



AVON TOWNSHIP - REGULAR BOARD MEETING

AGENDA

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, December 13, 2022 – 7:00pm

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

(pursuant to rules adopted, public comment shall be limited to 3 minutes per speaker)

Officials Reports

New Business

1. Approval of Meeting Minutes as Presented
 - a. November 15, 2022 Regular Meeting
 - b. November 30, 2022 Regular Meeting
2. Approval of Monthly Bills as Presented
 - a. Prepaid Bills
 - b. Outstanding Bills
3. AN ORDINANCE Establishing The 2022 Tax Year Levy Collectable in 2023
4. A RESOLUTION to transfer previously appropriated funds within the Township Fund
5. Discussion and possible action related to door locks at the Township office
6. Discussion and possible action related to the Nippersink Road Bridge
7. AN INTERGOVERNMENTAL AGREEMENT Between The Village Of Third Lake And Avon Township
8. Discussion and possible action related to phase 1 services for the STP grant on Nippersink Road

Executive Session

Public Comment

(pursuant to rules adopted, public comment shall be limited to 3 minutes per speaker)

Member's Remarks

Adjournment

Posted this _____ day of _____, _____.

Kristal Larson – Township Clerk

Avon Township is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting of facilities, are asked to call the Township office prior to the meeting.



BOB KULA - DIRECTOR

389 W. MAIN STREET HAINESVILLE IL 60073

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(847) 546-7480 Cell 847-875-5887

**AVON TOWNSHIP HIGHWAY DEPARTMENT
BOARD REPORT FOR THE
NOVEMBER 9 – DECEMBER 7, 2022**

1. This past month I spoke/met with residents for the following purposes:
 - a. NICOR gas regarding a permit
 - b. Meeting with Gewalt-Hamilton about the STP Grant for Nippersink Road
 - c. Lake County Public Works about the sanitary station project on Linden Lane
 - d. Highland Lake HOA concrete removal at Harnett Park
 - e. Highland Lake resident about well issues (Lake/Hickory)
 - f. Met with LC Sheriff regarding a resident burning leaves on the street

2. Weather related response's:
 - a. November 15 – Snow off/on all day. Salt roads
 - b. November 16 – Light Snow. Salt roads.
 - c. November 19 – Light Snow. Salt roads.

3. This month the highway department cold patched roads as needed.

4. Municipal Separate Storm Sewer System (MS4) Maintenance:
 - a. Cleaned grates and basins as needed

5. Tree Maintenance. This past month we trimmed brush using a skid steer with brush attachment from the Village of Hainesville.

6. This past month we mowed R.O.W.s and Ft Hill Cemetery and the Avon Township Center. Final for the season.

7. In-House repairs/preparations: Installed the liquid system on the F550 diesel truck

8. Equipment Repairs/Installations that required outsourcing: None

9. Other projects.
 - a. Safety inspections on the vehicles were conducted this past month.
 - b. The highway department picked up food from Grayslake Central High School and delivered it to the township center

c. Street sweeping was conducted in unincorporated Avon Township on 12/6/2022

10. During the period November 9 – December 7, 2022, we responded to 33 phone calls, 17 in person visits and 35 emails. See below for specifics.

TYPE	CALLS	IN PERSON/WEBINAR	EMAIL
CEMETERY (FT HILL)			
CONSTRUCTION	2	3	2
CONTRACTOR			
DRAINAGE/WATER			
ENGINEER	3	1	5
GARBAGE/DEBRIS		2	
GRAYSLAKE (Village)			
HAINESVILLE (Village)	2		
HIGHLAND LAKE HOA	3	2	2
LAKE COUNTY DOT	3		3
LAKE COUNTY SHERIFF	1		
MEETINGS/CONF/TNG		2	
PERMITS	3	2	3
PLEASANT HILL HOA	2		3
RESIDENT MISC	6		5
THIRD LAKE (Village)	5		2
TOWNSHIP CTR			3
TREE/BRUSH		2	
WEATHER RELATED			
OTHER	4	3	7
TOTAL	34	17	35



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MINUTES

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Tuesday, November 15, 2022 – 7:00pm

Call to Order

The meeting was called to order at 7:00pm by Supervisor Michele Bauman.

Pledge of Allegiance

Roll Call

Supervisor Bauman	-	Present			
Trustee Kearby	-	Present	Trustee Dobrow	-	Present
Trustee Loffredo	-	Absent	Trustee Repa	-	Present

Quorum Established

Also present was Clerk Larson and Assessor Ditton.

Public Comment

None

Presentations

Geoff Raef of West Insurance presented a brief overview and summary of the proposed insurance renewal for the township. He noted that the insurance provided access to a \$4,000 grant for the Highway Department. Questions about the cyber-liability policy were asked and Mr. Raef noted that he would provide answers from the provider.

Reports

A MOTION to approve the reports as presented by Trustee Repa, second by Trustee Dobrow.

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	Absent	Trustee Repa	-	AYE

Motion carries.



AVON TOWNSHIP – REGULAR BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, November 15, 2022 – 7:00pm

New Business

1. Approval of Meeting Minutes as Presented

October 11, 2022 Regular Meeting

A MOTION to approve the minutes as presented.

Motion:	Dobrow		Second:	Repa	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	Absent	Trustee Repa	-	AYE

Motion carries.

2. Approval of Monthly Bills as Presented

A MOTION to approve the bills as presented.

Motion:	Repa		Second:	Kearby	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	Absent	Trustee Repa	-	AYE

Motion carries.



AVON TOWNSHIP – REGULAR BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
 Tuesday, November 15, 2022 – 7:00pm

3. Discussion and possible action related to insurance renewal

A MOTION to approve the insurance renewal as presented.

Motion:	Kearby		Second:	Dobrow	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	Absent	Trustee Repa	-	AYE

Motion carries.

4. Discussion and possible action related to the Hainesville Road and Washington Street bike path

Supervisor Bauman introduced the item as informational only and that no action was requested at this meeting.

The Village of Hainesville has suggested a swap of responsibility for maintenance for segments of the bike path along Hainesville and Washington Street. Trustees requested a map of the proposed swap.

No action was taken on this item.

5. Discussion and possible action related to the annexation of township property.

Supervisor Bauman introduced the item expressing that the outdoor classroom project was placed on hold due to a permitting problem. The back portion of the township property where the project is being built was still listed as unincorporated and Lake County building department was responsible for the permits. She noted that the cost to the township to complete the necessary surveys and filings would be up to \$1,500.

A MOTION to approve expenditures not to exceed \$3,000 for costs related to annexation.

Motion:	Dobrow		Second:	Kearby	
Supervisor Bauman	-	AYE			
Trustee Dobrow	-	AYE	Trustee Kearby	-	AYE
Trustee Loffredo	-	Absent	Trustee Repa	-	AYE

Motion carries.



AVON TOWNSHIP – REGULAR BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, November 15, 2022 – 7:00pm

Public Comment

Travis Haley thanked Assessor Ditton for his 11 years of service to Avon Township and expressed his personal hope that Cindy Brust be appointed to fill the role of Assessor.

Assessor Chris Ditton expressed his appreciation for his staff and what he has been able to do for township in reducing the number of appeals from 2000 to 350 annually over his time in service. He thanked the board for their support.

Assessor Ditton then discussed the relationships he formed while in office and how personally rewarding those relationships have become.

Trustee Kearby provided a status update on the Manitou Creek Proclamation. The County supports the measure and this is continuing to progress.



AVON TOWNSHIP – REGULAR BOARD MEETING

MINUTES

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Tuesday, November 15, 2022 – 7:00pm

Member's Remarks

Clerk Larson noted that this week was Transgender Visibility Week. Everyone is invited to join the Transgender Day of Remembrance at College of Lake County.

Adjournment

A MOTION to adjourn.

Motion: Bauman Second: Dobrow

All in favor say aye. Opposed?

Motion carries by acclamation.

The meeting was adjourned at 8:18pm.



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, November 30, 2022 – 7:00pm

Call to Order

The meeting was called to order at 7:00pm by Supervisor Michele Bauman.

Pledge of Allegiance

Roll Call

Supervisor Bauman	-	Present			
Trustee Kearby	-	Present	Trustee Dobrow	-	Present
Trustee Repa	-	Present			

Quorum Established

Trustee Loffredo - Present (via teleconference)

Also present was Clerk Larson and Assessor Ditton.

Public Comment

None

Reports

Clerk Larson presented a report to the board.

1. Discussion and possible action related to the annexation of township property.

Supervisor Bauman introduced the item expressing that the annexation was successful. The cost was approximately \$1600.

Clerk Larson noted that the board authorized spending up to \$3,000 and no further action is recommended.

2. Discussion and possible action related to the appointment of an Assessor

A MOTION to appoint Chief Deputy Assessor Cindy Brust to the position of Township Assessor to fill the vacancy of the Assessor position created by Assessor Chris Ditton’s resignation effective December 5th by Trustee Dobrow.

Bauman rises to amend the motion.



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, November 30, 2022 – 7:00pm

A MOTION to TABLE the appointment until our next general meeting on December 13 based on the advice of counsel. Our attorney has recommended that the new assessor be under contract prior to being appointed.

Motion: Bauman

Discussion ensued.

Dobrow asked for written documentation from the attorney.

Kearby noted that prior appointments had involved an interview process. Kearby further noted that the process with Kula was related to legislative action and that there were several meetings related to the transition.

A SECOND to the MOTION TO TABLE by Trustee Kearby.

Bauman noted that there were concerns and she needs to follow the rules because this is not an elected position, this is an appointed position.

Dobrow reinforced his motion noting that State Legislators are not appointed under contract, they fill the role.

A SECOND to the MOTION TO APPOINT by Trustee Repa.

Kearby noted that a motion to table takes precedence. Clerk Larson noted that is correct procedure.

Kearby continued to speak on the topic of legality of the proposed main motion.

Dobrow asked Clerk Larson if there is a vote to table. Larson affirmed.

Bauman noted that we are going against what our attorney told us.

Continued discussion ensued.

Repa noted that the question needs to be addressed.

Larson restated the motion for consideration.

Trustee Kearby asked the question be called. Supervisor Bauman called the question.



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

433 E Washington Street, Round Lake Park, IL 60030
Tuesday, November 30, 2022 – 7:00pm

Roll Call on the Question to Table the Main Motion

Supervisor Bauman	-	AYE			
Trustee Dobrow	-	NAY	Trustee Kearby	-	AYE
Trustee Loffredo	-	NAY	Trustee Repa	-	NAY

Motion FAILS.

Discussion continued on the main motion.

Bauman noted that she was following the recommendation of the attorney in her position. Following the advice of the attorney is the only way we can prevent issues here.

Repa noted that all of the necessary qualifying documentation for eligibility requested at the prior meeting was presented.

Dobrow restated the motion and second.

Bauman asked Clerk Larson what was next. Larson noted that there was a motion and a second, the question could be called.

Roll Call on the Main Motion to Appoint

Supervisor Bauman	-	NAY			
Trustee Dobrow	-	AYE	Trustee Kearby	-	NAY
Trustee Loffredo	-	AYE	Trustee Repa	-	AYE

Motion carries.

Public Comment

Assessor Chris Ditton expressed his thanks for the decision of the board. He then noted that he went through this process in 2011 and that there is no contract. The only time you would have a contract is for an acting assessor who does not fill all of the requirements for holding office.

Tom Brust noted that this is the same thing that happened in 2009 for the Highway Commissioner.

Bauman noted that people could attend in two weeks and ask questions of the attorney at that time.

Repa noted that all of the documentation cited by Assessor Ditton was presented and there is no issue.



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Tuesday, November 30, 2022 – 7:00pm

Travis Haley commented that numerous appointments including Tom Brust, Chris Ditton and Pat Duby were all appointed without a contract to hold those respective positions. Mr. Haley looks forward to discussion with the attorney.

Kearby was concerned that we did not perform due diligence, post a petition or investigate options. It is the responsibility of the Trustees to find the candidates to best serve the township. We spent more time and energy to appoint a position eliminated by legislation than we did on this.

Kearby noted that we are in a crisis. We are understaffed in the township area and underfunded. That is something we will have to address annually. All the due diligence she performed in this process and the appropriateness of this process led her to believe we needed to be a better job vetting the candidate.

Bauman noted that she contacted the attorney and these were the items that the attorney recommended. If the attorney is wrong then we will have that opportunity at the upcoming meeting.

Haley stated that Kearby was appointed in 2013 to fill the role of Clerk and no contract was necessary.

Kearby noted that there is a difference between an elected position and someone who oversees people.

A MOTION to Adjourn by Trustee Kearby.

Public comment continued and questions were raised.

Larson noted for the procedural issues, the board can reconsider the question at an emergency meeting on 24 hours notice if the attorney validates the option of a contract. If the attorney does not come back soon enough, the appointment is beyond remedy. The board cannot take an action to revoke their appointment, though there may be other avenues.

She continued to discuss the history of seeing appointments for all of the positions going back to the 1990's and that none of those involved a contract. There was a time where a Clerk was under contract and TOI deemed them to be inappropriate and removed.



AVON TOWNSHIP – SPECIAL BOARD MEETING

MINUTES

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Tuesday, November 30, 2022 – 7:00pm

Adjournment

A MOTION to adjourn.

Motion: Kearby Second: Repa

All in favor say aye. Opposed?

Motion carries by acclamation

The meeting was adjourned at 7:26pm.

Board Information

For the December 13, 2022 Board Meeting

Financial Package Includes:

1. Income Statement for the period 3/01/22 through 12/14/22
2. Cash and Liability Balances by Fund as of 12/12/22 (Funding Through this date)
3. Documents that require **Board Approval/Acknowledgement**:
 - a. Gross Payroll paid Year to date for FYE 03/01/22 paid through 12/09/22
 - b. Prepaid Invoices since the prior meeting
 - c. Aged Payables as of 12/07/22
 - d. FMW Wealth Management Account Activity as of 10/31/22 as November Statements unavailable
4.
 - a. Finance Report on Township Funds
 - b. Tracking of Grant Money Activity for the period March 1, 2019 - Current
 - c. Avon Township Designated Food Pantry Donations Fiscal YTD
 - d. Tracking of Project Spending for Gages Hall Improvements and Outdoor Classroom

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022 Budget Approved 05/10/22 79.2% of Year 12/07/22

Town Fund Admin.		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
Revenue						
4-10-400	Property Tax	0.00	649,209.52	651,682	2,472	99.62
4-10-401	Replacement Tax	0.00	78,541.78	27,000	(51,542)	290.90
4-10-402	Interest and Dividend Inc	0.00	(304.73)	0	305	0.00
4-10-403	Rental Income	0.00	15,825.90	18,104	2,278	87.42
4-10-404	Misc. Income	0.00	5,000.00	5,000	0	100.00
4-10-405	Misc Grants	0.00	0.00	20,000	20,000	0.00
Total Revenue		0.00	748,272.47	721,786	(26,486)	103.67
Town Fund						
		Cur. Month	Year to Date	Budget	Variance	YTD %
Personnel Svs						
5-10-501	Salaries-Officials	6,896.15	121,477.80	160,000	38,522	75.92
5-10-502	Salaries - Employees	0.00	0.00	22,500	22,500	0.00
5-10-503	Salaries Part-Time	614.73	12,612.07	23,000	10,388	54.84
5-10-504	FICA	540.17	10,291.42	15,759	5,468	65.31
5-10-505	IMRF	255.87	4,220.41	6,000	1,780	70.34
5-10-506	Health Ins	(1,000.06)	40,470.05	59,700	19,230	67.79
5-10-507	Dental and Vision Ins	(29.12)	3,349.38	4,800	1,451	69.78
5-10-508	Life Ins	0.00	338.85	500	161	67.77
5-10-509	Unemployment Ins	0.00	54.60	100	45	54.60
Total Personnel Svs		7,277.74	192,814.58	292,359	99,544	65.95
Maintenance Svs						
5-10-510	Maint. Building	0.00	555.00	5,000	4,445	11.10
5-10-512	Maint. Equipment	53.56	618.16	2,000	1,382	30.91
5-10-514	Grounds/Landscaping	0.00	0.00	500	500	0.00
Total Maint Svs		53.56	1,173.16	7,500	6,327	15.64
Professional Svs						
5-10-520	Contract/Accounting Svs	0.00	6,275.00	7,560	1,285	83.00
5-10-521	Legal Svs	3,055.00	14,223.56	12,000	(2,224)	118.53
5-10-522	Data Processing	499.80	9,574.51	13,000	3,425	73.65
5-10-523	Liability & Gen Ins	0.00	7,391.00	25,000	17,609	29.56
5-10-523W	Workers Comp Ins	2,171.00	6,405.00	10,000	3,595	64.05
5-10-524	Contingencies	0.00	0.00	42,000	42,000	0.00
5-10-526	Liability Ins Deductible	1,162.50	2,882.50	25,000	22,118	11.53
Total Prof Svs		6,888.30	46,751.57	134,560	87,808	34.74
Communications						
5-10-530	Postage	0.00	9.70	1,000	990	0.97
5-10-532	Printing	0.00	127.95	500	372	25.59
Total Communication E		0.00	137.65	1,500	1,362	9.18
Professional Development						
5-10-540	Dues	0.00	1,319.45	2,000	681	65.97
5-10-541	Continuing Education	0.00	115.00	1,500	1,385	7.67
5-10-542	Subscriptions	339.00	508.18	1,000	492	50.82
5-10-543	Mileage & Tolls	0.00	0.00	1,000	1,000	0.00
5-10-544	Per Diem & Lodging	0.00	0.00	1,000	1,000	0.00
5-10-545	Conferences	0.00	0.00	1,000	1,000	0.00
Total Prof Dev		339.00	1,942.63	7,500	5,557	25.90

