



AGENDA
Village Board of Trustees
Special Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

June 23, 2025	Council Chambers	Immediately Following Finance Committee
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1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **PUBLIC COMMENT**
4. **ADDITIONAL BUSINESS**
 - A. Approval of an Ordinance Amending Article 4-8 of the Village Code Regarding the Planning and Zoning Commission
 - B. Board & Commission Appointment(s)
 - Rajkumari Chhatwani, Plan Commission, Chair, term ending April 30, 2027
 - Lenard Henderson, Plan Commission, term ending April 30, 2027
 - Daniel Lee, Plan Commission, term ending April 30, 2027
 - Nancy Trieb, Plan Commission, term ending April 30, 2027
 - Minerva Milford, Plan Commission, term ending April 30, 2026
 - John Wise, Plan Commission, term ending April 30, 2026
 - Adam Bauske, Plan Commission, Vice Chair, term ending April 30, 2026
 - Lon Harner, Plan Commission, term ending April 30, 2026
 - C. Boards & Commissions Reappointment(s)
 - Arts Commission
 - Motika Anand, term ending April 30, 2027
 - Gary Pilafas, term ending April 30, 2027
 - Beth Kalopisis, term ending April 30, 2027
 - Michelle Pilafas, term ending April 30, 2027
 - Bicycle and Pedestrian Advisory Committee
 - Keith Evans, term ending April 30, 2027
 - Ron Searle, term ending April 30, 2027
 - Bob Pautch, term ending April 30, 2027
 - Capital Improvements Board
 - Andrew Nawrocki, term ending April 30, 2027

- Celtic Fest Commission
 - Doris Harner, term ending April 30, 2027
 - Ben Gibbs, term ending April 30, 2027
 - Jennifer Djordjevic, term ending April 30, 2027

- Commission for People with Disabilities
 - Judy Senase, term ending April 30, 2027
 - Mary Ann Ogilvie, term ending April 30, 2027
 - Jing Jiang, term ending April 30, 2027
 - Deborah Boehlen, term ending April 30, 2027

- Commission for Senior Citizens
 - Kathy Ahlgrim, term ending April 30, 2027
 - Lillian Clinton, term ending April 30, 2027
 - Ross Morizzo, term ending April 30, 2027
 - Peg Kusmierski, term ending April 30, 2027

- Cultural Awareness Commission
 - Kathryn McCord, term ending April 30, 2027
 - Bonnie Wurster, term ending April 30, 2027
 - Sandra Lahoz, term ending April 30, 2027
 - Susan Cooper, term ending April 30, 2027
 - Arlene Montanez, term ending April 30, 2027

- Economic Development Commission
 - Gary Stanton, term ending April 30, 2027
 - Daniel Jedrzejak, term ending April 30, 2027
 - Linda Dressler, term ending April 30, 2027
 - Daniel Lee, term ending April 30, 2027

- Emerging Technology Advisory Commission
 - Deepak Verma, term ending April 30, 2027
 - Padmanabhan Balaji, term ending April 30, 2027
 - Ninos Youkhana, term ending April 30, 2027
 - Gary Pilafas, term ending April 30, 2027
 - Amir Haq, term ending April 30, 2027

- Firefighter Pension Board

- Patrick Seger, term ending April 30, 2028
- 4th of July Commission
 - Pawel Sienko, term ending April 30, 2027
 - Linda Scheck, term ending April 30, 2027
 - Ben Gibbs, term ending April 30, 2027
 - Craig Kuehne, term ending April 30, 2027
 - Amy Decker, term ending April 30, 2027
- Platzkonzert Commission
 - Gene Walters, term ending April 30, 2027
 - Kenneth Busch, term ending April 30, 2027
 - Linda Dressler, term ending April 30, 2027
- Police Pension Board
 - Patrick Seger, term ending April 30, 2027
- Road Improvement Impact Fee Advisory Committee
 - Thomas Porzak Jr., term ending April 30, 2027
 - Joane McLeod, term ending April 30, 2027
 - Dan Jedrzejak, term ending April 30, 2027
 - Michael Lee, term ending April 30, 2027
- Sister Cities Commission
 - Lillian Mosier, term ending April 30, 2027
 - Anita Flanagan, term ending April 30, 2027
 - Cindy Ruszay, term ending April 30, 2027
 - Jeff Howard, term ending April 30, 2027
 - Fanjaharisoa Raoelijaona-Michel, term ending April 30, 2027
- Storm Water Management Committee
 - Eric Marscin, term ending April 30, 2026
 - Paul Matthews, term ending April 30, 2026
- Sustainability Commission
 - Sheila Schwarz, term ending April 30, 2027
 - Chrissy Christian, term ending April 30, 2027
 - Alfredo Izauierdo, term ending April 30, 2027

- George Tuhowski III, term ending April 30, 2027
- Amy Decker, term ending April 30, 2027
- Amy Hartsough, term ending April 30, 2027

- Utility Commission

- Tricia O'Brien, term ending April 30, 2027

- Veterans Memorial Commission

- Jeff Camiliere, term ending April 30, 2027
- Cheryl Novas, term ending April 30, 2027
- Mark Kwiatoski, term ending April 30, 2027
- Gerald Gold, term ending April 30, 2027
- Les Montag, term ending April 30, 2027
- Gary Pilafas, term ending April 30, 2027

- D. Approval of an Ordinance Amending Section 8-7-15 of the Village Code Regarding Sales of Tobacco and Related Products
- E. Approval of an Intergovernmental Agreement with the Joint Emergency Management System (JEMS)
- F. Authorization to:
 - a. waive formal bidding; and
 - b. purchase up-fitting for unit 29 from Lindco Equipment, Merrillville, IN (Sourcewell Cooperative Purchasing Program) in an amount not to exceed \$96,218; and
 - c. grant the Village Manager authority to approve additional change orders in a total amount not to exceed \$10,000.

5. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.



AGENDA ITEM REPORT

Village Board of Trustees

June 23, 2025

ITEM 4A

REQUEST: Approval of an Ordinance Amending Article 4-8 of the Village Code Regarding the Planning and Zoning Commission

FROM: Eric Palm, Village Manager

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

Attached please an Ordinance that reestablishes the Planning & Zoning Commission as the Plan Commission. The number of members has been reduced to 9 (from 11) to better establish quorums. The membership appointments will be established in a subsequent agenda item.

FINANCIAL IMPACT

None

RECOMMENDATION

Approval of an Ordinance Amending Article 4-8 of the Village Code Regarding the Planning and Zoning Commission

ATTACHMENTS

1. 4-8 plan commission ordinance correct term dates

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING
ARTICLE 4-8, PLANNING AND ZONING COMMISSION,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook County Illinois, as follows:

Section 1: That Article 4-8, PLANNING AND ZONING COMMISSION be and is hereby repealed and the Planning and Zoning Commission is hereby dissolved.

Section 2: That Article 4-8, PLANNING AND ZONING COMMISSION, of the Hoffman Estates Municipal Code be created to read as follows:

Article 8

PLAN COMMISSION

Section 4-8-1. CREATION, COMPOSITION

A Plan Commission of nine (9) persons, composed of a chairman and eight (8) other members, is created for the Village of Hoffman Estates.

Section 4-8-2. APPOINTMENTS, TERMS OF MEMBERS, VACANCIES, REMOVALS

The President with the advice and consent of the Board of Trustees shall appoint a chairman and eight (8) other members to the Plan Commission. Initial terms will be staggered; the chairman and four (4) other members shall be appointed for a term expiring April 30, 2027, with subsequent terms to be two (2) years. The remaining four (4) members shall be appointed for a term expiring April 30, 2026, with subsequent terms to be two (2) years. When vacancies occur in the Plan Commission, the President with the advice and consent of the Board of Trustees, shall fill said vacancies by appointment, for the remainder of the unexpired term. All members of the Plan Commission must be residents of the Village of Hoffman Estates. Members of the Plan Commission can be removed from the Commission at any time by a two-thirds (2/3) vote of the Village's Corporate Authority.

Section 4-8-3. CHAIRMAN, MINUTES, RULES AND REGULATIONS

- A. All meetings of the Plan Commission shall be held at the call of the chairman and at such times as such Commission may determine.
- B. All meetings conducted by such Commission shall be open to the public. Any person may appear and testify at a hearing, either in person or by duly authorized agent or attorney.
- C. The Commission shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall also keep records of its hearings and other official actions.
- D. The Commission shall adopt its own rules of procedure not in conflict with this Code or with the applicable State statutes or with Chapter 9 of the Hoffman Estates Municipal Code.

E. The Chairman shall decide all questions of order, and in all cases not covered by this Commission's rules, the Commission shall be governed by parliamentary law as laid down in Robert's Rules of Order.

Section 4-8-4. GENERAL DUTIES AND POWERS

A. To hear and decide appeals from any order, requirements, decision or determination made by the Director of Code Enforcement or the Director of Development Services under Chapter 9 of the Hoffman Estates Municipal Code.

B. To conduct hearings upon all applications for variations, special uses and text amendments in the manner and subject to the standards prescribed in Chapter 9 of this Code and to report its findings and recommendations to the Village Board.

C. To hear and make recommendations to the President and Board of Trustees on all matters referred to it or upon which it is required to act under Chapter 9 of the Hoffman Estates Municipal Code.

D. To prepare and recommend to the Corporate Authorities a plan or plans for the development and/or redevelopment of the Village and contiguous unincorporated territory not more than one and one-half miles beyond the corporate limits of the Village and not included in any other municipality. The plan or plans when adopted by the Corporate Authorities shall be designed as the official plan, or part thereof, of the Village. Such plan or plans may be adopted in whole or in separate geographical or functional parts, each of which, when adopted by the Village's Corporate Authority shall be the official plan, or part thereof, of the Village. Thereafter, from time to time, the Planning and Zoning Commission may recommend changes in the official plan or any part thereof. To provide for the health, safety, comfort and convenience of the inhabitants of the Village and contiguous territory, such plan or plans may establish reasonable standards of design for subdivisions and for re-subdivisions of unimproved land and of areas subject to redevelopment, including reasonable requirements for public streets, alleys, ways for public service facilities, storm or floodwater runoff channels and basins, landscaping site design and operational requirements, parks, playgrounds, school grounds, other public grounds.

E. To prepare and recommend to the Corporate Authorities from time to time, plans for specific improvements in pursuance of the official plan.

F. To give aid to the municipal officials charged with the direction of projects for improvements embraced within the official plan, to further the making of these projects, and generally to promote the realization of the official plan.

G. To exercise such other powers, germane to the powers granted by this Article, as may be conferred by this Code.

H. To conduct hearings and make findings and recommendations in matters brought before said Commission concerning amendments of zoning regulations and zoning districts in accordance with the provisions of this Code and the Statutes of the State of Illinois.

I. To hear and make recommendations to the President and Board of Trustees on all matters referred to it or upon which it is required to act under this Code.

Section 4-8-5. COMPENSATION OF MEMBERS

The members of the Plan Commission shall receive such compensation as deemed appropriate by the President and Board of Trustees from time to time as provided by Resolution of the President and Board of Trustees.

Section 4-8-6. MAJORITY

A majority of the members of the Plan Commission shall constitute a quorum.

Section 3: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

Section 4-8-7. REFERENCE TO COMMISION IN VILLAGE CODE

Any references to the “Planning and Zoning Commission” in other articles of this Village Code of Hoffman Estates, Illinois, shall hereby be understood to mean the Plan Commission referred to in this Section.

PASSED THIS _____ day of _____, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2025

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2025.



AGENDA ITEM REPORT

Village Board of Trustees

June 23, 2025

ITEM 4B

REQUEST: Board & Commission Appointment(s)

- Rajkumari Chhatwani, Plan Commission, Chair, term ending April 30, 2027
- Lenard Henderson, Plan Commission, term ending April 30, 2027
- Daniel Lee, Plan Commission, term ending April 30, 2027
- Nancy Trieb, Plan Commission, term ending April 30, 2027
- Minerva Milford, Plan Commission, term ending April 30, 2026
- John Wise, Plan Commission, term ending April 30, 2026
- Adam Bauske, Plan Commission, Vice Chair, term ending April 30, 2026
- Lon Harner, Plan Commission, term ending April 30, 2026

FROM: Hallie Karle, Admin Events Assistant

ITEM TYPE: Action Item - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

Village Board of Trustees

June 23, 2025

ITEM 4C

REQUEST: Boards & Commissions Reappointment(s)

- Arts Commission
 - Motika Anand, term ending April 30, 2027
 - Gary Pilafas, term ending April 30, 2027
 - Beth Kalopisis, term ending April 30, 2027
 - Michelle Pilafas, term ending April 30, 2027
- Bicycle and Pedestrian Advisory Committee
 - Keith Evans, term ending April 30, 2027
 - Ron Searle, term ending April 30, 2027
 - Bob Pautch, term ending April 30, 2027
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 - Andrew Nawrocki, term ending April 30, 2027
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 - Emerging Technology Advisory Commission
 - Deepak Verma, term ending April 30, 2027
 - Padmanabhan Balaji, term ending April 30, 2027
 - Ninos Youkhana, term ending April 30, 2027
 - Gary Pilafas, term ending April 30, 2027
 - Amir Haq, term ending April 30, 2027

 - Firefighter Pension Board
 - Patrick Seger, term ending April 30, 2028

 - 4th of July Commission
 - Pawel Sienko, term ending April 30, 2027
 - Linda Scheck, term ending April 30, 2027
 - Ben Gibbs, term ending April 30, 2027
 - Craig Kuehne, term ending April 30, 2027
 - Amy Decker, term ending April 30, 2027

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 - Gene Walters, term ending April 30, 2027
 - Kenneth Busch, term ending April 30, 2027
 - Linda Dressler, term ending April 30, 2027

 - Police Pension Board
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- Patrick Seger, term ending April 30, 2027

- Road Improvement Impact Fee Advisory Committee
 - Thomas Porzak Jr., term ending April 30, 2027
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- Storm Water Management Committee
 - Eric Marscin, term ending April 30, 2026
 - Paul Matthews, term ending April 30, 2026

- Sustainability Commission
 - Sheila Schwarz, term ending April 30, 2027
 - Chrissy Christian, term ending April 30, 2027
 - Alfredo Izauierdo, term ending April 30, 2027
 - George Tuhowski III, term ending April 30, 2027
 - Amy Decker, term ending April 30, 2027
 - Amy Hartsough, term ending April 30, 2027

- Utility Commission
 - Tricia O'Brien, term ending April 30, 2027

- Veterans Memorial Commission
 - Jeff Camiliere, term ending April 30, 2027
 - Cheryl Novas, term ending April 30, 2027
 - Mark Kwiatoski, term ending April 30, 2027
 - Gerald Gold, term ending April 30, 2027
 - Les Montag, term ending April 30, 2027
 - Gary Pilafas, term ending April 30, 2027

FROM: Hallie Karle, Admin Events Assistant

ITEM TYPE: Action Item - Village Board

REQUEST SUMMARY

FINANCIAL IMPACT

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

Village Board of Trustees

June 23, 2025

ITEM 4D

REQUEST: Approval of an Ordinance Amending Section 8-7-15 of the Village Code Regarding Sales of Tobacco and Related Products

FROM: Eric Palm, Village Manager

ITEM TYPE: Ordinance - Village Board

REQUEST SUMMARY

From time to time the Village gets approached by companies that partner with certain establishments (restaurants, etc.) to place E-cigarette or vaping vending machines in their place of business. The Village's position is that these machines are not permitted in Hoffman Estates. Staff continues to receive pressure from these companies to allow their use. As such, Staff is proposing an Ordinance that would specifically prohibit these items via a vending machine or similar method. These items will be allowed to be sold consistent with Village Code in non-vending machine arrangements.

FINANCIAL IMPACT

None.

RECOMMENDATION

Approve an Ordinance Amending Section 8-7-15 of the Village Code Regarding Sales of Tobacco and Related Products

ATTACHMENTS

1. 8-7-15-tobacco 6-19-25

ORDINANCE NO. _____ - 2025
VILLAGE OF HOFFMAN ESTATES
AN ORDINANCE AMENDING
SECTION 8-7-15 OF THE
HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: That Section 8-7-15, TOBACCO OR ELECTRONIC SMOKING DEVICES, of the Hoffman Estates Municipal Code be amended by adding subsection F to read as follows:

F. Electronic or Vending Machine Sale or Distribution Prohibited

The sale of Tobacco Products, cannabis products, nicotine products, and or Electronic Smoking Devices including all accessories and input products by vending machine or similar electronic distribution method is prohibited.

Section 2: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2025

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2025.



AGENDA ITEM REPORT

Village Board of Trustees

June 23, 2025

ITEM 4E

REQUEST: Approval of an Intergovernmental Agreement with the Joint Emergency Management System (JEMS)

FROM: Eric Palm, Village Manager

ITEM TYPE: Agreement - Village Board

REQUEST SUMMARY

Attached please find the updated Joint Emergency Management System (JEMS) Intergovernmental Agreement (IGA). The purpose of this update is to amend the governance structure and provide greater organizational flexibility. The original agreement aligned the JEMS membership framework with Northwest Central Dispatch System (NWCDS) operations. The structure commingled administrative oversight, finances, and did not clearly distinguish the organizational identity of JEMS from NWCDS. The revised IGA clarifies and formalizes JEMS as an intergovernmental agency, formed under the authority of the Illinois Intergovernmental Cooperation Act and the Illinois Emergency Management Agency Act, which will be directly governed by the participating municipalities.

One of the differences between the two agreements is the shift in governance and autonomy. Under the original Subscription Agreement, JEMS was treated as a program of NWCDS, subject to NWCDS Board decisions and administrative structure. In contrast, the updated IGA establishes JEMS with its own Board of Directors, composed of appointed officials from each participating municipality, with voting rights and authority defined by collectively adopted bylaws. This structure ensures that the participating municipalities have direct oversight over the program, decision-making is streamlined, and the emergency management functions are distinct from 9-1-1 dispatch or communications systems. Additionally, the new agreement enhances flexibility and long-term sustainability by explicitly granting JEMS the authority to enter into agreements, contracts, hire staff, and manage its own budget and services. This provides a simplified and clearer foundation for the entity to perform the regional preparedness, planning, and response efforts. It also opens the door for future interagency partnerships, grants, or expansion without requiring structural changes to NWCDS or creating interdependency issues.

The revised agreement strengthens the financial processes, foundation, function, and accountability of JEMS while preserving the benefits of regional collaboration established in the original subscriber agreement. It reflects the best practices in intergovernmental cooperation and leaves JEMS open for growth in emergency management across the participating communities.

FINANCIAL IMPACT

There is no change to the existing dues structure for JEMS.

RECOMMENDATION

Approve an Intergovernmental Agreement with the Joint Emergency Management System (JEMS)

ATTACHMENTS

1. 2025 JEMS IGA

JOINT EMERGENCY MANAGEMENT SYSTEM (JEMS) INTERGOVERNMENTAL AGREEMENT

The undersigned Participating Municipalities agree, pursuant to the Constitution of the State of Illinois, 1970, Article VII, Section 10, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), and the Emergency Management Act (20 ILCS 3305/1 et seq.) as follows:

Recitals

WHEREAS, the Participating Municipalities, as defined herein, each have emergency management responsibilities, including preparedness, mitigation, response, and recovery efforts and programs, which can be enhanced through regional collaboration; and

WHEREAS, the Participating Municipalities seek to enhance regional emergency management capabilities by establishing a Joint Emergency Management System (JEMS) that will serve as a collaborative entity to coordinate emergency preparedness, mitigation, response, and recovery efforts and programs.

WHEREAS, JEMS will provide coordinated emergency management planning, training, resource and response support for the Participating Municipalities in accordance with federal, state, and local laws and guidelines.

Agreement

1. Participating Municipalities

The Participating Municipalities of this IGA are: Arlington Heights, Barrington, Buffalo Grove, Elk Grove Village, Hoffman Estates, Inverness, Mount Prospect, Palatine, Prospect Heights, Rolling Meadows, Schaumburg, Streamwood, and Wheeling. Additional municipalities may join JEMS if invited by the JEMS Board of Directors pursuant to the procedures outlined in the JEMS Bylaws, by adopting this Agreement.

2. Formation and Purpose

The Participating Municipalities share a common interest in combining resources for regional emergency management, building community-wide emergency management capabilities, and providing emergency management training, and hereby form the Joint Emergency Management System ("JEMS"), an intergovernmental agency, to coordinate their common interests and share costs and expenses related to those common interests.

3. Effective Date

This IGA will go into effect on January 1, 2026.

4. Governance and JEMS Bylaws

A. JEMS shall be governed by a Board of Directors ("JEMS Board"), whose powers

and responsibilities will be enumerated in JEMS Bylaws.

- B. Each Participating Municipality expressly agrees to appoint its chief appointed official to the JEMS Board.
- C. The Participating Municipalities agree that, within sixty (60) days of the Effective Date of this IGA, the JEMS Board will adopt Bylaws governing JEMS and its Board ("JEMS Bylaws").
- D. Each Participating Municipality will have one vote on the JEMS Board, subject to revision by the JEMS Bylaws.
- E. The Participating Municipalities agree that the JEMS Bylaws will create JEMS Board Officers, including a Chair, Vice Chair, Secretary and Treasurer.
- F. The Participating Municipalities agree to abide by the JEMS Bylaws for the duration of this IGA.
- G. It is the intention of the Participating Municipalities that the JEMS Board has the authority to enter into contracts and hire, supervise, discipline, and otherwise control employees of JEMS.

5. Invoicing and Payment

- A. Each Participating Municipality agrees to pay all fees and other costs as may be assessed by the JEMS Board. All payments shall be made on or before the due date set by the JEMS Board.
- B. Each Participating Municipality understands and agrees that non-payment of fees and other costs is a material breach of this IGA and is grounds for withholding the services provided by JEMS.

6. Duty to Cooperate

The Parties understand that this IGA is an intergovernmental agreement. Accordingly, all Participating Municipalities agree to cooperate in all respects in the provision and receipt of services hereunder, including but not limited to the management of JEMS, the record keeping requirements of JEMS, the staffing of JEMS, and the costs and payment obligations of JEMS.

7. Notices

All notices required to be given under this IGA shall be given by hand delivery, First Class U.S. Mail or national overnight courier to the addresses below:

If to the JEMS Board:

Director
Northwest Central Joint Emergency Management System
1975 East Davis Street

Arlington Heights IL 60005

If to a Participating Municipality: *Addresses listed below.*

8. Governing Law and Venue

This Agreement shall be governed by the laws of the State of Illinois. Jurisdiction over the parties and the venue for all disputes under this IGA or the JEMS Bylaws shall be in the Circuit Court of Cook County, Illinois.

9. Amendments and Waivers

Except for a duly adopted amendment to the JEMS Bylaws, this IGA may not be amended, modified or waived in any respect except by written agreement duly and validly authorized, executed and delivered by all of the Parties hereto.

10. Authority of Signatories

The individual signing on behalf of the Participating Municipality warrants that he/she/they have all due authority to execute this IGA and that Participating Municipality's governing board has taken all necessary steps to so authorize this IGA.

11. Severability

The many terms and provisions of this IGA are severable. Should any court of competent jurisdiction for any reason declare any portion of this IGA unenforceable, those provisions remaining shall continue in full force and effect for the full term as provided herein.

12. Counterparts

This IGA may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same IGA. Executed facsimile and electronic copies shall have the same force and effect as the original.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Participating Municipalities have each caused this Agreement to be executed by duly authorized officers thereof as of the date and year written below.

Village of Arlington Heights

By Its:

Date:

Address:

Village of Elk Grove Village

By Its:

Date:

Address:

Village of Barrington

By Its:

Date:

Address:

Village of Hoffman Estates

By Its:

Date:

Address:

Village of Buffalo Grove

By Its:

Date:

Address:

Village of Inverness

By Its:

Date:

Address:

Village of Mount Prospect

By Its:

Date:

Address:

Village of Palatine

By Its:

Date:

Address:

City of Prospect Heights

By Its:

Date:

Address:

City of Rolling Meadows

By Its:

Date:

Address:

Village of Schaumburg

By Its:

Date:

Address:

Village of Streamwood

By Its:

Date:

Address:

Village of Wheeling

By Its:

Date:

Address:



AGENDA ITEM REPORT

Village Board of Trustees

June 23, 2025

ITEM 4F

REQUEST: Authorization to:

- a. waive formal bidding; and
- b. purchase up-fitting for unit 29 from Lindco Equipment, Merrillville, IN (Sourcewell Cooperative Purchasing Program) in an amount not to exceed \$96,218; and
- c. grant the Village Manager authority to approve additional change orders in a total amount not to exceed \$10,000.

FROM: Kevin McGraw, Superintendent of Streets
Joseph Nebel, Public Works Director

ITEM TYPE: Contract - Village Board

REQUEST SUMMARY

Unit #29 is a 2012 Ford F-450 with utility body and on-board crane system. This vehicle is used primarily by the Water Maintenance and Construction division during hydrant repairs in the Village's water distribution system. Lift capacity is reduced as the crane is extended horizontally away from the vehicle, resulting in a maximum lift capacity ranging from 700 to 4,000 pounds, depending on job site conditions.

In October 2024, the Village Board authorized the purchase of the chassis for this vehicle, which was received in late April 2025. This request is for authorization to proceed with up-fitting. The table below displays the funding approved for the chassis, the up-fitting cost, and the cumulative total expenditure for this vehicle:

Item Description	Chassis (VB approved October 2024)	Up-fitting	Total
Unit 29 Replacement	\$58,727	\$96,218	\$154,945

This purchase was competitively bid through the Sourcewell Cooperative Purchasing Program. If approved, we expect the up-fitting to be completed in the first quarter of 2026.

FINANCIAL IMPACT

There is \$140,000 in the FY2025 budget for this vehicle replacement. Due to increased manufacturing and material costs, the purchase price of this equipment exceeds the budget by \$14,945. This additional funding will be sourced from Water Fund reserves.

RECOMMENDATION

Authorization to:

- a. waive formal bidding; and
- b. purchase up-fitting for unit 29 from Lindco Equipment, Merrillville, IN (Sourcewell Cooperative Purchasing Program) in an amount not to exceed \$96,218; and
- c. grant the Village Manager authority to approve additional change orders in a total amount not to exceed \$10,000.

ATTACHMENTS

1. Unit 29 Pictures
2. Unit 29 CIP Sheet
3. Lindco Viking-Cives-Sourcewell-Quote # 250434I-SWL-Hoffman Estates, IL-Stellar Crane Truck



Other PW Heavy Duty Vehicle Replacements

FY 2025 Cost: \$ 550,000

Project Information

Department: Vehicles and Equipment
Priority: 1 - Contingent on Funding
Project Status: Retain from Previous CIP - Updated Costs
Project Type: 80 - Automotive Equipment
Location: 2305 Pembroke Avenue
Account: Various
Fund: Various
Strategic Priority:



Description

The Public Works Department operates a variety of other heavy duty vehicles, some of which are used during snow and ice operations. While each of these vehicles serves a different function, the anticipated service life of this vehicle class is 10 to 15 years.

Recommended Solution

Staff recommends regular vehicle and equipment replacements to ensure a reliable fleet. Details are provided on the following page(s) for vehicles proposed for replacement in the next two years.

Replacement Costs	2024 Budget	2024 Est	2025	2026	2027	2028	2029	Total 2025-2029
Unit 47 - Stake Body Truck w Platform Lift	-	-	200,000	-	-	-	-	200,000
Unit 29 - Crane Truck	-	-	140,000	-	-	-	-	140,000
Unit 64 - Stake Body Truck w Lift Gate	-	-	100,000	-	-	-	-	100,000
Unit 44 - Stake Body Truck w Lift Gate	-	-	110,000	-	-	-	-	110,000
TOTAL COSTS:	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Proposed Source of Funds	2024 Budget	2024 Est	2025	2026	2027	2028	2029	Total 2025-2029
General Fund	-	-	410,000	-	-	-	-	410,000
Water & Sewer Fund	-	-	140,000	-	-	-	-	140,000
TOTAL FUNDS:	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000

Impact on Operating Budget	2024 Budget	2024 Est	2025	2026	2027	2028	2029	Total 2025-2029

Repairs and Maintenance to Date

Total Repairs	Useful Life	Current Life	Mileage	Labor Hrs	Labor Cost	Parts Cost	Contractual Cost	Total Repairs and Maintenance

Project Alternative

If these requests are not approved, Staff will continue to maintain the existing fleet; however, the cost of maintenance increases and reliability decreases as vehicles age.



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Fax: (219)736-0892



QUOTATION

Quote Number: 250434I-SWL

Quote Date: Jun 6, 2025

Page: 1

Viking-Cives #062222-VCM

Quoted To:

Hoffman Estates, Village of
1900 Hassell Rd
Hoffman Estates, IL 60196
USA

TERMS & CONDITIONS OF QUOTE

- > Quotes are only valid for 30 days from date of quote.
- > Quotes past 30 days must be requested.
- > 25% restocking fee on all cancelled and returned orders.

Customer ID	Good Thru	Payment Terms	Sales Rep
HE-01	7/6/25	Net 30 Days	51622

Quantity	Item	Description
		SOURCEWELL CONTRACT: CONTRACT HOLDER: Viking-Cives CONTRACT NUMBER: 062222-VCM CONTRACT MATURITY DATE: 08/15/2026 CONTRACT NUMBERS: SW-TK0560, SW-TK0554 SOURCEWELL MEMBER: MEMBER NUMBER: 36488 MEMBER: Village of Hoffman Estates CONTACT: Joe Capiga TITLE: Fleet Manager PHONE: 847-781-2719 E-MAIL: joe.capiga@hoffmanestates.org TERMS OF QUOTE: * All quotes are only valid for thirty (30) days from date of quote. * The price and terms on this quotation are not subject to verbal changes or other agreements, unless approved in writing by the Home Office of the Seller. * All quotations & agreements are contingent upon strikes, accidents, fires, availability of material, & all other causes beyond our control. * Prices are based on costs & conditions existing on date of quotation & are subject to change by the Seller before final acceptance. * Typographical & stenographic errors subject to corrections. * Purchaser agrees to accept either overage or shortage not in excess of 10% to be charged pro-rata.

25% Restock Fee on All Cancelled and Returned Orders

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



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HE-01	7/6/25	Net 30 Days	51622

Quantity	Item	Description
		* Purchaser assumes liability for patent & copyright infringement when goods are made to Purchaser's specifications. * When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage & material must be of suitable quality to facilitate efficient production. * Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller. * Unless otherwise stated, installation charges do not include modifications to exhaust systems, cab protectors or bumpers. EQUIPMENT PAYMENT TERMS: * Net 30 days payment after completion of chassis with all equipment. * Will be subject to all price increases up until time of completion. ESTIMATED DELIVERY TIME FRAME: * Allow approximately 200 days for all equipment to be in stock at Lindco after receiving your purchase order. * Allow approximately 24 months to complete units, once all equipment and chassis are in stock at Lindco. ***Based on supply chain issues all of the above estimated time frames are subject to change.*** BELOW ARE THE REQUIRED ITEMS NEEDED FURNISHED BY CHASSIS MFG./DEALER: 1.) Chassis must have approximately 84" cab to axle.

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Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

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Customer ID	Good Thru	Payment Terms	Sales Rep
HE-01	7/6/25	Net 30 Days	51622

Quantity	Item	Description
1.00	TMAX 30K-11	***** Equipment per below items mounted and fully operational. ***** SERVICE BODY: Stellar TMAX 30K-11 Aluminum Mech Body installed at Stellar BODY: * 141213X Stellar 2025 TMAX30K-11 Aluminum Mechanic Body with Aluminum Side Packs, Aluminum Doors, Isolated Steel Crane Compartment & Torsion Box Understructure * All compartments raised to 52", 8" drop well is CS1V for Oxy/Acet Bottles. * 21" workbench bumper with thru compartment * Flush front bulkhead * Exterior DOT light package * Master-lock system * 22" D x 52" H side packs * 133" long * (6) recessed cargo tie-downs * Dual-seal automotive type compartment weather seal * Rubber fenderettes * Overlapped doors on SS1V/CS1V and horizontal compartments * 2 & 3 point stainless steel compression latches * Stainless steel billet style hinges * Spring loaded door stops * Weld on receiver hitch

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

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Customer ID	Good Thru	Payment Terms	Sales Rep
HE-01	7/6/25	Net 30 Days	51622

Quantity	Item	Description
		* Prime, painted, undercoated * Installed at Stellar * 13257X Mounting Kit for TMAX30K-11, 84" clear CA Ford, installed - HYDRAULIC OPTIONS: * 114826X Hydraulic reservoir - 20 gallon, bulkhead mounted, painted black for Stellar 2025 TMAX body, installed - COMPARTMENT LAYOUT: - SS1VF: * 95231X Drawer Set, 35.5" H x 31" W x 18" D, 3-3", 3-5", 1-7" (includes 2.5" riser) - installed - SS1VR: * 138604X (3) Strut mounted shelf with (3) dividers 18.50" W x 19.00" D, installed - SS HORIZONTAL: * 138443X Strut mounted shelf with (3) dividers 52.00" W x 19.00" D, installed - CS1V: * 138792X Divider kit with strut mounted shelves 19.00 wide for oxy/acet in curb side 52" & 60" compartments, installed * 138165X Strut mounted oxy-acet bottle holder - 2 bottle holder, installed - CS2V: * 138834X (3) Strut mounted shelf with (3) dividers 20.38" W x 19.00 D, installed - CS HORIZONTAL: * 138443X Strut mounted shelf with (3) dividers 52.00" W x 19.00" D, installed - CS REAR: * 16337X 1/2" x 50' hose reel with roller guide - exits rear of body, installed - BODY MOUNTED OPTIONS: * 85464X Rock guard kit - adhesive black, installed

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

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HE-01	7/6/25	Net 30 Days	51622

Quantity	Item	Description
		* 63473X Black grab handle - mounts to rear side pack & bumper, installed * 139194X One pair Stellar mud flaps with wire guards and mounting bolts, installed * ENG Hydraulic Tool Circuit 4 Sect Stab VB Widetent, cooler, reel installed * 86100X TMAX aluminum tailgate - 12" tall, painted black, installed * 86980X Boom support ASM Roller Mech 21.50-27.50 AL Sidepack, installed BUMPER MOUNTED OPTIONS: * 22876X Trailer plug - 7-pin (flat), only for chassis equipped to handle RV/ electric brakes from factory, installed * 59719X Vise mounting plate - receiver work bench mount, installed * 78970X Slide out step for TMAX work bench bumper - aluminum, installed * 108148X Stabilizer ASM TMAX1 PO/PD less hyd, installed LIGHT OPTIONS: * 140307X (2) LED flood light for TMAX aluminum body - Hella, installed * 141444X LED compartment light kit - 2025 TMAX 11' bodies, installed * 141310X Stellar rear taillights equipped with integrated strobe lights, license plate bracket, ID light bar, reflectors, & one flood light mounted on top of each box, installed SAFETY OPTIONS: * 63890X Chassis mounted back up alarm 107 Db, installed * 135292X Ford chassis provided backup camera for installation in all bumpers * 5305X ICC safety kit consisting of rechargeable 2.5# fire extinguisher & reflector kit, installed CHASSIS OPTIONS: * 85209X Super Spring for Ford F550-Single Leaf, for use with telescopic EC4000/EC5000/4421/5521/6521 & Tire Service 4500 Cranes, installed ELECTRICAL OPTIONS:

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Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



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HE-01	7/6/25	Net 30 Days	51622

Quantity	Item	Description
1.00	69393X	* 130822X Speed Control Kit Ford F250-F600 chassis 2023 or newer, includes start-stop functionality, installed * 75749X Truck upfitter switches control package (for crane only or crane with EnPak) installed * 88091X CDTplus and CDTpro radio transmitter mounting kit for 2017 & newer Ford F350-F550, installed - PTO/PUMP OPTIONS: * 8150X PTO Automatic Trans SD installed * 9022X Pump Hyd SGL generic installed - PAINT & FINISH: * 127979 Paint 9-12' body Stellar White Paint, Axalta paint code 350407EX * 36317 Spray on bed liner for load bed walls and floor - black * 36315 Spray on bed liner for work bench bumper - black - CRANE: - Stellar 4421 Telescopic Crane-16K ft/lb rated, 4Klb max capacity, (2) hydraulic extensions to 21', PTO hydraulic w/ CDT equipped proportional radio remote cntrl * Installed at Stellar
2,800.00	FREIGHT	FREIGHT AND LABOR:
8.00	INSTALLATION	FREIGHT
		Lindco-Cives Installation Labor Hours to test and inspect vehicle prior to delivery.
		OPTIONS:
		* For Lindco to handle delivery of chassis to Stellar for installation, ADD: \$2,800.00

Subtotal	96,218.00
Sales Tax	
TOTAL	96,218.00

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