AGENDA

Bill Review/6:30 in Open Meeting Board Room
- Review of General Assistance Expenditures
- Review of Town Fund Expenditures
- Review of Road District Expenditures

Call Regular Meeting to Order/7:30
Pledge of Allegiance
Roll Call

1. Approval of Minutes of May 15, 2018 Special Board Meeting

2. Approval of Minutes of May 22, 2018 Bill Pay Review

3. Approval of Minutes of May 22, 2018 Town Fund & General Assistance Budget Hearing

4. Approval of Minutes of May 22, 2018 Road District Budget Hearing

5. Approval of Minutes of May 22, 2018 Board Meeting

6. Public Participation

7. Approval of General Assistance Expenditures

8. Approval of Road District Expenditures

9. Approval of General Town Fund Expenditure

10. Personnel

Discussion and Potential Action On the Following Items Listed Under Old & New Business:

11. Old Business
    - Motion to approve staff performance-based increases as presented and/or Cost of Living increases tied to CPI of 2.0% for staff, 1.5% for Department heads.
    - Presentation/ RFPs for Upgrade of Safety Measures Focused on Making Maine Township a Hard Target.
    - Procedures and Policies as submitted by Trustees Carrabotta, McKenzie, and Sweeney:
        o Parliamentary Authority/Robert's Rules of Order/Diamond's Rules
        o Establishing Agenda Items
        o Public Access Counselor
        o Interaction with IMRF
        o Township Elected Officials' Access to Public Records
        o Policy and Procedure
        o Board Packets, Minutes and Board Meeting Video Recording
        o Record Retention
        o Posting Financial and Other Records on our Website

12. New Business
    - Hiring replacement MaineStay Position-Agency & Program Coordinator to start July 9, 2018 at a salary of $33,000/annual.
    - Barton Marketing Group Contract Renewal
    - IT Consultant Contract

- Prevailing Wage Ordinances – General Town Fund/General Assistance and Road & Bridge
- Capital Fund
- Line Item Transfers: Legal Fees/Contingency Fund

13. Officials' Reports
14. Attorney's Report
15. Administrator's Report
16. Closed Session
17. Adjournment

*Public Participation is permitted under items of Old and New Business

ADMINISTRATOR'S REPORT

Date: June, 2018
To: All Elected Officials
From: Dayna Berman, Administrator

I was busy this month working with Dick Barton and his associates on several projects, such as wrapping up the summer edition of the Mainely News and several press releases in which we highlighted some of our recent programs/photos.

I worked closely with Jeff Brown, attorney from Ancel Glink, on several personnel matters. These presented unique challenges and I appreciated Ancel Glink's guidance on these issues

Thank you also to our attorney group for help with the review of our IT Consultant RFP. The RFP was provided in our Clerk's office as well as on our website. The submission deadline for estimates/proposals was June 20th at 5:00 pm and all RFP's submitted are currently included in your board packet for review. Please note this agenda item is stated under "New Business " for "Discussion and Vote".

MaineStay Director Richard Lyon and I conducted several interviews for the open position of Agency & Program Coordinator. Please note we are including the resume of our candidate choice and have included this under "New Business" for "Discussion and Vote." Rich and I feel confident that this applicant is a great fit for this position and I hope with your approval to bring her on board early July.

I want to thank the board for allowing us to hire an assistant for Denise Jajko prior to the June Board Meeting. After posting an ad online and in the local newspapers, we found a wonderful candidate and she began employment June 4th. Her name is Dorothy Moran and she is a wonderful addition to our team. She has jumped right into her new position and is a quick learner. We are so happy to have her aboard.

Although weather has been a little goofy, summer is always a busy time at Town Hall. We held a document shredding event on June 2nd, summer camp is in full swing and the Clerk's office is busy selling stickers. My maintenance staff and admin team work closely with all these programs to ensure set ups and supplies are correct, transportation is provided and that staffing needs are met. We are looking forward to some fun activities we participate in every year such as the local parades and the Taste of Park Ridge, which takes place July 12-14.

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
		11:45:06 AM						
	REVENUE							
	Property Tax	1,620,713.00	27,304.72	43,690.57	1,691,708.29	4,522,119.00	2,830,410.71	63%
	Interest Income	1,285.87	1,342.17	1,967.66	4,595.70	13,198.00	8,602.30	65%
	MaineStay Fees	0.00	5,377.86	6,201.00	11,578.86	14,952.00	3,373.14	23%
	Prsnl Prop Replacement Tax	0.00	14,674.78	14,958.37	29,633.15	73,030.00	43,396.85	59%
	Other Income	8,140.40	7,651.38	10,017.90	25,809.68	81,229.00	55,419.32	68%
	Senior Programs (net)	0.00	0.00	0.00	0.00	-10,823.00	-10,823.00	100%
	NET REVENUE	1,630,139.27	56,350.91	76,835.50	1,763,325.68	4,693,705.00	2,930,379.32	62%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	EXPENSES							
	ADMINISTRATION							
	Gross Pay Account	62,660.15	57,164.51	66,616.57	186,441.23	782,450.00	596,008.77	76%
	IDES	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	4,759.83	4,309.26	5,088.27	14,157.36	61,729.00	47,571.64	77%
	IMRF	5,957.92	5,196.21	6,403.72	17,557.85	67,812.00	50,254.15	74%
	Administrative Div. Health Ins.	27,327.21	27,379.89	26,353.44	81,060.54	305,000.00	223,939.46	73%
	Life Insurance	194.60	194.60	180.70	569.90	2,255.00	1,685.10	75%
	Dental Insurance	2,537.69	142.20	1,997.45	4,677.34	20,000.00	15,322.66	77%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Accounting Services	1,240.85	1,226.40	3,432.57	5,899.82	27,287.00	21,387.18	78%
	Building & Grounds Maint	1,204.18	2,119.09	1,654.93	4,978.20	25,242.00	20,263.80	80%
	Community Info-Support	0.00	3,541.00	3,541.00	7,082.00	47,578.00	40,496.00	85%
	Conferences Meetings	75.00	0.00	0.00	75.00	3,570.00	3,495.00	98%
	Special Programs	500.00	0.00	525.00	1,025.00	6,459.00	5,434.00	84%
	Dues Subscriptions	0.00	0.00	350.00	350.00	6,316.00	5,966.00	94%
	Equipment Leasing Maint	1,191.11	522.00	0.00	1,713.11	18,527.00	16,813.89	91%
	Gen Ins Liability Ins Bond	0.00	0.00	52,959.00	52,959.00	53,835.00	876.00	2%
	Website\Email Host	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0%
	Print Management	1,858.02	381.09	527.30	2,766.41	4,637.00	1,870.59	40%
	Computer Tech Support	545.00	545.00	545.00	1,635.00	8,052.00	6,417.00	80%
	Legal Services	6,831.88	828.75	25,703.22	33,363.85	33,102.00	-261.85	-1%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	1,630.00	1,630.00	100%
	Police Protection	4,600.00	4,200.00	4,400.00	13,200.00	45,600.00	32,400.00	71%
	Plan Commission	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Postage	1,460.72	-1,350.42	3,579.46	3,689.76	33,962.00	30,272.24	89%
	Printing Publishing	598.74	1,539.84	1,618.48	3,757.06	38,796.00	35,038.94	90%
	Code Enforcement Expense	44.71	60.96	143.77	249.44	673.00	423.56	63%
	Maine Township Rec. Connections	4,160.25	4,060.50	4,719.63	12,940.38	45,060.00	32,119.62	71%
	Telecommunications	1,871.88	1,945.15	1,944.95	5,761.98	25,519.00	19,757.02	77%
	Staff Training	99.00	25.00	0.00	124.00	436.00	312.00	72%
	Transportation/Mainelines	0.00	203.00	545.00	748.00	5,281.00	4,533.00	86%
	Utilities	1,968.37	2,226.24	1,337.17	5,531.78	21,100.00	15,568.22	74%
	Miscellaneous (Administr)	0.00	0.00	0.00	0.00	500.00	500.00	100%
	Neighborhood Watch	35.00	240.00	0.00	275.00	3,029.00	2,754.00	91%
	Office Supplies/Sm. Equipment	473.82	485.03	447.97	1,406.82	17,500.00	16,093.18	92%
	Operating Supplies Maint	372.46	867.05	1,042.70	2,282.21	8,500.00	6,217.79	73%
	Cleanup Project/Single Hauler P	0.00	165.00	141.30	306.30	1.00	-305.30	-30530%
	Vehicle Expense	124.55	75.36	231.25	431.16	3,381.00	2,949.84	87%
	Building	0.00	0.00	0.00	0.00	4,959.00	4,959.00	100%
	Building Purchases	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Funds Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Equipment Purchases	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100%
	Prov for contingency	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	137,692.94	118,292.71	216,029.85	472,015.50	1,744,783.00	1,272,767.50	73%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	ASSESSOR							
	Assessor Division Salary	13,652.45	13,978.72	13,946.95	41,578.12	179,147.00	137,568.88	77%
	Assessor Division SS	976.87	999.40	994.56	2,970.83	12,813.00	9,842.17	77%
	Assessor Division IMRF	1,511.94	1,542.26	1,542.26	4,596.46	20,009.00	15,412.54	77%
	Health Insurance	9,010.47	9,010.47	9,010.47	27,031.41	110,090.00	83,058.59	75%
	Dental Insurance	18.00	312.00	167.00	497.00	5,022.00	4,525.00	90%
	Life Insurance	41.70	41.70	41.70	125.10	487.00	361.90	74%
	Conferences Meetings	10.10	0.00	0.00	10.10	848.00	837.90	99%
	Cook Cty Assessor Tie-in	0.00	0.00	475.00	475.00	1,025.00	550.00	54%
	Dues-Subscriptions	0.00	0.00	88.00	88.00	300.00	212.00	71%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	350.00	350.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	22.45	22.45	1,200.00	1,177.55	98%
	Postage	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	151.00	151.00	100%
	Sidwell Maps	0.00	0.00	0.00	0.00	707.00	707.00	100%
	Staff Training	0.00	0.00	0.00	0.00	116.00	116.00	100%
	Miscellaneous	72.99	0.00	104.22	177.21	1.00	-176.21	-17621%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	25,294.52	25,884.55	26,392.61	77,571.68	332,268.00	254,696.32	77%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	MAINESTAY							
	MaineStay Salary	26,869.62	26,974.27	27,033.65	80,877.54	362,140.00	281,262.46	78%
	Social Security	1,963.40	1,967.44	1,971.99	5,902.83	27,708.00	21,805.17	79%
	IMRF	3,320.52	3,320.52	3,320.52	9,961.56	46,917.00	36,955.44	79%
	Administrative Div. Health Ins.	12,736.45	12,736.45	12,736.45	38,209.35	160,000.00	121,790.65	76%
	Life Ins.	97.30	97.30	97.30	291.90	1,135.00	843.10	74%
	Dental Ins.	530.80	325.00	462.00	1,317.80	7,000.00	5,682.20	81%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Conferences-Meetings	0.00	0.00	0.00	0.00	823.00	823.00	100%
	Consultation/Staff Training	0.00	0.00	0.00	0.00	1,971.00	1,971.00	100%
	Special Programs - MaineStay	28.44	289.47	5,212.56	5,530.47	5,595.00	64.53	1%
	Dues-Subscriptions/Licensures	250.00	0.00	125.00	375.00	1,874.00	1,499.00	80%
	Print Management	482.34	482.34	482.34	1,447.02	5,900.00	4,452.98	75%
	Gen Ins Liability Ins Bond	0.00	1,150.00	0.00	1,150.00	958.00	-192.00	-20%
	Computer Tech Support	545.00	545.00	545.00	1,635.00	6,340.00	4,705.00	74%
	Mileage-Travel-Lodging Exp	0.00	56.51	0.00	56.51	924.00	867.49	94%
	Postage	184.71	17.22	20.42	222.35	420.00	197.65	47%
	Printing-Publishing	0.00	126.40	132.41	258.81	1,391.00	1,132.19	81%
	Community Education	20.28	20.94	0.00	41.22	137.00	95.78	70%
	Training Maual & Books	0.00	0.00	0.00	0.00	289.00	289.00	100%
	Miscellaneous	0.00	0.00	40.85	40.85	45.00	4.15	9%
	Office Supplies/Sm Equipment	0.00	398.49	74.88	473.37	4,000.00	3,526.63	88%
	Substance Abuse Program	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Youth Recreation Fund	0.00	0.00	0.00	0.00	3,000.00	3,000.00	100%
	Summer Youth Camp	0.00	1,020.00	2,582.95	3,602.95	3,703.00	100.05	3%
	Garage Sale	0.00	0.00	0.00	0.00	202.00	202.00	100%
	Building Maint.	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	47,028.86	49,527.35	54,838.32	151,394.53	642,475.00	491,080.47	76%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	SENIOR							
	Senior Salary	16,357.08	18,420.77	13,477.62	48,255.47	221,117.00	172,861.53	78%
	Social Security	1,221.02	1,378.90	1,009.54	3,609.46	16,913.00	13,303.54	79%
	IMRF	2,064.26	2,324.70	1,700.88	6,089.84	28,104.00	22,014.16	78%
	Life Ins.	55.60	55.60	41.70	152.90	769.00	616.10	80%
	Dental Ins.	18.00	24.00	24.00	66.00	5,787.00	5,721.00	99%
	Administrative Div. Health Ins.	8,184.35	8,184.35	5,809.56	22,178.26	90,000.00	67,821.74	75%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Conferences-Meetings	0.00	0.00	157.00	157.00	866.00	709.00	82%
	Special Programs	0.00	0.00	120.49	120.49	9,657.00	9,536.51	99%
	Print Management	318.34	318.34	318.34	955.02	3,856.00	2,900.98	75%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	125.00	125.00	100%
	Mileage-Travel-Lodging Exp	0.00	0.00	0.00	0.00	1,084.00	1,084.00	100%
	Postage	1,071.61	956.46	1,052.91	3,080.98	11,552.00	8,471.02	73%
	Printing-Publishing	890.00	934.00	934.00	2,758.00	12,197.00	9,439.00	77%
	Telecommunications	2.56	2.42	2.42	7.40	25.00	17.60	70%
	Staff Training	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	0.00	0.00	4,284.00	4,284.00	100%
	Computer Tech Support	545.00	545.00	545.00	1,635.00	10,715.00	9,080.00	85%
	Total	30,727.82	33,144.54	25,193.46	89,065.82	417,053.00	327,987.18	79%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	CLERK							
	Clerk's Division Salary	9,502.52	9,754.56	9,683.48	28,940.56	131,525.00	102,584.44	78%
	Social Security	713.09	736.35	730.92	2,180.36	10,062.00	7,881.64	78%
	IMRF	1,218.86	1,257.21	1,248.24	3,724.31	16,717.00	12,992.69	78%
	Administrative Div. Health Ins.	3,463.46	3,463.46	3,463.46	10,390.38	45,000.00	34,609.62	77%
	Life Ins.	27.80	27.80	27.80	83.40	324.00	240.60	74%
	Dental Ins.	1,378.80	12.00	337.60	1,728.40	3,000.00	1,271.60	42%
	Conferences-Meetings	0.00	75.00	70.00	145.00	853.00	708.00	83%
	Dues-Subscriptions	30.00	0.00	0.00	30.00	332.00	302.00	91%
	Print Management	252.34	252.34	252.34	757.02	3,028.00	2,270.98	75%
	Gen Insur Liability Bond	0.00	0.00	0.00	0.00	145.00	145.00	100%
	Mileage-Travel-Lodging Exp	9.60	0.00	0.00	9.60	996.00	986.40	99%
	Honor Flight	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
	Computer Tech Support	545.00	545.00	545.00	1,635.00	6,340.00	4,705.00	74%
	Postage	506.11	966.41	1,077.35	2,549.87	7,332.00	4,782.13	65%
	Printing-Publishing	0.00	0.00	0.00	0.00	847.00	847.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	126.00	126.00	100%
	Office Supplies/Sm Equipment	0.00	144.70	0.00	144.70	3,000.00	2,855.30	95%
	Total	17,647.58	17,234.83	17,436.19	52,318.60	230,627.00	178,308.40	77%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	OEM							
	Emergency Mgmnt Salary	691.88	663.75	1,035.00	2,390.63	14,722.00	12,331.37	84%
	OEM Social Security	52.93	50.77	79.17	182.87	1,206.00	1,023.13	85%
	Uniforms	0.00	0.00	0.00	0.00	387.00	387.00	100%
	Conferences-Meetings	0.00	71.49	0.00	71.49	1.00	-70.49	-7049%
	Special Programs	0.00	0.00	0.00	0.00	200.00	200.00	100%
	Special Events	0.00	0.00	0.00	0.00	155.00	155.00	100%
	Citizen Corps Program	0.00	0.00	0.00	0.00	1,440.00	1,440.00	100%
	Dues-Subscriptions	0.00	0.00	0.00	0.00	50.00	50.00	100%
	Equipment Leasing-Maint	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Volunteer Insurance	0.00	581.40	0.00	581.40	582.00	0.60	0%
	Postage	0.00	0.00	0.00	0.00	24.00	24.00	100%
	Computer Tech Support	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Printing-Publishing	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Utilities	348.02	174.46	385.81	908.29	3,976.00	3,067.71	77%
	Telecommunications	231.70	231.50	231.50	694.70	2,820.00	2,125.30	75%
	Staff Training	0.00	0.00	0.00	0.00	28.00	28.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Office Supplies/Sm Equipment	0.00	0.00	13.96	13.96	500.00	486.04	97%
	Operating Supplies	0.00	0.00	82.12	82.12	138.00	55.88	40%
	Disaster Operations Supplies	0.00	200.00	0.00	200.00	628.00	428.00	68%
	Building	0.00	295.00	0.00	295.00	1,396.00	1,101.00	79%
	Vehicle Expense	0.00	0.00	0.00	0.00	614.00	614.00	100%
	Total	1,324.53	2,268.37	1,827.56	5,420.46	28,871.00	23,450.54	81%

MAINE TOWNSHIP GENERAL TOWN FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	0%							
	TOTAL OPERATING EXPENSES	259,716.25	246,352.35	341,717.99	847,786.59	3,396,077.00	2,548,290.41	75%
	NET OPERATING INCOME	1,370,423.02	-190,001.44	-264,882.49	915,539.09	1,297,628.00	382,088.91	29%

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	Tuesday, June 19, 2018	11:18:15 AM						
	REVENUE							
	Beginning Balance							
	Property Tax	405,233.40	6,931.26	10,954.92	423,119.58	1,131,362.00	708,242.42	63%
	SS Reimbursement	1,445.00	0.00	0.00	1,445.00	20,900.00	19,455.00	93%
	Interest Income	328.52	355.86	527.76	1,212.14	3,685.00	2,472.86	67%
	Energy Assistance Revenue	5.00	1,320.00	780.00	2,105.00	12,960.00	10,855.00	84%
	Food Pantry Cash Donations	937.05	11,190.00	1,079.00	13,206.05	43,269.00	30,062.95	69%
	Total	407,948.97	19,797.12	13,341.68	441,087.77	1,212,176.00	771,088.23	64%
NET REVENUE		407,948.97	19,797.12	13,341.68	441,087.77	1,212,176.00	771,088.23	64%
	EXPENSES							
EXPENSES-ADMINISTRATIVE								
	Gross Pay Account	29,179.60	29,179.60	29,179.60	87,538.80	392,586.00	305,047.20	78%
	IDES	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Social Security	2,185.76	2,185.76	2,185.76	6,557.28	29,875.00	23,317.72	78%
	IMRF	3,682.47	3,682.47	3,682.47	11,047.41	47,823.00	36,775.59	77%
	Administrative Div. Health Ins.	12,228.33	8,627.33	10,427.83	31,283.49	130,434.00	99,150.51	76%
	Life Insurance	97.30	97.30	97.30	291.90	1,191.00	899.10	75%
	Dental Insurance	438.00	42.00	528.50	1,008.50	4,433.00	3,424.50	77%
	Tuition Reimbursement	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Accounting Services	421.24	432.24	433.94	1,287.42	8,486.00	7,198.58	85%
	Conferences Meetings	0.00	0.00	0.00	0.00	514.00	514.00	100%
	Dues Subscriptions	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Print Management	636.67	636.67	636.47	1,909.81	6,500.00	4,590.19	71%
	General Insurance-Liab-Bond	0.00	0.00	17,445.00	17,445.00	14,941.00	-2,504.00	-17%
	Legal Services	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Mileage-Travel-Lodging	0.00	0.00	0.00	0.00	892.00	892.00	100%
	Postage	374.98	344.61	206.29	925.88	3,000.00	2,074.12	69%
	Printing Publishing	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100%
	Telecommunication/ISP	156.96	158.49	158.49	473.94	1,374.00	900.06	66%
	Staff Training	0.00	0.00	20.00	20.00	478.00	458.00	96%
	Utilities	219.00	200.51	148.27	567.78	2,252.00	1,684.22	75%
	Hearing Officer	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Miscellaneous	0.00	0.00	0.00	0.00	32.00	32.00	100%
	Office Supplies	0.00	515.15	30.94	546.09	6,330.00	5,783.91	91%
	Operating Supplies/Maint	0.00	51.00	0.00	51.00	1,150.00	1,099.00	96%
	Building Maintenance	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Computer Software Development	0.00	0.00	0.00	0.00	2,350.00	2,350.00	100%
	Comp Tech Support	545.00	545.00	545.00	1,635.00	6,290.00	4,655.00	74%
	Admin Contingency	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	50,165.31	46,698.13	65,725.86	162,589.30	662,438.00	499,848.70	75%
EXPENSES-ASSISTANCE								

MAINE TOWNSHIP GENERAL ASSISTANCE FUND

75%	of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
	Tuesday, June 19, 2018	11:18:15 AM						
	Client Insurance	0.00	0.00	0.00	0.00	134.00	134.00	100%
	Emergency Assist Program	300.00	0.00	250.00	550.00	1,200.00	650.00	54%
	Prescription Drugs	0.00	0.00	562.81	562.81	2,693.00	2,130.19	79%
	Dental Services	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Medical Services	0.00	0.00	0.00	0.00	114.00	114.00	100%
	Funeral & Burial Services	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Client Utilities	438.17	75.00	338.64	851.81	5,913.00	5,061.19	86%
	Shelter-Rent	5,445.22	5,445.22	5,095.22	15,985.66	71,102.00	55,116.34	78%
	Ambulance Paramedic	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food/Pers essentials	2,676.74	6,000.00	2,834.78	11,511.52	33,887.00	22,375.48	66%
	Transport/Clothing	1,680.00	1,680.00	2,096.33	5,456.33	19,803.00	14,346.67	72%
	Transient	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Food Pantry	78.98	1,182.70	0.00	1,261.68	23,410.00	22,148.32	95%
	Catastro. Med. Insurance	0.00	0.00	4,080.00	4,080.00	4,200.00	120.00	3%
	CWP	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Prov for contingency	0.00	0.00	0.00	0.00	1.00	1.00	100%
	Total	10,619.11	14,382.92	15,257.78	40,259.81	162,462.00	122,202.19	75%
TOTAL OPERATING EXPENSES		60,784.42	61,081.05	80,983.64	202,849.11	824,900.00	622,050.89	75%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

75% of the year remaining
0%

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left

REVENUE

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Fund Transfer	0.00	0.00		0.00	0.00	0.00	0%
Property Tax	661,752.75	11,256.76	18,127.27	691,136.78	1,902,125.00	1,210,988.22	64%
Other Income	387.00	168.16	1,325.00	1,880.16	55,780.00	53,899.84	97%
Interest Income	421.78	407.15	117.56	946.49	3,618.00	2,671.51	74%
I Permit Fees	450.00	1,085.00	1,829.00	3,364.00	14,068.00	10,704.00	76%
Persnl Prop Replacement Tax	0.00	14,675.45	14,959.05	29,634.50	73,033.00	43,398.50	59%
NET REVENUE	663,011.53	27,592.52	36,357.88	726,961.93	2,048,624.00	1,321,662.07	65%

EXPENSES

GENERAL ROAD FUND-ADMINISTRATIVE

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Admin Salary Expense	4,523.76	4,523.76	4,523.76	13,571.28	59,000.00	45,428.72	77%
Health Insurance	13,843.79	13,843.79	13,843.79	41,531.37	159,300.00	117,768.63	74%
Life Insurance	97.30	97.30	97.30	291.90	1,200.00	908.10	76%
Dental Insurance	0.00	42.00	0.00	42.00	6,500.00	6,458.00	99%
Alcohol & Drug Testing	0.00	0.00	0.00	0.00	540.00	540.00	100%
Payroll Service	322.84	333.84	335.04	991.72	4,500.00	3,508.28	78%
Accounting Services	0.00	0.00	0.00	0.00	4,500.00	4,500.00	100%
Conferences Meetings	0.00	37.18	148.29	185.47	200.00	14.53	7%
Dues Subscriptions	0.00	0.00	0.00	0.00	720.00	720.00	100%
Legal Services	0.00	0.00	43.75	43.75	3,000.00	2,956.25	99%
Mileage Travel Expense	0.00	0.00	0.00	0.00	100.00	100.00	100%
Municipal Replacement Tax	0.00	0.00	0.00	0.00	32,664.00	32,664.00	100%
Postage	0.00	8.46	0.00	8.46	175.00	166.54	95%
Printing Publishing	0.00	0.00	73.20	73.20	6,000.00	5,926.80	99%
Telephone	284.98	302.72	919.39	1,507.09	5,800.00	4,292.91	74%
Training	0.00	0.00	25.00	25.00	500.00	475.00	95%
Miscellaneous	226.20	0.00	0.00	226.20	0.00	-226.20	#DIV/0!
Office Supplies	0.00	0.00	173.94	173.94	1,500.00	1,326.06	88%
Office Equipment	146.34	71.99	0.00	218.33	5,000.00	4,781.67	96%
Prov for contingency	0.00	0.00	0.00	0.00	0.00	0.00	0%
Total	19,445.21	19,261.04	20,183.46	58,889.71	291,199.00	232,309.29	80%

GENERAL ROAD FUND-MAINTENANCE

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Maint Salary Expense	0.00	0.00	0.00	0.00	145,000.00	145,000.00	100%
Maintenance-Uniforms	0.00	0.00	0.00	0.00	4,500.00	4,500.00	100%
Building Maintenance	0.00	0.00	326.68	326.68	5,500.00	5,173.32	94%
Equipment Leasing Maint	8,068.78	19,046.79	3,164.59	30,280.16	62,500.00	32,219.84	52%
Landfill Charges - GRF	0.00	0.00	0.00	0.00	500.00	500.00	100%
Rentals	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
Street Lighting	0.00	4,171.57	4,519.55	8,691.12	51,500.00	42,808.88	83%
Tree Removal & Spraying	0.00	0.00	75.00	75.00	15,000.00	14,925.00	100%
Utilities	412.91	680.57	852.28	1,945.76	8,000.00	6,054.24	76%

MAINE TOWNSHIP ROAD AND BRIDGE FUND

75% of the year remaining	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
0%							
Tree Replacement Program	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
Gasoline Oil	516.27	962.40	1,075.04	2,553.71	30,000.00	27,446.29	91%
Building & Oper Sup Mat 1	89.45	0.00	407.00	496.45	4,500.00	4,003.55	89%
Maint Equip & Small Tools	1,512.15	2,492.70	1,515.80	5,520.65	10,000.00	4,479.35	45%
Supplies (Equipment)	364.68	1,800.04	2,613.38	4,778.10	22,000.00	17,221.90	78%
Supplies Roads GRF	0.00	0.00	326.48	326.48	4,500.00	4,173.52	93%
Supplies Snow Removal	0.00	0.00	0.00	0.00	50,000.00	50,000.00	100%
Total	10,964.24	29,154.07	14,875.80	54,994.11	415,500.00	360,505.89	87%

PERMANENT ROAD FUND

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Labor On Roads	33,461.11	33,159.22	32,330.16	98,950.49	335,000.00	236,049.51	70%
Drainage	0.00	0.00	0.00	0.00	15,000.00	15,000.00	100%
Engineering Services	-871.50	6,585.32	19,966.25	25,680.07	30,000.00	4,319.93	14%
Landfill Charges - PRF	0.00	0.00	365.00	365.00	12,000.00	11,635.00	97%
Project Expenses	0.00	0.00	0.00	0.00	3,500.00	3,500.00	100%
Maintenance Roads	0.00	0.00	0.00	0.00	405,000.00	405,000.00	100%
Supplies / Roads PRF	0.00	670.45	1,303.50	1,973.95	50,000.00	48,026.05	96%
Total	32,589.61	40,414.99	53,964.91	126,969.51	850,500.00	723,530.49	85%

EQUIPMENT & BUILDING FUND

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Equipment	0.00	0.00	67,124.19	67,124.19	225,000.00	157,875.81	70%
Building	530.19	30.00	52.80	612.99	15,000.00	14,387.01	96%
Storage Building	0.00	628.00	1,111.95	1,739.95	7,500.00	5,760.05	77%
Total	530.19	658.00	68,288.94	69,477.13	247,500.00	178,022.87	72%

SOCIAL SECURITY FUND

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Social Security	2,816.30	2,793.19	2,729.77	8,339.26	40,500.00	32,160.74	79%
Total	2,816.30	2,793.19	2,729.77	8,339.26	40,500.00	32,160.74	79%

INSURANCE FUND

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
Workmans Compensation	1,007.00	0.00	21,353.00	22,360.00	20,818.00	-1,542.00	-7%
Unemployment Insurance	0.00	0.00	0.00	0.00	535.00	535.00	100%
Gen Ins Liability Ins Bond	4,029.00	0.00	37,443.00	41,472.00	37,443.00	-4,029.00	-11%
Total	5,036.00	0.00	58,796.00	63,832.00	58,796.00	-5,036.00	-9%

IL MUNICIPAL RETIREMENT FUND

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
IMRF	4,793.69	4,755.59	4,650.96	14,200.24	64,000.00	49,799.76	78%
IMRF Employer ERI Cost	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100%
Total	4,793.69	4,755.59	4,650.96	14,200.24	65,000.00	50,799.76	78%

	MAR	APR	MAY	YTD DISBURSE	BUDGET	BALANCE	% Left
TOTAL OPERATING EXPENSES	76,175.24	97,036.88	223,489.84	396,701.96	1,968,995.00	1,572,293.04	80%
NET OPERATING INCOME	586,836.29	-69,444.36	-187,131.96	330,259.97	79,629.00	-250,630.97	-315%

MOTION TO APPROVE PAYROLL FOR PAYDATES OF JUNE 1, 2018

AND JUNE 15, 2018 AND ROAD DISTRICT CHECKS # 20404

THROUGH CHECK #20453 IN THE AMOUNT OF $136,480.36.

Maine Township Road & Bridge Fund

JUNE 2018

Check #	Date	Name	Description	Amount
20364V	June 26	Void	Void	(55.38)
Wire	June 1	Federal Electronic Payroll System	Federal Taxes	5,633.46
Wire	June 1	Illinois Department of Revenue	State Taxes	959.38
S/C	June 1	Paychex	Service Fee	167.52
Dir. Deposit	June 1	Richard A. Brandes	Payroll Check	2,044.05
Dir. Deposit	June 1	Robert J. Brzezinski	Payroll Check	3,224.11
Dir. Deposit	June 1	Peter Douvalakis	Payroll Check	2,540.66
Dir. Deposit	June 1	Jason D. Fox	Payroll Check	1,687.79
Dir. Deposit	June 1	Dawne Scheel Hayman	Payroll Check	1,797.93
Dir. Deposit	June 1	Peter A. Jimenez	Payroll Check	1,683.98
Dir. Deposit	June 1	Justin E. MacIntyre	Payroll Check	1,444.16
Wire	June 8	IMRF	Illinois Municipal Retirement Fund	6,372.83
Wire	June 15	Federal Electronic Payroll System	Federal Taxes	4,561.32
Wire	June 15	Illinois Department of Revenue	State Taxes	810.69
S/C	June 15	Paychex	Service Fee	167.52
Dir. Deposit	June 15	Richard A. Brandes	Payroll Check	1,666.61
Dir. Deposit	June 15	Robert J. Brzezinski	Payroll Check	2,766.05
Dir. Deposit	June 15	Peter Douvalakis	Payroll Check	2,191.05
Dir. Deposit	June 15	Jason D. Fox	Payroll Check	1,448.53
Dir. Deposit	June 15	Dawne Scheel Hayman	Payroll Check	1,578.83
Dir. Deposit	June 15	Peter A. Jimenez	Payroll Check	1,479.29
Dir. Deposit	June 15	Justin E. MacIntyre	Payroll Check	1,307.74
20404	June 26	Metro Federal Credit Union	Equipment Maintenance	136.40
20405	June 26	Metro Federal Credit Union	Printing & Publishing	515.89
20406	June 26	Maine Township-Town Fund	Utilities	46.09
20407	June 26	Verizon Wireless	Cellular Phone	36.01
20408	June 26	1st AYD Corporation	Equipment Supplies	347.22
20409	June 26	AT& T	Telephone & Communication	338.76
20410	June 26	Alexander Equipment Co, Inc.	Repair 2001 Morbark	921.73
20411	June 26	Atlas Bobcat LLC	Stump Grinder BM SGX6	9,850.00
20412	June 26	Burns Industrial Supply	Small Tools & Equipment	514.97

20413	June 26	Comed-Garage	Service at Garage	235.54
20414	June 26	Comed-Street Lighting	Street Lighting	4,153.01
20415	June 26	Comed-Traffic Signals	Traffic Signals	48.92
20416	June 26	Conserv FS	Fuel	1,923.90
20417	June 26	Damiano Diesel Service	Repairs Vehicle #12	4,866.19
20418	June 26	Deere & Company	Equipment	6,042.33
20419	June 26	Des Plaines, City of/Water Dep	Water & Sewer Service	29.96
20420	June 26	Des Plaines Material & Supply	Supplies for the Road	4,151.32
20421V	June 26	VOID	Void	-
20422	June 26	Door Systems a Kone Company	Building	3,245.00
20423	June 26	Flood Brothers Disposal	Landfill Rolloff Pick	551.76
20424	June 26	Healy Asphalt Co LLC	Cold Patch	461.12
20425	June 26	Robert W. Hendricksen Co	Tree Trimming, Removal	297.50
20426	June 26	JB Metal Works, Inc.	Equipment Maintenance	130.00
20427	June 26	Interstate Billing Service, Inc.	Equipment Leasing & Maintenance	1,100.00
20428	June 26	Journal & Topics News	Printing & Publishing	234.35
20429	June 26	Liberty Tire Recycling, LLC	Tire Recycling	393.62
20430	June 26	Maine Township-Town Fund	Utilities	42.00
20431	June 26	Kevin W. Mortell & Toni Miller	Wage Garnishment	1,011.29
20432	June 26	Napa Auto Parts-Des Plaines	Equipment Supplies	65.88
20433V	June 26	VOID	Void	-
20434	June 26	Nicor Gas	Service at Garage	201.30
20435	June 26	Red Wing Shoe Store	Uniforms	175.00
20436	June 26	Sam's Club MC/SYNCB	Supplies for the Road, Small Tools	7,959.15
20437	June 26	Security Benefit	Deferred Compensation	1,090.00
20438	June 26	Spaceco, Inc.	Engineering Services	3,360.00
20439	June 26	State Surplus Property Revolv. Fund	Equipment & Supplies	9,493.24
20440	June 26	The Mulch Center	Landfill	40.00
20441	June 26	Treasurer, State of IL	Street Lighting	90.93
20442	June 26	Tredroc Tire Services	Flat Repairs	928.30
20443	June 26	Verizon Wireless	Cellular Phone	129.67
20444	June 26	West Side Tractor Sales	Equipment Supplies	413.94
20445	June 26	Wholesale Direct, Inc.	Maintenance Equipment	835.67
20446	June 26	Worthington ag parts	Towing & Rental	8,000.00
20447	July 1	The Lincoln National	Vol Life Insurance	97.30
20448	July 1	Blue Cross Blue Shield of IL	July Health Insurance	15,386.82
20449	July 1	NCPERS Group Life Ins.	IMRF Vol Life Insurance	16.00
20450	July 1	The Lincoln National	Vol Life Insurance	112.08

20451	July 1	Vision Service Plan (IL)	VSP Vision Insurance	6.60
20452	July 1	MacMunnis, Inc. AAF Com Ed	Offsite Storage	314.00
20453	July 1	Blue Tarp Financial, Inc.	Maintenance Equip & Small Tools	661.48

$ 136,480.36

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of June 1, 2018 and June 15, 2018 and Road District Checks #20404 through Check #20453 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEAL THIS 26TH DAY OF JUNE, 2018.

_____   _____
Supervisor

                                 _____

_____   _____
Clerk

                                 _____
                                 Trustees

MOTION TO APPROVE PAYROLL FOR PAYDATES OF JUNE 1, 2018

AND JUNE 15, 2018 AND GENERAL TOWN FUND CHECKS #55980

THROUGH CHECK #56055 IN THE AMOUNT OF $318,325.94.

Maine Township General Town Fund

JUNE 2018

Check #	Date	Name	Description	Amount
Wire	June 1	Federal Electronic Payroll System	Federal Taxes	14,819.80
Wire	June 1	Illinois Department Of Revenue	State Taxes	2,823.94
S/C	June 1	Paychex	Service Fee	354.54
3280	June 1	Susan Moylan Krey	Payroll Check	641.11
3281	June 1	Walter Kazmierczak	Payroll Check	4,145.63
3282	June 1	David A. Carrabotta	Payroll Check	-
3283	June 1	Carl F. Brzozowski	Payroll Check	343.60
Dir.Deposit	June 1	Laura J. Morask	Payroll Check	795.12
Dir.Deposit	June 1	Peter W. Gialamas	Payroll Check	384.07
Dir.Deposit	June 1	Claire R. McKenzie	Payroll Check	434.81
Dir.Deposit	June 1	Kimberly Jones	Payroll Check	415.89
Dir.Deposit	June 1	Susan Kelly Sweeney	Payroll Check	451.31
Dir.Deposit	June 1	Dayna E. Berman	Payroll Check	2,761.47
Dir.Deposit	June 1	Denise M. Jajko	Payroll Check	1,733.30
Dir.Deposit	June 1	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	June 1	Jessica M. Fox	Payroll Check	853.67
Dir.Deposit	June 1	John P. McKenna	Payroll Check	360.94
Dir.Deposit	June 1	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	June 1	Marty Cook	Payroll Check	622.12
Dir.Deposit	June 1	Michael A. Samaan	Payroll Check	1,474.79
Dir.Deposit	June 1	Nader A. Ghazaleh Sr.	Payroll Check	1,115.34
Dir.Deposit	June 1	Nicholas W. Kanehl	Payroll Check	855.69
Dir.Deposit	June 1	Ramsin S. Youkhanes	Payroll Check	93.38
Dir.Deposit	June 1	Rebecca A. Behrens	Payroll Check	250.30
Dir.Deposit	June 1	Robert M. Carrozza	Payroll Check	58.70
Dir.Deposit	June 1	Sophia R. Nyanue	Payroll Check	149.10
Dir.Deposit	June 1	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	June 1	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	June 1	Debra A. Babich	Payroll Check	1,397.93
Dir.Deposit	June 1	Elizabeth J. Coy	Payroll Check	1,348.82
Dir.Deposit	June 1	Faris E. Dababneh	Payroll Check	1,019.92
Dir.Deposit	June 1	Mary Dolores Phillips	Payroll Check	664.69
Dir.Deposit	June 1	Anne M. Kolpak-Camarano	Payroll Check	1,201.47
Dir.Deposit	June 1	Anna E. Lydka	Payroll Check	1,459.96
Dir.Deposit	June 1	Austin S. Kelso	Payroll Check	1,005.95
Dir.Deposit	June 1	Naomi J. Bowman	Payroll Check	1,006.98

Dir.Deposit	June 1	Oksana T. Bukaczyk	Payroll Check	1,055.38
Dir.Deposit	June 1	Richard D. Lyon	Payroll Check	2,188.40
Dir.Deposit	June 1	Robert T. Barder	Payroll Check	170.60
Dir.Deposit	June 1	Yessenia Cornejo	Payroll Check	1,318.45
Dir.Deposit	June 1	Marie C. Dachniwsky	Payroll Check	1,395.54
Dir.Deposit	June 1	Monika Jaroszewicz	Payroll Check	1,264.81
Dir.Deposit	June 1	Therese A. Tully	Payroll Check	1,419.38
Dir.Deposit	June 1	Annette Galante	Payroll Check	942.18
Dir.Deposit	June 1	Catherine Fredericksen	Payroll Check	395.64
Dir.Deposit	June 1	Rosalind Luburich	Payroll Check	540.26
Dir.Deposit	June 1	Wieslawa Tytko	Payroll Check	1,552.45
Dir.Deposit	June 1	Dagmar Rutzen	Payroll Check	569.04
Wire	June 8	IMRF	Illinois Municipal Retirement Fund	22,293.04
55980	June 8	City Of Des Plaines	2018 Annual 4th Of July	25.00
Wire	June 15	Paychex ESR & FSA	Time Attendance Fee	560.85
Wire	June 15	Federal Electronic Payroll System	Federal Taxes	12,720.59
Wire	June 15	Illinois Department Of Revenue	State Taxes	2,464.93
S/C	June 15	Paychex	Service Fee	340.15
3284	June 15	Susan Moylan Krey	Payroll Check	641.11
3285	June 15	Carl F. Brzozowski	Payroll Check	178.61
3286	June 15	Dorothy D. Moran	Payroll Check	252.90
Dir.Deposit	June 15	Laura J. Morask	Payroll Check	795.07
Dir.Deposit	June 15	Peter W. Gialamas	Payroll Check	384.02
Dir.Deposit	June 15	Dayna E. Berman	Payroll Check	2,761.52
Dir.Deposit	June 15	Denise M. Jajko	Payroll Check	1,733.30
Dir.Deposit	June 15	Doriene K. Prorak	Payroll Check	1,413.43
Dir.Deposit	June 15	Jessica M. Fox	Payroll Check	770.02
Dir.Deposit	June 15	John P. McKenna	Payroll Check	469.24
Dir.Deposit	June 15	Jonathon W. Kaehn	Payroll Check	453.12
Dir.Deposit	June 15	Marty Cook	Payroll Check	622.12
Dir.Deposit	June 15	Michael A. Samaan	Payroll Check	1,474.79
Dir.Deposit	June 15	Nader A. Ghazaleh Sr.	Payroll Check	1,115.34
Dir.Deposit	June 15	Nicholas W. Kanehl	Payroll Check	855.69
Dir.Deposit	June 15	Ramsin S. Youkhanes	Payroll Check	126.73
Dir.Deposit	June 15	Rebecca A. Behrens	Payroll Check	308.35
Dir.Deposit	June 15	Robert M. Carrozza	Payroll Check	121.59
Dir.Deposit	June 15	Sophia R. Nyanue	Payroll Check	76.15
Dir.Deposit	June 15	Tracy D. Cummings	Payroll Check	1,058.07
Dir.Deposit	June 15	Victoria K. Rizzo	Payroll Check	1,571.03
Dir.Deposit	June 15	Debra A. Babich	Payroll Check	1,397.93
Dir.Deposit	June 15	Elizabeth J. Coy	Payroll Check	1,348.82
Dir.Deposit	June 15	Faris E. Dababneh	Payroll Check	1,019.92

Dir.Deposit	June 15	Mary Dolores Phillips		Payroll Check	604.81
Dir.Deposit	June 15	Anne M. Kolpak-Camarano		Payroll Check	1,201.47
Dir.Deposit	June 15	Anna E. Lydka		Payroll Check	1,459.91
Dir.Deposit	June 15	Austin S. Kelso		Payroll Check	1,005.95
Dir.Deposit	June 15	Naomi J. Bowman		Payroll Check	1,006.93
Dir.Deposit	June 15	Richard D. Lyon		Payroll Check	2,188.45
Dir.Deposit	June 15	Robert T. Barder		Payroll Check	115.76
Dir.Deposit	June 15	Yessenia Cornejo		Payroll Check	1,318.45
Dir.Deposit	June 15	Marie C. Dachniwsky		Payroll Check	1,395.49
Dir.Deposit	June 15	Monika Jaroszewicz		Payroll Check	1,264.86
Dir.Deposit	June 15	Oksana T. Bukaczyk		Payroll Check	1,092.39
Dir.Deposit	June 15	Therese A. Tully		Payroll Check	1,419.33
Dir.Deposit	June 15	Annette Galante		Payroll Check	989.23
Dir.Deposit	June 15	Catherine Fredericksen		Payroll Check	360.10
Dir.Deposit	June 15	Rosalind Luburich		Payroll Check	493.80
Dir.Deposit	June 15	Wieslawa Tytko		Payroll Check	1,552.45
Dir.Deposit	June 15	Dagmar Rutzen		Payroll Check	254.54
55981	June 18	U.S. Postmaster		Postage / Mainely News Summer	8,773.79
55982	June 26	Access One, Inc.		Pots Lines- Alarms	125.10
55983	June 26	All Season Maintenance, Inc.		Monthly Lawn Care	1,300.00
55984	June 26	Alternative Energy Solutions		Generator Maintenance	434.00
55985	June 26	American Charge Service		41 Mainelines Vouchers	205.00
55986	June 26	Ancel, Glink, Diamond, Bush		Legal Services	22,153.22
55987	June 26	Anderson Pest Solutions		June Pest Management Services	96.05
55988	June 26	Aqua Illinois, Inc.		Water Service	158.75
55989	June 26	Republic SVC #551		Waste Pickup at Town Hall	235.54
55990	June 26	Avenues to Independence		Grant Payment 1, 2 and 3	12,146.33
55991	June 26	Balloons by Laura, LLC		Balloons for 90 Plus	195.50
55992	June 26	Barton Marketing Group		May 2018 Retainer for Public Serv.	3,541.00
55993	June 26	Big Fish Graphic Design, LLC		Recovery Connection Flyer	450.00
55994	June 26	Brickton Art Center		Art in the Town Program	900.00
55995	June 26	David Carrabotta - Reimbursement		TOCC Spring Conference	40.00
55996	June 26	The Center of Concern		Grant Payment 4	3,233.33
55997	June 26	Chateau Ritz Banquets		90 Plus Luncheon Venue	4,821.00
55998	June 26	Children's Advocacy Center		Grant Payment 1, 2 and 3	990.00
55999	June 26	Comcast Business		Business Voice Edge Phone Serv.	1,584.85
56000	June 26	Comcast Cable		Telecomunications	231.50
56001	June 26	ComEd		Electricity Supply Services	188.53
56002	June 26	Cook County Sheriff's		Police Protection	4,400.00
56003	June 26	Crossfit-88		Recovery Connection Program	600.00
56004	June 26	Direct Energy Business		Electric Service	1,482.87
56005	June 26	Dish		Cable TV Service	45.02

56006	June 26	District 63 Education	Grant Payment 3	2,270.84
56007	June 26	Fish	Grnat Payment 1	1,400.00
56008	June 26	Garvey's Office Products	Admin Office Supplies	905.50
56009	June 26	Graphic Solutions, Inc.	Summer Mainely News Design	700.00
56010	June 26	The Josselyn Center	Grant Payment 3	9,203.00
56011	June 26	Journal & Topics Newspapers	Classified Advertising	1,460.69
56012	June 26	Kim Weber Yoga	Recover Connection Program	480.00
56013	June 26	Life Span	Grant Payment 3	626.66
56014	June 26	Maine Niles Assoc of Spec Rec	Reilly Bialczak Scholarship Fund	125.00
56015	June 26	Maryville Academy (dba) Family	Grant Payment 1	2,650.00
56016	June 26	Morton Grove Park Dist	Reilly Bialczak Scholarship Fund	338.82
56017	June 26	Niles Flash Cab	Mainelines Vouchers	210.00
56018	June 26	Nicor Gas	Utilities	551.94
56019	June 26	Nicor Gas	Utilities	231.67
56020	June 26	NW Suburban Day Care Ctr	Grant Payment 4	3,482.50
56021	June 26	Otis Elevator Company	Annual Service and Pressure Test	1,566.11
56022	June 26	Park Ridge City of	Elevator Inspection	60.00
56023	June 26	Park Ridge Dispatch, Inc.	Mainelines Vouchers	130.00
56024	June 26	Peer Services, Inc.	Grant Payment 1	1,960.00
56025	June 26	Pesche's, Inc.	Flowers-Condolence & 90 Plus	912.63
56026	June 26	Pink Taxi	Mainelines Vouchers	50.00
56027	June 26	Pitney Bowes, Inc.	Postage Machine Lease	1,364.16
56028	June 26	Pitney Bowes Purchase Power	Postage for Passport	1,069.00
56029	June 26	Presstech, Inc.	July MaineStreamers Newsletter	890.00
56030	June 26	Quinn Print, Inc.	Tow Stickers	158.75
56031	June 26	Santa's Village Azoosment Park	Summer Camp Field Trip	149.00
56032	June 26	Security Benefit	Deferred Compensation	1,310.00
56033	June 26	Twp Supervisors of Illinois	TOI Membership Dues	35.00
56034	June 26	Turning Point Behavioral	Grant Payment 3	3,933.33
56035	June 26	United Dispatch	Mainelines Vouchers	25.00
56036	June 26	Urban Air Adventure Park	Summer Camp Field Trip	478.00
56037	June 26	Tom Vaughn - Chapter 13 Trustee	Wage Garnishment	322.00
56038	June 26	Verizon Wireless-Admin	Cell Phones	167.25
56039	June 26	Warehouse Direct	Computer Tech Support	2,799.88
56040V	June 26	Void	Void	-
56041	June 26	Maine Twp MaineStreamers	Meeting & Special Programs	219.47
56042	June 26	Metro Federal Credit Union	Shell-Fuel	103.52
56043	June 26	Metro Federal Credit Union	MaineStay-Special Programs	415.34
56044	June 26	Metro Federal Credit Union	Website/Email Host	1,433.76
56045	June 26	Metro Federal Credit Union	Recovery Connection-Programs	2,601.80
56046V	June 26	VOID	Void	-
56047V	June 26	VOID	Void	-

56048	June 26	Metro Federal Credit Union	MaineStreamers-Special Programs		170.00
56049	July 1	AFLAC	Aflac		126.26
56050	July 1	Blue Cross Blue Shield	Health Insurance		56,915.46
56051	July 1	NCPERS Group Life Ins.	IMRF Voluntary Life Insurance		96.00
56052	July 1	The Lincoln National	Vol Life Insurance		104.89
56053	July 1	Vision Service Plan (IL)	VSP Vol Vision Insurance		111.56
56054	July 1	The Lincoln National	Life Insurance		375.30
56055	July 1	Warehouse Direct	Equipment / Server		5,875.00

$ 318,325.94

We the undersigned members of the Board of Trustees of Maine Township, do hereby certify that we have examined the Payroll for Paydates of June 1, 2018 and June 15, 2018 and General Town Fund Checks #55980 through Check #56055 and authorize the Supervisor to issue Checks in payment.

WITNESS OUR HANDS AND SEALS THIS 26TH DAY OF JUNE 2018.

_____

Supervisor

_____

_____

Clerk

_____
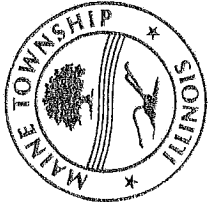
Trustees

Peter Gialamas
Clerk

CLERK'S SERVICES FOR THE YEAR 2018

Month	Voter Registr.	Vehicle Stickers	Handic. Cards	Hunt & Fish License	RTA Passes	Passport Applications	Notary Public	Garbage Stickers	MaineLines Tickets	TOTAL
January	1 / 2	174 / 148	3 / 5	0 / 0	32 / 35	422 / 407	11 / 10	15 / 33	110 / 42	768 / 672
February	2 / 2	150 / 226	5 / 3	0 / 7	37 / 22	304 / 402	14 / 10	16 / 9	20 / 123	548 / 804
March	0 / 0	190 / 240	7 / 2	34 / 20	15 / 28	451 / 599	17 / 0	39 / 19	77 / 125	830 / 1033
April	0 / 0	133 / 176	3 / 2	41 / 38	23 / 21	325 / 400	15 /	103 / 251	132 / 82	775 / 970
May	1 / 0	533 / 63	2 / 3	23 / 14	33 / 28	290 / 360	11 / 0	221 / 261	160 / 116	1,274 / 845
June										
July										
August										
September										
October										
November										
December										
TOTAL	5	11,966	24	120	310	3,836	155	1,604	1,568	19,510

* The numbers in the second row indicate services provided in the year 2017

Supervisor
Laura J. Morask

Clerk
Peter Gialamas

Assessor
Susan Moylan Krey

Highway Commissioner
Walter Kazmierczak

Trustees
Kimberly Jones
David A. Carrabotta, Esq.
Claire R. McKenzie
Susan Kelly Sweeney

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068
847-297-2510
847-297-1335 Fax

Highway Department
1401 Redeker Road
Des Plaines, Illinois 60016
847-297-5225
847-297-8723 Fax

MAINE TOWNSHIP ILLINOIS

June 8, 2018

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

Richard Lyon:

I am inquiring about the position of Agency and Program Coordinator for Maine Township's MaineStay Youth and Family Services. A variety of my experiences, both professional and academic, qualify me for this position. I truly enjoy working with the community, whether volunteering, being a member of toastmasters, or my years of working in the public sector. I am eager to be a part of this essential role, and would like to assist Maine Township "in offering services and events with the needs of residents in mind".

The positions that compose my employment history have exposed me to the key facets required of this job position. It has made me knowledgeable in areas, but not limited to, coordination, organization, scheduling and running all aspects of programming and special events for youth and families. Additionally, I have grant management and budget management experience. I also have a strong customer service background, great computer skills, and work well on my own or as part of a team in a positive and professional manner.

My belief has always been in growing towards the future, while respecting the past along the way. I want to aid Maine Township "to improve the quality of life for everyone in the Township". Last year I came in to utilize the passport services at the Township for myself and my father. I was so impressed at the level of service that was provided, and all that the Township had to offer. A few months after that, I toured the Township and the more I learned the more I wanted to be involved with Maine Township.

I have obtained my Masters Degree in Public Administration, with a dual concentration in Government Administration and Environmental Management. I strive to continue my education in areas that will help me provide better support. When I do not have the knowledge base, I will actively work to learn as rapidly as possible to be the best asset I can be to this vital position.

My strong work ethic, creativity, attention to detail, and passion for working in the public sector would be a benefit to the position of Agency and Program Coordinator for the MaineStay Youth and Family Services with Maine Township. I believe I have an eclectic work history and the education that will be mutually beneficial. I am looking for a new challenge in a community for which I can make an impact in, and what better place than the Township I live in. Your time is greatly appreciated and I look forward to getting the opportunity to speak with you about my skills and talents.

Sincerely,

Personal Profile

- Strong management and organizational skills demonstrated in budget administration, information research, project management, coordination of rentals, program and special event planning and marketing;
- Extensive experience with customer service, facility administration, volunteer management, report preparation, long range planning, safety management, presentations, and grant writing and management;
- Highly developed interpersonal communication and relationship skills collaborating with staff, volunteers, board members, committees, area agencies, including each parties in intergovernmental agreements.
- Strong work ethic, proactive, creative, detail oriented, passionate, community minded, and a team player.
- Over twenty-three years-experience in public sector.

Professional Experience

CITY OF DES PLAINES - DES PLAINES, IL   10/17 - current
Clerk for the Engineering Division of Public Works - *Part-time*
- Answering phones, data entry, copying, scanning, and printing;
- Processing and logging of utility permits, plans, inspections, sidewalk repair, and floodplain requests;
- Contacting utility companies for disconnects;
- Creating files and spreadsheets;
- Gathering information for document requests.

COSTCO - MOUNT PROSPECT, IL   7/17 - 10/17
Refund Clerk - *Part-time*
- Processed membership and merchandise returns and rings items up on cash register;
- Researched items and membership information by computer and documents adjustments.

WHEELING PARK DISTRICT - WHEELING, IL   2/17 - 7/17
Heritage Park & Athletic Field/Gym Supervisor and Guest Services Assistant - *Part-time*   11/14 - 11/15
- Assist and supervise visitors in areas during a variety of sports programming;
- Opening and closing of building facility and areas, setup and cleanup of supplies and equipment;
- Handling of concession sales duties and checking entry of patrons for various programs.

Temp Service:
ROBERT HALF OFFICETEAM - ROSEMONT, IL   3/17 - 5/17
STIVERS STAFFING SERVICES - DES PLAINES, IL   2/17 - 3/17
- Staffed reception desk and answered and directed incoming calls;
- Data entry, scanning, printing, and copying;
- Sending out orders and ordering supplies;
- Processing paperwork for Accounts Receivable & Accounts Payable.

GLENVIEW PARK DISTRICT: PARK CENTER - GLENVIEW, IL   12/15 - 1/17
Supervisor of Customer Service & Rentals
- Oversaw main customer service desk operation with focus on registrations and rentals;
- Oversaw rentals for Banquet Room, Memorial Chapel, Field Houses, Gyms, and Multipurpose Rooms;
- Handled rental inquires (via email, phone and internet);
- Gave tours of the rooms, banquet hall and chapel;
- Executed agreements for rentals, processed deposits and refunds;
- Communicated and coordinated rental events to all appropriate personnel and caterer;
- Troubleshooting of any issues that arose with regard to facilities and customer service;
- Responsible for daily cash controls and records and ensured appropriate fiscal controls and data integrity;
- Managed full-time and part-time customer service representatives and caretaker staff;
- Assisted fellow recreation staff with computer training, room and facility coordination, and special events.

Additional Professional Experience

NORTHBROOK PARK DISTRICT - NORTHBROOK, IL   **12/14 - 12/15**
Senior Center Coordinator - *Part-time* (4/15-12/15)
- Coordinate, organize, schedule and run all aspects of bus trips and special events for the Senior Center
- Purchased supplies and worked with outside vendors
- Supported Senior Center office as needed

Sports Center Customer Service Representative - *Part-time* (12/14-5/15)
- Worked at the front desk area of the Sports Center handling registrations, and various ice rink paperwork, along with skate rentals
- Supervising ice time during freestyle ice times, making sure that everyone is checked in and processed

SKOKIE PARK DISTRICT - SKOKIE, IL   **12/14 - 11/15**
Fitness First Member Services Customer Service - *Part-time*
- Opening of the Fitness First facility and making sure that all areas of the facility are in excellent condition
- Assisted patrons with fitness membership registration, lockers, keys, towels and processing other tickets for personal training and massage

ARLINGTON HEIGHTS PARK DISTRICT: HISTORICAL MUSEUM - ARLINGTON HEIGHTS, IL   **2/01 - 9/14**
Museum Administrator
- Worked jointly with Arlington Heights Park District, Village of Arlington Heights, and Arlington Heights Historical Society staff and boards and various elected officials;
- Supervised, managed and hired staff and volunteers: scheduling, training and evaluating;
- Staff liaison to a variety of Historical Society committees;
- Worked with elected officials including the Mayor of Arlington Heights;
- Collaborated with public works to ensure the integrity of the historic buildings were being maintained;
- Partnered with local organizations and community groups;
- Responsible for all marketing, grant writing, strategic planning, acquisition, budgets, financial management and annual reports;
- Assisted in obtaining Park District Risk Management Agency accreditation;
- Oversaw all classes, programs, exhibits, and special events for all ages;
- Coordinated usage for all five buildings for programs and rentals, and all related paperwork.

Education

ROOSEVELT UNIVERSITY - SCHAUMBURG, IL
MASTER OF PUBLIC ADMINISTRATION: Government Administration and Environmental Management   **2001**

LOYOLA UNIVERSITY - CHICAGO, IL
BACHELOR OF ARTS: HISTORY; Minor in Psychology   **1994**

Computer Skills

Strong Computer Skills: Microsoft Office - Word, PowerPoint, and Publisher; and experience with Excel and Access

Awards and Activities

- Speaker on intergovernmental agreements at museum joint conference   2006
- IPRA Facility Management Section Natural Museum Manager of the Year   2003
- IPRA Museum/Nature Center Roundtable - Museum Co-chair   2000 - 2003
  Represent Museums in IPRA - Organize and lead seasonal meetings
- Volunteer for the Mundelein Community Connection for the Park on Park Cruise Nights   2000 - 2012
- Member of the Lake Zurich / Long Grove Toastmasters Club #169   2012 - 2014

REFERENCES AVAILABLE UPON REQUEST

Additional Professional Experience

SKOKIE PARK DISTRICT: HERITAGE MUSEUM - SKOKIE, IL   **5/94 - 1/01**

Museum Supervisor (2/00 - 1/01)
- Worked in cooperation with the Skokie Historical Society; and assisted Society to maintain collections
- Supervised staff and volunteers
- Collaborated on cooperative projects with other museums and local organizations
- Prepared the museum budget
- Organized programming and created exhibits

Museum Educator (5/94 - 2/00)
- Presented school and scout programs, tours, events, birthday parties, and a various classes
- Organized historic activities and scheduled volunteers for the summer seasons
- Revised and created new education programs, newsletters, flyers, and activity booklets

GENERAL AGREEMENT AND CONTRACT FOR PROFESSIONAL SERVICES

AGREEMENT is made effective June 27, 2018 between the TOWN OF MAINE, a municipal corporation with its principal office at 1700 Ballard Road, Park Ridge, Illinois 60068 (the "Township") and Barton & Barton Ltd. dba Barton Marketing Group with its principal office at 1007 South Cleveland Avenue, Park Ridge, Illinois 60068 (the "Contractor").

1. <u>Appointment and Authorization of Contractor.</u> The Contractor is hereby retained and appointed to represent the Township in carrying out its public information program. The Contractor shall perform as an independent contractor, not as an employee, and is not entitled to any employee benefits which are or may be offered to Township employees. The Contractor assumes all responsibility for any state, federal, or local taxes due and owing as a result of this Agreement with no responsibility on the part of the Township. The Contractor shall communicate solely with the Administrator or with the Township Supervisor or their designee. The Township shall not have any responsibility, control or supervision over the Contractor's office and/or methods of operation.

2. <u>Contractor's Services.</u> The Contractor shall act as the Township's public information representative and perform upon prior authorization by the Township, any or all of the following services to the extent necessary to meet the Township's needs:

(a) Develop and maintain a public information program designed to meet the Township's needs within its budgetary limitations.

(b) Counsel the Township on its overall public information program.

(c) Determine and analyze the effect of the public information program used.

(d) Write, edit and prepare text copy for publications used in the program.

(e) Analyze all communications media and select those which are most suitable for use by the Township.

(f) Arrange for any special talent required, such as graphic design, photography, printing and mail services with prior approval of the Township.

(g) Communicate with Administrator and/or the Supervisor on a weekly basis or as needed to discuss possible press releases or other media needs but also be available on an as-needed basis to meet or communicate with the Supervisor or Administrator or other elected township officials.

(h) Prepare press releases and forward them to appropriate newspapers or other media by fax, mail, electronic submission or other appropriate means.

(i) Prepare articles and select photographs for the Township newsletter and other publications, take photographs or assign photographers, as needed. Order pictures, write photo captions and prepare photos to be sent to appropriate newspapers/media.

(j) Monitor newspapers and online media for press coverage (both press releases sent from Maine Township and other coverage).

(k) As determined in conference with the Supervisor, speak with newspaper/media staff or prepare correspondence in response to coverage.

(l) As requested by the Supervisor, prepare letters to the editor.

(m) Prepare text, arrange for graphic services, and place display advertising in local newspapers and other publications with approval of the Supervisor.

(n) Will attend, as needed, or provide representation at board meetings as determined with consultation with the Supervisor or the Administrator and handle media inquiries prior to or following meetings.

(o) Be available for other public information assignments, as requested by the Supervisor or Administrator.

3. Contractor's Compensation. For all of the services rendered by Contractor, the Contractor shall receive an annual retainer fee of $42,500, payable monthly in equal monthly installments of $3,541.00. In addition, Contractor shall be entitled to reimbursement for all out-of-pocket expenses that are pre-approved by the Township and for which the Contractor shall submit receipts. Reimbursement of expenses shall not include mileage or travel within the Township or local line use of telephone or faxes. No commissions will be paid on any advertising or other sales activity due on behalf of the township for projects currently in existence. Any other projects will be subject to mutual approval and negotiation of additional compensation.

4. Duration and Termination.

(a) Term. This Agreement shall become effective on June 27, 2018 and shall continue in force to expire on June 27, 2019 unless sooner modified or terminated as provided herein. It may be extended by mutual agreement on a month-to-month basis under the current terms.

(b) Termination: Work in Progress. Either part may terminate this Agreement by giving the other party written notice at least 90 days prior to the effective date of termination.

(c) _Termination Billings._ Upon termination of this Agreement, the Contractor shall bill the Township for all amounts not previously billed and due the Contractor at the time of termination and be entitled to the full amount of the monthly retainers due to the end of the notification period.

5. _Assignments and Delegation._ Neither party may assign any rights or delegate any duties hereunder without the express prior written consent of the other.

6. _Modification._ This writing contains the entire agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee or other representative of either party is empowered to alter any of the items of this Agreement, unless done in writing and signed by an executive officer of the Contractor and the Township Supervisor.

7. _Work Product._ All work product and materials produced by the Contractor pursuant to this contract shall remain the property of the Township.

8. _Controlling Law._ The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of Illinois.

9. _Waiver._ The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or a breach or conduct or as a waiver of any further violation, breach or conduct.

10. _Notices._ All notices pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery, through the United States Post Office by certified mail with return receipt requested or by facsimile with hard copy and proof of facsimile being mailed by regular mail. Faxed signatures are accepted as originals. The addresses set forth above for the respective parties shall be the places where notices shall be sent, unless notice of a change of address is given.

Executed as of the date first above written.

On Behalf of the Contractor   On Behalf of the Township

_____   _____
President   Supervisor

                                               Attest: _____

To: Elected Officials
From: Dayna Berman

Please find enclosed the submitted proposals/estimates that were submitted through the RFP process in regards to our IT Consultant Contract. This will be on the June agenda under "New Business" for "Discussion and Vote."

Our current contract expires July 1, 2018.

WAREHOUSE DIRECTECH
TECHNOLOGY SOLUTIONS

Warehouse Direct

Managed Network Proposal

Prepared for

Maine TOWNSHIP

1700 Ballard Rd., Park Ridge, IL
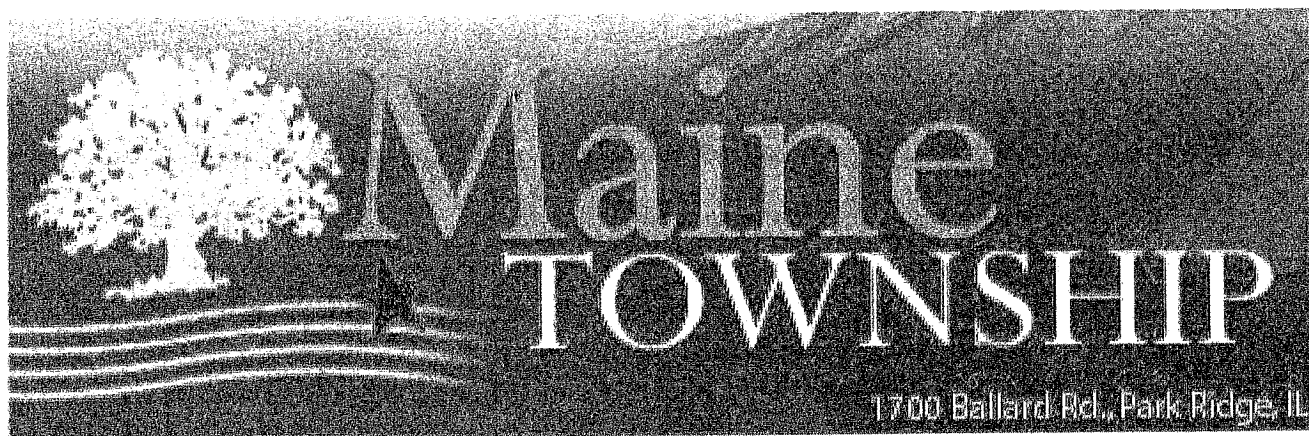
6/17/2018

Comparable References

1. **Rimland Services: Carolyn Zak**
   847-328-4090

   Non-Profit Organization

2. **Equip Solutions: Debbie Lapinski**
   630-950-9070

   40+ Users

3. **Cathy Stinson: North Suburban Synagogue**
   Non-Profit
   847-432-8900

Proactive Network Monitoring Cont'd
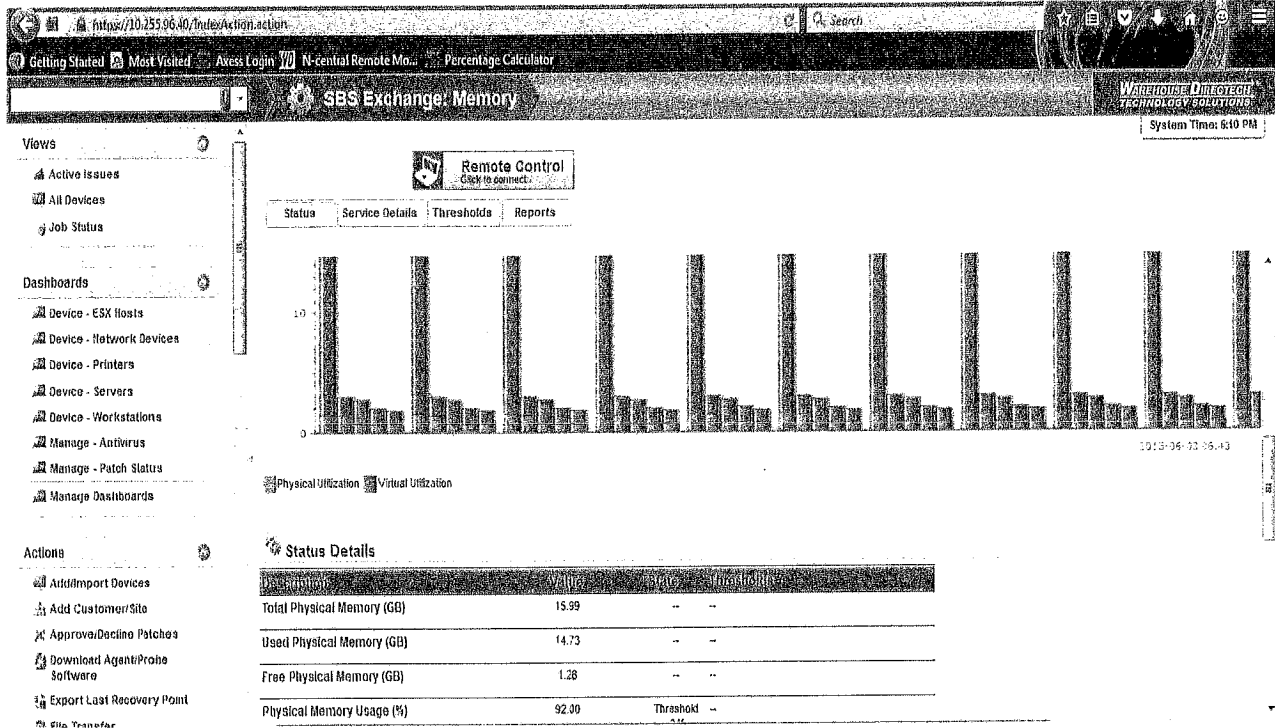
- **Monitor individual PC hardware components**
- **Determine which programs are most resource intensive**
- **Determine components in need of replacement hardware**
- **Run reports on usage**
  Actual Software Screen Shots

Workstation Backup and Deployment
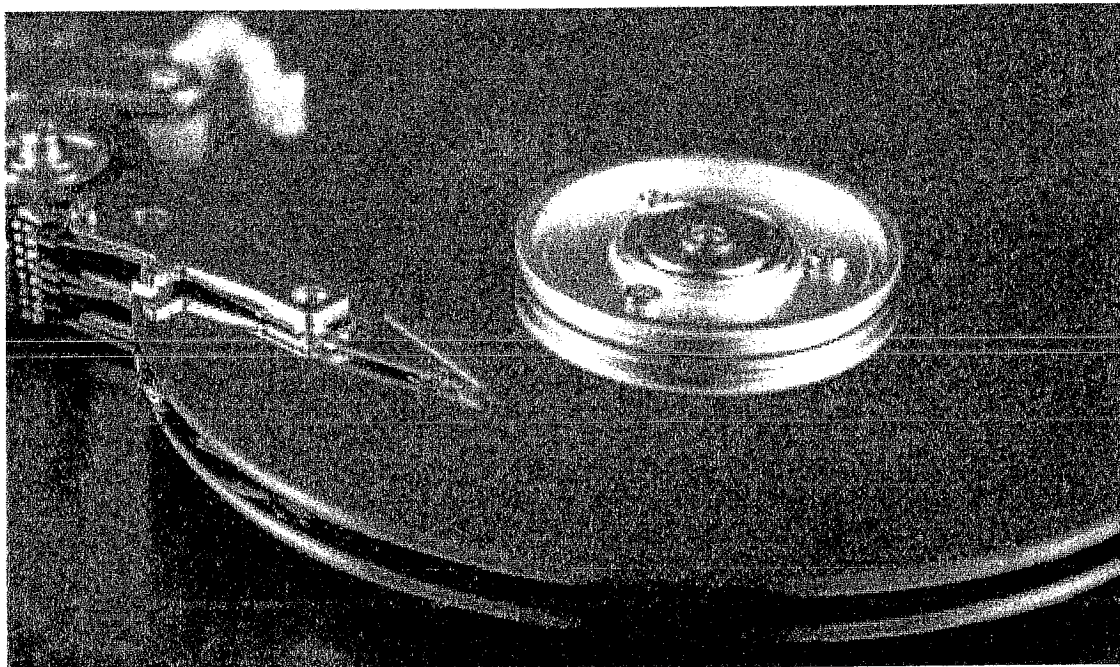
To minimize the time consuming task of deploying workstations Warehouse DirecTech creates an image of each workstation and saves the image to a NAS (network attached storage) device.

The images are then used to quickly restore the data to a new workstation or recover the data when data becomes corrupt or a hardware failure occurs. Warehouse DirecTech uses software like Macrium Reflect to create and recover the data.

Network Security
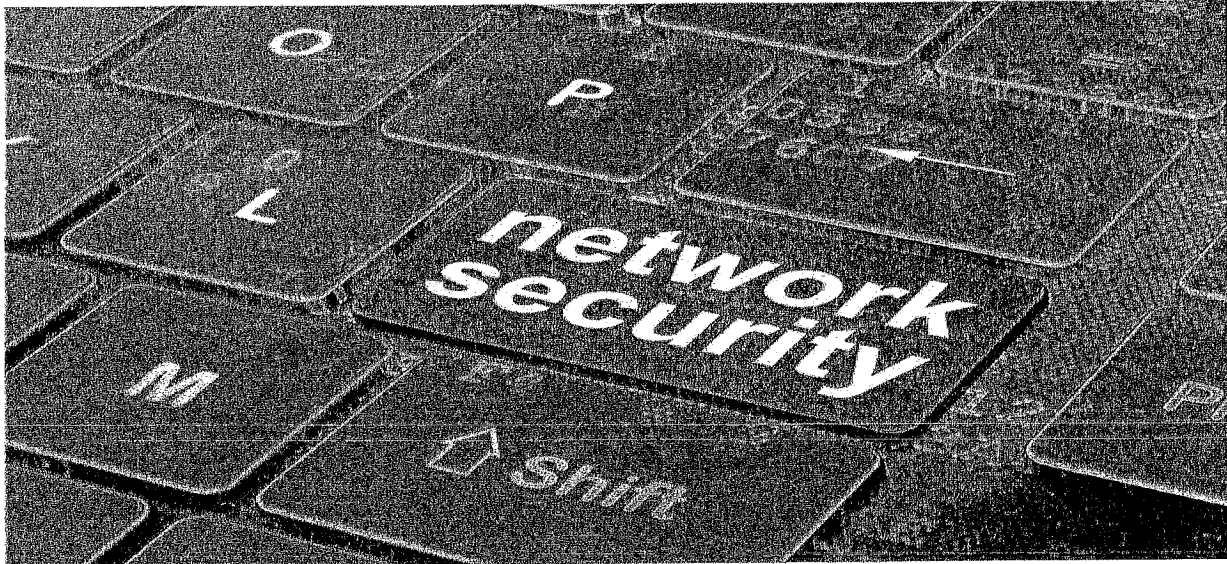
Network security is of the utmost importance to any organization, and Warehouse DirecTech engineers take this to a new level.

Security software is included in our Managed Network Services. Our engineers install Anti-virus and Anti-Malware software on every pc and server on the network, however installing anti-virus software is not enough.

Our engineers make sure scans are ran on a predetermined schedule to make sure all threats are detected and resolved before causing a problem. If any device on the network fails to complete a scan or update the virus definitions, for any reason our engineers are notified automatically by email and in turn can correct the problem remotely.

Asset Management

- **Devices all managed from a Central DirecTech server**
- **Remote connections at the click of a button within seconds**
- **Live status monitoring**
- **Warranty Expiration monitoring**

Availability

Warehouse DirecTech Hours:

Monday- Friday 8:00am to 5:00pm

Each covered PC will have software installed allowing one-click access to Warehouse DirecTech help desk and engineers. With one click a screen shot of the user's pc will be emailed to support.

Response times for email requests are 1 hour or less

Onsite response times are 4hrs or less for normal visits and 2 hours or less for emergencies or down machines.

After Hours support is available if needed. After hours support is billed at $200 per hour onsite $100 per hour remote.

After hours support hours are after 5:00pm Monday-Friday and weekends.

Pricing Information

Summary of Proposal:

This proposal for Maine Township includes the following, Remote Monitoring, One Click Helpdesk and Onsite Support for 50 pcs/devices and 2 Servers, Security software and patch management, hardware and software support for the above PC's, servers and laptops. Peripheral device management as stated above. 1TB Failover and Cloud backup verification to DirecTech's backup solution all included in the $2600.00 monthly payment.

PRAIRIE TECHNOLOGY SOLUTIONS GROUP

TECHNOLOGY SUPPORT SERVICES

MAINE TOWNSHIP

SERVING OUR COMMUNITY SINCE 1850
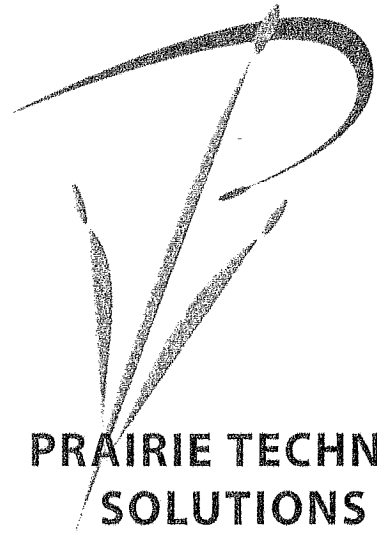
June 19, 2018

EXECUTIVE SUMMARY

Thank you for the opportunity to present this technology support services proposal for your review and consideration. We truly appreciate the review of our RFP response, and we hope that we become your trusted partner for the growing technology needs of Maine Township.

Based on your RFP, we understand there is a desire on behalf of Maine Township to explore support mechanisms for your data network and other related technology needs based on a fixed fee agreement model. Maine Township is interested in a predictable monthly fee based agreement to provide all levels of support required to provide a consistently secure, reliable, and high-performing data network for staff members.

Our proposal is to provide data network and user support for Maine Township's main location in Park Ridge, Illinois.

Prairie Technology Solutions Group proposes to provide a variety of technology support services in a proactive and responsive manner. Our offering addresses all mission critical aspects of Maine Township's technology investment including hardware and software support, network administration, user support, IT security, and data protection.

We have significant experience providing the same specified scope of work for staff members of other public entities, including school district's, public libraries, and several not-for-profit organizations. We hope we can bring similar value to your township's ongoing IT operations.

Our responses to your selection criteria, scope of work, costs, and other considerations are detailed in the pages that follow. We look forward to your feedback and hope we can fulfill the role of your new IT support partner.

Thank you in advance for your consideration of our services proposal.

STATEMENT OF WORK

PTSG proposes to provide support services for the data network at Maine Township by deploying a team of professionals to address every aspect of your technology needs. The services will be provided based on a monthly retainer fee and will cover all skill sets required to support the data network environment at Maine Township.

The scope of services provided will include the following:

- Comprehensive data network, server, and workstation support, onsite and remote.
- Help Desk service for network users; trouble ticketing via phone, email, and web portal.
- Proactive infrastructure maintenance, monthly Prairie Maintenance Day.
- Primary support role with 4-hour or less response time.
- Firm-wide resources. All levels of skill sets and knowledge available for use.
- Hardware break/fix service performance or coordination.
- Firewall & VPN management for configuration, licensing renewal, and OS upgrades.
- Data backup configuration and maintenance.
- Assistance and management of all network related software licensing renewals (anti-virus, firewall, extended hardware warranties, Microsoft, etc.)
- Develop and maintain client portal for site records and online support ticket submission.
- Ongoing network documentation development and updating.
- Commercially Reasonable 24 x 7 and Emergency Response service.
- IT asset management and reporting.
- Deployment of **PrairieView** remote monitoring and management service for remote support assistance and delivery of monthly server and workstation health reports, and IT asset reporting. Deployed at $5 per month per server or workstation.

The following items are **not** included with this service agreement:

- Parts and replacement equipment, and costs associated with their procurement.
- Project based work normally considered outside of the scope of maintenance and support work. This includes the deployment of any new technologies (servers, PC roll-outs, software, security solutions, etc.). All project based work will be quoted and billed separately from this maintenance and support agreement.

3

RECOMMENDED SERVICES

This section contains our recommended approach and service offering for addressing each service item of support concern. Many of these items fall under the categories of User Help Desk Services, Network Administration, and System Maintenance.

HELP DESK AND USER SUPPORT

Prairie Technology will provide user support in a professional and responsive manner that rivals the best in-house help desk operations. With a combination of onsite and remote support, we will provide an excellent user experience for everyone on your network.

Prairie Technology will maintain manned help desk hours from 8 AM CST to 5 PM CST, Monday through Friday. We have historically made ourselves available to our customers outside these hours, including on weekends when possible.

Our service level commitment for this agreement includes a 4-hour or less initial acknowledgment of all support requests. Our current history with user support is very good and indicates that most typical user requests are resolved in one to two hours. We work closely with clients to set expectations when dealing with more complex issues where hardware and/or software vendor involvement may be required.

User support requests can be phoned in to our main phone number during standard business hours, emailed to our support@prairie-tech.net support address, or logged directly into our trouble ticketing system via the Prairie Technology customer portal.

Every user system and server will have our remote monitoring and management agent, PrairieView, installed on it for easy access by our support staff, making numerous mundane support tasks as simple as sending us an email to report a problem.

In addition, the PrairieView RMM tool will be used to deliver IT asset and system health reports to Maine Township management. The reports are very useful in managing technology refresh for aging desktop and laptop systems, spotting trends in system resource utilization, and for compliance with software licensing requirements.

Prairie Maintenance Days (PM Days)

Many other services of concern will fall under scheduled maintenance. The frequency of PM Days varies from client to client and depends on the size and structure of your data network environment. Based on our existing understanding of your data network, we believe that performing a PM Day once per month will provide a proactive and adequate level of support for your network.

The PM Day program is designed to provide our clients with a proactive approach to maintenance and support of their network infrastructure. Experience shows us that networks that have a degree of proactive maintenance performed on a regular basis are less prone to unplanned downtime over the long haul. Performing a PM Day provides benefits to our clients by allowing hands-on evaluation and a high level of technical expertise to ensure data environment stability, security, and reliability.

PM Day Checklist

The PM Day Checklist contains a series of critical data environment checks which are performed each scheduled visit and is designed to identify and evaluate the status of key components including, but not limited to:

- Server Maintenance and Logs
- Data Transport Components
- Virus Protection
- Power Protection

- Server Patches and Updates
- Data Backups
- System Security / Firewall Logs
- VPN / Remote Access

Upon evaluation, our System Engineers can review the status of many critical items. The checklist is then transmitted to the Technology Services Department at PTSG where it is reviewed for remaining unresolved items and areas of concern. A copy is also placed in a Service Log for each Client Site Record (CSR). The PM Day Service Log is a continuous journal illustrating the service and support history of PM Day tasks performed. The PM Day Service Log contains key information such as the date of the PM Day, status of the PM Checklists, any open items to be resolved and the related resolutions to solve the problem. This creates a collaborative information repository that both organizations can use for various purposes.

Prairie Maintenance Days involve the rebooting of all Maine Township network server(s). These reboots usually take place late in the afternoon, and prohibits network user access to network resources for approximately 30 minutes. Alternatively, for minimum disruption, server reboots can be scheduled to take place via remote connection.

SUPPORT AND GUIDANCE

Upon completion of performing our Prairie Maintenance Day, any remaining time can be utilized to resolve any open service and support requests that your network users may have. Our clients often accumulate an open item list of non-critical requests from users and staff members in between our site visits. We work with our clients to address these requests and do everything possible to ensure a good user experience for those on your network.

DOCUMENTATION

Keeping accurate records and up to date network documentation is a critical task for most network administrators. With our PM Day service, the documentation is automatic. With other project based work, Prairie generates reports, configuration, and procedural documents for all the work we perform. These documents are then stored in your CSR for easy access via the Client Portal on our web site home page.

OTHER SUPPORT ITEMS

The following section addresses other technology support concerns. Also provided is our proposed approach in meeting these needs. Below we indicate which services fall under our PM Day support and maintenance service described above. For other requirements, we will indicate our approach and capabilities.

Hardware Support

Maintenance of existing servers, workstations, routers, switches, firewall devices, and power protection equipment are all part of our PM Day service. This includes applying the latest updates and security patches to your servers, workstations, and data transport equipment. Numerous other critical checks for this equipment are also a part of our PM Day service.

Repairs for your equipment can be handled in a couple of different ways. Some of your equipment may still be under warranty with the original manufacturer. PTSG can assist Maine Township by troubleshooting, diagnosing, and coordinating field service for your equipment that is still under warranty.

For equipment that is no longer covered by a manufacturer's warranty, PTSG can troubleshoot, diagnose, and recommend repair or replacement as appropriate.

Often, replacement parts can be obtained overnight once a piece of failed equipment has been diagnosed. Additionally, PTSG can assist Maine Township by coordinating replacement of any failed equipment that has out lived its usefulness, and can assist Maine Township with new equipment purchasing not related to replacement of failed devices.

These services would be performed and included as part of a monthly retainer agreement.

Directory Services Support

Evaluation, periodic review, and maintenance of Microsoft Windows Active Directory are included under our maintenance day services for server operating systems. PTSG will work with Maine Township to optimize directory services for your users based on organizational units, roles and responsibilities, and group policies. Adding and deleting users, as well as applying security rules, are common requests that are addressed on maintenance day or in between maintenance days, as required.

Application Software Support

PTSG can assist Maine Township with support for most of your critical applications. We possess significant skill and experience, and can provide maintenance and upgrade services including new installs for software such as Microsoft Office, Adobe, QuickBooks, SQL Server, and various antivirus products.

We are not experts on every software package published and in use in your business. Limited application support services would be included as part of the monthly retainer fee.

Back-up & Recovery Procedure

Maine Township has indicated a desire to implement a commercial grade data backup and recovery solution to help prevent data loss and to help with system recovery.

Prairie Technology will deploy and manage a Backup-as-a-Service solution that consists of an on-premise backup server providing up to 1TB of storage capacity, with offsite storage of the Township's data at a local data center. This solution is expandable and provides both onsite and offsite copies of your data. This service will be priced at $350 per month for a term of 36 months. This cost will be detailed in the Fees section of this proposal.

As part of our monthly PM Day service, PTSG will verify that regular data backups are successfully taking place. We will perform daily review of backup job success via email notification service.

Data backup job configuration, monitoring, and modifications are included in the monthly retainer fee.

IT SECURITY

Proper IT security measures are crucial to any organization doing business over the Internet today. It's prudent to take the right steps in galvanizing your business from malicious external attacks and inadvertent or intentional actions from internal system users.

Our maintenance day checklist includes the review of your firewall to verify that it's operational, that all licensed services are running as expected, and that it's running the appropriate versions of firmware and operating systems.

Our engineers also check your anti-virus software to make sure that the latest virus definitions are being applied. We also monitor and manage any anti-spam service or devices you have as part of our maintenance day service. These services are included as part of your monthly retainer fee.

Optional services that PTSG can provide include annual network perimeter vulnerability testing as project based work that delivers comprehensive reports for security compliance purposes.

PROPOSAL REQUIREMENTS

This section addresses all 7 items listed in the Proposal Requirements section of your RFP.

1. Prairie Technology is an IT services company serving small to medium sized entities in the Chicago area. We focus on four areas of practice: IT infrastructure solutions and services, IT Security solutions, Disaster Preparedness, and Technology Planning. We are in our 14th year of operations. We are staffed by a group of 12 highly skilled people and strive for excellence in our services delivery. We typically serve about 25 clients at any given point in time. We are cross industry with no vertical focus. We serve public libraries, school districts, not-for-profits, manufacturers, distributors, professional service organizations, and more.

2. Narrative proposal. This is contained in the pages above, including full descriptions on our approach to your needs and how we use tools to automate support functions. Outsourcing of the complete IT function to firms like ours is our core competency. We are the IT department for many of the clients we serve. Most of our clients have Microsoft Windows based networks, 3-5 network servers, and 10 to 100 employees. The Maine Township IT support requirements are the type of support relationships we thrive in and where we deliver the most value to our customers.

3. Qualifications. We currently serve the Village of Woodridge, the Village of Bolingbrook, West Aurora SD129, Zion-Benton Public library, and 3 not-for-profit groups. We understand the needs of tax payer funded entities and offer our clients cost-effective technology solutions.

4. B. we can recommend an imaging solution for speedy deployment of new PC's and maintain images for user groups on similar hardware.

    All other questions for this section are answered in our content above.

5. Customer references. Please see attached client reference list on separate document included with our proposal submission. We have provided five current client references. If you have trouble reaching any of them for any reason, let us know and we can provide alternative references.

6. An outline of cost of services. Please see the following section on Page 10, titled Professional Service Fees. A monthly fixed fee retainer and added services items are displayed in this section. Time & Materials billing rates can be found in the General Provisions section on Page 10, in the paragraph titled, Scope.

PROFESSIONAL SERVICE FEES & PAYMENT TERMS

This engagement will be delivered on a Fixed Fee basis. A monthly retainer fee of $2,095 will be billed to Maine Township on the first calendar day each month.

In addition, other services will be billed monthly based on the following fee schedule:

- PrairieView RMM agent for each Windows workstation or Servers, $5 per month.
- Fortress Data Backup-as-a-Service (includes onsite server/backup software, installation, 24x7 support, and cloud storage of Township data. $350 per month, 36-month term.

The term of this Agreement shall be for a period of twenty-four (24) months from date of acceptance. The Agreement will renew automatically every twenty-four months unless Maine Township provides written Notice of Termination no less than 60 days prior to the anniversary date.

Early termination of this agreement by Maine Township is accepted with written notice and requires a one-time payment of the amount equal to 50% of the remaining term monthly retainer payments.

No Charge for travel to your Park Ridge, Illinois location.

All invoices are Net 30.

GENERAL PROVISIONS

Scope: Any changes to the Scope of Work that requires additional services or products shall be mutually agreed upon between Client and Prairie Technology Solutions Group before the work begins. Additional services beyond the scope of this project will be invoiced at the hourly Time & Materials consulting rate of $145.00 per hour for system and network support; and, $165.00 per hour for Senior Consultants, and IT Security Consultants.

Warranties: Prairie Technology Solutions Group makes no warranties, expressed or implied, for hardware or software acquired through Prairie Technology Solutions Group, all of which is provided "as is," with all faults. Prairie Technology Solutions Group will not be liable for any incidental, special, exemplary or consequential damages (including, without limitation, damages for loss of any data, programs, warranties, anticipated profits or other benefits) that result from use of any hardware, software or services related to the installation of any hardware or software.

Confidentiality: Prairie Technology Solutions Group acknowledges and agrees that all of Client's information of a mechanical, business or legal nature, including without limitation, trade secrets, plans, data, information, processes, and client information (the "Confidential Information") is a valuable business property of Client. Prairie Technology Solutions Group shall not use for its

own purposes or disclose to any person or entity the confidential Information, and shall prohibit its employees and agents from so using or disclosing such Confidential Information, whether in written, verbal, model or magnetic media form. Prairie Technology Solutions Group shall maintain the confidentiality of any Confidential Information to which it has access in a manner using at least as great a degree of care as the manner used to maintain the confidentiality of Prairie Technology Solutions Group's own most confidential information.

Restrictive Covenant: Client agrees that for the term of this Agreement with Vendor, and for a period of two (2) years after the termination of this agreement, Client shall not directly or indirectly, alone or as a member of a partnership, association or joint venture, or as an employee, agent, consultant, independent contractor, officer, director or stockholder of any business entity, or in any other capacity, tender employment offers for the full or part time employment of the technical resource(s) assigned to their account during the term of this agreement. Should Client wish to offer employment to a current or former Vendor employee, this Restrictive Covenant may be dissolved based on the agreement of both parties and for a sum to be paid to the Vendor equal to 50% of the starting salary that Client is offering the current or former employee. Other offers of buy-out may be considered by PTSG during, or after, this engagement based on agreement.

Travel Expenses: See Professional Service Fees section above.

Acceptance: Receipt of a signed copy of this document, with signature by an authorized officer, signifies acceptance of this proposal.

Invoices: Terms are Net 30 for all invoices billed to Client.

IN NO EVENT SHALL PRAIRIE TECHNOLOGY SOLUTIONS GROUP BE LIABLE FOR (1) ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, REVENUE OR PROFIT, EVEN IF PRAIRIE TECHNOLOGY SOLUTIONS GROUP HAS BEEN ADVISED, KNOWS OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES, (2) DAMAGES CAUSED BY THE CUSTOMER'S FAILURE TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT OR (3) CLAIMS, DEMANDS OR ACTIONS AGAINST THE CUSTOMER BY ANY OTHER PARTY.

PRAIRIE TECHNOLOGY SOLUTIONS GROUP'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE. PRAIRIE TECHNOLOGY SOLUTIONS GROUP DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PURPOSE WITH RESPECT TO THE SERVICE RENDERED AND PRODUCTS DELIVERED HEREUNDER.

SUMMARY

We hope you feel comfortable with our proposed technology support services. PTSG delivers solutions and support with our client's best interest in mind. PTSG's management and technical staff possess many years of experience providing benefit and value to numerous commercial businesses and academic organizations. PTSG delivers solutions and support in a professional manner exceeding industry standards.

We look forward to a successful relationship as Maine Township's trusted technology partner. Please feel free to contact us for any questions, comments, or clarification regarding this proposal.

APPROVAL

If this support agreement proposal meets with your approval, please indicate your acceptance below, and PTSG will commence to schedule kick-off and service dates.

Ms. Laura J. Morask
Maine Township Supervisor

Maine Township

1700 Ballard Road

Park Ridge IL 60068-1006

Phone (847)297-2710

Sign_____

Print_____

Date_____

**PRAIRIE TECHNOLOGY
SOLUTIONS GROUP**

Customer References

1. Whitnell & Company
   Oakbrook, Illinois
   Mr. Bill Thonn, President
   (630)575-2302
   Cybersecurity project work / BCP and compliance
   Network vulnerability assessments.
   Ongoing network support and maintenance services, all project based IT work for
   technology refresh and emerging technology implementation projects. Complete IT
   outsourcing partner for this financial services firm for over 6 years.

2. Zion-Benton Public Library
   Zion, Illinois
   Ms. Mollie Brumbaugh, Assistant Director Support Services
   (847) 872-4680 x109
   Ongoing network support and maintenance services, all project based IT work for
   technology refresh and emerging technology implementation projects. Complete IT
   outsourcing partner for this public library for over 7 years.

3. Convenience Valet
   Glendale Heights, Illinois
   Mr. Barry Margolin, C.O.O.
   (847)987-3038
   Ongoing network support and maintenance services, all project based IT work for
   technology refresh and emerging technology implementation projects. Complete IT
   outsourcing partner for this public manufacturer for over 5 years.

4. REB Storage Systems International
   4556 W. Grand Avenue, Chicago IL
   Mr. Kris Waranoski, VP IT
   (773) 252-0400
   Ongoing network support and maintenance services, complete IT outsourcing partner for
   this manufacturing company for over 4 years.
   IT security, internal and external vulnerability assessments.

5. Municipal Trust & Savings Bank
   Bourbonnais, Illinois
   Ms. Lori Weir, Vice President
   (815) 935-8000
   Cisco WAN design and deployment services, critical system monitoring, and
   miscellaneous project work.

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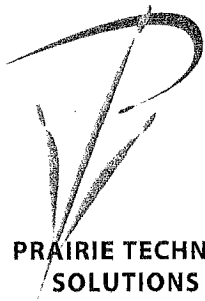
WELCOME TO PRAIRIE TECHNOLOGY SOLUTIONS GROUP

Partner with Prairie! We're excited to show you the benefits of working with us. We provide you with more than just technology solutions; we offer you peace of mind. With Prairie as a partner, you have the ability to deploy complex technology solutions, cost effectively, where and when you need outside help.

Network Design and Implementation Services
We provide a full range of services for designing and implementing your technology solutions:

- LAN, WAN, and wireless networking – a full suite of services!
- Internet Connectivity
- Hardware and Software
- SAN, NAS, and Direct-Attached Storage
- Backup and Recovery
- Network and Data Security
- Remote Access / VPN
- Data / Voice Cabling
- E-mail and Collaboration Solutions – Microsoft Office 365

Network Support Services
Even the best designed and built technology infrastructures require support. A well-maintained infrastructure will ensure the reliability and performance you expect of your systems. We will work with you to provide the support services that best fit your needs. Our services include:

- Scheduled Maintenance & Network Administration
- Remote Monitoring and Management
- Complete Help Desk service with end point management and service ticketing
- Pre-Paid and Time & Materials Agreements
- Hardware / Software Maintenance
- Documentation & Training

IT Security Services
Our goal is to protect your assets and allow you to concentrate on your business. Our security services include the following:

- System Security Guidelines and Administration
- Security Policy Design and Implementation
- Protection Level Assessment
- Vulnerability Assessment & Penetration Testing
- Firewall Review and Effective Use of Firewall

- Intrusion Protection and Intrusion Detection Systems
- Managed Security Services
- Anti-Virus, Anti-Spam, and Anti-Spyware Solutions

Whether it's regulatory compliance, external threats, internal threats, or the nuisance of spam and spy ware, Prairie Technology Solutions Group has the ability to implement a solution to the security concerns that keep you up at night.

Disaster Preparedness Services

We have the knowledge and experience to understand what the right level of protection is for your organization. We know there's a fine line between providing the right level of comfort for the stakeholders of your company, and having too much invested in what is essentially an insurance policy that may never be exercised.

Our services include:
-   Risk Assessment & Business Impact Analysis
-   Systems Failure Recovery Planning (determining Recovery Time Objectives)
-   Contingency Planning (Hot Site, Co-location, alternative workspace, etc.)
-   Plan Testing
-   Plan Maintenance
-   Data Back-up and Restoration (hardware and software solutions)

Technology Planning and Assessment Services

Often, this is a precursor to technology acquisition and consists of an assessment of all aspects of the existing technology environment including; performance, support mechanisms, extensibility and adaptability, and total cost of installation and operation. This provides the objective information which can then be used to determine whether an acquisition is economically justified.

The Technology Assessment reviews and reports on the following:

- IT Asset Inventory (hardware, software, and services)
- The condition and reliability of the infrastructure
- The technical architecture of systems and networks
- Staffing levels and skill sets in the I.T. organization
- The overall approach to technology risk management

Telephony Solutions

- Voice & Data Cabling
- Voice Over IP phone systems; cloud, on promise, and hybrid

Contact:
Carolann LaPointe
clapointe@prairie-tech.net

Visit us on the web:
www.prairie-tech.net
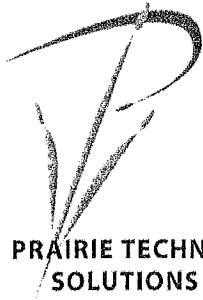
PRAIRIE TECHNOLOGY SOLUTIONS GROUP

TECHNOLOGY INFRASTRUCTURE SERVICES

As businesses become more dependent on technology, a reliable technology infrastructure can create a competitive advantage for your organization.

Whether you are installing your first network, or planning a major upgrade to your infrastructure, we have an experienced team to assist you. It's our goal to make sure that we provide our clients with the most efficient and cost-effective solutions available.

With Prairie Technology Solutions Group, we offer end-to-end solutions that begin with the design process and carry through to implementation and ongoing support services. We've installed systems in many different environments and have the experience to get the job done right.

Design and Implementation Services

We provide a full range of services for designing and implementing your technology infrastructure in the following areas:

- LAN, WAN, and wireless networking – a full suite of services!
- Internet Connectivity
- Hardware and Software
- SAN, NAS, and Direct-Attached Storage
- Backup and Recovery
- Network and Data Security
- Remote Access / VPN
- Data / Voice Cabling
- E-mail and Collaboration Solutions – Microsoft Office 365, Azure Cloud and more.

Support Services

Even the best designed and built technology infrastructures require support. A well-maintained infrastructure will ensure the reliability and performance you expect of your systems. We will work with you to provide the support services that best fit your needs. Our services include:

- Scheduled Maintenance & Network Administration
- Remote Monitoring and Management
- Help Desk and other User Support Services
- Hardware / Software Maintenance
- Documentation
- Training
- Day-to-Day Management of Network Systems
- Monitoring and testing of Backup & Recovery solutions

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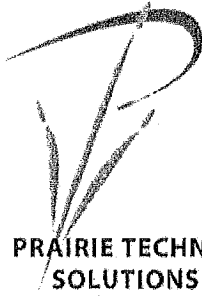
IT Security Services

Data has become the most valued asset of most organizations. For some, adequate protection of information has been mandated by regulatory bodies. For others that use the Internet to conduct business, it's prudent to secure your technology infrastructure.

Prairie Technology Solutions Group has high level IT Security Professionals who maintain CISSP, NSA, and other certifications so they'll always be knowledgeable about current threats to your business. We understand network security, application security, database security, and how to implement best practices in your business.

Different organizations assess risks differently, and everyone has unique security requirements based on the nature of their business. Developing a comprehensive security strategy requires understanding those requirements and being able to recommend, implement, and support sound solutions.

Our goal is to protect your assets and allow you to concentrate on your business. Our security services include the following:

- System Security Guidelines and Administration
- Security Policy Design and Implementation
- Protection Level Assessment
- Vulnerability Assessment & Penetration Testing
- Firewall Review and Effective Use of Firewall
- HIPAA, GLBA, and Sarbanes-Oxley Compliance Audits
- Intrusion Protection and Intrusion Detection Systems
- Managed Security Services
- Anti-Virus, Anti-Spam, and Anti-Spyware Solutions

Whether it's regulatory compliance, external threats, internal threats, or the nuisance of spam and spy ware, Prairie Technology Solutions Group has the ability to implement a solution to the security concerns that keep you up at night.

**PRAIRIE TECHNOLOGY
SOLUTIONS GROUP**
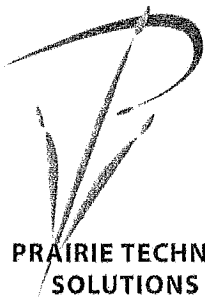
Business Resiliency Services

Disasters do happen. When it occurs to an individual, it's often a tragedy. When it happens to a company, it's often ruinous. When you can't get to your applications or data because of a disaster, you may never recover the lost business, and your competitors will benefit from your misfortune. Rapid, reliable recovery can make all the difference. At Prairie Technology, our systems and data recovery services are all about rapid and reliable recovery.

Whether it's a large scale natural disaster, or small power outages that disrupt daily operations, how effectively can your organization respond?

How long would it take each department to resume its function? What process would you use to recover lost data? What would it cost the organization? Do you have plans in place? Are those plans tested with any regularity?

While you may have satisfactory answers to some of these questions, you may have found some gaps or room for improvement. Now is the time to examine where your organization is at risk. Identify the gaps that may allow disruptions to your business to prevent you from a full recovery.

Whether you need to develop business resiliency plans from start to finish, or you need to address gaps in your existing plans, Prairie Technology Solutions Group can help you take the necessary steps to galvanize your business.

Our staff has the knowledge and experience to understand what the right level of protection is for your organization. We know there's a fine line between providing the right level of comfort for the stakeholders of your company, and having too much invested in what is essentially an insurance policy that may never be exercised.

Our services include:

- Risk Assessment & Business Impact Analysis
- Systems Failure Recovery Planning (determining Recovery Time Objectives)
- Contingency Planning (Hot Site, Co-location, alternative workspace, etc.)
- Plan Testing
- Plan Maintenance
- Data Back-up and Restoration (hardware and software solutions)

The first step in creating a more resilient organization is a meeting with us. During this meeting, we'll discuss your vision for a hardened business and how your current situation supports that vision. Then, we'll follow up with recommendations and a course of action based on your company's unique requirements.

**PRAIRIE TECHNOLOGY
SOLUTIONS GROUP**
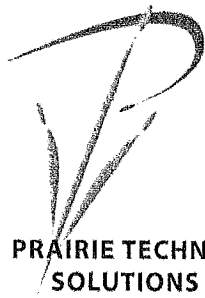
TECHNOLOGY PLANNING SERVICES

Most organizations have a tremendous investment in their technology infrastructure. Prairie Technology Solutions Group helps you validate that new IT investments support your business goals. Technology Planning also ensures that your existing technology investment is leveraged as much as possible with new solutions being recommended.

Many organizations have found it difficult to move from the IT planning stage to implementation. By addressing critical success factors, our team of professionals helps organizations receive the most from their IT investment to achieve the highest level of productivity.

At the conclusion of a Technology Planning engagement, our client possesses a roadmap for implementing critical technology initiatives and optimizing the use of capital, and human resources. This roadmap is inextricably linked to their business plan.

TECHNOLOGY ASSESSMENT

Often, this is a precursor to technology acquisition and consists of an assessment of all aspects of the existing technology environment including; performance, support mechanisms, extensibility and adaptability, and total cost of installation and operation. This provides the objective information which can then be used to determine whether an acquisition is economically justified.

The Technology Assessment reviews and reports on the following:

- IT Asset Inventory (hardware, software, and services)
- The condition and reliability of the infrastructure
- The technical architecture of systems and networks
- Staffing levels and skill sets in the I.T. organization
- The overall approach to technology risk management
- Operating processes and productivity vs. industry best practices

SYSTEM SELECTION AND ADVISORY SERVICES

Most businesses today depend highly on technology to increase productivity, efficiency, and profit. Assessing business needs and identifying technology solutions to meet those needs does not come easy. It requires a real discipline in identifying, reviewing, selecting, contracting and managing software and system vendor relationships.

Prairie Technology Solutions Group provides you with the methodology, the tools, and the industry knowledge to ensure you make well informed decisions.

From analysis through recommendation, selection, and implementation; Prairie Technology Solutions Group brings many benefits to your system selection process.

**PRAIRIE TECHNOLOGY
SOLUTIONS GROUP**
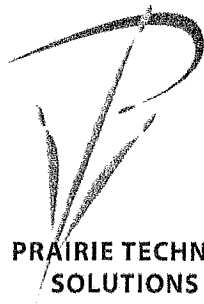
PRAIRIEVIEW

REMOTE MONITORING & MANAGEMENT SERVICES

Reliable technology infrastructure starts with the right amount of network maintenance and an ever vigilant eye on critical system indicators, various event logs, and other status benchmarks that allow you a level of comfort in knowing that your data environment is operating at peak efficiency and performance.

Prairie Technology Solutions Group can provide that ever vigilant watch over your IT investment with our comprehensive remote monitoring and management service – PrairieView.

Through a secure connection, using a light agent software tool, Prairie Technology Solutions Group has the ability to provide 24x7 real-time visibility into your data environment. We have the ability to monitor and remotely manage various devices on your network.

Monitored indicators can alert our staff to issues before they become problems. Our remote monitoring and management service allow PTSG technicians to view numerous critical indicators and to be notified by alerts when pre-established thresholds for various services have been breached. The appropriate actions can then be taken to resolve issues.

PrairieView consists of two components; onsite device probes and our Cloud Service Center. The device probe is a light weight software component that is installed on systems and devices on your network. The Service Center resides on a Windows Server in a private cloud and is connected to your network by a secure outbound connection using common communications protocols.

HELP DESK FUNCTIONALITY

PrairieView enables the added functionality of Help Desk service. Our engineers have the ability to take remote control of your servers and workstations to solve problems and enhance the user experience for your employees.

IT ASSET INVENTORY AND EXECUTIVE REPORTING

Once installed, PrairieView performs an auto-discovery of every IP-based device on your network and produces an IT Asset Inventory Report. PrairieView is also great for patch management and controlled patch application, providing patch details for all monitored systems.

What's more, you'll receive monthly IT Health reports for all monitored systems showing critical information on disk and memory usage, patching and OS levels, and system aging information.

KnowBe4

Human error. Conquered.

Security Awareness Training and Simulated Phishing Platform

Helps you manage the problem of **social engineering**

Kevin Mitnick Security Awareness Training

Old-school security awareness training doesn't hack it anymore. Today, your employees are frequently exposed to sophisticated phishing and ransomware attacks.

Baseline Testing
We provide baseline testing to assess the Phish-prone™ percentage of your users through a free simulated phishing attack.

Train Your Users
The world's largest library of security awareness training content; including interactive modules, videos, games, posters and newsletters. Automated training campaigns with scheduled reminder emails.

Phish Your Users
Best-in-class, fully automated simulated phishing attacks, hundreds of templates with unlimited usage, and community phishing templates.

See the Results
Enterprise-strength reporting, showing stats and graphs for both training and phishing, ready for management. Show the great ROI!

Initial Baseline Phish-prone Percentage:
AVG 15.9%

12 Months Later:
AVG 1.2%

Training Period

Phish-prone Percentage

Months 1 2 3 4 5 6 7 8 9 10 11 12
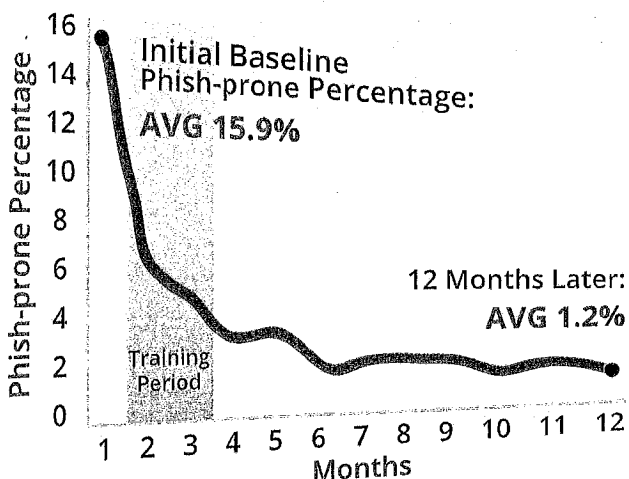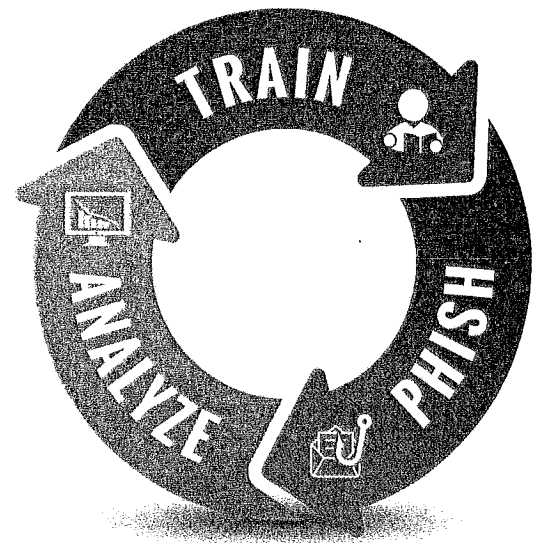
The System Really Works

After years of helping our customers train their employees to better manage the urgent IT security problems of social engineering, spear phishing and ransomware attacks, we decided to go back, and look at the actual numbers over a 12 month period.

We aggregated the numbers and the overall Phish-prone percentage **drops from an average of 15.9% to an amazing 1.2% in just 12 months.** The combination of web-based training and frequent simulated phishing attacks really works.

Kevin Mitnick Security Awareness Training Features

Security Awareness Training

We offer three Training Access Levels: I, II, and Unlimited, giving you access to our content library of 300+ items based on your subscription level. KnowBe4 training modules specialize in making sure employees understand the mechanisms of spam, phishing, spear phishing, malware and social engineering.

- Interactive, web-based, on-demand, engaging training
- Create multiple training campaigns as ongoing or with a specified completion date
- Automated enrollment and follow-up emails to "nudge" users who are incomplete
- Auto-enroll new users added to a group or company
- Point-of-failure training auto-enrollment
- Dedicated Hosting Options, or run the course in your own LMS

Advanced Features

EZXploit™: Patent-pending functionality that allows an internal, fully automated "human pentest". Launch a simulated phishing attack - which if clicked on - comes up with a secondary ruse like a Java popup that the user is social engineered to click on. If the user clicks on the secondary action, their workstation can be scanned for several things like user name, IP address and other data related to that user's workstation and Active Directory as specified by the admin.

USB Drive Test™: Allows you to test your user's reactions to unknown USBs. You can download a special, "beaconized" Microsoft Office file from your KnowBe4 admin console onto any USB drive which you can drop at an on-site high traffic area. If an employee picks up the USB drive, plugs it in their workstation, and opens the file, it will "call home" and report the fail. Should a user also enable the macros in the file, then additional data is also tracked and made available in the admin console.

GEO-location: See where your simulated phishing attack failures are on a map, with drilldown capability and CSV-export options.

Vulnerable Browser Plugin Detection: Automatically detect what vulnerable plugins any clickers on your phishing tests have installed in their browsers.

New Social Engineering Indicators: Patent-pending technology, turns every simulated phishing email into a tool IT can use to dynamically train employees by instantly showing them the hidden red flags they missed within that email.

Phishing

KnowBe4's highly effective scheduled Phishing Security Tests keep your employees on their toes with security top of mind. Within the Admin Console you are able to schedule regular Phishing Security Tests from our large library of known-to-work templates, or choose a template from the community templates section where you can also share phishing templates with your peers.

- Unlimited year-round simulated phishing attacks
- Full library of successful phishing templates
- Set-it-and-forget-it scheduling of attacks
- Easily create your own templates
- Customizable landing pages
- Customizable "hover-links" when a user "mouse-overs"
- Phishing Reply Tracking allows you to track if a user replies to a simulated phishing email and can capture the information sent in the reply
- Tests for opening MS Office attachments and secondary action of enabling macros
- "Anti-prairie dog" campaigns that send random templates at random times preventing users warning each other
- Phish Alert Button add-in button gives your users a way to report simulated and non-simulated phishing attacks
- Vishing Security Tests using IVR attacks over phone

Reporting and User Management

KnowBe4's robust reporting capabilities allow you to easily access user training completions, Phish-prone percentage, compliance reports and more.

- Advanced Phishing Reporting provides powerful features, for instance, a report of phishing failures by group or manager and many more reports
- Utilize at-a-glance Training Campaigns Dashboard to see campaign status, completion percentage and individual progress
- Filter campaigns by recipient, delivered, opened, clicked, attachment, data entered, bounced, export in CSV
- Top 50 Clickers report
- Specify user needs to "Read and Attest" Security Policy for compliance
- Phishing Security Test results emailed to admin upon completion
- KnowBe4's **NEW** Active Directory Integration allows you to easily upload user data and saves you time by eliminating the need to manually manage user changes

Phishing

KnowBe4 Subscription Levels

Our SaaS subscription is priced per seat, per year. We offer Silver, Gold, Platinum or Diamond levels to meet your organization's needs.

FEATURES	SILVER	GOLD	PLATINUM	DIAMOND (MOST POPULAR)
Admin Management Console	✔	✔	✔	✔
Unlimited Phishing Security Tests	✔	✔	✔	✔
Security 'Hints & Tips'	✔	✔	✔	✔
Training Access Level I	✔	✔	✔	✔
Automated Training Campaigns	✔	✔	✔	✔
Crypto-Ransom Guarantee	✔	✔	✔	✔
Phish Alert Button	✔	✔	✔	✔
Active Directory Integration	✔	✔	✔	✔
Phishing Reply Tracking	✔	✔	✔	✔
Training Access Level II		✔	✔	✔
Monthly Email Exposure Check		✔	✔	✔
Vishing Security Test		✔	✔	✔
EZXploit™ - "Automated Human Pentesting"			✔	✔
USB Drive Test™			✔	✔
Vulnerable Browser Plugin Detection			✔	✔
Priority Level Support			✔	✔
Social Engineering Indicators			✔	✔
Training Access Level III				✔
AIDA™ Artificial Intelligence-driven Agent BETA				✔

Silver Level: Training Access Level I which includes the Kevin Mitnick Security Awareness Training in the full 45-minute module, the shortened 25-minute module, and the executive 15-minute version. In addition to unlimited Simulated Phishing Tests and enterprise-strength reporting for the length of your subscription.

Gold Level: Includes all Silver level features plus Training Access Level II which includes all 27+ KnowBe4 training modules. Gold also includes monthly Email Exposure Check (EEC) Reports and Vishing Security Test.
- Email Exposure Check monthly reports show you which email addresses from your domain are exposed on the Internet and are a target for phishing attacks
- Vishing Security Tests using IVR attacks over phone (available for U.S. and Canada)

Platinum Level: Includes all features of Silver and Gold. Platinum also includes our Advanced Phishing Features; EZXploit, USB Drive Test, Vulnerable Browser Plugin Detection and landing page Social Engineering Indicators.
- EZXploit™ is a patent-pending functionality that allows an internal, fully automated "human pentest" (available for U.S. and Canada)
- USB Drive Test™ allows you to test your user's reactions to unknown USBs they find
- Vulnerable Browser Plugin Detection reports on browser / device used to open a phishing email and vulnerable browser plugins the user has installed
- Social Engineering Indicators patent-pending technology, turns every simulated phishing email into a tool IT can use to dynamically train employees by instantly showing them the hidden red flags they missed within that email

Diamond Level: Includes all features of Silver, Gold and Platinum. Diamond also includes Training Access Level III, giving you full access to our content library of over 300 items including interactive modules, videos, games, posters and newsletters. In addition, you will have access to AIDA our bleeding-edge Artificial Intelligence-driven Agent (available for U.S. and Canada).

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Enhanced Networks, Inc.
25659 Hillview Court
Mundelein, IL 60060
(847) 393-7008
www.enhancednetworks.com

1. Introduction – Enhanced Networks, Inc.

Enhanced Networks, Inc. has been providing cost effective IT solutions to local government and private small business since December of 2014. Our dedicated staff has a combined 30 years experience working for local government municipalities. Since day one we have provided our customers with cost-effective IT solutions that best fit their needs.

Enhanced Networks, Inc.'s principal, Tom Theobald, started the company as a sole proprietorship in 2004. In 2007, Tom was hired by a large Engineering firm and decided that he would need to sever ties with his current clientele. Many of those clients refused to let his services go and insisted that he still continue servicing them in off hours, using remote access. In 2014, Tom made the decision to fully incorporate Enhanced Networks as he could no longer support the large IT firm mentality that doesn't always put the client's best interests first. Enhanced Networks, Inc. currently services over 30 clients and has a team of IT consultants and engineers dedicated to providing the personal level of service that Tom's clientele has received since 2004.

Enhanced Networks, Inc is fully insured with both general liability ($1,000.000.00 per Claim and $2,000,000.00 aggregate) and conforms to all worker's compensation acts. The above Insurance meets all of our government clientele requirements. Coverage will be increased upon request. The accounting firm that represents Enhanced Networks, Inc. describes the company as growing, profitable, free of debt and in the information technology field.

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2. Narrative Proposal

In order to complete the scope of services required within the proposal, an onboarding event will need to occur. This onboarding event will take two full days of on-site time where Enhanced Networks, Inc. staff will perform necessary assessments and audits. These include:

- Inventory
  - Firewall infrastructure
  - Switch Infrastructure
  - Server infrastructure
  - Access point infrastructure
  - Workstation infrastructure
  - NAS infrastructure
  - Printer Infrastructure
- Audit
  - Software licensing infrastructure
    - Microsoft server licensing and proper CALS
    - Anti-Virus
    - Backup
    - Microsoft Windows
    - Microsoft Office
    - Adobe Acrobat
    - Adobe Photoshop
    - Microsoft Active Directory Accounts

The onboarding fee of $1,950.00 will deliver .pdf's for all items listed above. This assessment will allow us to validate that all software licenses are active, and in compliance with the manufacturer end-user license agreement. We will also validate that all equipment is under support maintenance from the manufacturer.

If all software is licensed correctly, we will be able to establish an exact cost to maintain your network on the requested monthly basis. If it is determined that the township is not licensed correctly we will be able to provide direction to remedy this oversight (outside the scope of this contract or onboarding fee). Without a current audit or inventory, we can estimate that the Maine Township network will need approximately 18-25 hours of service per month to maintain. This equates to $2,205.00 – $3,062.50 per month or $26,460.00 - $36,750.00 annually.

In order to perform the required and optional scope of services, management consoles will need to be implemented (if not already installed) for the core network security and performance maintenance procedures. These consoles are listed below.

1. Microsoft WSUS Console (no additional charge if licensed properly):

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-This service will allow for the real-time monitoring of Microsoft security updates network wide.

2. Anti-Virus Management Console (no additional charge if licensed properly):

-This service allows for the real-time monitoring of Anti-Virus security updates network wide.

3. Backup Management Console (no additional charge if licensed properly):

-This service allows for the real-time monitoring of network wide backup success.

4. Network Monitoring Console ($156.25 per critical device, per year):

-This service allows for the real-time monitoring and notifications for all critical network devices.

-Servers, Firewalls, Access Points, Core Switches, Phone Systems, and Backup Devices.

-This service is crucial in order for us to meet the estimated monthly costs for the Township.

The process to ensure the scope of services is met will be with a combination of Real-time monitoring, weekly and monthly checkups.

Real-time monitoring will be performed on all critical network infrastructure with the Network Monitoring license. This occurs 24-7. In most instances we know about outages before you will and will already be working on a remedy.

Weekly checks will be performed on the backup portal – this will determine if the backup system is in need of maintenance or repair. Repairs will be performed as necessary. Notifications will also be setup daily, and action can occur before the weekly checkup. The weekly checkup resolves issues where the backup system could not email a notification.

Monthly checks will be performed to all Anti-Virus, Microsoft Security, Inventory and Active Directory to determine if any network devices are not receiving necessary security and performance updates.

Maine Township will be responsible for appointing an IT point person. This person will be responsible for managing the IT support request urgency for township staff. We have found with all of our government clients this is the most important part in controlling the cost of their IT budget. This point person will determine the severity of each support request.

Requests can be emailed to support@enhancednetworks.com or phone support by calling our office support line 847.393.7008 in order to speak with a technician. Typical support requests are handled the same day but can be batched for a site visit at the IT point persons request.

This number 847.393.7008 will also be used for support outside regular business hours. Inside regular business hours our response time is normally instant but we will guarantee a call back within 30 minutes or outside of business hours we will guarantee a response within 2 hours.

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Enhanced Networks, Inc. also has the ability to give the client access to a support ticket system where the client can generate their own support service requests. Our government clients have always chosen the phone and email support options, but the ticket system is available upon request.

One of the most important parts of how we manage your network is our annual budget meeting. This is the opportunity for us to present you a network diagram of your entire network, a complete inventory of all your assets in .pdf form and prepare IT budget recommendations for you to review. This meeting presents to you the top ten (and sometimes more) items that need to be planned for the following year. It addresses the total lifecycle management of your network and any items which are becoming cost prohibitive. These items will also have budget estimates for solutions attached. A prime example of this is Windows 7 will no longer be supported January 14th, 2020. We will prepare you for the expense involved with upgrading the remaining PC's on your network that still use Windows 7 before January 14th. After the budget meeting discussion, all items are ranked based on Maine Township's importance level. We then provide this list in .pdf format electronically for you to use in your annual IT budget preparation.

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3. Qualifications

<u>Enhanced Networks, Inc. Core Services and Experience</u>

Desktop Consulting and Implementation:

  -Printing problem diagnosis or resolution

  -Windows and Office diagnosis and resolution

  -Permissions

  -Virus and Malware software maintenance

  -Virus and Malware removal

  -Life Cycle Management

Telecom Consulting and Implementation:

  -Voicemail password resets

  -Handset programming

  -Line troubleshooting

  -Work hand in hand with telecom vendor

  -Life Cycle Management

Server Consulting and Implementation:

  -Firmware and Driver Maintenance

  -Operating System security and hardening

  -Network access permission maintenance

  -Life Cycle Management

Network Consulting and Implementation:

  -Firewall Consulting

  -Core Switch consulting

  -Routing

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-ACL's

-Network design, maintenance, and lifecycle management

Website Consulting and Implementation

-Website technical contact

-Work hand in hand with web developer

-Provide external DNS Manager and registrar assistance if needed

Management Consulting:

-Overall lifecycle management

-Budgeting

-Preparing for future

SCADA Network Consulting and Implementation:

-Layer 3 connectivity

-Firewall protection

-Network segmenting

-Work hand in hand with SCADA vendor

-Lifecycle management

24/7 Security Monitoring Services Solution

Enhanced Networks, Inc. will install network monitoring sensors on all critical devices, including website. This will allow us to proactively monitor and protect the Maine Township network and devices from any threats. We will also provide an anti-virus management console, Windows Server Update Services (WSUS), Enhanced Networks, Inc. web filtering and spam protection. All are updated real time to ensure full protection.

Resume

Provided under Attachments

4. Questions

a. Enhanced Networks utilizes Paessler PRTG to proactively monitor the IT infrastructure which immediately informs us of network changes via email, text and mobile push notifications. We are then able to triage and respond appropriately to all events. Most issues that arise are able to be handled remotely, without the involvement of the Maine Township staff.

b. Enhanced Networks maintains Acronis True Image, and SnapDeploy including Windows Deployment Services to backup/restore corrupted devices and new PC deployments.

c. Enhanced Networks leverages American based Citrix remote support tools to instantly connect to all Servers and Workstations. All remote sessions are reordered for security and compliance.

d. Enhanced Networks has deployed various backup system strategies based on customer requirements, retention period, data size and budget. All solutions include weekly full and daily incremental/differential backups. Offsite and cloud solutions have also been configured. Daily email notifications and weekly manual backup checks are part of a routine proactive maintenance schedule. Shadow Copies are configured on all supported Microsoft based systems to provide additional file protection.

e. Enhanced Networks maintains an inventory to ensure all hardware and software is under manufacturer support to receive patches and security updates applied during a proactive maintenance schedule. Any systems out of support will be added to the list of budget recommendations for upgrade/replacement. Common system updates and automated scans include automated Windows Updates, Anti-Virus/Malware scans, Firewall integrity and security review, including PCI compliance. Microsoft Active Directory security audits are also performed.

f. Enhanced Networks performs a physical inventory of all IT assets and maintains the data within a database. Inventory reporting is used to determine system age, location, technical details to provide accurate quotes for system upgrades/replacements, licensing renewals and budgeting.

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g. Enhanced Networks, Inc. has normal business hours of 8am-5pm Monday-Friday with a guaranteed response time of 30 minutes or less, however we are normally available immediately. We have a guaranteed response time of less than 2 hours, outside of normal business hours 24x7.

h. Enhanced Networks, Inc. fee structure for the Maine Township RFP

Onboarding fee - $1950.00

TBD for a term of 2 years with an option to renew. Estimated $2,205.00 – $3,062.50/per month.

Out of Scope Items

-Purchasing new hardware or software.

-Providing user application support that would otherwise be considered training (i.e. showing a user how to use certain function in an Excel spreadsheet). Application support is limited to ensuring that applications function properly.

-Replacing hardware components for equipment for which a current vendor warranty has expired and/or has not been renewed. Enhanced Networks will provide the labor to replace this equipment under the agreement, but the hardware will be invoiced separately if not provided by the Customer.

-Servicing printers. Configuring drivers and network printing issues is included, but the physical servicing of the printers themselves is not.

-Developing a disaster recovery plan if one does not exist.

-The renewal cost for hardware warranty, vendor service contracts or software licensing. (I.e. The Customer is responsible for the cost of maintaining their Microsoft licensing through and maintaining server warranties).

-Emergency support (outside of normal business hours) is charged at 2x the discounted rate.

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5. References

a. Fox River Water Reclamation District

<u>Scope of Work and Services</u>

Desktop Consulting and Implementation:

 -Printing problem diagnosis or resolution

 -Windows and Office diagnosis and resolution

 -Permissions

 -Virus and Malware software maintenance

 -Virus and Malware removal

 -Life Cycle Management

Telecom Consulting and Implementation:

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 -Handset programming

 -Line troubleshooting

 -Work hand in hand with Telecom vendor

 -Life Cycle Management

Server Consulting and Implementation:

 -Firmware and Driver Maintenance

 -Operating System security and hardening

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Network Consulting and Implementation:

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ENHANCED
NETWORKS

-Routing

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-Network design, maintenance, and lifecycle management

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-Overall lifecycle management

-Budgeting

-Preparing for future

Website Consulting and Implementation

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-Work hand in hand with web developer

-Provide external DNS Manager and registrar assistance if needed

SCADA Network Consulting and Implementation:

-Layer 3 connectivity

-Firewall protection

-Network segmenting

-Lifecycle management

Beth Vogt, P.E., Technical Services Director
847-742-2068   bvogt@frwrd.com

Dave Green, Instrumentation and Controls Specialist
847-429-4066   dgreen@frwrd.com

b.   Village of Northlake

<u>Scope of Work and Services</u>

Desktop Consulting and Implementation:

-Printing problem diagnosis or resolution

-Windows and Office diagnosis and resolution

-Permissions

-Virus and Malware software maintenance

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Website Consulting and Implementation

-Website technical contact

-Work hand in hand with web developer

-Provide external DNS Manager and registrar assistance if needed

Carol Lampard, Finance Department
708-343-8708   clampard@northlakecity.com

Norman Nissen Jr., Chief of Police
708-531-5755   nnissen@northlakecity.com

c.   Village of Itasca

<u>Scope of Work and Services</u>

Desktop Consulting and Implementation:

-Printing problem diagnosis or resolution

-Windows and Office diagnosis and resolution

-Permissions

-Virus and Malware software maintenance

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> -Work hand in hand with web developer

> -Provide external DNS Manager and registrar assistance if needed

SCADA Network Consulting and Implementation:

> -Layer 3 connectivity

> -Firewall protection

> -Network segmenting

> -Lifecycle management

Dan Corcoran, IT Director
630-773-835 dan@itasca.com

6. Pricing

a. **Onboarding fee - $1950.00.**

b. **TBD for a term of 2 years with an option to renew. Estimated $2,205.00 – $3,062.50/per month.**

c. Out of Scope Items

1. Purchasing new hardware or software.

2. Providing user application support that would otherwise be considered training (i.e. showing a user how to use certain function in an Excel spreadsheet). Application support is limited to ensuring that applications function properly.

3. Replacing hardware components for equipment for which a current vendor warranty has expired and/or has not been renewed. Enhanced Networks will provide the labor to replace this equipment under the agreement, but the hardware will be invoiced separately if not provided by the Customer.

4. Servicing printers. Configuring drivers and network printing issues is included, but the physical servicing of the printers themselves is not.

5. Developing a disaster recovery plan if one does not exist.

6. The renewal cost for hardware warranty, vendor service contracts or software licensing. (I.e. The Customer is responsible for the cost of maintaining their Microsoft licensing through and maintaining server warranties).

7. Emergency support (outside of normal business hours) is charged at 2x the discounted rate.

d. Enhanced Networks, Inc. Standard Rate Sheet following.

ENHANCED NETWORKS

IT Services Rate Sheet

IT Consulting Service rates provided by Enhanced Networks, Inc. All travel fees will also be billed to the client. Travel fees are the time taken traveled to/from the Enhanced Networks, Inc. corporate office to the customer's site. Travel fees including Hourly rate, mileage $0.545/mile (or current rate issued by IRS), and tolls. We offer Annual Remote Access Software Licensing of $600.00 to reduce travel expenditures.

Rates

Task Description	Standard Rate	Discounted Rate
Travel	$ 90.00	$ 80.00
Desktop Consulting	$ 120.00	$ 110.00
Telecom Consulting	$ 120.00	$ 110.00
Server Consulting	$ 140.00	$ 130.00
Database Consulting	$ 150.00	$ 140.00
Network Consulting	$ 165.00	$ 155.00
Management Consulting	$ 175.00	$ 165.00
Mileage (Cents Per Mile)	$ 0.545	$ 0.545

Billing Process

Ongoing projects are invoiced bi-weekly and monthly depending on each project. These reconciliations will include time, material expenses, and travel expenses accrued during the invoice period.

Terms and Late Fees

Payment of invoices is due within (30) days from the invoice date. Invoices not paid within this term are subject to 3% monthly finance charge. Accepted payment methods are credit card, check, or electronic funds.

Third-Party Warranties

Enhanced Networks, Inc. makes no warranties, expressed or implied regarding third-party software and/or hardware and/or technology used in their applications and/or systems. All third-parts software, hardware and technology warranties are the direct responsibility of the respective vendor or manufacturer.

Authorization

The undersigned hereby enter into the agreement as described herein.

Owner: **Enhanced Networks:**

_____   _____   _____   _____
Authorization By   Date   Authorization By   Date

ENHANCED
NETWORKS

Enhanced Networks, Inc.
25659 Hillview Court
Mundelein, IL 60060
(847) 393-7008
www.enhancednetworks.com

Attachments

Detailed Time Report

Timeframe	05/01/2018 — 05/31/2018	1 Client	Maine Township		
Total	17.25 Hours	Projects	All Projects		
	0.00 Uninvoiced Billable Hours	Tasks	All Tasks		
		Team	Everyone		

Client	Project	Task	Roles	Person	Hours
05/02/2018					0.50
Maine Township	[0791226] MAINE - Support Services T/M	Proactive Support	IT Consultant	Alan Xenos	0.50
	Mary remote connection coordination				
05/04/2018					0.50
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	0.50
	SPAM filter Microsoft Account Maintenance.				
05/07/2018					1.50
Maine Township	[0791226] MAINE - Support Services T/M	Proactive Support	IT Consultant	Brian Arendt	1.50
	Backup system maintenance.				
05/10/2018					0.50
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	IT Consultant	Alan Xenos	0.50
	Laptop SOP and delivery prep				
05/15/2018					3.50
Maine Township	[0791226] MAINE - Support Services T/M	Proactive Support	IT Consultant	Alan Xenos	3.50
	Laptop installation, AIA document coordination				
05/16/2018					0.25
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	0.25
	Inventory Maintenance.				
05/18/2018					2.25
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	0.75
	Exchange Mailbox Audit. Account Maintenance.				
Maine Township	[0791226] MAINE - Support Services T/M	Proactive Support	IT Consultant	Alan Xenos	1.50
	E-mail server delay and delivery failure diagnostics				
05/21/2018					1.00
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	1.00
	Exchange Consulting. SMARTnet firewall coordination.				

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Client	Project	Task	Roles	Person	Hours	
05/23/2018					1.00	
Maine Township	[0791226] MAINE - Support Services T/M	Proactive Support	IT Consultant	Brian Arendt	1.00	
PRTG maintenance - Windows Updates.						
05/24/2018					0.50	
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	0.50	
Exchange Mailbox Forwarding Emily to Mary. Coordinated password reset and mail DB expansion reduction.						
05/25/2018					1.50	
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	1.50	
SMARTnet coordination. Exchange account maintenance.						
05/26/2018					2.00	
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	N/A	Tom Theobald	2.00	
Server Down. Network Management alerts. Brought server host and DC back to original state.						
05/30/2018					2.25	
Maine Township	[0791226] LAILT - Support Services T/M	Reactive Support	N/A	Tom Theobald	2.00	
Outlook maintenance Tim. Printer Maintenance Tim. Network Monitor Maintenance. Power Outage. ComEd check in.						
Maine Township	[0791226] MAINE - Support Services T/M	Reactive Support	IT Consultant	Alan Xenos	0.25	
Power outage coordination						
				Total	**17.25**	

CERTIFICATE OF LIABILITY INSURANCE

ACORD®

VSK R045

DATE (MM/DD/YYYY) 6/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:
ALL SUBURBAN INS SERVICES INC 411634 P:(847) 381-7557 F:(847) 382-3492 22000 N PEPPER ROAD SUITE C BARRINGTON IL 60010	PHONE (A/C, No, Ext): (847) 381-7557 FAX (A/C, No): (847) 382-3492 E-MAIL ADDRESS:

	INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: Sentinel Ins Co LTD		11000
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED

ENHANCED NETWORKS
26773 N MIDDLETON PKWY
MUNDELEIN IL 60060

COVERAGES   CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR X General Liab			83 SBA NN0646	01/06/2018	01/06/2019	EACH OCCURRENCE	$1,000,000
								DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
								MED EXP (Any one person)	$10,000
								PERSONAL & ADV INJURY	$1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC OTHER:						GENERAL AGGREGATE	$2,000,000
								PRODUCTS - COMP/OP AGG	$2,000,000
								$	
A		AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			83 SBA NN0646	01/06/2018	01/06/2019	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
								BODILY INJURY (Per person)	$
								BODILY INJURY (Per accident)	$
								PROPERTY DAMAGE (Per accident)	$
								$	
A	X	UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			83 SBA NN0646	01/06/2018	01/06/2019	EACH OCCURRENCE	$1,000,000
								AGGREGATE	$1,000,000
								$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE / OTH-ER	
								E.L. EACH ACCIDENT	$
								E.L. DISEASE - EA EMPLOYEE	$
								E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER	CANCELLATION
Maine Township 1700 BALLARD RD PARK RIDGE, IL 60068	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Susan L. Castaneda

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Microsoft
C E R T I F I E D
IT Professional

Tom Theobald
IT Consultant
President

Tom has over 20 years of experience in the design, maintenance, and general upkeep of technology systems. As a degreed and certified IT professional, Tom also provides clients with Information Technology Lifecycle Management and designs solutions that meet budget and performance needs. Tom works almost exclusively with government entities, and is very familiar with government licensing, software, and public safety operations (police and fire). Besides his technical skills, Tom is regularly praised by his clients for his friendly and can-do attitude; critical in situations where users are frustrated or waiting for a technology solution.

Specific Hardware / Software

Hardware:
- HP ProCurve / Dell / Cisco Catalyst Switches
- Dell PowerEdge / HP ProLiant Servers
- Cisco ASA 5500-X Series Firewalls
- SonicWALL PRO / TZ Series Firewalls
- Dell / HP Storage Area Network (SAN) (DAS)
- QNAP / Synology Network Attached Storage – NAS
- APC UPS / Power Monitoring
- Apple iPad / iPhone
- Dell Laptops / Desktops
- Barracuda Email Security Gateway / Web Filter
- Cisco / Meraki / HP / Ubiquiti Wireless Networks

Software:
- Office 365
- Microsoft Windows Server 2008 / 2008 R2 / 2012 / 2012 R2 / 2016
- Microsoft Services: Active Directory / DNS / DHCP / NPS / WSUS / WDS
- Microsoft Hyper-V
- Microsoft Remote Desktop Services
- Microsoft Exchange Server 2010 / 2013 / 2016
- Microsoft Small Business Server 2011
- VMware 6.x vSphere
- Microsoft Windows 7 / 8 / 8.1 / 10
- Veritas Backup Exec
- Acronis Backup Advanced
- Symantec Endpoint Protection / TrendMicro / Malwarebytes
- Symantec Mail Security / Exchange Online Protection
- SSL Certificates
- Microsoft ActiveSync / BlackBerry Enterprise Server Express
- PRTG / SolarWinds
- Acronis True Image / Snap-Deploy

Education
B.S., Information Systems Technology,
Southern Illinois University,
2003

A.S., Architectural Science,
Southern Illinois University,
1999

Years of Experience: 21

Representative Projects

City of Northlake, IL
Ongoing Technology Support Services
Tom manages the proactive maintenance, lifecycle management, and 24x7 support services to the all of the City's Departments, including support for the Police Department, City Hall, and Public Works. He is well versed in supporting many of the applications required for Police Department operations as well as general network and active directory infrastructure. Tom is instrumental in the proper budgeting tasks required for IT management.

Fox River Water Reclamation District, IL
Ongoing Service and Support
Tom manages the proactive maintenance, ongoing IT, SCADA and technology support services to the Fox River Water Reclamation District. Tom is instrumental in IT budgeting, Planning and life cycle management for the future of FRWRD's network infrastructure.

Village of Itasca, IL.
Boardroom display upgrade
Tom managed a project that included design and specification of 5 displays for the Village of Itasca. This design accommodated a unique environment where viewing angles were extremely complex. Tom rose to the task and was able to fulfill the design requirements. All 5 displays can show input from two different sources DVD or PC. The fifth Display is segmented and can show options from three different inputs. Tom was able to add audio to the Village of Itasca boardroom displays which was only possible through using a microphone prior to this project.

Village of North Barrington, IL
Server 2016 virtualization project
Tom designed and managed a server 2016 virtualization upgrade project for an aging Village Server hosting one virtual server. This server project migrated an existing VM and also included the creation of an IT server VM to keep all IT resources off of the production government network. This architecture improves overall throughput for all government resources during working hours. This makes everyday tasks more efficient because IT management is no longer using the same resources.

Village of Gilberts, IL
Server 2008R2 Virtualization & Exchange 2010 Migration
Tom lead a project for implementation of virtualization Windows Server 2008R2 for a Hypervisor running two separate virtual guest operating systems. One of the operating systems currently runs the Village's production Exchange 2010 application while the other provides Active Directory Services, MSI, Shared Data Files, Print Services, and other application services for the Village's Police Department.

City of Northlake, IL
Server 2012 R2 Video Management Server
Tom implemented a Server 2012 R2 squad car and body camera server for the City of Northlake Police Department int the first quarter off 2016. This server is capable

of holding 18TB of high definition video. This server also utilizes NIC teaming and virtual switch technology allowing 4GB connection instead of traditional 1GB connectivity.

City of Northlake, IL
Server 2008R2 Virtualization & Exchange 2010 Migration
Tom implemented a virtualization project utilizing Windows Server 2008R2 for a Hypervisor running two separate virtual guest operating systems. One of the operating system ran the City's production Exchange 2010 infrastructure for both the Police and City Hall Domains and the other provides Active Directory Services, MSI, Shared Data Files, and Print Service for City Hall.

Village of South Elgin, IL
Police Department Active Directory and SunGard/OSSI Implementation
Tom was instrumental in the conversion of the Police Department's AS/400-based dispatch (CAD) and mobile reporting system into a Windows Server 2003/Active Directory-centric enterprise application. Tom migrated the Police Department's desktop and mobile Panasonic Toughbook laptops onto a new Active Directory domain, and installed and configured most of the Village's CAD and Mobile Field Reporting applications.

Fox River Water Reclamation District, IL
Exchange 2003 Implementation
Tom provided most of the guidance and configuration for the District's Microsoft Exchange 2003 server configuration, including the migration from POP3/PST-based configuration to full Exchange/MAPI support. Tom also configured the District's Cisco ASA firewalls appropriately to work with the Exchange implementation.

Fox River Water Reclamation District, IL
Wastewater Treatment Plant Cisco ASA Internetworking
Tom was largely responsible for the implementation of District's three Cisco ASA 5505 security/firewall devices, including IPSec VPN tunnels and remote VPN access. The IPSec tunnels currently provide military-grade authentication and encryption between the District's three wastewater and one water treatment facility, allowing staff
to connect to the District's primary technology resources from any plant, as well as remotely connect and view other plants' SCADA systems cost-effectively.

Central Lake County Joint Action Water Agency (CLCJAWA), IL
Service and Support
Tom has been responsible for enterprise anti-malware upgrade of Symantec Endpoint Protection 11.x. He also implemented the Agency's first Windows Software Update Services (WSUS) Server.

Village of North Barrington, IL
Service and Support
Tom is the Village's primary contact and responsible for technology contract administration. He provides lifecycle management, budgetary planning, proactive maintenance, as well as network design guidance, regular computer, server, network, Internet, and application support.

Lake County Public Water District, IL
SCADA System Integration and Active Directory/Network Implementation
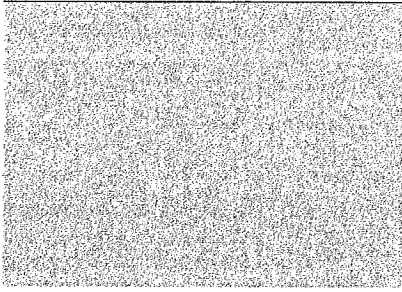
Tom was responsible for the setup and installation of the District's HP servers running Windows Server 2003, including the configuration of Active Directory and application setup. The servers both act as redundant SCADA nodes, as well as Active Directory domain controllers.

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Brian Arendt
IT Consultant

Brian is a Microsoft Certified IT Professional experienced with deploying, building, designing, optimizing, and operating information technologies. Brian is a pro-active communicator focused on providing responsive customer service.

Specific Hardware / Software

Hardware:
- HP ProCurve / Dell / Cisco Catalyst Switches
- Dell PowerEdge / HP ProLiant Servers
- Cisco ASA 5500-X Series Firewalls
- SonicWALL PRO / TZ Series Firewalls
- Dell / HP Storage Area Network (SAN)
- QNAP / Synology Network Attached Storage – NAS
- APC UPS / Power Monitoring
- Apple iPad / iPhone
- Dell Laptops / Desktops
- Barracuda Email Security Gateway / Web Filter
- HP Network Printers
- Cisco / Meraki / HP / Ubiquiti Wireless Networks
- Mitel / Cisco IP PBX

Software:
- Office 365
- Microsoft Windows Server 2008 / 2008 R2 / 2012 / 2012 R2 / 2016
- Microsoft Services: Active Directory / DNS / DHCP / NPS / WSUS / WDS
- Microsoft Hyper-V
- Microsoft Remote Desktop Services
- Microsoft Exchange Server 2010 / 2013 / 2016
- Microsoft Small Business Server 2011
- VMware 6.x vSphere
- Microsoft Windows 7 / 8 / 8.1 / 10
- Veritas Backup Exec / Acronis Backup Advanced
- Symantec Endpoint Protection / TrendMicro / Malwarebytes
- Symantec Mail Security / Exchange Online Protection
- SSL Certificates
- Microsoft ActiveSync / BlackBerry Enterprise Server Express
- PRTG / SolarWinds
- Acronis True Image / Snap Deloy / Backup Advanced

Representative Projects

Village of Itasca - Itasca, Illinois
Upgrade entire server and network infrastructure at Public Works. Replaced network cabling with CAT6 throughout the building connected with new HP PoE managed switches and Cisco firewall. These improvements increased system reliability and uptime for SCADA / Voice and Data networks. Virtualized existing server to reduce standalone hardware and maintenance renewal costs.

Fox River Water Reclamation District – South Elgin, Illinois
Configured additional Active Directory domain controllers to provide site resiliency at separate geographic locations. Migrated advanced network security polices from a single device to provide a redundant configuration and improved fault tolerance at the network core.

City of Northlake - Northlake, Illinois
Designed and replaced their aging core network switch infrastructure and consolidated the number of edge switches. Creating redundant links at the core and aggregated multiple lines of Ethernet and Fiber cabling for greater throughput and fault tolerance between City Hall and Police Department.

City of Wood Dale - Wood Dale, Illinois
Improved network communication by creating VLANs to segment data from VoIP traffic. Upgraded firmware and standardized core layer 3 and layer 2 edge switch settings to support a City wide telephone system upgrade.

Village of Norridge - Norridge, Illinois
Designed and implemented Village wide wireless network upgrades that spanned Village facilities including Village Hall, Police Department, Police Garage and Public Works. Used Cisco Meraki access points managed via Cisco cloud controller dashboard. Secured a dedicated squad car video wireless LAN and isolated its traffic from the Village and guest networks.

Crest Hill Public Works - Crest Hill, Illinois
Assisted with technology improvements to the new Wastewater Treatment Plant Administration Building and deployed new servers, workstations, wireless lan, phone system, cameras, simple access control, and security mechanism's. Support ongoing operations and communicate back to staff on problem status and resolution. Delivered virtualized server solution leveraging Microsoft Hyper-V which is built into the Windows Server 2008 R2 platform to reduce overall support and license renewal costs compared to other vendor products.

Wheaton Sanitary District - Wheaton, Illinois
Responsible for system and network reliability keeping their server platforms up to date with the latest Windows security updates and bug fixes. Ensuring daily backups are successfully stored on a Network Attached Storage (NAS) in a separate building on campus connected through a fiber network for disaster recovery. Support complex network design with redundancy using multi-homing switches with Virtual Local Area Network (VLAN) configurations to isolate network traffic. Support redundant high availability pair or VMware servers that host virtual machines running from a Dell Storage Area Network (SAN).

Village of Gilberts - Gilberts, Illinois
Perform IT support services for all Village staff including the installation of a SCADA system in the Public Works department linking each site over a high speed radio network with highest level of security measures with a Cisco firewall and Symantec Endpoint Protection. Provide effective technology solutions to keep the overall IT supports costs to a minimum.

Fox River Water Reclamation District - Elgin, Illinois
Migrated user, data and email services from a single Microsoft Small Business Server 2003 R2 to a robust server solution utilizing the latest Microsoft operating

system that supports the District in its current capacity and into the future. This reduces overall support costs and energy savings with the implementation of server and hardware virtualization technology. Assisted with Information Technology Implementation for the newly designed and constructed Dana Drive Administrative Office and Laboratory. Provide the district with ongoing technical support and advisory services for their Microsoft server environment including HP / Cisco networking hardware and Voice over Internet Protocol (VoIP) phone system.

McHenry County Conservation District - Woodstock, Illinois

The McHenry County Conservation District manages over 25,000 acres of open space that include woodlands, prairies, wetlands, and savannas. The District has over 15 sites in McHenry County, with more than 100 employees, most of which have technology needs that utilize advanced security and communications. Microsoft Server technologies, file/print, email (Exchange), firewalls (Watchguard), T1 communications, and Active Directory technology all help to make the District efficient.

Assists with the on-going IT support and management for the District including the capacity expansion of their SAN to provide additional storage growth on their file servers, additional server consolidation, replaced standard desktops with thin clients to reduce hardware costs and adhere to the Districts technology plan and provide effective day-to-day infrastructure and end user support.

Professional Experience

Baxter & Woodman Control Systems Integration
Sr. Information Technology Consultant
- Lead consolidation / virtualization projects for using Microsoft Hyper-V and VMware vSphere products.
- Complete MS Exchange on-premises server upgrades and Office 365 mailbox migrations.
- Design and install highly available networking and server infrastructure using HP, Dell and Cisco solutions.
- Implement leading edge secure remote access for police, water, wastewater SCADA / PLC networks.
- Audit and maintain compliance with PCI-DSS 2.0 requirements for utility and ticketing payments.
- Provide all levels of remote and onsite support for server, networking and telephony requests.
- Liaison between municipal departments for technology vision and ongoing support.
- Build and maintain SOPs, strategy documentation, including network diagrams and asset inventories.
- Support highly available network configuration of police and consolidated dispatch centers.
- Organize and maintain Active Directory OUs, User/Computer Objects, Permissions, GPOs, DNS, and DHCP.
- Enroll in Microsoft and Symantec licensing programs that meet organizational requirements and budget.
- Leverage group policies and imaging tools to deploy approved software and standardize configurations.
- Develop and present end-user training sessions for software and system

deployments.
- Support TDM and installation and administration of VoIP distributed systems.

ISI Telemanagement Solutions, Inc.
Technology Specialist
- Provided technical expertise and support throughout the enterprise to IT, Engineering, Quality Assurance, Customer Service and Managed Services. Understand customer networks and server environment to provide highest level of troubleshooting and installation.
- Hardened security mechanisms related to firewalls, servers / workstations and wired / wireless networks.
- Support Cisco and Microsoft telephony products in-house and on customer premise equipment.
- Worked on the data center build out and virtualization project for the Managed Services department.
- Stay atop of latest technologies and create test and development environments using VMware and Hyper-V to identify application, operating systems and network changes that may affect our software the customer's use onsite.
- Appointed a Security Office to create HIPAA/HITECH and PCI-DSS security and privacy policies and ensure they are followed and enforced to comply with ISO standards.

Frost, Ruttenberg & Rothblatt, P.C.
Systems Administrator
- Project lead during various projects including Novell 5.1 SP6 to Windows 2003 R2 SP2 Active Directory and platform migration, Exchange 2000 to 2003 SP2, and multi-site VoIP implementation. Responsible for solution architecture, project budgets, communication plans, training, design and implementation of LAN and WAN networks.
- Senior member in the infrastructure team; mentor and coach Technical Support Specialists and Help Desk Analysts in day-to-day operations, training plans, and job development.
- Responsible for trending trouble tickets, system backups, applications, server, and network availability; analyze trends and develop solutions to increase uptime and reduce calls to the help desk, including PC installs, repairs, replacement projects, network printers and copiers using LDAP, iPhone and BlackBerry support.
- Developed multiple solutions to reduce help desk call volume, including a new hire IT orientation program and companywide training sessions using MS Office 2003-2010, infrastructure monitoring standards, RPC over HTTPS.
- Provide direct point of contact for Executive / Partner level including Apple hardware and software support.
- Developed solution using Windows SharePoint Services for the company's intranet site, IT helpdesk site for ticket tracking, HR job requisition and change control management.
- Design and support oversight of Windows servers supporting users in multiple offices.
- Implemented Windows Server Update Services to centrally manage and standardize updates amongst all systems.
- Designed the server and network recovery strategy utilizing an internet based backup solution through SunGard.

- Implemented proactive solution to monitor response time, performance and connectivity of inter-network traffic.
- Configured, organized and maintain all aspects of Active Directory i.e. DHCP, DNS, Group Policy and Logon Scripts.
- Review vendor contracts and assist in preparing the annual department budget and create firm best practices.
- Identified the need to apply enhanced system and network security policies in accordance with HIPAA compliance.
- Manage workstation Windows 7 image builds & rollouts including company-wide software deployments to Office 2010.

Montecito Property Company
Field Systems Engineer

- Configuration and implementation of networking equipment, PC hardware / software and Nortel PBX, Cisco and Inter-tel IP telephony systems in 16 offices nationwide.
- Designed network layouts for multi-billion dollar property acquisitions, traveled onsite to manage contractors cabling and telecom installs while running simultaneous projects.
- Implement and support IPSec VPN's using Cisco 2811 routers, connecting remote offices to the corporate data center.
- Ordering, installation and configuration of voice and data services for remote offices with expedites when necessary.
- Support of a Windows 2003 Active Directory and Exchange 2003 environment.
- Responsible for equipment standardization, procurement and asset tracking in each office.
- Design and implementation of secure and stable remote networks for grand opening events.

Zurich Insurance Company
Business Technology Specialist

- 2nd level hardware / software support for 650 office based and remote users in the United States, Canada and UK with associated peripherals including HP Laptops / Desktops and Dell Laptops / Desktops.
- Team lead for PC replacement projects, including Windows NT to XP conversion and multiple application deployments.
- Creation and management of PC image files using Sysprep and Norton Ghost. Managed a post imaging process to apply specific configuration changes and application updates for new hires and lifecycle replacement machines.
- Managed the distribution of all software applications using WinINSTALL and Wise packaging solutions.
- Support of Lotus Notes 4.6, R5 and 6.5 Client / Designer and custom departmental applications.
- Support of Executive level individuals using BlackBerry, Palm and Smartphone technologies.

Alan is experienced with building and implementing new technologies, as well as optimizing, and maintaining existing systems. Alan is an active communicator who prides himself on providing the best customer service possible, during all stages of a project.

Specific Hardware/Software Skill Level

Hardware:
- QNAP NAS devices (highly proficient)
- APC network-connected UPS devices (highly proficient)
- Apple iPad / iPhone / Macs (highly proficient)
- Dell Laptops / Desktops (highly proficient)
- Lenovo ThinkCentre Desktops/ThinkPad Laptops (highly proficient)
- HP Network Printers (highly proficient)
- HP ProCurve Layer 2 / Layer 3 Switches (proficient)
- Dell PowerEdge Servers (proficient)
- Cisco ASA 5500 Series Firewalls (proficient)

Software:
- Microsoft Windows XP - 10 (highly proficient)
- Microsoft Windows Server 2003 - 2016 (highly proficient)
- Microsoft Services - Active Directory / DNS / DHCP / WSUS (highly proficient)
- Microsoft Access Database Integration and Migration (highly proficient)
- Macs and MacOS (highly proficient)
- Acronis Backup 12.5 and Acronis
- MySQL Server (highly proficient)
- CentOS Linux (highly proficient)
- Symantec Backup Exec (highly proficient)
- Symantec Endpoint Protection (highly proficient)
- WordPress Content Management (highly proficient)
- Malwarebytes Endpoint Security (highly proficient)
- Microsoft SQL Server (proficient)
- Microsoft Hyper-V (proficient)
- Microsoft Remote Desktop Services (proficient)

Representative Projects

City of Northlake - Northlake, Illinois
Designed and implemented a central asset and detail tracking system for MDC units in police cars. Assisted in designing a restructuring of the City's telephone system and enabled cross-building extension dialing and call transfer.
Assisted in designing a centralized police car tracking system.
General IT services for the City, including maintaining their city management software (MSI, Harris Computer), their ticketing system (Quicket, Quicket Solutions), and their state connections (LEADS 2000, State of Illinois/Premier MDC, Motorola Solutions)

Digital Pix and Composites - McHenry, Illinois
Designed and implemented a virtualization of their existing picture and composite data management system, including several SQL databases and external data integration packages, as well as brokering foreign vendor coordination.
Integrated existing Apple equipment with the Windows network to allow secure operations.
Designed and implemented an AirPort and Time Capsule based wireless network and backup system for their Mac network.
Assisted with a whole-network backup system migration from Symantec Backup Exec to Acronis Backup 12.5, including SQL servers and application servers.
Designed and coordinated with onsite IT staff to implement an imaging plan for 35 remote user laptops.

Fox River Water Reclamation District - Elgin, Illinois
Designed and implemented a major upgrade to the District's wastewater management and work order management systems, including migration of a Pervasive SQL database and integration into an RDS system.
General IT services for the District, including several rounds of workstation migrations and replacements, as well as maintenance of their existing custom software packages (Antero/Operator10, AllMax Software/2FA ONE, Identity Automation)

Village of North Barrington – North Barrington, Illinois
Assisted with design and implementation of wireless upgrades throughout Village Hall.
Designed and implemented a digital display system for the council chambers, as well as the boardroom.
General IT services for the Village, including workstation upgrades, Symantec and Malwarebytes security software management, QuickBooks upgrades and administration as well as server management.

Hoffman Garden Center - Volo, Illinois
Remediated the Center's hacked WordPress site, updated and implemented plans to keep the site secure and updated in the future.

Roberto and Sons - Island Lake, Illinois
Recovered from a webserver crash, implemented a full website redesign including future maintenance and security, and the latest SSL compatibility.

Interiors by Bruce – Lake Barrington, Illinois
Performed a full redesign of their website, including integrating new header and gallery photo arrays.

Bruce's Out'a Sight Self Storage – Lake Barrington, Illinois
Assisted in implementation of a cross-building shared internet connection, including integration of several security cameras and DVR systems.

Law Office of James M Pauletto, PC – Northlake, Illinois
Coordinated upgrades to the Office's internet infrastructure and performed PC health optimizations across the firm.

(while working for others)

Genesis Financial and Payment Systems Holdings
Inspector-General
- Designed and implemented an RDS environment for staff to utilize with thin-client desktop terminals.
- Designed and implemented a VPN solution using Microsoft Routing and Remote Access with integrated Active Directory authentication.
- Optimized and administered an Avaya IP Office telephone system.
- Designed and implemented a call recording system for quality assurance.
- Implemented procedures for identifying and preventing loan fraud.
- Oversaw an upgrade to both internal and external MySQL servers.
- Created a golden-master image system using Sysprep and CloneZilla utilities to improve the onboarding process.
- Standardized hardware purchases to improve support efficiency.
- Coordinated ¾-life and life-extending PC reconditioning plans.
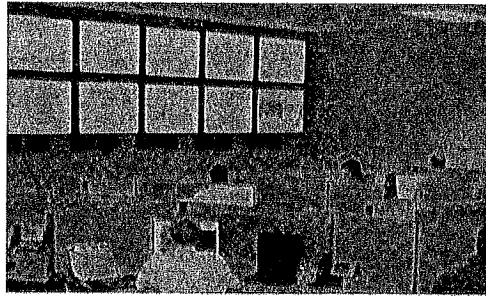
ALWAYS LEADING

Information Technology Consultant

A PROPOSAL TO

Maine Township

JUNE 20, 2018

SENTINEL

TABLE OF CONTENTS

General Contact Information

CUSTOMER CONTACT INFORMATION

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Office: 847.297.2510 ext. 237

SENTINEL CONTACT INFORMATION

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Solutions Architect
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630.769.8065 fax 630.769.1399
Djackson@sentinel.com

At Sentinel, environmental protection is a management responsibility as well as the responsibility of every employee. Our environmental protection policy addresses all aspects of the corporation's operations which can potentially impact the environment. In creating this policy, we have taken into account the following factors:

- Compliance with applicable laws, regulations, and standards concerning environmental protection
- Establish corporate environmental objectives and targets
- Minimize the environmental risks to our employees and the communities in which we operate
- Promote employee awareness of environmental concerns, actions, and responsibilities
- The efficient use of energy and materials in our operations
- Reduce/ eliminate waste through recycling and responsible disposal
- Continuous improvement and monitoring of the current environmental policy

Further, Sentinel suppliers are encouraged to develop an Environmental Policy and Environmental Management System by following the Environmental Protection Agency guidelines.

SSAE 16 SOC 2, Type II Attestation

Standing at the apex of Sentinel's myriad awards, honors and certifications is its SSAE 16 Service Organization Control (SOC) 2, Type II Attestation which has been undertaken annually by the nationally-renowned auditing firm Plante Moran, PLLC for the past three years. The SOC 2, Type II attestation is the highest and most rigorous in the SSAE 16 portfolio of audits, evaluating Controls and Processes that encompass the Five Trust Service Principles of Security, Availability, Processing Integrity, Confidentiality and Privacy.

Why should this matter to you? The SSAE 16 attestation provides independent validation and assurance that Sentinel is in compliance with best practices regarding items of critical importance to you -- security, confidentiality, data protection, project management and IT strategic solutions, to name a few. If you are seeking consulting or services support for your IT environment, the SOC 2, Type II attestation should be one of the most important factors in your evaluation.

The SSAE 16 Attestation is a standard that was created by the American Institute of Certified Public Accountants (AICPA) in 2010 to replace the SAS 70 certification process, and expand reporting to the effectiveness of a service organization's controls relating to operations and compliance.

Introduction

A general description of your firm 's organization, experience, services and staff. Also please provide a brief history of your company, including how long you have been in business, financial standing, insurance coverage, how many clients you serve, what types of clients you serve, and the scope of services you provide.

Sentinel Technologies. Inc. (Sentinel) is honored to be able to provide a NOC Monitoring and Managed Services. and onsite support solution for Maine Township

For more than 35 years. Sentinel has been recognized as a top-tier business technology solutions and services provider dedicated to delivering the highest quality customer service and support. Even as our services have spanned generations of technology. Sentinel has stayed at the forefront of IT developments and maintained a singular focus on providing practical and innovative solutions. With single-source accountability. Sentinel's proven repeatable methodology. processes and experienced teams can efficiently address a full range of IT needs - from NOC monitoring and managed services. to communications. to data center. to cloud solutions. to business process improvement and assessments. to targeted applications and end-to-end IT solutions. Our proven success has allowed us to expand from our original charter of providing technology maintenance services to our current standing as one of the leading IT services and solutions providers in the U.S. and beyond. Sentinel's engineers. customer service and support. and project management team's reputation has become synonymous with high quality. cost effective solutions for our customers. Sentinel's pricing response will reflect our sincere desire to establish a long-term partnership with Maine Township. Sentinel is confident we will emerge as the top option for executing your business critical managed services. but also as your preferred partner for contributing to the overall growth and future success of Maine Township.

Sentinel provides our customers with the complete solution: vision. design. product. implementation. documentation. service and support. Sentinel's services span the range of business verticals in the mid-market. upper mid-market. and enterprise level organizations. Companies in Financial and Banking. Healthcare. Government. Education. Legal. Utilities. and Manufacturing verticals have all taken advantage of Sentinel's ability to take either full responsibility or act as a supplemental contributor to our customer's most important business technology initiatives.

Headquartered in Downers Grove. IL. Sentinel Technologies has independently managed offices in nine locations: Chicago. IL. Springfield. IL. Milwaukee. WI. Phoenix. AZ. Ann Arbor. MI. Grand Rapids. MI. Lansing. MI. Crystal Falls. MI and Denver. CO. with satellites in Georgia and Texas as well. allowing us to service our customers both nationally and internationally. Sentinel applies an extraordinary breadth of technical solution expertise to design. sell. deploy and support our customer's business technology needs. Our unwavering commitment to thought leadership and customer satisfaction maximizes both the value of technology investments and its impact to the business. When it comes to achieving a tangible ROI and sustainable performance from your IT environment. Sentinel stands apart. Sentinel's large service staff (400 - 500 employees). multitude of original equipment manufacturers (OEM) certifications. a 24x7 Customer Care Center and a professionalism and commitment to service excellence act in combination to ensure a successful partnership.

NEVER FOLLOW

At Sentinel we've always taken the lead. Since 1982, Sentinel Technologies has been recognized as a premier business technology services provider dedicated to delivering the highest quality IT solutions, consulting, customer service and support. Even as our services have spanned generations of technology, Sentinel has stayed at the forefront of IT developments and maintained a singular focus on providing practical and innovative solutions. With single-source accountability, Sentinel processes and teams can efficiently address a range of IT needs – from communications, to data center, to cloud and managed services. Our proven success has allowed us to expand from our original charter of providing technology maintenance services to our current standing as one of the leading IT services and solutions provider in the U.S.

By aligning with many of today's global technology leaders including Cisco, Microsoft, EMC, NetApp and VMware, Sentinel solutions achieve tangible results.

When it comes to achieving a tangible ROI and sustainable performance from your IT environment, Sentinel takes the lead!
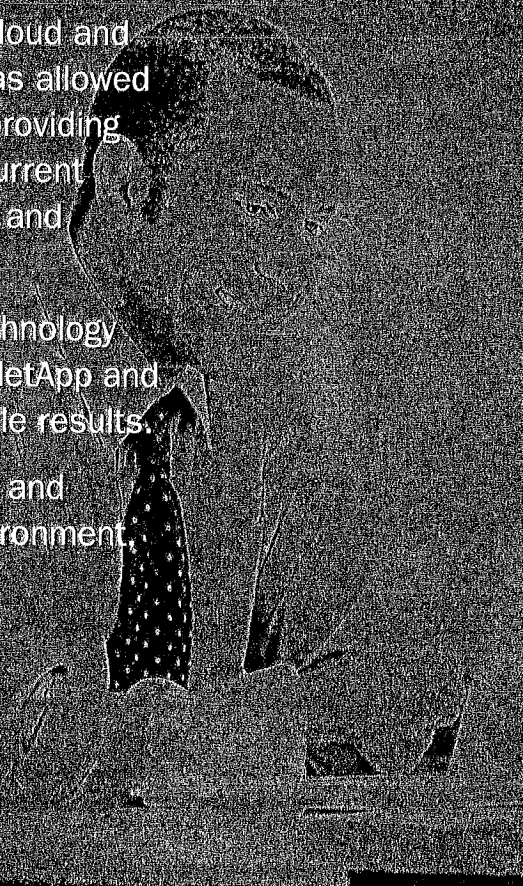
Headquartered in Downers Grove IL, Sentinel Technologies has independently managed offices in eleven locations: Chicago IL, Springfield IL, Milwaukee WI, Phoenix AZ, Ann Arbor MI, Lansing MI, Grand Rapids MI, Crystal Falls MI, Atlanta GA, and Denver CO, allowing us to service our customers both nationally and internationally.

SENTINEL TECHNOLOGIES
HEADQUARTERS FACILITY
DOWNERS GROVE, IL

PHOENIX AZ

GRAND RAPIDS MI

ANN ARBOR MI

LANSING MI

CHICAGO IL

SPRINGFIELD IL

MILWAUKEE WI

ATLANTA GA

DENVER CO

SERVING CUSTOMERS
NATIONALLY AND INTERNATIONALLY
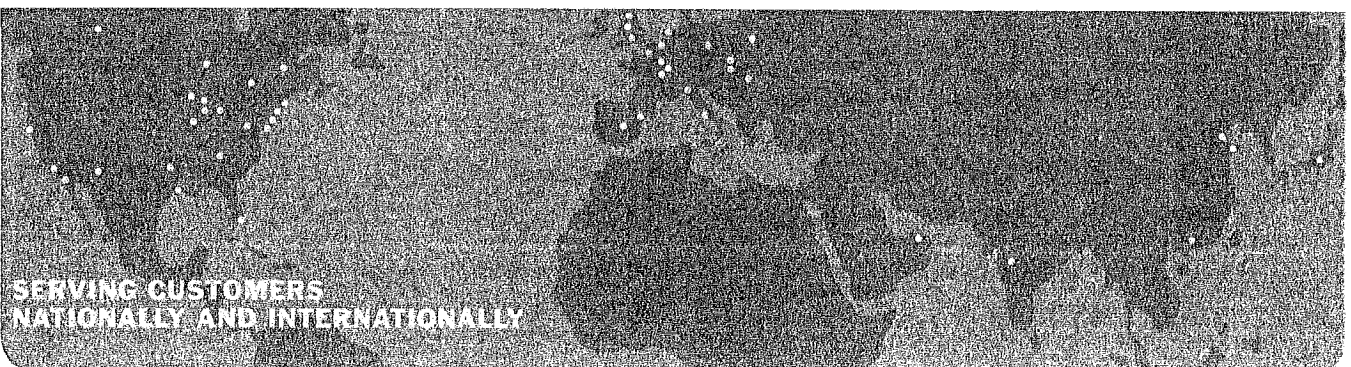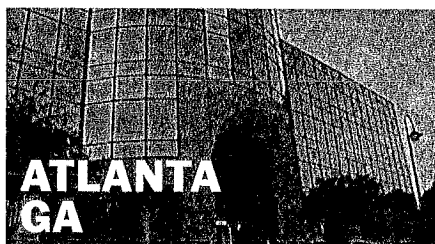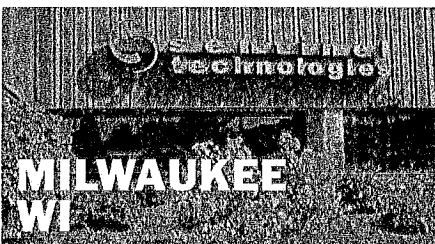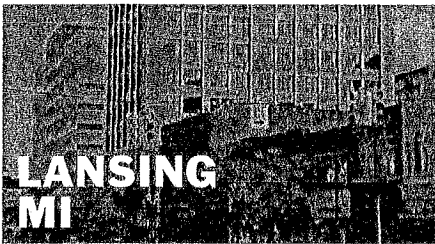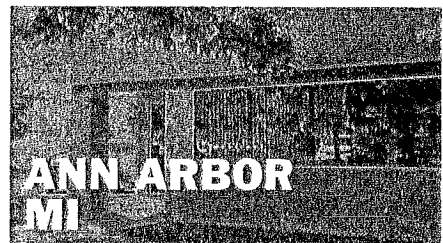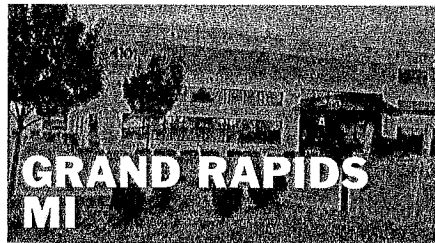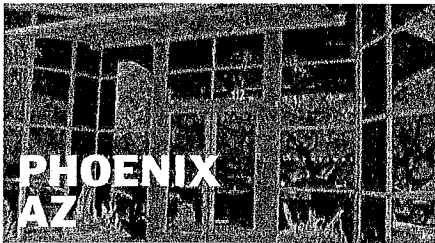
ALWAYS INVOLVED

At Sentinel, we understand technology is a "living, breathing" organism that is continually changing and evolving to better meet the demands of business. We call it "Living Technology". However, the term not only applies to how technology adapts to better serve business, it also describes our culture at Sentinel. Because here, we are "living technology" everyday — it's part of our DNA. Customizing technology to enhance the companies we serve is our life. Therefore, we remain dedicated to always be looking forward in discovering how the latest technological advancements can translate into tangible benefits for our customers. For us, "always involved" means providing the complete solution; from inception – to production turn-up of the solution – to post-install support model.

VISION I DESIGN I PRODUCT I IMPLEMENTATION I DOCUMENTATION I TRAINING I SUPPORT

THE COMPLETE PACKAGE

Sentinel provides our customers with a comprehensive solution: vision, design, product, implementation, documentation, training and support.

VISION
DESIGN
PRODUCT
IMPLEMENTATION
DOCUMENTATION
TRAINING
SUPPORT
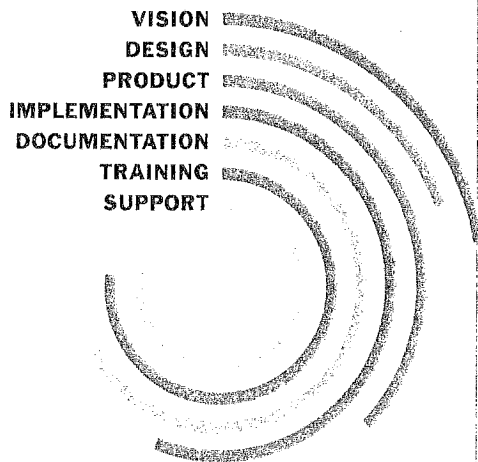
COMPREHENSIVE SOLUTIONS

ANY INDUSTRY

Sentinel's services span the range of business verticals in mid-market, upper mid-market and enterprise level organizations. Companies in the Healthcare, Financial / Banking, Government, Education, Legal, Utilities, and Manufacturing verticals have taken advantage of Sentinel's ability to take either full responsibility or act as a supplemental contributor to our customer's business technology initiatives.
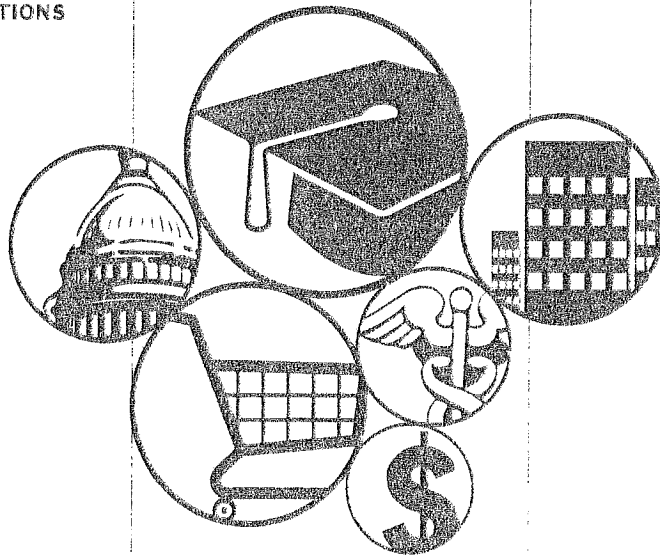
DIVERSE INDUSTRIES

THE SENTINEL DIFFERENCE

Sentinel applies an extraordinary breadth of technical solution expertise to design, sell, deploy and support our customer's business technology needs. Our unwavering commitment to thought leadership and customer satisfaction maximize both the value of technology investments and its impact to the business.

500 EMPLOYEES

HIGHLY-TRAINED

SENTINEL CORE SOLUTIONS

Sentinel understands your business is in constant motion. We take the initiative to make solutions happen that drive your business forward.

To jumpstart solution development, we perform analyses ranging from a rapidly-delivered "technical review" focused in a specific technology to an in-depth audit and analysis of IT processes, continuity plans, and compliance.

During solution development, our LMC methodology – Location/Management/Consumption – uncovers the preferred solution Location (customer site or colocation), Management (customer or Sentinel) and the financial Consumption model (CAPEX/OPEX).

If you need assistance evaluating your LMC, Sentinel Advisory Services determine how to best balance your computing workloads – whether cloud, private cloud or hybrid cloud – based on business needs.

Once the direction is set, highly skilled Sentinel teams provide technology solutions and products that keep you always engaged and always connected:

COMMUNICATION | DATA CENTER | CLOUD & MANAGED SERVICES

ALWAYS ENGAGED When your needs require the design, sale and implementation of a technology solution, Sentinel project teams are always up to the task! We combine the strength of a seasoned technical design team with highly-trained field engineers and a world-class Project Management Organization. The Sentinel team remains "always engaged" throughout the life of the project to ensure the highest quality solution is delivered on time and on budget.

- Unified Communications
- Collaboration Tools
- Mobility/Wireless
- Conferencing
- Unified Contact Center
- Software Defined Networking
- Video Signage and Security
- Unified Computing

- Private and Hybrid Cloud
- Big Data
- Virtualization – Network/Desktop
- High Performance Storage
- Backup and Recovery
- Cyber Security – Network/Email/Web
- Data Center Design
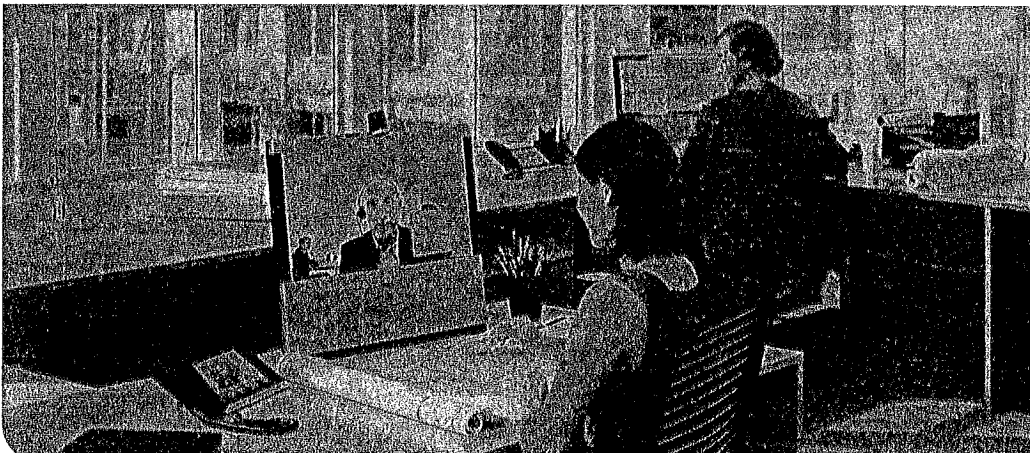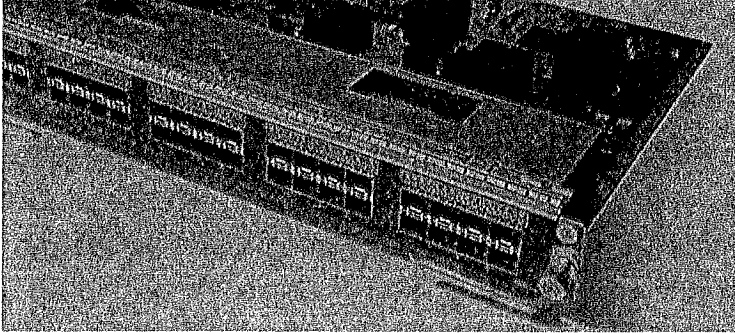
ALWAYS CONNECTED When customers seek to maximize the lifespan of their current systems or desire a more efficient model to deliver IT, Sentinel's support teams and cloud services make certain you are "always connected". • Maximizing the availability of current systems through consulting, managed services, maintenance, monitoring and staffing has always been a cornerstone of our business. • Sentinel's CloudSelect® offerings are built on a high-availability platform that delivers cloud or hybrid cloud computing solutions through a customized, cost effective model.

- Sentinel CloudSelect® – Compute, Storage, Backup/DR, Voice, Wireless, Colocation
- Fully Managed Solutions
- Complete System Monitoring and Support
- IT Processes, Continuity Plans, and Compliance

- Supplemental Staffing
- Technology Assessment and Advisory Services
- Maintenance and Support Contracts
- Sentinel High Availability Network Support (HANS™)
- Outsourced Support Models
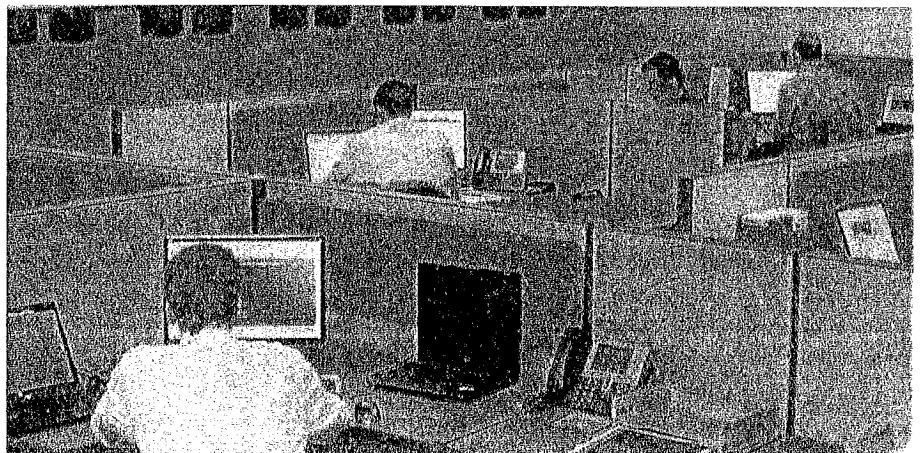
Sentinel recognizes that the quality of our solution partners directly affects the quality and value of the solutions we deliver to our customers. Our strategy is to partner with the best in the industry and obtain the highest level of certification available from all our key partners which, in turn, enables us to buy at the best price available. This ensures that we not only have the technical and business expertise to deliver on our promise, but we can do so in the most cost-effective manner possible.

Sentinel is proud to maintain the following organizations as our strategic business partners:

Key Partner Certification Levels

Microsoft GOLD CERTIFIED Partner	cisco Gold Partner	**vmware** PARTNER ENTERPRISE SOLUTION PROVIDER INFRASTRUCTURE VIRTUALIZATION
EMC² where information lives	**NetApp** Gold Partner	CITRIX PARTNER Gold Solution Advisor

Valued Partners

✳ nimble	**APC** by Schneider Electric		Elite Partner **hp**
VCE THE VIRTUAL COMPUTING ENVIRONMENT COMPANY	BridgeWave	DragonWave	CERAGON
Cambium Networks	✓ Symantec.	commvault	solarwinds

GOVERNMENT

Chicago Housing Authority
City of Ann Arbor
City of Joliet
City of Naperville
City of Phoenix
City of Rockford
City of Tucson
Cook County
DuPage County
Genesee County
Gila River Indian Community
Maricopa County
State of Illinois
Tohono O'Odham Gaming Ent.
Village of Downers Grove
Village of Huntley
Village of Palatine
Village of Wheeling
US RRB

EDUCATION

Ann Arbor Public Schools
Arizona State University
Champaign CUSD 4
Chicago City Colleges
Chicago Public Schools
Chippewa Valley Schools
Eastern Illinois University
Glendale School District
ITT Technical Institute
Joliet Junior College
Kalamazoo College
Loyola University Chicago
New Trier High School
Perspectives Charter Schools
Roosevelt University
Schaumburg SD 54
University of Chicago
University of Michigan
Washtenaw Intermediate School

HEALTHCARE

Access Community Health
Advocate Healthcare
Altarum Institute
Cancer Treatment Centers of America
CFNI
Children's Memorial
Cook County Hospital
DuPage Medical Group
Fort Defiance Indian Hospital
Gila River Healthcare Corporation
Hospice of Northeastern Illinois
Midwest Palliative & Hospice CareCenter
Northwestern Memorial Hospital
Passavant Area Hospitals
Resurrection Healthcare
Rush Presbyterian St. Luke's Hospital
Sarah Bush Lincoln Health Center
Silver Cross Hospital
Sparrow Health Systems
University of Wisconsin Hospitals

MANUFACTURING

Agro-Culture Liquid Fertilizers
AM Castle
Amcol
Chicago Bridge and Iron-CB&I
Danfoss Inc.
Gardner Denver Inc.
GATX
Kohler Co.
Komatsu Corporation
Kone
Nalco Company
Panduit
Rustoleum Corporation
Steelcase, Inc.
Tate & Lyle
Tenneco Automotive

BANKING & FINANCIAL SERVICES

ABN Amro
Acquity Group
American Express
Banco Popular
BMO Harris Bank
Chicago Trading Company Holdings
Citibank
Euclid Insurance
First Analysis
First Midwest Bank
Fortune Brands
Michigan State Univ. Federal Credit Union
OptionsXpress
Optiver
PPM America LLP
Wheels, Inc.

RETAIL

Art Van Furniture
Apothecary Shop Inc.
Brookfield Zoo
Capital Fitness
Casino Arizona
Coinstar
Crescent Crown
Dot Foods
East Bank Club
Field Museum
Koch Foods
National Van Lines
Personalization Mall.Com
Redbox Automated Retail
SC Johnson & Sons Inc.
Sears

PROFESSIONAL SERVICES

Acxiom Corporation
A.J. Gallagher
AT Kearney
Duff and Phelps, LLP
HPR Partners
Locke Lord Bissell and Liddell
Mayer Brown Rowe & Maw
Reyes Holdings
Schiff Hardin LLP
Unitrin Data Systems
Videojet
Zenith Administrators

UTILITIES

Arizona Electric Power Cooperative
Central IL. Water, Light and Power
City Water Light & Power-Springfield, IL
Exelon
We Energies-Wisconsin

REAL ESTATE

Ambitech Engineering Corp.
AMLI Residential Properties
Bentley Forbes
CB Richard Ellis
Equity Residential
GITC-Greater Illinois Title Company
LeaseCorp
Marmon Group
NAI Hiffman
NPL Construction
US Equities

ALWAYS KNOWLEDGEABLE

At Sentinel Technologies, we are committed to being at the forefront of thought leadership. Our strategy is to partner with the best in the industry. We then obtain the highest level of solution specialization available from these key partners.

SPECIALIZATIONS | CERTIFICATIONS

Company Specialization / Certifications

The following Manufacturer Technology Certifications recognize Sentinel's expertise within each of our manufacturer partner's technologies:

SPECIALIST DESIGNATION FROM CISCO IN:

- Master Collaboration
- Master Security
- Master Cloud & Managed Services
- Master Cloud Builder
- Cisco Powered Cloud Services
- Cisco Powered Managed Services
- Advanced Routing & Switching
- Advanced Data Center Architecture
- Advanced Borderless Network
- Advanced Content Security
- Advanced Unified Fabric
- Advanced Wireless LAN
- TelePresence Video Advanced Plus
- Cisco Partner Support Services
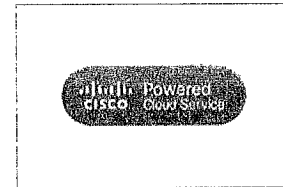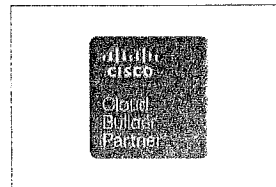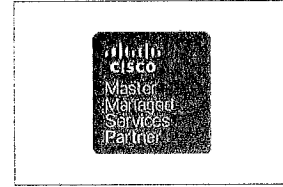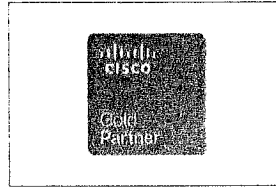
ADVANCED TECHNOLOGY PARTNER (ATP) FROM CISCO IN THE FOLLOWING AREAS:

- Application Centric Infrastructure (ACI)
- Identity Services Engine (ISE)
- Cloud Partner – EMC, NetApp, Microsoft and VMware
- Unified Contact Center Enterprise
- Customer Voice Portal
- Advanced Internet of Things – Safety & Security Specialized Partner
- VBlock

Customer Satisfaction Ranked in the Top 20% of Cisco Partners Worldwide
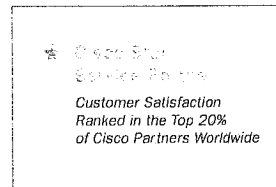
MICROSOFT AUTHORIZATIONS:

- Gold Management and Virtualization
- Gold Communications
- Silver Midmarket Solution Provider
- Silver Server Platform
- Silver Messaging
- Silver Data Center

EMC AUTHORIZATIONS:

* Premier Partner Level
* Velocity Advantage Partner
* Authorized Service Partner
* Consolidate Specialty
* BRS Specialty
* VCE Design & Installation
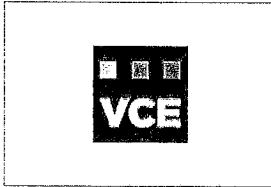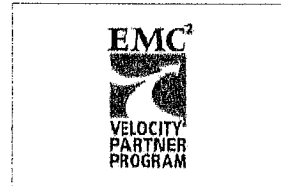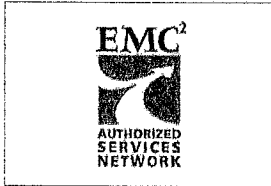
VMWARE AUTHORIZATIONS:

* Solution Provider Enterprise Partner
* Infrastructure Virtualization
* Business Continuity
* Desktop Virtualization
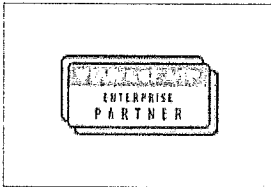
NETAPP AUTHORIZATIONS:

* Gold Level Partner
* Virtualization Specialized
* FlexPod Specialized
* NetApp Support Services Certified
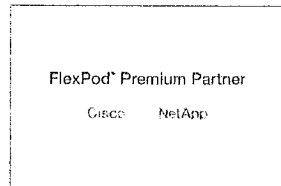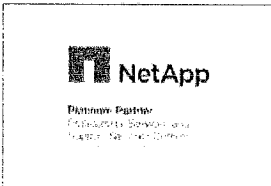
SSAE16 AUDITOR CERTIFIED
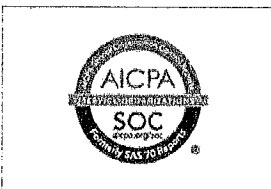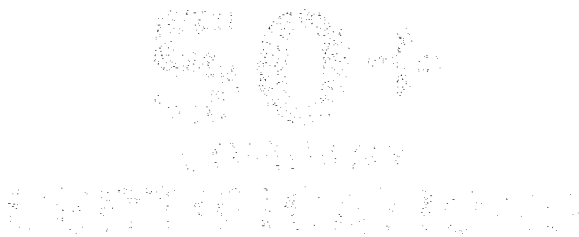
Individual Technical Certifications

Sentinel makes substantial investments in keeping the training of our technical, sales, and design team members up to date to ensure we have the technical and business expertise to deliver on our promise.

Sentinel possesses over 2,400 technical certifications from our manufacturer partners. A sampling is below.

NETWORK AND DATA CENTER

584 CISCO CERTIFICATIONS

- CCIE – 28, CCDP – 12, CCDA – 22, CCNA – 146, CCNP – 72, CCSP – 2, Cisco Data Center – 62
- 50+ Unified Communications Specialist Certifications
- 100+ Sales and Design certified

44 EMC CERTIFICATIONS

- ASN Partner – certified for complete installation and implementation of the entire EMC portfolio
- Storage / Cloud / Big Data / Data Protection / Security / Content Management / Converged Infrastructure
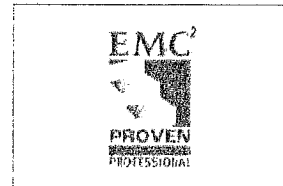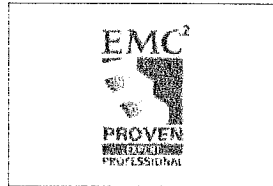
OTHER PROFESSIONAL CERTIFICATIONS
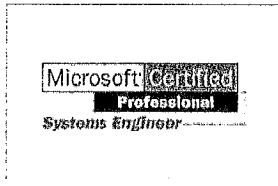
| 87 Certifications | 18 Certifications | 16 Certifications | Certified Professional |
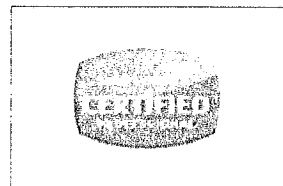
MAINTENANCE AND REPAIR

- **HP** – 698 certifications (workstations, notebooks, server, printer etc)
- **DELL** – 229 certifications (server, storage, notebook etc)

- **LENOVO** – 86 certifications (desktop/laptop)
- **LEXMARK** – 34+ certifications (printers)
- **PC SUPPORT** – 163 Certifications (workstations, notebooks, server, printer etc)
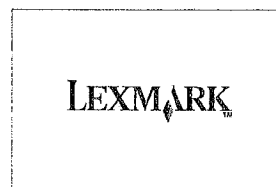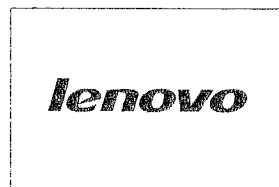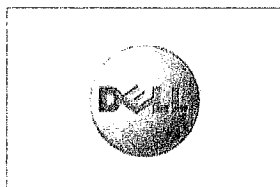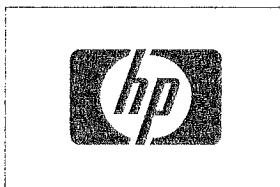
CUSTOMER SATISFACTION QUALIFICATIONS

- Recipient of Advocate Healthcare Corporate Partner Award
- Recipient of AM Castle Supplier of the Year Award

- Recipient of Illinois Auto Auctions Inc. Outstanding Performance Award
- Recipient of hundreds of letters from customers recognizing outstanding contribution and performance

TECHNOLOGY PARTNER AWARDS

- Recipient of Cisco Customer Satisfaction Excellence Award for seven straight years
- Best year over year performance in Central Operations District
- Cisco Southwest Territory Partner of Year for three consecutive years
- Best year over year performance U.S. Regional VAR
- Southwest Territory Enterprise Networks Cisco Partner of the Year
- Best of AVVID Show Award in Customer Satisfaction for Sentinel's IQ for Education application suite for Cisco IP phones
- Awarded Cisco "Global IP Communications Partner of the Year"
- Southwest Territory Security Cisco Partner of the Year

- Awarded Cisco "Great-Lakes-Region – Partner of the Year"
- Southwest Territory Data Center Cisco Partner of the Year
- Awarded Cisco "Central Region IP Communications – Top Partner"
- Awarded Cisco "Central Region Partner Summit - Partner of the Year"
- Awarded Cisco Wireless "Excellence in Partnership"
- Six time HP Service Excellence Award Winner
- Excellence in Cisco Collaboration Architecture Award - Cisco U.S/Canada Partner Summit
- 2014 EMC Quality Service Award
- Outstanding Customer Satisfaction Award – Cisco U.S/Canada Partner Summit
- Cisco 2015 SLED Partner of the Year

ALWAYS MOTIVATED
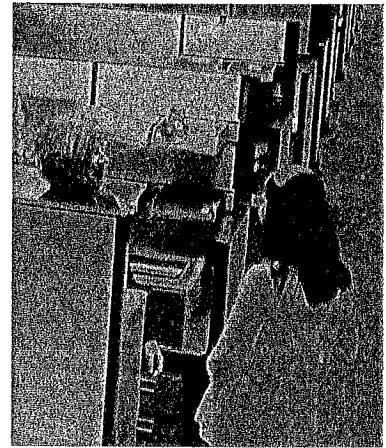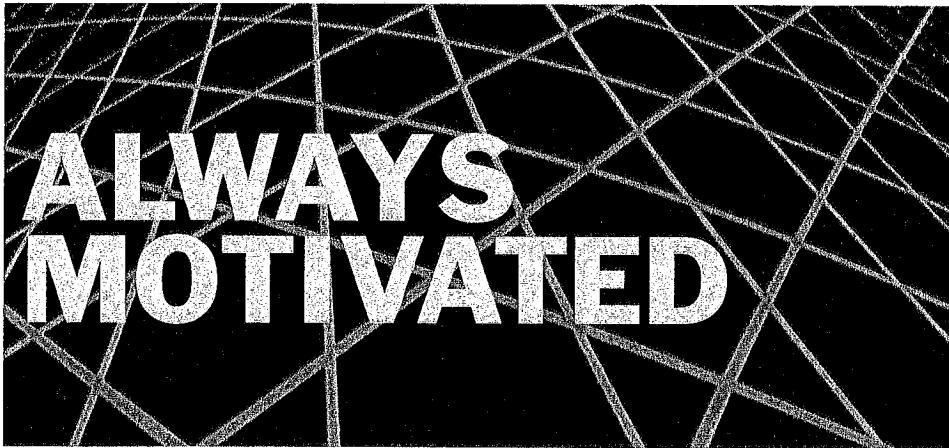
Since the inception of Sentinel in 1982, the Company has abided by a simple philosophy – "happy and motivated employees equal happy customers". To that end, Sentinel has been vigilant in creating a work environment that encourages creativity, fosters growth, and rewards success.

Sentinel has received independent recognition for their ability to create an outstanding work environment and has been recognized as a "Best Place to Work" by the Chicago Tribune, Crain's Chicago Business, and AZCentral.com. The Company has also received hundreds of letters of recommendation from national and international customers for the outstanding support delivered by the Sentinel team.

Sentinel is proud to have been recognized as a "Best Place to Work" in the U.S. Midwest and Southwest regions. In the Midwest, Sentinel has been named a Top 100 Workplace by the Chicago Tribune for four consecutive years and also recently received recognition as a "Top 100 Workplace" for Arizona. In both cases, Sentinel was selected based on employee feedback compared to other companies in the region. Sentinel has also been recognized as a "Best Place to Work" by Crain's Chicago Business.

CRAIN'S
CHICAGO BUSINESS

Chicago Tribune

azcentral.com
TOP COMPANIES
IN ARIZONA

ALWAYS EFFICIENT

Sentinel is committed to producing high quality results as efficiently as possible for our customers. This is why we have embraced professional project management as the cornerstone of every project we undertake.

Sentinel's approach to Project Management incorporates a unique blending of both Strategic and Tactical monitoring and control techniques thus realizing the "how" of the work we perform. We have achieved this via formal planning techniques and sophisticated virtualized work-flows – "Guides to Assembly" which are real mechanisms that help guide project participants through communication channels and work assignments in order to realize task sequence, manage risk, and avoid re-work.

Sentinel's Enterprise Project Management Organization (EPMO) has a large core of PMP certified Project Managers who work with our customer and the assigned Sentinel technical project team to ensure we deliver on our promise. Our PM's have the professional certification and a strong technical background necessary to provide the management and guidance required to keep projects on time and on budget. Sentinel's EPMO utilizes tools such as Microsoft SharePoint Portal and Organizational Project Management Maturity Model (OPM3) along with basic blocking and tackling around issues like defects, root cause analysis, and risk mitigation to deliver optimum results.

For projects requiring project management (typically 80+ hours of technical services), Sentinel will adhere to the following guidelines:*

INTRODUCTION CALL

Within two business days of PMO notification, a Sentinel Project Manager will contact you for an introduction and to answer any questions you might have.

SCHEDULE EXTERNAL KICK-OFF

Within three business days of the Introduction Call, the Project Manager will call again to arrange a time and date to set up an initial "Customer Kick-Off" meeting with you and your Team.

(Between the Introduction Call and the subsequent Kick-Off Meeting, Sentinel assembles the project team for a Internal Kick-Off or formal review of the project's characteristics, inherent risks, and to perform formal planning and scheduling.)

KICK-OFF MEETING (CUSTOMER SITE)

Ten business days from the Introduction Call, the Customer Kick-Off will be held at the customer location.

The purpose of this meeting:

* Acceptance of Initiation Documentation, Risk Review and Top Down Structured Planning (TDSP)
* Walk though *(if needed depending on Solution purchased)*
* Scheduling of Blueprint Meeting(s)

As a result of this session, a detailed *final* work schedule *(MS Project)* will be created and used to track and control the project. Once completed and resources are scheduled, the Design phase can commence.

DETAILED WORK SCHEDULE

SENTINEL PM SLA TO KICK-OFF

INITIATION
- PMO PROJECT NOTIFICATION
- PM ASSIGNMENT
- INTRODUCTION CALL

PLANNING (INTERNAL)

PLANNING / SCHEDULING
- KICK-OFF SCHEDULE CALL

KICK-OFF MEETING
- KICK-OFF MEETING (SCHEDULING / RISK REVIEW)
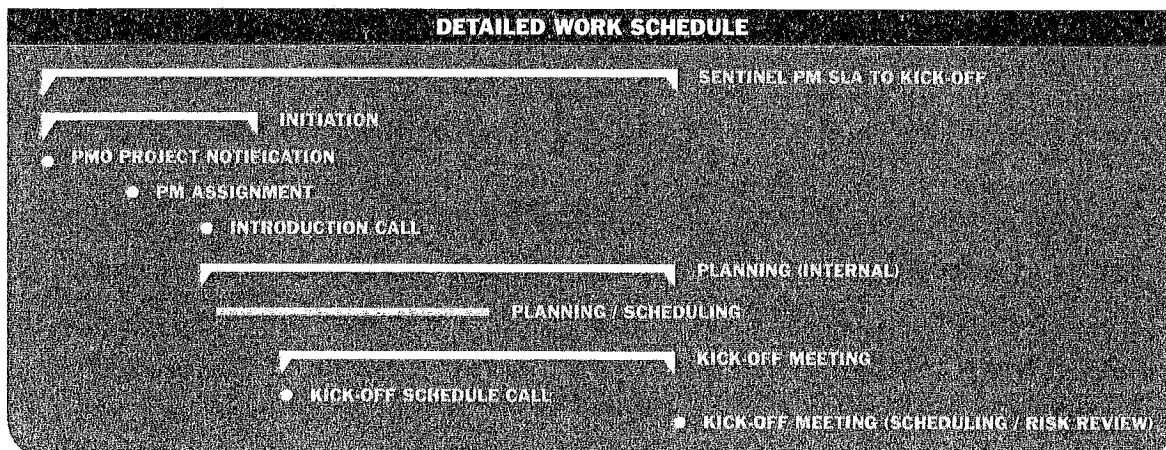
* *Depending on the size and complexity of the project, planning sessions and the subsequent creation of schedules and other administrative project management artifacts such as risk plans, communications plans, and resource scheduling, can extend out from the intervals shown above.*

Project Management process may be customized based on factors such as project size, urgency or complexity.

Narrative Proposal

Describe what approach the firm will use to complete the scope of services. Summarize the major points of the RFP and demonstrate an under standing of the services. Describe how the proposer will perform the required and optional services and how the assigned team will fulfill the services.

Sentinel Technologies, Inc. (Sentinel) is honored to be able to provide a response for the Maine Township's Information Technology Consultant RFP. Sentinel is proposing our 24x7x365 NOC Monitoring and Managed Services along with additional Sentinel services as a solution for Maine Township.

Sentinel's 24x7x365 Network Operations Center Monitoring (NOC) provides advanced visibility into performance, utilization and capacity on details of your IT Infrastructure. The NOC consists of extensive tools that make up a platform that monitors across multiple technologies that include network, circuits, servers, applications, virtualization, storage and unified communications. Based on our proven platforms, advanced correlation services and multiple alerting options, Sentinel has built an award winning NOC.

Sentinel's remote Managed Services provides proactive support on your IT Infrastructure. The dedicated remote managed service team of expert engineers consists of a deep bench skillsets ranging from level 1 (carrier resolution) up to CCIEs and spans across all technologies. Sentinel's Managed Services deliver support and remediation, administration and preventative maintenance and is backed by industry leading SLAs ensuring your infrastructure is covered 24x7x365.

Sentinel would also like to request a meeting with the Maine Township to further discuss the additional services Sentinel can provide in order to cover all of your needs. Backup, email and further security are all offerings that were expressed in the RFP that we would need further detail on in order to put together proper pricing. Sentinel would also like to discuss if an onsite person is necessary or if all of your needs can be handled remotely.

Questions

Please answer the following questions to help us determine if your company would be a good fit for our needs.

a) Describe how you proactively monitor and maintain IT environments to avoid costly and reactive repair measures and reduce the need for manual labor. Include information about what self-reporting features you use to monitor network infrastructure and compliance.

Sentinel Response: Sentinel's 24x7x365 NOC provides proactive remote monitoring from a robust and completely redundant infrastructure. The NOC provides visibility, alerting and reporting on items like status, performance, capacity, utilization and thresholds across all technologies. The following is a sample of components that will be monitored within FSO's infrastructure.

- Up/Down status monitoring via ICMP requests

- Inventory information like IP, DNS, Location/Contact, Last Boot, Software, Model and serial numbers

- Response time, packet loss, latency, availability and uptime

- Syslog/Trap collection and storage

- Hardware, modules and environmental (cards, power supplies, fans, temperature, humidity ....)

- CPU, memory and disk space

- Interfaces (uplinks, port channels, tunnels, trunks, WAN circuits, connected ports)

- Interface availability, traffic throughput, packets in/out, total throughput, receive/transmit utilization, errors and discards

- Wireless Monitoring of controllers, thin AP's and Autonomous AP's

- Wireless statistics that include AP association, AP status, SSID's, signal strength, rogue AP's and client statistics

- Complex protocols and routing neighbors

- Topology mapping

- WAN Quality – tracks key edge to edge WAN quality statistics (optional add-on)

- Configuration backups (any network device with a CLI will have its config backed up and stored in an encrypted database, only if the configuration has changed)

- Netflow statistics– top protocols, applications, end points and conversations

- Sentinel can set up any custom monitoring on any statistic, or data point, that has an OID and is able to be polled via SNMP. Sentinel welcomes the opportunity to discuss custom monitoring options and capabilities for FSO

All of the above variables will be monitored and alerted on from the Sentinel 24x7 NOC. When an incident is detected, an alert is routed to Sentinel's trouble ticketing system, which immediately starts SLA timers. Sentinel has internal escalations configured within our trouble ticketing system in an effort to prevent SLA misses. The following is the communication and process:

1. Call Received into Customer Service

2. Customer Service Logs Contact and Problem Information
   (NOC generated ticket automates this process)

3. Alpha-Page Designated

4. Auto Re-Page within 15 minutes for no response

5. Auto Re-Page within 30 minutes to 1st level above CE

6. Auto Re-Page within 45 minutes to 2nd level above CE

7. Auto Re-Page within 60 minutes to 3rd level above CE

8. Auto Re-Page with 75 minutes to Customer Service

This escalation will continue up to the Office of the President (which has NEVER happened).

b) Indicate what software solution you use to accelerate the deployment of new end-user devices and the restoration of corrupted end user devices.

Sentinel Response: Sentinel uses Kaseya as our desktop management/patching tool. However, in the event of a corrupted device, it is usually necessary to have someone come onsite to address the infected device.

c) Describe how you have leveraged remote access capability to reduce the length of time and labor costs it takes to address service needs for your clients.

Sentinel Response: Sentinel will connect to the Maine Township's network via a secure VPN tunnel. Please see the below diagram.

Sentinel IPsec VPN Tunnel CSR to Customer's Firewall

Sentinel's Network

Customer's Network

Customer's Firewall

Ipsec VPN Tunnel

Sentinel CSR

Information that the Sentinel onboarding engineers will need from customer for building the IPsec VPN Tunnel

-ASA's outside IP Address (public IP the tunnel will terminate to)
-Name of existing crypto map (if applicable)
-Pre-shared key (can be generated when building tunnel)
-ASA's version
-Outside interface's name (default is outside)
-Monitored Networks to allow over the tunnel (e.g. 192.168.0.0/24):
crypto ikev1 policy
authentication pre-share
encryption aes
hash sha
group 2
lifetime 86400
*Phase 1 SA is AES128 esp-aes esp-sha-hmac (e.g. crypto ipsec ikev1 transform-set AES128 esp-aes esp-sha-hmac)

d) Discuss the backup strategy you have implemented with clients to ensure the preservation of important data.

Sentinel Response: Sentinel has multiple options for a cloud backup solution but prefers a design session is performed. In Sentinel's experience, when physical servers need to be backed up, the solution can be designed using EMC Avamar with a Data Domain. This option is the most optimal for bandwidth due to the compression, de-duplication, and can be designed with less storage requirements than a traditional backup solution.

e) Describe your approach to network security, including the use of anti-malware/anti-virus software, auto updates/scans, and monitoring security compliance issues.

Sentinel Response:

SECaaS (Managed SIEM)

Sentinel's managed SIEM, powered by Alien Vault, delivers numerous security capabilities in a single console, providing both compliance and threat coverage. SECaaS SIEM will collect security log data from a wide variety of sources, including security controls, operating systems and applications. The SIEM will log data, process the data to standardize format, performs analysis on the "normalized" data and generate alerts/tickets on suspicious behavior.

SOC

Sentinel's 24x7x365 SOC integrates SECaaS Alien Vault SIEM, expert security engineers and ITIL processes and procedures to deliver the most comprehensive security monitoring and support to every layer of your infrastructure. The Sentinel SOC provides real-time threat monitoring, log analysis, notification and incident response delivered via industry leading SLA's.

The Sentinel SOC is staffed with expert engineers across multiple technologies, who hold multiple industry leading certifications such as CCIE, CCSP, CISSP, CCSP (Checkpoint), MCSE, etc.

Managed Security Services

Sentinel's NOC monitoring and dedicated managed services engineers provide support and remediation on the health, status, performance, capacity or issues with the included infrastructure. The managed services team will be responsible for ensuring the environment (SIEM, firewalls, IDS IDP, ...) is up and performing optimally. Managed security services also provides preventative maintenance and patching as well as full device administration. This includes any remote MAC (move, add or change) request, security policy changes and administration.

f) Explain the process you use for asset management.

Sentinel Response: Depending on the assets you want managed we can handle this in a couple ways. In regards to network inventory, the assets are all onboarding into our monitoring portal and you will receive monthly reports of these assets. In regards to end user devices, we use Kaseya for asset management of laptops and desktops. We can also managed any existing MDM solution for mobile asset management.

g) Indicate the hours your company is available for troubleshooting and technical issues and the amount of time it typically takes to respond to support requests.

Sentinel Response: Sentinel's Network Operation Center (NOC) and Customer Services Center (CSC) are available and staffed 24x7x365 to be able to assist troubleshooting for technical issues. Please see our SLAs for detail around our response times.

h) Indicate your fee structure or compensation required for this position, with a rate per month for a three (3) year contract and the terms of the proposed contract. Describe the scope of services it entails and any services which would not be covered or which would be provided for an additional charge.

Sentinel Response: Our Managed Services pricing is based on a per device basis. We require an accurte inventory and can price accordingly based on the quantity of firewalls, switches, routers, servers, etc. We can also add an onsite resource for a set amount of days a week as part of the monthly cost; however, if there is not a need to have someone onsite every week then we recommend it on an as-needed basis. Backup has been excluded from our pricing because we we customize our backup solution to fit our customer. We would prefer to have more details about your current backup, the data to be backed up and the devices that need to be backed up in order to provide a proper cost.

Service Level Agreements (SLAs)

Sentinel makes commitments to industry leading SLAs. SLAs are defined from first communication to a MTTR (Mean Time to Repair) for incidents and change tickets. All SLAs are tracked and worked through Sentinel's trouble ticketing system, GetServiceNow™ (GSN™), and reporting is made available through the ticketing web console.
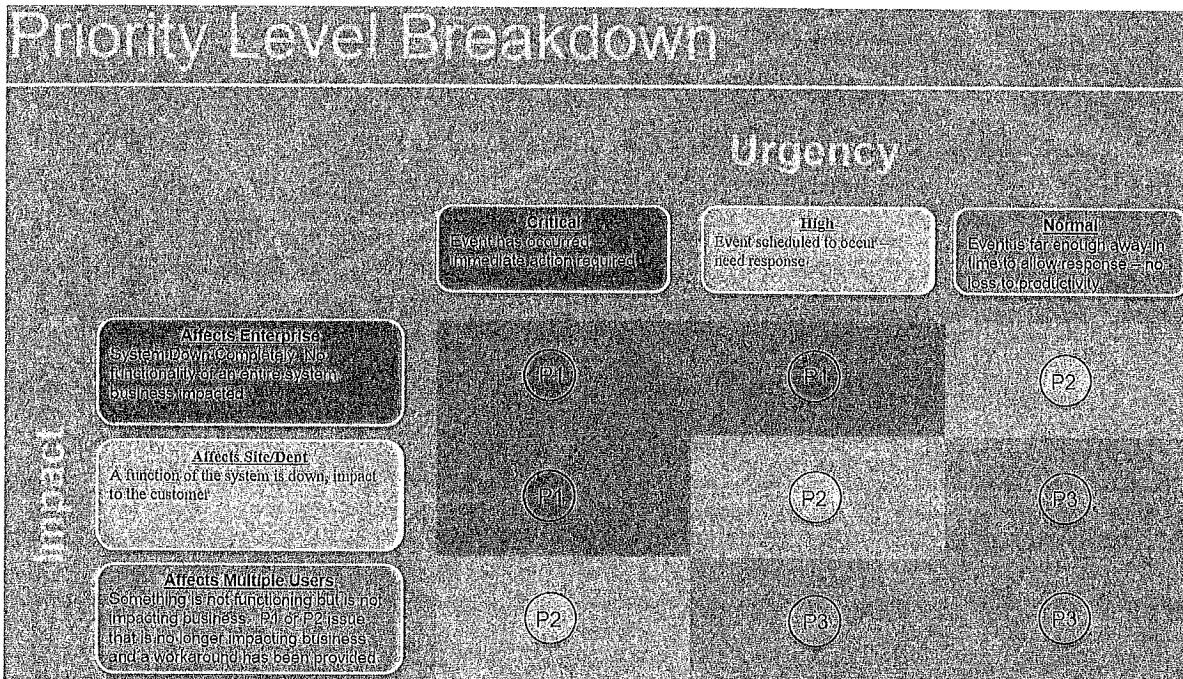
SLAs are identified as P1, P2, and P3 (as shown above).

- P1 tickets: Interruption making a critical functionality inaccessible or a complete network interruption causing a severe impact on service availability. There is no possible alternative.

- P2 tickets: Critical functionality or network access interrupted, degraded or unusable, having a severe impact on services availability. No acceptable alternative is possible.

- P3 tickets: Non critical function or procedure, unusable or hard to use having an operational impact, but with no direct impact on services availability. A workaround is available.

The priority of the ticket is based on the following questions:

1. Is this ticket being initiated to Change the System or because of an Incident?

2. Is this affecting the entire company?

3. Is this affecting more than one user?

4. Is the system completely down?

5. Is this affecting the user's ability perform job function?

6. Will someone be available to work with engineers for immediate service?

In addition to the SLA commitments below, Sentinel also has communication and SLAs that are not outlined below.

In the event an SLA was not met, it is discussed if there were any exceptions (system errors, misroute of ticket, etc.). If no exceptions, a violation is deemed and appropriate credit is provided on next month's billing. SLA violations are given as credit of 50% of the monthly maintenance cost for the device in reference.

References

Three current or recent clients for reference. Include in this section, three (3) references to current or recent (past three years) clients, identification of the scope of work performed, term of each engagement and the names of contact individual s with their addresses and telephone numbers.

Reference #1	
Customer Name	Avow Hospice
Contact Name	Dan Vohasek
Contact Address	1095 Whippoorwill Ln Naples FL, 34105
Installation Date of Comparative System	1/15/2017
Description of Comparative System – please be specific and detailed	Monitoring and Managed Services, Cloud Backup and DR as a Service, installation of Cisco Hyperflex Datacenter, Installation, Meraki Wireless, Switching, Firewall, and Camera installatio.

Reference #2	
Customer Name	Elevance Renewable Sciences
Contact Name	Sharon Fitzpatrick
Contact Address	2510 Davey Rd Woodridge IL, 60517
Installation Date of Comparative System	6/15/2014
Description of Comparative System – please be specific and detailed	Monitoring and Managed Services, Onsite desktop and network support 5 days a week.

Reference #3	
Customer Name	City of St Charles
Contact Name	Steve Weishaar
Contact Address	2E.MainStreet St. Charles, IL 60174
Installation Date of Comparative System	2/1/2016
Description of Comparative System – please be specific and detailed	HANS break fix on all Cisco hardware, Cisco Voice and Collaboration installation and upgrade, Informacast overhead paging system installation.

NOTE: Sentinel is proud to have a significant number of customers willing to share their experiences with our prospective customers such as Maine Township. We have provided the above references at your request. As a courtesy to our current customers (and the same courtesy we will afford you in the future when we have the opportunity to share your name as a reference), we would like to request that you please contact your Sentinel Sales Executive to check with these customers to find a time that would be mutually convenient for your schedules.

Pricing

Submit proposed pricing for this project. Specify number of hours, hourly rates for relevant staff with the individuals identified, and any other expenses in the estimation of cost.

SUMMARY

One Time Setup Fee:	$3,522.50
Monthly Sub-Total:	$2,142.50
Monthly Total:	$2,142.50

NOTES

Assumptions: This inventory was based purely on assumptions of quantities based on the building size and user count. It is also assumed that all devices are covered under maintenance and are manufacturers that Sentinel supports. A more detailed inventory will be necessary to provide a more accurate quote.

Exclusions:
- Backup will need to be quoted separately after a conversation with Maine Township. Our customized backup solutions require more detail about the type of data we will be backing up and the number of devices we will be backing up.
- Email solution can be quoted with more information regarding how the Township would like to move forward with their current email setup.
- Deploying new work stations and restoring corrupted workstations can be handled on an as-needed basis per a T&M agreement

SENTINEL MANAGED SERVICES

INFRASTRUCTURE

Firewall-Security Device	1
Routers/Voice Gateway	2
LAN Switch	9
Wireless Access Point	20

SERVERS & VIRTUALIZATION

Windows Server	2

SOLUTION OPTIONS

Desktop Patching	50
Cylance Endpoint Protection	50

SUPPORT SERVICES

Helpdesk Support Tickets	20
Helpdesk Setup: Basic Setup	1

Sentinel Resume

SENTINEL
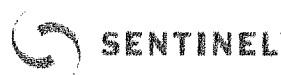
TECHNICAL RESUME
Jeffrey – CTRJH001606
Senior Support Analyst

Technical Skills

Certifications

- Cisco – CCIE RS – Cisco Certified Internetwork Expert Routing and Switching
- Cisco – CCIE SP – Cisco Certified Internetwork Expert Service Provider
- Cisco – CCDP – Cisco Certified Design Professional
- Cisco – CCNP – Cisco Certified Network Professional
- Cisco – CCDA – Cisco Certified Design Associate
- Cisco – CCNA – Cisco Certified Network Associate

Education

University of Missouri – Columbia   2000
BSBA with an emphasis on Business Management
- Minor in Computer Science

Skills

Route/Switch
- TCP/IP and IPv6
- Routing Protocols (BGPv4, MP-BGP, EIGRP, OSPF, OSPFv3, ISIS, RIP)
- Tunneling Methods (GRE, DMVPN, 6RD, 6to4, IPSEC)
- Link Aggregation, Port-Channel, Virtual Port-Channel (LAG / PC / vPC)
- MPLS VPN's and protocol interaction between CE and PE, PE to P and P to P
- QOS techniques specifically as related to the WAN and VOIP (Layer 2 – Layer 3)
- Hot Standby Routing Protocol (HSRP)
- Virtual Router Redundancy Protocol (VRRP)
- Advanced Netflow and Switching Architectures
- Bi-directional Forwarding Detection (BFD)
- Fast External Failover (FEF)
- Management Protocols (DHCP, DNS, NTP, SNMP, Syslog)
- IP Multicast – IGMPv3

Security
- Access Control Lists (ACLs)
- Virtual Private Network (VPN)
- AnyConnect VPN
- Network Address Translation (NAT)
- Zone Based Firewalls (ZBF)
- Cisco Secure Access Control System (ACS)
- Identity Services Engine (ISE)
- Content Based Access Control (CBAC)
- ASA / FTD / Sourcefire
- AlienVault
- PIX / VPN Concentrators

Mobility / IP Voice
- Voice over LTE (VoLTE / AKA HD Voice)
- Session Initiation Protocol (SIP)
- Session Description Protocol (SDP)
- Real-Time Protocol (RTP)
- Real-Time Control Protocol (RTCP)
- Real-Time Control Protocol High Resolution (RTCP HR)
- eNodeB
- Mobility Management Entity (MME)

SENTINEL

- Signaling Gateway (SGW)
- Packet Gateway (PGW)
- Home Subscriber Service (HSS)
- GPRS Tunneling Protocol – Data (GTPv1)
- GPRS Tunneling Protocol – Signaling (GTPv2)

- nodeB
- UMTS (3G/4G) – SGSN / GGSN / RNC
- Home Location Register (HLR)
- Circuit Switched Fall Back (CSFB)
- Circuit Switched Mobility Voice

Network Analysis
- Wireshark
- Netscout
- Tektronix
- Fluke

- Niksun
- Network Taps and Aggregation Switches (Gigamon / Anue)
- Filtering devices

Virtualization / Server OS
- Microsoft Hyper-V
- VMware
- KVM as type 1 Hypervisor.
- VirtualBox as type 2 Hypervisor.
- Windows Server Platform (2012R2, 2012, 2008R2, 2008, 2003)

- Linux Based OS. Primarily RHEL/CentOS (version 5, 6, and 7)
- Unix (Solaris10)
- Mobile OS's (Windows Mobile, iOS, Android)

Programming
- PHP
- Perl/CGI
- Power Shell
- Bash/Shell
- Batch

- HTML/CSS
- XML
- Java
- C/C++

Professional Experience

Sentinel Technologies, Inc.   April 2016 – Present

Senior Support Analyst   April 2016 – Present

- Provide 24x7x365 technical support services for Sentinel's HANS, Managed Services, and Cloud Customers
- Serve as a subject matter expert pertaining to Route/Switch/Security Services within Sentinel's support structure
- Perform detailed analysis and diagnosis of highly complex networking problems
- Build simulated networks to resolve complex problems and determine interoperability and/or compatibility issues
- Develop various levels of network designs that include various technologies
- Participate in on-call rotation

SENTINEL

Previous Work Experience (AT&T)   April 2001 – April 2016

Principal / Operational Certification and Advanced Technical Support   Nov. 2008 – Apr. 2016

- Provide a unique niche support role for company vast provider networks
- Responsible for all services that run over any of the company networks with an emphasis on consumers QOE
- Provide a Tier 4 level of support to various teams and organizations within company such as other support teams, NOC's, Field Operations, and Customer Care on chronic issues that impact and plague network services
- Work in team and group environment with various internal teams with the goal of developing long term goals of how services delivered to customers
- Develop, manage and own various internal toolsets in order to always have the proper troubleshooting tools for any situation
    o This includes both permanent tools within the network as well as on-demand toolsets to deploy across the country and world as necessary
- Manage vendor relationships of various toolsets in order to maintain and continue to develop proper passive and active test tools

Technical / CCIE Support Engineer III and Network Technical Expert   Sep. 2003 – Nov. 2008

- Provide Tier 3 network support for company PremierSERV Enterprise products
- Products include Data CPE Support Services, Network Monitoring, Security Services, IPVPN, Wireless Services, Optical Services, VOIP, T1-IAS, Wan View, Frame-Relay and ATM services
- Focus was on providing highly technical customer service which was geared towards the maintenance and monitoring of customer networks in any network environment where the Tier 3 is the last line of support
    o Additionally, part of the job was to serve as a Dedicated Engineer for company's portfolio of Data CPE and Network Management products sold to company's enterprise business customer base
- Worked closely with the management team on center metrics and objectives and played key roles on center integration projects as well as center development projects
- Projects were focused on reducing overall cost structure for company
- Part of this cost reduction was spending time overseas in the Philippines building a center to provide front line network monitoring, ticketing and phone support
    o This project resulted in a multi-million-dollar reduction in cost structure per year

Network Engineer I / II / III   April 2001 – Sep. 2003

- Delivered front line network support for company Internet Services dedicated products and worked from front line Tier 1 support to Tier 3 in two years
- Troubleshooting mainly revolved around circuit / line related troubles with company's dedicated products
- Additional roles of support included support for DNS, Web Hosting, Mail, and News services
- As a Network Engineer II / III, activities included second and third level troubleshooting support
- Main functions were dealing with network outages, complex network issues such as routing problems involved with BGP and OSPF within the provider networks, and dealing with network management and monitoring
- Additional roles included working with various groups internally on network standards, standardizations of product sets, new product rollouts, vendor management, training curriculums, and various management activities

Page 3 of 3

Sample Certificate of Insurance

ACORD®	CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY) 9/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: CSU Chicago		
HUB International Midwest Limited 55 East Jackson Boulevard Chicago IL 60604	PHONE (A/C, No, Ext): 312-922-5000		FAX (A/C, No):
	E-MAIL ADDRESS: CSUChicago@hubinternational.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Great Northern Insurance Company		20303
INSURED SENTTEC-01	INSURER B: Federal Insurance Company		20281
Sentinel Technologies, Inc. 2550 Warrenville Rd. Downers Grove IL 60515	INSURER C: Chubb Indemnity Insurance Company		12777
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES   CERTIFICATE NUMBER: 406432128   **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR			3603-15-77	9/29/2017	9/29/2018	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:						GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
							Employee Benefits	$1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			7359-07-85	9/29/2017	9/29/2018	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10,000			7989-55-16	9/29/2017	9/29/2018	EACH OCCURRENCE	$10,000,000
							AGGREGATE	$10,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		7175-37-24	9/29/2017	9/29/2018	X PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
A B	Property Fidelity E&O			3603-15-77 8243-7499	9/29/2017 9/29/2017	9/29/2018 9/29/2018	Business Pers Prop Limit Limit	11,875,000 1,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate is issued for Informational Purposes only

CERTIFICATE HOLDER	CANCELLATION
"SAMPLE CERTIFICATE"	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE *Michael J. Ahlert*

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ACORD 25 (2016/03)   The ACORD name and logo are registered marks of ACORD

CERTIFICATE OF LIABILITY INSURANCE

ACORD®

DATE (MM/DD/YYYY)
9/22/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: CSU Chicago		
HUB International Midwest Limited	PHONE (A/C, No, Ext): 312-922-5000		FAX (A/C, No):
55 East Jackson Boulevard	E-MAIL ADDRESS: CSUChicago@hubinternational.com		
Chicago IL 60604			
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Great Northern Insurance Company		20303
INSURED SENTTEC-01	INSURER B : Federal Insurance Company		20281
Sentinel Technologies, Inc.	INSURER C :		
2550 Warrenville Rd.	INSURER D :		
Downers Grove IL 60515	INSURER E :		
	INSURER F :		

COVERAGES   CERTIFICATE NUMBER: 1464388223   REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X	COMMERCIAL GENERAL LIABILITY			3603-15-77	9/29/2017	9/29/2018	EACH OCCURRENCE	$1,000,000
		CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
								MED EXP (Any one person)	$15,000
								PERSONAL & ADV INJURY	$1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
		POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$2,000,000
		OTHER:						Employee Benefits	$1,000,000
		AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO						BODILY INJURY (Per person)	$
		OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
		HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
									$
		UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
		EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
		DED [ ] RETENTION $							$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
								E.L. DISEASE - EA EMPLOYEE	$
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
B		Fidelity			8243-7499	9/29/2017	9/29/2018	Limit	1,000,000
		E&O						Limit	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate is issued for Informational Purposes only

CERTIFICATE HOLDER	CANCELLATION
"SAMPLE CERTIFICATE"	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE *Michael J. Ahlert*

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Sample Hourly and Daily T&M Agreement

SENTINEL

APPENDIX A

Customer Name: _____

Street Address: _____

City, State, Zip: _____

The Agreement referenced below by and between Sentinel Technologies, Inc., (Contractor) with principal offices at 2550 Warrenville Road, Downers Grove, Illinois 60515, and _____ (Customer) with principal offices at , is hereby amended to include the following:

Commencement Date	Agreement No.	Addendum No.

Contractor will assist _____ with requested, hourly and daily rate-based Support Services in accordance with the terms and provisions below, the Master Services Agreement, and Appendix B.

1. **CONFLICTING TERMS:** In the event of a conflict between the provisions of Appendix A and B and the provisions of the Master Services Agreement, the provisions contained in Appendix A and B will prevail.

2. **SERVICES PROVIDED:** Support Services performed herein are provided on a best effort basis. Notwithstanding the foregoing, Contractor warrants that all personnel employed on the work shall, for the Support Services they are required to perform, be competent, properly qualified, skilled and experienced in accordance with good industry standards.

3. **CUSTOMER OBLIGATION:** Customer agrees to comply with all requests of the Contractor commercially and reasonably required in order to provide the Support Services.

With regard to any software licenses installed by Contractor as necessary to effectuate the provision of services under this Agreement, thus not within the scope of the deliverables, Customer is hereby prohibited from duplicating said software in any form or fashion and is further restricted from using the software beyond the intended scope set forth herein. Moreover, Customer is restricted from licensing, sublicensing or transferring said software to any third party (except to a related party) without the express permission of Contractor, under which circumstance the software shall stay under the control and auspices of the Contractor. In the event Customer loses or damages the software, a copy may be provided at a nominal charge. Contractor may, at its discretion, remove said software upon the completion of its provision of services. Alternatively, at the end of this engagement or the license period, whichever occurs first, Customer is required to either destroy or return all copies of said software to Contractor, as expressly directed by Contractor.

CUSTOMER: CONTRACTOR:
                                             Sentinel Technologies, Inc.

Signature:_____   Signature:_____

Printed Name:_____   Printed Name:_____

Title:_____   Title:_____

Date:_____   Date:_____

SENTINEL

APPENDIX B

Customer Name: _____

Street Address: _____

City, State, Zip: _____

The Agreement referenced below by and between Sentinel Technologies, Inc., (Contractor) with principal offices at 2550 Warrenville Road, Downers Grove, Illinois 60515, and _____ (Customer) with principal offices at _____, is hereby amended to include the following:

Commencement Date _____ Agreement No. _____ Addendum No. _____

Customer agrees to pay Contractor for Support Services in accordance with the following:

Hourly Rates & Terms

Hourly Support Services Rates:
- $250.00 per hour for all Support Services performed during Normal Business Hours.
- $375.00 per hour for all Support Services performed After Hours or on Saturdays.
- $500.00 per hour for all Support Services performed on Sundays or on Holidays.

Hourly Support Services Rates Terms:
- "Normal Business Hours" are between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- "After Hours" are after 5:00 p.m. and before 8:30 a.m., Monday through Friday.
- "Holidays" shall include New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
- Travel time will be charged in accordance with the applicable Support Services Rate.
- Customer shall be charged for all out-of-pocket expenses related to the provision of Support Services.
- Customer shall be charged mileage at the applicable IRS Standard Mileage Rate.
- The provision of Support Services not requiring travel will carry a one (1) hour minimum charge.
- The provision of Support Services requiring travel will carry a four (4) hour minimum charge.
- Unless otherwise agreed upon by the Parties, the Service Rates shall be fixed for ninety (90) days from the date of contract execution, after which point such rates will be subject to change through a new Agreement between the Parties.

Daily Rates & Terms

Daily Support Services Rates:
- $1,800 per day for all Support Services scheduled for Normal Business Hours.
- $2,700 per day for all Support Services scheduled for Saturdays or After Hours.
- $3,600 per day for all Support Services scheduled for Sundays or Holidays.

Daily Support Services Rates Terms:
- The Rates quoted above are based on requests for non-emergency services. The timing of the provision of Support Services is solely based on Contractor's availability at the time the request is placed.
- Support Services requests required to commence within twenty-four (24) hours of Customer's request shall be charged in accordance with Contractor's Emergency Support Services policy in existence at that time.

SENTINEL

- "Normal Business Hours" is defined as the eight-hour period between 8:30 a.m. to 5:00 p.m., Monday through Friday, with one-half hour break allowed.
- "After Hours" is defined as any eight-hour period after 5:00 p.m. or before 8:30 a.m., Monday through Friday.
- "Holidays" shall include New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
- If a day of Support Services extends past the respective eight-hour period, rates of $300 per hour for Monday through Saturday and $400 per hour for Sundays and Holidays shall apply.
- All local travel time and expenses are included in the daily rate.
- The Rates above shall apply even if less than eight hours of Support Services are provided that day.
- Unless otherwise agreed upon by the Parties, the Service Rates shall be fixed for ninety (90) days from the date of contract execution, after which point such rates will be subject to change through a new Agreement between the Parties..

Payment Terms: Net thirty (30) days from invoicing.

This quote is valid for 30 days from 1/31/2018

CUSTOMER:

Signature_____

Printed Name:_____

Title:_____

Date:_____

P.O. #:_____

CONTRACTOR:
  Sentinel Technologies, Inc.

Signature:_____

Printed Name:_____

Title:_____

Date:_____

Confidential Information Property of Sentinel Technologies, Inc

Page 3 of 3

Ordinance #2018-2

AN ORDINANCE ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED ON PUBLIC WORKS FOR THE TOWNSHIP OF MAINE, COOK COUNTY, ILLINOIS

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended (Illinois Compiled Statutes, (820 ILCS 130/1 et.seq.) as amended and

WHEREAS, the aforesaid Act requires that the Supervisor and Board of Trustees of Maine Township investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Maine Township employed in performing construction of public works, for said Township.

NOW THEREFORE, BE IT ORDAINED BY SUPERVISOR AND BOARD OF TRUSTEES OF MAINE TOWNSHIP:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Township is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of June of the current year a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Township of Maine. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of the Township to the extent required by the aforesaid Act.

SECTION 3: The Town Clerk shall publicly post or keep available for inspection by any interested party in the main office of the Town Clerk this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Town Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employers who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Town Clerk shall promptly file a certified copy of this Ordinance with the Secretary of State Index Division and the Illinois Department of Labor.

SECTION 6: The Town Clerk shall cause to be published in a newspaper of general circulation within the area a notice that this Ordinance has been adopted and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 26th day of June, 2018.

_____
Supervisor

_____

(Seal)   _____

_____
Trustees

ATTEST:

_____
Town Clerk

Ordinance #2018-RB-2

AN ORDINANCE ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED ON PUBLIC WORKS FOR THE MAINE TOWNSHIP ROAD DISTRICT, COOK COUNTY, ILLINOIS

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended (Illinois Compiled Statutes, (820 ILCS 130/1 et.seq.) as amended and

WHEREAS, the aforesaid Act requires that the Supervisor and Board of Trustees of Maine Township investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Maine Township employed in performing construction of public works, for said Township.

NOW THEREFORE, BE IT ORDAINED BY THE MAINE TOWNSHIP HIGHWAY COMMISSIONER AND SUPERVISOR:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Township is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of June of the current year a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Township of Maine. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of the Township to the extent required by the aforesaid Act.

SECTION 3: The Town Clerk shall publicly post or keep available for inspection by any interested party in the main office of the Town Clerk this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Town Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employers who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Town Clerk shall promptly file a certified copy of this Ordinance with the Secretary of State Index Division and the Illinois Department of Labor.

SECTION 6: The Town Clerk shall cause to be published in a newspaper of general circulation within the area a notice that this Ordinance has been adopted and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 26th day of June, 2018.

_____
Highway Commissioner

_____
Supervisor

_____

_____

(Seal)

_____

_____
Trustees

ATTEST:

_____
Town Clerk

Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

FREEDOM OF INFORMATION REQUEST

FROM:
Name:_____

Address:_____,_____

City/State/Zip:_____,_____

Phone Number:_____ -____

TO:
Freedom of Information Officer
Wiesia Tytko
wtytko@mainetown.com
Fax #: 847-2971335
Phone #: 847-297-2510 ext. 222

Today's Date: 05/30/2018

DESCRIPTION OF REQUESTED RECORD(S): (Describe in detail, using reverse side if necessary, or attach separate sheet).

*Please provide all information for all open and expired permits or any permits that may need further action for 8912 STEVEN DR 206P Bldg26, Des Plaines, IL 60016

*Please provide any open or outstanding code enforcement or nuisance violations/ liens along with any payoff amounts and ledgers for the above address.

*Please confirm if this property is registered as a vacant/foreclosure property and if any fees are due.

*Please provide all utility information including liens for this property. Please include what is serviced (Ex: Water, Sewer and garbage) and any ledgers for outstanding balances for the above address.

Please indicate if you wish to inspect the records or wish a copy of them:
_____Inspection ____✓____Copy

Charges: First 50 pages at no charge, then $.15 per page (per side) for letter or legal size document
Oversized documents: actual cost
Color copies: actual cost

Commercial purpose? Yes_____ No ✓____

For Office Use Only

Date Received __5/30/18__
Date Response Due __6/6/18__
Received By __W. Tytko__

Notations _____

MAINESTAY YOUTH & FAMILY SERVICES
JUNE 2018 BOARD REPORT
RICHARD LYON, DIRECTOR

PSYCHIATRIC SERVICES

We are currently working with a total of 104 active psychiatric clients and are rapidly approaching our current maximum capacity of 110 clients. All clinicians have been trained on using The Josselyn Center's electronic patient records system and Anna continues to provide helpful guidance as questions arise. We are continuing to work on transitioning all active psychiatric client records to Josselyn's electronic system. While this is a time-consuming process that requires significant work up front, once complete, it will reduce future required clinician documentation time by at least 50%.

GARAGE SALE – SAVE THE DATE

The 14th annual Maine Township Garage Sale fundraiser will be held on Saturday, September 29 from 9 a.m. – 3 p.m. This popular township event provides a valuable service to the community and raises money to support MaineStay's summer camp program and the Maine Township food pantry.

AGENCY DAY – SAVE THE DATE

Next year's Maine Township Agency Day has been scheduled for Friday, May 3, 2019. We have received two more sponsorship commitments during the past month. My goal for next year's event is to make it the first profitable Agency Day in its 37-year history and we are well on our way to achieving this goal.

FUTURE LEADERS PEER MENTORING PROGRAM EXPANDS TO THREE LOCATIONS

Future Leaders is an innovative program created by MaineStay that provides the opportunity for younger students to benefit from positive peer mentoring relationships with older high school students. Interaction is facilitated by recreational activities and time for constructive interaction, conversation, and emotional support. Program goals include building confidence, increasing self-esteem, increasing fitness, enhancing social skills, and learning what it means to be good citizens and community members. The program currently meets at the Des Plaines Leisure Center on the 2nd and 4th Thursdays of each month during the school year.

Several months ago we were approached by the leadership of Lincoln Middle School in District 64 and South Elementary School in District 62 about replicating the Future Leaders program in their schools. They were searching for additional ways to support their students and had heard positive feedback about our program. After coming to observe a session in person, both schools were eager to partner with us to reach their at-risk student population with this fantastic program. Both Lincoln and South schools applied for grants to fund the program and received confirmation last month that they had received $3,500 and $2,500, respectively, to provide this program to their students. The schools will be responsible to cover all program costs, and each school plans to host the program twice a month, likely starting in September, with Anne coordinating the programs with the assistance of another staff member, which they will provide.

Both Anne and I are thrilled about these two partnership opportunities that will allow us to triple our impact and reach more youth in need without spending any additional funds. I am so proud of the work Anne has put into running and improving this program and how it has now grown to be recognized as a model mentoring program. Both Lincoln and South schools have demonstrated enthusiastic commitment to the wellbeing and development of their students and we look forward to working closely with them in the coming months as we plan the many details needed to successfully implement these programs.

FEATURED STORY OF THE MONTH

On May 30 I had a wonderful meeting with District 64 Superintendent Dr. Laurie Heinz and District 64 Interim Director of Student Services Mike Padavic. We discussed how MaineStay could work more closely with District 64 in the future to help address student needs. I was grateful for the invitation and impressed with the ongoing commitment District 64 has shown to ensure all their students develop successfully, not just academically, but socially and emotionally as well. Some of the outcomes of the meeting are as follows: MaineStay brochures will now be available at all eight District 64 schools, MaineStay will be in contact with District 64 Student Services personnel on a more frequent basis, and we are exploring the option of partnering with District 64 on hosting a community education event as a way to more effectively reach a greater number of parents with important information about how to better support and understand their children.

SUMMER CAMP

The first session of our Adventure Maine Township Summer Camp program for at-risk youth ages 8-13 is currently underway. We are off to a great start with a wonderful group of children, several of whom we have had the privilege to interact with for many years across several MaineStay programs. It is wonderful to observe the increased maturity levels and confidence they have developed over the years. The second camp session will be held July 9-19 and is also full.

COMMUNITY EDUCATION SEMINARS/PROFESSIONAL DEVELOPMENT WORKSHOPS

On June 15 we hosted a professional development workshop entitled *Addressing Trauma with Integrative and Holistic Therapy Approaches* and had 56 people in attendance. We also held a food drive at this event to help support the Maine Township food pantry.

We do not host any events in July and our next community education seminar will be on August 21.

COUNSELING

MaineStay had 10 new counseling intakes in May. We had 103 ongoing cases and have a total of 113 cases in our affordable strength-based counseling program. We currently have a waiting list of 17 clients.

MAINESTAY E-NEWSLETTER

As a way to share news about MaineStay services with our community, we have sent out a periodic e-newsletter for the past 9 years. We now have over 3,300 subscribers.

COMMUNITY INVOLVEMENT

During May, I attended the Catholic Charities Open House, Opioid Advisory Group meeting, Des Plaines Ministerial Association meeting, AITCOY Executive and Business meetings, and District 207 School-Based Health Center Advisory Board meeting. Anna and I met with The Josselyn Center Director of Clinical Services for our monthly meeting regarding our psychiatric services partnership.

MaineStay FY 2018-2019 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
CONTACT HOURS													
Therapy	169	207	211										587
Psychiatric	37	36	37										109
Groups	62	32											94
Non-Clinical Programs	396	691	830										1917
Grand Total	664	965	1077										2706
THERAPY													
New Cases	16	17	10										43
Ongoing Cases	91	94	102										287
Total Cases	107	111	112										330
PSYCHIATRIC SERVICES													
New Clients	12	13	19										44
Ongoing Clients	67	78	85										230
Total Clients	79	91	104										274
COMMUNITY EDUCATION													
Professional Workshops	1	1											2
General Seminars			1										1
Attendees	80	61	86										227
MAINETRAC													
Referrals	4	2	5										11
Ongoing Cases	1	1	1										3
Completed Cases	3	1	3										7
Community Service Hours	95	40	55										190
PEER JURY													
New Cases	4	7	0										11
High School Jurors	14	14	14										42
Ongoing Cases	3	2	7										12
Completed Cases	4	6	1										11
Community Service Hours	150	70	95										315

MaineStay FY 2018-2019 Statistical Report

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	YTD
MENTORING													
Youth Participants	16	16	16										48
Adult Mentors	16	16	16										48
FUTURE LEADERS													
Youth Participants	15	15											30
High School Mentors	10	10											20
ART IN THE TOWN													
Youth Participants	17	17											34
SUMMER CAMP													
Youth Participants													
STUDENT GOVERNMENT DAY													
Youth Participants		41											41
Agency Representatives		9											9
FISH													
Incoming Calls	43	35	52										130
Total Calls	85	69	92										246
Riders Served	14	13	14										41
Rides (one way)	64	47	66										177
Volunteers	10	10	9										29

The weather keeps throwing us curves. We have had some of the coldest days, some of the hottest days and certainly some of the wettest days this spring. We are constantly watching to see what comes our way. A couple of weeks ago we received a lot of rain in a short time period, but our little area bypassed any major flooding. Central Rd. was closed between Deerlove and East River Road, but the rest of the unincorporated area was passable.

On Memorial Day we participated in the annual parade in Park Ridge. Fortunately we did not have the blistering heat that day. All went well as candy was being passed out and we had some doggie treats for our four legged friends.

At our annual Shredding Event we had 234 people bring us their documents to shred. Seven OEM members were there to help the people take their papers from their cars and then place them in the big cans which then were placed in the shredding truck. People were able to watch on a screen while their documents were shredded. The residents expressed their appreciation for this service that the Township provides for them. The two men from Shred First Inc. were very grateful for all the help that the OEM members supplied.

Next week OEM will be assisting with traffic control at Town Hall as the residents come to purchase their Cook County vehicle stickers. They must do so by July 1st.

OEM will be participating in the 4th of July parades in Niles and Des Plaines.

We are getting ready for the Taste of Park Ridge. Our assignment again will be to make sure that pedestrians safely cross at the railroad tracks. For our community outreach we will be proving preparedness materials and doing free blood pressure checks. Free hands-only CPR will be offered as well.

Respectfully submitted,
Dagmar Rutzen

MAINE TOWNSHIP GENERAL ASSISTANCE

LAURA J. MORASK
TOWNSHIP SUPERVISOR

1700 BALLARD ROAD
PARK RIDGE, ILLINOIS 60068-1006
(847) 297-2510   FAX (847) 297-5914

MARSHA S. WARNICK
DIRECTOR OF GENERAL ASSISTANCE

GENERAL ASSISTANCE STATISTICS
MAY, 2018

GENERAL ASSISTANCE PROGRAM:

The General Assistance Department's caseload for the month of May, 2018 was thirty-six (36) cases. Total number of individuals receiving benefits are thirty-six (36) persons.

Approximately 50% of the Maine Township General Assistance Clients are pending Social Security Disability Benefits. This process could take two to three years depending on the severity of each case. Our department encourages the clients to follow the advice of their medical doctors, mental health therapist and/or psychiatrists.

SENIOR AND DISABILITY INFORMATION AND ASSISTANCE:

The CEDA LIHEAP program ended their current Energy Assistance Year as of May 31, 2018. Over 1,000 Maine Township resident families applied for this program. In most cases they were provided with a onetime credit on their utility bills for Nicor Gas and Com Edison that average approximate $350.00.

BENEFIT ACCESS PROGRAM:

The General Assistance Department continues to process the State of Illinois Benefit Access Program applications through individual inquires and with resident referrals from the Clerk and Assessor departments. This state program provides specific benefits. They include the ability to pay a reduced fee of approximately $24.00 for the vehicle license plate renewal stickers, savings our residents $77.00, as the total fee is $101.00. Maine Township residents may also apply for the reduced or free bus pass depending upon the household's income from the previous calendar year. During the month of May the General Assistance Department processed one hundred twenty-five (125) Benefit Access applications for our local residents.

Other state/federal programs processed through our department include:

- QMB (Application for Payment of Medicare Premiums, Deductibles and Coinsurance).
- Medicare D -Special Help Program through the Social Security Administration.
- Free Telephone Assistance Program

MAINELINES:

MaineLines is one of the townships transportation programs. This is a 24-hour, Door – to – Door taxicab voucher program for low-income or disabled residents. Our Township subsidizes the cost of taxicab transportation. Residents who meet the financial guidelines may go anywhere providing the trip BEGINS or ENDS in Maine Township. To purchase a $5.00 taxi cab voucher, a resident only pays $1.00. Only one voucher may be used per tax ride.

We continue to offer a special discount to our MaineLines riders. For every 5 ticket vouchers purchased, the township will provide a free voucher worth a $5.00 credit towards the charge of the taxi cab ride. All ticket vouchers purchased are final sales.

Financial guidelines used for this program are the same as those used for the Benefit Access Program. Thus, in order to qualify a family's annual income may not exceed the following:

Household of one (1)	$27,610
Household of two (2)	$36,635
Household of three (3)	$45,657

PUBLIC AID ADVOCACY:

The General Assistance department continues to assist our community with Medicaid (public aid) applications for benefits, which include SNAP (Food Stamps), MANG (Medical Assistance No Grant), and CASH benefits. Many of the Maine Township residents who receive these benefits are the Aged and often unable to travel to the local Public Aid Office. They need the additional advocacy that this office provides.

Two Illinois Department of Human Services (public aid) offices have been established to assist our residents. They are:

- NORTHERN DISTRICT OFFICE – 8100 N. Lincoln Avenue, Skokie, Ill 60076 located at the north-east corner of Oakton and Lincoln. They serve the Maine Township residents that reside EAST of I-94.

- NORTH SUBURBAN DISTRICT OFFICE – located at 3501 Algonquin Road, 4th floor, Rolling Meadows, Il 60008; serves the Maine Township resident population WEST of I-94.

ACCESS TO CARE:

The General Assistance Department also acts as an intake site for this low-income and limited medical program. Access to Care's financial guidelines are at 300% of the federal poverty standards currently being used. This program only assists those residents who ARE NOT eligible for Medicare or Medicaid.

The program provides physician services at reduced fees. If needed it also provides access to lab testing, x-rays and prescriptions
at reduced costs. Access to Care, under the Affordable Care Act may also be used by families with HIGH DEDUCTABLES or NEW
IMMIGRANTS THAT HAVE NOT meet the 5-year status requirement needed to apply for the Medicaid program.

All General Assistance clients are also required to apply for the extended Medicaid Program. The financial guidelines utilized for the Access to Care Program are the same as those currently being used by the Maine Township Food Pantry, and the Reilly-Bialczak Scholarship programs.

COAST2COAST RX:

This program continues to provide enormous savings to our residents. Maine Township received a monthly royalty payment that
totaled $293.00. Monetary savings this month to our residents totaled 65.67% of the retail costs. These savings were passed down to the Maine Township residents who utilize this program.

HUMAN INTEREST STORY OF THE MONTH

As many of us go from day to day we often wonder what special issues would cause life to change. In some instances, it is very simple as in the case of this Maine Township family. Everything had been going very well the couple were newly married, no children by previous relationship, but a baby on the way. The husband had recently graduated with a master's degree in engineering and was searching for a job, his spouse continued to work even though time to have their baby would quickly be here.

Mr. L did find a wonderful job and a beautiful healthy baby girl was born. For the first couple of weeks everyone was thriving. But around the third week stress became most visible within the home environment. Mrs. L developed postpartum depression and her husband asked his new employer if he could take off some time from work. Of course, this was granted but no money was available, as he had not been at the job very long and bills were overdue, especially Com Ed.

Mr. L came into the General Assistance Office searching for food assistance, and Com Ed. Assistance with a crying baby at his side. We immediately informed him about the CEDA Home Energy Assistance Program and the documents needed. Since he lived in the neighborhood; he immediately returned with all the needed paperwork. No money was coming into the family, so we also assisted them with food stamps, medical assistance application and additional referrals for his wife who was having a difficult time with her postpartum depression.

Most importantly, the Maine Township General Assistance Department and Food Pantry were able to provide formula for the baby, and a box of food to temporarily assist the family until the utilities were restored.

Of course, we have had the opportunity to see this wonderful family again and with smiles on their faces, and a contented baby at their side. Mr. L is getting ready to return to work and knows that should a problem arise Maine Township is always here to help.

MEETINGS/TRAININGS, WORKSHOPS AND/PROGRAMS ATTENDED BY THE GENERAL ASSISTANCE STAFF:

- Maine Township Agency Day
- PIPP (CEDA -LIHEAP Percent of Income Payment Plan) Program training
- Park Ridge Human Needs Task Force
- Catholic Charities Open House

Marsha Warnick
Director of General Assistance

GENERAL ASSISTANCE MONTHLY STATISTICS FOR MAY, 2018

STATISTICAL REPORT
GENERAL ASSISTANCE DEPARTMENT
__MAY, 2018__
(month and year)

I. GENERAL ASSISTANCE CASES

1.	**CASES OPENED**	3
2.	CASES ONGOING	30
3.	CASES PENDING	5
4.	CASES CLOSED	0
5.	TOTAL ACTIVE CASES	36
6.	TOTAL INDIVIDUALS RECEIVING GENERAL ASSISTANCE	36

II. GENERAL ASSISTANCE CASE CLIENTS (RESIDENTS) ARE GENERATED FROM THE FOLLOWING AREAS:

1.	CITY OF DES PLAINES	15
2.	CITY OF PARK RIDGE	6
3.	VILLAGE OF GLENVIEW	9
4.	VILLAGE OF NILES	1
5.	VILLAGE OF MORTON GROVE	0
6.	VILLAGE OF ROSEMONT	0
7.	UNINCORPORATED AREA	15

III. GENERAL ASSISTANCE ACTIVE CASES FOR THIS MONTH MAY BE CATEGORIZED IN THE FOLLOWING MANNER:

1.	ABLE TO WORK (this includes client cases temporarily disabled over 60 years or caregiver status)	15
2.	EMERGENCY GENERAL ASSISTANCE /TO INCLUDE GA CLIENTS AWAITING TANF (Temporary Aid to Needy Families)	0
3.	PENDING SOCIAL SECURITY DISABILITY (SSI/SSDI CLAIMS)	17
4.	EMERGENCY RENT ASSISTANCE	2

IV. PRESENTING PROBLEM AT INTAKE (NEW CASES):

1.	LOSS OF EMPLOYMENT	3
2.	DIVORCE, SEPARATION OR DEATH OF WAGE EARNER	0
3.	NON-RECEIPT OF SUPPORT FROM RESPONSIBLE ADULT	0
4.	LOSS OF BENEFITS FROM OTHER WELFARE PROGRAMS:	0
5.	TRANSFERRED INTO THE AREA FROM ANOTHER TOWNSHIP	0
6.	EMERGENCY, CRISIS ASSISTANCE (one time only)	0
7.	OTHER (EXPLAIN)	0

V. REASON FOR GENERAL ASSISTANCE CASE CANCELLATION:

1. OBTAINED OR RETURNED TO FORMER EMPLOYMENT   0
2. RETURN OF WAGE EARNER TO THE HOME   0
3. RECEIPT OF SUPPORT FROM RESPONSIBLE RELATIVE   0
4. RECEIPT OF BENEFITS FROM OTHER WELFARE PROGRAMS   0
5. MOVED OUT OF MAINE TOWNSHIP   0
6. NO FURTHER CONTACT FROM RESIDENT SEEKING ASSISTANCE   0
7. NON-COOPERATION WITH AGENCY POLICY   0
8. EMERGENCY ASSISTANCE   0

VI. MAINETOWNSHIP FOOD PANTRY DISTRIBUTION:

1. FAMILY BOXES OF FOOD DISTRIBUTED THIS MONTH   155
   - A. ADULTS RECEIVING ASSISTANCE THIS MONTH   227
   - B. CHILDREN RECEIVING ASSISTANCE THIS MONTH   26

VII. ADVOCACY: 131

1. QMB – QUALIFIED MEDICAL BENEFICIARY PROGRAM   2
2. GENERAL PUBLIC AID ADVOCACY (TO INCLUDE MANG, SNAP, TANF, AABD)   66
3. NURSING HOME PLACEMENT PROGRAM   0
4. COMMUNITY RESOURCE ADVOCACY REFERRALS   52
5. REILLY-BIALCZAK SCHOLARSHIP INTERVIEWS   9

VIII. SUBURAN PRIMARY ACCESS TO CARE INTAKE:

1. MONTHLY INTERVIEWS/APPLICATIONS FILED   2

IX. SENIOR INFORMATION AND ASSISTANCE:

1. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS   20
2. SOCIAL SECURITY AGED (SSA), SOCIAL SECURITY DISABILITY AND SUPPLEMENTALINSURANCE (SSDI.SSI)   1
3. BENEFIT ACCESS MONTHLY APPLICATION INTERVIEWS   124
4. FREE TELEPHONE /BILL REDUCTION APPLICATION INTERVIEWS   9
5. VETERANS ADMIN. ASSIST REFERRAL   0
6. SECTION 8 HOUSING   0

X.   <u>IMMIGRATION ASSISTANCE/REFERRALS AND ADVOCACY</u>   1

XI.   <u>CEDA PROGRAMS/ LIHEAP – ENERGY ASSISTANCE</u>   113
    <u>APPLICATION INTERVIEWS</u> (which include Hardship,
    Share the Warmth, PIPP, DVP, RA [Reconnect Assistance], Furnace,
    and Weatherization).

XII.   <u>MAINELINES</u>
    <u>(MAINE TOWNSHIP TAXI CAB VOUCHER) PROGRAM</u>

    1. NEW APPLICATIONS ACCEPTED THIS MONTH   3

    2. MAINELINES VOUCHER TICKETS SOLD THIS MONTH $110
       ($1 PER VOUCHER OR 6 VOUCHERS FOR $5)

    3. MONIES COLLECTED YEAR TO DATE (FISCAL YEAR 3/1 – 2/19). $304.00

MAINE TOWNSHIP GENERAL ASSISTANCE MONTHLY STATISTICS

MONTH	PENDING	NEW (A)	ONGOING (B)	ACTIVE CASES A+B	CLOSED	EA CASES	OFFICE INTERVIEWS (C)	FOOD PANTRY CLIENT/FAMILY VISITS (D)	TOTAL *NUMBER OF OFFICE INTERVIEWS/ CLIENT VISITS C+D
2017-2018									
MARCH'17	4	2	33	35	2	2	325	220	545
APRIL'17	3	2	31	33	3	1	304	191	495
MAY'17	1	5	31	36	3	2	298	159	457
JUNE'17	3	1	31	32	3	1	285	147	432
JULY'17	0	2	30	32	3	3	235	152	387
AUG'17	4	1	30	31	3	3	292	156	448
SEPT,17	0	4	32	36	2	1	250	143	393
OCT'17	3	1	34	35	2	2	637	168	805
NOV'17	1	3	34	37	3	0	565	194	759
DEC'17	0	1	29	30	2	0	440	222	662
JAN'18	3	1	30	31	1	1	489	164	653
FEB'18	1	2	31	33	2	0	330	164	505
TOTAL	23	25	376	401	29	16	4450	2080	6541
2018-2019									
MARCH'18	7	1	33	34	1	6	295	181	476
APRIL'18	8	2	22	32	2	2	362	154	516
MAY'18	5	3	28	36	0	2	296	155	451
JUNE'18									
JULY'18									
AUG'18									
SEPT,18									
OCT'18									
NOV'18									
DEC'18									
JAN'19									
FEB'19									
TOTAL	20	6	83	102	3	10	953	490	1443

*Including Senior, Disabled & Veterans Advocacy Interviews, along with General Assistance interviews

**Includes Food Pantry Clients/Families

***Including client appointments for LIHEAP (Low Income Home Energy Program)

DISABILITY AND SENIOR ADVOCATE
SENIOR AND DISABILITY INFORMATION SPECIALIST
MONTHLY STATISTICAL REPORT

TO: Marsha Warnick, Director of General Assistance
FROM: John Ulrey, Senior and Disability Information Specialist
Karen Cohen, Disability and Senior Advocate

RE: Report of Services Rendered During the Month of   MAY, 2018   .

<u>CLIENT INTERVIEWS (MONTHLY TOTALS)</u>	<u>349</u>

A. ACCESS TO CARE APPLICATION INTERVIEWS	1
B. BENEFIT ACCESS APPLICATION INTERVIEWS	116
C. CEDA/ LIHEAP Energy Assistance Application interviews (which include PIPP, DVP, Hardship, Share the Warmth, RA [Reconnect Assistance], Furnace, and Weatherization.	85
D. IMMIGRATION ASSISTANCE/ REFERRALS and ADVOCACY	1
E. SHIP, MEDICARE, AND MEDICARE D INTERVIEWS	20
(1) SOCIAL SECURITY AGED (SSA)	0
(2) SOCIAL SECURITY DISABILITY AND SUPPLEMENTAL INSURANCE (SSDI, SSI)	0
F. FREE PHONE APP/BILL REDUCTION APPLICATION INTERVIEWS	9
G. VETERANS ADMIN. ASSIST. REFERRAL	0
(1) QMB, SLIB, SPECIAL HELP	2
(2) GENERAL PUBLIC AID TO INCLUDE MANG, SNAP, TANF, AABD)	58
(3) NURSING HOME PLACEMENT	0
(4) COMMUNITY ADVOCACY REFERRALS	47
i. MAINELINES	
(1). NEW APPLICATIONS ACCEPTED	3
(2). MONTHLY INTERVIEWS	7
(3). MAINELINES TICKETS SOLD THIS MONTH	$110
(4). TOTAL MONIES COLLECTED FOR TICKETS SOLD YEAR TO DATE (FISCAL YEAR MARCH 1ST - FEBRUARY 28TH).	$304

MAINE TOWNSHIP EMERGENCY FOOD PANTRY
MONTHLY STATISTICAL REPORT

To: Laura Morask
Maine Township Supervisor

From: Carol Langan
Director – Food Pantry

Re: Report of Services Rendered during the Month of May 2018

I.   Maine Township Emergency Food Pantry Distribution

    a. Family Boxes of Food Distributed   150
          1. Adults Receiving   221

          2. Children Receiving   18

    b. Emergency Family Boxes of Food Distributed   5
          1. Adults Receiving   6
          2. Children Receiving   8

                          <u>TOTAL 155 Boxes</u>

II.   Cash Donations and Amounts Received
    Resident Donations $90.00
    Business Donations $964.00

                Total $1054.00

III.   Food Collections Received during Calendar Month

    Skokie Post Office Collection

IV.   Special Notations or Contacts

FEATURED PROGRAMS OF THE MONTH-CINCO DE MAYO PARTY - On May 10th, 72 Main-streamers joined us for a festive evening celebration at Las Fuentes Restaurant in Morton Grove. The menu featured an authentic Mexican buffet and a seven piece Mariachi band entertained us throughout the night. We also displayed various Mexican artifacts.

FEATURED PROGRAMS OF THE MONTH-ANNUAL 90+ BIRTHDAY CELEBRATION -
This year's celebration was held on May 16th and was sponsored by Asbury Court, Brookdale Des Plaines, Brookdale Niles, Generations Health Care Network and Eli's Cheesecake who donated the Cheesecake. We honored 134 celebrants who reached milestone birthdays of 90 years or more. Celebrants had an opportunity to have their photo taken with their guests. They received a wrist corsage/boutonniere and enjoyed a full course meal with entertainment provided by Steve Justman.

INFORMATIVES - In May we featured three informative programs. On May 7th Humana presented "Scammed-How Criminals Target Seniors". This seminar informed our MaineStreamers of the most common scams targeting the senior population. On May 17th we offered the C.U.B. (Citizens Utility Board) Presentation. A C.U.B. representatives reviewed our members' utility bills and suggested ways to save money on these bills. Finally, on May 22nd, Brookdale sponsored "The Real Deal-The Difference between a Senior Moment and the Real Deal". The presentation described different signs of memory loss, 10 warning signs of dementia and how the diagnosis of dementia is made. Over 150 members attended these programs.

DAY TRIPS – In the month of May we had four day trips that included "Graceland Cemetery Tour", the musical "Once" at the Paramount Theatre, a "Historic Oak Park Tour" and the musical "Forever Plaid" at Theatre at the Center located in Munster Indiana.

TRAVEL FIESTA- American Classic Tours previewed their 2018 extended travel calendar. For over 30 years American Classic Tours, Inc. has been offering the best extended travel options for our members. These tours have combined History, Art, Architecture, Cuisine and Entertainment into a creative experience of culture.

AARP'S DRIVERS SAFETY PROGRAM – On May 14th we held an 8-hour Defensive Driving Course taught by AARP. This class reviews driving skills and upon completion, participants receive a certificate of completion, which AARP Members than get a reduced rate with their Auto insurance company.

MAINESTREAMERS 2018-2019 STATISTICAL REPORT - MAY

	NO. OF PARTICIPANTS	YEAR TO DATE	INCOME	EXPENSES	TOTAL
RECREATIONAL PROGRAMS					
Bingo *(Monthly)*	41	100	$195.00	$287.66	($92.66)
Day at the Races *(Monthly)*	42	125	$252.00	$190.00	$62.00
Movie of the Month *(Monthly)*	51	144	$103.00	$12.00	$91.00
Pinochle Tournament/Social	33	77	$195.00	$162.99	$32.01
Women's/Mens Breakfast *(Alternating Months)*	10	48	$120.00	$148.62	($28.62)
Twilight Dining Outing *(Alternating Months)*	n/a	64			
Fishing Events/Banquet *(6 Times a Year)*	9	19	$180.00	$146.40	$33.60
Intergenerational Fishing Outing *(Twice a Year)*	n/a				
Book Review *(3-Times a Year)*	n/a				
HEALTH/INFORMATIVE	149	336	$0.00	$0.00	$0.00
FITNESS CLASSES					
Senior Aerobics *(8 week sessions)*	35	51	$1,140.00	$789.50	$350.50
Yoga *(8 Week Sessions)*	17	31	$952.00	$1,000.00	($48.00)
Zumba Gold *(8 Week Sessions)*	32	32	$1,043.00	$480.00	$563.00
Zumba Gold Toning *(8 week Sessions)*	12	12	$447.00	$480.00	($33.00)
Chair Yoga *(8 Week Sessions)*	n/a				
CLASSES/PROGRAMS					
Computer Class *(Alternating Months)*	n/a	20			
Matter of Balance *(8 Week Class- Bi- Yearly)*	n/a	13			
Rules of the Road *(3- Times a Year)*	n/a	38			
Defensive Driving Course *(Held Quarterly)*	19	19	$0.00	$0.00	$0.00
LUNCHEONS	n/a	141			$0.00
ANNUAL SPECIAL EVENTS					
90 + Birthday Celebration	n/a			see attached	
Senior Expo	n/a				
MISCELLANEOUS EVENTS					
Cinco de Mayo	72	72	$3,275.00	$2,999.09	$275.91
DAY TRIPS	207	624	$15,438.00	$13,732.15	$1,705.85
LONG DISTANCE TRIPS	56	64	$1,429.36	$24.00	$1,405.36
SENIOR MAILING *(Monthly)*	32	90	$0.00	$47.60	($47.60)
NEWCOMERS PRESENTATION *(Alternating months)*	n/a				
ADVISORY COUNCIL MEETING *(Held Quarterly)*	15	15	$0.00		
TOTAL	832	2135	$24,769.36	$20,500.01	$4,269.35
NEW MEMBERS	15	121 Average Age	74		

2018 – MaineStreamers 90 plus Birthday Celebration

136 Registered Celebrants: Female- 101, Male – 35   (*Sent out invites = 232 invitations*)
Total Attendees 226
74 Guests of Celebrants
4 Attending = 3 Generations Health Care Network Staff and 1 Celebrant guests
3 Attending= 2 Brookdale Des Plaines staff plus 1 celebrant guests
1 Attending Brookdale Niles
6 Maine Township Elected Officials (1 elected official not staying for lunch)
3 Maine Township Staff

Maine Township Expenses:

Pesches -	$846.65
Boutonnieres $3.99 (total of 35) = $139.65	
Wrist Corsages $7.00 (total of 101) = $707.00	
Chateau Ritz	
(226 Attendees at $21.00) (Bartender $75.00	$4821.00
Walgreens Photos	$62.47
Balloons by Laura	$195.50
Bouquet of 3 balloons ($8.50) 23 bouquets	
Vista Print (Banner)	$45.49
Graphic Solutions (Art Work for Banner)	$75.00
	Total Expenses for Maine Township: $6046.11

MaineStreamer Expenses

Steve Justman - Entertainer	$75.00
Costco Display Cake	$19.42
	Total Expenses for MaineStreamers: $94.42

Maine Township + MaineStreamers Total	Total Event Expenses: $6140.53

Income

Guest of Celebrant's (74 guests paid at $21 each)	**Deposit for Guest:**	$1554.00
$1,407.00 deposited in checks and $147 deposited in Cash		
Asbury Court - Sponsor		$1000.00
Brookdale Des Plaines - Sponsor		$250.00
Brookdale Niles - Sponsor		$250.00
Generations Health Care - Sponsor		$500.00
Eli's Cheesecake (Donated Dessert		0.00
	Total Event Income:	$3554.00

	Expense minus Income: ($2492.11)

Reimbursement checks given to Denise Jajko
Check # 9645 - $500 for sponsor reimbursement
Check # 9597 - $1,500 for sponsor reimbursement
Guest Checks - $1,554.00

To: Elected Officials

From: Nader Ghazaleh, Code Enforcement Officer

CC: Dayna Berman, Administrator

Date: 6/19/2018

Going into summer, it seems busy with many resident's calling regarding overgrown weeds and vegetation, uncut grass, which notice of deficiency warnings has helped considerably. During route patrols, I have encountered residents trying to perform construction without permits and in turn I have distributed eight stops work orders and attached citations. I have worked closely with the Highway Department to insure permits are being properly issued as well as working with residents to address all their needs and complaints, to come up with solutions. While patrolling, I have come across four vacant property's and worked with assessor's office to locate owners. I was able to contact three owners and requested clean-up performed, weed control, and misc. repairs. Some other examples of tickets and warnings issued are for fences being down and requested fence replacement repair, tv's out, and garbage cans out on the wrong day.

One area of improvement that I would really like to implement is regarding garbage pickup days. During patrol I noticed that Sumac, Robin Dr, and Dee Rd have no parking tow zone days on Tuesdays and Thursday. However, the garbage pickup scheduled day for these three streets is Wednesday. I noticed the driver from Republic Services struggling to go in between cars to obtain the garbage cans and I felt that without the cars there it would make him much more productive as well as helping in picking up other items. Moving forward, I discussed with the Route Supervisor about the idea of changing the scheduled garbage days to Tuesday and Thursday to coincide with the no parking tow zone which I believe would help in making the community a much cleaner environment.

June warnings issued: 89   June tickets issued: 44

Board Report for May/June 2018

Marty Cook

Friday Night Recovery Meeting Attendance:

• We continue to see strong support for our meeting via community based treatment referrals

May 25th, 2018	43 Participants
June 1st, 2018	48 Participants
June 8th, 2018	56 Participants
June 15th, 2018	40 Participants

Monday Night Community Service, Holy Family Hospital:

• Eight (8) Recovery Connection volunteers spoke with 27 young adult patients in treatment at Holy Family Hospital.

Community Outreach:

• MTRC staff spoke with eight (8) community parents and advised on our program as well as possible recovery outlets for their children.

• MTRC staff, in partnership with Mainstay, the Park Ridge Police Department, and MYCAF continued to meet over the past month in order to develop its very own Opioid Advisory Council.

• MTRC staff successfully sponsored three (3) of its newer meeting particpants into The First Step House, a recovery home in Des Plains, IL.

• Four (4) MTRC meeting particpants and one (1) MTRC staff member (Nick Kanehl) making up the Young Adult Addiction Awarness Pannel, hosted Mark Sanders as well as State of Illinios Officials at Maine Township Hall, Saturday, June 16th to advise and consult activities and programming for young men and women in recovery.

MTRC continues to see strong attendance at its Friday night pre-meeting therapeutic Yoga:

May 25th, 2018	7 Participants
June 1st, 2018	10 Participants
June 8th, 2018	13 Participants
June 15th, 2018	6 Participants

The Recovery Connection implemented new programing for its meeting participants, a Crossfit class that meets every Saturday morning in Park Ridge.

May 26th, 2018	11 Participants
June 2nd, 2018	10 Participants
June 9th, 2018	11 Participants
June 16th, 2018	9 Participants

MTRC, in partnership with Maryville Academy, has begun to re-offer its program participants golf lessons at Maryville's campus in Des Plaines taught by Maryville staff member and PGA Pro Juan Esso:

May 23rd, 2018	14 Participants
May 30th, 2018	11 Participants
June 6th, 2018	10 Participants
June 13th, 2018	16 Participants

Miscellaneous:

• The MTRC phone list which serves as a resource to young emen and women within the recovery community has grown to 317

• The MTRC weekly email email which breifs our participants on our weekly meeting as well as provides information on other sober related events within the community is now sent to 326 members.

Township Policies
1. Policy for handling Board requests for information.
   It shall be the policy statement that all Township Board members shall have access to any and all historical, financial, legal and any other documents necessary to fulfill their duties.
   A. Any Board member requesting documents should be requested by a direction to the Township Supervisor and/or Township Clerk. Any requests should be made during business hours of the Township.
   B. All requests will be directed by the Supervisor or Clerk to the appropriate department for fulfillment in a timely fashion.
   C. Timely shall be construed using reference to scope, manpower and staffing. In short, if a member requests over five years of documents, it would be reasonable to expect fulfillment may take longer than a request for non-archived documents. Additionally, at times the Township has several resident FOIAs that depending on complexity, scope and length may need attending to first. Finally, it would also be reasonable that a board member refrain from requesting document production immediately for documents spanning over five years on the Friday prior to the Board's regular monthly meeting as the Supervisor and staff are trying to get board packets out to all Board members on that day in order to effectively prepare them for the upcoming meeting.
   D. Documents under five years old are generally available electronically and can and will be fulfilled within as short a time frame as possible, optimally within 48 hours.
   E. All requests whether for documents or information should not be made to individual employees as they are not generally keeper of the records and it is considered best policy for the smooth workings of the Township to coordinate all requests through the Supervisor with a cc to the Administrator or vice versa.
   F. Any requests by Board members for legal correspondence involving the PAC and/or IMRF should be directed to the Township attorney pursuant to previous Board agreement.

Policy ___

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with other applicable law.

All board members shall review "Robert's Rules of Order Revised" in its entirety during the first 60 days after adoption of this policy. From that point forward, all Board members shall review "Robert's Rules of Order Revised" during the first 60 days of each elected term.

4819-3593-2262, v. 1

| Commented [k1]: Which addition? |

| Commented [k2]: Robert's Rules of Order is a little under 700 pages long. I would guess that about 90% do not apply to township government because they were drafted for deliberative bodies that are continuously in session. Are there particular pages or chapters you want reviewed? |

Policy __

Establishing Agenda Items

Background:

1. All good meetings have an agenda so that the business of the meeting can be transacted in a prede-termined sequence. Illinois public bodies are required to have an agenda for each meeting pursuant to Section 2.02 of the Illinois Open Meetings Act.
2. At least 48 hours days advance notice of a meeting agenda items is required to transact public busi-ness in Illinois (Open Meetings Act). Public bodies cannot take final action on any item that is not listed in advance on an agenda.
3. Having a written expectation on establishing agenda items allows the members of the Board a con-sistent set of expectations.

Policy & Procedure:

1. The Township Clerk, in consultation with the Supervisor, will prepare the agenda. The agenda for meetings will be prepared by no later than the close of business on the fifth day before the meeting (generally, Thursday for a Tuesday meeting). Agendas and Board packets will go out to the Board by the close of business on the fourth day before a meeting (generally, Friday for a Tuesday meeting).
1. Any Elected Board Member may call for placement of an item for discussion and/or vote on the monthly Board mMeeting agenda, provided the item is given the Township Clerk and Supervisor at least six days prior to the board meeting.
2. Elected Board Members requesting agenda items must provide email or written notification to the Township Clerk before publication of the draft agenda as directed by the Open Meetings Act, no later than six days before the meeting. Generally, for a Tuesday night meeting, tThis would be prior to end of day Wednesday before the Bboard meeting.
3. The Clerk will confirm to the Member within 24 hours that the item has been added to the agenda for the next monthly Board Meeting. This confirmation may occur by the Clerk transmitting the Board agenda to all Board members, including the requesting Board member. This new Bboard agenda will be communicated to all Bboard members by the close of business the Friday before the meeting.,
43. At any time before the finalization of the agenda consideration by the Board, an item may be re-moved or deferred by the individual(s) who originally requested it. An item may also be removed at the public meeting.

> **Commented [k1]:** The Open Meetings Act does not require publication of a draft agenda.

Policy __

Public Access Counselor

1. Should any employee or official of the Township receive a "Request for Review" from the Public Access Counselor (PAC), that person shall immediately notify the Clerk, Supervisor and all Board Trustees individually by e-mail or as otherwise directed by that board member/Trustee.
2. Based on availability, the Supervisor, Clerk or Township Administrator shall take appropriate action in reply to the Request for Review within the statutory seven business day time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the PAC.
3. All correspondence (including queries, directives and opinions) between the PAC and any Township employees, representatives or officials shall be immediately forwarded to all elected Board Members for review and comment.
4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from the PAC.

Policy __

<center>**Interaction with IMRF**</center>

1. Should any employee or official of the Township seek special action, such as an advisory opinion, review or appeal of a Township Board policy, vote or certification decision relating to Illinois Municipal Rertirement Fund "IMRF" participation, that person shall immediately notify the Clerk, Supervisor and Board of Trustees individually by e-mail or as otherwise digressed by that Board Member/Trustee.

2. Based on availability, the Supervisor, Clerk or Township Administrator, in consultation with all members of the Township Board individually shall take appropriate action in reply to the Request for Review within the statutory time limit. The administrator taking this action must seek advice from the Township Attorney prior to reply to the IMRF.

3. All correspondence (including queries, directives and opinions) between the IMRF and any Township employees, representatives or officials regarding _____ shall be immediately forwarded to all elected Board Members for review and comment.

4. Any elected Board Member in consultation with the Township Attorney may request an advisory opinion from IMRF.

4841-1828-1062, v. 1

| Commented [k1]: Employee communications with IMRF about their benefits are confidential. The Township cannot require this. |
| Commented [k2]: Regarding which topics? Communications between IMRF participants and IMRF are confidential. |
| Commented [k3]: Does IMRF give advisory opinions? |

Policy ___

Township Elected Officials' Access To Public Records

Background:

1. The Township is committed to compliance with the Illinois Freedom of Information Act.
2. The public is provided with easier access to public records including a more prompt production of records and a waiver of copying costs under some circumstances.
3. Elected Officials, being part of the management team of the Township, should have access which is at least as favorable as ordinary citizens.

Policy:

As of the date of ratification of this Policy, Maine Township Elected Officials shall have access to any public record~~item~~ that the public has access to, and:

a. There shall be no copying cost charged <u>to an Elected Official for a copy of a public record,</u> although Elected Officials are encouraged to request documents in electronic form.
b. Timeliness for production of documents at Elected Official request shall generally be more timely than that of the general public <u>when possible</u>, but at all times at least equal to that of the general public.
c. Email requests and telephone requests confirmed by email within 24 <u>business </u>hours are acceptable; no special form or on-site visit is required.

> **Commented [k1]:** What does this mean? They are acceptable for what?

Policy __

Policy and Procedure

Background:

1. The Policy Committee has been established to propose new and amended policies for creation of a Township Policy Manual.
2. Written polices allow Board Members, staff members, administrators and the public to have a consistent understanding of Township standard practices.
3. Collecting approved Policies in one place provides easy reference by Board members (especially new Board Members), administrators, staff members, and the public.
4. Most policies can and should be written in standard English with a minimum of legal jargon. The purpose of most policies is to communicate with Board members, administrators, staff and members of the public.
5. Certain polices may simply codify legal requirements or may be specifically designed to keep the Township out of legal disputes. These types of policies should be written in collaboration with the Township Attorney, or at a minimum, should be reviewed by the Township Attorney after being written by the Policy Committee.
6. All adopted policies should be made available to the public on the Township website.

Policy:

Policies should be developed by the Policy Committee and recommended to the Board for approval and adoption.

4826-0892-1446, v. 1

Policy __

Board Packets, Minutes and Board Meeting Video Recording

Background:

1. Comprehensive board packets, accurate board minutes and board meeting video recordings allow the business of the Township to be conducted in a transparent and efficient manner.
2. A common set of expectations helps the Board members to work together.
3. Communication in between Board Meetings and at Board Meetings is necessary and should be both effective and in conformance with the Open Meetings Act.
4. Board Meeting mMinutes serve ~~two~~ three purposes: 1) to record what was done and why, so that Bboard members and others can remember it later; 2) and to allow the public to read and understand the actions of the Bboard and 3) to comply with the provisions of the Open Meetings Act.
5. Roberts Rules of Order states that the Board meeting minutes should reflect "what was done, not what was said." Section 2-.06 of tThe Illinoist Open Meetings Aact ~~insists~~ requires that the minutes in-clude 1) the date, time and place of the meeting; 2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and 3) a summary of ~~the~~ discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Policy:

1. Any elected Board Member may direct the Township Clerk to include informational items, such as re-search, memoranda, correspondence or other documents relating to Township business in the Board Packet, provided that the Board Member gives the information to the Township Clerk at least ___ days prior to the Board meeting.
2. Any elected Board Member may direct the Township Clerk to include informational items, such as research, memoranda, correspondence or other documents relating to Board mMeeting discussions, that were included in the Board packet to be appended to ~~in~~ the Meeting Minutes.
3. Robert's Rules states that the Clerk is to record *motions* in the minutes exactly as ~~spoken~~ made by the movant at the meeting ~~during discussion~~. Since the purpose of the minutes is to document what took place and provide a means for the reader to understand the workings of the Township, the Township Board has authorized the Clerk to record motions in the Meeting Mminutes so that they are correct, concise, unambiguous and easily understood by the reader. ~~The Clerk shall carefully consider her/his changes to ensure that the intent of the voting majority is correctly conveyed.~~

   Commented [k1]: The Clerk cannot change the motion in the minutes to make it different than what the movant said.

4. A verbatim indexed video recording of all monthly open session Board mMeetings shall be posted on the Township website by the end of the business week ~~and serve as the verbatim Meeting Minutes of what was said by whom~~.

   Commented [k2]: The minutes are, by law, the written minutes, so the video cannot be the minutes.

5. Meeting mMinutes shall reflect a summary of was discussed ~~done~~ in connection with each agenda item discussed as required by Section 2.06 of the Open Meetings Act. The summary of the discussion is intended to convey to the reader, and to remind the board members later, what was done and why. It is not intended to be a duplicative verbatim record of statements at the board meeting duplicative of the board meeting videotape.
6. In ranking content for inclusion in the Meeting mMinutes summary, the importance of the content to the direction taken by the Bboard is the determining factor.

7. If space allows, both the "pro" and "con" arguments should be included. If there is an imbalance the "pro" (supporting the outcome), because it explains why something was done, should be given more weight than the "con."

8. No member of the public or Elected Official shall be allowed or encouraged to grandstand through the meeting.

9. Meeting mMinutes are never intended to embarrass an Elected Official or to award debating points.

10. An iIndividual Board member may request ~~for the record in the Meeting Minutes~~ a roll call vote on any matter of substance.

Commented [k3]: The Board determines the content of the minutes, so why is this section included?

Formatted: Font: 8 pt

Policy __

Record Retention

1. At the beginning of each fiscal year, the Clerk will provide to the Board a report which lists the date and purpose of all closed meetings for which Mmeeting mMinutes and/or an audio recording still exists.

2. All open session Bboard meeting videotapes shall be retained for no less than ten (10) years.

4824-9154-6470, v. 1

<div style="float:right;border:1px solid #000;">

Commented [k1]: What does this mean? The Township is required to keep all minutes permanently? What is the purpose of having the Clerk confirm this?

Commented [k2]: The Township is required to keep closed session minutes for 18 months, provided certain conditions do not exist. We do not recommend that closed session tapes be retained beyond that in the absence of the statutory provisions if the closed session minutes have been approved.

</div>

Policy ___

Posting Financial and Other Records on our Website

Background:

1. The State does not require the Township to pPosting financial and other records of the Township on the Township website. H is not required by state statute, however, the Board wishes to share this information with the public in a convenient form and location.
2. The addition of financial and operational documentation (which is already available to the public via the Freedom of Information Act (FOIA)) to the Township website will ultimately save valuable time and resources.

Policy:

1. The Board authorizes and directs the immediate posting and the display of the following information, including the most recent information available, and all historical information available through the past 10 years, to the extent these documents exist and the Township still has these materials, as soon as practicable:

    a. Board mMeeting aAgendas, Board pPackets and open session Board mMeeting vVideos
    b. Annual Township Financial report compiled by the Township's outside auditors ("the Annual Audit").
    c. Administrative official names and contact information at the Township.
    d. Annual Budgets.
    e. Monthly Expenditures, after approved.
    f. Annual Wage Report.
    g. Contracts between the Township and outside parties.
    h. Annual Membership dues/invoices from any group that lobbies on behalf of the Township or Townships in general, after approved.
    i. Any taxes, fees and other income collected by the Township for pay-as-you-go services
    j. Annual report showing actual expenditures and revenues and the budgeted amounts.
    k. Annual Levies
    l. Employee policy handbook
    m. Resolutions
    n. Intergovernmental agreements

This shall not be construed to obligate the Township to post draft, not final, documents or confidential items, closed session materials, personal information, private information, legal opinions, or other items that are prohibited to be disclosed by law.

2. These documents and reports specified in Paragraph 1(a), (b), (d), (e), (f), (g), (h), (k), (l), (m) and (n) shall be displayed within 10 working days after approval or formal receipt by the Board at the monthly board meeting.

3. The Board authorizes and directs that items (above) displayed on the website be displayed in searchable PDF format.

4. Any website content that does not reflect the policies of the board shall be removed immediately.

Commented [k1]: Who will be doing this? Is the Township hiring a contractor to do this?

Commented [k2]: There will be additional time and expense to convert these documents to searchable PDF format – perhaps add additional time and funds for this.

Commented [k3]: What does this mean "website content that does not reflect the policies of the board"?

Capital Fund Projects

1. Mold Remediation – Must be done immediately. Approx. $3,000.
2. Foundation/Leveling out courtyard to prevent mold. Concrete shortly following mold remediation. Approx. $10,000-$15,000.
3. Painting – Project must be completed this summer/fall. Approx. $14,000-$16,000.
4. Parking Lot Paving. Project must be done this summer. Approx. High $20's – Low $50's. Last year we opted for Sealing which was Approx. $3,000.   Sealing does not fix cracks which could cause a hazard and open up the township to liability.
5. Security – See Vicki Rizzo's prior presentation. Approx. $1,500 to $150,000.

Total: Approx. $237,000

BUILDING

PROPOSALS

glenn p. sedjo ❖ painting & decorating, inc.

phone/fax: 800-845-8123
or: 815-675-2989
www.glennpsedjopaintingdecoratinginc.com

Main Township
Attn Mr. Dave Gnutek
1700 Ballard road
Park Ridge, IL 60068

03/09/17

847-297-2510

PROPOSAL

Preparing and painting the exterior of the building located at 1700 Ballard Rd. including:

1) Power wash, scrape and caulk all areas to be painted. Prime bare wood and brick and apply one finish coat of paint/stain to match the existing colors.

2) All previously painted/stained soffits and wood trim, brick, windows and frames and doors and frames are included.

PLEASE SIGN AND RETURN ONE COPY OF THE PROPOSAL

We propose hereby to <u>furnish materials and labor</u> completed in accordance with above specifications, for the sum of:

Fourteen Thousand Five Hundred: $14,500.00

Payment to be made as follows: *40% is due at the start of the job. Balance due upon completion.*

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to the standards practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. <u>**Our workers are fully covered by Workers' Compensation Insurance**</u>. This proposal may be withdrawn by us if not accepted with in 60 days.

Signed: _____
Glenn P. Sedjo

Acceptance of the Proposal: The above prices, specifications and conditions are satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____   **Signature** _____

7404 coventry drive south ❖ spring grove ❖ illinois 60081
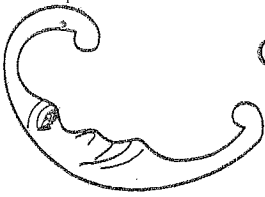
Proposal

CRESCENT AVE. PLASTERING & PAINTING, INC.
627 S. Crescent Ave., Park Ridge, IL 60068
Marty Orlando
(847) 692-3025

PROPOSAL SUBMITTED TO	PHONE	DATE
Maine Township		2/16/17

STREET	JOB NAME
1700 Ballard Rd	

CITY, STATE and ZIP CODE	JOB LOCATION
Des Plaines, IL	Same

ARCHITECT	DATE OF PLANS		JOB PHONE
Dave Gnutch			

We hereby submit specifications and estimates for:

POWER WASH COMPLETE EXTERIOR.

RECAULKING AROUND DOORS & CRACKS
IN CEMENT MORTOR.

SCRAPE & SAND & RESTAIN

SOFFITE/FASCIA & AROUND WINDOWS APROX SAME COLOR.

REPAINT ONE COAT ALL EXTERIOR
TAN CEMENT BLOCKS ON COMPLETE BUILDING.

REPAINT 9 EXTERIOR DOORS ONE SIDE BROWN
ONE COAT (NO OVERHEAD DOORS).

USING BENJ. MOORE'S BEST AURA PAINTS &
ARBORCOAT STAIN.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

FIFTEEN ~~THOUSAND~~ EIGHT HUNDRED FIFTY _____ dollars ($ 15,850⁵⁰).

Payment to be made as follows:
FIVE THOUSAND AT START &
BALANCE UPON COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _Marty Orland_

Note: This proposal may be withdrawn by us if not accepted within ___90___ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature X _____

Date of Acceptance: _____ Signature _____

SERVPRO of Mount Prospect/North Des Plaines

SERVPRO of Mount Prospect/North Des Plaines
119 S Emerson Ave #101
Mount Prospect, IL 60056
Office: (847) 956-1880 Fax: (847) 956-9110
TIN# 82-0838753
Email: jswiatek@servpro10672.com

Client:	Maine Township General Offices-Mike Samaan	Business:	(847) 297-2510
Business:	1700 Ballard Road		
	Park Ridge, IL 60068		

Operator:	JSWIATEK		
Estimator:	Jim Swiatek	Business:	(847) 956-1880

Type of Estimate:	Mold Remediation		
Date Entered:	5/15/2018	Date Assigned:	
Date Est. Completed:	5/15/2018	Date Job Completed:	

Price List:	ILCC8X_MAY18
Labor Efficiency:	Restoration/Service/Remodel
Estimate:	MAINETOWNSHIP

SERVPRO of Mount Prospect/North Des Plaines

SERVPRO of Mount Prospect/North Des Plaines
119 S Emerson Ave #101
Mount Prospect, IL 60056
Office: (847) 956-1880 Fax: (847) 956-9110
TIN# 82-0838753
Email: jswiatek@servpro10672.com

MAINETOWNSHIP
Main Level

Main Level

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Commercial Mold Remediation Service Fee	1.00 EA @	148.96 =	148.96
2. Respirator cartridge - HEPA & vapor & gas (per pair)	3.00 EA @	25.53 =	76.59
1 each x 3 techs			
3. Personal protective gloves - Heavy duty (per pair)	3.00 EA @	4.30 =	12.90
4. Add for personal protective equipment (hazardous cleanup)	3.00 EA @	7.96 =	23.88
5. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA @	56.34 =	56.34
6. Hazardous Waste/Mold Cleaning Technician - per hour	5.00 HR @	79.71 =	398.55
7. Plastic contractor debris bag	3.00 EA @	0.75 =	2.25

Maintenance Office   Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
8. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	2.00 DA @	125.50 =	251.00
1 air scrubber x 2 days			
9. HEPA Vacuuming - hourly charge	0.50 HR @	82.84 =	41.42
10. Apply anti-microbial agent to the floor perimeter	38.33 SF @	0.34 =	13.03
11. Apply mold/mildew stain remover to the floor perimeter	38.33 SF @	0.82 =	31.43
apply to affected cement wall			
12. Containment Barrier/Airlock/Decon. Chamber	48.00 SF @	1.06 =	50.88
Containment for 1 opening			

Furnace Area   Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
13. Remove 1/2" - drywall per LF - up to 2' tall	8.50 LF @	2.17 =	18.45
remove, bag, and dispose of affected drywall			
14. HEPA Vacuuming - hourly charge	0.50 HR @	82.84 =	41.42
15. Apply anti-microbial agent to the surface area	8.50 SF @	0.34 =	2.89
16. Apply mold/mildew stain remover to the surface area	8.50 SF @	0.82 =	6.97
apply to affected wall cavity after removal of drywall			
17. Containment Barrier/Airlock/Decon. Chamber	24.00 SF @	1.06 =	25.44
Containment for 1 opening			

SERVPRO of Mount Prospect/North Des Plaines
119 S Emerson Ave #101
Mount Prospect, IL 60056
Office: (847) 956-1880 Fax: (847) 956-9110
TIN# 82-0838753
Email: jswiatek@servpro10672.com

CONTINUED - Furnace Area

DESCRIPTION	QTY	UNIT PRICE	TOTAL
18. Remove Cove base molding - rubber or vinyl, 4" high	8.50 LF @	0.30 =	2.55

Storage Closet Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
19. Remove 1/2" - drywall per LF - up to 4' tall	8.90 LF @	2.98 =	26.52
remove, bag, and dispose of affected drywall			
20. HEPA Vacuuming - hourly charge	0.50 HR @	82.84 =	41.42
21. Apply anti-microbial agent to the surface area	27.00 SF @	0.34 =	9.18
22. Apply mold/mildew stain remover to the surface area	27.00 SF @	0.82 =	22.14
apply to affected wall cavity after removal of drywall			
23. Containment Barrier/Airlock/Decon. Chamber	24.00 SF @	1.06 =	25.44
Containment for 1 opening			
24. Remove Cove base molding - rubber or vinyl, 4" high	8.90 LF @	0.30 =	2.67

Grand Total Areas:

644.00	SF Walls	125.40	SF Ceiling	769.40	SF Walls and Ceiling
125.40	SF Floor	13.93	SY Flooring	80.50	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	80.50	LF Ceil. Perimeter
125.40	Floor Area	153.56	Total Area	644.00	Interior Wall Area
796.50	Exterior Wall Area	88.50	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

SERVPRO of Mount Prospect/North Des Plaines

SERVPRO of Mount Prospect/North Des Plaines
119 S Emerson Ave #101
Mount Prospect, IL 60056
Office: (847) 956-1880 Fax: (847) 956-9110
TIN# 82-0838753
Email: jswiatek@servpro10672.com

Summary for Dwelling

Line Item Total	1,332.32
Overhead	118.34
Profit	118.34
Replacement Cost Value	**$1,569.00**
Net Claim	**$1,569.00**

Jim Swiatek

Thank you for choosing SERVPRO of Mount Prospect/North Des Plaines

Storage Closet

3' 3"

2' 7"

6' 2"

6' 10"

Maintenance Office

6' 4"

5' 8"

13' 6"

14' 2"

Furnace Area

4' 7"

3' 11"

8' 5"

9' 1"

BELLA T, INC.
HOME RESTORATION SPECIALIST
Fire Damage • Water Damage • Mold Abatement
24^{HR} EMERGENCY SERVICE   312-351-5441
bellarestoration.com
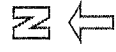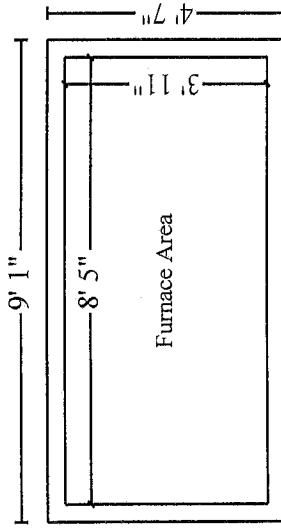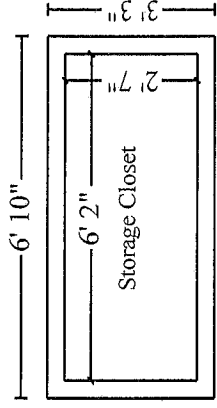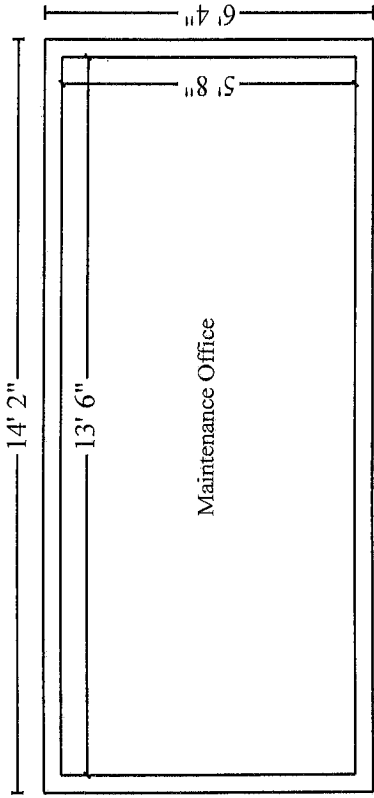
Wayne
847-208-
1169

MITIGATION PROPOSAL

Name __Town Hall - Mike__   Project Start Date _____

Address __1700 Ballard Rd.__ City __Park Ridge__ State __Il__ Zip __60068__

Phone __847-297-2510__   __847-652-8777__

DESCRIPTION OF SERVICES	TOTAL
2 main Areas.	
Set up containment	$ 2250
Run Air Scrubbers	
and Dehumidifiers	
Clean, wipedown helpaval.	
effected Areas	
Encapsulate effected Areas.	
Air Testing	

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

In the event a customer wishes to convert a cash job into an insurance claim, customer agrees cash price is now void, and Bella T. Inc. will be paid through the insurance settlement based on national pricing or insurance settlement for Mitigation services.

Signature __Wayne Spak__

Date __5/30/18__   Signature _____

Handwritten top-right: *Concrete any electrical room. Still needs other sid Est will be 6-25-18.*

COMMERCIAL ESTIMATE

U.S. WATERPROOFING (60)

Chicago Home Repair No. 2204799 / Contractor License No. TGC070481
5650 Meadowbrook, Rolling Meadows, IL 60008
Chicago, Lansing, Oak Lawn, Des Plaines, Hinsdale, Libertyville,
Rockford, Joliet, McHenry, Aurora, Highland IN,

(800) 323-3628 Warranty Dept. (847) 303-6688 Fax (847) 303-6811

Date 6 / 11 / 18

CN	SO	ID	WD	#	FM/SO: / /	AN 0681649

Customer Information

Name: **Maine Township Town Hall**
Street: **1700 Ballard Road**
City: **Park Ridge**   St **IL**   Zip **60068**
Contact: Of **(847) 297-2510**
M **(847) 652-8777**

Site Address (if different than Customer Info)

Name:
Street:
City: St   Zip
Contact:

Page 1 of 1

Foundation Type
[X] Poured Concrete [ ] Concrete Block [ ] _____

Depths
Foundation **10** ft. Problem (XS) **5** ft.

Interior
Finished ____ Unfinished **X** Partial ____

Exterior
Concrete ____ Asphalt ____

Items Included

Qty: **4** Code: **20325** Ref: **1**	
Exterior Subsoil Membrane - 5 ft depth of problem	
Qty: **4** Code: **21700** Ref: **2**	
Concrete Removal (saw-cut -or- break-out)	
Qty: Code: Ref:	
Qty: Code: Ref:	
Qty: Code: Ref:	
Qty: Code: Ref:	
Qty: Code: Ref:	

CUSTOMER UNDERSTANDS SEALING WALL AND PIPE FROM OUTSIDE DOES NOT PREVENT WATER FROM COMING INTO BUILDING FROM INSIDE THE PIPE.
AND THAT PART OF THE AIR CONDITIONING PLATFORM NEEDS TO BE CUT FOR EXCAVATION AND WILL NOT BE REPLACED.

MAIN POWER SHUT OFF FOR BUILDING

MAINE TOWNSHIP RESPONSIBILITIES:
- TURN OFF POWER FROM TRANSFORMER TO MAIN SHUTOFF BEFORE WORK BEGINS
- INSPECT ELECTRICAL CONDUIT INTO BUILDING WHILE AREA IS EXCAVATED TO SEE IF PIPE IS RUSTED OR DAMAGED
- BE AVAILABLE TO ALLOW CREW ACCESS TO THE BUILDING AND ELECTRICAL ROOM IF NECESSARY

U.S. WATERPROOFING (USW) WARRANTIES ALL AREAS SUBJECT TO GENERAL CONDITIONS (ON LAST PAGE) AS FOLLOWS:

Exterior Waterproofing System Ten Year Warranty against water penetration through waterproofed area(s), regardless of ownership. This solution is meant to remedy a specific problem / area. Customer understands other problems may exist in areas where our membrane was not applied, which includes, but is not limited to, above grade water infiltration. In the event seepage persists customer must expose the inside foundation wall(s) at their expense. USW not responsible for finished landscaping. All work to be done weather permitting.

☐ THIS IS A MUTUALLY AGREED UPON CONTRACT. OUR ESTIMATE IS FREE AND IS BASED IN PART ON THE CUSTOMER'S INPUT. IT IS POSSIBLE THERE MAY BE ADDITIONAL PROBLEMS THAT ARE NOT INCLUDED IN THIS CONTRACT. FOR THE TERM OF THE WARRANTY, U.S. WATERPROOFING WILL PROVIDE SERVICE ON WARRANTIED AREAS AT NO CHARGE. CUSTOMER ACKNOWLEDGES RECEIPT OF AND ACCEPTS GENERAL CONDITIONS AND WARRANTIES. CURRENT COPY CAN BE FOUND @ WWW.SEEPAGE.COM/GENERALCONDITIONS/CC-ON-111-0616D ☐ HTC

This document and any attachments shall become a binding contract upon written acceptance of U.S. Waterproofing & Construction Co., and is not subject to cancellation after the recision period by either party except with the express consent of the other party. This contract contains the full agreement between the parties and no representations made by any agent shall be binding unless specifically incorporated herein. No action may be maintained against USW for an amount greater than the amount paid to USW under this agreement. If this contract is referred to an attorney for collection, the customer shall pay, in addition to the balance due on this Contract, reasonable attorney's fees and costs incurred by USW in collecting on your account. All warranties are invalid until such time as the contract amount is paid in full.

TOTAL AMOUNT OF ORDER All Discounts Applied .... $ **3466.00**

LESS DEPOSIT Choose a Payment Type .... $ **867.00** (DEPOSIT)

BALANCE - DUE UPON COMPLETION ____ Customer authorizes progress payment and balance to be applied to credit card $ **2599.00**

YOU, THE CONSUMER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT.

Customer _____   Date ___/___/___   Advisor **Mike Likvan**

CONTRACT IS SUBJECT TO THE APPROVAL OF A CORPORATE OFFICER OF U.S. WATERPROOFING   CC-ON-109-0616D

General Conditions

Chicago Home Repair No. 2204799 / Contractor License No. TGC070481

1. The system described on the front of this contract is designed to address a specific problem. It is possible there are additional problems that are not included in our contract / scope of work. Problems outside the area where our system is installed are not covered under the warranty.

2. While it is rare, in the event U.S. Waterproofing (USW) were to damage a water main, sewer line, electrical conduit, gas line or sprinkler pipe during our installation, we agree to make the repair(s) at no cost to the customer provided the system is in good working condition and the municipality does not require the system be upgraded or replaced which would be done at an additional charge. USW cannot be held responsible for damage to radiant heat lines beneath the concrete floor.

3. Our contract is based on the assumption that the building is built according to normal construction standards and that there has been no previous attempts at underpinning the foundation. It is also assumed that the bottom of the footing/wall is no greater than 18 inches below the basement/crawl space floor -or- more than 48 inches below a concrete slab on grade. In the event any unforeseen conditions should exist there may be an additional charge to complete our work.

4. USW is not responsible for personal injury, loss of work / income or damage to property caused by water seepage, flooding, excavation or unavoidable dust associated with our work.

5. USW has the right to make any changes in the work specifications, for any reason, in order to properly complete the job at no additional charge to the customer.

6. USW is not responsible for finished landscaping. Our responsibility shall be limited to rough grading; we can not guarantee the survival of grass, plantings, trees or shrubbery.

7. Should our system be modified by others in any way, the warranty shall become null and void.

8. If it is necessary for USW to work on a neighbor's property, it is assumed the customer has obtained permission and that it has been granted.

9. All work is to be done weather permitting.

10. Unless specified otherwise, our scope of work does not include removal or replacement of any interior obstructions (such as, but not limited to, drywall, paneling, carpeting, shelving, flooring, furnaces, boilers, water heaters, washers, dryers, sinks, toilets, vanties, tubs, showers, etc.) or exterior obstructions (such as, but not limited to, AC units, decks, trees, shrubbery, paving, stoops, porches, etc.).

11. In the event it is determined that a warranty repair is required and paving or other exterior obstructions (A/C unit, deck, etc.) have been added (or replaced) after our work was completed, if deemed necessary, it is the customer's responsibility to remove/replace at no cost to USW. USW will then perform the necessary repairs under the terms of the warranty. Failure to comply will invalidate the warranty.

12. USW's scope of work does not include any mold, asbestos, lead-based paint and radon gas mitigation or removal, rodent and bug / insect infestation and / or remediation. USW cannot be held responsible or liable for any mold, asbestos, lead-based paint or radon gas related claims.

13. If the city, village or local municipality requires additional work that is not covered under our scope of work on the contract, customer understands there may be additional charges.

14. USW reserves the right to cancel contract, restore jobsite and refund deposit if unknown factors (or conditions) are discovered during course of installation.

15. USW's warranty is limited to those things specified in the contract. Among other things, it does not cover against condensation, vapor transmission, excess humidity, above grade penetration of water, earthquakes, high winds, overland flooding or other acts of God. The warranty specifically excludes water coming from anywhere other than where waterproofing repairs were made and from sources beyond our control; i.e., power failure, unplugged sump pumps, frozen pipes, sewer back-up, etc.

16. The customer authorizes USW to photograph and/or video record customer's property and use such photographs and/or videos for internal documentation and limited promotional purposes. The customer hereby agrees to indemnify and hold USW harmless for said uses.

17. Customer authorizes USW to sign on their behalf for necessary permit applications

18. The customer agrees to allow USW to provide their name, address and phone number as a reference to "prospective customer(s)" without any compensation owed or due to customer for such use. The customer hereby agrees to indemnify and hold USW harmless for such use.

19. Paying by check authorizes USW to send the information from your check electronically to your bank for payment. Your account will be debited in the amount of your check and the transaction will appear on your bank statement. Your original check will be destroyed and you will not receive your cancelled check back.

20. If this contract is referred to an attorney for collection, the customer shall pay, in addition to the balance due on this Contract, reasonable attorney's fees and costs incurred by USW in collecting on your account. All warranties are invalid until such time as the contract amount is paid in full.

SPECIFIC TO WATERPROOFING

21. In the event seepage should persist in an area where we have applied our process, it may be necessary to perform a hose test by running water on grade to confirm that the seepage problem is below ground where we performed our services. If the interior walls and/or floor are finished or covered, at USW's request, it may be necessary for the customer to remove all obstructions (such as paneling, drywall, plaster, framing, carpeting, tile, shelving, carpentry, etc.) to the bare foundation wall, at the customer's expense, so the source of the problem can be identified.

22. Our Warranty does not cover against sand or iron bacteria clogging our Drain Tile System. Iron bacteria is a living organism found in certain soils and it is one of only two which can exist without sunlight. It is virtually impossible to detect its presence until its orange, sludge-like byproduct appears. If identified, the warranty will be limited to ten years with service calls ranging from $200 to $500 per visit, depending on the extent of the repair. Measures will be taken to minimize return service calls, such as adding clean-out ports so the system can be periodically flushed with liquid chlorine, which will kill the iron bacteria it comes in contact with and help limit future growth.

23. If seepage persists through the floor or cove joint (where floor and wall meet) in an area where a Drain Tile System has not been installed, it may be necessary to install a Drain Tile System at an additional charge.

24. Our system may be dependent on the operation of sump pump(s) and/or existing underground drainage system(s). We are not responsible for the operation of sump pump(s) or underground drainage system(s) not installed by USW, nor water once pumped out of the building. If additional pumping capacity is needed to keep up with the flow of water, customer is responsible for additional material and labor cost. Sump Pumps and accessories installed by USW are covered by the manufacturer's warranty. Customer is to provide an electrical outlet for their operation. We recommend installing a "dedicated" 110v electrical outlet to ensure proper operation of sump pump(s).

25. If our installation includes excavation and the application of a membrane, it is possible the wall(s) may be so eroded that they are unsuitable for the membrane application. Should that prove to be the case, it may be necessary to prepare the wall by replacing some masonry units and/or applying a layer of cement plaster (parging) at an additional cost. No additional work will be done without the customer's prior approval.

26. Seepage through below grade masonry walls is only covered in areas where an exterior subsoil membrane has been applied.

27. USW's warranty on waterproofing repairs does not cover against structural problems such as, but not limited to, settlement of footings / concrete slabs and inward / outward rotation of foundation walls unless a structural repair has been made by USW to correct such issues.

SPECIFIC TO FOUNDATION REPAIR

28. Foundation underpinning warranty does not cover against the foundation wall(s) rotating inward or outward. Settlement of the foundation/piering system can be determined using "benchmarks" which were installed as part of our installation.

29. When carbon fiber is installed to stabilize horizontal movement of the foundation wall a steel angle must be installed along the top of the foundation wall in order for our warranty to be in effect. The warranty for carbon fiber/wall bracing does not cover against vertical settlement of the wall/footing(s).

30. Foundation underpinning and carbon fiber/wall bracing warranties will be deemed null and void in the event owner fails to properly maintain guttering system, downspouts, downspout extensions (a minimum of 10 ft. from the building or underground to city sewer). It is also the responsibility of the property owner to maintain a positive pitch of the landscape grading in order to eliminate any ponding of water near the foundation. Our warranty does not cover against foundation settlement caused by sink holes and / or defective underground drainage, water and sewer systems.

Customer _____

CCON-109-0616D

U.S. Waterproofing & Construction Co.

Chicago Home Repair No. 2204799 / Contractor License No. TGC070481

General Offices: 5650 Meadowbrook, Rolling Meadows, IL 60008

Branches: Chicago, Lansing, Oak Lawn, Des Plaines, Hinsdale, Rockford, Joliet, Kankakee, Aurora, Highland IN, Kenosha WI

Estimates & General Info: (800) 323-3628   Service Dept.: (847) 303-6688   Fax: (847) 303-5811

NOTICE OF CANCELLATION

DATE OF TRANSACTION _____ / _____ / _____

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN 3 BUSINESS DAYS FROM THE ABOVE DATE.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU, AND ANY NEGOTIABLE INSTRUMENTS EXECUTED BY YOU UNDER THE CONTRACT OR TRANSACTION WILL BE RETURNED WITHIN 10 BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELED.

IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD A CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR TRANSACTION, OR YOU MAY IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIP-MENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK.

IF YOU MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN 20 DAYS OF THE DATE OF YOUR NOTICE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREE TO RETURN THE GOODS TO THE SELLER AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO U.S. WATERPROOFING & CONSTRUCTION CO., AT 5650 MEADOWBROOK, ROLLING MEADOWS, IL 60008 NOT LATER THAN MIDNIGHT OF _____ / _____ / _____ .

I HEREBY CANCEL THIS TRANSACTION

DATE _____ / _____ / _____   Appoint No. _0681649_

NAME _____

ADDRESS _____

CITY/STATE _____

SIGNATURE: _____