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022 Budget Approved 05/10/22 79.2% of Year 12/07/22

Utilities

5-10-550	Electric Town Ctr	532.47	7,042.07	10,000	2,958	70.42
5-10-551	Natural Gas Town Ctr	263.88	1,738.16	1,400	(338)	124.15
5-10-552	Water/Sewer Town	0.00	670.08	1,200	530	55.84
5-10-554	Telephone	382.70	3,534.22	5,000	1,466	70.68

Total Utilities		1,179.05	12,984.53	17,600	4,615	73.78
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General Svs

5-10-560	Office Supplies	0.00	1,086.79	3,000	1,913	36.23
5-10-561	Operating Supplies	0.00	112.39	1,000	888	11.24
5-10-562	Misc	0.00	4.50	150	146	3.00

Total General Svs		0.00	1,203.68	4,150	2,946	29.00
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Social Service Funds Awarded

Total Social Service Con		0.00	0.00	0	0	0.00
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Capital Outlay

5-10-580	Building	0.00	3,165.01	30,000	26,835	10.55
5-10-582	Office Equipment	0.00	2,644.30	3,000	356	88.14
5-10-585	Grant Projects	10,663.39	21,659.16	20,000	(1,659)	108.30

Total Capital Outlay		10,663.39	27,468.47	53,000	25,532	51.83
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Real Estate

Total RE Outlay		0.00	0.00	0	0	0.00
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Total T/F Admin		26,401.04	284,476.27	518,169	233,693	54.90
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Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022 Budget Approved 05/10/22 79.2% of Year 12/07/22

Town Fund		Cur. Month	Year to Date	Budget	Variance	YTD %
Assessor						
		Actual	Actual	Total		
5-12-502	Salaries-Employee	20,671.06	161,661.88	193,500	31,838	83.55
5-12-504	FICA	1,512.42	11,551.10	14,803	3,252	78.03
5-12-505	IMRF	766.90	5,997.68	7,179	1,181	83.54
5-12-506	Health Ins	(900.74)	43,069.79	55,500	12,430	77.60
5-12-507	Dental and Vision Ins	0.00	3,861.49	7,000	3,139	55.16
5-12-508	Life Ins	(5.23)	436.62	1,000	563	43.66
5-12-509	Unemployment Ins	0.00	179.99	400	220	45.00
Personnel Services						
Total Personnel Services		22,044.41	226,758.55	279,382	52,623	81.16
Maintenance Svs						
5-12-512	Maint. Equipment	0.00	95.00	250	155	38.00
5-12-513	Vehicle Svs	0.00	10.00	500	490	2.00
Total Maint Svs		0.00	105.00	750	645	14.00
Professional Svs						
5-12-520	Contract/Accounting Svs	0.00	800.00	1,200	400	66.67
5-12-522	Data Processing	31.00	294.99	450	155	65.55
Total Prof Svs		31.00	1,094.99	1,650	555	66.36
Communications						
5-12-530	Postage	12.00	12.00	200	188	6.00
Total Communications		12.00	12.00	200	188	6.00
Professional Development						
5-12-540	Dues	0.00	290.00	350	60	82.86
5-12-541	Continuing Education	0.00	4,510.00	4,900	390	92.04
5-12-543	Mileage	57.00	904.00	1,150	246	78.61
5-12-544	Per Diem & Lodging	0.00	1,392.77	1,600	207	87.05
5-12-545	Conferences & Conventio	0.00	75.00	100	25	75.00
Total Prof Devel		57.00	7,171.77	8,100	928	88.54
Utilities						
5-12-554	Telephone- Land	186.83	1,667.88	2,700	1,032	61.77
Total Utilities		186.83	1,667.88	2,700	1,032	61.77
General Services						
5-12-560	Office Supplies	35.15	803.50	1,500	697	53.57
5-12-561	Operating Supplies	0.00	96.89	440	343	22.02
5-12-562	Misc	0.00	0.00	100	100	0.00
Total Services		35.15	900.39	2,040	1,140	44.14
Capital Outlay						
5-12-582	Office Equipment	0.00	4,660.02	6,000	1,340	77.67
Total Capital Outlay		0.00	4,660.02	6,000	1,340	77.67
Total T/F Assessor		22,366.39	242,370.60	300,822	58,451	80.57

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022 Budget Approved 05/10/22 79.2% of Year 12/07/22

Supervisor & GA	Cur. Month Actual	Year to Date Actual	Budget Total	Variance	YTD %
Revenue					
4-20-400 Property Tax	0.00	160,714.86	161,000	285	99.82
4-20-402 Interest and Dividend Inc	0.00	(850.51)	0	851	0.00
4-20-404 Misc. Income	390.00	2,629.89	0	(2,630)	0.00
Total Revenue	390.00	162,494.24	161,000	(1,494)	100.93
Personnel Services					
5-20-502 Salaries - Employees	1,199.36	31,753.09	59,083	27,330	53.74
5-20-504 FICA	91.75	2,428.76	6,241	3,812	38.92
5-20-505 IMRF	44.50	1,178.06	3,027	1,849	38.92
5-20-506 Health Ins	0.00	11,607.99	25,881	14,273	44.85
5-20-507 Dental and Vision Ins	0.00	1,364.76	3,312	1,947	41.21
5-20-508 Life Ins	0.00	125.50	331	206	37.92
5-20-509 Unemployment Ins	0.00	101.47	188	87	53.97
Total Personnel Services	1,335.61	48,559.63	98,063	49,503	49.52
Maintenance Services					
5-20-512 Maint. Equipment	0.00	0.00	600	600	0.00
Total Maint Svs	0.00	0.00	600	600	0.00
Professional Services					
5-20-522 Data Processing	0.00	1,000.00	1,200	200	83.33
5-20-524 Contingencies	0.00	0.00	32,750	32,750	0.00
Total Professional Svs	0.00	1,000.00	33,950	32,950	2.95
Professional Development					
5-20-540 Dues	0.00	565.00	1,500	935	37.67
5-20-541 Continuing Education	0.00	45.00	650	605	6.92
5-20-543 Mileage	0.00	21.25	250	229	8.50
Total Professional Dev	0.00	631.25	2,400	1,769	26.30
Communications					
5-20-530 Postage	0.00	0.00	250	250	0.00
5-20-532 Printing/Communication	0.00	500.00	5,000	4,500	10.00
Total Communications	0.00	500.00	5,250	4,750	9.52
Utilities					
5-20-550 Electric	0.00	0.00	1,500	1,500	0.00
5-20-551 Natural Gas	0.00	0.00	175	175	0.00
5-20-552 Water/Sewer	0.00	0.00	70	70	0.00
5-20-554 Telephone	0.00	0.00	600	600	0.00
Total Utilities	0.00	0.00	2,345	2,345	0.00
Discretionary					
5-20-570 Youth Services	0.00	473.06	2,500	2,027	18.92
5-20-570E Essentials Program	50.00	4,841.74	8,500	3,658	56.96
5-20-570L Lending Closet Program	0.00	0.00	500	500	0.00
5-20-571 Senior Svs	0.00	0.00	1,200	1,200	0.00
5-20-572 Outreach	0.00	39.23	1,000	961	3.92
5-20-573 Health Services	0.00	0.00	500	500	0.00
5-20-574 Misc	0.00	68.45	1,500	1,432	4.56
Total Discretionary	50.00	5,422.48	15,700	10,278	34.54
Emergency Assistance/General Assistance					
5-20-591 Pharmaceuticals	0.00	142.66	1,500	1,357	9.51
5-20-593 Transportation & Fuel	0.00	406.87	1,000	593	40.69
5-20-594 Client Utilities	0.00	8,470.78	15,000	6,529	56.47
5-20-595 Shelter	0.00	4,641.98	10,000	5,358	46.42

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022		Budget	Approved 05/10/22	79.2% of Year	12/07/22
5-20-596	Funerals	0.00	1,500.00	2,250	750 66.67
5-20-597	Social Service Contracts	0.00	0.00	3,000	3,000 0.00
5-20-598	Misc	0.00	659.48	750	91 87.93
5-20-599	Client Education/Training	0.00	0.00	3,000	3,000 0.00
	Total EA/GA	0.00	15,821.77	36,500	20,678 43.35
Capital Outlay					
5-20-582	Office Equipment	0.00	546.44	2,000	1,454 27.32
5-20-584	Flood Mitigation Equip	0.00	0.00	1,000	1,000 0.00
	Total Capital Outlay	0.00	546.44	3,000	2,454 18.21
	Total General Assistanc	1,385.61	72,481.57	197,808	125,326 36.64

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022 Budget Approved 05/10/22 79.2% of Year 12/07/22

Road & Bridge		Cur. Month	Year to Date	Budget	Variance	YTD %
		Actual	Actual	Total		
Revenue						
4-40-400	Property Tax	0.00	54,073.26	44,800	(9,273)	120.70
4-40-401	Replacement Tax	0.00	59,251.31	30,350	(28,901)	195.23
4-40-402	Interest and Dividend Inc	0.00	(64.02)	500	564	(12.80)
4-40-404	Misc. Income	0.00	15,864.35	15,000	(864)	105.76
Total Revenue		0.00	129,124.90	90,650	(38,475)	142.44
Maintenance Svcs						
5-40-510	Maintenance Bldg	1,216.08	1,299.79	10,000	8,700	13.00
5-40-512	Maint. Equipment	640.99	11,036.71	30,000	18,963	36.79
5-40-515	Mosquito Abatement	0.00	4,680.00	7,500	2,820	62.40
Total Maint. Expenses		1,857.07	17,016.50	47,500	30,484	35.82
Professional Services						
5-40-521	Legal Svcs	0.00	1,236.25	3,500	2,264	35.32
5-40-523	Liability & Gen. Insuranc	0.00	8,743.00	19,900	11,157	43.93
5-40-524	Contingencies	0.00	0.00	1,000	1,000	0.00
5-40-528	Drug & Alcohol Testing	0.00	0.00	500	500	0.00
Total Professional Svcs		0.00	9,979.25	24,900	14,921	40.08
Communications						
5-40-530	Postage	0.00	0.00	550	550	0.00
5-40-531	Publishing	0.00	161.00	400	239	40.25
5-40-532	Printing	0.00	0.00	250	250	0.00
Total Communications		0.00	161.00	1,200	1,039	13.42
Professional Development						
5-40-540	Dues	100.00	100.00	250	150	40.00
5-40-541	Continuing Education	0.00	50.00	500	450	10.00
5-40-544	Per Diem & Lodging	0.00	0.00	250	250	0.00
5-40-545	Conferences & Conventio	0.00	0.00	250	250	0.00
Total Professional Devel		100.00	150.00	1,250	1,100	12.00
General						
5-40-560	Office Supplies	22.61	116.80	500	383	23.36
5-40-561	Operating Supplies	66.38	4,161.53	5,000	838	83.23
5-40-562	Misc	0.00	277.00	500	223	55.40
5-40-563	Replacement Tax Disburs	0.00	14,492.53	15,200	707	95.35
Total General		88.99	19,047.86	21,200	2,152	89.85
Capital Outlay						
5-40-580	Building	0.00	0.00	20,000	20,000	0.00
5-40-581	Bldg Equipment	0.00	369.98	2,000	1,630	18.50
5-40-582	Office Equipment	0.00	911.99	2,000	1,088	45.60
5-40-583	Vehicles	0.00	104,815.56	110,000	5,184	95.29
Total Capital Outlay		0.00	106,097.53	134,000	27,902	79.18
Total Road & Bridge		2,046.06	152,452.14	230,050	77,598	66.27

Income Statement - Unaudited for Internal Use Only

March 1, 2022 - December 14, 2022 Budget Approved 05/10/22 79.2% of Year 12/07/22

Perm. Hard Road	Cur. Month	Year to Date	Budget	Variance	YTD %
	Actual	Actual	Total		
Revenue					
4-50-400	Property Tax	0.00	872,688.69	869,000	(3,689) 100.42
4-50-402	Interest and Dividend Inc	0.00	1,295.33	1,000	(295) 129.53
4-50-404	Misc. Income	0.00	0.00	1,500	1,500 0.00
4-50-405	Misc Grants	0.00	3,776.00	3,776	0 100.00
4-50-407	Contractual Work - Villag	0.00	13,725.65	25,000	11,274 54.90
	Total Revenue	0.00	891,485.67	900,276	8,790 99.02
Personnel Services					
5-50-502	Salaries - Employees	10,659.27	195,000.30	290,000	95,000 67.24
5-50-503	Salaries- Part Time	1,619.67	35,803.50	54,320	18,517 65.91
5-50-504	FICA	838.38	15,673.43	24,581	8,908 63.76
5-50-505	IMRF	433.12	8,110.47	11,921	3,811 68.04
5-50-506	Health Ins.	(443.59)	35,312.54	51,620	16,307 68.41
5-50-507	Dental and Vision Ins	0.00	3,603.96	5,000	1,396 72.08
5-50-508	Life Ins	(8.04)	533.73	650	116 82.11
5-50-509	Unemployment Ins.	0.00	96.41	470	374 20.51
	Total Personnel Services	13,098.81	294,134.34	438,562	144,428 67.07
Maintenance Svs					
5-50-516	Automotive Fuel & Oil	2,769.84	13,518.14	20,000	6,482 67.59
5-50-517	Road Salt/De-Icing	0.00	20,144.83	66,000	45,855 30.52
5-50-518	Rentals	0.00	0.00	2,500	2,500 0.00
5-50-519	Uniforms	0.00	0.00	1,000	1,000 0.00
	Total Maint. Svs	2,769.84	33,662.97	89,500	55,837 37.61
Professional Svs					
5-50-523W	Workers Comp Ins	6,514.00	17,229.00	26,700	9,471 64.53
5-50-524	Contingencies	0.00	0.00	10,000	10,000 0.00
5-50-527	Tree Maintenance & Repl	0.00	11,500.00	15,000	3,500 76.67
5-50-528	Engineering Services	2,396.00	4,549.70	31,400	26,850 14.49
5-50-529	MS4	0.00	6,418.75	9,478	3,059 67.72
	Total Prof Svs	8,910.00	39,697.45	92,578	52,881 42.88
Services					
5-50-550	Electric Highway Bldg	171.54	1,694.03	2,700	1,006 62.74
5-50-551	Natural Gas Highway Bld	303.52	1,897.06	3,500	1,603 54.20
5-50-552	Water/Sewer Highway Bl	0.00	589.63	1,000	410 58.96
5-50-553	Disposal Services	0.00	1,518.00	4,000	2,482 37.95
5-50-554	Telephone- Land	70.00	646.94	1,000	353 64.69
5-50-555	Telephone - Field	40.12	325.44	1,150	825 28.30
5-50-557	Street Lights	0.00	15,276.05	28,000	12,724 54.56
	Total Services	585.18	21,947.15	41,350	19,403 53.08
General					
5-50-562	Misc.	0.00	0.00	2,500	2,500 0.00
	Total General	0.00	0.00	2,500	2,500 0.00
Capital Outlay					
5-50-584	Projects, Equipment Hard	4,396.00	75,088.42	325,000	249,912 23.10
	Total Cap Outlay	4,396.00	75,088.42	325,000	249,912 23.10
	Total Perm. Hard Road	29,759.83	464,530.33	989,490	524,960 46.95

**Avon Township
Cash and Liability Balances
As of December 12, 2022**

A/C #	Maturity Date	Balance	Comments	Reconciled Through Date Noted	Fund Cash Balances		
					10/12	20	40
Bank Account Balances							
1-10-100D							
1-10-102	-	18,314.71		11/30/2022	18,314.71		
1-10-104	-	427,358.50		11/30/2022	427,358.50		
1-10-104	-	173,639.71	Matured CD Proceeds	11/30/2022	173,639.71		
1-10-130	-	73,271.50		10/31/2022	73,271.50		
1-20-102	-	149,570.13		11/30/2022		149,570.13	
1-20-102C	-	127.85		11/30/2022	127.85		
1-20-130	-	73,288.83		10/31/2022	73,288.83		
1-40-102	-	240,974.59		11/30/2022		240,974.59	
1-40-130	-	29,395.40		10/31/2022		29,395.40	
1-50-102	-	1,200,977.54		11/30/2022		1,200,977.54	
1-50-104	-	60,646.17		11/30/2022		60,646.17	
1-50-130	-	29,395.41		10/31/2022		29,395.41	
Total Bank Balances					\$ 692,584.42 \$	222,986.81 \$	270,369.99 \$ 1,291,019.12

1-10-115							
1-20-203							
1-40-127							
1-50-126							
Total Due To/From							
Total Current Assets					\$ 692,584.42 \$	222,986.81 \$	270,369.99 \$ 1,291,019.12
Breakdown by bank:							
SBOTL							
Old Natona Bank - Money Market Accounts							
Old National Bank - Wealth Management Accounts							
Check =0							

