



**VILLAGE BOARD OF TRUSTEES
REGULAR MEETING NOTICE/AGENDA
MARCH 24, 2026, 7:00 PM**

**RICHARD T. FLICKINGER MUNICIPAL CENTER, COUNCIL CHAMBERS
6101 CAPULINA AVENUE, MORTON GROVE, IL 60053**

In accordance with the Illinois Open Meetings Act, all Village Board and Commission meetings are open to the public. This meeting can be viewed remotely via the live stream link found at: www.mortongroveil.org/stream. If an Executive Session is placed on the agenda, the meeting shall commence at 6:00 p.m. and the time between 6:00 p.m. and 7:00 p.m. shall be used for the Executive Session per 1-5-7:A of the Village of Morton Grove Municipal Code. If the Agenda does not include an Executive Session, the meeting will begin at 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - a. Regular Meeting – March 10, 2026
5. **Special Reports**
 - a. Dine Morton Grove Winners Announced
6. **Public Hearings - None**
7. **Plan Commission Reports - None**
8. **Residents' Comments (agenda items only)**
9. **President's Report – Administration, Council of Mayors, Northwest Municipal Conference, Dempster Street Corridor Steering Committee**
 - a. Proclamation: Earth Hour
 - b. Appointment of Kaitlyn Stone to Plan Commission/Zoning Board of Appeals
 - c. Appointment of Community and Economic Development Director Zoe Heidorn

10. **Clerk's Report** – *Family & Senior Services, Advisory Commission on Aging, Condominium Association, Maine Township*

11. **Staff Report**

a. **Village Administrator**

b. **Corporation Counsel**

12. **Reports by Trustees**

a. **Trustee Khan** – *Finance Department, Appearance Commission, (Trustee Travis)*

1) **Resolution 26-23:** Authorizing an Agreement with American Printing Technologies, Inc for Vehicle and Pet License Applications Printing, Vehicle License Tracking Software, and Vehicle License Sticker Fulfillment Services

b. **Trustee Minx** – *Fire Department, Fire Pension Board, Fire and Police Commission, Special Events Commission, RED Center, NIPSTA (Trustee Thill)*

c. **Trustee Shiba** – *Building Department, Environment & Natural Resources Commission, Legal Department, IT Department, Sawmill Station TIF (Trustee White)*

1) **Resolution 26-24:** Authorizing a Software License Renewal with BS&A Software LLC for Enterprise Resource Planning (ERP) Software for the Finance and Community Development Modules

d. **Trustee Thill** – *Public Works Department, SWANCC (Solid Waste Agency of Northern Cook County), MG-Niles Water Commission, Traffic Safety Commission (Trustee Minx)*

1) **Resolution 26-25:** Authorizing an Amendment to a Contract with Ciorba Group, Inc for Construction Engineering Services for Austin Avenue Improvements Project

2) **Resolution 26-26:** Guaranteeing Municipal Work Performed on State of Illinois Right-of-Way within the Village of Morton Grove

3) **Resolution 26-27:** Authorizing the Village Administrator to Execute Proposals with Ciorba Group, Inc for Developmental Reviews

e. **Trustee Travis** – *Police Department, Police Pension Board, Fire & Police Commission, Community Relations Commission, Niles Township Government (Trustee Khan)*

f. **Trustee White** – *Community & Economic Development Department, Economic Development Commission, Plan Commission/ Zoning Board, Lincoln/Lehigh TIF (Trustee Shiba)*

13. **Presentation of Warrants** –\$1,539,131.97

14. Other Business

15. Residents' Comments

16. Adjournment

**MINUTES OF A REGULAR MEETING OF THE PRESIDENT
AND THE BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE
RICHARD T. FLICKINGER MUNICIPAL CENTER COUNCIL CHAMBERS
MARCH 10, 2026**

CALL TO ORDER

- I. Village President Janine Witko convened the Regular Meeting of the Village Board at 7:00 p.m. in the Council Chambers of Village Hall and led the assemblage in the Pledge of Allegiance.
- II. Village Clerk Eileen Scanlon Harford called the roll. Trustees Saba Khan, Rita Minx, Ashur Shiba, John Thill, Connie Travis, and Keith White were present.

III.

APPROVAL OF MINUTES

Mayor Witko asked for a motion to approve the Minutes of the February 24, 2026 Regular Village Board Meeting as presented. Trustee Minx so moved, seconded by Trustee Khan.

Motion passed unanimously via voice vote.

IV.

SPECIAL REPORTS

Mayor Witko introduced Mike Simkins, Chairman of the Police and Fire Commission, to conduct the swearing in of three of Morton Grove's newest Police Officers and one new Fire Fighter.

1. Mr. Simkins invited Mayor Witko and Chief Weitzel to the podium. He then invited Senaid Dzeko to come to the podium with his family for his swearing in. First, though, he provided some background on Senaid.
 - a. Senaid was raised in the Albany Park neighborhood of Chicago, where he developed an early interest in public service and community safety. He began his law enforcement career with the Morton Grove Police Department in 2025, after graduating from the Illinois State Police Academy.
 - b. Senaid currently serves as a Patrol Officer with the MGPD, where he continues to develop his skills in law enforcement and community engagement. He values teamwork, professionalism, and building positive relationships with the residents he serves. Outside of his law enforcement duties, Senaid enjoys cycling and spending time with family and friends.
 - c. Mr. Simkins performed the swearing-in and the Board and assemblage welcomed Officer Dzeko warmly.

- IV. **SPECIAL REPORTS** (continued)
2. Next, Mr. Simkins invited Connor Solms and his family to the podium. Connor shared that he had brought his wife Molly, his dad Carl, and his godfather with him tonight.
 - a. Mr. Simkins gave some background on Connor. Connor was raised on the south side of Chicago and graduated from Walter Payton College Preparatory High School in 2013. Following graduation, he joined the U.S. Forest Service where he served as a wildland firefighter. During his eight-year tenure, he worked on engine crews, handcrews, a short-haul rescue helicopter team, and an interagency hotshot crew. Throughout his career, he responded to wildland fires in 26 states and led an initiative to train, equip, and credential EMS providers across multiple federal and local government agencies. In 2020, Connor joined the Illinois Air National Guard, where he served for two years with the 168th Air Support Operations Squadron.
 - b. Connor began his law enforcement career in 2022 with the Park Forest Police Department and joined the Morton Grove Police Department in 2025. He currently serves the department as a Tactical Medicine Instructor, CPR Instructor, Drone Operator, and Peer Support Officer. In his free time, Connor enjoys hiking, paddleboarding, and continuing his education as he works toward completing his bachelor's degree in Political Science at Northern Illinois University.
 - c. Mr. Simkins administered the Oath of Office to Connor. Molly the pinned on Connor's badge and the Board and assemblage enthusiastically welcomed Officer Solms.
 3. Mr. Simkins then introduced Cyla Dunican, who had with her tonight her parents and sister. He provided some background on Cyla. She was raised in the sought suburbs of Chicago and graduated from Lincoln-Way East High School in 2017. She went on to attend Northern Illinois University, where she earned a bachelor's degree in Criminal Justice and Sociology in 2021.
 - a. In 2023, Cyla began her law enforcement career as an Investigator with the Cook County State's Attorney's office. In this role, she served as a task force officer assigned to the Internet Crimes Against Children (ICAC) Unit. Through this assignment, she also worked with the Illinois Department of Corrections Sex Offender Unit, where she specialized in investigations involving violent crimes against children and child pornography.
 - b. In 2025, Cyla joined the Morton Grove Police Department, currently serving as a Patrol Officer.
 - c. Mr. Simkins swore Cyla in and her dad pinned on her badge. The Board and assemblage heartily welcomed Officer Dunican to the MGPD.
 4. Next, Mr. Simkins, joined now by Chief Kennedy, introduced Eugene In, the newest addition to the Morton Grove Fire Department. Eugene was accompanied by his mom, a sister, and a brother-in-law. Mr. Simkins gave some background on Eugene.
 - a. Eugene officially began his service with the Morton Grove Fire Department on March 2. He earned his Paramedic Certification from the Advocate Luther General Paramedic Program in June of 2024. Eugene graduated from the Romeoville Fire Academy in July of 2025.

IV. **SPECIAL REPORTS** (continued)

- b. Eugene was born and raised in Northbrook. He attended Glenbrook North High School before continuing his education at Loyola University Chicago, where he earned his bachelor's degree in Computer Science in May of 2021. Before joining the Morton Grove Fire Department, he proudly served as a Firefighter/Paramedic with the Norwood Park Fire Protection District, beginning in April of 2025.
- c. Following the passing of his father in 2025, Eugene moved back home to support his mother during that difficult time. Family means everything to him, and that sense of commitment and responsibility is what he brings to this profession. Eugene is honored to begin this chapter with the Morton Grove Fire Department and he looks forward to serving the Morton Grove community for many years to come.
- d. Mr. Simkins administered the Oath of Office and Eugene's mom pinned on his badge. Firefighter In was welcomed warmly by the Board and the assemblage.

That concluded Mr. Simkins report. Mayor Witko thanked him for all his efforts.

V. **PUBLIC HEARINGS**

NONE

VI. **PLAN COMMISSION REPORTS**

NONE

VII. **RESIDENTS' COMMENTS (AGENDA ITEMS ONLY)**

NONE

VIII. **PRESIDENT'S REPORT**

- 1. Mayor Witko gave a report on 5935 Lincoln Ave. She said that, this past weekend, the residents at 5935 Lincoln experienced a very scary event in which a support column failed. The Village's Police, Fire, and Building Departments immediately responded to assess the situation and helped evacuate of the 28 unity within building, including rescue via their balconies due to doors being unable to open for some units following the support beam collapse. Thankfully and most importantly, there were no injuries and all of the several dozen people in the building at the time escaped safely along with their pets, who were then housed with Wright Way Rescue.
- a. Mayor Witko continued, saying that the building was temporarily stabilized and assessed by structural engineers to determine the damage caused by this failure.

VIII. **PRESIDENT'S REPORT** (continued)

- b. The structural engineers also reviewed all the other support beams to assess the safety of the building. The Village is actively engaging the residents impacted by this situation to make them aware of resources available through the community, including Niles Township and other non-profits and religious organizations who have committed to supporting these displaced residents.
 - c. Mayor Witko said, "As our community knows, we have the best public safety in the country. Tonight I would ask that the audience join me in thanking our Firefighters, Police personnel, Building Department and Public Works staff who responded that night. I hope the audience will join me in thanking our staff for their incredible professionalism during the response efforts."
 - d. The mayor said we are fortunate to be surrounded by amazing communities. On the night of the collapse, Morton Grove had police and fire representatives from almost three dozen jurisdictions who helped to secure the street and provide traffic control, and to make sure that the residents were safely evacuated. She also thanked all of the organizations and elected officials who have reached out to offer assistance to us. She specifically thanked:
 - Wright Way Rescue (Mayor Witko said they were wonderful)
 - State Senator Ram Villivalam
 - State Representative Mike Kelly
 - Cook County Commissioner Josina Morita
 - Niles Township
 - MCC
 - American Red Cross
 - Morton Grove Foundation (who provided \$20,000 to help the displaced residents)
 - e. Mayor Witko said she is committed to ensuring that this type of emergency doesn't happen again. To the end, she said staff will be inspecting similar buildings throughout the Village to determine if there are any signs of deterioration or damage to support columns, and work with property owners to address any issues or concerns.
 - f. Lastly, Mayor Witko said, residents have been asking about how they can help. She said anyone interested in donating money to support these resident can make a donation to the American Red Cross, and mark your donation as going towards the Morton Grove Building on Lincoln Avenue.
2. Mayor Witko said the Village will be hosting its first Senior Expo on Friday, March 13, from 9am to noon at the Civic Center. This free event will feature complementary refreshments for residents, and will provide an opportunity for residents to connect with local service providers and obtain educational materials on health, wellness, transportation, housing, and more.
 3. Mayor Witko invited all interested persons to attend a presentation regarding the Dempster Street Plan at the Civic Center starting at 6:00 pm. Recommendations for the Corridor will be presented and discussed. Refreshments will be served, and attendees will have the opportunity to win a \$100 gift card. For more information, please visit plandempster.org.

VIII. **PRESIDENT’S REPORT** (continued)

- 4. Mayor Witko gave special thanks to the Muslim Community Center who provided lunch to Village staff and first responders this week from Pita Inn in celebration of Ramadan. She thanked the MCC for their kindness and sense of community, and wished them Ramadan Mubarak!
- 5. Mayor Witko congratulated Jerika Gill, who is a special education teacher at Julia S. Molly school in Morton Grove. Ms. Gill was a finalist who received a 2026 Golden Apple Award for Excellence in Teaching. She is one of 30 Illinois finalists who teach 4th through 8th grade out of 600 finalists. Mayor Witko thanked Ms. Gill and all the teachers in Morton Grove for all that they do for this community.

IX. **CLERK’S REPORT**

- 1. Clerk Scanlon Harford presented **Resolution 26-22, Approving Destruction of Verbatim Records of Closed Session Meetings of the Village Board of Trustees.**
 - a. She explained that, pursuant to the Illinois Open Meetings Act, the Village has approved written minutes and maintains audiotaped recordings of all meeting of the Village Board of Trustees that are closed to the public (collectively, “Closed Meetings”). The Act allows the Village to destroy audio recordings of meetings which have been approved in written minutes and are over 18 months old. The Village President and Board of Trustees have reviewed all written minutes of Closed Meetings minutes and have determined that all Closed Meetings not previously released to the public should remain confidential, and it is in the best interests of the Village to destroy the audiotaped recordings of those Closed Meetings occurring prior to September 10, 2024.
 - b. This Resolution authorizes the destruction of all recordings of Closed Meetings prior to September 10, 2024.

Clerk Scanlon Harford asked for a motion and second for Resolution 26-22.

Trustee Travis moved to approve Resolution 26-22, seconded by Trustee White.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

- 2. Clerk Scanlon Harford announced that early voting has begun. Morton Grove is once again hosting an early voting site at the American Legion Memorial Civic Center at 6140 Dempster Street. The last day for early voting is Monday, March 16. Early voting hours are 9:00 am to 5:00 pm Monday through Saturday, and from 10:00 am to 4:00 pm on Sundays.

X. **STAFF REPORTS**

A. Village Administrator:

Mr. Meyer had no formal report this evening.

B. Corporation Counsel:

Corporation Counsel Liston had no formal report this evening.

XI. **TRUSTEES' REPORTS**

A. Trustee Khan:

Trustee Khan had no formal report this evening.

B. Trustee Minx:

1. Trustee Minx presented **Resolution 26-16, Authorization to Execute a Repair Agreement with Midwest Air Pro, Inc. of Chicago, Illinois.**

- a. She explained that the Morton Grove Fire Department has identified the need to refurbish the exhaust extraction systems at both fire stations. The exhaust extraction systems limit the harmful effects of diesel exhaust inside the buildings. The current systems have been in constant use since 2004, with no upgrades. The refurbishment will provide modifications for future operations and apparatus changes, as well as upgrade the systems to modern specifications and prevent costly repairs. The fiscal impact of this Resolution is \$100,000.00.

Trustee Minx moved to approve Resolution 26-16, seconded by Trustee Travis.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

- 2. Trustee Minx reminded the assemblage, "If you're curious about what Morton Grove Police Officers and Firefighters do, please join us for the Citizens Police and Fire Academy. The Academy runs every Wednesday from 6:30pm to 8:30pm. The Academy begins on March 18 and will end on May 20, 2026. To sign up, please visit www.mortongroveil.org."

XI. **TRUSTEES' REPORTS** (continued)

C. Trustee Shiba:

Trustee Shiba had no formal report this evening.

D. Trustee Thill:

Trustee Thill had five (5) resolutions to present this evening:

1. **Resolution 26-17, Authorizing the Sale of Surplus Village Vehicles and Equipment.**

- a. This Resolution will authorize the sale of five (5) Village-owned surplus vehicles on March 17 at a Joint Municipal Auction organized by the Northwest Municipal Conference (NWMC).
- b. Ordinance 05-27 authorizes the Village to sell, by Resolution of the Village Board, obsolete or surplus vehicles and personal property with an estimated value over one thousand dollars (\$1,000.00), which, in the opinion of the Finance Director and the Village Administrator, are no longer necessary or useful to the Village. The Public Works Department has done its annual review of all Village vehicles and equipment, and the Director of Public Works has identified five items that are no longer useful due to reasons such as age, maintenance costs, parts availability, and obsolescence. These items are considered surplus vehicles and equipment. The Finance Director and the Village Administrator concur with this assessment.
- c. The NWMC represents municipalities and townships within Cook, Lake, McHenry, Kane, and DuPage Counties and regularly organizes joint municipal auctions of surplus municipal vehicles and equipment. The Village has sold surplus vehicles and equipment through the NWMC's joint municipal surplus vehicle auctions in the past and has found this process cost-effective. The Village Administrator has recommended that the above-referenced Village vehicles and equipment be sold at the joint municipal auction of surplus vehicles conducted by the NWMC in conjunction with America's Auto Auction Chicago, which is scheduled to take place in Crestwood, IL on March 17. This Resolution approves the sale of these surplus vehicles and equipment at the joint municipal auction organized by the NWMC.

