



## MEETING AGENDA

### Village Council

*Mayor John Mahoney*

*Village Clerk Marie Arrigoni*

*Commissioner Dan Polk*

*Commissioner Nicole Milovich-Walters*

*Commissioner G. Darryl Reed*

*Commissioner James Pavlatos*

**Monday, August 10, 2020**

**7:30 PM**

**Kaptur Administrative Center**

**1) CALL TO ORDER**

**2) ROLL CALL**

**3) PLEDGE OF ALLEGIANCE**

**4) APPROVAL OF MINUTES**

A. Regular Council meeting of July 13, 2020

**5) RECOGNITION/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**

A. Committee Appointment

- Zoning Board of Appeals Chairman  
John Marsh – term to expire June 2025

**6) HEARINGS**

**7) CONSENT AGENDA**

All items on the consent agenda are routine or have been brought forward at the direction of the Board of Commissioners and will be enacted with one motion. If discussion is desired, that item will be removed from the consent agenda and considered separately

A. To ratify payment of invoices on the Warrant List dated July 27, 2020 in the amount of \$41,433.59

B. To pass resolution 2020-R-11 approving an Intergovernmental Agreement with Cook County for Coronavirus Relief Funds. The resolution states that the Village of Palos Park enter in to an Intergovernmental Agreement with Cook Count to participate in the County's allocation of Coronaviurs Relief Funds received under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Cook County received approximately \$429 million of Coronavirus Relief Funds from the United States Treasury under the CARES Act. Cook County is allocating \$51 million of the \$429 million to suburban municipalities to reimburse them for direct expenses related to COVID-19. The Village's allocable share is \$168,866.08. Cook County requires the signing of an Intergovernmental Agreement prior to release of funds for direct expenses to the Village

C. To approve payment of invoices on the Warrant List dated August 10, 2020 in the amount of \$40,034.90

D. To approve the Supplemental Warrant List dated August 10, 2020 for manual checks, payroll, and recurring wire transfers in the amount of \$393,292.11

**8) OLD BUSINESS**

**9) BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS**

A. The Plan Commission held a public hearing on July 16, 2020 and are recommending a motion for denial for PC 2020-01 in regard to an application filed by Ramon Ceballos requesting that the Village vacate both halves of the 84<sup>th</sup> Avenue ROW that is adjacent to the west property line of 11548 south Walnut Ridge Drive, south of Calumet Sag Road, and north of 116<sup>th</sup> Street in Palos Park, IL. Further finding, the Plan Commission Board motioned for the Village Council to review pricing and language in regard to the current ROW Vacation Code to be based on the size of the property

**10) INFORMATION & UPDATES**

A. Public Works and Streets, Recreation Report

1. To approve the 2020 Water Main Leak Survey proposal from M.E. Simpson for a cost of \$5,925.00

B. Building and Public Property Report

1. Building Department Report

C. Public Health and Safety Report

1. Police Activity Report

D. Accounts and Finances Report

E. Mayor's Report

F. Clerk's Report

G. Manager's Report

**11) ANNOUNCEMENTS**

**12) CITIZENS AND VISITORS COMMENT PERIOD**

**13) ADJOURNMENT OF REGULAR MEETING**

## MINUTES OF THE BOARD OF COMMISSIONERS' MEETING

HELD ON JULY 13, 2020

**Due to the Disaster Declaration issued by the Governor of the State of Illinois relative to the COVID-19 pandemic, the Village Council meeting was held by teleconference. Mayor Mahoney has determined that an in-person meeting of the Village Council, or a meeting conducted under the Open Meetings Act requirements, relative to a quorum of the members of the Village Council having to be physically present at a meeting when some members of the Village Council are participating remotely, is not practical or prudent because of the disaster.**

The Board of Commissioners of the Village of Palos Park, Cook County, Illinois held its regular meeting on Monday, July 13, 2020. Mayor Mahoney called the meeting to order at 7:30 p.m. Answering to roll call via teleconference were Clerk Arrigoni, Commissioners Reed, Polk, Milovich-Walters, Pavlatos and Mayor Mahoney.

Also in attendance were Rick Boehm, Village Manager; Howard Jableki, Village Attorney; Allen Altic, Finance Director; Mike Sibrava, Public Works Director; Joe Miller, Police Chief; Kathie May, Community Development Coordinator; and Lisa Boyle, Deputy Village Clerk.