A/C #	Maturity Date	Balance	Comments	Reconciled Through Date Noted	Fund Cash Balances		
					10/12	20	40
Bank Account Balances							
1-10-100D							
1-10-102	-	18,314.71		11/30/2022	18,314.71		
1-10-104	-	427,358.50		11/30/2022	427,358.50		
1-10-104	-	173,639.71	Matured CD Proceeds	11/30/2022	173,639.71		
1-10-130	-	73,271.50		10/31/2022	73,271.50		
1-20-102	-	149,570.13		11/30/2022		149,570.13	
1-20-102C	-	127.85		11/30/2022	127.85		
1-20-130	-	73,288.83		10/31/2022	73,288.83		
1-40-102	-	240,974.59		11/30/2022		240,974.59	
1-40-130	-	29,395.40		10/31/2022		29,395.40	
1-50-102	-	1,200,977.54		11/30/2022		1,200,977.54	
1-50-104	-	60,646.17		11/30/2022		60,646.17	
1-50-130	-	29,395.41		10/31/2022		29,395.41	
Total Bank Balances					\$ 692,584.42 \$	222,986.81 \$	270,369.99 \$ 1,291,019.12

As of 12/09/22

Fund	Number of Pay Periods	YTD Breakdown by Fund													
		Actual		Actual		Actual		Actual		Actual		Actual			
		2	2	3	2	2	2	2	2	2	1	20	Total		
1 ANAN	Anmarie Andresen	2,826.28	2,430.10	3,045.29	2,794.66	2,581.68	2,439.86	2,714.21	1,219.23	24,804.08					
2 BAJE	Jessica T. Bak	2,415.38	2,415.38	4,753.86	3,169.24	3,169.24	3,169.24	3,169.24	1,584.62	31,466.21					12,192.01
3 BAMJ	Michelle Bauman	4,230.82	4,230.82	6,490.38	4,326.92	4,326.92	4,326.92	4,326.92	2,163.46	42,980.90					
4 BRCY	Cynthia Brust	3,807.70	3,807.70	6,161.55	4,107.70	4,107.70	4,107.70	4,107.70	11,552.90	50,486.05					
5 DIRO	Robert C. Dilton	5,000.00	5,000.00	7,500.00	5,000.00	5,000.00	5,000.00	5,000.00	3,750.00	51,250.00					
6 DOMIC	Michael Dobrow	250.00	200.00	200.00	220.00	270.00	-	220.00	-	1,800.00					
7 FARI	Ricardo Farias	4,375.80	3,744.00	4,512.74	3,968.00	3,968.00	3,968.00	3,968.00	1,984.00	40,408.54					
8 KEJE	Jeanne L. Kearney	250.00	250.00	200.00	320.00	220.00	220.00	220.00	-	2,120.00					
9 KURO	Robert D. Kula	6,393.46	5,538.46	8,307.69	5,538.46	5,538.46	5,538.46	5,538.46	3,309.23	56,779.60					
10 LACH	Kristal Larson	1,923.08	1,923.08	2,948.07	1,965.38	1,965.38	1,965.38	1,965.38	982.69	19,526.90					
11 LECA	Candy A. Leatheman Jeffrey Loffredo	3,666.64	3,073.94	-	-	-	-	-	-	6,740.58					
12 LOUE	12 LOUE	50.00	250.00	220.00	270.00	270.00	270.00	270.00	-	1,700.00					
13 MAIS	Isaac D. Martinez	2,139.62	2,354.84	2,900.84	2,534.32	3,780.67	2,541.53	2,511.38	2,544.49	24,932.51					
14 OGSU	Suzanne Ogdan	2,277.73	2,302.76	3,488.02	2,498.88	2,368.73	2,368.73	2,368.73	1,015.17	23,611.49					
15 RERU	Rudolph Repp	350.00	300.00	200.00	270.00	270.00	270.00	270.00	-	2,100.00					
16 SHJA	Jamie D. Sharkey	4,046.16	4,046.16	6,363.45	4,242.30	4,242.30	4,242.30	4,242.30	5,850.85	46,093.89					
17 VAAA	Anthony R. Vallango	4,776.72	4,120.00	4,695.51	4,284.80	4,284.80	4,284.80	4,284.80	2,483.85	45,338.48					
18 VAAN	Anthony J. Vallango Jr	5,871.80	5,024.00	6,547.71	5,519.48	5,225.60	5,225.60	5,225.60	2,882.19	52,473.68					
19 VAED	Edwin O. Vargas	3,238.46	3,238.46	5,048.07	3,365.38	3,365.38	3,365.38	3,365.38	1,682.69	33,615.73					
Totals		57,889.65	54,249.70	57,566.76	53,423.91	78,885.16	54,402.73	53,685.57	53,377.09	41,580.24	558,228.64	134,089.87	161,661.88	31,673.09	230,803.80
Per Payroll Register		57,889.65	54,249.70	57,566.76	53,423.91	78,885.16	54,402.73	53,685.57	53,377.09	41,580.24	558,228.64				
Check = 0															
Elected Officials Only		12,053.90	12,153.90	11,953.90	12,222.30	17,598.45	12,372.30	12,322.30	11,952.30	6,896.15	121,477.80	121,477.80			
All Other		45,835.75	42,095.80	45,612.86	41,201.61	61,286.71	42,030.43	41,363.27	41,424.79	34,684.09	436,750.84	12,612.07	161,661.88	31,673.09	230,803.80

A December includes final payout for unpaid Vacation, Sick and one week at pay prior to being appointed Assessor Effective 12/5/22

B December includes final week of pay for the period 11/28/22-12/4/22 as resigned as Elected Assessor.

C December includes final payout for unpaid Vacation, Sick and final 2 days of pay upon resignation effective 11/15/22.

Payroll Presented for Approval at the Board Meetings Monthly - Amounts YTD tie to the Income Statements for each respective Fund

**Avon Township
Prepaid Cash Disbursements
For the Period From Nov 12, 2022 to Dec 12, 2022**

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total by Fund
Liabilities:						
11/22/22	EFT111822	2-10-200	Treasury Department	Payroll WH .. Federal	6,192.27	
12/2/22	EFT113022	2-10-200	Treasury Department	Payroll WH .. Federal	100.98	
12/6/22	EFT120222	2-10-200	Treasury Department	Payroll WH .. Federal	7,767.14	
12/12/22	EFT120922	2-10-200	Treasury Department	Payroll WH .. Federal	3,000.35	
11/22/22	EDI111822	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	1,226.76	
12/2/22	EDI113022	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	32.67	
12/6/22	EDI120222	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	1,392.05	
12/12/22	EDI120922	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	450.82	
12/9/22	Debit113022	2-10-203	Illinois Municipal Retirement Fund	Payroll WH .. IMRF	4,105.23	
11/21/22	Debit111822	2-10-204	Total Administrative Services Corporati	Payroll WH ..FSA Plan	217.30	
12/5/22	Debit120222	2-10-204	Total Administrative Services Corporati	Payroll WH ..FSA Plan	217.30	
11/25/22	ACH113022	2-10-205	Nationwide Retirement	Comp.	300.00	
11/23/22	26678	2-10-206	AFLAC	Invoice: 629177	110.08	
11/23/22	26678	2-10-206	AFLAC	Invoice: 629177	48.48	
11/16/22	26677	2-50-503	Mandarich Law Group, LLP	Garnishment W/H	568.42	
12/2/22	26685	2-50-503	Mandarich Law Group, LLP	Garnishment W/H	284.21	26,014.06
Township Corporate:						
12/9/22	Debit113022	5-10-505	Illinois Municipal Retirement Fund	IMRF	0.02	
11/23/22	26679	5-10-506	Blue Cross and Blue Shield of Illinois	2022	5,545.13	
11/23/22	26680	5-10-507	Delta Dental of Illinois - Risk	Invoice: 1625840	402.53	
11/23/22	26681	5-10-508	Principal Life Insurance Company	2022	37.65	
11/28/22	26684	5-10-520	Total Administrative Services Corporati	Invoice: IN2574676	75.00	
11/17/22	26676	5-10-526	Travelers	Invoice: 000618657	860.00	
12/7/22	26686	5-10-542	Daily Herald	Invoice: 2023 Renewal	339.00	
12/6/22	Debit120622	5-10-585	The Home Depot	Invoice: Clsg 111322	4,189.74	11,449.07
Assessor's Division:						
11/23/22	26679	5-12-506	Blue Cross and Blue Shield of Illinois	2022	6,033.81	
11/23/22	26680	5-12-507	Delta Dental of Illinois - Risk	Invoice: 1625840	252.61	
11/23/22	26681	5-12-508	Principal Life Insurance Company	2022	48.98	
11/23/22	26682	5-12-541	IL Property Assessment Institute	Invoice: 323608	375.00	
11/23/22	26682	5-12-541	IL Property Assessment Institute	Invoice: 323559	375.00	
11/23/22	26683	5-12-560	Office Plus of Lake County	Invoice: 5372069-0	97.28	
11/23/22	26683	5-12-560	Office Plus of Lake County	Invoice: 5372069-1	11.24	7,193.92

**Avon Township
Prepaid Cash Disbursements
For the Period From Nov 12, 2022 to Dec 12, 2022**

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total by Fund
Supervisor/GA:						
11/23/22	26679	5-20-506	Blue Cross and Blue Shield of Illinois	2022	1,163.50	
11/23/22	26680	5-20-507	Delta Dental of Illinois - Risk	Invoice: 1625840	151.64	
11/23/22	26681	5-20-508	Principal Life Insurance Company	2022	12.55	
11/12/22	26675	5-20-593	Hainesville Firestone	Invoice: 22EA00537	406.87	1,734.56
Highway Department: (Fund 40 and Fund 50)						
11/23/22	26679	5-50-506	Blue Cross and Blue Shield of Illinois	2022	4,875.24	
11/23/22	26680	5-50-507	Delta Dental of Illinois - Risk	Invoice: 1625840	400.44	
11/23/22	26681	5-50-508	Principal Life Insurance Company	2022	77.17	5,352.85
Total					\$ 51,744.46	\$ 51,744.46

Invoices presented to the Board for Approval at the December 13, 2022 Meeting

Avon Township
Aged Payables
As of December 9, 2022

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total by Fund	Description	CC Amount
Town Corporate:								
12/14/22	ACH121422-2	5-10-512	Office Plus of Lake County	Invoice: IN460973	28.61		Monthly Copier Lease	
12/14/22	ACH121422-2	5-10-512	Office Plus of Lake County	Invoice: IN460973	24.95		Monthly Copier Lease	
12/14/22	26690	5-10-521	Law Offices of Ancel Glink, P.C.	Invoice: 92907	662.50		October Legal Services	
12/14/22	26690	5-10-521	Law Offices of Ancel Glink, P.C.	Invoice: 93196	2,392.50		November Legal Services	
12/16/22	ACH121622-1	5-10-522	COMCAST CABLE	Invoice: 1129-122822	259.80		Monthly Service	
12/19/22	ACH121922	5-10-522	Solus LLC	Invoice: PAS-42340	190.00		Monthly IT Agreement Fee	
12/19/22	ACH121922	5-10-522	Solus LLC	Invoice: SOLUS42556	50.00		Monthly IT Charge	
12/16/22	ACH121622-2	5-10-523WC	Illinois Public Risk Fund	Invoice: 79579	2,171.00		January WC Premium	
12/14/22	26708	5-10-526	Travelers	Invoice: 000620039	1,162.50		Monthly Charge	
12/14/22	26696	5-10-550	COMED	Invoice: 0978116004 Nov22	532.47		Monthly Charge	
12/14/22	26705	5-10-551	NICOR	Invoice: 79054810001 Nov22	263.88		Monthly Charge	
12/14/22	ACH121422-1	5-10-554	Allied Tele-Com Inc	Invoice: 33752	272.85		Monthly Charge	
12/16/22	ACH121622-1	5-10-554	COMCAST CABLE	Invoice: 1129-122822	109.85		Monthly Charge	
12/14/22	26692	5-10-585	Bassett Electrical Contracting LLC	Invoice: Outdoor Classroom	6,785.00		Electrical for Outdoor Classroom	
12/16/22	ONB112322-1	5-10-585	Amazon Capital Services	Invoice: ONB112322	42.37	14,948.28	Materials for Outdoor Classroom	42.37
Assessor's Division:								
12/16/22	ONB112322-5	5-12-522	MSFT	Invoice: ONB112322	15.00		Monthly Charge	15.00
12/16/22	ONB112322-5	5-12-522	MSFT	Invoice: ONB112322	16.00		Monthly Charge	16.00
12/16/22	ONB112322-4	5-12-530	MEIJER	Invoice: ONB112322	12.00		Postage Stamps	12.00
12/16/22	ONB112322-6	5-12-543	Thortons	Invoice: ONB112322	57.00		Fuel for Assessor's Jeep	57.00
12/14/22	ACH121422-1	5-12-554	Allied Tele-Com Inc	Invoice: 33752	186.83		Monthly Charge	
12/14/22	ACH121422-2	5-10-560	Office Plus of Lake County	Invoice: 5388311-0	9.95		Minimum Order Fee	
12/14/22	ACH121422-2	5-12-560	Office Plus of Lake County	Invoice: 5388311-0	25.20	321.98	2023 Desk Calendars	
Supervisor/GA:								
12/16/22	ONB112322-3	5-20-570E	Dollar Store	Invoice: ONB112322	50.00		Essentials Purchases	50.00
12/16/22	ONB112322-3	5-20-570E	Dollar Store	Invoice: ONB112322	375.00		Essentials Purchases	375.00
12/16/22	ONB112322-3	5-20-570E	Dollar Store	Invoice: ONB112322	50.00		Essentials Purchases	50.00
12/16/22	ONB112322-3	5-20-570E	Dollar Store	Invoice: ONB112322	(425.00)	50.00	Essentials Credit for unavailable items	(425.00)
Highway Department: (Fund 40 and Fund 50)								
12/14/22	26709	5-40-510	Overhead Door of Lake & McHenry	Invoice: 358685	1,216.08		Door repairs	
12/14/22	26688	5-40-512	Adams Steel Service & Supply Inc	Invoice: 380109	157.00		Materials for Trucks	
12/14/22	26689	5-40-512	Amazon Capital Services	Invoice: 1HKVKYFYZ9NQ	63.28		Vehicle Maintenance	
12/14/22	26691	5-40-512	Antioch Auto Parts Inc	Invoice: 235561	247.68		Vehicle Maintenance	
12/14/22	26693	5-40-512	Benny's Service Center	Invoice: 4331	90.00		Vehicle Maintenance	
12/14/22	26702	5-40-512	McCann	Invoice: P36663	83.03		Vehicle Maintenance	
12/14/22	26700	5-40-540	IL Public Works Mutual Aid Network	Invoice: 1997	100.00		Membership Dues 2023	
12/14/22	26689	5-40-560	Amazon Capital Services	Invoice: 1HKVKYFYZ9NQ	22.61		Highway Office Supplies	
12/14/22	26687	5-40-561	Ace Hardware	Invoice: Clsg 112522	36.82		Highway Operating Supplies	
12/14/22	26689	5-40-561	Amazon Capital Services	Invoice: 1HKVKYFYZ9NQ	29.56		Highway Operating Supplies	
12/14/22	26697	5-50-516	WEX Bank	Invoice: 85558476	997.07		Fuel Purchases for November 2022	
12/14/22	26699	5-50-516	Grower Equipment & Supply Company	Invoice: INV-34948	55.98		True Fuel	
12/14/22	26706	5-50-516	Olson Service Co.	Invoice: 0085099	1,716.79		Fuel Clear Blend	
12/16/22	ACH121622-2	5-50-523WC	Illinois Public Risk Fund	Invoice: 79579	6,514.00		January WC Premium	
12/14/22	26698	5-50-528	Gewalt Hamilton Assoc	Invoice: 4051-100-14	2,396.00		Professional Services for October 2022	
12/14/22	26695	5-50-550	COMED	Invoice: 1648563009 Nov22	171.54		Monthly Charge	
12/14/22	26704	5-50-551	NICOR	Invoice: 67944810000 Nov22	303.52		Monthly Charge	
12/16/22	ONB112322-2	5-50-554	COMCAST CABLE	Invoice: ONB112322	70.00		Monthly Charge	70.00
12/14/22	26707	5-50-565	Sprint	Invoice: 665790514-250	22.34		Monthly Charge	
12/16/22	ONB112322-2	5-50-555	COMCAST CABLE	Invoice: ONB112322-2	17.78		Monthly Charge	17.78

Avon Township
Aged Payables
As of December 9, 2022

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total by Fund	Description	CC Amount
12/14/22	26694	5-50-584	Cleansweep	Invoice: PS495355	600.00		Road Sweeping 11/3/22	
12/14/22	26701	5-50-584	Lake County Division of Transportation	Invoice: 430032719	3,640.00		Road Striping	
12/14/22	26703	5-50-584	Mid-American Water of Waucondo Inc	Invoice: 255062W	156.00	18,707.08	Bronson Sinkhole repairs	
Total					\$ 34,027.34	\$ 34,027.34		\$ 280.15

Invoices presented for Approval at the December 13, 2022 Board Meeting

		<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Cash/Fund Balance</u>
<u>Town Corporate:</u>	Revenue	\$ 748,272	\$ 721,786	103.67%	\$ 692,584
Town	Expense	\$ 284,476	\$ 518,169	54.90%	\$ 73,272 <Portion of Cash Invested
Assessor	Expense	\$ 242,371	\$ 306,072	79.19%	11% % Invested of Total Cash

- All bank accounts have been reconciled through November 30, 2022 with the exception of the Wealth Management accounts. The bank increased our interest rate to 1.25% this month from .02% after my inquiry of why the accounts can not yield a more respectable rate. The bank agreed to an increase.
- ONB Wealth Management had issues with generating statements for November. See Finance Packet Item# 3.d. for further analysis through October. Activity from the switch to Money Market Funds vs the FULIX Fixed Income Funds will be available next week. We expect recovery on some of the losses incurred to date but the actual amounts will be recorded when the statements are available.
- The two SBOTL Money Market accounts were moved to 6 month CDs earning rates of 3.62%. We will continue to monitor and determine if extending beyond the 6 month period makes sense.
- We have collected 100% of the Property Tax Distributions from Lake County fiscal year to date in accordance with the schedule provided. The next scheduled receipt date is 12/9/22. The portion of the levy relating to the PTAB/COE 2020 Special Distribution is being shared by the Town and Road & Bridge Funds as agreed upon by our independent auditors.
- Grant monies received by the Township is being updated in the Finance Packet Item# 4.b. The Township received no new grant money this month. The grant request to be received from the MainStreet Organization of Realtors has been submitted and we are awaiting the award sometime this month. See #6 below for further comment.
- Cash donations designated specifically to support the Avon Township Food Pantry is being tracked in the Finance Packet Item# 4.c. and is updated monthly.
- The spending on the construction of the outside classroom is outlined in the Finance Packet Item# 4.d. We have met the December 1 deadline and made 4 reimbursement requests to the Mainstreet Organizations of Realtors. The Township has obtained the land annexation from Round Lake Park and the project spending is finalized with the exception of survey costs which we are awaiting invoices for. The Grant money has been increased to \$24K and our spending is just below this amount. The project is essential done, Michele to report.
- The Township is still awaiting to hear back from IMRF on the deferred Accelerated payment request. Follow-up will be done next week to see if the deferral has been approved. If denied the Township will need to to payout \$33,083 before the end of this fiscal year to avoid 7.5% interest. We have potential exposure with other active employees receiving wage increase > 6% which will arise if such increases are in the last 48 months of employment. The IMRF refers to this as pension "Spiking".
- The Township paid out PTO relating to the accessor's office approved by Chris Ditton before his departure. The final gross amounts paid for earned but unused vacation and sick time was approximately \$14K. The amounts are included in the Gross payroll summary in December.
- Overspending in the area of Legal and Utilities will be addressed next month. Resolutions will be proposed as soon as the determination what accounts the transfer will come from for the remainder of the FYE.
- Numerous issues over the last several weeks have arisen with the Township doors not locking properly which has caused calls from the Round Lake Park police. A quote was received from Stanley to replace the doors. The quote is for \$7100. Budget review to be done with Michele to determine where the funds will become available to pay for this expense to keep the Township Building secure. Information in the form of a recommendation is forthcoming.
- The Township has incurred \$2,883 of legal costs related to the Wrongful Termination Suit to date. Under our Travelers Insurance policy the expenses are capped at \$25K.

Avon Township

Finance Report for Avon Township Funds - Anmarie Andresen

Income Statement Highlights as of 12/14/22 79.2% of fiscal year

Finance Packet Item# 4.a.

<u>GA/Supervisor:</u>		<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Cash/Fund Balance</u>	
	Revenue	162,494	\$ 161,000.0	100.93%	\$ 222,987	
	Expense	72,482	\$ 197,808.0	36.64%	\$ 73,289	<Portion of Cash Invested
						33% % Invested of Total Cash

1. Same items as 1, 2 and 4 under Town Corporate.
2. No Revenue or expense issues to report at this time.
3. Expenses related to utilities will be reclassified out of the Town Fund into GA as budgeted before the fiscal year end as the actual invoices were charged to the Town Fund and will need to be reclassified.
4. A budget review needs to be done with Isaac and Michele to identify pending spending needs for the remaining FYE.

Assessor's Division, Road & Bridge and Permanent Road are reported by the respective Department Head

**Avon Township
Grant Money Received**

For the Period From Mar 1, 2019 to Current

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Amount	FYE 02/28/20	FYE 02/29/21	FYE 02/28/22	FYE 02/28/23	
4-10-404	Misc. Income	03/13/19	Safety	GENJ	Illinois Public Risk Fund	564.00	564.00				
4-50-404	Misc. Income	03/13/19	Safety	GENJ	Illinois Public Risk Fund	1,048.00	1,048.00				
4-10-404	Misc. Income	5/15/19	Flood Mitigation Grant	GENJ	State of Illinois Grant	52,100.00	52,100.00				
4-50-405	Misc Grants	9/14/20	Safety	GENJ	Illinois Public Risk Fund	2,045.00		2,045.00			
4-50-405	Misc Grants	9/14/20	Stimulus/Pandemic	GENJ	Illinois Public Risk Fund	479.00		479.00			
4-20-404	Misc. Income	9/15/21	Pharmaceutical	GENJ	Walmart Grant	1,500.00			1,500.00		
4-50-405	Misc Grants	8/11/21	Safety	GENJ	Illinois Public Risk Fund	3,496.00			3,496.00		
4-50-405	Misc Grants	3/2/22	Safety	GENJ	Illinois Public Risk Fund	3,776.00				3,776.00	
4-50-405	Misc Grants	**	Gages Hall Improvements	GENJ	Home Depot	-				**	
4-10-405	Misc Grants	*	Outdoor Classroom	GENJ	Mainstreet Organization of Realtors	-				*	
Totals							\$ 65,008.00	\$ 53,712.00	\$ 2,524.00	\$ 4,996.00	\$ 3,776.00
Breakdown by Fund:											
Fund 10							52,664.00				
Fund 20							1,500.00			1,500.00	
Fund 50							10,844.00		2,524.00	3,496.00	3,776.00

* On a reimbursement basis to commence October 10th.

** Donated the Flooring and Paint - Free of Charge - Michele requested material value from Home Depot

Avon Township
Donations Earmarked specifically for "Avon Township Pantry"
As of 12/07/22
FYE 02/28/23

Finance Packet Item# 4.c.

<u>Date Deposited</u>	<u>Donor</u>	<u>Reference</u>	<u>Account ID</u>	<u>Total Amount</u>
5/25/2022	WJ Murphy Elementary School	Student Council raised while selling Smencial Grams*	4-20-404	\$ 250.00
7/14/2022	Exchange Club of Grayslake	Donation to honor Avon's Work in the community providing Food	4-20-404	\$ 1,000.00
9/9/2022	Margaret and James Miller	Donation for the Food Pantry items	4-20-404	\$ 100.00
10/27/2022	Mary Dertz King	Donation for the Food Pantry items	4-20-404	\$ 200.00
11/30/2022	Schneider for Congress	In support of Food Bank	4-20-404	\$ 250.00
12/2/2022	Warren and Janet Sunberg	In support of Food Bank	4-20-404	\$ 100.00
Total Fiscal YTD				\$ 1,900.00

*A Smencil Gram is a packaged scented pencil with a To/From card attached.

Avon Township
Project Spending
Spending to Date

Account ID	Description	Date	Check#	Reference	Jml	Trans Description	Amount	Date Reimbursement Requested*			
								Request #1	Request #2	Request #3	Request #4
Gages Hall:											
5-10-580	Building	7/25/22	26527	Flooring Underlayment		The Home Depot	367.96	N/A	N/A	N/A	N/A
5-10-580	Building	2/14/22	26344	Sound Panels	Install#1	Huff Company Invoice H-011567MI	2,495.00	N/A	N/A	N/A	N/A
5-10-580	Building	8/10/22	26542	Sound Panels	Install#2	Huff Company Invoice H-011567MI	2,495.00	N/A	N/A	N/A	N/A
5-10-580	Building	9/21/22		Wood for Baseboard	CC	The Home Depot	216.64	N/A	N/A	N/A	N/A
5-10-580	Building	9/30/22		Caulk and Paint	CC	The Home Depot	65.41	N/A	N/A	N/A	N/A
Totals							\$ 5,660.01	\$ -	\$ -	\$ -	\$ -
Outdoor Classroom:											
Budget: \$24,000 increased from \$20,000 per Michele Batuman											
5-10-585	Grant Projects	9/8/22	26566	Stakes and Marking Material		The Home Depot	120.38	120.38			
5-10-585	Grant Projects	10/1/22	26567	Concrete		Fischer Bros Fresh Concrete Inc	1,190.38	1,190.38			
5-10-585	Grant Projects	10/3/22	26624	Labor for Foundation		Home Towne Electric, Inc	500.00	500.00			
5-10-585	Grant Projects	09/26/22	CC	Lumber and Concrete		The Home Depot	200.56	200.56			
5-10-585	Grant Projects	10/8/22	CC	Tools and Battery		Ace Hardware	53.97	53.97			
5-10-585	Grant Projects	10/8/22	CC	Tools and Battery		The Home Depot	(47.05)	(47.05)			
5-10-585	Grant Projects	10/14/22	26568	Materials		Menards	1,174.27	1,174.27			
5-10-585	Grant Projects	10/18/22	CC	Equipment Rental - Credit		The Home Depot	150.00	150.00			
5-10-585	Grant Projects	10/18/22	CC	Equipment Rental - Credit		The Home Depot	(2.80)	(2.80)			
5-10-585	Grant Projects	10/6/22	CC	Materials Returned/Sales Tax Credit		The Home Depot	1,771.34	1,771.34			
5-10-585	Grant Projects	10/6/22	CC	Materials Returned/Sales Tax Credit		The Home Depot	(120.64)	(120.64)			
5-10-585	Grant Projects	10/6/22	CC	Equipment Rental - Credit		The Home Depot	150.00	150.00			
5-10-585	Grant Projects	10/12/22	CC	Materials		The Home Depot	(42.01)	(42.01)			
5-10-585	Grant Projects	10/12/22	CC	Materials		The Home Depot	(131.00)	(131.00)			
5-10-585	Grant Projects	10/16/22	CC	Materials		The Home Depot	4,860.39	4,860.39			
5-10-585	Grant Projects	10/22/22	CC	Materials		The Home Depot	1,049.59	1,049.59			
5-10-585	Grant Projects	10/15/22	CC	Materials		The Home Depot	64.89	64.89	1,280.43		
5-10-585	Grant Projects	10/23/22	CC	Materials		The Home Depot	28.71	28.71	64.89		
5-10-585	Grant Projects	10/28/22	CC	Materials		The Home Depot	179.80	179.80	179.80		
5-10-585	Grant Projects	10/28/22	CC	Materials		The Home Depot	148.34	148.34	148.34		
5-10-585	Grant Projects	10/28/22	CC	Materials		The Home Depot	(5.36)	(5.36)	(5.36)		
5-10-585	Grant Projects	11/4/22	CC	Materials		The Home Depot	7.14	7.14	7.14		
5-10-585	Grant Projects	11/4/22	CC	Materials		The Home Depot	267.97	267.97	267.97		
5-10-585	Grant Projects	11/4/22	CC	Materials		The Home Depot	2,104.22	2,104.22	2,104.22		
5-10-585	Grant Projects	11/5/22	CC	Materials		The Home Depot	(283.36)	(283.36)	(283.36)		
5-10-585	Grant Projects	11/6/22	CC	Materials		The Home Depot	32.47	32.47	32.47		
5-10-585	Grant Projects	10/16/22	CC	Equipment Rental		The Home Depot	39.42	39.42	39.42		
5-10-585	Grant Projects	10/16/22	CC	Equipment Rental - Credit		The Home Depot	150.00	150.00	150.00		
5-10-585	Grant Projects	10/21/22	CC	Materials		The Home Depot	(131.00)	(131.00)	(131.00)		
5-10-585	Grant Projects	11/5/22	CC	Equipment Rental		The Home Depot	148.41	148.41	148.41		
5-10-585	Grant Projects	11/5/22	CC	Equipment Rental - Credit		The Home Depot	150.00	150.00	150.00		
5-10-585	Grant Projects	11/7/22	CC	Materials		The Home Depot	(131.00)	(131.00)	(131.00)		
5-10-585	Grant Projects	11/7/22	CC	Materials		The Home Depot	89.94	89.94	89.94		
5-10-585	Grant Projects	11/15/22	CC	Materials		The Home Depot	1,587.02	1,587.02	1,587.02		
5-10-585	Grant Projects	11/25/22	CC	Materials		The Home Depot	811.72	811.72	811.72		
5-10-585	Grant Projects	11/28/22	CC	Tools		The Home Depot	82.05	82.05	82.05		
5-10-585	Grant Projects	10/29/22	CC	Credit		Amazon	42.37	42.37	42.37		
5-10-585	Grant Projects	11/28/22	CC	Electrical Work		Amazon Sales Tax Reversal	(2.77)	(2.77)	(2.77)		
5-10-585	Grant Projects	11/28/22	CC	Material Returns		Bassett Electrical Contracting	6,785.00	6,785.00	6,785.00		
5-10-585	Grant Projects	11/28/22	Store Credit	Material Returns		The Home Depot	(441.14)	(441.14)	(441.14)		
5-10-585	Grant Projects	11/28/22	Store Credit	Material Returns		The Home Depot	(42.47)	(42.47)	(42.47)		
5-10-585	Grant Projects	11/28/22	CC	Material Returns		The Home Depot	(125.00)	(125.00)	(125.00)		
5-10-585	Grant Projects	11/28/22	Store Credit	Material Returns		The Home Depot	(7.14)	(7.14)	(7.14)		
5-10-585	Grant Projects	11/28/22	Store Credit	Material Returns		The Home Depot	(25.83)	(25.83)	(25.83)		
5-10-585	Grant Projects	11/28/22	Store Credit	Material Returns		Menards	(149.32)	(149.32)	(149.32)		
5-10-585	Grant Projects	11/30/22	Store Credit	Material Returns		Amazon	127.38	127.38	127.38		
5-10-585	Grant Projects	11/30/22	Store Credit	Credit		Amazon Sales Tax Reversal	(8.33)	(8.33)	(8.33)		
5-10-585	Grant Projects	11/29/22	CC	Material Returns		The Home Depot	(58.72)	(58.72)	(58.72)		
5-10-585	Grant Projects	11/29/22	CC	Material Returns		The Home Depot	(1.22)	(1.22)	(1.22)		
5-10-585	Grant Projects	11/29/22	CC	Material Returns		The Home Depot	(340.86)	(340.86)	(340.86)		
5-10-585	Grant Projects	11/30/22	CC	Material Returns		The Home Depot	114.08	114.08	114.08		
Totals							\$ 23,532.32	\$ 2,011.32	\$ 8,954.46	\$ 4,165.74	\$ 8,346.80

Date Received Reimbursement
Check #

AVON TOWNSHIP
LAKE COUNTY, ILLINOIS
ORDINANCE NO. 2022-OR-003

AN ORDINANCE ESTABLISHING THE 2022 TAX YEAR LEVY
AVON TOWNSHIP, LAKE COUNTY, ILLINOIS

Published in pamphlet form by authority of Avon Township, _____, _____

Prepared by:

BE IT ORDAINED, by the Trustees of Avon Township, Lake County, Illinois:

SECTION 1. That the one million, seven hundred eighty-eight thousand, forty-nine dollars (\$1,788,049) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as:

General Town Fund
General Assistance Fund
General Road Fund
Permanent Road Fund

For the tax year 2022, collectable in 2023.

SECTION 2. That the amount levied for each object and purpose shall be as follows:

	Amount Levied
General Town Fund REF: General Corporate Tax (60 ILCS 1/235-10)	\$651,682
General Assistance Fund REF: Public Assistance Tax (60 ILCS 1/235-20)	\$162,921
General Road Fund REF: General Road & Bridge Tax (605 ILCS 5/6-501 & 5/6-504)	\$89,600
Permanent Road Fund REF: Permanent Road Tax (605 ILCS 5/6-601)	\$883,846
SUMMARY	
General Corporate Tax	\$651,682
Public Assistance Tax	\$162,921
Road And Bridge Tax	\$89,600
Permanent Road Tax	\$883,846
TOTAL TAXES LEVIED	\$1,788,049

SECTION 3. That the Township Clerk shall file with the Lake County Clerk, on or before the last Tuesday of December, a duly certified copy of this Ordinance.

SECTION 4. That if any section, sentence, or subdivision of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED, this _____ day of _____, 2022 pursuant to a roll call by the Board of Trustees of Avon Township, Lake County, Illinois.

AYES: _____

NAYES: _____

ABSENT: _____

Kristal Larson, Township Clerk

Michele Bauman, Chair, Board of Trustees

CERTIFICATION OF TAX LEVY ORDINANCE

TOWNSHIP

The undersigned, duly elected, qualified and acting clerk of Avon Township, Lake County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance, of said Township, for the year 2021, as adopted this ____ day of _____, 2022.

This certification is made and filed pursuant to the requirements of (60 ILCS 1/75-20) and on behalf of Avon Township, Lake County, Illinois.

This certification must be filed by the last Tuesday in December.

Dated this ____ day of _____, 2022

Kristal Larson, Township Clerk

Filed this _____ day of _____, 2022

Lake County Clerk

Town of Avon
County of Lake

CERTIFICATE OF COMPLIANCE

TRUTH IN TAXATION

TOWN LEVY

The undersigned, presiding officer of Avon Township does certify that the Levy Ordinance, a copy of which is attached hereto, was adopted pursuant to, and in compliance with or inapplicability of the provisions of Section 4 through 7 of the "Truth in Taxation Act" (PA 82-102(IRS, CH 120, Section 861-869.1))

Dated this ____th day of December, 2022

Presiding Officer

October 24, 2022

Mr. Bob Kula
Avon Township Highway Department
389 Main Street
Hainesville, Illinois 60073

625 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Re: Avon Township Highway Department
Nippersink Road Culvert and Creek Stabilization
Avon Township, Illinois

Dear Mr. Kula:

On October 20, 2022, bids were opened online at 9:00 A.M. Four bids were received. The full tabulation is enclosed and outlined below:

<u>Contractor</u>	<u>Base Bid (Fall)</u>	<u>Alternate 1 (Spring)</u>	<u>Assurance</u>
Engineer's Opinion	\$16,500.00	\$13,000.00	
Canyon Contracting Inc	\$24,100.00	\$19,000.00	Bond
Campanella & Sons, Inc	\$48,462.30	\$48,462.30	Bond
V3 Construction Group	NO BID	\$76,750.00	Bond
Semper Fi Land Service Inc	\$120,500.00	\$97,632.95	Bond

The lower bidder for improvements within the above referenced project is Canyon Contracting Inc, of Spring Grove, Illinois for the alternate bid amount of \$19,000.00. The alternate bid is for the project to be completed in the Spring of 2023 and has a completion date of March 31, 2023.

We will coordinate with Canyon Contracting, Inc for the execution and preparation of the Certificate of Insurance and Contract Bond.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,
Gewalt Hamilton Associates, Inc.



Carissa A. Smith, P.E.
Civil Engineer

Encl.

cc: Joe Day - Canyon Contracting, Inc.
Sarah Ann Ronan, PE - Gewalt Hamilton Ass, Inc.

Client:	Avon Township	Bid Opening Date:	10/20/2022
Project:	Nippersink Road Culvert and Creek Stabilization	Bid Opening Time:	9:00 AM
GHA Project No:	4051.100	Bid Opening Location:	Virtual
Project Manager:	Carissa A. Smith		

Base Bid (2022 Construction)				Engineer's Estimate of Probable Cost		BID TABULATION								
						Canyon Contracting Inc.		Campanella & Sons, Inc.		V3 Construction Group		Semper Fi Land Service Inc.		
Item No.	Description	Qty	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
67100100	Mobilization	1.0	LSUM		\$0.00	\$2,000.00	\$2,000.00	\$6,480.00	\$6,480.00			\$0.00	\$30,000.00	\$30,000.00
X7010216	Traffic Control and Protection, (Special)	1.0	LSUM		\$0.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00			\$0.00	\$25,000.00	\$25,000.00
-	Damaged/Broken Concrete Removal	1.0	LSUM		\$0.00	\$1,000.00	\$1,000.00	\$3,252.05	\$3,252.05			\$0.00	\$12,000.00	\$12,000.00
-	Stone Rip Rap (Large Diameter)	15.0	TON		\$0.00	\$340.00	\$5,100.00	\$703.35	\$10,550.25			\$0.00	\$650.00	\$9,750.00
-	Gabion Baskets	25.0	LF		\$0.00	\$600.00	\$15,000.00	\$1,079.20	\$26,980.00			\$0.00	\$1,750.00	\$43,750.00
Total Lump Sum Base Bid					\$16,500.00	\$24,100.00	\$48,462.30	NO BID	\$0.00			\$120,500.00		

Alternate 1 (2023 Construction)						Canyon Contracting Inc.		Campanella & Sons, Inc.		V3 Construction Group		Semper Fi Land Service Inc.	
Item No.	Description	Qty	Unit			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
67100100	Mobilization	1.0	LSUM		\$0.00	\$2,000.00	\$2,000.00	\$6,480.00	\$6,480.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
X7010216	Traffic Control and Protection, (Special)	1.0	LSUM		\$0.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$7,500.00	\$7,500.00	\$20,000.00	\$20,000.00
20800150	Damaged/Broken Concrete Removal	1.0	LSUM		\$0.00	\$1,000.00	\$1,000.00	\$3,252.05	\$3,252.05	\$1,500.00	\$1,500.00	\$9,000.00	\$9,000.00
20800150	Stone Rip Rap (Large Diameter)	15.0	TON		\$0.00	\$340.00	\$5,100.00	\$703.35	\$10,550.25	\$350.00	\$5,250.00	\$488.33	\$7,324.95
550A0340	Gabion Baskets	25.0	LF		\$0.00	\$396.00	\$9,900.00	\$1,079.20	\$26,980.00	\$1,500.00	\$37,500.00	\$1,452.32	\$36,308.00
Total Lump Sum Alternate 1 Bid:					\$13,000.00	\$19,000.00	\$48,462.30			\$76,750.00			\$97,632.95

**INTERGOVERNMENTAL AGREEMENT
BETWEEN THE VILLAGE OF THIRD LAKE
AND AVON TOWNSHIP**

ROAD MAINTENANCE AGREEMENT FOR CY2023

THIS INTERGOVERNMENTAL AGREEMENT (*"Agreement"*) made and entered into this 13th day of December 2022, between the Village of THIRD LAKE (hereinafter called the VILLAGE) and the AVON TOWNSHIP, (hereinafter called the TOWNSHIP) to provide road maintenance services (excluding annual snow removal services) (hereinafter called SERVICES) to streets within the jurisdiction of the VILLAGE.

WHEREAS, the TOWNSHIP maintains its roads and highways within Avon Township with its own staff; and

WHEREAS, the VILLAGE has certain roadways within its jurisdiction that require regular maintenance.

WHEREAS, the VILLAGE has requested the TOWNSHIP to maintain certain roads within the VILLAGE including the Village portions of Grant Avenue (from Route 45 to Roosevelt Road); Lake Shore Drive (from Cottage Avenue South of the last driveway), Wright Avenue (from Route 45 east to the beginning of the curve) and the subdivision referred to as Mariners Cove; North Lake Ave; South Lake Ave; Village portion of Sunshine Ave; and

WHEREAS, the VILLAGE and TOWNSHIP agree it's in the best interests of both jurisdictions that they enter into this agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement and pursuant to and in accordance with Article VII, Section 10 of the Illinois Constitution of 1970, Ill. Const. art. VII, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., and Section 11-74.4-4(b) of the Illinois Municipal Code, 65 ILCS 5/11-74.4-4(b), the parties agree as follows:

Deleted: HIGHWAY DEPARTMENT...

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1. **DISTRICT PERRSONNEL**

All TOWNSHIP Personnel are employees of the Township. Their services are purchased by the VILLAGE from the TOWNSHIP. The Avon Township Highway Director Supervisor shall have command authority over all projects and personnel and shall be responsible for implementing all projects. The Highway Director Supervisor and the TOWNSHIP personnel are and will remain employees of Avon Township.

Deleted: Director

Deleted: Director

2. **FEES**

Avon Township Highway Department agrees to provide these road maintenance services to the Village of Third Lake at a rate of \$65.85 per one man hour and equipment, additional \$35.19 per laborer and a rate \$81.18 per one man hour and equipment. additional \$45.99 per laborer for required overtime hours.

Deleted: Highway Department

3. **SERVICES**

The Avon Township Highway Department hereby agrees to provide road maintenance services to the Village of Third Lake for Calendar Year 2023. Such services shall include required manpower and equipment required for road maintenance. Any materials (i.e., cold patch, gravel etc.) required for road maintenance will be billed accordingly.

4. **INSURANCE**

Each party, at its sole expense, shall provide its own public officials' liability insurance. The TOWNSHIP shall provide general liability, auto liability, auto property and property insurance for all owned and leased vehicles and equipment. The TOWNSHIP will provide workers compensation insurance for all employees as required by State Statutes.

5. **OTHER RIGHTS AND DUTIES**

- A. The Avon Township Highway Department reserves the right to decline any road maintenance project due to the availability of limited resources.
- B. Avon Township Highway Department will submit to the Village of Third Lake regular invoices including an accounting of dates and hours and type of work performed for payment by the Village in accordance with Village procedures.
- C. The VILLAGE shall pay all invoices within 30 days of receipt of said invoices.

Deleted: Highway Department

6. **INDEMNIFICATION /HOLD HARMLESS**

The VILLAGE shall indemnify and hold the TOWNSHIP, and its officers and employees, harmless from any claims against the TOWNSHIP arising out of this agreement or the provision of SERVICES to VILLAGE residents, and the VILLAGE shall be responsible for any costs, fees (including attorney fees), charges and/or damages that the TOWNSHIP and its officers and employees may incur arising from any such claims.

7. MISCELLANEOUS

A. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("*e-mail*"). E-mail notices shall be deemed valid only to the extent that they are (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise provided in this Agreement, notices shall be deemed received after the first to occur of (a) the date of actual receipt; or (b) the date that is one (1) business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) the date that is three (3) business days after deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 7.A, each party to this Agreement shall have the right to change the address or the addressee, or both, for all future notices and communications to them but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Third Lake
87 North Lake Ave.
Third Lake, IL 60030
Attn: Butch Buckley, President
Fax: 847-223-9356
e-mail: bbuckley@thirdlakevillage.com

Notices and communications to the Township shall be addressed to, and delivered at, the following address:

Highway ~~Supervisor~~ Director
Avon Township
389 W. Main Street
Hainesville, IL 60073
Attn: Bob Kula
Fax: 847.546-7613
e-mail: BKula@avonil.us

Deleted: Director

B. **Non-Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the entire remainder of this Agreement shall, thereafter, be null and void and of no further force and effect, it being the intent of the parties that all of the provisions of this Agreement be treated as an individual whole.

C. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between them, whether written or oral, relating to the subject matter of this Agreement.

D. **Amendments and Modifications.** No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the parties, by resolution duly adopted, in accordance with all applicable statutory procedures.

E. **Authority to Execute.** The Village and Township warrant and represent that the persons executing this Agreement on their respective behalves have been properly authorized to do so by their respective Corporate Authorities.

F. **Counterpart.** This Agreement may be executed in counterpart, each of which shall constitute an original document, which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first written above.

This Agreement shall commence on January 1, 2023 and shall continue to through to December 31, 2023.

VILLAGE OF THIRD LAKE

AVON TOWNSHIP

Deleted: HIGHWAY DEPARTMENT

BY: _____

BY: _____

Village President

Michele Bauman

Deleted: Bob Kula

Avon Township Supervisor

Deleted: Highway Director

Attest: _____

Attest: _____

Village Clerk

Avon Township Clerk

March 15, 2022 *Revised April 19, 2022*

Mr. Bob Kula
Highway Supervisor
Avon Township Highway Department
389 W. Main Street
Hainesville, IL 60073

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Re: Proposal for Professional Services
Phase I Preliminary Engineering
Nippersink Road Improvements
Millennium Trail to School Drive
GHA Proposal No. 2022.T029R

Dear Mr. Kula:

Gewalt Hamilton Associates, Inc. (GHA) is pleased to submit our proposal for professional engineering consulting services with respect to the above referenced project.

The enclosed proposal is for Phase I Preliminary Engineering for the proposed improvements along Nippersink Road between the Millennium Trail crossing and School Drive (Avon Twp limits). The scope of work is expected to include construction of an 8-ft wide off-road path along Nippersink Road to connect the Millennium Trail to the existing Nippersink Forest Preserve trail crossing at School Drive and resurfacing of the Nippersink Road pavement throughout the project limits. We understand the Township has had preliminary discussions with the Village of Round Lake to act as the Township's sponsor agency as required by the Lake County Council of Mayors Surface Transportation Program (STP) Methodology. As you are aware, GHA assisted the Township in completing an application for STP funding for these improvements in the Council's recently closed Call for Projects.

To ensure eligibility for future STP or other State and Federal funding (e.g., ITEP or TAP funds) will require the Township to complete Phase I Engineering and design the improvements to meet minimum standards as defined by the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual.

Currently the need for easements or additional Right of Way is likely. However, preparation of a Plat of Highways for any Right of Way or easement needs determined in Phase I will be completed during Phase II where those efforts are also eligible for Federal assistance.

Also note that Design Approval cannot be issued for a project until a future phase of the project receives funding and is placed in the CMAP Transportation Improvement Program (TIP) to ensure compliance with Air Quality requirements.

Should you have any questions, or if we can be of additional assistance, please feel free to contact GHA. We look forward to working with Avon Township and the Village of Round Lake on this project.

Sincerely,
Gewalt Hamilton Associates, Inc.



Carissa A. Smith, PE CFM
Senior Engineer
csmith@gha-engineers.com



Daniel P. Brinkman, PE, PTOE
Assistant Director of Transportation Services
dbrinkman@gha-engineers.com

Encl.: GHA Proposal No:2022.T029R Avon Twp - Round Lake Nippersink PH I.docx

Proposal for Professional Services
Phase I Preliminary Engineering
Nippersink Road Improvements
Wilson Road to School Drive
GHA Proposal No. 2022.T029R

Avon Township (Client) having an address of 333 Washington Street, Round Lake, Illinois 60073 and Gewalt Hamilton Associates, Inc., (GHA), having an office at 625 Forest Edge Drive, Vernon Hills, IL 60061, agree and contract as follows:

I. Project Understanding

Gewalt Hamilton Associates, Inc. (GHA) will provide Phase I Engineering Services to the Township for the proposed improvements to Nippersink Road between the existing Millennium Trail crossing and School Drive (Township limits). It is our understanding that the anticipated scope of work that will include an 8-ft off pavement multi-use path along one side of Nippersink Road and resurfacing of the pavement within the project limits.

It is also our understanding that the Township intends to pursue Surface Transportation Program (STP) funding through the Lake County Council of Mayors for Construction and Construction Engineering. Utilizing Federal or State construction funding will require the Township / Village to complete Phase I and Phase II Preliminary Engineering in accordance with IDOT and FHWA requirements.

Our Phase I scope will identify any anticipated Right of Way and easement needs. A Plat of Highways for submittal and review by IDOT would be required in Phase II. Additionally, property negotiations and acquisitions, utility relocation coordination, and preparation of contract plans, and specifications and estimates (PS&E) will occur in Phase II.

II. Phase I Scope of Services

All work will be performed in accordance with current IDOT, and Township / Village standards and guidelines. Based on the anticipated scope of work but the unknown need for Right of Way, we are preparing for the project to be processed as a State Approved Categorical Exclusion. Should FHWA determine that an alternate processing is required we will adjust our efforts and expenses accordingly. We have organized our Phase I Scope of Services into nine (9) primary tasks, detailed below:

A. Project Initiation, Coordination & Data Collection

Coordination is a large part of any Phase I Engineering Study. GHA will coordinate with federal, state, and local agencies throughout the duration of the project. It is assumed that, as studies and analyses achieve closure on design and environmental issues, the project will be presented at an FHWA / IDOT BDE coordination meeting(s). The following tasks are anticipated during this phase of the project.

- Coordination with Township

GHA will provide regular communication with the Township, including copies of all transmittals and regular updates on milestone approvals as documents, reports and Subconsultant deliverables are received.

- Coordination with the Village of Round Lake
An initial review of the project corridor and the Village's Zoning Map suggests that portions of the corridor have been annexed into Round Lake. At a minimum a letter of support and acknowledgement will be required from the Village, and they may be asked to sign the Project Development Report.
- Coordination with IDOT
Representatives from GHA will attend a formal Kickoff meeting with Township, IDOT Bureau of Local Roads staff, and the Lake County Council of Mayors Planning Liaison. BLRS staff will provide initial direction regarding required environmental clearances, document the scope of work, and provide preliminary concurrence with the project termini.
- Coordination with FHWA
Representatives from GHA will attend IDOT BDE / FHWA Coordination meeting(s) with Township staff. The FHWA representatives will confirm the project termini and make final decisions regarding processing requirements and if necessary, Design Variances. GHA will complete the Initial Coordination Meeting Data form (BLR 22410).
- Coordination with Lake County Division of Transportation and LCCOM
 - The Fairfield Road intersection is under Lake County Division of Transportation LCDOT jurisdiction. While significant improvements are not anticipated at this location as part of this project, GHA will coordinate with LCDOT to get any preliminary comments and concurrence with the project. Should any improvements in the LCDOT Right of Way be needed, a permit from LCDOT will be secured in Phase II.
 - GHA will also assist the Township with the Active Program Management (APM) requirements of the STP program and complete the required Quarterly Update forms for Township submittal to LCCOM as required.
- Coordination with Commonwealth Edison
A portion of the improvements appear to cross the Commonwealth Edison ROW. We can coordinate with ComEd to obtain preliminary / concept approval of the pathway work within their ROW. This is expected to include efforts to initiate a lease agreement or Intergovernmental Agreement (IGA) based on our previous experience.
- Coordination with Utility Agencies
GHA will coordinate with local utility agencies through the JULIE Design Stage process. Limits of the project will be provided to the utility companies and requests for atlas information will be made. Upon receipt of utility information, the utility company data will be added to the existing condition / base drawings.
- Data Collection
GHA will request available historical data and information (e.g. engineering plans, subdivision plans, easement plats, drainage reports, as-built plans, utility atlases, roadway plans, tax maps, USGS maps, FEMA maps, etc.) from the above referenced agencies during the coordination process.

B. Project Administration & Public Input

- Project Administration
GHA will submit the pre-final reports and documents to the Township for review. We will also submit the various reports and preliminary plans to the corresponding agencies as directed by the Township. All final plans and reports (e.g. Phase I Engineering Report, Drainage Report, etc.) will be provided to the Township as appropriate, in hard copy and electronic format.
- Public Input
The Categorical Exclusion processing requires public input for the project. Based on previous experience with projects of a similar scope, we are recommending a two-phased, two meeting program. The initial meeting would present background information to the public and establish the project limits as well as collect additional comments for consideration for the study. The second meeting would present the

proposed improvements, potential right-of-way and easement needs, and other design components. Comments received at the Public Information Meetings will be incorporated in the Project Development Report.

GHA will prepare newspaper notices for the Township to publish, prepare handouts, sample resident invitation letters and comment forms, a Frequently Asked Questions (FAQ) document for responses to public comment and prepare for and staff two open-house format meetings.

We are anticipating that all public input will be conducted in-person at the Township Hall.

C. Topographic and Right of Way Survey

GHA will supplement the previously prepared Topographic and Right of Way Survey to include the full Nippersink Road Right of Way for the limits of the project. The survey will meet or exceed the Minimum Standards of Practice as set forth by Illinois Administrative Code for a Topographic Survey. Accordingly, we will provide the following services:

- Obtain benchmark information (NAVD88) from USGS, the County, the Village or Trimble VRS Now Network.
- Horizontal coordinates shall be referenced to the State Plane Coordinate System, Illinois East Zone, NAD83 adjustment. Vertical elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88). All units shall be U.S. Survey feet and decimal parts thereof.
- Establish permanent site benchmark(s) (i.e., crosses or boxes cut on concrete, flange bolts on fire hydrants, etc.) on site.
- Contours will be provided at 1'-0" intervals, with an error not to exceed one-half the contour interval.
- Elevations will be taken at 50-foot cross sections across the right-of-way width along the limits of survey, including spot grades at high points, low points, and grade changes. Points required are located at the right-of-way line, sidewalk, driveways and aprons, back of curb, flow line, centerline/concrete median, etc. The topography will extend approximately 20 feet beyond the existing ROW. The survey limits will also extend 50 feet into the intersecting public side streets along the project limits.
- The survey will show the location of the visible ground features, physical improvements with the project limits including location and elevation of light poles, utility poles, traffic lights, sidewalks, driveways, fences, guard rails, signage, striping, overhead wires, etc.
- The location of underground utilities, both observed and from record information such as Village utility atlases, will be provided and will including location and size of water mains, fire hydrants and valves. The survey will show depth, size, and direction of flow for all sanitary, storm drains, and culverts serving the property. The location of all manholes, catch basins and all pipe inverts that are accessible from will be depicted.
- Location of "dry" utilities such as telephone, electric, gas and cable T.V. lines, etc. will be depicted based on visual surface evidence and available utility atlas information from the respective utility companies. The cost for marking of private utilities is not included in this proposal, but GHA will include this information if the Client arranges to have private utilities marked in the field prior to our field visit.
- Locate existing tree and brush lines in the right-of-way (ROW). Individual free-standing trees of 6" caliper or greater at breast height (DBH) will be individually located (tagging and identification are not included); and will be shown as deciduous or coniferous. Groupings of trees or landscaped areas will be shown in mass.

The topographic information collected will be supplemented with additional field and office efforts necessary to define and confirm the north and south Right of Way of Nippersink Road.

- Research available plats and property records.
- Locate and survey the existing property monumentation in the project area and establish the position of the ROW lines within the project limits.
- Locate and survey monuments on side lot property lines along the ROW that will be within the project limits.

- Right-of-way shall be based on field located property corners and other survey markers, etc., as well as recorded subdivision plats, recorded dedication plats, recorded easement documents, recorded survey plats and other information available through the County Recorder's website.

Note: If additional information is required, GHA will provide the Client with a cost estimate for obtaining the title commitments for the parcels.

Limits of the Topographic and Right of Way survey will include the Nippersink Road corridor between Dawn Marie Drive and the east curb returns of the School Drive intersection. Topographic data will extend 20 feet on the north and south side of the Right of Way, 25-feet along private driveways, 50-feet along minor side streets, and 100 feet along Fairfield Road.

D. Traffic & Crash Analyses

GHA will review the current and projected traffic volumes along the corridor.

- Traffic Data Collection

We anticipate conducting traffic counts at the following locations:

- Nippersink Road at School Road / Nippersink Park Trail - unsignalized
- Nippersink Road Fairfield Road – Traffic Signal
- Nippersink Road at Millennium Trail – Mid Block crossing

Miovision Video Collection Units (VCUs) offers improved accuracy and efficiency for larger intersections. Additionally, Miovision can be deployed for a single 24-hour period and collect turning movements as well as ADT data for all approaches. Vehicle classification data will be collected along with the turning movement volumes, as well as pedestrian and bicycle data.

- Future 2050 Traffic Volumes

GHA will request 2050 traffic projection for the corridor and key intersections, from the Chicago Metropolitan Agency for Planning (CMAP) and utilize those projections for design volume calculations.

- Crash Data & Analysis

GHA will request the most recent five (5) years of crash statistics from IDOT Division of Traffic Safety in Springfield, IL. We will also request crash reports from the Village or LCDOT for the years 2021 and 2022 to date. The data will be analyzed according to federal guidelines. Recommendations will be made for mitigation needs, if necessary.

- Mid-block Crossing review

Any roadway crossing not at a signal is generally considered a Mid-Block Crossing and will have to be compliant with the IDOT published guidelines contained in TRA-23: GUIDELINES FOR PEDESTRIAN CROSSINGS AT UNCONTROLLED LOCATIONS. GHA will review the two existing crossings and recommend any necessary modifications (e.g., signage improvements) to ensure that both are in compliance with the IDOT publication.

- Capacity Analyses

GHA will prepare Intersection Capacity Analyses at the study intersections and provide a summary of the existing and design year intersection operations. Design Year is anticipated to be year of construction plus 1 for this project.

- No geometric or capacity improvements to the roadways are anticipated and we have not included efforts to prepare an Intersection Design Study (IDS). If required, and IDS would be considered an Additional Service to this contract.

E. Environmental Studies

GHA will prepare the required submittals and ensure the necessary coordination is completed so the project can receive Design Approval (DA) clearances for Biological, Cultural, and Special Waste impacts.

- Environmental Field Review/Reconnaissance

GHA will conduct an environmental field review to identify the presence of any environmental resources within the project corridor.

- GHA will prepare and submit the IDOT Environmental Survey Request (ESR) Form. This includes completing the form and creating the attachments.
- Wetlands
GHA will engage a sub-consultant (JHWetco.com, Inc.) to conduct a review of the corridor and complete a wetland delineation report. The sub consultant will also complete and submit either a “No Wetlands Present” memorandum or the Wetland Impact Evaluation (WIE) form through the IDOT on-line portal. A proposal from JHWetco.com, Inc. for wetlands evaluation is included as Exhibit C.
- Preliminary Environmental Site Assessment (PESA)
GHA will engage a sub-consultant (GZA.) to conduct a review of the corridor and complete the Local PESA in accordance with IDOT standards and guidelines. A proposal from GZA is included as Exhibit D.
- Threatened and Endangered (T/E) Species
GHA will initiate coordination for federal and state threatened and endangered species through the submittal of the ESR for Biological Clearance
- Section 4(f) Deminimis Evaluation
A Section 4(f) evaluation is needed for any impacts to publicly owned recreational land. Should easements or permanent impacts (e.g. ROW acquisition) be needed along Nippersink Road adjacent to Nippersink Forest Preserve or the Millennium Trail Greenway, a Section 4(f) document may be required. This will be a key point of discussion at the IDOT kickoff meeting and BDE/FHWA coordination meeting. We have included efforts to secure a Section 4(f) deminimis clearance for both locations.
- Archaeological and Historic Preservation
GHA will initiate coordination for archaeological and historic preservation consultation through the submittal of the ESR for Cultural Clearance.

F. Preliminary Drainage & Analysis

GHA will prepare preliminary drainage evaluation and perform required analysis in accordance with the stormwater requirement of the Lake County Watershed Development Ordinance (WDO), IDOT, LCDOT, and the IDNR-Office of Water Resources (IDNR-OWR).

- Collect and review pertinent as-built plans, USGS maps, County topographic maps, FEMA maps in the project area, and other pertinent data. Collect and review permits from LCSMC, LCDOT, IDOT, Township, and the adjoining Villages.
- Collect reports of historical flooding problems (flood-prone areas, roadway overtops, etc.) throughout the project area. Perform an evaluation of existing drainage conditions through a review of record roadway plans, maps, permits, reports and field reconnaissance trips. Identify existing drainage patterns, drainage systems, and major drainage features. Evaluate sensitivity and suitability of the existing drainage systems and outlets to determine adequacy for continued use.
- Evaluate stormwater requirement in accordance with the Lake County WDO, LCDOT, and IDNR-OWR. Stormwater detention is not anticipated by the WDO as the additional impervious area is less than the threshold for public roadway development.
- Evaluate storm sewer and ditch design criteria and perform preliminary storm sewer and ditch design as necessary including hydraulic grade line computations.
- Perform preliminary culvert analysis as necessary to extend the culverts to accommodate the proposed path.
- Identify permit requirements and coordinate with the Village, LCSMC, LCDOT, and IDNR-OWR for permit needs.

- There are regulatory floodplain and floodway within the project limits. Prepare preliminary compensatory storage analysis and design to compensate for floodway and flood fill based on the WDO and IDNR-OWR rules.
- Evaluate the needs for additional rights-of-way and drainage easement for drainage purposes.
- Prepare a summary memorandum as documentation for the preliminary stormwater design.

G. Preliminary Engineering

- GHA will engage a sub-consultant, Soil and Materials Consultants (SMC) to collect pavement cores and soil borings along the corridor. This information will be utilized to determine the appropriate pavement rehabilitation strategy (e.g., depth of milling and resurfacing) and ensure that there is sufficient base for construction of the proposed pathway improvements. The SMC proposal is attached as Exhibit E.
- Utilizing the geotechnical information collected, GHA will develop typical sections (existing and proposed) and preliminary plans for the proposed corridor improvements.
- GHA will develop preliminary cross sections for the proposed improvements.
- Utilizing the preliminary cross sections, GHA will identify any preliminary easement and or Right of Way needs.
- GHA will prepare a preliminary Engineers Opinion of Probable Cost (EOPC) for the improvements utilizing current IDOT pay items.
- GHA will review existing Village utilities within the project limits and coordinate with the Village to determine the extent of local utility improvements that may be constructed at the same time as the improvements. Storm sewer improvements are generally eligible for federal participation, while water main replacement and sanitary sewers are not eligible but can be included in the plan set.

H. Project Development Report

The Phase I Engineering Study culminates in the completion and submittal of the Project Development Report (PDR). GHA will prepare Pre-Final (draft) and final versions of the PDR document and attachments. The PDR is expected to follow the requirements of IDOT BLR 22210, which addresses processing the project as a State Approved Categorical Exclusion. **Note:** until funding for a future phase of the project is committed to and entered into the CMAP TIP, IDOT and FHWA will not issue Design Approval.

III. Schedule

GHA is prepared to commence work immediately upon receipt of written authorization from the Client. GHA will contact the Council Liaison to set up the kickoff meeting as soon as practical. We would anticipate that Phase I will be complete within 12-14 months from authorization.

IV. Contract Cancellation

If the client decides to cancel or terminate contract at any time, they will not be assessed a fee for the remainder of the contract. Any services completed or rendered up to the notice to terminate contract shall be paid in full by the client.

V. Compensation for Services

For the above-described services, GHA proposes billing on a time-and-materials (T&M) basis a not-to-exceed (NTE) fee of **\$139,016.00** in accordance with our current compensation rates on file with the Township. A detailed estimate of man-hours and direct costs are provided in Exhibits A and B respectively.

VI. Authorization

By signing below, you indicate your acceptance of this Agreement in its entirety.

Gewalt Hamilton Associates, Inc.

Avon Township



Daniel P Brinkman, PE, PTOE
Assistant Director of Transportation Services

Name: _____

Title: _____

Date: _____

- Encl. A Manhour Estimate
- B Direct Expenses
- C JHWetco.com proposal
- D GZA proposal
- E SMC proposal

Phase I Engineering Tasks	Principal \$193	CE VI \$180	CE V \$167	CE IV \$160	CE III \$150	CE II \$145	CE I \$132	LS IV \$150	LS III \$140	LS II \$134	LS I \$126	GISP III \$150	GISP II \$139	GISP I \$132	EC II \$143	EC I \$132	ET V \$161	ET IV \$139	ET III \$129	ET II \$113	ET I \$84	AD I \$69	Total Hours	Fee	
A. Project Initiation, Coordination & Data Collection																									
Coordination with Township / Village			8	12																				20	\$ 3,257
Coordination with IDOT			12	6																				18	\$ 2,968
Coordination with FHWA			4	4																				8	\$ 1,309
Coordination with LCDOT & LCCOM			10			8																		18	\$ 2,832
Coordination with ComEd			12			8																		20	\$ 3,167
Coordination with Utility Agencies																						8	0	\$ 553	
Data Collection				4								2												6	\$ 940
Task Subtotal	0	0	46	26	0	16	0	0	0	0	0	2	0		0	0	0	0	0	0	0		90	\$ 15,025	
B. Project Administration & Meetings																									
Project Administration			16	8																		4	24	\$ 4,234	
Public Input			32	16		16													12		8	6	84	\$ 12,861	
Task Subtotal	0	0	48	24	0	16	0	0	0	0	0	0	0		0	0	0	0	12	0	8		108	\$ 17,094	
C. Topographic Survey																									
Control										6											6		12	\$ 1,309	
Field Topo										40														40	\$ 5,357
Reduction																		40						40	\$ 5,141
Right of Way								16		16														32	\$ 4,545
Project Management			4					8		4														16	\$ 2,406
Task Subtotal	0	0	0	0	0	0	0	0	0	46	0	0	0		0	0	0	0	40	0	6		140	\$ 18,757	
D. Traffic & Crash Analyses																									
Traffic Data Collection							2												3		12		17	\$ 1,660	
2050 Traffic Projections							2																	2	\$ 264
Crash Data & Traffic Analyses			4				4																	8	\$ 1,197
Mid-Block Crossing Review			4			8													4					16	\$ 2,341
Capacity Analyses			1				2																	3	\$ 431
Task Subtotal	0	0	9	0	0	8	10	0	0	0	0	0	0	0	0	0	0	0	7	0	12	0	46	\$ 5,892	
E. Environmental Studies																									
Environmental Field Review			2				4																	6	\$ 862
Environmental Survey Request & Supporting Documentation			2			4							6						6					18	\$ 2,475
Section 4(f) Delineation Processing			6			8																4	14	\$ 2,439	
Subconsultant Coordination			6																					6	\$ 1,004
Task Subtotal	0	0	16	0	0	12	4	0	0	0	0	0	0		0	0	0	0	6	0	0		44	\$ 6,780	
F. Preliminary Drainage Analyses																									
Research and Evaluate Existing Drainage System			4			14							4									2	22	\$ 3,391	
Stormwater Requirement & Detention Evaluation			4			8																		12	\$ 1,827
Storm Sewer and Ditch Design; Culvert Analysis			8			24													4					36	\$ 5,370
Floodplain & Floodway Evaluation			12			24													6					42	\$ 6,318
Permitting Requirement			2			10																		12	\$ 1,782
Drainage Memo			8			14							2									2	24	\$ 3,782	
Task Subtotal	0	0	38	0	0	94	0	0	0	0	0	0	6		0	0	0	10	0	0	0		148	\$ 22,470	

Phase I Engineering Tasks	Principal \$193	CE VI \$180	CE V \$167	CE IV \$160	CE III \$150	CE II \$145	CE I \$132	LS IV \$150	LS III \$140	LS II \$134	LS I \$126	GISP III \$150	GISP II \$139	GISP I \$132	EC II \$143	EC I \$132	ET V \$161	ET IV \$139	ET III \$129	ET II \$113	ET I \$84	AD I \$69	Total Hours	Fee	
G. Preliminary Engineering																									
Preliminary Plan & Profile			4	6		24												6						40	\$ 5,938
Typical Cross Section Design		2		2		4												4						12	\$ 1,817
Preliminary Cross Sections		2		4		20												6						32	\$ 4,730
ADA Details				2		10																		12	\$ 1,767
Village Utilities				2														2					2	4	\$ 737
Maintenance of Traffic						2												4						6	\$ 847
Task Subtotal	0	4	4	16	0	60	0	0	0	0	0	0	0	0	0	0	0	22	0	0	0		106	\$ 15,835	
H. Project Development Report																									
Prepare Draft Project Development Report			8			24							4					4						40	\$ 5,927
Prepare EOPC						6											2							8	\$ 1,190
Prepare Final Project Development Report			8			8												4				6	4	26	\$ 3,836
Task I Subtotal	0	0	16	0	0	38	0	0	0	0	0	0	4		0	0	2	8	0	0	6		74	\$ 10,953	
Total Labor	0	4	177	66	0	244	14	0	0	46	0	2	10	0	0	0	2	40	65	0	32	0	756	\$ 112,808.16	
Reimbursable Expenses																								\$ 2,409	
Wetland Sub-Consultant																								\$ 4,756	
PESA Sub-Consultant																								\$ 4,825	
Geotechnical Sub-Consultant																								\$ 14,218	
Total Labor + Reimbursables + Sub-Consultants																								\$ 139,016	



JHWetco.com, Inc.
 1924 Elmwood Drive, Highland Park, IL 60035
 Tel: 847-648-1924
 www.jhwetco.com jhmieleski@jhwetco.com

Professional Services Agreement

Wetland Consulting Services

Attention: Dan Brinkman, P.E. (847) 821-6222 Draft #: 002
 Company: Gewalt Hamilton Associates, Inc. (GHA) Date: 04/15/2022
 Address: 625 Forest Edge Dr., Vernon Hills, IL 60061 Issued By: J. Hmieleski, CWS-001

Job: Nippersink Road Improvement Project PIN #: See *Revised* Map
 Address: Nippersink Rd: Wilson Road to School Road, Round Lake, IL

Description of Work/Schedule (Refer to Attached Sheet for Acronyms Definitions)	Lump Sum Cost:
<p>Task 1 - Delineate wetlands and waters in Assessment Area* using USACE manual (w/supplements) within "growing season." Collect floristic data; Place pin flags on wetland/waters border; GPS locate flags. Proposed flagging start date: May 2022 due to growing season constraints. Anticipate 20 hrs@ \$120/hr + Supplies/Software costs.*Assessment area: See attached map, road ROW+20', both sides; visually observe/approximate other ("off-site") areas incl. approx. size, location, and quality.</p>	\$ 2,100.00
<p>Task 2 - Prepare "Wetland Determination Report" meeting Lake Co. Watershed Development Ordinance (WDO), USACE Nationwide Permit Program (NWP), and IDOT to support Wetland Impact Evaluation. Incl. IDNR "Planning" level EcoCat** and USFWS IPaC. Product: PDF file of the report: includes maps, data sheets, photos, and floristic quality tables. Task 2 to be completed 2 weeks after field work completion.</p>	\$ 1,900.00
<p>Task 3A - Submit to LCSMC for Preliminary Jurisdictional Determination (PJD): includes application forms, maps, and one (1) meeting with USACE officials. See LCSMC fee below. Anticipate application before Task 2 completion.</p>	\$ 250.00
<p>Task 3B - Wetland Impact Evaluation (WIE) Web Submission: complete web-based WIE per Client requirements. Incl. plan review(s) and WIE narrative (if required).</p>	\$ 480.00
	Review Fees/JHW Paid
<p>Notes: If needed: GHA to contact private property owners/grant access prior to JHW site visit; **IDNR EcoCat Fee estimated as \$26.00 paid by JHW and reimbursed at cost. PJD fee invoiced to Agency (for planning: current Fees: \$720 for one wetland +\$180/each additional wetland, anticipate 4-6 wetlands, total ~\$1,800)</p>	\$ 26.00

LUMP SUM Total: \$ 4,756.00

Client
 Signature: _____

Date: _____

Contractor
 Signature: Joseph I. Hmieleski

Date: 4/15/2022

Note: this contract has a front and back side (conditions).

CONSULTING AGREEMENT – between "Customer" and JHWetco.com (the "Consultant").

The Customer is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide services to the Customer. The Consultant is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided The Customer hereby agrees to engage the Consultant to provide the Customer with services (the "Services") consisting of: Wetland Consulting Services as described on page 1. The Services will also include any other tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Customer.

Term of Agreement The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide thirty (30) days notice to the other Party. Except as otherwise provided in this Agreement, the obligations of the Consultant will terminate upon the earlier of the Consultant ceasing to be engaged by the Customer or the termination of this Agreement by the Customer or the Consultant.

Compensation For the services rendered by the Consultant as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Consultant as shown on page 1, within a term of Net 30 days from JHWetco invoice.

Expenses We will charge a lump sum cost of five percent (5%) of the total professional billings in lieu of the separate costs associated with telephone, internet, postage, photocopying (up to 500 pages), incidental office supplies, fax transmission, and personal computer usage.

Payment Penalties In the event that the Customer does not comply with the rates, amounts, or payment dates provided in this Agreement, The Customer will pay a surcharge on any late payment in the amount of 5% of the late amount.

Confidentiality Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Customer which would reasonably be considered to be proprietary to the Customer including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Customer and where the release of that Confidential Information could reasonably be expected to cause harm to the Customer. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Customer. This obligation will survive indefinitely upon termination of this Agreement.

Ownership of Materials and Intellectual Property All intellectual property and related materials (the "Intellectual Property") including any related work in progress that is developed or produced under this Agreement, will be the sole property of the Customer. The use of the Intellectual Property by the Customer will not be restricted in any manner. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Customer. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

Return of Property Upon the expiry or termination of this Agreement, the Consultant will return to the Customer any property, documentation, records, or Confidential Information which is the property of the Customer.

Capacity/Independent Contractor In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Notice All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement.

Limitation of Liability It is understood and agreed that the Consultant will not be liable to the Customer, or any agent or associate of the Customer, for any mistake or error in judgment or for any act or omission done in good faith and believed to be within the scope of authority conferred or implied by this Agreement.

Dispute Resolution In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve the dispute through friendly consultation. If the dispute is not resolved within a reasonable period then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration in accordance with the laws of the State of Illinois. The arbitrator's award will be final, and judgment may be entered upon it by any court having jurisdiction within the State of Illinois.

Modification of Agreement Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment The Consultant will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Entire Agreement It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Governing Law It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Illinois, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

PAGE 2



World Transportation

IL National Wetland Inventory

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine
- ADvanced IDentification Wetlands
- Lake County Wetland Inventory

2007 Hydro Areas

- Lake
- Pond
- River/Stream/Creek



1 in = 600 ft

GIS WebMap

Gewalt Hamilton Associates, Inc.

JHWetco's Wetland Consulting Terminology (2022)

I provide the following list of items that you will either see in our proposal documents, or reports, or in email communication. Just for clarification –

- A wetland is by *federal* definition, "The term wetlands means areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas." Clean Water Act, 33 U.S.C. 1251 et seq. Section 120.2. Note that "wetlands" are usually vegetated, whereby waterways (like creeks, rivers), or ponds/lakes are usually not vegetated.
- A wetland "determination" is the procedure for determining if an area meets "wetland" definitions (plants, soils, flooding or wetness). JHWetco uses the federal 1987 USACE Wetland Manual, with the addition of applicable (and required) supplements. For most of Chicagoland, the "Midwest" Supplement is applicable. If others will be used, we will specify which ones separately.
- A wetland "delineation" is the process for when flags are placed on the boundary demarcating what is and what is not a wetland. Regulations require that this work be done in the "growing season" as described below.
- The term growing season usually refers to the period from bud break (spring time) to leaf drop (fall) and typically means between April 15 to October 15. This "window" changes each season and the actual definition is a bit technical so be sure to ask us if you need clarification on this item. Also note, the floristic quality assessment described below has different applicable dates and this is due to some plants being present at some part of the year and not others. We will usually try to perform the delineations during the growing season AND during the window for floristic quality so we do not have to re-visit the site and incur additional field work charges.
- Most County ordinances call for a Floristic Quality Assessment to determine overall wetland quality and this is usually done at the same time of the initial wetland field work. Note that the "official" start of when wetland delineations can be done is May 15th and ends October 1. Sometimes we can do assessments outside of this period, but the reviewing agencies may require a re-visit during the growing season. We use
- Also, once a wetland is delineated, we need to know if it is under federal (U.S. Army Corps of Engineers) or local (Isolated Waters) - this process is done by the federal or local agencies. This is called a jurisdictional determination and is transmitted via a letter after we request it from the applicable agency. In Lake County, IL, this is called a Preliminary Jurisdictional Determination (PJD). Wetlands or waterways under federal jurisdiction is called a water of the US (WOTUS); isolated waters may go by isolated waters of Lake County (IWLC) for example.
- Most county or local ordinances require delineations be done by a Certified Wetland Specialist (CWS). All JHWetco work will be done by, or under supervision of, a CWS.

Acronyms used in JHW proposal:

CWS = Certified Wetland Specialist (as in Lake County, IL; other counties may have other designations)
IDNR = Illinois Department of Natural Resources; EcoCat = State listed species review
IWLC = Isolated Waters of Lake County (under County jurisdiction)
LCSMC = Lake County Stormwater Management Commission; MWRD= Metropolitan Water Rec. District
WDO or LCWDO = Lake County Watershed Development Ordinance
NWP = Nationwide Permit Program as administered by the USACE-CD
T&E= Threatened and Endangered Species, listed by the State or U.S. (US Fish & Wildlife Service)
RPP= Regional Permit Program as administered by the USACE-CD
USACE-CD = U.S. Army Corps of Engineers (Chicago District Office)
USFWS = U.S. Fish and Wildlife Service, as in relation to federal threatened or endangered species
WOTUS = Water of the United States (federal jurisdiction)

References to be used for wetland delineation:

Environmental Laboratory. (1987). "Corps of Engineers Wetlands Delineation Manual," Technical Report Y-87-1, U.S. Army Engineer WES, Vicksburg, MS.
Herman, B., Sliwinski, R. and S. Whitaker. 2017. Chicago Region FQA (Floristic Quality Assessment) Calculator. U.S. Army Corps of Engineers, Chicago, IL. (December 12, 2017 Revision).
Wilhelm, G. and L. Rericha (2017). Flora of the Chicago Region, Indiana Academy of Science, Indianapolis, 1371 pp.
US Army Corps of Engineers. 2020. National Wetland Plant List 2018 Update. From official USACE website: rsgisias.crrel.usace.army.mil/NWPL.
US Army Corps of Engineers. 2010. Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0), ed. J. S. Wakeley, R. W. Lichvar, and C. V. Noble. ERDC/EL TR-10-16. Vicksburg, MS: U.S. Army Engineer Research and Development Center.
United States Department of Agriculture, Natural Resources Conservation Service. 2018. Field Indicators of Hydric Soils in the United States, Version 8.2. L.M. Vasilas, G.W. Hurt, and J.F. Berkowitz (eds.). USDA, NRCS, in cooperation with the National Technical Committee for Hydric Soils.
Wilhelm, G. S. and L. A. Masters (1995). Floristic Quality Assessment in the Chicago Region and Application Computer Programs, Morton Arboretum, Lisle, IL. 17 pp. + Appendices.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C. No. Ext): (888) 202-3007	FAX (A/C. No):
	E-MAIL ADDRESS: contact@hiscox.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hiscox Insurance Company Inc		10200
INSURED JHWetco.com, Inc. 1924 Elmwood Drive Highland Park IL 60035	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	UDC-1383491-CGL-21	09/21/2021	09/21/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C. No. Ext): (888) 202-3007	FAX (A/C. No):
	E-MAIL ADDRESS: contact@hiscox.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hiscox Insurance Company Inc		10200
INSURED JHWetco.com, Inc. 1924 Elmwood Drive Highland Park IL 60035	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			UDC-1383491-EO-21	09/21/2021	09/21/2022	Each Claim: \$ 3,000,000 Aggregate: \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

[Empty space for Certificate Holder]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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A Subsidiary of GZA



April 14, 2022

via email: dbrinkman@gha-engineers.com

Mr. Daniel P. Brinkman, P.E., PTOE
Associate/Senior Transportation Engineer
Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, Illinois 60061

**Re: Phase I Environmental Services – PESA
Nippersink Road, Round Lake/Avon Township, Lake County, Illinois
Proposal No. 81.P013136.22 (Revised)**

Dear Mr. Brinkman:

Huff & Huff, Inc. (H&H), a subsidiary of GZA, Inc. (Consultant) is pleased to submit this revised proposal to Gewalt Hamilton Associates, Inc., (Client) to conduct a Preliminary Environmental Site Assessment (PESA) for the proposed W. Nippersink Road Improvements Project. We understand the project limits have been adjusted and currently extend from Dawn Marie Drive to School Drive, approximately 4,275 feet in length. We understand the proposed improvements include construction of an 8-foot wide sidewalk or off-roadway path with the side currently to be determined, resurfacing of the roadway, and widening of shoulders (approximately 4-feet).

Client has provided a Figure depicting the project limits that is the basis of our understanding of the project limits. Land-use adjacent to the project corridor is primarily residential with some open space and/or agricultural use. This proposal presents our project approach, the scope of services, cost, and schedule for completing the project.

1. SCOPE OF SERVICES

Task 1 – Preliminary Environmental Site Assessment (PESA)

The process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation (IDOT) Highway Projects (Erdmann et al., 2012)
- ASTM International (ASTM) standard 1527-13
- The IDOTs Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, *Special Waste Procedures*. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012.
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013.
- Public Act 96-1416
- Clean Construction or Demolition Debris Fill Operations (CCDD) and Uncontaminated Soil Fill Operations: Amendments to 35 Illinois Administrative Code 1100. Effective on August 27, 2012.

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.huffnhuff.com
www.gza.com



A. Historical Research

The site's historical land use/ownership record will be developed from standard historical sources. Historic aerial photographs will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

B. Site Evaluation

Current environmental features and conditions of sites adjacent to the right-of-way/project area will be evaluated. A site walkover of potential right-of-way/project areas designated for excavation and/or acquisition will be conducted for first-hand evaluation of current environmental conditions within the project limits. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties also will be evaluated in accordance with ASTM protocols.

C. Records Review

A records review will be conducted to determine potential environmental concerns within the study area. It will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the outline of the study area.

Specifically, H&H will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the IEPA to obtain additional data pertaining to identified sites.

D. Report Preparation

One report summarizing the results of the evaluation will be prepared. The following information will be included in this report:

- a) The project location and description
- b) Historical uses of corridor.
- c) The area geology and hydrology.
- d) The environmental status of sites adjacent to the corridor regarding chemical use and storage, underground and aboveground storage tanks, solid waste, special waste, and hazardous waste, and PCBs.
- e) An analysis of the site inspection.
- f) A summary of the findings regarding environmental concerns. This will include IDOT's BDE Manual Chapter 27-3, Special Waste Procedures, and identification of Potentially Impacted Properties (PIPs) per Subpart F, Section 1100, 35 IAC, related to Clean Construction or Demolition Debris management.

Task 2 – QA/QC

Time under this task includes QA/QC time for the PESA report as described above.

Task 3 – Project Management

Time under this task includes project administration and management activities that include cost and schedule tracking, coordination with Client on authorized activities, document production and other in-house management activities.



2. PROJECT COSTS

The project costs for the proposed tasks are included on the attached spreadsheets.

3. LEVEL OF EFFORT AND SCHEDULE

PESA work will commence within 5 business days of project approval, with a target completion date of six (6) weeks from the date of approval. Please let us know if you require an expedited schedule.

4. TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

CONDITIONS OF ENGAGEMENT

The conditions of engagement are proposed to be in accordance with the AGREEMENT between Gewalt Hamilton Associates, Inc., 625 Forest Edge Drive, Vernon Hills, Illinois 60061 (“GHA”) and Huff & Huff, Inc. A subsidiary of GZA GeoEnvironmental located at 915 Harger Road, suite 330 Oak Brook, IL 60523 (“SUBCONSULTANT”) dated May 15, 2015. The terms and conditions of the AGREEMENT will be reproduced by GHA and incorporated with each specific assigned work order.

ACCEPTANCE

Upon issuance, both parties will execute the project specific Subconsultant Work Order consistent with the terms and conditions of the AGREEMENT.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-9100 with any questions.

Very truly yours,

Huff & Huff, Inc.

