



Village of Mount Prospect
Village Board
Regular Meeting Agenda
50 S. Emerson St. Mount Prospect, IL 60056

May 20, 2025	Village Hall - 3rd Floor Board Room	7:00 PM
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1. CALL TO ORDER

2. ROLL CALL

2.1. Pledge of Allegiance - Trustee Vincent Dante

3. APPROVAL OF MINUTES

3.1. Minutes of the regular meeting of the Village Board - May 6, 2025

4. MAYORS REPORT

4.1. Mayor's Comment

4.2. PROCLAMATION: National Bike Month - May 2025

4.3. 1st reading of an ORDINANCE AMENDING CHAPTER 13 (ALCOHOLIC LIQUORS) OF THE VILLAGE CODE OF MOUNT PROSPECT. This ordinance increases the number of Class "F-3" liquor licenses by one (1) Vaana Group M LLC d/b/a Chit Chaat Cafe located at 1716 Kensington Road, Mount Prospect, IL.

5. COMMUNICATIONS AND PETITIONS - CITIZENS TO BE HEARD

6. CONSENT AGENDA

6.1. List of Bills - April 30, 2025 to May 13, 2025 - \$2,539,230.10

6.2. Approval of Minutes - May 6, 2025, Closed Session meeting of the Village Board

6.3. 2nd reading of AN ORDINANCE AMENDING CHAPTER 10, "LICENSES AND PERMITS" OF THE VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS

7. OLD BUSINESS - None

8. NEW BUSINESS

8.1. 1st reading of AN ORDINANCE AMENDING CHAPTER 5 "BOARDS AND COMMISSIONS," ARTICLE II "GENERAL REQUIREMENTS," AND ARTICLE XII, "POWERS AND DUTIES" OF THE VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS

9. VILLAGE MANAGER'S REPORT

9.1. Motion to accept the lowest-cost, responsive bid for Deep Well No. 16 Rehabilitation for an amount not to exceed \$515,080.

9.2. Motion to accept the proposal from Civiltech Engineering, Inc. for the Prospect Avenue Limited Boundary Alternatives Analysis Study for an amount

not to exceed \$114,909.20.

9.3. As submitted

10. ANY OTHER BUSINESS

11. ADJOURNMENT

ANY INDIVIDUAL WHO WOULD LIKE TO ATTEND THIS MEETING BUT BECAUSE OF A DISABILITY OR NEEDS SOME ACCOMMODATION TO PARTICIPATE, SHOULD CONTACT THE VILLAGE MANAGER'S OFFICE AT 847/392-6000, EXTENSION 5327

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**Village of Mount Prospect Regular
Meeting of the Village Board
Tuesday, May 6, 2025 / 7:00 PM**

CALL TO ORDER

Mayor Hoefert called the Regular Meeting of the Village Board to order at 7:04 p.m. in the Board Room at Village Hall, 50 S. Emerson St.

ROLL CALL

Members present upon roll call by the Village Clerk:

Mayor Paul Hoefert, Trustee Vincent Dante, Trustee Terri Gens, Trustee Bill Grossi, Trustee John Matuszak, Trustee Colleen Saccotelli

Absent: None

- 2.1. Posting of Colors by the Mount Prospect Police Department Honor Guard with Pledge of Allegiance led by Mayor Paul Hoefert
- 2.2. Invocation led by Mount Prospect Police and Fire Chaplain Mark Bechtold

APPROVAL OF MINUTES

- 3.1. Minutes of the regular meeting of the Village Board/Committee of the Whole - April 15, 2025 and minutes of the Committee of the Whole meeting - April 8, 2025

Motion by Bill Grossi, second by Vincent Dante to approve the minutes of April 15, 2025:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

MAYORS REPORT

- 4.1. Mayor's Comment

Mayor Hoefert welcomed everyone present and those watching online.

- 4.2. REAPPOINTMENT TO BOARDS AND COMMISSIONS

Mayor Hoefert presented the following reappointments:

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Police Pension Board: Amit Thakkar – Term to expire May 2027

Planning and Zoning Commission Chair: Joseph Donnelly – Term to expire May 2030

Finance Commission: Edward Derfler – Term to expire May 2029

Motion by Bill Grossi, seconded by Vincent Dante, to ratify the subject reappointments:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

COMMUNICATIONS AND PETITIONS - CITIZENS TO BE HEARD

Ronak McFadden

Mount Prospect Resident

- Asked when Wheeling Township representatives will be invited to a Village Board meeting to discuss their programs and services.

Mayor Hoefert responded, stating that staff will coordinate this with the Township.

Steve Zaluksy

Daily Herald

- Requested the removal of item 6.2 from the consent agenda.

Motion by Vincent Dante, seconded by Colleen Saccotelli, to remove item 6.2 from the consent agenda:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, and
Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

Ronak McFadden

Mount Prospect resident

- Requested further explanation regarding the review and release of closed session minutes.

Mayor Hoefert and Village Attorney Lance Malina responded.

CONSENT AGENDA

Motion by Vincent Dante, second by Bill Grossi to approve the consent agenda as amended:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

Item 6.2 was removed for separate discussion and vote.

6.1. List of Bills - April 9, 2025, to April 29, 2025 - \$6,147,897.76

6.2. **REMOVED FROM CONSENT AGENDA:** A RESOLUTION REGARDING THE
APPROVAL AND RELEASE OF CLOSED SESSION MINUTES

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Motion by Colleen Saccotelli, second by John Matuszak to approve item 6.2:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

Resolution No. 12-25

OLD BUSINESS

None

ADJOURN SINE DIE

Motion by Bill Grossi, second by Vincent Dante to adjourn sine die:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed. Adjourned sine die at 7:20 p.m.

ADMINISTER THE OATHS OF OFFICE TO ELECTED OFFICIALS FROM THE APRIL 1, 2025 CONSOLIDATED ELECTION

9.1. Mayor Paul Wm. Hoefert - term to expire 2029

Trustee Terri Gens - term to expire 2029 Trustee

John Matuszak - term to expire 2029

Trustee Elizabeth "Beth" DiPrima - term to expire 2029

Village Clerk Karen Agoranos administered the oath of office to the following:

- Mayor Paul Wm. Hoefert - Full 4-year term- term to expire May 2029
- Trustee John Matuszak - Full 4-year term - term to expire May 2029
- Trustee Terri Gens - Full 4-year term - term to expire May 2029
- Trustee Elizabeth "Beth" DiPrima - Full 4-year term - term to expire May 2029

BOARD REMARKS

Mayor Hoefert, along with Trustees Matuszak and Gens and newly elected Trustee DiPrima, each expressed gratitude for the opportunity to serve the community.

Trustees Dante and Saccotelli welcomed the members to the Board.

CALL TO ORDER

Mayor Hoefert called the Regular Meeting of the Village Board to order at 7:30 p.m. in the Board Room at Village Hall, 50 S. Emerson St.

11.1. Roll Call

Members present upon roll call by the Village Clerk:

Mayor Hoefert, Trustee Vincent Dante, Trustee Beth DiPrima, Trustee Terri Gens, Trustee Bill Grossi, Trustee John Matuszak, Trustee Colleen Saccotelli

Absent: None

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Mayor Hoefert called for a brief recess at 7:35 p.m.

The meeting resumed at 7:38 p.m.

MAYOR'S REPORT

12.1. PROCLAMATION: Asian/Pacific American Heritage Month - May 2025

Mayor Hoefert read the proclamation into the record and presented it to Irene Shoh, Executive Director, and Yihyun Kim, Director of Community Care Programs at the Hanul Family Alliance.

12.2. PROCLAMATION: National Public Works Week May 18 - 24, 2025

Mayor Hoefert read the proclamation into the record, which Director of Public Works Sean Dorsey accepted. Mr. Dorsey invited the community to the Public Works Open House on May 17, 2025.

12.3. PROCLAMATION: Monarch Butterfly Day - May 17, 2025

Mayor Hoefert read the proclamation into the record and presented it to Jeannie Weber, president of the Mount Prospect Garden Club.

COMMUNICATION AND PETITIONS - CITIZENS TO BE HEARD

Pat Rubino
Resident, Can Dota Ave.

- Congratulated the newly elected members of the Board
- Asked the Board to carefully consider any new spending in light of the two recently passed school and park district referendums that financially impact many residents

Dutch DeGroot
217 S. Ioka

- Thanked the Village for their support of the VFW's recent centennial celebration
- Reminded residents of the upcoming Memorial Day celebrations that pay homage to those who made sacrifices for our country

Jill Hoff
21 S. George St.
Requested items 13.5 and 13.6 be removed from the consent agenda.

Motion by Vincent Dante, second by Colleen Saccotelli, to remove items 13.5 and 13.6 from the consent agenda:

Yea: Vincent Dante, Beth DiPrima Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

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CONSENT AGENDA

Motion by John Matuszak, second by Beth DiPrima to approve the amended consent agenda:

Yea: Vincent Dante, Beth DiPrima, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

13.1. A RESOLUTION ADOPTING THE ARTERIAL BIKE NETWORK STUDY

Resolution No. 13-25

13.2. Motion to accept the Suburban Purchasing Cooperative joint bid results and authorize the purchase of one (1) Ford 350 Transit from Currie Motors for a cost not-to-exceed \$43,031.

13.3. Motion to accept Sourcewell joint purchasing agreement pricing for the purchase of three (3) Bonnell snowplows for the upfitting of three (3) new plow/dump trucks for an amount not to exceed \$57,295.50.

13.4. Motion to accept Sourcewell joint purchasing agreement pricing for the purchase of three (3) hydraulic systems and one (1) dump body to up-fit three (3) Peterbilt plow/dump trucks for an amount not-to-exceed \$155,930.02.

13.5. **REMOVED FROM THE CONSENT AGENDA** - A RESOLUTION AUTHORIZING EXECUTION OF A GRANT OF LICENSE WITH THE MOUNT PROSPECT LIONS CLUB TO CONDUCT WEEKLY CAR SHOWS

Removed from the consent agenda for separate discussion:

Village Manager Michael Cassady acknowledged the concerns raised by community members regarding the number of trustees who are also Lions Club members. He requested the Village Attorney to provide an analysis of the issue. Village Attorney Lance Malina differentiated between general membership and Executive Board membership, stating that there is no common law conflict with Lions Club members serving on the Village Board. He also addressed concerns that the Village Board would violate the Open Meetings Act because a possible majority of a quorum would be present at Lions Club meetings and events. He noted that no member shall discuss matters relating to Village business whenever three or more members are gathered outside the confines of a Village Board meeting. No violation occurs if no Village business is discussed.

Trustee Matuszak stated he has never discussed Village Business at Lions Club meetings.

Trustee Grossi stated that he will recuse himself from voting on items 13.5 and 13.6 because he is the current President of the Mount Prospect Lions Club, as he has done in the past as a Lions Board member. He reminded everyone that the Lions Club is a charitable organization and that discussing politics or Village business is against the organization's bylaws.

Trustee Dante stated that his volunteerism should not be questioned and that he has acted responsibly and ethically in his roles both as a Village Board member and as a member of the

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Lions Executive Board.

Public Comment:

Jill Hoff

21 S. George Street

- Stated that an "appearance of conflict" exists, questioned the Village's transparency, and insinuated that some candidates ran as a slate in the recent election.

Trustee DiPrima stated that her integrity was questioned during the election, and she faced false accusations of being recruited to run for office. She indicated that her recent retirement has led to increased involvement in community service groups and a desire to serve her community. The decision to run for office was her idea alone.

Ronak McFadden

Mount Prospect resident

- Propose a smoking ban at Lions-sponsored events like the Farmers Market and Car Show.

Trustee Saccotelli requested consideration and staff review of this request.

Jill Friedrichs

615 S. School

Lions Club representative

- Read a history of the Lions Club's presence, service, and contributions to Mount Prospect

Nick Acerenza

Mount Prospect resident and Lions Club member

- He stated he does not understand some residents' animosity toward the Lions Club. He noted the many charitable actions, events, and contributions to the Mount Prospect community.

Motion by Colleen Saccotelli, seconded by John Matuszak, to approve item 13.5:

Yea: Beth DiPrima, Terri Gens, John Matuszak, Colleen Saccotelli

Nay: None

Abstain: Bill Grossi and Vincent Dante

Final Resolution: Motion Passed Resolution

No. 14-25

13.6. A RESOLUTION AUTHORIZING EXECUTION OF GRANT OF LICENSE WITH THE MOUNT PROSPECT LIONS CLUB TO CONDUCT THE FARMERS MARKET

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Motion by Colleen Saccotelli, second by John Matuszak to approve item 13.6:

Yea: Beth DiPrima, Terri Gens, John Matuszak, Colleen Saccotelli

Nay: None

Abstain: Bill Grossi and Vincent Dante

Final Resolution: Motion Passed Resolution

No. 15-25

13.7. A RESOLUTION TO WAIVE THE SITE CONSTRUCTION FEES REQUIRED FOR THE DIMEO BROTHERS REDEVELOPMENT PROJECT FOR PROPERTY LOCATED AT 2400 EAST OAKTON STREET, MOUNT PROSPECT, ILLINOIS

Resolution No. 16-25

NEW BUSINESS - None

VILLAGE MANAGER'S REPORT

15.1. Motion to accept State contract for Palfinger grapple truck with flatbed body for an amount not to exceed \$275,870.

Director of Public Works Sean Dorsey presented a State contract to replace a Prentice grapple truck with a Palfinger grapple truck with a flatbed body for an amount not to exceed \$275,870.00. The Forestry and Grounds Division uses the grapple truck for trunk removal projects, maintaining planting beds and performing storm clean-up.

The truck to be replaced is a 2005 International 7400. It was evaluated utilizing the department's detailed, comprehensive replacement policy. This policy uses a point-based criterion that rates each vehicle on four (4) major factors, including age, mileage, repair and maintenance costs, and the condition of body and mechanical components. A point total of eleven or above out of sixteen indicates that the vehicle should be replaced. The vehicle scored thirteen (13) points.

The proposed replacement unit is a Palfinger Epsilon M13A mounted on a 2026 International HV607 truck cab and chassis. The Prentice brand is no longer in business. The proposed replacement is available for purchase utilizing State of Illinois contract pricing. This contract is publicly bid and meets the Village of Mount Prospect Purchasing Policy requirements.

Mr. Dorsey answered questions from the Board.

Motion by Colleen Saccotelli, second by Vincent Dante, to accept the State contract for Palfinger grapple truck with flatbed body for an amount not to exceed \$275,870:

Yea: Vincent Dante, Beth DiPrima, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

15.2. Motion to waive the rules requiring public bidding and award a contract for a 35' tall steel clock tower with a Carillon bell system from the Verdin Company of Cincinnati, Ohio, for a cost not to exceed \$259,650.

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Mr. Dorsey presented the proposal for purchasing a 35-foot steel clock tower to be installed at Central Gateway Plaza at the intersection of Northwest Highway and Central Road. He stated that plans for the Plaza, including the clock tower, were discussed at length at the April 8, 2025, Committee of the Whole meeting. Mr. Dorsey presented the concept drawing for the Plaza, which features a green space, improved parking, seating, and a clock tower in the center.

The staff selected the Verdin Millennium Clocktower based on the consensus of the board. The clock face is large and will be clearly visible from the street and to train passengers. Mr. Dorsey provided answers to follow-up questions from the April 8th meeting. The clock tower can be constructed with galvanized steel at an added cost of \$37,000. Staff do not recommend it due to the appearance and maintenance of galvanized steel. He also indicated that the clock tower can not be powder-coated due to its size. In addition, an electronic sign can be added, but it is not recommended due to the cost and low visibility of the sign. An electronic sign would be added as an after-market solution.

He stated the staff's recommendation to waive the rule requiring public bidding and accept Verdin Company of Cincinnati, Ohio's proposal for a steel clock tower for an amount not exceeding \$259,650. He added that the delivery time is approximately 6 to 8 months.

Board comments:

- Great addition to downtown
- Board consensus to not include an electronic sign
- Mr. Dorsey confirmed that the clock will be backlit and will also feature lower-level landscape lighting.

Public Comment:

Louis Goodman
310 N. School St.

- Asked if the bells will chime

Mr. Dorsey stated that the Carillon bell system can be programmed to chime and times can be scheduled so it doesn't chime in the middle of the night.

Eileen Kowalczyk
11 S. Maple

- Asked why there was no public bidding for this purchase

Mr. Dorsey explained, stating the Board has the authority to waive rules for this type of purchase.

Motion by Colleen Saccotelli, second by Vincent Dante to approve the proposal from Verdin Company:

Yea: Vincent Dante, Beth DiPrima, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: None

Final Resolution: Motion Passed

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15.3. As submitted

No additional report.

ANY OTHER BUSINESS

Mayor Hoefert reminded that Coffee with Council is Saturday, May 10, beginning at 9:00 a.m. in the Farley Community Room at Village Hall.

CLOSED SESSION

Mayor Hoefert announced the need for a closed session to discuss Litigation, Land acquisition, Personnel, and/or Land Disposition.

Mayor Hoefert noted that the Board will not take final action on any issue and will, therefore, return to open session solely to adjourn.

Trustee Dante, seconded by Trustee Gens, motioned to convene in closed session at 9:04 p.m.

Upon roll call:

Ayes: Vincent Dante, Beth DiPrima, Terri Gens, Bill Grossi, John Matuszak and Colleens Saccotelli

Nays: None

The Board convened in the Executive Conference Room for a closed session meeting.

Trustee DiPrima, seconded by Trustee Grossi, moved to adjourn the meeting. By unanimous voice vote, the May 6, 2025, adjourned at 9:39 p.m.

17.1. a. LITIGATION 5 ILCS 120/2 (c) (11) - Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting

b. LAND ACQUISITION 5 ILCS 120/2 (c) (5) - The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

c. PERSONNEL 5 ILCS 120/2 (c) (2) - Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes or employees.

d. PERSONNEL 5 ILCS 120/2 (c) (1) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

e. DISPOSE OF LAND 5 ILCS 120/2 (c) (6) - The setting of a price for sale or lease of property owned by the public body.

ADJOURNMENT

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Respectfully submitted,

Karen M. Agoranos
Village Clerk



Item Cover Page

Subject

Meeting

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Type

Mayor's Comment

May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT
VILLAGE BOARD

MAYORS REPORT

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject	PROCLAMATION: National Bike Month - May 2025
Meeting	May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	MAYORS REPORT
Type	Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

1. National Bike Month

PROCLAMATION

"BIKE MONTH"

May 2025

WHEREAS, throughout the month of May, the Village of Mount Prospect will celebrate biking and the freedom, the joy, and the well-being it instills within us, as well as the power that more people riding bikes has in making life better for everyone; and

WHEREAS, bicycling has been shown to improve citizens' health, well-being, and quality of life, growing the economy of Mount Prospect, attracting local business spending and reducing pollution and congestion on our streets and roads; and

WHEREAS, the Village of Mount Prospect encourages and promotes the use of bicycles as both a means of transportation and recreation year-round to attract more visitors to enjoy our local parks and trail systems, as well as restaurants, retail shops, and entertainment establishments; and

WHEREAS, the Village of Mount Prospect also encourages and promotes greater public awareness of bicycle operation and safety education year-round to improve health and safety for everyone on the road,

NOW, THEREFORE, I, Paul Wm. Hoefert, Mayor of the Village of Mount Prospect, do hereby proclaim May 2025 to be

"BIKE MONTH"

And encourage the citizens of Mount Prospect to join me in the special observance.

Paul Wm. Hoefert, Mayor

ATTEST:

Karen M. Agoranos, Village Clerk
Dated this 20th day of May, 2025



Item Cover Page

Subject	1st reading of an ORDINANCE AMENDING CHAPTER 13 (ALCOHOLIC LIQUORS) OF THE VILLAGE CODE OF MOUNT PROSPECT. This ordinance increases the number of Class "F-3" liquor licenses by one (1) Vaana Group M LLC d/b/a Chit Chaat Cafe located at 1716 Kensington Road, Mount Prospect, IL.
Meeting	May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	MAYORS REPORT
Type	Ordinance

Information

On Thursday, May 1, the Village Manager and executive assistant met with Mr. Maheshkumar Patel to discuss his request for a Class "F-3" liquor license for Chit Chaat Cafe restaurant located at 1716 E. Kensington. The Class "F-3" license provides for the full service of alcohol in a restaurant with lounge.

Mr. Patel has extensive experience in the alcohol industry, previously owning a convenience store and liquor store in Wisconsin. Additionally, he served as a cook at the Hindu Temple in Wheeling specializing in homemade Indian cuisine.

Chit Chaat is an Indian Fusion Café and Bar that now occupies the former Salerno's restaurant space. This 3,000 square foot venue blends traditional Indian flavors with modern culinary techniques and craft cocktails offering a distinctive dining experience that appeals to adventurous food lovers. Its vegan and vegetarian offerings are unique within Mount Prospect. To enhance the dining atmosphere, Mr. Patel also plans to feature live entertainment, including musicians and comedians catering to families seeking evening entertainment. The restaurant will seat 65 guests and will operate seven days a week, serving lunch and dinner from 11:00 a.m. to 10:00 p.m.

A completed application including fees and required documentation were submitted. Mr. Patel has undergone a background check in connection with the liquor license and he has successfully completed a certified classroom liquor course. All employees involved in alcohol service will also be Bassett certified.

Discussion

Alternatives

1. Approve ordinance increasing the number of Class "F-3" liquor licenses.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends approval of an ordinance creating a new Class "F-3" license for Chit Chaat Cafe.

Attachments

1. Chit Chaat add

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 13 OF THE
VILLAGE CODE OF MOUNT PROSPECT

BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS ACTING IN THE EXERCISE OF THEIR HOME RULE POWERS:

SECTION ONE: That in accordance with Subsection A of Section 13.108 of Chapter 13 of the Village Code of Mount Prospect, as amended, the Corporate Authorities shall determine the number of Liquor Licenses available in each Classification and shall establish a list specifying the number of Liquor Licenses authorized. Said list is hereby amended. This Ordinance will increase the number of Class "F-3" licenses by (1) VAANA GROUP M LLC. d/b/a CHIT CHAAT CAFE located at 1716 E. Kensington, Mount Prospect, IL. Said list is as follows:

Five (5)	Class P-1 License
Nine (9)	Class P-2 License
One (1)	Class P-3 License
Zero (0)	Class P-4 License
Zero (0)	Class P-5 License
Eight (8)	Class F-1 License
One (1)	Class F-1-V License
Six (6)	Class F-2 License
Five (5)	Class F-2-V License
Eighteen (18)	Class F-3 License
Twelve (12)	Class F-3-V License
One (1)	Class F-4-V License
Three (3)	Class F-5 License
Two (2)	Class F-6 License
Zero (0)	Class F-7 License
One (1)	Class F-8 License
Two (2)	Class S-1 License
Three (3)	Class S-2 License
Zero (0)	Class S-3License
Zero (0)	Class S-4License
One (1)	Class S-5 License
Two (2)	Class S-6 License
Two (2)	Class S-7 License
One(1)	Class S-8 License
Zero (0)	Class S-9(with conditions as Attached to License)

SECTION TWO: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED and APPROVED this _____ day of _____, 2025.

Mayor

ATTEST:

Village Clerk

<u>Class</u>	<u>Establishment</u>	<u>Number</u>
P-1	Cardinal Wine & Spirits; D&H Liquors; Jay Liquors; Jenny's Liquors; Mount Prospect Liquors & Tobacco;	5
P-2	Caputo's Fresh Market; Costco; Fiesta Market; KD Market; Osco Drug Store #3476; CVS Pharmacy; Walgreens #00209 (Kensington); Walgreens #05107(Elmhurst); Wal-Mart #1681	9
P-3	Aldi;	1
P-4		0
F-1	Chung Wa 827; Honey Biscuit; LePeep Café; Los Arcos; MI Restaurant; Mr. Kimchi Korean BBQ; New Pusan Restaurant; Pueblo Viejo;	8
F-1-V	La Presa;	1
F-2	Buona; E-Sushi; Misoya Chicago; MOD Pizza; Sakae Restaurant;	5
F-2-V	Avanti Café and Sandwich Bar; Jelly Café; Mr. Beef & Pizza; Rosati's Pizza; Tortas Locas; Wingsnob	6
F-3	Balkan Taste; BlackFinn –Randhurst Grille; Buffalo Wild Wings Grill and Bar; Chit Chaat Café; Fellini Restaurant & Pizzeria; Hacienda El Sombrero; Hong Dae; Khepri Kitchen +Coffee; Lady Dahlia Tequila Bar; Mia's Cantina; Mr.Kimchi Korean BBQ; Patina Wine Bar; Summertime; Sankyu Sushi; Tavern on Elmhurst; Texas Road House; The Prospect; Trezero's;	18
F-3-V	Big Fish's Icehouse; Canta Napoli; Draft Picks; Emerson's; Jameson's Charhouse; Langostino's Nayarit; Moretti's; Mount Prospect Public House; Mrs. P & Me; Sports Shack; Station 34; The Red Barn;	12
F-4-V	Prospect Moose Lodge	1
F-5	Emerald Banquets; Olive Palace; Victoria in the Park	3
F-6	Mt. Prospect Park District-Golf Course; Prospect Heights Park District	2
F-7		0
F-8	Salerno's Pizzeria & Eatery & Whiskey Hill Brewing & Kitchen	1
S-1	Four Points by Sheraton Mount Prospect; Hampton Inn & Suites	2
S-2	Bowlero; Golf Factory; The Picklr	3
S-3		0
S-4		0
S-5	AMC Randhurst 12	1
S-6	Amethyst Skye; Lumi Studio & Shoppe	2
S-7	Northern Fork; Victoria Venue	2
S-8	Two Eagles Distillery	<u>1</u>
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Item Cover Page

Subject **List of Bills - April 30, 2025 to May 13, 2025 - \$2,539,230.10**

Meeting May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category CONSENT AGENDA

Type Action Item

Information

Attached is the List of Bills for April 30, 2025, to May 13, 2025 - \$2,539,230.10

Discussion

Alternatives

1. Approve the attached List of Bills for April 30, 2025, to May 13, 2025 - \$2,539,230.10.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends approval of the attached List of Bills for April 30, 2025, to May 13, 2025 - \$2,539,230.10.

Attachments

1. List of Bills - April 30, 2025 to May 13, 2025

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
001 General Fund			
	Accurate Biometrics Inc	Fingerprinting Services - April 2024	\$ 320.00
	ACS State & Local Government Solutions	IL State Disbursement Unit 5/8/25	3,614.31
	Addison Building Material Co.	Patching material for street repair	48.95
		Bolt cutter and lock for LMC contractor	51.19
	Advanced Landscaping LLC	Turf Mowing throughout the Village 4/30/25	5,874.30
		Turf Mowing throughout the Village 5/6/25	1,174.86
	Air One Equipment, Inc.	Air bag hoses	204.00
	Alvarez, Inc.	4/23/25 Parkway Restoration throughout the Village	446.62
		4/15-4/17/25 Plow damage seeding	3,096.00
	Amazon Capital Services	Steak knives for St 14	17.99
		3 ring binders	15.01
		Thumb drives, envelopes and clipboards	36.53
		Box for eye glass collection	18.46
		Thermal underwear for dive team	27.99
		4/26/25 Dept phone accessories	229.81
		55mm lens caps covers	7.99
		Coffee cups	29.48
		5/2/25 Phone accessories for new officers	31.65
		Phone holder for Tender 11	9.99
		Document organizer	19.99
		Supplies for children's activity at celebration of cultures	215.90
		Notepads, hand sanitizer, mouse pad	58.47
		Laminator for VMO office	29.70
		Step stool	10.89
		Lemon squeezer - St 13	12.99
		5/2/25 Memory cards for drones	115.43
		Refrigerator door shelves	99.90
		Office supplies	119.81
		Binder and binder dividers	64.68
		Zurn P1300 Key	96.36
		Instant Pot Gasket and Velcro - St 13	23.82
	AMS Store and Shred LLC	April 2025 Document destruction	80.00
	Anderson Lock Company	4/24/25 VH Reader board	420.10
		4/24/25 Door card reader for VH Human Services	2,414.25
	Arbsession Inc	Hard hat for new employee	122.72
	Arlington Power Equipment	Tree Watering Bags	3,897.00
		Pulleys and blades for tree work	215.07
	Artistic Holiday Designs LLC	Pocket Park Holiday Decoration Lease December 2025	37,519.06
	Emergency Assistance	Emergency Assistance	427.50
	Bald Eagle Window Cleaning	Window Cleaning for VOMP buildings 4/30-5/2/25	8,684.00
	Banner Sales and Consulting Inc	Tree injection fertilizer	621.00
	Bircea, George	Refund Permit Fee #RB24-001258 (809 Golfhurst)	100.00
	Board of Trustees of the University of Illinois	1/5-04/24/25 Training registration	24,531.00
		3/3/25 Training registration	450.00
	Bond Conway Law Firm	Legal fees - April 2025	768.00
		April 2025 Administrative adjudication services	528.00
	Builders Asphalt LLC	4/24/25 Pot hole patching materials	540.54
		4/25/25 Patching materials	194.70
		4/28/25 Patching material	517.44
		4/29/25 Patching materials	59.40
		4/30/25 Patching materials	403.26
		5/2/25 Patching materials	255.42
	Carioti, Francis	Edit Mount Prospect update 5/2/25	144.00
	Chem-Wise Pest Management	4/22/25 2000 E Kensington Pest control	30.00
		4/22/25 111 E Rand Pest control	40.00
		4/22/25 911 E Kensington Pest control	40.00
		5/1/25 1700 W Central Pest control	215.00
	Chicago Federation of Musicians, AFM Local 10-208	Musical Performance for Play and Learn 7/8/25	173.05
	Clerk of the Circuit Court of McHenry County	Garnishment 5/8/25	547.85
	Conrad Polygraph, Incorporated	Candidate Polygraph 4/16/25	200.00
	Cook County Government	1/1-3/31/25 Traffic signal maintenance Cook County	2,775.02

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
001	General Fund (continued)		
	Costar Realty Information, Inc.	Monthly Real Estate Publication May 2025	1,026.90
	Crystal Court Shopping Center	Rent for the CCC - June 2025	7,955.39
	Cummins-Allison Corp.	Ink Cartridges for Coin/Currency Printer	118.03
	Dailey, Amanda	3/16/25 Grooming for K-9 Nova	85.00
	Des Plaines Journal Inc	CDBG Survey Legal notice 4/23/25	78.00
	Dinges Partners Group LLC	Lanyard for thermal imagers (X5)	373.75
	Dupage Topsoil Inc.	4/14-4/18/25 Truck loads of Pulverized Topsoil	711.00
	Elk Grove Township	Platinum sponsorship for Community Empowerment Fund 3/29/25	1,000.00
	Endeavor Health Medical Group	04/29/25 Medical exam	60.00
		05/02/25 Medical exam	480.00
		04/21/25 Medical exam	60.00
		04/23/25 Medical exam	480.00
		04/17/25 Medical exam	844.00
	Experian	3/29/25-04/25/25 Background checks	100.00
	Federal Express Corp	4/22/25 Overnight bonds to IDOT	14.45
	Fire Pension Fund	Fire Pension 5/8/25	35,277.80
	Fire Service Management LLC	Coat Repair	105.21
	Fitzgerald, Jennifer	Leadership Conference expense 4/28-5/2/25	213.75
	Flores Rivera, Alberto	CDL reimbursement 4/28/25	30.00
	Furtak, Michal	Paramedic License Renewal	40.00
	G.E. Riddiford Company	Refund Business License BL25-0000026	25.00
	Gene's Village Towing Inc	Training Cars for new e-tools training	300.00
	Gonet, Sarah	FSAP Conference expenses 4/23/25 - 4/25/24	53.26
	Gordon Flesch Company, Inc.	Leasing Contract 05/22/25-06/21/25 M204292	3,186.49
	Gourmet 45 Inc	Elected Officials Reception caterer 5/6/25	1,622.19
	Henry Schein Inc.	Credit Memo - Sales Tax	(12.60)
		Microdot Solution	138.60
	Hogan, Charles	APA Conference Travel Reimbursement 03/28/25-04/01/25	669.53
	Home Depot USA Inc	Statement 3/22/25 - 4/21/25	261.19
	Homer Industries, LLC	4/24/25 Double Processed Hardwood Mulch for LMC Contract	1,170.00
	Hull, David	Lunch reimbursement 4/25/25 Arbor Day	91.57
	ICMA Retirement Trust - 457	MissionSquare 457 5/8/25	53,260.65
	Illinois Bone & Joint Institute LLC	Off-Site Strength Conditioning Training 4/22-4/24/25	1,800.00
	Illinois City Management	Job Ad Posting For Electrician	50.00
	Illinois Department of Revenue	IL State Withholding 4.30.25	22.68
		IL State Withholding Taxes 05.08.25	54,269.27
	Illinois Dept of Agriculture	Commercial pest control license 2025/2026/2027	90.00
		Commercial pest control license 2025/2026/2027	90.00
	Illinois Phlebotomy Services LLC	4/4/25 Phlebotomy services	425.00
	Illinois State Police	Business License background check 4/15/25	27.00
		Sex Offender Registration Fees 2025	180.00
		Violent Offender Against Youth Registration Fees 2025	10.00
	Illinois Truck Enforcement Association Ltd.	Annual Dues 4/11/25-4/11/26	100.00
	Imaging Essentials Inc	4/1-4/30/25 KIP Maintenance	60.00
	IMRF	Accelerated Payment 5/13/25	6,216.29
	Intergovernmental Per.ben.coop	IPBC - May 2025	508.75
	Internal Revenue Service	Federal Tax Liability 4.30.25	283.68
		Federal Tax Liability 5.08.25	243,001.06
	International Union of Operating Engineers	IUOE PW Membership Dues 05.08.25	1,941.52
	Jesse White Tumbling Team	Jesse White Tumblers - 4th of July Parade 2025	1,750.00
	Johnson, Tyler	Reimburse expenses for Peer Jury 07/22/24	122.75
	Jones and Bartlett Publishers Inc.	Rope Ops textbook	80.96
	JustFOIA Inc	Just FOIA Renewal 6/13/25-6/12/26	12,463.27
	Emergency Assistance	Emergency Assistance	228.00
	Lands' End Business Outfitters	Credit for tax applied to clothing	(6.93)
		Clothing for Trustee DiPrima	76.20
	Laner Muchin, LTD	6816-125 Professional Services thru 2/20/25	367.50
		6816.128-1 Professional Services thru Feb 2025	3,622.50
		6816-126 Professional Services thru 3/20/25	52.50
		6816-127 Professional Services thru 3/20/25	210.00
		6816-125 Professional Services thru 3/20/25	550.00

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
001	General Fund (continued)		
	Laner Muchin, LTD (continued)	6816.128-1 Professional Services thru 3/20/25	11,328.30
	Langton Snow Solutions Inc	4/15/25 Landscape Maintenance throughout the Village	12,641.41
	Language Line Services, Inc.	Phone Interpretation - April 2025	42.00
		Over the phone interpretation - April 2025	69.11
		Translator service - April 2025	8.40
	LexisNexis Risk Data Management Inc.	April 2025 Background checks	200.00
	Mac Strategies Group Inc	Consulting Services legislative and lobbying May 2025	5,000.00
	Master-Hitch, Inc.	VOM Boss V-plow for 4505 Kubota UTV	5,225.00
	Maynard, Andrew	Paramedic License Renewal	40.00
	Metro Federal Credit Union	MP Fire Local 4119 Dues 05.08.25	3,204.70
	Metropolitan Alliance - Police	MP Police Association Dues 05.08.25	1,845.00
	Mount Prospect Historical Society	2025 Budget Allocation - May 2025	4,166.66
	Mount Prospect Paint, Inc.	PW exterior paint	171.96
	Multisystem Management Company	Custodial Services for all Buildings April 2025	15,757.76
	Nationwide Mutual Insurance Company	Nationwide 457 05.08.25	24,020.05
	NCPERS Group Life Insurance	NCPERS May 2025 Invoice	377.60
	Nedco LLC	3/31-4/17/25 Parkway Tree Trimming	29,330.00
		Parkway Tree Trimming 4/21-4/25/25	12,560.00
	NICOR	Natural Gas 1709 Algonquin 3/21/25-4/22/25	98.74
		Natural Gas 1711 Algonquin 3/21/25-4/22/25	145.94
		Natural Gas 1713 Algonquin 3/21/25-4/22/25	87.20
	Niedziela, David	CDL Reimbursement	30.00
	North Central Water Rescue LLC	Swiftwater Tech Unit 1 4/25-4/27/25	800.00
	North East Multi Regional Training Inc	Annual training membership 07/01/25-07/01/26	8,930.00
	Northwest Central 9-1-1 System	WAVE Devices for 3 additional users - January - March 2025	144.00
	Northwest Central Dispatch System	Member Assessment - June 2025	32,935.22
	ODP Business Solutions LLC	Office Supplies -paper, glue	55.59
		Badge and pocket holder	22.26
	Office of the Attorney General	Sex Offender Registration Fees 2025	180.00
	Ozinga Materials, Inc.	4/24/25 Patching materials	893.00
	Paddock Publications, Inc.	2025 CDBG Applications Legal notice 04/11/25	62.10
	Patriot Pavement Maintenance	Crack sealing services and pavement sealing 4/28/25	61,251.00
	Pete the Painter, Inc.	4/28/25 Paint Exterior Doors on East/West side of PW	2,650.00
	PhotoFax Inc	Investigation April 2025	652.50
	Placer Labs Inc	Foot Traffic Software 04/26/25-04/25/26	7,500.00
		Foot Traffic Software Subscription 4/26/25-4/25/26	7,500.00
	Police Pension Fund	Police Pension 05.08.25	41,221.63
	Promos 911, Inc.	10,000 Sticker Badges	347.99
	Purple Rose Florist Inc.	Sympathy Flowers 3/29/25	115.00
	Quill Corporation	Copy Paper - 8 cases	343.92
	Raising Canes Restaurants LLC	Strategic Planning Lunch 5/14/25	322.88
	Reliance Standard Life Insurance Co.	Reliance STD - April 2025	3,749.16
	Rentokil North America, Inc.	Pest control for the CCC - May 2025	58.85
	Rock River Sports LLC	Personal Flotation Device	214.95
	Rodewald, Craig R.	Paramedic License Renewal	40.00
	Rondeau, Christopher	Reimburse training expenses 04/14-18//25	60.00
	Route 12 Rental Co., Inc.	130790 4/21-4/22/25 Auger rental for tree planting	216.92
	Russo Hardware, Inc.	Irrigation part	29.99
	Schwegler, Richard	Paramedic License Renewal	40.00
	Secretary of State	License Plate Renewal Q154823 (S-31)	151.00
		License Plate Renewal Q203689 (I-29)	151.00
	Skorob, Natalia	Senior Services - Zumba 4/4-4/25/25	120.00
	St Mark Lutheran Church	Lease of 40 Parking spaces at 200 S Wille May 2025	2,000.00
	Staples Contract & Commercial, Inc.	4/25/25 Office supplies and photo evidence supp	551.83
	State of Illinois	Sex Offender Registration Fees 2025	30.00
	Steiner Electric Company	PW lamps	1,005.60
		VH lamps	688.12
	Stericycle, Inc.	May 2025 Steri-safe Select Monthly	212.08
	Stratton, Gary	Performance fee for Fridays on the Green 05/30/2025	1,000.00
	Street Cop Training	Online course registration	299.00
	Tasty Tales LLC	Cake for 2025 Elected Official reception	275.00

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
001 General Fund (continued)			
	Tee Jay Service Company, Inc.	4/25/25 New door motor/emergency repair	3,884.00
		4/24/25 New Motion sensor for PD squad garage	433.00
	The Stevens Group LLC	Business cards and note pads	105.00
		Business cards and note pads	270.00
		Business cards for 5 HS employees	275.00
		Invitations for Elected Officials Reception	220.65
		Printing for May 2025 Newsletter	8,930.00
	TK Elevator Corporation	5/1-7/31/25 St 13 Elevator maintenance contract	972.41
	T-Mobile USA Inc	3/21-4/20/25 Cell service and replacement phones	513.54
	Todays Uniforms Inc	Initial Issued Uniform	1,074.25
		Class A Firefighter Hat Badges qty 30	2,488.50
	Township High School District 214	Room reservation 9/21/24 for candidate testing 2024	251.94
	Traffic Control & Protection Inc	Foil Tape for Traffic Calming Projects	344.35
		Sign Making Materials	877.50
	TransUnion Risk and Alternative Data Solutions Inc	April 2025 Background checks	397.60
	Uline Inc.	4/23/25 Video evidence supplies	237.92
	UniFirst Corporation	Uniform Rental Services 4/25/25	271.03
		5/2/25 Uniform Rental Services	268.95
	United States Postal Service	EPS Postage - April 2025	5,288.29
	VCG Uniform	Class A service crosses	122.75
	Village of Mount Prospect	Flex Sec 125 Cafeteria Plan Deds 05.08.25	12,389.63
		Fringe Benefit Auto 05.08.25	410.45
	W. W. Grainger, Inc.	CCC threshold	216.90
		Striping pain	221.25
		Ear plugs and safety glasses	630.39
		St 14 lamps	36.10
		Credit Memo	(143.08)
		Helmets for FRAT Academy Students	596.54
		Paint for street marking	49.08
		Paint for street marking	399.72
		Floor sealer for ceramic tile	630.41
		Floor sealer for ceramic tile	172.36
	Warehouse Direct	Envelopes	136.32
	White Cap LP	Tech levels with case	497.06
	Wimmer, Tarina	Sidewalk Square Rebate - 1800 Pheasant Trl	1,004.00
	Wisconsin Department of Revenue	WI State Withholding	917.51
	Wolf, Lisa	On camera announcer for MP Update 04/18/2025	200.00
		On camera announcer for MP Update 05/02/2025	200.00
		Photographer for elected official reception 5/6/25	700.00
001 General Fund Total			\$ 891,109.35
020 Capital Improvement Fund			
	AVI Systems Inc	Broadcast Pix Switcher for TV Services	\$ 24,134.00
	Farr Associates Architecture & Urban Design	Monument sign development 03/01/25-03/31/25	9,846.25
		Monument sign development 04/01/25-05/02/25	36,150.00
020 Capital Improvement Fund Total			\$ 70,130.25
023 Street Improvement Construction Fund			
	Chastain & Associates	2/23-3/29/25 Construction Inspection Services	\$ 11,975.25
023 Street Improvement Construction Fund Total			\$ 11,975.25
024 Flood Control Construction Fund			
	Manhard Consulting Ltd.	3/28/25 NPDES MS4 Permit Compliance Services	\$ 2,950.00
024 Flood Control Construction Fund Total			\$ 2,950.00
040 Refuse Disposal Fund			
	ICMA Retirement Trust - 457	MissionSquare 457 05.08.25	\$ 128.40

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
040 Refuse Disposal Fund (continued)			
	Illinois Department of Revenue	IL State Withholding Taxes 05.08.25	553.98
	Internal Revenue Service	Federal Tax Liability 05.08.25	3,345.09
	International Union of Operating Engineers	IUOE PW Membership Dues 05.08.25	156.92
	Nationwide Mutual Insurance Company	Nationwide 457 05.08.25	430.24
	NCPERS Group Life Insurance	NCPERS May 2025 Invoice	16.00
	Republic Services, Inc.	4/1-4/30/25 Municipal Refuse Disposal	15,306.27
		4/1-4/30/2025 Refuse disposal	267,648.97
	Service Sanitation Inc	Porta Potty & Hand Wash St Partial HHW Event 4/26/25	250.00
	Village of Mount Prospect	Flex Sec 125 Cafeteria Plan Deds 05.08.25	199.09
040 Refuse Disposal Fund Total			\$ 288,034.96
044 Federal Equitable Share Funds			
	T-Mobile USA Inc	3/21-4/20/25 Cell service and replacement phones	\$ 5,279.91
044 Federal Equitable Share Funds Total			\$ 5,279.91
046 Foreign Fire Tax Board Fund			
	Comcast	5/1/25 - 5/31/25 Cable 2000 E Kensington Rd	\$ 126.34
		4/26/25 - 5/25/25 Cable 1415 Algonquin Rd	309.40
046 Foreign Fire Tax Board Fund Total			\$ 435.74
049 Prospect and Main TIF District			
	Commonwealth Edison	Relocation of electrical service 310 NW Hwy	\$ 49,990.89
	The IT Verdin Company Inc	Manufacture/transp/installation of clock tower deposit	129,825.00
049 Prospect and Main TIF District Total			\$ 179,815.89
050 Water and Sewer Fund			
	ACS State & Local Government Solutions	IL State Disbursement Unit 05.08.25	\$ 11.54
	Addison Building Material Co.	Hydrant repair parts	34.49
	Alexander Chemical	3/27-4/27/25 Chlorine cylinder rental fee	24.81
	Alvarez, Inc.	4/23/25 Parkway Restoration throughout the Village	3,155.18
	Badger Meter Inc	4/2025 Endpoint/Service Agreement thru 7/2025	3,764.14
	Dupage Topsoil Inc.	4/14-4/18/25 Truck loads of Pulverized Topsoil	474.00
	Federal Signal Corporation	Piranha hose for flusher	502.52
	Gordon Flesch Company, Inc.	Leasing Contract 05/22/25-06/21/25 M204292	159.83
	HD Supply Facilities Maintenance LTD	Secondary containment labels	77.77
	ICMA Retirement Trust - 457	MissionSquare 457 05.08.25	2,022.99
	Illinois Department of Revenue	IL State Withholding Taxes 05.08.25	5,109.64
	IMEG Consultants Corp	Water Main replacement design/inspection services 4/6/25	19,275.00
	Internal Revenue Service	Federal Tax Liability 05.08.25	32,009.49
	International Union of Operating Engineers	IUOE PW Membership Dues 05.08.25	1,726.26
	Joseph G. Pollard Co., Inc.	Food grade anti seize for hydrants	477.00
	Langton Snow Solutions Inc	4/15/25 Landscape Maintenance throughout the Village	6,226.37
	Martam Construction	Maple Berkshire relief station rehabilitation 12/6/24-4/24/25	84,865.50
	Minuteman Press of Barrington	4/30/25 Meter notice printing	68.62
	Nationwide Mutual Insurance Company	Nationwide 457 05.08.25	1,621.63
	NCPERS Group Life Insurance	NCPERS May 2025	121.60
	NICOR	3/24-4/23/25 1 W Wapella natural gas	170.55
		3/24-4/23/25 112 E Highland natural gas	280.19
	PreCise MRM LLC	AVL Monthly Data Charges March 2025	520.00
	Reliance Standard Life Insurance Co.	Reliance STD April 2025 Invoice	272.52
	RHW Customized Graphics & Promotions	Replacements shirts for Maintenance and foremen	945.73
	Rick's Sewer and Drainage	Drain tile disconnect 114 Stevenson 5/6/25	7,200.00
		Drain tile disconnect 123 Horner 5/6/25	18,750.00
	State Industrial Products Corporation	5/1/25 Wastewater FOG treatment program	895.55
	Suburban Laboratories, Inc.	4/9-4/18/25 Water Sample Testing	1,290.00
	Tank Industry Consultants, Inc.	5/2/25 Booster Pump St 4 Rehab design	593.69
	UniFirst Corporation	Uniform Rental Services 4/25/25	94.88

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
050	Water and Sewer Fund (continued)		
	UniFirst Corporation (continued)	5/2/25 Uniform Rental Services	94.15
	United States Postal Service	EPS Postage - April 2025	6,041.47
	Village of Mount Prospect	Flex Sec 125 Cafeteria Plan Deds 05.08.25	573.43
	Ziebell Water Service Products	Ratcheting valve key	2,313.00
		Ratcheting valve key credit	(1,542.00)
		Hydrant repair parts	324.00
		Repair clamps	1,808.20
050	Water and Sewer Fund Total		\$ 202,353.74
051	Village Parking System Fund		
	AT & T Corp.	3/20-4/19/25 Phone Maple Deck	\$ 715.94
	Bald Eagle Window Cleaning	4/27/25 Emerson and Maple Garage Power Washing	3,328.00
	Flowbird America Inc	Flowbird Transactions - March 2025	185.15
	Multisystem Management Company	Custodial Services for all Buildings - April 2025	1,027.68
	Patriot Pavement Maintenance	Crack sealing services and pavement sealing 4/28/25	11,143.50
051	Village Parking System Fund Total		\$ 16,400.27
052	Parking System Revenue Fund		
	Flowbird America Inc	Flowbird Transactions - March 2025	\$ 670.60
	Multisystem Management Company	Custodial Services for all Buildings April 2025	342.56
	Patriot Pavement Maintenance	Crack sealing services and pavement sealing 4/28/25	12,605.50
	Union Pacific Railroad	Metra Land Lease 181313 - January 2025	3,828.67
		Metra Land Lease 181313 - February 2025	3,522.70
		Metra Land Lease 181313 - March 2025	3,724.25
	W. W. Grainger, Inc.	Pay machine batteries	295.87
052	Parking System Revenue Fund Total		\$ 24,990.15
060	Vehicle Maintenance Fund		
	Bristol Hose & Fitting Inc	2725 Fittings	\$ 67.12
		Hydraulic fittings for stock	240.21
	Chicago Parts & Sound LLC	Batteries for stock	142.53
		Batteries for stock	344.36
		Stock switch	94.76
		560 Battery	45.89
		602 Vac pump gasket	4.20
		Scrap battery credit	(82.00)
		602 Battery and core return	131.53
	Dave & Jim's Auto Body Inc	4/30/25 P-11 alignment	130.00
	Elliott Auto Supply Co, Inc.	619 Radiator	116.70
	Everclean Group LLC	Car washes April 2025	336.00
	Fehr-Graham & Associates LLC	OSHA Required Program Development for Metals Exposure 4/25/25	1,293.00
	Garcia, Mario	EVT/ASE Testing Reimbursement 4/29/25	115.50
	ICMA Retirement Trust - 457	MissionSquare 457 05.08.25	2,366.75
	Illinois Department of Revenue	IL State Withholding Taxes 05.08.25	1,599.62
	Internal Revenue Service	Federal Tax Liability 05.08.25	9,625.04
	International Union of Operating Engineers	IUOE PW Membership Dues 05.08.25	762.39
	Leach Enterprises, Inc.	Triple light brackets for new trucks	271.86
	Liebovich Bros, Inc.	Stainless steel for stock	1,630.75
	McMaster-Carr Supply Co	2760 hydraulic tank valve	132.18
		Prewet fittings for dump trucks	80.89
	NAPA Auto Parts	530 Upper radiator hose	101.51
		641 CV shaft	86.39
		Stock hose clamps	32.25
		641 Mufflers to be warrantied	219.15
		607 Idler pulleys	52.53
		Warranty mufflers credit	(219.15)
		602 Torque converter bolts	4.82
		Tiller belt	17.27

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
060	Vehicle Maintenance Fund (continued)		
	Nationwide Mutual Insurance Company	Nationwide 457 05.08.25	22.50
	NCPERS Group Life Insurance	NCPERS May 2025 Invoice	28.80
	Pomp's Tire Service, Inc.	4/25/25 530 Rear tires	2,366.39
	Reliance Standard Life Insurance Co.	Reliance STD April 2025	353.68
	Rush Truck Centers of Illinois, Inc.	Filters for stock	390.40
	Sid Tool Co., Inc.	Bolts for stock	493.75
	Suburban Accents Inc	Yellow reflective tape	276.00
	Terrace Supply Company	Tank rental April 2025	22.50
	Triton Signal USA	Work lights for new trucks	178.82
		Lights for stock	118.63
	Valvoline Inc	Antifreeze for stock	212.16
		Antifreeze for stock	85.08
		15W40 Diesel Oil Bulk	2,286.00
		Bulk 5W20	2,164.00
	Village of Mount Prospect	Flex Sec 125 Cafeteria Plan Deds 05.08.25	208.13
	W. W. Grainger, Inc.	Soap sprayers for wash bay	182.54
	West Side Tractor Sales	Backhoe pin washers	32.48
		Hydraulic JRB coupler kit for 2726	1,350.00
	Wickstrom Ford Lincoln Mercury	640 Washer nozzles	80.56
		607 grab handle	86.02
060	Vehicle Maintenance Fund Total		\$ 30,682.49
063	Risk Management Fund		
	Favia, Joseph	PSEBA Reimbursement - May 2025	\$ 1,249.12
	Graybar Electric Co.	VH Work Out Room lighting controls	1,011.88
	Intergovernmental Per.ben.coop	IPBC - May 2025	787,279.66
	Mount Prospect Park District	Employee Wellness - April 2025	120.00
	Nova Fire Protection, Inc.	VH Gym fire protection piping 4/30/25	7,400.00
	Ricker, Jeffrey	PSEBA Reimbursement - April 2025	606.00
		PSEBA Reimbursement - March 2025	606.00
	Shaw Industries, Inc.	Carpeting for VH Work Out Rm 4/28/25	6,470.44
	Steiner Electric Company	Drywall cutters	84.00
063	Risk Management Fund Total		\$ 804,827.10
073	Escrow Deposit Fund		
	Anix Inc	Refund Escrow Permit #RB25002080 (1414 E Emmerson Ln)	\$ 150.00
	Arunas Rimsa	Refund Escrow Permit #RB25000335 (1008 Cypress Dr)	100.00
	Avis Homes	Refund Escrow Permit #RB24002071 (1818 Wood Ln)	250.00
	Baban, George	Refund Escrow Permit #RB24000423 (10 S Albert St)	250.00
	Bircea, George	Refund Escrow Permit #RB241258 (809 Golfhurst)	600.00
	Bonham, Cody	Refund Escrow Permit #RB25000242 (1 E Lonnquist Blvd)	100.00
	Capps Plumbing	Refund Escrow Permit #RB25000519 (1976 W Algonquin Rd)	100.00
	Certasun LLC	Refund Escrow Permit #RB25000007 (1107 S Busse Rd)	100.00
	CN Construction	Refund Escrow Permit #RB25000278 (408 Deborah Ln)	100.00
	Flush Sewer & Drainage	Refund Escrow Permit #RB25000477 (621 Eastwood Ave)	100.00
		Refund Escrow Permit #RB25000526 (121 S Lancaster St)	100.00
		Refund Escrow Permit #RB25000552 (618 Russel St)	100.00
	Fogt, Anna	Refund Escrow Permit #RB25000079 (1619 Barberry Ln)	100.00
	Four Seasons Heating & Air Conditioning LLC	Refund Escrow Permit #RB25000359 (1109 Greenfield Ln)	100.00
		Refund Escrow Permit #RB25000433 (1636 Barberry Ln)	100.00
		Refund Escrow Permit #RB25000449 (220 Russel St)	100.00
	Garcia Concrete Contractor Inc	Refund Escrow Permit #RB25000463 (400 I Oka Ave)	100.00
	Gordziejczyk, Piotr	Refund Escrow Permit #RB24001161 (512 S Owen St)	150.00
	Illinois State Police	Seized Funds Case #MPP24-00257 (SAO 24-04-0126)	4,845.00
	Kerr Mechanical Corp	Refund Escrow Permit #RB25000469 (1018 Na Wa Ta Ave)	100.00
		Refund Escrow Permit #RB25000569 (1623 Barberry Ln)	100.00
	Kretowski, Michael	Refund Escrow Permit #RB24001798 (707 Russel St)	100.00
	Krugel Cobbles Inc	Refund Escrow Permit #RB24001459 (524 Hill St)	100.00
	Laja, Oladapo	Refund Escrow Permit #RB25000444 (600 Windsor Dr)	100.00

VILLAGE OF MOUNT PROSPECT

List of Bills

April 30, 2025 - May 13, 2025

Fund	Vendor Name	Invoice Description	Amount
073	Escrow Deposit Fund (continued)		
	Matt Builders LLC	Refund Escrow Permit #RB25000265 (100 W Berkshire Ln)	100.00
	Newline Kitchen and Bath	Refund Escrow Permit #RB24001951 (403 Wa Pella Ave)	150.00
	Newman , Mathias	Refund Escrow Permit #RB24000585 (250 Parliament Pl #203)	250.00
	Norb & Sons Electric	Refund Escrow Permit #RB25000532 (301 Leonard Ln)	100.00
	Oisin Sewer & Water	Refund Escrow Permit #RB25000549 (109 N Lancaster St)	100.00
	P Jamie Zambuto	Refund Escrow Permit #RB24001876 (203 W Hiawatha Trl)	100.00
	Perma-Seal Basement Systems Inc	Refund Escrow Permit #RB25000218 (1328 Indigo Dr)	100.00
	Precision Today Plumbing	Refund Escrow Permit #RB24000998 (1707 W Lincoln St)	100.00
	Rick's Sewer & Drainage	Refund Escrow Permit #RB25000345 (509 S Owen St)	100.00
		Refund Escrow Permit #RB25000372 (317 Eastwood Ave)	100.00
		Refund Escrow Permit #RB25000438 (10 S Louis St)	100.00
		Refund Escrow Permit #RB25000515 (305 Fairview Ave)	100.00
	Salas Obrien	Refund Escrow Permit #CB24000225 (699 Wheeling Rd)	200.00
	SilverBulletInc	Refund Escrow Permit #RB25000076 (1747 Crystal Ln #411)	150.00
	Skor Construction Inc	Refund Escrow Permit #RB25000125 (2003 Scott Ter)	150.00
	US Waterproofing Inc	Refund Escrow Permit #RB24002023 (109 Audrey Ln)	100.00
		Refund Escrow Permit #RB24002024 (612 Carol Ln)	100.00
	Zachs HVAC LLC	Refund Escrow Permit #RB25000437 (213 N Elm St)	100.00
073	Escrow Deposit Fund Total		\$ 10,245.00
Grand Total			\$ 2,539,230.10



Item Cover Page

Subject **Approval of Minutes - May 6, 2025, Closed Session meeting of the Village Board**

Meeting May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category CONSENT AGENDA

Type Action Item

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject	2nd reading of AN ORDINANCE AMENDING CHAPTER 10, "LICENSES AND PERMITS" OF THE VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS
Meeting	May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	CONSENT AGENDA
Type	Ordinance

Information

Staff presented an ordinance amending Chapter 10, "Licenses and Permits" for a first reading along with a draft Special Event Application Procedure at that April 15, 2025, Village Board meeting ([Agenda Item Link](#) / [Meeting Video Link](#)). The proposed ordinance establishes a Special Events section in the Village Code, allowing the Village to implement a Special Events application, application review process and permit. There is currently a lack of clear or consistent regulations related to community/special events. A standardized application and permit process for special events will help keep the Village informed of new events and the potential scope creep of existing events, allowing for better planning and budgeting. Special events require planning with consideration of an event's impact on the health, safety and welfare of those attending and impacted by the event. Most surrounding communities have special event permit processes. Events that use property owned or controlled by a municipality should, at a minimum, require hold-harmless agreements, certifications of insurance naming the Village as additionally insured, and other applicable village permits or licenses.

Discussion

The discussion from April 15 provided an opportunity to revise the proposed new Special Events section of the Village Code. Areas of improvement were the distinction between major and minor special events, clarity around if the village would charge for village services provided at a special event, and the process for waiver of special event permit requirements or fees. This led to several changes to the proposed ordinance and the special event permit application. In addition, there are some staff initiated changes based on further review of the ordinance and application that are highlighted below.

Ordinance:

- The differentiation between "Major Special Event" and "Minor Special Event" generated some confusion during the first reading of the ordinance. The terms were reviewed and

replaced with a single "Special Event" definition.

"Special Event is a planned temporary activity or aggregation of activities, that may include but is not limited to public entertainment, food and beverage service facilities, sale of souvenirs or other merchandise, or similar activities, that is:

- (1) Conducted on any public property under the ownership or control of the Village; or*
 - (2) Conducted primarily outdoors on property open to the public other than upon public property under the ownership and control of the Village and which:*
 - (a) Includes activities that require the issuance of a Village license and/or liquor license; or*
 - (b) Requires Special Village Services."*
- The revised "Special Event" definition includes the term "Special Village Services" that it is defined as requests to close Village street(s), enhanced police and fire protection, parking requests, electrical services, and other Village services requested or required for a special event.
 - If a proposed event does not meet the criteria in the revised description, then it by definition does not qualify as a special event.
 - Neighborhood block parties qualify as Special Event per the definition. However, requiring residents to comply with the insurance requirements of the special events permit application is not necessarily feasible and would likely stifle these community building gatherings. Block parties do not currently require a permit. The Village's See Fix Click (Customer Response Management) app has a Block Party Request form for individuals to complete. Public Works coordinates the Block Party requests and provides barricades, if requested, with as little as 48-hour notice. It is a staff recommendation not to change this with the implementation of the Special Events Permit Application. Exemptions were added to Section 10.102 Permit Required/Exemptions and neighborhood block parties are listed as an exemption.
 - Added a condition that Special Event Permits shall not be granted to anyone under the age of 21.
 - Added a statement to clarify that additional permits (i.e. tent, liquor, short term merchant, etc.) may be required. This further addresses the concern raised regarding an event proposing a fireworks display as the applicant is required to submit any separate applications or license with the special event permit application.
 - Clarifying language was added to 10.105 Application Review (C) regarding the criteria used to approve or deny a special event permit application. The criteria to evaluate remains the same from the prior draft with the added clause of, "shall include, but are not limited to". This section also now states that the Village Manager will make their determination based upon the comments and recommendations of the reviewing Village Departments and his or her discretion that the proposed event is in the best interest of the Village and its residents. The discretion is required to approve and deny because special events may have variability and potentially unique factors that are not covered by criteria listed in the code.
 - A surety bond requirement included in a prior ordinance draft was removed and the remaining references to "bond(s)" are now also removed.
 - Sections 10.108 Maintenance of Public Property and Payment of Costs and 10.110 Waiver were revised from "the Village Manager shall send an invoice for the Special Village Services" to "the Village Manager is authorized to send." The new language also stipulates that the cost would be related to any extraordinary difference between the total expense amount and the ordinary cost of providing public service. The Village does not intend to charge for Special Village Services unless there is an extraordinary event. The Village is authorized to invoice but invoicing is not required per the proposed code language.
 - The Waiver request approval changed from the Village Board to the Village Manager,

with the option to send to Village Board for consideration.

Special Event Permit Application:

Most of the fields or requirements included in the application will not be codified in the proposed ordinance. This will provide flexibility for staff to review and modify the application as needed.

- The Special Event Permit Application now includes an introductory statement that suggests applicants may contact the Village for guidance or preliminary review of their proposed event prior to submitting an application. The approach would mirror how staff provide preliminary review for developments or construction projects.
- Replaced the statement providing the Village to charge the organizer for staff time associated with labor and materials used for the event with the revised Ordinance language stating the Village has the authority to invoice for any extraordinary difference between the total expense amount and ordinary cost of providing public service.
- Definitions for Special Event, Special Village Services, Event Manager, Special Event Permit Applicant and Event Monitors were inserted on page 2 of the application. This is for the applicant to reference if needed.
- Event categories (Major & Minor Special Events) removed to mirror proposed ordinance revisions.
- Added a Participating Vendor field to the Event Information section.
- An Executive Officer/President Name field was added to the Organization Information section.
- The Contact Person/Event Manager section was split into contact information for the Event Manager and Special Event Permit Applicant since they may not be the same individual. An address line was added for the Event Manager in case the event is not affiliated with an organization or business. The Applicant is the individual who completes the Special Event Application and should have the authority from the organization to complete the application. The applicant may or may not be the Event Manager or the organization's executive/president.
- The signature page was revised to include Special Event Permit Applicant and Event Manager signatures. Also, the disclaimer language regarding Village expenses was replaced by the ordinance language stating the Village has the authority to invoice.
- A footnote was added to the Special Event Hold Harmless Agreement to clarify that scheduled event time should include days/times needed for event set-up and clean up/breakdown.
- The Requirements section, page 7 – 8, added a question asking if any amusement rides/entertainment attractions would be used at the event. Also, references to Busse Pocket Park were removed because the Village does not program or make reservations for the park.
- An Event Layout section/page was added to the application. A layout of the event helps to visualize the scope of the event and potential areas of concern.
- Regarding Special Village Services, staff will evaluate the need for Special Village Services, including police, fire and public works services, when reviewing a special event application. It's the intent of the Village not to charge for Special Village Services unless there is an extraordinary situation. The Village does not want to offer Special Village Services for a rate (i.e. hourly rate/flat fee) for a special event. The Village's capacity for supporting additional special events is limited. Some of the services that are considered Special Village Services could be provided by private firms for a cost,

and it is not necessary for the Village to enter that market.

Alternatives

1. Approve an ordinance amending Chapter 10, "Licenses and Permits" of the Village Code in order to implement a Special Event Application Procedure.
2. Action at the discretion of the Village Board.

Staff Recommendation

Approve an ordinance amending Chapter 10, "Licenses and Permits" of the Village Code in order to implement a Special Event Application Procedure.

Attachments

1. Special Event Application Final DRAFT - Markup 05.15.2025
2. Special Event Application Final DRAFT - Clean 05.20.2025 - In-Use
3. Ordinance amending the Code re Special Event Permit Applications(2036354.1) 5.15.2025 Revised - Clean
4. Ordinance amending the Code re Special Event Permit Applications(2036354.1) 5.15.2025 Revised - Markup



Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION ~~PROCEDURE~~

Thank you for your interest in holding a special event in the Village of Mount Prospect. This application intends to provide an overview of the types of arrangements, approvals and documents that may be required for a proposed event. Applicants may contact the Village for a preliminary review of their proposed event prior to submitting an application.

1. Please complete and submit your application, including any required applications or licenses, no less than 30 business days prior to the proposed event start date, to:

VILLAGE MANAGER'S OFFICE
VILLAGE OF MOUNT PROSPECT
50 S. EMERSON STREET
MOUNT PROSPECT, IL 60056

- ~~2.~~ Completed applications will be forwarded to all necessary Village Departments for review and returned to the Village Manager (or designee) for final consideration and approval.

2.

- ~~3.~~ Any application(s) requiring the use or closure of Village Streets, the use of public infrastructure, or staff time during the event will be forwarded to the Village Manager for final consideration.

- 4.3. The following documents will be required prior to issuance of a permit:

- a. A completed Hold Harmless Agreement.
- b. A Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the amount of \$1,000,000 per incident, aggregate of \$2,000,000.
- c. Should further information be necessary, or if an event requires Village services, additional info may be required.

- 5.4. Special Event Applications are reviewed in accordance with the standards and procedures set forth in Section 10.105 Application Review of the Village Code, which can be found at www.mountprospect.org. Factors that will be considered include, without limitation: impact on traffic; police and fire protection; noise; and public safety.

- 6.5. The Village has the authority to invoice the Special Event Permit Applicant and the Event Manager for any extraordinary difference between the total expense amount and ordinary cost of providing public service. reserves the right to charge the organizer for staff time associated with labor and materials used in preparation for or during the event. In addition, the Event Manager organizer may be held responsible for the costs associated with repairing any damage to public property that occurred because of the special event.

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT



Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION ~~PROCEDURE~~

DEFINITIONS:

Special Event - A planned temporary activity or aggregation of activities, that may include but is not limited to public entertainment, food and beverage service facilities, sale of souvenirs or other merchandise, or similar activities, that is:

- (1) Conducted on any public property under the ownership or control of the Village; or
- (2) Conducted primarily outdoors on property open to the public other than upon public property under the ownership and control of the Village and which:
 - (a) Includes activities that require the issuance of a Village license and/or liquor license; or
 - (b) Requires Special Village Services.

****Neighborhood block parties are exempt from the Special Event Application. Please complete the Block Party Request form on the Village's See Click Fix "mpDelivers" app available on www.mountprospect.org.*

Special Village Services – Services provided by the Village during an event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the Village, which services may include but are not limited to, any of the following: street closures, provisions of barricades, trash or recycling receptacles, parking signs, electrical services, police protection, fire/EMS protection, public works pre-planning and assistance, or use of Village vehicles and/or equipment.

Event Manager – The person indicated on the Special Event Permit Application who is primarily responsible for managing a special event. Event Manager may be the Special Event Permit Applicant.

Special Event Permit Applicant – The person who completes and submits a Special Event Application on behalf of the special event. Event Manager may also be the Special Event Permit Applicant.

Event Monitor – The individuals/staff that will be onsite to conduct and supervise the event.

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DRAFT

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT



Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION

EVENT CATEGORIES The Village has two special event categories; major special events and minor special events, which are defined below:

Major Special Event: Any event that includes closure of a Village street(s) and/or sidewalk(s), on any day, has significant parking/traffic impact(s), and/or requires enhanced public safety and public view assistance.

Minor Special Event: Any event that does not require the closure of a Village street(s) and/or sidewalk(s), and does not require enhanced public safety or adversely impact parking or traffic.

The Village will determine the event category for a Special Event.

EVENT TYPE

 Major Special Event

 Minor Special Event

EVENT INFORMATION

1. Name of Event: _____
2. Date(s) of Event: _____ Rain Date(s): _____
3. Event Set-up begins: _____ Event Dismantling ends: _____
Event Start time: _____ Event End time: _____
4. Location of Event and, if applicable, Route *Please **Complete Event Layout or Attach Event Site Plan/Route Map***

5. Event Type (circle one): Festival/Fair Race/Walk/Bike Ride Concert/Parade
Other: (Please describe) _____
6. Event Description: _____

7. Estimated attendance: _____ # of Event Monitors: _____
8. Participating Vendors: _____

Date Application
Received:

Staff:

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7.

**The Village of Mount Prospect may require additional monitors at our discretion.*

ORGANIZATION INFORMATION

8.9. Sponsoring Organization: _____

☐ Non-profit (if yes, attach 501(c)(3)) ☐ Private business ☐ Government/public entity

9.10. Address: _____

11. Phone Number: _____

12. Executive Officer/President Name: _____

10.

CONTACT PERSON / EVENT MANAGER

**Please provide multiple copies of this page to include contact information for all "managers" who will be on-site the day(s) of the event.*

13. Name: _____

11.14. Address: _____

12.15. Phone #1 (Primary): _____ Phone #2: _____

13.16. Email: _____

14.17. Driver's License #: _____ Date of Birth: _____

18. Role/Position with the Organization ~~Relation to above organization:~~ _____

SPECIAL EVENT PERMIT APPLICANT

Complete #16 - #20 if the Special Event Permit Applicant is NOT the Event Manager.

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19. Name: _____

20. Phone #1 (Primary): _____ Phone #2: _____

21. Email: _____

22. Driver's License #: _____ Date of Birth: _____

23. Role/Position with the Organization: _____

15. _____

24. Has a similar permit been granted by the Village or any other municipality in Illinois within the past two years?

YES _____ NO _____

Has any Illinois municipality ever revoked, refused to issue or renew such a permit, for the Event Manager or the Special Event Permit Applicant?

YES _____ NO _____

25. Has the Event Manager or the Special Event Permit Applicant ever been convicted of a felony?

YES _____ NO _____

If yes, what was the nature of the offense and the punishment or penalty assessed?

State of Illinois)
)
 County of Cook) SS.

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information, and belief.

SIGNATURE of Special Event Permit Applicant
(Sign if Applicant is not the Event Manager)

 Date

SIGNATURE of Event Manager

 Date

I AGREE THAT THE VILLAGE HAS THE AUTHORITY TO INVOICE THE SPECIAL EVENT PERMIT APPLICANT AND THE EVENT MANAGER FOR ANY EXTRAORDINARY DIFFERENCE BETWEEN THE TOTAL EXPENSE AMOUNT AND ORDINARY COST OF PROVIDING PUBLIC SERVICE. IN ADDITION, THE EVENT MANAGER MAY BE HELD RESPONSIBLE FOR THE COSTS ASSOCIATED WITH REPAIRING ANY DAMAGE TO PUBLIC PROPERTY THAT OCCURRED BECAUSE OF THE SPECIAL EVENT.

~~ALL ANTICIPATED VILLAGE EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES, UNLESS OTHERWISE APPROVED BY THE VILLAGE MANAGER.~~

SIGNATURE OF APPLICANT: _____

(Sign if Applicant is not the Event Manager)

DATE: _____

SIGNATURE OF EVENT MANAGER: _____

 DATE: _____

SPECIAL EVENT HOLD HARMLESS AGREEMENT (Applicant)

In consideration of the Village of Mount Prospect ("Village") granting a Special Event Permit to

_____, operating at
 _____ ("Applicant"), to allow the
 _____ ("Event")¹, scheduled to occur on _____, _____ between
 _____ AM/PM and _____ AM/PM², at _____
 ("Location")²³, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the
 Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the Village and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the Village and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

 Applicant Signature

 Applicant Name (printed)

 Attest

THIS APPLICATION FORM IS NOT YET FINALIZED; HOWEVER, IT IS BEING PROVIDED TO THE APPLICANT FOR USE IN ADVANCE OF FINAL APPROVAL AS A COURTESY. APPLICANT IS RESPONSIBLE FOR ALL REQUIREMENTS EVEN THOSE NOT PRESENTLY LISTED IN THIS DRAFT

¹ Any Not-for-Profit Special Event, or Commercial Special Event approved by the Village.

² Schedule and times should include days/time required for event set-up and clean up.

³ If necessary, please attach additional information regarding the Location.

REQUIREMENTS

~~Different events have varying requirements.~~ Please check all relevant criteria for your event. If you check “yes” to any of the following questions, please complete the referenced additional requirement(s). The Village reserves the right to determine event requirements.

YES	NO	QUESTION
		Are you requesting the closure of Village streets?
		Are you requesting the use of Village sidewalks?
		Are you requesting the use of other Village property? (parking lots/garages, Centennial Green/Village Hall/ Busse Pocket Park) <i>if yes, indicate location:</i>
		Does any portion of the event take place on private property? <i>If yes, and the applicant is not the property owner, please submit a letter of consent from the property owner, or a copy of the agreement.</i>
		Are you hiring a private firm for traffic control and/or event security? <i>If no, how will traffic and pedestrian circulation be handled?</i> <i>If yes, please read the section about police services on Page 7</i> <i>The Village will determine if extra duty officers are required for the special event.</i>
		Will food, beverages, or merchandise be sold at the event? <i>If yes, please read section about vendor permits on Page 7.</i> <i>Provide Attachment C to your participating vendors.</i>
		Will tents be used at the event? <i>If so, please read the section on tents on Page 8.</i>
		Will electrical service, and/or generators be required for the event? <i>If yes, please read section on electrical service on Page 8.</i>
		Temporary Signage? <i>Types of signage include: event promotion, liquor restrictions, parking restrictions, towing, and traffic detour.</i> <i>If yes, please read and complete the Temporary Signage Application on Page 9. Applicant must provide # of signs and dimensions for each, sign text and graphics, how the signs will be secured, sign location site map.</i>
		Are you requesting the use of electricity in in Busse Pocket Park/on Centennial Green/Melas Park?

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		<i>If yes, please note that service is limited to 15 amps per outlet; You must provide a list of equipment and the amps to be plugged in and the location(s) with your application.</i>
		<u>Will amusement rides/entertainment attractions be used at the event?</u> <u>if yes, indicate rides/attractions:</u>

YES	NO	QUESTIONS
		Will you be using speakers and sound amplification equipment? <i>Weekdays 7am – 9pm, Weekends 9am – 11pm, Never on Holidays other than the 4th of July</i>
		Will portable toilets & handwashing stations be provided for the Event? <i>If yes, please provide the vendor's name and contact information.</i> Number of toilets: _____ Number of hand wash sinks: _____ Provide the location(s) of sanitary facilities to be provided at the event on a site map. <i>Please note that all sanitary facilities must be removed immediately following the event.</i> <i>The Village will provide final determination if portable toilets/handwashing stations will be required.</i>
		Will liquor be served? <i>If yes, special rules and regulations govern the sale of alcohol at Special Events.</i> <i>Read Page 10 for guidance.</i> Contact Executive Assistant to the Village Manager Doreen Jarosz, 847-818-5300 or djarosz@mountprospect.org
		Are you holding a raffle at the event? <i>A raffle involves selling tickets or chances and is restricted by State law to non-profit organizations only. A prize drawing involves no purchase by participants, e.g. drop business card in fishbowl.</i> <i>If yes, a Raffle Permit is required. Raffle Permit Fee is \$25. Complete Attachment D..</i>
		Are you requesting barricades? (Events on private property not eligible) If yes: Delivery location: _____ Name of contact person & phone number: _____ Date of delivery (set up will not be provided): _____ <i>Read section on Page 11.</i> <i>Depending on number and type of barricade, you may be charged for these.</i>
		Will any other public works services be needed at the event? (Events on private property not eligible)

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		<i>Read section on Page 11.</i>
		Will garbage, recycling, and compost be produced as a result of this event? <i>If yes, applicant is responsible for event-related trash collection and removal.</i> <i>Read section on Page 12.</i>
		Will there be provisions for First Aid & Emergency Medical Services? <i>If yes, please provide plan:</i> <i>At minimum, Event Manager must have cell phone to dial 911.</i>

POLICE SERVICES

A minimum of one (1) extra-duty officer is required during all hours an event is open to the public at all Major Outdoor Special Events.

Village staff review each application to determine the total number of extra duty officers required based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please contact Investigative Commander Kanupke , 847-870-5656 or jkanupke@mountprospect.org.

How many extra-duty officer(s) to be scheduled: _____

FIRE/EMS SERVICES

The Village may require the presence of MPFD/EMS staff presence during all hours an event is open to the public at all Major Outdoor Special Events.

Village staff review each application to determine the total number of extra duty MPFD/EMS staff required based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please call The Mount Prospect Fire Department at 847-870-5663 or email JDolan@mountprospect.org

The information below is provided to help the applicant better plan and budget for this type of expense.

How many extra-duty officer(s) to be scheduled: _____

PUBLIC WORKS SERVICES

Will you be requesting any resources from the Public Works Department?

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Barricades: _____

Fencing: _____

Signs: _____

Other: _____

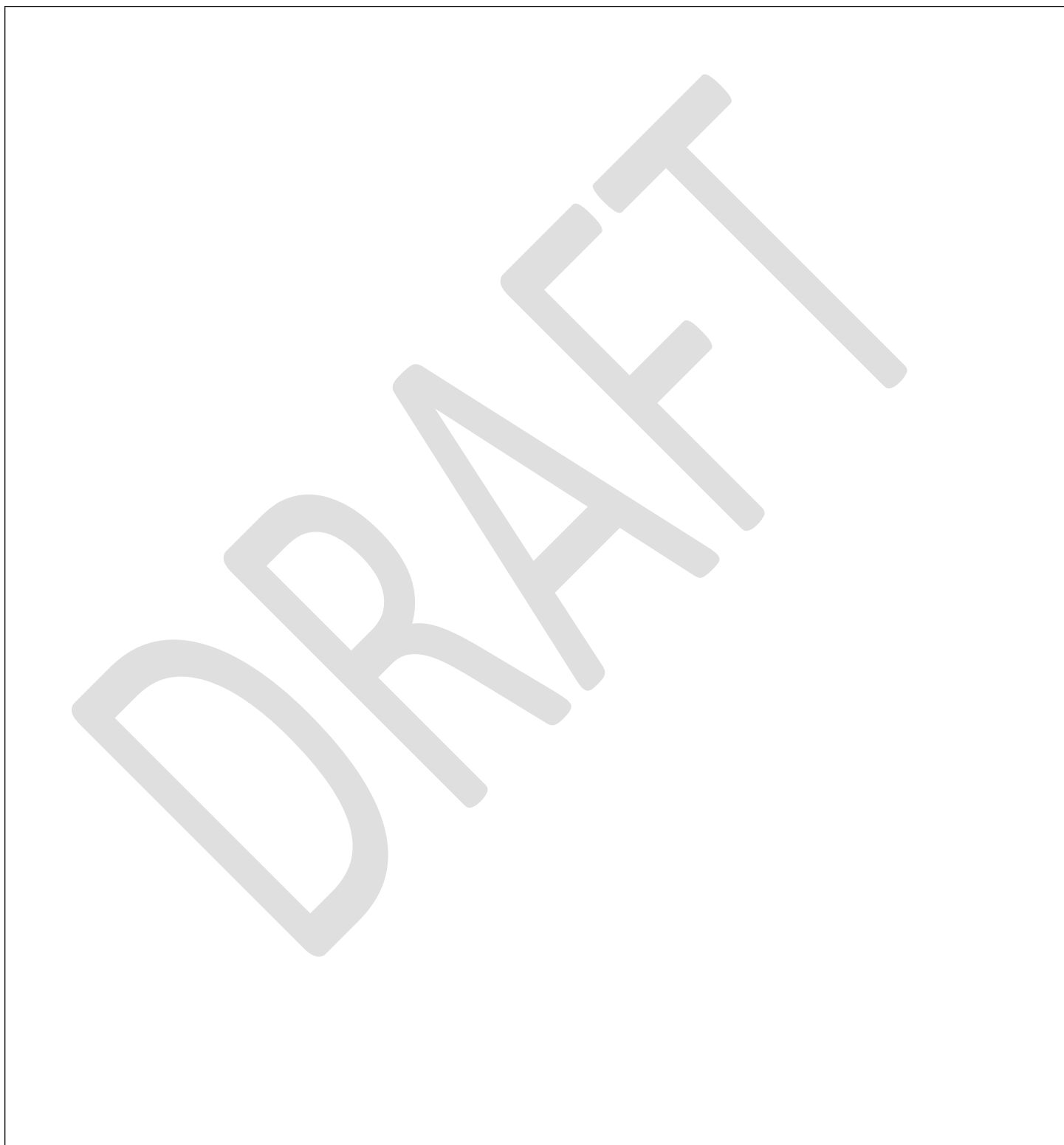
For more information, please contact _____, 847-XXX-XXXX or XXXXXXX@mountprospect.org

DRAFT

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Event Layout

Please provide a layout of the proposed event. The space below may used and/or drawings may be attached with the application. The layout should include information like placement of barricades for road closures, tents, vendors, portable toilets & handwashing stations, stages, speakers, generators and other relevant event information.



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Short Term Merchant

- A short term merchant is defined as a person or business selling food, beverages, or merchandise.
- The Event Manager is responsible for coordinating collection of all completed vendor permit application forms and fees. A list of all participating vendors should be submitted to the Village Manager's Office on a spreadsheet.
- All participating vendors must complete a Special Event Short Term Merchant Application (**ATTACHMENT A**)
- Local businesses that are registered with the Village of Mount Prospect must also complete all forms but may not be charged a fee.
- **All participating short term merchants, including local businesses, must sign the Event Inspection Checklist (ATTACHMENT C)**
- **IMPORTANT – As mandated by law, all participating vendors are required to file paperwork on gross sales with the State of Illinois, following conclusion of the event.**

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TENTS

How many tents for the event? _____

The tent(s) is/are to be used: _____ as a shelter _____ for cooking _____ for dining _____ entertainment

How will tent(s) be secured? _____

Dimensions? _____

Tent rental company and contact information:

Address / Phone: _____

For tents larger than 100-square-feet (or 10' x 10'), a Tent Permit is required. Please see Attachment C.

Tents, shelters, or any other kind of covering shall not be staked to any public road, parking lot, sidewalk, or right-of-way. Offenders will be fined \$500 per incident.

ELECTRICAL GENERATORS

Any event utilizing generators or temporary electrical is required to apply for and obtain an Electrical Permit from the Building and Inspection Services Division. All electrical work must be done by licensed electrical contractors. The work will be inspected on-site by the Building Division prior to the event. It is recommended that your electrical contractor be onsite during the inspection to address issues that may arise during the inspection.

Number of generators: _____

Generator Locations (attach site map): _____

Licensed Electrical Contractor Name: _____

Contractor's 24-hour phone: _____ Email: _____

Please see Attachment C for the Application form.

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TEMPORARY EVENT BANNERS & SIGN APPLICATION

Will you be displaying?

A-frame signs # _____

Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for A-frame signage

H-frame signs # _____

Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for H-frame signage

Banners # _____

Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for temporary banner

*Banner signs are limited to one 32-square-foot banner a day for a
maximum of 14 days*

Pole Signs # _____

Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for pole signage

Dates signs will be displayed: From: _____ To: _____ (14 days max.)

Signage must be removed after the event.

Important Warning – it is illegal to install temporary signs on the public parkways (unless you're specifically instructed to do a public alert about a race route which will impact residents). All illegal signage will be removed and disposed of by Village staff.

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VILLAGE OF MOUNT PROSPECT SPECIAL EVENT LIQUOR PERMIT

(ALL INFORMATION ON THIS FORM MUST BE COMPLETED IN BLACK INK, PRINTED OR TYPED AND
RETURNED TO THE LIQUOR CONTROL COMMISSIONER'S OFFICE)

I. BUSINESS/ORGANIZATION INFORMATION

Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____

Type: ☐ Corporation ☐ Civic ☐ Religious ☐ Government ☐ Other: _____

Employer Identification Number (EIN)
or 501C3 Number: _____

Business License Number: _____

Does your business have a Liquor License? ☐ Yes ☐ No If Yes, what is your license? _____

II. APPLICANT

(Applicant must be the owner, primary manager, or authorized agent of the business or organization.)

Name: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Email: _____

III. EVENT

Name: _____

Purpose: _____

Location: _____ Outdoors? ☐ Yes ☐ No

Type: ☐ Civic (\$0) ☐ Library (\$0) ☐ Village (\$0) ☐ Daily Sampling (\$25 per day) ☐ Temporary Outdoor Entertainment (\$0) ☐ Promotion (\$25 per day)

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Type of Liquor Served: ☐ Beer ☐ Wine ☐ Spirits

Live or Amplified Music? ☐ Yes ☐ No

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IV. INSTRUCTIONS

1. APPLICATION DATE: Permit applications MUST be submitted at least seven (7) calendar days prior to the date of the event.
2. INSURANCE: In addition to this application, you must also submit proof of Dram Shop or Host Liability Insurance for the event. The insurance rider must specifically identify the location where the event is being held and the coverage must coincide with the dates of the event. If the event is being hosted on a liquor licensee's premises, no proof of insurance is necessary.
3. PERMIT FEE: Make you check or money order payable to the VILLAGE OF MOUNT PROSPECT and attach it to this application.
4. STATE OF ILLINOIS SPECIAL EVENT PERMIT: If an applicant is applying for a Civic Permit, then they must obtain a State of Illinois Special Event Permit after they obtain an approved Village of Mount Prospect Civic Permit.

V. AFFIDAVIT

I, the undersigned applicant or authorized agent thereof, have read this application and the statements are true, complete and correct. The statements are made for the purpose of inducing the Village of Mount Prospect to issue a liquor permit for a specific event. I further understand that any misrepresentation or failure to notify the Liquor Control Commissioner of any fact requested in this application or omission of any fact pertinent to this application shall constitute good cause for the Liquor Control Commissioner to deny this permit application and/or to revoke any permit issued pursuant to this application.

Signature of Applicant/Authorized Agent

Title/Position

Date

OFFICIAL USE ONLY

Requirements

☐ APPROVED ☐ DENIED

☐ Insurance

☐ Fee

☐

☐

NOTES

Signature of Local Liquor Control Commissioner

Local Liquor Control Commissioner

Date

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TEMPORARY SPECIAL EVENT LIQUOR PERMIT

- A. A Village of Mount Prospect Special Event liquor permit is required for any local business selling or serving alcohol at an event.
- B. Temporary Special Event liquor permits may be issued on a daily basis. No event permit can be issued for more than (5) five consecutive days.
- C. No more than (12) such permit days shall be available to any one such organization during a year term.
- D. The permittee is responsible for securing any applicable State Permit. If the State liquor Commission requires a permit and it is not obtained, then the Village temporary permit shall be deemed void ab initio. It is the responsibility of the permittee to determine whether or not a State permit is needed and issuance of a Village Permit has no bearing on the issue of whether a State permit is required.
- E. Liquor Liability insurance must be submitted with the Special Event application and the Village of Mount Prospect named as the certificate holder. The insurance rider must specifically identify the location where the event is being held and the coverage must coincide with the dates with the dates of the event.
- F. Cost is \$25. Per day **Submit application to Village Managers Office 847-818-5300.**

REFUSE & RECYCLING REQUIREMENTS

The Applicant/Event Manager is responsible for providing refuse, recycling, and composting collection services for events which generate waste that impacts the Village's receptacles.

For more information about temporary cans, dumpsters, and special pick-ups, please contact Republic 847-981-0091.

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LIST OF ATTACHMENTS

Attachment A – Food Vendor Permit Application

Attachment B – Event Checklist for Participating Vendors

Attachment C – Tent / Generator Inspection Application

Attachment D – Raffle License Application

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Community Development Department

Special Event Permit Application ATTACHMENT C: Tent / Generator Inspection Application

A Tent Permit is REQUIRED if the tent is over 100 square feet.

Submission Requirements: Along with this completed application, please submit signed rental agreement, State business license or registration, Certificate of flame resistance, liability insurance, and sketch of layout for tent.

Date: _____ Event Name: _____

Applicant Name(s): _____ Must schedule an inspection 24hrs prior to event

Event Address: _____ Event Date: _____

Applicant's Phone: _____ Applicant's Email: _____

Property Owner's Name(s): _____

Property Owner's Phone: _____

Property Owner's Address: _____

Number of tents: _____ Tents to be properly secured and certificate of flame resistance displayed.

Contractor Signature: _____ Date: _____

GENERATORS: LICENSED ELECTRICIAN REQUIRED

Date: _____ Event Address: _____

Must schedule an inspection 24 hours prior to the event:

- Grounding on the generator is required
- Extension cords required to have GFCI & covered
- Fire extinguisher required by the generator
- Avoid tripping hazards with the extension cords
- Provide a copy of the electrical license

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Contractor Email: _____

Contractor's License Number: _____

Number of Generators: _____

Contractor Signature: _____

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Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION

Thank you for your interest in holding a special event in the Village of Mount Prospect. This application intends to provide an overview of the types of arrangements, approvals and documents that may be required for a proposed event. Applicants may contact the Village for a preliminary review of their proposed event prior to submitting an application.

1. Please complete and submit your application, including any required applications or licenses, no less than 30 business days prior to the proposed event start date, to:

VILLAGE MANAGER'S OFFICE
VILLAGE OF MOUNT PROSPECT
50 S. EMERSON STREET
MOUNT PROSPECT, IL 60056
2. Completed applications will be forwarded to all necessary Village Departments for review and returned to the Village Manager (or designee) for final consideration.
3. The following documents will be required prior to issuance of a permit:
 - a. A completed Hold Harmless Agreement.
 - b. A Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the amount of \$1,000,000 per incident, aggregate of \$2,000,000.
 - c. Should further information be necessary, or if an event requires Village services, additional info may be required.
4. Special Event Applications are reviewed in accordance with the standards and procedures set forth in Section 10.105 Application Review of the Village Code, which can be found at www.mountprospect.org. Factors that will be considered include, without limitation: impact on traffic; police and fire protection; noise; and public safety.
5. The Village has the authority to invoice the Special Event Permit Applicant and the Event Manager for any extraordinary difference between the total expense amount and ordinary cost of providing public service. . In addition, the Event Manager may be held responsible for the costs associated with repairing any damage to public property that occurred because of the special event.

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Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION

DEFINITIONS:

Special Event - A planned temporary activity or aggregation of activities, that may include but is not limited to public entertainment, food and beverage service facilities, sale of souvenirs or other merchandise, or similar activities, that is:

- (1) Conducted on any public property under the ownership or control of the Village; or
- (2) Conducted primarily outdoors on property open to the public other than upon public property under the ownership and control of the Village and which:
 - (a) Includes activities that require the issuance of a Village license and/or liquor license; or
 - (b) Requires Special Village Services.

****Neighborhood block parties are exempt from the Special Event Application. Please complete the Block Party Request form on the Village's See Click Fix "mpDelivers" app available on www.mountprospect.org.*

Special Village Services – Services provided by the Village during an event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the Village, which services may include but are not limited to, any of the following: street closures, provisions of barricades, trash or recycling receptacles, parking signs, electrical services, police protection, fire/EMS protection, public works pre-planning and assistance, or use of Village vehicles and/or equipment.

Event Manager – The person indicated on the Special Event Permit Application who is primarily responsible for managing a special event. Event Manager may be the Special Event Permit Applicant.

Special Event Permit Applicant – The person who completes and submits a Special Event Application on behalf of the special event. Event Manager may also be the Special Event Permit Applicant.

Event Monitor – The individuals/staff that will be onsite to conduct and supervise the event.

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Village of Mount Prospect

SPECIAL EVENT PERMIT APPLICATION

Date Application
Received:

Staff:

EVENT INFORMATION

1. Name of Event: _____
2. Date(s) of Event: _____ Rain Date(s): _____
3. Event Set-up begins: _____ Event Dismantling ends: _____
Event Start time: _____ Event End time: _____
4. Location of Event and, if applicable, Route ***Please Complete Event Layout or Attach Site Plan/Route Map***

5. Event Type (*circle one*): Festival/Fair Race/Walk/Bike Ride Concert/Parade
Other: (Please describe) _____
6. Event Description: _____

7. Estimated attendance: _____ # of Event Monitors: _____
8. Participating Vendors: _____

**The Village of Mount Prospect may require additional monitors at our discretion.*

ORGANIZATION INFORMATION

9. Sponsoring Organization: _____
☐ Non-profit (if yes, attach 501(c)(3)) ☐ Private business ☐ Government/public entity
10. Address: _____
11. Phone Number: _____
12. Executive Officer/President Name: _____

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EVENT MANAGER

13. Name: _____

14. Address: _____

15. Phone #1 (Primary): _____ Phone #2: _____

16. Email: _____

17. Driver's License #: _____ Date of Birth: _____

18. Role/Position with the Organization: _____

SPECIAL EVENT PERMIT APPLICANT

Complete #16 - #20 if the Special Event Permit Applicant is NOT the Event Manager.

19. Name: _____

20. Phone #1 (Primary): _____ Phone #2: _____

21. Email: _____

22. Driver's License #: _____ Date of Birth: _____

23. Role/Position with the Organization: _____

24. Has a similar permit been granted by the Village or any other municipality in Illinois within the past two years?

YES _____ NO _____

Has any Illinois municipality ever revoked, refused to issue or renew such a permit, for the Event Manager or the Special Event Permit Applicant?

YES _____ NO _____

25. Has the Event Manager or the Special Event Permit Applicant ever been convicted of a felony?

YES _____ NO _____

If yes, what was the nature of the offense and the punishment or penalty assessed?

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State of Illinois)
) SS.
 County of Cook)

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information, and belief.

SIGNATURE of Special Event Permit Applicant
(Sign if Applicant is not the Event Manager)

 Date

SIGNATURE of Event Manager

 Date

I AGREE THAT THE VILLAGE HAS THE AUTHORITY TO INVOICE THE SPECIAL EVENT PERMIT APPLICANT AND THE EVENT MANAGER FOR ANY EXTRAORDINARY DIFFERENCE BETWEEN THE TOTAL EXPENSE AMOUNT AND ORDINARY COST OF PROVIDING PUBLIC SERVICE. IN ADDITION, THE EVENT MANAGER MAY BE HELD RESPONSIBLE FOR THE COSTS ASSOCIATED WITH REPAIRING ANY DAMAGE TO PUBLIC PROPERTY THAT OCCURRED BECAUSE OF THE SPECIAL EVENT.

SIGNATURE OF APPLICANT: _____
(Sign if Applicant is not the Event Manager)

DATE: _____

SIGNATURE OF EVENT MANAGER: _____

DATE: _____

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SPECIAL EVENT HOLD HARMLESS AGREEMENT (Applicant)

In consideration of the Village of Mount Prospect ("Village") granting a Special Event Permit to _____, operating at _____ ("Applicant"), to allow the _____ ("Event")¹, scheduled to occur on _____, between _____ AM/PM and _____ AM/PM², at _____ ("Location")³, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the Village and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the Village and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20_____.

Applicant Signature

Applicant Name (printed)

Attest

¹ Any Not-for-Profit Special Event, or Commercial Special Event approved by the Village.

² Schedule and times should include days/time required for event set-up and clean up.

³ If necessary, please attach additional information regarding the Location.

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REQUIREMENTS

Please check all relevant criteria for your event. If you check “yes” to any of the following questions, please complete the referenced additional requirement(s). The Village reserves the right to determine event requirements.

YES	NO	QUESTION
		Are you requesting the closure of Village streets?
		Are you requesting the use of Village sidewalks?
		Are you requesting the use of other Village property? (parking lots/garages, Centennial Green/Village Hall) <i>if yes, indicate location:</i>
		Does any portion of the event take place on private property? <i>If yes, and the applicant is not the property owner, please submit a letter of consent from the property owner, or a copy of the agreement.</i>
		Are you hiring a private firm for traffic control and/or event security? <i>If no, how will traffic and pedestrian circulation be handled?</i> <i>If yes, please read the section about police services on Page 7</i> <i>The Village will determine if extra duty officers are required for the special event.</i>
		Will food, beverages, or merchandise be sold at the event? <i>If yes, please read section about vendor permits on Page 7.</i> <i>Provide Attachment C to your participating vendors.</i>
		Will tents be used at the event? <i>If so, please read the section on tents on Page 8.</i>
		Will electrical service, and/or generators be required for the event? <i>If yes, please read section on electrical service on Page 8.</i>
		Temporary Signage? <i>Types of signage include: event promotion, liquor restrictions, parking restrictions, towing, and traffic detour.</i> <i>If yes, please read and complete the Temporary Signage Application on Page 9. Applicant must provide # of signs and dimensions for each, sign text and graphics, how the signs will be secured, sign location site map.</i>
		Are you requesting the use of electricity in Centennial Green/Melas Park? <i>If yes, please note that service is limited to 15 amps per outlet; You must provide a list of equipment and the amps to be plugged in and the location(s) with your application.</i>
		Will amusement rides/entertainment attractions be used at the event? <i>if yes, indicate rides/attractions:</i>

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YES	NO	QUESTIONS
		Will you be using speakers and sound amplification equipment? <i>Weekdays 7am – 9pm, Weekends 9am – 11pm, Never on Holidays other than the 4th of July</i>
		Will portable toilets & handwashing stations be provided for the Event? <i>If yes, please provide the vendor's name and contact information.</i> Number of toilets: _____ Number of hand wash sinks: _____ Provide the location(s) of sanitary facilities to be provided at the event on a site map. <i>Please note that all sanitary facilities must be removed immediately following the event.</i> <i>The Village will provide final determination if portable toilets/handwashing stations will be required.</i>
		Will liquor be served? <i>If yes, special rules and regulations govern the sale of alcohol at Special Events.</i> <i>Read Page 10 for guidance.</i> Contact Executive Assistant to the Village Manager Doreen Jarosz, 847-818-5300 or djarosz@mountprospect.org
		Are you holding a raffle at the event? <i>A raffle involves selling tickets or chances and is restricted by State law to non-profit organizations only. A prize drawing involves no purchase by participants, e.g. drop business card in fishbowl.</i> <i>If yes, a Raffle Permit is required. Raffle Permit Fee is \$25. Complete Attachment D..</i>
		Are you requesting barricades? (Events on private property not eligible) If yes: Delivery location: _____ Name of contact person & phone number: _____ Date of delivery (set up will not be provided): _____ <i>Read section on Page 11.</i> <i>Depending on number and type of barricade, you may be charged for these.</i>
		Will any other public works services be needed at the event? (Events on private property not eligible) <i>Read section on Page 11.</i>
		Will garbage, recycling, and compost be produced as a result of this event? <i>If yes, applicant is responsible for event-related trash collection and removal.</i> <i>Read section on Page 12.</i>
		Will there be provisions for First Aid & Emergency Medical Services? <i>If yes, please provide plan:</i> <i>At minimum, Event Manager must have cell phone to dial 911.</i>

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POLICE SERVICES

A minimum of one (1) extra-duty officer is required during all hours an event is open to the public at all Major Outdoor Special Events.

Village staff review each application to determine the total number of extra duty officers required based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please contact Investigative Commander Kanupke , 847-870-5656 or jkanupke@mountprospect.org.

How many extra-duty officer(s) to be scheduled: _____

FIRE/EMS SERVICES

The Village may require the presence of MPFD/EMS staff presence during all hours an event is open to the public at all Major Outdoor Special Events.

Village staff review each application to determine the total number of extra duty MPFD/EMS staff required based on the scale of the event, event criteria, if streets are closed, etc.

The applicant will be notified about the determination and scheduling.

For more information, please call The Mount Prospect Fire Department at 847-870-5663 or email JDolan@mountprospect.org

The information below is provided to help the applicant better plan and budget for this type of expense.

How many extra-duty officer(s) to be scheduled: _____

PUBLIC WORKS SERVICES

Will you be requesting any resources from the Public Works Department?

Barricades: _____

Fencing: _____

Signs: _____

Other: _____

For more information, please contact _____, 847-XXX-XXXX or XXXXXXX@mountprospect.org

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Event Layout

Please provide a layout of the proposed event. The space below may be used and/or drawings may be attached with the application. The layout should include information like placement of barricades for road closures, tents, vendors, portable toilets & handwashing stations, stages, speakers, generators and other relevant event information.



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Short Term Merchant

- A short term merchant is defined as a person or business selling food, beverages, or merchandise.
- The Event Manager is responsible for coordinating collection of all completed vendor permit application forms and fees. A list of all participating vendors should be submitted to the Village Manager's Office on a spreadsheet.
- All participating vendors must complete a Special Event Short Term Merchant Application (**ATTACHMENT A**)
- Local businesses that are registered with the Village of Mount Prospect must also complete all forms but may not be charged a fee.
- **All participating short term merchants, including local businesses, must sign the Event Inspection Checklist (ATTACHMENT C)**
- **IMPORTANT – As mandated by law, all participating vendors are required to file paperwork on gross sales with the State of Illinois, following conclusion of the event.**

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TENTS

How many tents for the event? _____

The tent(s) is/are to be used: _____ as a shelter _____ for cooking _____ for dining _____ entertainment

How will tent(s) be secured? _____

Dimensions? _____

Tent rental company and contact information: _____

Address / Phone: _____

For tents larger than 100-square-feet (or 10' x 10'), a Tent Permit is required. Please see Attachment C.

Tents, shelters, or any other kind of covering shall not be staked to any public road, parking lot, sidewalk, or right-of-way. Offenders will be fined \$500 per incident.

ELECTRICAL GENERATORS

Any event utilizing generators or temporary electrical is required to apply for and obtain an Electrical Permit from the Building and Inspection Services Division. All electrical work must be done by licensed electrical contractors. The work will be inspected on-site by the Building Division prior to the event. It is recommended that your electrical contractor be onsite during the inspection to address issues that may arise during the inspection.

Number of generators: _____

Generator Locations (attach site map): _____

Licensed Electrical Contractor Name: _____

Contractor's 24-hour phone: _____ Email: _____

Please see Attachment C for the Application form.

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TEMPORARY EVENT BANNERS & SIGN APPLICATION

Will you be displaying?

A-frame signs # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for A-frame signage

H-frame signs # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for H-frame signage

Banners # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for temporary banner

*Banner signs are limited to one 32-square-foot banner a day for a
maximum of 14 days*

Pole Signs # _____ Dimensions _____

How will signage be secured? _____

Please attach a site map with signage location(s)

Please attach artwork/designs for pole signage

Dates signs will be displayed: From: _____ To: _____ (14 days max.)

Signage must be removed after the event.

Important Warning – it is illegal to install temporary signs on the public parkways (unless you're specifically instructed to do a public alert about a race route which will impact residents). All illegal signage will be removed and disposed of by Village staff.

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TEMPORARY SPECIAL EVENT LIQUOR PERMIT

- A. A Village of Mount Prospect Special Event liquor permit is required for any local business selling or serving alcohol at an event.
- B. Temporary Special Event liquor permits may be issued on a daily basis. No event permit can be issued for more than (5) five consecutive days.
- C. No more than (12) such permit days shall be available to any one such organization during a year term.
- D. The permittee is responsible for securing any applicable State Permit. If the State liquor Commission requires a permit and it is not obtained, then the Village temporary permit shall be deemed void ab initio. It is the responsibility of the permittee to determine whether or not a State permit is needed and issuance of a Village Permit has no bearing on the issue of whether a State permit is required.
- E. Liquor Liability insurance must be submitted with the Special Event application and the Village of Mount Prospect named as the certificate holder. The insurance rider must specifically identify the location where the event is being held and the coverage must coincide with the dates with the dates of the event.
- F. Cost is \$25. Per day **Submit application to Village Managers Office 847-818-5300.**

REFUSE & RECYCLING REQUIREMENTS

The Applicant/Event Manager is responsible for providing refuse, recycling, and composting collection services for events which generate waste that impacts the Village's receptacles.

For more information about temporary cans, dumpsters, and special pick-ups, please contact Republic 847-981-0091.

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LIST OF ATTACHMENTS

Attachment A – Short Term Merchant Application

Attachment B – Event Checklist for Participating Short Term Merchants

Attachment C – Food Merchant Addendum

Attachment D – Tent / Generator Inspection Application

Attachment E – State of Illinois Special Event Liquor License

Attachment F – Special Event Liquor Permit

Attachment G – Raffle License Application

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ATTACHMENT A: SHORT TERM MERCHANT APPLICATION

Annual license for vendors, peddlers, and itinerant merchants

1. Vendor Name/Names: _____
2. Date of Birth (attach copy of license or State ID): _____
3. Vendor Business Name: _____
4. Vendor Business Address: _____
5. Mailing Address if different from above: _____
6. Business Phone Number: _____
7. Business Email Address: _____
8. Nature and kind of business conducted (if selling food products, attach Temporary Food Event Application):

9. Location where goods are to be sold: _____
10. Illinois Sales Tax Number: _____
11. Please list all vehicles, including state and license plate number to be used in conjunction with this vendor permit:

12. Please list all addresses (other than permanent place of business) where the applicant conducted a transient business within the last 6 months: _____

****Please attach a Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the sum of \$1,000,000 per incident, \$2,000,000 aggregate****

The undersigned acknowledges and agrees that they are familiar with, have read and reviewed, and understand, all laws and regulations applicable to this application and the requested license, including, without limitation, the Village Code. The undersigned further agrees that the applicant complies with any and all eligibility requirements for the requested license, and that the applicant will comply with all applicable laws and regulations with respect to the requested license.

Dated this _____ day of _____, 20_____
Vendor Signature _____

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ATTACHMENT B: VENDOR CHECKLIST

DRAFT

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ATTACHMENT C: FOOD VENDOR ADDENDUM

In addition to the information submitted with Attachments A and B, please submit the following (**you do not have to submit Health Permit, Business License, and food inspection report if your business operated within the Village of Mount Prospect**):

- ☐ Most recent Health Permit and Business License from the community that your business operates in
- ☐ Most recent food inspection report from the community that your business operates in
- ☐ Cottage Food License (if applicable)
- ☐ Certified Food Protection Manager (CFPM) certificate if preparing or serving open foods

Failure to maintain all potentially hazardous foods at proper temperature (less than 41 degrees or more than 135 degrees) will result in their immediate disposal.

I agree to abide by the rules and regulations established for this event.

Owner's signature (Required) _____

Date _____

Please do not hesitate to contact the Environmental Health Division with any questions (847) 818-5292.

TEMPORARY FOOD OPERATOR MENU REQUIREMENTS

All potentially hazardous foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures outside of the Danger Zone (41°F - 135°F). **A calibrated thermometer is required to monitor temperatures often at the event.**

Indicate below all temperature control measures you will use to keep potentially hazardous foods either below 41°F or above 135°F. Specify how many units and sources of power (electric, generator, propane, freezer packs). Identify which food items correspond to each category.

Cold Holding

- ☐ Refrigerator
- ☐ Refrigerated Truck
- ☐ Freezer
- ☐ Dry Ice
- ☐ Ice Chest
- ☐ Other

Cooking

- ☐ Oven
- ☐ Wok
- ☐ Stove
- ☐ Roaster Oven
- ☐ Fryer
- ☐ Gas Grill
- ☐ Other

Hot Holding

- ☐ Oven
- ☐ Steam Table
- ☐ Gas Grill Oven
- ☐ Stove
- ☐ Chafing Dish
- ☐ Other

Note: STERNO is not acceptable as a heating source

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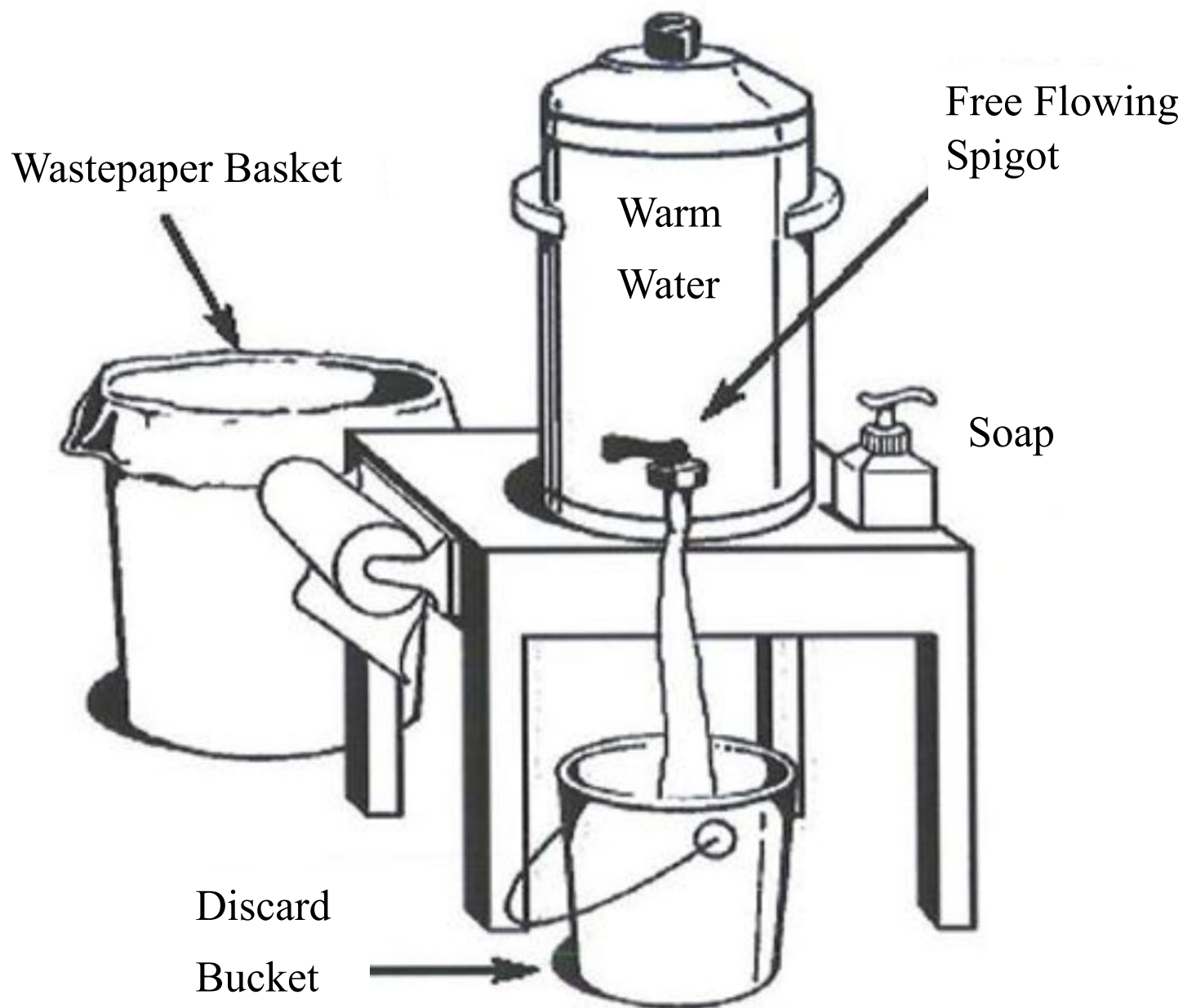
Temporary Food Vendor Checklist

Use this list as a guide to assure you are prepared for the event and an inspection. Items on the list are **required to be onsite and set up prior to opening your booth to sales.**

- ___ 1. Check the amount of power that you will need to adequately operate all of your equipment and lighting (# of AMPS) and verify with the event organizer that sufficient power is provided.
- ___ 2. A rented portable toilet with hand sink is recommended for hand washing, but other methods can be used. You must provide adequate amount of warm water, pump style hand soap, paper towels, and a catch bucket for wastewater.
- ___ 3. A tent/overhead covering must be provided to protect food service areas. Grills/cooking equipment should not be under the tent.
- ___ 4. All food and non-food items must be stored 6" off the ground on pallets, tables, or dunnage racks.
- ___ 5. Dish washing onsite is not required. Provide enough extra clean utensils to get through the duration of the event.
- ___ 6. Provide sanitizer wipe buckets or spray bottles to keep tables clean and sanitized. Also, provide chemical test kits to verify concentration.
- ___ 7. Provide lidded garbage cans. Cardboard boxes are not approved.
- ___ 8. Clean aprons, shirts, hats, and adequate hair restraints are required for all booth workers.
- ___ 9. A food probe thermometer is required for all food handling tasks.
- ___ 10. Single use disposable gloves are required for all food handling tasks.
- ___ 11. Ground covering shall be made of concrete, wood, asphalt, duckboards, or platforms.
- ___ 12. Dispensers for condiments (individual packets, pump dispensers, or squeeze bottles and lidded containers for condiments such as onions, relish, etc.)
- ___ 13. Eating utensils must be dispensed properly and organized to avoid hand contact. Individual sealed utensils are best.
- ___ 14. Brooms, oil dry, etc. for booth cleanup at the end of the event.
- ___ 15. Containers to transport, store, and remove used charcoal and fryer grease.
- ___ 16. Water must be obtained from an approved source and be run through a food grade hose to your booth.
- ___ 17. Mechanical refrigeration / freezers must be provided for cold holding potentially hazardous foods at a temperature of 41°F or below. Please contact the sanitarian to determine what foods are not permitted on ice.
- ___ 18. Electric or propane fired equipment must be provided for hot holding potentially hazardous foods at 135°F or above. **STERNOS ARE NOT APPROVED OUTDOORS.**
- ___ 19. If you are transporting hot food, it must be reheated to 165°F rapidly, if it does not arrive at 135°F or above to the event.
- ___ 20. **USE YOUR THERMOMETER TO CHECK FOOD TEMPERATURES OFTEN.**
- ___ 21. Leftover foods must be discarded at the end of each day and shall not be reserved during subsequent days of the event.

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Temporary Hand Washing Set-Up



Each temporary hand washing set-up for food service employees must be provided with:

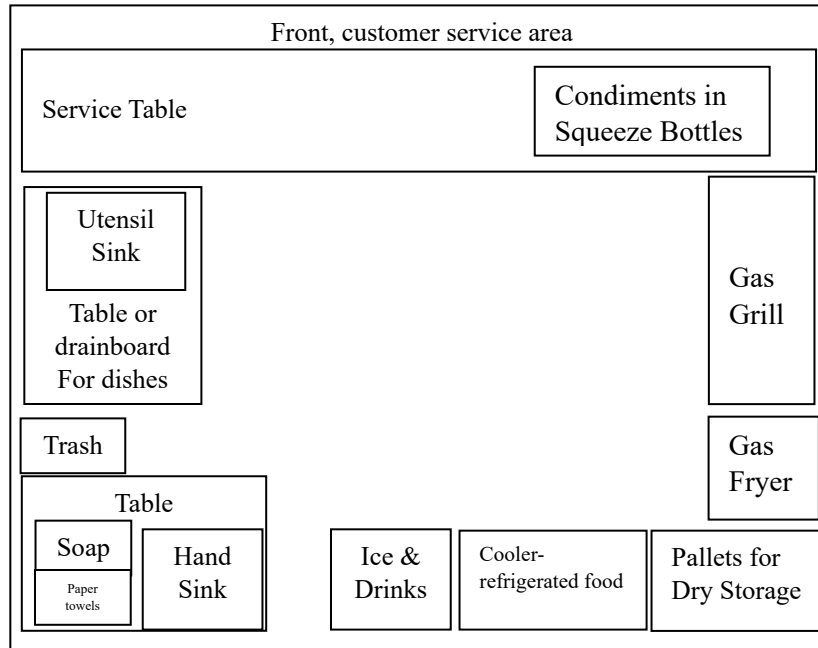
- ☐ A container of clean water with a free flowing spigot
- ☐ A wastewater discard bucket
- ☐ Liquid, dispensed hand soap
- ☐ Paper towels
- ☐ Wastepaper basket

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Booth Layout Information

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

SAMPLE



PROVIDE DRAWING OF BOOTH IN BOX BELOW

A large, empty rectangular box with a thin black border, intended for the applicant to draw their own booth layout. A large, faint, diagonal watermark reading "DRAFT" is visible across the entire box.

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Guidelines for Temporary Food Events and Farmers' Markets

- Limit foods to the least potentially hazardous, such as frankfurters and hamburgers, prepackaged chips, and snack foods from approved sources. If other foods are to be served, contact your health inspector. Minimize onsite preparation.
- Mechanical refrigeration is strongly recommended to be available for potentially hazardous foods. Ice coolers must be approved by Health authority. Store cold foods at **41 degrees or lower**. If foods are kept hot in a steam table or by other means, they must be **135 degrees or higher**. Foods must be transported and received onsite at the proper temperatures.
- Protect foods by use of sneeze guards, display counters, tents, storage trucks, locking refrigerators, etc. Flooring or hard surfaces are strongly recommended. All pre-packaged items must be properly labeled.
- Store cleaners, bleach, and other toxics away from the food preparation and food storage areas.
- Condiments must be served prepackaged or with hand pumps or squeeze bottles.
- Use bagged ice from an approved source. Use ice scoops for dispensing. Cover ice in ice storage bins.
- Don't eat or smoke in the food preparation area.
- Use aprons, hats, or effective hair restraints. Remove aprons when using restroom facilities.
- Provide hand-washing facilities: provide a jug or container of water with a tap, liquid hand soap, paper hand towels, refuse container, and a bucket to catch wastewater. This must be set up prior to any food preparation.
- Provide a sufficient number of lined garbage containers, preferably covered to minimize insect activity.
- Provide an approved method of utensil washing (wash, rinse, sanitize). Three large buckets with wash water, rinse, and sanitizer are acceptable. Use test strips to check sanitizing agent.
- Use single service items only, such as plastic knives, forks, and spoons, paper napkins, paper plates, cups, etc.
- Wiping cloths must be stored in a sanitizing solution ($\frac{1}{2}$ ounce of household bleach per gallon of water) and must be used for wiping non-food contact surfaces of equipment. A separate bucket of bleach sanitizer must be used for food contact surfaces of equipment and utensils.
- Provide an adequate number of restrooms conveniently located throughout the event area.
- Fans are recommended for flying insect control in areas where food is being cut, prepared, or assembled.

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Guidelines for Temporary Food Events and Farmers' Markets

- Store food and food supplies off the ground or pavement.
- A food grade hose is required for all temporary potable water connections. Provide vacuum breakers on hose bibs for water.
- Do not dispose of liquid waste on the ground. Capture waste and return to facility for proper disposal in a sink.
- Honey, maple syrup, apple cider, fruit and vegetable juices, and herb vinegars shall be made in an inspected facility.
- Baked goods shall be prepared in an inspected facility. Potentially hazardous baked goods (i.e. cream or custard filled items, egg-based or custard pies, etc.) shall be transported and held at or below 41 degrees at all times.
- Raw or milk cheeses may be sold if made in a licensed dairy plant and aged over 60 days.
- Meats and poultry must bear U.S.D.A. and/or the State of Illinois inspection label or stamp.
- Seafood must come from a verified source with a bill of lading.

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ATTACHMENT D: Tent / Generator Inspection Application

A Tent Permit is REQUIRED if the tent is over 100 square feet.

Submission Requirements: Along with this completed application, please submit signed rental agreement, State business license or registration, Certificate of flame resistance, liability insurance, and sketch of layout for tent.

Date: _____ Event Name: _____

Applicant Name(s): _____ Must schedule an inspection 24hrs prior to event

Event Address: _____ Event Date: _____

Applicant's Phone: _____ Applicant's Email: _____

Property Owner's Name(s): _____

Property Owner's Phone: _____

Property Owner's Address: _____

Number of tents: _____ Tents to be properly secured and certificate of flame resistance displayed.

Contractor Signature: _____ Date: _____

GENERATORS: LICENSED ELECTRICIAN REQUIRED

Date: _____ Event Address: _____ Must schedule an inspection 24 hours prior to the event:

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Contractor Email: _____

Contractor's License Number: _____

Number of Generators: _____

Contractor Signature: _____

- Grounding on the generator is required
- Extension cords required to have GFCI & covered
- Fire extinguisher required by the generator
- Avoid tripping hazards with the extension cords
- Provide a copy of the electrical license

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ATTACHMENT E: STATE OF ILLINOIS LIQUOR LICENSING

State liquor licensing information and applications can be found at the links provided below. A copy of the state-provided liquor license must be provided prior to the event for liquor to be present.

APPLICATION FOR STATE OF ILLINOIS SPECIAL USE PERMIT LIQUOR LICENSE
(<https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-use-permit.pdf>)

APPLICATION FOR STATE OF ILLINOIS SPECIAL EVENT RETAILER'S LIQUOR LICENSE (NOT-FOR-PROFIT)
(<https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf>)

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ATTACHMENT F: SPECIAL EVENT LIQUOR PERMIT



VILLAGE OF MOUNT PROSPECT SPECIAL EVENT LIQUOR PERMIT

(ALL INFORMATION ON THIS FORM MUST BE COMPLETED IN BLACK INK, PRINTED OR TYPED AND
RETURNED TO THE LIQUOR CONTROL COMMISSIONER'S OFFICE)

I. BUSINESS/ORGANIZATION INFORMATION

Name: _____	
Address: _____	
Phone: _____	Fax: _____
Website: _____	
Type: ☐ Corporation ☐ Civic ☐ Religious ☐ Government ☐ Other: _____	
Employer Identification Number (EIN) or 501C3 Number _____	
Business License Number: _____	
Does your business have a Liquor License? ☐ Yes ☐ No If Yes, what is your license? _____	

II. APPLICANT

(Applicant must be the owner, primary manager, or authorized agent of the business or organization.)

Name: _____	
Address: _____	
Work Phone: _____	
Cell Phone: _____	
Email: _____	

III. EVENT

Name: _____	
Purpose: _____	
Location: _____	Outdoors? ☐ Yes ☐ No
Type: ☐ Civic (\$0) ☐ Library (\$0) ☐ Village (\$0) ☐ Daily Sampling (\$25 per day) ☐ Temporary Outdoor Entertainment (\$0) ☐ Promotion (\$25 per day)	
Start Date: _____	Start Time: _____
End Date: _____	End Time: _____
Type of Liquor Served: ☐ Beer ☐ Wine ☐ Spirits	
Live or Amplified Music? ☐ Yes ☐ No	

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IV. INSTRUCTIONS

1. APPLICATION DATE: Permit applications MUST be submitted at least seven (7) calendar days prior to the date of the event.
2. INSURANCE: In addition to this application, you must also submit proof of Dram Shop or Host Liability Insurance for the event. The insurance rider must specifically identify the location where the event is being held and the coverage must coincide with the dates of the event. If the event is being hosted on a liquor licensee's premises, no proof of insurance is necessary.
3. PERMIT FEE: Make you check or money order payable to the VILLAGE OF MOUNT PROSPECT and attach it to this application.
4. STATE OF ILLINOIS SPECIAL EVENT PERMIT: If an applicant is applying for a Civic Permit, then they must obtain a State of Illinois Special Event Permit after they obtain an approved Village of Mount Prospect Civic Permit.

V. AFFIDAVIT

I, the undersigned applicant or authorized agent thereof, have read this application and the statements are true, complete and correct. The statements are made for the purpose of inducing the Village of Mount Prospect to issue a liquor permit for a specific event. I further understand that any misrepresentation or failure to notify the Liquor Control Commissioner of any fact requested in this application or omission of any fact pertinent to this application shall constitute good cause for the Liquor Control Commissioner to deny this permit application and/or to revoke any permit issued pursuant to this application.

Signature of Applicant/Authorized Agent

Title/Position

Date

OFFICIAL USE ONLY

Requirements

☐ Insurance

☐ Fee

☐

☐

☐ APPROVED ☐ DENIED

NOTES

Signature of Local Liquor Control Commissioner

Local Liquor Control Commissioner

Date

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APPENDIX G: APPLICATION FOR NONPROFIT RAFFLE



**VILLAGE OF MOUNT PROSPECT
APPLICATION FOR NONPROFIT RAFFLE**

	APPLICATION DATE
I. APPLICANT	
Name of Organization:	
Address of Organization:	
City, State and ZIP code:	
Business Phone:	
Corporation Name (if applicable):	
State and Date of Incorporation:	
Name and addresses of officers and directors of applicant (if applicable):	
Name	Title
Address	
Name and addresses of all persons with a proprietary, equitable or credit interest in the applicant (if applicable):	
Name	Address
Name raffle manager:	
Address	Town: Zip:
Cell Phone Number:	
E-Mail :	
Date during which raffle chances will be sold or issued <i>From:</i> <i>to</i>	
Cost of each chance:	
What is being raffled and approximate value: (Attach additional sheet if needed)	
1.	
2.	
3.	
Areas which raffle chances will be sold or issued:	
1.	
2.	
3.	
Winning chance to be determined at the following location:	
Address:	
On the day of and the hour of	

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PLEASE PROVIDE THE FOLLOWING
FOR LICENSE TO ISSUE OR SELL CHANCES UP TO 120 DAYS

1. Application needs to be submitted 14 days prior to the first sale of raffle chances.
2. Application fee \$25.00 made out to the ***Village of Mount Prospect***
3. Fidelity Bond of \$1000.00 as required by Sec.11.3004B.7 of the Village Code of Mount Prospect
4. Notarized signature on sworn affidavit of Organization Officer or Member
5. Evidence of the Organization not for profit status. Federal and State tax exempt certificate or acknowledgement.

FOR LICENSE TO ISSUE OR SELL CHANCES UP TO , BUT NO MORE THAN 54 WEEKS

1. Additional application needs to be submitted seven (7) days prior to the second round of tickets sold or the 121st day of sale
2. Application fee \$250.00 made out to the ***Village of Mount Prospect***
- 2 Fidelity Bond of \$5000.00 as required by Sec.11.3004B.7 of the Village Code of Mount Prospect
- 3 Notarized signature on sworn affidavit of Organization Officer or Member
- 4 Evidence of the Organization not for profit status. Federal and State tax exempt certificate or acknowledgement

AFFIDAVIT

State of Illinois)
 County of Cook) SS

The undersigned, _____,
 being duly sworn on oath states that the above information is true and correct to the best of his/her knowledge and belief, the applicant is a not-for-profit organization, that has been in existence continuously for a period of 5 years immediately to the submission of this application, that during that entire five year period it has had a bona fide membership engaged in carrying out its objectives and, that it is not ineligible for a license under section 3(5) of An Act to provide for licensing and regulating certain games of the State of Illinois as it may be amended from time to time.

SUBSCRIBED and sworn to

Before me this _____ day

Of _____,

20____.

 Signature

 Notary Public

(Notary Seal)

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ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 10, “LICENSES AND PERMITS” OF THE
VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF MOUNT PROSPECT, ILLINOIS:

Section 1: Chapter 10, “Licenses and Permits” of the Mount Prospect Village
Code shall be amended as follows:

“ARTICLE I: SPECIAL EVENTS.

10.101: DEFINITIONS

- A. “Special Event” is a planned temporary activity or aggregation of activities, that may include but is not limited to public entertainment, food and beverage service facilities, sale of souvenirs or other merchandise, or similar activities, that is:
- (1) Conducted on any public property under the ownership or control of the Village; or
 - (2) Conducted primarily outdoors on property open to the public other than upon public property under the ownership and control of the Village and which:
 - (a) Includes activities that require the issuance of a Village license and/or liquor license; or
 - (b) Requires Special Village Services.
- C. “Special Village Services” are services provided by the Village during an event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the Village, which services may include, but are not limited to, any of the following: street closures, provisions of barricades,

trash or recycling receptacles, parking signs, electrical services, police protection, fire/EMS protection, public works pre-planning and assistance, or use of Village vehicles and/or equipment.

- D. "Special Event Permit" is a permit issued by the Village of Mount Prospect for a Special Event to occur within the corporate limits of the Village.
- E. "Event Manager" is the person indicated on the Special Event Permit Application who is primarily responsible for managing a special event.
- F. "Special Event Permit Applicant" is the person who completes and submits a Special Event Application to the Village Manager (or designee) on behalf of a special event.

10.102: PERMIT REQUIRED/EXEMPTIONS:

- A. No person, organization or other entity may conduct a special event within the corporate limits of the Village of Mount Prospect unless a Special Event Permit has been issued pursuant to this Article. No permit shall be granted to any person under the age of twenty-one. Additional permits, including, but not limited to, tent permit, special event liquor license, and temporary food permit, may be required.
- B. Events that close a Village street as a neighborhood block party intended for residents for the block, their family members and close friends and is not intended to be open to the general public, shall not be considered a Special Event.

10.103: PERMIT APPLICATION:

- A. Not less than 30 business days prior to when the proposed special event is scheduled to start, the Special Event Permit Applicant shall complete and submit

a written application for a special event permit to the Village Manager (or designee) on the application forms provided by the Village.

B. The Special Event Permit Application requires the following documents be provided before the Village issues a permit:

(1) A completed Hold Harmless Agreement (provided by the Village), where the Special Event Permit Applicant agrees to:

(a) Waive, release and relinquish all claims for injury against the Village and its officers, agents, servants, and employees, arising out of the participation therein or operation thereof the special event; and

(b) Indemnify, hold harmless and defend the Village of Mount Prospect and its officers, agents, servants, attorneys and employees from and against claims that arise out of the participation in or operation of the special event.

(2) A Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the amount of \$1,000,000.00 per incident, aggregate of \$2,000,000.00.

C. Additional Applications. If a special event includes activities for which a separate application or license is required, the applications and fees for those licenses shall be filed with the application for a special event. D. A sworn affidavit that all information provided on the application is complete and truthful.

10.104: SALE OF ALCOHOLIC LIQUOR.

No alcoholic liquor shall be sold at a special event unless in strict compliance with the applicable provisions of Chapter 13, "Alcoholic Liquors," of the Mount Prospect Village

Code. Person, organizations and other entities seeking to have alcoholic liquor sold at a special event must secure a special event license pursuant to Chapter 13, Article II, “Licensing for Regulated Service,” section 13.204.1(D)(2)(B).

10.105: APPLICATION REVIEW

- A. All competed special event permit applications, along with all applicable additional applications shall be submitted to the Village Manager (or designee) thirty (30) business days prior to a special event.
- B. The Village Manager (or designee) shall have applicable Village Departments review the special event permit application, along with any additional applications, and provide written recommendations on whether the application should be issued or not. Factors Village Departments shall consider in reviewing special applications shall include, but not be limited to: impact on traffic, police and fire protection, noise, and public safety. Additionally, the reviewing departments shall consider any Village Code provisions that apply to unique circumstances posed by a special event permit application. After conducting a review of a special event permit application, the Village Departments shall submit comments and recommendations to the Village Manager (or designee) who shall decide whether to approve or deny a special event permit application.
- C. The Village Manager (or designee) shall make his or her decision to approve or deny a special event permit application, based upon comments and recommendations of the reviewing Village Departments and his or her discretion that the proposed event is in the best interest of the Village and its residents. The

criteria the Village Manager (or designee) uses in making the determination shall include, but are not limited to, the following:

- (1) All the requirements of the application have been met, the application is complete, and the information contained in the application is true and correct.
- (2) The Special Event Permit Applicant and the Event Manager have not been convicted of a felony.
- (3) The Special Event Permit Applicant, the Event Manager, and/or the sponsoring organization is not delinquent in payment to the Village of any tax or payment required by the Village Code.
- (4) The proposed special event will not substantially or unnecessarily interfere with traffic in the area.
- (5) There are available at the time of the special event sufficient law enforcement personnel to police and protect lawful participants as well as any spectators.
- (6) The concentration of police and firefighters required at the special event will not prevent proper fire and police protection or ambulance service to the Village.
- (7) The special event is not being conducted for an unlawful purposes.
- (8) The special event will not subject the surrounding neighborhood to excessive noise, littering or parking difficulties given the neighborhood character.

- (9) The special event will not conflict with any other special event previously scheduled.
- (10) The special event will not require additional Village services that cannot be reasonably made available.
- (11) Any special event signage will not create an undue hazard to pedestrian or vehicular traffic and will not threaten the health, safety and general welfare of the public.
- (12) The scope of the special event would exceed the Village's personnel and/or financial capacity.

- D. The Village Manager (or designee) shall approve or disapprove a special event permit application within fourteen (14) business days of its receipt. The Special Event Permit Applicant shall be provided with a written copy of the findings made on the application.
- E. If the Village Manager (or designee) disapproves of a special event permit application, he or she shall, within three (3) business days of the denial, provide the Special Event Permit Applicant by personal service or by mail, with the reasons for denying the permit. An applicant whose special event permit application has been denied shall have five (5) business days after receiving the reasons for permit application denial to appeal the application decision to the Village Board. The appeal shall be in writing and filed with the Village Clerk. The Village Manager (or designee) shall set a time and place for a hearing of the Special Event Permit Applicant's appeal with the notice of the hearing given to the applicant by mail. The conduct of the appeal hearing shall include the following:

- (1) The Special Event Permit Applicant shall have the right to representation at the hearing by counsel;
- (2) At the hearing, all interested persons, including the Special Event Permit Applicant, community residents and representatives of community groups, shall be given an opportunity to be heard;
- (3) The Village Board shall accept any relevant written testimony or documentation concerning the proposed special event; and
- (4) The Village Board shall make a decision on the appeal with a written order within five (5) business days and the decision will be final.

10.106: ISSUANCE OF A SPECIAL EVENT PERMIT.

A. When a special event permit application is approved and issued, the Special Event Permit Applicant shall pay in advance all of the estimated costs and other required fees and make all the required insurance deposits.

- (1) The Special Event Permit Applicant must provide the Village Manager (or designee) with the necessary policy or policies of insurance from an insurance company acceptable to the Village Attorney and that protect the Village from all potential liability arising from the operation of the special event. Each insurance policy must include a provision that it shall not be subject to cancellation, reduction in amounts of its liabilities, or to other material changes until notice has been received by the Village Manager (or designee) not less than 60 days prior to any such cancellation or policy change.

- (2) Insurance required for a special event shall remain in full force and effect for the duration of the permit. Failure to maintain required insurance during the permit period shall result in an automatic revocation of the special event permit. The “permit period” for purposes of insurance coverage shall include the duration of the special event as well as the time required prior to the special event for setup and the time after the special event during which the public property involved shall be cleared and restored to the condition it was in before the special event.

- B. All special events shall be subject to inspections by authorized Village personnel to ensure compliance with applicable Village Code provisions.

10.107: NON-TRANSFERABILITY AND TERM OF SPECIAL EVENT PERMIT.

- A. No special event permit issued by the Village shall be transferred, assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.
- B. No special event conducted pursuant to a permit issued by the Village shall continue for more than seven (7) consecutive days.

10.108: MAINTENANCE OF PUBLIC PROPERTY AND PAYMENT OF COSTS.

- A. During a special event, the Event Manager shall keep any public property affected by the event clean and free from paper, debris, or refuse, and at the end of the special event, the Event Manager shall cause the removal all materials and equipment and clean the affected public property, including any public street(s) and sidewalk(s). If public property is damaged as a result of the special event, the

Event Manager shall ensure it is repaired and restored to the condition it was in prior to the special event with approval from the Village.

- B. Following the special event, each Village Department that provided special services shall send to the Village Manager (or designee) a statement of the costs for its services. The Village Manager (or designee) shall total the costs and is authorized to send an invoice to the Special Event Permit Applicant and the Event Manager for any extraordinary difference between the total expense amount and ordinary cost of providing public service.

10.109: EMERGENCY VEHICLE ACCESS.

When a special event permit includes a public street closure, a clear path of not less than ten feet must be maintained on the street for passage of emergency vehicles.

10.110: WAIVER.

Upon request of the Special Event Permit Applicant or a sponsoring organization, the Village Manager may waive any or all of the special event permit requirements, including fees and costs for Village special services or, in their discretion, send to the Village Board for consideration.

10.111: PERMIT REVOCATION.

- A. The Village Manager (or designee) may at any time revoke a special event permit if the operation of the special event violates any applicable Village Code provision(s), any applicable law or, if in the judgement of the Village Manager (or designee), in consultation with other department directors as necessary, permit revocation is necessary to preserve public health and/or safety. Additionally, a special event permit may be revoked if;

- (1) It is determined the special event permit application contains any false, fraudulent or misleading material statement; or
- (2) The Special Event Permit Applicant, and/or the Event Manager made any false, fraudulent or misleading material statement(s), or has been convicted of perpetrating a fraud upon any person, regardless of whether the fraud was perpetuated during the course of conducting any business in the Village; or, the Special Event Permit Applicant, and/or Event Manager has committed a felony; or
- (3). The Special Event Permit Applicant and/or the Event Manager has conducted any activities directly related to his or her business in the Village in an unlawful manner or in such manner that constitutes a breach of the peace or threatens the public health, safety or general welfare.
- B. A special event permit shall automatically be revoked whenever the required insurance for the event terminates.
- D. Except for the automatic revocation of a special event permit due to insurance termination, the special event permittee shall receive written notice of permit revocation with the reasons for the revocation either by personal service or by mail.
- E. When necessary to prevent an eminent threat to public health or safety, the Village Manager (or designee) shall order the Special Event Permit Applicant or the Event Manager to immediately cease the operation of the special event.

ADOPTED this ____ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this ____ day of _____, 2025, and attested to by the Village Clerk this same day.

Mayor Paul Wm. Hoefert

ATTEST:

Karen Agoranos, Village Clerk

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 10, "LICENSES AND PERMITS" OF THE
VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF MOUNT PROSPECT, ILLINOIS:

Section 1: Chapter 10, "Licenses and Permits" of the Mount Prospect Village
Code shall be amended as follows:

"ARTICLE I: SPECIAL EVENTS.

10.101: DEFINITIONS

A. ~~"Major Special Event"~~ is any event a planned temporary activity or aggregation of activities, that may include but is not limited to public entertainment, food and beverage service facilities, sale of souvenirs or other merchandise, or similar activities, that is:

(1) Conducted on any public property under the ownership or control of the Village; or

(2) Conducted primarily outdoors on property open to the public other than upon public property under the ownership and control of the Village and which:

(a) Includes activities that require the issuance of a Village license and/or liquor license; or

(b) Requires Special Village Services.

~~whether conducted on public or private property, that includes the closure of a Village street(s) and/or sidewalk(s), occurs more than one day, has significant parking/traffic impact(s), and/or requires enhanced public~~

~~safety and public works pre-planning and assistance. For example, Major Special Events include, but are not limited to, parades, farmers markets, and festivals.~~

~~B. “Minor Special Event” is any event, whether conducted on public or private property, that does not require the closure of a Village street(s) and/or sidewalk(s), and does not require enhanced public safety or adversely impact parking or traffic.~~

~~C. “Special Village Services” are services provided by the Village during an event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the Village, which services may include, but are not limited to, any of the following: street closures, provisions of barricades, trash or recycling receptacles, parking signs, electrical services, police protection, fire/EMS protection, public works pre-planning and assistance, or use of Village vehicles and/or equipment.~~

~~D. “Special Event Permit” is a permit issued by the Village of Mount Prospect for a Special Event to occur within the corporate limits of the Village.~~

~~DE. “Event Manager” is the person indicated on the Special Event Permit Application who is primarily responsible for managing a special event.~~

~~EF. “Special Event Permit Applicant” is the person who completes and submits a Special Event Application to the Community Development DirectorVillage Manager (or designee) on behalf of a special event.~~

10.102: PERMIT REQUIRED/EXEMPTIONS:

A. No person, organization or other entity may conduct a special event within the corporate limits of the Village of Mount Prospect unless a Special Event Permit

has been issued pursuant to this Article. No permit shall be granted to any person under the age of twenty-one. Additional permits, including, but not limited to, tent permit, special event liquor license, and temporary food permit, may be required.

B. Events that close a Village street as a neighborhood block party intended for residents for the block, their family members and close friends and is not intended to be open to the general public, shall not be considered a Special Event.

10.103: PERMIT APPLICATION:

A. Not less than 30 business days prior to when the proposed special event is scheduled to start, the Special Event Permit Applicant shall complete and submit a written application for a special event permit to the Director of Community Development~~Village Manager~~ (or designee) on the application forms provided by the Village.

B. The Special Event Permits~~special event A~~application requires the following documents be provided before the Village issues a permit:

(1) A completed Hold Harmless Agreement (provided by the Village~~attached to the Special Event Permit Application~~), where the Special Event Permit Applicant agrees to:

- (a) Waive, release and relinquish all claims for injury against the Village and its officers, agents, servants, and employees, arising out of the participation therein or operation thereof the special event; and
- (b) Indemnify, hold harmless and defend the Village of Mount Prospect and its officers, agents, servants, attorneys and employees from and

against claims that arise out of the participation in or operation of the special event.

- (2) A Certificate of Insurance naming the Village of Mount Prospect as an additional insured in the amount of \$1,000,000.00 per incident, aggregate of \$2,000,000.00.

~~(3) A Surety Bond in the amount of \$10,000.00 may be required, based on the scope and location of the event, to guarantee cleanup and reimbursement for all Village Services related to the special event.~~

- C. Additional Applications. If a special event includes activities for which a separate application or license is required, the applications and fees for those licenses shall be filed with the application for a special event.
- D. A sworn affidavit that all information provided on the application is complete and truthful.

10.104: SALE OF ALCOHOLIC LIQUOR.

No alcoholic liquor shall be sold at a special event unless in strict compliance with the applicable provisions of Chapter 13, "Alcoholic Liquors," of the Mount Prospect Village Code. Person, organizations and other entities seeking to have alcoholic liquor sold at a special event must secure a special event license pursuant to Chapter 13, Article II, "Licensing for Regulated Service," section 13.204.1(D)(2)(B).

10.105: APPLICATION REVIEW

- A. All competed special event permit applications, along with all applicable additional applications shall be submitted to the Director of Community Development Village

Manager (or designee) ~~either ninety (90) days prior to a major special event or thirty (30) business days prior to a minor special event.~~

- B. The ~~Director of Community Development~~Village Manager (or designee) shall have applicable Village Departments review the special event permit application, along with any additional applications, and provide written recommendations on whether the application should be issued or not. Factors Village Departments shall consider in reviewing special applications shall include, but not be limited to: impact on traffic, police and fire protection, noise, and public safety. Additionally, the reviewing departments shall consider any Village Code provisions that apply to unique circumstances posed by a special event permit application. After conducting a review of a special event permit application, the Village Departments shall submit comments and recommendations to the Village Manager (or designee) who shall decide whether to approve or deny a special event permit application.

- C. The Village Manager (or designee) shall make his or her decision to approve or deny a special event permit application, based upon comments and recommendations of the reviewing Village Departments and his or her discretion that the proposed event is in the best interest of the Village and its residents. The criteria the Village Manager (or designee) uses in making the determination shall include, but are not limited to, the following: ~~after determining that:~~

- (1) All the requirements of the application have been met, the application is complete, and the information contained in the application is true and correct.

- (2) The Special Event Permit Applicant and the Event Manager have~~has~~ not been convicted of a felony.
- (3) The Special Event Permit Applicant, the Event Manager, and/or the sponsoring organization is not delinquent in payment to the Village of any tax or payment required by the Village Code.
- (4) The proposed special event will not substantially or unnecessarily interfere with traffic in the area.
- (5) There are available at the time of the special event sufficient law enforcement personnel to police and protect lawful participants as well as any spectators.
- (6) The concentration of police and firefighters required at the special event will not prevent proper fire and police protection or ambulance service to the Village.
- (7) The special event is not being conducted for an unlawful purposes.
- (8) The special event will not subject the surrounding neighborhood to excessive noise, littering or parking difficulties given the neighborhood character.
- (9) The special event will not conflict with any other special event previously scheduled.
- (10) The special event will not require additional Village services that cannot be reasonably made available.

(11) Any special event signage will not create an undue hazard to pedestrian or vehicular traffic and will not threaten the health, safety and general welfare of the public.

(12) The scope of the special event would exceed the Village's personnel and/or financial capacity.

D. The Village Manager (or designee) shall approve or disapprove a special event permit application within ~~twenty-fourteen~~ (1420) business days of its receipt. The Special Event Permit Applicant shall be provided with a written copy of the findings made on the application.

E. If the Village Manager (or designee) disapproves of a special event permit application, he or she shall, within three (3) business days of the denial, provide the Special Event Permit Applicant by personal service or by mail, with the reasons for denying the permit. An applicant whose special event permit application has been denied shall have five (5) business days after receiving the reasons for permit application denial to appeal the application decision to the Village Board. The appeal shall be in writing and filed with the Village Clerk. The Village Manager (or designee) shall set a time and place for a hearing of the Special Event Permit Applicant's appeal with the notice of the hearing given to the applicant by mail. The conduct of the appeal hearing shall include the following:

(1) The Special Event Permit Applicant shall have the right to representation at the hearing by counsel;

- (2) At the hearing, all interested persons, including the Special Event Permit Applicant, community residents and representatives of community groups, shall be given an opportunity to be heard;
- (3) The Village Board shall accept any relevant written testimony or documentation concerning the proposed special event; and
- (4) The Village Board shall make a decision on the appeal with a written order within five (5) business days and the decision will be final.

10.106: ISSUANCE OF A SPECIAL EVENT PERMIT.

A. When a special event permit application is approved and issued, the Special Event Permit Applicant shall pay in advance all of the estimated costs and other required fees and make all the required ~~bond and~~ insurance deposits.

~~(1) All required bonds must be approved by the Village Attorney.~~

~~(21)~~ The Special Event Permit Applicant must provide the Village Manager (or designee) with the necessary policy or policies of insurance from an insurance company acceptable to the Village Attorney and that protect the Village from all potential liability arising from the operation of the special event. Each insurance policy must include a provision that it shall not be subject to cancellation, reduction in amounts of its liabilities, or to other material changes until notice has been received by the Village Manager (or designee) not less than 60 days prior to any such cancellation or policy change.

~~(32)~~ Insurance required for a special event shall remain in full force and effect for the duration of the permit. Failure to maintain required insurance during

the permit period shall result in an automatic revocation of the special event permit. The “permit period” for purposes of insurance coverage shall include the duration of the special event as well as the time required prior to the special event for setup and the time after the special event during which the public property involved shall be cleared and restored to the condition it was in before the special event.

~~B. Following receipt by the Village of all required funds and deposits, upon approval of the bond(s) and insurance by the Village Attorney, the Village Manager (or designee) shall issue the special event permit.~~

~~C. No permit issued by the Village may authorize the conduct of a special event for longer than five (5) days.~~

DB. All special events shall be subject to inspections by authorized Village personnel to ensure compliance with applicable Village Code provisions.

10.107: NON-TRANSFERABILITY AND TERM OF SPECIAL EVENT PERMIT.

A. No special event permit issued by the Village shall be transferred, assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued.

B. No special event conducted pursuant to a permit issued by the Village shall continue for more than seven (7) consecutive days.

10.108: MAINTENANCE OF PUBLIC PROPERTY AND PAYMENT OF COSTS.

A. During a special event, the Event Manager shall keep any public property affected by the event clean and free from paper, debris, or refuse, and at the end of the special event, the Event Manager shall cause the removal all materials and

equipment and clean the affected public property, including any public street(s) and sidewalk(s). If public property is damaged as a result of the special event, the Event Manager shall ensure it is repaired and restored to the condition it was in prior to the special event with approval from the Village.

- B. Following the special event, each Village Department that provided special services shall send to the Village Manager~~Director of Community Development~~ (or designee) a statement of the costs for its services. The ~~Director of Community Development~~Village Manager (or designee) shall total the costs and is authorized to send an invoice to the Special Event Permit Applicant ~~Permittee~~ and the Event Manager ~~for for any extraordinary~~ the difference between the total expense amount and ~~the estimated amount paid in advance of the special event, if any~~ ordinary cost of providing public service.

10.109: EMERGENCY VEHICLE ACCESS.

When a special event permit includes a public street closure, a clear path of not less than ten feet must be maintained on the street for passage of emergency vehicles.

10.110: WAIVER.

Upon request of the Special Event Permit Applicant or a sponsoring organization, the Village ~~Manager~~Board may waive any or all of the special event permit requirements, including fees and costs for Village special services or, in their discretion, send to the Village Board for consideration.

10.111: PERMIT REVOCATION.

- A. The Village Manager (or designee) may at any time revoke a special event permit if the operation of the special event violates any applicable Village Code

provision(s), any applicable law or, if in the judgement of the Village Manager (or designee), in consultation with other department directors as necessary, permit revocation is necessary to preserve public health and/or safety. Additionally, a special event permit may be revoked if;

- (1) It is determined the special event permit application contains any false, fraudulent or misleading material statement; or
- (2) The Special Event Permit Applicant, ~~the permittee~~ and/or the Event Manager made any false, fraudulent or misleading material statement(s), or has been convicted of perpetrating a fraud upon any person, regardless of whether the fraud was perpetuated during the course of conducting any business in the Village; or, the Special Event Permit Applicant, ~~the permittee~~ and/or Event Manager has committed a felony; or
- (3). The ~~s~~Special ~~E~~event ~~P~~permittee Applicant and/or the Event Manager has conducted any activities directly related to his or her business in the Village in an unlawful manner or in such manner that constitutes a breach of the peace or threatens the public health, safety or general welfare.

- B. A special event permit shall automatically be revoked whenever the required insurance for the event terminates.
- D. Except for the automatic revocation of a special event permit due to insurance termination, the special event permittee shall receive written notice of permit revocation with the reasons for the revocation either by personal service or by mail.

E. When necessary to prevent an eminent threat to public health or safety, the Village Manager (or designee) shall order the Special Event pPermittee Applicant or the Event Manager to immediately cease the operation of the special event.

ADOPTED this ____ day of _____, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this ____ day of _____, 2025, and attested to by the Village Clerk this same day.

Mayor Paul Wm. Hoefert

ATTEST:

Karen Agoranos, Village Clerk



Item Cover Page

Subject	1st reading of AN ORDINANCE AMENDING CHAPTER 5 "BOARDS AND COMMISSIONS," ARTICLE II "GENERAL REQUIREMENTS," AND ARTICLE XII, "POWERS AND DUTIES" OF THE VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS
Meeting	May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	N
Dollar Amount	N/A
Budget Source	N/A
Category	NEW BUSINESS
Type	Action Item

Information

This memorandum is submitted for the Board's consideration of proposed amendments to Chapter 5, "Boards and Commissions" of the Village code relating to public comment during Village Board and Commission meetings (5.207). These amendments aim to clarify procedures and promote efficient, respectful, and meaningful public participation. In addition, a minor amendment to Article XII, "Power and Duties" of the Special Events Commission relating to annual reporting is also proposed.

Background:

The Village Code currently provides general guidance on public comment during meetings. However, a need for specific procedures regarding time limits, conduct, and the scope of comments during board and commission meetings has been identified. The following are amendments to Chapter 5 of the Village Code as outlined in the proposed ordinance:

Time Limits:

Public comment opportunities are vital to local governance, offering residents a chance to share opinions and concerns. However, many municipalities place reasonable time limits on individual comments to ensure orderly and efficient meetings. A review of practices from comparable municipalities revealed the following approaches:

- Arlington Heights, Schaumburg, and Palatine enforce a three (3) minute time limit for public comment.
- The City of Des Plaines and Wheeling impose a five (5) minute limit and place a limit on visits to the podium.
- Rolling Meadows limits public comment to twenty (20) minutes, and Schaumburg, in addition to individual time limits, restricts its public comment period to 30 minutes.

To ensure equitable opportunities for all to be heard, staff propose a standard time limit of three (3) minutes per speaker. Each speaker will be allowed one (1) opportunity to address the Board during Citizens to be Heard. Multiple visits to the podium during Citizen to be Heard will not be permitted. Each speaker will also be allowed one visit to the podium for public comment related to an agenda item. Speakers will not be allowed to make a public comment, speak or respond to another speaker from the audience. The meeting's chair will enforce the time and visit limits and decorum.

Please note that this time restriction does not apply to public hearings.

Speaker Registration:

Several municipalities also require speakers to sign up before the meeting, sometimes with topic disclosures. The proposed ordinance requires individuals wishing to speak to sign in before the start of the meeting. A form will be provided at the entrance to the meeting and submitted to the chair before the meeting begins. The chair will be responsible for calling the speakers to the podium in an orderly fashion.

Other Guidelines:

The proposed ordinance includes language that any member of the board or commission is not required to immediately respond to public comment and discourages debate and discussion during the public comment period.

Special Events Commission, Article XII "Powers and Duties"

Staff recommends amending item D in section 5.1202 of the Village Code. It currently states, "the commission shall prepare a calendar of events for the village. Said calendar shall be presented to the mayor and board of trustees of the village on a quarterly basis". The proposed amendment to Chapter 5 dictates that the calendar shall be presented to the Village Board annually.

Discussion

Alternatives

1. Waive the rules requiring two readings of an amendment and approve the attached ordinance amending Chapter 5 of the Village Code
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends waiving the rules requiring two readings of and ordinance and approve the attached ordinance amending Chapter 5 of the Village Code

Attachments

1. Chapter 5 amendments public comment and SEC redline
2. Chapter 5 amendments public comment and SEC clean

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 5 “BOARDS AND COMMISSIONS,” ARTICLE II
“GENERAL REQUIREMENTS,” AND ARTICLE XII, POWERS AND DUTIES” OF THE
VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS**

WHEREAS, the Village of Mount Prospect is a home rule municipality as defined by Article VII, § 6 of the Illinois Constitution of 1970; and

WHEREAS, the President and Board of Trustees of the Village of Mount Prospect desire to make certain amendments to the Village Code of Mount Prospect as set forth below; and

WHEREAS, pursuant to the authority granted under the Illinois Municipal Code and in accordance with home rule authority granted to home rule municipalities, the Mayor and Board of Trustees of the Village of Mount Prospect approve the amendments as set forth below.

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS:**

SECTION ONE: Section 5.207 “Citizens to be Heard; Participation Guidelines at Public Meetings,” of Article II, “General Requirements,” to Chapter 5, “Boards and Commissions” to the Mount Prospect Village Code shall be amended to read as follows:

5.207: CITIZENS TO BE HEARD; PARTICIPATION GUIDELINES AT PUBLIC MEETINGS:

In accordance with the requirements of section 2.06(g) of the Illinois open meetings act, 5 Illinois Compiled Statutes 120/2.06(g), any person attending a public meeting of any board or commission shall be permitted to address the public officials on any subject germane to that board, committee, subcommittee or commission during the public comment period.

- A. Speakers shall sign up on the public comment form prior to the meeting.
- B. Each ~~person~~ speaker shall state his or her name and address at the start of his or her public comment.
- C. Each ~~person~~ speaker may provide pre-prepared copies of his or her public comments prior to, during or after the public comment session.
- D. Abusive, foul or other inappropriate language or conduct and/or personal attacks are not permitted.

- E. Each speaker shall approach the podium for public comment. No person shall be allowed to make a public statement or comment from the audience. Accommodation will be provided for those with physical or medical restrictions.
- F. Each speaker shall be allotted three (3) minutes to address the Corporate Authorities during Citizens to be Heard. No person shall be allowed to return again to the podium to address the Corporate Authorities under "Citizens to be Heard"
- G. Public comment related to an agenda item may be reserved for discussion on the specific item and speakers will be allowed one visit to the podium and allotted three (3) minutes to speak per agenda item.
- H. Speaker shall make every attempt not to be redundant or repetitive of points that have been made by others.
- I. An immediate response, discussion or debate on public comments shall not be required of the Board or any member of the Board.
- J. The village president or chair has the authority to terminate the public comments of any person who fails to adhere to these guidelines.

SECTION TWO: Section 5.1202, "Powers and Duties," of Article XII, "Special Events Commission" to Chapter 5, "Boards and Commissions" to the Mount Prospect Village Code shall be amended to read as follows:

D. "the commission shall prepare a calendar of events for the village. Said calendar shall be presented to the mayor and board of trustees of the village on ~~a quarterly~~ an annual basis, accompanied by an events recap and update."

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this day of May 2025

Paul Wm. Hoefert, Village President

ATTEST:

Karen Agoranos, Village Clerk

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 5 “BOARDS AND COMMISSIONS,” ARTICLE II
“GENERAL REQUIREMENTS,” AND ARTICLE XII, POWERS AND DUTIES” OF THE
VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS**

WHEREAS, the Village of Mount Prospect is a home rule municipality as defined by Article VII, § 6 of the Illinois Constitution of 1970; and

WHEREAS, the President and Board of Trustees of the Village of Mount Prospect desire to make certain amendments to the Village Code of Mount Prospect as set forth below; and

WHEREAS, pursuant to the authority granted under the Illinois Municipal Code and in accordance with home rule authority granted to home rule municipalities, the Mayor and Board of Trustees of the Village of Mount Prospect approve the amendments as set forth below.

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS:**

SECTION ONE: Section 5.207 “Citizens to be Heard; Participation Guidelines at Public Meetings,” of Article II, “General Requirements,” to Chapter 5, “Boards and Commissions,” to the Mount Prospect Village Code shall be amended to read as follows:

5.207: CITIZENS TO BE HEARD; PARTICIPATION GUIDELINES AT PUBLIC MEETINGS:

In accordance with the requirements of section 2.06(g) of the Illinois open meetings act, 5 Illinois Compiled Statutes 120/2.06(g), any person attending a public meeting of any board or commission shall be permitted to address the public officials on any subject germane to that board, committee, subcommittee or commission during the public comment period.

- A. Speakers shall sign up on the public comment form prior to the meeting.
- B. Each speaker shall state his or her name and address at the start of his or her public comment.
- C. Each speaker may provide pre-prepared copies of his or her public comments prior to, during or after the public comment session.
- D. Abusive, foul or other inappropriate language or conduct and/or personal attacks are not permitted.

- E. Each speaker shall approach the podium for public comment. No person shall be allowed to make a public statement or comment from the audience. Accommodation will be provided for those with physical or medical restrictions.
- F. Each speaker shall be allotted three (3) minutes to address the board or commission during Citizens to be Heard. No person shall be allowed to return again to the podium under "Citizens to be Heard."
- G. Public comment related to an agenda item may be reserved for discussion on the specific item and speakers will be allowed one visit to the podium and allotted three (3) minutes to speak per agenda item.
- H. Speaker shall make every attempt not to be redundant or repetitive of points that have been made by others.
- I. An immediate response, discussion, or debate on public comments shall not be required of the board or commission or any member of the board or commission.
- J. The village president or chair has the authority to terminate the public comments of any person who fails to adhere to these guidelines.

SECTION TWO: Section 5.1202, "Powers and Duties," of Article XII, "Special Events Commission" to Chapter 5, "Boards and Commissions" to the Mount Prospect Village Code shall be amended to read as follows:

D. "the commission shall prepare a calendar of events for the village. Said calendar shall be presented to the mayor and board of trustees of the village annually, accompanied by an events recap and update."

SECTION THREE: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 20 day of May, 2025

Paul Wm. Hoefert, Village President

ATTEST:

Karen Agoranos, Village Clerk



Item Cover Page

Subject	Motion to accept the lowest-cost, responsive bid for Deep Well No. 16 Rehabilitation for an amount not to exceed \$515,080.
Meeting	May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	\$515,080.00
Budget Source	Water and Sewer Enterprise Fund
Category	VILLAGE MANAGER'S REPORT
Type	Action Item

Information

Funds are allocated in the current budget to rehabilitate the deep well originally constructed in 1972 by JP Miller located at booster pumping station number 16. All groundwater wells except for five were capped and abandoned when the Village began receiving Lake Michigan water from the City of Chicago through the North Suburban Municipal Joint Action Water Agency (NSMJAWA). These wells are identified as wells #4, #5, #11, #16 and #17 (with well #4 being abandoned in 2021.)

The Village currently maintains four potable water wells in a stand-by status to provide an emergency source of water in the event water from the City of Chicago, NSMJAWA, or the Village's emergency interconnect with the Northwest Water Commission is disrupted. These four wells currently have the collective production capacity to exceed the Village's average daily water demand.

Deep well #16 is a deep setting (approximately 1,961 feet deep) line shaft pump located at 1629 W. Algonquin Road that was last rehabilitated in 1999.

This year's project scope of work includes a two-hour pumping test, prior to pulling the pump, and establishing a baseline. It also includes the removal, inspection, complete rehabilitation, and repair of the existing pumping equipment. Confirmation of depth, removal of any additional sand fill and bailing any accumulated oil from the water surface will occur as well. A closed-circuit television inspection of the well will be completed. The proposed scope of work includes the replacement of typical wearing parts including column pipe, oil tubing, bearings and pump shaft for a complete and proper installation. Once all rehabilitation work is completed, a four-hour pumping test will be conducted.

Layne Christensen Company conducted a pump test of well #16 in 2024. Layne observed that the existing airline was malfunctioning, so static pumping levels were unable to be obtained. The report did note that the well's specific capacity is stable and satisfactory for the well's intended back-up supply purpose. A copy of the test report is attached.

Bid Results

The Village's engineering consultant for this project, Baxter & Woodman, prepared specifications and bidding documents necessary to facilitate contractual performance of this work. A copy of the bid documents and project plans are attached.

The bid documents were sent to three area firms who have experience in deep well rehabilitation projects. The bid was also publicly advertised on the Village's website utilizing Demandstar Bid Services.

On Monday, May 5, 2025, the bids were publicly opened and read as required by the Village Code. The following three (3) firms submitted bids:

Contractor	Total
Municipal Well & Pump (Wisconsin)	\$490,090.00
Layne Christensen (Aurora)	\$543,195.00
Water Well Solutions (Elburn)	\$587,318.00

Engineer's Estimate - \$520,000

Discussion

All bids were reviewed to ensure that the documents had all appropriate signatures and bid security. All bids were submitted with requisite documents, security, and signatures.

Based on the review of the bids, reference checks and past projects, the lowest responsible bidder is Municipal Well & Pump of Waupun, Wisconsin (Municipal). Municipal has performed work for the Village in the past. Most recently, the rehabilitation of deep well #17 in 2022, the abandonment of deep well #4 in 2021 and in 2015 deep well #5 rehabilitation project. Work completed on all three (3) projects was done satisfactorily.

In addition, reference checks indicated that Municipal has satisfactorily completed similar well abandonment, well rehabilitation, well drilling, and pump rehabilitation work in four (4) mid-western states, including Illinois. Additionally, the Village's consultant, Baxter & Woodman, has worked with Municipal on several well abandonment and rehabilitation projects in which they believe Municipal is qualified to complete this project.

Since the project includes underground work, there is a possibility of unforeseen repairs. Staff is requesting a 5% contingency (\$24,990.00) to address any of these unforeseen issues, should they arise. A 5% contingency would bring the project award total to \$515,080.00 (the \$490,090 base bid plus the 5% contingency of \$24,990).

Alternatives

1. Accept the lowest responsible bid from Municipal Well & Pump of Waupun, Wisconsin for the Deep Well No. 16 Rehabilitation Project.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board accept the lowest-cost, responsive bid submitted by

Municipal Well & Pump of Waupun, Wisconsin for the Deep Well No. 16 Rehabilitation Project for an amount not to exceed \$515,080.

Attachments

1. Well 16 Location Map
2. 2024 Well 16 PWM Report
3. Municipal Well and Pump Bid Submittal

Village of Mount Prospect

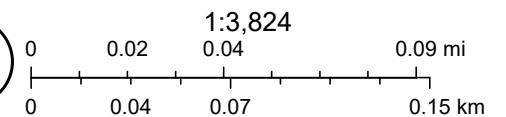


5/16/2025, 11:26:43 AM

Parcels

World_Hillshade

Street Labels



Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

VILLAGE OF MOUNT PROSPECT, IL
2024 WELL & PUMP PREVENTATIVE MAINTENANCE
TESTING REPORT

MOUNT PROSPECT WELL #16



A GRANITE COMPANY

William Balluff, P.E.
721 W. Illinois Ave.
Aurora, IL 60506
630.897.6941 phone
william.balluff@gcinc.com

MOUNT PROSPECT

WELL #16

11/8/2024

PM TEST

11/6/2024

WELL CONSTRUCTION

1972

Per JP Miller well sketch

Well #16 constructed in 1972 by JP Miller

16" cemented casing to 1036', 15" open hole to 1961' TD

CURRENTLY INSTALLED PUMP EQUIPMENT

Per Layne records:

Ideal 500 HP Ideal VHS motor, 460V

Pump head not recorded

950' of 10 x 3 1/2 x 2 3/16

Layne & Bowler 15 stage 13DWEH bowl assembly designed for 1350 GPM at 960' TDH

AIRLINE

The Well #16 airline is not functioning.

The airline will pressurize but not release indicating that the line is not open.

STATIC LEVEL

Unable to record current static level

Available static water level log

1979: 659' (JP Miller WTDS)

1983: 815' (Layne pump repair and test)

1999: 492' (Layne pump repair and test)

2004: 470' (Layne record)

SPECIFIC CAPACITY

Unable to calculate current specific capacity

Available specific capacity log:

1979: 4.8 (1500 GPM)

1983: 15.0 (1391 GPM)

1999: 14.1 (1522 GPM)

PUMP MAINTENANCE HISTORY

Previous to 1979, Layne has no record on pump maintenance.

Available records to Layne indicate pump repairs in 1979 (possibly 1st permanent pump?), 1983, and 1999

DESIGN CURVE

Unable to plot curve data points

MOTOR AMPERAGE

Motor running amperage is within tolerance at 1.2% unbalance.

Running amps are below motor's full load amp rating

BACK SPIN

Current motor backspin is 3 minutes and 24 seconds

Available motor backspin log:

1983: 6 minutes and 2 seconds

1999: 3 minutes and 53 seconds

2004: 3 minutes and 30 seconds

2015: 3 minutes 28 seconds

2016: 3 minutes 25 seconds

2021: 3 minutes 24 seconds

2024: 3 minutes 15 seconds

LUBRICATION

The unit is fitted with a dual oil feed.

Running oil drops per minute (DPM) are 50

Standing DPM is 10

INLINE METER

no record

SAND CONTENT

The discharged water had no indication of sand production at 60 and 40 psi,
trace grains of sand at 28 psi (1472 GPM)

OBSERVATIONS

Static and pumping levels were not obtained due to the malfunctioning airline.

Data points for plotting on the pump curve are not available for the same reason.

Past recorded pre and post lake water data is representative of the area's Galesville wells;
Sharp steady decline prior to, with sharp recovery after, lake water introduction to
the region as the primary water supply source.

From past data, Well #16's specific capacity is stable and satisfactory for the well's intended
back up supply purpose.

From available data, the pump has been removed for maintenance in 1979, 1983, and 1999

Motor running amps are balanced and under the motor's full load amperage.

Backspin (the time it takes for the motor and shaft to come to rest after disengagement)
was recorded at 3' 15" as compared to the newly repaired pump's backspin time of
3' 58" in 1999 and the 2021 PM test backspin of 3' 24"

As a point of pump capacity comparison, the pump produced 1521 GPM against 40 psi
during the 2015 PM test (474 average amps), 1450 GPM against 40 PSI during
this 2016 PM test (480 average amps), 1500 GPM against 40 PSI during the 2021 PM test
(483 average amps), and 1450 GPM against 40 psi (492 amps) during this 2024 test.

While lack of pumping level data precludes pump operational analysis, the pump's operation appears to be satisfactory and there is no indication of eminent pump failure.

The 1999 repairs included redesign of the pump in consideration of the post lake water recovering Galesville static water level by decreasing the pump setting and removing 2 stages from the bowl assembly.

Given the length of time since last repair (25 years) and the failed airline, the pump is a moderate candidate for removal and maintenance repair.

RECOMMENDATIONS

Pump capacity at 40 psi appears to have remained stable over the last nine years.

At this time, there does not appear to be a concern that the pump is losing performance through wear or holes in the column or bowl assembly.

However, without an operating airline, it is impossible to synthesize any more information or draw any other conclusions.

Budget to remove pump to perform a maintenance inspection of the pump components.

The project's known maximum and accurate budget scope will involve pump removal, rack components on site, and field inspect.

At that juncture, decisions must be made as to scope of component disassembly and clean up weighed against obvious necessary repairs and modifications that may (should) be considered as to the new or repaired pump's design (submersible vs line shaft, GPM at TDH, and depth of setting).

Project and budget timing should be established within context of well pump maintenance financial resources, well pump maintenance primacy, and within the perspective conditions and prioritizations of the Village's other three operating wells.

Observe the pump's operation on a consistent basis for any indications of a declining trend in performance.

At a minimum, conduct annual or scheduled PM testing most reasonable for the Village.



721 West Illinois Avenue, Aurora, Illinois 60506-2892 Telephone 630/897-6941

Job	Mt. Prospect, IL	Well No.	16	Date Tested	11/6/2024
Location	1629 Algonquin Road			Tested By	Gilchrist, Bodoh
Dia. of Well	16"			Driver	500HP, 460V, IDEAL
Depth of Well	1917 ft.			Column & Shaft	10" x 3-1/2" x 2-7/16"
Length of Airline	950 ft.			Bowls	15 Stage - 13DWEH
Static Level	N/A ft.			Manufacturer	Layne/Bowler
Orifice Size	10" x 7"			Serial No.	102022

[illegible]

MOUNT PROSPECT		WELL #		16	WELL AND PUMP HISTORY - NOTES FROM LAYNE CHRISTENSEN RECORDS						
DATE	ACTION	SL	CAP	PL	DD	#	TDH	AMPS/545	SPQ	TD	NOTES
1972	Per JP Miller well sketch dated 06/05/72: 16" cemented case to 1036', 15" hole to 1961' TD										1961
1979	JP Miller WTDS (possibly 1st permanent pump?)										
2/2/1979		615	1500	925	310	4	934	540/540/550	4.8	1941	PUMPING SAND
1983	Layne pump repair - new bowl, heavy column ass't rehab										
12/12/1983	TV survey - 16" case has several holes and missing from 986' to 990'. SL = 812', TD = 1368'										1368
4/11/1984	REPAIR	815	1391	908	93	15	943	498/508/521	15.0	1946	
	Back spin 6' 2"										
1999	Layne pump repair - rebuild bowl, reduce setting										
8/18/1999		492	1522	600	108	58	734	445/460/465	14.1	1917	
	back spin 3' 53"										
2004	Layne motor troubleshoot										
7/26/2004		470		540		20		452/470/471			
	Back spin 3' 30"										
2015	PM Test - airline not working										
1/29/2015	PM		1521			40		468/480/475			
	Back spin 3' 28"										
2016	PM Test - airline not working										
3/17/2016	PM		1450			40		469/480/477			
	2021 PM Test - airline not working										
9/8/2021	PM		1500			40		476/489/485			

BID FORM
Water Supply Well No. 16 Rehabilitation

Village of Mount Prospect
Department of Public Works

FROM: Midwest Well Services, Inc. dba: Municipal Well & Pump

1212 Storbeck Drive, Waupun, WI 53963
(hereinafter called "Bidder")

TO: Office of the Village Manager, 3rd Floor
50 South Emerson Street
Mount Prospect, Illinois 60056
(hereinafter called "Village" or "Village of Mount Prospect")

Water Supply Well No. 16 Rehabilitation

The bidders have familiarized themselves with the work and probable work conditions required under this Bid affecting the cost of the work and with the Bid Documents which include:

Notice to Bidders
Table of Contents
Instructions for Bidders
General Conditions and Special Provisions
Specifications
Bid Form
Affidavit – Bid Certification Form
Bid Security
Bid Sheet – Booster Pump Station No. 5 Motor Control Center Replacement
project
Contract Document
Labor and Materials Payment bond form
Performance Bond Form

Therefore, the Bidder hereby proposes to furnish all supervision, technical personnel, labor, materials, tools appurtenances, equipment, and services (including all utility and transportation services) required to construct and complete the Work, all in accordance with the above listed documents.

Bidder agrees to perform all of the Work and provide the equipment and materials described in the Bid Documents, as follows:

Bidder has bid on all items and has provided a price for all items. The Bidder acknowledges that it is responsible for verification of all pipe sizes and depths prior to the ordering of materials.

The Bidder will complete and provide all labor, equipment, materials and mobilization (if applicable) to perform the Work as incidental to the fixed item price for each item proposed.

In submitting this bid, the Bidder understands that the Village of Mount Prospect reserves the right to add to or subtract from the estimated quantities.

The Village of Mount Prospect intends to award one (1) contract (if at all) for the items bid. If written notice of award of this bid is mailed, emailed or otherwise delivered to the Bidder at any time before this bid is withdrawn, the Bidder agrees to execute and deliver the contract in the prescribed form and furnish payment and performance bonds, or letter of credit, and the insurance certificates required by the Bid Documents to the Village within ten (10) days after receipt.

The Bidder, and as successful bidder/Contractor upon award of the Contract understands and agrees to the following:

- 1) The Contractor agrees to provide all Work and items and material to the Village as noted in the Bid Documents and comply with the requirements of the Bid Documents.
- 2) The Contractor agrees to comply with all applicable state and federal laws, rules and regulations, and county and municipal ordinances, as described in the General Conditions.

All Addenda pertaining to this project shall be acknowledged by the Bidder in the spaces provided below:

Addendum No.	Addendum Date	Acknowledgement by Bidder or Authorized Representative	Date Acknowledged
NONE - Q&A Only	Emailed on 04/22/25		04/30/2025

Failure to acknowledge receipt, as provided above, may be considered sufficient grounds for disqualification of the bidder and rejection of his/her bid submittal. A record of all Addenda and copies of same will be available to all qualified bidders from the Village of Mount Prospect Public Works Department, 1700 West Central Road, Mount Prospect, Illinois two (2) days prior to the letting. It shall be the bidder's responsibility to become fully advised of all Addenda prior to submitting its bid.

Upon award the contract the Village will send Notice of Award to the successful bidder, the bidder must then execute the contract and provide the required bonds or letter of credit and certificate of insurance to the Village within ten (10) days. The Village will then issue a written Notice to Proceed, which starts the performance period and the contractor then has ten (10) days to commence work. The contractor shall reach substantial completion within **one hundred twenty (120) consecutive** calendar days after the Notice to Proceed with **final completion thirty (30) days thereafter**. Failure to complete the work in the designated time frame may result in the Director of Public Works withholding compensation due the contractor for failure to complete the said work in the designated time frame, calling the bonds, or taking such other action as may be available.

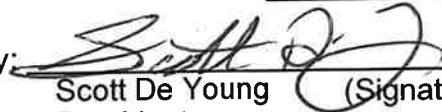
Security in the sum of ten (10%) percent of the amount bid in form of (check one):
☒ Bid Bond ☐ Certified Check ☐ Bank Cashier's Check
is attached hereto in accordance with the "Instructions for Bidders".

This Bid Submittal contains the following:

- 1) Bid Form
- 2) Affidavit – Bid Certification Form
- 3) Bid Security
- 3) BID SHEET(S) – Booster Pump Station No.5 Motor Control Center Replacement Project

Respectfully submitted:

Name of Firm/Bidder: Midwest Well Services, Inc. dba: Municipal Well & Pump

By: 
Scott De Young (Signature)
Title: President

Date: 04/30/2025

Contact Information:

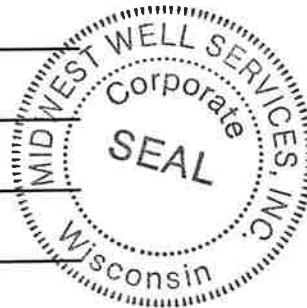
Official Address: 1212 Storbeck Drive

Waupun, WI 53963

Telephone: 920-324-3400

Email: sdeyo@municipalwellandpump.com

ONE (1) SIGNED COPY OF THIS BID FORM AND BID SHEETS (Pages 42-53) ALONG WITH THE AFFIDAVIT – BID CERTIFICATION FORM, AND BID SECURITY SHALL BE SUBMITTED IN A SEALED MARKED ENVELOPE. VILLAGE OF MOUNT PROSPECT



AFFIDAVIT – BID CERTIFICATION FORM

Bidder:

Company/Firm Name: Midwest Well Services, Inc. dba: Municipal Well & Pump

Address: 1212 Storbeck Drive, Waupun, WI 53963

As a condition of entering into a contract with the Village of Mount Prospect, and under oath and penalty of perjury and possible termination of contract rights and debarment, the undersigned, Scott De Young, being first duly sworn on oath, deposes and states that he or she is President (sole owner, partner, joint ventured, President, Secretary, etc.) of Midwest Well Services, Inc. dba: Municipal Well & Pump and has the authority to make all

(Name of Company)

certifications required by this affidavit.

Section I

Non Collusion

The undersigned certifies that this bid is genuine and not collusive or a sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price element of this bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

Section II

Bid Rigging and Rotating

The undersigned further states that Midwest Well Services, Inc. dba: Municipal Well & Pump *(Name of Company)* is not barred from bidding or contracting as a result of a conviction for violations of state laws prohibiting bid rigging or bid rotating or any similar offense of any state of the United States, as provided in Sections 33E-3 and 33E-4 of the Illinois Criminal Code, 720 ILCS 5/33E-3, 33E-4.

Section III

Drug Free Workplace

The undersigned further states that Midwest Well Services, Inc. dba: Municipal Well & Pump *(Name of Company)* provides a drug free workplace pursuant to the Drug Free Workplace Act, 30 ILCS 580/1, et seq., and has, to the extent not covered by a collective bargaining that deals with the subject of the Substance Abuse Prevention in Public Works Projects Act, 820 ILCS 265/1 et seq., a substance abuse prevention program that meets or exceeds these requirements of that Act.

AFFIDAVIT – BID CERTIFICATION FORM

Section IV

Tax Payment

The undersigned further states that Midwest Well Services, Inc. dba: Municipal Well & Pump
(Name of Company)

not delinquent in payment of any taxes to the Illinois Department of Revenue, in accordance with Illinois Compiled Statutes, 65 ILCS 5/11-42.1. The undersigned understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Section V

Sexual Harassment Policy

Pursuant to Section 2-105(A) of the Illinois Human Rights Act, 775 ILCS 5/2-105 (A), every party to a public contract must:

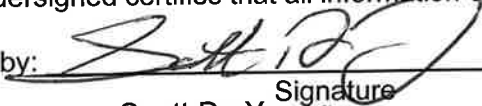
"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act)."

A "public contract" includes: "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party." 775 ILCS 5/1-103 (M) (2002),

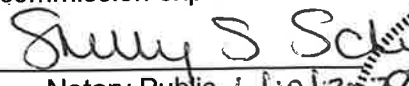
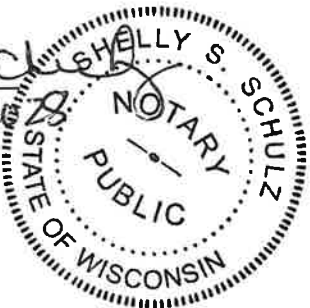
The undersigned further states that Midwest Well Services, Inc. dba: Municipal Well & Pump has
(Name of Company)
a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

It is expressly understood the foregoing statements and representations and promises are made as a condition to the right of the bidder to receive payment under any award made under the terms and provisions of this bid.

The undersigned certifies that all information contained in this Affidavit is true and correct.

Signed by:  Title: President
Name Printed: Scott De Young

Signed and sworn to before me this 30 day of April, 2025.
My commission expires:


Notary Public 6/19/2028




BID SECURITY

Included with this bid is a bank cashier's check, certified check or bid bond in the amount of \$49,009 (10% of amount bid), being ten percent (10%) of the total amount bid by Midwest Well Services, Inc. dba: Municipal Well & Pump, the Bidder, in favor of the Village of Mount Prospect. It is hereby agreed that, should Bidder be awarded the Work contemplated under this bid and fail or refuse to execute a contract for said Work, or to provide the required payment and performance bonds, or letter of credit, and certificate of insurance, then this security, in the amount stipulated above, shall be forfeited and may be retained by the Village of Mount Prospect as liquidated damages and not as a penalty. All bids to remain firm for a period of ninety (90) days after bid opening date.

SUBMITTED THIS 5th DAY OF May, 2025.

SEAL (if corporation)



Midwest Well Services, Inc. dba: Municipal Well & Pump

Bidder:

Scott De Young, President

J. Ryan Bonding, Inc.

Bidder's Agent and Agent's Title

Surety Company: Old Republic Surety Company

Samuel Duchow, Attorney-in-Fact

Title



Note: If bidder is a partnership, the bid must be signed by at least two of the partners.

Note: If bidder is a corporation, the bid must be signed by an authorized officer of the corporation, attested and sealed by the secretary or other authorized officer.

If a corporation, note here the state of incorporation:

Incorporated under the laws of the State of Wisconsin.

Bid Bond



AIA Document A310™ – 2010

CONTRACTOR:

(Name, legal status and address)

MIDWEST WELL SERVICES, INC. DBA
MUNICIPAL WELL & PUMP
1212 Storbeck Dr
Waupun, WI 53963

Bid Bond No. OS03221

SURETY:

*(Name, legal status and principal
place of business)*

Old Republic Surety Company
P.O. Box 1635
Milwaukee, WI 53201-1635

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Village of Mount Prospect
50 S Emerson St
Mount Prospect, IL 60056

BOND AMOUNT: Ten Percent of the Bid Amount (10.00% of Bid Amount)

PROJECT:

(Name, location or address, and Project number, if any)

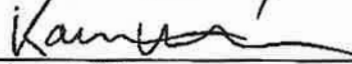
Water Supply Well No. 16 Rehabilitation

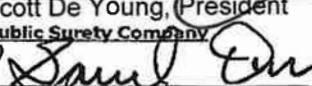
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of April, 2025


(Witness) Brian Brodersen

(Witness) Karla Heffron

MIDWEST WELL SERVICES, INC. DBA MUNICIPAL WELL & PUMP
(Principal) 
(Title) Scott De Young, President
Old Republic Surety Company
(Surety) 
(Title) Samuel Duchow, Attorney-in-Fact



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OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: MICHAEL J. DOUGLAS, CHRIS M. STEINAGEL, CHRISTOPHER MATHER KEMP, ROBERT S. DOWNEY, CONNIE SMITH, KORY C. MORTEL, ELIOT MOTU, SAMUEL DUCHOW of HUDSON, WI

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 22nd day of September, 2022

Karen J. Haffner
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 22nd day of September, 2022, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

24-5172



Signed and sealed at the City of Brookfield, WI this 30th day of April, 2025

ORSC 22282 (3-05)

J. RYAN BONDING, INC.

Karen J. Haffner
Assistant Secretary

BID SHEET

PAY ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	SUBTOTAL
1.2	MOBILIZATION		LUMP SUM		\$ <u>31,930.00</u>
1.3	PULL, INSPECT, AND REINSTALL PUMP IN WELL		LUMP SUM		\$ <u>101,150.00</u>
1.4	MOTOR INSPECTION		LUMP SUM		\$ <u>9,460.00</u>
1.5	TELEWISE WELL		LUMP SUM		\$ <u>4,300.00</u>
1.6	SANDBLAST AND RE-COAT COLUMN PIPE	450	FEET	\$ <u>36.00</u>	\$ <u>16,200.00</u>
1.7	SANDBLAST AND RE-COAT OIL TUBING	100	FEET	\$ <u>59.00</u>	\$ <u>5,900.00</u>
1.8	CUT AND RE-THREAD COLUMN PIPE	20	JOINTS	\$ <u>233.00</u>	\$ <u>4,660.00</u>
1.9	AIR LINES (PAIRED)	950	FEET	\$ <u>3.00</u>	\$ <u>2,850.00</u>
1.10	PUMP BOWL ASSEMBLY		LUMP SUM		\$ <u>41,440.00</u>
1.11	REPLACEMENT PARTS				
	a. Column Pipe	500	FEET	\$ <u>103.00</u>	\$ <u>51,500.00</u>
	b. Colum Pipe Couplings	20	EACH	\$ <u>281.00</u>	\$ <u>5,620.00</u>
	c. Oil Tubing	850	FEET	\$ <u>57.00</u>	\$ <u>48,450.00</u>
	d. Line shaft	400	FEET	\$ <u>37.00</u>	\$ <u>14,800.00</u>
	e. Line shaft Couplings	20	EACH	\$ <u>37.00</u>	\$ <u>740.00</u>
	f. Line shaft Bearings	30	EACH	\$ <u>256.00</u>	\$ <u>7,680.00</u>
	g. Suction Pipe	1	EACH	\$ <u>1,600.00</u>	\$ <u>1,600.00</u>
	h. Spider Bushings	20	EACH	\$ <u>39.00</u>	\$ <u>780.00</u>
	i. Motor Drive Shaft	1	EACH	\$ <u>810.00</u>	\$ <u>810.00</u>
	j. Motor Starter	1	EACH	\$ <u>6,490.00</u>	\$ <u>6,490.00</u>
1.12	BAIL SAND	40	HOURS	\$ <u>793.00</u>	\$ <u>31,720.00</u>
1.13	BAIL OIL	8	HOURS	\$ <u>804.00</u>	\$ <u>6,432.00</u>

1.14	PUMPING TEST	6	HOURS	\$ 528.00	\$ 3,168.00
1.15	WELL DISINFECTION		LUMP SUM	\$ 2,410.00	\$ 2,410.00
1.16	UNSPECIFIED PUMP REPAIRS		LUMP SUM		\$90,000.00
TOTAL AMOUNT OF BID				\$ 490,090.00	

SUMMARY OF PRICES:

CONTRACT PRICE (the sum of extensions of the Schedule of Prices – TOTAL BID):

Four hundred ninety thousand ninety Dollars and zero Cents
(In writing) (In writing)

490,090 Dollars and 00 Cents
(In figure) (In figure)

ACTION BY THE UNANIMOUS WRITTEN CONSENT
OF THE DIRECTORS OF MIDWEST WELL SERVICES, INC.
IN LIEU OF A SPECIAL MEETING OF DIRECTORS

The undersigned, being all the directors of Midwest Well Services, Inc., do hereby adopt the following actions as the actions of the corporation's directors in lieu of an annual meeting of the directors, by unanimous written consent, pursuant to Section 180.0821 of the Wisconsin Statutes.

RESOLVED: That the Board of Directors approve and authorize, the election of the following officers:

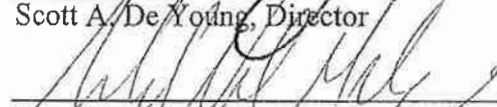
President	Scott A. De Young
Exec. Vice President	Richard N. Milaeger
Vice President	Martin T. Van Ells
Treasurer	Jared A. Oosterhouse
Secretary	Shelly S. Schulz

BE IT FURTHER RESOLVED: Each officer noted above is hereby authorized to sign contracts on behalf of the corporation. Additionally, Brian Brodersen, Senior Project Engineer, is authorized to sign bond agreements, bid documents and contracts as an agent of Midwest Well Services, Inc.

This instrument dated effective this 26th day of February, 2024, to be part of the minutes of the corporation.

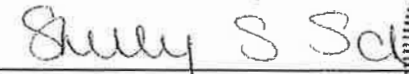


Scott A. De Young, Director



Richard N. Milaeger, Director

Subscribed and sworn before me this 26th day of Feb, 2024



Shelly S. Schulz

Commission Expires 6/19/2024



United States of America
State of Wisconsin

DEPARTMENT OF FINANCIAL INSTITUTIONS

Division of Corporate & Consumer Services



To All to Whom These Presents Shall Come, Greeting:

I, Mary Ann McCoshen, Administrator of the Division of Corporate and Consumer Services, Department of Financial Institutions, do hereby certify that

MIDWEST WELL SERVICES, INC.

is a domestic corporation or a domestic limited liability company organized under the laws of this state and that its date of incorporation or organization is September 14, 2000.

I further certify that said corporation or limited liability company has, within its most recently completed report year, filed an annual report required under ss. 180.1622, 180.1921, 181.1622 or 183.0120 Wis. Stats., and that it has not filed articles of dissolution.



IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department on March 27, 2019.

A handwritten signature in cursive script that reads "Mary Ann McCoshen".

MARY ANN MCCOSHEN, Administrator
Division of Corporate and Consumer Services
Department of Financial Institutions

DFI/Corp/33

To validate the authenticity of this certificate

Visit this web address: <http://www.wdfi.org/apps/ccs/verify/>

Enter this code: **241103-EA446E14**



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulas, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

MIDWEST WELL SERVICES, INC., INCORPORATED IN WISCONSIN AND LICENSED TO TRANSACT BUSINESS IN THIS STATE ON MAY 21, 2003, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS A FOREIGN CORPORATION IN GOOD STANDING AND AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 7TH day of DECEMBER A.D. 2023 .

Authentication #: 2334103480 verifiable until 12/07/2024

Authenticate at: <https://www.ilsos.gov>

Alexi Giannoulas
SECRETARY OF STATE



Office of the Secretary of State

ilsos.gov

Business Entity Search

Entity Information

Entity Name	MIDWEST WELL SERVICES, INC.	Status	ACTIVE
File Number	62916893	Type of Corp	FOREIGN BCA
Entity Type	CORPORATION	State	WISCONSIN
Qualification Date (Foreign)	05-21-2003		
Duration Date	PERPETUAL		
Annual Report Filing Date	00-00-0000	Annual Report Year	2025
Agent Information	THOMAS G ODDO 1900 SPRING ROAD SUITE 200 OAK BROOK ,IL 60523	Agent Change Date	06-23-2016

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

[Purchase Master Entity Certificate of Good Standing](#)[Purchase Assumed Name Certificate of Good Standing](#)[File Annual Report](#)[Change of Registered Agent and/or Registered Office](#)[Adopting Assumed Name](#)

Governor
JB Pritzker



Director
James L. Bennet

State of Illinois Eligible Bidder / Public Contractor

MIDWEST WELL SERVICES, INC.

1212 STORBECK DRIVE

WAUPUN, Wisconsin, 53963

IDHR Eligibility Number: 125200-00

Type of IDHR Eligibility Number : Corporate Headquarters / Primary Location

The person, firm or corporation whose name appears on this certificate has registered and is authorized by the Illinois Department of Human Rights to bid on or be awarded public contracts, pursuant to 44 Ill. Admin. Code 750.210 and the Illinois Human Rights Act, 775 ILCS 5/2-105. The official status of this registration can be verified at www.illinois.gov/DHR.



Form Number:
PC1

Start Date
03/15/2023

Expiration Date
03/14/2028

Illinois Department of Human Rights
555 W MONROE ST, Ste. 700
CHICAGO, IL, 60661



Statement of Compliance for Bidding

As required by the bid documents, please accept the following as a statement of compliance with the following regulations and laws as it relates to any contracts completed by Midwest Well Services, Inc. dbas: Municipal Well & Pump; Pumpstation Professionals

1. **Prevailing Wage:** We are in full compliance with prevailing wage laws both for State and / or Federal Davis Bacon projects. We have reviewed the Act pertaining to this project and we agree to pay the applicable prevailing wage rates attached to the bid specifications and will strictly comply with the Act.
2. **PW Wage Violations:** We have not been found to be in violation with any State or Federal prevailing wage Acts in the last 10+ years. We have been audited twice by the State of IL and once by the State of Wisconsin since 2008 and no violations found or back pay required.
3. **Employees on Public Works Projects:** All employees who will perform work on this public works project on our behalf are all properly classified as an employee.
4. **Claims Against Employer:** There has never been any claim against the company for any Federal, State or Local claims of unpaid compensation (wages and/or fringe benefits) for the contractor's employees filed against the bidder.
5. **Equal Opportunity:** We are an Equal Opportunity Employer and are in compliance with Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375.

By: Scott A. De Young

11/28/2023

Date:

Title: President /CFO



Water Well and Closed Loop Well Contractor Search

Enter a Water Well or Closed Loop Well Contractor last name, mailing address, city, state or count.

Or

Search by entering at least the first 3 letters of the Facility Name, Street, City, or County followed by an asterisk (*).
For example, searching for And* will give you results that include all contractors with the last name Anderson, Andrews, etc.
Results only include current Water Well or Closed Loop Well Contractor Licensees with an Active License or Registration.

License Type: ALL

License Number:

Facility Name: milaeager

Street:

City:

State: ▼

County: ▼

Search

Contractor Name	License Number	Mailing Address	ID# / Contractor LicenseType	Contractor License Status
RICHARD N MILAEGER	101-004208	PO BOX 311, WAUPUN, WI, 53963, Out of State	Water Well Pump Installation Contractor	Active
RICHARD N MILAEGER	092-008630	PO BOX 311, WAUPUN, WI, 53963, Out of State	Water Well Contractor	Active

Illinois Department of Public Health | 535 West Jefferson Street | Springfield, Illinois 62761
Phone 217-782-4977 | Fax 217-782-3987 | TTY 800-547-0466

[Privacy Policy](#)

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Department of Workforce Development
Employment and Training Division
Bureau of Apprenticeship Standards
201 E. Washington Ave., Room E100
P.O. Box 7972
Madison, WI 53707
Telephone: (608) 773-3930
Fax: (608) 266-0766
Email: DWDEET@dwd.wisconsin.gov



Tony Evers, Governor
Amy Pechacek, Secretary-designee

June 19, 2024

I am writing to confirm that Municipal Well & Pump is an active Registered Apprenticeship employer for the occupation of Well Driller Operator/Pump Installer, as approved by the State of Wisconsin and recognized by the U.S. Department of Labor (USDOL).

The Wisconsin Bureau of Apprenticeship Standards (BAS) is recognized by the USDOL as the State Registration Agency (SAA) for apprenticeship programs in Wisconsin. In states which have their own SAA, such as Wisconsin, USDOL does not register apprentices but, instead, relies upon the SAA to perform that function and fully recognizes the registration of those apprentices.

Municipal Well & Pump has been training registered apprentices since 2009. This employer works through the ABC of Wisconsin program, which is an approved and fully recognized Registered Apprenticeship sponsor.

Employer: Midwest Well Services, Inc. dba: Municipal Well & Pump
Scott De Young, President
Phone: 920 324 3400

Sponsor: ABC of Wisconsin Apprenticeship Committee
Michael McDonald, Apprenticeship Director
Email: michael.mcdonald@abcwi.org
Phone: 608 244 6056

Please feel free to contact me with any questions regarding the status of this employer in regard to Wisconsin Registered Apprenticeship.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn O'Shasky".

Lynn O'Shasky

Program & Policy Analyst, Advanced

MUNICIPAL
WELL & PUMP
A Division of Midwest Well Services, Inc.

CORPORATE RESUME

History - MUNICIPAL WELL & PUMP was established as a corporation in the State of Wisconsin in July 1984. In 1992 Milaege Well & Pump joined forces with the Municipal Well & Pump to provide additional expertise going back to 1916. The company was purchased by Midwest Well Services, Inc. in September 2000, but continues to operate under the Municipal Well & Pump name. In 2005, the company purchased Pumpstation Professionals which expanded our services in the golf course and pump station controls market. In 2016, we purchased Peerless Well & Pump in Dubuque, IA expanding our geographic territory further into Iowa, Illinois, and southwestern Wisconsin. Peerless is a subsidiary of Midwest Well Services, Inc. Total Corporate Sales in 2023 were \$25,912,800 as compared to \$10,352,000 just 7 years earlier in 2016. MWP is an employee-owned company.

Services - The firm primarily engages in well construction, well rehabilitation, well pump repairs and installation, well testing, pump station controls, and water quality testing. Municipalities and large industries throughout Illinois, Iowa & Wisconsin comprise most of MWP's customers, with some customers in Indiana, Minnesota and Michigan as well.

Equipment available for performing various drilling and pump servicing operations includes:

- 12 pump rigs/cranes with ratings from 8 tons to 55 tons
- 16 service trucks with cranes rated from 5,000lbs to 7,500lbs.
- 2 Foremost DR24HD dual rotary drill rigs
- 3 cable tool drilling rigs ranging in size from BE28L to BE36L
- 1 Aries Water-well Televising System installed in a Mercedes Sprinter van & 1 Explorer Televising System
- Plus, approximately 50 pieces of support equipment

For a complete listing of all equipment, please see the attached Equipment List.

Facilities - The Corporation operates in a 26,000 square foot modern shop and office facility located in Waupun, Wisconsin. In addition to the building is approximately 6 acres of hard surface storage yard and staging area. We also maintain a 2nd shop facility in Peosta, IA built new in 2023.

Crews - Municipal Well & Pump runs 8 full-time pump crews and 2 full-time drilling crews. Peerless Well & Pump runs 3 full-time pump crews out of Peosta, IA.

- Our Pump crews are led by Andy Klemme (28 years), Robert Kooima (16 years) and Wes Derksen (21 years). All of our crews have received hands-on training in all aspects of well and pump servicing. Well pumps of up to 1,000 horsepower and 1,200 feet in depth have been installed and serviced by our crews. All operators are licensed pump installers.
- Our Drilling crews are led by Mason Rens (18 years) and Leif Steuck (35+ years). In addition to drilling large diameter wells with depths up to 1,750 feet, they are also experienced with reverse circulation, "barber drilling" and open hole mud drilling. Both are also experienced well and pump service technicians.

Safety - Municipal Well & Pump takes safety seriously and strives for "zero accidents" at all times. We are an active member of ISNetWorld and Avetta which monitors all our OSHA records, EMR results and Safety policies for various clients. Our Drug and Alcohol program is managed by DISA for both FMCSA and DCCHA/NASAP consortiums.

Bonding - Municipal Well & Pump is fully bondable for individual projects up to \$7,500,000 and total projects to \$12,000,000. Complete insurance coverage is in full force with limits of \$2,000,000 Liability with a \$9,000,000 Umbrella.

Summary - Municipal Well & Pump offers a complete spectrum of well and pump related services backed by professional and knowledgeable staff, supported by modern state of the art equipment. The overall progressive attitude of the corporation and its employees generate expert and cost-effective operations.

MAJOR CONTRACTS ON HAND

As of June 21, 2024

Name of Customer	Project	Contract	Percent Complete	Estimated Completion	Engineer / GC
Menomonee Falls, WI	Test Well Drilling	\$ 179,241	97%	June 2024	None
Polo City, IL	Well #5 Construction	827,943	94%	August 2024	Willett Hofmann & Associates, Inc.
Crystal Lake, IL	Well #19 Construction	1,340,726	93%	August 2024	Fehr-Graham
Sycamore, IL	Well #7 Pump	214,633	92%	July 2024	None
Coal City, IL	Well #7 Drill and Pump Work	788,363	76%	August 2024	Chamlin & Associates, Inc.
Cary, IL	Well #13 Pull and Inspect	191,302	74%	August 2024	None
Hoffman Estates, IL	Well #10 Pump Repair	420,000	57%	July 2024	None
Elk Grove, IL	Well #9 Rehabilitation	444,480	55%	September 2024	Engineering Enterprises, Inc
Browns Lake, WI	New Well and Pump	553,720	53%	July 2024	Kapur & Associates, Inc./ Gilbank Construction, Inc.
Delavan Club, WI	Well #3 Replacement	161,333	50%	June 2024	None
Loves Park, IL	Well #7 Construction	810,584	45%	July 2024	None
Plainfield, MI	Two Supply Wells	105,000	25%	September 2024	None
Prairie Du Sac, WI	Well #5 Construction	715,318	23%	July 2024	Strand Associates, Inc.
Holmen, WI	Well #8 Pump	154,310	17%	July 2024	Olympic Builders GC, Inc.
Antioch, IL	Well #7 Rehabilitation	121,720	0%	August 2024	None
Industrial Client, WI	New Primary Well	185,000	0%	July 2024	None
Belvidere, IL	Well #11 Construction	1,380,138	0%	January 2025	Strand Associates, Inc.
Marengo, IL	Well #9 Construction	1,044,411	0%	December 2024	McMahon Associates, Inc.
McFarland, WI	Test Well	230,575	0%	December 2024	Town & Country Engineering
Pewaukee, WI	Well #2 Rehabilitation	240,575	0%	September 2024	None
Rockford, IL	Well #46 Construction	2,559,001	0%	September 2024	Strand Associates, Inc.
Yorkville, IL	Well #10 Construction	2,588,964	0%	May 2025	Engineering Enterprises, Inc.
St. Germain, WI	Well Construction	223,593	0%	July 2024	MSA Professional Services, Inc.
Industrial Client, WI	New Well Construction	164,730	0%	November 2024	None

Total Current Backlog \$ 8,588,518

List of References

Name	Contact	Telephone
<u>Illinois Municipal References:</u>		
Village of Cary, IL	John Stein (jstein@caryillinois.com)	847-639-0003
City of East Peoria, IL	Dan Bridgwater (danbridgwater@cityofeastpeoria.com)	309-397-1043
City of Geneva	Mike Anderson (manderson@geneva.il.us)	630-327-7138
Village of Hoffman Estates, IL	Joe Nebel (Joseph.Nebel@Hoffmanestates.org)	847-882-9100
Village of Island Lake, IL	Patrick Stewart (patrick.stewart@voislk.com)	847-526-1954
City of La Salle, IL	Jeff Bumgarner (j.bumgarner@lasalle-il.gov)	815-228-6102
Village of Mount Prospect, IL	Matt Overeem (movereem@mountprospect.org)	847-870-5640
City of Oglesby, IL	Lance Greathouse (lgreathouse@testinc.com)	815-883-3639
City of Sycamore, IL	Matt Anderson (maanderson@cityofsycamore.com)	815-895-2992

Wisconsin Municipal References:

Eagle River Light & Water	Mike Sanborn (msanborn@erlw.org)	715-891-1669
Village of Elkhart Lake	Pat Zorn (pzorn@elkhartlakewi.gov)	920-876-2122
City of Green Lake, WI	Jason Carley (jcarley@ci.greenlake.wi.gov)	920-369-6406
City of Kaukauna, WI	Andy Vanden Heuvel (avandenheuvel@ku-wi.org)	920-858-9180
Village of Kewaskum, WI	Dennis Aupperle (daupperle@village.kewaskum.wi.us)	262-626-4310
Village of Port Edwards, WI	Jason Leverance (jason.leverance@portedwardswi.gov)	715-223-6615
River Falls Municipal Utilities	Dean Seemuth (dseemuth@rfcity.org)	715-209-0403
Village of Rothschild, WI	Rick Stoviak (rstoviak@rothschildwi.com)	715-302-0707
Waupun Utilities, WI	Steve Schramm (sschramm@waupunutilities.org)	920-324-7920
Village of Weston, WI	Josh Swenson (jswenson@westonwi.gov)	715-241-2637

Engineer References

AECOM	Dennis Saari	(Verona, WI - 2013)	630-466-6700
Baxter Woodman	Eric Murauskas	(Genoa, IL - 2020)	815-459-1260
CBS Squared, Inc.	Jon Strand	(Greenville, WI 2018)	715-861-7428
C.E.S.	Dennis McMullen	(Cherry Valley, IL - 2013)	815-547-8435
Chamlin & Associates	Mike Perry		815-228-9995
Clark Dietz	Ravi Jayaraman		262-657-1550
Davy Engineering	Jim Kochie		608-782-3130
Engineering Enterprises, Inc.	Stephen Dennison	(Pingree Grove, IL - 2012)	630-466-6700
Fehr Graham & Associates	Adam Holder	(Freeport & Lena, IL - 2012)	815-235-7643
Fehr Graham & Associates	Darin Stykel	(Freeport & German Valley, IL - 2018)	815-235-7643
MG2A	Jim Earlywine	(Godley, IL - 2009)	815-939-4921
MSA Professional Services – Baraboo	Rob Uphoff		608-356-2771
MSA Professional Services – Dubuque, IA	Nick Wagner	(La Porte, IA - 2011)	815-777-9333
Ruekert & Mielke, Inc.	Chris Epstein		262-542-5733
Strand Associates, Inc.	Mike Forslund		262-542-5733
Strand Associates, Inc	Steve Kluesner	(Fond du Lac 2013, 2017, 2018, 2019, 2020)	608-251-4843
Town & Country Engineering	Ben Heideman	(Cross Plains - 2021)	608-273-3350

Equipment List

Pump Rigs

2013	Kenworth T440 with Smeal R15 hoist
2011	Kenworth T370 with Smeal R12 hoist
2008	International 4400 with Smeal 12T hoist
2006	International 7600 with National 800D 23T crane
2005	International 4400 with Smeal R20 hoist
2002	International 4400 with Smeal 12T hoist
2001	International 4600 with Smeal R12 Hoist
2000	Peterbilt with Smeal R12 hoist
1996	Freightliner with Smeal R36 hoist
1991	GMC with Semco 8T hoist
Peerless (Dubuque) Pump Rigs	
2007	International 4400 with Smeal R15 hoist
2005	Sterling with Smeal R12 hoist

Drill Rigs

2018	Foremost DR24HD on Kenworth T800 (w/tooling)
2023	Foremost DR24HD on Kenworth T800 (w/tooling)
	Bucyrus Erie 36-L Drill Rig, Diesel, skid mounted
	Bucyrus Erie 28-L Drill Rig, trailer mounted
	Bucyrus Erie 60-L Drill Rig, skid mounted

Service Trucks

2023	Ford F650 – with 7,500 lb Crane, Welder & Tools
2021	Ford F650 – with 7,500 lb Crane, Welder & Tools
2019	Ford F650 – with 7,500 lb Crane, Welder & Tools
2019	Ford F650 – with 7,500 lb Crane, Welder & Tools
2017	Ford F550 – with 7,500 lb Crane, Welder & Tools
2017	Ford F650 – with 7,500 lb Crane, Welder & Tools
2016	Ford F650 – with 7,500 lb Crane, Welder & Tools
2016	Ford F550 – with 7,500 lb Crane, Welder & Tools
2015	Ford F550 – with 7,500 lb Crane, Welder & Tools
2013	Ford F550 – with 7,500 lb Crane, Welder & Tools
2013	Ford F550 – with 7,500 lb Crane, Welder & Tools
2012	Ford F550 – with 7,500 lb Crane, Welder & Tools
2020	Ford F250 – Service Truck

Support Equipment

2014	Mercedes Sprinter 3500 - TV Van with Deep Hole Camera
2017	(2) Explorer Video Cameras (Portable)
2005	Kenworth W900 Flatbed
2013	Cable Spool Trailer
	AirShock Equipment with 1,500ft Hose Reel & Trailer
	John Deere 410K & Caterpillar 416C, 420D, & 420E IT Backhoes
	Forklifts (4)
	Trailers - various sizes (22)
	Pickups (15)
	Portable Water Towers (11) ranging from 2,500 to 5,000 gallons
	Various Compressors, Generators, Pumps, Etc

All equipment is maintained in good condition, all maintenance records are tracked electronically, and daily and annual inspections are completed and documented as required by the DOT.

Contracts Completed

Wisconsin Projects:

Name of Customer	Project Description	Contract Value	Completion Date
Winneconne, WI	Wells #1 & #2 Pump & Booster Rehabilitation	\$ 158,830	May 2024
Industrial Client, WI	Fire Well & Pump	172,560	March 2024
Industrial Client, WI	Deep Well Repair	130,985	March 2024
Industrial Client, WI	4 New Wells & Pumps	779,349	January 2024
Grand Geneva Ski Hill	Well Construction	239,677	December 2023
Holmen, WI	Well #8 Pump	154,310	December 2023
Industrial Client, WI	Well #4 Rehabilitation	261,920	November 2023
Slinger, WI	Well #7 Construction	267,194	September 2023
Osseo, WI	Well #3 Canned Booster Pumps & Well Pump	185,050	August 2023
Weston, WI	Well #7 & #8 Construction	581,698	August 2023
Fort McCoy, WI	Wells #24 & #29 Rehabilitation	196,443	July 2023
Winnebago County, WI	Well #1 Pump Rehabilitation	177,603	July 2023
Cascade, WI	Well #3 Construction	185,913	June 2023
Spencer, WI	Well #7 Construction	177,272	June 2023
Waukesha, WI	Well #10 Pump Repairs	243,384	March 2023
Menomonee Falls, WI	Well #9 Rehabilitation	254,833	February 2023
Nekoosa, WI	Well #4 (Collector Well) Rehab	148,008	January 2023
Oconomowoc, WI	Well #8 Construction	494,572	January 2023
Oregon, WI	Well #6 Construction	422,506	November 2022
Bristol, WI	Well #3 Rehabilitation	227,392	September 2022
Cambria, WI	Well #5 Construction	426,752	April 2022
Jefferson, WI	Well #4 Rehabilitation	299,859	January 2022
Germantown, WI	Well #12 Construction	478,981	December 2021
State of Wisconsin/ Devil's Lake State Park, WI	New Well & Multiple Well Rehabilitations	232,957	July 2021
Madison, WI	Well #18 Rehabilitation	178,328	May 2021
Cross Plains, WI	Test Well #3	137,642	April 2021
Arlington, WI	Well #4 Construction	307,268	April 2021
Pioneer Estates – Grafton, WI	Well #5 Construction	226,452	October 2020
Verona, WI	Well #6 Construction	599,429	July 2020
New London, WI	Well #4 Replacement Construction	354,518	June 2020
Delevan, WI	Well #6 Rehabilitation	112,828	April 2020
Greenville, WI	Well #5 Construction	367,877	November, 2019
Cobb, WI	Well #4 Construction	274,663	August, 2019
Platteville, WI	Well #6 Construction	844,055	June, 2019
Fond du Lac, WI	2018 Well Maintenance	439,817	January, 2019
Lake Como, WI	Well #1 & Well #2 Rehabilitation	273,209	January, 2019
Kettle Moraine Fish Hatchery	Multiple Well Constructions	405,067	October, 2018
Brookfield, WI	Well #22 rehabilitation	162,558	September, 2018
Fort McCoy / Alliance Steel	3 New Wells	878,599	January 2018

Contracts Completed

Illinois Projects:

Name of Customer	Project Description	Contract Value	Completion Date
Huntley, IL	Well #13 Construction	\$ 1,199,630	January 2024
Industrial Client, IL	Well #4 Construction	745,528	January 2024
Warrenville, IL	Well #13 Construction	353,713	December 2023
Geneva, IL	Well #6 Rehabilitation	134,878	November 2023
Pingree Grove, IL	Well #3 Construction & Pump Install	1,428,753	November 2023
Industrial Client, IL	Well #15 Construction	1,438,107	September 2023
Loves Park, IL	Test Well #7 Construction	322,396	September 2023
Crystal Lake, IL	Well #16 Pump Rehabilitation	362,409	May 2023
La Salle, IL	Well #13 Construction	707,205	May 2023
Mount Prospect, IL	Well #17 Rehabilitation	433,038	April 2023
Elk Grove, IL	Well #9 Rehabilitation	449,692	March 2023
Industrial Client, IL	New Well & Pump	410,509	February 2023
Industrial Client, IL	New Well & Pump	327,274	September 2022
Peru, IL	Well #5 Rehabilitation	133,490	January 2022
Frankfort, IL	Well #18 Construction	219,931	October 2021
Bishop Hill, IL	Well #2 Construction	389,583	April 2021
Cary, IL	Well #10 Rehabilitation	200,914	December 2020
Genoa, IL	Well #4 Modifications	158,812	October 2020
Grayslake, IL	Well #5 Construction	514,200	June 2020
Sycamore, IL	Well #6 Pump Repairs	165,235	February 2020
Gilberts Development, IL	Well 5 & 6 Construction	2,214,000	January 2020
Durand, IL	Test Well	205,361	May, 2019
Freeport, IL	Test Wells #11 & #12	658,708	February 2019
Rockford, IL	Well U35 Rehabilitation	152,026	January, 2019
Monee, IL	Well #5 Construction	219,758	August 2018
Naperville, IL	Well #20 Pump Rehabilitation	365,949	August 2018
Arlington Park Race Course, IL	Well Pump Repair / Well Rehab	255,151	March 2018

Other State Projects:

Name of Customer	Project Description	Contract Value	Completion Date
Industrial Client, MI	Well #4 Testing	131,016	September 2021
North Liberty, IA	Well Construction Rehab – 2 Wells	825,774	May 2018
Industrial Client, IA	Well #3 Reconstruction	244,800	January 2018
Lanesboro, MN	Turbine Pumps & Abandonments	116,798	December 2015
Eitzen, MN	Drilling of Well #4	180,695	November 2014

Municipal Well & Pump

Resume of Key Employees

Scott De Young – President

Scott joined Municipal Well and Pump in 2002 as CFO and became President in 2021. Prior to MWP, Scott worked for the Barnabas Foundation in Orland Park, IL as the Director of Finance and Administration. Prior to 2000, he was the Vice President of Finance and Operations for 2 different printing companies in Chicago since 1989. He also worked for 2 years in public accounting. Scott graduated from Trinity Christian College, Palos Heights, IL in 1987 with a B.S. in Accounting. Scott is a Certified Public Accountant.

Marty Van Ells – Vice President / Senior Project Manager

Marty began working for Municipal Well and Pump in 1986 as an operator. In 1996, he was promoted to Field Operations Manager. Then in 1998, Marty decided to take a Plant Manager position with AJS & Associates in Random Lake, Wisconsin. In February, 2003, after 5 years, Marty decided to return to MWP for a Sales / Project Manager position. Marty has extensive experience with well rehabilitations, vertical turbine pumps, submersible pumps, and horizontal pumps.

Brian Brodersen, P.E. – Senior Project Engineer

Brian joined Municipal Well and Pump in December 2016 after nearly 23 years at Layne Christensen Company as a Design Engineer and Project Manager. He has extensive professional experience in the water industry that includes well rehabilitation, well construction, pump design, installation, and repair. Brian has Bachelor of Science and Master of Science degrees in Civil Engineering from the University of Wisconsin-Milwaukee. He is a licensed Professional Engineer in Wisconsin and holds a Wisconsin Pump Installer license and a Wisconsin Small System Operator license.

Andy Stelsel – MWP Operations Manager

Andy started at Municipal Well and Pump in 2003 as an assistant in the field. He later became an operator and ran a crew. Andy is a Certified Water Operator in WI and operated many systems for Municipal Well and Pump from 2012 – 2020. Andy has an associate degree in marketing. In 2021, Andy took on the role of Operations Manager starting in April 2020.

Mark Mueller – Sales / Project Manager

Mark began working for Municipal Well and Pump in 2018. Prior to joining the team at MWP, Mark had 26 years of experience as a Water Chemistry Lab Director/Tech working at Suburban Laboratories Inc. and McHenry Analytical. He received his Bachelor of Science in Water Chemistry from University of Wisconsin-Stevens Point in 1992.

Chris Ferguson – Sales / Project Manager

Chris started at Municipal Well and Pump in March of 2021. Prior to joining the team at MWP, Chris worked at Midwest Contract Operations out of Menasha, WI for 4 1/2 years. Prior to Midwest Contract Operations, he worked with MSA Professional Services as an Environmental Technician for a little over a year. Chris graduated from UW Stevens Point in 2015 with a Bachelor of Science degree in Soil and Waste Resource Management. Chris is a licensed Wisconsin Advanced Certified Water and Wastewater Operator and Pump Installer with a strong background in troubleshooting equipment. He is trained in OSHA 40-hour HAZWOPER.

Tom Piscitello – Sales / Project Manager

Tom joined Municipal Well and Pump in 1996 as an assistant in the field. Two years later he became an operator and ran a crew. Tom has extensive knowledge in vertical turbine and submersible pump installations and well rehabilitation. As a senior operator, he has worked on some of the largest municipal and industrial projects in Wisconsin and Illinois. He took on the roll as Sales/Project Manager in 2023. He has a pump installers license in Wisconsin and Michigan.

Kurt Dix – Sales / Project Manager

Kurt joined Municipal Well and Pump in January of 2017. He began as an assistant in the pump division before moving to Pump Installer, and then to Project Manager. Kurt has 20+ years of experience in the construction industry, including several years servicing municipal and industrial well equipment. Kurt is a licensed Pump Installer in Wisconsin and is MSHA trained.

Ezra Pett – Project Manager

Ezra recently joined MWP in 2025 with 25 years of experience in the industry. Ezra comes to us from Headwater Company where he worked for 6 ½ years in sales support to well drilling / pump installation companies. Prior to that Ezra worked with Aqua Well & Pump for 17 years performing well drilling, well system maintenance and pump service and two years before that with another local well contractor as a pump installer from 2002 to 2004. Ezra is a licensed pump installer (25 years) and has training in water filtration, submersible and VHS motors, and electrical drives. Ezra has served as WI Pump & Water Suppliers Assoc (Vice President) and is on the DNR Water Well Advisory Board.

Jared Oosterhouse – CFO

Jared joined Municipal Well and Pump in 2024 as Chief Financial Officer with over 15 years of experience in finance and operations. Prior to joining MWP, Jared was a Director of Finance for two different national commercial general contractors and for a municipal electric, water, and sewer utility. He started his career in public accounting and is a Certified Public Accountant. Jared holds a BS in Accounting and Management from Marian University.



Credit Application

Company Information:

Company Name: Midwest Well Services, Inc.; dba Municipal Well & Pump
dba Pumpstation Professionals
Billing Address: 1212 Storbeck Drive
PO Box 311
Waupun, WI 53963
Phone: (920) 324-3400
Fax: (920) 324-3431
Type of Business: S-Corporation
Date of Incorporation: Sept. 2000
DUNS # 12-159-6993
FEIN #: 39-2005278
Sales Tax: Contractor – All purchases taxable unless notified

Contact Names:

Scott De Young President sdeyo@municipalwellandpump.com
Andy Stelsel Vice President astelsel@municipalwellandpump.com
Jared Oosterhouse Treasurer joosterhouse@municipalwellandpump.com
Shelly Schulz Secretary sschu@municipalwellandpump.com
ap@municipalwellandpump.com

Shelly Schulz

References:

Bank: Accounts Payable
Horicon State Bank
105 E. Industrial Drive
Beaver Dam, WI 53916
Terry O'Connor
(920) 887-8350
Vendors: Xylem
26717 Network Place
Chicago, IL 60673
Attn: Joshua Davis
Phone: (315) 568-2811
Joshua.davis@xyleminc.com
Headwater Wholesale
16713 Industrial Parkway
Lansing MI 48906
Attn: Tom Beran
Phone: (608) 239-9312
t.beran@headwaterwholesale.com
Preferred Pump & Equipment
2201 Scott Avenue
Fort Worth, TX 76103
Phone: (817) 413-2650
jbeahm@preferredpump.com
Pump Service Network
PO Box 618
Hartland, WI 53029
Attn: Duane Landers
Phone: (262) 367-1000
duane.landerson@watertronics.com



Item Cover Page

Subject	Motion to accept the proposal from Civiltech Engineering, Inc. for the Prospect Avenue Limited Boundary Alternatives Analysis Study for an amount not to exceed \$114,909.20.
Meeting	May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	\$114,909.20
Budget Source	Prospect & Main Tax Increment Financing District Fund
Category	VILLAGE MANAGER'S REPORT
Type	Action Item

Information

In recent years, a number of new restaurants along Prospect Avenue have spurred the desire for outdoor seating in the warmer months. Additionally, multiple residential developments and a grocery store have been built along Prospect Avenue, leading to considerably more pedestrian and bicycle activity downtown. The Village last summer trialed on-street dining by repurposing six on-street parking spots to outdoor dining areas within the 100 block of W. Prospect Avenue. With the changing environment, the Village wishes to develop long-term alternatives as part of a planning study that considers outdoor dining, pedestrian access, bike access, vehicle travel and parking, lighting, street furniture and landscaping to enhance Prospect Avenue. This study, herein referred to as the Prospect Avenue Alternative Analysis Study, is identified in this year's Community Investment Program.

Prospect Avenue is a Village-owned street that runs parallel to the Union Pacific railroad tracks and through downtown Mount Prospect. There is one travel lane in each direction with parallel parking on both sides and a landscaped center median with lighting. It is currently signed as a local bike route with sharrows pavement markings. In addition to enhancing the downtown experience for businesses, the Village desires to improve the bicycle infrastructure on Prospect Avenue. The Village's recently completed Arterial Bike Network Study identifies Prospect Avenue and Northwest Highway as needing further study to develop long-term bike facilities.

Staff solicited separate technical and cost proposals for a Limited Boundary Study (Prospect Avenue from Elmhurst Avenue to IL 83 (Main Street)) and a Corridor Study (Prospect Avenue from Central Road to Mount Prospect Road). The Limited Boundary Study would develop a preferred alternative for Prospect Avenue between Elmhurst Avenue and IL 83 (Main Street) that incorporates outdoor dining, pedestrian access, bike facilities, vehicle travel and parking, lighting, street furniture and landscaping. The Corridor Study would include all the work outlined in the Limited Boundary Study while expanding the project limits as indicated. The cost proposals for the Corridor Study were above the budgeted amount. Therefore, staff chose to focus on the Limited Boundary Study between Elmhurst Avenue and IL 83 (Main Street), as

this section of Prospect Avenue addresses the primary importance relating to outdoor dining.

Staff is seeking at this time to enter into a contract with a consulting planning/engineering firm to complete the study. The final product will be a preferred alternative, including concept plans, renderings, cost estimates and funding opportunities based on public input and current best design practices to enhance Prospect Avenue within the project limits. It will also take into consideration the potential impacts to the entire Prospect Avenue corridor and surrounding area to provide a smooth transition for potential future work. The Village will be funding this study using the Prospect and Main Tax Increment Financing District Fund. This study does not need to follow federal guidelines, but future design phases may need to if grant funding is sought for a construction project.

Completion of this study will position the Village well for continuing into Phase I Engineering (Preliminary) and Phase II Engineering (Design) for a grant-funded project, or a detailed engineering design for a Village-funded project.

Request for Proposals

The Village solicited *Technical and Cost Proposals* from planning/engineering consulting firms to provide services for the Prospect Avenue Alternative Analysis Study. A notice was posted on the DemandStar bidding website. Firms were asked to submit as part of their proposal the following information:

1. Resumes of key personnel
2. Related experience on similar type of projects
3. Understanding of the project and deliverables
4. Summary of the firm's approach to the project
5. Project schedule
6. Cost proposal broken down by task

Primary tasks identified in the RFP include the following:

1. Develop at least three alternatives that incorporate village, business, and public priorities with varying levels of on-street parking retention and vehicle access. Priorities include:

- a. Maintaining and/or expanding existing pedestrian space.
- b. Providing dedicated space for outdoor dining and/or other business activities.
- c. Enhancing bicycle facilities through dedicated space for bikes along the corridor, if possible.
- d. Incorporating street lighting into all alternatives.
- e. Providing street furniture and landscaping to beautify the corridor.
- f. Evaluating vehicle access along Prospect Avenue.
- g. Considering parking impacts compared to other priorities for the study.
- h. Developing general wayfinding improvements for the corridor.

2. Engage in stakeholder meetings to solicit input. Stakeholders include:

- a. Business owners along Prospect Avenue
- b. Chamber of Commerce and Downtown Merchants Association
- c. IDOT and Union Pacific Railroad

3. Perform topographic and right-of-way surveys as needed for alternative development.
4. Develop a robust public outreach campaign to collect public input.
5. Develop renderings for each of the alternatives.
6. Develop a comprehensive Alternative Analysis Report.
7. Present the alternatives and preferred alternative to the Transportation Safety Commission and the Village Board.
8. Prepare preliminary cost estimates and identify potential funding sources.

RFP Evaluations

The consulting firms' *Technical Proposals* were reviewed on the basis of their understanding of our goals and their methodology for completing the study. They were rated (with a maximum score of 100 points) according to these specific categories: firm background, personnel background, project experience, proposal content, and value. The rankings are:

Technical Proposals

Category	Max Points	Civiltech	KH*	GHA**
Firm Background	20	20	20	20
Personnel Background	25	24	24	23
Project Experience	20	19	17	16
Proposal Content	15	15	14	13
Value	20	20	16	18
Total	100	98	91	90

* Kimley-Horn

** Gewalt-Hamilton Associates

Cost Proposals

Firm	Hours	Cost / Hour	Labor Cost	Direct Cost	Total Cost
Engineer's Estimate	800	\$145.00	\$116,000.00	\$4,000.00	\$120,000.00
Civiltech	804	\$139.63	\$112,260.40	\$2,648.80	\$114,909.20
Kimley-Horn	636	\$171.15	\$108,854.00	\$0.00	\$108,854.00
GHA	711	\$158.54	\$112,721.00	\$2,600.00	\$115,321.00

Discussion

Staff conducted interviews with all three consultants and determined that Civiltech Engineering, Inc. (Civiltech) is the preferred consultant for the study. They have put together a very strong project team with similar project experience in Schaumburg, Glen Ellyn, Naperville, and Joliet. Additionally, they have experience with federal Phase I Engineering

(Preliminary) and Phase II Engineering (Design) as well as transportation planning.

Civiltech has a very experienced professional engineering staff with a thorough understanding of the project coordination, communication and documentation needed to successfully accomplish the project within the proposed schedule. Civiltech has previously completed the Arterial Bike Network Study for the Village and is currently undertaking the Village's Transit Study. Their work has been acceptable.

Staff supports the cost proposal submitted by Civiltech in the amount of \$114,909.20 to provide planning and preliminary engineering services for the Prospect Avenue Limited Boundary Alternative Analysis Study. It is staff's opinion that Civiltech is best qualified to perform the requisite work, has allotted appropriate work effort, and requested a reasonable, competitive fee for the services requested.

Alternatives

1. Accept the proposal from Civiltech Engineering, Inc., for the Prospect Avenue Limited Boundary Alternatives Analysis Study.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board accept the proposal from Civiltech Engineering, Inc., of Itasca, Illinois, to complete the Prospect Avenue Limited Boundary Alternative Analysis Study for an amount not to exceed \$114,909.20.

Attachments

1. Location Map
2. Prospect Avenue RFP
3. Civiltech Technical Proposal
4. Civiltech Cost Proposal

Prospect Avenue Alternative Analysis Study

Location Map



MAYOR
Paul Wm. Hoefert

TRUSTEES
Vincent J. Dante
Agostino Filippone
Terri Gens
William A. Grossi
John J. Matuszak
Colleen E. Saccotelli



VILLAGE MANAGER
Michael J. Cassady

DIRECTOR OF PUBLIC WORKS
Sean Dorsey

Phone: 847/870-5640
Fax: 847/253-9377
www.mountprospect.org

Village of Mount Prospect Public Works

1700 W. Central Road, Mount Prospect, Illinois 60056

Request for Technical & Cost Proposals

DATE: February 7, 2025

FROM: Matthew Lawrie, P.E.
Village of Mount Prospect
Public Works Department

RE: Request for Technical & Cost Proposals
Prospect Avenue Alternative Analysis Study

The Village of Mount Prospect seeks *Technical & Cost Proposals* from engineering firms for an Alternative Analysis Study for improvements to Prospect Avenue. Firms shall submit both a technical and cost proposal for a Limited Boundary Study and a Corridor Study as described in this request to be considered for the study. The Village, at its own discretion, will award a contract for either the Limited Boundary Study or Corridor Study. *Technical Proposals & Cost Proposals* shall be submitted as separate documents.

Attached to this memo are:

1. A list of materials and information that should be included with your *Technical & Cost Proposals* (Exhibit A).
2. A general definition of the scope of work and requirements for your submittal (Exhibit B).
3. An aerial map identifying the project limits (Exhibit C).

Your *Technical & Cost Proposals* should be emailed to the following address and received no later than 5:00 p.m. on Friday, February 28, 2025 to the attention of:

Mr. Jason Leib
Deputy Director of Public Works
Village of Mount Prospect
jleib@mountprospect.org

The Village will conduct interviews with the shortlist firms. Those selected for an interview will be contacted by the Village to arrange a date/time to meet at the Mount Prospect Public Works Department, 1700 W. Central Road, or via Microsoft Teams.

The Village of Mount Prospect appreciates your interest in this study. Any questions regarding this *Request for Technical & Cost Proposals* can be directed to Matthew Lawrie, Village Engineer with the Village of Mount Prospect, by phone at 847-870-5640 or email at mlawrie@mountprospect.org.

Exhibit A

Requirements for Technical & Cost Proposals

Agency: **Village of Mount Prospect**

Project: **Prospect Avenue Alternative Analysis Study**

Location: **Limited Boundary Study:** Prospect Avenue from Elmhurst Avenue to IL 83 (Main Street)

Corridor Study: Prospect Avenue from Central Road to Mount Prospect Road

Your *Technical & Cost Proposals* should include the following information:

1. Name, address and brief history of firm.
2. Organizational chart and résumés of key personnel to be assigned to this project.
3. Related experience during the last five (5) years. For example:
 - a. Providing engineering services for streetscape projects in suburban downtowns, with experience in creating new outdoor dining or business space.
 - b. Experience with bicycle and pedestrian corridor planning.
 - c. Experience with feasibility studies and/or alternative analysis in a suburban environment with a focus on balancing parking needs with new amenities for pedestrians, bicyclists and business patrons.
 - d. Experience working with the Illinois Department of Transportation (IDOT) on roadway, intersection, traffic signal, and pedestrian/bicycle infrastructure projects.
 - e. Experience working with multiple interest groups including municipalities, state agencies, residents and businesses. Emphasis will be placed on effective communication tools and the ability to build consensus.
 - f. Identifying state/federal grant opportunities with a history of successfully securing Phase I, Phase II and Phase III Engineering funds and construction funds.
4. Description of process to accomplish the required tasks of both the Limited Boundary Study and Corridor Study for the project. This should include:
 - a. An understanding of the project.
 - b. Objectives to be met as part of the project.
 - c. Your approach to completing the project.
 - d. The projected number of hours to complete the project broken down by task and personnel for both the Limited Boundary Study and Corridor Study.
 - e. A project schedule for both the Limited Boundary Study and Corridor Study.
5. A complete cost proposal broken down by task for both the Limited Boundary Study and Corridor Study as described in the General Scope of Work.

Exhibit B

General Scope of Work

Agency: **Village of Mount Prospect**

Project: **Prospect Avenue Alternative Analysis Study**

Location: **Limited Boundary Study:** Prospect Avenue from Elmhurst Avenue to IL 83 (Main Street)
Corridor Study: Prospect Avenue from Central Road to Mount Prospect Road

The Village is soliciting two separate proposals from consultants to conduct an alternative analysis study of Prospect Avenue. The Limited Boundary Study focuses on 3 blocks of Prospect Avenue with an emphasis on accommodating outdoor dining. The Corridor Study includes all the work from the Limited Boundary Study but expands the study limits to be from Central Road to Mount Prospect Road. Scope of work is described below.

The Village desires to address competing pedestrian, bicycle, business patron and vehicular needs along Prospect Avenue to create a more welcoming and economically viable downtown for all. The first step to modernize Prospect Avenue is an alternative analysis study to set the Village up to advance the preferred alternative into design and construction.

The Limited Boundary Study will focus on robust streetscape improvements and outdoor dining opportunities between Elmhurst Avenue and IL 83 (Main Street). The Corridor Study includes all of Prospect Avenue between Central Road and Mount Prospect Road. Elmhurst Avenue to IL 83 (Main Street) will focus on providing outdoor dining space while evaluating and balancing space for pedestrians, bicyclists, travel lanes, parking, lighting and landscaping. Outside of these limits, the Village desires to better accommodate bikes while maintaining the opportunity for additional streetscape improvements and outdoor dining space should adjacent land use change.

In recent years, a number of redevelopments and new restaurants along Prospect Avenue have spurred the desire for outdoor seating in the warmer months. Additionally, hundreds of new apartments and a grocery store have been built along Prospect Avenue, leading to considerably more pedestrian and bicycle activity downtown. The Village intends to develop a preferred alternative that considers outdoor dining, pedestrian access, bike access, vehicle travel and parking, lighting, street furniture and landscaping to improve Prospect Avenue.

In the summer of 2024, the Village trialed on-street dining by repurposing 6 on-street parking spots to outdoor dining areas within the 100 block of West Prospect Avenue. The Village is now wishes to explore opportunities to improve and possibly expand the outdoor dining experience.

The Village desires to meet parking demand in the downtown area. While the Village has ample parking available to business patrons in public parking garages and the Metra lots, this parking is not directly adjacent to most businesses leading to a perceived lack of parking in our downtown area. Any changes proposed along Prospect Avenue should consider impacts to parking immediately adjacent to the businesses. The study is to investigate ways to direct patrons to available, under-utilized parking facilities.

Prospect Avenue is currently a signed local bike route with sharrow pavement markings. The Village desires to improve the bicycle infrastructure on Prospect Avenue and designate it part of the Northwest Municipal Conference's Northwest Bikeway that parallels Northwest Highway as described in their Multimodal Transportation Plan. The Village's Arterial Bike Network Study identifies Prospect Avenue as needing more study to develop long-term bike facilities with the intention of designating Prospect Avenue as part of the Northwest Bikeway. This study will be completed in early 2025.

The Village also prepared a brief Bikeway Evaluation of Prospect Avenue and Emerson Street in 2021. This report was developed prior to any bike facilities on Prospect Avenue and resulted in the addition of shared lane markings and signs. The report also included a potential long-term concept for consideration. Separately, the intersection of Central Road, Northwest Highway, Prospect Avenue and the Union Pacific Railroad Crossing is currently in a Phase I Engineering Study lead by the Village. The Corridor Study is to coordinate with this study, the Central Road Railroad Crossing Phase I Study, to determine the preferred alternative for the western end of Prospect Avenue.

Prospect Avenue is 1.35 miles in length and a local road under Village jurisdiction. It terminates at Central Road, an unmarked IDOT route, on the west end, intersects with IL 83 (Main Street) a Strategic Regional Arterial IDOT route, and terminates at Mount Prospect Road, a Cook County route, on the east end. This entire length encompasses the Corridor Study. The Limited Boundary Study is the 0.25-mile section of Prospect Avenue between Elmhurst Avenue and IL 83 (Main Street).

Developing a preferred alternative for Prospect Avenue between Elmhurst Avenue and IL 83 (Main Street) that incorporates outdoor dining, pedestrian access, bike facilities, vehicle travel and parking, lighting, street furniture and landscaping is the primary goal of the project (Limited Boundary Study). The Corridor Study expands the study limits to develop a preferred alternative between Central Road and Mount Prospect Road. With a future contract, the Village will then move forward with a Phase I Engineering Study for a potentially grant funded project, or will proceed with detailed design for a Village funded project. At a minimum, the following tasks are to be included in the scope of services. Additional tasks, at the consultant's recommendation, will be considered by the Village.

Limited Boundary Study (Elmhurst Avenue to IL 83 (Main Street)):

1. Become familiar with the characteristics and function of the entire corridor.
2. Develop at least 3 alternatives that incorporate Village and public priorities with varying levels of on-street parking retention and vehicle access. Priorities include:
 - a. Maintaining and/or expanding existing pedestrian space.
 - b. Providing dedicated outdoor space in the spring, summer and fall for outdoor dining and/or other business activities.
 - c. Enhancing bicycle facilities through dedicated space for bikes along the corridor, if possible.
 - d. Incorporate street lighting into all alternatives.
 - e. Provide street furniture and landscaping to beautify the corridor.
 - f. Vehicle access along Prospect Avenue.
 - g. Consider parking impacts compared to other priorities for the study.
 - h. Develop general wayfinding improvements for the corridor.
3. Engage in stakeholder meetings to solicit input. Stakeholders include:
 - a. IDOT (IL 83 intersection) – If changes are considered at this intersection
 - b. UPRR and ICC (IL 83 railroad crossing) – If changes are considered at this crossing
 - c. Business owners along Prospect Avenue
4. Collect vehicle & pedestrian counts and crash data along with other pertinent information as necessary.

5. Evaluate truck movements and possible turn prohibitions at the intersections while maintaining access for deliveries.
6. Perform topographic and right-of-way surveys as needed for alternative development.
7. Identify any needed right-of-way or construction easements.
8. Develop a robust public outreach campaign to collect public input on the alternatives including at least one public meeting that meets IDOT Phase I Engineering requirements.
9. Provide information and graphics for a Village hosted and maintained project website.
10. Develop renderings for each of the alternatives, including typical sections and highlights of unique design elements.
11. Develop a comprehensive Alternative Analysis Report based on the tasks outlined. Each alternative plan is to include a preliminary estimate of cost (proposal to include up to 3 alternatives). The report is to include a summary matrix that considers pros and cons for each of the alternatives to help in determining the preferred alternative.
12. Present the alternatives and preferred alternative to the Transportation Safety Commission and the Village Board at regularly scheduled meetings.
13. Ensure proposed alternatives are in line with previously completed studies and complement ongoing development in downtown Mount Prospect.
14. Attend monthly progress meetings with the Village (virtual).
15. Prepare preliminary cost estimates for Phase I, II & III Engineering and construction.
16. Identify potential funding sources for Phase I, II & III Engineering and construction.

Corridor Study (Central Road to Mount Prospect Road):

Includes all tasks described above for the entire corridor, and the following additional items:

1. Incorporate connections to intersecting bike routes, including intersection treatments specifically for bikes.
2. Engage in stakeholder meetings to solicit input. Stakeholders include:
 - a. UPRR and ICC (Emerson Street railroad crossing and Mount Prospect Road railroad crossing)
 - b. Cook County DOTH (Mount Prospect Road intersection)
 - c. Note – Central Road intersection design will be developed under the Central Road Railroad Crossing Phase I Study. Stakeholder meetings not required for that intersection.
3. Coordinate with the ongoing Central Road Railroad Crossing Phase I Study to develop preferred alternative for the intersection of Prospect Avenue and Central Road.

Tentative Schedule

Task	Target
Submit Technical & Cost Proposals	February 28, 2025
Select consultants for interview	March 14, 2025
Consultant interviews	Week of March 17, 2025
Select consultant & negotiate contract	March 28, 2025
Award contract to consultant	April 15, 2025
Kick-Off Meeting with Village Staff	May 1, 2025
Complete Alternative Analysis Study	no later than December 31, 2025*

*dependent on scope of work

Exhibit C

Project Location/Limits Map

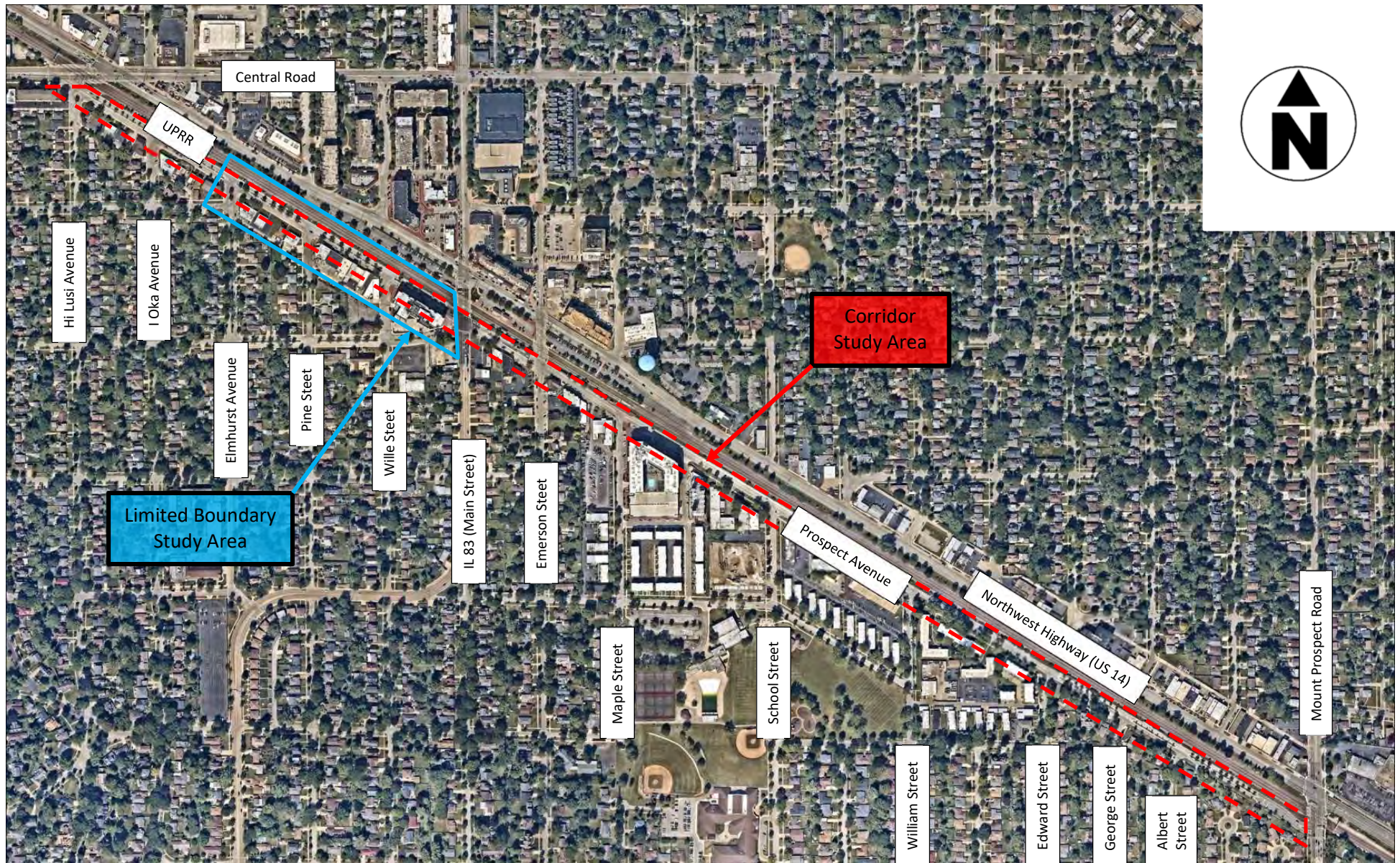
Agency: **Village of Mount Prospect**

Project: **Prospect Avenue Alternative Analysis Study**

Location: **Limited Boundary Study:** Prospect Avenue from Elmhurst Avenue to IL 83 (Main Street)
Corridor Study: Prospect Avenue from Central Road to Mount Prospect Road

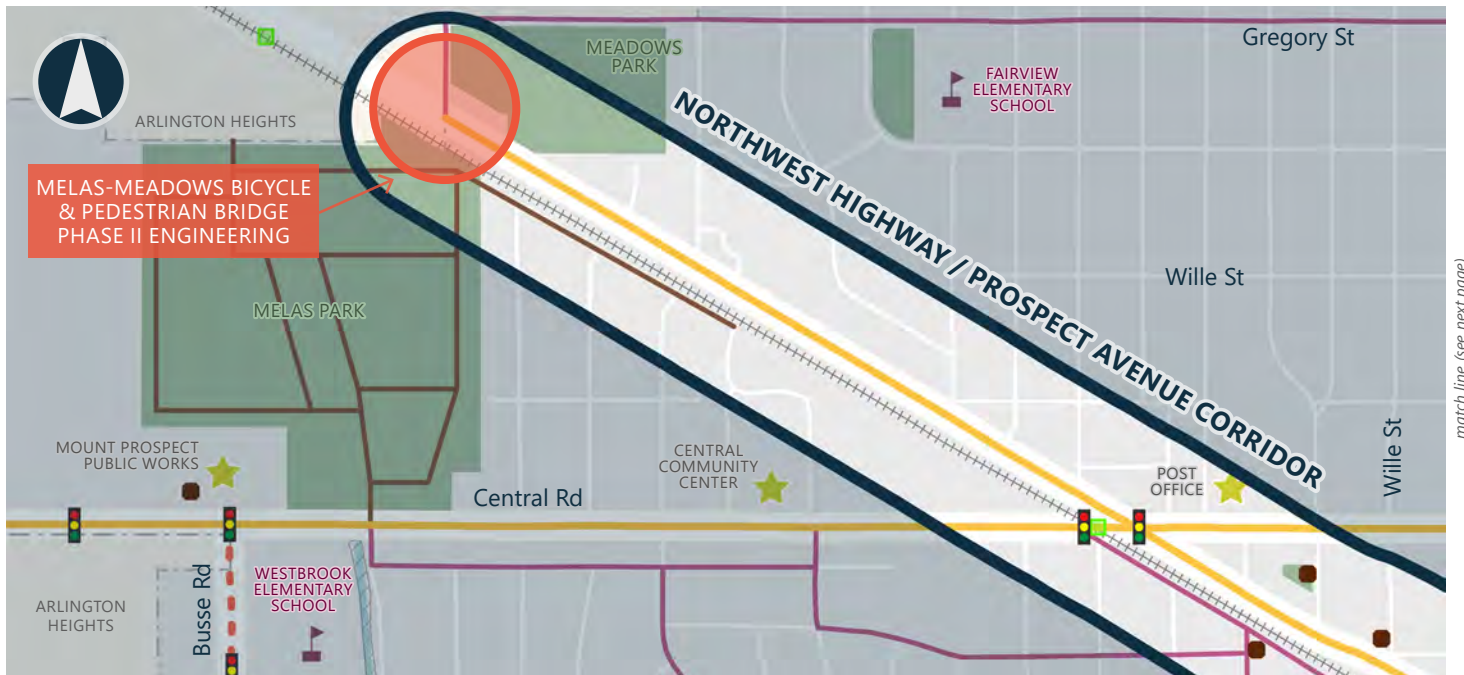


Project Location Map



10 Northwest Hwy / Prospect Ave

West Corridor: **Waterman Ave to Wille St**



Corridor Characteristics

Traffic / Roadway Conditions

- Corridor Length: 2 miles
- Jurisdiction: IDOT
- Posted Speed Limit: 30-40 mph
- Average Daily Traffic: 7,700-10,500 vpd (2022)
- Right-of-Way: 64' to 88'
- Truck Route: Class II
- Truck Traffic (% of Total Traffic): 3-5%
- Programmed Improvement:
 - » Bicycle and Pedestrian Bridge over Northwest Hwy connecting Melas Park and Meadows Park (CMAP TIP, 2026)

Parkway Conditions

- Trees in Right-of-Way: 63 total
 - » North - 58 | South - 5
- ComEd in Right-of-Way:
 - » North - Frequent (Waterman to Central, Elm to Mount Prospect) / None (Central to Elm)
 - » South - None (Waterman to Elm) / Occasional (Elm to Mount Prospect)
- Sidewalk Gaps:
 - » South - Village Boundary to Pine St (1-mi)
 - » South - Emerson St to Village Boundary (~4,000')

Legend

- Mount Prospect Boundary
- Focus Arterial Bike Corridor
- Traffic Signal
- At-Grade Railroad Crossing
- Structure
- Park
- School
- Community Destination
- Floodplain
- Metra Train Station

Bike Network

- Arterial Bike Network
- Existing Bike Rack
- Existing On-Street Route
- Existing Bike Path
- Bike Path In Design

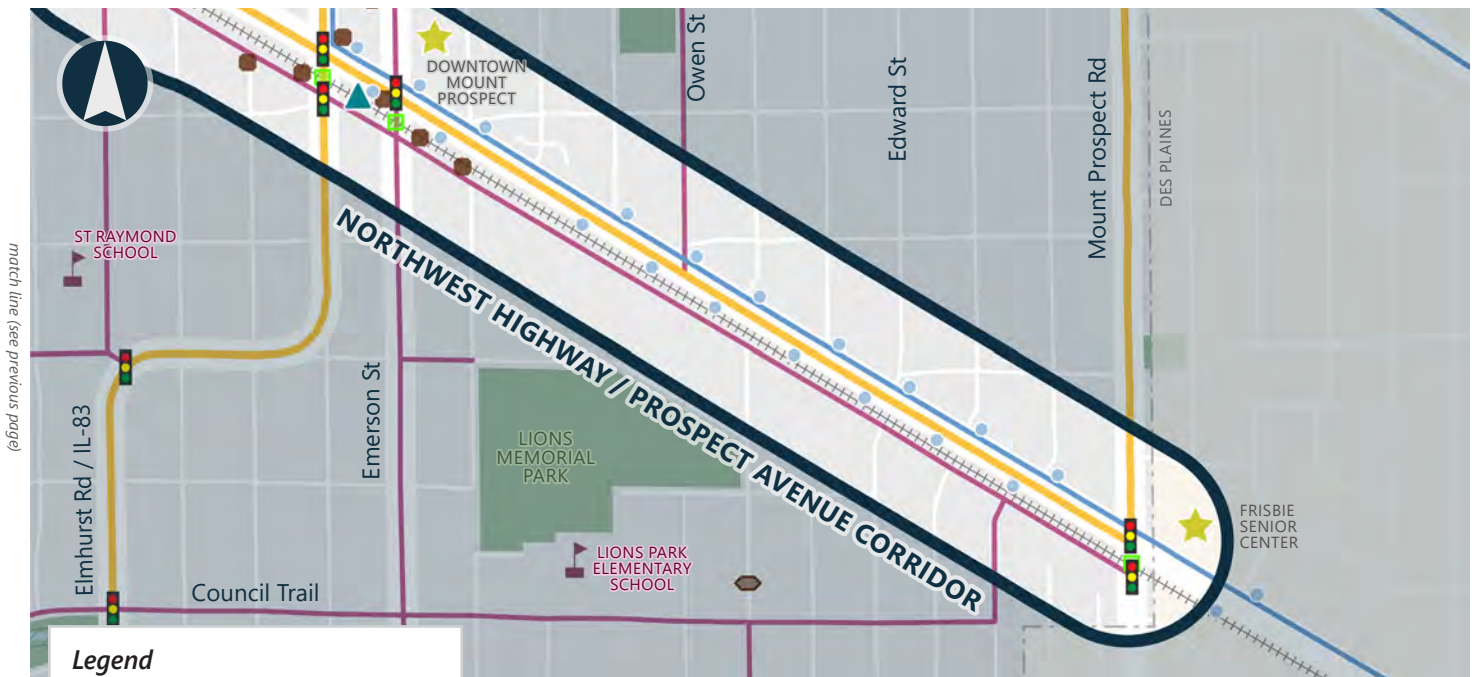
Transit

- Pace Bus Route
- 1 to 49 Average Riders
- 50 to 99 Average Riders
- 100+ Average Riders



Looking southeast on Northwest Hwy towards the Downtown

(continued on the following page)



Legend

- Mount Prospect Boundary
- Focus Arterial Bike Corridor
- Traffic Signal
- At-Grade Railroad Crossing
- Structure
- Park
- 🚩 School
- ★ Community Destination
- Floodplain
- ▲ Metra Train Station

Bike Network

- Arterial Bike Network
- Existing Bike Rack
- Existing On-Street Route
- Existing Bike Path
- Bike Path In Design

Transit

- Pace Bus Route
- 1 to 49 Average Riders
- 50 to 99 Average Riders
- 100+ Average Riders

Safety Conditions

- Crashes (2018-22): Bicycle - 4 | Pedestrian - 3
- Potential Conflict Points
 - » Cross Streets: North - 20 | South - 4
 - » Commercial Driveways: North - 31 | South - 4
 - » Residential Driveways: North - None | South - None

Community Context / Future Improvements

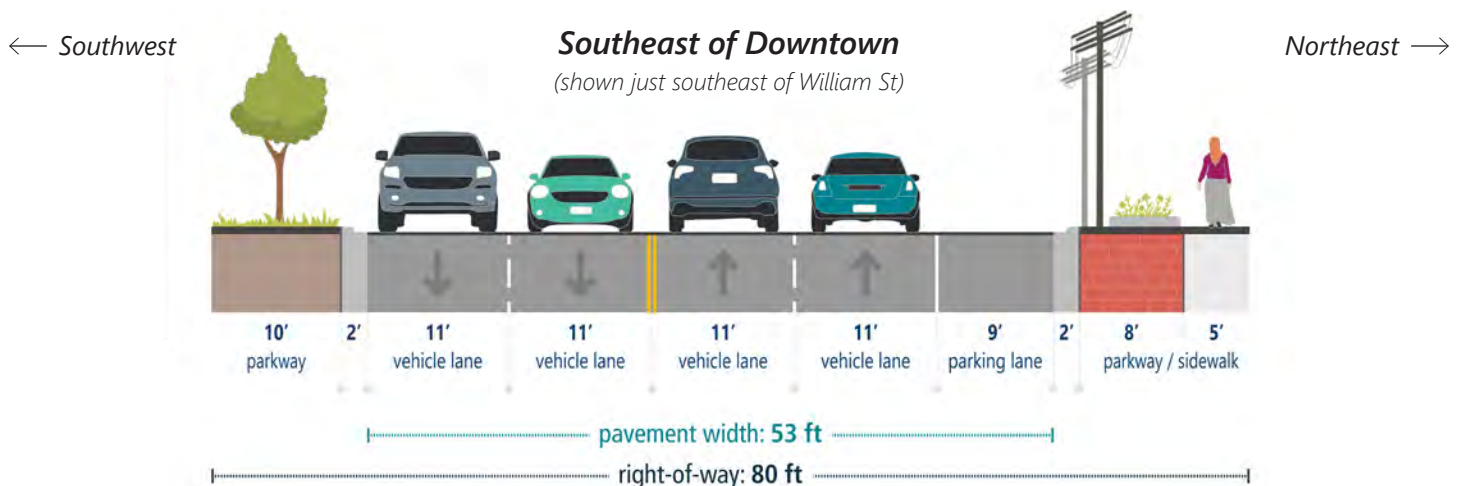
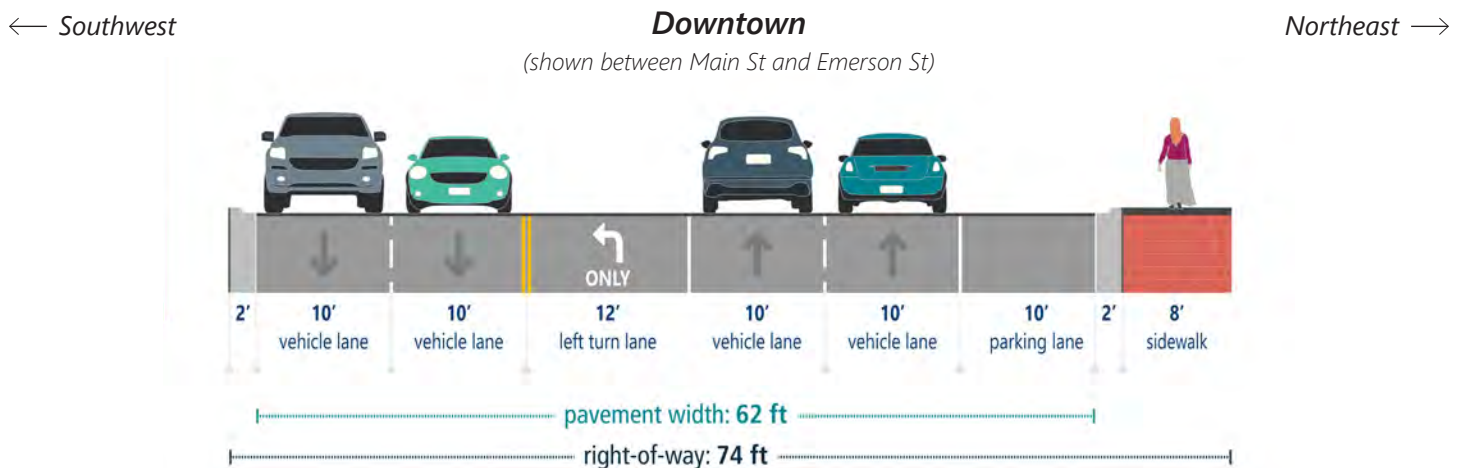
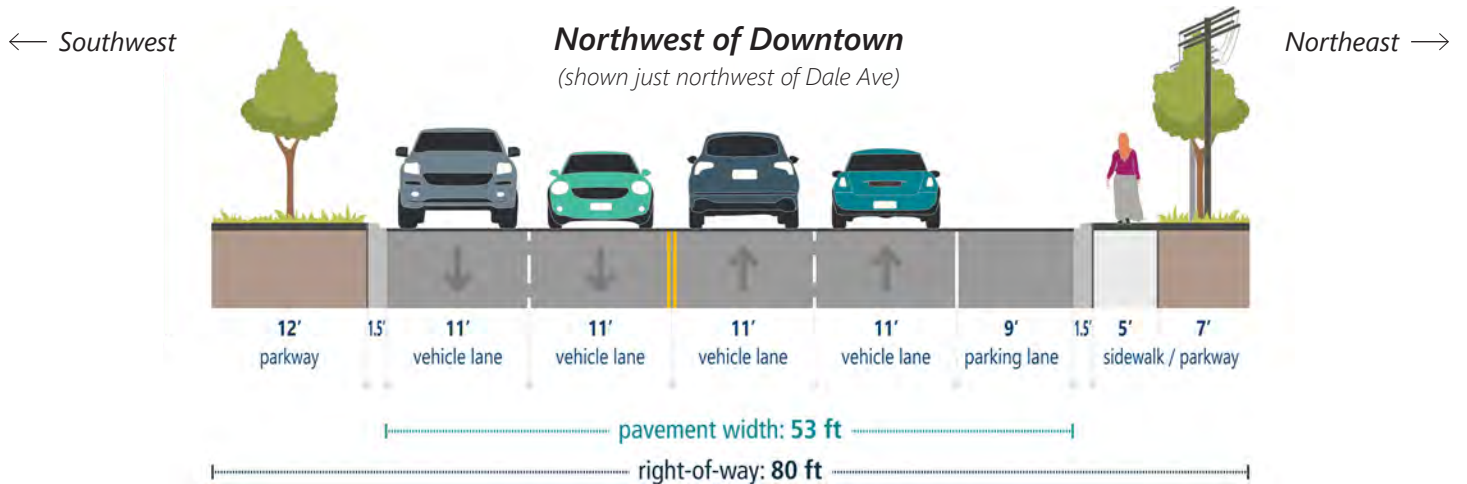
- Key Destinations: Westbrook Elementary School, Fairview Elementary School, St Raymond School, Melas Park, Meadows Park, Fairview Park, Owens Park, Lions Memorial Park, Central Community Center, Post Office, Library, Village Hall, Downtown Mount Prospect, Frisbie Senior Center
- Relevant Insights from Previous Plans/Studies:
 - » *Northwest Municipal Conference Multimodal Transportation Plan (2020)*: Priority corridor stretching across seven communities, including Mount Prospect. Recommended a combination of a sidepath, cycle track, bike lane (on Prospect Avenue)
 - » *Rail Crossing Feasibility Study (2020)*: Five alternatives to improve safety and mobility recommended to be evaluated
- Community Feedback
 - » Identified as a corridor where biking is desired but difficult and unsafe to bike along or cross (including downtown)

Top priority corridor identified by community members



10 Northwest Hwy / Prospect Ave

Typical Mid-Block Cross Sections (on Northwest Hwy)



Northwest Hwy / Prospect Ave 10



Looking southeast on Northwest Hwy at Mount Prospect Metra Station driveway



Looking northwest on Northwest Hwy at Central



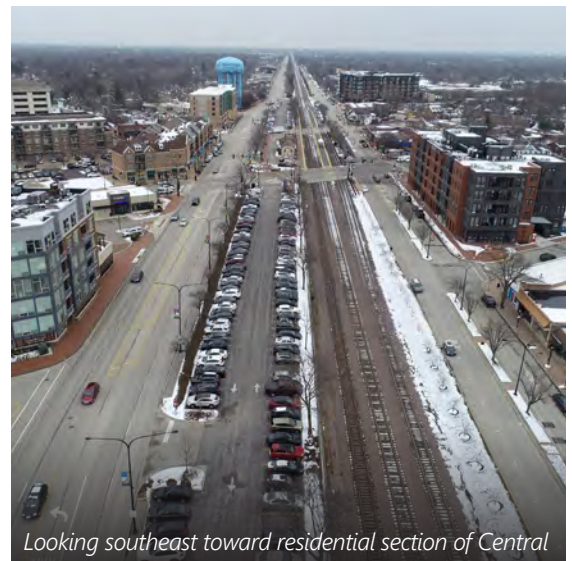
Street parking on Northwest Hwy in the Downtown



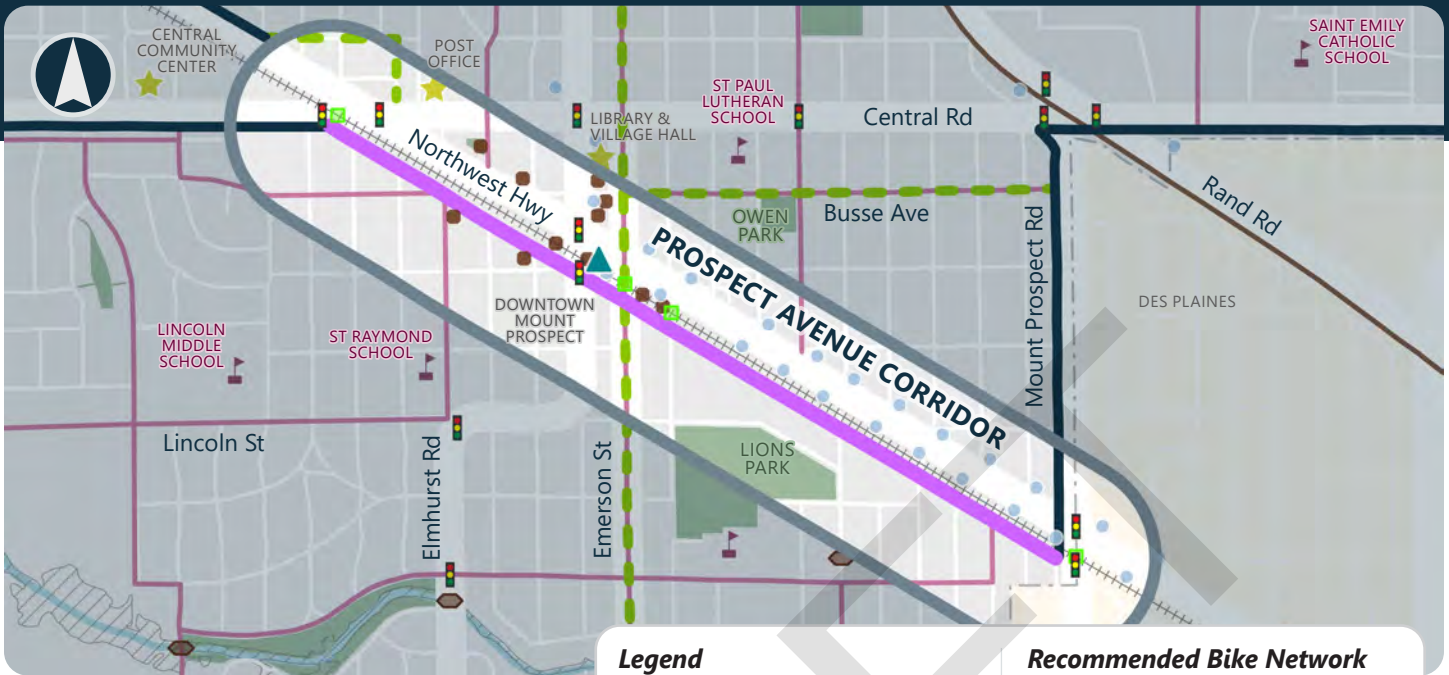
Looking northwest from Metra station parking at Northwest Hwy / Main St



Looking southwest on Northwest Hwy near Meadows Park



Looking southeast toward residential section of Central



Existing Conditions

Traffic / Roadway Conditions

- Corridor Length: 1.4 miles
- Jurisdiction: Mount Prospect
- Posted Speed Limit: 25-30 mph
- Right-of-Way: 50' to 70'
- Truck Route: Local Truck Route

Community Context

- Key Destinations: St Raymond School, St Paul Lutheran School, Lions Park, Central Community Center, Post Office, Library, Village Hall, Downtown Mount Prospect
- Connectivity
 - » Local bike routes on Elmhurst Ave and Owen St
 - » Future sidepaths on Central Ave and Mount Prospect Rd

Potential Conditions

Corridor Recommendations

- Future Study: Prospect Ave is a future bike corridor through the downtown area between Central Rd and Mount Prospect Rd. A separate future study will be undertaken to recommend a bike facility best suited for this corridor.

Legend

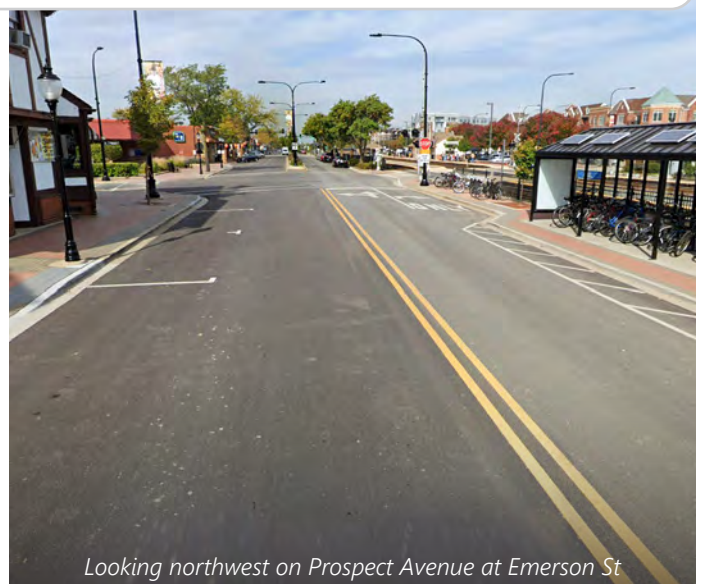
- Mount Prospect Boundary
- Focus Arterial Bike Corridor
- Traffic Signal
- At-Grade Railroad Crossing
- Structure
- Park
- School
- Community Destination
- Floodplain
- Metra Train Station
- Pace Bus Stop

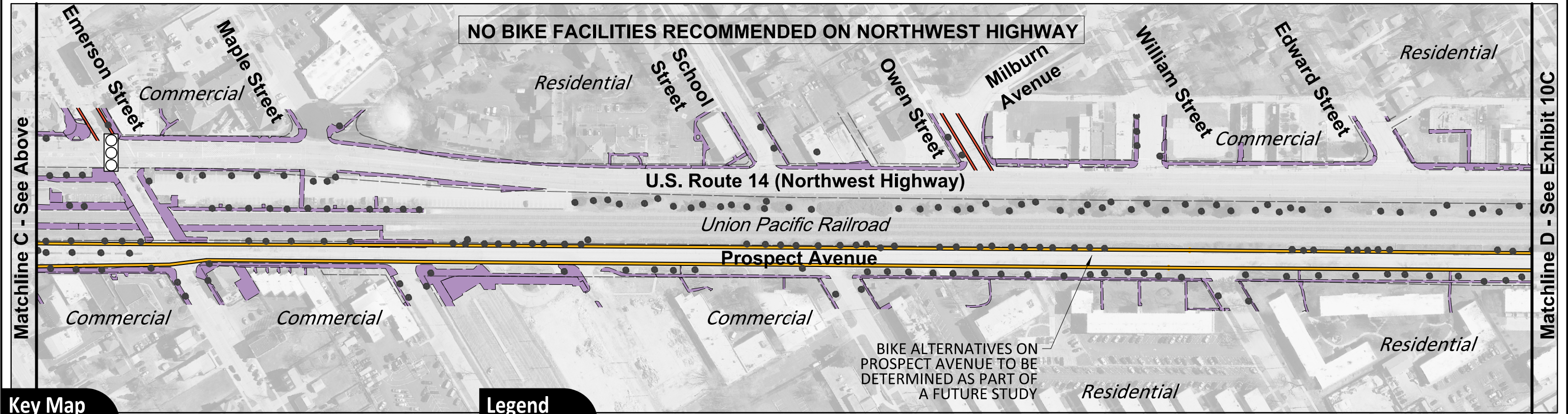
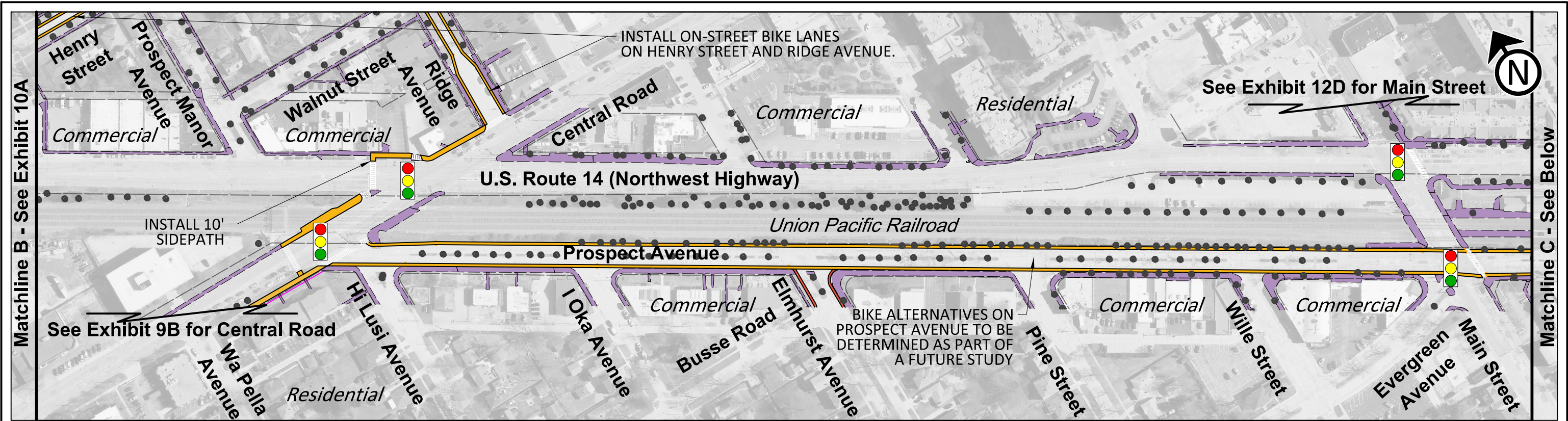
Recommended Bike Network

- On-Street Bike Lanes
- Sidepath
- Signed On-Street Bike Route
- Multiple Options

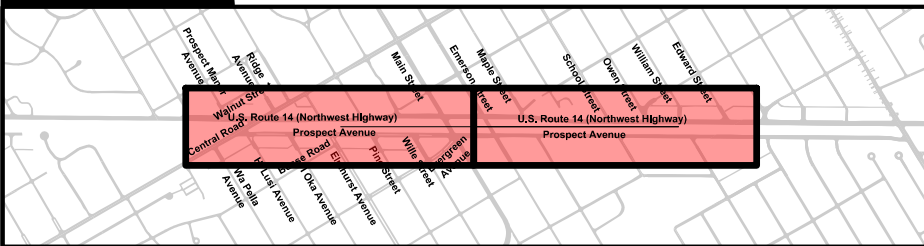
Existing Bike Network

- Existing Bike Rack
- Existing On-Street Route
- Existing Trail or Sidepath
- Sidepath In Design





Key Map



Legend

	100-Year Floodplain/Floodway		Municipal Boundary		Existing Tree/ Tree Removal
	Existing Wetland		Existing Aerial Utility		Proposed Traffic Signal Modification
	Existing Right-of-Way		Proposed Right-of-Way		Existing Traffic Signal
	Existing Sidewalk		Proposed/Modified Structure		
	Existing Path/Planned Path		Proposed Path		
	Existing On-Street Bike Facility		Proposed On-Street Bike Facility		

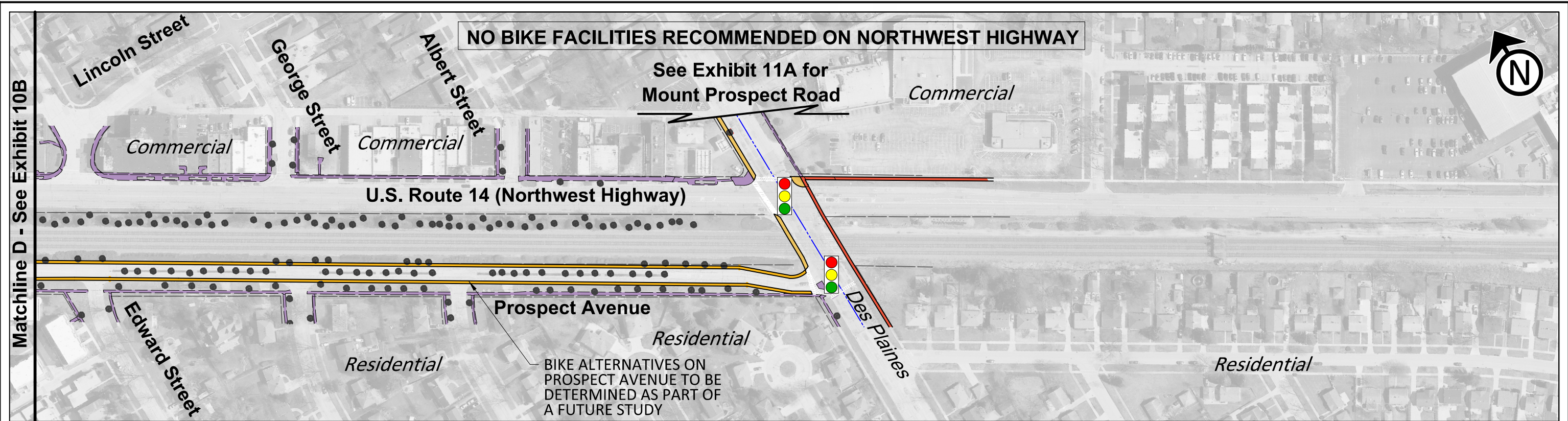
Arterial Bike Network Study
Village of Mount Prospect

Northwest Highway/Prospect Avenue

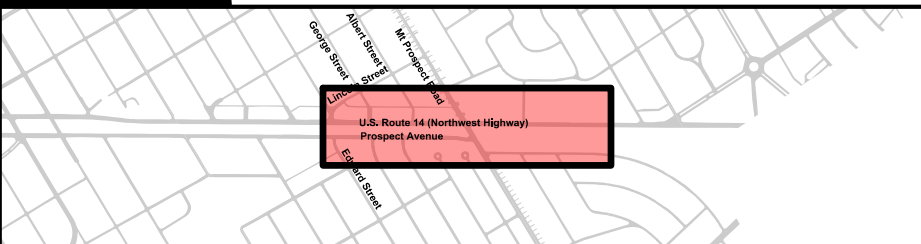
Potential Bike Facility Alignment

0' 100' 200'

September 2024



Key Map



Legend

	100-Year Floodplain/Floodway		Municipal Boundary		Existing Tree/ Tree Removal
	Existing Wetland		Existing Aerial Utility		Proposed Traffic Signal Modification
	Existing Right-of-Way		Proposed Right-of-Way		Existing Traffic Signal
	Existing Sidewalk		Proposed/Modified Structure		
	Existing Path/Planned Path		Proposed Path		
	Existing On-Street Bike Facility		Proposed On-Street Bike Facility		

Arterial Bike Network Study
Village of Mount Prospect

Northwest Highway/Prospect Avenue Potential Bike Facility Alignment

0' 100' 200'

September 2024

BIKEWAY EVALUATION OF PROSPECT AVENUE AND EMERSON STREET

PROJECT OVERVIEW

In its 2021 CIP, the Village of Mount Prospect allocated funding for bikeway projects on Emerson Street between Central Road and Prospect Avenue and Prospect Avenue between Central Road and Mount Prospect Road. These two routes will fill in gaps in the existing bike network and provide access to downtown Mount Prospect and the Metra Stations.

Though they will provide crucial linkages in the Village's network, space constraints limit the bikeway design options and a low-stress option is not feasible with the current street configurations. Both corridors are too narrow to accommodate a high-quality bikeway without adjustments to the on-street geometry or off-street right-of-way. Any proposed modifications on Prospect Avenue are complicated by railroad coordination, grade issues on the north side, existing streetscaping elements, parking configurations, street trees, and storm sewers.

Additionally, these corridors will see changes in the coming years that may further impact design decisions, including recently completed intersection improvements at Emerson Street and Central Road, and planned improvements for Prospect Avenue/Mount Prospect Road/Northwest Highway. Finally, several new development projects along Prospect Avenue will change traffic patterns and may impact the level of cycling comfort.

This memo includes a review of the existing and proposed conditions along the two corridors, provides an assessment of alternative treatments, and includes options for future consideration.

Prospect Ave

EXISTING CONDITIONS AND DESIGN CHALLENGES

Prospect Avenue between Central Road and Mount Prospect Road is a two-way street with varying conditions. Several factors should be considered when evaluating bikeway options on Prospect Avenue:

- **Vehicle Lane Width:** Existing design manuals do not include guidance on the minimum lane width for shared streets; though some sources suggest that 12' is the narrowest recommended lane width. The lanes vary in size along the corridor, ranging from 12' to 13' between Central and Main, 10-11' between Main and Edward, and 14' between Edward and Mount Prospect Road.
- **On-Street Parking:** Back-out angle parking is not desirable in conjunction with shared lanes. On Prospect Avenue there is back-out angle parking in one location - the eastbound lane between Main Street and Emerson Street.
- **Median presence:** There is no guidance available on the presence of medians on shared streets. The median between Central Road and Emerson Street and Edward Street to Mount Prospect Road provides additional traffic calming but will also limit passing movements on a shared street.
- **Speed Limit:** NACTO recommends speed limits of <25 MPH on shared streets. The speed limit is 25 MPH between Central and Maple and 30 MPH from Maple to Mount Prospect.
- **Average Annual Daily Traffic (AADT):** Recommended AADT for shared lanes is 3,000 vehicles per day or less. Prospect Avenue currently meets these criteria along several segments but planned development may result in an increase in traffic throughout the corridor.

Additional factors to consider:

- **Crash History:** There is limited crash history to examine on Prospect Avenue. Between 2016 and 2020, one cyclist was injured in a crash at Prospect Avenue and Main Street. This intersection should be examined for additional bikeway upgrades, such as adding shared lanes through the intersection.
- **Mount Prospect Road Reconstruction:** IDOT has developed a preliminary pavement marking plan at Mount Prospect Road and Prospect Avenue as a part of an upcoming project. The proposed bikeway will need to provide a connection to this facility.

- **Maple Street Lofts Development:** A new development is proposed for an empty lot at the corner of Maple Street and Prospect Avenue. The development proposal includes back-out angle parking, which is not desirable in conjunction with a shared street.

Table 1: Existing Conditions on Prospect Ave

From	To	Parking	Median Width	Lane Width	Speed Limit	AADT	Crash History
Central Rd	Pine St	7', Parallel, 2-hour limit	9'	12-13'	25*	2000	none
Pine St	Main St	7', Parallel, 2-hour limit	9'	12'-13''	25*	2400	none
Main St	Emerson St	45-degree angle EB, parallel WB, 2-hour limit*	9'	13.5' EB, 10' WB*	25*	3400*	B-injury in 2020
Emerson St	Maple St	7', Parallel, 2-hour limit	none	11'*	25*	3400*	none
Maple St	School St	7', Parallel, 2-hour limit (future angle) *	none	11'*	30*	3400*	none
School St	Edward St	7', Parallel, 2-hour limit	none	11'*	30*	2800	none
Edward St	Mount Prospect Rd	none	9'	14'	30*	2700	none

*Indicates a condition that may not be conducive to installing a marked shared lane.

EVALUATION OF ALTERNATIVES FOR PROSPECT FROM CENTRAL TO MAIN STREET (ROUTE 83)

Figure 1: Prospect Ave from Central to Route 83



Four options were evaluated for Prospect from Central Road to Main Street/Route 83:

Current Proposed: includes sharrows placed 3' from the parking lane, various bike route signs, and share the road signs.

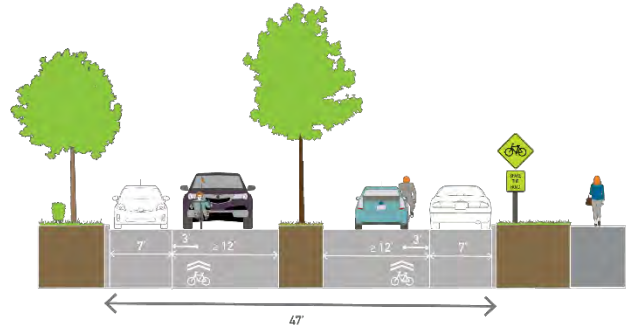
Alternative A: has no pavement markings and replaces the proposed [share the road signs \(#513 in the sign numbers PDF\)](#) with [Bikes May Use Full Lane signs \(R4-11 in MUTCD\)](#), as studies have shown these are more easily understood by drivers than Share the Road signs. Green wayfinding signage is recommended as proposed.

Alternative B: includes sharrows placed in the center of the lane, various green bike route signs, and Bicycles May Use Full Lane signs.

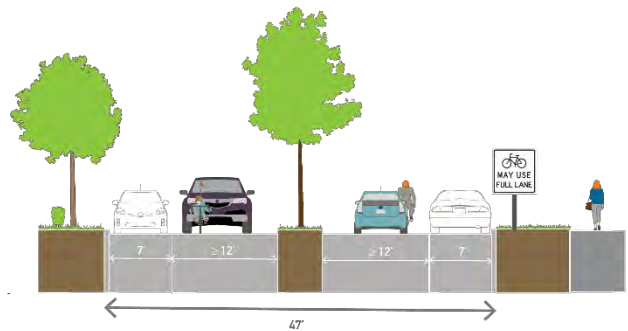
Alternative C (preferred): includes sharrows placed 3' from the parking lane, various green bike route signs, and Bicycles May Use Full Lane signs placed every 250' and after major intersections. This alternative will increase driver awareness of cyclists and is, therefore, the preferred alternative.

Figure 2: Design Alternatives for Prospect Ave from Central to Route 83

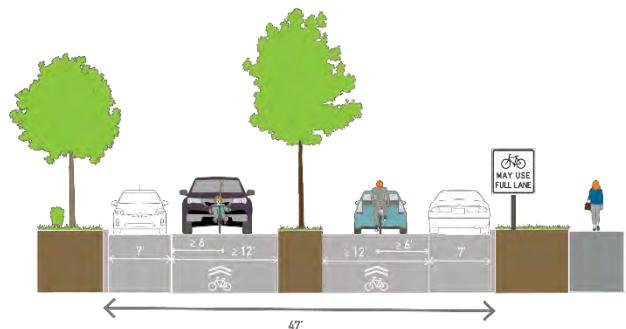
Current Proposed: Prospect Ave from Central to Route 83
Sharrows, Share the Road Signs



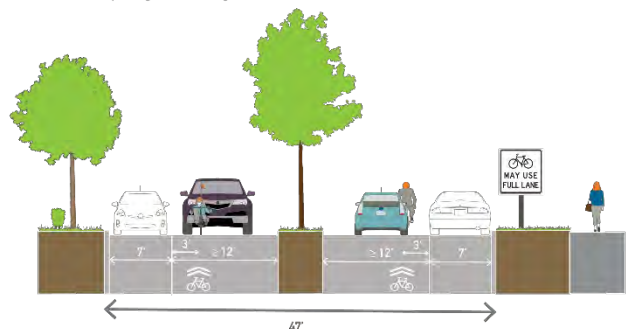
Alternative A: Prospect Ave from Central to Route 83
No pavement markings, R4-11 signs



Alternative B: Prospect Ave from Central to Route 83
Sharrows center of travel lane, R4-11 signs



Preferred Alternative: Prospect Ave from Central to Route 83
Sharrows, 3' from parking line, R4-11 Signs



Evaluation of Design Alternatives for Prospect from Central to Main		
Design Alternative	Benefits to Proposed Design	Drawbacks to Proposed Design
Current Proposed	• Lane width acceptable for shared lanes • Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• Traffic volume and speed limit do not conform to recommended standards for shared lanes • Share the Road signs less effective than new alternatives • Potential conflicts with the truck route, and drivers parking • Median narrows the lane, making it difficult for drivers to pass cyclists
Alternative A	• Bicycles May Use Full Lane signs are more easily understood by drivers • Enables cyclists to take the lane to avoid dooring or other conflicts	• Cyclists may not be aware of lane position to avoid doorings • Fewer visual cues for drivers and cyclists • May not influence sidewalk or wrong-way riding • Less comfortable for people of all ages and abilities because of the speed, traffic volume, and lane width
Alternative B	• Lane width acceptable for shared lanes • Offer an additional cue to drivers to expect cyclists in the middle of the lane that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding • Reduces conflicts with parking drivers	• Traffic volume and speed limit do not conform to recommended standards for shared lanes • It will likely prevent drivers from passing cyclists • Less experienced cyclists may not be comfortable with lane position
Alternative C (preferred)	• Lane width acceptable for shared lanes • Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding • Bicycles May Use Full Lane signs are more easily understood by drivers	• Traffic volume and speed limit do not conform to recommended standards for shared lanes • Potential conflicts with the truck route, and parking turnover • Median narrows the lane, making it difficult for drivers to pass cyclists

EVALUATION OF ALTERNATIVES FOR PROSPECT FROM MAIN STREET (ROUTE 83) TO EMERSON STREET

Figure 3: Prospect from Main (Route 83) to Emerson



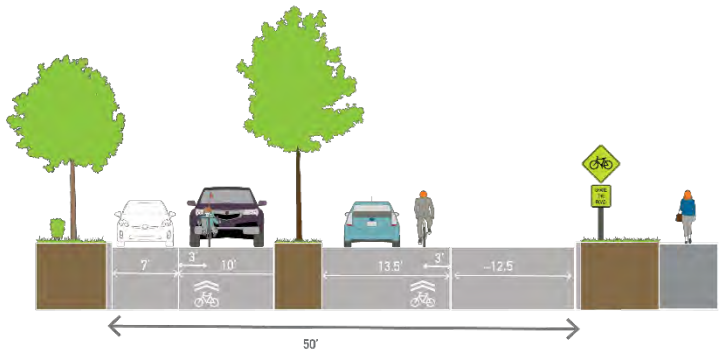
Current Proposed: includes sharrows placed 3' from the parking lane, various bike route signs, and share the road signs.

Alternative A (preferred): includes eastbound sharrows in the center of the lane and WB sharrows 3' from the parking line. Bicyclists May Use Full Lane signs should be installed every 250' and after busy intersections. This is the preferred alternative because it makes cyclists more visible to drivers pulling out of angled spaces and provides a continuous facility along the route.

Additional Considerations: At the intersection of Main Street, consider installing [shared lane markings](#) to make bicycle movements through the intersection more visible (pictured right).

Figure 4: Prospect from Main (Route 83) to Emerson

Current Proposed: Prospect Ave from Route 83 to Emerson
Sharrows, Share the Road Signs



Alternative A (preferred): Prospect Ave from Route 83 to Emerson
EB center lane sharrows, WB sharrows 3' from parking line, R4-11 signs

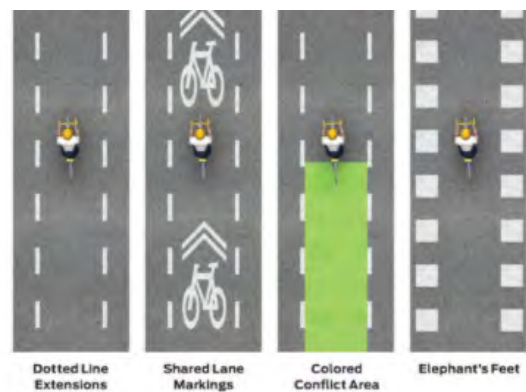
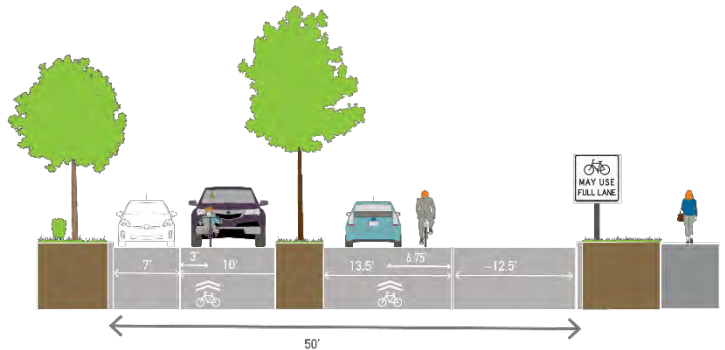


Figure 5: Bicycle Crossing Markings, Source: NACTO

Evaluation of Design Alternatives for Prospect from Main to Emerson		
Design Alternative	Benefits to Proposed Design	Drawbacks to Proposed Design
Current Proposed	• Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• WB lane width, traffic volume, and speed limit and EB traffic volume and speed limit do not conform to recommended standards for shared lanes • Angle parking creates additional conflicts for cyclists • Share the Road signs less effective than new alternatives • Potential conflicts with the truck route, and drivers parking • Median narrows the lane, making it difficult for drivers to pass cyclists
Alternative A (preferred)	• Placing sharrows in the center of the EB lane with angle parking increases cyclist visibility for drivers backing out of parking spaces • WB lanes are narrow for sharrows but allow continuous treatment along the route • Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• WB lane is narrow for sharrows • Less experienced cyclists may not be comfortable with narrow Wb lanes • Wb Drivers may not be able to pass cyclists

EVALUATION OF ALTERNATIVES FOR PROSPECT FROM EMERSON STREET TO EDWARD STREET

Figure 6: Prospect Ave from Emerson to Edward



Current Proposed: includes sharrows placed 3' from the parking lane, various bike route signs, and share the road signs.

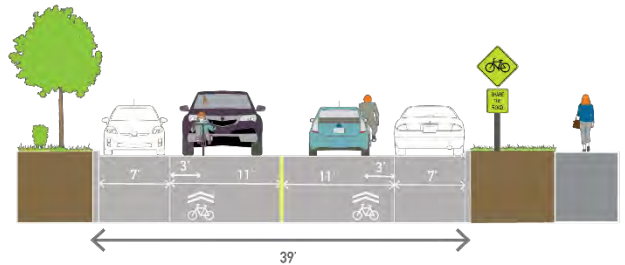
Alternative A: has no pavement markings and [replaces the proposed share the road signs \(#513 in the sign numbers PDF\) with Bikes May Use Full Lane signs \(R4-11 in MUTCD\)](#). Green wayfinding signage is recommended as proposed.

Alternative B: includes sharrows placed in the center of the lane, various bike route signs, and Bicycles May Use Full Lane signs.

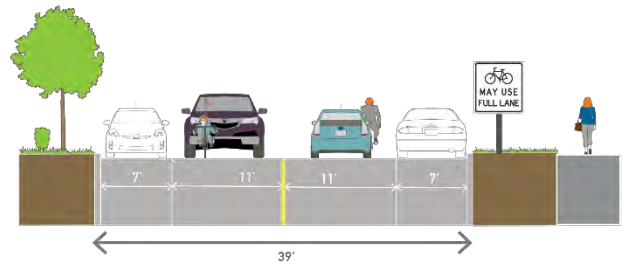
Alternative C (preferred): includes sharrows placed 3' from the parking lane, various bike route signs, and Bicycles May Use Full Lane signs (R4-11) every 250' and after busy intersections. This is the preferred alternative because it allows continuous treatment throughout the network.

Figure 7: Design Alternatives for Prospect Ave from Emerson to Edward

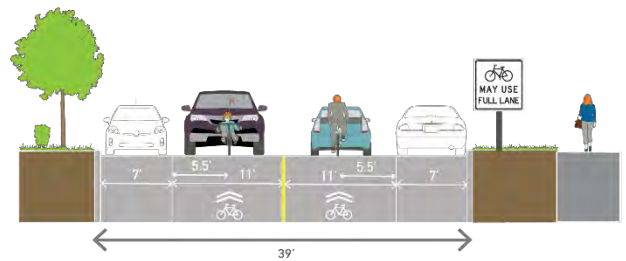
Current Proposed: Prospect Ave from Emerson to Edward
Sharrows 3' from the parking lane, Share the Road signs



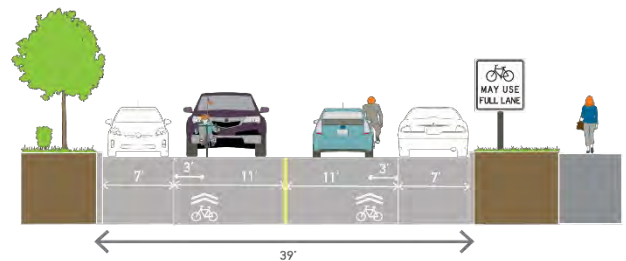
Alternative A: Prospect Ave from Emerson to Edward
No pavement markings, R4-11 signs



Alternative B: Prospect Ave from Emerson to Edward
Sharrows 5.5' from the parking lane, R4-11 signs



Alternative C (preferred): Prospect Ave from Emerson to Edward
Sharrows 3' from the parking lane, R4-11 signs



Evaluation of Design Alternatives for Prospect from Emerson to Edward

Design Alternative	Benefits to Proposed Design	Drawbacks to Proposed Design
Current Proposed	• Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• Lane width, traffic volume, and speed limit do not conform to recommended standards for shared lanes • Share the Road signs less effective than new alternatives • Increase in volume expected with Maple Street Lofts project • Potential conflicts with the truck route, and parking turnover • Median narrows the lane, making it difficult for drivers to pass cyclists
Alternative A	• Conforms to recommended standards for 11' lanes and other constraints • Bicycles May Use Full Lane signs are more easily understood by drivers • Enables cyclists to take the lane to avoid dooring or other conflicts • Reduces conflicts with parking drivers	• Cyclists may not be aware of lane position to avoid doorings • Fewer visual cues for drivers and cyclists • May not influence sidewalk or wrong-way riding • Less comfortable for people of all ages and abilities because of the speed, traffic volume, and lane width
Alternative B	• Offer an additional cue to drivers to expect cyclists in the middle of the lane that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• Traffic volume and speed limit do not conform to recommended standards for shared lanes • It will likely prevent drivers from passing cyclists • Less experienced cyclists may not be comfortable with lane position
Alternative C (preferred)	• Lanes are narrow for sharrows, but the recommendation allows continuous treatment along the route • Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding • Bicycles May Use Full Lane signs are more easily understood by drivers • Provide an additional wayfinding element in a cyclist's field of vision	• Lane width, traffic volume, and speed limit do not conform to recommended standards for shared lanes • Increase in volume expected with Maple Street Lofts project • Potential conflicts with the truck route, and parking turnover • Median narrows the lane, making it difficult for drivers to pass cyclists

EVALUATION OF ALTERNATIVES FOR PROSPECT FROM EDWARD STREET TO MOUNT PROSPECT ROAD

Figure 8: Prospect Ave from Edward to Mount Prospect



Current Proposed: includes sharrows placed 3' from the curb, various bike route signs, and share the road signs.

Alternative A (preferred): includes sharrows placed 3' from the curb, various bike route signs, and [Bicycles May Use Full Lane signs \(R4-11\)](#). Place R4-11 signs every 250' and after busy intersections.

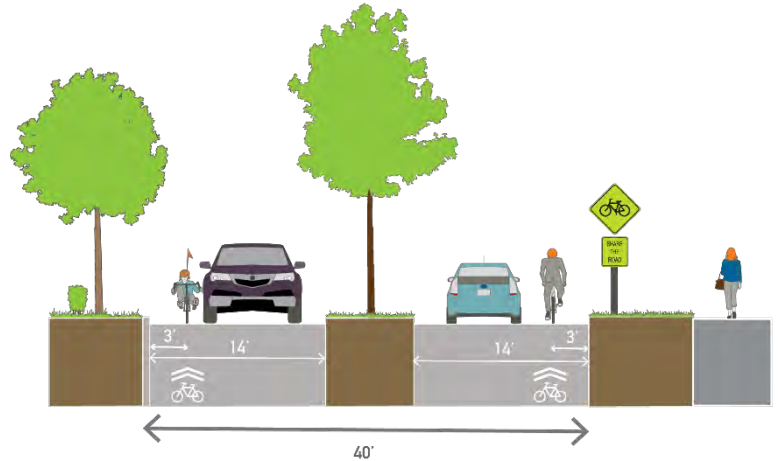
Alternative B: includes a [4' wide advisory lane](#) and various bike route signs.



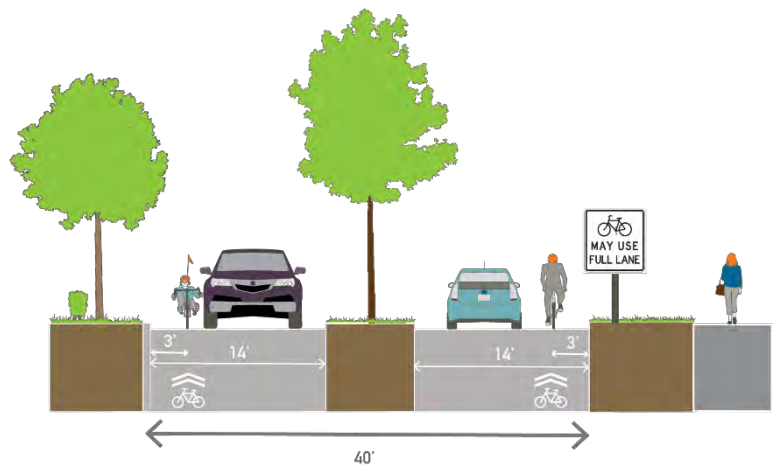
Figure 9: Advisory Bike Lane. Source: Alta Planning + Design

Figure 10: Design Alternatives for Prospect Ave from Edward to Mount Prospect

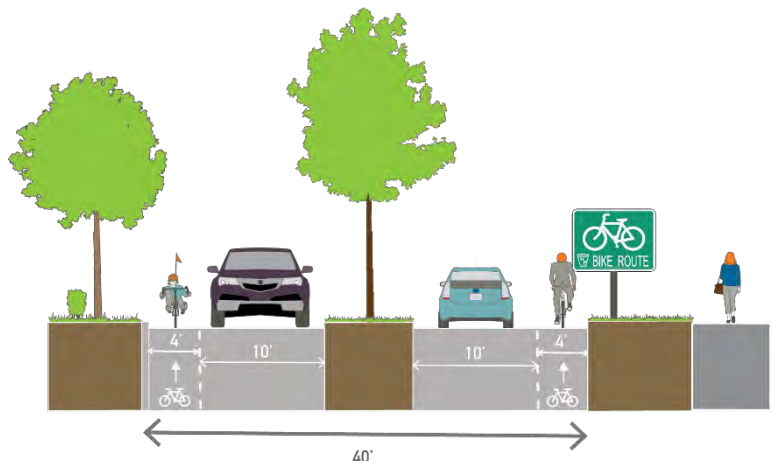
Current Proposed: Prospect Ave from Edward to Mount Prospect
Sharrows 3' from curb, Share the Road signs



Alternative A: Prospect Ave from Edward to Mount Prospect
Sharrows 3' from curb, R4-11 signs



Alternative B: Prospect Ave from Edward to Mount Prospect
Advisory lanes 4' from curb, bike route signs



Evaluation of Design Alternatives for Prospect from Edward to Mount Prospect		
Design Alternative	Benefits to Proposed Design	Drawbacks to Proposed Design
Current Proposed	• Lane width and traffic volume conform to recommended standards for shared lanes • Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• Speed limit higher than recommended for a shared street • Share the Road signs less effective than new alternatives
Alternative A (preferred)	• Bicycles May Use Full Lane signs are more easily understood by drivers • Lane width and traffic volume conform to recommended standards for shared lanes • Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone • Help cyclists identify appropriate lane position to reduce dooring incidences • Provide an additional wayfinding element in a cyclist's field of vision • Reduce the incidence of sidewalk riding • Reduce instances of wrong-way riding	• Less experienced cyclists may not be comfortable with lane position • Future traffic volumes may reduce cyclists' comfort • Speed limit higher than recommended for a shared street • Share the Road signs less effective than new alternatives •
Alternative B	• Provide a more defined space for cyclists • Enable drivers to merge into bike lane if needed • Provide additional traffic calming by narrowing the lane • A good alternative to bike lanes when space is constrained	• Less experienced cyclists may not be comfortable with lane position • May not be accepted by IDOT

PHASE II RECOMMENDATIONS: PROSPECT AVE FROM CENTRAL TO MOUNT PROSPECT

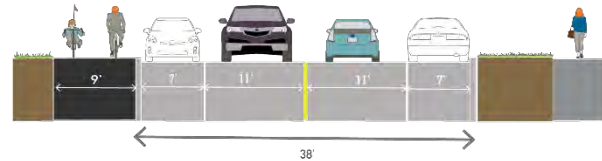
Long-term, the available right-of-way of 66' still presents challenges for designing a low-stress bikeway on Prospect Avenue. The options include:

Alternative A: Remove the center median and construct a sidepath on the north side of Prospect Avenue from Central to Mount Prospect Road (see Figure 11 for potential configuration for each segment):

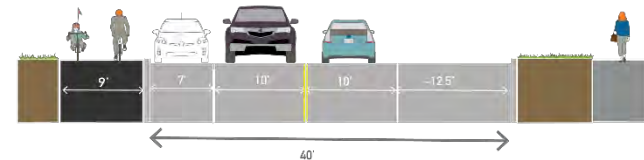
- Opportunities: The Village can borrow from the median and use existing off-street ROW to create a sidepath.
- Challenges: Because ROW is tight between Emerson and Maple, it may be more realistic to consider Alternative B between Central and Maple. The project would take several years to approve due to its proximity to the Union Pacific Railroad. Cyclists may come into conflict with people exiting parked cars.

Figure 11: Alternative A, Phase II, Prospect Ave from Central Rd to Mount Prospect Rd

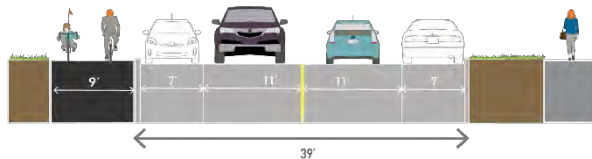
Alternative A: Prospect Ave from Central to Route 83
Remove median and replace with yellow center line, reduce on-street ROW to 38', install 9' sidepath on south side



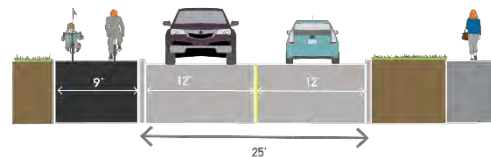
Alternative A: Prospect Ave from Route 83 to Emerson
Remove median and replace with yellow center line, reduce curb to curb width to 40', install 9' sidepath on north side



Alternative A: Prospect Ave from Emerson to Edward
Get railroad easement to construct 9' sidepath on north side



Alternative A: Prospect Ave from Edward to Mount Prospect
Remove median and add yellow center line, reduce curb to curb width to 25', install 9' sidepath on north side



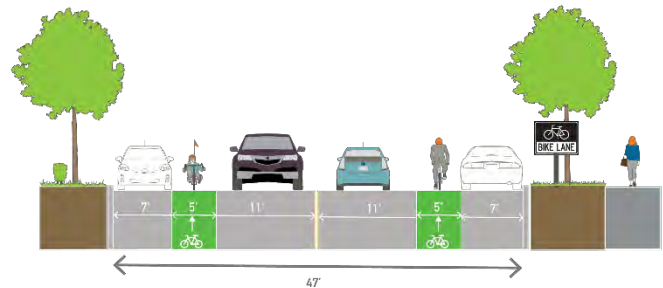
Alternative B (preferred): Remove the center median and provide 5' bike lanes in each direction (see Figure 11 for potential configuration for each segment):

- Opportunities: This option would be the most appropriate for the surrounding context and would be preferred to shared lanes or signage.
- Challenges: The existing medians were recently installed, and it would likely be unpopular to remove them. The segment between Main Street and Emerson street is too narrow to accommodate a bike lane. Here, sharrows could be used to provide a continuous bike route.

Figure 12: Phase II, Alternative B, Prospect Ave from Central Rd to Mount Prospect Rd

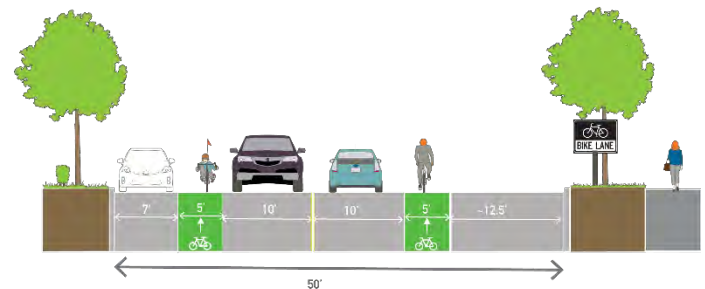
Alternative B: Prospect Ave from Central to Route 83

Remove median and replace with yellow center line, narrow vehicle lanes to 11', add 5' bike lanes on each side of street

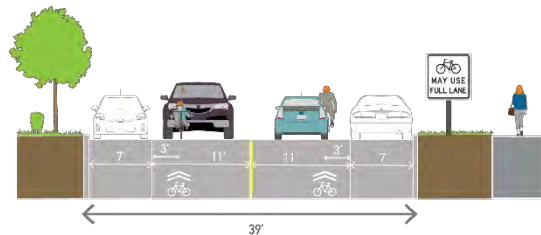


Alternative B: Prospect Ave from Route 83 to Emerson

Remove median and replace with yellow center line, narrow vehicle lanes to 10', add 5' bike lanes on each side of street

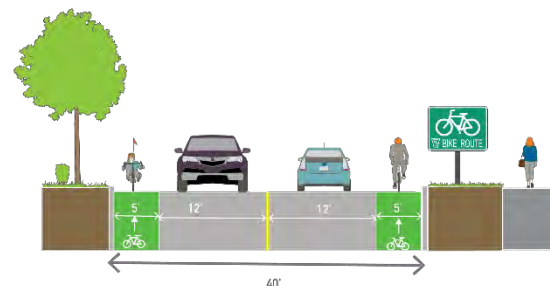


Alternative B: Prospect Ave from Emerson to Edward
3' sharrows, 11' vehicle lanes



Alternative B: Prospect Ave from Edward to Mount Prospect

Remove median and add yellow center line. Increase vehicle lane width to 12', add 5' bike lanes



CONNECTING TO IDOT'S PROPOSED IMPROVEMENTS AT MOUNT PROSPECT ROAD

In coordination with IDOT's proposed intersection improvement at Mount Prospect Road and Northwest Highway, the Village is looking to identify a bikeway connection to a planned sidepath on the east side of Mount Prospect Road between Warrington Road and Northwest Highway.

The following design is recommended:

1. Widen the sidewalk on the south side of the street to 8' to create a sidepath. Cyclists traveling eastbound will use this to connect to the sidepath on Mount Prospect Road
2. Install a bike ramp to connect to the sidepath
3. Install a right-turn sharrow at the bike ramp to indicate to cyclists to exit the street
4. Install a straight-sharrow on the westbound lane. Cyclists traveling in this direction will enter the street from Mount Prospect Road.

Figure 13: Proposed connection to Mount Prospect Rd sidepath



Emerson Street

EXISTING CONDITIONS AND DESIGN CHALLENGES

Emerson Street between Central Road and Northwest Highway is a two-way street that runs through the heart of downtown Mount Prospect. It connects to many key destinations, including the Metra Station. Several factors should be considered when evaluating bikeway options on Emerson Street:

- **Vehicle Lane Width:** Existing design manuals do not provide guidance on the minimum lane width for shared streets; though some sources suggest that 12' is the narrowest recommended lane width. The lanes on Emerson Street range from 10-13' at intersections and 12-15' wide mid-block.
- **On-Street Parking:** Back-out angle parking is not desirable in conjunction with shared lanes. There is back-out angle parking on portions of the west side of Emerson between Central and Northwest Highway.
- **Speed Limit:** NACTO recommends speed limits of <25 MPH on shared streets. The speed limit on Emerson is 20 MPH and is suitable for shared lanes.
- **Average Annual Daily Traffic (AADT):** Recommended AADT for shared lanes is 3,000 vehicles per day or less. The AADT on Emerson is 3500 vehicles per day, which is above the recommended limit.

Table 1: Existing Conditions on Prospect Ave

From	To	Parking	Lane Width	Speed Limit	AADT	Crash History
Central Rd	E Busse Ave	16' angle to west, 7' parallel east*	10*-13', 12'-15'	20	3500*	n/a
E Busse Ave	Northwest Highway	16' angle to west, 7' parallel east*	10*-13', 12'-15'	20	3500*	n/a
Northwest Hwy	Prospect Ave	none	11' SB, 10.5 NB LT, 10.5 NB*	20	3500*	n/a

*Indicates a condition that may not be conducive to installing a marked shared lane.

EVALUATION OF ALTERNATIVES FOR EMERSON ST FROM CENTRAL ROAD TO PROSPECT AVE

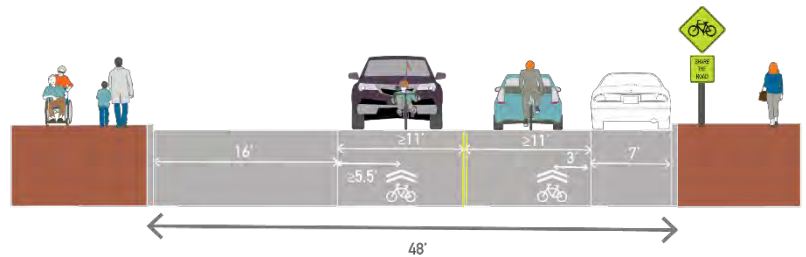
Current Proposed: includes sharrows placed 3' from the parallel parking lane, , 3' from the edge of pavement where there is no on-street parking and 5.5' from the angled parking lane, various bike route signs, and share the road signs.

Alternative A (preferred): includes sharrows placed 5.5' from the parking lane, replaces Share the Road signs with Bicycles May Use Full Lane (R4-11) signs, as studies have shown them to be more understood by drivers and perceived to be safer by bicyclists.. This is the preferred alternative because it makes cyclists more visible to drivers pulling out of angled spaces and provides a continuous facility along the route.

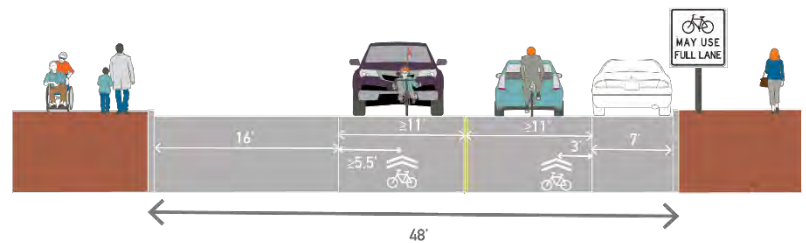
Alternative B: has no pavement marking, replaces Share the Road signs with Bicycles May Use Full Lane (R4-11) signs.

Figure 14: Emerson Street from Central to Prospect Avenue

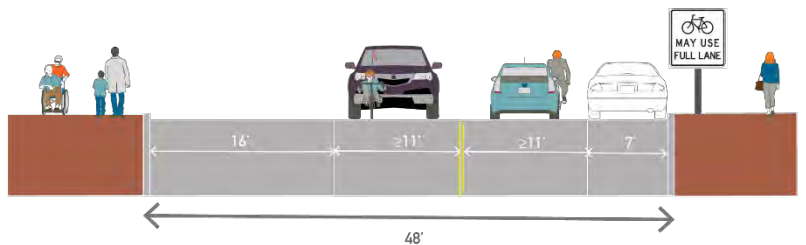
Current Proposed: Emerson from Central to Northwest Hwy
NB sharrows 3' from parking lane, SB sharrows in middle of lane, Share the Road signs



Alternative A (preferred): Emerson from Central to Northwest Hwy
NB sharrows 3' from parking lane, SB sharrows in middle of lane, R4-11 signs



Alternative B: Emerson from Central to Northwest Hwy
No pavement marking, R4-11 signs



Evaluation of Design Alternatives for Emerson from Central to Northwest Highway		
Design Alternative	Benefits to Proposed Design	Drawbacks to Proposed Design
Current Proposed	- The speed limit is appropriate for a shared street - Pavement marking placed in the center of the lane is appropriate back-out angled parking - Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone - Help cyclists identify appropriate lane position to reduce dooring incidences - Provide an additional wayfinding element in a cyclist's field of vision - Reduce the incidence of sidewalk riding - Reduce instances of wrong-way riding	- Lane width and traffic volume do not conform to recommended standards for shared lanes - Share the Road signs less effective than new alternatives - Potential conflicts with parking turnover - Back-out parking on the west side is not desirable on a shared street
Alternative A (preferred)	- Bicycles May Use Full Lane signs are more easily understood by drivers - The speed limit is appropriate for a shared street - Pavement marking placed in the center of the lane is appropriate back-out angled parking - Offer an additional cue to drivers to expect cyclists on road that is more visible than signage alone - Help cyclists identify appropriate lane position to reduce dooring incidences - Provide an additional wayfinding element in a cyclist's field of vision - Reduce the incidence of sidewalk riding - Reduce instances of wrong-way riding	- Lane width and traffic volume do not conform to recommended standards for shared lanes - Potential conflicts with parking turnover - Back-out parking on the west side is not desirable on a shared street
Alternative B	- Conforms to recommended standards for 11' lanes and other constraints - Bicycles May Use Full Lane signs are more easily understood by drivers - Enables cyclists to take the lane to avoid dooring or other conflicts	- Cyclists may not be aware of lane position to avoid doorings - Fewer visual cues for drivers and cyclists - May not influence sidewalk or wrong-way riding - Less comfortable for people of all ages and abilities because of the speed, traffic volume, and lane width

PHASE II RECOMMENDATIONS FOR EMERSON STREET

Due to the limited right-of-way and high on-street parking utilization, no additional recommendations are currently feasible. If on-street parking is removed in the future, Emerson should be evaluated for bikeway improvements.

There are two potential options for this section if parking can be re-configured or eliminated. See Figure 14 on the following page for details.

Alternative A: Eliminate NB parking, convert SB parking to parallel, install 5' protected bike lanes with 3' buffers on each side.

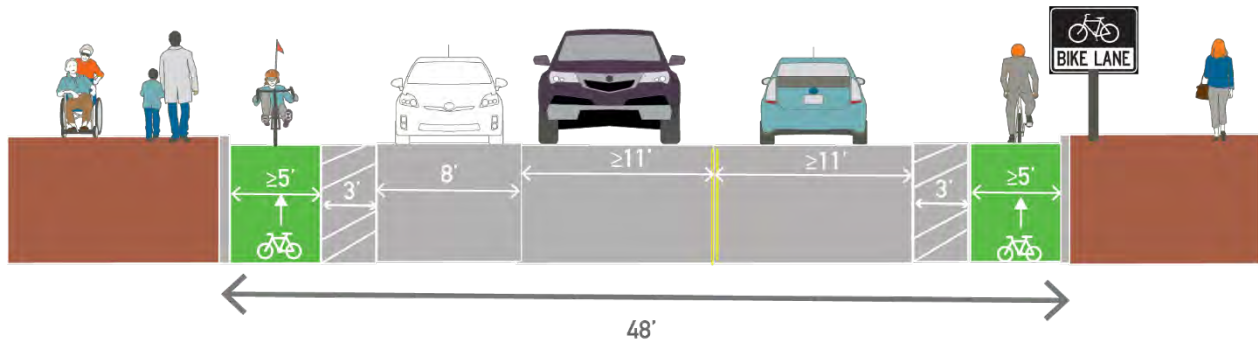
- Opportunities: Protected bike lanes are the most comfortable facilities for cyclists of all ages and abilities. This option would enable residents to access downtown Mount Prospect and the Metra Station more comfortably.
- Challenges: This would result in the removal of many parking spaces and is not recommended unless parking demand is reduced. Also, protected bike lanes include a curb or flexible delineators. Curbs are more comfortable for cyclists but require special equipment for plowing and sweeping. Flexible delineators are less comfortable but can be removed for maintenance activities.

Alternative B: Convert SB parking to parallel, install 5' bike lanes on each side.

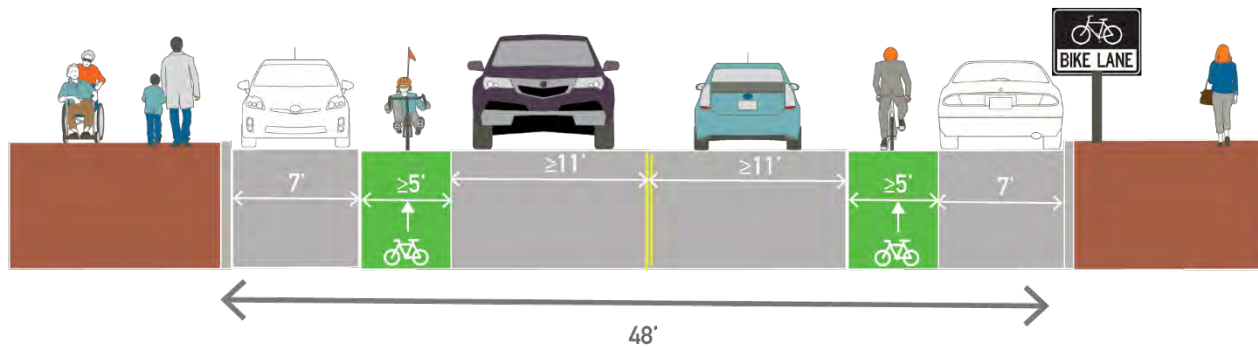
- Opportunities: Bike lanes will provide a dedicated space for cyclists, enabling them to access downtown and the Metra Station. The bike lane could be widened in locations with wider lanes or a 2' buffer could be provided on the parking side to reduce doorings. This option would result in a loss of some parking spaces.
- Challenges: This option is not recommended unless parking demand changes in the future.

Figure 14: Phase II Alternatives A and B, Emerson from Central to Northwest Hwy

Future Alternative A: Emerson from Central to Northwest Hwy
 NB 5' protected bike lane or buffered bike lane with 3' buffer
 SB 5' parking protected bike lane with 3' buffer



Future Alternative B: Emerson from Central to Northwest Hwy
 5' bike lane NB and SB, 7' parallel parking lanes



Prospect Avenue Alternative Analysis Study



Village of Mount Prospect

February 28, 2025





Date

February 28, 2025

To

Mr. Jason Leib
Deputy Director of Public Works
Public Works Department
Village of Mount Prospect
1700 W. Central Road
Mount Prospect, Illinois 60056
jleib@mountprospect.org

Re

Request for Technical & Cost Proposals
Prospect Avenue Alternative Analysis Study

Civiltech Engineering, Inc.



www.civiltechinc.com



630.773.3900



Itasca

Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago

30 N LaSalle Street, Suite 3220
Chicago, IL 60602

Milwaukee

330 E. Kilbourn Avenue
Suite 1215, Tower One
Milwaukee, WI 53202

Follow us on social media.



Dear Mr. Leib:

The Civiltech team is excited to bring their experience, creativity, and all of the necessary resources to develop a winning concept design for Prospect Avenue. Our experience preparing the Village's Arterial Bike Network Study has provided us with insights into the challenges and opportunities to developing a design that improves bicycle connectivity, enhances aesthetics, and boosts economic vibrancy along the corridor while balancing tradeoffs like vehicular access and parking. As you have seen through this work and the Mount Prospect Transit plan project, our staff is passionate about complete streets improvements, community engagement, while bringing strong IDOT and railroad experience to the table.

Civiltech offers the Village a partner that shares your vision for enhancing the downtown and provides the unique services and expertise to make it happen.

Our firm brings the following benefits:

- **A strong working knowledge of the Village's infrastructure, staff, and expectations through our work on the Arterial Bike Network Study:** Staff assigned to this project include many of the same team members as the ABNS project so we will be able to hit the ground running. With the successful conclusion of that project, we have availability to dive into the Prospect Avenue study.
- **All disciplines under one roof:** Our team includes experts in bike facility design, landscape architecture, lighting, traffic engineering, grant funding, railroad coordination, utility coordination, and urban planning.
- **Visually pleasing and relatable streetscape design:** Phil Hutchinson, PLA, LEED AP, is Director of Civiltech's Landscape Architecture department and will lead the effort to reenvision the urban fabric along Prospect Avenue. Phil has successfully led similar streetscaping projects in suburban downtowns in Naperville, Joliet, Glen Ellyn, and Lisle. His team works hand-in-hand with our engineering staff to design all aspects of streetscape projects, ensuring recommendations that are constructible. Phil also leads our award-winning digital rendering team, which will provide outstanding visualizations for the preferred concepts.
- **Expertly tailored community outreach:** Public engagement for this project will be led by Lisa Sweeney, AICP. Engaging with the community early and often is key to build consensus for high profile projects like this one. Lissa will develop an engagement plan to obtain input from business owners and other stakeholders to ensure that the preferred concept design meet community expectations.
- **Implementation-focused designs:** The recommended concept will be reviewed with our Phase II and III engineering staff to ensure the plan can advance seamlessly through design and construction.

Steve Pautsch, P.E., PTOE is the proposed project manager. He brings his passion for accommodating all modes of transportation as well as his experience managing projects that blend elements of the planning and engineering disciplines. Steve will use his familiarity of the Village from Arterial Bike Network Study to guide the Prospect Avenue Alternative Analysis Study to a successful conclusion.

As Director of Urban Design & Traffic, I will be the Principal in Charge and the official authorized to answer questions regarding the proposal. Please call me with questions at 312.564.2491, or contact me by email at mfolkenin@civiltechinc.com. Thank you



for your consideration of our proposal. We are very excited for the opportunity to provide consulting services to the Village of Mount Prospect on this project, we believe we offer the perfect team of professionals, as well as relevant experience that will be a benefit to the Village.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael J. Folkening", written over a light blue horizontal line.

Michael J. Folkening, P.E., PTOE
Director of Urban Design & Traffic
CIVILTECH ENGINEERING, INC.



SECTION 1

Firm History

Key Personnel

Related Experience

Understanding & Approach



Technical Proposal
Prospect Avenue Alternative Analysis Study

Village of Mount Prospect

Civiltech Engineering, Inc. is a professional consulting firm with its primary focus on Transportation Planning, Design, and Engineering. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

Civiltech's municipal client list includes over 85 villages and cities in the Chicago, Northern Illinois, Milwaukee, and Southeastern Wisconsin regions. Clients include multiple county and township DOTs, Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, the City of Milwaukee Public Works, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin**.



Corporate Headquarters

Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago Office

30 N LaSalle St., Suite 3220
Chicago, IL 60602

Milwaukee Office

330 E. Kilbourn Ave., Suite 1215, Tower 1
Milwaukee, WI 53202

36
Years of Service

3,800 Projects & Counting
260+ Satisfied Clients

135+
Dedicated Employees

54
Licensed P.E.'s

**Technical excellence.
Responsive service.
Local knowledge.**

**Civiltech is a
leader in innovative
planning, design, and
construction solutions.**

Strong Reputation

We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

Responsiveness

Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

Quality Work

We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

Adaptable

We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

Knowledge Sharing

Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

Creative Solutions

Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.



SECTION 2

Firm History

Key Personnel

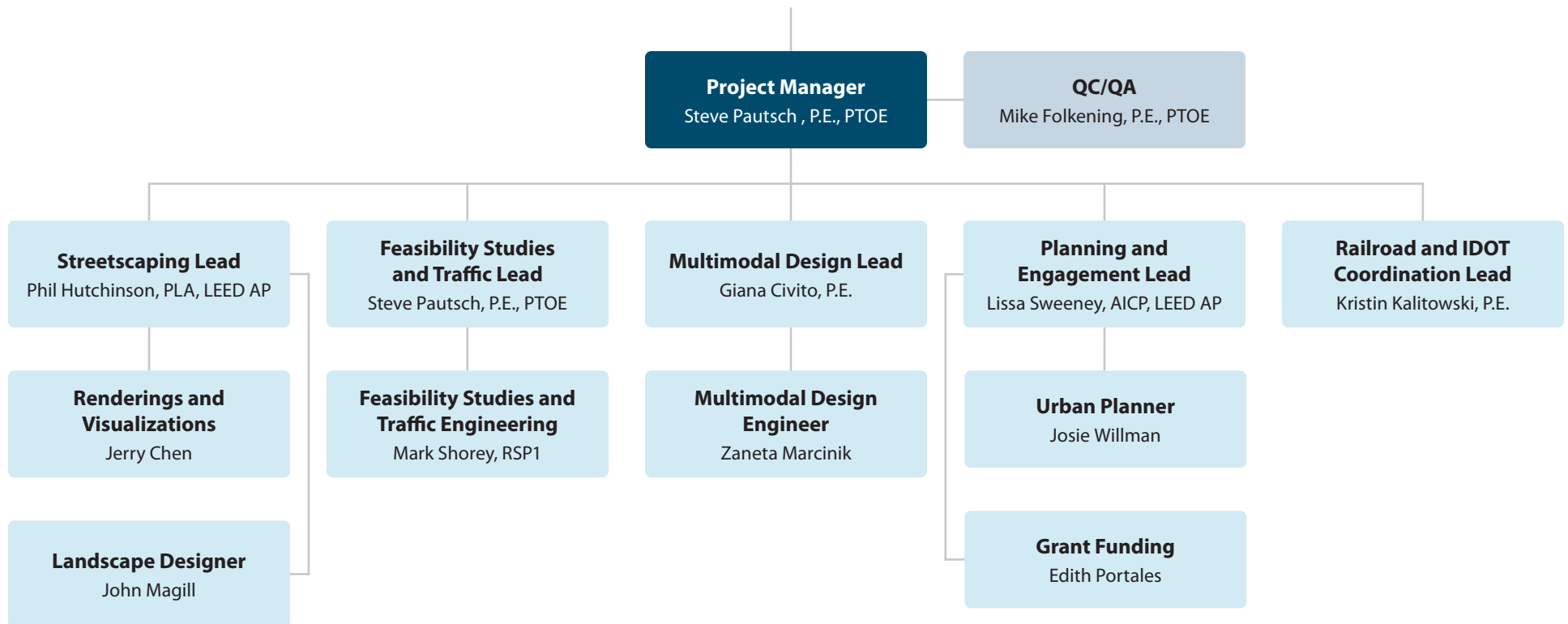
Related Experience

Understanding & Approach



KEY PERSONNEL

Organizational Chart





Steve Pautsch, P.E., PTOE

Project Manager



Expertise

Traffic Engineering and Impact Studies
Pedestrian Studies
Bicycle Studies
Traffic Signal and Signal System Design
Intersection Design Studies
School Studies
Parking Studies
Traffic Calming
Intelligent Transportation System Design

Education

B.S. Civil Engineering, 2001
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-058388
Professional Traffic Operations Engineer -
National Certification; 2020

Certifications

Traffic Signal Workshop, 2002
Northwestern University Center
for Public Safety
Traffic Signal Seminar,
CECI/IDOT, 2002

Professional Organizations

Institute of Transportation Engineers

Steve has been employed with Civiltech since June 2001. For over 13 years, he was a full-time consultant to the Chicago Department of Transportation, providing expert traffic engineering assistance, consultation, design, and review services in the development and design of auto, bicycle, pedestrian, and transit infrastructure improvements. His responsibilities at CDOT included conducting various types of traffic studies and presenting results to city staff and elected officials, reviewing plans and studies submitted to the department, designing pedestrian and bicycle infrastructure improvements, testifying at Plan Commission and other public meetings, and assisting with the development of department standards and policies. In 2019, he returned to Civiltech's Itasca office to serve as a Project Manager, specializing in Traffic, Bicycle, and Pedestrian Studies. Steve also has expertise in traffic signal, signal system, and Intelligent Transportation Systems design projects.

Representative Projects

Bicycle and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Crosswalk Safety Enhancements at Milwaukee Ave. & Maple Ave.;
Village of Libertyville; \$250,000

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Church Street Pedestrian and Bicycle Improvements; City of Evanston; \$3.0 million

**Farnsworth Avenue at Marshall Boulevard and Illinois Prairie Path Segment/
Intersection Improvements;** City of Aurora; \$250,000

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department
of Transportation; \$2.9 million

Buffalo Grove High School Pedestrian Facilities; Cook County Department
of Transportation and Highways; \$100,000

Broadway Foster Avenue to Devon Avenue; City of Chicago; Chicago Department
of Transportation; \$8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; \$250,000

Riverside Avenue Design Plans; City of St. Charles; \$100,000

Traffic Engineering, Safety and Pedestrian Studies

Traffic Calming Petitions & School Safety Plans; Village of Oak Park

94th Avenue and 159th Street Traffic Safety Study; Village of Orland Park

Fulton Market Traffic Study; Chicago Department of Transportation

Central Avenue Safety Study; Cook County Department of Transportation and Highways

Greggs Parkway & Huntington Drive; Village of Vernon Hills

Traffic Engineering Services; Chicago Department of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department
of Transportation and Highways

Elmhurst City Centre Traffic Review; City of Elmhurst

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

Various Traffic Studies; Village of Libertyville



Steve Pautsch, P.E., PTOE

Project Manager

Representative Projects (Continued)

Traffic Engineering, Safety and Pedestrian Studies (Continued)

Traffic Engineering Services; City of Highland Park

Western Court Traffic Study; Village of Lisle

Northern Terminus Traffic Study; Chicago Department of Transportation

Bicycle Planning

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

Libertyville Village Bicycle Plan; Village of Libertyville

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Traffic Signal and Signal System Design

Project Development Report; Lake Street/Springfield Drive; Villages of Bloomingdale and Roselle

Biesterfield Road and Leicester Road Intersection Realignment and Widening; Village of Elk Grove Village; (Roadway and Highway Design); \$1.0 million

Flashing Beacon Installation, Wolf Road/Forest Avenue; City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 Intersections); City of Joliet

Traffic Signal Modernizations, Signal Timing Optimization, Fairview Ave; Village of Downers Grove (7 Signal Fiber Optic Interconnect)

Temporary and Permanent Traffic Signal Installation and Interconnect with Autoscope Vehicle Detection, Washington Street, U.S. 45 to Hunt Club; Lake County Division of Transportation

Traffic Signal Installation, Washington Street, IL Route 83 to U.S. Route 45; Lake County Division of Transportation, (3 Signal Fiber Optic Interconnects)

Traffic Signal Modernization, 63rd Street; Chicago Department of Transportation

Traffic Signal Design, Big Hollow Road at U.S. 12 Frontage Road; Village of Fox Lake

District 1 Miscellaneous Traffic Signal Designs; Illinois Department of Transportation - Division of Highways

Naperville Road/Warrenville Road Traffic Signal Improvement; DuPage County Division of Transportation

Emergency Vehicle Preemption System Improvements (10 intersections); City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 intersections); City of Joliet

Emergency Vehicle Preemption System Improvements (18 intersections); City of Elgin Fire Department

Grant Writing

On-Call Grant Writing Services; Chicago Department of Transportation

Highway Safety Improvement Applications; Cook County Division of Transportation and Highways

Lisle North Connector Bike Path ITEP Application; Village of Lisle

159th Street and 94th Avenue HSIP Application; Village of Orland Park



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic



Expertise

Transportation Planning
Roadway Design
Street Rehabilitation and Reconstruction
Bikeway and Pedestrian Facility Design
Stakeholder Coordination and Public Involvement
Preparation of Contract Plans, Specifications and Estimates

Education

B.S Civil Engineering, 1995
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-054315
Professional Engineer - Wisconsin; 47618-6
Professional Traffic Operations Engineer - National Certification; 2483

Certifications

Think Bike Chicago Workshop – Dutch Cycling Embassy, September 2013
Sustainable Streets for Chicago, June 2009
Designing Streets for Pedestrian Safety, November 2007
Context Sensitive Solutions for Local Agencies, October 2006

Professional Organizations

Institute of Transportation Engineers
Lambda Alpha International – Ely Chapter

Mike has been providing civil, transportation, and urban design consulting services since 1995. His experience includes the design of roadways, streetscapes, on-street bicycle facilities, multi-use paths and trails, and other recreational facilities. Mike specializes in transportation projects within highly urbanized areas with high level pedestrian, bicycle, and transit accommodations. He is passionate about providing a Complete Streets approach to ensure the safety of all modes of transportation while respecting vehicular mobility and promoting commercial activity. Mike leads the Urban Design & Traffic department which also includes Civiltech's transportation planning and landscape architecture services.

Representative Projects

Transportation Planning

Ogden Avenue Corridor Improvements; Chicago Department of Transportation

Cook County Transit Study; Cook County Department of Transportation and Highways (sub-consultant to Nelson Nygaard)

Joliet ADA Transition Plan; City of Joliet

Will County Long Range Transportation Plan; Will County

Cicero Avenue Corridor Study; Chicago Department of Transportation and Department of Planning and Development

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation

Homewood Transit-Oriented Development Study; Village of Homewood (sub-consultant to Muse Community + Design)

NATO Street Closure Permit Plan; Chicago Department of Transportation

Grade Separation Budgetary Cost; Illinois Department of Transportation - CREATE

Pavement Marking Record Plans; Chicago Department of Transportation

Bikeway and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Libertyville Village Bicycle Plan; Village of Libertyville

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Church Street Pedestrian and Bicycle Improvements; City of Evanston; \$3.0 million

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department of Transportation; \$2.9 million

Broadway Foster Avenue to Devon Avenue; City of Chicago, Department of Transportation; \$8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; \$250,000

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Master Bike and Active Transportation Plan; Village of Wilmette

Arterial Bike Network Study; Village of Mount Prospect

Oak Brook Multi-Use Path and Bike Route Master Plan; Village of Oak Brook

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$20.0 million



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic

Representative Projects (Continued)

Bikeway and Pedestrian Facility Studies (Continued)

Master Bike and Active Transportation Plan; Village of Wilmette

Vision Zero: Year One High Crash Corridor Improvements; Chicago Department of Transportation

Northcenter Town Square; Chicago Department of Transportation; \$1.0 million

Chicago Streets for Cycling Phase IV, Project 3 – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$3.0 million

Lincoln Village Pedestrian and Bicycle Bridge – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$2.0 million

Traffic Modeling and Simulation

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation/Illinois Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; City of Chicago

Belmont Avenue, Milwaukee Avenue to Western Avenue; City of Chicago

Morton Arboretum Access Study; The Morton Arboretum

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

Stony Island Avenue Cycle Track; Chicago Department of Transportation

Traffic Engineering, Safety and Pedestrian Studies

Northern Terminus Traffic Study; Chicago Department of Transportation

Streetscapes

Naperville Downtown Streetscape Improvements; City of Naperville; \$3.0 million

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$28.0 million

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation

Northcenter Town Square; Chicago Department of Transportation; \$1.0 million

Chicago Avenue, Austin to Cicero Improvements; Chicago Department of Transportation



Mark Shorey, RSP1

Engineer II



Expertise

Traffing Engineering and Impact Studies
Complete Streets
Transportation Planning
Crash Analysis
Bicycle Pedestrian Studies
Public Outreach Meetings
Roadway and Highway Design

Education

B.S. Civil Engineering, 2021
University of Colorado Boulder

Professional Registrations

Road Safety Professional 1; 1348

Professional Organizations

Institute of Transportation Engineers
Young Professionals in Transportation (Chicago Chapter); Vice Chair for Administration

Mark joined Civiltech in July 2023. He works within both Traffic Engineering and Transportation Planning. His experience includes work in traffic impact studies, traffic modeling, transit feasibility studies, Complete Streets design, and public outreach.

Representative Projects

Traffic Engineering, Safety and Pedestrian Studies

In-House Traffic Engineering Services; Chicago Department of Transportation
Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation
Libertyville Metra Lot Shared Parking Study; Village of Libertyville
Fulton Market Traffic Study; Chicago Department of Transportation
Riverside Avenue Design Plans; City of St. Charles
Truck Route and Overweight/Oversized Permit Fee Study; Village of Orland Park
Traffic Study Review; City of Elmhurst

Bicycle and Pedestrian Facility Studies

Libertyville Bike Plan Implementation Study; Village of Libertyville
Master Bike and Active Transportation Plan Implementation Study; Village of Wilmette
Bicycle and Pedestrian Improvement Plan; City of St. Charles
Arterial Bike Network Study; Village of Mount Prospect
Wilmette Master Active Transportation Plan Implementation; Village of Wilmette

Roadway and Highway Design

Green Bay Road Resurfacing and Streetscape Improvements Phase I; Village of Wilmette
IL Route 7 & IL Route 171 Design Study; City of Lockport



Kristin Kalitowski, P.E.

Project Manager



Expertise

Roadway and Highway Design
Drainage Design
Site Design Engineering
Street Rehabilitation and Reconstruction
Bicycle and Pedestrian Facility Design

Education

B.S. Civil Engineering, 2002
Purdue University

Professional Registrations

Professional Engineer - Illinois; 062-059477

Certifications

Illinois Fundamentals of
Geometric Design, June 2003

Northwestern University
Center for Public Safety

Professional Organizations

American Society of Civil Engineers

Kristin has been with Civiltech Engineering since May of 2002 and currently serves as a Project Manager primarily on Phase II projects in the Design Services department. She specializes in geometric roadway design, bicycle and pedestrian facility design, highway design, street rehabilitation and reconstruction, and drainage design. Kristin routinely leads utility coordination on projects across company departments and brings ADA design and PROWAG compliance expertise. She is a strong leader with outstanding communication and organizational skills beneficial to both in-house design team management and public involvement campaigns.

Representative Projects

Street Rehabilitation and Reconstruction

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$24.0 million

Naperville Downtown Streetscape - Phase II; City of Naperville; \$5.0 million

Rozanne Drive over Westwood Creek Bridge Replacement; Village of Addison; \$750,000

Brandywyn Lane and Thompson Boulevard Improvements; Village of Buffalo Grove; \$4.85 million-Brandywyn; \$6.52 million-Thompson

Circle Avenue; Village of Lombard; \$1.4 million

Lombard Meadows Reconstruction Phase I and II; Village of Lombard; \$5.2 million

Olde Towne East Project; Village of Lombard; \$4.9 million

Duane Street Main Basin Improvement; Village of Glen Ellyn; \$2.5 million

North Industrial Park Street Rehabilitation; Village of Lombard; \$2.7 million

Mission Hills Road Rehabilitation; Mission Hills Homeowners Association; \$1.2 million

Forest Avenue, Hillside Avenue and Appian Way; Village of Glen Ellyn; \$1.0 million

Lively Boulevard / JFK Boulevard; Village of Elk Grove Village; \$2.5 million

Biesterfield Road / Oakton Street Resurfacing; Village of Elk Grove Village; \$2.0 million

Roadway and Highway Design

248th Avenue Phase II; City of Naperville; \$13.0 million

US 41 (Skokie Boulevard) and Lake Avenue Intersection; Village of Wilmette; \$2.1 million

Fremont Center Road Extension; Lake County Division of Transportation; \$3.0 million

IL Route 43 and Everett Road; City of Lake Forest; \$2.5 million

Lakeview Parkway and IL Route 60; Village of Vernon Hills; \$6.1 million

55th Street (Dunham Road to Clarendon Hills Road); DuPage County Division of Transportation; \$8.5 million

Woodfield Road (Martingale Road to IL 53 East Frontage Road); Village of Schaumburg; \$7.2 million

Woodfield Road (Meacham Road to Martingale Road); Village of Schaumburg; \$5.9 million



Kristin Kalitowski, P.E.

Project Manager

Representative Projects (Continued)

Roadway and Highway Design (Continued)

Gilmer Road and Midlothian Road; Lake County Division of Transportation; \$12.0 million
Algonquin Road at West Drive Intersection Improvements; Village of Schaumburg; \$2.4 million
Lake Cook Road; Village of Buffalo Grove; \$45.0 million
Salem Drive - Bode Road to Golf Road; Village of Schaumburg; \$2.5 million
Walnut Lane - Golf Road to Bode Road; Village of Schaumburg; \$2.5 million
Fairfield Road/Route 176; Lake County Division of Transportation; \$11.8 million
Shoe Factory Road Improvements; Village of Hoffman Estates; \$11.5 million
Barrington Road at Schaumburg Road; Village of Schaumburg; \$7.4 million
Illinois Route 31 (Western Algonquin Bypass); McHenry County Division of Transportation; \$60.0 million
IL Route 83 at Greenleaf Avenue; Village of Elk Grove Village; \$3.8 million
IL Route 83 at Pratt Boulevard; Village of Elk Grove Village; \$3.4 million
Greenwood Road at Glenview Road; Village of Glenview, \$3.9 million
Essington Road at Hennepin Drive; City of Joliet, \$2.7 million
Special Assessment 219 Watermain and Sanitary Sewer Replacement; Village of Lombard; \$1.0 million
Wright Boulevard; Village of Schaumburg; \$5.3 million
U.S. Route 30, U.S. Route 45 to IL 43; Illinois Department of Transportation; \$30.0 million
Wise Road Phase II Improvements; Village of Schaumburg; \$6.3 million
Haligus Road STP Improvement; Village of Huntley; \$1.8 million
Devon and Arlington Heights Intersection Phase II; Village of Elk Grove Village; \$2.6 million
Lively Boulevard STP Improvement, Devon to Touhy; Village of Elk Grove Village; \$5.0 million
Lake Street/Springfield Drive; Village of Bloomingdale; \$695,000
Contract RR-03-5168; I-Pass Only Lane Expansion (Plazas 37 and 51); Illinois Tollway; \$1.5 million
Naperville Road/Warrenville Road Grade Separation and I-88 Interchange Improvement; DuPage County Division of Transportation; \$68.0 million

Bicycle and Pedestrian Facility Design

Meacham Road and Golf Road Bikepath Project; Village of Schaumburg; \$1.3 million
North York Street Sidewalk Phase II; City of Elmhurst; \$1.9 million
Illinois Route 83 Bike Path - Foster Ave to Bryn Mawr Ave; Village of Bensenville; \$1.4 million
Rand Road Sidepath - Central Rd to Elk Blvd; City of Des Plaines; \$3.8 million
Church road Bike Path and Milwaukee District/West Railway Crossing; Village of Bensenville; \$7.4 million
Randall Road Transit Infrastructure Improvements; Kane County Division of Transportation; \$900,000
Lake Cook Road; Village of Buffalo Grove; \$45.0 million
Millennium Trail - US Route 45 Underpass; Lake County Forest Preserve District; \$3.3 million
Fairfield Road/Route 176; Lake County Division of Transportation; \$11.8 million



Giana Civito, P.E.

Engineer V



Expertise

Urban Bike and Pedestrian Facility Design
Transit Access Design
Roadway Design
Preparation of Contract Plans,
Specification & Estimates
Municipal Street Maintenance Programs
ADA Ramp Design
Transportation Planning
Interagency Coordination

Education

B.S. Civil Engineering, 2017
Purdue University

Professional Registrations

Professional Engineer - Illinois; 062-073978

Professional Organizations

American Society of Civil Engineers

Giana has been employed by Civiltech since January 2018 and currently serves as a secondary client contact on Phase I Study and Phase II Design Engineering projects for urban roadways and corridors. She specializes in Phase I and Phase II projects and brings technical expertise on pedestrian and bike design for urban roadways. Prior to working at Civiltech, Giana had extensive internship experience where her responsibilities included managing quantities, pay estimates, and contractor coordination for the annual capital improvement projects.

Representative Projects

Arterial and Collector Streets

Arterial Resurfacing; Chicago Department of Transportation

Vision Zero: Year One High Crash Corridor Improvements; Chicago Department of Transportation

Green Alley Program; Chicago Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; Chicago Department of Transportation, Division of Streetscapes and Sustainable Design

Invest South/West Chicago Avenue; Chicago Department of Transportation, Division of Project Development

Urban Bike and Pedestrian Facility Design

On-Call Pedestrian Facility Design; Chicago Department of Transportation, Division of Project Development Pedestrian Group

On-Call Bicycle Facility Design; Chicago Department of Transportation, Division of Project Development Bicycle Group

2022 Rapid Implementation Projects; City of Milwaukee Department of Public Works

2021 Rapid Implementation Projects; City of Milwaukee Department of Public Works

APRA Funded Reckless Driving Initiative; City of Milwaukee Department of Public Works

Safe Routes to Transit; City of Milwaukee Department of Public Works

Major Roadway and Arterial Design

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

North Lake Shore Drive Phase I Study; Chicago Department of Transportation

Municipal Roadway Design and Planning

Mount Prospect Arterial Bike Network Study; Village of Mount Prospect

Elmhurst Bicycle and Pedestrian Plan Update; City of Elmhurst



Zaneta Marcinik

Engineer II



Expertise

Urban Bike and Pedestrian Facility Design
Roadway and Highway Design
Utility Mapping

Education

B.S. Civil Engineering, 2021
University of Illinois at Chicago

Certifications

OSHA 10

Professional Organizations

Construction Management Association of
America (CMAA)

Zaneta joined Civiltech in January 2022. She provides various engineering services on roadway design, corridor improvements, and bike and pedestrian facility design for the City of Chicago. Zaneta also provides bike and pedestrian facility design in regional municipalities. As an intern, she worked on the Chicago Bikeways and Pedestrian Facility Improvements.

Representative Projects

Urban Bike and Pedestrian Facility Design

Intersection Design Improvements Project; Village of Vernon Hills

Illinois Avenue Pedestrian Crossing; City of St. Charles, Department of Public Works

Traffic Engineering Services: Highland Park; City of Highland Park

W. Walnut Street Protected Bike Lanes; City of Milwaukee, Department of Public Works

On-Call Pedestrian Facility Design; Chicago Department of Transportation, Division of Project Development - Complete Streets Group

On-Call Bike Facility Design; Chicago Department of Transportation, Division of Project Development - Complete Streets Group

Arterial Resurfacing; Chicago Department of Transportation, Division of Engineering
Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst

Roadway and Highway Design

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

ISW North Lawndale: Ogden Avenue, Pulaski to Roosevelt Corridor Improvements; Chicago Department of Transportation

Arterial Resurfacing; Chicago Department of Transportation, Division of Engineering

C*NECT Program; Chicago Department of Transportation, Division of Engineering

C*NECT Program: WPA Street Reconstruction; Chicago Department of Transportation



Phil Hutchinson, PLA, LEED AP

Director of Landscape Architecture Services



Expertise

Landscape Architecture
Streetscape and Urban Design
Community Identity
Placemaking
3D Visualizations
Green Infrastructure

Education

Bachelors of Landscape Architecture, 2001
Michigan State University

Professional Registrations

Registered Landscape Architect-
Illinois; 157-001258
LEED Accredited
CLARB Certified

Professional Organizations

American Society of Landscape Architects
Active Transportation Alliance
Council of Landscape Architecture
Registration Boards (CLARB)

Phil brings extensive experience in the landscape architecture field and in leading the urban design and landscape architecture components of streetscape projects. He specializes in designing and developing pedestrian environments, community identifiers and gateways for streetscape projects in historic settings, and green infrastructure elements. His talents ensure that streetscape and urban environment improvements include community identity and sense of place as leading design factors. Phil is passionate about designing from a bike/pedestrian point of view in addition to the transportation experience. In addition to leading the Landscape Architecture department, Phil manages Civiltech’s growing digital rendering team.

Representative Projects

- City Square Design;** City of Joliet; \$8.0 million
- Naperville Downtown Streetscape Improvements;** City of Naperville; \$3.0 million
- Central Business District Streetscape and Utility Improvements;** Village of Glen Ellyn; \$28.0 million
- 111th Street - Cottage Grove Avenue to Ellis Avenue;** Chicago Department of Transportation; \$2.5 million
- North DuSable Lake Shore Drive Phase I Study;** Chicago Department of Transportation
- Jackson Park Improvements/Obama Presidential Center;** Chicago Department of Transportation
- Downtown Lisle Streetscape Concept;** Village of Lisle; \$2.5 million
- Northcenter Town Square;** Chicago Department of Transportation; \$1.0 million
- Master Bike and Active Transportation Plan;** Village of Wilmette
- Chicago Avenue, Austin to Cicero Improvements;** Chicago Department of Transportation
- Grant Park Skate Plaza;** Chicago Park District; \$2.5 million
- At a previous place of employment, Mr. Hutchinson provided Landscape and Streetscape Design services and Project Management on the following projects:*
 - Fulton Market District - streetscape, gateway signage, and custom furniture;** Chicago Department of Transportation
 - Broadway and Lawrence - streetscape, community identifier, performance stage, and plaza design;** Chicago Department of Transportation
 - River Street - streetscape design and pedestrian space;** City of Batavia
 - Fred Anderson Park, including performance state and overhead canopy design;** Chicago Park District
 - West Park - playground and performance stage;** Glencoe Park District
 - Scoville Park - playground, performance stage, and plaza;** Park District of Oak Park



John Magill

Landscape Designer



Expertise

Landscape Design
Graphic Presentations
Streetscape Design
Community Identification / Gateways
Custom Site Furnishings Design

Education

Master of Landscape Architecture with an
Ecological Focus, 2016
Colorado State University
MS Plant, Soil and Agricultural Systems;
Ornamental Horticulture, 2011
Southern Illinois University
BA Geology, 2007
Southern Illinois University

Professional Registrations

Green Roof Professional, 2014
Green Roofs for Healthy Cities

John joined Civiltech in 2019 as a Landscape Designer. He specializes in landscape design with an ecological and sustainable focus. In addition, he excels in graphic presentations, streetscape design, community identification, and custom site furnishings.

Representative Projects

90 North Park Shared Street; Village of Schaumburg; \$6.2 million

City Square Design; City of Joliet; \$8.0 million

Ogden Avenue Corridor Improvements Project; Chicago Department of Transportation

Downtown Lisle Streetscape Concept; Village of Lisle; \$2.5 million

Chicago Avenue, Austin to Cicero Improvements; Chicago Department of Transportation

Elk Grove Monument Signs; Village of Elk Grove Village; \$473,000

Biesterfield Road Medians; Village of Elk Grove Village; \$213,632

Arlington Heights Road Medians; Village of Elk Grove Village; \$6.1 million

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$28.0 million

Previous to joining Civiltech John provided Landscape Design at the following firms:

Mills Design Group; Landscape Architectural Designer; 2018-April 2019

Green Grass Landscape Architecture and Contracting; Landscape Designer; 2016-2017

Hursthouse Landscape Architects & Contractors; Intern; 2016

Stan Clauson Associates; Intern; 2015

Bennett & Brosseau Roofing, Inc.; Green Roof Horticulturist; 2011-2013

SIUC Green Roof; Research Assistant; 2010-2011



Jerry Chen

Senior Digital Rendering Artist | Drone Pilot



Expertise

- Graphic Presentations
- Digital Rendering
- 3D Visualization

Education

- Master of Fine Arts-Interior Design, 2013
University of Wisconsin-Madison
- Bachelor of Landscape Design, 2004
Minor of Applied Art
Fu Jen Catholic University-Taiwan

Certifications

- FAA Safety Team Aviation Learning Center -
ALC-677 Part 107 Small Uas Recurrent

Jerry recently joined Civiltech bringing extensive digital art talent to the Landscape Architecture Services department. Jerry has focused his art on the A/E Industry specializing in 3D architectural visualization for design firms in New York and Los Angeles. Jerry also used his 3D visualization skills working as an Interior Designer in Taiwan. Jerry received a Master of Fine Arts degree from University of Wisconsin-Madison.

Representative Projects

Graphic Presentations

- Darrell Road Phase I Study; Lake County Division of Transportation, \$12 million
- Church Street Pedestrian and Bicycle Improvements; City of Evanston
- North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation, Division of Engineering
- Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$28.0 million
- U.S. Route 14 Grade Separation at CN/EJ&E Railway; Village of Barrington; \$60.5 million



Lissa Sweeney, AICP, LEED AP

Director of Transportation Planning Services



Expertise

Transportation Planning
Bicycle and Pedestrian Studies
Stakeholder Coordination and
Public Involvement
Geographic Information Systems
Complete Streets
Grant Writing

Education

Master of Urban Planning & Policy, 2013
University of Illinois at Chicago
B.A. Psychology & Environmental Sciences, 2009
University of Michigan

Professional Registrations

American Institute of Certified Planners; 31796
LEED Accredited Professional;
10780748-AP-O+M

Professional Organizations

U.S. Green Building Council, Member
American Planning Association, Member
Women's Transportation Seminar (WTS),
Transportation YOU Co-Chair

Lissa Sweeney's talent lies in bringing multiple stakeholders to the table, guiding them through complex issues and advocating for creative solutions and action. She is passionate about improving the built environment and has managed transportation, stormwater management and sustainability projects. As a certified planner (AICP), Lissa takes a holistic approach to projects. Her experience in the not-for-profit, private and public sectors positions her to implement innovative and custom approaches for each client. In addition to assisting clients in working towards LEED certification, Lissa regularly piloted new sustainability programs and certifications including GRESB, BOMA 360, and TOBY Awards.

Representative Projects

Transportation Planning and Community Engagement

Cook County Transit Study; Cook County Department of Transportation and Highways (sub-consultant to Nelson Nygaard)

City Square Design; City of Joliet

Joliet ADA Transition Plan; City of Joliet

Oak Brook ADA Transition Plan; Village of Oak Brook

Grant Administration Assistance; Chicago Department of Transportation

South Cook County Truck Routing & Communities Study; Chicago Metropolitan Agency for Planning

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation

Ogden Avenue Corridor Improvements Project; Chicago Department of Transportation

Safe Routes to Transit Phase I Study; City of Milwaukee

Highland Park Transit Study; City of Highland Park

Strategic Plan for Transportation: Year 1 Update; Chicago Department of Transportation

Network-wide Bicycle and Pedestrian Planning

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Economic Impacts of Bicycling Study; Chicago Department of Transportation

Arterial Bike Network Study; Village of Mount Prospect

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Shared-Use Path and Bike Route Master Plan; Village of Oak Brook

Master Bike and Active Transportation Plan Implementation; Village of Wilmette

At a previous place of employment, Lissa worked on the following projects:

Stakeholder Coordination and Public Involvement

Stormwater Master Planning Program; Metropolitan Water Reclamation District

Randolph Street Corridor Improvement Study; Chicago Department of Transportation

Busse Road Phase I Study; Cook County Department of Transportation and Highways



Lissa Sweeney, AICP, LEED AP

Director of Transportation Planning Services

Representative Projects (Continued)

Stakeholder Coordination and Public Involvement (Continued)

Howard Street Corridor Improvement; City of Evanston, Illinois

Brown Line Capacity Vision Study; Chicago Transit Authority

South Halsted Bus Corridor Enhancement Project; Chicago Transit Authority and Pace

Fulton Market Streetscape Section 2; Chicago Department of Transportation

Burnham Multimodal Connector Phase I Study; Cook County Department of Transportation and Highways

Illinois International Port District Master Plan; Chicago Metropolitan Agency
for Planning



Josie Willman

Transportation Planner III



Expertise

Transportation Planning
Data Visualization
Bicycle & Pedestrian Studies
Freight Studies
Transit Planning
Geographic Information Systems
Crash Analysis
Statistical Analysis
Technical Writing
Data Science

Education

Master of Urban Planning, 2019
University of Wisconsin - Milwaukee
BS Business Administration, 2015
The Ohio State University

Technical Skills

Adobe InDesign, Illustrator, and Photoshop
ESRI ArcMap and ArcPro
QGIS
Engagement Tools: Squarespace, Survey
Monkey, Wikimap, Social Pinpoint

Published Articles

"Move Closer and Get Active: How to Make
Urban University Commutes more Satisfying"
Josie Willman and Robert J Schneider
Transportation Research Part F: Traffic Psychology and
Behavior, Volume 60, 462-473, 2019.
(<https://doi.org/10.1016/j.trf.2018.11.001>)
"Linking Police and EMS Records: An Approach
to Strengthen Bicyclist Injury Reporting"
Josie Willman, Robert J Schneider, Stephen Hergarten
Transportation Research Record: Journal of the
Transportation Research Board, 2023.
(<https://doi.org/10.1177/03611981221151073>)

As member of our planning team, Josie brings the ability to balance her technical and creative proficiencies to provide data analytics, GIS, and visual/infographic support to planning and engineering projects at Civiltech. She leverages these expertise to create visual representations that enhance understanding and communication of complex transportation planning or engineering concepts. She has also conducted research on developing strategies to encourage walking and bicycling as viable commute options to universities and understanding the value of linking police-reported crash data with emergency medical services (EMS) data to tackle the issue of underreported bicyclist injuries in police crash databases.

Representative Projects

Transportation Planning

Will County Long Range Transportation Plan; Will County

Highland Park Transit Study; City of Highland Park

Fulton Market Area Traffic Study; City of Chicago

Cicero Avenue Corridor Study; Chicago Department of Transportation and
Department of Planning and Development

North DuSable Lake Shore Drive Phase I Study; Chicago Department of
Transportation

Cook County Transit Plan; Cook County Department of Transportation and Highways
(sub-consultant to Nelson Nygaard)

Homewood Transit-Oriented Development Study; Village of Homewood
(sub-consultant to Muse Community + Design)

Crash Analysis

Multimodal Crash Study; Chicago Department of Transportation, Division
of Project Development

Bicycle and Pedestrian Planning

Oak Brook Shared-Use Path and Bike Route Master Plan; Village of Oak Brook

Mount Prospect Arterial Bike Network Study; Village of Mount Prospect

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

St. Charles Bicycle and Pedestrian Improvement Plan; City of St. Charles

Libertyville Village Bicycle Plan; Village of Libertyville

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Oak Brook Multi-Use Path and Bike Route Master Plan; Village of Oak Brook

Freight Planning

**CMAP Freight Studies: Will County Truck Routing and Communities Study and
Will County Freight Transportation and Land Use Strategy;** Chicago Metropolitan
Agency for Planning

South Cook County Truck Routing & Communities Study; Chicago Metropolitan
Agency for Planning



Expertise

Transportation Planning
Public Involvement
Transit

Education

Master of Urban Planning and Policy, 2021
University of Illinois at Chicago
B.A. Public Policy/Economics, 2018
University of Chicago

Edith Portales joined the Civiltech Transportation Planning team in September 2022 after completing her Master of Urban Planning and Policy at the University of Illinois in Chicago. She will be our team's **in-house lead Spanish translator** and brings a specialization in economic development and grant analysis. Edith has expertise in data and policy development and analysis. She has also been recognized for her research on policy and design interventions to fight violence against women and feminine-presenting people on public transit.

Representative Projects

Transportation Planning

- Oak Brook ADA Transition Plan; Village of Oak Brook
- North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation
- Safe Routes to Transit Phase I Study; City of Milwaukee, Department of Public Works
- City Square Design; City of Joliet
- Joliet ADA Transition Plan; City of Joliet
- Grant Administration Assistance; Chicago Department of Transportation
- Ogden Avenue Corridor Improvements Project; Chicago Department of Transportation
- Orland Park Truck Routing Study; Orland Park

Bicycle Planning

- Walnut - Lisbon Protected Bike Lane; City of Milwaukee, Department of Public Works
- Libertyville Village Bicycle Plan; Village of Libertyville
- Economic Impacts of Bicycling Study; Chicago Department of Transportation
- Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village



SECTION 3

Firm History

Key Personnel

Related Experience

Understanding & Approach



PROJECT EXPERIENCE

	Project Elements						
	Streetscape Projects	Bicycle/Pedestrian Corridor Planning	Feasibility Study	IDOT Coordination	Public Involvement	Grant Funding	Rail Crossings
Glen Ellyn Central Business District Streetscape	●	●			●		●
Naperville Downtown Streetscape	●	●			●		
Joliet City Square Streetscape	●	●			●		
Downtown Lisle Main Street Streetscape Preliminary Design	●	●	●		●		
North Connector Bike Path Pre-Phase I Study		●	●	●	●	●	
90 North Park Shared Street Phase II	●	●					
St. Charles Bike and Pedestrian Plan & Implementation		●			●		
Elmhurst Bicycle and Pedestrian Plan Update & Implementation		●			●	●	●
Wilmette Bike & Active Transportation Plan		●			●		
St. Charles-Illinois Avenue Pedestrian Crossing		●	●		●		
Libertyville Bike Plan Implementation Study		●	●		●	●	
U.S. Route 41 and Lake Avenue Intersection Improvement		●		●	●	●	
South Cook Truck Routing & Communities Study				●	●		
Des Plaines River Trail Central Feasibility Study		●	●	●	●		●
CDOT Grant Writing Support						●	
Church Street Bicycle and Pedestrian Improvements		●		●	●	●	
Old Plank Road Trail Extension Feasibility Study		●	●	●	●	●	●



Central Business District Streetscape and Utility Improvements

Village of Glen Ellyn



Scope of Services

Streetscape
Bicycle and Pedestrian Facility
Planning and Design
Reconstruction
Utility Replacement
Resurfacing (LAFO)

Construction Cost
\$23.0 million

Funding
Local, STP

Status
Phase I completed 2018
Phase II completed 2021
Construction is ongoing

Client Contact
Richard Daubert, P.E.
Village of Glen Ellyn
rdaubert@glenellyn.org
630.547.5507

Improving the Pedestrian Experience. Civiltech provided Design Engineering services for streetscape and utility improvements project in Glen Ellyn's historic CBD area, beloved by Village residents and the many shoppers and diners who frequent the area.

All of the streets within the Central Business District (CBD) are being reconstructed or resurfaced, and all of the pedestrian walkways are being brought up to current ADA standards. Utilities are being replaced or rehabilitated throughout the CBD. Through modifications of curb lines and parking areas, more area outside the roadway will become usable for pedestrians, green space, and streetscape elements such as bicycle racks and outdoor cafes.

The project began with reviewing the Village's past studies of the area and moved ahead with extensive coordination with a newly formed project steering committee. This committee was comprised of Village staff, key business leaders, students, and other community leaders. The committee has participated in walking tours, conditions reviews, and design charrettes led by Civiltech staff so that their beneficial input can be used to narrow down alternate treatments. A final open house presented the recommended alternate to the public for comment.

Access to all businesses is being maintained while the entrances to most businesses are brought up to ADA standards. The utility replacements are being coordinated with the streetscape improvements so that all utility lids and above ground features synchronize with proposed trees and curb extensions. The streetscape and utility construction contract was let first by the Village and followed by a resurfacing project that utilizes federal funds to be let by IDOT.



Naperville Downtown Streetscape

City of Naperville



Scope of Services

Streetscape & Landscape Architecture
Roadway Reconstruction
Utility Replacement
Lighting Design
Community Engagement

Construction Cost
\$3.0 million

Funding
Local

Status
Phase II Completed Fall 2019
Construction Completed in 2022

Client Contact
Christopher Nichols, P.E.
Project Engineer
TED Business Group
City of Naperville
nicholsc@naperville.il.us
630.420.4191

Updating a Vibrant Downtown. Civiltech Engineering provided Design Engineering and Streetscape Design services for the City of Naperville's Downtown Streetscape project, including the block of Webster Street Jefferson Avenue, Main Street, and Jackson Avenue.

The scope of the improvements included complete road reconstruction, streetscape and urban design, utility replacement, and new decorative lighting. Curb lines were moved inward along Main Street and Jefferson Avenue by converting on-street angled parking to parallel parking, which increased the pedestrian space and allowed for more streetscape elements like trees, bicycle racks, and outdoor seating.

The project began in June 2019 with Civiltech reviewing the City's newly-published Downtown Streetscape Standards as well as a developer's recent streetscape design concepts for the project area. Design alternatives were in development for City and stakeholder review, including the Downtown Naperville Alliance, Naperville Area Chamber of Commerce, and the Downtown Advisory Commission.

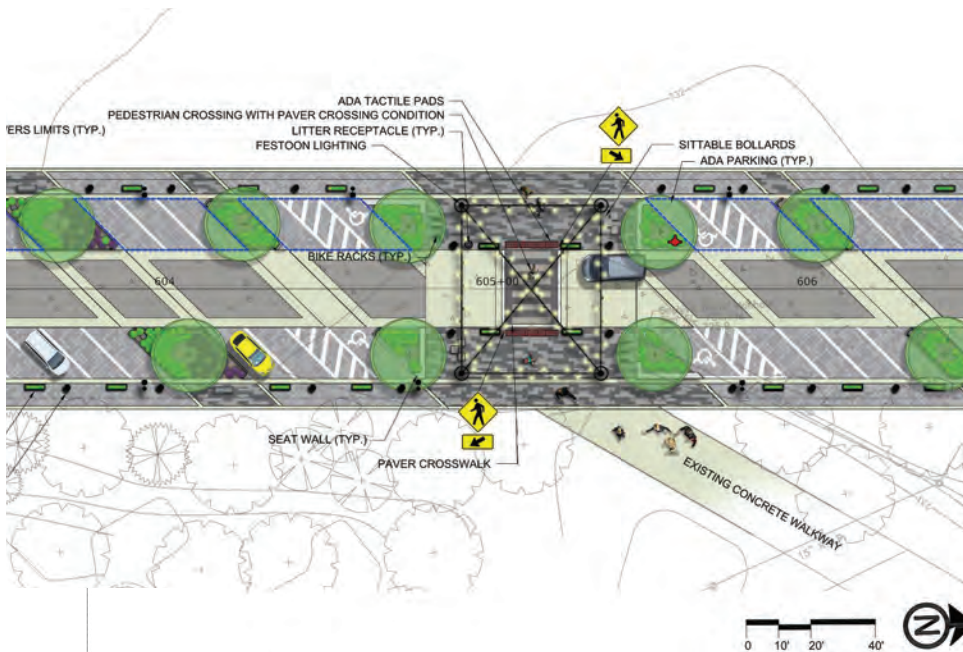
A critical design element included sidewalk reconstruction to meet ADA/PROWAG standards while ensuring that businesses in the project limits remain open and accessible during construction. Traffic control plan alternatives were developed maintaining at least one lane of traffic open on all roads within the improvements during construction activities.

Water main lining was utilized along Webster Street, Jefferson Avenue, and Jackson Avenue, while water main along Main Street was removed and replaced. Sanitary and water services were replaced, and storm sewer main were replaced in kind.



90 North Park Shared Street Phase II

Village of Schaumburg



Scope of Services

Roadway and Highway Design
Preparation of Contract Plans,
Specifications and Estimates
Stormwater Design
BMP Design
Complete Streets
Bike and Pedestrian Facility Design
Landscape Architecture

Status

Design complete
Construction completion anticipated in 2025

Construction Cost

\$6.2 million

Client Contact

Brent R. McQueen, P.E., CFM, CPESC
Engineering Division Manager
Engineering & Public Works
847.923.6628

Designing a Flexible Roadway to Serve all Users. Civiltech is providing Design and Construction Engineering, Landscape Architecture, and Water Resources to create a roadway for flexible and shared use.

This project includes new construction of a local roadway and utilities adjacent to a future public park and open event space within Schaumburg's 90 North District development. The shared street provides additional parking and acts as a gateway to the area, blurring the line between the park and the roadway and creating a flexible space that can easily transition into an extension of the park by closing it off to vehicle traffic during events.

Flush curbs separate the sidewalk from the parking and driving lanes, encouraging full use of the roadway for all users. Civiltech worked closely with the Village to provide a pedestrian-friendly design featuring a variety of landscape design elements such as raised seating areas and planters, rain gardens, modern site furniture, and decorative paving consisting of a mix of pavers and brushed, colored concrete. Decorative lighting elements such as lit bollards and festoon lighting were also included.

The proposed roadway obtained a permit for compliance with the MWRD Watershed Management Ordinance (WMO). The project included almost 0.5 acre of permeable pavers with an aggregate section underneath to meet the Volume Control requirement of the MWRD WMO of 1-inch of retention over the new impervious surface. The project also included new storm sewer design as well as sanitary sewer design.



City Square

City of Joliet



Scope of Services

Landscape Architecture
Bicycle and Pedestrian Facility
Plaza and Design
Community Engagement

Construction Cost

\$8.0 million

Funding

Local

Status

Ongoing

Client Contact

Lisa Dorothy
City of Joliet
ldorothy@joliet.gov
815.724.4211

Creating an Urban Green Oasis for all Joliet Residents. Civiltech is currently working with the City of Joliet to design City Square, converting a parking lot into a vibrant gathering space in the heart of the city.

The design of City Square builds upon the 2018 Chicago Street Corridor Plan to create a “green oasis” in the city center, serve as an urban quad for students from nearby institutions, and provide a place of respite for local employees and residents. It will also transform into an entertainment venue for local and regional events.

As part of City Square design, Civiltech interviewed City Council members during which a Visual Preferences Survey was completed to understand City priorities. A Community Input Group was established with key stakeholders to provide input at significant points in the design process. Additional stakeholder meetings included local business owners and managers, along with a focus group on the Children’s Area – a space within the City Square Design.

Civiltech developed multiple design concepts, in addition to specific design elements and potential themes, for feedback from the community. Design elements include open lawn, planters with water features, a small stage, custom seating, shade structures, community identifiers, and paver flex streets. Multiple community open houses will be held, along with a public survey, to ensure all Joliet residents have a voice in the future of this public gathering space.



North Connector Bike Path Pre-Phase I Study

Village of Lisle



Scope of Services

- Environmental Assessment
- Alternatives Analysis
- Design Report
- Safety Studies
- Bicycle Facilities Studies and Design
- Cost Estimating

Funding

Federal and State

Status

Completed September 2022

Client Contact

Adam Hall
Village of Lisle
ahall@villageoflisle.org
630.271.4172

Connecting the Community. Civiltech provided Phase I Preliminary Engineering Services for this study.

The Village's Bicycle and Pedestrian Plan included the creation of a bike and pedestrian trail connecting the downtown to community points of interest to the north. To implement this, a feasibility route needed to be determined.

As part of this study, Civiltech performed an analysis of the route, reviewed prior studies, and developed alternate route recommendations and design features. Recommended designs took into account safety and aesthetics, property ownership, and environmental concerns such as floodplain and wetland impacts.

To assist the Village in obtaining federal funding, Civiltech pursued design and scope parameters that adhere to all federal funding requirements. Once preferred recommendations were selected, Civiltech performed a technical analysis to determine engineering needs and provided cost estimates for design and construction.



St. Charles Bicycle and Pedestrian Plan & Implementation

City of St. Charles



Scope of Services

Transportation Planning
Complete Streets Policy Writing
Community Engagement
GIS
Renderings
Bikeway and Pedestrian Facility Design

Construction Cost

N/A

Funding

Local

Status

Completed September 2023

Client Contacts

Chris Gottlieb
City of St. Charles
cgottlieb@stcharlesil.gov
630.377.4408

Combining the Power of Policy and Planning. Civiltech assisted the City of St. Charles in developing an actionable plan for a robust bike and pedestrian network and then implementing it through a new Complete Streets Policy.

Civiltech developed and executed a robust community engagement approach as part of the Bicycle and Pedestrian Plan development. Civiltech interviewed staff to understand the transportation project delivery process and how other departments, such as Community Development, weigh in on these decisions. From these findings, we wrote a Complete Streets Policy that will help guide the City in considering multimodal users in all future roadway and development projects.

Implementation of the Complete Streets policy is guided by the Bike and Pedestrian Plan, which proposes a network of corridor, trail, and crossing improvements to improve safety for all users throughout the City. The approach to develop this plan was based on a review of crash, transportation, and land use data as well as an extensive community engagement process.

As part of community outreach, Civiltech led a bike tour with the project team and community stakeholders, created and facilitated Steering Committee meetings, released a public survey, setup pop-up meetings at local events, and held a public open house. The draft recommendations were also presented as highly engaging renderings and other graphics.

Civiltech is completing the design for the first set of bicycle improvements, which will improve safety and comfort on an on-street portion of the Fox River Trail through downtown St. Charles.



U.S. Route 41 (Skokie Blvd) and Lake Ave Intersection Improvement

Village of Wilmette



Scope of Services

Intersection Design Studies
Bikeway and Pedestrian Facility Design
Alternatives Analysis
Coordination and Public Involvement
ADA Ramp Design

Construction Cost
\$2.3 million

Funding
STP-L, ITEP

Status
Phase I completed February 2022
Intersection

Phase II completed Spring 2023
Construction completed Fall 2023

Bike Path
Phase II completion anticipated Early 2025
Construction start anticipated Summer 2025

Client Contacts
Daniel Manis, P.E.
Village Engineer
Village of Wilmette
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847.853.7602

Providing Pedestrian Safety Enhancements. Civiltech provided Phase I Preliminary Design and is currently providing Phase II Design and Phase III Construction Engineering services to improve pedestrian safety and accessibility at this intersection.

The U.S. Route 41 (Skokie Boulevard) and Lake Avenue Intersection Improvement project provides pedestrian safety improvements at the intersection as well as along U.S. Route 41. Public feedback and the Wilmette Master Bike and Active Transportation Plan identified the intersection as a barrier to pedestrian and bicycle mobility.

At the intersection, the existing corner islands at the northwest and southeast corner were removed. The corner turning radii at all four corners were reduced to provide additional pedestrian staging areas at the corners and shorter pedestrian crossing distances. The traffic signal at the intersection was modernized and the crosswalks at all legs of the intersection were modified. Lake Avenue was resurfaced to improve pavement conditions. A Phase I Addendum was prepared and approved, adding watermain rehabilitation to the project and shifting the bike path work into a future phase. The existing 12" watermain on the south side of Lake Avenue was lined to minimize disruptions to traffic and other utilities in the corridor, with hydrants and services also replaced.

A shared-use path will be constructed along the west side of U.S. Route 41 from Lake Avenue to the Edens Plaza signal. A Phase I Addendum was prepared to shift the proposed crossing at this intersection to incorporate comments from cycling stakeholders. At the traffic signal, the shared-used path will cross to the east side of U.S. Route 41 and continue north to Illinois Road. At Illinois Road, the shared-use path will curve east and continue to Sprucewood Lane.

The proposed shared-use path will provide connections to Edens Plaza and Skokie Valley Baptist Church. It will also connect to future routes along Lake Avenue and Illinois Road identified in the Master Bike and Active Transportation Plan to provide future connections to Loyola Academy, Marie Murphy Junior High, Avoca Park, and North Branch Trail.



Des Plaines River Trail Central Feasibility Study

Active Transportation Alliance



Scope of Services

Trail Planning & Design
GIS
Community Engagement

Construction Cost
N/A

Funding
Local

Status
Completed November 2023

Client Contacts
Maggie Czerwinski
Active Transportation Alliance
maggie@activetrans.org
312.216.0475

Providing Safe Access and Connectivity to Vital Regional Resources.

Civiltech provided bicycle and pedestrian planning services to Active Transportation Alliance and Cook County to connect a crucial gap in the Des Plaines River Trail.

This Study is exploring how a 2.5-mile gap in the Trail can be connected between the Forest Park Blue Line Station (Forest Park), Illinois Prairie Path (Maywood) and the Salt Creek Trail near 26th Street (North Riverside). Completing the Trail is a high priority for our region and has been the focus of several recent studies. If realized, the trail would run continuously from the Wisconsin border through some of Cook County's most densely populated communities. Within the study area, a few destinations include Loyola University Medical Center, Hines VA Medical Center, and Miller Meadow. The study area is also focused on an underserved community, thus prioritizing the need for safe and reliable pedestrian and bicycle access to these key destinations.

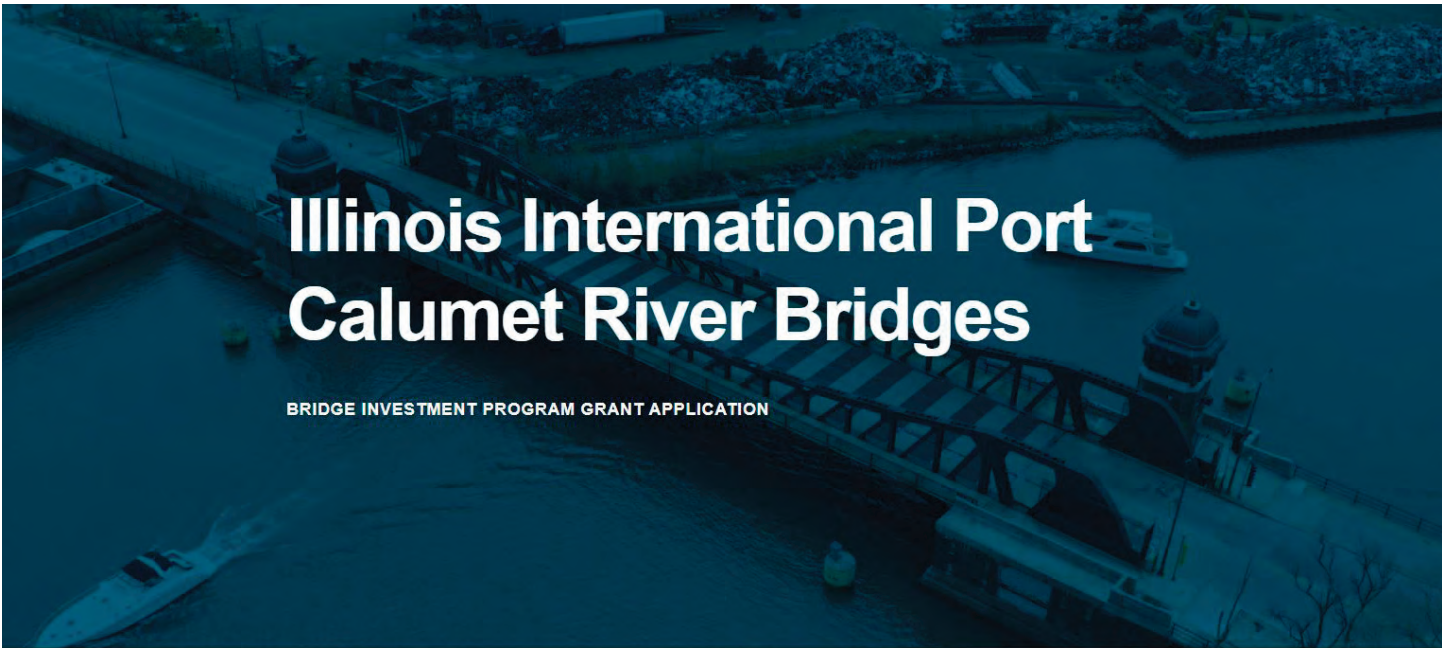
In coordination with Active Transportation Alliance, Civiltech employed robust engagement with key stakeholders in the study area. The project team attended community events, such as Tour de Proviso and Party for the Preserves, to hear feedback from the community. Pace operates multiple bus routes throughout this area, including the future Pace Pulse line on Cermak. Additionally, the terminus of the CTA Blue Line is at the Forest Park Station. Both CTA and Pace participated in the Steering Committee meetings and separate coordination meetings to ensure a safe and accessible transportation network and connectivity is provided for bus, train, and trail users in this area.

Civiltech also established evaluation criteria for the potential trail alignments which traverse through neighborhood streets, the medical district, and Cook County Forest Preserve. The criteria included user experience, community connectivity, environmental considerations, and engineering feasibility. These criteria, in addition to community feedback, provided a methodology for prioritizing alignments and potential improvements.



Grant Administration Assistance

Chicago Department of Transportation



Scope of Services

- Grant Writing
- Data Management
- Funding Sources
- GIS
- Cost Estimates

Construction Cost
N/A

Funding
Federal, State & Local

Status
Ongoing

Client Contact
Grant Davis
City of Chicago
grant.davis@cityofchicago.org
312.744.3528

Assisting Chicago in identifying and pursuing funding opportunities, including securing a \$144 million Bridge Investment Program grant.

Through its City of Chicago C*NECT program, Civiltech conducted meetings with several Chicago Department of Transportation (CDOT) leaders to review City initiatives and assemble lists of priority projects. At the same time, Civiltech performed a detailed search of all federal, state, and local grant programs that could be applicable to CDOT activities. Particular attention was given to how the City could leverage the many new programs originating in the 2021 Infrastructure and Investment Jobs Act (IIJA).

The results of these two efforts were then combined to create a database of City projects and potential grant programs that could apply to each of the projects.

As part of the ongoing assistance, Civiltech is monitoring all Notice of Funding Opportunities (NOFO) for CDOT. When relevant NOFO's are released, Civiltech is working with the City in selecting competitive projects and then preparing the grant applications. Civiltech carefully documented the grant program management process and provided a user-friendly project database and map of potential projects, so that the City could use this as a roadmap for future years. Civiltech successfully manages and tracks the concurrent preparation of multiple grants and has assisted CDOT in being awarded over \$280 million in grants to date.



Church Street Bicycle and Pedestrian Improvements

City of Evanston



Scope of Services

- Feasibility Studies
- Alternate Analysis
- Bikeway and Pedestrian Facility Design
- Coordination and Public Involvement
- Interagency Coordination
- Grant Writing
- Project Development Report

Construction Cost
\$5.0 million

Funding
Local

Status
Ongoing

Client Contact
Rajeev Dahal
City of Evanston
rdahal@cityofevanston.org
847.448.8159

Overcoming Barriers to Improve Connectivity. Civiltech is completing a Phase I study to provide comfortable on and off-street bicycle and pedestrian accommodations linking destinations within Evanston.

Church Street is a key route within Evanston linking a number of recreational, institutional, and commercial destinations between the Central Business District and the Skokie city limits. While there are facilities for people biking on much of Church Street, lack of dedicated facilities west of Dodge Avenue leads to a stressful experience for those choosing to ride their bicycles on that segment. Additionally, there is a gap in Evanston’s off-street trail network along the east side of the North Shore Channel between Harbert Park and Beck Park. When this missing link is provided, the north-south pathway will become continuous between Green Bay Road and Oakton Street.

Civiltech is assisting the City to overcome a number of hurdles to successfully implement this project. Challenges along Church Street include limited roadway width, on-street parking, mature parkway trees, and varying contexts throughout the corridor. Along the north-south corridor, additional obstacles are identifying a path alignment in a constrained area where streets are discontinuous, and there is limited space between school district property and the North Shore Channel embankment.

Civiltech has coordinated an extensive hybrid virtual and in-person public involvement campaign to gain input from an Advisory Committee, two school districts, and other community stakeholders. This feedback was synthesized to develop a plan for safe and comfortable bicycle and pedestrian facilities that overcomes these barriers. At the same time, this project is being designed to be eligible for grant funding, constructible, and to obtain Design Approval from IDOT.



Old Plank Road Trail Extension Feasibility Study

Village of Sauk Village



Scope of Services

- Trail Planning & Design
 - GIS
 - CAD
- Community Engagement
- Railroad & Utility Coordination

Construction Cost
NA

Funding
Invest in Cook

Status
Completed January 2025

Client Contact
Kenneth Johnson
Sauk Village, IL
708.758.3330
kjohnson@saukvillage.org

Rail-to-Trail: Civiltech is leading a team to help south Cook County and northwest Indiana communities connect their major regional trails across state lines via an inactive rail alignment. Connectivity from the communities to the proposed trail is also a key element.

This project involves services to prepare a feasibility and planning study for a potential extension of the Old Plank Road Trail (OPRT). This includes looking at the feasibility of extending the OPRT from its current terminus in Chicago Heights, east through the Villages of Ford Heights, Sauk Village, and Lynwood and Towns of Dyer and Schererville, to connect to the Pennsy Greenway in Indiana. The purpose of the study is to identify preferred trail alignments, including land adjacent to the rail corridor, and develop a scope of work that can be carried forward for further development. The focus is on an inactive rail line and involves coordination with several railroads and a utility company.

The project kicked off with a robust existing conditions analysis. Civiltech developed 200' scale plan sheets of the entire alignment, including alternatives for on-street options. We additionally developed cost estimates for the Illinois communities to pursue a Phase I Engineering Study. We researched and provided recommendations for Trail-Oriented Development and trailheads. Civiltech is also conducting extensive community engagement to gain feedback from key stakeholders and the public, drawing upon their direct experience and relationships in the in the area, which includes pop-ups at community events, a Social PinPoint online interactive map, and a key stakeholder bus tour of the rail-to-trail corridor.



SECTION 4

Firm History

Key Personnel

Related Experience

Understanding & Approach

Limited Boundary Study



UNDERSTANDING

LIMITED BOUNDARY STUDY

Prospect Avenue is a vital corridor that runs through the heart of downtown Mount Prospect, providing vehicular, pedestrian, and bicycle access to a series of small commercial properties, residential complexes, and local neighborhood streets. A redeveloping central area and increased interest in outdoor dining has heightened the need to study this roadway and recommend a conceptual-level design that provided the right balance of vehicular access, on-street parking, bicycle facilities, and streetscape elements such as landscaping and outdoor seating.

The character of Prospect Avenue changes throughout the corridor. Therefore, the Village of Mount Prospect is seeking two scopes and fees, a Limited Boundary Study and a Corridor Study. This proposal focuses on the Limited Boundary Study.

The Limited Boundary Study comprises three blocks from Elmhurst Avenue to Main Street. A major goal of the study is directed towards improving Prospect Avenue with streetscaping and expansion of outdoor dining opportunities. Three alternatives will be developed with varying levels of on-street parking, bicycle facilities, and vehicular access. Targeted input will be gathered from business owners and other stakeholders to inform the potential designs.



APPROACH

Design with Funding in Mind

In order to be eligible for state or grant funding, a Phase I study must be completed through the Illinois Department of Transportation, obtaining Design and Environmental Approvals. We will develop a plan with the fewest obstacles to the future Phase I study that is logical in the context of the community and vetted through engagement. In addition to Federal-aid standards, Civiltech also has expertise in environmental analysis, impact determination, avoidance and mitigation measures, and agency

coordination. Civiltech is pre-qualified by IDOT for transportation projects at the Environmental Impact Statement (EIS) level, and thus we understand the complex interactions between transportation engineering and environmental protection.

Securing funding will be an important next step in the implementation of the preferred concept. As part of the project, our team will provide feasible strategies for connecting the project with potential grant opportunities. Our experienced grant writers have assisted many suburban communities win millions of dollars for pedestrian and bicycle projects through programs such as Invest in Cook, STP, CMAQ, and ITEP.

Collect Accurate Data

Understanding the existing conditions is key to building a concept that will meet the needs of the Village. We propose to collect peak hour turning movement traffic data at key intersections along Prospect Avenue to understand the volumes and classifications of vehicles traveling through intersections and mid-block. This information will be used to assess the feasibility of alternatives that limit vehicular access.

In lieu of topographic survey, Civiltech proposes to develop base files from aerial photography. Our team consists of skilled designers that draw dozens of miles of roadway improvements each year on aerial backgrounds. We will acquire high-resolution ortho-corrected aerial photography using our drone capabilities to develop an accurate base file.



Leverage our Experience with Roadway Jurisdictional Agencies, the Federal-Aid Process, and Railroad Coordination

IDOT coordination will be necessary for any modifications proposed across Main Street (IL Route 83). Civiltech maintains an excellent working relationship with the Illinois Department of Transportation (IDOT), having completed a long list of planning, design and construction projects. Recently, we completed a Phase I project for Windsor Drive in Arlington Heights where a bicycle crossing of Palatine Road with enhanced intersection striping was designed and approved by IDOT. Civiltech has an outstanding relationship with IDOT District 1's Geometric Studies Unit. We encourage the Village to contact IDOT staff to discuss our experience and capabilities. At the end of the Study, if desired, Civiltech could provide a recommended Scope of Services to help the Village pursue a subsequent Phase I study.

The railroads are open to evaluating geometric modification adjacent to their facilities, but this coordination also takes thoughtful planning and time. Modifications that alter capacity or geometry at the intersection of Prospect Avenue and Main Street will need to be coordinated with the ICC. Based on previous coordination in Mount Prospect and other communities, we believe that the railroads will not permit any new pedestrian crossings on intersection legs immediately adjacent to the tracks. Modifications that affect traffic capacity or alter railroad preemption clearance intervals would need to be closely evaluated. We believe that providing enhanced bike crossing markings, such as green paint, would be acceptable to the ICC and Union Pacific.



Develop Innovative Concepts

There is only 66 feet of right-of-way available on Prospect Avenue and numerous competing users. Thus, developing a preferred concept will be an exercise in balancing tradeoffs inherent to different cross-sections. A goal of this project is to clearly identify these tradeoffs and present them to the Village to facilitate a decision that results in a robust solution to calm traffic, improve bicycle mobility, and expand outdoor dining opportunities throughout downtown Mount Prospect. Civiltech's urban design team will collaborate with our streetscape group to develop innovative concepts such as a shared street, rendered at right. A shared street would bring a strong sense of identity to key blocks near downtown, while slowing traffic and improving safety. The curbless design sends a cue to all users of the roadway that the space is shared and allows for flexible repurposing of the street for community events. Civiltech recently designed a shared street on Chicago Street in Joliet.



Conceptual rendering of a flexible/shared street design for Prospect Avenue

Streetscaping and Placemaking

Our team of Landscape Architects and designers will review the existing Prospect Ave streetscape corridor to gain a better understanding of the existing conditions and uses. This work will include site visits to photograph and document current business activities, as well as observing pedestrian, cyclist and vehicular travel patterns that will help inform our recommendations on proposed alternatives. Our team will also evaluate the existing urban tree canopy and document the size, species and condition of existing trees in order to inform our recommendations on tree preservation, removal and replacement. Civiltech will collaborate with the Village Forestry Division on this task.



The Civiltech team will then develop a set of recommendations for roadway and streetscape designs that will prioritize pedestrian and urban mobility, and foster the goals of economic success within the downtown. This includes developing dedicated space for seasonal outdoor dining, developing unique placemaking opportunities within the corridor and also balancing the demands of parking and vehicular movements. Our team will also seek out opportunities for green infrastructure and provide recommendations on infrastructure improvements to expand and enhance the urban tree canopy. We will leverage our streetscape experience gained on projects throughout our region to develop a set of recommendations that will become the backbone of the three distinct alternatives.

Our work will be illustrated through color rendered plans, sections and 3D renderings. Our award winning digital rendering team can utilize site photographs and 3D modeling software to quickly illustrate a range of materials and design elements in simple photorealistic settings that provide an easy comparison of options. Renderings will be utilized during the stakeholder input sessions to show proposed improvements from various vantage points that can be tailored to specific audiences.

Our streetscape design team understands the importance of outdoor dining in urban environments, and we will develop creative solutions to expand and enhance seasonal outdoor dining spaces within this corridor. We also understand the role that street design plays in creating a unique and walkable downtown that functions for residents and other businesses. Street designs that can be configured for current and future uses, as well as function for special events, are a key component to this vision. Our designs place a priority on creating a unique sense of place by utilizing durable materials that reflect and enhance the existing architecture and history of urban spaces.



Community Engagement

The project team will develop a robust public and stakeholder engagement strategy to ensure study recommendations are grounded in community voice. The engagement strategy and framework will be formalized in a Public Involvement Plan, which will include a schedule of engagement activities, a list of stakeholders, and a project communications plan. The proposed strategy will include multiple touchpoints to ensure all voices are heard, including stakeholder meetings, a corridor walking tour, a public meeting, a survey, and e-announcements. Additionally, a special focus will be paid to businesses along this corridor, as they will be directly impacted by these improvements.

We also pride ourselves in providing simple, clear visuals and messages that are public-friendly to ensure that community members understand how the study can benefit them and how they can provide meaningful feedback. This is supported through infographics, maps, and photo-realistic renderings.

From our experience on the Mount Prospect Arterial Bike Network Study and Mount Prospect Transit Study, we are familiar with key community stakeholders. While assisting the Village with these studies, we have met with IDOT, Cook County, Pace, Mount Prospect Park District, Village School Districts, senior facilities, and adjacent communities. We also have the ability to translate materials into Spanish, as needed. We would bring this experience and these relationships to the Prospect Avenue Study. Our approach is further outlined below.

Stakeholder Meetings:

One-on-one virtual meetings will be held with key stakeholders, such as IDOT, ICC, Mount Prospect Chamber of Commerce, and business owners. Additionally, a business owners focus group could be convened in lieu of one-on-one meetings. These conversations would provide the opportunity to understand the unique needs of the applicable businesses and institutions, as well as any regulatory discussions. Business owners could include: Restore Dental Studio, Mia's Cantina, Patina Wine Bar, Synergy Fitness Studio, Lady Dahlia, Vision Center, Mosaic Yarn Studio, Edward Jones, The Knee Law Firm, Games Plus, Salerno's Pizzeria and Catering, Whiskey Hill Brewery and Kitchen, Berkshire Hathaway.

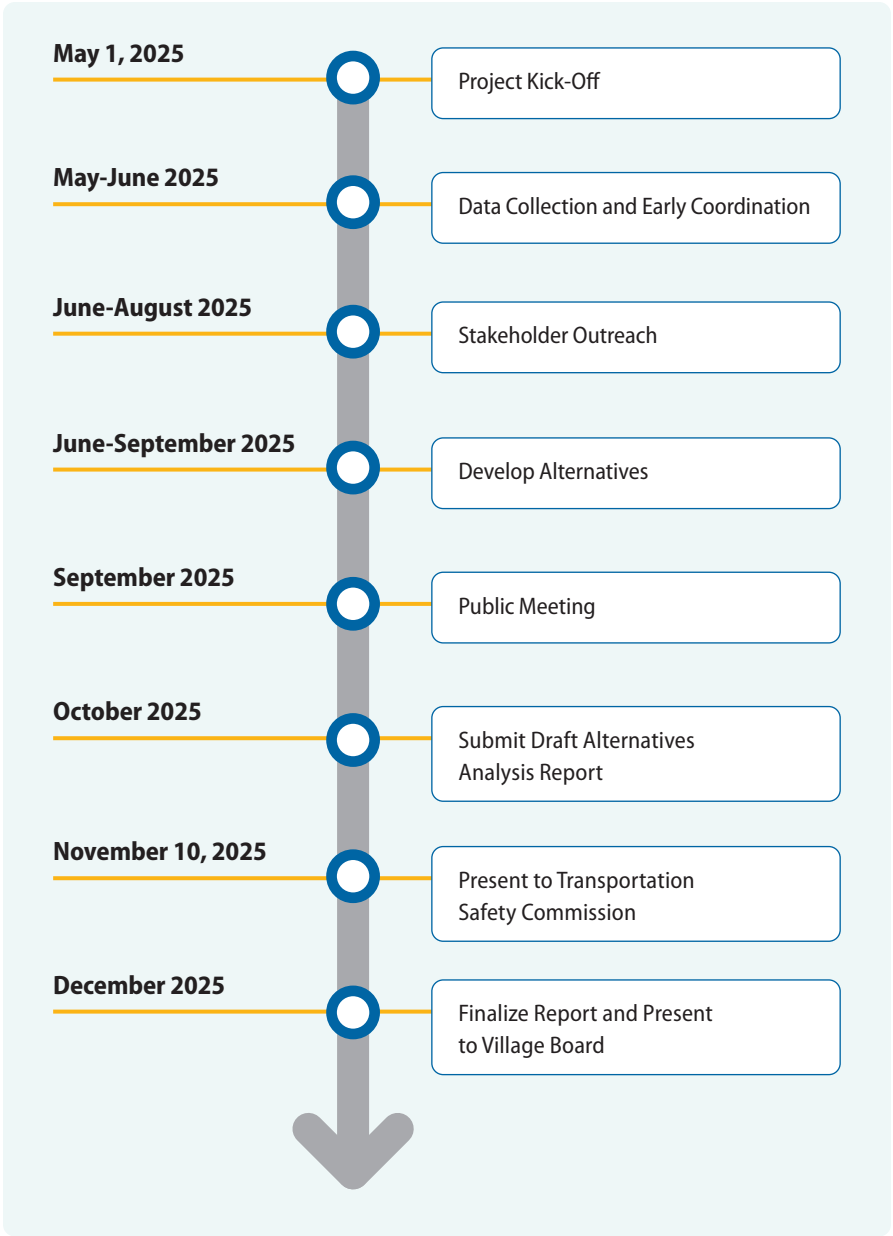


Public Meeting:

A public meeting will be held to share study alternatives and receive feedback from all community members. We are experts at conducting public meetings which meet IDOT Phase I Engineering requirements, such as advanced notice, newspaper ad coordination, and an adequate comment period. All meeting materials would also be available on a project website.



PROJECT SCHEDULE - LIMITED BOUNDARY





SECTION 5

Firm History

Key Personnel

Related Experience

Understanding & Approach

Corridor Study



UNDERSTANDING

Prospect Avenue is a vital corridor that runs through the heart of downtown Mount Prospect, providing vehicular, pedestrian, and bicycle access to a series of small commercial properties, residential complexes, and local neighborhood streets. A redeveloping central area and increased interest in outdoor dining has heightened the need to study this roadway and recommend a conceptual-level design that provided the right balance of vehicular access, on-street parking, bicycle facilities, and streetscape elements such as landscaping and outdoor seating.

The character of Prospect Avenue changes throughout the corridor. Therefore, the Village of Mount Prospect is seeking two scopes and fees. This proposal includes scope from the Limited Boundary Study and adds in the scope elements for the Corridor Study, which includes all of Prospect Avenue between Central Road and Mount Prospect Road.

The Corridor Study is an additive scope to the Limited Boundary Study, incorporating all of the detailed elements of the streetscape enhancement scope from Elmhurst Street to Main Street while adding an evaluation of roadway cross-sections and connections to bike routes along the entire extent of Prospect Avenue. Recommendations along Prospect Avenue outside of the Limited Boundary Study area will focus on the potential to reallocate pavement space between the existing curbs rather than wholesale reconfiguration from right-of-way to right-of-way. Access limitations may be considered at a high level but will not be evaluated in as much detail as in the Limited Boundary Study corridor. Cross-sectional tradeoffs such as on-street parking and preservation of the landscaped median will be reviewed and the benefits and challenges of each alternative will be documented. All recommendations will be compatible with future redevelopment along Prospect Avenue.

APPROACH

Design with Funding in Mind

In order to be eligible for state or grant funding, a Phase I study must be completed through the Illinois Department of Transportation, obtaining Design and Environmental Approvals. We will develop a plan with the fewest obstacles to the future Phase I study that is logical in the context of the community and vetted through engagement. In addition to Federal-aid standards, Civiltech also has expertise in environmental analysis, impact determination, avoidance and mitigation measures, and agency coordination. Civiltech is pre-qualified by IDOT for transportation projects at the Environmental Impact Statement (EIS) level, and thus we understand the complex interactions between transportation engineering and environmental protection.

Securing funding will be an important next step in the implementation of the preferred concept. As part of the project, our team will provide feasible strategies for connecting the project with potential grant opportunities. Our experienced grant writers have assisted many suburban communities win millions of dollars for pedestrian and bicycle projects through programs such as Invest in Cook, STP, CMAQ, and ITEP.





Collect Accurate Data

Understanding the existing conditions is key to building a concept that will meet the needs of the Village. We propose to collect peak hour turning movement traffic data at the intersections between Main Street and Elmhurst Street intersections along Prospect Avenue to understand the volumes and classifications of vehicles traveling through intersections and mid-block. This information will be used to assess the feasibility of alternatives that limit vehicular access within the Limited Boundary study area. For the remaining segments of Prospect Avenue, Civiltech will rely on existing turning movement count data, available from other downtown studies. Mid-block radar recorders will be deployed at four locations to obtain updated 24-hour segment counts and speed data.

In lieu of topographic survey, Civiltech proposes to develop base files from aerial photography. Our team consists of skilled designers that are accustomed to quickly preparing plans from aerial backgrounds. High-resolution ortho-corrected aerial photography will be gathered from Elmhurst Street to Main Street using our drone capabilities. For the rest of the project area within Corridor Study limits, we propose using stock aerial photography from Cook County.

Leverage our Experience with Roadway Jurisdictional Agencies, the Federal-Aid Process, and Railroad Coordination

IDOT coordination will be necessary for any modifications proposed across Main Street (IL Route 83). Civiltech maintains an excellent working relationship with the Illinois Department of Transportation (IDOT), and the Cook County Department of Transportation and Highways (CCDOTH) having completed a long list of planning, design and construction projects. Recently, we completed a Phase I project for Windsor Drive in Arlington Heights where a bicycle crossing of Palatine Road with enhanced intersection striping was designed and approved by IDOT. Civiltech has an outstanding relationship with IDOT District 1's Geometric Studies Unit. We encourage the Village to contact IDOT staff to discuss our experience and capabilities. At the end of the Study, if desired, Civiltech could provide a recommended Scope of Services to help the Village pursue a subsequent Phase I study.

The railroads are open to evaluating geometric modification adjacent to their facilities, but this coordination also takes thoughtful planning and

time. Modifications that alter capacity or geometry at the intersections of Prospect/Main, Prospect/Emerson, and Prospect/Mount Prospect Road will need to be coordinated with the ICC. Based on previous coordination in Mount Prospect and other communities, we believe that the railroads will not permit any new pedestrian crossings on intersection legs immediately adjacent to the tracks. Modifications that affect traffic capacity or alter railroad preemption clearance intervals would need to be closely evaluated. We believe that providing enhanced bike crossing markings, such as green paint, would be acceptable to the ICC and Union Pacific.



Design Low Stress Bike Facilities

Civiltech staff routinely designs dozens of miles of all types of bike lanes, hundreds of pedestrian improvements, and a myriad of neighborhood traffic calming elements each year. Careful consideration will be given to the potential to remove the landscaped median in order to provide higher level bike facilities. While median removal would free up space within the roadway, its traffic calming benefits should not be overlooked. Utilization of on-street parking will also be quantified as part of the Corridor Study and impacts of its removal will be evaluated. Cross sections and plan view designs showing potential options with one or both sides of parking removed will be developed.

We will evaluate alternatives that enhance comfort and improve safety, especially where Prospect Avenue intersect neighborhood bike routes at Elmhurst Avenue, Emerson Street, and Albert Street. Intersections are a focal point of activity and decision and thus are a critical part of the village's streetscape and transportation network. Tools such as green paint, corner radius reductions, traffic signal timing strategies, sight distance improvements, and other NACTO strategies will be evaluated for suitability along the Prospect Avenue corridor. Coordination with the ICC will be necessary to vet potential intersections modifications adjacent to railroad crossings and Cook County coordination will take place to review concept designs at the Prospect Avenue/Mount Prospect Road intersection.

Develop Innovative Concepts

There is only 66 feet of right-of-way available on Prospect Avenue and numerous competing users. Thus, developing a preferred concept will be an exercise in balancing tradeoffs inherent to different cross-sections. A goal of this project is to clearly identify these tradeoffs and present them to the City to facilitate a decision that results in a robust solution to calm traffic, improve bicycle mobility, and expand outdoor dining opportunities throughout downtown Mount Prospect. Civiltech's urban design team will collaborate with our streetscape group to develop innovative concepts such as a shared street, rendered below. A shared street would bring a strong sense of identity to key blocks near downtown, while slowing traffic and improving safety. The curbless design sends a cue to all users of the roadway that the space is shared and allows for flexible repurposing of the street for community events. Civiltech recently designed a shared street on Chicago Street in Joliet. The shared street concept is most pertinent to the Limited Boundary Study.



Conceptual rendering of a flexible/shared street design for Prospect Avenue



Streetscaping and Placemaking

The streetscaping and placemaking component of this project will primarily focus on the three block section between Elmhurst Street and Main Street. Our team of Landscape Architects and designers will review the existing Prospect Ave streetscape corridor to gain a better understanding of the existing conditions and uses. This work will include site visits to photograph and document current business activities, as well as observing pedestrian, cyclist and vehicular travel patterns that will help inform our recommendations on proposed alternatives. Our team will also evaluate the existing urban tree canopy and document the size, species and condition of existing trees in order to inform our recommendations on tree preservation, removal and replacement. Civiltech will collaborate with the Village Forestry Division on this task.

The Civiltech team will then develop a set of recommendations for roadway and streetscape designs that will prioritize pedestrian and urban mobility, and foster the goals of economic success within the downtown. This includes developing dedicated space for seasonal outdoor dining, developing unique placemaking opportunities within the corridor and also balancing the demands of parking and vehicular movements. Our team will also seek out opportunities for green infrastructure and provide recommendations on infrastructure improvements to expand and enhance the urban tree canopy. We will leverage our streetscape experience gained on projects throughout our region to develop a set of recommendations that will become the backbone of the three distinct alternatives.

Our work will be illustrated through color rendered plans, sections and 3D renderings. Our award winning digital rendering team can utilize site photographs and 3D modeling software to quickly illustrate a range of materials and design elements in simple photorealistic settings that provide an easy comparison of options. Renderings will be utilized during the stakeholder input sessions to show proposed improvements from various vantage points that can be tailored to specific audiences.

Our streetscape design team understands the importance of outdoor dining in urban environments, and we will develop creative solutions to expand and enhance seasonal outdoor dining spaces within this corridor. We also understand the role that street design plays in creating a unique and walkable downtown that functions for residents and other businesses. Street designs that can be configured for current and future uses, as well as function for special events, are a key component to this vision. Our designs place a priority on creating a unique sense of place by utilizing durable materials that reflect and enhance the existing architecture and history of urban spaces.



Community Engagement

The project team will develop a robust public and stakeholder engagement strategy to ensure study recommendations are grounded in community voice. The engagement strategy and framework will be formalized in a Public Involvement Plan, which will include a schedule of engagement activities, a list of stakeholders, and a project communications plan. The proposed strategy will include multiple touchpoints to ensure all voices are heard, including stakeholder meetings, a corridor walking tour, a public meeting, a survey, and e-announcements. Additionally, a special focus will be paid to businesses along this corridor, as they will be directly impacted by these improvements.

We also pride ourselves in providing simple, clear visuals and messages that are public-friendly to ensure that community members understand how the study

can benefit them and how they can provide meaningful feedback. This is supported through infographics, maps, and photo-realistic renderings.

From our experience on the Mount Prospect Arterial Bike Network Study and Mount Prospect Transit Study, we are familiar with key community stakeholders. While assisting the Village with these studies, we have met with IDOT, Cook County, Pace, Mount Prospect Park District, Village School Districts, senior facilities, and adjacent communities. We also have the ability to translate materials into Spanish, as needed. We would bring this experience and these relationships to the Prospect Avenue Study. Our approach is further outlined below.

Stakeholder Meetings:

One-on-one virtual meetings will be held with key stakeholders, such as IDOT, ICC, Cook County, Mount Prospect Chamber of Commerce, and business owners. Additionally, a business owners focus group could be convened in lieu of one-on-one meetings. These conversations would provide the opportunity to understand the unique needs of the applicable businesses and institutions, as well as any regulatory discussions.

Business owners could include:

Restore Dental Studio, Mia's Cantina, Patina Wine Bar, Synergy Fitness Studio, Lady Dahlia, Vision Center, Mosaic Yarn Studio, Edward Jones, The Knee Law Firm, Games Plus, Salerno's Pizzeria and Catering, Whiskey Hill Brewery and Kitchen, Berkshire Hathaway. Additional stakeholders could include: Mount Prospect Park District (Lions Recreation Center and Central Community Center), Lions Park Elementary School, Maple Street Lofts, The Dawson, Prospect Gardens Condominiums.

Public Meeting:

A public meeting will be held to share study alternatives and receive feedback from all community members. We are experts at conducting public meetings which meet IDOT Phase I Engineering requirements, such as advanced notice, newspaper ad coordination, and an adequate comment period. All meeting materials would also be available on a project website.

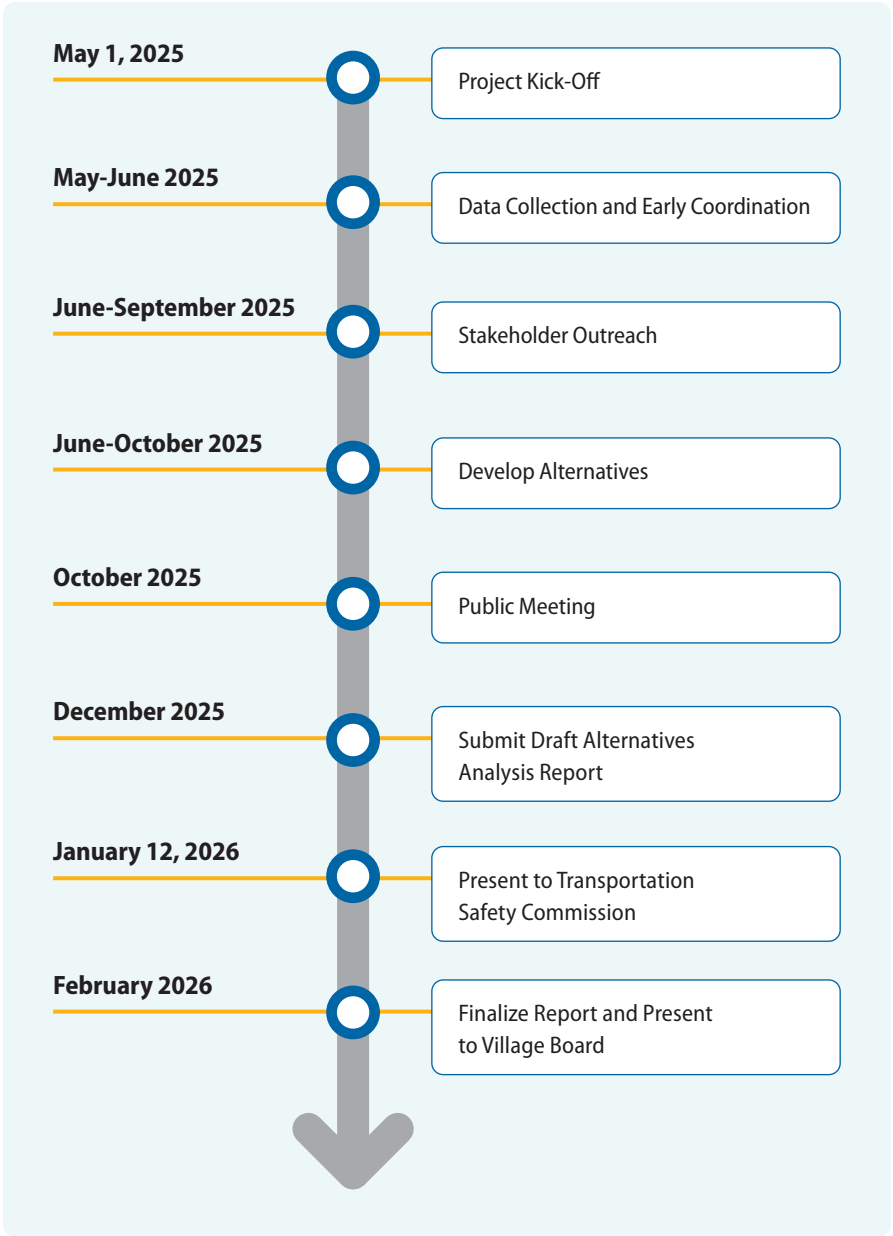
Survey:

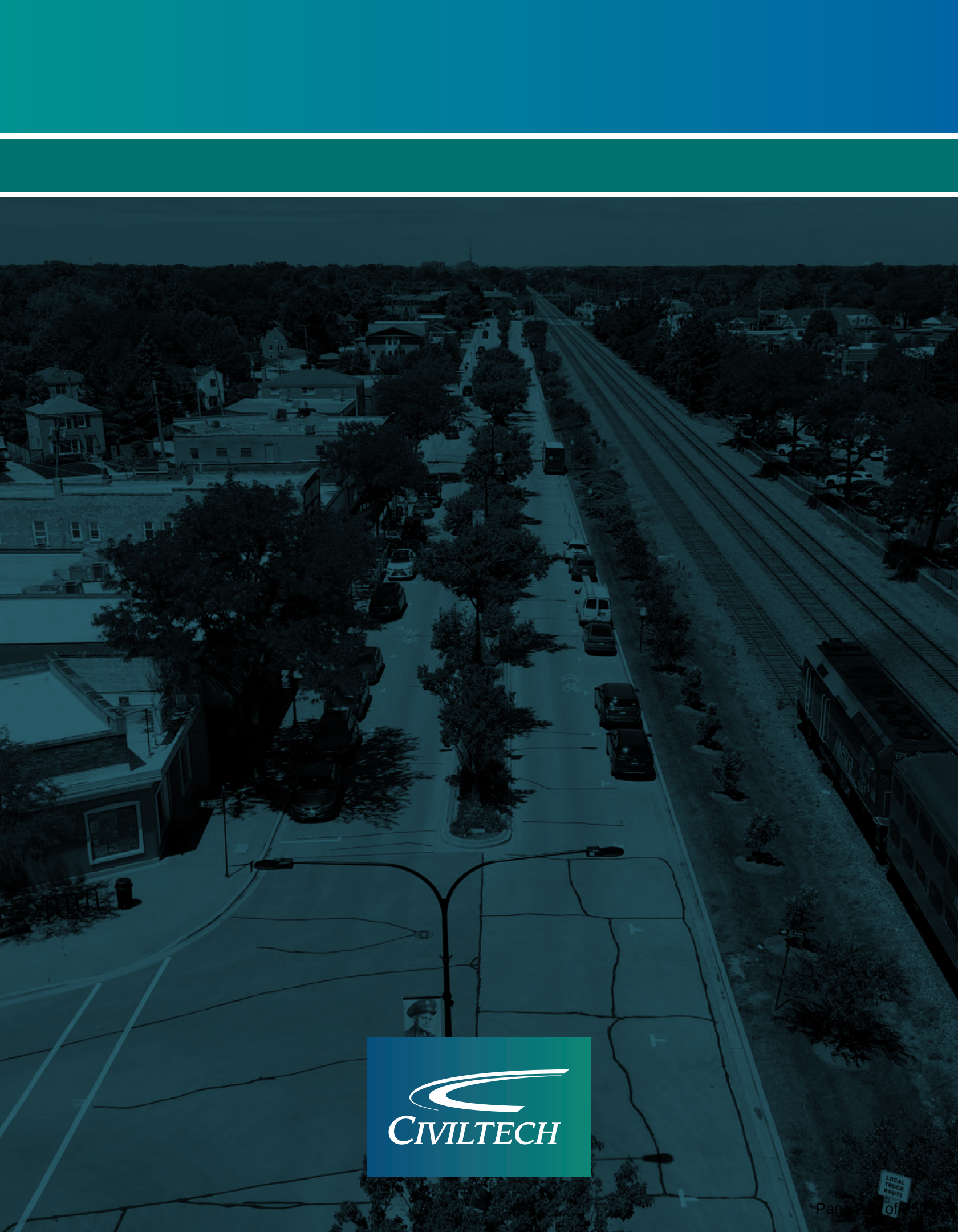
A virtual survey will be distributed at the same time as the public meeting. This allows community members who are unable to attend the meeting to provide targeted feedback on the potential alternatives. Postcards or letters could be sent to businesses and residents along the corridor promoting the public meeting and survey to ensure they are aware of the study and have an accessible avenue to provide input. We would assist the Village in further promoting the survey through: the Village website, Mount Prospect newsletter, flyers at public locations, and signs with QR codes to access the survey throughout the Village (potentially at businesses on or near the study corridor). Civiltech has vast experience conducting successful citywide and location-specific surveys. A recent citywide survey conducted for the North DuSable Lake Shore Drive project (www.ndlsd.org) yielded over 5,000 responses, and a survey for the Libertyville Bike Plan received nearly 400 responses. In the digital space, we can also place Facebook ads to target certain geographies that correspond to the project study area.





PROJECT SCHEDULE - CORRIDOR STUDY





Prospect Avenue Alternative Analysis Study

LIMITED BOUNDARY STUDY

COST PROPOSAL



Village of Mount Prospect

March 21, 2025





SCOPE

LIMITED BOUNDARY STUDY

The following is a detailed scope of services by task for the Limited Boundary Study:

Task 1:

Early Coordination and Data Collection

- a. Attend Kick-Off Meeting** – Civiltech staff will attend an in-person kick-off meeting with Village staff.
- b. Collect Background Information** – Relevant data including previous studies and correspondence, existing roadway plans, and GIS files will be gathered and reviewed.
- c. Obtain Drone Aerials and Ground Photos** – Aerials from stock Cook County sources will be retrieved to be used as a base for the CAD file.

Task 2:

Traffic and Parking Counts

- a. Collect Turning Movement Counts** – Conduct 24-hour turning movement counts using Miovision video camera equipment at the following intersections:
 - i. Prospect Avenue/Elmhurst Avenue
 - ii. Prospect Avenue/Pine Street
 - iii. Prospect Avenue/Wille Street
 - iv. Prospect Avenue/IL 83 (Main Street)
- b. Format Traffic Data** – Process counts, format peak hour diagrams and other charts and tables as appropriate. Traffic data will include classifications (passenger car, single-unit, and multi-unit trucks) and pedestrian and bicycle volumes.
- c. Collect and Format Parking Data** – On-street parking usage will be inventoried on Prospect Avenue between Elmhurst Avenue and Main Street. Data will be collected three times on a weekday and once during a peak time on a Saturday. This data will be summarized in tabular format.

Task 3:

Crash Analysis

- a. Obtain Crash Data** – Gather 5 years of the most recent crash data from Village or IDOT sources.
- b. Prepare Crash Exhibits** – Maps, tables, and charts will be developed as needed to summarize the crash data. Exhibits will show bicycle and pedestrian crashes as well as injury crashes.
- c. Recommend Safety Countermeasures** – Crash patterns and safety issues and safety issues will be identified from the data and countermeasures to improve safety will be recommended.



Task 4:

Concept Development

- a. Create CAD Base File** – An existing conditions CAD drawing will be created in Microstation by tracing the high-resolution drone photography.
- b. Evaluate Vehicular Access Modifications**
 - i. Evaluate traffic count data, land use, and access needs to determine how the intersections and segments within the corridor are used.
 - ii. Run truck turning movement analyses using AutoTurn software to review possible turn prohibitions at intersections while maintaining access for deliveries.
- c. Develop Cross-Sections** – Cross-sections will be prepared to illustrate three alternatives. The alternatives will dedicate varying amounts of space to pedestrians, outdoor dining, streetscaping amenities, medians, bicycle facilities, on-street parking, and travel lanes.
- d. Prepare Plan View Drawings** – Roadway geometry will be drawn to-scale in Microstation to present three alternatives. This will be completed over aerial photography on 11"x17" plan sheets.
- e. Prepare Parking Wayfinding Plan** – A plan with signage directing motorists from Prospect Avenue to public parking areas will be drafted.

Task 5:

Streetscaping Concepts

- a. Evaluate Existing Conditions and review tree conditions/species** – Time is provided inventory evaluate existing infrastructure, survey existing trees, and report on their condition.
- b. Develop Material and Geometric Alternatives** – Provide design options for pavers, planter curbs, urban tree infrastructure
- c. Refine Alternatives and Conceptual Layouts** – Provide layout options for placement of outdoor dining, pedestrian space, tree and planter locations.
- d. Develop 6 Sketch Level Drawings, Perspectives, and Plans** – Sketch level plans will be used to review and refine alternatives for roadway and streetscape designs
- e. Prepare 6 Photorealistic Renderings (2 views x 3 alternatives)** – renderings will be used for stakeholder coordination
- f. Prepare Color Rendered Plans, Sections, and Detail Sketches** – graphics will be used for stakeholder coordination

Task 6:

Community Engagement

- a. Develop Public Involvement Plan** – A document will be prepared that will be the roadmap for engagement activities throughout the project including a schedule and a project communications plan.
- b. Prepare Stakeholder List** – Civiltech will coordinate with the Village to develop a list of stakeholder contact information.
- c. Provide Webpage Content** – Content will be developed and provided for a Village-maintained project webpage.
- d. Meet with Stakeholders** – Civiltech will engage with key stakeholders to obtain feedback on their needs as well as potential alternatives. Stakeholders may include but are not limited to IDOT, Illinois Commerce Commission, Mount Prospect Chamber of Commerce, and local business owners. Four virtual stakeholder meetings will be held.



e. Hold Public Meeting – A public meeting will be held to show potential alternatives and obtain input. The public meeting will be conducted in accordance with IDOT’s Public Information Meeting requirements, including newspaper advertisements (coordinated by the Village), and a three-week comment period.

f. Hold Businesses Focus Groups – Two meetings will be held with local businesses. One will be held to receive initial feedback on the potential alternatives and a second will be held to preview the final design. The first meeting could be held directly prior to the public meeting.

Task 7:

Cost Estimates and Funding

a. Prepare Cost Estimates – Programming level cost estimates will be prepared for all three alternatives. These estimates will include engineering and construction costs.

b. Identify Grant Opportunities – Potential grant funding sources will be reviewed and recommended as applicable to the proposed project.

Task 8:

Alternative Analysis Report

a. Submit Draft Report – A draft report will be prepared summarizing existing conditions, data, public engagement summary, stakeholder meetings, alternatives analysis, parking wayfinding, cost estimates, and potential funding sources. The memo will be submitted to the Village electronically in PDF format.

b. Submit Final Report – The memo will be revised one time to address Village comments and resubmitted in PDF format.

Task 9:

Meetings, Coordination & Project Administration

a. Internal Administration – This item includes project setup, monthly invoicing, and internal coordination meetings.

b. Village Coordination – Time is provided for monthly virtual check-in meetings with the Village and other stakeholders.

c. Transportation Safety Commission Meeting – Civiltech will prepare a PowerPoint presentation and attend one meeting to present the project and answer questions at the Village’s Transportation Safety Commission.

d. Village Board Meeting – Civiltech will prepare a PowerPoint presentation and attend one Village Board meeting to present the project and answer questions.



COST ESTIMATE OF CONSULTANT SERVICES

LIMITED BOUNDARY STUDY

Work Item	Staff Classifications, Billing Rate and Workhours											Total Workhours	% of Workhours	Labor Cost
	Director QC/QA	Project Manager	Trans. Engineer	Traffic Technician	Senior Design Engineer	Design Engineer	Senior Landscape Architect	Landscape Designer	Digital Rendering Artist	Senior Trans. Planner	Trans. Planner			
Billing Rate	\$85.00	\$62.00	\$43.00	\$37.00	\$50.00	\$42.00	\$79.00	\$35.00	\$47.50	\$70.00	\$43.00			
Item 1 - Early Coordination and Data Collection	3	6	8	7	0	0	3	0	0	3	0	30	4%	\$1,677.00
Item 2 - Traffic and Parking Counts	2	10	19	27	0	0	0	0	0	0	0	58	7%	\$2,606.00
Item 3 - Crash Analysis	0	1	6	0	0	0	0	0	0	0	7	14	2%	\$621.00
Item 4 - Concept Development	2	7	24	10	17	72	0	0	0	0	8	140	17%	\$6,224.00
Item 5 - Streetscaping Concepts	0	6	0	0	0	0	36	94	36	0	0	172	21%	\$8,216.00
Item 6 - Community Engagement	9	36	9	0	0	0	9	0	0	18	91	172	21%	\$9,268.00
Item 7 - Cost Estimates and Funding	1	4	0	0	0	0	4	13	0	4	6	32	4%	\$1,642.00
Item 8 - Alternatives Analysis Report	3	11	50	0	0	0	0	0	0	0	36	100	12%	\$4,635.00
Item 9 - Meetings, Coordination & Project Administration	2	38	0	0	10	0	10	0	0	10	16	86	11%	\$5,204.00
Total Workhours by Staff Classification:	22	119	116	44	27	72	62	107	36	35	164	804		
Percentage of Total Workhours:	3%	15%	14%	5%	3%	9%	8%	13%	4%	4%	20%	100%		
Direct Labor Cost by Staff Classification:	\$1,870.00	\$7,378.00	\$4,988.00	\$1,628.00	\$1,350.00	\$3,024.00	\$4,898.00	\$3,745.00	\$1,710.00	\$2,450.00	\$7,052.00			
												Total Labor Cost: \$40,093.00		
												2.80 Multiplier: \$112,260.40		
												Direct Costs: \$2,648.80		
PROJECT TOTALS:												804	100%	\$114,909.20



WORKHOURS

LIMITED BOUNDARY STUDY

Work Item and Sub-items		Staff Classifications & Workhours											Total Workhours	% of Workhours
		Director QC/QA	Project Manager	Trans. Engineer	Traffic Technician	Senior Design Engineer	Design Engineer	Senior Landscape Architect	Landscape Designer	Digital Rendering Artist	Senior Trans. Planner	Trans. Planner		
Item 1 - Early Coordination and Data Collection														
a.	Attend Kick-Off Meeting	3	3					3			3		12	40.0%
b.	Collect Background Information		2	8									10	33.3%
c.	Obtain Aerials and Ground Photos		1		7								8	26.7%
Subtotal:		3	6	8	7	0	0	3	0	0	3	0	30	100%
Item 2 - Traffic and Parking Counts														
a.	Collect Turning Movement Counts		2	8	16								26	44.8%
b.	Format Traffic Data	1	4	11									16	27.6%
c.	Collect and Format Parking Data	1	4		11								16	27.6%
Subtotal:		2	10	19	27	0	0	0	0	0	0	0	58	100.0%
Item 3 - Crash Analysis														
a.	Obtain Crash Data			1								1	2	14.3%
b.	Prepare Crash Exhibits		1	5								6	12	85.7%
Subtotal:		0	1	6	0	0	0	0	0	0	0	7	14	100.0%
Item 4 - Concept Development														
a.	Create CAD Base File				8	2	22						32	22.9%
b.	Evaluate Vehicular Access Modifications	1	4	16									21	15.0%
c.	Develop Cross-Sections		1	8	2							8	19	13.6%
d.	Prepare Plan View Drawings	1	1			11	42						55	39.3%
e.	Prepare Parking Wayfinding Plan		1			4	8						13	9.3%
Subtotal:		2	7	24	10	17	72	0	0	0	0	8	140	100.0%
Item 5 - Streetscaping Concepts														
a.	Evaluate Existing Conditions and Conduct Tree Survey							2	8				10	5.8%
b.	Develop Material and Geometric Alternatives		2					8	24				34	19.8%
c.	Refine Alternatives and Conceptual Layouts		1					8	24				33	19.2%
d.	Develop Sketch Level Drawings, Perspectives & Plans		1					8	18				27	15.7%
e.	Prepare 6 Photorealistic Renderings (2 views x 3 Alts)		1					6	8	36			51	29.7%



WORKHOURS (CONTINUED)

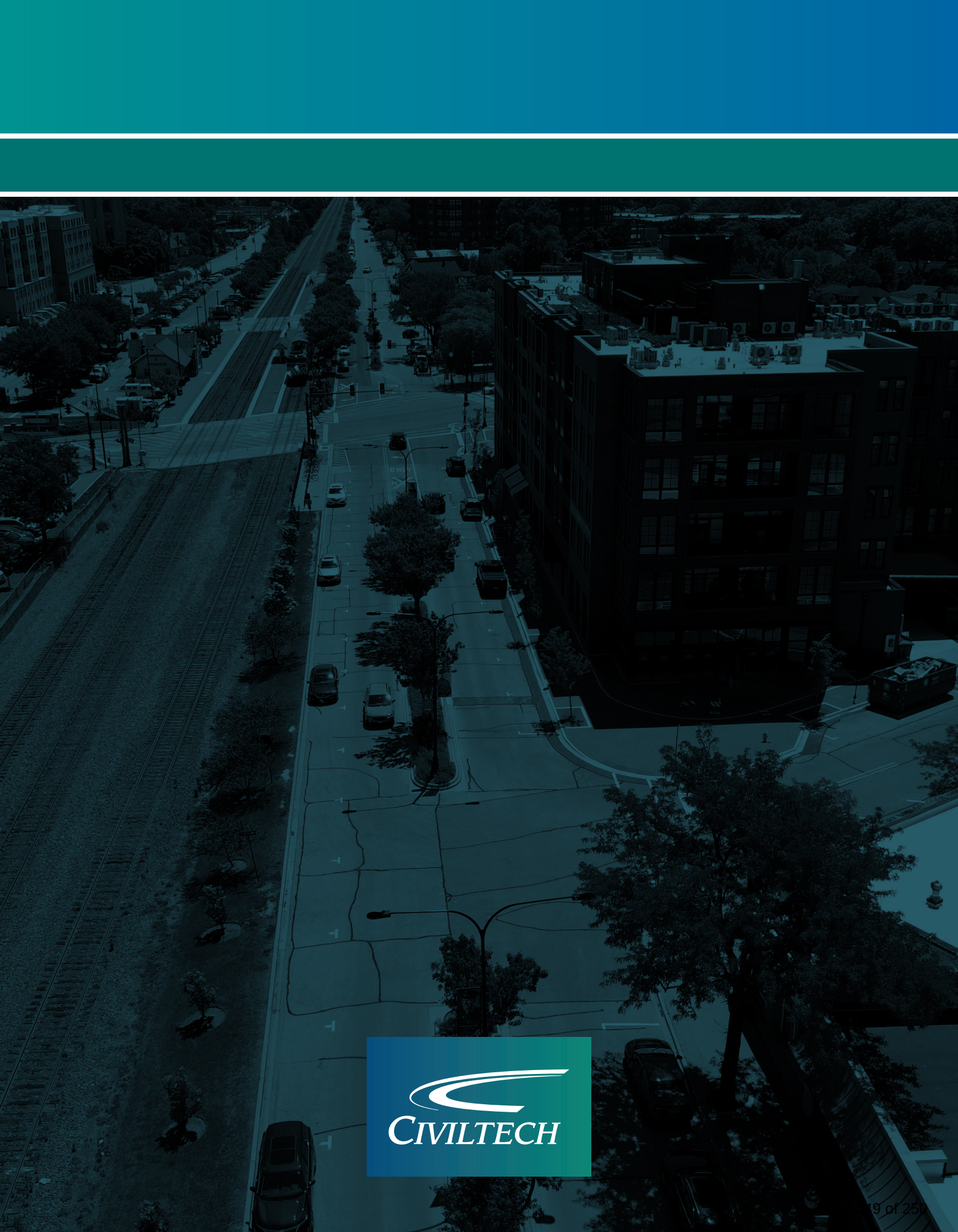
Work Item and Sub-items		Staff Classifications & Workhours										Total Workhours	% of Workhours	
		Director QC/QA	Project Manager	Trans. Engineer	Traffic Technician	Senior Design Engineer	Design Engineer	Senior Landscape Architect	Landscape Designer	Digital Rendering Artist	Senior Trans. Planner			Trans. Planner
f.	Prepare Color Rendered Plans, Sections, and Detail Sketches		1					4	12				17	9.9%
Subtotal:		0	6	0	0	0	0	36	94	36	0	0	172	100.0%
Item 6 - Community Engagement														
a.	Develop Public Involvement Plan										2	3	5	2.9%
b.	Prepare Stakeholder List		2								2	3	7	4.1%
c.	Provide Webpage Content		2								2	11	15	8.7%
d.	Meet with Stakeholders (4)		12								2	12	26	15.1%
e.	Hold Public Meeting (1)	5	12	5				5			6	40	73	42.4%
f.	Hold Businesses Focus Groups (2)	4	8	4				4			4	22	46	26.7%
Subtotal:		9	36	9	0	0	0	9	0	0	18	91	172	100.0%
Item 7 - Cost Estimates and Funding														
a.	Prepare Cost Estimates	1	2					4	13				20	62.5%
b.	Identify Grant Opportunities		2								4	6	12	37.5%
Subtotal:		1	4	0	0	0	0	4	13	0	4	6	32	100.0%
Item 8 - Alternatives Analysis Report														
a.	Submit Draft Report	2	8	38								28	76	76.0%
b.	Submit Final Report	1	3	12								8	24	24.0%
Subtotal:		3	11	50	0	0	0	0	0	0	0	36	100	100.0%
Item 9 - Meetings, Coordination & Project Administration														
a.	Internal Administration	1	12										13	15.1%
b.	Village Coordination	1	10			10		10			10		41	47.7%
c.	Transportation Safety Commission Meeting		8									8	16	18.6%
d.	Village Board Meeting		8									8	16	18.6%
Subtotal:		2	38	0	0	10	0	10	0	0	10	16	86	100.0%
Total:		22	119	116	44	27	72	62	107	36	35	164	804	
% of Workours:		2.74%	14.80%	14.43%	5.47%	3.36%	8.96%	7.71%	13.31%	4.48%	4.35%	20.40%		



DIRECT COSTS

LIMITED BOUNDARY STUDY

Item No.	Work Item	In-House Direct Cost
Item 1 - Early Coordination and Data Collection		
Mileage	(2 trips @ 20 miles @ \$0.70)	\$28.00
Item 1 Subtotal		\$28.00
Item 2 - Traffic and Parking Counts		
Miovision Count Processing	(4 intersections x \$406.80)	\$1,627.20
Mileage	(2 trips @ 20 miles @ \$0.70)	\$28.00
Item 2 Subtotal		\$1,655.20
Item 6 - Community Engagement		
Mileage	(14 trips @ 20 miles @ \$0.67)	\$187.60
Public Meeting Materials		\$200.00
E-Communications Database		\$150.00
Postcards/Letters		\$400.00
Item 6 Subtotal		\$937.60
Item 9 - Meetings, Coordination & Project Administration		
Mileage	(2 trips @ 20 miles @ \$0.70)	\$28.00
Item 9 Subtotal		\$28.00
Total Direct Costs:		\$2,648.80





Item Cover Page

Subject

Meeting

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Type

As submitted

May 20, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT
VILLAGE BOARD

VILLAGE MANAGER'S REPORT

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None