



**Rantoul Village Board of Trustees
Regular Board Meeting
August 13, 2024
6:00 PM**

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Roll Call

5. Mayoral Proclamation

(A) Hal Summers / Margurette Carter Day

6. Approval of Agenda

7. Public Participation

Citizens wishing to address the Village Board with respect to any item of business listed on the agenda, or any matter not appearing on the agenda, are asked to sign up on the public participation form, and submit it to the Village Clerk prior to the meeting. Comments will be limited to three minutes for each speaker.

Section A - Consent Agenda

8. Approval of Consent Agenda by Omnibus Vote

All items under the Consent Agenda are considered to be routine in nature and will be enacted by a single motion and subsequent roll call vote. There will be no separate discussion of these items unless a Village Board member so requests, in which event the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.

(A) Bills and Monthly Financial Reports

(B) Minutes of the July 2, 2024 Board Study Session

(C) Minutes of the July 9, 2024 Board Meeting

9. Approval of Any Items Removed from Consent Agenda

Section B - Consideration of Bids, Contracts & Other Expenditures
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10. Motion to Authorize and Approve the Purchase of an Altec Puller Tensioner Trailer for the Public Works Electric Division from Global Rental Co, Inc in the amount of \$76,860.00

11. Motion to Authorize and Approve a Service Agreement for Pulling and Replacement of a 75Hp Submersible Pump at Village Well No. 8 with Water Well Solutions Illinois, LLC in the amount of \$72,670.00, with a contingency fund of \$10,000.00

12. Motion to Authorize and Approve a Purchase of three 3-Phase Voltage Regulators for the Industrial Substation from Fletcher-Reinhardt Company in the amount of \$141,300.00

Section C - Consideration of Ordinances & Resolutions

13. Motion to Pass Resolution 08-24-1419, a Resolution Approving a Software and Subscription Agreement with Criterion Inc.
14. Motion to Pass Resolution 08-24-1420, a Resolution Approving a Software Interface Agreement and License Fee with CentralSquare

Section D - Other Business

Section E - Public Announcements

15. Congresswoman Robin Kelly Mobile Office Hours
Thursday, August 29 | 10:00am - 1:00pm
Rantoul Business Center

Section F - Closed Session

Section G - Adjournment

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

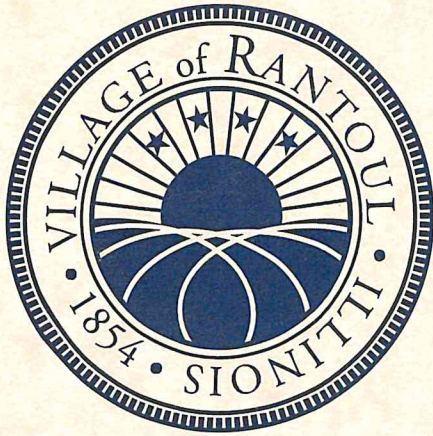
AGENDA ITEM

ITEM: Mayoral Proclamation	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS:	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Hal Summers / Margurette Carter Day	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS: 1. Proclamation - Hal Summers - Margurette Carter Day	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR



Proclamation

by the Mayor of Rantoul, Illinois

To All to Whom these Presents Shall Come:

Whereas, Harold "Hal" Summers and Margurette Carter are beloved mentors, community volunteers, and a true inspiration to many within the Village.

Whereas, Mr. Summers was a longtime J.W. Eater Junior High Physical Education Teacher, and he is noted as the winningest coach in Rantoul history, winning multiple state titles in both basketball and baseball. He is included in the IL State Hall of Fame as both a Coach and Player.

Whereas, in honor of his dedication to the youth of the Village, and his faithful service to the Country during the Korean War, Mr. Summers was honored in 2001 with "Harold Summers Drive," the street west of J.W. Eater Junior High School.

Whereas, Mrs. Carter was a Teacher and an Administrator for J.W. Eater Junior High, while coaching both volleyball, basketball, and the school's first girls' softball team. It was noted that she was not just a coach, she knew how to communicate with kids, they knew that she cared about them, and that she wanted them to do well.

Whereas, Mrs. Carter served as a Village Trustee, being one of the first black women to serve in that capacity. She has also been named as the Salvation Army's top volunteer for her countless hours of service. Mrs. Carter was the inspiration behind The Carter Education and Community Foundation, as she continues to give back to the Village.

Whereas, Mr. Summers and Mrs. Carter were honored and celebrated with the main gymnasium at J.W. Eater Junior High being dedicated and named after them in late July, recognizing their inspiration to the youth of Rantoul.

Now therefore, I, Charles Smith, Mayor of Rantoul, do hereby declare Wednesday, August 14, 2024 as **Hal Summers / Margurette Carter Day** in the Village of Rantoul to express gratitude and appreciation for their generosity and legacy of excellence to the Village.

Given Under my hand and the
Corporate Seal of said Rantoul, Illinois
this 14 day of August 2024

Charles Smith

Mayor and President of the Village Board of Trustees

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Public Participation	DEPARTMENT:
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS:	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Bills and Monthly Financial Reports	DEPARTMENT:
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS:	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Minutes of the July 2, 2024 Board Study Session	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS: 1. July 2 Study Session Minutes - draft	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR

**RANTOUL VILLAGE BOARD OF TRUSTEES
REGULAR STUDY SESSION
JULY 2, 2024**

LOUIS B. SCHELLING MEMORIAL BOARD ROOM
RANTOUL MUNICIPAL BUILDING, 333 S. TANNER, RANTOUL, IL

A Regular Study Session of the Board of Trustees of the Village of Rantoul was held at at 6:00 P.M. Mayor Smith called the proceeding to order.

Roll Call

The Clerk called the roll, finding the following members present:

Mayor Smith, Trustees Wilson, Robertson, Crider, Workman and Weathersby – 6

The following representatives of Village departments were also present:

Scott Eisenhauer, Administrator; Tony Brown, Police Chief; Chad Smith, Fire Chief; Angie Schultz, Comptroller; Jake McCoy, Public Works Director; Chad Isley, Assistant Public Works Director; Luke Humphrey, Parks and Recreation Director; Chris Milliken, Zoning and Planning; Brian Hunt, Community Development; Debbie Sage, Human Resources; Tana Ward, Deputy Village Clerk and Janet Gray, Village Clerk.

Approval of Agenda

Trustee Crider moved to approve the agenda. Trustee Robertson seconded the motion.

On a roll call vote:

AYE: Crider, Workman, Weathersby, Wilson and Robertson – 5.

NAYS: None – 0.

ABSENT: Hall -1.

The motion carried 5-0.

Public Participation

Mayor Smith opened the public comment portion of the meeting per the Open Meetings Act. No individuals registered prior to the meeting with the Village Clerk.

Items from Trustees

Trustee Workman recognized Jeremy Larson and Rich Carr, two firemen who performed a service for our senior citizens above and beyond the call of duty.

Trustee Crider commended the GFL workers. There had been some overflow in her area and the driver got out of the truck, picked up the garage that fell out and then dumped it in the truck.

Trustee Crider has been walking more and asked if there was anything that could be put on Social Media regarding the requirement of having dogs on leashes.

Trustee Workman also wanted to address the issue of dogs off leash or not under control when on a leash. He knows someone who was riding a bike that was knocked over when a dog broke loose.

Items from the Mayor

- A. The Mayor also received a call regarding the firefighter's response in helping a senior citizen. He stated his appreciation for their response.
- B. Coffee with a Cop will be Tuesday, July 9 from 8:00 am to 10:00 am at McDonald's, 711 W. Champaign Ave.
- C. The Recreation Department Senior Luncheon will be Thursday, July 18 at 11:30 am to 12:30 pm. Call 217-893-5700 to RSVP.
- C. The Hal Summers/Margurette Carter Gym Dedication will be Saturday, July 27 at 10:00 am in the JW Eater Junior High, Main Gym.
- D. The Fireworks will be Wednesday night, July 3, at approximately 9:15 pm. They will be set off from the Rantoul Aviation Center.
- E. The 4th of July Parade will be Thursday morning with the line-up beginning at 8:00 am and kicking off at 9:30 am, weather permitting. Village Officials will make a determination by 6:00 am whether the parade will be canceled due to the expected weather. Please follow the Village of Rantoul Facebook page to stay up to date with information concerning the parade.
- F. Freedom Fridays returns to downtown this Friday and will be held every Friday in the month of July from 6:00 pm to 9:00 pm. There will be entertainment, free inflatables and games for the kids, bags tournament, food and drinks and more to enjoy.

Items from Clerk

- A. Minutes of June 4, 2024 Regular Study Session
- B. Minutes of June 11, 2024 Board Meeting

These minutes will go to the Board for approval.

Items from Human Resources

- A. The June 2024 Village Applicant Demographics Report is in the Board Packet.
- B. A list of Village Career Opportunities is also included in the Board Packet.

Items from Police Department

- A. The Department is requesting the approval of an Intergovernmental Agreement with Rantoul City School District #137 for a School Resource Officer. The City School Board approved this agreement at their July 10, 2024 meeting. Officer Kaleb Kraft will be the SRO.
- B. The Department is requesting the approval of an Intergovernmental Agreement with Rantoul Township High School #193 for a School Resource Officer. The High School Board approved this agreement at their June 8, 2024 meeting. Officer Eddie Garcia will be the SRO.

These items will go to the Board for approval.

Items from Fire Department

No items to report.

Items from Comptroller

No items to report.

Items from Building & Environmental Safety

No items to report.

Items from Community Development

- A. The Department requested the approval of a Contract for East Grove Avenue Sidewalk Improvements Construction with A&A Concrete, LLC in the amount of \$116,889.50. This project will provide for replacing sections of the sidewalk along the north side of Grove Avenue and along Mitchell Court. It will include the reconstruction of driveway entrances off Grove Avenue and Mitchell Court. This project will be paid for from Community Development Block Grant funds and is included in the 2025 Budget.
- B. The Department requested the approval of a Contract for the Community Service Center Sidewalk Improvement Project Construction with Mid Illinois Concrete & Excavation, Inc. in the amount of \$42,886.60. The project will provide for replacing sections of the sidewalk around the Community Service Center at 520 Wabash Avenue. This project will be paid for from Community Development Block Grant funds and is included in the 2025 Budget.

These items will go to the Board for approval.

Items from the Parks and Recreation

No items to report.

Items from Public Works

- A. The Department requested the approval of waiving the bidding process and approving the rental of three 2,000 kw generators for the Industrial Area Customers, and one 1,000 kw generator for Rantoul Foods from Altorfer CAT in the amount of \$239,709.19. Since November 15, 2023 when the Prospect Transformer failed all customers at the Industrial area have been served by one transformer. The funds for the rental of this equipment is not a budgeted item.
- B. The Department requested the approval of the purchase of a CASE 590SN Tractor Loader Backhoe for the Street Department from Birkey's Farm Store in the amount of \$150,500.00, with a contingency fund of \$5,000.00. The department currently has two backhoes. The 1997 Ford is at the end of its useful life and will be traded in with the purchase. The contingency funds are requested to cover any modifications and/or increase in price. This is a budgeted item.

- C. The Department requested approval to purchase an Altec Ford 4x4 Bucket Truck for the Electric Division from Global Rental Company, Inc in the amount of \$136,486.00. The new truck will replace a 1998 Ford Platform Truck which will be auctioned off through the Village's auction website. The department is currently renting the truck they wish to purchase and the rental fee will be taken off the purchase price. This is a budgeted item and will be paid out of reserve funds.
- D. The Department requested the approval of the purchase of a 2024 Altec F550 Ford 4x4 Bucket Truck for the Electric Division from Global Rental Company, Inc in the amount of \$200,379.00. This will replace a Truck which will be auctioned off through the Village's auction website. The department is currently renting the truck they wish to purchase and the rental fee will be taken off the purchase price. This is a budgeted item and will be paid out of reserve funds.

These items will go to the Board for approval.

Items from Administrator

- A. The Administrator requested the approval of an Ordinance Amending Article VI of Chapter 34 "Taxation" of the Rantoul Code in connection with Hotel and Motel Use Tax to include campgrounds. It would include tents, travel trailers, RV, AirBnB, VRBO and similar services. The current tax rate is 7% and would take effect on January 1, 2025.
- B. The Administrator requested the approval of an Ordinance Implementing Campgrounds and Campground Licensing requirements. The Ordinance would include the application process, review process and obligations and responsibilities for anyone wanting to operate a campground within the Village of Rantoul.
- C. The Administrator requested the approval of the Fee Structure Ordinance to include the fees from the Chapter 34 "Taxation" Ordinance.

These items will go to the Board for approval.

Items from Counsel

No items to Report

Closed Session

Trustee Robertson moved to enter into closed session pursuant to 5 ILCS 120/2 (C) 21, for the purpose of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated. Trustee Wilson seconded the motion. On a Roll Call vote:

YEAS: Robertson, Crider, Workman, Weathersby and Wilson – 5.

NAYS: None -0.

ABSENT: Hall -1.

Motion carried 5-0

The Board entered into Closed session at 6:40 pm.

The Board returned to Open session at 6:46 pm.

Meeting Adjourned

The Mayor adjourned the meeting at 6:47 pm.

Respectfully submitted,

Janet E. Gray, MMC
Village Clerk

Approved

Charles Smith
Village President

ATTEST:

Janet E. Gray, MMC
Village Clerk

I, Janet E. Gray, Village Clerk of the Village of Rantoul, Illinois, do hereby certify that the foregoing minutes are a true and correct copy of the Study Session of the Board of Trustees held July 2, 2024 as the same appears on the records of the Village now in my custody and keeping.

Janet E. Gray, MMC
Village Clerk

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Minutes of the July 9, 2024 Board Meeting	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS: 1. July 9 Board Meeting Minutes - draft	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR

**RANTOUL VILLAGE BOARD OF TRUSTEES
REGULAR BOARD MEETING
JULY 9, 2024**

LOUIS B. SCHELLING MEMORIAL BOARD ROOM
RANTOUL MUNICIPAL BUILDING, 333 S. TANNER, RANTOUL, IL

A Regular Meeting of the Board of Trustees of the Village of Rantoul was held at 6:00 P.M., President Charles Smith presiding. President Smith called the meeting to order.

Invocation & Pledge of Allegiance

Pastor Albert Bennett of the Bible Baptist Church opened the meeting in prayer. Following the invocation, Mayor Smith led the audience in recitation of the Pledge of Allegiance.

Roll Call

The Clerk called the roll, finding the following members present:

Mayor Smith, Trustees Wilson, Robertson, Crider and Workman – 5.

The following representatives of Village departments were also present:

Scott Eisenhauer, Administrator; Tony Brown, Police Chief; Chad Smith, Fire Chief; Jake McCoy, Public Works Director; Chris Milliken; Zoning and Planning; Bryan Hunt, Community Development; David Wesner, Attorney; Tana Ward, Deputy Village Clerk and Janet Gray, Village Clerk

Approval of Agenda

Trustee Robertson moved to approve the agenda for the meeting, as presented.

Trustee Crider seconded the motion. On a Roll Call vote:

YEAS: Robertson, Crider, Workman and Wilson – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Public Participation

Representative Brandun Schweizer introduced himself to the Board. He congratulated the Village on rescheduling the 4th of July Parade to Saturday, July 6.

A. Consent Agenda

Approval of Consent Agenda Items by Omnibus Vote

- A. Minutes of Regular Study Session June 4, 2024.
- B. Minutes of Regular Board Meeting June 11, 2024.
- C. Approval of bills and monthly financial report
- D. Resolution 07-24-1416, **A RESOLUTION DETERMINING WHETHER THE NEED FOR CONFIDENTIALITY STILL EXISTS OR IS NO LONGER REQUIRED AS TO ALL OR PART OF THE MINUTES OF ALL CONFIDENTIAL CLOSED MEETINGS**

Trustee Robertson moved to approve the Consent Agenda items by omnibus vote. Trustee Wilson seconded the motion. On a Roll Call vote:

YEAS: Robertson, Crider, Workman and Wilson – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby -2.

The motion carried 4-0.

B. Consideration of Bids, Contracts & Other Items of Expenditure

Trustee Workman moved to authorize and approval a contract for East Grove Avenue Sidewalk Improvements Construction with A&A Concrete, LLC in the amount of \$116,889.50. Trustee Crider seconded the motion. On a Roll Call vote:

YEAS: Workman, Wilson, Robertson and Crider – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Trustee Wilson moved to authorize and approve a Contract for Community Service Center Sidewalk Improvement Project Construction with Mid Illinois Concrete & Excavation, Inc. in the amount of \$42,886.60. Trustee Workman seconded the motion. On a Roll Call vote:

YEAS: Wilson, Robertson, Crider and Workman – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Trustee Wilson moved to authorize waiving the formal bidding process, and to authorize and approve the rental of three 2,000 kw generators for the Industrial Area customers, and one 1,000 kw generator for Rantoul Foods from Altorfer CAT in the amount of \$239,709.19. Trustee Crider seconded the motion. On a Roll Call vote:

YEAS: Wilson, Robertson, Crider and Workman – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Trustee Workman moved to authorize and approve the purchase of a CASE 590SN Tractor Loader Backhoe for the Street Department from Birkey's Farm Store in the amount of \$150,500.00 with a contingency fund of \$5,000.00.

Trustee Robertson seconded the motion. On a Roll Call vote:

YEAS: Workman, Wilson, Robertson and Crider – 4

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Trustee Robertson moved to authorize and approve the purchase of an Altec Ford 4x4 Bucket Truck for the Electric Division from Global Rental Company, Inc in the amount of \$136,486.00. Trustee Workman seconded the motion. On a Roll Call vote:

YEAS: Robertson, Crider, Workman and Wilson – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Trustee Crider moved to authorize and approve the purchase of a 2024 Altec F550 Ford 4x4 Bucket Truck for the Electric Department from Global Rental Company, Inc. in the amount of \$200,379.99. Trustee Workman seconded the motion. On a Roll Call vote:

YEAS: Crider, Workman, Wilson and Robertson – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

C. Consideration of Ordinances & Resolutions

Ordinance No. 2775

AN ORDINANCE AMENDING ARTICLE VI OF CHAPTER 34 "TAXATION" OF THE RANTOUL CODE IN CONNECTION WITH HOTEL AND MOTEL USE TAX

Trustee Workman moved to pass Ordinance No. 2775. Trustee Robertson seconded the motion. On a Roll Call vote:

YEAS: Workman, Wilson, Robertson and Crider – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Ordinance No. 2776
AN ORDINANCE AMENDING ARTICLE XI OF CHAPTER 10
“BUILDINGS AND BUILDING REGULATION” OF THE RANTOUL CODE
IN CONNECTION WITH CAMPGROUNDS.

Trustee Workman moved to pass Ordinance No. 2776. Trustee Wilson seconded the motion. On a Roll Call vote:

YEAS: Workman, Wilson, Robertson and Crider – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Ordinance No. 2777
AN ORDINANCE TO READOPT, RATIFY, AND REAFFIRM
THE LICENSE, PERMIT, AND SERVICE FEES, AND THE
ADMINISTRATIVE PENALTIES SCHEDULE WITH AMENDMENTS

Trustee Workman moved to pass Ordinance No. 2777. Trustee Wilson seconded the motion. On a Roll Call vote:

YEAS: Workman, Wilson, Robertson and Crider – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Resolution No. 7-24-1417
A RESOLUTION AUTHORIZING AND APPROVING AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF
RANTOUL AND THE RANTOUL CITY SCHOOL DISTRICT #137
IN CONNECTION WITH A SCHOOL RESOURCE OFFICER

Trustee Robertson moved to pass Resolution No. 7-24-1417. Trustee Wilson seconded the motion. On a Roll Call vote:

YEAS: Robertson, Crider, Workman and Wilson – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

Resolution No. 7-24-1418
A RESOLUTION AUTHORIZING AND APPROVING AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF
RANTOUL AND THE RANTOUL TOWNSHIP HIGH SCHOOL 193
IN CONNECTION WITH A SCHOOL RESOURCE OFFICER

Trustee Robertson moved to pass Resolution No. 7-24-1418. Trustee Crider seconded the motion. On a Roll Call vote:

YEAS: Robertson, Crider, Workman and Wilson – 4.

NAYS: None – 0.

ABSENT: Hall and Weathersby - 2.

The motion carried 4-0.

D. Public Announcement

Freedom Fridays will be held every Friday in July from 6:00 pm to 9:00 pm in Downtown Rantoul on Sangamon Avenue.

The Recreation Department Senior Luncheon will be held July 18, 2024 at 11:30 am to 12:30 pm. Call 217-893-5700 to RSVP.

There will be a Hal Summers/Margurette Carter Gym Dedication Saturday, July 27 at 10:00 am at JW Eater Junior High in the Main Gym.

E. Closed Session

No closed session was held.

F. Adjournment

The Mayor adjourned the meeting at 6:17 pm.

Janet E. Gray, MMC
Village Clerk

Approved

Charles Smith
Village President

ATTEST:

Janet E. Gray, MMC
Village Clerk

I, Janet E. Gray, Village Clerk of the Village of Rantoul, Illinois, do hereby certify that the foregoing minutes are a true and correct copy of the Regular Meeting of the Board of Trustees held July 9, 2024 as the same appears on the records of the Village now in my custody and keeping.

