

**AVON TOWNSHIP – SPECIAL BOARD MEETING**

**AGENDA**

**433 E Washington Street, Round Lake Park, IL**

**Monday, September 29th, 2025, 6:30pm**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Old Business**
- V. New Business**
  - 1. Discussion and Possible Action on Highway Department roof repair**
  - 2. Discussion and Possible Action on Community Garden and Food Forest proposal**
- VI. Public Comment – Public Comment shall be limited to 3 minutes per speaker**
- VII. Member Remarks**
- VIII. Adjournment**

Avon Township is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting of facilities, are asked to call the Township office prior to the meeting.



**Correct Roofing & Construction, Inc.**

314C Nippersink  
Round Lake, IL. 60073  
847-740-2450

Fax: 847-740-8949

No: 2025-0922

Date: September 22, 2020

IL. State Lic.# 104-004227

[correct\\_roofing88@sbcglobal.net](mailto:correct_roofing88@sbcglobal.net)

Proposal Submitted To:

Avon Township Highway Department  
C/O Bob Kula  
389 Main Street  
Hainesville, IL. 60073  
224-433-4375

[bob@avonil.us](mailto:bob@avonil.us)

CORRECT ROOFING & CONSTRUCTION, INC.

Hereinafter (Contractor) hereby propose to furnish the materials and perform the labor necessary for the completion of:

Sweep all debris from roof area. Pressure wash complete corrugated steel deck on the complete building using a CertainTeed 100 roof wash. Replace any self-tapping deck screws with new 1.5" zinc coated deck screw with a metal washer and rubber gasket where needed on metal deck. Prime all vertical and horizontal seams where needed using a CertainTeed 350 Silicone coating. Caulk all screws, vertical and horizontal seams using a 370 Ultra Seal sealer where needed. Inspect all horizontal and vertical joints to make sure they are secure during and after the application. Install a CertainTeed fiber tape where needed on the existing transition joints.

Install an CertainTeed Smart Coat 450 High Solids Silicone coating on complete corrugated steel deck on complete building. Color to be white. Clean up and haul away all debris. Owner to reimburse contractor for and necessary permits.

10-Year Manufacturer's warranty on materials. 3-Year guarantee workmanship warranty.

**LABOR AND MATERIAL\*\*\*\*\*\$21,800.00**

**OPTION: IF TOWNSHIP CHOOSES TO INSTALL AN INLAND COATING THE COST WOULD BE... \$22,900.00**

CUSTOMER SHALL PAY CONTRACTOR'S ATTORNEYS FEES AND COSTS INCURRED ON COLLECTION OR ENFORCEMENT OF THIS AGREEMENT. ALL DEALING AND DISPUTES SHALL BE GOVERNED, INTERPRETED AND ENFORCED IN LAKE COUNTY, ILLINOIS. ALL PARTIES OR CUSTOMERS SIGNING SHALL BE JOINTLY AND SEVERALLY LIABLE.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawing and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

TWENTY ONE THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS (\$21,800.00)  
WITH PAYMENTS TO BE MADE AS FOLLOWS: HALF DOWN UPON SIGNING OF CONTRACT. BALANCE DUE IN FULL WHEN WORK IS COMPLETE.

Respectfully Submitted **CORRECT ROOFING & CONSTRUCTION, INC.**

PER

**NOTE: This proposal may be withdrawn by us if not accepted within 30 days.**

**NOTE:** Any alterations or deviations from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Worker's Compensation Liability Insurance to be taken out by Correct Roofing & Construction, Inc.

**ACCEPTANCE OF PROPOSAL**

**The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. 1.5% Per Month Finance Charges if not paid by due date.**

DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Signature \_\_\_\_\_

Signature \_\_\_\_\_

**YOU, THE CUSTOMER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM AS EXPLANATION OF THIS RIGHT.**

Date September 19, 2025

Quoted To: Avon Highway

Attention: Bob Kula  
Email: [bob@avonil.us](mailto:bob@avonil.us)  
Phone : 847-875-5886

Project Name: Avon Highway department roof restoration@  
389 W. Main St  
Hainesville, Il

*Thank you for calling Waukegan Roofing Co., Inc. and requesting that our firm provide an estimate to replace/ restore the existing roofing system on your building. Please review the enclosed proposal and call me to discuss any questions or concerns you may have.*

*Our Proposal is based on the information shown below and on the following pages all inclusive:*

- *This Proposal if accepted will become the Contract Document*
- *The Proposal Price shown is good for 30 days from the date shown at the top of the page.*
- *After that date we retain the right to adjust our prices based on current market conditions at the time.*
- This Proposal / Contract is based upon your request for our firm to visit the site to measure and evaluate the condition of the existing roofing system and from the information obtained during our discussions while on-site.
- If additional work is requested or required beyond the Scope of Work described herein said work shall be charged as an extra to the Proposal / Contract price shown below.

**General Information:**

*Roof failures can happen gradually over time, or they can happen instantly during a storm. If roof failures are not addressed quickly, these leaks can continue to progress, causing more damage to the roof and the building. If neglected, a small leak can cause extensive damage throughout the entire roofing system. The longer that any moisture infiltration is allowed to travel within the roofing system, the more damage is done. Root causes of the various roof leaks should be addressed, splits, cracks, open seams, failures at various roof penetrations are problems that should be repaired as quickly as possible after they are found. These seemingly small problems can lead to more pervasive issues such as completely saturating the roof insulation, damaging the roof deck, possibly requiring total replacement. Investigation of the various roofing problems is a prerequisite to any effective long term roofing solution. Before investing in your roof replacement project, be sure to hire a Professional Roofing Contractor who is properly licensed and insured to perform the work you are intending to do.*

**Our recommendation of work to be performed:**

Waukegan Roofing Co., Inc. (referred to herein as Contractor) proposes to supply Roofers' Local 11 Union Labor, the necessary tools, equipment, to restore the metal roof for the commercial project location described above, with an approximate roof area of 3,9000 square feet.

**Important Considerations for the Project:**

- ✓ For the safety and protection of any valuable property, inventory items, items stored on shelves, light fixtures, security, smoke or fire alarms or wall hangings we recommend that you, the owner, cover, remove or store those items before and during completing this project.
- ✓ Prior to starting the removal of the existing roofing system(s):
  - We will have a "roll off" dumpster delivered and positioned on the pavement and wood boards will be placed beneath the wheels of the dumpster box.
  - We will have the new roofing materials and accessories delivered, stored on the jobsite
- ✓ Then the layers of the existing roofing system(s) along with the sheet metal flashings, will be removed by hand, or lifted with a crane, and will be dumped into the "roll off" dumpster.

- ✓ Throughout the course of the workday:
  - As the dumpster gets filled it will be hauled away
  - The pavement and lawn will be raked clean
  - A rolling magnet will be used to pick up metal scraps and nails in the area.
- ✓ We will leave the property in a broom clean condition at the end of workday.
- ✓ It should be expected that:
  - The accumulated water and moisture currently trapped and absorbed into the existing roofing system(s) may become dislodged and enter the building during the demolition process
  - The accumulated dust and dirt in the existing ceiling and attic spaces may become loose and fall into building and onto the floor.
  - This type of clean-up will be the responsibility of the Authorized Signee / Owner at no cost or expense to Contractor.

**New Installation Scope of Work:**

Supply and install the following American Weather Star. per the most current printed instructions, details and recommendations of the roofing materials manufacturer and the National Roofing Contractors Association.

1. **Waukegan Roofing will power wash the entire metal roof.**
2. Supply and install new 522 Brush Grade selant to all seams and fasteners.
3. Supply and install Red Oxide Rust primer over the entire deck.
4. Supply and install American weather Star 412 @ 1.5 gals per sq foot.
5. Supply a new American Weather Star White Silicone roof restoration roof coating approximately 3,900 square feet with an 12-year warranty. 1.5 gals per square.
6. Roofing System Warranty / Roof Maintenance
  - **Manufacturer's 12-year Roofing System Warranty for roofing labor and material is included as specified in their warranty document.**
  - **Waukegan Roofing Co., Inc.'s 2-year Workmanship Warranty is included as specified in our warranty document.**
  - **Waukegan Roofing Co., Inc. 2-year Annual Scheduled Roof Maintenance Program included as specified in our roof maintenance program document.**

*Base Proposal Price for the work described above is \$ 25,000.00 Initials \_\_\_\_\_*

***This Proposal Price is based on the following:***

- ***This proposal, if accepted, is the Contract Document***
- ***The prices set forth in this proposal are good for 30 days from the date shown at the top of this page.***
- ***Prior to finalizing any proposal documents after that date may be cause for these proposed prices to be increased to reflect the additional material and transportation costs extended to the contractor.***

***Duties and Rights of Contractor:***

Waukegan Roofing Co., Inc. (herein known as contractor) duties and rights in connection with the specific project address as described on page one herein is as follows:

- Responsibility for and supervision of work:
  - The contractor shall be solely responsible for all roofing and related work described above in this contract document including the techniques, sequences, procedures and gives it all the attention necessary for such proper supervision and direction.
- Furnishing of the tools, equipment, labor, and materials:

- The contractor shall provide and pay for all tools, equipment, labor, material and all other facilities and services necessary for the proper completion of all work specified and described above in this contract document.
- Clean up:
  - The contractor agrees to keep the work area and adjoining areas free of waste material and rubbish caused by their work.
  - All cleanup of roofing related debris will be contained onsite daily and properly disposed of as needed and upon completion of all work as described herein in a State Registered Landfill.
  - Contractor further agrees to remove upon completion of the project all tools, equipment, and surplus materials.

**Insurance:**

(A) Our standard Insurance Coverage is included as stated below:

- \$2,000,000.00 General Liability Coverage
- \$1,000,000.00 Automobile Liability
- \$10,000,000.00 Excess / Umbrella Liability
- \$ 500,000.00 Workers Compensation and Employers' Liability

(B) Contractors Liability Insurance:

- The contractor agrees to keep in force at its own expense during the entire period of time required to complete the roofing project described herein such liability insurance as described above to protect them from claims under workers compensation and other employee benefit laws, for bodily injury and death, and such property damage that may arise out of work under this contract, such insurance shall include contractual liability insurance applicable to contractors obligations under this contract. All claims of property damage must be reported to contractor within 5 days of completion of the work described in this contract.

(C) Owners Liability Insurance:

- The owner agrees to maintain in force their own liability insurance during the entire course of this roofing project and reserves the right to purchase such additional insurance as in their opinion is necessary to protect them against claims arising out of the contractor's operation.

(D) Property Damage Insurance on the work site:

- The owner agrees to maintain at their own expense during the entire course of this roofing project property damage insurance on the work site to its full insurable value including interests of the owner, contractor and subcontractors against fire, vandalism and other perils ordinarily included in extended coverage, losses under such insurance will be adjusted with and made payable to the owner as trustee for the parties insured as their interests appear.

(E) Waiver of work site property damage claims to extent of insurance coverage:

- The owner and contractor hereby waive all claims against each other for fire damages from other perils covered by insurance provided in subdivision (D) of this paragraph.

**Disclaimer**

- Contractor is not responsible for its inability to perform, or delays caused by acts of God, labor disputes or strikes, war, riots, weather conditions, material availability shortages, public authorities, or other cause and casualties beyond its reasonable control and delays due to owner's conduct.

**Guarantee**

- All work completed by Waukegan Roofing Co., Inc.'s own employees in conjunction with this contract shall be covered for a period of 2 years from the date of completion as explained and described in the Waukegan Roofing Co., Inc. Workmanship Warranty.
- The Roofing System Manufacturer (the manufacturer of the roofing materials used in conjunction with this contract) shall issue their own Warranty to the owner as described above in the Contract document.

**Conditions:**

- Proper, safe, and adequate jobsite access shall be provided by the Authorized Signee / Owner at no cost or expense to Waukegan Roofing Co., Inc. for the duration of time required to complete this roofing project.
- All roofing related materials will be delivered to and stored on the jobsite.

- Pricing for this roofing project is based on regular working hours 6:30 am through 3:00 pm Monday through Friday
- This roofing project is to be completed once started in one continuous operation weather permitting.
- All existing and / or new roof penetrations, roof curbs, equipment rails and parapet walls shall be in place and 100% ready for the commencement of roofing related work prior to the start of this roofing project.
- No extra work will be completed without receiving either prior written and/or verbal approval from the Authorized Signee /Owner or Owner(s) Authorized Agents agreeing to pay for the extra work in addition to the amount(s) shown on this contract proposal.
- We have included the following OSHA exterior safety requirements designated by the "National Roofing Contractors Association" in our proposal:
  - Job appointed safety watchman.
  - Warning line system (flags and standards)
  - Fall protection where required.
  - Protective clothing/hardhats as required.

**Exclusions:**

- All details relating to this project in any way that are shown or detailed on any plans or sketches not provided to this contractor for the preparation of this proposal.
- All specifications relating to this project in any way are explained, detailed, or specified on any plans or sketches not provided to this contractor for the preparation of this proposal.
- All requirements of the roofing system design and the requirements of the roofing system to meet the any specific Building, Construction, Energy, Green, Electrical, Plumbing and/or the new 2012 ICC Energy Code requirements are the responsibility of the Authorized Signee / Owner, or a Design Professional employed by the Authorized Signee /Owner and is specifically not the responsibility of Waukegan Roofing Co., Inc.
- All requirements of FM-1-52 wind uplift testing using the "bubble test" are specifically excluded and are by others at no cost or expense to Waukegan Roofing Co., Inc. and are specifically not included in this proposal price.
- All plumbing, carpentry, roofing, sheet metal, roof deck, masonry, or brick, electrical and HAVC work not referenced above.
- All additional insurance requirements not described herein.
- Furnishing of any additional sheet metal flashings for skylights, roof hatches, mechanical roof mounted equipment curbs or equipment rails, portals or plumbing vent flashings not mentioned above.
- Disconnection and / or reconnection of electrical, gas, HVAC condensate lines, unit heater flue pipes, flue pipes of any kind, television, telecommunication, satellite receiver or antennas of any kind not mentioned above.
- Furnishing of all overflow drains, scuppers or conductors or downspouts of any kind not mentioned above.
- Interior cleanup of any kind for any reason
- Determination of the structural slopes or the structural integrity to accept the roofing system described above.
- All OSHA safety requirements for safety protection of the interior because of rooftop openings and opened roof deck above the interior workspace
- All demolition work not referenced above.
- Testing, removal, and disposal of all asbestos containing materials.
- Building Permits, Street or Sidewalk Permits, Crane or Lifting Permits, Payment, or Performance Bonds
- Snow or Ice removal

**Time and Material Rates/Unit Pricing for Extra Work Requested or Required and Not Specified Above**

- Waukegan Roofing Co., Inc. Employee Labor including taxes, fringe benefits, insurance, overhead and profit at \$185.00 per hour per man.
- Materials at cost plus 15% markup
- Subcontractors (if any are required) at cost plus 15% markup.
- Manufacturers Membrane Base Flashing at:
  - Additional Roof curbs in place at start of job: \$95.00 per lineal foot
  - New Roof curbs installed through the finished roof system: \$115.00 per lineal foot.
- Roof Penetrations such as flues, portals, roof drains, waste pipes, pitch pans, etc.
  - Additional Penetrations in place at the start of job: \$195.00 per each unit

- Penetrations installed through the finished roof system: \$350.00 per unit.
- Manufacturers approved walk pads or equal installed: \$65.00 per each pad.

***During a project of this nature, we sometimes uncover deteriorated roof decking or framing lumber. In the event deteriorated materials are found we will remove and replace the deteriorated materials based on the following unit prices which shall be in addition to the amount(s) shown on this contract/proposal:***

- Gypsum Roof Decking will be removed and replaced using pre-manufactured gypsum roof decking panels at: \$65.00 per square foot.
- Steel Roof Decking will be removed and replaced with Galvanized/Prime Coat using (Type "A" or "B" Decking) at: \$17.50 per square foot.
- Steel Roof Decking will be removed and replaced with Galvanized/Prime Coat using (Type "N" or "F" Decking) at: \$27.50 per square foot.
- Plywood Roof Sheathing will be removed and replace with:
  - ½" Plywood Roof Sheathing at: \$8.50 per square foot
  - 5/8" Plywood Roof Sheathing at: \$9.50 per square foot
  - ¾" Plywood Roof Sheathing at 10.50 per square foot
- 1x Standard Roof Sheathing Boards will be removed and replaced at: \$16.50 per lineal foot.
- 2x Tongue and Groove Roof Decking will be removed and replaced at: \$27.50 per lineal foot.
- 3x Tongue and Groove Roof Decking will be removed and replaced at: \$65.00 per lineal foot.
- Structural Wood Framing and Perimeter Blocking Lumber will be removed and replaced at:
  - 2" x 4" (nominal size) at \$16.50 per lineal foot
  - 2" x 6" (nominal size) at \$16.75 per lineal foot
  - 2" x 8" (nominal size) at \$17.00 per lineal foot
  - 2" x 10" (nominal size) at \$17.50 per lineal foot
  - 2" x 12" (nominal size) at \$18.00 per lineal foot
- Exterior Wood Trim or Fascia Boards will be removed and replaced at: \$31.00 per lineal foot.
- All painting or staining of any kind is by others and is specifically not included.

***Payment Terms and Conditions:***

***Upon acceptance of this Proposal / Contract as written and agreed to:***

- We need to receive back in our office:
  - One complete signed and initial copy of all the pages of this Proposal along with a Deposit equal to 1/3<sup>rd</sup> of the Proposal amount which will be due within 10 days of the date of the invoice.
  - Upon receipt of the signed documents and deposit our office will contact you with a proposed schedule date
  - It is important to understand that schedule dates are subject to change without notice due to weather conditions and previously scheduled production schedules.
- It is further understood, agreed, and accepted that the balance due shown in all pay applications presented according to the terms defined in the contract documents including all agreed to extra charges will be due in full within 30 days of the date of the invoice.
  - Payments terms are "Net 30 Day from Invoice Date." If there is a failure to make payment with these agreed terms, Buyer is subject to finance charges of 1.5% per month, (18% per annum on any past due amounts).
- The acceptance by Contractor of any payment after the specified due date shall not constitute a waiver of the Buyer's obligation to make further payments on the specified due dates.
- If the Authorized Signee /Owner fails to pay pursuant to the Terms of this agreement and Waukegan Roofing Co., Inc., or its authorized legal representative elects to take legal action to collect all amounts owing, it is agreed and understood that:
  - The Authorized Signee / Owner shall be responsible for all interest accrued on the unpaid balance, collection costs and fees, including reasonable attorney fees, court costs, depositions and transcript costs, sheriff's fees, special process server fees and bond costs.
- This transaction shall be governed by the:
  - Laws of the State of Illinois
  - Jurisdiction and venue for the hearing for any matter in dispute shall be with the Lake County Circuit Court of Illinois
- The Authorized Signee / Owner by making final payment waives all claims except those arising out of



956 Campus Drive • Mundelein, Illinois 60060  
Phone: 847-623-1625 • Fax: 847-623-4847  
IL License #104-000761

- Faulty work appears after substantial completion.
- Work that does not comply with these contract documents.
- Outstanding claims of lien
- Failure of Waukegan Roofing Co., Inc. to comply with any guarantees or warranties.
- All guarantees and warranties are canceled if all payments are not made within the contract terms and conditions as stated herein.

*We want you to know that all of us at Waukegan Roofing Co., Inc. are dedicated to your total satisfaction and that we know and understand what our role is in the process of maintaining and improving your building.*

Respectfully submitted,  
Waukegan Roofing Co., Inc.

*Josh King*  
Project Manager

Accepted \_\_\_\_\_ 2025

\_\_\_\_\_  
Authorized Signee Printed

\_\_\_\_\_  
Authorized Signee's Printed Name & Title

The page features abstract green geometric shapes. At the top, there is a solid green trapezoidal shape. At the bottom, there is a complex, layered green shape composed of several overlapping polygons in various shades of green, creating a sense of depth and movement.

# Community Garden and Food Forest Proposal

A space for growing food, learning, and building community

# Our Objectives

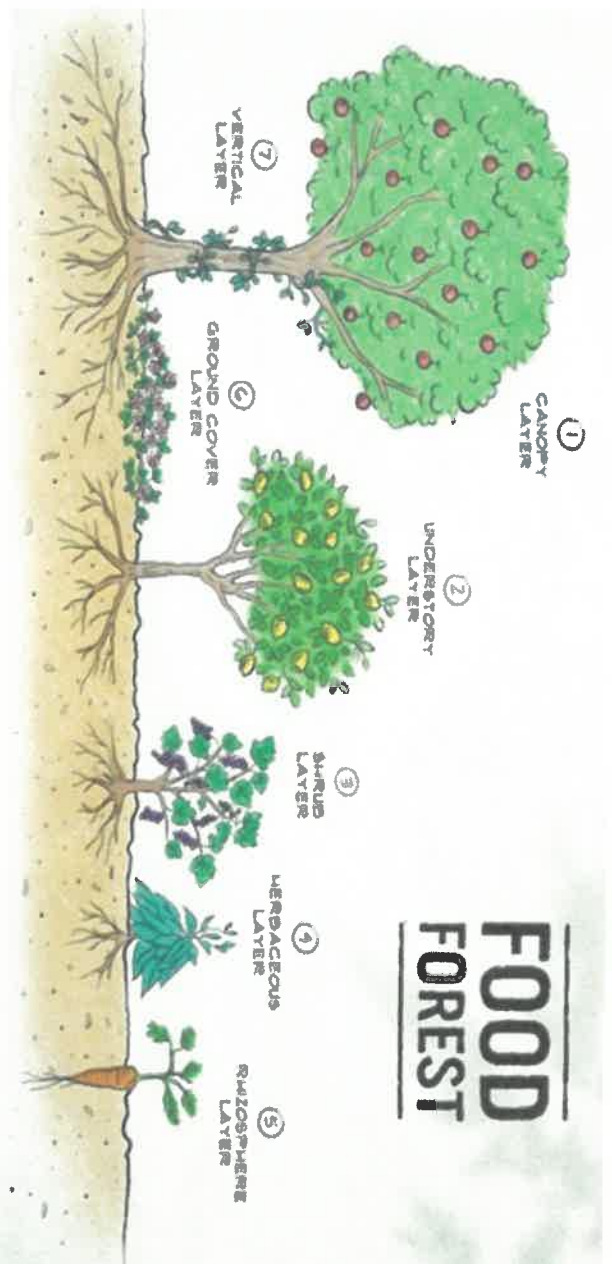
**Food Forest:** To create and maintain a beautiful, low-maintenance space using organic methods that provides food, education, and community connection for Avon Township and other area residents

**Community Garden:** To support Avon Township in promoting, maintaining, improving and maximizing the current community garden space.



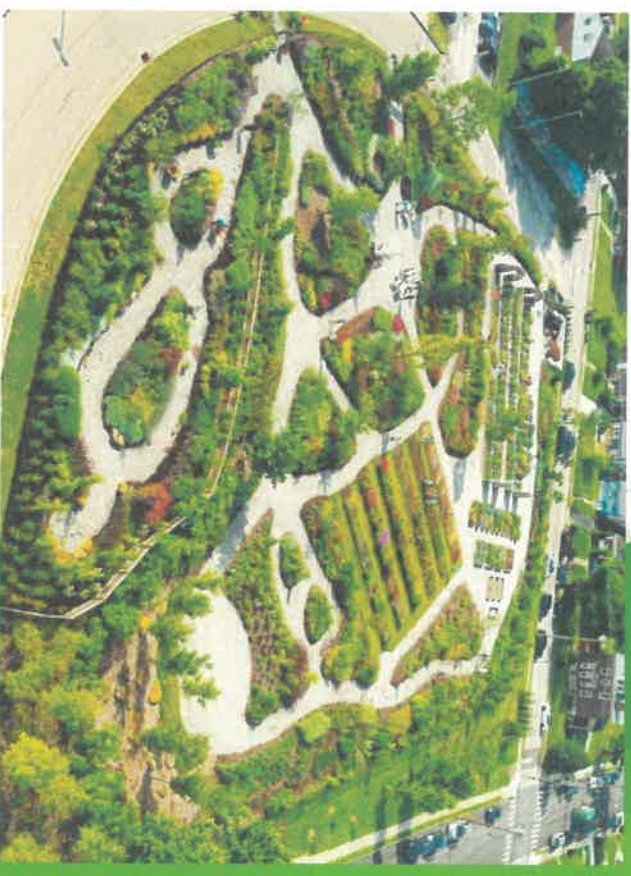
# What is a Food Forest?

- ▶ A food forest is a food production and garden system containing a variety of edible plants chosen with the goal of replicating the ecosystems and growing patterns found in nature. These plants can include trees, shrubs, vines, perennials. Adapted from <https://extension.umn.edu/agroforestry/planting-community-food-forest>.



# Why a Food Forest?

- ▶ Creates an aesthetically pleasing area that looks landscaped and natural, but provides food
- ▶ Reduces barriers to local food access to all
- ▶ Supports food pantry clients and low-income residents
- ▶ Provides a space for learning, volunteering, and relaxation
- ▶ Builds stronger community bonds and
- ▶ Creates a destination and connection with Cranberry Lake trail and future Millennium Trail



# The Details

## Guiding Principles:

- ▶ 100% organic practices - no synthetic sprays
- ▶ Plant selection to maintain soil health and support essential functions
- ▶ Composting to enrich the soil and reduce waste
- ▶ Edible landscaping
- ▶ Mulching to reduce water use
- ▶ Designed to minimize additional work for grounds crew and maintain key event spaces for the township

# What Can Be Grown in a Food Forest?

- ▶ Perennial Vegetables: rhubarb, horseradish, asparagus, sunchokes, garden sorrel,
- ▶ Annual Vegetables: kale, rainbow chard, tomatoes, peppers, squash, beans, etc.
- ▶ Fruits: raspberries, blackberries, strawberries, currants, grapes, fruit trees (Serviceberry, Apple, Cherry, Pear, etc.)
- ▶ Nut trees and shrubs: hazelnuts, pecan, hickory
- ▶ Native flowers and herbs



# Education & Engagement

- ▶ Outdoor classroom for all ages
- ▶ Potential increased partnerships with Round Lake Area Garden Club, Lake County Extension 4-H and Master Gardeners and the Round Lake Area Park District and more.
- ▶ Educational signage
- ▶ Seasonal opportunities for community events
- ▶ Millenium Trail, Cranberry Lake trail and general community destination



# Community Benefits

- ▶ Fresh, healthy food for residents
- ▶ Green space for relaxation and gathering
- ▶ Volunteer and service opportunities for residents and groups
- ▶ Township pride in sustainability and green initiatives
- ▶ Enhance residents' relationship to food and nature



# Neighboring Examples

Home » [GRAVSLAKE](#) » Great Open Spaces » Community Garden

## Community Garden

### GRAVSLAKE COMMUNITY GARDEN

The Gravslake Community Garden is located on the east side of Library Lane across from the Library. Late Spring, Residents and Gravslake Public Library. Garden plots are available on a first-come, first-served basis.

This sustainability initiative provides access to locally grown foods and plants to the garden participants.

### RESERVATIONS

To reserve your plot today, please call 867-223-2846. ALL PLOTS FOR 2025 ARE CURRENTLY TAKEN.  
[Community Garden Application \(PDF\)](#)

### Help your local food bank!

You can help our local food banks by donating fresh produce from your garden. For more information, please visit the [Illinois Department of Family Services](#) webpage.



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Government

Residents

Business

Community

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**Community Garden**

**Community Garden Information**

- The Community Garden is located on the Burnell C. Russell Municipal Complex, south of Village Hall.
- Plots are 10' x 10' and are available for planting between May 15th - November 1st.
- The fee to reserve a plot is \$30. Plots are available on a first-come first-serve basis.
- Applications will be accepted beginning on March 15th.
- For more information, please call Village Hall at (847) 740-0992.

**Application**

- [Community Garden Application](#)

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**Application**

- [Community Garden Application](#)

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**Parks Garden Plots**

Garden plots are available. Plots are located in a fenced area in the southwest corner of Keith Malone Community Park. WATER available.

**Parks**

OVERVIEW

INTERACTIVE MAP

SPORTS COMPLEX & PLAYING FIELDS

Main Office: 847-223-2847  
 Assessor: 847-223-2846  
 Highway Dept.: 847-223-2848

**MUNDELEIN PARK & RECREATION DISTRICT**

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**COMMUNITY GARDEN**

# The Community Garden Proposal

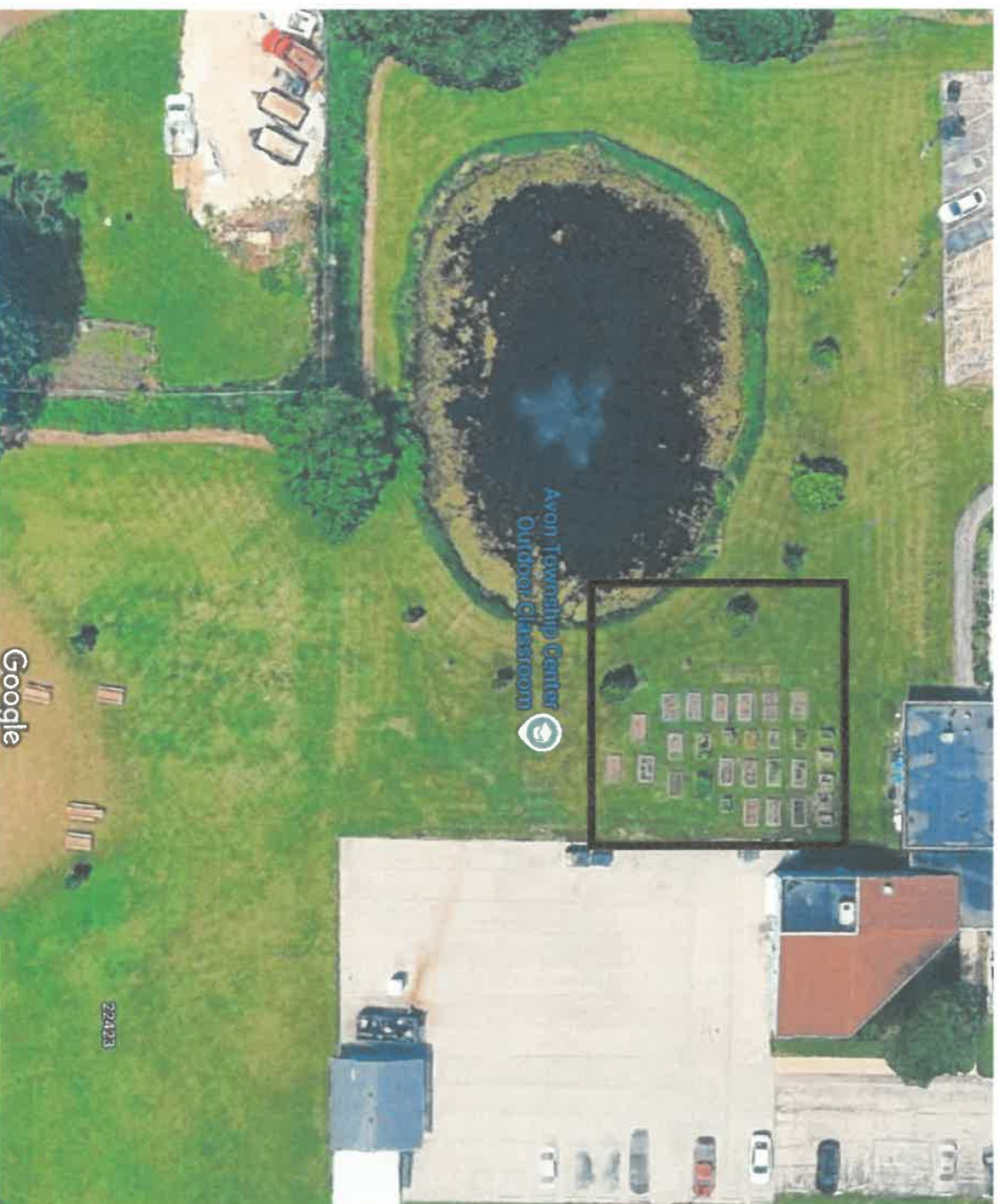
The current community garden space is an amazing, yet underutilized space. In partnership with Avon Township, RLAGC seeks to:

- ▶ Promote use of the garden beds to get them filled and productive
- ▶ Create seasonal and monthly work days to help maintain the garden beds
- ▶ Hold educational opportunities for the community
- ▶ Utilize the garden beds to grow plants that support the food pantry
- ▶ Create an herb garden area for community access
- ▶ Raise funds to assist in improving water access, replacing beds, building a fence, adding signage and creating a composting system for gardeners



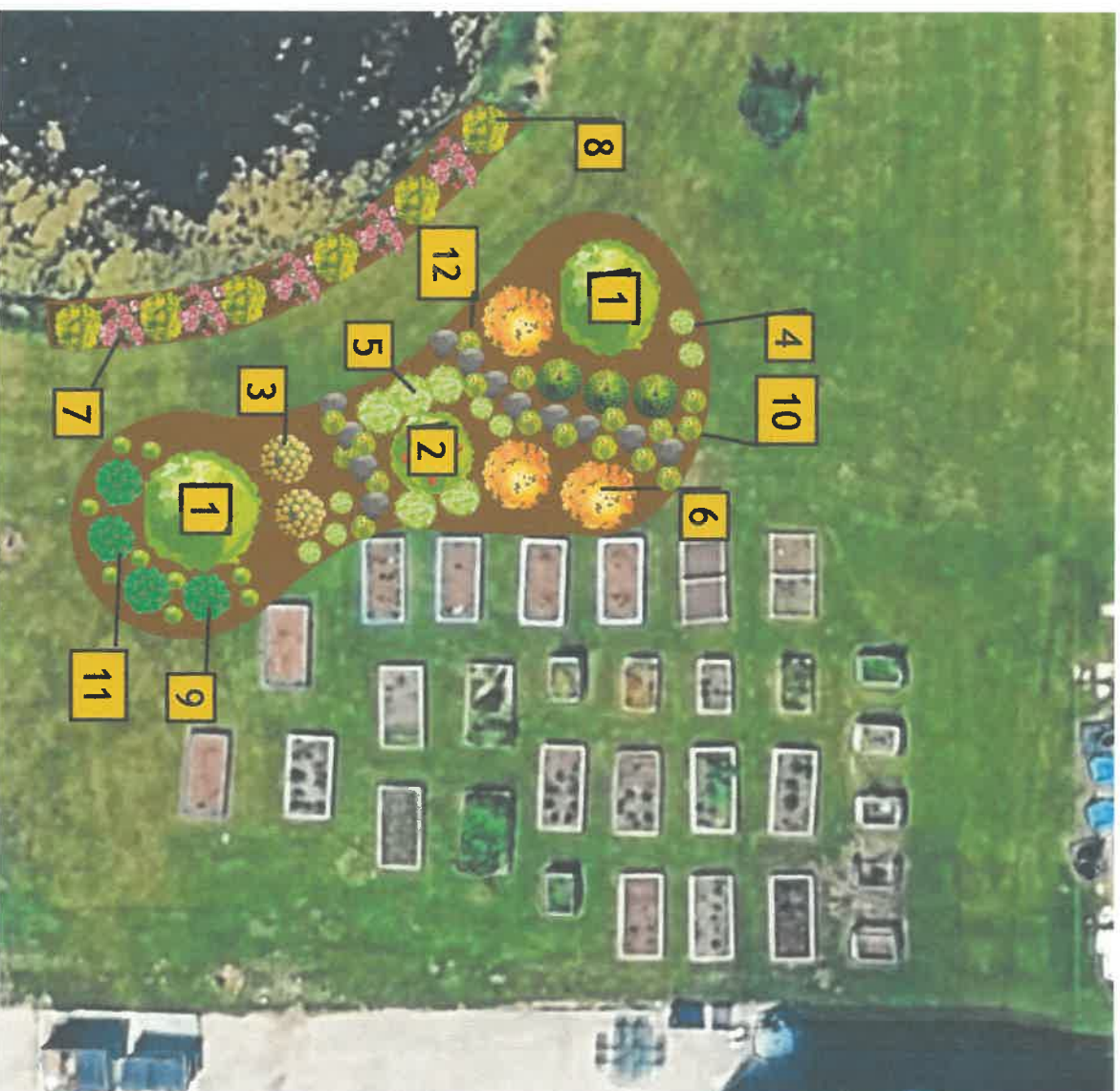
# Phase 1

- ▶ Establish Food Forest Bed
- ▶ Optimize and Improve Community Garden



# Food Forest

1. Linden (Existing)
  2. Apple (Existing)
  3. Yellow Ball - Black Currant
  4. Small White-Green- New Jersey Tea
  5. Large White-Green- Red Currant
  6. Orange- American Hazelnut
  7. Pink- Swamp Rose or Hibiscus
  8. Yellow-Green- Elderberry
  9. Blue-Green- Aronia Berry
  10. Small Green w/ Red Dot- Thyme
  11. Small green- Wild Ginger /Wild Violet
  12. Dark green- Horseradish
- Grey- Stepping Stones



# Food Forest

## Phase 1a

- ▶ Create Beds - Sheet Mulching
- ▶ Plant:
  - ▶ Yellow Ball- Black Currant
  - ▶ Orange- American Hazelnut
  - ▶ Blue-Green- Aronia Berry
  - ▶ White-Green Ball- Red Currant
  - ▶ Dark Green- Horseradish
  - ▶ Pink- Hibiscus
  - ▶ Yellow-Green-Elderberry



# Food Forest

## Phase 1b

- ▶ Lay out Stepping Stones
- ▶ Plant:
  - ▶ Small White- New Jersey Tea
  - ▶ Small light Green- Wild Ginger / Wild Violet
  - ▶ Pink- Swamp Rose
  - ▶ Small Green with Red Dot- Thyme



# Community Garden

## Phase 1a

- ▶ Design space to optimize layout and add community herb spiral
- ▶ Assist in re-mulch as needed
- ▶ Fall workday to weed space and clean beds
- ▶ Coordinate compost delivery to amend soils
- ▶ Coordinate Spring reservations and crop plan
- ▶ Look at fencing options for fencing



# Community Garden

## Phase 1b

- ▶ Coordinate with Township to promote bed adoption
- ▶ Coordinate with Township/Swalco for Compost delivery to Prep beds
- ▶ Re-mulch as needed
- ▶ Plant Food Pantry beds
- ▶ Install fencing
- ▶ Install signage
- ▶ Work towards adding outdoor spigot



# Call to Action

- ▶ Request: Partnership with Avon Township and Memorandum of Understanding to create Food Forest
- ▶ Support from Township: Facilitate and assist with water access, mulch/compost donations, Food Pantry liaison
- ▶ Round Lake Area Garden Club and community volunteers will assist in maintenance, improvement and recognition



Horseradish



Choke Berry



Swamp Rose



Hazelnut

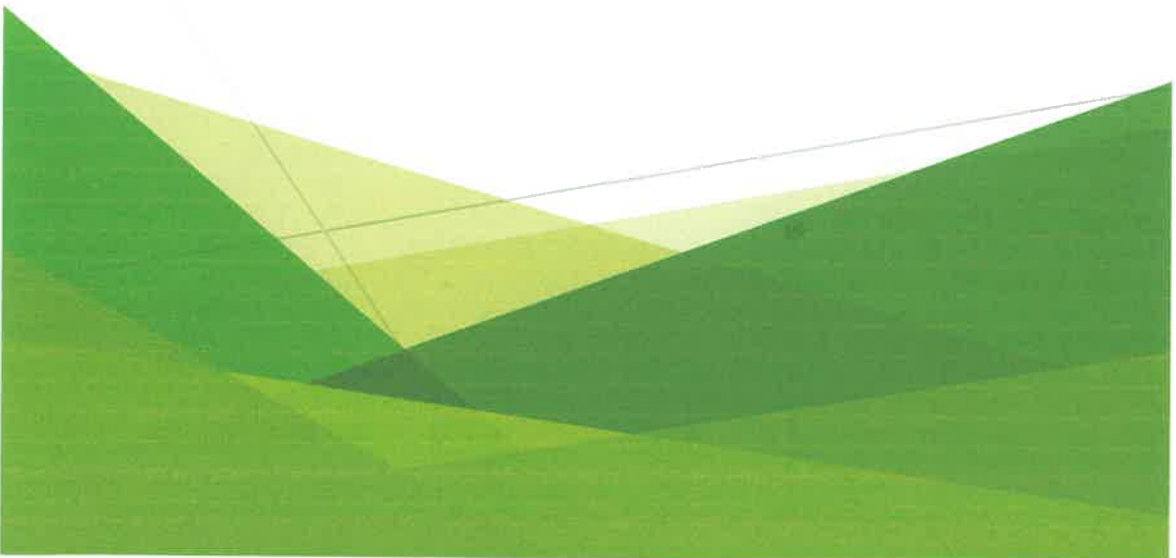


Golden Rod



New Jersey Tea

**Thank you!**





**AVON TOWNSHIP**  
433 E. Washington St.  
Round Lake Park, Illinois 60073

**Michele Bauman**  
Township Supervisor

## **Memorandum of Understanding**

Between  
Avon Township  
and  
Round Lake Area Garden Club

Effective Date: 29 Sept 2025

### **1. Purpose**

This Memorandum of Understanding (MOU) establishes a cooperative relationship between Avon Township and the Round Lake Area Garden Club ("RLAGC") regarding the establishment, maintenance, and promotion of a Food Forest and Community Garden ("Project") located at 427 E Washington St. Round Lake Park, IL. The purpose of this collaboration is to create a sustainable, community-centered growing space that promotes food security, environmental stewardship, and community engagement.

### **2. Roles and Responsibilities**

- Avon Township agrees to:
  - Provide the land designated for the Food Forest and Community Garden.
  - Provide access to existing utilities (e.g., water spigot, waste bins, parking access) and consider the improvements to water access and garden waste if feasible.
  - Collaborate on signage, community outreach, and event promotion.
  - Assist with procurement and delivery of landscape material such as compost, mulch, and plants.
  - Allow RLAGC to keep small storage bin/shed on the township property.
  - Review RLAGC's project budget and consider providing assistance where possible to assist with or offset costs.
  - Provide general liability coverage for the property.
- Round Lake Area Garden Club agrees to:
  - Lead the planning, planting, and maintenance of the Food Forest and Community Garden in accordance with proposed phases.
  - Provide volunteers, educational programming, and gardening expertise to the Food Forest and Community Garden.
  - Ensure the site is maintained in a safe, clean, and environmentally responsible manner and coordinate, at a minimum, monthly workdays to maintain the general upkeep of Food Forest and Community Garden during the growing season.





## AVON TOWNSHIP

433 E. Washington St.

Round Lake Park, Illinois 60073

**Michele Bauman**  
Township Supervisor

- Create and share budget with Avon Township.
- Raise funds to support the project.
- Work with Township staff and other key partners and organizations on scheduling events, workshops, or gatherings at the site.
- Make every effort to create and design spaces that do not increase burden on Township staff.
- Provide a certificate of insurance for the project.

### 3. Shared Commitments

- Both parties agree to:
  - Create rules and policies for the Food Forest and Community Garden that promote community involvement, accessibility, and inclusivity.
  - Use sustainable practices such as composting, water conservation, and organic methods whenever possible.
  - Recognize and credit each partner in public communications about the Food Forest and Community Garden.
  - Meet bi-annually to review progress, address concerns, and plan future activities.

### 4. Duration and Termination

This MOU will remain in effect for four (4) years from the effective date and may be renewed by mutual agreement. Either party may terminate this MOU with 60 days' written notice to the other party.

### 5. Amendments

This MOU may be amended at any time with the written agreement of both Avon Township and the Round Lake Area Garden Club.

### 6. Signatures

Avon Township

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

Name:

Title:

Date:

Round Lake Area Garden Club

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

Name:

Title:

Date:

