Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, September 22, 2026

7:30 PM

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **MINUTES APPROVAL**
   A. September 8, 2026 Regular Board Meeting Minutes for Approval
4. **PUBLIC COMMENT TIME**

   This agenda item is reserved for members of the public who desire to address the Village Board on a topic that is within purview and jurisdiction of the Village Board, but that is not listed in another location on the agenda. If you would like to speak about a matter that is listed on the agenda, we ask that you wait until that agenda item is called, and we will give you an opportunity to speak then. If your matter is on the "Consent Agenda", please let us know if you would like us to remove that matter so that you can speak about it.
   Anyone desiring to speak should fill out a written speaker form (located in the back of the Board Room) and submit it to the Village Clerk. "Public Comment Time" is not a forum for open dialogue or engagement with members of the Village Board. Rather, it is intended as an opportunity for you to make comments to the Village Board. While the Village Board will not immediately respond to public comments at this meeting, or engage in a back and forth discussion during the meeting, please be assured that the Board is actively listening to all comments, thoughts, and suggestions.
   All speakers will be limited to a total of three minutes. We request that everyone be respectful, civil, and non-repetitive; and we ask that members of the audience refrain from applauding or making any other comments during or after any speaker. Thank you for your understanding and taking the time to contribute to the success of our community.

5. **MANAGER'S REPORT**
   A. Weekly Village Manager Reports
      - Week ending September 11
      - Week ending September 18

   B. An Update on Sales Tax Rebate Incentive for Downtown Northbrook Businesses
      Consistent with the Strategic Plan and Village Board discussions on November 12, 2024 and August 25, 2026, Village staff developed recommendations for an incentive program for Downtown Northbrook (Downtown Restaurant and Retail Retention Program).
6. **WARRANT LIST**
   A. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between September 1, 2026 - September 15, 2026
   B. Review and Approval of Payments Processed Between September 1, 2026 - September 15, 2026

7. PRESIDENT'S REPORT

Community Moment

A. A Proclamation Recognizing October 4 - 10 as Fire Prevention Week
B. A Proclamation Recognizing October as Domestic Violence Awareness Month
C. A Proclamation Recognizing October as Substance Abuse Prevention Month
D. A Proclamation Recognizing October as Learning Disabilities Awareness Month
E. A Proclamation Recognizing October as Down Syndrome Awareness Month
F. A Proclamation Recognizing October as Cybersecurity Awareness Month
G. A Proclamation Recognizing September 27, 2026 as Judy Hughes Day

8. CONSENT AGENDA

The matters listed for consideration on the Consent Agenda are matters that appear to have the unanimous support of the Board of Trustees. The Village President will review, designate the resolution or ordinance number for passage and then inquire if any member of the Board or member of the public objects to any item on the Consent Agenda. If any objections are raised, the matter will be removed from the Consent Agenda and relocated to a location on this agenda for consideration during the appropriate Board Committee report. If no objection is voiced, the Village President will request a motion and second for passage of all items listed. The resultant roll call vote on the Consent Agenda will be applicable to each individual agenda item.

A. A Resolution Approving an Agreement for Professional On Call Engineering Services with Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois
To support the Village of Northbrook's Engineering Services during the current staff vacancy, the Village is engaging supplemental professional services to ensure continuity of operations.

B. A Resolution Approving the Purchase of Furniture for the Fleet Maintenance Garage from Interiors for Business, Inc. of Batavia, Illinois in an amount not to exceed $83,006
This Resolution authorizes the purchase of office furniture for the Fleet Maintenance Garage as part of the adaptive reuse which requires retrofitting and updating of the building to the Village's specific use outlined in the FY27-31 Capital Improvement Plan and adopted FY27 Budget.

C. An Ordinance Rezoning the Property at 5 Revere Drive and Amending the District Zoning Map (5 Revere Drive)(Plan Commission Docket No. PCD-26-04)
The Village, on behalf of the owner, has requested to rezone the property from I-1 Restricted Industrial District to the O-3 General Office District as designated in the Comprehensive Plan.

D. A Resolution Waiving Competitive Bidding and Approving an Agreement with Title Electric Company, of Arlington Heights, Illinois, for Electrical Work to the Crestwood Senior Living Facility at a Not-to-Exceed Amount of $25,000
The Crestwood Senior Living Facility owned by the Village is currently undergoing the second phase of roof replacement. During the course of work, it was discovered that some unplanned electrical repairs are required.

E. A Resolution Approving the Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees
The review of closed session meeting minutes has occurred and the Village Board of Trustees has determined that confidential treatment is no longer necessary for the written minutes of the Closed Meetings identified in this resolution.

F. Motion to Approve the July 14, 2026 Closed Session Minutes held during the Committee of the Whole

9. ADMINISTRATION AND FINANCE

10. PLANNING AND ECONOMIC DEVELOPMENT

A. An Ordinance Authorizing the Establishment of a Tax Increment Financing "Interested Parties Registry" for the Proposed Northbrook Downtown Redevelopment Project Area

The Village has conducted a study to determine the eligibility of Downtown Northbrook for a Tax Increment Finance District and the establishment of an "Interested Persons Registry' aligns with the requirements to proceed.

B. An Ordinance Authorizing Convening the Joint Review Board and Setting the Time and Place for a Public Hearing on the Proposed Northbrook Downtown Redevelopment Area

This Ordinance authorizes the convening of a Joint Review Board process on October 15, 2026 at 5:30 p.m. and a public hearing before the Village Board on November 10, 2026 at 7:30 p.m. for the proposed Northbrook Downtown Redevelopment Area.

A Tax Increment Finance (TIF) District is a state-authorized economic development tool that allows a municipality to direct future growth in property tax revenue, generated within a defined district, toward eligible improvements within that same district. As assessed values within the district grow over time, the resulting increase in tax revenue is set aside in a dedicated fund to support eligible infrastructure and redevelopment costs.

11. COMMUNITY AND SUSTAINABILITY

12. HOUSING

13. LABOR RELATIONS

14. PUBLIC WORKS AND FACILITIES

A. An Ordinance Proposing the Establishment of Northbrook Special Service Area No. 7 (SSA No. 7)

Residents along Koepke Road have petitioned for the establishment of a Special Service Area to construct curb and gutter improvements along Koepke Road from Miller Road to Pfingsten Road.

15. PUBLIC SAFETY

16. COMMUNICATIONS AND OUTREACH

17. REMARKS FOR THE GOOD OF THE ORDER

18. CLOSED SESSION

19. ADJOURN

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050 to allow the Village of Northbrook to make reasonable accommodations for those persons.

WEEKLY MANAGER'S REPORT

WEEK ENDING SEPTEMBER 11, 2026

Meetings of the Village Board

- There are no meetings of the Village Board next week.

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on September 11, 2026.

Save the Date

Northbrook Brewfest | Saturday, September 19 from 3-7 p.m. in Village Green Park
The 6th annual Northbrook Brewfest returns this fall! The Village of Northbrook and the Northbrook Park District are excited to host this craft beer tasting event in the heart of Northbrook Downtown featuring live music, a photo booth, games, and more. Grab food from one of the great restaurants surrounding the park or bring your own picnic. Tickets are available for purchase at the Northbrook Park District webpage.

125th Anniversary Open House Celebration! | Sunday, November 15 at Village Hall
Celebrate 125 years of Northbrook at a community Open House on Sunday, November 15, from 2-4 p.m. at Village Hall. Enjoy music, a Village birthday cake, Touch-a-Truck, historical displays, and local artwork. At 3:15 p.m., help recreate a community photograph taken in 1925 and become part of Northbrook history. Visit northbrook125.com to learn more about our history!

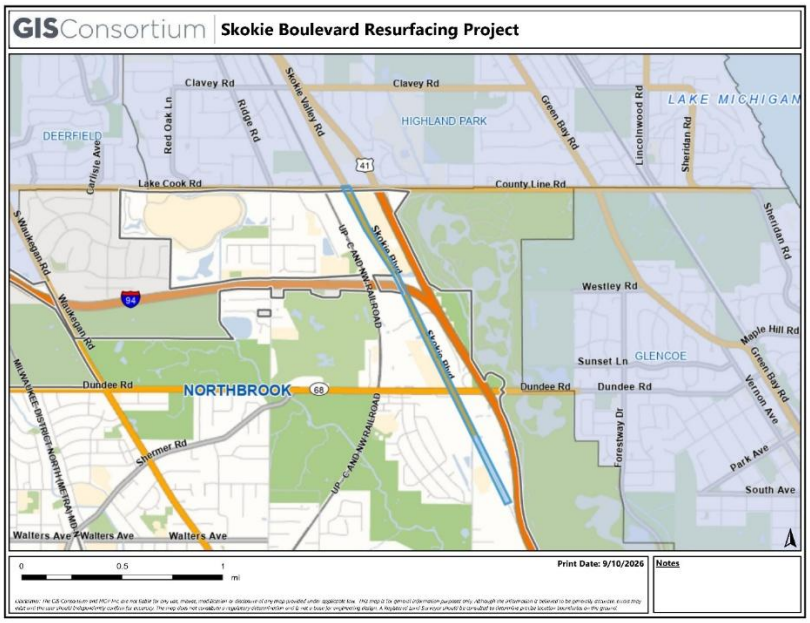
Updates

Sales Tax Monthly Report
The monthly sales tax data for collections through September 2026 (liability month June 2026) was $4,167,788, which was about an 8% increase over the year-to-date amount collected through September 2025 (June 2025) totaling $3,873,311. These figures include the automatic 1% municipal, 1% home rule, 1% local grocery, and 3% local cannabis taxes.

Proposed Downtown Tax Increment Financing (TIF)
The draft Tax Increment Financing (TIF) Eligibility Study for a Downtown TIF has been posted to the Village website for the public to review (link to Downtown TIF Designation Report). A presentation of the TIF Eligibility Report and findings are scheduled for the September 22, 2026, Village Board of Trustees meeting.

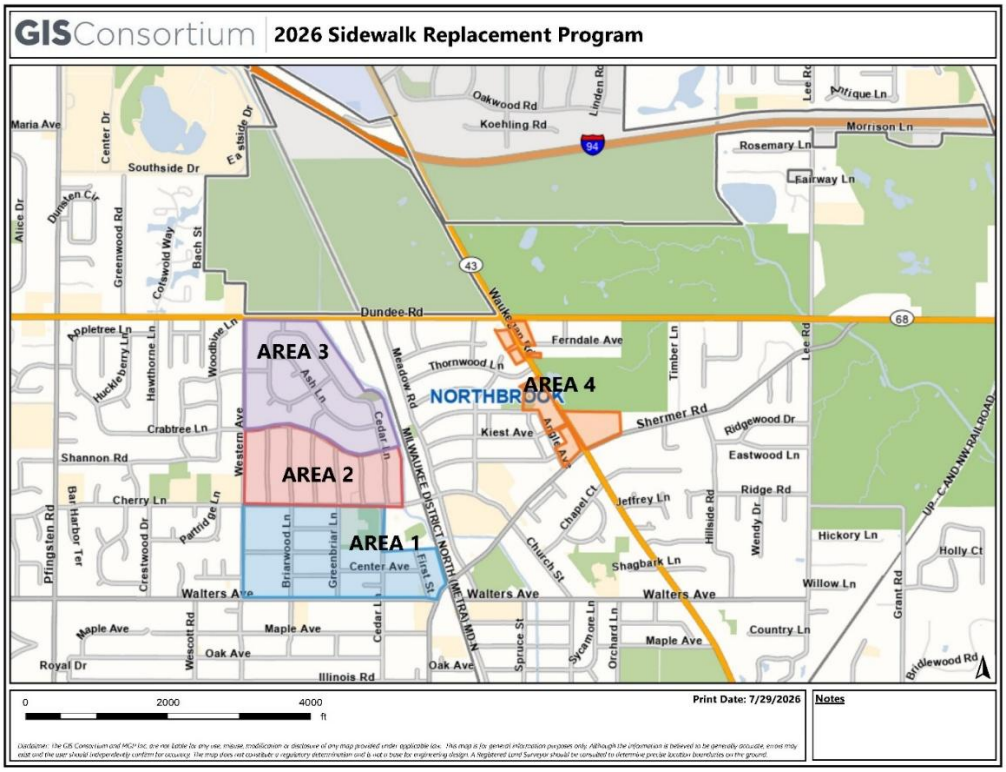
Skokie Boulevard Resurfacing Project Update
During the week of September 7, crews adjusted manhole structures and began saw-cutting sections of curb and gutter along Skokie Boulevard. Beginning the week of September 14, curbside lanes will be closed from 7 a.m. to 5 p.m. for curb and gutter replacement. Temporary driveway restrictions may occur, though businesses with one driveway will maintain one-lane access. Motorists should use caution and expect delays between Lake Cook Road and the Lifetime Fitness driveway.

The Village mailed letters to property owners within the project area during the weeks of August 17 and August 24, to provide advance notice of the planned construction and impacts. Driveway access may be temporarily restricted while curb and gutter replacement is underway at property locations within the project area, as shown in the project map below. For businesses with only one in-and-out driveway, the contractor will replace one half of the driveway curb, allowing one-lane access to the business. Once the new curb concrete has cured, the contractor will replace the remaining half using the same process.



Residents with questions or concerns about the project can contact Engineering Technician Jim Huff at 847-272-4711 or via email at James.Huff@northbrook.il.us.

2026 Sidewalk Replacement Program Completed
During the week of September 7, the Village contractor completed sidewalk removal and replacement along the even-numbered sides of streets in Areas 2, 3, and 4 (see map below). Crews also performed minor driveway patching, site restoration, and cleanup throughout the project areas. Residents with questions or concerns about the project can contact Engineering Technician Jim Huff at 847-272-4711 or via email at James.Huff@northbrook.il.us.



FY 26-27 Concrete Street Patching Improvements Update
Concrete Street patching continues in the Charlemagne subdivision and Sky Harbor Business Park the week of September 14. Residents and businesses should expect temporary lane, parking and driveway restrictions near active work areas. Door-hanger notices will be provided 24–48 hours before any temporary driveway closures. Questions or concerns about the project can be directed to the Project Resident Engineer, Luis Uriostegui at 847-664-4118 or via email at Luis.Uriostegui@northbrook.il.us.

2026 Water Main Improvements Project Update
During the week of September 7, the contractor continued its work on Grace Road, which included water service transfers. Residents received a door-hanger notice 24 hours before water service transfers were performed. Due to weather delays, the previously planned water outage on Thursday, September 10, 2026, was rescheduled for Monday, September 14. The Village's contractor plans to perform a water main shutdown to disconnect the existing water main on Grace Road from the water main on Pfingsten Road. Residents affected by the shutdown will receive notice via door hanger at least 72 hours in advance. Following completion of the water main disconnection, the contractor anticipates beginning restoration work, including the replacement of concrete sidewalks and curbs, as well as sod restoration within the parkway. Questions or concerns regarding this project may be directed to the Public Works Department at 847-272-4711.

Fire Station 11 Construction Update
During the week of September 7, the Village's contractor continued installing the structural steel framework on the north side of the worksite and began installing precast planks at the hose tower and apparatus bay mezzanine. Crews also continued installing underground electrical conduit, performing masonry rough-in work, and completing utility work along the east and south

sides of the site. During the week of September 14, the contractor anticipates continuing the installation of concrete masonry units at the hose tower.





Fleet Maintenance Garage Construction Update
During the week of September 7, the Village's contractor completed installation of the second of three layers for the garage floor concrete slab reinforcement and radiant heating tubing. Crews also completed structural steel installation at the north elevator. Upcoming work during the week of September 14 includes continuing geothermal drilling for the building's heating and cooling system as well as continued roof installation over the office area.





Development News
Development and Planning Services shares comprehensive year-to-date information on the Village website at the following links:

- 2026 Commercial Building Permits
- New 2026 Business Licenses
- Information about development applications under review
- Development and construction projects occurring in Northbrook

WEEKLY MANAGER'S REPORT

WEEK ENDING SEPTEMBER 18, 2026

Meetings of the Village Board

Tuesday, September 22, 2026

- Committee of the Whole Meeting – 6 p.m. in the Terrace Room
- Village Board Regular Meeting – 7:30 p.m. in the Board Room

Activity Reports

Police Bulletin: The weekly police bulletin has been updated for the week ending on September 18, 2026.

Save the Date

Northbrook Brewfest is canceled due to inclement weather. All ticket holders will receive a full refund. Visit the Brewfest event page for more information.

125th Anniversary Open House Celebration! | Sunday, November 15 at Village Hall
Celebrate 125 years of Northbrook at a community Open House on Sunday, November 15, from 2-4 p.m. at Village Hall. Enjoy music, a Village birthday cake, Touch-a-Truck, historical displays, and local artwork. At 3:15 p.m., help recreate a community photograph taken in 1925 and become part of Northbrook history. Visit northbrook125.com to learn more about our history!

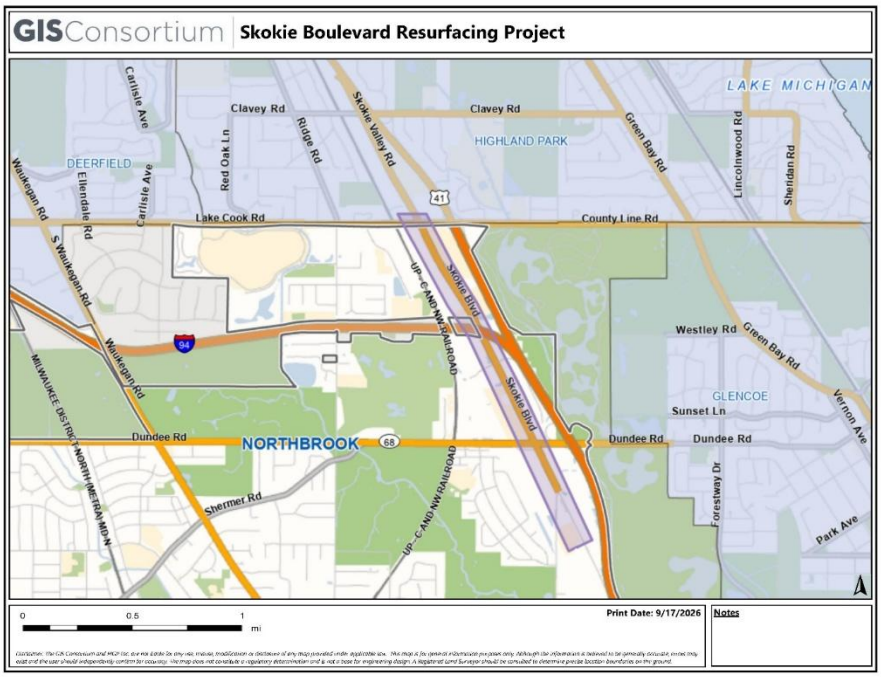
Updates

Skokie Boulevard Resurfacing Project Update
During the week of September 14, the contractor closed the curbside lanes within the project limits and began replacing sections of curb and gutter south of the I-94 Edens Expressway bridge. On September 19, crews will adjust catch basins and inlets to align with the new curb and gutter.

- During the week of September 21, curbside lanes will be closed from 7 a.m. to 5 p.m. while curb and gutter replacement continue, primarily north of the I-94 bridge to Lake Cook Road, weather permitting.

- Driveway access may be temporarily restricted. Businesses with one driveway will maintain one-lane access while the work is completed in two sections.

For questions, contact Engineering Technician Jim Huff at 847-272-4711 or James.Huff@northbrook.il.us.



Sky Harbor Business Park Work
During the week of September 14, the contractor replaced concrete panels on the odd-numbered sides of Wainwright Drive, MacArthur Boulevard, and Melvin Drive. They also adjusted storm sewer drainage structures within replaced panels. The contractor anticipates performing restoration work, such as landscaping and curb and gutter, during the week of September 28. Residents and businesses should expect intermittent traffic impacts, including temporary lane and parking restrictions, near active work areas.

Questions or concerns about the project can be directed to the Project Resident Engineer, Luis Uriostegui at 847-664-4118 or via email at Luis.Uriostegui@northbrook.il.us.

FY 26-27 Concrete Street Patching Improvements: Charlemagne Subdivision
During the week of September 14, the Village's contractor replaced concrete driveway aprons, sidewalk, and adjusted storm sewer drainage structures within patched panels. The contractor also restored mailboxes and sprinkler systems. During the week of September 21, the contractor anticipates installing joint sealing of replaced concrete panels and performing landscape restoration.

Fleet Maintenance Garage Construction Update
During the week of September 14, the Village's contractor completed installation of the third and final layer for the garage floor concrete slab reinforcement and radiant heating tubing.

Upcoming work activities for the week of September 21 include:

- Continuing geothermal drilling for the building's heating and cooling system;
- Continuing framing in the office area;
- Continuing mechanical, electrical, and plumbing rough-in work in the office area;
- Continuing roof installation over the office area; and

Fire Station 11 Construction Update
During the week of September 14, the Village's contractor continued installing concrete masonry units at the hose tower and apparatus bay mezzanine, as well as structural steel on the north side of the site. Crews also installed underground electrical conduits, completed masonry rough-ins, and continued utility improvements. During the week of September 21, crews expect to continue installing precast planks at the hose tower and begin framing on the north side of the site, weather permitting.

2026 Water Main Improvements Project Update
During the week of September 14, the Village's contractor continued its work on Grace Road, which included water service transfers. The contractor also performed the rescheduled water main shutdown on Tuesday, September 15. The shutdown allowed the contractor to disconnect the existing water main on Grace Road from the existing water main on Pfingsten Road. Additionally, the contractor completed the removal of the existing fire hydrant at the cul-de-sac island and decommissioned the existing water main underneath Pfingsten Road. During the week of September 21, the contractor intends to begin restoration of the project site, which will include sidewalk, curb and gutter, and driveway replacement.



Questions or concerns regarding this project may be directed to the Project Manager, Michael Weller, at 847-664-4132 or via email Michael.Weller@northbrook.il.us.

Issued Building Permits
- A commercial addition permit was issued to the Islamic Cultural Center for a new elevator and relocated reception space at 1810 Pfingsten Road.
- A permit was issued for the new Mariano's fuel center at 784 Skokie Boulevard.

Development News
- The new Rivian dealership at 1810 Skokie Boulevard is nearing completion, with final building inspections scheduled for September 17. An occupancy certificate may be issued after final inspections.
- At the applicant's request, the public hearing for the Meadow Plaza Shopping Center redevelopment has been scheduled for a Special Plan Commission meeting at 6 p.m. on Tuesday, October 6, at the Techny Prairie Activity Center, 180 Anets Drive. The larger location can accommodate more attendees than the Village Hall Board Room. Meeting information is available on the Village's Public Notice and Meadow Plaza project webpage.
- The draft TIF Eligibility Study was posted online and shared with the Village Board and school districts. The study and its findings will be presented at the September 22 Village Board meeting.
- Development and Planning Services shares comprehensive year-to-date information on the Village Website at the following links:
    - 2026 Commercial Building Permits
    - New 2026 Business Licenses
    - Information about development applications under review
    - Projects and new developments and construction occurring in Northbrook

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Development & Planning Services Amy McEwan
Date: 2026-09-22
Subject: An Update on Sales Tax Rebate Incentive for Downtown Northbrook Businesses

Overview
Consistent with the Strategic Plan and Village Board discussions on November 12, 2024 and August 25, 2026, Village staff developed recommendations for an incentive program for Downtown Northbrook (Downtown Restaurant and Retail Retention Program).

Fiscal Impact
The recommended Downtown Restaurant and Retail Retention Program is a sales tax sharing agreement and implementation is subject to future Board approval of individual applications and budget availability.

Recommendation
Update and Discussion

Strategic Priority
Economic Vitality. Promote Northbrook as a thriving community and economic leader.

Background

On May 26, 2026, the Village Board asked staff to return with a recommendation for an economic incentive program for Downtown Northbrook. Staff presented an outline for a Downtown incentive program at the August 25, 2026 Board meeting consistent with priorities outlined in the Strategic Plan for Downtown Northbrook.

Staff recommend proceeding with the Restaurant and Retail Retention Program Sales Tax Sharing Agreement Program with the following criteria:

- Applications require open book visibility on current leases, multi-year historical sales revenue, a business plan for relocation, and a multi-year commitment for a new location
- Demonstrate payment and completion of building improvements that are greater than the sales tax rebate requested (e.g. improve electrical or other utilities, outdoor dining,

modernize building accessibility, exterior renovation).
- Must invest and relocate within 6 - 12 months.
- Eligible sales tax rebate is tied to FY26 level (i.e. rebate capped at 2026 sales tax and if future sales fall below, rebate restricted to actual revenue generated.)
- Maximum rebate for business owners and/or property owners which renovate existing facilities or build new is up to 80% of the combined Municipal and Home Rule sales tax for that business and collected by the Village.
- Maximum Village participation in any project is capped at no more than 30% - 40% of the total project cost.
- Maximum term of the sales tax sharing agreement is the length of lease or 15 years, whichever is less.

Consistent with the actions outlined in the Strategic Plan, staff developed recommendations for an incentive program for Downtown Northbrook. Northbrook has hired an Economic Development Coordinator who started on August 10, 2026. Staff cohosted two joint meetings at the Chamber to hear from businesses in Downtown Northbrook and share consideration of a Tax Increment Finance Authority and a sales tax sharing program. These were simply the beginning of an enhanced Downtown business engagement program. From the listening sessions with businesses over the years and at the most recent meetings, staff has the following recommendations on incentive programs:

- Incentive is designed and open to all businesses in the Downtown district.
- Incentive program has a minimum Village sales tax retention for Village services of 20% of the total Village sales tax collection.
- It has a cap for maximum funding award set annually as part of the budget adoption process and the Village encourages businesses to develop competitive applications.
- Establish evaluation criteria to address the most pressing challenges downtown.
- Both business operators and property owners must participate in the application and matching funds.
- Incentive programs are timely to administer; therefore, a minimum and maximum level of funding will be established each year.
- The program should provide for and encourage multi-year applications.
- The evaluation process for awards is based on criteria to assess the financial viability and success of the project and is not a political process.

Attached is the program proposal developed for formal consideration by the Village Board.

Northbrook Sales Tax Rebate Incentive Program Memo
Northbrook Sales Tax Rebate Incentive Program Application (Draft)

MEMORANDUM

To: Village of Northbrook Board of Trustees
From: Amy McEwan, Director of Development & Planning Services
Date: September 18, 2026
Subject: Business Incentive Program — Downtown Restaurant and Retail Retention Program

Requested Board Action

Staff presented an overview at the August 25, 2026, Board meeting of a potential downtown incentive program and is returning today to provide more details for the Restaurant and Retail Retention Program sales tax sharing program. The Board members may provide any additional feedback. The next steps will be for staff to work with interested businesses on applications which will require Board consideration and approval.

Purpose

The purpose of the Downtown Restaurant and Retail Retention Program Incentive Program is to form public private partnerships which are a catalyst to securing private investment in the Village of Northbrook's Downtown.

Village Board through the Strategic Plan directed staff to develop a business incentive program that will position the Village of Northbrook for continued growth into the next 125 years. The Board has requested an incentive framework that offers options to the distinct needs of businesses. This memorandum outlines the identified immediate Downtown business needs and presents the first program developed in response: the Restaurant and Retail Retention Program.

Downtown Opportunities and Needs

The Board has identified the following opportunities to partner with current business operators Downtown to:

- Utilize annual sales tax generation as a catalyst for reinvestment downtown.
- Encourage businesses to invest in Downtown locations and remains open to considering partnerships with other business locations within the Village.
- Encourages businesses and landlords to work together to build a stronger retail and restaurant business community in Downtown.

Restaurant and Retail Retention Program

The Restaurant and Retail Retention Program provides qualifying businesses with an opportunity to apply for a fixed-amount Sales Tax Sharing Agreement to partner with business on the cost for renovation or new construction of a restaurant or retail location in downtown Northbrook.

The Restaurant and Retail Retention Program is secured by — and paid entirely from — the future sales tax revenue generated by the business.

Eligible Participants

- Will be an existing Northbrook business operating in Downtown (see map) relocating to another location preferably Downtown; however, the Village will consider requests to in other locations in the Village.

- Will have generated less than $50,000 in sales tax revenue in 2026. The program requires participation from both the property owners of the new business location and business operators that lease their space.

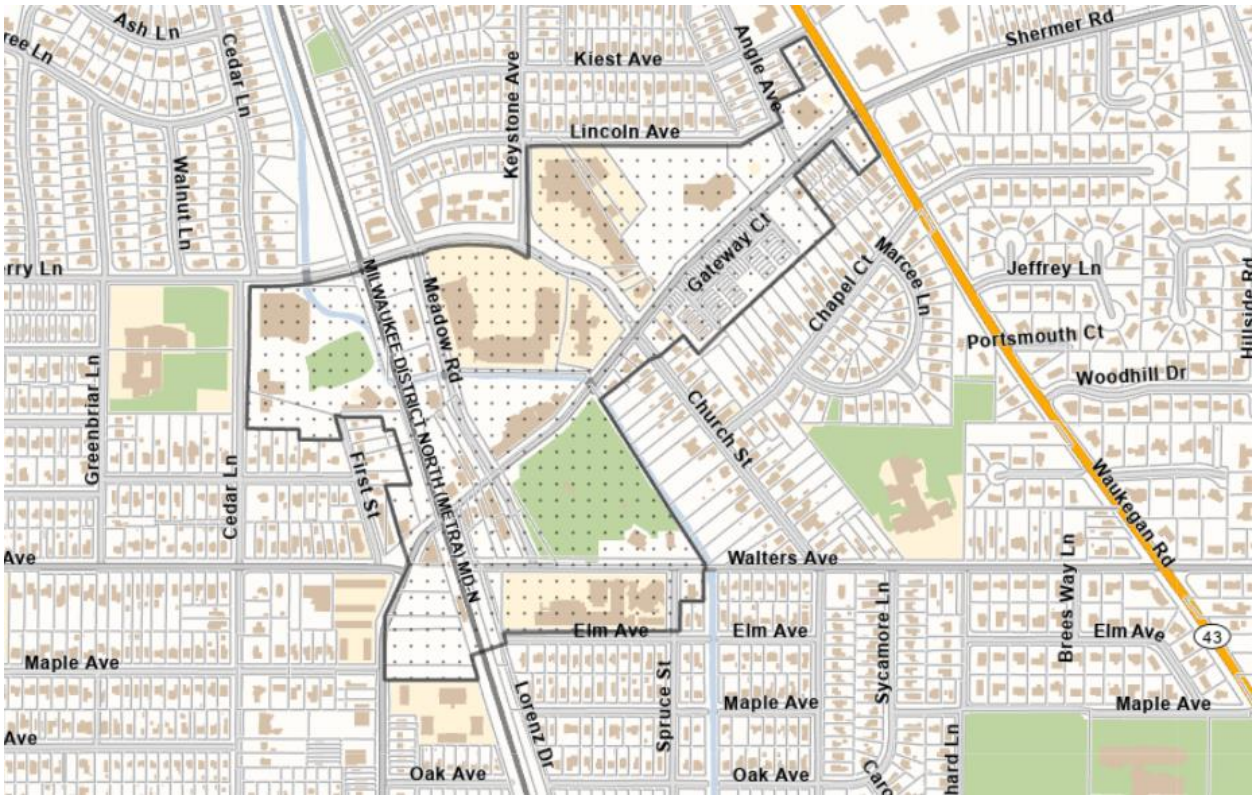
Program Parameters

- Applicants may request a single or multi-year sales tax sharing agreement based on the size of their investment, the amount of sales tax generated annually, and the term of their lease (when the applicant is not the building owner).
- To support the delivery of municipal services a minimum of 20% of sales tax revenue collected will be retained by the Village of Northbrook. The remaining up to 80% of the sales tax collected by the Village in FY2026 is available for businesses to apply for a sales tax sharing agreement to pay for site and facility improvements in the new or renovated restaurant or retail space.
- Applicants will submit a detailed business plan for Village review.
- The Village partnership in a project is gap funding of no more than 30-40% of the total project to assist businesses in making necessary site and facility improvements to support future business growth.
- Detailed plans and a construction budget developed by a license professional will be submitted to demonstrate the proposed site and building improvements proposed (e.g., electrical or other utility improvements, outdoor dining, modernized building accessibility, façade improvements or exterior renovation).
- The business must commit to completing the renovation project and relocating within 6 months, and Village Manager may extend up to an additional 6 months with demonstrated progress and plan for full completion within 12 months. The Village will consider request for new construction which may have a greater timeline to complete construction.
- Applicants will need to be fully transparent and open their financial books for review of past sales tax generated for the combined 2% Municipal sales tax and Home Rule tax generating a minimum of $2500 and not greater than $50,000 combined.
- The annual sales tax rebate can be no greater than 80% of the tax year 2026 combined Village sales tax collected. If future sales tax collection is below the tax year 2026 collection, the rebate is restricted to actual sales tax revenue collected by the Village and any sales tax increase above 2026 sales tax year will be retained by the Village.
- Businesses will be evaluated individually and approved or denied based on their individual qualifications.
- Each budget year the Village Board may adopt a maximum total amount of sales tax sharing that may be considered for that fiscal year.

Risk Disclosure

The Village does not guarantee projected sales tax revenue, and all sharing agreements are tied to the annual sales tax collection. Businesses should understand that the Restaurant and Retail Retention Program is a revenue-dependent financing tool, term length will be no greater than the term of the lease, and rate will be documented in a definitive Sales Tax Sharing Agreement approved by the Village Board.

DOWNTOWN NORTHBROOK MAP



Example of a potential applicant:

Business A is located in Downtown Northbrook and currently leases their property. They have a 2026 tax-year collection of $5,000 in annual sales tax generation for the Village of Northbrook.

Business A is relocating to another leased space in Northbrook and has signed a 5-year commitment. They are applying to request Village partnership to close the funding gap they have and move ahead with their $50,000 of facility improvements.

Business A may apply for a sales tax incentive rebate up to 80% of the 2026 sales tax collected of $5000 (5000 x 80% = $4000) for 5 years. If approved, Business A will receive a total of $20,000, distributed over five (5) years of their lease in $4,000 payments from the Village of Northbrook, as long as the sales tax generation of Business A remains the same or increases.

The applicant will submit three (3) quotes from qualified licensed professionals for the facility improvements to the property (lighting, electrical, plumbing, façade improvements, etc.)

Restaurant and Retail Retention Program

Application for Sales Tax Sharing Agreement

Please complete this application in full including all required attachments, to the Village of Northbrook Economic Development Coordinator in the Development and Planning Services Department. Incomplete applications may delay Board review. The information provided will be evaluated for eligibility and to prepare a definitive Sales Tax Sharing Agreement for Village Board consideration.

1. BUSINESS INFORMATION

Business (Legal) Name	DBA / Trade Name (if different)
Primary Contact Name	Primary Contact Phone Number & Email
Current Business Address (Downtown Northbrook)	Proposed New Business Address (if applicable)
Business Entity Type (LLC, Corp., Sole Prop., etc.)	Federal EIN / Tax ID
Years in Operation in Northbrook	Type of Business (Restaurant / Retail / Other)

2. PROPERTY OWNER INFORMATION

Owner	Primary Contact Name
Phone Number	Email Address
Mailing Address	Preferred Method of Contact

DRAFT

3. PROPERTY & OCCUPANCY STATUS

☐ Business Owns New Location ☐ Business Leases New Location

4. SALES TAX HISTORY (OPEN-BOOK REVIEW)

Applicant must disclose combined Municipal (2%) and Home Rule sales tax generated at the current Downtown location over the past year.

- Property owners and leases must have generated $2,500 – $50,000 combined 2% Municipal and Home Rule sales tax in the past year.

Total 2026 Combined Sales Tax Generated (2% Municipal + Home Rule) or (1% Home Rule)	Total 2026 Gross Sales Revenue
Prior Year (2025) Sales Tax Generated, for comparison	Anticipated Sales Tax Impact of Relocation

*Attach supporting sales tax filings / financial statements as **Exhibit A**.*

5. RELOCATION PROJECT & BUSINESS PLAN

Describe the proposed project, planned building improvements, and business plan. A detailed written business plan must be included as ***Exhibit B***, including improvements such as electrical/utility upgrades, outdoor dining, accessibility modernization, or exterior renovation. Three quotes must be submitted with the application.

6. PROJECT BUDGET & REQUESTED INCENTIVE

DRAFT

Estimated Total Cost of Building Improvements	Requested Incentive Type (Owner/Lessee)
Requested Incentive Amount	

Note: Requested amount must be supported by demonstrated building improvements equal to or greater than the incentive requested. Incentive amounts and terms are subject to Village Board review, approval, and the final Incentive Range table.

7. PROJECT TIMELINE

Anticipated Project / Investment Start Date	Anticipated Full Completion Date

Program requires commitment to investment within 6 months of approval, with the Village Manager authorized to extend up to an additional 6 months given demonstrated progress, for a maximum of 12 months to full completion.

7. ADDITIONAL DOCUMENTS NEEDED FOR COMPLETE VILLAGE REVIEW & CONSIDERATION

Please attach any additional documents here. Example: If converting a single storefront into three, and two leases are signed (tax revenue provided above), include projected revenue for the third, unleased space.

8. APPLICANT ACKNOWLEDGMENTS

By signing below, the applicant acknowledges and agrees to the following:

- The Village does not guarantee projected sales tax revenue, and all sharing agreements are tied to the annual sales tax collection.
- The incentive is a revenue-dependent financing tool; term length will be no greater than the term of a lease, and rate will be documented in a definitive Sales Tax Sharing Agreement approved by the Village Board.
- The rebate is tied to and capped at the 2026 sales tax level; the first 20% of sales tax revenue generated will remain with the Village to support municipal services.
- All information provided in this application is true and accurate to the best of the applicant's knowledge, and supporting financial records are open for Village review.
- Businesses will be evaluated individually and approved or denied based on their individual qualifications; submission of this application does not guarantee approval.
- A $300 non-refundable fee, for expenses incurred by the Village for review and consideration, must accompany the application.

DRAFT

Signature of Business Owner:

Printed Name / Title

Date

FOR VILLAGE USE ONLY

Date Received	Reviewed By	Eligibility Confirmed (Y/N)

Board Review/Approval Date	Incentive Tier / Amount Approved	Agreement Type

DRAFT

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

ESCROW DEPOSIT/PERFORMANCE BOND REFUNDS
INVOICES PROCESSED BETWEEN SEPTEMBER 1, 2026 - SEPTEMBER 15, 2026
FOR 9/22/26 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
313733	KIUMARS GOLZAR	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	900.00
313734	AMERICAN LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	223,162.50
313735	KZF CONSTRUCTION LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
313736	KZF VENTURE GROUP LLC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,000.00
313737	TRENCHLESS INNOVATIONS INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
313738	JOHN KONSOR	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,000.00
313739	KONSOR ENTERPRISES INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
313740	KELLY BUILDERS INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
313741	ONE TIME IRRIGATION INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
313742	J BLANTON PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
313743	ILLINOIS SEWER & DRAIN INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
313744	INTERNATIONAL FERTILITY GROUP	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	3,000.00
313745	SINA PLUMBING DRAIN SERVICE INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
313746	AMERICAN NATIONAL SPRINKLER	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	1,000.00
313747	ABA IRRIGATION INC	ESCROW DEPOSIT/PERFORMANCE BOND REFUND	500.00
		CLASS 'A' TOTAL	**240,062.50**

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN SEPTEMBER 1, 2026 - SEPTEMBER 15, 2026
FOR 9/22/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
313814	A5 GROUP INC	STRATEGIC COMMUNICATIONS - GG	1,200.00
313748	AAA LOCK & KEY	SUPPLIES - PW	34.05
313872	ACCURATE EMPLOYMENT SCREENING LLC	SERVICES - GG	257.77
313781	ACE HARDWARE & RENTAL	SUPPLIES - PD/PW/FD	1,773.53
8931(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
8881(A)	ADVANCED TREE CARE	SERVICES - PW (*)	6,664.50
313841	AFTERMATH SERVICES LLC	PROFESSIONAL SERVICES - PD	300.00
8882(A)	AIR ONE EQUIPMENT INC	PARTS - FD	71.00
8924(A)	AL WARREN OIL CO INC	FUEL - FD/PW	4,509.32
313870	ALAN F FRIEDMAN PHD INC	PROFESSIONAL SERVICES - PD	835.90
8883(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	6,660.00
313845	ALEXANDER GIARMIDIS	REIMBURSEMENT - PD	89.34
313827	ALLIED GARAGE DOOR INC	SERVICES - PW (*)	767.75
8919(A)	ALPHAGRAPHICS US333	PRINTING - GG	1,031.78
313749	ALTEC INDUSTRIES INC	SERVICES/PARTS - PW	2,234.52
8884(A)	AMALGAMATED BANK OF CHICAGO	BOND ADMIN FEE - FIN	475.00
8925(A)	AMAZON.COM SERVICES INC	SUPPLIES/PARTS - PD/PW/GG/IT/FD	6,663.67
8927(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	5,672.07
313826	AMERICAN TAXI DISPATCH INC	SENIOR TRANSPORTATION - FIN	380.00
8885(A)	ANDERSON LOCK COMPANY LTD	VILLAGE HALL RENOVATION - GG (*)	78,981.42
313846	ANGELIKA MCGEE	REIMBURSEMENT - PD	25.73
8886(A)	AQUATIC ECOSYSTEM MANAGEMENT INC	SERVICES - PW	423.00
313753	ARTHUR CLESEN INC	MATERIALS - PW	1,102.98
313752	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	13,042.21
8922(A)	ATLAS ENGINEERING GROUP LTD	BRIDGE INSPECTION - PW (*)	5,963.00
313834	ATLASTICITY LLC	SOFTWARE SUBSCRIPTION - IT	277.65
8917(A)	AW ZENGELER CLEANERS INC	SERVICES - PD	149.61
313810	AXON ENTERPRISE INC	EQUIPMENT - PD	1,663.16
8928(A)	B&B HOLIDAY DECORATING LLC	HOLIDAY LIGHTING - PW (*)	112,237.50
313809	BATTERIES PLUS LLC	SUPPLIES - PW	90.98
8887(A)	BAXTER & WOODMAN INC	PROFESSIONAL SERVICES - PW (*)	3,265.26
8932(A)	BIG BELLY SOLAR LLC	TRASH/RECYCLING RECEPTACLES - PW (*)	1,845.65
313750	BONNELL INDUSTRIES INC	PARTS - PW	535.83
313847	BRETT KIM	REIMBURSEMENT - PD	17.96
8888(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	21,091.51
313811	BUILDERS ASPHALT LLC	MATERIALS - PW (*)	1,669.40
313831	C+H PRECISION WEAPONS LLC	UNIFORMS - PD	395.00
8921(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	82.55
313875	CAROL WHITE	REIMBURSEMENT - DPS	3,463.20
313751	CASE LOTS INC	SUPPLIES - PW	2,283.70
8890(A)	CDW GOVERNMENT INC	EQUIPMENT - IT	436.00
313869	CHICAGO TRIBUNE	PUBLISHING - GG	47.00
313807	CINTAS CORPORATION #2	UNIFORMS - PW	152.25
313838	CITYGATE ASSOCIATES LLC	PROFESSIONAL SERVICES - PD (*)	16,584.67
8929(A)	CIVILTECH ENGINEERING INC	PROFESSIONAL SERVICES - DPS	960.40
8889(A)	CLARK DIETZ	KOEPKE ROAD IMPROVEMENT - PW (*)	19,121.00
8945(A)	CLARK HILL PLC	LEGAL SERVICES - GG	20,290.50
313755	COMCAST CABLE	TELECOMMUNICATIONS - IT	465.42
313754	COMCAST CABLE	CABLE/INTERNET - PD	128.50
313756	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	1,718.83
313833	CONSENSUS CLOUD SOLUTIONS LLC	SOFTWARE SUBSCRIPTION - IT	99.95
8933(A)	CONSTELLIX	SOFTWARE SUBSCRIPTION - IT	20.94
313757	COSTAR REALTY INFORMATION INC	SUBSCRIPTION - DPS	1,191.72
313873	COUNCIL OF CONCILIATION	LEGAL SERVICES - GG	4,947.48

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN SEPTEMBER 1, 2026 - SEPTEMBER 15, 2026
FOR 9/22/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
313758	CUTLER WORKWEAR	UNIFORMS - PW (*)	692.83
313848	CYNTHIA PLAZAS	REIMBURSEMENT - PD	412.71
8939(A)	D5 DESIGN & METAL FABRICATION LLC	SERVICES - PW	2,400.00
8934(A)	DACRA TECH LLC	SOFTWARE SUBSCRIPTION - IT (*)	2,750.00
313839	DECOMA DAY CAMP INC	EVENT SERVICES - PD	775.00
313760	DELL MARKETING LP	SOFTWARE SUBSCRIPTION - IT	250.00
8944(A)	DIAZ GROUP LLC	SERVICES - PW (*)	3,884.00
313761	DJS SCUBA LOCKER INC	TRAINING - FD	360.00
313844	DONALD WEINREIS	REIMBURSEMENT - PD	657.75
313759	DTN LLC	SOFTWARE SUBSCRIPTION - PW	2,553.37
313762	EL-COR INDUSTRIES INC	SUPPLIES - PW	349.48
313849	ERIC GUSTASON	REIMBURSEMENT - PD	180.85
313763	EVANSTON FUNERAL & CREMATION INC	PROFESSIONAL SERVICES - PD	1,050.00
8891(A)	FASTSIGNS	SUPPLIES - PW	216.44
8940(A)	FERGUSON WATERWORKS	PARTS - PW	774.12
313825	FGM ARCHITECTS INC	FACILITY CAPITAL PROJECTS - FD/PW (*)	24,710.00
313764	FIELDS JEEP INC/FIELDS CHRYSLER	SERVICES/PARTS - PD	411.70
8920(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - DPS/FD (*)	1,720.00
8923(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - GG/PD	348.51
8892(A)	FORCE AMERICA DISTRIBUTING LLC	PARTS - PW	653.03
8893(A)	FOX VALLEY FIRE & SAFETY CO	SERVICES - PW	470.00
8894(A)	GALLS LLC	UNIFORMS - PD	1,661.05
8938(A)	GENUINE PARTS COMPANY INC	PARTS/SUPPLIES - PW/FD/PD	2,098.25
313850	GINA MANSKI	REIMBURSEMENT - PD	144.94
313829	GORDON FLESCH COMPANY INC	PRINTING - IT	1,831.10
8895(A)	GRAINGER	TOOLS - FD	61.02
313765	GRAPHICS 2000 INC	SUPPLIES - FIN	1,355.89
8896(A)	HAVEY COMMUNICATIONS INC	EQUIPMENT - PD	5,481.80
313804	HIGH STAR TRAFFIC	SUPPLIES - PW	3,738.75
8898(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PD	93.06
8941(A)	HODC C/O CRESTWOOD PLACE	HODC CRESTWOOD EXPENSES - FIN (*)	11,936.30
313766	IDLEWOOD ELECTRIC SUPPLY INC	EQUIPMENT/SUPPLIES - PW	197.79
313812	IL DEPT OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	2,805.55
8899(A)	ILEAS	MEMBERSHIP - PD	240.00
313791	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313792	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313793	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313794	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313767	ILLINOIS STATE POLICE	SERVICES - GG	27.00
313768	IMAGE SPECIALTIES OF GLENVIEW	EMPLOYEE RECOGNITION - PD	95.00
8943(A)	INFOBIP INC	TELECOMMUNICATIONS - IT	7,315.40
8942(A)	INTERNATIONAL FIRE EQUIPMENT CORP	SERVICES - PW	2,436.50
313862	JACQUELINE DURMENT	REIMBURSEMENT - FD	340.86
313851	JEFFREY ZIEBKA	REIMBURSEMENT - PD	72.59
313769	JG UNIFORMS INC	UNIFORMS - PD	1,694.25
313770	JOHN S NEENAN	SUPPLIES - PW	1,201.20
313852	JONATHAN SALMI	REIMBURSEMENT - PD	111.36
313808	JOSEPH D FOREMAN & COMPANY INC	PARTS - PW	825.40
8935(A)	KASPER HOLMES & DRING LTD	PROFESSIONAL SERVICES - GG	7,000.00
313840	KATCO DEVELOPMENT INC	SERVICES - PW	10,875.00
313853	KEVIN MENDOZA	REIMBURSEMENT - PD	95.00
313771	KEYTH TECHNOLOGIES	SERVICES - PW	675.00
8900(A)	KIESLER POLICE SUPPLY INC	EQUIPMENT - PD	2,067.40
313772	KNOX COMPANY	SECURITY & ACCESS CONTROL SYSTEM - FD (*)	60,837.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN SEPTEMBER 1, 2026 - SEPTEMBER 15, 2026
FOR 9/22/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
313864	KYLE NEWMAN	WATER/SEWER REFUND - FIN	4.30
313854	KYLE PILMER	REIMBURSEMENT - PD	425.86
8936(A)	LAKELAND ELEVATOR CORPORATION	SERVICES - PW (*)	719.00
8901(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - PW/FIN/FD	1,609.13
8926(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,477.49
313835	MARK 1 LANDSCAPE INC	SERVICES - PW (*)	6,187.96
313866	MARK VEND CO	WATER/SEWER REFUND - FIN	7.12
313773	M-B COMPANIES INC	EQUIPMENT - PW	1,008.00
8903(A)	MEADE INC	SERVICES - PW (*)	4,134.84
313774	MENONI & MOCOGNI INC	MATERIALS - PW (*)	8,175.70
8904(A)	MGP INC	PROFESSIONAL SERVICES - PW (*)	20,784.26
313855	MICHAEL TADLEY	REIMBURSEMENT - PD	153.03
8914(A)	MICHAEL WAGNER & SONS INC	SUPPLIES - PW	46.31
313824	MICHIO MURAKISHI	PROFESSIONAL SERVICES - DPS (*)	9,212.50
8905(A)	MID AMERICAN WATER OF WAUCONDA INC	PARTS - PW (*)	4,023.46
8906(A)	MOTOROLA SOLUTIONS INC	EQUIPMENT - FD	23,951.41
313775	MULTIPLE CONCRETE ACCESSORIES CORP	SUPPLIES - PW	268.00
313856	NANCY VACCARO	REIMBURSEMENT - PD	74.65
313857	NICHOLAS WHITE	REIMBURSEMENT - PD	27.43
313867	NICOLE PROUTY	WATER/SEWER REFUND - FIN	4.30
313783	NICOR	UTILITIES - PW	1,702.42
313779	NIPSTA	TRAINING - FD	1,035.00
313776	NIPSTA	TRAINING - FD	290.00
313777	NIPSTA	TRAINING - FD	290.00
313778	NIPSTA	TRAINING - FD	290.00
313782	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING - PD	6,080.00
313785	NORTH SHORE GAS COMPANY	UTILITIES - PW	277.88
313780	NORTHBROOK POSTMASTER	NEWSLETTER POSTAGE - GG	6,000.00
313784	NORTHERN IL POLICE ALARM SYSTEM	PROFESSIONAL SERVICES - PD	45.10
313786	NORTHWEST FREIGHTLINER	PARTS - PW	359.15
313819	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	2,101.00
313820	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	240.00
313821	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	225.00
313822	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	45.00
8907(A)	PARKMOBILE LLC	MONTHLY SERVICE FEES - PW	865.94
8937(A)	PERFECT CLEANING SYSTEM INC	SERVICES - PW (*)	10,980.50
313828	PLUNKETTS PEST CONTROL INC	SERVICES - PW	447.00
313787	PREISER ANIMAL HOSPITAL	SERVICES - PD	1,361.99
313813	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	625.00
313830	PROFORM TECHNOLOGIES INC	PRINTING - GG	483.39
313788	REGIONAL EMERGENCY DISPATCH CENTER	EQUIPMENT - IT	3,050.00
313874	RICKMAN CONTRACT SERVICES INC	SERVICES - FIN (*)	6,900.00
313863	ROBERT PENTEK	REIMBURSEMENT - FD	1,111.96
313789	RUSH TRUCK CENTERS OF ILLINOIS	PARTS - PW	7,580.80
313790	SAFEBUILT ILLINOIS LLC	PROFESSIONAL SERVICES - FD (*)	562.50
313865	SAM MUDRIK	WATER/SEWER REFUND - FIN	3,764.51
313858	SEAN KINCAID	REIMBURSEMENT - PD	171.20
313795	SENTINEL TECHNOLOGIES INC	EQUIPMENT - IT	4,197.19
313796	SENTINEL TECHNOLOGIES INC	EQUIPMENT - IT	2,273.19
313797	SHI HEADQUARTERS	SOFTWARE SUBSCRIPTION - IT	14,423.82
313816	SPECIAL T UNLIMITED	UNIFORMS - PD	300.00
8908(A)	SPOK INC	SERVICES - PW	71.55
313832	SPRINGFIELD ARMORY	EQUIPMENT - PD	7,127.01
313823	STAKING UNIVERSITY	TRAINING - PW	950.00

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN SEPTEMBER 1, 2026 - SEPTEMBER 15, 2026
FOR 9/22/26 MEETING

Sorted Alphabetically

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
313859	STAN FERGUSON	REIMBURSEMENT - PD	150.00
313798	STANDARD EQUIPMENT COMPANY	PARTS - PW	371.80
8918(A)	STATE GRAPHICS	RESIDENTIAL NEWSLETTER/SUPPLIES - GG (*)	8,657.44
313799	STRYKER SALES LLC	SUPPLIES - FD	1,603.60
313800	SUBURBAN ACCENTS INC	SERVICES - PD	1,200.00
313801	SUNSET FOOD MART INC	CANTEEN - FD/PD	77.82
313802	SWANSONS BLOSSOM SHOP	SERVICE RECOGNITION - FD	350.00
313803	TALLMAN EQUIPMENT CO INC	PARTS - PW	63.48
313843	TERRENCE JORIA	REIMBURSEMENT - PD	92.10
8902(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
313818	THALMANN ALIGNMENT INC	SERVICES - PW	150.00
313871	THE BLUE LINE	RECRUITING - PD/FD	1,143.00
8930(A)	THE ORGANIC GARDENER LTD	PROFESSIONAL SERVICES - DPS	867.00
313868	THOMAS KUTSCHKE	WATER/SEWER REFUND - FIN	4.30
8915(A)	THOMSON REUTERS	SOFTWARE SUBSCRIPTION - PD	349.30
313860	TODD FEINGOLD	REIMBURSEMENT - PD	224.28
8911(A)	TOTAL PARKING SOLUTIONS INC	PARKING METER MAINTENANCE - PW (*)	5,108.00
313805	UEMSI/HTV INC	PARTS - PW	172.29
8912(A)	UL LLC	LADDER TESTING - FD	7,336.40
313806	ULINE INC	EQUIPMENT - PW	1,907.43
313817	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	85.00
313837	UNITED SYSTEMS & SOFTWARE INC	SUPPLIES - PW	593.80
8897(A)	USABLUEBOOK	SUPPLIES - PW	1,848.00
8913(A)	USALCO	CHEMICALS - PW (*)	4,631.09
313815	VERIZON CONNECT NWF INC	SERVICES - PW	1,171.09
8909(A)	WEIDNER FARMS MATERIAL INC	MATERIALS AND DISPOSAL - PW (*)	6,451.21
8910(A)	WEST CENTRAL MUNICIPAL CONFERENCE	MEMBERSHIP - PW	575.00
313861	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	170.00
8916(A)	WILMETTE TRUCK & BUS SERVICE INC	SERVICES - PW	607.00
313836	WOODBINE HILL KENNEL	K-9 CARE - PD	238.00
		CLASS 'A' TOTAL	**760,742.69**

CLASS 'B' WARRANTS

548(E)	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	55,311.67
56(E)	IPBC	HEALTH INSURANCE - GG	625,748.82
546(E)	LOWES - VILLAGE ACCOUNT	SUPPLIES - PW	722.34
550(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	80,880.00
9/15/26	PAYROLL	9/15/26 PAYROLL	959,606.69
549(E)	QUADIENT FINANCE USA INC	POSTAGE - FIN	3,900.00
547(E)	WEX BANK	FUEL - PD/PW/FD	24,329.85
		CLASS 'B' TOTAL	**1,750,499.37**
		REPORT TOTAL	***2,511,242.06***

* Board Resolution

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN SEPTEMBER 1, 2026 - SEPTEMBER 15, 2026
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CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
8928(A)	B&B HOLIDAY DECORATING LLC	HOLIDAY LIGHTING - PW (*)	112,237.50
8885(A)	ANDERSON LOCK COMPANY LTD	VILLAGE HALL RENOVATION - GG (*)	78,981.42
313772	KNOX COMPANY	SECURITY & ACCESS CONTROL SYSTEM - FD (*)	60,837.00
313825	FGM ARCHITECTS INC	FACILITY CAPITAL PROJECTS - FD/PW (*)	24,710.00
8906(A)	MOTOROLA SOLUTIONS INC	EQUIPMENT - FD	23,951.41
8888(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	21,091.51
8904(A)	MGP INC	PROFESSIONAL SERVICES - PW (*)	20,784.26
8945(A)	CLARK HILL PLC	LEGAL SERVICES - GG	20,290.50
8889(A)	CLARK DIETZ	KOEPKE ROAD IMPROVEMENT - PW (*)	19,121.00
8931(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
313838	CITYGATE ASSOCIATES LLC	PROFESSIONAL SERVICES - PD (*)	16,584.67
313797	SHI HEADQUARTERS	SOFTWARE SUBSCRIPTION - IT	14,423.82
313752	AT&T MOBILITY NATIONAL ACCOUNTS LLC	TELECOMMUNICATIONS - IT	13,042.21
8941(A)	HODC C/O CRESTWOOD PLACE	HODC CRESTWOOD EXPENSES - FIN (*)	11,936.30
8937(A)	PERFECT CLEANING SYSTEM INC	SERVICES - PW (*)	10,980.50
313840	KATCO DEVELOPMENT INC	SERVICES - PW	10,875.00
313824	MICHIO MURAKISHI	PROFESSIONAL SERVICES - DPS (*)	9,212.50
8918(A)	STATE GRAPHICS	RESIDENTIAL NEWSLETTER/SUPPLIES - GG (*)	8,657.44
313774	MENONI & MOCOGNI INC	MATERIALS - PW (*)	8,175.70
313789	RUSH TRUCK CENTERS OF ILLINOIS	PARTS - PW	7,580.80
8912(A)	UL LLC	LADDER TESTING - FD	7,336.40
8943(A)	INFOBIP INC	TELECOMMUNICATIONS - IT	7,315.40
313832	SPRINGFIELD ARMORY	EQUIPMENT - PD	7,127.01
8935(A)	KASPER HOLMES & DRING LTD	PROFESSIONAL SERVICES - GG	7,000.00
313874	RICKMAN CONTRACT SERVICES INC	SERVICES - FIN (*)	6,900.00
8881(A)	ADVANCED TREE CARE	SERVICES - PW (*)	6,664.50
8925(A)	AMAZON.COM SERVICES INC	SUPPLIES/PARTS - PD/PW/GG/IT/FD	6,663.67
8883(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	6,660.00
8909(A)	WEIDNER FARMS MATERIAL INC	MATERIALS AND DISPOSAL - PW (*)	6,451.21
313835	MARK 1 LANDSCAPE INC	SERVICES - PW (*)	6,187.96
313782	NORTH EAST MULTI-REGIONAL TRAINING	TRAINING - PD	6,080.00
313780	NORTHBROOK POSTMASTER	NEWSLETTER POSTAGE - GG	6,000.00
8922(A)	ATLAS ENGINEERING GROUP LTD	BRIDGE INSPECTION - PW (*)	5,963.00
8927(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN	5,672.07
8896(A)	HAVEY COMMUNICATIONS INC	EQUIPMENT - PD	5,481.80
8911(A)	TOTAL PARKING SOLUTIONS INC	PARKING METER MAINTENANCE - PW (*)	5,108.00
313873	COUNCIL OF CONCILIATION	LEGAL SERVICES - GG	4,947.48
8913(A)	USALCO	CHEMICALS - PW (*)	4,631.09
8924(A)	AL WARREN OIL CO INC	FUEL - FD/PW	4,509.32
313795	SENTINEL TECHNOLOGIES INC	EQUIPMENT - IT	4,197.19
8903(A)	MEADE INC	SERVICES - PW (*)	4,134.84
8905(A)	MID AMERICAN WATER OF WAUCONDA INC	PARTS - PW (*)	4,023.46
8944(A)	DIAZ GROUP LLC	SERVICES - PW (*)	3,884.00
313865	SAM MUDRIK	WATER/SEWER REFUND - FIN	3,764.51
313804	HIGH STAR TRAFFIC	SUPPLIES - PW	3,738.75
313875	CAROL WHITE	REIMBURSEMENT - DPS	3,463.20
8887(A)	BAXTER & WOODMAN INC	PROFESSIONAL SERVICES - PW (*)	3,265.26
313788	REGIONAL EMERGENCY DISPATCH CENTER	EQUIPMENT - IT	3,050.00
313812	IL DEPT OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	2,805.55
8934(A)	DACRA TECH LLC	SOFTWARE SUBSCRIPTION - IT (*)	2,750.00
313759	DTN LLC	SOFTWARE SUBSCRIPTION - PW	2,553.37
8942(A)	INTERNATIONAL FIRE EQUIPMENT CORP	SERVICES - PW	2,436.50
8939(A)	D5 DESIGN & METAL FABRICATION LLC	SERVICES - PW	2,400.00
313751	CASE LOTS INC	SUPPLIES - PW	2,283.70

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

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CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
313796	SENTINEL TECHNOLOGIES INC	EQUIPMENT - IT	2,273.19
313749	ALTEC INDUSTRIES INC	SERVICES/PARTS - PW	2,234.52
313819	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	2,101.00
8938(A)	GENUINE PARTS COMPANY INC	PARTS/SUPPLIES - PW/FD/PD	2,098.25
8900(A)	KIESLER POLICE SUPPLY INC	EQUIPMENT - PD	2,067.40
313806	ULINE INC	EQUIPMENT - PW	1,907.43
8897(A)	USABLUEBOOK	SUPPLIES - PW	1,848.00
8932(A)	BIG BELLY SOLAR LLC	TRASH/RECYCLING RECEPTACLES - PW (*)	1,845.65
313829	GORDON FLESCH COMPANY INC	PRINTING - IT	1,831.10
313781	ACE HARDWARE & RENTAL	SUPPLIES - PD/PW/FD	1,773.53
8920(A)	FIRE SAFETY CONSULTANTS INC	PROFESSIONAL SERVICES - DPS/FD (*)	1,720.00
313756	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	1,718.83
313783	NICOR	UTILITIES - PW	1,702.42
313769	JG UNIFORMS INC	UNIFORMS - PD	1,694.25
313811	BUILDERS ASPHALT LLC	MATERIALS - PW (*)	1,669.40
313810	AXON ENTERPRISE INC	EQUIPMENT - PD	1,663.16
8894(A)	GALLS LLC	UNIFORMS - PD	1,661.05
8902(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
8901(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - PW/FIN/FD	1,609.13
313799	STRYKER SALES LLC	SUPPLIES - FD	1,603.60
8926(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,477.49
313787	PREISER ANIMAL HOSPITAL	SERVICES - PD	1,361.99
313765	GRAPHICS 2000 INC	SUPPLIES - FIN	1,355.89
313770	JOHN S NEENAN	SUPPLIES - PW	1,201.20
313814	A5 GROUP INC	STRATEGIC COMMUNICATIONS - GG	1,200.00
313800	SUBURBAN ACCENTS INC	SERVICES - PD	1,200.00
313757	COSTAR REALTY INFORMATION INC	SUBSCRIPTION - DPS	1,191.72
313815	VERIZON CONNECT NWF INC	SERVICES - PW	1,171.09
313871	THE BLUE LINE	RECRUITING - PD/FD	1,143.00
313863	ROBERT PENTEK	REIMBURSEMENT - FD	1,111.96
313753	ARTHUR CLESEN INC	MATERIALS - PW	1,102.98
313763	EVANSTON FUNERAL & CREMATION INC	PROFESSIONAL SERVICES - PD	1,050.00
313779	NIPSTA	TRAINING - FD	1,035.00
8919(A)	ALPHAGRAPHICS US333	PRINTING - GG	1,031.78
313773	M-B COMPANIES INC	EQUIPMENT - PW	1,008.00
8929(A)	CIVILTECH ENGINEERING INC	PROFESSIONAL SERVICES - DPS	960.40
313823	STAKING UNIVERSITY	TRAINING - PW	950.00
8930(A)	THE ORGANIC GARDENER LTD	PROFESSIONAL SERVICES - DPS	867.00
8907(A)	PARKMOBILE LLC	MONTHLY SERVICE FEES - PW	865.94
313870	ALAN F FRIEDMAN PHD INC	PROFESSIONAL SERVICES - PD	835.90
313808	JOSEPH D FOREMAN & COMPANY INC	PARTS - PW	825.40
313839	DECOMA DAY CAMP INC	EVENT SERVICES - PD	775.00
8940(A)	FERGUSON WATERWORKS	PARTS - PW	774.12
313827	ALLIED GARAGE DOOR INC	SERVICES - PW (*)	767.75
8936(A)	LAKELAND ELEVATOR CORPORATION	SERVICES - PW (*)	719.00
313758	CUTLER WORKWEAR	UNIFORMS - PW (*)	692.83
313771	KEYTH TECHNOLOGIES	SERVICES - PW	675.00
313844	DONALD WEINREIS	REIMBURSEMENT - PD	657.75
8892(A)	FORCE AMERICA DISTRIBUTING LLC	PARTS - PW	653.03
313813	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	625.00
8916(A)	WILMETTE TRUCK & BUS SERVICE INC	SERVICES - PW	607.00
313837	UNITED SYSTEMS & SOFTWARE INC	SUPPLIES - PW	593.80
8910(A)	WEST CENTRAL MUNICIPAL CONFERENCE	MEMBERSHIP - PW	575.00
313790	SAFEBUILT ILLINOIS LLC	PROFESSIONAL SERVICES - FD (*)	562.50

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313750	BONNELL INDUSTRIES INC	PARTS - PW	535.83
313830	PROFORM TECHNOLOGIES INC	PRINTING - GG	483.39
8884(A)	AMALGAMATED BANK OF CHICAGO	BOND ADMIN FEE - FIN	475.00
8893(A)	FOX VALLEY FIRE & SAFETY CO	SERVICES - PW	470.00
313755	COMCAST CABLE	TELECOMMUNICATIONS - IT	465.42
313828	PLUNKETTS PEST CONTROL INC	SERVICES - PW	447.00
8890(A)	CDW GOVERNMENT INC	EQUIPMENT - IT	436.00
313854	KYLE PILMER	REIMBURSEMENT - PD	425.86
8886(A)	AQUATIC ECOSYSTEM MANAGEMENT INC	SERVICES - PW	423.00
313848	CYNTHIA PLAZAS	REIMBURSEMENT - PD	412.71
313764	FIELDS JEEP INC/FIELDS CHRYSLER	SERVICES/PARTS - PD	411.70
313831	C+H PRECISION WEAPONS LLC	UNIFORMS - PD	395.00
313826	AMERICAN TAXI DISPATCH INC	SENIOR TRANSPORTATION - FIN	380.00
313798	STANDARD EQUIPMENT COMPANY	PARTS - PW	371.80
313761	DJS SCUBA LOCKER INC	TRAINING - FD	360.00
313786	NORTHWEST FREIGHTLINER	PARTS - PW	359.15
313802	SWANSONS BLOSSOM SHOP	SERVICE RECOGNITION - FD	350.00
313762	EL-COR INDUSTRIES INC	SUPPLIES - PW	349.48
8915(A)	THOMSON REUTERS	SOFTWARE SUBSCRIPTION - PD	349.30
8923(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - GG/PD	348.51
313862	JACQUELINE DURMENT	REIMBURSEMENT - FD	340.86
313841	AFTERMATH SERVICES LLC	PROFESSIONAL SERVICES - PD	300.00
313816	SPECIAL T UNLIMITED	UNIFORMS - PD	300.00
313776	NIPSTA	TRAINING - FD	290.00
313777	NIPSTA	TRAINING - FD	290.00
313778	NIPSTA	TRAINING - FD	290.00
313785	NORTH SHORE GAS COMPANY	UTILITIES - PW	277.88
313834	ATLASTICITY LLC	SOFTWARE SUBSCRIPTION - IT	277.65
313775	MULTIPLE CONCRETE ACCESSORIES CORP	SUPPLIES - PW	268.00
313872	ACCURATE EMPLOYMENT SCREENING LLC	SERVICES - GG	257.77
313760	DELL MARKETING LP	SOFTWARE SUBSCRIPTION - IT	250.00
8899(A)	ILEAS	MEMBERSHIP - PD	240.00
313820	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	240.00
313836	WOODBINE HILL KENNEL	K-9 CARE - PD	238.00
313821	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	225.00
313860	TODD FEINGOLD	REIMBURSEMENT - PD	224.28
8891(A)	FASTSIGNS	SUPPLIES - PW	216.44
313766	IDLEWOOD ELECTRIC SUPPLY INC	EQUIPMENT/SUPPLIES - PW	197.79
313849	ERIC GUSTASON	REIMBURSEMENT - PD	180.85
313805	UEMSI/HTV INC	PARTS - PW	172.29
313858	SEAN KINCAID	REIMBURSEMENT - PD	171.20
313861	WILLIAM HUMPHRIES	REIMBURSEMENT - PD	170.00
313855	MICHAEL TADLEY	REIMBURSEMENT - PD	153.03
313807	CINTAS CORPORATION #2	UNIFORMS - PW	152.25
313859	STAN FERGUSON	REIMBURSEMENT - PD	150.00
313818	THALMANN ALIGNMENT INC	SERVICES - PW	150.00
8917(A)	AW ZENGELER CLEANERS INC	SERVICES - PD	149.61
313850	GINA MANSKI	REIMBURSEMENT - PD	144.94
313754	COMCAST CABLE	CABLE/INTERNET - PD	128.50
313852	JONATHAN SALMI	REIMBURSEMENT - PD	111.36
313833	CONSENSUS CLOUD SOLUTIONS LLC	SOFTWARE SUBSCRIPTION - IT	99.95
313768	IMAGE SPECIALTIES OF GLENVIEW	EMPLOYEE RECOGNITION - PD	95.00
313853	KEVIN MENDOZA	REIMBURSEMENT - PD	95.00
8898(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PD	93.06

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313843	TERRENCE JORIA	REIMBURSEMENT - PD	92.10
313809	BATTERIES PLUS LLC	SUPPLIES - PW	90.98
313845	ALEXANDER GIARMIDIS	REIMBURSEMENT - PD	89.34
313817	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	85.00
8921(A)	CABCONNECT	SENIOR TRANSPORTATION - FIN	82.55
313801	SUNSET FOOD MART INC	CANTEEN - FD/PD	77.82
313856	NANCY VACCARO	REIMBURSEMENT - PD	74.65
313851	JEFFREY ZIEBKA	REIMBURSEMENT - PD	72.59
8908(A)	SPOK INC	SERVICES - PW	71.55
8882(A)	AIR ONE EQUIPMENT INC	PARTS - FD	71.00
313803	TALLMAN EQUIPMENT CO INC	PARTS - PW	63.48
8895(A)	GRAINGER	TOOLS - FD	61.02
313869	CHICAGO TRIBUNE	PUBLISHING - GG	47.00
8914(A)	MICHAEL WAGNER & SONS INC	SUPPLIES - PW	46.31
313784	NORTHERN IL POLICE ALARM SYSTEM	PROFESSIONAL SERVICES - PD	45.10
313822	PACE ANALYTICAL SERVICES LLC	SERVICES - PW (*)	45.00
313748	AAA LOCK & KEY	SUPPLIES - PW	34.05
313857	NICHOLAS WHITE	REIMBURSEMENT - PD	27.43
313767	ILLINOIS STATE POLICE	SERVICES - GG	27.00
313846	ANGELIKA MCGEE	REIMBURSEMENT - PD	25.73
8933(A)	CONSTELLIX	SOFTWARE SUBSCRIPTION - IT	20.94
313847	BRETT KIM	REIMBURSEMENT - PD	17.96
313791	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313792	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313793	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313794	ILLINOIS SECRETARY OF STATE	PLATES - FD	9.00
313866	MARK VEND CO	WATER/SEWER REFUND - FIN	7.12
313864	KYLE NEWMAN	WATER/SEWER REFUND - FIN	4.30
313867	NICOLE PROUTY	WATER/SEWER REFUND - FIN	4.30
313868	THOMAS KUTSCHKE	WATER/SEWER REFUND - FIN	4.30
		CLASS 'A' TOTAL	**760,742.69**

CLASS 'B' WARRANTS

9/15/26	PAYROLL	9/15/26 PAYROLL	959,606.69
56(E)	IPBC	HEALTH INSURANCE - GG	625,748.82
550(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	80,880.00
548(E)	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	55,311.67
547(E)	WEX BANK	FUEL - PD/PW/FD	24,329.85
549(E)	QUADIENT FINANCE USA INC	POSTAGE - FIN	3,900.00
546(E)	LOWES - VILLAGE ACCOUNT	SUPPLIES - PW	722.34
		CLASS 'B' TOTAL	**1,750,499.37**
		REPORT TOTAL	***2,511,242.06***

* Board Resolution

PROCLAMATION
RECOGNIZING OCTOBER 4 – 10
AS FIRE PREVENTION WEEK

WHEREAS, fire safety is enhanced when family and friends actively join together with firefighters as a fire safety team. Effective fire safety depends on planning, action, and teamwork. Northbrook's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention, protection, and education. Northbrook's residents are responsive to public education measures and can take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2026 Fire Prevention Week theme, "Charge into Fire Safety: Safe Charging Is a Superpower" The theme focuses on the everyday charging habits that can help reduce the risk of lithium-ion battery fires and keep homes and communities safer. Plug in. Power up. Stay safe; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily – including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys – are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, the Northbrook Fire Department is dedicated to saving lives and property from the devastating effects of fire. In celebration of fire prevention week, the Northbrook Fire Department will host an Open House on Saturday, October 3, 2026. During the event, kids of all ages can climb in fire trucks, talk to firefighters, and meet Sparky the Fire Dog, all while learning about fire safety. This year's Open House will have a variety of outdoor activities including live displays of fire apparatus and demonstrations by the Northbrook Fire Department Special Teams.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim October 4 through October 10 2026, as

FIRE PREVENTION WEEK

in the Village of Northbrook, and call upon the people of Northbrook to participate in fire prevention activities at home, work, and school, install smoke detectors, and practice home fire drills to ensure their safety and the safety of their families in the event of a fire.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

_____
Kathryn L. Ciesla, Village President

ATTEST:

_____
Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING THE MONTH OF OCTOBER 2026 AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, each year, in October, advocates, survivors, and supporters recognize October as Domestic Violence Awareness Month; and

WHEREAS, more prevalent than most realize, one in four women and one in seven men will experience domestic violence in their lifetimes. Anyone, regardless of gender, race, sexual identity or orientation, or socio-economic status, can become a victim of domestic violence; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity through the systematic use of physical, emotional, sexual, psychological, and economic control and/or abuse; and

WHEREAS, the impact of domestic violence is wide-ranging, directly affecting families and society as a whole. Studies show that children are adversely affected when they witness or experience violence in their homes; and

WHEREAS, victims suffer at the hands of a spouse or partner which affects their children, families, and entire communities. The stress of the abusive situation in the household causes immense harm to all family members. Families are indispensable to a stable society and they should be a place of support to instill responsibility and values in the next generation; and

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of October 2026, as

DOMESTIC VIOLENCE AWARENESS MONTH

in the Village of Northbrook and encourage the community to join with victim service providers, criminal justice officials, and concerned citizens across the country to raise public awareness of domestic violence issues.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

_____
Kathryn L. Ciesla, Village President

ATTEST:

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Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING THE MONTH OF OCTOBER 2026
AS SUBSTANCE ABUSE PREVENTION MONTH

WHEREAS, addiction to alcohol, illicit drugs, and prescription medications fuels havoc, heartache, and hopelessness in the lives of far too many individuals, as well as their friends and family members; and

WHEREAS, substance Abuse Prevention Awareness is about renewing our commitment to breaking the grip of alcohol and drug addiction; and

WHEREAS, through the continued efforts of local partners, we can save lives and work to ensure a stronger and healthier community; and

WHEREAS, increasing public awareness of, and action around positive mental health and substance abuse prevention is also an opportunity to celebrate the efforts of organizations that are leaders in the substance abuse prevention space; and

WHEREAS, through collaborating with community-based organizations and coalitions we are aware that evidence-based and evidence-informed prevention activities are helping families and communities save lives by engaging those most at risk of developing a substance use disorder; and

WHEREAS, this month, we ask each resident to reflect upon the lives lost to addiction, and recommit to protecting all residents - particularly our young people - from the devastating effects drugs can have on them and their loved ones; and

WHEREAS, we also commend the healthcare professionals, law enforcement officials, educators, family members, and community volunteers who raise awareness about the risks and dangers of alcohol and drug use, treat the afflicted, and support prevention; and

WHEREAS, together, we will build healthy families, safe neighborhoods, and thriving communities by preventing substance misuse.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of October 2026, as

SUBSTANCE ABUSE PREVENTION MONTH

in the Village of Northbrook and encourage all residents to renew their commitment to support individuals and organizations in their efforts in Substance Abuse Prevention work.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

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Kathryn L. Ciesla, Village President

ATTEST:

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Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING THE MONTH OF OCTOBER 2026
AS LEARNING DISABILITIES AWARENESS MONTH

WHEREAS, October is Learning Disabilities Awareness Month, a time when organizations, schools, communities, and the nation turn their attention to the one in five students who learn differently because they have learning and/or attention disabilities; and

WHEREAS, awareness of learning disabilities is one of the most important advances in education in recent years. As more and more Americans become aware, our residents with learning disabilities will have an even greater opportunity to lead full and productive lives and to make a contribution to our society. The disability experience is a natural part of life and is valued as a part of our community's rich diversity; and

WHEREAS, the most effective way to increase awareness is through everyone's openness to learn and acknowledge that there are systemic barriers that reduce the likelihood of those with disabilities enjoying equitable experiences and living independent, productive lives within their communities; and

WHEREAS, equitable experiences and full inclusion are a matter of social justice. Consequently, creating equitable inclusive environments is a shared responsibility of everyone. Policies must be developed, attitudes shaped, and equitable experiences be offered to all individuals, including those with developmental disabilities; and

WHEREAS, residents should do all in their power to recognize the value and intersectionality of the disability experience in our lives and the valued role it has in our rich diversity. Recognize the barriers presented to those with disabilities. Create ways to include everyone; especially those with developmental disabilities, to be fully included in all aspects of life. Understand the losses when our communities segregate and create barriers for those with disabilities.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of October 2026, as

LEARNING DISABILITIES AWARENESS MONTH

in the Village of Northbrook and encourage all residents to work together to promote respect and inclusion of individuals with learning disabilities and to celebrate their accomplishments and contributions.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

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Kathryn L. Ciesla, Village President

ATTEST:

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Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING THE MONTH OF OCTOBER 2026 AS DOWN SYNDROME AWARENESS MONTH

WHEREAS, October was first designated as Down Syndrome Awareness Month in the 1980s and has been recognized every October since. It is a time to celebrate people with Down Syndrome and make others aware of their abilities and accomplishments; and

WHEREAS, Down Syndrome is one of the most common types of intellectual disabilities. It is a condition in which a person is born with an extra chromosome that changes how a baby's body or brain develops. Approximately one in every 700 children are born with Down Syndrome, representing an estimated 6,000 births per year in the United States; and

WHEREAS, there are over 400,000 individuals living with Down Syndrome in the United States; and while research and early intervention have resulted in dramatic improvements in the life span and potential of those who are affected, more research is needed into the causes and treatment of Down Syndrome; and

WHEREAS, people with Down Syndrome are active participants in educational, occupational, social, and recreational circles of our communities, and should have equal opportunity to achieve the universally desired goals of self-fulfillment, pride in their achievements, inclusion in their community, and reaching their fullest potential; and

WHEREAS, local Down Syndrome foundations aid families, schools, healthcare professionals, and governments to help create opportunities, raise awareness, and facilitate solutions for these valued members of our community.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of October 2026, as

DOWN SYNDROME AWARENESS MONTH

in the Village of Northbrook and encourage all residents to work together to promote respect and inclusion of individuals with Down Syndrome and to celebrate their accomplishments and contributions.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

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Kathryn L. Ciesla, Village President

ATTEST:

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Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING THE MONTH OF OCTOBER 2026 AS CYBERSECURITY AWARENESS MONTH

WHEREAS, cybersecurity education and awareness is crucial for everyone, including large corporations, small businesses, financial institutions, schools, government agencies, home users, and anyone who connects anything to the Internet; and

WHEREAS, monitoring your accounts, being conscientious of what you share online, keeping computer software up to date, creating unique and complex passwords and changing them regularly, installing antimalware programs and utilizing firewalls, and using mobile devices safely are all ways you can protect yourself from phishing, viruses, malware, identity theft, financial loss, and loss of sensitive data; and

WHEREAS, since 2004, the President of the United States and Congress have declared October as Cybersecurity Awareness Month, and have shared information and resources intended to help individuals and businesses protect themselves online as threats to technology and confidential data become more commonplace; and

WHEREAS, the Village encourages our residents and businesses to take steps to mitigate cybersecurity risks and to utilize the resources and information provided by the Cybersecurity and Infrastructure Security Agency (CISA) and the National Cybersecurity Alliance (NCA); and

WHEREAS, maintaining the security of cyberspace is a shared responsibility in which each of us has a critical role to play, and awareness of computer security essentials will improve the security of information, infrastructure, and economy for all.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of October 2026, as

CYBERSECURITY AWARENESS MONTH

in the Village of Northbrook and encourage all Village residents and businesses to create and engage in cyber awareness campaigns to encourage safe and secure cyberspace.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

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Kathryn L. Ciesla, Village President

ATTEST:

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Derek Gau, Village Clerk

PROCLAMATION
RECOGNIZING SEPTEMBER 27, 2026
AS JUDY HUGHES DAY

WHEREAS, Judy Hughes was a resident of Northbrook for 62 years and consistently enriched the fabric of our Village through deep dedication and an unyielding spirit that exemplified an amazing commitment to the betterment of our community; and

WHEREAS, Judy Hughes generously shared her time and talents through her tireless efforts with numerous community groups and organizations, most notably the Northbrook Historical Society, where she served as its President for 26 years and led the way in establishing the Historical Society as "The Keeper of the Stories"; and

WHEREAS, Judy Hughes, through her vision and lifelong efforts inspired residents in many ways, enriched numerous local programs, and helped foster a more connected Northbrook for all residents; and

WHEREAS, the Village of Northbrook will always greatly value Judy Hughes' immense contributions in so many aspects of Village life, especially regarding the collection, preservation, and dissemination of Northbrook history.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim September 27, 2026 — the date of the 48th Shermerfest as

JUDY HUGHES DAY

in the Village of Northbrook and encourage all residents to join in honoring Judy Hughes and celebrating her lasting contributions to our community and the preservation of Northbrook's history.

GIVEN, under my hand and seal of the Village of Northbrook, this 22nd day of September 2026.

_____
Kathryn L. Ciesla, Village President

ATTEST:

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Derek Gau, Village Clerk

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Public Works Kelly Hamill
Date: 2026-09-22
Subject: A Resolution Approving an Agreement for Professional On Call Engineering Services with Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois

Overview
To support the Village of Northbrook's Engineering Services during the current staff vacancy, the Village is engaging supplemental professional services to ensure continuity of operations.

Fiscal Impact
The Village of Northbrook received a proposal for Christopher B. Burke Engineering, Ltd. to provide professional assistance with water production and water distribution activities in the amount of $49,500 for 15 hours of dedicated staff time each week until January 31, 2027. Funds for this work will be paid for from General Fund, Other Professional Services account No. 11-4100-554-00 which will be amended to account for this expenditure and be offset with savings in Full-Time Salaries as a result of the vacant Assistant Village Engineer position.

Recommendation
Approval

Strategic Priority
Organizational Excellence. Foster a high-performing, supportive, and innovative culture where everyone contributes to the delivery of exceptional services for both internal and external customers.

Background

The Engineering Division has historically been staffed with 8 full-time employees. These roles have been filled with 2 leadership and 6 staff positions. The two leadership roles are currently titled as Village Engineer and Assistant Village Engineer. In September 2024, the Assistant Village Engineer position became vacant. In October 2024, the position was advertised publicly on the Village website. Though there has been ongoing recruitment efforts including several applicants that were provided offers, as of September 2026 the Assistant Village

Engineer position remains vacant.

Due to this ongoing leadership vacancy, the Engineering Division is seeking assistance to fulfill its ongoing responsibilities. To help better identify current workload, staff availability, and proposed work that would require contractual assistance, a work plan has been developed and can be found attached to this memo. Staff recommendation would be to execute a not-to-exceed on-call contract with a consultant to fill the gap in staffing.

Staff reached out to three firms to request staff rate sheets based on potential engineering services. Three (3) proposals were received from firms which can be seen in the attached Supplemental Information. After reviewing the qualifications of the responding firms, staff determined that Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois ("Consultant") was best qualified to perform the Services.

Based on these factors, staff recommends entering into a contract between the Village and the Consultant for the Services in the amount not to exceed $49,500 ("Agreement"). The Agreement is included as Exhibit A.

Staff will be in attendance at the Village Board meeting for any questions that may arise.

A Resolution Approving an Agreement for Professional On Call Engineering Services with Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois
Exhibit A - Engineering Services Contract
Supplemental Information - Recommendation Memo

Resolution 2026-XX

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving an Agreement for Professional On Call Engineering Services with Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Engineering Division has historically been staffed with two leadership positions, titled Village Engineer and Assistant Village Engineer. In September 2024, the Assistant Village Engineer position became vacant. Despite the position being advertised on the Village's website since October 2024, the vacancy remains as of September 2026.

Due to the ongoing leadership vacancy, the Engineering Division requires on-call third-party assistance to fulfill its ongoing responsibilities with private development and capital improvement items ("***Services***").

Staff reached out to three firms to request staff rate sheets based on the Services. Three proposals were received and after reviewing the qualifications of the responding firms, staff determined that Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois ("***Consultant***") was best qualified to perform the Services.

Based on these factors, staff recommends that the Village Board authorize an agreement for procurement of the Services from the Consultant in accordance with the contract attached to this Resolution as ***Exhibit A,*** in a not-to-exceed amount of $49,500 ("***Agreement***").

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement.

Section 2. Approval of Agreement

The Agreement shall be, and is hereby, approved in a form acceptable to the Village Attorney and the Village Manager.

Section 3. Authorization to Execute Agreement.

The Village Manager shall be, and is hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

Village President

Village Clerk

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

CHRISTOPHER B. BURKE ENGINEERING, LTD.

PROFESSIONAL ON CALL ENGINEERING SERVICES

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

CHRISTOPHER B. BURKE ENGINEERING, LTD.

PROFESSIONAL ON CALL ENGINEERING SERVICES

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CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

CHRISTOPHER B. BURKE ENGINEERING, LTD.

PROFESSIONAL ON CALL ENGINEERING SERVICES

In consideration of the mutual promises set forth below, the Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, a unit of local government created and existing under the laws of the State of Illinois ("Owner"), and **Christopher B. Burke Engineering, Ltd., 9575 W. Higgins Road, Suite 600, Rosemont, Illinois 60018**, a **Corporation** ("Consultant"), make this Contract as of the **8th day of September, 2026**, and hereby agree as follows:

ARTICLE I
THE SERVICES

1.1 Performance of the Services

Consultant shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data, and other items necessary to accomplish the Project, as defined in Attachment A, in accordance with the Scope of Services attached hereto as Attachment B, the Submittal Requirements attached hereto as Attachment C, and the Special Project Requirements attached hereto as Attachment D.

2. Approvals. Procure and furnish all approvals and authorizations specified in Attachment A.

3. Insurance. Procure and furnish all certificates and policies of insurance specified in this Contract.

4. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with the standards of professional practice and in full compliance with, and as required by or pursuant to, this Contract.

1.2 Commencement and Completion Dates

Consultant shall commence the Services not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Services at such a rate as will allow the Services to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" or, if the Services are to be performed in separate tasks with separate completion

dates, the "Completion Dates" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

1.3 Required Submittals

A. Submittals Required. Consultant shall submit to Owner all reports, documents, data, and information specifically set forth in Attachment C or otherwise required to be submitted by Consultant under this Contract and shall, in addition, submit to Owner all such reports, documents, data, and information as may be requested by Owner to fully document the Services ("Required Submittals").

B. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in Attachment C or otherwise in this Contract. If no time for submission is specified for any Required Submittal, such Submittal shall be submitted within a reasonable time in light of its purpose and, in all events, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of any part of the Services to which such Required Submittal may relate. Owner shall have the right to require such corrections as may be necessary to make any Required Submittal conform to this Contract. No Services related to any Required Submittal shall be performed by Consultant until Owner has completed review of such Required Submittal with no exception noted. Owner's review and stamping of any Required Submittal shall not relieve Consultant of the entire responsibility for the performance of the Services in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

C. Responsibility for Delay. Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

1.4 Review and Incorporation of Contract Provisions

Consultant represents and warrants that it has carefully reviewed, and fully understood, this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract.

1.5 Financial and Technical Ability to Perform

Consultant represents and warrants that it is financially solvent, and has the financial resources necessary, and that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff necessary, to provide, perform, and complete the Services in full compliance with, and as required by or pursuant to, this Contract.

1.6 Time

Consultant represents and warrants that it is ready, willing, able, and prepared to begin the Services on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Services in full compliance with, and as required by or pursuant to, this Contract for the Contract Price.

1.7 Consultant's Personnel and Subcontractors

A. Consultant's Personnel. Consultant shall provide all personnel necessary to complete the Services, including without limitation the "Key Project Personnel" identified in Attachment D. Consultant shall provide to Owner telephone numbers at which the Key Project Personnel can be reached. Consultant and Owner may by mutual written agreement make changes and additions to the designations of Key Project Personnel. Prior to terminating the employment of any Key Project Personnel, or reassigning any

of the Key Project Personnel to other positions, or upon receiving notification of the resignation of any of the Key Project Personnel, Consultant shall notify Owner as soon as practicable in advance of such proposed termination, reassignment, or resignation. Consultant shall submit justification, including a description of proposed substitute personnel, in sufficient detail to permit evaluation by Owner of the impact of the proposed action on the Services. No such termination or reassignment shall be made by Consultant without prior written approval of Owner. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination, reassignment, resignation, or substitution.

B. Approval and Use of Subcontractors. Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors and subcontracts used by Consultant shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor or subcontract shall not relieve Consultant of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Consultant. Every reference in this Contract to "Consultant" shall be deemed also to refer to all subcontractors of Consultant. Every subcontract shall include a provision binding the subcontractor to all provisions of this Contract.

C. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to Owner, Consultant shall immediately upon notice from Owner remove and replace such personnel or subcontractor. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such removal or replacement.

1.8 Owner's Responsibilities

Owner shall, at its sole cost and expense and except as otherwise provided in Attachment D: (a) designate in writing a person with authority to act as Owner's representative and on Owner's behalf with respect to the Services except those matters that may require Board approval of Owner; (b) provide to Consultant all criteria and full information as to Owner's requirements for the Project or work to which the Services relate, including Owner's objectives and constraints, schedule, space, capacity and performance requirements, and budgetary limitations relevant to the Project; (c) provide to Consultant all existing studies, reports, and other available data relevant to the Project; (d) arrange for access to and make all provisions for Consultant to enter upon public and private property as reasonably required for Consultant to perform the Services; (e) provide surveys describing physical characteristics, legal limitations, and utility locations for the Project and the services of geotechnical engineers or other consultants when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (f) provide structural, mechanical, chemical, air and water pollution tests, test for hazardous materials, and other laboratory and environmental tests, inspections, and reports required by law to be provided by Owner in connection with the Project; (g) review and comment on all Required Submittals and other reports, documents, data, and information presented by Consultant; (h) except as otherwise provided in Attachment A, provide approvals from all governmental authorities having jurisdiction over the Project when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (i) except as provided in Article IV of this Contract provide, all accounting, insurance, and legal counseling services as may be necessary from time to time in the sole judgment of Owner to protect Owner's interests with respect to the Project; (j) attend Project related meetings; and (k) give prompt written notice to Consultant whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Services,

provided, however, that failure to give such notice shall not relieve Consultant of any of its responsibilities under this Contract.

1.9 Owner's Right to Terminate or Suspend Services for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Consultant shall, as and to the extent directed, stop Services under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Services under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled. The Consultant shall have the right to terminate this Agreement upon seven 30 days' notice to the Owner upon breach by Owner of any of its obligations under this Agreement and Owner's failure to cure or failure to commence a good-faith effort to cure said breach within the 30 day period. In the event of such termination, the Consultant shall be paid for all services actually performed up to the effective date of the termination.

B. Payment for Completed Services. In the event of any termination pursuant to Subsection 1.9A above, Owner shall pay Consultant (1) such direct costs, including overhead, as Consultant shall have paid or incurred for all Services done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination; and (2) such other costs pertaining to the Services, exclusive of overhead and profit, as Consultant may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Project, the Services and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Services, an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Services caused by any Change Order shall entitle Consultant to make any claim for damages, anticipated profits, or other compensation.

2.2 Delays

For any delay that may result from causes that could not be avoided or controlled by Consultant, including but not limited to natural disasters, adverse weather, or acts of the Owner, third parties, or governmental agencies, Consultant shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Services.

2.3 No Constructive Change Orders

No claims for equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a Change Order. If Owner fails to issue a Change Order including, or fully including, an equitable adjustment in the Contract Price or Contract Time to which Consultant claims it is entitled, or, if Consultant believes that any requirement, direction, instruction, interpretation, determination, or decision of Owner entitles Consultant to an equitable adjustment in the Contract Price or Contract Time that has not been included, or fully included, in a Change Order, then Consultant shall

submit to Owner a written request for the issuance of, or revision of, a Change Order, including the equitable adjustment, or the additional equitable adjustment, in the Contract Price or Contract Time that Consultant claims has not been included, or fully included, in a Change Order. Such request shall be submitted before Consultant proceeds with any Services for which Consultant claims an equitable adjustment is due and shall, in all events, be submitted no later than two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision. Notwithstanding the submission of any such request, Consultant shall, unless otherwise directed by Owner within two business days after receipt by Owner of such request, proceed without delay to perform the Services in compliance with the Change Order or as required, directed, instructed, interpreted, or decided by Owner and shall, pending a final resolution of the issue, keep a daily record of such Services. Unless Consultant submits such a request within two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision, Consultant shall be conclusively deemed (1) to have agreed that such Change Order, requirement, direction, instruction, interpretation, determination, or decision does not entitle Consultant to an equitable adjustment in the Contract Price or Contract Time and (2) to have waived all claims based on such Change Order, requirement, direction, instruction, interpretation, determination, or decision.

ARTICLE III

CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES

3.1 Consultant's Responsibilities.

A. Standard of Care. Consultant agrees that the Services and all components thereof shall conform to the requirements of this Contract; shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract; shall be performed in accordance with the standards of professional practice, care and diligence practiced by recognized consulting firms performing services of a similar nature in existence at the time of performance of the Services; and the Services shall free from defects and flaws in design consistent with such standards of professional practice, care and diligence. The standards and obligations contained herein shall be in addition to any other requirements expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Opinions of Cost. It is recognized that neither Consultant nor Owner has control over the costs of labor, material, equipment or services furnished by others or over competitive bidding, market or negotiating conditions, or construction contractors' methods of determining their prices. Accordingly, any opinions of probable Project costs or construction costs provided for herein are estimates only, made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional, familiar with the industry. Consultant does not guaranty that proposals, bids or actual Project costs or construction costs will not vary from opinions of probable cost prepared by Consultant.

3.2 Corrections

Consultant shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Contract. Consultant shall, promptly and without charge, provide, to the satisfaction of Owner, all corrective Services necessary as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care.

3.3 Risk of Loss

The Services and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Consultant. Consultant shall be responsible for any and all damages to property or persons as a result of Consultant's negligent acts, errors, omissions, or failure to meet the standard of care and for any losses or costs to repair or remedy any work undertaken by Owner based upon the Services as a result of any such negligent acts, errors, omissions, or failure to meet the standard of care. Notwithstanding any other provision of this Contract, Consultant's obligations under this Section 3.3 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Consultant, to indemnify, hold harmless or reimburse Consultant for such damages, losses or costs.

ARTICLE IV
FINANCIAL ASSURANCES

4.1 Insurance

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, including, without limitation, at all times while correcting any failure to meet the standard of care pursuant to Section 3.2 of this Contract, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages and limits set forth in Attachment A.

4.2 Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of Owner or Consultant; (A) as to Consultant's professional activities, indemnify, and save harmless Owner against lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, (collectively "Claims") to the extent caused by the Consultant's negligent performance of, or failure to perform, the Services or any part thereof; and (B) as to all other activities of Consultant, indemnify, save harmless and defend Owner against Claims that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, provided that Consultant shall not be required to indemnify Owner under provisions A or B of this Section for injury or damage to the extent caused by the negligence of Owner.

ARTICLE V
PAYMENT

5.1 Contract Price

Owner shall pay to Consultant, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Consultant shall accept in full satisfaction for providing, performing, and completing the Services, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes, Benefits and Royalties

The Contract Price includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Consultant shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish Consultant's prior payment for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate tasks, for each task; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate tasks, for each task; (c) the estimated percent completion, and, if the Services are to be performed in separate tasks, for each task; and (d) Consultant's certification that all prior Progress Payments have been properly applied to the Services with respect to which they were paid. Owner may, by written notice to Consultant, designate a specific day of each month on or before which pay requests must be submitted.

5.4 Final Acceptance and Final Payment

The Services, or, if the Services are to be performed in separate tasks, each task of the Services, shall be considered complete on the date of final written acceptance by Owner of the Services or each task of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed. The Services or each task of the Services, as the case may be, shall be deemed accepted by Owner if not objected to in writing within 60 days after submission by Consultant of the Services or such task of Services for final acceptance and payment plus, if applicable, such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction to approve the Services, or task of Services, as the case may be. As soon as practicable after final acceptance, Owner shall pay to Consultant the balance of the Contract Price or, if the Services are to be performed in separate tasks, the balance of that portion of the Contract Price with respect to such task of the Services, after deducting therefrom all charges against Consultant as provided for in this Contract ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services or a particular task of Services, as the case may be, shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services or a particular task of Services, as the case may be, or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Services or a particular task of Services, as the case may be.

5.5 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any pay request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Contract; (3) liens or claims of lien regardless of merit; (4) claims of subcontractors, suppliers, or other persons regardless of merit; (5) delay in the progress or completion of the Services; (6) inability of Consultant to complete the Services; (7) failure of Consultant to properly complete or document any pay request; (8) any other failure of Consultant to perform any of its obligations under this Contract; or (9) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.1 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.5A above until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Consultant under this Contract.

5.6 Accounting

Consultant shall keep accounts, books, and other records of all its billable charges and costs incurred in performing the Services in accordance with generally accepted accounting practices, consistently applied, and in such manner as to permit verification of all entries. Consultant shall make all such material available for inspection by Owner, at all reasonable times during this Contract and for a period of three years following termination of this Contract. Copies of such material shall be furnished, at Owner's expense, upon request.

ARTICLE VI
REMEDIES

6.1 Owner's Remedies

If it should appear at any time prior to Final Payment for all work that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Consultant's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Owner may require Consultant, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to accelerate all or

any part of the Services; and to take any or all other action necessary to bring Consultant and the Services into strict compliance with this Contract.

2. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.

3. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.

4. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.

5. Owner may recover any damages suffered by Owner.

6.2 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Consultant's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.9 of this Contract.

ARTICLE VII
LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Consultant and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Consultant shall act as an independent contractor in providing and performing the Services. Nothing in or done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between Owner and Consultant or (2) to create any relationship between Owner and any subcontractor of Consultant.

7.3 No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with

any other person, firm, or corporation, then Consultant shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

7.4 Assignment

Consultant shall not (1) assign this Contract in whole or in part, (2) assign any of Consultant's rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Consultant.

7.5 Confidential Information

All information supplied by Owner to Consultant for or in connection with this Contract or the Services shall be held confidential by Consultant and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Services. Notwithstanding the foregoing, this Agreement shall not apply to any portion of the Information which: Was in the public domain prior to Consultant's receipt, or which subsequently becomes part of the public domain by publication or otherwise without Consultant's wrongful act; or May be disclosed pursuant to governmental or judicial requirement or subpoena, provided Consultant has given Owner reasonable prior notice of the proposed disclosure and an opportunity to secure a protective order thereon.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Services by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Consultant shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested. Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Northbrook
Public Works Center
655 Huehl Road
Northbrook, Illinois 60062
Attention: Aram Beladi, Village Engineer

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

Christopher B Burke Engineering, Ltd.
9575 W. Higgins Road
Suite 600
Rosemont, Illinois 60018
Attention: Lee Fell, Vice President

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

By notice complying with the requirements of this Section 7.8, Owner and Consultant each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address or addressee shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Consultant under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

7.11 Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services (the "Documents") shall be and remain the property of Owner. At Owner's request, or upon termination of this Contract, the Documents shall be delivered promptly to Owner. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless Owner shall consent in writing to the destruction of the Documents. Consultant shall make, and shall cause all of its subcontractors to make, the Documents available for Owner's review, inspection and audit during the entire term of this Contract and for three years after termination of this Contract; provided, however, that prior to the disposal or destruction of the Documents by Consultant or any of its subcontractors following said three year period, Consultant shall give notice to Owner of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. Owner shall have 90 days after receipt of any such notice to give notice to Consultant or any of its subcontractors not to dispose of or destroy said Documents and to require Consultant or any of its subcontractors to deliver same to Owner, at Owner's expense.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Consultant with respect to the accomplishment of the Services and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Consultant with respect to the Services and the compensation therefor.

7.16 Amendments

No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Consultant.

IN WITNESS WHEREOF, Owner and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK:

By: _____
Derek Gau
Title: Village Clerk

By: _____
Title: Village Manager

Attest/Witness:

CHRISTOPHER B BURKE ENGINEERING, LTD.:

By: _____
Title: Vice President

By: _____
Title: President

ATTACHMENT A

SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

1. Project Background:

POTENTIAL MUNICIPAL ENGINEERING SERVICES NEEDED

1. Street, sidewalk, curb and gutter replacement design, review, approval
2. Sanitary sewer design, review, approval
3. Water main design, review, approval
4. Obtaining necessary permits from regulatory agencies (IEPA, IDOT, CCHD, MWRDGC etc.)
5. Capital project estimates for budget purposes
6. Assist with developer agreements, escrows, letters of credit
7. Prepare and bid Village capital projects as required
8. Construction management and inspection as required for capital and stormwater projects
9. National Pollutant Discharge Elimination System Stormwater Ordinance Oversight
10. Responding to residential and neighborhood drainage and grading complaints
11. General municipal engineering design, review, approval
12. Review Traffic complaints, make recommendations and conduct studies, respond to residents
13. Administer Village Engineering Standards and Specifications
14. Review and Approve Documents of Record
15. Review and approve permits which require P.E. signature (IEPA, MWRDGC, etc.)
16. Review Commercial and Residential Subdivisions for compliance with Village Standards and provide comments to applicants
17. Provide oversight to Building Permit Inspections as it pertains to engineering and site specific requirements
18. Stormwater sewer design, review, approval
19. Assist with obtaining grants for capital projects
20. MWRDGC Watershed Management Ordinance (WDO) Oversight
21. Assist Village staff as needed
22. Other ideas

2. Approvals and Authorizations:

Work performed on this contract shall be performed on a task order basis. Owner will provide the consultant with scope of work and the consultant shall provide the Owner with a not to exceed manhour and cost for the task. Work shall not commence on a task until the Owner has issued a notice to proceed to the Consultant.

3. Commencement Date:

The date of execution of the Contract by Owner.

4. Completion Date:

Final Completion/Project Acceptance – January 31, 2027, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

5. Insurance Coverages:

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:
$1,000,000 injury-per occurrence

$500,000 disease-per employee

$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

General Aggregate: $2,000,000 Bodily Injury and Property Damage Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement

- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any negligent liability arising out of the Contract.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

N/A

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

6. **Contract Price**:

SCHEDULE OF PRICES

For providing, performing, and completing each task of Services, an amount equal to Consultant's Direct Labor Costs, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each task of Services, the following not to exceed amount set forth opposite each such task except as adjusted by Change Order issued pursuant to Section 2.1 of the Contract:

TOTAL NOT TO EXCEED CONTRACT PRICE: **$49,500**

__Fourty Nine Thousand Five Hundred___Dollars and ___Zero_____ Cents
(in writing) **(in writing)**

_____49,500_____Dollars and _____0_____Cents
(in figures) **(in figures)**

7. **Payments:**

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean salaries and wages paid to all Consultant personnel as set forth on the list supplied by Consultant attached hereto and referenced as Attachment A1, including all professionals whether owners or employees, engaged directly on the Project, but shall not include indirect payroll related costs or fringe benefits.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

ATTACHMENT B

SCOPE OF SERVICES

Consultant shall cooperate and work closely with representatives of Owner and other parties involved in the Project. Consultant shall meet with Owner and such other parties, and shall provide such consultation, advice, and reports, as required to adequately perform its responsibilities under the Contract. Consultant shall produce and deliver to Owner the results of its Services, plus any reports, documents, data, information, observations, or opinions set forth below or requested by Owner, in form or format as set forth below or, if none, in form or format of Owner's choosing. **In the event of any conflict or contradiction between or among the various provisions from the Village of Northbrook RFQ and the consultant's Proposal, which is attached hereto and referenced as Attachment B-1 in this Scope of Services, the inclusive description shall control.**

After written authorization to proceed, Consultant shall provide, perform and complete the following:

Scope of Services/Tasks:

The selected consultant will be asked to perform work on an on call/as needed basis. After receiving a request for services from the Village, the Consultant will provide the Village with a brief scoping letter that contains a summary of the scope of work with a project manhour and cost, not to exceed budget, and completion date. The consultant will be expected to follow all pertinent Village Documents, Village of Northbrook's Engineering Standards, Village of Northbrook Standard Details, and all applicable State, County and Local Codes.

ATTACHMENT B-1

SCOPE OF SERVICES CONT.

CHRISTOPHER B. BURKE

ENGINEERING, LTD.:

FY 2026/27 Hourly Rates for On-Call Engineering Services	
CHRISTOPHER B. BURKE ENGINEERING, LTD	
Item	**Hourly Rate**
Staff Services	$150

ATTACHMENT C

SCHEDULE

Final Completion/Project Acceptance – January 31, 2027, plus extensions, if any, authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

The completion dates for the respective Project Tasks to be negotiated with the consultant:

Note: Written authorization from the Village is required before proceeding with each phase.

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ATTACHMENT D

SPECIAL PROJECT REQUIREMENTS

1. Key Project Personnel Contact Information:

Name/Project Function:	Telephone:	E-Mail:
Lee M. Fell/Vice President	847-823-0500	lfell@cbbel.com
Mike Kerr/President	847-823-0500	mkerr@cbbel.com

Kevin Hunt, PE

Design Engineer III

YEARS EXPERIENCE: 4
YEARS WITH CBBEL: 4

EDUCATION
Bachelor of Science, 2022
Civil Engineering
Rensselaer Polytechnic Institute

PROFESSIONAL REGISTRATION
Professional Engineer, IL
062.088934, 2026

CERTIFICATIONS
PACP, MACP, LACP
National Association of Sewer Service Companies (NASSCO)

AFFILIATIONS
American Public Works Association

Kevin is a Civil Engineer in the Civil Design Department assisting Project Engineers on design projects, including roadway construction, utility replacement and rehabilitation, water mains, sanitary sewer systems, and parking lot construction. His responsibilities include preparation of construction plans and specifications, construction cost estimates, bid tabulations, construction observation, project reports, and documentation of quantities during construction. Kevin has assisted the construction department, working as the Resident Engineer on a variety of street programs, water main, and lead service line replacement projects. Kevin has also assisted the Village of Niles' Engineering Department serving as an interim staff engineer and as resident engineer on their 2025 street program.

Software Experience: MicroStation, Microsoft Office/Excel

Municipal Engineer, City of Highwood: Provided services on all aspects of municipal engineering, including city-wide pavement studies, annual road and water main programs, assistance with STP funding, guidance on Highwood's water plant, budget numbers for future capital projects, coordination on all development plan reviews and attendance at City Council Meetings.

Interim Staff Engineer, Village of Niles: Interim Staff Engineer on behalf of CBBEL. Responsibilities included construction oversight, handling and investigating calls and complaints from residents, making recommendations regarding future projects, taking inventory, documenting and updating work orders, preparing specifications, assisting with the Village's edge grinding program, and completing field checks for miscellaneous future projects in the Village of Niles.

2025 Street Improvement Program, Village of Niles: Resident Engineer for a street program that included resurfacing 1.75 miles of residential and industrial streets as well as installing over 7,500 linear feet of new PCC sidewalks. Responsibilities included field reconnaissance, resident coordination, utility coordination, contractor coordination, revising plans in the field, emergency site investigation and drainage design, and construction supervision.

Brantwood Avenue Water Main, Elk Grove Village: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies, local agencies, and acquiring permits from the IEPA. The project included the replacement of the existing water main and its appurtenances, and the resurfacing of the residential streets.

Doogan Park, Village of Orland Park: Design Engineer assisting with the preparation of plans, specifications, and estimates of cost for a variety of improvements at Doogan Park, including transformation of tennis courts to pickleball courts, resurfacing and expansion of parking lots, and site re-grading.

Overhill Water Main Extension, Village of Norridge: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Project included water main replacements and pavement patching.

2024 & 2025 Catalina Subdivision Water Main Improvements, Village of Orland Park: Design Engineer responsible for producing plans and estimates of probable cost, as well as collecting field data as needed. This project included water main and sewer improvements, storm and water structure replacements, installation of both pipe and box culverts, transforming existing baseball fields into a detention pond, concrete curb and sidewalk improvements, and pavement patching.

Small Structure Replacements, St. Joseph County, IN: Design Engineer responsible for the production of plans, specifications, and estimates of cost, for six small structure replacements in St. Joseph County, Indiana. The projects included both pipe culvert and box culvert replacements, various types of pavement rehabilitation, grading and shaping ditches, and restoration. Meticulous research and review of INDOT standards and specifications was also necessary for design.

IEPA Loan Assistance Program, City of Highwood: Informed the City of specific IEPA requirements and deadlines that must be met, assisted with meeting those requirements, and provided long-term conceptual cost estimates for both a resurfacing program and a water main improvements program.

Allanson Road Water Main Improvements, Village of Mundelein: Design Engineer responsible for preparing plans, special provisions, and estimates of probable cost for a project that included water main abandonment, storm sewer replacements, pavement patching, and railroad coordination.

Everts Park Gateway, City of Highwood: Design Engineer responsible for preparing plans and estimates of probable cost for the expansion of Everts Pocket Park in the City of Highwood. The project included site grading, concrete mural walls, and coordination with the landscape architect.

All staff to be proposed at a rate of $150/hour

CBBEL Submission Page 1

Lake Charles Dam Maintenance, Village of Vernon Hills: Design Engineer responsible for producing plans, special provisions, and estimates of probable cost for a grading project around a dam located at the 18th Tee of White Deer Run Golf Club. This project included the grading and restoring of cart paths, tee boxes, and fairways.

2024 Infrastructure Improvements, Village of Lincolnwood: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents for project that included water main replacements, storm sewer replacement and pavement patching.

2023/2024 Water Main Improvements, City of Zion: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Project included water main replacements and pavement patching.

2023 AP52 North Parking Lot, Abbott Laboratories: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies. Project downsized the existing parking lot by removing 20% of the parking spaces and creating a green area in its place.

2022 and 2023 Street and Alley Programs, City of Zion: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Projects included pavement rehabilitation of various types and sewer improvements.

2022 TIF District Program, City of Zion: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Improvements included HMA rehabilitation of various types applied to a variety of streets and alleys, sewer improvements and water main improvements.

2022 and 2023 Street Programs, Village of Oak Lawn: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. These projects included pavement rehabilitation of various types and sewer improvements.

Municipal Pavement Evaluations: Preparation of village/city-wide street maintenance improvement programs for Deer Park and Highwood. For budgeting, planning, and discussion purposes a typical 15-year pavement maintenance program was developed.

2023 Road Program, Village of Deer Park: Alternate Resident Engineer for road program including HMA resurfacing of various streets and parking lots. Responsibilities included inspector daily reports, measurement and calculations for pay items, and construction documentation.

2023 Stormwater Improvements, Village of Deer Park: Alternate Resident Engineer for stormwater improvements consisting of sewer installation and ditch grading. Responsibilities included inspector daily reports, measurement and calculations for pay items, and construction documentation.

2023 Watermain Improvements, Village of Elmwood Park, Village of Norridge: Resident Engineer for installation of a water main, service reconnections, and lead service replacements. Responsibilities included measurement and calculations for pay items, construction documentation, and coordination between the municipality, contractors, residents, and project manager.

Deer Park Boulevard, Village of Deer Park: Alternate Resident Engineer for improvements including HMA resurfacing and all incidental work necessary to complete the project. Responsibilities included inspector daily reports, measurement and calculations for pay items, and construction documentation.

2021 Green Alley Reconstruction Project, Village of Westchester: Engineering Intern assisting with design of reconstruction of four gravel alleys with permeable pavers and concrete edging for stormwater volume. Responsibilities consisted of preparing plans, specifications, and estimates.

2021 Sewer Lining Program, Village of Westchester: Engineering Intern assisting with design of lining improvements for two sanitary basins and several storm sewer locations. Responsibilities consisted of preparing plans, specifications, and estimates.

Sleepy Hollow Road, Village of Algonquin: Engineering Intern assisting with preparation of plans, specifications and estimates for 1.25 miles of roadway, including full curb and gutter and replacement and additional improvements to sidewalks and bike paths.

2021 Water Main Replacement, City of Zion: Engineering Intern assisting with preparation of plans, specifications, and estimates for construction of new water mains.

IEMA Rockton Chemtool Damage Assessment: Engineering Intern in charge of CBBEL team which traveled to Rockton, IL to assist in a damage assessment, following explosion of Chemtool plant in July 2021. Team visited more than 1,000 homes and offices in the surrounding area to survey the residents and help IEMA determine whether the disaster would qualify for federal relief money from FEMA. Responsible for organizing teams, coordinating with IEMA personnel, and collecting surveys from residents and businesses.

Joseph DeWerff, PE

Project Engineer II

YEARS EXPERIENCE: 7
YEARS WITH CBBEL: <1

EDUCATION
Bachelor of Science, 2018
Civil Engineering,
Southern Illinois University

PROFESSIONAL REGISTRATION
Professional Engineer, IL,
062.076613, 2024

Fundamentals of
Engineering, IL,
061.041159, 2021

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers

American Public Works Association

American Water Works Association

Joseph is a Project Engineer II in the Civil Design Department and has seven years of Civil Engineering experience in public and private sectors working on land development, municipal, civil/site engineering, and construction work. His work includes site development design, construction field observation, watermain and sewer utility design, water treatment plant and groundwater well design, stormwater management and project management. Prior to joining CBBEL, Joseph worked for an Engineering firm in Chicago where he contributed to projects involving water system design, water tower rehabilitation, sewer improvement projects, detention facility improvements, site developments, pavement improvement projects and green infrastructure.

Software Skills: Autodesk Civil3D, Autodesk Hydraflow, Bluebeam REVU, MicroStation GeoPak, MS Office

Pace Bus Regional Transfer Facility, City of Calumet City*: Design Engineer responsible for the Pace Bus Transfer Facility site work and onsite stormwater management. The project consisted of coordination with the architectural building team, design of bus service drive, onsite stormwater retention system and site utilities for the transfer station that would accommodate six paratransit and three bus vehicles with a 1,400 square foot bus station. The partnership utilized a funding award of $2 million through DCEO. Assisted with generating construction documents and design plans. Providing QA/QC review of work and coordinating with other disciplines.

River Oaks Regional Detention Basin Improvements, City of Calumet City*: Design Engineer responsible for improvements to the existing Regional Detention Basin that serves the River Oaks West Development. This project focused on adding additional storage volume to account for future developments in the River Oaks West footprint. The project also focused on restoring the pond back to original condition. Responsible for overseeing project team, preparation of stormwater design report, construction plans and permitting with MWRD.

Willowbrook Elevated Water Storage Tank Rehabilitation, Aqua, Illinois*: Project Manager and Design Engineer responsible for the inspection, technical report, calculations for temporary water supply and bidding documents for the rehabilitation of the failed coating system on the Willowbrook elevated storage tank. Project included full blast of interior and exterior of tank, installation of cathodic protection system, full recoating of tank and piping, replacement of tank vent, expansion joint, lighting system, and installation of mud valve. Project required permitting with the IEPA.

Public Works Elevated Tank Improvement Project, City of Calumet City*: Project Manager and Design Engineer responsible for inspection of the elevated water tank at the Public Works Facility and technical report detailing recommended improvements. The existing water tank, approximately 50 years old, required maintenance to improve operational efficiency. The technical report determined the identified riser pipe and expansion joint should be reconstructed before failure occurred. As Design Engineer I assembled construction bid documents for the rehabilitation of the elevated tank, provided assistance during bidding, and performed construction observation inspection.

Moecherville Water Treatment Facility Improvements, Aqua, Illinois*: Project Manager and Design Engineer responsible for design, permitting, and bidding of emergency upgrades to Aqua's Moecherville Water system. Project involved replacement of deteriorated process piping, upgraded piping design, redesign of chemical feed system, coating rehabilitation and replacement of filter media in iron filtration pressure tanks. Responsible for the construction observation and quality control of coating rehab and piping improvements. Project required permit coordination with IEPA.

Willowbrook Well and WellHouse Improvement Project, Aqua, Illinois*: Design Engineer responsible for design and permitting of a new groundwater well for Aqua's Willowbrook water system. Project involved installation of a new groundwater well, site piping, process piping replacement, upgraded well house controls, new electrical service, HVAC system upgrades, and chemical feed system. Project required reconfiguring a 700 square-foot building to accommodate upgrades while keeping existing online and operating. Project required permit coordination with IEPA and interdisciplinary coordination.

BCBS Data Center Parking Lot Reconstruction, Blue Cross Blue Shield*: Design Engineer responsible for preparing construction drawings for BCBS Data Center Parking Lot Reconstruction in Rockford, IL. Design of parking lot reconstruction required pavement design, geotechnical evaluation, site grading, and utility design. Project required onsite inspection and remediation of poor soil conditions during construction. Full soil stabilization and dewatering was required to address drainage issues from original parking lot design.

Firemen's Park Infrastructure Project, Village of Monee*: Design Engineer responsible for the design of sanitary sewer, storm sewer, watermain and improvements to the existing detention facility. Performed analysis of existing detention facility to determine if adequate stormwater storage is provided for park master plan site improvements. Firemen's Park redesign utilized OSLAD grant funding. As Design Engineer I generated project construction documents, design plans and required construction permits.

All staff to be proposed at a rate of $150/hour

MWRD 2022 Green Alley Program, City of Calumet City*: Design Engineer responsible for preparing plans and specifications along with MWRD permit documents. Project required acquiring grant to fund construction of permeable pavers in alleys with funding partner MWRD.

Playfield Subdivision Storm, Sanitary and Watermain Rehabilitation and Replacement*: Design Engineer responsible for construction observation, design and project specifications for storm sewer, sanitary sewer and watermain rehabilitation within a 239-acre area in the oldest subdivision for the Village of Crestwood. Project consisted of storm sewer pipe and structure replacement, lining, manhole rehabilitation, televising and cleaning, and watermain replacement. Project required coordination with MWRD, IEPA, IDNR, ACOE and the Village of Crestwood.

**prior experience*

Spartak Fejzaj

Project Manager

YEARS EXPERIENCE: 11
YEARS WITH CBBEL: 1

EDUCATION
Bachelor of Science, 2014
Civil and Structural Engineeering,
Epoka University

Spartak is an accomplished construction and project management professional with more than a decade of experience delivering large-scale infrastructure and land-development projects. He brings deep expertise in construction oversight and administration, design management, risk mitigation, and team leadership, with a track record of delivering complex programs ahead of schedule and under budget.

Software Skills: MS Project, AutoCAD Civil 3D, Excel (VBA), Bluebeam Revu, Microsoft Office Suite

Potable Water Pump Station & Reservoir, Village of Forest Park:
Project Manager. Managing design and coordination efforts for the Village of Forest Park's Potable Water Pump Station & Reservoir project. The work includes replacement of the deteriorating 1 million gallon Jackson Boulevard reservoir with a new 2 MG underground reinforced concrete reservoir to improve storage capacity and long term system reliability. The project involves design and installation of a new 24 inch transmission water main routed beneath active railroad tracks and across CTA property. Currently responsible for managing design development, agency communication, and stakeholder engagement, including direct coordination with the Illinois Environmental Protection Agency (IEPA) to secure low interest funding under the State Revolving Fund (SRF) program. The overall project cost is estimated at approximately $13 million.

Lead Service Line Replacement Stage 3, Village of Forest Park: Project Manager. Overseeing the Village of Forest Park's Lead Service Line Replacement (LSLR) Project, Stage 3. Managing scope development and project specifications, supporting the Village through the Illinois Environmental Protection Agency (IEPA) SRF funding process, and overseeing public bidding administration.

143rd Street Water Main Replacement, Village of Orland Park: Project Manager. Leading the design and delivery of the 143rd Street Water Main Replacement Project, approximately 3,000 feet, being completed in coordination with a larger roadway expansion project. Currently managing water main design development, coordinating closely with the prime roadway contractor to align utility work with the broader construction schedule, and preparing detailed cost estimates and quantity takeoffs. Managing permitting efforts and ensuring that all submittals meet applicable agency requirements while maintaining project integration with the overall corridor improvement program.

PRIOR EXPERIENCE

Transportation Security Administration (TSA) Checked Bag Inspection/Explosive Detection System:
Project Manager. Managed a portfolio of 18 U.S. airports, overseeing upgrades to CBIS and EDS systems in collaboration with the Transportation Security Administration (TSA). Led project scoping, strategic planning, and technology integration to enhance security infrastructure without interrupting operations. Directed procurement, construction administration and closeout, coordinating with public and private stakeholders including TSA, FAA, AHJ's airlines and contractors.

System-Wide Delta Air Lines Kiosk and Infrastructure Upgrade Program: Project Manager. Managed a portfolio of Capital Improvement Projects across 36 airports, valued at about $8 million, within $46 million a global infrastructure upgrade program. Oversaw all phases of project delivery, from scoping and strategic planning, to procurement, construction administration and closeout. Led cross functional teams and coordinated diverse stakeholders delivering the projects ahead of schedule and under budget.

The Arts Lawn, University of Chicago: Design Engineer. Designed a Zero Release Rate community-centered space in Washington park for the University of Chicago, incorporating sustainable green infrastructure, ADA compliant pathways, and an arts exhibit pavilion. Designed grading, utilities, and coordinated with the Metropolitan Water Reclamation District (MWRD) for what became the very first Zero Release site in the City of Chicago.

Cook County Belmont Cragin Health Center: Design Engineer. Designed the site for CC Belmont Cragin Health Center facility, including grading, site geometry, and utility layout. Coordinated with local agencies to secure necessary permits, ensure compliance with municipal and environmental regulations.

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All staff to be proposed at a rate of $150/hour

William Loftus

Project Manager

YEARS EXPERIENCE: 12
YEARS WITH CBBEL: 12

EDUCATION
Bachelor of Science, 2014
Civil Engineering
Marquette University

William is a Project Manager in the Civil Design Department, assisting on various design projects including roadway construction, utility replacement and rehabilitation, water mains, sanitary sewer systems, drainage improvements and parking lot construction. His responsibilities include preparation of construction plans and specifications, construction cost estimates, bid tabulations and coordination with clients.

Software Experience: AutoCAD, MicroStation, Microsoft Office

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20th Street Stormwater Improvements - Stage 1, City of Zion & Stormwater Management Commission: Managed the design of a new box culvert, water main, and sanitary sewer system under a newly constructed roadway. Responsibilities included creating plans, special provisions, and an Engineer's Opinion of Probable Cost, as well as coordinating with City staff, receiving City and IEPA permits for water main and sanitary construction, as well as all utility coordination.

Lead Service Replacement Project, Village of Forest Park: Put together Plans, Specifications, and a Cost Estimate for the Village of Forest Park's annual Lead Service Replacement Projects. Responsibilities also included all coordination with IEPA with regards to funding and reimbursement.

2023 & 2025 Water Main Improvements, Village of Norridge: Design Engineer for approximately two miles of water main. Responsibilities included creating plans, special provisions, and an Engineer's Opinion of Probable Cost, as well as coordinating with Village staff, receiving Village and IEPA permits for water main construction, as well as all utility coordination.

2024 Street Program, Village of Harwood Heights: Design Engineer for the realigning of six blocks of roadway in the Village of Forest Park. The Project reconstructed six residential blocks and resurfaced eight others. Responsibilities included the design and completion of the plans, specifications, and cost estimate as well as all coordination with DCEO to secure funding as well as get the client reimbursed.

Burlington Avenue Water Main, Village of Clarendon Hills: Design Engineer for approximately one mile of water main. Responsibilities included creating plans, special provisions, and an Engineer's Opinion of Probable Cost, as well as coordinating with Village staff, receiving Village and IEPA permits for water main construction, as well as all utility coordination.

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Water Main Improvements, City of Zion: Design Engineer for design of new water main beneath reconstructed, hot-mix asphalt, v-notch alley. Project also included cured-in-place sewer lining of nearby, existing 10" storm sewer as well as making multiple crossings ADA compliant. Responsibilities included preparing plans, specifications, and an engineer's estimate as well as multiple coordination meetings with City staff. CBBEL also coordinated receipt of an IEPA drinking water permit.

Prospect Avenue Water Main, City of Park Ridge: Design Engineer for design of water main improvements. Responsibilities consisted of preparing plans, specifications and estimates, coordinating with City staff, receiving City and IEPA permits for water main construction, as well as all utility coordination. Plans included 2,250 LF of 6", 8", and 12" water main installation, pavement patching, and restoration.

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Stormwater Improvements, Village of Deer Park: Design Engineer responsible for designing multiple ditches, swales, and storm systems throughout the Village. Multiple drainage projects have been developed and constructed with an estimated total cost of $1.2 million over the various years.

North Pond Restoration, Lincoln Park Zoo: Design Engineer assisted in preparing and plans and specs. Plans included proposed grading, dredging, new asphalt paths, new plantings and a new storm sewer system.

MEMORANDUM

To: Sarah Bagley, Director of Human Resources
Kelly Hamill, Director of Public Works
From Aram Beladi, Village Engineer
Date: July 24, 2026
Subject: Request for Contractual Engineering Assistance
Attachments: Staffing work plan, Consultants Resumes and Rates

The purpose of this memorandum is to provide a brief history on the current Assistant Village Engineer vacancy and provide a recommendation regarding assistance in managing the workload presented by the ongoing vacancy.

Background

The Engineering Division has historically been staffed with 8 employees. These roles have been filled with 2 leadership positions and 6 staff positions. The two leadership roles are currently titled as Village Engineer and Assistant Village Engineer. The former Village Engineer, Jack Bielak, served his last day as Village Engineer in May 2024. In his absence, a vacancy was created at the Village Engineer level. In September 2024, I filled the role of Village Engineer which shifted the vacancy to the Assistant Village Engineer role. In October 2024, the position was advertised publicly on the Villages website. As of July 2026, the Assistant Village Engineer position remains vacant.

Proposed Next Steps

Due to the strain created from the ongoing leadership vacancy, the Engineering department requires assistance to fulfill its ongoing responsibilities. To help better identify current workload, staff availability, and proposed work that would require contractual assistance, a work plan has been developed and can be found attached to this memo. Staff recommendation would be to execute a not-to-exceed on-call contract with a consultant to fill the gap in staffing.

POTENTIAL MUNICIPAL ENGINEERING SERVICES NEEDED

1. Street, sidewalk, curb and gutter replacement design, review, approval
2. Sanitary sewer design, review, approval
3. Water main design, review, approval
4. Obtaining necessary permits from regulatory agencies IEPA, IDOT, CCHD, MWRDGC etc.
5. Capital project estimates for budget purposes
6. Assist with developer agreements, escrows, letters of credit
7. Prepare and bid Village capital projects as required
8. Construction management and inspection as required for capital and stormwater projects
9. National Pollutant Discharge Elimination System Stormwater Ordinance Oversight
10. Responding to residential and neighborhood drainage and grading complaints
11. General municipal engineering design
12. Review Traffic complaints, make recommendations and conduct studies
13. Administer Village Engineering Standards and Specifications
14. Review and Approve Documents of Record
15. Review and approve permits which require P.E. signature (IEPA, MWRDGC)

16. Review Commercial and Residential Subdivisions for compliance with Village Standards and provide comments to applicants
17. Provide oversight to Building Permit Inspections as it pertains to engineering and site specific requirements
18. Responding to residential traffic complaints
19. Assist with obtaining necessary permits from regulatory agencies
20. MWRDGC Watershed Management Ordinance (WDO) Oversight
21. Assist Village staff as needed

By executing an on-call contract, staff will be enabled to seek assistance with both plan review as well as capital improvement items. By working through an engineering firm to obtain staffing assistance Northbrook staff can benefit from the resources that a firm can provide as opposed to getting a temporary staff member from a staffing agency. I have reached out to three firms and requested available staff resumes as well as associated rates. Attached to this memo are responses from Baxter & Woodman, Gewalt Hamilton, and CBBEL. After reviewing the proposals, CBBEL appears to have provided the most qualified candidates for the proposed work. CBBEL provided a standard rate of $150/hour regardless of staff assigned to the work. By using the provided rates, estimating 15 hours per week of assistance, and expecting the contract to run for 22 weeks, I am recommending a not-to-exceed contract price of $49,500. This contract price can be offset by budget savings incurred from the vacant Assistant Village Engineer position.

Staff Member Role	Aram Beladi Village Engineer		Vacancy Assistant Village Engineer		Michael Weller Project Manager II		Keeley Evans Project Manager I		Jim Huff Engineering Technician		Luis Uriostegui Engineering Technician		Wally Maynard Public Improvements Inspector		Jake O'Donnell Civil Engineering Permit Coordinator	
	Task	Time Commitment	Task	Time Commitment	Task	Time Commitment	Task	Time Commitment	Task	Time Commitment	Task	Time Commitment	Task	Time Commitment	Task	Time Commitment
	Capital Projects	20%	Glendale SSA Request		Shermer Road	20%	Private Property Drainage	40%	Sidewalk	30%	Concrete Streets Oversight	50%	Inspections	80%	Plan Review	80%
	Private Development	20%	Subdivision and Large Commercial Development Review		Grace Manor Watermain	30%	Concrete Streets Design	30%	MFT Program	40%	Crack Sealing	20%	Adjudication	20%	Koepke Design	20%
	Traffic Complaints	20%	Capital Project Management		Lee Road	20%	Walters Ave WM&Road	30%	Utility Permit Coordinating	20%	Sidewalk Lifting	20%				
	Kingston/Pfingsten Intersection Improvements	10%	Traffic Complaints		CIP	20%			Skokie Boulevard	10%	Inspections	10%				
	Techny Sidewalk	10%	Coordination with other agencies (IDOT/CCDOTH)		CCDD/Material Testing/Bike Ped	10%										
	Commissions Liaison	10%														
	CIP/Budget	10%														

Kevin Hunt, PE

Design Engineer III

YEARS EXPERIENCE: 4
YEARS WITH CBBEL: 4

EDUCATION
Bachelor of Science, 2022
Civil Engineering
Rensselaer Polytechnic Institute

PROFESSIONAL REGISTRATION
Professional Engineer, IL
062.088934, 2026

CERTIFICATIONS
PACP, MACP, LACP
National Association of Sewer Service Companies (NASSCO)

AFFILIATIONS
American Public Works Association

Kevin is a Civil Engineer in the Civil Design Department assisting Project Engineers on design projects, including roadway construction, utility replacement and rehabilitation, water mains, sanitary sewer systems, and parking lot construction. His responsibilities include preparation of construction plans and specifications, construction cost estimates, bid tabulations, construction observation, project reports, and documentation of quantities during construction. Kevin has assisted the construction department, working as the Resident Engineer on a variety of street programs, water main, and lead service line replacement projects. Kevin has also assisted the Village of Niles' Engineering Department serving as an interim staff engineer and as resident engineer on their 2025 street program.

Software Experience: MicroStation, Microsoft Office/Excel

Municipal Engineer, City of Highwood: Provided services on all aspects of municipal engineering, including city-wide pavement studies, annual road and water main programs, assistance with STP funding, guidance on Highwood's water plant, budget numbers for future capital projects, coordination on all development plan reviews and attendance at City Council Meetings.

Interim Staff Engineer, Village of Niles: Interim Staff Engineer on behalf of CBBEL. Responsibilities included construction oversight, handling and investigating calls and complaints from residents, making recommendations regarding future projects, taking inventory, documenting and updating work orders, preparing specifications, assisting with the Village's edge grinding program, and completing field checks for miscellaneous future projects in the Village of Niles.

2025 Street Improvement Program, Village of Niles: Resident Engineer for a street program that included resurfacing 1.75 miles of residential and industrial streets as well as installing over 7,500 linear feet of new PCC sidewalks. Responsibilities included field reconnaissance, resident coordination, utility coordination, contractor coordination, revising plans in the field, emergency site investigation and drainage design, and construction supervision.

Brantwood Avenue Water Main, Elk Grove Village: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies, local agencies, and acquiring permits from the IEPA. The project included the replacement of the existing water main and its appurtenances, and the resurfacing of the residential streets.

Doogan Park, Village of Orland Park: Design Engineer assisting with the preparation of plans, specifications, and estimates of cost for a variety of improvements at Doogan Park, including transformation of tennis courts to pickleball courts, resurfacing and expansion of parking lots, and site re-grading.

Overhill Water Main Extension, Village of Norridge: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Project included water main replacements and pavement patching.

2024 & 2025 Catalina Subdivision Water Main Improvements, Village of Orland Park: Design Engineer responsible for producing plans and estimates of probable cost, as well as collecting field data as needed. This project included water main and sewer improvements, storm and water structure replacements, installation of both pipe and box culverts, transforming existing baseball fields into a detention pond, concrete curb and sidewalk improvements, and pavement patching.

Small Structure Replacements, St. Joseph County, IN: Design Engineer responsible for the production of plans, specifications, and estimates of cost, for six small structure replacements in St. Joseph County, Indiana. The projects included both pipe culvert and box culvert replacements, various types of pavement rehabilitation, grading and shaping ditches, and restoration. Meticulous research and review of INDOT standards and specifications was also necessary for design.

IEPA Loan Assistance Program, City of Highwood: Informed the City of specific IEPA requirements and deadlines that must be met, assisted with meeting those requirements, and provided long-term conceptual cost estimates for both a resurfacing program and a water main improvements program.

Allanson Road Water Main Improvements, Village of Mundelein: Design Engineer responsible for preparing plans, special provisions, and estimates of probable cost for a project that included water main abandonment, storm sewer replacements, pavement patching, and railroad coordination.

Everts Park Gateway, City of Highwood: Design Engineer responsible for preparing plans and estimates of probable cost for the expansion of Everts Pocket Park in the City of Highwood. The project included site grading, concrete mural walls, and coordination with the landscape architect.

All staff to be proposed at a rate of $150/hour

CBBEL Submission Page 1

Lake Charles Dam Maintenance, Village of Vernon Hills: Design Engineer responsible for producing plans, special provisions, and estimates of probable cost for a grading project around a dam located at the 18th Tee of White Deer Run Golf Club. This project included the grading and restoring of cart paths, tee boxes, and fairways.

2024 Infrastructure Improvements, Village of Lincolnwood: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents for project that included water main replacements, storm sewer replacement and pavement patching.

2023/2024 Water Main Improvements, City of Zion: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Project included water main replacements and pavement patching.

2023 AP52 North Parking Lot, Abbott Laboratories: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies. Project downsized the existing parking lot by removing 20% of the parking spaces and creating a green area in its place.

2022 and 2023 Street and Alley Programs, City of Zion: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Projects included pavement rehabilitation of various types and sewer improvements.

2022 TIF District Program, City of Zion: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. Improvements included HMA rehabilitation of various types applied to a variety of streets and alleys, sewer improvements and water main improvements.

2022 and 2023 Street Programs, Village of Oak Lawn: Design Engineer responsible for preparing plans, special provisions, estimates of probable cost, and contract documents, as well as coordination with utility companies and local agencies. These projects included pavement rehabilitation of various types and sewer improvements.

Municipal Pavement Evaluations: Preparation of village/city-wide street maintenance improvement programs for Deer Park and Highwood. For budgeting, planning, and discussion purposes a typical 15-year pavement maintenance program was developed.

2023 Road Program, Village of Deer Park: Alternate Resident Engineer for road program including HMA resurfacing of various streets and parking lots. Responsibilities included inspector daily reports, measurement and calculations for pay items, and construction documentation.

2023 Stormwater Improvements, Village of Deer Park: Alternate Resident Engineer for stormwater improvements consisting of sewer installation and ditch grading. Responsibilities included inspector daily reports, measurement and calculations for pay items, and construction documentation.

2023 Watermain Improvements, Village of Elmwood Park, Village of Norridge: Resident Engineer for installation of a water main, service reconnections, and lead service replacements. Responsibilities included measurement and calculations for pay items, construction documentation, and coordination between the municipality, contractors, residents, and project manager.

Deer Park Boulevard, Village of Deer Park: Alternate Resident Engineer for improvements including HMA resurfacing and all incidental work necessary to complete the project. Responsibilities included inspector daily reports, measurement and calculations for pay items, and construction documentation.

2021 Green Alley Reconstruction Project, Village of Westchester: Engineering Intern assisting with design of reconstruction of four gravel alleys with permeable pavers and concrete edging for stormwater volume. Responsibilities consisted of preparing plans, specifications, and estimates.

2021 Sewer Lining Program, Village of Westchester: Engineering Intern assisting with design of lining improvements for two sanitary basins and several storm sewer locations. Responsibilities consisted of preparing plans, specifications, and estimates.

Sleepy Hollow Road, Village of Algonquin: Engineering Intern assisting with preparation of plans, specifications and estimates for 1.25 miles of roadway, including full curb and gutter and replacement and additional improvements to sidewalks and bike paths.

2021 Water Main Replacement, City of Zion: Engineering Intern assisting with preparation of plans, specifications, and estimates for construction of new water mains.

IEMA Rockton Chemtool Damage Assessment: Engineering Intern in charge of CBBEL team which traveled to Rockton, IL to assist in a damage assessment, following explosion of Chemtool plant in July 2021. Team visited more than 1,000 homes and offices in the surrounding area to survey the residents and help IEMA determine whether the disaster would qualify for federal relief money from FEMA. Responsible for organizing teams, coordinating with IEMA personnel, and collecting surveys from residents and businesses.

Joseph DeWerff, PE

Project Engineer II

YEARS EXPERIENCE: 7
YEARS WITH CBBEL: <1

EDUCATION
Bachelor of Science, 2018
Civil Engineering,
Southern Illinois University

PROFESSIONAL REGISTRATION
Professional Engineer, IL,
062.076613, 2024

Fundamentals of
Engineering, IL,
061.041159, 2021

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers

American Public Works Association

American Water Works Association

Joseph is a Project Engineer II in the Civil Design Department and has seven years of Civil Engineering experience in public and private sectors working on land development, municipal, civil/site engineering, and construction work. His work includes site development design, construction field observation, watermain and sewer utility design, water treatment plant and groundwater well design, stormwater management and project management. Prior to joining CBBEL, Joseph worked for an Engineering firm in Chicago where he contributed to projects involving water system design, water tower rehabilitation, sewer improvement projects, detention facility improvements, site developments, pavement improvement projects and green infrastructure.

Software Skills: Autodesk Civil3D, Autodesk Hydraflow, Bluebeam REVU, MicroStation GeoPak, MS Office

Pace Bus Regional Transfer Facility, City of Calumet City*: Design Engineer responsible for the Pace Bus Transfer Facility site work and onsite stormwater management. The project consisted of coordination with the architectural building team, design of bus service drive, onsite stormwater retention system and site utilities for the transfer station that would accommodate six paratransit and three bus vehicles with a 1,400 square foot bus station. The partnership utilized a funding award of $2 million through DCEO. Assisted with generating construction documents and design plans. Providing QA/QC review of work and coordinating with other disciplines.

River Oaks Regional Detention Basin Improvements, City of Calumet City*: Design Engineer responsible for improvements to the existing Regional Detention Basin that serves the River Oaks West Development. This project focused on adding additional storage volume to account for future developments in the River Oaks West footprint. The project also focused on restoring the pond back to original condition. Responsible for overseeing project team, preparation of stormwater design report, construction plans and permitting with MWRD.

Willowbrook Elevated Water Storage Tank Rehabilitation, Aqua, Illinois*: Project Manager and Design Engineer responsible for the inspection, technical report, calculations for temporary water supply and bidding documents for the rehabilitation of the failed coating system on the Willowbrook elevated storage tank. Project included full blast of interior and exterior of tank, installation of cathodic protection system, full recoating of tank and piping, replacement of tank vent, expansion joint, lighting system, and installation of mud valve. Project required permitting with the IEPA.

Public Works Elevated Tank Improvement Project, City of Calumet City*: Project Manager and Design Engineer responsible for inspection of the elevated water tank at the Public Works Facility and technical report detailing recommended improvements. The existing water tank, approximately 50 years old, required maintenance to improve operational efficiency. The technical report determined the identified riser pipe and expansion joint should be reconstructed before failure occurred. As Design Engineer I assembled construction bid documents for the rehabilitation of the elevated tank, provided assistance during bidding, and performed construction observation inspection.

Moecherville Water Treatment Facility Improvements, Aqua, Illinois*: Project Manager and Design Engineer responsible for design, permitting, and bidding of emergency upgrades to Aqua's Moecherville Water system. Project involved replacement of deteriorated process piping, upgraded piping design, redesign of chemical feed system, coating rehabilitation and replacement of filter media in iron filtration pressure tanks. Responsible for the construction observation and quality control of coating rehab and piping improvements. Project required permit coordination with IEPA.

Willowbrook Well and WellHouse Improvement Project, Aqua, Illinois*: Design Engineer responsible for design and permitting of a new groundwater well for Aqua's Willowbrook water system. Project involved installation of a new groundwater well, site piping, process piping replacement, upgraded well house controls, new electrical service, HVAC system upgrades, and chemical feed system. Project required reconfiguring a 700 square-foot building to accommodate upgrades while keeping existing online and operating. Project required permit coordination with IEPA and interdisciplinary coordination.

BCBS Data Center Parking Lot Reconstruction, Blue Cross Blue Shield*: Design Engineer responsible for preparing construction drawings for BCBS Data Center Parking Lot Reconstruction in Rockford, IL. Design of parking lot reconstruction required pavement design, geotechnical evaluation, site grading, and utility design. Project required onsite inspection and remediation of poor soil conditions during construction. Full soil stabilization and dewatering was required to address drainage issues from original parking lot design.

Firemen's Park Infrastructure Project, Village of Monee*: Design Engineer responsible for the design of sanitary sewer, storm sewer, watermain and improvements to the existing detention facility. Performed analysis of existing detention facility to determine if adequate stormwater storage is provided for park master plan site improvements. Firemen's Park redesign utilized OSLAD grant funding. As Design Engineer I generated project construction documents, design plans and required construction permits.

All staff to be proposed at a rate of $150/hour

Christopher B. Burke Engineering, Ltd. | 9575 W. Higgins Rd., Ste. 600 | Rosemont, IL 60018 | 847.823.0500 | cbbel.com | jdewerff@cbbel.com

MWRD 2022 Green Alley Program, City of Calumet City*: Design Engineer responsible for preparing plans and specifications along with MWRD permit documents. Project required acquiring grant to fund construction of permeable pavers in alleys with funding partner MWRD.

Playfield Subdivision Storm, Sanitary and Watermain Rehabilitation and Replacement*: Design Engineer responsible for construction observation, design and project specifications for storm sewer, sanitary sewer and watermain rehabilitation within a 239-acre area in the oldest subdivision for the Village of Crestwood. Project consisted of storm sewer pipe and structure replacement, lining, manhole rehabilitation, televising and cleaning, and watermain replacement. Project required coordination with MWRD, IEPA, IDNR, ACOE and the Village of Crestwood.

**prior experience*

Spartak Fejzaj

Project Manager

YEARS EXPERIENCE: 11
YEARS WITH CBBEL: 1

EDUCATION
Bachelor of Science, 2014
Civil and Structural Engineeering,
Epoka University

Spartak is an accomplished construction and project management professional with more than a decade of experience delivering large-scale infrastructure and land-development projects. He brings deep expertise in construction oversight and administration, design management, risk mitigation, and team leadership, with a track record of delivering complex programs ahead of schedule and under budget.

Software Skills: MS Project, AutoCAD Civil 3D, Excel (VBA), Bluebeam Revu, Microsoft Office Suite

Potable Water Pump Station & Reservoir, Village of Forest Park:
Project Manager. Managing design and coordination efforts for the Village of Forest Park's Potable Water Pump Station & Reservoir project. The work includes replacement of the deteriorating 1 million gallon Jackson Boulevard reservoir with a new 2 MG underground reinforced concrete reservoir to improve storage capacity and long term system reliability. The project involves design and installation of a new 24 inch transmission water main routed beneath active railroad tracks and across CTA property. Currently responsible for managing design development, agency communication, and stakeholder engagement, including direct coordination with the Illinois Environmental Protection Agency (IEPA) to secure low interest funding under the State Revolving Fund (SRF) program. The overall project cost is estimated at approximately $13 million.

Lead Service Line Replacement Stage 3, Village of Forest Park: Project Manager. Overseeing the Village of Forest Park's Lead Service Line Replacement (LSLR) Project, Stage 3. Managing scope development and project specifications, supporting the Village through the Illinois Environmental Protection Agency (IEPA) SRF funding process, and overseeing public bidding administration.

143rd Street Water Main Replacement, Village of Orland Park: Project Manager. Leading the design and delivery of the 143rd Street Water Main Replacement Project, approximately 3,000 feet, being completed in coordination with a larger roadway expansion project. Currently managing water main design development, coordinating closely with the prime roadway contractor to align utility work with the broader construction schedule, and preparing detailed cost estimates and quantity takeoffs. Managing permitting efforts and ensuring that all submittals meet applicable agency requirements while maintaining project integration with the overall corridor improvement program.

PRIOR EXPERIENCE

Transportation Security Administration (TSA) Checked Bag Inspection/Explosive Detection System:
Project Manager. Managed a portfolio of 18 U.S. airports, overseeing upgrades to CBIS and EDS systems in collaboration with the Transportation Security Administration (TSA). Led project scoping, strategic planning, and technology integration to enhance security infrastructure without interrupting operations. Directed procurement, construction administration and closeout, coordinating with public and private stakeholders including TSA, FAA, AHJ's airlines and contractors.

System-Wide Delta Air Lines Kiosk and Infrastructure Upgrade Program: Project Manager. Managed a portfolio of Capital Improvement Projects across 36 airports, valued at about $8 million, within $46 million a global infrastructure upgrade program. Oversaw all phases of project delivery, from scoping and strategic planning, to procurement, construction administration and closeout. Led cross functional teams and coordinated diverse stakeholders delivering the projects ahead of schedule and under budget.

The Arts Lawn, University of Chicago: Design Engineer. Designed a Zero Release Rate community-centered space in Washington park for the University of Chicago, incorporating sustainable green infrastructure, ADA compliant pathways, and an arts exhibit pavilion. Designed grading, utilities, and coordinated with the Metropolitan Water Reclamation District (MWRD) for what became the very first Zero Release site in the City of Chicago.

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William Loftus

Project Manager

YEARS EXPERIENCE: 12
YEARS WITH CBBEL: 12

EDUCATION
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Civil Engineering
Marquette University

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All staff to be proposed at a rate of $150/hour

Stormwater Improvements, Village of Deer Park: Design Engineer responsible for designing multiple ditches, swales, and storm systems throughout the Village. Multiple drainage projects have been developed and constructed with an estimated total cost of $1.2 million over the various years.

North Pond Restoration, Lincoln Park Zoo: Design Engineer assisted in preparing and plans and specs. Plans included proposed grading, dredging, new asphalt paths, new plantings and a new storm sewer system.

GHA GEWALT HAMILTON ASSOCIATES, INC.
CONSULTING ENGINEERS

625 Forest Edge Drive - Vernon Hills, IL 60061
847.478.9700 GHA-Engineers.com

July 17, 2026

Aram Beladi, P.E.
Village Engineer
Village of Northbrook
655 Huehl Road
Northbrook, IL 60062

Re: REQUEST FOR QUALIFICATIONS **– Professional Engineering Services**
On Call Assistant Village Engineer
GHA Proposal No. 2026.M053

Dear Aram,

The Village is seeking a consultant to help alleviate staff workload during the peak summer season and to provide support in the Assistant Village Engineer role as needed until a permanent staff member is in place. GHA is well positioned to fill that need with a responsive municipal team structured to provide the right level of support for each task, from higher-level Village engineering responsibilities and development review to traffic concerns, resident response, and field support.

Our proposed approach is built around a range of staff experience levels managed by one senior municipal lead, directly reflecting the Village's stated preference for scalable coverage based on task complexity. Daniel Strahan, P.E., CFM will serve as GHA's primary point of contact and will oversee coordination, assignment of staff, quality control, and day-to-day communication with Village staff. He will be supported by Dan Brinkman, P.E., PTOE for resident stop sign requests and other higher-level traffic concerns, Jim Baxa, CFM for large subdivision and commercial plan review, and additional engineering staff for plan review assistance, resident calls, inspections, sidewalk program support, and MFT-related tasks.

GHA has served communities across the Chicago region since 1981 and provides full-service municipal engineering support through in-house expertise in municipal engineering, transportation, stormwater, utility design, construction engineering, GIS, and permitting coordination. Our team is accustomed to acting as an extension of Village staff during periods of change, helping municipalities maintain continuity, responsiveness, and sound engineering judgment without disruption to ongoing operations.

Northbrook will benefit from a team that understands municipal operations, development review, capital improvement planning, traffic and pedestrian issues, permitting, resident communication, and field implementation. Just as important, the proposed team is intentionally aligned with the Village's immediate priorities: subdivision and commercial plan review, sidewalk and MFT-related support, traffic complaint response, and supplemental in-person availability when needed.

Thank you for your consideration. GHA would welcome the opportunity to support the Village of Northbrook with practical, responsive, and scalable engineering assistance.

Sincerely,
Gewalt Hamilton Associates, Inc.

Brain Wesolowski, P.E., CFM
Direct: 847.821.6235 ★ BWesolowski@GHA-Engineers.com

FIRM BRIEF

GHA: A MUNICIPAL PARTNER BUILT FOR CONTINUITY

Nearby, multidisciplinary, and structured to act as an extension of Village staff.



ABOUT GHA

Since 1981, GHA has served communities across the Chicago region with responsive, solutions-oriented civil engineering. Municipal engineering remains at the core of the firm's work, supported by in-house expertise in transportation, stormwater, utilities, construction engineering, land surveying, GIS, traffic studies, and capital program support.

> GHA routinely supports communities through staffing transitions, organizational change, and seasonal workload fluctuations. Our service model is built to provide responsive supplemental engineering services through a single accountable senior leader, giving Northbrook consistent oversight and a reliable point of contact.

NORTHBROOK ADVANTAGE

With GHA, Northbrook gains a single consulting partner that delivers both responsive day-to-day engineering support and experienced municipal engineering leadership; eliminating the need to coordinate multiple firms while ensuring continuity, accountability, and efficient decision-making.

PROJECT UNDERSTANDING & APPROACH

SUPPORT MATCHED TO TASK COMPLEXITY

The Village asked for a range of experience levels managed by one individual. That is exactly how this team is structured.

PROJECT UNDERSTANDING

The Village is seeking consultant support to help alleviate current staff workload pressures during the peak summer season while providing flexible support in the Assistant Village Engineer role until a permanent hire is made. By partnering with a single consultant who can deploy professionals across a range of experience levels, the Village will benefit from scalable resources that are appropriately matched to the complexity of each assignment. This approach ensures efficient coverage, reduces strain on internal teams, maintains operational continuity, and supports high-quality project delivery during this critical transition period.

HOW GHA WILL DELIVER SUPPORT

THREE-TIER SUPPORT MODEL

Clear Roles. Strong Support. Better Outcomes.

TIER 1 — SENIOR OVERSIGHT



- Capital Planning
- Municipal Insight
- Complex Review
- Standards Oversight
- Quality Control

TIER 2 — TECHNICAL SUPPORT



- Development Review
- Subdivision Comments
- Resident Response
- Traffic Evaluation
- MFT Assistance
- Permit Review

TIER 3 — FIELD SUPPORT



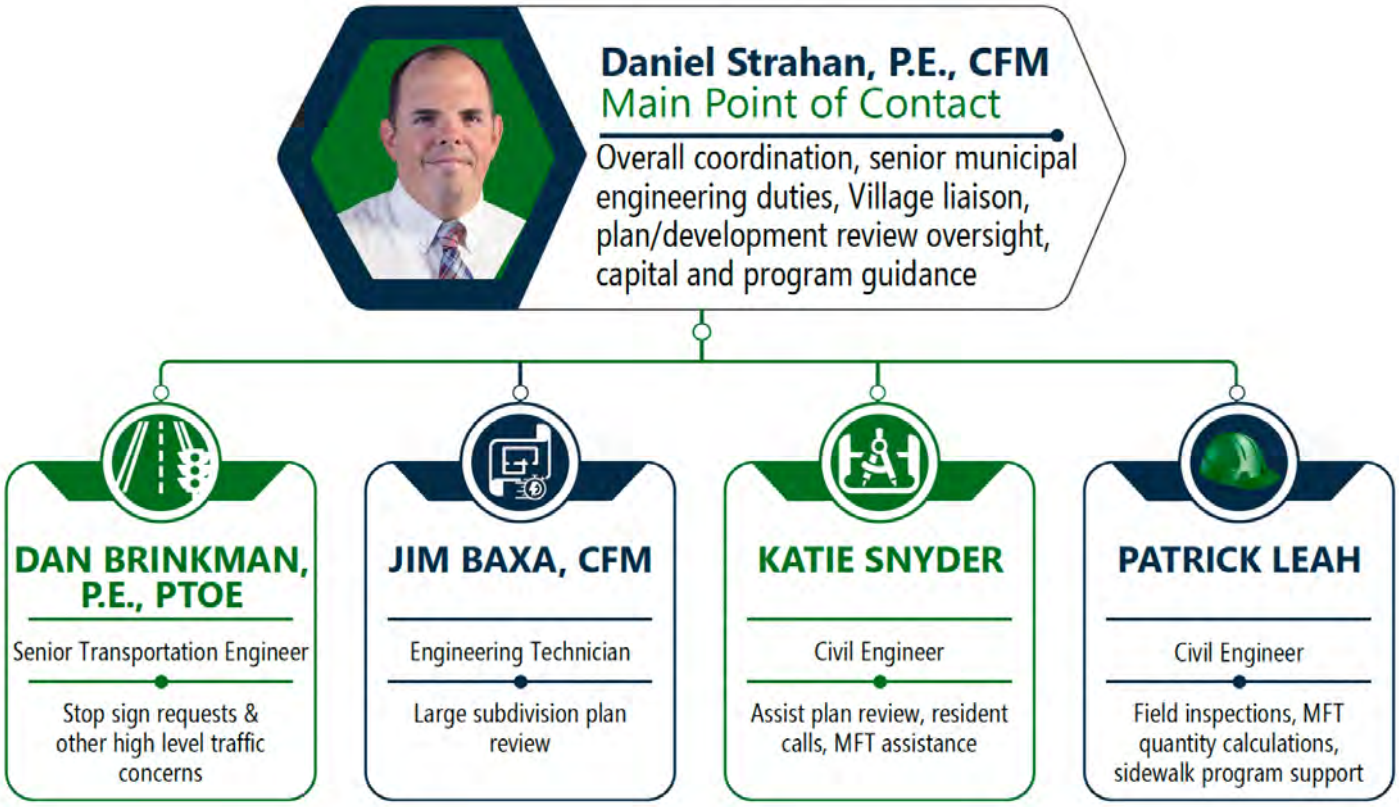
- Inspections
- Quantity Calculations
- Sidewalk Assessment
- Operational Support
- Condition Assessments

NORTHBROOK BENEFIT

Northbrook's need is not just extra labor; it is **targeted coverage** that aligns staff level with task complexity. GHA's service model gives the Village senior oversight where judgment matters most and efficient day-to-day support where timely execution matters most.



PROPOSED TEAM



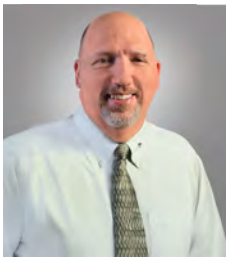
PROPOSED STAFF BIOS



Daniel Strahan, P.E., CFM
Main Point of Contact

As a Senior Engineer with Gewalt Hamilton Associates, Inc., Mr. Strahan has been practicing with emphasis on municipal engineering, engineering design, roadway design, and construction engineering. Mr. Strahan serves as Project Manager for a variety of clients, mainly those in the municipal arena.

Mr. Strahan has served as a municipal engineer for communities in Lake, Cook, Kane, and McHenry County since 2002. Responsibilities include permit review and enforcement of Zoning, Building, and Floodplain ordinances; preparation of revisions to septic, grading, and floodplain ordinances; capital program planning including preparation of multiple 5-year and 10-year Road Programs; road maintenance and rehabilitation; review of subdivision plans; local and regional drainage studies, drainage improvement design and installation.



Daniel Brinkman, P.E., PTOE
Transportation Engineering Expertise

Dan Brinkman is a Licensed Professional Engineer and Professional Traffic Operations Engineer (PTOE) with 28 years of experience in traffic engineering and transportation planning. His background includes traffic complaint investigations, warrant studies, intersection evaluations, pedestrian crossing assessments, and municipal consulting for numerous communities, including Northbrook. Dan is well suited to support traffic-related resident concerns, stop sign and operational reviews, sidewalk and pedestrian coordination, and traffic engineering recommendations associated with development review.

Experience Aligned with Northbrook's Needs

- ✓ Traffic signal warrant study and Motor Fuel Tax (MFT) processing for Roosevelt Road at Technology Parkway in West Chicago.
- ✓ Pedestrian crossing evaluation and sidewalk connection design for US Route 45 at Townline Square in Mundelein.
- ✓ Traffic impact study and intersection design support for Waters Edge Drive in Crystal Lake.
- ✓ Municipal traffic engineering and development review support for numerous communities, including Northbrook.



James Baxa, CFM
Development Review

Jim Baxa brings more than 28 years of municipal engineering experience, including service as Civil and Special Projects Engineer for the Village of Northbrook. His experience closely aligns with Northbrook's need for development review, permit coordination, standards administration, and responsive support to Village staff and residents. Having previously served in a municipal engineering role for the Village of Northbrook, Jim brings immediate familiarity with the Village's development review process, engineering standards, permitting requirements, and day-to-day municipal operations.

Experience Aligned with Northbrook's Needs

- ✓ Primary engineering contact for residential, commercial, and subdivision development review in Northbrook.
- ✓ Review of MWRDGC and IEPA permit applications for commercial and subdivision development.
- ✓ Preparation of public works communications and Village Board support materials.
- ✓ Design and oversight of street, water main, sanitary sewer, and storm sewer improvements.
- ✓ Administration of NPDES compliance and the Community Rating System (CRS) program.



Katharyn (Katie) Snyder, EI
Project Engineer

Katie Snyder is a civil engineer with 14 years of experience providing municipal engineering services and development review support for communities across Illinois, Texas, California, and Tennessee. Her experience includes reviewing subdivision and commercial development plans, preparing engineering review comments, coordinating with municipal staff, and evaluating stormwater, sanitary sewer, storm sewer, water main, grading, and transportation improvements for compliance with local standards. Katie is well suited to support Northbrook's large commercial and subdivision plan reviews, respond to drainage and site engineering inquiries, and provide technical assistance for Motor Fuel Tax and capital improvement projects during peak workload periods.

Experience Aligned with Northbrook's Needs

- ✓ Development and subdivision plan review for the communities of Johnsburg, McHenry, Lemont, Homer Glen, and Ringwood, including residential, commercial, and industrial projects.
- ✓ Entitlement and engineering review for the cities of Jurupa Valley, Palm Desert, Spring Hill, and Denton, including ADUs, commercial expansions, subdivision plats, civil engineering plans, and drainage studies for compliance with local codes and agency standards.
- ✓ Remote plan review and coordination support during staffing transitions in Spring Hill and Denton, helping municipalities manage review backlogs and seasonal workload demands.
- ✓ Project management and stormwater compliance support for the Village of McCullom Lake, including MS4 reporting, resident stormwater inquiries, and engineering solutions for localized drainage concerns.
- ✓ Technical support for capital improvement and Motor Fuel Tax (MFT) projects, including quantity takeoffs, plan reviews, and review comment coordination.



Patrick Leah
Junior Engineer

Patrick Leah is a civil engineer with two years of experience supporting municipal utility and infrastructure projects. He began his civil engineering career as an intern with AECOM and joined Gewalt Hamilton Associates in 2024, where his work has focused on water main improvements, storm sewer and flood control projects, underground utility infrastructure, and construction support. Patrick provides valuable technical assistance through field observations, plan review, quantity documentation, and coordination support for municipal improvement projects.

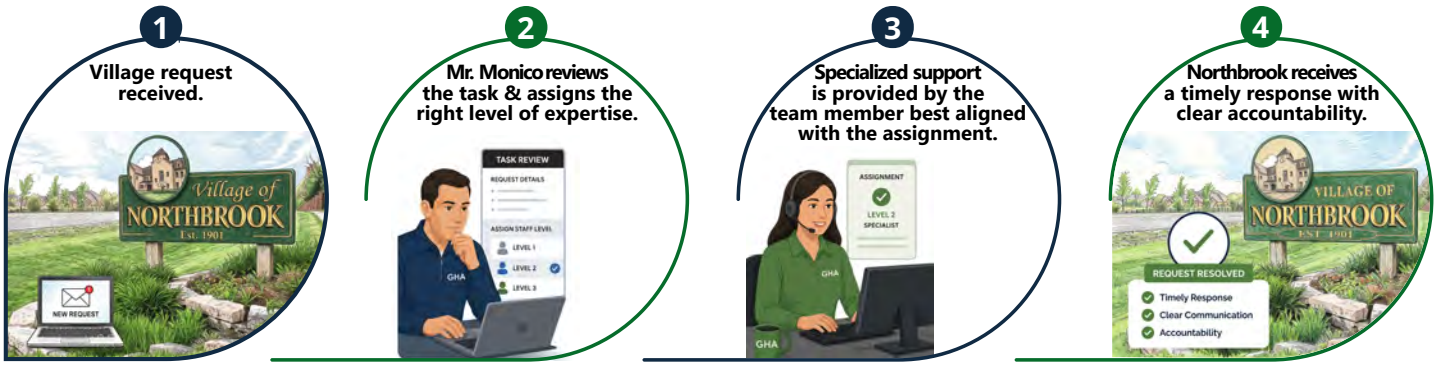
Experience Aligned with Northbrook's Needs

- ✓ Design engineer for Buffalo Grove Fire Station 25 improvements, including parking lot and utility improvements, site drainage, fire apparatus circulation analysis, and coordination with applicable utility requirements.
- ✓ Lead designer for the Hillcrest Outfall project in Prospect Heights, preparing construction plans for storm sewer outfall improvements, pavement restoration, and agency coordination with MWRD, USACE, and the local Park District.
- ✓ Design support for the Willow-Owen Flood Control project, including drainage improvements, culvert installations, and roadway restoration.
- ✓ Design engineer for Libertyville's 2026–27 Watermain Design project, supporting resurfacing improvements, curb removal and replacement, grading, ADA improvements, and more than 3,000 feet of watermain installation in coordination with the Village and IEPA.
- ✓ Field inspection and construction observation experience, including documentation of project quantities, verification of completed work, and coordination with contractors to support successful project delivery.

AVAILABILITY AND SUPPORT MODEL

GHA's support model is structured around Northbrook's need for responsive municipal engineering assistance without the added coordination burden of managing multiple points of contact. The proposed team provides access to the appropriate level of expertise for each assignment, with routine technical support handled efficiently through remote coordination and targeted in-person involvement provided when meetings, site visits, or complex issues require direct engagement.

Daniel Strahan, P.E., CFM will serve as the primary point of contact, providing consistent oversight, prioritizing Village needs, and ensuring that requests are routed to the appropriate resource. His experience in municipal leadership, development review, capital improvement programming, resident communication, and drainage response allows Northbrook to receive timely support backed by senior-level engineering judgment.



RATE SHEET

Staff Member	Proposed Role	Likely Use on Assignment	Billing Rate
Daniel Strahan, P.E., CFM	Senior Engineer/ Primary Contact	Overall coordination, senior review, client liaison, in-person backup	$270
Daniel Brinkman, P.E., PTOE	Senior Transportation Engineer	Traffic complaints, studies, pedestrian/sidewalk input, traffic review comments	$235
James Baxa, CFM	Senior Technician	Development review, permit review support, standards administration, resident/staff support	$220
Katie Snyder, EI	Project Engineer	Main responsibilities would be assisting plan review and responding to resident calls. Assistance with MFT programs	$195
Patrick Leah	Junior Engineer/Field Support	Inspections, quantity calculations, sidewalk program support	$155

Note: A full GHA Rate Sheet is available at the end of this proposal.

FIRM QUALIFICATIONS AND EXPERIENCE

CONSULTING ENGINEER | VILLAGE OF GRAYSLAKE, IL

Consulting Engineer Since: 2015

Grayslake, a 9-square-mile community with a population of approximately 21,000, has relied on GHA for support across ***capital project planning, design, permitting, construction oversight, and ongoing infrastructure management,*** experience that translates seamlessly to Cary's goals.

SCOPE OF SERVICES

Grant Application/Funding
Topographic Surveys
Boundary Surveys
Roadway Phase I Design
Roadway Phase II Design
Roadway Phase III Construction
Annual Roadway Improvements
Parking Lot Expansion
Parking Lot Rehabilitation
Streetscape
Bicycle Pathway Improvements
Pedestrian Improvements
Geographic Information System
Public Engagement
Parks & Recreation
Plan Review
Stormwater Studies
Stormwater Improvements
Water Modeling/Improvements
Water System Operations
Construction Observation
Federal Documentation



Award-Winning Project Delivery: Our work on the **Gelatin Park Site Improvements** earned the APWA Chicago Metro Chapter Project of the Year Award in Historical Restoration/ Preservation.

OVERVIEW

Capital Planning and Design Expertise: GHA routinely delivers preliminary, Phase I, Phase II, and construction-phase engineering services for roadway improvements, water main replacements, drainage studies, and downtown streetscape enhancements - directly aligning with Cary's need for multi-discipline civil engineering support.

Grant Acquisition and Administration: GHA has supported Grayslake with successful grant applications, funding strategies, and federally compliant project documentation, including Motor Fuel Tax and Surface Transportation Program projects, ensuring efficient leveraging of outside funding.

Traffic and Transportation Solutions: Our team has designed and implemented annual resurfacing programs, parking lot expansions, and bicycle and pedestrian improvements, demonstrating deep experience in traffic operations, safety enhancements, and multimodal infrastructure design.

Stormwater Management Leadership: GHA serves as the Watershed Development Ordinance Enforcement Officer for Grayslake, overseeing drainage compliance, stormwater studies, and permitting; experience that supports Cary's need for drainage investigations and regulatory clearances.

Construction Observation and Quality Assurance: GHA has provided full-time construction observation on over $20 million of infrastructure improvements in Grayslake, maintaining meticulous documentation, contractor coordination, and quality control to meet agency and funding requirements.

Utility Coordination and Water System Expertise: We prepared Grayslake's water system model and have led water main design, operational support, and utility improvements - services that closely match Cary's goals for water and wastewater infrastructure design and construction oversight.

Community Engagement and Public Communication: GHA has facilitated public engagement initiatives, from open houses to project-specific communications, ensuring stakeholders are informed throughout the planning, design, and construction phases; an essential component for successful municipal project delivery.

REFERENCE: Bill Heinz, Director of Public Works | 847.223.8515 | wheinz@villageofgrayslake.com

Annual Infrastructure Improvements

Buffalo Grove, IL

GHA serves as an ongoing partner to the Village of Buffalo Grove, delivering a wide range of engineering services that align closely with the Village of Cary's on-call engineering needs. Buffalo Grove entrusted GHA to support its multi-year, Village-wide infrastructure reinvestment initiative following the approval of a bond referendum for capital improvements. Our work includes:

PROJECT FEATURES

Roadway Reconstruction
Water Main Replacement
Updated Residential Water Services
Sanitary System Improvements
Storm Sewer System Improvements

SCOPE OF SERVICES

Capital Improvement Planning
Conceptual/Design Engineering
Roadway Design
Construction Engineering

> ***My ask to you is to provide the best possible product, at the lowest possible cost with the least amount of inconvenience to the residents. It's impossible to hit those all out of the park, but you're sure pursuing that with all you got and I cannot tell you how much the Village,***
>
> ***Buffalo Grove***

OVERVIEW

Capital Improvement Planning and Design: GHA has provided planning, conceptual design, and detailed engineering for roadway, water main, and sewer infrastructure upgrades, directly supporting the Village's long-term asset management and reinvestment goals.

Full-Service Construction Support: Our Resident Engineer provided full-time construction observation and project management during peak construction seasons, ensuring contractor compliance, quality control, and schedule adherence across multiple concurrent projects.

Utility and Street Renewal Expertise: GHA managed critical water main replacements and coordinated pre-resurfacing sewer repairs and upgrades, ensuring underground infrastructure was addressed prior to surface improvements; an approach that mirrors Cary's objectives for efficient infrastructure sequencing.

Agency and Stakeholder Coordination: Our team worked closely with Buffalo Grove's Engineering, Public Works, and Building Departments, as well as coordinating with other Village consultants, demonstrating our ability to integrate seamlessly with municipal operations.

Responsive, Scalable Service Delivery: GHA provided flexible staffing levels based on seasonal needs and project priorities, a model directly suited to the Village of Cary's as-needed, on-call engineering framework.

GHA's ongoing work with Buffalo Grove exemplifies our ability to manage critical capital improvement projects with precision, flexibility, and strong communication - capabilities we are ready to bring to support the Village of Cary's infrastructure initiatives.

REFERENCE: Briget Schwab, Village Engineer | 847.459.2553 | bschwab@vbg.org







REFERENCES, RELATED EXPERIENCE AND EXAMPLES OF WORK

Briget Schwab **Village Engineer** 847.459.2553 | bschwab@vbg.org	Village of Buffalo Grove 51 Raupp Boulevard Buffalo Grove, IL 60089
William Heinz **Director of Public Works** 847.223.8515 | wheinz@villageofgrayslake.com	Village of Grayslake 10 South Seymour Avenue Grayslake, IL 60030
Dan Kaup **Director of Public Works** 847.279.6901 | DKaup@wheelingil.gov	Village of Wheeling 2 Community Boulevard Wheeling, IL 60090

One of the greatest measures of a Consultant's success is the feedback received from their clients. GHA is proud of our continuing commitment to successfully meeting the goals and objectives of our clients, a commitment reflected in our extensive portfolio of repeat clients.

In 2022 the Village of Grayslake hired GHA to complete the design, bidding, and inspection of our downtown streetscape. The design was completed on time and the bids came in on budget. During construction GHA was able to contact all effected businesses and answer all their questions, keeping the Village Hall phones from ringing. The project was completed on time and the results have been receiving compliments from residents and elected officials.
We will look to GHA for any additional streetscape projects in the future. Thank you.

Bill Heinz, Director of Public Works/Village Engineer
Village of Grayslake

Gewalt Hamilton Associates, Inc. is one of a few engineering companies that has been reviewed and placed on the Village's approved consultant list. The Village has hired Gewalt Hamilton for numerous projects over the past 30 years and is our "go to consultant" for most engineering projects that cannot be handled by our Engineering Division. They have always provided a high level of professional service that is relied on by the Village for both public and private projects. ***I highly recommend Gewalt Hamilton Associates, Inc. as an engineering consultant.***

Matt Brandmeyer, AICP, Community Development Director
Village of Skokie

Dan (Strahan) has been extremely responsive from day one and continues to be on top of things at all times. I appreciate GHA providing one of your top engineers to help me serve my Township.

Marty Neal
Libertyville Township

GEWALT HAMILTON ASSOCIATES, INC.

An Employee-Owned Company

GHA PROFESSIONAL SERVICES HOURLY RATE GUIDE:

2026

The following rates will remain in effect until December 31, 2026,
at which time they are subject to an annual increase:

PRINCIPAL	$285.00
SENIOR PROJECT MANAGER II	$270.00
SENIOR PROJECT MANAGER I	$235.00
PROJECT MANAGER II	$215.00
PROJECT MANAGER I	$190.00

ENGINEER VI	$235.00
ENGINEER V	$210.00
ENGINEER IV	$195.00
ENGINEER III	$180.00
ENGINEER II	$165.00
ENGINEER I	$155.00

LAND SURVEYOR IV	$225.00
LAND SURVEYOR III	$185.00
LAND SURVEYOR II	$164.00
LAND SURVEYOR I	$144.00

GIS TECHNICIAN IV	$200.00
GIS TECHNICIAN III	$170.00
GIS TECHNICIAN II	$140.00
GIS TECHNICIAN I	$120.00

ENVIRONMENTAL RESOURCE SPECIALIST IV	$210.00
ENVIRONMENTAL RESOURCE SPECIALIST III	$185.00
ENVIRONMENTAL RESOURCE SPECIALIST II	$160.00
ENVIRONMENTAL RESOURCE SPECIALIST I	$145.00

ENGINEER TECHNICIAN V	$220.00
ENGINEER TECHNICIAN IV	$180.00
ENGINEER TECHNICIAN III	$160.00
ENGINEER TECHNICIAN II	$135.00
ENGINEER TECHNICIAN I	$100.00

LANDSCAPE ARCHITECT	$190.00

DATA MANAGER	$170.00
DATA TECHNICIAN III	$160.00
DATA TECHNICIAN II	$140.00
DATA TECHNICIAN I	$110.00

CAD MANAGER	$240.00
CAD TECHNICIAN III	$165.00
CAD TECHNICIAN II	$135.00
CAD TECHNICIAN I	$110.00

ADMINISTRATIVE II	$120.00
ADMINISTRATIVE I	$100.00

ACCOUNTING MANAGER	$210.00
ACCOUNTING II	$150.00
ACCOUNTING I	$140.00

Services provided under this Agreement will be billed according to the rates in effect at the time services are rendered.

July 8, 2026

Mr. Aram Beladi
Village Engineer
Village of Northbrook
655 Huehl Road
Northbrook, IL 60062

Subject: Village of Northbrook – On-Call Village Engineering Services

Dear Mr. Beladi:

Thank you for the opportunity to provide On-Call Village Engineering Services to the Village of Northbrook for the next six months.

Baxter & Woodman, Inc. assists many communities in a similar manner. The strength of the Baxter & Woodman team comes from the cohesive and cooperative work effort gained from having expertise in all needed Village Engineering disciplines.

Scope of Services

Baxter & Woodman will provide approximately eight hours per week of On-Call Village Engineering assistance including on-site assistance, remote support, field inspections, and agency meetings as determined by the Village. The assistant to the Village Engineer will work at the direction of the Village Engineer. The typical duties of the Assistant Village Engineer are anticipated to include:

A. Street, sidewalk, curb and gutter replacement design, review, and approval.
B. Sanitary sewer design, review, and approval.
C. Water main design, review, approval.
D. Obtaining necessary permits from regulatory agencies IEPA, IDOT, CCHD, MWRDGC, etc.
E. Capital project estimates for budget purposes.
F. Assist with developer agreements, escrows, and letters of credit.
G. Prepare and bid Village capital projects as required.
H. Construction management and inspection as required for capital and stormwater projects.
I. National Pollutant Discharge Elimination System Stormwater Ordinance Oversight.
J. Responding to residential and neighborhood drainage and grading complaints.
K. General municipal engineering design.
L. Review Traffic complaints, make recommendations, and conduct studies.
M. Administer Village Engineering Standards and Specifications.
N. Review and Approve Documents of Record.

O. Review and approve permits that require P.E. signature (IEPA, MWRDGC).
P. Review Commercial and Residential Subdivisions for compliance with Village Standards and provide comments to applicants.
Q. Provide oversight for Building Permit Inspections as it pertains to engineering and site specific requirements.
R. Responding to residential traffic complaints.
S. Assist with obtaining necessary permits from regulatory agencies.
T. MWRDGC Watershed Management Ordinance (WDO) Oversight.
U. Assist Village staff as needed.

Fee

We propose providing the above-outlined services for an hourly rate of $185/hour for Talia and Alana. In addition, we propose a rate of $245/hour for Tim Horn as our senior support staff, only when required. Based on an anticipated eight hours/week considering the six-month (26 weeks) agreement period, the anticipated labor cost is not to exceed **$50,00.00**.

Mileage will be charged from our Chicago office for all personnel assigned to this Project. Mileage and drive time to outside agency meetings as part of Assistant Village Engineering services will be charged from Village Hall at the Village Rate. All mileage will be charged at the current IRS rates. We anticipate approximately $1,500.00 for mileage for the duration of six months.

We propose that this agreement runs **six months beyond the formal date of approval**.

As requested by the Village, Baxter & Woodman agrees to the following special provisions:

A. Six-month contract length
B. Ability for either party to end the contract, without fault or cause, with 30 days' written notice
C. No contract auto-renew clause

Staffing

Talia Knapp, PE, CFM, will be your main point of contact and will perform the Assistant Village Engineering services listed above. She will be assisted by Alana Rosenbaum, PE, CFM, technical support and provide a resource in Talia's absence. The team will be supported by our Senior Engineer, Tim Horn, PE, as needed. The Village is further supported by our staff of 450 professional engineers, technicians, surveyors, GIS staff, and more.

Standard Terms and Conditions

The attached Standard Terms and Conditions apply to this proposal.

Acceptance

We appreciate the opportunity to assist the Village of Northbrook with these services. If you find this proposal acceptable, please sign and return one copy for our files. If you have any questions or need additional information, please do not hesitate to contact Rich Gallas at 815-444-3350 or rgallas@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

Carolyn A. Grieves, PE
Vice President

Village of Northbrook

ACCEPTED BY: _____

TITLE: _____

DATE: _____

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Talia Knapp, PE, CFM

Water Resources Engineer



EDUCATION

B.S., Environmental Engineering, Colorado State University, 2020

Joined Firm in 2024

Years of Experience: 6

REGISTRATIONS

Professional Engineer License: Illinois

CERTIFICATIONS

Certified Floodplain Manager

Talia is a Municipal Engineer with over six years of experience who regularly performs analysis and design of municipal infrastructure, including open channels, culverts, storm sewers, detention/retention basins, and green infrastructure solutions. Talia also prepares construction plans, specifications, and technical reports, confirming compliance with local, state, and federal standards.

REPRESENTATIVE PROJECTS

Glenview, IL

Village Plan Reviewer

Coordinate review of multi-family, institutional, and commercial projects, from initial due diligence meetings with developers through Plan Commission and Village Board reviews to detailed plans, calculations, specifications, and final permits. Coordinate work by multiple reviewers, with multiple Village Departments, and with outside agencies.

Elk Grove Village, IL

Rear Yard Drainage Program

Project Engineer evaluating standing stormwater concerns in rear yards of residential areas throughout Elk Grove Village. The proposed improvements included re-grading easements, installation of perforated storm sewer to connect to the Village's network, and new inlet structures and stubs for the affected properties. Due to the volume of additional utility infrastructure in the easement, some field design was performed in conjunction with the design engineer. The designers and construction staff coordinated the improvements with affected residents to minimize landscaping impacts and coordinate relocation or replacements needed for the improvements. Baxter & Woodman continues to perform field verification, design, and construction for the Village's residential drainage program.

Flossmoor, IL

Flossmoor Road Viaduct Stormwater Improvements

Project Engineer for design of five-phased drainage improvement project within the Village of Flossmoor. Project location includes depressional areas which lack viable overland flow paths for positive drainage, and flooding near Flossmoor Road Viaduct that is exacerbated by conveyance limitations within the existing storm sewer system. The improvements to the conveyance systems consisted of new and upsized storm sewer to carry stormwater to a proposed detention basin on Heather Hill Elementary School property. Along with the storm sewer improvements, the design included water main relocation, railroad permitting, and coordination with the local school board for temporary and permanent easements.

Bloomington, IL

East Street Basin

Design Engineer for a detention basin and storm sewer pipe network to address flooding. She also coordinated with utility companies and railroads for permitting and prepared cost estimates.

Lake County Division of Transportation, IL
Rollins Road Resurfacing and Non-Motorized Travel Improvements
Project Engineer for Phase II design to improve pedestrian mobility along Rollins Road from Fairfield Road to Civic Center Way. The project includes alternative analysis to provide sidewalk along both sides of the road, pavement resurfacing, extensive public involvement, traffic signal design, drainage studies, right-of-way plats, environmental investigation, and permitting.

Alana Rosenbaum, PE, CFM

Water Resources Engineer



EDUCATION

B.S., Civil and Environmental Engineering, University of Illinois Urbana-Champaign, 2019

Joined Firm in 2019

Years of Experience: 7

REGISTRATIONS

Licensed Professional Engineer: Illinois

CERTIFICATIONS

Certified Floodplain Manager

Alana is experienced in municipal engineering, with a strong focus on drainage of residential properties and a well-rounded understanding of municipal engineering. She specializes in storm sewer design, drainage inspections, grading and drainage plan review, and permitting.

REPRESENTATIVE PROJECTS

Skokie, IL
2020 Green Alley Project
Water Resources Engineer for the design of the Village of Skokie's 2020 green alley improvements. This project included an interlocking concrete permeable paver design over stone aggregate to create stormwater storage. Due to the clay conditions of the soil and the combined sewers in this area, overflows were installed to bubble up in the curbline. This provided a relief to the system and voided a direct connection into the combined sewer network. Alana was instrumental in coordinating permit reviews and plan edits with MWRD to maintain the project's schedule

Glenview, IL
Village Plan Reviewer
Reviewed engineering plans for new single-family homes, additions, residential flood control structures, drainage improvements, and utility permits. Assisted in the review of commercial engineering plan reviews.

Highland Park, IL
Residential Plan Review Services
Project Engineer providing residential plan review and code consultant services on an as-needed basis to the City. Reviewed drainage and grading plans, calculations, details, topographical maps, and pertinent information as required to determine code compliance.

Elk Grove Village, IL
Rear Yard Drainage Program
Project Engineer evaluating standing stormwater concerns in rear yards of residential areas throughout Elk Grove Village. The proposed improvements included re-grading easements, installation of perforated storm sewer to connect to the Village's network, and new inlet structures and stubs for the affected properties. Due to the volume of additional utility infrastructure in the easement, some field design was performed in conjunction with the design engineer. The designers and construction staff coordinated the improvements with affected residents to minimize landscaping impacts and coordinate relocation or replacements needed for the improvements. Baxter & Woodman continues to perform field verification, design, and construction for the Village's residential drainage program.

Glenview, IL
Tall Trees Regional Storm and CIP Improvements
Project Engineer for the storm sewer improvements, stormwater detention and pump construction, water main replacement, sanitary sewer improvements, roadway rehabilitation, and the Sequoia Trail culvert replacement.

Metropolitan Water Reclamation District of Greater Chicago, IL
Stormwater Master Plan for the Butterfield Creek Study Area
Project Engineer for the development of an MWRD Stormwater Master Plan for the Butterfield Creek Watershed. The project included the development of implementable plans that the benefitting communities can advance themselves, and potentially update if needed. The developed alternatives and recommendations maximized partnerships and leverage a range of resources. The report included discussion of projects' costs, target outcomes, core concepts, existing plans and studies, flood benefits, other benefits, and barriers to implementation and strategies to overcome.

Timothy K. Horn II, PE, CFM

Municipal Services Assistant Department Manager



EDUCATION

M.E. Civil Engineering, Texas A&M University, 2011

B.S., Civil Engineering, Texas A&M University, 2010

Joined Firm in 2021

Years of Experience: 14

REGISTRATIONS

Licensed Professional Engineer: Illinois, Texas

Certified Floodplain Manager

Lake County Stormwater Management Commission Enforcement Officer

Timothy leads our firm's municipal engineering services, providing Village Engineering support for several communities throughout the Chicago area. He works closely with planners, building officials, and Public Works and Development Services directors to ensure coordinated project delivery. His experience includes plan review and oversight of a broad range of developments, from single-family lots to large logistics campuses and multi-family housing, with involvement in stormwater, floodplain, and transportation improvements.

REPRESENTATIVE PROJECTS

Glenview, IL
Village Plan Reviewer | 2021 to Present
Coordinate review of multi-family, institutional, and commercial projects, from initial due diligence meetings with developers through Plan Commission and Village Board reviews to detailed plans, calculations, specifications, and final permits. Coordinate work by multiple reviewers, with multiple Village Departments, and with outside agencies.

La Grange, IL
***Utility Plan Reviewer* | 2022 to Present**
Review private utility plans proposed in the public right-of-way for impacts to Village infrastructure and private residential improvements. Track progress of utility work completion and coordinate with Public Works and inspectors regarding proposed scope, impact to parkways and streetscape, and schedule initial and final inspection walkthroughs.

Lisle, IL
Village Engineering Consultant* | *2022 to Present
Review single-family right-of-way improvements and dry utility company improvements throughout town, ensuring compliance with DuPage County Stormwater Management Ordinance and General Certifications. Coordinate and inspect restoration of Village right-of-way for project closeout.

Marengo, IL
***Village Engineering and Plan Review Consultant* | 2022-2024**
Review single-family and commercial projects for compliance with McHenry County stormwater requirements, master stormwater and subdivision plans, and coordinate with City and utility projects.

Fox River Grove, IL
Grove Residences Phase A1 Plan Review
Reviewing engineering plans of proposed development plans, reports, calculations, and permit applications to confirm conformance with Village ordinances and regional, state, and federal requirements. The project consisted of reviewing grading-only permit submittal, review and approval of proposed base flood elevation (BFE), and coordination with the Village.

Lakewood, IL
Engineering Plan Reviews
Assisted with providing general municipal engineering review for development proposals within the Village.

Island Lake, IL
Dollar General Store Plan Review
Reviewed engineering plans for the proposed Dollar General Store located near the intersection of IL 176 and Waters Edge Drive. The review confirmed compliance with the Village ordinances and good engineering practices.

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Public Works Kelly Hamill
Date: 2026-09-22
Subject: A Resolution Approving the Purchase of Furniture for the Fleet Maintenance Garage from Interiors for Business, Inc. of Batavia, Illinois in an amount not to exceed $83,006

Overview

This Resolution authorizes the purchase of office furniture for the Fleet Maintenance Garage as part of the adaptive reuse which requires retrofitting and updating of the building to the Village's specific use outlined in the FY27-31 Capital Improvement Plan and adopted FY27 Budget.

Fiscal Impact

The adopted FY27 Budget provides funding in Account Number 38-7800-703-00-330001 (Building and Permanent Improvements) for the purchase of furniture for the new Fleet Maintenance Garage.

Interiors for Business (IFB) submitted a quote in the amount of $83,006 (attached as Exhibit A). IFB participates in joint purchasing programs and has contracts with Sourcewell (Contract #901423-STI) and Omnia Partners (Contract #R240104). The policies of each joint purchasing program satisfy State law and the Village's requirements for competitive bidding.

Recommendation

Approval.

Strategic Priority

Infrastructure. Maintain a consistent high-quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs.

Background

The Village purchased property at 3504 Commercial Avenue with Resolution 2024-44 and determined that this property was a sufficient size for a new Fleet Maintenance Garage. On November 11, 2025, the Village Board approved Resolution 2025-R-189 which recognized the

Village's pending purchase of Furniture Fixtures and Equipment (FFE) for the new Fleet Maintenance Garage.

Over the past two years the Village has renovated or remodeled certain areas of Village Hall including portions of the Finance Department, Information Technology Department and the Village Manager's Office with new paint, carpet and furniture. The furniture selected for this space was purchased directly from ULINE of Pleasant Prairie, WI, while other furniture recently purchased by the Village has been manufactured by Steelcase and purchased through Interiors for Business (IFB) .

In order to determine which furniture was best suited for the new Fleet Maintenance Garage, a structured review was conducted by FGMA and it was decided that Steelcase furniture was of a higher quality, more durable, and offered the best options which matched the design concept envisioned for this project.

The adopted FY27 Budget provides funding in Account Number 38-7800-703-00-330001 (Building and Permanent Improvements) for the purchase of furniture. Interiors for Business (IFB) submitted a quote in the amount of $83,006 (attached as Exhibit A). IFB participates in joint purchasing programs and has contracts with Sourcewell (Contract #901423-STI) and Omnia Partners (Contract #R240104). The policies of each joint purchasing program satisfy State law and the Village's requirements for competitive bidding.

Staff recommends the Village Board approve the purchase of furniture for the new Fleet Maintenance Garage in a not to exceed amount of $83,006 from Interiors for Business, Inc., of Batavia, Illinois.

Staff will be available at the meeting to answer any questions that may arise.

A Resolution Authorizing the Purchase of Furniture for the Fleet Maintenance Garage from Interiors for Business, Inc. of Batavia, Illinois in an amount not to exceed $83,006
Exhibit A - 260911 Proposal for Village of Northbrook - Fleet Furniture
Supplemental Information - FGMA_NB Fleet- Furniture

Resolution 2026 -

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing the Purchase of Furniture for the Fleet Maintenance Garage from Interiors for Business, Inc. of Batavia, Illinois in an amount not to exceed $83,006

is hereby adopted, as follows:

Section 1. Recitals.

The Village purchased property at 3504 Commercial Avenue with Resolution 2024-44 and determined that this property was a sufficient size for a new Fleet Maintenance Garage. On November 11, 2025, the Village Board approved Resolution 2025-R-189 which recognized the Village's pending purchase of Furniture Fixtures and Equipment (FFE) (***"Furniture")*** for the new Fleet Maintenance Garage.

The FY27-31 Capital Improvement Plan (CIP) outlines the new Fleet Maintenance Garage and the adopted FY27 Budget provides funding in Account Number 38-7800-703-00-330001 (Building and Permanent Improvements) for the purchase of furniture for the new Fleet Maintenance Garage as part of the adaptive reuse which requires retrofitting and updating of the building to the Village's specific use.

Interiors for Business, Inc. (IFB) (**"*Vendor")*** submitted a quote for the Furniture in the amount of $83,006 (attached as ***Exhibit A***). Vendor participates in joint purchasing programs and has contracts with Sourcewell (Contract#901423-STI) and Omnia Partners (Contract #R240104). The policies of each joint purchasing program satisfy State law and the Village's requirements for competitive bidding.

Staff recommends the Village Board approve the purchase of the Furniture from the Vendor in a not to exceed amount of $83,006.

Based on these factors, Village staff recommends the purchase of the Furniture as part of the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage.

The President and the Board of Trustees have considered the purchase and determined that it is in the best interest of the Village and the public.

Section 2. Authorization for the Purchase.

The Village Manager shall be, and is hereby, authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Furniture from the Vendor in a not-to-exceed amount $83,006.

Approved:

RESULT:
MOVER:
SECONDER:

AYES:
NAYES:
ABSTAIN:
ABSENT:

ATTEST:

Village President

Village Clerk

QUOTE

INTERIORS FOR BUSINESS, INC.
409 N. River Street
Batavia, Illinois, 60510
630.761.1070 Main
www.interiorsforbusiness.com

CUSTOMER Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

WORKPLACE CONSULTANT Carol Kase x57
CUSTOMER SERVICE Kris Kolek x22
CLIENT SERVICES Tanja Davis x56
DESIGNER Monique Montgomery x33

DATE 9/11/2026 - Revision #3
TERMS 50% Deposit / Net 15
PROJECT Fleet Building Furniture Proposal

SEQ#	QTY	DESCRIPTION	AMOUNT	EXTENDED
		Steelcase/AMQ Sourcewell Contract #091423-STI Maturity Date: 12/4/2027		
		Sit-On-It Seating Omnia Contract #R240104 Contract Period: December 17, 2024-December 31, 2027		
		Allseating/Omnia through Vizient Contract# CE3371 Expiration Date 4/30/2026		
		JSI Omnia Contract# R240107 Contract Period: December 17, 2024 to December 31, 2027		
		Interior Development - Garage		
BK-01	1	Steelcase Laminate Bookcase 15D x 30W x 72H HPL Laminate: Natural Ash	765.83	765.83
CH-01.1	1	Sit-On-It Seating Amplify High Back Task Chair Mesh Back with Enhanced Synchro Control Height/Width Adjustable Arms Frame: Black Black Base Hard Floor and Carpet Casters Seat Depth Adjustment Mesh: Black Onyx Fabric: Grade 4 - Maharam Metaphor, Color: Detective	692.00	692.00
CH-02.1	2	Sit-On-It Seating Focus Side Chair with Mesh Back Frame: Black A130 Arms Mesh: Black Onyx COM Fabric: Grade 4 - Maharam Tenet, Color: Shenandoah Glides: Floor Saver Glides	370.90	741.80
DK-01		Steelcase Desk Including:		
	1	Height Adjustable 3-Leg Desk - 24D x 72W x 47L	1,299.12	1,299.12
	2	Extended Stretcher Bar	48.87	97.74
	2	Modesty Panel - 60W x 13 3/4H	306.59	613.18
	1	Convenience Desktop Power with Utility	261.46	261.46
	1	Cable Manager Laminate: Natural Ash Paint: Merle	69.16	69.16
TB-01	1	Steelcase Square Coffee Table 24D x 24W x 16H Laminate : Natural Ash Base: Merle	420.11	420.11

QUOTE

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DATE 9/11/2026 - Revision #3
TERMS 50% Deposit / Net 15
PROJECT Fleet Building Furniture Proposal

SEQ#	QTY	DESCRIPTION	AMOUNT	EXTENDED
PW-01	1	Steelcase Glass Walls - Option #1 Frame: Midnight Glass: Clear Hardware Finish: Gloss Black	12,308.80	12,308.80
		Entry/Lobby		
CH-06	2	Sit-On-It Seating - Focus Guest Chair Fabric: Momentum Carson, Color: Buck Frame: Black Fixed Loop Arms Multi-Surface Glides	429.50	859.00
PT-01	2	Sit-On-It Seating - Uni Table Laminate: Uptown Walnut or Other Column Finish: Charcoal	288.50	577.00
		Conference Room		
CH-04	16	Allseating Dart Midback Conference Chair Synchro Tilt Height Adjustable T-Arms Black Base Fabric: Grade 2 - Rocky, Color: Ginger	457.70	7,323.20
TB-04	1	Steelcase Currency Boat Shape Table 168W x 48D Laminate: Natural Ash Edge Finish: Natural Ash Base: Rectangular, Natural Ash Two Hinged Door Grommets Power Config Per Door: 2 Power Outlets, 2 Open Ports, 1-USB-A and 1-USB-C Power Door Finish: Black Anodized Aluminum 120" Power Cord	3,949.15	3,949.15
CR-01	4	Steelcase Laminate Low Storage 2-High Cabinet 18.875D x 30W With Two Common Tops to Create Two Units Laminate: Natural Ash Nile Pull, Finish: Black	828.18	3,312.72
		Break Room		
CH-03	8	Sit-On-It Seating Lumin 4-Leg Chair, Armless Upholstered Seat and Poly Back Frame: Silver Floor Saver Glides Plastic Shell, Color: Apple Vinyl - Grade 2 - Slide, Color: Apple	228.00	1,824.00
ST-01	4	Sit-On-It Seating Lumin 24" Counter Stool, Armless Upholstered Seat and Poly Back Frame: Silver Floor Saver Glides Shell Color: Apple Fabric: Slide, Color: Apple	303.00	1,212.00

QUOTE

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DATE 9/11/2026 - Revision #3
TERMS 50% Deposit / Net 15
PROJECT Fleet Building Furniture Proposal

SEQ#	QTY	DESCRIPTION	AMOUNT	EXTENDED
TB-03	2	Steelcase Currency Square Table 42 x 42 Laminate: Milk Edge Finish: Milk Paint: Platinum Metallic	646.29	1,292.58
		Commons-Lounge		
LC-01	2	JSI Arwyn Single Seat Lounge Chair 29 1/2 x 34W x 29 1/4H Fabric 1: Momentum Carson, Color: Bluff Fabric 2: Momentum Carson, Color: Buck Wood Foot: Color, Fawn No Power No Arm Cap	1,261.44	2,522.88
SF-01	1	JSI Arwyn Three-Seat Sofa 29 1/2D x 90W x 29 1/4H Fabric 1: Momentum Carson, Color: Bluff Fabric 2: Momentum Carson, Color: Buck Wood Foot: Color, Fawn No Power No Arm Cap	2,327.52	2,327.52
TB-02	1	Steelcase Bassline Oval Shape Table 54"L x 24D x 13H Laminate: Natural Ash Metal Finish: Merle	561.92	561.92
		Office - Admin Clerk		
CH-01	1	Sit-On-It Seating Amplify High Back Task Chair Mesh Back with Enhanced Synchro Control Height/Width Adjustable Arms Frame: Black Black Base Carpet Casters Seat Depth Adjustment Mesh: Black Onyx Fabric: Grade 4 - Maharam, Color: Metaphor, Color: Detective	669.50	669.50
CH-02	2	Sit-On-It Seating Focus Side Chair with Mesh Back Frame: Black A130 Arms Mesh: Black Onyx COM Fabric: Grade 4 - Maharam, Color: Tenet, Color: Shenandoah Glides: Performance Multi-Surface Glides	370.90	741.80
DK-02		Steelcase Desk Including		
	1	Modesty Panel 60W x 13 3/4H	306.59	306.59
	1	Height Adjustable Desk 29D x 70W	847.43	847.43
	1	Convenience Desktop Power with Utility	261.46	261.46
	1	Cable Manager Laminate: Natural Ash Paint: Merle	69.19	69.19

QUOTE

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DATE 9/11/2026 - Revision #3
TERMS 50% Deposit / Net 15
PROJECT Fleet Building Furniture Proposal

SEQ#	QTY	DESCRIPTION	AMOUNT	EXTENDED
MP-01	1	Steelcase 1.5H Box/File Mobile Pedestal - 22 5/8D Paint: Midnight Integral Pull	560.47	560.47
LF-01	3	Steelcase 3-High Lateral File 18D x 36W x 40H With Common Tops Paint: Midnight Laminate Top: Natural Ash	942.67	2,828.01
TK-01	1	Steelcase Tackboard for Wall 55W x 30H Fabric: Alloy, Color: Bubbly	276.92	276.92
		Office - Files 309		
LF-01	3	Steelcase 3-High Lateral File 18D x 36W x 40H With Common Tops Paint: Midnight Laminate Top: Natural Ash	942.67	2,828.01
LF-02	2	Steelcase 3-High Lateral File 18D x 30W x 40H With Common Top Paint: Midnight Laminate Top: Natural Ash	932.28	1,864.56
LF-05	1	Steelcase 3-High Lateral File 18D x 36W x 40H With Common Top Paint: Midnight Laminate Top: Natural Ash	966.16	966.16
		Office - Fleet Manager 308		
CH-01	1	Sit-On-It Seating Amplify High Back Task Chair Mesh Back with Enhanced Synchro Control Height/Width Adjustable Arms Frame: Black Black Base Carpet Casters Seat Depth Adjustment Mesh: Black Onyx Fabric: Grade 4 - Maharam, Color: Metaphor, Color: Detective	669.50	669.50
CH-02	3	Sit-On-It Seating Focus Side Chair with Mesh Back Frame: Black A130 Arms Mesh: Black Onyx COM Fabric: Grade 4 - Maharam, Color: Tenet, Color: Shenandoah Glides: Performance Multi-Surface Glides	370.90	1,112.70
LF-04	1	Steelcase Bookcase Stack on 2-High 15D x 35.875 x 43.50H	560.29	560.29
	1	Steelcase 2-High Lateral 18.875D x 36W 72H Overall Height Laminate Top: Natural Ash With Counterweight Bar Pull, Finish: Black	982.98	982.98

QUOTE

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CLIENT SERVICES Tanja Davis x56
DESIGNER Monique Montgomery x33

DATE 9/11/2026 - Revision #3
TERMS 50% Deposit / Net 15
PROJECT Fleet Building Furniture Proposal

SEQ#	QTY	DESCRIPTION	AMOUNT	EXTENDED
TB-03.1	1	Steelcase Currency Square Table 36 x 36 Laminate: Natural Ash Edge Finish: Natural Ash Paint: Midnight	540.08	540.08
DK-03		Steelcase Desk Including:		
	1	Height Adjustable Desk 3-Leg Base - 24D x 72W x 47L	1,322.34	1,322.34
	2	Extended Stretcher Bar x 2	48.87	97.74
	1	Modesty Panel - 60W x 13 3/4H	306.59	306.59
	1	Universal Lateral File 2-High- Metal with Laminate Surround	1,432.40	1,432.40
	1	Tackboard 40.50H x 50.625W	259.72	259.72
	1	Tackboard 40.50H x 55W	276.92	276.92
	1	Floating Shelf 50.625W x 12D x 15H	585.85	585.85
	1	Floating Shelf 55W x 12D x 15H	642.12	642.12
	1	Convenience Desktop Power with Utility	261.46	261.46
	1	Cable Manager Laminate: Natural Ash Paint: Merle Fabric: Alloy, Color: Bubbly	69.16	69.16
MP-01	1	Steelcase 1.5H Box/File Mobile Pedestal - 22 5/8D Paint: Midnight Integral Pull	560.47	560.47
		Freight		
Freight	1	Freight	208.50	208.50
		Surcharge		
Surcharge	1	Surcharge	242.52	242.52
		Labor		
Labor	1	Prevailing wage labor to receive, deliver, and install above furniture. Work to be done during normal business hours Monday through Friday. Work to be done in one continuous phase.	17,623.20	17,623.20

Estimated Leadtimes: 6-8 Weeks from Factory Receipt of Order (Subject to Change)

TARIFF STATEMENT
The quoted prices are based on current laws and regulations. If these change and increase costs, IFB reserves the right to adjust prices accordingly. Any such price adjustments will be communicated and supported by relevant documentation.

	Material	64,931.59
		-
	Sales Tax 8.5%	-
	Freight	208.50
	Labor	17,623.20
	Design	-
	Surcharge	242.52
	TOTAL	$ 83,005.81

To accept this order please sign and return.

X _____

Print Name:

PO Number:

Storage fees are included for the first 30 days from receipt of product
Product stored longer than 30 days will result in storage fees
Deposit required at time of order - Leasing options available - This quote is valid for 30 days

Village of Northbrook

Interiors
Final Furniture

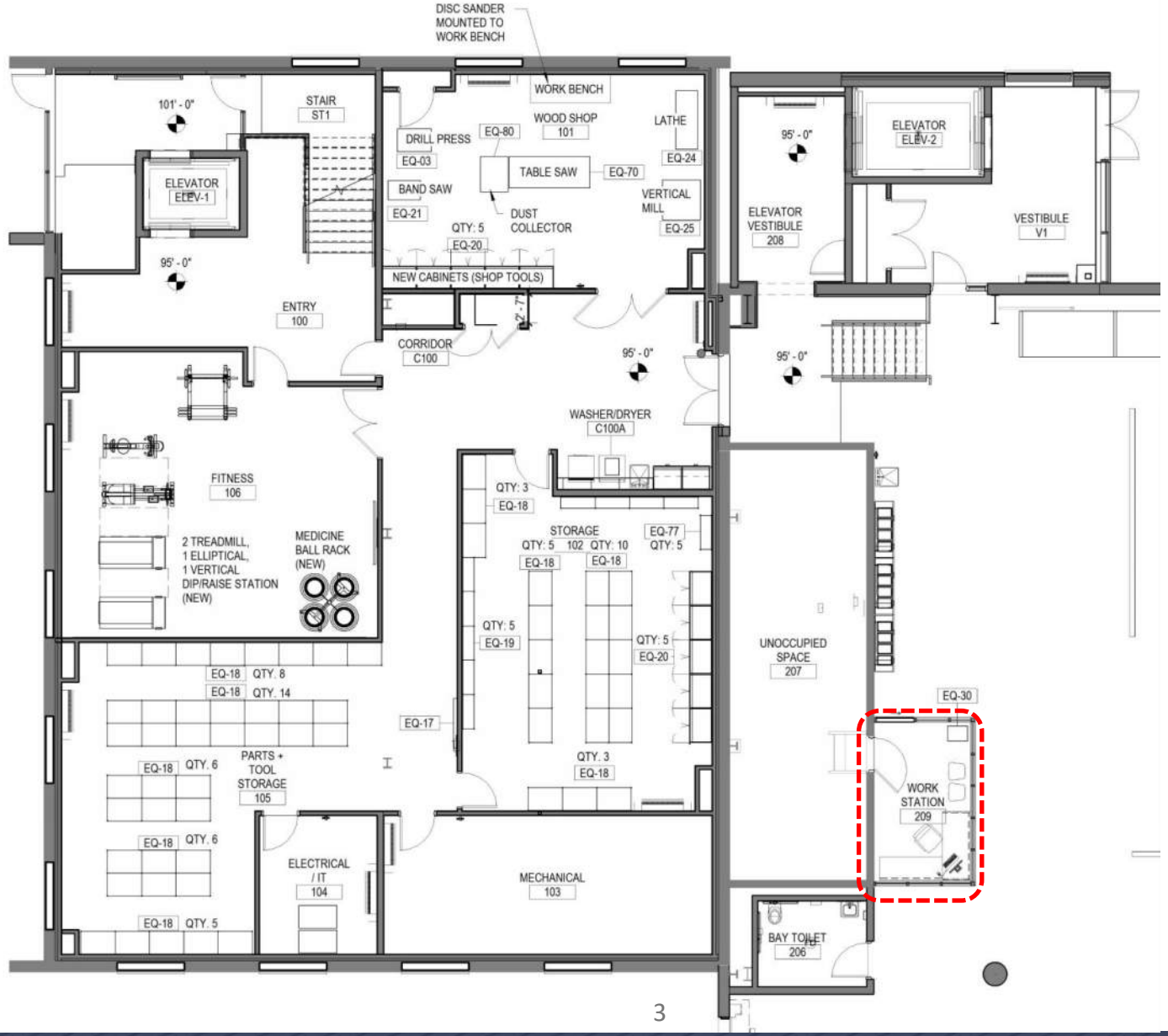
Fleet Maintenance

September 11th, 2026

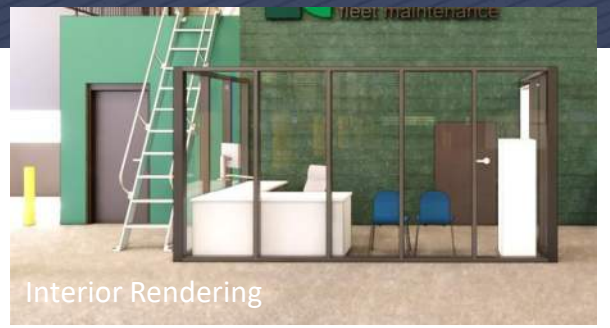
Lower Level Plan



2-Story Area – Lower Level



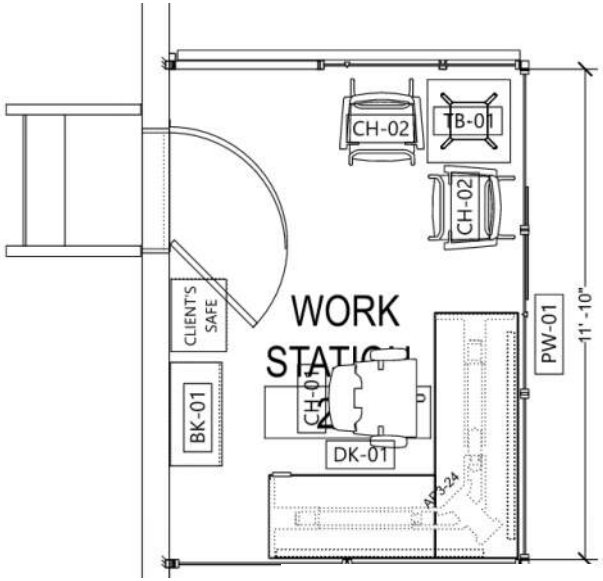
Interior Development – Garage



Interior Rendering

- Sit-to-stand workstation. Desk to have full height modesty
- Task Chair
- (2) Guest Chair







DK-01: Steelcase Height Adjustable L-Desk
- 24” x 71” x 48”
- Laminate: Steelcase Natural Ash
- Base: ~~Midnight~~ Merle
- Cable Management System and desktop power
- 15” modesty panel.



CH-02: SitOnIt Focus Side
- Back Style: Mesh
- Mesh Color: SitOnIt Focus Mesh Onyx
- Frame Type: Four Leg w/ Glides
- Frame Finish: Black
- Material: Maharam Tenet “Shenandoah”
- Arm Style: Fixed Loop
- Floor Saver Glides



CH-01: SitOnIt Amplify Task Chair
- Back Style: Mesh
- Mesh Color: SitOnIt Focus Mesh Onyx
- Adjustable Arms
- Upholstery: Maharam Metaphor “Detective”
- Base Finish: Black



TB-01: Steelcase Square Coffee Table
- 24” Circle Base
- Laminate: Steelcase Natural Ash
- Base: 7207 Black

Steelcase Laminate Bookcase
- 15” x 30” x 72”
- Laminate: Steelcase Natural Ash



fgma

northbrc 113

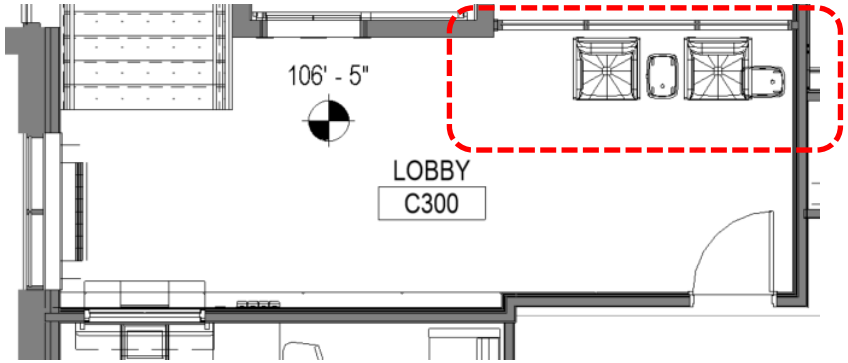
2-Story Area – Upper Level



Entry / Lobby

- (2) chairs
- (side tables) for filling out paperwork







By Owner

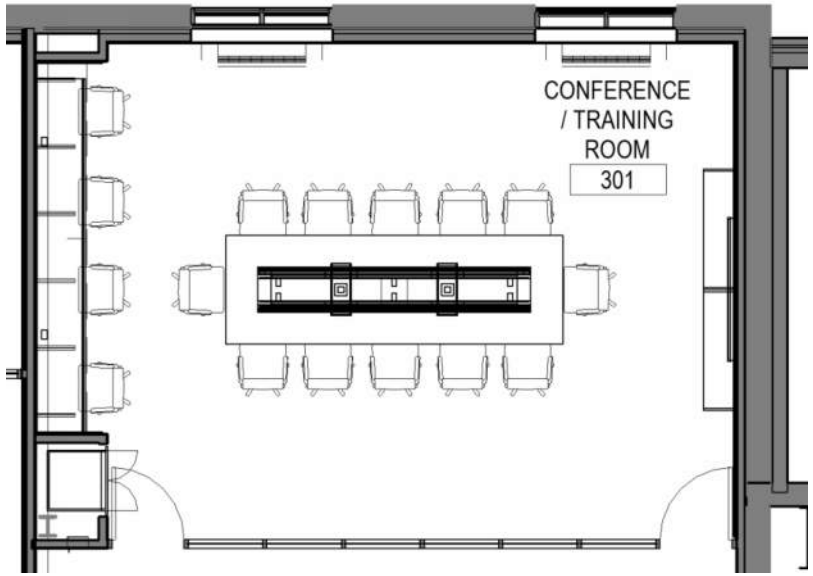


LC-01: SitOnIt Focus
- Upholstered Seat and Back
- Fixed Loop Arms
- 4-legs
- Seat / Back Cushion:-Momentum Carson' Buck (Grade 2)
- Frame: Black



PT-01: SitOnIt Uni Rectangular Laptop Table- Static
- 14"D x 20"W x 25.5"H
- Laminate: Uptown Walnut
- Base Finish: Charcoal

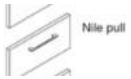
Conference Room – Table



- (16) conference chairs
- (1) Conference Table
- (1) Credenza



CR-01: Steelcase Laminate Low Storage 2-High Cabinet



- Shelving for Books
- 18.875” x 30”
- Laminate: Steelcase Natural Ash
- Common top
- Nile Pull, Finish: Black

TB-04: Steelcase Currency Boat Shape Table

- Size: 168” x 48”D
- Laminate Top: Steelcase Natural Ash
- Base: Steelcase Natural Ash
- Power – Black Anodized Aluminum





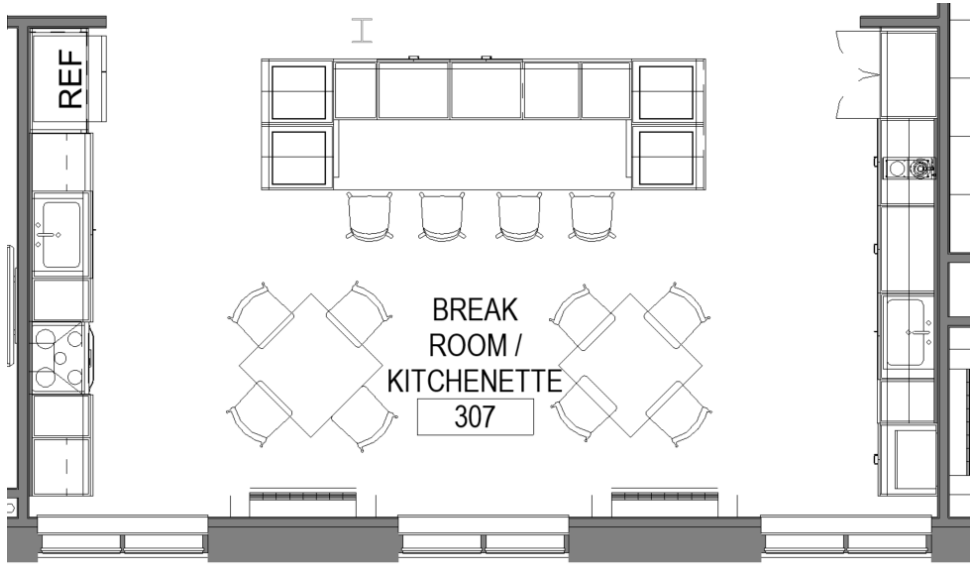
CH-04: Allseating Dart Conference Chair

- Mid-Back
- Basic Conferenced Tilt
- Height adjustable arm
- Base: Black low-profile 5-star
- Black carpet casters
- Single Upholstery in-Grade 2 (Rocky) – color Ginger



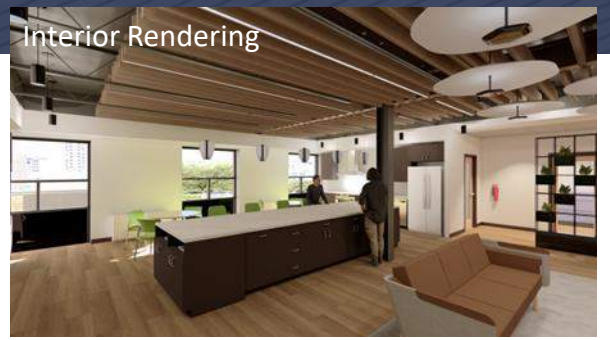


Break Room





BY OWNER - ULINE Brute 20 Gallon Trash Can
19” x 19” x 23”







TB-03: Steelcase Currency
Square Table – X-Base
- 42” x 42”
- Base: Platinum Metallic
- Top Finish: Steelcase Milk

CH-03: SitOnIt Lumin Four Leg
- Upholstered Seat w/ Plastic Back
- Frame Finish: ~~Chrome~~ Silver
- Shell: Apple
- Upholstery: Maharam – APT Chartreuse
- Armless
- Clear Glides w/ Felt

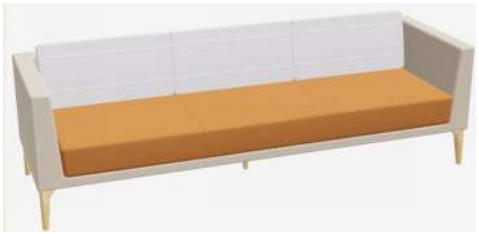


ST-01: SitOnIt Lumin Counter Stool
- Upholstered Seat with Plastic Back
- Frame Finish: ~~Chrome~~ Silver
- Shell Color: Apple
- Upholstery: Maharam – APT Chartreuse
- Armless
- Floor Saver Glides

Commons - Lounge



LC-01: JSI Arwyn Single Seat Lounge – Cushion Back
- Wood Foot
- Wood Finish: Fawn
- Seat / Back Cushion: Momentum Carson' Buck (Grade 2)
- Frame Cushion: Momentum 'Carson' Bluff (Grade 2)

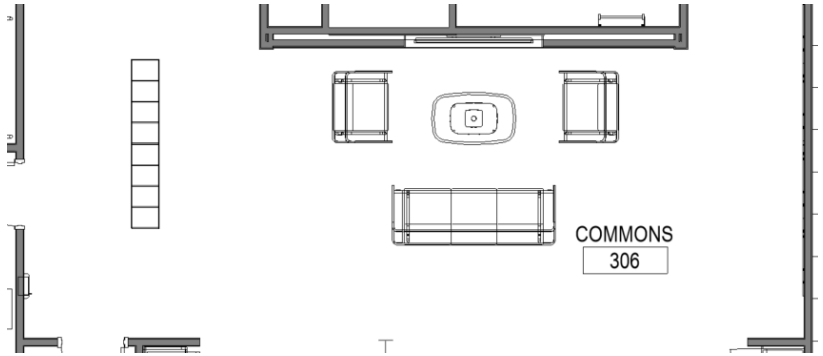


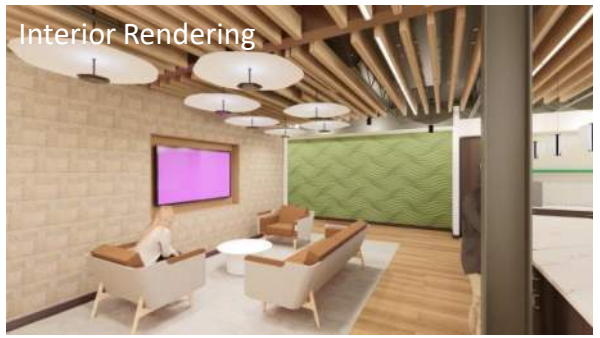
SF-01: JSI Arwyn Three Seat Lounge – Cushion Back
- Wood Foot
- Wood Finish: Fawn
- Seat / Back Cushion: Momentum Carson' Buck (Grade 2)
- Frame Cushion: Momentum 'Carson' Bluff (Grade 2)

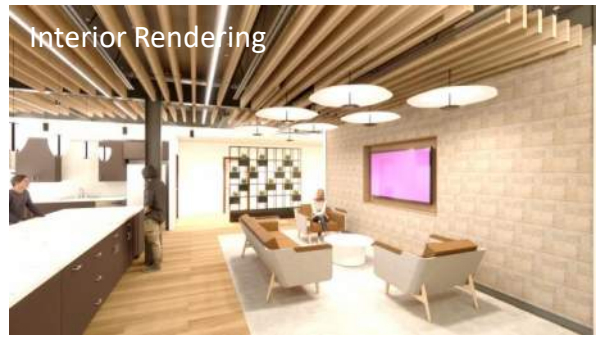


TB-02: Steelcase Bassline Oval Tile
- Size: 54"W x 24"D x 13"H
- Top/Edge Finish: HPL – Natural Ash
- Base Finish: Merle



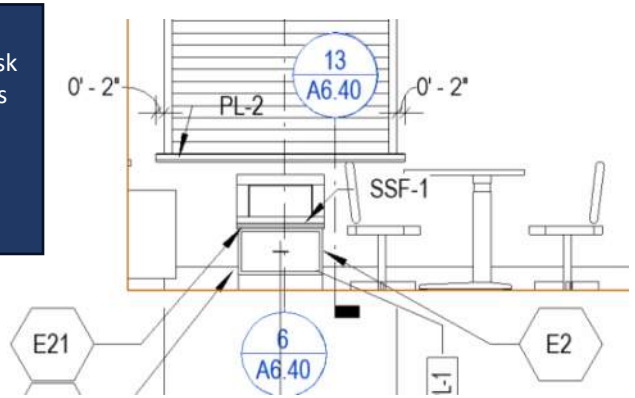






Office – Admin Clerk

- Task Chair
- (1) 72”x30” Desk
- (2) Guest Chairs
- Sofa – perhaps sleeper sofa
- (3) 3H File Cabinets

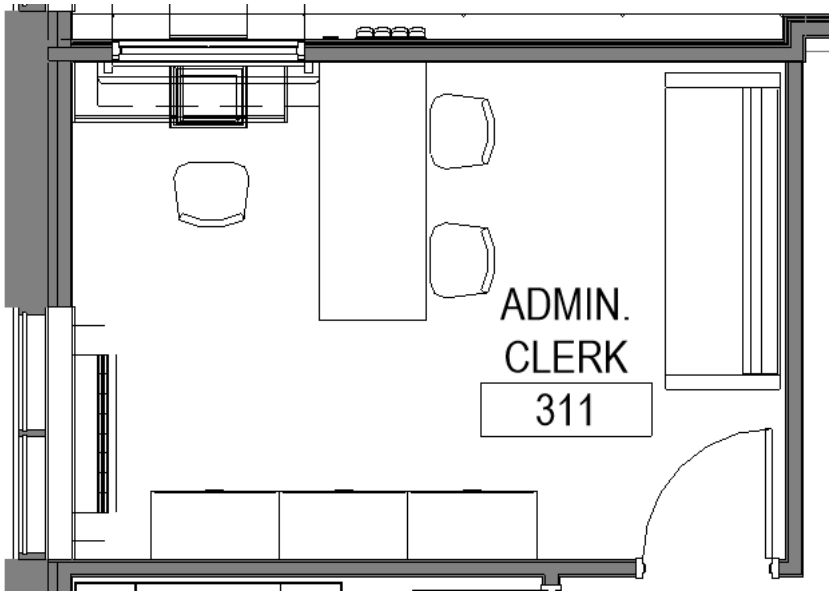


CH-01: SitOnIt Amplify Task Chair
- Back Style: Mesh
- Mesh Color: SitOnIt Focus Mesh Onyx
- Adjustable Arms
- Upholstery: Maharam Metaphor “Detective”
- Base Finish: Black



CH-02: SitOnIt Focus Side
- Back Style: Mesh
- Mesh Color: SitOnIt Focus Onyx
- Frame Type: Four Leg w/ Glides
- Frame Finish: Black
- Material: Maharam Tenet “Shenandoah”
- Arm Style: Fixed Loop
- Floor Saver Glides





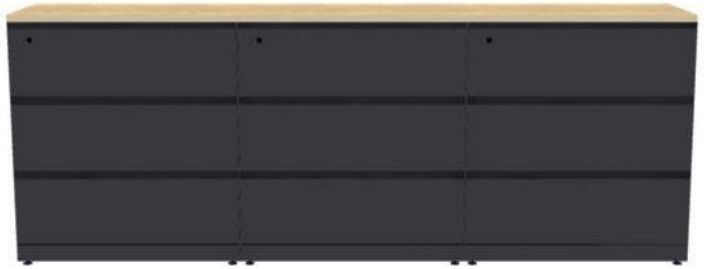
DK-02: Steelcase Height Adjustable Desk
- 29” x 70”
- Desktop Power with Utility
- Cable Management
- Steelcase Natural Ash
- Base: Merle
- Tackboard for wall – 55”W x 30”H in Alloy Bubbly

LF-01: Steelcase 3-High Lateral File
- 18” x 36” x 40”
- Common Top – Finish: Natural Ash
- Paint: Midnight



MP-01: Steelcase 1.5H Box/Box/File Pedestal -22D
- Paint: Midnight

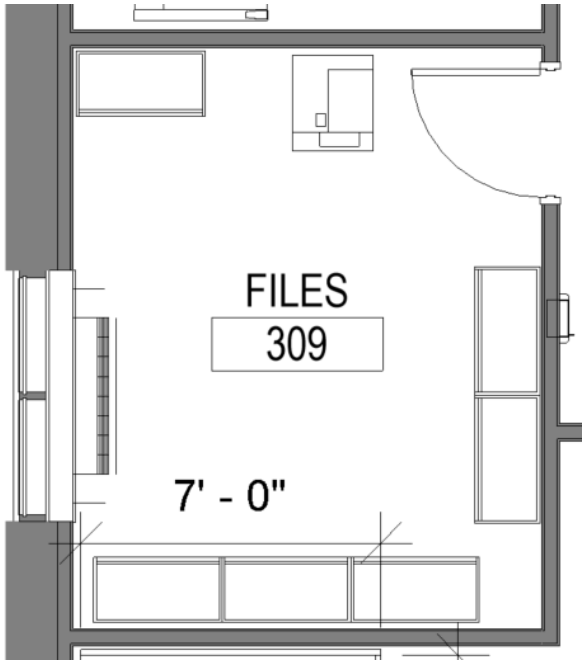
Office – Files 309



LF-01: Steelcase Universal Lateral File
- 18” x 36” x40”, 3 Drawer
- Color - Midnight
- Common Top – Finish: Natural Ash



LF-02: Steelcase Universal Lateral File
- 24” x 30” x 40”, 3 Drawer
- Color - Midnight
- Common Top – Finish: Natural Ash





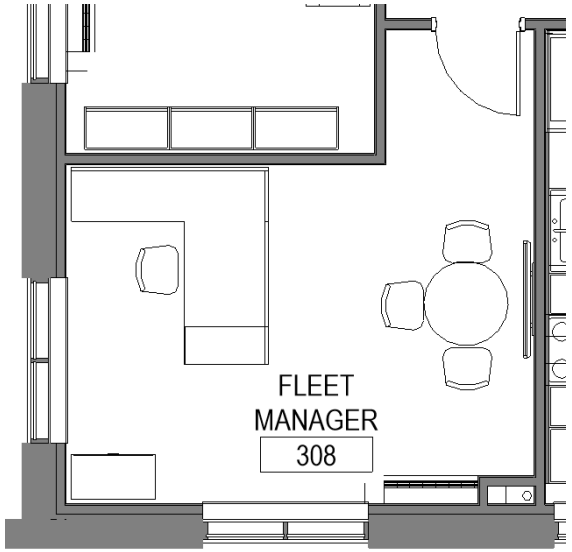
LF-05: Steelcase Universal Lateral File
- 18” x 36” x40”, 3 Drawer
- Color - Midnight
- Common Top – Finish: Natural Ash
- Other pull options available

- (2) 3H Files for vehicle records
- (2) 3H Files for cemetery records

Office – Fleet Manager 308

Notes
- L-shaped Sit-to-stand desk
- Half height modesty
- Metal or laminate front files?
- No overheads but shelf with tackboard
- No Wardrobe
- Lateral and BBF
- 3H 42W Lateral

- 7’-0” x 7’-0” Desk
- Task Chair
- (3) Guest Chairs
- (1) 3H File Cabinet
- (1) 36” Square Table



MP-01: Steelcase 1.5H Box/Box/File Pedestal - 22D
- Paint: Midnight
- Contemporary- Black Pulls

DK-03: Steelcase
- Height Adjustable L-Desk 24” x 71” x 47”
  - Laminate: Steelcase- Natural Ash
  - 15” modesty panel
  - Cable Management System and desktop power
  - Contemporary- Midnight Pulls
- Universal Lateral File 2-High – Metal w/ Laminate Surround
  - Paint: Merle
- Tackboard
  - Fabric: Alloy, Color: Bubby
- Floating Shelf



CH-01: SitOnIt Amplify Task Chair
- Back Style: Mesh
- Mesh Color: SitOnIt Focus Mesh Onyx
- Adjustable Arms
- Upholstery: Maharam Metaphor “Detective”
- Base Finish: Black



CH-02: SitOnIt Focus Side
- Back Style: Mesh
- Mesh Color: SitOnIt Focus Mesh Onyx
- Frame Type: Four Leg w/ Glides
- Frame Finish: Black
- Material: Maharam Tenet “Shenandoah”
- Arm Style: Fixed Loop
- Floor Saver Glides

TB-03.1: Steelcase Currency Square Tabl
- 36” x 36”
- Laminate: Steelcase Natural Ash
- Base: Midnight







LF-04: Steelcase Bookcase Stack on 2-High
- Size: 36”W x 24”D x 65 1/2”H
- Laminate: Steelcase Natural Ash
- Contemporary- Black Pulls

Thank You!

September 11th, 2026

Fleet Maintenance – Finish Palette

BM 'Plaster of Paris'

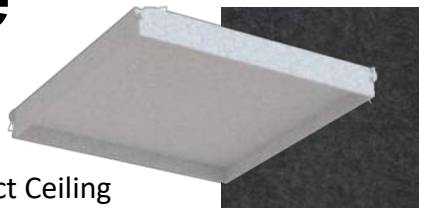
BM 'Deep Caviar'

BM 'Deep River'

BM 'Steamed Spinach'

BM 'Kangaroo'

BM 'Topeka Taupe'



Fact Ceiling
'Blox' Dark Gray



WC-2 – Momentum 'Beaumont' Starfish

CPT-1

CPT-2 – Mohawk 'Micro Bloom II'' Jewel Leaf Bark

CPT-1

CPT-1 – Mohawk 'Bark Community ' 858 858

RST/RSR-1 – Tarkett 'Minerality'

WP-1 – Wolf Gordon 'Venn Texture' Beige

PL-1 – Fenix 'Cacao Orinoco'

PL-2 – Abet Laminati '450'

Solid Surface – Wilsonart 'Coconut Oil'

QTZ-2 Cambria 'White Hall'

PL-3 – Wilsonart 'Palisades Oak'

AWP-1 – MDC 'Zintra Embossed Walls' Tidal in Olive

LVT-1

LVT-2 –
Bentley 'Balustrade' Beaux Arts

Cork Bricks – Muratto 3D 'Ivory'

Doors – VT Industries 'White Maple' Clear

CT-3 (backsplash) Tilebar 'Carolina' Fog

QTZ-1 (island) Cambria 'Inverness Bronze'

WCPT-1

WCPT-1 – Shaw 'Swift Tile' Step

LVT-1

LVT-1 – J+J 'Restreat 5mm' Tradition

RSF-1

RSF-1 – Flexco 'Prime Sprots' Evergreen

RSB/RCB-1 – Tarkett 'Burnt Umber'

SDT-1

SDT-1 – Flexco 'ESD Control' Dark Mocha

ERF-1 – Tnemec '290' Orion's Belt

ERF-1

WP-2 – Acrovyn ' Desert Sands' with sightline Texture

WP-3 - Acrovyn 'Burmese Teak'

Armstrong 'Tectum' Polar

Armstrong 'Tectum' Sandstone

Armstrong 'Tectum' Natural

Armstrong 'Tectum' Fern

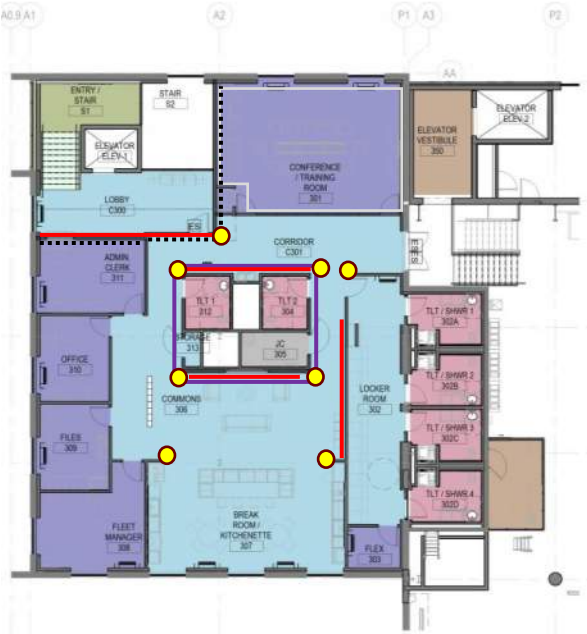
Armstrong 'Tectum' Ivy

SCC-1 – Sika 'Adobe'

fgma

northbrc 123

Fleet Maintenance – Colored Floor Finish Plan



Upper Level



Lower Level

Garage

Inside wall Corner Guard

Metal Corner Guard

Yellow Plastic Corner Guard

Accent Wall

Wall Protection or Wallcovering

Accent Finish

Bullet Resistance

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Development & Planning Services Amy McEwan
Date: 2026-09-22
Subject: An Ordinance Rezoning the Property at 5 Revere Drive and Amending the District Zoning Map (5 Revere Drive)(Plan Commission Docket No. PCD-26-04)

Overview
The Village, on behalf of the owner, has requested to rezone the property from I-1 Restricted Industrial District to the O-3 General Office District as designated in the Comprehensive Plan.

Fiscal Impact
N/A.

Recommendation
Approval.

Strategic Priority
Economic Vitality. Promote Northbrook as a thriving community and economic leader. Designation of a Strategic Plan goal does not indicate the merit or recommendation of requested relief.

Background

The applicant, the Village of Northbrook, on behalf of the owner ONB, LLC of the property commonly known as 5 Revere Drive, has requested the following zoning relief:

1. Rezoning from the I-1 Restricted Industrial to the O-3 General Office; and
2. Approval of any such variations, waivers, and zoning relief as may be necessary to accomplish development and use of the Subject Property as requested by the Applicant.

On September 22, 2026, the Board is scheduled to consider an Ordinance rezoning the property. Consistent with the policies endorsed by the Board as this was a unanimous recommendation from the Plan Commission, it will be placed on the Board of Trustees consent agenda.

The Plan Commission conducted a public hearing on the application during a regular meeting on September 1, 2026. The Commission waived staff presentation and stated that they did not have any questions or comments and were ready to consider the resolution. The Commission closed the public hearing, no one attended to speak. The Village did not receive any public correspondence regarding the requested rezoning.

On September 1, 2026, the Plan Commission adopted, by a vote of 8-0 (one vacancy on the Commission), the attached Resolution No. 26-PC-07 recommending approval of the Zoning Relief noted above. The staff report from the meeting, and other application materials are attached. The minutes from the meeting were not available at the time of writing this report.

Staff will attend the September 22, 2026 meeting in case there are any questions.

An Ordinance Rezoning the Property at 5 Revere Drive and Amending the District Zoning Map.docx
Exhibits A-B Special Permit Ordinance - 5 Revere
Supplemental - Applicant Submittal
Supplemental - PC Resolution & Staff Report 5 Revere

ORDINANCE NO. 2026-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Rezoning the Property at 5 Revere Drive and Amending the District Zoning Map

(Plan Commission Docket No. PCD-26-04)
(5 Revere Drive)

shall be and is hereby adopted as follows:

Section 1. BACKGROUND.

The Village of Northbrook ("***Applicant***") on behalf of ONB, LLC ("***Owner***"), the owner of the property commonly known as 5 Revere Drive ("***Property***"), has filed an application requesting that the Property be rezoned.

The Property is currently zoned I-1 Restricted Industrial District. The Applicant has requested an amendment to the District Zoning Map to rezone the Property from the I-1 Restricted Industrial District to the O-3 General Office District ("***Amendment***").

The Property is designated as appropriate for Office - Corporate/Corridor land uses in the Village of Northbrook Comprehensive Plan (2010), as amended.

The President and Board of Trustees hereby find that it is in the best interest of the Village and the public to adopt the Amendment in accordance with the Zoning Code and pursuant to the Village's home rule powers.

Section 2. PUBLIC HEARING.

A public hearing to consider the Amendment was duly published on the Northbrook Public Notice webpage beginning on August 11, 2026 and was held at the Plan Commission's regular meeting on September 1, 2026. On September 1, 2026, the Plan Commission formally adopted Resolution No. 26-PC-07 recommending approval of the Amendment.

Section 3. AMENDMENT TO THE DISTRICT ZONING MAP.

The District Zoning Map shall be, and is hereby, amended to rezone the Property, as legally described in ***Exhibit A*** and depicted in ***Exhibit B***, attached to and, by this reference, made a part of this Ordinance, from the I-1 Restricted Industrial District to the O-3 General Office District, in accordance with Article 2 of the Zoning Code and pursuant to the Village's home rule powers.

Section 4. EFFECTIVE DATE.

This Ordinance shall be effective upon passage by the Board of Trustees of the Village of Northbrook by a majority vote in the manner required by law and publication in pamphlet form in the manner required by law.

PASSED: This __ day of September, 2026.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

_____
Village President

ATTEST:

_____
Village Clerk

EXHIBIT A

LEGAL DESCRIPTION

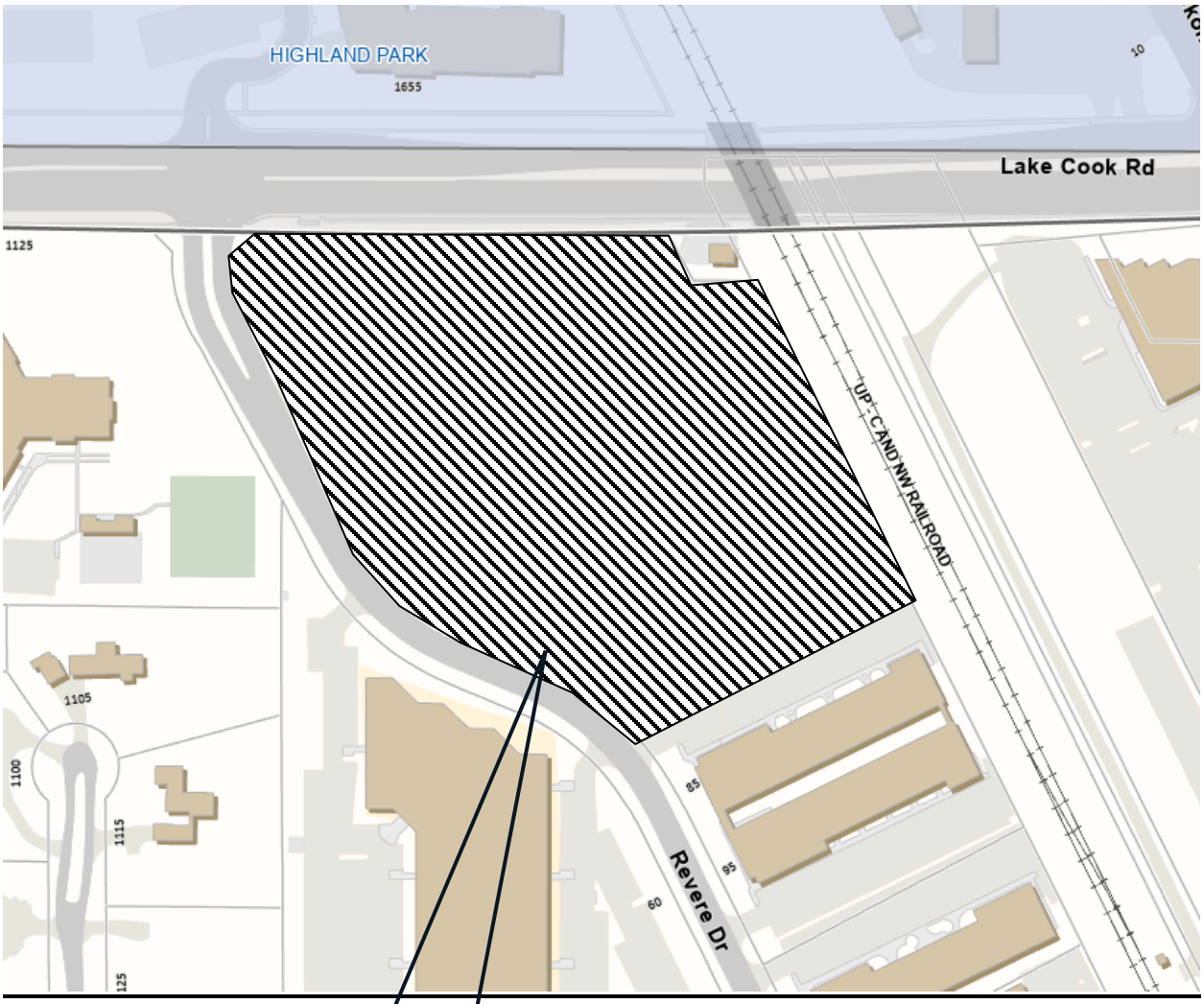
LOT 8 (EXCEPT THEREFROM THAT PART THEREOF CONVEYED TO THE COUNTY OF COOK BY DEED RECORED JULY 14, 1994 AS DOCUMENT 94615160 AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 8; THENCE WEST ALONG THE NORTH LINE THEREOF, 528.03 FEET TO THE WEST LINE OF SAIF LOT 8; THENCE SOUTH ALONG SAID WEST LINE 12 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID LOT 8, 15 FEET; THENCE SOUTH 44 DEGREES, 35 MINUTES, 43 SECONDS WEST TO ITS INTERSECTION WITH THE SOUTH LINE OF THE NORTH 19 FEET OF SAID LOT 8; THENCE EAST ALONG SAID SOUTH LINE TO ITS INTERSECTION WITH A LINE 70 FEET WESTERLY OF (AS MEASURED AT RIGHT ANGLES) AND PARALLEL WITH THE EASTERLY LINE OF SAIF LOT 8; THENCE SOUTHEASTERLY ALONG SAID PARALLEL LINE TO ITS INTERSECTIOB WITH THE SOUTH LINE OF THE NORTH 70 FEET OF SAID LOT 8; THENCE EAST ALONG SAID SOUTH LINE TO THE EASTERLY LINE OF SAID LOT 8; THENCE NORTHWESTERLY ALONG SAID EASTERLY LINE TO THE PLACE OF BEGINNING) IN NORTHBROOK COURT OFFICE PLAZA, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERDIAN, IN COOK COUNTY, ILLINOIS.

PERMANENT INDEX NUMBER:. 04-02-10-102-10000

Commonly known as 5 Revere Drive, Northbrook, Illinois 60062

EXHIBIT B

DEPICTION OF REZONED PROPERTY



Rezone 5 Revere Drive from the I-1 Restricted Industrial District to the O-3 General Office District.

EXHIBIT A

LEGAL DESCRIPTION

LOT 8 (EXCEPT THEREFROM THAT PART THEREOF CONVEYED TO THE COUNTY OF COOK BY DEED RECORED JULY 14, 1994 AS DOCUMENT 94615160 AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 8; THENCE WEST ALONG THE NORTH LINE THEREOF, 528.03 FEET TO THE WEST LINE OF SAIF LOT 8; THENCE SOUTH ALONG SAID WEST LINE 12 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID LOT 8, 15 FEET; THENCE SOUTH 44 DEGREES, 35 MINUTES, 43 SECONDS WEST TO ITS INTERSECTION WITH THE SOUTH LINE OF THE NORTH 19 FEET OF SAID LOT 8; THENCE EAST ALONG SAID SOUTH LINE TO ITS INTERSECTION WITH A LINE 70 FEET WESTERLY OF (AS MEASURED AT RIGHT ANGLES) AND PARALLEL WITH THE EASTERLY LINE OF SAIF LOT 8; THENCE SOUTHEASTERLY ALONG SAID PARALLEL LINE TO ITS INTERSECTIOB WITH THE SOUTH LINE OF THE NORTH 70 FEET OF SAID LOT 8; THENCE EAST ALONG SAID SOUTH LINE TO THE EASTERLY LINE OF SAID LOT 8; THENCE NORTHWESTERLY ALONG SAID EASTERLY LINE TO THE PLACE OF BEGINNING) IN NORTHBROOK COURT OFFICE PLAZA, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 42 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERDIAN, IN COOK COUNTY, ILLINOIS.

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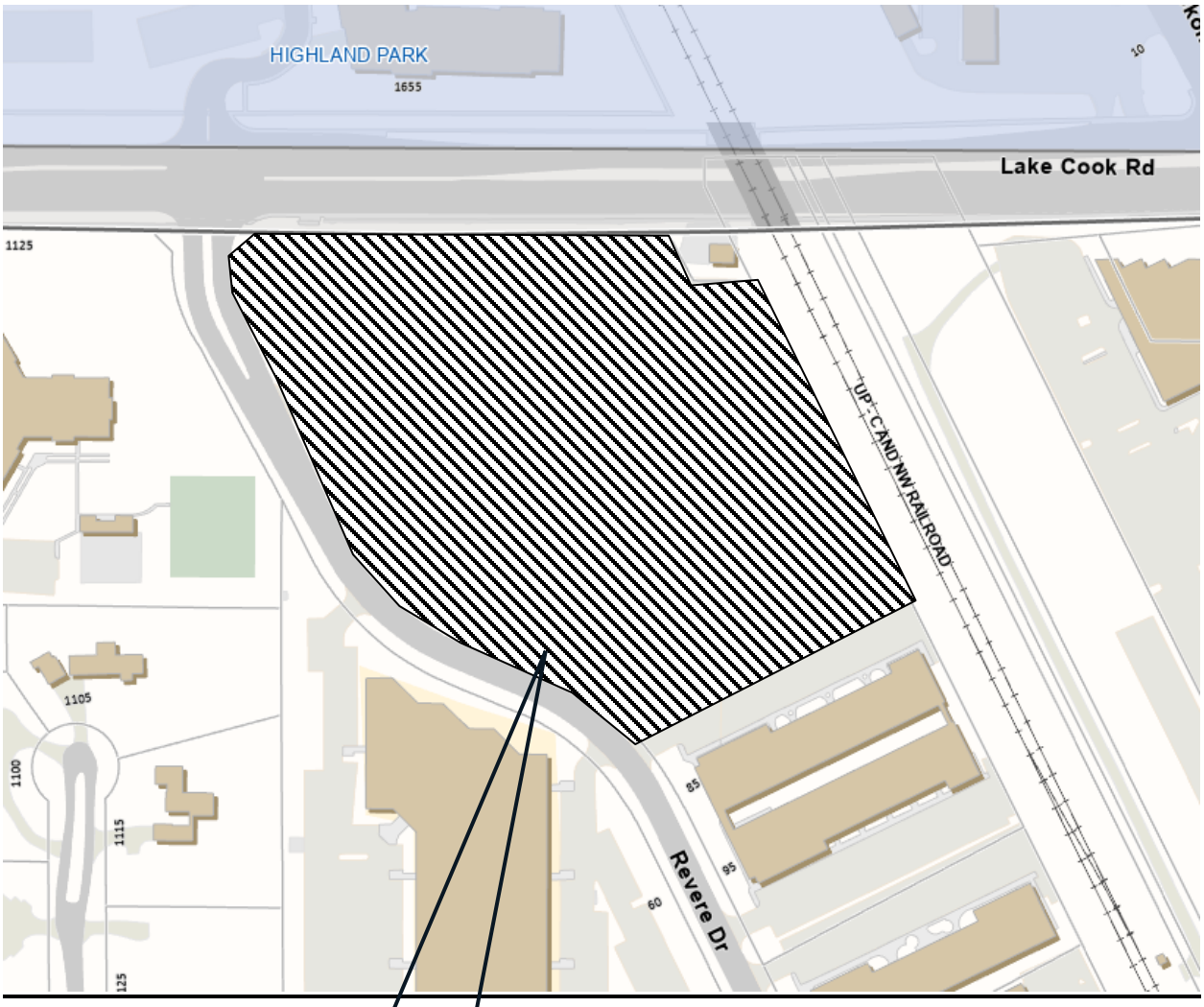

Rezone 5 Revere Drive from the I-1 Restricted Industrial District to the O-3 General Office District.

FORMAL APPLICATION – ZONING & SUBDIVISION RELIEF**

Prior to submitting this formal application, contact the Development & Planning Services Department of Northbrook to determine if your application requires a Preliminary Review by the Board of Trustees. The following materials are the minimum required for the processing of a formal application by the Village of Northbrook's Plan Commission and Board of Trustees. A public hearing or public meeting for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. If you have questions regarding the completion of this application please contact the Development & Planning Services Department at 847-664-4050.

Applications for zoning relief from the Zoning Board of Appeals must use a different application form.

The initial submittal MUST contain:

- ☐ **1 electronic version (PDF)** of ALL application materials **(refer to application section regarding instructions for naming files).**

Applicant Information

Legal Name Village of Northbrook

Company

Address [redacted]

City, State, Zip Northbrook, IL 60062

Phone No. [redacted]

Email [redacted]

Primary Contact Person

Name Nya Carr

Company Village of Northbrook

Address [redacted]

City, State, Zip Northbrook, IL 60062

Phone No. [redacted]

Email [redacted]

Consultants *(as applicable)*

Attorney

Name

Company

Address

City, State, Zip

Phone No.

Email

Civil Engineer

Name

Company

Address

City, State, Zip

Phone No.

Email

Architect/Planner

Name

Company

Address

City, State, Zip

Phone No.

Email

Other

Name

Company

Address

City, State, Zip

Phone No.

Email

Property Information *(if more than one parcel is involved in the request please include the information for all parcels)*

Site Location/Address: 5 Revere Drive

Property Index Numbers: 04-02-101-021-0000

Size of Property: 301,463 sq ft / 6.921 acres (square feet/acres)

Size of Building Space, if applicable: 34,534 (square feet)

Comprehensive Plan Land Use Designation[1]: Office - Corporate/Corridor

Current Zoning: I-1 Restricted Industrial

Current Use of the Property: Office

Is any portion of the property within the 100-year floodplain?[1] Yes: _____ No: X

Requested Action(s) *(check all that are applicable)*

- ☐ Comprehensive Plan Amendment
- ☐ Annexation (*separate form required*)
- ☒ Rezoning from I-1 to O-3
- ☐ Special Permit for _____
- ☐ Renewal of Special Permit Ord. No. _____
- ☐ Amendment to Existing Special Permit
  Ord. No. _____
- ☐ Site Plan Approval
- ☐ Zoning Code Text Amendment
- ☐ Zoning Variation (in conjunction with other relief) for _____
- ☐ Planned Development
- ☐ Subdivision - Tentative Plat
- ☐ Subdivision - Final Plat
- ☐ Subdivision - Variations/Waiver for _____
- ☐ Exception for _____
- ☐ Other _____

☐ **Plat of Survey & Parcel Legal Description(s)**

Attach the most recent plat of survey of the Subject Property, certified by a registered land surveyor, showing existing lot lines and dimensions, lot area, all easements, all public and private rights-of-way, and all streets across and adjacent to the subject property.

☐ **Conformity with Comprehensive Plan**

Include a written statement explaining the conformity, or lack of conformity, of the approval being requested to the Village's Official Comprehensive Plan and Official Map. Where the approval being requested does not conform to the Official Comprehensive Plan or Official Map, provide reasons justifying the requested approval.

☐ **Surrounding Property Owners Addresses**

Please attach the names and mailing addresses of all property owners of record (not tenants) within 250 feet of the property, excluding public rights-of-way, based on current County tax records. See page 9 of this document for instructions on how to obtain the addresses.

[1] As found on the Village website www.northbrook.il.us/Government/Departments/Planning/GIS/index.php

SITE OWNERSHIP AND CONTROL

Current Property Owner Information

Legal Name: ONB LLC By: Jones Lang LaSalle Americas (Illinois), L.P. its agent

Primary Contact: Mario LaMacchia

Address [redacted]

City, State, Zip [redacted]

Phone No. [redacted]

Email [redacted]

Proposed Property Owner Information

Legal Name: _____

Primary Contact: _____

Address _____

City, State, Zip _____

Phone No. _____

Email _____

Attach a copy of a title policy or deed showing current ownership of the property. If property is held in a trust, also include a certified copy of the trust agreement or a simple affidavit (under oath before a notary) as to who are the beneficiaries of the trust. *(Check which document(s) are attached):*

- ☒ Deed
- ☐ Title Policy or Title Commitment ***(Required for Subdivision Applications & Plats of Consolidation Applications)***
- ☐ Certified Copy of Trust Agreement OR a simple Affidavit Identifying Trust Beneficiaries

☐ **Complete Attachment A, listing all individuals/entities that have a beneficial interest in the legal entity that currently owns the property**

☐ **Complete Attachment B, listing all individuals/entities that have a beneficial interest in the legal entity that is proposed to own the property upon receiving necessary approvals.**

Applicants Involvement with the Property

If the Applicant does not own the property, please also provide documentation showing the applicant's interest in the property *(Check which document is attached. The dollar amounts in documents may be blacked-out)*:

- ☐ Owner (see the previous box)
- ☐ Real Estate Contract
- ☐ Lease
- ☐ Other _____

☐ **Complete Attachment C, listing all individuals/entities that have a beneficial interest in the legal entity that is the Applicant.**

Additional Required Attachment(s)

Submit all relevant attachments specified in the below worksheet(s) that correspond with your application request(s) selected on page two of this application; the worksheets can be found on the Village of Northbrook website www.northbrook.il.us. *(Check all that are applicable)*

- ☐ Comprehensive Plan Amendment Worksheet
- ☐ Annexation Worksheet
- ☒ Rezoning Worksheet
- ☐ Special Permit Worksheet
- ☐ Site Plan Approval Worksheet
- ☐ Zoning Code Text Amendment Worksheet
- ☐ Zoning Variation Worksheet
- ☐ Planned Development Worksheet
- ☐ Subdivision Worksheet – Tentative Plat
- ☐ Subdivision Worksheet - Final Plat
- ☐ Subdivision Worksheet - Variations/Waiver
- ☐ Plat of Consolidation Worksheet

Filing Fees

All applications require payment of a non-refundable fee, as well as additional funds that are held in escrow to off-set anticipated recoverable expenses. Please attach a check with your application and indicate below the amount of the fee submitted. A copy of the fee schedule is attached to the application form.

$_____ Amount of Non-Refundable Fee

$_____ Amount of Escrow

$_____ Total Application Fee (Non-Refundable Fee plus Escrow)

The escrow covers such items as Village attorney time (currently billing at approx. $400.00 per hour), public notice expenses, public meetings ($50.00 per mtg), & staff review time. If these expenses exceed the initial escrow deposit, the applicant is responsible for additional payment to the Village prior to completing approval process. If the expenses are less than the escrow deposit, the applicant will be issued a refund.

Northbrook Ethics Code *(potential conflicts of interest)*
On a separate sheet of paper list the name, address, nature, and extent of any current or potential interest that any Village officer or employee may have in, or with respect to the owner, the applicant, or the property. **If none, check here:** ____

Repeat Application

Has any other application for this property been submitted to the Village and denied within the last two years?
____ yes ____ no (check one)
If yes, attach a statement of the grounds justifying reconsideration.

Applicant/Owner Acknowledgments

By execution of this application in the space provided below, the Applicant and Owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Northbrook that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.

2. I (We) have carefully read this application, the Northbrook Zoning Code and Northbrook Subdivision & Development Code and fully understand the terms and provisions of each.

3. I (We) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.

4. I (We), in accordance with the requirements of the Annual Fee Ordinance, the Northbrook Zoning Code and the Northbrook Subdivision & Development Code, agree to pay all applicable filing fees and be responsible for the payment of all reimbursable expenses associated with the processing of this application.

Applicants may attach additional materials or exhibits to this application if necessary or helpful in explaining the relief requested.

Signature of Applicant [redacted] **Date** 8/3/26
Print Name & Title: Village Manager
Signatures of Property Owner(s): _____ **Date** _____
Print Name & Title: _____ **Property Address:** _____
****If more than one applicant or property owner, please copy this page and have additional applicants/property owners sign form.**

Note: Village review and approval of rezoning, special permit, and subdivision applications may be dependent upon the Applicant first receiving necessary approvals from State and County regulatory agencies such as, but not limited to, the Illinois Department of Transportation, Illinois Environmental Protection Agency, the Metropolitan Water Reclamation District of Greater Chicago, & the Cook County Highway Department.

ATTACHMENT A: Current Property Owner – Beneficial Interest

Please check which of the following describes the current property owner's beneficial interest in the property and complete this sheet as instructed for each type of beneficial interest:

❑ Corporation	If **current property owner** is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
❑ Partnership or LLC	If **current property owner** is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
❑ Trust	If **current property owner** is a trust, please provide the trust number _____ and name and address of the Trustee _____ _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the **current property owner** in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: ONB LLC By: Jones Lang LaSalle Americas (Illinois), L.P. its agent

Address: [redacted]

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

Name: _____

Address: _____

Ownership or Trust Interest: _____ %

ATTACHMENT C - Applicant – Beneficial Interest

Please check which of the following describes the beneficial interest in the legal entity that is the applicant and complete this sheet as instructed for each type of beneficial interest:

❑ Corporation	If **applicant** is a corporation, please list the name and addresses of all officers and directors of the corporation and all shareholders who own individually or beneficially 5% or more of the stock of the corporation. In addition, this application must be accompanied by a resolution of the corporation authorizing the execution and submittal of this application.
❑ Partnership or LLC	If **applicant** is a partnership or an LLC, please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.
❑ Trust	If the **applicant** is a trust, please provide the trust number _____ and name and address of the Trustee _____ _____, as well as list below the names and address of all beneficiaries of the Trust, together with their respective interests in the trust. The application shall be further verified by the **applicant** in his capacity as trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the Trust

Name: Village of Northbrook _____

_____

Address: _____

_____

Ownership or Trust Interest: _____ %

Name: _____

_____

Address: _____

_____

Ownership or Trust Interest: _____ %

Name: _____

_____

Address: _____

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Ownership or Trust Interest: _____ %

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Ownership or Trust Interest: _____ %

Name: _____

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Address: _____

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Ownership or Trust Interest: _____ %

Name: _____

_____

Address: _____

_____

Ownership or Trust Interest: _____ %

northbrook

DEVELOPMENT & PLANNING SERVICES DEPARTMENT

REZONING & ZONING MAP WORKSHEET

In addition to submitting the *Formal Application* form for a rezoning request, also known as a zoning map amendment, the Applicant must include the following information with your application. A public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All the required application materials must be submitted to the Department of Development & Planning Services.

The initial submittal MUST contain:

☑ **1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

REQUIRED MATERIALS FOR SUBMISSION

☑ **Specify Current Zoning District(s):** I-1 industrial

☑ **Specify Requested Zoning District(s):** O-3 Office District

☑ **Statement of Justification** (Attached as page 3 of this form)

A written statement of need for the requested rezoning and zoning map amendment is required. The statement of justification shall address the following factors as outlined in Article 2 of the Zoning Code. The staff, Plan Commission and Board of Trustees will use these standards in making a determination whether or not the proposed rezoning is appropriate. Please provide a written response for each item below to submit with the formal application.

a) The existing uses and zoning classifications of properties in the vicinity of the subject property.

b) The trend of development in the vicinity of the subject property, including changes, if any, in such trend since the subject property was placed in its present plan designation or zoning classification.

c) The extent to which the value of the subject property is diminished by the existing plan designation or zoning classification applicable to it.

d) The extent to which such diminution in value is offset by an increase in the public health, safety, and welfare.

e) The extent, if any, to which the use and enjoyment of adjacent properties would be affected by the proposed amendment.

f) The extent, if any, to which the value of adjacent properties would be affected by the proposed amendment.

g) The extent, if any, to which the future orderly development of adjacent properties would be affected by the proposed amendment.

h) The suitability of the subject property for uses permitted or permissible under its present plan designation and zoning classification.

i) The length of time, if any, that the subject property has been vacant, considered in the context of the pace of development in the vicinity of the subject property.

j) The community need for the proposed map amendment and for the uses and development it would allow.

Statement of Justification

New Zoning Code

Last year the Village adopted a new Zoning Code (effective 9/22/2026) which replaced the former code from the late 1980s. The new adoption allowed the Village to streamline many processes, simplify/clarify various standards, and include visuals were added to help convey the code language. Additionally, as there were outdated practices/uses along with many new uses over the last 30+ years, the Village needed to clarify what was allowed in its various zoning districts. In doing so, the **general office use category was removed from the industrial district.**

While this does not affect existing tenants which were allowed and approved under the previous Zoning Code, moving forward all new tenants/businesses will have to comply with the newly adopted regulations.

Village Proposed Zoning Change

As the building at 5 Revere is designed as an office building and does not readily allow for uses intended within the designated I-1 industrial district, the Village is proposing the rezoning of the property to the O-3 Office District. Doing so will allow the general office use which we believe applies to the existing tenants and the likely future tenants, as well as accommodate the height/number of floors of the current building. As this would be a Village-proposed zoning change, it would be at the Village's cost.

Jones Lang LaSalle Americas, Inc.
[redacted]

April 3, 2026

Richard Peters
Zoning Administrator
Village of Northbrook
Development & Planning Services
[redacted]

RE: One Northbrook Place – 5 Revere Drive
Support for Proposed Rezoning of 5 Revere Drive, Northbrook, IL

Dear Mr. Peters,

On behalf of the property owner of 5 Revere Drive, Northbrook, Illinois, we support the proposed zoning change from I-1 Industrial District to O-3 Office District.

We appreciate the Village's initiative in proposing this rezoning to align with the property's office building use and current Zoning Code requirements. Please proceed with the rezoning process.

Sincerely,

ONB LLC,
By: Jones Lang LaSalle Americas (Illinois), L.P., its agent

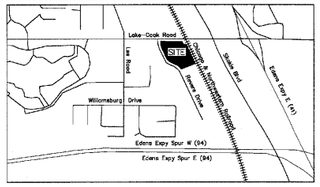
Mario LaMacchia
Vice President
Jones Lang LaSalle Americas (Illinois), L.P.

A.L.T.A./A.C.S.M. LAND TITLE SURVEY

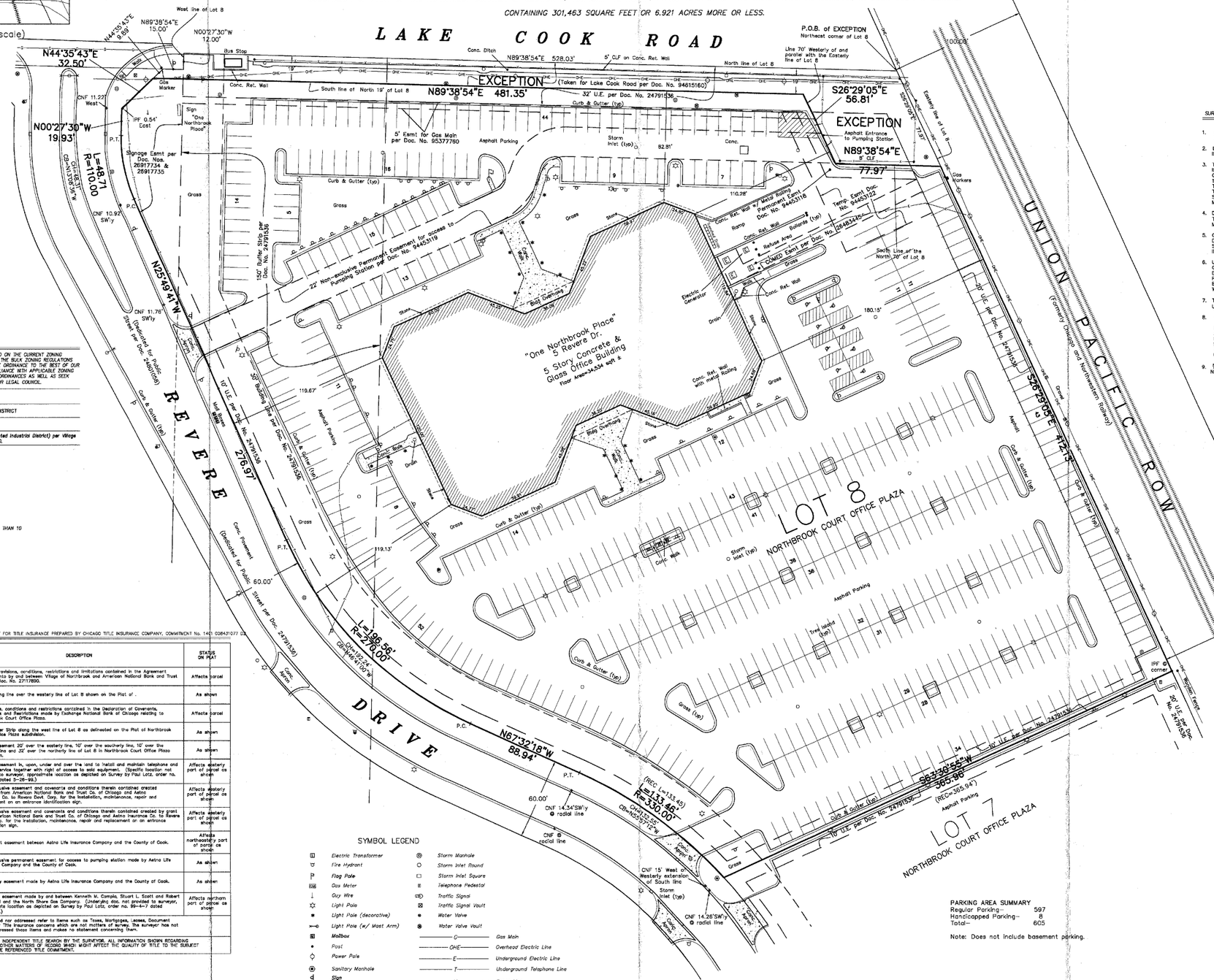
of

LOT 8 (EXCEPT THEREFROM THAT PART THEREOF CONVEYED TO THE COUNTY OF COOK BY DEED RECORDED JULY 14, 1994 AS DOCUMENT 94615160 AND DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 8; THENCE WEST ALONG THE NORTH LINE THEREOF, 528.03 FEET TO THE WEST LINE OF SAID LOT 8; THENCE SOUTH ALONG SAID WEST LINE 12 FEET; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID LOT 8, 15 FEET; THENCE SOUTH 44 DEGREES, 35 MINUTES, 43 SECONDS WEST TO ITS INTERSECTION WITH THE SOUTH LINE OF THE NORTH 19 FEET OF SAID LOT 8; THENCE EAST ALONG SAID SOUTH LINE TO ITS INTERSECTION WITH A LINE 70 FEET WESTERLY OF (AS MEASURED AT RIGHT ANGLES) AND PARALLEL WITH THE EASTERLY LINE OF SAID LOT 8; THENCE SOUTHEASTERLY ALONG SAID PARALLEL LINE TO ITS INTERSECTION WITH THE SOUTH LINE OF THE NORTH 70 FEET OF SAID LOT 8; THENCE EAST ALONG SAID SOUTH LINE TO THE EASTERLY LINE OF SAID LOT 8; THENCE NORTHWESTERLY ALONG SAID EASTERLY LINE TO THE PLACE OF BEGINNING) IN NORTHBROOK COURT OFFICE PLAZA, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 2, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

CONTAINING 301,463 SQUARE FEET OR 6.921 ACRES MORE OR LESS.



Vicinity Map (not to scale)



N

0 15' 30' 60'

Scale 1" = 30'

SURVEY NOTES

1. BASIS OF BEARINGS – HELD RECORD BEARINGS PER NORTHBROOK COURT OFFICE PLAZA SUBDIVISION, DOC. 24791536.
2. LOCATIONS BASED ON FIELD SURVEY BY JACOB AND HEFNER ASSOCIATES, INC., ON JANUARY 14, 2008.
3. THIS SURVEY WAS PREPARED UTILIZING A COMMITMENT FOR TITLE INSURANCE PREPARED BY CHICAGO TITLE INSURANCE COMPANY, THEIR ORDER No. 1401 00843077 D2, WITH AN EFFECTIVE DATE OF DECEMBER 10, 2007. EASEMENTS, ENCUMBRANCES AND OTHER MATTERS OF RECORD THAT ARE INDICATED HEREON ARE AS LISTED IN SAID TITLE COMMITMENT. THE SURVEYOR HAS NOT PERFORMED AN INDEPENDENT TITLE OR RECORDS SEARCH AND HAS RELIED UPON SAID COMMITMENT FOR ALL SUCH MATTERS.
4. DIMENSIONS SHOWN THUS: 50.25 ARE FEET AND DECIMAL PARTS THEREOF. ANGULAR DATA SHOWN THUS: 90° 00' 00" INDICATES DEGREES, MINUTES AND SECONDS.
5. CHECK LEGAL DESCRIPTION WITH DEED OR TITLE POLICY AND REPORT ANY DISCREPANCY IMMEDIATELY. BUILDING LINES AND EASEMENTS, IF ANY, SHOWN HEREON ARE AS SHOWN ON THE RECORDED SUBDIVISION OR AS INDICATED.
6. UTILITY STRUCTURES SHOWN HEREON ARE FROM FIELD OBSERVATION AND GROUND SURFACE INSPECTION OF THE PROPERTY. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SURVEY. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONTAINERS OR FACILITIES WHICH MAY AFFECT THE USE OR DEVELOPMENT OF THIS TRACT.
7. THIS IS AN ALTA/ACSM LAND TITLE SURVEY. IT IS NOT INTENDED TO BE USED AS THE BASIS FOR ENGINEERING/ARCHITECTURAL DESIGN.
8. C.F. DENOTES CHAIN LINK FENCE
   CNF DENOTES CROSS NOTCH FOUND
   IPF DENOTES IRON PIPE FOUND
   P.C. DENOTES POINT OF CURVATURE
   P.O.B. DENOTES POINT OF BEGINNING
   P.T. DENOTES POINT OF TANGENCY
   R.O.W. DENOTES RIGHT-OF-WAY
   U.E. DENOTES UTILITY EASEMENT
9. 3/8"x24" IRON RODS WITH CAP SET AT ALL CORNERS UNLESS OTHERWISE NOTED.

ZONING INFORMATION

THE FOLLOWING LISTED ZONING REGULATIONS ARE BASED ON THE CURRENT ZONING ORDINANCE OF THE VILLAGE OF NORTHBROOK, ILLINOIS. THE BULK ZONING REGULATIONS LISTED BELOW ARE OUR INTERPRETATION OF THE ABOVE ORDINANCE TO THE BEST OF OUR ABILITY. ANYONE MAKING DETERMINATIONS AS TO COMPLIANCE WITH APPLICABLE ZONING REGULATIONS SHOULD ALWAYS REFER TO THE ACTUAL ORDINANCES AS WELL AS SEEK VERIFICATION FROM APPROPRIATE VILLAGE STAFF AND/OR LEGAL COUNCIL.

LOCATION: NORTHBROOK, ILLINOIS

CURRENT ZONING: I-1 – RESTRICTED INDUSTRIAL DISTRICT

BULK, SPACE AND YARD REQUIREMENTS for I-1 (Restricted Industrial District) per Village of Northbrook Zoning Code, Article 18 Subsection 7-110.

A. MAXIMUM HEIGHT (WHICHEVER IS LESS)-- 55'
B. MINIMUM LOT AREA AND DIMENSIONS:
   1. TOTAL LOT AREA (SQUARE FEET)
      A. PLANNED DEVELOPMENT 120,000
      B. ALL OTHER USES 40,000
   2. LOT WIDTH (FEET) 100
   3. LOT DEPTH (FEET) 125
C. MINIMUM YARD & SETBACK REQUIREMENTS:
   1. FRONT AND CORNER SIDE (FEET)
      A. YARD 30
      B. SETBACK 30
   2. INTERIOR SIDE (FEET)
      A. YARD 5
      B. SETBACK – SIDE OF LOT WIDTH, BUT NOT LESS THAN 10 FEET NOR MORE THAN 25 FEET.
   3. REAR (FEET)
      A. YARD 5
      B. SETBACK 15
D. MAXIMUM FLOOR AREA RATIO 0.50

TITLE COMMITMENT INFORMATION

REFERENCE: COMMITMENT FOR TITLE INSURANCE PREPARED BY CHICAGO TITLE INSURANCE COMPANY, COMMITMENT No. 1401 00843077 D2

TITLE COMMITMENT REFERENCE NUMBER (SCHEDULE B)	RECORDING REFERENCE	DESCRIPTION	STATUS ON PLAT
EXCEPTION B (11)	27117890	Terms, provisions, conditions, restrictions and limitations contained in the Agreement entered into by and between Village of Northbrook and American National Bank and Trust Co. per Doc. No. 27117890.	Affects parcel
EXCEPTION C (12)	24791536	30' Building line over the westerly line of Lot 8 shown on the Plat of .	As shown
EXCEPTION D (13)	26917736 26494884 0321634020	Covenants, conditions and restrictions contained in the Declaration of Covenants, Conditions and Restrictions made by Exchange National Bank of Chicago relating to Northbrook Court Office Plaza.	Affects parcel
EXCEPTION F (15)	24791536	150' Buffer Strip along the west line of Lot 8 as delineated on the Plat of Northbrook Court Office Plaza subdivision.	As shown
EXCEPTION G (16)	24791536	Utility Easement 20' over the easterly line, 10' over the southerly line, 10' over the westerly line and 32' over the northerly line of Lot 8 in Northbrook Court Office Plaza subdivision.	As shown
EXCEPTION H (17)	26463445	OGMED Easement in, upon, under and over the land to install and maintain telephone and electric service together with right of access to said equipment. (Specific location not provided to surveyor, approximate location as depicted on Survey by Paul Lotz, order no. 99-4-7 dated 5-26-99.)	Affects easterly part of parcel as shown
EXCEPTION I (18)	26917734	Non-exclusive easement and covenants and conditions therein contained created by grant from American National Bank and Trust Co. of Chicago and Aetna Insurance Co. to Revere Devt. Corp. for the installation, maintenance, repair and replacement on an entrance identification sign.	Affects easterly part of parcel as shown
EXCEPTION J (19)	26917735	Non-exclusive easement and covenants and conditions therein contained created by grant from American National Bank and Trust Co. of Chicago and Aetna Insurance Co. to Revere Devt. Corp. for the installation, maintenance, repair and replacement on an entrance identification sign.	Affects easterly part of parcel as shown
EXCEPTION K (20)	94453118	Permanent easement between Aetna Life Insurance Company and the County of Cook.	Affects northeasterly part of parcel as shown
EXCEPTION L (21)	94453119	Non-exclusive permanent easement for access to pumping station made by Aetna Life Insurance Company and the County of Cook.	As shown
EXCEPTION M (22)	94453122	Temporary easement made by Aetna Life Insurance Company and the County of Cook.	As shown
EXCEPTION AF (38)	95377760	Gas main easement made by and between Kenneth W. Cernoke, Stuart L. Scott and Robert C. Stewart and the North Shore Gas Company. (Underlying doc. not provided to surveyor, approximate location as depicted on Survey by Paul Lotz, order no. 99-4-7 dated 5-26-99.)	Affects northern part of parcel as shown
Schedule B items not mentioned nor addressed refer to items such as Taxes, Mortgages, Leases, Document Recording Requirements and similar. Title Insurance concerns which are not matters of survey. The surveyor has not examined or addressed these items and makes no statement concerning them.			
THIS SURVEY DOES NOT CONSTITUTE AN INDEPENDENT TITLE SEARCH BY THE SURVEYOR. ALL INFORMATION SHOWN REGARDING RECORD EASEMENTS, AGREEMENTS AND OTHER MATTERS OF RECORD WHICH MIGHT AFFECT THE QUALITY OF TITLE TO THE SUBJECT PROPERTY WAS GAINED FROM THE ABOVE REFERENCED TITLE COMMITMENT.			

SYMBOL LEGEND

Electric Transformer		Storm Manhole	
Fire Hydrant		Storm Inlet Round	
Flag Pole		Storm Inlet Square	
Gas Meter		Telephone Pedestal	
Guy Wire		Traffic Signal	
Light Pole		Traffic Signal Vault	
Light Pole (decorative)		Water Valve	
Light Pole (w/ Mast Arm)		Water Valve Vault	
Mailbox		Gas Main	——G——
Post		Overhead Electric Line	——OHE——
Power Pole		Underground Electric Line	——E——
Sanitary Manhole		Underground Telephone Line	——T——
Sign		Fence Line	——X——

PARKING AREA SUMMARY

Regular Parking–	597
Handicapped Parking–	8
Total–	605

Note: Does not include basement parking.

This survey is not valid unless sealed and originally signed.

Surveyor's Certificate

State of Illinois)
) SS
County of DuPage)

To: ONB LLC
Chicago Title Insurance Company
The PrivateBank and Trust Company
Rothschild, Barry & Myers LLP

This is to certify that this map or plat and the survey on which it is based were made in accordance with the "Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys," jointly established and adopted by ALTA and NSPS in 2005, and includes Items 1, 2, 3, 4, 6, 8, 9, 10 and 11a of Table A thereof. Pursuant to the Accuracy Standards as adopted by ALTA and NSPS and in effect on the date of this certification, undersigned further certifies that in my professional opinion, as a land surveyor registered in the State of Illinois, the Relative Positional Accuracy of this survey does not exceed that which is specified therein.

I further certify that according to the Flood Insurance Rate Map (FIRM), Map Number 17031 C 0093 F with an effective date of November 6, 2000, this site appears to be located in Zone "X" (areas determined to be outside 100-year flood), to the best of my knowledge and belief.

Dated this 14th day of January, 2008.

ROLANDO C. GWEKOH
35-003429
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
Renewals 11-30-08
OAKBROOK TERRACE

Jacob and Hefner Associates, INC.
Illinois Professional Land Surveyor No. 35-3429
Rolando C. Gwekoh

JACOB & HEFNER ASSOCIATES, Inc.
ENGINEERS · SURVEYORS
1901 S. Meyers Road, Suite 300
Oakbrook Terrace, IL. 60181
(630) 268-4600 FAX (630) 268-4601
ILLINOIS PROFESSIONAL DESIGN FIRM
LICENSE NO. 184-000973 EXP. 4/30/09

Survey No.:	E 2 3 1		
Ordered By.:	REEEF Real Estate		
Description:	A.L.T.A. / A.C.S.M. Land Title Survey 5 Revere Dr. Northbrook IL		
Date Prepared:	January 14, 2008		
Scale:	1" = 30'	Field Work:	JH/SM
		Prepared By:	RCG/BAB/MGJ

N:\A\2231\SW\140\E231ALTA.dwg

APPROVED

RESOLUTION NO. 26-PC-07

VILLAGE OF NORTHBROOK PLAN COMMISSION
DOCKET NO. PCD-26-04
(5 REVERE DRIVE)

WHEREAS, an application has been filed by the Village of Northbrook (the "Applicant") on behalf of ONB LLC (the "Owner") pertaining to the property commonly known as 5 Revere Drive (the "Subject Property), and

WHEREAS, the Applicant has filed an application (Docket No. PCD-26-04) with the Village of Northbrook requesting:

A. Rezone from I-1 Restricted Industrial to O-3 General Office
B. Approval of any such variations, waivers, and zoning relief as may be necessary to accomplish development and use of the Subject Property as requested by the Applicant.

WHEREAS, the Subject Property is designated as appropriate for Office- Corporate/Corridor uses in the Village of Northbrook Comprehensive Plan; and

WHEREAS, a public notice for this docket was duly published on the Northbrook Public Notice webpage and a public hearing was held at the Plan Commission's regular meeting on September 1, 2026; and

WHEREAS, the Village has submitted evidence that a sign was properly posted on the Subject Property, indicating the time and date of the Commission hearing, and that all property owners within 250 feet of the Subject Property were notified of the Commission hearing by first class U.S. mail; and

WHEREAS, the Plan Commission has considered all the evidence presented to it, including, but not limited to, the following:

1. Village of Northbrook Plan Commission Application form & attachments received August 3, 2026, and all subsequent additions and revisions to these application materials and attachments.
2. All written and oral testimony concerning the application.

NOW, THEREFORE, BE IT RESOLVED by the Plan Commission of the Village of Northbrook, Cook County, Illinois, THAT:

1. <u>Findings</u>:

A. <u>Comprehensive Plan Compliance</u>. The Northbrook Plan Commission does hereby find that with respect to Docket No. PCD-26-04A the proposed application **is in general compliance** with the Northbrook Comprehensive Plan, and specifically in compliance with the Future Land Use Map.

B. <u>Zoning Map Amendment</u>. With respect to Docket No. PCD-26-04A, the Plan Commission does hereby find that the Applicant's request to rezone the Subject Property from I-1 Restricted Industrial to O-3 General Office District **is consistent** with the Northbrook Comprehensive Plan, as amended, and does comply with the standards for approval of such rezoning requests established in section 2-117. D of the Northbrook Zoning Code.

C. Other Relief. With respect to Docket No. PCD-26-04B, the Plan Commission does hereby find that no other relief is necessary.

2. Recommendations: The Northbrook Plan Commission does hereby recommend to the Board of Trustees of the Village of Northbrook **approval** of Docket No. PCD-26-04A based on the findings established herein, subject to the following conditions:

A. Zoning Map Amendment. The Subject Property shall be rezoned, as depicted in ***Exhibit A***, to be located in the General Office District and shall comply with all requirements of the O-3 District.

ADOPTED THIS 1st day of September 2026.

AYES: (8) Braiman, Earley, Halperin, Melnick, Morgen, Pipito, Walden, Elisco

NAYS: ()

ABSENT: ()

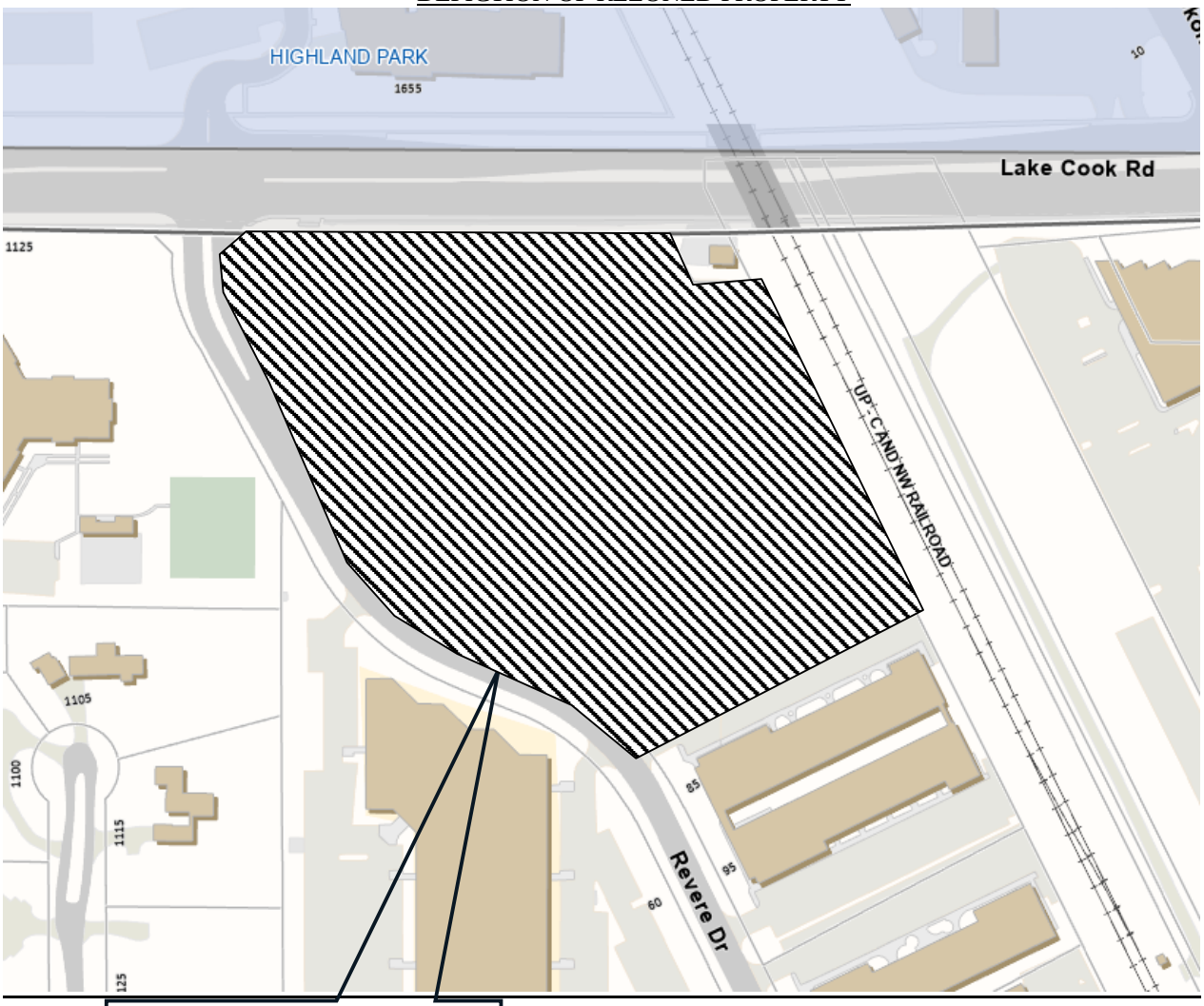
ABSTAIN: ()

_/s/ Steven Elisco___ ___
Steven Elisco, Chairman
Northbrook Plan Commission

ATTEST:
__/s/ Amy McEwan__ ___
Amy McEwan, Director
Development and Planning Services

EXHIBIT A

DEPICTION OF REZONED PROPERTY



Rezone 5 Revere Drive from the I-1 Restricted Industrial District to the O-3 General Office District

MEMORANDUM

To: Plan Commission
From: Planner Nya Carr
CC: Deputy Director Michaela Kohlstedt
Date: September 1, 2026
Subject: PCD-26-04: 5 Revere – Rezoning

Requested Action

On September 1, 2026, the Plan Commission will conduct a public hearing of an application filed by the Village of Northbrook (the "Applicant") on behalf of ONB LLC (the "Owner") pertaining to the property commonly known as 5 Revere Drive (the "Subject Property) for the purpose of:

A. Rezoning from the I-1 Restricted Industrial to the O-3 General Office;

B. Approval of any such variations, waivers, and zoning relief as may be necessary to accomplish development and use of the Subject Property as requested by the Applicant.

Proposed Scope of Work

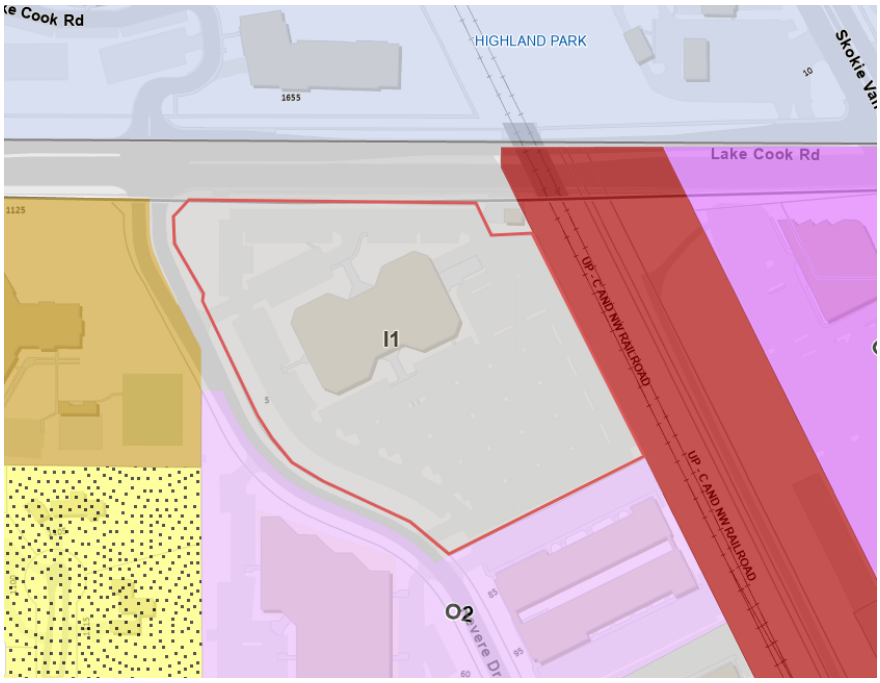
- The applicant is proposing to rezone the Subject Property from I-1 Restricted Industrial to O-3 General Office. The proposed rezoning aligns with the Village's existing comprehensive plan which designates the area for Office – Corporate/Corridor uses.
- No exterior changes are proposed at this time on the building or site.

Property Description

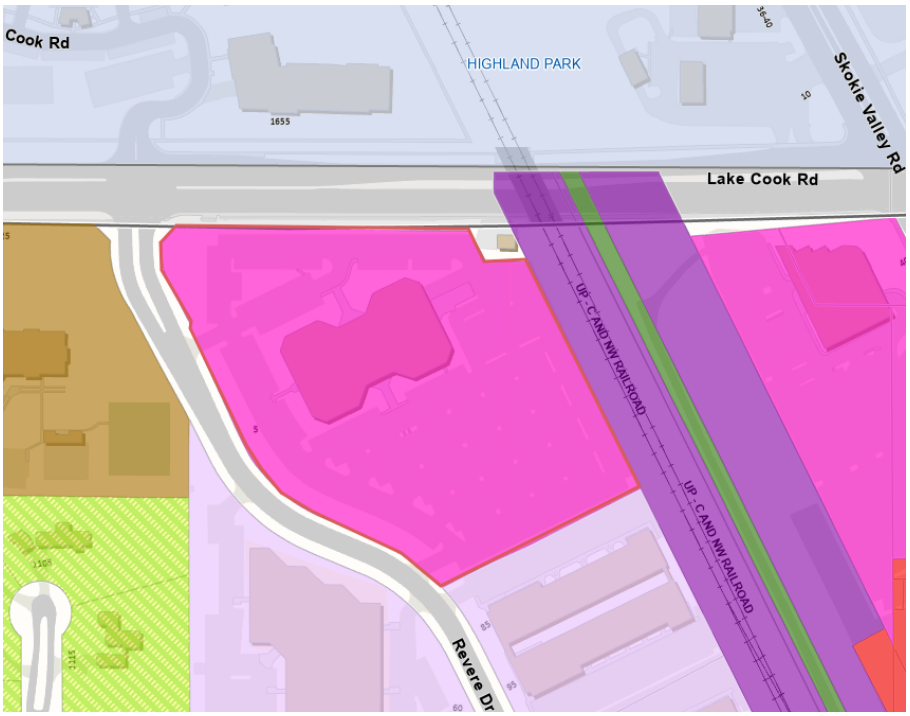
- approximately 301,483 square feet in size
- improved with a five-story office building (34,534 square feet);



- zoned I-1 Restricted Industrial District



- Comprehensive Plan Designation is Office – Corporate/Corridor



- The Comprehensive Plan designation of Office - Corporate/Corridor identifies the O-3 General Office District as an appropriate district for that land use classification.

Staff Review

Prior to scheduling a public hearing the application underwent the standard review process and was reviewed by the following departments/entities all of whom have found the proposed plan acceptable for a public hearing and any outstanding items can be addressed at the time of building permit:

- ✓ Development and Planning Services (Planning & Zoning)

Compliance with Village Plans

- The Comprehensive Plan identifies the property for Office – Corporate/Corridor which aligns with the rezoning request.
- The Village's Bicycle and Pedestrian Plan does not designate Revere Drive in front of the Subject Property as appropriate for bicycle and pedestrian infrastructure.
- Not located within the 100-year flood plain, nor located in proximity to any areas identified in the Master Stormwater Management Plan.

ZONING RELIEF

Rezoning.

The Applicant is requesting that the Subject Property be rezoned from the I-1 Restricted Industrial District to O-3 General Office District as it aligns with the Comprehensive Plan. The existing building is more fit as an office building rather than an industrial building. The O-3 District is intended to accommodate the needs of business and professional offices and related business uses that require a wide range of office space and generate higher levels of vehicular and truck traffic.

The table below compares the dimensional standards of the I-1 and the O-3 Districts as they relate to the Subject Property.

	I-1	O-3	**Subject Property**
Lot Standards			
Lot Area, Minimum (sq ft)	650,000	80,00	301,436
Lot Width, Minimum (ft)	500	200	~639
Lot Depth, Minimum (ft)	125	N/A	N/A
Yard Setbacks			
Front, Minimum (ft)	150	80	82.81
Corner Side, Minimum (ft)	150	80	119.13
Interior Side, Minimum (ft)	100	50	~331
Rear, Minimum (ft)	100	30	180.15
Building Standards			
Height, Maximum (ft)	65	70	65
Height, Maximum (stories)	4	5	5

When considering a rezoning request, the following factors should be considered, which the Applicant has included a written statement addressing:

Zoning Code Article 2-117 Northbrook Zoning Map Amendment
2-117.D Review Criteria
1. The existing uses and zoning classifications of properties in the vicinity of the subject property. 2. The trend of development in the vicinity of the subject property, including changes, if any, in such trend since the subject property was placed in its present plan designation or zoning classification. 3. The extent to which the value of the subject property is diminished by the existing plan designation or zoning classification applicable to it. 4. The extent to which such diminution in value is offset by an increase in the public health, safety, and welfare. 5. The extent, if any, to which the use and enjoyment of adjacent properties would be affected by the proposed amendment. 6. The extent, if any, to which the value of adjacent properties would be affected by the proposed amendment. 7. The extent, if any, to which the future orderly development of adjacent properties would be affected by the proposed amendment. 8. The suitability of the subject property for uses permitted or permissible under its present plan designation and zoning classification. 9. The length of time, if any, that the subject property has been vacant, considered in the context of the pace of development in the vicinity of the subject property. 10. The community need for the proposed map amendment and for the uses and development it would allow.

SUMMARY

A sign has been posted on the Subject Property indicating the time and date of the Plan Commission public hearing. The Applicant has submitted evidence that the mailed notice requirements of the Zoning Code have been satisfied. The Plan Commission hearing was properly noticed on August 11, 2026 on the Village of Northbrook Public Notice Webpage for a public hearing to occur on September 1, 2026. Staff has received no public comments on the application.

In reviewing this request, staff suggests the Plan Commission consider the following policy questions:

1) Is it appropriate to rezone the Subject Property, consistent with the Comprehensive Plan, from the I-1 Restricted Industrial District to O-3 General Office District of the Subject Property?

Staff has prepared the attached draft resolution for consideration by the Commission. If the Commission should choose to amend and/or take action on this resolution, it would be **Resolution No. 26-PC-07**

The Applicant and staff will attend the September 1, 2026 Plan Commission meeting to answer any questions.

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Chief Financial Officer Steve Drazner
Date: 2026-09-22
Subject: A Resolution Waiving Competitive Bidding and Approving an Agreement with Title Electric Company, of Arlington Heights, Illinois, for Electrical Work to the Crestwood Senior Living Facility at a Not-to-Exceed Amount of $25,000

Overview
The Crestwood Senior Living Facility owned by the Village is currently undergoing the second phase of roof replacement. During the course of work, it was discovered that some unplanned electrical repairs are required.

Fiscal Impact
Proposal for work is $24,660 (rounded up to $25,000 as the not-to-exceed amount). Funds are available within the Senior Housing Fund GL#15-7100-524-01.

Recommendation
Approval.

Strategic Priority
Infrastructure. Maintain a consistent high quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs.

Background
The Village owns Crestwood Place Apartments at 1000 Waukegan Road, an affordable independent senior living property. During the course of the second phase of the roof replacement project, previously approved by the Board, it was discovered that there are some unsafe electrical connections for the a/c units. The recommendation is to replace certain parts of the damaged conduit and wiring.

Staff received quotes from two of the three contractors contacted. The two quotes were within $24 of each other, thus, there is a high degree of confidence that the proposed fee is reasonable. Staff prefers and recommends to use Title Electric Company out of Arlington Heights which also happens to be the contractor proposing the slightly lower fee. The third contractor in which staff requested a quote from was deemed as unresponsive and therefore eliminated from further consideration.

Please see and refer to Exhibits A: Agreement and B: Contractor Proposal for further

information.

Resolution Waiving Competitive Bidding and Approving an Agreement with Title Electric Company, of Arlington Heights, Illinois, for Electrical Work to the Crestwood Senior Living Facility at a Not-to-Exceed Amount of $25,000
Exhibit A: Agreement b/w Title Electric & Village
Exhibit B: Proposal from Title Electric.pdf

Resolution 2026-R-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

A Resolution Waiving Competitive Bidding and Approving an Agreement with Title Electric Company, of Arlington Heights, Illinois, for Electrical Work to the Crestwood Senior Living Facility at a Not-to-Exceed Amount of $25,000

is hereby adopted as follows:

Section 1. RECITALS,

The Village of Northbrook ("*Village*") is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970.

The Village owns the Crestwood Senior Living Facility located at 1000 Waukegan Road, Northbrook, Illinois ("*Crestwood*").

As previously approved by the Board, the second phase of roof replacement has begun at Crestwood. During the roof replacement project, it was discovered that electrical wiring connected to air conditioning units requires repair/replacement for safety reasons ("*Project*").

Title Electric Company ("*Vendor*") provided the lowest responsive bid and is considered a qualified contractor to complete this project.

Village Staff recommends that the Village enter into an agreement with the Vendor for the Project for a not-to-exceed amount of $25,000 ("*Agreement*").

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to approve the Agreement.

Section 2. WAIVER OF COMPETITIVE BIDDING REQUIREMENTS.

The requirement that competitive sealed bids be solicited for the Project is hereby waived.

Section 3. APPROVAL OF AGREEMENT.

The Agreement shall be, and is hereby, approved in substantially the form attached to this Resolution as ***Exhibit A*** and in a final form approved by the Village Manager and Village Attorney.

Section 4. AUTHORIZATION TO EXECUTE AGREEMENT.

The Village Manager and the Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement and all necessary documentation related thereto.

Section 5. AUTHORIZATION OF EXPENDITURE.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the Project as referenced herein from the Vendor in a not-to-exceed amount of $25,000.

Section 6. EFFECTIVE DATE.

This Resolution shall be in full force and effect from and after its passage and approval according to law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK
CONTRACT
BETWEEN THE VILLAGE OF NORTHBROOK AND TITLE ELECTRIC COMPANY FOR ELECTRICAL WORK AT CRESTWOOD SENIOR LIVING FACILITY

In consideration of the mutual promises set forth below, the Village of Northbrook, c/o Village Hall, 1225 Cedar Lane, Northbrook, Illinois 60062, a home rule municipal corporation ("Owner"), and Title Electric Company, 3319 N. Ridge Ave., Arlington Heights, IL 60004 a corporation ("Contractor"), make this Contract as of the September ___, 2026, and hereby agree as follows:

ARTICLE I
THE WORK

1.1 Performance of the Work

Contractor shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Work":

A. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in the Proposal, all necessary work as outlined, as defined in Attachment A.

B. Permits. Except as otherwise provided in Attachment A, procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith.

C. Bonds and Insurance. Procure and furnish all Bonds and all certificates and policies of insurance specified in this Contract.

D. Taxes. Pay all applicable federal, state, and local taxes.

E. Miscellaneous. Do all other things required of Contractor by this Contract, including, without limitation, arranging for utility and other services needed for the Work and for testing, including the installation of temporary utility lines, wiring, switches, fixtures, hoses, connections, and meters, and providing sufficient sanitary conveniences and shelters to accommodate all workers and all personnel of Owner engaged in the Work.

F. Quality. Provide, perform and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional and construction practices and in full compliance with, and as required by or pursuant to, this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged and first quality equipment, materials and supplies.

1.2 Commencement and Completion Dates

Contractor shall commence the Work not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Work at such a rate as will allow the Work to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time".

1.3 Review and Interpretation of Contract Provisions

Contractor represents and warrants that it has carefully reviewed this Contract, including all of its Attachments and the drawings identified in Attachment B, all of which are by this reference incorporated into and made a part of this Contract. Contractor shall, at no increase in the Contract Price, provide workmanship, equipment, materials, and supplies that fully conform to this Contract. Whenever any equipment, materials or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name or other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function and quality desired. Other manufacturers' or vendors' products may be accepted, provided that the products proposed are equivalent in substance and function to those named as determined by Owner in its sole and absolute discretion.

Contractor shall promptly notify Owner of any discrepancy, error, omission, ambiguity, or conflict among any of the provisions of this Contract before proceeding with any Work affected thereby. If Contractor fails to give such notice to Owner, then the subsequent decision of Owner as to which

provision of this Contract shall govern shall be final, and any corrective work required shall not entitle Contractor to any damages, to any compensation in excess of the Contract Price, or to any delay or extension of the Contract Time. In the event of a discrepancy, error, omission, ambiguity or conflict in the application or interpretation of any of the provisions of this Contract, the terms of the Contract shall govern over the terms and provisions of all other Contract documents.

When the equipment, materials, or supplies furnished by Contractor cannot be installed as specified in this Contract, Contractor shall, without any increase in the Contract Price, make all modifications required to properly install the equipment, materials, or supplies. Any such modification shall be subject to the prior review and consent of Owner.

1.4 Technical Ability to Perform

Contractor represents and warrants that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff, to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

1.5 Financial Ability to Perform

Contractor represents and warrants that it is financially solvent, and Contractor has the financial resources necessary to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

1.6 Time

Contractor represents and warrants that it is ready, willing, able and prepared to begin the Work on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Work in full compliance with, and as required by or pursuant to, this Contract for the Contract Price, all with due regard to all natural and man-made conditions that may affect the Work or the Work Site and all difficulties, hindrances, and delays that may be incident to the Work.

1.7 Safety at the Work Site

Contractor shall be solely and completely responsible for providing and maintaining safe conditions at the Work Site, including the safety of all persons and property during performance of the Work. This requirement shall apply continuously and shall not be limited to normal working hours. Contractor shall take all safety precautions as shall be necessary to comply with all applicable laws and to prevent injury to persons and damage to property.

Contractor shall conduct all of its operations without interruption or interference with vehicular and pedestrian traffic on public and private rights-of-way, unless it has obtained permits therefor from the proper authorities. If any public or private right-of-way shall be rendered unsafe by Contractor's operations, Contractor shall make such repairs or provide such temporary ways or guards as shall be acceptable to the proper authorities.

1.8 Cleanliness of the Work Site and Environs

Contractor shall keep the Work Site and adjacent areas clean at all times during performance of the Work and shall, upon completion of the Work, leave the Work Site and adjacent areas in a clean and orderly condition.

1.9 Damage to the Work, the Work Site, and Other Property

The Work and everything pertaining thereto shall be provided, performed, completed, and maintained at the sole risk and cost of Contractor from the Commencement Date until Final Payment. Contractor shall be fully responsible for the protection of all public and private property and all persons. Without limiting the foregoing, Contractor shall, at its own cost and expense, provide all permanent and temporary shoring, anchoring and bracing required by the nature of the Work in order to make all parts absolutely stable and rigid, even when such shoring, anchoring and bracing is not explicitly specified, and support and protect all buildings, bridges, roadways, conduits, wires, water pipes, gas pipes, sewers, pavements, curbs, sidewalks, fixtures and landscaping of all kinds and all other public or private

property that may be encountered or endangered in providing, performing and completing the Work. Contractor shall have no claim against Owner because of any damage or loss to the Work or to Contractor's equipment, materials, or supplies from any cause whatsoever, including damage or loss due to simultaneous work by others. Contractor shall, promptly and without charge to Owner, repair or replace, to the satisfaction of Owner, any damage done to, and any loss suffered by, the Work and any damage done to, and any loss suffered by, the Work Site or other property as a result of the Work. Notwithstanding any other provision of this Contract, Contractor's obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Contractor, to indemnify, hold harmless, or reimburse Contractor for the cost of any repair or replacement work required by this Section.

1.10 Subcontractors and Suppliers

A. Approval and Use of Subcontractors and Suppliers. Contractor shall perform the Work with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors, suppliers, and subcontracts used by Contractor shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor, supplier, and subcontract shall not relieve Contractor of full responsibility and liability for the provision, performance, and completion of the Work in full compliance with, and as required by or pursuant to, this Contract. All Work performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Contractor. Every reference in this Contract to "Contractor" shall be deemed also to refer to all subcontractors and suppliers of Contractor. Every subcontract shall include a provision binding the subcontractor or supplier to all provisions of this Contract.

B. Removal of Subcontractors and Suppliers. If any subcontractor or supplier fails to perform the part of the Work undertaken by it in a manner satisfactory to Owner, Contractor shall immediately upon notice from Owner terminate such subcontractor or supplier. Contractor shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination.

1.11 Simultaneous Work By Others

Owner shall have the right to perform or have performed such other work as Owner may desire in, about, or near the Work Site during the performance of the Work by Contractor. Contractor shall make every reasonable effort to perform the Work in such manner as to enable both the Work and such other work to be completed without hindrance or interference from each other. Contractor shall afford Owner and other contractors reasonable opportunity for the execution of such other work and shall properly coordinate the Work with such other work.

1.12 Occupancy Prior to Final Payment

Owner shall have the right, at its election, to occupy, use, or place in service any part of the Work prior to Final Payment. Such occupancy, use, or placement in service shall be conducted in such manner as not to damage any of the Work or to unreasonably interfere with the progress of the Work. No such occupancy, use, or placement in service shall be construed as an acceptance of any of the Work or a release or satisfaction of Contractor's duty to insure and protect the Work, nor shall it, unless conducted in an unreasonable manner, be considered as an interference with Contractor's provision, performance, or completion of the Work.

1.13 Owner's Right to Terminate or Suspend Work for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Work in whole or in part at any time by written notice to Contractor. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Contractor shall, as and to the extent directed, stop Work under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Work under existing orders and subcontracts, cancel any outstanding orders or subcontracts that may be cancelled, and take any action necessary to protect any property in its possession in which

Owner has or may acquire any interest and to dispose of such property in such manner as may be directed by Owner.

B. Payment for Completed Work. In the event of any termination, Owner shall pay Contractor (1) such direct costs, excluding overhead, as Contractor shall have paid or incurred for all Work done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination together with ten percent of such costs for overhead and profit; and (2) such other costs pertaining to the Work, exclusive of overhead and profit, as Contractor may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Work, the Work Site, and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Work, an equitable adjustment in the Contract Price or Contract Time may be made. All claims by Contractor for an equitable adjustment in either the Contract Price or the Contract Time shall be made within two business days following receipt of such Change Order, and shall, if not made prior to such time, be conclusively deemed to have been waived. No decrease in the amount of the Work caused by any Change Order shall entitle Contractor to make any claim for damages, anticipated profits, or other compensation. Any Change Order that authorizes or necessitates an increase of fifty per cent or more in (a) the original Contract Price or (b) the original prices of any subcontractor under this Contract, shall be subject to bidding in the same manner as the original Contract or subcontract was bid.

2.2 Delays

A. Extensions for Unavoidable Delays. For any delay that may result from causes that could not be avoided or controlled by Contractor, Contractor shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Work.

B. No Compensation for Delays. No payment, compensation, damages, or adjustment of any kind, other than the extension of the Contract Time provided in Subsection 2.2A above, shall be made to, or claimed by, Contractor because of hindrances or delays from any cause in the commencement, prosecution, or completion of the Work, whether caused by Owner or any other party and whether avoidable or unavoidable.

ARTICLE III
CONTRACTOR'S RESPONSIBILITY FOR DEFECTIVE WORK

3.1 Inspection; Testing; Correction of Defects

A. Inspection. Until Final Payment, all parts of the Work shall be subject to inspection and testing by Owner or its designated representatives. Contractor shall furnish, at its own expense, all reasonable access, assistance, and facilities required by Owner for such inspection and testing.

B. Re-inspection. Re-inspection and re-testing of any Work may be ordered by Owner at any time, and, if so ordered, any covered or closed Work shall be uncovered or opened by Contractor. If

the Work is found to be in full compliance with this Contract, then Owner shall pay the cost of uncovering, opening, re-inspecting, or re-testing, as the case may be. If such Work is not in full compliance with this Contract, then Contractor shall pay such cost.

C. Correction. Until Final Payment, Contractor shall, promptly and without charge, repair, correct, or replace all or any part of the Work that is defective, damaged, flawed, or unsuitable or that in any way fails to conform strictly to the requirements of this Contract.

3.2 Warranty of Work

A. Scope of Warranty. Contractor warrants that the Work and all of its components shall be free from defects and flaws in design, workmanship, and materials; shall strictly conform to the requirements of this Contract; and shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract. The warranty herein expressed shall be in addition to any other warranties expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Length of Warranty; Repairs; Extension of Warranty. Contractor shall, promptly and without charge, correct any failure to fulfill the above warranty that may be discovered or develop at any time within one year after Final Payment or such longer period as may be prescribed in Attachment A to this Contract or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Contractor's obligation to correct Work shall be extended for a period of one year from the date of such repair or replacement. The time period established in this Subsection 3.2B relates only to the specific obligation of Contractor to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Contractor has under this Contract.

C. Subcontractor and Supplier Warranties. Whenever Attachment B requires a subcontractor or supplier to provide a guaranty or warranty, Contractor shall be solely responsible for obtaining said guaranty or warranty in form satisfactory to Owner and assigning said warranty or guaranty to Owner. Acceptance of any assigned warranties or guaranties by Owner shall be a pre-condition to Final Payment and shall not relieve Contractor of any of its guaranty or warranty obligations under this Contract.

3.3 Owner's Right to Correct

If, within two business days after Owner gives Contractor notice of any defect, damage, flaw, unsuitability, nonconformity, or failure to meet warranty subject to correction by Contractor pursuant to Section 3.1 or Section 3.2 of this Contract, Contractor neglects to make, or undertake with due diligence to make, the necessary corrections, then Owner shall be entitled to make, either with its own forces or with contract forces, the corrections and to recover from Contractor all resulting costs, expenses, losses, or damages, including attorneys' fees and administrative expenses.

ARTICLE IV
FINANCIAL ASSURANCES

4.1 Insurance

Contemporaneous with Contractor's execution of this Contract, Contractor shall provide certificates and policies of insurance evidencing the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion, however the Work may not begin until such policies are submitted. Such policies shall be in a form, and from companies, acceptable to Owner and from companies with a general rating of A minus, and a financial size category of Class X or better, in Best's

Insurance Guide. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner. Contractor shall, at all times while providing, performing, or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 3.2 of this Contract, maintain and keep in force, at Contractor's expense, the minimum insurance coverages and limits set forth in Attachment A.

4.2 Indemnification

Contractor shall indemnify, save harmless, and defend Owner against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Contractor, except to the extent caused by the sole negligence of Owner. The provision of insurance as provided in this Contract shall not be a limit on the Contractor's obligation under this Section 4.3.

ARTICLE V
PAYMENT

5.1 Contract Price

Owner shall pay to Contractor, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Contractor shall accept in full satisfaction for providing, performing, and completing the Work, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes and Benefits

Owner is exempt from and shall not be responsible to pay, or reimburse Contractor for, any state or local sales, use, or excise taxes. The Contract Price includes all other applicable federal, state, and local taxes of every kind and nature applicable to the Work as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, or premium is hereby waived and released by Contractor.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in monthly installments in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Contractor shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner a pay request in the form provided by Owner ("Pay Request"). The first Pay Request shall be submitted not sooner than 30 days following commencement of the Work. Owner may, by written notice to Contractor, designate a specific day of each month on or before which Pay Requests must be submitted. Each Pay Request shall include (a) Contractor's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and (b) Contractor's certification that all prior Progress Payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.

C. Certified Payroll Records. Contractor shall submit to Owner, on a monthly basis, the certified payroll records required by Section 5 of the Prevailing Wage Act, as amended, 820 ILSC 130/5.

D. Work Entire. This Contract and the Work are entire and the Work as a whole is of the essence of this Contract. Notwithstanding any other provision of this Contract, each and every part of this Contract and of the Work are interdependent and common to one another and to Owner's obligation to pay all or any part of the Contract Price or any other consideration for the Work.

Any and all Progress Payments made pursuant to this Article are provided merely for the convenience of Contractor and for no other purpose.

5.4 Final Acceptance and Final Payment

A. Notice of Completion. When the Work has been completed and is ready in all respects for acceptance by Owner, Contractor shall notify Owner and request a final inspection ("Notice of Completion"). Contractor's Notice of Completion shall be given sufficiently in advance of the Completion Date to allow for scheduling of the final inspection and for completion or correction before the Completion Date of any items identified by such inspection as being defective, damaged, flawed, unsuitable, nonconforming, incomplete, or otherwise not in full compliance with, or as required by or pursuant to, this Contract ("Punch List Work").

B. Punch List and Final Acceptance. The Work shall be finally accepted when, and only when, the whole and all parts thereof shall have been completed to the satisfaction of Owner in full compliance with, and as required by or pursuant to, this Contract. Upon receipt of Contractor's Notice of Completion, Owner shall make a review of the Work and notify Contractor in writing of all Punch List Work, if any, to be completed or corrected. Following Contractor's completion or correction of all Punch List Work, Owner shall make another review of the Work and prepare and deliver to Contractor either a written notice of additional Punch List Work to be completed or corrected or a written notice of final acceptance of the Work ("Final Acceptance").

C. Final Payment. As soon as practicable after Final Acceptance, Contractor shall submit to Owner a properly completed final Pay Request in the form provided by Owner ("Final Pay Request"). Owner shall pay to Contractor the balance of the Contract Price, after deducting therefrom all charges against Contractor as provided for in this Contract ("Final Payment"). Final Payment shall be made not later than 60 days after Owner approves the Final Pay Request. The acceptance by Contractor of Final Payment shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Contractor for anything done, furnished for, arising out of, relating to, or in connection with the Work or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Work.

5.5 Liens

A. Title. Nothing in this Contract shall be construed as vesting in Contractor any right of property in any equipment, materials, supplies, and other items provided under this Contract after they have been installed in, incorporated into, attached to, or affixed to, the Work or the Work Site. All such equipment, materials, supplies, and other items shall, upon being so installed, incorporated, attached or affixed, become the property of Owner, but such title shall not release Contractor from its duty to insure and protect the Work in accordance with the requirements of this Contract.

B. Waivers of Lien. Contractor shall, from time to time at Owner's request and in any event prior to Final Payment, furnish to Owner such receipts, releases, affidavits, certificates, and other evidence as may be necessary to establish, to the reasonable satisfaction of Owner, that no lien against the Work or the public funds held by Owner exists in favor of any person whatsoever for or by reason of any equipment, material, supplies, or other item furnished, labor performed, or other thing done in connection with the Work or this Contract ("Lien") and that no right to file any Lien exists in favor of any person whatsoever.

C. Removal of Liens. If at any time any notice of any Lien is filed, then Contractor shall, promptly and without charge, discharge, remove, or otherwise dispose of such Lien. Until such discharge, removal, or disposition, Owner shall have the right to retain from any money payable hereunder an amount that Owner, in its sole judgment, deems necessary to satisfy such Lien and to pay the costs and expenses, including attorneys' fees and administrative expenses, of any actions brought in connection therewith or by reason thereof.

D. Protection of Owner Only. This Section shall not operate to relieve Contractor's surety or sureties from any of their obligations under the Bonds, nor shall it be deemed to vest any right,

interest, or entitlement in any subcontractor or supplier. Owner's retention of funds pursuant to this Section shall be deemed solely for the protection of its own interests pending removal of such Liens by Contractor, and Owner shall have no obligation to apply such funds to such removal but may, nevertheless, do so where Owner's interests would thereby be served.

5.6 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Contractor is liable under this Contract; (3) state or local sales, use, or excise taxes from which Owner is exempt; (4) Liens or claims of Lien regardless of merit; (5) claims of subcontractors, suppliers, or other persons regardless of merit; (6) delay in the progress or completion of the Work; (7) inability of Contractor to complete the Work; (8) failure of Contractor to properly complete or document any Pay Request; (9) any other failure of Contractor to perform any of its obligations under this Contract; or (10) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.3 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.A above until Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Contractor under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Contractor under this Contract.

ARTICLE VI
DISPUTES AND REMEDIES

6.1 Dispute Resolution Procedure

A. Notice of Disputes and Objections. If Contractor disputes or objects to any requirement, direction, instruction, interpretation, determination, or decision of Owner, Contractor may notify Owner in writing of its dispute or objection and of the amount of any equitable adjustment to the Contract Price or Contract Time to which Contractor claims it will be entitled as a result thereof; provided, however, that Contractor shall, nevertheless, proceed without delay to perform the Work as required, directed, instructed, interpreted, determined, or decided by Owner, without regard to such dispute or objection. Unless Contractor so notifies Owner within two business days after receipt of such requirement, direction, instruction, interpretation, determination, or decision, Contractor shall be conclusively deemed to have waived all such disputes or objections and all claims based thereon.

B. Negotiation of Disputes and Objections. To avoid and settle without litigation any such dispute or objection, Owner and Contractor agree to engage in good faith negotiations. Within three business days after Owner's receipt of Contractor's written notice of dispute or objection, a conference between Owner and Contractor shall be held to resolve the dispute. Within three business days after the end of the conference, Owner shall render its final decision, in writing, to Contractor. If Contractor objects to the final decision of Owner, then it shall, within three business days, give Owner notice thereof and, in such notice, shall state its final demand for settlement of the dispute. Unless Contractor so notifies Owner, Contractor shall be conclusively deemed (1) to have agreed to and accepted Owner's final decision and (2) to have waived all claims based on such final decision.

6.2 Contractor's Remedies

If Owner fails or refuses to satisfy a final demand made by Contractor pursuant to Section 6.1 of this Contract, or to otherwise resolve the dispute which is the subject of such demand to the satisfaction of Contractor, within ten days following receipt of such demand, then Contractor shall be entitled to pursue such remedies, not inconsistent with the provisions of this Contract, as it may have in law or equity.

6.3 Owner's Remedies

If it should appear at any time prior to Final Payment that Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Work with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract on or before the Completion Date, or has attempted to assign this Contract or Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Contractor's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

A. Owner may require Contractor, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to remove from the Work Site any such work; to accelerate all or any part of the Work; and to take any or all other action necessary to bring Contractor and the Work into strict compliance with this Contract.

B. Owner may perform or have performed all Work necessary for the accomplishment of the results stated in Paragraph 1 above and withhold or recover from Contractor all the cost and expense, including attorneys' fees and administrative costs, incurred by Owner in connection therewith.

C. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Work or part thereof and make an equitable reduction in the Contract Price.

D. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.

E. Owner may, without terminating this Contract, terminate Contractor's rights under this Contract and, for the purpose of completing or correcting the Work, evict Contractor and take possession of all equipment, materials, supplies, tools, appliances, plans, specifications, schedules, manuals, drawings, and other papers relating to the Work, whether at the Work Site or elsewhere, and either complete or correct the Work with its own forces or contracted forces, all at Contractor's expense.

F. Upon termination of this Contract or of Contractor's rights under this Contract, and at Owner's option exercised in writing, any or all subcontracts and supplier contracts of Contractor shall be deemed to be assigned to Owner without any further action being required, but Owner shall not thereby assume any obligation for payments due under such subcontracts and supplier contracts for any Work provided or performed prior to such assignment.

G. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Contractor, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.

H. Owner may recover any damages suffered by Owner.

6.4 Owner's Special Remedy for Delay

If the Work is not completed by Contractor, in full compliance with, and as required by or pursuant to, this Contract, within the Contract Time as such time may be extended by Change Order, then Owner may invoke its remedies under Section 6.3 of this Contract or may, in the exercise of its sole and absolute discretion, permit Contractor to complete the Work but charge to Contractor, and deduct from any Progress or Final Payments, whether or not previously approved, administrative expenses and costs for each day completion of the Work is delayed beyond the Completion Date, computed on the basis of

the "Per Diem Administrative Charge" set forth in Attachment A, as well as any additional damages caused by such delay.

6.5 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Contractor's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.15 of this Contract.

ARTICLE VII

LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Contractor and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Contractor shall act as an independent contractor in providing and performing the Work. Nothing in, nor done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between Owner and Contractor or (2) except as provided in Paragraph 6.3(6) above, to create any relationship between Owner and any subcontractor or supplier of Contractor.

7.3 No Collusion

Contractor hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has, in procuring this Contract, colluded with any other person, firm, or corporation, then Contractor shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

7.4 Assignment

Contractor shall not (1) assign this Contract in whole or in part, (2) assign any of Contractor's rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Contractor.

7.5 Confidential Information

All information supplied by Owner to Contractor for or in connection with this Contract or the Work shall be held confidential by Contractor and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Work.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Work by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Work, equipment, materials, or supplies, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Contractor; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Contractor shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062
Attention: Jim Hawkins
E-mail: jim.hawkins@northbrook.il.us

with a copy to:

Elrod Friedman LLP
325 N LaSalle, Suite 450
Chicago, Illinois 60654
Attention: Steve Elrod
E-mail: steven.elrod@elrodfriedman.com

Notices and communications to Contractor shall be addressed and delivered at, the following address:

Title Electric Company
3319 N. Ridge Ave.
Arlington Heights, IL 60004
Attention: Ronnie Obara
E-mail: r.obara@titleelectric.com

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

By notice complying with the requirements of this Section, Owner and Contractor each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Contractor under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

7.11 Compliance with Laws and Grants

Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Work is provided, performed, and completed in accordance with all required governmental permits, licenses or other approvals and authorizations that may be required in connection with providing, performing, and completing the Work, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Prevailing Wage Act, 820 ILCS 130/0.01 et seq. (In accordance with the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., not less than the prevailing rate of wages for similar work in the locality in which the Work is to be performed shall be paid to all laborers performing work under this contract. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current

"prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Illinois Department of Labor publishes the prevailing wage rates on its website at http://labor.illinois.gov/. The Department revises the prevailing wage rates and the Contractor/Subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, Contractor shall refer to the Illinois Department of Labor's website. Contractor and any subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties); any other prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes, including, without limitation, the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0.01 et seq. ; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. sec. 12101 et seq., the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. and the Discrimination in Public Contracts Act, 775 ILCS 10/1 et seq.; and any statutes regarding safety or the performance of the Work, including the Illinois Structural Work Act, the Illinois Underground Utility Facilities Damage Prevention Act, and the Occupational Safety and Health Act. Contractor shall also comply with all conditions of any federal, state, or local grant received by Owner or Contractor with respect to this Contract or the Work.

Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's, or its subcontractors' or suppliers', performance of, or failure to perform, the Work or any part thereof.

Contractor and its employees, agents and subcontractors will comply with the Owner's Standard Operating Procedure No. 11-057 "No Weapons" effective May 13, 2014 ("SOP") at all times during the performance of the Work.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Compliance with Patents

A. Assumption of Costs, Royalties, and Fees. Contractor shall pay or cause to be paid all costs, royalties, and fees arising from the use on, or the incorporation into, the Work, of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions.

B. Effect of Contractor Being Enjoined. Should Contractor be enjoined from furnishing or using any equipment, materials, supplies, tools, appliances, devices, processes, or inventions supplied or required to be supplied or used under this Contract, Contractor shall promptly offer substitute equipment, materials, supplies, tools, appliances, devices, processes, or inventions in lieu thereof, of equal efficiency, quality, suitability, and market value, for review by Owner. If Owner should disapprove the offered substitutes and should elect, in lieu of a substitution, to have supplied, and to retain and use, any such equipment, materials, supplies, tools, appliances, devices, processes, or inventions as may by this Contract be required to be supplied, Contractor shall pay such royalties and secure such valid licenses as may be requisite and necessary for Owner to use such equipment, materials, supplies, tools, appliances, devices, processes, or inventions without being disturbed or in any way interfered with by any proceeding in law or equity on account thereof. Should Contractor neglect or refuse to make any approved substitution promptly, or to pay such royalties and secure such licenses as may be necessary, then Owner shall have the right to make such substitution, or Owner may pay such royalties and secure such licenses and charge the cost thereof against any money due Contractor from Owner or recover the amount thereof from Contractor and its surety or sureties notwithstanding that Final Payment may have been made.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Contractor with respect to the accomplishment of the Work and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Contractor with respect to the Work and the compensation therefor.

Nothing in this Contract shall be construed to waive or limit any aspect of Owner's lawful authority to regulate the activities of Contractor, its subcontractors' or any other person or to regulate the Work, the Work Site or any other matter falling within its lawful regulatory jurisdiction and powers. No review, inspection, test, audit, measurement, order, determination, decision, disapproval, approval, payment for or use or acceptance of the Work, or any other act or omission of Owner shall imply, create any interest in, be deemed to be the issuance of or require Owner to issue any license or permit to Contractor or any subcontractor.

7.16 Amendments

No modification, addition, deletion, revision, alteration or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Contractor.

IN WITNESS WHEREOF, Owner and Contractor have caused this Contract to be executed in five original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK

By: _____

Derek Gau

Title: Village Clerk

By: _____

Jim Hawkins

Title: Interim Village Manager

Attest/Witness:

Title Electric Company

By: _____

Title: Witness

By: _____

Title: PRESIDENT

SEE GENERAL INSTRUCTIONS TO BIDDERS, SECTION 7, FOR SIGNATURE REQUIREMENTS

VILLAGE OF NORTHBROOK
CONTRACT FOR CRESTWOOD SENIOR LIVING FACILITY ELECTRICAL WORK
BETWEEN THE VILLAGE OF NORTHBROOK AND TITLE ELECTRIC COMPANY

STATE OF ILLINOIS _____)
) SS
COUNTY OF Cook)

CONTRACTOR'S CERTIFICATION

Ronnie Obara (Contractor's Executing Officer), being first duly sworn on oath, deposes and states that all statements herein made are made on behalf of Contractor, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Contractor deposes, states, and certifies that Contractor is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or the amount of tax, as set forth in 65 ILCS 5/11-42.1-1 et seq.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.

DATED this 9th day of September, 2026.

Attest/Witness: **TITLE ELECTRIC COMPANY.**

By: _____ By: _____

Title: Witness Title: President

Subscribed and Sworn to before me this 9th day of September, 2026.

My Commission expires March 24, 2029

_____
Notary Public

SEAL

OFFICIAL SEAL
INA MARIA HADAD-OBARA
Notary Public, State of Illinois
Commission No. 1007111
My Commission Expires March 24, 2029

VILLAGE OF NORTHBROOK
CONTRACT FOR CRESTWOOD SENIOR LIVING ELECTRICAL WORK
BETWEEN THE VILLAGE OF NORTHBROOK AND TITLE ELECTRIC COMPANY
ATTACHMENT A – SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

I. Project: A basic description of the projects within this contract include:

1.1 Crestwood Senior Living Facility Electrical Work

II. Work Site: Crestwood Senior Living Facility – 1000 Waukegan Rd., Northbrook, Illinois.

III. Permits, Licenses, Approvals, and Authorizations: Contractor shall obtain all required governmental permits, licenses, approvals, and authorizations, no exceptions. The Owner will submit initial application materials for said permits. However, the Contractor will be responsible for meeting all requirements of any such permits, including the posting any required bonds and/or sureties. **All fees associated with obtaining the local building permit will be waived.**

IV. Commencement Date: September ___, 2026

V Completion Date: October ___, 2026

VI. Insurance Coverages:

A. Worker's Compensation and Employer's Liability
with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:
$1,000,000 injury - per occurrence
$ 500,000 disease - per employee
$1,000,000 disease - policy limit
Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability, with a combined single limit of liability for bodily injury and property damage of not less $1,000,000 for vehicles owned, non-owned, or rented.
All employees shall be included as insureds.

C. Commercial General Liability with coverage written on an "occurrence" basis and with limits no less than $2,000,000 Bodily Injury and Property Damage Combined Single Limit.
Coverage is to be written on an "occurrence basis.:
Coverages shall include:
- Broad Form Property Damage Endorsement
- Products/Completed Operations (to be maintained for two years following final payment).
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- "X," "C," and "U" exclusions shall be limited
- Contractual Liability
-Railroad exclusions shall be deleted if Work Site is within 50 feet of any railroad track.

All employees shall be included as insureds.
Contractual Liability shall specifically include the indemnification set forth in the Contract

D. Umbrella Policy. The required coverages may be in any combination of primary, excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

E. Deductible. Each policy shall have a deductible or self-insured retention of not more than $5,000

F. Owner as Additional Insured. Owner shall be names as an Additional Insured on all policies except for Worker's Compensation, and Comprehensive Motor Vehicle Liability.

Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions).

G. Other Parties as Additional Insureds. In addition to the Owner, the following parties shall be named as additional insureds on the following policies.

Additional Insured (if none so state)	Policy or Policies

VII. Contract Price:

Includes the following:
All work associated with electrical work $24,660.00

Refer to Attachment B for a detailed breakdown of project cost.

VIII. Progress Payments:

A. General. Owner shall pay to Contractor 90 percent of the Value of Work, determined in the manner set forth below, installed and complete in place up to the day before the Pay Request, less the aggregate of all previous Progress Payments. The total amount of Progress Payments made prior to Final Acceptance by Owner shall not exceed 90 percent of the Contract Price.

B. Value of Work. The Value of the Work shall be determined as follows:

(1) Lump Sum Items. For all Work to be paid on a lump sum basis, Contractor shall, not later than 10 days after execution of the Contract and before submitting its first Pay Request, submit to Owner a schedule showing the value of each component part of such Work in form and with substantiating data acceptable to Owner ("Breakdown Schedule"). The sum of the items listed in the Breakdown Schedule shall equal the amount or amounts set forth in the Schedule of Prices for Lump Sum Work. An unbalanced Breakdown Schedule providing for overpayment of Contractor on component parts of the Work to be performed first will not be accepted. The Breakdown Schedule shall be revised and resubmitted until acceptable to Owner. No payment shall be made for any lump sum item until Contractor has submitted, and Owner has approved, an acceptable Breakdown Schedule.

Owner may require that the approved Breakdown Schedule be revised based on developments occurring during the provision and performance of the Work. If Contractor fails to submit a revised Breakdown Schedule that is acceptable to Owner, Owner shall have the right either to suspend Progress and Final Payments for Lump Sum Work or to make such Payments based on Owner's determination of the value of the Work completed.

(2) Unit Price Items. For all Work to be paid on a unit price basis, the value of such Work shall be determined by Owner on the basis of the actual number of acceptable units of Unit Price Items installed and complete in place, multiplied by the applicable Unit Price set forth in the Schedule of Prices. The actual number of acceptable units installed and complete in place shall be measured on the basis described in Attachment A and B to the Contract or, in the absence of such description, on the basis determined by Owner. The number of units of Unit Price Items stated in the Schedule of Prices are Owner's estimate only and shall not be used in establishing the Progress or Final Payments due Contractor. The Contract Price shall be adjusted to reflect the actual number of acceptable units of Unit Price Items installed and complete in place upon Final Acceptance.

C. Application of Payments. All Progress and Final Payments made by Owner to Contractor shall be applied to the payment or reimbursement of the costs with respect to which they were paid and shall not be applied to or used for any pre-existing or unrelated debt between Contractor and Owner or between Contractor and any third party.

Intercept the existing conduit on the roof, install new AC conduit, up to 6-gauge wire if necessary, thermostat conduit/wire and roof support for four units. If AC or thermostat wire requires replacement, we will splice the new wires in a junction box on the roof.

Refer to separate proposal for additional information.

Title Electric Company

ELECTRICAL CONTRACTORS
3319 N. Ridge Ave.
Arlington Heights, IL 60004-1411
847-753-9605 – www.titleelectric.com

September 3, 2026

Village of Northbrook
1225 Cedar Ln.
Northbrook, IL 60062

Attn: Daniel Juarez
Re: Crestwood Place, 1000 Waukegan Rd, Rooftop conduit repair

Mr. Juarez,

Please consider the following pricing:

-Intercept the existing conduit on the roof, install new AC conduit, up to 6-gauge wire if necessary, thermostat conduit/wire and roof support for (4) units. If AC or thermostat wire requires replacement, we will splice the new wires in a junction box on the roof.

Our price for this work is: $24,660.00

If the thermostat wiring replacement and splicing is completed by others, please deduct $3,128.00

Please note the following:

1. Any work beyond the listed scope is not included.
2. Repair of roof penetrations, if necessary, is not included
3. Work below roof is not included.
4. Re-commissioning/startup of rooftop units, after repair, is not included.
5. Rubbish will be placed in owner-supplied on-site dumpsters.
6. We follow prevailing wage standards.
7. Sales tax is not included.
8. Permit fees, drawings and submittals, inspections, if required, are not included.
9. Overtime labor is not included.

If you have any comments or questions, please do not hesitate to call.

Sincerely,
Title Electric Company
Ronnie W. Obara

MEMORANDUM

To: Village Board of Trustees
From: Interim Village Manager Jim Hawkins
Date: 2026-09-22
Subject: A Resolution Approving the Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees

Overview
The review of closed session meeting minutes has occurred and the Village Board of Trustees has determined that confidential treatment is no longer necessary for the written minutes of the Closed Meetings identified in this resolution.

Fiscal Impact
N/A

Recommendation
Approval.

Strategic Priority
Connected Community. Deliver proactive and open communication and engagement in Village business and services to advance knowledge, participation, and belonging.

Background
Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. ("Act"), the Village has maintained audiotaped verbatim records, and has approved written minutes, of meetings of the Village Board of Trustees that were closed to the public pursuant to the Act (collectively, the "Closed Meetings").

Pursuant to Section 2.06(d) of the Act, the President and Board of Trustees have conducted its twice-annual review of all written minutes of the Closed Meetings. The President and Board of Trustees have determined that confidential treatment is no longer necessary for the written minutes of those Closed Meetings that are identified in Schedule A (attached) and that such minutes may be made available for public inspection.

The President and Board of Trustees have also determined that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A and which the Village has not previously released.

Village staff and the Village Attorney will be available at the meeting to answer any questions.

A Resolution Approving the Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees

Resolution 2026-R-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Release of Certain Written Minutes of Closed Session Meetings of the Village Board of Trustees

is hereby adopted, as follows:

Section 1. RECITALS.

The Village of Northbrook is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970.

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (***"Act"***), the Village has maintained audiotaped verbatim records, and has approved written minutes, of meetings of the Village Board of Trustees that were closed to the public pursuant to the Act (collectively, the ***"Closed Meetings"***).

Pursuant to Section 2.06(d) of the Act, the President and Board of Trustees have conducted its twice-annual review of all written minutes of the Closed Meetings.

The President and Board of Trustees have determined that confidential treatment is no longer necessary for the written minutes of those Closed Meetings that are identified in Schedule A attached to and, by this reference, made a part of this Resolution, and that such minutes may be made available for public inspection.

The President and Board of Trustees have determined that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A of this Resolution and that have not previously been released.

Section 2. PUBLIC INSPECTION OF WRITTEN MINUTES OF CLOSED MEETINGS.

The President and Board of Trustees shall, and do hereby, authorize the public inspection of the written minutes of those Closed Meetings that are identified in Schedule A of this Resolution, in accordance with and pursuant to the Act and the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq*.

Section 3. DETERMINATION OF CONFIDENTIALITY.

The President and Board of Trustees shall, and do hereby, determine that a need for confidentiality still exists as to the written minutes of all Closed Meetings that are not identified in Schedule A of this Resolution and for which the Village has not previously authorized public inspection.

Section 4. EFFECTIVE DATE.

This Resolution shall be in full force and effect from and after its passage and in the manner provided by law.

Approved: 09/22/26

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

SCHEDULE A

CLOSED SESSION MEETING MINUTES APPROVED FOR RELEASE TO PUBLIC

January 23, 2007
February 13, 2007
February 19, 2007
February 27, 2007
March 13, 2007
March 19, 2007
April 10, 2007
April 16, 2007
April 24, 2007
May 8, 2007 (Session 1)
May 8, 2007 (Session 2)
May 14, 2007
June 12, 2007
June 26, 2007
July 10, 2007
August 14, 2007
September 17, 2007
October 9, 2007
October 23, 2007
November 19, 2007
November 27, 2007
December 17, 2007

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Development & Planning Services Amy McEwan
Date: 2026-09-22
Subject: An Ordinance Authorizing the Establishment of a Tax Increment Financing "Interested Parties Registry" for the Proposed Northbrook Downtown Redevelopment Project Area

Overview
The Village has conducted a study to determine the eligibility of Downtown Northbrook for a Tax Increment Finance District and the establishment of an "Interested Persons Registry' aligns with the requirements to proceed.

Fiscal Impact
NA

Recommendation
Approval.

Strategic Priority
Economic Vitality. Promote Northbrook as a thriving community and economic leader.

Background

On February 24, 2026, the Board approved a contract with a third party expert to review the eligibility for a Downtown Tax Increment Financing (TIF) district. On April 28, 2026, Director McEwan provided a presentation of the economic indicators for downtown Northbrook, and on May 26, 2026, the Board approved a resolution providing for the potential reimbursement of eligible costs in connection with the Northbrook Downtown Tax Increment Finance District. This action authorizes an "Interested Parties Registry" for the Northbrook Downtown Tax Increment Finance District consistent with the findings of the recently completed eligibility study. Staff recommend that the Board proceed with the next steps toward formal adoption.

Background

Downtown Northbrook occupies a distinctive position within the community: it is traditionally the Village's civic, commercial, and cultural center, and it is home to a natural asset — the

river — that residents have consistently identified as underutilized. At the same time, the downtown area faces a set of interrelated challenges that have been documented across multiple studies over the past five years: aging public infrastructure, limited reinvestment in existing buildings, a below-average share of residential units relative to neighboring communities, and a scarcity of sites suitable for redevelopment without substantial upgrades. The opportunities have shaped Village planning efforts for more than a decade, and they form the basis for the request for consideration of a Downtown TIF District.

What a Tax Increment Financing District Is

Tax Increment Financing is a state-authorized economic development tool that allows a municipality to direct future growth in property tax revenue, generated within a defined district, toward eligible improvements within that same district. It is important to understand what creation of a TIF does not do: it does not create a new tax and it does not change existing property tax rates. Rather, as assessed values within the district grow over time, the resulting increase in tax revenue is set aside in a dedicated fund to support eligible infrastructure and redevelopment costs.

A Consistent Direction in Village Planning

The consideration of a Downtown TIF is not a new or isolated proposal. It reflects a policy direction the Village has maintained across multiple planning documents and public processes:

- **2010 Comprehensive Plan.** The plan established Downtown Area policies to promote economically viable development and recommended that the Village pursue public-private partnerships to finance necessary public improvements. On July 14, 2026, this policy was amended to specifically reference Tax Increment Financing, along with the potential creation of a business district or special service area.
- **2012 Downtown Area Plan.** Building on the Comprehensive Plan, this Plan identified key redevelopment sites, established design guidelines, and specifically recommended the creation of a TIF district to fund significant public infrastructure improvements necessary to attract private investment.
- **2022–2023 Economic Strategy Commission.** Convened by the Board to address investment and development in the Village, the Commission's recommendations included the redevelopment of key properties, expanded housing density and diversity, downtown programming, and the use of public-private funding mechanisms such as TIF.
- **2025–2026 Strategic Plan.** Developed with extensive resident, business, and staff engagement, the adopted Strategic Plan includes an explicit objective to establish TIF and/or other funding sources to support downtown infrastructure and programming.

Taken together, these efforts represent a sustained and consistent expression of Village policy in support of downtown reinvestment, and they identify TIF as an appropriate mechanism for financing that reinvestment.

Eligibility Findings

On February 24, 2026, the Board authorized a contract with Meech Group to evaluate the feasibility of a Downtown TIF, including the identification of a potential district boundary and the preparation of a redevelopment plan. Village staff have also engaged in discussions with representatives of other affected taxing bodies as part of this process.

The consultant's draft report finds that the proposed redevelopment project area qualifies for designation as a conservation area under the Illinois TIF Act. This designation requires that at least 50% of the buildings within the area be at least 35 years old, and that the area exhibits at least three additional qualifying factors present to a meaningful extent throughout the district. The proposed area satisfies both requirements:

1. **Age of buildings.** Sixty-one of the 69 primary structures within the proposed area, or 88.4 percent, are more than 35 years old — substantially exceeding the statutory threshold of 50 percent.
2. **Inadequate utilities.** Portions of the stormwater and water systems are antiquated or capacity-constrained, including aging and undersized water mains, limited system redundancy, and drainage infrastructure approaching the end of its useful life.
3. **Lack of community planning.** Much of the area was developed prior to the adoption of the Village's first comprehensive plan and reflects irregular parcel configurations and fragmented land-use relationships inconsistent with current planning standards.
4. **Declining equalized assessed value (EAV).** The proposed redevelopment project area (RPA) total equalized assessed value has grown more slowly than the balance of the Village in three of the past five years, and more slowly than inflation in four of the past five years.

Residents should understand that this eligibility finding is a statutory and technical determination. It does not, by itself, establish the TIF district. That remains a policy decision reserved to the Board of Trustees, to be made only after the required public review process has been completed.

The Proposed Redevelopment Plan

In addition to establishing eligibility, the consultant's report includes a proposed redevelopment plan intended to address the conditions identified above and to support the Village's broader downtown revitalization efforts. Among its principal objectives, the plan would:

- Improve aging water, sanitary sewer, stormwater, roadway, and parking infrastructure;
- Support rehabilitation of existing buildings;
- Prepare and market underutilized sites for redevelopment;
- Strengthen walkability and connections among downtown businesses, public spaces,

and the Metra station;
- Support transit-oriented development with a broader range of housing options; and
- Encourage private investment through financial assistance authorized under the TIF Act.

Recommendation

Staff recommend that the Board of Trustees proceed with the necessary steps toward adoption of a Downtown Tax Increment Financing District, consistent with the findings of the eligibility report and the sustained policy direction reflected in the Village's Comprehensive Plan, Downtown Area Plan, Economic Strategy Commission recommendations, and Strategic Plan.

The next step in the process will be an ordinance on the Board agenda for September 22, 2026, which sets the public hearing date and kicks off the Joint Review Board process. It does not approve the TIF. It simply sets the public hearing date and keeps the process moving forward. The timeline establishes a public hearing on November 10, 2026 at 7:30 p.m. and the establishment of a TIF would come before the board at the December 8, 2026, meeting at 7:30 p.m.

An Ordinance Authorizing the Establishment of a Tax Increment Financing "Interested Parties Registry" for the Proposed Northbrook Downtown Redevelopment Project Area

ORDINANCE NO. 2026-__

An Ordinance Authorizing the Establishment of a Tax Increment Financing "Interested Parties Registry" for the Proposed Northbrook Downtown Redevelopment Project Area

Passed by the Board of Trustees, _____, 2026

Printed and Published, _____, 2026

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS

I hereby certify that this document was properly published on the date stated above.

_____
Village Clerk

ORDINANCE NO. 2026-__

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A TAX INCREMENT FINANCING "INTERESTED PARTIES REGISTRY" FOR THE PROPOSED NORTHBROOK DOWNTOWN REDEVELOPMENT PROJECT AREA

be and is hereby adopted as follows:

Section 1. RECITALS.

The Village of Northbrook is an Illinois home rule municipal corporation operating in accordance with Article VII, Section 6 of the Illinois Constitution, and with the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq*.

The Village is considering establishing a tax increment financing district over the real property generally located in the contiguous area centered on the Village's downtown commercial corridor and generally bounded by Dundee Road to the north, Techny Road to the south, Shermer Road to the east, and Greenbriar Lane to the west ("***Redevelopment Area***") to induce the redevelopment of the Redevelopment Area.

On January 8, 2019, pursuant to Section 11-74.4-4.2 of the Illinois Tax Increment Allocation Redevelopment Act ("***TIF Act***"), the Village President and Board of Trustees passed Ordinance 2019-1, establishing rules and regulations for an "interested parties registry" ("***Registry***") in connection with any redevelopment project area in the Village.

In accordance with the TIF Act, the Village President and Board of Trustees desire to adopt this Ordinance establishing a Registry for the Redevelopment Area.

Section 2. INTERESTED PARTIES REGISTRY ESTABLISHED.

A Registry is hereby created for the Redevelopment Area. In accordance with Section 11-74.4-4.2 of the TIF Act and Ordinance 2019-1, the Village Clerk, or the Village Clerk's designee, is hereby authorized and directed to cause notice of the creation of the Registry for the Redevelopment Area to be published in the manner provided by law in substantially the form attached hereto as ***Exhibit A***. Further, the Village Clerk, or the Village Clerk's designee, is hereby authorized and directed to create an interested parties registry for each redevelopment project area created by the Village, whether now existing or created and established after the adoption of this Ordinance.

Section 3. AUTHORIZATION OF OTHER RELATED ACTIVITIES.

In accordance with Section 11-74.4-5 of the TIF Act, the Village Board hereby authorizes the Village Manager, or the Village Manager's designee, to take such further actions as may be reasonably required or desirable for implementing and giving effect to this Ordinance and the Registry.

Section 4. SEVERABILITY.

If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be

interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

Section 5. EFFECTIVE DATE.

This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED: This __the day of _____, 2026.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

_____
Village President

ATTEST:

_____
Village Clerk

EXHIBIT A

PUBLIC NOTICE OF INTERESTED PARTIES REGISTRY

The Village of Northbrook has established a Tax Increment Financing ("TIF") District Interested Parties Registry pertaining to a proposed redevelopment project area located at and in the vicinity of Northbrook Downtown and the immediately surrounding areas over the real property generally located in the contiguous area centered on the Village's downtown commercial corridor and generally bounded by Dundee Road to the north, Techny Road to the south, Shermer Road to the east, and Greenbriar Lane to the west in Northbrook, Illinois. Residents of the Village and organizations active in the Village may register with the Village to receive information on the proposed designation of the TIF redevelopment project area or the approval of the TIF redevelopment plan, as well as information regarding certain changes that may be proposed for an existing TIF redevelopment plan. Registration forms are available from the Village Clerk, at the Northbrook Village Hall, 1225 Cedar Lane, Northbrook, Illinois, 60062 between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, except on holidays. Rules to implement the registration process have been adopted by the Village Board of Trustees and may be obtained at the same location.

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Development & Planning Services Amy McEwan
Date: 2026-09-22
Subject: An Ordinance Authorizing Convening the Joint Review Board and Setting the Time and Place for a Public Hearing on the Proposed Northbrook Downtown Redevelopment Area

Overview
This Ordinance authorizes the convening of a Joint Review Board process on October 15, 2026 at 5:30 p.m. and a public hearing before the Village Board on November 10, 2026 at 7:30 p.m. for the proposed Northbrook Downtown Redevelopment Area.

A Tax Increment Finance (TIF) District is a state-authorized economic development tool that allows a municipality to direct future growth in property tax revenue, generated within a defined district, toward eligible improvements within that same district. As assessed values within the district grow over time, the resulting increase in tax revenue is set aside in a dedicated fund to support eligible infrastructure and redevelopment costs.

Fiscal Impact
NA

Recommendation
Approval.

Strategic Priority
Economic Vitality. Promote Northbrook as a thriving community and economic leader.

Background

On February 24, 2026, the Board approved a contract with a third party expert to review the eligibility for a Downtown Tax Increment Financing (TIF) district. On April 28, 2026, Director McEwan provided a presentation of the economic indicators for downtown Northbrook, and, on May 26, 2026, the Board approved a resolution providing for the potential reimbursement of eligible costs in connection with the Northbrook Downtown Tax Increment Finance District. This Ordinance authorizes the convening of a Joint Review Board process and sets the public hearing, including a Joint Review Board meeting on October 15, 5:30 p.m. at the Northbrook Library, 1201 Cedar St., Northbrook IL, 60062, a public hearing on November 10, 2026, at

7:30 p.m., and the consideration of the establishment of a TIF coming before the Board at the December 8, 2026, 7:30 p.m. meeting at the Village Hall, 1225 Cedar St., Northbrook IL, 60062. Staff recommend that the Board proceed with the next steps toward formal adoption.

Background

Downtown Northbrook occupies a distinctive position within the community: it is traditionally the Village's civic, commercial, and cultural center, and it is home to a natural asset — the river — that residents have consistently identified as underutilized. At the same time, the downtown area faces a set of interrelated challenges that have been documented across multiple studies over the past five years: aging public infrastructure, limited reinvestment in existing buildings, a below-average share of residential units relative to neighboring communities, and a scarcity of sites suitable for redevelopment without substantial upgrades. The opportunities have shaped Village planning efforts for more than a decade, and they form the basis for the request for consideration of a Downtown TIF District.

What a Tax Increment Financing District Is

Tax Increment Financing is a state-authorized economic development tool that allows a municipality to direct future growth in property tax revenue, generated within a defined district, toward eligible improvements within that same district. It is important to understand what creation of a TIF does not do: it does not create a new tax and it does not change existing property tax rates. Rather, as assessed values within the district grow over time, the resulting increase in tax revenue is set aside in a dedicated fund to support eligible infrastructure and redevelopment costs.

A Consistent Direction in Village Planning

The consideration of a Downtown TIF is not a new or isolated proposal. It reflects a policy direction the Village has maintained across multiple planning documents and public processes:

- **2010 Comprehensive Plan.** The plan established Downtown Area policies to promote economically viable development and recommended that the Village pursue public-private partnerships to finance necessary public improvements. On July 14, 2026, this policy was amended to specifically reference Tax Increment Financing, along with the potential creation of a business district or special service area.
- **2012 Downtown Area Plan.** Building on the Comprehensive Plan, this Plan identified key redevelopment sites, established design guidelines, and specifically recommended the creation of a TIF district to fund significant public infrastructure improvements necessary to attract private investment.
- **2022–2023 Economic Strategy Commission.** Convened by the Board to address investment and development in the Village, the Commission's recommendations

included the redevelopment of key properties, expanded housing density and diversity, downtown programming, and the use of public-private funding mechanisms such as TIF.
- **2025–2026 Strategic Plan.** Developed with extensive resident, business, and staff engagement, the adopted Strategic Plan includes an explicit objective to establish TIF and/or other funding sources to support downtown infrastructure and programming.

Taken together, these efforts represent a sustained and consistent expression of Village policy in support of downtown reinvestment, and they identify TIF as an appropriate mechanism for financing that reinvestment.

Eligibility Findings

On February 24, 2026, the Board authorized a contract with Meech Group to evaluate the feasibility of a Downtown TIF, including the identification of a potential district boundary and the preparation of a redevelopment plan. Village staff have also engaged in discussions with representatives of other affected taxing bodies as part of this process.

The consultant's draft report finds that the proposed redevelopment project area qualifies for designation as a conservation area under the Illinois TIF Act. This designation requires that at least 50% of the buildings within the area be at least 35 years old, and that the area exhibits at least three additional qualifying factors present to a meaningful extent throughout the district. The proposed area satisfies both requirements:

1. **Age of buildings.** Sixty-one of the 69 primary structures within the proposed area, or 88.4 percent, are more than 35 years old — substantially exceeding the statutory threshold of 50 percent.
2. **Inadequate utilities.** Portions of the stormwater and water systems are antiquated or capacity-constrained, including aging and undersized water mains, limited system redundancy, and drainage infrastructure approaching the end of its useful life.
3. **Lack of community planning.** Much of the area was developed prior to the adoption of the Village's first comprehensive plan and reflects irregular parcel configurations and fragmented land-use relationships inconsistent with current planning standards.
4. **Declining equalized assessed value (EAV).** The proposed redevelopment project area (RPA) total equalized assessed value has grown more slowly than the balance of the Village in three of the past five years, and more slowly than inflation in four of the past five years.

Residents should understand that this eligibility finding is a statutory and technical determination. It does not, by itself, establish the TIF district. That remains a policy decision reserved to the Board of Trustees, to be made only after the required public review process has been completed.

The Proposed Redevelopment Plan

In addition to establishing eligibility, the consultant's report includes a proposed redevelopment plan intended to address the conditions identified above and to support the Village's broader downtown revitalization efforts. Among its principal objectives, the plan would:

- Improve aging water, sanitary sewer, stormwater, roadway, and parking infrastructure;
- Support rehabilitation of existing buildings;
- Prepare and market underutilized sites for redevelopment;
- Strengthen walkability and connections among downtown businesses, public spaces, and the Metra station;
- Support transit-oriented development with a broader range of housing options; and
- Encourage private investment through financial assistance authorized under the TIF Act.

Recommendation

Staff recommend that the Board of Trustees proceed with the necessary steps toward adoption of a Downtown Tax Increment Financing District, consistent with the findings of the eligibility report and the sustained policy direction reflected in the Village's Comprehensive Plan, Downtown Area Plan, Economic Strategy Commission recommendations, and Strategic Plan.

The next step in the process will be kicking off the Joint Review Board process. This action does not approve the TIF. It simply establishes the Joint Review Board, sets the public hearing date and keeps the process moving forward. The timeline establishes a Joint Review Board meeting on October 15, at 5:30 p.m. at the Northbrook Library, 1201 Cedar St. Northbrook IL, 60062, public hearing in November 10, 2026, at 7:30 p.m. at the Village Hall, 1225 Cedar St., Northbrook IL, 60062 and the consideration of the establishment of a TIF District would come before the Board at the December 8, 2026, at 7:30 p.m. meeting at the Village Hall, 1225 Cedar St., Northbrook IL, 60062.

An Ordinance Authorizing Convening the Joint Review Board and Setting the Time and Place for a Public Hearing on the Proposed Northbrook Downtown Redevelopment Area

ORDINANCE NO. 2026-__

An Ordinance Authorizing Convening the Joint Review Board and
Setting the Time and Place for a Public Hearing
on the Proposed Northbrook Downtown Redevelopment Area

Passed by the Board of Trustees, _____, 2026

Printed and Published, _____ __, 2026

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees

VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

_____
Village Clerk

ORDINANCE NO. 2026-__

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

AN ORDINANCE AUTHORIZING CONVENING THE JOINT REVIEW BOARD AND SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED NORTHBROOK DOWNTOWN REDEVELOPMENT AREA

be and is hereby adopted as follows:

Section 1. RECITALS.

The Village of Northbrook is an Illinois home rule municipal corporation operating in accordance with Article VII, Section 6 of the Illinois Constitution, and with the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq*.

The Village is considering establishing a tax increment financing district over the real property generally located in the contiguous area centered on the Village's downtown commercial corridor and generally bounded by Dundee Road to the north, Techny Road to the south, Shermer Road to the east, and Greenbriar Lane to the west, as more fully described in ***Exhibit A*** and depicted on ***Exhibit B***, attached to this Ordinance ("***Redevelopment Area***") to induce the revitalization of the Redevelopment Area.

The Redevelopment Area is located with the Village's Village Green Overlay District, C-2 Neighborhood Commercial District, C-3 Central Business District, R-5 Single Family Residential District, R-8 Multi-Family Residential District, C-1 Specialty Commercial District, IB Institutional Building District, O-2 Limited Office District, Village Green Residential and Commercial District, and Open Space District.

The Village does not anticipate that the Redevelopment Area will be redeveloped without the implementation by the Village of a new plan and project for the economic renewal of the Redevelopment Area.

The Village explored various methods by which sufficient private investment can be attracted to the Redevelopment Area, so that the Redevelopment Area can be redeveloped for the long-term growth and benefit of the Village and its residents.

One means by which the Village could attract the private investment necessary for the redevelopment of the Redevelopment Area is the use of tax increment financing and the establishment of the Redevelopment Area as a new redevelopment project area (a "***TIF District***") as authorized under the Tax Increment Allocation Redevelopment Act, as amended (65 ILCS 5/11-74.4-1 *et seq*., the "***TIF Act***").

The Village has commissioned a study by Meech Group ("***Consultant***") to determine whether the Redevelopment Area meets the qualifications for establishing a TIF District.

After extensive review of the Redevelopment Area, the Consultant delivered a report to the Village in which the Consultant concludes that the Redevelopment Area qualifies as a conservation area under the TIF Act ("***Eligibility Report***").

In light of its review of the Redevelopment Area and pursuant to extensive discussions with Village officials and others interested in the Redevelopment Area, the Consultant has also prepared a

plan for the redevelopment of the Redevelopment Area in accordance with the TIF Act ("***Redevelopment Plan and Project***").

The Eligibility Report and the Redevelopment Plan and Project have been on file and available at the Northbrook Village Hall and on the Village website since September 11, 2026.

In order to continue its consideration of the possible establishment of a TIF District in the Redevelopment Area, the Village President and Board of Trustees have determined that it is in the best interest of the Village and its residents to initiate the process for establishing a TIF District within the Redevelopment Area, including: (i) the convening of a meeting of the Joint Review Board; and (ii) the setting of a time and place for a public hearing on the possible establishment of a TIF District and consideration of the Eligibility Report and the Redevelopment Plan and Project.

Section 2. JOINT REVIEW BOARD.

A. Joint Review Board Established; Membership. The Joint Review Board is hereby established pursuant to Section 11-74.4-5 of the TIF Act. The Joint Review Board shall consist of a Village representative, one representative of the public chosen by the members of the Joint Review Board, and one representative chosen by each of the following taxing districts that have authority to directly levy taxes on the real property located within the Redevelopment Area:

1. Cook County
2. Northfield Township
3. Northbrook School District #30
4. Northbrook School District #28
5. Glenbrook High School District #225
6. Northbrook Park District
7. Oakton Community College District #535

B. Notice of Meeting of the Joint Review Board. The Village will deliver notice as required by the TIF Act of the time and place of the meeting of the Joint Review Board, which meeting will occur on Thursday, October 15, 2026, at 5:30 p.m. at the Northbrook Library, 1201 Cedar Lane, Northbrook IL 60062.

Section 3. SETTING TIME AND PLACE FOR PUBLIC HEARING.

The Village President and Board of Trustees hereby establishes Tuesday, November 10, 2026, at 7:30 p.m. as the date and time for a public hearing to be conducted by the Village Board on the possible establishment of a TIF District, the designation of a redevelopment project area, and the consideration of a Redevelopment Plan and Project for the Redevelopment Area. The public hearing will be held at Northbrook Village Hall, 1225 Cedar Lane, Northbrook, Illinois. The Village Board reserves the right to continue the hearing to a later date and time without further published notice should a continuance become necessary.

Section 4. AUTHORIZATION FOR PUBLIC NOTICES AND OTHER ACTIONS.

The Village President and Board of Trustees hereby authorizes and directs the Village Manager and the Village Clerk, in consultation with the Consultant and the Village Attorney, to do or cause to be done all things necessary or desirable for purposes of giving the public notice of the November 10, 2026 public hearing, including the publication of notice in substantially the form attached to this Ordinance as ***Exhibit C***, and any and all other statutorily required steps precedent to the establishment of a TIF District

in the Redevelopment Area and the adoption of a Redevelopment Plan and Project.

Section 5. EFFECTIVE DATE.

This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

PASSED: This __ day of _____, 2026.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

_____
Village President

ATTEST:

_____
Village Clerk

EXHIBIT A

REDEVELOPMENT AREA

PINs:

04-09-403-001-0000
04-09-403-002-0000
04-09-404-006-0000
04-09-404-029-0000
04-09-404-030-0000
04-09-404-033-0000
04-09-404-036-0000
04-09-409-018-0000
04-09-416-003-0000
04-09-416-004-0000
04-09-416-015-0000
04-09-416-016-0000
04-09-416-017-0000
04-09-416-018-0000
04-09-416-047-0000
04-09-416-058-0000
04-09-416-060-0000
04-09-416-061-0000
04-09-416-062-0000
04-09-416-069-0000
04-09-420-016-0000
04-09-500-001-0000
04-10-100-011-0000
04-10-100-012-0000
04-10-100-030-0000
04-10-100-033-0000
04-10-101-002-0000
04-10-101-009-0000
04-10-101-010-0000
04-10-101-045-0000
04-10-101-047-0000
04-10-101-048-0000
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04-10-101-050-0000
04-10-103-025-0000
04-10-103-027-0000
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04-10-104-004-0000
04-10-104-005-0000
04-10-109-010-0000
04-10-109-011-0000
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04-10-109-022-0000
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04-10-302-007-0000	04-10-305-048-0000
04-10-302-008-0000	04-10-305-049-0000
04-10-302-024-0000	04-10-306-007-0000
04-10-302-025-0000	04-10-311-002-0000
04-10-302-026-0000	04-10-311-009-0000
04-10-302-027-0000	04-10-311-010-0000
04-10-302-030-0000	04-10-311-026-0000
04-10-302-031-0000	04-10-315-028-0000
04-10-302-032-0000	04-10-315-031-0000
04-10-302-033-0000	04-10-500-002-0000
04-10-302-034-0000	04-10-500-003-0000
04-10-302-038-0000	04-10-500-007-8001
04-10-302-039-0000	04-15-100-039-0000
04-10-304-001-0000	04-15-100-040-0000
04-10-304-002-0000	04-15-100-047-0000
04-10-304-003-0000	04-15-500-002-0000
04-10-304-004-0000	04-16-215-011-0000

Street location: generally located in the contiguous area centered on the Village's downtown commercial corridor and generally bounded by Dundee Rd. to the north, Techny Rd. to the south, Shermer Rd. to the east, and Greenbriar Ln. to the west in Northbrook, Illinois

EXHIBIT B

DEPICTION OF REDEVELOPMENT PROJECT AREA

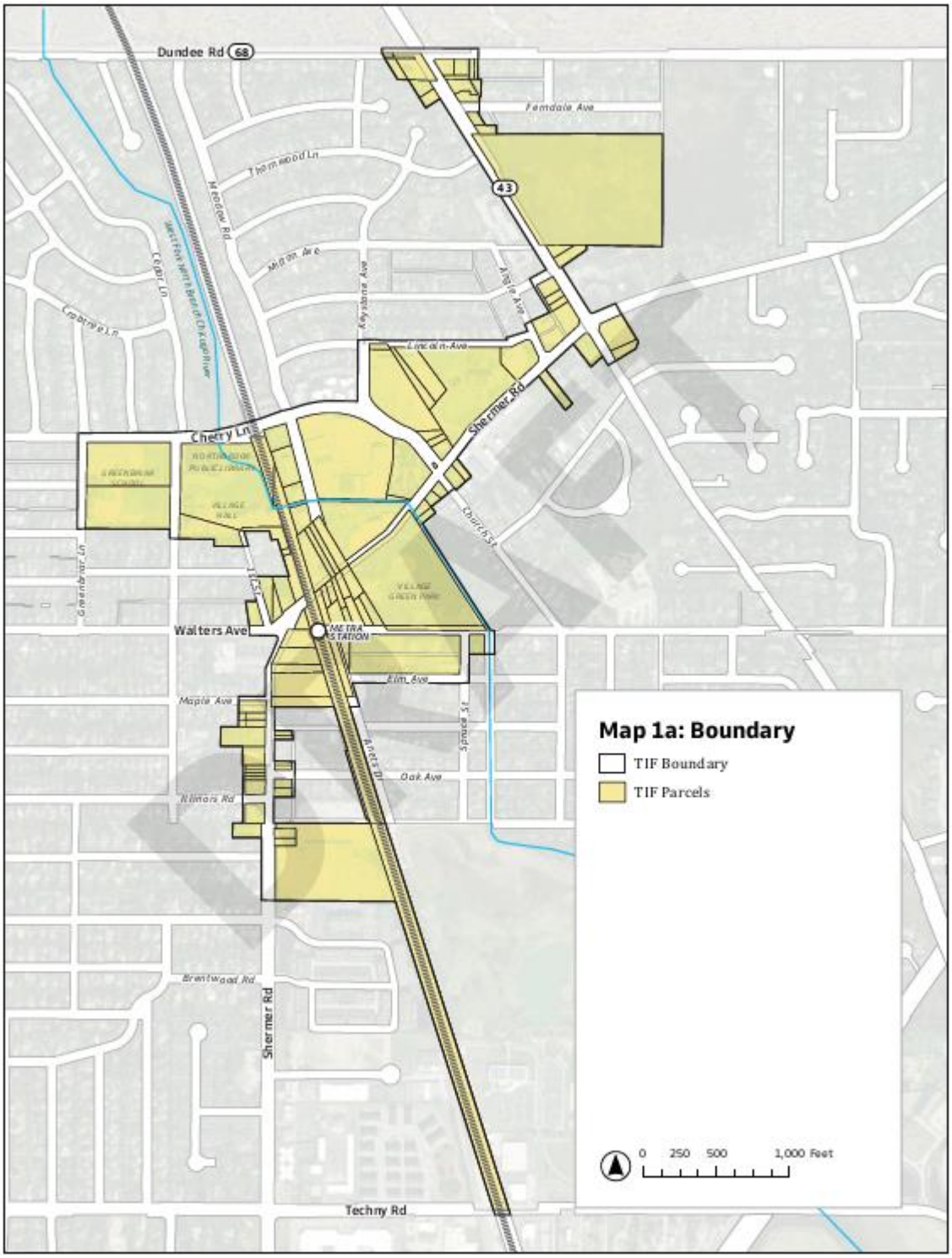


EXHIBIT C

NOTICE OF PUBLIC HEARING

VILLAGE OF NORTHBROOK, COOK COUNTY, ILLINOIS
PROPOSED NORTHBROOK DOWNTOWN REDEVELOPMENT AREA

NOTICE IS HEREBY GIVEN that on Tuesday, November 10, 2026 at 7:30 p.m., at the Northbrook Village Hall at 1225 Cedar Lane, Northbrook, Illinois, 60062, a public hearing will be held to consider the approval of the proposed redevelopment plan and project (the "***Redevelopment Plan and Project***") and the designation of that certain proposed redevelopment project area to be known as the Northbrook Downtown Redevelopment Project Area, or another name selected by the Village President and Board of Trustees (the "***Redevelopment Area***"). The Redevelopment Area consists of the territory described in ***Exhibit 1*** attached and is generally described as the Northbrook Downtown and immediately surrounding areas.

There will be considered at the hearing comments on whether to approve the Redevelopment Plan and Project for, and the designation of, the proposed Redevelopment Area and adoption of tax increment allocation financing therefor. The proposed Redevelopment Plan and Project is on file and available for public inspection during normal business hours at the Northbrook Village Hall, 1225 Cedar Lane, Northbrook, Illinois, 60062. The Redevelopment Plan and Project is also available on the Village's website at http://www.northbrook.il.us.

Pursuant to the Redevelopment Plan and Project, the Village proposes to reduce or eliminate those conditions that continue to qualify the Redevelopment Area as a "conservation area," as that term is defined in the Tax Increment Allocation Redevelopment Act, as amended (65 ILCS 5/11-74.4-1 *et seq*., the "***TIF Act***"), and to enhance the tax base of the Village and the taxing districts having taxable property within the Redevelopment Area by utilizing tax increment financing to fund various eligible project costs ("***Redevelopment Project Costs***") to stimulate private investment within the Redevelopment Area. The Redevelopment Plan and Project includes an eligibility report providing in reasonable detail the continued basis for qualifying the Redevelopment Project Area as a "conservation area" as that term is defined in the TIF Act.

The Redevelopment Plan and Project objectives include, but are not limited to, the following:

1. Reduce or eliminate those conditions that qualify the proposed Redevelopment Area as eligible for TIF;

2. Preserve and strengthen the property tax base for the Village and overlapping taxing jurisdictions;

3. Preserve and strengthen the local sales tax base for the Village;

4. Create new jobs and retain existing jobs for the Village and area residents;

5. Provide for necessary infrastructure and utility improvements in the proposed Redevelopment Area;

6. Facilitate right-of-way and private roadway improvements, public transportation, parking, streetscape, and access-related enhancements in the proposed Redevelopment Area;

7. Facilitate the assembly and preparation, including demolition and environmental clean-up, where necessary, and marketing of available sites in the proposed Redevelopment Area for redevelopment and new development by providing resources as allowed by the Act;

8. Strengthen downtown Northbrook as the Village's traditional civic, commercial, and cultural center through coordinated public and private investment, enhanced placemaking, and redevelopment of underutilized properties;

9. Improve pedestrian connectivity, walkability, and accessibility throughout the proposed Redevelopment Area, including connections among commercial areas, civic destinations, public open spaces, and the Metra station;

10. Encourage redevelopment patterns that capitalize on proximity to the Metra station and support transit-oriented development consistent with Village planning objectives;

11. Encourage a mix of residential, commercial, office, civic, and complementary land uses that broaden housing choice, support local businesses, and enhance downtown vitality;

12. Address deficiencies in aging water, sanitary sewer, and stormwater infrastructure and improve the area's resilience to flooding and other drainage-related challenges;

13. Facilitate the physical improvement and rehabilitation of existing structures within the proposed Redevelopment Area and encourage the construction of new development, where appropriate;

14. Encourage and assist private development in the proposed Redevelopment Area through the provision of financial assistance for new development as permitted by the Act; and

15. Advance the goals and recommendations of the Village's Comprehensive Plan (2010), Downtown Plan (2012), and other adopted planning documents related to downtown revitalization, economic development, transportation, housing, urban design, and infrastructure investment.

To achieve these objectives, the Redevelopment Plan and Project proposes to provide assistance by paying or reimbursing costs related to the acquisition, construction and installation of public facilities, property assembly, site preparation and improvement, environmental remediation, job training, the execution of one or more redevelopment agreements, and the payment of financing, administrative and other professional costs, and payment and reimbursement of any other Redevelopment Project Costs, all as provided under the TIF Act.

Prior to the date of the hearing, each taxing district having property in the Redevelopment Area and the Illinois Department of Commerce and Economic Opportunity may submit written comments to the Village, to the attention of the Village's Director of Development and Planning Services, Northbrook Village Hall, 1225 Cedar Lane, Northbrook, Illinois, 60062, or by telephone at (847) 272-5050.

At the hearing, all interested persons or affected taxing districts may file written comments and objections with the Village Clerk and may be heard orally with respect to any issues regarding the approval of the Redevelopment Plan and Project for and the designation of the Redevelopment Area and the adoption of tax increment allocation financing therefor. The hearing may be adjourned by the President and the Board of Trustees of the Village without further notice other than a motion to be entered upon the minutes of the hearing fixing the time and place of the subsequent hearing.

The Village has convened a joint review board to consider and make a recommendation regarding the proposed Redevelopment Plan and Project for, and the designation of, the proposed Redevelopment Area and the adoption of tax increment allocation financing therefor, in accordance with the requirements of the TIF Act. The joint review board consists of a representative selected by each community college district, park district, library district, school district, township, fire protection district, and county that will have the authority to directly levy taxes on the property within the Redevelopment Area at the time that the Redevelopment Area is approved, a representative selected by the Village, and a public member. The joint review board meeting is scheduled to be held on Thursday, October 15, 2026, at 5:30 p.m., at the Northbrook Library, 1201 Cedar St., Northbrook, Illinois, 60062.

_____
Village Clerk
Village of Northbrook
Cook County, Illinois

EXHIBIT 1

THE REDEVELOPMENT AREA

PINs:

04-09-403-001-0000
04-09-403-002-0000
04-09-404-006-0000
04-09-404-029-0000
04-09-404-030-0000
04-09-404-033-0000
04-09-404-036-0000
04-09-409-018-0000
04-09-416-003-0000
04-09-416-004-0000
04-09-416-015-0000
04-09-416-016-0000
04-09-416-017-0000
04-09-416-018-0000
04-09-416-047-0000
04-09-416-058-0000
04-09-416-060-0000
04-09-416-061-0000
04-09-416-062-0000
04-09-416-069-0000
04-09-420-016-0000
04-09-500-001-0000
04-10-100-011-0000
04-10-100-012-0000
04-10-100-030-0000
04-10-100-033-0000
04-10-101-002-0000
04-10-101-009-0000
04-10-101-010-0000
04-10-101-045-0000
04-10-101-047-0000
04-10-101-048-0000
04-10-101-049-0000
04-10-101-050-0000
04-10-103-025-0000
04-10-103-027-0000
04-10-104-001-0000
04-10-104-004-0000
04-10-104-005-0000
04-10-109-010-0000
04-10-109-011-0000
04-10-109-012-0000
04-10-109-022-0000
04-10-110-002-0000
04-10-110-005-0000
04-10-111-017-0000
04-10-111-019-0000
04-10-111-021-0000
04-10-111-022-0000
04-10-111-024-0000
04-10-111-025-0000
04-10-300-005-0000
04-10-300-006-0000
04-10-300-008-0000
04-10-300-010-0000
04-10-300-029-0000
04-10-300-031-0000
04-10-300-032-0000
04-10-300-035-0000
04-10-300-037-0000
04-10-300-041-0000
04-10-300-042-0000
04-10-300-044-0000
04-10-300-045-0000
04-10-300-049-0000
04-10-300-050-0000
04-10-300-052-0000
04-10-300-053-0000
04-10-300-055-0000
04-10-300-056-0000
04-10-301-002-0000
04-10-301-017-0000
04-10-301-038-0000
04-10-301-049-0000
04-10-302-001-0000
04-10-302-005-0000
04-10-302-006-0000

04-10-302-007-0000	04-10-304-011-0000
04-10-302-008-0000	04-10-305-048-0000
04-10-302-024-0000	04-10-305-049-0000
04-10-302-025-0000	04-10-306-007-0000
04-10-302-026-0000	04-10-311-002-0000
04-10-302-027-0000	04-10-311-009-0000
04-10-302-030-0000	04-10-311-010-0000
04-10-302-031-0000	04-10-311-026-0000
04-10-302-032-0000	04-10-315-028-0000
04-10-302-033-0000	04-10-315-031-0000
04-10-302-034-0000	04-10-500-002-0000
04-10-302-038-0000	04-10-500-003-0000
04-10-302-039-0000	04-10-500-007-8001
04-10-304-001-0000	04-15-100-039-0000
04-10-304-002-0000	04-15-100-040-0000
04-10-304-003-0000	04-15-100-047-0000
04-10-304-004-0000	04-15-500-002-0000
04-10-304-005-0000	04-16-215-011-0000

Street location: generally located in the contiguous area centered on the Village's downtown commercial corridor and generally bounded by Dundee Rd. to the north, Techny Rd. to the south, Shermer Rd. to the east, and Greenbriar Ln. to the west in Northbrook, Illinois.

MEMORANDUM

To: Interim Village Manager Jim Hawkins
From: Director of Public Works Kelly Hamill
Date: 2026-09-22
Subject: An Ordinance Proposing the Establishment of Northbrook Special Service Area No. 7 (SSA No. 7)

Overview
Residents along Koepke Road have petitioned for the establishment of a Special Service Area to construct curb and gutter improvements along Koepke Road from Miller Road to Pfingsten Road.

Fiscal Impact
Resolution 2026-R-69 approved an agreement for design engineering services for the Koepke Road project that included the evaluation of SSA services with Clark Dietz, Inc. Evaluation of the SSA will continue under the spending authority provided by the referenced resolution.

If the Board approves this item and establishes an SSA and the residents do not provide a majority vote against the process during the public objection period, there will be another item brought to the Board to approve the implementation of the SSA which will include approval of funding associated with the establishment of the SSA.

Recommendation
Approval.

Strategic Priority
Infrastructure. Maintain a consistent high-quality of life through capital investment, continued focus on sustainability, and facilities that meet operational needs.

Background
The Village of Northbrook received requests in 2025 for the addition of curb and gutter along Koepke Road west of Pfingsten Road based on awareness of planned roadway resurfacing improvements identified in the Capital Improvement Plan. Residents were directed to create a petition and gatherer signatures to demonstrate interest in establishing a Special Service Area (SSA). An initial survey was completed by residents in summer 2025, and the Village included initial outreach and measures to establish the proposed SSA in the scope of the Koepke Road Stormwater and Roadway Improvement Project.

The SSA is comprised of 48 single-family homes and one vacant lot; all 49 properties would

be included in the SSA as all properties would benefit. There are a few cases in which multiple lots are owned by a common entity and were treated as a single lot rather than two separate lots.

Clark Dietz assisted the Village with initial outreach and information for the SSA process. One of the most important components of the SSA process is communication – establishing lines of communication, a resource to direct residents with questions, and holding a public meeting. The following outreach activities occurred earlier this year:

- June 4 – Letter sent to residents with an initial informal survey, inviting them to a virtual public meeting on Thursday, June 18th, and providing a link to the project web page on the Village website.
- June 18 – Public information meeting held on WebEx on Thursday, June 18 from 7 p.m. to approximately 8:30 p.m. Approximately 10 residents attended the meeting. The presentation was recorded and uploaded to YouTube (https://youtu.be/qvnoXPuGsI8). The link to the video was posted on the project webpage and as of July 15, the video received 73 views.
- June 22 - July 6 – Six signs with QR codes were placed along Koepke Road notifying residents of the SSA and asking them to complete a survey by July 6 to vote on whether or not they are interested in the establishment of an SSA. A copy of the sign can be found in the attached Supplemental Information - Recommendation Memo.

At the beginning and end of the outreach process a survey was provided to residents to determine a level of interest regarding the establishment of a Special Service Area. The results of both surveys provided insufficient votes to move forward with the establishment of a Special Service Area.

Following both surveys, the Village received a petition from residents on the block which contained over 70% of residents along the corridor voting in favor of proceeding with the establishment of a SSA. This petition provided Village staff with sufficient interest required to recommend moving forward with the SSA. More detail regarding the public outreach that has occurred and is planned for the rest of the project can be found in the attached Supplemental Information - Recommendation Memo.

The attached Ordinance simply proposes the establishment of the SSA and sets the date and time for the required public hearing. Following the public hearing, the Board will need to take further action to adopt and establish the SSA.

Village staff and the Village Attorney will be at the Board meeting to answer any questions.

An Ordinance Proposing the Establishment of Northbrook Special Service Area No. 7 (SSA No. 7)
Ordinance Exhibits for Special Services Area Number 7 (SSA #7)
Supplemental Information - Recommendation Memo
Supplemental Information - Petition

Ordinance No. 2026-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

AN ORDINANCE PROPOSING THE ESTABLISHMENT OF NORTHBROOK SPECIAL SERVICE AREA NUMBER 7 (SSA No. 7)

shall be, and is hereby, adopted as follows:

Section 1. RECITALS.

The Village of Northbrook is authorized to establish special service areas for the purpose of providing special services to designated areas within its boundaries under Article VII, Section 6 of the Illinois Constitution and 35 ILCS 200/27-5 *et seq.* ("***SSA Law***").

The Village desires to establish a special service area for that certain real property in the Village legally described in ***Exhibit A***, depicted in ***Exhibit B***, and consisting of those specific parcels identified by the parcel identification numbers set forth in ***Exhibit C***, all attached to and, by this reference made a part of this Ordinance ("***SSA No. 7***").

The purpose of the proposed SSA No. 7 will consist of: (i) the construction of curb and gutter, asphalt pavement, and associated storm sewer improvements necessary to accommodate the curb and gutter, together with drainage structures, connections, pavement and lawn restoration, and all other appurtenances necessary or incidental thereto; and (ii) the additional roadway reconstruction required to construct the curb and gutter and associated drainage improvements (collectively, the "***Special Services***"). With respect to roadway improvements, the costs attributable to SSA No. 7 shall be limited to the incremental cost of roadway reconstruction above the cost of roadway resurfacing that would otherwise be undertaken by the Village.

The President and Board of Trustees has determined that it is in the best interest of the Village to consider the establishment of SSA No. 7 for the purpose of providing the Special Services to the properties located in said SSA No. 7.

Section 2. FINDINGS.

A. Pursuant to Section 27-20 of the SSA Law, the Village hereby proposes to establish SSA No. 7 for the properties located within proposed SSA No. 7.

B. It is in the public interest that the Village President and Board of Trustees consider the establishment of SSA No. 7.

C. The proposed SSA No. 7 is contiguous as required by the SSA Law and as depicted in *Exhibit B.*

D. The properties located within proposed SSA No. 7 will benefit specially from the provision of the Special Services. The Special Services will provide the properties located within the proposed SSA No. 7 with curb and gutter, asphalt pavement,

and associated storm sewer improvements, drainage structures, connections, pavement and lawn restoration, and roadway reconstruction, which service is not generally provided to all the residents of the Village.

Section 3. PROPOSAL.

The Village has determined the need to promote the public health, safety, and welfare of the Village and its residents, and proposes the establishment of SSA No. 7 in the Village of Northbrook to provide the Special Services.

Section 4. BOUNDARIES OF SPECIAL SERVICE AREA.

The boundaries of SSA No. 7 are depicted in *Exhibit B*. The parcel identification numbers are identified on *Exhibit C*. SSA No. 7 shall include all public street right-of-way which is immediately adjacent to the territory described herein; however, such right-of-way shall not be subject to taxes levied for the Special Service Area, it being the intention of the Village that the inclusion of such right-of-way is solely to provide clarity in determining contiguity of SSA No. 7.

Section 5. PUBLIC HEARING.

Pursuant to the SSA Law, a public hearing shall be held on December 3, 2026, at 7:30 p.m. at the Village of Northbrook Village Hall, 1225 Cedar Lane, Northbrook, IL 60062, to hear and consider testimony regarding the establishment of the proposed SSA No. 7. At the hearing, the Village will also hear and consider testimony regarding the issuance of bonds for the proposed Special Services, and the imposition or levy by the Village of a tax in the proposed special service area sufficient to produce revenues to pay the principal and interest on any such bonds or otherwise to provide for the Special Services.

Section 6. NOTICE OF PUBLIC HEARING.

Pursuant to the SSA Law, the Village Manager, with the assistance of the Village Attorney, is hereby directed to give notice of the public hearing in the Northbrook Star, a newspaper of general circulation within the Village ("***Notice***"). Such Notice will be published not less than 15 days prior to the commencement of the public hearing. In addition, the Village Clerk is hereby authorized and directed to send the Notice by public mailing not less than 10 days prior to the time set for the public hearing, addressed to the persons in whose name the general taxes were last paid on each parcel of land located within the proposed SSA No. 7. In the event taxes for the last preceding year were not paid, the Notice shall be sent to the person(s) last listed on the tax rolls prior to that year as the owner of the relevant property.

Section 7. OBJECTIONS.

If a petition objecting to the establishment of SSA No. 7 is signed by at least 51 percent of the electors residing within the proposed SSA No. 7 and at least 51 percent of the owners of record of property located within the proposed SSA No. 7 and filed with the Village Clerk within 60 days following the adjournment of the public hearing, then SSA No. 7 will not be established.

Section 8. EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

Village President

ATTEST:

Village Clerk

EXHIBIT A
LEGAL DESCRIPTION OF PROPOSED SPECIAL SERVICE AREA NO. 7

LEGAL DESCRIPTION

The proposed Special Service Area consists of the following platted lots within the municipal boundaries or the Village of Northbrook, County of Cook, State of Illinois:

Lots 42, 41, 40, 39, 38, 37, 36, 35, 34, 33, 32, 31, 30, 29, and 28 in Block 1, Lots 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 in Block 2, Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 in Block 3, and Lots 19, 18, 17, 16, 15, 14, 13, 12, and 11 in Block 4 of Levelview Acres, a Subdivision of Part of the Southeast Quarter of Section 8 and Part of the Northeast Quarter of Section 17, Township 42 North, Range 12 East of the Third Principal Meridian, (Recorded April 18, 1924 as Document #8373176), in Cook County, Illinois,

And

Lots 4, 3, 2, and 1 of Koziol's Resubivision of Lots 8, 9, & 10 in Block 1 of Levelview Acres, a Subdivision of Part of the Northeast Quarter of Section 17, Township 42 North, Range 12 East of the Third Principal Meridian, (Recorded April 24th, 1969 as Document #20820690), in Cook County, Illinois,

And

Lot 1 of Plat of Consolidation of Lot 27 in Block 1 of Levelview Acres, a Subdivision of Part of the Northeast Quarter of Section 17, Township 42 North, Range 12 East of the Third Principal Meridian, and the East half of Vacant Smith Road (Recorded June 21, 1994 as Document #91542496), in Cook County, Illinois,

And

Lot 1 of Plat of Consolidation of Lot 20 in Block 4 of Levelview Acres, a Subdivision of Part of the Northeast Quarter of Section 17, Township 42 North, Range 12 East of the Third Principal Meridian, and the West half of Vacant Smith Road (Recorded June 30, 1994 as Document #94574180), in Cook County, Illinois.

PARCEL IDENTIFICATION NUMBERS (PINs) INCLUDED IN THE AREA:

The following Parcel Identification Numbers (PINs) are entirely or partially contained within the boundaries of the proposed Special Service Area:

Subdivision Key: Levelview Acres = LA; Koziol's Resubdivision = KR; Plat of Consolidation of Lot 27 in Block 1 of Levelview Acres = LA27; Plat of Consolidation of Lot 20 in Block 4 of Levelview Acres = LA20.

PIN Number	Street Location of Property	Block #	Lot #	Subdivision Name
04-17-202-048-0000	1660 Pfingsten Rd	N/A	4	KR
04-17-202-047-0000	2810 Koepke Rd	N/A	3	KR
04-17-202-046-0000	2820 Koepke Rd	N/A	2	KR
04-17-202-045-0000	2830 Koepke Rd	N/A	1	KR
04-17-204-023-0000	2835 Koepke Rd	2	3, 4	LA
04-17-202-032-0000	2850 Koepke Rd	1	42	LA
04-17-204-015-0000	2855 Koepke Rd	2	5	LA
04-17-204-024-0000	2855 Koepke Rd	2	4	LA
04-17-202-031-0000	2860 Koepke Rd	1	41	LA
04-17-202-030-0000	2870 Koepke Rd	1	40	LA
04-17-204-013-0000	2875 Koepke Rd	2	7	LA

04-17-204-014-0000	2875 Koepke Rd	2	6	LA
04-17-202-029-0000	2880 Koepke Rd	1	39	LA
04-17-202-028-0000	2890 Koepke Rd	1	38	LA
04-17-204-022-0000	2895 Koepke Rd	2	9	LA
04-17-204-012-0000	2895 Koepke Rd	2	8	LA
04-17-202-027-0000	2900 Koepke Rd	1	37	LA
04-17-204-010-0000	2905 Koepke Rd	2	10	LA
04-17-204-021-0000	2905 Koepke Rd	2	9	LA
04-17-202-026-0000	2910 Koepke Rd	1	36	LA
04-17-202-025-0000	2914 Koepke Rd	1	35	LA
04-17-204-009-0000	2915 Koepke Rd	2	11	LA
04-17-204-008-0000	2915 Koepke Rd	2	12	LA
04-17-202-024-0000	2920 Koepke Rd	1	34	LA
04-17-204-007-0000	2925 Koepke Rd	2	13	LA
04-17-202-023-0000	2926 Koepke Rd	1	33	LA
04-17-202-022-0000	2930 Koepke Rd	1	32	LA
04-17-204-026-0000	2935 Koepke Rd	2	14,15	LA
04-17-202-021-0000	2940 Koepke Rd	1	31	LA
04-17-204-004-0000	2945 Koepke Rd	2	16	LA
04-17-202-020-0000	2950 Koepke Rd	1	30	LA
04-17-204-003-0000	2963 Koepke Rd	2	17	LA
04-17-202-019-0000	2970 Koepke Rd	1	29	LA
04-17-204-002-0000	2975 Koepke Rd	2	18	LA
04-17-202-018-0000	2980 Koepke Rd	1	28	LA
04-17-204-001-0000	2985 Koepke Rd	2	19	LA
04-17-202-052-0000	2990 Koepke Rd	N/A	1	LA27
04-17-201-027-0000	3010 Koepke Rd	N/A	1	LA20
04-17-203-009-0000	3015 Koepke Rd	3	2	LA
04-17-203-010-0000	3015 Koepke Rd	3	1	LA
04-17-201-019-0000	3020 Koepke Rd	4	19	LA
04-17-203-012-0000	3021 Koepke Rd	3	3,4	LA
04-17-203-011-0000	3021 Koepke Rd	3	4,5	LA
04-17-201-018-0000	3028 Koepke Rd	4	18	LA
04-17-201-017-0000	3030 Koepke Rd	4	17	LA
04-17-201-016-0000	3040 Koepke Rd	4	16	LA
04-17-203-005-0000	3045 Koepke Rd	3	6	LA
04-17-201-015-0000	3050 Koepke Rd	4	15	LA
04-17-203-004-0000	3055 Koepke Rd	3	7	LA
04-17-201-014-0000	3060 Koepke Rd	4	14	LA
04-17-203-003-0000	3065 Koepke Rd	3	8	LA
04-17-201-013-0000	3070 Koepke Rd	4	13	LA
04-17-203-002-0000	3075 Koepke Rd	3	9	LA
04-17-201-026-0000	3080 Koepke Rd	4	11,12	LA
04-17-203-001-0000	3085 Koepke Rd	3	10	LA

EXHIBIT B
MAP OF PROPOSED
SPECIAL SERVICE AREA NO. 7

Ordinance Exhibits for
Special Services Area
Number 7 (SSA #7)

SECTION: 17
TOWNSHIP: 42 NORTH
RANGE: 12 EAST
THIRD PRINCIPLE MERIDIAN
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS

SPECIAL SERVICE AREA - KOEPKE RD

ClarkDietz
DESIGN FIRM REGISTRATION
No. 184-000450
1815 S Meyers Rd, Suite 470
Oakbrook Terrace, IL 60181
PHONE:(630) 413-4130

N

0' 150'

KEYSTONE RD

04-17-201-026
04-17-202-013
04-17-201-014
04-17-201-015
04-17-201-016
04-17-201-017
04-17-201-018
04-17-201-019
04-17-201-027
04-17-202-052
04-17-202-018
04-17-202-019
04-17-202-020
04-17-202-021
04-17-202-022
04-17-202-023
04-17-202-024
04-17-202-025
04-17-202-026
04-17-202-027
04-17-202-028
04-17-202-029
04-17-202-030
04-17-202-031
04-17-202-032
04-17-202-045
04-17-202-046
04-17-202-047
04-17-202-048

MILLER RD

3080 3070 3060 3050 3040 3030 3028 3020 3010 2990 2980 2970 2950 2940 2930 2926 2920 2914 2910 2900 2890 2880 2870 2860 2850 2830 2820 2810 1660

KOEPKE RD

3085 3075 3065 3055 3045 3035 3021 3015 2985 2975 2963 2945 2935 2925 2915 2905 2895 2875 2855 2835

PFINGSTEN RD

IVY LN

04-17-203-001
04-17-203-002
04-17-203-003
04-17-203-004
04-17-203-005
04-17-203-011
04-17-203-012
04-17-203-009
04-17-203-010
04-17-204-001
04-17-204-002
04-17-204-003
04-17-204-004
04-17-204-026
04-17-204-007
04-17-204-008
04-17-204-009
04-17-204-010
04-17-204-021
04-17-204-022
04-17-204-012
04-17-204-013
04-17-204-014
04-17-204-015
04-17-204-023

WEST PARK

SPORTS CENTER

EXHIBIT C
PARCEL IDENTIFICATION NUMBERS FOR PROPOSED SPECIAL SERVICE AREA NO. 7

Description of territory by Street Location and Permanent Index Number Within the Village of Northbrook. Subdivision Key: Levelview Acres = LA; Koziol's Resubdivision = KR; Plat of Consolidation of Lot 27 in Block 1 of Levelview Acres = LA27; Plat of Consolidation of Lot 20 in Block 4 of Levelview Acres = LA20.

PIN Number	Street Location of Property	Block #	Lot #	Subdivision Name
04-17-202-048-0000	1660 Pfingsten Rd	N/A	4	KR
04-17-202-047-0000	2810 Koepke Rd	N/A	3	KR
04-17-202-046-0000	2820 Koepke Rd	N/A	2	KR
04-17-202-045-0000	2830 Koepke Rd	N/A	1	KR
04-17-204-023-0000	2835 Koepke Rd	2	3, 4	LA
04-17-202-032-0000	2850 Koepke Rd	1	42	LA
04-17-204-015-0000	2855 Koepke Rd	2	5	LA
04-17-204-024-0000	2855 Koepke Rd	2	4	LA
04-17-202-031-0000	2860 Koepke Rd	1	41	LA
04-17-202-030-0000	2870 Koepke Rd	1	40	LA
04-17-204-013-0000	2875 Koepke Rd	2	7	LA
04-17-204-014-0000	2875 Koepke Rd	2	6	LA
04-17-202-029-0000	2880 Koepke Rd	1	39	LA
04-17-202-028-0000	2890 Koepke Rd	1	38	LA
04-17-204-022-0000	2895 Koepke Rd	2	9	LA
04-17-204-012-0000	2895 Koepke Rd	2	8	LA
04-17-202-027-0000	2900 Koepke Rd	1	37	LA
04-17-204-010-0000	2905 Koepke Rd	2	10	LA
04-17-204-021-0000	2905 Koepke Rd	2	9	LA
04-17-202-026-0000	2910 Koepke Rd	1	36	LA
04-17-202-025-0000	2914 Koepke Rd	1	35	LA
04-17-204-009-0000	2915 Koepke Rd	2	11	LA
04-17-204-008-0000	2915 Koepke Rd	2	12	LA
04-17-202-024-0000	2920 Koepke Rd	1	34	LA
04-17-204-007-0000	2925 Koepke Rd	2	13	LA
04-17-202-023-0000	2926 Koepke Rd	1	33	LA
04-17-202-022-0000	2930 Koepke Rd	1	32	LA
04-17-204-026-0000	2935 Koepke Rd	2	14,15	LA
04-17-202-021-0000	2940 Koepke Rd	1	31	LA
04-17-204-004-0000	2945 Koepke Rd	2	16	LA
04-17-202-020-0000	2950 Koepke Rd	1	30	LA
04-17-204-003-0000	2963 Koepke Rd	2	17	LA
04-17-202-019-0000	2970 Koepke Rd	1	29	LA
04-17-204-002-0000	2975 Koepke Rd	2	18	LA
04-17-202-018-0000	2980 Koepke Rd	1	28	LA
04-17-204-001-0000	2985 Koepke Rd	2	19	LA
04-17-202-052-0000	2990 Koepke Rd	N/A	1	LA27
04-17-201-027-0000	3010 Koepke Rd	N/A	1	LA20
04-17-203-009-0000	3015 Koepke Rd	3	2	LA
04-17-203-010-0000	3015 Koepke Rd	3	1	LA

04-17-201-019-0000	3020 Koepke Rd	4	19	LA
04-17-203-012-0000	3021 Koepke Rd	3	3,4	LA
04-17-203-011-0000	3021 Koepke Rd	3	4,5	LA
04-17-201-018-0000	3028 Koepke Rd	4	18	LA
04-17-201-017-0000	3030 Koepke Rd	4	17	LA
04-17-201-016-0000	3040 Koepke Rd	4	16	LA
04-17-203-005-0000	3045 Koepke Rd	3	6	LA
04-17-201-015-0000	3050 Koepke Rd	4	15	LA
04-17-203-004-0000	3055 Koepke Rd	3	7	LA
04-17-201-014-0000	3060 Koepke Rd	4	14	LA
04-17-203-003-0000	3065 Koepke Rd	3	8	LA
04-17-201-013-0000	3070 Koepke Rd	4	13	LA
04-17-203-002-0000	3075 Koepke Rd	3	9	LA
04-17-201-026-0000	3080 Koepke Rd	4	11,12	LA
04-17-203-001-0000	3085 Koepke Rd	3	10	LA

Clark Dietz

Engineering Quality of Life®

Memo

To: Mr. Aram Beladi
From: Benjamin Metzler, P.E.
Date: August 12, 2026
Rev. September 3, 2026
Subject: Koepke Road Special Service Area Survey Results
Copies:

The Village of Northbrook received requests for the addition of curb and gutter along Koepke Road west of Pfingsten Road and directed residents to sign a petition to demonstrate interest in establishing a Special Service Area. An initial survey was completed by residents in 2025, and the Village included initial outreach and measures to establish the proposed SSA in the scope of the Koepke Road Stormwater and Roadway Improvement Project.

Special Service Area Scope and Process

The scope of the proposed SSA is installation of curb and gutter along Koepke Road to reduce the number of roadside ditches and driveway culverts. Surface drainage features may still be required – including inlets, flared end sections, swales/ditches – but their overall visibility will be reduced, and the roadway will resemble a curb and gutter street rather than a street with ditches. The cost of the additional roadway work necessary to install curb and gutter would be the responsibility of the benefitted properties in the SSA. Costs are estimated to be between $12,000 and $17,000 per lot.

The SSA process is established by Illinois statute and has a prescribed process which takes four months, briefly summarized below:

1. **Informational Public Meeting (Typically 2–6 weeks before formal action)**

   Staff presents the proposed improvements, overview of the process, and project schedule. Property owners have an opportunity to ask questions and provide initial feedback. This meeting is informational only and is not required by statute but is considered a best practice.

2. **Village Board Initiates SSA Proceedings**

   The Village Board passes an ordinance declaring intent to establish the SSA, identifies the proposed boundaries and improvements, and sets the date, time, and place for the required public hearing 60 days after establishment of the ordinance declaring intent to establish the SSA.

3. **Notice Period & Public Hearing (Minimum 15 days after publication and mailing of notice)**

   A public hearing is conducted to receive testimony and comments from affected property owners and other interested parties regarding the proposed SSA.

4. **60-Day Objection Period (Begins after the public hearing)**

Following the hearing, property owners have 60 days to file written objections. If objections are filed by at least 51% of the electors residing within the SSA and at least 51% of the owners of record of the land included within the SSA, the proposed SSA cannot be established.

5. Final Establishment of the SSA (After the 60-day objection period expires)

If a sufficient petition of objection is not received, the Village Board **may** adopt the final ordinance establishing the SSA and authorizing the levy of special service taxes to fund the improvements. There is no obligation to proceed with the SSA. If the SSA is defeated during the public objection period, it cannot be established for a two-year period.

The Village is currently at the conclusion of Step 1 and must determine whether to proceed with Step 2 by adopting an ordinance declaring its intent to establish the SSA.

The SSA process can be polarizing due to the financial impact of the establishment. As such, it is not uncommon for municipalities to look for support exceeding a simple majority in support of the project to proceed with establishment (as part of the final step 5). For the initial intent ordinance, there is generally a lower threshold as the action is non-binding and starts an official process.

Koepke SSA Process to Date

The SSA is comprised of 48 single-family homes and one vacant lot; all 49 properties would be included in the SSA as benefitted properties. There are a few cases in which multiple lots are owned by a common entity and were treated as a single vote rather than two separate votes.

Clark Dietz assisted the Village with initial outreach and information for the SSA process. One of the most important components of the SSA process is communication – establishing lines of communication, a resource to direct residents with questions, and holding a public meeting. The following outreach activities occurred:

- **June 4 –** Letter sent to residents with an initial informal survey, inviting them to a public meeting on Thursday, June 18th, and providing a link to the project web page on the Village website. Copy enclosed.

- **June 18** – Public information meeting held virtually on Thursday, June 18 from 7 p.m. to approximately 8:30 p.m. Approximately 10 residents attended the meeting. The presentation was recorded and uploaded to YouTube (https://youtu.be/qvnoXPuGsI8). As of July 15th, the video received 73 views. The link to the video was posted on the project webpage.

  At this meeting, we stressed that the public feedback is the most important part to determining whether the SSA will proceed to the public hearing where more definitive information will be presented.

- **June 22-July 6** – Six signs with QR codes were placed along Koepke Road notifying residents of the SSA and asking them to complete a survey by July 6. A copy of the sign is shown below.



There were several questions received by the Village during the initial outreach and survey project which were responded to by Village staff.

Village Survey Results

As noted, there are 49 lots within the proposed SSA boundary. Two surveys were conducted: an initial survey included with the outreach letter and a second, more formal survey conducted following the public information meeting. The results of each survey are summarized below, with the primary ask of the residents being:

> The Village is planning to repave Koepke Road. As part of this project, curb and gutter could also be installed along the entire length of the roadway. The curb and gutter and roadway improvements would be funded through a Special Service Area (SSA), resulting in an additional property tax assessment on benefiting properties for an estimated 10-year period. Are you in favor of the Village initiating the Special Service Area process to provide additional and more detailed information on the costs and scope of the special service area? **The quantity and distribution of answers to this question will be a significant consideration in the Village's assessment as to whether continue the Special Service Area process along Koepke Road.**

The results of both surveys are itemized below. Because several lots responded to the first survey but not the second, we also prepared a combined summary that combined the two results.

	Support	Opposed	Total
Survey 1	8	7	15
Survey 2	16	9	25
Total[1]	17	10	27

Table 1 – Results of Surveys, counting each lot as one vote

Note 1: Total represents the total number of votes for Survey 1 and 2, per category. If two votes were cast, the most recent is counted.

During the first and second surveys, one and four lots each had two votes in support, respectively. The duplicate votes were not included in the tally above to better reflect the interest by lot. Additionally, four responses were received after July 6. One was a duplicate vote, and the others were included in the tally despite being submitted between July 13 and July 21. The SSA objection process accounts for both registered voters and lots. For this review, we are focusing on the lot tallies as the number or registered voters can be double or more than the lots depending on the residents.

	Support	Opposed	Total
Survey 1	16%	14%	31%
Survey 2	33%	18%	51%
Total[1]	35%	20%	55%

Table 2 – Results of surveys, counting each lot as one vote as a percentage of total lots (49)
Note 1: Total represents the total number of votes for Survey 1 and 2, per category

Discussion

The establishment of an SSA has financial impacts on all residents that reside within the boundary. As such, participation above and beyond the 51% threshold is preferred, especially at the end of the process We cannot determine whether non-responding property owners support the SSA, oppose it, or simply elected not to participate. We also do not recommend projecting interest proportionally as this is a unique poll of a small sample size.

Approximately 51% of the lots responded to Survey 2, the formal survey following the public information meeting. Of those, 33% of the total lots were in support, and 18% were opposed.

If we add properties that voted in Survey 1 but not in Survey 2 to the Survey 2 results (on the assumption they thought they already answered the survey), participation increases to 55% and interest in favor is at 35% of total lots. The ratio of support to opposed is almost 2:1 but this does not represent the majority of the lots.

We have been a part of several SSAs, and this initial public information process usually has significant interest for parties both against and in support. 20% of the lots attended the initial virtual public meeting, and 55% responded to one or both of the surveys.

September 3, 2026 Revisions

August 26th, 2026 Resident Survey

The Village was contacted by Ms. Marcia Richman at 3040 Koepke Road. Ms. Richman provided an updated survey on August 26, 2026 with a prompt certifying that residents are entitled to additional information to decide as to whether to proceed with the Special Service Area. Our interpretation of the petition is that they want additional information, and should the majority be in favor (or, consistent with SSA regulations, the majority NOT object), they request the Village establish the SSA. This question is similar to the question the Village posed in their outreach.

We also reviewed the response rate of the survey – 37 of the 49 properties (76%) within the proposed SSA responded in favor of receiving additional information, and if favorable, establishment of the SSA. One respondent was not in the SSA boundary and therefore was excluded. Seven unfavorable responses from the Village survey process were flipped to “yes” votes. 16 properties that had not previously responded responded in favor of proceeding with obtaining additional information.

Discussion

The August 26 survey was received approximately 50 days after the July 6 close of the Village’s initial resident survey period. Based on the results available at that time, Clark Dietz previously recommended that the Village not proceed with establishment of the SSA due to the limited demonstrated interest and the financial and administrative commitment required to continue the process.

Initiating the statutory SSA process will require a significant investment of Village staff time, consultant effort, legal services, and additional public outreach. The process includes preparation of the ordinance proposing

establishment of the SSA, establishment of a public hearing date, publication and mailed notice in accordance with statutory requirements, conduct of the public hearing, and the subsequent statutory objection period.

The August 26 survey materially changes the level of demonstrated resident interest. A response from approximately 76% of the properties within the proposed SSA represents the substantial level of participation and interest that Clark Dietz had been seeking through the Village's initial outreach. Accordingly, our previous recommendation that the Village discontinue consideration of the SSA should be reconsidered in light of the updated survey results.

Clark Dietz discussed the survey results and apparent intent of the petition with Village staff, including whether the appropriate next step would be an additional informal resident meeting or initiation of the formal intent-to-establish SSA process.

Schedule is an important consideration. The roadway project is approaching a point at which additional delay in determining whether the SSA improvements will proceed could affect the planned bidding and construction schedule. Under the most aggressive schedule, the statutory SSA approval process would occur concurrently with final design and bidding activities.

Finally, commencing the statutory SSA process shifts the process from measuring affirmative resident support to providing property owners with the opportunity to formally object to establishment of the SSA. As a result, resident apathy or indifference could affect the outcome, since a property owner who does not submit an objection is effectively counted among those not objecting to establishment of the SSA.

Given this distinction, Village staff has highlighted a need to provide notification beyond the minimum statutory requirements. The notice materials will specifically explain the objection process, including the requirements and deadline for submitting an objection. These additional outreach efforts are intended to promote an informed process and reduce the potential for the outcome to be influenced by a lack of awareness or understanding of the objection requirements and process.

Recommendation

Based on the substantially increased level of documented resident interest, Clark Dietz recommends that the Village proceed with the statutory process to propose establishment of the Koepke Road SSA rather than conduct an additional informal resident survey or meeting. The statutory process itself will provide residents with additional information regarding the proposed improvements, estimated costs, financing, and anticipated tax impacts through the required notice and public hearing process, while also preserving the project schedule to the greatest extent practicable.

Special Service Area Next Steps and Schedule

Should the Village Board approve an ordinance declaring intent to establish, the Special Service Area process will continue, with the public hearing, objection period, and ultimately a decision as to whether to continue with the special service area.

A summary of the next steps and target dates is provided on the following page. The schedule is intended to serve as a working roadmap and may be adjusted as the process progresses. The dates shown are based on adoption of the initial ordinance on September 22, 2026, and a proposed public hearing on December 3, 2026.

The earliest date the public hearing may be held is November 22, 2026. Due to the Thanksgiving holiday, staff is proposing to hold the hearing on December 3. This date also avoids the start of Hanukkah, which begins at sundown on December 4.

Step	Action	Date	Statutory Reference
1. Adopt Proposing Ordinance	Village Board adopts an ordinance proposing establishment of the SSA and identifying the boundaries, proposed special services, proposed tax parameters, and public hearing.	Tuesday, September 22, 2026	35 ILCS 200/27; 27-30
2. Establish Public Hearing Date	Public hearing must be held not less than 60 days after adoption of the ordinance proposing the SSA. The hearing must be fixed before or within 60 days after adoption of the proposing ordinance.	Thursday, December 3, 2026	35 ILCS 200/27-30
3. Prepare Statutory Notice (Public Notice)	Prepare notice identifying the hearing, SSA boundaries/legal description, PINs, nature of the special services, proposed initial-year levy, maximum tax rate, maximum number of years if applicable, and opportunity to object. A draft is included in the SSA ordinance	Included in draft SSA intent to establish ordinance	35 ILCS 200/27-25
4. Engage Bond Counsel	Village staff and attorney will need to coordinate with bond counsel to review credit rating, bond terms, costs, and other details relevant to bond issuance in preparation of public hearing	October, 2026	
5. Publish Hearing Notice	Publish notice at least once, not less than 15 days before the hearing, in a newspaper of general circulation within the municipality. Planning to publish in Daily Herald	Thursday, November 12, 2026	35 ILCS 200/27-30
6. Mail Hearing Notice	Mail notice to the person(s) in whose name the prior year's general taxes were paid for each property within the SSA not less than 10 days before the hearing.	Tuesday, November 18, 2206	35 ILCS 200/27-30
7. Conduct Public Hearing	Property owners and other interested persons may provide oral comments and submit written objections. The corporate authorities hear and determine protests and objections.	Thursday, December 3, 2026	35 ILCS 200/27-35
8. 60-Day Objection Period	Following final adjournment of the public hearing, property owners and electors have 60 days to file a statutory objection petition.	Friday, Decembver 4, 2026 to Monday February 1, 2027	35 ILCS 200/27-55
9. Village Initiated Follow Up	After Public Hearing, Village will send a letter summarizing what was discussed at the Public Hearing, a QR code to a Village webpage with project information, information on the SSA process, and instructions as to how to object should the residents want to object. Send letter twice due to holidays.	Send Friday, December 11, 2026 and Monday, January 11, 2027	No statutory requirement
10. Koepke Road Project Advertises for Bid	Village advertises the Koepke Road improvements for competitive bids. Two designs will be bid - resurfacing (no SSA) and curb and gutter (with SSA).	Monday, February 1, 2027	No statutory requirement
11. Determine Whether Objection Threshold Was Met	The SSA cannot proceed if a timely objection petition is signed by at least 51% of the electors residing within the SSA and at least 51% of the owners of record of land within the SSA.	Thursday, February 4, 2027	35 ILCS 200/27-55
12. Adopt Establishing Ordinance	If the statutory objection threshold is not reached, the Village Board may proceed with final establishment of the SSA and authorize the tax consistent with the parameters presented through the notice/hearing process.	Tuesday, February 9, 2027 or Tuesday, February 23, 2027	35 ILCS 200/27-25; 27-55
13. Record Establishing Ordinance	Record a certified copy of the establishing ordinance and required attachments with the County Recorder within 60 days after adoption.	Within 60 days of approval	35 ILCS 200/27-40
14. File with County Clerk / Levy Tax	File required SSA documents with the County Clerk. For an ad valorem property tax, the tax is extended based on equalized assessed value (EAV). Annual levy ordinance filing requirements also apply.	Late 2027	35 ILCS 200/27-75

Attachments

1. Resident Letter Sent June 4th (2 pages)
2. Survey 1 Results (initial outreach survey from June 4, 2027 letter)
3. Survey 2 Results (post-public meeting, July, 2026)
4. Survey 1 Response Map
5. Survey 2 Response Map
6. Combined Survey 1 and 2 Response Map
7. August 26th Resident Petition, from resident (5 pages)
8. August 26th Resident Petition Response Map (prepared by Clark Dietz)

Dear Resident,

Subject: Koepke Road Storm Sewer and Roadway Improvements Project – Public Involvement

The Village of Northbrook is writing to inform you of an upcoming project in your neighborhood. The Village is beginning the design phase to evaluate necessary drainage improvements and pavement replacement on Koepke Road between Pfingsten Road and Miller Road.

A Special Service Area (SSA) is being contemplated within the scope of improvements. An SSA is a funding mechanism that would be utilized to fund the installation of curb and gutter along Koepke Road and allow for the benefited lots along the road to pay for the improvements via a special assessment on their tax bill. The SSA process requires that the majority of the affected properties are in favor.

The QR code at the bottom of this letter will take you to the project website and direct you to a link for a survey which will help gauge resident interest in the SSA. The project website also contains the latest information regarding the project and will include a link to the virtual open house. Residents are encouraged to enroll in **NotifyMe** to receive emailed updates about the project.

As part of this process, the Village would like to encourage communication and involvement between Clark Dietz, Inc. (the design team) and the residents who will be affected by the project. A virtual public information meeting has been scheduled for:

June 18th, 2026 at 7pm.

A link to join the meeting will be available on the project website as we get closer to the meeting date (https://www.northbrook.il.us/1276).The purpose of this meeting is to share information about the SSA process, intent of the project, explain the design process, and provide residents with an opportunity to ask questions and offer input.

Your feedback is important and will help the Village better understand neighborhood needs and concerns as the project moves forward. We encourage you to attend the meeting and participate in the discussion. If you are unable to attend, additional project updates and opportunities for input will be shared as the design phase progresses.

Thank you for your time and anticipated cooperation as the Village begins this important infrastructure improvement effort.

Sincerely,
Aram Beladi
Village Engineer

NotifyMe Sign Up Instructions

How To: Sign Up for Special Updates from the Village of Northbrook

This guide will show you how to sign-up to receive e-mails about a specific project or item with the Village's NotifyMe program.

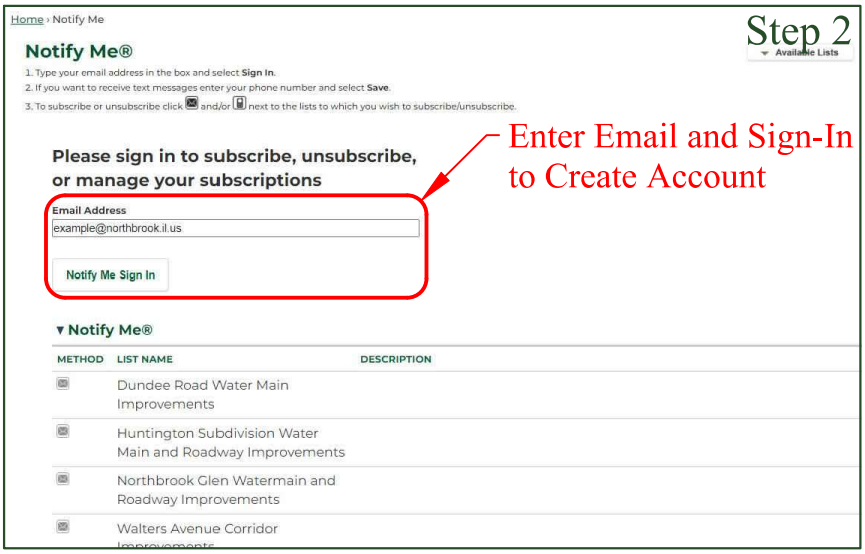
Step 1: Visit the Village's website at www.northbrook.il.us/notifyme

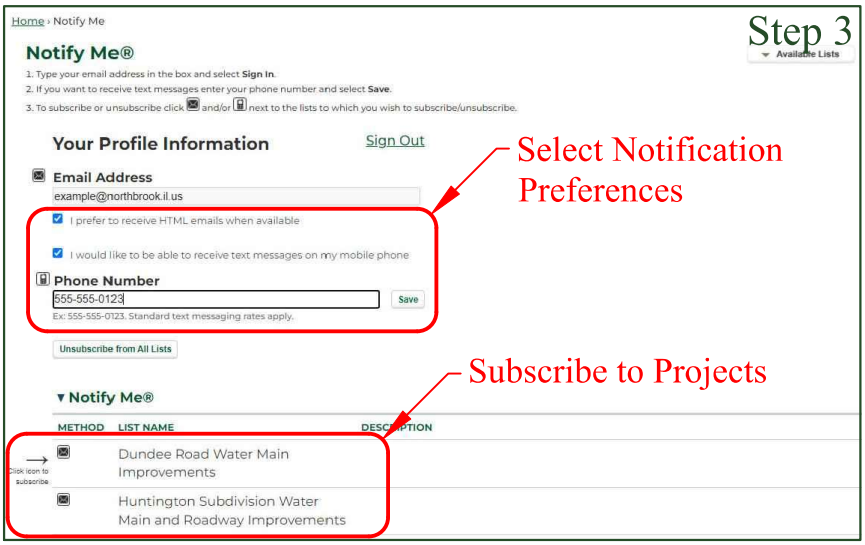
Step 2: Enter Your E-mail Address & Sign In
Enter your e-mail address to create an "account" (this step creates a temporary account that allows you to subscribe to one or more lists or sign-up for email notices). Once you've entered your e-mail address, click "Sign In".

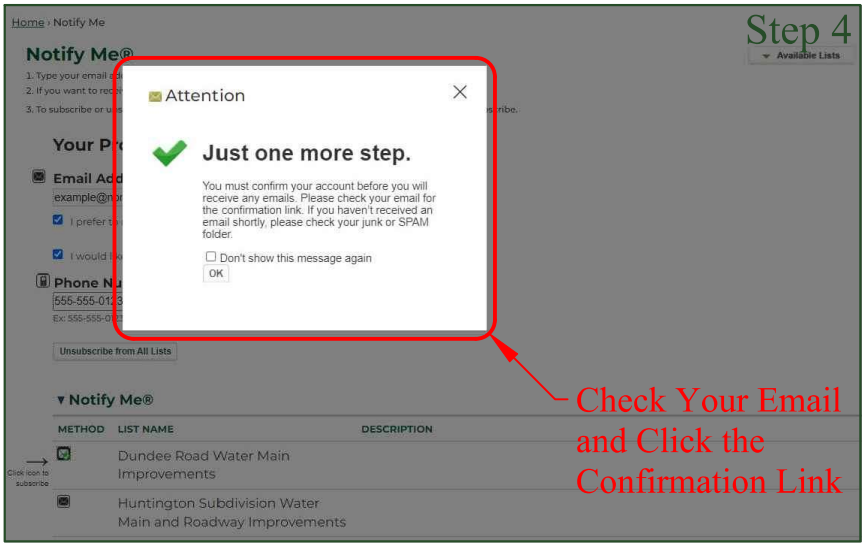
Step 3: Select Your Preferences for E-mail Click on the Icons Below to Subscribe
When you "Sign In," the site will ask you if you prefer to receive HTML e-mails (which include graphics and look like website pages) or regular text-only e-mails. Additionally, you can sign up for text notifications. Once you have set those preferences, you can subscribe to individual lists.

Step 4: Confirm Your Subscription
Once you click on a list to subscribe, you will receive an e-mail asking you to confirm your subscription. Simply follow the instructions in that e-mail and you are now subscribed to notices on the individual project you signed up for.

Step 5: Manage Your Subscription
You can unsubscribe from a subscription at any time by scrolling to the bottom of any e-mail you get and clicking "Unsubscribe" or by returning to this page and entering your e-mail address and manually unsubscribing.







Id	Start time	Completion time	Email	Name	Provide your name and address below	Are you in favor of an SSA?	What is your email address?
1	6/6/2026 17:28	6/6/2026 17:29	anonymous		Ronald Gould	Yes	Rongould14@gmail.com
2	6/6/2026 18:58	6/6/2026 19:00	anonymous		Barry Rabin 2890 Koepke Road	Yes	rabinbarry2@gmail.com
3	6/6/2026 20:16	6/6/2026 20:20	anonymous		Agnes B Manninen	No	aggieandjim@att.net
4	6/6/2026 21:03	6/6/2026 21:05	anonymous		Michael Augustyn 2855 Koepke Road	No	augustyn1044@gmail.com
5	6/7/2026 9:26	6/7/2026 9:27	anonymous		Hyundo Kim 2915 Koepke Rd.	Yes	maestrohfk@gmail.com
6	6/7/2026 14:00	6/7/2026 14:02	anonymous		Vicki D. Otis, 2905 Koepke Road, Northbrook, IL 60062	No	ccvdotis@hotmail.com
7	6/7/2026 14:31	6/7/2026 14:33	anonymous		Rounis, 2980 Koepke Rd, Northbrook IL 60062	Yes	stratosrounis@gmail.com
8	6/7/2026 17:09	6/7/2026 17:12	anonymous		Maria Bazavan, 2990 Koepke Rd , Northbrook, IL, 60062	Yes	magda5martie@yahoo.com
9	6/7/2026 18:40	6/7/2026 18:49	anonymous		Joshua Radin 3020 Koepke Rd. Northbrook, IL 60062	Yes	joshuaradin@gmail.com
10	6/8/2026 17:22	6/8/2026 17:24	anonymous		Margo Ford, Dave Gustafson 2935 koepke road	No	peddler1000@sbcglobal.net
11	6/8/2026 17:30	6/8/2026 17:36	anonymous		George Vollkommer 2985 Koepke Rd Northbrook IL	No	vollkommer@msn.com
12	6/8/2026 18:34	6/8/2026 18:35	anonymous		Peter Choe 2914 Koepke Rd	No	
13	6/8/2026 19:21	6/8/2026 19:26	anonymous		Andrew Kohl, 2870 Koepke Road, Northbrook, IL 60062	Yes	apkohl@yahoo.com
14	6/9/2026 9:21	6/9/2026 9:24	anonymous		Peter Degman 2945 Koepke Rd.	No	pdcv5455@gmail.com
15	6/10/2026 16:18	6/10/2026 16:20	anonymous		Janki Rami 2940 Koepke Road, Northbrook	Yes	Jankirami@gmail.com
16	6/18/2026 23:28	6/18/2026 23:29	anonymous		Anil D'Souza, 2940 Koepke Rd	Yes	agjdsouza@gmail.com

Id	Start time	Completion time	Email	Provide your name and address below:	Are you a registered voter?	Are you the property owner of the address given above?	I attended or have watched a recording of the public meeting which was held on June 18th, 2026. The recording can be viewed here on YouTube.	I am in favor of proceeding with the SSA Process
1	6/22/2026 16:40	6/22/2026 16:41	anonymous	Barry Rabin 2890 Koepke	Yes	Yes	Yes	Yes
2	6/22/2026 17:12	6/22/2026 17:14	anonymous	Hyundo Kim 2915 Koepke Rd.	No	Yes	Yes	Yes
3	6/22/2026 19:19	6/22/2026 19:22	anonymous	Joshua Radin 3020 Koepke Rd.	Yes	Yes	Yes	Yes
4	6/23/2026 14:10	6/23/2026 14:11	anonymous	2980 koepke rd	Yes	Yes	Yes	Yes
5	6/23/2026 18:51	6/23/2026 18:54	anonymous	Gerald Cleary, 3070 Koepke Road	Yes	Yes	Yes	Yes
6	6/23/2026 18:55	6/23/2026 18:56	anonymous	Patricia Cleary, 3070 Koepke Road	Yes	Yes	Yes	Yes
7	6/25/2026 13:58	6/25/2026 14:02	anonymous	Cayrne Casey, 2920 Koepke Road	Yes	Yes	Yes	No
8	6/25/2026 14:26	6/25/2026 14:28	anonymous	Margo Ford 2935 Koepke	Yes	Yes	Yes	No
9	6/25/2026 15:49	6/25/2026 15:53	anonymous	Peter Degman ; 2945 Koepke Rd	Yes	Yes	Yes	No
10	6/25/2026 21:11	6/25/2026 21:14	anonymous	George Vollkommerl	Yes	Yes	Yes	Yes
11	6/27/2026 0:36	6/27/2026 0:39	anonymous	Chris Quinlan 2975 Koepke	Yes	Yes	Yes	Yes
12	6/28/2026 7:55	6/28/2026 7:56	anonymous	Mike Augustyn - 2855 Koepke Road	Yes	Yes	Yes	No
13	6/28/2026 17:28	6/28/2026 17:36	anonymous	Myung Chang 2820Koepke	Yes	Yes	Yes	Yes
14	6/30/2026 11:54	6/30/2026 11:57	anonymous	Myung Moo Chang 2820 Koepke Rd Northbrook IL 60062	Yes	Yes	Yes	Yes
15	6/30/2026 13:37	6/30/2026 13:38	anonymous	Eunice Park, 2900 Koepke Rd	Yes	Yes	No	
16	6/30/2026 13:38	6/30/2026 13:39	anonymous	Eunice Park 2900 Koepke Rd	Yes	Yes	Yes	Yes
17	7/1/2026 16:34	7/1/2026 16:37	anonymous	Mugurel Bazavan 2990 Koepke Rd , Northbrook	Yes	Yes	Yes	Yes
18	7/1/2026 16:38	7/1/2026 16:39	anonymous	Maria Bazavan 2990 Koepke Rd , Northbrook, 60062	Yes	Yes	Yes	Yes
19	7/2/2026 12:36	7/2/2026 12:50	anonymous	Agnes B Manninen 3021 Koepke rd Northbrook IL 60062	Yes	Yes	Yes	Yes
20	7/2/2026 14:27	7/2/2026 14:31	anonymous	Ronald Gould 2880 Koepke Road Northbrook	Yes	Yes	Yes	Yes
21	7/2/2026 18:41	7/2/2026 18:51	anonymous	Woochan@comcast.net	Yes	Yes	Yes	No
22	7/3/2026 16:15	7/3/2026 16:18	anonymous	Debra Ford 2925 Koepke Road	Yes	Yes	Yes	No
23	7/3/2026 17:04	7/3/2026 17:04	anonymous	Robert Miner 3015 Koepke	Yes	Yes	Yes	Yes
24	7/3/2026 20:59	7/3/2026 21:01	anonymous	David Ocasek & Heather Vogler 2835 Koepke Rd	Yes	Yes	Yes	No
25	7/5/2026 11:17	7/5/2026 11:17	anonymous	Haejun Oh 3065 Koepke rd, Northbrook, il 60062	Yes	No	No	
26	7/5/2026 18:35	7/5/2026 19:28	anonymous	Michael Doman	Yes	Yes	Yes	Yes
27	7/6/2026 8:04	7/6/2026 8:25	anonymous	Sarah Quinlan - 2975 Koepke Rd.	Yes	Yes	Yes	Yes
28	7/9/2026 16:43	7/9/2026 16:45	anonymous	Karen Kohl 2870 Koepke	Yes	Yes	Yes	Yes
29	7/13/2026 10:50	7/13/2026 10:53	anonymous	Vicki D. Otis, 2905 Koepke Road (also partial lot @ 2895)	Yes	Yes	Yes	No
30	7/20/2026 14:59	7/20/2026 15:01	anonymous	Marcia A Richman 3040 Koepke Road	Yes	Yes	Yes	Yes
31	7/21/2026 9:04	7/21/2026 9:06	anonymous	Joan Cohen - 3075 Koepke	Yes	Yes	Yes	No



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0 60 120
1 inch = 120 feet

Koepke Road - SSA Interest Survey
Survey 1 Results

In Favor of Establishment of Special Service Area
Opposed to Establishment of Special Service Area
(2) Seperate Responses Received from Survey

Date: 7/17/2026 File Path: R:\Client Data\N026-Northbrook\GIS\ArcGIS Pro Projects\Koepke Road Storm\Koepke Road Storm.aprx

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Koepke Road - SSA Interest Survey
Survey 2 Results

In Favor of Establishment of Special Service Area
Opposed to Establishment of Special Service Area
(2) Seperate Responses Received from Survey

Date: 8/12/2026 File Path: R:\Client Data\N026-Northbrook\GIS\ArcGIS Pro Projects\Koepke Road Storm\Koepke Road Storm.aprx

Spatial Reference: : NAD 1983 StatePlane Illinois East FIPS 1201 Feet This map is for informational purposes and may not be suitable for legal, engineering, or surveying purposes.



Responses	Survey 1	Survey 2	Combined
Support	8	16	17
Opposed	7	9	10
No Response	34	24	22 (Neither)

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Koepke Road - SSA Interest Survey
Surveys 1 & 2 Results

Survey 1 Response
- In Favor of Establishment of Special Service Area
- Opposed to Establishment of Special Service Area

Survey 2 Response
- In Favor of Establishment of Special Service Area
- Opposed to Establishment of Special Service Area

- No Survey Response Received
- (2) Seperate Responses Received from Survey

VILLAGE OF NORTHBROOK · COOK COUNTY ILLINOIS · 1901 · CIVITAS · 1933

File Path: R:\Client Data\N026-Northbrook\GIS\ArcGIS Pro Projects\Koepke Road Storm\Koepke Road Storm.aprx
Date: 8/12/2026

Spatial Reference: : NAD 1983 StatePlane Illinois East FIPS 1201 Feet *This map is for informational purposes and may not be suitable for legal, engineering, or surveying purposes.*

MARCIA A. RICHMAN
3040 Koepke Road
Northbrook, IL 60062

August 25, 2026

Village of Northbrook
Mr. Aram Beladi, P.E.
Village Engineer
655 Huehl Road
Northbrook IL 60062

Re: Koepke Roadway and Storm Sewer Project/SSA

Dear Aram:

In response to our discussions regarding the above-mentioned project, I am pleased to present you with a petition representing a response rate of 75% (38 of the 51) residences of Koepke Road affected by this project that are compelling the Village to pursue the SSA. We believe that we are entitled to actual costs of providing curbs and gutters as determined by the firm(s) engaged to design such roadway improvements so that we are able to adequately consider the options available and payout period, to be followed by a vote of the residents as to their acceptance or rejection of such improvement.

The curbs and gutters also have the additional benefit of restricting significant parking during the summer/baseball season to the street rather than infringing on resident's lawns. It improves the curb appeal of our neighborhood thus potentially impacting values, and will stop the destruction of up to two feet of sod in the parkway by the snowplows annually.

We pay significant taxes as evidenced by the most recent re-assessed valuations, and therefore we are entitled to have a voice in matters that so strategically impact us. Inasmuch as we have waited an extraordinary amount of time awaiting the resolution of the water issues and the impact these repairs are going to have on our neighborhood, it is incumbent on all of us to consider all options to improve our neighborhood only once, as it may be another 20 years before we have the opportunity to cost effectively do this.

Based upon the depth of the involvement represented by 75% of our neighbors, we gratefully anticipate the decision by the Village to proceed with the SSA. If you have any questions or would like to discuss the enclosed further, please do not hesitate to contact me at (312) 543-9066. Thank you for your attention to this project.

Sincerely,

Marcia A. Richman

WE, THE UNDERSIGNED RESIDENTS OF KOEPKE ROAD, WHICH REPRESENT A MAJORITY OF THE PROPERTY OWNERS, STATE THAT WE ARE ENTITLED TO RECEIVE ADEQUATE INFORMATION ON WHICH TO MAKE AN INFORMED DECISION AS TO THE VIABILITY OF AN SSA TO PROVIDE CURB AND GUTTERS CONCURRENTLY WITH THE UPCOMING SEWER PROJECT THAT IS BEFORE THE BOARD, AND BEFORE THE BOARD RENDERS A DECISION SUBSEQUENT UNDER RESOLUTION 2026-R-60 OR OTHER PERTINENT RESOLUTIONS AND THE RECOMMENDATIONS OF THE VILLAGE ENGINEER. THIS INFORMATION WOULD INCLUDE VERIFIED ACTUAL ANTICIPATED COST TO EACH PROPERTY OWNER TO PROVIDE SUCH IMPROVEMENT AS DETERMINED BY THE CONSULTANT AND/OR AWARDED ENGINEERING DESIGN CONTRACTOR

AT SUCH TIME AS THE INFORMATION IS MADE AVAILABLE, SAID RESIDENTS WILL AGAIN HAVE THE OPPORTUNITY TO RATIFY THE FORMATION OF AN SSA FOR THIS PROJECT. IF A MAJORITY OF THE RESIDENTS OF KOEPKE ROAD APPROVE THE PROPOSED SSA FOR CURBS AND GUTTERS, THE BOARD WILL APPROVE THE SSA AND INCLUDE THE IMPROVEMENT CONCURRENTLY WITH THE KOEPKE ROADWAY AND STORM SEWER IMPROVEMENT PROJECT.

DATE	KOEPKE ROAD ADDRESS	NAME/SIGNATURE
8/22/26	3040	Marion E. Richson
8/22/26	3060	
8/22/26	3075	J. Cohen
8.22.26	3055	George Sandoval
8/22/26	3010	
8/22/26	2985	
8/22/26	2870	Karen Ekdahl
8/22/26	2963	
8/22/26	2950	
8/22	3045	
8/22	2935	Margo Todd
8/22	2926	

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DATE	KOEPKE ROAD ADDRESS	NAME/SIGNATURE
8/23	2905	Vicki D. Otis
8/23	2860	Barb DeCesare
	2850	Joanna Klopfer
8/23	1660 Pfingsten Rd	
8/23	2885	
8/23	2743	
8/23	2895	
8/23	3028	
8/23	3070	
8/23	3030	
8/24	2890 Koepke	
8/24	2880 Koepke	Ron Gould JR
8/24	2875	Ronald J. Ras

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8/22	2917	
8/22	2915	
8/22	2920	
8/22	2914	
8/22	2910	
8/23	2980	
8/23	2975	
8/23	2990	
8/23	3015	
8/23	3020	
8/23	2930	Josh Mishalan
8/23	2900	Enrico Pank

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DATE	KOEPKE ROAD ADDRESS	NAME/SIGNATURE
8/25	3050	Richard Fisher



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1 inch = 120 feet

Koepke Road - SSA Establishment
Resident Petition Signatures

Signed Petition (37) No Response (12)

VILLAGE OF NORTHBROOK · COOK COUNTY ILLINOIS · 1901 · CIVITAS · 1923

Date: 9/3/2026 File Path: R:\Client Data\N026-Northbrook\GIS\ArcGIS Pro Projects\Koepke Road Storm\Koepke Road Storm.aprx

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MARCIA A. RICHMAN
3040 Koepke Road
Northbrook, IL 60062

August 25, 2026

Village of Northbrook
Mr. Aram Beladi, P.E.
Village Engineer
655 Huehl Road
Northbrook IL 60062

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8/23	3070	
8/23	3030	
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8/23	2980	
8/23	2975	
8/23	2990	
8/23	3015	
8/23	3020	
8/23	2930	Josh Mishalan
8/23	2900	Enrico Park

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DATE	KOEPKE ROAD ADDRESS	NAME/SIGNATURE
8/25	3050	Richard Fisher