Trustee Thill moved to approve Resolution 26-17, seconded by Trustee Minx.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

2. **Resolution 26-18, Authorizing a Contract with Dale, Inc. of New Lenox, IL for the 2026 Concrete Sawcutting Program.**

XI. **TRUSTEES' REPORTS** (continued)

D. Trustee Thill: (continued)

- a. As part of the Village’s annual Concrete Sawcutting Program, the Village hires a contractor to saw cut uneven sidewalk joints in the Village rights-of-way to eliminate trip hazards, improve public safety, and reduce liability. This contract was bid through a public process in accordance with the Village Code. Three bids were received. Dale, Inc. of New Lenox, IL was the lowest qualified bidder with a bid amount of \$52,000.00, which is \$8,000.00 less than the budgeted funding. Since the bid is based on unit pricing, the final contract price will depend on the number of units the Village determines are necessary. This Resolution will authorize a contract with Dale, Inc. for the 2026 Concrete Sawcutting Program in an amount not to exceed \$54,600.00 to capture anticipated needs and provide for a 5% contingency for potential needs of the Village. This contract must conform to the requirements of the Prevailing Wage Act. The fiscal impact of this Resolution is \$60,000.00.

Trustee Thill moved, seconded by Trustee White, to approve Resolution 26-18.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

3. **Resolution 26-19, Authorizing a Professional Services Agreement with Raftelis Financial Consultants, Inc. of Kansas City, Missouri for the 2026 Analysis of Water Utility Costs and Water Rate Analysis for the Village of Morton Grove.**

- a. This Resolution will authorize a comprehensive water utility cost of service and water rate analysis to ensure full cost recovery, maintain reserve levels, support implementation of the Capital Improvement Program (CIP), and establish a multi-year rate structure.
- b. The Village of Morton Grove owns and operates a municipal water utility (“Utility”). The Utility is responsible for all operational, maintenance, debt service, and capital improvement costs associated with providing potable water service to Village residents and businesses.
- c. Given evolving operational costs, regional wholesale water considerations, infrastructure investment needs, and long-term capital planning requirements, Village staff determined that an updated 2026 analysis is necessary to:
 - Ensure full cost recovery within the Enterprise Fund
 - Evaluate reserve policies and financial sustainability
 - Align projected revenues with the Capital Improvement Program
 - Develop a multi-year rate structure to promote predictability and stability
 - Capture any changes that have occurred since the last water rate analysis in 2008
- d. On January 15, 2026 the Village issued a Request for Qualifications and Request for Proposals (RFQ/RFP) seeking professional consulting services for a comprehensive cost-of-service and rate analysis.

XI. **TRUSTEES’ REPORTS** (continued)

D. Trustee Thill: (continued)

Twenty-three (23) firms downloaded the solicitation, and six (6) complete proposals were received by the February 5th deadline. Proposals were evaluated in accordance with the published criteria, including the proposed technical approach, project team, and overall qualifications. Following the evaluation, Village staff determined that Raftelis Financial Consultants, Inc. of Kansas City, MO (dba Raftelis) was the most qualified firm to perform the analysis for a total cost of \$39,978.00.

- e. Approval of this Resolution authorizes the Village Administrator to negotiate and execute a Professional Services Agreement with Raftelis to complete the 2026 Water Utility Cost of Service and Water Rate Analysis.
- f. The 2026 Budget included \$35,000 for this study. The total cost is expected to be \$39,978.00, but it is anticipated that the water enterprise fund will be able to absorb this expense.

Trustee Thill moved to approve Resolution 26-19, seconded by Trustee Minx.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

4. **Resolution 26-20, Authorizing an Amendment to a Contract with Ciorba Group Inc. for Design Services for Lehigh Avenue Street Lighting Project.**

- a. The Village intends to install street lighting along Lehigh Avenue. Resolution 24-69 (approved in November of 2024) authorized design engineering services by Ciorba Group for the Lehigh Avenue Street Lighting Project. During project development, there was a desire to expand the scope, which required additional engineering effort. Cook County’s “Invest in Cook” funding program will cover a portion of the construction costs related to the additional work that necessitated extra design efforts. The fiscal impact of this Resolution is \$63,512.80, which will be comprised of \$22,685.80 from the original contract and \$40,827.00 from this supplemental work.

Trustee Thill moved, seconded by Trustee Travis, to approve Resolution 26-20.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

5. **Resolution 26-21, Appointing a Director and Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC).**

XI.

TRUSTEES’ REPORTS (continued)

D. Trustee Thill: (continued)

- a. SWANCC is an intergovernmental agency serving 23 municipalities, including Morton Grove. It was established in 1988 to facilitate effective, competitive, and environmentally sound collection, transportation, transfer, processing, treatment, storage, disposal, recover, and reuse of municipal waste for its members.
- b. The Board of Directors approves the yearly budget for the Agency and sets policy for the region’s long-term plan to manage the area’s solid waste. Every two years, the Village appoints a Director and Alternate Director(s) to serve on SWANCC’s Board of Directors to represent the Village’s interests. This Resolution will appoint Trustee John Thill as the Village’s Director and Village Administrator Charles L. Meyer as its Alternate Director.

Trustee Thill moved to approve Resolution 26-21, seconded by Trustee White.

Motion passes: 6 ayes, 0 nays.

Tr. Khan	<u>aye</u>	Tr. Minx	<u>aye</u>	Tr. Shiba	<u>aye</u>
Tr. Thill	<u>aye</u>	Tr. Travis	<u>aye</u>	Tr. White	<u>aye</u>

- 6. Trustee Thill announced that the Village is now accepting applications for the 50/50 Tree Planting Program. Participating residents with an open public parkway adjacent to their property can sign up to have a tree planted for a cost of only \$60 to the resident. To learn more, please visit the Village’s website.

E. Trustee Travis:

- 1. Trustee Travis announced that the Morton Grove Police Department is adopting the “Blue Envelope Program.” This is a free, voluntary initiative designed to improve interactions between law enforcement and drivers with autism, dementia, anxiety, or other communication challenges.
- 2. Trustee Travis reminded residents that the Village is offering FREE evergreen trees for residents to plant in their yards! The 2025 Winter Adopt-a-Planter Program evergreen trees are now available for residents to adopt. Sign up to receive one of these beautiful evergreen trees to plant on your property. Public Works staff will deliver the tree to your residence in April 2026. She noted that the trees must be planted on private property. They may not be planted in the public parkway or close to public walkways. With proper care, these trees can grow to 40 feet tall at full maturity, so plan accordingly. Trees will be given out on a first-come, first-served basis until all are claimed. To participate, please visit the Village’s Facebook page.

XI. TRUSTEES’ REPORTS (continued)

F. Trustee White:

Trustee White thanked the Village's first-responders again, and related that he and his family had lost their home due to a major fire, and it was 15 months before they could move back in. He cautioned the residents of the 5935 Lincoln Avenue building to make sure they carefully review their insurance policies.

XII.

WARRANTS

Trustee Khan presented the Warrant Register for March 10, 2026 in the amount of \$990,055.21. She moved to approve the Warrants as presented, seconded by Trustee Shiba.

Motion passes: 6 ayes, 0 nays.

Tr. Khan aye
Tr. Thill aye

Tr. Minx aye
Tr. Travis aye

Tr. Shiba aye
Tr. White aye

XIII.

OTHER BUSINESS

NONE

XIV.

RESIDENTS' COMMENTS

NONE

XV.

ADJOURNMENT

There being no further business before the Board, Trustee Minx moved to adjourn the meeting, seconded by Trustee Khan.

Motion passes unanimously via voice vote.

The meeting adjourned at 7:30 p.m.

PASSED this 24th day of March 2026.

Trustee Khan	_____
Trustee Minx	_____
Trustee Shiba	_____
Trustee Thill	_____
Trustee Travis	_____
Trustee White	_____

APPROVED by me this 24th day of March 2026.

Janine Witko, Village President
Board of Trustees, Morton Grove, Illinois

APPROVED and FILED in my office this 25th day of March 2026.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove, Cook County, Illinois

Minutes by Teresa Cousar

Proclamation

Village of Morton Grove

WHEREAS, our nation's use of energy continues to increase which is causing detrimental effects on the world's climate; and

WHEREAS, the sustainability of our nation's energy as well as the effects it is having on the world is a matter of importance to the residents of the Village of Morton Grove now and in the future; and

WHEREAS, it has been estimated turning off non-essential lights for one hour could save as much as fifteen percent of the energy consumed on an average Saturday night; and

WHEREAS, these energy savings could reduce carbon emissions into the air, preserve the natural resources used to produce this energy, and set a positive precedent for our nation, resulting in ongoing reduced costs for the Village's taxpayers and businesses of Morton Grove; and

WHEREAS, *Earth Hour* began in 2007 in Sidney Australia where companies, government departments, families, and individuals turned off non-essential lighting for one hour at 7:30 pm as a step towards reducing that city's green house gas pollution; and

WHEREAS, *Earth Hour* is an initiative to turn off the lights in cities around the world for one hour starting at 8:30 pm local time on March 28, 2009, which will help demonstrate working together each of us can make a positive impact on carbon dioxide emissions and the world's climate; and

WHEREAS, *Earth Hour* encourages communities, businesses, and individuals to take simple steps needed to cut these carbon dioxide emissions; and

WHEREAS, participation in *Earth Hour* would provide the residents of the Village of Morton Grove with insights into the impact of light pollution and allow them to witness first hand the benefits of regulating lighting.

NOW, THEREFORE, I, Janine Witko, Mayor of the Village of Morton Grove, Illinois, do hereby proclaim March 28, 2026, as

EARTH HOUR

in Morton Grove by recommending to all its residents and businesses to participate, on a voluntary basis, and turn off all non-essential lights from 8:30 pm to 9:30 pm on this date.

In Witness hereof, I have hereunto set my hand and caused to be affixed the seal of the Village of Morton Grove

Janine Witko, Village President

Legislative Summary

Resolution 26-23

AUTHORIZING AN AGREEMENT WITH AMERICAN PRINTING TECHNOLOGIES, INC., ARLINGTON HEIGHTS, ILLINOIS FOR VEHICLE AND PET APPLICATION PRINTING, VEHICLE LICENSE TRACKING SOFTWARE, AND VEHICLE STICKER FULFILLMENT SERVICES

Introduced:	March 24, 2026
Purpose:	To authorize an agreement with American Printing Technologies, Inc for vehicle and pet license application printing, vehicle license tracking software, and vehicle sticker fulfillment services.
Background:	The Village Code requires all vehicles registered in Morton Grove to have a Morton Grove vehicle sticker. There are approximately 20,000 vehicles registered to Morton Grove. The Village wishes to enter an agreement with American Printing Technologies, Inc for the printing of vehicle and pet license applications as well as the software for tracking vehicle stickers and vehicle sticker fulfillment services. American Printing Technologies, Inc has provided water bill printing services for the Village since 2011. The Village believes American Printing Technologies, Inc software will provide enhancements for better vehicle tracking than the current software. The cost for these services is determined per mailing or sticker, so the total cost is not known. The Village anticipates the total cost will be comparable to the cost of our current vendor.
Departments Affected	Finance Department
Fiscal Impact:	Not to Exceed \$35,000
Source of Funds:	General Funds - Account No. 02-20-12-55-2120
Workload Impact:	The management will be performed by the Finance Department.
Administrator Recommendation	Approval as presented.
2nd Reading:	Not Required
Special Considerations or Requirements:	None

Submitted by: Charles Meyer, Village Administrator
Reviewed by: Hanna Sullivan, Finance Director
Reviewed by: Teresa Hoffman Liston, Corporation Counsel

RESOLUTION 26-23

AUTHORIZING AN AGREEMENT WITH AMERICAN PRINTING TECHNOLOGIES, INC FOR VEHICLE AND PET LICENSE APPLICATION PRINTING, VEHICLE LICENSE TRACKING SOFTWARE, AND VEHICLE LICENSE STICKER FULFILLMENT SERVICES

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule government under the provision of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, the Village code requires all vehicles registered in Morton Grove to have a Morton Grove vehicle sticker; and

WHEREAS, there are approximately 20,000 vehicles registered to the Village of Morton Grove; and

WHEREAS, the Village wishes to enter an agreement with American Printing Technologies, Inc for the printing of vehicle and pet license applications as well as the software for tracking vehicle stickers and vehicle sticker fulfillment services.; and

WHEREAS, American Printing Technologies has provided water bill printing services for the Village since 2011.; and

WHEREAS, the Village believes American Printing Technologies software will provide enhancements for better vehicle tracking than the current software.; and

WHEREAS, the cost for these services is determined per mailing or sticker, so the total cost is not known, but the Village expects the total cost to be comparable to the current vendor.

WHEREAS, in a normal process, for the Village, several quotes would have been sought in a competitive process to find the lowest cost option for these services as the Village desired to develop its own database to manage vehicle stickers. However, the Village received a quote from American Printing Technologies to provide this service for the Village going forward and there are very few vendors who provide this service; and

WHEREAS, the services provided by American Printing Technologies are deemed to be superior than the Village's current vendor by the Village Administrator and to be unique and will provide a superior utility not obtainable from similar products, or not reasonably available in a competitive market. And therefore, pursuant to Section 1-9A-4 (B) of the Village Code American Printing Technologies is considered a sole source vendor, and this purchase is exempt from the competitive bidding process set forth in Section 1-9A-4(A) of the Village Code; and

WHEREAS, the Finance Department is looking for approval of an amount not to exceed \$35,000.

NOW, THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing whereas clauses into this Resolution as though fully set forth there in thereby making the findings as hereinabove set forth.

SECTION 2: The Corporate Authorities authorize the Village to enter into an agreement with American Printing Technologies, for vehicle and pet license application printing, vehicle tracking software, and vehicle sticker fulfillment services.

SECTION 3: The Village Administrator and Finance Director/Treasurer are hereby authorized to take all steps necessary to implement the agreement with American Printing Technologies.

SECTION 4: This resolution shall be in full force and effect upon its passage and approval.

Passed this 24th day of March 2026.

Trustee Khan _____
Trustee Minx _____
Trustee Shiba _____
Trustee Thill _____
Trustee Travis _____
Trustee White _____

Approved by me this 24th day of March 2026.

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
25th day of March 2026.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

American
Printing
Technologies, Inc.

PROPOSAL

January 5, 2026

Ms. Hanna Sullivan
Finance Director
Village of Morton Grove
6101 N Capulina
Morton Grove, IL 60053

Hanna,

As per your request, attached is the information and the cost associated with the management of your Vehicle Sticker Application (VSA) project including the website based software, sticker and possibly animal tag fulfillment services.

I feel that I am most qualified for this job because of the **Experience** that I have with this application. Since 1994 I have executed the complete production and mailing of this application successfully in **37 different municipalities**. During this time I have developed the skills and knowledge needed to make the mail file as accurate and profitable as possible. In addition, this experience has given me the opportunity to research and develop a website software that I feel is a great solution to help manage your needs for vehicle sticker and animal license processing.

Because of this experience, I feel our service is the best in the market place.

The following proposal is firm and irrevocable for one hundred eighty (180) days.

Sincerely,

Derek T. Singleton

Derek T. Singleton
President

Scope of Services

The following information is based on American Printing Technologies, Inc. (APT) managing the information website, programming, printing, mailing portion, data management and fulfillment portion of your vehicle sticker project. At APT we provide our clients with the option of outsourcing the design, printing, data processing, personalization, mailing service of their vital mailed business communications. APT are specialists in consultation and production, resulting in creative managed solutions with the outstanding attention given to quality, detail, accuracy and efficiency. APT offers website software for employees and resident use. The employees have a separate site in which they can view the vehicle and animal databases making record edits, adds, deletions or inactivation of records. A various amount of reports are available to track daily, monthly or year to date purchase activity.

A feature the website offers is **customization**. You will have the option of altering information on the software to meet your specific needs. Prior to going live you will be provided with screen shots of a current website that best meets your needs and you will have the option to modify the database and reporting information needed. A proofing and purchase testing period will occur prior to going live.

On the residents side of the website they will be able to enter the website either by a link that is on the Village's website or a separate address provided by APT. The mailed application will include an individual PIN. When the resident enters the welcome screen they will enter their PIN that will bring them to a screen showing a shopping cart of all of their records including animals. At which time they have the opportunity to purchase one or all of their records.

The purchase is then processed by your credit card vendor. Once the purchase is approved, your credit card vendor will then send a post back to the software that updates the record as paid with the credit card vendor's purchase transaction number. In addition, in the reports section of the website there will be a report of all of the transactions. This report will be used to fulfill the stickers and/or tags.

Finally, the Village has the opportunity to change fees, offer discounted rates or add penalty amounts at any time. The software also allows prorated fees.

Mailing of the Applications either Initially or Late Notices

Mailing Database

This entire process starts with the initial mailing and in order to have an effective mailing we need to create an effective mailing database. We could just process your current in house database and make the mailing. But APT has the capability of making the mailing database as accurate as possible. As a result, increasing revenue. The methods we use to accomplish this goal is in addition to using your current database we could add non-matched vehicle records and addresses from your GIS file or Utility Billing database and include non-matched addresses. Adding these additional records traditionally increases revenue.

In addition, we also use a National Change of Address Service (NCOA). What NCOA does is to perform "address hygiene" on each mailing address to conform it to meet postal regulations. This allows us to give you the lowest possible postal discount. Also, NCOA provides us with a listing of all the people who have moved out of the Village. We will not mail to these people. But on the other hand, we do not want to lose that address from the mailing file. So if we know who moved into the home we will send them an application with their vehicle information on it. If not, I will send to that address a blank application addressed to "Current Resident". NCOA also provides us with information of people who have moved from one Morton Grove address to a different Morton Grove address. We will also use the same recovery techniques as we do for the people who have moved out of Morton Grove.

Finally, NCOA provides us with an error code report that we could use to determine non-deliverable mail.

As a result of our pre-mailing programming utilizing NCOA, I feel confident that I will increase your revenue by making your mailing very accurate.

Mailing Quality Control Reports

Prior to mailing production APT produces a minimum of seven quality control reports to assure that your mailing file is as accurate as possible. You will have the opportunity to review these reports and sample applications prior to mailing. This allows you to delete or add records to the mailing file if necessary. As a result, you will be assured that the before mailing production work was executed flawlessly.

These reports include:

- Amount billed by vehicle and animal type
- Records retained, input and GIS / Utility Billing file (if applicable)
- Resident move-out of the Village report
- Resident move to another address within the Village report
- Quantity breakdowns
- Postal breakdown
- A PDF sample of every mailed application

Design of Applications

As stated in my cover letter, I have years of experience with Vehicle License Application mailing projects in 37 different municipalities with a strong track record and we are well known in the industry.

The design of the application and envelopes will be emailed to you via a PDF proof prior to print production. At which time, you will have an opportunity to make revisions if needed.

There will be two other key people working on the project and we will successfully perform the services by using a Planning Time Schedule. This schedule keeps us all in sink by matching a time line to the activities needed to mail the project out flawlessly.

Method of Print Component Production

Mailing Envelopes

On the face of the #10 sized window envelope there will be an ID bar explaining what the contents of the package include. In addition, we could print a tag line promoting online purchasing including the website address. You have the choice of having the resident going through your website to purchase their stickers which would link them to the APT website or they could go directly to the APT website. The reply envelope could be addressed going to the City or to the APT PO Box depending on who is providing sticker / tag fulfillment.

Mailed Applications

We have the capability of merging multiple vehicles and animals onto one document eliminating the need of inserting multiple sheets going into the package.

We provide the option of addressing the application to each individual within a household or one application to all individuals with the same surname within the household addressed to "Surname Residence".

This option reduces the production and postage cost on the job.

The application could include a barcode for each individual record or one barcode for all the records within the household. This barcode could be used for record searches on the APT website.

The application would include a personal PIN for online purchases and could include a location for the resident to handwrite their credit card payment information if needed. The backside of the application would include rates and instructional information. Finally, we have the capability to include a generic insert into the package if necessary.

Vehicle Licensing Software – Staff Member Portal

As mentioned, the APT Licensing Software offers two portals including one for Village Employees which allows them to complete a purchase by editing a record, adding a record or making a record inactive. The functionality of the software is set-up to help decrease their time to complete a transaction and to provide the resident with a receipt that includes all of their purchases and a history of purchases for the current year`s cycle.

In addition, designated staff members will have access to a series of financial reports that are customized to your needs. One of these reports will allow a specific staff member to tie-out their daily purchases. In addition, there are reports for the Finance Department to tie-out.

After the due date/s the current rates are changed to reflect the penalty rates.

Vehicle Licensing Software – Resident Portal

On the resident`s mailed application there will be a web address and a personal PIN they can use to purchase their stickers online. Once in the portal a shopping cart will allow them to purchase one or all of their stickers and/or tags. If you choose to do so we also can allow them to edit information, mark a vehicle as sold and finally they can add a new vehicle or animal to their purchase.

Once they have completed their purchase information they would click on a “purchase submit” button and that would take them directly to your designated credit card processor where their credit card information is entered and the transaction is completed. At no time will APT see or store any credit card information during this purchase.

Once the purchase is approved the credit card processor will send a post back to my software including the Payment Date, Amount Paid, Payment Method and the Purchase Transaction Number. Also, the record now will appear in the Fulfillment Report.

After the due date/s the current rates are changed to reflect the penalty rates.

Data Security

GoDaddy is the data host and they are protected by Web Trust certified SSL products.

Data Storage – Project data is backed up daily for the life of the project.

Ms. Hanna Sullivan

January 5, 2026

Page -7-

Fulfillment

You have the option of performing fulfillment internally or APT could manage that process for you either for a specified period of time or for the entire year`s cycle. APT could manage fulfillment for online and mail in purchases. Mail in purchases could include check deposits and credit card purchases.

For online purchases the APT fulfillment service includes accessing the fulfillment report several times a day looking for new purchases.

My team will update the record with the assigned sticker number, an internal code and a "mail on" date. Either on the same day or next day we will mail the stickers and or tags along with a letter detailing the record information and the assigned sticker / tag number. Each day I will email to you a PDF file of all of the letters mailed.

For all mailed in purchases the resident will receive a copy of their application with a handwritten sticker number on each line item corresponding to the enclosed stickers and/or animal tags.

**Example Planning Time Schedule
 Website Development**

<u>Implementation Activity</u>	<u>Target Date</u>
1. System and vehicles database (environment structure)	4/15/26
2. "System" user interface (menus, screens, security)	4/15/26
3. "Vehicle & Animals" user interface (resident view/payment portal)	4/15/26
4. Customer Customize screen development	4/16/26 – 4/30-26
5. Reports (base reports for "System, "Stickers" & "Animals")	5/1/26
6. 3rd party payment integration	5/8/26
7. Pre-launch sign-off (data audits, live payments sign-off)	5/8/26
Live data load, test and launch	
8. Load rates and system users (assumed fixed not pro-rated rates)	5/22/26
9. Load "vehicle sticker" data (from "mailing" export)	5/22/26
10. Final system sign-off and go-live	6/5/26
11. Staff Training	6/8/26 – 6/15/26
12. System live and ready	6/15/26

**Example Planning Time Schedule
 2026-2027 VSA Production & Mailing**

<u>Activity</u>	<u>Date</u>	<u>Responsibility</u>
Test Data Received	4-13-25	MG
Forms Development	4-20-25	MG & APT
Order Sent to Print Facility	4-21-26	APT
Proofs	5-1-26	APT
Live Data Received	5-18-26	MG
Print Stock Delivered to APT Facility	5-18-26	APT
Reports and Live Sign-Offs	5-20-26	APT
Postage Due	6-13-26	MG
Production Begins	6-15-26	APT
Mail Date	6-22-26	APT

Approximately 9,186 applications are expected to mail.

Ms. Hanna Sullivan
January 5, 2026
Page -9-

References

Ms. Leslie Price
Finance
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
(847) 716-3504

Ms. Diane Hall
Assit. Finance Director
City of Lake Forest
800 N. Field Drive
Lake Forest, IL 60045
(847) 810-3614

Mr. Mark LoPiccolo
Finance Department
Village of Northfield
361 Happ Road
Northfield, IL 60093
(847) 446-9200

Ms. Bettina O`Connell
Finance Director
Village of Lake Bluff
40 E. Center Avenue
Lake Bluff, IL 60044
(847) 283-6890

Ms. Hanna Sullivan
January 5, 2026
Page -10-

COST

Printed Stock Components

Application one time set-up cost: \$150.00

Applications

Two colors of ink (Black & Teal) printed on the face and with one color on the back of the sheet.

9,500 sheets @ \$94.26 /M = \$895.47

Shipping is additional.

Envelopes one time set-up cost: \$70.00

Envelopes

Two colors of ink printed (Black & Teal) on the face of the #10 sized window envelopes.

Outer Mailing Envelope

9,500 @ \$32.39 /M = \$307.71

Sticker Fulfillment Mailing Envelope

9,500 @ \$32.39 /M = \$307.71

One color of ink printed (black) on the face of the #9 sized closed faced envelopes.

#9 Resident Reply Mailing Envelope

9,500 @ \$44.53 /M = \$423.04

Shipping is additional.

Laser Personalization & Mailing Services Production Cost

Laser Personalization includes: File Conversions, Postage Sorting, NCOA, All Reports, Proofs and Sign-Off Samples, Print Personalization, Lettershop and mail distribution services.

Based on approximately 9,186 mailing packages.

#10 Envelope Size Mailing packages: 9,186 @ \$4,850.00 Lot

Processing the DMV file provided by the Village of Morton Gove and adding non-matched records to the mailing file. A spreadsheet of matched and unmatched DMV records will be provided. Cost is \$550.00 per occurrence.

Postage is additional.

Postage

Postage funds must be received prior to mailing. Postage will be reconciled on each APT production invoice. The invoice will show the beginning balance, postage used and ending balance.

We will guarantee that your mailing project will be sent out at the lowest possible 1st class postage rate. That rate is at the 5-digit automated presort.

How we obtain the lowest possible rate is by utilizing National Change of Address Service (NCOA) and the current USPS CASS certified software.

Ms. Hanna Sullivan
January 5, 2026
Page -12-

Website plus Online Purchasing Services Cost

One Time Set-Up Cost: \$8,500.00 plus a monthly maintenance/hosting cost of \$86.00

Price estimate includes; Base Implementation, Load, Test and Launch.

Annual update/renewal prior to initial mailing and any subsequent mailings if needed (i.e. starting a new rate cycle) this is estimated annual recurring charge. Export/import for data updates and advance/adjust rates, reports and menus: \$850.00

To change to penalty rates: \$100.00 for each occurrence.

OPTIONAL SERVICES

Online Purchase Fulfillment of Stickers / Animal Tags Cost By APT

Programming:

The Initial Letter set-up for online fulfillment is \$300.00

Minor annual letter updates (if needed): \$75.00

There will be a \$55.00 per online file run. Cost is based on the number of days and months this service is utilized. At any time you can change the frequency based on need.

Here are some pricing examples:

1. A total of \$1,100.00 charged if running the program daily for 20 business days per month.
2. A total of \$550.00 charged if running the program for 10 business days per month.
3. A total of \$220.00 charged if running the program for 4 business days per month.

If you want to continue the program for the whole year we would only run weekly the last 43 weeks for a total of an additional \$2,365.00

Fulfillment & Database updating for online purchases and/or mailed in applications.

\$0.75 each sticker or tag.

If you want the year round fulfillment, I would need to add that there would be a minimum invoice charge of \$300 each month.

Traditionally what clients have us do is get them through the peak load time which is the first two months after the initial mailing. See the above numbers 1 & 2 from the pricing example plus the \$0.75 for each sticker / tag that would be the cost for the first two months after mailing.

Postage is additional.

OPTIONAL SERVICES CONTINUED

Check Deposit Processing for Mailed in Applications

Pickup mail from post office and process deposits on a Morton Grove supplied check scanner machine or potentially we could use my scanner depending on the Merchant's software:

\$67.00 each day the service is **performed**. Cost is based on the number of days and months this service is utilized. At any time you can change the frequency based on need.

Here are some pricing examples:

1. A total of \$1,340.00 charged if running the program daily for 20 business days per month.
2. A total of \$670.00 charged if running the program for 10 business days per month.
3. A total of \$268.00 charged if running the program for 4 business days per month.

If you want to continue the program for the whole year we would only run weekly the last 43 weeks for a total of an additional \$2,881.00

Fulfillment & Database updating for mailed in applications.

\$0.75 each sticker or tag.

If you want the year round fulfillment, I would need to add that there would be a minimum invoice charge of \$300.00 each month. **This is not in addition if we are fulfilling online stickers.**

Postage is additional.

Credit Card Purchases from Mailed in Applications

\$1.25 for each credit card sale.

Ms. Hanna Sullivan
January 5, 2026
Page -14-

Terms and Conditions

- * Postage funds are due fourteen days prior to the mailing date and should be made payable to: American Printing Technologies, Inc.
- * Any postage not used will be indicated on your job invoice along with the applicable supporting postal receipts and will be credited.
- * We will require full payment in 30 days from invoice date.
- * Costs are good for one hundred and eighty (180) days and could be locked in with a signed purchase order.
- * Included within this contract are all the services and costs associated with the execution of the web based vehicle licensing software.
- * Suggested contract length is for 3 years with an optional 3 year extension.

I appreciate the opportunity to share with you my capabilities in regard to the Web Based Vehicle Licensing software and optional additional services. If you should have any questions please do not hesitate to call me at (847) 797-1802.

Sincerely,

Derek T. Singleton

Derek T. Singleton
APT
847 797-1802

Village of Morton Grove Approval

Date

Legislative Summary

Resolution 26-24

AUTHORIZING A SOFTWARE LICENSE RENEWAL WITH BS&A SOFTWARE LLC FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE FOR THE FINANCE AND BUILDING AND COMMUNITY DEVELOPMENT MODULES

Introduction:	March 24, 2026
Purpose:	To authorize the Village Administrator to renew the license and maintenance with BS&A Software LLC for Enterprise Resource Planning software.
Background:	In 2024 through Resolution 24-01, the Village entered into an agreement to use BS&A Enterprise Resource Planning (ERP) software for data management, business process workflow, and recordkeeping for the Finance and Building and Inspectional Service Departments. All Village departments also use related business process workflows in their daily operations. The software serves the Village satisfactorily and requires an annual maintenance fee to continue access and to utilize the software. The renewal cost for the term of March 1, 2026, through March 1, 2027, is \$59,832.
Departments Affected	All
Fiscal Impact:	\$59,832
Source of Funds:	Account: 02-20-25-55-2170
Workload Impact:	Information Technology will process the renewal in its routine course of work
Administrator Recommendation	Approval as presented
Second Reading:	Not Required
Special Requirements:	None

RESOLUTION 26-24

AUTHORIZING A SOFTWARE LICENSE RENEWAL WITH BS&A SOFTWARE LLC FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE FOR THE FINANCE AND COMMUNITY DEVELOPMENT MODULES

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule government under the provision of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, the Village of Morton Grove Finance Department and Building and Inspectional Services Department use Enterprise Resource Planning (ERP) software to manage data, business process workflow, and recordkeeping; and

WHEREAS, all Village Departments use related business process workflows in their daily operations; and

WHEREAS, the Village of Morton Grove established a license agreement with BS&A in January 2024 via Resolution 24-01 for ERP software; and

WHEREAS, the software continues to serve the Village departments satisfactorily; and

WHEREAS, an annual license maintenance fee is required to continue to access and utilize the software; and

WHEREAS, the license maintenance fee is purchased directly and solely through BS&A Software LLC; and

WHEREAS, the license fee for the term March 1, 2026, through March 1, 2027, is \$59,832; and

WHEREAS, the Corporate Authorities believe that it is in the best interests of the Village to continue to license and maintain BS&A ERP software as set forth in his Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village Administrator is hereby authorized to execute, a license renewal with BS&A Software, 14965 Abbey Lane, Bath, Michigan 48808 for access and usage of ERP software.

SECTION 3: The Village Administrator and/or his designees are hereby authorized to take all steps necessary to implement the renewal.

SECTION 4: This Resolution shall be in full force and effect upon its passage and approval.

Passed this 24th day of March 2026.

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Travis _____

Trustee Thill _____

Trustee White _____

Approved by me this 24th day of March 2026.

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
25th day of March 2026.

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

BS& A Software
 14965 Abbey Lane
 Bath, MI 48808

INVOICE

Invoice Number: 166232
 Invoice Date: Mar 1, 2026
 Page: 1

Phone: 517-641-8900

Bill To:
VILLAGE OF MORTON GROVE 6101 CAPULINA AVE MORTON GROVE, IL 60053 COOK

Customer ID	Customer PO	Payment Terms	
VILLAGEOFMORTONGROVE		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Regular billing		3/31/26

Quantity	Description	Unit Price	Amount
1.00	Accounts Payable Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	6,321.00	6,321.00
1.00	Community Development Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	10,845.00	10,845.00
1.00	Business Licensing Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	6,116.00	6,116.00
1.00	Cash Receipting Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	7,143.00	7,143.00
1.00	General Ledger Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	7,728.00	7,728.00
1.00	Accounts Receivable Cloud SaaS Fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	6,013.00	6,013.00
1.00	Purchase Order Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	6,218.00	6,218.00
1.00	Utility Billing Cloud SaaS fee per contract for the coverage dates of March 1st, 2026-March 1st, 2027	9,448.00	9,448.00

RECEIVED
 FEB 25 2026
 BY:

Check/Credit Memo No:

Subtotal	59,832.00
Sales Tax	
Total Invoice Amount	59,832.00
Payment/Credit Applied	
TOTAL	59,832.00

Legislative Summary

Resolution 26-25

AUTHORIZING AN AMENDMENT TO A CONTRACT WITH CIORBA GROUP, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR AUSTIN AVENUE IMPROVEMENTS PROJECT

Introduction:	March 24, 2026
Purpose:	To authorize the Village Administrator to finalize negotiation and execute a scope and fee amendment to a task order for the Austin Avenue Improvements Project.
Background:	<p>Resolution 24-04, approved on January 9, 2024, authorized construction engineering services by Ciorba Group, Inc. for the Austin Avenue Improvements Project. The estimated construction timeline was 165 days, but it extended to 187 days. Construction engineering accompanies the construction work and requires additional administrative and coordination effort. The construction engineer has completed some administrative tasks more efficiently than originally planned. These administrative savings helped offset some of the extra construction time, but there are still 242 staff hours of additional work.</p> <p>Construction engineering qualifies for federal funding. The Village pays 100 percent of the costs, while federal funds reimburse the Village for 70 percent of the eligible expenses. The Illinois Department of Transportation (IDOT) approved the agreement with Ciorba Group, Inc., and would also need to approve the supplemental work included in this resolution.</p>
Departs Affected	Department of Public Works
Fiscal Impact:	\$34,206.00, of which \$23,944.20 is reimbursable by IDOT
Source of Funds:	2026 Capital Projects Fund Account Number 30-50-60-55-2140
Workload Impact:	The Department of Public Works will manage and implement the project as part of its normal work activities.
Administrator Recommendation	Approval as presented
Second Reading:	Not Required
Special Requirements:	None

Submitted by: Charles L. Meyer, Village Administrator
Reviewed by: Hanna Sullivan, Director of Finance
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Reviewed by: Mike Lukich, Director of Public Works
Prepared by: Chris Tomich, Village Engineer

RESOLUTION 26-25

AUTHORIZING AN AMENDMENT TO A CONTRACT WITH CIORBA GROUP, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR AUSTIN AVENUE IMPROVEMENTS PROJECT

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax, purchase, and incur debt; and

WHEREAS, the Village completed infrastructure improvements on Austin Avenue and Oakton Street in 2024 and 2025; and

WHEREAS, the Village has been allotted federal funding for construction and construction engineering for the improvements described above; and

WHEREAS, Resolution 24-04, approved January 9, 2024, authorized Village President to execute an agreement with Ciorba Group, Inc. for construction engineering services for Austin Avenue Improvements in the not-to-exceed amount of \$369,790.00; and

WHEREAS, the timeline of the construction work was estimated to be 165 days and stretched to 187 days; and

WHEREAS, the construction engineering is required for all construction work and required extra effort; and

WHEREAS, the construction engineer has been able to complete some of the administrative work more efficiently than originally planned; and

WHEREAS, some of the extra time for the construction work was offset by those administrative savings, but there is still 242 staff hours of extra work; and

WHEREAS, Exhibit "A" includes a draft agreement for a supplemental cost of \$34,206.00; and

WHEREAS, the construction engineering is eligible for federal funding; and

WHEREAS, the Village pays 100 percent of the cost and federal funding reimburses 70 percent of the eligible cost to the Village; and

WHEREAS, the Illinois Department of Transportation (IDOT) approved the original agreement with Ciorba Group, Inc. and would need to approve the supplemental work included in this resolution; and

WHEREAS, it is expected the Village would be reimbursed from IDOT \$23,944.20 of the \$34,206.00 estimated additional cost; and

WHEREAS, funding for the above work is expected to be available in the 2026 Adopted Budget Capital Projects Fund Account Number 30-50-60-55-2140 or would be available in fund reserves.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village Administrator is hereby authorized to finalize negotiation of and execute Local Public Agency Engineering Services Agreement Supplement #1 in the supplemental amount of \$34,206.00.

SECTION 3: This Resolution shall be in full force and effect upon its passage and approval.

Passed this 24th day of March 2026

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Thill _____

Trustee Travis _____

Trustee White _____

Approved by me this 24th day of March 2026

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
25th day of March 2026

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

Exhibit "A"



**Illinois Department
of Transportation**

Local Public Agency Engineering Services Agreement

Using Federal Funds? Yes No

Agreement For

Federal CE

Agreement Type

Supplement

Number

1

LOCAL PUBLIC AGENCY

Local Public Agency

Morton Grove

County

Cook

Section Number

12-00106-00-PV

Job Number

C-91-225-13

Project Number

5F16(675)

Contact Name

Chris Tomich

Phone Number

(847) 663-3902

Email

CTomich@mortongroveil.org

SECTION PROVISIONS

Local Street/Road Name

Austin Avenue

Key Route

FAU 2791

Length

0.71

Structure Number

Location Termini

300 Feet South of Oakton Avenue to Lincoln Avenue

Add Location

Remove Location

Project Description

Partial reconstruction and resurfacing of Austin Avenue, Storm and Sanitary Sewer Improvements, Traffic Signal Modernization at Austin and Oakton, curb ramp upgrades and pavement patching.

Engineering Funding

Federal MFT/TBP State Other

Anticipated Construction Funding

Federal MFT/TBP State Other

AGREEMENT FOR

Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name

Ciorba Group

Contact Name

Duane O'Laughlin

Phone Number

(773) 355-2949

Email

DOlaughlin@ciorba.com

Address

8725 West Higgins Road, Suite 600

City

Chicago

State

IL

Zip Code

60631

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer

Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation

Resident Construction Supervisor

Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT.

In Responsible Charge Contractor

A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awards.

Exhibit "A"

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514)
- _____
- _____
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
 - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
 - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
 - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
 - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:

Exhibit "A"

- (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the

Exhibit "A"

suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. By execution of this AGREEMENT the LPA and ENGINEER certify compliance with the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and

Exhibit "A"

- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER and LPA agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Construction Engineering Contracts:
 - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
 - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
 - (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
 - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
 - (e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Ciorba Group	36-2525351	\$34,206.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$34,206.00
Total for all work		\$34,206.00

Exhibit "A"

AGREEMENT SIGNATURES

Attest: The Local Public Agency Type of Local Public Agency

By (Signature & Date)

By (Signature & Date)

Local Public Agency Local Public Agency Type Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name
Attest:

By (Signature & Date)

By (Signature & Date)

Title

Title

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

Exhibit "A"

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Morton Grove	Ciorba Group	Cook	12-00106-00-PV

EXHIBIT A SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

Per the original LPA Engineering Services Agreement Approved on 02-06-2024

Supplement:

1. Construction Engineering: Due to the request of the Village to complete the Sanitary construction prior to the Spring of 2025, construction activities were required during the winter months that were not anticipated. This increased the scope of of full time inspection by an additional 22 Working Days. The scope of the original agreement was for 33 weeks of a full time construction observation by a Construction Engineer with oversight by the Resident Engineer. This scope yields 165 Days of oversight. The actual duration and amount of work that ensued required 187 Days of full time observation by the Construction Engineer and part time oversight by the Resident Engineer.

Exhibit "A"

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Morton Grove	Ciorba Group	Cook	12-00106-00-PV

EXHIBIT B PROJECT SCHEDULE

Start Date: 6/3/2024
Completion Date: 5/30/25+10 Working Days
Active Construction Duration Anticipated: 33 Weeks
Active Construction Duration Actual: 37.5 Weeks

Exhibit "A"

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Morton Grove	Ciorba Group	Cook	12-00106-00-PV

Exhibit C

Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit C. If the value meets or will exceed the small dollar threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The small dollar threshold is adjusted annually and can be found in IDOT Circular Letters. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Exhibit "A"



Local Public Agency Morton Grove	County Cook	Section Number 12-00106-00-PV
Prime Consultant (Firm) Name Ciorba Group Inc.	Prepared By Michael Kowalski	Date 2/25/2026
Consultant / Subconsultant Name Ciorba Group Inc.	Job Number C-91-225-13	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	1	MONTHS	OVERHEAD RATE	137.01%
START DATE	1/1/2025		COMPLEXITY FACTOR	
RAISE DATE	2/1/2025		% OF RAISE	3.00%
END DATE	1/31/2025			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	1/1/2025	1/31/2025	1	100.00%

Exhibit "A"

Local Public Agency

Morton Grove

County

Cook

Section Number

12-00106-00-PV

Consultant / Subconsultant Name

Ciorba Group Inc.

Job Number

C-91-225-13

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			\$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			\$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			\$0.00
Vehicle Owned or Leased (no mileage charge allowed)	\$45.00/half day (4 hours or less) or \$90/full day	22	\$90.00	\$1,980.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$1,980.00

Exhibit "A"

Local Public Agency

Morton Grove

County

Cook

Section Number

12-00106-00-PV

Consultant / Subconsultant Name

Ciorba Group Inc.

