



## AGENDA

### PUBLIC HEALTH AND SAFETY COMMITTEE

Public Health and Safety Committee: January 13, 2025 at 6:30 PM  
Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

**A. Call to Order**

**B. Approval of Minutes**

1. Meeting Minutes October 28, 2024

**C. Public Comment**

**D. New Business**

1. Safe Routes to School Village-Wide Travel Plan RFQ and Agreement with Epstein
2. License Plate Reader Licensing Agreements
3. Ambulance Purchase

**E. Other Business**

**F. Adjournment**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.



PUBLIC HEALTH AND SAFETY COMMITTEE  
DRAFT MEETING MINUTES October 28, 2024 @6:00 PM  
Village Hall-740 Hillgrove Avenue-Board Room  
Western Springs, IL. 60558

Present

President Rudolph, Chair Lewis, Member Chen, Manager Baer, Deputy Manager Biernacki, Director Scott, Director Gilhooley and Director Mastandona.

Chair Lewis moved to open committee meeting, seconded by Member Chen. The motion passed on a roll call vote. Voting aye: Chair Lewis and Member Chen. The Public Health and Safety Committee meeting was called to order at 6:03PM.

Agenda Items

1. Approval of Minutes (September 5, 2024): Member Chen moved, seconded by Chair Lewis to approve the meeting minutes from September 5, 2024, as read. The motion passed on a roll call vote. Voting aye: Chair Lewis and Member Chen. Voting nay: None.
2. Public Comment: There was no public to comment.
3. Review Proposed 2025 Police Department Budget: Director Gilhooley reviewed and discussed the following items that are being proposed in the Law Enforcement Services 2025 budget:
  - Body Cameras and In-Car Video Cameras
  - Lease of Three New Squad Cars and Outfitting
  - Squad Car Computer Wireless Service
  - Lease of Administrative Vehicle
  - License Plate Readers
  - Taser/Conducted Energy Weapon Program (CEW)
  - Norther Illinois Police Alarm System (NIPAS) Equipment
  - Social Worker Contract
4. Review Proposed 2024 Fire Department Budget: Director Kelly reviewed and discussed the following items that are being proposed in the Fire Department 2024 budget:
  - Purchase of Replacement Ambulance

- Purchase of Cardiac Monitor/Defibrillators
- Lease of Fire Department SUV

5. Paramedic Services of Illinois (PSI) Addendum to Contract: Director Scott recommended continuing the relationship with Paramedic Services of Illinois (PSI) and the approval of a third addendum to the original 2020 agreement. As part of the agreement, he recommends, beginning on January 1, 2025, that PSI increase the annual starting compensation for new contract employees assigned to the Western Springs Fire Department from \$65,000 to \$75,000 per year and to increase the annual compensation for existing PSI paramedics assigned to the Western Springs Fire Department by \$10,000 per year to avoid compression with the existing contracted employees. Chair Lewis moved to approve the addendum, seconded by Member Chen. Voting aye: Chair Lewis and Member Chen. Voting Nay: None.

7. Other Business: There was no other business to discuss.

6. Adjournment: Member Chen made a motion to adjourn, seconded by Chair Lewis. The motion was passed on a unanimous voice vote. The meeting was adjourned at 6:38 PM.

Respectfully submitted,

Sean Gilhooley

Director of Law Enforcement Services



## AGENDA ITEM SUMMARY

### PUBLIC HEALTH AND SAFETY COMMITTEE

Public Health and Safety Committee: January 13, 2025

#### AGENDA ITEM D.1.

**To:** Public Health and Safety Committee

**From:** Casey Biernacki, Deputy Village Manager

**CC:** Ellen Baer, Village Manager, Jeff Koza, Director of Engineering Services

**RE:** Safe Routes to School Village-Wide Travel Plan RFQ and Agreement with Epstein

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#### **Recommendation**

Staff recommends that the Committee consider a recommendation to approve a proposed agreement between the Village and Western Springs and Epstein for the development of the Safe Routes to School Village-Wide Travel Plan be approved in an amount of \$74,957.

#### **Summary**

##### **Background**

In 2024, the Village was awarded a Safe Routes to School grant, totaling \$75,000, to develop a Village-wide school travel plan. The grant was awarded by the Illinois Department of Transportation (IDOT) and no Village match is required. The Travel Plan will outline solutions to improve walking and biking opportunities and awareness for students, while also reviewing current vehicular drop-off procedures. The final product will include short-term and long-term improvements and educational programs for both the Village and schools to consider. The study will include D101 (Forest Hills, Field Park, McClure, and Laidlaw), D106 (LaGrange Highlands), LTHS (North and South), and St. John of the Cross. Improvements are expected to include sidewalk installation/reconfigurations, intersection safety improvements, bike safety considerations, right-of-way and drop-off improvements, and more. The completion of a Village-wide Travel Plan will increase the probability of future Safe Routes to School grant funding for related construction projects.

##### **Qualifications Based Selection (QBS) Process**

IDOT requires that the Village follow the QBS process to select a qualified firm for the development of the plan. The QBS process requires that firm be selected based on their qualifications, and not on price. The Village posted a request for qualifications on the Village website and received statements of qualifications from four interested firms. Staff from the Village Manager's Office, and Departments of Engineering, Municipal Services, and Community Development reviewed the submitted qualifications of the following four firms:

- Epstein
- Kimley-Horn
- TYLin

- Thomas Engineering

Staff proceeded with follow-up interviews with Epstein, Kimley-Horn and TYLin. Staff unanimously agreed that Epstein met all criteria and presented as the most qualified firm to complete the project. Staff and Epstein are currently negotiating an Agreement for the project. A draft agreement for the work is included in the agenda packet. The project cost is currently expected to be just under the \$75,000 grant award amount.

### **Development of the Travel Plan and Timeline**

Pending approval, the Travel Plan is expected to begin in February with a completion date of Fall 2025. A Steering Committee will be developed to provide assistance and feedback during the process. The Committee will consist of Village staff, staff and/or representatives from each district/school, community members, IDOT staff, Cook County staff, and any other individuals identified during development. Epstein will document existing conditions by observing school drop-off pick-ups, hosting community events in conjunction with schools, workshops and small group discussions, and by utilizing online interactive mapping surveys. All data will be evaluated and recommendations will be developed for the Village to consider in the public right-of-way. Recommendations for each school/district will also be included for future consideration.

### **Financial Impact**

The project was budgeted for FY2025 and awarded 100% grant funding by IDOT's Safe Route to School program, totaling \$75,000. The Village will pay the consultant for work completed and then seek reimbursement from IDOT.

### **Recommended Motion**

I move to recommend to the Village Board the approval of an agreement between the Village of Western Springs and Epstein for the development of the Safe Routes to School Village-wide Travel Plan.

### **Strategic Plan Alignment**

- Financial Sustainability
  - Evaluate and Explore Opportunities for Shared Services
- Develop Long-Term plan for Addressing Infrastructure Improvements

### **File Attachments**

1. Safe Routes to School Travel Plan - Proposal Package-Epstein



January 09, 2025

Casey Biernacki  
Deputy Village Manager  
Village of Western Springs  
740 Hillgrove Avenue  
Western Springs, Illinois 60558

Dear Mr. Biernacki,

**Architecture**  
**Interiors**  
**Engineering**  
**Construction**

Enclosed please find the proposal package for the Village-Wide School Travel Plan. The following items are included in this package:

- Detailed Scope of Services
- Project Schedule
- BLR 05514 with rate sheet and hours by task

On behalf of Epstein, thank you for the opportunity to submit this proposal and we look forward to working on this very exciting project with the Village. Lastly, if you have any questions, please call me at 312-429-8272 or email at [gosborne@epsteinglobal.com](mailto:gosborne@epsteinglobal.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Osborne'.

Greg Osborne  
Vice President, Senior Project Manager  
Epstein

600 W. Fulton Street  
Chicago, Illinois  
60661-1199

+1 312 454 9100

[epsteinglobal.com](http://epsteinglobal.com)

## Background

The Village of Western Springs, a suburban community in Cook County, has a population of approximately 13,600 residents, with 31.9% under the age of 18, indicating a significant school-aged demographic. Its compact layout, family-oriented atmosphere, and safe neighborhoods make Western Springs an ideal candidate for promoting active transportation to schools.

The Village has received Illinois Safe Routes to School (SRTS) funding to develop a comprehensive Village-wide School Travel Plan. This plan will identify policy and infrastructure improvements to encourage more students to walk and bike to school. The primary goal of the project is to create a strategic approach to increasing the number of students walking and bicycling to schools within Western Springs. To achieve this, we will conduct stakeholder interviews, gather input from students and parents, research existing policies and practices, analyze relevant data, and propose actionable recommendations along with potential funding opportunities.

Epstein will be the prime consultant on this project and can complete all the services with current in-house staff, and no subconsultant.

Below are the districts and schools included in the study:

- **Western Springs School District 101:** Western Springs District 101 serves approximately 1,400 students across several schools, including Field Park, Forest Hills, and Laidlaw Elementary Schools, as well as McClure Junior High. The district provides education for students in grades K-8 and is situated within residential neighborhoods throughout Western Springs.
- **LaGrange Highlands District 106:** LaGrange Highlands District 106 provides education to around 900 students from pre-K through 8th grade on a single campus located in the LaGrange Highlands area. This district serves a diverse mix of suburban and semi-rural neighborhoods and is recognized for its emphasis on academic achievement and community engagement.
- **Lyons Township High School District 204:** Lyons Township High School District 204 educates over 4,000 students across two campuses: the North Campus in LaGrange and the South Campus in Western Springs. These campuses serve students from a broad geographic area, offering a range of academic programs and extracurricular activities.
- **St. John of the Cross Roman Catholic School:** St. John of the Cross Roman Catholic School is a private school located centrally in Western Springs, serving approximately 600 students from pre-K through 8th grade. As a faith-based institution, the school is deeply embedded in the community, providing both academic and spiritual education.

We propose the following tasks to accomplish the Village's objectives.

### Task 1: Steering Committee & Kick-Off Meeting

Epstein will form, organize, and convene one in-person meeting and four virtual meetings with a Steering Committee. The committee will be composed of representatives of each school, school district officials, IDOT, CCDOTH, and Village staff, including Public Works, Police, and Community Development.

The first Steering Committee meeting will be an in-person kick-off, with Epstein preparing materials and leading a visioning exercise to establish a shared foundation for the plan.

The second will introduce the project goals and foster collaborative involvement. The third will focus on existing conditions and data analysis while promoting the community survey and engagement opportunities. The fourth meeting will present draft recommendations ahead of the Community Workshop, enabling feedback and preparation for public outreach. The fifth and final meeting will review the draft plan, finalize recommendations, and prepare for the public presentation. Epstein staff will remain accessible throughout to address questions and support smaller group discussions, ensuring the plan's outreach and impact are maximized.

### Task 2: Document Existing Conditions

Our team will lead a comprehensive evaluation of the Village walking and bicycling network to identify existing conditions, gaps, and opportunities. This analysis will incorporate robust data-driven methodologies alongside community engagement to ensure our recommendations reflect the needs

and experiences of all students. By examining past plans, existing infrastructure, and potential barriers, we aim to develop targeted strategies that improve safety, comfort, accessibility, and connectivity across the Village. We organize our understanding of existing conditions through a review of conditions in the "six E's" of:

Equity	Document how residents and stakeholders are considered in the process, and identify if groups are disproportionately impacted by policies or programs (e.g., students, people walking, bicycling, or those who cannot drive)
Engineering	Condition of walking, bicycling, and traffic control infrastructure
Education	Presence of education or training courses on walking, bicycling, and transportation safety
Enforcement	The extent to which public safety officers engage in promoting safe walking, bicycling, and driving habits
Encouragement	Programs to incentivize and encourage walking and bicycling as viable, desirable modes of transportation
Evaluation	Procedures to regularly monitor and review the performance of Safe Routes to School initiatives and tracking transportation demand and safety metrics (e.g., number of students walking or bicycling to school)

Below is an overview of the tasks we will undertake and our approach to completing them:

1. **Review of Existing Planning Documents:** We will evaluate the accomplishments and unresolved action items from previous plans, determining which components remain relevant and which are no longer feasible, to guide updates to the current plan effectively.
2. **Review of School Policies:** We will review each school's written or unwritten policies regarding walking and bicycling to school to understand if any barriers or opportunities exist.
3. **Mapping and Overview of Existing Bicycle and Pedestrian Facilities:** Our team will create comprehensive maps and detailed overviews of current infrastructure, incorporating ongoing projects by the Village, CCDOTH, and IDOT. This approach will provide a holistic understanding of existing network assets and planned improvements.
4. **Data Analysis Tasks:**
  - i. **Connectivity and Network Completeness:** We will evaluate sidewalk and bicycle connectivity and condition data to identify network gaps and prioritize areas needing improvements.
  - ii. **Crash Analysis:** We will analyze crash data to identify locations where vulnerable road users, such as pedestrians and cyclists, are experiencing disproportionate traffic violence. This analysis will delve into the root causes of these crashes, including roadway design, traffic patterns, and driver behaviors, enabling us to develop targeted, evidence-based recommendations for safety enhancements that directly address these underlying issues.
  - iii. **School Locations:** We will map the locations of all schools within the study area and analyze how their proximity to residential neighborhoods and major transportation routes impacts mobility. This analysis will focus on identifying gaps in pedestrian and bicycle infrastructure, barriers such as major roadways or limited crossings, and areas where connectivity can be enhanced. By examining the relationship between school locations and the surrounding transportation network, we will develop targeted recommendations to improve safe and efficient access for students, prioritizing projects that address the most significant needs.
  - iv. **Summary of Existing Data:** We will compile the collected data into a memo on existing conditions for the Village's review. This memo will provide an overview of the current state of walkability and identify opportunities for improvement.

### Task 3: Community Engagement

At the beginning of the project, we will deliver a comprehensive Community Engagement Plan that outlines our strategic, inclusive approach to engaging Western Springs' community, emphasizing inclusivity and respect at every step. Our approach is rooted in meeting people where they are, both physically and culturally, by collaborating with interested parties such as Parent Teacher Organizations (PTO), school officials, crossing guards, and law enforcement. These partnerships will help us identify the underlying reasons why families choose to drive to school rather than walking or bicycling. We recommend conducting the following engagement activities as essential components of our outreach strategy to ensure broad community input and engagement:

1. **Interactive Map and Survey:** We will leverage Proxi for an interactive map and Survey Legend for a survey to gather community input on school travel patterns and preferences. The map will allow residents to pinpoint areas of concern, suggest improvements, and provide location-specific feedback, while the survey will ask about primary travel methods to school and the reasons behind those choices. Both tools can be embedded in websites and shared via links with stakeholders, ensuring broad accessibility. The Village and Steering Committee will also be able to monitor responses in real-time as they accumulate, providing valuable, up-to-date insights. To maximize participation, we will create promotional content for social media and newsletters, engage the local newspaper, and attend Village events for direct interaction.
2. **Community Workshops:** We propose hosting two workshops that use a station-based format, ensuring all participants—parents, adult residents, and students—can actively engage in meaningful ways. The first workshop will focus on providing foundational information about the project, including existing conditions and data analysis, while still incorporating interactive stations to encourage feedback. The second workshop will expand on this with more in-depth activities at each station, tailored to engage all age groups. Stations will feature programming specifically designed for parents and adult residents, such as policy discussions and infrastructure feedback, alongside creative, hands-on activities for students that capture their unique perspectives. This format ensures that diverse voices are heard and actively shapes a plan that addresses the needs of the entire community, fostering a safer and more connected environment for all. *Tactical urbanism demonstrations may be included in these workshops if the Village considers them necessary.*
3. **Stakeholder Meetings:** We propose hosting six in-person stakeholder meetings as part of the Safe Routes to School Plan. These meetings will be scheduled during school arrival or dismissal times to allow for direct observation of travel behaviors and patterns while engaging with students, parents, and school staff. Each meeting will include a walk audit along popular school routes and within the neighborhoods surrounding each school. The purpose of these meetings is to identify gaps, barriers, or hazards in the infrastructure that may discourage or prevent students from walking or bicycling safely and comfortably to school. Additionally, these sessions will provide an opportunity to gather valuable firsthand insights from stakeholders about challenges and opportunities for infrastructure improvements, ensuring the plan reflects on-the-ground realities and community needs.

We will document this information using photographs and ArcGIS Field Maps application. We will prepare a GIS database and maps documenting the following:

- a. Presence of walking and bicycling infrastructure (sidewalks, crosswalks, bike racks)
  - b. Crossing guard locations
  - c. Signalized intersections
  - d. Stop and yield signs
  - e. Posted speed limits
  - f. Other relevant features (speed zone, no parking zones, etc.)
4. **Walk to School Day Event:** Epstein will collaborate with a local school to host a Walk to School Day event. Our team will coordinate with the school ahead of time to establish a designated meeting point for a larger walking school bus, which will take place on the day of the event, allowing those who live outside of walking distance or prefer to join a larger group to participate. A tactical urbanism demonstration will be prepared in advance and displayed during the event. Students and staff will have the opportunity to contribute to its construction, pending approval from parents and school staff. Possible tactical urbanism options include:
    - o **Temporary curb extensions** to reduce crossing distances and improve visibility at intersections.
    - o **Painted crosswalks** to emphasize pedestrian pathways and enhance safety.
    - o **Cone-protected bike lanes** to provide a more comfortable bicycling experience.
    - o **Signage and wayfinding** to highlight safe walking routes and raise awareness of active transportation.
    - o **Chalk art or colorful road markings** to engage participants while drawing attention to pedestrian zones.
    - o **Street closures** with barriers and signage to create a safe, car-free environment.

- **Planters or bollards** to visually narrow roadways and protect pedestrian spaces.

**Task 4: Evaluate & Develop Recommendations** We will evaluate existing policies, identify gaps, and address infrastructure and policy barriers that limit bicycling and walking. Using student address data, we will analyze how many students would benefit from specific routes, weighing the cost versus benefit of each recommendation. Solutions will be categorized into short-, medium-, and long-term priorities, with cost estimates provided for each treatment to guide implementation effectively.

- 1. Future Plans and Projects:** Working closely with Village staff, we will incorporate information on future projects into the plan to ensure our recommendations align with and complement upcoming developments. As part of this integration, we will evaluate whether projects like roadway resurfacing can be slightly expanded or enhanced to include pedestrian or bicycle improvements.
- 2. Funding Overview:** Our analysis will identify potential funding sources and opportunities to support the recommended improvements, including evaluating how adopting policies like Complete Streets or Vision Zero could increase eligibility for additional funding. Each project will be matched with applicable funding sources, with detailed information presented in a format ready to be incorporated into funding applications. Potential funding options will include grants, public-private partnerships, and local initiatives to support a phased implementation of projects.

Recommendations will be across multiple disciplines, including engineering, education, enforcement, encouragement, and evaluation. Recommendations will include actionable guidance for sidewalks, crossing enhancements, and active transportation facilities tailored to Western Springs. This approach will help build a connected, low-stress network that encourages walking and bicycling for students.

We will prepare a Key Recommendations Memo to collaborate with the Steering Committee to gather input and feedback on the recommendations. We will refine the list into a public-facing document with easy-to-understand narratives accompanied by charts, tables, graphs, and maps to support the recommendations.

#### **Task 5: Document, Revisions & Adoption**

Epstein will develop a draft plan that includes goals, objectives, design guidelines, recommendations, a draft capital improvement program, and maps illustrating existing and proposed bicycle and pedestrian improvements. The draft will be provided to the Steering Committee and Village staff for review and feedback. Epstein will incorporate written revisions as directed and submit a revised draft to the Village. This revised version will serve as the final draft plan to be presented at a public meeting. Public comments from this meeting will be reviewed and integrated into the final plan, which will then be submitted for Village approval. Once approved, Epstein will deliver a comprehensive package to the Village, including editable files and working documents, along with PDF maps created for both the draft and final plan documents.

#### **Task 6: Village Board Engagement**

Epstein will present in-person twice to the Village Board. The first presentation will be an in-progress update after stakeholder input is summarized and again at completion of the report.

#### **Task 7: Project Management**

Following notice to proceed, Epstein will schedule and conduct a project kick-off meeting to review the project schedule, tasks, and establish lines of communication between Epstein, the Village, and IDOT.

Epstein will conduct bi-weekly project coordination calls with the Village to report on project progress and discuss relevant project tasks that require coordination. Epstein will prepare invoices monthly using the IDOT Cost Estimate for Consultant Services (CECS) format for easy reimbursement through the SRTS program and will maintain the project schedule, budget, and project milestones.

Submittals: Epstein will submit the following materials at draft and final stages for review and comment by the city. Final versions shall incorporate city, IDOT, and coordinating agency comments where applicable:

1. Meeting notes as documentation of all meetings with Village, coordinating agencies, and stakeholders
2. Steering Committee Kick-off meeting materials
3. Summary of Existing Conditions Memo
4. Community Engagement Plan with target public information meeting dates and advertising dates
5. Draft Survey, interactive map, and website content
6. Community workshop presentation
7. Key Recommendation Memo
8. Initial Draft Report
9. Final Draft Report
10. Final Plan

ID	Task Name	Duration	Start	Finish	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec
					5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27 3 10 17 24 31	7 14 21 28 5 12 19 26	2 9 16 23 30 7 1			
1	<b><u>STEERING COMMITTEE &amp; PROJECT KICKOFF</u></b>	<b>135 days</b>	<b>Mon 2/10/25</b>	<b>Fri 8/15/25</b>												
2	Village Kickoff Meeting	1 day	Mon 2/10/25	Mon 2/10/25												
3	Steering Committee Kickoff & Visioning	1 day	Wed 3/12/25	Wed 3/12/25												
4	Steering Committee Meeting #1	1 day	Thu 4/24/25	Thu 4/24/25												
5	Steering Committee Meeting #2	1 day	Thu 5/15/25	Thu 5/15/25												
6	Steering Committee Meeting #3	1 day	Tue 8/12/25	Tue 8/12/25												
7	Steering Committee Meeting #4	1 day	Fri 8/15/25	Fri 8/15/25												
8	<b><u>DOCUMENT EXISTING CONDITIONS</u></b>	<b>65 days</b>	<b>Tue 2/11/25</b>	<b>Mon 5/12/25</b>												
9	Review policies, plans, and recommendations	30 days	Tue 2/11/25	Mon 3/24/25												
10	Obtain/review GIS basemaps	35 days	Tue 2/11/25	Mon 3/31/25												
11	Summary of Existing Conditions Memo	30 days	Tue 4/1/25	Mon 5/12/25												
12	<b><u>COMMUNITY ENGAGEMENT</u></b>	<b>172 days</b>	<b>Tue 2/11/25</b>	<b>Wed 10/8/25</b>												
13	<b>Community Engagement Plan</b>	<b>25 days</b>	<b>Tue 2/11/25</b>	<b>Mon 3/17/25</b>												
14	Preparation	5 days	Tue 2/11/25	Mon 2/17/25												
15	Village Review	10 days	Tue 2/18/25	Mon 3/3/25												
16	Finalization	10 days	Tue 3/4/25	Mon 3/17/25												
17	<b>Interactive Map &amp; Survey</b>	<b>55 days</b>	<b>Tue 3/25/25</b>	<b>Mon 6/9/25</b>												
18	Interactive Map & Survey Comms Push	10 days	Tue 3/25/25	Mon 4/7/25												
19	Interactive Map & Survey Launch	45 days	Tue 4/8/25	Mon 6/9/25												
20	<b>Workshops</b>	<b>68 days</b>	<b>Wed 5/28/25</b>	<b>Fri 8/29/25</b>												
21	Workshop #1	1 day	Wed 5/28/25	Wed 5/28/25												
22	Workshop #2	1 day	Fri 8/29/25	Fri 8/29/25												
23	<b>Small Group Meetings and Walk Audit(s)</b>	<b>14 days</b>	<b>Mon 4/28/25</b>	<b>Thu 5/15/25</b>												
24	Stakeholder Meeting #1	1 day	Mon 4/28/25	Mon 4/28/25												
25	Stakeholder Meeting #2	1 day	Thu 5/1/25	Thu 5/1/25												
26	Stakeholder Meeting #3	1 day	Mon 5/5/25	Mon 5/5/25												

ID	Task Name	Duration	Start	Finish	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec
					5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27 3 10 17 24 31	7 14 21 28 5 12 19 26	2 9 16 23 30 7 14			
27	Stakeholder Meeting #4	1 day	Thu 5/8/25	Thu 5/8/25												
28	Stakeholder Meeting #5	1 day	Mon 5/12/25	Mon 5/12/25												
29	Stakeholder Meeting #6	1 day	Thu 5/15/25	Thu 5/15/25												
30	<b>Walk to School Day</b>	<b>1 day</b>	<b>Wed 10/8/25</b>	<b>Wed 10/8/25</b>												
31	Walk & Roll to School Day	1 day	Wed 10/8/25	Wed 10/8/25												
32	<b><u>EVALUATE &amp; DEVELOP RECOMMENDATIONS</u></b>	<b>90 days</b>	<b>Tue 3/25/25</b>	<b>Mon 7/28/25</b>												
33	Data Analysis for Primary Barriers	30 days	Tue 3/25/25	Mon 5/5/25												
34	Identify Solutions to Barriers	20 days	Tue 5/6/25	Mon 6/2/25												
35	Refine Solutions	25 days	Tue 6/3/25	Mon 7/7/25												
36	Key Recommendations Memo	15 days	Tue 7/8/25	Mon 7/28/25												
37	<b><u>DOCUMENT, REVISIONS &amp; ADOPTION</u></b>	<b>119 days</b>	<b>Thu 5/29/25</b>	<b>Tue 11/11/25</b>												
38	<b>Plan Content</b>	<b>15 days</b>	Thu 5/29/25	Wed 6/18/25												
39	Funding Strategies	15 days	Thu 5/29/25	Wed 6/18/25												
40	Cost Estimates	15 days	Thu 5/29/25	Wed 6/18/25												
41	Implementation Matrix	15 days	Thu 5/29/25	Wed 6/18/25												
42	Initial Draft Report	1 day	Thu 8/7/25	Thu 8/7/25												
43	Respond to Steering Committee Review	10 days	Fri 8/8/25	Thu 8/21/25												
44	Final Draft	25 days	Fri 8/22/25	Thu 9/25/25												
45	30-Day Public Review	21 days	Fri 9/26/25	Sun 10/26/25												
46	Final Summary Presentation	1 day	Mon 10/27/25	Mon 10/27/25												
47	Final Plan Public Meeting	1 day	Tue 11/11/25	Tue 11/11/25												
48	<b><u>VILLAGE BOARD ENGAGEMENT</u></b>	<b>85 days</b>	<b>Mon 7/21/25</b>	<b>Mon 11/17/25</b>												
49	Meeting #1 In-Progress Presentation	1 day	Mon 7/21/25	Mon 7/21/25												
50	Meeting #2 Final Plan Presentation	0 days	Mon 11/17/25	Mon 11/17/25												



<b>Local Public Agency</b> Village of Western Springs	<b>County</b> Cook	<b>Section Number</b> 
<b>Prime Consultant (Firm) Name</b> A. Epstein and Sons International, Inc.	<b>Prepared By</b> G. Osborne	<b>Date</b> 12/30/2024
<b>Consultant / Subconsultant Name</b> N/A	<b>Job Number</b> 	

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

**Remarks**

### PAYROLL ESCALATION TABLE

<b>CONTRACT TERM</b>	11	MONTHS	<b>OVERHEAD RATE</b>	153.79%
<b>START DATE</b>	2/10/2025		<b>COMPLEXITY FACTOR</b>	0
<b>RAISE DATE</b>	1/1/2026		<b>% OF RAISE</b>	2.00%
<b>END DATE</b>	1/9/2026			

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	2/10/2025	1/1/2026	11	100.00%

**The total escalation = 0.00%**





**Local Public Agency**

Village of Western Springs

**County**

Cook

**Section Number**

**Consultant / Subconsultant Name**

N/A

**Job Number**

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	360	\$0.70	\$252.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)	10	\$55.00	\$550.00
Tolls	Actual Cost	20	\$2.50	\$50.00
Parking	Actual Cost	10	\$20.00	\$200.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	300	\$1.00	\$300.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	4	\$350.00	\$1,400.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$2,752.00</b>



**Local Public Agency**

Village of Western Springs

**County**

Cook

**Section Number**

**Consultant / Subconsultant Name**

N/A

**Job Number**

**AVERAGE HOURLY PROJECT RATES  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Steering Committee & Kick-Off Meeting			Document Existing Conditions			Community Engagement			Evaluate & Develop Recommendations			Document, Revisions & Adoption		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Principal	86.00	18.0	2.69%	2.31	2	5.41%	4.65							7	5.04%	4.33	2	1.21%	1.04
Senior Project Manager	80.36	0.0																	
Project Manager	72.27	0.0																	
Senior Project Engineer	56.37	36.0	5.37%	3.03										20	14.39%	8.11	16	9.70%	5.47
Project Engineer	48.61	0.0																	
Senior Design Engineer	45.18	0.0																	
Design Engineer	35.09	0.0																	
CAD Coordinator	53.28	0.0																	
Administrative Assistant	32.19	0.0																	
Senior Planner	44.47	264.0	39.40%	17.52	16	43.24%	19.23	20	25.64%	11.40	66	44.59%	19.83	45	32.37%	14.40	62	37.58%	16.71
Planner	28.61	330.0	49.25%	14.09	19	51.35%	14.69	58	74.36%	21.27	70	47.30%	13.53	67	48.20%	13.79	75	45.45%	13.00
Intern	19.00	22.0	3.28%	0.62							12	8.11%	1.54				10	6.06%	1.15
		0.0																	
		0.0																	
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<b>TOTALS</b>		670.0	100%	\$37.58	37.0	100.00%	\$38.57	78.0	100%	\$32.68	148.0	100%	\$34.90	139.0	100%	\$40.63	165.0	100%	\$37.37

**Local Public Agency**

Village of Western Springs

**County**

Cook

**Section Number**

**Consultant / Subconsultant Name**

N/A

**Job Number**

**AVERAGE HOURLY PROJECT RATES**  
**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Village Board Engagement			Project Management and Coordination											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Principal	86.00				7	7.53%	6.47									
Senior Project Manager	80.36															
Project Manager	72.27															
Senior Project Engineer	56.37															
Project Engineer	48.61															
Senior Design Engineer	45.18															
Design Engineer	35.09															
CAD Coordinator	53.28															
Administrative Assistant	32.19															
Senior Planner	44.47	6	60.00%	26.68	49	52.69%	23.43									
Planner	28.61	4	40.00%	11.44	37	39.78%	11.38									
Intern	19.00															
<b>TOTALS</b>		10.0	100%	\$38.13	93.0	100%	\$41.29	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



## AGENDA ITEM SUMMARY

### PUBLIC HEALTH AND SAFETY COMMITTEE

Public Health and Safety Committee: January 13, 2025

#### AGENDA ITEM D.2.

**To:** Public Health and Safety Committee

**From:** Sean Gilhooley, Director of Law Enforcement Services, Ashlee Jasutis, Deputy Director of Law Enforcement Services

**CC:** Ellen Baer, Village Manager

**RE:** License Plate Reader Licensing Agreements

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#### **Recommendation**

Consider recommending approval to the Village Board of Trustees of two (2) separate license agreements with Lyons Township High School District 204 property and with the Timber Trails Home Owners Association to locate license plate reader equipment and poles on their properties.

#### **Summary**

Staff recommends consideration of license agreements to allow for the location of license plate reader equipment and poles. The attached proposed agreements are with Lyons Township High School District 204 and with Timber Trails Home Owners Association for review. The agreements allow for the installation of a three-inch by eight to ten-foot metal pole with license plate reader equipment affixed to it. The Village of Western Springs will continue to hold ownership of the pole and equipment following the installation .

#### **Financial Impact**

None.

#### **Recommended Motion**

I move to recommend to the Village Board the approval of the license agreement with Lyons Township High School District 204 for License Plate Reader (LPR) equipment and pole location and

I move to recommend to the Village Board the approval of the agreement with Timber Trails Home Owners Association for License Plate Reader (LPR) equipment and pole location

#### **Strategic Plan Alignment**

Public Safety

#### **File Attachments**

1. License Agreement re Placement and Operation of License Plate Reader Video Camera

- Equipment and Pole (LTHS - Bennett Field) 1.9
2. License Agreement re Placement and Operation of License Plate Reader Video Camera  
Equipment and Pole (Timber Trails HOA Wolf Roa

**LICENSE AGREEMENT GRANTED TO THE VILLAGE OF WESTERN SPRINGS  
TO MAINTAIN LICENSE PLATE READER VIDEOCAMERAS AND RELATED EQUIPMENT  
AND A SUPPORT POLE ON THE PROPERTY LOCATED AT  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204, BENNETT FIELD,  
4900 WILLOW SPRINGS ROAD, WESTERN SPRINGS, ILLINOIS**

This **LICENSE AGREEMENT GRANTED TO THE VILLAGE OF WESTERN SPRINGS TO MAINTAIN LICENSE PLATE READER VIDEOCAMERAS AND EQUIPMENT AND A SUPPORT POLE ON THE PROPERTY LOCATED AT LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204, BENNETT FIELD, 4900 WILLOW SPRINGS ROAD, WESTERN SPRINGS, ILLINOIS** (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2025 by and between the Village of Western Springs, 740 Hillgrove Avenue, Western Springs, Illinois 60558 (the “Licensee” or “Village”), and Lyons Township High School District 204, 4900 Willow Springs Road, Western Springs, Illinois 60558 (the “Licensor” or “LTHS”). The Village and LTHS are at times referred to herein individually as a “Party” and collectively as the “Parties.”

**RECITALS**

**WHEREAS**, both Section 10 (Intergovernmental Cooperation) of Article VII (Local Government) of the Constitution of the State of Illinois of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/) authorize and encourage intergovernmental cooperation; and

**WHEREAS**, LTHS and the Village desire to enter into this Agreement in order to place license plate reader videocameras, a support pole and related equipment (collectively the “LPR Equipment”) on property owned by LTHS and located within the Village on the LTHS South Campus, with a common address of 4900 Willow Springs Road, Western Springs, Illinois, to allow the Village’s Department of Law Enforcement Services to record video of motor vehicle traffic and other transportation devices and vehicles traveling on 47th Street for law enforcement purposes; and

**WHEREAS**, the LPR Equipment will be located on that part of the LTHS South Campus that is adjacent to 47th Street in the Village, commonly known as Bennett Field, within the area as indicated on the Site Map attached hereto as Exhibit “A” (the “Licensed Premises”). The legal description of the LTHS South Campus Property is attached hereto as **Exhibit “B”** and made a part hereof (the “LTHS Property” or “LTHS South Campus”); and

**WHEREAS**, the Corporate Authorities of the Village of Western Springs are authorized, under the applicable provisions of the Illinois Municipal Code (65 ILCS 5/) and the intergovernmental cooperation powers set forth at Article VII (Local Government), Section 7 (Counties And Municipalities Other Than Home Rule Units) and Section 10 (Intergovernmental Cooperation) of the 1970 Illinois Constitution, to approve and enter into this Agreement, and further find that it is protective of the health, welfare and safety of and in the best interests of the Village, its residents, property owners, local businesses and the public to approve and enter into this Agreement.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants herein contained and the exchange of adequate consideration and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

1. **Incorporation.** Each of the Recitals set forth above are incorporated by reference into Section 1 of this Agreement as material provisions.

2. **License; Licensed Premises.** The Licensor grants to the Licensee a license (the "License") to construct, maintain, service and operate the LPR Equipment within the Licensed Premises. The Licensed Premises is part of the LTHS South Campus. The Licensee shall have the right of ingress and egress on and over the Licensed Premises and the LTHS South Campus as necessary for the specific use of this License, provided that the Licensee shall not have any right to enter any building on the LTHS South Campus without prior notice to the Licensor. The Licensee may contract with others to construct, maintain, service and operate the LPR Equipment under the License granted under this Agreement. The Licensee shall own all of the video generated by the LPR Equipment and its use shall be for law enforcement purposes only.

3. **License Term.** The term of this License shall be for a period of ten (10) years. However, such License may be terminated by the Licensor or the Licensee at any time by giving twelve (12) months prior written notice to terminate or by mutual written agreement of the Parties.

4. **Electrical Utilities.** The Licensee shall have the right to connect the LPR Equipment to the electrical system on the LTHS South Campus and shall not be responsible for payment of any electricity bills.

5. **No Transfer of Ownership.** Nothing contained herein shall be construed in any way as indicating that Licensor has conveyed to Licensee any ownership or property right in the LTHS Property.

6. **Acceptable Use.** The Licensee will use the LPR Equipment solely for the purpose of recording video of motor vehicle traffic and other transportation devices and vehicles traveling on 47th Street for law enforcement purposes and not as a security system for the Licensor or the general public and nothing herein shall be construed as creating any right or liability of the Licensee to the Licensor to provide security or other police services.

7. **Siting Approval.** The actual location of the LPR Equipment on the Licensed Premise shall be subject to the approval of the Licensor. The LPR Equipment shall not interfere with or obstruct any other use on the LTHS Property.

8. **Maintenance Obligations.** The Licensee shall, at its own cost and expense, install and maintain the LPR Equipment in a safe condition and in good repair. The Licensee shall be responsible for insuring the LPR Equipment.

9. **Damage to Property.** The Licensee shall exercise special precautions to avoid damage to the LTHS Property and any personal property of the Licensor and any occupant thereof. The Licensee assumes responsibility for any and all loss resulting from such damage caused by the acts, omissions or facilities of Licensee, its employees, contractors or agents.

10. **Indemnification.** The Licensee shall indemnify, hold harmless and defend Licensor, and its officers, employees, directors, trustees, representatives and agents from and against any and all claims, actions, liabilities, demands, damages, liens, losses, costs, expenses (including legal fees),

judgments and settlements of any nature whatsoever arising out of or incidental to this Agreement or work performed thereunder unless due to the gross negligence or intentional acts of Licensor, its officers, employees, representatives or agents. In the event any suit, claim or proceeding, whether groundless or not, within the intendment of this provision is brought against Licensor, the Licensee, upon notice from Licensor, shall defend the same at Licensee's own expense. This provision shall survive the termination of this Agreement.

11. **Service Interruption.** The Licensor shall not be liable to Licensee for any interruption of service of the LPR Equipment caused by failure of electrical service or by any other cause of the Licensor.

12. **Default.** If Licensee fails to perform any of the covenants, conditions, terms or provisions of this Agreement and, except where a specified time is provided for the performance of the covenant or condition, when such default is not made good within thirty (30) days after written notice, Licensor may, at its option, upon five (5) days' notice in writing, terminate this Agreement and the terms hereof.

13. **Removal of LPR Equipment.** If this Agreement is terminated, Licensee shall remove the LPR Equipment and restore any area of the Licensed Premises or the LTHS Property, which is disturbed by the removal of the LPR Equipment, within thirty (30) calendar days of the effective date of such termination. If Licensee fails to remove the LPR Equipment within thirty (30) calendar days of termination, the Licensor may remove the LPR Equipment and charge the Licensee with the cost of such removal.

14. **Assignment.** The Licensee shall not assign, transfer, sublet or otherwise encumber this Agreement without Licensor's express prior written consent, and any such assignment without such consent shall be void.

15. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior or contemporaneous offers, proposals, agreements or discussions between the Parties relating to the subject matter hereof. This Agreement may not be modified or amended, nor may any obligation of either Party be changed or modified, except in writing signed by the duly authorized officers or agents of the Parties.

16. **Notice.** Except as otherwise agreed to in writing by the Parties, any written notification to be given under this Agreement shall be effective only if it is in writing and: (i) delivered by hand (with a signed receipt); (ii) sent postage prepaid, certified mail, return receipt requested; (iii) sent by a nationally recognized courier service providing for overnight delivery, provided the sender shall obtain a written receipt; or (iv) sent by facsimile with a confirming hard copy by regular mail.

Notice to the Licensee shall be made to:  
Director of Law Enforcement Services  
Western Springs Police Department  
740 Hillgrove Avenue  
Western Springs, Illinois 60558

Notice to the Licensor shall be given to:  
Superintendent

Lyons Township High School District 204  
4900 South Willow Springs Road  
Western Springs, Illinois 60558

17. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

18. **Authorization.** The undersigned signatories for the Licensor and the Licensee represent and warrant that they each have full and complete authority to execute this Agreement on behalf of the respective Party on whose behalf each has signed this Agreement. This representation and warranty is made for the purpose of inducing the Parties to execute this Agreement.

19. **Entire Agreement.** This Agreement contains the entire understanding of the Parties with respect to the matters covered by this Agreement, and no other agreement, statement or promise made by any Party or to any employee, officer or agent of any Party which is not contained in this Agreement shall be binding or valid. Any and all previous agreements and understandings between and among the Parties, whether written or oral, are superseded by this Agreement.

20. **Waiver; Breach.** No failure by the Licensee or the Licensor to insist upon the strict performance under this Agreement of any covenants, terms or conditions of this Agreement or to exercise any right or remedy consequent upon a breach or of such covenants, terms or conditions shall constitute a waiver of such performance. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition and term of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach.

21. **No Third Party Beneficiaries.** The representations, warranties, covenants and agreements contained in this Agreement are for the sole benefit of the Parties hereto, and their legal representatives, successors and assigns, and they shall not be construed as conferring any rights on any other persons.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement as of the date set forth below, and the date of the last signatory below shall be inserted on Page 1 of this Agreement, as the Effective Date of this Agreement.

**VILLAGE OF WESTERN SPRINGS,  
as Licensee**

**LYONS TOWNSHIP HIGH SCHOOL  
DISTRICT 204, as Licensor**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Exhibit "A"**

**Site Map  
for the License Plate Reader Videocamera Equipment and Support Pole  
Location Within the Licensed Premises**

(attached)

**Exhibit "B"**

**Legal Description of the LTHS Property**

PARCEL 1: THE SOUTH HALF (1/2) OF THE NORTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8, TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN.

PARCEL 2: THE NORTH QUARTER (1/4) OF THE SOUTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8 AFORESAID.

PARCEL 3: THE NORTH ONE-THIRD (1/3) OF THE FOLLOWING DESCRIBED REAL ESTATE: THE SOUTH HALF (1/2) OF THE NORTH HALF (1/2) OF THE SOUTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8 AFORESAID.

PARCEL 4: THE NORTH HALF (1/2) OF THE SOUTH TWO-THIRDS (2/3) OF THE SOUTH HALF (1/2) OF THE NORTH HALF (1/2) OF THE SOUTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8 AFORESAID.

PARCEL 5: THE SOUTH ONE-THIRD (1/3) (EXCEPT THE EAST 460.52 FEET MEASURED ON THE SOUTH LINE) OF THE SOUTH HALF (1/2) OF THE NORTH HALF (1/2) OF THE SOUTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8 AFORESAID.

PARCEL 6: THE SOUTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8 AFORESAID.

PARCEL 7: THE SOUTH ONE-FIFTH (1/5) (EXCEPT THE NORTH 50 FEET THEREOF) OF THE NORTH HALF (1/2) OF THE SOUTHWEST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) OF SECTION 8 AFORESAID.

PARCEL 8: THE NORTH HALF (1/2) OF THE NORTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (1/4) (EXCEPT THE SOUTH 33 FEET AND THE EAST 890.61 FEET THEREOF) OF SECTION 8 AFORESAID, IN COOK COUNTY, ILLINOIS.

Common Address: 4900 Willow Springs Road, Western Springs, Illinois 60558.

P.I.N.s: 18-08-102-030-0000, 18-08-103-009-0000, 18-08-103-010-0000, 18-08-104-003-0000, 18-08-104-004-0000, 18-08-106-002-0000, 18-08-106-004-0000, 18-08-106-006-0000, and 18-08-106-007-0000.

**LICENSE AGREEMENT GRANTED TO THE VILLAGE OF WESTERN SPRINGS  
TO MAINTAIN LICENSE PLATE READER VIDEOCAMERAS AND RELATED EQUIPMENT  
AND A SUPPORT POLE ON THE PROPERTY OF  
THE TIMBER TRAILS OF WESTERN SPRINGS COMMUNITY ASSOCIATION  
ADJACENT TO WOLF ROAD, NORTH OF PLAINFIELD ROAD,  
IN WESTERN SPRINGS, ILLINOIS**

This **LICENSE AGREEMENT GRANTED TO THE VILLAGE OF WESTERN SPRINGS TO MAINTAIN LICENSE PLATE READER VIDEOCAMERAS AND EQUIPMENT AND A SUPPORT POLE ON THE PROPERTY OF THE TIMBER TRAILS OF WESTERN SPRINGS COMMUNITY ASSOCIATION ADJACENT TO WOLF ROAD, NORTH OF PLAINFIELD ROAD, IN WESTERN SPRINGS, ILLINOIS** (the "Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2025 by and between the Village of Western Springs, 740 Hillgrove Avenue, Western Springs, Illinois 60558 (the "Licensee" or "Village"), and The Timber Trails of Western Springs Community Association, c/o Shifrin Legal, 2335 South Michigan Avenue, Floor Two, Chicago, Illinois 60616-2104 (the "Licensor" or "Timber Trails COA"). The Village and Timber Trails COA are at times referred to herein individually as a "Party" and collectively as the "Parties".

**RECITALS**

**WHEREAS**, Timber Trails COA and the Village desire to enter into this Agreement in order to place license plate reader videocameras, a support pole and related equipment (collectively the "LPR Equipment") onto property owned by Timber Trails COA and located within the Village adjacent to Wolf Road, north of Plainfield Road, in order to allow the Village's Department of Law Enforcement Services to record video of motor vehicle traffic and other transportation devices and vehicles traveling on Wolf Road for law enforcement purposes; and

**WHEREAS**, the LPR Equipment will be located on that part of the Timber Trails COA property that is adjacent to Wolf Road and north of Plainfield Road in the Village, within the area as indicated on the Site Map attached to this Agreement as **Exhibit "A"** (the "Licensed Premises"); and

**WHEREAS**, the Corporate Authorities of the Village of Western Springs are authorized, under the applicable provisions of the Illinois Municipal Code (65 ILCS 5/), and the intergovernmental cooperation powers set forth at Article VII (Local Government), Section 7 (Counties And Municipalities Other Than Home Rule Units) and Section 10 (Intergovernmental Cooperation) of the 1970 Illinois Constitution, to approve and enter into this Agreement, and further find that it is protective of the health, welfare and safety of and in the best interests of the Village, its residents, property owners, local businesses and the public to approve and enter into this Agreement.

**NOW, THEREFORE**, in consideration of the promises and mutual covenants herein contained and the exchange of adequate consideration and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

1. **Incorporation.** Each of the Recitals set forth above are incorporated by reference into Section 1 of this Agreement as material provisions.

2. **License; Licensed Premises.** The Licensor grants to the Licensee a license (the "License") to construct, maintain, service and operate the LPR Equipment within the Licensed Premises. The Licensee shall have the right of ingress and egress on and over the Licensed Premises as necessary for the specific use of this License, provided that the Licensee shall not have any right to enter any building within the area of the Licensed Premises without prior notice to the Licensor. The Licensee may contract with others to construct, maintain, service and operate the Equipment under the License granted under this Agreement. The Licensee shall own all of the video generated by the LPR Equipment and its use shall be for law enforcement purposes only.

3. **License Term.** The term of the License shall be for a period of ten (10) years. However, such License may be terminated by the Licensee at any time by giving twelve (12) months prior written notice to terminate.

4. **Electrical Utilities.** The Licensee shall have the right to connect the LPR Equipment to the electrical system on the Timber Trails COA Property and shall not be responsible for payment of any electricity bills.

5. **No Transfer of Ownership.** Nothing contained herein shall be construed in any way as indicating that Licensor has conveyed to Licensee any ownership or property right in the Timber Trails COA Property.

6. **Acceptable Use.** The Licensee will use the LPR Equipment solely for the purpose of recording video of motor vehicle traffic and other transportation devices and vehicles traveling on Wolf Road for law enforcement purposes and not as a security system for the Licensor or the general public, and nothing herein shall be construed as creating any right or liability of the Licensee to the Licensor to provide security or other police services.

7. **Siting Approval.** The actual location of the LPR Equipment on the Licensed Premises shall be subject to the approval of the Licensor. The LPR Equipment shall not interfere with or obstruct any other use on the Timber Trails COA Property.

8. **Maintenance Obligations.** The Licensee shall, at its own cost and expense, install and maintain the LPR Equipment in a safe condition and in good repair. The Licensee shall be responsible for insuring the Equipment.

9. **Damage to Property.** The Licensee shall exercise special precautions to avoid damage to the Property of Licensor and any occupant thereof. The Licensee assumes responsibility for any and all loss resulting from such damage caused by the acts, omissions or facilities of Licensee, its employees, contractors or agents.

10. **Indemnification.** The Licensee shall indemnify, hold harmless and defend Licensor, and its officers, employees, directors, trustees, representatives and agents from and against any and all claims, actions, liabilities, demands, damages, liens, losses, costs, expenses (including legal fees), judgments and settlements of any nature whatsoever arising out of or incidental to this Agreement or work performed thereunder unless due to the gross negligence or intentional acts of Licensor, its officers, employees, representatives or agents. In the event any suit, claim or proceeding, whether groundless or not, within the intendment of this provision is brought against Licensor, the Licensee,

upon notice from Licensor, shall defend the same at Licensee's own expense. This provision shall survive the termination of this Agreement.

11. **Service Interruption.** The Licensor shall not be liable to Licensee for any interruption of service of the LPR Equipment caused by failure of electrical service or by any other cause of the Licensor.

12. **Default.** If Licensee fails to perform any of the covenants, conditions, terms or provisions of this Agreement and, except where a specified time is provided for the performance of the covenant or condition, when such default is not made good within thirty (30) days after written notice, Licensor may, at its option, upon five (5) days' notice in writing, terminate this Agreement and the terms hereof.

13. **Removal of LPR Equipment.** If this Agreement is terminated, Licensee shall remove the LPR Equipment and restore any area of the Licensed Premises or the Timber Trails COA Property, which is disturbed by the removal of the LPR Equipment, within thirty (30) days of the effective date of such termination. If Licensee fails to remove the LPR Equipment within thirty (30) days of termination, the Licensor may remove the LPR Equipment and charge the Licensee with the cost of such removal.

14. **Assignment.** The Licensee shall not assign, transfer, sublet or otherwise encumber this Agreement without Licensor's express prior written consent, and any such assignment without such consent shall be void.

15. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior or contemporaneous offers, proposals, agreements or discussions between the Parties relating to the subject matter hereof. This Agreement may not be modified or amended, nor may any obligation of either Party be changed or modified, except in writing signed by the duly authorized officers or agents of the Parties.

16. **Notice.** Except as otherwise agreed in writing by the Parties, any written notification to be given under this Agreement shall be effective only if it is in writing and: (i) delivered by hand (with a signed receipt); (ii) sent postage prepaid, certified mail, return receipt requested; (iii) sent by a nationally recognized courier service providing for overnight delivery, provided the sender shall obtain a written receipt; or (iv) sent by facsimile with a confirming hard copy by regular mail.

Notice to the Licensee shall be made to:  
Director of Law Enforcement Services  
Western Springs Police Department  
740 Hillgrove Avenue  
Western Springs, Illinois 60558

Notice to the Licensor shall be given to:  
Timber Trails of Western Springs Community Association  
c/o Shifrin Legal  
2335 South Michigan Avenue, Floor Two  
Chicago, Illinois 60616-2104

17. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

18. **Authorization.** The undersigned signatories for the Licensor and the Licensee represent and warrant that they each have full and complete authority to execute this Agreement on behalf of the respective Party on whose behalf each has signed this Agreement. This representation and warranty is made for the purpose of inducing the Parties to execute this Agreement.

19. **Entire Agreement.** This Agreement contains the entire understanding of the Parties with respect to the matters covered by this Agreement, and no other agreement, statement or promise made by any Party, or to any employee, officer or agent of any Party which is not contained in this Agreement, shall be binding or valid. Any and all previous agreements and understandings between and among the Parties, whether written or oral, are superseded by this Agreement.

20. **Waiver; Breach.** No failure by the Licensee or the Licensor to insist upon the strict performance under this Agreement of any covenants, terms or conditions of this Agreement or to exercise any right or remedy consequent upon a breach or of such covenants, terms or conditions shall constitute a waiver of such performance. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition and term of this Agreement shall continue in full force and effect with respect to any other then-existing or subsequent breach.

21. **No Third Party Beneficiaries.** The representations, warranties, covenants and agreements contained in this Agreement are for the sole benefit of the Parties hereto, and their legal representatives, successors and assigns, and they shall not be construed as conferring any rights on any other persons.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement as of the date set forth below, and the date of the last signatory below shall be inserted on Page 1 of this Agreement, as the Effective Date of this Agreement.

**VILLAGE OF WESTERN SPRINGS,  
as Licensee**

**TIMBER TRAILS OF WESTERN SPRINGS  
COMMUNITY ASSOCIATION, as Licensor**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Exhibit "A"**

**Site Map  
for the License Plate Reader Video Camera Equipment and Support Pole  
Location Within the Licensed Property**

(attached)



## AGENDA ITEM SUMMARY

### PUBLIC HEALTH AND SAFETY COMMITTEE

Public Health and Safety Committee: January 13, 2025

#### AGENDA ITEM D.3.

**To:** Public Health and Safety Committee

**From:** Brian Scott, Director of Fire and EMS

**CC:** Ellen Baer, Village Manager, John Mastandona, Director of Finance, Casey Biernacki, Deputy Village Manager

**RE:** Ambulance Purchase

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#### **Recommendation**

Consider a recommendation to approve the purchase of a 2026 Foster Coach Horton Conversion Ambulance for the Department of Fire & EMS in the amount of \$368,141.00.

#### **Summary**

Village staff carefully evaluated multiple factors to determine the need for vehicle replacements. The current replacement strategy considers mileage, engine time, age, reliability, maintenance costs, and the operational environment. Reserve Ambulance 1715, a 2008 International LifeLine ambulance, will be nearly 19 years old at the time of replacement and will have over 55,000 miles and 9,500 service hours. Upon delivery of the new ambulance, the reserve unit will either be auctioned off or repurposed as a general utility vehicle within the village fleet.

After establishing the need for a replacement ambulance for ambulance 1715, a specifications committee, consisting of Municipal Fleet Services and Fire & EMS staff, was formed to research and evaluate various manufacturers and their unit specifications.

#### **The criteria used to evaluate the ambulance manufacturers included:**

- The ability to design the patient care area according to our specifications.
- The durability and construction of the ambulance.
- The reputation of the manufacturer, based on positive reviews of their units.
- A responsive sales representative who is committed to providing timely information.
- The ability to adhere to our budget.

Several ambulance manufacturers were evaluated, including Medix, Braun, and Demers. Only one manufacturer met all the committee's criteria. The new ambulance will be a 2026 Horton conversion ambulance mounted on a Ford F-550 4x4 chassis, equipped with lights, sirens, and other essential equipment required for emergency response operations.

This new ambulance will be purchased from Foster Coach Sales, Inc. through the Suburban

Purchasing Cooperative (SPC) contract #214. The SPC is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), the DuPage Mayors & Managers Conference (DMMC), the South Suburban Mayors and Managers Association (SSMMA), and the Will County Governmental League (WCGL). Together, the SPC represents 144 municipalities and townships in northeastern Illinois.

The goal of the SPC is to leverage the resources and purchasing power of government and not-for-profit entities to jointly negotiate favorable contract terms for high-quality products at the best possible prices. The competitive bidding process used complies with applicable laws and is based on nationally established specifications, particularly for emergency vehicles.

### **Financial Impact**

**Funding Source:** Two sources will provide funding. The Village has received a grant of \$350,000 from the Illinois Department of Commerce and Economic Opportunity (DCEO). The remaining balance of \$18,141 will be funded by Account 5102310-60030 in the appropriate fiscal year upon the delivery of the new ambulance. Due to the ongoing supply chain and labor shortages in the industry, we expect it will take approximately 36 months to receive the new ambulance when invoiced.

### **Recommended Motion**

**Two motions are required from the Public Health and Safety Committee to the Village Board:**

The first motion is as follows per Village Attorney Jurusik:

I move to recommend to the Village Board the approval a Village of Western Springs purchasing agreement with Foster Coach Sales, Inc. (903 Prosperity Drive, P.O. Box 700, Sterling, IL) for \$368,141.00. This agreement is for the purchase of one 2026 Foster Coach Horton Conversion Ambulance for the Department of Fire & EMS, as specified in Foster Coach Sales Quotation PF01256.

The second motion is as follows per Village Attorney Jurusik:

I move to recommend to the Village Board to waive the competitive bidding process for the purchase of an advanced life support ambulance and to process the purchase through Suburban Purchasing Cooperative contract #214.

### **Strategic Plan Alignment**

None

### **File Attachments**

1. Western Springs Quote 12-3
2. SPC-2024-Type-I-Ambulance-214-Extension-1

**FOSTER COACH SALES, INC.**

903 Prosperity Drive Street P.O. Box 700  
Sterling, Illinois 61081

Phone: (815) 625-3276  
(800) 369-4215  
Fax: (815) 625-7222  
Web site: www.fostercoach.com

**PF01256**

**QUOTATION**

TO: WESTERN SPRINGS FIRE DEPARTMENT  
4353 WOLF RD  
WESTERN SPRINGS, IL 60558

DATE: 12/03/24

ATTN: STEPHANIE GRIMM

REFERENCE: NEW AMBULANCE

We are pleased to submit the following quotation in accordance with your request and subject to the Terms and Conditions listed below and on the reverse side hereof.

QTY.	DESCRIPTION	EACH	NET PRICE
1	2026 FORD F550 4X4 DIESEL CHASSIS ON A CUSTOM HORTON CONVERSION PER CUSTOMER SPECIFICATIONS PRICING PER SPC/NWMC CONTRACT #214	\$ 368,141.00	\$ 368,141.00
		\$ Total	\$ 368,141.00
ACCEPTED BY: _____ TITLE: _____ Date: _____			

ESTIMATED DELIVERY:  
2.5-3 YEARS DEPENDING ON CHASSIS/BACKLOG

PROPOSED BY:   
P.J. FOSTER, VICE PRESIDENT OF SALES



# A Joint Purchasing Program For Local Government Agencies

July 1, 2024

Mr. P.J. Foster  
Vice President, Sales  
Foster Coach Sales, Inc.  
PO Box 700, 903 Prosperity Drive  
Sterling, IL 61081

Dear Mr. Foster,

This letter is to inform you that the Governing Board of the Suburban Purchasing Cooperative has approved the first of four (4) possible one-year contract extensions of the SPC Type I Additional Medium Duty Ambulance Contract (#214) to Foster Coach Sales Inc. for Horton Emergency Vehicles from June 1, 2024 through May 31, 2025.

With acceptance of this contract, Foster Coach, Sterling, IL agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded. The SPC reserves the right to extend this contract for up to three (3) additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

Foster Coach Sales Inc., Sterling, IL will handle all billing. Each ambulance will be assessed an administrative fee of \$1,250.00 per ambulance, which shall be paid directly by the vendor to the SPC on a quarterly basis.

The SPC looks forward to a productive year working with Foster Coach Sales, Inc., Sterling. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

Ellen Dayan  
Purchasing Director  
Northwest Municipal Conference

Ellen Dayan, NWMC 07.25.23  
Date

  
P.J. Foster, Foster Coach Sales 7/5/24  
Date

**DuPage Mayors & Managers Conference**  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Suzette Quintell  
Phone: (630) 571-0480  
Fax: (630) 571-0484

**Northwest Municipal Conference**  
1600 East Golf Rd., Suite 0700  
Des Plaines, IL 60016  
Ellen Dayan, CPPB  
Phone: (847) 296-9200  
Fax: (847) 296-9207

**South Suburban Mayors And Managers Association**  
1904 West 174<sup>th</sup> Street  
East Hazel Crest, IL 60429  
Kristi DeLaurentiis  
Phone: (708) 206-1155  
Fax: (708) 206-1133

**Will County Governmental League**  
15905 Frederick Street  
Suite 107  
Plainfield, IL 60586  
Cherie Belom  
Phone: (815) 254-7700