Janet E. Gray, MMC
Village Clerk

DRAFT

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Motion to Authorize and Approve the Purchase of an Altec Puller Tensioner Trailer for the Public Works Electric Division from Global Rental Co, Inc in the amount of \$76,860.00	DEPARTMENT: Public Works
DATE: August 13, 2024	AMOUNT: \$76,860.00
ATTACHMENTS: 1. Global Rental Co Inc - Altec Puller Tensioner Trailer	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS: This Agenda Item provides for the purchase of a 2019 Altec puller tensioner trailer from Global Rental Co, Inc. in the amount of \$76,860.00. The new Altec bucket truck didn't come with a tensioner, and this trailer can be used on all the various underground wire pulling projects that we have planned. Global Rental Company has a used 2019 Altec model TS40-PT puller tensioner for \$76,860.00. The unit is available, and we are currently demoing it to test it out. Staff has experienced no problems with the unit. The purchase of the puller tensioner trailer is included in the current Electric Division Fiscal Year 2025 Budget, Reserves Account 541-1180-430.75-50.	
RECOMMENDED ACTION: Authorize the purchase a 2019 Altec puller tensioner trailer from Global Rental Company Inc. in the amount of \$76,860.00.	
DEPARTMENT HEAD APPROVAL Jacob D. McCoy, P.E.	VILLAGE ADMINISTRATOR Scott Eisenhauer



Quote Number: 65202403
 Opportunity Number:
 Sourcewell Contract #: 062320-ALT
 Date: 6/5/2024

Quoted for: Village of Rantoul
 Quoted by: Jason Pietrzyk
 Phone: / Email: (312) 237-0175 / jason.pietrzyk@altec.com

REFERENCE MODEL	Sourcewell Price	Commercial List Price	Discount %
T50/52 Bull Wheel Tensioner Trailer, 2022	\$80,750	\$83,247	3%
(A.) Sourcewell Options On Contract			
1			
2			
3			
SOURCEWELL OPTIONS TOTAL:			
	\$80,750	\$83,247	3%

(A.) OPEN MARKET ITEMS (Customer Requested)			
1	UNIT	Unit to be Altec TS40-PT in lieu of T50/52 Bull Wheel Tensioner Trailer	\$7,452
2	UNIT & HYDRAULIC ACC		
3	BODY		
4	BODY & CHASSIS ACC		
5	ELECTRICAL		
6	FINISHING		
7	CHASSIS	Trailer to be 2019 model year in lieu of 2022	-\$12,057
8	OTHER		
9			
OPEN MARKET OPTIONS TOTAL:			-\$4,605

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$76,145
 Delivery to Customer: \$715
 TOTAL FOR UNIT/BODY/CHASSIS: \$76,860

(C.) ADDITIONAL ITEMS (items are not included in total above)			
1			
2			
3			
4			

Pricing valid for 45 days and may be subject to availability at time of order

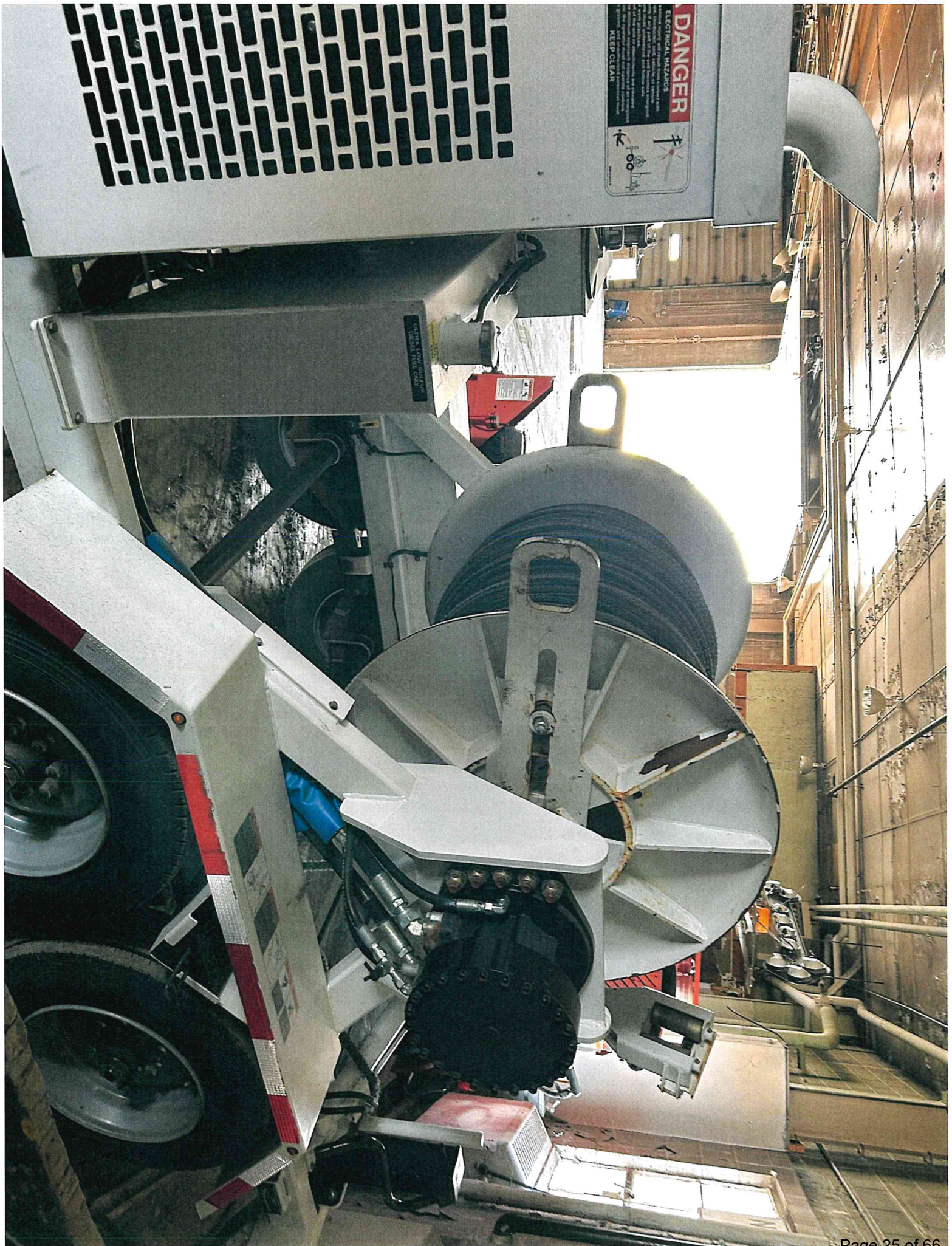
NOTES

** Denotes FET fees were paid when unit was new. Global is not FET exempt.
 All items listed subject to availability, quote provided at time of request detailing options
 Delivery is \$3.00 / mile
 Alternate year models may be available in addition to the ones shown here, they will be discounted / priced appropriately to reflect this
 Chassis model can be any standard chassis (Ford, Dodge, International, Freightliner, Peterbilt, etc.)
PAINT COLOR: White to match chassis, unless otherwise specified
TO ORDER: To order, please contact the Account Manager listed above.
CHASSIS: Per Altec Commercial Standard
DELIVERY: No later than _____ days ARO, FOB Customer Location

TERMS: Net 10 days
BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry, Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.
 *This quote does not include City, County, State, or Federal taxes.









Demonstrator / Vehicle Use Agreement

Dealer Address Global Rental 33 Inverness Center Parkway Suite 250 Birmingham, AL 35242

Model	TS40-PT	Unit number	067-58927870
Chassis VIN	4HAPH152XKM000018	Chassis Year	2019
Duration of Use	OPEN	Replacement Value	\$107,750

1. Customer will indemnify and hold harmless Altec from and against all costs, damages and claims that arise from Customer's possession or operation of the Unit.
2. Customer agrees that any insurance obtained by Altec which provides coverage against damages and claims arising from Customer's possession or operation of the Unit will be secondary to any coverage obtained by Customer, which coverage shall be considered primary.
3. If requested by Altec, Customer will have Altec added as an additional insured on its insurance covering liability and claims arising from Customer's possession and operation of the Unit and will provide Altec a certificate from its insurer evidencing such coverage. Such insurance shall be in the amount of at least \$1,000,000, per occurrence. In the event such coverage is terminated, exhausted, or altered, Customer shall not thereafter operate the Unit and shall immediately notify Altec and tender return of the Unit.

Customer Signature

Customer Printed Name

Witness Signature

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Motion to Authorize and Approve a Service Agreement for Pulling and Replacement of a 75Hp Submersible Pump at Village Well No. 8 with Water Well Solutions Illinois, LLC in the amount of \$72,670.00, with a contingency fund of \$10,000.00	DEPARTMENT: Public Works
DATE: August 13, 2024	AMOUNT: \$72,670.00 <u>\$10,000.00 Contingency</u> \$82,670.00 Project Amount
ATTACHMENTS: 1. Water Well Solutions Proposal	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS: This Agenda item provides for a service agreement with Water Well Solutions Illinois, LLC in the amount of \$72,670.00 to provide materials, equipment, and labor to pull, inspect, and replace with a new 75 HP submersible pump for the Village Well No. 8. Upon inspection, Water Well Solutions determined that the motor showed it was 100% grounded, and it will need to be replaced with a new one. The cable when disconnected from the motor megged 2.2 gigohms, and it can be reused. The bowl will need to be replaced with a new one, along with the column pipe and check valves. It is recommended that they perform the well rehabilitation during this service cycle since the pump has already been pulled for service. Water Well Solutions was the only company who submitted a proposal for the project. They also completed the work for Well No. 9, and the staff was happy with their work. A contingency fund of \$10,000.00 is requested to address any unforeseen expenses for this replacement. The project was included in the Fiscal Year 2025 Budget, Account 535-1135-430.60-70.	

RECOMMENDED ACTION: Authorize the approval for a service agreement with Water Well Solutions Illinois, LLC in the amount of \$72,670.00 to provide materials, equipment and labor to pull, inspect, replace with a new 75 HP submersible pump for the Village of Rantoul Well No. 8, and a contingency fund of \$10,000.00 is requested for additional needs.	
DEPARTMENT HEAD APPROVAL Jacob D. McCoy, P.E.	VILLAGE ADMINISTRATOR Scott Eisenhauer



Water Well Solutions

June 18, 2024

Mr. Troy Sisk
City of Rantoul
101 W. Belle Street
Rantoul, IL 61866

RE: WELL NO. 8 REPAIR PROPOSAL:

Our records indicate that Well No. 8 consists of a 75Hp Franklin Electric Sand Fighter Submersible, 2 pole, 460v, motor set 200ft on 8" Sch. 40 epoxy coated column pipe. Well No. 8 was last serviced in 2012, average service cycle is 7 – 10 years.

