

Village of
Manteno

FEBRUARY 1, 2016



**BOARD OF TRUSTEES
REGULAR MEETING**

7:00 P.M.



**PRESIDENT
TIMOTHY O. NUGENT**

**VILLAGE CLERK
ALISA BLANCHETTE**

TRUSTEES
TIMOTHY BOYCE TODD CROCKETT
DIANE DOLE JOEL GESKY
SAMUEL J. MARTIN WENDELL O. PHILLIPS



Manteno Village Board Room
Leo T. Hassett Community Center
211 North Main Street
Manteno, Illinois

MANTENO VILLAGE BOARD
REGULAR MEETING AGENDA

MONDAY, FEBRUARY 1, 2016 – 7:00 P.M.

Village Board Room
Leo T. Hassett Community Center
211 North Main St.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. READING OF AGENDA – ADDITIONS – DELETIONS

5. READING OF MINUTES – CHANGES, CORRECTIONS, APPROVAL:

- ❖ TIF Joint Review Meeting Minutes: January 19, 2016
- ❖ Regular Meeting Minutes: January 19, 2016

6. PUBLIC PARTICIPATION:

Persons to be heard from the floor – Citizen’s Registration/Comments

******Presiding Officer will recognize those who have signed in******

7. REPORTS OF VILLAGE OFFICIALS:

All reports will be ORAL

A) **VILLAGE PRESIDENT’S REPORT:**

- 1) Presentations
- 2) Appointments
- 3) New Business on Agenda:
- 4) Requests
 - D.A.D.’s Day – June 18, 2016. (Dollars Against Diabetes)
- 5) Proclamations
- 6) Discussion

B) **VILLAGE ADMINISTRATOR’S REPORT:**

- 1) Presentations
- 2) Upcoming Events
- 3) Updates
- 4) Discussion Items

C) **COMMITTEE REPORTS:**

- 1) **Public Works & Utilities (Trustee Boyce)**
 - a) Old Business on Agenda: None
 - b) New Business on Agenda:
 - Resolution 15-09 – A Resolution approving a Professional Services Agreement with Hitchcock Design Group in connection with the proposed Schematic Design Phase for the Downtown Second Street Area.
 - c) Public Works Committee Meeting Report:
 - d) NEXT Public Works Committee Meeting:
 - Tues. - 2/23/16, 7:00 am, Village Hall Conference Room

- 2) **Properties and Recreation (Trustee Martin)**
 - a) Old Business on Agenda: None
 - b) New Business on Agenda:
 - c) Properties & Recreation Committee Meeting Report:
 - d) NEXT Properties & Recreation Committee Meeting:
 - e) Parks & Recreation Commission Report:
 - f) NEXT Parks & Recreation Commission Meeting:
 - Wed. - 3/16/16, 7:00 pm, Village Board Room

- 3) **Public Safety & Health (Trustee Dole)**
 - a) Old Business on Agenda: None
 - b) New Business on Agenda:
 - c) Public Safety & Health Committee Meeting Report:
 - d) NEXT Public Safety & Health Committee Meeting:
 - Wed. - 2/24/16, 7:00 am, Village Hall Conference Room

- 4) **Planning & Zoning (Trustee Crockett)**
 - a) Old Business on Agenda:
 - b) New Business on Agenda:
 - c) Planning & Zoning Committee Meeting Report:
 - d) NEXT Planning & Zoning Committee Meeting:
 - Thurs. - 2/18/16, 7:00 am, Village Hall Conference Room
 - e) Plan Commission Report:
 - f) NEXT Plan Commission Meeting:
 - Tues. - 2/9/16, 6:00 pm, Village Board Room

- 5) **Finance (Trustee Gesky)**
 - a) Old Business on Agenda: None
 - b) New Business on Agenda:
 - Consideration Re: A motion to approve the Option Agreement from Landmark Dividend for the Cell Tower Site at 28 West Cook Street.
 - Payment of Bills: (\$98,841.17 includes TIF #1 Bills of \$4,600.00)
 - c) Finance Committee Meeting Report:
 - d) NEXT Finance Committee Meeting: 2/11/16

- 6) **General Government (Trustee Phillips)**
 - a) Old Business on Agenda: None
 - b) New Business on Agenda:
 - c) General Government Committee Meeting Report:
 - d) NEXT General Government Committee Meeting:

8. CONSENT AGENDA – CONSIDERATION OF AN “OMNIBUS VOTE” (*):

- ❖ **CONSIDERATION RE:** MOTION to take a single roll call vote on the question of passage of agenda items as designated by an asterisk (*) for voting purposes on the consent agenda. The MOTION requires unanimous consent of the Village President and Board of Trustees.

- ❖ The Chair will identify those items to be **included** on the Consent Agenda – “Omnibus Vote” List. It is at this point that any Trustee or the President may **request** that any item be **deleted**.

- ❖ **CONSIDERATION RE:** MOTION to approve by omnibus vote those ordinances, resolutions, motions and orders contained on the Consent Agenda as identified by the Village President and Board of Trustees.

- A) **OLD BUSINESS:**
None

- B) **NEW BUSINESS:**
 - * **1) RESOLUTION 15-09:**
A Resolution approving a Professional Services Agreement with Hitchcock Design Group in connection with the proposed Schematic Design Phase for the Downtown Second Street Area.

 - * **2) CONSIDERATION RE:**
A motion to approve the Option Agreement from Landmark Dividend for the Cell Tower Site at 28 West Cook Street.

- C) **AWARDING OF BIDS/CONTRACTS AND AUTHORIZATION TO PURCHASE:**
None

- D) **FINANCIAL REPORTS:**
 - * **1) CONSIDERATION RE:**
MOTION to approve PAYMENT OF BILLS in the amount of **\$98,841.17** (TIF # 1 Bills of \$4,600.00)

9. COMMENTS

Comments and additional information of general interest to Village residents.

10. ADJOURNMENT

MEETING SCHEDULE

BOARD & COMMISSION MEETINGS	
VILLAGE BOARD ROOM	
Village Board:1 st & 3 rd Mon. 7:00 pm
Plan Commission:2 nd Tues 6:00 pm
Parks & Rec Commission:3 rd Wed, 7:00 pm
	Mar, Apr, May, Jun, Jul, Sept.

COMMITTEE MEETINGS	
VILLAGE HALL CONFERENCE ROOM	
Public Works:4 th Tues, 7:00 am
Gen. Govern:As needed
Public Safety:4 th Wed, 7:00 am
Planning & Zoning:3 rd Thurs., 7:00 am
Finance: (Conf. Room):2 nd Thurs, 7:00 am
Properties & Rec:As needed

MANAGER'S MEMO
15-12

DATE: JANUARY 29, 2016

TO: PRESIDENT & BOARD OF TRUSTEES

FROM: BERNIE THOMPSON, VILLAGE ADMINISTRATOR

BT

RE: AGENDA ITEMS - FEBRUARY 1, 2016

MANTENO VILLAGE BOARD
REGULAR MEETING AGENDA
7 P.M.

B) NEW BUSINESS:

*** 1) RESOLUTION 15-09: (Boyce)**

A Resolution approving a Professional Services Agreement with Hitchcock Design Group in connection with the proposed Schematic Design Phase for the Downtown Second Street Area.

Hitchcock has submitted to the Board a report containing Preliminary Design Services for the Second Street Project in December. The Board has decided to enter into the 2nd Phase for the project which is the Schematic Design and Engineering Phase. This includes services from both Hitchcock Design Group and Tyson Engineering.

*** 2) CONSIDERATION RE: (Gesky)**

A motion to approve the Option Agreement from Landmark Dividend for the Cell Tower Site at 28 West Cook Street.

The Village received pricing for the sale of the Land Lease for the Cell Tower on South Main and Cook Street. This is a 99 year Lease which will be sold to Landmark if the Existing Leasee does not exercise their rights under the "First Right of Refusal" for the purchase of the land lease. This authorizes the Village Administrator and the Village Attorney to proceed toward the sale of the Lease.

Memo

To: Village Board

From: Darla Hurley, Deputy Village Clerk

Date: January 29, 2016

Re: TIF Meeting Minutes

The TIF Meeting minutes were not available at the time of agenda packet preparation according to Village Clerk, Alisa Blanchette. She stated they would be available on Monday night prior to the Village Board meeting.

**Village of Manteno
Board Meeting
January 19, 2016
7:00 p.m.**

DRAFT

Roll Call

Present:

President Timothy O. Nugent
Trustee Samuel Martin
Trustee Diane Dole
Trustee Timothy Boyce
Trustee Joel Gesky
Trustee Todd Crockett

Absent:

Trustee Wendell Phillips

Also present:

Bernie Thompson: Chief of Police/Acting Village Administrator
Chris LaRocque: Director of Building and Zoning
Joe Cainkar: Village Attorney
Jim Hanley: Superintendent of Public Works

Press Present:

Andrew Kriz: Russell Publications

The meeting was called to order by the President, and upon the roll call being called, President Timothy O. Nugent, led those present in the Pledge of Allegiance.

Motion by Crockett, seconded by Gesky, to waive the reading of the minutes and approve the Regular Meeting minutes from January 4, 2016 . Motion approved 5-0. Trustee Phillips was absent.

Public Participation:

None

Reports of Village Officials:

Village President's Report: Tim Nugent

- The ice rink is open. The ice looks great and lots of kids have been using rink.

Village Administrator's Report: (Acting) Bernie Thompson

- None

Committee Reports:

Public Works and Utilities- Boyce

- None

Parks and Recreation- Martin

- None

Public Safety and Health- Dole

- None

Planning and Zoning- Crockett

- The next Planning and Zoning Committee meeting is January 21 at 7 am.

Finance-Gesky

- Resolution 15-08, A Resolution approving a Tax Increment Facade Renovation Construction agreement in connection with Tax Increment Financing Area #1-Scott & Kim Piggish for 43-45 North Main Street.(B-#1)
- Consideration re: Motion to authorize the Village Administrator to negotiate sale of the land lease for the cell tower site located at 28 West Cook Street. (B-#2)
- Payment of the bills in the amount of \$422,814.31 (TIF #1 Bills of \$234.00) (D-#1)
- The next finance meeting will be February 11.

General Government-Phillips

- None

Mayor Nugent read the items to be included on the Consent Agenda:

Old Business: (A)

None

New Business: (B)

- Resolution 15-08, A Resolution approving a Tax Increment Facade Renovation Construction agreement in connection with Tax Increment Financing Area #1-Scott & Kim Piggish for 43-45 North Main Street.
- Consideration re: Motion to authorize the Village Administrator to negotiate sale of the land lease for the cell tower site located at 28 West Cook Street.

Awarding of Bids and Authorization to Purchase: (C)

1. None

Financial Reports: (D)

1. Consideration re: Motion to approve payment of the bills in the amount of \$422,814.31(TIF #1 Bills of \$234.00)

Motion by Boyce, seconded by Dole, to take a single roll call vote on the question of passage of agenda items . Motion approved 5-0. Trustee Phillips was absent.

Motion by Crockett , seconded by Gesky, to approve by an omnibus vote those ordinances, resolutions, motions and orders contained on the consent agenda. Motion approved 5-0. Trustee Phillips was absent.

Comments:

DRAFT

Trustee Boyce: None
Trustee Gesky: None
Trustee Crockett: None
Trustee Dole: None
Trustee Martin: None
Trustee Phillips: None
Mayor Nugent: None

Motion by Gesky , seconded by Martin to adjourn the meeting at 7:15. Motion approved 5-0. Trustee Phillips was absent.

Minutes respectfully submitted by Alisa Blanchette, Village Clerk.



January 22, 2016

VILLAGE OF MANTENO
98 EAST THIRD ST
MANTENO, IL 60950

To Whom It May Concern:

The Will-Grundy Counties Building & Construction Trades Council and Kankakee/Iroquois Counties Building Trades of the AFL-CIO will once again hold its annual fundraiser for DAD's Day, scheduled for Saturday, June 18, 2016.

This is the 30th year the Building Trades has helped host this fund raiser to help fight diabetes. Each year's collection seems to surpass the previous year. Last year in Will and Grundy Counties and Kankakee County area, we collected over \$40,000.00. This year we would like to at least match that amount, if not surpass it.

Again, numerous Building Trade's volunteers, their families and friends will be donating their time for this worthy cause. With the help of our area businesses and our community leaders, allowing us to collect in front of their establishments and at various intersections, our Unions can help raise money for research, so one day there may be a cure for diabetes.

We are again asking for your support to work with us on Saturday, June 18, 2016. We ask your permission to use designated intersections for our collections. We will be collecting between the hours of 8:00 am and 12:00 pm. If there are any permits that need to be issued, we ask your help in obtaining them. We are also asking your permission to ask various businesses to use their storefronts for our collections.

In the past, many of our community officials have given us verbal permission over the telephone to conduct our fundraiser. We have had a slight problem with miscommunication with community officials and police departments. If we could have a letter or written statement that we have been approved, it would be greatly appreciated. You may also email to sj@ibewlocal176.org.

If you have any questions, please feel free to contact our office at (815)729-1240 and speak to Sharon. Thanking you in advance for your help and cooperation.

Sincerely

Dale Magruder, sj

Scott Smith, sj

Dale Magruder
Chairman, DAD's Day 2016
DM/sj

Scott Smith
Co-Chairman, DAD's Day 2016

RESOLUTION 15-09

APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HITCHCOCK DESIGN GROUP IN CONNECTION WITH THE PROPOSED SCHEMATIC DESIGN PHASE FOR THE DOWNTOWN SECOND STREET AREA

WHEREAS the Village of Manteno, a Municipal Corporation, desires to see the improvement of the downtown Second Street area; and

WHEREAS the Village of Manteno acting by and through its Village President and Board of Trustees find it in the public interest that a certified professional be contracted to provide schematic design services for the proposed development of the downtown Second Street area; and

WHEREAS it is necessary to contract with a professional company with certified personnel skilled in providing schematic design services for the proposed development of the downtown Second Street area; and

WHEREAS Hitchcock Design Group, Naperville, IL, is a company with professional and certified personnel skilled in providing schematic design services for the proposed development of the downtown Second Street area.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois as follows:

SECTION 1: That an agreement for Professional Services with Hitchcock Design Group, Naperville, IL, in connection with providing schematic design services for the proposed development of the downtown Second Street area and the same is hereby approved.

SECTION 2: That the Village President is hereby authorized, empowered and directed to execute said agreement for Professional Services provided for in Section One of this resolution in the form and content of **Exhibit "A"** which is attached hereto and made a part hereof.

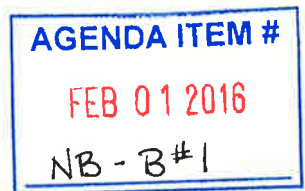
Passed by the Board of Trustees of the Village of Manteno, Kankakee County, Illinois at a regular meeting thereof held on 1st day of February, 2016 and approved by me as Village President on the same day.

RECORD OF THE VOTE	Yes	No	Abstain	Absent
President Timothy Nugent				
Trustee Timothy Boyce				
Trustee Samuel Martin				
Trustee Diane Dole				
Trustee Todd Crockett				
Trustee Joel Gesky				
Trustee Wendell Phillips				
TOTAL VOTES <i>or</i> BY OMNIBUS VOTE				

Timothy O. Nugent, Village President

ATTEST:

Alisa Blanchette, Village Clerk





Professional Service Agreement Amendment Number 1

Hitchcock Design, Inc., an Illinois corporation doing business as **Hitchcock Design Group (HDG), 225 West Jefferson Avenue; Naperville, Illinois 60540** and **Village of Manteno, Illinois (Client)** are parties to a Professional Services Agreement (Agreement), dated August 21, 2015, for planning and design services for the Second Street Properties. Both parties agree that changes to the Basic Services, Schedule and Compensation and Payment require that the Agreement be amended on January 25, 2016 as follows:

PART ONE: PROJECT DESCRIPTION

No change.

PART TWO: PROJECT TEAM

In addition to Hitchcock Design Group, Tyson Engineering will provide limited surveying and preliminary engineering services as a sub-consultant to Hitchcock Design Group.

PART THREE: BASIC SERVICES

The attached Scope of Services is made a part of this Amendment Number 1.

PART FOUR: SCHEDULE

The attached Schedule is made a part of this Amendment Number 1.

PART FIVE: COMPENSATION AND PAYMENT

Fee Type and Amount

Client agrees to compensate HDG for the Amended Basic Services as follows:

Original Agreement	Fixed Fee, Hourly, etc.	\$10,900
Amendment 1		\$21,930
Amended Total Fees:		\$32,830

Reimbursable Expenses

No change.

Standard Rates

No change for Hitchcock Design Group.

Payment

No change.

PART SIX: CLIENT RESPONSIBILITIES

No change.

PART SEVEN: ADDITIONAL CONDITIONS

No change.

ACCEPTANCE

Unless specifically described in this Amendment, all other terms and conditions of the Agreement remain in effect. Please sign and return this Amendment 1. A countersigned agreement will be

225 W. Jefferson Avenue
Naperville, Illinois 60540
630.961.1787

hitchcockdesigngroup.com



January 25, 2016
Village of Manteno, Illinois
Page 2

returned to you. This agreement may be modified or withdrawn unless written authorization to proceed has been received within 30 days.

Accepted: _____
Bernie Thompson, Acting Village Manager, Village of Manteno, Illinois

Accepted: _____
Richard G. Hitchcock, President
Hitchcock Design Group



Scope of Services

PRELIMINARY DESIGN SERVICES

A. Pre-Design (Previously completed)

Objective: Confirm the project goal, objectives, resources, stakeholder interests and best practices that will be the basis for design.

Process: Specifically, HDG will:

1. (Mtg #1) Conduct a kick-off meeting with Village representatives and the other project team members confirming:
 - a. Geographic limits
 - b. Goals and objectives
 - c. Resources (natural, structural, infrastructural, cultural, capital, maps and data)
 - d. Stakeholders (Owner, users, neighbors, jurisdictional agencies, special interests)
 - e. Best Practices (criteria, standards, trends, technologies)
 - f. Budget
 - g. Consultant responsibilities
 - h. Owner responsibilities
 - i. Project Task Force (executive and/or steering committees, as appropriate)
 - j. Public engagement, communication tools and protocol
 - k. Decision making protocol
 - l. Tentative schedule
 - m. Invoicing and payment
 - n. Other administrative considerations
2. Collect readily available existing data for the project area and the immediate surroundings including:
 - a. Aerial photography
 - b. Boundaries, property ownership and easements from Village
 - c. Topographic surveys from Village
 - d. Geo-technical reports from Village
 - e. Environmental reports from Village
 - f. Pending improvement plans
 - g. Utility atlases from Village
 - h. Power and communication utilities
3. For each applicable stakeholder (municipal, county, regional, state, federal, franchise utility, property owners, and others) identify:
 - a. Jurisdictional boundaries and interest
 - b. Operational and maintenance practices
 - c. Capital improvement plans
 - d. Approval, permitting and construction procedures
4. Using the inventoried data prepare **Base Maps** at appropriate scales.
5. Inventory and review the collected data. In advance of the 1 day on-site workshop, prepare and submit:
 - a. **Workshop Memorandum** summarizing objectives, outcomes, participants, agendas
 - b. A draft **Second Street Properties Improvement Program** outlining the Owner's objectives, resource conditions and jurisdictional requirements



6. (Teleconference) Review the submittals with Village staff and confirm:
 - a. Event objectives
 - b. Dates and agendas
 - c. Event logistics including facilities, seating, technology and hospitality to be provided by the Owner
 - d. Facilitator and techniques
 - e. The list of stakeholder and workshop participants to be invited by staff
7. (Mtgs #2a, b, c and d) During a one day workshop:
 - a. Walk the project area with Project Task Force members to gather first-hand impressions, observe and photograph the project area and immediate surroundings, and identify readily apparent physical conditions and patterns of use.
 - b. During the morning, interview approximately 6-8 selected stakeholders during a series of back-to-back meetings, scheduled by Village staff, to identify existing behaviors, operational issues, development plans, regulations, procedures, attitudes and opinions about the history, image, culture, hospitality and improvement potential of the site. Interview candidates should include representatives from the following stakeholder groups:
 - i. Elected and appointed Village officials
 - ii. Neighboring property owners
 - iii. Business or property owner organization leaders
 - iv. Other constituent or special interest groups
 - c. During the afternoon, refine the goal and objectives, identify special considerations and promising opportunities. Brainstorm alternative site improvement concepts.
 - d. During the evening, facilitate a workshop with Village Board members to review the draft Site Improvement Program, confirm existing stakeholder behaviors and attitudes, and brainstorm alternative outcomes. Record the conclusions.
8. Finalize and submit a concise **Second Street Properties Improvement Program** that summarizes the research and analyzes its impact on the proposed improvements including:
 - a. Background
 - b. Goal and objectives (quantified operational programming to the extent possible)
 - c. Resources (natural, structural, infrastructural, cultural, financial)
 - d. Stakeholder interests (Owner, users, neighbors, jurisdictional agencies, special interests)
 - e. Best practices (applicable criteria, standards, trends and technologies)
 - f. Budget (organized by basic construction categories and soft costs)
 - g. Jurisdictional approval and permit process(es)
 - h. Preliminary schedule (design, engineering, permit, bid, construction)
 - i. Incorporate, by reference, surveys and report deliverables
 - j. What, if any, additional research, analysis or processes are required to implement the proposed improvements. (Services not described in this scope of services may be considered Additional Services.)
9. (Teleconference) Review the Site Improvement Program with staff.

Deliverable: **Base Maps** (size TBD, DWG and PDF files); **Workshop Memorandum** (one, 8.5 x 11, PDF file); draft and final **Second Street Properties Improvement Program** (one, 8.5 x 11, PDF file)



B. Schematic Design (Preliminary Engineering)

Objective: Reach consensus on the type, location, organization, scale, character and potential cost of specific capital improvements for the Second Street Properties.

Process: Specifically, following your approval of the Second Street Properties Improvement Program and in close collaboration with the Village's consulting engineer, HDG will:

1. Tag and identify the size, type and condition of selected trees and other significant vegetation.
2. Prepare a **Boundary Survey** identifying:
 - a. Property lines
 - b. Rights-of-way
 - c. Easements
 - d. Property ownership
3. Prepare a **Topographic Survey**, based on the English system, establishing horizontal and vertical control and locating natural features and manmade improvements including:
 - a. Bench marks visible from project area (FEMA and City Datum)
 - b. Contours at one foot intervals
 - c. Buildings (thresholds and finish floor) and other structures
 - d. Curbs, walks, roadways, drives, lights, signals, walls and fencing
 - e. Underground water, storm and sanitary utilities including size, type, structures, grates and inverts
 - f. Above and below ground power and communication utilities
 - g. Tagged and numbered trees
 - h. Other pedestrian amenities
4. Using the inventoried data and the new boundary and topographic surveys, prepare **Base Maps** at appropriate scales.
5. Prepare **Alternative Concepts**, including appropriate plan views, sections, elevations and other graphic images, to illustrate the schematic organization, scale and character of the proposed systems such as:
 - a. Areas reserved for future development
 - b. Earthwork, drainage and stormwater management
 - c. Utility adjustments, relocations
 - d. Pedestrian, bicycle and vehicular circulation
 - e. Near and long-term structures and features
 - f. Natural and ornamental landscapes
 - g. Lighting
6. (Mtg #3) Review our recommendations with the Project Task Force and consulting engineer.
7. Refine selected concept(s). Prepare a preliminary **Construction Cost Opinion** including:
 - a. Temporary measures, insurance, bonds, and other soft costs
 - b. Construction improvement costs following CSI format
 - c. Design, bid and construction contingencies
 - d. Other allowances and administrative costs
 - e. Design and engineering fees
8. Update the preliminary **Construction Schedule** including estimated:
 - a. Design milestones
 - b. Implementation phasing
 - c. Approval and permit processes



- d. Bidding, review, contract negotiation
- e. Construction start and completion
9. (Mtg #4) Review our recommendations with the Project Task Force and consulting engineer. Select a preferred concept.
10. Refine the **Preferred Concept** giving increased attention to scale and character. Update the Construction Cost Opinion, Construction Schedule and prepare digital and static **Presentation Exhibits**.
11. (Teleconference) Review our recommendations and meeting agendas with staff.
12. (Mtgs #5a, b and c) During a one-day series of separate, on-site meetings:
 - a. Early afternoon, review our recommendations with neighboring property owners.
 - b. Late afternoon, review our recommendations with the Project Task Force
 - c. During the evening, display and present selected recommendations at a public open house. Record attendance and public comments.
13. Further refine our recommendations, and prepare and submit a concise **Schematic Design Report** including appropriate graphics, text and data summarizing:
 - a. Second Street Properties Improvement Program
 - b. Preferred Concept
 - c. Updated Construction Cost Opinion
 - d. Construction Phasing and revenue sources
 - e. Updated Construction Schedule
14. (Teleconference) Review the Schematic Design Report with staff and consulting engineer.
15. Refine and resubmit our recommendations and exhibits, as may be appropriate.
16. (Mtg #6) Present our recommendations to the Village Board.

Deliverables: **Alternative and Preferred Concepts** (ledger size PDF file); **Presentation Exhibits** (5, 24" x 36", color illustration boards, PPT and PDF files); **Construction Cost Opinion** (letter-size, PDF file); **Construction Schedule** (letter-size PDF file); **Schematic Design Report** (letter-size PDF file)

FINAL DESIGN AND ENGINEERING SERVICES (OPTIONAL, ADDITIONAL SERVICES)

A. Design Development (Pre-final Engineering) (optional, additional service)

Objective: Reach consensus with the Owner on the final design, probable cost and implementation strategy for the proposed improvements. Obtain construction permits from the appropriate jurisdictional agencies.

Process: Specifically, based on the approved Schematic Design Report, HDG will:

1. Prepare **Design Development Documents** illustrating the final size, horizontal and vertical geometry, structure, materials, finishes, and supporting calculations, as appropriate, for the proposed improvements, potentially including:
 - a. Grading, drainage and storm water management (including hydraulic calculations)
 - b. Water and wastewater utilities
 - c. Walks, decks and other pedestrian surfaces
 - d. Service access, loading and other vehicular surfaces
 - e. Structures



- f. Retaining walls
 - g. Fountain or water feature (including mechanical, electrical and plumbing requirements)
 - h. Automatic irrigation system (including pressure loss calculations and electrical, plumbing and control requirements)
 - i. Native and ornamental herbaceous and woody plant materials
 - j. Benches, trash containers, planters, bike racks and other site furnishings
 - k. Wayfinding and sign graphics
 - l. Power supply, control and distribution (including voltage drop calculations)
 - m. Audio system
 - n. Surveillance system
 - o. Lighting (including photometrics, power and control requirements)
2. Collect and review **Product Data** and **Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
 3. Prepare a summary of quantities and updated **Construction Cost Opinion**.
 4. (Mtg #X) Review the Design Development Document work-in-progress with staff.
 5. Revise the Design Development Documents and previously prepare Presentation Exhibits, as may be required. Prepare a **Construction Strategy Memorandum** summarizing:
 - a. Construction phasing
 - b. Required permits
 - c. Construction delivery method (General Contractor, Construction Manager)
 - d. Owner and HDG roles during construction
 - e. Construction Schedule
 - f. Temporary stakeholder impacts
 - g. Public relations plan
 6. Prepare **Permit Documents** including only the applications, drawings and supporting calculations that are required to secure the following construction permits anticipated for the proposed improvements:
 - a. Name of permit, jurisdictional authority
 - b. Name of permit, jurisdictional authority
 7. (Mtg#X) Review the revised Design Development Documents and Permit Documents with staff.
 8. Submit Permit Documents to the appropriate jurisdictional agencies.
 9. Make minor revisions to the Permit Documents, as may be required, to facilitate jurisdictional approvals and permit(s).

Deliverables: Design Development Documents (XX, size TBD paper copies, plus PDF file); Product Data and Material Samples (quantities, formats and sizes TBD); Outline Specifications (one, 8.5 x 11, paper copy, plus PDF file); **Construction Cost Opinion** (XX, 8.5x11, B&W paper copies, plus PDF file); **Schedule** (XX, 8.5x11, color paper copies, plus PDF file); **Construction Strategy Memorandum** (one, 8.5 x11, B&W paper copy, plus PDF file); **Permit Documents** (XX, size TBD, paper copies, plus PDF files)

B. Construction Documents (Final Engineering) (optional additional service)

Objective: Produce the final Construction Drawing and Project Specifications that will be used by others to construct the specified improvements.



Process: Specifically, following approval of the Design Development documents, HDG will:

1. Finalize and submit the graphic **Construction Drawings** including:
 - a. Project identification and general information
 - b. Notes, index and standards
 - c. Summary of permits and contractor permit requirements
 - d. Summary of estimated quantities
 - e. Alignment, ties and bench marks
 - f. Typical sections
 - g. Maintenance of traffic
 - h. Erosion and sedimentation control
 - i. Existing conditions and removals
 - j. Grading
 - k. Geometric layout and materials
 - l. Planting
 - m. Irrigation
 - n. Signage and wayfinding
 - o. Fountain mechanical and plumbing
 - p. Electrical and lighting
 - q. Utilities
 - r. Construction details
2. Prepare and submit the written **Project Specifications** including:
 - a. Introductory information
 - b. Bidding requirements
 - c. Contracting requirements
 - d. General requirements
 - e. Technical specifications
3. Update and submit the **Construction Cost Opinion** and **Schedule**.
4. (Mtg #X) Review the Construction Documents with staff.
5. Finalize the Construction Documents as required.
6. (Mtg #X) Review the final Construction Documents with staff.
7. Make minor revisions, stamp and resubmit, as may be required.

Deliverable: **Construction Drawings** (one, 24 x 36, paper copy, plus PDF file); **Project Specifications, Construction Cost Opinion** and **Schedule** (one each, 8.5 x 11, paper copy, plus PDF file)

C. Bidding and Negotiation (optional, additional service)

Objective: Help select and engage a qualified Contractor to construct the improvements.

Process: Following approval of the Construction Documents, HDG will:

1. Prepare and submit **Bid Documents** including:
 - a. Advertisement and Invitation to Bid
 - b. Project Manual including Instructions to Bidders, Bid forms and sample Contract
 - c. Construction Drawings
2. Prepare a **Contractor Invitation List** identifying reputable contractors for consideration.



3. Help staff coordinate Construction Document and Bid Document printing, and help staff advertise and coordinate the bid letting.
4. (Mtg #X) Conduct a pre-bid meeting for interested bidders and issue a written **Pre-bid Meeting Summary** to all participants. Post the Pre-bid Meeting Summary to the Project Web Page.
5. Issue written **Bid Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents or Bid Documents.
6. Review the bids, tabulate the results and issue a **Bid Tabulation and Award Recommendation**.
7. Prepare and submit the Owner/Contractor Agreement to staff and the low bidder.
8. (Mtg #X) Meet with staff and the successful bidder to negotiate the final contract.

Deliverable: Bid Documents, Contractor Invitation List, Pre-bid Meeting Summary, Bid Addenda, Bid Tabulation and Award Recommendation (one each, 8.5 x 11, B&W paper copy, plus PDF file)

CONSTRUCTION SERVICES

A. Administration (optional, additional service)

Objective: Until final acceptance of completed Work, or until 60 days after the Certificate of Substantial Completion is issued, whichever occurs first, help staff interpret and administer the Contract Documents (both the Owner/Contractor Agreement and the Construction Documents) with the Contractor.

Process: Specifically, following the execution of the Owner/Contractor Agreement, HDG will:

1. (Mtg #X) Participate in a pre-construction meeting with staff and the Contractor to review:
 - a. Contractor mobilization and logistics
 - b. Temporary measures
 - c. Contractor schedules
 - d. Contractor submittals
 - e. Owner, HDG and Contractor responsibilities
 - f. Communications protocol
 - g. Testing, Submittal, Requests for Information, and Change Order processes
 - h. Payment procedures
 - i. Contract Close-out procedures
2. Assist the staff to engage an independent testing service to provide required materials testing.
3. Following staff approval, issue a **Notice to Proceed** to the Contractor authorizing the commencement of construction.
4. (Mtgs #X-Y) Visit local nurseries with the Contractor to select certain, specified plant materials.
5. (Mtgs # X-Y) Observe the Work (XX visits), at intervals appropriate to the stage of construction, to become familiarized with the progress and quality of the Contractor's Work and to determine if the Work is proceeding in general conformance with the Contract Documents.



6. (Mtgs #X-Y) Coincidental with periodic observations, participate in progress meetings at the site with staff and the Contractor to review:
 - a. Progress of the Work
 - b. Contractor schedules
 - c. Contractor submittals, requests and proposals
 - d. Other observations and clarifications
7. Review and issue **Submittal Review Memoranda** and maintain a **Submittal Review Log** for shop drawings, product data, material samples and tests which the Contractor is required to submit, but only for the limited purpose of determining their general conformance with the design concept expressed in the Contract Documents. HDG is entitled to rely on the adequacy of the information provided by other design professionals engaged by the Contractor or independently engaged by the Owner to prepare such submittals. HDG's review does not include:
 - a. The accuracy or thoroughness of details such as quantities, dimensions, weights or gauges
 - b. The appropriateness of fabrication or installation processes
 - c. Coordination of the Work, with other trades
 - d. Safety precautions
8. Maintain a **Request for Information Log** of Contractor requests for information about the Contract Documents, and with reasonable promptness, prepare **Supplemental Instructions** that interpret, clarify or modify the Contract Documents including supplemental:
 - a. Information
 - b. Drawings
 - c. Specifications
9. Review Contractor Change Order requests with reasonable promptness, issue **Requests for Proposal**, and prepare, process, and maintain a **Change Order Log** for Owner approved **Change Orders** for changes to the Work including minor changes to the Work that do not impact the Contract Time or Contract Sum or other changes that may impact the Contract Time or Contract Sum including:
 - a. Owner initiated changes to the scope of work
 - b. Additional work required as a result of the discovery of unknown or concealed site conditions at the time the Owner/Contractor Agreement was executed
 - c. Supplemental Instructions
10. Based on periodic observations of the Work, review the Contractor's periodic Application for Payment and prepare a **Certificate for Payment** indicating that to the best of HDG's knowledge and belief the Contractor has completed the Work represented in the application subject to:
 - a. subsequent review of the Work in conformance with the Contract Documents
 - b. the results of subsequent tests and observations
 - c. the correction of minor deviations from the Contract Documents prior to completion

Deliverable: **Notice to Proceed, Submittal Review Memoranda, Submittal Review Log, Request for Information Log, Supplemental Instructions, Requests for Proposal, Change Order Log, Change Orders, Certificates for Payment** (one each, 8.5 x 11, B&W original, plus PDF file)

B. Contract Close-out (optional, additional service)

Objective: Help staff close out the Owner/Contractor Agreement with the Contractor.



Process: Specifically, after the Contractor notifies the Owner that the Work is substantially complete, HDG will:

1. (Mtg #X) Review and process the Contractor's request for acceptance of substantially completed Work including:
 - a. Observation of the Work to determine the date of Substantial Completion
 - b. If acceptable, issuance of a **Certificate of Substantial Completion**
 - c. Review the Contractor's list of remaining Work
 - d. If necessary, preparation of a **Punch List** of deficient or incomplete Work
2. Confirm and submit to staff the balance of the Contract Sum, including amounts retained for final completion and/or correction of any deficient Work.
3. Review and submit to Owner the required submittals to be provided by the Contractor, such as, but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Labor and material lien waivers
 - d. Release of surety, if any
 - e. Contractor's final Application for Payment
4. (Mtg #X) Review and process the Contractor's final Application for Payment and acceptance of completed work including:
 - a. Observation of the Work with staff to determine conformance with the Contract Documents and completion of the Punch List
 - b. Issuance of the final **Certificate for Payment**

Deliverables: **Certificate of Substantial Completion, Punch List, Certificate for Payment** (one each, 8.5 x 11, B&W original, plus PDF file)

C. Post Construction (Optional, Additional Service)

Objective: During the warranty period, help staff secure correction of defects that may become apparent.

Process: Specifically, HDG will:

1. Approximately 30 days prior to the end of the warranty period:
 - a. Observe the completed Work to determine if the completed work is in general conformance with the Contract Documents.
 - b. Prepare and submit a **Post Construction Memorandum** to staff and the Contractor.
2. If defects in materials or workmanship are observed, consult with staff to determine the most appropriate course of action in order to correct the unacceptable Work.

Deliverables: **Post Construction Memorandum** (one each, 8.5 x 11, B&W original, plus PDF file)

GENERAL PROJECT ADMINISTRATION

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties



4. Periodically inform your representative about our progress

B. Schedules

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

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

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

OPTIONAL, ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during HDG's performance of the outlined services that require additional services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.



Schedule

Phase	Approx Date
Preliminary Design Services	
Pre-Design	Complete
Schematic Design (Preliminary Engineering)	
Tag trees	February
Prepare Boundary Survey	February
Prepare Topographic Survey	February
Prepare Base Map	February
Prepare Alternative Concepts	February
Meet with Project Task Force (mtg #3)	March
Refine, prepare Construction Cost Opinion	March
Prepare Construction Schedule	March
Review with Project Task Force (mtg #4)	March
Prepare Preferred Concept, Presentation Exhibits	March
Review with staff (teleconference)	March
Review with property owners, Task Force, public (Mtg #5)	April
Prepare Schematic Design Report	April
Review with staff (teleconference)	April
Refine our recommendations	April
Present to Village Board (mtg #6)	May
Final Design and Engineering Services	
Design Development (Pre-final Engineering)	
Construction Documents (Final Engineering)	
Bidding and Negotiation	
Construction Services	
Construction Administration	
Contract Close-out	
Post Construction	

Under normal circumstances, the Hitchcock Design Group team prefers to advance the proposed Scope of Services in a continuous and timely manner in general conformance with this preliminary schedule. However, because of many factors that we cannot control, such as illness, third party actions and political considerations, it is impossible for us to guarantee completion of these services by a specific date. We will update this schedule, from time to time, as the project advances in order to reflect the most recent information.



LANDMARK
DIVIDEND

2141 Rosecrans Ave, Ste. 2100 – El Segundo, CA 90245
(866) 392-4200 - (310) 294-8160

January 13, 2016

Timothy Nugent, Mayor
Village of Manteno
98 E Third St
Manteno, IL 60950-1204

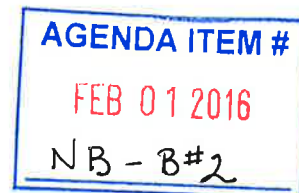
RE: Option Agreement – Lease Easement Purchase

Landmark Dividend LLC ("Landmark") is pleased to offer the Village of Manteno (the "Seller") the following proposal. Landmark has completed an initial analysis of the lease and associated revenue for 1 lease located on property owned by you (the "Premises") and identified in **Exhibit A** (the "Lease"). Based on this preliminary analysis, Landmark will provide \$350,000.00 (the "Purchase Price") in exchange for a 99 year easement to (the "Easement") the Premises and assignment of your interest in the Lease and associated rent revenue. Landmark further agrees that in the event the Premises is decommissioned by the tenant ("Tenant"), and Landmark is unable to replace the Tenant within 3 Years (36 months) of such decommission, the Easement shall be deemed abandoned and automatically terminate. Landmark and Seller also agrees to share any future rent from new carriers 50/50 (50% to Seller) who may require additional space outside of the ground lease area. In the event an agreement is executed with a new carrier for space outside of the ground lease area, the parties shall enter into a mutually agreeable amendment to the Easement to include such additional space.

By signing below, you grant Landmark an option to complete the contemplated transaction and purchase from you the landlord interest in the Lease (the "Option"). Landmark may exercise the Option at any time within 30 calendar days of the full execution of this letter agreement and the establishment of clear title and receipt of necessary due diligence items (the "Option Period") and the expiration or waiver of the twenty (20) day right of first refusal ("ROFR") period as set forth in Section 25 of the Lease (the "ROFR Period"). Landmark does not charge any closing costs to Seller. The only amounts to be deducted from the Purchase Price will be 2 months of pro-rated rent payments, in order to give Tenant time to recognize Landmark as the new payee as well as any transfer fees.

You acknowledge that a \$100 non-refundable cash deposit by Landmark and Landmark's commitment to expend time, effort and expense to evaluate this transaction are good, valuable and sufficient consideration for the Option. During the Option Period, you agree to cooperate fully with Landmark in connection with its evaluation of this transaction. Further, during the Option Period, you shall not, directly or indirectly, (a) offer the Lease or the Premises for sale or assignment to any other person; (b) negotiate, solicit or entertain any offers to sell or assign any interest in the Lease or Premises to any other person; or (c) modify, amend, supplement, extend, renew, terminate or cancel the Lease.

This letter is intended as and shall be a legally binding commitment. In the event of a breach of this letter agreement, Landmark shall, in addition to its other rights and remedies, be entitled to compensation for its time, effort and expense to evaluate this transaction and, in any action to enforce this letter agreement, to recovery of its reasonable attorneys' fees.



Your signature below will indicate your agreement to the foregoing and will provide authorization for Landmark to proceed with the evaluation of this transaction and completion of its due diligence including but not limited to verification with the tenants of the accuracy of the due diligence items.

We look forward to working with you on this transaction. Should you have any questions, please feel free to contact me at any time.

AGREED TO AND ACCEPTED AS INDICATED BELOW AS OF THE 26th DAY OF January, 2016

LANDMARK DIVIDEND LLC

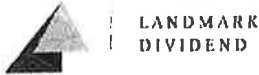
Village of Manteno

Bernie C. Thompson
Village Administrator



Exhibit A

Tenant/ Carrier	Term Purchased	Current Rent	Rent Frequency	Escalation Rate	Escalation Frequency	Date of Next Escalation
Central States Tower II, LLC	99 Years	\$2,000.00	Monthly	15.00 %	Per Term	September 01, 2019



Lease Easement Purchase Application

Primary Contact Name: Village of Manteno
Property Address: 28 W. Cook St.
 Manteno, IL 60950
The Landlord is: Entity
Entity Name: Village of Manteno
Anchor Tenant Name: Central States Tower II, LLC

Contacts

Name	Title	Company	Address	Email	Phone	Mobile	Fax
Village of Manteno	Owner		98 East Third St. Manteno, IL 60950-1204				

Entities

Confirm Entity Name: Village of Manteno
Entity Type: Municipality
Entity Tax ID / EIN:
Entity Mailing Address: 98 East Third St.
 Manteno, IL 60950

Ownership Details

Name	Title	Ownership %	Tax ID
Village of Manteno	Owner	100.00	

Is the Entity the sole owner of the property?:	Yes
Is the Entity the current landlord and the payee of rent under the lease?:	Yes
Does the Entity physically reside at the property?:	No
Has the Entity ever had any tax liens?:	No
Has the Entity ever been bankruptcy?:	No
Has the Entity ever been in default on any loan secured by the real property?:	No
Has the Entity ever been in default on the payment of property taxes for the property?Bankruptcy?:	No
Are there any judgments or litigation, pending or otherwise against the owner of the property?:	No
Has the Entity ever been in default on any of the leases for any reason at any time?:	No

Property Details

Property Address: 28 W. Cook St.
 Manteno, IL 60950
Property Type:
Estimated Property Value: \$150,000.00
Mortgages: NONE

Is the Property currently for sale or in escrow? :	No
Has any government agency threatened or commenced any eminent domain, condemnation, or zoning change for the real Property? :	No

Lease Details

Lease Tenant: **Central States Tower II, LLC**
Asset Location: **28 W. Cook St.**
Manteno, IL 60950
Asset Type: **Cellular**
Structure Type: **Freestanding**
Number of Billboard faces: **NA**
Illuminated: **NA**
Lease Commencement Date: **10/31/2014**
Initial Term (Years): **5**
Number of Renewals: **10**
Renewal Terms (Years): **5**
Total Term: **55**
Current Rent: **\$2,000.00**
Rent Frequency: **Monthly**
Escalation Type: **Percent**
Escalation Amount: **15.00 %**
Escalation Frequency: **Per Term**
Next Escalation Date: **10/31/2019**

Is the lease in full force and effect? (pick "yes" if the lease is paying currently and has not been cancelled) : **Yes**
Has the lease been amended or modified? : **No**
To the best of your knowledge is the lease currently in full operation? : **Yes**
Have all permits required for tenant's proper use of the real property been obtained? : **Yes**
Has the tenant been in technical default under the lease? : **No**
Has the tenant ever been over-paying on the lease? : **No**
Has the tenant delivered any written or verbal notice of termination or default by the Landlord(s)? : **No**

Is the tenant currently withholding or has asserted any rights of offset against the Landlord(s)? : **No**
Has the tenant been delinquent in payment of any rent, or been in default at any time in the last 12 months? : **No**
Have the Landlord(s) previously sold, assigned or encumbered this lease? : **No**
Does the lease prohibit or restrict the sale or assignment by the Landlord(s)? : **No**
Does any portion of your rental payment include utility fees or sales tax? : **No**

LANDLORD ACKNOWLEDGEMENT AND AUTHORIZATION

I/We intend to enter into an agreement with Landmark Dividend LLC ("Landmark") for the purchase of telecommunications and/or billboard ground or premises lease(s) and an easement.

As part of its due diligence process, Landmark will among other tasks, run a title and credit report to confirm the accuracy of the Information contained in the Option Letter, this Application and other documentation provided to Landmark as required for the processing of this transaction

I/We authorize any appropriate third-party to provide Landmark with any and all requested information and documentation pertinent to this transaction. A copy of this authorization may be accepted as an original.

I certify that all of the statements made in this application are true and complete in all respects, and all of the information supplied by the applicants to Landmark in connection with this application is true and complete in all respects.

- I acknowledge that such statements and information are material to Landmark's acceptance and approval of this application and that Landmark shall rely upon the accuracy and completeness of such statements and information, and the undersigned hereby intends that Landmark rely upon such. I have read and **AGREE to the terms and conditions shown above and agree to be bound to such terms and conditions.**

Bernie C. Thompson
Village Administrator

January 26, 2016

Date

TO COMPLETE YOUR APPLICATION, PLEASE EMAIL OR FAX IT TO:

David Maltzman
Email: dmaltzman@landmarkdividend.com
Phone: (847) 481-8310
Fax: (847) 481-8311

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
AAALCO AARON'S ALARM COMPANY								
26180	01/09/16	01	REPL.WIRELESS CONTROLS-N.BLDG.	52-43-50-5110			02/01/16	662.50
				MAINT.SERVICE-BUILDING-WPC				
							INVOICE TOTAL:	662.50
							VENDOR TOTAL:	662.50
ALCA ALPHA CARD								
SI258359	01/15/16	01	RIBBON-EMPLOYEE ID CARD MACH.	01-11-60-6520			02/01/16	72.98
				OPERATING SUPPLIES-ADM				
							INVOICE TOTAL:	72.98
							VENDOR TOTAL:	72.98
ARMEPR ARSENEAU MEDIA PRODUCTIONS, INC								
0534-A	01/20/16	01	VILLAGE VIDEO 10/15-1/16	18-11-50-5490			02/01/16	1,600.00
				OTHER PROFES.SERV-TIF#1				
							INVOICE TOTAL:	1,600.00
							VENDOR TOTAL:	1,600.00
ARJGA ARTHUR J. GALLAGHER								
2015-2016	01/28/16	01	EXCESS LIAB.ENDORSE-RR SPUR	01-11-50-5930			02/01/16	34,084.00
				RISK MANAGEMENT CONT.-GF				
							INVOICE TOTAL:	34,084.00
							VENDOR TOTAL:	34,084.00
BESTCE BELSON STEEL CENTER								
470897	01/19/16	01	STEEL BNGLE BAR/CHANNELS	01-41-60-6120			02/01/16	122.58
				MAINT.SUPPLIES-EQUIP-SA				
							INVOICE TOTAL:	122.58
470923	01/20/16	01	HOT ROLLED FLAT	01-41-60-6120			02/01/16	12.89
				MAINT.SUPPLIES-EQUIP-SA				
							INVOICE TOTAL:	12.89
							VENDOR TOTAL:	135.47

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
BUBU BUMPER TO BUMPER								
25-176824	01/12/16	01	WIPER BLADES-A/C 08F3	01-21-60-6130			02/01/16	17.14
				MAINT.SUPPLIES-VEHICLE-PD				
							INVOICE TOTAL:	17.14
							VENDOR TOTAL:	17.14
CAST CAPITAL STREETSCAPES								
QUOTE #5969	01/25/16	01	92-GREEN LIGHT POLES (1/2)	01-41-80-8603			02/01/16	12,000.00
				STREET SIGNS-SA				
		02	23-GREEN LIGHT POLES (1/2)	18-11-80-8800				3,000.00
				PARKWAY IMPROVEMENTS-TIF#1				
							INVOICE TOTAL:	15,000.00
							VENDOR TOTAL:	15,000.00
CARGILL CARGILL, INC.								
2902643284	01/18/16	01	PAY EST#1-150000000GM,GRP 1	17-11-60-6160			02/01/16	7,132.71
				MAINT.SUPPLIES-SNOW REMOV-				
							INVOICE TOTAL:	7,132.71
							VENDOR TOTAL:	7,132.71
CLMOCO CLARKE MOSQUITO CONTROL PROD.								
5069416	01/27/16	01	2 CS. NATULAR SRT TABLET	01-41-60-6580			02/01/16	1,789.58
				CHEMICALS-SA				
							INVOICE TOTAL:	1,789.58
							VENDOR TOTAL:	1,789.58
COMED COMED								
0165031041-1/16	01/21/16	01	0165031041 12/17-1/21/16	01-41-50-5720			02/01/16	2,774.38
				STREET LIGHTING-SA				
							INVOICE TOTAL:	2,774.38
0173038063-1/16	01/26/16	01	0173038063 12/21/15-1/25/16	01-41-50-5720			02/01/16	947.64
				STREET LIGHTING-SA				
							INVOICE TOTAL:	947.64

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
COMED	COMED							
0843041234-12/15	01/11/16	01	LEG. PK SIREN 12/7/15-1/8/16	35-11-50-5710 UTILITIES - LEGACY PARK			02/01/16	133.90
							INVOICE TOTAL:	133.90
1235051092--12/15	01/12/16	01	1235051092 12/9/15-1/12/16	01-52-50-5710 UTILITIES-PK			02/01/16	501.86
							INVOICE TOTAL:	501.86
2543073027-12/15	01/11/16	01	LEG.PK 12/7/15-1/8/16	35-11-50-5710 UTILITIES - LEGACY PARK			02/01/16	124.22
							INVOICE TOTAL:	124.22
8287085025-12/15	01/12/16	01	8287085025 12/9/15-1/12/16	01-41-50-5720 STREET LIGHTING-SA			02/01/16	109.05
							INVOICE TOTAL:	109.05
							VENDOR TOTAL:	4,591.05
COELDI	CONSOLIDATED ELECTRICAL DIST.							
905-427904	01/21/16	01	100W PRO TRANSFORMER	01-41-60-6180 MAINT.SUPPLIES-PARKWAY-SA			02/01/16	191.54
							INVOICE TOTAL:	191.54
905-427917	01/22/16	01	ELECT.SUPPLIES-ICE RINK	35-11-60-6999 VILLAGE ONLY LEGACY COMMOD			02/01/16	524.79
							INVOICE TOTAL:	524.79
							VENDOR TOTAL:	716.33
DIRERE	DIRECT RESPONSE RESOURCE							
15-MAN13	01/04/16	01	SE/REFUSE BILL RUN #13 2015	01-11-50-5450 UB OUTSOURCING SERVICE			02/01/16	325.00
		02	SE/REFUSE BILL RUN #13 2015	52-11-50-5450 UB OUTSOURCING SERVICE				325.00
							INVOICE TOTAL:	650.00
							VENDOR TOTAL:	650.00

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DOAS	DONOHUE & ASSOCIATES, INC.							
12964-03	01/22/16	01	NPDES PERMIT REVIEW	52-43-50-5320 ENGINEERING SERVICE-WPCC			02/01/16	1,127.50
							INVOICE TOTAL:	1,127.50
							VENDOR TOTAL:	1,127.50
DUTE	DURA-TECH, INC.							
10220	01/18/16	01	BLACK LASERJET TONER CART.	01-21-60-6510 OFFICE SUPPLIES-PD			02/01/16	103.99
							INVOICE TOTAL:	103.99
							VENDOR TOTAL:	103.99
EJEQ	EJ EQUIPMENT, INC.							
P00810	01/11/16	01	SPRING/ANCHOR SHACKLE	01-41-60-6120 MAINT.SUPPLIES-EQUIP-SA			02/01/16	53.30
							INVOICE TOTAL:	53.30
							VENDOR TOTAL:	53.30
FAPL	FARM PLAN							
1167403	01/22/16	01	FLANGES - JD 1445	01-41-60-6120 MAINT.SUPPLIES-EQUIP-SA			02/01/16	6.10
							INVOICE TOTAL:	6.10
							VENDOR TOTAL:	6.10
GHEAIC	G. HEATING & AIR CONDITIONING							
11380	11/18/15	01	SERVICE-TROUBLESHOOT A/C	01-51-50-5110 MAINT.SERVICE-BUILDING-CC			02/01/16	80.00
							INVOICE TOTAL:	80.00
13809	12/16/15	01	REPL.BELTS/FLTRS-2 HVAC UNITS	01-51-50-5110 MAINT.SERVICE-BUILDING-CC			02/01/16	158.20
							INVOICE TOTAL:	158.20

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
GHEAIC G. HEATING & AIR CONDITIONING								
13815	01/27/16	01	REPL.PARTS-HEAT EXCHANGER-GC	57-11-50-5110 MAINT.SERVICE-BUILDING-GC			02/01/16	500.00
							INVOICE TOTAL:	500.00
13882	01/26/16	01	INSTALL NEW HVAC UNIT	01-51-80-8200 BUILDING-CC			02/01/16	8,443.75
							INVOICE TOTAL:	8,443.75
							VENDOR TOTAL:	9,181.95
GAAS GASVODA & ASSOCIATES, INC.								
16IPTS0004	01/08/16	01	TRANSDUCER SUB ASSY,	52-46-50-5120 MAINT.SERVICE-EQUIPMENT-CO			02/01/16	777.00
							INVOICE TOTAL:	777.00
16IPTS0005	01/08/16	01	TRANSDUCER SUB ASSY	52-43-50-5120 MAINT.SERVICE-EQUIPMENT-WP			02/01/16	692.00
							INVOICE TOTAL:	692.00
							VENDOR TOTAL:	1,469.00
GOELSU GORDON ELECTRIC SUPPLY, INC.								
S1467249.001	01/01/16	01	HADCO LENS	01-41-60-6145 MAINT.SUPPLIES-ST.LIGHT-SA			02/01/16	136.75
							INVOICE TOTAL:	136.75
S1478014.001	01/08/16	01	ELECT. LIGHT REPAIR PARTS	01-41-60-6145 MAINT.SUPPLIES-ST.LIGHT-SA			02/01/16	163.17
							INVOICE TOTAL:	163.17
							VENDOR TOTAL:	299.92
HEFSGI HERITAGE FS, INC. 03								
970613	01/13/16	01	FUEL-PD @ \$1.9387	01-21-60-6550 GASOLINE-PD			02/01/16	1,022.24

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HEFSGI HERITAGE FS, INC. 03								
970613	01/13/16	02	FUEL-A/C @ \$1.9387	01-21-60-6555 GASOLINE - ANIMAL CONTROL			02/01/16	51.50
		03	FUEL-COLL.SYS. @ \$1.9387	52-46-60-6550 GASOLINE-COLL				117.29
		04	FUEL-S&A @ \$1.9387	01-41-60-6550 GASOLINE-SA				106.03
		05	DIESEL-S&A @ \$1.3308	01-41-60-6560 DIESEL FUEL-SA				458.12
							INVOICE TOTAL:	1,755.18
970637	01/15/16	01	FUEL-PD @ \$1.6697	01-21-60-6550 GASOLINE-PD			02/01/16	504.21
		02	FUEL-A/C @ \$1.6697	01-21-60-6555 GASOLINE - ANIMAL CONTROL				14.51
		03	FUEL-BLDG. @ \$1.6697	01-15-60-6550 GASOLINE-BZ				35.69
		04	FUEL-S&A @ \$1.6697	01-41-60-6550 GASOLINE-SA				193.11
		05	FUEL-COLL.SYS. @ \$1.6697	52-46-60-6550 GASOLINE-COLL				67.79
							INVOICE TOTAL:	815.31
970664	01/21/16	01	FUEL-PD @ \$1.6160	01-21-60-6550 GASOLINE-PD			02/01/16	583.47
		02	FUEL-A/C @ \$1.6160	01-21-60-6555 GASOLINE - ANIMAL CONTROL				32.43
		03	FUEL-S&A @ \$1.6160	01-41-60-6550 GASOLINE-SA				163.34
		04	DIESEL-S&A @ \$1.1030	01-41-60-6560 DIESEL FUEL-SA				469.89
		05	FUEL-COLL.SYS. @ \$1.6160	52-46-60-6550 GASOLINE-COLL				43.58
							INVOICE TOTAL:	1,292.71
							VENDOR TOTAL:	3,863.20

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HICKSGAS HICKSGAS								
HG017598	01/18/16	01	FUEL FOR ZAMBONI	35-11-60-6999			02/01/16	32.00
				VILLAGE ONLY LEGACY COMMOD				
							INVOICE TOTAL:	32.00
							VENDOR TOTAL:	32.00
ILFIPOEQ ILL. FIRE & POLICE EQUIPMENT								
27916	01/13/16	01	12-HERO'S PRIDE BAR-SPEARS	01-21-60-6590			02/01/16	30.00
				UNIFORM SUPPLIES-PD				
							INVOICE TOTAL:	30.00
							VENDOR TOTAL:	30.00
JLFA J & L FASTENERS								
PSI565014	01/25/16	01	3 CASES CAN LINERS	01-41-60-6540			02/01/16	291.82
		02	ANTI-FOG SAFETY GLASSES	JANITORIAL SUPPLIES-SA				24.42
				01-41-60-6600				
				SAFETY SUPPLIES-SA			INVOICE TOTAL:	316.24
PSI565168	01/26/16	01	DRILL BITS	01-41-60-6530			02/01/16	108.92
				SMALL TOOLS-SA				
							INVOICE TOTAL:	108.92
							VENDOR TOTAL:	425.16
JULIE JULIE, INC.								
2016-1135	01/11/16	01	2016 ANNUAL ASSESSMENT	52-46-50-5480			02/01/16	2,987.45
				JULIE LOCATE SERVICE				
							INVOICE TOTAL:	2,987.45
							VENDOR TOTAL:	2,987.45
KACOCL KANKAKEE COUNTY CLERKS' ASSN.								
2016 DUES	01/26/16	01	2016 ANN. DUES-BLANCHETTE, A.	01-11-50-5610			02/01/16	20.00
				DUES/LICENSES-ADM				

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
KACOCL KANKAKEE COUNTY CLERKS' ASSN.								
2016 DUES	01/26/16	02	2016 ANN. DUES-HURLEY, D.	01-11-50-5610			02/01/16	20.00
				DUES/LICENSES-ADM				
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
LIFIEQ LIBERTY FIRE EQUIPMENT, INC.								
77560	01/27/16	01	ANN.INSPEC/5-NEW EXTINGUISHERS	01-41-50-5290			02/01/16	914.25
				MAINT.SERVICE-OTHER-SA				
							INVOICE TOTAL:	914.25
77561	01/27/16	01	12-ANN. INSPECTIONS	01-11-50-5200			02/01/16	48.00
				MAINT.SERVICE-COMPUTER-VH				
							INVOICE TOTAL:	48.00
							VENDOR TOTAL:	962.25
LOFCA LOUIS F. CAINKAR, LTD.								
MISC. 11/15	01/22/16	01	MISC. LEGAL-11/15-GG	01-11-50-5330			02/01/16	360.50
		02	MISC. LEGAL-11/15-RR SPUR	LEGAL SERVICE-ADM				1,957.00
		03	MISC. LEGAL-11/15-TIF #3	01-11-50-5330				412.00
				LEGAL SERVICE-ADM			INVOICE TOTAL:	2,729.50
							VENDOR TOTAL:	2,729.50
LYVIMF LYONS VIEW MFR & SUPPLY INC								
1126	01/11/16	01	REPL.ST.LITE HEADS-WINDFL.1	05-11-80-8500			02/01/16	3,605.25
				SUBDIVISION IMPROVEMENTS L				
							INVOICE TOTAL:	3,605.25
							VENDOR TOTAL:	3,605.25
MAIMSA MARTIN IMPLEMENT SALES, INC.								

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MAIMSA MARTIN IMPLEMENT SALES, INC.								
P97709	01/19/16	01	2-HI-VISIBILITY COAT	03-11-90-9240 GRANT EXPENSE-SPF			02/01/16	99.90
							INVOICE TOTAL:	99.90
							VENDOR TOTAL:	99.90
MAWHOF MARTIN WHALEN OFFICE SOLUTIONS								
L107720	01/25/16	01	QTR.COP.LEASE 1/15-4/14/16	01-11-50-5940 RENTALS/LEASES-ADM			02/01/16	1,165.54
							INVOICE TOTAL:	1,165.54
L107742	01/25/16	01	COPIER LEASE 1/23-2/22/16	01-21-50-5940 RENTALS/LEASES-PD			02/01/16	306.25
		02	COPIER LEASE 1/23-2/22/16	52-11-50-5940 RENTAL/LEASE UB				261.89
							INVOICE TOTAL:	568.14
							VENDOR TOTAL:	1,733.68
MENARD MENARDS								
39916	01/12/16	01	GFCI PK/SANDING RESPIRATOR	52-43-60-6530 SMALL TOOLS-WPCC			02/01/16	83.28
							INVOICE TOTAL:	83.28
40158	01/14/16	01	MAILBOX/CONCRETE MIX/2X12/4X4	01-41-60-6180 MAINT.SUPPLIES-PARKWAY-SA			02/01/16	258.11
							INVOICE TOTAL:	258.11
40516	01/18/16	01	BROWN JERSEY GLOVES	52-43-60-6600 SAFETY SUPPLIES-WPCC			02/01/16	7.98
		02	3-FAN HEATERS	52-46-60-6110 MAINT.SUPPLIES-BUILDING-CO				44.96
							INVOICE TOTAL:	52.94
40567	01/18/16	01	CEILING LIGHT/SWIFFER/LIGHTS	01-41-60-6520 OPERATING SUPPLIES-SA			02/01/16	55.44
							INVOICE TOTAL:	55.44

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENARD MENARDS								
41258	01/25/16	01	1/2" X 24" REBAR RODS (4)	01-41-80-8603 STREET SIGNS-SA			02/01/16	6.36
		02	2X12 - 16' AC2 GREENTREATED	01-41-60-6180 MAINT.SUPPLIES-PARKWAY-SA				25.97
							INVOICE TOTAL:	32.33
							VENDOR TOTAL:	482.10
NAAUPA NAPA AUTO PARTS								
41717	01/13/16	01	BULB-M00 INT'L.	01-41-60-6120 MAINT.SUPPLIES-EQUIP-SA			02/01/16	29.46
							INVOICE TOTAL:	29.46
41899	01/18/16	01	BATTERY	01-21-60-6130 MAINT.SUPPLIES-VEHICLE-PD			02/01/16	122.44
							INVOICE TOTAL:	122.44
41940	01/20/16	01	OIL FILTERS-PD SQUADS	01-21-60-6130 MAINT.SUPPLIES-VEHICLE-PD			02/01/16	38.13
							INVOICE TOTAL:	38.13
							VENDOR TOTAL:	190.03
NOCLSE NORGAARD CLEANING SERVICES								
80341	01/25/16	01	PD 1/5,12/19 & 26/16	01-21-50-5360 JANITORIAL SERVICE-PD			02/01/16	232.00
		02	CC COMMON-1/5,12/19 & 26/16	01-51-50-5360 JANITORIAL SERVICE-CC				88.00
		03	VH-1/9 & 23/15	01-11-50-5360 JANITORIAL SERVICE-VH				90.00
							INVOICE TOTAL:	410.00
							VENDOR TOTAL:	410.00
NOTOEQ NORTHERN TOOL & EQUIPMENT								

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NOTOEQ NORTHERN TOOL & EQUIPMENT								
34668448	01/19/16	01	255397 13652 BTU PORT.HEATER	52-43-60-6110 MAINT.SUPPLIES-BLDG-WPCC			02/01/16	152.69
							INVOICE TOTAL:	152.69
							VENDOR TOTAL:	152.69
OUEL OUTSEN ELECTRIC, INC.								
28657	01/20/16	01	ANN.INSPEC. CH9 & SYCAMORE	01-41-50-5148 MAINT.SERVICE-TRAF.LITE-SA			02/01/16	120.45
							INVOICE TOTAL:	120.45
28658	01/20/16	01	ANN.INSPEC. RT50 & 3RD	01-41-50-5148 MAINT.SERVICE-TRAF.LITE-SA			02/01/16	120.45
							INVOICE TOTAL:	120.45
28659	01/20/16	01	ANN.INSPEC. RT 50 & DIV.	01-41-50-5148 MAINT.SERVICE-TRAF.LITE-SA			02/01/16	120.45
							INVOICE TOTAL:	120.45
28660	01/20/16	01	ANN.INSPEC. CH9 & S.CREEK	01-41-50-5148 MAINT.SERVICE-TRAF.LITE-SA			02/01/16	120.45
							INVOICE TOTAL:	120.45
28661	01/20/16	01	ANN.INSPEC. CH9 & I-57	01-41-50-5148 MAINT.SERVICE-TRAF.LITE-SA			02/01/16	120.45
							INVOICE TOTAL:	120.45
							VENDOR TOTAL:	602.25
PATORE PARKER TOWING & REPAIR								
1819	01/18/16	01	UNLOAD ZAMBONI	35-11-50-5999 VILLAGE ONLY LEGACY CONTRA			02/01/16	125.00
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SAKLSY SAFETY-KLEEN SYSTEMS, INC.								
69124086	01/21/16	01	PARTS WASHER SERVICE	01-41-50-5490 OTHER PROFESSIONAL SERV-SA			02/01/16	251.88
							INVOICE TOTAL:	251.88
							VENDOR TOTAL:	251.88
SESA SERVICE SANITATION, INC.								
7114914	01/11/16	01	HERITAGE PK 1/15-2/11/16	01-52-50-5780 PUBLIC COMFORT STATIONS-PK			02/01/16	234.00
							INVOICE TOTAL:	234.00
7114915	01/15/16	01	LEGACY PK. 1/15-2/11/16	35-11-50-5780 PUBLIC COMFORT STATIONS-LE			02/01/16	172.00
							INVOICE TOTAL:	172.00
							VENDOR TOTAL:	406.00
STRO STILL ROOM, THE								
15	01/13/16	01	MEM.ARRANGE.-WILLIAMS, L.	01-11-90-9110 PUBLIC RELATIONS/HOSP.-ADM			02/01/16	50.00
							INVOICE TOTAL:	50.00
							VENDOR TOTAL:	50.00
TECH TESTAMERICA CHICAGO								
50141102	01/12/16	01	PHOSPHORUS/NITROGEN/AMMONIA	52-43-50-5490 OTHER PROFESSIONAL SER-WPC			02/01/16	280.35
							INVOICE TOTAL:	280.35
							VENDOR TOTAL:	280.35
TITR TIRE TRACKS								
14044637	01/14/16	01	2-TIRES REPL.(AUCTION CAR)	01-21-50-5130 MAINT.SERVICE-VEHICLE-PD			02/01/16	177.00
							INVOICE TOTAL:	177.00
							VENDOR TOTAL:	177.00

DATE: 01/28/16
TIME: 15:18:24
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VILLAGE OF MANTENO
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/01/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

TUCIIM	TUBE CITY IMS, LLC							
10069529	12/31/15	01	7 LOADS SLAG	01-41-60-6180			02/01/16	26.64
				MAINT.SUPPLIES-PARKWAY-SA				
							INVOICE TOTAL:	26.64
							VENDOR TOTAL:	26.64
WADI	WAREHOUSE DIRECT, INC.							
2954637-0	01/26/16	01	2-TONERS/AA & AAA BATTERIES	01-11-60-6510			02/01/16	485.32
				OFFICE SUPPLIES-ADM				
							INVOICE TOTAL:	485.32
							VENDOR TOTAL:	485.32
							TOTAL ALL INVOICES:	98,841.17