent Zona set a new school record that hadn't been broken since 1972, lowering his LT Detweiller record to 14:22.7; and

**WHEREAS**, the Village President and Board are proud of Vincent's running accomplishments and wish to commend him for representing his school with honor, integrity and skill; and

**WHEREAS**, the Mayor and Village Board would like to extend a special thanks to the coaches, family and friends who have helped Vincent achieve success.

**NOW, THEREFORE, BE IT PROCLAIMED** that Vincent Zona be commended for his outstanding achievements in the sport of cross country and as a student athlete.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 13<sup>th</sup> day of December, 2016.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST:

\_\_\_\_\_  
Amanda G. Seidel, Village Clerk



## **Rules for Public Comment**

### **Village Board Work Session Meetings Village Board Meetings**

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.  
  
(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Deanne Curelo at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

# **Administration Committee Divider**

**Robert Lautner, Chairman**

**Michael Sheehan**

**James Kucera**

# Village Board Memo

**Date:** December 13, 2016

**To:** Village President & Board of Trustees

**From:** Emily Rodman, Assistant Village Manager

Julia Cedillo, Village Manager 

**RE:** Business Development District Implementation – Proposed Sales Tax

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## **PURPOSE**

To reaffirm the Village Board's position to proceed with a 1% sales tax in the four proposed Business Development Districts (BDD's).

## **BACKGROUND**

In March 2016, the Village's development consultants, S.B. Friedman, presented the findings of the TIF/BDD Feasibility Study and determined that all of the Village's commercial areas could potentially qualify for BDD's. In May 2016, the Village Board engaged S.B. Friedman to assist with the implementation of two TIF Districts and four BDD's.

The use of TIF Districts concurrent with BDD's provides the Village with optimal flexibility in encouraging reinvestment within the districts. Since TIF revenues are derived from the property tax, it may take several years for the TIF funds to accrue revenue substantial enough to incentive reinvestment within the Districts. However, since BDD revenues are derived from sales tax which is distributed quarterly to the Village, BDD revenues will accrue more quickly. This provides the Village with the potential to influence reinvestment/redevelopment within the BDD almost immediately – whether through a sales tax sharing agreement, reimbursement of eligible site development costs, or other means permissible under State law.

## **SALES TAX RATE**

Under State law, through a BDD, the Village has the ability to increase the sales tax rate within the BDD by up to 1%, in quarter percent increments (.25%, .5%, .75%).

As part of the TIF/BDD Feasibility Study, S.B. Friedman provided projected BDD revenues for each of the Village's commercial areas. These projections, which assume a 1% additional sales tax rate, are included on the following page. Additional details regarding these projections were included in the April 12, 2016 Village Board Memo (attached).

**TABLE: Projected Business Development District Revenues**

	Revenue 1 <sup>st</sup> YR	Revenue over 23 YRS
Village Market w/Pancake House Redevelopment	\$72,000	\$1.85 million
31 <sup>st</sup> Street West	\$47,000	\$1.21 million
31 <sup>st</sup> Street East	\$22,000	\$570,000
31 <sup>st</sup> Street Central/Barnsdale	\$72,000	\$1.85 million

The Village's current sales tax rate is 9%. Staff has reviewed the sales tax rate of several surrounding communities (19 total), 17 of which currently have sales tax rates that are higher than La Grange Park's due to an existing local option sales tax. Should the Village decide to implement a 1% sales tax in the proposed BDD's, bringing our total sales tax rate to 10%, only three communities would have lower rates (Western Spring – 9%; Hodgkins – 9%; Oakbrook [Cook County portion] – 9.5%. Please see the attached chart for additional details.

Implementation of the full 1%, would generate the most revenue within the BDD, thereby providing the Village with the most flexibility when negotiating an incentive package for reinvestment/redevelopment.

**RECOMMENDATION**

Staff, in conjunction with the Village's consultants, S.B. Friedman and Kathleen Field Orr & Associates, recommends proceeding with a 1% sales tax in the proposed BDD's. It should also be noted that the La Grange Park Chamber of Commerce has expressed their support for the Village proceeding with a 1% sales tax increase in the proposed BDD's.

**ACTION REQUESTED**

This item is for discussion. Staff is requesting the Village Board provide direction regarding the proposed increase to the sales tax rate under the proposed BDD's so that we may provide guidance to the Village's consultants regarding what rate to incorporate into the draft BDD documents.

**DOCUMENTATION**

- Chart of Surrounding Communities Sales Tax Rates
- Village Memorandum RE: Tax Increment Financing Feasibility Study Findings dated April 12, 2016

<b>Village</b>	<b>Total Sales Tax Rate</b>	<b>Non Home Rule Sales Tax Rate</b>	<b>Home Rule Sales Tax Rate</b>	<b>Business District Sales Tax Rate</b>
Riverside	10.00%	1.00%		0.00%
La Grange	10.00%	1.00%		0.00%
Brookfield	10.00%	1.00%		0.00%
Westchester	10.00%	1.00%		0.00%
Western Springs	9.00%	0.00%		0.00%
Broadview	10.00%	1.00%		0.00%
Hillside	10.00%		1.00%	0.00%
Forest Park	10.00%	1.00%		0.00%
Hodgkins	9.00%	0.00%		0.00%
Lyons	10.00%	1.00%		0.00%
McCook	10.00%		1.00%	0.00%
Berwyn	10.00%		1.00%	0.00%
Oak Park	10.00%		1.00%	0.00%
Melrose Park	10.50%		1.50%	0.00%
Maywood	10.00%		1.00%	0.00%
Bellwood	10.50%		1.50%	0.00%
Hinsdale (in Cook)	10.00%	1.00%		0.00%
Oak Brook (in Cook)	9.50%	0.50%		0.00%
North Riverside	10.00%	1.00%		0.00%
La Grange Park	9.00%	0.00%		0.00%

11/14/2016

# Village Board Agenda Memo

Date: April 12, 2016  
To: Village President & Board of Trustees  
From: Emily Rodman, Assistant Village Manager *ERC*  
Julia Cedillo, Village Manager *JC*  
RE: Tax Increment Financing Feasibility Study Findings – Discussion

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## **PURPOSE**

To discuss the findings of the TIF Feasibility Study and provide staff direction on how the Village Board would like to proceed with implementation of TIF Districts and/or Business Districts.

## **GENERAL BACKGROUND**

In February 2015, the Village Board held a strategic planning session on Tax Increment Financing districts (TIF's) and business districts. In November 2015, the Board commissioned S.B. Friedman Development Advisors to conduct a TIF Feasibility Study evaluating all commercial and industrial areas within the Village. The findings from the study were presented at the March 8, 2016 Village Board Workshop (presentation is attached). The findings revealed that all of the evaluated areas could potentially qualify for TIF and/or business districts and that a significant amount of revenue could be generated from some of these areas to support their redevelopment.

## **TIF DISTRICTS VS. BUSINESS DISTRICTS**

As previously discussed the revenue generated from a TIF district is derived from property tax. When a TIF district is implemented, a base year is established and as the assessed value of the property increases, the incremental increase in revenue that results is "captured" by the TIF and may then be used to reinvest within the district. If the Village were to put TIF districts in place in 2016, the base year for those districts would be 2015 and the first revenues would be collected in 2017 (for 2016 tax year).

Business districts allow a municipality to increase the sales tax rate collected from businesses within the district boundaries by quarter increments up to 1%. The revenues derived from the 1% may then be reinvested within the district. This type of sales tax increase is typically seen as more favorable by businesses than a general non-home rule sales tax increase (requiring a referendum) because the revenues must be reinvested within the district (rather than be directed to the Village's General Fund).

For a summary table and comparison of how revenues generated under each type of district may be expended, please see the attached table prepared by S.B. Friedman.

### **S.B. FRIEDMAN RECOMMENDATION**

S.B. Friedman recommended the Village proceed with implementation of TIF districts for the Village Market and the combined 31st Street Central/Barnsdale Corridor area, and also create business districts encompassing each of these areas. Their recommendation was based on the potential revenue to be generated from the areas combined with both the short-term and long-term redevelopment opportunities they identified.

	<b>Est. TIF Revenue</b>	<b>Est. Business District Revenue (@1%)</b>
<b>Village Market</b>	<b>\$10-\$12 Million</b>	<b>\$1.6-\$1.85 Million</b>
<b>31<sup>st</sup> St. Central/Barnsdale</b>	<b>\$8.2 Million</b>	<b>\$1.85 Million</b>

The 31<sup>st</sup> Street East area demonstrates the lowest long term revenue potential of all five areas evaluated. S.B. Friedman did not identify any short or long term development opportunities in the area due to existing uses, future constraints on use (e.g. Betty Scheck Center) and also the size and configuration of the lots. As a result, they are not recommending proceeding with a TIF or Business District at this point in time.

	<b>Est. TIF Revenue</b>	<b>Est. Business District Revenue (@1%)</b>
<b>31<sup>st</sup> St. East</b>	<b>\$1.1 Million</b>	<b>\$570,000</b>

The 31<sup>st</sup> Street West area demonstrates some significant long-term revenue potential and S.B. Friedman also identified two potential long-term redevelopment opportunities (Jiffy Lube and the dry cleaner). While S.B. Friedman is not recommending implementing a TIF in this area, the Village Board may want to consider it in the future as this corner has high visibility and does serve a “gateway” to the Village.

	<b>Est. TIF Revenue</b>	<b>Est. Business District Revenue (@1%)</b>
<b>31<sup>st</sup> St. West</b>	<b>\$1.65 Million</b>	<b>\$1.2 Million</b>

### **STAFF RECOMMENDATION – TIF DISTRICTS**

Generally, staff concurs with the findings of S.B. Friedman and their recommendations. However, staff believes it would be in the Village’s best interest to expand the boundary of one of the proposed TIF districts. Staff’s recommendation related to S.B. Friedman’s findings on TIF districts is detailed below, by geographical area.

#### Village Market

Staff concurs with S.B. Friedman’s findings and recommends proceeding with implementation of a TIF district this fiscal year. Due to the manner in which property is assessed by Cook County, the declining property values experienced over the last few years are cycling out and property values are anticipated to rise. This makes it an opportune time to put a TIF district in place and staff does not see a benefit to delaying implementation.

### 31st Street Central/Barnsdale Corridor

Staff concurs with S.B. Friedman's findings but would recommend that the Village expand the boundary of the proposed TIF district to include the apartments along the west side of Barnsdale Road. (The boundary as currently proposed only includes Barnsdale Road and does not take in the property to the west). The existing uses along Barnsdale include the IHB railroad, the Park District Recreational Facility and several light industrial and warehousing facilities. There is currently no buffer between these existing high intensity uses and the adjacent low intensity residential use to the west. Including these multi-family properties in the TIF would provide the potential to use future TIF revenue to improve the buffering of these incompatible uses. S.B. Friedman has taken a very preliminary look at the area and believes it may qualify as a Conservation Area under the TIF Statute. The formal evaluation needed to qualify the area could be conducted as part of the implementation phase for the overall TIF.

During their evaluation, S.B. Friedman also discovered that the portion of the IHB railroad that is adjacent to the former Praxair parcel and a portion of the Cook County Sheriff's Facility are not within the Village's municipal boundaries. As a result, the Village cannot include the former Praxair property in the 31<sup>st</sup> Street/Barnsdale Corridor TIF without first annexing the IHB railroad parcel. The IHB has indicated they are amenable to the Village annexing the property. Should the Village Board decide to proceed with a TIF in this area, the Village would incur additional costs related to preparing a plat of annexation for property.

For the same reasons as noted for the Village Market above, staff recommends proceeding with implementation of a TIF district this fiscal year.

### 31st Street East

Staff concurs with S.B. Friedman's findings and does not recommend implementing a TIF district in this area at this time.

### 31st Street West

Staff concurs with S.B. Friedman's findings and does not recommend implementing a TIF district in this area at this time. However, due to the potential revenue to be generated and the potential redevelopment opportunities within the district as well as its high level of visibility as a "gateway," staff recommends the Village continue to consider this area for a TIF in the future.

## **STAFF RECOMMENDATION – BUSINESS DISTRICTS**

S.B. Friedman has recommended the Village implement business districts in the two areas that are also recommended for TIF districts. Staff recommends expanding the use of business districts to include all geographical areas evaluated. Since the implementation of a business district increases the sales tax rate within that district, staff believes it would be more equitable if all commercial and industrial businesses were subject to the same sales tax rate. Additionally, this provides the opportunity for all business to potentially benefit from the revenue derived

from the business district, preventing the perception that the Village is somehow “favoring” certain areas and excluding others.

**IMPLEMENTATION COSTS**

At the request of staff, S.B. Friedman prepared costs estimates related to the implementation of TIF and business districts under different scenarios. Should the Village proceed with implementation of multiple TIF districts and/or multiple business districts concurrently, there are some cost savings to be realized. In addition to S.B. Friedman’s fees, there are other incidental costs associated with TIF/business district implementation, including attorney’s fees, boundary legal fees, court reporter fees, fees for legal notice publications and mailings and potentially fees associated with conducting a housing study (Village Market). All costs incurred in implementing a TIF and/or business district may be reimbursed to the Village from the future revenues generated by the respective district. Below is a summary of the estimated costs. Again, these costs may change depending on how districts are implemented, as there are potential cost savings by implementing multiple districts at once.

**TABLE 1: TIF Implementation Costs**

	S.B. Friedman Fees	Attorney's Fees	Boundary Legal Fee	Misc. Fees*	TOTAL
Village Market	\$21,950	\$5,000	\$3,000	\$2,000	\$31,950
31st St./Barnsdale**	\$24,535	\$5,000	\$3,000	\$5,000	\$37,535

\*Includes legal fee publication, court reporter, legal notice mailing, plat of annexation for IHB railroad, etc.

\*\*Savings of \$2,585 if boundary of 31st/Barnsdale TIF is not expanded

**Total \$69,485**

**TABLE 2: Business District Implementation Costs**

	S.B. Friedman Fees	Attorney's Fees	Boundary Legal Fee	Misc. Fees*	TOTAL
Village Market	\$15,860	\$3,000	**	\$1,000	\$19,860
31st St./Barnsdale	\$15,860	\$3,000	**	\$1,000	\$19,860
31st St. East	\$15,330	\$3,000	\$2,000	\$1,000	\$21,330
31st St. West	\$15,330	\$3,000	\$2,000	\$1,000	\$21,330

\*Includes legal fee publication, court reporter, legal notice mailing, etc.

\*\*Boundary legal from TIF District could be used

**Total \$82,380**

*Less Savings if done simultaneously* -\$8,220

**\$74,160**

Staff has reviewed the implementation costs and the potential revenues to be generated by each district. Based on the projections provided by S.B. Friedman, each district would generate

enough review to cover the costs of implementation within its first year (both for the TIF and business districts).

#### **IMPLEMENTATION TIMELINE**

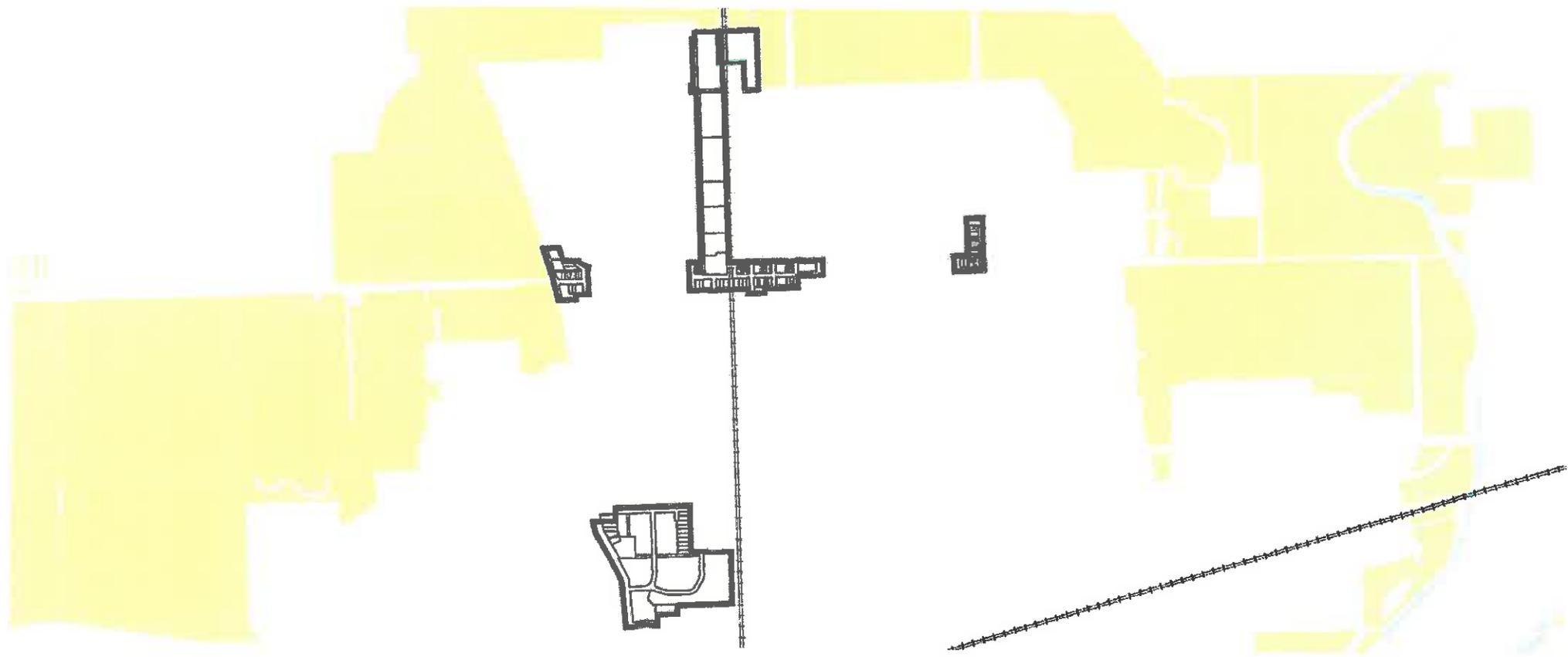
As explained above, staff recommends the Village proceed with implementation of TIF Districts for Village Market and the 31st/Barnsdale Corridor this year. Staff also recommends proceeding with implementation of business districts in all five areas evaluated. Due to timing and the staff work involved with implementation, staff recommends the Village proceed with TIF implementation first. This is anticipated to take approximately 3-4 months. Once in place, staff recommends the Village proceed with implementation of the business districts (this fall) which is also anticipated to take 3-4 months.

#### **MOTION/ACTION REQUESTED**

This item is for discussion only. If there is consensus by the Village Board, they may request staff prepare a formal motion for consideration at the April 26th Village Board Meeting regarding implementation of TIF and/or business districts. Alternatively, the Village Board may choose to continue the discussion to a future meeting.

#### **DOCUMENTATION**

- S.B. Friedman Presentation “TIF Eligibility Findings & Recommendations for Five Study Areas” – March 8, 2016
- TIF vs. Business District Eligible Expenditures Table



# Village of La Grange Park TIF Eligibility Findings and Recommendations for Five Study Areas

March 08, 2016

# Purpose of Engagement

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- Analyze **eligibility** and **optimal boundaries** of five potential tax increment financing (TIF) districts
- Estimate **potential TIF revenue** generated by study area
- Estimate **potential Business District revenue** generated by study area
- **Identify high-level implementation steps** the Village can take to aid in revitalization

# TIF Eligibility Analyses for Five Study Areas



**BARNSDALE  
CORRIDOR**

**31ST STREET (WEST)**

**31ST STREET (CENTRAL)**

**31ST STREET (EAST) -  
MAPLE AVENUE**



W 31ST STREET

E 31ST STREET



LA GRANGE ROAD

US-12

**VILLAGE MARKET**



# Paths to TIF Eligibility

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## ■ Improved Area

### ▶ Conservation Area

- At least 50% of the primary structures in the district must be 35 years in age or older, and
- Parcels must exhibit three (3) or more of thirteen (13) possible eligibility factors

### ▶ Blighted Area

- Parcels must exhibit five (5) or more of the same thirteen (13) eligibility factors

## ■ Vacant Blighted Area

### ▶ One-Factor Approach

- Parcels must exhibit at least one (1) of six (6) eligibility criteria for vacant land

### ▶ Two-Factor Approach

- Parcels must exhibit at least two (2) of six (6) eligibility factors under a separate set of criteria

- All factors must be found “present to a meaningful extent” and “reasonably distributed” throughout area

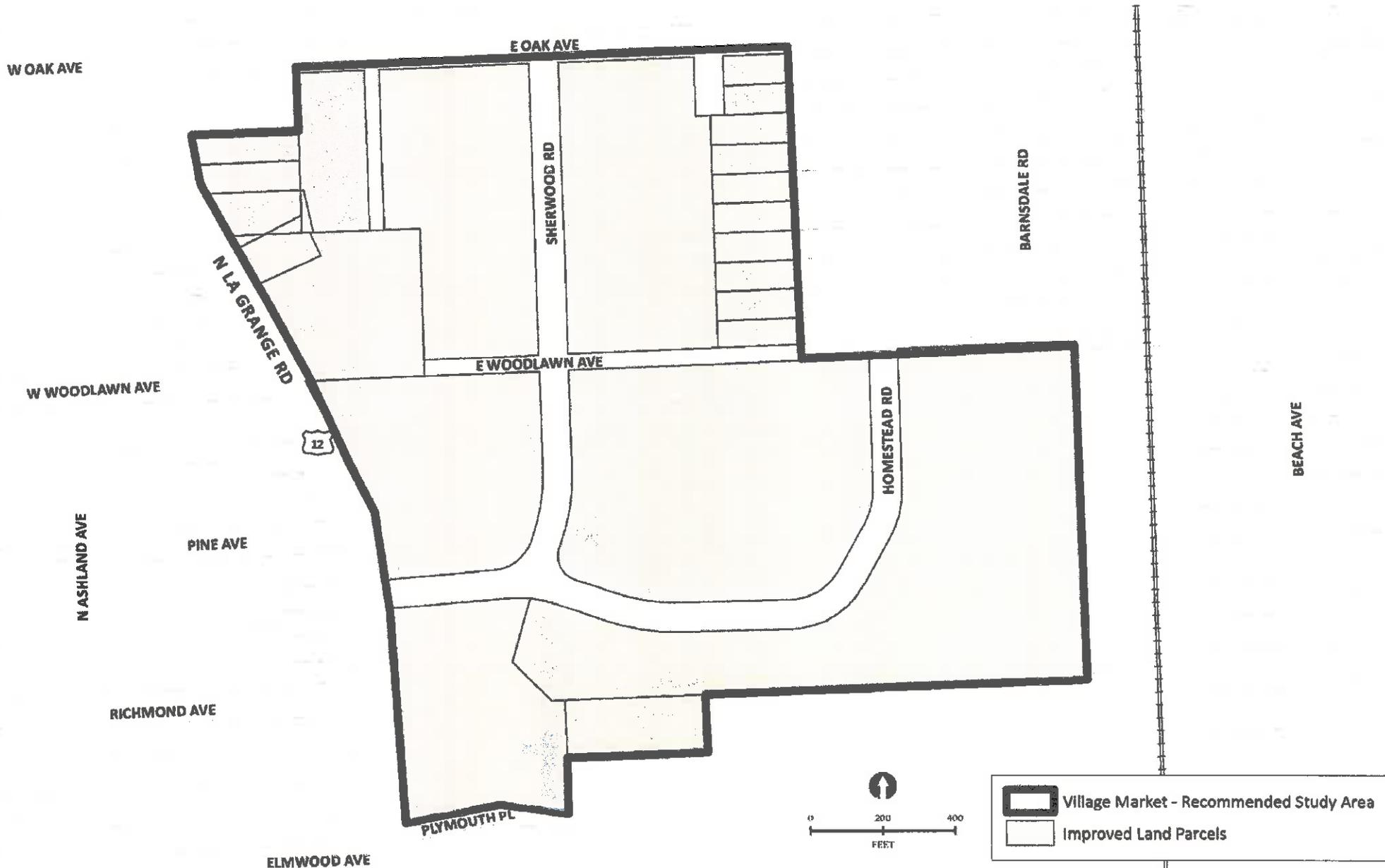
# TIF Eligibility Methodology

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- Review and revise boundaries for analysis
- Collect necessary data
  - ▶ Parcel-by-parcel **fieldwork** documenting external property conditions
  - ▶ **Historic trends in equalized assessed value (EAV)** for the last six years (five year-to-year periods) from the Cook County Assessor's Office (CCAO)
  - ▶ **Prior plans, studies and other background information** provided by the Village
  - ▶ **Building age data** from CCAO and Village records of year built
  - ▶ **Municipal records** for recent building permits and code violations
  - ▶ **Village and county codes** for stormwater, subdivision, building and fire
  - ▶ Village **utility data** regarding present service locations and conditions of water, storm and sanitary sewer infrastructure
  - ▶ **GIS parcel shapefile data** from Cook County
- Assess presence of parcel-level and area-wide factors

# Study Area 1: Village Market

## Improved Land



# Study Area 1: Village Market

## Initial TIF Eligibility Findings

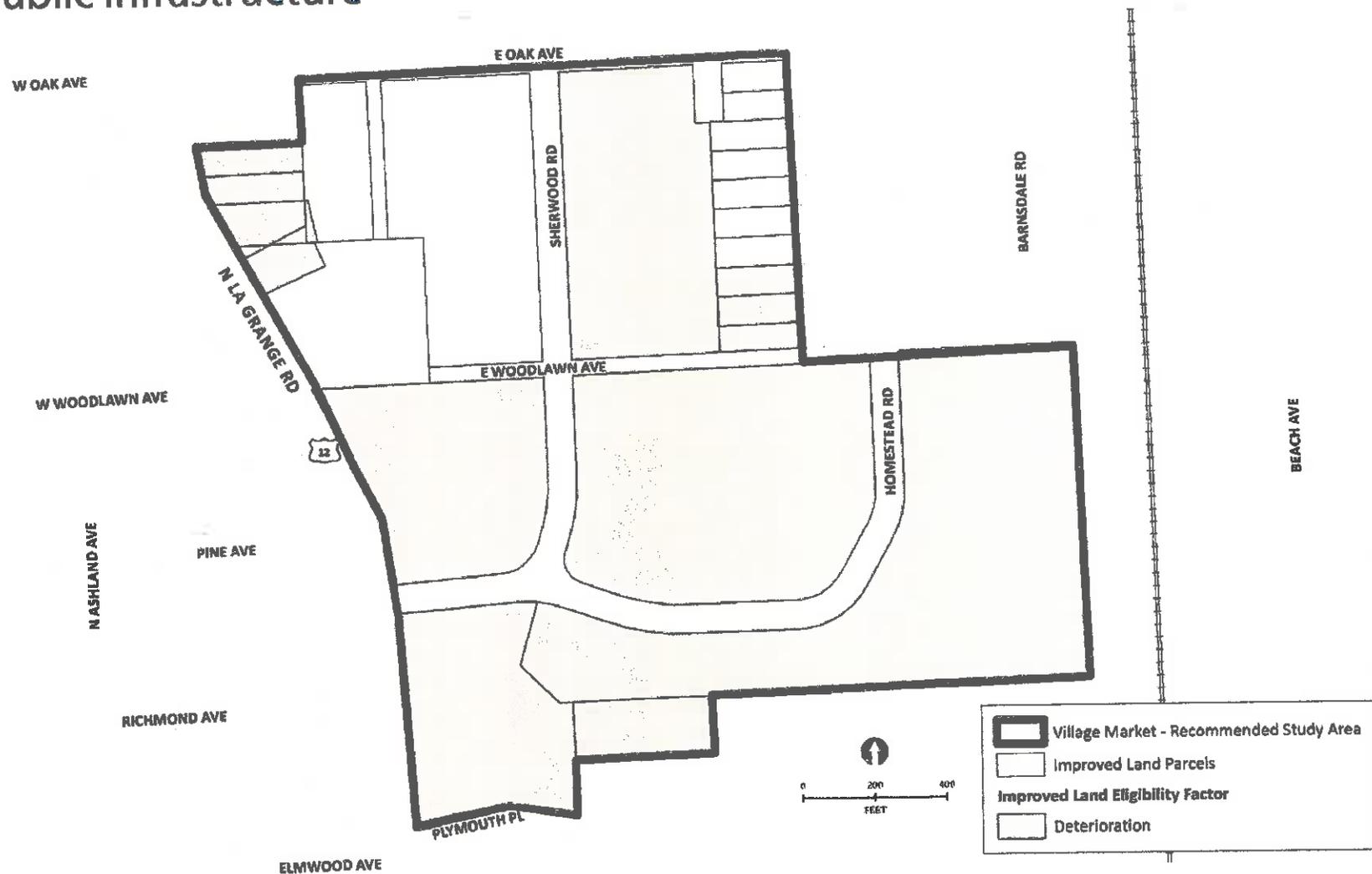
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- **Improved Land – Conservation Area:**
  - ▶ 96% of buildings are 35 years or older
  - ▶ Eligibility factors present to a meaningful extent and reasonably distributed
    - Deterioration
    - Lack of Growth in Equalized Assessed Value (EAV)
    - Inadequate Utilities
    - Presence of Structures Below Minimum Code

# Study Area 1: Village Market

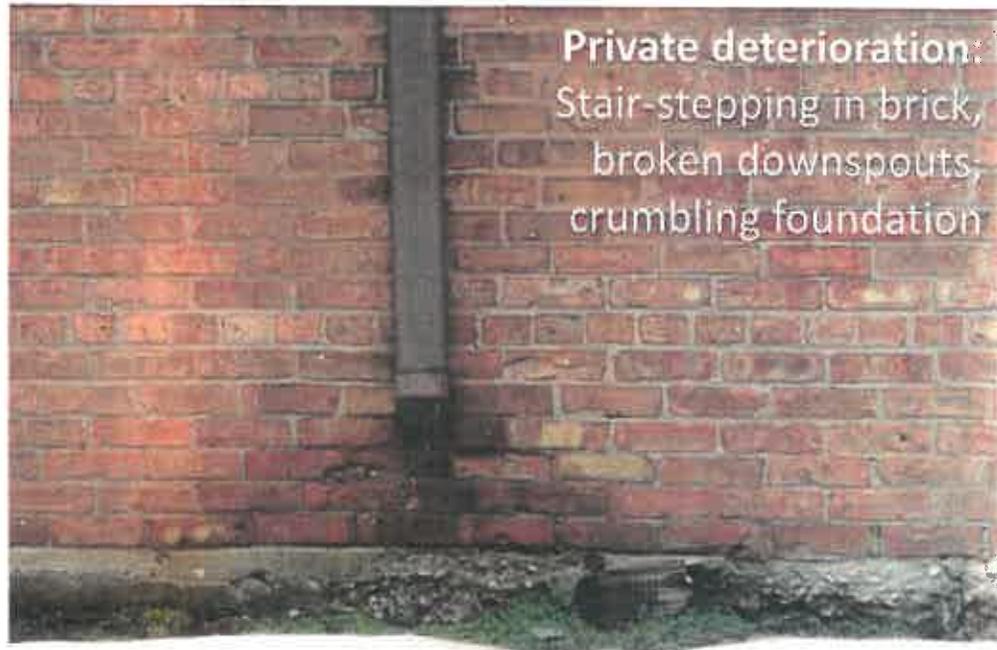
## Improved Land Factor: Deterioration

- 16 of 26 (62%) of parcels have deterioration
- Deterioration of building structures, private improvements (parking lots), public infrastructure





**Public deterioration:**  
Alligatoring in roadway,  
potholes, cracked surface



**Private deterioration:**  
Stair-stepping in brick,  
broken downspouts,  
crumbling foundation

# Study Area 1: Village Market

## Improved Land Factor: Lack of Growth in EAV

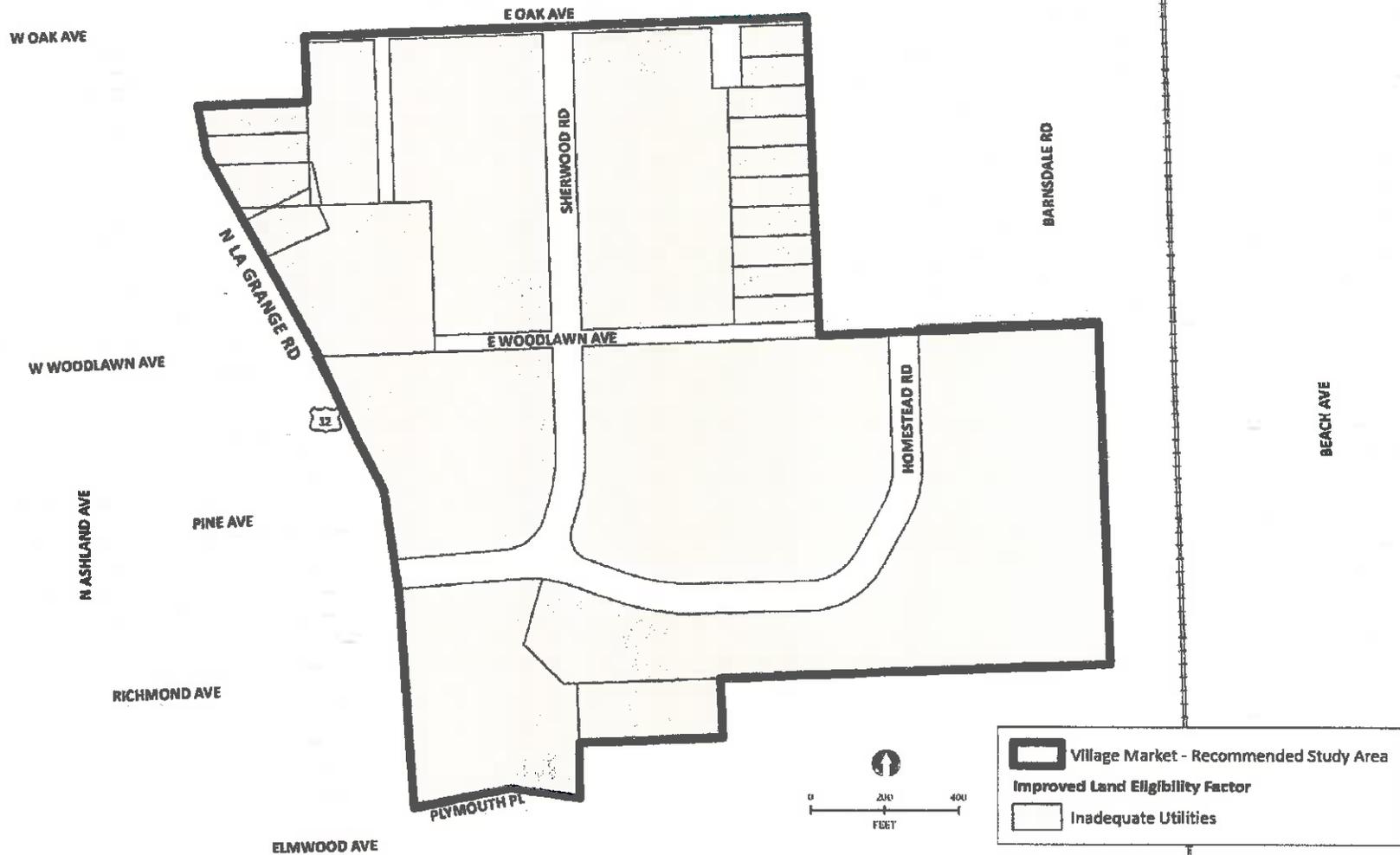
- EAV declined in 4 of 5 periods
- EAV increased less than the balance of the Village rate of change in 3 of 5 periods
- EAV increased less than CPI rate of change in 5 of 5 periods

	2009	2010	2011	2012	2013	2014
Improved EAV	\$21,040,697	\$18,802,172	\$16,610,469	\$15,805,847	\$14,742,843	\$14,773,979
Annual Change in EAV	n/a	-10.6%	-11.7%	-4.8%	-6.7%	0.2%
Decline in EAV	n/a	YES	YES	YES	YES	NO
Growth less than Village	n/a	YES	NO	NO	YES	YES
Growth Less than CPI	n/a	YES	YES	YES	YES	YES

# Study Area 1: Village Market

## Improved Land Factor: Inadequate Utilities

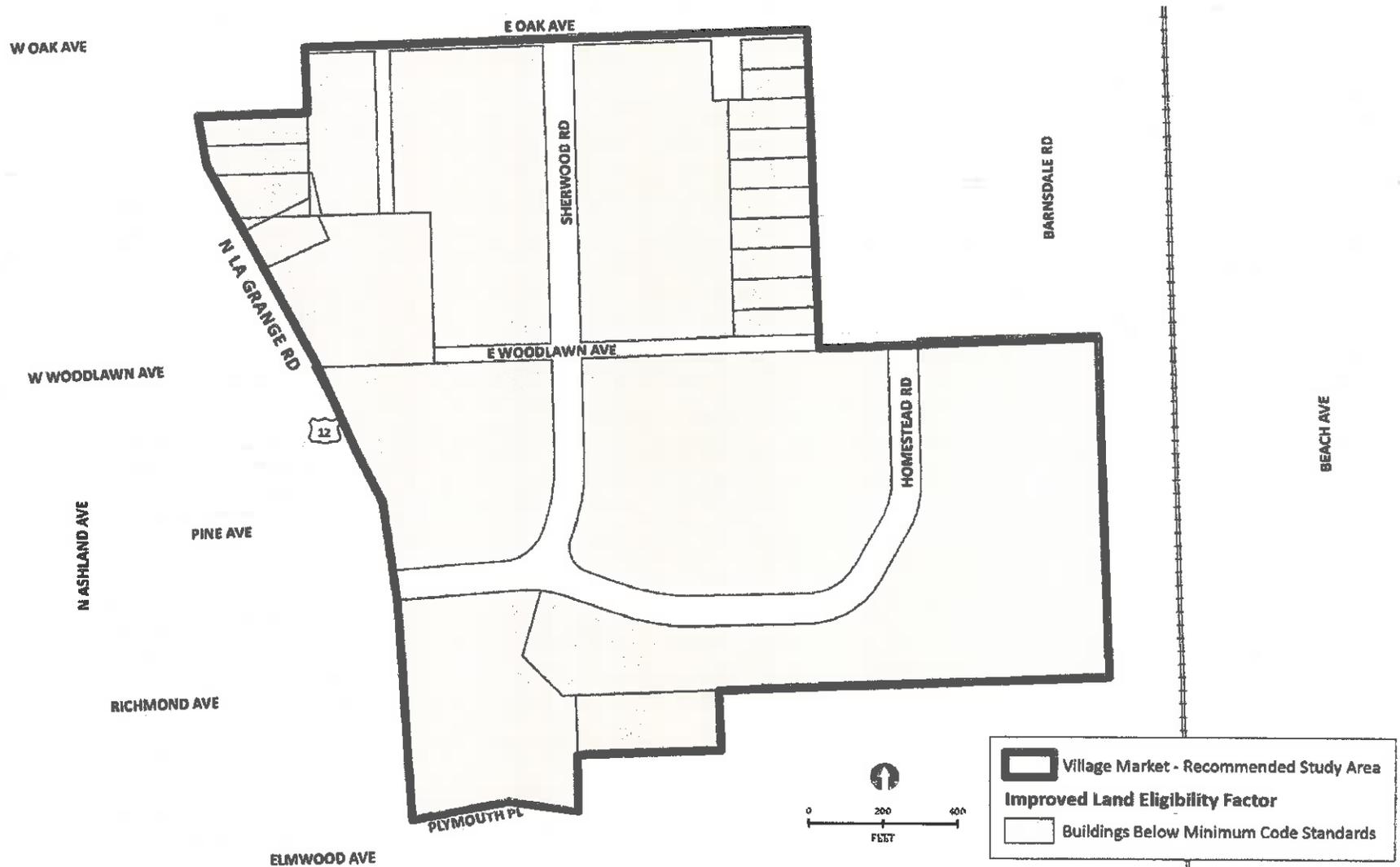
- Lack of stormwater management facilities
- Inadequate size of storm sewer main results in flooding
- 26 of 26 (100%) of improved parcels have inadequate utilities



# Study Area 1: Village Market

## Improved Land Factor: Structures Below Minimum Code

- 26 of 26 (100%) of improved parcels do not meet all building and development codes

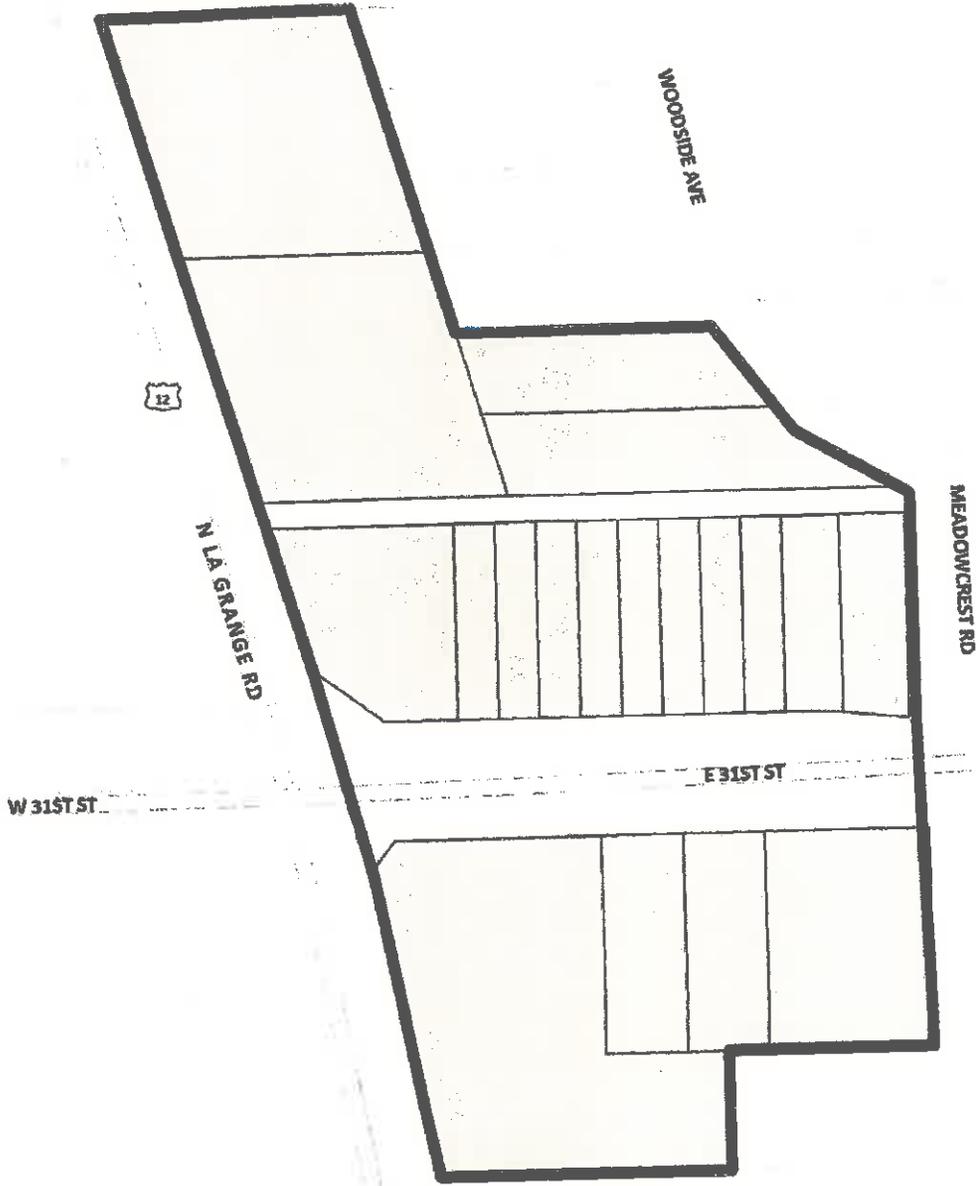
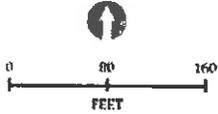


# Study Area 2: 31<sup>st</sup> Street West Improved Land

31st St (West) - La Grange Road

 Recommended Study Area

 Improved Land Parcels



# Study Area 2: 31<sup>st</sup> Street West

## Initial TIF Eligibility Findings

---

- **Improved Land – Conservation Area:**
  - ▶ 67% of buildings are 35 years or older
  - ▶ Eligibility factors present to a meaningful extent and reasonably distributed
    - Inadequate Utilities
    - Lack of Growth in Equalized Assessed Value (EAV)
      - Decline in 4/5 periods
      - Less than balance of Village 3/5 periods
      - Less than CPI 5/5 periods
    - Presence of Structures Below Minimum Code
    - Deterioration

# Study Area 3: 31<sup>st</sup> Street East – Maple Avenue

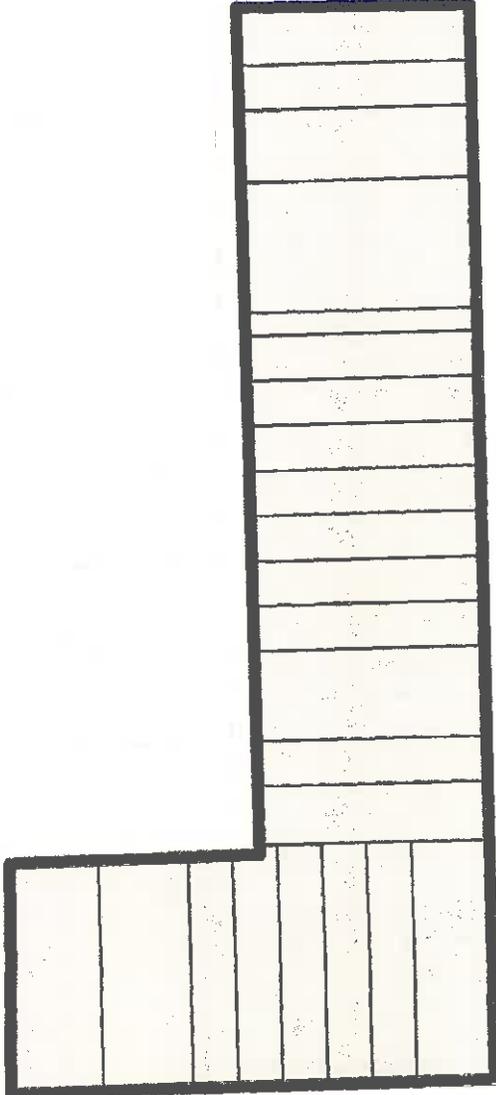
## Improved Land

30TH ST

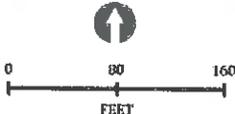
ALIMA TER

MAPLE AVE

ROACH AVE



31ST ST



31st St (East) -  
Maple Avenue  
Recommended  
Study Area

Improved Land  
Parcels

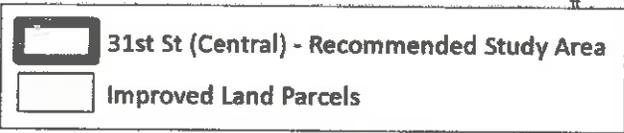
# Study Area 3: 31<sup>st</sup> Street East – Maple Avenue

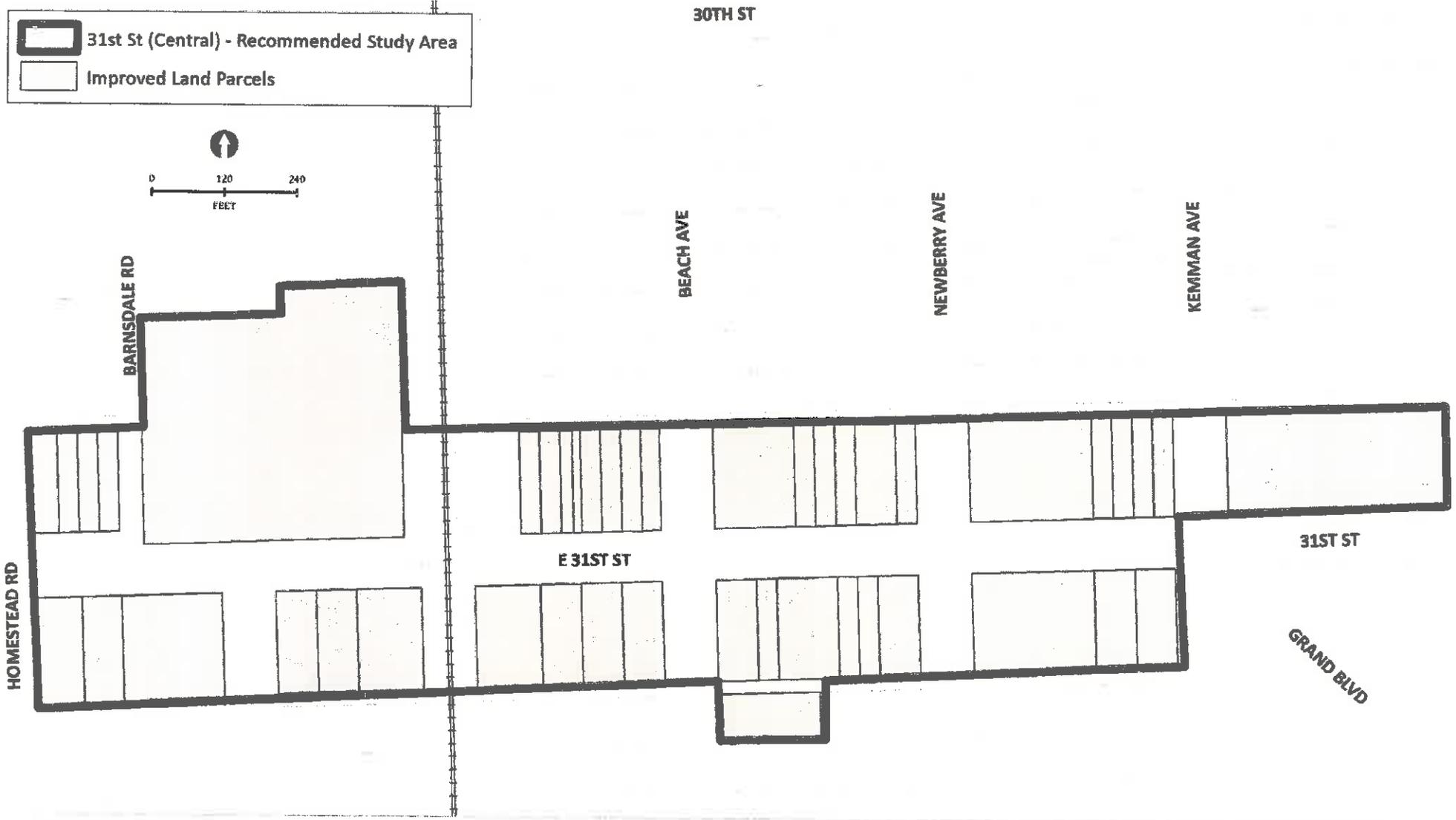
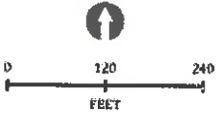
## Initial TIF Eligibility Findings

---

- **Improved Land – Conservation Area:**
  - ▶ 100% of buildings are 35 years or older
  - ▶ Eligibility factors present to a meaningful extent and reasonably distributed
    - Inadequate Utilities
    - Lack of Growth in Equalized Assessed Value (EAV)
      - Decline in EAV in 4/5 periods
      - Less than CPI rate of change in 4/5 periods
    - Presence of Structures Below Minimum Code
    - Excessive Land Coverage
    - *Minor: Deterioration*

# Study Area 4: 31<sup>st</sup> Street Central Improved Land

 31st St (Central) - Recommended Study Area  
Improved Land Parcels



**NOTE:** The 31<sup>st</sup> Street Central and Barnsdale Corridor study areas overlap. The findings for the Chemgrout property are included in analyses for both areas.

# Study Area 4: 31<sup>st</sup> Street Central

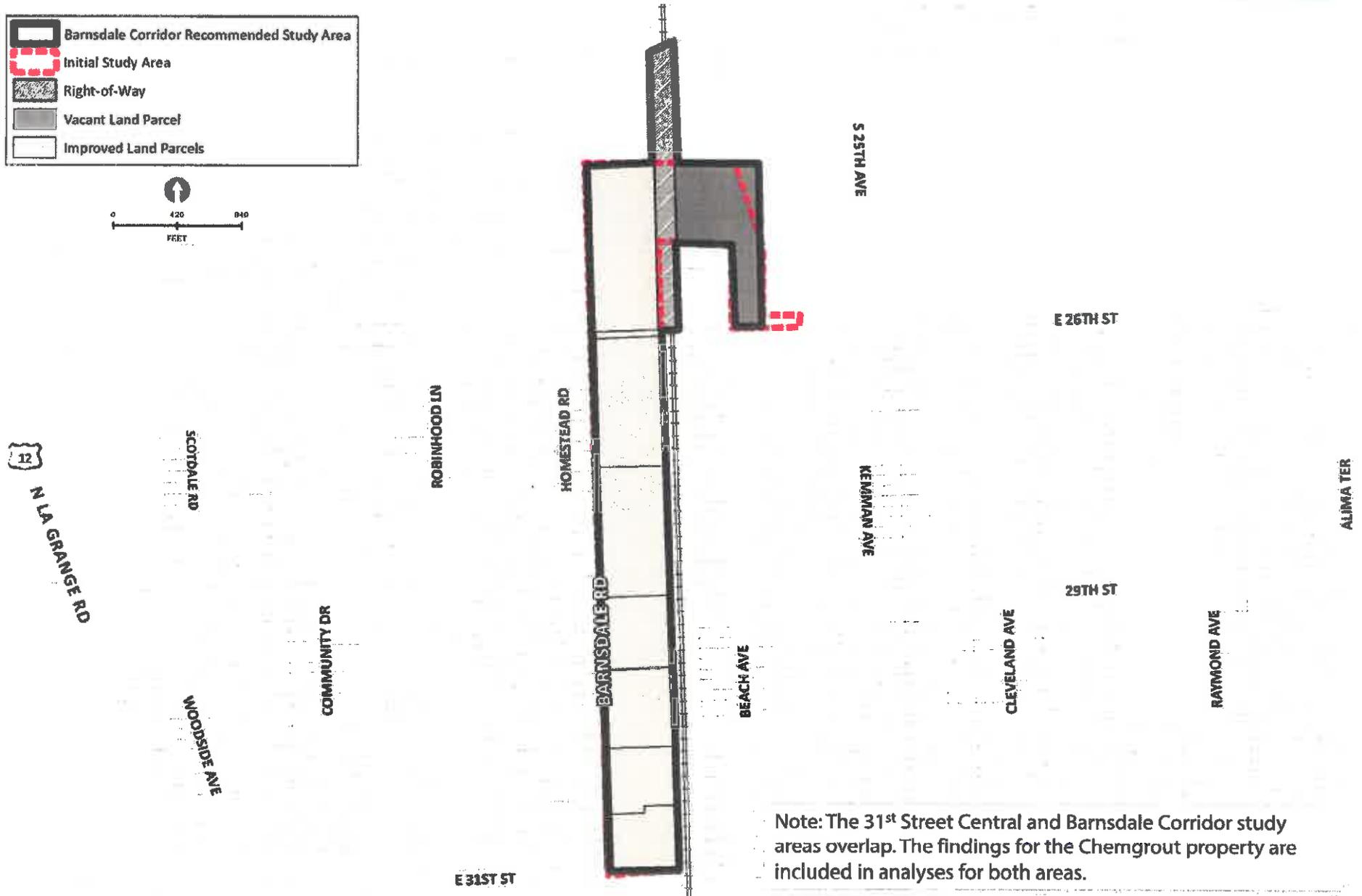
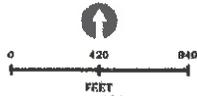
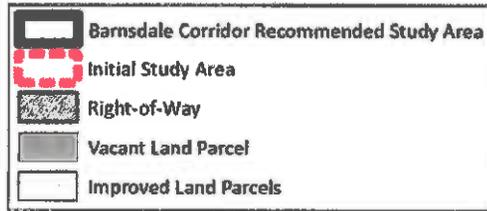
## Initial TIF Eligibility Findings

---

- **Improved Land – Conservation Area:**
  - ▶ 97% of buildings are 35 years or older
  - ▶ Eligibility factors present to a meaningful extent and reasonably distributed
    - Inadequate Utilities
    - Lack of Growth in Equalized Assessed Value (EAV)
      - Decline in 4/5 periods
      - Less than balance of Village in 3/5 periods
      - Less than CPI in 4/5 periods
    - Presence of Structures Below Minimum Code
    - Excessive Land Coverage
    - Deterioration

# Study Area 5: Barnsdale Corridor

## Improved Land and Vacant Land



Note: The 31<sup>st</sup> Street Central and Barnsdale Corridor study areas overlap. The findings for the Chemgrout property are included in analyses for both areas.

# Study Area 5: Barnsdale Corridor

## Initial TIF Eligibility Findings

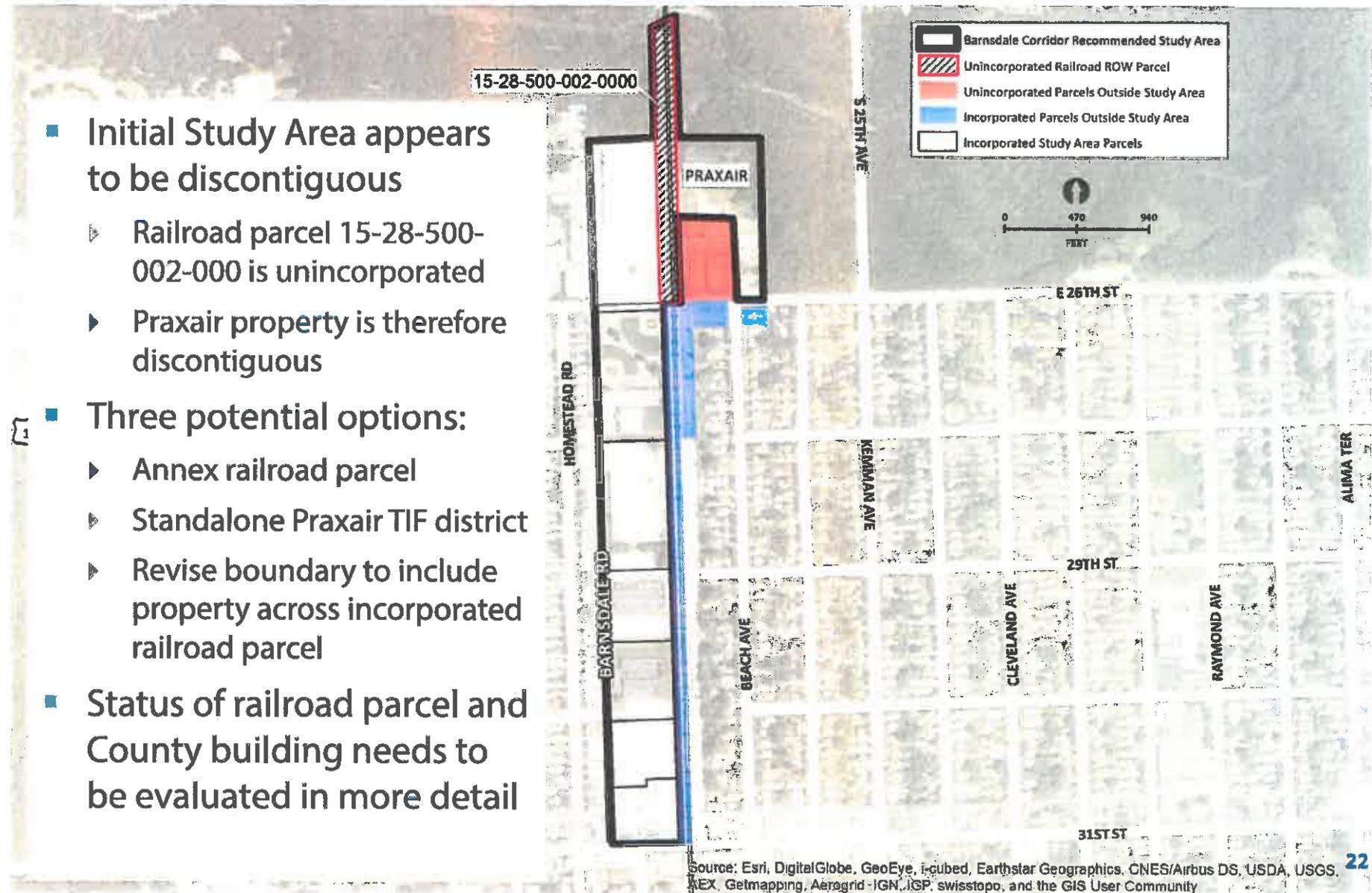
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- **Improved Land - Conservation Area:**
  - ▶ 73% of buildings are 35 years or older
  - ▶ Eligibility factors present to a meaningful extent and reasonably distributed
    - Deterioration
    - Inadequate Utilities
    - Lack of Growth in Equalized Assessed Value (EAV)
      - Decline in 5/5 periods
      - Less than balance of Village in 3/5 periods
      - Less than CPI in 5/5 periods
    - Presence of Structures Below Minimum Code
- **Vacant Blighted Area - Two-Factor Approach:**
  - ▶ Lack of Growth in Equalized Assessed Value (EAV)
  - ▶ Obsolete Platting

# Study Area 5: Barnsdale Corridor

## Praxair Property Discontiguous

- Initial Study Area appears to be discontiguous
  - ▶ Railroad parcel 15-28-500-002-000 is unincorporated
  - ▶ Praxair property is therefore discontiguous
- Three potential options:
  - ▶ Annex railroad parcel
  - ▶ Standalone Praxair TIF district
  - ▶ Revise boundary to include property across incorporated railroad parcel
- Status of railroad parcel and County building needs to be evaluated in more detail



# All Study Areas

## Other Required Findings and Tests

---

- **Lack of Growth and Private Investment**

- ▶ No redevelopment for area as a whole
- ▶ Relatively minor reinvestments in existing properties based on permit data
- ▶ EAV declined or was less than remainder of Village, indicating lack of growth and investment

- **“But For” Analysis**

- ▶ Infill redevelopment is challenging, especially with diverse ownership and need to assemble multiple parcels
- ▶ Public infrastructure investments are costly and necessary pre-conditions to bringing private development

# Eligibility Summary

---

- All Study Areas appear to meet eligibility criteria for designation as “Conservation Areas”
- Praxair site
  - ▶ Eligible as vacant “Blighted Area”
  - ▶ Currently discontinuous from remainder of Barnsdale Corridor Study Area
- Potential to combine 31<sup>st</sup> Street Central and Barnsdale Corridor into one district

# Market Considerations & Sites Susceptible to Change

# Market Considerations

---

- High retail occupancy in La Grange Park, La Grange, Brookfield and Western Springs
- Substantial new development proposed/under construction nearby
  - ▶ Retail: 18,000 sf proposed in downtown La Grange
  - ▶ Residential:
    - 254 units of rental residential under construction just south of Village Market
    - 23 for-sale condominium units proposed in downtown La Grange
    - Potential Pathway Senior Living development in Gordon Park
  - ▶ Industrial: 400,000+ sf developed in Brookfield since 2010

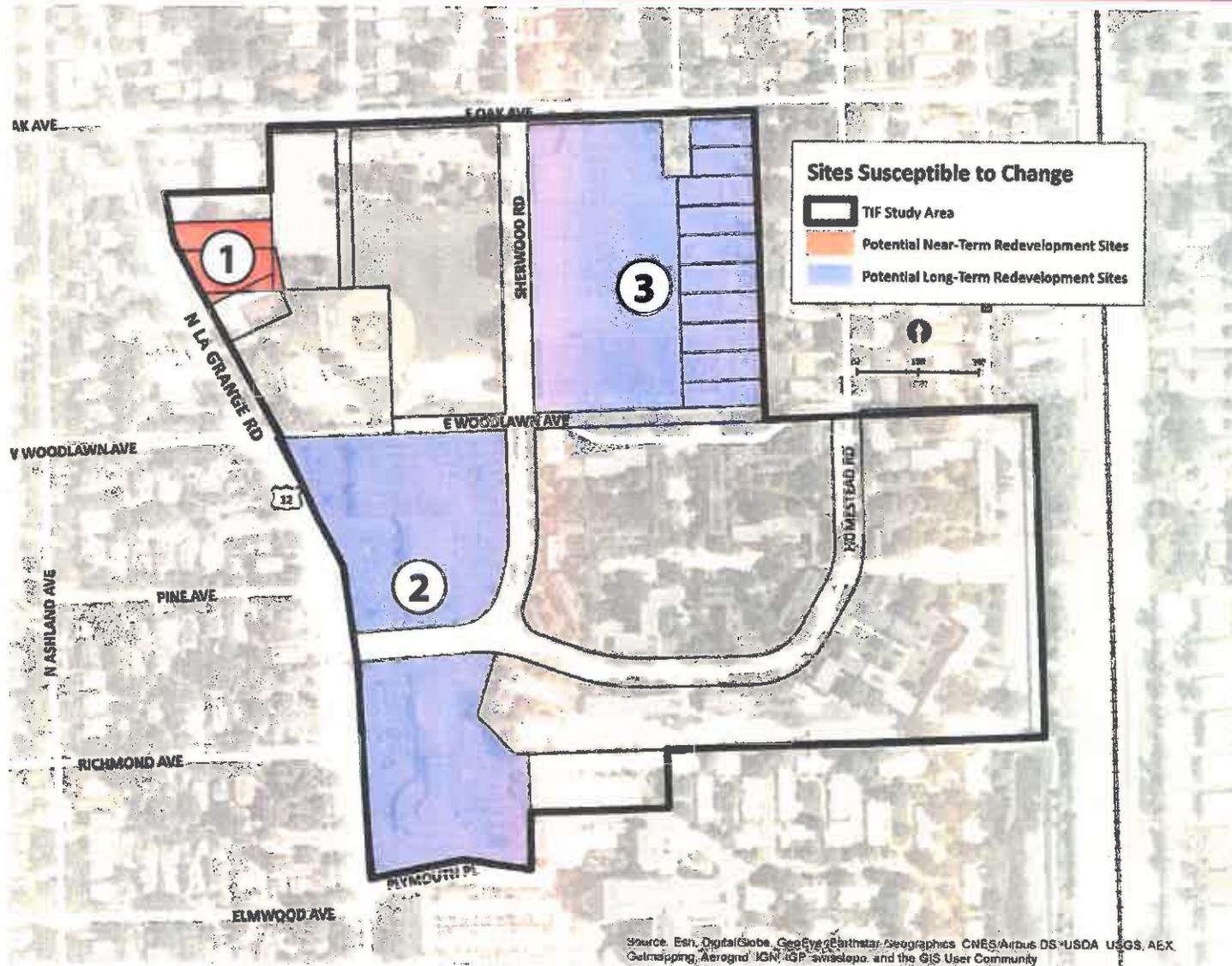


# Sites Susceptible to Change

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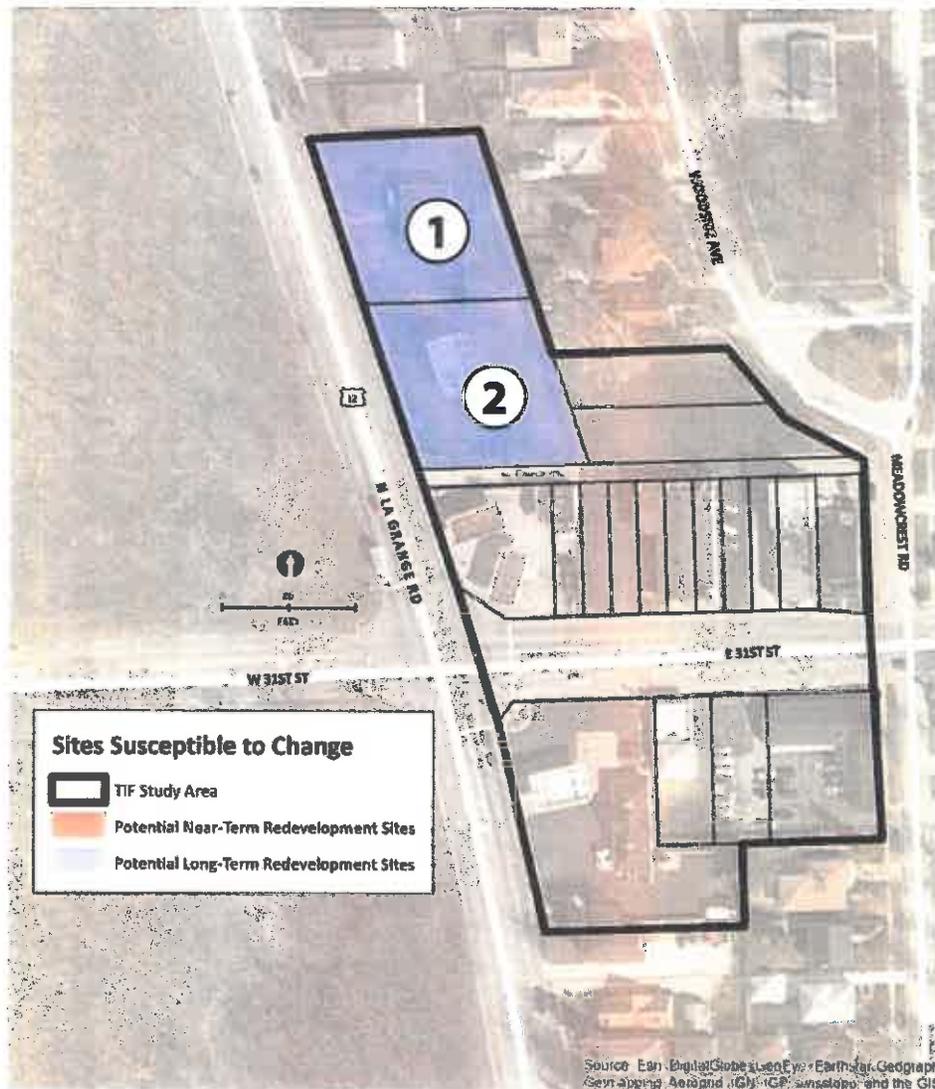
- Vacant sites
- Sites identified as underutilized by the Village
- Properties currently for sale
- Properties with low equalized assessed value per square foot, relative to adjoining or similar parcels
- Sites under common ownership that could be combined for redevelopment
- Sites where existing use does not match underlying zoning

# Sites Susceptible to Change: Village Market



- 1. Former Pancake House Site (0.7 ac.)**  
Currently vacant retail site
- 2. 333-439 N. La Grange Road (6.6 ac.)**  
Two existing commercial buildings; First floor well-occupied, some vacancy on lower level
- 3. 438 Sherwood Road (6.4 acres)**  
46,000 sf existing Jewel Osco store; Low floor to area ratio; May be potential for outlot development

# Sites Susceptible to Change: 31<sup>st</sup> Street West and East

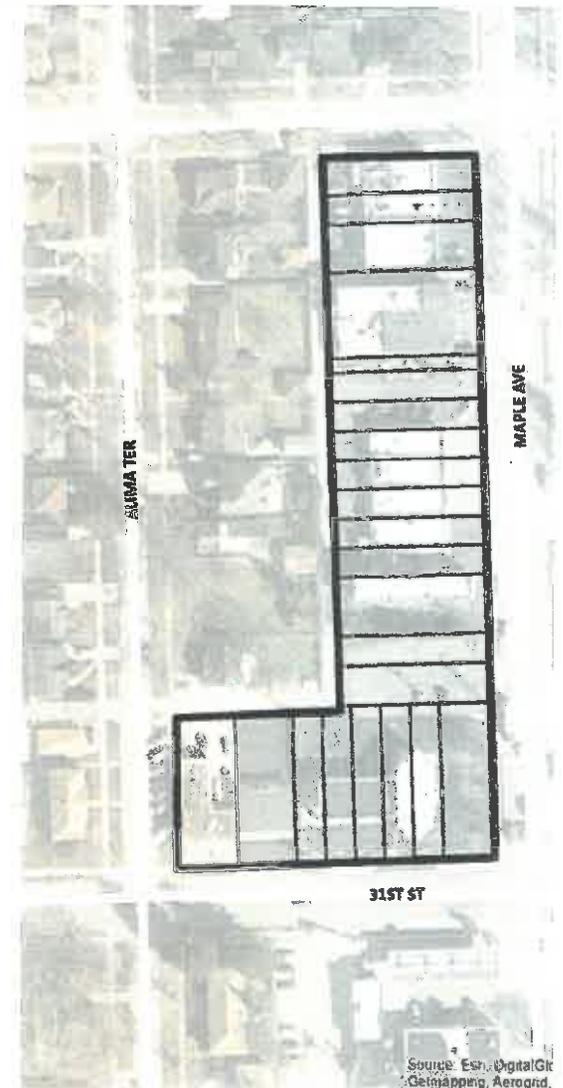


## 31<sup>st</sup> Street West:

1. 1119 N.  
La Grange Road  
(0.5 ac.)  
Existing business  
(Jiffy Lube); Low  
floor to area ratio
2. 1123 N.  
La Grange Road  
(0.5 ac.)  
Existing business  
(Superior  
Cleaners); Low  
floor to area ratio

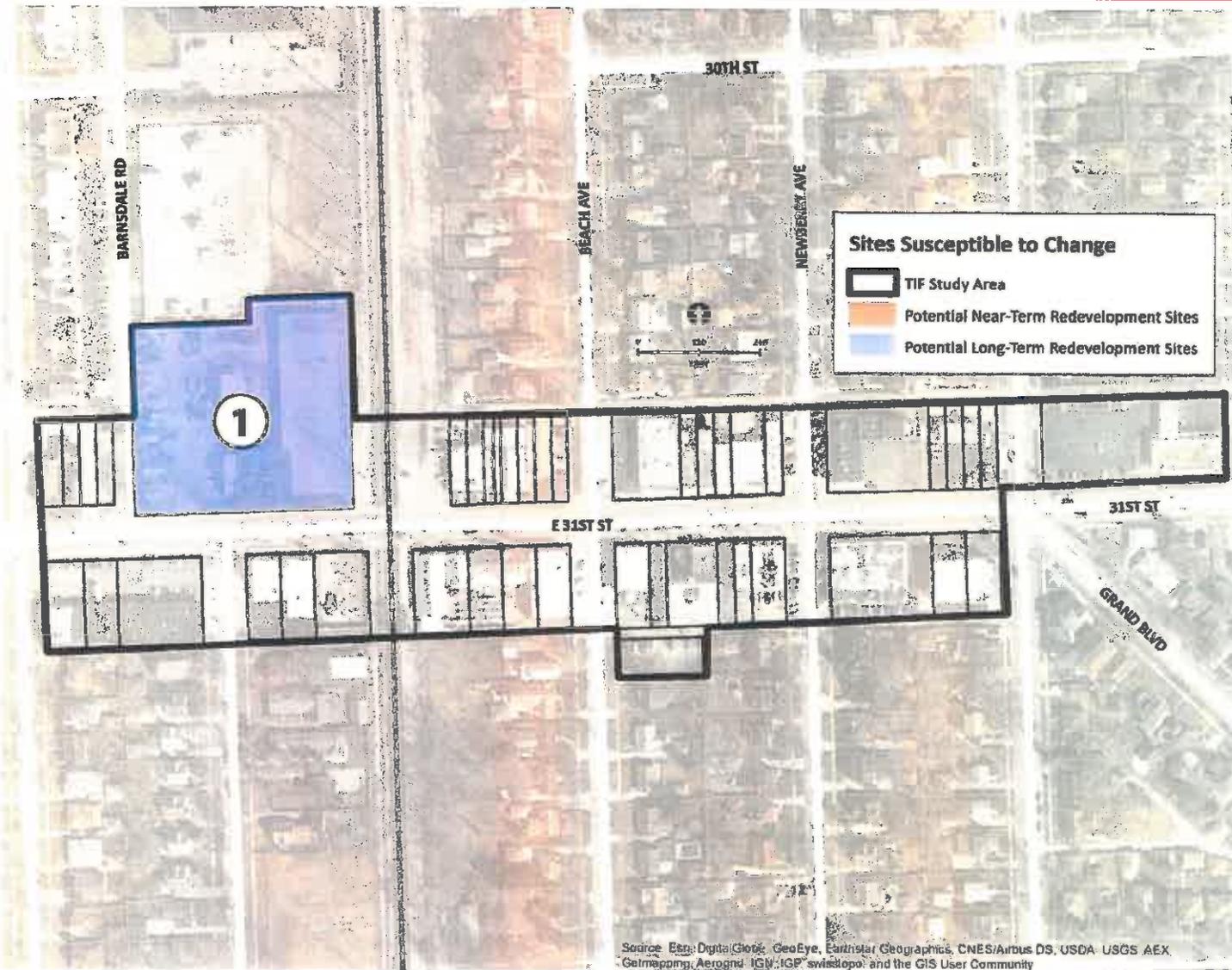
## 31<sup>st</sup> Street East:

No sites

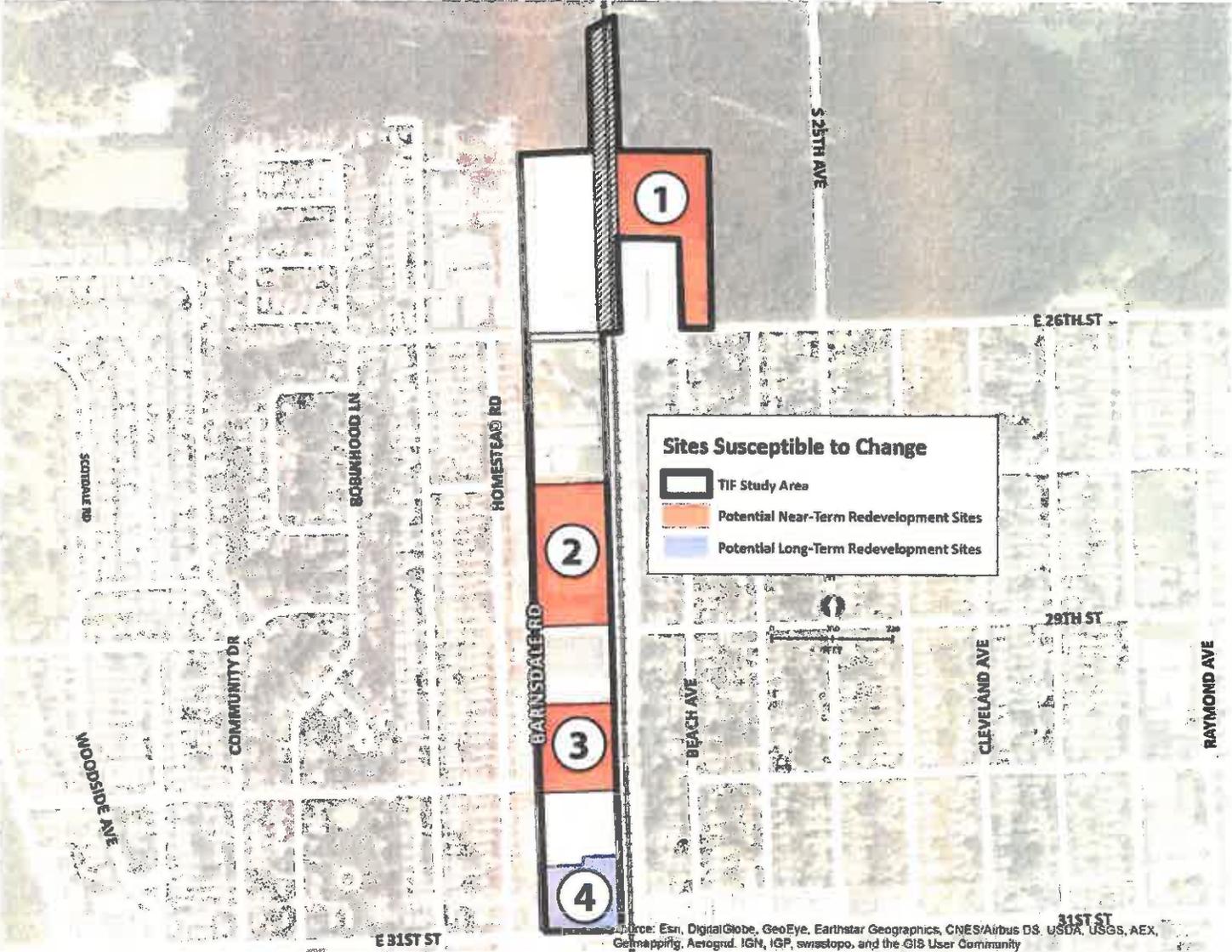


# Sites Susceptible to Change: 31<sup>st</sup> Street Central

- 1. 805 E. 31<sup>st</sup> Street (2.2 ac.)**  
Existing business (Chemgrout Inc.);  
Underlying zoning does not match existing use



# Sites Susceptible to Change: Barnsdale Corridor



1. **1105 26<sup>th</sup> Street**  
(5.1 ac.)  
Former Praxair site;  
Currently vacant
  
2. **1421 Barnsdale Road**  
(4.7 ac.)  
74,000 sf building;  
Underutilized building, per Village
  
3. **1201 Barnsdale Road**  
(2.8 ac.)  
44,000 sf building;  
Currently for sale
  
4. **805 E. 31<sup>st</sup> Street**  
(2.2 ac.)  
Existing business (Chemgrout Inc.);  
Underlying zoning does not match existing use

# Preliminary TIF & Business District Revenue Projections

# Preliminary TIF Revenue Projections

STUDY AREA	INCREMENTAL REVENUE IN 1 <sup>ST</sup> COLLECTION YEAR (2018)	TOTAL UNDISCOUNTED INCREMENTAL REVENUE OVER 23 YEARS
Village Market	\$87,000	\$10,000,000
<i>Village Market with Hypothetical Redevelopment Project [1]</i>	\$158,000 [2]	\$11,930,000
31st Street West	\$14,000	\$1,650,000
31st Street East	\$10,000	\$1,140,000
31st Street Central	\$41,000	\$4,720,000
Barnsdale Corridor (without Praxair)	\$29,000	\$3,300,000
Praxair/Vacant Parcel	\$2,000	\$173,000

[1] Assumes development of new 4,000 square foot restaurant in 2017.

[2] Incremental revenue in 2<sup>nd</sup> collection year (2019); new value recognized in 2018 and increment collected in 2019.

Source: SB Friedman, CoStar,  
Cook County Assessor's Office

#### GENERAL ASSUMPTIONS:

TIF is established in 2016 and expires in 2039.

Final tax collection occurs in 2040.

2% annual property value growth, applied triennially.

2014 EAV is frozen base EAV.

2014 total tax rate held constant through analysis period.

3% of total incremental tax revenues are uncollected.

# Preliminary Business District Revenue Projections

STUDY AREA <sup>[1]</sup>	SALES TAX REVENUE IN 1 <sup>st</sup> COLLECTION YEAR (2017)		TOTAL UNDISCOUNTED SALES TAX REVENUE OVER 23 YEARS	
	0.50%	1.00%	0.50%	1.00%
Village Market	\$31,000	\$62,000	\$790,000	\$1,590,000
<i>Village Market with Hypothetical Redevelopment Project</i> <sup>[2]</sup>	\$36,000 <sup>[3]</sup>	\$72,000 <sup>[3]</sup>	\$920,000	\$1,850,000
31st St West	\$24,000	\$47,000	\$600,000	\$1,210,000
31st St East	\$11,000	\$22,000	\$280,000	\$570,000
31st St Central	\$32,000	\$65,000	\$840,000	\$1,670,000
Barnsdale Corridor (without Praxair)	\$4,000	\$7,000	\$90,000	\$180,000
Praxair/Vacant Parcel	\$0	\$0	\$0	\$0

[1] TIF Study Area boundaries. Eligibility of potential Business District was not assessed.

[2] Assumes development of new 4,000 square foot restaurant in 2017.

[3] Incremental revenue in 2<sup>nd</sup> collection year (2018); Assumes redevelopment occurs in 2017, with new sales tax revenue available in 2018.

Source: Village of La Grange Park, SB Friedman

## ASSUMPTIONS:

Business District established in 2016 and will expire in 2039.

31<sup>st</sup> Street Study Areas and Barnsdale Corridor revenue based on 2015 annual sales, as provided by the Village.

Village Market sales based on benchmark sales per square foot for goods subject to Illinois Business District sales taxes.

Source: Urban Land Institute, National Restaurant Association, 2014 SEC filings, SB Friedman.

Sales projections based on annual growth of 1.0% from 2015 estimated sales, assuming same proportion of sales subject to Business District Taxes occurs.

# Recommendations & Next Steps

# Summary of Analysis

	VILLAGE MARKET	31 <sup>ST</sup> STREET WEST – LA GRANGE ROAD	31 <sup>ST</sup> STREET EAST- MAPLE AVENUE	31 <sup>ST</sup> STREET CENTRAL	BARNSDALE CORRIDOR
<b>Anticipated TIF Eligibility</b>	YES	YES	YES	YES	YES
<b>Estimated TIF Revenue Generation</b>	Yr 1: \$87,000 Total: \$10.0M	Yr 1: \$14,000 Total: \$1.7M	Yr 1: \$10,000 Total: \$1.1M	Yr 1: \$41,000 Total: \$4.7M	Yr 1: \$30,000 Total: \$3.4M
<b>Estimated BD Revenue Generation</b>	Yr 1: \$15-62K Total: \$400K - 1.6M	Yr 1: \$12-47K Total: \$300K - \$1.2M	Yr 1: \$6-22K Total: \$140-570K	Yr 1: \$16-65K Total: \$420K - 1.7M	Yr 1: \$2-7K Total: \$50-180K
<b>Site &amp; Market Considerations</b>	<ul style="list-style-type: none"> <li>• One potential near-term redevelopment site</li> <li>• Several long-term redevelopment sites</li> <li>• Potential to build upon retail and residential redevelopment activity in La Grange</li> </ul>	<ul style="list-style-type: none"> <li>• Two potential long-term redevelopment sites</li> </ul>	<ul style="list-style-type: none"> <li>• Limited redevelopment potential due to site constraints</li> </ul>	<ul style="list-style-type: none"> <li>• One potential long-term redevelopment site</li> <li>• Potential to combine with Barnsdale Corridor</li> </ul>	<ul style="list-style-type: none"> <li>• Priority redevelopment site (former Praxair)</li> <li>• Several potential near- and long-term redevelopment sites</li> <li>• New industrial development occurring nearby</li> <li>• Potential to combine with 31<sup>st</sup> Street Central</li> </ul>

# Recommendations

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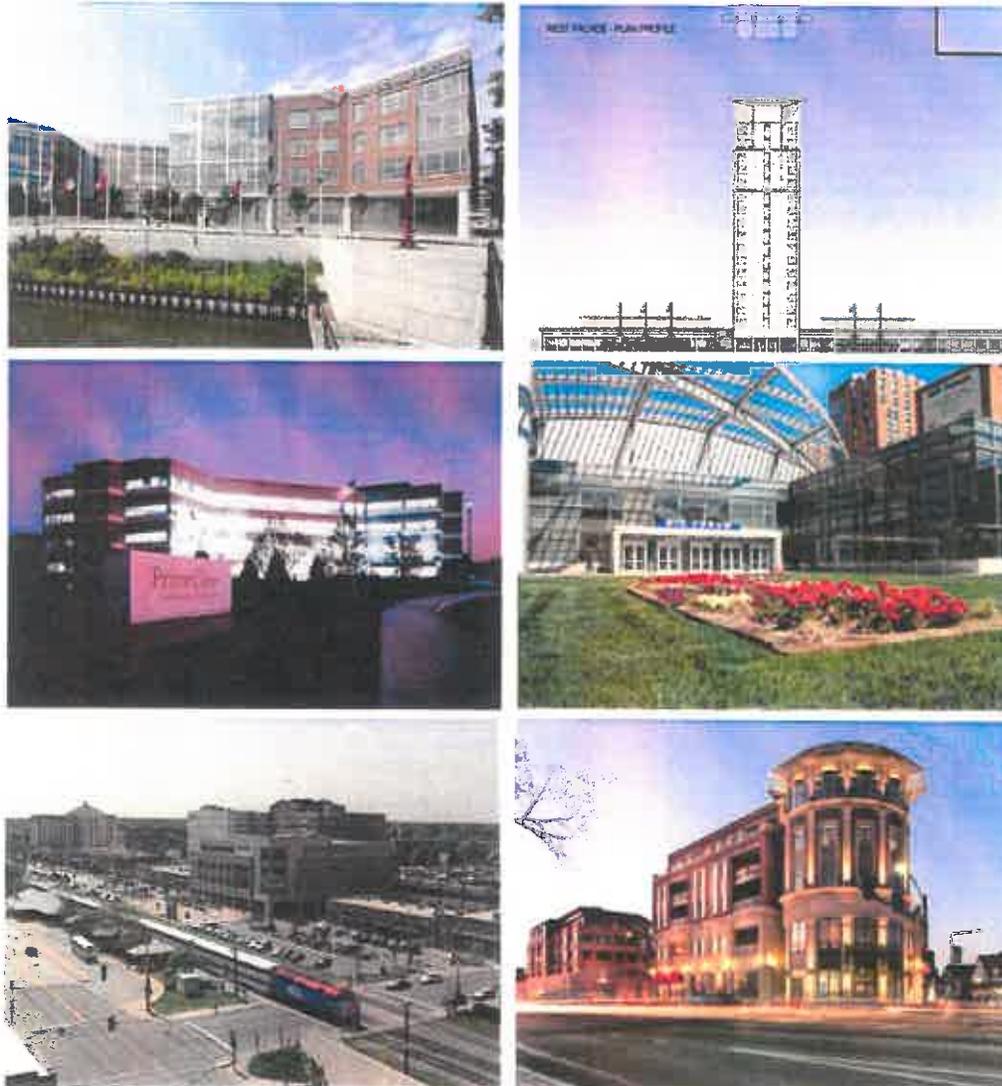
- Consider TIF and/or Business District designation in near term
  - ▶ Village Market Study Area
  - ▶ Combined 31<sup>st</sup> Street Central & Barnsdale Corridor Study Areas
  - ▶ Praxair could be standalone TIF district or added to Barnsdale Corridor
  - ▶ Business District revenue can supplement TIF
- Consider preparing a redevelopment strategy for Village Market or Barnsdale Corridor Study Areas
- Consider TIF designation in other areas when Village/property owner has redevelopment plan

# Potential Next Steps

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- TIF District designation (4 to 6 months):
  - ▶ Convert eligibility analysis into Redevelopment Project Area (RPA) Plan and Project document
  - ▶ Undertake required public noticing and mailings
  - ▶ Conduct public approval process
  
- Business District designation (3 to 6 months):
  - ▶ Conduct eligibility analysis
  - ▶ Prepare Redevelopment Plan and Project document
  - ▶ Conduct public approval process and noticing
  
- Prepare redevelopment strategy

# Development Advisors to the Public and Private Sectors



- Real Estate Economics
- Public-Private Partnerships
- Developer Solicitation
- Public Financing
- Area Plans and Implementation
- Fiscal and Economic Impact

**SB Friedman Development Advisors**  
221 North LaSalle Street  
Suite 820  
Chicago, IL 60601  
(312) 424-4250  
[www.sbfriedman.com](http://www.sbfriedman.com)

**Village of La Grange Park**  
**TIF- v. BD-Eligible Expenditures**

<b>Project Costs</b>	<b>Eligible for Reimbursement from TIF District Revenues</b>	<b>Eligible for Reimbursement from Business District Revenues</b>
1 Studies, administration, professional and legal services in support of implementing the TIF or BD plan	X	X
2 Property acquisition/assembly costs	X	X
4 Site preparation, including demolition and site clearance	X	X
5 Construction of public works or improvements	X	X
6 Construction of private buildings		X
7 Rehabilitation or renovation of existing public or private buildings	X	X
8 Financing costs, including those related to the issuance of obligations	X	X
9 Interest costs incurred by a developer	X	X
10 Relocation costs	X	X
11 Job training implemented by businesses or taxing districts	X	
12 School district costs associated with TIF-assisted housing	X	
13 Library district costs associated with TIF-assisted housing	X	

Source: *SB Friedman*; Illinois Municipal Code (65 ILCS 5/Art. 11 Div. 74.2 heading); (65 ILCS 5/Art. 11 Div. 74.3 heading)

# Village Board Memo

**Date:** December 13, 2016

**To:** Village President & Board of Trustees

**From:** Emily Rodman, Assistant Village Manager

Julia Cedillo, Village Manager 

**RE:** Village Personnel Manual Update

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## PURPOSE

To amend the Village's Personnel Manual to incorporate new regulatory requirements, include policies recommended by the IRMA, expand policies regarding hiring of relatives, and update other various provisions to reflect current practice.

## BACKGROUND

The Village Personnel Manual in its current form became effective on May 1, 2003 and was subsequently amended on November 27, 2007. Due to recent regulatory changes, certain provisions of the Personnel Manual need to be revised and in some cases, new language added. Several non-substantive changes have also been included to clarify provisions or reflect current practice.

The proposed substantive changes include:

- Addition of statement regarding compliance with the Americans with Disabilities Act
- Addition of language regarding Illinois Child Bereavement Leave Act
- Addition of language regarding Illinois Firearm Conceal Carry Act
- Addition of language permitting annual driver's license review for certain employees
- Addition of policy regarding the disclosure of personal relationship
- Modification of policy regarding travel and training

## RECOMMENDATION

The Village Attorney has reviewed the proposed amendments to the Personnel Manual. As some of the regulatory changes become effective January 1, 2017, staff recommends the Village Board approve amendment Personnel Manual as attached.

## ACTION REQUESTED

This item is for both discussion and action.

***Motion to Approve the Village of La Grange Park Personnel Manual, as Amended.***

## DOCUMENTATION

- Draft Personnel Manual

# Village Personnel Manual

Effective May 1, 2003

Amended November 27, 2007

**DRAFT** December 13, 2016

## MISSION STATEMENT

*The Village is committed to providing its citizens effective and efficient government services in a fiscally responsible manner. The Village encourages cooperation among its staff, Board, and other units of government in order to assess community needs and to determine the most effective manner in which to meet those needs. While committed to maintaining a professional and response atmosphere, the Village must weigh individual needs against community standards and resources and determine what is in the best interest of all its residents.*



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## **FOREWORD**

This personnel manual is not a contract of employment between the Village of La Grange Park ("Village") and its employees. Rather, this manual is presented to all employees because it is important for employees of the Village to know, in as much detail as possible, the kind of organization we are and what we believe in. The Village reserves the right to delete, add to, change, or modify the provisions of this manual at any time.

The Village recognizes that you have the right to terminate your employment at will whenever you choose for any reason or no reason. The Village, likewise, has the right to terminate your employment at any time for any reason or for no reason.

We ask your cooperation and help so that we may continue to improve our organization and create a pleasant working environment. We hope you find your association with the Village rewarding.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Village shall not discriminate against any person seeking employment or employed with the Village on the basis of political or religious affiliation or belief, or race, color, sex, age, physical disability, or national origin, in accordance with federal and state employment regulations.

## **AMERICANS WITH DISABILITY ACT COMPLIANCE**

It is the policy of the Village to comply with all provisions of the Americans with Disabilities Act (ADA). The Village will not discriminate against any employee or candidate for employment with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Village will make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments required by the job and provided that any accommodations made do not require significant difficulty or expense.

The Village Manager or his/her designee shall be responsible for the implementation and enforcement of the Village's ADA compliance program. It will be the responsibility of the Village Manager or his/her designee to periodically review Village policies and communications to ensure compliance with the ADA, meet with Department Heads, Supervisors and employees to discuss alternative means for accommodating a disabled employee, and to keep abreast of all developments in the regulations governing the hiring and employment of persons with disabilities.

Applicants and employees are assured that all information regarding a disability will be kept confidential except that (1) appropriate Supervisory personnel will be informed of any restrictions on work assignment or reasonable accommodations that must be provided; (2) public safety personnel will be informed of any emergency treatments or first aid that a person with a disability may require; and (3) government officials investigating

compliance with Federal or State laws may be informed of a person with a disability and any accommodation that is being provided.

Any employee who believes that he/she has been discriminated against due to a physical or mental disability should immediately report the problem or incident to his/her Supervisor. All complaints of discrimination due to a disability shall be investigated immediately, and the findings of the investigation and any remedial actions taken shall be reported to the complainant.

## **CHAPTER 1 INTRODUCTION**

### **A. AUTHORITY**

The authority to adopt personnel policies is vested with the President and Village Board. The Village Manager shall appoint, remove, suspend, and discipline all employees of the Village, subject to the policies set forth in this manual.

Employees are invited to discuss personnel matters with his/her Department Head. If questions related to these matters are not fully resolved after such discussions, the employee may consult with the Village Manager or Assistant Village Manager.

### **B. AMENDMENTS AND REVISIONS**

This manual will be issued to all full- and part-time employees. New employees will receive the manual during their employee orientation. When new or revised personnel policies are made, the Village Manager will communicate these policies to all employees.

### **C. EXTERNAL AGREEMENTS / LAWS**

In the event of a substantive conflict between the terms of this manual and those of an applicable collective bargaining agreement, the collective bargaining agreement shall control. If any of the policies adopted herein conflict with State or Federal laws, or the rules and regulations of the Police Commission, those laws and rules shall take precedence and control over the terms of this manual.

### **D. PAST PRACTICE**

The policies, regulations, and rules stated in this manual encompass the intent of the Village. No other policies, regulations, or rules are implied, including any past practice which is not specified herein. Department Heads may make work rules pertaining to their service delivery area, so long as they are not in contradiction with this manual.

## CHAPTER 2 APPOINTMENTS & PROMOTIONS

### A. GENERAL

The Village Manager is appointed by the Village President and Board of Trustees. The Village Manager is responsible for the appointment of all positions with the exception of sworn personnel. The Village Manager shall appoint Department Heads, with the advice and consent of the Village President and Board of Trustees.

All vacant positions will be posted internally and in external publications. The Village will consider all applicants, including current employees, who have applied for the vacant position. The Village will hire individuals based upon their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's knowledge, skills, and ability to perform the essential functions of the applied-for position efficiently and effectively, with or without any reasonable accommodation required by law.

Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. The Village will attempt to provide job-related training and educational opportunities for employees to the extent that Village finances permit.

### B. EMPLOYMENT APPLICATION

In general, applications for employment shall be submitted to the **Assistant** Village Manager on a prescribed employment application form or resume. The application form or resume shall be completed in its entirety and any evidence of falsification or fraud on the form may be grounds for discharge or disqualification from consideration for employment. Applicants may be asked to sign a release form granting permission to the Village to conduct an investigation into the applicant's professional and/or criminal background. Applications will be kept on file for no less than 90 days.

### C. RETURN TO VILLAGE EMPLOYMENT

An employee who resigns in good standing is eligible to reapply for the same position or other position in the Village when it becomes available. If the employee is reinstated to the same employment classification within 6 months of the initial separation, the Village Manager, may, in the Village Manager's sole discretion, authorize appointment at a salary equivalent to the salary the employee was earning upon separation and shall allow the employee to earn vacation days at the same rate as the employee was earning upon separation. The Village is under no obligation to hire a former employee to any vacant position.

#### **D. POST-OFFER EXAMINATIONS**

All employment offers shall be conditioned upon the successful completion of a pre-employment physical examination and drug/alcohol screen by a licensed physician designated by the Village. At the discretion of the Village Manager, the Village may perform a reference or background check on an employment candidate.

#### **E. EMPLOYMENT CLASSIFICATIONS**

1. **Full-Time Employees:** Employees who have completed their probationary period and who work a regular work period as stipulated in Chapter 3, Section A, "Work Periods." These employees are entitled to all Village benefits and privileges prescribed in this personnel manual.
2. **Probationary Employees:** Employees who have not completed their designated probationary period and who work a regular work period as stipulated in Chapter 3, Section A "Work Periods." These employees are entitled to all Village benefits and privileges as prescribed in this personnel manual.
3. **Part-Time Employees:** Employees who work less than 1,560 hours per year (30 hrs. per week). Part-time employees are compensated on an hourly basis. Non-sworn part-time employees who work more than 1,000 hours per year must participate in the Illinois Municipal Retirement Fund. Part-time employees are not eligible for health insurance, vacation, or sick benefits.
4. **Temporary Employees:** Employees who work for a period of not more than six months, during which a regular work week may or may not be worked. Temporary employees receive no benefits other than social security.
5. **Department Heads:** Full-time employees including: Finance Director, Public Works Director, Police Chief, Director of Fire & Building.

#### **F. PROBATIONARY PERIOD**

The probationary period is a period during which all new and promoted employees are given an opportunity to demonstrate their ability to perform the requirements of the position for which they have been hired or promoted.

1. **Duration:** The probationary period for Village employees is stated below unless otherwise stated in an applicable collective bargaining agreement. If a Department Head requests an extension of an established probationary period, the Village Manager may extend an employee's probationary period up to a maximum of an additional six months, except for police officers.

Firefighter: Not to exceed 24 months at the discretion of the Fire Chief

Police Officer: 18 months

All other employees: 6 months

2. Evaluation of Probationary Period: After six months of employment, the employee's Supervisor will provide a report to the employee providing feedback on whether the employee's performance meets probationary expectations. Supervisors shall also conduct a written evaluation of each employee each year on the employee's anniversary. Due to the unique nature of paid-on-call firefighter and part-time employment, part-time employees and paid-on-call firefighters shall be evaluated by their Supervisors on May 1 of each year, or on another annual date as determined by the Department Head.
3. Successful Completion: Once an employee successfully completes the probationary period, he/she shall become a full-time employee, part-time employee, or POC employee, depending on the job classification. This does not mean that the employee shall have a permanent job or a right to continued employment, and is not in any way inconsistent with the Village's "at-will" policy.
4. Discharge: Probationary employees may be discharged without cause at any time during the probationary period. The probationary employee shall have no right to notice, hearing, or appeal of such discharge by the Village. A Department Head may discharge a probationary employee provided the Village Manager or his/her designee has approved such action.

#### **G. RESIDENCY REQUIREMENTS**

The Village Manager, Police Chief, Fire Chief, and Public Works Director must live within the corporate boundaries of the Village throughout the duration of his/her employment with the Village, **unless otherwise waived by the Village Board**. Paid-on-call fire department personnel shall live within the corporate boundaries of the Village or otherwise meet the employment/residency criteria as outlined in the Fire Department Administrative Manual.

#### **H. EMPLOYMENT OF RELATIVES**

For the purpose of this section, "Relative" shall mean spouse, children (including daughter/son-in-law), parent (including parent-in-law), sibling, sibling of spouse, grandfather, or grandmother. Relatives of Village employees or elected Village officials may be employed only in cases where such employment would not result in a Supervisory relationship, and would not cause a conflict of interest and would not cause the appearance of a conflict of interest. Where such employment situation would result in one or more of the above conditions, the Village will give the affected employees the option to choose who will retain employment with the Village.

#### **I. PERSONAL RELATIONSHIPS BETWEEN EMPLOYEES**

**For the purpose of this section, "Personal Relationship" shall mean a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.**

If a Personal Relationship is established between employees, it is the responsibility of the employees involved to disclose the existence of the relationship to the Village Manager or Assistant Village Manager. The Village Manager or Assistant Village Manager will determine whether the Personal Relationship causes personnel issues or a potential conflict of interest. To the extent possible, the Village Manager or Assistant Village Manager will examine alternatives and implement procedures to mitigate the impact of the relationship.

## **J. PROMOTION AND TRANSFERS**

1. Vacancies in positions above the entrance level may be filled by promotion whenever the Village Manager determines it is in the best interest of the Village to do so. Promotion shall be based on the applicant's qualifications, educational background, merit, experience, and ability to fulfill the essential functions of the position. Employees who are considered for promotion will, unless otherwise authorized by the Village Manager, be competing for the position with qualified individuals from outside the Village.
2. When an individual is promoted or transferred, his or her salary may be adjusted by the Village Manager. Such salary adjustment shall be within the salary range for the new position. In the case of such salary adjustments, the Village Manager may authorize a salary adjustment within the new salary range that properly reflects any increased or decreased duties and responsibilities assigned to that employee.
3. Employees may occasionally be asked to accept a temporary promotion, during which period they would serve in an "acting" capacity. Employees who serve in an "acting" capacity will receive a temporary adjustment to their salary, in an amount as negotiated by the employee and the Village Manager. In the case of an employee serving as "Acting Village Manager," the temporary salary adjustment will be negotiated by and between the employee and the Village Board. Serving in an "acting" Supervisory capacity shall be defined as when an employee assumes responsibility for a department or division on a temporary basis, but for a period of at least thirty calendar days. The "acting" Supervisor shall assume an increased level of responsibility and supervision of employees. Unless ultimately appointed to the position after undergoing a standard Village employment search and hiring process, the employee shall return to the position last held before assuming the "acting" capacity.
4. A probationary period for any permanent promotion or transfer is required per Section F of this chapter.

## CHAPTER 3 ATTENDANCE AND WORK PERIODS

### A. REPORTING FOR WORK

Due to the nature of Village services, the normal workday varies from department to department. Employees are required to report and be prepared for work at the designated time and location, as determined by the Department Head.

Work periods, inclusive of paid breaks, for non-shift personnel shall be as follows and are subject to change without prior notice as circumstances warrant:

Administration	8:30 a.m. to 5:00 p.m. (40 hours/week)
Finance	8:30 a.m. to 5:00 p.m. (40 hours/week)
Police	8:30 a.m. to 5:00 p.m. (40 hours/week)
Public Works	7:00 a.m. to 3:30 p.m. (40 hours/week)
Fire/Building	8:30 a.m. to 5:00 p.m. (40 hours/week)

The Village ~~shall also~~ **may** require assigned Finance Department personnel to work on Saturday mornings from 9:00 a.m. to 12:00 p.m.

Employees may, in certain instances, be allowed to work a “flexible” schedule if the assigned work duties and efficient operation of the Department so warrant. Any decision to allow a “flexible” schedule shall be at the discretion of the Department Head, subject to approval of the Village Manager.

### B. TARDINESS

Employees must notify their Department Head or immediate Supervisor as soon as possible if the employee expects to be late for work. Tardiness may result in corrective counseling including the possibility of a deduction in pay for the time not worked.

### C. LUNCH AND BREAK PERIODS

In general, employees will receive one unpaid lunch period and no more than two paid break periods, which, when combined, total no more than one hour during a regular work day. Department Heads are authorized to establish the time and length of lunch and break periods during each day. If an employee does not elect to take a scheduled lunch or break period during the workday, it shall be forfeited. On occasion, with pre-approval of the Department Head, an employee may forego his lunch break in order to leave work early for personal reasons.

## CHAPTER 4 COMPENSATION PLAN

### A. COMPENSATION PLAN

The Village compensation plan is adopted by the President and Village Board, and administered by the Village Manager. With the exception of the Village Manager whose salary is established by the Village Board, the Village Pay Plan includes the minimum and maximum rate of pay for each position in the Village. It represents an orderly method of determining the salary of the position for the type of work performed and length of service with the Village. In order to maintain internal and external salary parity, the Village Manager will, from time to time, make comparative studies of all factors affecting the salary ranges, and will recommend salary range adjustments to the Village Board.

### B. PAY RANGE

1. Assignment to Pay Range: Each position is assigned to a pay range. Department Heads may request a change in pay range for a specific position and/or may submit a draft of a new job description if the duties of the position have changed substantially. Any change in pay range requires the recommendation of the Village Manager and approval of the Village Board.
2. Firefighter Training & Stand-By Pay: Firefighters shall receive 2/3 of their pay rate for training time, time spent in "stand-by", office duties, etc. They shall only receive their full hourly pay rate for time spent responding to emergency incidents.

### C. SALARY INCREASES

The compensation plan establishes a pay range for each full-time position, excluding employees represented by a collective bargaining agreement. Movement through the pay ranges recognizes that individual ability and exhibited job performance are the basic consideration in salary administration. The compensation plan as structured may provide full- and part-time employees with a Cost of Living Adjustment (COLA) on May 1 of each year as approved by the Village Board and a Merit Increase on their employment anniversary date each year. All salary increases are subject to favorable financial conditions as determined by the Village Board.

When warranted, the Village Manager may make a recommendation to the Village Board regarding adjustments to the Pay Plan. The recommendation shall occur prior to May 1. The Village Manager's recommendation may take into consideration economic indicators selected by the Village, regional surveys, and the Village's ability to pay for such adjustments.

1. Merit Increase: A merit award system is created to monetarily reward job performance of individual employees, thereby serving as both a method of recognition for work accomplished during the previous evaluation period and an incentive for the coming year. The annual performance evaluation process is the essential element to effectively utilize this system.

Merit awards, if granted at all, shall be determined on an annual basis effective on each employee's employment anniversary, or for part-time and POC employees, effective on May 1. Each Department Head shall be responsible for evaluating each employee in his/her department using established Village Performance Evaluation Forms, and shall conduct a face-to-face performance review on each employee's employment anniversary. Merit awards are calculated using established percentage increases as assigned to levels of performance. When approved, annual merit awards shall range in value from 0% to a maximum of 7% of an employee's current salary. A merit award is dependent upon the recommendation of the Department Head, subject to final approval of the Village Manager or their designee.

Fire Department paid-on-call personnel will be periodically evaluated during the probationary period as to their progress in achieving specific department requirements, but will not be awarded merit increases during such period. They may, as determined by Fire Department policy at the time, receive increases in their rate of pay for completing specified departmental training requirements.

2. Cost of Living Adjustment: The Village Manager may, from time to time, recommend to the Village Board a Cost of Living Adjustment (COLA) for any non-union Village employee to take effect on May 1 of each year, if that employee has received a favorable performance evaluation by their Supervisor or Department Head. Such performance evaluation shall follow the process described in Section 1 pertaining to Merit Raises. Fire Department POC personnel must meet the minimum training and participation requirements as determined by Fire Department Policy for the preceding annual evaluation period in order to be eligible for a COLA adjustment. The COLA recommendation may be based upon either of the two following alternatives, with the higher alternative being recommended to increase the maximum amount of the salary range:
  - a. The percentage increase of the Consumer Price Index (Chicago-U) for the twelve months ending in December of the previous year.
  - b. The May 1 percentage increase of any collective bargaining agreement in effect in the Village at that time. If more than one collective bargaining agreement shall be in effect, the mean percentage increase of the agreements shall be applicable.

If financial conditions warrant, the Village Board may provide for a reduction or suspension of the increases prescribed.

#### **D. PAY DAYS**

Employees shall be paid on Fridays on a bi-weekly basis. If payday falls on a holiday, employees will be paid on the preceding workday.

#### **E. OVERTIME**

All “non-exempt employees,” as that term is defined in the Fair Labor Standards Act (FLSA) will receive pay at one and one-half their regular rate for all actual work performed in excess of forty hours per week. In accordance with FLSA, compensated leave time, including sick and vacation leave and comp time are not included in the computation of hours worked for the sake of overtime calculation. “Exempt employees,” as that term is defined in FLSA, include the following positions: Village Manager, Assistant Village Manager, Public Works Director, Finance Director, Police Chief, Director of Fire & Building, **Building Official/Deputy Building Commissioner**, and Deputy Police Chief. Compensation for overtime may be in the form of premium pay or compensatory time off. The Village Manager shall designate the form of overtime compensation available to each class of work in the municipal service, consistent with FLSA. In case of “call-back,” with the exception of firefighters, employees will be guaranteed pay for at least two hours of work, and will receive pay at one and one-half their regular rate for all “call-back” work. Call-back work shall be compensated and defined to begin at the time the employee reports to the Village facility assigned. All overtime must be authorized in advance by the employee’s Department Head except in the event of an emergency. Firefighters shall be paid a one-hour minimum for call-back pay, and shall only be paid for actual time worked beginning at the time the incident is first dispatched.

#### **F. COMPENSATORY TIME**

1. Non-exempt employees can receive compensatory time off or overtime as provided for in the FLSA. Such compensatory time off shall be granted at a rate of one and one-half hours for each hour of work in excess of forty hours per week. Employees who have accrued compensatory time may make requests for compensatory time off in a minimum of ½ day increments, or less subject to Department Head approval and department operating needs. Employees shall provide 24-hour advance notice for any use of comp time, or less subject to operating needs. Compensatory time off may be accumulated up to one hundred twenty (120) hours.
2. Department Heads and other exempt employees as defined in FLSA are not eligible for overtime pay. From time to time, the Village Manager may, at his/her discretion, grant compensatory time off to exempt employees in consideration of work performed beyond their normal schedule.
3. Under no circumstances will compensatory time be granted where, as determined by the Department Head or Village Manager, the absence of a certain employee would result in a real hardship to the operation of that employee’s department.

## G. NO PYRAMIDING

Compensation shall not be paid nor compensatory time taken more than once for the same hours under any provision of this section.

## H. PAYROLL DEDUCTIONS

1. Mandatory Deductions: Automatic payroll deductions are made for federal and state income tax, employee pension contributions, social security, Medicare (where applicable), labor union dues (if applicable), court ordered deductions, and any other deductions as may be required by law.
2. Voluntary Deductions: Employees may authorize the following voluntary payroll deductions: ICMA-RC Deferred Compensation Plan, Dental Insurance, United Way, and other programs that may be added at the Village's discretion.

# CHAPTER 5 LEAVE BENEFITS

## A. HOLIDAYS

Except as otherwise authorized, full-time employees will receive the following days off with pay:

New Year's Day	January 1
President's Day	Third Monday in February
Friday before Easter (1/2 day only)	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving Day	Day after 4 <sup>th</sup> Thursday in Nov.
Christmas Eve	December 24
Christmas Day	December 25

5. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the official Village holiday. When a holiday falls on a Sunday, the following Monday will be observed as the official Village holiday. When Christmas Eve falls on a Sunday, the holiday will be observed on the preceding Friday.
6. For non-shift personnel, holidays will begin at midnight and end at 11:59 p.m. on the day observed as the official Village holiday. For shift personnel, holidays will begin at the start of the shift when a majority of the shift is on the day observed as the official Village holiday.

7. Full-time employees who are required to work on their observed holiday shall be compensated at the overtime rate for all hours worked on the holiday. The overtime rate for hours worked in excess of eight (8) hours on a holiday, and for all hours worked on a holiday if the employee is called in to work the holiday on his or her day off is one and one-half (1 1/2) times the regular straight-time rate of pay. Employees who work on holidays shall receive eight (8) hours regular pay for holiday pay in addition to compensation for actual hours worked. Part-time and temporary employees who work on holidays will be compensated at overtime rates for hours actually worked.
8. Employees scheduled to work on a holiday shall do so. Any employee who has taken an unauthorized absence on the day before or after a holiday will not receive pay for that holiday. Any employee absent from work due to reasons chargeable to Sick Leave on a holiday scheduled for work on the day preceding or the day following a holiday may be required to present a doctor's verification of eligibility for leave in order to receive compensation for the holiday.

## **B. FLOATING HOLIDAYS**

In addition to the official Village holidays listed, all full-time employees of the Village will receive one floating holiday in a fiscal year at their regular hourly rate of pay according to the number of hours scheduled in a regular work day. One floating holiday will be credited to all regular full-time employees on May 1, or date of hire for new employees hired between May 1 and October 31 during their first year of employment. New employees hired between November 1 and April 30 are not eligible for a floating holiday until the following fiscal year (May 1). Floating holidays must be used by the employee in the fiscal year in which they were earned. An employee's use of his floating holiday shall be subject to scheduling and approval by his Department Head or his designee.

## **C. SAFETY INCENTIVE AWARD DAY**

The Village shall award a Safety Incentive Award Day to all full- and part-time employees who meet the criteria as defined below. The Village must meet or be below the IRMA goal for total accidents in a calendar year in order for the Incentive Program to be in effect for a given year.

1. Full-Time Employees: One compensatory day off will be granted to any full-time employee who works an entire calendar year without having an avoidable accident, injury, or violation of safety work procedures as determined by the Executive Safety Committee.
2. Part-Time Employees: PT/POC employees will be paid the equivalent of two hours or two-runs/on-call pay hours if they complete an entire year without having an avoidable accident, injury, or violation of work safety procedures. To be eligible

for the Safety Incentive Award Day, part-time employees must work an average of 20 hours per month in a twelve-month calendar-year period, or in the case of paid-on-call fire personnel, shall meet the minimum training and participation requirements as established by Fire Department policy for the preceding annual evaluation period.

### 3. Qualifying Conditions:

The Safety Incentive Day Off will be earned during the calendar year. The compensatory day off will be awarded for use during the fiscal year beginning the following May 1. New employees hired prior to September 1 during the calendar year will be eligible to receive the Safety Incentive Day Off. Employees hired after September 1 will be eligible to receive ½ Safety Incentive Day Off.

Because the Safety Incentive Award is based on the safety of individuals and safety is not differentiated by departments, an employee will receive only one safety award, even if employed by more than one department. The safety award will be given based on the department in which a given employee works that yields the highest level of award. If an employee employed by more than one department has an avoidable accident, injury, or violation of safety work procedures as determined by the Executive Safety Committee in any capacity as a Village employee, that employee shall not be eligible for a Safety Incentive Award for that year.

Department Heads shall forward incidents or safety violations to the Executive Safety Committee for avoidable/unavoidable determination based on the following criteria:

- a. The incident caused damage in excess of \$100 either to Village property or to third-party property;
- b. The employee is injured and receives first aid or is transported to a medical facility;
- c. An act occurs that does not cause monetary or bodily damage, but is otherwise considered by the Department Head or Supervisor to be the result of overt recklessness or irresponsible conduct on behalf of the employee or a violation of a safety rule.

The Village Manager has the overall responsibility for implementing and administering the Safety Incentive Award Program for the Village.

4. Compensatory time accrued via the safety incentive program must be taken in time, not money, with the exception of part-time employees as addressed in '2' above.
5. Safety comp time can only be taken when adequate personnel is available, subject to the approval of the Department Head.

## D. VACATION

1. Only full-time employees, **including full-time probationary employees**, are eligible for vacation benefits.
2. Anniversary Date is hereby defined as the date an employee is hired as a full-time employee.
3. Vacation leave allowances are based on completed years of continuous service. Full-time employees, with the exception of the Village Manager, Assistant Village Manager and Department Heads, shall accumulate Vacation Leave in the following manner:
  - a. Starting at the commencement of employment through the completion of the sixth anniversary date, employees shall accrue Vacation Leave at a rate of **.833 days per month (10 days per year)**. ~~Employees who begin work on or before the fifteenth day of a month shall earn Vacation Leave for the entire month. Employees who begin work after the 15<sup>th</sup> day of a month will not accrue Vacation Leave for that month.~~
  - b. Starting at the commencement of the seventh year through the completion of the 12<sup>th</sup> year, employees shall accumulate Vacation Leave at a rate of 1.25 days per month (15 days per year).
  - c. Starting at the commencement of the thirteenth year through the completion of the twentieth year of employment, employees shall earn Vacation Leave at a rate of **1.66 days per month (20 days per year)**.
  - d. Starting at the commencement of the twenty-first year of employment, employees shall earn Vacation Leave at a rate of **2.08 days per month (25 days per year)**.
4. Starting at the commencement of employment through the completion of the sixth (6<sup>th</sup>) year of employment, the Assistant Village Manager and Department Heads shall accrue Vacation Leave at the rate of **1.25 days per month (15 days per year)**. At the beginning of the seventh (7<sup>th</sup>) year of employment through the completion of the twelfth (12<sup>th</sup>) year of employment, these employees shall accumulate Vacation Leave at the rate of **1.66 days per month (20 days per year)**. Starting at the commencement of the thirteenth (13<sup>th</sup>) year of employment and thereafter, these employees shall earn Vacation Leave at the rate of **2.08 days per month (25 days per year)**.

Employees ordinarily earn vacation time before vacation days are used. However, with the prior approval of the Department Head and the Village Manager, an employee may receive an advance of up to ten (10) vacation days.

9. At any point in time, all regular full-time employees may accumulate vacation days up to no more than ten (10) days over their annual vacation accrual rate.
10. Requests for use of vacation leave require the authorization of the Department Head. The granting of vacation requests is subject to the operational requirements of the department.
11. Employees may utilize vacation leave in one-hour increments.

An employee who resigns or is discharged, will receive payment for all accumulated Vacation Leave as of the date of separation of employment with the Village. Employees will not be allowed to remain on the Village's payroll until such leave time has been exhausted. Any accumulated Vacation Leave will be paid out in a lump sum during the pay period following the employee's last day of work. If an employee resigns or is discharged and has a "negative" vacation day balance, the corresponding pay, at the employee's regular pay rate, shall be deducted from the final paycheck.

#### **E. FAMILY AND MEDICAL LEAVE**

Pursuant to the Family and Medical Leave Act of 1993, employees who have worked for the Village for at least twelve (12) months and have worked one thousand two hundred fifty (1,250) hours over the twelve (12) months preceding the commencement of the requested leave, are eligible for up to twelve (12) weeks total of leave per twelve (12) month period (defined as a rolling 12 month period counted backwards from the day an employee takes such leave) for child care associated with the birth, adoption, or foster care of a child, or a serious health condition of an employee or immediate family member.

An immediate family member is an employee's spouse, child, or parent. A child is defined as one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, or stepchild under the age of eighteen (18), or otherwise incapable of self-care because of a documented mental or physical disability.

The Village may require certification or documentation from a health care provider for leave based on a serious health condition for either the employee or an immediate family member. Upon return to work from leave for the employee's serious health condition, a fitness for duty certification from the treating physician will be required.

Employees should provide the Village with at least thirty (30) days notice of anticipated Family Medical Leave, where possible.

An employee is required to use all accrued Sick Leave, followed by Vacation Leave, Floating Holiday, and Safety Incentive Day before taking unpaid Family Medical Leave. However, the employee may reserve up to five (5) days of Vacation Leave for later use if desired. Time off taken as sick, vacation, or other leave which is attributable to a serious health condition for the employee will run concurrently with Family Medical Leave and will count toward the twelve (12)-week entitlement described in this chapter.

Health benefits will be maintained during a Family and Medical Leave under the same conditions as if an employee continued to work. During the leave, the employee is responsible for his/her portion of all health premiums that he/she would normally pay. In the event an employee does not return to Village employment after taking leave, the Village may recapture the cost of any health insurance premiums paid by the Village for the employee's benefit during the unpaid portion of the leave. Upon return from Family Medical Leave, an employee will be re-instated to the same or equivalent position, in accordance with FMLA.

If an employee is unable to return to work after exhausting Family Medical Leave, he may be terminated from Village employment, in accordance with FMLA.

#### **F. BEREAVEMENT LEAVE**

1. In the event of death of an employee's immediate family member, an employee will be allowed to use a maximum of three consecutive days of paid bereavement leave.
2. For purposes of this section, immediate family shall include the employee's spouse, and those family members related to the employee or the employee's spouse including: parent or guardian, **child**, sibling, grandparent, grandchild, or another dependent, sister, or brother. **Immediate family shall also include an employee's child (birth, adopted, step), in the circumstance where the employee is not otherwise covered by the Illinois Child Bereavement Leave Act.**
3. In the event of a death of an employee's relative other than immediate family as listed above, employees will be allowed to use one day of bereavement leave. These relatives of employee or the employee's spouse are limited to: daughter-in-law, son-in-law, aunt, uncle, niece, or nephew.
4. Employees may be required to substantiate the basis for Funeral Leave to the Department Head or Village Manager.
5. Department Heads may grant vacation leave, leave without pay, or compensatory time off in the event of the death of relatives or friends other than those listed above.

#### **G. CHILD BEREAVEMENT LEAVE**

**Child bereavement leave is available to all employees who are eligible for unpaid leave under the Family and Medical Leave Act. An eligible employee may use Child Bereavement Leave within 60 days of receiving notice of the death of the child. For the purposes of this section, a "Child" shall be defined to be an employee's son or daughter who is biological, adopted or step child; a foster child; a legal ward; or a child to whom the employee stands in *loco parentis*; as defined by the Illinois Child Bereavement Leave Act.**

The employee may use Child Bereavement Leave to attend the funeral or alternative service, to make arrangements necessitated by the death, or to grieve the death of the child.

The employee must provide the Village with at least 48 hours advance notice of the intention to take Child Bereavement Leave, unless providing such notice is not reasonable and practical under the circumstances. Upon return to work, the Village may require the employee to provide reasonable documentation of his/her relationship with the deceased child.

If an employee has exhausted his/her leave under the Family and Medical Leave Act, the availability of unpaid Child Bereavement Leave shall be subject to the review and approval of the Department Head.

## **H. SICK LEAVE**

All full-time employees are eligible for paid sick leave. Sick leave shall be granted for the following reasons: personal illness or physical incapacity resulting from causes beyond the employee's control; illness of a member of the employee's household that requires the employee's personal care and attention; or, to keep a doctor's or dentist's appointment that cannot be scheduled outside of regular working hours.

1. All full-time employees will be granted one day sick leave for each full month of Village employment. For purposes of determining sick leave credit, fifteen (15) days or more will be considered one month. No credit will accrue for any period less than fifteen days worked in a month. The unused sick leave may be carried forward from one year to the next. However, the sick leave accrual may not exceed 120 days maximum at any time.
2. Employees may utilize sick leave in one-hour increments.
3. Employees who have reached the maximum sick leave accumulation shall place additional sick leave days into a catastrophic sick leave bank. Once employees have reached the maximum sick leave accumulation, they will receive one additional day of sick leave for every 4 sick days earned and not used in any given fiscal year. The days placed into the catastrophic sick leave bank may only be used if all other sick leave has been exhausted. Days accumulated in the bank will not apply to separation benefits.
4. Employees are entitled to a payout upon retirement (defined as separation from the Village with acceptance into pension fund) or full disability termination (occurring when an employee will receive disability benefits through IMRF or the Police Pension Fund) of 25% of any accumulated sick leave. Accumulated sick leave does not include days in the catastrophic sick leave bank.
5. Notice of absence due to illness or disability shall be given by the employee to the immediate Supervisor as far in advance of starting time for the scheduled work

period as is reasonably possible. Failure to do so will be cause for nonpayment of the sick leave benefits.

6. The Supervisor or Department Head may require an employee who is on sick leave for three or more days to submit a doctor's note which indicates the specific nature of the illness or injury, and require the employee to provide a prognosis from the physician as to the earliest date when the employee will be able to return to work and perform the essential job functions of the position.
7. An employee receiving sick leave with pay and simultaneously receiving compensation under workmen's compensation laws, shall for the duration of such compensation, receive only that portion of sick pay which will combine with worker's compensation benefits to equal their regular salary. Sick leave credit shall be charged accordingly.
8. Time off taken as Sick Leave, which is attributable to a serious health condition as defined by the Family Medical Leave Act (FMLA), will run concurrently with Family and Medical Leave and will count towards the twelve (12)-week entitlement described in Section E of this chapter.
9. The ongoing, excessive, or recurring use of sick leave may cause a Supervisor to require a doctor's note to justify or excuse the sick leave absence.
10. Any abuse of the sick leave policy may result in non-payment of sick leave benefits and shall be grounds for corrective counseling. Abuse of sick leave shall include, but not be limited to the following:
  - a. Failure to notify Supervisor of absence or condition.
  - b. Failure to provide medical documentation as required.
  - c. Continued pattern of absences.
  - d. Use of sick leave for instances not allowed in the Personnel Policy Manual
11. If sick leave absence continues beyond the number of sick leave days the employee has earned, consideration will be given to the following:
  - a. If eligible, employee will take Family Medical Leave.
  - b. Placement on Unpaid Leave of Absence. Refer to Section L of this chapter.
  - c. Transfer to Disability Benefits under the appropriate retirement fund.
  - d. Termination of employment if employee, as a result of sick leave absence, is no longer able to perform the essential functions of his/her job position

(subject at all times to the potential right to receive disability compensation or Family Medical Leave).

#### **I. DISABILITY LEAVE – NON-JOB RELATED**

In the event an employee is injured off-duty, the employee may apply for disability benefits from the employee's retirement fund.

1. Employees under the Illinois Municipal Retirement Fund (IMRF) must satisfy the eligibility requirements of IMRF.
2. Non-job related disability leave benefits for firefighters and police officers are governed by state law.
3. While on disability, the employee will no longer: accrue sick leave days, safety days, personal days, or vacation benefits, or be eligible for funeral leave or holidays.
4. Time off taken under Disability Leave will run concurrently with Family Medical Leave and will count towards the twelve (12) week entitlement described herein.

#### **J. DISABILITY LEAVE – JOB RELATED**

If an employee is injured in the performance of duties for the Village, the employee may be eligible for Workers' Compensation benefits as prescribed under the Illinois Workers' Compensation and Occupational Diseases Act.

1. If an employee is injured or becomes ill in connection with and in the course of their employment, he/she shall report the injury or illness immediately to his/her Department Head. Employees who fail to promptly report any injury, illness, or accident or to otherwise cooperate with the Village's investigation and documentation of the incident may adversely affect their eligibility for Worker's Compensation or other benefits, and may be subject to corrective counseling action. Injuries or illnesses reported after the day of injury or illness shall be considered to be in violation of this provision.
2. In the event an employee is unable to work due to a job related injury, the employee may receive payment in accordance with federal workers compensation law. The Village shall pay the employee the difference between his actual wages and that received from the worker's compensation carrier for thirty calendar days from the date of the injury. During the thirty-day time period, the employee will continue to accrue sick and vacation leave credits. Thereafter, the earning of these benefits terminates and the employee will continue to receive his/her gross wages as provided for by workers compensation law if the worker's compensation carrier deems it necessary.

3. If an employee is unable to return to work at the expiration of the thirty (30) day period, the employee may request use of any earned sick or vacation days, floating holidays, or compensatory time to cover the difference in pay between workers compensation and the employee's full pay. However, in no case will workers compensation, IMRF/Police Pension Fund disability benefits or any other benefits (including sick, vacation, or personal time) exceed 100% of the employee's salary.
4. In connection with consideration of a worker's compensation claim, the Village or its insurer may require the employee to furnish medical proof or submit to medical examination by a Village-selected physician at the Village's expense.
5. Job related disability leave benefits for Firefighters and Police Officers are governed by their respective Pension Funds and state law.
6. Employees participating in the Illinois Municipal Retirement Fund (IMRF) and on a job related disability leave are encouraged to apply to IMRF in order to continue to receive service credits while on the disability.

#### **K. MILITARY LEAVE**

1. Full-Time Service: Any full-time employee who is ordered to active duty with a unit of the U.S. Armed Forces or Illinois National Guard during military conflict, civil disorder, or natural disaster shall be granted a military leave of absence. The employee may return to Village employment to a position equivalent to the position occupied before military leave so long as combined military absences do not exceed five years.
  - a. If the activated employee is called up for less than 180 days, health insurance for the employee and dependents will remain in effect for the first 180 days of leave, at the cost of the employer. If the activated employee is called up for 180 days or more, health insurance for the employee and dependents will remain in effect for the first 180 days of leave at the sole cost of the employee.
  - b. Upon release from the military, the employee shall notify the Department Head as soon as possible.

For ninety (90) days upon release from the military, the employee may be reinstated with the Village without loss of seniority and will have accrued other benefits, including vacation, sick, and personal leave as though Village service was uninterrupted. The employee's return to work will be governed by the provision of Federal law.

2. Reserve Service: When necessary, an employee who is a member of an officially recognized reserve unit shall be entitled to ten paid work days per twelve month period of military leave for training with a reserve component of the U.S. Armed

Forces, including the National Guard and Coast Guard. Monthly reserve training meetings shall be the responsibility and obligation of the employee. Department Heads may accommodate employees by permitting requests for vacation or for accrued time-off.

#### **L. JURY DUTY LEAVE**

Employees will be eligible for jury duty leave upon receipt of a notice to appear in court for such purposes. Employees shall be given necessary time off without loss of pay when performing jury duty. Employees shall be entitled to keep all fees received in connection with performing jury duty.

#### **M. UNPAID LEAVE OF ABSENCE**

1. An employee may, upon written request to his or her Department Head and approval from the Village Manager, be granted an Unpaid Leave of Absence. Request for such leave must be submitted at least 30 days in advance for foreseeable leaves, or as soon as possible.
2. An Unpaid Leave of Absence will only be granted if the employee is not eligible for Family Medical Leave. The leave will only be considered when it will not adversely affect the operations in the employee's department.
3. An Unpaid Leave of Absence may only be permitted after an employee has exhausted all earned sick time if applicable, vacation time, comp time, or floating holiday pay.
4. The maximum amount of Unpaid Leave that will be granted with a guarantee of reinstatement of employment is thirty (30) working days in a rolling twelve (12) month period, measured backward from the date an employee uses said leave. The employee may request a leave in excess of thirty (30) working days, but if granted the Village shall provide no guarantee of reinstatement to the previous position, or employment of any nature. The Village Manager shall determine the amount of leave to be granted dependent upon the needs of the Village.
5. An Unpaid Leave of Absence, totaling less than ten (10) working days, will have no effect upon seniority, longevity, vacation accrual, sick leave accrual, or any other right or privilege based upon length of service, unless required by law.
6. Benefits shall not accrue, seniority shall not be earned, and salary adjustments will not take place during any unpaid leave of absence in excess of ten working days.
7. Employees on an Unpaid Leave of Absence may be periodically required to report on their status and intent to return to work.

8. An employee may continue to participate in the Village's health insurance plan during an Unpaid Leave of Absence, provided arrangements are made in advance for the employee to pay the full cost of the premiums during the period of the leave.
9. If an employee fails to return to work upon the expiration of the leave, employment with the Village will be terminated.

## **CHAPTER 6 EMPLOYEE BENEFITS**

In addition to the leave benefits outlined in Chapter 5, there are many other fringe benefits available to employees as outlined in this chapter. For detailed information about these benefits, the employee may contact their Department Head or the Assistant Village Manager. In the event of a conflict between the statements made in this chapter and the provisions of a Plan Document, the Plan Document shall prevail.

### **A. HEALTH INSURANCE**

1. The Village may make medical health insurance coverage available to all full-time employees, which may include dependents as defined in the summary of the health insurance plan document updated and distributed from time to time by the Village Manager. Such health insurance coverage shall be subject to the terms and limitations of the plan document, as amended from time to time.
2. Full-time employees are eligible for Village-provided health insurance upon their date of hire with the Village. Coverage terminates at the end of the month in which the employee leaves Village employ excepting when the employee retires, as detailed in provision 5 below.
3. The Village reserves the right to institute cost containment measures relative to the insurance coverage, including payment of premiums by employees.
4. Employees are allowed to maintain insurance coverage while utilizing FMLA or Disability Leave. The employee will be responsible for maintaining his/her share of the monthly premium throughout the duration of the leave. Arrangements for payment should be made with the Finance Director.
5. Retirees may be eligible to convert group health insurance coverage into an individual policy at the employee's sole expense.

### **B. DENTAL INSURANCE**

All full-time employees may participate in a group dental insurance program at their sole expense. Retirees may be eligible to convert group dental insurance into an individual policy at the employee's sole expense.

### **C. EMPLOYEE ASSISTANCE PROGRAM**

The Village may offer an Employee Assistance Program (EAP) to provide assessment and counseling services to full- and part-time employees and their immediate family members. The EAP provides employees with a confidential, convenient, no-cost opportunity to resolve personal problems including, but not limited to: marital and family, health, financial, alcohol, drug, legal, emotional, stress, and other matters which may adversely affect employee job performance. The Village believes an employee's well-being may also be affected when a member of his immediate family is afflicted with a personal problem. For this reason, we extend this same offer of assistance through the employee to any member of the employee's immediate family, but reserve the right to cancel this program should its continued provision become cost-prohibitive for the Village.

For as long as the EAP is offered, initial assessment and, when appropriate, short-term counseling are available at no charge. Employees will be responsible for any additional cost or that which is not covered by insurance. Employees are responsible for coordinating health insurance coverage for long-term counseling or treatment.

Utilization of the program is voluntary and strictly confidential. An exception to this guideline is when employees are mandated to access services as a condition of discipline, as an express condition of continued employment, or in any other circumstance. Additional information may be obtained from the Village Manager.

### **D. CONTINUATION OF HEALTH AND DENTAL CARE COVERAGE (COBRA)**

Employees and dependents who receive health or dental insurance are eligible to elect to continue to receive health or dental coverage in situations where coverage is otherwise terminated. Continuation of coverage shall be at the sole expense of the former employee, spouse, or dependents. The monthly cost to the employee and eligible dependents for continuing health and dental insurance shall be determined by the Village on an annual basis. Employees and eligible dependents participating in the program shall make monthly payments to the Village upon receipt of a bill from the Village.

1. Employees who are dismissed for reasons other than "gross misconduct," and full-time employees, who are converted to part-time status or leave the Village service voluntarily, are eligible to continue health and dental insurance for 18 months on an employee-paid basis.
2. Eligible spouses and dependents may continue their health and dental insurance for 36 months if their coverage would have been terminated for any of the following reasons: (1) the death of a covered employee; (2) a divorce or legal separation from the covered employee; (3) the covered employee becomes eligible for Medicare; (4) a dependent ceases to meet the health coverage plan's definition of an eligible dependent.

3. If an employee or any covered dependent is determined by the Social Security Administration (SSA) to have been disabled at any time during the first 60 days of the COBRA continuation coverage, the disabled person may elect to extend his or her 18-month period of COBRA for up to 29 months from the date of the qualifying event. Non-disabled family members of the disabled individual who are entitled to COBRA continuation coverage are also entitled to the disability extension. Please note that employees must still notify the Village of the SSA disability determination within 60 days after the date of the determination and before the end of the 18-month COBRA continuation coverage.

#### **E. LIFE INSURANCE**

1. Full-time Employees: Are provided group term life insurance by the Village program. The Village pays the entire employee contribution on behalf of each employee. Life insurance coverage shall be equivalent to 1.5 times an employee's salary plus \$6,000. The maximum life insurance coverage provided by the Village shall be capped at ~~\$150,000.~~ ~~\$100,000.~~
2. Paid-on-call Firefighters: Are provided accidental death and dismemberment loss benefit coverage in an amount of \$60,000.00 for losses incurred while in the course of employment with the Village.

#### **F. RETIREMENT AND DISABILITY PROGRAMS**

Employees participate in and the Village contributes a varying share towards retirement and disability programs depending on eligibility.

1. Police officers participate in the Police Pension Fund.
2. Other Village employees, who are regularly scheduled to work at least 1,000 hours a year, participate in the Illinois Municipal Retirement Fund (IMRF).
3. Employees may participate in the Village's Deferred Compensation Plan as made available by the International City/County Management Association's Retirement Corporation (ICMA-RC).
4. Village employees who participate in IMRF are also covered by Social Security. Police Officers and Firefighters appointed after March 1, 1986 are eligible for the Medicare portion of Social Security, and required to pay all Social Security taxes if they do not contribute to another pension plan.

#### **G. UNIFORMS**

Whenever uniforms or related equipment are provided by a department, an employee shall conform to the departmental rules and regulations applicable to their purchase and use. Firefighters, police officers, and public works employees may be required to wear allotted

uniforms/clothing at all times when on the job. Employees are prohibited from wearing Village issued clothing for personal use. Employees must immediately report uniforms that do not fit or any uniform loss or damage to their Supervisors. Upon separation from the Village, the employee is required to return Village issued uniforms. Safety equipment shall be worn and/or used as directed.

## H. TUITION REIMBURSEMENT

The Village recognizes the benefit to the employee and to the Village when the employee pursues continued education. Therefore, the Village has established a tuition reimbursement policy to encourage continued education.

Approval of any tuition reimbursement request is conditioned upon the availability of funds in the appropriate department budget and the authorization of the Department Head and Village Manager.

### 1. Eligibility

- a. Full-time employees must have worked for the Village for one full year.
- b. Part time employees must have worked an average of 20 hours per month in the previous twelve-month period.
- c. Paid-on-call firefighters must be beyond their probation period, and have complied with all Fire Department policies related to attendance/participation for the previous twelve-month evaluation period.
- d. Seasonal employees are not eligible.

2. Institutions: Employees may be required to furnish information about the accreditation of the particular educational institution.

3. Courses: The program is available for seminars, college, job-related. The course should improve the employee's ability to succeed in his/her job. Programs that award degrees or certificates based solely on "life service" or experience are not eligible for tuition reimbursement. Courses are to be taken on the employee's own time, unless otherwise approved by the Department Head and Village Manager.

4. Eligible Expenses: Full-time employees are eligible to receive \$2,000 \$1,000 per fiscal year for tuition reimbursement. Part-time employees are eligible to receive \$500 per fiscal year for tuition reimbursement. The full amount can be used for reimbursement of college tuition and books. Up to 35% of the total allotted amount may be used for one-time seminars.

### 5. Procedure for Approval of Tuition Reimbursement Request:

- a. The course or seminar must be approved by the Department Head prior to beginning the course. All courses or seminars must enhance the employee's job performance or general fitness for public service.

- b. This is a *reimbursement* program. Though employees are encouraged to gain approval that the course meets the standards of the Tuition Reimbursement Program prior to beginning the course, employees will not receive payment for the course until they have successfully completed the course.
- c. Once the course is completed, the employee should provide to the Assistant Village Manager: 1) a completed Tuition Reimbursement Program application, 2) proof of expenses, 3) and either a report card showing that the employee received at least a “C” or “satisfactory” grade for a course, or a certificate of completion, course materials, or attendance logs for a seminar.
- d. The Village may deny requests based on an inability to meet any of the above requirements.
- e. Employees must remain employed by the Village for at least six months following reimbursement under the Tuition Reimbursement Program. Employees will be required to refund any Village reimbursements received during the six months prior to their termination or resignation from the Village.

## **CHAPTER 7**

### **EMPLOYEE PERFORMANCE EVALUATIONS**

#### **A. PURPOSE**

The job performance of all employees shall be evaluated by the Department Head or Supervisor on an annual basis for the general purpose of providing constructive feedback on the employee’s performance over the past year.

#### **B. USES**

1. By the Employee: (a) As an opportunity to discuss employee development and training needs; (b) as a record of past performance; (c) as an opportunity to objectively discuss, with the Supervisor, expectations, personal performance, goals, and methods of improvement.
2. By the Supervisor: (a) As a consistent method of evaluating and discussing what is expected of an employee, and a means of encouraging the achievement of personal and Village goals; (b) as a method of determining merit salary increases annually on the employee’s employment anniversary date; (c) as a constructive guide outlining how the Supervisor views the employee’s performance over the past year.

3. By the Village: (a) as a means of indicating successful completion of the probationary period; (b) to provide a record for retention and/or promotion of employees whose services warrant it.

### **C. EVALUATION PROCEDURE**

1. Formal performance evaluations shall be conducted on an annual basis, on the employee's employment anniversary, on forms approved by the Village Manager.
2. Once the formal evaluation has been completed, the Department Head or Supervisor should consult with the employee in private to review the results of the evaluation.
3. After reviewing the evaluation with the Department Head or Supervisor, the employee should sign the evaluation form to acknowledge that he or she has reviewed it, and the form should be directed to the Village Manager for placement in the employee's personnel file.

## **CHAPTER 8**

### **CORRECTIVE COUNSELING AND GRIEVANCE PROCEDURE, CAUSES FOR DISMISSAL**

#### **A. CORRECTIVE COUNSELING**

The steps listed below will serve to guide corrective counseling actions. If a conflict occurs between this section and the rules and regulations of the Board of Police Commissioners or any labor or collective bargaining agreement, the latter shall take precedence.

When corrective counseling is deemed to be necessary by the Department Head, the steps are generally progressive in nature, increasing the penalty each time an employee receives corrective counseling. However, this procedure does not preclude a Department Head or Supervisor from by-passing a step or steps when disciplining an employee, nor does it prohibit a Department Head or Supervisor from recommending dismissal of an employee in instances where a specific incident justifies such action.

1. Employee Corrective Counseling: When a less formal means of handling a disciplinary incident is warranted, or when an employee commits his or her first disciplinary infraction, the Supervisor may consult with the employee in a corrective counseling session. The session is intended to make the employee aware of a situation or trend in performance or conduct which is unacceptable and which could result in further action if continued or repeated. The Supervisor will make a record of the corrective counseling session.
2. Written Warning: As an alternate response to a disciplinary infraction, or when a more formal means of handling a disciplinary incident is warranted, a written

warning will be issued. The Supervisor will meet with the employee and inform the employee of the action taken and expected employee behavior change, and a copy shall be placed in the employee's personnel folder.

3. Suspension: An employee may be suspended without pay by the Department Head with the approval of the Village Manager for justifiable reasons when alternate personnel actions are not appropriate, when previous oral and written reprimands have been ineffective, or when the seriousness of the infraction warrants the action.

The Department Head has the authority to suspend an employee for a period no longer than ten (10) work days. The Department Head will prepare a letter outlining the reasons for the suspension. The letter will be reviewed with the employee during a meeting, and will be placed in the employee's personnel file. The Village Manager shall have the authority to suspend an employee for a period greater than ten days when warranted.

4. Dismissal: The Village Manager may dismiss any employee with or without notice. The Village Manager shall provide the employee with a written notice that outlines the reasons for the dismissal. Department Head dismissals shall be with the advice and consent of the Village Board.

5. Cause for Dismissal: Evidence of the following, though not all-inclusive, may be cause for dismissal:

- a. Documented failure to meet standards of work, as determined by formal and informal evaluation
- b. Possession, use, or exhibition of behavior indicative of being under the influence of alcohol, controlled substance, or narcotics while performing duties for the Village.
- c. Theft or unauthorized possession of Village property, misuse of Village time, or theft of property of a Village employee or resident.
- d. Insubordination to superiors or a serious breach of discipline.
- e. Illegal, immoral, or indecent conduct.
- f. Unauthorized absences or abuse of leave privileges.
- g. Taking for personal use a fee, gift, or other valuable item during the course of the employee's work or in connection with it, without reporting its receipt to the Supervisor or Department Head.
- h. Falsification of records or use of official position for personal advantage.

- i. Engaging in any act which endangers the safety, health, or well being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the Village.

## **B. APPEAL FROM DISCIPLINARY ACTION**

The employee may appeal disciplinary action in writing to their immediate Supervisor. The appeal or "grievance" must be made within seven (7) calendar days from occurrence of the event giving rise to the grievance or seven (7) calendar days from the date the event should have been known to the employee, whichever occurs later. An employee's failure to file a grievance within the time period specified shall constitute a waiver of any rights to advance the grievance. A grievance shall be defined as a difference between the employee and the Village with respect to the interpretation or application of Village policy or procedure.

## **C. GRIEVANCE PROCEDURE**

This policy does not apply to employees who are members of a collective bargaining unit, nor does it apply to grievances regarding harassment. It is the desire of the Village to resolve grievances informally, and both Supervisors and employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after a formal appeal and review. Accordingly, the following procedure is established.

### **1. Step 1**

- a. The immediate Supervisor shall arrange for such an interview within seven (7) calendar days of receiving the grievance, at which time the situation will be discussed and a resolution attempted. In the absence of the Supervisor, the employee should discuss the matter with the Department Head.
- b. The immediate Supervisor shall answer the grievance and transmit the answer to the employee within seven (7) calendar days after the meeting.

### **2. Step 2**

- a. In the event that the grievance cannot be resolved by the Supervisor, or if the employee is dissatisfied with the Supervisor's decision, the employee should put the grievance in writing and submit it to the Department Head within seven (7) days from the date of receiving the answer from the immediate Supervisor.
- b. The Department Head should attempt to have an interview with the Supervisor and employee within seven (7) calendar days of receipt of the

written complaint. Decisions will be put in writing and a copy given to the employee within seven (7) calendar days after the meeting.

3. Step 3

- a. If a satisfactory solution cannot be obtained through Step 1 and Step 2, the employee may appeal the matter, in writing, to the Village Manager. The written appeal must be filed to the Village Manager within seven (7) calendar days from the Step 2 meeting.
  - b. The Village Manager will schedule a meeting with the grievant within seven (7) calendar days and shall render an answer in writing to all parties involved within seven (7) calendar days of the meeting. The Village Manager's decision is final.
4. An employee who has filed a grievance cannot refuse to work while the grievance is being settled. The failure of an employee to advance the grievance between steps within the time period allotted concludes the grievance procedure.

## **CHAPTER 9 ADMINISTRATIVE POLICIES**

### **A. ABSENCE FROM WORK**

When an employee is absent from work without permission of the Department Head or Supervisor, the employee will not be paid for this period and will be subject to corrective counseling including possible dismissal. An employee who is absent from work for three (3) consecutive days without authorized leave shall be deemed to have resigned.

### **B. TESTIFYING IN COURT**

Employees who must be absent from work in order to testify before a state or federal court in a pending court case are required to report such action to the Village Manager or Assistant Village Manager prior to the court date as soon as notification of the suit or subpoena is received.

### **C. ACCEPTANCE OF GIFTS**

1. Village employees are prohibited from accepting any personal gratuities, gifts, or other remuneration due to their position with the Village from:
  - a. Persons or firms which transact, or may transact, business with the Village;  
or

- b. Persons or organizations with which the Village is associated in any professional or service manner.
2. The offering of any gratuity, gift, or other remuneration should be reported to the Supervisor or Department Head.
3. Other than those gifts which are perishable, all gifts of more than a nominal value (including any gift of liquor) must be returned to the sender with a courteous note expressing appreciation for the gesture.
4. Perishable gifts may be set out for general consumption by department employees or donated to a charitable organization.
5. Village employees are prohibited from accepting free or discounted food due to their position with the Village. This includes, among other items, free coffee at convenience stores as well as discounted food at fast food establishments.

#### **D. DRUG/ALCOHOL FREE WORKPLACE**

The manufacture, distribution, possession, or use of any drug while on duty is strictly prohibited. For the purposes of this policy, drugs shall be defined as any alcohol product, any drug which is not legally obtainable, or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescription dosages. Employees may only take prescription drugs that have been prescribed in their name. Taking someone else's prescription medication is illegal.

At no point during work hours shall an employee's blood alcohol level exceed the legal limits as established by CDL guidelines - .04% Blood Alcohol Content (BAC) level. Supervisors with reasonable suspicion that an employee is under the influence of alcohol may require that employee to take a blood alcohol test (BAT) at the Village's designated health care facility. Employees who are found to exceed the legal alcohol limits while working shall be subject to the range of consequences outlined below. Employees who possess a CDL license are also subject to federal guidelines that govern CDL drug and alcohol testing and penalties for violations.

1. Nature of Drug Testing: The Village conducts the following types of drug testing: (1) Pre-employment testing; (2) Random testing of employees with Commercial Drivers Licenses; (3) Reasonable suspicion testing; (4) Accident or unsafe practice testing where reasonable suspicion exists; (5) Voluntary testing, and (6) Testing as part of or as a follow-up to counseling or rehabilitation.
2. Notice: Positive test results may only be disclosed to the employee, the appropriate EAP administrator, the immediate Supervisor, and/or a court of law in any adverse personnel action. All medical and rehabilitation records in an EAP will be deemed confidential "patient" records and may not be disclosed without

the prior written consent of the patient, an authorizing court order, or otherwise as permitted by Federal law.

3. **Finding of Drug Use and Disciplinary Consequences:** An employee may be found to use illegal drugs on the basis of any appropriate evidence including, but not limited to:
  - a. Direct observation;
  - b. Evidence obtained from an arrest or criminal conviction;
  - c. A verified positive test result; or
  - d. An employee's voluntary admission.
4. **Mandatory Administrative Actions:** The Village shall refer an employee found to use illegal drugs to the EAP, and may immediately remove the employee from their position. At the discretion of the Village Manager, however, and as part of an EAP, an employee may return to duty if the employee's return would not endanger public health or safety.
5. **Range of Consequences:** Corrective counseling taken against an employee found to use illegal drugs may include the full range of corrective counseling actions, including removal. The Village shall initiate corrective counseling action against any employee found to use illegal drugs consistent with those steps outlined in Chapter 8. However, an employee found to be using illegal drugs shall be immediately suspended until the employee successfully completes the EAP or until the Village determines that action other than suspension is more appropriate.
6. **Mandatory Removal From Service:** The Village shall initiate action to remove an employee for:
  - a. Refusing to obtain or continue counseling or rehabilitation through an EAP as required after having been found to use illegal drugs;
  - b. Not refraining from illegal drug use after a first finding of such use.
  - c. Refusing to take a drug test when required;
7. **Voluntary Referral:** The Village will not initiate disciplinary action against any employee who meets each of these conditions:
  - a. Provides written notice that voluntarily identifies him/herself as a user of illegal drugs prior to being identified through other means;
  - b. Obtains counseling or rehabilitation through an EAP; and

8. Reasonable Suspicion Testing: Reasonable suspicion testing may be based upon, among other things:
- a. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
  - b. A pattern of abnormal conduct or erratic behavior;
  - c. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
  - d. Information provided either by reliable and credible sources or independently corroborated; or
  - e. Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard.

#### **E. EMPLOYEE CONDUCT – HARASSMENT PROHIBITED**

~~It is the policy of the Village that the work environment should be healthy, productive, and friendly.~~ This policy is designed to promote a safe, healthy and productive work environment and to comply with multiple laws that prohibit discrimination, including but not limited to: The Civil Rights Act of 1964, the Americans with Disabilities Act, and the Illinois Human Rights Act. In keeping with this commitment, the Village strictly prohibits harassment of any Village employees by anyone, including any Supervisor, co-worker, vendor, citizen, or elected official of the Village or any third party.

Harassment consists of **discriminatory employment action and** unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, physical or mental disability or other protected ~~group~~ **status under applicable law**. The Village will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with any individual's work performance, or that creates an intimidating, hostile, or offensive working environment for any employee. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed at a person based on his or her protected status.

Sexual harassment deserves additional comment. **Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act**. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or non-verbal conduct based on sex constitute sexual harassment when (1) submission to or rejection of the conduct is used as the basis for any employment decision; or (2) submission to or rejection of the conduct is either an explicit or implicit term or condition of employment; or (3) the conduct creates an intimidating, hostile, or offensive working environment or interferes unreasonably with an employee's work performance. Sexual harassment is conduct based

on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions or advances, sexual innuendo, suggestive comments, sexually oriented kidding, teasing or jokes, display of printed or visual material of a sexual, foul, or obscene nature, foul or obscene language or gestures, and physical contact such as patting, pinching, or brushing against another person's body.

All Village employees are responsible to help assure that harassment is avoided. Any employee of the Village who feels that he/she has experienced or witnessed harassment is to notify the Village according to the complaint procedure set forth in this policy. The Village forbids retaliation against any person for reporting or complaining about a violation of this policy or for cooperating in any investigation pursuant to this policy or for filing a complaint of harassment, assisting in making a harassment complaint, or cooperating in any harassment investigation. Any such retaliation will be considered a very serious violation of this policy. If any employee feels that he/she has been retaliated against, he/she is to notify the Village in accordance with the complaint procedure.

#### **F. HARASSMENT COMPLAINT PROCEDURE**

It is the Village's policy to investigate all complaints of harassment thoroughly and promptly. Any employee who experiences or witnesses harassment or retaliation should notify his/her immediate Supervisor, Department Head, Assistant Village Manager, Village Manager, or the Village Board in the event that the Village Manager is the accused harasser. If the employee feels more comfortable discussing these issues with any other Village Supervisor or Department Head, the employee may do so. A complaint of harassment may also be formally filed in accordance with the grievance procedure contained in this manual.

To the fullest extent possible, the Village will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the Village will take corrective action, including corrective counseling up to and including discharge, as appropriate.

The policy provides for immediate notice of problems to the Village officials listed above, so that the Village may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR within 180 days of the occurrence or with the EEOC within 300 days of the occurrence at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

Equal Employment Opportunity Commission  
500 West Madison Street, Ste. 2000  
Chicago, Illinois 60661-2511  
(312) 353-2713

#### **G. FITNESS AND APPEARANCE FOR WORK**

1. Employees shall arrive at work free from the influence of drugs, intoxicants, and alcohol. Any employee who is found to be under the influence of drugs,

intoxicants, or alcohol, shall be subject to corrective counseling including the possibility of dismissal.

2. Employees are expected to be well groomed and dressed in a manner that is suitable to their responsibilities and position. Whenever uniforms or related equipment, including safety equipment, are provided, the employee shall conform to the departmental rules and regulations applicable to their purchase and use.

#### **H. LOSS OF DRIVING PRIVILEGES**

1. An employee who, as an essential function of the employee's job duties, operates a motorized vehicle and whose driving privileges have been suspended by the State is required to notify the Supervisor or Department Head immediately. The employee shall be required to take an unpaid leave of absence as defined in Chapter 5 Section L during the time driving privileges are suspended.
2. The loss of driving privileges which becomes permanent will be cause for immediate discharge of any employee who operates a motorized vehicle as an essential function of his/her job.

#### **I. PERSONAL MAIL**

Use of Village letterhead, postage, and envelopes for personal mail is prohibited.

#### **J. POLITICAL ACTIVITY**

An employee of the Village shall not be allowed to serve as an elected official of the Village. Any employee seeking an elected office of the Village shall first apply to the Village Manager for an unpaid leave of absence upon filing a petition for elected office. Said leave of absence shall continue until the employee either loses the election, withdraws from the election, or is elected. If elected, said employee's employment with the Village shall terminate.

The Village respects the rights of each employee to hold his or her own political beliefs and to discuss matters of public concern. However, employees shall restrict their political campaign activities to non-working time and lunch hours, and shall not be in any uniform which identifies the individual as an employee of the Village while engaging in political campaign activities. Employees engaged in political activity shall not represent that such activity is on behalf of the Village or otherwise represent themselves as agents of the Village. Village facilities, equipment, and property shall not be used to advance political campaigns. Examples of prohibited activity shall include, but not be limited to, the following:

1. Displaying campaign stickers on Village vehicles or other Village property;
2. Wearing campaign buttons while performing work for the Village;

3. Providing endorsements of political candidates indicating or otherwise mentioning the employee's affiliation with the Village;
4. Displaying campaign signs on one's own real property where in the course of employment vehicles marked as belonging to the Village are parked; and
5. The use of Village duplicating services for campaign materials.

#### **K. PERSONNEL FILE**

1. The employee's main personnel file is located in the Village Manager's Office.
2. Employees can inspect their main personnel file up to two times annually upon request to the Village Manager. The Village Manager will determine an acceptable place and time when access to the employee's personnel file will be provided.
3. The Village will only release the following information from the employee's personnel file: position title, salary confirmation, and dates of employment, except under the following circumstances:
  - a. When the employee has authorized, in writing, the release of information; or
  - b. When the Village is legally obligated to provide the information; or
  - c. When the information is needed to provide information to agencies who are or may be providing health benefits to employees.

#### **L. LIMITED DUTY**

1. Any employee who suffers an injury, either while at work or off duty, is encouraged to return to work in a capacity that is compatible with their physical capabilities.
2. The Village is not obligated to provide a Limited Duty assignment. An employee will be assigned Limited Duty only if such work is available and the employee is capable of performing such work. The term of a limited duty assignment shall not exceed thirty (30) calendar days in duration. Limited Duty assignments beyond thirty (30) calendar days will be at the discretion of the Village Manager or his designee.
3. Past Limited Duty assignments will not influence current requests for a Limited Duty assignment.

4. An employee determined to be eligible for Limited Duty shall furnish the Village Manager with a written release from his/her physician allowing him to perform Limited Duty, specifying the following:
  - a. The length of time that the employee is to remain on Limited Duty;
  - b. The exact nature of work that the employee can and cannot perform;
  - c. The date of the next scheduled re-examination to determine any change in the employee's physical status.
5. The employee must provide written authorization from his/her treating physician before returning to regular duty.
6. The Department Head will determine if a Limited Duty assignment is available. The following guidelines will be addressed:
  - a. A duty or position will not be created for any specific employee.
  - b. The assignment will entail meaningful work which contributes to the mission of the Village.
  - c. No employee will be moved from his or her regular job to allow an injured employee to participate in Limited Duty. Those employees who are assigned limited duty will not be removed from light duty so that another employee can fill the light duty position, so long as the employee filling the light duty position continues to meet the requirements of the policy guidelines.
  - d. When the employee's department cannot find suitable work and an employee is deemed eligible for light duty, the Village reserves the right to make an assignment in another Village department.
  - e. An employee will be given an assignment consistent with physical restrictions.
  - f. Department Heads may restrict employees from overtime assignments while on Limited Duty.
  - g. Limited Duty work will be compensated at the current pay rate of the injured employee.
7. The Department Head will monitor the progress of the injured employee on a weekly basis. The weekly evaluation will determine whether assigned tasks are being completed in a satisfactory manner, and will monitor compliance with the physician's outlined restrictions.

8. If an employee's condition does not improve beyond a Limited Duty assignment, or if a Limited Duty assignment is not available or is initially available but later becomes unavailable, the employee shall proceed with application for either temporary or permanent disability. In no event shall the Village be obligated to continue employment of any employee whose condition does not allow a return to normal duty or who is incapable of performing Limited Duty, or for whom no Limited Duty assignment is available.
9. Rejection of Limited Duty: If the injured employee refuses a limited duty assignment, a certified letter shall be sent to the employee advising where and when to report to work in accordance with the medical evaluation. If the injured employee does not report for a limited work assignment, the Department Head shall immediately advise the Village Manager.

#### **M. SECONDARY EMPLOYMENT**

No full-time employee of the Village may engage in employment outside of the Village unless approved by the Department Head. The Department Head shall determine whether a part-time or full-time employee's outside employment may cause a conflict of interest or adversely affect the employee's ability to perform his/her duties.

#### **N. TOBACCO USE AND SMOKE FREE WORKPLACE**

In order to maintain a healthful environment for employees and members of the public transacting business in Village facilities, to maintain the cleanliness of Village facilities and vehicles, and to present a professional and business-like appearance to members of the public, use of tobacco products inside Village vehicles and facilities is not permitted. Smoking outdoors or in other approved areas while on an authorized break period is permitted.

#### **O. TRAVEL AND TRAINING**

The Village encourages the professional development of its employees.

On occasion, employees may travel on behalf of the Village. As representatives of the Village, employees should remember that their actions reflect on the Village and are expected to display exemplary behavior that reflects positively on the Village.

~~Expenses for conferences and seminars should be requested prior to attendance at such events. Employees shall be reimbursed for meals upon their return from said events and upon presentation of receipts for meals, with a maximum of \$40 per day allotted for food. Under no circumstances shall the Village pay for alcohol consumed by an employee while traveling or attending seminars/conferences.~~

**All Village employees are required to abide by Village travel policies when attending conferences and seminars.**

## **USE OF VILLAGE TELEPHONES**

Employees shall limit their use of Village telephones to the conduct of Village business. A limited amount of calls for personal reasons may be allowed, for specific emergency or medical situations, within reasonable limits, as determined by the Department Head. Toll and long distance calls for personal reasons may be made only with the prior approval of the Department Head and at the employee's expense. Personal calls on cellular phones shall be reimbursed in accordance with the charges specified by the Finance Director.

## **P. USE OF VILLAGE VEHICLES, EQUIPMENT SUPPLIES OR TOOLS**

1. Unless specifically approved by their Supervisor or the Village Manager, Village vehicles, equipment, supplies and tools shall not be used for an employee's personal use.
2. Employees are responsible for the care and conservation of Village vehicles, equipment, supplies, and tools and are required to report damage or loss of same to their Supervisor as soon as possible after realizing the loss has occurred. When using Village vehicles, employees must keep in mind that they are representatives of the Village and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire organization.

## **Q. USE OF WORKOUT FACILITIES**

Full- and part-time employees and elected officials are eligible to use the equipment in the fitness room at Village Hall during non-working hours. Employees must sign a waiver holding harmless the Village for any injury or accident that may occur while using the fitness room. Prior to using the exercise room, all eligible members must first attend an orientation session conducted by a certified Village employee. Use of the fitness room shall be on the employee's off-duty time, and employees must use the fitness room in a responsible manner and in the manner intended. Employees who wish to keep a lock on a locker must have the locker "assigned" to them by the Police Department prior to use. The Village may revoke fitness room access to employees who behave unsafely, irresponsibly, or otherwise violate the guidelines of this policy or the signed waiver.

## **R. WORKPLACE VIOLENCE**

It is the objective of the Village to ensure the safety and well-being of its workforce and the persons with whom the Village does business. Therefore, the Village has established a zero tolerance policy for any violent acts or threats directed by or towards any Village employee.

Violence in the workplace includes but is not limited to:

1. Any physical behavior that involves aggressive physical contact with any other person, including pushing, hitting, fighting, throwing objects, or otherwise intentionally injuring another person or attempting to injure another person;

2. Any physical behavior that would place a reasonable person in fear or receiving imminent physical injury or other aggressive physical contact of the sort described above;
3. Verbal behavior which involves threatening physical harm, either directly or implicitly, against any person; and,
4. Any act of vandalism or other intentional damage or destruction of Village or private property.

Workplace violence also includes instances where such acts or threats are made against an employee by a non-employee.

Workplace violence does not include activities covered by Police Department regulations concerning the use of force by members in the performance of their law enforcement duties.

Employees who become aware of any threat of workplace violence whether by an employee or non-employee are obligated to immediately report such action to the employee's Supervisor. The employee may make a complaint directly to the Department Head, Village Manager, or Assistant Village Manager. Employees may go to the Village Board if they feel the Village Manager is a perpetrator. Employees should not confront the person against whom their complaint is lodged.

Violations of this policy may result in corrective counseling up to and including immediate discharge. Employees should also understand that such behavior may result in criminal prosecution.

Where an employee reasonably and in good faith opposes or reports any workplace violence, or testifies, assists, or participates in an investigation or hearing concerning allegations of threats of violence, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment, verbal abuse, verbal threats, or any other additional act of workplace violence. Retaliation will also be considered a violation of this policy, and may result in corrective counseling up to and including immediate discharge.

## **S. WORKPLACE SAFETY**

It is the responsibility of all employees, Supervisors, the Village Manager, and Department Heads to assure that all safety rules and regulations of this Village are followed. All employees are required to perform all work in a safe manner and in accordance with the policies and procedures established in the Village Safety Manual. Employees who do not work in a safe manner or follow the policies of the Village Safety Manual shall be subject to corrective counseling action as outlined in Chapter 8, Section A. All employees shall also be responsible for reporting unsafe equipment or unsafe conditions which warrant action by Supervisory personnel.

Employees who are injured on the job or who are involved in a workplace accident are required to report the accident to their immediate Supervisor as soon as possible. All departments shall post the location of the Village's approved and recommended health care facility, and all attempts shall be made to transfer employees in need of medical attention to that health care facility. The Supervisor and employee must fill out the appropriate accident/injury reports as required.

#### **U. WEAPON FREE WORKPLACE POLICY**

To ensure that the Village maintains a workplace safe and free of violence for all employees, the Village prohibits the possession or use of firearms or other dangerous weapons by Village employees (including full-time, part-time, seasonal and contract) on Village Property in violation of the Illinois Firearm Concealed Carry Act (the "Concealed Carry Act"), or the use of firearms or other dangerous weapons on Village Property, or while conducting Village business, and/or while attending any work-related event.

##### **1. Definitions:**

"Village Property" is defined as all Village owned or leased buildings or portions thereof and their contents and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Village's ownership or control and work sites where Village employees are engaged. Village Property also includes all Village owned or leased vehicles and all privately owned vehicles driven by Village employees onto Village Property.

"Dangerous Weapons" include, but are not limited to, firearms, explosives, and other weapons or devices that might be considered dangerous or that could cause harm.

2. No employee shall possess a Dangerous Weapon on Village property, except as set forth below.
  - a. Dangerous Weapons may be carried or stored by sworn law enforcement personnel as permitted by department rules and regulations.
  - b. Dangerous Weapons stored according to the provisions of the Illinois Concealed Carry Act.
3. Any employee who violates this policy will be subject to disciplinary action, up to and including dismissal. In addition, any employee who violates of the Illinois Concealed Carry Act may be subject to criminal prosecution.

#### **V. ANNUAL DRIVER'S LICENSE REVIEW**

All employees who are required to drive either a Village vehicle or their own vehicle in the course of their regular job duties shall provide their Department Manager or Supervisor a copy of their current driver's license on an annual basis. The Village may, at its discretion,

periodically review the driving records of any employee who is required to drive in the course of their job duties. Driving infractions may be cause for disciplinary action, up to and including termination from employment with the Village.

## **CHAPTER 10 INFORMATION SYSTEMS POLICIES**

### **A. ELECTRONIC MAIL – USE OF**

The following policy applies to employee use of internal and external electronic mail (e-mail). Employees should be aware that use of e-mail personal messages will be treated no differently than other messages, and may be accessed, reviewed, copied, deleted, or disclosed. Employees should not expect that a message will never be disclosed to or read by others beyond its original intended recipients.

1. The use of e-mail is designed primarily for Village-related purposes.
2. Following are examples of improper uses of e-mail:
  - a. Forwarding confidential internal e-mail outside of the Village's organization unless for a Village purpose.
  - b. Adopting or appropriating the identity of another person on any e-mail message, attempting to send e-mail anonymously, or using another person's password.
  - c. Composing e-mail which contains any information or message which is a violation of the Village's personnel policies, including but not limited to those on racial, sexual, or other forms of harassment, or on workplace violence.
  - d. Sending or receiving copyrighted documents or electronic software in violation of applicable copyright laws.
  - e. Sending or receiving material related to personal commercial activity.
  - f. Downloading offensive or illegal material.
3. Improper e-mail use may result in losing access to internet privileges and corrective counseling action up to and including possible dismissal.

### **B. INTERNAL ELECTRONIC MAIL – CONFIDENTIAL INFORMATION**

Illinois law requires that all employees protect the integrity of the Village's confidential information, as well as the privacy of others. Employees must exercise a greater degree of caution in transmitting any confidential information on the e-mail system than with other

communications means because of the reduced effort required to redistribute such information. Confidential information should never be transmitted or forwarded to other employees who do not have a business need to know the information. Employees should avoid inadvertently sending confidential information to an improper receiver by avoiding the misuse of distribution lists when sending information and by making sure that any distribution lists used are current. Employees are prohibited from transferring confidential information to persons outside of the Village organization, without first obtaining approval from the employee's Department Head.

Since e-mail may be placed in back-up or other systems not under the employee's control, and may be accessed by employees without a business need to know the information, employees should keep in mind that e-mail may be inappropriate for communicating certain types of confidential information.

### **C. ELECTRONIC MAIL, VOICE MAIL, AND DATA SYSTEM ACCESS**

All electronic systems, hardware, software, temporary or permanent files, and any related systems or devices used in the transmission, receipt, or storage of voice mail, e-mail, or any other communications system are the property of the Village. E-mail and voice mail messages, along with all other stored data of any type, are considered to be public records under state law, are Village property, and may be retrieved from storage even though they have been deleted by the sender and receiver.

### **D. INTERNET USE**

1. Personal use of the Internet during work hours shall not be permitted. In addition, Internet use must be in compliance with all applicable laws and policies of the federal, state, and local governments and is not to be used for illegal, inappropriate, illicit, or commercial purposes.
2. The Internet offers a wide range of information that some individuals may find obscene or objectionable. Internet users should recognize that the Village has no control over the content of the information on the Internet. For this reason, the Village is not responsible for inappropriate information that is available on the Internet.

### **E. SOFTWARE USE**

Installing, deleting, or in any way altering software on Village computers is prohibited without the express approval of the Assistant Village Manager.

## **CHAPTER 11**

### **SEPARATION FROM VILLAGE EMPLOYMENT**

#### **A. EXIT INTERVIEW**

When an employee separates from Village employment, whether by retirement, resignation, or termination, the employee shall be afforded the opportunity for an exit interview with the Village Manager, or with the Assistant Village Manager or Department Head in the Village Manager's absence.

#### **B. RESIGNATION**

1. An employee who wishes to leave the Village in good standing shall give written notice of resignation to the Department Head at least ten (10) working days in advance of the desired termination date. The Assistant Village Manager, and Department Heads should provide advance notice of at least fifteen (15) working days where possible. The Village Manager should provide advance notice of at least twenty (20) working days where possible. The Department Head may consent to the employee leaving sooner if department operations permit.
2. Upon resignation, the employee may receive payment for any unused earned vacation days. The employee is not eligible to receive payment for any unused and unearned holidays.
3. Employees may not use more than five (5) days of vacation or earned comp time between the date notice of impending resignation is given and the effective date of resignation without prior approval of the Supervisor.
4. Employees absent without approval for longer than three (3) consecutive days shall be deemed to have resigned.

#### **C. RETIREMENT**

Due to the strenuous physical requirements of their positions, Police and Fire employees are required to retire at age 62. In accordance with the Age Discrimination in Employment Act, the Village imposes no mandatory retirement age on other Village employees, except as may be allowed by Federal law or in accordance with a labor agreement.

Regular employees who retire from employment with the Village will be compensated for any unused earned vacation days and compensatory time.

Employees are entitled to a sick leave payout upon retirement (defined as separation from the Village with acceptance into pension fund) of 25% of any accumulated sick leave. Accumulated sick leave does not include days in the catastrophic sick leave bank.

Upon retirement, regular employees are eligible to participate in any Village health plan in effect at the time of retirement and in which the employee was participating at the time of retirement, subject to the terms of and eligibility for the plan. In order to participate, the employee must be eligible to retire with an immediate pension. In the event the employee, spouse, and any other dependents are no longer eligible for this benefit, the provisions of COBRA (Chapter 6 Section D) may apply.

#### **RETURN OF VILLAGE PROPERTY**

On the last day of employment, the Department Head shall receive from the employee: keys to facilities, identification card, badge, uniform insignia, handbooks, manuals, credit cards, and any and all equipment and supplies which are the property of the Village. The employee shall receive his final paycheck on the next regular payday following the last day of employment upon verification that all items belonging to the Village have been returned and that all outstanding bills (i.e. cell phone bills) have been paid.

# **Public Safety Committee Divider**

**Scott Mesick, Chairman**

**Patricia Rocco**

**Robert Lautner**

# Village Board Agenda Memo

**Date:** December 8, 2016

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

**From:** Julia A. Cedillo, Village Manager  
Dean J. Maggos, Director of Fire, Building and EMA

**Re:** New Ambulance Purchase

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## **GENERAL BACKGROUND:**

The Village is in need of replacing its' 16 year old ambulance; Ambulance 1214. Our current front line ambulance, Ambulance 1215, is also nearing seven years old. Based upon the amount of use it gets, and the increase frequency of repairs needed, it is time to move Ambulance 1215 to a secondary, or back-up response role.

As such, Fire Department staff have been pursuing the purchase of a new ambulance. Purchasing a new ambulance will allow for us to sell or trade-in the 16 year old ambulance (Ambulance 1214) when the new one arrives, and our current front line ambulance (Ambulance 1215) will be moved into the secondary response role.

Earlier this year, following the passage of the referendum for Fire Department vehicles, personnel were tasked to begin planning for this purchase. Our EMS Division Chief, along with various other department personnel, begin to discuss the needs related to the next ambulance, and began to evaluate various models, chassis and options from a variety of manufacturers. A couple of our personnel met with vendors and manufacturers, and evaluated vehicles at the Fire Department Instructors Conference earlier this year, and vendors were invited out on a few occasions to bring various demo models out for us to evaluate.

Following this process, and upon recommendation of our EMS Division Chief, it has been determined that the Fire Department and Village would be best served by the purchase of a Type I ambulance, built on a Ford F Series truck chassis. Furthermore, again after careful evaluation, staff would like to purchase an ambulance manufactured by Horton Corporation, which is located in Grove City, Ohio, and which would be purchased through Foster Coach Sales, located in Sterling, IL.

The total cost of the ambulance is \$222,147.00, and the unit is available through the Suburban Purchasing Cooperative. As such, the vendor (Foster Coach) has gone through an RFP process with the purchasing cooperative and the Northwest Municipal Conference. This process is very thorough, provides competitive bidding, and meets all applicable state laws. There is an administrative fee \$750.00 for using the Suburban Processing Cooperative, which is already included in the total cost of the purchase.

This year's current fiscal budget includes \$260,000.00 in funding for this purchase. In addition to the proposed purchase of the vehicle, a purchase of a power cot and loading system (stretcher system), is being brought to the Village Board under separate cover. There will also be additional associated expenses related to this purchase, and the sale or trade-in of our existing ambulance which need to be considered in the overall cost. As such, please note the following breakdown of costs for this project.

Ambulance Purchase	\$222,147.00
Cost of lettering (estimated)	3,500.00
Cost of radios (estimated)	1,200.00
Guaranteed trade-in value	(6,500.00)
Power cot and loading system	46,353.60
<u>IRMA rebate</u>	<u>(15,000.00)</u>
Total	\$251,700.60

Again as noted, \$260,000 has been budgeted for this purchase (project). For additional information about this purchase, including the recommendation, justifications, specifications, Suburban Purchasing Cooperative, etc., please see the attached documentation.

**RECOMMENDATION:**

After careful evaluation and consideration, staff recommends entering into an agreement with Foster Coach Sales, Inc., of Sterling, IL, for the purchase of a new Type I Ford/Horton model 623 Ambulance.

**MOTION / ACTION REQUESTED:**

***Motion to purchase a new Type I Ford/Horton model 623 Ambulance, for the cost of \$222,147.00, from Foster Coach Sales, Inc., of Sterling, IL, through the Suburban Purchasing Cooperative.***

**DOCUMENTATION:**

- Supplemental Information and Justification Memo, including quote, specs, etc.
- Additional information about the Suburban Purchasing Cooperative
- Additional information about Foster Coach Sales, Inc.

# **Village Board Agenda Memo**

***(Supplemental – Recommendation, Justification and Additional Information)***

**Date:** December 6, 2016

**To:** Dean J. Maggos, Director of Fire, Building & Emergency Management

**From:** Rick Ronovsky, Division Chief

**Re:** New Ambulance Purchase

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With the successful passage of the recent referenda for Fire Equipment, Fire Department personnel, including our contracted Firefighter/Paramedics have spent the last few months researching and evaluating several different makes, models, and manufacturers of ambulances. We are at the point in which we are ready to recommend the purchase of a new Village ambulance.

Currently, we have two ambulances. Ambulance 1214 was built and placed into service in 2000 while Ambulance 1215 was built and placed into service in 2010. It is our intent to operate ambulances on a 16 year life-span. This means that in the first 8 years the ambulance would be used as the front line (primary) response ambulance. The last 8 years the ambulance would be used as the back-up (secondary) response ambulance.

With the purchase of a new ambulance, we would be removing the current Ambulance 1214 (the 2000) from service and either trading that unit in with the purchase of the new ambulance or selling it outright – which ever provides us with the higher dollar value. Ambulance 1214 is currently our secondary response ambulance. It has almost 100,000 road miles and it is estimated to be almost 17 years old with over 100,000 road miles by the time our new ambulance is delivered.

Once the new ambulance is delivered and placed into service, it will function as the primary response ambulance with Ambulance 1215 being placed into the secondary response position.

When we originally purchased our current ambulances in 2000 and 2010, we elected to use a Type I Ambulance with a medium duty commercial chassis. At those times, it was felt that this was the best chassis options as other available chassis could not continue to meet the needs of our fire department. It was also believed that these heavier, medium duty chassis could better withstand the mechanical wear and tear of emergency services. Over the years, these medium duty chassis have become more expensive not only to operate, but to maintain. As a result, the ambulance industry has worked on the previously used chassis and found that they can build onto a “beefed-up” version of a previously used chassis with good success, both from a financial as well as an operational and maintenance standpoint.

After careful evaluation and review, we are recommending that our new ambulance be built on an F series Ford truck chassis rather than the International medium duty chassis. The Ford F series has been certified by the ambulance manufacturers association and has become the popular choice in the industry.

As for the ambulance conversion portion, we have looked at several of the manufacturers. All of the manufacturers that we have looked at can build an ambulance conversion on a Ford F series chassis. After careful consideration, we are recommending that we purchase an ambulance manufactured by the Horton Corporation located in Grove City, Ohio through their Illinois dealer, Foster Coach Sales of Sterling, Illinois. We are further recommending that this purchase be made through the Suburban Purchasing Cooperative through the Northwest Municipal Conference.

As both of our current ambulances were manufactured by the MEDTEC Corporation, production of these ambulances has been cancelled by their parent corporation, the Oshkosh Corporation of Oshkosh, Wisconsin as of 2012.

The Horton Corporation has been in business building ambulances since the late 1960's. They are obviously a well-established company that builds a high quality unit. Horton ambulances are considered one of the best in the business. Two of the most convincing factors pointing us in the direction of a Horton unit are the advanced electrical monitoring system used and the fact that they are the only manufacturer to include safety air bags in the patient compartment. These safety air bags are similar to air bag technology used in vehicles today but are designed for protecting both the patient in the ambulance as well as the first responders.

In Illinois, Horton is represented by Foster Coach Sales of Sterling, Illinois. We are very familiar with Foster Coach Sales. We have done business with them since purchasing our 1996 ambulance from them. In addition to the 1996 ambulance, the 2000 and 2010 ambulances are MEDTEC units sold and serviced through Foster Coach. They have quality people that do an outstanding job especially in the area of their customer service and support. They have local representation in our area and their facility in Sterling is both a full service facility and body and paint shop.

The total cost of the ambulance is \$222,147.00, and the unit is available through the Suburban Purchasing Cooperative. As required, Foster Coach has gone through an RFP process with the purchasing cooperative and the Northwest Municipal Conference. This process is very thorough, provides competitive bidding, and meets all applicable state laws. There is an administrative fee \$750.00 for using the Suburban Processing Cooperative, which is already included in the total cost.

While the total cost is \$222,147.00, there is a trade-in option valued at \$6,500 that is available to us. We are attempting to secure a broker to possibly purchase our current Ambulance 1214. Should a purchase not materialize, we can elect to trade the older ambulance in when we receive our new one. This would then reduce the price of the new ambulance by \$6,500. We are hopeful that we can sell this older unit at a higher cost than the trade-in value.

There are 2 additional options that we will need to address. While both of these will be added to the cost of the ambulance at some point, they do need mentioning. This quote does not include lettering the ambulance. We are looking at local options rather than having Foster Coach do this. This would result in a lower cost for the lettering as we have to provide a couple of graphics ourselves. It is estimated that cost of the lettering and graphics would be around \$3,500.

Lastly, there is a \$1,500 option for the inspection trip for 2 of our members to view the vehicle while it is being constructed. While we highly recommend this, we wanted to make sure that this option is clearly transparent in the process.

It is recommended that at this time, the current cost of the ambulance be considered at \$222,147.00. Should we take a trade-in, then the cost would be lower. As for the cost of the lettering/graphics and the inspection trip, we do have an estimated miscellaneous cost built into the estimated total cost. There should be more than enough to cover these items without going over what our total estimated cost are.

**RECOMMENDATION:**

After careful evaluation and consideration, staff recommends entering into an agreement with Foster Coach Sales, Inc., to purchase a new Type I Ford/Horton model 623 Ambulance for a cost of \$222,147.00, through the Suburban Purchasing Cooperative.

**DOCUMENTATION:**

1. Quotation from Foster Coach Sales, Inc.
2. Specification and Drawings of Ford F series/Horton model 623 Ambulance
3. Suburban Purchasing Cooperative Ambulance Award Memo

**FOSTER COACH SALES, INC.**

903 Prosperity Drive Street P.O. Box 700  
Sterling, Illinois 61081

Phone: (815) 625-3276  
(800) 369-4215  
Fax: (815) 625-7222  
Web site: www.fostercoach.com

**PF00744**

**QUOTATION**

TO: LAGRANGE PARK FIRE DEPARTMENT  
447 N CATHERINE  
LAGRANGE PARK, IL 60526

DATE: 11/30/16

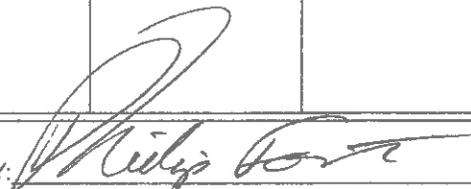
ATTN: RICK RONOVSKY

REFERENCE: NEW AMBULANCE

We are pleased to submit the following quotation in accordance with your request and subject to the Terms and Conditions listed below and on the reverse side hereof.

QTY.	DESCRIPTION	EACH	NET PRICE
1	2017 FORD F550 4X4 CHASSIS ON A CUSTOM HORTON CONVERSION PER CUSTOMER SPECIFICATIONS	\$ 222,147.00	\$ 222,147.00
	OPTION		
	TRADE IN OF 2000 MEDTEC AMBULANCE	\$ -6,500.00	\$ -6,500.00
	INSPECTION TRIP FOR 2 PEOPLE	\$ 1,500.00	\$ 1,500.00
		\$ Total	\$ 217,147.00
	ACCEPTED BY: _____		
	TITLE: _____ Date: _____		

ESTIMATED DELIVERY:  
11 MONTHS DEPENDING ON CHASSIS

PROPOSED BY:   
P.J. FOSTER, VICE PRESIDENT OF SALES



# A Joint Purchasing Program For Local Government Agencies

November 15, 2016

Mr. Steve Foster  
President  
Foster Coach Sales, Inc.  
PO Box 700, 903 Prosperity Drive  
Sterling, IL 61081

Dear Mr. Foster.

This letter is to inform you that the Governing Board of the Suburban Purchasing Cooperative has agreed to award the price increase request as outlined in your request for the SPC 2017 Type I Additional Duty Ambulance Contract #133 to Foster Coach Sales Inc. /Horton Emergency Vehicles through October 1, 2017.

The 2017 prices include the addition of the 4-point harness for seating areas in the patient compartment, making it safer for the attendant in the back of the ambulance as mandated under Federal and Illinois Specifications.

CHASSIS PER SPC SPECIFICATIONS	2016 PRICE	2017 PROPOSED \$	S CHANGE	% CHANGE
2016 Ford F650	\$ 266,458.00	\$ 267,933.00	\$1,475.00	0.55%
2016 Ford F450 4 x 2	\$ 232,956.00	\$ 235,926.00	\$2,970.00	1.27%
2017 International 4300	\$ 266,475.00	\$ 267,907.00	\$1,432.00	0.54%
2017 Freightliner M2	\$ 260,385.00	\$ 263,930.00	\$1,775.00	0.68%
2016 Dodge D4500	\$ 244,706.00	\$ 245,611.00	\$905.00	0.37%
2016 Ford E450 Cutaway	\$ 208,019.00	\$ 209,099.00	\$1,080.00	0.52%
2016 Ford F550 4 x 2	\$ 233,911.00	\$ 237,016.00	\$3,025.00	1.29%

With acceptance of this contract extension, Foster Coach, Sterling, IL agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded.

Foster Coach Sales Inc., Sterling, IL will handle all billing. Each ambulance will be assessed an administrative fee of \$600.00 per ambulance for members and \$850.00 per ambulance for non-members, which shall be paid directly by the vendor to the SPC on a quarterly basis.

*DuPage Mayors & Managers Conference*  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
Fax: (630) 571-0484

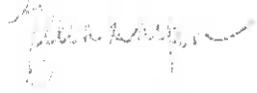
*Northwest Municipal Conference*  
1500 East Golf Rd., Suite 0700  
Des Plaines, IL 60016  
Ellen Dayan  
Phone: (847) 296-9200  
Fax: (847) 296-9207

*South Suburban Mayors And Managers Association*  
1904 West 174<sup>th</sup> Street  
East Hazel Crest, IL 60429  
Ed Paesel  
Phone: (708) 206-1155  
Fax: (708) 206-1133

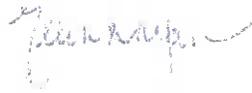
*Will County Governmental League*  
3180 Theodore Street, Suite 101  
Joliet, IL 60435  
Cherie Belom  
Phone: (815) 729-3535  
Fax: (815) 729-3536

The SPC looks forward to a productive experience working with Foster Coach Sales, Inc., Sterling for the duration of Contract 133. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,



Ellen Dayan, CPPB  
Program Manager for Purchasing  
Northwest Municipal Conference



Ellen Dayan, NWMC

11/15/16

Date



Steve Foster, President  
Foster Coach Sales

11/15/16

Date

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**DuPage Mayors &  
Managers Conference**  
1230 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
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**Northwest Municipal  
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Des Plaines, IL 60016  
Ellen Dayan  
Phone: (847) 296-9200  
Fax: (847) 296-9207

**South Suburban Mayors  
And Managers Association**  
1964 West 77<sup>th</sup> Street  
East Hazel Crest, IL 60429  
Ed Paesel  
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Fax: (708) 206-1133

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Governmental League**  
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Joliet, IL 60435  
Cherie Belom  
Phone: (815) 729-3535  
Fax: (815) 729-3536



Foster Coach Sales--PO Box Box 700--Sterling, IL. 61081

**LAGRANGE PARK FIRE DEPARTMENT**  
447 N CATHERINE  
LAGRANGE PARK, IL 60526  
RICK RONOVSKY

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**Year:** 2017  
**Chassis:** Ford Type I, 189" WB, 108"  
**Type:** 1  
**Model:** 623  
**Rev I** Close 11984

**CATEGORIES:**

- A** Chassis
- B** Body Connection Pass Thru Type
- BH** Chassis Accessories
- BL** Chassis Electrical
- C** Conversion Model
- CB** Module Body Modifications
- D** Module Body Hardware
- E** Paint and Striping
- F** Cabinet Doors, Handles and Hardware
- G** Interior Colors
- H** Interior Cabinets, Streetside
- I** Interior Cabinets, Curbside
- J** Front Wall Cabinets
- K** Interior Accessories and Trim
- L** Cot Mount, and Patient Handling
- M** Warning Systems, Visual
- MN** Warning Systems, Audible
- O** Lights, Non Emergency
- P** Electrical Power Group
- Q** Heat, Ventilation, Air conditioning
- R** Console, Radio, and communications
- T** Oxygen and Suction
- U** Lettering and Graphics
- Z** Other

Prepared By: P. J. Foster

LAGRANGE PARK FIRE DEPARTMENT  
 447 N CATHERINE  
 LAGRANGE PARK, IL 60526  
 RICK RONOVSKY



# Selected Feature List 11984

Year: 2017  
 Chassis: Ford Type I, 189" WB, 108"  
 Model: 623

Option   Std   Qty   Header/Description/Data   Proposal Total

**AB**   **Horton Emergency Vehicles Feature List**

**AC**   **CHASSIS**

AFF   1   1   FORD F-SERIES CHASSIS

AFF64016   0   1   CHASSIS, 2016 FORD 4X4, 189" F-550 CAB/CHASSIS  
 The chassis required to complete the ambulance conversion shall be supplied by Horton.  
 !!! CHASSIS TO BE 2017  
 CHASSIS TO HAVE ALUMINUM RIMS

AFFSP001   0   1   FORD F-SERIES SPECIAL INSTRUCTION  
 FORD FIN CODE

AJNSPIC0   1   1   CHASSIS INTERIOR COLOR SHALL BE GRAY

**B**   **CHASSIS MODIFICATIONS, HARDWARE AND ACCESSORIES**

BH010000   1   1   DIESEL EXHAUST FLUID (DEF)  
 The fill for the DEF tank will be located in the driver's side of the body forward of the rear wheels. A lable stating "DIESEL EXHAUST FLUID (DEF)" will be installed next to the fill neck.  
 (Option is applicable to 2011 and later Ford F-series chassis)

**LAGRANGE PARK FIRE DEPARTMENT**  
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## Selected Feature List 11984

Year: 2017  
 Chassis: Ford Type I, 189" WB, 108"  
 Model: 623

Option	Std	Qty	Header/Description/Data	Proposal Total
BH03B000	1	1	<b>MUD FLAPS: rear</b> Install individual rear mud flaps behind each set of rear wheels.	
BH06A000	0	1	<b>WIDE DOCK BUMPERS</b> Install wide style rear dock bumpers. Not applicable with bumper option BH11E000.	
BH070000	1	1	<b>REINFORCE REAR BUMPER END CAPS</b> Reinforce end caps of rear bumper for greater impact resistance.  <i>A section of 2" x 2" steel angle shall be attached to the back side of the std Horton step. (Note, this option is not available on recessed or impact steps).</i>	
BH08HE00	0	1	<b>RUNNING BOARDS: EMBOSSED ALD W/STAR PUNCH</b> Install heavy duty aluminum embossed diamond plate running boards and splash shields. Running boards are to be star punched for enhanced drain and foot grip.	
BH110000	1	1	<b>REAR STEP/ BUMPER ASSEMBLY</b> The center section of the rear step bumper shall be constructed of aluminum grip strut and be hinged to assist in patient handling.  <i>APPLY RUST PROOFING FOR BUMPER ASSEMBLY</i>  <i>REAR RISER SMOOTH ALUMINUM FOR CHEVRON INSTALLATION</i>	
BH16L000	1	1	<b>LIQUID SPRING SUSPENSION WITH DUMP FEATURE</b> A Liquid Spring rear suspension shall be installed. The suspension system shall dump when the left rear entry door is opened. The system shall include a dump override switch.  <i>DUMP SWITCH LOCATION: INNER DOOR PANEL OF CURBSIDE REAR ENTRY DOOR</i>	
BH32OR00	1	1	<b>SUSPENSION SWITCH: dump override</b> A switch will be installed where specified, to override the automatic dump feature activated by the left rear patient compartment entry door.  <i>Switch Locate: INNER DOOR PANEL OF CURBSIDE REAR ENTRY DOOR</i>	
BL073000	1	1	<b>BATTERIES, STANDARD ON F-SERIES FORD CHASSIS</b> (2) OEM batteries shall be installed in the manufacturers under hood battery tray locations.	

**LAGRANGE PARK FIRE DEPARTMENT**  
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 RICK RONOVSKY



## Selected Feature List 11984

**Year:** 2017  
**Chassis:** Ford Type I, 189" WB, 108"  
**Model:** 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
BL08A000	1	1	<b>BATTERY HEAT SHIELDS</b> Battery heat shields will be provided for any battery located under the hood which is not protected by the OEM manufacturer.	
BL26B000	1	1	<b>BACKUP ALARM RESET</b> Backup alarm to automatically reset to on if alarm was manually canceled using the control panel alarm cut-off switch (FL25) during previous use.	
BL26I000	0	1	<b>CAMERA SYSTEM FOR USE WITH I4g</b> A camera system shall be installed as noted below. The system is to use the I4G front screen as its monitor. Quantity: 1 Locate: ABOVE REAR ENTRY DOORS PER PRINT Note: REQUIRES SELECTION OF OPTION PAL00006 Note: A MAXIMUM OF FOUR (4) CAMERA CAN BE USED IN THIS SYSTEM. Note: SELECTION OF AN I4G GPS SYSTEM REDUCES THE NUMBER OF AVAILABLE CAMERA INPUTS TO THREE.	
BL32A000	1	1	<b>OEM AM/FM/CD PLAYER SHALL BE PROVIDED BY THE OEM MANUFACTURER</b> OEM AM/FM/CD player shall be provided by the OEM manufacturer on all Horton supplied chassis. Note: This option applies only to chassis supplied by Horton. Chassis supplied by either the customer or the dealer must be ordered with this feature from the chassis OEM.	

<b>C</b>	<b>CONVERSIONS</b>
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**LAGRANGE PARK FIRE DEPARTMENT**  
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## Selected Feature List 11984

Year: 2017  
 Chassis: Ford Type I, 189" WB, 108"  
 Model: 623

Option	Std	Qty	Header/Description/Data	Proposal Total
CA640000	0	1	<b>CONVERSION MODEL: F623 FORD F SERIES</b> MINIMUM BODY DIMENSIONS: (Exterior) -Height: 89" -Width: 96" -Length: 173" (Interior) -Height: 72" -Aisle 20" -Width: 20" (from edge of cot in wall position to squad bench riser) -Length: 169" OVERALL DIMENSIONS (Including Chassis, Module and Step): -Height: 117" (to top of vent) -Width: 100" -Length: 307"  SLIDING WINDOW ON CAB  74" HEADROOM	
CA640001	1	1	<b>F623 STREETSIDE FORWARD:</b> Clear Door Opening: 18.7" wide x 79.1" high Actual Compartment 24.2" wide x 82.1" high x 20.3" This area shall be accessed through a single outside hinged door. The compartment shall house the vehicle's primary O2 cylinder. The compartment shall be vented to the outside.  !!! ENTIRE COMPARTMENT TO BE FABRICATED FROM FLAT ALUMINUM. DO NOT COAT FLOOR OR CEILING.	
cb03so00	0	1	<b>SWEEP OUT COMPARTMENT FLOOR MODIFICATION</b> Compartment floor is to be sweep-out style.  !!! FABRICATE FLOOR FROM D/A FINISHED FLAT ALUMINUM.	
dr08l000	0	1	<b>SHELF FOR LED LIGHTED VERTICAL COMPARTMENT</b> A diamond plate adjustable shelf shall be installed in the following location.  Locate: ABOVE O2 BOTTLE BRACKET RIGHT SIDE OF DIVIDER	
dr11a000	0	1	<b>DIVIDER FIXED, VERTICAL COMPARTMENT</b> Install a 16" deep fixed vertical divider shall be installed in the location listed below. (Divider material is to match the compartment material)  Locate: JUST LEFT OF O2 BOTTLE BRACKET	
dr12a000	0	1	<b>ROK BACKBOARD STRAP</b> Install a ROK backboard strap in the designated backboard compartment.  CENTERED LEFT SIDE OF DIVIDER	

**LAGRANGE PARK FIRE DEPARTMENT**  
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# Selected Feature List 11984

**Year:** 2017  
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**Model:** 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
	0	1	<b>SCORPION LINED COMPARTMENT</b>	
dr13a000			Spray the selected compartment with Scorpion lining as noted below. Color: BLACK	
	0	1	<b>SCORPION LINED DIVIDER</b>	
dr13c000			Spray the selected divider with Scorpion lining as noted below. Color: BLACK	
CA640002	1	1	<b>F623 STREETSIDE INTERMEDIATE:</b> Clear Door Opening: 51.7" wide x 38.3" high Actual Dimensions: 55.5" wide x 41.5" high x 20.3" This area shall be accessed through double, outside hinged doors. Both doors shall have exterior door handles and latching devices.  PD BOX IN LEFT PORTION OF COMPARTMENT USES APPROX 6" OF SPACE	
	0	1	<b>SWEEP OUT COMPARTMENT FLOOR MODIFICATION</b>	
cb03so00			Compartment floor is to be sweep-out style.  !!! FABRICATE FLOOR FROM D/A FINISHED FLAT ALUMINUM.	
	0	1	<b>COMPARTMENT HEIGHT Modify: first, street side</b>	
cb040000			The height of the standard compartment for this model shall be modified. This is the first street side compartment height modification and shall include affected modifications to the interior cabinet.  Height Modification: DECREASE 14" TO ACCOMMODATE INTERIOR CABINETS	
	0	1	<b>SHELF FOR LED LIGHTED DOUBLE DOOR COMPARTMENT</b>	
dr09lb00			A diamond plate adjustable shelf shall be installed in the area listed below.  Locate: CENTERED BETWEEN PD BOX AND RH WALL	
	0	1	<b>EXPANDED METAL CAGE FOR PROTECTION OF EQUIPMENT</b>	
dr11ca00			Install an expanded metal cage around the onboard electrical equipment per location noted below. Include access ports to equipment with grip lock around the edges of the openings.  Locate: UPPER REARWARD PORTION TO PROTECT ELECTRICAL EQUIP	
CA640004	1	1	<b>F623 STREETSIDE REAR:</b> Clear Door Opening: 32.0" wide x 58.3" high Actual Dimensions: 36.6" wide x 61.5" high x 20.3" This area shall be accessed through double, outside hinged doors. Both doors shall have exterior door handles and latching devices:  NOTCH COMPARTMENT IN THE UPPER PORTION OF THE COMPARTMENT FOR A 8" DEEP INTERIOR CABINET AND EXTENDED 4" TELEMETRY AREA	

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Option	Std	Qty	Header/Description/Data	Proposal Total
cb03sc00	0	1	<b>SWEEP OUT COMPARTMENT FLOOR MODIFICATION</b> Compartment floor is to be sweep-out style. !!! FABRICATE FLOOR FROM D/A FINISHED FLAT ALUMINUM.	
dr10e000	0	2	<b>EXTRUDED ALUMINUM "C" CHANNEL, ADDITIONAL</b> Additional section of aluminum "C" channel shall be installed on the designated compartment walls. Standard tool boards require two C-channels. Location: SPACED EVENLY ON BACK WALL BELOW NOTCH. FULL HEIGHT	
CA640005	1	1	<b>F623 CURBSIDE REAR:</b> Clear Door Opening: 25.0" wide x 79.1" high Actual Dimensions: 29.7" wide x 82.1" high x 20.3" This area shall be accessed through a single outside hinged door !!! ENTIRE COMPARTMENT TO BE FABRICATED FROM FLAT ALUMINUM. DO NOT COAT FLOOR OR CEILING.	
cb03so00	0	1	<b>SWEEP OUT COMPARTMENT FLOOR MODIFICATION</b> Compartment floor is to be sweep-out style. !!! FABRICATE FLOOR FROM D/A FINISHED FLAT ALUMINUM.	
dr08i000	0	2	<b>SHELF FOR LED LIGHTED VERTICAL COMPARTMENT</b> A diamond plate adjustable shelf shall be installed in the following location. Locate: SPACED EVENLY ABOVE FIXED SHELF	
dr08lf00	0	1	<b>FIXED SHELF FOR LED LIGHTED VERTICAL COMPARTMENT</b> Install a fixed diamond plate shelf using (4) cast shelf brackets, (2) for right wall, (2) for left wall. Install cast brackets directly to the compartment walls. Install shelf in the following location. Locate: 40" FROM FLOOR RIGHT SIDE OF DIVIDER	
dr11a000	0	1	<b>DIVIDER FIXED, VERTICAL COMPARTMENT</b> Install a 16" deep fixed vertical divider shall be installed in the location listed below. (Divider material is to match the compartment material) Locate: 13" FROM RH WALL	

**LAGRANGE PARK FIRE DEPARTMENT**  
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 RICK RONOVSKY



# Selected Feature List 11984

**Year:** 2017  
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**Model:** 623

Option	Std	Qty	Header/Description/Data	Proposal Total
dr11p000	0	1	<b>STAIR CHAIR POCKET, RECESSED</b> A pocket that is 40" high x 10" wide x 1.2" deep shall be recessed into the inner compartment door panel. The pocket shall be installed as close to the bottom and hinged side of door as possible unless otherwise specified.  <i>Locate: HINGE SIDE OF INNER DOOR PANEL AS CLOSE TO HINGE AS POSSIBLE. DWG #103521</i> <i>Note: Raised compartment floor does not apply when sweep-out option is ordered.</i>	
dr12a000	0	1	<b>ROK BACKBOARD STRAP</b> Install a ROK backboard strap in the designated backboard compartment.  <i>CENTERED LEFT SIDE OF DIVIDER</i>	
dr13a000	0	1	<b>SCORPION LINED COMPARTMENT</b> Spray the selected compartment with Scorpion lining as noted below.  <i>Color: BLACK</i>	
dr13c000	0	1	<b>SCORPION LINED DIVIDER</b> Spray the selected divider with Scorpion lining as noted below.  <i>Color: BLACK</i>	
CA640006	1	1	<b>F623 CURBSIDE FORWARD:</b> Clear Door Opening: 22.1" wide x 82.1" high Actual Dimensions: 27.2" wide x 82.1" high x 28.5" This area shall be accessed through a single outside hinged door and from an opening located on the curb side forward wall. The area shall be primarily used for storage of customer furnished jump kits.  <i>!!! FABRICATE FLOOR FROM D/A FINISHED FLAT ALUMINUM.</i>	
CAB93AF0	0	1	<b>KKK-A-1822F CERTIFICATION LABEL</b> The vehicle shall have weight/payload, electrical load and KKK-A-1822F certification stickers installed in the O2 compartment.	

**CB BODY MODIFICATIONS/OPTIONS**

**LAGRANGE PARK FIRE DEPARTMENT**  
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 RICK RONOVSKY



# Selected Feature List 11984

**Year:** 2017  
**Chassis:** Ford Type I, 189" WB, 108"  
**Model:** 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
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CB030000	0	2	<b>MODULE HEAD ROOM, INCREASE FROM STANDARD, per inch</b> The standard module body headroom shall be increased from standard per the quantity listed below. The quantity represents inches and must be in increments of 2".  <i>Headroom Required: 74"</i>	
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CB06Q000	0	1	<b>EMBOSSD DIAMONDPLATE AT SIDE ENTRY DOOR</b> Fabricate the stepping surface inside the side access door using embossed diamond treadplate.	
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CB06SX00	0	1	<b>DOUBLE STEP CURBSIDE ENTRY 6" DROP SKIRT</b> The curbside skirt, forward of the rear wheel well shall be dropped 6 inches. Two integral ALD steps within the side patient door step well shall be available upon opening the side door for easier and lower access to the patient compartment.	
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CB06SX10	0	1	<b>STREETSIDE OF BODY LOWERED 6" FROM STANDARD</b> The street side of the body forward of the rear wheel well shall be lowered 6" from standard.  <i>Note exhaust location when selecting this option.</i>	
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CB07E000	0	1	<b>COT MOUNT REINFORCEMENT PLATES: Power Load</b> Additional under floor reinforcement is required for future installation of a Stryker Power Load system.  <i>CENTER MOUNT</i>	
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CB09SA00	1	1	<b>PATIENT AREA SOUND PROOFING/ACOUSTIC ENHANCEMENT PACKAGE</b> Install standard sound control package.	
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CB12A000	0	1	<b>POCKET FOR COOL TECH I</b> Modify the body roof structure for installation of a Cool Tech I condenser to be recessed into the forward portion of the roof.	
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<b>D</b>	<b>MODULE BODY HARDWARE</b>
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**LAGRANGE PARK FIRE DEPARTMENT**  
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## Selected Feature List 11984

Year: 2017  
 Chassis: Ford Type I, 189" WB, 108"  
 Model: 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
---------------	------------	------------	--------------------------------	-----------------------

- |          |   |   |   |  |
|----------|---|---|---|--|
| DG05C100 | 0 | 1 | <b>1 PRIVACY WINDOWS, REAR MODULE BODY ENTRY DOORS</b><br>The rear module entry doors shall have solid windows. The windows shall have dark privacy glass. The windows shall meet FMVSS glazing standards. No films are to be used.   |  |
| DG06C200 | 0 | 1 | <b>1 PRIVACY WINDOW, SLIDING FOR SIDE ENTRY DOOR</b><br>The side entry door shall have a sliding window. The window shall have dark privacy glass. The window shall meet FMVSS glazing standards. No films are to be used.  |  |
| DG080000 | 1 | 1 | <b>1 EMERGENCY DOOR RELEASE MECHANISM, REAR DOORS</b><br>Install standard emergency release knobs on top and bottom of rear module entrance doors.  |  |
| DG08A000 | 1 | 1 | <b>1 DOOR HANDLES</b><br>Install Tri-Mark free floating style door handles with pre-stretched stainless steel cables. Include three piece interior door panels on all access doors.   |  |
| DH000000 | 1 | 1 | <b>1 Vi-Tech body mounts</b><br>Install standard Vi-Tech body mounts.   |  |
| DH03B000 | 1 | 1 | <b>1 MIRROR STAINLESS STEEL SPLASH SHIELDS</b><br>Install #8 mirror stainless splash shields on the lower front face of the body just behind the cab access doors. These splash shields are to be the same height as the diamond plate front corner guards.<br><br><i>NOT AVAILABLE ON FORD "E" SERIES CHASSIS IN CONJUNCTION WITH EXTENDED CORNER GUARDS.</i><br><br><i>Note: Check option OL41B000 for running board light pre-punches.</i> |  |
| DH040000 | 1 | 1 | <b>1 MODULE BODY FENDERS: stainless steel</b><br>Rear wheel housings shall have stainless steel flare skirts to protect the wheel house opening and side body finish.<br><br><i>!!! VEHICLE INCLUDES A 6" STREETSIDE AND CURBSIDE DROP SKIRT. INSTALL FENDERS FOR A 3" DROP SKIRT ON BOTH SIDES AND LENGTHEN THE RUB RAILS SO THEY EXTEND BELOW THE FENDERS FORWARD OF THE REAR WHEELS.</i>   |  |

LAGRANGE PARK FIRE DEPARTMENT  
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 LAGRANGE PARK, IL 60526  
 RICK RONOVSKY



## Selected Feature List 11984

Year: 2017  
 Chassis: Ford Type I, 189" WB, 108"  
 Model: 623

Option	Std	Qty	Header/Description/Data	Proposal Total
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|----------|---|---|---|--|
| DH060000 | 0 | 1 | <b>RUB RAILS, C-Channel</b><br>The lower body rub rails shall be C-channel type ILOS.<br>!!! VEHICLE INCLUDES A 6" STREETSIDE AND CURBSIDE DROP SKIRT. EXTEND RUB RAILS SO THEY EXTEND BELOW THE FENDERS FORWARD OF THE REAR WHEELS.  |  |
| DH100000 | 0 | 5 | <b>STAINLESS COMPARTMENT SILL PLATES:</b><br>Stainless steel compartment sill plates shall be installed as noted below.<br>(Pricing is per compartment)<br>Locate: ALL LOCATIONS  |  |
| DH120000 | 0 | 1 | <b>EXTENDED DIAMOND PLATE CORNER GUARDS</b><br>Install extended diamond plate corner guards that extend to the bottom of the paint stripe or pin stripe which ever is applicable.<br>36"  |  |
| DH330000 | 1 | 1 | <b>REAR DOOR HOLD OPENS, GRABBER</b><br>Install chrome Cast Products "Grabber" style rear door hold opens.<br>(NOTE: HOLD OPENS MUST BE RELOCATED IF TELESCOPIC LIGHTS ARE ORDERED)   |  |
| DL480000 | 0 | 1 | <b>ELECTRIC DOOR LOCKS: compartment</b><br>Install power activated door locks on all exterior compartment doors. Locks to be activated by a switch at each patient area access door. Locks may be overridden by a door key. A separate lock switch will be located in the front radio console if option DL48D000 (wired to OEM locks) is not selected.<br>!!! Note that the minimum compartment requirements for an electric door lock are as follows:<br>Minimum door width jamb to jamb 16"<br>Or<br>Minimum door height jamb to jamb 25" |  |
| DL48A000 | 1 | 1 | <b>ELECTRIC DOOR LOCKS: access doors</b><br>Install power activated door locks on all patient area access doors. Locks to be activated by a switch at each patient area door, and controlled with the access door locks. Locks may be overridden by a manual slide lever or by the door key. A separate lock switch will be located in the front radio console if option DL48D000 (wired to OEM locks) is not selected.   |  |

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| DL48B000 | 0 | 1 | <b>ELECTRIC DOOR SWITCH: concealed</b><br>Install a concealed switch on the exterior of the vehicle to operate the power door lock circuit. Doors shall be wired to unlock only on this circuit.<br><br><i>Locate: REAR LICENSE PLATE INSERT</i>                       |  |
| DL48D000 | 0 | 1 | <b>ELECTRIC DOOR LOCKS WIRED TO OEM SWITCHES</b><br>The module door locks and compartment locks (if ordered) are to be wired to the chassis door lock switches.  |  |
| DLH40000 | 0 | 1 | <b>RECESSED LICENSE PLATE BRACKET</b><br>A Cast Products #LP0002 recessed license plate bracket shall be installed per the attached drawing. The bracket will include lighting in the top to illuminate the license plate.<br><br><i>ABOVE REAR RISER DRIVERS SIDE</i> |  |
| DR22B000 | 0 | 1 | <b>DRI DECK IN EXTERIOR COMPARTMENTS</b><br>Dri Deck will be installed on the floor and shelves of all exterior compartments.<br><br><i>Color: BLACK WITH TAPERED YELLOW EDGE TILES</i>  |  |

<b>E</b>	<b>PAINT AND STRIPING</b>
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| ED020000 | 0 | 1 | <b>CHASSIS PAINT: other color</b><br>Paint CHASSIS special color<br><br><i>Paint Color: RED</i><br><i>Paint Number: AZKO NOBEL NAV0238</i>   |  |
| ED050000 | 0 | 1 | <b>MODULE PAINT: other color</b><br>Paint MODULE special color<br><br><i>Paint Color: RED LOWER, WHITE UPPER</i><br><i>Paint Number: AZKO NOBEL NAV0238</i><br><i>Note: This option applies only when repaint option is chosen above.</i><br><br><i>Paint Roof White from bottom of drip rails upward:</i> |  |

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| ED20PS00 | 1 | 1 | <b>PAINT PANEL: sample</b><br>A painted test panel shall be prepared with the following paint color and number, to confirm correct paint selection. The panel will be mailed as designated.<br><br><i>Paint Color: RED</i><br><i>Paint Number: AZKO NOBEL NAV0238</i>  |  |
| ED5E0000 | 0 | 1 | <b>DIAMONDGRADE CHEVRONS-AROUND REAR DOORS</b><br>Install Diamondgrade chevron striping on the rear of the body around the rear doors. Install inboard of the corner posts and below the upper drip-rail.<br><br><i>Colors: RED #983-72. FLUORESCENT YELLOW GREEN #983-23.</i><br><i>!!! OUTLINE ENTIRE BORDER OF CHEVRONS WITH A RED, NON-REFLECTIVE .50" VINYL PINSTRIPE TO MATCH RED CHEVRONS AS CLOSE AS POSSIBLE.</i> |  |
| ED5K0000 | 0 | 3 | <b>DIAMONDGRADE CHEVRONS-DOOR PANELS</b><br>Install Diamondgrade chevron striping on the lower portion of the interior door panels as noted below:<br><br><i>Colors: RED #983-72. FLUORESCENT YELLOW GREEN #983-23.</i><br><i>Locations: LOWER DOOR PANEL</i><br><br><i>Note: Qty is each.</i>   |  |
| ESP00001 | 0 | 1 | <b>SPECIAL INSTRUCTION, PAINT &amp; STRIPING</b><br><br><i>Install a .750" WHITE Scotchlite stripe through the center of the C-channel rub rails.</i>  |  |

<b>F</b>	<b>INTERIOR CABINET DOORS, HANDLES &amp; HARDWARE</b>
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| FE010000 | 1 | 1 | <b>FULL HEIGHT PULL HANDLES ON SLIDING PLEXIGLAS DOORS</b><br>All sliding cabinet doors to have full length pull handles.                                       |  |
| FE01FT00 | 1 | 1 | <b>LATCH, HINGED DOOR: Southco flush stainless steel pull style</b><br>Install stainless flush mount Southco pull latches on the hinged interior cabinet doors. |  |

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**FE02A000**    1    1 **PLEXIGLAS COLOR: light tint**  
 All Plexiglas doors to be light tint.  
 !!! INSTALL LIGHT TINT LEXAN ILOS PLEXIGLAS.

**FE06E000**    0    2 **COUNTERTOP, SOLID SURFACE**  
 Install solid surface countertop in lieu of standard stainless steel. Counter is to include radiused and tapered corners.  
 Color:    GREY GRANITE

**FE07A000**    0    3 **STAINLESS STEEL-INHALATION AREA WALLS:**  
 The rear and side walls bordering the inhalation area are to be covered with brushed stainless steel.  
 INHALATION, TELEMETRY AND CPR SEAT

**FE08A000**    0    1 **STAINLESS STEEL-INHALATION PANEL:**  
 The inhalation panel is to be fabricated from stainless steel. All edges are to be filed.  
 CUT BACK PER NEW SAFETY STANDARDS

**G**    **INTERIOR COLORS, UPHOLSTERY AND SEATING**

**GF01CG00**    0    1 **INTERIOR COLOR SCHEME: CG TECH**  
 The patient area walls, inner door panels and inhalation panel are to be finished with CG Tech material. Install brushed stainless risers and lower door panels.  
 Color:    Silver Metallic

**GF01R000**    0    1 **INTERIOR COLOR SCHEME: Custom**  
 Interior colors are as follows:  
 Floor:                    LONCOIN FLECKSTONE BLACK ONYX #150  
 Risers:                   STAINLESS  
 Walls:                    SILVER METALLIC CG TECH  
 Cabinets:                GREY PAINT (SMOOTH FINISH ILO TEXTURED)  
 Upholstery:              GUNMETAL GRAY MV102 EVS VACUUM FORMED SEATS

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<b>GF01V000</b>	<b>0</b>	<b>1</b>	<b>VACUFORMED UPHOLSTERY:</b> All seat cushions including head and back cushions are to be vacuformed style. Cushions are to be installed with Velcro around the full perimeter of the cushion. All closeouts are to be covered with matching material and installed per standard. Head, backrest and HOPS cushions are to be made and attached per standard.  <i>Note: Does not include bucket seats. See below for bucket seat information.</i>  <b>INCLUDE THE ATTENDANT SEAT</b>	
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<b>GF02M000</b>	<b>1</b>	<b>1</b>	<b>INSIDE CABINET FINISH: paint</b> The interior of all aluminum cabinets shall have a durable paint finish. The painted surface shall be washable and non-absorbent. See the appropriate Interior Color Scheme option for paint color information.	
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<b>GF02P000</b>	<b>1</b>	<b>1</b>	<b>RISERS:</b> The interior of this vehicle is to contain no wood or wood products. The risers are to be made of reinforced structural composite board covered with Formica per the color description. Formica will not be installed on the risers if stainless steel riser options are selected.  <i>Note: Riser thickness to be modified if option #PL27CP00 is ordered.</i>	
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<b>GF030000</b>	<b>0</b>	<b>1</b>	<b>STAINLESS STEEL RISER, cabinet wall</b> Install stainless steel on cabinet wall riser. If a cabinet riser accent stripe is ordered the stainless steel will stop at the bottom edge of the stripe.	
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<b>GF03A000</b>	<b>0</b>	<b>1</b>	<b>STAINLESS STEEL RISER, bench wall</b> Install stainless steel on squad bench riser.	
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<b>GF03C000</b>	<b>0</b>	<b>1</b>	<b>STAINLESS STEEL LOWER DOOR PANELS</b> Finish lower section of inside patient compartment doors with stainless steel. If an interior accent stripe is ordered the stainless is to stop at the bottom of the stripe.  <b>EXTENDED LOWER PORTION</b>	
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**GK12A300 0 1 HIGH BACK ATTENDANT SEAT WITH CHILD SAFETY, 4PT**  
 Delete the boxed in attendant seat cushions. Install a USSC high back bucket seat with integral 4pt seatbelt and child safety seat. The seat to be adjustable front to rear.  
*SEAT TO BE VACUUM FORMED AND MOUNTED ON USSC BOX BASE WITH LOCKING DOOR. DOOR TO FACE AISLE.*

**GK150000 5 3 SEAT BELTS:**  
 Install standard 4pt seatbelts per quantity and locations selected.  
 Locate:  
 Head of bench  
 Foot of bench  
 CPR seat  
 Note: Head of bench requires Option #IG070000 (Squad bench end restraint for use with HOPS)

**H INTERIOR CABINETRY, STREET SIDE**

**HK000200 0 1 LINEN CLOSET WITH HEAT/AC UNIT IN BOTTOM**  
 A vertical storage cabinet shall be located behind the attendant seat. The upper storage area shall house the primary electrical distribution area. The lower section shall be used to house the vehicle heat/ac unit. The outer surface of this area will be covered with perforated stainless steel providing intake air to the heat/ac unit. The center section can be utilized for miscellaneous storage. The electrical distribution area and the center storage area shall be accessed through hinged doors.  
 The electrical distribution area shall include a Southco key lock/latching device. The entire cabinet shall be fabricated from aluminum and shall then be painted, unless otherwise specified.  
*OPTION #CB09SB00 MUST ALSO BE SELECTED WHEN THIS OPTION IS USED.*  
*THE PASS THOROUGH WINDOW MUST BE RELOCATED IN THE BODY IN TYPE 1 VEHICLES.*

**HK001000 1 1 HOPS SYSTEM:**  
 The unit is to be equipped with the HOPS system.  
 Note: Deletion of the system along with the selection of option #HK01A000 requires that the credit provided under HK01B000 be deleted.

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- HK001B00   1   1   RADIUS STYLE CABINET TRIM**  
 Install smooth 1.5" radiused trim on all applicable interior cabinets.
- HK01B000   1   1   STREETSIDE WALL WITH CPR SEAT**  
 Street side wall to have CPR configuration. All cabinets over 14"H will include (1) standard adjustable shelf.  
 SEE DRAWINGS  
*Configure:                    street side cabinets to be 18" deep.*
- HK01R000   0   2   LIFT UP CABINET FRAMES: street-side**  
 Fasten the Plexiglas door frame extrusion to a piano hinge secured to the cabinet wall. The complete frame and doors shall hinge open upward providing total access to the cabinet behind. The frame shall be held open with gas charged cylinders and secured in the down position with a sliding dead bolt.  
*Locate: BOTH UPPER*
- HK01T000   0   1   RECESSED-PULL OUT ASPIRATOR STORAGE IN MAIN CABINET RISER**  
 The vehicle aspirator shall be install in a pull out drawer in the main cabinet riser. A recessed pocket will provide the storage for the pull out drawer and the pocket will be trimmed with aluminum diamond plate inside the exterior compartment.  
*Locate: BELOW INHALATION COUNTER*  
*Drawings #103677-1 & #103677-2*  
*11" high x 12" wide x 11.625 deep*  
*NON PAINTED DA FINISH ON DRAWER TRAY*
- HK01W000   0   1   PULL OUT WRITING TRAY WITH STORAGE BELOW WRITING SURFACE**  
 A recessed writing tray shall be installed in the main cabinet riser for use by the occupant in the attendant seat. Storage shall be provided below a lift up writing surface. The recessed pocket for the writing tray will be trimmed with aluminum diamond plate inside the intermediate compartment.  
*Note: Make sure this option can be provided without any clearance issues.*  
*NON PAINTED DA FINISH ON DRAWER TRAY*
- HK02LU00   0   1   STORAGE BENEATH THE CPR SEAT**  
 A trimmed storage area shall be accessed by raising the hinged side attendant seat base cushion.

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| HK03D000 | 0 | 1 | <b>PULL OUT DRAWER INSTALLATION IN MAIN CABINET WALL</b><br>Pull out drawer(s) shall be installed in the main cabinet wall at the locations listed below.<br>Location: REARWARD OF CPR SEAT<br>NON PAINTED DA FINISH ON DRAWER TRAY<br>!!! SPECIFY HEIGHT !!!                 |  |
| HK160000 | 0 | 3 | <b>EXTRA SHELF: interior</b><br>Install an additional adjustable shelf.<br>Locate: BOTH UPPER CABINETS  |  |
| HK16A000 | 0 | 3 | <b>DIVIDER: interior</b><br>Install a cabinet divider as noted below.<br>Locate: BOTH UPPER CABINETS  |  |
| HK17G000 | 0 | 1 | <b>SHARPES/WASTE STORAGE IN A TIP OUT DOOR IN MAIN CABINET WALL</b><br>Install both sharps and waste containers on a tip-out door within the main cabinet wall. The door shall be specifically located as noted below.<br>Locate: BELOW PULL OUT DRAWER, AS LARGE AS POSSIBLE |  |
| HSP00001 | 0 | 1 | <b>SPECIAL INSTRUCTION, STREETSIDE CABINERY</b><br>!!! ADD NOTEBOOK SLOT JUST BELOW WRITING TRAY<br>!!! TO HAVE A SOLID FOLD DOWN DOOR WITH SOUTHCO FLUSH PULL LATCH  |  |
| HSP00002 | 0 | 1 | <b>SPECIAL INSTRUCTION, STREETSIDE CABINERY</b><br>!! ADD REARWARD LOWER CABINET - 8" DEEP WITH 2 ADJUSTABLE SHELVES.   |  |
| HSP00003 | 0 | 1 | <b>SPECIAL INSTRUCTION, STREETSIDE CABINERY</b><br>!!! INSTALL CABINET BELOW 1ST INHALATION AREA. FULL LENGTH SLIDING DOOR HANDLES. CABINET TO BE FORWARD MOST OF INHALATION AREA FULL WIDTH AND HIEGHT   |  |

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<b>INTERIOR CABINETS AND SQUAD BENCH, CURB SIDE</b>				
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| IA200000 | 1 | 1 | <b>SQUAD BENCH STORAGE:</b><br>Storage shall be provided under the bench cushions. The area shall run where possible under the bench. The storage pan shall be fabricated from aluminum and shall be accessed by raising the split cushions.<br><br><i>.50" LIP OF EASE OF OPENING. FORWARD CUSHION TO BE FIXED FOR PULL OUT DRAWER AND RECESSED O2</i> |  |
| ig05f000 | 0 | 1 | <b>SQUAD BENCH: DELETE CUPS AND WELLS</b><br>A 22" wide x 72" long bench cushion shall be provided on the curb side of the patient area. The cushion shall be split. No provisions for stretcher cups and wells are provided.   |  |
| IG070120 | 0 | 1 | <b>HOPS END RESTRAINT USED WITH DUAL VERTICAL BOTTLE STORAGE</b><br>Install a restraint that is 19" above the seating surface at the head end of the bench. Standard for use in conjunction with HOPPS 3-point seat belts. Used in conjunction with option #IN09F000 dual vertical bottle storage.<br><br><i>DWG #105075</i>                            |  |
| IG10A000 | 1 | 1 | <b>BENCH HOLD OPENS: gas</b><br>Install gas spring hold opens on squad bench lid.   |  |
| IG10Q000 | 1 | 1 | <b>BENCH HOLD-DOWN: paddle latches (Pair)</b><br>Install recessed paddle latches into the squad bench riser to retain the squad bench lids in the closed position. The latches shall be both passive and positive.<br><br><i>TO HAVE (1) LATCH</i>  |  |
| IG15B000 | 1 | 1 | <b>BENCH BACK CUSHION: full size</b><br>Delete individual squad bench back cushions. Install full size cushion.   |  |



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| <b>JAK03DP0</b> | <b>0</b> | <b>1</b> | <b>FRONT WALL CABINET, DIAMOND PLATE INTERIOR:</b><br>The front wall cabinet shall be constructed of aluminum diamond plate instead of flat painted aluminum. All shelves in the cabinet shall also be made of diamond plate.<br>32.25" WIDE ILOS  |  |
| <b>JAK03G00</b> | <b>0</b> | <b>1</b> | <b>GLOVE STORAGE ABOVE FRONT WALL CABINET</b><br>Storage for (2) glove boxes shall be provided in the header above the front wall cabinet. The face of the storage area will be covered in matching interior vinyl and include openings for access to each storage area. The header will be hinged for restocking or removal of glove boxes.<br>NOTE: REDUCE THE STANDARD CABINET HEIGHT 1" FOR THIS OPTION.<br>Note: This option on changeovers requires selection of option #JAK03A00.<br>!!! Use default box size: 10.5"W x 5.5"H x 4"D |  |
| <b>JE050000</b> | <b>0</b> | <b>2</b> | <b>DOOR, SOLID HINGED FORMICA:</b><br>The hinged cabinet door shall be solid construction and Formica covered.<br>Type: solid, CG TECH covered<br>LOWER PORTION APPROX 32"H<br>(1) SHELF BEHIND DOORS  |  |
| <b>JE05R210</b> | <b>0</b> | <b>1</b> | <b>ROBINSON ROLL UP DOOR, HALF HEIGHT</b><br>A half height Robinson roll up door shall be provided. The door is to include a lift bar latch with key lock.<br>Size: UPPER PORTION, REAR COIL WITH CLOSEOUT (1) SHELF BEHIND ROLL UP  |  |
| <b>JK040000</b> | <b>0</b> | <b>1</b> | <b>PULL OUT DRAWER IN FRONT WALL CABINET</b><br>A pull out drawer will be installed in the front wall cabinet.<br>Size: 5"H ID FULL DEPTH AND WIDTH<br>NON PAINTED DA FINISH ON DRAWER TRAY<br>DRAWER FACE TO MATCH DOORS BELOW  |  |

<b>K</b>	<b>MODULE INTERIOR ACCESSORIES AND TRIM</b>
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| <b>KG02B000</b> | 2 | 2 | <b>IV HANGER, CAST PRODUCTS WITH RUBBER ARM</b><br>Cast products recessed IV hangers with rubber arms for attaching solution bags shall be installed in the designated locations.<br><br><i>Locate: Per prints</i>   |  |
| <b>KG09B000</b> | 1 | 1 | <b>CEILING GRAB RAIL: standard (2) 2ft rails or (1) 6ft rail anti-microblal</b><br>Cabinet wall "A" will have (1) 6' rail over cot as standard. Cabinet wall "B" will have (2) 2' rails, 1-forward and 1-to rear of CPR seat.<br><br><i>Locate: (1) 6' RAIL ABOVE CURBSIDE EDGE OF COT IN CENTER POSITION PER DRAWING.</i> |  |
| <b>KG09F000</b> | 0 | 1 | <b>GRAB RAIL: 8ft with anti-microblal coating</b><br>Install 8 foot main grab rail with anti-microbial coating.<br><br><i>Locate: (1) 8' RAIL ABOVE STREETSIDE EDGE OF COT IN CENTER POSITION PER DRAWING.</i>   |  |
| <b>KG09I000</b> | 0 | 1 | <b>VERTICAL GRAB RAIL INSTALLATION, 2 FT. ANTI-MICROBIAL</b><br>Install 2' stainless steel grab rail with anti-microbial coating.<br><br><i>Locate: ANGLED ON STEP WELL SIDE OF BOLSTER</i>  |  |
| <b>KG09K000</b> | 1 | 1 | <b>PATIENT DOOR GRAB RAILS: angled with anti-microbial coating</b><br>All patient access doors to have heavy duty angled stainless steel grab rails with smooth radius corners and flange mounting and anti-microbial coating.   |  |
| <b>KG110000</b> | 1 | 1 | <b>FLOOR TRIM</b><br>Trim floor with cove molding at non rolled areas of floor.  |  |
| <b>KG120000</b> | 1 | 1 | <b>CABINET TRIM</b><br>Trim all vertical and horizontal edges.   |  |
| <b>KG16B000</b> | 1 | 1 | <b>CEILING MATERIAL, PLATINUM WHITE ALUMINUM COMPOSITE</b><br>The standard module ceiling material shall be platinum white aluminum composite.   |  |

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| <b>KG17A000</b> | <b>2</b> | <b>2</b> | <b>FIRE EXTINGUISHERS: 5lb ABC</b><br>Supply five pound fire ABC extinguisher(s). Ship loose, or identify mounting location(s).<br><i>Locate: SHIP LOOSE</i>  |  |
| <b>KL33B000</b> | <b>0</b> | <b>1</b> | <b>REAR RADIO SPEAKERS</b><br>Install two rear speakers in patient compartment. Volume control to be integral to the rear switch panel and controlled by individual up/down momentary switches.<br><i>Locate: CEILING PER PRINTS</i>  |  |
| <b>KSP00001</b> | <b>0</b> | <b>1</b> | <b>SPECIAL INSTRUCTION, INTERIOR ACCESSORIES &amp; TRIM</b><br><i>Glove storage for (2) glove boxes shall be provided in the header panel above the rear entry doors. Gloves to be accessed via oval cutouts in top hinged padded doors with a positive latch mechanism.</i><br><i>!!! Use default box size: 10.5"W x 5.5"H x 4"D</i> |  |

<b>MM</b>	<b>ELECTRICAL EMERGENCY VISUAL WARNING SYSTEMS</b>
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- |                 |          |          |  |  |
|-----------------|----------|----------|--|--|
| <b>MM030000</b> | <b>1</b> | <b>1</b> | <b>WHELEN M SERIES LIGHTING OPTIONS:</b>   |  |
| <b>mm06rw00</b> | <b>0</b> | <b>2</b> | <b>M6 SERIES LED, RED/WHITE SIDE TO SIDE SPLIT</b><br>Whelen M6 series L.E.D. lights shall be installed in the designated locations.<br><i>Location:</i> |  |
| <b>mm09a000</b> | <b>0</b> | <b>1</b> | <b>M9 SERIES LED, AMBER</b><br>Whelen M9 series L.E.D. lights shall be installed in the designated locations.<br><i>Location:</i><br><i>Lens color:</i>  |  |
| <b>mm09r000</b> | <b>0</b> | <b>6</b> | <b>M9 SERIES LED, RED</b><br>Whelen M9 series L.E.D. lights shall be installed in the designated locations.<br><i>Location:</i><br><i>Lens color:</i>    |  |

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 RICK RONOVSKY



# Selected Feature List 11984

**Year:** 2017  
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**Model:** 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
	0	2	<b>M9 SERIES LED, WHITE WITH CLEAR LENS</b> Whelen M9 series L.E.D. lights shall be installed in the designated locations. <i>Location:</i>	
mm09w000				
	0	3	<b>L.E.D. WARNING: patient entry door, single color (EACH)</b> Install custom made L.E.D. light strips on the interior patient entry door panels. The light strips shall have a integral lens strip for maximum light disbursement. Installation will be flush with the inner door panel. The light strip shall flash when the door is open, and the red flashing light circuit is activated. <i>Color: AMBER</i> <i>Location: LOWER PORTION OF DOOR PANEL</i>	
MM10L000				
	0	1	<b>CHEVRON STYLE CONSPICUITY LIGHTING</b> Install 12" LED light strips with bezels on the rear of the body five (5) per side. Lights are to be installed at an angle to mimic a chevron pattern. <i>Color:</i>	
MM110000				
	0	1	<b>M Series control wire</b> The selected M Series lighting is to feature pattern programmability from the control panel. Include pattern and sync wires in the harness. <i>PROGRAM ALL M-SERIES LIGHTING, UNLESS OTHERWISE NOTED, FOR RANDOM FLASH PATTERNS WITH ABILITY TO SET THE INTERNAL FLASH PATTERNS AT THE CONTROL PANEL.</i>	
MM7A0000				
	0	1	<b>WHITE LIGHT CUTOFF SWITCH</b> A switch shall be installed in the front control panel that will deactivate all forward facing white flashing lights. This include wig-wag flashers if ordered.	
MM800000				
	0	1	<b>SPECIAL INSTRUCTION, VISUAL EMERGENCY WARNING SYSTEMS</b> <i>(4) WHELEN ION GRILLE LIGHTS</i> <i>(2) RED UPPER AND (2) WHITE LOWER</i>	
MMSP0010				



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Option    Std    Qty    Header/Description/Data    Proposal Total

**MN45DH00    1    1    SIREN SPEAKERS: C.P. SAD3806 & SAP3806 RECESSED IN BUMPER**  
 Cast Products #SAD3806 & SAP3806 siren speakers shall be recess mounted into the ends of the chassis bumper.  
*For use with current model F-Series chassis.*

**MN50A000    1    1    SPEAKER INSTALL: bumper**  
 Speaker Selections (Bumper Installed)

**O                    LIGHTS**

**OL09M000    0    1    KKK SIDE BODY MARKER LIGHTS, M6 SERIES L.E.D. (PAIR)**  
 Install red Whelen L.E.D. M6 series turn/marker lights on each rear side of the module body. Lights provide module body night time side lighting visibility and turning signal indication.  
*ON COMPARTMENT DOORS, SAME PLACE ON BOTH SIDE*

**OL34L000    1    1    LED EXTERIOR COMPARTMENT LIGHTING**  
 All exterior compartments will be lighted with LED strip lighting. A vertical strip will be installed inside both sides of each compartment. The lights shall be directed toward the back of the compartment.  
*Note: This does not include wheelwell compartments.*

**OL350000    0    1    ICC MARKER LIGHTS**  
 LED ICC marker lights shall be installed.  
*WHELEN OS SERIES ICC*

**OL41B000    0    1    RUNNING BOARD LIGHTS, WHELEN PAR 16 L.E.D.**  
 Clear Whelen Par 16 round L.E.D. lights mounted in chrome flanges shall be installed in the front of the module body. Locate in the stainless steel stone guard above the running boards. The lights shall be wired to the chassis door switch and illuminate the step/running board.  
*REQUIRES PRE-PUNCHED STONE GUARDS DH030000 or DH03B000.*

**OM25FB90    0    2    LOADING LIGHT, WHELEN M9 SERIES, LED**  
 Install Whelen M9 Series LED loading light with chrome flange.

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**Model:** 623

Option	Std	Qty	Header/Description/Data	Proposal Total
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- |          |   |   |  |  |
|----------|---|---|--|--|
| OM30D000 | 0 | 1 | <b>TAIL LIGHTS, M6 SERIES</b><br>Whelen M6 series brake/tail, amber arrow turn and backup lights to be installed in the selected location.<br>Locate:  |  |
| OSP00001 | 0 | 1 | <b>SPECIAL INSTRUCTION, ELECTRICAL</b><br>!!! SUPPLY AND INSTALL TECNIQ E-10 SERIES GROUND LIGHTS ON THE ANGLED BRACKETS THAT COME WITH THE LIGHTS.<br>Locate: (1) AT EACH BODY CORNER PER PRINTS.<br>!!! PROGRAM ALL LIGHTS TO ACTIVATE WITH HEADLIGHT ACTIVATION WHEN VEHICLE IS PLACED IN PARK. |  |
| OSP00002 | 0 | 1 | <b>SPECIAL INSTRUCTION, ELECTRICAL</b><br>!!! INSTALL WHELEN LED STRIP LIGHTING IN C CHANNEL RUB RAILS. THREE LIGHTS PER SIDE EACH IN R/W/R CONFIGURATION.<br>WHITE BELOW CURBSIDE ENTRY DOOR TO ACTIVATE WITH DOOR OPEN AND IGNITION  |  |

<b>P</b>	<b>ELECTRICAL POWER GROUP</b>
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- |          |   |   |   |  |
|----------|---|---|---|--|
| PAL00006 | 1 | 1 | <b>INTELLIPLIX I4G:</b><br>Install the Intelliplex i4G electrical system. System is to include a USB port installed under the dash for ease of programming.     |  |
| PAL00010 | 0 | 1 | <b>COOL TECH II</b><br>Install wiring and Eco Smart fan control module for use with Cool Tech II unit. Solar panel wiring is to be included.<br>FOR COOL TECH I |  |
| PAL00A00 | 0 | 1 | <b>MODULE DISCONNECT DEFAULT</b><br>The module disconnect circuit shall default to the "on" position when the battery switch is activated.                      |  |

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**Model:** 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
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**PAL01C00 0 1 INPOWER ELECTRONIC BATTERY SWITCH**  
 Install an Inpower electronic battery switch. Switch is to activate battery power through the vehicle ignition and is to include an automatic shutdown timer to deactivate battery power after the ignition is turned off.  
 Shut down timer interval: 5 minutes  
 !!! OPTION PL11E000 IS NOT APPLICABLE IN CONJUNCTION WITH THIS OPTION.

**PAL04D00 1 1 CHARGER/POWER SUPPLY: 45 AMP**  
 Install a 45 amp battery conditioner in the designated electrical equipment area. Conditioner to be wired to the batteries through the standard shoreline inlet.

**PAL30A00 2 5 110V INTERIOR OUTLET**  
 Two 110V interior outlets are provided as standard on all models. The standard locations are in the inhalation area and the wall over the squad bench. List the standard outlet locations and any deviation from the standard, plus any additional outlet locations below:  
 Locate: INHALATION AREA - LOWER RH CORNER  
 Locate: TELEMETRY AREA - LOWER RH CORNER  
 Locate: FRONT WALL CABINET UPPER PORTION  
 Locate: FRONT WALL CABINET LOWER PORTION  
 Locate: IN CAB BEHIND PASSENGER SEAT

**PAL31C00 3 2 INTERIOR 12VDC OUTLETS: cigarette lighter type**  
 12 volt outlets to use cigarette lighter style connectors.  
 Locate: Inhalation area - LOWER RH CORNER  
 Locate: Front wall cabinet - UPPER RH CORNER  
 Configure: BATTERY HOT

**PAL38E00 0 1 SHORELINE, KUSSMAUL SUPER AUTO EJECT, 20 AMP NON ARCING**  
 Install a 20 amp Kussmaul non-arcing auto ejection shoreline receptacle.  
 Locate: Street side of module body  
 RED COVER

**PAL38Q00 0 1 EZ PLATE**  
 Install the shoreline using a Kussmaul EZ Plate.

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## Selected Feature List 11984

Year: 2017  
 Chassis: Ford Type I, 189" WB, 198"  
 Model: 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
PAL40000	1	1	<b>EXTRA 12VDC CIRCUIT BREAKER:</b> An extra circuit breaker shall be installed.	
PL10A000	1	1	<b>SWITCH PANEL MOUNT:</b> Switch panel to be flush mounted in upper face of console.	
PL11A000	0	1	<b>LIGHT PROGRAMMING: side rear scene</b> The side rear scene lights shall be wired to transmission reverse, plus standard mode of operation. <i>IATS SCENE LIGHTS TURN ON WITH ANY COMPARTMENT DOOR OPEN ON STREETSIDE</i>	
PL11B000	0	1	<b>LIGHT PROGRAMMING: right side scene</b> The right side scene lights shall come "on" when the side patient door is opened. <i>IATS SCENE LIGHTS TURN ON WITH ANY COMPARTMENT DOOR OPEN ON CURBSIDE</i>	
PL11C000	0	1	<b>LIGHT PROGRAMMING: load light</b> The rear load lights shall be wired to transmission reverse, plus the standard mode of operation.	
PL11F000	1	1	<b>PROGRAMMING: AUDIBLE LOW VOLTAGE ALARM</b> Program an audible alarm to activate if the voltage drops below 11.8 volts for 120 seconds.	
PL11G000	1	1	<b>LIGHT PROGRAMMING: park brake</b> A warning shall display on the front console readout, advising to set the Parking Brake, should the modular disconnect switch be "ON" and the transmission placed in "PARK" or "NEUTRAL". It will also advise to Disengage the Parking Brake should the vehicle be placed into gear. <i>Configure: wire alarm to activate with red flasher circuit</i>	
PL19A000	1	1	<b>REPORT LIGHT</b> Install a 12" Tecniq LED bar style report light.	

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**Year:** 2017  
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**Model:** 623

<u>Option</u>	<u>Std</u>	<u>Qty</u>	<u>Header/Description/Data</u>	<u>Proposal Total</u>
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- |                 |   |    |  |  |
|-----------------|---|----|--|--|
| <b>PL20E000</b> | 0 | 1  | <b>CLOCK, INTELLITEC LED</b><br>Install an Intellitec Time Manager clock.<br>Locate: IN HEADPAD ABOVE REAR DOORS   |  |
| <b>PL23A000</b> | 0 | 1  | <b>2.5" CAB CEILING LIGHTS, COMBINATION WHITE/RED LED</b><br>LED lights shall be installed in the cab headliner above the driver and passenger seats. Each light contains a combination of white and red LED's which will be switched separately in the front control panel.<br>Manufacturer #E013 lights with chrome trim ring.<br>OVER PASSENGER SEAT ONLY |  |
| <b>PL24T000</b> | 0 | 1  | <b>LAMP TIMER: programmable</b><br>Install an electronic momentary touch timer switch where specified. The switch will enable time limited operation of the below listed lights, with the battery switch in the off position.<br>Locate: STEP WELL SIDE OF BOLSTER<br>Light(s) Controlled: DOMES<br>SET ELAPSED TIME FOR 15 MINUTES                          |  |
| <b>PL27CA00</b> | 0 | 10 | <b>PATIENT CEILING DOME LIGHTS: WHELEN LED</b><br>Install Whelen 80COEHCR LED dome lights in the patient area ceiling per the locations listed below. The lights will have a high/low feature with the switch in the rear control panel.<br>(A minimum of seven lights are required for lighting compliance)<br>Locate: (5) OVER COT, (5) OVER BENCH         |  |
| <b>PL29A000</b> | 0 | 1  | <b>SPOT LIGHT: hand held</b><br>Install an Optronics 400,000 CP hand held spotlight with momentary switch in the location noted below.<br>Locate: On bulkhead behind driver seat.  |  |
| <b>PL29P000</b> | 0 | 1  | <b>PREWIRE FOR FUTURE STREAMLIGHT INSTALLATION</b><br>Prewire shall be provided as noted below for future installation of Streamlight charger bases.<br>Quantity: 1<br>Locate: REAR STREETSIDE COMPARTMENT JUST BELOW OFFSET, UPPER FORWARD CORNER<br>BATTERY HOT  |  |

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PM110000	0	1	<b>LIGHT PROGRAMMING: brake light</b> Lower red flashing lights to operate as brake lights when not in the warning mode.  Configure: BRAKES to override FLASHERS MID HEIGHT light feature Note: feature to activate regardless of module disconnect status	
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PSP00001	0	1	<b>SPECIAL INSTRUCTION, ELECTRICAL POWER, PROGRAMMING</b>  STEPWELL LIGHT:  Locate: RH SIDE OF STEPWELL - BELOW RF WALL CABINET. Note: LIGHT TO BE A TECNIQ #E06-WS00-1 4" ROUND LED LIGHT WITH STAINLESS STEEL TRIM RING ILOS.	
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<b>Q</b>	<b>HEATING, AIR CONDITIONING AND INTERIOR ENVIRONMENT</b>
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QH280000	0	1	<b>BRUSHLESS MOTOR</b> The vehicle heat/ac unit selected below is to include a brushless motor ILOS.	
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QH29F100	1	1	<b>HEAT/AC SYSTEM FORD F SERIES CHASSIS</b> Install a ProAir 12V heat/AC system below the attendant seat. Unit is to include a replaceable filter at the air intake point.	
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QH29F450	0	1	<b>COOL TECH I CONDENSER</b> Install a ProAir Pre-charged 12V heat/AC system below the attendant seat. Unit is to include a replaceable filter at the air intake point.  Install a Cool Tech I 4-fan 100,000 BTU condenser in the recessed pocket on the roof of the body.  Note: Requires option # CB120000 & PAL00010	
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QH29F500	1	1	<b>RECEIVER/DRYER KIT, ALL FORD F-SERIES CHASSIS</b> Receiver/dryer kit #80-001-949 w/pressure switch shall be installed in the air conditioning system.	
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**Model:** 623

Option	Std	Qty	Header/Description/Data	Proposal Total
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QL43P000	0	1	<b>NFPA COMPLIANT VENTING-CAST PAINTED</b> Install an NFPA style venting system to include a 400cfm exhaust vent along with a static vent. Install 9.5" square cast covers on both vents per drawings. Covers to be painted body color.	
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<b>R</b>	<b>CAB CONSOLE AND COMMUNICATIONS</b>			
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RJ01A000	1	1	<b>ANTENNA COAX 1:</b> An RG 58U coax shall be installed so that the ambulance conversion need not be disassembled. <i>Exterior Termination: MODULE ROOF</i> <i>Interior Termination: FRONT CONSOLE</i>	
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RJ01B000	0	1	<b>ANTENNA COAX 2:</b> Install additional antenna coax and accesses. <i>Exterior Termination: MODULE ROOF</i> <i>Interior Termination: FRONT CONSOLE</i>	
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RJ01C000	0	1	<b>ANTENNA COAX 3:</b> Install additional antenna coax and accesses. <i>Exterior Termination: MODULE ROOF</i> <i>Interior Termination: INHALATION PANEL</i>	
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RJ01D000	0	1	<b>ANTENNA COAX 4:</b> Install additional antenna coax and accesses. <i>Exterior Termination: MODULE ROOF</i> <i>Interior Termination: INHALATION PANEL</i>	
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RJ03MM00	0	4	<b>ANTENNA: K-94 mount.</b> Supply and install K-94 antenna base as designated. This option is less the antenna coax. An antenna coax option must be selected to be installed. <i>Coax Number(s): ALL LOCATIONS</i>	
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RJ040000	1	1	<b>RADIO CABLE PULL WIRE</b> A standard pull wire for radio installation shall be installed from behind the driver's seat to behind the inhalation panel. <i>THROUGH 3" CONDUIT, TO RUN THROUGH AND INBOARD CORNER OF PD BOX.</i>	
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Option	Std	Qty	Header/Description/Data	Proposal Total
--------	-----	-----	-------------------------	----------------

- |          |   |   |  |  |
|----------|---|---|--|--|
| TN020000 | 0 | 1 | <b>OXYGEN ACCESS:</b><br>A clear Plexiglas door shall be provided in the patient area wall for access to the oxygen cylinder valve. The door shall be hinged so that it swings into the oxygen cylinder storage compartment. The opening shall be trimmed with anodized aluminum edging. O.D. dimension of the access is 7" wide x 11" high.<br><br>TO OPEN INTO PATIENT AREA WITH SOUTHCO FLUSH PULL RING |  |
| TN030000 | 2 | 2 | <b>OXYGEN OUTLETS, STANDARD</b><br>Two oxygen outlets to be provided as standard and located in the inhalation panel unless relocated per option TN03RL00.   |  |
| TN03A000 | 0 | 1 | <b>OXYGEN OUTLET: additional</b><br>Install additional oxygen outlet(s).<br><br>Locate: FORWARD END OF SQUAD BENCH UPPER CABINET PER PRINTS  |  |
| TN03RL00 | 0 | 1 | <b>OXYGEN OUTLET: relocate</b><br>Relocate (1) of the standard action area oxygen outlets to the new location listed below.<br><br>Locate: CEILING PER PRINTS  |  |
| TN040000 | 0 | 1 | <b>STANDARD OXYGEN OUTLETS, NCG STYLE (ALSO SUCTION IF APPLICABLE)</b><br>Oxygen and suction outlets are to be NCG style.  |  |
| TN060000 | 1 | 1 | <b>OXYGEN WRENCH:</b><br>Install oxygen wrench in oxygen compartment. Mount secure so not left hanging. Mount with length of chain or cable so not removable.<br><br>RH WALL   |  |
| TN08B100 | 0 | 2 | <b>D BOTTLE MOUNT: QR-D-2 SINGLE, STRAPLESS</b><br>Install a Zico QR-D-2 Quic-release strapless d-cylinder oxygen bracket.<br><br>Locate: RECESSED AREA IN STEPWELL  |  |
| TN100000 | 1 | 1 | <b>VACUUM OUTLET: inhalation wall</b><br>A single vacuum panel shall be installed in the inhalation area. The outlet shall be of the same style as the oxygen system and hooked to the onboard vacuum pump.<br><br>RELOCATE TO PULL OUT DRAWER   |  |

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**TN11B000**   1   1   **ASPIRATOR: SSCOR**  
 Install an SSCOR aspirator. The system shall include a #22000 wall mounted regulator, and a #23002 canister holder. Plumb to the pump selected.  
 RELOCATE TO PULL OUT DRAWER

**TN12C000**   0   1   **VACUUM PUMP:**  
 Install a CFP #107CDC20 12vdc electric suction pump.

**U**   **LETTERING**

**UP08D000**   0   1   **STAR OF LIFE 36: (each)**  
 Install 36" star of life.  
 Locate: MODULE ROOF

**UP180000**   1   1   **DOOR REFLECTORS**  
 Install 2" x 12" strips of red Scotchlite at the top of each entry door placed horizontally.

**Z04**   0   1   **Fuel, Tags, Etc.**  
 Allowance for fuel, tags and administrative.

**Z06**   0   1   **STATE CONTRACT:**  
 This vehicle is subject to state contract pricing.  
 NMMC/SPC PRICING - MEMBER

**Z12**   0   1   **Factory Pickup and Transportation**  
 Allowance for vehicle pickup, transportation and drivers fee.

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**Z15**   **0**   **1**   **NOTES:**

Note.

**DEALER ITEMS:**

INSTALL CUSTOMER SUPPLIED STRYKER POWERLOAD  
PURCHASE AND INSTALL (1) DIAL TYPE FLOTEC FLOWMETER  
STRIPING ONLY - Lettering to be installed by customer  
VISON STARS FOR REAR WINDOWS-REFLECTIVE  
(1) CUSTOMER INSPECTION TRIP FOR (2) DEPARTMENT PERSONNEL-quoted separately.

**Total Configured Cost**      \$222,147.00

*Authorized Department Signature(s):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ABOUT THE SPC

The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC) South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together the SPC represents 144 municipalities and townships in northeastern Illinois.

All public agencies as defined by the Illinois Governmental Joint Purchasing Act, as well as not-for-profit agencies that qualify under Section 45-35 of the Illinois Procurement Code, are eligible to participate in SPC joint purchasing programs.

ILL COMP. STAT. ANN §220/2. Definitions for the purpose of this Act: The term "public agency" shall mean any unit of local government as defined in the Illinois constitution of 1970, any school district, any public community college district, any public building commission, the State of Illinois, any agency of the State government or of the United States, or of any other State, any political subdivision of another State, and any combination of the above pursuant to an intergovernmental agreement which includes provisions for a governing body of the agency created by the agreement.

The SPC exemplifies the benefits of intergovernmental cooperation on a regional basis. The goal of the SPC is to combine the resources and purchasing power of governments and not-for-profit entities to jointly negotiate advantageous contract terms on a line of high quality products at the lowest possible price.

Economies of scale in terms of pricing and staff resources are the prime objectives of the SPC Joint Purchasing Program. By purchasing through the SPC, participants not only save money but time as well. Acting as an extension of the purchaser's staff, SPC staff works diligently in order to avoid the needless duplication of effort through in-house coordination of several functions involved in the procurement process.

Illinois statutes, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive solicitation as provided in Section 4 of this Act.

Since 2007, the SPC Program is centrally operated by the Northwest Municipal Conference with shared program oversight by the SPC Governing Board and SPC Technical Review Committee.



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**FOSTER COACH SALES, Inc. AMBULANCE SALES:**

**New Ambulances**

- Horton
- Medix
- Leader
- Marque

**New Demonstrator Ambulances**

**New Products**

**Used Ambulances**

**FCS Remounts**

**Closeout Parts**

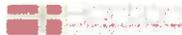
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**About Foster Coach Sales, Inc.**



**Pride, Quality, and Our History**

*From the pen of Steve Foster, President*

**Celebrating 57 Years!**

**Foster Coach Sales, Inc.** was founded in 1957 by **Floyd E. Foster** in Sterling, Illinois, selling funeral coaches and ambulances. It evolved into the business it has become today from years of hard work, honest and sincere feelings for the customer, quality products sold, and the best service available.

In 1995 a decision was made to discontinue the sales of the funeral coaches and limousines and concentrate on the core of our business, the sales and service of ambulances. This has proven to be a good decision as each year our sales of ambulances has increased. In tough economic times, we have grown 10% each of the last two years in sales. We currently sell 120 new ambulances a year and have increased our remount business by 100%. We now have two key technicians in our remount shop that are almost entirely dedicated to remounting previously enjoyed Ambulances to live on thru another chassis life.

In June of 1973, after graduating from Illinois State University, **Steve Foster** joined his father, primarily to sell ambulances, as Floyd thought trucks should deliver products, not people. Steve had an EMT license and had a feel for what the vehicles needed to have to perform to the needs of the EMT. Steve, now President of the company, handles sales in the Chicago Metro area. Floyd retired in 1985 and lived in Sterling to "keep an eye" on the business and be close to his family & friends. He passed away in November 2002 after about ten years of worsening health.

**Andrew Foster** has been representing Foster Coach Sales, Inc. in Western and Downstate Illinois since January 2004. Andrew has a background in sales and brings a desire to continue

the family business to Foster Coach, Inc.. Having grown up seeing the progress and successes of the company, Andrew has learned what customers expect from a Foster Coach, Inc. representative. Andrew is very enthusiastic in the continued growth of the business. Andrew and his family live in Sterling.

**John Hogg** joined our sales force February 1, 2009. John brings 30 years of EMS experience as a flight and ground medic. He and his family are centrally located in Boonville, Missouri and can respond much easier and faster, than from Sterling, to meet customer needs. He is active in farming and has been a medic for 24 years at Boone Hospital center.

**Shawn Foster** joined Foster Coach Sales, Inc. in late 2009 working in the shop cleaning units, picking up new units, and delivering them to customers. In 2010 he put his art degree to work and started the Graphics Department at Foster Coach. Shawn has accepted the position as regional sales manager in Wisconsin and will be working with old and new customers in "Packer Land". Shawn became the last of the "*Foster Children*" to join the sales team.

**Phillip Foster (PJ)** joined Foster Coach Sales, Inc. in February of 2012. He has sales experience from his previous employment with a banking background to go with it. He also brings his enthusiasm and desire to build and be a partner in the family business. PJ and his family moved from Scottsdale, Arizona area to Dixon, Illinois.

**Gary Picha** joined Foster Coach Sales, Inc. in November 2012 in a sales support role. He brings with him nearly 20-years of experience as an EMT/Paramedic in Plainfield, IL and was previously employed for 10-years with 5 Alarm Fire & Safety as a Horton sales representative in IL and WI. More recently he served in a similar sales support role with a towing and recovery equipment distributor. Gary is anxious to become reacquainted with the ambulance industry and its customers. Gary and his family are life-long residents of Plainfield, IL.

**Bob Parks** has recently joined Foster Coach Sales, Inc. Bob has been working in the EMS field since 1971, starting work for the family Superior Coach dealership in New England. Bob received his EMT certificate in 1973, worked as a volunteer for a small New Hampshire service, and grew to understand the needs of his customers. As the industry developed the family business decided to stop selling ambulances and to concentrate on the funeral side of the professional vehicle industry. In 1991 Bob moved to Goshen, Indiana to work for Medtec Ambulance and has since worked supporting dealers in sales and design of ambulances for Medtec, McCoy Miller and lately for Horton Emergency Vehicles. Bob will concentrate on sales to commercial accounts and specialize in the Medix product line. Bob and his wife Diana live in Goshen, Indiana and but he will travel most of the territory for Foster Coach filling in the voids as needed. He has been a friend of the Foster family for years and has a lot of the same history that Steve Foster has in the EMS field. We are proud to have Bob join us as we continue to grow our market segment and customer relations. He will be a great asset to Foster Coach and their customers for years to come.

**Pam Filippi** is our office manager and brings with her over 30 years of accounting experience. Pam has dedicated herself to learning the many facets of our business a very short time. She performs title work, billing receivables and payables, as well as office operations.



**The Foster Coach Sales, Inc. service department** is the backbone of the company. Quality people with true concern for the customer and their needs, on call after hours, and constantly striving to deliver a better product. **Ron McNinch** is the parts and service manager and is the one who makes the shop tick. He has a Ford customer service representative background, and has been with the company since 1994. Ron also does inside sales on our used units and is our remount manager.

**Doug Adams** is also certified and has as close to a photographic memory as anyone we have known, especially when it comes to electrical problems! Doug has been with us since 1986 as our head electrician.

**Dallas Greenwalt** came to Foster Coach Sales, Inc. in 2006 and he brought with him 20 years of experience in the automotive industry. Dallas specializes in remount fabrication. He is also a certified Medtec, Horton, and Marque technician.

**Matt Lahey** came to Foster Coach Sales, Inc. in 2006 upon graduating from WYO Tech. Matt also graduated from advanced automotive engine tech school in 2006. Matt is a certified Medtec, Horton, and Marque technician.

**Dennis Day** joined Foster Coach Sales, Inc. in 2010. Dennis has a background in customer service, sales, and repairs from previous employment. He brings a well rounded wealth of knowledge and enthusiasm to his job at Foster Coach as a service technician and advisor. Dennis is a Certified Medtec, Horton, and Marque technician also.

**Trevor Franque** joined Foster Coach Sales, Inc. in 2010 on a part time after school basis. He worked his way thru the detail and delivery shop and the graphics department to a full time position in 2011. He worked alongside the senior technicians and now is working in the remount department. He is not afraid to tackle any job presented to him and will find out how to perform the task correctly. He brings a youthful vision to our shop and a base for our future.

**Nathan Day** followed his dad, Dennis, here to Foster Coach Sales, Inc. Starting much like Trevor in 2013, Nate has proved to be like his father. He is good worker with good work ethics and mechanical ability. He promptly moved up after a part time basis to full time employment. He is now in the remount department, as well as assisting the senior members of our staff.

Another great hire and building block for the future.

**Howard Mills** retired from our local Ford dealer as Service and Warranty Manager and agreed to work for us on a part time basis in 2012 to keep busy. He brings years of automotive experience to the table, as his family owned and operated a Ford dealership for many years in Morrison. His knowledge of vehicles is vast and his character is superb working with customers.

**Blake Behrens**, hired in 2013, works the detail department and is dedicated in delivering a clean, fully fuelled, waxed and polished unit that your community can be proud of. **Larri Dirks**, a full time paramedic at our local hospital, works here as well in his off days. His eye for detail and inspection from the customer side also contributes a lot to the final process. They all take pride in their work and complete the satisfying experience of your purchase from Foster Coach Sales.

Our driving and delivery guys, **Don Lester** and **Ed Bartel** have logged over 2 million accident free miles and provide safe and courteous outreach from the office to the customers. Both men are retired police officers and have been with us for many years and keep us all in line when they are not driving.

**Rock River Auto Body, Inc.** a jointly owned company of Steve Foster, employs four highly skilled technicians that specialize in aluminum and paint repairs. With a combined over 50 years of experience, the work put out of their new state of the art facility makes new units out of old ones. They specialize in complete repaints and remounts as well as body damage to the ambulance. Manager **Dave Seyller**, the foundation of our body shop, has been with Rock River since 1985, right out of high school, and our newest hire, **Jerry Billings**, has been in the body paint and repair and shop management business since 1982. **Steve Fassler** has recently joined our body shop and rounds out our crew. He brings five years of fleet works experience to the mix and is a quick and eager learner. **Josh McCarty** joined Rock River January, 2015. He has been a fast and good learner and promises to be a great technician. We are truly blessed to have these guys part of our business. Once again this group helps make us a complete facility for ambulance sales, repairs, and service.

---

#### OUR MISSION

*To provide each and every community we serve the best QUALITY ambulance possible for the dollar spent and THE BEST SERVICE in the industry.*

---

#### OUR MOTTO

*Sales sells the first unit, service sells the rest of them.*



See us on Facebook

© 2016 Foster Coach, Inc. Ambulance Sales - [www.fostercoach.com](http://www.fostercoach.com)

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# Village Board Agenda Memo

**Date:** December 8, 2016

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

**From:** Julia A. Cedillo, Village Manager   
Dean J. Maggos, Director of Fire, Building and EMA 

**Re:** Purchase of Power Cot (Stretcher) and Loading System for New Ambulance

---

## **GENERAL BACKGROUND:**

As you are aware, the Village is planning on the purchase of a new ambulance. As part of the research involved in such, staff also conducted further research on options related to the purchase of a power cot (stretcher), along with a loading system for such.

For the cot portion, it basically allows for EMS personnel operating in the field to mechanically lift the stretcher up and down by use of battery operated motor, and for the loading portion, the loading mechanism also mechanically lifts the stretcher portion into the ambulance, and locks it into place in the vehicle.

These types of power cots and loading systems have now been on the market for several years, with several neighboring communities already using them, or in the process of purchasing them. Staff had already been considering purchasing this equipment for our existing ambulances, prior to the purchase of the new ambulance. In fact, we applied for complete grant funding for such during the last two annual grant cycles of the Assistance to Firefighters Grant program, but have not been successful. In preparing for the purchase of our new ambulance, staff reached out to IRMA, which has a program to offset a portion of the cost of this equipment, and we were notified we were eligible for such, to an amount of a reimbursement of \$15,000.00.

Much additional information is contained in the attached recommendation/justification memo, and related documentation. The following though is the cost breakdown, including the IRMA reimbursement program. It should be noted that this purchase, along with the proposed ambulance vehicle purchase under a separate agenda item, remains less than what was allocated in the Fire Equipment Bond Fund for the current year's fiscal budget.

Power-Pro XT Stretcher and Power Load System	\$46,353.60
<u>IRMA Fire Service Equipment Grant Program Reimbursement</u>	<u>(15,000.00)</u>
Total	\$31,353.60

## **RECOMMENDATION:**

After careful evaluation and consideration, staff is recommending the purchase of a Power Cot (Stretcher) and Loading System from Stryker Corporation.

**MOTION / ACTION REQUESTED:**

***Motion to approve the purchase of a new Power-Pro XT Stretcher and Power Load System from Stryker Corporation, for a cost of \$46,353.60.***

**DOCUMENTATION:**

- Supplemental Recommendation/Justification Memo, including quote, Stryker equipment information, and IRMA Fire Service Equipment Grant Program criteria.

# **Village Board Agenda Memo**

***(Supplemental – Recommendation, Justification and Additional Information)***

**Date:** December 6, 2016

**To:** Dean J. Maggos, Director of Fire, Building & Emergency Management

**From:** Rick Ronovsky, Division Chief

**Re:** Purchase of Ambulance Power Cot System

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As part of the purchase of a new Village ambulance, we are recommending that the Village include a new patient transport stretcher and loading system. Over the past few years, there has been an effort to provide emergency responders with a patient stretcher that includes technology to not only reduce but attempt to avoid lifting and loading injuries.

While our injury experience are relatively good, lifting and loading injuries to first responders have become such a concern that beginning in 2017, a powered patient stretcher and loading system will become part of the standards for ambulances. Over the past few years, our current workman's compensation carrier (IRMA) has established a program to not only address this issue by way of training but has encouraged us to provide these same power stretchers and loading system when purchasing a new ambulance. Part of their program also includes special pricing on these units as well as a grant opportunity to receive a "rebate" upon purchase. During the summer, we applied for this grant program through IRMA's Fire Service Equipment Grant Program. We did receive notification that we were included in the funding for up to a \$15,000 rebate upon purchase.

The power stretcher and loading system consists of two parts. The first part is the patient transport stretcher itself. There is a lifting motor attached to the wheeled carriage that once the front of the stretcher is attached to the loading system, the carriage is automatically lifted so that first responders are not bending over to lift both the stretcher and the patient. Over the years, it has been shown that this is one of the most vulnerable points for first responder back injuries. The second part is the loading system. Once attached to the loading system with the carriage lifted, the loading system slides the stretcher into the ambulance and secures it. This is the second most vulnerable point for first responder injuries – the twisting to load the patient and stretcher into the ambulance. The loading system is attached directly to the framework of the ambulance. The stretcher and loading system are certified for patients up to 700 pounds.

In evaluating the needs of our Village when purchasing the new ambulance, we feel that this power cot and loading system is definitely a necessity and funding was included in the discussion when we were planning for both the referenda as well as this purchase.

With the impending purchase of a new ambulance, we are requesting that we also purchase this powered patient stretcher and loading system. This purchase would be made directly to the Stryker Medical Corporation using the IRMA pricing agreement. The unit would then be shipped to the ambulance dealer for installation into our new ambulance. Upon proof of purchase, documentation would be sent to IRMA for completion of the grant program.

Currently, while there is another vendor that has a competing form of a power stretcher and loading system, it cannot perform the same as the Stryker system. It also is not part of a special pricing program through IRMA. The Stryker system is the recommended system.

When we discussed this item previously, we estimated that this cost would be around \$45,000. The Stryker Quotation that is attached indicates that the total IRMA cost of the power stretcher and loading system is \$46,353.60. This includes a seven year extended warranty on both components of the system which is definitely needed.

With a "rebate" through IRMA, the final cost is then reduced to approximately \$31,353.60.

**RECOMMENDATION:**

After careful evaluation and consideration, we recommend purchasing the Stryker Power-Pro XT Stretcher and Power Load System for a cost of \$46,353.60.

**DOCUMENTATION:**

1. Quotation from Stryker Medical Corporation
2. Stryker Information
3. IRMA Fire Service Equipment Grant Information



Comprehensive Quotation

Sales Account Manager  
 John Fischer  
 john.fischer@stryker.com  
 Cell: -(847) 989-4536  
 Fax: -(815) 578-1679

Remit to:  
 P.O. Box 93308  
 Chicago, IL 60673-3308

**End User Shipping Address**  
 1166157  
 LAGRANGE PARK FIRE DEPT VILLAGE FUND  
 447 N CATHERINE AVE  
 LA GRANGE PARK, IL 80526

**Shipping Address**  
 1166157  
 LAGRANGE PARK FIRE DEPT VILLAGE FUND  
 447 N CATHERINE AVE  
 LA GRANGE PARK, IL 60526

**Billing Address**  
 1166157  
 LAGRANGE PARK FIRE DEPT VILLAGE FUND  
 447 N CATHERINE AVE  
 LA GRANGE PARK, IL 60526

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	5171756	09/29/2016	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	1	PowerLOAD	6390000000	\$20,822.88	\$20,822.88	
		Options				
	1	PowerLOAD	6390000000	\$20,822.88	\$20,822.88	
	1	Standard Comp 6390 Power Load	6390026000			
	1	English Manual	6390800000			
	1	1 year parts, labor & travel	7777881660			
	1	UNIVERSAL FLOORPLATE OPTION	6390028000			
	1	English Option, Manual	6390020000			
2.00	1	Power-PRO XT	6506000000	\$17,458.72	\$17,458.72	
		Options				
	1	Power-PRO XT	6506000000	\$12,836.46	\$12,836.46	
	1	XPS Option	6506040000	\$1,614.60	\$1,614.60	
	1	Power-LOAD Compatible Option	6506127000	\$1,367.34	\$1,367.34	
	1	Knee-Gatch/Trendelenburg	6500082000	\$644.28	\$644.28	
	1	Steer Lock Option	6506038000	\$618.54	\$618.54	
	1	3 Stage IV Pole PR Option	6500315000	\$277.68	\$277.68	
	1	Fowler O2 Bottle Holder	6500241000	\$209.82	\$209.82	
	1	Pocketed Back Rest Pouch	6500130000	\$208.26	\$208.26	
	1	Head End Storage Flat	6500128000	\$111.54	\$111.54	
	1	Equipment Hook	6500147000	\$42.12	\$42.12	
	1	SMRT Charger Mounting Bracket	6500034000	\$28.08	\$28.08	
	1	Dual Wheel Lock	6086602010			
	1	PR Cot Retaining Post	6085033000			
	1	Power Pro Standard Components	6506026000			
	1	No Runner/HE O2	0054200994			
	1	No HE Section O2 Bottle	6506036000			
	1	English Manual	6506800000			
	1	120V AC SMRT Charging Kit	6500028000			
	1	Short Hook	6060036017			
	1	XPS Knee Gatch Bolster Matrss	6500003130			
	1	3 YR X-Frame Powertrain Wmty	7777881669			
	1	2 Yr Bumper to Bumper Warranty	7777881670			
	1	DOM SHIP (NOT HI, AK, PR, GM)	0054030000			
	1	X-RESTRAINT PACKAGE	6500001430			
	1	STANDARD FOWLER	6506012003			
	1	Discount	9999999912	(\$500.00)	(\$500.00)	
3.00	1	Protect Power Cot 6506- 7year	77115001	\$2,344.00	\$2,344.00	
4.00	1	Protect Power-LOAD- 7year	77506001	\$5,728.00	\$5,728.00	



Comprehensive Quotation

Sales Account Manager

Remit to:

John Fischer  
john.fischer@stryker.com  
Cell: -(847) 989-4536  
Fax: -(815) 578-1679

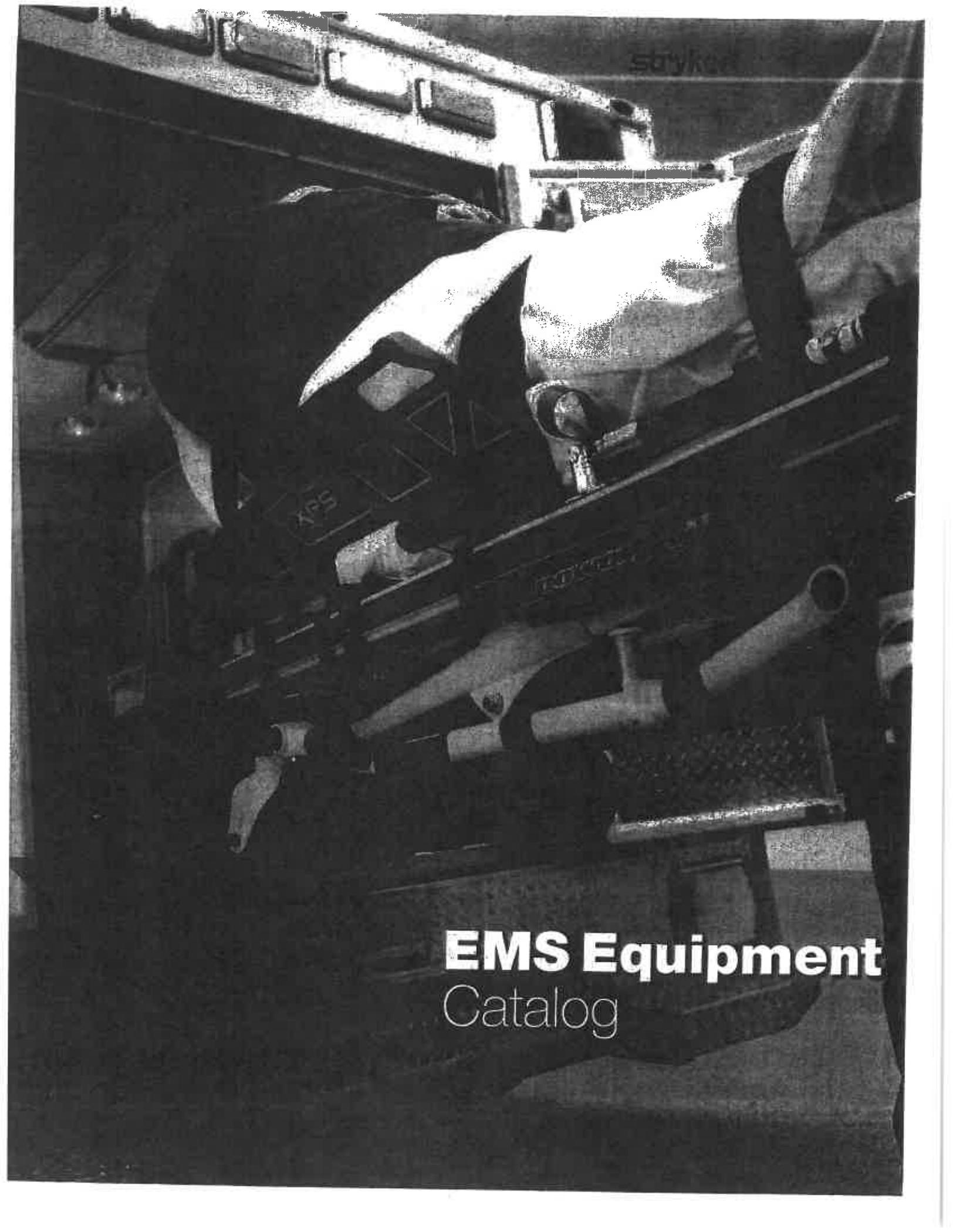
P.O. Box 93308  
Chicago, IL 60673-3308

Note:  
SHIPPING IS NO CHARGE. INSTALLATION TO BE PERFORMED BY QUALIFIED DEALER/MECHANIC (NOT INCLUDED). 7 YR PM/EXTENDED WARRANTY INCLUDED. IRMA PRICING REFLECTED. \$500 TRADE IN VALUE INCLUDED FOR 1 MANUAL COT. VALID THRU 12-30-16.

Product Total	\$46,353.60
Freight	\$0.00
Tax	\$0.00
<b>Total Incl Tax &amp; Freight</b>	<b>\$46,353.60</b>

Signature: \_\_\_\_\_ Title/Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.  
**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.  
**Terms:** Net 30 Days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-STRYKER.  
**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



**EMS Equipment**  
Catalog

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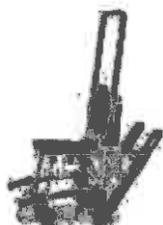
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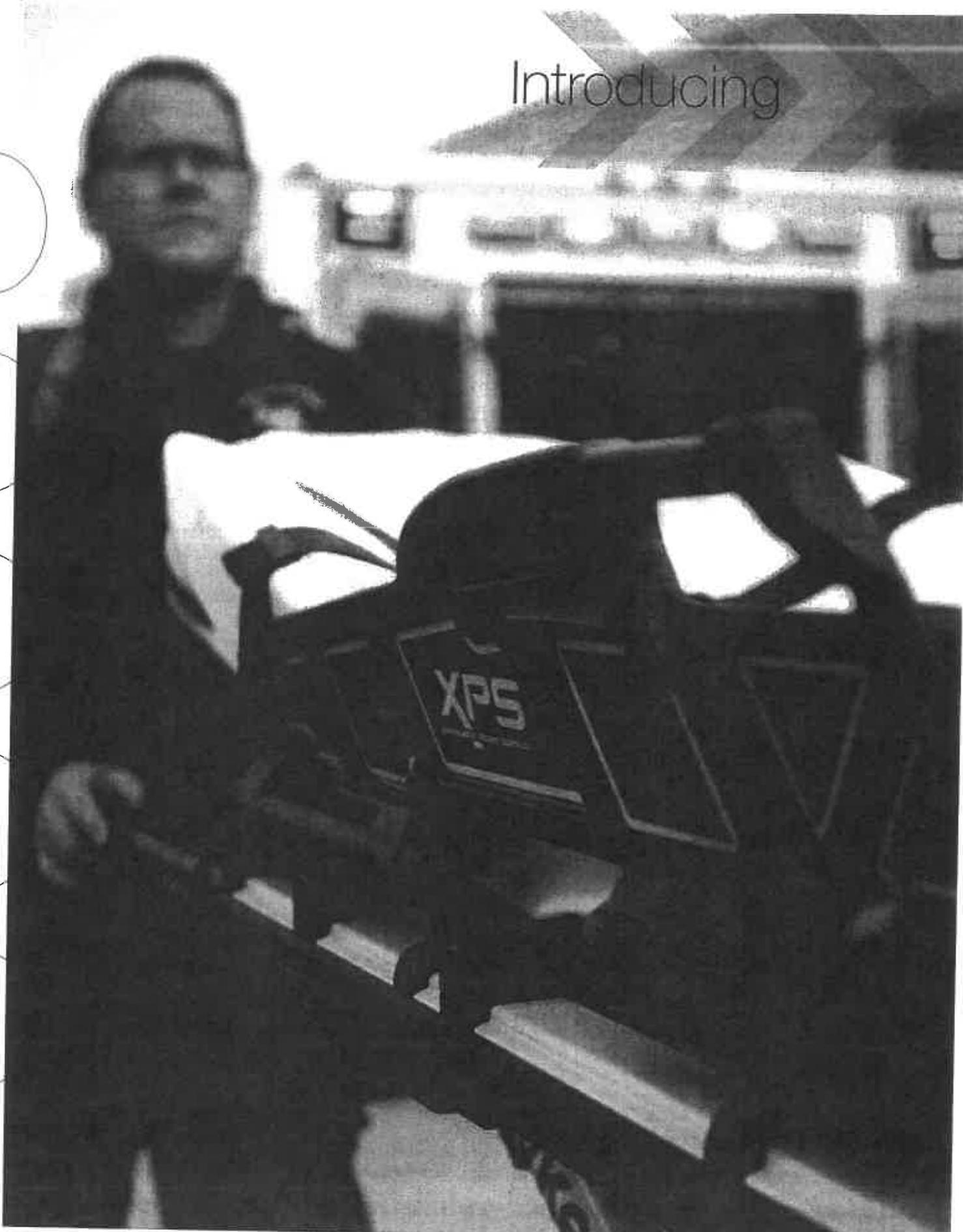
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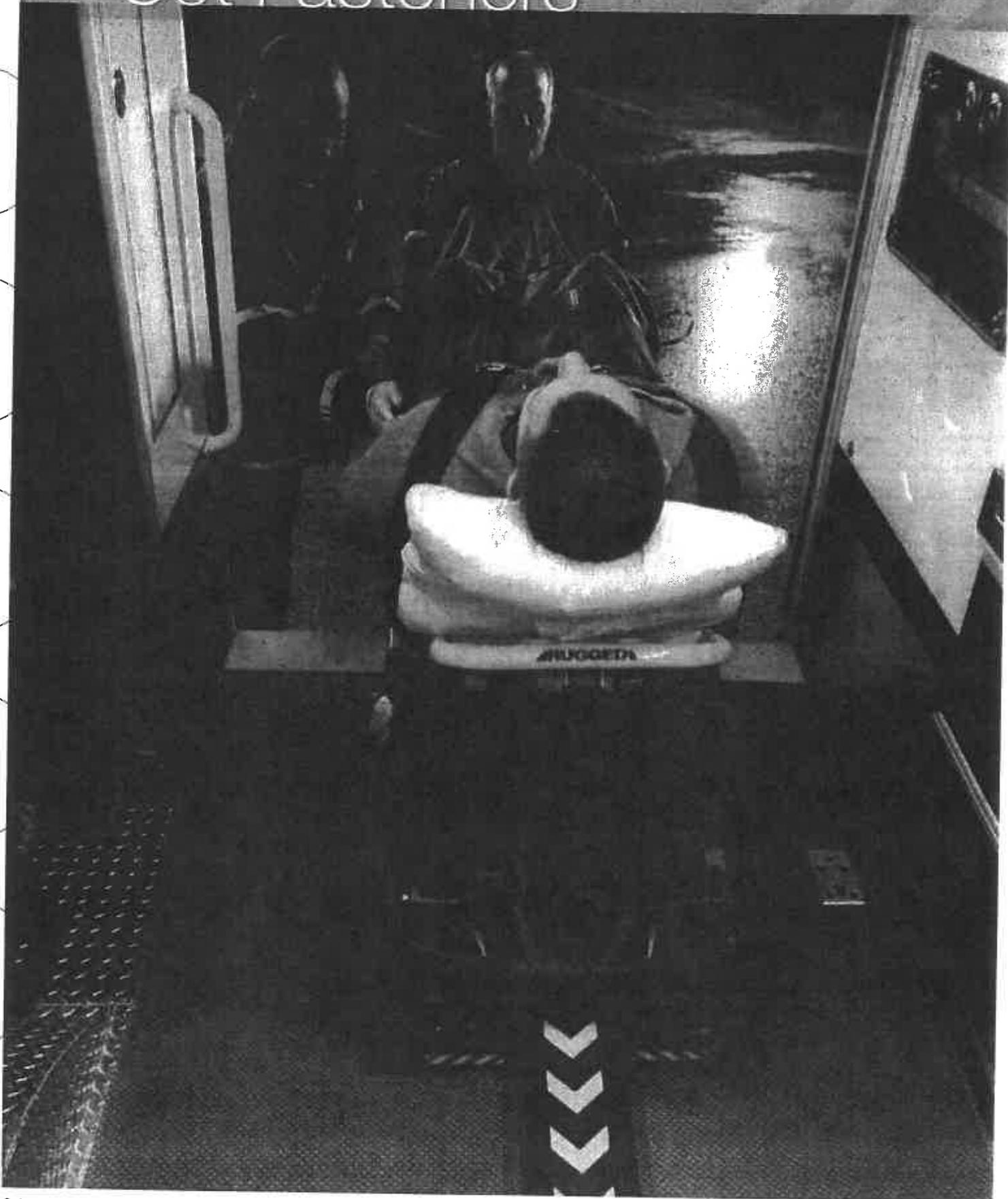
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Introducing



# Cot Fasteners



# Power-LOAD | 6390

power-loading cot fastener system

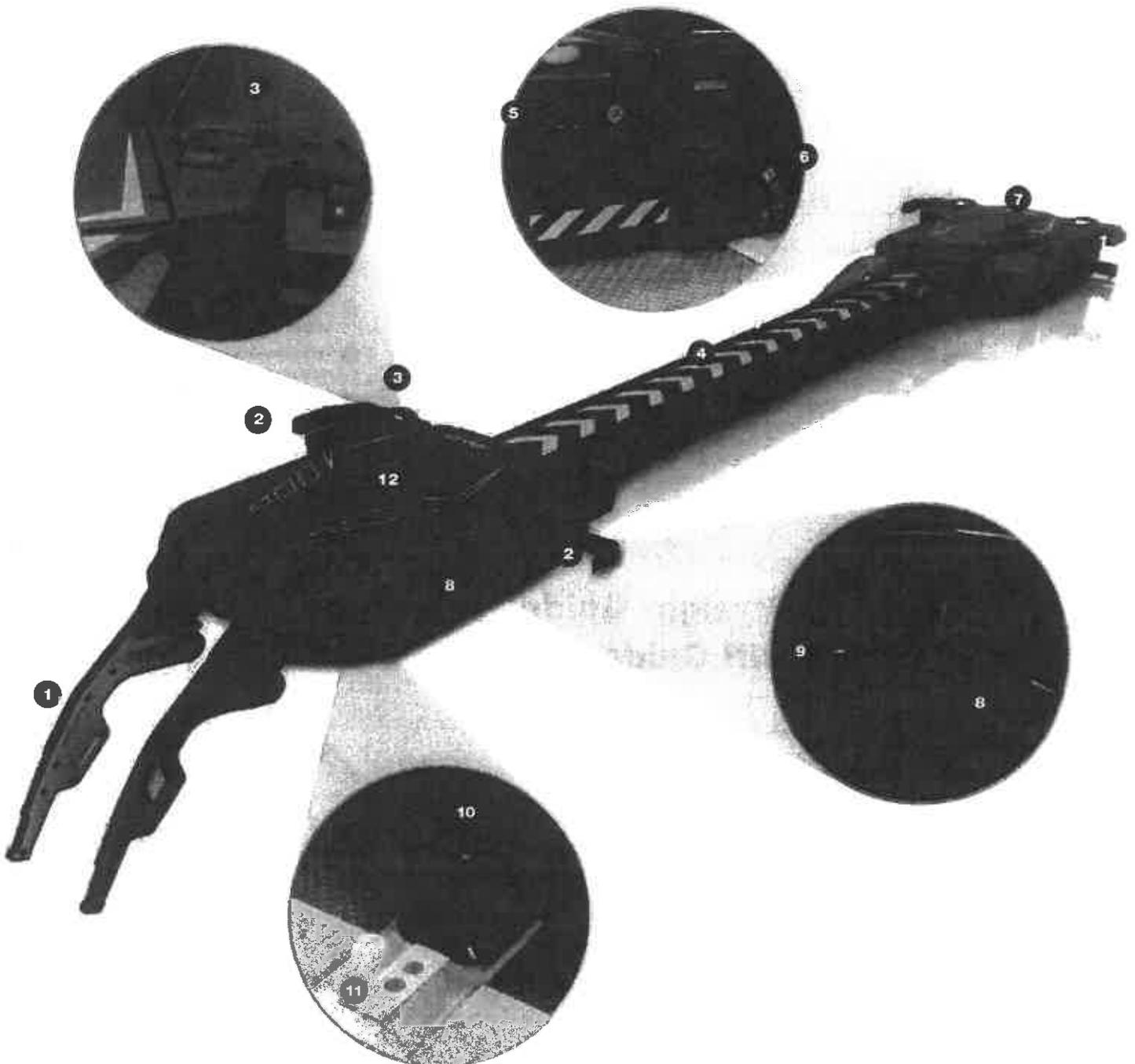
## Reduce the risk of injuries when loading and unloading cots

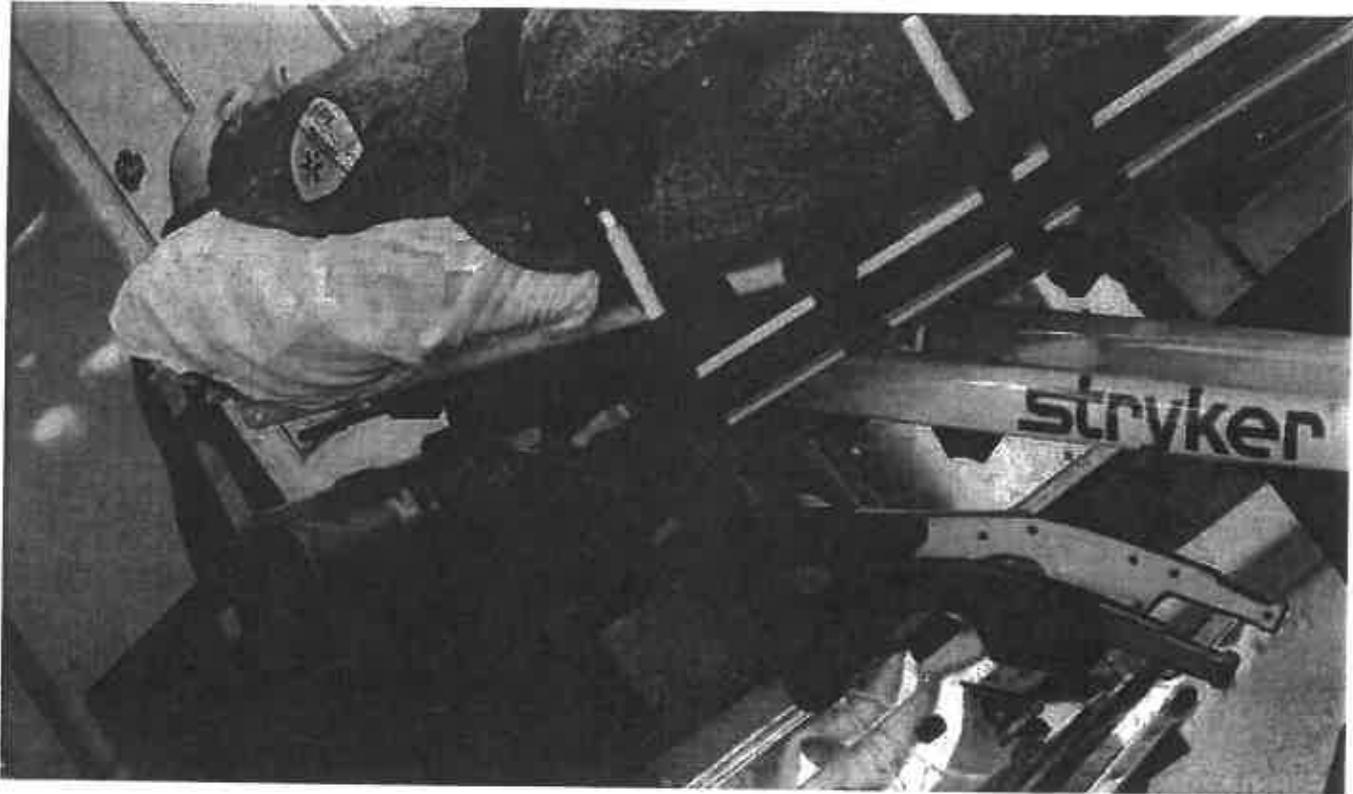
The Power-LOAD cot fastener system improves operator and patient safety by supporting the cot throughout the loading and unloading process. The reduction in spinal load helps prevent cumulative trauma injuries. Power-LOAD wirelessly communicates with Power-PRO cots for ease of operation and maximum operator convenience.

### Key Features

- 1 Lifting arms
- 2 Head end LED indicators
- 3 Cot release handles
- 4 Linear Transfer System
- 5 Duplicate LED indicator
- 6 Manual trolley release
- 7 Inductive charging
- 8 Control panel
- 9 Battery indicator
- 10 Foot end release
- 11 Safety hook
- 12 Trolley

  IPX6 AS/NZS-4835 BS EN-1789 IEC-60601-1



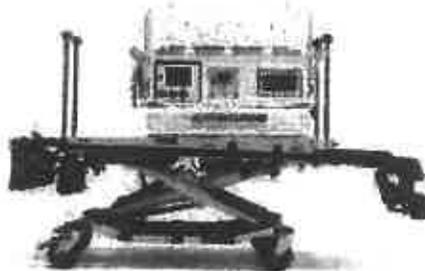


## Cot Compatibility

The Power-LOAD compatibility option is available for the Power-PRO XT, Power-PRO IT and Performance-PRO XT. This system meets dynamic crash test standards for maximized occupant safety\* and will automatically charge the Power-PRO XT SMRT battery.



**Power-PRO XT**

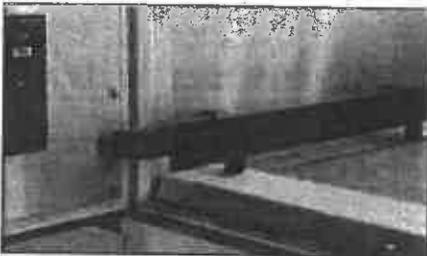


**Power-PRO IT**



**Performance-PRO XT**

## Optional Accessories



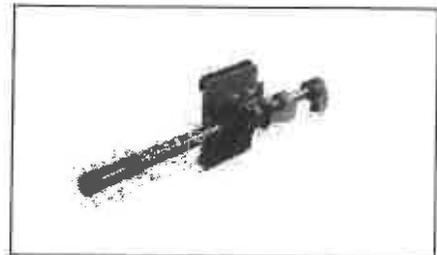
### Wheel Guide

Required for applications when the Power-LOAD system is mounted near the wall. Keeps the wheels straight when loading and unloading.



### Mass Casualty Floor Mount Assembly

Allows for the use of non-upgraded Stryker X-frame cots. Assembly equipped with quick release mechanism for ease of operation.

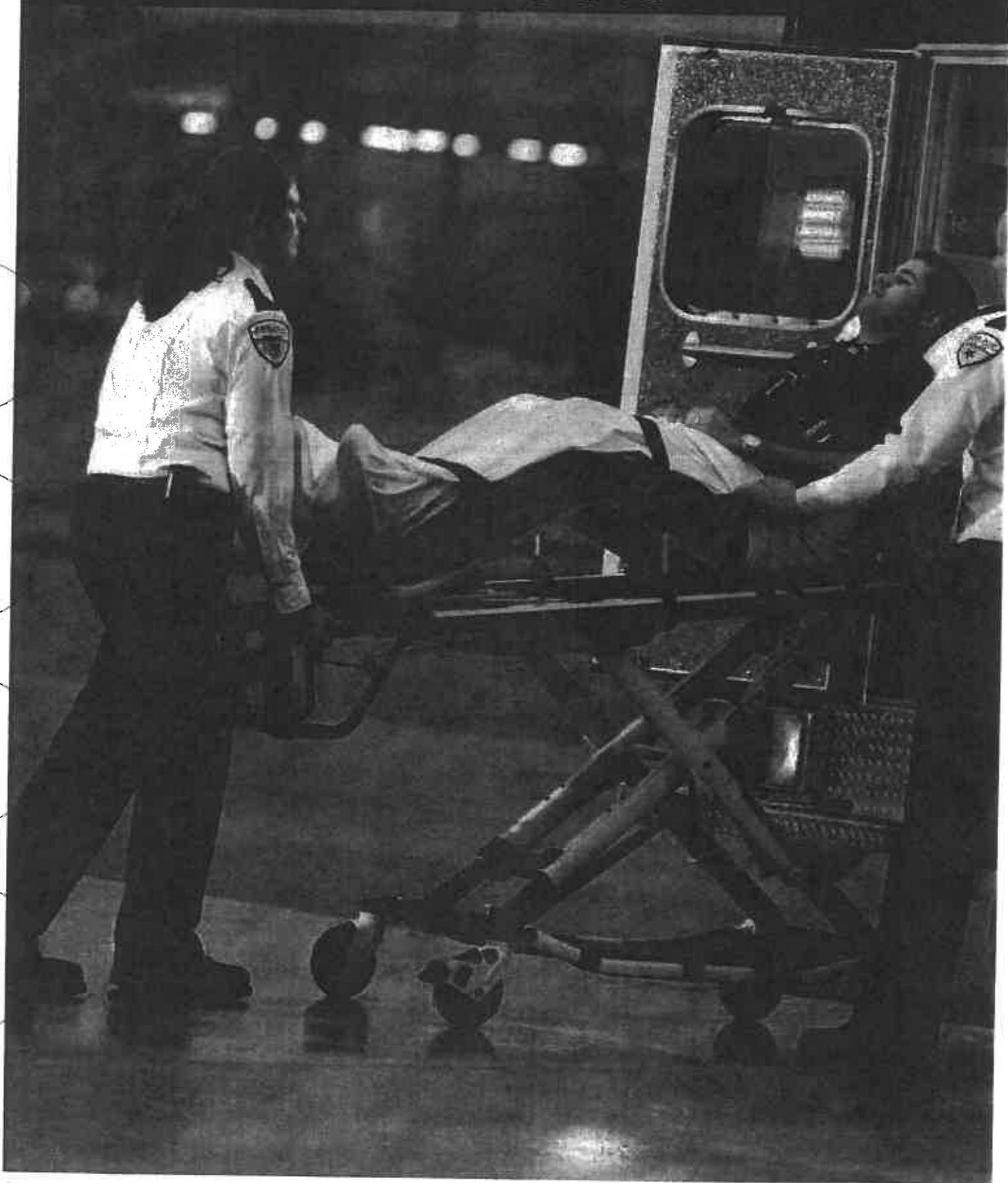


### Mass Casualty Wall Mount Assembly

Allows for the use of non-upgraded Stryker X-frame cots. Assembly equipped with quick release mechanism for ease of operation.

\*Meets dynamic crash standards for Power-PRO XT (AS/NZS-4535 and BS EN-1789) and Performance-PRO XT (BS EN-1789).

# Ambulance Cots



# Power-PRO XT | 6506

powered ambulance cot

## Reduce the risk of injuries when raising and lowering

Now the standard of care, the Power-PRO XT was designed with extensive input from medics, resulting in a cot that reduces manual lifting. The innovative battery-powered hydraulic system raises and lowers the patient with the touch of a button\* and the retractable head section shortens the cot for 360-degree mobility in any height position.

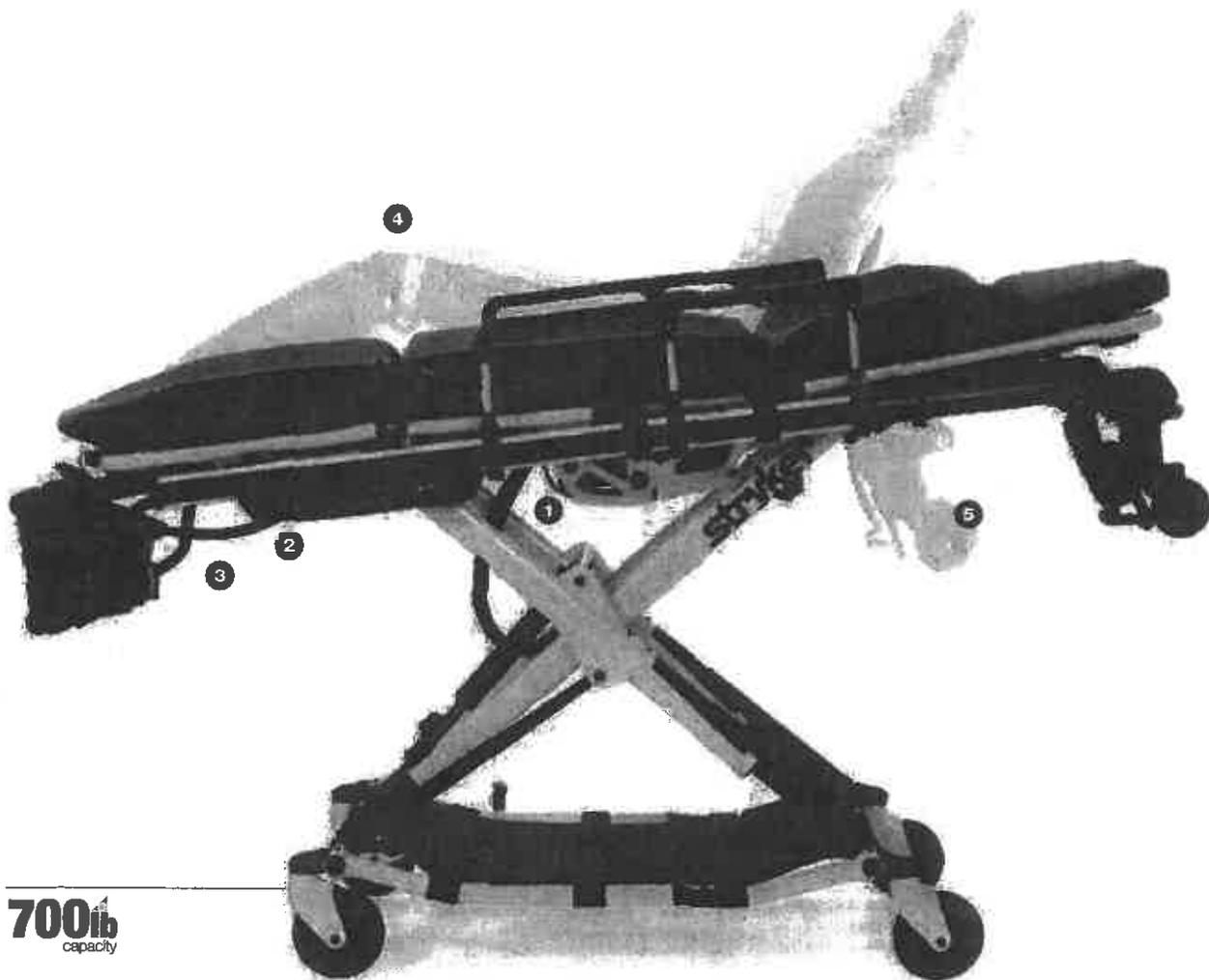
### Key Features

- 1 Hydraulic lift system
- 2 Settable load height with jog function
- 3 Power-LOAD compatibility option
- 4 Shock, flat leg or optional knee gatch positioning
- 5 Retractable head section



IPX6

IEC-60601-1



**700lb**  
capacity

\*700 lb. weight capacity with an unassisted lift capacity of 500 lb. (Cot loads over 300 lb. (136 kg) may require additional assistance to meet the set cot load height).



Proactive.  
Prepared.  
**ProCare**  
SERVICE FROM STRYKER

When efficiency and performance are the difference between a good and a bad call, you need the right partner. Far more than a service agreement, ProCare is confidence – that your Power-PRO XT and Power-LOAD is being proactively maintained; that you're getting a full life out of your investment; and that you're getting the right OEM parts and service, at the right time.

**Discover the power of ProCare services. A proven partner. A proven advantage.**

Increase efficiency.



**2-hour**

**priority response callback time and 24- to 72-hour product turnaround** are just two of the ways we help you focus more on patients and less on equipment upkeep.

Control cost.



**Solutions**

With maintenance, service, and workflow **solutions that proactively protect your Power-PRO XT and Power-LOAD**, we help you get every last penny out of your investment.

5 Ways to Help You

**ProCare Protect**

Unlimited service calls, OEM parts, labor, travel, and one annual PM inspection with proper documentation.

**ProCare Prevent**

Unlimited service calls, OEM parts, labor, travel, and two annual PM inspections with proper documentation.



Our **PROTECT** and **PREVENT** programs can be upgraded to include battery servicing.

**Customizable Solutions**

Let us create a customized plan that works within your specific budget.



## Keeping everything in check.

With ProCare, we take a proactive approach to preventive maintenance. Conducted by Stryker professionals, our inspection process leaves nothing to chance.

### Power-PRO XT Cot

#### Base

- Inspect the cot frame/base
- Verify all welds intact, not cracked or broken
- Verify no bent, broken or damaged components
- Verify all fasteners secure
- Verify no excessive damage to X-frame guards; replace if necessary

#### Cables/Wires

- Verify no damage or pinching of wiring harness, cables or lines
- Check routing(s) and connection(s), verify no hanging wires
- Verify no damaged connectors; replace if necessary

#### Cylinder

- Verify all fasteners are secure
- Verify the cylinder is adjusted so the lock nut is tight and the cot stops moving when it hits the dead stops
- Inspect for and verify that no hydraulic fluid leaks; inspect the fittings and tighten as necessary
- Extend cylinder rod completely and wipe down rod with soft cloth and household cleaner

#### Electronic Controls

- Extend cot to raised position, measure and check load height
- Verify "jog" function is operating
- Verify high speed raise/retract is working

#### Wear and Tear

- Verify no bent, broken, or damaged components
- Verify no tears, cracks, or damage to the mattress, head section, or litter frame
- Verify all fasteners are secure
- Verify siderails and safety bar operate and latch properly
- Verify head section, backrest, and foot section operate and lock properly
- Adjust pneumatic cylinder for full range of motion
- Verify all welds intact, not cracked or broken
- Verify all warning labels are present and legible

#### Hydraulics

- Inspect motor mount and verify that all fasteners are secure
- Verify that there are no hydraulic fluid leaks
- Inspect the reservoir and verify that there are no leaks
- Inspect hoses and fittings for damage or wear; replace as necessary
- Verify the hydraulic velocity fuse

#### Manual Back-up Release Handle

- Verify the manual back-up release handle functions properly
- Verify the manual back-up release handle returns to the stowed position
- Verify the base extends/retracts smoothly when the manual back-up release handle is engaged
- With 100 pounds or more on the cot, verify the cot does not lower when the manual back-up release handle is pulled

#### Settings

- Verify the in-fastener shut-off bracket is configured properly
- Verify the cot and fastener fit and function properly
- Verify the safety bar engages the vehicle safety hook properly

#### Switches

- Verify there is no damage or wear to either switch
- Verify both switches operate correctly; replace if necessary

#### Wheels

- Verify wheels are free of debris
- Verify tires are in good condition
- Verify all wheels secure, rolling and swiveling properly
- Check and adjust optional wheel locks

### Power-LOAD Cot Fastener System

#### Base

- Check and replace any loose fasteners

#### Battery

- Check the battery terminal screws are tight (torque to 9 in-lb)
- Check the battery and replace if lifting is sluggish

#### Wear and Tear

- Check and replace worn parts, including arm covers, arm wear pads, trolley top and side covers, cot release handle springs, anchor lever cover, and cot guides
- Check dead stop bumpers and replace if corner is damaged

#### Cylinder

- Replace motor if motionless
- Check cylinder rod end and replace if unit functions in manual mode with error LED illuminated

#### Transfer

- Clean debris from the foot-end lock location on the transfer
- Clean debris from the top of the transfer and anchor assemblies
- Clean and prevent debris accumulation from transfer roller channels
- Check for hydraulic leaks
- Replace the transfer lock bearing, if due for service

#### Functionality

- Check the load and unload functionality
- Replace V-guide rollers and replace transfer rods if unit is difficult to roll
- Replace lift spring arms located under trolley top cover

## Let's talk.

Put your equipment in the best possible hands. Contact your Stryker rep for a quick, complimentary quote.

**stryker®**

3800 E. Centre Ave.  
Portage, MI 49002 U.S.A.

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toll free: 800 327 0770

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**FIRE SERVICE EQUIPMENT  
GRANT PROGRAM  
SUBMITTAL FORM FOR CALENDAR YEAR 2017**

The Fire Service continues to experience significant workers' compensation injuries relating to patient handling as evidenced by the IRMA claim reports. To reduce this trend, IRMA offers an Equipment Grant Program that includes financial support of \$100,000 for member departments and districts.

**Program Guidelines**

1. Eligibility for this grant will be limited to members who own and operate ambulances and staff emergency service calls with IRMA member personnel.
2. Any member who fully contracts out for paramedic services will not be eligible for this grant program.
3. Members planning to request partial reimbursement for the purchase of a stair chair, power cot and/or loading system during 2016, must complete and **submit this application.**
4. IRMA will reimburse the member, upon verification that the equipment was purchased, a sum of 1/3 of the total fee paid for one piece of equipment, up to a maximum of \$15,000.
5. The grant requires the member to pay 2/3 (prefer 1/3 by the municipality/district and 1/3 paid by a fire grant i.e. Foreign Fire Fund).
6. **Tier 1** submission is for any member fire department/district that has not previously received the IRMA fire equipment grant. Tier 1 applications must be submitted to IRMA **no later than June 30, 2016.**
7. **Tier 2** submission is for any member who has previously received IRMA's fire equipment grant. Tier 2 applicants can only receive additional grant funding if there is still budget available. Tier 2 applications must be submitted to IRMA **no later than August 12, 2016.**

*Should you have any questions about the application, please contact Jackie Streid at the IRMA office (708.236.6339) for assistance.*



# **Public Works Committee Divider**

**Michael Sheehan, Chairman**

**Jamie Zaura**

**Scott Mesick**

## VILLAGE BOARD AGENDA MEMO

**Date:** 11/29/16

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

**From:** Brendan McLaughlin, Director of Public Works *BSM*  
Julia Cedillo, Village Manager

**Re:** **Tree Maintenance Program Contracts – One Year Extension**  
(Tree Removal, Stump Removal, General Tree Maintenance and  
Emergency Tree Work)

---

### PURPOSE

One year extension of the current tree maintenance program contracts (tree removal, stump removal, general tree maintenance, and emergency tree work) through FY17/18.

### GENERAL BACKGROUND

The Village needs contractor assistance to remove dead parkway trees, removal of tree stumps, to perform general tree maintenance and emergency tree work. This assistance is based on the limited equipment and resources of the Public Works Department.

The Village's current contractors (Winkler's Tree Service and A&B Landscaping and Tree Service) have agreed to hold their FY15/16 rates through the end of FY18. *The current tree services contracts will expire on April 30, 2017.*

### STAFF RECOMMENDATION

Due to the EAB infestation there is a high demand for tree contractor services. Staff believes that it is in the best interest to retain the services of the current contractors, at their FY15/16 rates. Staff recommends approving a one year contract extension at the Board Meeting on December 8, 2016.

### MOTION / ACTION REQUESTED

Motion approving a one year contract extension with A & B Landscaping and Tree Service, Inc. for tree and stump removals, and with Winkler's Tree Service, Inc. for general tree maintenance and for emergency tree work, and authorizing the Village President to execute the necessary contract documents.

### DOCUMENTATION

- Contract Extension Through FY17/18, Forest Services Contract (Tree Removal Services);
- Contract Extension Through FY17/18, Forest Services Contract (Stump Removal Services);
- Contract Extension Through FY17/18, Forest Services Contract (Emergency Tree Services); and
- Contract Extension Through FY17/18, Forest Services Contract (General Tree Maintenance Services).

# A & B LANDSCAPING AND TREE SERVICE



- ARBORIST
- ARCHITECTS
- CONTRACTORS
- LAWN MAINTENANCE
- FIREWOOD
- SNOWFLOW

---

P.O. BOX 344 • RIVERSIDE, ILLINOIS 60546 • (708) 447-6902 • FAX (708) 447-2449

November 15, 2016

Public Works Director  
Brendan MacLaughlin  
Village of Lagrange Park  
447 N. Catherine Ave  
LaGrange Park, IL 60526-2099

Mr. MacLaughlin,

Per our conversation last week in regards to the 2017 Tree Removal pricing, I am confirming that we will honor our 2016 Tree Removal prices for the 2017 Tree Removal season in writing at the following;

- |                   |   |                  |
|-------------------|---|------------------|
| - 7-12" diameter  | = | \$9.00 per inch  |
| - 13-18" diameter | = | \$13.75 per inch |
| - 19-24" diameter | = | \$13.75 per inch |
| - 25-30" diameter | = | \$17.00 per inch |
| - 31-36" diameter | = | \$17.25 per inch |
| - > 37" diameter  | = | \$17.25 per inch |

Please contact me with any further questions.

Thank you,

  
Cynthia H. Ruska  
President

**CONTRACT EXTENSION THROUGH FY17/18**

**FORESTRY SERVICES CONTRACT  
(GENERAL TREE MAINTENANCE SERVICES)**

It is hereby agreed that the Agreement entered into on May 1, 2013, between the Village of La Grange Park and WINKLER'S TREE SERVICE, INC., for **general tree maintenance services** shall remain in full force and effect, and that the Contract terms and conditions are hereby extended from May 1, 2017 to April 30, 2018. *Contractor will be compensated based on the FY2015-16 rate as outlined in Attachment #3 of the Contract dated May 1, 2013.*

Dated: December 8, 2016

**VILLAGE OF LA GRANGE PARK**

By: \_\_\_\_\_

Dr. James L. Discipio

Its: Village President

Attest: \_\_\_\_\_

Amanda G. Seidel

Village Clerk

Date: \_\_\_\_\_

**WINKLER'S TREE SERVICE, INC.**

By: \_\_\_\_\_

Vince Winkler

Its: President

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved as to form* –

\_\_\_\_\_  
*C. Keating, Village Attorney*

COPY

VILLAGE OF LA GRANGE PARK CONTRACT

THIS AGREEMENT ("Agreement"), made and entered into as of this 1<sup>st</sup> day of May 2013, by and between the: **VILLAGE OF LA GRANGE PARK**, a municipal corporation, organized and existing under the laws of the State of Illinois (hereinafter referred to as "VILLAGE") and **WINKLER'S TREE & LANDSCAPING, INC.**, a corporation authorized to do business in the State of Illinois (hereinafter referred to as "CONTRACTOR"):

RECITALS

**WHEREAS**, the Village of La Grange Park seeks to retain CONTRACTOR to provide **general tree maintenance services** to the Village; and

**WHEREAS**, CONTRACTOR has been chosen to provide these services to the VILLAGE; and

**WHEREAS**, the CONTRACTOR acknowledges that this Agreement is specifically for those services as defined herein, and that the VILLAGE reserves the right to solicit other contractors for related services that may fall outside the scope of the Agreement; and

**WHEREAS**, this Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to terminate the Agreement upon 30 days' prior written notice for any reason.

**NOW, THEREFORE, IN CONSIDERATION** of the promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**I. DESCRIPTION OF WORK**

See "Detailed Specifications-General Tree Maintenance", attached hereto as Attachment #2.

**II. SERVICE AND RATES**

CONTRACTOR shall be compensated as follows - See "Proposal Form" attached hereto as Attachment #3.

**III. STANDARDS**

CONTRACTOR will provide all labor, tools, and equipment needed to perform professional quality work in a timely manner as directed and evaluated by the Director of Public Works. Services will be performed in a good and workmanlike manner. The Director of Public Works shall have the right to terminate this Agreement by written notice to CONTRACTOR if the Director of Public Works believes CONTRACTOR's work is unsatisfactory.

#### **IV. DAMAGE TO PROPERTY**

All services performed hereunder are to be performed within the public rights of ways and dedicated streets. At no time shall CONTRACTOR enter upon private property (i.e., land not belonging to the Village). CONTRACTOR shall be responsible for any property damage caused during its performance of services described in this Agreement. CONTRACTOR will correct any such damage at CONTRACTOR's expense, to the reasonable satisfaction of the Director of Public Works. CONTRACTOR must inform the Director in writing of any damages caused and the manner in which they will be repaired. All damages shall be corrected within one week of the occurrence. Any outstanding invoices will not be paid until damage is corrected.

#### **V. CONTRACT DURATION**

- A. This Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to cancel upon 30 days' notice for any reason.
- B. This contract may be extended for not more than two (2) additional one-year periods, by mutual agreement of contracting parties. If either party decides it does not want to extend the agreement as provided herein, it must give written notice to the other party no later than ninety (90) days before the end of the current contract term. In the absence of such notice by either party, the contract will automatically extend for another year under the same terms and conditions that presently exist.
- C. The VILLAGE may terminate this Agreement "for cause" including, but not limited to:
  1. Filing of bankruptcy by CONTRACTOR.
  2. Failure of CONTRACTOR to provide the services described in this Agreement in accordance with the specifications and standards contained herein, in which case no notice is required.

#### **VI. INSURANCE**

- A. During the duration of this Agreement, the CONTRACTOR shall maintain the following insurance coverage limits:
  1. Workers' Compensation Insurance as prescribed by Illinois Statute
  2. General Liability Insurance:
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate
  3. Property Damage Liability Insurance:
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate

4. Vehicle Liability:
  - \$500,000 per occurrence
  
- B. The CONTRACTOR shall include subcontractors as insureds under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all the requirements stated herein.
  
- C. The CONTRACTOR shall furnish a certificate of insurance verifying the existence of the aforementioned coverage's. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:
  1. Liability the VILLAGE may incur for which the VILLAGE is indemnified under Article VI. Section D. below; and/or
  2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.
  
- D. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.
  
- E. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

**VII. FEDERAL, STATE and VILLAGE LAWS**

- A. The CONTRACTOR shall adhere to all Federal, State and VILLAGE Laws.
  
- B. Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.
  
- C. The CONTRACTOR shall adhere to all Federal and State guidelines governing equal employment opportunities.
  
- D. The VILLAGE has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the Village. If applicable, all labor performed under the provisions of this Agreement shall comply with the Illinois

Prevailing Wage Act. The general prevailing rate of hourly wages in Cook County will apply for the work being performed in the Village of La Grange Park in Cook County, Illinois. The CONTRACTOR will guarantee the faithful performance of such Prevailing Wage Act to include but not limited to: that not less than the prevailing rate of wages as found by the VILLAGE or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under this contract. If the prevailing rates are revised during the contract the revised rate shall apply to this contract

- E. If applicable, the CONTRACTOR is required to submit a Certified Transcript of Payroll and must include every worker employed to accomplish the work as specified in this Contract. Furthermore included will be the workers name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, and number of hours worked each day. This information shall be submitted to the VILLAGE no later than on a monthly basis for the duration of the contract.
- F. If applicable, the CONTRACTOR shall provide the Certified Transcript of Payroll that includes a statement signed by the contractor or subcontractor which avers that: such records are true and accurate, and the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act.

**VII. NOTICES**

- A. Except as otherwise explicitly provided in this Agreement, all notices permitted or required to be given by the parties to this Agreement shall be in writing and shall be delivered to the addressee at the address set forth below.

Village of La Grange Park  
447 N. Catherine Ave.  
La Grange Park, Illinois 60526  
Attention: Director of Public Works

- B. Notices to the CONTRACTOR shall be addressed to, and delivered at, the following address:

Vince Winkler, President  
Winkler's Tree & Landscaping, Inc.  
P.O. Box 1154  
La Grange Park, Illinois 60526

**VIII. TERMS**

- A. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement, shall be in any way affected thereby.

- B. This Agreement sets forth the entire agreement between the parties with respect to the accomplishment of the work and the rates and charges therefore.
- C. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed and delivered by the authorized representatives of the VILLAGE and the CONTRACTOR.
- D. MISCELLANEOUS
  - 1. The CONTRACTOR covenants and agrees to comply at all times with all applicable laws, ordinances and regulations in the performance with and in any manner related to the CONTRACTOR's rights, duties, obligations and operations under this Agreement. The CONTRACTOR shall obtain and maintain in effect all licenses and permits necessary to perform its obligations under this Agreement.
  - 4. The CONTRACTOR shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.
  - 5. The CONTRACTOR warrants that it is experienced in each of the areas under which it will have duties and obligations under this Agreement and that it has adequate personnel and experience to properly and satisfactorily discharge its duties and obligations under this Agreement.
- E. Applicable law: This Agreement shall be interpreted according to the laws of, but not the conflicts of laws rules of, the State of Illinois.

**IN WITNESS WHEREOF**, the CONTRACTOR has executed this Agreement by its duly appointed agents, and the Village has executed this Agreement with its corporate seal affixed thereto, by its Village President and Village Clerk acting pursuant to authority granted by the Board of Trustees thereof, all on the day and year first written above.

**VILLAGE OF LA GRANGE PARK**

By: 

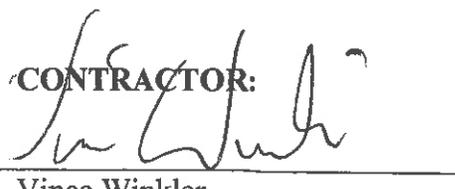
Julia Cedillo  
Village Manager

Attest: 

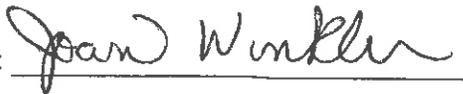
Amanda G. Seidel  
Village Clerk

Date: 4/23/13

**CONTRACTOR:**

By: 

Vince Winkler  
President

Attest: 

Date: 4-15-13

Previously approved as to form --  
Village Attorney C. Keating 2/12/07

**DETAILED SPECIFICATIONS:  
GENERAL TREE MAINTENANCE**

**A. GENERAL PROVISIONS**

**1. SCOPE OF WORK**

The Contractor shall furnish all labor, supervision, materials, tools, equipment, machinery and whatever else is necessary and proper for performing and completing the work in accordance with these specifications. The Contractor shall be responsible for the daily cleaning up of the job site and he shall repair or restore all structures on property that may be damaged during performance of the work.

**2. LOCATION**

The proposed work involves "general maintenance" of trees (i.e., removing broken branches from an aerial bucket) located at various locations on public property wholly within the corporate limits of the Village of La Grange Park, Illinois. This includes, but is not limited to, the following areas.

- a) Rights-of-way along streets to include both parkway between sidewalk and street and rights-of-way between sidewalk and private property line. Prospective bidders shall be responsible for familiarizing themselves with street right-of-way throughout the Village.
- b) Other public lands and property.

A list of locations will be given to the contractor by the Director of Public Works.

**3. PERIODIC INSPECTION**

The Contractor shall notify the office of the Director of Public Works on the morning of any workday giving the location of that day's work. The Contractor shall, at all times, have a competent person in charge of the job to whom the Village's representative may issue directives. A representative from the Village will periodically inspect the work and will be available should any problems arise.

**4. BARRICADES AND WARNING DEVICES**

The Contractor shall erect barricades to protect his workzone at all points deemed necessary. The Contractor shall place at such points the necessary warning signs, barricades, and other suitable devices to protect the work properly and to provide for the conveniences and safety of the public at all times.

**No streets shall be entirely blocked off unless permission is first received from the Director of Public Works, and the Police Dispatch has been notified.**

**5. EQUIPMENT SUBMITTAL**

In addition, each bidder must supply a listing of all tree trimming, removal and stumping equipment owned or supervised by the bidder (excluding saws and small tools) and the years of experience using each major piece of equipment.

**B. TECHNICAL PROVISIONS**

*Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.*

**1. TYPES OF PRUNING**

Pruning shall follow standards recognized by the National Arborist Association

- A. Class I Fine Pruning: Class I Fine Pruning shall be done to all trees less than 13" DBH.
- B. Class II Standard Pruning: Class II Standard Pruning shall be done to all trees greater than 12" DBH

**2. GENERAL MAINTENANCE**

This work involves, but is not limited to, removing broken branches, "hangers", stubs from broken branches, dead branches, and other work not considered an emergency, from an aerial bucket truck.

These general tree maintenance situations will be communicated to the contractor, with detailed instructions and will generally be at various locations in the Village. This work shall be performed in 2 working days of being notified of the locations, and during normal working hours.

**3. CLEAN-UP**

The Contractor shall pick up by means of sweeping, raking or other equal means, all branches, brush, wood chips, and debris from the site immediately following work performed. In no case shall debris be permitted to lie on the parkway over the weekend and if such conditions occur, Village crews will be assigned to remove the debris and all costs including equipment, labor at overtime rate and overhead will be deducted from any monies due the Contractor.

*All debris generated from tree work shall be removed from the Village by the Contractor. All disposal costs are included in the contract price.*

**4. DAMAGE TO PRIVATE OR PUBLIC PROPERTY**

Any damage of private or public property as a result of the Contractor's operation shall be repaired immediately by the Contractor. Should the repair work not be instituted soon enough or satisfactorily in the opinion of the Director of Public Works or his designated representative, the Village reserves the right to make the necessary repairs and deduct these costs form any monies due the Contractor.

VILLAGE OF LA GRANGE PARK  
PROPOSAL FORM

TO: Brendan McLaughlin, Director of Public Works  
Village of La Grange Park  
447 N. Catherine Avenue  
La Grange Park, IL 60526

DATE: 3-26-13

I/We, the undersigned, having carefully examined the "Request for Proposal", "Contract", and "Detailed Specifications" dated March 20, 2013, and agree to submit the following proposal for general tree maintenance:

2 men (circled)

MISCELLANEOUS REQUESTS\* (hourly rate of crew with aerial bucket truck, and chipper truck - during normal working hours)

<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
\$ <u>140.00</u>	\$ <u>145.00</u>	\$ <u>150.00</u>

(\*examples include, but are not limited to: removal of dead branches, "hangers", broken branch stubs, non-emergency removal of branches, at various locations)

IS THERE A MINIMUM NUMBER OF HOURS CHARGED? 2  
If so, how many hours? 1

Company Name: Winkler's Tree & Landscaping, Inc.  
P.O. Box 1154  
Address: La Grange Pk, IL 60526  
(708)544-1219

Phone Number: \_\_\_\_\_  
Signature: [Handwritten Signature]  
Print Name & Title: Dave Winkler pres

**CONTRACT EXTENSION THROUGH FY17/18**

**FORESTRY SERVICES CONTRACT  
(EMERGENCY TREE SERVICES)**

It is hereby agreed that the Agreement entered into on May 1, 2013, between the Village of La Grange Park and WINKLER'S TREE SERVICE, INC. for **emergency tree services** shall remain in full force and effect, and that the Contract terms and conditions are hereby extended from May 1, 2017 to April 30, 2018. *Contractor will be compensated based on the FY2015-16 rate as outlined in Attachment #3 of the Contract dated May 1, 2013.*

Dated: December 8, 2016

**VILLAGE OF LA GRANGE PARK**

By: \_\_\_\_\_

Dr. James L. Discipio

Its: Village President

Attest: \_\_\_\_\_

Amanda G. Seidel

Village Clerk

Date: \_\_\_\_\_

**WINKLER'S TREE SERVICE, INC.**

By: \_\_\_\_\_

Vince Winkler

Its: President

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved as to form –*

\_\_\_\_\_  
*C. Keating, Village Attorney*

COPY

**VILLAGE of LAGRANGE PARK CONTRACT**

THIS AGREEMENT ("Agreement"), made and entered into as of this 1st day of May 2013, by and between the: **VILLAGE OF LA GRANGE PARK**, a municipal corporation, organized and existing under the laws of the State of Illinois (hereinafter referred to as "VILLAGE") and **WINKLER'S TREE & LANDSCAPING, INC.**, a contractor authorized to do business in the State of Illinois (hereinafter referred to as "CONTRACTOR"):

**RECITALS**

**WHEREAS**, the Village of La Grange Park seeks to retain CONTRACTOR to provide **emergency tree storm damage response services** to the Village; and

**WHEREAS**, CONTRACTOR has been chosen to provide these services for the VILLAGE; and

**WHEREAS**, the CONTRACTOR acknowledges that this Agreement is specifically for those services as defined herein, and that the VILLAGE reserves the right to solicit other contractors for related services that may fall outside the scope of the Agreement; and

**WHEREAS**, this Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to terminate the Agreement upon 30 days' prior written notice for any reason.

**NOW, THEREFORE, IN CONSIDERATION** of the promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**I. DESCRIPTION OF WORK**

See "Detailed Specifications: Emergency Storm Damage Response", attached hereto as Attachment #2.

**II. SERVICE AND RATES**

CONTRACTOR shall be compensated as follows – See "Proposal Form" attached hereto as Attachment #3.

**III. STANDARDS**

CONTRACTOR will provide all labor, tools, and equipment needed to perform professional quality work in a timely manner as directed and evaluated by the Director of Public Works. Services will be performed in a good and workmanlike manner. The Director of Public Works shall have the right to terminate this by written notice to CONTRACTOR if the Director of Public Works can show reasonable evidence of CONTRACTOR's work as being unsatisfactory.

#### **IV. DAMAGE TO PROPERTY**

All services performed hereunder are to be performed within the public rights of ways and dedicated streets. At no time shall CONTRACTOR enter upon private property (i.e., land not belonging to the Village). CONTRACTOR shall be responsible for any property damage caused during its performance of services described in this Agreement. CONTRACTOR will correct any such damage at CONTRACTOR's expense, to the reasonable satisfaction of the Director of Public Works. CONTRACTOR must inform the Director in writing of any damages caused and the manner in which they will be repaired. All damages shall be corrected within one week of the occurrence. Any outstanding invoices will not be paid until damage is corrected.

#### **V. CONTRACT DURATION**

- A. This Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to cancel upon 30 days' notice for any reason.
- B. This contract may be extended for not more than two (2) additional one-year periods, by mutual agreement of contracting parties. If either party decides it does not want to extend the agreement as provided herein, it must give written notice to the other party no later than ninety (90) days before the end of the current contract term. In the absence of such notice by either party, the contract will automatically extend for another year under the same terms and conditions that presently exist.
- C. The VILLAGE may terminate this Agreement "for cause" including, but not limited to:
  1. Filing of bankruptcy by CONTRACTOR.
  2. Failure of CONTRACTOR to provide the services described in this Agreement in accordance with the specifications and standards contained herein, in which case no notice is required.

#### **VI. INSURANCE AND INDEMNIFICATION**

- A. During the duration of this Agreement, the CONTRACTOR shall maintain the following insurance coverage limits:
  1. Workers' Compensation Insurance as prescribed by Illinois Statute
  2. General Liability Insurance:
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate
  3. Property Damage Liability Insurance:
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate
  4. Vehicle Liability:
    - \$500,000 per occurrence

- B. The CONTRACTOR shall include subcontractors as insureds under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all the requirements stated herein.
- C. The CONTRACTOR shall furnish a certificate of insurance verifying the existence of the aforementioned coverage's. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:
  - 1. Liability the VILLAGE may incur for which the VILLAGE is indemnified under Article VI. Section D. below; and/or
  - 2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.
- D. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.
- E. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

**VII. FEDERAL, STATE and VILLAGE LAWS**

- A. The CONTRACTOR shall adhere to all Federal, State and VILLAGE Laws.
- B. Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.
- C. The CONTRACTOR shall adhere to all Federal and State guidelines governing equal employment opportunities.
- D. The VILLAGE has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the Village. If applicable, all labor performed under the provisions of this Agreement shall comply with the Illinois Prevailing Wage Act. The general prevailing rate of hourly wages in Cook County will apply for the work being performed in the Village of La Grange Park in Cook County, Illinois. The CONTRACTOR will guarantee the faithful

performance of such Prevailing Wage Act to include but not limited to: that not less than the prevailing rate of wages as found by the VILLAGE or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under this contract. If the prevailing rates are revised during the contract the revised rate shall apply to this contract

- E. If applicable, the CONTRACTOR is required to submit a Certified Transcript of Payroll and must include every worker employed to accomplish the work as specified in this Contract. Furthermore included will be the workers name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, and number of hours worked each day. This information shall be submitted to the VILLAGE no later than on a monthly basis for the duration of the contract.
- F. If applicable, the CONTRACTOR shall provide the Certified Transcript of Payroll that includes a statement signed by the contractor or subcontractor which avers that: such records are true and accurate, and the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act.

#### **VIII. NOTICES**

- A. Except as otherwise explicitly provided in this Agreement, all notices permitted or required to be given by the parties to this Agreement shall be in writing and shall be delivered to the addressee at the address set forth below.

Village of La Grange Park  
447 N. Catherine Ave.  
La Grange Park, Illinois 60526  
Attention: Director of Public Works

- B. Notices to the CONTRACTOR shall be addressed to, and delivered at, the following address:

Vince Winkler, President  
Winkler's Tree & Landscaping, Inc.  
P.O. Box 1154  
La Grange Park, Illinois 60526

#### **IX. TERMS**

- A. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement, shall be in any way affected thereby.
- B. This Agreement sets forth the entire agreement between the parties with respect to the accomplishment of the work and the rates and charges therefore.
- C. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing

and executed and delivered by the authorized representatives of the VILLAGE and the CONTRACTOR.

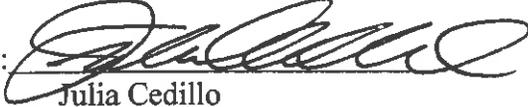
**X. MISCELLANEOUS**

- A. The CONTRACTOR covenants and agrees to comply at all times with all applicable laws, ordinances and regulations in the performance with and in any manner related to the CONTRACTOR's rights, duties, obligations and operations under this Agreement. The CONTRACTOR shall obtain and maintain in effect all licenses and permits necessary to perform its obligations under this Agreement.
- B. The CONTRACTOR shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.
- C. The CONTRACTOR warrants that it is experienced in each of the areas under which it will have duties and obligations under this Agreement and that it has adequate personnel and experience to properly and satisfactorily discharge its duties and obligations under this Agreement.
- D. Applicable law: This Agreement shall be interpreted according to the laws of the State of Illinois.

IN WITNESS WHEREOF, the CONTRACTOR has executed this Agreement by its duly appointed agents, and the VILLAGE has executed this Agreement with its corporate seal affixed thereto, by its Village President and Village Clerk acting pursuant to authority granted by the Board of Trustees thereof, all on the day and year first written above.

**VILLAGE OF LA GRANGE PARK**

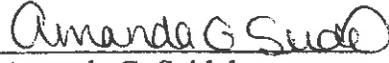
**CONTRACTOR:**

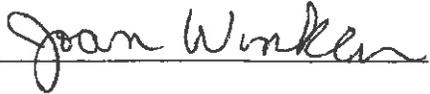
By: 

Julia Cedillo  
Village Manager

By: 

Vince Winkler  
President

Attest:   
Amanda G. Seidel  
Village Clerk

Attest: 

Date: 4/23/13

Date: 4-15-13

Previously approved as to form –  
Village Attorney C. Keating 2/12/07

**DETAILED SPECIFICATIONS:**  
**EMERGENCY STORM DAMAGE RESPONSE**

**A. GENERAL PROVISIONS**

**1. SCOPE OF WORK**

The Contractor shall furnish all labor, supervision, materials, tools, equipment, machinery and whatever else is necessary and proper for performing and completing the work in accordance with these specifications. The Contractor shall be responsible for the daily cleaning up of the job site and he shall repair or restore all structures on property that may be damaged during performance of the work.

**2. LOCATION**

The proposed work involves emergency response to perform emergency storm clean-up work to treat trees damaged by storms, high winds, lightning, etc., at various locations on public property wholly within the corporate limits of the Village of La Grange Park, Illinois. This includes, but is not limited to, the following areas.

- a) Rights-of-way along streets to include both parkways between sidewalk and street rights-of-ways and between sidewalk and private property line. Prospective bidders shall be responsible for familiarizing themselves with street right-of-way throughout the Village.
- b) Other public lands and property.

Trees to be removed will be measured and marked by the Village.

**3. EMERGENCY STORM DAMAGE RESPONSE**

Emergency storm clean-up work for trees damaged by storms, high winds, lightning, etc. Work under this section includes "cleaning out" trees by pruning out broken or cracked branches, clearing streets and sidewalks and public right-of-ways blocked by fallen trees, cutting up and hauling away tree debris and other work of a similar nature.

**Mandatory response time: After contractor receives notification from Director of Public Works of work needed, Contractor shall begin work within 2 hours. The Contractor must provide dependable emergency contact phone numbers, and is to confirm availability to perform the emergency work within 15 minutes of initial call from the Director. Failure to respond to an emergency situation as specified may result in termination of contract.**

**Given the nature of this work, Contractor must be able to respond on a 24-hour, seven days a week basis. Bid shall be based on a flat hourly rate per crew and equipment.**

**4. PERIODIC INSPECTION**

The Contractor shall notify the office of the Director of Public Works when work begins and is completed and give the location of that work. The Contractor shall, at all times, have a competent person in charge of the job to whom the Village's representative may issue directives.

A representative from the Village will periodically inspect the work and will be available should any problems arise.

**5. BARRICADES AND WARNING DEVICES**

The Contractor shall erect barricades to protect the work zone at all points deemed necessary. The Contractor shall place at such points the necessary warning signs, barricades, and other suitable devices to protect the work area properly and to provide for the conveniences and safety of the public at all times.

After tree removal, should Contractor not be able to immediately remove a stump, barricades shall be placed around the tree stump if not removed immediately. Barricades shall be in place no longer than 5 working days, and stump shall be removed in that time.

**No streets shall be blocked off unless permission is first received from the Director of Public Works, and Police Dispatch has been notified.**

**6. EQUIPMENT SUBMITTAL**

In addition, each bidder must supply a listing of all tree trimming, removal and stumping equipment owned or supervised by the bidder (excluding saws and small tools) and the years of experience using each major piece of equipment.

**B. TECHNICAL PROVISIONS**

*Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.*

**1. TYPES OF PRUNING**

Pruning shall follow standards recognized by the National Arborist Association

- A. Class I Fine Pruning: Class I Fine Pruning shall be done to all trees less than 13" DBH.
- B. Class II Standard Pruning: Class II Standard Pruning shall be done to all trees greater than 12" DBH

**2. TREES TO BE REMOVED**

The Contractor shall receive from the Director of Public Works or a designee a list giving the address and location of trees to be removed. Trees shall only be removed upon orders by the Director of Public Works or his authorized representative.

**3. METHOD OF REMOVAL**

The practice of "felling" the tree is expressly prohibited. All trees shall be "limbed out" with limbs lowered to the ground with the aid of ropes prior to the final cutting of the trunk. Public and private property, such as: other trees, cars, driveways, sidewalks, curbs, streets, manhole covers and meter pits shall always be protected from the impact of falling wood by the use of tree or limb ground supports. Trees will be cut to within 4" – 8" inches of the ground line.

**Failure to follow limb out procedures can result in termination of contract. The contractor is responsible for all damages caused by falling limbs.**

**4. METHOD OF MEASURING**

When necessary, trees to be removed shall be measured by the Village, and also marked by the Village. The tree shall be measured at a diameter breast height (DBH) four (4) feet above the ground.

**5. CLEAN-UP**

The Contractor shall pick up by means of sweeping (or equal means) all branches, brush, wood chips, and debris from the site immediately following the removal of the tree. If this cannot be done in an emergency situation, the Contractor will need to return to the location within 2 working days. If locations are not cleaned properly the result may be the termination of the contract.

*All debris generated from tree work shall be removed from the Village by the Contractor. All disposal costs are included in the contract price.*

**6. DAMAGE TO PRIVATE OR PUBLIC PROPERTY**

Any damage of private or public property as a result of the Contractor's operation shall be repaired immediately by the Contractor. Should the repair work not be instituted soon enough or satisfactorily in the opinion of the Village Manager or his designated representative, the Village reserves the right to make the necessary repairs and deduct these costs from any monies due the Contractor. This damage, if deemed as a result of neglect or poor methods, can result in the termination of the contract.

VILLAGE OF LA GRANGE PARK

**PROPOSAL FORM**

TO: Brendan McLaughlin, Director of Public Works  
 Village of La Grange Park  
 447 N. Catherine Avenue  
 La Grange Park, IL 60526

DATE: 3-26-13

I/We, the undersigned, having carefully examined the "Request for Proposal", "Contract", and "Detailed Specifications" March 20, 2013, and agree to submit the following proposal for contractual emergency storm damage work:

**EMERGENCY STORM DAMAGE WORK**

**PROPOSAL FOR 2013-2014**

**EMERGENCY TREE REMOVAL:**

Price per hour should include all fees (i.e., travel, mobilization, travel/equipment, based on a 24" size tree)

**2 MEN CREW**

Monday thru Friday 7:00am - 3:30pm	\$ <u>160.00</u>	*(Hourly rate of a normal workday- per crew)
Monday thru Friday 3:30pm - 7:00am	\$ <u>250.00</u>	*(Hourly rate - per crew)
Friday 3:30pm - midnight	\$ <u>300.00</u>	*(Hourly rate - per crew)
Saturday (midnight to midnight 24 hrs. period)	\$ <u>250.00</u>	*(Hourly rate - per crew)
Sunday (midnight to midnight 24 hrs. period)	\$ <u>300.00</u>	*(Hourly rate - per crew)
Monday (12:00am to 7:00am Monday 24 hrs. period)	\$ <u>300.00</u>	*(Hourly rate - per crew)
Legal Holidays (midnight to midnight 24 hrs. period)	\$ <u>500.00</u>	*(Hourly rate - per crew)

**EMERGENCY - MISCELLANEOUS BRANCH REMOVAL/CLEAN-UP FOR 2013-2014:**

Price per hour should include all fees (i.e., travel, mobilization, travel/equipment)

Monday thru Friday 7:00am - 3:30pm	\$ <u>265.00</u>	*(Hourly rate of a normal workday- per crew) ✓
Monday thru Friday 3:30pm - 7:00am	\$ <u>265.00</u>	*(Hourly rate - per crew) ✓
Friday 3:30pm - midnight	\$ <u>265.00</u>	*(Hourly rate - per crew) ✓
Saturday (midnight to midnight 24 hrs. period)	\$ <del>265.00</del> <u>500.00</u>	*(Hourly rate - per crew) ✓
Sunday (midnight to midnight 24 hrs. period)	\$ <u>500.00</u>	*(Hourly rate - per crew) ✓

Monday (12:00am to 7:00am Monday  
24 hrs. period) \$ 500.00 \*(Hourly rate - per crew)

Legal Holidays (midnight to midnight  
24 hrs. period) \$ 600.00 \*(Hourly rate - per crew)

**PROPOSAL FOR 2014-2015**

**EMERGENCY TREE REMOVAL:**

*Price per hour should include all fees (i.e., travel, mobilization, travel/equipment, based on a 24" size tree)*

Monday thru Friday 7:00am - 3:30pm \$ 165.00 \*(Hourly rate of a normal  
workday- per crew) ✓

Monday thru Friday 3:30pm - 7:00am \$ 260.00 \*(Hourly rate - per crew) ✓

Friday 3:30pm - midnight \$ 320.00 \*(Hourly rate - per crew) ✓

Saturday (midnight to midnight  
24 hrs. period) \$ 295.00 \*(Hourly rate - per crew) ✓

Sunday (midnight to midnight  
24 hrs. period) \$ 320.00 \*(Hourly rate - per crew) ✓

Monday (12:00am to 7:00am Monday  
24 hrs. period) \$ 320.00 \*(Hourly rate - per crew) ✓

Legal Holidays (midnight to midnight  
24 hrs. period) \$ 320.00 \*(Hourly rate - per crew) ✓

**EMERGENCY - MISCELLANEOUS BRANCH REMOVAL/CLEAN-UP FOR 2014-2015:**

*Price per hour should include all fees (i.e., travel, mobilization, travel/equipment)*

Monday thru Friday 7:00am - 3:30pm \$ 280.00 \*(Hourly rate of a normal  
workday- per crew)

Monday thru Friday 3:30pm - 7:00am \$ 280.00 \*(Hourly rate - per crew)

Friday 3:30pm - midnight \$ 280.00 \*(Hourly rate - per crew)

Saturday (midnight to midnight  
24 hrs. period) \$ 580.00 \*(Hourly rate - per crew)

Sunday (midnight to midnight  
24 hrs. period) \$ 580.00 \*(Hourly rate - per crew)

Monday (12:00am to 7:00am Monday  
24 hrs. period) \$ 580.00 \*(Hourly rate - per crew)

Legal Holidays (midnight to midnight  
24 hrs. period) \$ 680.00 \*(Hourly rate - per crew)

**PROPOSAL FOR 2015-2016**

**EMERGENCY TREE REMOVAL:**

Price per hour should include all fees (i.e., travel, mobilization, travel/equipment, based on a 24" size tree)

Monday thru Friday 7:00am - 3:30pm	\$ <u>200.00</u>	*(Hourly rate of a normal workday- per crew) ✓
Monday thru Friday 3:30pm - 7:00am	\$ <u>290.00</u>	*(Hourly rate - per crew) ✓
Friday 3:30pm - midnight	\$ <u>350.00</u>	*(Hourly rate - per crew) ✓
Saturday (midnight to midnight 24 hrs. period)	\$ <u>375.00</u>	*(Hourly rate - per crew) ✓
Sunday (midnight to midnight 24 hrs. period)	\$ <u>390.00</u>	*(Hourly rate - per crew) ✓
Monday (12:00am to 7:00am Monday 24 hrs. period)	\$ <u>420.00</u>	*(Hourly rate - per crew) ✓
Legal Holidays (midnight to midnight 24 hrs. period)	\$ <u>750.00</u>	*(Hourly rate - per crew) ✓

**EMERGENCY - MISCELLANEOUS BRANCH REMOVAL/CLEAN-UP FOR 2015-2016:**

Price per hour should include all fees (i.e., travel, mobilization, travel/equipment)

Monday thru Friday 7:00am - 3:30pm	\$ <u>320.00</u>	*(Hourly rate of a normal workday- per crew)
Monday thru Friday 3:30pm - 7:00am	\$ <u>350.00</u>	*(Hourly rate - per crew)
Friday 3:30pm - midnight	\$ <u>390.00</u>	*(Hourly rate - per crew)
Saturday (midnight to midnight 24 hrs. period)	\$ <u>640.00</u>	*(Hourly rate - per crew)
Sunday (midnight to midnight 24 hrs. period)	\$ <u>750.00</u>	*(Hourly rate - per crew)
Monday (12:00am to 7:00am Monday 24 hrs. period)	\$ <u>750.00</u>	*(Hourly rate - per crew)
Legal Holidays (midnight to midnight 24 hrs. period)	\$ <u>800.00</u>	*(Hourly rate - per crew)

Company Name: Winkler's Tree & Landscaping, Inc.

Address: P.O. Box 1154  
La Grange Pk, IL 60526

Phone Number: (708)544-1219

Signature: David Winkler

Print Name & Title: David Winkler

**CONTRACT EXTENSION THROUGH FY17/18**

**FORESTRY SERVICES CONTRACT**

**(TREE REMOVAL SERVICES)**

It is hereby agreed that the Agreement entered into on May 1, 2013, between the Village of La Grange Park and A & B LANDSCAPING AND TREE SERVICE, INC., for tree removal services shall remain in full force and effect, and that the Contract terms and conditions are hereby extended from May 1, 2017 to April 30, 2018. *Contractor will be compensated based on the FY2015-16 rate as outlined in Attachment #3 of the Contract dated May 1, 2013.*

Dated: December 8, 2016

**VILLAGE OF LA GRANGE PARK**

**A & B LANDSCAPING AND TREE SERVICE, INC.**

By: \_\_\_\_\_

Dr. James L. Discipio

Its: Village President

By: \_\_\_\_\_

Cynthia H. Ruska

Its: President

Attest: \_\_\_\_\_

Amanda G. Seidel

Village Clerk

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved as to form –*

\_\_\_\_\_  
*C. Keating, Village Attorney*

COPY

**VILLAGE OF LA GRANGE PARK CONTRACT**

THIS AGREEMENT ("Agreement"), made and entered into as of this 1<sup>st</sup> day of May 2013, by and between the: **VILLAGE OF LA GRANGE PARK**, a municipal corporation, organized and existing under the laws of the State of Illinois (hereinafter referred to as "VILLAGE") and **A & B LANDSCAPING & TREE SERVICE, INC.**, a corporation authorized to do business in the State of Illinois (hereinafter referred to as "CONTRACTOR"):

**RECITALS**

**WHEREAS**, the Village of La Grange Park seeks to retain CONTRACTOR to provide tree removal services to the Village; and

**WHEREAS**, CONTRACTOR has been chosen to provide these services to the VILLAGE; and

**WHEREAS**, the CONTRACTOR acknowledges that this Agreement is specifically for those services as defined herein, and that the VILLAGE reserves the right to solicit other contractors for related services that may fall outside the scope of the Agreement; and

**WHEREAS**, this Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to terminate the Agreement upon 30 days' prior written notice for any reason.

**NOW, THEREFORE, IN CONSIDERATION** of the promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**I. DESCRIPTION OF WORK**

See "Detailed Specifications-Tree Removal", attached hereto as Attachment #2.

**II. SERVICE AND RATES**

CONTRACTOR shall be compensated as follows - See "Proposal Form" attached hereto as Attachment #3.

**III. STANDARDS**

CONTRACTOR will provide all labor, tools, and equipment needed to perform professional quality work in a timely manner as directed and evaluated by the Director of Public Works. Services will be performed in a good and workmanlike manner. The Director of Public Works shall have the right to terminate this Agreement by written notice to CONTRACTOR if the Director of Public Works believes CONTRACTOR's work is unsatisfactory.

#### **IV. DAMAGE TO PROPERTY**

All services performed hereunder are to be performed within the public rights of ways and dedicated streets. At no time shall CONTRACTOR enter upon private property (i.e., land not belonging to the Village). CONTRACTOR shall be responsible for any property damage caused during its performance of services described in this Agreement. CONTRACTOR will correct any such damage at CONTRACTOR's expense, to the reasonable satisfaction of the Director of Public Works. CONTRACTOR must inform the Director in writing of any damages caused and the manner in which they will be repaired. All damages shall be corrected within one week of the occurrence. Any outstanding invoices will not be paid until damage is corrected.

#### **V. CONTRACT DURATION**

- A. This Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to cancel upon 30 days' notice for any reason.
- B. This contract may be extended for not more than two (2) additional one-year periods, by mutual agreement of contracting parties. If either party decides it does not want to extend the agreement as provided herein, it must give written notice to the other party no later than ninety (90) days before the end of the current contract term. In the absence of such notice by either party, the contract will automatically extend for another year under the same terms and conditions that presently exist.
- C. The VILLAGE may terminate this Agreement "for cause" including, but not limited to:
  - 1. Filing of bankruptcy by CONTRACTOR.
  - 2. Failure of CONTRACTOR to provide the services described in this Agreement in accordance with the specifications and standards contained herein, in which case no notice is required.

#### **VI. INSURANCE**

- A. During the duration of this Agreement, the CONTRACTOR shall maintain the following insurance coverage limits:
  - a. Workers' Compensation Insurance as prescribed by Illinois Statute
  - b. General Liability Insurance:
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate
  - c. Property Damage Liability Insurance:
    - \$1,000,000 per occurrence
    - \$2,000,000 aggregate

- d. Vehicle Liability:
  - \$500,000 per occurrence
  
- B. The CONTRACTOR shall include subcontractors as insureds under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all the requirements stated herein.
  
- C. The CONTRACTOR shall furnish a certificate of insurance verifying the existence of the aforementioned coverage's. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:
  - 1. Liability the VILLAGE may incur for which the VILLAGE is indemnified under Article VI. Section D. below; and/or
  - 2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.
  
- D. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.
  
- E. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

VII. FEDERAL, STATE and VILLAGE LAWS

- A. The CONTRACTOR shall adhere to all Federal, State and VILLAGE Laws.
  
- B. Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.
  
- C. The CONTRACTOR shall adhere to all Federal and State guidelines governing equal employment opportunities.
  
- D. The VILLAGE has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the Village. If applicable, all labor performed under the provisions of this Agreement shall comply with the Illinois

Prevailing Wage Act. The general prevailing rate of hourly wages in Cook County will apply for the work being performed in the Village of La Grange Park in Cook County, Illinois. The CONTRACTOR will guarantee the faithful performance of such Prevailing Wage Act to include but not limited to: that not less than the prevailing rate of wages as found by the VILLAGE or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under this contract. If the prevailing rates are revised during the contract the revised rate shall apply to this contract

- E. If applicable, the CONTRACTOR is required to submit a Certified Transcript of Payroll and must include every worker employed to accomplish the work as specified in this Contract. Furthermore included will be the workers name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, and number of hours worked each day. This information shall be submitted to the VILLAGE no later than on a monthly basis for the duration of the contract.
- F. If applicable, the CONTRACTOR shall provide the Certified Transcript of Payroll that includes a statement signed by the contractor or subcontractor which avers that: such records are true and accurate, and the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act.

## VII. NOTICES

- A. Except as otherwise explicitly provided in this Agreement, all notices permitted or required to be given by the parties to this Agreement shall be in writing and shall be delivered to the addressee at the address set forth below.

Village of La Grange Park  
447 N. Catherine Ave.  
La Grange Park, Illinois 60526  
Attention: Director of Public Works

- B. Notices to the CONTRACTOR shall be addressed to, and delivered at, the following address:

A&B LANDSCAPING & TREE SERVICE, INC.  
PO Box 344  
Riverside, Illinois 60546  
Attention: Cynthia H. Ruska, President

## VIII. TERMS

- A. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement, shall be in any way affected thereby.

- B. This Agreement sets forth the entire agreement between the parties with respect to the accomplishment of the work and the rates and charges therefore.
- C. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed and delivered by the authorized representatives of the VILLAGE and the CONTRACTOR.
- D. MISCELLANEOUS
  - 1. The CONTRACTOR covenants and agrees to comply at all times with all applicable laws, ordinances and regulations in the performance with and in any manner related to the CONTRACTOR's rights, duties, obligations and operations under this Agreement. The CONTRACTOR shall obtain and maintain in effect all licenses and permits necessary to perform its obligations under this Agreement.
  - 4. The CONTRACTOR shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.
  - 5. The CONTRACTOR warrants that it is experienced in each of the areas under which it will have duties and obligations under this Agreement and that it has adequate personnel and experience to properly and satisfactorily discharge its duties and obligations under this Agreement.
- E. Applicable law: This Agreement shall be interpreted according to the laws of, but not the conflicts of laws rules of, the State of Illinois.

IN WITNESS WHEREOF, the CONTRACTOR has executed this Agreement by its duly appointed agents, and the Village has executed this Agreement with its corporate seal affixed thereto, by its Village President and Village Clerk acting pursuant to authority granted by the Board of Trustees thereof, all on the day and year first written above.

**VILLAGE OF LA GRANGE PARK**

By: [Signature]  
 Julia Cedillo  
 Its: Village Manager

Attest: [Signature]  
 Amanda G. Seidel  
 Village Clerk

Date: 4/23/13

**CONTRACTOR:**

By: [Signature]  
 Cynthia H. Ruska  
 Its: President

Attest: [Signature]

Date: 4/14/13

*Previously approved as to form -  
 Village Attorney C. Keating 2/12/07*

**DETAILED SPECIFICATIONS:  
TREE REMOVAL**

**A. GENERAL PROVISIONS**

**1. SCOPE OF WORK**

The Contractor shall furnish all labor, supervision, materials, tools, equipment, machinery and whatever else is necessary and proper for performing and completing the work in accordance with these specifications. The Contractor shall be responsible for the daily cleaning up of the job site and he shall repair or restore all structures on property that may be damaged during performance of the work.

**2. LOCATION**

The proposed work involves tree removal operations for trees located at various locations on public property wholly within the corporate limits of the Village of La Grange Park, Illinois. This includes, but is not limited to, the following areas.

- a) Rights-of-way along streets to include both parkway between sidewalk and street and rights-of-way between sidewalk and private property line. Prospective bidders shall be responsible for familiarizing themselves with street right-of-way throughout the Village.
- b) Other public lands and property.

Trees to be removed will be measured and marked by the Village. If tree is not marked, it shall not be removed.

**3. PERIODIC INSPECTION**

The Contractor shall notify the office of the Director of Public Works on the morning of any workday giving the location of that day's work. The Contractor shall, at all times, have a competent person in charge of the job to whom the Village's representative may issue directives. A representative from the Village will periodically inspect the work and will be available should any problems arise.

**4. BARRICADES AND WARNING DEVICES**

The Contractor shall erect barricades to protect the workzone at all points deemed necessary. The Contractor shall place at such points the necessary warning signs, barricades, and other suitable devices to protect the workzone properly and to provide for the conveniences and safety of the public at all times.

**No streets shall be blocked off unless permission is first received from the Director of Public Works, and the Police Dispatch notified.**

5. **EQUIPMENT SUBMITTAL**

In addition, each bidder must supply a listing of all tree trimming and removal equipment owned or supervised by the bidder (excluding saws and small tools) and the years of experience using each major piece of equipment.

**B. TECHNICAL PROVISIONS**

*Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.*

1. **TYPES OF PRUNING**

Pruning shall follow standards recognized by the National Arborist Association

- A. Class I Fine Pruning: Class I Fine Pruning shall be done to all trees less than 13" DBH.
- B. Class II Standard Pruning: Class II Standard Pruning shall be done to all trees greater than 12" DBH

2. **TREES TO BE REMOVED**

The Contractor shall receive from the Director a list giving the address, location and diameter of trees to be removed. Trees shall only be removed upon orders by the Director of Public Works or his authorized representative, and that have been clearly marked for removal.

3. **TREE REMOVAL**

Timely removal of trees is an essential part of this contract. For diseased trees (such as elm and ash), the Contractor shall cut down the tree and haul it away to a proper disposal location no later than fourteen (14) days from receiving an order for the tree(s) to be removed.

For non-diseased trees, the Contractor shall cut down the tree and haul it away to a proper disposal location no later than twenty-one (21) days from receiving an order for the tree(s) to be removed.

The Contractor shall at all times give first priority to the removal of diseased trees over non-diseased trees, unless otherwise directed by the Director of Public Works or his designated representative.

4. **METHOD OF REMOVAL**

The practice of "felling" the tree is expressly prohibited. All trees shall be "limbed out" with limbs lowered to the ground with the aid of ropes prior to the final cutting of the trunk. Sidewalks, curbs, streets, manhole covers and meter pits shall always be protected from the impact of falling wood by the use of tree or limb ground supports. Trees will be cut to within 4" - 8" of the ground line. **Failure to follow limb out procedures can result in termination of contract. The contractor is responsible for all damages caused by falling limbs.**

Contractor shall notify Director once tree has been removed (same day).

5. **METHOD OF MEASURING**

Trees to be removed shall be measured by the Village, and also marked by the Village. The tree shall be measured at a diameter breast height (DBH) four (4) feet above the ground.

6. **CLEAN-UP**

The Contractor shall pick up by means of sweeping and/or raking or equal means, all branches, brush, wood chips, and debris from the site immediately following the removal of the tree. In no case shall debris be permitted to lie on the parkway over the weekend and if such conditions occur, Village crews will be assigned to remove the debris after 2 working days, and all costs including equipment, labor at overtime rate and overhead will be deducted from any monies due the Contractor.

*All debris generated from tree work shall be removed from the Village by the Contractor. All disposal costs are included in the contract price.*

7. **DAMAGE TO PRIVATE OR PUBLIC PROPERTY**

Any damage of private or public property as a result of the Contractor's operation shall be repaired immediately by the Contractor. Should the repair work not be instituted soon enough or satisfactorily in the opinion of the Village Manager or his designated representative, the Village reserves the right to make the necessary repairs and deduct these costs from any monies due the Contractor.

VILLAGE OF LA GRANGE PARK  
**PROPOSAL FORM**

TO: Brendan McLaughlin, Director of Public Works      DATE: 4/2/2013  
 Village of La Grange Park  
 447 N. Catherine Avenue  
 La Grange Park, IL 60526

I/We, the undersigned, having carefully examined the "Request for Proposal", "Contract", and "Detailed Specifications" dated March 20, 2013, and agree to submit the following proposal for contractual tree removals:

**COST OF TREE REMOVALS**

<u>(DBH)</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
TREE SIZE:	PRICE PER DIAMETER INCH		
<i>Example: 12" tree diameter x \$ per diameter inch = cost of tree removal</i>			
7" - 12" inch diameter	\$ <u>8.00</u>	\$ <u>8.00</u>	\$ <u>9.00</u>
13" - 18" inch diameter	\$ <u>12.75</u>	\$ <u>12.75</u>	\$ <u>13.75</u>
19" - 24" inch diameter	\$ <u>12.75</u>	\$ <u>12.75</u>	\$ <u>13.75</u>
25" - 30" inch diameter	\$ <u>16.00</u>	\$ <u>16.00</u>	\$ <u>17.00</u>
31" - 36" inch diameter	\$ <u>16.25</u>	\$ <u>16.25</u>	\$ <u>17.25</u>
>37" inch diameter	\$ <u>16.25</u>	\$ <u>16.25</u>	\$ <u>17.25</u>

**DO NOT GIVE A "PER TREE" COST**

Company Name: A&B Landscaping & Tree Service, Inc.  
 Address: PO Box 344  
Riverside, IL 60546  
 Phone Number: 708-447-6902  
 Signature: Cynthia H. Ruska  
 Print Name & Title: Cynthia H. Ruska/President

**IMPORTANT: Contractor must be able to complete all tree removals, within the time outlined in the Detailed Specifications - See Attachment #2.**

**CONTRACT EXTENSION THROUGH FY17/18**

**FORESTRY SERVICES CONTRACT  
(STUMP REMOVAL SERVICES)**

It is hereby agreed that the Agreement entered into on May 1, 2013, between the Village of La Grange Park and A & B LANDSCAPING AND TREE SERVICE, INC., for **stump removal services** shall remain in full force and effect, and that the Contract terms and conditions are hereby extended from May 1, 2017 to April 30, 2018. *Contractor will be compensated based on the FY2015-16 rate as outlined in Attachment #3 of the Contract dated May 1, 2013.*

Dated: December 8, 2016

**VILLAGE OF LA GRANGE PARK**

**A & B LANDSCAPING AND TREE SERVICE, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Dr. James L. Discipio

Cynthia H. Ruska

Its: Village President

Its: President

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Amanda G. Seidel

Village Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Approved as to form –*

\_\_\_\_\_  
*C. Keating, Village Attorney*

COPY

VILLAGE OF LA GRANGE PARK CONTRACT

THIS AGREEMENT ("Agreement"), made and entered into as of this 1st day of May 2013, by and between the: **VILLAGE OF LA GRANGE PARK**, a municipal corporation, organized and existing under the laws of the State of Illinois (hereinafter referred to as "VILLAGE") and **A&B LANDSCAPING & TREE SERVICE, INC.**, a corporation authorized to do business in the State of Illinois (hereinafter referred to as "CONTRACTOR");

RECITALS

WHEREAS, the Village of La Grange Park seeks to retain CONTRACTOR to provide stump removal services to the Village; and

WHEREAS, CONTRACTOR has been chosen to provide these services to the VILLAGE; and

WHEREAS, the CONTRACTOR acknowledges that this Agreement is specifically for those services as defined herein, and that the VILLAGE reserves the right to solicit other contractors for related services that may fall outside the scope of the Agreement; and

WHEREAS, this Agreement shall be in full force and effect until April 30, 2014, subject to either party's right to terminate the Agreement upon 30 days' prior written notice for any reason.

NOW, THEREFORE, IN CONSIDERATION of the promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. DESCRIPTION OF WORK

See "Detailed Specifications-Stump Removal", attached hereto as Attachment #2.

II. SERVICE AND RATES

CONTRACTOR shall be compensated as follows - See "Proposal Form" attached hereto as Attachment #3.

III. STANDARDS

CONTRACTOR will provide all labor, tools, and equipment needed to perform professional quality work in a timely manner as directed and evaluated by the Director of Public Works. Services will be performed in a good and workmanlike manner. The Director of Public Works shall have the right to terminate this Agreement by written notice to CONTRACTOR if the Director of Public Works believes CONTRACTOR's work is unsatisfactory.

- \$500,000 per occurrence

- B. The CONTRACTOR shall include subcontractors as insureds under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all the requirements stated herein.
- C. The CONTRACTOR shall furnish a certificate of insurance verifying the existence of the aforementioned coverage's. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:
  - 1. Liability the VILLAGE may incur for which the VILLAGE is indemnified under Article VI. Section D. below; and/or
  - 2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.
- D. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.
- E. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

**VII. FEDERAL, STATE and VILLAGE LAWS**

- A. The CONTRACTOR shall adhere to all Federal, State and VILLAGE Laws.
- B. Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.
- C. The CONTRACTOR shall adhere to all Federal and State guidelines governing equal employment opportunities.
- D. The VILLAGE has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the Village. If applicable, all labor performed under the provisions of this Agreement shall comply with the Illinois Prevailing Wage Act. The general prevailing rate of hourly wages in Cook County will apply for the work being performed in the Village of La Grange Park

in Cook County, Illinois. The CONTRACTOR will guarantee the faithful performance of such Prevailing Wage Act to include but not limited to: that not less than the prevailing rate of wages as found by the VILLAGE or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under this contract. If the prevailing rates are revised during the contract the revised rate shall apply to this contract

- E. If applicable, the CONTRACTOR is required to submit a Certified Transcript of Payroll and must include every worker employed to accomplish the work as specified in this Contract. Furthermore included will be the workers name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, and number of hours worked each day. This information shall be submitted to the VILLAGE no later than on a monthly basis for the duration of the contract.
- F. If applicable, the CONTRACTOR shall provide the Certified Transcript of Payroll that includes a statement signed by the contractor or subcontractor which avers that: such records are true and accurate, and the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by this Act.

#### **VII. NOTICES**

- A. Except as otherwise explicitly provided in this Agreement, all notices permitted or required to be given by the parties to this Agreement shall be in writing and shall be delivered to the addressee at the address set forth below.

Village of La Grange Park  
447 N. Catherine Ave.  
La Grange Park, Illinois 60526  
Attention: Director of Public Works

- B. Notices to the CONTRACTOR shall be addressed to, and delivered at, the following address:

A&B LANDSCAPING & TREE SERVICE, INC.  
PO Box 344  
Riverside, Illinois 60546  
Attention: Cynthia H. Ruska, President

#### **VIII. TERMS**

- A. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Agreement, shall be in any way affected thereby.
- B. This Agreement sets forth the entire agreement between the parties with respect to the accomplishment of the work and the rates and charges therefore.

C. No modification, addition, deletion, revision, alteration, or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed and delivered by the authorized representatives of the VILLAGE and the CONTRACTOR.

D. MISCELLANEOUS

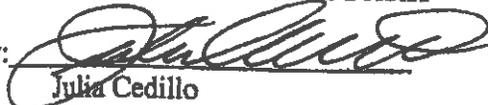
1. The CONTRACTOR covenants and agrees to comply at all times with all applicable laws, ordinances and regulations in the performance with and in any manner related to the CONTRACTOR's rights, duties, obligations and operations under this Agreement. The CONTRACTOR shall obtain and maintain in effect all licenses and permits necessary to perform its obligations under this Agreement.
2. The CONTRACTOR shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.
3. The CONTRACTOR warrants that it is experienced in each of the areas under which it will have duties and obligations under this Agreement and that it has adequate personnel and experience to properly and satisfactorily discharge its duties and obligations under this Agreement.

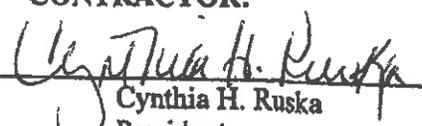
E. Applicable law: This Agreement shall be interpreted according to the laws of, but not the conflicts of laws rules of, the State of Illinois.

IN WITNESS WHEREOF, the CONTRACTOR has executed this Agreement by its duly appointed agents, and the Village has executed this Agreement with its corporate seal affixed thereto, by its Village President and Village Clerk acting pursuant to authority granted by the Board of Trustees thereof, all on the day and year first written above.

VILLAGE OF LA GRANGE PARK

CONTRACTOR:

By:   
Julia Cedillo  
Its: Village Manager  
Attest:   
Amanda G. Seidel  
Village Clerk  
Date: 4/23/13

By:   
Cynthia H. Ruska  
President  
Attest:   
Date: 4/14/13

Approved as to form -  
Village Attorney- C. Keating via email 2/12/07

**DETAILED SPECIFICATIONS:  
STUMP REMOVAL**

**A. GENERAL PROVISIONS**

**1. SCOPE OF WORK**

The Contractor shall furnish all labor, supervision, materials, tools, equipment, machinery and whatever else is necessary and proper for performing and completing the work in accordance with these specifications. The Contractor shall be responsible for the daily cleaning up of the job site and he shall repair or restore all structures on property that may be damaged during performance of the work.

**2. LOCATION**

The proposed work involves stump removal at various locations on public property wholly within the corporate limits of the Village of La Grange Park, Illinois. This includes, but is not limited to, the following areas.

- a) Rights-of-way along streets to include both parkways between sidewalk and street and rights-of-way between sidewalk and private property line. Prospective bidders shall be responsible for familiarizing themselves with street right-of-way throughout the Village.
- b) Other public lands and property.

**3. PERIODIC INSPECTION**

The Contractor shall notify the office of the Director of Public Works on the morning of any workday giving the location of that day's work. The Contractor shall, at all times, have a competent person in charge of the job to whom the Village's representative may issue directives. A representative from the Village will periodically inspect the work and will be available should any problems arise.

**No streets shall be blocked off unless permission is first received from the Director of Public Works, and the Police Dispatch notified.**

**4. EQUIPMENT SUBMITTAL**

In addition, each bidder must supply a listing of all tree trimming, removal and stumping equipment owned or supervised by the bidder (excluding saws and small tools) and the years of experience using each major piece of equipment.

## **B. TECHNICAL PROVISIONS**

*Contractor must follow all applicable State and Federal regulations governing the Emerald Ash Borer (EAB) and "regulated articles", as outlined in the Illinois Department of Agriculture's Emerald Ash Borer Compliance Agreement.*

### **1. STUMP REMOVAL**

Stumps and buttress roots shall be ground to a depth of not less than eight (8) inches below the elevation of the sub-grade. Notwithstanding the above, all stump holes shall be cut to a sufficient depth and width so that after the hole is filled, it shall conform to the grade and slope of the surface area around it. **Stumps shall be removed within five (5) business days of the request by the Director of Public Works. Contract may be terminated if not completed in ten (10) business days.**

The Contractor shall be responsible for grinding the stump, hauling away the stump and chips only.

### **2. METHOD OF MEASURING**

Stumps to be removed shall be measured (per diameter inch) by the Village, and also marked by the Village. The stumps will be 4" to 8" above the ground in most cases, prior to removal. Stump measurement will be the actual stump, not including the roots. However, large roots at grade or above will be removed with stump.

### **3. CLEAN-UP**

The Contractor shall pick up and remove all debris from the site immediately (same day) following the grinding of the stump. In no case shall debris be permitted to lie on the parkway over the weekend and if such conditions occur, Village crews will be assigned to remove the debris and all costs including equipment, labor at overtime rate and overhead will be deducted from any monies due the Contractor.

*All debris generated from tree work shall be removed from the Village by the Contractor. All disposal costs are included in the contract price.*

### **4. DAMAGE TO PRIVATE OR PUBLIC PROPERTY**

Any damage of private or public property as a result of the Contractor's operation shall be repaired immediately by the Contractor. Should the repair work not be instituted soon enough or satisfactorily in the opinion of the Village Manager or his designated representative, the Village reserves the right to make the necessary repairs and deduct these costs from any monies due the Contractor.

VILLAGE OF LA GRANGE PARK

**PROPOSAL FORM**

TO: Brendan McLaughlin, Director of Public Works  
 Village of La Grange Park  
 447 N. Catherine Avenue  
 La Grange Park, IL 60526

DATE: 4/2/2013

I/We, the undersigned, having carefully examined the "Request for Proposal", "Contract", and "Detailed Specifications" dated March 20, 2013, and agree to submit the following proposal for contractual stump removals:

**COST OF STUMP REMOVALS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
<b>STUMP SIZE:</b>	<b>PRICE PER DIAMETER INCH*</b>		
<i>Example: 12" x per diameter inch = cost to remove stump</i>			
7" - 12" inch diameter	\$ <u>2.00</u>	\$ <u>2.25</u>	\$ <u>2.75</u>
13" - 18" inch diameter	\$ <u>2.00</u>	\$ <u>2.25</u>	\$ <u>2.75</u>
19" - 24" inch diameter	\$ <u>2.00</u>	\$ <u>2.25</u>	\$ <u>2.75</u>
25" - 30" inch diameter	\$ <u>2.00</u>	\$ <u>2.25</u>	\$ <u>2.75</u>
31" - 36" inch diameter	\$ <u>2.00</u>	\$ <u>2.25</u>	\$ <u>2.75</u>
>37" inch diameter	\$ <u>2.00</u>	\$ <u>2.25</u>	\$ <u>2.75</u>

\*MEASUREMENT IS OF ACTUAL STUMP, AND WILL NOT INCLUDE ANY ROOTS IN MEASUREMENT. HOWEVER, LARGE ROOTS AT GRADE OR ABOVE WILL BE REMOVED WITH STUMP.

**DO NOT GIVE A "PER STUMP" COST**

Company Name: A&B Landscaping & Tree Service, Inc.

Address: PO Box 344  
Riverside, IL 60546

Phone Number: 708-247-6902

Signature: *Cynthia H. Ruska*

Print Name & Title: Cynthia H. Ruska/President

**IMPORTANT:** Contractor must be able to complete all Stump removals, within the time outlined in the Detailed Specifications - See Attachment #2.

# Village Board Agenda Memo

**Date:** 12/5/16

**To:** President and Board of Trustees

**From:** Brendan McLaughlin, Public Works Director *BSM*  
Julia Cedillo, Village Manager *JCS*

**RE:** 2017 Road Bond Fund – Edwin Hancock Engineering Agreements

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## PURPOSE:

Engineering Agreements with Edwin Hancock Engineering for the 2017 Road Bond Fund are being presented for Village Board approval. These Agreements include the 2017 Road Paving Program and the 2017 Resurfacing of Harding Avenue.

## GENERAL BACKGROUND:

Next year's budget will include the 2017 Road Paving Program, for which the Village Engineer, Edwin Hancock Engineering, will provide professional design and construction engineering services in amount not to exceed \$483,000, and the 2017 Resurfacing Project of Harding Avenue, for which Hancock Engineering will provide professional design engineering services in an amount not to exceed \$65,000. Funding for this work is included in the FY 2016/17 budget.

In order to be ready to begin both of the projects in the Spring of 2017, it is necessary for design engineering to begin in January 2017.

## STAFF RECOMMENDATION:

Staff recommends approval of these agreements at the December 13<sup>th</sup> Village Board Meeting.

## MOTION/ACTION REQUESTED:

Motion authorizing the Village Manager to execute (1) an Agreement between the Village of La Grange Park and Hancock Engineering for Professional Design Engineering Services for the Harding Avenue Resurfacing Project, in an amount not to exceed \$65,000, to be spent during the FY16/17 budget; and (2) an Agreement between the Village of La Grange Park and Hancock Engineering for Design and Construction Engineering Services for the 2017 Street Paving Program, in an amount not to exceed \$225,000 for design engineering fees to be spent during the FY16/17 budget, and \$258,000 for construction engineering fees to be during the FY17/18 budget.

## DOCUMENTATION:

- Agreement between the Village of La Grange Park and Edwin Hancock Engineering Company for Furnishing Professional Design and Construction Engineering Services for the 2017 Road Paving Program in La Grange Park, Illinois
- Agreement between the Village of La Grange Park and Edwin Hancock Engineering Company for Furnishing Professional Design Engineering Services for the Harding Avenue Resurfacing Project in La Grange Park, Illinois

AGREEMENT

between the

VILLAGE OF LAGRANGE PARK

and the

EDWIN HANCOCK ENGINEERING COMPANY

for

FURNISHING OF  
PROFESSIONAL  
**DESIGN AND CONSTRUCTION**  
ENGINEERING SERVICES

for the

**2017 STREET PAVING PROGRAM**

in

LAGRANGE PARK, ILLINOIS

December 2016

AGREEMENT  
between the  
VILLAGE OF LAGRANGE PARK  
and the  
EDWIN HANCOCK ENGINEERING COMPANY  
for furnishing of  
**DESIGN AND CONSTRUCTION ENGINEERING SERVICES**  
for the  
**2017 STREET PAVING PROGRAM**  
LAGRANGE PARK, ILLINOIS

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THIS AGREEMENT, made and entered into between the VILLAGE of LAGRANGE PARK, hereinafter referred to as "VILLAGE", and the EDWIN HANCOCK ENGINEERING COMPANY, hereinafter referred to as "ENGINEER", covers the furnishing of Professional Engineering Services necessary for the Design and Construction Engineering required for the 2017 Street Paving Program which consists of:

Richmond Avenue (Edgewood Avenue to Malden Avenue)  
Oak Avenue (Dover Avenue to Brainard Avenue)  
Park Avenue (Oak Avenue to Harding Avenue)  
Harding Avenue (Edgewood Avenue to Brainard Avenue)  
Brainard Avenue (Village Limits to Richmond Avenue)  
Stone Avenue (Harding Avenue to North End)  
Waiola Avenue (Jackson Avenue to North End)  
Spring Avenue (Monroe Avenue to North End)  
Sherwood Road (LaGrange Road to Oak Avenue)

Barnsdale Road (South End to 31<sup>st</sup> Street)  
Scotdale Road (LaGrange Road to Scotdale Road)  
Scotdale Road (29<sup>th</sup> Street to 29<sup>th</sup> Street)  
Deerpath Lane (Scotdale Road to Scotdale Road)  
Stonegate Road (Scotdale Road to 29<sup>th</sup> Street)  
Robinhood Lane (30<sup>st</sup> Street to Community Drive)

The scope of construction will include the removal and replacement of deteriorated concrete curb and gutter, sidewalks, driveway aprons; replacement and repair of defective drainage structures; milling the existing asphalt surface; installation of leveling binder and hot-mix surface course; restoration of the parkways; and all other appurtenant work.

Design Engineering includes the preparation of specifications and bidding documents for the proposed work; preparation and submittal of applications for permits required from various agencies; and performance of other necessary engineering services relative to the improvement prior to the start of construction, as well as other services outlined in Section I.A. this AGREEMENT.

Construction Engineering includes bid analysis, assistance with the contract award, line and grade staking of the proposed work, observation of the work as it progresses to become familiar with the progress and quality of the work completed and to determine if the work when completed will be in accordance with the contract documents, attendance at progress meetings during construction as may be required, measurement of quantities and preparation of pay estimates as required, as well as other services outlined in Section I.C. of this AGREEMENT.

WITNESSETH THAT; in consideration of these premises and of the mutual covenants set forth,

- I. THE ENGINEER AGREES; upon authorization by the OWNER,
  - A. To perform, or be responsible for the performance of, the following Design Engineering services for the proposed improvement:
    1. Preparing preliminary design criteria.
    2. Making engineering field topographic surveys as are necessary for the preparation of contract documents.
    3. Preparing and submitting necessary applications to various governmental agencies, on behalf of the VILLAGE, for permission to construct the proposed site improvements.
    4. Preparing detailed specifications, bid proposals, and estimates of construction costs and furnishing the VILLAGE with sufficient sets of these documents to be used for obtaining bids from contractors.
    5. Endorsing all documents furnished by the ENGINEER pursuant to this AGREEMENT by showing his signature and professional seal where such is required by Law.
    6. Assisting the VILLAGE in the issuance of proposal forms, advertising for bids, and tabulation and interpretation of contractors' bid proposals.
    7. Assisting the VILLAGE in the tabulation and interpretation of contractors' bid proposals and preparing a letter of recommendation for award of contract.
  - B. To cause to be furnished, if or when required, the following services by subletting the work to a firm or firms qualified to provide the services, the selection of the firm and their fee schedule being first subject to the approval of the VILLAGE:
    1. Investigations and analysis reports of surface and subsurface ground conditions.

2. Land surveys, the preparation of plats of survey or plats of easements, or the preparation of property access licenses if required.
- C. To perform, or be responsible for the performance of, the following Construction Engineering services for the proposed improvement:
  1. Preparation of all necessary contract documents resulting from the award of the contract.
  2. Consulting on interpretations of specifications and any changes under consideration as construction proceeds, including attending such meetings as may be required to inform the VILLAGE on the progress of the work.
  3. Checking of shop and equipment drawings for general conformance of the information given with the design concept expressed in the contract documents.
  4. Providing line-and-grade staking.
  5. Providing resident observation of the construction work to become familiar with the progress and quality of the work completed and to determine if the work when completed will be in accordance with the contract documents.
  6. Maintaining a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
  7. Coordination of materials testing engineers and review of materials inspection reports.
  8. Advising the VILLAGE of defects and deficiencies observed in the work of the contractor, but the ENGINEER shall not be responsible for nor does it guarantee the performance of the contract by the contractor.
  9. Making any necessary changes in working plans as may be required after the award of the construction contract and during construction of the improvement and which are consistent with the original scope of the project. Changes not in the original scope that are requested by the VILLAGE, or requested by the CONTRACTOR and agreed to by the VILLAGE, or are deemed necessary to the project but not reasonably foreseeable by the ENGINEER during the time of the design, shall be performed by the ENGINEER at an agreed additional cost.
  10. Making final measurement of quantities of work performed under the contract as required for determining payment due for the work.
  11. Preparing contractor's partial and final payment estimates, change orders, and other records that may be required.
  12. Performing final inspection of all improvements.

- D. To cause to be furnished, when required, the following services by subletting the work to a firm or firms qualified to provide the services, the selection of the firm and their fee schedule being first subject to the approval of the VILLAGE:
1. Proportioning and testing of Portland cement concrete and bituminous concrete mixtures in accordance with project specifications.
  2. All compaction or density tests as required by the specifications.
- E. That ENGINEER will save harmless the VILLAGE and its employees from all damages and liabilities caused by negligent or wrongful acts or omissions of ENGINEER in the performance of his professional services. ENGINEER shall carry adequate insurance as agreed upon between VILLAGE and ENGINEER, including insurance covering this indemnity. Such insurance shall remain in force until all work is completed and all final measurements and reports have been made and accepted by the VILLAGE.

## II. THE VILLAGE AGREES:

- A. That for the performance by the ENGINEER of the services set forth above, the VILLAGE shall pay the ENGINEER on the following basis of payment:
1. The ENGINEER's compensation for all Design Engineering services performed as stipulated in above Section I.A. shall be a DESIGN ENGINEERING FEE in the amount shown in the section entitled Design Engineering on Attachment B, unless there is a substantial change in the scope, complexity, or character of the site improvements to be constructed or there is a substantial overrun in the time necessary for the ENGINEER to complete his work due to causes beyond his control. Should such circumstances occur, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of the AGREEMENT. The DESIGN ENGINEERING FEE is based upon estimated fees for portions of the work as itemized in Attachment B.
  2. The ENGINEER's compensation for all Construction Engineering services performed as stipulated in above Section I.C. shall be a CONSTRUCTION ENGINEERING FEE in the amount shown in the section entitled Construction Engineering on Attachment B, unless there is a substantial change in the scope, complexity, or character of the site improvements to be constructed or there is a substantial change in the scope, complexity, or character of the site improvements to be constructed or there is a substantial overrun in the time necessary for the ENGINEER to complete his work due to causes beyond his control. Should such circumstances occur, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of the AGREEMENT. The CONSTRUCTION

ENGINEERING FEE is based upon estimated fees for portions of the work as itemized in Attachment B.

3. To pay for subletted services as stipulated in Section I.B. and I.D. at the actual costs to the ENGINEER, said costs being separate from the ENGINEERING FEES. "Costs to ENGINEER" shall be validated by the ENGINEER furnishing the VILLAGE copies of invoices from the party doing the work.
  4. For any related work requested of the ENGINEER that is outside the scope of this AGREEMENT, and for the purpose of determining progress payments prior to final payment of the total fee, the costs for the engineering services rendered shall be determined by the Schedule of Hourly Rates shown in Attachment A.
- B. That payment to the ENGINEER for the services rendered shall be made in the following manner:
1. During the design of the work, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the VILLAGE, monthly progress payments for the work performed shall be due and payable to the ENGINEER. Such monthly payments shall be equal to One Hundred Percent (100%) of the value of services rendered to date based on percent completion of tasks as outlined less all previous payments made to the ENGINEER for design engineering services.
  2. Upon delivery of final design plans, specifications, and proposals for the improvement by the VILLAGE, One Hundred Percent (100%) of the total DESIGN ENGINEERING FEE, less progress payments made, shall be due and payable to the ENGINEER.
  3. During construction, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the VILLAGE, monthly payments for the work performed for Construction Engineering shall be due and payable to the ENGINEER. Such monthly payments shall be equal to One Hundred Percent (100%) of the value of services rendered to date based on percent completion of tasks as outlined less all previous payments made to the ENGINEER for construction engineering services.
  4. Final Payment - Upon approval by the VILLAGE, but not later than sixty (60) days after the site improvements have been completed and all final measurements and reports have been made and accepted by the VILLAGE, One Hundred Percent (100%) of the total CONSTRUCTION ENGINEERING FEE, less progress payments made, shall be due and payable to the ENGINEER.

### III. IT IS MUTUALLY AGREED;

- A. That this AGREEMENT may be terminated by either party upon a thirty (30) days written notice should the other party fail substantially to perform in accordance with the terms of the AGREEMENT through no fault of the other. Upon such termination and upon payment in full to ENGINEER of all sums due and owing it, the ENGINEER shall cause to be delivered to the VILLAGE, copies of partially completed drawings, specifications, partial and completed estimates, and data, if any, from soil surface and subsurface investigations with the understanding that all such materials become the property of the VILLAGE. The ENGINEER shall be paid promptly for any services completed and any services partially completed. VILLAGE assumes all responsibility and releases ENGINEER from any liability arising from the VILLAGE'S use of partially completed drawings, specifications, or other work product prepared by ENGINEER or for any reuse of ENGINEER'S work product on another project.
- B. ENGINEER shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction Work, since these are solely the contractor's rights and responsibilities under the contract documents.
- C. 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 the institution of legal proceedings by either party. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.
- D. VILLAGE and ENGINEER 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 in accordance with the terms of this Agreement.
- E. This Agreement represents the entire and integrated agreement between VILLAGE and ENGINEER and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instruments signed by both parties hereto.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in duplicate counterparts, each of which shall be considered as an original, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this

\_\_\_\_\_ day of \_\_\_\_\_, 2016

**VILLAGE OF LAGRANGE PARK**  
An Illinois Municipal Corporation

By \_\_\_\_\_  
Julia Cedillo, Village Manager

ATTEST:

By \_\_\_\_\_  
Deanne Curelo, Deputy Village Clerk

(SEAL)

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Executed by the ENGINEER, this

\_\_\_\_\_ day of \_\_\_\_\_, 2016

**EDWIN HANCOCK ENGINEERING COMPANY**  
9933 ROOSEVELT ROAD  
WESTCHESTER, ILLINOIS 60154

By \_\_\_\_\_  
Derek Treichel, P.E., President

ATTEST:

By \_\_\_\_\_  
Paul E. Flood, Senior Vice President

(SEAL)

## ATTACHMENT A

### SCHEDULE OF HOURLY RATES

<u>PERSONNEL CLASSIFICATION</u>	<u>HOURLY RATE</u>
ENG-VI	128.00
ENG-V	123.00
ENG-IV	113.00
ENG-III	108.00
ENG- II	88.00
ENG- I	78.00
ENGINEERING TECH-V	108.00
ENGINEERING TECH-IV	98.00
ENGINEERING TECH-III	80.00
ENGINEERING TECH-II	65.00
ENGINEERING TECH-I	40.00
CAD MGR	108.00
CAD- II	98.00
CAD- I	93.00
ADMINISTRATIVE	65.00

## ATTACHMENT B

### PROJECT FEE SCHEDULE

<u>Design Engineering</u>	
Preliminary Engineering	17,000.00
Topographic Survey	82,000.00
Design Details	46,000.00
Specifications	26,000.00
Bid Engineering	23,000.00
Project Administration	<u>31,000.00</u>
<b>Total Design Engineering Fee</b>	<b>\$ 225,000.00</b>
<u>Construction Engineering</u>	
Construction Staking	85,000.00
Construction Inspection	101,000.00
Quantity Measurement	27,000.00
Resident Follow-Up/Project Admin.	<u>45,000.00</u>
<b>Total Construction Engineering Fee</b>	<b>\$ 258,000.00</b>
<b>Total Fee, Design and Construction</b>	<b>\$ 483,000.00</b>

AGREEMENT  
between the  
VILLAGE OF LAGRANGE PARK  
and the  
EDWIN HANCOCK ENGINEERING COMPANY  
for  
FURNISHING OF  
PROFESSIONAL  
**DESIGN**  
ENGINEERING SERVICES  
for the  
HARDING AVENUE RESURFACING PROJECT  
in  
LAGRANGE PARK, ILLINOIS

October 2016

AGREEMENT  
between the  
VILLAGE OF LAGRANGE PARK  
and the  
EDWIN HANCOCK ENGINEERING COMPANY  
for furnishing of  
**DESIGN ENGINEERING SERVICES**  
for the  
**HARDING AVENUE RESURFACING PROJECT**  
LAGRANGE PARK, ILLINOIS

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THIS AGREEMENT, made and entered into between the VILLAGE of LAGRANGE PARK, hereinafter referred to as "VILLAGE", and the EDWIN HANCOCK ENGINEERING COMPANY, hereinafter referred to as "ENGINEER", covers the furnishing of Professional Engineering Services necessary for the Design Engineering required for the Harding Avenue Resurfacing Project which consists of resurfacing Harding Avenue from Brainard Avenue to Keman Avenue.

The general scope of the improvements will include the replacement of certain deteriorated sections of curb and gutter, repairing or replacing utility structures located in the pavement, pavement patching, milling and resurfacing the pavement, and other appurtenant work necessary to complete the improvement. The improvement is to be funded with STP funds and processed as a Local Agency Functional Overlay (LAFO) and as such the plans, specifications and estimates are to be approved by the Illinois Department of Transportation (IDOT) and the project will be let and administered by IDOT.

Design Engineering includes the preparation of specifications and bidding documents for the proposed work; preparation and submittal of applications for permits required from various agencies; and performance of other necessary engineering services relative to the improvement prior to the start of construction, as well as other services outlined in Section I.A. this AGREEMENT.

WITNESSETH THAT; in consideration of these premises and of the mutual covenants set forth,

- I. THE ENGINEER AGREES; upon authorization by the OWNER,
  - A. To perform, or be responsible for the performance of, the following Design Engineering services for the proposed improvement:
    - 1. Preparing preliminary design criteria.

2. Making engineering field topographic surveys as are necessary for the preparation of contract documents.
  3. Preparing and submitting necessary applications to various governmental agencies, on behalf of the VILLAGE, for permission to construct the proposed site improvements.
  4. Preparing plans, detailed specifications and estimates of construction costs and furnishing the VILLAGE with sufficient sets of these documents to be used for obtaining bids from contractors.
  5. Endorsing all documents furnished by the ENGINEER pursuant to this AGREEMENT by showing his signature and professional seal where such is required by Law.
- B. To cause to be furnished, if or when required, the following services by subletting the work to a firm or firms qualified to provide the services, the selection of the firm and their fee schedule being first subject to the approval of the VILLAGE:
1. Investigations and analysis reports of surface and subsurface ground conditions.
  2. Environmental surveys as necessary to obtain approval of the plans, specifications and estimates by the Illinois Department of Transportation.
- C. That ENGINEER will save harmless the VILLAGE and its employees from all damages and liabilities caused by negligent or wrongful acts or omissions of ENGINEER in the performance of his professional services. ENGINEER shall carry adequate insurance as agreed upon between VILLAGE and ENGINEER, including insurance covering this indemnity. Such insurance shall remain in force until all work is completed and all final measurements and reports have been made and accepted by the VILLAGE.

## II. THE VILLAGE AGREES;

- A. That for the performance by the ENGINEER of the services set forth above, the VILLAGE shall pay the ENGINEER on the following basis of payment:
1. The ENGINEER's compensation for all Design Engineering services performed as stipulated in above Section I.A. shall be a DESIGN ENGINEERING FEE in the amount shown in the section entitled Design Engineering on Attachment B, unless there is a substantial change in the scope, complexity, or character of the site improvements to be constructed or there is a substantial overrun in the time necessary for the ENGINEER to complete his work due to causes beyond his control. Should such circumstances occur, adjustments in the total compensation to the ENGINEER shall be determined through discussions between the parties of

the AGREEMENT. The DESIGN ENGINEERING FEE is based upon estimated fees for portions of the work as itemized in Attachment B.

2. To pay for subletted services as stipulated in Section I.B. at the actual costs to the ENGINEER, said costs being separate from the ENGINEERING FEES. "Costs to ENGINEER" shall be validated by the ENGINEER furnishing the VILLAGE copies of invoices from the party doing the work.
  3. For any related work requested of the ENGINEER that is outside the scope of this AGREEMENT, and for the purpose of determining progress payments prior to final payment of the total fee, the costs for the engineering services rendered shall be determined by the Schedule of Hourly Rates shown in Attachment A.
- B. That payment to the ENGINEER for the services rendered shall be made in the following manner:
1. During the design of the work, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the VILLAGE, monthly progress payments for the work performed shall be due and payable to the ENGINEER. Such monthly payments shall be equal to One Hundred Percent (100%) of the value of services rendered to date based on percent completion of tasks as outlined less all previous payments made to the ENGINEER for design engineering services.
  2. Upon delivery of final design plans, specifications, and proposals for the improvement to the VILLAGE, One Hundred Percent (100%) of the total DESIGN ENGINEERING FEE, less progress payments made, shall be due and payable to the ENGINEER.

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- A. That this AGREEMENT may be terminated by either party upon a thirty (30) days written notice should the other party fail substantially to perform in accordance with the terms of the AGREEMENT through no fault of the other. Upon such termination and upon payment in full to ENGINEER of all sums due and owing it, the ENGINEER shall cause to be delivered to the VILLAGE, copies of partially completed drawings, specifications, partial and completed estimates, and data, if any, from soil surface and subsurface investigations with the understanding that all such materials become the property of the VILLAGE. The ENGINEER shall be paid promptly for any services completed and any services partially completed. VILLAGE assumes all responsibility and releases ENGINEER from any liability arising from the VILLAGE'S use of partially completed drawings, specifications, or other work product prepared by ENGINEER or for any reuse of ENGINEER'S work product on another project.

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- C. 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 the institution of legal proceedings by either party. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the county where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.
- D. VILLAGE and ENGINEER 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 in accordance with the terms of this Agreement.
- E. This Agreement represents the entire and integrated agreement between VILLAGE and ENGINEER and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instruments signed by both parties hereto.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed in duplicate counterparts, each of which shall be considered as an original, by their duly authorized officers as of the dates below indicated.

Executed by the VILLAGE, this

\_\_\_\_\_ day of \_\_\_\_\_, 2016

**VILLAGE OF LAGRANGE PARK**  
an Illinois Municipal Corporation

By \_\_\_\_\_  
Julia Cedillo, Village Manager

ATTEST:

By \_\_\_\_\_  
Deanne Curelo, Deputy Clerk

(SEAL)

-----  
Executed by the ENGINEER, this

\_\_\_\_\_ day of \_\_\_\_\_, 2016

**EDWIN HANCOCK ENGINEERING COMPANY**  
9933 ROOSEVELT ROAD  
WESTCHESTER, ILLINOIS 60154

By \_\_\_\_\_  
Derek Treichel, P.E., President

ATTEST:

By \_\_\_\_\_  
Paul E. Flood, Senior Vice President

(SEAL)

## ATTACHMENT A

### SCHEDULE OF HOURLY RATES

<u>PERSONNEL CLASSIFICATION</u>	<u>HOURLY RATE</u>
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ENGINEERING TECH-II	65.00
ENGINEERING TECH-I	40.00
CAD MGR	108.00
CAD- II	98.00
CAD- I	93.00
ADMINISTRATIVE	65.00

## ATTACHMENT B

### Design Engineering

Preliminary Engineering	\$ 5,000
Topographic Survey	\$10,000
Project Plans	\$30,000
Project Specifications and Estimates	\$12,000
Permitting	\$ 3,000
Administration	\$ 5,000
Total Design Engineering Fee	\$65,000

## **Items of Interest Divider**

# VILLAGE OF LA GRANGE PARK

La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

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## Annual Schedule of Regular Meeting Dates for 2017

January 10, 2017	Work Session Meeting	7:30 p.m.	Village Hall
January 24, 2017	Village Board Meeting	7:30 p.m.	Village Hall
February 14, 2017	Work Session Meeting	7:30 p.m.	Village Hall
February 28, 2017	Village Board Meeting	7:30 p.m.	Village Hall
March 14, 2017	Work Session Meeting	7:30 p.m.	Village Hall
March 28, 2017	Village Board Meeting	7:30 p.m.	Village Hall
April 11, 2017	Work Session Meeting	7:30 p.m.	Village Hall
April 25, 2017	Village Board Meeting	7:30 p.m.	Village Hall
May 9, 2017	Work Session Meeting	7:30 p.m.	Village Hall
May 23, 2017	Village Board Meeting	7:30 p.m.	Village Hall
June 13, 2017	Work Session Meeting	7:30 p.m.	Village Hall
June 27, 2017	Village Board Meeting	7:30 p.m.	Village Hall
July 25, 2017	Village Board Meeting	7:30 p.m.	Village Hall
August 8, 2017	Work Session Meeting	7:30 p.m.	Village Hall
August 22, 2017	Village Board Meeting	7:30 p.m.	Village Hall
September 12, 2017	Work Session Meeting	7:30 p.m.	Village Hall
September 26, 2017	Village Board Meeting	7:30 p.m.	Village Hall
October 10, 2017	Work Session Meeting	7:30 p.m.	Village Hall
October 24, 2017	Village Board Meeting	7:30 p.m.	Village Hall
November 14, 2017	Work Session Meeting	7:30 p.m.	Village Hall
November 28, 2017	Village Board Meeting	7:30 p.m.	Village Hall
December 12, 2017	Village Board Meeting	7:30 p.m.	Village Hall

## The Doings, La Grange Thursday, December 1, 2016

### SHOUT OUT

# Rick Ronovsky, retired fire chief

Hinsdale Fire Chief Rick Ronovsky retired Nov. 25, after 30 years with the Hinsdale Fire Department. He had worked as a firefighter and EMT in La Grange Park, when he was hired in Hinsdale in 1986.

**Q: Where did you grow up?**

A: In La Grange Park.

**Q: Did you want to be a firefighter when you were growing up?**

A: I didn't. When I went to college, I got a business degree, with an emphasis in healthcare administration. But I started working part-time for the La Grange Park Fire Department while I was in college.

**Q: Where did you go to college?**

A: Elmhurst College. When I got out, I worked in medical sales, but I traveled a lot.

**Q: Do you have a family?**

A: My wife, Peggy, and I have two grown children and one granddaughter.

**Q: What does your wife do for a living?**

A: She is the office manager for the park district in La Grange Park.

**Q: Do you have any pets?**

A: None now, but my wife and I have had four dogs, all collies or Shelties, in our 31 or 32 years together.

**Q: What kind of music do you like?**

A: Music from the 1970s and '80s.

**Q: What was the last live performance you went to?**

A: The Billy Joel concert this year at Wrigley Field.

**Q: What is your favorite local restaurant?**

A: We like Palmer Place in La Grange, and Kenny's Irish Pub on 55th Street in Countryside. It's a good place to watch a game.

**Q: Where is the farthest you have traveled?**

A: We have been to the Dominican Republic and Puerto Rico. And we have been to Mexico three or four times.

**Q: What is your dream vacation?**

A: To drive around and see places we haven't been and take the time to enjoy that.



Rick Ronovsky

— Kimberly Fornek, Pioneer Press

*Shout Out is a weekly feature where we get to know and introduce our readers to their fellow community members and local visitors throughout suburban Chicago.*