Project Repair Scope Well No. 8:

Upon inspection, we determined that the motor electrically showed grounding condition. After pulling and checking the motor again it showed that it was 100% grounded and will need to be replaced with new. The cable when disconnected from the motor megged 2.2 gigohms and can be reused.

The bowl having been replaced in 2012, should be replaced with new to ensure the longest lifespan for the pumping equipment.

The pipe was found to be overtightened and most had to be torch cut in order to break the joints. The joints that did unscrew, had bad threads and pipe faces due to corrosion. We recommend that based on the pipe corrosion that it be replaced with new column pipe and also new check valves.

As we understand it, the well needs to be throttled back in order to maintain proper submergence and prevent the well from breaking suction. The TV survey did identify some blockage, but due to the pump depleting the well volume, we recommend rehabilitation in order to increase and/or restore the specific capacity of the formation. In addition, since the pump has already been pulled for service, it would be ideal to perform the well rehabilitation during this service cycle.

Our labor would include travel time to and from the site with a (2) man pump crew and support equipment. WWS crew would stay out of town to minimize travel time and maximize time onsite.

City of Rantoul Well No. 8 Pull & Inspection Proposal – Part A				
	QTY	Unit	Unit Cost	Extended Total
Rig & 2-man crew; Estimated labor to reinstall pumping equipment, conduct performance testing and demobilization	20	HR	\$420.00	\$8,400.00
Per/Diem;	2	EA	\$350	\$700.00
Motor; 75Hp, 460v, 3 phase Submersible motor w/2-year manufacturers warranty	1	EA	\$16,000.00	\$16,000.00
Bowl Assembly; 1100S750-2A S.S. Bowl Assembly	1	EA	\$5,850.00	\$5,850.00
Column Pipe; 8" Sch. 40 Epoxy Coated Column Pipe	190	FT	\$113.00	\$21,470.00

Water Well Solutions Illinois, LLC
825 E. North St. • Elburn, IL 60119
Toll-Free: 888.769.9009 | Fax: 920.474.4771 | www.wwsug.com

Motor splice;	1	EA	\$150.00	\$150.00
Check Valves;	2	EA	\$1,600.00	\$3,200.00
Estimated Total				\$55,770.00

While the pump is out for service, we recommend performing a well rehabilitation to maintain the optimal health of the well. The following is the price to conduct a comprehensive well rehabilitation.

City of Rantoul Well No. 8 – Mechanical Rehabilitation – Part B				
	QTY	Unit	Unit Cost	Extended Total
Chemistry; AirBurst® Rehabilitation	1	LS	\$8,500.00	\$8,500.00
Rig & 2-man Crew; Estimated labor to conduct Mechanical Rehab w/Airlifting tooling to vacuum out silts & sediments	20	HR	\$420.00	\$8,400.00
Estimated Rehabilitation Total Part B				\$16,900.00
Part A & B Total				\$72,670.00

If you have any questions, comments or concerns, please do not hesitate to contact me directly on my cell phone at (630) 201-0749 or at the office at (630) 369-9099.

Sincerely,

Todd E. Kerry
Vice President
Water Well Solutions Illinois, LLC.

Signature:_____

Name:_____

Title:_____

Date:_____

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Motion to Authorize and Approve a Purchase of three 3-Phase Voltage Regulators for the Industrial Substation from Fletcher-Reinhardt Company in the amount of \$141,300.00	DEPARTMENT: Public Works
DATE: August 13, 2024	AMOUNT: \$141,300.00
ATTACHMENTS: 1. Fletcher-Reinhardt Company Quote	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS: This Agenda Item provides for the purchase of three (3) three-phase voltage regulators for the Industrial Substation from Fletcher-Reinhardt Co. in the amount of \$141,300.00. The substation will be up-sized with a rewind transformer, so the recommendation is to up-size the regulators to allow more amperage at the substation. It will go from 400 amps to 600 amps of capacity. Quotes were obtained, and Fletcher-Reinhardt Co provided the lowest quote for three (3) three-phase voltage regulators for the Industrial Substation in the amount of \$141,300.00. The purchase is a budgeted item for Fiscal Year 2025.	
RECOMMENDED ACTION: Authorize the purchase of three (3) three-phase voltage regulators for the Industrial Substation from Fletcher-Reinhardt Co. in the amount of \$141,300.00.	
DEPARTMENT HEAD APPROVAL Jacob D. McCoy, P.E.	VILLAGE ADMINISTRATOR Scott Eisenhauer

**Fletcher-Reinhardt Company**

Wholesale Distributors of Electric Utility and Industrial Equipment

FLETCHER-REINHARDT CO.
3105 CORPORATE EXCHANGE CT
BRIDGETON, MO 63044-3722
314-506-0700
Fax 314-506-0705

**Quotation**

QUOTE DATE	QUOTE NUMBER
06/10/2024	S1324854
FLETCHER-REINHARDT CO. 3105 CORPORATE EXCHANGE CT BRIDGETON, MO 63044-3722 314-506-0700 Fax 314-506-0705	
PAGE NO.	
1 of 1	

QUOTE TO:
RANTOUL VILLAGE
ACCOUNTS PAYABLE
333 S TANNER ST
RANTOUL, IL 61866-2919

SHIP TO:
RANTOUL, VILLAGE OF
621 COOK ST BLDG 729
RANTOUL, IL 61866

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
4237			Kris Thoele	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT ALLOWED
Evan Price	F-R FRIDAY-1	Net 30 Days	07/10/2024	Yes
ORDER QTY	DESCRIPTION		UNIT PRICE	COMMENTS
3ea	^Voltage Regulator - 668A Voltage regulators by Siemens Energy to provide +/-0.1 voltage regulation in 32 steps of 0.625% each. Catalog # 10-07.6-509.0 A (197) SUPER Rated 509 kVA, 7620 Volts, 668 Amps, 95 kV BIL, 55/65°C, 60Hz, ANSI type "A", Class ONAN. Manufactured and tested per IEEE C57.15. SIEMENS MJ-4A Factory connected at 7970 Volts		47100.000/ea	80-84 weeks

*
TERMS: NET 30 DAYS with payment via Check or ACH.
F.O.B. Point of Shipment, Freight Allowed unless otherwise stated.
This Quotation, including prices & lead-time, is subject to change in
the event of delays and adverse impacts that may be caused by forces
beyond Fletcher-Reinhardt Company's (FR) control. FR's Standard
Terms and Conditions of Sale dated January 1, 2000 apply to any
purchase from FR.
We appreciate your business.

Subtotal	141300.00
S&H Charges	0.00
Tax	0.00
Amount Due	141300.00

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Motion to Pass <u>Resolution 08-24-1419</u> , a Resolution Approving a Software and Subscription Agreement with Criterion Inc.	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT: \$19,059.00 Implementation Fee (implementation) \$27,000.00 Maintenance Fee (annual)
ATTACHMENTS: 1. Criterion Agreement	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS: The current Human Resource Software that we are using for applicant tracking, Civic HR, is ceasing operations in September. We are also using a separate HR software system for scheduling and timekeeping. In reviewing options for a new applicant tracking system, we felt it was in the best interest to consolidate all Human Resource software needs into one system. After a thorough review of a number of potential vendors, a committee of employees determined that Criterion provided the best coverage of the needs for the Human Resources Information System, Applicant Tracking System, Timekeeping, and Scheduling. This software maintenance agreement is based on the number of employees, both full-time and part-time. With this three-year agreement, the maintenance price will remain the same for each of the three years.	
RECOMMENDED ACTION: Approve the three-year agreement with Criterion Inc.	
DEPARTMENT HEAD APPROVAL Deborah Sage	VILLAGE ADMINISTRATOR Scott Eisenhauer



Criterion

Statement of Work

v. 2.0.0

December 2023

Statement of Work

This agreement is between Criterion Inc., a Delaware corporation (Criterion), and the customer, Village of Rantoul agreeing to these terms (Customer). It is dated as of the date Criterion signs below.

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Summary

This Statement of Work 'SOW' for Criterion HCM as identified in the Order Form between Criterion HCM and Customer. The following SOW sets forth and details the described nature of the agreement and its deliverables to be provided. Criterion HCM will provide an executable version upon completion of discovery discussion.

Project Mission

Empowering midsize companies (200 to 5,000 employees) with a tailored Human Capital Management (HCM) suite, Criterion brings three decades of industry wisdom to every aspect of the employment lifecycle. Our mission is clear: to seamlessly integrate HRIS, benefits, payroll, and talent management, providing a user-friendly, modern design for an exceptional experience. Guided by open architecture, we adapt to your processes, ensuring flexibility and easy integration with existing systems. Criterion is not just a solution; it's a commitment to delivering high-quality, comprehensive HCM experiences at a mid-market price point, driven by a mission to enhance your organizational journey.

Project Methodology

Criterion HCM uses an iterative approach to implementation that is achieved through guided action and commitment to comprehensive completion which is fostered through collaborative actions between the Customer & Criterion HCM Implementation teams. All project actions & timelines will be available online through use of our PM site or written outline. Each implementation deliverable will follow same project guidelines: Discovery, Collaborate, & Release. (DCR)

Project Success

Criterion HCM will provide the utmost care and guidance while navigating through project life cycle. Implementation Managers along with Project Coordinators will lead this effort to partner with Customer to develop successful implementation plans while adhering to project timelines. Project Coordinator & Implementation Managers will deliver secure storage sites for Customer's data and Customer facing dashboard to outline project assignments applied to both Customer and Implementation team. Criterion team will outline and review tasks and assign both internally and externally. These tasks will guide the project forward and ensure a successful completion. In order for the project to be successful and timely all tasks must be completed on time and communication is of paramount importance. Customer is responsible for identifying all requirements related to system set up. Criterion may provide recommendations based on requirements, provided

they will fit within the Criterion software. Criterion is responsible for configuration and training pursuant to those requirements.

Discovery

The initial contact and discussion phase with Customer & project team. During this phase the Customer & Criterion will work together to establish timelines, success factors, and review project assumptions. Customer & Criterion HCM will work together to agree upon process of working together. Criterion HCM will provide templates and guidance to Customer for the purposes of gathering information & will collect information related to creating a baseline configuration in system. Customer will identify and highlight any specific criteria that may need further consideration or special use cases. Customer is ultimately responsible for provided data integrity and notifying Criterion HCM in the event of any issues therein. Criterion HCM will outline project testing practices, approval standard, as well as user education requirements during this phase to Customer. Once these items are completed. The Collaboration phase will commence.

Collaboration

As the project begins the collaboration phase, Customer & Criterion HCM teams will work together to create solutions needed for customer. Customer will be responsible for providing standards and criteria necessary to meet Customer's specific needs at the onset. Failure to provide fully defined criteria information may result in delays and/or Change Orders in order to complete to additional specification criteria not previously identified. The collaboration and specification are necessary for a successful and timely implementation for the Customer. During this phase the Criterion Team will provide working sessions: these sessions will include time to answer questions regarding data templates, and training. The customer will be able to see the solution "in use" and data imports will be available immediately upon successful import, this allows for Customer visibility and discussion around data relevant to their needs. This also allows better understanding of dysfunctional items related to the project during the testing and training meetings, specific to Customers' use. As the solution is being finalized both Customer & Criterion HCM will focus heavily on testing efforts in order to ensure that the solution is ready for full release. Upon execution of all previously identified configuration items the project Collaboration phase will conclude and the Release phase will commence.

Release

The final phase is Release where both Customer & Criterion HCM expectations and efforts are realized. This phase is highlighted by solutions release and both parties' agreement of a successful solution based upon the previously outlined criteria and information provided by Customer. Any outstanding items will be discussed and any future releases possibilities will be conveyed. Customer will be introduced to Support Team and transition to Support upon completion. Customer is responsible for completing Testing Sign-off and providing within 3-5 days after testing has commenced. If sign-off is not completed and no issues are

submitted within 7 days the sign off will be assumed and that implementation phase for the corresponding deliverable will conclude.

Customer Expectations

Customer is requesting Criterion HCM to configure and complete necessary components for use of Criterion HCM applications identified, to help streamline and automate processes; eliminate manual entries; get visibility and control over HR, onboarding, time keeping and leave management; and establish a true central HR system of record.

Scope Of Work

Period of Performance

Projected duration is 180 working hours, based upon our experience with customers and our products and their implementation. 180 of Hours is considered an expected timeline given current scope defined. Timing may be accelerated with increased efforts and engagement, if deemed possible by implementation manager assigned or through written agreement by both Criterion HCM & Customer. However, if project resources are unprepared or unavailable at time of request, the duration of the project may be extended or delayed, increasing the budgeted hours agreed upon. Requests for additional items deemed outside of current scope may be accommodated by a Change Order(s). Any work not outlined or any material changes in the project information will not be included in Implementation project and will be deemed out of scope resulting in the necessary completion of a Change Order(s).

(See Change Order for additional information)

Criterion HCM implementation will be delivered by remote methods through a combination of instruction led trainings, customer assignments, and video tutorials.

Proposed Deliverables

Criterion agrees to develop and deliver the deliverables (the “Deliverables”) as set forth in this SOW and as summarized in this section

Module	Hours	Milestone
Core Configuration – Includes: • Kickoff activities • 3 Core workshop and Q&A sessions • system set-up for code tables, • 1 employer set-up, • organizational structure • default dashboard • integration workshop for requirements gathering for integration to Central Square (HTE) • Admin training on core module	50	Critical Path Milestone: Core UAT signoff
HR configuration – Includes: • 4 HR workshops and Q&A sessions • 3 time-off plans; • 2 timesheet layouts; • Admin training on HR module for up to 6 participants	60	Required Milestone: HR UAT signoff
Talent Engagement configuration – Includes: • workshop for up to 2 Performance review types; • workshop for up to 2 forms; • 2 Training session(s) for each: Onboarding, Recruiting, Learning Management;	20	Required Milestone: Talent Training signoff
Project Management - weekly project updates and monitoring of Basecamp tasks; Support handover and project closure meetings; change management guidance	30	
Standard Integration to Central Square (HTE)	10	
Add-Ons	10	

Project Team Responsibility Items

Customer Team participation is critical to the success of the project. It is important to identify those individuals within your company that will be able to best serve the project team. Team members assigned should not only thoroughly knowledgeable on the subject matter at hand, but also available to work with various project team members to ensure projects timely success. If your organization is comprised of multiple units/divisions it will be important to identify those at the projects onset in order identify and collaborate communicate effectively as the implementation proceeds throughout the project lifecycle. The information below will help with planning the necessary commitment and responsibilities that will be needed.

Roles/Responsibility Items	Criterion	Customer
Overall, Success of Implementation	•	•
Configures system to Customer specifications	•	
Communication to convey project needs & prepare resources	•	•
Task Assignment, mitigates risk and works to follow project schedule	•	
Attend Weekly Meetings	•	•
Defines Customer specific deliverable items		•
Prepares/Attends 'Working Sessions' to address issues & ensure timely completion of project	•	•
Provides template info/ensures data integrity		•
Adheres to project timelines to best of ability	•	•
Responds to all Customer requests	•	
ESS Security Profile	•	•
Timesheet Layouts	•	•
G/L mapping	•	•

Completes required system configuration items		•
Test delivery/Acceptance Review	•	•
Training on delivered items	•	•

Acceptance Criteria

User testing and acceptance is required in order to ensure both parties have met all requirements of the implementation. The standard requirements are listed below. Additional requirements will be outlined per module as needed. Customer is responsible for notifying criterion timely Once acceptance has commenced.

- Training has been received
- System upload of provided Data has been complete
- Software is configured as defined to project team
- Outstanding questions have been answered
- Any outstanding problems or corrective actions have been documented
- Criterion system configuration has been tested and is in good standing
- Set up and configuration is accepted

SOW Assumptions

This SOW, including the estimated budget set forth in this SOW, is premised on the following assumptions:

Criterion's obligations with respect to the delivery of the Deliverables are contingent upon Customer Company's compliance with Customer Company's delivery, approval, fee payment and other obligations under this SOW and Customer Company acknowledges that its failure to satisfy such obligations may necessitate an adjustment to the delivery schedule set forth in this SOW and/or the fees charged hereunder.

- The "Start Date," i.e., the date upon which Criterion will begin its work hereunder, shall be determined by Criterion in its discretion after both parties have signed this SOW and Customer Company has provided all information and/or materials

required for Criterion's performance hereunder. All parties will work together to arrange Kick-off date and meeting time.

- The “Delivery Date” is the earlier of (i) the date that Customer Company accepts the final Deliverables under this SOW or (ii) if Customer Company fails to accept or reject the final Deliverables during the applicable Review Period, the expiration of the Review Period for the final Deliverables (at which time the final Deliverables will be deemed accepted, as set forth above in this SOW).
- The “Review Period” for each Deliverable will be 5 business days from the date Criterion delivers the Deliverable to Customer Company, except that the Review Period for the final Deliverables due under this SOW will be 7 Days from the date Criterion delivers the final Deliverables to Customer Company. Customer Company will provide all necessary feedback, and answer any necessary questions regarding Deliverables, within 5 business days.
- Customer Company is responsible for initiating and maintaining relationships, operations, and costs associated with third-party services outlined in the SOW. Criterion does not provide any representations or warranties for third-party services mentioned in this document.
- Customer Company is responsible for providing adequate staff and establishing the hardware and network needed to handle the Deliverables, including testing. Customer Company will identify, and make available, the following resources, prior to the project Kick-off call.
 - Dedicated project manager
 - Project Lead – Business Owner
 - Project User Acceptance tester(s)
- If payroll module is included, Customer Company will provide General Ledger (GL) layout within 3 weeks of project kick-off meeting. If GL cannot be provided prior to beginning of Payroll module work session, it will be assumed that manual work will be performed for GL accounting and go-live will not be delayed.
- Customer Company is responsible for testing the application for a period for one week or more before the end of the Review Period for the final Deliverables.
- Any timeline provided for deliverable items are dependent on Criterion receiving clear and detailed specifications from the Customer. Criterion

cannot guarantee the delivery of the functionality by a promised Go-live Date if the initial specifications are not complete, correct or delivered on time.

- Any other custom work, such as requests for reports, will be managed as Change Order items and charged on a Time and Materials basis.

Change Order Process

If the Customer desires to initiate changes to this SOW, it shall submit to Criterion a written request to do so. The request shall set forth the nature of Customer Company's proposed changes, including any changes to the Duration, Deliverables and/or specifications. Upon Customer's submission of such a request, Criterion shall provide to Customer a written document setting forth, at a minimum, a description of any changes or additions to (i) the specifications, (ii) the Deliverables, (iii) the delivery schedule, and/or (iv) the fees ("Change Order"). A Change Order will be binding only if signed by both parties hereto. Any additional Deliverables described in the Change Order will be subject to the acceptance procedure described above.

If Criterion's work under this SOW cannot continue until a Change Order is signed, then unless otherwise agreed to in writing by the parties, the delivery schedule set forth in this SOW will be extended by the amount of time that elapses from (a) the date on which Criterion delivers a Criterion-initiated Change Order to Customer Company or Customer Company submits a request for a Change Order to Criterion, whichever occurs first, to (b) the execution of the Change Order by both parties hereto.

The parties shall negotiate each Change Order in good faith. If the parties cannot agree to a proposed Change Order within fifteen (15) days of its delivery to Customer Company, Customer Company may either terminate this SOW or instruct Criterion by written notice to proceed under the original SOW; provided, however, that the delivery schedule set forth in this SOW will be extended by the amount of time that elapses from (y) Customer Company's request for the Change Order to (z) its notice to Criterion to proceed under the original SOW. If Company elects to terminate an SOW in accordance with this section, it shall pay Criterion on a time and materials basis for all work performed, and all expenses incurred, by Criterion under this SOW from the last payment made by Company until the date of such termination.

Service Summary

Standard Deliverables Included	Cost
Core – Basic organizational and employee structure, ESS, Standard reports; standard dashboards	\$9,750.00
HR – Benefits, Time-offs, Time sheets	\$11,700.00
Talent Engagement – Learning Management, Recruiting, and Onboarding functionality	\$3,900.00
Project Management - weekly project updates and monitoring of Basecamp tasks; Support handover and project closure meetings; change management guidance	\$5,850.00
Standard Integration to Central Square (HTE)	\$1,950.00
Add-Ons	\$1,950.00

Total: \$35,100.00

Discount: \$16,041.00

Net Implementation Assistance Fees: \$19,059.00

Customer Company shall pay Criterion the total fees due under this SOW in four installments: Fifty percent (50%) at the Effective Date and the remaining fifty percent (50%) as outlined in the schedule below.

15% on the 1st day of Month 2
 15% on the 1st day of Month 3
 20% on the 1st day of Month 4

All payments under this SOW are non-refundable and shall be made in accordance with the Agreement. Except as specified in the Change Order Process Section, upon an early termination of this SOW for any reason (other than a termination resulting from a material, uncured breach of this Agreement by Criterion), Criterion shall invoice Company for all fees and expenses payable under this SOW and Customer Company shall pay Criterion the fees set forth in the Agreement by the due date of each applicable invoice.



Village of Rantoul (Customer)	Criterion Inc. (Criterion)
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Address:	Address: 301 Merritt 7, Norwalk, CT 06851

Glossary

Benefit Plan	A benefit plan is a type of plan in which an employer/sponsor promises a specified benefit that is predetermined based on a formula that can include different conditions like employee age or employment history and different options and pay rates correspondingly. A benefit plan can include anything from long term disability insurance to free parking for employees.
Candidate	A candidate is a person who applied to one of the positions within your organization or is considered to be an appropriate person for one of the positions.
Deductions	Deduction is used to describe both literal "employee deductions" which reduce the employee's wages, and "employer deductions" which are contributions or payments the employer makes on behalf of the employee (like a 401k match). All deductions are paid out to someone other than the employee. The most common deductions are payments towards the employee cost of benefit insurance premiums. Other types of deductions include pension plans like 401(k) or 403(b), employer fees (ex. uniforms or equipment), union dues, wage garnishments. When taxes are calculated, some deductions are considered pre-tax, and some are post-tax. Which deductions are which type depends on the tax being calculated. Those rules are generally handled by the tax engine. Other deductions are considered Net deductions. Net deductions come out of the net pay after all taxes and other deductions have been taken.
Dependents	Dependents are people (contacts) who hold a dependent relationship with a person in the system. They could be family or simply contacts that are covered by the person's benefits.
Form	Forms are the documents of a certain standard used by an organization, that can be sent to a candidate. For example: • i-9 Copy • Job Description • Offer Letter • Resume • Background Check
Hiring Manager	Hiring Manager is the manager assigned to the job posting. The Hiring Manager can see information on his job postings in the Self-Service module.
Job Portal	This is an external portal where all job postings of an organization created in Criterion Recruiting module are displayed. Job portal can be used separately or embedded into organization site.
Job Posting	A job posting contains information about an open position within an organization. It describes job responsibilities wages, candidate requirements etc.
Income	This term is used to describe employee's wages and "employer paid benefits" (like Group Term Life coverage). Not all Incomes are paid out to the employee. Incomes may be included in Gross, Net, Taxable, Partially Taxable, or Not Taxable. For convenience and efficiency, the system is designed to have certain settings common to multiple incomes stored as a higher-level entity.

Overtime Rules	A rule that specifies what hours are counted as overtime and how they are paid. You can have several overtime rules to pay different rates for say working over the weekend and working more than 8 hours on the week days.
Pay Batch	Criterion® processes payroll in batches. A payroll batch contains detailed information about the payment, taxes, deductions, pay groups and pay dates.
Pay Groups	Pay groups consist of one or more employee groups and are used to run payroll for groups of people instead of running it individually for every person.
Performance Review	A method by which the job performance of an employee is documented and evaluated.
Position	A Position is a specific instance of a job at a particular work location. It sets the job (code, title, EEO class, Salary Grade Range, FLSA Exempt Status, Officer Status, etc.), place in the organization (where do they report and who reports to them), the organizational structure (classification levels, ex. Company, Division, Department, etc.), and default/budgeting values (default rate for the position, employment status, hours, shift, etc.).
Review Period	Review period is used in Criterion HCM to specify the period for the review and to set the way the review should be performed.
Salary Grades	Salary grades define the salary ranges for a job. Pay rate for the position, and later assignment, cannot go outside the range for salary grade. There are two grade types available: • Grade-Only - If the job is grade-only, the rate for this position must fall into the range of minimum and maximum values. • Grade-Step - If the job is grade-step, the rate for the job must match one of the steps. A step can only have one amount.
Security Profile	A security profile specifies the role of an employee and his permissions in CriterionHCM. Security role affects what modules are available to an employee and what actions can be taken. For example, we assign some profile to a Recruiter which allows him to access Recruiting module and create, edit, view, and delete positions. This person is not allowed to create new employees.
Team	Org charts terminology. Peers, Subordinates and the person you report to in Org Structure.
Time off Plan	A time off plan can cover everything from planned vacations to sick days. It defines the rules of accrual based on the accrual formula, number of days allotted per year, "rollover" policy etc.
Workflow	The sequence of administrative steps through which a piece of work passes from initiation to completion. The following workflow types are supported by Criterion HCM: • Address Change • Assignment • Demographic Change • Employee Document • Employee Tax • Employee Termination



- Open Enrollment
- Performance Review
- Person Bank Account
- Reporting Relationship
- Time Off Request
- Timesheet Submission



Subscription Services Agreement

This agreement is between Criterion Inc., a Delaware corporation (**Criterion**), and the customer agreeing to these terms (**Customer**). It is dated as of the date Criterion signs below.

1. **SOFTWARE SERVICE.** This agreement provides Customer access to and usage of an Internet based human resources software service, including, without limitation, its features, functions, user interface, and underlying software, as specified on an order (**Service**). Orders may be entered into directly with Criterion or with a Criterion approved reseller.
2. **USE OF SERVICE.**
 - a. **Customer Owned Data.** All data uploaded by Customer to the Service remains the property of Customer, as between Criterion and Customer (**Customer Data**). Customer represents and warrants to Criterion that Customer has provided all required notices and has obtained all required licenses, permissions, and consents regarding Customer Data for use within the Services under this agreement. Customer grants Criterion the right to use the Customer Data solely for purposes of performing under this agreement. During the term of this agreement, Customer may export its Customer Data as allowed by functionality within the Service.
 - b. **Contractor Access and Usage.** Customer may allow its contractors to use the Service in compliance with the terms of this agreement, which access must be for the sole benefit of Customer. Customer is responsible for the compliance with this agreement by its contractors.
 - c. **Customer Responsibilities.** Customer (i) must keep its passwords secure and confidential and use industry-standard password management practices; (ii) is responsible for its access control policies and administration of access rights to its account within the Service, the acts and omissions of its users, and the legality and accuracy of Customer Data and all activity in its account in the Service; (iii) must use commercially reasonable efforts to prevent unauthorized access to its account, and notify Criterion promptly of any such unauthorized access; and (iv) may use the Service only in accordance with the Service's user documentation and applicable law.
 - d. **Criterion Support.** Criterion must provide customer support for the Service under the terms of Criterion's Customer Support Policy (**Support**) attached hereto as Exhibit A and incorporated herein.
 - e. **Professional and Additional Services.** Criterion may provide professional services (**Professional Services**) and tax filing and payment processing services (**Additional Services**) as specified under an order. In the event that Additional Services are specified under an order, the terms of Exhibit B Additional Services, which are attached hereto, will be incorporated into this agreement and the applicable order.
3. **SERVICE LEVEL AGREEMENT & WARRANTY.**
 - a. **Warranty.** Criterion warrants to Customer: (i) that commercially reasonable efforts will be made to maintain the online availability of the Service for a minimum of availability in any given month as provided in the Service Level Agreement, attached hereto as Exhibit C and incorporated herein (*excluding* maintenance outages, force majeure, outages that result from any Customer technology issues, and outages beyond Criterion's reasonable control); (ii) the functionality or features of the Service may change but will not materially decrease during any paid term; and (iii) that the Support may change but will not materially degrade during any paid term.
 - b. **DISCLAIMER. CRITERION DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE AND FITNESS FOR A PARTICULAR PURPOSE. WHILE CRITERION TAKES REASONABLE PHYSICAL, TECHNICAL AND ADMINISTRATIVE MEASURES TO SECURE THE SERVICE, CRITERION DOES NOT GUARANTEE THAT THE SERVICE CANNOT BE COMPROMISED. CUSTOMER UNDERSTANDS THAT THE SERVICE MAY NOT BE ERROR FREE, AND USE MAY BE INTERRUPTED.**
4. **PAYMENT.** Customer must pay all fees as specified on the order, but if not specified then within 30 days of receipt of an invoice. Customer is responsible for the payment of all sales, use, withholding, VAT and other similar taxes. This agreement contemplates one or more orders for the Service, which orders are governed by the terms of this agreement.
5. **MUTUAL CONFIDENTIALITY.**
 - a. **Definition of Confidential Information.** Confidential Information means all non-public information disclosed by a party (**Discloser**) to the other party (**Recipient**), whether orally, visually, or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure (**Confidential Information**). Criterion's Confidential Information includes without limitation the Service pricing information. Customer's Confidential Information includes, without limitation, the Customer Data.
 - b. **Protection of Confidential Information.** Recipient must use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but not less than reasonable care) to: (i) not use any Confidential Information of Discloser for any purpose outside the scope of this agreement, and, (ii) limit access to Confidential Information of Discloser to those of its employees and contractors who need that access for purposes consistent with this agreement and who have signed confidentiality agreements with Recipient containing protections not materially less restrictive than those in this agreement.

- c. **Exclusions.** Confidential Information *excludes* information that: (i) is or becomes generally known to the public without breach of any obligation owed to Discloser, (ii) was known to the Recipient prior to its disclosure by the Discloser without breach of any obligation owed to the Discloser, (iii) is received from a third party without breach of any obligation owed to Discloser, or (iv) is independently developed by the Recipient without use or access to the Confidential Information. The Recipient may disclose Confidential Information to the extent required by law or court order, but will provide Discloser with advance notice to seek a protective order.

6. CRITERION PROPERTY.

- a. **Reservation of Rights.** Criterion and its licensors are the sole owners of the Service and any deliverables provided through Professional and Additional Services (**Deliverables**), and all right, title and interest in and to such items, including all associated intellectual property rights, remain only with Criterion. Customer may not remove or modify any proprietary marking or restrictive legends in the Service. Criterion reserves all rights that are not expressly granted in this agreement.
- b. **Restrictions.** Customer *may not* (i) sell, resell, rent or lease the Service or use it in a service provider capacity; (ii) use the Service to store or transmit unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit infringing material in violation of third-party rights; (iii) interfere with or disrupt the integrity or performance of the Service; (iv) attempt to gain unauthorized access to the Service or their related systems or networks; (v) reverse engineer the Service except as allowed by applicable law despite this limitation; or (vi) access the Service to build a competitive service or product, or copy any feature, function or graphic for competitive purposes.
- c. **Anonymized Data.** During and after the term of this agreement, Criterion may use and owns all aggregated and anonymized data within the Service for purposes of enhancing the Service, aggregated statistical analysis, technical support and other business purposes.

7. TERM AND TERMINATION.

- a. **Term.** This agreement continues until the 30th day after all orders have expired, unless earlier terminated as provided below.
- b. **Mutual Termination for Material Breach.** If either party is in material breach of this agreement, the other party may terminate this agreement at the end of a written 30-day notice/cure period, if the breach has not been cured.
- c. **Return of Customer Data.**
- *Within 60-days after termination*, upon request Criterion will make the Service available for Customer to export Customer Data as provided in Section 2(a).
 - *After such 60-day period*, Criterion has no obligation to maintain the Customer Data and may destroy it.
- d. **Return Criterion Property Upon Termination.** Upon termination of this agreement for any reason, Customer must pay Criterion for any unpaid amounts, and destroy or return all property of Criterion. Upon Criterion's request, Customer will confirm in writing its compliance with this destruction or return requirement.
- e. **Suspension for Violations of Law.** Criterion may temporarily suspend the Service or remove the applicable Customer Data, or both, if it in good faith believes that, as part of using the Service, Customer has violated a law. Criterion will attempt to contact Customer in advance.

8. LIABILITY LIMIT.

- a. **EXCLUSION OF INDIRECT DAMAGES.** To the maximum extent allowed by law, Criterion is not liable for any indirect, special, incidental or consequential damages arising out of or related to this agreement (including, without limitation, costs of delay; loss of data, records or information; and lost profits, revenue or anticipated cost savings), even if it knows of the possibility or foreseeability of such damage or loss.
- b. **TOTAL LIMIT ON LIABILITY.** To the maximum extent allowed by law, except for Criterion's indemnity obligations, Criterion's total liability arising out of or related to this agreement (whether in contract, tort or otherwise) does not exceed the amount paid by Customer within the 12-month period prior to the event that gave rise to the liability.

9. INDEMNITY.

- a. **Defense of Third Party Claims.** Criterion will defend or settle any third-party claim against Customer to the extent that such claim alleges that Criterion technology used to provide the Service infringes a copyright, patent, trademark or other intellectual property right, if Customer, promptly notifies Criterion of the claim in writing, cooperates with Criterion in the defense, and allows Criterion to solely control the defense or settlement of the claim. **Costs.** Criterion will pay infringement claim defense costs it incurs in defending Customer under this indemnity, Criterion negotiated settlement amounts, and court awarded damages. **Process.** If such a claim appears likely, then Criterion may modify the Service, procure the necessary rights, or replace it with the functional equivalent. If Criterion determines that none of these are reasonably available, then Criterion may terminate the Service and refund any prepaid and unused fees. **Exclusions.** Criterion has no obligation for any claim arising from: Criterion's compliance with Customer's specifications; a combination of the Service with other technology or aspects where the infringement would not occur but for the combination; Use of Customer Data; or technology or aspects not provided by Criterion. THIS SECTION CONTAINS CUSTOMER'S EXCLUSIVE REMEDIES AND CRITERION'S SOLE LIABILITY FOR INTELLECTUAL PROPERTY INFRINGEMENT CLAIMS.

- b. **By Customer.** If a third-party claims against Criterion that any part of the Customer Data infringes or violates that party's patent, copyright or other right, Customer will defend Criterion against that claim at Customer's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Customer, provided that Criterion: promptly notifies Customer in writing of the claim; and allows Customer to control, and cooperates with Customer in, the defense and any related settlement.
10. **GOVERNING LAW AND FORUM.** This agreement is governed by the laws of the State of Connecticut (without regard to conflicts of law principles) for any dispute between the parties or relating in any way to the subject matter of this agreement. Any suit or legal proceeding must be exclusively brought in the federal or state courts for Fairfield County, Connecticut, and Customer submits to this personal jurisdiction and venue. Nothing in this agreement prevents either party from seeking injunctive relief in a court of competent jurisdiction. The prevailing party in any litigation is entitled to recover its attorneys' fees and costs from the other party.
11. **OTHER TERMS.**
- a. **Non Solicitation.** During the term of this agreement and for a period of one year after the termination of this agreement, Customer may not, directly or indirectly, employ or solicit the employment or services of a Criterion employee, or individual independent contractor, with which Customer has worked under this agreement. This restriction does not apply to general solicitations for employment, not directed at the employees of Criterion.
 - b. **Entire Agreement and Changes.** This agreement and the order constitute the entire agreement between the parties and supersede any prior or contemporaneous negotiations or agreements, whether oral or written, related to this subject matter. Customer is not relying on any representation concerning this subject matter, oral or written, not included in this agreement. No representation, promise or inducement not included in this agreement is binding. No modification of this agreement is effective unless both parties sign it, and no waiver is effective unless the party waiving the right signs a waiver in writing.
 - c. **No Assignment.** Neither party may assign or transfer this agreement or an order to a third party, except that this agreement with all orders may be assigned, without the consent of the other party, as part of a merger, or sale of substantially all the assets, of a party.
 - d. **Independent Contractors.** The parties are independent contractors with respect to each other, and neither party is an agent, employee, or partner of the other party.
 - e. **Enforceability and Force Majeure.** If any term of this agreement is invalid or unenforceable, the other terms remain in effect. Neither party is liable for its non-performance due to events beyond its reasonable control, including, without limitation, natural weather events, disasters, labor disruptions and disruptions in the supply of utilities.
 - f. **Money Damages Insufficient.** Any breach by a party of this agreement or violation of the other party's intellectual property rights could cause irreparable injury or harm to the other party. The other party may seek a court order to stop any breach or avoid any future breach of this agreement.
 - g. **No Additional Terms.** Criterion rejects additional or conflicting terms of any Customer form-purchasing document.
 - h. **Order of Precedence.** If there is an inconsistency between this agreement and an order, the order prevails.
 - i. **Survival of Terms.** All provisions of this agreement regarding payment, confidentiality, indemnification, limitations of liability, proprietary rights, and such other provisions that by fair implication require performance beyond the term of this agreement, must survive expiration or termination of this agreement until fully performed or otherwise are inapplicable. The UN Convention on Contracts for the International Sale of Goods does not apply.
 - j. **Feedback.** If Customer provides feedback or suggestions about the Service, then Criterion (and those it allows to use its technology) may use such information without obligation to Customer.

Village of Rantoul	Criterion Inc. (Criterion)
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Address:	Address: 301 Merritt 7, Norwalk, CT 06851

Exhibit A

Customer Support Policy

Criterion will respond to service-related incidents and requests involving the Service that is communicated through Criterion specified methods, within the timeframes indicated below. The customer shall submit requests with the priority level specified; however, Criterion reserves the right to reasonably increase or decrease the priority level at its reasonable discretion.

Criterion will use commercially reasonable efforts to resolve all requests promptly in the time periods specified below but does not guarantee a time to resolution due to the inherent variability in effort and corresponding time required to resolve issues. Criterion will communicate resolution efforts with the Customer in a timely manner. Support is provided by Criterion only during its business hours, which are 8:30 AM to 5 PM Eastern Time, Monday through Friday, excluding holidays.

1. **Support Phone.** +1 (203) 703-9000
2. **Support Email.** help@criterionhcm.com
3. **Scheduled Outages.** Usually scheduled from Sunday 3:00 AM to 5:00 AM Eastern Time and customers are usually notified via email.
4. **Software Updates**
 - a. **Software service maintenance, which includes maintenance releases, enhancements, new versions, additions, and modifications to the service,** that it provides to all other customers under support for no additional fee.
 - b. **Bug fixes** to bring the service into substantial conformance with its then current user guide.
5. **Resolution Process**
 - a. Trouble Ticket opened
 - b. Assign an engineer to determine and correct the error
 - c. Periodic reports on the status of the correction
 - d. Initiate work to correct the error

SEVERITY	DEFINITION	RESPONSE GOAL	DETAILS
Urgent	Critical functions of the Criterion Services are unavailable. There is a significant business impact. Subscriber cannot reasonably circumvent or workaround.	1 Actual Hour (Must be reported by phone)	- Trouble Ticket opened - Assign an engineer to determine and correct the error - Periodic reports on the status of the correction - Initiate work to correct the error
High	Critical functions of the Criterion Services are noticeably impaired, or performance is degraded. Subscriber cannot circumvent or workaround.	4 Business Hours	- Trouble Ticket opened - Assign an engineer to determine and correct the error - Periodic reports on the status of the correction - Initiate work to correct the error
Normal	Non-critical functions of your application are experiencing errors or abnormalities exist. Subscriber can circumvent or work around the problem. Subscriber may also have a time-sensitive usage question.	1 Business Day	- Trouble Ticket opened - Assign an engineer to determine and correct the error - Periodic reports on the status of the correction - Initiate work to correct the error
Low	Subscriber has a general usage question or would like to log a feature request.	2 Business Days	- Commercially reasonable efforts to include in the next major release

Exhibit B

Tax Filing and Payment Processing Services

1. Tax Filing services

Customers are responsible for making payroll tax deposits and filing reports with various agencies. Criterion provides standard tax filing reports typically at the federal level and provides required data that allows customers to complete the filings at the state, provincial, and local levels. In addition, Criterion has partnered with multiple Payroll Tax Service Companies (PTSC) to provide payroll tax deposit and filing services for the Customer.

For the PTSC to make payroll tax deposits and file payroll tax returns on a timely basis, Customer must complete the payroll processing cycle and perform the quarter-end procedures on a timely basis. The charges associated with tax services are covered in a separate agreement with the PTSC.

2. Tax Filing services Options

1	Customer Filing	- Customer is responsible for timely payroll tax deposits and filing reports - Criterion is responsible for generating filing ready Federal reports and generating supporting reports to complete state, provincial and local reports	At no additional cost
2	PTSC - Aatrix	- Customer signs agreement directly with Aatrix using Criterion preferred pricing. - Customer is responsible for completing the tax filing reports in Aatrix. - Criterion is responsible for the functioning of integration with Aatrix	For pricing and supported filings, please visit https://www.aatrix.com/partners/criterion
3	PTSC - Ceridian	- Customer must complete the payroll processing cycle and perform the quarter-end procedures on a timely basis - Criterion maintains the contractual relationship with Ceridian and invoices Customer for Ceridian Services - Criterion is responsible for the functioning of integration with Ceridian and providing support as needed	Wholesale pricing offered by Ceridian to Criterion plus 10% mark up to cover processing and operational costs.

3. Payment Processing Services

Criterion is responsible for the generation of payment processing files required by banks. Criterion supports most bank file formats in the US, Canada, and the UK. Customer is responsible for uploading the file to their bank. In addition, Criterion has partnered with Kotapay to seamlessly transmit the data for clients based in the US.

4. Payment Processing Options

1	Customer Uploading	- Customer is responsible for uploading the generated files into the banking portal - Criterion is responsible for generating the files in the required format by the bank	At no additional cost
2	Kotapay	- Customer signs agreement directly with Kotapay using Criterion preferred pricing. - Criterion is responsible for the functioning of integration with Kotapay	\$0.12 per transaction

Exhibit C

Service Level Agreement (SLA)

Availability: Service will be operational and available to Customer at least **99.9%** of the time in any calendar month.

Monthly Uptime Percentage	Service Credit for Downtime
<99.9% but >= 99.5%	5% of the monthly fee
<99.5% but >= 99.0%	10% of the monthly fee
<99.0%	20% of the monthly fee

Response Time: Service will maintain the following response times. **Service Credit:** 10% of the monthly fee for the month of the failure.

Action	Response Time
Simple actions such as opening selection boxes and expanding tree views and closing forms.	2 seconds
Medium complexity actions such as switching between views, opening dialog boxes, clicking on the "Apply" button.	6 seconds
Web page load times	8 seconds
Running a report and displaying the results on a screen.	60 seconds

Database Restoration: If the Customer desires to restore from a backup, the Service will be restored and fully operational within 4 hours. **Service Credit:** 10% of the monthly fee for the month of the failure.

User Satisfaction Rating: Criterion measures customer satisfaction rating on every ticket opened by the Customer. Criterion will ensure a 90% satisfaction rating in any calendar year. **Service Credit:** 1% of the annual fee for the year of the failure.

Definitions.

Downtime means the time in which the Service is not capable of being accessed by Customer, as monitored by Criterion.

Monthly Uptime Percentage means the total number of minutes in a calendar month minus the number of minutes of Downtime suffered in a calendar month, divided by the total number of minutes in a calendar month.

Exclusion from Downtime

- Service unavailability caused by scheduled maintenance of the platform used to provide the Service (Schedule is posted on the support portal and customers are usually notified via email); or
- Service unavailability is caused by events outside of the direct control of Criterion, including any force majeure event, the failure or unavailability of Customer's systems, the Internet, and the failure of any other technology or equipment used to connect to or access the service.

Claim Procedure: To receive a service credit for a particular calendar month, Customer must submit a claim by email to the support team within 30 days of the end of the month during which the Service did not meet the above SLA, and include the following information:

- Customer name;
- the name of the service to which the claim relates;
- information supporting each claim of Downtime, including date, time, and a description of the incident, all of which must fall within the calendar month for which you are submitting a claim.

If Customer does not submit the claim within such 30-day time period, then the claim is waived.

THIS SLA STATES CUSTOMER'S SOLE AND EXCLUSIVE REMEDY FOR ANY FAILURE BY CRITERION TO PROVIDE THE SERVICE UNDER THE TERMS ABOVE.



Software Services Order Form

203-703-9000
301 Merritt 7
Norwalk, CT 06851

Order Date: 2024-07-19

Description	Quantity	Price (PEPM)	Months	Subtotal
HR	250	\$7.50	12	\$22,500.00
Talent	250	\$4.50	12	\$13,500.00
Carrier Connections	1	\$75.00	12	\$900.00
Test Environment / Sandbox	1	\$125.00	12	\$1,500.00
Advanced Analytics	1	\$100.00	12	\$1,200.00
Subtotal				\$39,600.00
Discount				\$12,600.00
Total				\$27,000.00

Term: 3 year

Billing: Annually in advance, first annual payment is due on signing and will be applied to the period starting 30 days from the contract signing. Invoices that remain past due are subject to late fees, at the rate of 12% annually.

PEPM means Per Employee Per Month

Renewals: After the 3 year term has been met, this order renews for additional 1 year periods, unless either party provides the other with written (including email) notice of non-renewal at least 60 days prior to the renewal date.

Terms: This order is governed by the terms of the Subscription Services Agreement between the parties, which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the agreement, this order governs. This order and the agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order.

Village of Rantoul

By: _____

Name: _____

Title: _____

Date: _____

Address: _____

Criterion Inc.

By: _____

Name: _____

Title: _____

Date: _____



Professional Services and Hardware Order Form

203-703-9000
301 Merritt 7
Norwalk, CT 06851

Order Date: 2024-07-19

Description	Quantity	Price	Subtotal
Standard Core Implementation	50	\$195.00	\$9,750.00
Standard HR Implementation	60	\$195.00	\$11,700.00
Standard Talent Engagement Implementation	20	\$195.00	\$3,900.00
Project Management	30	\$195.00	\$5,850.00
Standard Integration to Central Square (HTE)	10	\$195.00	\$1,950.00
Add-Ons	10	\$195.00	\$1,950.00
Subtotal			\$35,100.00
Discount			\$16,041.00
Total			\$19,059.00

Fees: Professional Service fees are estimated based on a standard implementation and using an hourly rate of \$195. A Statement of Work (SOW), attached hereto as Attachment A and incorporated herein, details the above provided Professional Services. If there are change order requests or scope of work goes beyond the SOW, a change order or SOW amendment must be approved in writing by both parties.

Payment: Payment terms are specified in the SOW.

Terms: This order is governed by the terms of the Subscription Services Agreement between the parties, which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the agreement, this order governs. This order and the agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order.

Village of Rantoul

By: _____

Name: _____

Title: _____

Date: _____

Address: _____

Criterion Inc.

By: _____

Name: _____

Title: _____

Date: _____

Quote #: Q-174283**Primary Quoted Solution:** NaviLine PA**Quote expires on:** October 01, 2024**Quote prepared for:**

Chris Huston

Village of Rantoul

333 South Tanner

Rantoul, IL 61866

12178926803

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
1. NaviLine Time & Attendance Interface- Generic License Fee	1	9,575.00	9,575.00
Software Total			9,575.00 USD

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
1. Public Administration Project Management Services - Fixed Fee	780.00
2. Public Administration Technical Services - Fixed Fee	1,560.00
Services Total	2,340.00 USD



QUOTE SUMMARY

Software Subtotal	9,575.00 USD
Services Subtotal	2,340.00 USD
Quote Subtotal	11,915.00 USD
Quote Total	11,915.00 USD

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	1,915.00
FIRST YEAR SUBSCRIPTION TOTAL	0.00
FIRST YEAR RECURRING SERVICES TOTAL	0.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance.

Annual Maintenance and Subscriptions renewals shall be due on the anniversary of the Delivery Date*. Annual Maintenance and Subscription Fees are subject to increase as outlined in the Master Agreement.

*Delivery Date: For on-premise Solutions, Delivery shall be when CentralSquare delivers to Customer the initial copies of the Solutions outlined above by whichever the following applies and occurs first (a) electronic delivery, by posting it on CentralSquare's network for downloading, or similar suitable electronic file transfer method, or (b) physical shipment, such as on a disc or other suitable media transfer method, or (c) installation, or (d) delivery of managed services server. Physical shipment is on FOB - CentralSquare's shipping point, and electronic delivery is at the time CentralSquare provides Customer with access to download the Solutions. For cloud-based Solutions Delivery shall be whichever the following applies and occurs first when Authorized Users have (a) received log-in access to the Solution or any module of the Solution or (b) received access to the Solution via a URL.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

Contract Startup

- 100% Due Upon Contract Execution

Hardware & Third-Party Software

- 100% Due Upon Contract Execution

Services

- Fixed Fee: 100% Due Upon Completion of Services
- Time & Material: Due as Incurred

Third-Party Services

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion
- Time & Material: Due As Incurred

Travel & Living Expenses

- Due as Incurred

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [☐] No [☐]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Motion to Pass <u>Resolution 08-24-1420</u> , a Resolution Approving a Software Interface Agreement and License Fee with CentralSquare	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT: \$11,915.00 CentralSquare Module (upon implementation)
ATTACHMENTS: 1. 08-24-1420 Resolution - Approving an Agreement with CentralSquare	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS: The current Human Resource Software that we are using for applicant tracking, Civic HR, is ceasing operations in September. We are also using a separate HR software system for scheduling and timekeeping. In reviewing options for a new applicant tracking system, we felt it was in the best interest to consolidate all Human Resource software needs into one system. In an effort to ensure the Criterion software communicates with CentralSquare, a module will be developed allowing for the two to communicate without having to duplicate input of information.	
RECOMMENDED ACTION: Approve the CentralSquare Interface and License Fee Agreement	
DEPARTMENT HEAD APPROVAL Deborah Sage	VILLAGE ADMINISTRATOR Scott Eisenhauer

RESOLUTION 08-24-1420

**A RESOLUTION
AUTHORIZING AND APPROVING A SOFTWARE INTERFACE AGREEMENT
BETWEEN THE VILLAGE OF RANTOUL AND CENTRALSQUARE**

WHEREAS, there has been presented to and there is now before this meeting of the President and the Board of Trustees (the “**Corporate Authorities**”) of the Village of Rantoul, Champaign County, Illinois (the “**Village**”) at which this Resolution is adopted, the form of a certain Software Interface Agreement (the “**Agreement**”), by and between the Village and CentralSquare (“**CentralSquare**”) in connection with the NaviLine Time and Attendance Interface and License Fee.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. That the Agreement by and between the Village and CentralSquare, in substantially the form thereof, which has been presented to and is now before the meeting of the Corporate Authorities of the Village at which this Resolution is adopted, be and the same is hereby authorized and approved.

Section 2. That for and on behalf of the Village, the Village President is hereby authorized to execute and deliver the Agreement, and the Village Clerk is hereby authorized to attest thereto, with such insertions, corrections, and technical revisions in the form of such Agreement as may be approved by such Village President, such execution or acceptance thereof, as the case may be, to constitute conclusive evidence of such approval of any and all such insertions, corrections or technical revisions therein from the form of the Agreement now before the meeting of the Corporate Authorities at which this Resolution is adopted.

This Resolution is hereby passed, the “ayes” and “nays” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting held on the date set forth below.

PASSED this 13th day of August, 2024.

Village Clerk

APPROVED this 13th day of August, 2024.

Village President

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

ITEM: Congresswoman Robin Kelly Mobile Office Hours Thursday, August 29 10:00am - 1:00pm Rantoul Business Center	DEPARTMENT: Administration
DATE: August 13, 2024	AMOUNT:
ATTACHMENTS: 1. Rantoul Mobile Office Hours 082924	ADMINISTRATIVE NOTES:
SUMMARY HIGHLIGHTS:	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR

MOBILE OFFICE HOURS



THE OFFICE OF CONGRESSWOMAN ROBIN L. KELLY (IL-02)

Thursday, August 29, 2024

Rantoul Business Center

10:00AM - 1:00PM

601 S. Century Blvd. | Rantoul, IL 61866

**MEET YOUR LOCAL DISTRICT REPRESENTATIVE AND LEARN ABOUT THE SERVICES
CONGRESSWOMAN ROBIN KELLY CAN OFFER CONSTITUENTS SUCH AS:**



Military/VA



Social Security



U.S. Passports



Immigration



IRS Services



Federal Housing
Issues



Medicare



Legislative Issues



U.S. Postal Service
Issues



Congresswoman

Robin Kelly
working for Illinois families