Job Number

C-91-225-13

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 137.01%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
CONSTRUCTION OBSERVATION	1,980	242	11,935	16,352	3,939		34,206	100.00%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					0.00			
TOTALS	1,980	242	11,935	16,352	3,939	-	34,206	100.00%

Local Public Agency

Morton Grove

Consultant / Subconsultant Name

Ciorba Group Inc.

**Exhibit "A"
County**

Cook

Section Number

12-00106-00-PV

Job Number

C-91-225-13

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			CONSTRUCTION OBSERVATION											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Resident Engineer	80.00	44.0	18.18%	14.55	44	18.18%	14.55									
Engineer II	42.50	198.0	81.82%	34.77	198	81.82%	34.77									
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
TOTALS		242.0	100%	\$49.32	242.0	100.00%	\$49.32	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

Legislative Summary

Resolution 26-26

GUARANTEEING MUNICIPAL WORK PERFORMED ON STATE OF ILLINOIS RIGHT-OF-WAY WITHIN THE VILLAGE OF MORTON GROVE

Introduction:	March 24, 2026
Purpose:	To provide a guarantee to the State of Illinois that all work performed by the Village within the State's rights-of-way in 2026 and 2027 will conform to the conditions on the permit granted by the Illinois Department of Transportation.
Background:	<p>This is a routine guarantee provided by many municipalities. The Village maintains its utilities within state right-of-way on a regular basis and needs permission from the Illinois Department of Transportation to do so. The Illinois Department of Transportation requires a permit and financial security, in the form of a bond, for work performed within state right-of-way. This is similar to the Village's permit process for work performed within the Village's own right-of-way.</p> <p>Municipalities have the option of either providing the financial security for each repair or may provide a written guarantee that all work performed by the Village within state right-of-way will conform to their requirements of the performance for the work. Providing this guarantee will eliminate the time and cost of procuring a bond for each permit. The guarantee must also hold harmless the State of Illinois while performing permitted work.</p>
Departs Affected	Department of Public Works
Fiscal Impact:	There is no cost associated with this guarantee.
Source of Funds:	N/A
Workload Impact:	The Department of Public Works will manage and implement the project as part of its normal work activities.
Administrator Recommendation	Approval as presented
Second Reading:	Not Required
Special Requirements:	None

Submitted by: Charles L. Meyer, Village Administrator
Reviewed by: Hanna Sullivan, Director of Finance
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Reviewed by: Mike Lukich, Director of Public Works
Prepared by: Chris Tomich, Village Engineer

RESOLUTION 26-26

GUARANTEEING MUNICIPAL WORK PERFORMED ON STATE OF ILLINOIS RIGHT-OF-WAY WITHIN THE VILLAGE OF MORTON GROVE

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax, purchase, and incur debt; and

WHEREAS, the Village desires to undertake in calendar years 2026 and 2027, the location, construction, operation, and maintenance of water mains, sewers, street lighting, traffic signals, sidewalks, landscaping, trees, and signage on State highways within the Village which, by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department; and

WHEREAS, an individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the Village or any private person or firm under contract and supervision of the Village; and

WHEREAS, the Illinois Department of Transportation requires a permit and financial security, in the form of a bond, for work performed within state right-of-way; and

WHEREAS, in the alternative to a financial security in the form of a bond, the Village may provide a written guarantee that all work performed by the Village within state right-of-way will conform to their requirements of the performance for the work; and

WHEREAS, providing this guarantee will eliminate the time and cost of procuring a bond for each permit.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing **WHEREAS** clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Village hereby pledges its good faith and guarantees all work shall be performed in accordance with the conditions of the permit to be granted by the Department, and to hold the State of Illinois harmless during the prosecution of such work and assume all liability for damages to a

person's property due to accidents or otherwise by reason of the work which is to be performed under the provision of said permit.

SECTION 3: The Village Administrator, Director of Public Works, and Village Engineer of the Village are hereby instructed and authorized to sign said working permit on behalf of the Village.

SECTION 4: This Resolution shall be in full force and effect upon its passage and approval.

Passed this 24th day of March 2026

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Thill _____

Trustee Travis _____

Trustee White _____

Approved by me this 24th day of March 2026

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
25th day of March 2026

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

Legislative Summary

Resolution 26-27

AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE PROPOSALS WITH CIORBA GROUP, INC. FOR DEVELOPMENTAL PLAN REVIEWS

Introduction:	March 24, 2026
Purpose:	To authorize the Village Administrator to execute proposals with Ciorba Group, Inc. for developmental plan reviews.
Background:	The Department of Public Works is responsible for reviewing site improvement plans for private properties for nearly all permits submitted to the Village. The level of staff effort and time needed for these reviews at times exceeds the Department's capacity to complete them within the required review period. To address this, the Village has engaged Ciorba Group, Inc. as its engineering consultant to provide additional plan review capacity. These reviews are usually limited to larger or more complex developments. Ciorba Group, Inc.'s previous contract with the Village has ended, and this new agreement will authorize the Village to contract with Ciorba Group to provide the necessary engineering plan review services. A review of qualified engineering firms for general engineering services is planned for August 2026 as part of the Capital Improvement Plan development and long-term planning for engineering consultant requirements. In the interim, an agreement for engineering plan review services is needed. Several planned developments within the Village will require engineering design reviews before August 2026. A contract for engineering design plan review services is required to maintain the expected level of plan review services for these developments. The review process by an outside engineer involves the Village charging the developer in advance for an estimated review cost. The final cost is determined at permit approval, and any surplus payment is refunded to the developer. There is no cost to the Village for outside reviews of private developments.
Departs Affected	Department of Public Works
Fiscal Impact:	There is no cost to the Village. Private developers cover the actual expenses, but this measure will authorize the Village to engage Ciorba for up to \$70,000 in costs, which will be reimbursed by private developers.
Source of Funds:	N/A
Workload Impact:	The Department of Public Works will manage and implement the project as part of its normal work activities.
Administrator Recommendation	Approval as presented
Second Reading:	Not Required
Special Requirements:	None

Submitted by: Charles L. Meyer, Village Administrator
Reviewed by: Hanna Sullivan, Director of Finance
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Reviewed by: Mike Lukich, Director of Public Works
Prepared by: Chris Tomich, Village Engineer

RESOLUTION 26-27

AUTHORIZING THE VILLAGE ADMINISTRATOR TO PROPOSALS WITH CIORBA GROUP, INC. FOR DEVELOPMENTAL PLAN REVIEWS

WHEREAS, the Village of Morton Grove (Village), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax, purchase, and incur debt; and

WHEREAS, the Department of Public Works is responsible for reviewing plans for site improvements on private property for almost all permits submitted to the Village; and

WHEREAS, the time needed for reviews can exceed the capacity of the Department of Public Works maintain the expected level of service; and

WHEREAS, the Village has used Ciorba Group, Inc. as the engineering consultant to provide the extra plan review capacity; and

WHEREAS, these reviews are generally limited to larger or more complex developments; and

WHEREAS, Ciorba Group, Inc.'s previous contract with the Village has ended; and

WHEREAS, this new agreement will authorize the Village to contract with Ciorba Group to provide the necessary engineering plan review services; and

WHEREAS, a review of qualified engineering firms for general engineering services is planned for August 2026 as part of the Capital Improvement Plan development and long-term planning for engineering consultant requirements; and

WHEREAS, an agreement for engineering plan review services is needed in the interim to maintain the expected level of service engineering plan review services; and

WHEREAS, the process for review by an outside engineer includes the Village charging the developer in advance for an estimated cost of the plan review; and

WHEREAS, the actual cost is determined at permit approval and any surplus is refunded to the developer, so there is no cost to the Village for outside reviews of private developments; and

WHEREAS, the Village Administrator's purchasing authority is limited to \$25,000; and

WHEREAS, the cost of a proposal for a full set of plan reviews is approximately \$10,000; and

WHEREAS, it is estimated a total amount of \$70,000 may need to be authorized to provide a stopgap measure for outside engineering review; and

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses into this Resolution as though fully set forth therein thereby making the findings as hereinabove set forth.

SECTION 2: The Corporate Authorities authorize the Village Administrator to negotiate and execute multiple proposals with Ciorba Group, Inc. for developmental plan reviews up to an amount of \$70,000.

SECTION 3: This Resolution shall be in full force and effect upon its passage and approval.

Passed this 24th day of March 2026

Trustee Khan _____

Trustee Minx _____

Trustee Shiba _____

Trustee Thill _____

Trustee Travis _____

Trustee White _____

Approved by me this 24th day of March 2026

Janine Witko, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
25th day of March 2026

Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois