



FLOSSMOOR

Welcoming. Beautiful. Connected.

Village of Flossmoor
2800 Flossmoor Road
Flossmoor, Illinois 60422
Phone: 708.798.2300
TDD: 708.647.0179
Fax: 708.798.4016
www.flossmoor.org

Mayor
Michelle I. Nelson

Trustees
Joni Bradley-Scott
Gary Daggett
Brian Driscoll
Rosalind Henderson Mustafa
George Lofton
James Mitros

Village Clerk
Gina A. LoGalbo

Village Manager
Bridget A. Wachtel

AGENDA
FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF FLOSSMOOR, ILLINOIS
MONDAY, MAY 15, 2023 – 7:30 PM
VILLAGE HALL

Join Zoom Meeting

<https://us02web.zoom.us/j/85208026522?pwd=a29YMzYwOVpocG9HUKMvcVhLektnUT09>

ID: 852 0802 6522 Passcode: 60422 Or join by phone (312) 626-6799

CALL TO ORDER

ROLL CALL

RECOGNITIONS AND APPOINTMENTS

- 1. A Proclamation Declaring May as National Tennis Month**
- 2. Consideration of an Appointment to the Board of Police and Fire Commissioners**

CONSENT AGENDA

- 3. Approval of the Minutes of the Regular Meeting Held on May 1, 2023**
- 4. Presentation of Bills for Approval and Payment as Approved by the Finance Committee (May 15, 2023)**
- 5. Consideration of an Amendment to the Contract for the Phase 4 Sanitary Sewer Rehabilitation Project Construction Engineering Services**
- 6. Consideration of a Resolution Authorizing the Execution of an Intergovernmental Agreement with School District 161 to Provide for a Shared Community Engagement Manager**
- 7. Consideration of an Ordinance of the Village of Flossmoor, Cook County, Illinois, Amending the Village of Flossmoor Personnel Manual (Personal Day)**
- 8. Consideration of an Award of Contract for the Water Meter Replacement Project RFP Assistance**
- 9. Consideration of a Capital Equipment Replacement Purchase of Wheel Loader**
- 10. Consideration of a Resolution Adopting the Updated Village of Flossmoor Policy for Social Media Communication**
- 11. Consideration of an Ordinance of the Village of Flossmoor, Cook County, Illinois Amending Chapter 270, Article 12 of the Village of Flossmoor Municipal Code - Municipal Parking Lots**

REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS**ACTION ITEMS**

12. Consideration of a Contract for Architectural/Engineering Services for the Fire Department Womens' Locker Room Improvements

DISCUSSION ITEMS

13. Discussion of the Flossmoor Road Viaduct Drainage Improvements Preferred Alternative

CITIZENS PRESENT WISHING TO ADDRESS THE BOARD**OTHER BUSINESS**

14. A Motion to go into Executive Session to Discuss the Employment of Specific Individuals, Property Acquisition, and Litigation

ADJOURNMENT OF MEETING

FOR PERSONS WITH DISABILITIES: If you plan on attending a Village Board meeting and need an accommodation, please call the Village Hall at 708-798-2300 or TDD 708-647-0179 at least one full business day prior to the meeting.

A PROCLAMATION DECLARING MAY AS NATIONAL TENNIS MONTH

WHEREAS, on May 21, 1881, the USTA, originally known as the United States National Lawn Tennis Association, was founded in New York City, New York, to create rules and standards for the emerging game of lawn tennis; and,

WHEREAS, the USTA is the nonprofit, national governing body for tennis in the United States, and leads the promotion and growth of the sport at every level of play, from beginners to professionals at the US Open; and,

WHEREAS, the USTA is the largest tennis organization in the world, with over 550,000 members from every corner of the country; and,

WHEREAS, the USTA proudly partners with local tennis programs to showcase the important health, social, and educational benefits of tennis, and make the sport available to everyone, regardless of age, environment, condition, or ability, through its USTA Adaptive grants; and,

WHEREAS, the latest research by the Physical Activity Council shows that more than 23.6 million Americans played tennis in 2022, an unprecedented 33 percent increase in participation over 2019 and the highest number of players since the PAC study began in 2007; and,

WHEREAS, by increasing the accessibility of tennis for residents of Flossmoor of all ages and ability, the USTA has contributed to making our community happier and healthier; and,

WHEREAS, the USTA has declared the month of May as National Tennis Month to encourage players, organizations, facilities, retailers, tennis manufacturers and more to promote local programs and activities, at parks and facilities to showcase tennis and spread the word about the sport and its benefits, and to help players and non-players alike find courts and play opportunities in their communities;

NOW, THEREFORE, I, Michelle I. Nelson, Mayor of Flossmoor, do hereby proclaim the month of May 2023 as:

“National Tennis Month”

and hereby urge the residents of Flossmoor to become aware of and support National Tennis Month.

Dated this 15th day of May 2023

***A PROCLAMATION DECLARING MAY AS NATIONAL TENNIS
MONTH***

Michelle Nelson, Mayor

TO: Mayor Nelson and Board of Trustees
FROM: Bridget Wachtel, Village Manager
DATE: May 15, 2023
SUBJECT: Consideration of an Appointment to the Board of
Police and Fire Commissioners



With the Board's consent, Mayor Nelson will be making an appointment to the Police and Fire Commissioners Board at the Village Board meeting on May 15, 2023.

If you have any questions or concerns regarding this appointment, please contact Mayor Nelson before Monday evening.



Approval of the Minutes of the Regular Meeting Held on May 1, 2023

The Minutes will be made available to the Public on the Village website, www.flossmoor.org following their adoption at a scheduled meeting.

VILLAGE OF FLOSSMOOR
5/15/2023
CLAIMS LIST SUMMARY

HAND CHECKS	\$1,588.13
INVOICES	<u>\$482,347.20</u>
TOTAL	<u><u>\$483,935.33</u></u>

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
A SMARTSIGN STORE		SMT590827	04/18/23	\$176.45		'SCHOOL CROSSING' SIGN	01-48-3-605	OPERATING SUPPLIES	\$176.45
						VENDOR TOTAL:			\$176.45
ACCURATE BIOMETRICS INC.		212472304	04/30/23	\$126.50		PRE-EMPLOYMENT PHYSICALS LANE/SLAYTON	01-49-4-636	PRE-EMPLOYMENT PHYSICALS	\$126.50
						VENDOR TOTAL:			\$126.50
AIR ONE EQUIPMENT INC		192993P	04/26/23	\$350.00		#119 HIGH RISE GAUGE	01-49-3-617	HOSE AND PAGER SUPPLIES	\$350.00
	192992P	04/26/23		\$994.95		HOSE SUPPLIES	01-49-3-617	HOSE AND PAGER SUPPLIES	\$994.95
	192994P	04/26/23		\$692.00		HOSE SUPPLIES	01-49-3-617	HOSE AND PAGER SUPPLIES	\$692.00
	192996P	04/26/23		\$2,708.50		HOSE SUPPLIES	01-49-3-617	HOSE AND PAGER SUPPLIES	\$2,708.50
	191807	03/29/23		\$589.00		FIRE HOOKS/WRENCH SET	01-49-3-617	HOSE AND PAGER SUPPLIES	\$589.00
	191573	03/22/23		\$447.50		WRENCH/PAC TOOL MOUNTS/STRAPS	01-49-3-617	HOSE AND PAGER SUPPLIES	\$447.50
	192632	04/18/23		\$609.45		HOSE & LADDER SUPPLIES	01-49-3-617	HOSE AND PAGER SUPPLIES	\$609.45
	192633	04/18/23		\$4,026.00		STANDPIPE BAG KIT	01-49-3-617	HOSE AND PAGER SUPPLIES	\$4,026.00
	192760	04/19/23		\$3,510.00		BALL VALVES	01-49-3-617	HOSE AND PAGER SUPPLIES	\$3,510.00
						VENDOR TOTAL:			\$13,927.40
AIRY'S INC.		27589	04/20/23	\$4,744.67		FIRE HYDRANT INSTALLATION 1213 BERRY LN	08-11-6-675	WATER SYSTEM MAINT & REPAIRS	\$2,372.33
							08-13-3-619	PROGRAM COMMODITIES	\$2,372.34
						VENDOR TOTAL:			\$4,744.67

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
AL WARREN OIL COMPANY INC		W1555885	04/25/23	\$2,343.33		VILLAGE GAS	01-55-3-608	PETROLEUM PRODUCTS	\$94.79
							01-60-3-608	PETROLEUM PRODUCTS	\$323.68
							08-11-3-608	PETROLEUM PRODUCTS	\$184.85
							08-21-3-608	PETROLEUM PRODUCTS	\$169.51
							01-48-3-608	PETROLEUM PRODUCTS	\$1,040.07
							01-49-3-608	PETROLEUM PRODUCTS	\$461.81
							01-53-3-608	PETROLEUM PRODUCTS	\$68.62
W1553505			04/14/23	\$724.83		DPW DIESEL TANK	01-60-3-608	PETROLEUM PRODUCTS	\$282.50
							08-11-3-608	PETROLEUM PRODUCTS	\$103.24
							08-21-3-608	PETROLEUM PRODUCTS	\$147.44
							01-49-3-608	PETROLEUM PRODUCTS	\$191.65
VENDOR TOTAL:									\$3,068.16

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
AMAZON CAPITAL SERVICES									
		14DK743XNQRW	05/01/23	\$30.97		SCREEN PROTECTOR AND CHARGER	08-11-3-601	OFFICE SUPPLIES	\$30.97
		1XNRCCFRQPNJ	05/01/23	\$99.99		EAR PIECE			
		1Q4169167YFM	04/26/23	\$98.98		INJECTOR	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$99.99
		1P3Q7KQ4GFNT	04/30/23	\$213.62		TOWELS/POWER STRIPS			
		16N7LFW3QD73	04/24/23	\$359.00		VIDEO CONFERENCE CAMERA-ASST VILL MGR	01-49-3-616	CLEANING SUPPLIES	\$134.85
		1KR3DGMWT46N	04/25/23	\$278.90		SMART TV/SPEAKER SYSTEM/WALL MOUNT-ASST VILL MGR	01-49-3-605	OPERATING SUPPLIES	\$78.77
		1KTDTRCNT7JG	04/25/23	\$17.98		ADAPTER	01-42-3-606	OFFICE EQUIPMENT	\$359.00
		139TX76XMKQG	04/24/23	\$174.93		OFFICE SUPPLIES	01-48-6-672	COMPUTER SOFTWARE MAINTENANCE	\$278.90
							01-49-6-672	COMPUTER SOFTWARE MAINTENANCE	\$8.99
									\$8.99
							08-11-3-601	OFFICE SUPPLIES	\$7.99
							08-21-3-601	OFFICE SUPPLIES	\$7.99
							08-11-3-601	OFFICE SUPPLIES	\$18.83
							08-21-3-601	OFFICE SUPPLIES	\$18.83
							01-60-3-601	OFFICE SUPPLIES	\$30.00
							08-11-3-601	OFFICE SUPPLIES	\$40.21
							08-21-3-601	OFFICE SUPPLIES	\$40.21
							01-55-3-601	OFFICE SUPPLIES	\$10.87
		13Q4VLX4JXMT	04/23/23	\$70.59		"NO PARKING" REFLECTIVE SIGNS			
		17913HM6G7VWV	04/23/23	\$63.57		MONITOR STAND/SURGE PROTECTOR	01-60-3-605	OPERATING SUPPLIES	\$70.59
		17LT6KH7R7D	04/21/23	\$179.95		DRILL BIT SET	08-11-3-601	OFFICE SUPPLIES	\$63.57
							08-24-3-615	SMALL TOOLS & EQUIPMENT	\$179.95
						VENDOR TOTAL:			\$1,588.48

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
BAXTER & WOODMAN, INC.									
0245283		04/24/23		\$13,043.92		PH IV SAN SEWER REHAB-CONSTRUCTION SERVICES			
						09-53-7-703		CONSTRUCTION ENGINEERING	\$13,043.92
0245284		04/24/23		\$1,623.75		ACOE STORMWATER-FIELD OBSERVATION			
						17-01-4-734		BERRY LANE DRAINAGE CONS OBSERV	\$1,623.75
0245282		04/24/23		\$247.15		CBD RD & PED PH 1			
						01-55-7-762		CBD STREETSCAPE IMPROVEMENTS	\$247.15
								VENDOR TOTAL:	\$14,914.82
BLUE-COLLAR SUPPLY CO.									
29783		04/24/23		\$643.38		UNIFORMS & RELATED SUPPLIES-FLEMING			
						01-60-3-612		UNIFORMS & RELATED SUPPLIES	\$643.38
								VENDOR TOTAL:	\$643.38
SCOTT BORDUI									
APRIL 2023		04/20/23		\$68.12		MILEAGE IGFOA/SMIGFOA MEETINGS			
						08-20-5-661		TRAINING	\$68.12
								VENDOR TOTAL:	\$68.12
BRITES TRANSPORTATION LLC									
81590		04/19/23		\$1,800.00		SPOIL REMOVAL			
						01-60-4-650		SPOIL DISPOSAL	\$1,800.00
								VENDOR TOTAL:	\$1,800.00
BROWNELLS, INC									
2023410304566		04/27/23		\$117.49		9MM LUGER LASER TRAINING CARTRIDGE			
						01-48-6-677		TASER MAINTENANCE	\$117.49
								VENDOR TOTAL:	\$117.49
LAURA BRUNI									
5032023		05/03/23		\$450.00		SUMMER 2023 ARTICLES			
						01-41-4-653		MARKETING PROGRAMS	\$450.00
								VENDOR TOTAL:	\$450.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
BURRIS EQUIPMENT CO.		PS30113361	11/17/22	\$256.10		KUBOTA RIMS			
							01-60-6-671	MAINTENANCE AND SUPPLIES	\$64.02
							07-01-6-671	MAINTENANCE AND SUPPLIES	\$64.02
							08-11-6-671	MAINTENANCE AND SUPPLIES	\$64.03
							08-21-6-671	MAINTENANCE AND SUPPLIES	\$64.03
							VENDOR TOTAL:		\$256.10
C & M PIPE & SUPPLY CO		21526	04/24/23	\$150.00		HYDRO CEMENT			
							08-22-6-677	PROGRAM MAINTENANCE	\$150.00
							VENDOR TOTAL:		\$150.00
CANON SOLUTIONS AMERICA , INC.		6004075390	04/27/23	\$11.60		COPIER MAINTENANCE			
							01-49-6-677	EQUIPMENT SERVICE CONTRACTS	\$11.60
		6004075385	04/27/23	\$11.60		COPIER MAINTENANCE			
							01-53-3-606	OFFICE EQUIPMENT	\$11.60
							VENDOR TOTAL:		\$23.20
CARDINAL STATE LLC		2302172	04/27/23	\$3,375.00		PREScribed BURN-HEATHER HILL BASIN			
							07-01-6-675	STORM SYSTEM MAINTENANCE & REP	\$3,375.00
							VENDOR TOTAL:		\$3,375.00
CARLA STEVENSON		042523	04/25/23	\$40.00		VEHICLE STICKER REFUND			
							01-00-2-420	VEHICLE STICKERS	\$40.00
							VENDOR TOTAL:		\$40.00
CHICAGO POLICE DEPARTMENT		23101	04/25/23	\$2,386.00		B. MORRIS-BASIC METROPOLITAN TRAINING PROGRAM			
							01-48-5-661	TRAINING	\$2,386.00
							VENDOR TOTAL:		\$2,386.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
CLARKS GARDEN CENTER & STONE DEPOT									
0337		04/26/23	\$556.00			GROUND REPAIRS 2737 PERRY	08-12-3-619	PROGRAM COMMODITIES	\$185.33
							08-22-3-619	PROGRAM COMMODITIES	\$185.33
							09-01-3-620	GROUND REPAIR MATERIAL	\$185.34
							VENDOR TOTAL:		\$556.00
COMCAST									
8771401340001890		04/23/23	\$80.30			FD XFINITY 5/1/23 - 5/31/23	28-01-4-639	COMCAST SERVICE	\$80.30
							VENDOR TOTAL:		\$80.30
COMED									
0811073024 042523		04/25/23	\$886.69			COMMONS/MEINHEIT POWER 3/27/23-4/25/23	08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$886.69
0157098050 042523		04/25/23	\$102.63			HOMEWOOD METER VAULT POWER 3/27/23-4/25/23	08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$102.63
0765165035 042523		04/25/23	\$235.42			SYLVAN LIFT STATION POWER 3/27/23-4/25/23	08-21-4-631	ELECTRIC, POWER, & LIGHT	\$235.42
0275053104 042523		04/25/23	\$614.33			DARTMOUTH LIFT STATION POWER 3/27/23-4/25/23	08-21-4-631	ELECTRIC, POWER, & LIGHT	\$614.33
0825150052 042523		04/25/23	\$128.25			COMMONS LIFT STATION POWER 3/27/23-4/25/23	08-21-4-631	ELECTRIC, POWER, & LIGHT	\$128.25
2154154035 042523		04/25/23	\$1,078.37			MFT STREET LIGHT POWER 3/22/23-4/20/23	02-01-4-630	ELECTRIC, POWER, AND LIGHT	\$1,078.37
0725105073 042823		04/28/23	\$66.67			CBD STREET LIGHTS POWER 3/22/23-4/20/23	40-33-4-634	MISCELLANEOUS SERVICES	\$66.67
0307096073 042023		04/20/23	\$51.02			CENTRAL DR ALLEY LIGHTS POWER 3/22/23-4/20/23	02-01-4-630	ELECTRIC, POWER, AND LIGHT	\$51.02
3288088052 042023		04/20/23	\$24.58			CBD PEDESTAL POWER 3/22/23-4/20/23	40-33-4-634	MISCELLANEOUS SERVICES	\$24.58
0241031023 042023		04/20/23	\$186.62			HEATHER ROAD LIFT STA POWER 3/22/23-4/20/23	08-21-4-631	ELECTRIC, POWER, & LIGHT	\$186.62
0323080253 042023		04/20/23	\$54.69			STERLING TOWER POWER 3/22/23-4/20/23	08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$54.69
							VENDOR TOTAL:		\$3,429.67

