

**COMMITTEE OF THE WHOLE
OCTOBER 8, 2024
VILLAGE BOARD ROOM
2200 HARNISH DRIVE, ALGONQUIN
7:30 P.M.**

Trustee Dianis – Chairperson
Trustee Smith
Trustee Brehmer
Trustee Auger
Trustee Spella
Trustee Glogowski
President Sosine

∞ AGENDA ∞

1. Roll Call – Establish a Quorum

2. Public Comment – Audience Participation

(Persons wishing to address the Committee must register with the Chairperson prior to roll call.)

3. Community Development

- A. Consider a Request for Lot Width Variation for the vacant parcel between 1010 and 1024 Pioneer Road
- B. Consider a Public Event/Entertainment License for the Algonquin Aces Jack-O-Lantern Jamboree occurring October 18 – 20, 2024 and October 25 – 27, 2024
- C. Consider a Public Event/Entertainment License for Scorched Earth Brewing Co.; 10 Year Anniversary Event October 18, 19 and 20, 2024

4. General Administration

- A. Consider the Fourth Addendum to the Tolling Agreement
- B. Consider the 2025 Spring Special Events:
 - 1. Algonquin Egg Hunt – Saturday, April 12, 2025 located at Algonquin Lakes Park Beginning at 10:00 am
 - 2. Touch a Truck Event – Saturday, May 3, 2025 located at our Public Works Facility from 10:00 am-1:00 pm
- C. Consider an Agreement with JSD Professional Services for Master Planning Services for Willoughby Farms Park

5. Public Works & Safety

- A. Consider an Agreement with Sutton Ford for the Purchase of a 2024 Ford F59
- B. Consider Certain Items Surplus

6. Executive Session (if needed)

7. Other Business

8. Adjournment



Village of Algonquin

2200 Harnish Drive, Algonquin, IL
(847) 658-2700 | www.algonquin.org

AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	October 8, 2024
<u>SUBMITTED BY:</u>	Patrick M. Knapp, AICP, Director Stephanie Barajas, Planner
<u>DEPARTMENT:</u>	Community Development Department
<u>SUBJECT:</u>	Consideration of a Lot Width Variation for the vacant parcel between 1010 and 1024 Pioneer Road

ACTION REQUESTED:

Martyna Lizoń, the “Petitioner” and “Owner,” is requesting one (1) variation for the vacant parcel located between 1010 Pioneer Road and 1024 Pioneer Road, the “Subject Property,” to allow for a reduced lot width reduction of approximately fifty-and-eighty-two feet (50.82’) to accommodate a new single-family home.

PLANNING & ZONING COMMISSION REVIEW:

The Planning and Zoning Commission reviewed the Request at the September 9, 2024, Planning and Zoning Commission Meeting.

There were no comments from the public. After discussion, the Planning and Zoning Commission accepted (approved 5-0) staff’s findings as the findings of the Planning and Zoning Commission and recommended approval of the variation request, as outlined in the staff report for case PZ-2024-17 and subject to staff’s recommended conditions.

DISCUSSION:

Per Section 21.5 of the Zoning Ordinance, the minimum required lot width in the R-1 One-Family Dwelling District is seventy-five feet (75’). The Subject Property is approximately fifty-and-eighty-two feet (50.82’) wide, which is less than the minimum width required for the zoning district. The lot square footage exceeds the minimum requirements of the district. There are two (2) single-family lots adjacent to the subject property which removes the possibility of acquiring more land to create a conforming lot.

The Petitioner requests the Variation with the intent to build a single-family home on the lot. They are not requesting a reduction of any setbacks. This approval will allow a thirty-five foot (35’) wide dwelling on the Subject Property. The Petitioner has not submitted plans for development of

the Subject Property. Any dwelling will be required to meet applicable Village Zoning Code and Building Codes.

STAFF RECOMMENDATION:

Staff finds that the standards for a variation have been met and recommends the Committee of the Whole advance the request for approval of the Lot Width Variation, subject to the following conditions and final staff approval:

- a. A building permit shall be issued prior to the construction of the single-family home;
- b. The single-family home shall meet all other bulk chart regulations.

ATTACHMENTS:

- Exhibit A. Planning & Zoning Staff Report and Findings of Fact for Case No. PZ-2024-17
- Exhibit B. DRAFT September 9, 2024, Planning & Zoning Commission Minutes
- Exhibit C. Plat of Survey

STAFF REPORT FROM THE DEPARTMENT OF COMMUNITY DEVELOPMENT

Patrick M. Knapp, AICP
 Director of Community Development

Stephanie Barajas
 Planner



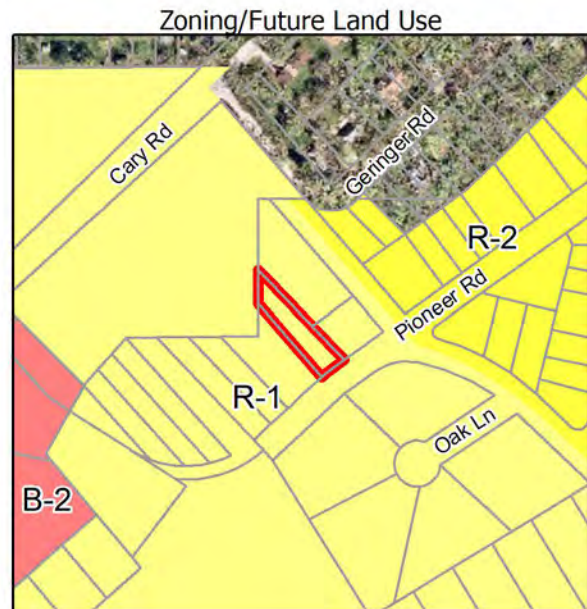
CASE NUMBER:	PZ-2024-17
MEMO DATE:	September 5, 2024
PUBLIC HEARING DATE:	September 9, 2024
PROPERTY ADDRESS/LOCATION:	Property between 1010 and 1024 Pioneer Road
APPLICANT/ PROPERTY OWNER:	Martyna Lizon

REQUEST SUMMARY

Martyna Lizon, the “Petitioner” and “Owner”, applied for a lot width Variation for the vacant parcel located between 1010 Pioneer Road and 1024 Pioneer Road, herein referred to as the “Subject Property”.

STAFF RECOMMENDATION

Staff supports the Petitioner’s request for a Variation, subject to the conditions listed in this report, as the proposal meets the standards for a Variation.

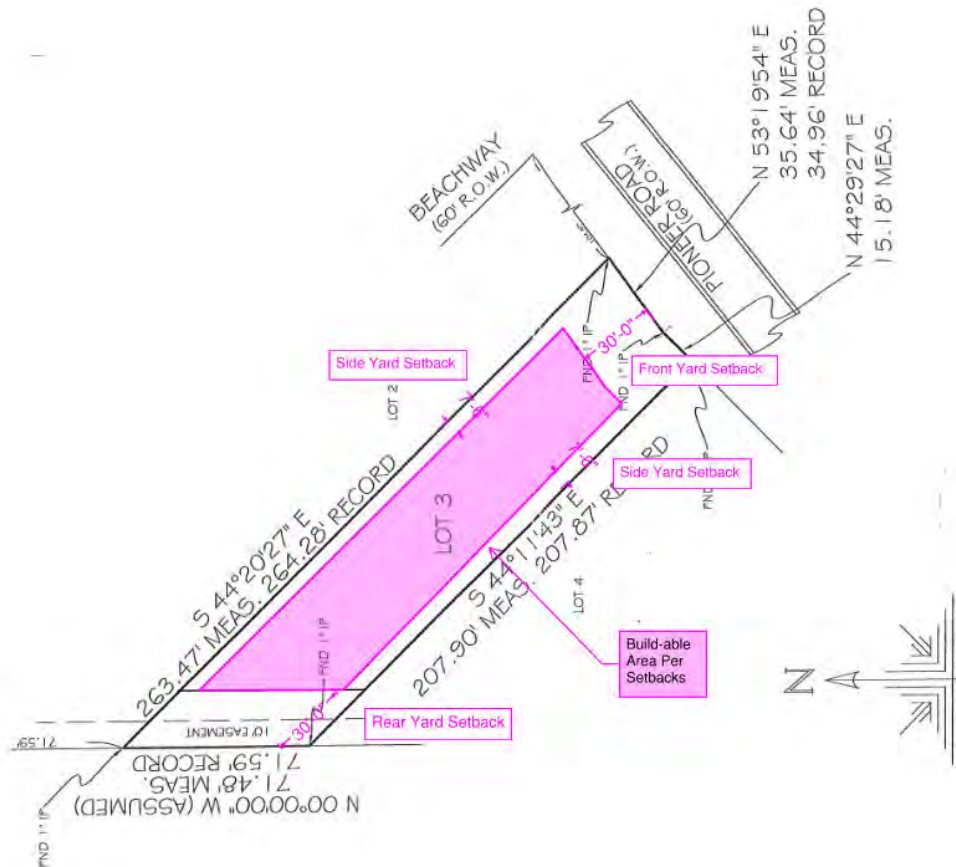


Existing Zoning:	R-1 One-Family Dwelling	Existing Land Use:	Vacant
		Proposed Land Use:	Single-Family Residential
Future Land Use Plan Designation:	Single-Family Residential		
Surrounding Zoning & Land Use	North:	R-1 One-Family Dwelling – Single-Family Homes	
	East:	R-1 One-Family Dwelling – Single-Family Homes	
	South:	R-1 One-Family Dwelling - Single-Family Homes	
	West:	R-1 One-Family Dwelling - Single-Family Homes & Cemetery	

DISCUSSION OF STAFF RECOMMENDATION

Request and Use of the Subject Property

The minimum required lot width in the R-1 One-Family Dwelling District is seventy-five feet (75’). The Subject Property is approximately fifty-and-eighty-two feet (50.82’) wide which is less than the minimum width required for the zoning district. The lot square footage exceeds the minimum requirements of the district. There are two (2) single-family lots adjacent to the subject property which removes the possibility of acquiring more land to create a conforming lot.



The Petitioner requests the Variation with the intent to build a single-family home on the lot. They are not requesting a reduction of any setbacks. This approval will allow a thirty-five foot (35’) wide dwelling on the Subject Property.

Next Steps

The Special Use request for this Subject Property will be discussed at the Committee of the Whole and will then go to the Village Board for final approval. This Variation request will expire in six (6) months if no building permit is approved for the Subject Property.

STANDARDS & FINDINGS

The Planning and Zoning Commission shall review the Standards & Findings of Fact outlined in Exhibit “A” and 1) accept them without changes, 2) accept them with changes, or 3) reject the findings. The Planning and Zoning Commission should use the Findings of Fact to guide their recommendation to the Village Board on the petitioner’s request.

STAFF RECOMMENDATION

Staff finds that the standards for a variation have been met and recommends approval of the Lot Width Variation listed in this staff report. Based on these findings, staff recommends that the Planning and Zoning Commission make a motion to adopt staff’s findings as the findings of the Planning and Zoning Commission and recommend **approval** of the following motion:

1. “A Variation to allow a reduced lot width of 50.82 feet for the Subject Property, also known as Lot 3 in Block 43 in Frank E. Merrill and Company’s Algonquin Hills Unit 3, as outlined in the staff report for case PZ-2024-17 dated September 5, 2024, subject to the following conditions and final staff approval:
 - a. A building permit shall be issued prior to the construction of the single-family home;
 - b. The single-family home shall meet all other bulk chart regulations.”

I concur:



Patrick M Knapp, AICP
Director of Community Development

Attachments:

- Exhibit A. Standards & Findings
- Exhibit B. Petitioner Response to Standards
- Exhibit C. Plat of Survey

Exhibit A: Standards & Findings of Fact

Variation Standards – Chapter 21.17 of the Zoning Ordinance provides that before recommending any variation, the Planning and Zoning Commission shall first determine and record its finding that the evidence justifies conclusions that the proposed variation

- a) will not impair an adequate supply of light and air to adjacent property
- b) will not unreasonably diminish the values of adjacent property
- c) will not unreasonably increase congestion in the public streets or otherwise endanger public safety, and
- d) is in harmony with the general purpose and intent of this Chapter.

Where the evidence is not found to justify such conclusions, that fact shall be reported to the Village Board with a recommendation that the variation be denied.

Staff Response: The Subject Property meets the standard for a Variation as the Subject Property has excruciating hardships associated with its shape, location, code, etc.

The following findings of fact should be accepted if the Commission recommends approval of the variances:

1. The proposed variances are appropriate and desirable in this location and will be compatible both with the Comprehensive Plan designation and surrounding uses.
2. The proposed residence on this site will not be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity, or injurious to property values.
3. The proposed use will comply with all zoning requirements of the Village and conditions stipulated as part of the approval. The Subject Property is zoned R-1, One-Family Dwelling and the proposed use is allowed.



Village of Algonquin

COMMUNITY DEVELOPMENT DEPARTMENT

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2200 Harnish Drive, Algonquin, IL

PLANNING AND ZONING COMMISSION MINUTES

SEPTEMBER 9, 2024

Roll Call - Establish Quorum

Commissioner Neuhalfen called the meeting to order at 7:02 pm.

Director Patrick Knapp called the roll to check attendance.

Five of the seven commissioners were present and could hear and be heard:

- Commissioner Neuhalfen
- Commissioner Bumbales
- Commissioner Laipert
- Commissioner Sturznickel
- Commissioner Szpekowski

Member absent: Chair Patrician and Commissioner Rasek

Staff Present: Director Patrick Knapp, Planner Stephanie Barajas, and Attorney Brandy Quance

Commissioner Szpekowski made a motion to nominate Commissioner Neuhalfen to Chair for the meeting in Chairman Patrician's absence. Commissioner Sturznickel seconded the motion and the motion was approved with a 5-0 vote.

Public Comment

Chair Neuhalfen asked for public comments. One person provided public comment.

Chris Kempf of 605 Souwanas Trail requested that the full Planning & Zoning Commission packet be posted on the website prior to the meeting.

Approval of Minutes

Chair Neuhalfen asked for approval of the August 12, 2024, Planning and Zoning Commission minutes. Commissioner Szpekowski noted an error with Commissioner names in the minutes. A motion was made by Commissioner Sturznickel and seconded by Commissioner Laipert to approve the minutes with revisions. The motion was approved with a 5-0 vote.

Case Number PZ-2024-17 – Consideration of a Request to Approve a Variation for Lot Width

Martyna Lizoń, the Petitioner, gave a verbal request to the Planning & Zoning Commission to recommend approval of a variation for lot width in order to build a single-family house on the Subject Property.

Planner Barajas gave a digital presentation to the Planning & Zoning Commission stating that Staff supports the request with the conditions outlined in the Staff Report.

Commissioner Laipert asked if there was sewer and water available for this property. Planner Barajas confirmed that the property would be connected to Village utilities. Commissioner Laipert then asked about the surrounding properties and it was noted by another Commissioner that they looked like smaller properties. Director Knapp explained that the lots were platted in the 1800's and were annexed into the Village in that condition. Commissioner Laipert also asked if the approval of the variation would set precedence for other properties. Planner Barajas responded that each request would have to be reviewed by the Commission. Director Knapp added that there is no precedence for setback reductions.

Commission Bumbales asked if there was a limit on the depth of the house like there was a limit on the width of the house. Planner Barajas explained that there is a thirty-foot rear yard setback requirement. Commissioner Laipert noted that the staff presentation showed the buildable area of the lot. Commissioner Bumbales also asked if there was any concern with the overhead utilities at the front of the lot. Director Knapp answered that this would be a concern for the construction crew.

Chair Neuhalfen opened the Public Comment portion of the Public Hearing.

Chair Neuhalfen closed the Public Comment portion of the Public Hearing.

Chair Neuhalfen asked for a motion. A motion was made by Commissioner Laipert and seconded by Commissioner Sturznickel to adopt Staff's findings of fact as the findings of the Planning & Zoning Commission and to recommend approval of a Variation for Lot Width for the Subject Property also known as Lot 3 in Block 43 in Frank E. Merrill and Company's Algonquin Hills Unit 3, subject to the conditions as outlined in the staff report for case PZ-2024-17 dated September 5, 2024, and final staff approval. The motion carried with a 5-0 vote.

Case Number PZ-2024-19 – Consideration of a Request to Issue a Special Use Permit to Allow an Animal Hospital

Chair Neuhalfen asked for a motion to continue Case Number PZ-2024-19. A motion was made by Commissioner Szpekowski and seconded by Commissioner Sturznicke.

DRAFT

New/Old Business

None discussed.

Community Development Report

Director Patrick Knapp provided an update regarding ongoing projects and Village Board approvals of Planning and Zoning cases.

Adjournment

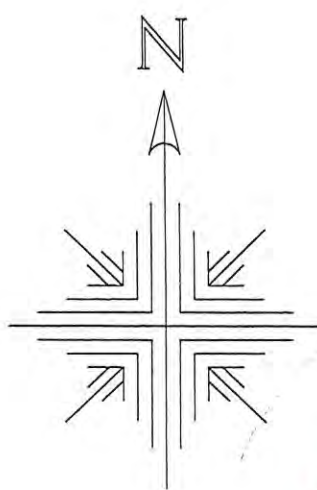
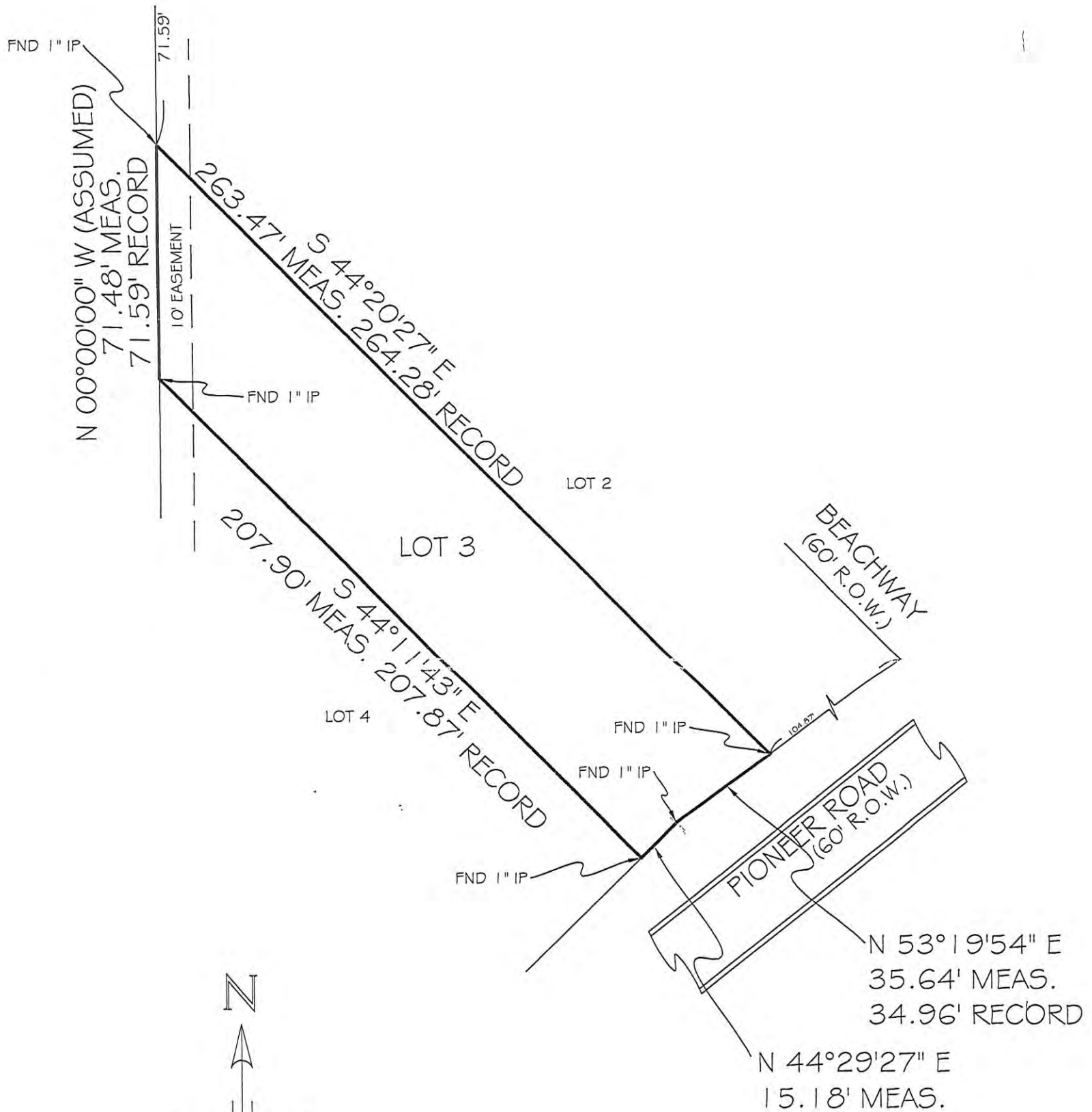
Chair Neuhalfen asked for a motion to adjourn. A motion was made by Commissioner Bumbales and seconded by Commissioner Szpekowski. The motion carried on a 5-0 vote. The meeting was adjourned at 7:22 P.M.

Minutes signed by:

Stephanie Barajas, Planner

PLAT OF SURVEY

LEGAL DESCRIPTION: LOT 3 IN BLOCK 43 IN FRANK E. MERRILL AND COMPANY'S ALGONQUIN HILLS UNIT 3, SAID SUBDIVISION BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 26 AND PART OF THE EAST HALF OF SECTION 27, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 23, 1928 AS DOCUMENT 82647 IN BOOK 6 OF PLATS, PAGE 41, IN MCHENRY COUNTY, ILLINOIS.



STATE OF ILLINOIS
COUNTY OF MCHENRY

I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED, UNDER MY SUPERVISION, ACCORDING TO THE OFFICIAL RECORD AND THAT THIS ABOVE PLAT CORRECTLY REPRESENTS SAID SURVEY. ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF. I FURTHER CERTIFY THAT UNLESS OTHERWISE SHOWN, THE BUILDINGS ON THE PARCEL ARE WITHIN PROPERTY LINES AND THE ADJOINING VISIBLE IMPROVEMENTS DO NOT ENCROACH ON THE ABOVE DESCRIBED PROPERTY.

I FURTHER CERTIFY THAT THE PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

C. T. Amelse MY LICENSE EXPIRES: 11-30-2014
C.T. AMELSE, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-2143

COMPARE THE DESCRIPTION OF THE PLAT WITH DEED. REFER TO TITLE POLICY FOR ITEMS OF RECORD NOT SHOWN ABOVE UNLESS OTHERWISE NOTED. NOTED UTILITIES WITHIN EASEMENTS ARE NOT SHOWN HEREON. UNDERGROUND UTILITIES INCLUDING BUT NOT LIMITED TO CONDUITS AND CABLES (IF ANY) HAVE NOT BEEN SHOWN HEREON. VOID WITHOUT RAISED SEAL OR RED STAMP.

LEGEND

- FENCE
- CONCRETE
- WOOD
- BRICK
- PAVERS

LUCO CONSTRUCTION CO.

PROFESSIONAL DESIGN FIRM NO. 184.004829			
CLIENT NAME:		54 LOU STREET	
BELLINO		CRYSTAL LAKE, IL. 60014	
CLIENT REFERENCE:		815-526-3974	
JOHNSON		815-526-3984	
FIELD WORK COMPLETED:	SURVEY COMPLETED:	DRAWN BY:	PROJECT NO.
05-05-14	05-06-14	LAH	14-33598



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AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	October 8, 2024
<u>SUBMITTED BY:</u>	Stephanie Barajas, Planner
<u>DEPARTMENT:</u>	Community Development
<u>SUBJECT:</u>	Algonquin Aces Jack-O-Lantern Jamboree, October 18 – 20, 2024 and October 25 – 27, 2024

ACTION REQUESTED:

Tony Minasola, on behalf of Algonquin Aces, is seeking approval of a Public Event/Entertainment License for the Algonquin Aces Jack-O-Lantern Jamboree occurring October 18 – 20, 2024 and October 25 – 27, 2024.

DISCUSSION:

This is a non-profit event that will be held for the Girls Fast Pitch Softball Tournament at Algonquin Lakes Fields and Kelliher Park in Algonquin. The applicant expects up to 150 participants at different times of the day. In addition to requesting approval of a Public Event/Entertainment License, the applicant has also requested waste removal on Sunday, mowing of the fields before the tournament, and that the bathrooms remain open.

The applicant is requesting a waiver of the Public Event License fee (\$50/day) and has submitted the appropriate documentation to show that they are a Tax Exempt Organization.

RECOMMENDATION:

Staff has reviewed the request and recommends approval with the following conditions outlined below:

- Village Police officers and other officials shall have free access to the event at all times to ensure that the event is in compliance with the Municipal Code;
- All garbage/debris from the event shall be deposited in on-site trash bins by the event coordinator;
- Any on-site food truck operators will need to apply for a separate permit through the Village of Algonquin at least 2 weeks in advance and shall pay the Special Event Fee;
- All temporary tents or structures shall be properly weighted or tied down following manufacturers' instructions. No cooking under tents unless the tent is certified for such use. In the event of unfavorable weather conditions, any temporary tents or structures shall be vacated and removed, and no temporary tent or structure shall be used for shelter;
- The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that may include wind above 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public.
- The applicant shall abide by all provisions of the Algonquin Municipal Code with specific attention to the Public Event/Entertainment section along with all provisions/requirements of the Public Event/Entertainment License Application checklist and the application provided.

ATTACHMENTS:

- Public Event License Application



Village of Algonquin
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION

In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to the Ganek Municipal Center (2200 Harnish Drive) or permits@algonquin.org at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: Jack-O-Lantern Jamboree

Sponsoring Organization:

Name: AAYO/Algonquin Aces Contact Name: Tony Minasola

Address: PO Box 265

City, State, ZIP: Algonquin IL 60102

Phone: [REDACTED] Email: [REDACTED]m or tony@aayo.net

Event Coordinator:

Name: Tony Minasola

Home Address: [REDACTED]

City, State, ZIP: Algonquin IL 60102

Phone: [REDACTED] Email: tony@aayo.net

Event Information:

Describe the Nature of the Event: Girls Fastpitch Softball Tournament Ages 12-16

New Event Repeat Event If repeat, will anything be different this year? We have

had a lot more interest so we will be doing 2 weekends October 18th-20th and October 25th-27th

Event Address: Algonquin Lakes, Kelliher and if open Presidential Field

Date(s) and Time(s) of the Event: 8AM to 9PM October 18-20 and October 25th-27th

Rain Date(s), if applicable: NA

Set-Up Date/Time: October 17th and 24th

Maximum Number of Attendees/Participants Expected: Approx 150 at different times of day

Admission Fee: Yes No If Yes, list fee(s) to be charged: _____

How will the revenue be used (include donations to non-profit or charitable organizations): Any funds received

for hosting the event will go back to the Algonquin Aces Softball Teams to cover costs of other Tournaments, Uniforms, Indoor Facility, etc.

Event Website: NA

Event Details:

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: __
This is a Girls Softball Tournament so no need for additional Security

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: Overflow parking will be on the side streets if needed.

Will there be a need for road closures? Yes No If Yes, please explain: _____

Are you requesting Algonquin Police Officer(s) presence? Yes No If Yes, to perform what function?

Do you want a fire truck or ambulance present? Yes No If Yes, for what hours and to perform what function? _____

Are you wishing to post temporary sign(s) announcing the event? Yes No If Yes, please describe desired size, location and date(s) that the signage will be displayed: _____

Do you wish to serve alcoholic beverages? Yes No

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes No *If Yes, attach a copy of the policy.*

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes No
If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: _____

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): _____

Waste Removal would be needed on Sunday at Kelliher, Lakes, and possibly Presidential if open. Other than that we usually ask if they can to mow a few days prior _____

so the fields look good for the girls to play. Also if possilbe keep the bathrooms open until event is done. If not feasible we understand. _____

Do you plan on holding a raffle during this event? Yes No
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Tony Minasola

On-site contact's cell number:

On-site contact's work number: Same as above

On-site contact's home number:

Affidavit of Applicant:

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

Tony Minasola

Signature of Applicant

09/13/2024

Date

Tony Minasola

Printed Name of Applicant

Indemnification, Waiver and Release

To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.

The Permittee/Licensee shall indemnify and hold harmless the Village, its officers, boards, commissions, agents, elected, elected officials, and employees (collectively, “the Village Indemnitees”) from any and all costs, demands, expenses, fees and expenses, arising out of: (a) breach or violation by the Permittee/Licensee of any of its certifications, representations, warranties, covenants or agreements in its application and permit/license issued by the Village; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the negligent performance by or on behalf of the Permittee/Licensee; or (c) any negligent act, activity or omission of permittee or an or its employees, representatives, subcontractors or agents.

The Permittee/Licensee agrees to indemnify, defend and hold harmless the Village Indemnitees against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the Village in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Permittee/Licensee, its servants, agents or employees, or to which the negligence of the Permittee/Licensee shall in any way contribute.

Permittee/Licensee hereby waives and releases all claims against the Village Indemnitees or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/License.

The term “Permittee/Licensee” refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/
Licensee: AAYO/Algonquin Aces

Circle all
that apply: Applicant Sponsor Organizer Promoter

By: Tony Minasola
[Print] *Tony Minasola*
[Signature]

Date: 09/13/2024



Village of Algonquin

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AGENDA ITEM

<u>MEETING TYPE:</u>	Committee of the Whole
<u>MEETING DATE:</u>	October 8, 2024
<u>SUBMITTED BY:</u>	Stephanie Barajas, Planner
<u>DEPARTMENT:</u>	Community Development
<u>SUBJECT:</u>	Scorched Earth Brewing Co.; 10 Year Anniversary Event, Public Event/Entertainment License – October 18, 19, & 20, 2024

ACTION REQUESTED:

Greg Doyen, of Scorched Earth Brewing Co., is seeking approval of a public event/entertainment license for The Scorched Earth 10 Year Anniversary Event on Friday, October 18, 2024 from 3:00 pm to 10:00 pm, Saturday, October 19, 2024 from 12:00 pm to 10:00 pm, and Sunday, October 20, 2024 from 12:00 pm to 7:00 pm. The event will occur at Scorched Earth Brewing Co. at 203 Berg Street. The setup will be on October 18 at 10:00 am. No street closure is requested. The event will include live music, food trucks, and beer sales.

The event area will be located in the parking lot of Scorched Earth and will be fenced off. It encompasses the existing outdoor seating areas and extends west into the parking lot. All alcohol consumption will be inside the fenced area. Parking will be on Berg Street, and any overflow will go to 200 to 210 Berg Street, Kenmode, and Armstrong Street on-street parking.

There is no admission fee. Approximately 300 participants are expected. The applicant will be required to pay the \$50/day Public Event/Entertainment License fee because they are a for-profit business.

RECOMMENDATION:

Staff has reviewed the request and recommends approval with the following conditions outlined below.

- This Special Event Permit shall be visible at all times;
- Village Police officers and other officials shall have free access to the event at all times to ensure that the event is in compliance with the Municipal Code;
- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed. The coordinator shall notify the Village of any changes in location or operations, which may be subject to further review and approval by the Village;
- All Village fees must be paid prior to the event unless they are waived by the Village Board;
- Prior to commencing any of the activities approved by the Public Event License, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements;
- Any on-site food truck operators will need to apply for a separate permit through the Village of Algonquin at least 2 weeks in advance and shall pay the Special Event Fee;
- The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that may include wind in excess of 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public;

- Alcohol consumption shall be limited to inside the fenced in area on the site plan;
- ADA parking shall be provided per the site plan.

ATTACHMENTS:

- Public Event License Application
- Site Plan



Village of Algonquin
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION

In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to the Ganek Municipal Center (2200 Harnish Drive) or permits@algonquin.org at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: SCORCHED EARTH 10 year Anniversary Celebration

Sponsoring Organization:

Name: SCORCHED EARTH Brewing Co Contact Name: Greg Doyer
 Address: 203 Berg St
 City, State, ZIP: ALGONQUIN, FL 32010
 Phone: [REDACTED] Email: gdoyer@scorchedearthbrewing.com

Event Coordinator:

Name: ↑ same
 Home Address: _____
 City, State, ZIP: _____
 Phone: _____ Email: _____

Event Information:

Describe the Nature of the Event: Much of it is what we do every weekend (Live music, food trucks) but in case we have larger than expected turnout, we want to expand our outdoor area

New Event Repeat Event _____ If repeat, will anything be different this year? _____

Event Address: 203 Berg St

Date(s) and Time(s) of the Event: 10/18 3-10pm, 10/19 12-10pm 10/20 12-7pm

Rain Date(s), if applicable: None planned

Set-Up Date/Time: 10/18 10 AM

Maximum Number of Attendees/Participants Expected: 300

Admission Fee: Yes _____ No If Yes, list fee(s) to be charged: _____

How will the revenue be used (include donations to non-profit or charitable organizations): _____

BAU / Beer Sales under our existing brewery license

Event Website: N/A promoted on social media & listed

Event Details: on our existing website www.scorchedearthbrewing.com
Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: _____

existing staff

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: _____

overflow 1, Berg St parking, overflow #2 industrial parking at 200-210 Berg St, overflow #3 Kenmode parking N. of Armstrong, overflow #4 Armstrong street parking

Will there be a need for road closures? Yes _____ No X If Yes, please explain: _____

Are you requesting Algonquin Police Officer(s) presence? Yes _____ No X If Yes, to perform what function? _____

Do you want a fire truck or ambulance present? Yes _____ No X If Yes, for what hours and to perform what function? _____

Are you wishing to post temporary sign(s) announcing the event? Yes _____ No X If Yes, please describe desired size, location and date(s) that the signage will be displayed: _____

Do you wish to serve alcoholic beverages? Yes X No _____

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes X No _____ If Yes, attach a copy of the policy.

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes X No _____
If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: _____

Alcohol / dram all under existing license & insurance policy.

BANDS 10/18 Rolling Blackouts 6-9pm (same as our every weekend time)
10/19 TBD Artist 2 or 3 to 5:00 PM
Jim & Justin 6:30 - 9:30 PM.
10/20 Mark Harrison 2-4:00 PM
Mel Senese 5-7:00 PM

- likely to be a stage, depending on village requirements

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.):

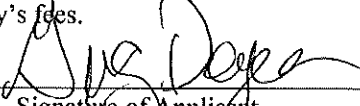
portable toilets, contracted by me

Do you plan on holding a raffle during this event? Yes _____ No X
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Greg Doyen
On-site contact's cell number: 773-490-6372
On-site contact's work number: _____
On-site contact's home number: _____

Affidavit of Applicant:

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.


Signature of Applicant
Greg Doyen
Printed Name of Applicant

9/1/24
Date

Indemnification, Waiver and Release

To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.

The Permittee/Licensee shall indemnify and hold harmless the Village, its officers, boards, commissions, agents, elected, elected officials, and employees (collectively, "the Village Indemnitees") from any and all costs, demands, expenses, fees and expenses, arising out of: (a) breach or violation by the Permittee/Licensee of any of its certifications, representations, warranties, covenants or agreements in its application and permit/license issued by the Village; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from the negligent performance by or on behalf of the Permittee/Licensee; or (c) any negligent act, activity or omission of permittee or any of its employees, representatives, subcontractors or agents.

The Permittee/Licensee agrees to indemnify, defend and hold harmless the Village Indemnitees against and from any and all losses, claims, demands, causes of action, actions, suits, proceedings, damages, costs and/or liabilities of every kind and nature, whatsoever (including, but not limited to expenses for reasonable legal fees, and disbursements and liabilities assumed by the Village in connection therewith), to persons or property, in any way arising out of or through the acts or omissions of the Permittee/Licensee, its servants, agents or employees, or to which the negligence of the Permittee/Licensee shall in any way contribute.

Permittee/Licensee hereby waives and releases all claims against the Village Indemnitees or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/License.

The term "Permittee/Licensee" refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/
Licensee:

Greg Doyen

Circle all
that apply:

Applicant Sponsor Organizer Promoter

By:

Greg Doyen
[Print]

Greg Doyen
[Signature]

Date:

9/1/24

Village of Algonquin
Public Event Insurance Requirements
(Continued)

4. Certificate of Insurance: Certificates of insurance evidencing the insurance coverage required for sponsors, organizers, coordinators, and vendors must be supplied with the permit application.

Insurance certificates must be on Acord 25 form, and must include the following language: “The Village of Algonquin is, and has been, endorsed as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability coverage of the [EVENT NAME] on [DATE OF EVENT] taking place at [EVENT LOCATION].”

5. With reasonable notice to the sponsors and event organizers, the Village reserves the right to require insurance of the event sponsors, organizers, and vendors other than that specifically provided herein, and to change the minimum acceptable limits of liability based on the Village’s determination, in its sole discretion, that the risk presented by the public event warrants such changes. The Village does not warrant or represent that the specified insurance is adequate to protect the interests or liabilities of the sponsor, organizer, or vendors.

6. All insurance documents must be submitted not less than 30 days prior to the event. A public event permit cannot be issued without approved insurance.

OVERFLOW PARKING B

GRASS PUBLIC R.O.W.

TEMPORARY PARKING

ADA ADA

OVERFLOW PARKING A

BERG STREET

GRASS / PUBLIC R.O.W.

GRASS PUBLIC R.O.W.

SIDEWALK

FOOD TRUCK

EVENT ENTRANCE / EXIT

FOOD TRUCK

ARMSTRONG

OVERFLOW PARKING C KENMODE

ADA PARKING

STAGE

SEASONAL BEER GARDEN

EXPANDED EVENT AREA

FULL YEAR BEER GARDEN

SEBC

20'S POOL

30'S POOL

REBAR

POOL

ADA PARKING



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

- M E M O R A N D U M -

DATE: October 1, 2024

TO: President Sosine and Village Board of Trustees

FROM: Tim Schloneger

SUBJECT: Fourth Addendum to Push Tax Tolling Agreement

The Push Tax was first implemented in October 2021, but the video gaming terminal operators dispute its validity and how it is to be collected. There is currently litigation pending in Cook and Lake Counties regarding these issues: 1) the 2nd Dist. Case No. 2-22-0220 (from Lake County involving the City of Waukegan) and 2) the 1st Dist. Case No. 23-0099 (from Cook County involving the City of Oak Lawn).

In order to avoid litigation and preserve both the Village of Algonquin's rights and the video gaming terminal operators' rights, the parties are proposing to continue to put everything on hold through the Tolling Agreement.

The Tolling Agreement with the video gaming terminal operators to delay enforcement of the Push Tax is set to expire October 31, 2024. At this time, there has been no resolution to the court cases that would allow any of the municipalities to move forward with certainty. Therefore, I am recommending the Village enter into a Fourth Addendum to the Tolling Agreement to extend the agreement by twelve months to October 31, 2025.

Through October 31, 2025, the parties will not have to take any action while the litigation advances. The Village of Carpentersville, Village of Lake in the Hills, City of McHenry, and City of Woodstock are also considering this Agreement with the video gaming terminal operators J&J Ventures Gaming, LLC, Gold Rush Amusements, Inc., Accel Entertainment Gaming, LLC, Lattner Entertainment Group Illinois, LLC, Eureka Entertainment, LLC, Velasquez Gaming, LLC, Ashiq Gaming, LLC, and Pocket Aces Gaming, Inc.

FOURTH ADDENDUM TO TOLLING AGREEMENT

This Fourth Addendum to Tolling Agreement (“Fourth Addendum”) is part of the Tolling Agreement (“Agreement”), dated June 23, 2022, entered by and between the VILLAGE OF ALGONQUIN, an Illinois municipal corporation, (“Algonquin”); the VILLAGE OF CARPENTERSVILLE, an Illinois municipal corporation, (“Carpentersville”); the VILLAGE OF LAKE IN THE HILLS, an Illinois municipal corporation, (“LITH”); the CITY OF McHENRY, an Illinois municipal corporation, (“McHenry”); and the CITY OF WOODSTOCK, an Illinois municipal corporation, (“Woodstock”), hereinafter individually a “Municipality” and collectively the “Municipalities,” and J&J VENTURES GAMING, LLC, an Illinois limited liability company, (“J&J”); GOLD RUSH AMUSEMENTS, INC., an Illinois corporation, (“Gold Rush”); ACCEL ENTERTAINMENT GAMING, LLC, an Illinois limited liability company, (“Accel”); LATTNER ENTERTAINMENT GROUP ILLINOIS, LLC, an Illinois limited liability company, (“Lattner”); EUREKA ENTERTAINMENT, LLC, an Illinois limited liability company (“UGG”), VELASQUEZ GAMING, LLC (“Velasquez”), an Illinois limited liability company, ASHIQ GAMING, LLC (“Ashiq”), an Illinois limited liability company, and POCKET ACES GAMING, INC. (“Pocket Aces”), an Illinois corporation, hereinafter individually a “Terminal Operator” and collectively the “Terminal Operators.” Said Agreement had been earlier amended by an August 2, 2022 Addendum between the Municipalities and the Terminal Operators to amend Section 4 of the Agreement, by an April 28, 2023 Second Addendum between the Municipalities and the Terminal Operators to amend Sections 2 and 3 of the Agreement to extend the expiration of the Agreement to October 31, 2023, and by an October 26, 2023 Third Addendum between the Municipalities and the Terminal Operators to amend Section 2 and 3 of the Agreement to extend the expiration of the Agreement to October 31, 2024.

This Fourth Addendum is strictly intended to further amend language in Sections 2 and 3 of the Agreement, without further modifying or superseding the Agreement, as previously amended, as otherwise stated, with such Agreement, as previously amended, remaining otherwise in full force and effect, with its effective date being June 23, 2022 as though part of the original Agreement.

Sections 2 and 3 of the Agreement, as previously amended, is hereby further amended to read as follows:

2. **Tolling.** All applicable time periods or time related matters, including, but not limited to, statutes of limitation, statutes of repose, or equitable positions including waiver or laches, with respect to any claims, causes of action, or defenses the Municipalities and Terminal Operators may have against the other shall be tolled from June 23, 2022 through October 31, 2025 (the “Tolling Period”) with the exception that a party may withdraw earlier from this Agreement pursuant to Section 6 of this Agreement. No provision of this Agreement is intended to or shall be deemed to revive any statute of limitation or other applicable time period that has already expired prior to June 23, 2022 and that would not otherwise be tolled prior to June 23, 2022. No provision of this Agreement is intended to or shall be construed to shorten any applicable statute of limitation, or repose, or other applicable time period that has not expired as of June 23, 2022.

3. No Actions. No Municipality nor any Terminal Operator may bring an action on any claim or cause of action against the other until October 31, 2025 or until that specific Municipality or Terminal Operator withdraws from this Agreement pursuant to Section 6 of this Agreement. As to any action on any claim or cause of action brought after the expiration of the Tolling Period or any claim or cause of action brought by a party after said party withdraws from this Agreement pursuant to Section 6 of this Agreement, the Municipalities or Terminal Operators may raise any defense based on any time period or time related matters, except that no claim, cause of action, or defense may include the Tolling Period of this Agreement as a basis of the claim, cause of action, or defense, including but not limited to, statutes of limitation, statutes of repose, waiver or laches. During the Tolling Period, no Municipality need send any notice of failure or deficiency relating to the collection or remittance of the Push Tax and no Terminal Operator need file any written protest to preserve their respective claims (and the failure to do so shall not act as a bar to any claim or defense). Any written protest filed by any Terminal Operator and any pending administrative proceeding pursuant to said written protest as of the date of this Agreement shall be stayed until the expiration of the Tolling Period or until that Terminal Operator or Municipality withdraws from this Agreement pursuant to Section 6 of this Agreement. Any notices related to a Push Tax already issued by any Municipality as of the date of execution of this Agreement do not need to be responded to by a Terminal Operator, whether by written protest or other similar mechanism, until the expiration of the Agreement or until that Terminal Operator or Municipality withdraws from this Agreement pursuant to Section 6 of this Agreement.

[SIGNATURE PAGE FOLLOWS]

VILLAGE OF ALGONQUIN

By: _____

Print Name: _____

Its: Authorized Agent

VILLAGE OF LAKE IN THE HILLS

By: _____

Print Name: _____

Its: Authorized Agent

CITY OF WOODSTOCK

By: _____

Print Name: _____

Its: Authorized Agent

ACCEL ENTERTAINMENT GAMING, LLC

By: _____

Print Name: _____

Its: Authorized Agent

EUREKA ENTERTAINMENT, LLC

By: _____

Print Name: _____

Its: Authorized Agent

VELASQUEZ GAMING, LLC

By: _____

Print Name: _____

Its: Authorized Agent

VILLAGE OF CARPENTERSVILLE

By: _____

Print Name: _____

Its: Authorized Agent

CITY OF MCHENRY

By: _____

Print Name: _____

Its: Authorized Agent

GOLD RUSH AMUSEMENTS, INC.

By: _____

Print Name: _____

Its: Authorized Agent

LATTNER ENTERTAINMENT
GROUP ILLINOIS, LLC

By: _____

Print Name: _____

Its: Authorized Agent

ASHIQ GAMING, LLC

By: _____

Print Name: _____

Its: Authorized Agent

POCKET ACES GAMING, INC.

By: _____

Print Name: _____

Its: Authorized Agent

J&J VENTURES GAMING, LLC

By: _____

Print Name: _____

Its: Authorized Agent



Village of Algonquin

The Gem of the Fox River Valley

MEMORANDUM

TO: Tim Schloneger, Village Manager
FROM: Stacey VanEnkevort, Recreation Director
DATE: September 28, 2024
SUBJECT: Algonquin Recreation Spring Events | Request for Approval

The Recreation Department is preparing for the upcoming Spring events in Algonquin. These events encourage participants to come to Algonquin and enjoy what the Village has to offer.

Schedule of Events

1. **Algonquin Egg Hunt** – Saturday, April 12 located in Algonquin Lakes Park. Hunt kicks off at 10:00am
Summary: This will be our annual Egg Hunt, with visiting the Bunny and local sponsors.
2. **Touch a Truck Event** – Saturday, May 3rd located at our Public Works Facility from 10:00-1:00pm
Summary: This is a repeat of our Annual Touch a Truck and due to a highly successful event will once again be held at Public Works with the 10:00-11:00am hour being a Sensory Friendly Hour

Approvals Requested

1. Pursuant to the Algonquin Municipal Code section 34.12, staff is proactively requesting a waiver to invite food vendors to sell food and drink products during these events.
2. Pursuant to Section 31.04 of the Municipal Code, the Village Board must approve any public events in the Village, including concerts and musical performances.

If you agree, please forward to the Village Board for approval to hold these events. Thank you for your support and consideration.

C: Michael Kumbera, Deputy Village Manager
Dennis Walker, Police Chief



VILLAGE OF ALGONQUIN
GENERAL SERVICES ADMINISTRATION

– M E M O R A N D U M –

DATE: October 3, 2024

TO: Tim Schloneger, Village Manager

FROM: Michael Kumbera, Deputy Village Manager/CFO

SUBJECT: *Willoughby Farms Park Master Plan / Recommendation of Award*

The Village recently requested proposals to develop a Master Plan (“the plan”) for Willoughby Farms Park. The Plan will serve as a template for the most efficient usage and layout of park facilities, identify additional amenities, and develop a plan for long-term improvement, maintenance, and usage of Willoughby Farms Park.

Background

Willoughby Farms Park, 2001 Wynnfield Drive, Algonquin, is a 12-acre community park developed in 1996. The park features a playground, baseball diamond, basketball court (which converts to a seasonal ice skating rink), tennis/pickleball courts (reconstructed in 2023), walking trails, a parking lot, and a surface water pond.

A sealed-cost request for proposals was issued to ensure the Village evaluation team could assess responses based solely on each firm's ability to meet the proposal's specifications rather than focusing on the lowest-cost option. Accordingly, the Village allocated \$70,000 as a placeholder for this project in the FY 24/25 budget.

Evaluation Team

A cross-functional evaluation team was formed to review proposals and make a collective recommendation to the Village Board. The members of the team included:

Nadim Badran, Public Works Director	Stacey VanEnkevort, Recreation Director
Cliff Ganek, Village Engineer	Michele Zimmerman, Assistant PW Director
Michael Kumbera, Deputy Village Manager/CFO	Maggie Auger, Village Trustee*
Anna Siegel, Recreation Manager	Laura Brehmer, Village Trustee*
Brooke Snow, Engineer II	

Responses

The Village received four (4) responses from qualified firms to perform the work. These firms were all invited to interview with the evaluation team and included the following:

1. JSD Professional Services
2. Lakota Group
3. Planning Resources Incorporated
4. Wight & Company

The proposals included a range of base and optional services and reimbursable expenses ranging from \$28,300 to \$68,800.

Recommendation

Following a highly competitive procurement process, the evaluation team agreed that JSD Professional Services (“JSD”) is best suited to meet the Village's goals for this project. The JSD proposal stood out due to the following key factors:

- **Experience and Expertise:** JSD has significant experience in similar projects, including work in Bloomington (IL), Calumet Park (IL), and Homer Glen (IL). The JSD project manager also worked on designing existing Village parks, including Algonquin Lakes Park, Cornish Park, Hill Climb Park, and Spella Park.
- **Project Approach:** Their approach to the master planning process aligns with the Village’s goals, particularly in community engagement and concept development.
- **Cost and Value:** JSD submitted the lowest-cost proposal of \$28,300 and offered the best value based on the scope of work and expected outcomes. Their proposal demonstrates a strong balance between affordability and the ability to effectively meet the Village’s project objectives.

Additionally, it is recommended that the Village accept the alternate proposal for an Existing Conditions (topographic) Survey at the cost of \$9,000. A topographic survey is a necessary prerequisite for the final engineering design.

Conclusion

Staff recommends the award of the Willoughby Farms Park Master Plan to JSD Professional Services for a not-to-exceed amount of \$37,300. Staff will be available before and at the meeting for any questions.

Action Requested

Consensus to forward the recommendation of JSD Professional Services to develop the Willoughby Farms Park Master Plan for a not-to-exceed amount of \$37,300 to the Village Board.



Request for Proposals

Willoughby Farms Park Master Plan

September 17, 2024



TABLE OF CONTENTS

1 - Letter of Transmittal

2 - Qualifications/Project Portfolio

3 - Project Management

4 - Methodology and Process

5 - References

6 - Schedule

September 17, 2024

Michael Kumbera, Deputy Village Manager/CFO
Village of Algonquin
2200 Harnish Drive
Algonquin, IL 60102-5995



RE: Request for Proposals - Willoughby Farms Park Master Plan

Dear Mr. Kumbera:

On behalf of JSD Professional Services, we are pleased to submit our qualifications for professional landscape architecture master planning services for Willoughby Farms Park for the Village of Algonquin. Our team is comprised of highly qualified and experienced personnel that are passionate about creating both passive and active outdoor spaces. This specific team was assembled to provide complementary skill sets that will address the scope of work outlined in the RFP and to achieve the best possible results. We adhere to the philosophy that public landscapes are vital to our communities' quality of life. It is our understanding that we will be working with the Village to develop a master plan that assesses the current conditions of the site, includes active community engagement, promotes sustainability and creates a park that includes diverse recreational opportunities for all age groups. The master plan will also include cost estimates and a phased implementation plan.

Our key team members continually demonstrate their ability to grasp the intricacies of complex design, construction, and environmental challenges and are effective in communicating our proposed solutions to municipalities, park districts, and the public. We believe our diverse expertise, creativity, straightforward problem-solving methods, technological abilities, and clear and timely communication style sets us apart from the competition.

JSD recognizes the importance of character and environment achieved by well-designed accessible public spaces, engaging sport facilities, and recreational amenities that are an extension of home and are proven to be vital to the continued success of any community. As planners, we believe that true sustainability requires considering all aspects of a project's planning, development, and impact.

We are extremely excited to have an opportunity to affect the quality of life for the people who work, play, and live in Algonquin and are committed to meeting your project needs, goals, and schedules. We trust you will find our qualifications match your project needs, and we look forward to further discussing our experience. The current workload of all of the key members of our Project Team will not hinder them from performing their respective roles and responsibilities for the duration of your project – from start to finish. The Project Team assigned to your project will dedicate the necessary time and attention to meeting your requirements and schedule milestones.

I would serve as the Project Manager for this master plan and you have my personal commitment that we will deliver successful results with the goal of exceeding your expectations. Please feel free to contact me at #630-362-6681 or via email, lori.vierow@jسدinc.com, if you have any questions or require any additional information.

Sincerely,

A handwritten signature in black ink that reads "Lori Vierow".

Lori Vierow, PLA, ASLA, LEED AP BD+C
Senior Landscape Architect
JSD Professional Services, Inc.
lori.vierow@jسدinc.com





2

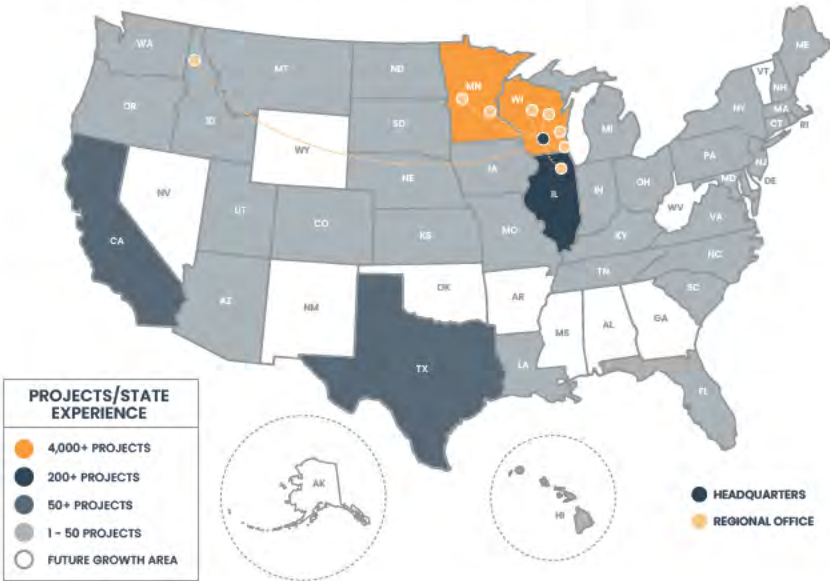
Qualifications/Project Portfolio



JSD Professional Services, Inc. (JSD), has grown from one office with two employees to six offices across three states. Strategically placed to serve local, regional and national clients, JSD's staff includes civil and structural engineers, surveyors, planners and landscape architects who are all focused on delivering exceptional services from project concept through ribbon cutting.

Our multi-disciplined approach provides our clients with a coordinated team of specialists who have a broad knowledge base in creative design, site evaluation, project financing, municipal entitlements, land survey documentation, site infrastructure, municipal infrastructure and construction.

Mission: To enhance our communities through creative, passionate and inspired services



SERVICES

- Civil Engineering
- Land Surveying & Mapping
- Landscape Architecture
- Planning & Development Services
- Environmental Services
- Construction Services
- Transportation Engineering
- Structural Engineering
- Water Resources



OUR VALUES



Passion

Teamwork, respect and commitment to staff, clients and our community



Innovation

Intellectual collaboration through creativity and technology



Service

A commitment to client-centered solutions through trust, quality and experience



Integrity

An unimpaired focus on doing the right thing

REGIONAL OFFICES

Madison, WI

507 W. Verona Ave, Suite 500
Verona, WI 53593 | (608) 848-5060

Milwaukee, WI

W238 N1610 Busse Rd, Suite 100
Waukesha, WI 53188 | (262) 513-0666

Wausau, WI

7402 Stone Ridge Dr, Suite 4
Weston, WI 54476 | (715) 298-6330

Appleton, WI

3215 W. Lawrence St, Suite 6
Appleton, WI 54914 | (920) 733-2800

Chicago, IL

1400 E. Touhy Ave, Suite 215
Des Plaines, IL 60018 | (312) 644-3379



Coeur d'Alene, ID

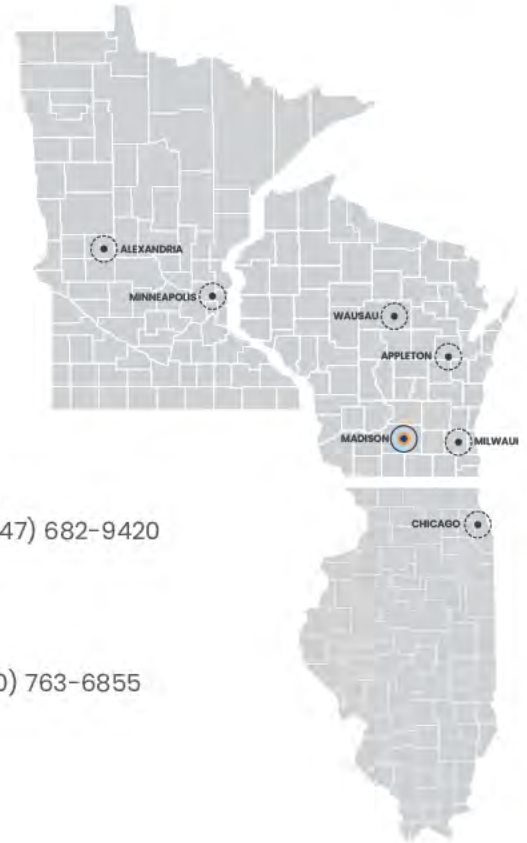
418 E. Lakeside Ave, Suite 114
Coeur d'Alene, ID 83814 | (847) 682-9420

Alexandria, MN

1206 3rd Ave. East
Alexandria, MN 56308 | (320) 763-6855

Minneapolis, MN

Address TBD



Firm Information

MISSION STATEMENT

“To enhance our communities through creative, passionate and inspired services.”

With a strong commitment to client satisfaction, JSD provides practical, cost-effective solutions for each project. We provide prompt, accurate and quality service from project inception to completion through the use of advanced technology and state-of-the-art field and office equipment. Our staff of highly qualified professionals is determined to maintain excellent communications and flexibility while being responsive to our clients’ ever changing needs.

COMMITMENT TO SERVICE

JSD Professional Services, Inc. (JSD) was established in 1988 as Jenkins Survey and Design and is a corporation. JSD’s reputation is built on trust, service, and true teamwork. At JSD we believe in providing unprecedented customer service. We believe the key to a successful project is communication and collaboration, which is evident by JSD providing professional services to some of the same clients for over 20 years. At JSD we believe that every member of the project team must take personal ownership and become a stakeholder.

EXCELLENCE

Our staff of highly qualified professionals are determined to maintain excellent communications and flexibility while being responsive to our client’s ever changing needs. JSD also maintains high standards in plan production having won numerous awards for drafting excellence. With a strong commitment to client satisfaction, JSD provides practical and cost-effective solutions for each project.

PROFESSIONAL AFFILIATIONS

JSD’s staff are actively involved in the following professional organizations: American Society of Landscape Architects, Illinois Association of Park Districts, Illinois Park & Recreation Association, Wisconsin Society of Land Surveyors, Wisconsin Chapter of the American Planning Association, American Institute of Certified Planners and the American Society of Civil Engineers.

Your **Project Manager** will be **Lori Vierow** and her contact information is as follows:

Chicago Regional Office
JSD Professional Services, Inc.
1400 E. Touhy Avenue, Suite 215
Des Plaines, IL 60018
#630-362-6681
lori.vierow@jsdinc.com

FIRM QUALIFICATIONS

For over 25 years, our staff has provided creative master planning, design services and construction documents for a variety of clients. Our team of professionals has successfully integrated this relationship with municipalities, local and regional public institutions, private non-profits and for profit organizations to develop, expand, renovate and improve recreational facilities and **create distinctive places that connect communities and engage people with the outdoors**. JSD's landscape architects consider all aspects of site development. From inception through completion, your project is based on a smart, savvy and sensible foundation. Our collaborative team brings the technical expertise, resources, and creativity required to develop innovative solutions. Each project is tailored to our client's objectives and budget, and is responsive to the environment in which it is located.

We believe that community based planning efforts result in inspired visions that connect people, places and environments. Places that people cherish and thrive in are ultimately achieved via rigorous and thoughtful dialog across disciplines. We are very familiar with park and recreation agency projects and how to work effectively with established design requirements and key stakeholders who are typically involved.

Our project team's relevant experience includes:

- Creative Play Areas
- Passive Recreation Parks
- Inclusive Playgrounds
- Urban Plazas/Memorials
- Comprehensive Master Plans
- Therapy Gardens
- Educational Gardens
- Municipal Review/Inspection Services
- Construction Documents
- Nature Trails & Greenways
- Splash Pads
- Athletic Fields/Sports Facilities
- Native Area Restoration/Management
- Grant Writing & Administration
- Stormwater Basin Design
- Permitting
- Construction Observation
- Contract Administration

The JSD Team's planning approach is grounded in sound planning and design principles and community consensus building.

The list below highlights the JSD Team's relevant project experience in the preparation of Park Master Plans.

- Village Green Master Plan, Calumet Park, IL
- Muir Park Master Plan, Prospect Heights Park District, IL
- Grosse Pointe Park Master Plan, Vernon Hills Park District, IL
- Campbell Park Master Plan, Baraboo, WI
- Hodag Park Master Plan, Rhinelander, Wisconsin
- Heritage Park, Village of Homer Glen, Illinois
- Reddan Sports Complex, Verona, Wisconsin
- Fine Arts Center Feasibility Study & Master Plan, St. Charles, IL
- O'Neil Park Master Plan, Bloomington Parks, Recreation and Community Arts Department, IL
- Village Green & Amphitheater, Village of Hoffman Estates, Illinois
- Ballpark Commons, Franklin, Wisconsin

Village Green Master Plan

CALUMET PARK, ILLINOIS

Parks & Recreation



Client: Village of Calumet Park

Project Size: 6.0 Acres

Project Completion: 2023



The Village of Calumet Park embarked on an ambitious plan to revitalize the park space surrounding their main parks and recreation center. The Village Green was transformed to provide recreational and cultural enhancements to create a destination center for the residents. The Village Green will serve as a setting for year-round community celebrations, events and casual recreation, such as the Farmers Market and Village Holiday Tree Lighting ceremony. An amphitheater is included for musical events and concerts with lawn seating and limited permanent seats.

An exciting children's play environment includes a splash pad, large shelter, and play equipment for 2-12 years olds.

JSD served on the design team along with the architect for the development of the Village Green Master Plan. JSD's landscape architects took the lead role in the site planning and landscape architecture design. Opinion of probable construction costs were developed, including phasing options. The Village was awarded a \$3,000,000 tourism grant to help fund the project.

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O'Neil Park Master Plan

BLOOMINGTON, ILLINOIS

Parks & Recreation



Client: City of Bloomington Parks, Recreation & Cultural Arts

Project Size: 18.7 Acres

Project Completion: 2018

Conceptual Cost: \$9 Million

JSD landscape architects, Lori Vierow and Sarah Dreier, led the development of the O'Neil Park Master Plan as a sub-consultant, managing the O'Neil Park Master Plan process, while leading public outreach and assisting the team with the inventory and assessment of the park site. The project team included GreenPlay, LLC and Water Technologies, Inc. (WTI)

The Final Master Plan included the renovation of the park site and existing aquatic facility. The process began with public engagement, led by JSD, and three concept designs which were developed based on staff and stakeholder input. The team also prepared cost estimates, imagery boards, and associated management and operations plan.



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Campbell Park Master Plan

BARABOO, WISCONSIN

Park and Recreation



Client: City of Baraboo, WI
Project Size: 11.88 acres
Project Completion: 2022

Campbell Park is located in Baraboo and is home to the Baraboo outdoor community pool. Visitors can enjoy swimming, a splash pad, tennis courts, play area, pickleball courts, along with a skate park.



JSD in conjunction with Water Technologies, Inc., provided master planning services to redevelop the park site, including a modern pool, updated court complex, universally accessible play area, teen area, walking path, renovated parking, and skate park.

As a part of the design process, JSD held a series of public meetings to elicit comments and suggestions from community groups and neighbors. In addition to neighborhood desires, JSD considered the recreation needs of the community as a whole. These factors were incorporated into the final design. Opinion of probable construction costs were developed, including phasing options



The final master plan provides for social interaction, community activities, and both active and passive recreation opportunities for children of all ages.

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Hodag Park Master Plan

RHINELANDER, WISCONSIN

Parks & Recreation



Client: City of Rhinelander
Project Size: 29 Acres, \$6 million
Project Completion: 2019 - Ongoing

JSD developed the Hodag Park Master Plan for the City of Rhinelander as a guide for the planning and improvement of the park's trails, water access, open space and outdoor recreation facilities. Hodag Park, located on Boom Lake in Rhinelander, Wisconsin, provides outdoor space opportunities to many user groups as the largest park in Rhinelander, and one of the largest public waterfronts in north central Wisconsin.



The Master Plan of the 29-acre park included revised entrances, roads and parking layouts; additional trail segments; improved water access facilities, including a kayak/canoe/boat launch, terrace on the water, multiple fishing docks, and restoration of the vegetative shoreline in specific areas along the shore path. The Master Plan also included amenities such as a central pavilion/gathering space, ice rink, stage and seating area, splash pad, wedding venue, updated beach access, ski show seating, maintenance/storage and much more.



Opinion of probable construction costs were developed, including phasing options

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Heritage Park: Village Green Master Plan

HOMER GLEN, ILLINOIS

Parks & Recreation



Client: Village of Homer Glen

Project Size: 9 Acres, \$3.7 Million

Project Completion: 2019 - 2021

JSD's landscape architects worked alongside TRIA Architecture for the design of the second phase of Heritage Park master plan. This phase includes the development of the Village Amphitheater and Village Green. The site design includes saving many existing trees while offering new landscaping, walking paths, bike path, pathway lighting, terrace lawn seating, central node for Village gatherings, large open lawn for the farmer's market and the Homer Community Fest. JSD also assisted with the design of the next phase of the park, which includes a sled hill, splash pad, Village Hall renovations and Veterans Memorial.

Opinion of probable construction costs were developed, including phasing options



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3

Project Management

PROJECT TEAM

Our outstanding team of professionals offers valuable insight and will contribute in-depth knowledge on key issues, conditions, opportunities, and influences affecting the future of **Willoughby Farms Park**. Our Team's relevant experience includes extensive experience in recreation and athletic facility planning services, unique public involvement expertise, and the ability to meet aggressive schedules, as well as the preparation and management of an impressive array of public facility projects. From the development of recreation master plans and creative play areas, through the construction and implementation of a wide variety of project sites, our Team has consistently demonstrated their commitment to the successful outcome our client's objectives, time-line and budget. The JSD Team's public sector clients include park and recreation agencies, school districts, and municipalities. We are very familiar with these types of projects and how to work effectively with established design requirements and key stakeholders who are typically involved.

**Below are the *key staff members* that will assist on your project;
the following resumes document the experience of our entire team.**

Project Manager: Lori Vierow – Lori has over 30 years of experience in providing planning, design and implementation services for a wide variety of public and private sector clients. Lori has led the coordination of numerous project teams from the initial site analysis through project completion. Her professional experience also includes extensive public facilitation and working with clients and communities to develop park designs that are unique and tailored to fit each community. Lori has also authored successful Illinois Department of Natural Resources grants (OSLAD and PARC), Community Development Block Grants (CDBG), Baseball Tomorrow Fund, Department of Commerce and Economic Opportunity (DCEO) Grants, Illinois Bicycle Path Grants, and Illinois Museum grants for recreation agencies.

Lori will serve as your Project Manager, and she will be your primary point of contact throughout the design process. She will be responsible for the day to day management of project tasks, each project deliverable and our project team members. As project manager, she will be responsible for the public facilitation, development of design alternatives, the final plan development, quality control and overall team management. Her assignment will ensure that coordination efforts are aggressively pursued, that the project remains on schedule and on budget, and that the Village of Algonquin is fully informed and involved.

Landscape Architect: Sarah Dreier – Sarah's experience includes the development of landscape master plans and construction documents for projects ranging from public parks and playgrounds to commercial and residential developments. Sarah has also assisted with the writing of grant applications for multiple agencies, including OSLAD, CDBG, DCEO, and PARC grant submittals. Sarah will provide design and graphic support for the park development, as well as participate in the public facilitation meetings.

CURRENT WORKLOAD

JSD has assembled a highly experienced Project Team that brings the Village of Algonquin all of the required disciplines to perform each of the functions outlined in your proposed scope of work. The current workload of all of the key members of our Project Team will not hinder them from performing their respective roles and responsibilities for the duration of your project – from start to finish. The Project Team assigned to your project will dedicate the necessary time and attention to meeting your requirements and schedule milestones. They will also secure and manage all other technical support staff necessary to produce your design and construction documents, and support construction observation services. With over 90 full-time employees, we have ample resources available to commit to your project to meet your design, construction document, and construction schedule requirements.



Lori Vierow, PLA, ASLA, LEED AP BD+C
Senior Landscape Architect

Ms. Vierow has over 30 years of experience in the development of master plans and construction documents for projects ranging from public parks, educational facilities, athletic field development and urban streetscapes, to residential, commercial and sustainable developments. She also has extensive experience coordinating project teams from the initial site analysis through project completion, as well as working with clients and communities to develop open space master plans and park master plans that are unique and tailored to fit each community.

Education/Registration

Iowa State University, Ames, Iowa

- Bachelor of Landscape Architecture, 1992

Registered Landscape Architect: State of Illinois #157-001163

Registered Landscape Architect: State of Wisconsin #774-14

LEED Accredited Professional BD+C: #10318178-AP BD+C

Relevant Project Experience

Park & Recreation Design

- Village Green Master Plan, Calumet Park, IL
- Campbell Park Master Plan, Baraboo, WI
- Heritage Park Village Green, Village of Homer Glen, IL
- Burning Bush Trails Park, River Trails Park District, Mount Prospect, IL
- Pioneer Park, Broadview Park District, Broadview, IL
- Dog Park Master Plan, Vernon Hills Park District, Vernon Hills, IL
- O'Neil Park Master Plan, City of Bloomington, IL
- Wedgewood Park, Prospect Heights Park District, Prospect Heights, IL
- Breiter-Palm "Playground for Everyone" Park, Bensenville Park District, Bensenville, IL
- Kracklauer Park All-Inclusive Playground, Mundelein Park & Recreation District, Mundelein, IL
- Longmeadow Park, Mundelein Park & Recreation District, Mundelein, IL
- Leo Leathers Park, Mundelein Park & Recreation District, Mundelein, IL
- West Side Park, City of Morris
- Aspen Trails Park, River Trails Park District, Mount Prospect, IL
- Washington Commons All Inclusive Park, River Forest Park District, River Forest, IL
- Memorial Park, Community Park District, La Grange Park, IL
- Pickleball & Tennis Feasibility Study, Prospect Heights Park District, Prospect Heights, IL
- Willow Trails Park, River Trails Park District, Mount Prospect, IL
- Beach Oak Park, Community Park District, La Grange Park, IL
- Algonquin Lakes Park/Hill Climb Park/Spella Park/Cornish Park, Algonquin, IL*

Grant Writing Experience

- West Side Park, City of Morris
- Willow Trails Park, River Trails Park District, Prospect Heights, IL
- Sunrise Park, Bensenville Park District, Bensenville, IL
- Sharp Park, Memorial Park District, Bellwood, IL
- Burning Bush Trails Park, River Trails Park District, Mount Prospect, IL
- Pioneer Park, Broadview Park District, Broadview, IL

*prior to JSD



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Sarah Dreier, PLA, CPSI
Landscape Architect

With 17 years of experience, Ms. Dreier fulfills the role of Landscape Architect for JSD's landscape architecture division, contributing her ability to a variety of projects throughout the office. She is a proven thinker, collaborator and leader with experience in both public- and private-sector clients, yielding skills that facilitate an enriched project process. Ms. Dreier provides creative ideas and design leadership to a range of planning and design projects at JSD.

Education/Registration

Iowa State University, Ames, Iowa

- Bachelor of Landscape Architecture, 2006

Professional Landscape Architect: State of Illinois #157-001690

Professional Landscape Architect: State of Indiana #LA22000003

Certified Playground Safety Inspector: #41454-0421

Relevant Project Experience

Park & Recreation Design

- Orchard Park Splash Pad, Palos Heights, IL
- O'Neil Park Master Plan, City of Bloomington, IL
- Lake Park Splash Pad, Des Plaines Park District, Des Plaines, IL
- Memorial Park, Community Park District Park, La Grange Park, IL
- Kracklauer Park All-Inclusive Playground, Mundelein Park & Recreation District, Mundelein, IL
- Longmeadow Park, Mundelein Park & Recreation District, Mundelein, IL
- Washington Commons All Inclusive Park, River Forest Park District, River Forest, IL
- Aspen Trails Park, River Trails Park District, Mt. Prospect, IL
- Telulah Park, Appleton, WI
- William G. Yena Park, Community Park District, La Grange Park, IL
- Breiter-Palm "Playground for Everyone" Park, Bensenville Park District, Bensenville, IL
- Wedgewood Park, Prospect Heights Park District, Prospect Heights, IL
- Campbell Park Master Plan, Baraboo, WI
- Willow Trails Park, River Trails Park District, Mount Prospect, IL
- Heritage Park Active Core, Village of Homer Glen, IL
- Beach Oak Park, Community Park District, La Grange Park, IL
- Laschen Park, Vernon Hills Park District, Vernon Hills, IL

Grant Writing Experience

- Kracklauer Park, Mundelein Park & Recreation District, Mundelein, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- Wedgewood Park, Prospect Heights Park District, Prospect Heights, IL
- Willow Trails Park, River Trails Park District, Prospect Heights, IL
- Aspen Trails Park, River Trails Park District, Mount Prospect, IL
- Phillips Park, City of Aurora Parks, Recreation & Open Space Department, Aurora, IL

Affiliations

American Society of Landscape Architects (ASLA) Illinois Chapter (President-Elect)



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Gwen Winer
Landscape Designer

Ms. Winer is a Landscape Designer with experience in creating aesthetically pleasing and functional outdoor spaces. She is skilled in conceptualizing designs, budgeting, and collaborating with clients, company departments, and subcontractors. She has extensive experience working with city agencies in the Greater Chicago Area to obtain construction permits and adhere to building codes. Ms. Winer also has an extensive amount of knowledge in the project flow and management of large sites from the renderings and concept plans through the construction management final stages of a project.

Education/Registration

The Ohio State University, Columbus, OH

- Bachelor of Landscape Architecture, 2021

Relevant Project Experience

Park & Recreation Design

- Grosse Pointe Park – Vernon Hills Park District, Vernon Hills, IL
- Pickleball/Tennis Feasibility Study – Prospect Heights Park District, Prospect Heights, IL
- Kracklauer Park All-Inclusive Playground, Mundelein Park & Recreation District, Mundelein, IL
- DuPage Township Food Pantry – Bolingbrook, IL
- Centennial Park Aquatic Center – Orland Park, IL
- Village Green – Village of Calumet Park, IL
- William G. Yena Park, Community Park District Park, La Grange Park, IL
- Northmoor Country Club – Highland Park, IL*
- Briarwood Country Club – Deerfield, IL*
- Lake Front Modern Oasis (Private Residence) – Wilmette, IL*
- Backyard Restoration (Private Residence) – Glencoe, IL*
- Transitional Retreat (Private Residence) – Kenilworth, IL*
- Summer Home Naturalization (Private Residence) – Lake Geneva, WI*

* While with a previous firm



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Eric Drakas, PE
Civil Engineer

With seven years of experience, Mr. Drakas' emphasis is in land development and recreation projects, specializing in site layout, grading, utilities, and stormwater management. He also has experience utilizing AutoCAD Civil 3D to prepare land development construction plans and has prepared numerous MWRD permit applications.

Education/Registration

University of Wisconsin-Madison, Madison, WI

- Bachelor of Science in Civil Engineering and Environmental Engineering, 2017

Professional Engineer, 2023, WI, 100584-6

Relevant Project Experience

- 16" Softball Fields, Park District of Forest Park, Forest Park, IL
- Pioneer Park, Broadview Park District, Broadview, IL
- Orchard Park Splash Pad, Palos Heights, IL
- Wedgewood Park, Prospect Heights Park District, Prospect Heights, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- Kracklauer Park All-Inclusive Playground, Mundelein Park & Recreation District, Mundelein, IL
- Sharp Park, Memorial Park District, Melrose Park, IL
- Willow Trails Park, River Trails Park District, Mount Prospect, IL
- Beach Oak Park, Community Park District, La Grange Park, IL
- Fox Highlands Phase 2 Residential Subdivision, Greenville, WI
- Afry - GPI Paper Machine Development, Waco, TX
- Telulah Park Pickleball Courts, Appleton, WI
- Greater Heights Climbing Gym, Fitchburg, WI
- The Austin Company - Fair Oaks Food Plant, Davenport, IA



Taryn Kosharek
Environmental Scientist

Ms. Kosharek is a member of the JSD Planning and Environmental team. She has four years of experience as an environmental consultant and has experience conducting Phase I Environmental Site Assessments, managing environmental projects, conducting Phase II Environmental Site Assessments and writing various environmental reports.

Education/Registration

University of Wisconsin, Madison, WI

- Bachelor of Science – Environmental Science
- Certificate in Sustainability

Licenses and Certificates

HAZWOPER 40-Hour Certification

Relevant Project Experience

Phase I Environmental Site Assessments

- Tailwind Construction, Iowa City, IA*
- Multi-Family Construction - 10+ locations*
- Commercial Developments - 50+ locations*
 - Gas Stations & Convenience Stores
 - Shopping Centers
 - Apartment Complexes
- Iowa Wesleyan Campus, Mount Pleasant, IA*
- Hodge Construction, Hiawatha, IA*
- Tesla 12706, Mount Pleasant, IA*
- Great Western Bank, Cedar Rapids, IA*

Phase II Environmental Site Assessments

- Commercial Developments - 10+ locations*
 - Gas Stations & Convenience Stores
- Rexco Equipment, Cedar Rapids, IA*
- Tailwind Construction, Iowa City, IA*
- Amoco Campus Station, Iowa City, IA*
- Junge Controls, Cedar Rapids, IA*

Stormwater Pollution Prevention Plans

- Menards, Marshalltown, IA
- Menards, Shelby, IA

*prior to JSD

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Methodology and Process

“It is a true pleasure to work with your landscape architects, Lori and Sarah. They are creative professionals who are obviously dedicated to landscape architecture. We always have fun conversation along with all the planning and organizing. They have been highly involved and communicative throughout and we enjoy working with them and JSD.”

Bret Fahnstrom
Executive Director
River Trails Park District

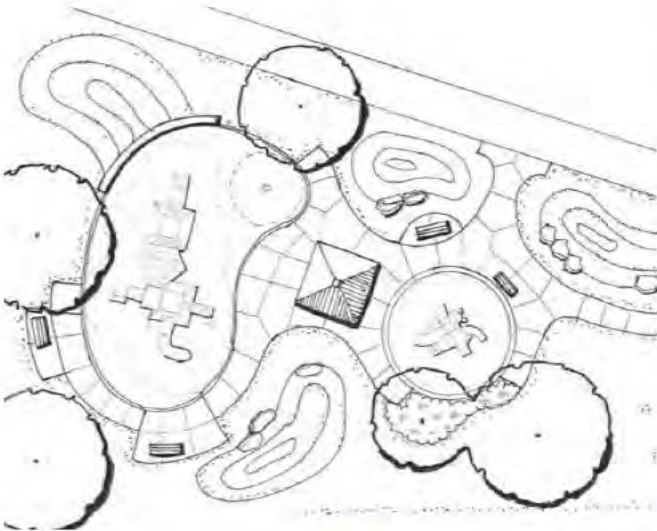
Methodology and Process:

Our approach and methodology is based on our experience developing award-winning parks with the integration of public involvement as well as respecting the natural environment. JSD will use our expertise to help create a vibrant park renovation that improves and create opportunities for social interaction, community activities, and both active and passive recreation opportunities for residents of all ages. We will work with the Village and the public to solidify the recreation goals of the master plan of Willoughby Farms Park.

PROJECT UNDERSTANDING

The Village of Algonquin owns twenty active parks, plus 778 acres of protected natural areas, naturalized stormwater basins, and undeveloped park sites. Willoughby Farms Park is located at 2001 Wynnfield Drive and is a 12-acre community park developed in 1996. The park features a playground, baseball diamond, basketball court (which converts to a seasonal ice skating rink), tennis/pickleball courts, walking trails, parking lot, and a surface water pond. The master plan development will be guided by the priorities set forth in the 2021 Comprehensive Parks and Recreation Master Plan. As a community park, the site is expected to feature amenities that attract visitors from both the immediate neighborhood and the community at large, fostering a unique and inclusive public space destination for all.

Per the scope of services provided in the RFP, the JSD Team proposes the following approach.



TASK ONE: PROJECT KICK-OFF/DATA COLLECTION/SITE ANALYSIS :

PROJECT KICK-OFF MEETING

At this meeting, we will gain full concurrence on roles, discuss the project schedule and the detailed work plan required, obtain all available background data for the site, and establish a firm working partnership with all individuals who will be involved in the park master planning. We will also evaluate project needs, goals, and the future vision of Willoughby Farms Park, including the economic feasibility to ensure the emerging program takes full advantage of the site's potential.

DATA COLLECTION/ANALYSIS

The **JSD team** will visit the site with Village staff, including their ecological consultant, to review existing site conditions, and define existing site factors including circulation, view corridors, visual character, boundaries, topography, drainage, existing vegetation, existing built structures, site constraints, and infrastructure that exist, which may affect the proposed plan through an in-depth on-site analysis. This includes reviewing the delineation of the site's ecological areas before designing the active park space, and review of the **2021 Comprehensiveness Parks and Recreation Master Plan**.

We will also review existing conditions relating to design, and permitting, including the requirements of the Village of Algonquin, Kane County, and the State of Illinois. Upon gathering and reviewing the background data and existing conditions, our team will prepare a base map.

Task One Deliverables:

- Final Project Schedule
- Base Map
- Meeting Summary

Alternate Task: JSD's surveyors will prepare an existing conditions/topographic survey for **Willoughby Farms Park**.

TASK TWO: COMMUNITY ENGAGEMENT/NEEDS ASSESSMENT

Public engagement is critical to developing the final design that reflects the community goals and builds consensus among stakeholders for **Willoughby Farms Park**. The proposed Community Engagement Strategy focuses on understanding the community, and includes involving the Village Board, recreational organizations, park users, community residents, and key staff in a dynamic planning process. We will work with the lead liaison and staff to ensure there is a balanced representation from Algonquin, including key stakeholders, user groups, and residents from all sectors of the community. Public engagement is critical to developing master plans that reflect community goals and build consensus among stakeholders.



A. Stakeholder Interviews

Working with Village staff, the JSD Team will identify key stakeholders and we will conduct a minimum of three interviews. The key stakeholders are those individuals or groups with a vested interest in the park and the recreational amenities currently offered, as well as what could be offered at the park.



B. Project Webpage/Social Media

We will assist the Park District with creating a project-specific webpage and establish social media outlets (Instagram/ Facebook) to help introduce the public to the planning process and keep them apprised of our progress. The website will host approved interim deliverables, announce dates for meetings, and link to social media sites and survey information. Our social media campaign will be an important component of this program – particularly to engage residents who may have been unable to attend prior public engagement events – and will include a plan for harvesting and managing public input for inclusion in the deliverable documents. This will also maximize the potential for participation from all age segments.



C. Public Workshops

The first public workshop will be held early in the planning process but not before the completion of preplanning activities and at least some of the data analysis, inventory, and assessment have been completed. The workshop will begin with a brief presentation followed by small group exercises designed to solicit input and suggestions for the park facilities. The second public workshop will occur to present the draft conceptual plans to the residents.



D. Informational Pieces

Our project team will work with the Village lead liaison to prepare informational pieces at key points in the process for the website and other outlets as appropriate (Village newsletters, media, etc.).



E. Online Survey

Based on initial feedback gained during the public workshop, our team will develop an on-line survey utilizing an on-line service such as SurveyMonkey™ to engage the public. The on-line survey tool can provide additional opportunity for the public to continuously comment and respond to issues related to the master planning process. This tool may not utilize a statistically-valid sample, but the opportunity for the public to be continuously engaged in the planning process is invaluable. The survey can be offered in both English and Spanish, if requested.

NEEDS ASSESSMENT

The JSD team will synthesize the information gained from the On-line Survey and the Public Involvement and begin to formulate preliminary strategies to address the specific recreational needs for Willoughby Farms Park. JSD will determine if gaps exist between the current park amenities and the community desires. We will also compare/contrast with the survey results from the Comprehensive Master Plan in 2021. The resultant recommendations will reflect the current recreational demands proposed in the conceptual plans.

VILLAGE STAFF REVIEW MEETING

We will meet with Village staff to review the findings and discuss the need assessment/data analysis. Upon input reviewed, we will gain authorization to proceed with the conceptual plan development.

Task Two Deliverables:

- Presentation Graphics
- On-line Survey
- Social Media Graphics
- Meeting Summaries

TASK THREE: CONCEPT DEVELOPMENT

JSD will conduct an internal design charrette to develop two (2) preliminary concept plans for the Willoughby Farms Park site including imagery exhibits. The preliminary concept plans will be based on information received during public engagement, and will address ADA accessibility, incorporate sustainable practices, improve security, and include diverse and creative spaces to foster social interaction within the park. Opinion of probable cost estimates will be considered throughout the development of the concept plans.

VILLAGE STAFF REVIEW MEETING

We will meet with Village staff to present the two preliminary concept plans and consider suggested revisions. Upon input received, we gain authorization to present the plans to the community.

COMMUNITY MEETING #2

The JSD Team will host a Community Workshop to present the conceptual designs, renderings, and imagery boards. The purpose of the Community Workshop is to receive input regarding the desired improvements, and potential layout of the amenities. The meeting format will allow residents to ask questions and offer input. Based on the community's

input, we will select one concept plan or combine elements from each plan and prepare a Final Master Plan.

Task Three Deliverables:

- Presentation Graphics
- Concept Plans
- Meeting Summaries

TASK FOUR: MASTER PLANNING/FINAL REPORT

The Final Master Plan and Report will be based on information received from the Village staff, and the community. In addition, we will design the master plan considering ADA compliance, permitability, operations, fiscal impacts, maintenance, budget, natural resources, and safety. We will gain authorization to proceed with o present the Final Master Plan to the community.

COMMUNITY MEETING #3

Our project team will present the Final Master Plan including a revised cost estimate to the Village of Algonquin community. The Final Master Plan will include a rendered, mounted plan which details the ultimate vision for the future development of Willoughby Farms Park.

COST ESTIMATES

Cost estimates for proposed capital improvements will be provided as a tool to establish priorities, identify phases, and pursue funding. Cost estimates will be tied to an illustrated map identifying the location, size, quantity, and total costs of each proposed improvement. Cost estimates will be tied back to the prioritized implementation plan identifying short-term, mid-term, and long-term goals allowing for flexibility and planning of implementation.

FUNDING ALTERNATIVES

Throughout the planning process, our project team will work with the Village staff to identify viable funding alternatives to accelerate investment in the park development. New or alternative funding sources will be identified as appropriate, including grants, foundations, sponsorships, donor programs, and/or partnerships. A thorough analysis will be made for each funding source identified.

OPERATIONS AND MAINTENANCE

After a thorough review of existing operations and maintenance procedures garnered through agency analysis, recommendations for updates to current and future maintenance practices will be delineated. Recommendations will follow best practices as drawn from successes with other communities as well as highlight innovative strategies available for improving operations and maintenance.

VILLAGE STAFF REVIEW MEETING

We will meet with Village staff to present the Final Master Plan report and consider suggested revisions. We will revise the report per feedback received and gain authorization to present the plan to the Village Board.

VILLAGE BOARD MEETING

THE JSD Team will present the Final Master Plan Report for review and comment to the Village Board. Based on comments from the Village Board, the plan will be modified, as required. Following successful adoption of the Willoughby Farms Park Master Plan Report, deliverables will be provided to the Village. Final deliverables will be an electronic copy in a format compatible with the Village's software and (5) five bound hard copies.

Task Four Deliverables:

- Final Master Plan Report
- Opinion of Probable Cost Estimate
- Meeting Summaries

WHY THE JSD TEAM?

The JSD Team has been strategically assembled to bring a wide range of knowledge and expertise to assist the Village of Algonquin for the development of the Willoughby Farms Park Master Plan for the future of its community.

Our Team is comprised of highly experienced professionals in the fields of planning, landscape architecture, public facilitation, civil engineering, surveying, and grant administration. We are also effective in creating a public process, along with planning and operational options, that establish a balance between innovation and experience, conservation and active recreation, design excellence and cost control, creativity and functional accommodation, and that meet the needs of the community with the resources that are available.





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References

We encourage you to contact the following references who are familiar with our level of service and commitment to delivering successful project results. We are confident you will find their perception of the service provided to be exceptional. You also can expect to receive the highest level of service, commitment and attention to detail necessary for the improvements planned for the Village of Algonquin.

Reference #1

Village Green Master Plan

Village of Calumet Park

Jonathan Shaw, Director of Parks & Recreation

12426 S. Loomis St., Calumet Park, IL 60827

dirjshaw@calumetparkvillage.org

708-926-7441

Team members:

Lori Vierow, Sarah Dreier, and TRIA Architecture

Reference #4

O'Neil Park Master Plan

City of Bloomington

Eric Veal, Director of Parks and Recreation

115 E Washington St Ste 103, Bloomington, IL 61701

eveal@cityblm.org

(309) 434-2260

Team members:

Lori Vierow, Sarah Dreier, and GreenPlay

Reference #2

Campbell Park Master Plan

City of Baraboo

Rob Nelson, Mayor

101 South Blvd, Baraboo, WI 53913

rnelson@baraboowi.gov

608-355-2715

Team members:

Lori Vierow, Sarah Dreier, and Matt Ammel

Reference #5

Hodag Park Master Plan

City of Rhinelander

Daniel Guild

135 South Stevens Street, Rhinelander, WI

daniel.guild@gmail.com

715-370-8071

Team members:

Lori Vierow, Sarah Dreier

Reference #3

Heritage Park Village Green Master Plan

Village of Homer Glen/TRIA Architecture

James Petrakos, Principal

901 McClintock Drive, Suite 100, Burr Ridge, Illinois 60527

630-455-4500

JPetrakos@tria-arch.com

Team members:

Lori Vierow, Sarah Dreier, and Eric Drakas





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Schedule

Project Schedule:

Below is a proposed timeline for accomplishing the scope described in detail in the Methodology and Process. The schedule assumes the contract is awarded October 21, 2024. As with any well-constructed schedule, this document (or one revised in consultation with the Village staff) will serve the project team as a road map to project completion, with an appropriate number of intermediate milestones along the way.

TASK ONE: PROJECT KICK-OFF/DATA COLLECTION/SITE ANALYSIS

October 21 – November 8, 2024

- Project Kick-off Meeting
- Site Visit/Analysis
- Base Map
- Meeting Summaries

TASK TWO: COMMUNITY ENGAGEMENT/NEEDS ASSESSMENT

November 11 – December 13, 2024

- Community Workshop
- Stakeholder Interviews
- Online Survey
- Data Analysis/Gap Analysis
- Client Review Meeting
- Meeting Summaries

TASK THREE: CONCEPT DEVELOPMENT

December 16, 2024 – January 17, 2025

- Preliminary Conceptual Plans
- Community Meeting
- Client Review Meeting
- Meeting Summaries

TASK FOUR: MASTER PLAN/FINAL REPORT

January 20 – February 18, 2025

- Final Master Plan
- Community Meeting
- Phasing Plan
- Funding Strategies
- Client Review Meeting
- Final Report
- Village Board Meeting (February 18, 2024)

DEMONSTRATED ABILITY OF MEETING SCHEDULES

Over the course of the past 25 years, JSD Professional Services has established a proven track record for meeting our clients' project schedules without jeopardizing the quality of work. We consistently achieve these results by working closely with each client at the beginning of their project to establish a Master Project Schedule that defines all of the critical mileposts for each phase, from design through construction documents, permitting, construction and close-out. The Master Project Schedule also includes Owner-Design Team meeting dates, and allowances for Owner reviews, as necessary.

REGULAR COORDINATION MEETINGS

Regular coordination meetings are key to keeping your project on track. Such Owner-Design Team meetings will be on a weekly, in which the work progress and the project schedule are reviewed among all key team members.

Depending on the phase of the project, some Owner-Design Team meetings will be face-to-face, while others can be done remotely, either via conference call or web-teleconferencing services, which allows documents to be reviewed in real time. Use of this technology enhances efficiency, helps contain costs, and is an environmentally friendly, "green" business practice.



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Fee Proposal

Fee Proposal:

Thank you for allowing the JSD Team with the opportunity to submit to the Village of Algonquin this proposal for the master plan development of Willoughby Farms Park.

We believe that this scope of work represents a thorough and well-coordinated approach to the development of your project. If requested, we will modify our scope of work and fees as needed to address your project requirements.

FEE SCHEDULE

FEE/HOURS

TASK ONE: PROJECT KICK-OFF/DATA COLLECTION/SITE ANALYSIS

\$ 3,800.00/24 Hours

- Project Kick-off Meeting
- Site Visit/Analysis
- Base Map
- Meeting Summaries

TASK TWO: COMMUNITY ENGAGEMENT/NEEDS ASSESSMENT

\$ 11,000.00/67 Hours

- Community Workshop
- Stakeholder Interviews
- Online Survey/Social Media
- Data Analysis/Gap Analysis
- Meeting Summaries

TASK THREE: CONCEPT DEVELOPMENT

\$ 6,000.00/36 Hours

- Preliminary Conceptual Plans
- Client Review Meeting
- Community Meeting
- Meeting Summaries

TASK FOUR: MASTER PLAN/FINAL REPORT

\$ 7,500.00/50 Hours

- Community Meeting
- Final Master Plan
- Phasing Plan
- Funding Strategies
- Client Review Meeting
- Final Report
- Village Board Meeting

PROJECT TOTAL \$ 28,300.00

Alternate Task – OSLAD Grant Consultation & Application

\$ 10,000.00

Alternate Task – Existing Conditions Survey

\$ 9,000.00

ADDITIONAL SERVICES

Services requested by the Client falling outside the Scope of Basic Services described above shall be considered Additional Services. Adjustments to the fee for extra services will be via Contract Amendment on a time and materials basis. All Contract Amendments and any increase in costs or fees over the amounts set forth above must be preapproved by the Client in writing. Additional Service requests will be completed at our standard hourly rates effective at the time of contract execution plus reimbursable expenses or on a fixed fee basis where a substantial scope of work can be clearly defined in advance.

REIMBURSABLE EXPENSES

Printing, plotting and reproduction costs, mileage, mailing, and distribution expenses are considered a direct reimbursable expense. These items can be highly variable depending upon client needs, and as such are not included in the listed fees. These costs will be broken out separately when invoiced for ease of tracking.





VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

- M E M O R A N D U M -

DATE: 10/1/2024

TO: Tim Schloneger, Village Manager
Michael Kumbera, Assistant Village Manager
Nadim Badran, Public Works Director
Jason Schutz, Utilities Superintendent
Vince Kilcullen, General Services Superintendent

FROM: Michael Reif, Internal Services Supervisor

SUBJECT: Purchases New Water Main Service Truck through Sourcewell

Staff is recommending the purchase of a new water main service truck to replace truck #820, which is a 2001 International 4700LPX. This truck has reached the end of its serviceable life with the Village based on age and mileage. This truck is critical to the emergency response of the Department, as this vehicle is deployed to repair water main breaks throughout the Village, in addition to standard maintenance operations.

Staff is recommending replacement of the truck through Sutton Ford of Matteson Illinois for \$206,119.00. Sutton Ford is the selected vendor through the Sourcewell Joint Purchasing Cooperative, and has submitted the most competitive pricing for such vehicles. These prices are subject to market adjustments and long delivery times. Therefore, staff is recommending the approval for the purchase be awarded in the amount not to exceed \$220,000. The chassis is scheduled to be delivered to the first up-fitter, Utilimaster, mid-October. Then be transferred to the second up-fitter late November early December. We should be taking delivery of the completed truck sometime in early 2025, at which point the existing vehicle will be auctioned. The budgeted amount in the FY24-25 budget is \$250,000. The proposed not to exceed cost of \$220,000 is inclusive of the vehicle and upfitting costs.



**COMMERCIAL
& FLEET**

SUTTON FORD INC.

21315 CENTRAL AVE.
MATTESON IL 60443

INVOICE

Friday, September 20, 2024

DATE

PURCHASER'S NAME

VILLAGE OF ALGONQUIN

STREET ADDRESS

110 MITCHARD WAY

CITY

ALGONQUIN

STATE

IL

ZIP

60102

BUS PHONE

PLEASE ENTER MY ORDER FOR THE FOLLOWING

NEW

USED

SUV

TRUCK

CAR

YEAR	MAKE	MODEL	BODY TYPE	COLOR	TRIM	STOCK NO.
2024	FORD	F59	CHASSIS			K11400
VIN NO.	MILES		SALES REP	Scott Ourednik		
1F65F5KNXR0A03692	10					
PRICE	\$39,930.00		TRADE-IN INFORMATION			
			MAKE OF USED VEHICLE			
Utilimaster Upfit	\$48,988.00		YEAR			
			MODEL			
Sauber Upfit	\$117,028.00		VEHICLE IDENT. NO.			
			MILEAGE			
			TRADE VALUE			
SUBTOTAL	\$205,946.00		FLEET SALES INFORMATION			
ELECTRONIC FILING FEE	\$0.00		ORDERING FIN	QE427		
DOCUMENTATION FEE	\$0.00		END USER FIN	QE427		
ILLINIOS SALES TAX 7.25%	\$0.00		SALES TYPE	3		
COUNTY TAX- COOK 1.00%	\$0.00		GPC DISCOUNT			
CITY OF CHICAGO TAX 1.25%	\$0.00		GPC REF #			
COOK COUNTY WHEEL TAX	\$0.00		56A/CPA DISCOUNT			
LICENSE, TRANSFER, TITLE	\$173.00					
EXTENDED SERVICE CONTRACT	\$0.00		RETAIL REBATE #			
TOTAL PRICE	\$206,119.00					
CASH DOWN PAYMENT	\$0.00					
REBATE	\$0.00					
TOTAL DOWN PAYMENT	\$0.00					
UNPAID CASH BALANCE DUE ON DELIVERY	\$206,119.00					

Purchaser agrees that this Order includes all of terms and conditions on both the face and reverse side hereof, that this Order cancels and supersedes any price agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby THIS ORDER IS NOT A BINDING CONTRACT. DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL APPROVAL OF THE TERMS HEREOF IS GIVEN BY A BANK OR FINANCE COMPANY WILLING TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PARTIES HERETO BASED ON SUCH TERMS. ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES. UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF, DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (A) ON ALL GOODS AND SERVICES SOLD BY DEALERS; AND (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED." TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE. THERE WILL BE ADDED THE SUM OF \$303.60 FOR DEALER COSTS AND OVERHEAD FOR ITEM RELATING TO PREPARING, HANDLING AND PROCESSING DOCUMENTS FOR THE MOTOR VEHICLE AND THE CLOSING OF THE TRANSACTION. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER-ADDED OPTIONS. WARRANTY AND SERVICE CONTRACTS, INSURANCE AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.

ACCEPTED BY:

PURCHASER'S SIGNATURE

DATE

9/20/2024

ACCEPTED BY:

Scott Ourednik

DEALER OR HIS AUTHORIZED REPRESENTATIVE

DATE

9/20/2024

Utilimaster Sales Quotation

From: Matthew Jarmuz
Email: matthew.jarmuz@utilimaster.com
Village of Algonquin Public Works

General Offices
603 Earthway Boulevard
Bristol, IN 46507
Phone (800) 582-3454
Fax (574) 848-2807



TO: Brian Tarpo
Sutton Ford, Inc.
21315 Central Avenue
Matteson, IL 60443

Quantity: Min. 1 Max. 1
Quote Number: 114708/1
Date: 5/16/2024
Quote Expires: 8/07/2024
Phone: 574-312-4316
Fax#: 574-848-2807

We are pleased to submit our quotation as follows: This price quotation is given subject to the Terms of Sale Printed with this form, and is applicable only to the quantities shown for the specified period.

**** THIS QUOTATION DOES NOT INCLUDE CHASSIS COSTS **.**

Quantity	Reference#	Description	List Price
	2402230518XXXXX	WALK-IN 18'	48,454.00
		CHASSIS SPECS *****	
1	W001590	DROP SHIP CHASSIS Please review the chassis information listed. The dealer must confirm the chassis specification before the body is scheduled. If the chassis arrives with different specification, your order can be delayed and there could be additional cost.	Standard
1	WC-F59	FORD F59 WIV CHASSIS	
1	W002077	FORD F59 CHASSIS	
1	W401009	CHASSIS MODEL YEAR	
1	W401009-25	2025 F59 CHASSIS	
1	W401009-STD	STANDARD F59 CHASSIS	
1	W00897	DOMESTIC CHASSIS	
1	W40018	WHEELBASE OPTIONS F59	
1	W00018-190	* 190" WHEELBASE	
1	W40003	GAS ENGINE F59	
1	W00003-73	* 7.3L V8	
1	W40008	AUTOMATIC TRANSMISSION	
1	W40011	DUAL REAR WHEELS	
1	W40013	TIRE SIZE F59	
1	W00013-195	* 19.5" TIRES	
1	W40019	FUEL TANK OPTIONS F59	
1	W40019-40C	* 40 GAL REAR CENTER MOUNT F59	
1	W40015	CHASSIS GVWR FORD F59	
1	W00015-19500	* 19,500 GVWR	
1	W40016	CHAS SUPPLIED FACT AC PREP KIT F59	
1	W002314	HEATER HOSE FORD	
1	W002314-40	STD HEATER HOSE	
1	W002368	INSTALL OEM SHARK FIN ANTENNA	
		LENGTH OPTIONS ****	
1	WL-18	18' WALK-IN	
1	W001902-F	.100 UPPER / .100 LOWER SIDEWALL MTL	
		WIDTH OPTIONS ****	
1	WW-93	93.5W WALK-IN	Standard
		HEIGHT OPTIONS ****	
1	WH-85	85H WALK-IN	Standard
		CAB DOOR OPTIONS *****	
1	W00022	SLIDER DOOR LH	Standard
1	W00023	SLIDER DOOR RH	Standard
1	W00792	SLIDER WINDOW LH SILVER	Standard
1	W00793	SLIDER WINDOW RH SILVER	Standard
1	W00035	4" LOWERED STEPWELL LH	Standard
1	W00036	4" LOWERED STEPWELL RH	Standard
1	W00701	LH INTERMEDIATE STEP	Standard
1	W00037	KASON LOCK SELECTIONS	Standard
1	W00038	* BLACK FINISH	Standard
1	W00040	* KEY TO LOCK	Standard
1	W00043	* KEYED TO REAR DOOR	Standard
1	W001635	ALL BODIES KEYED DIFFERENTLY	Standard
1	W00047	DOOR POCKETS STD	Standard
		REAR STRUCTURE OPTIONS *****	
1	W00052	REAR SWING DOORS	
1	W00057	* BIFOLD	
1	W002152	PIERCE AND ROLL CONSTRUCTION	
1	W00058	HINGES OFFSET	



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Email: matthew.jarmuz@utilimaster.com
Village of Algonquin Public Works

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603 Earthway Boulevard
Bristol, IN 46507
Phone (800) 582-3454
Fax (574) 848-2807

TO: Brian Tarpo
Sutton Ford, Inc.
21315 Central Avenue
Matteson, IL 60443

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Quantity	Reference#	Description	List Price
1	W00061	R38 HOLDBACK W/3"EXTENSION	
1	W00064	HEAVY DUTY RELEASE LH DOOR	
1	W00794	DEADBOLT HARDWARE KASON	
1	W00069	12"x18" FIXED WINDOWS SWG DOORS	
1	W00071	* 2 HIGH MOUNT	
1	W002338	CONFIGURED DOOR	
1	W00078	KASON REAR SWING DOOR HARDWARE	
1	W00079	* BLACK FINISH	
1	W00040	* KEY TO LOCK	
1	W00081	* KEYED TO CAB DOOR	
SEATING OPTIONS *****			
1	W00112	DRIVERS SEAT	Standard
1	W002300	* DRIVER HIGHBACK SEAT	Standard
1	W002300-52	HIGHBACK W/LUMBAR DRIVER SEAT	
1	W002300-BV	BLACK VINYL DRIVER SEAT	Standard
1	W002300-41	ARMREST (2) ON DRIVER SEAT	
1	W002300-60	FIXED PEDESTAL DRIVER SEAT	Standard
1	W00122	* 3PT SEATBELT W/2LOC D-RING	Standard
1	W00127	PASSENGER SEAT	
1	W002301	* PASSENGER HIGHBACK SEAT FREEDMAN	
1	W002301-52	HIGHBACK W/LUMBAR PASSENGER SEAT	
1	W002301-BV	BLACK VINYL PASSENGER SEAT	
1	W002301-41	ARMREST (2) ON PASSENGER SEAT	
1	W002301-61	TILT PEDESTAL PASSENGER SEAT	
1	W00651	* 3PT S/BELT W/2LOC D-RING RH	
BULKHEAD OPTIONS *****			
1	W002090	UTILITY BULKHEAD W/CTR OPENING & DR	
1	W00154	BLANDEX CORE W/.030 ALUM SKIN	
1	W00160	KASON LATCH	
1	W00161	* BLACK FINISH	
1	W00040	* KEY TO LOCK	
1	W00081	* KEYED TO CAB DOOR	
DRIVER CONVENIENCE OPTIONS ***			
1	W00543	SINGLE WIPER MOTOR SYSTEM	Standard
1	W001696	NON SKID TAPE ON CAB FLOOR RISERS	Standard
1	W00180	DIESEL SOUND REDUCTION COWL	Standard
1	W002080	RADIOS	
1	W002083	RADIO/MONITOR COMBO	
1	W002083-51	MONITOR ON IN REVERSE ONLY	
1	W002083-41	RADIO/MONITOR COMBO ON RH DASH	
1	W001256	CARGO MTD RADIO SPEAKERS (2)	
Special Location: Rear corner of cargo area - One on each side			
1	W00189	SUNVISOR DRIVER SIDE	Standard
1	W00191	* SUNVISOR PADDED 8x28	Standard
1	W00190	SUNVISOR PASSENGER SIDE	
1	W002136	* SUNVISOR PADDED 8x24	
1	W001193	ABS CUP HOLDER LH DASH MOUNT	Standard
1	W00280	EXTRA STIFFENER ON TRANS COVER	Standard
WORKTABLES, TRAYS, STORAGE			
1	W00731	ALUMINUM ENGINE COVER	Standard
1	W001499	ALUM DOC HLDR 3x8x12 ON ENG CVR	Standard
1	W002130	OVERHEAD SHELF CENTER SUPPORT	
DASH/INTERIOR LIGHTING OPTIONS ****			
1	W00226	CAB DOME LIGHT/SPECIFY TYPE	Standard
1	W00226-53	* 18" LED	
Location: Centered in cab			
1	W00228	DOME LIGHT SWITCH DASH LIGHTED	
1	W002267	ERGO DASH	

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Email: matthew.jarmuz@utilimaster.com
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Phone (800) 582-3454
Fax (574) 848-2807


TO: Brian Tarpo
Sutton Ford, Inc.
21315 Central Avenue
Matteson, IL 60443

Quantity: Min. 1 Max. 1
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Quantity	Reference#	Description	List Price
		12V power port(1) and (1) dual USB ports are included standard with the Ergo Dash.	
1	W002280	NO SINGLE DIN RADIO IN DASH	
1	W00230	CARGO DOME LIGHT/SPECIFY TYPE	Standard
4	W00230-53	* 18" LED Location 1: C03 Location 2: C07 Location 3: C11 Location 4: C15	
1	W00233	CARGO LIGHT 3 WAY SWITCH Provides rocker switches in rear and on dash for cargo lights. Green indicator light on dash switch. If a location other than standard is wanted then type in the desired location. Not available with a master dash switch. Default location is RH rear sidewall 60'' off floor Location: RH rear sidewall 60'' off floor	Standard
1	W00564	CARGO DOME LIGHT BATTERY HOT	Standard
		ROOF OPTIONS *****	
1	W00242	.032" SMOOTH ALUM EXTERIOR	Standard
1	W00244	.024" EMBOSSED INTERIOR	Standard
1	W00245	FIBERGLASS INSULATION R4	Standard
1	W002120	(2) VENT 14" x 14" FANTASTIC POWER Location: C05 Location: C13	
1	W00260	ROOF BOWS ON 8" CENTERS	
1	W002017	ROOF CASTINGS FOR MINI MARKERS	
		CARGO FLOOR OPTIONS *****	
1	W00261	REAR THRESHOLD DRAINS (2)	Standard
1	W00262	STD BODY UNDERCOATING Undercoat outside the rails and not between.	Standard
1	W00200	FUEL SENDING UNIT ACCESS	Standard
1	W00267	STANDARD WHEELWELL 41" AISLE	Standard
1	W002118	CARGO FLOOR PLANKS MAX 8"	Standard
		SIDE & REAR WALL OPTIONS *****	
1	W00202	HEAVY DUTY STUD PROFILE (HAT STYLE)	
1	W00205	STANDARD 48" SPACING	Standard
1	W001444	EXTRA STUDS ON 16" CENTERS	
1	W001553	ROUND RUBRAIL PROFILE	Standard
1	W002071	STANDARD SIDEWALL LAYOUT	Standard
1	W001902	.100 UPPER / .100 LOWER SIDEWALL MTL	Standard
1	W00281	SIDEWALL LINER OPTIONS	
1	W00281-40	PRODUCTION INSTALLED LINER	
1	W00285	* 5/8" PLYWOOD	
1	W00298	1-3/8" POLYSTYRENE INSUL (R4)	
1	W00304	VENT FRESH AIR 4x10 QTR PNL LH	Standard
		RR BUMPERS ,HITCHES ,LIFTGATES**	
1	W00332	8" TREADPLATE REAR BUMPER	Standard
		EXTERIOR BODY OPTIONS *****	
1	W00391	TINTED WINDSHIELD W/SHADE BAND	Standard
1	W00581	BONDED WINDSHIELD GLASS	Standard
1	W002320	EXTERIOR MIRRORS ROSCO	Standard
1	W002321	RECTANGULAR MIRRORS 6.5x10	Standard
1	W002321-BL	BLACK MIRROR	Standard
1	W002321-REC	RECTANGULAR CONVEX MIRROR 6x6.5	
1	W002321-NH	NOT HEATED	Standard
1	W00392	EXTRA LOWER RUBRAIL	
1	W00770	FUEL FILL DOOR & CLOSER	Standard

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Quantity	Reference#	Description	List Price
1	W002122	WHEELWELL CUTOUT LOCATION	
HOOD & FRT BUMPER OPTIONS ***			
1	W00584	RIM LIFTUP HOOD	Standard
1	W001693	HALOGEN HEADLIGHTS ATC RECT	Standard
1	W001714	SEVEN TUBE GRILLE INSERT	
1	W001784	UTILIMASTER 9" FRONT BUMPER 7GA	
1	W001766	EXTRA HOOD HOLD DOWNS	Standard
PAINT & DECAL OPTIONS *****			
1	W00615	PAINT EXT STANDARD WHITE Sherwin Williams G2-4804482 Dupont N0006HN	Standard
1	W002206	PAINT FRONT BUMPER STANDARD BLACK	Standard
1	W002207	PAINT REAR BUMPER STANDARD BLACK	Standard
1	W002134	DELETE UTILIMASTER LOGOS	
EXT LIGHTING OPTIONS *****			
1	W00431	TAIL LIGHTS	Standard
1	W002220	4.5" LED (STD)	Standard
1	W002220-40	GROMMET MOUNTED LED STT & BACKUP	Standard
1	W002223	LED BACKUP LT (STD)	Standard
1	W00436	CLEARANCE LIGHTS	Standard
1	W002221	LED MINI MARKER FRT & REAR (STD)	Standard
1	W002018	MINI CLEARANCE LTS IN REAR CORNERS	
1	W002222	LED FRONT TURN LTS (STD)	Standard
1	W002222-40	LED FRONT TURN LTS BLACK FLANGE	Standard
1	W002224	LED LICENSE PLATE CENTERED (STD)	Standard
1	W002257	TAIL & BACK UP LTS IN KICKPLATE STD	Standard
1	W002258	REAR TAILLIGHT WIRING SHIELD	
HVAC OPTIONS *****			
1	W001084	CAB AC W/ELECTRONIC CONTROLS Heater 40K BTU/HR with 'Clean Air Technology' BTU output for the Air Conditioning is 19K	
CHASSIS RELATED OPTIONS ***			
1	W00485	FRONT END ALIGNMENT (TOE-IN ONLY)	
1	W00486	PDI / UTILIMASTER SUPPLIED	
1	W00486-32	PDI / UTILIMASTER SUPPLIED FORD	
1	W001260	ENCLOSE BATTERY BOX	
UTILITY TRUCK OPTIONS *****			
1	W001502	GENERATOR COMPARTMENTS	
1	W001502-42	ONAN 7.0 GAS UF GEN COMPARTMENT Location: Driverside behind the door pocket	
1	W002232	ADD ADDITIONAL FUEL	
----- RFO 3 (INC-GENCOMP) VERIFY COMPARTMENT W/GENERATOR -----			

Min. Quantity:	1	Utilimaster Body	Sub Total:	48,454.00
Max. Quantity:	1		Freight Amount:	534.00
			Total Price:	48,988.00

By: Matt Jarmuz

Approved By: _____

I have reviewed and am in agreement with the specifications and pricing associated with this order. Pricing does not include Tariff related increases and may be subject to any that occur. By signing this Quote I hereby authorize Utilimaster to proceed with the manufacture of this product and I agree to purchase the vehicle in accordance with Utilimaster's Terms & Conditions,



Utilimaster Sales Quotation

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Quantity	Reference#	Description	List Price
----------	------------	-------------	------------

a copy to which has previously been provided to me.

Utilimaster Sales Quotation

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TERMS AND CONDITIONS OF SALE INCLUDING LIMITATIONS OF WARRANTY

1. ORDER PLACEMENT. All goods and services furnished The Shyft Group USA, Inc., Utilimaster Division (hereinafter "Utilimaster" or "Seller") are governed by these Terms and Conditions of Sale Including Limitations of Warranty (hereinafter "Terms and Conditions"). Placement of order by Buyer shall be in accordance with Utilimaster's then current procedure. Acceptance by Utilimaster of Buyer's order is expressly conditioned upon Buyer's acceptance of these Terms and Conditions, including those on the face hereof, on Utilimaster's Quotation and on Utilimaster's Order Acknowledgment, and any provisions of Buyer's order or other communication in conflict with these Terms and Conditions are expressly rejected. Buyer acknowledges that no representation or warranty other than those contained in this document, the Quotation and Order Acknowledgment have been made or relied upon. Stenographic and clerical errors are subject to correction. No additions or modifications shall be valid unless confirmed in writing by Utilimaster. UTILIMASTER IS NOT BOUND TO FURNISH ITS GOODS OR SERVICES EXCEPT IN ACCORDANCE WITH THE TERMS OF ITS QUOTATION, ORDER ACKNOWLEDGMENT AND THESE TERMS AND CONDITIONS OF SALE.

2. CANCELLATION. Buyer may cancel the order, in whole or in part, by written notice any time, provided the Buyer pays Utilimaster, within ten (10) days: (a) the cost, including installation and removal costs, of any equipment purchased by Utilimaster prior to cancellation for the purpose of filling Buyer's order and not usable by Utilimaster for making other goods it then manufactures; (b) the quoted price for all goods finished and ready to ship; and (c) other reasonable costs, overhead, and expenses (including but not limited to the cost of labor, and the cost of raw materials and goods still in the process of manufacture but unfinished at the time of cancellation) which Utilimaster may have incurred in the performance of the order. Notice of cancellation is not effective until received by Utilimaster at the following address: The Shyft Group USA, Inc., Utilimaster Division, 603 Earthway Boulevard, Bristol, Indiana 46507. If Buyer elects to cancel the order in part, Utilimaster may, at its option, within a reasonable time thereafter, cancel the entire order by written notice. Utilimaster's election, at its option, to cancel Buyer's order under such circumstances, is in addition to, and not in lieu of, any other rights or remedies which Utilimaster may have at either law or equity. Notwithstanding other provisions of this paragraph, and in addition thereto, Utilimaster shall also be entitled to its reasonable and anticipated lost profit resulting from such cancellations.

3. PRICE/DELIVERY/DELAY. Unless otherwise provided by Utilimaster's written quotation or agreed by Utilimaster in writing, price and delivery terms shall be F.O.B. shipping point. Unless otherwise agreed in writing, Utilimaster will select the route and manner of shipment, reserve the right to make delivery in installments when necessary, to invoice each installment separately and to expect payment for each installment within Utilimaster's selling terms. In cases where Buyer has arranged or is arranging for delivery, title will transfer when the unit is complete, has been placed in Utilimaster's dispatch area, and Buyer is notified by transmittal of a sales invoice. Except as provided in Section 17, all risks of loss or damage shall pass to Buyer at the place and time such goods are placed into the possession of the carrier or shipper, in accordance with the previously referenced F.O.B. shipping point term when Buyer is arranging for delivery, or completing the unit, delivering it to Utilimaster's dispatch area and transmitting an invoice to Buyer, as the case may be. Buyer shall be responsible for obtaining and paying for insurance to cover any loss to Buyer. Buyer shall reimburse the Seller for the contract price in the event of loss of the goods. Prices for goods shall be those in effect on the date of invoice unless otherwise provided by Utilimaster's quotation or agreed to in writing by Utilimaster. If Buyer fails to accept delivery, according to the agreed upon delivery schedule, Utilimaster may cancel the then remaining balance of the order. Such cancellation, if elected by Utilimaster, shall be in addition to, and not in lieu of, any other rights or remedies which Utilimaster may have at law or equity. Prices are good for only quantities indicated. If shipment or any other act or condition affecting payment for the goods or any part of them shall be delayed on account of Buyer, payment shall be due as if shipment had been made. A reasonable storage charge may be made and such storage shall be at the risk of Buyer. Utilimaster shall not be liable for any direct, indirect, consequential, special, or incidental losses or damages to Buyer or to any third parties resulting from Seller's delay in shipment regardless of cause, including but not limited to those causes set forth in the Force Majeure section of this document.

4. CHANGES IN SPECIFICATIONS OR DESIGN. If Buyer requests any change in quantity, specification or design relating to any goods, or changes of delivery date and/or schedules, such proposed change shall be subject to these Terms and Conditions of Sale, Utilimaster's Quotation and Utilimaster's Order Acknowledgment and must be approved in writing to be binding upon Utilimaster.

Utilimaster Sales Quotation

General Offices ^x
603 Earthway Boulevard
Bristol, IN 46507
Phone (800) 582-3454
Fax (574) 848-2807



From: Matthew Jarmuz
Email: matthew.jarmuz@utilimaster.com
Village of Algonquin Public Works

TO: Brian Tarpo
Sutton Ford, Inc.
21315 Central Avenue
Matteson, IL 60443

Quantity: Min. 1 Max. 1
Quote Number: 114708/1
Date: 5/16/2024
Quote Expires: 8/07/2024
Phone: 574-312-4316
Fax#: 574-848-2807

5. TAXES. Prices do not include any federal, state or local taxes. Any applicable excise, import, sales, use or similar taxes, whether federal, state, provincial or local, and any transportation and other charges shall be the responsibility of and be paid by Buyer and, if paid by Utilimaster, Buyer agrees to reimburse Utilimaster for any such payment and further agrees that Utilimaster may add any such payments to the purchase price of the goods

6. PAYMENT/CREDIT/SECURITY. Payment shall be due upon delivery or as otherwise provided by Utilimaster in its quotation, order acknowledgment, invoice or other writing. All orders received are subject to credit approval. Buyer agrees to submit from time to time to Utilimaster those items reasonably requested in order to establish or update Buyer's credit. Utilimaster shall be entitled to charge interest for payments not made in accordance with the stated or agreed upon terms of payment at the highest rate permitted by law on the date(s) such payment(s) were due. Whenever Utilimaster in good faith deems itself insecure, it may, without prejudice or waiving any other rights or remedies it may have at law or equity, cancel any outstanding orders with Buyer and/or hold production/shipment of any unfilled orders; modify or revoke its extension of credit to Buyer; and take any other steps permitted by law and necessary or desirable to secure Utilimaster with respect to Buyer's payment for goods and services furnished or to be furnished. Buyer will pay Utilimaster's actual costs of collection, including but not limited to court costs, additional litigation expenses, and reasonable attorney's fees, incurred for collection of any delinquency. Title to the goods shall remain with Utilimaster until Buyer receives or is deemed to have physical possession of the goods; Utilimaster reserves and Buyer grants Utilimaster a purchase money security interest in the goods until the goods are fully paid for by the Buyer. Buyer shall have no right of offset against amounts owed to Utilimaster.

7. ACCEPTANCE. Goods furnished or services performed by Utilimaster in all events will be deemed to have been accepted within thirty (30) days after receipt of Buyer, unless rightfully rejected within such period by written notice to Utilimaster, by Certified Mail, Return Receipt requested, setting forth all of the defects upon which the rejection is claimed. Claims for factory damage or shortages shall not be considered unless made in writing within ten (10) days after receipt of the goods or services and accompanied by reference to our bill of lading and invoice numbers. Buyer's claims for damage or shortage in transit must be filed by Buyer against carrier. Defective goods shall be held for Utilimaster's inspection or disposition.

8. LIMITED WARRANTY/REMEDY. Utilimaster's products are warranted only pursuant to Utilimaster's written warranty provided with the product to Buyer and the Terms and Conditions stated herein. THIS EXPRESS WARRANTY EXCLUDES ALL OTHER WARRANTIES OR REPRESENTATIONS EXPRESSED OR IMPLIED BY ANY LITERATURE, DATA, OR PERSON. This warranty shall not apply to any goods or parts made from tools, materials or parts furnished by Buyer or acquired from third parties at Buyer's request or specification; and Seller's warranties do not extend to any goods or parts which have been subjected to misuse, neglect or damage by accident SELLER'S WARRANTY SHALL BE LIMITED TO REFUNDING THE INVOICE PRICE OF THE GOODS, OR AT UTILIMASTER'S OPTION, TO REPAIRING OR REPLACING THE GOODS. In order to obtain performance of the obligations under this warranty, the owner must promptly (in no event later than thirty (30) days after discovery of the defect) give written notice of the defect to The Shyft Group USA, Inc., Utilimaster Division, at 603 Earthway Boulevard, Bristol, Indiana 46507. No shipments may be returned for any cause without the prior consent and authorization of Utilimaster. Upon receipt of such authorization, and in accordance with any instructions then provided by Utilimaster, the product may be returned with shipping charges paid by Utilimaster. UTILIMASTER WILL NOT BE RESPONSIBLE OR LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, however arising, including but not limited to those for use of any products, loss of time, inconvenience, lost profit, labor charges, or other incidental or consequential damages with respect to persons, business, or property, whether as a result of breach of warranty, negligence or otherwise. Notwithstanding any other provision of this warranty, BUYER'S REMEDY AGAINST UTILIMASTER FOR GOODS SUPPLIED OR FOR NON-DELIVERED GOODS OR FAILURE TO FURNISH GOODS, WHETHER OR NOT BASED ON NEGLIGENCE, STRICT LIABILITY, OR BREACH OF EXPRESS OR IMPLIED WARRANTY, IS LIMITED SOLELY, AT UTILIMASTER'S OPTION, TO REPLACEMENT OF OR CURE OF SUCH NONCONFORMING OR NON-DELIVERED GOODS OR RETURN OF THE PURCHASE PRICE FOR SUCH GOODS AND IN NO EVENT SHALL EXCEED THE PRICE OR CHARGE FOR SUCH GOODS. UTILIMASTER EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE WITH RESPECT TO THE GOODS SOLD. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTIONS SET FORTH IN THIS QUOTATION, notwithstanding any knowledge of Utilimaster regarding the use or uses intended to be made of goods, proposed changes or additions to goods, or any assistance or suggestions that may have been made by Utilimaster personnel. NOTE: Some states do not allow (a) limitations on how long an implied warranty lasts, or (b) the exclusion or limitation of incidental

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From: Matthew Jarmuz
Email: matthew.jarmuz@utilimaster.com
Village of Algonquin Public Works

TO: Brian Tarpo
Sutton Ford, Inc.
21315 Central Avenue
Matteson, IL 60443

Quantity: Min. 1 Max. 1
Quote Number: 114708/1
Date: 5/16/2024
Quote Expires: 8/07/2024
Phone: 574-312-4316
Fax#: 574-848-2807

or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

9. INDEMNIFICATION. Buyer shall defend, indemnify and hold Utilimaster harmless from and against any and all claims, liabilities, loss, costs, damage or expense (including reasonable attorneys' fees) of any kind or nature whatsoever relating to the performance by Utilimaster hereunder, including without limitation, claims made for property damage or personal injury (including death), whether such claims are premised on contract or on tort (including, without limitation, strict liability). This indemnity provision shall not apply where such damage or injury is attributable solely to the negligence of Utilimaster, its employees or agents.

10. PATENT LIABILITY. Where Utilimaster supplies goods to Buyer's specifications and/or manufactured or fabricated from Buyer's blueprint, sketch, specifications, or tooling Buyer, at its own expense, shall defend any suit or proceeding of any kind whatsoever brought against Utilimaster in any capacity if such suit or proceeding involves a claim that any goods or any part thereof constitutes an infringement of any patent, copyright or trademark and Buyer shall pay or indemnify any and all judgments, expenses and costs which may be awarded against or incurred by Utilimaster related to such legal action.

11. FORCE MAJEURE. Utilimaster will not be liable for any delay in the performance of its obligations or for any damages suffered by the Buyer by reason of such delay, when such delay is directly or indirectly caused by or in any manner arises from: fires; floods; accidents; riots; acts of God; governmental interference; embargoes; strikes; labor difficulties; shortages of labor, fuel, power, materials or supplies; transportation delays; any existing or future laws or acts of the Federal or any State government (including specifically, but not exclusively, any orders, rules or regulations issued by any official or agency or any such government) affecting the conduct of Utilimaster's business; or any other cause or causes (whether or not similar in nature to any of those specified above) beyond Utilimaster's control.

12. NO WAIVER. The failure of Utilimaster upon knowledge of any default or violation by Buyer of any of the Terms and Conditions of the Terms and Conditions of this Agreement to enforce its rights or remedies shall not be construed as a waiver of such default or violation, or of any provision hereof, or of any of its rights or remedies.

13. CANCELLATION FOR INSOLVENCY OR INSTITUTION OF PROCEEDINGS. In the event of any suspension of payment or the institution of any proceedings by Buyer against Utilimaster, or the initiation of voluntary or involuntary proceedings in bankruptcy or insolvency proceedings naming Buyer as a debtor, or proceedings under any provisions of the United States Bankruptcy Code in which Buyer is a debtor, or for the appointment of a receiver or a trustee or an assignee for the benefit of creditors, Utilimaster shall be entitled to cancel this contract forthwith, without liability for loss of anticipated profits.

14. LIMITATION OF LITIGATION/ATTORNEY FEES. Any controversy or claim of Buyer arising out of or related to this Order must have accrued within the applicable warranty period, and then be commenced within one (1) year after the cause of action has accrued. Utilimaster shall be entitled to reimbursement of all costs and expenses, including reasonable attorneys' fees and other litigation expenses, from the Buyer relating to any lawsuit arising from this Agreement in which Utilimaster prevails.

15. ENTIRE AGREEMENT/GOVERNING LAW AND FORUM/SEVERABILITY. Except as otherwise agreed in writing, this constitutes the entire agreement between Utilimaster and Buyer, superseding all prior quotations and understandings, oral or written. All such previous communications are hereby abrogated and withdrawn, and no stipulations, representations or agreements by Utilimaster, or its officers, agents, or employees shall be binding upon Seller unless reduced to writing and attached to and incorporated by reference herein, and no local, general, or trade custom shall alter or vary the terms hereof. Any questions, disputes, controversies, or litigation arising either directly or indirectly from this Agreement, including but not limited to disputes concerning the validity, interpretation, or effect of this Agreement, or interpretation and enforcement of the rights and obligations of the parties hereunder, shall be governed (whether in law or in equity) by the laws of the State of Indiana, and the State Courts of Indiana shall be the exclusive jurisdiction within which to resolve all such questions, disputes, controversies, or litigation.

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Fax#: 574-848-2807

16. COST REIMBURSEMENTS. Notwithstanding anything to the contrary in this Agreement, if the costs to Utilimaster of acquiring any of the raw materials used in the production and supply of the product(s) (including, without limitation, the cost of acquiring raw materials, cost associated with tariffs, labor costs, shipping costs, or any other costs) materially increase from the cost levels as of the date of this Agreement, the parties agree that (1) buyer shall have the obligation to pay and reimburse to Utilimaster such increased costs, or (2) Utilimaster shall have the right in its discretion to terminate this Agreement, without further liability to Buyer, upon ten (10) days' notice to buyer. For purposes hereof, a "material increase" is defined to mean 5% of the quoted bill of material.

17. STORAGE AND FLOOR PLANNING EXPENSES. All completed product under this order will be held by Seller for up to 35 days at no charge, after which time, Seller shall not be responsible for any loss or damage thereto, for any reason, including, but not limited to, fire, flood, weather conditions, vandalism, accident, or explosion. Buyer shall pay Seller a storage charge of \$100 per day for each completed product under this order that remains on Seller's premises after the 35th day following notice of release by Seller to Buyer. Seller does not cover dealer floor planning chassis expenses that may arise in connection with this order, which Buyer is solely responsible to pay and coordinate with Seller and other parties to mitigate to the extent possible.
November 2021

Sales Quote

Sales Quote Number: SQ12633
 Document Date: 07/19/23
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Sell To

Village of Algonquin
 Mike Reif
 110 Meyer Drive
 Algonquin, IL 60102-2749
 United States

Ship To

Village of Algonquin
 Mike Reif
 110 Meyer Drive
 Algonquin, IL 60102-2749
 United States

Salesperson	Shipment Method	Payment Terms	Bill-to Customer No.
Justin Farr	Customer Pickup	Net 30 Days	C00686

No.	Description	Qty.	Unit	Unit Price Excl. Tax	Line Amount Excl. Tax
11616	Custom Step Van Interior For: Algonquin PW Warranty Including Parts & Labor Sauber Manufactured Items & Drawers - 5 Year Electrical/Air/Hydraulic Systems - 1 Year Galvanized Finish - 10 Year All Other - 2 Year Body Paint Color: White Step Van Cargo Area 18'L x 93-1/2"W x 85" H ----- Standards Configuration Start ----- --- LEFT SIDE --- ---A2 Package---	1	Each	117,028.00	117,028.00
G-MP	Shoring Rack w/ (2) Hooks - AL Holds (qty) Shoring Rams (qty) xx"L & (qty) xx"L Feet Size: x'xxx" - In Front of G2 (like WO22186) ~~~ B1 Package ~~~	1	Each		
19676	Convenience Cabinet w/ Lower Drawer Unit Upper Convenience Cabinet w/Shelf, Double Doors Drawers - 4/4/4/6/6/6/8/10, Rubber Lined w/#3 Divider Package, 26"W x 80"H x 26"D - Red	1	Each		
R1000	Installed LS Between Shelf Unit & Bulkhead	2	Hour		
18111	Steel Shelf Unit - 47"Lx26"Dx73"H w/ (3) Adjustable Shelves w/ 2.5" Lip - 1.5" O/C Rear Wall Offset for 1/4" Truss Fastener Access 14 Ga. Uprights & Shelves - Galvanized 19935 Black Rubber Mat Shelf Lining Includes Installation @ B1 Divider Package w/ AL Dividers on 4" Centers Installed Every 4th Slot - 2.25"H ~~~ C1 Package ~~~	1	Each		
19232	Steel Workbench Galv 26"D x 42"H x 98"L 10ga; 4" Backsplash; Front Return 1.5" Down Includes Installation @ C1 Fixed Shelf Midway Height	98	Each		
G-MP	Additional Vise receiver Back Plate - Right End	1	Each		
19647	Ladder & Key Rack - Galv	1	Each		

Sales Quote

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 Document Date: 07/19/23
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No.	Description	Qty.	Unit	Unit Price Excl. Tax	Line Amount Excl. Tax
19678	Houses (3) 12L' Key Troughs Horizontally & 12'Lx18"Hx4"D Ladder Rack Vertically @ Wall Overhead Ctech Cabinet w/ Single Swing Up Door 24"W x 24"H x 16"D, Single Interior Shelf, Motion Latch Door- Red, Gas Supports; Clear Anodized Frame - Back; Floor; Top Panels & Bottom Rail	2	Each		
R1000	Install Cabinets Above Work Bench	2	Hour		
G-OTV	AL Shelf 32"L S3400ASY-1	1	Each		
G-OTV	AL Shelf 32"L S3400ASY-17 - Hole for Rags	1	Each		
19106	Rags In A Box 200 ct ----- RIGHT SIDE START ----- ~~~ D3 Package ~~~	1	Box		
18111	Steel Shelf Unit - 32"Lx24.5"Dx76"H w/ (4) Adjustable Shelves w/ 2.5" Lip - 1.5" O/C Rear Wall Offset for 1/4" Truss Fastener Access 14 Ga. Uprights & Shelves - Galvanized 19935 Black Rubber Mat Shelf Lining Includes Installation @ D3 Sum Fixed and Varibale Charges Below Divider Package w/ AL Dividers on 4" Centers Installed Every 4th Slot - 2.25"H ~~~ E2 Package ~~~	1	Each		
19678	Overhead Ctech Cabinet w/ Single Swing Up Door 24"W x 24"H x 16"D, Single Interior Shelf, Motion Latch Door- Red, Gas Supports; Clear Anodized Frame - Back; Floor; Top Panels & Bottom Rail Puma Vertical Air Compressor 5HP 40G 2stage TE-5040V	1	Each		
R1000	Install Compressor Under Ctech	1	Hour		
G-OTV	Install Sound Board (3) Sides Around Compressor	1	Each		
18111	Steel Shelf Unit - 51"Lx26"Dx76"H w/ (2) Adjustable Shelves w/ 2.5" Lip - 1.5" O/C Rear Wall Offset for 1/4" Truss Fastener Access 14 Ga. Uprights & Shelves - Galvanized 19935 Black Rubber Mat Shelf Lining Includes Installation @ E2 Divider Package w/ AL Dividers on 4" Centers Installed Every 4th Slot - 2.25"H	1	Each		
G-MP	Galv Removable Access Panel - Reel Compartment	1	Each		
19681	Tool Drawer Unit - 46"Wx17.8"Hx24"D Drawers - 4/4/4/5, Rubber Liner w/#3 Dividers Inside Drawer Dimension - 41.5"W x 21.7"D - Red Flat Top	1	Each		
R1000	CTECH Installed In Shelf Unit ~~~ F Package ~~~	2	Hour		
18118	Shovel Closet w/ 7-Hook AL Brackets As Wide & Deep as Wheel Well & as High as Practical; Hooks @ Staggared Height (2-3-2) w/ Footman Loops & Bungees For Handle Retention 1" Floor Drain w/ Short Tube - Sealed Includes Installation RS Wheel Well	1	Each		

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No.	Description	Qty.	Unit	Unit Price Excl. Tax	Line Amount Excl. Tax
Z1655	14 Ga Stainless Steel Shovel Closet Basin Bolts to RS of Closet Flush w/ Isle Wall Brace to Floor; Drain Through Floor ~~~ G2 Package ~~~	1	Each		
19680	Closet Style Cabinet w/Hangar Bar 24"W x 80"H x 26"D, Red, (3) Adjustable Shelves Below Closet Area, Left Swing Door, Lockable Lower Door For Boot Storage Access	1	Each		
R1000	Install Cabinet At G Location ~~~ H2 Package ~~~	2	Hour		
11767	12-Gallon Flammable Storage Cabinet	1	Each		
Z1432	Install Flammable Storage Cabinet w/ PVC Vent to Outside and Vent Guards	1	Each		
19517	Pump Drawer & Shelf Unit - Galv 22"W x 24"H x 29"D Fixed Shelf w/ 2.5" Lip Top Sliding Poly Lined Drawer w/ Drain ~ ~~~ Electrical & Lighting ~~~	1	Each		
19843	Atwood Digital CO Detector w/ LCD Display 32703 w/ 7-Year Warranty	1	Each		
18735	Sunstrip LED Waterproof Strip Light 9"L	3	Each		
R1000	Install (1) Sunstrip Under Each Cabinet Above Workbench; (1) In Hose Compartment	3	Hour		
Z1237	Lighted/Labeled Cab Switch w/ Wiring, Placard & Contactor as Required Wire Thru Ignition (Standard) Label: "Work" (Cabinets & Reel Comp) Label: "LS Scene" Label: "RS Scene" Label: "Rear Lights"	5	Each		
19092	Spectra Surface Mount LED Scene Light 12VDC, 7000 Lumens, Flat Surface Mount	4	Each		
R1000	Mounted High; (2) Each Side; Equal distant	4	Hour		
18274	4" LED Chrome 12VDC Work Light Stainless Steel Hardware; 5/16"-18 Stud Mount	2	Each		
R1000	Install Lights Over Rear Doors	2	Hour		
19207	LED Remote Control Searchlight GoLight Includes Programmable (2) Wireless Remotes	1	Each		
R1000	Install Atop Van - Right Rear Corner	3	Hour		
17263	Hi Intensity Directional LED-Amber 12VDC .3A; 9 Flash Patterns; SAE Class1	8	Each		
17008	LED Safety Director - Arrow Stick Wired Hot	2	Each		
R1000	Installed & Wire - Front and Rear	6	Hour		
Z1290	97 dB Backup Alarm Installation Wire to Power Supply	1	Each		
Z1167	Duplex Outlet Installed - 20A (3) Above Work Bench; Conv Cab; Front Dash; (2) Reel Compartment	7	Each		
G-PP	6" Electric Bench Grinder - Linked	1	Each		

Sales Quote

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No.	Description	Qty.	Unit	Unit Price Excl. Tax	Line Amount Excl. Tax
G-MP	Heavy Duty Vise Table - Fits Grinder & 17631 Receiver ~~~ Hard Merch ~~~	1	Each		
19519	Exterior Compartment Access Door - AL Treadplate; Top Hinged w/ Dual Trigger Latches Weather Stripping & Stainless Hold Opens	1	Each		
19518	Passenger Area Dash Shelf - AL Rubber Mat Lined; 1" Perimeter Lip w/ Support Legs	1	Each		
13001	Wilton 4-1/2" Swivel Utility Vise w/ Pipe Jaws 2 3/4" Throat Depth; Wilton # 28818	1	Each		
14853	Heavy Duty Vise Table w/ Mount - 14853.SLDDRW 14853-2 HD Vise Table w/ 14853-1 Receiver - Galv	1	Each		
17631	Receiver Only For 14853 Vise Mount Bumper Mounted - 14853-1 - Galv	2	Each		
R1000	Install Receivers - (2) Work Bench; (1) Rear Bumper RS	3	Hour		
19188	Countertop Microwave - 700W - Black 17"Lx13"Dx10.1"H; 13A	1	Each		
19173	Mr. Coffee 12-Cup Coffee Maker On/Off Indicator Light, Removable Filter Basket, Brewing Pause-N-Serve, Cord Storage, Black	1	Each		
21611	2-Tier Step Van Bumper - Galv Holes For Socket Style Vise Table Both Sides Orange Folding Load Area Assist Handles - RS & LS	1	Each		
Z1304	No Hitch Receiver, Socket, D-Rings or Eyebolt	-1	Each		
Z1429	Paint Step Van Interior Walls Gray	1	Each		
14536	10# Ansul Fire Extinguisher	2	Each		
14537	10# Fire Ext. Vehicle Bracket	2	Each		
18187	Bumper Mount Removable Cone Holder	2	Each		
R1000	Install Cone Holders - Front Bumper ~~~ Cargo Heater ~~~	1	Hour		
19357	Airtronic B5 Gasoline 12VDC Heater Output Settings: 1200/2700/4800/5500 Watts 12VDC Power: 1.3/2.5/6.7/7.1 Amps Fuel Consumption: .07/.10/.17/.20 Gallon/Hour	1	Each		
19359	Airtronic DigiMax Control	1	Each		
G-OTV	Galv Modesty Panel - Heater Area - Isle ~~~ Reels ~~~	1	Each		
14581	Hose Reel w/ 50' x 3/8" Air Hose Spring Retractable	1	Each		
R1000	Install Reel In Reel Compartment & Plumb To Compressor	3	Hour		
19433	50'x12/3 Yellow Cord Reel w/ Duplex Box & Cover w/3' 12/3 Yellow Lead & 3P Male Plug - Cable End Installed - Graphite Paint; 13.75"W x 20.75"Dx20"H	2	Each		
R1000	Install Reels In Reel Compartment & Wire	3	Hour		
14588	Hose Reel w/ 35' x 3/8" Air Hose Spring Retractable; 25lbs; 14.375"H x 14.25"D x 6.125"W	1	Each		
R1000	Install Above Work Bench; Bottom Shelf Opposit Side of Rags/Rag Hole in Shelf ~~~ Generator ~~~	3	Hour		
17388	Onan 7000W Commercial 120/240 Gen Set - EVAP	1	Each		

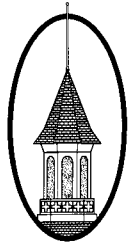
Sales Quote

Sales Quote Number: SQ12633
 Document Date: 07/19/23
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No.	Description	Qty.	Unit	Unit Price Excl. Tax	Line Amount Excl. Tax
	EVAP/EFI Kit Includes: 300-5332 Remote Control w/ Hour Meter 155-3481-01 22" Tailpipe Kit 120/240VAC; 29.2A Generator 33.6"Lx22.2"Wx16.7" .42 Gal/Hr @ No Load .73 Gal/Hr @ Half Load 1.22 Gal/Hr @ Full Load Air Cooled; Single Phase; 5A DC Charging 2-Pole 30A Circuit Breaker Generator Solid Cover 2 Years or 2000 Hour Warranty				
18186	Onan Remote Control Harness - 30'L 8/12/20 - Jes: 1 in stock from SP-VAN	1	Each		
Z1177	RV Gen Set Installation Including Fuel P/U From Chassis Tank, Muffler Extension, & Charging Circuit Wiring To Main Or Aux Battery ~~~ Underbody Drawer Units ~~~	1	Each		
19520	Underbody Belly Drawer Unit - AL w/ Dual Trigger Latches; Nominal Dimensions Below RF: S3218-12 - 41"W x 16"H x 28"D Inside LR: S3500ASY-24 - 26"W x 16"H x 28"D Inside ~~~ END ~~~	2	Each		

Subtotal (USD):	117,028.00
Total Tax (USD):	0.00
Total (USD):	117,028.00



VILLAGE OF ALGONQUIN
PUBLIC WORKS DEPARTMENT

– M E M O R A N D U M –

DATE: *10/03/2024*

TO: Tim Schloneger, Village Manager

CC: Nadim Badran, Public Works Director
Michael Kumbera, Deputy Village Manager/CFO

FROM: Vince Kilcullen, General Services Superintendent
Mike Reif, Internal Services Supervisor

SUBJECT: Items to be Deemed Surplus

Description: Desks removed from finance offices. Desks are 25+ years old and past useful life metal desks will be sent to scrap and wood desk will be disposed of.

