



10. Monthly Vehicle Mileage Reimbursement Darrell Olson
11. Village Hall Interior Renovation Approval
12. Result and Approval of Bid Letting Water Treatment Plant  
Pipe & Valve Replacement
13. Report of Mayor
14. Report of Trustees:
  - T. Bradley
  - J. Wren
    1. Fall Clean-up
  - D. Togliatti
  - D. Greggain
  - R. Bradley
  - N. Nelson
15. Report of Village Clerk
16. Report of Village Attorney
17. Report of Village Engineer
18. Report of Chief of Police
19. Report of Village Administrator
20. Executive Session to discuss acquisition of property
21. Adjourn

## **MEMO**

**TO:** Mayor Halliday and the Board of Trustees

**FROM:** Matthew T. Fritz  
Village Administrator

### **MEETING**

**DATE:** November 9, 2016

**RE: E-911 IGA FOR STARCOM21 RADIO UPGRADE**

Chief Best received the proposed intergovernmental agreement (IGA) regarding the E-911 Radio Communications Upgrade a few days following the joint E-911 Advisory Board/ETSB Meeting of October 28<sup>th</sup>. At this point, the specific details, requirements, dearth of equipment to be provided and/or maintained and reservation of rights contained within do not provide enough confidence for the Board to authorize its endorsement of this agreement. Coal City is reviewing this information simultaneously along with the other member agencies of Grundy Consolidated Dispatching and the Grundy County Board. In addition to being a member agency, Grundy County is also affiliated with the Grundy County ETSB, which would be the parent agency through which the Motorola long-term service contract and its costs would flow. The attached letter has been prepared in response to the Draft IGA in order to facilitate further discussions and attempt to bridge the gap that is apparent between the concept that had been recommended by the E-911 Advisory Board to the ETSB and adopted by the ETSB and provided for action to the Grundy County Board.

As currently written, the Radio Upgrade IGA would put further legal and financial restrictions on the Village's current relationship with Grundy County Consolidated Dispatch. Whereas the Village can currently provide 6 months notice to the ETSB that it would desire to receive its services elsewhere, there are additional "impact costs" related to the necessary coverage reliability buildout throughout Grundy County that would limit its service options due to the cost of this radio upgrade being carried out over the next 7 years. This new upgrade is necessary to gain the interoperability that comes along with P25 technology, however, the current limitation on the dedicated Grundy ETSB funding streams is further complicating this upgrade presently.

Unless the Village Board instructs otherwise, the attached letter will be provided to the ETSB legal representative and this item will not become an "actionable" item for the Village Board until amendments are made and additional questions answered. Coal City's delay in acting upon the IGA will further exacerbate the frustration of the ETSB to move forward with a solution in order to receive a \$0.25 – 0.50 million incentive from Motorola Solutions.

# ETSB Radio Project

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Finding a Sustainable Voice  
Communications Solution

## Where we were in 2014.

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- Radio system that was rapidly approaching end of life.
  - Explored many different options over the course of 2014/2015/2016
  - STARCOM project in partnership with WESCOM became clearly the best solution and value overall.
  - Spent most of 2016 cultivating support and finalizing system plans/pricing
  - It became clear that the Grundy County Finance Team would be a necessary piece of the puzzle in September of 2016

## Where we are.

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- \$240k ETSB Debt Liability per year for the next 4 years
  - Technology costs associated with the consolidation
  - Tower Sites that still have value for future systems (prevents lease payments)
    - Current radio system
- This debt will be paid using only future 911 surcharge funds.
- Client agencies recognize that this is a tremendous burden and that the ETSB fully funding radio communications in the county is no longer sustainable.

## Where we are going.

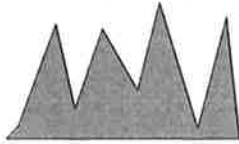
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- Focus of current project is to prevent us from being upside down again.
  - *Motorola will assume responsibility for keeping up with technology changes.*
- ETSB will fund it's own future infrastructure.
  - Radio Consoles, Connectivity to Network, Etc.
- ETSB will no longer supply mobile and portable devices to agencies, but has leveraged maximum buying power to achieve a 46% discount on devices.
  - The cost of these technologies has outpaced the funding capacity of a stagnant surcharge that is now **entirely state controlled**. Agencies will purchase their own.

## Where we are going.

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- We have collaborated with client agencies and our neighbors at WESCOM to negotiate a very sustainable and cost effective alternative to the traditional infrastructure paradigm.
- Minimal shifts in operating costs that are budget friendly vs the old “peaks and valleys” way of doing business. “Build, demolish, repeat” is old news.



## How do we get 450 radios there?

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### Option 1

- Conventional “Build Our Own” Solution 10 year cost: \$6,00,000
  - Life cycle of 15 years.
  - \$115,000 annual maintenance cost to users
  - Maintain tower control, including possible future revenue streams.
  - More radios added to the network will drive user costs down.

## How do we get 450 radios there?

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### Option 2

- Conventional Starcom21 Solution 10 year cost: \$5,029,755
  - More radios added to system does not affect user costs.
  - No tower control, and no possible additional revenue streams.
  - 95% Grade of Service
  - Perpetual life cycle with \$194,400 annual maintenance costs to users.

## How do we get 450 radios there?

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### Option 3

- Grundy/WESCOM Starcom21 partnership 10 year cost: \$4,033,455
  - More radios added to the network will drive user costs down .
  - Complete tower control, including possible future revenue streams.
  - 98% Grade of Service
  - Perpetual life cycle with \$40,000 annual maintenance cost to users.

## Nuts and Bolts.

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- Funded through Intergovernmental Agreement with user agencies:
  - \$1,489,555.00 Initial purchase of subscriber devices
  - \$927,500.00 One time impact fee (Realized through monthly access fees)
  - \$380,000 10 years of port fees (Realized through monthly access fees)
- Paid for from state distributed 911 Surcharges:
  - \$736,400 Financing on Motorola consoles and additional Motorola hardware.
  - \$500,000 Line of Credit to build one tower site, purchase supplemental interoperability equipment, and to bring microwave network connectivity current.

## Summary

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- ETSB Liabilities funded through state distributed 911 surcharges.
  - Current \$1 Million in debt
  - New \$500,000 line of credit
  - New \$736,400 Financing through Motorola
- ETSB Long Range Plan
  - Debt free in 7 years
  - Managing Starcom21 access and support on behalf of user agencies.



## Summary

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- Client Agencies Liabilities
  - ETSB collects and makes payment to Motorola via intergovernmental agreement.
    - Impact fee, port fees, portable devices, and mobile devices
- Client Agencies Long Range Plan
  - Impact fee and device purchase costs fully funded after 7 years.
  - Only ongoing annual port fees after year 7.
  - User devices owned outright by agencies.

## New Benefits Realized

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- Additional Access to Neighboring Agencies for our First Responders
  - WESCOM Agencies
  - State Police
  - Livingston County Agencies
- Grundy fire and Police agencies will be able to seamlessly communicate on one network.
- Increased Flexibility for Ongoing 911 Operations in Disaster Situations
- Access to support and resources from the largest radio network in the state.

Will you partner  

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with us?



# VILLAGE OF COAL CITY

Terry J. Halliday  
*President*

Pamela M. Noffsinger  
*Village Clerk*

Ross Bradley  
Tim Bradley

*Village Trustees*  
David Togliatti  
Neal Nelson

Justin Wren  
Dan Greggain

November 9, 2016

Mr. Scott Belt  
ETSB Counsel  
105 E. Main St., Suite 206  
Morris, IL 60450

**RE: PROPOSED IGA FOR THE GRUNDY ETSB STARCOM21 TECHNOLOGY UPGRADE**

Dear Mr. Belt:

Thank you for providing the Village of Coal City an opportunity to view the work in progress that is the draft IGA concerning the intended communications upgrade for Grundy-related dispatching. At this point, the details contained within this Draft IGA bring a host of additional questions that cause the Coal City Village Board pause. Below is a list of the additional details necessary to be addressed within the upcoming revisions of this IGA including two overarching principles that may require additional discussion by the E-911 Advisory Board and/or ETSB.

Thank you,

Matthew T. Fritz  
Village Administrator

- 1.) Within the definition of *Impact Fee* it looks as though the impact fee related equipment, i.e. new towers to gain greater signal penetration and reliability, are to be owned by Motorola as opposed to the ETSB. This detail along with Section 4.7 brings into question the claim that has been asserted that Motorola shall be liable for the upgrades and functionality of the towers forever. This may be true if they are to be owned by Motorola, but it appears as though the cost of this surety is only known for the first 7-10 year period of this IGA. Furthermore, the concept of Motorola owning these new sites seems to be a policy decision which would negate all future revenue collection potential for these locations including collocation of other cellular companies and/or additional State of Illinois StarCom location fees. These types of fees currently generate additional revenue within the current ETSB budget.

cc: Coal City Board of Trustees  
Chief Tom Best, E-911 Advisory Board Chair  
Brent Dite, ETSB Chair  
Dale Watson, Coal City ETSB Representative

- 2.) Continually throughout the agreement, it looks as though the Member Agency contributions for various portions of the necessary fees shall be determined by the ETSB. It seems as though ETSB should agree upon a formulaic basis upon which those fees shall be paid so each member agency knows its cost for a certain duration of time. That duration of time should recognize member agencies have the ability to leave according to the Grundy Consolidated Dispatching IGA prior to that IGA's renewal (the next renewal is set for 2018). If this should occur, will the departing agency owe the remainder of its proportionate impact fee contractually or will the ETSB assume the remainder and reallocate in the future when it changes its fees from time to time as reserved throughout?

The following comments are specific questions or details that need to be addressed within the proposed IGA.

- 1.) Page 2, Section 1.2 (e) – "...which equipment is not owned by ETSB"

Is all of the "impact fee" equipment, i.e. the estimated \$927,500 for addition of 3 StarCom sites and \$736,400 for Dispatching consoles and additional Motorola hardware the subject of this definition? As opposed to taking care of this concept within a definition, this may be worth breaking out into an agreement section.

- 2.) Page 3, Section 1.2 (f) – last sentence concerning ETSB shall divide the fee, etc.

This Port Fee shall be determined by the ETSB, but it leaves the methodology as to the basis for its determination. Since it looks as though the Port Fee will be changing over time, it looks as though developing a formula for its payment would provide greater surety for member agencies instead of just leaving it to the ETSB.

- 3.) Page 3 – Beginning in the definitions and within Section 2.2

The content within Attachment A is essential to a member agency's determination as to its ability to support joining onto the proposed IGA. Please pass this along as soon as it is set and know its contents may be the source of future questions and concerns.

- 4.) Page 4, Section 2.5 – Use of the ETSB STARCOM21 System Equipment

This term seems to leave the possibility of applying to the impact fee-related equipment as well. Within the section it discusses primarily Member Agency equipment, but then discusses ETSB equipment as well. Do the revenues related to the operation of the system, i.e. cellular co-location fees and/or Illinois StarCom fees come back to Grundy ETSB?

- 5.) Page 4, Section 3.1, line 3 – “...ETSB is and shall be the sole point of contact and authority...”

If Grundy ETSB does not own the impact fee-related sites, how can it possess authority of these locations?

- 6.) Page 4, Section 3.4 – “...no additional subscriber units shall be added...”

This is something that requires ETSB action to take place. A department’s need to add more units may occur from time to time and seems to be something that be accomplished by ETSB Staff review as opposed to requiring an action of the ETSB.

- 7.) Page 5, Section 3.5, line 4 – “...agree that any ETSB-owned equipment which may be installed...”

This section seems to be discussing additional equipment besides that defined within Section 2.2; please define that so member agencies retain ownership of anything purchased within Section 2.2 and this clause does not take away from the clarity of the provisions within Section 2.2.

- 8.) Page 5, Section 4.3 – “...purchase agreement between Motorola and ETSB.”

Please add this as an additional attachment to the IGA so if there is any portion within that agreement that may result in additional costs for the member agencies it is known prior to a member agency’s consideration of this IGA.

- 9.) Page 5, Sections 4.4 & 4.5

There is a lot of reservation of rights wherein the ETSB can increase rates for certain costs after an initial 7-year period expires. Agreement upon a formula that regulates the payment of this cost would result in greater reliability that would cause less distress when the initial 7-year period has expired. If a 7-year limit is to be utilized on a certain portion of costs, please state the ending date through which these fees will be guaranteed.

- 10). Page 6, Section 4.7

The contents within Attachment B is essential to a member agency’s determination as to its ability to support joining onto the proposed IGA. Please pass this along as soon as it is set and know its contents may be the source of future questions and concerns. Much of the reasoning that has been touted as a reason for the means by which this upgrade will provide future savings is to be questioned of the true guaranteed time period for the cost is simply the initial 7-year period. Again, the utilization of formulas will provide stability for each member when reviewing these types of possible future adjustments.

- 11.) Page 7, Section 5.2, Line 5 – “For security purposes...”

Does this language limit a member agency from utilizing its equipment purchased according to Section 2.2 on another network if it chooses to sever its service provision with Grundy Consolidated Dispatch? Please ensure the ability to have existing equipment re-programmed is retained.

- 12.) Page 7, Section 5.5 (a) – “...as defined by Motorola specifications;”

It is necessary to receive and review these specifications prior to deciding upon passage of this IGA.

- 13.) Page 7, Section 5.5 (b)

The electrical work to accommodate the Motorola equipment should be supported by the \$500,000 line of credit work related to ETSB asset accommodation for the system upgrade as opposed to leaving it to each member agency.

- 14.) Page 8, Section 7.1

Is Motorola a party to this agreement? Does the ETSB take on any liability or is it to be held accountable for any commitment made by Motorola to others utilizing the Grundy ETSB Starcom21 infrastructure? Should this be discussed and eliminated or accounted for?

The last corrections below are simply typos and small corrections in the language

Page 3, Section 2.2 (a), line 3 – eliminate “A” after MEMBER

Page 5, Section 4.1, line 8 – change a into an before ETSB

Page 7, Section 5.2, line 1 – delete “The” and “its” around MEMBER AGENCY

**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN GRUNDY COUNTY EMERGENCY TELEPHONE SYSTEM BOARD AND**  
**PUBLIC SAFETY AGENICES FOR VHF AND STARCOM21 RADIO PROJECT FINANCING**

This INTERGOVERNMENTAL AGREEMENT (“The Agreement”) is entered into by and between the Grundy County Emergency Telephone System Board, (hereinafter referred to as “ETSB”) on its own behalf, and with the undersigned public safety agencies.

**RECITALS**

**WHEREAS**, ETSB and the ETSB member agencies are part of a collaboration with Western Will County Communication Center (WESCOM) to enhance their ability to effectively respond to emergency calls to 9-1-1 through interoperable public safety communications capabilities available throughout the service area of ETSB; and

**WHEREAS**, the Constitution and laws of the State of Illinois permit units of local government to enter into intergovernmental agreements in such a manner as is not restricted by law or ordinance; and

**WHEREAS**, ETSB was formed pursuant to the Illinois Emergency Telephone System Act

**WHEREAS**, ETSB considers an interoperable radio network infrastructure and related emergency dispatch equipment to be an essential component of ETSB as well as integral to producing an effective response by the appropriate first responding member agency as a result of an emergency call to 9-1-1; and

**WHEREAS**, ETSB, WESCOM and its member agency units of local government previously collaborated to develop various two-way radio systems to facilitate responses to emergency calls to 9-1-1;

**WHEREAS**, ETSB intends to facilitate a modern interoperable emergency radio dispatch system for use by first responders within the ETSB service area; and

**WHEREAS**, ETSB wishes to establish the terms and conditions under which an interoperable emergency dispatch radio system will be made available to its first responding member agencies; and

**WHEREAS**, ETSB desires the use of an interoperable emergency dispatch radio system for its personnel and the personnel of its member agencies to effectively respond to emergency calls to 9-1-1; and

**WHEREAS**, ETSB has determined that it is in the best interests of its member agencies and the people they serve to partner with WESCOM to establish an interoperable emergency radio system; and

**WHEREAS**, the State of Illinois has a Master Contract with the Motorola STARCOM21 radio system for use for public safety purposes and has made access to the system available to local public safety agencies; and

**WHEREAS**, ETSB and its member agencies believe that the goal of enhancing their ability to effectively respond to emergency calls to 9-1-1, however initiated, through interoperable public safety

communications capabilities for its members, will be realized by providing an interoperable emergency radio dispatch system consisting of the following:

1. A radio network infrastructure that will consist of adding three (3) STARCOM21 radio sites and an additional site shared by ETSB with WESCOM, who will also add three (3) STARCOM21 radio sites, to achieve 16db coverage with an overall goal of a 2% Grade of Service (GOS) as determined by the *Acceptance Testing Plan*, interoperable emergency dispatch radio system for use by the members of ETSB;
2. Certain two-way radios (“subscriber units”) necessary for two-way emergency dispatch communications on the interoperable radio network infrastructure for the use of ETSB’s public safety agencies, including, but not limited to, its police and fire departments, on the terms more fully described herein;
3. Certain radio control stations belonging to ETSB for the use of ETSB’s public safety agencies on the terms more fully described herein;
4. All associated connections required to complete interoperability; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, ETSB on its own behalf, and on behalf of ETSB’s member agencies, ETSB and its member agencies hereto hereby agree as follows:

**Part 1 – Incorporation of Recitals and Definitions**

Section 1.1 – Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made part of this Agreement.

Section 1.2 – Definitions. As used in this agreement, unless the context clearly requires otherwise, the following terms shall have the following meanings:

- a) “ETSB” means the Grundy County Emergency Telephone System Board;
- b) “STARCOM21 System” means the interoperable emergency dispatch radio system consisting of network and equipment utilizing the local STARCOM21 sites as integrated as part of the overall radio system, as part of the State of Illinois Master Contract with Motorola/STARCOM21;
- c) “Motorola” means Motorola, Inc., a business corporation organized under the laws of the State of Delaware;
- d) “STARCOM21” means a 700/800 MHz, Association of Public-Safety Communications Officials (APCO) Project 25 P25 interoperable, digital, trunked statewide voice and data radio communications network owned and operated by Motorola, under a public-private contract with the State of Illinois by way of Illinois Central Management Services;



- e) "Impact Fee" means a dollar value charged by STARCOM21 to increase the capabilities of various radio site components, which equipment is not owned by ETSB, in order to provide two-way voice and data communications within the ETSB service area. ETSB will coordinate payments from the MEMBER AGENCY to Motorola for the financing of the impact fee;
- f) "Port Fee", also known as "Air Time", is the fee charged by STARCOM21 as a flat, annual fee that provides for the service, repair, replacement, maintenance, software upgrades, hardware replacement, and access to the radio system. ETSB will divide this fee on a per-radio, per-month basis for cost recovery from the MEMBER AGENCY;
- g) "Lease-Purchase Agreement" is the finance agreement between ETSB and Motorola to allow ETSB and the MEMBER AGENCY to finance, over time, the cost of the MEMBER AGENCY'S subscriber radios;
- h) "ETSB Member Agency" are those agencies that have executed the ETSB Intergovernmental Agreement and receive service from ETSB or any agency which hereinafter becomes a member of ETSB;
- i) "Equipment" shall mean the subscriber radio units, control stations and all attendant hardware and software as is further defined in Attachment A to this Agreement.

## **Part 2 – Allocation of Equipment, Ownership, System Access**

Section 2.1 – Generally, pursuant to this agreement, ETSB acts as a pass-through for the purchase of products and services from Motorola and Motorola-STARCOM21. Funds will be collected from the MEMBER AGENCY by ETSB, and payments will then be made to Motorola. The Equipment as set forth in Section 2.2, is and shall at all times be considered the property of the MEMBER AGENCY unless otherwise specified in this Agreement.

Section 2.2 – MEMBER AGENCY Allocated Equipment. The MEMBER AGENCY, at its own expense and through payments to ETSB, shall acquire the subscriber radio units, control stations, and other equipment for use with the ETSB STARCOM21 System as set forth in Attachment A. Attachment A is made a part of this agreement and incorporated herein. The parties agree that Attachment A was developed by ETSB in consultation with the MEMBER AGENCY and reflects the appropriate allocation of equipment for the MEMBER AGENCY. The equipment listed on Attachment A shall be purchased through ETSB and become the sole property of the individual MEMBER AGENCY upon repayment to ETSB of all monies advanced by ETSB on behalf of the MEMBER AGENCY and as set forth herein.

Section 2.2a – Additional Equipment. The MEMBER AGENCY may opt for certain accessories or options as outlined in Section 2.2. The cost of these options or equipment is set forth in Attachment A in the section labeled "Agency Obligations". The MEMBER AGENCY agrees that it is responsible for the cost of the additional options or equipment described in Attachment A, including its purchase, maintenance, and operation. ETSB shall make such payment prior to October 31, 2018. ETSB further agrees that any options which are integrated as part of the

subscriber units, consoles, control stations create an ownership interest in the equipment and that said subscriber units, consoles, control stations remain the sole property of the individual ETSB MEMBER AGENCIES.

Section 2.3 – Access to the STARCOM21 System. An annual “Port Fee” is being charged ETSB by STARCOM21. This flat rate will be calculated based on a per radio, per month rate and assessed to the MEMBER AGENCY. ETSB will collect the MEMBER AGENCY’S share of the port fee commencing November 1, 2017. See Attachment B.

Section 2.4 – Assignment Prohibited. Neither ETSB nor the MEMBER AGENCY will have the right to transfer, assign, sublease, modify, or confer any rights or benefits with respect to the use of the STARCOM21 system, including allocated equipment, to any third party without the written permission of ETSB. This Section does not prohibit ETSB or the MEMBER AGENCY from allocating equipment to the first responding personnel of the MEMBER AGENCY;

Section 2.5 – Use of the ETSB STARCOM21 System Equipment. All equipment purchased by a ETSB MEMBER AGENCY as described in Attachment A shall be used for the purposes permitted by law and by personnel associated with emergency response including radio system operators and first responding emergency personnel. ETSB and the MEMBER AGENCY may also use said equipment for any other purpose related to its official duties in accordance with all applicable Federal, State and local laws and ordinances provided that such use does not represent any additional cost to ETSB.

### **Part 3 – Control and Operation of Radio Systems**

Section 3.1 – STARCOM21 System. The parties agree that the management and control of the STARCOM21 System is and shall remain under full control and supervision of ETSB. The parties agree that ETSB is and shall be the sole point of contact and authority with regard to the STARCOM21 sites utilized to achieve 16db coverage, ETSB is and shall be the sole point of contact and authority for the initial deployment as well as any new or added equipment that may in the future be made part of the ETSB STARCOM21 System and other networks or property. This status shall include all ETSB owned towers, radio equipment, connections, generators, computers, and all other such attachments and appurtenances.

Section 3.2 – Radio Frequencies. STARCOM21 utilizes a mix of locally-allocated 700mHz frequencies as well as 700mHz frequencies assigned to the State of Illinois. ETSB shall provide the STARCOM21 system with the appropriate licensed frequencies as may be allocated to ETSB through the Regional Planning Committee (RPC) Region 54, and as may be requested, for future capacity. ETSB shall make available such updated or alternative frequencies as may be allocated and requested.

Section 3.3 – Programming of Equipment. ETSB shall have sole programming authority for subscriber units, consoles, and control stations pursuant to maintenance and warranty agreements entered into by ETSB for the ETSB STARCOM21 System during the term of this Agreement. Due to the critical nature of the programming of the radios, ETSB staff will be solely responsible for maintenance of the Advanced System Key (ASK) and any encryption programming

Section 3.4 – Access Limitations. The parties agree that no additional subscriber units shall be added to the ETSB STARCOM21 System beyond the number of subscriber units allocated as part of this Agreement without first obtaining the approval of ETSB. ETSB may limit access to the ETSB STARCOM21 System to the number of subscriber units allocated to the MEMBER AGENCY as part of this agreement if it determines that additional subscriber units would adversely impact the system’s performance, channel capacity, and the contractually-determined grade of service.

Section 3.5 – Local Radio System. The parties agree that ETSB shall retain ultimate authority and ownership over its existing radio equipment and system(s) as well as any new, added equipment which may in the future be made a part of ETSB’s radio system, other networks, or property. The parties further agree that any ETSB-owned equipment which may be installed at a MEMBER AGENCY’S existing communication location pursuant to this agreement shall remain ETSB’s property and shall not be disturbed.

#### **Part 4 – Responsibilities of ETSB**

Section 4.1 – Delivery and Installation of ETSB STARCOM21 Equipment. Pursuant to a mutually agreed upon schedule, and consistent with the timeline for the deployment of the ETSB STARCOM21 System, ETSB and its contractors shall (a) install consoles and control stations; (b) deliver the equipment described in Section 2.2 and Section 2.2a and (c) install necessary telephony equipment for the interoperability as designated by the STARCOM21 requirements. ETSB shall not be responsible for the installation of any additional MEMBER AGENCY equipment. The parties agree that this Agreement contemplates ETSB’s participation in the installation of only the necessary equipment described herein. Should a ETSB MEMBER AGENCY subsequently desire the participation of ETSB in the installation of additional equipment such participation is not governed or contemplated by this Agreement.

Section 4.2 – Training. ETSB shall provide training on an ongoing basis on the use and operation of STARCOM21 equipment for the MEMBER AGENCY’S personnel responsible for the operation of such equipment as deemed necessary by ETSB.

Section 4.3 – Performance. ETSB shall make available to the MEMBER AGENCY such system coverage and performance as provided in the purchase agreement between Motorola and ETSB. Improvements, modifications or changes made to improve system coverage and performance may only be done with the approval of ETSB and other necessary parties at the expense of the MEMBER AGENCY. ETSB retains the authority to increase channel capacity, if feasible, at the request of a MEMBER AGENCY which may, at ETSB’s option may be at the MEMBER AGENCY’S expense.

Section 4.4 – Payment of Cost of Purchase. ETSB shall be responsible for those costs associated with the core operations of the ETSB STARCOM21 System. Core Operations shall include maintenance of ETSB provided equipment, consoles, control stations, subscriber units, telephony, network and backhaul.

Section 4.5 – Payment of Maintenance Costs.

- a) ETSB shall be responsible for the maintenance costs for the ETSB STARCOM21 System expenses that are directly billed to ETSB by the providers of such maintenance services. Annual maintenance for ETSB allocated recording loggers, subscriber units, consoles and control stations shall be covered by ETSB for a period of seven (7) years from the implementation of the ETSB STARCOM21 System including any warranty periods;
- b) After the seven (7) year period, ETSB will review its ability to continue to pay the cost of maintenance for subscriber units, consoles and control stations. If it is determined that it cannot continue to fund the cost of maintenance for subscriber units, consoles and control stations, ETSB may, in its discretion, transfer those assets to the MEMBER AGENCY in accordance with the provisions of Section 6.6. ETSB will continue to manage and maintain the regional logger and telephone and utility costs as part of ETSB.

Section 4.6 – Payment of Telephone and Utility Costs. ETSB shall be responsible for telephone and utility costs, unless as otherwise defined within this document, and expenses associated with the ETSB STARCOM21 System.

Section 4.7 – Duty to Contract with Motorola for Use of Radio System Network. ETSB shall enter into a user agreement with Motorola on behalf of the MEMBER AGENCY for a period of seven (7) years to permit the use of the equipment described in Attachment A to operate on the ETSB STARCOM21 System. The price for this contract shall be determined pursuant to contract negotiations between Motorola and the State of Illinois. A cost projection is provided in Attachment B. ETSB agrees to assume the costs of the user agreement for an initial period of seven (7) years after which, the MEMBER AGENCY, shall if required by ETSB, be responsible for the ongoing costs associated with the user agreement attributable to the MEMBER AGENCY. ETSB will not be responsible for the costs associated with use of equipment beyond the equipment deployed to the member agency as set forth in Section 2.2.

## **Part 5 – Responsibilities of the MEMBER AGENCY**

Section 5.1 – Reimbursements to ETSB. The MEMBER AGENCY shall reimburse ETSB for costs incurred by ETSB as a result of purchases made by ETSB at the request of and for the benefit of the MEMBER AGENCY which may include, but are not limited to, the following:

- (a) Per unit maintenance costs associated with equipment owned by the MEMBER AGENCY which are billed directly as a per unit cost;
- (b) Programming, re-programming, or other expenses associated with the maintenance of equipment owned by the MEMBER AGENCY;
- (c) Installation or re-installation costs of mobile equipment;

- (d) Installation or re-installation costs of equipment owned by the MEMBER AGENCY which requires permanent installation; or
- (e) Special equipment, service, or connections for which only the MEMBER AGENCY directly benefits.

Section 5.2 – Use of Equipment. The MEMBER AGENCY its personnel shall use ETSB’s recording loggers, consoles, control stations subscriber units and other equipment for official purposes only. The MEMBER AGENCY shall ensure that subscriber units are issued only to personnel designated as first responders and that such personnel keep each subscriber unit tuned at all times to the licensed interoperable frequencies designated and programmed by ETSB. For security purposes, the MEMBER AGENCY shall ensure that any access codes, proprietary information provided by ETSB shall only be given to those authorized by ETSB to receive them. All equipment purchased through the use of the surcharge shall be used for the purposes permitted by law. The parties authorize ETSB to review compliance with this section.

Section 5.3 – Reimbursement to ETSB for System Access. (a) With respect to the equipment deployed to the member agency in accordance with Section 2.2 of this Agreement, after the conclusion of the fifth (5<sup>th</sup>) year of the seven (7) year user agreement between ETSB and Motorola as described in Section 4.7, ETSB may require reimbursement from the MEMBER AGENCY for all or part of the ongoing costs associated with the use of the equipment. In this event, ETSB shall notify the MEMBER AGENCY in writing and specify the intervals at which reimbursement is due. (b) With respect to the additional equipment furnished pursuant to Section 2.3, the MEMBER AGENCY shall make quarterly reimbursement to ETSB for any costs associated with the use of the equipment on a quarterly basis as determined by ETSB.

Section 5.4 – Cooperation and Access. Throughout the term of this Agreement, the MEMBER AGENCY shall provide ETSB with reasonable cooperation and access to its facilities to promote the delivery and installation of consoles, control stations, loggers, the subscriber units, and other equipment for the training of the MEMBER AGENCY’s personnel and any other purposes of this Agreement.

Section 5.5 – Miscellaneous Costs. The MEMBER AGENCY further agrees to:

- (a) provide power at the MEMBER AGENCY location to support new equipment as defined by Motorola specifications;
- (b) provide electrical work, if required, including, but not limited to, new circuits, outlets, grounding, and wiring required to add new equipment as defined by Motorola specifications;

Section 5.6 – Risk of Loss, Insurance. Upon the delivery and installation of ETSB-owned equipment to the MEMBER AGENCY, the MEMBER AGENCY shall bear the risk of loss for any damage or loss to such equipment beyond the coverage provided in the warranty and maintenance agreements entered into by ETSB for any and all equipment that is part of this Agreement or covered by ETSB or ETSB insurance.

Section 5.7 – Subsequent Purchase of Equipment. The parties agree that should the MEMBER AGENCY desire to purchase additional equipment for use on the ETSB STARCOM21 System after its execution of this agreement, it shall be solely responsible for any costs associated with its purchase, maintenance, or operation which may be incurred by ETSB.

## **Part 6 – Term and Termination**

Section 6.1 – Effective Date. This Agreement shall commence upon its execution by both parties and the voting membership of ETSB approves the ETSB STARCOM21 System and its associated contracts and change orders. The Agreement shall continue thereafter for a period of seven (7) years or until it is terminated in accordance with this Part 6.

Section 6.2 – Termination by Election of Parties. After the initial seven (7) year term of this Agreement, either party wishing to terminate this Agreement may do so for any reason upon one-hundred twenty (120) days written notice to the other. Upon termination, except as provided in Section 6.6, the MEMBER AGENCY shall, at the discretion of ETSB, return all ETSB-owned equipment or reimburse ETSB for the cost of the equipment as detailed in the original purchase contract less depreciation as calculated in Section 6.4. The terminating party shall be responsible any costs associated with equipment removal as well as previously contracted costs of maintenance and equipment use. A request by ETSB, pursuant to Section 2.6 for the reasons provided by that Section, for a return of less than all of equipment allocated to the MEMBER AGENCY shall not automatically operate to terminate this Agreement.

Section 6.3 – Effects of Termination. Upon the effective date of the termination of this agreement pursuant to a written notice by the MEMBER AGENCY as set forth in Section 6.2, (1) the MEMBER AGENCY's right to use the ETSB STARCOM21 System shall cease; (2) the MEMBER AGENCY's obligation to reimburse ETSB for any costs as provided in this Agreement shall remain in full force and effect; and (3) the MEMBER AGENCY shall promptly return all ETSB-owned equipment to ETSB.

~~Section 6.4 – Valuation of Assets at Termination. The parties agree that the assets contemplated for deployment to the MEMBER AGENCY have a useful life of ten (10) years and that the straight-line method of depreciation shall be used in determining the residual values of such assets.~~

## **Part 7 – Miscellaneous Terms**

Section 7.1 – No Joint Venture. This Agreement shall not be construed in such a way that ETSB, or the MEMBER AGENCY constitutes, or is deemed to be, the representative, agent, employee, partner, or joint venture of the other. The parties shall not have the authority to enter into any agreement, nor to assume any liability, on behalf of the other party, nor to bind or commit the other party in any manner, except as expressly provided herein.

Section 7.2 – Notice. All notices required to be given pursuant to this Agreement shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested, or upon receipt of facsimile transmission. Notice given as provided herein does not waive service of summons or process.

<b>If to ETSB, to:</b>	<b>If to the MEMBER AGENCY, to:</b>  Attention:
------------------------	---

Section 7.3 – Entire Agreement. This Agreement constitutes the entire agreement of ETSB and the MEMBER AGENCY with respect to the subject matter hereof and supersedes all other prior and contemporary agreements, understandings, representations, negotiations, and commitments between ETSB and the MEMBER AGENCY with respect to the subject matter hereof.

Section 7.4 – Approval Required and Binding Effect. This Agreement between ETSB and the MEMBER AGENCY shall not become effective unless authorized and executed by ETSB. This Agreement constitutes a legal, valid and binding agreement, enforceable against the MEMBER AGENCY and, once duly authorized and executed as set forth herein, against ETSB.

Section 7.5 – Representations. Each party represents that it the authority to enter into this Agreement and undertake the duties and obligations contemplated by this Agreement and that it has taken or caused to be taken all necessary action to authorize the execution and delivery of this Agreement.

Section 7.6 – Covenant Not to Sue. The parties hereby covenant and agree that each shall not sue, institute, cause to be instituted or permit to be instituted on its behalf, or by or on behalf of its past, present or future officials, officers, employees, attorneys, agents or assigns, any proceeding or other action with or before any local, state and/or federal agency, court or other tribunal, against the other party, its board members, officers, commissioners, employees, attorneys, agents or assigns, arising out of, or from, or otherwise relating, directly or indirectly, to this Agreement to the extent authorized by law.

Section 7.7 – Indemnification. The parties hereby release and agree that each shall indemnify and hold harmless the other party and all of its present, former and future officers, including board members,

commissioners, employees, attorneys, agents and assigns from and against any and all losses, liabilities, damages, claims, demands, fines, penalties, causes of action, costs and expenses whatsoever, including, but not limited to, attorneys' fees and court costs, present or future, known or unknown, sounding in law or equity that arise out of or from or otherwise relate, directly or indirectly, to this Agreement or to the use of the ETSB STARCOM21 System to the extent authorized by law, including, but not limited to any injury or damage caused by the failure of the supplied equipment to function properly, the failure of radio transmissions to be accurately transmitted and/or received or the failure of the ETSB STARCOM21 System or the STARCOM 21 System to operate as designed.

Section 7.8 – Amendments. This Agreement may be amended upon the written agreement of the parties.

**WHEREFORE**, the parties have signed and executed this Agreement as of the date written below.

**ETSB**

**MEMBER AGENCY:**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment Listing

Attachment A – List of equipment deployed to the MEMBER AGENCY

Attachment B – Cost Projections



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**THE VILLAGE OF COAL CITY**  
**GRUNDY & WILL COUNTIES, ILLINOIS**

---

ORDINANCE  
NUMBER 16-\_\_\_

---

**AN ORDINANCE FOR THE 2016 LEVY AND ASSESSMENT OF TAXES  
FOR THE VILLAGE OF COAL CITY, GRUNDY & WILL COUNTIES, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017**

---

TERRY HALLIDAY, President  
PAMELA M. NOFFSINGER, Village Clerk

ROSS BRADLEY  
TIM BRADLEY  
DAN GREGGAIN  
NEAL NELSON  
DAVID TOGLIATTI  
JUSTIN WREN

Village Trustees

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Published in pamphlet form by authority of the President and Board of Trustees of the Village of Coal City  
on \_\_\_\_\_, 2016

VILLAGE OF COAL CITY

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE FOR THE 2016 LEVY AND ASSESSMENT OF TAXES  
FOR THE VILLAGE OF COAL CITY, GRUNDY & WILL COUNTIES, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017

---

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE  
VILLAGE OF COAL CITY, GRUNDY AND WILL COUNTIES, ILLINOIS.

**Section 1.** The Board of Trustees of the Village of Coal City has ascertained the total amount of appropriation for all corporate purposes legally made and to be provided for by tax levy by a tax for General Corporate purposes for the current year as specifically set forth below:

There is hereby levied by a tax for the General Corporate purposes, upon real property, subject to the Counties of Grundy and Will and the State of Illinois, for the fiscal year beginning May 1, 2016 and ending April 30, 2017 as for the current year, the following sums of money, or as much thereof as may be authorized by law, for the following purposes to-wit:

<b>Corporate Fund</b>		<b><u>Levied</u></b>
<b><u>Personal Services and Salaries</u></b>		
Mayor and Trustees		\$20,000
Village Administrator		35,000
Administrative Assistant		27,900
Clerical		33,300
<b><u>Insurance Benefits</u></b>		
Health/Life Insurance		154,537
<b>TOTAL Corporate Levy</b>		<b>\$270,737</b>

**Section 2.** The Board of Trustees of the Village of Coal City ascertained the total amount of appropriations for all other purposes legally made and to be provided for by tax levy of the current year as is specifically set forth below.

There is hereby levied by a tax for the General Corporate purposes, upon real property, subject to the Counties of Grundy and Will and the State of Illinois, for 2016, the following sums of money, or as much thereof as may be authorized by law, for the following purposes to-wit:

Levied

***Liability Insurance***

Contractual Service: \$142,836  
Said amounts are levied as an additional tax authorized by 745 ILCS, 10/9-107 of the Illinois Compiled Statutes.

***Workers' Compensation & Insurance Tax***

Contractual Service: \$92,164  
Said amounts are levied as an additional tax authorized by Chapter 85, Paragraph 9-107 of the Illinois Compiled Statutes.

***Police Protection Tax***

Personnel \$81,221  
Said amounts are levied as an additional tax authorized by 65 ILCS, 5/11-1-3 of the Illinois Compiled Statutes.

***Municipal Auditing Tax***

Contractual Services: \$25,000  
Said amounts are levied as an additional tax authorized by 65 ILCS, 5/8-8-8 of the Illinois Compiled Statutes.

***Street Lighting Tax***

Contractual Service: \$50,000  
Said amounts are levied as an additional tax authorized by 65 ILCS, 5/11-80-5 of the Illinois Compiled Statutes and passed hereto by the requisite 2/3 vote of the corporate authorities.

***Police Pension***

Personnel: \$508,000  
Said amounts are levied as an additional tax authorized by 40 ILCS, 5/22-403 of the Illinois Compiled Statutes.

Levied

**IMRF & Social Security**

Contributions to Social Security:	\$191,833
Contributions to IMRF:	77,950

Said amounts are levied as an additional tax authorized by 40 ILCS, 5/7-171 of the Illinois Compiled Statutes and 40 ILCS, 5/21-110 of the Illinois Compiled Statutes.

**Park Fund**

Personnel	\$48,730
Village Administrator	2,630
Contractual Activities	9,212
Electricity	6,362
Park Improvements	<u>14,277</u>
Park Fund Total	\$81,221

**Section 5.** This ordinance shall be approved by a vote of a majority of the corporate authorities of the Village of Coal City during its final reading.

**Section 6.** That the Village Clerk of the Village of Coal City shall be directed to file a certified copy of the adopted ordinance in the Office of the County Clerk of said Grundy and Will Counties as required by law and said County Clerks shall be directed to extend the above taxes pursuant to law.

**AN ORDINANCE FOR THE 2016 LEVY AND ASSESSMENT OF TAXES  
FOR THE VILLAGE OF COAL CITY, GRUNDY & WILL COUNTIES, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017**

---

SO ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2016, at  
Coal City, Grundy & Will Counties, Illinois.

AYES:

ABSENT:

NAYS:

ABSTAIN:

**VILLAGE OF COAL CITY**

\_\_\_\_\_  
Terry Halliday, President

Attest:

\_\_\_\_\_  
Pamela M. Noffsinger, Clerk

STATE OF ILLINOIS     )  
COUNTY OF GRUNDY    )  
COUNTY OF WILL       )

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION

I, the Presiding Officer of the Village of Coal City, Grundy and Will Counties, Illinois, do hereby certify that the Levy adopted on the \_\_\_\_ day of \_\_\_\_\_, 2016, complies with the provisions of P.A. 82-102 (The Truth in Taxation Act).

\_\_\_\_ The Village has levied a final aggregated tax levy resolution or ordinance less than 105% of the proceeding year's aggregate extension, thereby the requirement for a truth in taxation hearing inapplicable.

OR

  X   The Village has levied a final aggregated tax levy resolution or ordinance greater than 105% of the proceeding year's aggregate extension, and has complied with the publication and hearing of Section 6 or 7 of the Act.

Signature, Presiding Officer: \_\_\_\_\_

Title, Presiding Officer: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF ILLINOIS     )  
COUNTY OF GRUNDY    )  
COUNTY OF WILL      )

I, the undersigned, Village Clerk of the Village of Coal City, Grundy and Will Counties, Illinois, do hereby certify that the foregoing is a true and correct copy of the Ordinance No. 15-\_\_\_ entitled, "An Ordinance for the 2016 Levy and Assessment of Taxes for the Village of Coal City, Grundy & Will Counties, Illinois for the Fiscal Year Beginning May 1, 2016 and Ending April 30, 2017," duly passed on a roll call vote of a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays, \_\_\_\_\_ absent, of the President and Board of Trustees of said Village of Coal City on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and approved by the President and Board of Trustees of said Village of Coal City on said date. I do further certify that there are six Trustees of said Village authorized by law to be elected. I do further certify that I am the legal custodian of all papers, documents and records of said Village.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Coal City, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Village Clerk  
(SEAL)

\_\_\_\_\_  
Pamela M. Noffsinger, Village Clerk

2016 PROPOSED Tax Levy, Collected in 2017

**Full Contribution to the PD Pension**

Presented November 7, 2016

Last year's EAV 100,272,970  
 Est. 2016 Levy 108,294,808 8% increase

Authority	Max.	2015 Rate	2016 Rate	2015 Extension	2016 Levy	Difference
Corporate	X	0.24931	0.25000	\$ 249,991	\$ 270,737	\$ 20,746
IMRF		0.08522	0.07198	85,453	77,950	(7,503)
Police Protection	X	0.07480	0.07500	75,004	81,221	6,217
Police Pension		0.30828	0.46909	309,122	508,000	198,878
Liability Insurance		0.13252	0.13190	132,882	142,836	9,954
Parks	X	0.07480	0.07500	75,004	81,221	6,217
Social Security		0.15142	0.17714	151,833	191,833	40,000
Workman's Comp.		0.15956	0.08510	159,995	92,164	(67,831)
Audit		0.02494	0.02309	25,008	25,000	(8)
Street Lighting	X	0.04987	0.04617	50,006	50,000	(6)
		1.31072	1.40446	\$1,314,298	\$ 1,520,962	\$ 206,664
Refinanced Bonds		0.18439	0.27748	184,898	300,500	115,602
Prairie Oaks Project		0.05694	0.05272	57,091	57,091	-
		1.55205	1.73467	\$1,556,287	\$ 1,878,553	\$ 322,266

FYI -	2015 Tax District EAV, Collected in 2016	2016 Tax District EAV, Collected in 2016	% Change
	100,272,970	105,477,239	4.93%
	105,477,239	103,138,176	-2.27%
	103,138,176	106,769,515	3.40%
	106,769,515	111,061,700	3.86%
	111,061,700	118,649,618	6.40%
	118,649,618	120,949,702	1.90%



November 2, 2016

Terry Halliday, Mayor  
Village of Coal City  
515 South Broadway  
Coal City, IL 60416

SUBJECT: Village of Coal City  
2016 MFT Maintenance  
Section 16-00000-00-GM

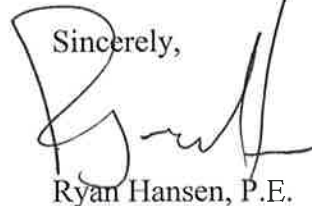
Dear Mayor Halliday:

Chamlin & Associates, Inc. has prepared the Engineer's Payment Estimate #1 for payment to D Construction, Inc. All work performed for the requested payment has been completed in general compliance with Village standards and contract requirements.

Original Contract Amount:	\$	318,835.44
Completed Amount:	\$	320,924.19
Previous Payments:	\$	0.00
5% Retention	\$	16,046.21
	\$	<u>304,877.98</u>

Chamlin & Associates, Inc. at this time recommends a payment in the amount of \$304,877.98 be made to D Construction, Inc.

Sincerely,



Ryan Hansen, P.E.

REH/hp

PERU OFFICE:

JAMES K. CLINARD, S.E., P.E. • ROGER J. CHAMLIN, P.E. • KEVIN W. HEITZ, P.E., P.L.S.  
DEAN A. CHALKEY, C.F.M. • DON W. BIXBY, P.E. • ADAM OSSOLA, P.E. • MICHAEL S. RICETTA, P.L.S. • SCOTT M. SPAYER, P.L.S.

MORRIS OFFICE:

GUY R. CHRISTENSEN, P.E. • MICHAEL W. PERRY, P.E. • MICHAEL E. FARRELL, P.L.S.  
JOSEPH W. McKENNA, P.E. • TIMOTHY R. HEJNY, P.E. • RYAN E. HANSEN, P.E.





## MEMO

**TO:** Mayor Halliday and the Board of Trustees

**FROM:** Matthew T. Fritz  
Village Administrator

**MEETING**

**DATE:** November 9, 2016

**RE: MONTHLY VEHICLE STIPEND FOR DARRELL OLSON**

The Village employs Darrell Olson, its public Works Director in a very unique capacity. While he is charged with the annual review and direction of employees within Public Works, he is paid on an hourly basis in order to keep him as a functional equipment operator in times of need including snow plowing during the winter months.

Mr. Olson's work function includes oversight of ongoing projects throughout the village by an assortment of contractors and many after-hours callouts. All of this has resulted in many miles put onto Mr. Olson's personal car because due to an injury it is much more convenient to utilize his own transportation rather than utilize a fleet vehicle. In addition, the availability of fleet vehicles fluctuates with the season with the summer months being the most difficult for having enough vehicles for all of the tasks and part-time employees accomplishing tasks throughout the Village.

At this time, the Board should accommodate the regular utilization of Mr. Olson's personal vehicle via a monthly mileage reimbursement that will be completed each month and turned into Accounts Payable for reimbursement. Although his recent tracking has recorded 30 miles per day of utilization, Mr. Olson has agreed to a flat reimbursement of \$300 per month and appreciates the Board's consideration of allowing him to continue utilizing his own personal vehicle in this capacity. Upon the Board's consideration of this motion, a letter shall be prepared for Darrell Olson's personnel file determining an accommodation shall be made and the monthly stipend being made available.

**Recommendation:**

Instruct the Village Administrator to complete a monthly reimbursement process whereby Darrell Olson shall qualify for a mileage reimbursement not-to-exceed \$300 for the utilization of his own vehicle to complete job-related duties.

## MEMO

**TO:** Mayor Halliday and the Board of Trustees

**FROM:** Matthew T. Fritz  
Village Administrator

**MEETING**

**DATE:** November 9, 2016

**RE: VILLAGE HALL INTERIOR RENEWAL PROJECT**

Trustee Tim Bradley assisted in getting the interior renovation started and Linda Sula has been instrumental in ensuring adequate proposals were received from various vendors in order to be assured of the lowest cost. At this point, it is necessary for the Village Board to approve the expenditure for this project. Afterwards, a committee shall be gathered to review the vinyl and flooring samples and select the actual colors to be installed and painted throughout. Depending upon the ability of the committee to meet a completion date of November 30<sup>th</sup> has been targeted.

Revenues for this project were held over from last year's budget within the General Fund fund balance when the project was originally proposed. The expenditure of the proceeds will register over balance in this year's budget since the project has been budgeted in FY2016.

The interior renovation shall include all of the floor coverings throughout village hall as well as the window coverings. In addition, the walls will be re-painted in a neutral color to match the new carpets by a contractor. The window coverings will replace the current Venetian blinds with Romans shades. The decisions before the Board is between two flooring options –

Option A has a total project cost of \$28,100 and will result in vinyl plank flooring (that looks like wood laminate) to be installed within the Meeting Room and the Front Hall Gathering Area. The remainder of Village Hall will be carpet squares.

Option B is slightly less and shall carry a cost of \$24,840. This cost will result in the floor covering being carpet squares throughout the entire building.

Tim Bradley could accommodate one more member of the Village Board if anyone would like to serve on the last committee meeting to choose between the available samples for flooring, window covers, and paint colors.

**Recommendation:**

Approve an expenditure not-to-exceed \$28,100 for the interior renovation of Village Hall.

**MEMO**

**TO:** Mayor Halliday and the Board of Trustees

**FROM:** Matthew T. Fritz  
Village Administrator

**MEETING**

**DATE:** November 9, 2016

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### **Recommendation:**

Approve an expenditure not-to-exceed \$28,100 for the interior renovation of Village Hall.