



## AVON TOWNSHIP - REGULAR BOARD MEETING

### AGENDA

433 E Washington Street, Round Lake Park, IL 60030  
Tuesday, January 10, 2023 – 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. December 13, 2022 Regular Board Meeting
2. Approval and Release of Executive Session Minutes
  - a. November 15, 2022 Regular Board Meeting
3. Approval of Monthly Bills as Presented
  - a. Prepaid Bills
  - b. Outstanding Bills
4. Discussion and possible action related to concrete repair or replacement at the Township offices
5. A RESOLUTION to transfer previously appropriated funds within the Township Fund
6. 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 \_\_\_\_\_, \_\_\_\_\_.

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*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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**AVON TOWNSHIP HIGHWAY DEPARTMENT  
BOARD REPORT FOR THE  
DECEMBER 8, 2022 – JANUARY 3, 2023**

1. This past month I spoke/met with residents for the following purposes:
  - a. Resident in Highland Lake Subdivision about the no parking ordinance
  - b. Resident in Shaw Subdivision about permits
  - c. HMG Engineers and Lake County Public Works about the HLWS (Highland Lake Water System) Phase I improvements
2. Weather related response's:
  - a. December 9 - Snow off/on all day. Salt roads
  - b. December 15 - Light Snow/Ice Fog. Salt roads.
  - c. December 16 - Light Snow/Ice Fog. Salt roads.
  - d. December 17- Light Snow. Check roads.
  - e. December 22 - Snow/Fog/High Winds-Salt/Plow roads.
  - f. December 23 - High winds. Plow snow drifts.
  - g. December 24 - High winds. Check for snow drifts.
  - h. December 25 - High winds. Check for snow drifts.
  - i. December 26 - Light Snow. Check 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. None
7. In-House repairs/preparations:
  - a. Replaced rusted out metal panel on the F550 Diesel Truck
  - b. Replaced the snow blade on the F550 Diesel Truck
  - c. Installed 12 volt Liquid Solenoid valve on the Tool Truck Spreader
8. Equipment Repairs/Installations that required outsourcing: None
9. Other projects. None

10. During the period December 8, 2022 - January 3, 2023, we responded to 41 phone calls, 22 in person visits and 30 emails. See below for specifics.

TYPE	CALLS	IN PERSON/WEBINAR	EMAIL
CEMETERY (FT HILL)			
CONSTRUCTION			
CONTRACTOR			
DRAINAGE/WATER			
ENGINEER	3		4
GARBAGE/DEBRIS			
GRAYSLAKE (Village)			
HAINESVILLE (Village)			
HIGHLAND LAKE HOA	3	3	
LAKE COUNTY DOT	2		5
LAKE COUNTY SHERIFF	1		
MEETINGS/CONF/TNG		2	
PERMITS	5	1	3
PLEASANT HILL HOA			
RESIDENT MISC	5	3	3
THIRD LAKE (Village)	2		
TOWNSHIP CTR	5		3
TREE/BRUSH			
WEATHER RELATED	6	9	
OTHER	9	3	12
<b>TOTAL</b>	41	22	30



**AVON TOWNSHIP – REGULAR BOARD MEETING**

**MINUTES**

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

**Call to Order**

The meeting was called to order at 7:06pm by Supervisor Michele Bauman.

**Pledge of Allegiance**

**Roll Call**

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

Quorum Established

Participating remotely pursuant to the Electronic Participation Policy

Trustee Loffredo	-	Absent	Trustee Repa	-	Present
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Also present was Clerk Larson (remotely) and Assessor Brust.

**Public Comment**

Travis Haley expressed that he was offended by a comment from Trustee Kearby in regards to the appointment of Cynthia Brust as Assessor.

**Reports**

Supervisor Bauman congratulated Cynthia Brust on her appointment as Assessor. She then provided information on the activities of the food pantry for the board.

**New Business**

1. Approval of Meeting Minutes as Presented

November 15, 2022 Regular Meeting and November 30 Special Meeting

A MOTION to approve the minutes as presented.

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

Motion carries.



**AVON TOWNSHIP – REGULAR BOARD MEETING**

**MINUTES**

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

2. Approval of Monthly Bills as Presented

A MOTION to approve the bills as presented.

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

Motion carries.

Supervisor Bauman moved Items 3, 4 and 5 to the end of the agenda.

6. Discussion and possible action related to the Nippersink Road bridge

Highway Supervisor Kula introduced the bid information related to the proposed project.

A MOTION to approve the Canyon Contracting bid in the amount of \$19,000 as presented.

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

Motion carries.

7. AN INTERGOVERNMENTAL AGREEMENT Between The Village Of Third Lake And Avon Township

Clerk Larson noted minor changes to the agreement were suggested to replace the Highway Department with the Township as a result of the dissolution of the Highway Department.

A MOTION to approve the Intergovernmental agreement as presented.

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





**AVON TOWNSHIP – REGULAR BOARD MEETING**

**MINUTES**

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

Motion:           Kearby

Second:           Repa

Supervisor Bauman   -     AYE

Trustee Dobrow       -     AYE

Trustee Loffredo      -     AYE

Trustee Kearby       -     AYE

Trustee Repa          -     AYE

Motion carries.

**Adjournment**

A MOTION to adjourn.

Motion:           Kearby

All in favor say aye. Opposed?

Motion carries by acclimation.

The meeting was adjourned at 7:46pm.

# Board Information

For the January 10, 2023 Board Meeting

## Financial Package Includes:

1. Income Statement for the period 3/01/22 through 01/11/23
2. Cash and Liability Balances by Fund as of 01/06/23 (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 01/06/23
  - b. Prepaid Invoices since the prior meeting
  - c. Aged Payables as of 01/04/23
  - d. FMW Wealth Management Account Activity as of 11/30/22 as December 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 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

<b>Town Fund Admin.</b>		<b>Cur. Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD %</b>
		<b>Actual</b>	<b>Actual</b>	<b>Total</b>		
<b>Revenue</b>						
4-10-400	Property Tax	0.00	650,765.25	651,682	917	99.86
4-10-401	Replacement Tax	0.00	84,551.27	27,000	(57,551)	313.15
4-10-402	Interest and Dividend Inc	0.00	167.60	0	(168)	0.00
4-10-403	Rental Income	0.00	17,429.47	18,104	675	96.27
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
<b>Total Revenue</b>		<b>0.00</b>	<b>757,913.59</b>	<b>721,786</b>	<b>(36,128)</b>	<b>105.01</b>
<b>Town Fund</b>						
		<b>Cur. Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD %</b>
<b>Personnel Svs</b>						
5-10-501	Salaries-Officials	0.00	132,600.10	160,000	27,400	82.88
5-10-502	Salaries - Employees	0.00	0.00	22,500	22,500	0.00
5-10-503	Salaries Part-Time	0.00	13,784.81	23,000	9,215	59.93
5-10-504	FICA	0.00	11,235.04	15,759	4,524	71.29
5-10-505	IMRF	(0.01)	4,592.97	6,000	1,407	76.55
5-10-506	Health Ins	0.00	45,447.48	59,700	14,253	76.13
5-10-507	Dental and Vision Ins	0.00	3,568.01	4,800	1,232	74.33
5-10-508	Life Ins	0.00	376.50	500	124	75.30
5-10-509	Unemployment Ins	0.00	54.60	100	45	54.60
<b>Total Personnel Svs</b>		<b>(0.01)</b>	<b>211,659.51</b>	<b>292,359</b>	<b>80,699</b>	<b>72.40</b>
<b>Maintenance Svs</b>						
5-10-510	Maint. Building	0.00	555.00	5,000	4,445	11.10
5-10-512	Maint. Equipment	0.00	618.16	2,000	1,382	30.91
5-10-514	Grounds/Landscaping	0.00	0.00	500	500	0.00
<b>Total Maint Svs</b>		<b>0.00</b>	<b>1,173.16</b>	<b>7,500</b>	<b>6,327</b>	<b>15.64</b>
<b>Professional Svs</b>						
5-10-520	Contract/Accounting Svs	0.00	6,350.00	7,560	1,210	83.99
5-10-521	Legal Svs	0.00	14,223.56	12,000	(2,224)	118.53
5-10-522	Data Processing	279.80	9,854.31	13,000	3,146	75.80
5-10-523	Liability & Gen Ins	0.00	17,006.00	25,000	7,994	68.02
5-10-523W	Workers Comp Ins	0.00	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	0.00	2,882.50	25,000	22,118	11.53
<b>Total Prof Svs</b>		<b>279.80</b>	<b>56,721.37</b>	<b>134,560</b>	<b>77,839</b>	<b>42.15</b>
<b>Communications</b>						
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
<b>Total Communication E</b>		<b>0.00</b>	<b>137.65</b>	<b>1,500</b>	<b>1,362</b>	<b>9.18</b>
<b>Professional Development</b>						
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	0.00	550.08	1,000	450	55.01
5-10-543	Mileage & Tolls	0.00	0.00	1,000	1,000	0.00
5-10-544	Per Diem & Lodging	482.25	482.25	1,000	518	48.23
5-10-545	Conferences	188.50	188.50	1,000	812	18.85
<b>Total Prof Dev</b>		<b>670.75</b>	<b>2,655.28</b>	<b>7,500</b>	<b>4,845</b>	<b>35.40</b>

**Income Statement - Unaudited for Internal Use Only**

March 1, 2022 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

<b>Utilities</b>						
5-10-550	Electric Town Ctr	640.75	7,682.82	10,000	2,317	76.83
5-10-551	Natural Gas Town Ctr	407.84	2,146.00	1,400	(746)	153.29
5-10-552	Water/Sewer Town	79.08	749.16	1,200	451	62.43
5-10-554	Telephone	382.70	3,916.92	5,000	1,083	78.34
	<b>Total Utilities</b>	<b>1,510.37</b>	<b>14,494.90</b>	<b>17,600</b>	<b>3,105</b>	<b>82.36</b>
<b>General Svs</b>						
5-10-560	Office Supplies	0.00	1,622.64	3,000	1,377	54.09
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
	<b>Total General Svs</b>	<b>0.00</b>	<b>1,739.53</b>	<b>4,150</b>	<b>2,410</b>	<b>41.92</b>
<b>Social Service Funds Awarded</b>						
	<b>Total Social Service Con</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Capital Outlay</b>						
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	1,845.30	23,504.46	20,000	(3,504)	117.52
	<b>Total Capital Outlay</b>	<b>1,845.30</b>	<b>29,313.77</b>	<b>53,000</b>	<b>23,686</b>	<b>55.31</b>
<b>Real Estate</b>						
	<b>Total RE Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
	<b>Total T/F Admin</b>	<b>4,306.21</b>	<b>317,895.17</b>	<b>518,169</b>	<b>200,274</b>	<b>61.35</b>

**Income Statement - Unaudited for Internal Use Only**

March 1, 2022 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

<b>Town Fund</b>		<b>Cur. Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD %</b>
<b>Assessor</b>						
		Actual	Actual	Total		
5-12-502	Salaries-Employee	0.00	168,621.49	193,500	24,879	87.14
5-12-504	FICA	0.00	12,053.75	14,803	2,749	81.43
5-12-505	IMRF	0.00	6,255.88	7,179	923	87.14
5-12-506	Health Ins	0.00	45,988.34	55,500	9,512	82.86
5-12-507	Dental and Vision Ins	0.00	4,061.71	7,000	2,938	58.02
5-12-508	Life Ins	0.00	462.59	1,000	537	46.26
5-12-509	Unemployment Ins	0.00	179.99	400	220	45.00
<b>Personnel Services</b>						
<b>Total Personnel Services</b>		<b>0.00</b>	<b>237,623.75</b>	<b>279,382</b>	<b>41,758</b>	<b>85.05</b>
<b>Maintenance Svs</b>						
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
<b>Total Maint Svs</b>		<b>0.00</b>	<b>105.00</b>	<b>750</b>	<b>645</b>	<b>14.00</b>
<b>Professional Svs</b>						
5-12-520	Contract/Accounting Svs	0.00	800.00	1,200	400	66.67
5-12-522	Data Processing	31.00	325.99	450	124	72.44
<b>Total Prof Svs</b>		<b>31.00</b>	<b>1,125.99</b>	<b>1,650</b>	<b>524</b>	<b>68.24</b>
<b>Communications</b>						
5-12-530	Postage	60.00	72.00	200	128	36.00
<b>Total Communications</b>		<b>60.00</b>	<b>72.00</b>	<b>200</b>	<b>128</b>	<b>36.00</b>
<b>Professional Development</b>						
5-12-540	Dues	0.00	290.00	350	60	82.86
5-12-541	Continuing Education	100.00	4,610.00	4,900	290	94.08
5-12-543	Mileage	0.00	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
<b>Total Prof Devel</b>		<b>100.00</b>	<b>7,271.77</b>	<b>8,100</b>	<b>828</b>	<b>89.77</b>
<b>Utilities</b>						
5-12-554	Telephone- Land	186.83	1,854.71	2,700	845	68.69
<b>Total Utilities</b>		<b>186.83</b>	<b>1,854.71</b>	<b>2,700</b>	<b>845</b>	<b>68.69</b>
<b>General Services</b>						
5-12-560	Office Supplies	0.00	826.88	1,500	673	55.13
5-12-561	Operating Supplies	172.13	269.02	440	171	61.14
5-12-562	Misc	0.00	0.00	100	100	0.00
<b>Total Services</b>		<b>172.13</b>	<b>1,095.90</b>	<b>2,040</b>	<b>944</b>	<b>53.72</b>
<b>Capital Outlay</b>						
5-12-582	Office Equipment	0.00	4,660.02	6,000	1,340	77.67
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>4,660.02</b>	<b>6,000</b>	<b>1,340</b>	<b>77.67</b>
<b>Total T/F Assessor</b>		<b>549.96</b>	<b>253,809.14</b>	<b>300,822</b>	<b>47,013</b>	<b>84.37</b>

**Income Statement - Unaudited for Internal Use Only**

March 1, 2022 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

<b>Supervisor &amp; GA</b>	<b>Cur. Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD %</b>
	<b>Actual</b>	<b>Actual</b>	<b>Total</b>		
<b>Revenue</b>					
4-20-400	Property Tax	0.00	161,099.09	161,000	(99) 100.06
4-20-402	Interest and Dividend Inc	0.00	(667.37)	0	667 0.00
4-20-404	Misc. Income	0.00	2,929.89	0	(2,930) 0.00
	<b>Total Revenue</b>	<b>0.00</b>	<b>163,361.61</b>	<b>161,000</b>	<b>(2,362) 101.47</b>
<b>Personnel Services</b>					
5-20-502	Salaries - Employees	0.00	34,253.93	59,083	24,829 57.98
5-20-504	FICA	0.00	2,620.08	6,241	3,621 41.98
5-20-505	IMRF	0.00	1,270.84	3,027	1,756 41.98
5-20-506	Health Ins	0.00	12,771.49	25,881	13,110 49.35
5-20-507	Dental and Vision Ins	0.00	1,516.40	3,312	1,796 45.79
5-20-508	Life Ins	0.00	138.05	331	193 41.71
5-20-509	Unemployment Ins	0.00	101.47	188	87 53.97
	<b>Total Personnel Services</b>	<b>0.00</b>	<b>52,672.26</b>	<b>98,063</b>	<b>45,391 53.71</b>
<b>Maintenance Services</b>					
5-20-512	Maint. Equipment	0.00	0.00	600	600 0.00
	<b>Total Maint Svs</b>	<b>0.00</b>	<b>0.00</b>	<b>600</b>	<b>600 0.00</b>
<b>Professional Services</b>					
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
	<b>Total Professional Svs</b>	<b>0.00</b>	<b>1,000.00</b>	<b>33,950</b>	<b>32,950 2.95</b>
<b>Professional Development</b>					
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
	<b>Total Professional Dev</b>	<b>0.00</b>	<b>631.25</b>	<b>2,400</b>	<b>1,769 26.30</b>
<b>Communications</b>					
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
	<b>Total Communications</b>	<b>0.00</b>	<b>500.00</b>	<b>5,250</b>	<b>4,750 9.52</b>
<b>Utilities</b>					
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
	<b>Total Utilities</b>	<b>0.00</b>	<b>0.00</b>	<b>2,345</b>	<b>2,345 0.00</b>
<b>Discretionary</b>					
5-20-570	Youth Services	0.00	473.06	2,500	2,027 18.92
5-20-570E	Essentials Program	697.50	5,539.24	8,500	2,961 65.17
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	39.93	108.38	1,500	1,392 7.23
	<b>Total Discretionary</b>	<b>737.43</b>	<b>6,159.91</b>	<b>15,700</b>	<b>9,540 39.24</b>
<b>Emergency Assistance/General Assistance</b>					
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 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

5-20-596	Funerals	0.00	1,500.00	2,250	750	66.67
5-20-597	Social Service Contracts	0.00	1,000.00	3,000	2,000	33.33
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
<b>Total EA/GA</b>		<b>0.00</b>	<b>16,821.77</b>	<b>36,500</b>	<b>19,678</b>	<b>46.09</b>
<b>Capital Outlay</b>						
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
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>546.44</b>	<b>3,000</b>	<b>2,454</b>	<b>18.21</b>
<b>Total General Assistanc</b>		<b>737.43</b>	<b>78,331.63</b>	<b>197,808</b>	<b>119,476</b>	<b>39.60</b>

**Income Statement - Unaudited for Internal Use Only**

March 1, 2022 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

<b>Road &amp; Bridge</b>		<b>Cur. Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD %</b>
		Actual	Actual	Total		
<b>Revenue</b>						
4-40-400	Property Tax	0.00	54,205.09	44,800	(9,405)	120.99
4-40-401	Replacement Tax	0.00	63,784.79	30,350	(33,435)	210.16
4-40-402	Interest and Dividend Inc	0.00	202.86	500	297	40.57
4-40-404	Misc. Income	0.00	15,864.35	15,000	(864)	105.76
<b>Total Revenue</b>		<b>0.00</b>	<b>134,057.09</b>	<b>90,650</b>	<b>(43,407)</b>	<b>147.88</b>
<b>Maintenance Svcs</b>						
5-40-510	Maintenance Bldg	2,244.90	3,544.69	10,000	6,455	35.45
5-40-512	Maint. Equipment	3,080.96	14,117.67	30,000	15,882	47.06
5-40-515	Mosquito Abatement	0.00	4,680.00	7,500	2,820	62.40
<b>Total Maint. Expenses</b>		<b>5,325.86</b>	<b>22,342.36</b>	<b>47,500</b>	<b>25,158</b>	<b>47.04</b>
<b>Professional Services</b>						
5-40-521	Legal Svcs	0.00	1,236.25	3,500	2,264	35.32
5-40-523	Liability & Gen. Insuranc	0.00	17,019.00	19,900	2,881	85.52
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
<b>Total Professional Svcs</b>		<b>0.00</b>	<b>18,255.25</b>	<b>24,900</b>	<b>6,645</b>	<b>73.31</b>
<b>Communications</b>						
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
<b>Total Communications</b>		<b>0.00</b>	<b>161.00</b>	<b>1,200</b>	<b>1,039</b>	<b>13.42</b>
<b>Professional Development</b>						
5-40-540	Dues	0.00	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
<b>Total Professional Devel</b>		<b>0.00</b>	<b>150.00</b>	<b>1,250</b>	<b>1,100</b>	<b>12.00</b>
<b>General</b>						
5-40-560	Office Supplies	127.49	244.29	500	256	48.86
5-40-561	Operating Supplies	192.46	4,353.99	5,000	646	87.08
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
<b>Total General</b>		<b>319.95</b>	<b>19,367.81</b>	<b>21,200</b>	<b>1,832</b>	<b>91.36</b>
<b>Capital Outlay</b>						
5-40-580	Building	0.00	0.00	20,000	20,000	0.00
5-40-581	Bldg Equipment	784.43	1,154.41	2,000	846	57.72
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
<b>Total Capital Outlay</b>		<b>784.43</b>	<b>106,881.96</b>	<b>134,000</b>	<b>27,118</b>	<b>79.76</b>
<b>Total Road &amp; Bridge</b>		<b>6,430.24</b>	<b>167,158.38</b>	<b>230,050</b>	<b>62,892</b>	<b>72.66</b>

**Income Statement - Unaudited for Internal Use Only**

March 1, 2022 - January 11, 2023 Budget Approved 05/10/22 86.8% of Year 01/04/23

<b>Perm. Hard Road</b>		<b>Cur. Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>YTD %</b>
		Actual	Actual	Total		
<b>Revenue</b>						
4-50-400	Property Tax	0.00	874,866.64	869,000	(5,867)	100.68
4-50-402	Interest and Dividend Inc	0.00	2,737.70	1,000	(1,738)	273.77
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
<b>Total Revenue</b>		<b>0.00</b>	<b>895,105.99</b>	<b>900,276</b>	<b>5,170</b>	<b>99.43</b>
<b>Personnel Services</b>						
5-50-502	Salaries - Employees	0.00	217,237.50	290,000	72,763	74.91
5-50-503	Salaries- Part Time	0.00	39,267.76	54,320	15,052	72.29
5-50-504	FICA	0.00	17,448.36	24,581	7,133	70.98
5-50-505	IMRF	0.00	9,024.32	11,921	2,897	75.70
5-50-506	Health Ins.	0.00	39,300.60	51,620	12,319	76.13
5-50-507	Dental and Vision Ins	0.00	4,004.40	5,000	996	80.09
5-50-508	Life Ins	0.00	594.82	650	55	91.51
5-50-509	Unemployment Ins.	0.00	96.41	470	374	20.51
<b>Total Personnel Services</b>		<b>0.00</b>	<b>326,974.17</b>	<b>438,562</b>	<b>111,588</b>	<b>74.56</b>
<b>Maintenance Svs</b>						
5-50-516	Automotive Fuel & Oil	1,000.76	14,518.90	20,000	5,481	72.59
5-50-517	Road Salt/De-Icing	12,885.80	33,030.63	66,000	32,969	50.05
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
<b>Total Maint. Svs</b>		<b>13,886.56</b>	<b>47,549.53</b>	<b>89,500</b>	<b>41,950</b>	<b>53.13</b>
<b>Professional Svs</b>						
5-50-523W	Workers Comp Ins	0.00	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	0.00	4,549.70	31,400	26,850	14.49
5-50-529	MS4	0.00	6,418.75	9,478	3,059	67.72
<b>Total Prof Svs</b>		<b>0.00</b>	<b>39,697.45</b>	<b>92,578</b>	<b>52,881</b>	<b>42.88</b>
<b>Services</b>						
5-50-550	Electric Highway Bldg	209.68	1,903.71	2,700	796	70.51
5-50-551	Natural Gas Highway Bld	448.27	2,345.33	3,500	1,155	67.01
5-50-552	Water/Sewer Highway Bl	111.75	701.38	1,000	299	70.14
5-50-553	Disposal Services	0.00	1,518.00	4,000	2,482	37.95
5-50-554	Telephone- Land	70.00	716.94	1,000	283	71.69
5-50-555	Telephone - Field	40.13	365.57	1,150	784	31.79
5-50-557	Street Lights	0.00	16,664.80	28,000	11,335	59.52
<b>Total Services</b>		<b>879.83</b>	<b>24,215.73</b>	<b>41,350</b>	<b>17,134</b>	<b>58.56</b>
<b>General</b>						
5-50-562	Misc.	0.00	0.00	2,500	2,500	0.00
<b>Total General</b>		<b>0.00</b>	<b>0.00</b>	<b>2,500</b>	<b>2,500</b>	<b>0.00</b>
<b>Capital Outlay</b>						
5-50-584	Projects, Equipment Hard	1,700.00	76,788.42	325,000	248,212	23.63
<b>Total Cap Outlay</b>		<b>1,700.00</b>	<b>76,788.42</b>	<b>325,000</b>	<b>248,212</b>	<b>23.63</b>
<b>Total Perm. Hard Road</b>		<b>16,466.39</b>	<b>515,225.30</b>	<b>989,490</b>	<b>474,265</b>	<b>52.07</b>

**Avon Township  
Cash and Liability Balances  
As of January 10, 2023**

**Finance Packet Item 1**

A/C #	Maturity Date	Balance	Comments	Reconciled Through Date Noted	10/12	20	40	50
<b>Bank Account Balances</b>								
1-10-100D								
1-10-102	-	12,920.62		12/31/2022	12,920.62			
1-10-104	-	381,700.91		12/31/2022	381,700.91			
1-10-105	-	1,523.84	Matured CD Proceeds	12/31/2022	1,523.84			
1-10-130	May-23	172,116.00	Transferred from 1-10-104	12/31/2022	172,116.00			
1-20-102	-	73,297.85		11/30/2022	73,297.85			
1-20-102C	-	143,176.38		12/31/2022	143,176.38			
1-20-130	-	2,200.02		12/31/2022	2,200.02			
1-40-102	-	73,315.15		11/30/2022	73,315.15			
1-40-130	-	235,574.19		12/31/2022	235,574.19			
1-50-102	-	29,405.93		11/30/2022	29,405.93			
1-50-104	-	1,153,523.09	Matured CD Proceeds	12/31/2022	1,153,523.09			
1-50-105	May-23	59,315.51	Transferred from 1-50-104	12/31/2022	59,315.51			
1-50-130	-	29,405.94		11/30/2022	29,405.94			
<b>Total Bank Balances</b>					<b>\$ 641,559.22</b>	<b>\$ 218,691.55</b>	<b>\$ 264,980.12</b>	<b>\$ 1,243,749.84</b>

1-10-115		-						
1-20-203		-						
1-40-127		-						
1-50-126		-						
<b>Total Due To/From</b>								
<b>Total Current Assets</b>					<b>\$ 641,559.22</b>	<b>\$ 218,691.55</b>	<b>\$ 264,980.12</b>	<b>\$ 1,243,749.84</b>

<b>Beg Fund Balance - Per Feb 2022 Unaudited Balance</b>					<b>\$ 641,559.22</b>	<b>\$ 218,691.55</b>	<b>\$ 264,980.12</b>	<b>\$ 1,243,749.84</b>
Revenue	As of 01/11/23	1,724,317.03			452,338.96	132,924.14	291,651.17	847,402.76
Expenses	As of 01/11/23	1,950,438.28			757,913.59	163,361.61	134,057.09	895,105.99
End Fund Balance		1,332,419.62			571,704.31	78,331.63	167,158.38	515,225.30
Difference - OS Liabilities/Unfunded Aged Payables		2,342,335.69			638,548.24	217,954.12	258,549.88	1,227,283.45
		26,645.04			3,010.98	737.43	6,430.24	16,466.39

<b>Breakdown by bank:</b>								
SBOTL		234,460.65	9.9%		173,639.84	-	-	60,820.81
Old Natona Bank - Money Market Accounts		1,929,095.21	81.4%		394,621.53	145,376.40	235,574.19	1,153,523.09
Old National Bank - Wealth Management Accounts		205,424.87	8.7%		73,297.85	73,315.15	29,405.93	29,405.94
		-			-	-	-	(0.00)
Check = 0								



Avon Township  
 2022-2023 Gross Payroll By Month  
 Fiscal Year March 1, 2022-February 28, 2023

As of 01/04/23

	Number of Pay Periods	YTD Breakdown by Fund												22 Total			
		Actual 2	Actual 2	Actual 3	Actual 2	Actual 2	Actual 2	Actual 2	Actual 2	Actual 2	Actual 2	Actual 2	Actual 3				
		March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			10	12	20	50
1 ANAN		2,826.28	2,430.10	2,355.69	2,397.08	3,045.29	2,794.66	2,581.68	2,439.86	2,714.21	3,461.47	27,046.32	13,784.81				
2 BAJE		2,415.38	2,415.38	4,450.77	3,169.24	4,753.86	3,169.24	3,169.24	3,169.24	3,169.24	5,015.39	34,896.98	34,896.98				
3 BAMI		4,230.82	4,230.82	4,230.82	4,326.92	6,490.38	4,326.92	4,326.92	4,326.92	4,326.92	6,490.38	47,307.82	47,307.82				
4 BRCY		3,807.70	3,807.70	4,617.70	4,107.70	4,107.70	4,107.70	4,107.70	4,107.70	4,107.70	15,302.90	54,236.05	3,750.00				
5 DIRO		5,000.00	5,000.00	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	51,250.00				
6 DOMIC		250.00	200.00	200.00	220.00	220.00	220.00	270.00	270.00	220.00	270.00	2,070.00	2,070.00				
7 FARI		4,375.80	3,744.00	4,512.74	3,968.00	5,952.00	3,968.00	3,968.00	3,968.00	3,968.00	6,621.78	45,046.32	45,046.32				
8 KEJE		250.00	250.00	200.00	220.00	220.00	320.00	220.00	220.00	220.00	270.00	2,390.00	2,390.00				
9 KURO		6,393.46	5,538.46	5,538.46	5,538.46	8,307.69	5,538.46	5,538.46	5,538.46	5,538.46	9,882.69	63,353.06	63,353.06				
10 LACH		1,923.08	1,923.08	1,923.08	1,965.38	2,948.07	1,965.38	1,965.38	1,965.38	1,965.38	2,948.07	21,492.28	21,492.28				
11 LECA		3,666.64	3,073.94	200.00	220.00	220.00	270.00	270.00	270.00	270.00	270.00	6,740.58	6,740.58				
12 LOJE		50.00	250.00	200.00	220.00	220.00	270.00	270.00	220.00	220.00	270.00	1,970.00	1,970.00				
13 MAIS		2,139.62	2,354.84	2,900.84	2,534.32	3,780.67	2,511.38	2,505.46	2,544.49	3,700.20	3,700.20	27,513.35	27,513.35				
14 OGSU		2,277.73	2,302.76	2,658.13	2,368.73	3,488.02	2,498.88	2,368.73	2,368.73	2,264.61	3,409.93	26,006.25	26,006.25				
15 RERU		350.00	300.00	200.00	270.00	270.00	270.00	270.00	220.00	220.00	270.00	2,370.00	2,370.00				
16 SHJA		4,046.16	4,046.16	4,575.77	4,242.30	6,363.45	4,242.30	4,242.30	4,242.30	4,242.30	5,850.85	46,093.89	46,093.89				
17 VAAA		4,776.72	4,120.00	4,695.51	4,284.80	7,838.40	4,284.80	4,284.80	4,284.80	4,284.80	7,451.55	50,306.18	50,306.18				
18 VAAN		5,871.80	5,024.00	5,726.10	5,225.60	6,547.71	5,519.48	5,225.60	5,225.60	5,225.60	8,940.45	58,531.94	58,531.94				
19 VAED		3,238.46	3,238.46	3,581.15	3,365.38	5,048.07	3,365.38	3,365.38	3,365.38	3,365.38	5,211.53	37,144.57	37,144.57				
Totals		57,889.65	54,249.70	57,566.76	53,423.91	78,885.16	54,402.73	53,685.57	53,167.83	53,377.09	89,117.19	605,765.59	146,384.91	168,621.49	34,253.93	256,505.26	
Per Payroll Register		57,889.65	54,249.70	57,566.76	53,423.91	78,885.16	54,402.73	53,685.57	53,167.83	53,377.09	89,117.19	605,765.59					
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	11,952.30	18,018.45	132,600.10	132,600.10				
All Other		45,835.75	42,095.80	45,612.86	41,201.61	61,286.71	42,030.43	41,363.27	41,215.53	41,424.79	71,098.74	473,165.49	13,784.81	168,621.49	34,253.93	256,505.26	

A December includes final payout for unpaid Vacation, Sick and one week at pay prior to being appointed Assessor Effective 12/15/22  
 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 Dec 13, 2022 to Jan 9, 2023

Date	Check #	Account ID	Name	Line Description	Debit Amount	Total by Fund
<b>Liabilities:</b>						
12/20/22	EFT121622	2-10-200	Treasury Department	Payroll WH .. Federal	5,013.53	
1/4/23	EFT123022	2-10-200	Treasury Department	Payroll WH .. Federal	6,388.30	
12/20/22	ED1121622	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	972.36	
1/4/23	ED1123022	2-10-202	Illinois Department of Revenue	Payroll WH .. Illinois	1,208.61	
1/9/23	Debit123122	2-10-203	Illinois Municipal Retirement Fund	Payroll WH .. IMRF	7,210.04	
12/19/22	Debit121622	2-10-204	Total Administrative Services Corporati	Payroll WH ..FSA Plan	217.30	
12/30/22	ACH123022	2-10-205	Nationwide Retirement	Comp.	250.00	
12/28/22	26713	2-10-206	AFLAC	Invoice: 996673	165.12	
12/28/22	26713	2-10-206	AFLAC	Invoice: 996673	72.72	
12/16/22	26710	2-50-503	Mandarich Law Group, LLP	Garnishment W/H	284.21	
12/28/22	26717	2-50-503	Mandarich Law Group, LLP	123022	380.15	\$ 22,162.34
<b>Township Corporate:</b>						
1/9/23	Debit123122	5-10-505	Illinois Municipal Retirement Fund	IMRF	(0.01)	
12/28/22	26714	5-10-506	Blue Cross and Blue Shield of Illinois	Invoice: January 2023	5,924.99	
12/28/22	26716	5-10-507	Delta Dental of Illinois - Risk	Invoice: 1635810	250.89	
12/28/22	26720	5-10-508	Principal Life Insurance Company	Invoice: January 2023	37.65	
12/28/22	26712	5-10-520	Total Administrative Services Corporati	Invoice: IN2606256	75.00	
12/28/22	26721	5-10-523	West's Insurance Agency Inc	1st	9,615.00	
12/28/22	26718	5-10-542	News-Sun	031623	41.90	
12/30/22	ACH123022	5-10-560	Office Plus of Lake County	Invoice: 5391080-0	488.02	
12/30/22	ACH123022	5-10-560	Office Plus of Lake County	Invoice: 5391080-1	47.83	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: 8973152	1,587.02	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: 8973371	811.72	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: Credit 112822	(7.14)	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: Credit 112822	(441.14)	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: 5612979	82.05	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: Credit 112922	(340.88)	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: Credit 112922	(1.22)	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: 4900930	8.97	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: 3741529	31.84	
1/9/23	Debit010923	5-10-585	The Home Depot	Invoice: 3973482	114.08	\$ 18,326.57
<b>Assessor's Division:</b>						
12/28/22	26714	5-12-506	Blue Cross and Blue Shield of Illinois	Invoice: January 2023	3,307.59	
12/28/22	26716	5-12-507	Delta Dental of Illinois - Risk	Invoice: 1635810	200.22	
12/28/22	26720	5-12-508	Principal Life Insurance Company	Invoice: January 2023	36.43	
12/30/22	ACH123022	5-12-560	Office Plus of Lake County	Invoice: 5388311-1	23.38	\$ 3,567.62

**Avon Township  
Prepaid Cash Disbursements  
For the Period From Dec 13, 2022 to Jan 9, 2023**

Date	Check #	Account ID	Name	Line Description	Debit Amount	Total by Fund
<b>Supervisor/GA:</b>						
12/28/22	26714	5-20-506	Blue Cross and Blue Shield of Illinois	Invoice: January 2023	1,163.50	
12/28/22	26716	5-20-507	Delta Dental of Illinois - Risk	Invoice: 1635810	151.64	
12/28/22	26720	5-20-508	Principal Life Insurance Company	Invoice: January 2023	12.55	
12/28/22	26711	5-20-597	Keeping Families Covered	Agreement	1,000.00	2,327.69
<b>Highway Department: (Fund 40 and Fund 50)</b>						
12/28/22	26721	5-40-523	West's Insurance Agency Inc	1st	8,276.00	
12/28/22	26714	5-50-506	Blue Cross and Blue Shield of Illinois	Invoice: January 2023	4,875.24	
12/28/22	26716	5-50-507	Delta Dental of Illinois - Risk	Invoice: 1635810	400.44	
12/28/22	26720	5-50-508	Principal Life Insurance Company	Invoice: January 2023	77.17	
12/28/22	26715	5-50-557	COMED	Dec22	1,388.75	15,017.60
<b>Total</b>					<b>\$ 61,401.82</b>	<b>\$ 61,401.82</b>

**Presented to the Board for Approval at the January 10, 2023 Meeting**

Avon Township  
Aged Payables  
As of January 4, 2023

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total By Fund	Description	ONB CC Amt
<b>Town Corporate:</b>								
1/18/23	ACH011823	5-10-522	COMCAST CABLE	Invoice: 1229-012823	279.80		Monthly Charge	
1/11/23	ACH011123-2	5-10-544	Michele Bauman	Invoice: Reimb 122822	286.25		Mileage for TOI Training 11/13-11/15/22	
1/11/23	ACH011123-2	5-10-544	Michele Bauman	Invoice: Reimb 122822	196.00		Hotel Charge for TOI Training 11/13-11/15/23	
1/11/23	ACH011123-2	5-10-545	Michele Bauman	Invoice: Reimb 122822	188.50		Conference Fee for TOI Training 11/13-11/15/24	
1/11/23	26729	5-10-550	COMED	Invoice: 0578116004 Dec22	640.75		Monthly Charge	
1/11/23	26738	5-10-551	NICOR	Invoice: 79054810001 Dec22	407.84		Monthly Charge	
1/25/23	26743	5-10-552	Village of Round Lake Park	Invoice: 0008047000 Jan23	79.08		Monthly Charge	
1/11/23	ACH011123-1	5-10-554	Allied Tele-Com Inc	Invoice: 33853	272.85		Monthly Charge	
1/18/23	ACH011823	5-10-554	COMCAST CABLE	Invoice: 1229-012823	109.85	2,460.92	Monthly Charge	
<b>Assessor's Division:</b>								
1/18/23	ONB122522-6	5-12-522	MSFT	Invoice: ONB122522	15.00		Monthly Charge	15.00
1/18/23	ONB122522-6	5-12-522	MSFT	Invoice: ONB122522	16.00		Monthly Charge	16.00
1/18/23	ONB122522-8	5-12-530	United States Postmaster	Invoice: ONB122522	60.00		Postage	60.00
1/18/23	ONB122522-3	5-12-541	IL Property Assessment Institute	Invoice: ONB122522	50.00		Testing Fee for Jessica for CIAO	50.00
1/18/23	ONB122522-3	5-12-541	IL Property Assessment Institute	Invoice: ONB122522-2	50.00		Testing Fee for Edwin for CIAO	50.00
1/11/23	ACH011123-1	5-12-554	Allied Tele-Com Inc	Invoice: 33853	186.83		Monthly Charge	
1/18/23	ONB122522-9	5-12-561	Vista Print	Invoice: ONB122522	89.25		Business Cards	89.25
1/18/23	ONB122522-9	5-12-561	Vista Print	Invoice: ONB122522-2	82.88	549.96	Business Cards	82.88
<b>Supervisor/IGA:</b>								
1/18/23	ONB122522-2	5-20-570E	Dollar Store	Invoice: ONB122522	75.00		Essentials Program Purchases	75.00
1/18/23	ONB122522-2	5-20-570E	Dollar Store	Invoice: ONB122522-2	577.50		Essentials Program Purchases	577.50
1/18/23	ONB122522-2	5-20-570E	Dollar Store	Invoice: ONB122522-3	45.00		Essentials Program Purchases	45.00
1/18/23	ONB122522-7	5-20-574	U-Haul Moving and Storage	Invoice: ONB122522	39.93	737.43	U-Haul rental for Christmas Trees to transport to Avon	39.93
<b>Highway Department: (Fund 40 and Fund 50)</b>								
1/11/23	26726	5-40-510	CINTAS Fire Protection	Invoice: F94672398	364.90		Building Inspection and Testing	
1/11/23	26739	5-40-510	Overhead Door of Lake & McHenry	Invoice: 358857	1,880.00		Overhead Door Repairs	
1/11/23	26723	5-40-512	Amazon Capital Services	Invoice: 1XRKW3VT9VN7	94.92		3 Solenoid Valves	
1/11/23	26724	5-40-512	Antioch Auto Parts Inc	Invoice: 242855	17.49		Vehicle Parts	
1/11/23	26725	5-40-512	Antioch Auto Parts Inc	Invoice: 243210	91.74		Vehicle Parts	
1/11/23	26725	5-40-512	A-Tire County Service	Invoice: 114114	2,285.42		6 Tires and Installation for 2000 Ford 550	
1/11/23	26732	5-40-512	Herman Brothers	Invoice: 21340	381.06		7 Ft Western Striker V-Box	
1/11/23	26735	5-40-512	McCam	Invoice: P37138	210.33		Case Loader parts	
1/18/23	ONB122522-4	5-40-560	McAfee.com	Invoice: ONB122522	127.49		Annual VPN and Security Subscription for 5 Devices	127.49
1/11/23	26722	5-40-561	Ace Hardware	Invoice: C1sg 122522	135.45		Operating Supplies	
1/18/23	ONB122522-10	5-40-561	Walmart	Invoice: ONB122522	40.39		Water and Operating Supplies	
1/18/23	ONB122522-5	5-40-561	MENARDS	Invoice: ONB122522	16.62		Paint	40.39
1/11/23	26731	5-40-581	Grower Equipment & Supply Company	Invoice: 35318	784.43		Electric Trimmer, Battery and Charger	16.62
1/11/23	26730	5-50-516	WEX Bank	Invoice: 86042077	1,000.76		Monthly Fuel purchases for December 2022	
1/11/23	26734	5-50-517	Industrial Systems Ltd	Invoice: 24248	1,560.00		Road Salt/De-icing	
1/11/23	26736	5-50-517	Morton Salt	Invoice: 5402718632	7,514.93		Bulk T-Salt for streets	
1/11/23	26736	5-50-517	Morton Salt	Invoice: 5402721154	3,790.87		Bulk T-Salt for streets	
1/11/23	26728	5-50-550	COMED	Invoice: 67944810000 Dec22	209.68		Monthly Charge	
1/11/23	26737	5-50-551	NICOR	Invoice: 67944810000 Dec22	448.27		Monthly Charge	
1/25/23	26743	5-50-552	Village of Round Lake Park	Invoice: 0008032000 Jan23	111.75		Monthly Charge	

Avon Township  
Aged Payables  
As of January 4, 2023

Date	Check #	Account ID	Name	Line Description	Debit/(Credit) Amount	Total By Fund	Description	ONB CC Amt
1/18/23	ONB122522-1	5-50-554	COMCAST CABLE	Invoice: ONB122522-2	70.00		Monthly Charge	70.00
1/11/23	26740	5-50-555	Sprint	Invoice: 665790514-251	22.34		Monthly Charge	
1/18/23	ONB122522-1	5-50-555	COMCAST CABLE	Invoice: ONB122522	17.79		Monthly Charge	
1/25/23	26741V	5-50-555	Voided Check	Invoice: ONB122522	-		Voided Check	17.79
1/11/23	26727	5-50-584	Cleansweep	Invoice: PSS02126	800.00		Sweep Service 12/06/22	
1/11/23	26733	5-50-584	HI VIZ Inc	Invoice: 11031	600.00		Stop Sign regace and Subdivision Sign	
1/11/23	26733	5-50-584	HI VIZ Inc	Invoice: 11048	300.00	22,896.63		
Totals					\$ 26,644.94	\$ 26,644.94		\$ 1,372.85

Invoices presented to the Board for Approval at the January 10, 2023 Board Meeting

GL A/C	FMW A/C	Income						Expenses			End Bal	Delta	Fees		
ONB A/C No.	FMW A/C No.	Beg Bal	Deposit	Interest	Dividends	Realized Gains/(Losses)	Unrealized Gains/(Losses)	Accrued Income	Fees	Other					
1-10-130	61-0165-04-5	66-H000-05-2	Original Investment \$30K in October 2019 and next investment \$45K in December 2020												
		Mar-22	74,325.34	-	-	51.41	-	(403.05)	0.79	-	-	73,974.49	X	(350.85)	0.00%
		Apr-22	73,974.49	-	-	52.20	-	(241.83)	3.48	-	-	73,788.34	X	(186.15)	0.00%
		May-22	73,788.34	-	-	55.68	-	(161.22)	6.19	-	-	73,688.99	X	(99.35)	0.00%
		Jun-22	73,688.99	-	-	61.87	-	(322.44)	6.51	-	-	73,434.93	X	(254.06)	0.00%
		Jul-22	73,434.93	-	-	68.38	-	80.61	14.22	-	-	73,598.14	X	163.21	0.00%
		Bal Difference	73,598.14	-	-	-	-	-	-	-	(82.60)	73,515.54	*	(82.60)	0.00%
		Aug-22	73,515.54	-	-	82.62	-	-	-	(15.31)	-	73,582.85	X	67.31	-0.02%
		Sep-22	73,582.85	-	-	96.16	-	(241.83)	-	(15.33)	-	73,421.85	X	(161.00)	-0.02%
		Oct-22	73,421.85	-	-	106.78	-	(241.83)	-	(15.30)	-	73,271.50	X	(150.35)	-0.02%
		Nov-22	73,271.50	-	-	122.22	(2,257.08)	2,176.47	-	(15.26)	-	73,297.85	X	26.35	-0.02%
		Dec-22	73,297.85	-	-	-	-	-	-	-	-	73,297.85	-	-	0.00%
		Jan-23	73,297.85	-	-	-	-	-	-	-	-	73,297.85	-	-	0.00%
		Feb-23	73,297.85	-	-	-	-	-	-	-	-	73,297.85	-	-	0.00%
		Total FYE 02/28/21	-	-	-	697.32	(2,257.08)	644.88	31.19	(61.20)	(82.60)	(1,027.49)		-	0.00%
1-20-130	61-0165-14-4	66-H000-15-1	Original Investment \$45K in October 2019 and next investment \$30K in December 2020										-1.40%		
		Mar-22	74,343.13	-	-	51.43	-	(403.21)	0.80	-	-	73,992.15	X	(350.98)	0.00%
		Apr-22	73,992.15	-	-	52.23	-	(241.93)	3.48	-	-	73,805.93	X	(186.22)	0.00%
		May-22	73,805.93	-	-	55.71	-	(161.29)	6.18	-	-	73,706.53	X	(99.40)	0.00%
		Jun-22	73,706.53	-	-	61.89	-	(322.57)	6.51	-	-	73,452.36	X	(254.17)	0.00%
		Jul-22	73,452.36	-	-	68.40	-	80.64	14.23	-	-	73,615.63	X	163.27	0.00%
		Bal Difference	73,615.63	-	-	-	-	-	-	-	(82.63)	73,533.00	*	(82.63)	0.00%
		Aug-22	73,533.00	-	-	82.65	-	-	-	(15.32)	-	73,600.33	X	67.33	-0.02%
		Sep-22	73,600.33	-	-	96.19	-	(241.93)	-	(15.33)	-	73,439.26	X	(161.07)	-0.02%
		Oct-22	73,439.26	-	-	106.80	-	(241.93)	-	(15.30)	-	73,288.83	X	(150.43)	-0.02%
		Nov-22	73,288.83	-	-	122.24	(2,258.02)	2,177.37	-	(15.27)	-	73,315.15	X	26.32	-0.02%
		Dec-22	73,315.15	-	-	-	-	-	-	-	-	73,315.15	-	-	0.00%
		Jan-23	73,315.15	-	-	-	-	-	-	-	-	73,315.15	-	-	0.00%
		Feb-23	73,315.15	-	-	-	-	-	-	-	-	73,315.15	-	-	0.00%
		Total FYE 02/28/21	-	-	-	697.54	(2,258.02)	645.15	31.20	(61.22)	(82.63)	(1,027.98)		-	0.00%
1-40-130	61-0165-15-1	66-H000-16-9	Original Investment \$30K in October 2019										-1.40%		
		Mar-22	29,818.56	-	-	20.64	-	(161.80)	0.31	-	-	29,677.71	X	(140.85)	0.00%
		Apr-22	29,677.71	-	-	20.95	-	(97.08)	1.40	-	-	29,602.98	X	(74.73)	0.00%
		May-22	29,602.98	-	-	22.35	-	(64.73)	2.48	-	-	29,563.08	X	(39.90)	0.00%
		Jun-22	29,563.08	-	-	24.83	-	(129.44)	2.61	-	-	29,461.08	X	(102.00)	0.00%
		Jul-22	29,461.08	-	-	27.44	-	32.36	5.70	-	-	29,526.58	X	65.50	0.00%
		Bal Difference	29,526.58	-	-	-	-	-	-	-	(33.14)	29,493.44	*	(33.14)	0.00%
		Aug-22	29,493.44	-	-	33.15	-	-	-	(6.14)	-	29,520.45	X	27.01	-0.02%
		Sep-22	29,520.45	-	-	38.57	-	(97.08)	-	(6.15)	-	29,455.79	X	(64.66)	-0.02%
		Oct-22	29,455.79	-	-	42.83	-	(97.08)	-	(6.14)	-	29,395.40	X	(60.39)	-0.02%
		Nov-22	29,395.40	-	-	49.01	(906.10)	873.74	-	(6.12)	-	29,405.93	X	10.53	-0.02%
		Dec-22	29,405.93	-	-	-	-	-	-	-	-	29,405.93	-	-	0.00%
		Jan-23	29,405.93	-	-	-	-	-	-	-	-	29,405.93	-	-	0.00%
		Feb-23	29,405.93	-	-	-	-	-	-	-	-	29,405.93	-	-	0.00%
		Total FYE 02/28/21	-	-	-	279.77	(906.10)	258.89	12.50	(24.55)	(33.14)	(412.63)		-	0.00%
1-50-130	61-0165-16-9	66-H000-17-7	Original Investment \$30K in October 2019										-1.40%		
		Mar-22	29,818.57	-	-	20.64	-	(161.80)	0.31	-	-	29,677.72	X	(140.85)	0.00%
		Apr-22	29,677.72	-	-	20.95	-	(97.08)	1.40	-	-	29,602.99	X	(74.73)	0.00%
		May-22	29,602.99	-	-	22.35	-	(64.73)	2.48	-	-	29,563.09	X	(39.90)	0.00%
		Jun-22	29,563.09	-	-	24.83	-	(129.44)	2.61	-	-	29,461.09	X	(102.00)	0.00%
		Jul-22	29,461.09	-	-	27.44	-	32.36	5.70	-	-	29,526.59	X	65.50	0.00%
		Bal Difference	29,526.59	-	-	-	-	-	-	-	(33.14)	29,493.45	*	(33.14)	0.00%
		Aug-22	29,493.45	-	-	33.15	-	-	-	(6.14)	-	29,520.46	X	27.01	-0.02%
		Sep-22	29,520.46	-	-	38.57	-	(97.08)	-	(6.15)	-	29,455.80	X	(64.66)	-0.02%
		Oct-22	29,455.80	-	-	42.83	-	(97.08)	-	(6.14)	-	29,395.41	X	(60.39)	-0.02%
		Nov-22	29,395.41	-	-	49.01	(906.10)	873.74	-	(6.12)	-	29,405.94	X	10.53	-0.02%
		Dec-22	29,405.94	-	-	-	-	-	-	-	-	29,405.94	-	-	0.00%
		Jan-23	29,405.94	-	-	-	-	-	-	-	-	29,405.94	-	-	0.00%
		Feb-23	29,405.94	-	-	-	-	-	-	-	-	29,405.94	-	-	0.00%
		Total FYE 02/28/21	-	-	-	279.77	(906.10)	258.89	12.50	(24.55)	(33.14)	(412.63)		-	0.00%
Total all Accounts		208,305.60	-	-	1,954.40	(6,327.30)	1,807.81	87.39	(171.52)	(231.51)	-1.40%	205,424.87	Check = 0	Month's Delta	73.73
Investment to Date		210,000.00	-	-	-	-	-	-	-	-	-	(2,880.73)	-1.38%		
Earnings(Loss)			0.00%		x - Balance ties to the respective monthly statement						YTD Loss	(4,575.13)	-2.18%		

\* An adjustment was made by Old National Bank between the ending balance on the last statement received by First Midwest on 7/31/22 and the opening balance from the first statement received from Old National Bank for August 2022. Following up with our Wealth Management Advisor to find out what this adjustment relates to before these accounts are reconciled. Per Lori our ONB Wealth Mgmt advisor is due to a change in reporting accrued income and how it is reported on the statement.

Met with our Wealth Management Advisor on 11/2/22 and agreed to Sell the FULIX Fixed Income Funds and move 100% of the balance to Wealth Money Market Funds yielding 3.0% which is expected to improve as the Fed Funds Rate goes up to avoid further losses.

		<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Cash/Fund Balance</u>
<u>Town Corporate:</u>	Revenue	\$ 757,914	\$ 721,786	105.01%	\$ 641,559
<b>Town</b>	Expense	\$ 317,895	\$ 518,169	61.35%	\$ 245,414
<b>Assessor</b>	Expense	\$ 253,809	\$ 306,072	82.92%	
					<Portion of Cash Invested 38% % Invested of Total Cash

- All bank accounts have been reconciled through December 31, 2022 with the exception of the Wealth Management accounts.
- ONB Wealth Management statements for December are yet to be released. See Finance Packet Item# 3.d. for further analysis through November.
- 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 more than 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 TBD. 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 approved and the check will be released on Monday January 9, 2023 and expected to be for \$23,532.32.
- 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. As noted in 5 above a check is expected to be mailed next week.
- 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 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".
- Overspending in the area of Legal and Utilities will be addressed this month and resolutions will be proposed as soon as the determination what accounts the transfer will come from for the remainder of the FYE.
- Door issues with the Township doors not locking properly is being evaluated. 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 had a second incident with an individual tripping on the walkway into Avon on the east side of the building. Signs were put up to identify the bump and Michele is working the issue to correct.
- The former CHRP/FERA bank account was renamed to account for donations earmarked for the Food Pantry. The account on the asset listing is 1-20-100C. This account will be used for all receipts and disbursements related to the Avon Township Food Pantry.

		<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Cash/Fund Balance</u>
<u>GA/Supervisor:</u>	Revenue	163,362	\$ 161,000.0	101.47%	\$ 218,692
	Expense	78,332	\$ 197,808.0	39.60%	\$ 73,315
					<Portion of Cash Invested 34% % Invested of Total Cash

- Same items as 1, 2 and 4 under Town Corporate.
- No Revenue or expense issues to report at this time.
- 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.
- 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 Descriptive 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	GENJ	Illinois Public Risk Fund	564.00	564.00			
4-50-404	Misc. Income	03/13/19	GENJ	Illinois Public Risk Fund	1,048.00	1,048.00			
4-10-404	Misc. Income	5/15/19	GENJ	State of Illinois Grant	52,100.00	52,100.00			
4-50-405	Misc Grants	9/14/20	GENJ	Illinois Public Risk Fund	2,045.00		2,045.00		
4-50-405	Misc Grants	9/14/20	GENJ	Illinois Public Risk Fund	479.00		479.00		
4-20-404	Misc. Income	9/15/21	GENJ	Walmart Grant	1,500.00			1,500.00	
4-50-405	Misc Grants	8/11/21	GENJ	Illinois Public Risk Fund	3,496.00			3,496.00	
4-50-405	Misc Grants	3/2/22	GENJ	Illinois Public Risk Fund	3,776.00				3,776.00
4-50-405	Misc Grants	**	GENJ	Home Depot	-				**
4-10-405	Misc Grants	*	GENJ	Mainstreet Organization of Realtors	-				*
Totals									
<b>Breakdown by Fund:</b>									
Fund 10					\$ 65,008.00	\$ 53,712.00	\$ 2,524.00	\$ 4,996.00	\$ 3,776.00
Fund 20					52,664.00	52,664.00	-	-	-
Fund 50					10,844.00	1,048.00	2,524.00	1,500.00	3,776.00

\* On a reimbursement basis expect funds by week of 1/9/23

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



**Finance Packet Item# 4.c.**

Avon Township  
 Donations Earmarked specifically for "Avon Township Pantry"  
 As of 01/04/23  
 FYE 02/28/23

**Cash Donations:**

<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 Smencil 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
12/21/2022	Village of Round Lake	In support of Food Bank	4-20-404	\$ 100.00
12/21/2022	James and Margaret Miller	In support of Food Bank	4-20-404	\$ 100.00
12/21/2022	Cary and Louis Nusbaum	In support of Food Bank	4-20-404	\$ 100.00

**Total Fiscal YTD**

\$ 2,200.00

**FOR INFORMATIONAL PURPOSES:**

**Food Donations (Organizations that gave receipt)**

12/21/2022	Jewel Osco	26 Christmas Meals	N/A	\$ 1,309.75
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\*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	Date Reimbursement Requested*						
							Amount	Request #1	Request #2	Request #3			
<b>Gages Hall:</b>													
5-10-580	Building	7/25/22	26527	Flooring Underlayment		The Home Depot	387.95	N/A	N/A	N/A	N/A	N/A	N/A
5-10-580	Building	2/14/22	26544	Sound Panels	Instal#1	Huff Company Invoice H-011567MI	2,495.00	N/A	N/A	N/A	N/A	N/A	N/A
5-10-580	Building	8/10/22	26542	Wood for Baseboard	Instal#2	Huff Company Invoice H-011567MI	2,495.00	N/A	N/A	N/A	N/A	N/A	N/A
5-10-580	Building	9/21/22		Caulk and Paint	CC	The Home Depot	216.64	N/A	N/A	N/A	N/A	N/A	N/A
5-10-580	Building	9/30/22			CC	The Home Depot	65.41	N/A	N/A	N/A	N/A	N/A	N/A
<b>Totals</b>							<b>\$ 5,660.01</b>						
<b>Outdoor Classroom:</b>													
Budget: \$24,000 increased from \$20,000 per Michele Bauman													
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	10/6/22	CC	Tools and Battery		Ace Hardware	53.97	53.97					
5-10-585	Grant Projects	10/6/22	CC	Tools		Ace Hardware	(47.05)	(47.05)					
5-10-585	Grant Projects	10/6/22	CC	Materials		The Home Depot	118.40	118.40					
5-10-585	Grant Projects	10/14/22	26568	Equipment Rental - Credit		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	10/6/22	CC	Materials		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	(42.01)	(42.01)					
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	(131.00)	(131.00)					
5-10-585	Grant Projects	10/12/22	CC	Materials		The Home Depot	4,860.39	4,860.39					
5-10-585	Grant Projects	10/16/22	CC	Materials		The Home Depot	1,049.59	1,049.59					
5-10-585	Grant Projects	10/22/22	CC	Materials		The Home Depot	1,280.43	1,280.43					
5-10-585	Grant Projects	10/16/22	CC	Materials		The Home Depot	64.89	64.89	1,280.43				
5-10-585	Grant Projects	10/15/22	CC	Materials		The Home Depot	28.71	28.71	64.89				
5-10-585	Grant Projects	10/23/22	CC	Materials		The Home Depot	179.80	179.80	28.71				
5-10-585	Grant Projects	10/28/22	CC	Materials		The Home Depot	148.34	148.34	179.80				
5-10-585	Grant Projects	10/28/22	CC	Materials		The Home Depot	(5.36)	(5.36)	148.34				
5-10-585	Grant Projects	11/4/22	CC	Materials		The Home Depot	7.14	7.14	(5.36)				
5-10-585	Grant Projects	11/4/22	CC	Materials		The Home Depot	257.97	257.97	7.14				
5-10-585	Grant Projects	11/4/22	CC	Materials		The Home Depot	2,104.22	2,104.22	257.97				
5-10-585	Grant Projects	11/5/22	CC	Materials		The Home Depot	(283.36)	(283.36)	2,104.22				
5-10-585	Grant Projects	11/5/22	CC	Materials		The Home Depot	32.47	32.47	(283.36)				
5-10-585	Grant Projects	11/6/22	CC	Materials		The Home Depot	39.42	39.42	32.47				
5-10-585	Grant Projects	10/16/22	CC	Equipment Rental		The Home Depot	150.00	150.00	39.42				
5-10-585	Grant Projects	10/16/22	CC	Equipment Rental - Credit		The Home Depot	(131.00)	(131.00)	150.00				
5-10-585	Grant Projects	10/21/22	CC	Materials		The Home Depot	148.41	148.41	(131.00)				
5-10-585	Grant Projects	11/5/22	CC	Equipment Rental		The Home Depot	150.00	150.00	148.41				
5-10-585	Grant Projects	11/5/22	CC	Equipment Rental - Credit		The Home Depot	(131.00)	(131.00)	150.00				
5-10-585	Grant Projects	11/7/22	CC	Materials		The Home Depot	89.94	89.94	(131.00)				
5-10-585	Grant Projects	11/15/22	CC	Materials		The Home Depot	58.72	58.72	89.94				
5-10-585	Grant Projects	11/25/22	CC	Materials		The Home Depot	1,587.02	1,587.02	58.72				
5-10-585	Grant Projects	10/29/22	CC	Tools		The Home Depot	811.72	811.72	1,587.02				
5-10-585	Grant Projects	10/29/22	CC	Credit		Amazon	82.05	82.05	811.72				
5-10-585	Grant Projects	11/29/22	CC	Electrical Work		Amazon Sales Tax Reversal	(2.77)	(2.77)	82.05				
5-10-585	Grant Projects	11/28/22	CC	Material Returns		Bassett Electrical Contracting	6,785.00	6,785.00	(2.77)				
5-10-585	Grant Projects	11/28/22	CC	Material Returns		The Home Depot	(441.14)	(441.14)	6,785.00				
5-10-585	Grant Projects	11/28/22	CC	Material Returns		The Home Depot	(42.47)	(42.47)	(441.14)				
5-10-585	Grant Projects	11/28/22	CC	Material Returns		The Home Depot	(125.00)	(125.00)	(42.47)				
5-10-585	Grant Projects	11/28/22	CC	Material Returns		The Home Depot	(7.14)	(7.14)	(125.00)				
5-10-585	Grant Projects	11/30/22	CC	Credit		Menards	(25.83)	(25.83)	(7.14)				
5-10-585	Grant Projects	11/29/22	CC	Material Returns		Amazon	127.38	127.38	(25.83)				
5-10-585	Grant Projects	11/29/22	CC	Material Returns		Amazon Sales Tax Reversal	(8.33)	(8.33)	127.38				
5-10-585	Grant Projects	11/29/22	CC	Material Returns		The Home Depot	(58.72)	(58.72)	(8.33)				
5-10-585	Grant Projects	11/29/22	CC	Material Returns		The Home Depot	(1.22)	(1.22)	(58.72)				
5-10-585	Grant Projects	11/29/22	CC	Material Returns		The Home Depot	(340.88)	(340.88)	(1.22)				
5-10-585	Grant Projects	11/30/22	CC	Material Returns		The Home Depot	114.08	114.08	(340.88)				
<b>Totals</b>							<b>\$ 23,952.32</b>	<b>\$ 2,011.32</b>	<b>\$ 8,984.46</b>	<b>\$ 4,189.74</b>	<b>\$ 8,346.80</b>	<b>\$ 114.08</b>	<b>\$ 8,346.80</b>

Date Received Reimbursement  
Check #

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](http://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](mailto:csmith@gha-engineers.com)



Daniel P. Brinkman, PE, PTOE  
Assistant Director of Transportation Services  
[dbrinkman@gha-engineers.com](mailto: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) De minimis 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) de minimis 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	
<b>A. Project Initiation, Coordination &amp; Data Collection</b>																									
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>B. Project Administration &amp; Meetings</b>																									
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	
<b>C. Topographic Survey</b>																									
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	
<b>D. Traffic &amp; Crash Analyses</b>																									
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	
<b>E. Environmental Studies</b>																									
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	
<b>F. Preliminary Drainage Analyses</b>																									
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	
<b>G. Preliminary Engineering</b>																									
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	
<b>H. Project Development Report</b>																									
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	
<b>Total Labor</b>	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
<b>Total Labor + Reimbursables + Sub-Consultants</b>																									<b>\$ 139,016</b>





**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

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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><b>Task 1</b> - 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><b>Task 2</b> - 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><b>Task 3A</b> - 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><b>Task 3B</b> - 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
<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>	<u>Review Fees/JHW Paid</u> \$ 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





## 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 15<sup>th</sup> 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).

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

**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
	<b>COMMERCIAL GENERAL LIABILITY</b> <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 OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <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) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> 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**

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](mailto: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](http://www.huffnhuff.com)  
[www.gza.com](http://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



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

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

<b>MAXIMUM PAYROLL RATE</b>	<b>78.00</b>
<b>ESCALATION FACTOR</b>	<b>0.17%</b>

### PAYROLL RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

<b>CLASSIFICATION</b>	<b>IDOT PAYROLL RATES ON FILE</b>	<b>CALCULATED RATE</b>
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%
<b>Subconsultant DL</b>					0		-	
<b>TOTALS</b>	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																	
<b>TOTALS</b>		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>
<b>Task 1 - PESA</b>					
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 x</u>	<u>\$ 300.00 =</u>	<u>\$ 300.00</u>
<b>Task Total</b>					<b>\$ 361.30</b>
 <b>Task 2 - QAQC</b>					
<hr/>					
			0 x	\$ - =	-
<b>Task Total</b>					<b>\$ -</b>
 <b>Task 3 - Project Management</b>					
<hr/>					
			0 x	\$ - =	-
<b>Task Total</b>					<b>\$ -</b>
<hr/>					
<b>GRAND TOTAL</b>					<b>\$ 361.30</b>

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

**OUTSIDE**

**Task 1 - PESA**

	0 x	\$	-	=	\$	-
			<u>Task Total</u>			<u>\$ -</u>

**Task 2 - QAQC**

	0 x	\$	-	=	\$	-
			<u>Task Total</u>			<u>\$ -</u>

**Task 3 - Project Management**

	0 x	\$	-	=	\$	-
			<u>Task Total</u>			<u>\$ -</u>




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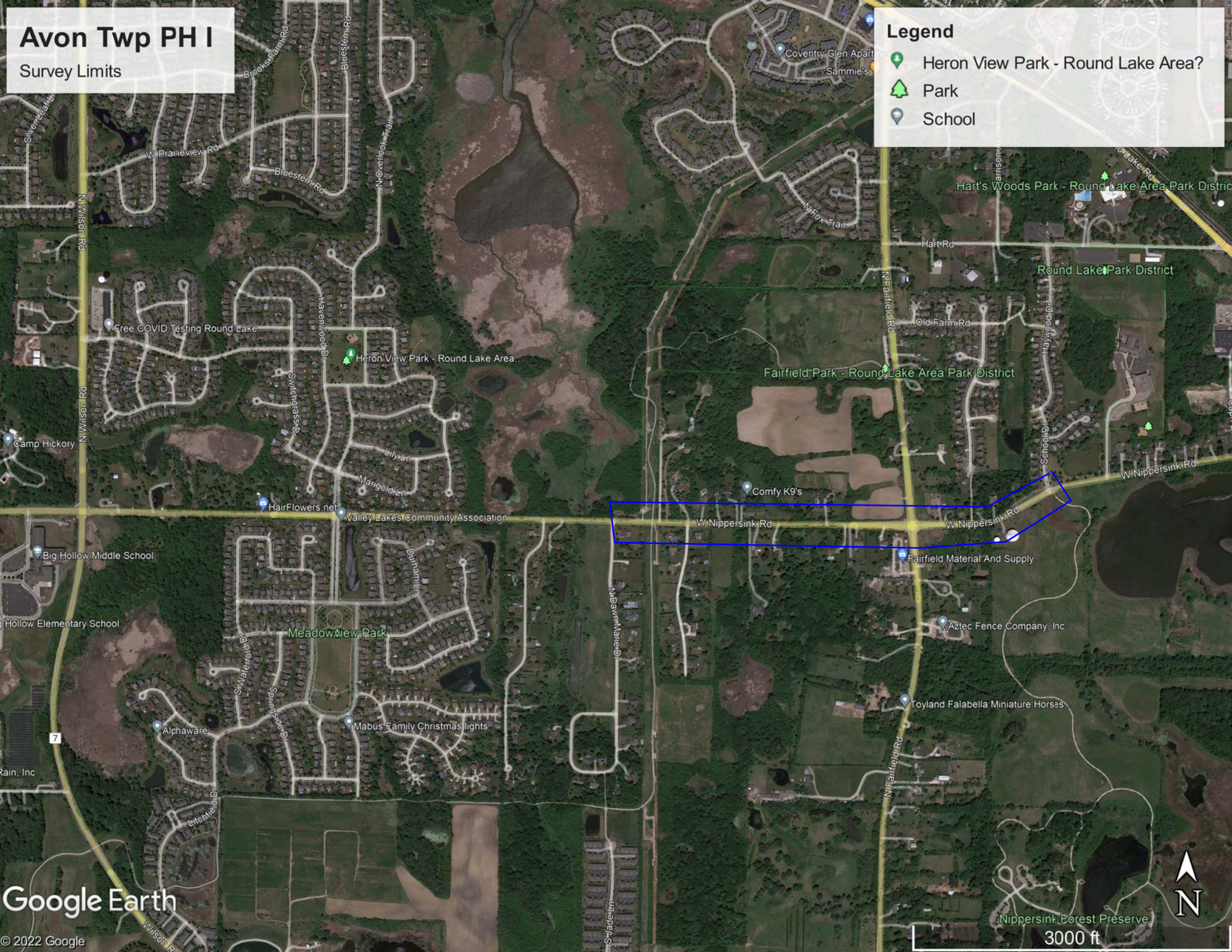
**GRAND TOTAL**      \$      -

# Avon Twp PH I

Survey Limits

## Legend

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



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.

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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

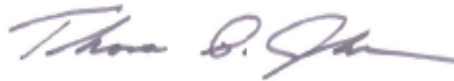
Charges

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>
<b><u>FIELD</u></b>			
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
<b><u>LABORATORY</u></b>			
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
<b><u>REPORT</u></b>			
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.