



**VILLAGE OF LONG GROVE  
CAPITAL IMPROVEMENT PLAN**

March 10, 2023

The Honorable Village President and Village Board of Trustees  
Village of Long Grove Staff  
Residents of the Village of Long Grove

### **Introduction**

The Village of Long Grove’s 2023-2028 Capital Improvement Plan (CIP) is hereby presented for the period May 1, 2023, through April 30, 2028. The CIP is a long-term planning tool designed to provide the community with a view of the Village’s infrastructure and capital improvements over the next five years, and to substantiate the Village’s ongoing needs for stable revenue sources to fund these essential and significant capital projects. The document allows the Community, Village Board, Village Manager, and staff to discuss long-term capital planning goals and to begin to identify resources to achieve those goals. Long-term capital planning provides an opportunity to refocus and reprioritize established goals and objectives as new needs arise and prior to the development of the annual budget.

The goal of the CIP is to ensure that the Village’s infrastructure and capital needs meet the community’s service levels and expectations. Infrastructure impacts many aspects of our daily lives. Infrastructure encompasses roads, water, sidewalks, bridges, and public facilities. Investing in infrastructure is critical to the Village with respect to maintaining a high quality of life, supporting public health and safety, and for fostering economic growth, development, and redevelopment today and for future generations.

### **CIP Development Process**

The Village Manager’s Office, Village Engineer, and the Village President’s CIP Ad Hoc Committee coordinate the development of the CIP prior to the start of the annual budget process. Village staff members from all operational departments participate in the identification and development of projects for inclusion in the CIP. The CIP will be updated annually and approved as part of the budget process.

### **Project Ranking**

Projects included in the CIP are typically greater than \$10,000 and result in the acquisition or construction of a fixed asset which is highly visible to the community. While the focus of the CIP is infrastructure, other projects are included. Major repairs and maintenance for Village facilities, as well as projects to meet organizational needs to provide services to the community are also included. In general, projects are rated by following the prioritized rankings provided by staff members related to their specific areas. The CIP team review the project recommendations while considering if the project is required to meet federal or state legal mandates, there is a high risk or liability associated with the project, there are leveraged dollars available for a project, or the overall benefit of the project to the community.

### **Analyzing and Evaluating Current Infrastructure**

The Village has performed studies and developed plans over the years to analyze and evaluate the

Village's current infrastructure. These reports guide the development of the Village's infrastructure. projects included the CIP:

### **Impact of the CIP on the Operating Budget**

The impact on the Village's operating budget is dependent on each type of project. For example, capital projects which involve the replacement of older equipment with new energy efficient equipment would result in lower energy costs, reduce higher maintenance costs, or expensive repair costs. Projects which add assets to the Village's current inventory will most likely result in additional ongoing expenses for routine operation, repair, and maintenance. The operating impact is carefully considered in deciding which projects are approved.

### **Capital Improvement Funding**

Historically, the Village has strategically accumulated reserves to invest in critical infrastructure and capital improvements, to limit the need to issue debt. The Village funds the various capital projects through several accounting funds. For the Village's enterprise fund, Water Operation Fund, user rates have been structured to finance capital improvements as well as operating expenses. A variety of other funding sources, including transfers from operating funds, motor fuel taxes, grants, and developer contributions are used to finance the projects. The following are the accounting funds that support the capital projects:

#### **#01 General Fund**

The General Fund (#01) is the chief operating fund used to account for most of the current day-to-day operations of the Village. The fund pays for police services, public works programs such as street maintenance (non-HOA streets) and forestry, building and code enforcement, planning, zoning, engineering, community and economic development, legal services, finance, and general administration.

#### **#17 Motor Fuel Tax Fund**

The Motor Fuel Tax Fund provides funds for capital improvement of streets not falling under homeowner association control and maintenance. These streets include those repaved as part of the maintenance/resurfacing program that addresses all Village owned streets over a 15-year plan. The Fund is supported by monthly allotments from the Motor Fuel Tax Disbursement Fund.

#### **#30 Infrastructure Fund**

The Village of Long Grove uses revenues received from a variety of sources to fund capital infrastructure projects. It was determined by the Village President and Trustees (2012-O-12) that the creation of an Infrastructure Fund to receive revenues and expend funds solely for infrastructure projects would be a control that would best serve the interests of the Village and its' residents.

#### **#51 Water Operation Fund**

The Water Operation Fund is an enterprise fund, used to account for the operation, maintenance, and improvement of the Village's water delivery system which provides potable water for a portion of the Village's residents and businesses. These activities are entirely or predominately self-supported by user charges. The operations of this fund should be self-

sustaining and are accounted for in such a manner as to show profit and loss like comparable private enterprises.

#### **#60 Open Spaces Fund**

The Village of Long Grove has received and will continue to receive certain funds pursuant to Ordinance 77-O-8 and subsequent amendments to the Village Code. Establishing ordinance 77-O-8 provides in part, that the monies received by the Village pursuant to that Ordinance are for the purpose of acquiring, maintaining, and preserving open space within the Village of Long Grove and sound accounting practices indicate that a separate account for these funds would be best practice.

#### **#61 Downtown TIF Fund**

Used to account for tax increment financing (TIF) property tax revenues and expenditures in accordance with redevelopment plans approved for this TIF District.

#### **#62 Business District Fund**

The Business District Development and Redevelopment Law authorizes a municipality to impose a tax designed to fund the development or redevelopment of certain designated areas within a municipality. The municipality may impose this tax if it has a development or redevelopment plan for an area of the municipality that:

- is contiguous (i.e., the properties within the area border each other),
- includes only parcels of real property that will directly and substantially benefit from the proposed plan, and
- is blighted, as defined in the Illinois Municipal Code

#### **#63 Pathway Fund**

The Village of Long Grove has received and will continue to receive certain funds pursuant to Ordinance 2012-O-25. Establishing ordinance 2012-O-25 provides in part to receive revenues that are restricted for the use of the design, engineering, and construction of pedestrian/bike paths in the Village of Long Grove.

#### **#64 Southgate TIF Fund**

Used to account for tax increment financing (TIF) property tax revenues and expenditures in accordance with redevelopment plans approved for this TIF District.

#### **#65 ARPA Fund**

The American Rescue Plan Act of 2021 (ARPA) appropriated \$19.53 billion to States for distribution to tens of thousands of non-entitlement units of local government (NEUs). Cities, villages, and towns with populations of less than 50,000 were eligible for an ARPA NEU Allocation. The Village of Long Grove received \$537,834 in FY 21/22. The revenues were held in the Infrastructure Fund (#30). An equal revenue amount is expected for FY 22/23 which will be segregated in the newly created ARPA Fund (#65) with FY 21/22 revenues being transferred from Fund #30. Funds are designated for use on building and infrastructure rehabilitation and repair. All funds must be expended by the end of CY 2024.

**Capital Project Categories**

The format of the CIP is designed to report projects by Project Categories. The Project Categories are further defined later in the report.

Project Categories
Facilities and Land
Roads
Pathways
Water Distribution
Equipment
Tech/Comm (Technology and Communications)

Each project is further defined into 1 of the 4 Priority Levels (Project Types):

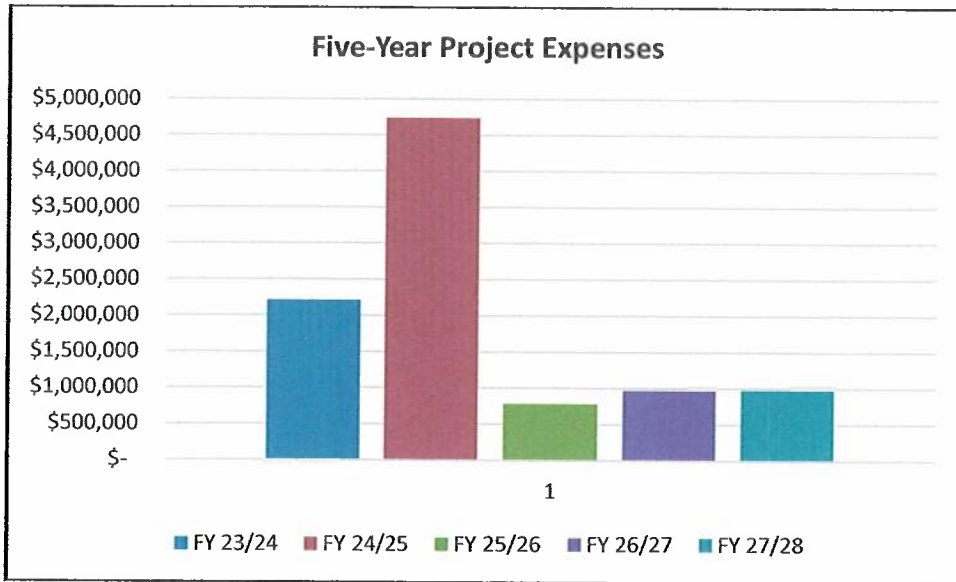
Priority Levels	
Obligated (OBLG)	The Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.
Replacement / Maintenance (R/M)	This is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program
Essential (ESST)	Projects that, in staff’s opinion, are necessary to continue providing basic services, or are necessary to maintain the health, Safety, and welfare of the community.
Discretionary (DISC)	Projects that are needed or desired, but do not fall into any of the other three categories

**Capital Improvement Projects Overview**

The projects for the next five years include annual programs, one-time multi-year projects, carryover projects, and new projects. **Annual programs** are programs that the Village has typically funded on an annual basis, such as the Roads. **One-time multi-year projects** are projects or programs that cover a shorter time (typically less than 5 years) and will not continue on an annual basis, such as the Village Hall Expansion. **Carryover projects** are projects that have been previously identified but were not completed in a previous fiscal year due to lack of available funding, construction delays or other scheduling issues.

**Project Expenses**

Most projects are funded within our current revenue structure, available fund balance reserves, and grants. The total for projects to be completed equal \$10.2 million over the next five years. The total annual project expenses range from \$781K to \$4.73 million per year. The following chart shows totals by year for projects with a specific funding source.



The following table shows the total expenses by project category for projects to be completed. Road Improvements are the largest expense at \$4.6 million (or 45.7%) of total project expenses, followed by \$3.0 million (or 29.6%) for Pathways, and \$1.5 million (or 14.9%) for facilities and Land round out the three largest expense categories.

**5-Year Project Expenses by Category**

Category	Five-Year Total	% of Total
Facilities and Land	\$ 1,522,035	14.9%
Roads	\$ 4,649,433	45.7%
Pathways	\$ 3,018,527	29.6%
Water Distribution	\$ 875,000	8.6%
Equipment	\$ 37,000	0.4%
Tech/Comm	\$ 80,259	0.8%
<b>Total Project Expense</b>	<b>\$ 10,182,254</b>	<b>100.0%</b>

**FY 23/24 Project Expenses**

The total estimated cost for projects to be completed for FY 23/24 is \$2.2 million. The following table shows the total expenses by project category for FY 23/24 projects. Road Improvements are the largest expense at \$1.2 million (or 55.8%) of total FY 23/24 project expenses, followed by \$490K (or 22.2%) for Facilities and Land, and \$350K (or 15.9%) for Water Distribution.

**FY 23/24 Project Expenses by Category**

Category	FY 23/24 Projects	% of Total
Facilities and Land	\$ 490,071	22.2%
Roads	\$ 1,231,900	55.8%
Pathways	\$ 82,736	3.7%
Water Distribution	\$ 350,000	15.9%
Equipment	\$ 15,000	0.7%
Tech/Comm	\$ 37,456	1.7%
<b>Total Project Expense</b>	<b>\$ 2,207,163</b>	<b>100.0%</b>

Some of the note-worthy projects for FY 23/24 include:

- FY 23/24 Road Improvement Program. \$1.2 million for the annual program for road maintenance.
- Facilities and Land. \$460K for the year one of the Village Hall Expansion.
- Water Distribution. \$350K for the expansion of water distribution infrastructure to the northside of Aptakisic Road.

The remaining pages of the CIP provide: Schedules of Project Expenses and Funding Sources, as well as Project Request Forms and available support documentation. The Project Request Forms contain the project category, title, priority level budget years, description, justification, and timeline.



**VILLAGE OF LONG GROVE  
FIVE-YEAR EXPENDITURE LISTING**



Category	Improvement	Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	\$ Per Source	Funding Source	Level of Priority	
<b>Facilities and Land</b>											
FL-2328-001	Construction/Expansion Village Hall	\$ 1,459,155	\$ 460,071	\$ 614,929	\$ -	\$ -	\$ -	\$ -	1,075,000	ARPA Grant TBD	OBLG
FL-2328-002	Robert Parker Coffin Bridge Plank Repairs	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	384,155	TBD	R/M
FL-2328-003	Historic Downtown Restrooms	\$ 32,880	\$ -	\$ 32,880	\$ -	\$ -	\$ -	\$ -	30,000	General Fund	R/M
		\$ 32,880	\$ -	\$ 32,880	\$ -	\$ -	\$ -	\$ -	32,880	General Fund	DISC
	<b>Facilities and Land Total</b>	<b>\$ 1,522,035</b>	<b>\$ 490,071</b>	<b>\$ 1,031,964</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,522,035</b>		

Roads	Improvement	Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	\$ Per Source	Funding Source	Level of Priority	
RO-2328-001	HOA Road Improvement Partnership Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	General Fund	DISC	
RO-2328-002	Creekside Drive (Indian Creek Road - Terminus)	\$ 272,200	\$ 272,200	\$ -	\$ -	\$ -	\$ -	\$ -	272,200	TBD	R/M
RO-2328-003	Arrowhead Road (Creekside Drive - Terminus)	\$ 62,300	\$ 62,300	\$ -	\$ -	\$ -	\$ -	\$ -	62,300	TBD	R/M
RO-2328-004	Tribal Court (Creekside Drive - Terminus)	\$ 22,400	\$ 22,400	\$ -	\$ -	\$ -	\$ -	\$ -	50,800	TBD	R/M
RO-2328-005	Long Grove Road (IL 53 - Brightview Landscaping)	\$ 315,000	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ -	50,800	TBD	R/M
RO-2328-006	Robert Parker Coffin Rd (Archer Parking Lot - IL Rt. 83)	\$ 144,400	\$ 144,400	\$ -	\$ -	\$ -	\$ -	\$ -	315,000	TBD	R/M
RO-2328-007	Robert Parker Coffin Rd (IL Rt. 53 to Schaeffer)	\$ 54,500	\$ 54,500	\$ -	\$ -	\$ -	\$ -	\$ -	144,400	TBD	R/M
RO-2328-008	Archer Road (Old McHenry Rd to Robert Parker Coffin Rd)	\$ 204,600	\$ 204,600	\$ -	\$ -	\$ -	\$ -	\$ -	54,500	TBD	R/M
RO-2328-009	Three Lakes Drive (RPC Rd. - Terminus)	\$ 72,700	\$ 72,700	\$ -	\$ -	\$ -	\$ -	\$ -	204,600	TBD	R/M
RO-2328-010	Three Lakes Court (Three Lakes Drive - Terminus)	\$ 33,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	72,700	TBD	R/M
RO-2328-011	Preventative Pavement Maintenance (Reclamite)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	33,000	TBD	R/M
	Annual Inflation Compounded (4%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	TBD	R/M
	Contingency (7%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	TBD	R/M
	Soft Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	TBD	R/M
RO-2328-012	Sumter Court (Sumter Drive - Terminus)	\$ 47,431	\$ -	\$ 47,431	\$ -	\$ -	\$ -	\$ -	47,431	TBD	R/M
RO-2328-013	Sumter Drive (Schaeffer Road - Terminus)	\$ 246,151	\$ -	\$ 246,151	\$ -	\$ -	\$ -	\$ -	246,151	TBD	R/M
RO-2328-014	Manassas Lane (Schaeffer Rd. West - Terminus)	\$ 106,539	\$ -	\$ 106,539	\$ -	\$ -	\$ -	\$ -	106,539	TBD	R/M
RO-2328-015	Port Clinton Road (Forest Glen Drive - Terminus)	\$ 136,533	\$ -	\$ 136,533	\$ -	\$ -	\$ -	\$ -	136,533	TBD	R/M
RO-2328-016	Preventative Pavement Maintenance (Reclamite)	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	50,000	TBD	R/M
	Annual Inflation Compounded (4%)	\$ 23,466	\$ -	\$ 23,466	\$ -	\$ -	\$ -	\$ -	23,466	TBD	R/M
	Contingency (7%)	\$ 42,708	\$ -	\$ 42,708	\$ -	\$ -	\$ -	\$ -	42,708	TBD	R/M
	Soft Costs	\$ 58,858	\$ -	\$ 58,858	\$ -	\$ -	\$ -	\$ -	58,858	TBD	R/M
RO-2328-017	Hampton Drive (IL Rt. 22 - Port Clinton Road)	\$ 207,552	\$ -	\$ -	\$ 207,552	\$ -	\$ -	\$ -	207,552	TBD	R/M
RO-2328-018	Tall Oaks Drive (IL Rt. 22 - Port Clinton Road)	\$ 363,175	\$ -	\$ -	\$ 363,175	\$ -	\$ -	\$ -	363,175	TBD	R/M
RO-2328-019	Preventative Pavement Maintenance (Reclamite)	\$ 35,000	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	35,000	TBD	R/M
	Annual Inflation Compounded (4%)	\$ 49,427	\$ -	\$ -	\$ 49,427	\$ -	\$ -	\$ -	49,427	TBD	R/M
	Contingency (7%)	\$ 45,861	\$ -	\$ -	\$ 45,861	\$ -	\$ -	\$ -	45,861	TBD	R/M
	Soft Costs	\$ 65,334	\$ -	\$ -	\$ 65,334	\$ -	\$ -	\$ -	65,334	TBD	R/M
RO-2328-020	Estate Lane (Indian Creek Road - Terminus)	\$ 129,863	\$ -	\$ -	\$ -	\$ 129,863	\$ -	\$ -	129,863	TBD	R/M
RO-2328-021	Lakeridge Court (Lakeridge Drive - Terminus)	\$ 45,604	\$ -	\$ -	\$ -	\$ 45,604	\$ -	\$ -	45,604	TBD	R/M
RO-2328-022	Lakeridge Drive (Indian Creek Road - Terminus)	\$ 453,316	\$ -	\$ -	\$ -	\$ 453,316	\$ -	\$ -	453,316	TBD	R/M
RO-2328-023	Schaeffer Road (IL Rt. 53 - RPC Rd.)	\$ 70,088	\$ -	\$ -	\$ -	\$ 70,088	\$ -	\$ -	70,088	TBD	R/M
RO-2328-024	Preventative Pavement Maintenance (Reclamite)	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	35,000	TBD	R/M
	Annual Inflation Compounded (4%)	\$ 91,634	\$ -	\$ -	\$ -	\$ 91,634	\$ -	\$ -	91,634	TBD	R/M
	Contingency (7%)	\$ 57,785	\$ -	\$ -	\$ -	\$ 57,785	\$ -	\$ -	57,785	TBD	R/M
	Soft Costs	\$ 82,871	\$ -	\$ -	\$ -	\$ 82,871	\$ -	\$ -	82,871	TBD	R/M
RO-2328-025	Checker Road (Old Hicks Road - Schaeffer Road)	\$ 520,843	\$ -	\$ -	\$ -	\$ 520,843	\$ -	\$ -	520,843	TBD	R/M
RO-2328-026	Checker Road (Schaeffer Road - 18376 Checker Road)	\$ 157,227	\$ -	\$ -	\$ -	\$ 157,227	\$ -	\$ -	157,227	TBD	R/M
RO-2328-027	Preventative Pavement Maintenance (Reclamite)	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	35,000	TBD	R/M
	Annual Inflation Compounded (4%)	\$ 121,121	\$ -	\$ -	\$ -	\$ 121,121	\$ -	\$ -	121,121	TBD	R/M
	Contingency (7%)	\$ 58,393	\$ -	\$ -	\$ -	\$ 58,393	\$ -	\$ -	58,393	TBD	R/M
	Soft Costs	\$ 80,751	\$ -	\$ -	\$ -	\$ 80,751	\$ -	\$ -	80,751	TBD	R/M
	<b>Roads Total</b>	<b>\$ 4,649,433</b>	<b>\$ 1,231,900</b>	<b>\$ 711,687</b>	<b>\$ 766,349</b>	<b>\$ 986,162</b>	<b>\$ 973,335</b>	<b>\$ -</b>	<b>4,649,433</b>		

Pathways	Improvement	Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	\$ Per Source	Funding Source	Level of Priority	
PA-2328-001	Pathway Plan	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	20,000	Pathway Fund	DISC
PA-2328-002	Old McHenry Road (Robert Parker Coffin to IL RT. 22)	\$ 2,900,000	\$ -	\$ 2,320,000	\$ -	\$ -	\$ -	\$ -	2,900,000	ITEP	DISC
		\$ -	\$ -	\$ 580,000	\$ -	\$ -	\$ -	\$ -	-	TBD	OBLG
PA-2328-003	Aptakisic Road (IL RT. 83 to)	\$ 62,736	\$ 62,736	\$ -	\$ -	\$ -	\$ -	\$ -	62,736	TBD	OBLG
PA-2328-004	Arlington Heights Road (Checker Road to)	\$ 35,791	\$ -	\$ 35,791	\$ -	\$ -	\$ -	\$ -	35,791	TBD	OBLG
	<b>Pathways Total</b>	<b>\$ 3,018,527</b>	<b>\$ 82,736</b>	<b>\$ 2,935,791</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>3,018,527</b>		

Water Distribution	Improvement	Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	\$ Per Source	Funding Source	Level of Priority	
WD-2328-001	Radium Mitigation Equipment	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	400,000	Debt Service	OBLG
WD-2328-002	Water Extension to Aptakisic Road	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	350,000	TBD	DISC
WD-2328-003	Water Distribution Plant Expansion	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	125,000	Debt Service	OBLG
	<b>Water Distribution Total</b>	<b>\$ 875,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>875,000</b>		

Equipment	Improvement	Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	\$ Per Source	Funding Source	Level of Priority	
EQ-2328-001	Electric Vehicle Charging Stations	\$ 37,000	\$ 15,000	\$ 22,000	\$ -	\$ -	\$ -	\$ -	37,000	TBD Grant Fund	DISC
	<b>Equipment Total</b>	<b>\$ 37,000</b>	<b>\$ 15,000</b>	<b>\$ 22,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>37,000</b>		

Tech/Comm	Improvement	Expenditure	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	\$ Per Source	Funding Source	Level of Priority	
TC-2328-001	Server Replacement	\$ 17,456	\$ 17,456	\$ -	\$ -	\$ -	\$ -	\$ -	14,850	General Fund	R/M
TC-2328-002	Computer Equipment for Elected Officials	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	20,000	General Fund	DISC
TC-2328-003	Enterprise Resource Planning	\$ 45,409	\$ -	\$ 30,275	\$ 15,134	\$ -	\$ -	\$ -	45,409	General Fund	ESST
	<b>Tech/Comm Total</b>	<b>\$ 82,865</b>	<b>\$ 37,456</b>	<b>\$ 30,275</b>	<b>\$ 15,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>82,865</b>		

<b>All Categories</b>	<b>All Totals</b>	<b>\$ 10,184,880</b>	<b>\$ 2,207,163</b>	<b>\$ 4,731,717</b>	<b>\$ 781,483</b>	<b>\$ 986,162</b>	<b>\$ 973,335</b>	<b>\$ -</b>	<b>10,184,880</b>		
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**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

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**VILLAGE OF LONG GROVE  
CAPITAL IMPROVEMENT PLAN  
DOCUMENTATION**

### CAPITAL IMPROVEMENT PROJECT REQUEST FORM

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Gregory Jackson, Village Manager \_\_\_\_\_ (Name/Title)

Date of request: March 2, 2023

Project Category: Facilities and Land

Project Title: Village Hall Construction and Expansion

Priority Level: OBLG

Budget Year(s): FY 23/24 and FY 24/25

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Construction and expansion of the Long Grove Village Hall.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

In 2022, the Village Board approved the dedication of federal ARPA funds for the construction, redevelopment, and or expansion of the Village Administration facilities located at 3110 Old McHenry Road. The 19<sup>th</sup> century building was relocated to the current site in the 1970's and given to the Village by the Historical Society for use as an administration facility for Village government. A Village Board Chamber was added on to the structure and over the years modest maintenance, rehab, and repairs have been completed. Structural integrity in some areas of the building as well as the need for additional space to accommodate operational and staff needs contributed to decision for redevelopment and expansion. The work to completed will also include an increase in size of the Village Board Chamber as well as the addition of technology necessary to accommodate greater public access to meetings.

**REQUESTED TIMELINE:**

Estimated time to completion is projected at 18 months once the engagement is executed. Estimated funding for FY 23/24 is projected at \$460,071 and for FY 24/25 \$999,084.

**PROPOSED FUNDING SOURCE:**

- Federal ARPA Funds for \$1,075,000
- Remaining Funds - \$384,155 To Be Determined (TBD)

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$1,459,155

Unknown

- 
- 
- Approved by CIP Committee      Date: 3.1.23
  - Disapproved by CIP Committee      Date: \_\_\_\_\_
  - Deferred by CIP Committee      Date: \_\_\_\_\_

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

- Approved by Village Board      Date: \_\_\_\_\_
- Disapproved by Village Board      Date: \_\_\_\_\_
- Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

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**Essential (ESST)** – projects that, in staff’s opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**Project # FL-2328-001**  
**Village Hall and Construction**  
**Additional Pages**

**From:** [Matt Bickel](#)  
**To:** [Greg Jackson](#)  
**Subject:** Village Hall Option 1 & 2 Conceptual Plans and Budgets  
**Date:** Friday, January 6, 2023 11:03:27 AM  
**Attachments:** [Village Hall Options 1 & 2 Conceptual Budget 1-6-23.pdf](#)  
[1-6-22 Village Hall Conceptual Design Options 1 & 2.pdf](#)

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Greg,

Please find attached two floor plan options as we discussed earlier this week.

We have put together initial rough order of magnitude budgets for both options -- also attached. These are based on assumed cost/SF numbers. Please note that both budgets exclude the new septic field and whatever other costs may be associated with GHA's scope of design services.

We can continue to refine the options in order to bring the costs into alignment with your available budget, but I wanted to get these to you before the weekend for your consideration and discussions with the Board.

Please let me know if you have any questions.

Sincerely,

**Wold Architects and Engineers**

**Matt Bickel** | AIA, LEED AP

Partner

220 North Smith Street, Suite 310

Palatine, Illinois 60067

o 847 241 6100 | m 847 609 0310 | [woldae.com](http://woldae.com)

Licensed Architect: IL, KS, MN, NE, OK, WI | Certified Interior Designer: MN

Comm. No.:

OPTION 1

	Qty	Unit	Cost/Unit	Extension
<b>CONSTRUCTION COSTS</b>				
Renovation Area				
Demolition	1800	SF	\$ 2	\$ 3,600
General Construction - Interior	1800	SF	\$ 35	\$ 63,000
Structural - Reinforce Floors	1800	SF	\$ 12	\$ 21,600
Exterior - Windows/Doors	28	EA	\$ 2,000	\$ 56,000
Exterior - Siding (area)	3000	SF	\$ 10	\$ 30,000
Exterior - Roofing (area)	2600	SF	\$ 12	\$ 31,200
Mechanical	1800	SF	\$ 28	\$ 50,400
Plumbing	1800	SF	\$ 5	\$ 9,000
Electrical	1800	SF	\$ 18	\$ 32,400
Low Voltage Systems	1800	SF	\$ 5	\$ 9,000
Subtotal - Renovation Area				\$ 306,200
New Construction Area				
Building Addition	2700	SF	\$ 280	\$ 756,000
Site Construction				
Relocate Ruth Barn	1	LS	\$ 10,000	\$ 10,000
New Septic Field	1	LS	TBD	TBD
Site Restoration/Landscape	1	LS	\$ 20,000	\$ 20,000
Design Contingency (5%)				\$ 69,920
<b>TOTAL CONSTRUCTION COST ESTIMATE</b>				<b>\$ 1,162,120</b>

<b>SOFT COSTS</b>				
AE Fees			\$	98,780
Civil Fees				TBD
Survey/Utility Locate				TBD
Geotechnical/Soil Borings			\$	7,500
Wetland Delineation				TBD
Reimbursables, Miscellaneous			\$	10,000
<b>TOTAL SOFT COSTS ESTIMATE</b>			<b>\$</b>	<b>116,280</b>

<b>FF &amp; E COSTS (5%)</b>			<b>\$</b>	<b>58,106</b>
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<b>CONSTRUCTION CONTINGENCY (10%)</b>			<b>\$</b>	<b>116,212</b>
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**TOTAL ESTIMATED PROJECT COST** **\$ 1,452,718**



**OPTION 2**

	Qty	Unit	Cost/Unit	Extension
<b>CONSTRUCTION COSTS</b>				
Renovation Area				
Demolition	1800	SF	\$ 2	\$ 3,600
General Construction - Interior	1800	SF	\$ 35	\$ 63,000
Structural - Reinforce Floors	1800	SF	\$ 12	\$ 21,600
Exterior - Windows/Doors	28	EA	\$ 2,000	\$ 56,000
Exterior - Siding (area)	3000	SF	\$ 10	\$ 30,000
Exterior - Roofing (area)	2600	SF	\$ 12	\$ 31,200
Mechanical	1800	SF	\$ 28	\$ 50,400
Plumbing	1800	SF	\$ 5	\$ 9,000
Electrical	1800	SF	\$ 18	\$ 32,400
Low Voltage Systems	1800	SF	\$ 5	\$ 9,000
Subtotal - Renovation Area				\$ 306,200
New Construction Area				
Building Addition	3160	SF	\$ 280	\$ 884,800
Site Construction				
Relocate Ruth Barn	1	LS	\$ 10,000	\$ 10,000
New Septic Field	1	LS	TBD	TBD
Site Restoration/Landscape	1	LS	\$ 20,000	\$ 20,000
Design Contingency (5%)				\$ 76,360
<b>TOTAL CONSTRUCTION COST ESTIMATE</b>				<b>\$ 1,297,360</b>

<b>SOFT COSTS</b>				
AE Fees			\$	110,276
Civil Fees				TBD
Survey/Utility Locate				TBD
Geotechnical/Soil Borings			\$	7,500
Wetland Delineation				TBD
Reimbursables, Miscellaneous			\$	10,000
<b>TOTAL SOFT COSTS ESTIMATE</b>			<b>\$</b>	<b>127,776</b>

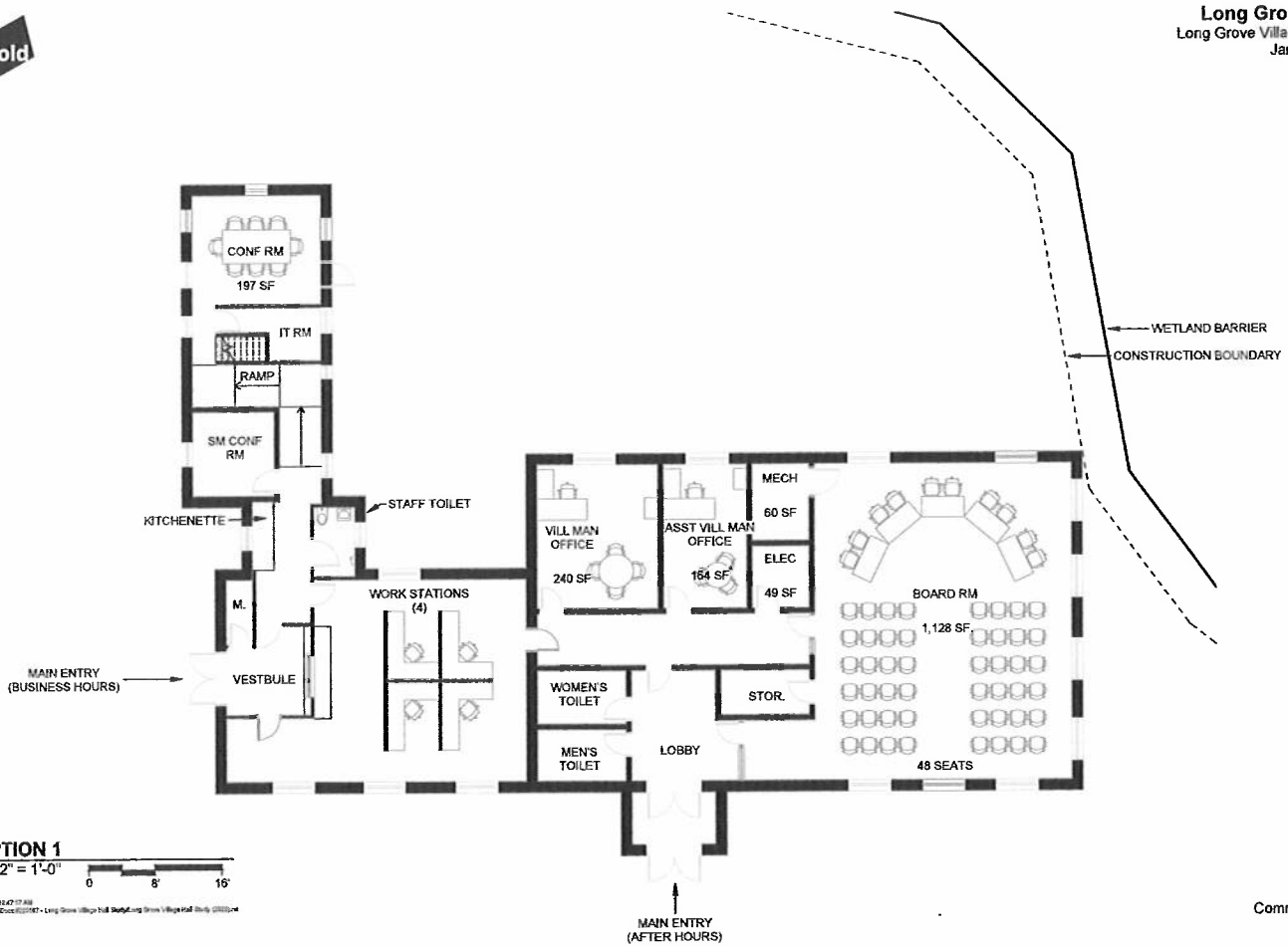
<b>FF &amp; E COSTS (5%)</b>			<b>\$</b>	<b>64,868</b>
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<b>CONSTRUCTION CONTINGENCY (10%)</b>			<b>\$</b>	<b>129,736</b>
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**TOTAL ESTIMATED PROJECT COST** **\$ 1,619,740**



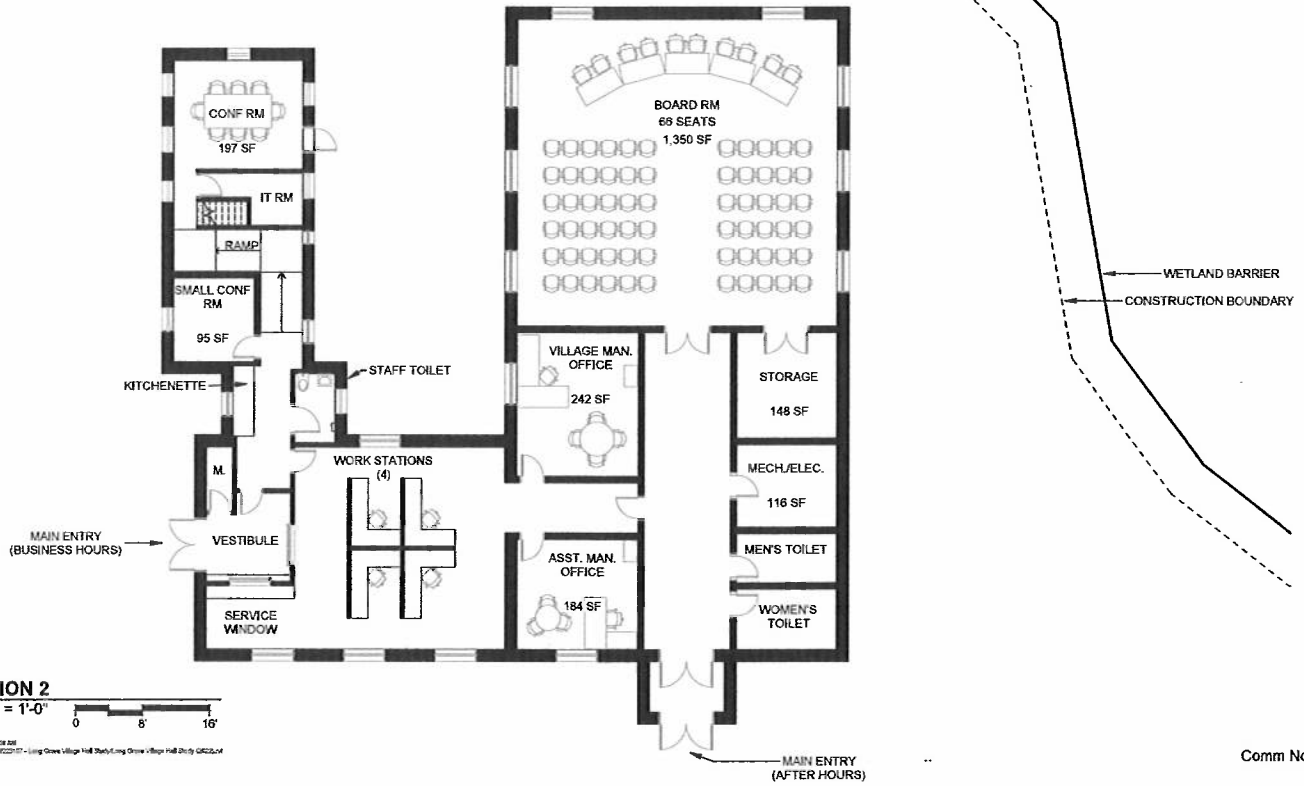
**Long Grove Village**  
Long Grove Village Hall Study  
January 6, 2023



**OPTION 1**  
3/32" = 1'-0"

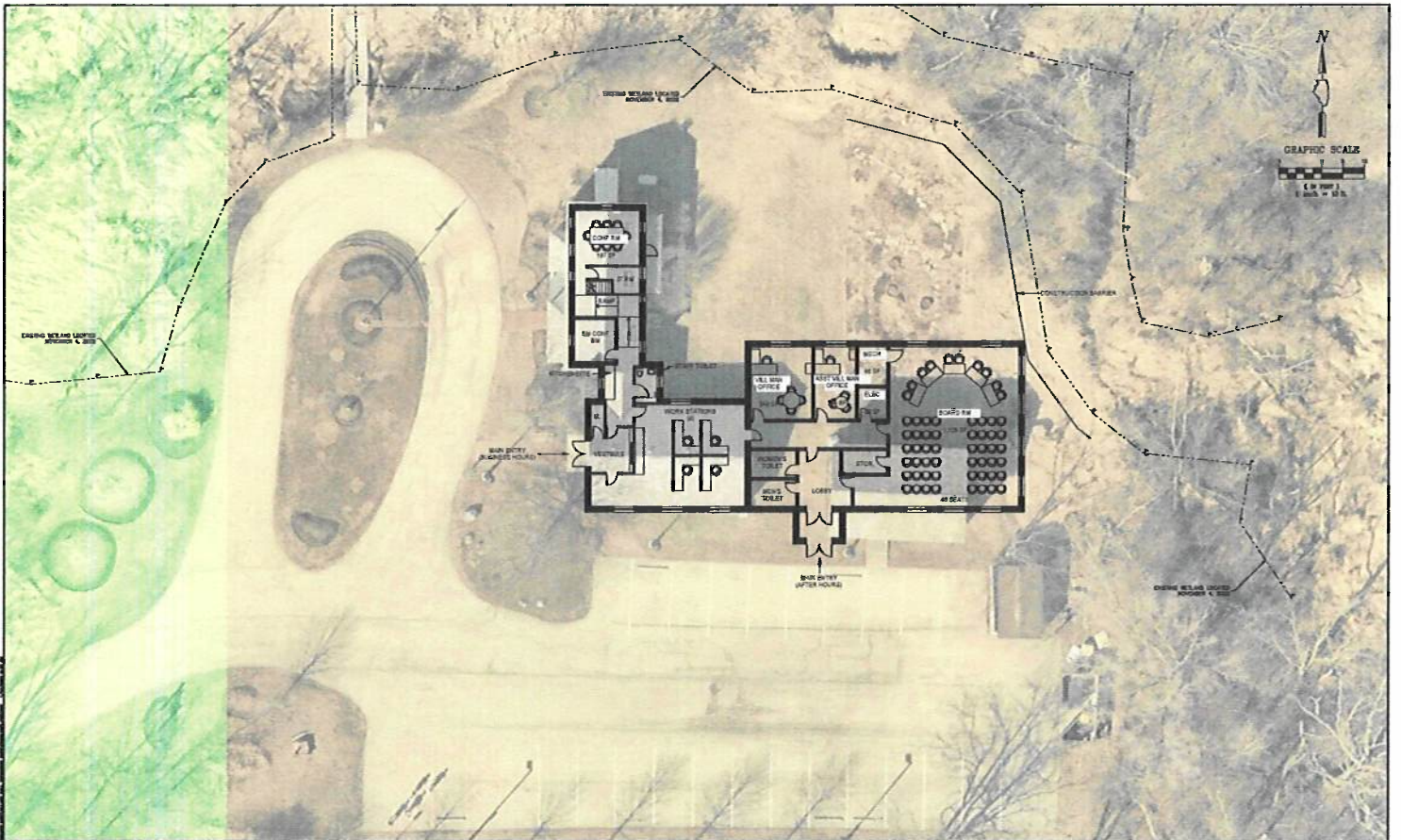
MS2023 10-07-17-00  
Architect: [unreadable] - Long Grove Village Hall Study

Comm No: 223107



**OPTION 2**  
3/32" = 1'-0"

1/10/23 10:47:18 AM  
AutoCAD Doc: 223107 - Long Grove Village Hall Study Long Grove Village Hall Study 0223.caf



**GHA GENWALT HAMILTON ASSOCIATES, INC.**  
 625 Forest Edge Drive • Vernon Hills, IL 60061  
 TEL: 847.478.9700 • FAX: 847.478.9701

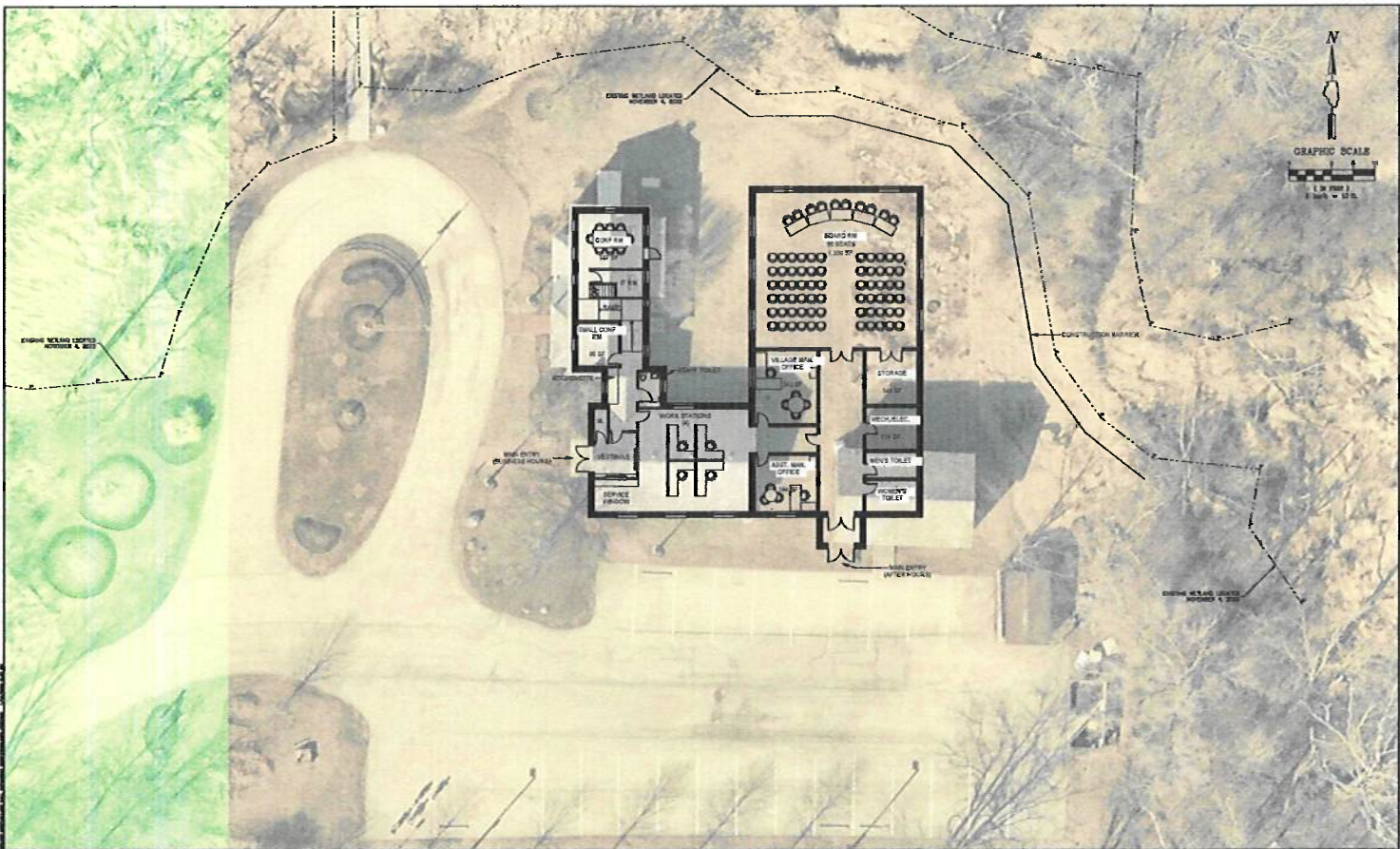
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**OPTION 1 VILLAGE HALL EXPANSION**

**2025 VILLAGE HALL EXPANSION  
 VILLAGE OF LONG GROVE  
 LONG GROVE, ILLINOIS**

NO.	DATE	REVISION	BY	CHK

FILE NUMBER: 2025-01	SHEET NUMBER: <b>1</b>
DESIGNED BY: JES	DATE: 04-10-25
DRAWN BY: GJP	SCALE: 1"=10'
CHECKED BY: GJP	DATE: 04-10-25
PROJECT #	OF 2 SHEETS



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

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**OPTION 2 VILLAGE HALL EXPANSION**

**2023 VILLAGE HALL EXPANSION  
 VILLAGE OF LONG GROVE  
 LONG GROVE, ILLINOIS**

NO.	DATE	REVISION	NO.	DATE	REVISION

DATE: 01-10-23	PROJECT #	30001205	SHEET NUMBER <b>2</b>
DRAWN BY: SP	SCALE	1"=10'	
CHECKED BY: SP	DATE: 01-10-23		OF 2 SHEETS



Village Administration  
3110 Old McHenry Road  
Long Grove, Illinois 60047-9623  
847-634-9440  
www.longgroveil.gov

## Memorandum to the Village Board

TO: President Bill Jacob  
Village Board of Trustees

FROM: Gregory Jackson  
Village Manager

CC: Geoff Perry, Village Engineer  
Melissa Wiak, Assistant Village Manager

DATE: February 10, 2023

RE: Village Hall Expansion

### ***Background***

At the Village Board meeting on January 10, 2023, conceptual design options were presented for a potential expansion of the existing Village Hall.<sup>1</sup> If an expansion of the existing Village Hall is deemed to be the best decision the design option #2 presented was most preferred by the Village Board. However, the layout and project expense prompted several questions. The purpose of the memorandum is to respond to those questions. The purpose of the agenda item is to determine next steps.

### ***Q and A***

- IT Room:

Q: Would the existing mechanicals in the IT closet be relocated to free up the space in that area? Currently, furnace/duct work reside there.

A: The intent is to free up space by locating the new mechanicals on the upper floor.

- ADA Compliance:

Q: Will everything touched in the existing area will be done with ADA compliance in mind.

A: All necessary ADAS issue will be addressed.

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<sup>1</sup> For reference the conceptual design options have been placed in the Google Drive board packet on a folder titled "Original Village Hall Concept Documents".



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- Workstations:

Q: Can the workstations be located two on one side and two on the other with enough space for a few lateral filing cabinets.

A: The relocation has been reflected in the revised option.<sup>2</sup>

- Village Manager's Office:

Q: Can we reduce the Village Manager's Office to 13x10.

A: Completed and reflected in revised option and new construction budget.<sup>3</sup>

- Assistant Village Manger's Office:

Q: Reduce the Assistant Village manager's Office to 10x10.

A: Completed and reflected in revised option and new construction budget.<sup>4</sup>

- Hallway:

Q: Is the main entry hallway leading to the board required width or can it be reduced?

A: It is felt that a slightly wider area would be needed for the purposes of congregating before or after meetings.

- Footprint:

Q: With the reduction in size of the two offices can the Board Room push closer to the main entry so to reduce the overall footprint?

A: Completed and reflected in revised option and new construction budget.<sup>5</sup>

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<sup>2</sup> Revised option is item #22g in the board packet on the Google Drive.

<sup>3</sup> The new construction budget can be found in the letter from Wold Architects item #22c in the board packet.

<sup>4</sup> The new construction budget can be found in the letter from Wold Architects item #22c in the board packet.

<sup>5</sup> The new construction budget can be found in the letter from Wold Architects item #22c in the board packet.



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847-634-9440  
[www.longgroveil.gov](http://www.longgroveil.gov)

- Partitions:

Q: Can a folding partition screen be placed in the board room to divide it into sections for community meetings?

A: They can be put in place though folding partitions are generally not used as much as anticipated after they are installed, add structural cost, and take up space when in the open position. In addition, a collapsible door allowing for the storage space to be opened can be done.

No inquiry was made about converting the current staff restroom due to access to a restroom needed for the public during normal operating hours.

When reworking the budget Wold provided window replacement as an optional improvement. The estimated project cost originally presented was \$1,619,740. The new project cost is \$1,394,155.<sup>6</sup>

A question was raised as to the cost for ground up new construction. Wold, qualifying there estimate with the Village owning the property and not knowing the availability of water/sewer or well/septic, estimated between \$1.6MM and \$2.0MM.

A proposal for relocation of the Ruth Barn was received estimating \$25,000 as a cost.<sup>7</sup> Further discussions with the Village Engineer regarding distance, electrical line concerns, and navigating through the downtown that may not have been factored into the estimate lead us to believe that the relocation may be upwards of \$50,000.

Project cost including estimate for Ruth Barn relocation and septic field (\$25,000) is \$1,469,155.<sup>8</sup>

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<sup>6</sup> Neither project costs included a new septic field. The original project cost included \$10,000 for relocation of the Ruth Barn.

<sup>7</sup> The relocation proposal is item #22e in the board packet.

<sup>8</sup> The original project cost presented at \$1,619,740 did not include the septic field cost and was \$40,000 less for the Ruth barn relocation.





Village Administration  
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Long Grove, Illinois 60047-9623  
847-634-9440  
[www.longgroveil.gov](http://www.longgroveil.gov)

***Options***

- A. Move forward with the expansion of the existing Village Hall to include (1) identify sources of funding beyond the funds available through ARPA; (2) meet with the Long Grove Historical Society to discuss the relocation of the Ruth Barn; (3) engage Wold Architects for architectural services, RFP development, and project management – or – develop a RFP for architectural services, RFP development, and project management.
- B. Work with Wold Architects to further downsize the redesign.
- C. Revisit discussions on site identification for new or remodel construction.
- D. Revisit discussions on leasing office space.

Respectfully submitted.



January 20, 2023

Mr. Greg Jackson, Village Manager  
Village of Long Grove  
3110 Old McHenry Road  
Long Grove, Illinois 60047

Re: Village of Long Grove – Village Hall Addition and Remodel  
Proposal for Architectural and Engineering Services  
Commission No. 9999

Dear Greg:

On behalf of Wold Architects and Engineers, we are pleased to present this proposal for architectural and engineering services related to the proposed Village Hall Addition and Remodel project.

Wold was engaged by the Village in late 2022 and recently presented the Village of Long Grove with a space needs and feasibility study related to possible renovation and expansion of the current Village Hall facility. The findings of the study were reviewed by the Village Board and there was consensus to move forward with a building addition and improvements that will increase the overall footprint of Village Hall to approximately 4,650 square feet and will result in overall functional improvements for delivering public services for the community.

The study included an estimated total project budget as follows:

Construction Cost	\$1,114,700
Professional Services	\$ 112,250
Owner’s Costs (FF&E, Technology)	\$ 55,735
<u>Construction Contingency</u>	<u>\$ 111,470</u>
<b>Estimated Total Project Budget</b>	<b>\$1,394,155</b>

Wold proposes to develop the project through the Schematic Design, Design Development and Contract Document phases. This will allow for a detailed cost estimate of the final design to be prepared for the Village Board’s consideration prior to proceeding with the Bidding and Construction phases. A draft of our standard AIA Document A101 Standard Form of Agreement Between Owner and Architect that we would propose for this project, which outlines the deliverables that should be expected with each phase of the project.

Wold proposes fixed fees to our clients based on a percentage of the estimated construction cost. For an addition and renovation project the scale of this project, our fixed fee percentage would be 8.5%. Wold full fee would be calculated as follows:

$$\$1,114,700 \times 8.5\% = \$94,750 \text{ AE Fee, plus reimbursable expenses}$$

A breakdown of our fee by phase would be as follows:

Schematic Design (15%)	\$ 14,212
Design Development (20%)	\$ 18,950
Contract Documents (40%)	\$ 37,900
Bidding (5%)	\$ 4,738
Construction Administration (20%)	\$ 18,950

Wold Architects and Engineers  
220 North Smith Street, Suite 310  
Palatine, IL 60067  
woldae.com | 847 241 6100

**PLANNERS  
ARCHITECTS  
ENGINEERS**



Therefore, Wold's current proposal for the Schematic Design, Design Development and Contract Document phases would be \$71,062, plus reimbursable expenses.

Reimbursable expenses will be invoiced in accordance with our master agreement.

Fees for the Bidding and Construction Administration phases would be formalized at which time the Village authorizes moving forward.

Civil engineering and landscape design are excluded from Wold's proposal. Wold understands that the Village will contract directly with Gewalt Hamilton Associates, Inc. to provide site design, including landscape and septic field improvements.

Geotechnical analysis is excluded from Wold's proposal. These items were budgeted as part of the total project budget. As part of our scope services, Wold will assist with soliciting proposals from qualified firms to provide these services. The costs for these services will be the responsibility of the Village.

We are available to begin work on this project immediately upon authorization from the Village and as early as March 2023. We anticipate the following schedule to complete the design and contract documents phases:

Schematic Design	March 2023
Design Development	April – May 2023
Contract Documents	June – July 2023

We appreciate the opportunity to present this proposal and look forward to continuing to work with the Village of Long Grove on this exciting project. Please let me know if you have any questions.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink that reads "Matt Bickel".

Matt Bickel | AIA, LEED AP  
Partner

cc: Kirsta Ehmke, Wold  
Elisabeth Lund, Wold

**OPTION 2 - REVISED**

	Qty	Unit	Cost/Unit	Extension
<b>CONSTRUCTION COSTS</b>				
Renovation Area				
Demolition	1800	SF	\$ 2	\$ 3,600
General Construction - Interior	1800	SF	\$ 35	\$ 63,000
Structural - Reinforce Floors	1800	SF	\$ 12	\$ 21,600
Exterior - Siding (area)	3000	SF	\$ 10	\$ 30,000
Exterior - Roofing (patching)	1	LS	\$ 4,000	\$ 4,000
Mechanical	1800	SF	\$ 28	\$ 50,400
Plumbing	1800	SF	\$ 5	\$ 9,000
Electrical	1800	SF	\$ 18	\$ 32,400
Low Voltage Systems	1800	SF	\$ 5	\$ 9,000
Subtotal - Renovation Area				\$ 223,000
New Construction Area				
Building Addition	2850	SF	\$ 280	\$ 798,000
Site Construction				
Relocate Ruth Barn	1	LS	\$ 10,000	\$ 10,000
New Septic Field	1	LS	TBD	TBD
Site Restoration/Landscape	1	LS	\$ 20,000	\$ 20,000
Design Contingency (5%)				\$ 63,700
<b>TOTAL CONSTRUCTION COST ESTIMATE</b>				<b>\$ 1,114,700</b>

<b>SOFT COSTS</b>				
AE Fees			\$	94,750
Civil Fees				TBD
Survey/Utility Locate				TBD
Geotechnical/Soil Borings			\$	7,500
Wetland Delineation				TBD
Reimbursables, Miscellaneous			\$	10,000
<b>TOTAL SOFT COSTS ESTIMATE</b>			\$	<b>112,250</b>

<b>FF &amp; E COSTS (5%)</b>			\$	<b>55,735</b>
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<b>CONSTRUCTION CONTINGENCY (10%)</b>			\$	<b>111,470</b>
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**TOTAL ESTIMATED PROJECT COST** \$ **1,394,155**

**POTENTIAL ALTERNATE IMPROVEMENTS (w/ Soft Costs included)**

Exterior - Windows/Doors \$ 60,760



**DeVooght House And Building Movers LLC**

13003 HWY 151, Valders, Wisconsin 54245

Toll-free: 844-203-9912

E-mail: [deanna.dhbm@gmail.com](mailto:deanna.dhbm@gmail.com)

[www.devoogthouselifters.com](http://www.devoogthouselifters.com)

Proposal	
PROPOSAL NO. 8305	DATE 02/01/2023
COMPLETED BY David DeVooght	

A PROPOSAL FOR Jeremy Fisher	PHONE 847-821-6213	EMAIL <a href="mailto:jfisher@gha-engineers.com">jfisher@gha-engineers.com</a>
PROPERTY ADDRESS 3110 Old McHenry Rd, Long Grove, IL 60047	PROJECT DESCRIPTION Structural Relocation	

WE HEREBY PROPOSE TO FURNISH THE MATERIALS AND EQUIPMENT, AND PERFORM THE LABOR NECESSARY FOR COMPLETION OF A STRUCTURAL RELOCATION PROJECT. DEVOOGHT HOUSE LIFTERS / HOUSE & BUILDING MOVERS IS FULLY INSURED (LIABILITY, CARGO & WORKERS' COMPENSATION COVERAGE), PER LICENSING REQUIREMENTS.

**PROJECT INFORMATION** *Celebrating 59 Years of Structural Moving and Lifting Excellence... 1964–2023.*

"Babe Ruth" Historic Barn Move for the Village of Long Grove, Illinois.

Detach wood-frame 20' x 30' barn from the existing foundation and move structure to new location at 338 Old McHenry Road.

DeVooght to install an intricate system of Main Beams, Cross Beams and Needle Beams to support the external frame. DeVooght will separate the structure from the existing foundation; elevate structure with our Unified Hydraulic Jacking System; install moving equipment and transport structure to new property and foundation location; hold the structure in the air until the new foundation is installed; then return to set down the barn on the new foundation and remove equipment.

\$25,000.00, approximate. Must review foundation plans and moving route before finalizing relocation agreement/pricing.

Owner or owner's General Contractor responsible for other costs to include any structural demo work and utility disconnects, ground leveling/grading and any tree trimming, if needed; as well as fees for all local, county and/or state road permits and road escorts, as required. It may be necessary for you to obtain quotes for the temporary removal of any overhead wires that may be in the way along the move route. Owner responsible for these associated costs.

*\*Pricing reflects that of a non-prevailing wage project.*

The above work is to be performed in accordance with the specifications submitted here, completed in a substantial professional and workmanlike manner for the sum of \$25,000.00, with payments indicated per the DeVooght Structural Moving Agreement, issued upon acceptance of this Proposal. DeVooght will furnish commercial insurance certificates/show proof of liability, cargo and workers compensation coverages. *This estimate is valid for 90 days from the date of issuance.* This is a ballparked proposal.



*We have 59 continuous years of lifting and moving experience. You can count on seeing a DeVooght expert on every job, including yours. Visit our website for lots of lifting and moving photos. And, be sure to LIKE us on Facebook to get updates on where our crews are working this week.*

**From:** [Geoff Perry](#)  
**To:** [Kent Tinucci](#); [Greg Jackson](#); [Bill Jacob](#); [Kent Tinucci](#)  
**Subject:** RE: LONG GROVE VILLAGE BAORD MEETING FOLLOW-UP  
**Date:** Wednesday, February 1, 2023 2:54:24 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[8305 Proposal 3110 Old McHenry Rd Long Grove IL move barn.pdf](#)

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Good Afternoon,

Devooght House Lifters has the capability to move the Ruth Barn from Village Hall to the Historical Society property at Stempel. (Devooght's estimator must be a baseball fan.) Attached is the "ballparked proposal" for \$25,000.

In reading the fine print, there are a number of items this cost does not include, such as the new foundation at the Historical Society Property, any utility (aerial wire) relocations, tree trimming and road escorts. Most importantly, Devooght did not physically look at the moving route in preparation of this proposal. These items could add significant cost to the move. Please let me know if the \$25k is a non-starter. If not, we can do some preliminary coordination on the excluded items to determine a more accurate total cost.

Thanks,  
Geoff

--  
Geoffrey L. Perry, P.E.  
Senior Engineer

**GHA** GEWALT HAMILTON  
ASSOCIATES, INC.  
An Employee Owned Company  
625 Forest Edge Drive | Vernon Hills, Illinois 60061  
Office: (847) 478-9700 | Fax: (847) 478-9701  
Direct: (847) 821-6231 | Email: [gperry@gha-engineers.com](mailto:gperry@gha-engineers.com)  
[www.gha-engineers.com](http://www.gha-engineers.com)

**From:** Geoff Perry  
**Sent:** Monday, January 30, 2023 10:51 AM  
**To:** Kent Tinucci <[kent.tinucci@longgroveil.gov](mailto:kent.tinucci@longgroveil.gov)>; Greg Jackson <[gjackson@longgroveil.gov](mailto:gjackson@longgroveil.gov)>; Bill Jacob <[billjacob@comcast.net](mailto:billjacob@comcast.net)>; Kent Tinucci <[kent@tinucci.org](mailto:kent@tinucci.org)>  
**Subject:** RE: LONG GROVE VILLAGE BAORD MEETING FOLLOW-UP

Good Morning,

We are going to contact Devooght House Lifters for a free quote. According to their website, they offer "historic preservation." We're not sure if they move barns, but their website has pictures of houses that are bigger than the Ruth Barn.

As this is a highly specialized operation, I'd hazard to offer a ballpark cost without their input.

<https://www.devooghthouselifters.com/services/house-lifting/>

I'll let you know what we find out.

- The expanded Village Hall, specifically the board room, is going on soils that don't have high bearing strength and the area has a high-water table. I suggest double-checking with Wold that this was factored into the Cost Estimate and/or if there is an allowance for poor subsurface conditions.
- An estimate to relocate the septic field is \$25k. Can Wold add this to the estimate?
- Moving the Ruth Barn will present some challenges. I don't think it will be able to be moved in one piece due to the limited drive aisle width leaving the Village Hall site and the height restriction at the stop light at OMR/RPC. There are companies that specialize in moving historic structures and I'll try to get a budget price to move it in one piece. Would it be acceptable to dismantle it and put it back together? I haven't been in the barn to opine if this would be feasible.
- Wold's proposed fee of 8.5% of the project cost, which includes schematic design, final design, bidding and construction administration, seems reasonable.

Thanks,  
Geoff

--

Geoffrey L. Perry, P.E.  
Senior Engineer



An Employee Owned Company

625 Forest Edge Drive | Vernon Hills, Illinois 60061

Office: (847) 478-9700 | Fax: (847) 478-9701

Direct: (847) 821-6231 | Email: [gperry@gha-engineers.com](mailto:gperry@gha-engineers.com)

[www.gha-engineers.com](http://www.gha-engineers.com)

**From:** Greg Jackson <[gjackson@longgroveil.gov](mailto:gjackson@longgroveil.gov)>

**Sent:** Thursday, January 26, 2023 9:20 AM

**To:** Bill Jacob <[billjacob@comcast.net](mailto:billjacob@comcast.net)>; Kent Tinucci <[kent@tinucci.org](mailto:kent@tinucci.org)>; Kent Tinucci <[kent.tinucci@longgroveil.gov](mailto:kent.tinucci@longgroveil.gov)>; Geoff Perry <[gperry@gha-engineers.com](mailto:gperry@gha-engineers.com)>

**Subject:** RE: LONG GROVE VILLAGE BAORD MEETING FOLLOW-UP

Geoff --

I have not received your feedback yet. Is there any?



**Gregory Jackson, MPA, ABD**  
Village Manager

Email: [gjackson@longgroveil.gov](mailto:gjackson@longgroveil.gov)

Phone: 847-634-9440

Mobile: 847-321-5591

3110 Old McHenry Road  
Long Grove, Illinois 60047

[www.longgroveil.gov](http://www.longgroveil.gov)

*"The mission of Long Grove's municipal government is to deliver public goods and services efficiently, effectively, and equitably, never compromising the public trust or the belief that government should serve a higher purpose. Through collaborative governance, stakeholder engagement and the highest levels of*

A copy of the updated budget is attached to our proposal letter.

I have also prepared a standard AIA owner-architect agreement for your review.

Related to your other questions, please see my responses below in **red**.

I happy to jump on a call next week to answer any questions about the proposal or agreement.

Have a great weekend!

Sincerely,

**Wold Architects and Engineers**

**Matt Bickel | AIA, LEED AP**  
Partner

220 North Smith Street, Suite 310  
Palatine, Illinois 60067

t 847 241 6100 | [woldae.com](http://woldae.com)  
m 847 609 0310

Licensed Architect: IL, KS, MN, NE, OK, WI | Certified Interior Designer: MN

Comm. No.:

**From:** Greg Jackson <[gjackson@longgroveil.gov](mailto:gjackson@longgroveil.gov)>

**Sent:** Monday, January 16, 2023 1:59 PM

**To:** Matt Bickel <[mbickel@woldae.com](mailto:mbickel@woldae.com)>

**Subject:** LONG GROVE VILLAGE BAORD MEETING FOLLOW-UP

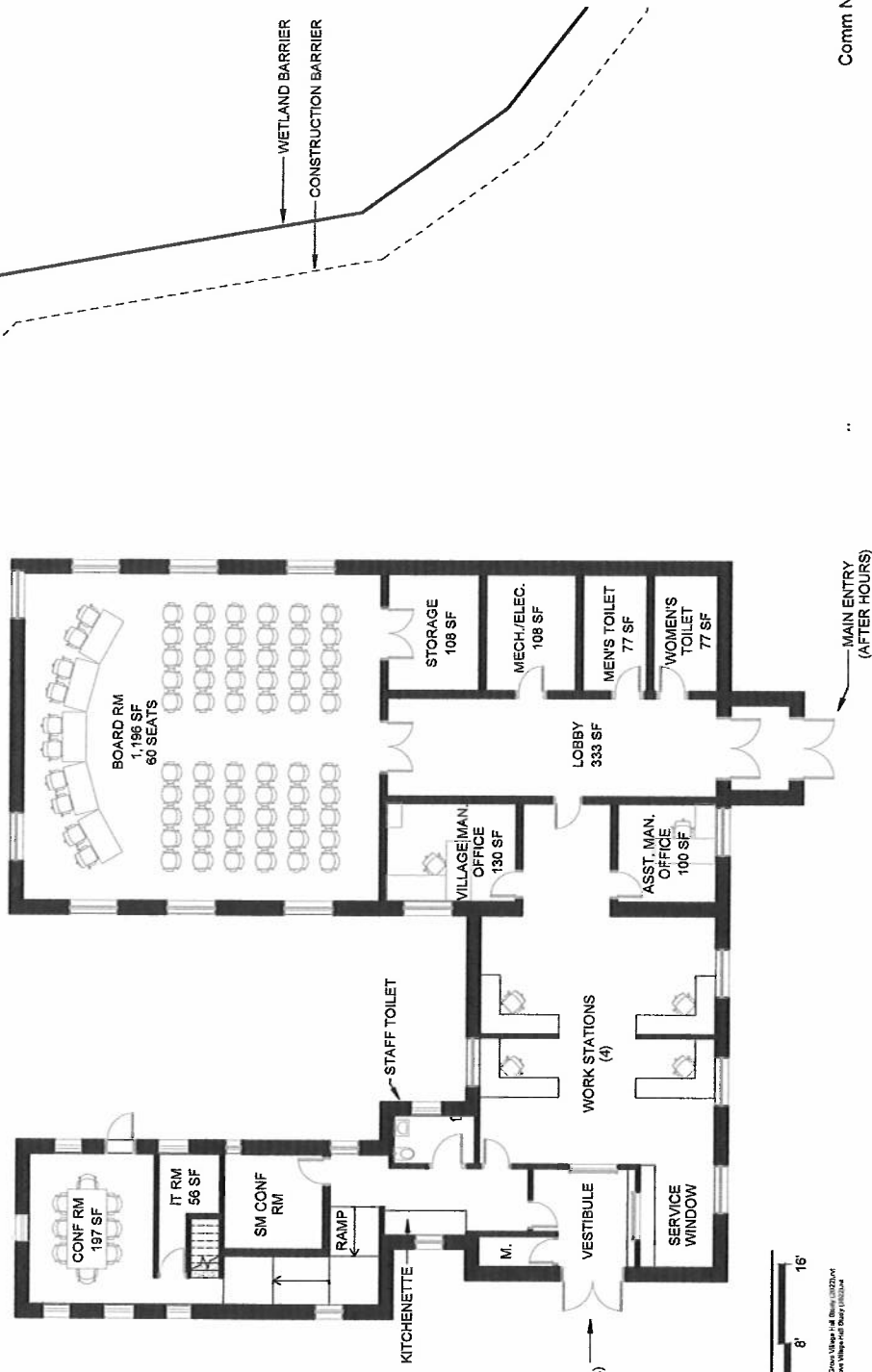
**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Matt –

The following are the items we discussed brought up in the most recent Village Board meeting. First, there was a consensus on Option #2, but with some questions and tweaks. Some very simple.

- **IT Room:**
  - Will the existing mechanicals be relocated to free up the space in that area? Currently, furnace/duct work is in there. **We are hopeful to free up room in the IT space by locating a new unit upstairs.**
- **ADA Compliance:**
  - Everything touched in the existing area will be done with ADA compliance in mind. **Yes, we will address any necessary ADA issues as part of the remodeling.**
- **Workstations:**
  - Can the workstations be located two on one side and two on the other with enough space for a few lateral filing cabinets. **This seems reasonable and will be explored in the schematic design phase.**
- **Village Manager's Office:**





**OPTION 2**  
 3/32" = 1'-0"

1/26/2023 3:40:42 PM  
 Authors: Chris Zitzler - Long Grove Village Hall Building, Chris Zitzler - Design, Chris Zitzler -  
 Authors: Chris Zitzler - Long Grove Village Hall Building, Steve Wagner - Design

## Greg Jackson

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**From:** Matt Bickel <mbickel@woldae.com>  
**Sent:** Saturday, February 18, 2023 7:24 AM  
**To:** Greg Jackson  
**Subject:** Village Hall - New Construction Cost

Greg,

Based on our conversation yesterday, the following is my preliminary assessment of construction and project related costs for a new Village Hall structure:

Estimated Construction Cost  
New, standalone 4,300 SF Village Hall

4,300 SF x \$350/SF = \$1,505,000

- Includes basic site work, utilities, parking, etc.
- Excludes extension of utilities to the site, roadway improvement, site acquisition

	\$1,505,000	Estimated Construction Cost
x	<u>1.3</u>	Project Cost Multiplier
	<b>\$1,956,500</b>	<b>Estimated Total Project Cost</b>

### Project Multiplier Breakdown

12%	Soft Costs: AE fees, Civil Engineering fees, geotechnical/soil boring, survey, construction testing, permits, moving, legal
8%	Fixtures, Furniture & Equipment (FF&E): furniture, signage, window covering, TVs, appliances, office equipment
10%	Contingency: design/estimating contingency (5%), construction contingency (5%)

For reference, the Deer Park Village Hall is approximate 4,075 SF and was constructed (construction cost) for \$1,283,783 (or \$315/SF). Based on inflation, we would estimate that cost would be between \$345-\$385/SF in today's dollars.

Sincerely,

**Wold Architects and Engineers**

**Matt Bickel | AIA, LEED AP**  
Partner

220 North Smith Street, Suite 310  
Palatine, Illinois 60067

**t** 847 241 6100 | [woldae.com](http://woldae.com)  
**m** 847 609 0310

Licensed Architect: IL, KS, MN, NE, OK, WI | Certified Interior Designer: MN

Comm. No.:

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Facilities and Land

Project Title: Robert Parker Coffin Bridge Deck Plank Repairs

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

The repair and replacement of the wooden deck planks on the historic Robert Parker Coffin Bridge.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

The deck repair/replacement is part of an ongoing infrastructure, facilities, equipment maintenance and or scheduled replacement program (preventive maintenance). It is noted that some plank damage, specifically gouges, can be attributed to vehicles striking the Bridge and being lodged under its steel frame. Though the gouges have never compromised the structural integrity of the Bridge they have contributed to the required maintenance needing to be completed.

**REQUESTED TIMELINE:**

An RFP will be created and let so that work can start in early summer 2023.

**PROPOSED FUNDING SOURCE:**

General Fund

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$30,000

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

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Request made by: Bill Jacob, Village Board President (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: HOA Road Improvement Partnership Program

Priority Level: R/M

Budget Year(s): FY 23/24 – FY 27/28

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

A grant styled program to provide augmenting funds for the purpose of offsetting scheduled and or planned road maintenance projects for homeowner association roads.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

The Village of Long Grove has never levied a municipal property tax. Revenues received by the Village for the delivery of public goods and services, including road maintenance, are primarily through Local Government Distribution Funds, Sales Tax, and various fees. Expenditures for road repairs are limited to thoroughfares that are public access roads belonging to the Village to includes surrounding properties that are not part of a subdivision or those subdivisions that have not privatized their roads. Over the period of FY 23/24 through FY 26/28 an estimated \$4.6MM has been designated through the Capital Improvement Plan for road maintenance. None of these funds will support road maintenance in any HOA having privatized roads though these homeowners are contributors to the local economy and at various to the municipal revenue stream. Having hit a 70% (+) completion mark in eight years of a fifteen year road repair/pavement plan it has been requested that consideration be given to fund an annual program to offset planned maintenance projects for privatized HOA roads.

**REQUESTED TIMELINE:**

Development of the program for FY 23/24 with a mechanism for review each subsequent fiscal year for ongoing funding.

**PROPOSED FUNDING SOURCE:**

General Fund

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Creekside Drive

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION: ( Additional pages attached)**

Road maintenance Creekside Drive – Indian Creek Road to Terminus

**PROJECT JUSTIFICATION AND NEED: ( Additional pages attached)**

A review the Village’s Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of **Creekside Drive**, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village’s 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4”), with placement of a new 2” asphalt binder course and 2” asphalt surface course and shoulder restoration on **Creekside Drive**, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$272,200

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Arrowhead Road

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST – Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Road maintenance Arrowhead Road – Creekside Drive to Terminus

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, **Arrowhead Road** and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, **Arrowhead Road**, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$62,300

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Tribal Court

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Road maintenance Tribal Court – Creekside Drive to Terminus

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

A review the Village’s Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and **Tribal Court** in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village’s 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4”), with placement of a new 2” asphalt binder course and 2” asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and **Tribal Court**. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$50,800

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Long Grove Road

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Road maintenance Long Grove Road – IL 53 – Brightview Landscaping

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

A review the Village’s Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and **Long Grove Road at the intersection of IL Route 53** in the Village’s 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4”), with placement of a new 2” asphalt binder course and 2” asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$22,400

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Robert Parker Coffin Road

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:**  Additional pages attached

Road maintenance Robert Parker Coffin Road – Archer Parking Lot – IL Rt. 83.

**PROJECT JUSTIFICATION AND NEED:**  Additional pages attached

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct **Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83**. Also proposed is reclaimite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$315,000

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Robert Parker Coffin Road

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Road maintenance Robert Parker Coffin Road – IL Rt. 53 – Schaeffer.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$144,400

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Archer Road

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Road maintenance Archer Road – Old McHenry Road to Robert Parker Coffin Road.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$54,500

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Three Lakes Drive

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:**  Additional pages attached

Road maintenance Archer Road – Three Lakes Drive – Robert Parker Coffin Road to Terminus.

**PROJECT JUSTIFICATION AND NEED:**  Additional pages attached

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$204,600

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

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Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Three Lakes Court

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Road maintenance Archer Road – Three Lakes Court – Three Lakes Drive to Terminus.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021. The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$72,700

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.



**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Geoff Perry, Village Engineer (Name/Title)

Date of request: March 2, 2023

Project Category: Roads

Project Title: 2023 Road Maintenance Program – Preventive Maintenance

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:**  Additional pages attached)

Road maintenance Archer Road – Three Lakes Court – Three Lakes Drive to Terminus.

**PROJECT JUSTIFICATION AND NEED:**  Additional pages attached)

A review the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) provides for proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, it is proposed to reconstruct Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83. **Also proposed is reclamite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021.** The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

**REQUESTED TIMELINE:**

By end of CY 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$33,000

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**Project # RO-2328-002 through RO-2328-011  
Road Maintenance Program  
Additional Pages**

## MEMORANDUM

To: Gregory Jackson, Village Manager  
Melissa Wiak, Assistant Village Manager  
Village of Long Grove

Fr: Geoffrey L. Perry, P.E., Village Engineer

Date: February 9, 2023

Re: 2023 Road Maintenance Program  
Proposed Road List and Preliminary Cost Estimate  
Village of Long Grove

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In preparation for the Village's 2023 Road Maintenance Program, we have reviewed the Village's Pavement Condition Study (PCS) and the 5-Year Capital Improvement Plan (CIP) to prepare a preliminary Road List. We are proposing a program that includes a base bid for the resurfacing of Creekside Drive, Arrowhead Road and Tribal Court in their entirety and Long Grove Road at the intersection of IL Route 53 in the Village's 2023 Road Program. Additionally, we are proposing the reconstruction of Robert Parker Coffin Road from the Archer Parking Lot to IL Route 83.

We are also proposing reclaimite (preventative maintenance) application to North Krueger Road and Stemple Parking Lot which were both paved in 2021.

Two bid alternates are also provided below, show funding be available to extend the 2023 Road Maintenance Program. The first alternate includes resurfacing Robert Parker Coffin Rd from Illinois Route 53 to Schaeffer Road and Archer Road in its entirety. The second alternate includes resurfacing Three Lakes Drive and Court in their entirety. The bid will be structured to allow the Village to accept or reject either/both alternates, which will likely be dependent on available budget and contractor bids.

The conceptual costs reported include hot-mix asphalt surface milling (4"), with placement of a new 2" asphalt binder course and 2" asphalt surface course and shoulder restoration on Creekside Drive, Arrowhead Road, and Tribal Court. The reconstruction of Robert Parker Coffin Road will be a combination of in-place reconstruction using pavement pulverization and traditional reconstruction. Pavement borings shall be obtained to confirm rehabilitation scope and estimated pricing.

In previous years, the Village has partnered with the Village of Kildeer and Ela Township for a joint road program. If the Village is desirous of partnering again this year, we will reach out on the Village's behalf to both agencies to inquire interest on the potential advantageous partnership.

The 2023 Road Program can be funded by Village capital funds or Motor-Fuel Tax ("MFT") Funds. If the Village elects to pursue MFT funding option, our office will begin coordination immediately with the Illinois DOT so this project can be bid in mid-February.

Upon your authorization, we will complete the field work and prepare the Engineer's Opinion of Probable Cost and Project Specification Book for this year's road program.

**Base Bid:**

2014 PCS								
PROGRAMMED								
ROADWAY	FROM	TO	PCI	YEAR	LENGTH, FT.	WIDTH, FT.	AREA, S.Y.	COST (\$32/s.y.)
Creekside Drive	Indian Creek Road	Terminus	25	22-23	3,062	25	8,506	\$272,200
Arrowhead Road	Creekside Drive	Terminus	33	22-23	762	23	1,947	\$62,300
Tribal Court	Creekside Drive	Terminus	34	22-23	650	22	1,589	\$50,800
Long Grove Road	Illinois Route 53	Brightview Landscaping	N/A	N/A	-	-	700	\$22,400
Robert Parker Coffin Road	Archer Parking Lot Entrance	Illinois Route 83	8	21-22	1,373	31	4,729	\$315,000
N Krueger Rd (Reclamite)	Illinois Route 22	Gilmer Road	N/A	N/A	5,842	22	14,280	\$17,900
Stemple Parking Lot (Reclamite)	-	-	N/A	N/A	-	-	12,053	\$15,100
Sub-Total:								\$755,700
7% Contingency:								\$52,900

**Total Estimated 2023 Road Maintenance Program Construction Costs: \$808,600**

Soft Costs:	
Pavement Borings:	\$3,500
Design Engineering (3.75%):	\$30,300
Construction Engineering (4.5%):	\$36,400
<b>Total Estimated Soft Costs:</b>	<b>\$70,200</b>
<b>Total Estimated Project Costs:</b>	<b>\$878,800</b>

\*Costs rounded to nearest \$100

**Bid Alternate 1:**

2014 PCS								
PROGRAMMED								
ROADWAY	FROM	TO	PCI	YEAR	LENGTH, FT.	WIDTH, FT.	AREA, S.Y.	COST (\$32/s.y.)
Robert Parker Coffin Road	Illinois Route 53	Schaeffer Road	42	28-29	1,625	25	4,514	\$144,400
Archer Road	Old McHenry Road	Robert Parker Coffin Rd	-	-	438	35	1,703	\$54,500
Sub-Total:								\$198,900
7% Contingency:								\$13,900

**Total Estimated Construction Costs: \$212,800**

Soft Costs:	
Pavement Borings:	\$2,000
Design Engineering (3.75%):	\$8,000
Construction Engineering (4.5%):	\$9,600
<b>Total Estimated Soft Costs:</b>	<b>\$19,600</b>
<b>Total Estimated Project Costs:</b>	<b>\$232,400</b>

\*Costs rounded to nearest \$100

Bid Alternate 2:

2014 PCS								
PROGRAMMED								
ROADWAY	FROM	TO	PCI	YEAR	LENGTH, FT.	WIDTH, FT.	AREA, S.Y.	COST (\$32/s.y.)
Three Lakes Drive	Robert Parker Coffin Rd	Terminus	17	23-24	2,302	25	6,394	\$204,600
Three Lakes Court	Three Lakes Drive	Terminus	24	23-24	818	25	2,272	\$72,700
Sub-Total:								\$277,300
7% Contingency:								\$19,400

**Total Estimated Construction Costs: \$296,700**

Soft Costs:	
Pavement Borings:	\$2,000
Design Engineering (3.75%):	\$11,100
Construction Engineering (4.5%):	\$13,400
<b>Total Estimated Soft Costs:</b>	<b>\$26,500</b>
<b>Total Estimated Project Costs:</b>	<b>\$323,200</b>

\*Costs rounded to nearest \$100

**Project Totals: Base Bid plus Bid Alternates:**

<b>Total Estimated Construction Costs:</b>	<b>\$1,318,100</b>
<b>Total Estimated Soft Costs:</b>	<b>\$116,300</b>
<b>Total Estimated Project Costs:</b>	<b>\$1,434,400</b>

70% of the Village-owned roads have been resurfaced between 2015 and 2022. The Village is eight (8) years into the 15-Year Road Program started in 2015.

With the base bid, the percentage of roads resurfaced since 2015 increases to 74%. If the bid alternate #1 is also selected, that number increases to 75%. If both bid alternates are selected, that number increases to 77%.

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

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Request made by: Gregory Jackson, Village Manager \_\_\_\_\_(Name/Title)

Date of request: March 2, 2023

Project Category: Pathways

Project Title: Development of a Village Master Pathway Plan

Priority Level: DISC

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION: (  Additional pages attached )**

Engagement of Gewalt Hamilton to develop a comprehensive master pathway plan for the entire Village.

**PROJECT JUSTIFICATION AND NEED: (  Additional pages attached )**

Pathways are facilities used for non-motorized transportation, primarily walking and biking, and include bike lanes, bike routes, sidewalks, and shared use paths. These facilities have long been a recreational priority for the Village of Long Grove. Pathways are an economic asset for communities, as well. By connecting residents and visitors alike to our scenic natural resources, our neighboring villages, schools, and shopping, these facilities create tourism opportunities and bring customers to local businesses. By including and prioritizing these facilities through the planning process, the Village can take steps to ensure that pathways are a part of all major transportation improvements and, in many cases, integrated into new developments along planned routes. Accurate inventories are crucial to the planning process, as they help in identifying service or connection gaps, as well as any necessary maintenance or infrastructure improvements. All planning will include maps identifying future networks and priority routes. These maps will be critical in securing funding and prioritizing expenditures.

**REQUESTED TIMELINE:**

The committee believes this a necessary first step in addressing the Village's non-motorized transportation needs and should be completed in FY 23/24.

**PROPOSED FUNDING SOURCE:**

Pathway Fund

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$20,000

Unknown

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Approved by CIP Committee      Date: \_\_\_\_\_

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

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**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

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### CAPITAL IMPROVEMENT PROJECT REQUEST FORM

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Request made by: Gregory Jackson, Village Manager (Name/Title)

Date of request: March 2, 2023

Project Category: Pathways

Project Title: Aptakisic Road Non-Motorized Transportation Facilities  
(Pathways)

Priority Level: OBLG

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:**  Additional pages attached

Improvement of Aptakisic Road from Illinois Route 83 to the east end of the Long Grove corporate limits. Improvements will include the construction of non-motorized facilities (pathways) on both the north and south sides of Aptakisic Road.

**PROJECT JUSTIFICATION AND NEED:**  Additional pages attached

In November 2022, the Village of Long Grove entered into an intergovernmental agreement with Lake County for the construction of non-motorized facilities concurrent with road improvements being made by the Lake County Division of Transportation.

**REQUESTED TIMELINE:**

The project will begin in late spring early summer of CY 2023 with expected completing the fall.

**PROPOSED FUNDING SOURCE:**

Pathway Fund

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$62,736

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**Project # PA-2328-003**  
**Pathway**  
**Additional Pages**

**AGREEMENT  
BETWEEN THE COUNTY OF LAKE  
AND THE VILLAGE OF LONG GROVE  
FOR THE IMPROVEMENT OF APTAKISIC ROAD  
FROM ILLINOIS ROUTE 83 TO THE EAST END OF  
THE LONG GROVE CORPORATE LIMITS  
AND FOR THE DEDICATION OF RIGHT-OF-WAY  
AND GRANTING OF EASEMENTS**

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_, by and between the COUNTY OF LAKE, Illinois, an Illinois body politic and corporate, acting by and through its Chair and County Board, hereinafter referred to as the COUNTY, and the VILLAGE OF LONG GROVE, an Illinois Municipal Corporation, acting by and through its President and Village Board, hereinafter referred to as the VILLAGE. The COUNTY and the VILLAGE may hereinafter be referred to collectively as “parties” and individually as a “party” to THIS AGREEMENT.

**WITNESSETH**

**WHEREAS**, the COUNTY and VILLAGE, in order to facilitate the free flow of traffic and ensure the safety of the traveling public, are desirous to make certain permanent roadway and non-motorized facility improvements to Aptakisic Road (COUNTY Highway 33) between Illinois Route 83 and Buffalo Grove Road (COUNTY Highway 16); including but not limited to road reconstruction and widening, multi-use path and sidewalk, traffic signal improvements, traffic signal interconnection, drainage improvements and landscaping (hereinafter IMPROVEMENT); and referred to as COUNTY Section 09-00088-18-WR and,

**WHEREAS**, the COUNTY has jurisdictional authority and maintenance responsibility over Aptakisic Road (COUNTY Highway 33) from Illinois Route 83 to Buffalo Grove Road (COUNTY Highway 16); and,

**WHEREAS**, the IMPROVEMENT shall be constructed in substantial conformance with the design engineering plans and specifications prepared by Christopher B. Burke Engineering, Ltd., which, by reference herein, hereby become a part hereof. As of this writing, the current version of the plans are dated October 18, 2021 (Pre-Final Version); and,

**WHEREAS**, a project location map indicating the IMPROVEMENT limits and a concept plan generally depicting the IMPROVEMENT within the VILLAGE are attached as EXHIBIT A to THIS AGREEMENT, which, by reference herein is hereby made a part hereof; and,

**WHEREAS**, it has been determined by engineering studies that, in order to construct the IMPROVEMENT, the COUNTY requires two (2) areas of temporary easements within property that has been identified by the COUNTY as being owned by the VILLAGE (hereinafter VILLAGE OWNED TEMPORARY EASEMENTS); and,

**WHEREAS**, the VILLAGE is desirous that the COUNTY includes the construction of a new multi-use path and new sidewalk and the modification of existing VILLAGE-owned sidewalk along Aptakisic Road (County Highway 33), between Illinois Route 83 and the VILLAGE'S eastern corporate limit located approximately 530 feet west of the intersection of Aptakisic Road (County Highway 33) and Brandywyn Boulevard, inclusive of concrete ramps and/or sidewalk with detectable warnings at intersection (hereinafter NON-MOTORIZED FACILITIES), as a municipal facility and as detailed in the PLANS; and

**WHEREAS**, it has been determined by engineering studies that, in order to construct the NON-MOTORIZED FACILITIES, the COUNTY requires six (6) areas of temporary easements (hereinafter TEMPORARY EASEMENTS) from private property owners; and,

**WHEREAS**, the Plat of Highways showing the VILLAGE OWNED TEMPORARY EASEMENTS as Parcel 0003 TE and Parcel 0010 TE and the TEMPORARY EASEMENTS as Parcel 0002TE, 0004TE, 0008TE, 0009TE, 0011TE, and 0015TE (hereinafter PLAT) is attached as EXHIBIT C to THIS AGREEMENT, which, by reference herein, is hereby made a part hereof; and,

**WHEREAS**, the legal descriptions for the VILLAGE OWNED TEMPORARY EASEMENTS and TEMPORARY EASEMENTS are attached as EXHIBIT D to THIS AGREEMENT, which, by reference herein, is hereby made a part hereof; and,

**WHEREAS**, the Local Government Property Transfer Act, 50 ILCS 605/0.01 et seq., (hereinafter the ACT) authorizes units of local government to agree to transfer land between said units of local government; and,

**WHEREAS**, pursuant to the ACT, the VILLAGE may transfer all of its right, title and interest, in the property needed for the IMPROVEMENT to the COUNTY upon such terms as may be agreed upon by the corporate authorities of the VILLAGE and the COUNTY and subject to the provisions of such ACT; and,

**WHEREAS**, the estimated division of costs to the parties hereto associated with the IMPROVEMENT and TEMPORARY EASEMENTS are stipulated in the estimate that is attached as EXHIBIT B to THIS AGREEMENT, which, by reference herein is hereby made a part hereof; and,

**WHEREAS**, the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., and Section 10 of Article VII of the Illinois Constitution, allows and encourages intergovernmental cooperation; and,

**WHEREAS**, said IMPROVEMENT to Aptakisic Road (COUNTY Highway 33) as heretofore described will be of immediate benefit to the residents of the COUNTY and the VILLAGE;

**NOW, THEREFORE**, for and in consideration of the mutual covenants contained herein, made and pursuant to all applicable statutes, local ordinances, and authority, the COUNTY and the VILLAGE do hereby enter into the following:

**SECTION I.**  
**Recitals/Headings**

1. It is mutually agreed by and between the parties hereto that the foregoing preambles are hereby incorporated herein as though fully set forth.
2. It is mutually agreed by and between the parties hereto that the "headings" as contained in THIS AGREEMENT are for reference only and the actual written provisions, paragraphs and words of THIS AGREEMENT shall control.

**SECTION II.**  
**The Design, Construction and Maintenance of the IMPROVEMENT**  
**COUNTY Responsibilities and VILLAGE Responsibilities**

1. The COUNTY agrees to prepare, or cause to be prepared, the necessary surveys, design engineering plans and specifications and contract letting documents for the IMPROVEMENT (hereinafter PLANS) in accordance with Lake County Division of Transportation (hereinafter LCDOT) policies and standards, with reimbursement from the VILLAGE as hereinafter stipulated.

As of this writing, the current PLANS are the prefinal set of plans and specifications prepared by Christopher B. Burke Engineering, Ltd., with a submission date of October 18, 2021. Said PLANS, by reference herein, hereby become a part hereof. The VILLAGE shall have the opportunity to review and approve said PLANS with respect to the VILLAGE property and NON-MOTORIZED FACILITIES. Said review and approval of the PLANS by the VILLAGE shall not be unreasonably withheld.

2. It is mutually agreed by and between the parties hereto that the IMPROVEMENT will be processed, let, administered and awarded by LCDOT. As of this writing, the anticipated letting date for the IMPROVEMENT is September 13, 2022. (The letting date is subject to change, dependent upon project readiness and the availability of project funding.)
3. The COUNTY agrees to cause the IMPROVEMENT to be constructed and to perform, or cause to be performed, the Construction Engineering Supervision for the IMPROVEMENT in accordance with LCDOT procedures and requirements, with reimbursement from the VILLAGE as hereinafter stipulated.
4. The COUNTY shall require the successful bidder to name the VILLAGE as an additional insured on any liability coverage required pursuant to such contracts with respect to any contract work performed related to the IMPROVEMENT on VILLAGE property or the NON-MOTORIZED FACILITIES and require the successful bidder to indemnify and hold harmless the VILLAGE.

5. The COUNTY's published report, POLICY ON INFRASTRUCTURE GUIDELINES FOR NON-MOTORIZED TRAVEL INVESTMENTS (hereinafter NON-MOTORIZED POLICY), sets forth a standardized cost-sharing arrangement between the COUNTY and municipalities for new NON-MOTORIZED FACILITIES within COUNTY Highway rights-of-way.
6. The VILLAGE agrees that the sharing of costs for the installation of new NON-MOTORIZED FACILITIES shall be in accordance with the current NON-MOTORIZED POLICY; namely, the COUNTY shall pay for the engineering, construction and land acquisition costs of the new NON-MOTORIZED FACILITIES with reimbursement by the VILLAGE in an amount equal to twenty percent (20%) of the engineering, construction and land acquisition costs for any new NON-MOTORIZED FACILITIES. [Twenty percent (20%) of the cost of Construction, twenty percent (20%) of Design Engineering costs, twenty percent (20%) of the land acquisition costs, and twenty percent (20%) of the Construction Engineering Supervision costs].
7. The VILLAGE shall be responsible for one hundred percent (100%) of the engineering, construction and land acquisition costs for the removal and replacement of existing VILLAGE-owned NON-MOTORIZED FACILITIES, for which removal and replacement is necessary in order to accommodate the construction of the IMPROVEMENT. [One hundred percent (100%) of the cost of Construction, one hundred percent (100%) of Design Engineering costs, one hundred percent (100%) of the land acquisition costs, and one hundred percent (100%) of the Construction Engineering supervision costs relating to the removal and replacement of existing VILLAGE-owned NON-MOTORIZED FACILITIES].
8. The COUNTY agrees to construct the NON-MOTORIZED FACILITIES in accordance with the PLANS and acquire the necessary TEMPORARY EASEMENTS, with reimbursement by the VILLAGE as hereinafter specified in Exhibit B, which the COUNTY represents is consistent with the NON-MOTORIZED POLICY.
9. The VILLAGE agrees that its estimated total obligation under THIS AGREEMENT for the NON-MOTORIZED IMPROVEMENTS constructed as a part of the IMPROVEMENT is \$62,736.

The VILLAGE further agrees that upon award of the construction contract, the VILLAGE will pay to the COUNTY within thirty (30) days of the receipt of an invoice from the COUNTY, in a lump sum amount based on awarded contract unit prices for the NON-MOTORIZED FACILITIES, an amount equal to ninety five percent (95%) of its obligation for the NON-MOTORIZED FACILITIES . At such time, it is estimated that the VILLAGE shall owe to the COUNTY an amount equal to \$59,599. The VILLAGE further agrees to pay the remaining five percent (5%) of its obligation for the NON-MOTORIZED FACILITIES upon completion of the IMPROVEMENT, in a lump sum amount within thirty (30) days of the receipt of an invoice from the COUNTY. Final obligation shall be based on the final costs and final contract quantities at contract unit prices for actual work performed for the NON-MOTORIZED FACILITIES. At such time, it is estimated that the VILLAGE shall owe to the COUNTY an amount equal to \$3,137.

10. It is mutually agreed by and between the parties hereto that, upon completion of the IMPROVEMENT, the COUNTY shall continue maintenance and jurisdictional responsibility over Aptakisic Road (County Highway 33) and the VILLAGE shall continue ownership and maintenance responsibility of the existing NON-MOTORIZED FACILITIES modified as part of the IMPROVEMENT, and shall assume ownership and maintenance responsibility of the new NON-MOTORIZED FACILITIES constructed as a part of this IMPROVEMENT.
11. It is mutually agreed by and between the parties hereto that the VILLAGE must submit to the COUNTY, for the COUNTY's approval, an executed form, MUNICIPAL UTILITY/FACILITY ACCEPTANCE ON A COUNTY HIGHWAY (hereinafter MUNICIPAL ACCEPTANCE FORM) upon acceptance of the NON-MOTORIZED FACILITIES located within the COUNTY highway right-of-way, the acceptance of which shall not be unreasonably withheld by the VILLAGE. The MUNICIPAL ACCEPTANCE FORM is attached as EXHIBIT E to THIS AGREEMENT, which, by reference herein, is hereby made a part hereof.
12. It is mutually agreed by and between the parties hereto that, absent an emergency situation, the VILLAGE agrees that the operation and maintenance of the NON-MOTORIZED FACILITIES shall be in accordance with the MUNICIPAL ACCEPTANCE FORM and that the VILLAGE shall perform its maintenance on the NON-MOTORIZED FACILITIES within the COUNTY highway right-of-way during non-peak traffic times, namely on weekdays, between 9:00 am and 3:00 pm, and in accordance with current LCDOT Traffic Control Standards.

**SECTION III.**  
**Granting of TEMPORARY EASEMENTS by the VILLAGE**

1. The parties acknowledge that pursuant to the ACT, the VILLAGE may transfer all of its right, title and interest, in the property needed for the IMPROVEMENT to the COUNTY upon such terms as may be agreed upon by the corporate authorities of the VILLAGE and the COUNTY and subject to the provisions of such ACT and/or such other applicable statutory authorizations.
2. The COUNTY agrees to prepare all necessary land acquisition and related conveyance documents for the granting of the VILLAGE OWNED TEMPORARY EASEMENTS required for the purpose of constructing the IMPROVEMENT and NON-MOTORIZED FACILITIES.
3. The VILLAGE agrees to grant the VILLAGE OWNED TEMPORARY EASEMENTS to the COUNTY, at no cost to the COUNTY, for the purpose of constructing the IMPROVEMENT and NON-MOTORIZED FACILITIES as detailed in the PLANS, pursuant to the PLAT and the necessary land acquisition documents.
4. Provided they are consistent with the provisions, paragraphs and words of THIS AGREEMENT, the VILLAGE agrees to execute and return to the COUNTY ENGINEER the necessary land acquisition and/or conveyance documents for said TEMPORARY EASEMENTS within ten (10) working days of the receipt of said documents.



**SECTION IV.**  
**General Provisions**

1. It is mutually agreed by and between the parties hereto that nothing contained in THIS AGREEMENT is intended or shall be construed as, in any manner or form, creating or establishing a relationship of co-partners between the parties hereto, nor is the VILLAGE (including its elected officials, duly appointed officials, employees and agents), to be construed to be the agent, representative or employee of the COUNTY for any purpose or in any manner, whatsoever, or the COUNTY (including its elected officials, duly appointed officials, employees and agents), the agent, representative or employee of the VILLAGE for any purpose or in any manner, whatsoever. The VILLAGE is to be and shall remain independent of the COUNTY, and vice versa, with respect to all services performed under THIS AGREEMENT.
2. It is mutually agreed by and between the parties hereto that THIS AGREEMENT shall not be construed, in any manner or form, to limit the power or authority of the COUNTY or the COUNTY ENGINEER to maintain, operate, improve, construct, reconstruct, repair, manage, widen or expand COUNTY Highways as may be best determined, as provided by law.
3. It is mutually agreed by and between the parties hereto that each party warrants and represents to the other party and agrees that: (1) THIS AGREEMENT is executed by duly authorized agents or officers of such party and that all such agents and officers have executed the same in accordance with the lawful authority vested in them, pursuant to all applicable and substantive requirements; (2) THIS AGREEMENT is binding and valid and will be specifically enforceable against each party; and (3) THIS AGREEMENT does not violate any presently existing provision of law nor any applicable order, writ, injunction or decree of any court or government department, commission, board, bureau, agency or instrumentality applicable to such party.
4. It is mutually agreed by and between the parties hereto that THIS AGREEMENT shall be deemed to take effect on the first day of the month which follows the date that the last authorized agent of the parties hereto affixes his/her signature.
5. It is mutually agreed by and between the parties hereto that THIS AGREEMENT shall be enforceable in the Circuit Court of Lake County by each of the parties hereto by any appropriate action at law or in equity, including any action to secure the performance of the representations, promises, covenants, agreements and obligations contained herein.
6. It is mutually agreed by and between the parties hereto that the provisions of THIS AGREEMENT are severable. If any provision, paragraph, section, subdivision, clause, phrase or word of THIS AGREEMENT is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of THIS AGREEMENT.

7. It is mutually agreed by and between the parties hereto that the agreement of the parties hereto is contained herein, and that THIS AGREEMENT supersedes all oral agreements and negotiations between the parties hereto relating to the subject matter hereof.
8. It is mutually agreed by and between the parties hereto that any alterations, amendments, deletions or waivers of any provision of THIS AGREEMENT shall be valid only when expressed in writing and duly executed by the parties hereto.
9. THIS AGREEMENT shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns. No party hereto may assign, transfer, sell, grant, convey, deed, cede or otherwise give over, in any manner or form, any of its duties, obligations and/or responsibilities as heretofore set forth in THIS AGREEMENT without first obtaining the expressed written consent and permission of the other party, except as provided for in THIS AGREEMENT.
10. THIS AGREEMENT may be executed in multiple identical counterparts, and all of said counterparts shall, individually and taken together, constitute THIS AGREEMENT.
11. Except where otherwise provided in THIS AGREEMENT, the term THIS AGREEMENT shall be perpetual in nature and terminable only by the mutual written agreement of both parties.

ATTEST:

\_\_\_\_\_  
Michelle Schmitke  
Village Clerk

**VILLAGE OF LONG GROVE**

By: \_\_\_\_\_  
Bill Jacob  
President

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

**RECOMMENDED FOR EXECUTION**

\_\_\_\_\_  
Shane E. Schneider, P.E.  
Lake County Director of Transportation/  
County Engineer

ATTEST:

\_\_\_\_\_  
Robin O'Connor  
Clerk  
Lake County

**COUNTY OF LAKE**

By: \_\_\_\_\_  
Sandra Hart  
Chair, Lake County of Board

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

**EXHIBIT A**  
**DEPICTION OF PROJECT LOCATION,**  
**AND NON-MOTORIZED IMPROVEMENTS INCLUDED IN THE IMPROVEMENT**

# Location Map

## Aptakistic Road (Buffalo Grove Road to IL Route 83)

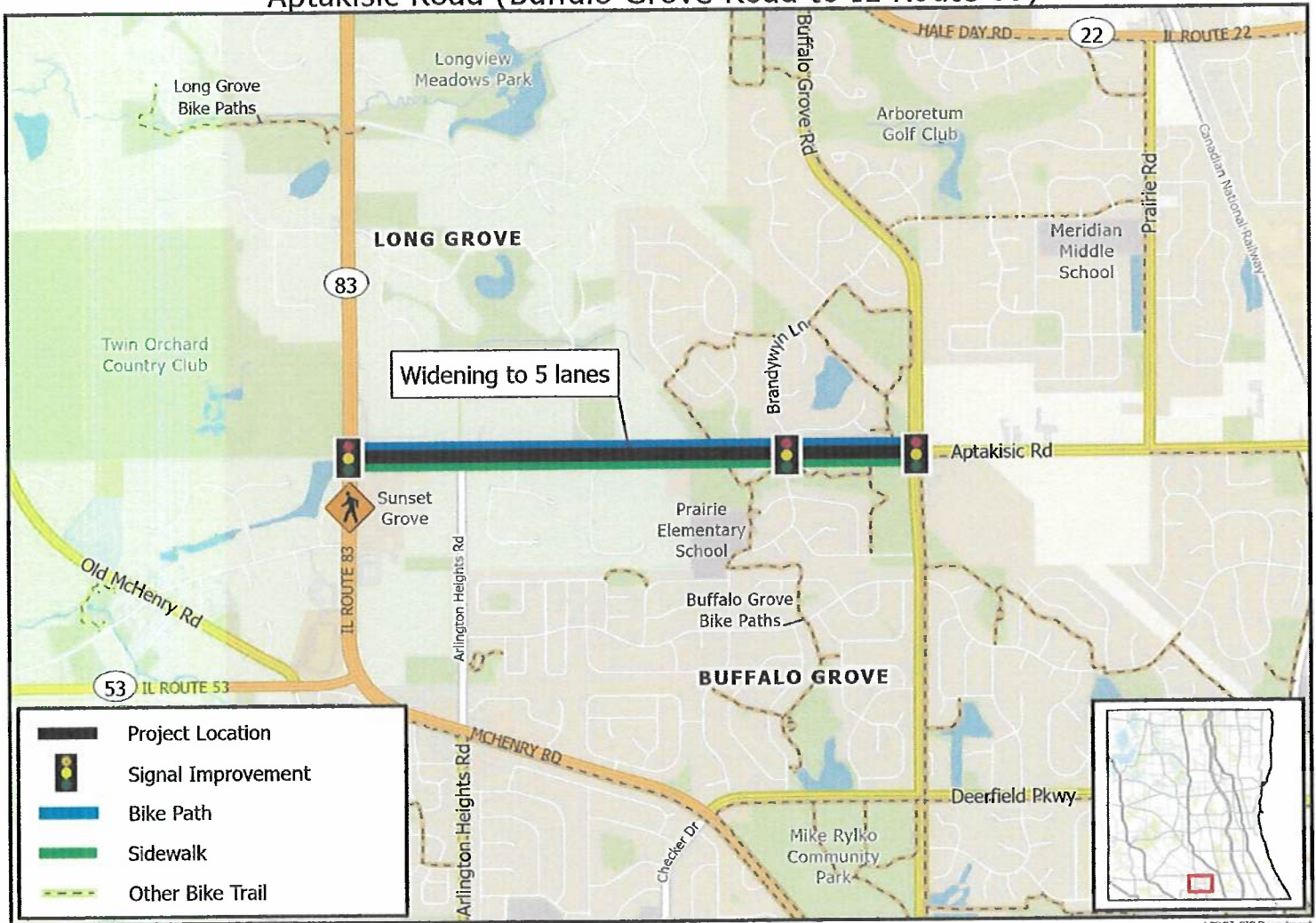
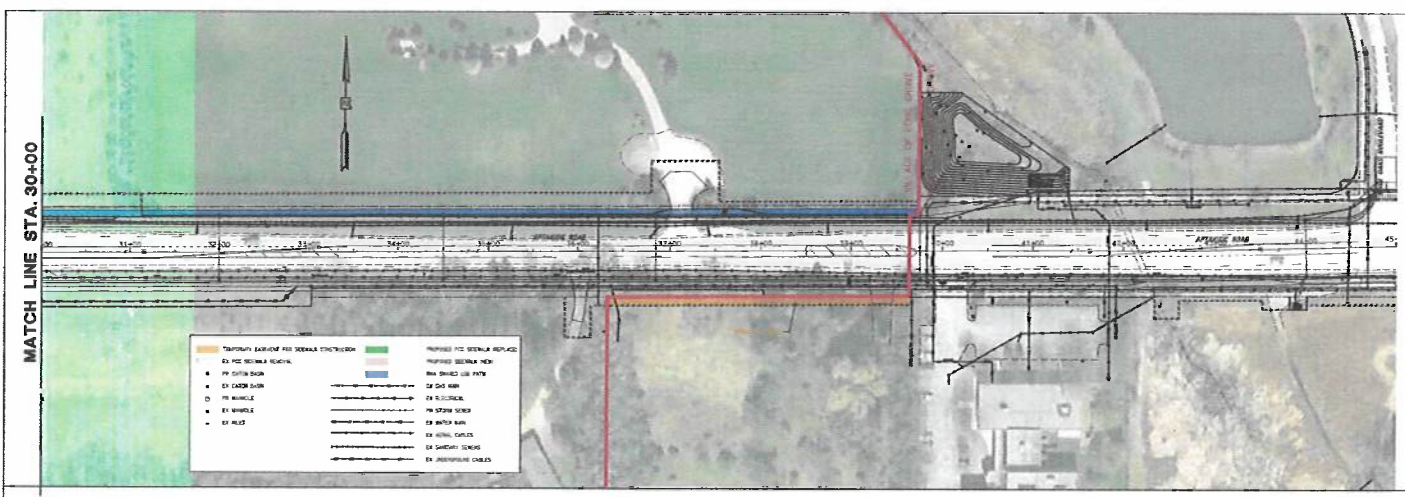




Exhibit A



REVISIONS / REVISIONS NO. DESCRIPTION DATE BY				<b>APTAKISIC ROAD RECONSTRUCTION</b> <b>VILLAGE OF LONG GROVE EXHIBIT A</b>		SHEET NO. <b>CH34 088</b>	SECTION NO. <b>09-00055-18-WR</b>	SHEET TOTAL <b>101</b>	SHEET TOTAL <b>324</b>
FILE NAME: M:\BENTON\09-00055-18-WR\Long Grove Exhibit A Sheet 088.dwg									

**EXHIBIT B**

**ESTIMATED DIVISION OF COST APTAKISIC ROAD  
VILLAGE OF LONG GROVE**





**Aptakisic Road Widening**  
**Route 83 - Buffalo Grove Road**  
**09-00088-18-WR**  
**Engineer's Estimate of Probable Bike Path and Sidewalk Costs in Long Grove**  
**7/1/2022**

Item	Unit	Unit Cost	Quantity	Total Cost	Portion Attributable to LCDOT		Portion Attributable to Village of Long Grove	
					Percentage	Cost	Percentage	Cost
Existing Sidewalk Removal	SQ FT	\$2.50	478	\$1,195.00	0%	\$0.00	100%	\$1,195.00
Proposed Agg Base Course, Ty B 6" (For Replacement SW)	SQ YD	\$10.00	49	\$490.00	0%	\$0.00	100%	\$490.00
Proposed Agg Base Course, Ty B 6" (For New MUP)	SQ YD	\$10.00	3,317	\$33,170.00	80%	\$26,536.00	20%	\$6,634.00
Proposed Agg Base Course, Ty B 6" (For New SW)	SQ YD	\$10.00	1,699	\$16,990.00	80%	\$13,592.00	20%	\$3,398.00
Proposed 3" HMA Surface Course, IL-9.5, MIX "D", N50	TON	\$95.00	597	\$56,720.70	80%	\$45,376.56	20%	\$11,344.14
Proposed Sidewalk (For Replacement SW)	SQ FT	\$8.00	436	\$3,488.00	0%	\$0.00	100%	\$3,488.00
Proposed Sidewalk (For New SW)	SQ FT	\$8.00	15,287	\$122,296.00	80%	\$97,836.80	20%	\$24,459.20
Proposed Detectable Warnings	SQ FT	\$35.00	144	\$5,040.00	80%	\$4,032.00	20%	\$1,008.00

<b>Construction Subtotals:</b>	<b>\$239,389.70</b>	<b>\$187,373.36</b>	<b>\$52,016.34</b>
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<b>****Design Engineering (7%):</b>	<b>\$16,757.28</b>	<b>\$13,405.82</b>	<b>\$3,351.46</b>
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<b>*****Construction Engineering (10%):</b>	<b>\$23,938.97</b>	<b>\$19,151.18</b>	<b>\$4,787.79</b>
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Temporary Easements Needed for Path/Sidewalk Construction	Unit	Unit Cost	Quantity	Total Cost*	Portion Attributable to LCDOT		Portion Attributable to Village of Long Grove	
					Percentage	Cost	Percentage	Cost
0002TE	SQ FT	\$0.57	3,310	\$1,900.00	80%	\$1,520.00	20%	\$380.00
0004TE	SQ FT	\$0.82	4,748	\$3,900.00	80%	\$3,120.00	20%	\$780.00
0008TE	SQ FT	\$1.07	2,439	\$2,600.00	80%	\$2,080.00	20%	\$520.00
0009TE	SQ FT	\$1.34	1,568	\$2,100.00	80%	\$1,680.00	20%	\$420.00
0011TE	SQ FT	\$1.00	1,699	\$1,700.00	80%	\$1,360.00	20%	\$340.00
0015TE	SQ FT	\$0.21	3,310	\$700.00	80%	\$560.00	20%	\$140.00

<b>Land Acquisition Subtotals:</b>	<b>\$12,900.00</b>	<b>\$10,320.00</b>	<b>\$2,580.00</b>
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Notes:

- \* Land values based on appraised value
- \*\* Initial 95% payment to be based on actual bid prices after letting
- \*\*\* Remaining 10% to be based on actual quantities after construction
- \*\*\*\* Design Engineering calculated as 7% of construction
- \*\*\*\*\* Construction Engineering calculated as 10% of construction

<b>Total Costs:</b>	<b>\$252,289.70</b>	<b>\$230,250.36</b>	<b>\$62,736</b>
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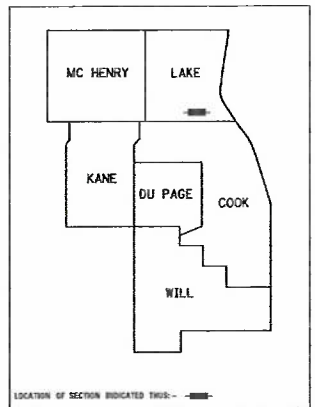
<b>** Initial 95%</b>	<b>\$59,599</b>
<b>*** Estimated 5%</b>	<b>\$3,137</b>

**EXHIBIT C**  
**PLAT OF HIGHWAYS**

LAKE COUNTY  
DIVISION OF TRANSPORTATION

**PLAT OF HIGHWAYS**

APTAKISIC ROAD (COUNTY HIGHWAY 33)  
SECTION 09-00088-18-WR  
LAKE COUNTY  
LIMITS ILLINOIS ROUTE 83 (A.K.A. MUNDELEIN ROAD)  
TO BRANDYWYN LANE



PANEL NUMBER	OWNER	SHEET NUMBER	PROPERTY ACQUIRED BY
0001	BRANCHMONT ACQUISITIONS, LLC AN ILLINOIS LIMITED LIABILITY COMPANY	3	
0001A			
0002	GURNEY POST AND ROBERT S. POST, AS TRUSTEES BY THE AGREEMENT	3	
0002A			
0003	VILLAGE OF LOW GROVE, AN ILLINOIS MUNICIPAL CORPORATION	3	
0003A			
0004	BRANCHMONT ACQUISITIONS, LLC AN ILLINOIS LIMITED LIABILITY COMPANY	4	
0004A			
0005	JAMES M. SUFFERY AND DEBORA SUFFERY, SURVIVORS, SHERIDAN AND WIFE, AS TRUSTEES BY THE AGREEMENT	4	
0005A			
0006	EDUCATION TRUST LAND TRUST COMPANY, A CORPORATION OF ILLINOIS FIRST AND SECOND TRUSTEES, SHERIDAN AND WIFE AND JAMES L. STEINBERGER, AN INDIVIDUAL MAN	4	
0006A			
0007	JACOB BEAVER AND MARIE BEAVER, SURVIVORS, SHERIDAN AND WIFE	4	
0007A			
0008	SCOTT C. MILLER AND LYDIA B. MILLER, SURVIVORS, SHERIDAN AND WIFE, AS JOINT TENANTS	4	
0008A			
0009	PHILIP ORMSWELL AND JOSEPHINE ORMSWELL, SURVIVORS, SHERIDAN AND WIFE	4	
0009A			
0010	VILLAGE OF LOW GROVE, AN ILLINOIS MUNICIPAL CORPORATION	5	
0010A			
0011	ROBERT A. WILSON AND WILLIAM EDWARD THE CENTRAL TRUST CO. AS TRUSTEES BY THE AGREEMENT	5	
0011A			
0012	EASTGATE ESTATES OF LOW GROVE ILLINOIS AN ILLINOIS MUNICIPAL CORPORATION	5	
0012A			
0013	RODOLPH W. STEINBERGER AND REYLIAN STEINBERGER, SURVIVORS, SHERIDAN AND WIFE, AS JOINT TENANTS	5	
0013A			
0014	WALTER S. LONG APPEL VICTOR S. CHUNG AND CHRISTOPHER S. CHUNG, SURVIVORS, SHERIDAN AND WIFE, AS JOINT TENANTS	5	
0014A			
0015	CONCRETEWORK BY MAX DOWLING	5	
0015A			
0016	VILLAGE OF BUFFALO GROVE, AN ILLINOIS MUNICIPAL CORPORATION	6	
0016A			
0017	THE VILLAGE OF BUFFALO GROVE, A MUNICIPAL CORPORATION	6	
0017A			
0018	STANLEY M. AND REBECCA BARR, MORGAN AND WIFE, AS TRUSTEES BY THE AGREEMENT	6	
0018A			
0019	EVAN GUTTENBERG, A MARIED PERSON	6	
0019A			
0020	VILLAGE OF BUFFALO GROVE	7	
0020A			
0021	VILLAGE OF BUFFALO GROVE, A MUNICIPAL CORPORATION	7	
0021A			
0022	BUFFALO GROVE PARK DISTRICT	7	



CHRYSTOPHER B. BURKE ENGINEERING LTD.  
STATE OF ILLINOIS  
COUNTY OF LAKE  
I, CHRYSTOPHER B. BURKE, COUNTY ENGINEER OF LAKE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THE PLAT HEREON IS A TRUE AND CORRECT REPRESENTATION OF THE COUNTY RECORDS AS A DIRECTOR OF PLAT OF COUNTY RECORDS OF SAID COUNTY.  
DATE: 11/25/2011  
BY: CHRYSTOPHER B. BURKE  
COUNTY ENGINEER

CHRISTOPHER B. BURKE ENGINEERING LTD.  
902 N. High Road, Suite 100  
Mundelein, IL 60061  
(847) 824-8888

LAKE COUNTY RECORDS SECTION 09-00088-18-WR







**EXHIBIT D**  
**LEGAL DESCRIPTIONS**

ROUTE: Aptakisic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0001TE-B  
STATION: 12+00.08 to 12+80.12  
INDEX NO.: 15-19-402-001

That part of Lot 1 in Ballybunion Golf Subdivision, being a subdivision in the Southeast Quarter of Section 19, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded April 1, 1987 as document no. 2550851 in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Beginning at the southeast corner of said Lot 1; thence North 89 degrees 57 minutes 49 seconds West, a distance of 80.00 feet along the south line of said Lot 1 (also being the north right-of-way line of Aptakisic Road, A.K.A. County Highway 33); thence North 00 degrees 02 minutes 11 seconds East, 10.00 feet; thence South 89 degrees 57 minutes 49 seconds East, 80.04 feet to a point on the east line of said Lot 1; thence South 00 degrees 14 minutes 31 seconds West, 10.00 feet to the point of beginning.

Said temporary easement containing 0.018 acres, more or less.



ROUTE: Aptakisic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0002TE  
STATION: 9+81.02 to 13+10.39  
INDEX NO.: 15-30-200-003

That part of the Northeast Quarter of Section 30, Township 43 North, Range 11 East of the Third Principal Meridian in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Commencing at the northeast corner of said Northeast Quarter; thence South 00 degrees 18 minutes 28 seconds East, a distance of 60.00 feet along the east line of said Northeast Quarter to the point of beginning; thence continuing South 00 degrees 18 minutes 28 seconds East, 10.00 feet along said east line; thence North 89 degrees 57 minutes 49 seconds West, 329.64 feet along a line 70.00 feet south of and parallel with the north line of said Northeast Quarter to a point on the east line of Outlot A in Sunset Grove Subdivision, being a subdivision in said Northeast Quarter according to the plat thereof recorded September 23, 2010 as document no. 6648694; thence North 00 degrees 19 minutes 23 seconds West, 10.00 feet along said east line to the northeast corner of said Outlot A; thence South 89 degrees 57 minutes 49 seconds East, 329.64 feet along a line 60.00 feet south of and parallel with the north line of said Northeast Quarter to the point of beginning.

Said temporary easement containing 0.076 acres, more or less.

ROUTE: Aptakistic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0003TE  
STATION: 12+80.08 to 13+10.66  
INDEX NO.: 15-20-302-015

That part of Outlot A in Briarcrest Subdivision, being a subdivision in the Southeast Quarter of Section 19 and the Southwest Quarter of Section 20, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded September 1, 1988 as document no. 2716884 in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Beginning at the most southerly - southeast corner of said Outlot A (said most southerly - southeast corner being a point on the west line of said Southwest Quarter of Section 20); thence North 89 degrees 57 minutes 49 seconds West, a distance of 30.34 feet (29.69 feet record) along the south line of said Outlot A (also being the north right-of-way line of Aptakistic Road, A.K.A. County Highway 33) to the most southerly - southwest corner of said Outlot A; thence North 00 degrees 14 minutes 31 seconds East, 10.00 feet along the most southerly - west line of said Outlot A; thence South 89 degrees 57 minutes 49 seconds East, 30.33 feet along a line 10.00 feet north of and parallel with said south line of Outlot A to a point on the most southerly - east line of said Outlot A (said most southerly - east line being the west line of said Southwest Quarter of Section 20) ; thence South 00 degrees 10 minutes 42 seconds West, 10.00 feet along said most southerly - east line to the point of beginning.

Said temporary easement containing 0.007 acres or 303 square feet, more or less.

ROUTE: Aptakisic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0004TE  
STATION: 13+10.66 to 17+40.17  
INDEX NO.: 15-20-300-013 & 15-20-300-014

That part of the South Half of the Southwest Quarter of the Southwest Quarter of Section 20, Township 43 North, Range 11 East of the Third Principal Meridian in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Commencing at the southwest corner of said Southwest Quarter; thence North 00 degrees 10 minutes 42 seconds East, a distance of 50.00 feet along the west line of said Southwest Quarter to the point of beginning; thence continuing North 00 degrees 10 minutes 42 seconds East, 15.00 feet along said west line to a point on a line 65.00 feet north of and parallel with the south line of said Southwest Quarter; thence North 89 degrees 46 minutes 02 seconds East, 89.41 feet along said parallel line; thence South 00 degrees 13 minutes 58 seconds East, 5.00 feet; thence North 89 degrees 46 minutes 02 seconds East, 340.00 feet; thence South 00 degrees 13 minutes 58 seconds East, 10.00 feet to a point on a line 50.00 feet north of and parallel with the south line of said Southwest Quarter; thence South 89 degrees 46 minutes 02 seconds West, 429.51 feet along said parallel line to the point of beginning.

Said temporary easement containing 0.109 acres, more or less.

ROUTE: Aptakistic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0008TE  
STATION: 22+38.18 to 24+88.25  
INDEX NO.: 15-29-101-008

That part of Lot 16 in Bridlewood Subdivision, being a subdivision in the Northwest Quarter of Section 29, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded June 1, 1989 as document no. 2797539 in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Beginning at the northeast corner of said Lot 16; thence South 25 degrees 42 minutes 24 seconds West, a distance of 11.13 feet along the easterly line of said Lot 16 to a point on a line 10.00 feet south of and parallel with the north line of said Lot 16 (said north line also being the south right-of-way line of Aptakistic Road, A.K.A. County Highway 33); thence South 89 degrees 41 minutes 00 seconds West, 245.21 feet along said parallel line to a point on the westerly line of said Lot 16; thence North 17 degrees 17 minutes 24 seconds East, 10.49 feet along said westerly line to the northwest corner of said Lot 16; thence North 89 degrees 41 minutes 00 seconds East, 246.92 feet (246.77 feet record) along said north line to the point of beginning.

Said temporary easement containing 0.056 acres, more or less.

ROUTE: Aptakistic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0009TE  
STATION: 24+83.38 to 26+41.94  
INDEX NO.: 15-29-101-009

That part of Lot 15 in Bridlewood Subdivision, being a subdivision in the Northwest Quarter of Section 29, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded June 1, 1989 as document no. 2797539 in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Beginning at the northeast corner of said Lot 15; thence South 00 degrees 00 minutes 19 seconds East, a distance of 10.00 feet along the east line of said Lot 15 to a point on a line 10.00 feet south of and parallel with the north line of said Lot 15 ( said north line also being the south right-of-way line of Aptakistic Road, A.K.A. County Highway 33); thence South 89 degrees 41 minutes 00 seconds West, 158.52 feet along said parallel line to a point on the westerly line of said Lot 15; thence North 25 degrees 42 minutes 24 seconds East, 11.13 feet along said westerly line to the northwest corner of said Lot 15; thence North 89 degrees 41 minutes 00 seconds East, 153.69 feet (153.73 feet record) along said north line to the point of beginning.

Said temporary easement containing 0.036 acres, more or less.

ROUTE: Aptakisic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 00010TE  
STATION: 26+37.28 to 31+12.95  
INDEX NO.: 15-20-301-032

That part of Outlot A in Briarcrest Two Subdivision, being a subdivision in the Southwest Quarter of Section 20, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded December 18, 1989 as document no. 2861096 in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Beginning at the southeast corner of said Outlot A; thence South 89 degrees 46 minutes 02 seconds West, a distance of 475.67 feet along the south line of said Outlot A (also being the south right-of-way line of Aptakisic Road, A.K.A. County Highway 33) to the southwest corner of said Outlot A; thence North 00 degrees 12 minutes 16 seconds East, 20.00 feet along the west line of said Outlot A; thence North 89 degrees 46 minutes 02 seconds East, 87.64 feet along a line 20.00 feet north of and parallel with said south line of Outlot A; thence South 00 degrees 13 minutes 58 seconds East, 10.00 feet; thence North 89 degrees 46 minutes 02 seconds East, 115.00 feet; thence North 00 degrees 13 minutes 58 seconds West, 25.00 feet; thence North 89 degrees 46 minutes 02 seconds East, 90.00 feet; thence South 00 degrees 13 minutes 58 seconds East, 20.00 feet; thence North 89 degrees 46 minutes 02 seconds East, 183.00 feet to a point on the east line of said Outlot A; thence South 00 degrees 15 minutes 32 seconds West, 15.00 feet along said east line to the point of beginning.

Said temporary easement containing 0.202 acres, more or less.

ROUTE: Aptakisic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0011TE  
STATION: 26+41.91 to 28+13.95  
INDEX NO.: 15-29-101-001

That part of Lot 1 in Edmunds Subdivision, being a subdivision in the Northwest Quarter of Section 29, Township 43 North, Range 11 East of the Third Principal Meridian, according to the plat thereof recorded November 20, 1957 as document no. 972708 in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Commencing at the northeast corner of said Lot 1; thence South 00 degrees 00 minutes 19 seconds East, a distance of 10.00 feet along the east line of said Lot 1 to the point of beginning; thence continuing South 00 degrees 00 minutes 19 seconds East, 10.00 feet along said east line to a point on a line 20.00 feet south of and parallel with the north line of said Lot 1 (said north line also being the south right-of-way line of Aptakisic Road, A.K.A. County Highway 33); thence South 89 degrees 46 minutes 02 seconds West, 172.00 feet along said parallel line to a point on the west line of said Lot 1; thence North 00 degrees 00 minutes 19 seconds West, 10.00 feet along said west line; thence North 89 degrees 46 minutes 02 seconds East, 172.00 feet along said north line to the point of beginning.

Said temporary easement containing 0.039 acres, more or less.

Exhibit D

ROUTE: Aptakistic Road (County Highway 33)  
SECTION: 09-00088-18-WR  
COUNTY: Lake  
JOB NO.: P-91-142-13  
PARCEL NO.: 0015TE  
STATION: 36+32.92 to 39+63.26  
INDEX NO.: 15-29-100-004 & 15-29-100-005

That part of the East Half of the Northwest Quarter of Section 29, Township 43 North, Range 11 East of the Third Principal Meridian in Lake County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 Adjustment), with a combined scale factor of 0.99995760875, being described as follows:

Commencing at the northeast corner of Lot 1 in Edmunds Second Subdivision, being a subdivision in said East Half of the Northwest Quarter of Section 29, according to the plat thereof recorded June 11, 1958 as document no. 9927651; thence South 00 degrees 03 minutes 36 seconds West, a distance of 10.00 feet along the east line of said Lot 1 to a point on a line 50.00 feet south of and parallel with the north line of said Northwest Quarter of Section 29, said point being the point of beginning; thence North 89 degrees 46 minutes 02 seconds East, 330.27 feet along said parallel line to a point on the east line of said Northwest Quarter; thence South 00 degrees 02 minutes 41 seconds West, 10.00 feet along said east line; thence South 89 degrees 46 minutes 02 seconds West, 330.28 feet to a point on the east line of said Lot 1 in Edmunds Second Subdivision; thence North 00 degrees 03 minutes 36 seconds East, 10.00 feet along said east line to the point of beginning.

Said temporary easement containing 0.076 acres, more or less.



**EXHIBIT E**

**MUNICIPAL ACCEPTANCE FORM  
FOR NON-MOTORIZED FACILITIES**

FOR LCDOT USE ONLY	
Permit Number	



600 W. Winchester Road  
 Libertyville, IL 60048  
 Telephone: (847) 377-7400  
 hdpermits@lakecountyil.gov

## MUNICIPAL FACILITY ACCEPTANCE ON A COUNTY HIGHWAY

*(Please print or type)*

Municipality: Village of Long Grove  
 Mailing Address: 3110 Old McHenry Road, Long Grove, IL 60047  
 Website: https://www.longgroveil.gov/ Telephone: 847-634-9440

Being a municipal corporation in the State of Illinois, County of Lake, hereby requests permission from the County Engineer of Lake County to location and maintain the below described Municipal Facility within the right-of-way limits of a County Highway in accordance with the Lake County, IL Code of Ordinances, as amended. The Municipal Facility is described as follows:

1. **Name of County Highway:** Aptakisic Rd

2. **Location of Facility:** From: Route 83  
 (From street to street with offsets) To: Village limits at ~39+60

3. **Type of Municipal Facility** (check all that apply):  
 Street lighting                       Sanitary sewer line                       Water main/Water line  
 Sidewalk                                       Bike path                                       Other Enter text.

4. **Facility to be constructed by** (check all that apply):  
 Municipal Crew                       Contractor                       Developer  
 Other LCDOT Project

Name & Company: Enter text.  
 Mailing Address: Enter text.  
 Telephone Number: Enter text.                      Mobile Number: Enter text.  
 E-mail Address: Enter text.

Additional contact (if needed):  
 Name & Company: Enter text.  
 Mailing Address: Enter text.  
 Telephone Number: Enter text.                      Mobile Number: Enter text.  
 E-mail Address: Enter text.

5. **Comments** (if needed): Form encompasses a bike path on the north side of Aptakisic Road and a sidewalk on the south side of the road. See attached exhibit for more detail. Constructed as a part of #09-00088-18-WR

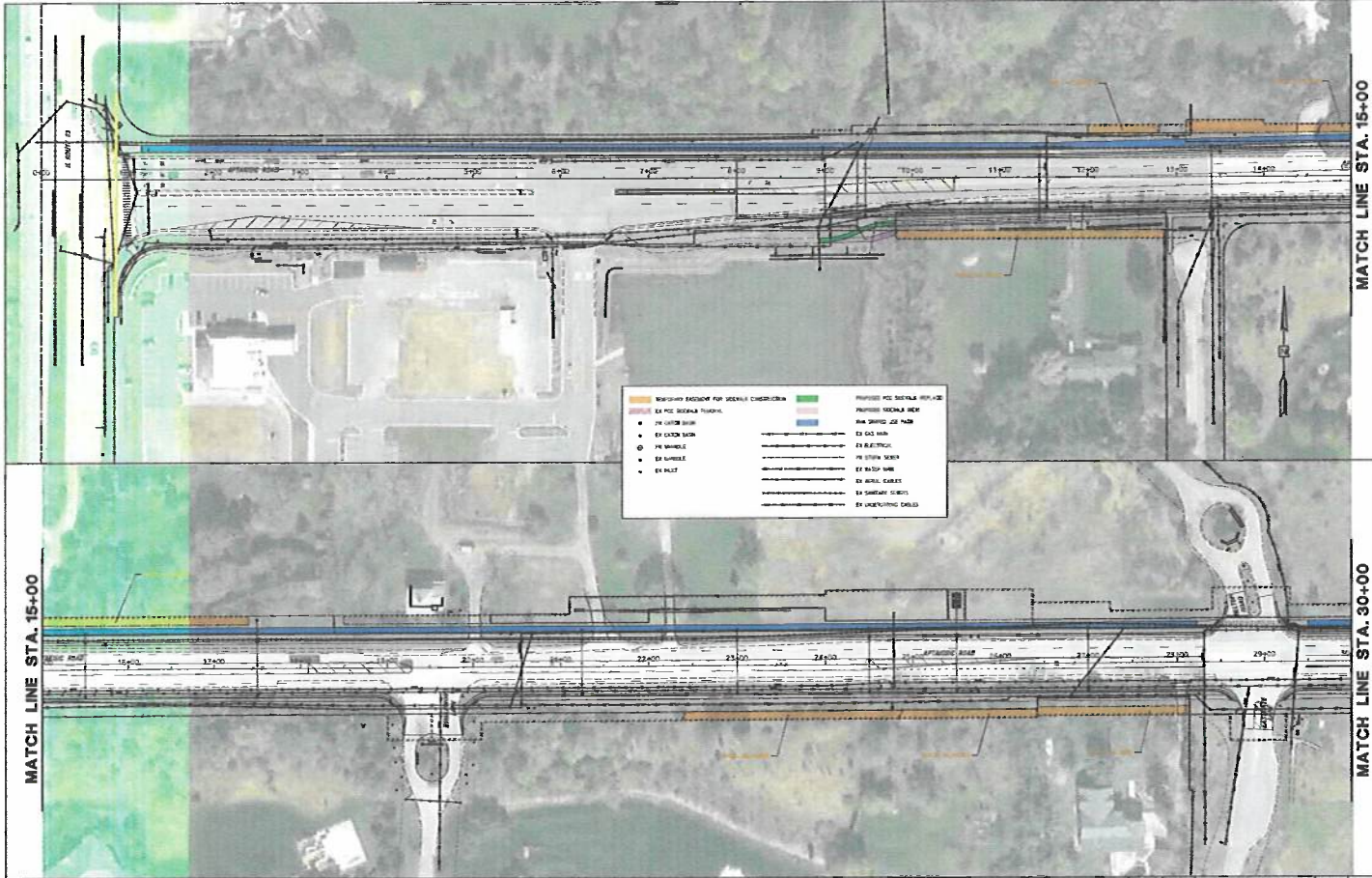
**NOTES:** This Acceptance is subject to the General Conditions as printed on the reverse side of the form. THIS APPLICATION IS ONLY VALID WHEN AN ORIGINAL SIGNATURE IS PROVIDED ON PAGE 2.

**GENERAL CONDITIONS FOR MUNICIPAL FACILITY ACCEPTANCE ON A COUNTY HIGHWAY**

1. In submitting this Acceptance, the Municipality agrees to comply with the various policies, conditions and requirements of the Lake County Division of Transportation, whether written or verbal and the Lake County, IL Code of Ordinances, as amended.
2. The Municipality shall supply, at its expense, such information or submittals as may be required for review and to make such changes or revisions as required by the Lake County Division of Transportation.
3. Lack of an immediate response to this form or any information or submittals supplied for review and/or comment shall not be construed as approval or acceptance by the County Engineer or the Lake County Division of Transportation, nor shall they be held responsible for any costs or delays due to the processing time required.
4. The review of the Municipal Facility shall be based on the primary use of the County Highway right-of-way for the safe and efficient movement of vehicular traffic and the maintenance and improvements needed to support such primary use.
5. The Lake County Division of Transportation shall not be responsible for providing room within the County Highway right-of-way for the Municipal Facility.
6. This Acceptance does not relieve the Municipality from complying with any statutes, regulations, ordinances or administrative orders of the Federal, State or County Governments or any political subdivision or administrative agencies that may apply to the Municipal Facility.
7. The Municipality shall obtain permission from the legal property owner of the County Highway right-of-way where the Municipal Facility will be located.
8. Unless otherwise stated in the issued Facility Permit, the Municipality and its successors and assigns shall be responsible for the following:
  - a. The operation and maintenance of the Municipal Facility within the County Highway right-of-way. Such operation and maintenance shall include keeping the Municipal Facility in a safe condition for use by the Public, not creating any hazardous conditions, providing any special maintenance which may include cleaning ice and snow from sidewalks or bike paths or additional mowing of adjacent turf areas, making changes or revisions to the Municipal Facility needed because of the maintenance operations of the Lake County Division of Transportation or use of the County Highway right-of-way by the General Public and restoring portions of the County Highway right-of-way disturbed by repairs, maintenance, extensions, service connections, and/or other work done to the Municipal Facility without a Facility Permit being issued.
  - b. Any additional costs to the County of Lake and/or its Division of Transportation for road improvements and/or maintenance work due to the location and/or use of the Municipal Facility within the County Highway right-of-way. Such costs can include adjustments needed to the Municipal Facility to accommodate said road improvements and/or maintenance work and/or damage to County Property and/or equipment.
  - c. For indemnifying, defending and holding harmless the County of Lake and the Lake County Division of Transportation including their elected and duly appointed officials, agents, employees and representatives from and against any and all claims, suits, actions, losses, expenses, damages, injuries, deaths, judgments and demands arising from and relating to the location and/or use of the Municipal Facility within the County Highway right-of-way regardless of any limitations of insurance coverage.
  - d. Other items as specified in the Lake County, IL Code of Ordinances, as amended.
9. If a separate application is made by an Applicant other than the Municipality to construct the Facility, then the Municipality, by submitting this Acceptance, hereby acknowledges that it will become the successor or assign of this Applicant for the said Facility.

**SIGNATURE BLOCK**

<p><b>ATTEST:</b></p>  <p>_____</p> <p align="center">Municipal Clerk</p> <p>_____</p> <p align="center">(Printed name of above signature)</p>	<p align="center"><b>FOR THE MUNICIPALITY:</b></p>  <p>By: _____</p> <p align="center">Municipal Mayor/President</p> <p>_____</p> <p align="center">(Printed name of above signature)</p> <p>Date: _____</p>
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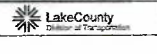
MATCH LINE STA. 15+00

MATCH LINE STA. 15+00

MATCH LINE STA. 30+00

- |  |                              |
|--|------------------------------|
| PROPOSED FACILITY FOR UTILITY CROSSING | PROPOSED POLYESTER REINFORCE |
| EXISTING POLYESTER REINFORCE           | PROPOSED SIDEWALK            |
| EXISTING SIDEWALK                      | NEW SIDEWALK                 |
| EXISTING CURB                          | NEW CURB                     |
| EXISTING MANHOLE                       | NEW MANHOLE                  |
| EXISTING CATCH BASIN                   | NEW CATCH BASIN              |
| EXISTING UTILITY                       | NEW UTILITY                  |
| EXISTING SIDEWALK                      | NEW SIDEWALK                 |
| EXISTING CURB                          | NEW CURB                     |
| EXISTING MANHOLE                       | NEW MANHOLE                  |
| EXISTING CATCH BASIN                   | NEW CATCH BASIN              |
| EXISTING UTILITY                       | NEW UTILITY                  |

NO.	REVISION / SYMBOL	DATE	BY	DESCRIPTION



**APTAKISIC ROAD RECONSTRUCTION**  
**VILLAGE OF LONG GROVE EXHIBIT A**

ROUTE	SECTION	SECTION NUMBER	SHEET	TOTAL SHEETS
CH33	088	09-00088-18-WR	100	324

FILE NAME: \\S:\GIS\Projects\09-00088\Long Grove Exhibit A.dwg



**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Gregory Jackson, Village Manager (Name/Title)

Date of request: March 2, 2023

Project Category: Water Distribution

Project Title: Water Extension to Aptakistic Road

Priority Level: DISC

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Expand water distribution from Sunset Grove across Aptakistic Road to the current Briarcrest LLC property.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

The Long Grove Fire Protection District is planning to construct a new fire department facility on the northside of Aptakistic Road across from Sunset Grove. The Fire Protection District is seeking to be supplied with municipal water/water service. The water infrastructure expense would be reimbursable by the Long Grove Protection District with that unit of government potentially recapturing the expense through new users. This capital improvement would position the Village to increase water users through potential connections with the Briarcrest, Bridlewood, and Eastgate subdivisions as well as any future development on the Bally Bunion/Oman Greenhouse properties.

**REQUESTED TIMELINE:**

It is recommended this capital improvement take place concurrently with the Lake County improvements to Aptakistic Road.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$350,000

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Gregory Jackson, Village Manager (Name/Title)

Date of request: March 2, 2023

Project Category: Equipment

Project Title: Electric Vehicle Charging Stations

Priority Level: DISC

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Installation of Electric Vehicle Charging (EVC) stations in the Stempel Municipal Lot.

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

As a leader in sustainability and environmental awareness the Village of Long Grove is the ideal municipality for the placement of EVCs. An electric vehicle charging station is equipment that connects an electric vehicle (EV) to a source of electricity to recharge electric cars, neighborhood electric vehicles and plug-in hybrids.



**REQUESTED TIMELINE:**

The Stempel Lot improvements were completed in 2022. As part of those improvements conduit was imbedded to allow for the future installation of EVCs. Staff recommended that installation be approved upon securing grant funding.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$15,000

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Gregory Jackson, Village Manager (Name/Title)

Date of request: March 2, 2023

Project Category: Tech/Comm

Project Title: Server Replacement

Priority Level: R/M

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION: (X Additional pages attached)**

Replacement of the Village information technology server by Heritage Technology Solutions.

**PROJECT JUSTIFICATION AND NEED: (X Additional pages attached)**

The server needs to be replaced because the Microsoft is discontinuing support for the server 2012 operating system. This means they will no longer be developing the patches for security and functionality for that operating system. Which would cause a potential vulnerability to the network. In addition, HTS is moving their clients from Webroot Antivirus Services to the next generation of security software services – Fortify Sentinel One. This change is due to the increased advancement of Malware attacks around the globe. Fortify uses A.I. (Artificial Intelligence) to monitor and detect system activity. Any abnormal activity on the system, Fortify will detect, lock down and alert their 24/7 SOC (Security Operations Center) services. The SOC will remediate along with HTS. Fortify allows for system image roll backs to restore the systems to the image prior to the attack. This is the latest in threat protection, detection and remediation. We are urging all our clients to move to this new service. Fortify Sentinel One will replace the current anti-virus and security suite that is invoiced with your monthly MSP.

**REQUESTED TIMELINE:**

In the interest of network security staff highly recommends that this replacement/maintenance take place in CY 2023. Staff is anticipating installation and implementation to be early fourth quarter 2023.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$17,456

Unknown

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Approved by CIP Committee      Date: 3.1.2023

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**Project # TC-2023-001  
Server Replacement  
Additional Pages**



Heritage Technology Solutions

13600 S. Kenton Ave  
Crestwood, IL 60445  
Phone: (708) 597-5005 Fax: (708) 597-5091  
www.htspc.net

## ESTIMATE

**Number** HTSQ3854  
**Date** 5/21/2022

Your Sales Rep is Ron Valdez ron.valdez@htspc.net

### Village Of Long Grove - Server 2022

Heritage Technology Solution is one of the area's premier technology companies and has remained a technical resource to commercial and government entities for over 37 years. With more than 20 employees, including over 12 technical engineers covering Chicago and Northwest Indiana, Heritage has extensive experience assessing, implementing, and managing the most complex data, voice and security networks.

Heritage maintains a 6,000 square foot, two-story building in Crestwood, Illinois. The facility features a Network Operations Center (NOC) that enables Heritage to monitor, update, and manage its clients' computer systems. Heritage also has a second service location with a backup data center located in Merrillville, Indiana. This redundancy allows Heritage to remain operational and servicing clients during even the worst storms and disasters.

Throughout its history, Heritage's team has focused on their clients and staying customer centric rather than vendor, or manufacturer, centric.

This has allowed Heritage to have long standing relationships with its clients, including some that span over 37years. Heritage's key to success has always been to stay focused on the client and be flexible to meet the client's ever-changing needs



This estimate is intended to be used as preliminary information for determining the feasibility of Server Replacement. Neither party is contractually bound by this estimate. A formal proposal can be provided at the request of the customer.

Qty	Item	Unit Price	Ext. Price
1	HPE DL20 GEN10+ E-2336 1P 16G 4SFF SVR PL-4Q	\$3,450.85	\$3,450.85
3	HPE 16GB 1RX8 PC4-3200AA-E STND KIT PL-SI	\$341.99	\$1,025.97
4	HPE 2 TB Hard Drive - 2.5" Internal - SATA (SATA/600) - Server, Storage System Device Supported - 7200rpm	\$534.73	\$2,138.92
1	HPE 500W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit - 230 V AC, 380 V DC	\$167.97	\$167.97
1	HPE Microsoft Windows Server 2022 Standard Edition - License - 16 Core - OEM - Reseller Option Kit (ROK) - PC	\$1,158.99	\$1,158.99
1	HPE Microsoft Windows Server 2022 - License - 5 User CAL - OEM - PC	\$283.99	\$283.99
1	HPE Pointnext Tech Care Basic with Defective Media Retention - Extended Service - 3 Year - Service - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor	\$650.00	\$650.00
1	Labor:	\$5,004.00	\$5,004.00
	1. Build and configure server		
	2. Install roles/features		
	3. Add to domain and transfers roles		
	4. Create hyperv environment		
	5. Build new BSA server (bsa will need to be involved to install)		
	6. Move Windows 10 vm (siedler)		
	7. Move data and create shares		
	8. Update mappings and data connections		



Monthly Recurring Services Cost: \$0.00	<b>Total</b>	<b>\$13,880.69</b>
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Please contact me if I can be of further assistance.  
BSA will need to be involved in transferring thier software

Labor includes:



Heritage Technology Solutions

13600 S. Kenton Ave  
Crestwood, IL 60445  
Phone: (708) 597-5005 Fax: (708) 597-5091  
www.htspc.net

## ESTIMATE

Number	HTSQ3901
Date	4/22/2022

Your Sales Rep is Ron Valdez ron.valdez@htspc.net

### Village Of Long Grove - Fortify

Heritage Technology Solution is one of the area's premier technology companies and has remained a technical resource to commercial and government entities for over 37 years. With more than 20 employees, including over 12 technical engineers covering Chicago and Northwest Indiana, Heritage has extensive experience assessing, implementing, and managing the most complex data, voice and security networks.

Heritage maintains a 6,000 square foot, two-story building in Crestwood, Illinois. The facility features a Network Operations Center (NOC) that enables Heritage to monitor, update, and manage its clients' computer systems. Heritage also has a second service location with a backup data center located in Merrillville, Indiana. This redundancy allows Heritage to remain operational and servicing clients during even the worst storms and disasters.

Throughout its history, Heritage's team has focused on their clients and staying customer centric rather than vendor, or manufacturer, centric.

This has allowed Heritage to have long standing relationships with its clients, including some that span over 37years. Heritage's key to success has always been to stay focused on the client and be flexible to meet the client's ever-changing needs





This estimate is intended to be used as preliminary information for determining the feasibility of Upgrade Network Security. Neither party is contractually bound by this estimate. A formal proposal can be provided at the request of the customer.

Qty	Item	Unit Price	Ext. Price
16	Fortify Security - Annual	\$180.00	\$2,880.00
1	Uninstall webroot and install Fortify on 16 endpoints	\$695.00	\$695.00
Monthly Recurring Services Cost: \$0.00		<b>Total</b>	<b>\$3,575.00</b>

Please contact me if I can be of further assistance.

Labor includes:

**CAPITAL IMPROVEMENT PROJECT REQUEST FORM**

This form is for use by Village staff and elected officials to propose or request a capital improvement project within the Village. A capital improvement project is an equipment, facilities or maintenance project anticipated to cost more than \$10,000. Requestor needs to complete both sides of this form and submit to the same to the Village Manager.

Request made by: Gregory Jackson, Village Manager (Name/Title)

Date of request: March 2, 2023

Project Category: Tech/Comm

Project Title: Computer Equipment for Elected Officials

Priority Level: DISC

Budget Year(s): FY 23/24

OBLG – Obligated  
R/M – Replacement/Maintenance  
ESST - Essential  
DISC – Discretionary  
*Descriptions on final page of the request*

**PROJECT DESCRIPTION:** ( Additional pages attached)

Issuance of Surface Pro tablets to the Village Board (President, Trustees, Clerk)

**PROJECT JUSTIFICATION AND NEED:** ( Additional pages attached)

Currently Village Board officials are utilizing personal devices to conduct Village business.

**REQUESTED TIMELINE:**

Staff has this discretionary item funded in FY 23/24.

**PROPOSED FUNDING SOURCE:**

TBD

**PRELIMINARY COST ESTIMATE:**

TOTAL: \$20,000

Unknown

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Approved by CIP Committee      Date: \_\_\_\_\_

Disapproved by CIP Committee      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

Approved by Village Board      Date: \_\_\_\_\_

Disapproved by Village Board      Date: \_\_\_\_\_

Deferred by CIP Committee      Date: \_\_\_\_\_

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

**Priority Levels**

**Obligated (OBLG)** – the Village has entered into a contract or agreement to complete the project, or the project is obligated by State, Federal, or other environmental regulations.

**Replacement/Maintenance (R/M)** – this is part of an ongoing infrastructure or equipment maintenance program or scheduled replacement program.

**Essential (ESST)** – projects that, in staff's opinion, are necessary to continue providing basic services, or are necessary to maintain the health, safety, and welfare of the community.

**Discretionary (DISC)** – projects that are needed or desired, but do not fall into any other of the three categories.

**Project # TC-2023-002**  
**Computer Equipment for Elected Officials**  
**Additional Pages**



Heritage Technology Solutions

13600 S. Kenton Ave  
Crestwood, IL 60445  
Phone: (708) 597-5005 Fax: (708) 597-5091  
www.htspc.net

Your Sales Rep is Ron Valdez ron.valdez@htspc.net

## PROPOSAL

Number HTSQ4208  
Date 3/2/2023

### Village Of Long Grove - Board Surface Pro

#### Term of Agreement

This Agreement between Village Of Long Grove , herein referred to as Client, located at 3110 Old McHenry Rd., Long Grove, IL 60047-9635 and Heritage Technology Solutions, hereinafter referred to as Service Provider, is effective and shall remain in force for the period of performance required to complete the engagement.

HTS intends to undertake the responsibilities noted herein. We imply that these services will be performed in a time conscious and professional manner. Our intention and our objectives are to perform these services with the minimal inconvenience to yourself and your staff. HTS shall not be liable for any damages caused by the delay in furnishing services or other performance under this agreement. The sole and exclusive remedy for any breach of warranty, express or implied, including services furnished under this agreement and all other performance by HTS under or pursuant to this engagement shall be limited to the re-performance of any defective service provided by HTS and shall in no event include incidental or consequential damages.

The prices contained herein represent only the work that is clearly specified and outlined in the attached scope of work. If for any reason a work stoppage or delay is incurred due to unforeseen reason outside of this scope of work, the nature of the problem will be pointed out immediately. At that time, supplemental billing may be incurred outside of the scope of this agreement at the normal billing rate if special arrangements have not been made prior to the onset of this project.

For our objectives to be met, we request that Village Of Long Grove provide adequate facilities (i.e. space, power outlets, etc.). Additionally, it is understood that Village Of Long Grove is aware and acknowledge the following issues (*where applicable*):

- Greg Jackson of Village Of Long Grove will be the contact for the duration of this agreement. All installation, support, and problem-solving issues will be directed to HTS through this individual. If HTS is to provide other individuals ongoing information concerning the work/scheduling of HTS, it will be the customer's responsibility to provide HTS with the names of any additional individuals prior to HTS beginning the service call.
- The customer will allow authorized HTS employees to access all areas involved in the service call from 8:00 a.m. to 4:30 p.m. Monday through Friday or any other time or days needed as mutually agreed upon by both parties.
- Our engineering team will be given a temporary user account with administrator rights to all files, file directories and file subdirectories located throughout the network.
- The customer will have all furniture required for the placement of the workstations and/or LAN equipment (Hardware & Software) as specified in this proposal, on-site prior to the LAN services provided by HTS.



- All workstations will be able to support network client software.
  - Reliable, sufficient and recent full system backups must be present at all times.
  - Removal and disposal of current equipment is not included unless otherwise stated in Scope of Work.
  - Training is not included unless otherwise stated in Scope of Work.
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- Heritage Technology Solutions is not a certified compliance provider and does not offer certified compliance services of any kind -including but not limited to - assessments, audits, and consulting. This includes but is not limited to compliance related to the areas involving HIPAA, PCI, and GLBA. It is recommended that you engage with a 3rd party certified compliance provider for any of these needs.

**Taxes and Freight.** It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the state of use. Taxes and freight to be billed on final invoice.

**Cancellations/Returns.** All sales are considered final. Any order cancellations must be pre-approved by the manufacturer and/or the distributor and are subject to restock fees and any other fees associated with the cancellation. Any support services provided before or during the cancellation or returns are due immediately. Defective merchandise can be exchanged for identical product only.

**Master Services Agreement.** This agreement is incorporated as an addendum to the MSA. These are the additional clauses that are incorporated to that agreement and only items specifically stated here will supersede the MSA, all other terms of the MSA remain in effect.



**Services Delivered**

Qty	Description	Unit Price	Ext. Price
8	Microsoft Surface Pro 8 Tablet - 13" - Core i5 - 8 GB RAM - 512 GB SSD - Windows 10 - Platinum - 2880 x 1920 - PixelSense Display - 5 Megapixel Front Camera - 16 Hours Maximum Battery Run Time	\$1,249.00	\$9,992.00
8	Office 365 Business Standard YEAR ANNUAL	\$180.00	\$1,440.00
1	Labor: Prep, connect and Install 9 Surface Pros for Board, President and clerk	\$3,753.00	\$3,753.00

Please contact me if I can be of further assistance. Does not include Keyboard and E Pen Keyboard with E pen available for \$252.87/ea  If Hardware purchased from other vendor, Actual labor time will be invoiced at \$159/hr.	<b>SubTotal</b>	<b>\$15,185.00</b>
<b>Monthly Recurring Services Cost: \$0.00</b>	<b>Total (less tax and freight)</b>	<b>\$15,185.00</b>
	<b>Lease Options</b>	

**Acceptance of Proposed Work/Services.** IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

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Authorized Signature Village Of Long Grove Date

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Authorized Signature Heritage Technology Solutions Date