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
CONSERV FS, INC.	66053563	04/24/23	\$793.13		LANDSCAPING SUPPLIES			
						08-22-3-615	SMALL TOOLS & EQUIPMENT	\$793.13
	66053456	04/19/23	\$1,139.90		GROUND REPAIRS			
						08-12-3-619	PROGRAM COMMODITIES	\$379.96
						08-22-3-619	PROGRAM COMMODITIES	\$379.97
						09-01-3-620	GROUND REPAIR MATERIAL	\$379.97
							VENDOR TOTAL:	\$1,933.03
COOK COUNTY DEPT OF TRANSPORTATION								
	20231	04/03/23	\$1,810.02		1ST QTR 2023 TRAFFIC SIGNAL MAINTENANCE			
						02-01-4-630	ELECTRIC, POWER, AND LIGHT	\$1,810.02
							VENDOR TOTAL:	\$1,810.02
CORE & MAIN LP								
	S619044	04/11/23	\$533.56		CHAINSAW BLADE/GASKET MATERIAL/COUPLING			
						08-11-6-675	WATER SYSTEM MAINT & REPAIRS	\$533.56
	S653024	04/11/23	\$47.74		STORM PIPE			
						07-01-3-619	PROGRAM COMMODITIES	\$47.74
	S602737	03/31/23	\$120.77		WRENCH & CHAINSAW BLADE			
						08-11-3-615	SMALL TOOLS & EQUIPMENT	\$120.77
	S680759	04/17/23	\$1,092.24		BALL CORP & CLAMPS			
						08-11-6-675	WATER SYSTEM MAINT & REPAIRS	\$1,092.24
							VENDOR TOTAL:	\$1,794.31
RICHARD G. CRUSOR, JR.								
	042723	04/27/23	\$435.00		ADMIN HEARING OFFICER 4/13/23			
						01-44-4-646	LOCAL ADJUDICATION SERVICES	\$435.00
							VENDOR TOTAL:	\$435.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
CURRENT TECHNOLOGIES CORP									
		13254 FY23	04/03/23	\$15,200.00		BARRACUDA BACKUP SERVER REPLACEMENT	16-01-7-730	COMPUTER EQUIPMENT	\$15,200.00
		13467	04/28/23	\$2,600.08		PUBLIC SAFETY CABLING PROJECT			
		13254 FY24	04/03/23	\$6,730.00		BARRACUDA BACKUP SERVER-ANNUAL SUBSCRIPTION	16-01-7-730	COMPUTER EQUIPMENT	\$2,600.08
							01-42-6-673	COMPUTER HARDWARE MAINTENANCE	\$673.00
							01-43-6-673	COMPUTER NETWORK MAINTENANCE	\$336.50
							01-45-6-673	COMPUTER HARDWARE MAINTENANCE	\$201.90
							01-48-6-673	COMPUTER NETWORK MAINTENANCE	\$1,817.10
							01-49-6-673	COMPUTER NETWORK MAINTENANCE	\$2,490.10
							01-50-6-673	COMPUTER NETWORK MAINTENANCE	\$201.90
							01-53-6-673	COMPUTER NETWORK MAINTENANCE	\$201.90
							01-55-6-673	COMPUTER NETWORK MAINTENANCE	\$807.60
							VENDOR TOTAL:		\$24,530.08
DAILY SOUTHTOWN									
		14526823 040723	04/07/23	\$55.20		FD SUBSCRIPTION THRU 7/7/23	01-49-5-660	DUES AND SUBSCRIPTIONS	\$55.20
								VENDOR TOTAL:	\$55.20
EAGLE UNIFORM CO INC									
		INV14505	04/27/23	\$82.00		UNIFORM BROSNAN	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$82.00
		INV14315	04/18/23	\$317.00		UNIFORM TENCZA	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$317.00
		INV14407	04/21/23	\$717.50		UNIFORM KOPEC	01-49-3-612	UNIFORMS & RELATED SUPPLIES	\$717.50
		INV14564	04/28/23	\$180.00		UNIFORM-ESTRADA	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$180.00
								VENDOR TOTAL:	\$1,296.50

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
EBEL'S ACE HARDWARE									
348800		04/10/23	\$27.25			T19 MOUNTING HARDWARE	01-49-6-674	EQUIP MAINTENANCE & SUPPLIES	\$27.25
348777		04/05/23	\$2.33			A119 MONITOR MOUNT	01-49-6-674	EQUIP MAINTENANCE & SUPPLIES	\$2.33
348776		04/05/23	\$7.63			A119 MONITOR MOUNT	01-49-6-674	EQUIP MAINTENANCE & SUPPLIES	\$7.63
VENDOR TOTAL:									\$37.21
E-COM DISPATCH CENTER									
1029		04/28/23	\$3,538.88			VERIZON WIRELESS ACCESS CARDS FEB 23-APR 23	01-50-4-637		\$3,538.88
VENDOR TOTAL:									\$3,538.88
ELECTRICAL SYSTEMS INC									
10798		11/22/22	\$795.60			PIT METER ELECTRICAL INVESTIGATION	08-11-6-677	WATER FACILITY MAINTENANCE	\$795.60
VENDOR TOTAL:									\$795.60
ELMER & SON LOCKSMITHS INC									
408355		04/26/23	\$22.50			DG8B A KEY	01-48-3-605	OPERATING SUPPLIES	\$22.50
VENDOR TOTAL:									\$22.50
GALLS, LLC									
OR23417057		04/17/23	\$55.86			UNIFORMS & RELATED SUPPLIES-BAUSCH	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$55.86
024077150		04/05/23	\$91.64			UNIFORMS & RELATED SUPPLIES-CARDEN	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$91.64
024158448		04/13/23	\$45.82			UNIFORMS & RELATED SUPPLIES-CARDEN	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$45.82
VENDOR TOTAL:									\$193.32

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
GRAINGER, INC.		9692988117	05/02/23	\$99.79		CLOTHING - MCCARTHY	01-60-3-612	UNIFORMS & RELATED SUPPLIES	\$99.79
	9694387011	05/03/23		\$(51.16)		CLOTHING - MCCARTHY	01-60-3-612	UNIFORMS & RELATED SUPPLIES	\$(51.16)
	9692988125	05/02/23		\$76.96		CLOTHING - MCCARTHY	01-60-3-612	UNIFORMS & RELATED SUPPLIES	\$76.96
	9694387037	05/03/23		\$(76.96)		CLOTHING - MCCARTHY	01-60-3-612	UNIFORMS & RELATED SUPPLIES	\$(76.96)
	9692988133	05/02/23		\$99.79		CLOTHING - MCCARTHY	01-60-3-612	UNIFORMS & RELATED SUPPLIES	\$99.79
	9694386997	05/03/23		\$(51.16)		CLOTHING - MCCARTHY	01-60-3-612	UNIFORMS & RELATED SUPPLIES	\$(51.16)
VENDOR TOTAL:									\$97.26
GRANICUS		164698	05/01/23	\$414.75		MINUTETRAQ 5/1/23-5/30/24	01-41-4-645	PAPERLESS AGENDA SOFTWARE SERV	\$414.75
VENDOR TOTAL:									\$414.75
HOLLAND PRINTING INC		73472	04/25/23	\$43.00		CHIEF JONES BUSINESS CARDS	01-48-4-635	PRINTING	\$43.00
VENDOR TOTAL:									\$43.00
HOME CLEANING CENTERS -AMERICA		10561	05/01/23	\$3,184.00		MAY 2023 CLEANING SERVICES	01-67-4-630	CLEANING SERVICE	\$3,184.00
VENDOR TOTAL:									\$3,184.00
HOMEWOOD DISPOSAL SERVICE INC		8278248	04/18/23	\$133.40		YARD WASTE STICKERS CUST #10-13341-APRIL 2023	01-00-2-424	YARD WASTE STICKERS	\$133.40
	8002755	09/16/22		\$602.25		YARD WASTE STICKERS CUST #10-13341 APRIL 2023	01-00-2-424	YARD WASTE STICKERS	\$602.25
	8002755 040123	04/01/23		\$41.25		YARD WASTE STICKERS CUST #10-13341 SOLD 15 STICKERS	01-00-2-424	YARD WASTE STICKERS	\$41.25
VENDOR TOTAL:									\$776.40
									4

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
HOMEWOOD DISPOSAL SERVICE INC		5012023	05/01/23	\$359.22		VH REFUSE REMOVAL CUST #10-13317	01-67-4-654	SCAVENGER AND DISPOSAL SERVICE	\$359.22
								VENDOR TOTAL:	\$359.22
HOMEWOOD DISPOSALSERVICE INC		5012023	05/01/23	\$355.50		DPW REFUSE REMOVAL ACCT #10-13143 FY24	01-67-4-654	SCAVENGER AND DISPOSAL SERVICE	\$355.50
								VENDOR TOTAL:	\$355.50
HOMEWOOD-FLOSSMOOR CHRONICLE		20230168	05/01/23	\$160.00		CHRONICLE ADS	01-41-4-653	MARKETING PROGRAMS	\$160.00
								VENDOR TOTAL:	\$160.00
ILLINOIS CPA SOCIETY		51330 2023	05/01/23	\$285.00		MEMBERSHIP - BORDUI FY24	01-43-5-660		\$285.00
								VENDOR TOTAL:	\$285.00
ILLINOIS STATE TOLL HIGHWAY		G123000004137	01/11/23	\$33.05		DPW IPASS 10/1/22-12/31/22	01-60-6-671	MAINTENANCE AND SUPPLIES	\$8.26
							07-01-6-671	MAINTENANCE AND SUPPLIES	\$8.26
							08-11-6-671	MAINTENANCE AND SUPPLIES	\$8.26
							08-21-6-671	MAINTENANCE AND SUPPLIES	\$8.27
		G123000005335	04/11/23	\$53.35		DPW IPASS 1/1/23-3/31/23	01-60-6-671	MAINTENANCE AND SUPPLIES	\$17.78
							08-11-6-671	MAINTENANCE AND SUPPLIES	\$17.78
							08-21-6-671	MAINTENANCE AND SUPPLIES	\$17.79
								VENDOR TOTAL:	\$86.40
INTERNATIONAL CODE COUNCIL		Q15000006607	02/27/23	\$145.00		MEMBERSHIP DUES - BUGNER	01-53-5-660	DUES AND SUBSCRIPTIONS	\$145.00
								VENDOR TOTAL:	\$145.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
INVOICE CLOUD 189120234	04/30/23	\$205.70		INVOICE CLOUD APRIL 2023			
					08-10-4-654	CUSTOMER PAYMENT PORTAL	\$154.28
					08-20-4-654	CUSTOMER PAYMENT PORTAL	\$51.42
					VENDOR TOTAL:		\$205.70
IRMA SALES0020775	03/31/23	\$6,336.69		MARCH DEDUCTIBLES			
					01-48-4-642	IRMA INSURANCE DEDUCTIBLE	\$3,711.10
					01-60-4-642	IRMA INSURANCE DEDUCTIBLE	\$2,625.59
					VENDOR TOTAL:		\$6,336.69
J.M.D. SOX OUTLET 20230331	04/24/23	\$284.99		FLEMING WORK BOOTS			
					01-60-3-618	SAFETY EQUIPMENT & SUPPLIES	\$284.99
					VENDOR TOTAL:		\$284.99
CECILIA/RICHARD JAWORSKI 042523	04/25/23	\$55.00		VEHICLE STICKER REFUND			
					01-00-2-420	VEHICLE STICKERS	\$55.00
					VENDOR TOTAL:		\$55.00
KANKAKEE NURSERY CO. 133134	04/24/23	\$3,030.00		FY23 PARKWAY TREE PLANTING			
					01-63-3-619	TREE PLANTING PROGRAM	\$3,030.00
					VENDOR TOTAL:		\$3,030.00
KNOX COMPANY INVKA179162	04/17/23	\$48.00		DOOR HANGER			
					01-49-3-605	OPERATING SUPPLIES	\$48.00
					VENDOR TOTAL:		\$48.00
M.E. SIMPSON COMPANY, INC. 40329	04/25/23	\$68.39		WATER METER TEST			
					08-11-6-673	LARGE METER TESTING AND REPAIR	\$68.39
40331	04/25/23	\$15,745.00		LEAK DETECTION SURVEY			
					08-11-4-632	LEAK DETECTION PROGRAM	\$15,745.00
					VENDOR TOTAL:		\$15,813.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
MACQUARIE EQUIPMENT CAPITAL INC.		87755	05/09/23	\$1,874.00		TELEPHONE LEASE AGRMT #1906979001-			
							01-42-4-637	TELEPHONE	\$211.76
							01-43-4-637	TELEPHONE	\$140.55
							01-48-4-637	TELEPHONE	\$648.40
							01-50-4-637	TELEPHONE	\$140.55
							01-49-4-637	TELEPHONE	\$352.31
							01-53-4-637	TELEPHONE	\$112.44
							01-55-4-637	TELEPHONE	\$267.99
							VENDOR TOTAL:		\$1,874.00
MATTHEW O'SHEA CONSULTING INC.		48	05/01/23	\$3,000.00		LOBBYING SERVICES APRIL 2023			
							01-41-4-632	LOBBYING SERVICES	\$3,000.00
							VENDOR TOTAL:		\$3,000.00
MENARDS		83770	04/24/23	\$334.93		SAFETY GLOVES/EDGER TOOL/PICK UP AND REACH TOOLS			
							01-60-3-618	SAFETY EQUIPMENT & SUPPLIES	\$291.49
							01-64-3-615	SMALL TOOLS & EQUIPMENT	\$26.99
							01-60-3-618	SAFETY EQUIPMENT & SUPPLIES	\$16.45
83790			04/24/23	\$(16.45)		RETURNED PICK UP & REACH TOOLS			
							01-60-3-618	SAFETY EQUIPMENT & SUPPLIES	\$(16.45)
83791			04/25/23	\$34.85		GROUND REPAIR SUPPLIES			
							08-22-3-615	SMALL TOOLS & EQUIPMENT	\$34.85
84159			05/01/23	\$132.00		B-BOX PARTS			
							08-11-6-675	WATER SYSTEM MAINT & REPAIRS	\$132.00
							VENDOR TOTAL:		\$485.33
MENARD'S-HOMEWOOD		53761	04/24/23	\$1,486.37		CONCRETE & SMALL TOOLS			
							01-65-3-615	SMALL TOOLS & EQUIPMENT	\$300.00
							08-14-3-615	SMALL TOOLS & EQUIPMENT	\$591.37
							08-12-3-615	SMALL TOOLS & EQUIPMENT	\$525.00
							01-64-3-615	SMALL TOOLS & EQUIPMENT	\$70.00
							VENDOR TOTAL:		\$1,486.37

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
MODLITE SYSTEMS		90464	04/25/23	\$294.40		PISTOL MOUNTED LIGHT-CAGLE	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$294.40
						VENDOR TOTAL:			\$294.40
MONARCH AUTO SUPPLY INC		6981590334	04/26/23	\$57.89		C119 BREAK PADS	01-49-6-671	VEHICLE MAINTENANCE	\$57.89
		6981590451	04/27/23	\$31.98		DIESEL EXHAUST FLUID	01-48-6-671	VEHICLE MAINTENANCE & SUPPLIES	\$31.98
		6981588187	04/04/23	\$96.72		AIR FILTERS RESTOCK FOR SQUADS	01-48-6-671	VEHICLE MAINTENANCE & SUPPLIES	\$96.72
		6981589649	04/19/23	\$35.22		FILTERS RESTOCK FOR FD VEHICLES	01-49-6-671	VEHICLE MAINTENANCE	\$35.22
		6981589650	04/19/23	\$112.08		FD V19 SENSOR	01-49-6-671	VEHICLE MAINTENANCE	\$112.08
		6981589648	04/19/23	\$232.16		SQUAD 121 BATTERY	01-48-6-671	VEHICLE MAINTENANCE & SUPPLIES	\$232.16
		6981590332	04/26/23	\$100.66		FD 1900 FILTERS & BRAKE PADS	01-49-6-671	VEHICLE MAINTENANCE	\$100.66
						VENDOR TOTAL:			\$666.71
MUNICIPAL SYSTEMS LLC		MS2023021628	04/30/23	\$300.00		MOVE/ABC APRIL 2023	01-44-4-646	LOCAL ADJUDICATION SERVICES	\$300.00
		2023041703	04/30/23	\$325.00		MUNICIPAL OFFENSE SYSTEM APRIL 2023	01-44-4-646	LOCAL ADJUDICATION SERVICES	\$325.00
						VENDOR TOTAL:			\$625.00
NICOR GAS		39196092900 04202	04/20/23	\$165.84		STERLING STATION 3/21/23-4/20/23	08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$165.84
		25186956857 04252	04/25/23	\$51.27		WOODS LIFT STATION 3/23/23-4/24/23	08-21-4-631	ELECTRIC, POWER, & LIGHT	\$51.27
		96444410003 04242	04/24/23	\$1,048.50		DPWSC 3/23/23-4/24/23	01-67-4-653	GAS BILL	\$1,048.50
		72380610005 04252	04/25/23	\$50.34		KEDZIE BOOSTER STATION 3/24/23-4/25/23	08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$50.34
						VENDOR TOTAL:			\$315.95

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
NORTH EAST MULTI-REGIONAL	324448	04/20/23	\$325.00		CAGLE VORTEX II TRAINING	01-48-5-661	TRAINING	\$325.00
	324222	04/19/23	\$100.00		MERKLE PRINCIPLES OF LEADERSHIP TRAINING	01-48-5-661	TRAINING	\$100.00
	324237	04/19/23	\$200.00		CAGLE/TENCZA PRINCIPLES OF LEADERSHIP TRAINING	01-48-5-661	TRAINING	\$200.00
					VENDOR TOTAL:			\$625.00
OTIS ELEVATOR	100401138352	04/17/23	\$886.53		ELEVATOR MAINTENANCE 5/1/23-7/31/23	01-67-6-680	ELEVATOR MAINTENANCE	\$886.53
					VENDOR TOTAL:			\$886.53
PARAMEDIC SERVICES OF ILLINOIS INC	8022	05/01/23	\$56,417.00		CONTRACTED FD PERSONNEL	01-49-4-650	CONTRACT FF/PM PERSONNEL	\$56,417.00
					VENDOR TOTAL:			\$56,417.00
PAX USA LLC	INV000865	04/26/23	\$375.49		PEDIATRIC/TRAUMA BAG	01-49-3-622	EMS EQUIPMENT & SUPPLIES	\$375.49
					VENDOR TOTAL:			\$375.49
POP'S	JAN-APR 2023	04/30/23	\$168.54		PRISONER MEALS JAN-APR 2023	01-48-3-611	SPECIAL POLICE COMMODITIES	\$168.54
					VENDOR TOTAL:			\$168.54
POSSIBILITY PLACE NURSERY	5855	04/24/23	\$2,805.00		FY23 PARKWAY TREE PLANTING	01-63-3-619	TREE PLANTING PROGRAM	\$2,805.00
					VENDOR TOTAL:			\$2,805.00
PUBLIC SAFETY DIRECT, INC.	101391	04/17/23	\$1,259.00		UNIT 121 BATTERIES/REMOTE HEAD SIREN/LIGHT CONTROLLER	01-48-6-671	VEHICLE MAINTENANCE & SUPPLIES	\$1,259.00
					VENDOR TOTAL:			\$1,259.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
ROGUE FITNESS		141124	04/28/23	\$612.12		FITNESS EQUIPMENT			
							01-49-5-662	PHYS FITNESS & INNOCULATIONS	\$612.12
								VENDOR TOTAL:	\$612.12
RUSSO POWER EQUIPMENT		SPI20187024	04/24/23	\$101.46		ARBORIST TOOLS RESTOCK			
							01-63-3-615	SMALL TOOLS & EQUIPMENT	\$101.46
								VENDOR TOTAL:	\$101.46
SMITH DAWSON & ANDREWS		1010892	05/01/23	\$5,000.00		LOBBYING SERVICES APRIL 2023			
							01-41-4-632	LOBBYING SERVICES	\$5,000.00
								VENDOR TOTAL:	\$5,000.00
SMITTY'S TREE SERVICE INC.		237161	03/26/23	\$47,562.00		FY23 PARKWAY TREE PLANTING			
							01-63-4-653	PARKWAY TREE SERVICES	\$47,562.00
								VENDOR TOTAL:	\$47,562.00
SOUTH HOLLAND POLICE DEPARTMENT		041323	04/13/23	\$161.33		TELECOMMUNICATOR APPRECIATION WEEK GIFT			
							01-48-3-605	OPERATING SUPPLIES	\$161.33
								VENDOR TOTAL:	\$161.33
SOUTH SUBURBAN MAYORS & MGRS		5022023	05/02/23	\$100.00		ANNUAL GALA - MAYOR NELSON			
							01-41-5-661	TRAINING	\$100.00
								VENDOR TOTAL:	\$100.00
SOUTHWEST DIGITAL PRINTING		0323256	04/03/23	\$54.55		DIGITAL PRINTS 2940 FLOSSMOOR RD			
							12-00-0-286	MISCELLANEOUS DEPOSITS	\$54.55
								VENDOR TOTAL:	\$54.55

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
SSACOP									
JONES 2023			04/17/23	\$75.00		CHIEF JONES APPLICATION/2023 DUES	01-48-5-660	TRAINING	\$75.00
TAYLOR 2023			04/01/23	\$50.00		TAYLOR 2023 ANNUAL DUES	01-48-5-660	TRAINING	\$50.00
FILKINS 2023			04/01/23	\$50.00		FILKINS 2023 ANNUAL DUES	01-48-5-660	TRAINING	\$50.00
						VENDOR TOTAL:			\$175.00
SUBURBAN LABORATORIES INC									
213627			04/28/23	\$165.00		ROUTINE COLIFORM TESTING	08-11-6-677	WATER FACILITY MAINTENANCE	\$165.00
								VENDOR TOTAL:	\$165.00
SYSTEM 1 DESIGN GROUP									
147297			04/05/23	\$86.00		"FLOSSMOOR FIRE DEPT" DECALS	01-49-4-635	PRINTING	\$86.00
								VENDOR TOTAL:	\$86.00
T.R.L. TIRE SERVICE CORP									
274507			04/27/23	\$40.00		TIRE DISPOSAL	01-60-6-671	MAINTENANCE AND SUPPLIES	\$40.00
								VENDOR TOTAL:	\$40.00
TARGETSOLUTIONS LEARNING LLC									
70874			05/31/23	\$5,037.65		MEMBERSHIP & MAINTENANCE	01-49-5-663	FIRE TUITION AND FEES	\$5,037.65
								VENDOR TOTAL:	\$5,037.65
THE COP FIRE SHOP									
211770			04/11/23	\$170.00		UNIFORM GARCIA	01-49-3-612	UNIFORMS & RELATED SUPPLIES	\$170.00
211284			04/12/23	\$160.00		UNIFORM LONG	01-49-3-612	UNIFORMS & RELATED SUPPLIES	\$160.00
211866			04/17/23	\$48.00		UNIFORM MAZURKIEWICZ	01-49-3-612	UNIFORMS & RELATED SUPPLIES	\$48.00
210278			10/04/22	\$118.00		UNIFORM LAFOND	01-49-3-612	UNIFORMS & RELATED SUPPLIES	\$118.00
						VENDOR TOTAL:			\$496.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
THOMSON REUTERS-WEST		848232647	05/01/23	\$341.40		ONLINE/SOFTWARE SUBSCRIPTION APRIL 2023	01-48-4-630	PROFESSIONAL SERVICES	\$341.40
								VENDOR TOTAL:	\$341.40
TIFCO INDUSTRIES INC.		71859942	04/18/23	\$1,640.96		VEHICLE MAINTENANCE SUPPLIES RESTOCK	01-60-6-671	MAINTENANCE AND SUPPLIES	\$410.24
							07-01-6-671	MAINTENANCE AND SUPPLIES	\$410.24
							08-11-6-671	MAINTENANCE AND SUPPLIES	\$410.24
							08-21-6-671	MAINTENANCE AND SUPPLIES	\$410.24
								VENDOR TOTAL:	\$1,640.96
UNDERGROUND PIPE & VALVE CO		059530	04/25/23	\$920.00		HYDRANT REPAIR-1449 ELAINE CT	08-11-6-675	WATER SYSTEM MAINT & REPAIRS	\$920.00
								VENDOR TOTAL:	\$920.00
UNITED PARCEL SERVICE		0000F36604153	04/15/23	\$35.27		SENSIT TECHNOLOGIES-SENSIT GAS METER	01-49-3-603	POSTAGE	\$35.27
								VENDOR TOTAL:	\$35.27
US BANK ST PAUL		2273939	04/12/23	\$45,250.00		DEBT SERVICE GO BOND SERIES 2014	06-01-8-836	DEBT SERV-2014 GO ISSUE-INT	\$45,250.00
		2282189	04/24/23	\$179,459.38		DEBT SERVICE GO BOND SERIES 2021	06-01-8-846	DEBT SERV-2021 GO ISSUE-INT	\$143,659.38
							06-01-8-851	DEBT SERV-2021 GO REFUND-INT	\$35,800.00
		6898128	04/25/23	\$550.00		GO BOND SERIES 2021 ADMINISTRATIVE FEES 4/1/23-3/31/24	06-01-8-847	AGENT FEES - 2021 GO ISSUE	\$275.00
							06-01-8-852	AGENT FEES - 2021 GO REFUND ISSUE	\$275.00
								VENDOR TOTAL:	\$225,259.38

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
VERIZON WIRELESS		9932685603	04/16/23	\$2,011.38		VILLAGE TELEPHONE 3/17/23-4/16/23	01-42-4-637	TELEPHONE	\$204.65
							01-43-4-637	TELEPHONE	\$84.32
							01-45-4-637	TELEPHONE	\$42.16
							01-53-4-637	TELEPHONE	\$42.16
							01-50-4-637	TELEPHONE	\$738.74
							01-55-4-637	TELEPHONE	\$899.35
							VENDOR TOTAL:		\$2,011.38
WAREHOUSE DIRECT		IN483567	04/25/23	\$219.59		DPW COFFEE POT REPAIR	01-67-4-634	MISCELLANEOUS SERVICES	\$219.59
							VENDOR TOTAL:		\$219.59

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 05/15/23

Vendor Name

Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
-----------	--------------	----------------	------	---------------------	-----------	----------------	-------------

Total Amount Being Paid: \$482,347.20
Total Number of Invoices: 162

Village of Flossmoor
Detail Board Report
Manual Checks Issued: 04/28/23 thru 04/28/23

Vendor Name	Invoice #	Invoice Date	Amount	Check #	Check Date	PO #	Invoice Description	GL Number	GL Description	Line Amount
AT&T	041123	04/11/23	\$888.13	79261	04/28/23		VILLAGE INTERNET ACCT #831-001-1181-835	01-42-4-639	WEBSITE & INTERNET SERVICES	\$888.13
							VENDOR TOTAL:			\$888.13
SOUTH SUB ASSN OF CHIEFS OF POLICE	042423	04/24/23	\$700.00	79262	04/28/23		J JONES SSACOP CONFERENCE REGISTRATION		TRAINING	\$700.00
							VENDOR TOTAL:			\$700.00

Total Amount Being Paid: \$1,588.13
Total Number of Invoices: 2

TO: Bridget Wachtel, Village Manager
CC: Scott Bordui
FROM: John Brunke, Public Works Director
DATE: May 15, 2023
SUBJECT: Consideration of an Amendment to the Contract for
the Phase 4 Sanitary Sewer Rehabilitation Project
Construction Engineering Services



FLOSSMOOR

On March 7, 2022, the Village Board approved a contract with Baxter & Woodman Consulting Engineers for the construction engineering services for the Phase 4 Sanitary Sewer Rehabilitation Project, in the amount of \$89,950. At that time, the awarded construction bid for the project was \$1,288,000.

Once construction began, additional sewer spot repairs were identified, which led to a significant contract change order in the amount of \$599,000, and two time extension change orders that totaled 144 additional days on the construction contract. Due to these change orders for additional repair work and time extensions, the construction engineering services contract has been exhausted. Baxter & Woodman has submitted the attached Amendment No. 1 for consideration. This amendment is needed so that they can continue to observe the project work to completion. The amount of the amendment is \$34,550. This amendment will bring the total construction engineering services contract to \$124,500. Work totaling \$89,950 was completed in FY23 and there is \$5,000 in the FY24 Budget, so a budget amendment will be needed to the FY24 Budget in the amount of \$29,550.

With the above information in mind, Public Works Staff recommends that the Mayor and Board of Trustees approve Amendment No. 1 to the contract for the Phase 4 Sanitary Sewer Rehabilitation Project Construction Engineering Services to Baxter and Woodman Consulting Engineers in the not-to-exceed amount of \$124,500, and approve a budget amendment to line 09-53-7-703 in the amount of \$29,550. A representative from Baxter and Woodman will attend the meeting on Monday to answer any questions.

May 2, 2023

Mr. John Brunke, PE, CFM
 Public Works Director
 Village of Flossmoor
 2800 Flossmoor Road
 Flossmoor, IL 60422-1156

***Subject: Village of Flossmoor – Phase IV Sanitary Sewer Rehabilitation
 Construction Services – Amendment No. 1***

Dear Mr. Brunke,

Baxter & Woodman, Inc. hereby submits this Amendment to our proposal dated April 5, 2022 to provide additional services due to time extensions and additional unforeseen work.

Scope of Services

Additional Construction Engineering Services

1. Act as the Owner's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
2. FIELD OBSERVATION
 - A. Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays, as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance

of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- B. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- C. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

3. PROJECT CLOSEOUT

- A. Complete construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- B. Prepare Certificate of Substantial Completion.
- C. Prepare written punch lists during final completion inspections.
- D. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- E. Review the Contractor's requests for final payment and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

Updated Schedule

Loan Offer	May 2022
Notice to Proceed	June 2022
Substantial Completion	May 31, 2023
Final Completion	June 30, 2023

Engineering Fee

Our engineering fee for the above stated scope of services will be based upon our hourly rates for actual work time performed plus reimbursement for out-of-pocket expenses including travel and postage, which will total an additional \$34,550 for an amended not to exceed amount of \$124,500.00.

Original Contract	\$89,950.00
Amendment 1	\$34,550.00
Construction Services Total (NTE)	\$124,500.00

Please contact me if you should have any questions or need additional information. All terms and conditions of the original proposal dated April 5, 2022 shall apply. If you find this proposal Amendment No. 1 acceptable, **please sign and return one copy for our files.**

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Dennis Dabros, PE
Vice President

VILLAGE OF FLOSSMOOR, IL

ACCEPTED BY: _____

TITLE: _____

DATE: _____

\\corp.baxwood.com\project\Azure\FLSMR\190110-Phase 4 Sewer Rehab\Contracts\60-Construction\AmendmentNo1\190110.60_Amend_No1_Phase4SanSewerRehab_IEPALoanApp_CIPP_CS.docx

TO: Mayor Nelson and Board of Trustees
FROM: Bridget Wachtel, Village Manager
DATE: May 15, 2023
SUBJECT: IGA with SD 161 for the Position of a Community Engagement Manager



Both the Village and School District 161 have identified a need to employ a Community Engagement Manager to coordinate Village and School District sponsored events and provide event related communication support. While the School District has not had someone formally in this role, the Village has had a part-time position under the title Program & Event Coordinator.

This shared Community Engagement Manager position, replaces our previously shared Communications Manager position with SD161. When that position became open, the Village re-examined our personnel needs and discussed the feasibility of sharing a new community engagement position with the district. Recognizing that the "success" of our community is largely dependent upon the quality of housing, public safety and schools, we believe we can benefit from a shared person.

Attached is an intergovernmental agreement for your consideration. The agreement is structured similarly to the agreement for the Communications Manager position. The position will be a Village employee with the School District paying 50% of salary, benefits and professional development. This position is included in the FY24 budget for the full cost of the position, for which the Village will be reimbursed half of the cost of the position. This reimbursement will be shown as General Fund revenue in the FY24 budget.

Although we will work cooperatively to select an employee, set expectations and manage workload, the employee will be a Village of Flossmoor employee. The agreement was drafted by our counsel and the School District.

The District brought the discussion to their board on May 8 with formal approval expected on May 22. Attached for your consideration is the agreement to be adopted by resolution at the May 15 Village Board meeting.

RESOLUTION # _____
A Resolution Authorizing the Execution of an Intergovernmental Agreement with School District 161 to Provide for a Shared Community Engagement Manager

WHEREAS, the Village of Flossmoor and School District 161 have each determined that they have a need to employ a Community Engagement Manager to coordinate Village and School District sponsored events and provide event related communication support.

NOW, THEREFORE, BE IT RESOLVED that an agreement entitled **An Intergovernmental Agreement between the Village of Flossmoor, Cook County, Illinois, and Flossmoor School District NO. 161**, a copy of which is attached hereto as Exhibit A is hereby adopted, approved and ratified. The Mayor is hereby authorized to execute the attached agreement and the Village Clerk to attest to it, which shall be effective according to its terms.

This Resolution shall be effective immediately upon its passage.

Passed this _____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

**AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF
FLOSSMOOR, COOK COUNTY, ILLINOIS, AND FLOSSMOOR SCHOOL
DISTRICT NO. 161**

THIS INTERGOVERNMENTAL AGREEMENT (the “*Agreement*”) is entered into as of the 1st day of June 2023, by and between the Village of Flossmoor, Cook County, Illinois (the “*Village*”), a non-home rule municipal corporation of the State of Illinois and Flossmoor School District No. 161 (the “*District*”), an Illinois school district situated in Cook County, Illinois.

W I T N E S S E T H:

WHEREAS, the Constitution of the State of Illinois of 1970, Article VII, Section 10, provides that units of local government and school districts may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance; and,

WHEREAS, pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, the Village and the District are authorized to enter into agreements for the joint performance of any powers, privileges, functions or authority which may be exercised by a public agency of the State of Illinois; and,

WHEREAS, the Village and the District have determined that each entity has a need to employ a Community Engagement Manager to build relationships and connections between Village residents and school stakeholders, coordinate Village and School District sponsored events and provide event related communication support; and,

WHEREAS, the Village and the District have also determined that it would be in their respective best interests for the Village to provide the District an employee of the Village to perform the duties of a Community Engagement Manager, that strives to develop and maintain a positive image of both agencies, thereby marketing the community they jointly serve; and,

NOW, THEREFORE, the Village and the District agree as follows:

Section 1. Recitals.

The foregoing preambles are hereby incorporated into this Agreement as if fully restated herein.

Section 2. Hiring of a Community Engagement Manager.

The Village agrees to utilize normal job posting methods to seek a Community Engagement Manager with the background and skills as included in the General Description of the position of Community Engagement Manager as set forth on *Exhibit A* attached hereto and made a part hereof (the “*Job Description*”). The Village agrees that both participating agencies shall be involved in the hiring decision but the Village shall appoint the chosen applicant who will be a Village of Flossmoor employee.

Section 3. Employment of Personnel.

The Community Engagement Manager is not and shall not be deemed a District employee for any purpose. The Village shall be solely responsible for all salary, benefits, worker's compensation, and insurance for the designated Community Engagement Manager providing services pursuant to this Agreement. The Community Engagement Manager is an employee of the Village for all supervisory, disciplinary, and other employment related purposes.

Section 4. Cost Sharing.

A. The District agrees to pay 50% of all costs related to wages and benefits, including, but not limited to, salary; employer paid taxes; workers’ compensation and liability insurance; all employee provided benefits as paid to other full-time non-union employees of the Village; travel reimbursement; and, membership dues for membership in associations or organizations which are germane to the position of a Community Engagement Manager. Notwithstanding any provisions herein to the contrary, travel expenses, other than IRS mileage reimbursement, must be approved

in advance by the District, and professional development and membership dues must be approved in advance by the Village and the District once the annual cost exceeds \$2,000 in the aggregate.

B. The salary of the Community Engagement Manager shall be in accordance with the Village's salary schedule and at the discretion of the Village.

D. The Community Engagement Manager shall be a full-time employee of the Village subject to all provisions of the Village's Personnel Manual and eligible for all full-time non-union employee benefits.

E. The Community Engagement Manager compensation shall be paid through the Village's payroll.

Section 5. Reimbursement for Cost of Services to the Village.

A. The Village shall invoice the District for services semi-annually to coincide with the Village's fiscal year which currently is April 30.

B. The District shall pay the Village within 30 days of the invoice date.

Section 6. Assignment of Duties.

A. The duties of the Employee shall be as set forth in the Job Description which may be modified at any time by the Village, after input from the District. A concerted effort should be made to have work hours equally divided between the needs of the Village and the District.

B. The Employee shall report to the Assistant Village Manager on behalf of the Village.

C. The Village will consult with the District in matters of work expectations and goals, as well as in matters of performance for purposes of annual evaluations and regular feedback.

D. All personnel rules of the Village that are applicable to all Village employees shall apply to the Employee.

E. The Employee shall be assigned an office at the Village; however, the Employee shall schedule regular work hours to be at the District in accordance with a schedule agreed upon by the Village and the District.

F. Any workers' compensation claim made by the Employee shall be paid under the Village's workers' compensation insurance since this will be a Village employee. The District agrees to reimburse 50% of any resulting costs, including but not limited to an insurance deductible, a settlement, and any premium increase as a result of the claim.

Section 7. Defense and Indemnity.

A. When the Community Engagement Manager is performing under direction of and for the benefit of the Village, the Village shall, to the extent permitted by law, defend, indemnify and hold the District, its officials, officers, employees, and agents harmless from and against all liability, claims, suits, demands, proceedings and action, including reasonable attorney's fees, costs, fees and expense of defense, arising from, growing out of, or related to any loss, damage, injury, death, or loss or damage resulting from or connected with the negligent or willful acts, errors or omissions of the Community Engagement Manager in their performance under this Agreement regardless of the location where such claims arose.

B. When the Community Engagement Manager is performing under direction of and for the benefit of the District, the District shall, to the extent permitted by law, defend, indemnify and hold the Village, its officials, officers, employees, and agents harmless from and against all liability, claims, suits, demands, proceedings and action, including reasonable attorney's fees,

costs, fees and expense of defense, arising from, growing out of, or related to any loss, damage, injury, death, or loss or damage resulting from or connected with the negligent or willful acts, errors or omissions of the Community Engagement Manager in their performance under this Agreement regardless of the location of where such claims arose.

C. Any and all employment actions, claims or filings (excluding workers compensation claims), brought by an employee of either the Village or District against the Community Engagement Manager, shall be the sole responsibility of the respective party employing the employee bringing the action, claim, or filing. As a result, each party shall defend, indemnify and hold harmless the other party for any and all employment related claims as contemplated herein brought by their respective employees.

Any and all employment actions, claims or filings (excluding workers' compensation claims) brought by the Community Engagement Manager, shall be the sole responsibility of the respective party whose actions are alleged to have resulted in the action, claim or filing. As a result, each party shall defend, indemnify and hold harmless the other party for any and all employment related claims as contemplated herein.

Section 8. Insurance.

Each Agency participating under the terms of this Agreement shall procure and maintain, at its sole and exclusive expense, insurance coverage which covers itself, its personnel and equipment and liability for its participation in this Agreement as follows:

A. Commercial General Liability (Including contractual liability coverage): \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000.

B. Employment Practices Liability: \$1,000,000 per occurrence with a general aggregate of no less than \$2,000,000.

C. Each Agency shall provide Business Automobile Liability insuring its vehicles that are accessible for use by Community Engagement Manager for collision and \$1,000,000 combined single limit per accident for bodily injury and property damage.

D. The Village shall provide Workers' Compensation and Employers' Liability coverage for the Community Engagement Manager: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

Section 9. Term of Agreement.

This Agreement may be renewed on an annual basis for a calendar year, subject to the same terms of termination. The term of this Agreement shall begin with its execution by both parties and shall remain in force and effect until April 30, 2024, unless terminated by either party upon three (3) months' prior notice.

Section 10. Amendment.

Any of the terms or conditions of this Agreement may be deleted or altered only by written amendment or modification to this Agreement, duly executed by both parties hereto.

Section 11. Severability.

If any provision of this Agreement shall be held or deemed to be, or shall in fact be inoperative or unenforceable in any particular case or in all cases for any reason, this shall not render the provision in question inoperative or unenforceable in any other case or circumstances, or render any other provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses or sections contained in the Agreement shall not affect the remaining portions of the Agreement or any part thereof.

Section 12. Post Termination

Upon termination of this Agreement, the Village must promptly deliver all final statements of the District's allocated share of the personnel costs incurred through the date of termination for reimbursement as stated above. Provided, however, that monetary obligations that are incurred or accrued prior to the date of termination shall survive the termination of the Agreement and shall constitute continuing obligations until satisfied in full.

Section 13. Notices.

Notices to the parties shall be in writing and delivered by personal service or by the U.S.P.S. certified or registered mail, postage prepaid, to the parties at the following addresses:

If to the Village: Bridget Wachtel, Village Manager
Village of Flossmoor
2800 Flossmoor Road
Flossmoor, Illinois 60422

With a copy to : Kathleen Field Orr
Kathleen Field Orr & Associates
2024 Hickory Rd.
Homewood, IL 60430

If to the District: Dana Smith, Superintendent
Flossmoor School District 161
41 East Elmwood Drive
Chicago Heights, Illinois 60411

With a copy to: John Fester
Scariano, Himes and Petrarca, Chtd.
180 N. Stetson Ave. Suite 3100
Chicago, Illinois 60601

Either party may change the address for notices to such party by giving written notice to the other party. Notice given by personal service shall be effective upon the dated delivered notice, if delivered or the date of attempted delivery, if refused. Notice given by mail shall be effective on the third business day following the posting.

Section 14. Third-Party Beneficiary.

The parties hereto agree that this Agreement is for the benefit of the parties and not for the benefit of any third-party beneficiary; nor shall any third-party have any rights or claims arising from this Agreement.

Section 15. Entire Agreement.

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, and merged herein. This Agreement may be modified only by written instrument executed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the above date at Flossmoor, Illinois.

Village of Flossmoor, Cook County, Illinois,
a municipal corporation

By: _____
Mayor

Attest:

Village Clerk

Flossmoor School District 161, Cook
County, Illinois

By: _____
President

Attest:

Secretary

POSITION: COMMUNITY ENGAGEMENT MANAGER (Shared)
DEPARTMENT: ADMINISTRATION
REPORTS TO: ASSISTANT VILLAGE MANAGER
FLSA STATUS: EXEMPT
DATE: May 2023

General Description:

This full-time position is shared with Flossmoor School District 161 and coordinates Village and School District sponsored events, represents both organizations interests with respect to special events held in the community. This goal of this position is to support connection points for both the Village and the School District. This position serves as staff liaison to multiple Advisory Commissions for the Village.

Duties:

In the Village, the individual must confer regularly with the Village Manager's Office and other Village staff, including management staff. At School District 161, the individual must confer regularly with the Superintendent and the District's leadership team. Work requires the exercise of independent judgment and initiative. Individual is responsible for serving as the staff liaison to multiple commissions. Responsibilities include preparing agendas, minutes and related materials as well as coordinating all aspects of the commissions' related events and programs. Individual must be able to work a flexible work schedule including nights and weekends. This position has frequent public contact and reports to the Assistant Village Manager.

Illustrative Examples of Work:

- Coordinates and attends Village-sponsored events such as but not limited to Recyclepalooza, Back to School Celebration, Community Cleanup Day, new resident events, art program fundraisers, sculpture dedications, and Flossmoor Fest. Coordination between the organization, Village and volunteers should be centered around ensuring the safe, successful execution of village-sponsored special events while ensuring coordination and compliance with Village personnel, policies and guidelines when recruiting and contracting with independent contractors, vendors, entertainers, etc. Ensures that Village events are consistent with Village's Diversity and Inclusion Guidelines
- Coordinates events for SD161 such as back-to-school events, resource fairs, and other special events
- Manages the Village's Public Art Sculpture Program which involves coordination with artists, the commission and overseeing the maintenance program. Ensures marketing materials, including the program website, the mobile application and the Village website, are up to date and feature current sculptures and information. Works with the Commission to market the sculpture program and develop and support fundraising campaigns
- Provide communication support for SD161 events such as event handouts and social media support
- Represents the Village's interests with respect to special events held in the Village, serving as liaison between the sponsoring organization, the Village and public safety
- Coordinate community outreach for SD161 to help positively tell the District's story
- Books and negotiates entertainment contracts for events when applicable; orders specialty items for events, which occasionally involves soliciting sponsorships
- Prepares event and program budgets for the Village. Monitors and reports on revenues and expenses as needed
- Coordinates and manages event and program volunteers for events

- Works with the Village's Communications Manager to develop relevant marketing materials for related work. Updates Village website for programs that fall under position's responsibilities.
- Attends local and regional meetings serving as the Village's representative (i.e. HF Intergovernmental Green Team)
- Provides support for up to three commissions: Public Art, Green Commission and Community Relations Commission. Prepares agendas, minutes and materials and attends such meetings which traditionally occur in the evenings. A significant amount of work is clerical in nature.
- Strives at all times to develop and maintain a positive community image for the Village and the school District
- Observes accepted departmental safety guidelines and uses appropriate safety techniques at all times

Marginal Functions:

- Serves on inter-departmental committees from time to time as a representative from the Village Manager's Office
- Perform related work as required

Environmental Factors:

The work environment includes desk space at Village Hall with the typical office equipment: a desk, phone and computer. Employee also works outside at events and around sculptures in public parks. The work environment can provide for work-from-home flexibility. Individual must be available on some nights and weekends to fulfill meeting attendance and coordinate events.

Physical Requirements:

- Must be able to frequently walk to various areas within the office for daily functions
- Must be able to lift the equivalent of 20lb of supplies and/or products within the office for daily use and to transport supplies to and from event locations.
- Must be able to carry 20lb of various supplies and/or products to designated areas within the office.
- Must have the hand dexterity and manipulation at various postures to perform essential functions including computer work and overhead reaching.

Essential Knowledge Skills and Abilities:

- Associates degree or the equivalent in work experience
- Experience working with the public
- Ability to learn the Open Meetings Act (OMA) and comply with the regulations as a designated OMA officer
- Must be well organized and able to prioritize tasks as well as have the ability to efficiently and independently multi-task, managing multiple areas of responsibility with overlapping deadlines in a fast-paced environment
- Interpersonal skills necessary to maintain a harmonious effective working relationship with other municipal departments, outside agencies, and the public
- Ability to successfully work with all Village departments and the public in a helpful, polite, tactful and efficient manner
- Ability to clearly express complex ideas orally and in writing
- Ability to use Microsoft Office software, including Outlook, Excel and PowerPoint. Ability to learn new software applications, such as website maintenance software, as needed to carry out job responsibilities.

Additional Desirable Qualifications:

- Bachelor's degree in event management, recreation, hospitality, communications, marketing or a related field
- Education and/or experience in event management, fundraising or marketing

TO: Mayor Nelson and Board of Trustees
FROM: Bridget Wachtel, Village Manager
DATE: May 15, 2023
SUBJECT: Personal Days



FLOSSMOOR

Several years ago, patrol, including sergeants, had their workday schedule changed from 8 hours to 8.5 hour days. Personal days, a time off benefit in the personnel handbook, recognize a personal day as 8 hours. Employees receive one personal day a year. After the last FOP contract negotiations, the Village now provides a personal day to the union employees in an 8.5 hour increment. The sergeants have asked for the same. The sergeants are not unionized, so the mechanism to make this change is an amendment to the personnel manual. The attached ordinance effectuates this change.

ORDINANCE NO. _____

**AN ORDINANCE OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS, AMENDING THE
VILLAGE OF FLOSSMOOR PERSONNEL MANUAL (PERSONAL DAY)**

WHEREAS, the Village of Flossmoor, Cook County, Illinois (the “Village”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the Village adopted its Personnel Manual effective May 1, 2019, to provide guidance to all employees of the Village regarding the conduct expected of Village employees; and,

WHEREAS, since the adoption of the Personnel Manual by the Village, the Village has been made aware that the Sergeants work an 8.5 hour shift yet a personal day is defined as 8 hours, and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois, as follows:

Section 1: That Section 19.1 of the Village of Flossmoor Personnel Manual, effective May 1, 2019, is hereby amended by deleting said sections in their entirety and replacing them with Section 19.1 as attached to this Ordinance in Exhibit A.

Section 2: If any Section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 3: This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law effective May 1, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

EXHIBIT A

- 19.1 PERSONAL LEAVE:** Full-time employees are eligible for an annual eight (8) hour leave (8.5 hours for Sergeants), with pay, for personal business, including medical and dental examinations. Time off may be taken in increments of not less than two (2) hours under this provision. Prior approval of the supervisor must be obtained. Personal leave is available on a fiscal year basis, and unused leave may not be carried over from one year to the next, nor is there any compensation for unused leave at the time of termination. A new employee starting work after October 31 shall be eligible for four (4) hours of personal leave for the fiscal year in which he/she starts. **Revised 5.15.23**

TO: Bridget Wachtel, Village Manager
FROM: John Brunke, Public Works Director
DATE: May 15, 2023
SUBJECT: Consideration of an Award of Contract for the Water Meter Replacement Project RFP Assistance



Included in the FY24 Budget is \$1,849,588 for the Water Meter Replacement Project. This project will include the replacement of approximately 2,700 water meters and the installation of approximately 3,900 radio reads to all of the water meters in the inventory to create an automatic metering infrastructure (AMI) system for automatic reading of all of the water meters in the Village. Public Works Staff plans on soliciting a quote from our preferred meter vendor for the equipment to ensure compatibility of existing equipment and then publicly bidding out the installation work to qualified plumbing contractors. By the Village procuring the equipment directly, we will save on any markup on the equipment that the awarded installation contractor will charge us if they have to procure the equipment. In order to move the project forward, Public Works Staff has requested a proposal from Baxter & Woodman Consulting Engineers to assist Staff with developing a Request for Proposals (RFP) for public bid and assisting the Village with the project bid process and evaluation of proposals.

The role of a consulting engineering firm in a water meter infrastructure replacement project with automatic metering infrastructure is a critical one. Projects of this type require an engineering evaluation of the preferred radio read equipment and meters, analysis of the integration between the existing and new metering equipment and AMI, specifications for the replacement process including zone phasing work and communication to residents, quality control of meter database information to Finance Department billing software, and the review of meter database to ensure inaccuracies or missing accounts are discovered and corrected. While Public Works Staff will be assisting in these processes and managing the overall project, we do not have the technical expertise or resources to complete this work in-house.

Baxter & Woodman has submitted the attached proposal for this work. The total not-to-exceed amount of the proposal is \$27,650. Baxter & Woodman has much experience with the design and management of municipal water meter replacement projects. They are currently working for the Village of Orland Park and the Village of Arlington Heights on similar water meter replacement projects. Below is a summary of the tasks included in the proposal.

1. Automatic Metering Infrastructure (AMI) Evaluation
2. Water Meter Replacement Program Installation RFP
3. Request for Proposal Advertisement and Evaluation
4. Project Meetings
5. Project Management

With the above information in mind, Public Works is recommending that the Mayor and Board of Trustees award the RFP Assistance contract for the Water Meter Replacement Project to Baxter & Woodman Consulting Engineers in the not-to-exceed amount of \$27,650.

April 26, 2023

Mr. John Brunke
Director of Public Works
Village of Flossmoor
1700 Central Park Ave
Flossmoor, Illinois 60422

Subject: Village of Flossmoor – Water Meter Replacement Program Installation Request for Proposal Assistance

Dear Mr. Brunke:

The Village of Flossmoor has requested the development of a Request for Proposal (RFP) for the replacement and installation of approximately 2,700 new water meters and 3,900 radio reads for the Village's customers beginning in the summer of 2023. The Village has selected the meters it wishes to install and is looking to develop a Request for Proposal to obtain proposals from qualified water meter installation contractors to move forward with the replacement program. The Village is also looking to determine which radio reads and associated Automatic Metering Infrastructure (AMI) will best serve the needs of the Village and its customers.

The selection of an installation contractor plays a crucial role in the success of any large-scale water meter replacement, as the work involved goes beyond simply replacing water meters. A contractor's role also requires frequent communication and coordination with the Village's Public Works, Finance, and Billing departments, cooperation with the Village's customers to schedule replacements and minimize customer impact, and the ability to organize and scale up a large amount of data related to the program.

Baxter & Woodman has recently assisted other municipalities including the City of Joliet, the Village of Orland Park, and the Village of Arlington Heights in the preparation of a Request for Proposal for large-scale water meter replacement program installations, and our team is familiar with the specifications and evaluation criteria to assist with selection of the contractor. Baxter & Woodman has also assisted municipalities with evaluating manufacturers of different meters and radio reads, developing cost comparisons for different AMI options, and coordinating between vendors and installation contractors. The following letter proposal outlines our proposed scope of services and engineering fee.

SCOPE OF SERVICES

- 1. Automatic Metering Infrastructure (AMI) Evaluation** – Assist the Village in evaluating which radio reads and associated Automatic Metering Infrastructure will best suit the Village’s needs. Coordinate meetings between the Village and vendors of both Itron and Sensus radio reads. Coordinate with the vendors to develop comprehensive up-front and annual cost estimates for installing radio reads, installing associated physical infrastructure, and managing and maintaining associated network platforms. Provide a summary of benefits and drawbacks comparing the physical installation of radio reads and associated infrastructure, functionality of network platforms, and total costs for the Village to select a preferred AMI platform that will be used to coincide with the water meter replacement program.
- 2. Water Meter Replacement Program Installation RFP** – Review the Village’s desired water meter replacement program details, including the meter sizes, quantity, desired schedule, phased zoning, and other relevant details to be incorporated into the Request for Proposal. Develop a draft RFP that will outline the technical requirements, scope of work, and scoring basis. A final RFP will be prepared incorporating comments received by the Village.

The RFP shall outline key Installation Guidelines for the Village’s policies and procedures including:

- a. Customer Notification, Scheduling, and Outreach
 - b. Liability and Coverage during Installation
 - c. Rewiring, field programming, and verification of touchpad/transmitter AMR units
 - d. Meter Inventory Storage and Disposal
 - e. Data Management, including records, photos, GPS coordinates, and other information requested by the Village
 - f. Data integration with the Village’s billing system
 - g. Warranty Period
 - h. Responsibilities of the Contractor and Village during Installation
 - i. Proposed Schedule
 - j. Coordination with Village’s Communications team
- 3. Request for Proposal Advertisement and Evaluation** – Assist the Village in final preparation of the RFP to advertise, and review and/or provide responses to requests for information received from prospective proposers. At the end of the advertisement period, assist the Village in evaluating and scoring each Proposal to determine the most qualified and responsive Proposer. Provide a draft Letter of Recommendation to award the contract. The final draft Letter of Recommendation will include the Village’s comments from the draft.

4. **Project Meetings** – Meet with the Village throughout the development of the Request for Proposal. Hold an in-person kickoff meeting to discuss the Village's requirements for the RFP documents and anticipated challenges. Hold virtual meetings to review the draft and final RFP documents, provide support and discuss RFIs during advertisement, and provide a scoring evaluation for Village review, and Letter of Recommendation to Award.
5. **Project Management** – Plan, schedule, and control activities to complete the Project. These activities include budgeting, scheduling, and monitoring the scope of services. Provide monthly project status updates summarizing the tasks completed, in progress, and awaiting Village feedback.

ASSUMPTIONS

Village of Flossmoor to provide its own front ends and any other Village standard documents and requirements (legal, insurance, etc.) needed to assemble the final Request for Proposals.

CONSULTING SERVICES FEES

Our engineering fee for the above stated scope of services will be based on our hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$27,650**.

If this Proposal is acceptable, **please sign and return one copy for our files**. The attached Standard Terms and Conditions apply to this Proposal. Please contact Tim Chan, 815-444-4968 or email tchan@baxterwoodman.com if you have any questions or need additional information. We look forward to working with you to make this project a success.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Daniel G. Bounds, PE
Associate Vice President

Attachment

\\corp.baxwood.com\project\Azure\FLSMR\230641-Water Meter Replacem\Contracts\Work\230641.40 Proposal_WaterMeterReplacement.docx

VILLAGE OF FLOSSMOOR, ILLINOIS

ACCEPTED BY: _____

TITLE: _____

DATE: _____

STANDARD TERMS AND CONDITIONS

PLEASE READ THESE STANDARD TERMS AND CONDITIONS ("TERMS") CAREFULLY BEFORE EXECUTING THE LETTER PROPOSAL PRESENTED BY BAXTER & WOODMAN, INC. ("BW"). BY EXECUTING THE LETTER PROPOSAL, OWNER AGREES TO BE BOUND BY THESE TERMS, THE PROVISIONS OF THE LETTER PROPOSAL, AND THE PROVISIONS OF ANY DOCUMENT REFERRING TO THESE TERMS OR THE LETTER PROPOSAL, ALL OF WHICH SHALL COLLECTIVELY CONSTITUTE THE "AGREEMENT".

Owner's Responsibility – Provide BW with all criteria and full information for the "Project", which is generally otherwise identified in the Letter Proposal. BW will rely, without liability, on the accuracy and completeness of all information provided by the Owner (as defined in the Letter Proposal) including its consultants, contractors, specialty contractors, subcontractors, manufacturers, suppliers and publishers of technical standards ("Owner Affiliates") without independently verifying that information. The Owner represents and warrants that all known hazardous materials on or beneath the site have been identified to BW. BW and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the Letter Proposal.

Schedule for Rendering Services - The agreed upon services shall be completed within a reasonable amount of time. If BW is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner, any Owner Affiliate, or force majeure event, BW's work shall be extended and the rates and amounts of BW's compensation shall be equitably adjusted in a written instrument executed by all Parties.

Invoices and Payments - The fees to perform the proposed scope of services constitutes BW's estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be agreed upon by all Parties by written agreement. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. BW invoices shall be due and owing by Owner in accordance with the terms and provisions of the State of Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

Opinion of Probable Construction Costs - BW's opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that BW has no control over construction costs or contractor's methods of determining prices, or over competitive bidding, or market conditions. BW cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from BW's opinion of probable construction costs.

Standards of Performance – (1) The standard of care for all services performed or furnished by BW will be the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. BW makes no warranties, express or implied, in connection with its services; (2) BW shall be responsible for the technical accuracy of its services and documents; (3) BW shall use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards; (4) BW may employ such sub-consultants as BW deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) BW shall not supervise, direct, control, or have authority over any contractors' work, nor have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work; (6) BW neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents; (7) BW is not acting as a municipal advisor as defined by the Dodd-Frank Act. BW shall not provide advice or have any responsibility for municipal financial products or securities; (8) BW is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by BW shall apply only to the items in the submissions and only for the purpose of assessing if, upon installation or incorporation in the Project work, they are generally consistent with the contract documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that BW's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. BW's consideration of a component does not constitute acceptance of the assembled item; (10) BW's site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, BW will become generally familiar with observable completed work. If BW observes completed work that is inconsistent with the construction documents, information shall be communicated to the contractor and Owner for them to address.

Insurance - BW will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker's Compensation:	Statutory Limits	Excess Umbrella Liability:	\$10 million per claim and aggregate
General Liability:	\$1 million per claim	Professional Liability:	\$5 million per claim
	\$2 million aggregate		\$5 million aggregate
Automobile Liability:	\$1 million combined single limit		

In no event will BW's collective aggregate liability under or in connection with this Agreement or its subject matter, based on any legal or equitable theory of liability, including breach of contract, tort (including negligence), strict liability and otherwise, exceed the contract sum to be paid to BW's under this Agreement. Any claim against BW arising out of this Agreement may be asserted by the Owner, but only against the entity and not against BW's directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.

Indemnification and Mutual Waiver – (1) To the fullest extent permitted by law, BW shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages (“Losses”) arising out of or relating to the Project, provided that such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any grossly negligent act or omission of BW; (2) To the fullest extent permitted by law, Owner shall indemnify and hold harmless BW and its officers, directors, employees, agents and consultants from and against any and all Losses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent arising out of or occurring in connection with the Owner’s, or Owner’s officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner, negligent act or omission, willful misconduct, or breach of this Agreement; (3) To the fullest extent permitted by law, Owner and BW waive against each other, and the other’s employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, enhanced, punitive, or consequential damages, in each case regardless of whether such party was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable, and notwithstanding the failure of any agreed or other remedy of its essential purpose; (4) In the event Losses or expenses are caused by the joint or concurrent fault of the BW and Owner, they shall be borne by each party in proportion to its respective fault, as determined by a mediator or court of competent jurisdiction; (5) The Owner acknowledges that BW is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and BW agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

Termination - Either party may terminate this Agreement upon ten (10) business days’ written notice to the other party in the event of failure by the other party to comply with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be conformance with the Dispute Resolution terms below. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents upon written request. Owner shall be liable, and shall promptly pay BW, for all services and reimbursable expenses rendered through the effective date of suspension/termination of services.

Use of Documents – All BW documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by BW to Owner pursuant to this Agreement) are instruments of service and BW retains ownership and property interest therein (including copyright and right of reuse). Owner shall not rely on such documents unless in printed form, signed or sealed by BW or its consultant. Electronic format of BW’s design documents may differ from the printed version and BW bears no liability for errors, omissions or discrepancies. Reuse of BW’s design documents is prohibited and Owner shall defend and indemnify BW from all claims, damages, losses and expenses, including attorney’s fees, consultant/expert fees, and costs arising out of or resulting from said reuse. Project documents will be kept for time periods set forth in BW’s document retention policy after Project closeout.

Successors, Assigns, and Beneficiaries – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or BW to any third party, including any lender, contractor, subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Owner and BW and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

Dispute Resolution - All disputes between the Parties shall first be negotiated between executives who have authority to settle the dispute for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. The mediation session shall be held within forty-five (45) days of the retention of the mediator, and last for at least one (1) full mediation day, before any party has the option to withdraw from the process. If mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

Miscellaneous Provisions – (1) This Agreement is to be governed by the law of the state or jurisdiction in which the project is located; (2) all notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion and/or termination for any reason; (4) any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and BW, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision; (5) a party’s non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement; (6) to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended; (7) this Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter; (8) no amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.

TO: Bridget Wachtel, Village Manager
CC: Scott Bordui
FROM: Dan Milovanovic, Assistant Public Works Director
DATE: May 15, 2023
SUBJECT: Consideration of a Capital Equipment Replacement
 Purchase of Wheel Loader



FLOSSMOOR

As part of the Fiscal Year 2024 budget preparation, staff requested and the Village Board approved \$200,000 for the replacement purchase of one Wheel Loader. The wheel loader due for replacement is a 2017 Case 221F Compact Wheel Loader (T-22). This loader is used by all of the department for work including: snow clean-up of the CBD, dead-ends, and cul-de-sacs; loading trucks with various construction materials, lifting/moving heavy objects such as concrete jersey barriers and pallets. This compact wheel loader (T-22) and all of its attachments will be traded-in with the purchase of the new wheel loader.

The replacement purchase of this wheel loader was originally scheduled for Fiscal Year 2028; however, a recent order by the Illinois Pollution Control Board (ICPB) gave staff cause to move the replacement of the loader forward in the capital equipment replacement schedule at the time of budget preparation. The ICPB order dictates municipalities must prepare and implement a pollutant minimization program to reduce chlorides into the Lower Des Plaines River watershed and portions of the Chicago Area Waterway System to the greatest extent achievable using all of the best management practices (BMPs) currently identified. One BMP identified is to track and record salt quantity used. Public Works' current tracking method is based on estimations and lacks the precision necessary to accurately account for exact salt usage. After researching a number of different weighing systems, staff determined that accelerating the replacement of the wheel loader and purchasing a model with a built-in weighing system software component would be the most beneficial option for the department.

As part of this year's program, Sourcewell has made the 2024 Case 621G XR Wheel Loader available for purchase through McCann of Schererville, IN and the 2023 John Deere 524 P-Tier Wheel Loader through West Side Tractor Sales Company of Lisle, IL. Sourcewell, formerly known as the National Joint Powers Alliance, offers competitively solicited purchasing contracts for products and equipment to local governments. The Sourcewell contract for the wheel loader satisfies our public bidding requirements and provides a cost-effective price for the Village. The success of the Sourcewell program has been evident through the purchase of public works vehicles/equipment in the past. Below is a cost summary of the proposed purchase.

Vendor	Vehicle	Purchase Cost	Trade-in Value	Net Total Cost
McCann Industries	2024 Case 621G XR Wheel Loader	\$243,000.00	\$66,800.00	\$176,200.00

West Side Tractor Sales Company	2023 John Deere 524 P-Tier Wheel Loader	\$236,056.06	\$55,000.000	\$181,056.06
---------------------------------------	---	--------------	--------------	--------------

Staff test drove both models and found both models to equally fill the department's needs. Both are full-sized wheel loaders compared to our current compact wheel loader (T-22). The compact wheel loader no longer meets the needs of the department. A larger wheel loader will enable Public Works to lower the risk of accidents with the equipment's greater reach and lifting capacity, as well as capture efficiency gains in our material handling and snow removal operations. Since the Case model is less expensive overall after trade-in than the John Deere model, staff is recommending purchase of the Case model. In addition to the purchase price, an additional amount of approximately \$1,000 will need to be expended from the Capital Equipment Fund for the purchase of the lettering/logos and additional safety lights.

The purchase cost, not including the trade-in value, will be over budget in the amount of \$43,000. Although the size increase was factored during budget preparation, inflation has significantly driven up the cost of material. It is important to note that we are also recommending purchasing a snow push attachment at the time of the replacement rather than at a later date as we have in the past, to avoid potential future cost increases.

Recommendation

With the above discussion in mind, the Public Works Department recommends that the Mayor and Board of Trustees approve a FY24 budget amendment to account 16-01-7-755 in the amount of \$43,000; award the replacement purchase of one Wheel Loader with a 4-in-1 bucket, snow pusher attachment, a 4-in-1 bucket, and pallet forks for a not-to-exceed amount of \$243,000 and to accept a trade-in amount of \$66,800 for the compact wheel loader (T-22) with broom sweeper attachment, a standard bucket, an asphalt milling attachment, a 4-in-1 bucket, snow pusher, and pallet forks from the Sourcewell supplier, McCann Industries of Schererville, IN.

EQUIPMENT SALES ORDER

CUSTOMER/PURCHASER NAME Village of Flossmoor Public Works				CUSTOMER NUMBER		ORDER DATE 5/2/2023	
D/B/A				ACCOUNT MANAGER Ray Sullivan		CUSTOMER PO #	
STREET ADDRESS 1700 Central Park Ave.				WRITTEN BY		CUSTOMER JOB #	
CITY Flossmoor			STATE IL	ZIP 60422		COUNTY Cook	
CELL PHONE 1-708-957-4100		BUSINESS PHONE		BUSINESS FAX kschmidt@flossmoor.org		E-MAIL jbrunke@flossmoor.org	

NO DELIVERY OF GOODS TO BE MADE UNTIL FULL SETTLEMENT IS RECEIVED

DELIVERY TO BE MADE ON OR BEFORE				OR AS SOON AS POSSIBLE			
DELIVERY ADDRESS (IF DIFFERENT FROM ABOVE) SAME						CITY, STATE	
QUANTITY		YEAR	HOURS	MAKE, MODEL, DESCRIPTION	SERIAL NUMBER	CASH PRICE EACH ITEM	
NEW	USED					RENTAL	
1		2024	NEW	Case 621G XR wheel loader	to be determined	\$ 243,000.00	
				JRB coupler, 2.50 yd. 4 in 1 bucket, forks	L3 radials, cold weather	\$	
				Case Integrated loader scale	3 spool aux hyd, skid plate	\$	
				11.5 sectional plow JRB, enhanced cab	1st quarter 2024 delivery	\$	
				ProCare/ SiteWatch	4 corner strobes	\$	
						SELLING PRICE \$ 243,000.00	

TRADE-IN EQUIPMENT

TRADE-IN SHIP TO: ☐ Bolingbrook ☐ McHenry ☒ Schererville

TRANSPORTATION TO BE PAID BY: ☐ CUSTOMER ☒ MCCANN

YEAR	HOURS	DESCRIPTION	TRADE ALLOWANCE	AMT OWING	NET TRADE ALLOWANCE	OWED TO WHOM	NOTE #
		MAKE MODEL SERIAL#					
2017	1069	Case 221F NHHP00063	66,800.00		66,800.00		
		24" cold planer, 84" 4 in 1, 48" forks 60" sweeper			0.00		
		Raptor push box			0.00		
TOTAL TRADE ALLOWANCE			66,800.00	0.00	66,800.00		

Purchaser hereby bargains, sells and conveys unto Seller the above described Trade-In Equipment and warrants and certifies it to be free and clear of liens, encumbrances, and security interests except as shown above.

OTHER FEES

1. Doc Fees	\$	
2. License & Title	\$	
3. Extended Service Contract	\$	
4. Physical Damage Insurance	\$	
5. Total Other Fees (1+2+3+4)	\$	0.00

RENTAL CREDIT CALCULATION

1. # Months	
2. Monthly Rental Rate	\$
3. Total Rental (1x2)	\$ 0.00
4. % Credit Granted	0.00%
If purchased within:	
0-30 days.....100% applied	
31-60 days.....90% applied	
61 & after.....85% applied	
5. Rental Credit (3x4)	\$ 0.00

1. SELLING PRICE	\$ 243,000.00
2. TRADE ALLOWANCE (per above)	\$ 66,800.00
3. NET PRICE (1-2)	\$ 176,200.00
4. LOCAL SALES TAX	Exempt 0.00% City Rate
5. AMOUNT OWING	\$ 0.00
6. FREIGHT	\$
7. OTHER FEES (per left column)	\$ 0.00
8. TOTAL PRICE (3+4+5+6+7)	\$ 176,200.00
9. CASH WITH ORDER	\$
10. RENTAL CREDIT (per left column)	\$ 0.00
11. BALANCE ON DELIVERY (8-9-10)	\$ 176,200.00

TERMS: ☒ CASH ON DELIVERY
☐ RETAIL INSTALLMENT CONTRACT (Terms Subject to Credit Approval)
 If retail contract, indicate desired length of contract _____ years
 If retail contract, indicate desired interest rate _____ %
☐ LKE Exchange Transaction

Notification is hereby provided that McCann Industries, Inc. has assigned to a qualified intermediary its rights to sell any rental assets listed within this document as part of a like-kind exchange.

ALL TERMS SUBJECT TO CREDIT APPROVAL PAGE 1 OF 2

PLEASE SEE REVERSE SIDE FOR TERMS AND SIGNATURE

Illinois

Addison 543 S. Rohlwing Rd. Addison, IL 60101 Phone: (630) 627-0000 Fax: (630) 627-8711	Bolingbrook 250 E. North Frontage Rd. Bolingbrook, IL 60440 Phone: (630) 739-7770 Fax: (630) 739-7699	Chicago 2350 S. Laflin St. Chicago, IL 60608 Phone: (312) 942-0200 Fax: (312) 421-3502	Crestwood 4701 West 137th St Crestwood, IL 60445 Phone: (708) 597-3110 Fax: (708) 597-9945	McHenry 4102 W. Crystal Lake Rd. McHenry, IL 60050 Phone: (815) 385-0420 Fax: (815) 385-2975	Wauconda 1360 N. Rand Rd. Wauconda, IL 60084 Phone: (847) 526-9444 Fax: (847) 526-9448	Indiana Schererville 1133 Indianapolis Blv Schererville, IN 46371 Phone: (219) 865-6545 Fax: (219) 865-0269
--	--	---	---	---	---	--



Performance you can count on

Equipment • Supplies • Service • Rental

www.McCannOnline.com

BASE WARRANTY ON EQUIPMENT

Warranty coverage on the equipment covered by this order, if any, has been explained to purchaser. The warranty coverage is outlined below and indicated by the box checked.

☒ NEW CASE PRODUCT WARRANTY or qualified Case warranty

WARRANTIES PROVIDED BY THE SELLER ON NEW CASE PRODUCTS SHALL BE GIVEN TO PURCHASER UNDER SEPARATE AGREEMENT, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED BY PURCHASER.

☒ NEW - Other manufacturer's warranty☐ USED - When the equipment covered by this order is used equipment, THE PURCHASER STATES THAT HE EXAMINED THE EQUIPMENT and is buying the equipment AS IS and with NO REPRESENTATIONS OF WARRANTIES unless otherwise stated in writing below.**EXTENDED SERVICE CONTRACT**

Initial	Accept	Initial	Decline	\$	Deductible
---------	--------	---------	---------	----	------------

☐ Full Machine	☐ Power Train	☐ Power Train + Hydraulics	☐ Power Train + Electronics	Hours	Months
---------------------------------------	--------------------------------------	---	--	-------	--------

purchased, the term of the extended service contract begins concurrently with the base warranty start date and ends with extended service contract expiration date or maximum hours (whichever comes first).

PREVENTATIVE MAINTENANCE PACKAGE

Quote Number	Initial	Accept	Initial	Decline
--------------	---------	--------	---------	---------

Purchase Price	\$	Term:	Years	Hours	Financed with Machine:	Yes	☐ No	☐
----------------	----	-------	-------	-------	------------------------	-----	-----------------------------	--------------------------

PREVENTATIVE MAINTENANCE PACKAGE SHALL BE GIVEN TO PURCHASER UNDER SEPARATE AGREEMENT, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED BY PURCHASER.

PHYSICAL DAMAGE INSURANCE

Initial	Accept	Initial	Decline	\$	Deductible
---------	--------	---------	---------	----	------------

Premium Calculation:	<table border="1"> <tr> <td>Selling Price of Equipment (excluding sales tax)</td> <td>X</td> <td> <table border="1"> <tr> <td>Monthly Rate</td> </tr> </table> </td> <td>X</td> <td> <table border="1"> <tr> <td>Number of Months</td> </tr> </table> </td> <td>=</td> <td> <table border="1"> <tr> <td>Total Premium</td> </tr> </table> </td> </tr> </table>	Selling Price of Equipment (excluding sales tax)	X	<table border="1"> <tr> <td>Monthly Rate</td> </tr> </table>	Monthly Rate	X	<table border="1"> <tr> <td>Number of Months</td> </tr> </table>	Number of Months	=	<table border="1"> <tr> <td>Total Premium</td> </tr> </table>	Total Premium	\$	X	X	=	\$0
Selling Price of Equipment (excluding sales tax)	X	<table border="1"> <tr> <td>Monthly Rate</td> </tr> </table>	Monthly Rate	X	<table border="1"> <tr> <td>Number of Months</td> </tr> </table>	Number of Months	=	<table border="1"> <tr> <td>Total Premium</td> </tr> </table>	Total Premium							
Monthly Rate																
Number of Months																
Total Premium																

SALES AGREEMENT

The Customer requests that McCann Industries, Inc. ("hereinafter referred to as "McCann"), sell, rent, loan, demo, service, and repair goods and equipment on account in consideration of which the Customer and McCann agree as follows:

Payment for equipment is due at time of order and in no event shall equipment be delivered prior to full settlement. The Customer shall pay the full amount of any outstanding balance shown on the monthly statement within thirty (30) days of the invoice date. Should payment not be received by McCann according to the credit terms stated, the entire balance is considered in default and due for immediate payment. Customer agrees to pay a service charge on the outstanding balance if which payment has not been received according to terms stated. The service charge shall be a minimum of 1-1/2% per month of the Customer's outstanding past due balance, after deducting current payments and credits. Such service charge shall become part of the Customer's outstanding balance. Customer agrees to pay McCann a reasonable processing fee to cover any check returned by Customer's bank as unpaid. If the Customer fails to pay pursuant to the terms of this agreement and McCann elects to take action to collect this Account, the Customer shall pay all costs incurred by McCann including, but not limited to: Attorney's fees, collection agency fees, court costs, deposition and transcript costs, sheriff's fees, special process server fees, expert witness fees and bond costs. THE CUSTOMER ASSIGNS AS SECURITY FOR ANY INDEBTEDNESS INCURRED OR TO BE INCURRED TO MCCANN UNDER THIS ACCOUNT ALL OF THE CUSTOMER'S PRESENTLY OWNED AND EXISTING AND HEREAFTER ACQUIRED AND ARISING: ACCOUNTS, ACCOUNTS RECEIVABLE, CONTRACT RIGHTS, CHATTEL PAPER, EQUIPMENT, INVENTORY, AND ALL PROCEEDS OF THE FOREGOING COLLATERAL. CUSTOMER APPOINTS ANY REPRESENTATIVE OF MCCANN AS CUSTOMER'S ATTORNEY-IN-FACT TO SIGN AND FILE A UCC-1 FINANCING STATEMENT TO PERFECT THE SECURITY INTEREST. THIS TRANSACTION SHALL BE GOVERNED BY THE LAW OF THE STATE OF ILLINOIS, AND JURISDICTION AND VENUE FOR THE HEARING FOR ANY MATTER IN DISPUTE SHALL BE WITH THE DUPAGE COUNTY CIRCUIT COURT OF ILLINOIS action to enforce this agreement. At McCann's sole discretion, any deposition will take place in DuPage County.

Customer waives any right to a jury trial and any right to file a Counter-Claim in any court of law. Time is of the essence of this contract and if Customer fails to comply with any of the terms and conditions hereof or defaults in the payment of any installment hereunder or under any renewals hereof, or in the payment of interest or defaults in the payment of any installment due under any other indebtedness or contract held by the McCann or Assignee, or if proceedings are instituted against Customer under any bankruptcy or insolvency law or Customer makes an assignment for the benefit of creditors or if for any reason the McCann deems himself insecure and so declares all payments heretofore made by Customer shall be retained by the McCann and all indebtedness hereunder shall become immediately due and payable, with or without notice, together with all expenses of collection by suit or otherwise, including reasonable attorney fees and McCann may, without notice or demand, take possession of the equipment set forth on the reverse hereof, or any additions to replacements of, or any proceeds from said equipment or may render the property unusable or McCann may require Customer to assemble the property and make it available at a place designated by McCann. McCann may resell the retaken property at public or private Sale in accordance with the Uniform Commercial Code or applicable state or provincial law. After deducting reasonable expenses for retaking, repairing, holding, preparing for sale, other selling expenses including attorney fees and legal expenses, the remaining proceeds of Sale shall be credited upon the amount of indebtedness remaining unpaid hereunder. and Customer agrees to pay any deficiency upon demand by McCann, and surplus, however, shall be paid to Customer. Said retaking or repossession shall not be deemed rescission of the contract. McCann may exercise any other rights and remedies provided by applicable law. The remedies provided for herein are not exclusive and any action to enforce payment shall not waive or affect any of the holder's rights to have recourse to the property. The transfer of this contract shall operate to pass a security interest in the property as security for the payment hereof.

The Customer acknowledges that it has special skill and knowledge in the selection and use of the equipment and material to be purchased, loaned, used for demo or rented from McCann and expressly disclaims any reliance upon any statements or representations made or to be made by McCann regarding the sale, rental, demo or repair of any material or equipment. The Customer also acknowledges that it is its responsibility to comply with the manufacturer's instructions in regard to storage, preparation, mixing, and application of materials and expressly disclaims any reliance upon any statements or representations made or to be made by McCann regarding the materials. MCCANN MAKES NO WARRANTIES, EXPRESSED OR IMPLIED AS TO THE EQUIPMENT'S MERCHANTABILITY OF FITNESS FOR ANY PARTICULAR PURPOSE. The Customer also waives any liability upon McCann for any direct, special, or consequential damages that Customer may suffer. The exact manner in which this equipment will be used and the qualifications of the user and the equipment or lack of equipment of the user are beyond the control of the McCann, therefore McCann expressly disclaims any responsibility for Customer's compliance or failure to comply with OSHA and/or other governmental safety or health regulations or standards.

The Customer authorizes any of its employees if sends to McCann to deliver or pick up equipment or materials, for purchase, loan, demo, rental, or repair, to sign demo, rental or delivery receipts or repair orders for said equipment or materials and agree to be bound by all the terms of said documents. If McCann's employees assist in loading or unloading, the Customer agrees to assume the risk of, and hold McCann harmless from, any property damaged or personal injuries attributable to the negligence of McCann, including McCann's employees. In the event the Customer directs McCann to deliver any material or equipment, and the Customer does not have a representative present at the time of delivery, the Customer authorizes McCann to leave the material and equipment at the designated place of delivery. Upon said delivery, the Customer will be responsible for said material and equipment. McCann's use of a purchase order number is for Customer's convenience and identification only. This agreement supersedes any inconsistent provision in any purchase order. Absence of a purchase order number shall not constitute grounds for non-payment of charges when the Customer has had possession, or the right to possession of the items charged. Customer agrees to inspect all material immediately upon delivery to verify: (a) the quantities described in the agreement are the quantities delivered and (b) there are no visible defects in the material. The Customer also agrees to examine all delivery tickets and invoices upon receipt. Unless the Customer gives McCann written notice by certified mail-return receipt requested within three (3) days of delivery, the Customer waives any claim he may have against McCann for any determinable deficiency or defect in said delivery, product, or repair, and any objection he may have to the amount of the invoice.

The Customer shall indemnify and hold McCann harmless against any and all claims, demands, liabilities, losses, damages, and injuries whatsoever kind or nature, and all attorney's fees, costs and expenses relating to or in any way arising out of the ordering, acquisition, delivery, installation, possession, maintenance, use, operation, control, loss damage, destruction, return, surrender, sale or disposition of the material and/or equipment purchased, loaned, used for demo or rented from McCann. This indemnity shall not be affected by any termination of this agreement with respect to said materials and equipment. McCann shall be excused if delivery is delayed or rendered impossible by differences with workmen, strikes, work stoppages, car shortages, delays in transportation, inability to obtain labor or materials and also by any cause beyond the reasonable control of McCann, including but not restricted to acts of God, floods, fire, storm, acts of civil and military authorities, war and insurrections.

The parties agree that this is the entire agreement and that no oral representation or agreement has been made which would modify this agreement or be a condition precedent or subsequent to the enforcement of this agreement and that this agreement may not be modified except by a writing signed by each of the parties. The invalidity of any portion of this agreement shall not be construed as a waiver thereof and shall not excuse Customer from strict performance. Customer authorizes McCann to insert the serial and/or model numbers of the goods set forth on the reverse side hereof for the purposes of identifying said equipment.

Customer represents that he has read and has been afforded the opportunity to read the terms of this agreement and agrees to be bound by them.

IT IS UNDERSTOOD THAT THIS IS THE ENTIRE AGREEMENT BETWEEN PARTIES AND IS SUBJECT TO ACCEPTANCE AT ADDISON, ILLINOIS.

ACCOUNT MANAGER: Ray Sullivan

PURCHASER:

BY: _____ DATE: 5/2/2023

Authorized Signature

BY: _____ DATE: _____

Authorized Signature

ACCEPTED: MCCANN INDUSTRIES, INC.

NAME: _____ TITLE: _____

Print Name

NOTICE TO PURCHASER

REV. 7/2007

Caution. Do not sign this contract before you thoroughly read both sides of it or if it contains blank spaces, even if otherwise advised. You are entitled to an exact and completely filled-in copy of this Contract when you sign it. Keep it to protect your legal rights.

PAGE 2 OF 2

Illinois

Addison
543 S. Rohlwing Rd.
Addison, IL 60101
Phone: (630) 627-0000
Fax: (630) 627-8711

Bolingbrook
250 E. North Frontage Rd.
Bolingbrook, IL 60440
Phone: (630) 739-7770
Fax: (630) 739-7699

Chicago
2350 S. Laflin St.
Chicago, IL 60608
Phone: (312) 942-9200
Fax: (312) 421-3502

Crestwood
4701 West 137th St.
Crestwood, IL 60445
Phone: (708) 597-3110
Fax: (708) 597-9945

McHenry
4102 W. Crystal Lake Rd.
McHenry, IL 60050
Phone: (815) 385-0420
Fax: (815) 385-2975

Wauconda
1360 N. Rand Rd.
Wauconda, IL 60084
Phone: (847) 526-9444
Fax: (847) 526-9448

Indiana

Schererville
1133 Indianapolis Blvd.
Schererville, IN 46375
Phone: (219) 865-6545
Fax: (219) 865-0269

TO: Mayor Nelson and Board of Trustees
FROM: Jonathan Bogue, Assistant Village Manager
DATE: May 15, 2023
SUBJECT: Updated Village of Flossmoor Policy for Social Media Communication



The Village last updated its social media policy in late 2016. Since that time, the Village has developed an active presence on both Facebook and Instagram. On Facebook, the Village has over 3,400 followers. Since 2016, technology has progressed, and some platforms identified at that time are no longer as relevant or as common in local government, for example, Snapchat.

Policy for Social Media Communication

Social media provides additional avenues for distributing news releases, informing the public about Village activities and highlighting events and positive media coverage. The Village's participation in social media activities requires consideration of a policy to guide staff moderation of the Village's social media accounts. The attached policy provides guidelines for the purpose and oversight of the Village's social media accounts and sets forth the responsibilities of the employees who oversee the accounts. The policy also includes Terms of Use to define appropriate use by the public in the context of the Village's business interests. To take advantage of the benefits of two-way communication, the Village's social media accounts may allow for comments from the public. The Village will continue with procedures for monitoring online discussions while still preserving the First Amendment rights to free speech and meeting the requirements of records retention laws.

Additional Social Media Accounts

The Village requested the Community Relations Commission (CRC) to provide educational recommendations based on the Community Forum held in October of 2022. In March 2023, the Commission presented a number of recommendations that included improving ongoing communication. One of the Commission's suggestions was to expand the social media options offered by the Village to include a Police Facebook and Instagram.

This update to our policy will allow the Village Manager to approve additional social media accounts that are Department specific. Additionally, the policy holds all employees who manage these profiles and are active on social media to the same high standards established by the Village.

Recommendation

The update of this policy was reviewed by Steve DiNolfo, one of our Village labor attorneys. Staff recommends the Village Board approve the resolution updating the Village of Flossmoor's Policy for Social Media Communication.

RESOLUTION # _____
A Resolution Adopting the Updated Village of Flossmoor Policy for Social Media Communication

BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois that the Village hereby adopts the attached Updated Village of Flossmoor Policy for Social Media Communication.

This Resolution shall be effective immediately upon its passage.

Passed this _____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk



FLOSSMOOR

Policy for Social Media Communication

I. PURPOSE

The Village strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

Social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes, but is not limited to, online social forums, blogs, video and image sharing websites and similar platforms. The Village will use social media outlets to connect with residents, visitors and businesses, market Flossmoor, its programs and events and collaborate with other local entities.

This policy provides guidelines for social media communications from the Village using various mediums including but not limited to:

- Facebook
- Instagram
- Next Door

The Village's social media accounts are intended to complement other communication platforms, the most important of which is the Village's website. While not practical for every post, in general, social media accounts should direct traffic to the website for more detailed information.

II. COMMUNICATING ON BEHALF OF THE VILLAGE

a. General Guidelines

To ensure that Village communications are consistent across social media, only employees designated by the Village Manager are authorized to communicate on behalf of the Village on social media sites and related communications. Those employees are responsible to moderate discussion and monitor social media activity on a daily basis so that questions, comments and concerns can be addressed promptly by the appropriate Village employee. When speaking on behalf of the Village, employees must identify themselves as representing the Village. Village of Flossmoor account names on social media sites must clearly be connected to the Village and approved by the Village Manager, or their designee.

b. Department Guidelines

Department specific social media accounts must be approved by the Village Manager. The Department Director is responsible for monitoring social media accounts, as well as ensuring that the employees managing such accounts adhere to all guidelines set forth in this policy.

III. AUTHOR RESPONSIBILITIES

a. Know and follow the rules

All employees, volunteers, or agents of the Village of Flossmoor must be aware at all times that, while contributing to the Village's social media activities, they are representing the Village.

All posts are potentially subject to release under the Freedom of Information Act. Respect copyright and fair use laws (including posting of copyrighted materials, videos, photos, and music). Credit the accurate third-party accounts of media, figures, and organizations when posting or sharing a link, facts or images.

Carefully read these guidelines and the Village's Personnel Handbook and ensure your postings are consistent with these policies. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects employees, officials, or volunteers of the Village of Flossmoor or the Village's legitimate business interests may result in disciplinary action up to and including termination.

b. Be respectful

As a representative of the Village, it is expected that your posts will be conducted in a professional manner. Always be fair and courteous to other social media participants. Respect the privacy of our residents, staff and community. Nevertheless, if you decide to post a comment that could be viewed as criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage other social media participants or that might constitute harassment or bullying. Examples of such conduct might include, but are not limited to, offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Village policy.

c. Be honest and accurate

Make sure you are as accurate as possible when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Village of Flossmoor, officials, employees or volunteers working on behalf of the Village of Flossmoor or members of the public.

IV. TERMS OF USE

The Village may allow comments on its social media accounts. All posts that allow comments must meet the Terms of Use (below). The Terms of Use will be posted on the social media account page, if the platform allows. In the case that comments violate the Terms of Use, the Village will notify the poster and remove the post. All posts are public record and the Village will save a copy of any removed post in compliance with records retention laws.

The purpose of the Village's social media presence is to positively promote the Village of Flossmoor and foster a positive image. The Village of Flossmoor will not permit comments to be posted on the Village's social media sites that tarnish the Village of Flossmoor's image or do not align with our values through posts that include but are not limited to the following:

- A. Personal attacks of any kind;
- B. Comments or content that promotes, fosters, or perpetuates discrimination or harassment on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation;
- C. Spam;
- D. Advocates illegal activity;
- E. Promotes particular services, products, or political organizations or causes;
- F. Infringes on copyrights or trademarks;
- G. Personally, identifiable medical information; or
- H. Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.

TO: Mayor Nelson and Board of Trustees
FROM: Scott Bugner, Building and Zoning Administrator
DATE: May 15, 2023
SUBJECT: Consideration of an Amendment to Chapter 270,
Article 12 of the Flossmoor Municipal Code regulating
Municipal Parking Lots



FLOSSMOOR

For your consideration is an ordinance amending Chapter 270, Article 12 of the Flossmoor Municipal Code regulating Municipal Parking Lots. The intent of this amendment is to prohibit the use of the municipal parking lots for commercial purposes. Staff was recently made aware that an individual purchased four monthly passes in the south commuter lot at Hawthorne and Sterling for the purpose of parking rental cars for an internet car rental business.

Staff recommends that the proposed ordinance be approved.

FMC ORDINANCE NO. _____
AN ORDINANCE OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS AMENDING
CHAPTER 270, ARTICLE 12 OF THE VILLAGE OF FLOSSMOOR MUNICIPAL CODE (Municipal
Parking Lots)

WHEREAS, the Village of Flossmoor, Cook County, Illinois (the “Village”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, Chapter 270, Article 12 of the Flossmoor Municipal Code establishes rules and regulations for all municipal parking lots; and,

WHEREAS, it has come to the attention of the Village Administration that portions of these parking lots are being used to make money through the transfers of parking permits for use for commercial businesses; and,

WHEREAS, after reviewing the situation, the Mayor and Board of Trustees have determined it to be in the best interest of the residents of the Village to prohibit the use of the municipal parking lots for any commercial purposes as hereinafter provided.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois, as follows:

Section 1: That Section 270-12-5 of Chapter 270, Article 12 of the Village of Flossmoor Municipal Code is hereby amended by adding the following item 7 to Subsection A of said Section.

“(7) No parking permit issued by the Village of Flossmoor shall be sublet, used or transferred to park any vehicle for any compensation or fee other than the fee paid to the Village at any time including 6:01 p.m. to 1:59 a.m. weekdays or Saturday and Sunday.”

Section 2: That Section 270-12-6 of Chapter 270, Article 12 of the Village of

Flossmoor Municipal Code is hereby amended by adding (3) to Subsection A:

“(3) No parking permit issued by the Village of Flossmoor shall be sublet, used or transferred to park any vehicle for any compensation or fee other than the fee paid to the Village at any time including 6:01 p.m. to 1:59 a.m. weekdays or Saturday and Sunday.”

Section 3: That Section 270-12-7 of Chapter 270, Article 12 of the Village of

Flossmoor Municipal Code is hereby amended by adding Subsection E to said Section:

“(E) No parking permit issued by the Village of Flossmoor shall be sublet, used or transferred to park any vehicle for any compensation or fee other than the fee paid to the Village at any time including 6:01 p.m. to 1:59 a.m. weekdays or Saturday and Sunday.”

This Ordinance shall be in effect upon its passage, approval and publication as provided by law.
PASSED this _____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

TO: Bridget Wachtel, Village Manager
FROM: John Brunke, Public Works Director
DATE: May 15, 2023
SUBJECT: Consideration of a Contract for
Architectural/Engineering Services for the Fire
Department Womens' Locker Room Improvements



FLOSSMOOR

Included in the FY24 Budget is \$163,800 for the Village Hall Complex Improvements. Included in this budget are planned improvements to the Fire Department Women's Locker Room in the lower level. Staff has been working with the FGM Architects on a plan for the renovation of the women's locker room. The goal of this project is to bring the women's locker room into current code requirements and also provide additional space for the increasing number of females now working in the fire industry.

Staff has requested a proposal from FGM Architects for the architectural and engineering services needed to develop improvement plans and bid documents for the project. FGM has submitted the attached proposal for this work. The total lump sum cost of the proposal is \$32,400, plus a reimbursable allowance amount of \$2,000. This brings the total cost of the contract to \$34,400. FGM has much experience in the municipal architectural services arena and we feel that they are a good fit for this project.

With the above information in mind, Staff recommends that the Mayor and Village Board approve a contract with FGM Architects in the not-to-exceed amount of \$34,400 for the Fire Department Women's Locker Room Renovation project. A representative from FGM Architects will be in attendance this evening if any questions should arise.

FGMA ARCHITECTS

May 1, 2023

VILLAGE OF FLOSSMOOR

Fire Chief Robert Kopec

2828 Flossmoor Road

Flossmoor, Illinois 60422

via email: rkopec@flossmoor.org

Re: Fire Station Renovation – Womens Locker Room
Architectural/Engineering services Proposal – Design through Bidding
Updated

Dear Chief Kopec,

Thank you for inviting FGM Architects to submit our scope and fee proposal to assist the Village and Department to complete full architectural/engineering services for the Fire Station Renovation-Womens Locker Room. Attached you will find our scope and fee proposal to complete the project on behalf of the Village.

On the following pages, please find our understanding of your project and the required services from FGMA based upon documentation and discussions we've had to date.

Thank you again for giving FGMA the opportunity to submit our proposal to you and the Village. If you have any questions regarding this proposal or need further information, feel free to contact me directly at 630.574.8714 orjasonestes@fgmarchitects.com. It has been my pleasure to prepare these materials for you.

Sincerely,

FGM Architects Inc.



Jason Estes, AIA

Principal

630.574.8714

jasone@fgmarchitects.com

Attachment: 2023.05.01 FFD Restroom Reno Proposal Pt 1 Updated (Fire Dept Womens Locker Architectural Services)

FGMAARCHITECTS

Proposal for

Architectural/Engineering Services Proposal – Design through Bidding

For

VILLAGE OF FLOSSMOOR

Fire Station Renovation – Women’s Locker Room
2828 Flossmoor Road
Flossmoor, Illinois 60422

Submitted to:

VILLAGE OF FLOSSMOOR

Fire Chief Robert Kopec
2828 Flossmoor Road
Flossmoor, Illinois 60422
via email: rkopec@flossmoor.org

By:

FGM ARCHITECTS INC.

1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523

May 1, 2023

2 of 5

Attachment: 2023.05.01 FFD Restroom Reno Proposal Pt 1 Updated (Fire Dept Womens Locker Room Architectural Services)

FGMA ARCHITECTS

1.0 SCOPE OF PROJECT

FGMA understands the Village of Flossmoor and Flossmoor Fire Department, hereafter referred to as the Owner, are looking to renovate the Women's Locker Room in the Flossmoor Fire Station. The Village would like FGMA to complete architectural and engineering services for the project, taking the project from schematic design, through documentation and bidding, not including construction administration at this time.

- The schedule for the documentation is unknown at this time. It was previously to begin in April 2023 – allowing the actual construction to occur during late fall/ winter.
- The original Construction Cost Budget was initially established at \$200,000, but is unknown at this time.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Professional Architectural Services for the Project:

2.1 Design & Construction Documents

2.1.1 Develop and document plans for the renovation.

- .1 Documentation will include demolition plans, floor plans, partition notes, interior elevations, mounting heights, and ceiling plans.
- .2 FGM will work with Owner on interior material selections.

2.1.2 Develop and document mechanical, plumbing, and electrical plans for the renovation.

- .1 Plumbing documentation will include demolition plans, floor plans, and fixture selections.
 - .1 All fixtures will be reviewed with owner for final selection.
- .2 Mechanical documentation will include demolition plans, floor plans, and applicable equipment selections.
 - .1 All equipment will be reviewed with owner for final selection.
- .3 Electrical documentation will include demolition plans, floor plans, and applicable equipment selections.
 - .1 All equipment will be reviewed with owner for final selection.

2.1.3 Develop minimum specifications for the renovation to allow the project to be bid by contractors.

2.1.4 Issue plans to owner to submit for permit with the Village for review.

2.2 Bidding or Negotiation Phase

2.2.1 FGMA will aid the Owner in bidding of the project. Bidding documents will be available through an online planroom. Questions will be directed to the FGMA. FGMA will aid the Owner in answering questions.

2.2.2 FGMA will participate in the bid opening and also aid in the review of bids to obtain the lowest qualified bid which will be presented to the Village Board.

2.2.3 FGMA will develop AIA contracts to the awarded lowest qualified bidder for the Village.

FGMA ARCHITECTS

- 2.3 Contract Administration Services
Not included in this proposal.
- 2.4 Consultants
- 2.4.1 FGMA will be utilizing the services of WT Engineering for the Mechanical, Plumbing, Electrical, and Fire Protection engineering and documentation of this project.
- 2.4.2 Survey, geotechnical (soil borings), material testing and environmental engineering services are not included in our proposal (The Owner will be required to solicit these services separately as necessary).
- 2.5 Schedule
A project schedule was briefly discussed. It is understood that the Owner would like to begin the project within the next 2 months and allow construction to occur possibly late fall/ winter 2023. FGMA will work with Owner to prepare bid documents within the Owner's reasonable schedule.
- 2.6 Additional Required Information
The Owner will provide existing drawings of the station, that will be used by FGMA to develop designs and documentation for the project.
- 3.0 ARCHITECT'S COMPENSATION**
The Village of Flossmoor and Flossmoor Fire Department shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:
- 3.1 For all professional services in connection with the Design Services as described in Paragraphs 2.0 above we propose a **Lump Sum Fee of \$32,400, plus Reimbursable Expenses** such as postage, delivery, travel (for travel beyond the meetings identified), permit printing, permit fees, and printing/hosting of Solicitation Package to solicit proposals. Travel for included meetings, phone, fax, and internal printing of review sets for design coordination shall not be charged as a Reimbursable Expense.
- 3.2 For any Additional Services authorized by the Owner beyond the scope of this Proposal including any services not identified within this proposal, FGMA shall be compensated on the basis of the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.
- 3.3 In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items. **We recommend establishing a Reimbursable Allowance of \$2,000, which FGMA shall not exceed without prior written approval of the Owner.** Reimbursable Allowance includes costs for items 3.4 below.
- 3.4 For any additional services, FGMA shall be reimbursed for additional expenses in connection

FGMA ARCHITECTS

with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items.

- 3.4.1 Expense of postage and/or delivery.
 - 3.4.2 Travel Expenses (for travel beyond meetings identified)
 - 3.4.3 Additional reproduction/printing costs incurred. (The expense of printing or hosting for the bidding process is not included in our proposal.)
 - 3.4.4 Expenses of any specialty consultants with Owner's prior approval.
 - 3.4.5 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.
- 3.5 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Local Government Prompt Payment Act.
- 3.6 Non-payment of invoices shall constitute grounds for discontinuing service.

4.0 Form of Agreement

- 4.1 Upon review and approval of the Village of Flossmoor and Flossmoor Fire Department, FGMA and Owner shall enter into a Contract using AIA Form of Agreement, for the services outlined in this proposal.

We appreciate this opportunity to be of service to the Village of Flossmoor and Flossmoor Fire Department for this exciting Project.

HOURLY RATE SCHEDULE – FGM ARCHITECTS, INC.

Effective February 1, 2023*

Principal	\$300.00
Arch IV	\$260.00
Arch III	\$220.00
Arch II	\$180.00
Arch I	\$140.00
Interior Designer IV	\$240.00
Interior Designer III	\$200.00
Interior Designer II	\$165.00
Interior Designer I	\$120.00
Project Administrator	\$135.00

*Hourly rates are subject to adjustment on November 1 each year.

TO: Bridget Wachtel, Village Manager
FROM: John Brunke, Public Works Director
DATE: May 15, 2023
SUBJECT: Flossmoor Road Viaduct Drainage Improvements -
Preferred Alternative Discussion



The first phase of the Flossmoor Road Viaduct Improvements Project, the Berry Lane Drainage Improvements Project, is now complete. The new stormwater management design was most recently tested in the March 30 storm in which we received 2 inches in less than an hour. The storm sewer system, the permeable paver roadway and sub-base storage worked very well.

The preliminary engineering work on the second phase of the Flossmoor Road Viaduct Drainage Improvements is progressing well. Baxter & Woodman has refined the preliminary plan for the retention basin that is proposed to be located behind the Heather Hill Elementary School. On April 18, 2023, Village Staff and Baxter & Woodman met with staff from School District 161 and the Homewood-Flossmoor Park District to revisit the proposed plan and field review where the proposed improvements would be located on the school and park district sites.

Matt Moffitt from Baxter & Woodman is with us this evening to present the refined preliminary plan and solicit feedback from the Village Board. If the Village Board concurs with the preliminary plan, Staff and Baxter & Woodman will plan on presenting the plan to the School District 161 Board on Monday, May 22, 2023 and seek their support. Subsequently, the Village staff and our engineers will make a presentation to the HF Park District Board as the plan will require the removal of the Heather Hill Tennis Courts, for which the Village has offered to replace or provide a similar amenity south of the school. While both agencies have advocated for understandable concerns that need to be addressed as part of the design of this project, both the school district and park district staff have shown cooperation in wanting to work with the Village to see this important project happen. We are hopeful that we will be able to garner both agencies support, which if we are successful, will require formal agreements with the Village.

The project is still in preliminary design engineering and additional funding is still being sought. While the engineering and intergovernmental cooperation efforts need to continue to move forward, the soonest the Village anticipates moving forward with a bid letting for this work is spring 2024. We are excited to share the status of the project with the Board at Monday's meeting.

Flossmoor Village Board Presentation Potential Heather Hill Elementary Detention Option

May 15, 2023

Flossmoor Road Viaduct Flooding

- Viaduct flooding is top priority to Village for mitigation
- Flooding has been an issue since its construction in early 1900s



FROM LEFT:
Flossmoor Rd. Viaduct – 1928;
Flossmoor Rd. Viaduct - 1951

Flossmoor Road Viaduct Flooding - 2019



Attachment: FLSMR School Board Heather Hills (Flossmoor Rd Viaduct Preferred Alt Disc)

Berry Lane Flooding - 2019



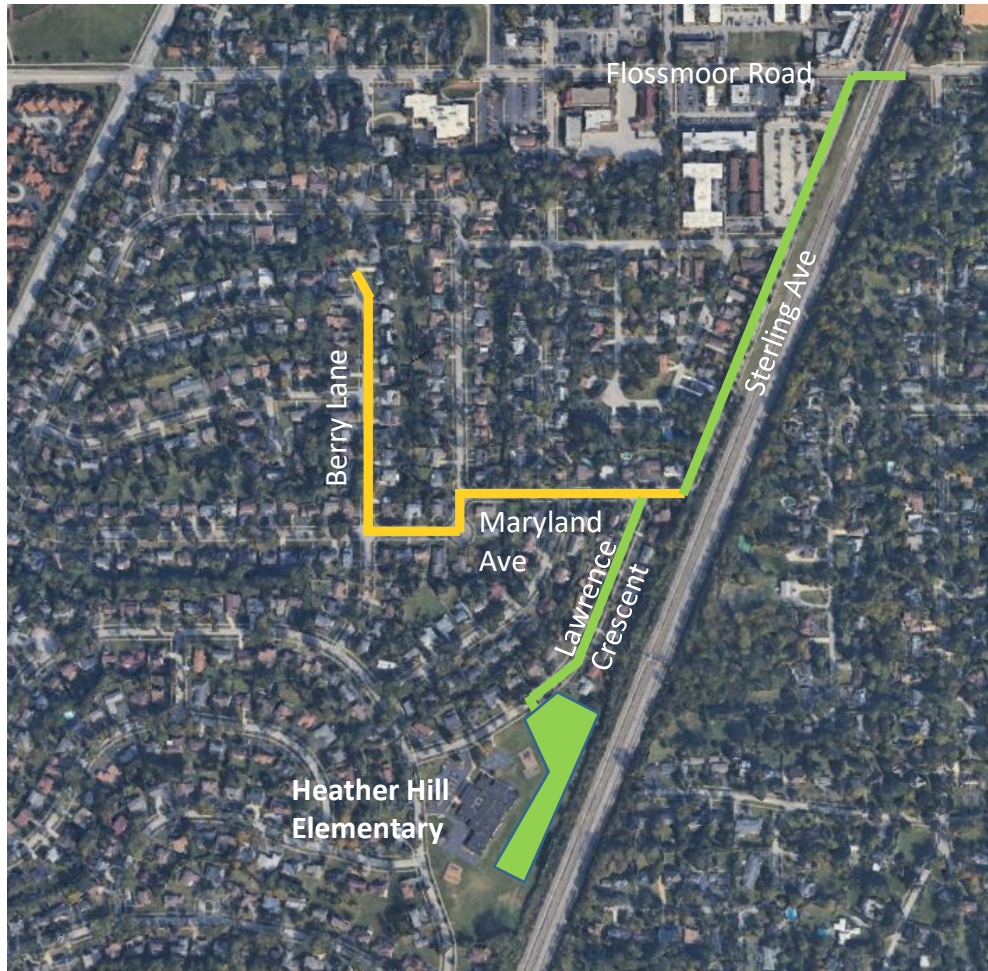
Attachment: FLSMR School Board Heather Hills (Flossmoor Rd Viaduct Preferred Alt Disc)

Drainage & Flood Studies

- Previous ACOE drainage studies focused on viaduct
- Baxter & Woodman completed a comprehensive study in 2020
- Determined two options needed for improvements
 - Upsized Conveyance
 - Local Detention



Flossmoor Rd Metra/CN Viaduct Flood Control Project



Holistic project designed to intercept flood waters before they reach Viaduct

- **Phase 1 – complete!**
Berry Lane ACOE Project
- **Phase 2 – planned for 2024**
Proposed Heather Hill Detention & Sterling Ave Project

Project Funding



Committed

- DCEO grant #SD220163 - \$500,000
- DCEO grant #BC220030 - \$1,000,000
- FEMA PDM Congressionally Directed Spending - \$200,000

Pursuing

- MWRD Stormwater Partnership - \$1,000,000
- 2 separate FY24 CDS Requests - \$2,000,000 each
- FY24 Community Project Funding (CPF) - \$2,000,000

Completed Improvements

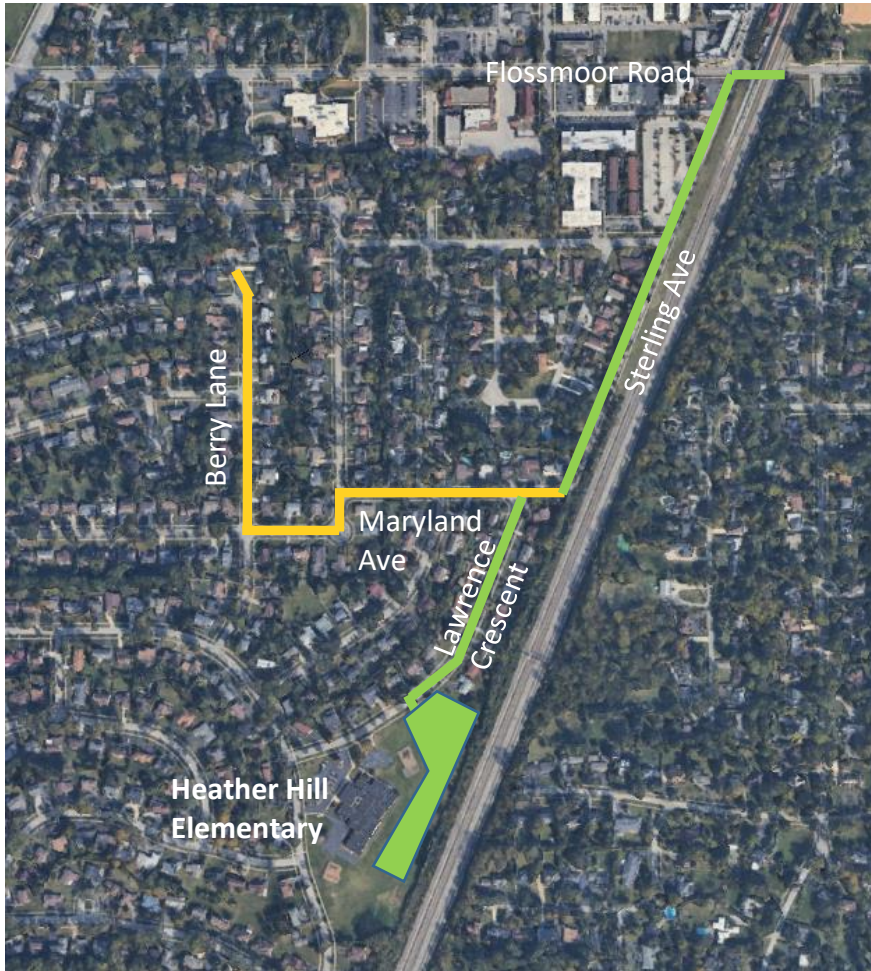
- Junction chamber installation
- Berry Lane permeable paver install
- Relief large scale storm sewer

Heather Hill Elementary School Property

- Large portion in floodplain
- Can't build
- Low and muddy



Regional Flood Protection



- ✓ 10-year flood protection for Viaduct
- ✓ 10-year flood protection for Civic Center
- ✓ 10-year flood protection for Berry Lane
- ✓ Solving problem upstream (good neighbor)

Storm Events Explained



- Rainfalls are measured by **rate and depth** over time
- “**Recurrence Rate**” defines depth of rainfall and chance of occurring over a specific duration in a given year
- Statistical analysis based on rainfall data from last ~100 years
- 10-year storm has a 10% (1 in 10) while 100-year storm has a 1% (1 in 100) chance of happening in any given year



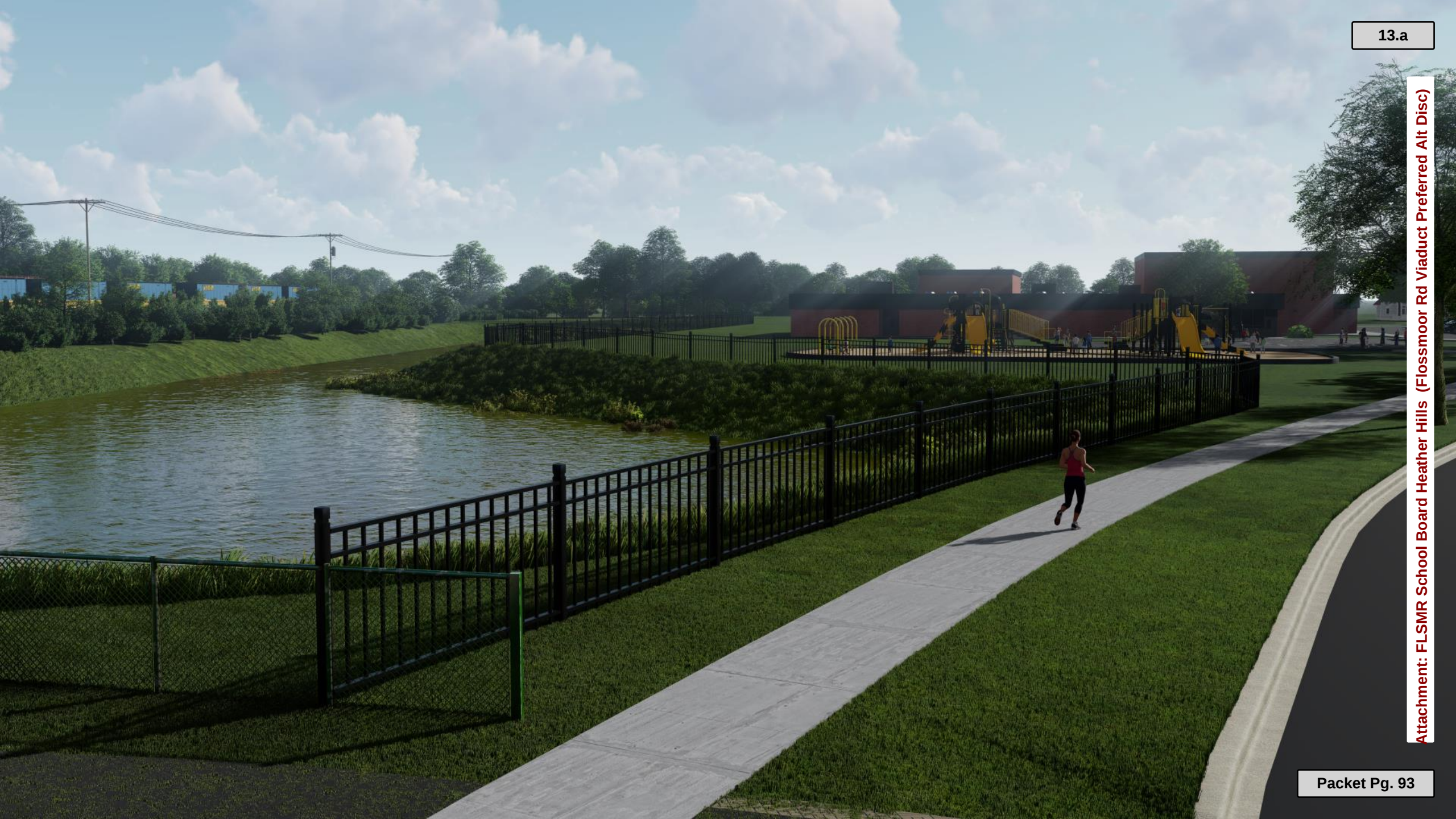






VIDEO

- 
- Basin will be dry under normal conditions
 - Depiction of the basin after a 10-year (design) storm with 9 hour drawdown time



Regional Detention Examples



Attachment: FLSMR School Board Heather Hills (Flossmoor Rd Viaduct Preferred Alt Disc)

Regional Detention Examples



Local Detention Example – Heather Hill Detention Basin



Attachment: FLSMR School Board Heather Hills (Flossmoor Rd Viaduct Preferred Alt Disc)

Local Detention Example – HFHS/Calvary Church



Attachment: FLSMR School Board Heather Hills (Flossmoor Rd Viaduct Preferred Alt Disc)

Educational Signage Examples

Common Buckeye
Junonia coenia

Scarlet Tanager
Piranga olivacea

Monarch
Danaus plexippus

Eastern Tiger Swallowtail
Papilio glaucus

OAK WOODLAND SAVANNA

Open Density Woodland and Prairie Coverage

SAVANNA BLOOMS

Flowers of the savanna developed a range of light preferences from sun loving Butterfly Weed to shade tolerant Foxglove Beardtongue. Each has developed to provide food and shelter for cohabitating wildlife.

White Wild Indigo
Baptisia leucantha

Foxglove Beardtongue
Penstemon digitalis

Little Bluestem
Schizachyrium scoparium

Butterfly Weed
Asclepias tuberosa

Savanna was historically abundant in northern Illinois. It consists of widely spaced trees, usually oaks, with a diverse mixture of shrub and prairie under-story. Old growth savanna's can be identified by large tree canopies with low limbs or knobs with expansive room to reach sunlight. The ground layer provides a diverse combination of wildflowers and grasses that establish in part shade to full sun. Since expansive oak woodland was the primary choice for settlement and as agricultural practices expanded, much of this habitat has been depleted. We are restoring this area to an oak woodland savanna as an example of Algonquin's special plant communities. Restoring woodland savanna will improve this picturesque plant community, increase a more diverse landscape, and stabilize the hillsides from erosion.

Bur Oak
Quercus macrocarpa

White Oak
Quercus alba

The dominant tree of oak savanna woodland with thick coarse bark that withstands fire providing shelter for wildlife during prescribed burns.

A majestically tall oval shaped oak with impressive fall color of red to burgundy with a long taproot intolerant of urbanization.

HABITAT COVERAGE

The expansive canopy of nut bearing trees and shrubs along with the nectar of blooming flowers provide important habitat for wildlife and pollinators. Among food sources the structure of trees and coverage of tall grasses provide nesting habitat for songbirds and suitable safety for insects.

Eastern Screech Owl
Meotis asio

Eastern Wild Turkey
Meleagris gallopavo

Downy Woodpecker
Picoides pubescens

Raccoon
Procyon lotor

Blue Spotted Salamander
Ambystoma laterale

DeKay's Brown Snake
Storeria dekayi

ECOLOGICAL RESTORATION WITH NATIVE PLANTS

Native plants provide a variety of beneficial functions; one of the most important is improving water quality. Deep-rooted native plants (graphic, right) reduce soil erosion, help infiltrate stormwater runoff, and absorb some forms of pollution before they can enter a waterbody. Native plants also provide excellent wildlife habitat, require minimal maintenance, and do not require fertilizer.

In contrast, shallow-rooted lawn grass offers very little erosion control, water infiltration, pollution removal, or wildlife habitat. Lawn grass allows for easy access to waterbodies by geese, a major contributor to water pollution. In addition, much of the fertilizer applied to lawn grass can run off into nearby waterbodies causing algae problems.

Blue flag iris

Cardinal flower

Switch grass

Non-Natives

Natives

REMOVE THESE NON-NATIVE AND INVASIVE SPECIES

COMMON REED	BUCKTHORN	REED CANARY	GARLIC MUSTARD	TEASEL

An aerial rendering of a park. In the upper left, there is a playground with yellow and black slides and climbing structures on a sand surface. Below the playground is a large, dark-colored paved area with white lines for tennis courts and a checkered pattern. Several people are shown walking and playing on the courts. To the right of the paved area is a large, open grassy field. In the background, there is a black metal fence, a row of trees, and a residential area with houses and blue storage containers.

The Village is asking for...

- Easement on Heather Hill Elementary property
- Village will be responsible to maintain basin
- Replacement or purchase of Heather Hill Tennis Courts as determined by HFPD