



DU PAGE COUNTY

Development Committee

Final Regular Meeting Agenda

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, March 5, 2024

10:30 AM

Room 3500B

1. CALL TO ORDER
2. ROLL CALL
3. CHAIRMAN'S REMARKS- CHAIR TORNATORE
4. PUBLIC COMMENT
5. MINUTES APPROVAL
 - 5.A. [24-0796](#)
Development Committee Minutes- Regular Meeting - February 20, 2024
6. REGULATORY SERVICES
 - 6.A. [24-0803](#)
Recommendation for the approval of a contract purchase order to Harris Govern, for annual software maintenance and support services, as needed, for the period of April 1, 2024 through March 31, 2025, for Building & Zoning (\$10,702), Division of Transportation (\$6,421), and Public Works (\$2,140), for a contract total amount not to exceed \$19,263. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids. (Sole Source - Support for Govern System.)
7. OLD BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-0796

Agenda Date: 3/5/2024

Agenda #: 5.A.



DU PAGE COUNTY

Development Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, February 20, 2024

10:30 AM

ROOM 3500B

1. CALL TO ORDER

2. ROLL CALL

PRESENT	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore
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3. CHAIRMAN'S REMARKS- CHAIR TORNATORE

Chairman Tornatore entertained a motion to move item 6.A. to the end of the meeting. The motion was made by Member Chaplin, seconded by Member Krajewski and unanimously approved.

4. PUBLIC COMMENT

Phil Luetkehans, attorney, spoke on behalf of Lamar Advertising, petition Zoning-23-000098. They are asking for an LED sign, on the east side of an already existing sign at the northwest corner of North Avenue and Swift Road.

Keith Meiser spoke in support of beekeeping and encouraged less restrictions.

Dennis Wisnosky, also spoke in support of beekeeping and gave a handout to the Committee Members, titled, "Honey Bees vx. Native Bees", which can be found at the end of the minutes packet after electronic comment.

***Public Comment submitted electronically can be found at the end of the meeting minutes packet.

5. MINUTES APPROVAL

5.A. [24-0700](#)

Development Committee - Regular Meeting - January 16, 2024

Attachments: [Dev Comm Minutes 1-16-2024.pdf](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Liz Chaplin
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

6. REGULATORY SERVICES

6.A. [24-0701](#)

Informational Item: Bee Keeping Regulations in DuPage County and Collar Counties

The agenda packet provided a table of the municipalities and collar counties with their status on allowing beekping. Paul Hoss, reviewed some of details of other community ordinances, including registration with the State, number of hives, size of property, flyaway zones, setback and signage requirements. He stated that many of the municipalities follow state guidelines.Mr. Hoss informed Members how the County currently allows beekeeping through the 4-H program on properties 40,000 sq. ft. or larger and agriculture exempt properties.

With the Members encouragement, Paul Hoss said zoning will come back with several iterations to allow beekeeping.

Attachments: [Beekeeping_.pdf](#)
[Beekeeping Applications and Codes.pdf](#)

6.B. [DC-R-0001-24](#)

To approve a resolution to enter into an Intergovernmental Agreement between the Winfield Park District and the County of DuPage, to enable the County to make use of a Minibus from the Winfield Park District for the County’s March 20, 2024 field trip, relative to the County’s Grounded Solutions Network/Housing Solutions program.

Attachments: [IGA between County and WPDistrict 2024.pdf](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Brian Krajewski
SECONDER:	Liz Chaplin
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

6.C. [24-0702](#)

Recommendation for the approval of a contract to Veritext LLC, to furnish professional services to provide court reporting for the DuPage County Zoning Board of Appeals hearings, for the period of January 22, 2024 through December 23, 2024, for a contract amount not to exceed \$22,350; per renewal option under bid award #20-138-BZ, third and final option to renew.

Attachments: [PRCC - Veritext FY24.pdf](#)
[Renewal Agreement FY24.pdf](#)
[COURT REPORTER SERVICES 20-138-BZ Bid Tab \(Final\).pdf](#)
[VE Placeholder](#)
[VERITEXT_Redacted.pdf](#)

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Brian Krajewski
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

6.D. [DC-O-0008-24](#)

Z20-078 Maywood Sportsman’s Club (Addison/ District 1): To Approve as “Essentially in Accordance” that the proposed revised landscaping plan is essentially in accord with the site plan granted per Z20-078 Maywood Sportsman’s Club.

Attachments: [Z20-078 Maywood Sportsman's Club Dev. Com. 2-20-24 Est. in Accord\).doc](#)
[DC-O-0106-20 Approved.pdf](#)

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Patty Gustin
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

6.E. [DC-O-0010-24](#)

ZONING-23-000097 – Gaffney: To approve the following zoning relief:
Variation to reduce the interior side setback from required 10' to approximately 5' for an aircraft hangar in Aero Estates Fly-in Community. (Naperville/ District 5)
ZHO Recommendation to Approve
Development Committee VOTE (to Approve): 6 Ayes, 0 Nays, 0 Absent

Attachments: [Z-23-000097 Gaffney Cty. Bd. \(02-27-2024\).pdf](#)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Patty Gustin
SECONDER:	Liz Chaplin
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

6.F. [DC-O-0011-24](#)

ZONING-23-000098 – Lamar Advertising: To approve the following zoning relief:
1. Variation to increase the overall height of the new relocated electronic message center sign, from the permitted 20 feet overall height to approximately 60 feet;
2. Variation to increase the sign square footage from the permitted 50 square feet to approximately 672 square feet per face (1,344 square feet total); and
3. Conditional Use to permit the installation of a 14' x 48' LED digital display panels

(electronic message center sign) on the newly re-located sign structure. (Bloomingdale/ District 4)
 ZHO Recommendation to Approve
 Development Committee VOTE (to Approve): 6 Ayes, 0 Nays, 0 Absent

Attachments: [Z-23-000098 Lamar Advertising Cty. Bd. \(02-27-2024\) Redacted.pdf](#)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Mary Ozog
SECONDER:	Liz Chaplin
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

6.G. [DC-O-0012-24](#)

ZONING-23-000099 – Bonadeo: To approve the following zoning relief:
 Variation to reduce the rear yard setback from 25' to approximately 20' for an unconditioned sunroom. (Naperville/ District 5)
 ZHO Recommendation to Approve
 Development Committee VOTE (to Approve): 6 Ayes, 0 Nays, 0 Absent

Attachments: [Z-23-000099 Bonadeo Cty. Bd. \(02-27-2024\).pdf](#)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Patty Gustin
SECONDER:	Liz Chaplin
AYES:	Chaplin, Gustin, Krajewski, Ozog, Rutledge, and Tornatore

7. **OLD BUSINESS**

No old business was discussed.

8. **NEW BUSINESS**

No new business was discussed.

9. **ADJOURNMENT**

With no further business, the meeting was adjourned at 11:07 a.m.



Development Requisition under \$30,000

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-0803

Agenda Date: 3/5/2024

Agenda #: 6.A.



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$19,263.00
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$19,263.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Harris Govern	VENDOR #: 28530	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Eric Martineau	VENDOR CONTACT PHONE: 450-805-2314	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupagecounty.gov
VENDOR CONTACT EMAIL: emartineau@harriscomputer.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Annual maintenance & support for the GOVERN software system for the period of April 1, 2024 through March 31, 2025, in the amount of \$19,263.00 (B&Z \$10,702.00, DOT \$6,421.00 and PW \$2,140.00).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The GOVERN system is unique to DuPage County and allows for review of all historical permits, impact fees, code violations associated with the County permitting process for Building & Zoning, Public Works and Division of Transportation. While we have migrated the current process to another program, it is necessary to be able to access the historical records of ongoing permits.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. The software was specifically written for DuPage County to allow for review, issuance and tracking of all permits and impact fees, as well as code violations and all accounts receivable functions associated with the permitting process. The permitting process has been migrated to an online process with another program but it is necessary to be able to review historical permits that might be ongoing. This program is used by Building & Zoning, Public Works and Division of Transportation.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not. The system is unique to DuPage County and was designed for DuPage County by this vendor. Harris Govern is the only vendor able to provide support and maintenance for the own system.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted. Extensive research of the other comparable systems was performed before this vendor was selected.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: N Harris Computer Corporation DBA Harris Govern	Vendor#: 28530	Dept: Building & Zoning	Division:
Attn: Eric Martineau	Email: emartineau@harriscomputer.com	Attn: Marla Flynn	Email: Marla.Flynn@dupagecounty.gov
Address: 1 Antares Dr, Suite 400	City: Ottawa	Address: 421 N County Farm Rd	City: Wheaton
State: ON K2E 8C4 Canada	Zip:	State: IL	Zip: 60187
Phone: 613-226-5511	Fax:	Phone: 630-407-6789	Fax: 630-407-6702
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Harris Govern	Vendor#: 28530	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 74007259	City: Chicago	Address:	City:
State: IL	Zip: 60674	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2024	Contract End Date (PO25): Mar 31, 2025
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Annual Maint & Support for Govern Software - 10 Users	FY24	1100	2810	53807		10,702.00	10,702.00
2	1	EA		Annual Maint & Support for Govern Software - 6 Users	FY24	1500	3500	53807		6,421.00	6,421.00
3	1	EA		Govern Maint & Support for Govern Software - 2 Users	FY24	2000	2665	53807		2,140.00	2,140.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 19,263.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Development, Public Works & Transportation Committees 3/5/2024
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement



Invoice
Date
Page

GOVMN0000247
02/15/2024
1 of 1

Remit To: Harris Govern;
PO Box 74007259
Chicago, IL 60674-7259

Bill To
DuPage County (IL) Marla Flynn 421 North County Farm Road DuPage Center WHEATON, IL 60187 United States

Ship To
DuPage County (IL) 421 North County Farm Road DuPage Center WHEATON, IL 60187 United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	DUP100		LOCAL DELIVERY	MN APR

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	MAINTENANCE	Land Management WD: 4/1/2024 to 3/31/2025 B&Z	US\$10,702.00	US\$10,702.00
1.00	MAINTENANCE	Land Management WD: 4/1/2024 to 3/31/2025 DOT	US\$6,421.00	US\$6,421.00
1.00	MAINTENANCE	Land Management WD: 4/1/2024 to 3/31/2025 PW	US\$2,140.00	US\$2,140.00
Please Note: Payment is due at the start of the maintenance term			Subtotal	US\$19,263.00
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
Invoice Questions? Please call Evelyn Campbell at 1-888-847-7747 OR e-mail ar_govern@harriscomputer.com			Total	US\$19,263.00



Harris Govern
2721 Council Tree Ave, Suite 248
Fort Collins, CO 80525
Sales Phone: (972) 881-1858
Support Phone: (972) 265-7300

February 19, 2024

Marla Flynn, Financial Analyst II
DuPage County Building and Zoning Department
Building Division
421 N. County Farm Road
Wheaton, IL 60187

To Whom It May Concern,

This letter advises that Harris Govern (formerly MS Govern, a division of Harris Computer Systems) is the sole source provider for supporting, maintaining, and licensing the Govern Software products. The source code for these products is proprietary and unavailable to any other entity. The design of the software is unique, and Harris Govern is uniquely qualified to provide support, fixes, and enhancements for it.

Sincerely,

A small, handwritten signature in dark ink, appearing to read "Mark Tesreau".

Mark Tesreau
Vice President, Support Services



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: Feb 19, 2024

Bid/Contract/PO #: _____

Company Name: Harris Govern	Company Contact: Mark Tesreau
Contact Phone: (800) 806-7896	Contact Email: mtesreau@harriscomputer.com

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

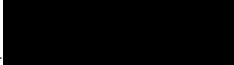
Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature 

Printed Name Mark Tesreau

Title Vice President, Support Services

Date Feb 19, 2024

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)