Jeremy J. Reynolds
Associate Principal
Attachments: Cost Plus Fixed Fee Spreadsheets



Local Public Agency Avon Township/Round lake	County Lake	Section Number TBD
Consultant (Firm) Name Huff & Huff, Inc. / GZA, Inc.	Prepared By JJR	Date 4/14/2022

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	OVERHEAD RATE	182.42%
START DATE	4/15/2022		COMPLEXITY FACTOR	0
RAISE DATE	3/1/2023		% OF RAISE	2.00%
END DATE	4/14/2023			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/15/2022	3/1/2023	11	91.67%
1	3/2/2023	4/1/2023	1	8.50%

The total escalation = 0.17%

Local Public Agency	County	Section Number
Avon Township/Round lake	Lake	TBD

MAXIMUM PAYROLL RATE	78.00
ESCALATION FACTOR	0.17%

PAYROLL RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Associate Principal II	\$69.75	\$69.87
Associate Principal I	\$66.04	\$66.15
Senior Consultant	\$74.06	\$74.18
Senior Project Manager III	\$63.64	\$63.75
Senior Project Manager II	\$53.81	\$53.90
Senior Project Manager I	\$48.20	\$48.28
Senior Landscape Architect	\$57.23	\$57.33
Senior Planning PM	\$53.97	\$54.06
Senior Geologist PM	\$57.26	\$57.36
Senior Technical Specialist I	\$50.79	\$50.87
Senior Scientist PM II	\$53.71	\$53.80
Senior Technical Scientist	\$51.13	\$51.22
Scientist PM II	\$48.38	\$48.46
Scientist PM I	\$42.00	\$42.07
Assistant PM Scientist	\$35.63	\$35.69
Environmental Engineer PM I	\$44.35	\$44.42
Geotechnical Engineer PM I	\$43.14	\$43.21
Architect PM	\$48.56	\$48.64
Assistant PM Engineer I	\$42.02	\$42.09
Engineer I	\$31.55	\$31.60
Scientist E1	\$31.41	\$31.46
Technical Graphics Technician	\$25.15	\$25.19
Administrative Managers	\$46.64	\$46.72
Senior Administrative Assistant	\$32.81	\$32.86
Lead Word Processor	\$40.46	\$40.53

Local Public Agency

Avon Township/Round lake

County

Lake

Section Number

TBD

COST ESTIMATE WORKSHEET

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

OVERHEAD RATE 182.42%**COMPLEXITY FACTOR** 0

TASK	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	DIRECT COSTS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Task 1: PESA	35	1,131	2,064	361	373	0	3,929	81.43%
Task 2: QAQC	3	185	337	0	61	0	583	12.08%
Task 3: Project Management	2	99	181	0	33	0	313	6.49%
Subconsultant DL					0		-	
TOTALS	40	1,415	2,582	361	467	-	4,825	100.00%

3,997

Local Public Agency

Avon Township/Round lake

County

Lake

Section Number

TBD

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultants Services Worksheet Fixed Raise

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Task 1: PESA			Task 2: QAQC			Task 3: Project Management								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Associate Principal II	69.87	1.0	2.50%	1.75				1	33.33%	23.29									
Associate Principal I	66.15	0.0																	
Senior Consultant	74.18	0.0																	
Senior Project Manager III	63.75	0.0																	
Senior Project Manager II	53.90	0.0																	
Senior Project Manager I	48.28	0.0																	
Senior Landscape Architect	57.33	0.0																	
Senior Planning PM	54.06	0.0																	
Senior Geologist PM	57.36	3.0	7.50%	4.30				2	66.67%	38.24	1	50.00%	28.68						
Senior Technical Specialist I	50.87	0.0																	
Senior Scientist PM II	53.80	0.0																	
Senior Technical Scientist	51.22	0.0																	
Scientist PM II	48.46	0.0																	
Scientist PM I	42.07	5.0	12.50%	5.26	4	11.43%	4.81				1	50.00%	21.04						
Assistant PM Scientist	35.69	0.0																	
Environmental Engineer PM I	44.42	0.0																	
Geotechnical Engineer PM I	43.21	0.0																	
Architect PM	48.64	0.0																	
Assistant PM Engineer I	42.09	0.0																	
Engineer I	31.60	26.0	65.00%	20.54	26	74.29%	23.48												
Scientist E1	31.46	0.0																	
Technical Graphics Technician	25.19	4.0	10.00%	2.52	4	11.43%	2.88												
Administrative Managers	46.72	0.0																	
Senior Administrative Assistant	32.86	0.0																	
Lead Word Processor	40.53	1.0	2.50%	1.01	1	2.86%	1.16												
		0.0																	
		0.0																	
TOTALS		40.0	100%	\$35.38	35.0	100.00%	\$32.32	3.0	100%	\$61.53	2.0	100%	\$49.71	0.0	0%	\$0.00	0.0	0%	\$0.00

HUFF & HUFF, INC.
SUMMARY OF DIRECT COSTS

Project: GHA W Nippersink

					<u>DIRECT</u>
Task 1 - PESA					
Trips	100 miles	x	1	x \$ 0.585	= \$ 58.50
Tolls			1	x \$ 2.80	= \$ 2.80
<u>Databse Package</u>	<u>1 ea</u>	<u>x</u>	<u>1</u>	<u>x \$ 300.00</u>	<u>= \$ 300.00</u>
Task Total					\$ 361.30
 Task 2 - QAQC					
<hr/>			0	x \$ -	= \$ -
Task Total					\$ -
 Task 3 - Project Management					
<hr/>			0	x \$ -	= \$ -
Task Total					\$ -
<hr/> GRAND TOTAL					\$ 361.30

HUFF & HUFF, INC.
SUMMARY OF SERVICES BY OTHERS
 Project: GHA W Nippersink

OUTSIDE

Task 1 - PESA

	0 x	\$	-	=	\$	-
			Task Total			\$ -

Task 2 - QAQC

	0 x	\$	-	=	\$	-
			Task Total			\$ -

Task 3 - Project Management




	0 x	\$	-	=	\$	-
			Task Total			\$ -

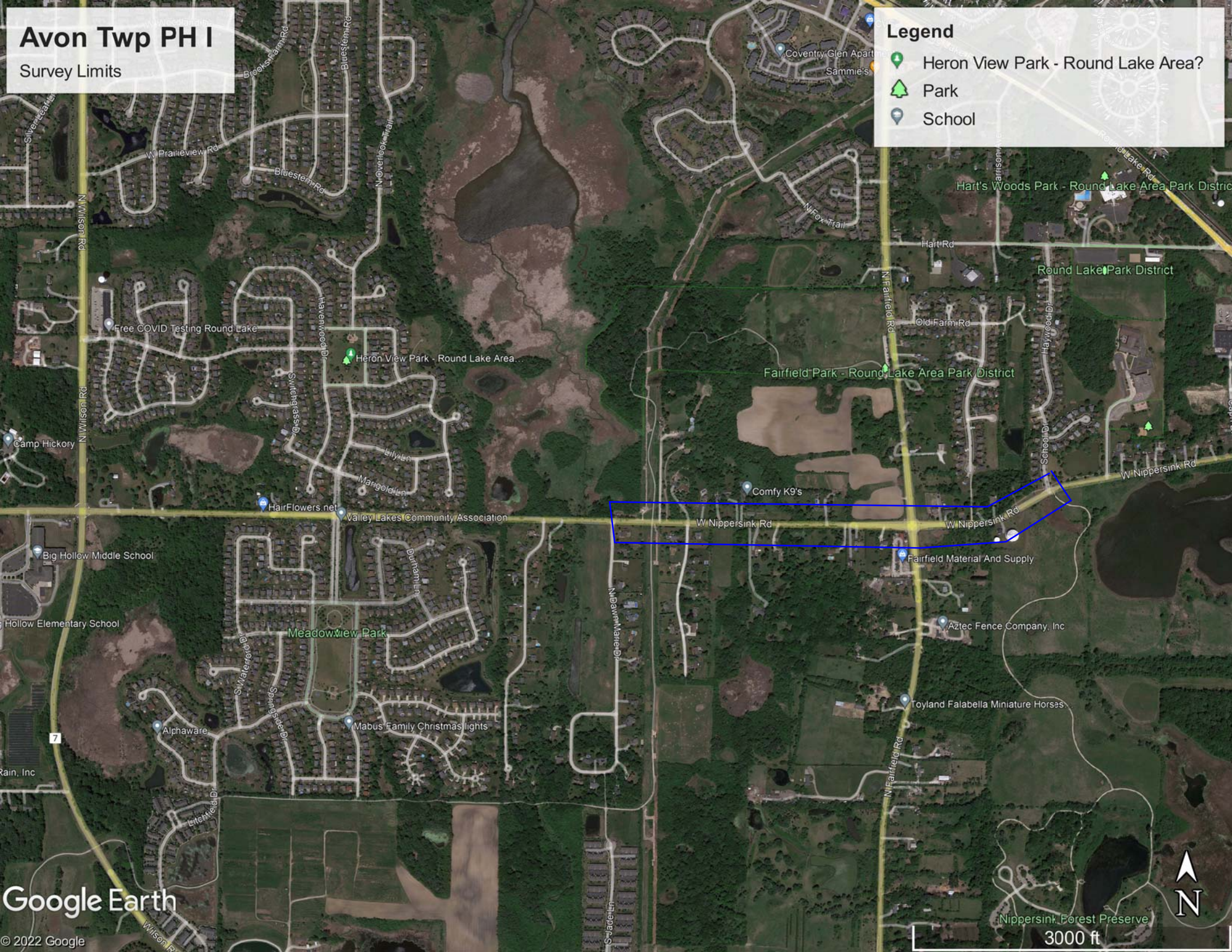
	GRAND TOTAL	\$		=	\$	-
--	--------------------	-----------	--	----------	-----------	----------

Avon Twp PH I

Survey Limits

Legend

-  Heron View Park - Round Lake Area?
-  Park
-  School



Google Earth

© 2022 Google



3000 ft



Office: 847-870-0544
Fax: 847-870-0661
us@soilandmaterialconsultants.com
www.soilandmaterialconsultants.com

April 15, 2022
Proposal No. 19,893
Revised

Mr. Daniel Brinkman, P.E., PTOE
Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, IL 60061

Re: Pavement Investigation
Nippersink Road Resurfacing & Multi-Use Path
Avon Township, Illinois

Dear Mr. Brinkman:

Submitted for your consideration is our proposal to provide the requested pavement section investigation and subsurface soil condition analysis for the proposed improvements along Nippersink Road from N. Dawn Marie Drive to School Drive in Avon Township, Illinois.

Scope of the Investigation

A total of 9 roadway core and boring locations will be established at intervals of approximately 500 feet and on alternate sides of the centerline. Offsets from centerline will be varied to include various portions of existing pavement. Additionally, 13 borings will be performed at intervals of approximately 300 feet for the proposed multi-use path. We will contact JULIE to locate public utilities.

At each roadway location the existing pavement materials will be cored to determine material types and thicknesses. The borings will be power auger drilled and soils sampled using a split barrel sampler at intervals of 2.5 feet within 15.0 feet of the surface and at intervals of 5.0 feet below this depth. The proposed borings will extend to minimum depths of 5.0 feet. Additional boring depth and sampling may be provided if weak or unsuitable soil conditions are encountered. Borings may be terminated at shallower depths if refusal is encountered.

Soil samples will be returned to our laboratory for testing including determination of moisture content. Cohesive soils obtained by split barrel sampling will be further tested to determine dry unit weight and unconfined compressive strength. Selected soil samples will be tested for determination of grain-size distribution, Atterberg limits, and other pertinent testing.

Engineering Evaluation, Report

The field investigation and laboratory testing will be completed under the direction of a Registered Professional Engineer. Preliminary information will be available upon request. Upon completion of the investigation an engineering evaluation will be completed and a report prepared. The report will present our findings and appropriate recommendations.

8 W. COLLEGE DR. • SUITE C • ARLINGTON HEIGHTS, IL 60004

SOIL BORINGS • SITE INVESTIGATIONS • PAVEMENT INVESTIGATIONS • GEOTECHNICAL ENGINEERING
TESTING OF • SOIL • ASPHALT • CONCRETE • MORTAR • STEEL

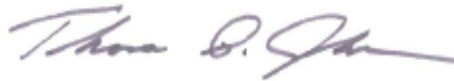
Charges

Our unit charges and the estimated total cost for the investigation are indicated on the attached Schedule of Fees. This schedule also indicates the anticipated frequency as well as type of field and laboratory testing proposed for this investigation. Final billing will be based on actual services rendered at the indicated rates.

Your consideration of this proposal is appreciated. The attached General Conditions are understood to be part of this proposal. If this proposal is acceptable, please execute and return one copy to our office. Should you have any questions concerning the scope of the investigation, please let us know.

Very truly yours,

SOIL AND MATERIAL CONSULTANTS, INC.



Thomas P. Johnson, P.E.
President

TPJ:dd

Proposal Accepted By: Client _____
Street _____
Town _____ State _____ Zip Code _____
Phone () _____ E-Mail Address _____
Signature _____ Position _____
Printed Name _____ Date _____

SCHEDULE OF FEES -- PAVEMENT AND SUBSURFACE SOIL INVESTIGATION

<u>Item</u>	<u>Units</u>	<u>Fee</u>	<u>Estimated Cost</u>
<u>FIELD</u>			
Boring Layout	8 hr.	\$ 99.00 /hr.	\$ 792.00
Utility Location	4 hr.	\$ 99.00 /hr.	\$ 396.00
2-Person Flagging Crew	16 hr.	\$ 330.00 /hr.	\$ 5,280.00
Mobilization	1	\$ Lump Sum	\$ 1,000.00
Drilling (22 @ 5.0')	110 ft.	\$ 14.00 /ft.	\$ 1,540.00
Split Barrel Sampling	44 ea.	\$ 10.00 ea.	\$ 440.00
Pavement Cores	9 ea.	\$ 120.00 ea.	\$ 1,080.00
<u>LABORATORY</u>			
Moisture Content			
Unit Weight	1	\$ Lump Sum	\$ 800.00
Unconfined Compressive Strength			
Organic Content	4 ea.	\$ 25.00 ea.	\$ 100.00
Hydrometer Analysis	4 ea.	\$ 95.00 ea.	\$ 380.00
Atterberg Limits	4 ea.	\$ 95.00 ea.	\$ 380.00
<u>REPORT</u>			
Senior Engineer (P.E.)	14 hr.	\$ 145.00 /hr.	\$ 2,030.00
			Estimated Total Cost: \$ 14,218.00

TERMS AND CONDITIONS

Soil and Material Consultants, Inc. (SMC) scope of work defined in the proposal was based on information provided by the client. If incomplete, inaccurate or if unexpected site conditions are discovered, the scope of work may change.

GEOTECHNICAL INVESTIGATIONS

Client will furnish SMC with right-of-access to the site. SMC will take reasonable precautions to minimize site damage due to its operations, but has not included in the fee the cost of restoration of any resulting damage. SMC shall not be liable for damage or injury due to encountering subsurface structures (pipes, tanks, utilities or others) not called to SMC's attention in writing or are not correctly shown on the drawings furnished by client or client's representative. If the client desires, SMC will restore any damage to the site and add the cost of restoration to the fee.

Field work, laboratory testing and engineering analysis will be performed in accordance with generally accepted soil and foundation engineering practices. Samples are retained in our laboratory for 30 days from date of report and then destroyed unless other disposition is requested. The data reported applies only to the soils sampled and the conditions encountered at each boring location. This does not imply or guarantee that soils between borings will be identical in character. Isolated inclusions of better or poorer soils can be found on any site. SMC will not be liable for extra work or other consequences due to changed conditions encountered between borings.

Any exploration, testing and analysis associated with the investigation will be performed by SMC for the client's sole use to fulfill the purpose of this Agreement. SMC is not responsible for use or interpretation of the information by others. The client recognizes that subsurface conditions may vary from those encountered in borings or explorations. Information and recommendations developed by SMC are based solely on available information and for the currently proposed improvement.

Documents including but not limited to technical reports, original boring logs, field data, field notes, laboratory test data, calculations, reports of inspection and testing, geotechnical reports, technical reports, submittals and estimates furnished to the client or its agents pursuant to this agreement are not intended or represented to be suitable for reuse by the client or others on extensions of this project or on any other project. Any reuse without SMC's written consent will be at user's sole risk and without liability or legal exposure to SMC. User shall indemnify and hold harmless SMC from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. To the maximum extent permitted by law, the Client agrees to limit SMC liability for clients' damages to \$100,000 or the fee, whichever is lesser. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

Soil and Material Consultants, Inc. is a Professional Engineering Corporation. Engineering services are often completed by extension through technical staff. The unit rates presented in this proposal do not reflect charges associated with organized labor. Future agreements, if any, with organized labor will invalidate some of the unit rates presented. Required rate adjustments will be presented to the client for acceptance prior to providing services at the adjusted rates.

Services are invoiced monthly for the preceding period. Client agrees to pay each invoice within thirty (30) days of receipt and further agrees to pay interest on all amounts not paid at the rate of 2.0% per month, an annual rate of 24%, from the due date. Client agrees to pay all reasonable costs of collection including staff time, court costs, Attorneys' fees and related expenses, if this account becomes delinquent. Client agrees that reports furnished to the client but not paid for in full remain the sole property of SMC and will not be used for design, construction, permits, licensing, sales or other gain.

TESTING SERVICES

Client shall furnish SMC with at least one working day's notice on any part-time (less than 8 hours/day) job when field personnel are requested. SMC shall make reasonable effort to provide field personnel in a timely manner but reserves the right to schedule field personnel as deemed appropriate. Minimum charges will be billed when work cancellations are received after field personnel have left for the project site.

SMC personnel will provide a professional service based on observations and testing of the work of a contractor, subcontractor, or other service/material provider, as specifically requested. SMC field personnel will look for general conformance with project specifications, plans and/or soil report but does not accept the responsibility to control or direct the work of others. Discrepancies noted by SMC office or field personnel will be referred to client or client's representative.

Testing Services furnished by SMC are defined as the taking of soil and/or material tests at various locations and the making of visual observations relating to earthwork, foundations, and/or materials as specifically requested by the client and agreed to by SMC, and will be limited to those specifically agreed services. Such services will be performed by SMC using that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of the profession practicing in this or similar localities.

Observations and testing of soils and/or materials by SMC in no way implies a guarantee or warranty of the work of the contractor, subcontractor, or other service/material provider. SMC's work or failure to perform same shall in no way excuse such contractor, subcontractor or other service/material provider from liability in the event of subsequently discovered defects, omissions, errors, deficiencies or failure to perform in accordance with the project plans and specifications. SMC field personnel shall not be responsible for superintendence of the construction process nor direction of the work of the contractor, subcontractor, or other service/material provider. SMC's work shall not include determining or implementing the means, methods, techniques, sequences or procedures of construction. SMC shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare.