



**AGENDA**  
**COMMITTEE OF THE WHOLE MEETING**  
**Village Hall – Board Room**  
**Monday, December 14, 2015**  
**Immediately following Regular Village Board Meeting**

*Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend.*

*The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

- 2.1 Acceptance of the November 23, 2015 Committee of the Whole Meeting Minutes

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

3.11 Preliminary evaluation of a request for Special Use Permit to ratify operation of a public school including a proposed 24,500 square foot building addition for Half Day School, 239 Olde Half Day Road (Lincolnshire-Prairie View School District 103)

3.12 Preliminary evaluation of a request for Special Use Permit to ratify operation of a public school including a proposed 14,000 square foot building addition for Laura B. Sprague Elementary School, 2425 Riverwoods Road (Lincolnshire-Prairie View School District 103)

3.13 Preliminary evaluation of a Major Amendment to Ordinance No. 86-866-03, which approved a PUD for Phase II of the Tri-State International Office Center, to permit wall signage with Sign Code exceptions (GA Tri-State Office Park LLC)

**3.2 Finance and Administration**

**3.3 Public Works**

3.31 Consideration and Discussion of the Use of Village Streets by District 103 Parent-Teacher Organization for a May 21, 2016 5K Walk/Run (District 103 Parent-Teacher Organization)

**3.4 Public Safety**

**3.5 Parks and Recreation**

3.51 Consideration and Discussion of a Contract with the Lowest Responsible Bidder, Liberty Prairie Restoration, LLC, Libertyville, Illinois for Natural Areas Maintenance (Village of Lincolnshire)

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, November 23, 2015**

Present:

Mayor Brandt	Trustee Feldman
<del>Trustee Grujanac</del>	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Christensen	Village Manager Burke
Chief of Police Kinsey	Finance Director/Treasurer Peterson
<del>Public Works Director Woodbury</del>	Community & Economic Development Director McNellis
Village Planner Robles	
Management Analyst Shoukry	

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:16 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the November 9, 2015 Committee of the Whole Minutes**

The minutes of the November 9, 2015 Committee of the Whole Meeting were approved as submitted.

**2.2 Acceptance of the October 19, 2015 Special Committee of the Whole Minutes**

The minutes of the October 19, 2015 Special Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.5 Parks and Recreation**

**3.51 Consideration and Discussion of Park Board Recommendation to Approve a Lincolnshire Sports Association (LSA) Request to Host Two "Skate Nights" in January/February 2016 at North Park (Lincolnshire Sports Association)**

Mayor Brandt moved up Item 3.51 for consideration and discussion.

Mr. Lee Fell provided a summary of the request by Lincolnshire Sports Association to host two "Skate Nights" in January/February 2016 at North Park. Mr. Fell requested fireworks be allowed at one of the Skate Nights proposed, and requested the display be funded by the Village noting the amount of the fireworks is \$2,500.

Mayor Brandt stated staff would have to research the possibility of fireworks by the open space noting the Village had to get permission from the state for the recent Trail of Terror.

Mayor Brandt provided many suggestions regarding the event including reaching out to staff for support.

Trustee Hancock asked if the event was free. Mr. Fell noted it would be a free community event.

A brief conversation took place regarding the process for permitting fireworks at North Park. Village Manager Burke asked if the fireworks are allowed, would the Board approve the \$2,500 donation as this expenditure should be included in the 2016 Budget. The Board was in favor of approving the donation.

Village Manager Burke suggested Mr. Fell coordinate the approval of fireworks with Public Works staff and the Lincolnshire-Riverwoods Fire Protection District.

It was the consensus of the Board to approve the event and for staff to work with Lincolnshire Sports Association regarding the possibility of fireworks and report back to the Village Board.

### **3.1 Planning, Zoning and Land Use**

#### **3.11 Consideration of an Architectural Review Board recommendation regarding Variations to Title 12, Sign Control, of the Lincolnshire Village Code for permanent identification signage and temporary signage for the 86-unit Camberley Club townhome Planned Unit Development (Pulte Home Corporation)**

Village Planner Robles provided a summary of the Architectural Review Board recommendation regarding variations to the sign code for permanent identification signage and temporary signage for Camberley Club.

Mr. Greg Sagen, President of Signature Design Group, Landscape Architect for Camberley Club provided a presentation regarding the proposed sign designs and variations requested for permanent and temporary signage.

Trustee Feldman asked if the Riverwoods Road monument sign proposed for the entryway median is perpendicular to the strip of land. Mr. Sagen noted the entry sign is perpendicular to the drive lanes, running across the center median.

Trustee Servi noted concern regarding the second monument sign and stated no other subdivision in the Village has two signs. Mayor Brandt noted one of the advantages of the secondary sign was that the access gates would not be visible due to the median entry sign.

It was the consensus of the Board to place this on the Regular Village Board agenda for discussion and approval.

**3.12 Report and Update Regarding Annexation Activity (Village of Lincolnshire)**

Village Manager Burke provided a brief update regarding annexation activity since the legal notification was posted in the paper regarding the involuntary annexation of the unincorporated parcels from Riverside Drive to just south of the Cubby Bear property. Staff and legal counsel have been working with the Boznos family on a voluntary annexation agreement similar to terms of other annexation agreements the Village has approved in the past. Late last week, the owner of the Cubby Bear parcel approached the Village to discuss possible voluntary annexation. Village Manager Burke noted the goal is to bring both proposed annexation agreements back to the Board the first meeting in January.

**3.2 Finance and Administration**

**3.21 Consideration and Discussion of the 2016 Village Calendar and Meeting Schedule (Village of Lincolnshire)**

Village Manager Burke provided a summary of the annual approval of the 2016 proposed meeting schedule. Village Manager Burke noted, typically in October, the first Regular Village Board/Committee of the Whole meetings are re-scheduled due to Columbus Day but due to Jewish Holidays in October 2016, staff is suggesting to retain the Columbus Day meeting date.

Trustee Leider suggested pushing these dates out electronically in order for staff and trustees to manage the dates appropriately. Village Manager Burke noted once the meeting dates are approved, staff will send out electronic meeting dates to the Board. Mayor Brandt asked that the Liaisons to the Advisory Boards be sent electronic notification to these meetings as well.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.22 Consideration and Discussion of Supplemental Appropriation Ordinance of the Village of Lincolnshire, Illinois for the Fiscal Year Beginning January 1, 2015 and Ending, December 31, 2015 (Village of Lincolnshire)**

Finance Director/Treasurer Peterson provided a summary of the annual Supplemental Appropriation Ordinance for Fiscal Year 2015 which is in accordance with state law and is proposed to address line items expected to exceed the original appropriated amount. Finance Director/Treasurer Peterson noted four appropriation items requiring amendment, related to this ordinance, are to include the Police Pension

property tax contribution into operating funds; reclassifying a \$200,000 transfer that was originally classified to the Water & Sewer Operations Fund which is proposed to go to Water & Sewer Improvement Fund; transfer of General Funds to the General Capital Fund in December which would be the second transfer of the year; and professional services for the Police Pension Actuary.

Trustee Hancock asked about the amount of the General Fund to General Capital Fund transfer that happened in January. Finance Director/Treasurer Peterson noted he would have to report back. Village Manager Burke noted the intent was to look at the year-end numbers and make the transfer at year-end instead of at the beginning of the year to close out the fiscal year.

Village Manager Burke noted appropriation takes place at the departmental level and no single department exceeded their appropriation level in regards to total expenditures.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.23 Consideration and Discussion of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year January 1, 2016 and Ending December 31, 2016 (Village of Lincolnshire)**

Finance Director/Treasurer Peterson summarized the annual Ordinance Levying Taxes for Corporate purposes for Fiscal Year 2016. Finance Director/Treasurer Peterson noted given this year's levy is less than 105% of the previous years' tax extension, a Public Hearing and Truth Taxation Publication is not required.

Mayor Brandt made note, other municipalities are raising their rates while Lincolnshire has remained the same for the past three years.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.24 Consideration and Discussion of an Ordinance Abating the Tax Heretofore Levied for the Year 2015 to Pay Debt Service on Several Notes of the Village of Lincolnshire, Lake County, Illinois (Village of Lincolnshire)**

Village Manager Burke provided a summary of the Ordinance abating the tax heretofore levied for the year 2015 to pay debt service on several notes.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.25 Consideration and Discussion of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)**

Village Manager Burke provided a summary of the Ordinance abating and reducing certain taxes heretofore levied to pay debt service on Sedgebrook Special Service Area Number 1 Special Tax bonds.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.26 Consideration and Discussion of an Ordinance Abating Certain Taxes Heretofore Levied for the Westminster Way Transportation Special Service Area Number 1A (Village of Lincolnshire)**

Village Manager Burke provided a summary of the Ordinance abating certain taxes heretofore levied for the Westminster Way Transportation Special Service Area Number 1A.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.27 Consideration and Discussion of Update to Village of Lincolnshire Fixed Asset Policy (Village of Lincolnshire)**

Finance Director/Treasurer Peterson provided an update to the Village of Lincolnshire Fixed Asset Policy. Staff is proposing to raise the \$5,000 capitalization to \$10,000 as part of the update. If there are no objections by the Board to move forward with this update, staff will include this as part of the budget policy updates for approval at the December 14, 2015 Regular Village Board Meeting along with the full 2016 Budget.

Trustee Servi asked how this update compares to other Villages. Finance Director/Treasurer Peterson stated there was a survey showing the vast majority of municipalities are \$7,500 - \$10,000 and over 50% have not changed policy since 1999.

Trustee Leider asked if it is the Government Accounting Standards Board (GASB) recommendation to update the capitalization amount. Finance Director/Treasurer Peterson stated the lowest recommendation from GASB back in 1999 was \$5,000 but current recommendations are to use 20% of assets to capture 80% of value. Moving to a higher threshold reduces insignificant items currently being capitalized. The result from this change would eliminate 35 assets from the GASB 34 Reporting valued at \$240,200 or .25% of the total assets.

There was a consensus of the Board to include this in the 2016 proposed budget for placement on the Consent Agenda for approval at

the next Regular Village Board Meeting.

### **3.28 Continued Discussion Regarding Village of Lincolnshire Proposed 2016 Budget – Utility Rate Options (Village of Lincolnshire)**

Management Analyst Shoukry provided an update of utility rate options based on Board comments from the November 9, 2015 Committee of the Whole meeting.

Village Manager Burke noted staff is looking for direction regarding the 2016 utility rates with the expectation that during 2016, staff will update the Board regarding options for longer term Water Fund financing. Trustee McDonough noted the Water Fund never fully ran on its own and needed assistance from other income or revenue sources and with individuals becoming more water conscience and cognizant of the cost of water, this will most likely continue to need assistance from the General Fund

Management Analyst Shoukry provided a brief overview of a proposed tiered rate model including proposed revenues and impacts on the user.

Trustee Leider asked how it would look if the proposed additional flat charge was eliminated and rolled back into the fee structure and suggested eliminating this. Management Analyst Shoukry stated he would have to do the math and report back to the Board regarding the flat charge being eliminated but noted this could be done. Trustee McDonough agreed with eliminating the flat charge. Village Manager Burke noted the increase would be approximately .36 to eliminate the proposed \$5.00 flat fee which would take the total water and sewer rate increase to 9.5%.

Trustee Leider asked where the distribution of tiers or bell curve came from. Management Analyst Shoukry noted if you take the usage per account and sum it for the entire year and divide it by twelve, you get an average usage per month; this is how the customers are placed in tiers.

Trustee McDonough asked if staff could look at high users to see if there was a peak month or season that would drive them to a higher tier so the high users are not taken by surprise when they get the bill if a peak season hits. Staff will bring back information regarding high users as requested by Trustee McDonough.

Village Manager Burke asked the Board for specifics in order to bring back the Ordinance for the water rates on the December 14, 2015 Consent Agenda for approval.

Trustee Hancock asked how staff would relay the increase to the high users. Management Analyst Shoukry noted staff will relay that high volume users costs more to service and more to maintain and be able to provide water to the high user than many combined users with a lower

demand. Mayor Brandt suggested taking the percentages out of the tables and including only the updated fees when presenting the increase to the user. A conversation followed regarding how to justify the increase to the users. Comparison rates from other municipalities were briefly discussed.

Trustee Feldman suggested staff revisit fees associated with out-of-village water hookup. Village Manager Burke noted a fee is charged for hookup, and the rate for out-of-village is a different amount than in-village. Staff will research hookup fees and provide further information for the Village Board. However, as is the case with the water rates, it is difficult to compare rates for connection fees in surrounding municipalities.

Trustee Leider asked if the tiers could be simplified and possibly broken up into only three tiers instead of five. Management Analyst Shoukry noted the design of the tiers is in line with other municipal models.

There was a consensus of the Board to prepare an ordinance to increase the rate in order to eliminate the flat fee, adopt the tiered rate system for water rates and include this in the 2016 proposed budget for placement on the Consent Agenda for approval at the next Regular Village Board Meeting.

### 3.3 Public Works

### 3.4 Public Safety

#### **3.41 Continued Consideration and Discussion of Recent Amendments to the Illinois Liquor Control Act (Village of Lincolnshire)**

Chief of Police Kinsey updated the Board regarding recent amendments to the Illinois Liquor Control Act which reinstated the institution of Happy Hours, reduction to a single state license for hotels, introduction of regulations for infusion drinks and the requirement that all servers of alcohol be BASSET trained by July 1, 2016. Chief of Police Kinsey noted as a result of the amendments, the Board asked staff to research surrounding communities to see how they were handling the reinstatement of Happy Hour. Chief of Police Kinsey summarized the results of the research to the Board. Staff requests direction from the Board regarding how to proceed with the Happy Hour amendment since Happy Hour is currently prohibited.

Trustee McDonough noted he is in favor of no action being taken at this time.

Trustee Hancock asked if any of the proprietors have made requests regarding the state amendment. Chief of Police Kinsey stated he has not been contacted by any of the proprietors.

Trustee Servi noted some of the surrounding areas do allow Happy

Hours which may put Lincolnshire at a negative disadvantage. Chief of Police Kinsey noted some of the surrounding areas automatically adopt state legislature. Trustee Hancock suggested if a proprietor inquires this can be re-visited.

There was a consensus of the Board for staff to reach out to proprietors to seek information regarding the desire for change and report back to the Board in 2016. No action will be taken at this time to revise the Code.

3.6 Parks and Recreation

~~3.51 — Consideration and Discussion of Park Board Recommendation to Approve a Lincolnshire Sports Association (LSA) Request to Host Two “Skate Nights” in January/February 2016 at North Park (Lincolnshire Sports Association)~~

Item 3.51 was moved up on this agenda for consideration and discussion.

3.6 Judiciary and Personnel

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**5.1 Consideration and Discussion of an Ordinance Economic Development and Worker Empowerment by Regulation of Involuntary Payroll Deductions for Private Sector Workers in the Village of Lincolnshire.**

Mayor Brandt noted former Mayor Blomberg passed a resolution supporting the proposed Ordinance of Economic Development and Worker Empowerment by Regulation of Involuntary Payroll Deductions for Private Sector Workers in Lincolnshire. Mayor Brandt noted this is a follow up to the previously approved resolution.

Trustee McDonough noted he would support a right to work benefiting workers, states, unions, and elected officials.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**5.2 Village Planner Robles Resignation**

Community & Economic Development Director McNellis noted Village Planner Robles has resigned and his last day with the Village of Lincolnshire is November 30, 2015. Village Planner Robles is pursuing a career with the City of Naperville as a Project Manager. Community & Economic Development Director McNellis stated he would like to recognize Village Planner Robles' 8 years of dedication to the Village of Lincolnshire.

**6.0 EXECUTIVE SESSION**

**7.0 ADJOURNMENT**

Trustee McDonough moved and Trustee Feldman seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:50 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION**  
**Committee of the Whole**  
**December 14, 2015**

**Subject:** Half Day School at 239 Olde Half Day Road & Laura B. Sprague Elementary School at 2425 Riverwoods Road.

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**Action Requested:** Preliminary Evaluation of requests for Special Use Permits to ratify operation of a public school including proposed building additions.

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**Petitioner:** Lincolnshire-Prairie View School District 103

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**Originated By/Contact:** Steve McNellis, Director  
Department of Community and Economic Development

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**Referred To:** Zoning Board & Architectural Review Board

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**Background:**

- School District 103 proposes additions to Half Day School and Laura B. Sprague Elementary School, as detailed in the attached presentation packet, to respond to increased enrollment and capacity issues throughout the District.
- Both schools were constructed prior to a 1965 Village Ordinance requiring schools obtain a Special Use Permit in the B2 (Half Day School) and R3 (Sprague Elementary) Zoning Districts in which the schools are located. Neither school had the necessity to obtain a Special Use Permit until now.
- The Half Day School site has maintained school operations since the early 1800's. The school was annexed to the Village of Lincolnshire in 1972, closed in the 1980's, and subsequently modernized and reopened in 1992. Additional land added to the west side of the school property in 1996 accommodated a parking lot for the most recent building expansion.
- The proposed 2016 2-story building expansion contemplates constructing an additional 24,500 square feet.
- Sprague Elementary School was constructed in 1963 on property annexed to the Village in 1959. Sprague completed building expansions in 1967, 1990 and 1994. The proposed 2-story building addition contemplates construction of an additional 14,000 square feet.
- School District 103 requests Village consideration for the creation of Special Use Permits for both Half Day School and Sprague Elementary to comply with Village Code requirements. The current petition contemplates creation of a Special Use Permit for both sites while also addressing consideration of the proposed additions.
- **Review Process** - The Zoning Board will conduct Public Hearings for each Special Use, and the Architectural Review Board (ARB) will review building and site design. Recommendations will be provided to the Village Board for final dispensation.

**Preliminary Evaluation Summary:**

At the Special Use Public Hearing before the Zoning Board and ARB review, Staff intends to raise the following for the **Half Day School Proposal**:

- Parking – Required parking for a school is one space per employee. The proposed new parking lot accommodates two more vehicles than the existing lot, which may not be sufficient in size. Total anticipated employee count will be discussed with the Zoning Board. A proposal to share parking at the Vernon Area Library for Staff and special events will also be discussed in the context of Village Code-permitted shared parking.
- Circulation (vehicular and Pedestrian) – Staff recommends a Parking Management Study detailing vehicular circulation patterns for drop-off and pick-up be prepared for Zoning Board review. This study should address pedestrian circulation at a proposed Olde Half Day Road crosswalk from the school to the Library parking lot.
- Stormwater Detention – The proposed detention basin location, size and proposed planting plan must be approved by Lake County Stormwater Management Commission (SMC) and reviewed by the ARB for landscaping requirements. Appropriate safeguards will be necessary for a wet-bottom pond, in light of the school use.
- Side Yard Screening – Code-required fencing/landscape screening is required along the west property line abutting single-family residential property. The Zoning Board and ARB will each review the appropriateness of proposed screening.
- Building Elevations – The ARB will discuss whether or not the proposed fiber cement panels compliment and fit the context of the existing building and proposed building addition. The window designs and use of painted white brick for the primary exterior wall on the addition are generally in keeping with the existing building.
- Special Use Exceptions – The existing building has non-conformities which must be addressed in the Special Use process, including; 1) Front Building setback of 15' less than required 50', 2) Parking prohibited in 40' Transitional Yard setback on west property line, 3) Non Sales-Tax generating uses restriction on Ground Floor in B2 Zoning District, and 4) Pavement prohibited within 5' of a property line.

At the Special Use Public Hearing before the Zoning Board and ARB review, Staff intends to raise the following for the **Laura B. Sprague Elementary School Proposal**:

- Building Elevation Window Expanse – The proposed building elevations show a large expanse of glass on the north and south elevations. These elevations consist primarily of both transparent glass and spandrel glass with an opaque coating to obscure building structure and mechanical equipment behind. The compatibility of these glass facades with the existing building and impact of such a large window expanse will be discussed by the ARB.
- Landscape Screening – A Landscape plan will be provided for ARB review. This plan should help break-up neighboring properties views of the large glass façade in all seasons.
- Special Use Exceptions – The existing building has non-conformities which must be addressed in the Special Use process, including; 1) greater than the maximum-permitted 40% impervious surface, 2) lack of required Parking Lot islands, and 3) Non-compliant accessory structures (including a shed, outdoor canopy).

**Staff Recommendation:**

Preliminary Board feedback and Referral of a Special Use to the Zoning Board for a Public Hearing in January, subsequent design review by the ARB, and recommendations to the Village Board.

**Note – Per Village Code, all surrounding property owners within 250’ of the property line of each school will be notified of the January Public Hearing, by Certified Mail.**

**Reports and Documents Attached:**

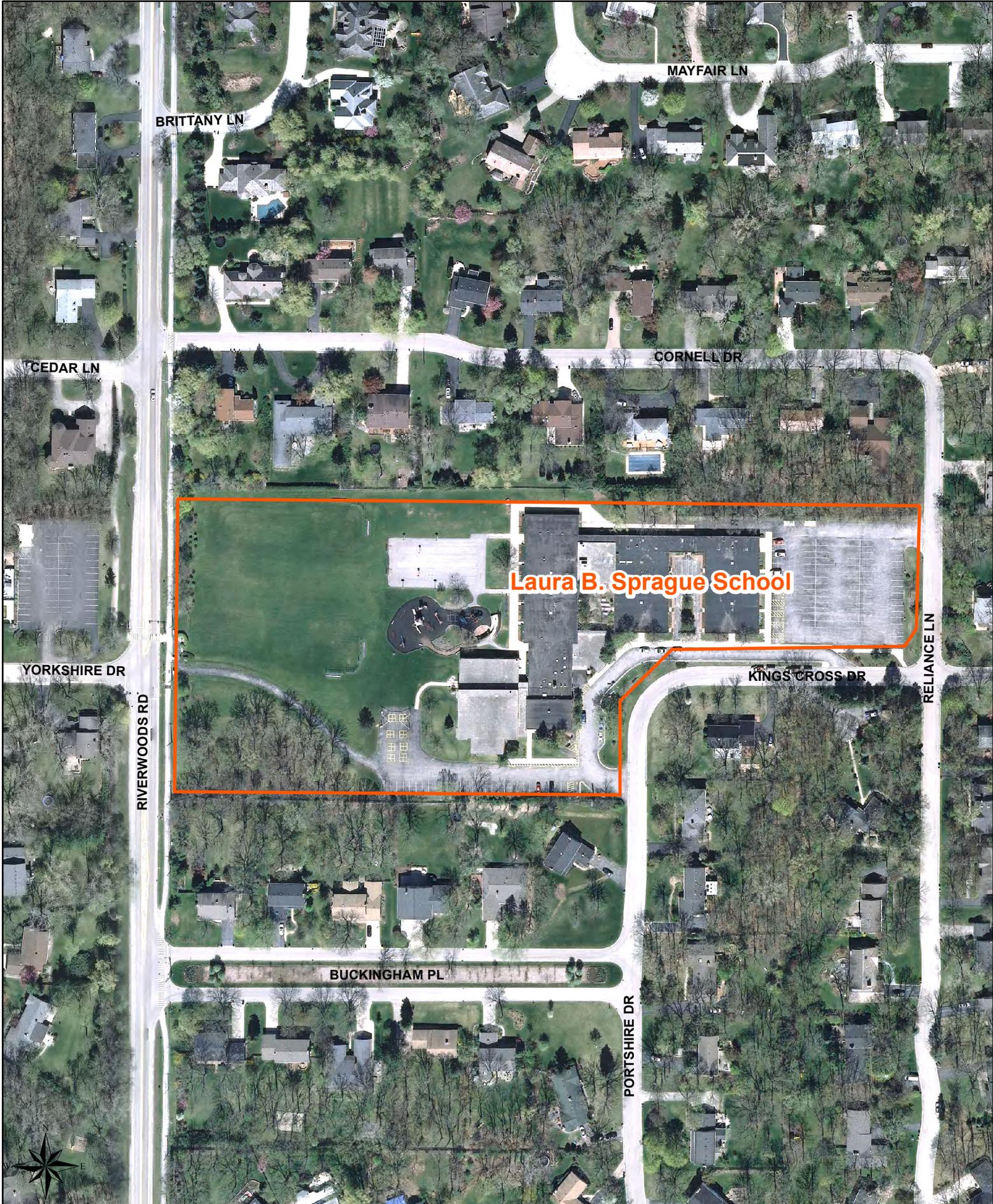
- Location Maps.
- Request letter and Presentation packet, submitted by Wight & Company, on behalf of Lincolnshire-Prairie View School District 103, dated December 4, 2015.

<b>Meeting History</b>	
<b>VB – Preliminary Evaluation (COW):</b>	December 14, 2015

# Half Day Elementary School - Location Map



# Laura B. Sprague Elementary School - Location Map



Village of Lincolnshire  
Committee of the Whole Presentation Packet

# Lincolnshire – Prairie View School District 103 Additions to Half Day School and Laura B. Sprague Elementary School

December 4, 2015



Lincolnshire Prairie View School District 103  
1370 N. Riverwoods Road  
Lincolnshire, IL 60069



*Prepared by:*  
Wight & Company  
2500 North Frontage Road  
Darien, IL 60561  
630-969-7000

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A/E Project No. 02-5467-06



**Lincolnshire-Prairie View School District 103**  
**Administration Offices**

1370 Riverwoods Road • Lincolnshire, IL 60069  
847/295-4030 • FAX 847/295-9196  
<http://www.d103.org>

**Scott H. Warren, Ed.D.**  
Superintendent

December 3, 2015

Mayor Brandt and Village Board of Trustees  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

Dear Mayor Brandt and Village Board of Trustees,

Lincolnshire – Prairie View School District 103 is a longstanding institution within the Village of Lincolnshire, and both Half Day School and Laura B. Sprague Elementary School are longstanding facilities as well. Portions of the Half Day School site are currently zoned either residential or business, and the Laura B. Sprague Elementary School site is currently zoned residential. As the Village's zoning ordinance has evolved, both of these schools are now identified as allowable special uses within these zoning districts, and as such require Special Use permits should the District need to further develop these school sites. The District currently has just that need, and is seeking approval to build additions at Half Day School and Laura B. Sprague Elementary School.

Half Day School currently serves students in the third and fourth grades. The existing building is two stories and has a footprint of approximately 43,700sf; with a total building area of approximately 56,300sf. The District would like to relocate its fifth grade student population to Half Day School to provide what the District believes is a better and more age appropriate educational model, as well as address parent concerns about this very issue. In order to accommodate the fifth grade student population, the District seeks to build a new classroom addition at Half Day School. This addition would be two stories and have an approximate footprint of 12,250sf; or a total area of 24,500sf over both floors.

Laura B. Sprague Elementary School serves students in kindergarten through second grade, as well as the District's early childhood program. The existing building is one story and has a total building area of approximately 60,800sf. The District's early childhood program is growing, and the building currently has no available space for that growth. The early childhood program is critical to provide many students with the educational head start they need in order to be academically successful. In order to accommodate the growth of the early childhood program, the District seeks to build a new classroom addition at Laura B. Sprague Elementary School. This addition would be two stories and have an approximate footprint of 7,000sf; or a total area of 14,000sf over both floors.

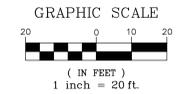
Thank you for your attention to this request. I look forward to working with the Village on these important projects for our community.

Sincerely,

Scott Warren

**STANDARD SYMBOLS**

FEATURE	EXISTING	PROPOSED
BUFFALO BOX		
BUSH/SHRUB		
CATCH BASIN		
CLEANOUT		
COMBINE SEWER LINE		
CONTOUR		
CULVERT		
DITCH/SWALE		
ELECTRIC LINE		
ELECTRIC MANHOLE		
FENCE		
FIRE HYDRANT		
FLARED END SECTION		
GAS LINE		
GAS MANHOLE		
GAS VALVE		
INLET		
LIGHT POLE		
OVERHEAD WIRES		
POWER POLE		
R.O.W LINE		
R.O.W MARKER		
SANITARY FORCEMAIN LINE		
SANITARY SEWER LINE		
SANITARY SEWER MANHOLE		
SIGN		
SPOT ELEVATION		
STORM SEWER LINE		
STORM SEWER MANHOLE		
TELEPHONE LINE		
TELEPHONE MANHOLE		
TELEPHONE BOX/PEDESTAL		
TREE-CONIFEROUS (SIZE/TAG#)		
TREE-DECIDUOUS (SIZE/TAG#)		
VALVE BOX		
VALVE VAULT		
WATER VALVE		
WATERMAIN LINE		



**LEGEND**

BITUMINOUS SURFACE REMOVAL	
2" COLD MILL	
SIDEWALK REMOVAL	
CONCRETE CURB REMOVAL	
SAWCUT	
FENCE REMOVAL	
UTILITY ABANDON	
STRUCTURE REMOVAL	
TREE/SHRUB REMOVAL	
ROOT PRUNE	
CONSTRUCTION FENCE	
TREE PROTECTION FENCE	



**Wight**

Wight & Company  
 wightco.com  
 2500 North Frontage Road  
 Darien, IL 60561  
 P 630.969.7000  
 F 630.969.7979

**GHA GEWALT HAMILTON ASSOCIATES, INC.**  
 625 Forest Edge Drive ■ Vernon Hills, IL 60061  
 Tel. 847.478.9700 ■ Fax 847.478.9701

REV	DESCRIPTION	DATE

COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
 DESCRIPTION DATE

**HALF DAY INTERMEDIATE SCHOOL**

2425 RIVERWOODS ROAD  
 LINCOLNSHIRE, IL 60069

**EXISTING CONDITIONS / DEMOLITION PLAN**

Project Number:  
 02-5467-05  
 Drawn By:  
 LLM  
 Sheet:

**C1.0**

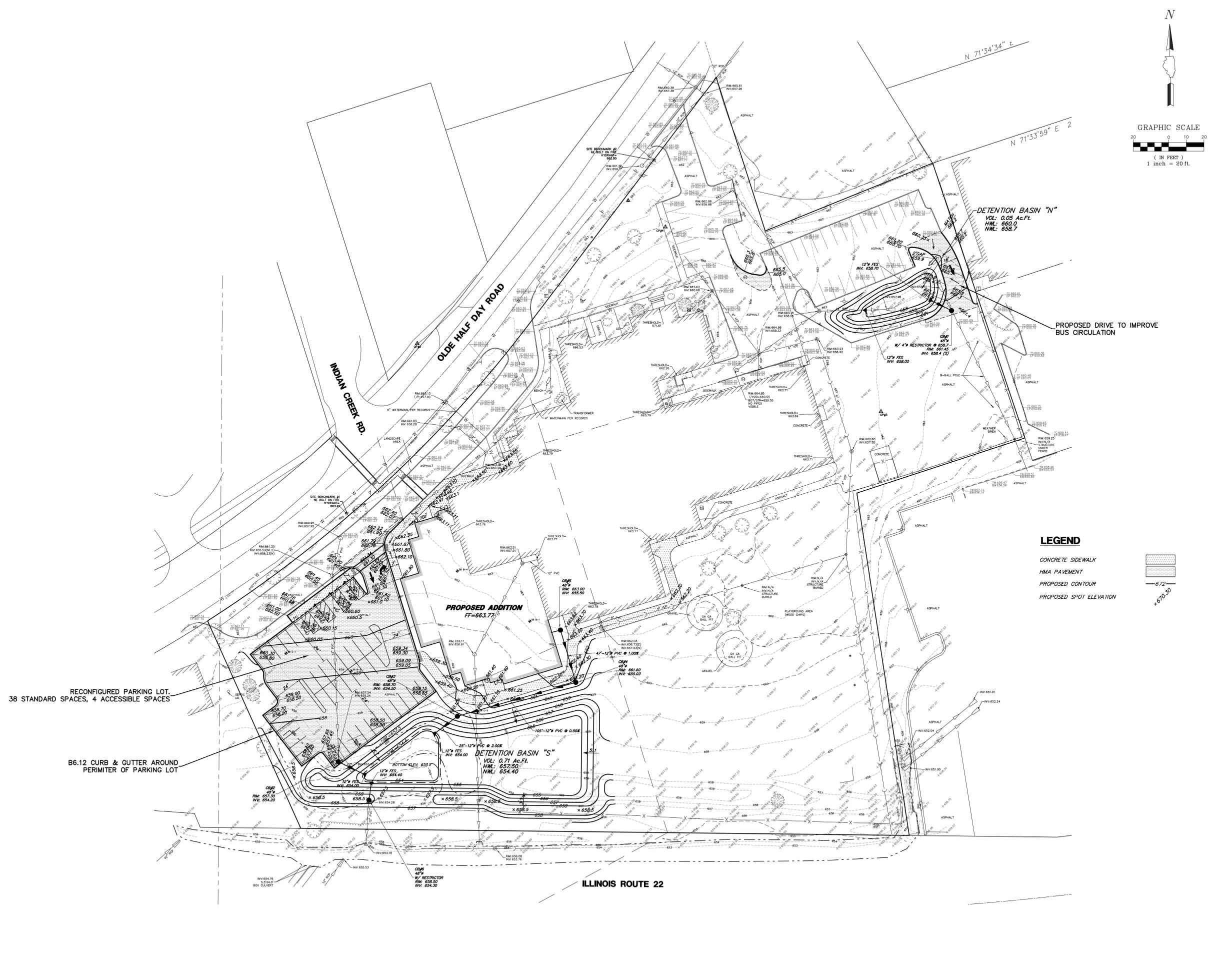
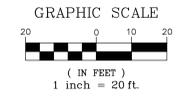
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# Wight

Wight & Company  
wightco.com  
2500 North Frontage Road  
Darien, IL 60561  
P 630.969.7000  
F 630.969.7979

**GHA GEWALT HAMILTON ASSOCIATES, INC.**  
625 Forest Edge Drive ■ Vernon Hills, IL 60061  
Tel. 847.478.9700 ■ Fax 847.478.9701



**LEGEND**

- CONCRETE SIDEWALK
- HMA PAVEMENT
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION

RECONFIGURED PARKING LOT.  
38 STANDARD SPACES, 4 ACCESSIBLE SPACES

B6.12 CURB & GUTTER AROUND  
PERIMETER OF PARKING LOT

REV	DESCRIPTION	DATE

COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**HALF DAY INTERMEDIATE SCHOOL**

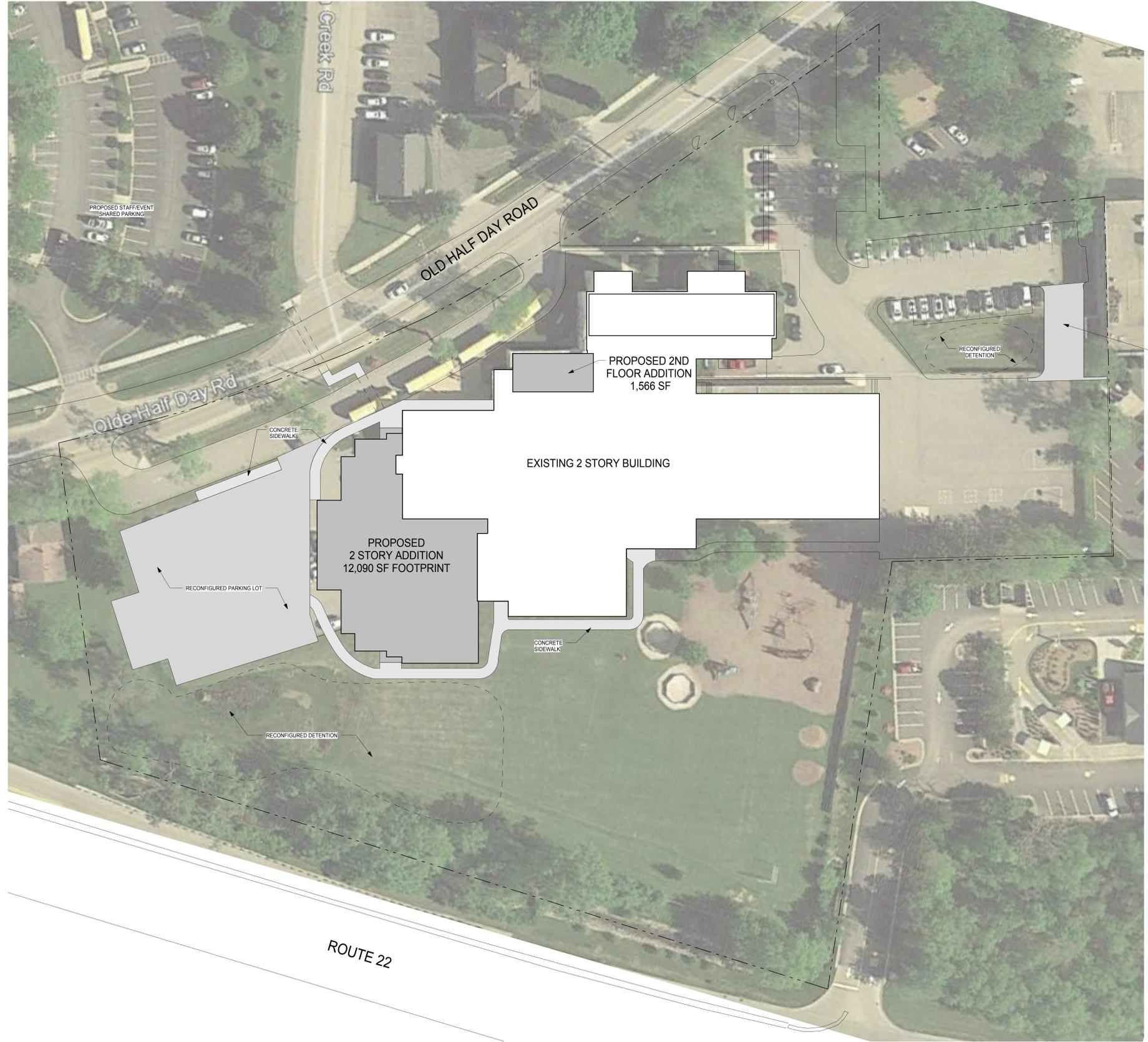
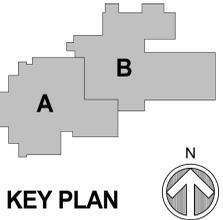
2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**PRELIMINARY SITE PLAN**

Project Number:  
02-5467-05  
Drawn By:  
LLM  
Sheet:

**C2.0**

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REV	DESCRIPTION	DATE
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COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**HALF DAY INTERMEDIATE SCHOOL**

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

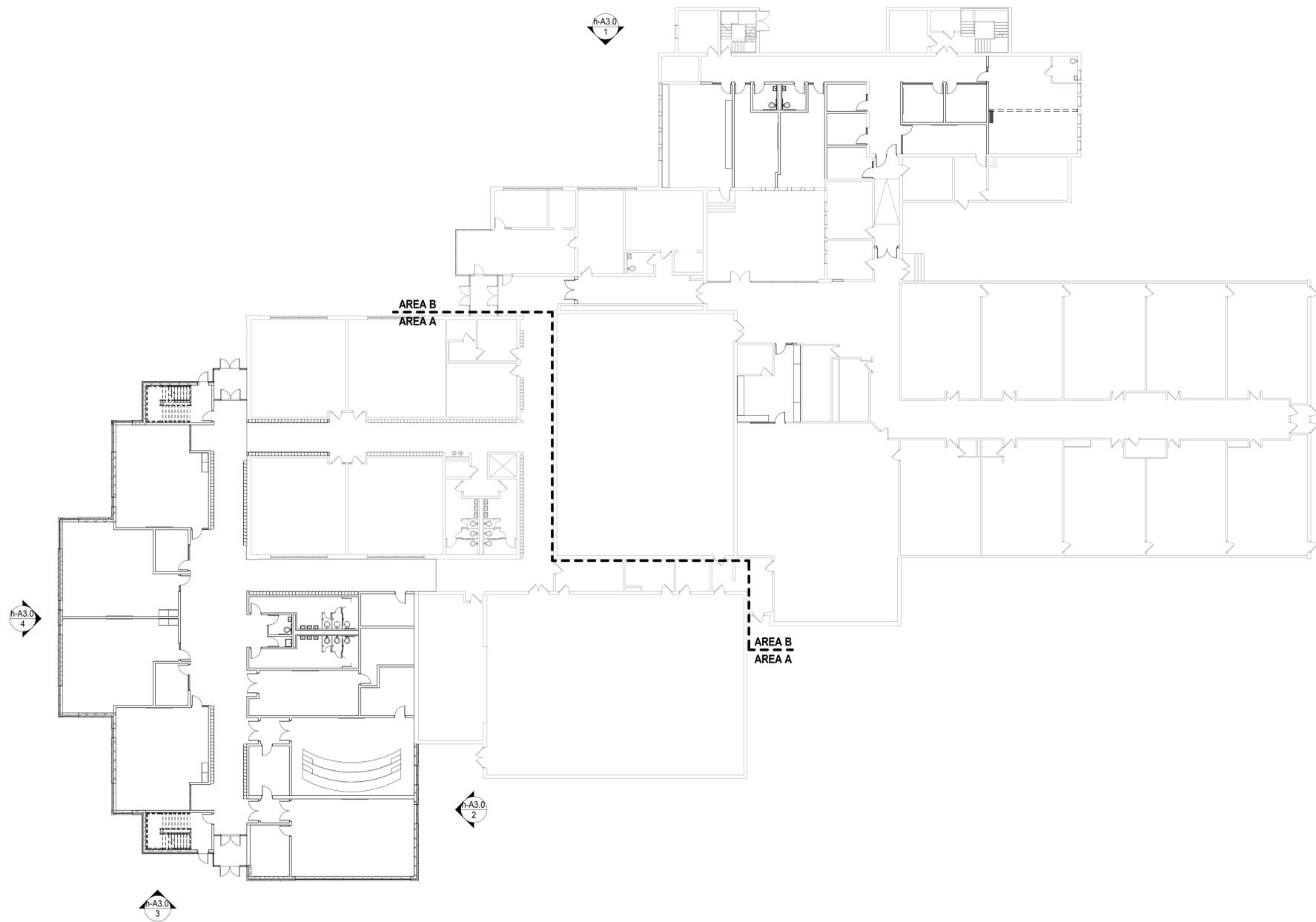
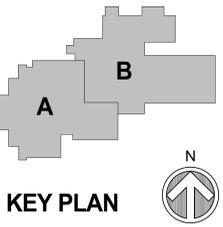
**ARCHITECTURAL SITE PLAN**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**h-A1.0**

12/4/2015 9:43:38 AM  
 C:\Users\wladimir\Documents\02-5467-05\_Half Day\_ARCH\_2016\_Central\_wladimir.dwg  
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REV	DESCRIPTION	DATE
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COMMITTEE OF THE WHOLE SUBMITTAL	12.04.2015
DESCRIPTION	DATE

**HALF DAY  
INTERMEDIATE  
SCHOOL**

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

**OVERALL FIRST FLOOR  
PLAN**

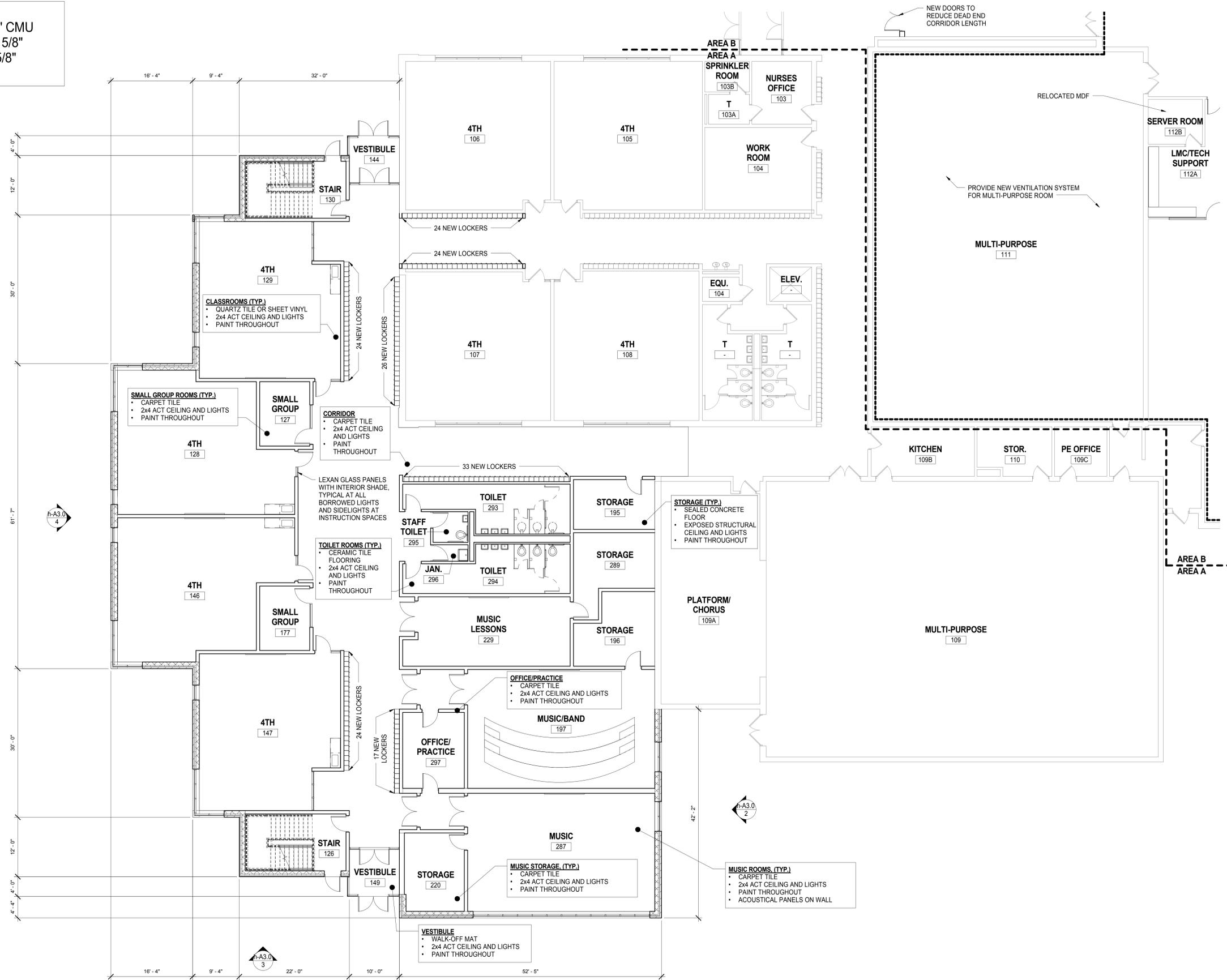
Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**h-A2.01**

SCALE: 1/16" = 1'-0" 0' 8'-0" 16'-0" 32'-0"	SCALE: 1/8" = 1'-0" 0' 4'-0" 8'-0" 16'-0"	SCALE: 1/4" = 1'-0" 0' 2'-0" 4'-0" 8'-0"	SCALE: 3/8" = 1'-0" 0' 2'-0" 4'-0" 8'-0"	SCALE: 1/2" = 1'-0" 0' 1'-0" 2'-0" 4'-0"	SCALE: 3/4" = 1'-0" 0' 1'-0" 2'-0" 4'-0"	SCALE: 1" = 1'-0" 0' 6" 1'-0" 2'-0"	SCALE: 1 1/2" = 1'-0" 0' 6" 1'-0" 2'-0"	SCALE: 3" = 1'-0" 0' 3" 6" 1'-0"
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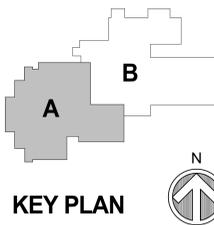
**NEW CONSTRUCTION**

- EXTERIOR: BRICK ON 8" CMU
- INTERIOR PARTITIONS: 5/8" GYPSUM BOARD ON 3 5/8" METAL STUDS



**Wight**

Wight & Company  
wightco.com  
2500 North Frontage Road  
Darien, IL 60561  
P 630.969.7000  
F 630.969.7979



KEY PLAN

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REV	DESCRIPTION	DATE

COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**HALF DAY INTERMEDIATE SCHOOL**

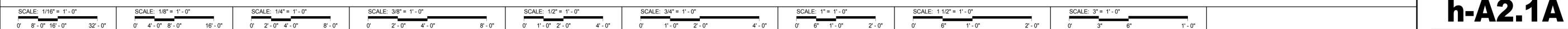
239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

**LEVEL 01 FLOOR PLAN - AREA A**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**h-A2.1A**

12/30/2015 5:14:14 PM C:\Users\wajderka\Documents\02-5467-05\_Half Day\_ARCH\_2016\_Central\_wajderka.rvt Wight © Copyright 2013 All rights reserved. No part of these documents may be reproduced, stored, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written consent of Wight.



**IF ALTERNATE NOT ACCEPTED**

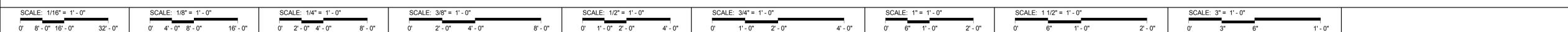
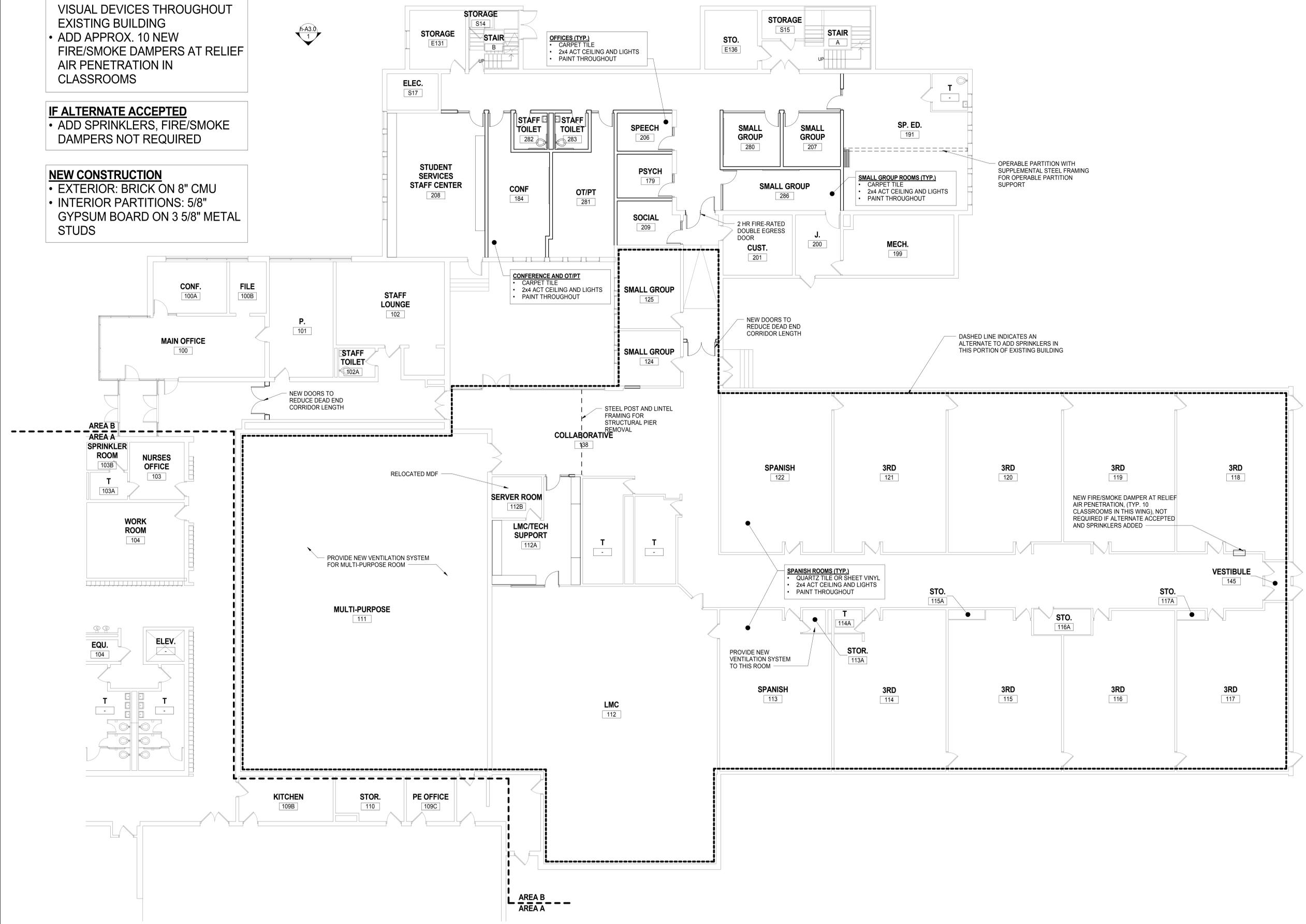
- ADD APPROX. 12 FIRE ALARM VISUAL DEVICES THROUGHOUT EXISTING BUILDING
- ADD APPROX. 10 NEW FIRE/SMOKE DAMPERS AT RELIEF AIR PENETRATION IN CLASSROOMS

**IF ALTERNATE ACCEPTED**

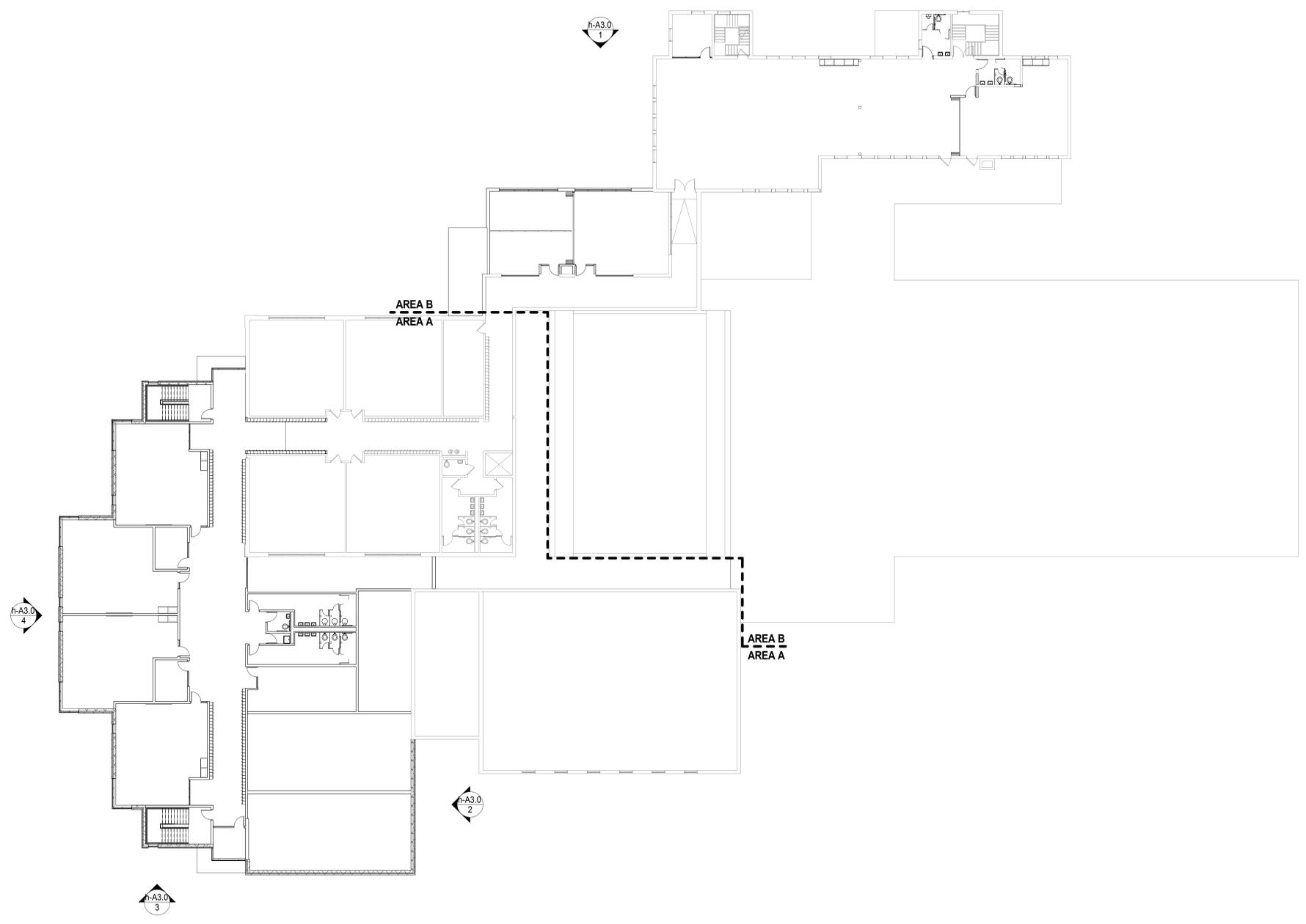
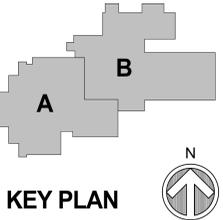
- ADD SPRINKLERS, FIRE/SMOKE DAMPERS NOT REQUIRED

**NEW CONSTRUCTION**

- EXTERIOR: BRICK ON 8" CMU
- INTERIOR PARTITIONS: 5/8" GYPSUM BOARD ON 3 5/8" METAL STUDS



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COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**HALF DAY  
INTERMEDIATE  
SCHOOL**

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

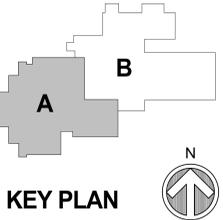
**OVERALL SECOND  
FLOOR PLAN**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**h-A2.02**

12/4/2015 8:59:39 AM  
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SCALE: 1/16" = 1'-0" 0' 8'-0" 16'-0" 32'-0"	SCALE: 1/8" = 1'-0" 0' 4'-0" 8'-0" 16'-0"	SCALE: 1/4" = 1'-0" 0' 2'-0" 4'-0" 8'-0"	SCALE: 3/8" = 1'-0" 0' 2'-0" 4'-0" 8'-0"	SCALE: 1/2" = 1'-0" 0' 1'-0" 2'-0" 4'-0"	SCALE: 3/4" = 1'-0" 0' 1'-0" 2'-0" 4'-0"	SCALE: 1" = 1'-0" 0' 6" 1'-0" 2'-0"	SCALE: 1 1/2" = 1'-0" 0' 6" 1'-0" 2'-0"	SCALE: 3" = 1'-0" 0' 3" 6" 1'-0"
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REV	DESCRIPTION	DATE
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DESCRIPTION DATE

## HALF DAY INTERMEDIATE SCHOOL

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

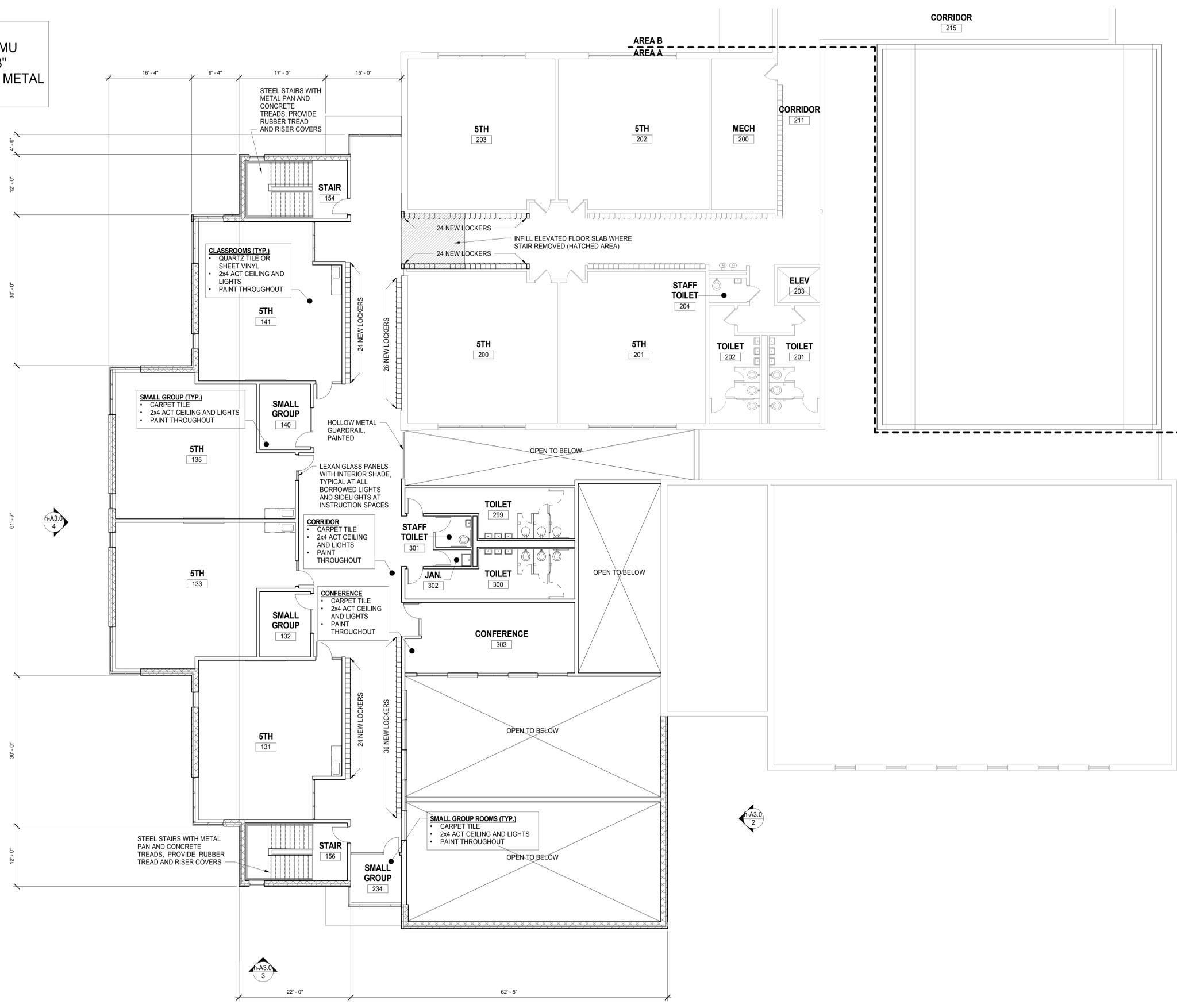
### LEVEL 02 FLOOR PLAN - AREA A

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

# h-A2.2A

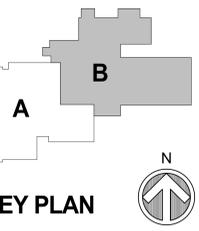
**NEW CONSTRUCTION**

- EXTERIOR: BRICK ON 8" CMU
- INTERIOR PARTITIONS: 5/8" GYPSUM BOARD ON 3 5/8" METAL STUDS



SCALE: 1/16" = 1'-0"	SCALE: 1/8" = 1'-0"	SCALE: 1/4" = 1'-0"	SCALE: 3/8" = 1'-0"	SCALE: 1/2" = 1'-0"	SCALE: 3/4" = 1'-0"	SCALE: 1" = 1'-0"	SCALE: 1 1/2" = 1'-0"	SCALE: 3" = 1'-0"
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12/4/2015 8:57:41 AM C:\Users\wajepere\Documents\02-5467-05\_Half Day\_ARCH\_2016\_Central\_wajepere.rvt Wight & Company 2013 All rights reserved. No part of these documents may be reproduced, stored, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written consent of Wight.



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DESCRIPTION DATE

**HALF DAY INTERMEDIATE SCHOOL**

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

**LEVEL 02 FLOOR PLAN - AREA B**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**h-A2.2B**

**NEW CONSTRUCTION**

- EXTERIOR: BRICK ON 8" CMU
- INTERIOR PARTITIONS: 5/8" GYPSUM BOARD ON 3 5/8" METAL STUDS



- REMOVE EXISTING ROOF STRUCTURE AND PROVIDE NEW FLOOR STRUCTURE  
- EXTEND EXISTING BEARING WALLS VERTICALLY AND PROVIDE NEW ROOF  
- MODIFY EXISTING CANOPY FRAMING TO REMAIN  
- REPLACE (4) LONG LINTELS OVER WINDOWS AT FIRST AND SECOND FLOOR NORTH WALLS TO ACCOMMODATE NEW FLOOR AND ROOF LOADS (REMOVE AND REINSTALL FIRST FLOOR WINDOWS AS REQUIRED)

**TOILET ROOMS (TYP.)**

- CERAMIC TILE FLOORING
- 2x4 ACT CEILING AND LIGHTS
- PAINT THROUGHOUT

COMPLETE REMODELING OF EXISTING TOILET ROOMS (INCLUDING NEW LAYOUT/NEW PIPING); PROVIDE NEW PLUMBING FIXTURES AND PIPING, TOILET PARTITIONS, TOILET ACCESSORIES

**SMALL GROUP ROOMS (TYP.)**

- CARPET TILE
- 2x4 ACT CEILING AND LIGHTS
- PAINT THROUGHOUT

**CLASSROOMS (TYP.)**

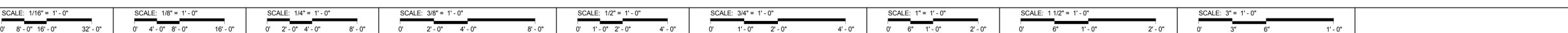
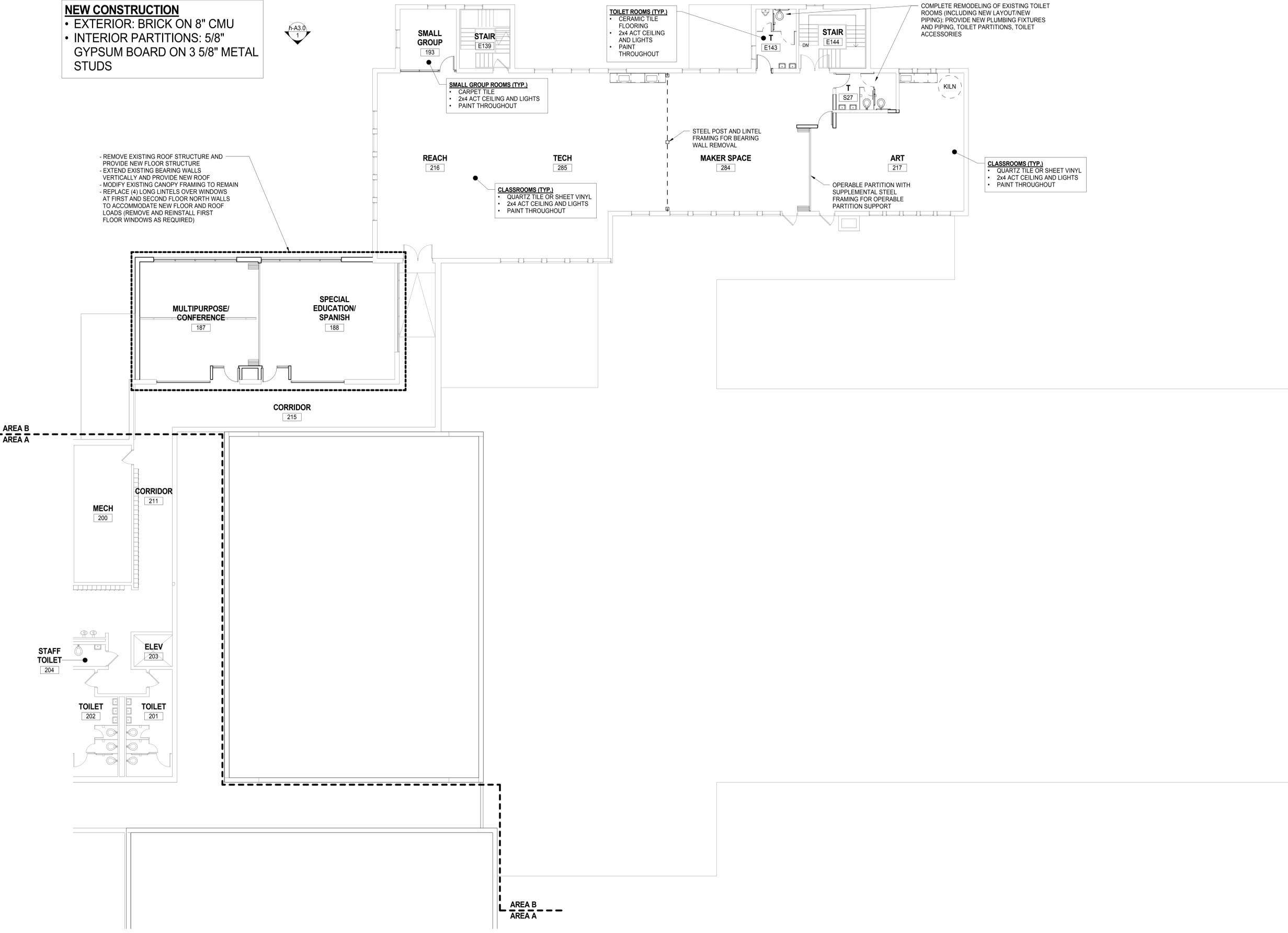
- QUARTZ TILE OR SHEET VINYL
- 2x4 ACT CEILING AND LIGHTS
- PAINT THROUGHOUT

**CLASSROOMS (TYP.)**

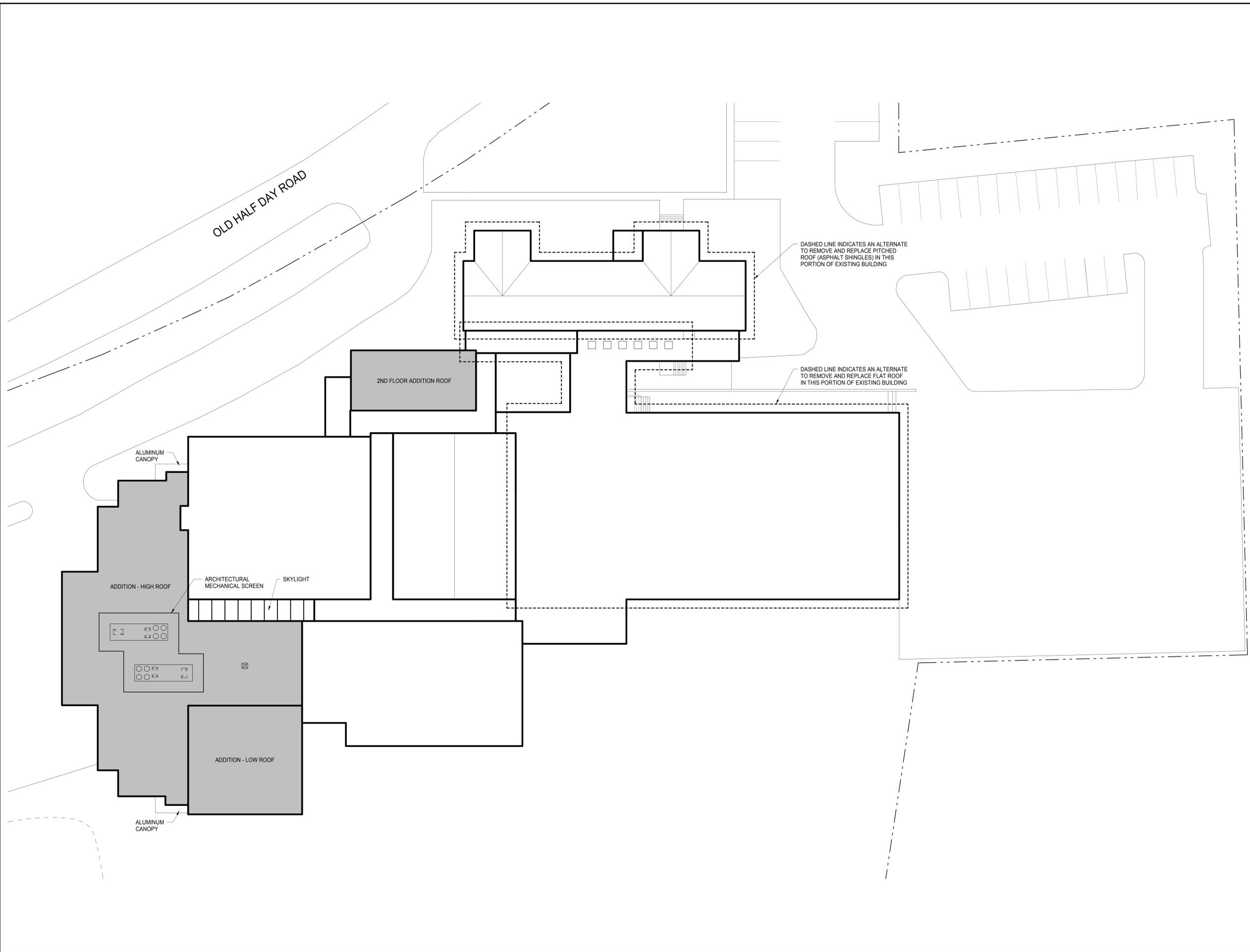
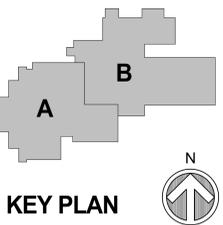
- QUARTZ TILE OR SHEET VINYL
- 2x4 ACT CEILING AND LIGHTS
- PAINT THROUGHOUT

STEEL POST AND LINTEL FRAMING FOR BEARING WALL REMOVAL

OPERABLE PARTITION WITH SUPPLEMENTAL STEEL FRAMING FOR OPERABLE PARTITION SUPPORT



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**HALF DAY INTERMEDIATE SCHOOL**

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

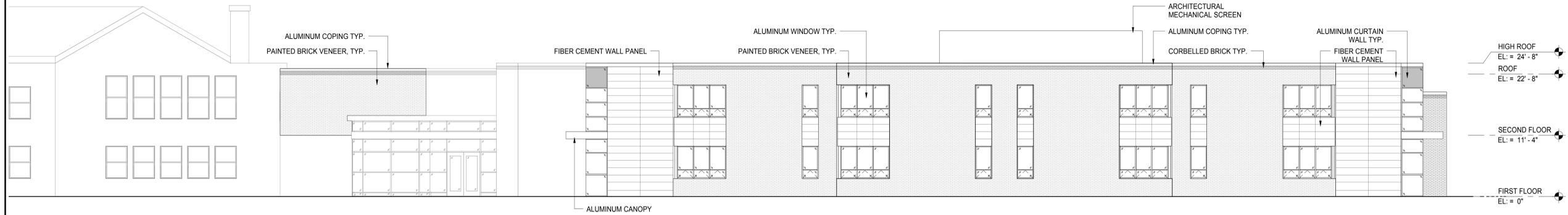
**ROOF PLAN**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

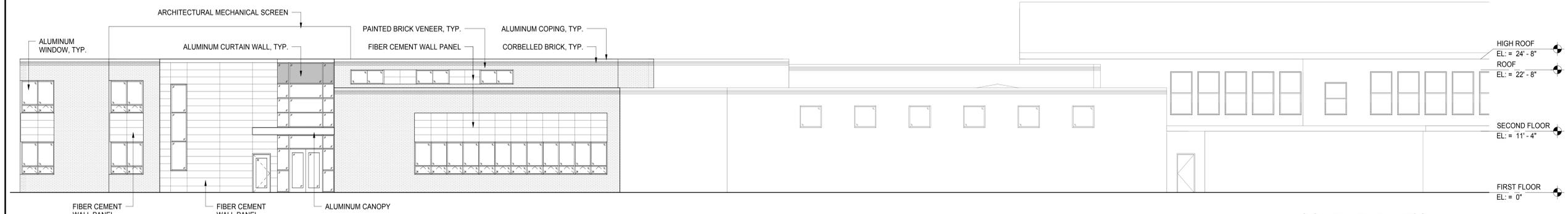
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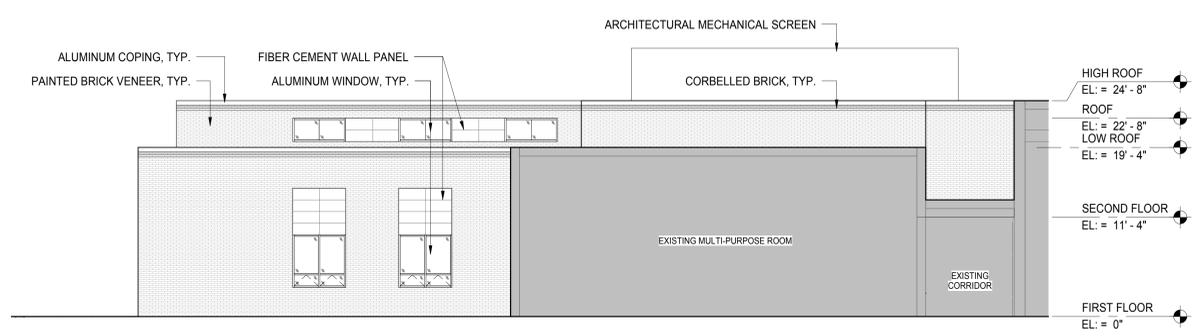
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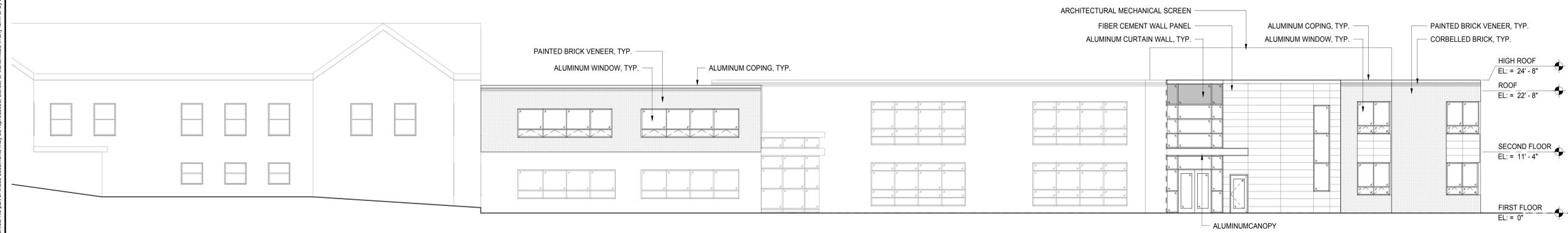
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



NORTH ELEVATION

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REV	DESCRIPTION	DATE

COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**HALF DAY INTERMEDIATE SCHOOL**

239 OLDE HALF DAY ROAD  
LINCOLNSHIRE, IL 60069

**EXTERIOR ELEVATIONS**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**h-A3.0**

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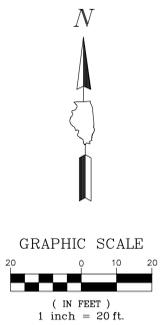
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0' 8'-0" 16'-0" 32'-0"	0' 4'-0" 8'-0" 16'-0"	0' 2'-0" 4'-0" 8'-0"	0' 2'-0" 4'-0" 8'-0"	0' 1'-0" 2'-0" 4'-0"	0' 1'-0" 2'-0" 4'-0"	0' 6" 1'-0" 2'-0"	0' 6" 1'-0" 2'-0"	0' 3" 6" 1'-0"



# Wight

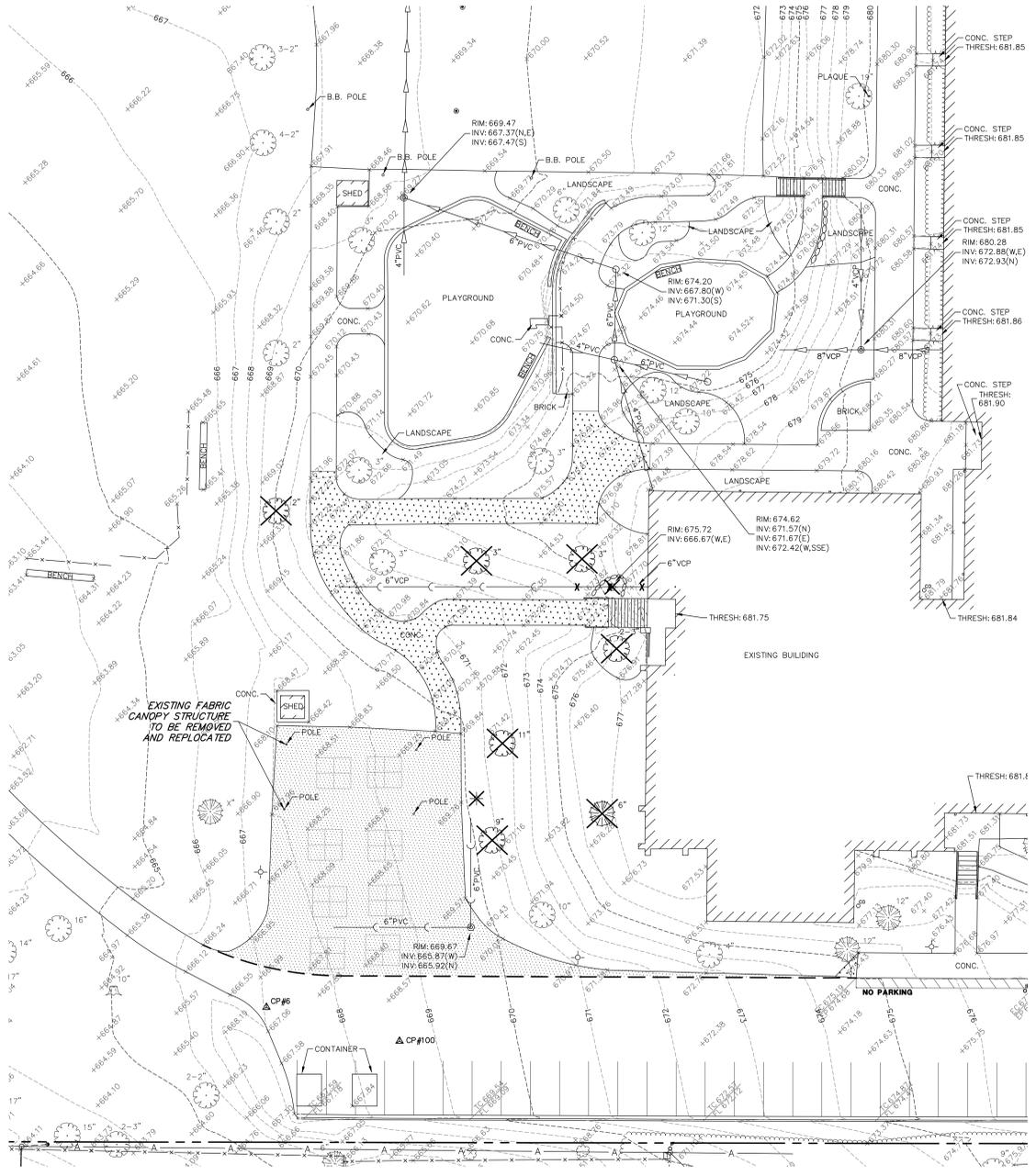
Wight & Company  
wightco.com  
2500 North Frontage Road  
Darien, IL 60561  
P 630.969.7000  
F 630.969.7979

**GHA GEWALT HAMILTON ASSOCIATES, INC.**  
625 Forest Edge Drive • Vernon Hills, IL 60061  
Tel. 847.478.9700 • Fax 847.478.9701



### LEGEND

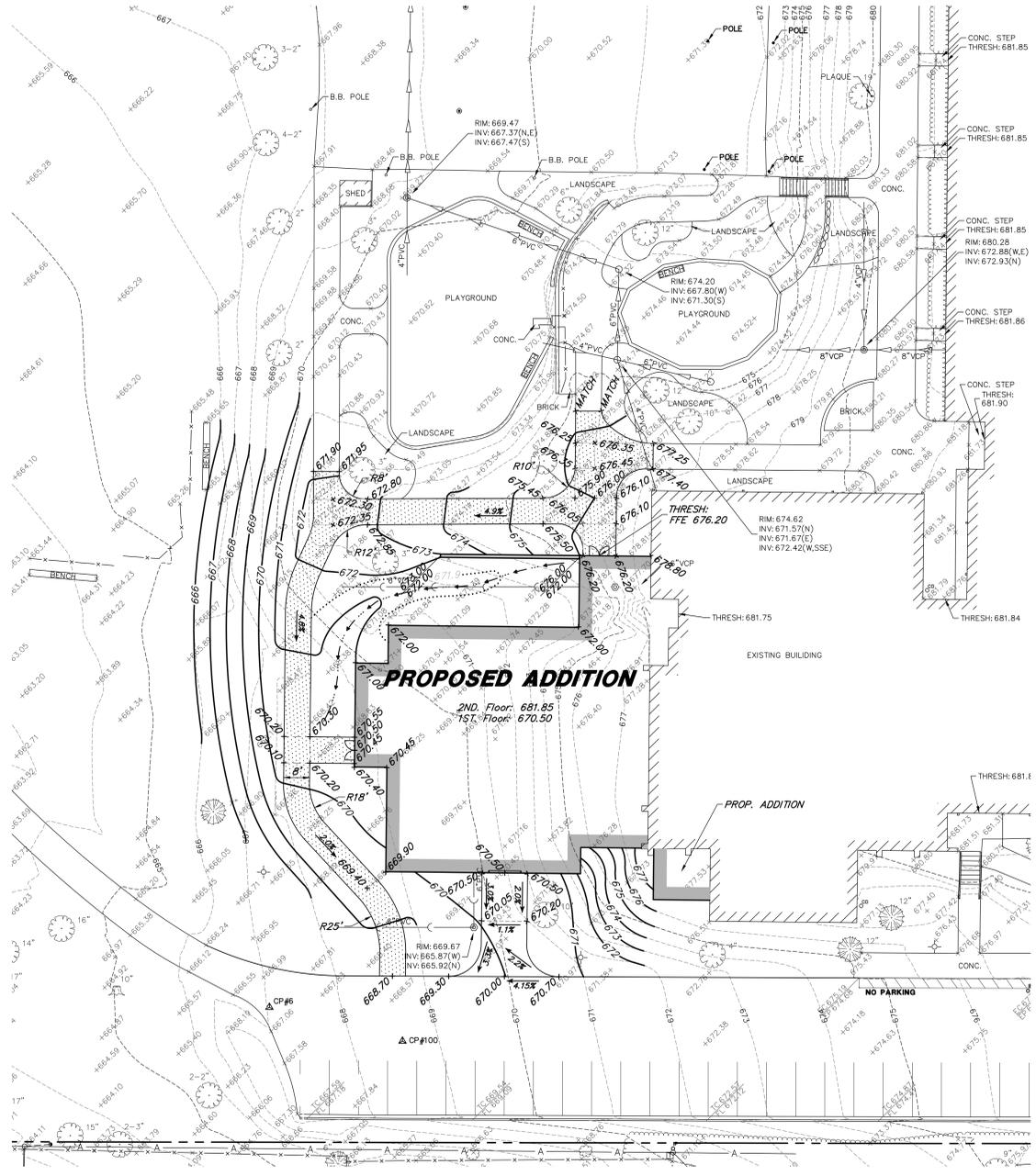
- BITUMINOUS PAVEMENT REMOVAL
- SIDEWALK REMOVAL
- CONCRETE REMOVAL
- SAWCUT
- UTILITY REMOVAL
- UTILITY ABANDON
- STRUCTURE REMOVAL
- TREE/SHRUB REMOVAL
- ROOT PRUNE
- CONSTRUCTION FENCE
- TREE PROTECTION FENCE



**EXISTING & DEMOLITION PLAN**

### LEGEND

- CONCRETE SIDEWALK
- CONCRETE PAVEMENT
- PROPOSED CONTOUR
- PROPOSED RETAINING WALL
- PROPOSED SPOT ELEVATION



**GEOMETRIC & GRADING PLAN**

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REV DESCRIPTION DATE

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DESCRIPTION DATE

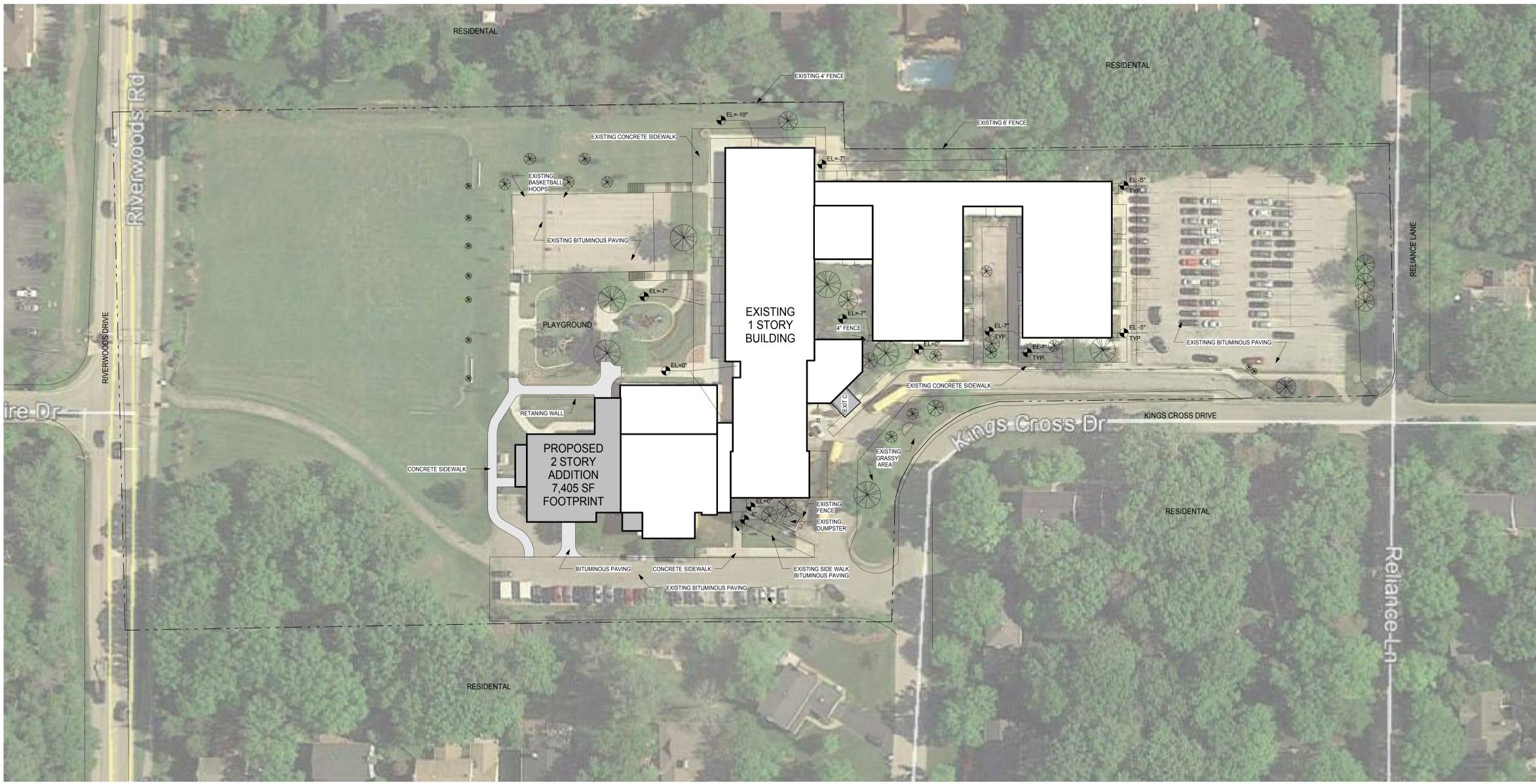
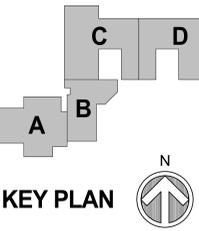
**LAURA B. SPRAGUE  
ELEMENTARY  
SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**PRELIMINARY SITE  
PLAN**

Project Number:  
02-5467-05  
Drawn By:  
KAJ/ALC  
Sheet:

# C3.0



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REV	DESCRIPTION	DATE
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**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

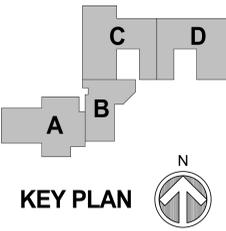
**ARCHITECTURAL SITE  
PLAN**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A1.0**

12/04/2015 8:42:34 AM  
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SCALE: 0' - 0 1/16" = 1' - 0"	SCALE: 0' - 0 1/8" = 1' - 0"	SCALE: 0' - 0 1/4" = 1' - 0"	SCALE: 0' - 0 3/8" = 1' - 0"	SCALE: 0' - 0 1/2" = 1' - 0"	SCALE: 0' - 0 3/4" = 1' - 0"	SCALE: 0' - 1" = 1' - 0"	SCALE: 0' - 1 1/2" = 1' - 0"	SCALE: 0' - 3" = 1' - 0"
0' 8'-0" 16'-0" 32'-0"	0' 4'-0" 8'-0" 16'-0"	0' 2'-0" 4'-0" 8'-0"	0' 2'-0" 4'-0" 8'-0"	0' 1'-0" 2'-0" 4'-0"	0' 1'-0" 2'-0" 4'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-3" 0'-6" 1'-0"



**NOT FOR CONSTRUCTION**

REV	DESCRIPTION	DATE
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COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

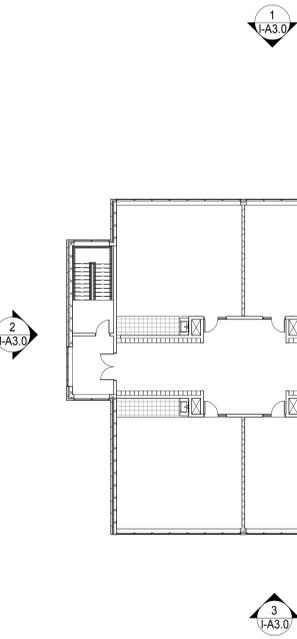
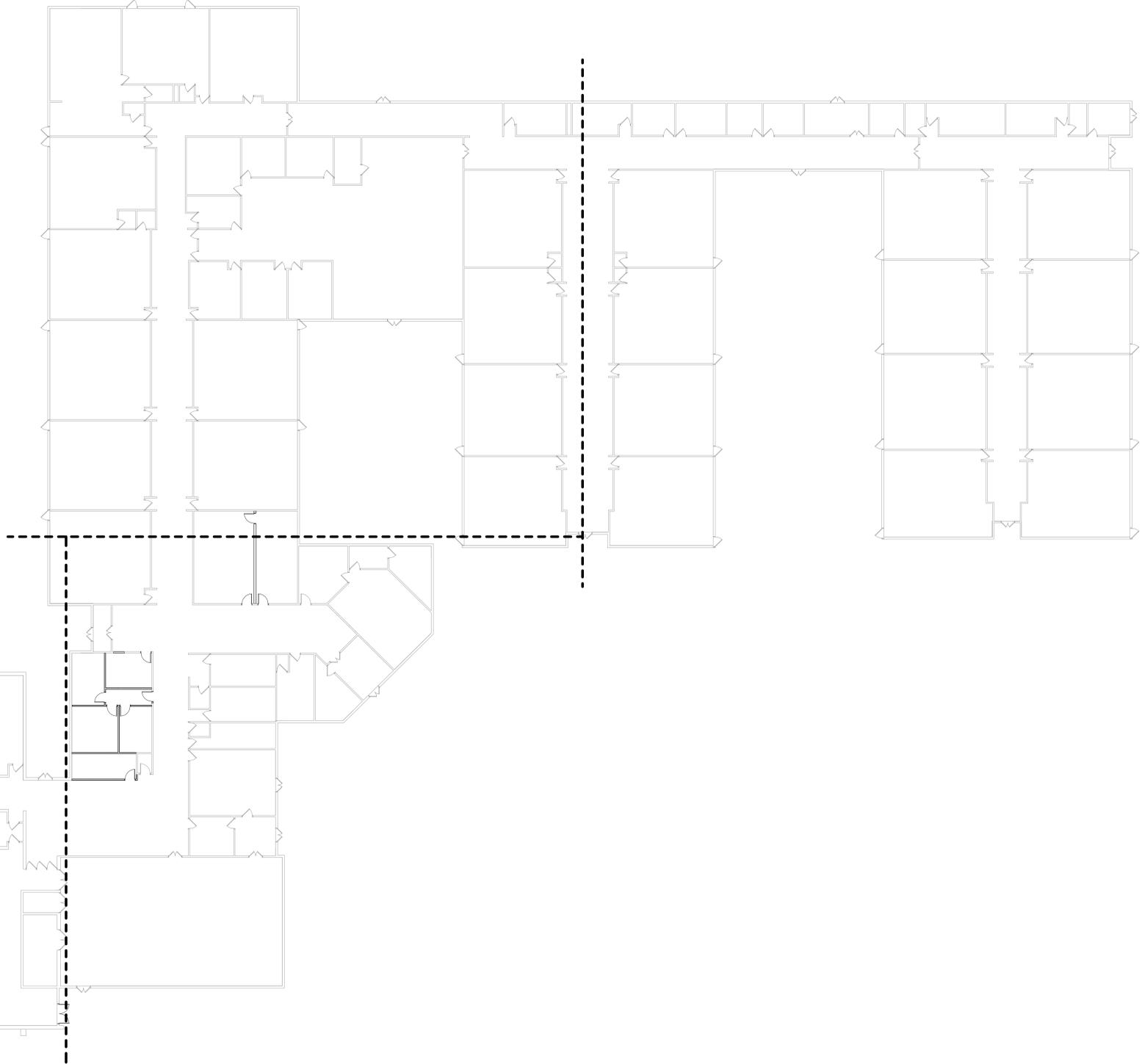
**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

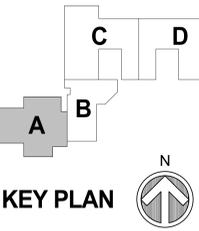
**OVERALL FIRST FLOOR  
PLAN**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A2.0**

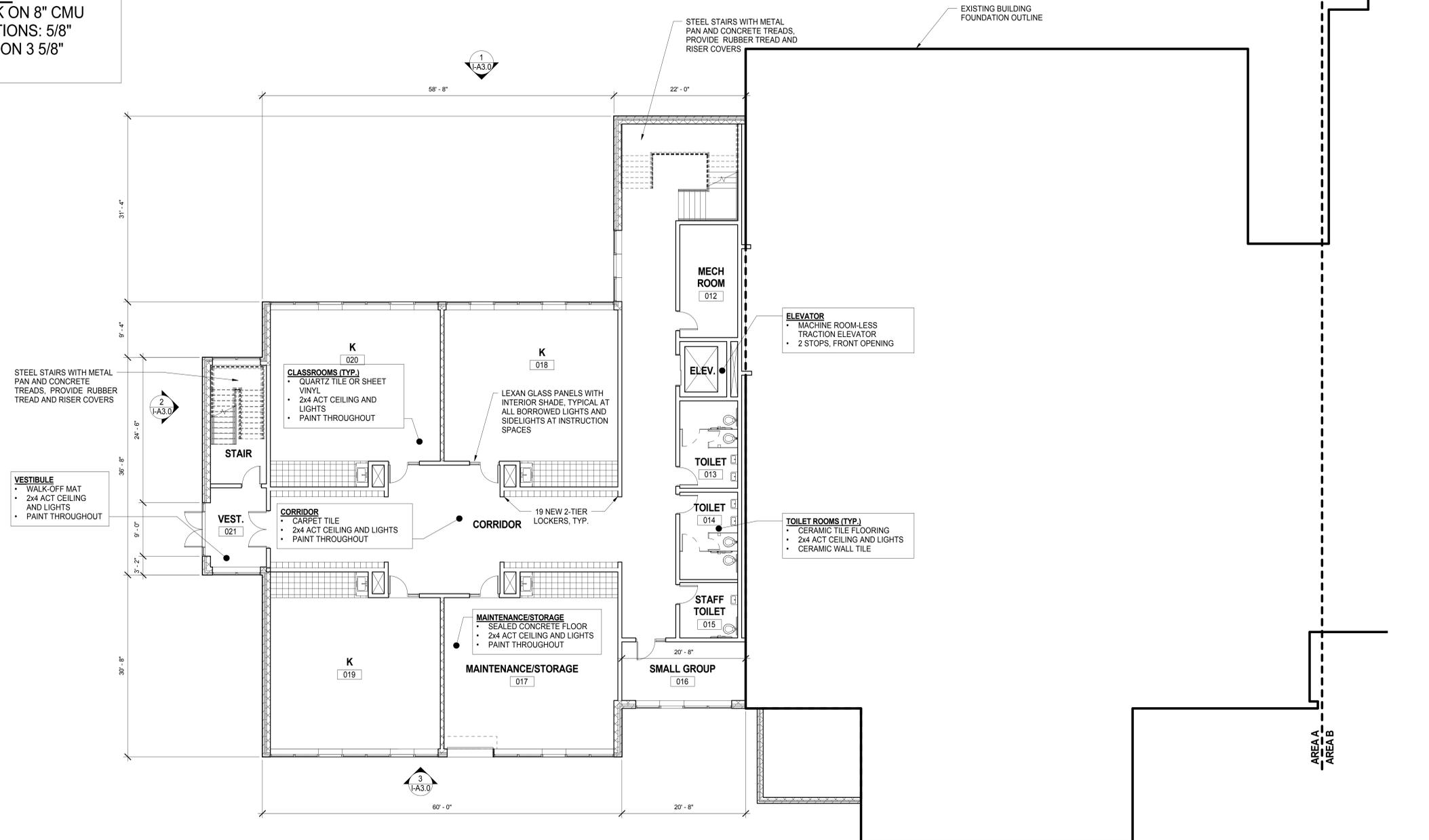


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**EXISTING BUILDING**  
• ADD APPROX. 45 DOOR CLOSERS

**NEW CONSTRUCTION**  
• EXTERIOR: BRICK ON 8" CMU  
• INTERIOR PARTITIONS: 5/8" GYPSUM BOARD ON 3 5/8" METAL STUDS



**NOT FOR CONSTRUCTION**

REV	DESCRIPTION	DATE
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COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

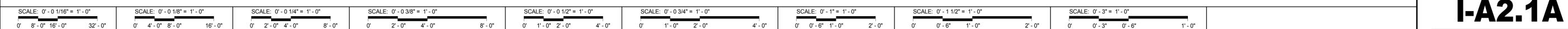
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LINCOLNSHIRE, IL 60069

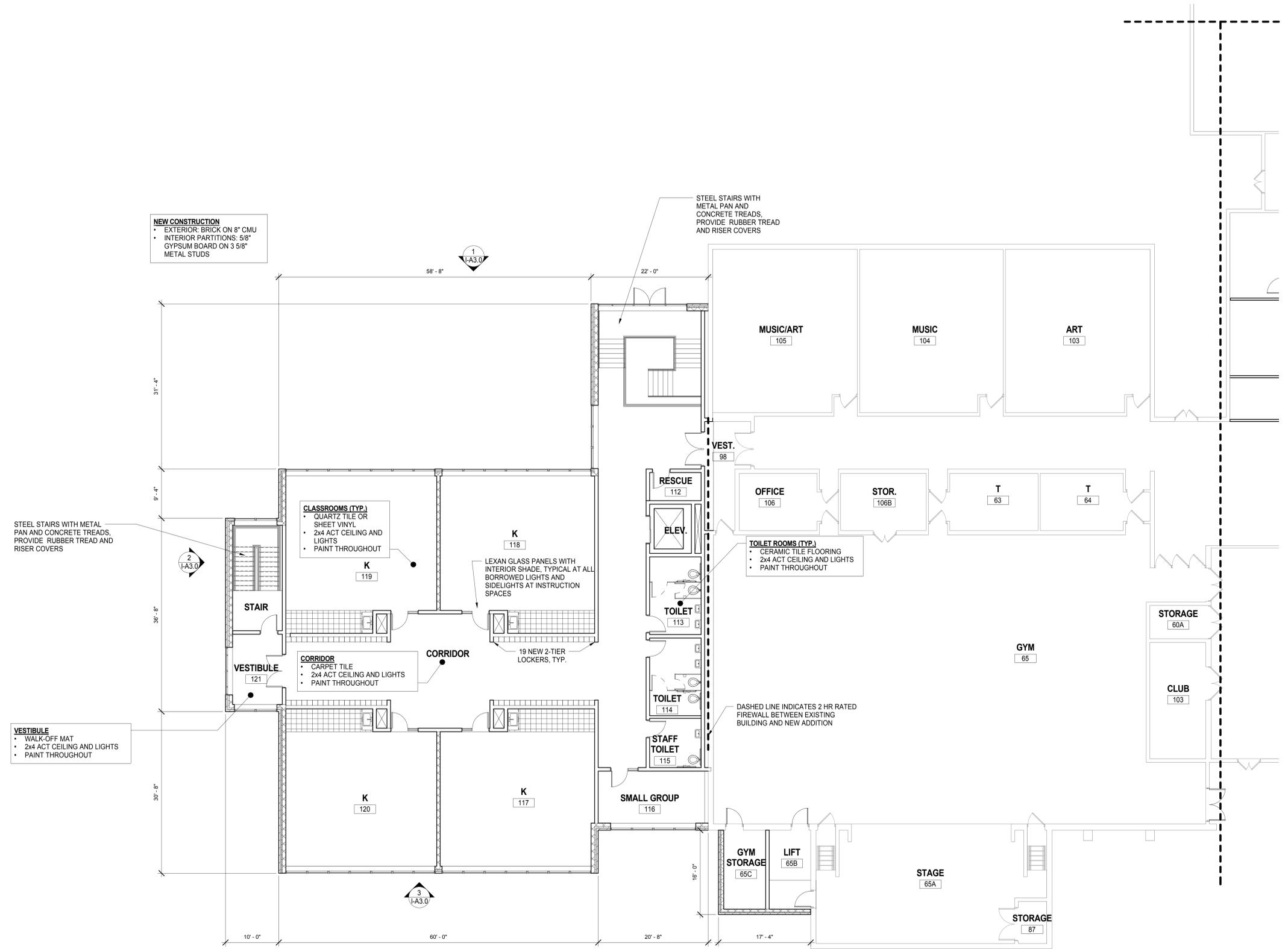
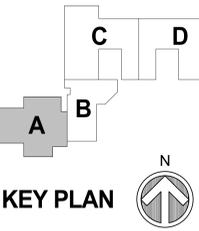
**GARDEN LEVEL FLOOR  
PLAN - AREA A**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A2.1A**

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DESCRIPTION DATE

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ELEMENTARY SCHOOL**

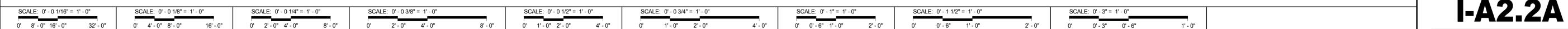
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LINCOLNSHIRE, IL 60069

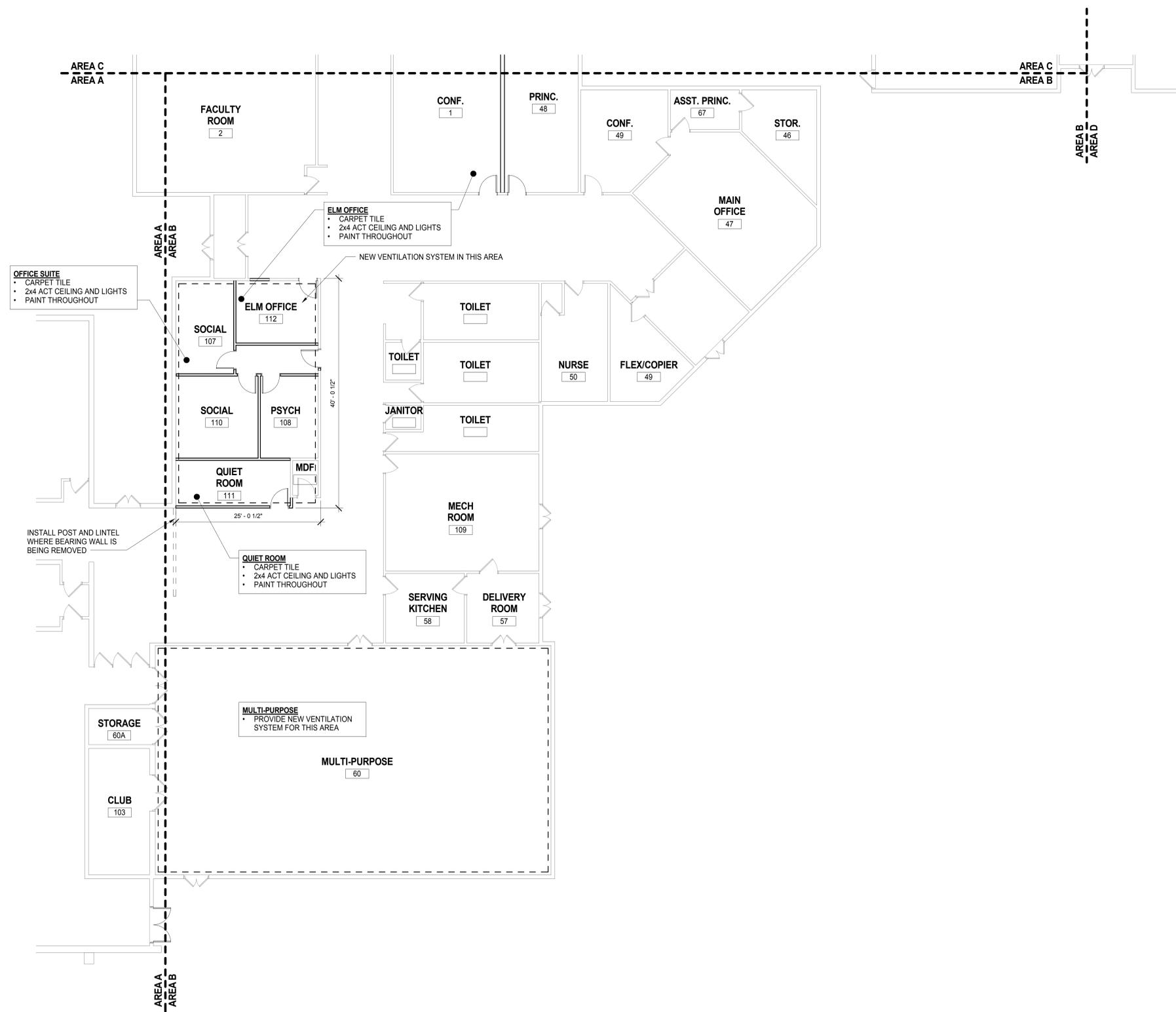
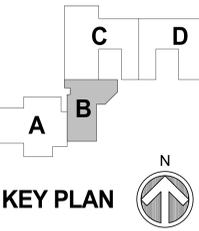
**LEVEL 01 FLOOR PLAN -  
AREA A**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A2.2A**

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**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

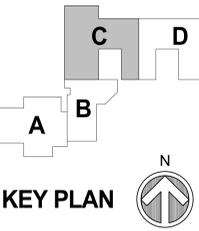
2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**LEVEL 01 FLOOR PLAN -  
AREA B**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A2.2B**

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0' 8'-0" 16'-0" 32'-0"	0' 4'-0" 8'-0" 16'-0"	0' 2'-0" 4'-0" 8'-0"	0' 2'-0" 4'-0" 8'-0"	0' 1'-0" 2'-0" 4'-0"	0' 1'-0" 2'-0" 4'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-3" 0'-6" 1'-0"



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DESCRIPTION DATE

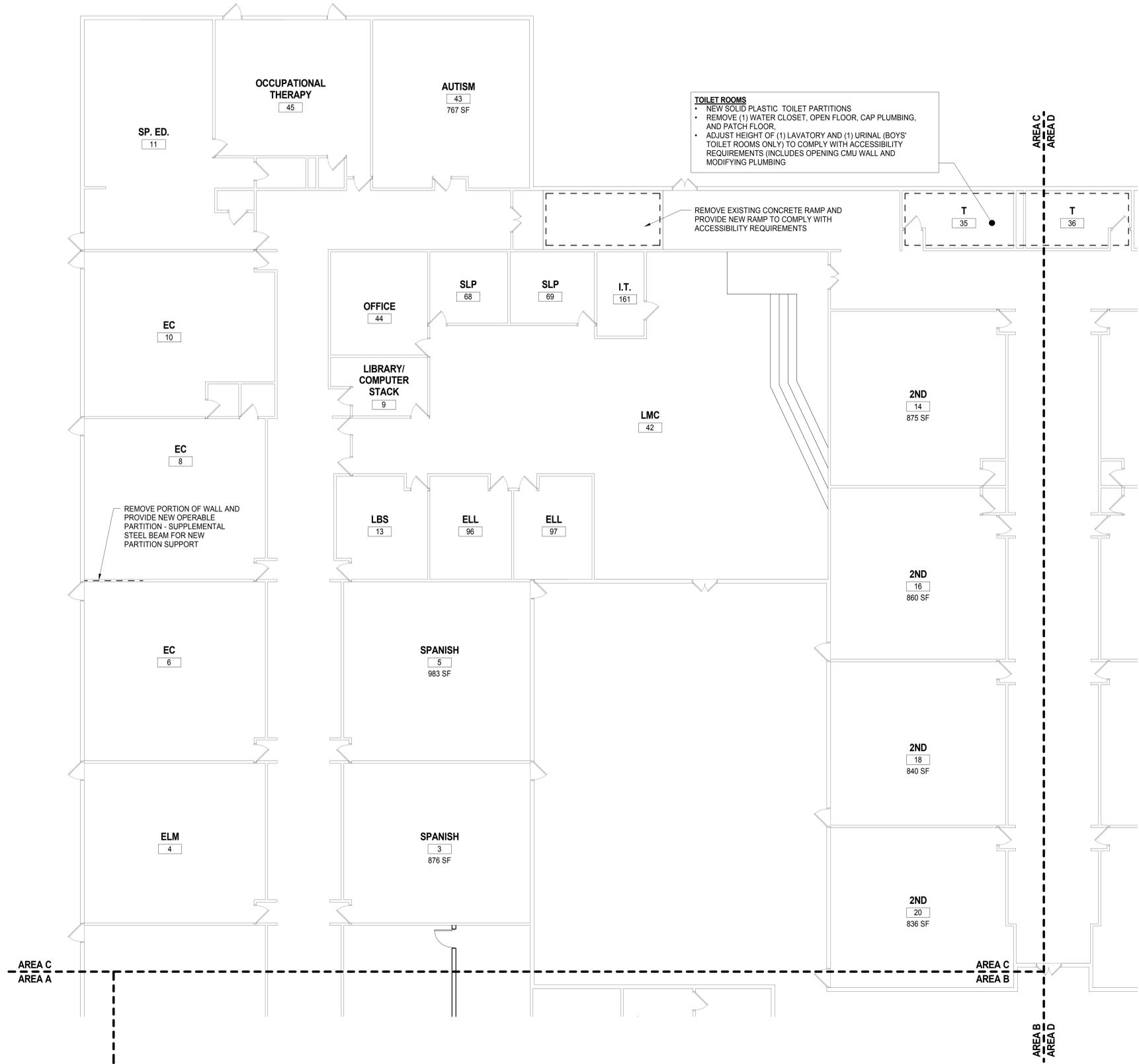
**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**LEVEL 01 FLOOR PLAN -  
AREA C**

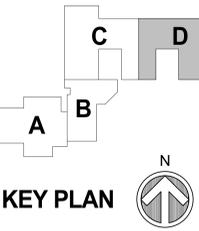
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02-5467-05  
Drawn By:  
Author  
Sheet:

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0' 8'-0" 16'-0" 32'-0"	0' 4'-0" 8'-0" 16'-0"	0' 2'-0" 4'-0" 8'-0"	0' 2'-0" 4'-0" 8'-0"	0' 1'-0" 2'-0" 4'-0"	0' 1'-0" 2'-0" 4'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-3" 0'-6" 1'-0"



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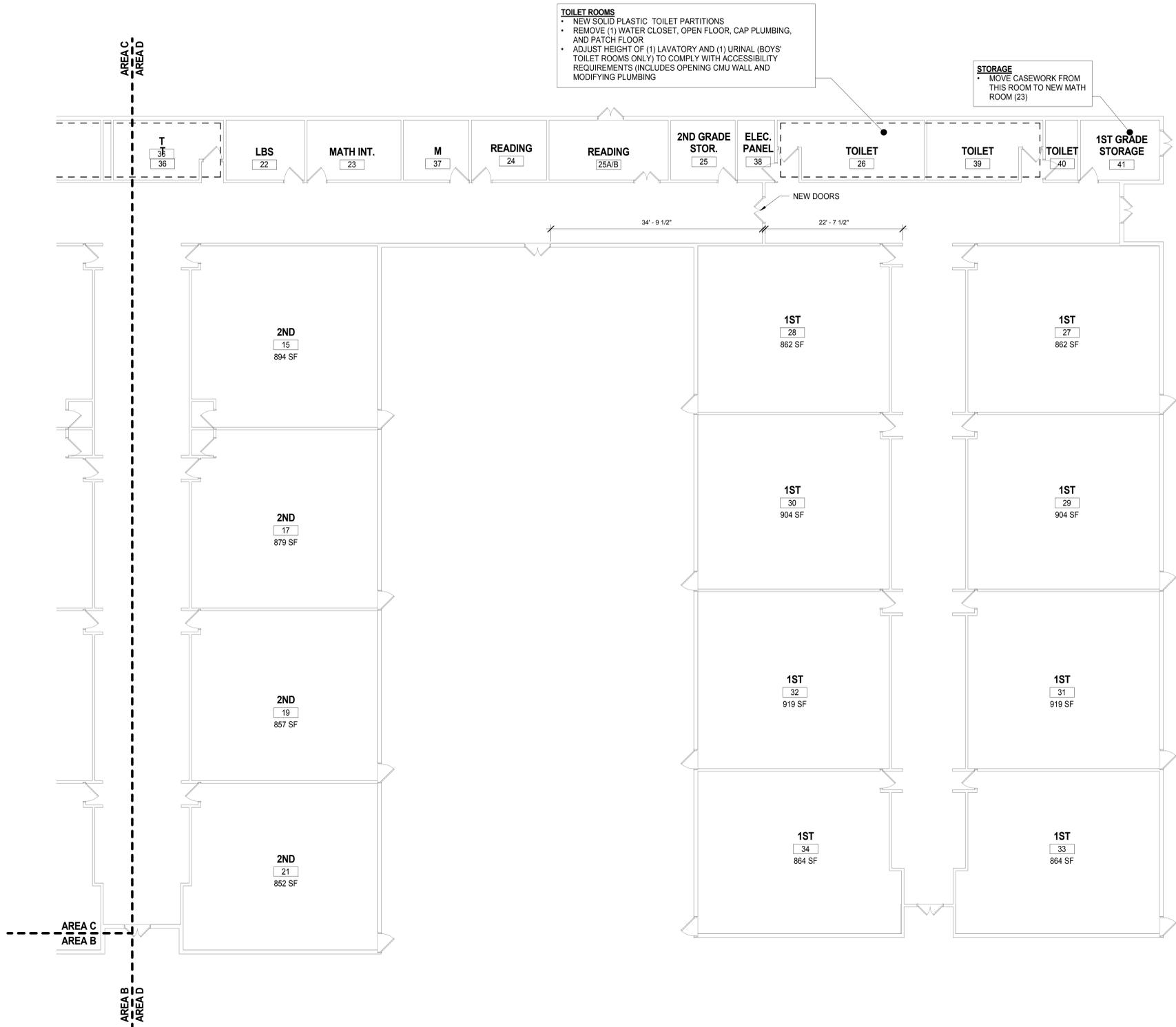
**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**LEVEL 01 FLOOR PLAN -  
AREA D**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A2.2D**



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0' 8'-0" 16'-0" 32'-0"	0' 4'-0" 8'-0" 16'-0"	0' 2'-0" 4'-0" 8'-0"	0' 2'-0" 4'-0" 8'-0"	0' 1'-0" 2'-0" 4'-0"	0' 1'-0" 2'-0" 4'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-6" 1'-0" 2'-0"	0' 0'-3" 0'-6" 1'-0"

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REV DESCRIPTION DATE

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DESCRIPTION DATE

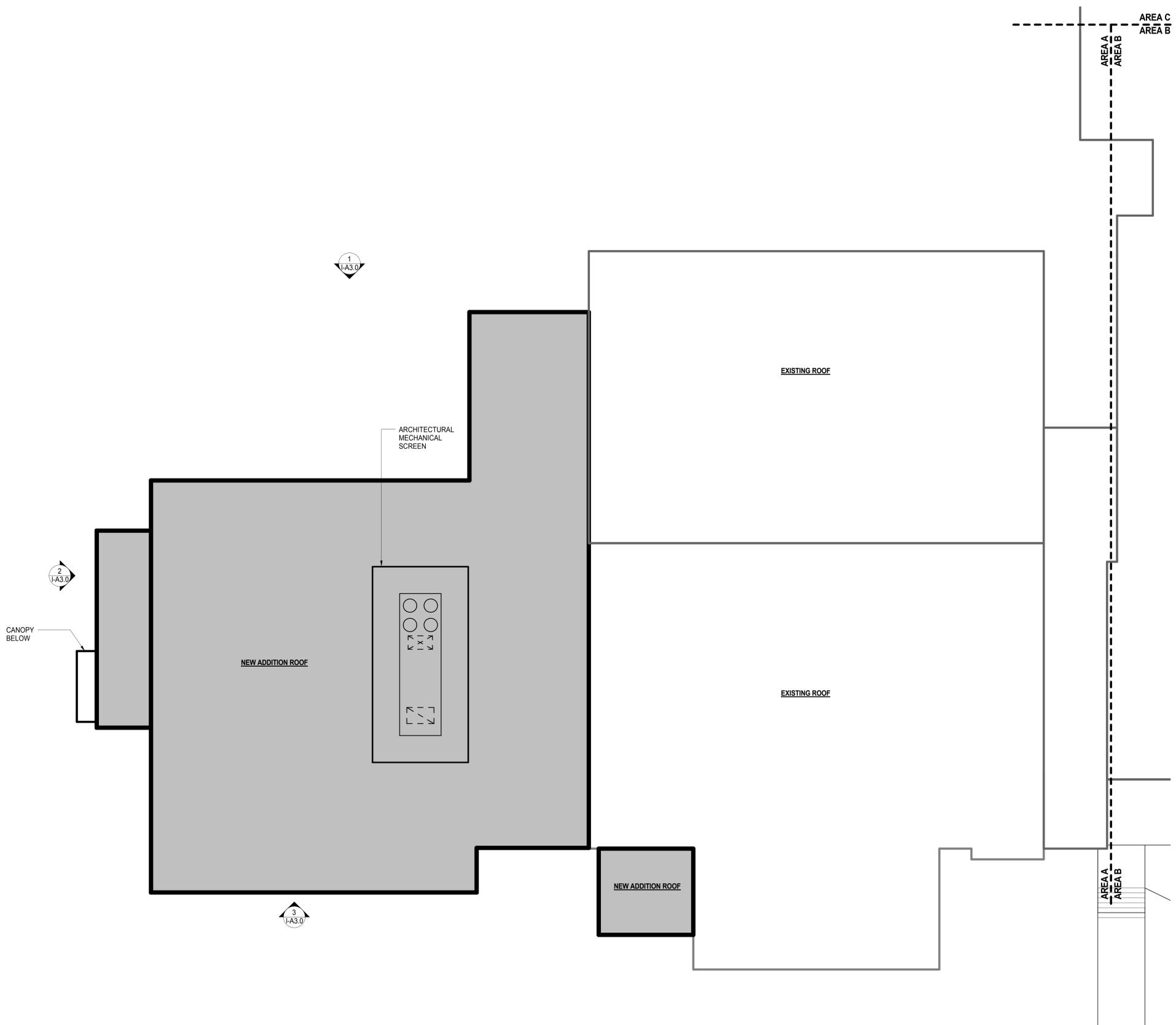
**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**ROOF PLAN**

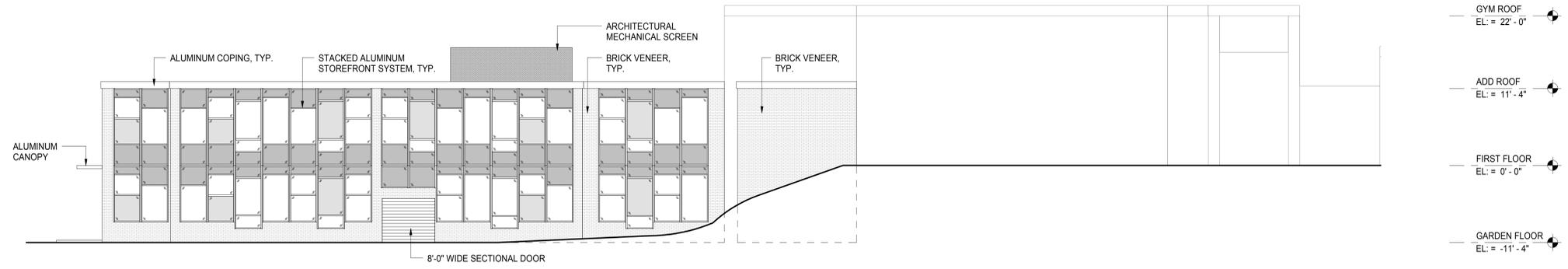
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Drawn By:  
Author  
Sheet:

**I-A2.3**

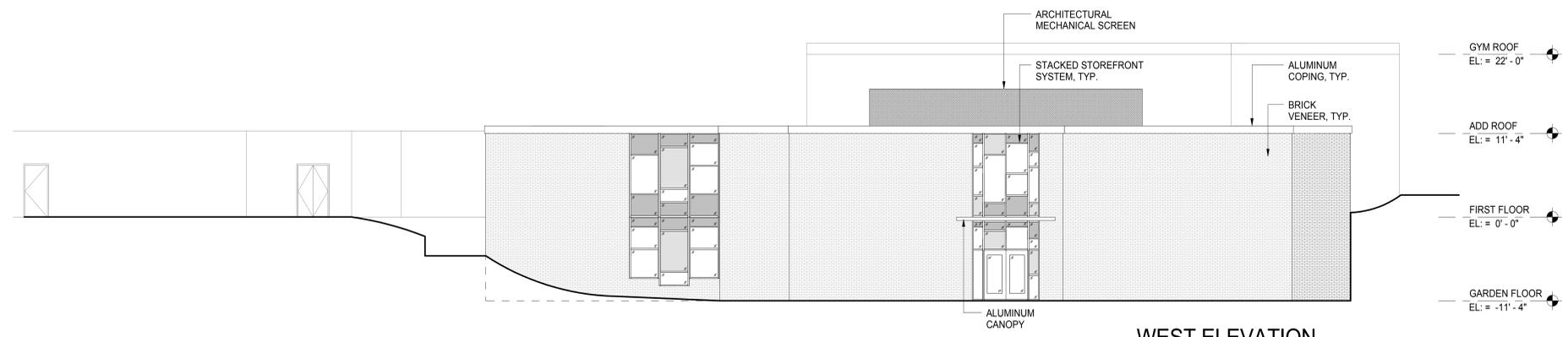


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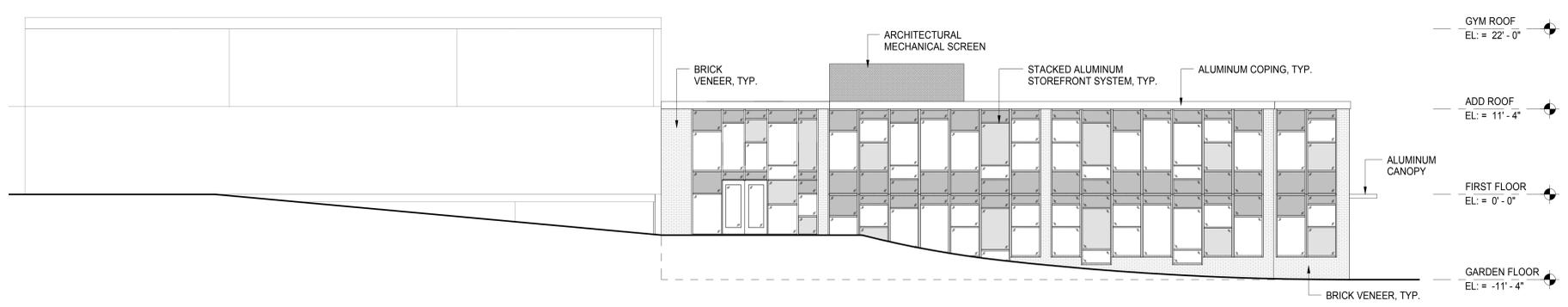
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SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION

**NOT FOR  
CONSTRUCTION**

REV	DESCRIPTION	DATE

COMMITTEE OF THE WHOLE SUBMITTAL 12.04.2015  
DESCRIPTION DATE

**LAURA B. SPRAGUE  
ELEMENTARY SCHOOL**

2425 RIVERWOODS ROAD  
LINCOLNSHIRE, IL 60069

**EXTERIOR ELEVATIONS**

Project Number:  
02-5467-05  
Drawn By:  
Author  
Sheet:

**I-A3.0**

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SCALE: 0'-0 1/16" = 1'-0" 0' 8'-0" 16'-0" 32'-0"	SCALE: 0'-0 1/8" = 1'-0" 0' 4'-0" 8'-0" 16'-0"	SCALE: 0'-0 1/4" = 1'-0" 0' 2'-0" 4'-0" 8'-0"	SCALE: 0'-0 3/8" = 1'-0" 0' 2'-0" 4'-0" 8'-0"	SCALE: 0'-0 1/2" = 1'-0" 0' 1'-0" 2'-0" 4'-0"	SCALE: 0'-0 3/4" = 1'-0" 0' 1'-0" 2'-0" 4'-0"	SCALE: 0'-1" = 1'-0" 0' 0'-6" 1'-0" 2'-0"	SCALE: 0'-1 1/2" = 1'-0" 0' 0'-6" 1'-0" 2'-0"	SCALE: 0'-3" = 1'-0" 0' 0'-3" 0'-6" 1'-0"
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**REQUEST FOR BOARD ACTION  
Committee of the Whole  
December 14, 2015**

<b>Subject:</b>	Tri-State International Office Center Major PUD Amendment – Wall Signage Exceptions
<b>Action Requested:</b>	Preliminary Evaluation - Major Amendment to Ordinance No. 86-866-03, which approved a Planned Unit Development (PUD) for Phase II of the Tri-State International Office Center, to permit wall signage with Sign Code exceptions
<b>Originated By/Contact:</b>	Steve McNellis, Director Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- In 1986, the Village approved Ordinance No. 86-866-03 (attached), which granted a PUD for the proposed northern half of the Tri-State International Office Center, upon which the 25/75 Tri-State office buildings were subsequently constructed. These two buildings have recently been renovated for the pending CDW move.
- The 1986 Ordinance did not address building wall signage. A subsequent 2003 PUD Amendment addressed limited wall signage for 100-300 Tri-State, but did not address the 25 and 75 buildings, nor the recent parking deck structure.
- Office building wall signage was prohibited in the Village Sign Code until the 2009 Comprehensive Sign Code update; later amended in 2012.

**Project Summary:**

- CDW proposes to install two wall signs of the same size (see attached presentation packet) on each of the three buildings they plan to occupy/utilize (includes parking deck). The two back-lit illumination signs are located on the east elevation of the 75 Tri-State building and the east (Tollway on-ramp) elevation of the parking deck.
- The proposed signs differ from the Village Sign Code, as follows:
  1. Proposed maximum height of Sign Face = 8'. Code-permitted = 3'
  2. Proposed maximum height of logo = 8' (entire sign is a logo). Code-permitted = 30"
  3. Proposed wall signs to cover an architectural feature (glass panels on the parking deck) and a window (partial coverage on 75 building wall sign). Code prohibits such coverage.

**Preliminary Evaluation Summary:**

- The Village Board has the authority to refer CDW's individual request for a Major Amendment to the PUD to the Zoning Board, addressing only their narrow request. Such an action would only address wall signage on the 25/75 building and the new parking structure.
- Given the similar setbacks and heights of the 100-300 Tri-State International Office Center buildings, other petitioners in this Center may come forward in the future seeking similar relief to what CDW proposes. Therefore, the Board should consider the merits of expanding this request to a PUD amendment for the entire office complex, setting the baseline size requirements for all wall signage facing the Tollway on all buildings.
- Colliers International, property Manager for the Center, is interested in the Board's

consideration of expanding this request, to provide greater flexibility for other Center tenants. Colliers seeks the Board's feedback on consideration of a Center-wide PUD amendment to address all Tollway-facing signs. However, Colliers is respectful of CDW's request and supports their individual request, by itself, should the Board determine a Center-wide PUD amendment is not in the Village's best interests at this time.

**Recommendation:**

Preliminary Board feedback and Referral of a Major Amendment to an existing PUD to permit wall signage with Sign Code exceptions, to the Architectural Review Board for design review and the Village Board for Public Hearing.

**Reports and Documents Attached:**

- Cover Letter/Presentation Packet from CBRE and Poblocki Signs, date stamped received December 8, 2015.
- Ordinance No. 86-866-03, approving a PUD for Phase II of Tri-State Intl. Office Center.

<b>Meeting History</b>	
<b>VB - Preliminary Evaluation (COW)</b>	<b>December 14, 2015</b>



**J.T. Garofalo**  
Senior Project Manager

CBRE, Inc.  
Project Management Group

321 North Clark Street  
Suite 3400  
Chicago, IL 60654

+1 312 935 1973 Tel  
+1 773 718 7838 Cell

jt.garofalo@cbre.com  
www.cbre.com

December 7, 2015

Mayor Brandt and Village of Lincolnshire Board of Trustees  
Attention: Steve McNellis  
Community and Economic Development Director  
**City of Lincolnshire**  
One Olde Half Day Road  
Lincolnshire, IL 60069

**Re: CDW 25/75 Tri-State International Building Wall Signage**

Dear Mayor Brandt and Board of Trustees:

CDW Corporation is leasing the 25 and 75 Tri-State International buildings in Lincolnshire. As part of their lease agreement, the building landlord has agreed to let CDW install wall signage on two of the three buildings. One building is the 75 Tri-State International building and the other being the newly constructed parking garage along the interstate.

CDW is requesting to amend the original 1986 PUD for Phase II of the Tri-State International office Center to permit wall signage exceptions from the Village Sign Code. CDW is requesting the following exceptions be made:

- 1) Maximum Height of Sign Face - from 3' permitted to 8'
- 2) Maximum Height of Logo - from 30" permitted to 8' (as entire sign is a logo)
- 3) Permit wall signs to cover an Architectural Feature and a window, which is prohibited per the Sign Code.

In addition we offer the Village Board the opportunity to amend wall signage permissibility for the entire site to permit all buildings to have the same size wall signs as CDW is proposing. Ownership of property welcomes this approach.

Please find attached the following drawings for review by the Village of Lincolnshire:

- Site Plan: Locating new wall signage and previously approved monument signage locations.
- LL-02: Photo simulation of code-compliant wall signage

- LL-03: CDW building elevation wall sign proposal
- LL-04: CDW parking deck elevation wall sign proposal
- PH-03: Photo simulation of CDW building wall sign proposal
- PH-04: Photo simulation of CDW parking deck wall sign proposal

CDW is working with Poblocki Sign Company to create the halo lit signage per the attached drawings.

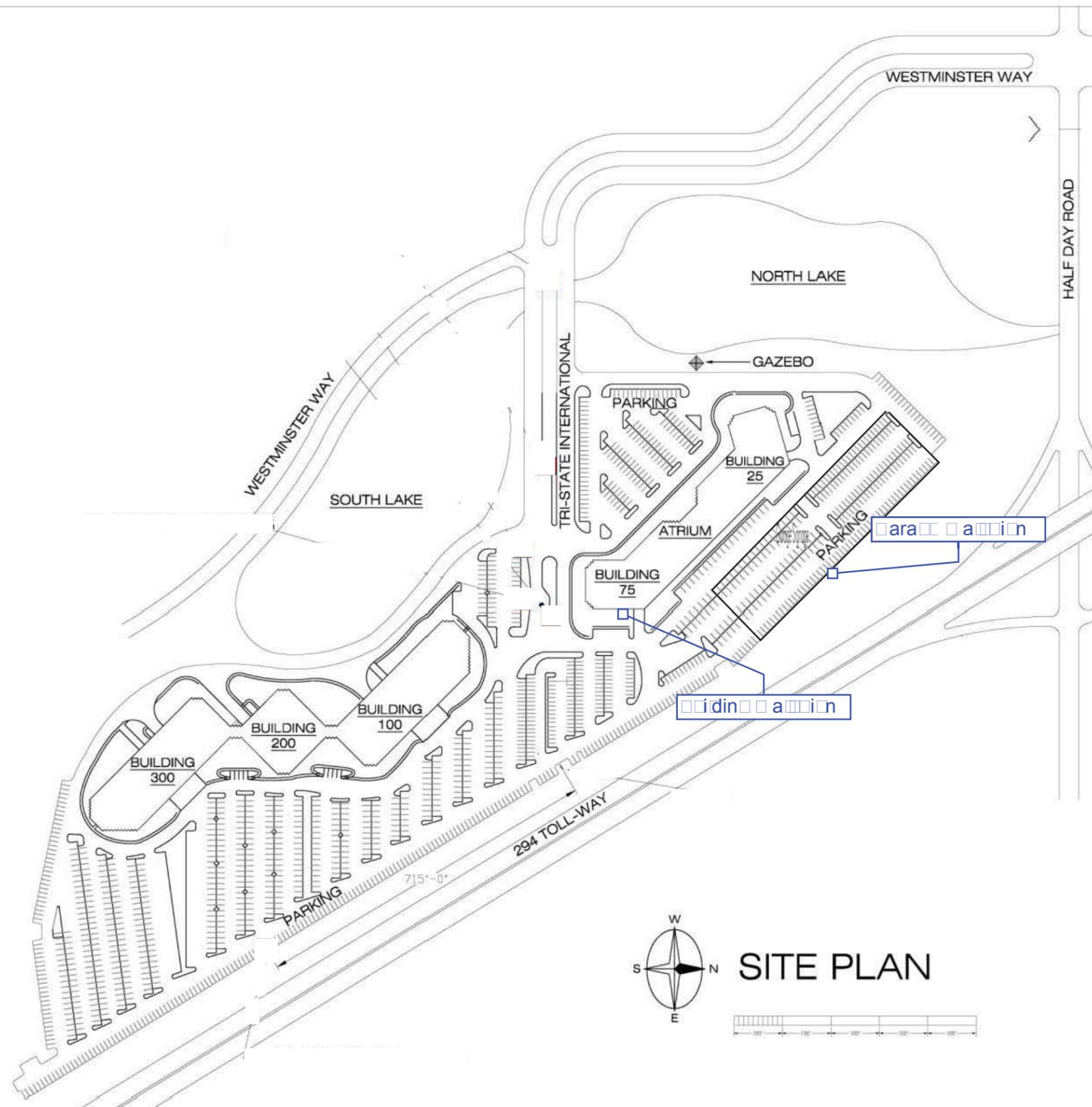
Please review the attached documents and let us know if you have any questions or concerns. We look forward to continuing our work with the Village of Lincolnshire on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read "J.T. Garofalo". The signature is written in a cursive style with a large, stylized "G".

J.T. Garofalo

Cc: Melissa Speers (Director Transaction Management for CDW)  
Kelly Morrissey (Colliers)  
Katie Conroy (Poblocki Signage)



**SITE PLAN**

**TRI-STATE  
INTERNATIONAL  
OFFICE CENTER**



**PROJECT LOCATION**



# SIGN SPECIFICATIONS

## [A] - ILLUMINATED LETTERS/ SWOOSH

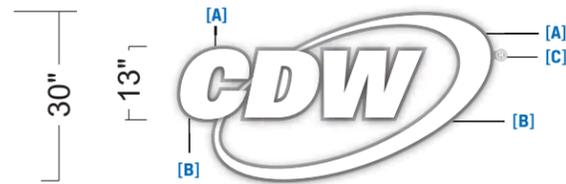
Lighting: LED  
 Voltage: tbd  
 Description: Back-Lit [Remote]  
 Face Color: white  
 Return Color: white  
 Installation: Stand-off [2 1/2" max. for optimal light spread] to backer panel

## [B] - FLAT PANEL

Material: Aluminum  
 Depth: .080"  
 Face Color: white  
 Backside Color: white  
 Installation: flush to wall

## [C] - GRAPHICS/ R

Material: Vinyl  
 Color: white on backer panel



Proposed East Elevation



Proposed South Elevation



Photo Simulation of code-compliant Signage

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### Project

**CBRE**

Lincolnshire, IL

Scale: 3/8"=1'

Original Page Size: 11" x 17"

### Notes

**FP COLOR/ CONTRAST**

### Revisions

REV	DESCRIPTION	BY	DATE
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Rep.: Katie Conroy

Drawn By: Jean Hardeman Orig. Date: 11/12/15

Sign Loc. No. **various**

**LL-02**

Lit Letters

Sign. Type

**69595**

OPP - Project - Job No.

**C01**

Design

# SIGN SPECIFICATIONS

## [A] - ILLUMINATED LETTERS/ SWOOSH

Lighting: LED  
 Voltage: tbd  
 Description: Back-Lit [Remote]  
 Face Color: white  
 Return Color: white  
 Installation: Stand-off [2 1/2" max. for optimal light spread] to backer panel

## [B] - FLAT PANEL

Material: Aluminum  
 Depth: .080"  
 Face Color: grey/ tbd  
 Backside Color: grey/ tbd  
 Installation: flush to wall

## [C] - GRAPHICS/ TM

Material: Vinyl  
 Color: grey installed on backer panel



Proposed South Elevation/ Day View/ White Letters & Swoosh with Gray Backer Panel for Contrast



CDW Building Elevation Wall Sign Proposal



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## Project

**CBRE**

Lincolnshire, IL

Scale: 3/8"=1'

Original Page Size: 11" x 17"

## Notes

**CONFIRM ARTWORK  
 CALLOUT B/ GREY COLOR**

## Revisions

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Rep.: Katie Conroy

Drawn By: Jean Hardeman Orig. Date: 12/1/15

Sign Loc. No.

**LL-03**

Lit Letters

Sign. Type

**69595**

OPP - Project - Job No.

**C01**

Design

# SIGN SPECIFICATIONS

## [A] - ILLUMINATED LETTERS/ SWOOSH

Lighting: LED  
 Voltage: tbd  
 Description: Back-Lit [Remote]  
 Face Color: white  
 Return Color: white  
 Installation: Stand-off [2 1/2" max. for optimal light spread] to backer panel

## [B] - FLAT PANEL

Material: Aluminum  
 Depth: .080"  
 Face Color: grey/ tbd  
 Backside Color: grey/ tbd  
 Installation: support to come over glass wall installed into back of wall/ construction tbd

## [C] - GRAPHICS/ TM

Material: Vinyl  
 Color: grey installed on backer panel



Proposed Day View - Suggest White Letters & Swoosh with Grey Backer Panel for Contrast

Proposed Night View



CDW Parking Deck Elevation Wall Sign Proposal



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## Project

**CBRE**

Lincolnshire, IL

Scale: 3/8"=1'

Original Page Size: 11" x 17"

## Notes

**CONFIRM ARTWORK  
 CALLOUT B GREY COLOR**

## Revisions

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Rep.: Katie Conroy

Drawn By: Jean Hardeman Orig. Date: 12/1/15

## Sign Loc. No.

**LL-04**

Lit Letters

Sign. Type

**69595**

OPP - Project - Job No.

**C01**

Design



\*1050 viewing feet

Photo simulation of CDW building wall sign proposal

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**Project**

**CBRE**

Lincolnshire, IL

Scale: 3/8"=1'

Original Page Size: 11" x 17"

**Notes**

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**Revisions**

REV	DESCRIPTION	BY	DATE
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Rep.: Katie Conroy

Drawn By: Jean Hardeman Orig. Date: 12/1/15

Sign Loc. No. .

**PH-03**

Photo Edit

Sign. Type

**69595**

OPP - Project - Job No.

**C01**

Design



\* 650 viewing feet

Photo simulation of CDW parking deck sign proposal

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**Project**

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**Notes**

**Revisions**

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Sign Loc. No.

**PH-04**

Photo Edit

Sign. Type

**69595**

OPP - Project - Job No.

**C01**

Design

86-866-03

00BREAK00



00BREAK00

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF L A K E )

CLERK'S CERTIFICATE

I, DAVID M. LIMARDI, do hereby certify that I am the duly appointed and qualified Village Clerk for the Village of Lincolnshire, Lake County, Illinois.

I do further certify that the above and attached is a true and correct copy of an Ordinance entitled:

"AN ORDINANCE REZONING CERTAIN PROPERTY  
AND GRANTING A SPECIAL USE FOR A PLANNED DEVELOPMENT  
(PHASE II TRI-STATE INTERNATIONAL OFFICE CENTER)

passed by the Board of Trustees of the Village of Lincolnshire at a regular meeting of said Board of Trustees on the 13th day of January, 1986, and said Ordinance was duly approved by the Mayor of the Village of Lincolnshire on the 14th day of January, 1986.

I do further certify that the aforesaid Ordinance was entrusted to my care and custody, that the same is duly spread upon the record of proceedings of said Village, and that I am the custodian of all Village records, including the journal of proceedings, ordinances, and resolutions of said Village.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 13th day of January, 1986.

2551771

RECORDER  
LAKE COUNTY, ILLINOIS

1987 APR -2 PM 3:27

*David M. Limardi*

*David M. Limardi*  
\_\_\_\_\_  
Village Clerk  
Village of Lincolnshire  
Lake County, Illinois



PAMPHLET  
FRONT OF PAMPHLET

2551771

ORDINANCE NO. 86-866-03

AN ORDINANCE REZONING CERTAIN PROPERTY  
AND GRANTING A SPECIAL USE FOR A PLANNED DEVELOPMENT  
(PHASE II TRI-STATE INTERNATIONAL OFFICE CENTER)

WHEREAS, the Plan Commission of the Village of Lincolnshire, Lake County, Illinois, pursuant to notice as required by law, held a public hearing on November 26, 1985, on the question of granting the below indicated rezoning from R-1 Single-Family Residence District to B2 Business District with a Special Use for a Planned Development; and

WHEREAS, the Plan Commission has submitted to the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, its findings of fact and recommendations relating thereto; and

WHEREAS, the Corporate Authorities of the Village of Lincolnshire, Lake County, Illinois, have duly considered said findings and recommendations of said Plan Commission;

NOW, THEREFORE, Be It Ordained by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, as follows:

Section 1: That the findings and recommendations of the Plan Commission of the Village of Lincolnshire, Lake County, Illinois, are herein incorporated by reference as the findings of this Board to the same effect as if fully recited herein at length. All references in said findings and recommendations are hereby made the references of the Mayor and Board of Trustees of the Village of Lincolnshire.

2551771

Section 2: That the Lincolnshire Zoning Code, as amended, be further amended by rezoning and re-classifying the following described property from R-1 Single-Family Residential District to B2 Business District with a Special Use for a Planned Development under the Lincolnshire Zoning Code:

PARCEL B

THAT PART OF LOTS 1, 2, AND 3, TAKEN AS A TRACT, LYING NORTHERLY OF A LINE DRAWN FROM A POINT ON THE EAST LINE OF SAID TRACT, 174.36 FEET, AS MEASURED ALONG SAID EAST LINE, NORTH OF THE SOUTHEAST CORNER OF SAID TRACT TO A POINT ON THE WEST LINE OF SAID TRACT, 402.33 FEET, AS MEASURED ALONG SAID WEST LINE, NORTH OF THE SOUTHWEST CORNER OF SAID TRACT, IN CRANE'S SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF LOTS 2 AND 3 IN BROWN'S SUBDIVISION OF THE EAST 1/2 OF THE SOUTHWEST 1/4 AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID CRANE'S SUBDIVISION RECORDED SEPTEMBER 25, 1959 AS DOCUMENT NO. 1046353, IN BOOK 34 OF PLATS, PAGE 142, IN LAKE COUNTY, ILLINOIS.

PARCEL C

THAT PART OF THE SOUTH 1/2 OF THE SOUTHEAST 1/4 OF SECTION 13, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE WESTERLY RIGHT OF WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY WITH A LINE 112.0 FEET, MEASURED AT RIGHT ANGLES, NORTH OF AND PARALLEL WITH THE SOUTH LINE OF SAID SOUTHEAST 1/4, SAID POINT BEING ALSO THE NORTHEAST CORNER OF LOT 16 IN SUTTON

PLACE, BEING A RESUBDIVISION IN SECTIONS 13 AND 24, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN AND IN SECTIONS 18 AND 19, TOWNSHIP 43 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 28, 1978 AS DOCUMENT NO. 1941785; THENCE SOUTH 89 DEGREES 17 MINUTES 45 SECONDS WEST ALONG SAID LAST DESCRIBED PARALLEL LINE, BEING ALSO THE NORTH LINE OF SAID LOT 16, 661.51 FEET TO THE MOST EASTERLY POINT OF WESTMINSTER WAY AS DEDICATED FOR PUBLIC STREET BY PLAT OF DEDICATION RECORDED OCTOBER 18, 1978 AS DOCUMENT NO. 1954249; THE FOLLOWING SEVEN COURSES ARE ALONG THE RIGHT OF WAY LINE OF SAID WESTMINSTER WAY AS DEDICATED;

THENCE	NORTH	45	DEGREES	22	MINUTES	35	SECONDS	WEST,	140.62	FEET;
"	SOUTH	89	"	17	"	45	"	"	390.80	"
"	NORTH	45	"	23	"	04	"	"	45.20	"
THENCE	NORTH	00	DEGREES	03	MINUTES	09	SECONDS	WEST,	530.88	FEET;
"	SOUTH	89	"	18	"	49	"	"	100.01	"
"	NORTH	45	"	22	"	24	"	"	140.64	"
"	"	00	"	03	"	09	"	"	447.93	"

TO AN INTERSECTION WITH THE NORTH LINE OF THE SOUTH 1/2 OF SAID SOUTHEAST 1/4; THENCE NORTH 89 DEGREES 19 MINUTES 52 SECONDS EAST ALONG THE NORTH LINE OF THE SOUTH 1/2 OF SAID SOUTHEAST 1/4, 242.39 FEET TO AN INTERSECTION WITH THE NORTHWESTERLY EXTENSION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY; THENCE SOUTH 39 DEGREES 02 MINUTES 34 SECONDS EAST ALONG SAID SOUTHWESTERLY RIGHT OF WAY LINE AND SAID LINE EXTENDED, 418.11 FEET TO AN ANGLE POINT IN SAID LINE; THENCE SOUTH 52 DEGREES 35 MINUTES 50 SECONDS EAST ALONG THE SOUTHWESTERLY RIGHT OF WAY LINE OF THE NORTHERN ILLINOIS TOLL HIGHWAY, 779.20 FEET TO AN ANGLE POINT IN SAID LINE; THENCE SOUTH 33 DEGREES 16 MINUTES 46 SECONDS EAST ALONG SAID SOUTHWESTERLY RIGHT OF WAY LINE, 480.38 FEET TO THE PLACE OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

Located South of Route 22, East of Westminster Way and North of Tri-State International Office Center Phase I;

2551771

Section 3: That the Zoning Map of the Village of Lincolnshire Lake County, Illinois, be amended so as to be in conformance with the aforesaid rezoning.

Section 4: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law. The Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

PASSED this 13th day of January, 1986, by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES: Trustees Angonese, Calk, Sampson, Serauskas, Simeone

NAYS: None

ABSENT None

APPROVED this 14th day of January, 1986.

  
VILLAGE MAYOR

ATTEST.  
  
VILLAGE CLERK

Published by me in pamphlet form this 14th day of January, 1986.

  
VILLAGE CLERK

PAMPHLET  
BACK OF PAMPHLET

2551771

7

Published in pamphlet form by order of the Corporate Authorities  
of the Village of Lincolnshire, Lake County, Illinois

**REQUEST FOR BOARD ACTION**  
**Committee of the Whole Meeting**  
**December 12, 2015**

**Subject:** Consideration and Discussion of the Use of Village Streets by District 103 Parent-Teacher Organization for a May 21, 2016 5K Walk/Run (District 103 Parent-Teacher Organization)

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**Action Requested:** Consideration, Discussion and Placement on the January 11, 2016 Consent Agenda

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**Originated By/Contact:** Bradford H. Woodbury, Public Works Director

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**Referred To:** Mayor and Board of Trustees

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**Summary/Background:**

The District 103 Parent-Teacher Organization (PTO) requests a permit to utilize Village streets for a 5K run on Saturday, May 21, 2016. The request is made pursuant to the "Village Street Use Policy" which requires Village Board approval of a permit prior to issuance. The District 103 PTO requests the \$1,000 bond be waived, which the Village has traditionally done in the past.

**Budget Impact:**

The Village's cost is limited to Police and Public Works personnel costs and the cost of temporary "No Parking" signs installed along the race course. The total estimated cost is \$3,000 and adequate funds are available in the General Fund Budget for 2016.

**Service Delivery Impact:**

The PTO proposes to use the same course as last year which necessitates closing Riverwoods Road between 8:00 A.M. to 9:00 AM. Cross streets will have limited access during the race to protect runners, but emergency access will be authorized. The PTO will need a permit from the Lake County Division of Transportation to close Riverwoods Road.

**Recommendation:**

Staff supports the requested waiver of the bond as it is consistent with past practice. Additionally, Staff recommends approval of the permit subject to the PTO completing the following activities in conjunction with this permit:

1. Send a letter to all properties between Route 22 on the south and Everett Road on the north which have direct or indirect access to Riverwoods Road notifying them of the event. The letter should be delivered to the properties via U.S. mail a minimum of 10 days but no more than 21 days prior to the event.
2. Pick-up trash in the public parking areas at North Park and Village streets at the conclusion of the event.
3. Inform all participants regarding designated parking locations and restrictions placed on residential streets on and around the race course.

Staff will place notice of the race in the Village's spring newsletter, website, e-news and various emails sent out prior to the race.



**Reports and Documents Attached**

- Letter from Lincolnshire Prairie View District 103 PTO requesting to utilize Village Streets
- Village Street Usage Permit Application
- Village Street Usage Policy
- Required Certificate of Insurance
- Map of Race Route and Road Closure

<b>Meeting History</b>	
<b>Initial Village Board Review (COW):</b>	<b>December 12, 2015</b>

November 19, 2015

Village of Lincolnshire

One Olde Half Day Road

Lincolnshire IL 60069

**RECEIVED**

**NOV 24 2015**

**VILLAGE OF LINCOLNSHIRE  
PUBLIC WORKS DEPT.**

The Lincolnshire Prairie View District 103 Parent Teacher Organization is holding its 6<sup>th</sup> annual Run for D103 run/walk on May 21, 2016. We respectfully are requesting the temporary closure of Riverwoods Road by Lake County. We have submitted the proper forms to their office.

Please find Village Street usage Permit application, Certificate of Insurance and a copy of the road closure map from 2015 enclosed.

If you require anything in addition to these forms, please do not hesitate to contact me directly at 847-849-6912.

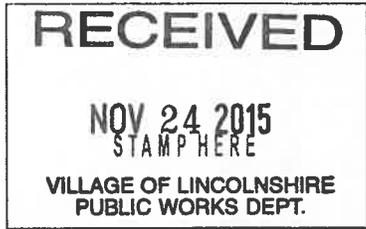
Thank you.

Katherine Robbins

Run for D103 Race Director



One Olde Half Day Road  
 Lincolnshire, IL 60069  
 Ph: 847.883.8600 | Fax: 847.883.8608  
[www.village.lincolnshire.il.us](http://www.village.lincolnshire.il.us)



# VILLAGE STREET USAGE PERMIT APPLICATION

Permit # \_\_\_\_\_

## APPLICANT INFORMATION

Name of Event: Run for D103 Group Sponsoring Event: District 103 PTO  
 Name of Event Director: Katherine Robbins  
 Address: 22 Dukes Lane Unit #: \_\_\_\_\_  
 City: Lincolnshire State: IL Zip Code: 60069  
 Telephone: 847-849-6912 Business: ( ) \_\_\_\_\_  
 Email: katherine.m.robbs@gmail.com  
 Date & Time Requested 11/9/2015

Spring (March, April, May)	Summer (June, July, Aug.)	Fall (Sept., Oct.)
----------------------------	---------------------------	--------------------

Date of Event: May 21st, 2016  
 Starting Time: 8 AM  
 Est. Number of Participants: 800-860 runners/walkers with approximate 1,000 attendees  
 Ending Time: 9 AM

Has your group held an event in Lincolnshire before? Yes  No   
 If so, when was the most recent event? \_\_\_\_\_

How many consecutive years has the event been held? 5

Medical personnel must be present during the entire event. Please list the names of the doctors who will be participating: An ambulance and EMT are requested from the Lincolnshire Fire Department.

- A cash bond in the amount of \$1,000 is required and must be submitted at least 30 days prior to the event.
- A Certificate of insurance must be provided to the village showing the applicant has coverage of comprehensive general liability and automobile liability in a minimum amount of one (1) million dollars.
- There shall be a maximum of 1,000 participants and the event shall be limited to 3.1 miles or 5km.

## SIGNATURE

\_\_\_\_\_  
 Signature of Applicant

Katherine M Robbins, Race Director  
 Printed Name and Title

The permit for the event proposed is hereby approved, based upon the information contained in this application and the provisions of the Village Code and Village Street Usage Policy. THIS PERMIT MAY BE REVOKED FOR DUE CAUSE OR IN CASE OF AN EMERGENCY AT THE SOLE DISCRETION OF THE VILLAGE

Date Approved: \_\_\_\_\_  
 \_\_\_\_\_  
 Public Works Director



**VILLAGE STREET USAGE POLICY**  
**January 2012**

**Policy Statement**

To provide limitations to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up and clean-up process.

**Criteria for Use**

The following are the criteria that an organization must meet in order to be considered for approval:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:
  - A. Having a membership of which 55% or more reside within the corporate limits of the Village.
  - B. Having a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.
  - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

Friends of Ryerson Woods/River Committee of Lincolnshire  
Lincolnshire Community Association  
Lincolnshire Garden Club  
Lincolnshire Community Nursery School  
Lincolnshire Sports Association  
Lincolnshire Swim Club  
Riverside Foundation Auxiliary  
Greater Lincolnshire Chamber of Commerce  
School District #103 Foundation  
School District #103 Parent-Teacher Organization  
School District #125 Foundation  
Village Club of Lincolnshire

Houses of Worship  
Homeowners association management offices that serve residential developments in Lincolnshire  
Cub Scouts, Boy Scouts and Eagle Scouts  
Brownies & Girl Scouts  
Y Princesses and Y Guides  
League of Women Voters  
Lincolnshire Morningstar Rotary Club  
Toastmaster of Lincolnshire

2. Being one of the following taxing bodies serving Village residents:

Lincolnshire-Riverwoods Fire Protection District  
School District #103  
School District #125  
Vernon Area Public Library  
Vernon Township  
West Deerfield Township

3. Being one of the following entities serving the Village:

Federal, State and Local Representatives for purposes of holding Town Meetings, which will not be allowed within 30 days of an election if the representatives are running for office.

Being an organization of Lincolnshire business whose purpose is to support and encourage business within the Village

4. Being an organization which provides a recreational service within Lincolnshire  
5. Being an organization which provides services for people with special needs:

Special Recreation Association of Central Lake Count (SRACLC)  
Riverside Foundation

If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

### **Number of Events**

There shall be an opportunity for three (3) events to be held on Village streets per year. Each event will be limited to 1,000 participants. One each in the Spring, Summer and Fall. The Spring designation will be the months of March, April and May. The Summer will be June, July

and August, and the Fall will be September and October. There shall not be any activities allowed during November, December, January and February. This is due to the leaf collection and snow and ice control programs. The awarding of a Spring, Summer and Fall time slot shall be on a first come, first served basis. However, the previous year's event shall have priority over any new applicant.

Example: If an organization has held a run/walk in Lincolnshire for ten consecutive years in the summer and normally approaches the Village for approval in January and a new organization requests the summer time slot and their request is given to staff prior to the 10 year organization, then the Village would contact the incumbent group and inform them of the potential competition and secure a commitment. If the ten year organization declines to request a reservation, then the new group would take over that time slot and have first right of refusal power the following year.

### **Approval**

The organization must present to the Mayor and Board of Trustees in writing its intent and ability to meet the criteria as set forth. This information will be discussed at a Committee of the Whole meeting and voted on at a subsequent Village Board meeting.

- A. The organization will be required to provide the Village with a Certificate of Insurance in the amount of one (1) million dollars to cover any liability.
- B. A cash bond in the amount of \$1,000.00 will be required for maintenance.

### **Pre Race and Race Day Coordination**

There shall be a single contact person the Village can communicate with during the entire process. This person will make a presentation to the Mayor and Board of Trustees, hold a minimum of one meeting with the Lincolnshire Police and Public Works Departments and Lincolnshire - Riverwoods Fire Protection District personnel and be present on the race day for the event and final clean up. **The start/finish and race course area shall be returned to its original condition within 8 hours of the completion of the event.**

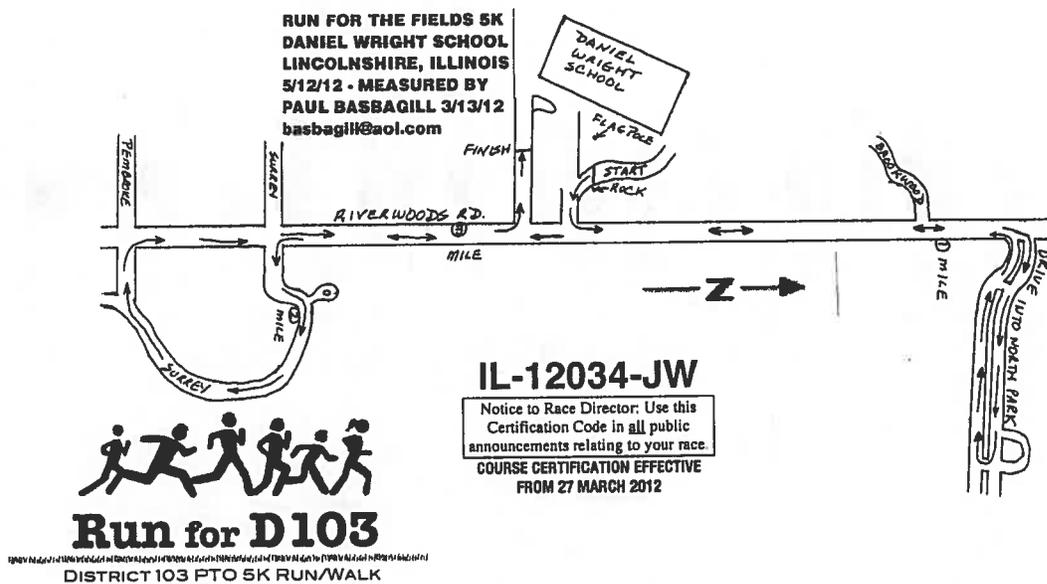
There shall be no advertising signage allowed and disruption of the neighborhood should be held to an absolute minimum.

  
\_\_\_\_\_  
Brett Blomberg, Mayor



## ROAD CLOSURE ALERT FOR SATURDAY, MAY 16, 2015

Dear local residents: On Saturday May 16, 2015 at 8AM, the District 103 PTO is hosting a 5K Run/Walk in or near your neighborhood. Please be advised that Riverwoods Roads/22 North to Riverwoods Road/Everett and the other roads on the race course (primarily East Surrey and Pembroke) will be closed from 8AM-9AM on May 16, 2015. The relevant portions of the course map and street closures are indicated on the map below. There will be no street parking allowed on the race course. Please plan accordingly. We appreciate your understanding and apologize for the inconvenience. We hope that you will join us as a race spectator or race participant on Saturday morning. We expect it to be a fun community day where we all join together in support of our local school district. Race Day Registration is open to the public. Please email [pto@d103.org](mailto:pto@d103.org) with questions.



For more information go to [www.RunForD103.org](http://www.RunForD103.org)

**REQUEST FOR BOARD ACTION  
Committee of the Whole Meeting  
December 14, 2015**

**Subject:** Consideration of a Contract with the Lowest Responsible Bidder, Liberty Prairie Restorations, LLC, Libertyville, IL for Natural Areas Maintenance

**Action Requested:** Consideration, Discussion and Placement on the January 11, 2016 Consent Agenda

**Originated By/Contact:** Bradford H. Woodbury, Public Works Director

**Referred To:** Mayor and Board of Trustees

**Summary / Background:**

On December 1, 2015 Village Staff opened bids for contractual Natural Areas Maintenance (prescribed burning, invasive weed removal, herbiciding and path maintenance) for 2016, with renewal options for 2017 and 2018. Staff sent out bids to nine (9) natural areas maintenance contractors and eight (8) bids were received. Staff included a number of natural areas maintenance tasks asking for an hourly rate and added each of the hourly rates per task estimated to determine the total cumulative number. The low bidder was Liberty Prairie Restorations, LLC of Libertyville, IL at an hourly rate of \$45.50 per man hour for 2016.

Traditionally, past practice has been to gather competitive pricing from contractors on an hourly rate basis, plus the cost of any herbicides or related chemicals needed to complete this maintenance work. The main areas of focus include the naturalized areas at North Park, Rivershire Park, Florsheim Park, Spring Lake Park and the Village Hall pond area. Additionally, there are grants through multiple agencies (IDNR, IEPA) in place which contain requirements these naturalized areas be maintained through the year 2021.

**Budget Impact:**

The proposed fiscal year 2016 Operating Budget includes \$50,000.00 for natural areas maintenance services.

**Service Delivery Impact:**

Staff anticipates no change to the current service level as Liberty Prairie Restorations has performed Natural Areas Maintenance for the past several years in the Village.

**Recommendation:**

The Public Works Department recommends approval and placement on the January 11, 2016 Consent Agenda a natural areas maintenance contract with Liberty Prairie Restorations, LLC. in an amount not to exceed \$50,000.00 annually.

**Reports and Documents Attached:**

- Natural Areas Maintenance Bid Documents
- December 1, 2015 - Bid Tabulation Report

<b>Meeting History</b>	
<b>Initial Referral to Village Board (COW):</b>	<b>December 14, 2015</b>

**Village of Lincolnshire**  
**Natural Areas Maintenance and Herbaceous Invasive Weed Control**

TO: Mayor and Board of Trustees  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, Illinois 60069

FROM: \_\_\_\_\_  
Company

\_\_\_\_\_

Address

\_\_\_\_\_

City          State          Zip

(\_\_\_\_\_) \_\_\_\_\_

Telephone

Dear Mayor and Trustees:

We, the undersigned, hereby propose to furnish all labor, materials, tools and services required to conduct **Natural Areas Maintenance and Herbaceous Invasive Weed Control** in Illinois Nature Preserves for the Village of Lincolnshire, Illinois, in accordance with the Plans and Specifications, Notice to Bidders, Instructions to Bidders, and forms of Contract and bid bond.

The undersigned declares that we have examined said Plans and Specifications and acknowledges that the same are accurate and complete and are approved by the undersigned.

The undersigned agrees that the contract shall be for a one year period, but shall provide that it can be extended, on an annual basis, at the option of the Village of Lincolnshire in its sole and absolute discretion, for up to two additional years, on the terms in the bid document submitted in response to the request for proposal.

The undersigned agrees to commence work not later than 10 calendar days of the notice to proceed from the Village, and to complete the project within the time frame specified in the Terms and Conditions.

The Contractor understands that a contract to purchase products and/or work shall be formed based upon the terms of the RFP upon acceptance of Contractor's proposal by the Village and that the Village will not execute any form of contract submitted by the Contractor. No substitutes will be permitted unless specified by the Contractor in the proposal and approved by the Village.

The undersigned submits the following Schedule of Unit Prices for the work to be performed as shown on the Plans and Specifications, and agrees that the items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the items of work for which a unit price is given, and understands that no additional payment will be made for such incidental work.

The undersigned has received and considered in this proposal the following:

Addendum # \_\_\_\_\_  
Addendum # \_\_\_\_\_  
Addendum # \_\_\_\_\_

If no addenda were received, mark not applicable.

The undersigned agrees to submit a performance bond equal to 110% of the value of the contract amount at the time of execution of the contract with the successful bidder.

The prices stated in this proposal are guaranteed for 45 days from the date hereof, and if awarded the work within that period, we agree to complete the work covered by this Proposal at said prices.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_  
Company

By \_\_\_\_\_  
Title

**Schedule of Unit Prices – Year One, January 1, 2016 – December 31, 2016**

1. Removal and disposal of fallen and dead trees: Hourly rate \$\_\_\_\_\_
2. Herbicide as needed: Hourly rate \$\_\_\_\_\_
3. Controlled burn: Hourly rate \$ \_\_\_\_\_
4. Pull and/or spray garlic mustard with Roundup: Hourly Rate \$\_\_\_\_\_
5. Spraying / Herbiciding: Hourly Rate \$\_\_\_\_\_
6. Path Mowing: Hourly Rate \$\_\_\_\_\_
7. Path Chipping (Woodchips provided) : Hourly Rate \$\_\_\_\_\_
8. Path Chipping (woodchips not provided) : Hourly Rate \$\_\_\_\_\_
9. Installing Tree Gator Bags / Watering Trees: Hourly Rate \$\_\_\_\_\_
10. Boardwalk Maintenance (Repairs, board replacement): Hourly Rate \$\_\_\_\_\_

**Additional Hourly Rates**

Hourly Rate Per Crew Member \$\_\_\_\_\_

The Village of Lincolnshire reserves the right to determine the maximum amount to be spent on an annual basis.

**Schedule of Unit Prices – Year One, January 1, 2017 – December 31, 2017**

1. Removal and disposal of fallen and dead trees: Hourly rate \$\_\_\_\_\_
2. Herbicide as needed: Hourly rate \$\_\_\_\_\_
3. Controlled burn: Hourly rate \$ \_\_\_\_\_
4. Pull and/or spray garlic mustard with Roundup: Hourly Rate \$\_\_\_\_\_
5. Spraying / Herbiciding: Hourly Rate \$\_\_\_\_\_
6. Path Mowing: Hourly Rate \$\_\_\_\_\_
7. Path Chipping (Woodchips provided) : Hourly Rate \$\_\_\_\_\_
8. Path Chipping (woodchips not provided) : Hourly Rate \$\_\_\_\_\_
9. Installing Tree Gator Bags / Watering Trees: Hourly Rate \$\_\_\_\_\_
10. Boardwalk Maintenance (Repairs, board replacement): Hourly Rate \$\_\_\_\_\_

**Additional Hourly Rates**

Hourly Rate Per Crew Member \$\_\_\_\_\_

The Village of Lincolnshire reserves the right to determine the maximum amount to be spent on an annual basis.

**Schedule of Unit Prices – Year One, January 1, 2018 – December 31, 2018**

1. Removal and disposal of fallen and dead trees: Hourly rate \$\_\_\_\_\_
2. Herbicide as needed: Hourly rate \$\_\_\_\_\_
3. Controlled burn: Hourly rate \$ \_\_\_\_\_
4. Pull and/or spray garlic mustard with Roundup: Hourly Rate \$\_\_\_\_\_
5. Spraying / Herbiciding: Hourly Rate \$\_\_\_\_\_
6. Path Mowing: Hourly Rate \$\_\_\_\_\_
7. Path Chipping (Woodchips provided) : Hourly Rate \$\_\_\_\_\_
8. Path Chipping (woodchips not provided) : Hourly Rate \$\_\_\_\_\_
9. Installing Tree Gator Bags / Watering Trees: Hourly Rate \$\_\_\_\_\_
10. Boardwalk Maintenance (Repairs, board replacement): Hourly Rate \$\_\_\_\_\_

**Additional Hourly Rates**

Hourly Rate Per Crew Member \$\_\_\_\_\_

The Village of Lincolnshire reserves the right to determine the maximum amount to be spent on an annual basis.

CONTRACTOR'S CERTIFICATION

\_\_\_\_\_, of \_\_\_\_\_, Illinois, as part of its bid on a contract for \_\_\_\_\_ for the Village of Lincolnshire, hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 5/33E-3 or 5/33E-4 of Article 33E of Chapter 720 of the Illinois Compiled Statutes, 1994.

\_\_\_\_\_, having submitted a bid/proposal for **Natural Areas Maintenance Herbaceous Invasive Weed Control** to the Village of Lincolnshire, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with Chapter 775 ILCS 5/2-105(A), 1994.

I, \_\_\_\_\_ duly authorized agent for \_\_\_\_\_, having been first duly sworn depose and state as follows:

1. The above-named company is not delinquent in payment of any tax administered by the Illinois Department of Revenue or if it is:
2.
  - a. It has previously filed the appropriate document contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate revenue Act; or
  - b. It has entered into an agreement with the Department of Revenue for payment of all its taxes due and is in compliance with that agreement.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name, printed  
Authorized Agent of Contractor

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
\*\*\*SEAL\*\*\*

## GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

**1. Examination of Plans, Specifications and Site of Work:** The bidder shall carefully examine the site of the proposed work and the plans, specifications, and forms of proposal, and contract before submitting his bid for the work contemplated. The submission of a proposal shall be considered conclusive evidence that the bidder has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to the character, quality, quantities and costs of work to be performed and materials to be furnished, and to the requirements of the Plans, Specifications, Notice to Contractors, Instructions to Bidders, Proposal, and Contract. If his bid is accepted, the bidder will be responsible for all errors in his proposal resulting from his failure or neglect to comply with these instructions, and for any anticipated profits resulting from such failure or neglect.

**2. Preparation of Proposal:** The bidder shall submit his proposal on forms furnished by the Village. All writing shall be in ink or typewriter, except the signature of the bidder shall be written with ink. A proposal made by an individual shall be signed by the bidder or his duly authorized agent. A proposal made by a partnership shall be signed by one partner or by a duly authorized agent thereof. A proposal made by a corporation shall be signed by an authorized officer or duly authorized agent of such corporation.

**3. Bidder's Statement of Competency:** The bidder shall submit with his proposal a satisfactory statement of his competency to perform the work contemplated in the form of a signed letter addressed to the Village. The bidder's statement of competency shall consist of a complete report of his equipment, prior experience including the project names, locations, dates of completion, method and frequency for notification of client to conduct work and follow-up and contact name with telephone number of at least (5) similar projects completed within the last 24 months, and any other pertinent or material facts.

**4. Delivery of Proposal:** The proposal shall be placed in a sealed envelope plainly marked to indicate its contents and the bidder's name and address. Proposals shall be delivered prior to the time and at the place designated in the Notice to Contractors. When delivered by mail, the sealed proposal marked as specified above shall be enclosed in an additional envelope addressed to the Village and preferably sent by registered or certified mail. If the proposal is received after the opening of bids, it will be returned to the bidder unopened.

**5. Opening of Proposals:** Proposals will be opened and read publicly at the time and place designated in the Notice to Contractors. Bidders, their authorized agents, and other interested parties are invited to be present.

**6. Rejection of Proposals:** The Village reserves the right to reject a bidder's proposal for any of the following causes:

6.1 Developments subsequent to the bid opening which in the Owner's opinion would reasonably be construed as affecting the competency or responsibility of the bidder.

6.2 Conviction of a violation of State or Federal law, or rule or regulation of a State or Federal agency, relating to or reflecting on the competency of the bidder for performing

the work contemplated.

6.3 More than one proposal for the same work from an individual, partnership, or corporation under the same or different names, or evidence of collusion among bidders.

6.4 Proposal contains omissions, erasures, alterations, unauthorized additions, conditional or alternate bids, or irregularities of any kind which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

6.5 Proposal form is other than furnished by the Village.

6.6 Proposal is not accompanied by a proper bidder's statement of competency.

6.7 Lack of qualifications as revealed by the bidder's statement of competency.

6.8 Uncompleted work which in the judgement of the Village might hinder or prevent the prompt completion of additional work if awarded.

## **7. Award of Contract:**

7.1 Unless all proposals are rejected for good cause, award of contract will be made to the lowest responsive, responsible bidder whose proposal complies with all specified requirements stated herein. The successful bidder will be notified by letter that his bid has been accepted and he has been awarded the contract by the Village.

7.2 Upon awarding of this contract the successful bidder shall provide to the Village a performance bond equal to 110% of the contract amount. The performance bond shall be valid for not less than three years from the date of awarding of this contract.

**8. Insurance Requirements:** The contractor shall secure and maintain such insurance from an insurance company authorized to write casualty insurance in the State of Illinois to protect against claims for bodily injury, death or property damage which may arise from the project. The insurance policy shall name the Village as an additional insured, and shall submit a certificate of insurance or certified copy of the insurance policy with the Village. The insurance shall cover:

8.1 Injury or death of a single person in the amount of \$2,000,000.00

8.2 Injury to more than one person in a single accident in the amount of \$2,000,000.00.

8.3 Property damage in the amount of \$2,000,000.00 and shall meet all the other requirements in section 7-1-7 of the Village Code.

8.4 Worker's Compensation, as required by Illinois Revised Statutes.

**9. Failure to Execute Contract:** Failure on the part of the successful bidder to execute a contract within fifteen (15) days after the date the contract was mailed or otherwise delivered to him, will be just cause for the annulment of the award. If the Village fails to execute the contract agreement within a reasonable time, not to exceed ninety (90) days after receiving the executed contract agreement from the successful bidder, the Contractor shall have the right to withdraw his proposal.

## 10. Indemnification

10.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Village and its officers, and agents and employees from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to party or person described in this paragraph 10.

10.2 In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation or amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

**11. Tax Exempt** The Village of Lincolnshire is a tax exempt body. All purchases of materials subject to a sales or use tax shall be coordinated with the Village of Lincolnshire in order to claim this tax exempt status.

**12. Delays and Extensions of Time:** If the Contractor is delayed at any time in progress of the work by an act or neglect of the Village, or of an employee of either, or of a separate contractor employed by the Village, or by changes ordered in the work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, or by delay authorized by the Village, at its sole discretion, pending arbitration, or by other causes which the Village, at its sole discretion, determines may justify delay, then the contract time shall be extended by change order for such reasonable time as the Village may determine at its sole discretion.

## 13. Payment and Holdback

13.1 Payment of invoices submitted before the 15 of the month will be submitted for Board approval and payment will be made by the 15th of the following month.

13.2 Payments: Payments shall be as follows:

Waivers of Mechanics Lien: With each application for payment, submit waiver of lein for work shown on previous applications. When an application shows completion of an item, submit final or full waivers. The Village reserves the right to designate which entities involved in the work must submit waivers.

13.3 Holdback: An amount equal to 15% of the total monthly invoice will be held by the Village until the final acceptance. Any charges or penalties owed to the Village will be subtracted from this amount at the time of final payment.

#### **14. Subcontractor**

If contractor proposes to perform contract with Sub-contractor(s), then all qualifications, insurance requirements, and other applicable terms and conditions shall apply to each and every Sub-contractor. The proposal shall include such documentation for each Sub-Contractor. Prior to any work being performed by the Sub-Contractor, the Contractor shall submit all the necessary information to the Village regarding Sub-Contractor including company name, company address, certificate of insurance, licenses, years in business, bid certification, name of project, contact person; and the Village, at its sole discretion, may require additional insurance, bonds, or deposits to assure faithful performance.

#### **15. Clean Up**

15.1 The Contractor shall at all times keep the premises free from accumulation of waste materials and rubbish caused by his work. Tools, equipment and surplus materials shall be removed upon completion of the work. If the Contractor fails to clean up as provided in the Contract Documents, the Village may do so and the cost thereof shall be charged to the Contractor or subtracted from any holdback amount.

#### **16. Final Acceptance**

16.1 Preliminary procedures – Before requesting final payment, complete the following:

- List any exceptions in the request for final payment.
- Submit an updated final statement, accounting for final additional changes to the Contract.
- Submit the notice of final acceptance from the Village along with all other documentation.

16.2 Inspection/Reinspection Procedure: The Village will inspect or reinspect the work upon receipt of notice that the work, including inspection list items from any earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Village.

Upon completion of inspection or reinspection, the Village will prepare a notice of final acceptance, or advise the Contractor of work that is incomplete or obligations that have not been fulfilled but are required for final acceptance. If necessary, reinspection will be repeated.

## NATURAL AREAS MAINTENANCE SPECIFICATIONS

### **Project Description**

The Village of Lincolnshire seeks to hire a single contractor on an hourly basis, plus cost of any herbicides, adjuvants, surfactants or related chemicals, to complete natural areas maintenance and management of herbaceous invasive plants in the North Park/Florsheim/Old Mill Nature Preserves located in the Village of Lincolnshire. This site is a state protected Illinois Nature Preserve and as such extreme care and caution is to be taken when working in this site.

The Contractor shall determine the number of hours needed to complete the eradication of the listed invasive species (listed below) in preparation of his proposal. It is the responsibility of the Contractor to visit the site and determine the material and conditions related to this contract. There shall be a 95% success rate for eradication of the listed species within one year from the start date.

The Contractor shall dedicate the necessary staff, pre-approved by the Village, to complete this herbaceous invasive plant management project. Depending on the season and species to be controlled the Village understands the scope of the work to be conducted may require a variation in the size of the crew working on the project and this determination will be up to the Contractor. The Village will work with the Contractor to develop a schedule and crew size requirement that both meet the needs of the project and those of the Contractor (i.e., the schedule can be flexible and the size of the crew can be adjusted; however, the Contractor must be able to provide the crew necessary to complete the project.) A crew of 2 is the minimum crew size the Village shall work with.

The Contractor shall provide all necessary vehicles and equipment needed to complete the projects. **Hourly rates shall include the time it takes to mix chemicals before traveling to the project site. The Contractor shall only bill for hours spent on the site implementing invasive plant control projects. No travel time shall be billed.** For each herbaceous invasive species, the Village will require the Contractor submit a list of dates for application of chemicals, chemicals to be used, concentrations, weather conditions under which those chemicals will be used, and state licenses for all crew members working on the project.

No work shall be conducted on rain-days or days when rain is likely to occur (See Treatment Protocol below.)

### **Project Goal**

The goal is 95% kill of all target species at the site.

### **Treatment Methods**

Treatment methods used by the Contractor shall vary depending on the target species, quality of the community, and specificity required (See Project Description and Herbicide Application Table). In general, the following methods shall be used:

#### **A. Chemical Control**

The majority of the work included in this project shall consist of chemical application to control selected target species. All herbicides shall be applied according to the manufacturers label specifications.

All herbicides shall be applied with a non-ionic surfactant, water conditioner (if specified on the label), and a pH Balancer

#### 1. Wick Application

2. The use of highly selective absorbent material that provides complete coverage of herbicide mix on leaves, stems and or cut stumps (Hand wicking with an absorbent glove, wick bars for swiping larger areas). Wick applications generally require a higher percent concentration of chemical application compared to other application methods. A wick application shall be used on target species such as Cattails, Common Reed, Canada Thistle, Oriental Bittersweet, Leafy spurge, Crown vetch, Yellow Iris, Japanese Knotweed, Hedge Parsley, Garlic Mustard, Yellow and White Sweet Clover, Purple Loosestrife and Teasel. The Contractor shall use the wick application method in areas of high quality vegetation, in areas where native plants have gone dormant or not erupted or in areas where target species are intermixed with desirable native plants. If there is a question regarding a specific location or species, the Contractor shall contact the Village for clarification.

3. Backpack Spray Application – The use of a portable backpack and spray wand/nozzle that can be used to selectively spot spray or broadcast spray target species. Spray applications generally use a lower percent concentration of chemical application compared to a wick application. The Contractor may use a backpack spray application on Reed Canary Grass, dense stands of Cattails or Common Reed. In addition, the Contractor may use a backpack spray application on rosettes of herbaceous invasive plants – if other native plants are dormant or have not erupted and with the prior approval of the Village.

### B. Cultural Control

1. Hand Pulling – Hand pulling shall be used by the Contractor to remove target species as determined by the Village. Any hand pulling shall be bagged and removed from the site.

2. Seed Head Removal – Cut and removal of all mature seed heads is required. Any seed heads removed shall be bagged and removed from the site. A follow-up application of herbicide shall be required to kill the target species.

### C. Target Species

<u>Common Name</u>	<u>Scientific Name</u>
Reed Canary Grass	Phalaris arundinacea
Cattails	Typha x glauca and T. angustifolia
Common Reed	Phragmites australis
Teasel	Dipsacus spp.
Oriental Bittersweet	Celastrus orbiculatus
Leafy Spurge	Euphorbia esula
Crown vetch	Coronilla varia
Purple Loosestrife	Lythrum salicaria
Garlic Mustard	Allaria petiolata
Yellow Iris	Iris pseudoacorus
Canada Thistle	Circium arvense
Japanese Knotweed	Polygonum cuspidatum
White Sweet Clover	Melilotus alba
Yellow Sweet Clover	Melilotus officinalis
Japanese Hedge Parsley	Torilis japonica

## **D. Herbicides**

All chemical, adjuvants, and dyes shall be provided by the Contractor. The Contractor shall be responsible for mixing and preparing the herbicide mixes according to label instructions and prior to traveling to the project site.

- Transline
- AquaMaster/Aquaneat
- Round-up
- Journey
- Vantage
- Garlon 3A
- Garlon 4
- Habitat

An aquatic-approved Glyphosate herbicide, i.e., Aquamaster or Habitat shall be used to treat all populations growing in or near standing water.

The Village shall approve herbicide type, timing of application and application method for each target species at the site. The Village shall require that the Contractor use a dye in the herbicide mix to help the Contractor and Village assess where herbicide has been applied.

## **E. Treatment Protocol**

The Contractor shall be responsible for positively identifying all target species before they are cut or herbicided. Failure to do so may incur unnecessary damage done to the Village and shall be repaired or replanted at the Contractor's expense. Any replacement materials are subject to the Village's approval.

### Weather Conditions

The Contractor shall adhere to the following protocol when determining whether conditions are appropriate for chemical application.

1. Wind speeds within the label specifications at the project site.
2. Daytime temperature is below label recommendations (critical for herbicides that volatilize)
3. If the change of precipitation is 40% or greater, the contractor shall call the Village 24 hours in advance of the predicted weather to discuss work for the day in question.
4. The Contractor shall not apply herbicide if the likelihood of precipitation is greater than 40% within the next 12 hours, unless otherwise directed by the Village.
5. If weather conditions are questionable, the decision to proceed shall be left to the discretion of the Village.

The Contractor shall not be reimbursed by the Village on rain days. (i.e., on days when the crew is not completing invasive plant control work for the Village).

Application shall be done by State of Illinois Licensed Pesticide Operator or Applicator only. Current licenses of all operators and applicators shall be provided to the Village with photo ID prior to commencement of work. Herbicide shall not be mixed on the project site.

## **F. Performance**

The Village's goal is to achieve 95% kill of all target species at all locations throughout the site. To achieve this goal, the Contractor shall complete 8 hours of invasive plant control work per field crew per day at the site. The 8 hours of invasive plant control work shall not include breaks, lunch or project management provided by the Contractor. Travel time to the site shall not be included in the billed work hours. Work shall be completed in a diligent, efficient, and timely manner. The Village will conduct unannounced site inspections to assess the efficiency of the field crew.

## **G. Project Schedule**

The Contractor shall schedule his crew according to best management practices and appropriate timing to reduce impact to non-target species. Prior to the contract start date; the Contractor shall meet with the Village to determine an appropriate schedule and crew size per species. In addition, the Contractor shall notify the Village each morning prior to the start of work on the site.

The Contractor shall be prepared to identify the species to be treated, number of crew working on the project, number of acres to be covered, herbicide to be used, control method to be used and any other pertinent information. Finally, the Contractor shall notify the Village at the conclusion of eradication, per species, to allow the Village to inspect the work prior to any payment.

## **H. Materials Storage and Handling**

No equipment and materials are allowed to be stored on the work site or any portion of the Village. Herbicide shall not be mixed at the project site.

## **I. Access**

The Village shall designate all access points prior to the Contractor performing any work. Access points shall be selected to minimize potential damage to desirable vegetation. A map, showing access shall be provided to the successful bidder by the Village upon award of the bid. No vehicles are allowed off of the pathways.

All areas damaged (pitted, rutting, erosion) during the work shall be repaired and reseeded by the Contractor. The Village reserves the right to approve method and seeding. This work shall be done at no additional cost to the Village.

## **J. Notification**

The Village shall be notified at least 24 hours before the start of any work and shall be notified daily prior to the start of any work. In the event of the following occurrences: pesticide spillage, fuel spillage, any personal injury/death related to the project, or damage to the Village facilities, the Contractor shall notify the Village immediately. In the event of such occurrences, the Village shall file the appropriate incident reports with the assistance of the Contractor within the required filing period.

## **K. Personnel and Public Safety**

Signs on public roadways shall conform to all applicable Village and IDOT signage specifications. Appropriate caution shall be taken when work is performed near trails, utilities and roads.

It shall be the responsibility of the Contractor to adhere to all applicable Village and OSHA

safety regulations and guidelines, as well as Federal Construction Safety and Health Standards while carrying out activities related to this project.

Labels and MSDS – Herbicide applicators shall have on the work site the appropriate herbicide labels and Material Safety Data Sheets (MSDS) for the chemical being applied. All herbicide applications shall follow appropriate label instructions.

Safety Equipment – The Contractor shall ensure that the following safety equipment is available at the project site at times for personnel involved in this project:

- First Aid Kit
- Portable emergency eye wash station
- Chemical Spill Kit

Procedures for Herbicide Spill Containment – An emergency spill kit, with directions for use, shall be present when herbicides are being mixed, transported, and applied. Employees will be trained in the use of the spill kit prior to initiation of operations.

The spill kit shall contain the following equipment:

- Shovel
- Broom
- Ten pounds of absorbent material
- Box of large plastic bags
- Nitrile Gloves
- Signage and Public Notification of Herbicide Treatment

The Contractor shall post herbicide application signs immediately after herbicide application in treated areas, and any areas designated by the Village. Signs shall remain posted for duration of not less than twenty-four (24) hours and not more than forty-eight (48) hours after the time of herbicide application. The Contractor is responsible for supplying, movement and placement of signage in the appropriate location(s) as the project proceeds.

#### **L. Field Inspection and Monitoring**

The Village shall conduct periodic inspections of the treated populations in order to verify that the target species is being effectively removed, herbicide solutions are properly applied, and native species and sensitive areas are protected. The Village shall inspect all herbicide treatments within two-four (2-4) weeks after the completion of initial and follow-up herbicide application by the Contractor.

#### **M. Record Keeping and Communication of Project Status**

The Contractor shall fill out the Village's Herbicide Application form for each day herbicide application is made within a project area to document herbicide used, time and conditions. Records of herbicide application shall be provided to the Village on a weekly basis.

#### **N. Quality**

Provide, perform and complete all of the foregoing in proper workman like manner consistent with the highest standards of professional and construction practices in full compliance with and as required by or pursuant to this Contract/Proposal.

### **O. Village Authority**

All work shall be inspected by the Village and shall be performed to the satisfaction of the Village. The Village shall designate where selective application of herbicide is to be done by wick or backpack sprayers based on site conditions and floristic and wildlife variables.

### **P. Evaluation of Herbiciding Results**

The Village shall perform the evaluation of the success and fulfillment of the herbiciding and/or removal results and contract specifications after each population is treated (includes initial treatment and any scheduled follow-up). Field inspections shall occur 2-4 weeks following an herbicide treatment application, depending on herbicide applied. Percent kill shall be determined by visual estimate by the Village.

### **Q. Time of Payment**

Payments shall be made monthly and must be received prior to the 15<sup>th</sup> of the month. A 15% retainage shall be withheld from each payment application until the successful completion of the entire project as determined by the Village.

### **R. Schedule of Annual Maintenance Activities**

Below is a schedule of annual activities that said contractor should utilize when planning yearly maintenance:

#### **October 15<sup>th</sup>-November-15<sup>th</sup>**

*Herbicide paths at North Park AM*

*Herbicide Garlic Mustard at Rivershire*

*Herbicide cattails North Park detention pond and drainage swale by north bridge*

*Herbicide thistle along path at North Park*

*Herbicide garlic mustard at Florsheim*

*Herbicide buckthorn at Farrington Ln and Stafford Ct. path*

*Herbicide buckthorn east at North Park south bridge*

*Herbicide buckthorn resprout west at North Park south bridge*

*Herbicide garlic mustard at Rivershire*

#### **Nov 16<sup>th</sup>-Dec 31<sup>st</sup>**

*Burn at North Park*

*Burn at Florsheim*

*Burn at Rivershire*

*Burn at Spring Lake Park*

*Burn at Village Hall*

#### **January 1<sup>st</sup>-January 30<sup>th</sup>**

*Rechip path at Florsheim*

*Rechip path at Florsheim*

*Weed whip and rake buffer along boardwalks at North Park and Florsheim*

*Cut and remove ragweed in North Park parking lot*

## INVASIVE WEED CONTROL MANAGEMENT PROCEDURES

### January-February

1. Buckthorn and Other Invasive Trees
  - A. Cut stumps and treat with herbicide. (Use Garlon 4)  
Cut material should be stacked in areas of low quality.
  - B. Basal bark treatments with herbicide. (Use Garlon 4)
  - C. Girdle or remove large trees.
  - D. Burn young sprouts.
2. Garlic Mustard
  - A. Monitor if possible.
3. Teasel
  - A. Monitor if possible.
4. Perennial Thistle (Sow, Canada, Field)
  - A. Monitor if possible.
5. Biennial Thistle (Musk, Bull)
  - A. Monitor if possible.
6. Reed Canary Grass and other Invasive Grasses (Common Reed)
  - A. Monitor if possible.
7. Purple Loosestrife
  - A. Nothing at this time.
8. White and Yellow Sweet Clover
  - A. Nothing at this time.

### March-April

1. Buckthorn and Other Invasive Trees
  - A. Cut stumps and treatment with herbicide. Consider weather for proper herbicide. For example, if it is warmer than 32F use Roundup or Garlon 3A. Because of leaching possibilities and increasing temperatures, Garlon 4 should not be used. Cut materials should be stacked in areas of low quality.
  - B. Basal bark treatments. Again, consider weather for proper herbicide. Example, Garlon 3A should be avoided if rain is forecast for the next 1 - 4 days.
  - C. Girdle or remove large trees.
2. Garlic Mustard
  - A. Repeated high intensity early spring burns.
  - B. Hand pull making sure to remove entire root. Pulled material should be bagged and removed from the site. Plants that cannot be pulled should be herbicided. (Use 2% Roundup)
3. Teasel
  - A. Monitor and when green rosettes appear apply appropriate herbicide. (Use 2% Roundup, Garlon 3A or Transline)
  - B. Late Spring burns may be helpful.
4. Perennial Thistle (Sow, Canada, Field)
  - A. Avoid early spring burns.
  - B. Monitor and herbicide or pull last year's plants. Care should be taken to pull entire root.

5. Biennial Thistle (Musk, Bull)  
A. Seedlings emerge from early spring to late fall. Herbicide or pull plants. Care should be taken to remove entire root.
6. Reed Canary Grass and other Invasive Grasses (Common Reed)  
A. Germinates in early spring. Monitor and herbicide emerging green plants. This is a key time for control.
7. Purple Loosestrife  
A. Monitor
8. White and Yellow Sweet Clover  
A. Monitor.  
B. If present, pull or herbicide before second year plants develop flower buds (usually begins in May).

#### May-June

1. Buckthorn and Other Invasive Trees  
A. Cut stump treatments with proper herbicide. However, if still leafing out, this is not the best time of year for the control due to increased sap flow.
2. Garlic Mustard  
A. Hand pull or herbicide control first year plants. Care should be taken to remove entire root. Pulled materials should be bagged and removed from the site.  
B. Monitor for flowers. Cut the full flowering stem at ground level and dispose of properly. Remove cut or pulled plants from the site. This should result in 99% control.
3. Teasel  
A. Monitor for bolting and hence flowering. Herbicide rosettes but do not cut non-flowering stems.  
B. Cut flower stalks and bag when flowering has initiated. Remove cut materials from site. These plants should not re-flower. Instead they will die at the end of the year.
4. Perennial Thistle (Sow, Canada, Field)  
A. Late spring burn is very useful after plant emerges from seed in May.  
B. Herbicide last year's plants and newly emerging plants or pull making sure to remove all roots. Pulled materials should be removed from the site. This is a critical period.
5. Biennial Thistle (Musk, Bull)  
Stem elongation begins in early May. Control at this point is critical. Within 7 - 10 days of flowering, seeds mature and could disperse.  
A. Cut plants low before flowering (two times necessary per season).  
If flowering, cut and bag. Herbicide remaining plant or pull. Care should be taken to remove entire root. All cut materials should be removed from the site.
6. Reed Canary Grass and other Invasive Grasses (Common Reed)  
A. Late spring burn  
B. Herbicide should be applied (Use 2% Round Up or Poast)
7. Purple Loosestrife  
Keep a vigilant eye out especially in late-May.  
A. Pull or herbicide any plants. Make sure to remove entire root. Care should be taken when herbiciding next to water. Specific licensing and products are required in aquatic applications.
8. White and Yellow Sweet Clover  
Flowers from May - September. Halting the flowering of this plant is key to controlling it.  
A. Herbicide or hand pull non-flowering plants.  
Pulled plants should be bagged and removed from the site.

C. Cut stems close to the ground after the leaves on the lower stems have died (before flowering) and up to early stages of flowering before seeds form. The plants should not resprout when the stems are cut low to the ground during this time. Herbicide the cut stem. (Use 2% Round Up)

D. If seeds have formed (mid-to late-flower) cut and bag flower stalks. Remove cut materials from site. Herbicide cut stem or pull entire root system. (Use 2% Round Up)

#### July-August

1. Buckthorn and Other Invasive Trees
  - A. Cut stump and treat with herbicide. Consider weather for proper herbicide. For example, if it is warmer than 32°F use Roundup or Garlon 3A. Because of possible high temperatures, Garlon 4 should not be used because of volatility. Cut materials should be stacked in areas of low quality.
  - B. Basal bark treatment. Again, consider weather for proper herbicide. Example, Garlon 3A, should be avoided if rain is forecast for the next 1 - 4 days.
  - C. Girdle or remove large trees.
2. Garlic Mustard
  - A. Monitor for any late flowering.
  - B. If still in flower, cut at ground level, bag and remove plant material from site.
3. Teasel
  - A. Flowering stems should be cut and bagged. Cut materials should be removed from the site.
  - B. Apply appropriate herbicide.
4. Perennial Thistle (Sow, Canada, Field)
  - A. Herbicide non-flowering plants.
  - B. Cut and bag seed heads. Remove plant material from site. Herbicide plant.
  - C. Pull plants and bag. Remove plant material from site. Pulling of plants should be done at least three times in a season.
5. Biennial Thistle (Musk, Bull)
  - A. If not flowering, cut low and herbicide or pull plants. Remove all plant material from the site.
  - B. If flowering, cut and bag seed heads. Seeds mature and could disperse within seven days of flowering. Herbicide may be applied to cut stalk.
6. Reed Canary Grass and other Invasive Grasses (Common Reed)
  - A. Continuous monitoring for seed ripening as necessary. See heads immediately scatter when ripe. Ripe seed heads should be cut, bagged and removed from the site.
  - B. Herbicide cut stem.
  - C. Follow up with above in two weeks.
7. Purple Loosestrife
  - A. Pull if entire root can be removed.
  - B. If plant cannot be removed entirely, cut flower head (bag and remove from site). Remaining portion of plant should be herbicided. NOTE: When plants are in mid- to late-flower, seed set can occur.
8. White and Yellow Sweet Clover
  - A. Cut and bag flower stalks. Remove plant material from site.
  - B. Herbicide cut stem or pull entire root system.
  - B. Pull or herbicide non-flowering plants.

#### September-October

1. Buckthorn and Other Invasive Trees
  - A. Cut stump and treat with herbicide. Consider weather for appropriate product.
  - B. Basal bark treatment. Again, consider weather for proper herbicide.

- C. Girdle or remove large trees
  - D. Conduct a prescribed burn in heavily infested areas at least once per year.
2. Garlic Mustard
    - A. Treat first year's rosettes (2% Roundup).
    - B. Burn heavily infested areas at least annually.
  3. Teasel
    - A. Cut flower stalks. Bag and remove any flower heads.
    - B. Herbicide accordingly.
  4. Perennial Thistle (Sow, Canada, Field)
    - A. Herbicide non-flowering plants when possible.
    - B. Cut and bag seed heads. Remove all plant material from site. Herbicide stalk.
  5. Biennial Thistle (Musk, Bull)
    - A. Monitor for any flowering heads. If found, cut and bag. Remove all plant material from site.
    - B. Herbicide stalk.
  6. Reed Canary Grass and other Invasive Grasses (Common Reed)
    - A. Monitor. Remove any flower heads. Bag and remove from site.
    - B. Herbicide stalks.
    - C. Herbicide any plants that do not have flower heads.
    - D. Burn area at least annually.
  7. Purple Loosestrife
    - A. Cut and bag any remaining flowers. Remove plant material from site.
    - B. Herbicide cut stem.
    - C. Herbicide any plants that are not blooming.
    - C. Follow up in two weeks.
  8. White and Yellow Sweet Clover
    - A. Cut and bag any remaining flowering stems. Remove plant material from site.
    - B. Herbicide cut stem.
    - C. Herbicide any remaining plants that are not blooming.

## November

1. Buckthorn and Other Invasive Trees
  - A. Cut stumps and treat with herbicide. Consider weather for proper herbicide application. If the weather is 32F or warmer use 50% Roundup or Garlon 3A. If it is cooler than 32F Garlon 4 can be used.
  - B. Basal bark treatment. Again, consider weather for appropriate herbicide.
  - C. Girdle or remove large trees
  - D. Burn areas infested with plant at least annually.
2. Garlic Mustard
  - A. Herbicide first year's rosettes (2% Roundup)
  - B. Burn infested areas at least annually.
3. Teasel
  - A. Monitor and herbicide rosettes while still green.
4. Perennial Thistle (Sow, Canada, Field)
  - A. Herbicide plants
5. Biennial Thistle (Musk, Bull)
  - A. Herbicide first year rosettes.

6. Reed Canary Grass and other Invasive Grasses (Common Reed)
  - A. Herbicide, especially when surrounding plants are dormant.
  - B. Burn area at least annually.
7. Purple Loosestrife
  - A. Herbicide any remaining plants.
8. White and Yellow Sweet Clover
  - A. Herbicide or pull any first year plants. This is a good time for control since the bright green foliage will be easily spotted amongst the browning native foliage.

December

1. Buckthorn and Other Invasive Trees
  - A. Cut stumps and treat with herbicide. Consider weather for proper herbicide. If the weather is 32F or warmer use 50% Round UP or Garlon 3A. If the weather is cooler Garlon 4 can be used.
  - B. Basal bark treatment with appropriate herbicide.
  - C. Girdle or remove large trees
  - D. Burn infested areas at least annually.
2. Garlic Mustard
  - A. Herbicide green rosettes if temperatures remain above freezing.
  - B. Burn infested areas at least annually.
3. Teasel
  - A. Herbicide green rosettes if temperatures remain above freezing.
4. Perennial Thistle (Sow, Canada, Field)
  - A. Herbicide any green plants if temperatures remain above freezing.
5. Biennial Thistle (Musk, Bull)
  - A. Herbicide any first year plants if temperatures remain above freezing.
6. Reed Canary Grass and other Invasive Grasses (Common Reed)
  - A. Herbicide any remaining green plants.
  - B. Burn infested areas annually.
7. Purple Loosestrife
  - A. Nothing at this time.
8. White and Yellow Sweet Clover
  - A. Nothing at this time.

*Care should be taken for the careful application of the herbicides, especially in high quality areas, i.e., Florsheim. See Appendices C, Vegetation Management Guideline, Exotic Buckthorns*

## CONTROLLED BURN MANAGEMENT PROCEDURES

### **Burn Plans**

The contractor shall have a written burn plan that is approved by the Village prior to implementing burn management. Burn plans shall be updated, as needed before each burn season as new conditions develop, such as new notifications, new development adjacent to the unit or within the unit, etc. Burn plans shall include the following information: emergency and notification contacts, unit maps, smoke sensitive areas, weather report, fuel type information, burn management goals and any additional site information as needed.

### **Permits**

The contractor shall secure all required permits, including an open burn permit from the Illinois Environmental Protection Agency and any local fire departments or municipalities permits where the District may implement a controlled burn before the fall burn season of each year. The contractor shall provide copies of these permits to the Village as requested.

### **Seasonal Public Notifications**

Written notifications shall be sent out to private and public landowners within ¼ mile of where a burn is planned 2-4 weeks before the start of each burn season, fall and spring. The contractor is responsible for arranging the printing and mailing of the notification in coordination with the Village. The notification shall be approved by the Village prior to mailing. The contractor shall work with the Village as necessary, to develop and revise publications, notifications and brochures to educate and notify the public about the Controlled Burn Management Program.

### **Pre-season Burn Preparation**

The contractor shall identify areas that require burn preparation prior to the burn season, including installation of mowed burn breaks. Once complete and prior to the burn season, the contractor shall provide the Village with the locations of where preparations have been made in a GIS format so the preparations can be added to burn plans.

The contractor is responsible for overseeing the organization, maintenance, and preparation of all burn equipment, including communication devices and safety gear, prior to the start of the season, ensuring that sufficient equipment is in safe and effective working order.

All Burn Crew Members shall have and wear the following safety equipment during a controlled burn: *Leather Boots, Gloves, Eye Protections, Burn Helmut and Fire Suit.*

### **Pre-Ignition**

A supervisor shall be present while any controlled burn is being conducted on Village property.

### **Pre-Burn Reconnaissance**

It is the responsibility of the contractor to assess the conditions of the burn unit to verify unit boundaries, survey combustible fuels, verify local weather conditions and to look for any unexpected conditions or hazards that might alter the ignition plan for the unit or require last minute preparation.

### **Pre-ignition Notifications**

The contractor is responsible for ensuring all local notifications are made prior to ignition on the morning of any controlled burn. Notification via phone call shall be made to the following entities: Local Fire Department(s), County Sheriff Dispatcher, Local Law Enforcement, Hospitals, Schools, public and private landowners and the Village.

### **Delegation of Roles and Responsibilities**

The contractor shall have sole authority over the operation of any controlled burn. The contractor shall first determine whether to complete or terminate a burn before notifying the Village. The contractor shall be responsible for carrying out the requirements of the respective assignments once assigned by the contractor or Village.

### **Weather Report**

The contractor shall check weather parameters the morning of the burn prior to ignition to ensure the correct conditions are present for a safe controlled burn treatment. This shall be accomplished by checking local, hourly forecasts, spot forecasts when deemed necessary, and local conditions with handheld devices that measure relative humidity, wind speed, etc. Additionally, weather shall be recorded during the burn and after ground fire is complete and recorded for the post burn report.

### **Burn Signage**

Appropriate signs notifying the public of controlled burn activities shall be determined by the contractor. Signage shall be placed in all locations along roadways, preserve entrances and trail heads where trail users and drivers may encounter or see some flames or smoldering material from the controlled burn.

### **Public Safety Position Presence**

It is at the discretion of the contractor that a member of Village staff be present during a burn to assist with traffic control and Burn Crew safety on roadways.

### **Pre-burn Meeting**

The contractor shall hold a pre-burn meeting with all burn crew members prior to starting a burn. The pre-burn meeting should cover the goals of the burn, unit boundaries, location of firebreaks, safety zones, escape routes, potential hazards, description of fuels, ignition plans, holding plans, fire line sequencing, contingency plan, and communication methods and protocol.

### **Methods of Communication**

The contractor shall have a mobile phone at all times in order to be in contact with local authorities. The contractor shall have a functioning communication device that allows them to communicate with other crew members. Proper radio communication procedures shall be used as needed.

### **Internal Incident Emergency Assistance**

If during a controlled burn, fire escapes the intended burn unit *and* requires significant reallocation of resources or a change to the burn plan it is at the discretion of the contractor to call the fire department. Any incident requiring an emergency response will be consistent with the Village's Emergency Response Plan Procedure.

## **Post-ignition**

### **Mop-up**

After completion of the controlled burn crews shall check the burn unit for any hazards. At the minimum, all material within 100 feet of any fire line shall be extinguished or moved away from the fire line to a safe distance. Any standing trees that are burning or smoldering shall be felled to the ground and the burning portion isolated. Some fuels, such as large logs or stumps, may be left burning or smoldering as long as they are lying on the ground in an area where other fuels have been completely consumed and are beyond 100 feet of a fire line.

### **Perimeter Check**

After mop-up is complete, the contractor shall check the burn unit perimeter for hazards, ground fire, burning stumps or logs in view of roadways, chimney fires, etc. Before leaving the burn unit the contractor shall verify that burn unit is secure and any remaining fire is safely contained within the perimeter of the unit.

### **Post-burn Notifications**

After completion of the prescribed burn, the contractor shall notify the local emergency agency responsible for response that the controlled burn has been completed.

### **Signage**

Burn signage may be left at a unit overnight but shall be removed from a preserve by 10 am the morning following the burn.

### **Post Burn Reporting**

At the end of each burn day, the contractor will fill out a post burn report for each area burned and submit it to the Village.

## Village of Lincolnshire Herbicide Application Record Form

A Record sheet shall be filled out for every herbicide application (daily). Fill in and return a copy to the Village after each application.

Date Applied: \_\_\_\_\_ Location \_\_\_\_\_  
Description: \_\_\_\_\_  
Approximately Area Treated: \_\_\_\_\_ Labor Hours to Complete \_\_\_\_\_  
Application \_\_\_\_\_  
Crew Members Applying \_\_\_\_\_  
Herbicide: \_\_\_\_\_  
Target \_\_\_\_\_  
Species: \_\_\_\_\_

### Herbicide Application

Herbicide name brand \_\_\_\_\_ Active \_\_\_\_\_  
Ingredient \_\_\_\_\_  
Chemical rate/amount \_\_\_\_\_ Surfactant name \_\_\_\_\_  
brand/amount \_\_\_\_\_  
Type of Carrier/Amount: water \_\_\_\_\_ oil \_\_\_\_\_ pH balancer name \_\_\_\_\_  
brand/amount \_\_\_\_\_  
Total amount of mixed herbicide used \_\_\_\_\_  
(gallons) \_\_\_\_\_  
Application method(s): Backpack sprayer and spray nozzle \_\_\_\_\_ Hand pulling \_\_\_\_\_  
Backpack sprayer and wick applicator \_\_\_\_\_ Other \_\_\_\_\_

**Weather Conditions** Time of Day: Start \_\_\_\_\_ Stop \_\_\_\_\_ Temperature Range \_\_\_\_\_  
Wind speed and direction \_\_\_\_\_ Sky: Clear \_\_\_\_\_ Cloudy \_\_\_\_\_ Overcast \_\_\_\_\_  
% Humidity \_\_\_\_\_ % chance of rain w/in 12 hours of application \_\_\_\_\_  
Was there a precipitation event during application? \_\_\_\_\_

### General Description of the Target Species at the Time of Herbicide Application

Greater than 50% of plants treated were/had: (circle those that apply)  
Seedlings Basal rosettes at ground level 3-12" tall 13-24" tall >36" tall  
Flower heads (but no flowers) Flowers present Seed present  
Scatters individuals Dense clumps mixed with other spp. Dominant cover; near monotype  
Seed heads removed Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Village of Lincolnshire, County of Lake, State of Illinois, hereinafter called the "Village", and, \_\_\_\_\_, of \_\_\_\_\_ (address) hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will furnish all materials, supplies, tools, equipment, labor and other services necessary to commence and complete the Natural Areas Maintenance and Herbaceous Invasive Weed Control project, in accordance with the conditions and prices stated in the Proposal, Notice to Contractors, Instructions to Bidders, Plans and Specifications, and Schedule of Unit Prices all of which are made a part hereof and herein called "Contract Documents."

2. All terms, conditions, representations, specifications, promises, and undertakings contained in the Bidders Proposal, the Instructions to Bidders, Specifications for Herbaceous Non-Native Weed Control in Illinois Nature Preserves, and Supplemental Special Provisions of this contract, form part and partial this contract as if they were fully set forth herein.

3. The owner will pay the Contractor in the amounts, manner and at times as set forth in the Contract Documents.

4. This agreement is binding upon the parties hereto and their respective heirs, executors, administrators, successors or assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement as of the day and year first above written.

Attest:  
  
By \_\_\_\_\_  
Signature  
Barbara Mastandrea, Village Clerk

Village of Lincolnshire:  
  
By \_\_\_\_\_  
Signature  
Elizabeth J. Brandt, Mayor

Attest:  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name and Title

(Contractor)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name and Title

## Village of Lincolnshire

### References

(1)

Name \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

(2)

Name \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

(3)

Name \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Maintenance and Herbaceous Invasive Weed Control of Village of Lincolnshire Natural Areas  
 Bid opening: 10:00am December 1, 2015

	Liberty Prairie Restorations Libertyville, IL			Tallgrass Restoration, LLC Schaumburg, IL			ILM Waukegan, IL			McGinty Bros. Inc. Long Grove, IL 60047			ENCAP, Inc DeKalb, IL			TGF Forestry and Fire Libertyville, IL			Homer Environmental LLC Lockport, IL		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>All items bid as hourly rates</b>																					
Remove, dispose fallen/dead trees	\$ 45.00	\$ 45.00	\$ 45.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 85.00	\$ 87.00	\$ 87.00	\$ 105.00	\$ 110.00	\$ 113.00	\$ 115.00	\$ 119.00	\$ 123.00	\$ 212.00	\$ 212.00	\$ 212.00	\$ 375.00	\$ 375.00	\$ 375.00
Controlled Burn	\$ 50.00	\$ 50.00	\$ 50.00	\$ 86.50	\$ 86.50	\$ 86.50	\$ 90.00	\$ 92.00	\$ 92.00	\$ 105.00	\$ 110.00	\$ 113.00	\$ 60.00	\$ 62.50	\$ 65.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 275.00	\$ 275.00	\$ 275.00
Pull or spray Garlic Mustard	\$ 45.00	\$ 45.00	\$ 45.00	\$ 54.40	\$ 54.40	\$ 54.40	\$ 45.00	\$ 46.00	\$ 46.00	\$ 45.00	\$ 47.00	\$ 49.00	\$ 55.00	\$ 57.00	\$ 59.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 140.00	\$ 140.00	\$ 140.00
Spray/herbicide	\$ 45.00	\$ 45.00	\$ 45.00	\$ 54.40	\$ 54.40	\$ 54.40	\$ 45.00	\$ 46.00	\$ 46.00	\$ 45.00	\$ 47.00	\$ 49.00	\$ 55.00	\$ 57.00	\$ 59.00	\$ 95.00	\$ 95.00	\$ 95.00	\$ 140.00	\$ 140.00	\$ 140.00
Path mowing	\$ 45.00	\$ 45.00	\$ 45.00	\$ 62.90	\$ 62.90	\$ 62.90	\$ 42.00	\$ 43.00	\$ 43.00	\$ 105.00	\$ 110.00	\$ 113.00	\$ 80.00	\$ 83.00	\$ 86.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 100.00	\$ 100.00	\$ 100.00
Path chipping ,wood chips provided	\$ 45.00	\$ 45.00	\$ 45.00	\$ 58.75	\$ 58.75	\$ 58.75	\$ 42.00	\$ 43.00	\$ 43.00	\$ 90.00	\$ 93.00	\$ 96.00	\$ 60.00	\$ 62.50	\$ 65.00	\$ 227.00	\$ 227.00	\$ 227.00	\$ 125.00	\$ 125.00	\$ 125.00
Path chipping, chips not provided	\$ 45.00	\$ 45.00	\$ 45.00	\$ 117.50	\$ 117.50	\$ 117.50	\$ 61.00	\$ 61.00	\$ 61.00	\$ 125.00	\$ 129.00	\$ 133.00	\$ 120.00	\$ 124.00	\$ 128.00	\$ 127.00	\$ 127.00	\$ 127.00	\$ 150.00	\$ 150.00	\$ 150.00
Water trees, install gator bags	\$ 45.00	\$ 45.00	\$ 45.00	\$ 75.65	\$ 75.65	\$ 75.65	\$ 42.00	\$ 43.00	\$ 43.00	\$ 90.00	\$ 93.00	\$ 96.00	\$ 55.00	\$ 57.00	\$ 59.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 70.00	\$ 70.00	\$ 70.00
Boardwalk maintenance	\$ 45.00	\$ 45.00	\$ 45.00	\$ 54.40	\$ 54.40	\$ 54.40	\$ 42.00	\$ 43.00	\$ 43.00	\$ 65.00	\$ 67.00	\$ 69.00	\$ 60.00	\$ 62.50	\$ 65.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Additional crew hourly rate	\$ 45.00	\$ 45.00	\$ 45.00	\$ 54.40	\$ 54.40	\$ 54.40	\$ 42.00	\$ 43.00	\$ 43.00	\$ 45.00	\$ 47.00	\$ 49.00	\$ 55.00	\$ 57.00	\$ 59.00	\$ 53.00	\$ 53.00	\$ 53.00	\$ 35.00	\$ 35.00	\$ 35.00