



240 S. Route 59, Bartlett, Illinois 60103

Special Meeting of Town Board
February 23rd, 2012
7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Poplar Creek Public Library
 - B. Suburban Orthopedics
 - C. Claire's
 - D. Walgreens Store #3729
 - E. Deluxe Corporation
 - F. Jason's Foods, Inc.
- V. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Highway Commissioner's Report
 - D. Assessor's Report
 - E. Treasurer's Report
 - F. Department Reports
- VI. Bill Paying
- VII. Unfinished Business
- VIII. New Business
 - A. Regular Meeting Minutes of February 2, 2012
 - B. Consideration of Mraz Legal Fees
 - C. Consideration of Cowen Legal Fees
 - D. Resolution Authorizing Release Agreement
 - E. Resolution Authorizing Agreement with Hitchcock Design Group for the Design of Runzel Reserve Senior Park
 - F. Resolution Authorizing Capital Development Block Grant Sub-Recipient Agreement for Supplemental Funds for the Senior Center Lower Level Build Out Project.
 - G. Approval of Appointment to the Mental Health Board

Mission Statement

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

H. Approval of Reappointments to the Public Health and Safety Committee

IX. Workshop – Transportation Workshop

X. Executive Session

XI. Other Business

XII. Adjournment

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DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Website Visits</i>	5,959	2,641	52,310	
<i>Facebook Likes</i>	0	N/C	552	492
<i>Media Releases</i>	6	5	48	
<i>Technology work orders</i>	21	22	249	
<i>Resident Contacts</i>	1,944	N/C	19,211	
<i>Percent of Budget Expended</i> (83% of year)	9.01%	5.6%	56.9%	52.5%
<i>Grant application submissions</i>	0	N/C	6	

Department Highlights

- On January 10th help the annual Employee Appreciation Dinner (Lunch) at Moretti's. This year the event was changed from a dinner to a lunch garnering more attendance from employees. Administrative Services plans to continue with this format in the future.
- Attended the Illinois Association of Township Administrator's meeting on January 18 hosted by Niles Township.
- On January 18 Olympic Chiropractic hosted a Lunch 'n Learn on Health & Wellness.
- The finance budget workshop was held on January 20th.
- The Community Relations Office in Elgin officially opened to the public on February 6. The program schedule: Monday – Welfare Services, Tuesday - OCH, Senior card club, YFS family therapy (evening), Wednesday – Senior social services, YFS family therapy and tutoring (evening), Thursday – Senior programming, Friday – Assessor's office, Senior card club.
- Capital improvements update: The Food Pantry renovation project started construction at the end of October, with most of the construction to be completed by the end of February. Landscaping and exterior façade improvements will be completed in the spring. The Senior Center lower level project started construction in November. Construction completion for this project is scheduled for next week.
- Environmental Sustainability Workgroup update: Created a quiz for employees about various statistics and tips to being environmentally friendly in the workplace. The quiz is available on SurveyMonkey until February 25. Along with the quiz, the ESW attached a brief survey to gauge employee interest and topics of importance to them. The Workgroup is actively planning the May Employee Lunch and Learn and will have announcements on activities and speakers in the coming month.

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OFFICE OF THE ASSESSOR

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Administration</i>				
Office visits	241	875	3465	5477
Building permits processed	189	219	3441	10678
Sales recording	160	-	936	860
Change of Name*	6	25	490	1744
Property tax appeals	-	406	673	883
Certificate of Errors	36	115	763	1054
Property location updates	-	-	357	12
New owner mailings	121	-	795	796
Long time occupants*	8	25	142	300
<i>Exemptions</i>				
Home owner exemptions	-	-	81	196
Senior home owner exemptions	-	-	236	297
Senior freeze exemptions*	-	6	201	903
Miscellaneous exemptions	2	14	171	208
<i>Foreclosures</i>	32		374	46

* Denotes notary requirement

Department Highlights

- Extended Tuesday hours, open until 6:00 p.m., JANUARY 2012 had a total of 4 Visitors after 4:30
- Getting prepared for the upcoming Board of Review Appeal period 1/24/2012 thru 2/22/2102
- Getting computer programs ready for the CRO office with our software and VPN

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.



DEPARTMENT OF EMERGENCY SERVICES

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Volunteers</i>				
Total volunteers	26		26	
New volunteers	0		15	
Volunteer hours	116.25		1,860	
<i>Training</i>				
Total hours	104.5		1,185	
<i>Details</i>				
Township events	0		22	
Municipal Event Assistance	2		23	
Emergency call outs	6		67	
Miscellaneous	0		15	

Department Highlights

- January activity was dominated by regular patrol activity. In addition to the weekly patrol, several daytime patrols were added in response to some burglary activity in the unincorporated areas.
- The Unit assisted Bartlett Police and Fire with two escorts welcoming home servicemen from active duty.
- Work continued setting up fire service related training. Several ideas haven't been realized and several more are yet to be attempted. A proposal is anticipated soon in furtherance of this endeavor.
- A meeting was held with Bartlett Fire Protection District command staff.
- Work was completed on the creation of a promotional exam and it was administered to interested volunteers. After that oral interviews were conducted to fully identify who is best suited for these promotions. A promotion of a Lieutenant and a Corporal has occurred.
- Attended and reported to the Public Health and Safety Committee on the status of the Unit.
- Attended the reboot of the Township's TRIAD senior service program.
- In addition to the abovementioned patrols, volunteers were out on the snow event of the 20th. During the evening, 6 separate vehicle related standbys/assistance occurred.

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DEPARTMENT OF FACILITIES & MAINTENANCE

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Administration</i>				
Vehicle service calls	18	12	215	
Work orders	39	46	639	
Event set-ups/tear downs	155	44	1594	
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,343	3,514	40,237	
Town Hall	9,360	10,920	133,320	
Senior Center	28,188	27,188	443,398	
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	709.71	875.07	4788.47	
Town Hall	1,328.45	1250.69	8031.73	
Senior Center	1,315.83	2346.70	24032.60	

Department Highlights:

- Completed walk through of the Senior Center lower level with staff from Community Health, Senior Services and Administration and together created a punch list of tasks to complete.
- Maintenance staff has remained busy during the move to the new Elgin office and successfully completed the installation of new flooring, tile and carpet, new doors and locks and a wall removal that needed to be done to ensure a February 6th opening date.
- Currently painting and removing all carpeting at the Astor Avenue building.
- Completed last details at the Mental Health building in preparation for the Open House.

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HIGHWAY DEPARTMENT

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Winter Season</i>				
Snow Removal				
Salt (tons)	305	303	386	985
<i>Winter Season</i>				
Remodeled Bathroom/Paint				

Department Highlights

- Remodeled Bathroom/Paint
- Started process in resurfacing Township/Private Road

*Hanover Township Mission Statement:
Hanover Township is committed to providing an array of quality, cost effective, community based services; and to acting as a dynamic and responsive organization that delivers services in a responsible and respectful manner.*



OFFICE OF THE MENTAL HEALTH BOARD

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Grant Funding</i>				
Ongoing clients	195	556	5574	5328
New clients	36	78	3225	2875
Clients served (Unduplicated)	231	885	8799	8203
<i>TIDE</i>				
Participants	9	10	12	12
Rides	144	185	1282	NC
<i>Resource Center</i>				
Organizations providing services	5	7	10	7
Clients served	13	65	644	774

Department Highlights

- The Mental Health Board met January 24 to do FY13 grant allocations. This year the MHB had \$962,957 in funding requests and had set a budget of \$700,000. The board made difficult decisions of eliminating funding to programs and agencies that were providing duplicated services, located far from residents, or had low number of Hanover Township residents.
- The total awarded grants for FY13 was \$710,885. They were not able to award funds for the two new programs that applied, however with reductions in funding to some agencies, the MHB was able to continue funding programs that had been awarded challenge grant funds in FY12.
- Approved a staff development request for HT Senior Services Social Services staff to attend stress management training.
- New Board member Jan Joerin attended the grant allocations to learn more about the MHB, the agencies, and the process of grant allocations. She will officially be sworn in and a voting member at our meeting on February 21.
- Chairman Brian Gorcowski's term will end following the March board meeting and we might have another interested resident looking to join as well.
- Maintenance team finalized some fixes needed for the resource center prior to the open house and Tracey Colagrossi from Senior Services helped finalize the décor for the building.
- Two agencies, Countryside and the Preservation of Human Dignity, decided not to renew their leases for the 2012 year at the resource center. Due to cutbacks both agencies were unable to provide a consistent staff member at the CRC. We will continue to look for agencies to fill the vacant office in the coming months
- The MHB will begin focusing on its 3 year plan over the coming months. The planning committee will be meeting towards the end of February to review the by-laws and begin the process of setting a timeline for the 3 year plan.

Mental Health Board Mission Statement:

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township

OFFICE OF COMMUNITY HEALTH

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Appointments</i>				
ProTimes	35	25	244	208
TB skin test	14	11	107	248
Cholesterol	4	2	123	133
Pharmaceutical Assistance Programs	4	N/C	139	N/C
Miscellaneous labs	6	N/C	131	N/C
Other	59	49	652	734
Total (unduplicated)	122	87	1343	1425
<i>Clinic Clients</i>				
Victory Centre of Bartlett	20	16	151	171
Glendale Terrace	2	7	103	125
Elgin Recreation Center	7	0	34	38
Clare Oaks	7	12	46	76
Astor Avenue	8	10	126	198
Total (unduplicated)	44	17	379	608
<i>Public Education & Health Promotion</i>				
Media coverage	5	N/C	49	N/C
Informational seminars	-	N/C	30	N/C
<i>Primary Care Provider Support</i>	28	N/C	377	N/C
<i>Phone Triage</i>	558	N/C	6580	N/C
<i>Embracelet Program</i>	3	N/C	153	N/C

Department Highlights:

- Collaborating on a partnership with Alexian Reference Laboratory for additional laboratory resources for uninsured clients.
- Met with EMI Imaging for an additional resource for uninsured clients in need of an MRI or CT scan.
- Established new weekly clinic site at the new Community Relations Office every Tuesday.
- Continued collaboration with Senior Services re: planning, furniture and layout of new lower level space.
- Met with Management Analyst and writing grant for a Health Promotion specialist
- Started an Employee Wellness Program offering a Yoga class at the Township after work. By popular demand, a second 6 week session will begin for employees on February 22nd.

Office of Community Health Mission Statement:

The Office of Community Health is focused on the health and wellbeing of the residents of Hanover Township. Services are offered to assist individuals in making decisions to achieve optimal functioning within their environment and to provide choices for our residents to maintain and build a healthier community for all of Hanover Township



DEPARTMENT OF SENIOR SERVICES

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Programming Division</i>				
Planned programs	116	79	1135	810
Participants	1224	1369	17500	12583
Wait listed (unduplicated)	30	62	781	727
Art & Computer classes	50	47	488	491
Art & Computer class participants	517	374	4371	4485
New volunteers	1	5	48	124
Total volunteers	98	84	1189	988
Volunteer hours reported	1373	1448	15517	12595
Meals delivered by volunteers	1114	1061	11141	11901
<i>Social Services Division</i>				
Clients served (unduplicated)	209	454	2051	5441
Energy Assistance	47	26	394	477
Prescription drugs & health insurance assistance	70	231	1779	2463
Public Aid	23	25	202	220
Social Service programs	8	10	96	101
Social Service program participants	80	83	1210	1164
Lending Closet transactions	53	19	545	566
<i>Transportation Division</i>				
One way rides given	1571	1028	15079	13615
Individuals served (unduplicated)	179	181	2065	2153
New riders	28	14	176	192
Unmet requests for rides	34	39	146	520

Department Highlights

- Staff attended a Circuit Breaker/IL Cares Rx training that provided updated information to those programs, plus Medicare and Medicaid changes for 2012.
- A Staff Development MHB grant was approved for Social Services.
- Social Services created and implemented a ½ day Circuit Breaker training for volunteers.
- Social Services Specialist, Jennifer Busché, will be returning to the office on February 14. Her new part-time hours will be Tuesday and Wednesday, 8:30 a.m. – 4:30 p.m., and Thursday, 8:30 a.m. – 12:30 p.m.
- Effective 1/1/2012, the department implemented a new Cancellation/Refund Process to help reduce program vacancies. 13% of reservations were cancelled due to non-payment.
- Intergenerational Group: Canton Middle School students are working with the seniors to create props for the fifth annual Variety show to be performed March 24, 2012.
- Tax Aide Volunteers held their regional training sessions at the Senior Center computer lab.
- Transportation is in full swing providing 349 rides for the AID Program.
- Transportation Division arranged 3 different dispatch software demonstrations for staff.
- With the Cancellation Procedure in place, transportation cancellations were down 3% during the month of January.

Senior Services Mission Statement:

With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.



DEPARTMENT OF WELFARE SERVICES

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>General Assistance</i>				
General Assistance clients	19	10	155	10
General Assistance appointments	42	44	421	44
Emergency Assistance appointments	16	4	141	4
Emergency Assistance approved	7	No Funds	68	No Funds
Crisis intake clients – Beginning 11/1/11	253		997	
Access to Care	5		7	
<i>LIHEAP Applications</i>				
Office	96	105	632	105
Circuit Breaker	3		11	
<i>Social Services</i>				
ComEdHardships	Closed	2	57	2
Weatherization	3	12	38	12
<i>Food Pantry</i>				
Served (Households)	732	710	8226	710
New applications	85	81	980	81
Food Donations	60	105	609	105
<i>Community Center Walk-Ins</i>	375	380	3971	380

Department Highlights

- Renovation of the Community Center continues. The workstation for the nurse is complete and reception desk is in place. Facilities and Maintenance staff are at the building daily working toward completion.
- Case Manager Kristin Cumbo and Director Imperato continue to do home visits on clients. To date we have had no discrepancies on residency.
- Plans are being made to co-host a job fair at the Senior Center in March. Letters have been mailed to 90 local businesses inviting them to participate. More information to follow.
- Supervisor's Community Service Award nominations are due no later than February 9th. The committee has met and the banquet is scheduled for April.
- Teams of auxiliary staff continue to work weekly moving the food collected during the holiday season and stored at the Immanuel United Church of Christ to the food pantry.
- All materials were copied including manuals and township information needed to operate from the Elgin location.
- Welfare Services is the first department to work from the Elgin Facility. On our first day three GA clients and four LIHEAP clients were seen. Feedback from our clients has been positive and they are excited about the new location. Many of our clients live near the new location.
- Emergency food bags were made for the Elgin location to serve local residents with information on the Astor Avenue Food Pantry.
- Director Imperato continues to meet with St. John the Evangelist church in Streamwood regarding the food pantry. St. John's is considering closing their pantry and supporting the Astor Avenue Food Pantry. Another meeting is scheduled for later in the February.
- Intake Coordinator Lissete Bonilla and Director Imperato continue to meet with the Hanover Park Park District regarding the 2012 Youth Benefit Ball. The Hanover Township Food Pantry will be one of the recipients of the earnings of this event.

Welfare Services Mission Statement:

HanoverTownship Welfare Services is committed to improving the welfare of HanoverTownship residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for January, 2012

SERVICE PROVIDED	JANUARY 2012	JANUARY 2011	FYTD 2012	FYTD 2011
<i>Outreach & Prevention</i>				
Open Gym participants	932	462	7411	6493
Open Gym participants (unduplicated)	6	11	1181	1163
Alternative to Suspension referrals	23	0	238	0
Alternative to Suspension referrals (unduplicated)	46	0	133	0
<i>Clinical</i>				
Therapy clients (total attended)	306	237	2318	2586
Therapy clients (new clients)	22	5	184	242
Total families	60	54	503	554
New families	5	2	50	46
Clinical hours	292	159	2279	1843
Group session participants	461	12	2060	95
<i>Tutoring Participants</i>				
Total	54	46	431	354
Unduplicated	0	0	157	73

Department Highlights

- Youth and Family Services conducted a Parent University Workshop on January 28th, 2012, at Elgin High School. Twenty eight English Speaking and fifty one Spanish Speaking Parents attended. Parent’s who attended expressed much interest in services being offered at the Hanover Township Community Relations/Elgin Office.
- Youth and Family Services has been invited back to Elgin High School to conduct a Parent University Workshop on “Setting Boundaries with your Teenager.” This workshop will be offered in English and Spanish.
- Amanda Teachout, BS, has been hired to fill the Prevention and Volunteer Coordinator position. Amanda will start on February 27, 2012.
- Youth and Family Services has hired Andrea Gaitan, MS, as a Bilingual Tutor (English/Spanish) to provide tutoring services at the Hanover Township Community Relations/Elgin Office starting on February, 28, 2012. Andrea is a Bilingual 4th grade teacher at Hilltop Elementary School, Elgin. Andrea has her Masters in Teacher Education and is currently securing her ESL (English as a Second Language) endorsement.
- AITCOY is holding its Business Meeting at Hanover Township on Tuesday, February 28, 2012. A Workshop will follow the meeting at 1:00PM on “The Best Practices on Mentoring Youth” by Julia Pryce, Ph.D.
- Hanover Township Youth and Family Services is now providing decision making trainings at Streamwood High School’s in-school suspension program – this is an extension of the Alternative to Suspension Program.

Youth & Family Services Mission Statement:

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

Hanover Township
Board Audit Report
From 2/3/12 to 2/21/12

	Subtotal	Alexian Invoices	Total
Total Town Fund	48,990.40	200.00	49,190.40
Total Senior Center	13,517.84	87.00	13,604.84
Total Welfare Services	6,650.75		6,650.75
Total Road and Bridge	2,203.99		2,203.99
Total Mental Health Board	29,421.64		29,421.64
Total Retirement	0.00		
Total Vehicle	0.00		
Total Capital	282,194.03		282,194.03
Total All Funds	<u>382,978.65</u>	<u>287.00</u>	<u>383,265.65</u>

The above "Subtotal" column has been approved for payment this 21st day of February 2012.

The above "Total" column has been approved for payment this 21st day of February 2012.

Supervisor

Town Clerk

Supervisor

Town Clerk

Trustee

Minutes of a Regular Meeting of the
Hanover Township Board
Held at 250 S. Route 59, Bartlett, IL 60103
February 2, 2012 **DRAFT**

- I. Call to Order/Roll Call
Supervisor McGuire called the meeting to order at 7:00 p.m. Clerk Dolan Baumer called the roll; present were Trustees Benoit, Burke and Krick, and Supervisor McGuire. Absent: Trustee Westlund-Deenihan.
- Elected and appointed officials present: Assessor Thomas Smogolski, Collector Frank Liquori, and Highway Commissioner P. Craig Ochoa.
- Staff and others present Administrator James Barr, Assistant to the Administrator Katie Starkey, Management Analyst Becky Suhajda, Attorney Larry Mraz, representative Ms Mody Kaleel from Lexington Health Care of Streamwood, Ms Debbie Bilyk and Ms Sherri Parth representing Airgas, and residents Mr. and Mrs. Joe and Luise Lachajczyk.
- II. Pledge of Allegiance: Supervisor McGuire asked everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. There was no response.
- IV. Presentations:
- A. Supervisor McGuire invited the Board to join him in presenting a plaque of appreciation to representative Ms Mody Kaleel from Lexington Health Care of Streamwood in appreciation of Lexington's contributions and support of the Hanover Township Food Pantry.
 - B. Supervisor McGuire invited the Board to join him in presenting a plaque of appreciation to Debbie Bilyk and Ms Sherri Parth representing Airgas in appreciation of Airgas' contributions and support of the Hanover Township Food Pantry.
 - C. Supervisor McGuire asked that the record reflect the appreciate this Board feels about the contributions and support of the Hanover Township Food Pantry given by Mainstreet USA Roller Rink of Streamwood.
 - D. Supervisor McGuire asked that the record reflect the appreciate this Board feels about the contributions and support of the Hanover Township Food Pantry given by Dominick's of Carol Stream.
 - E. Supervisor McGuire invited the Board to join him in presenting a plaque of appreciation to Township residents Mr. and Mrs. Joe and Luise Lachajczyk in appreciation of their contributions and support of the Hanover Township Food Pantry. Mrs. Lachajczyk gave a few impromptu words about how giving to the Township makes her family happy. Mr. McGuire thanked her for her kind words, saying it is nice to hear positive input.
- V. Reports:
- A. *Supervisor's Report:* Supervisor McGuire reported May 8 is Township Topics Day in Springfield and asked the Board to consider attending.
 - B. *Clerk's Report:* Clerk Dolan Baumer reported that the Secretary of State Mobile Drive Facility Service last Friday went well, serving 35 people. She let the Board know that once again we have been selected as a polling site and receiving station, and thanked the Senior Services for use of the Activity and little meeting rooms on that day (March 20 for the Primary Election).
 - C. *Highway Commissioner's Report:* Commissioner Ochoa reported that 365 days ago today we had record snow and to date, we have only had one inch above January norms and generally warmer weather.
 - D. *Assessor's Report:* Assessor Smogolski reported the tax bills are due March 1. The Board of Review is open for residents and an Outreach is scheduled for February 15 at 6 p.m. in Veterans Hall.
 - E. *Treasurer's Report:* Motion was made by Trustee Burke and seconded by Trustee Benoit to approve the Treasurer's Report subject to final audit, and followed by a roll call vote. Ayes: Trustees Benoit, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.
 - F. *Trustees Committee Reports:*
 - Committee on Youth: Trustee Benoit reported that the announcement for the Entrepreneurs Night, featuring several small businesses, and scheduled for March 1 from 7-9 p.m. was in the Hanover Happenings. Other events are being planned.
 - Mental Health Board: Trustee Burke reported that the Grant process is completed for the upcoming year.

Public Health & Safety: Trustee Burke reported that the Committee received and reviewed reports from the nurses and emergency services personnel. The terms are up for renewal.

VI. Bill Paying:

Mr. Barr asked that the Board approve the bills in two sets, with Alexian Brothers Mental Health bills from January 18 to February 2, 2012 in the amount of \$400 to be approved separately, as well as an expense report as follows. Motion was made by Trustee Burke to pay the Alexian Brothers bills for \$400 and Trustee Krick seconded the motion. Roll call: Ayes: Trustees Burke and Krick, and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried and the Alexian Brothers bills will be paid.

Set # 2	a. Town Fund	\$ 76,062.49
	b. Senior Center Fund	22,290.75
	c. Welfare Services Fund	18,323.82
	d. Road and Bridge Fund	194,662.43
	e. Mental Health Fund	40,345.27
	f. Retirement Fund	0.00
	g. Vehicle Fund	0.00
	h. Capital Fund	<u>22,024.40</u>
	Total All Funds:	<u>\$373,709.16</u>

A motion was made by Trustee Benoit seconded by Trustee Burke to pay the bills as presented from January 18 to February 2, 2012. Roll call: Ayes: Supervisor McGuire, and Trustees Benoit, Burke and Krick. Nays: none. Motion carried.

VII. Unfinished Business: None was discussed.

VIII. New Business:

- A. Approval of the Regular Meeting Minutes of January 17, 2012: Clerk Dolan Baumer submitted Regular Meeting Minutes of January 17 for review and approval by the Board. A motion was made by Trustee Burke to approve the Regular Minutes of January 17, 2012 with a second made by Trustee Krick. Roll call: Ayes: Trustees, Burke, Krick and Supervisor McGuire. Abstain: Trustee Benoit. Nays: none. Motion carried.
- B. Approval of FY2012-13 Hanover Township Tentative Budget Ordinance: A motion was made by Trustee Benoit to approve Fiscal Year 2012-13 Hanover Township Tentative Budget Ordinance #020212HTTBO with a second made by Trustee Burke. Roll call: Ayes: Trustees Benoit, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.
- C. Approval of FY2012-13 Hanover Township Road District Tentative Budget Ordinance: A motion was made by Trustee Burke to approve FY2012-13 Hanover Township Road District Tentative Budget Ordinance #020212HTRDTBO with a second made by Trustee Krick. Roll call: Ayes: Trustees Benoit, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.
- D. Approval of Resolution Authorizing A Change Order to the Astor Avenue Community Center Capital Project: A motion was made by Trustee Benoit with a second made by Trustee Burke to approve Resolution #020212 authorizing a change order to the Astor Avenue Community Center Capital Project. Roll call: Ayes: Trustees Benoit, Burke and Krick, and Supervisor McGuire. Nays: none. Motion carried.

IX. Executive Session: No motion was made to go into Executive Session.

X. Other Business: Mr. Barr reminded the Board of the Open House at the newly refurbished Resource Center, which will be on Thursday, February 9 at 5:30 p.m., held in conjunction with the Streamwood Chamber of Commerce Business After Hours. Clerk Dolan Baumer reported that the recent FOIA request was filled and the requester paid in cash. Mr. McGuire reminded the Board that the Breakfast with the Board will be held on Saturday, February 4.

XI. Adjournment: There being no further business to come before this Board, Supervisor McGuire asked for a motion at 7:16 p.m. A motion to adjourn was made by Trustee Benoit to adjourn, seconded by Trustee Burke. Roll call: Ayes: Supervisor McGuire, and Trustee Benoit, Burke and Krick. Nays: none. Motion carried.

Respectfully submitted,



Katy Dolan Baumer, Clerk
Hanover Township

Copy: Supervisor
(4) Trustees

Administrator
Senior Services

Attorney
Auditor

Gail Borden Library
Poplar Creek Public Library

Minutes of a Regular Meeting of the Hanover Township Board

February 2, 2012

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Assessor
Highway Comm.

Welfare Services
Y&F Services

Village of Streamwood
Streamwood Park District

Bartlett Library

RESOLUTION 022312

A RESOLUTION APPROVING OF A RELEASE AGREEMENT

BE IT RESOLVED by the Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: That the Release Agreement between Hanover Township and Kira Sardinas, a copy of which is appended hereto and expressly incorporated herein by this reference (the "Agreement"), is hereby approved.

SECTION TWO: The Supervisor and Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of the Township.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: February 23, 2012

APPROVED: February 23, 2012

Brian P. McGuire, Supervisor

ATTEST:

Katy Dolan Baumer, Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 022312, enacted on February 23, 2012, and approved on February 23, 2012, as the same appears from the official records of the Hanover Township.

Katy Dolan Baumer, Clerk



February 20, 2012

James Barr
Township Administrator
Hanover Township
250 South Route 59
Bartlett, Illinois 60103-1648

RE: Runzel Reserve

Dear James,

Thank you for selecting asking Hitchcock Design Group for your Runzel Reserve project. We appreciate the opportunity to work with you and the Township on this interesting initiative.

Project Understanding

Based on our meeting with you and your staff, we understand that the Township would like to design, document and construct a senior oriented recreation environment between the Township's Senior Center and the Victory Centre of Bartlett. The space should support health and wellness and include features that support gatherings, small groups and individual relaxation.

Other elements discussed include: a pavilion, raised planting beds, areas for changeable sculpture, areas that support your arts program (such as painted tiles), water feature, cooking area (grill), donor opportunities and recognition of the Runzel family. Attenuating the views and noise from Route 59 will also be important.

Your total budget, including soft costs, is \$250,000 and you would like to construct the improvements this year. You may be open to phasing-in future improvements, but Phase 1 will need to stand alone and look complete in the event that Phase 2 remains unfunded.

221 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

Scope of Services

We will first conduct a programming session at the Township facility with a group of stakeholders selected and assembled by you. During this session, we will ask focus questions and document the group's preferences. From that, we will create a written program summary to guide the design solutions.

Schematic Design will follow, which will include the preparation of a plan view graphic, representative photographs from other projects and a detailed cost opinion. We will present this information to your team and document the comments offered. We will make revisions to the Schematic Design and forward updated digital files for your team's final review.

We will then advance the Construction Documentation Phase to prepare documents that are suitable for bidding and construction. We will require a topographic survey in AutoCAD format to complete this work. We will conduct a second review meeting with your team to review drawings, outline specifications and an updated cost opinion. Using your comments, we will finalize the Construction Documents and forward updated digital files for your team's final review.

We spoke to the Community Development Department at the Village of Bartlett and were told that we would need to submit the Construction Documents for Building Permit review. They did confirm that sealed structural engineering drawings would not be necessary for a proposed pavilion or the pavilion's foundations. They also confirmed that a sealed civil engineering plan would not be required for the grading of the project site or to design / calculate an additional stormwater management area. Therefore, during the Permitting Phase, we will submit the approved Construction Documents prepared by HDG to the Village of Bartlett for review, including elevations of

hitchcockdesigngroup.com



pre-manufactured structures provided by the manufacturer. Based on comments received, we will make one minor revision to the plans, as authorized by you, and resubmit

If sealed structural or civil engineering plans become required for Permitting, we can coordinate these services for an additional fee.

Beyond Permitting, the professional service budget constraint will not allow for sealed civil or electrical engineering plans for any water line extension or power provision. Rather, we will need to rely on Township staff to provide means of getting power and/or water to the project site, if required, separate from our work.

Following your approval of the Construction Documents, final digital files will be sent to your print house of choice for distribution to interested contractors. We will provide clarifications / addenda during bidding, attend the bid opening and check the selected contractor's references. A summary letter will be sent to you for purposes of contract award.

After the Township puts the selected contractor under contract, we will provide clarifications, review submittals, attend up to two progress meetings, review the project at substantial completion, prepare a punchlist and a conduct a final acceptance site review.

Please see the Scope of Services for our step-by-step approach.

Professional Fees

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Research and Analysis Phase, Schematic Design Phase:	\$9,000
Construction Documentation Phase, Permitting Phase, Bidding and Negotiation Phase:	\$12,000
Construction Phase Services:	<u>\$3,000</u>
	Total: \$24,000

Reimbursable expenses (printing for review meetings and permitting, mileage and courier) will be invoiced in addition to the professional service fees and will be capped at \$500. This amount will not include printing for bidding purposes. The Township may choose to bid the project by distributing the digital files only or recapturing the cost by charging interested contractors a fee. Invoices will be sent to you monthly and will be due within 30-days of issuance.

Schedule

Assuming a March 5th start date, our preliminary schedule assumptions are as follows:

Research and Analysis Phase, Schematic Design Phase:	March 5 - March 16
Construction Documentation Phase:	March 19 – April 6
Permitting Phase:	+/- April 9 – April 27
Bidding and Negotiation Phase:	April 30 - May 11
Construction Phase:	June - August



Page 3

Project Team

Eric Hornig, a Principal within our Recreation Design Studio, will manage our work under my direct supervision. Other members of our Recreation Studio will participate as needed in order to advance the work in a timely way. No sub-consultants have been included in the above fee.

Our standard contract is attached for your review and signature. Thank you again for the opportunity to work with you and Hanover Township. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Bill Inman
Senior Vice President

cc: Eric Hornig, Hitchcock Design Group

Enclosures: Scope of Services
Professional Services Agreement



Scope of Services

Runzel Reserve

Preliminary Design Services

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed capital improvements.

A. Research and Analysis Phase

Objective: The objective is to confirm the project program, characteristics of the existing resources, probable permit requirements, owner/users and stakeholder interests and produce new maps and a program summary that will be the basis for further design.

Process: Specifically, the Hitchcock Design Group team will:

1. Conduct a programming workshop with you and invited attendees to discuss ideas and preferences for the park.
2. Based on the comments documented during the workshop and input from you, prepare a written Design Program to guide the design efforts.
3. Prepare and distribute a Project Schedule that includes:
 - a. Meetings
 - b. Completion of design and bid documents
 - c. Probable permitting schedule
 - d. Anticipated bid let date
 - e. Anticipated construction timeframe
4. Collect readily available, pertinent existing data for the project area and the immediate surroundings including:
 - a. Local ordinances
 - b. Geotechnical report
 - c. Topographic survey
 - d. Aerial photography
 - e. Boundaries, property ownership and easements
5. Observe and photograph the project area and immediate surroundings in order to identify readily apparent physical conditions.
6. Using the inventoried data and the boundary and topographic survey provided by you, prepare a Base Map at an appropriate scale.

Deliverable: Design Program, Project Schedule, Base Map

B. Schematic Design Phase

Objective: The objective is to reach consensus on the type, location, organization, scale, character and potential cost of specific capital improvements.

Process: Following the Research and Analysis Phase, the Hitchcock Design Group team will:

1. Prepare a Schematic Design illustrating site geometry and the scale, type and organization of the project elements including:
 - a. Pedestrian circulation features
 - b. Site improvements
 - c. Landscape improvements
 - d. Architecture (pre-manufactured)
 - e. Preliminary grading and drainage



2. Prepare the Schematic Design Documents including:
 - a. Plan view drawings at an appropriate scale
 - b. Representative photographs from other projects
3. Prepare a preliminary Construction Cost Opinion using recognized systems and unit costs in the Construction Specification Institute format.
4. Review the Schematic Design Documents with you. Prepare a written Meeting Summary of discussions.
5. Make minor revision to the Schematic Design Documents and forward a digital copy to you for final review and approval.

Deliverable: Schematic Design Documents, Cost Opinion, Meeting Summary

C. Construction Documentation Phase

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

Process: Following approval of the Schematic Design Phase, the Hitchcock Design Group team will:

1. Finalize the graphic and written documentation that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions plans
 - iii. Site preparation plans
 - iv. Grading and drainage plans
 - v. Layout and materials plans
 - vi. Landscape plans
 - vii. Site construction details
 - b. Written specifications and project manual
 - i. General and Supplementary Conditions
 - ii. Technical specifications
2. Prepare a summary of estimated quantities and update the Construction Cost Opinion.
3. Review the Construction Documents with you at the 95% completion milestone. Prepare a written Meeting Summary of discussions.
4. Make minor revision to the Schematic Design Documents and forward a digital copy to you for final review and approval.
5. Perform internal quality management review of the Construction Documents.

Deliverable: Construction Documents, Cost Opinion, Meeting Summary

D. Permitting Phase

Objective: The objective is to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Submit Construction Documents to the Village of Bartlett to request a Building Permit.
2. Discuss review comments received from the Village of Bartlett.



3. Make one (1) set of authorized revisions to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverable: Permit Review Comments

E. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements

Process: Following your approval, the Hitchcock Design Group team will:

1. Provide one (1) set of digital Construction Documents for your reproduction for bidding.
2. Answer questions and issue written Addenda, when appropriate, to all bidders regarding changes to or clarifications of the contract documents.
3. Attend the bid opening and record the results.
4. Contact the apparent low bidder's references.
5. Prepare and issue a Summary Letter to you regarding the bid results.

Deliverable: Digital Construction Docs, Addenda, Summary Letter

F. Construction Phase Services

Objective: assist the client in observing the construction process. Following award of the work to a Contractor, HDG will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

1. Issue interpretations or Written Clarifications of the Contract documents when requested by you or the Contractor.
2. Review Submittals that the Contractor is required to submit for the limited purpose of determining their general conformance with the design intent and information contained in the Contract Documents.
3. Attend up to two progress meetings with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the contract documents.
4. Prepare written Field Reports for the progress meetings at the site with you and the Contractor.
5. Participate in one (1) site visit to conduct a walk through and prepare a Punch List upon substantial completion of the construction of the work documented by us.
6. Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and establish final acceptance.

Deliverable: Written Clarifications, Stamped Submittals, Field Reports, Punch List



General Project Administration

We will manage the performance of our own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff

C. Staffing

1. Select and assign staff members to appropriate tasks and services

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

Additional Services

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
7. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
8. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
9. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

Authorization

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



Professional Service Agreement

This agreement (Agreement) between Hitchcock Design, Inc., an Illinois corporation doing business as **Hitchcock Design Group (HDG), 221 West Jefferson Avenue, Naperville, Illinois 60540** and **Hanover Township (Client), 250 South Route 59, Bartlett, Illinois 60103-1648** is entered into on March 5, 2012, and includes eight parts: Project Description, Project Team, Scope of Services, Schedule, Compensation and Payment, Client Responsibilities, Additional Conditions and Acceptance.

PART ONE: PROJECT DESCRIPTION

The proposal letter dated February 20th is attached and made a part of this agreement.

PART TWO: PROJECT TEAM

The proposal letter dated February 20th is attached and made a part of this agreement.

PART THREE: BASIC SERVICES

The attached Scope of Services is made a part of this Agreement.

PART FOUR: SCHEDULE

The proposal letter dated February 20th is attached for reference.

PART FIVE: COMPENSATION AND PAYMENT

Fee Type and Amount

Client agrees to compensate HDG for the Authorized Scope of Services described in Part Three of this Agreement as follows:

Research and Analysis Phase, Schematic Design Phase:	\$9,000
Construction Documentation Phase, Permitting Phase, Bidding and Negotiation Phase:	\$12,000
Construction Phase Services:	<u>\$3,000</u>
	Total: \$24,000

Authorized Additional Services

If circumstances arise during HDG's performance of its Scope of Services that require additional services, HDG will notify Client about the nature, extent and probable additional cost of the additional services, and perform only such additional services following Client's written authorization. Client agrees to compensate HDG for Authorized Additional Services in addition to the fee for the Authorized Scope of Services.

Reimbursable Expenses

In addition to the fees for the Authorized Scope of Services and Authorized Additional Services, Client agrees to compensate HDG for delivery, travel, and reproduction expenses at 115% of HDG's actual cost, capped at \$500. Mileage is calculated at the current IRS reimbursable rate.

Standard Rates

The attached Billing Rates are made a part of this Agreement.

221 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com



Payment

Invoices

Each month, or at other appropriate intervals, HDG will provide invoices that describe the invoice period, the services rendered, fees and expenses due, payment due date, billing history and other appropriate information. Invoices for fixed fees will describe the percentage of the services completed. Invoices for hourly fees will describe the tasks, hours and hourly rates for the services completed.

Statements

Each month, HDG will issue a statement of Client's account describing the outstanding invoices and balances for each contract, the aggregate outstanding balance, and the aggregate credit limit.

Progress Payments

Client agrees to promptly review HDG invoices and make full payment for Authorized Scope of Services, Authorized Additional Services and Reimbursable Expenses. Invoices will be past due, if not paid in full within 30 of the invoice date. If Client objects to any portion of the invoice, Client agrees to notify HDG, in writing, within 7 days of receipt regarding the Client's objection and pay the undisputed amount in accordance with this Agreement.

Interest and Collection Costs

Client agrees to pay a finance charge of 1½% per month on unpaid account balances that are past due. In the event that HDG must retain an attorney to enforce Client's payment obligations, Client agrees to pay HDG's reasonable attorneys' fees and costs, regardless of whether suit is filed.

PART SIX: CLIENT RESPONSIBILITIES

Representation

Client agrees to designate a representative authorized to act on its behalf. HDG will direct communications to Client through its designated representative. Client agrees to communicate with HDG's project manager in a timely manner in order to expediently advance HDG services.

Program Requirements

The preliminary program is described within the attached Proposal Letter. Client agrees to provide customary program requirements for the project, including objectives, standards and criteria, schedule, process, communications and budget.

Existing Conditions

Client agrees to provide current information regarding the existing conditions for the project area, including: boundary, legal description, ownership, easements and restrictions; topography and benchmark; soils, utilities, hydrology/wetlands, vegetation, land uses, archeology, traffic. HDG is entitled to rely on the accuracy and completeness of the information provided.

Access

Client agrees to provide HDG and its sub consultants access to the property for observation.

Specialized Consultation

Client agrees to provide the services of specialized consultants, not identified on the Project Team, when they are needed to meet Client's project program requirements.

Changed Conditions

Client agrees to promptly notify HDG in writing of any condition, event or circumstance that may affect the performance of our services.



Financing

Client agrees to compensate HDG regardless of Client's ability to secure loans, mortgages, additional equity, grants or other supplementary financing for the project. If requested, Client agrees to provide evidence that Client is capable of paying for the services described in this Agreement.

Permits

Unless specifically described in HDG's Basic Services, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

Delay

Client agrees to comply with Part Six of this Agreement and to render decisions in a timely manner so as not to delay the orderly and sequential progress of our services.

Client Expense

Client agrees to comply with Part Six of this Agreement at its own expense.

PART SEVEN: ADDITIONAL CONDITIONS

Standard of Care

HDG will perform the Authorized Scope of Services and Authorized Additional Services in accordance with generally accepted standards of ordinary and reasonable skill exercised by landscape architects and planners at the time and location such services are rendered.

Suspension of Services

If Client has not paid HDG's invoice within 90 days of the invoice date, HDG may suspend services under this Agreement by providing 7 days written notice to Client. HDG shall have no liability because of such suspension of services. If either party to this Agreement suspends services for more than 30 consecutive days, Client agrees to compensate HDG for services performed prior to notice of such suspension, and when the Project is resumed, compensate HDG for costs incurred during the interruption and resumption of services. Client further agrees to equitably adjust HDG's schedule and fees for the remaining services.

Termination of Services

Either party may terminate this Agreement upon not less than seven days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Client may terminate this agreement for its convenience and without cause by providing not less than seven days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate HDG for services performed prior to the termination, together with Reimbursable Expenses and Authorized Additional services.

Ownership of Documents

HDG retains the ownership of documents prepared by us as instruments of service. Upon payment of outstanding invoices related to this Agreement, Client is granted a non-exclusive, non-revocable license to use the documents, or copies of the documents, created during the performance of HDG's services for reference, marketing and operation of the project. However, HDG retains the exclusive copyright to the plans, designs and information contained on the documents and all other use of the documents is expressly prohibited except when granted, in writing, by HDG. Client agrees to defend and hold HDG harmless from any claim arising from the alleged damages as a consequence of re-use or unauthorized use of the documents. If HDG provides any documents in digital format, at Client's direction, HDG cannot and does not represent, warrant or take any responsibility for the proper operation, compatibility or use of any third party software products or the media on which the documents are transmitted, including but not limited to software, memory devices or transmission by electronic mail.



Credit

Client agrees to give HDG proper credit for its professional services in Client's official communications, published articles, and temporary project identification signage.

Risk Allocation and Indemnity

HDG is responsible only for the Scope of Services authorized in this Agreement. Client may choose to modify HDG's deliverables at Client's risk. Client agrees to defend, indemnify and hold HDG harmless for damages, which may occur as a result of modifications made to our deliverables by others without our authorization, or for damages, which may occur because of the improper or negligent work of others.

Client agrees to indemnify and hold HDG harmless for any delay in the performance or progress of the project, or for any costs or damages sustained by Client resulting from such delay caused by any act or neglect by Client or Client's representatives, or by any third party acting on Client's behalf, or by changes ordered in the project as a result of any regulatory authority, or riot or civil commotion, or by any other cause beyond HDG's control. In the event of such delay, HDG will proceed with due diligence to alleviate the delay and continue the performance of its obligations under this contract. Client further agrees to indemnify and hold HDG harmless from delays or losses experienced by Client or others resulting from the discovery of concealed conditions, which require additional professional services, disposal, mitigation, or other remedial action. Client also agrees to indemnify and hold HDG harmless from delays or losses experienced by Client or others, which result from the discovery of hazardous wastes, and contaminants or pollutants, which require remedial design, mitigation, or other remedial action. When such discovery warrants the need for additional professional services by HDG, those services will be considered additional services.

HDG agrees to indemnify and hold harmless the Client against damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the negligent performance of HDG and its sub consultants.

Limitation of Liability

Client agrees to limit any claim made against HDG to the amount of compensation actually paid to HDG under this Agreement. This limitation of liability applies to all claims including, breach of contract, torts or any other theory.

Insurance

HDG maintains General Liability, Worker's Compensation, Automobile Liability and Professional Liability Insurance at all times. Certificates of Insurance are available on request.

Waiver of Subrogation

Both parties to this Agreement waive the right of subrogation for damages covered by property insurance.

Quantity and Cost Opinion

HDG has no control over the cost of labor, materials, and equipment or the services of others. HDG provides quantity summaries and opinions of probable cost based on its professional judgment, familiarity with the construction industry, and on recent, comparable bidding results. Consequently, HDG does not guarantee the accuracy or thoroughness of its quantity summaries or opinions of probable cost. HDG approximates certain quantities and/or costs for Client's convenience. The Contractor is responsible for determining actual quantities and providing sufficient labor, services, equipment, and materials to complete the work as drawn and specified.



Construction Phase Limitations

HDG will not supervise, direct, or control the Contractor's work. HDG has no authority or responsibility for the methods, techniques, or sequencing of construction, or for the safety or welfare of the Contractor's forces. Accordingly, HDG does not guarantee the performance of the Contractor. HDG will provide Certification or other opinions of the Contractor's work based on HDG's observations and data supplied to us by the Contractor. Client acknowledges that HDG will not make continuous or exhaustive observations of the work and that HDG's recommendations for preliminary acceptance of partially or substantially completed work do not assure the final acceptance of work that may, subsequently, found to be defective.

Third Party Approvals

HDG will work diligently to help Client secure approvals from the appropriate regulatory authorities related to the services specified in this Agreement. However, HDG cannot guarantee the approval of the project by any regulatory agency or third party. Client agrees to compensate HDG for our professional services regardless of the outcome of Client's applications for approval by others.

Dispute Resolution

Both parties agree to submit any disputes arising out of this Agreement or relating to the services outlined in the Agreement to non-binding mediation in the Chicago office of JAMS before initiating any litigation. Demand for mediation shall be made by written request to JAMS, with copies to the other party. In the event that mediation has not resolved the dispute(s) within 60 days of demand, either party may pursue its rights in litigation. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Mediation fees shall be shared equally. Following mediation, disputes shall be resolved in a Court of appropriate jurisdiction. In any proceeding following unsuccessful mediation, the substantially prevailing party shall be entitled as part of any money judgment, in addition to such other relief as may be granted, to a reasonable sum for reimbursement of attorneys' fees and costs.

Choice of Law

This Agreement is governed by the laws of the County of DuPage and the State of Illinois.

Authorization

If HDG is authorized to commence and/or continue providing services, either orally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement. If so authorized, Client agrees to compensate HDG for such services in accordance with these terms and conditions as though this Agreement were fully executed by both parties.

Extent

This contract constitutes the entire agreement between HDG and Client. It supersedes all previous written or oral understandings. It can be supplemented, or amended, only by the execution of a new written agreement.



PART EIGHT: ACCEPTANCE

Please indicate your acceptance of this Agreement by returning two copies, each with original signature. A countersigned agreement will be returned to you. This agreement may be modified or withdrawn unless written authorization to proceed has been received within 30 days.

Accepted: _____
Signature of individual authorized to accept this agreement on behalf of client

Printed Name and Title

Accepted: _____
Bill Inman, Senior Vice President
Hitchcock Design Group

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

EARLEAN COLLINS	1st Dist.	PETER N. SILVESTRI	9th Dist.
ROBERT STEELE	2nd Dist.	BRIDGET GAINER	10th Dist.
JERRY BUTLER	3rd Dist.	JOHN P. DALEY	11th Dist.
WILLIAM M. BEAVERS	4th Dist.	JOHN A. FRITCHEY	12th Dist.
DEBORAH SIMS	5th Dist.	LARRY SUFFREDIN	13th Dist.
JOAN PATRICIA MURPHY	6th Dist.	GREGG GOSLIN	14th Dist.
JESUS G. GARCIA	7th Dist.	TIMOTHY O. SCHNEIDER	15th Dist.
EDWIN REYES	8th Dist.	JEFFREY R. TOBOLSKI	16th Dist.
		ELIZABETH ANN DOODY GORMAN	17th Dist.



COOK COUNTY
BUREAU OF ECONOMIC DEVELOPMENT

HERMAN BREWER
BUREAU CHIEF

George W. Dunne Cook County Office Building
69 W. Washington, Suite 2900
Chicago, Illinois 60602-3171
TEL: (312) 603-1077
FAX: (312) 603-9971

February 14, 2012

Honorable Michael P. McGuire, Supervisor
Hanover Township
250 South Route 59
Bartlett, IL 60103-1648

RE: 2010 Cook County Community Development Block Grant (CDBG)
Project No.: **10-018**
Approved Budget Adjustment: **\$105,000.00**

Dear Supervisor McGuire:

In a letter dated September 30, 2011, Cook County sent you a commitment for additional Community Development Block Grant (CDBG) funds. We are pleased to inform you that **Hanover Township** has been approved for **\$30,000.00** in additional funds for Project No. **10-018**. Cook County and **Hanover Township** must enter into a Subrecipient Modification Agreement for Project No. **10-018**.

Enclosed you will find two original Subrecipient Modification Agreements along with one copy of the existing Agreement and instructions for completing the Agreements. Please execute both Subrecipient Modification Agreements and remit along with two original copies of your organization's Resolutions and Certifications. Please see an enclosed example of the required Resolution and Certification.

Upon receipt and completion of all requirements, Cook County will process your Subrecipient Modification Agreements and return to your attention one (1) fully executed original Agreement along with a "Notice to Proceed" for your files. **PLEASE DO NOT PROCEED TO OBTAIN BIDS UNTIL YOU HAVE RECEIVED A "NOTICE TO PROCEED" LETTER.**

The Agreements and other documents should be returned to our office no later than thirty (30) days from the date of this letter. Failure to remit all of the required information for each Subrecipient Agreement will delay the process of issuance of the "Notice to Proceed" letter.

If professional services are being funded by your organization, you may proceed with preparing any required request for proposals (RFPs) including engineering, architecture, legal and accounting RFPs.

Thank you for your cooperation and we look forward to working with you. If you have any questions, you should contact your assigned Planner or Mr. Karl A. Brinson at (312)603-1053.

Sincerely,

Herman Brewer, Bureau Chief
Bureau of Economic Development

Cc: Sylvia Parham, Grants Manager
Karl A. Brinson, Planner

2010 PROGRAM YEAR
OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011

CDBG SUBRECIPIENT



MODIFICATION AGREEMENT

SUBRECIPIENT: Hanover Township

PROJECT #: 10-018

FOR : 03A Senior Centers

PROJECT TITLE : Capital Improvements: Senior Center

GRANT AMOUNT :

Original Grant Amount	\$75,000
Transfers into Project	
Additional Amount	<u>\$30,000</u>
Total Budget Summary	<u>\$105,000</u>

Prepared by the Cook County Bureau of Economic Development
Department of Planning & Development

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBRECIPIENT MODIFICATION AGREEMENT
2010 PROGRAM YEAR

THIS Community Development Block Grant Program Subrecipient Modification Agreement (the "Modified Agreement"), made and entered into effective as of the _____ day of _____, 2012, by and between the COUNTY OF COOK, a body politic of the State of Illinois whose address is 69 W. Washington Street, Suite 2900, Chicago, Illinois 60612, (hereinafter referred to as the "County"), and **HANOVER TOWNSHIP** the an Illinois governmental entity or an Illinois Not-For-Profit Corporation, (hereinafter referred to as the "Subrecipient").

RECITALS

WHEREAS, the Subrecipient and the County entered into a Community Development Block Grant Program Subrecipient Agreement (the "Agreement") dated _____ and Project No. **10-018** by which is attached hereto; and

WHEREAS, Paragraph 5 of the Agreement makes a grant in a sum not to exceed **\$75,000.00**;

WHEREAS, Exhibit C of the Agreement describes the Project Description, Budget Amount, Narrative, Project Completion Schedule and other project details; and

WHEREAS, the County and the Subrecipient desires to modify the Agreement and specifically Paragraph 5 and Exhibit C of the Agreement; and

NOW THEREFORE, in consideration of all other good and valuable consideration, the receipt and sufficiency of all such consideration being acknowledged, the Parties agree as follows:

1. Recitals. The foregoing recitals are incorporated herein and made a part hereof by referenced.
2. Paragraph C of the Agreement is deleted in its entirety and replaced as follows:
 5. Grant Award.

The County hereby agrees to make a grant in a sum not to exceed **\$105,000.00**. The Subrecipient agrees to abide by the Act and to use said funds solely for the purpose of paying for the **10-018** in accordance with the approved Project Summery (Exhibit C). **NO FUNDS MAY BE OBLIGATED PRIOR TO THE ISSUANCE BY THE COUNTY OF TE NOTICE TO PROCEED.**

3. Exhibit C of the Agreement is deleted in its entirety and replaced with the attached Exhibit C.
4. Except as otherwise modified herein, the Agreement shall remain unmodified and in full force and effect, thereby binding Subrecipient and County thereto.
5. All other Documents, included by not limited to, the Exhibits shall remain unmodified and in full force and effect, thereby binding Subrecipient and County thereto.

Signatures on following page.

COUNTY OF COOK:

BY: _____
Herman Brewer, Bureau Chief
BUREAU OF ECONOMIC DEVELOPMENT
County of Cook

Date

Attest: _____
Cook County Clerk

DATE

County Seal:

Approved as to Form: _____
Assistant State's Attorney

DATE

SUBRECIPIENT:

BY: _____
Subrecipient Official

DATE

TITLE: _____

ATTEST: _____
Subrecipient Clerk/Secretary

DATE

Subrecipient Seal:

Approved as to Form: _____
Subrecipient Attorney

DATE

ATTACH: 2010 Program Year Subrecipient Agreement
Exhibit C

EXHIBIT C - PROJECT SUMMARY

2010 Program Year: October 1, 2010 through September 30, 2011



Planner **Enric Mestre**

SUBRECIPIENT **HANOVER TOWNSHIP**

ADDRESS **250 South Route 59** CITY **Bartlett** ZIP **60103-1648**

PROGRAM MANAGER **Katie Starkey** PHONE **(630) 837-0301** FAX **(630) 837-9064** E-MAIL **kstarkey@hanover-township.org**

PROJNUM **10-018** IDIS No. **3850** PROJECT TITLE **Public Facilities: Senior Health Center Improvements**
Account #: **9428225-580170.100**

Budget Amount **\$75,000** Additional Amount **\$30,000** Total CDBG Funds **\$105,000** Award Match Source 1
Match 2 Source 2

SUMMARY PROJECT DESCRIPTION:

Eligibility: **LMI** Does Not Apply Area Benefit Limited Clientele
 Housing Activity Job Creation/Retention
Slum Blight Does Not Apply Area Spot
Is Acquisition Required? Yes No
Census Tracts Block Groups L/M Income %

Eligibility Citation **570.201(c)**

NARRATIVE:

Awarded Location
240 S. Route 59, Bartlett, IL

AWARDED Project Description
Public Facilities: Improvements to the Township Senior Health Center to expand the current health facility. Improvements include new examination rooms, restrooms, nurses station and support facilities.

Specific Anticipated Accomplishments

Improve 600 Square Feet Health Clinic facilities used by 158 seniors daily.

Environmental Review **Categorically Excluded (24 CFR 58.35)** Amendment Amendment Date Planner **Enric Mestre**

PROJECT COMPLETION SCHEDULE

Month 1
Development of plans and Engineering specs.

Month 2
Publication of Notice to Proceed.

Month 3
Evaluation of submitted bids, awarded of contract. Pre-construction meeting with County staff.

Month 4
Begin project.

Month 5
Work continues - conduct monthly project evaluations.

Month 6
Work continues - conduct monthly project evaluations.

PROJECT COMPLETION SCHEDULE

Month 7

Work continues - conduct monthly project evaluations.

Month 8

Work continues - conduct monthly project evaluations.

Month 9

Conduct final review of project. Final payout. Budget and programmatic review reconciliation of accounts.

Month 10

Project complete.

Month 11

Month 12

Project Complete

STAFF SALARIES

Note: Column 4 cannot exceed Column 2 times Column 3. The sum of Column 5 and Column 6 cannot exceed Column 4.

<u>NAME AND POSITION</u>	(2) Annual Salary	(3) % of time spent on Project	(4) Salary Utilized for Project	(5) CDBG Portion	(6) Project Match
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL SALARIES:	\$0		\$0	\$0	\$0

FRINGE BENEFITS DETAIL - PAYROLL TAXES

<u>NAME AND POSITION</u>	(A) Salary CDBG Portion	(A) multiplied by 6.2% Social Security F.I.C.A.	(A) multiplied by 1.45% Medicare	(A) multiplied by Agency Rate Unemployment Compensation	TOTAL PAYROLL TAXES
		\$0	\$0.00		\$0
		\$0	\$0		\$0
		\$0	\$0		\$0
		\$0	\$0		\$0
		\$0	\$0		\$0
		SS/FICA	Medicare	Unemployment	ALL PAYROLL
		\$0	\$0.00	\$0	\$0

In columns 1, 2, or 3 list additional fringe benefits per name and position (i.e. Health Benefits, etc.)

<u>NAME AND POSITION</u>	Add'l Fringe (1)	Add'l Fringe (2)	Add'l Fringe (3)	(4) Subtotal	Multiply Column 4 by % of time spent on project.	TOTAL
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0
				\$0	\$0	\$0

TOTAL CDBG PORTION

TOTAL PAYROLL TAXES

TOT CDBG SAL & FRINGE

LINE ITEM BUDGET

PROJECT ACTIVITY:

	CDBG Funds	Matching Funds	TOTAL
Capital Improvement	\$105,000		\$105,000
Single-Family Rehabilitation			\$0
Economic Development			\$0
Demolition/Clearance			\$0
Acquisition			\$0
Relocation			\$0
TOTAL PROJECT ACTIVITY:	\$105,000	\$0	\$105,000

Administration and Planning Grants include Fair Housing activities. Public Service Grants include Housing Counseling activities. Project Activity costs for these projects should be indicated below as Project Delivery costs.

Project Delivery *(You are encouraged to use CDBG Funds for salaries and fringes only.)*

	CDBG Funds	Matching Funds	TOTAL
Staff Salaries	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
Office Rent/Utilities			\$0
Postage			\$0
Printing (Rental Equipment)			\$0
Publication/Notices			\$0
Project Travel @ \$.50 per mile			\$0
Other: _____			\$0
Other: _____			\$0

Professional Services: *(Need to be Procured if using CDBG Funds.)*

Architect			\$0
Engineering			\$0
Legal			\$0
Accounting (except Single Audit)			\$0
Other: _____			\$0
Other: _____			\$0

TOTAL PROJECT DELIVERY: **\$0** **\$0** **\$0**

CDBG Grand Total	Match Grand Total	Grand Total
\$105,000	\$0	\$105,000

2010 PROGRAM YEAR
OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011

CDBG SUBRECIPIENT



MODIFICATION AGREEMENT

SUBRECIPIENT: Hanover Township

PROJECT #: 10-018

FOR : 03A Senior Centers

PROJECT TITLE : Capital Improvements: Senior Center

GRANT AMOUNT :

Original Grant Amount	\$75,000
Transfers into Project	
Additional Amount	<u>\$30,000</u>
Total Budget Summary	<u>\$105,000</u>

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBRECIPIENT MODIFICATION AGREEMENT
2010 PROGRAM YEAR

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Signatures on following page.

COUNTY OF COOK:

BY: _____
Herman Brewer, Bureau Chief
BUREAU OF ECONOMIC DEVELOPMENT
County of Cook

Date

Attest: _____
Cook County Clerk

DATE

County Seal:

Approved as to Form: _____
Assistant State's Attorney

DATE

SUBRECIPIENT:

BY: _____
Subrecipient Official

DATE

TITLE: _____

ATTEST: _____
Subrecipient Clerk/Secretary

DATE

Subrecipient Seal:

Approved as to Form: _____
Subrecipient Attorney

DATE

ATTACH: 2010 Program Year Subrecipient Agreement
Exhibit C

EXHIBIT C - PROJECT SUMMARY

2010 Program Year: October 1, 2010 through September 30, 2011



Planner **Eric Mestre**

SUBRECIPIENT **HANOVER TOWNSHIP**

ADDRESS **250 South Route 59** CITY **Bartlett** ZIP **60103-1648**

Katie Starkey (630) 837-0301 (630) 837-9064 **kstarkey@hanover-township.org**

PROGRAM MANAGER PHONE FAX E-MAIL

PROJNUM **10-018** IDIS No. **3850** PROJECT TITLE
Public Facilities: Senior Health Center Improvements

Account #:
9428225-580170.100

Budget Amount **\$75,000** Additional Amount **\$30,000** Total CDBG Funds **\$105,000** Award Match Source 1

Match 2 Source 2

SUMMARY PROJECT DESCRIPTION:

Eligibility:

LMI

- Does Not Apply Housing Activity
 Area Benefit Job Creation/Retention
 Limited Clientele

Census Tracts

Slum Blight

- Does Not Apply
 Area
 Spot

Block Groups

Is Acquisition Required?

- Yes
 No

L/M Income %

Eligibility Citation
570.201(c)

NARRATIVE:

Awarded Location

240 S. Route 59, Bartlett, IL

AWARDED Project Description

Public Facilities: Improvements to the Township Senior Health Center to expand the current health facility. Improvements include new examination rooms, restrooms, nurses station and support facilities.

Specific Anticipated Accomplishments

Improve 600 Square Feet Health Clinic facilities used by 158 seniors daily.

Environmental Review

Categorically Excluded (24 CFR 58.35)

Amendment

Amendment Date

Planner

Eric Mestre

PROJECT COMPLETION SCHEDULE

Month 1 Development of plans and Engineering specs.
Month 2 Publication of Notice to Proceed.
Month 3 Evaluation of submitted bids, awarded of contract. Pre-construction meeting with County staff.
Month 4 Begin project.
Month 5 Work continues - conduct monthly project evaluations.
Month 6 Work continues - conduct monthly project evaluations.

PROJECT COMPLETION SCHEDULE

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Work continues - conduct monthly project evaluations.

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Conduct final review of project. Final payout. Budget and programmatic review reconciliation of accounts.

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			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL SALARIES:	\$0		\$0	\$0	\$0

FRINGE BENEFITS DETAIL - PAYROLL TAXES

<u>NAME AND POSITION</u>	(A) Salary CDBG Portion	(A) multiplied by 6.2% Social Security F.I.C.A.	(A) multiplied by 1.45% Medicare	(A) multiplied by Agency Rate Unemployment Compensation	TOTAL PAYROLL TAXES
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		\$0	\$0		\$0
		\$0	\$0		\$0
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In columns 1, 2, or 3 list additional fringe benefits per name and position (i.e. Health Benefits, etc.)

<u>NAME AND POSITION</u>	Add'l Fringe (1)	Add'l Fringe (2)	Add'l Fringe (3)	(4) Subtotal	Multiply Column 4 by % of time spent on project.	TOTAL
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				\$0	\$0	\$0
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	

TOTAL CDBG PORTION

TOTAL PAYROLL TAXES

TOT CDBG SAL & FRINGE

LINE ITEM BUDGET

PROJECT ACTIVITY:

	CDBG Funds	Matching Funds	TOTAL
Capital Improvement	\$105,000		\$105,000
Single-Family Rehabilitation			\$0
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Project Travel @ \$.50 per mile			\$0
Other: _____			\$0
Other: _____			\$0

Professional Services: *(Need to be Procured if using CDBG Funds.)*

Architect			\$0
Engineering			\$0
Legal			\$0
Accounting (except Single Audit)			\$0
Other: _____			\$0
Other: _____			\$0

TOTAL PROJECT DELIVERY:	\$0	\$0	\$0
	CDBG Grand Total	Match Grand Total	Grand Total
	\$105,000	\$0	\$105,000

RESOLUTION _____

A RESOLUTION APPROVING OF A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBRECIPIENT MODIFICATION AGREEMENT BETWEEN HANOVER TOWNSHIP AND COOK COUNTY (PROJECT #10-018, 03A Senior Centers, Capital Improvements: Senior Center, 2010 Program Year)

BE IT RESOLVED by the Supervisor and Board of Town Trustees (the "Board") of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: That the Community Development Block Grant Program Subrecipient Modification Agreement between Hanover Township (the "Township") and Cook County dated February of 2012 (the "Modified Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Modified Agreement on behalf of the Township.

SECTION THREE: That the Township Supervisor and Township Clerk are hereby directed and authorized to modify the Program Year 2010 Community Development Block Grant (CDBG) Project No. 10-018 previously approved by Resolution No. 010411-2 on January 4, 2011.

SECTION FOUR: That Project No. 10-018 is amended to increase the grant amount from \$75,000.00 to a sum not to exceed \$105,000.00

SECTION FIVE: The Township Supervisor and Township Administrator are authorized and directed to execute any and all additional documents and to perform

such other acts as necessary to carry out the Modified Agreement and for the Township to obtain the CDBG funds to the extent permitted by law.

SECTION SIX: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION SEVEN: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION EIGHT: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: February 23, 2012

APPROVED: February 23, 2012

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, A Resolution Approving of a Community Development Block Grant Program Subrecipient Modification Agreement between Hanover Township and Cook County (2010 Program Year), enacted on February 23, 2012, and approved on February 23, 2012, as the same appears from the official records of Hanover Township and which is in full force and effect as of February 23, 2012.

Katy Dolan Baumer, Township Clerk

Memorandum

To: Hanover Township Board
From: James Barr, Township Administrator
Becky Suhajda, Management Analyst
Date: February 21, 2012
RE: Runzel Reserve Architect

At the FY13 Strategic Planning Session in November, the Board requested that staff research, design and construct a senior-based activity park on the north side of the Senior Center known as Runzel Reserve within FY13.

Throughout the month of February, staff researched and met with three landscape architecture firms that have knowledge of senior activities, rehabilitation and/or disabilities in landscaping. The firms include: WRD Environmental, Planning Resources INC, and Hitchcock Design Group. Upon interviewing these firms, it became clear that Planning Resources INC did not have the experience or knowledge the Township was looking for with this project.

Understanding the Township's overall architecture budget of \$24,500, WRD Environmental and Hitchcock Design Group provided proposals meeting such obligations. Each firm developed a plan that includes the following categories and the cost associated with that service:

Hitchcock Design Group	
Research & Analysis Phase, Schematic Design Phase	\$9,000
Construction Documentation, Permitting, Bidding & Negotiation Phase	\$12,000
Construction Phase Services	\$3,000
*Reimbursable Expenses	\$500
Total	\$24,500

WRD Environmental	
Schematic Design Phase	\$4,820
Design Development Phase	\$5,975
Construction Document Phase	\$7,180
Bidding & Construction Administration	5,000
*Reimbursable Expenses	\$1,000
Total	\$23,975

* Reimbursable expenses include the costs of supplies and printing drawings and reports, as well as mileage to travel to and from the Township, paid at the current IRS rate.

Each proposal includes a meeting with various stakeholders to gain insight on the wants and needs of the Township's senior population, as well as staff input.

Recommendation

After meeting with each firm, it became quite clear that Hitchcock Design Group is the gold standard for landscape architecture and design in the northern Illinois area and have constructed many specialty population based parks. Some of their most notable projects include: The Naperville Riverwalk and their Downtown Redevelopment Project, the Quad City Botanical Center Children's Garden, Festival Park in Elgin, and Sun City in Huntley. Hitchcock offered creative ways to address the sight and sound of Route 59, as well as a phased design project plan that would offer a finished park by the end of FY13, but would also allow for expansion should the need present itself or funds become available in the future. Staff was immediately impressed with Hitchcock's presentation and suggestions made for the Township's specific needs.

Staff recommends approval to enter into a contract with Hitchcock Design Group for design services of Runzel Reserve in an amount not to exceed \$24,500.