### **APPROVAL OF MINUTES OF THE REGULAR COUNCIL MEETING HELD ON**

**June 22, 2020:** Commissioner Reed moved, seconded by Commissioner Polk, to approve the minutes of the Regular Council Meeting held on June 22, 2020 as presented.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Reed, Polk, Milovich-Walters, Pavlatos and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

### **RECOGNITIONS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:**

**ZONING BOARD OF APPEALS APPOINTMENT:** Ralph Q. Jones IV – to fill a vacancy due to David Lencioni's resignation. His term expires June 1, 2023.

Commissioner Reed moved to deny the appointment of Ralph Q. Jones IV to fill the ZBA vacancy due to David Lencioni's resignation, seconded by Commissioner Polk.

On the call of the roll, the vote was as follows:

AYES: -0-

NAYS: -4- Commissioner Reed, Polk, Milovich-Walters and Commissioner Pavlatos

ABSENT: -0-

**HEARINGS:** None

### **CONSENT AGENDA**

All items on the consent agenda are routine or have been brought forward at the direction of the Board of Commissioners and will be enacted with one motion. If discussion is desired, that item will be removed from the consent agenda and considered separately.

Commissioner Reed moved, seconded by Commissioner Polk to:

- A. approve the Palos Professional Fire Fighters Raffle License and Raffle Manager Bond Waiver Request for raffle to be held on Sunday, November 1, 2020 to be held at the Palos Park Firehouse.
- B. pass a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code for the time period May 1, 2020 to April 30, 2021 in the amount of \$214,750.00. The resolution states the Village has appropriated \$214,750.00 of Motor Fuel Tax Funds for the purpose of maintaining streets and highways for said time period.
- C. accept and authorize a FIRST AMEMDED DEED RESTRICTION/COVENANT AND RELEASE OF PRIOR DEEED RESTRICTION/COVENANT: The owner of 70 Elizabeth Lane is developing the property with a single family residence. In order to ensure adequate detention, a deed restriction was previously recorded against the property. The storm water detention plan has been revised and approved by Village Staff, and therefore an amended deed restriction needs to be executed and recorded.
- D. approve payment of invoices on the Warrant List dated July 13, 2020 in the amount of \$122,172.14
- E. approve the Supplemental Warrant List dated July 13, 2020 for manual checks, payroll, and recurring wire transfers in the amount of \$413,820.92

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Reed, Polk, Milovich-Walters, Pavlatos and Mayor Mahoney  
 NAYS: -0-  
 ABSENT: -0-

**OLD BUSINESS:** None

**BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS:**

**ORDINANCE APPROVING A SIDE YARD SETBACK VARIATION FOR 12109 SPRING DRIVE:**  
 An application has been filed requesting a variation from the requirements of Section 1268.02(f) of the Palos Park Village Code in regard to side yard setbacks to permit an addition to the existing single family building. Where the required south side yard setback is 22.455 feet, the applicant is requesting a side yard setback of 9.0 feet at the property commonly known as 12109 Spring Drive in Palos Park, IL. The applicant proposes to build a 143 square foot addition for a master bathroom and new closet. The addition would be located entirely under the existing eave. Zoning Board of Appeals met on Wednesday, July 8, 2020 to consider the matter. Concurring with the findings as outlined in the Staff Report, a motion was made to recommend that the Village Council approve the requested 13.455 foot variation from the required 22.455 foot side yard setback as required by Chapter 1268.02 (f) of the Village of Palos Park Code to allow the construction of an addition on the property commonly known as 12109 Spring Drive. Upon roll call vote, Zoning Board of Appeals voted (4-1) and (1) abstention.

Commissioner Reed, moved, seconded by Commissioner Milovich-Walters, to adopt Ordinance 2020-18 for a side yard setback variation for 12519 South Iroquois Road.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Reed, Milovich-Walters, Polk, Pavlatos and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

**INFORMATION & UPDATES:**

**COMMISSIONER OF PUBLIC WORKS AND STREETS/RECREATION & PARKS, NICOLE MILOVICH-WALTERS:**

**LARGE METER TESTING:** To approve a proposal from M.E. Simpson to test 17 large flow and commercial meters for a cost of \$5,310.00. In order to better keep track of the water sold by the Village compared to water purchased from Oak Lawn, the IDNR is requesting that all large volume or commercial meters be tested periodically. Monies are placed in the Water Fund budget yearly for this type of activity.

Commissioner Milovich-Walters moved, seconded by Commissioner Polk to approve to the proposal from M.E. Simpson to test meters for the cost of \$5,310.00.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Milovich-Walters, Polk, Reed, Pavlatos and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

**COMMISSIONER OF BUILDING & PUBLIC PROPERTY, G. DARRYL REED:**

**JULIE:** Commissioner Reed reminded homeowners to call JULIE (Joint Utility Locating Information for Excavators) at 811 before any digging projects as most sewer, water, gas electric and telecommunications services are buried underground. JULIE's services are free.

**BUILDING DEPARTMENT REPORT:** Commissioner Reed reported the Building Department processed thirty-one (31) permits from June 18 – July 8, 2020 resulting in \$272,537.40 in permit fees. Thirty-two (32) inspections were completed during this time period.

**COMMISSIONER OF PUBLIC HEALTH AND SAFETY, DANIEL POLK:**

**POLICE ACTIVITY REPORT:** Commissioner Polk reported the Police Department received 2,150 calls for service from June 22, 2020 through July 12, 2020. Palos Park Police also issued 33 adjudication tickets, 10 traffic tickets, 40 written warnings, 35 verbal warnings, completed 28 case reports, arrested 1 adult, 0 juveniles, 0 impounds, 36 senior checks, 61 citizen assists. Community contact hours are ongoing.

**COMMISSIONER OF ACCOUNTS AND FINANCES, JAMES PAVLATOS:** Commissioner Pavlatos had no formal report this evening.

**MAYOR'S REPORT:** Mayor Mahoney had no formal report this evening.

**CLERK'S REPORT:** Clerk Arrigoni had no formal report this evening.

**MANAGER'S REPORT:** Manager Boehm had no formal report this evening.

**CITIZENS AND VISITORS COMMENT PERIOD:** None

**ADJOURNMENT OF REGULAR COUNCIL MEETING:** There being no further business, Commissioner Reed moved, seconded by Commissioner Polk, to adjourn the meeting at 7:53 p.m.

On the call of the roll, the vote was as follows:

AYES: -5- Commissioners Reed, Polk, Milovich-Walters, Pavlatos and Mayor Mahoney

NAYS: -0-

ABSENT: -0-

Respectfully submitted,

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Lisa M. Boyle  
Deputy Village Clerk



VILLAGE OF  
**PALOS PARK**

**Village Council**

*Mayor John Mahoney  
Village Clerk Marie Arrigoni  
Commissioner James Pavlatos  
Commissioner Dan Polk  
Commissioner Nicole Milovich-Walters  
Commissioner G. Darryl Reed*

**Meeting of: August 10, 2020**

**7:30 PM**

**Kaptur Administrative Center**

**AGENDA MATTER:**

Appointment of John Marsh to fill Zoning Board of Appeals Chairman vacancy - expiring June 1, 2025.

**BACKGROUND/HISTORY:**

Mr. Marsh is a long-time resident of the Village and was appointed to and has served on the Zoning Board of Appeals Board since 2013. David Lencione resigned as Chairman of the Zoning Board of Appeals leaving this vacancy.

**MAYOR'S RECOMMENDATION:**

To approve the appointment of John Marsh to Zoning Board of Appeals (ZBA) to fill Chairman vacancy expiring June 1, 2025.

**RECOMMENDED MOTION:**

To approve the appointment of John Marsh as Chairman of Zoning Board of Appeals (ZBA) to fill Chairman vacancy expiring June 1, 2025.

MARSH, JOHN

ZBA

December 18, 2012

Mayor John Mahoney  
Village of Palos Park  
8999 West 123<sup>rd</sup> St.  
Palos Park, IL 60464

Dear Mayor Mahoney:

I recently read about the resignation of Kent Oliven in the Regional News. As a finance professional and a resident of the Village of Palos Park for almost nineteen years, I thought it was time to step up and support the village both my family and I love.

There are many choices where to live in the Chicagoland area, but none can match the beauty, tranquility, and comfort of Palos Park. I moved here as a teenager back in 1980 with my family, and attended Carl Sandburg High School. From there, I earned my two-year associate's degree at Moraine Valley Community College and finished my Bachelor of Science degree at the University of Illinois at Chicago, where I majored in Accounting. After 13 years of living in the village, I moved to Tinley Park after marrying my long term girlfriend. After a brief, two month journey of living with my new bride, I commuted to DePaul University where I attended their Master's Degree program at night. After a year and a half of hard work, I had earned my MBA with a concentration in Finance. My wife and I built our dream home in the village back in 2007 and we have enjoyed raising our family of two children.

My current position, Business Analysis Manager, is with DS Waters of America, Inc. We all know this company locally as Hinckley Springs. Hinckley Springs has been doing business in Chicago since 1888 and has a strong heritage in the community. I have held two positions with them over the last twelve years and currently manage their entire finance operations for the Central Region. The Central Region incorporates over 36 distribution centers in the Midwest and six manufacturing plants. My 24 years in the accounting and financial industry with the private sector can certainly provide a unique opinion to the village's finances.

I am eager to apply for the board position of Finance Commissioner for two reasons. I have a passion for the village where I am proud to live and my dedicated public service to residents of Palos Park. Thank you for this opportunity and I hope to hear from you soon.

Sincerely,

John C. Marsh, CPA

**THE VILLAGE OF PALOS PARK  
ACCOUNTS PAYABLE WARRANT  
FOR JULY 27, 2020**

THE MAYOR AND THE COMMISSIONERS OF THE VILLAGE OF PALOS PARK  
APPROVE THE FOLLOWING ACCOUNTS PAYABLE WARRANT AS STATED  
BELOW, AND AUTHORIZE THE TREASURER TO FORWARD PAYMENT.

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MAYOR JOHN F. MAHONEY SIGNATURE

ATTEST:

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VILLAGE CLERK MARIE ARRIGONI SIGNATURE

DATE: 07/23/20  
 TIME: 13:36:20  
 ID: AP441000.WOM

-- Village of Palos Park --  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 07/27/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
IST000001 1ST AYD CORPORATION								
PSI376655	07/16/20	01	WNSHLD WSHR SLVNT, BRK PRT CLN	0122606700			07/27/20	233.92
								INVOICE TOTAL: 233.92
PSI379140	07/21/20	01	COVID DISINFECTING SPRAY	0127936711			07/27/20	96.28
		02	COVID DISINFECTING SPRAY	0127916711				96.28
								INVOICE TOTAL: 192.56
								VENDOR TOTAL: 426.48
AIR000001 AIRY'S INC.								
23955	07/21/20	01	RPR 8" WTR MAIN BRK 7/2/20	5224606750			07/27/20	4,868.37
								INVOICE TOTAL: 4,868.37
								VENDOR TOTAL: 4,868.37
ALT000003 ALTERNATIVE ENERGY SOLUTIONS,								
40283	07/21/20	01	125TH ST GNRTR RPR/SPRK PLUG	5224606708			07/27/20	693.32
								INVOICE TOTAL: 693.32
								VENDOR TOTAL: 693.32
ALT000004 ALTORFER INDUSTRIES, INC								
P35C0074745	07/21/20	01	TAG#26 BACKHOE, WHL SEAL, RING	0124606708			07/27/20	154.28
								INVOICE TOTAL: 154.28
P35C0074746	07/21/20	01	TAG#26 BACKHOE, 302 TDJO CRTDG	0124606708			07/27/20	53.66
								INVOICE TOTAL: 53.66
								VENDOR TOTAL: 207.94
BAL000007 B ALLAN GRAPHICS								
96630	07/16/20	01	1,000 VILLAGE LETTERHEAD	0120707010			07/27/20	205.00
		02	500 BUSINESS CARDS-R. ADAMS	0125707010				60.00
								INVOICE TOTAL: 265.00
								VENDOR TOTAL: 265.00

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BEA00001 BEARY LANDSCAPE MANAGEMENT INC								
167224	07/16/20	01	JUL LAWN MAINT METRA	5324606990			07/27/20	590.00
								INVOICE TOTAL: 590.00
167225	07/16/20	01	JUL LAWN MAINT PUMP STATION	5224606990			07/27/20	98.00
								INVOICE TOTAL: 98.00
167226	07/16/20	01	JUL BI-WKLY SRV 2 LAGRN MEDIAN	2328848060			07/27/20	234.00
								INVOICE TOTAL: 234.00
								VENDOR TOTAL: 922.00
BES00002 BEST BUY BUSINESS								
4603056	07/21/20	01	NEW CAMERA F/INVESTIGATIONS	0122707510			07/27/20	364.55
								INVOICE TOTAL: 364.55
								VENDOR TOTAL: 364.55
BIE00005 BI RENTAL								
100393-1	07/21/20	01	BLOWER PARTS, SHREDDER BLADE	0124606708			07/27/20	13.65
								INVOICE TOTAL: 13.65
								VENDOR TOTAL: 13.65
CAL00001 CALL ONE								
07/15/20	07/16/20	01	708-923-6021 7/15-8/14/20	5124707200			07/27/20	2,039.22
								509.80
								285.20
								290.41
								226.89
								108.90
								72.60
								36.30
								36.30
								36.30

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CAL000001 CALL ONE								
07/15/20	07/16/20	11	T-1 LINE 7/15-8/14/20	5224707200			07/27/20	99.83
		12	ISDN LINE 7/15-8/14/20	0120606990				674.85
		13	LONG DISTANCE 7/15-8/14/20	0120707200				1.75
		14	LONG DISTANCE 7/15-8/14/20	0122707200				1.11
		15	LONG DISTANCE 7/15-8/14/20	0124707200				0.19
		16	LONG DISTANCE 7/15-8/14/20	0125707200				0.18
			INVOICE TOTAL:					4,419.83
			VENDOR TOTAL:					4,419.83
CAS000001 CASE LOTS, INC.								
7042	07/21/20	01	COVID FORCE2 DISINFECTING WIPE	0127927760			07/27/20	159.90
			INVOICE TOTAL:					159.90
			VENDOR TOTAL:					159.90
CIN000001 CINTAS								
4055711642	07/21/20	01	TOWELS, MATS	0124606990			07/27/20	61.34
		02	UNIFORM RNTL W/E 07/13/20	5124707300				51.13
		03	UNIFORM RNTL W/E 07/13/20	0124707300				86.40
			INVOICE TOTAL:					198.87
4056307239	07/21/20	01	TOWELS	0124606990			07/27/20	8.55
		02	UNIFORM RNTL W/E 07/20/20	5124707300				51.13
		03	UNIFORM RNTL W/E 07/20/20	0124707300				86.40
			INVOICE TOTAL:					146.08
			VENDOR TOTAL:					344.95
CIV000001 CIVIC PLUS								
198277	07/23/20	01	WEBSITE ANNUAL RENEWAL FEE	0120606990			07/27/20	537.53
		02	WEBSITE ANNUAL RENEWAL FEE	0122606990				537.46
		03	WEBSITE ANNUAL RENEWAL FEE	0124606990				537.46
		04	WEBSITE ANNUAL RENEWAL FEE	0125606990				537.46

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CIV00001 CIVIC PLDS								
198277	07/23/20	05	WEBSITE ANNUAL RENEWAL FEE	0126606990			07/27/20	537.46
		06	WEBSITE ANNUAL RENEWAL FEE	0129606990				537.46
		07	WEBSITE ANNUAL RENEWAL FEE	5124606990				537.46
		08	WEBSITE ANNUAL RENEWAL FEE	5224606990				537.46
INVOICE TOTAL:								4,299.75
VENDOR TOTAL:								4,299.75
CLE00003 CLEAR LOSS PREVENTION INC								
65699	07/21/20	01	JUL-SEP QTRLY MAINT AGRMNT	0122606990			07/27/20	80.00
		02	JUL-SEP QTRLY MAINT AGRMNT	5324606990				80.00
		03	JUL-SEP QTRLY MAINT AGRMNT	5224606990				80.00
INVOICE TOTAL:								240.00
VENDOR TOTAL:								240.00
DIS00005 MARILYN DISSETTE								
2004118.002	07/21/20	01	REFUND/DISSETTE	0100003000			07/27/20	200.00
INVOICE TOTAL:								200.00
VENDOR TOTAL:								200.00
DUA00001 BEN DUARTE								
2004116.002	07/21/20	01	REFUND/DUARTE	0100003000			07/27/20	200.00
INVOICE TOTAL:								200.00
VENDOR TOTAL:								200.00
DYN00004 DYNEGY ENERGY SERVICES								
373517820071	07/16/20	01	METRA 5/29-6/28/20	5324606400			07/27/20	259.26
INVOICE TOTAL:								259.26
VENDOR TOTAL:								259.26
373518520071	07/16/20	01	METRA 5/29-6/28/20	5324606400			07/27/20	25.58
INVOICE TOTAL:								25.58
VENDOR TOTAL:								284.84

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ENV0001	ETP LABS INC							
20-134633	07/21/20	01	COLIFORM SAMPLES-06/02&16	5224606620			07/27/20	57.00
								INVOICE TOTAL: 57.00
								VENDOR TOTAL: 57.00
FLO0001	FLOW-TECHNICS							
INV000008142	07/21/20	01	125TH BSTR STAT SRV TECH 6/30	5224606720			07/27/20	405.00
								INVOICE TOTAL: 405.00
								VENDOR TOTAL: 405.00
GAL000002	GALLAGHER MATERIALS, INC.							
14524	07/21/20	01	7.06 TON COLD PATCH	2424707700			07/27/20	875.44
								INVOICE TOTAL: 875.44
								VENDOR TOTAL: 875.44
GOV00003	GOVERNMENT FINANCE OFFICERS							
0216002	07/21/20	01	GFOA ANNUAL MEMBERSHIP	0129606810			07/27/20	160.00
								INVOICE TOTAL: 160.00
								VENDOR TOTAL: 160.00
HAN00015	HANCOCK ENGINEERING							
20-0463	07/21/20	01	ADDRSS MWRD CMMNTS& ANNL RPT	5124707990			07/27/20	425.50
								INVOICE TOTAL: 425.50
								VENDOR TOTAL: 425.50
ILL00004	IL LAW ENFORCEMENT ALARM SYSTEM							
DUES9740	07/16/20	01	YRLY DUES 7/1/20-06/30/21	0122606810			07/27/20	120.00
								INVOICE TOTAL: 120.00
								VENDOR TOTAL: 120.00
JAC00006	DAMNY JACHIMIEC							

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
JAC00006	07/21/20	01	REFUND/JACHIMIEC	0100003000			07/27/20	200.00
2004117.002								200.00
								200.00

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
KLE0001	07/21/20	01	LEGAL FEES JUNE2020	0120606540			07/27/20	2,562.80
200714		02	LEGAL FEES JUNE2020	0122606540				1,481.00
		03	LEGAL FEES JUNE2020	0124606540				462.00
		04	LEGAL FEES JUNE2020	0125606540				2,679.00
		05	LEGAL FEES JUNE2020	0129606540				88.00
								7,272.80

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
L&R00001	07/21/20	01	SNTRY SWR IMPROV 12302 ELM	5124606740			07/27/20	2,865.00
07012001								2,865.00
								2,865.00

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
LEA00006	07/21/20	01	PW GAR PRINTER HP	0124606990			07/27/20	113.04
10796024		02	STRAVA PRINTER HP	0124606990				113.04
		03	BOEHR PRINTER HP	0120606990				113.04
		04	KINNEY PRINTER HP	0120606990				113.04
		05	MAIN ADMIN COPIER TOSHIBA	0120606990				113.04
		06	COMMUNITY DEV COPIER TOSHIBA	0125606990				113.04
		07	POLICE MAIN TOSHIBA	0122606990				113.04
		08	HUGHES PRINTER HP	0122606990				113.04
		09	ROLL CALL ROOM PRINTER HP	0122606990				113.04
		10	SAWYER PRINTER HP	0122606990				113.04
		11	INVESTIGATIONS HP	0122606990				113.04
		12	RECREATION STAFF TOSHIBA	0126606990				113.04

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LEA00006	LEAF	07/21/20	13	RECREATION MAIN HP	0126606990			07/27/20	113.04
			14	ADMIN	0120606990				114.00
			15	CHIEF PRINTER HP	0122606990				113.04
				INVOICE TOTAL:					1,696.56
				VENDOR TOTAL:					1,696.56
MEN00005	MENARDS	07/21/20	01	14 QT CLEAR BOX W/LID	0127926711			07/27/20	2.99
			02	PRO STRIPING PAINT/WHITE	0127926711				21.12
				INVOICE TOTAL:					24.11
				VENDOR TOTAL:					24.11
MET00001	METROPOLITAN INDUSTRIES INC	07/21/20	01	METRO CLD DATA JUL/91, KMBR, KIN	5124606990			07/27/20	120.00
				INVOICE TOTAL:					120.00
				VENDOR TOTAL:					120.00
NIC0001	NICOR GAS	07/16/20	01	PW GARAGE 06/3/20-07/06/20	0127936410			07/27/20	41.65
				INVOICE TOTAL:					41.65
200706A		07/21/20	01	06/04-07/03/20 40 RAMSGATE	5124606410			07/27/20	41.47
				INVOICE TOTAL:					41.47
200706B		07/21/20	01	06/04-07/04/20 12222 WILL COOK	5124606410			07/27/20	124.13
				INVOICE TOTAL:					124.13
200706C		07/21/20	01	06/04-07/03/20 133 FOREST EDGE	5124606410			07/27/20	40.94
				INVOICE TOTAL:					40.94
200707		07/21/20	01	06/05-07/06/20 10057 W 125TH	5224606410			07/27/20	127.41
				INVOICE TOTAL:					127.41

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VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NIC0001	NICOR GAS	07/21/20	01	KAPTUR 06/08-07/14/20	0127916410			07/27/20	186.12
				INVOICE TOTAL:					186.12
200715		07/21/20	01	06/13-07/12/20 8201 RT83	5124606410			07/27/20	39.42
				INVOICE TOTAL:					39.42
				VENDOR TOTAL:					601.14
OFF00008	THE OFFICE CONNECTION	07/16/20	01	PST IT, FLSH DRV, TAPE, BTRYS	0120707010			07/27/20	155.35
				INVOICE TOTAL:					155.35
735681-0		07/16/20	01	RECEIVED STAMP	5224707010			07/27/20	6.29
				INVOICE TOTAL:					6.29
735906-0		07/16/20	01	STENO BOOKS	0124707010			07/27/20	14.19
			02	LINER BAGS, SHREDDER BAGS	0127917760				179.04
				INVOICE TOTAL:					193.23
736176-0		07/21/20	01	RECEIPT BOOK	0120707010			07/27/20	46.05
			02	CALCULATOR	0120707010				56.58
				INVOICE TOTAL:					102.63
				VENDOR TOTAL:					457.50
REA00001	READY REFRESH BY NESTLE	07/21/20	01	OFFICE DRINKING WATER	0126707010			07/27/20	34.14
				INVOICE TOTAL:					34.14
				VENDOR TOTAL:					34.14
REG0001	THE REGIONAL NEWS	07/21/20	01	PBLC HRNG AD ZBA MEETING	0125606590			07/27/20	313.44
				INVOICE TOTAL:					313.44
				VENDOR TOTAL:					313.44

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REP00002 REPUBLIC SERVICES#721									
0721-006555174		07/16/20	01	1 WAST CONTAINER/12302 S ELM	5124707520			07/27/20	375.00
				INVOICE TOTAL:					375.00
				VENDOR TOTAL:					375.00
RIZ00002 RIZZA									
98807		07/16/20	01	TAG#30-TRUCK-CONTROL	0124606700			07/27/20	90.20
				INVOICE TOTAL:					90.20
				VENDOR TOTAL:					90.20
ROS0001 ROSCOE									
1653949		07/16/20	01	MATS/REC 07/01/20	0127926990			07/27/20	36.44
				INVOICE TOTAL:					36.44
				VENDOR TOTAL:					36.44
RUE00001 RUEKERT & MIELKE, INC.									
131652		07/16/20	01	GIS DATA MAINTENANCE	0125606620			07/27/20	690.00
				INVOICE TOTAL:					690.00
131840		07/16/20	01	ANALYSIS & MAPPING LOT SIZES	0125606620			07/27/20	2,290.50
				INVOICE TOTAL:					2,290.50
132333		07/16/20	01	GIS UTILITY DATA SNTRY & SEWER	0125606620			07/27/20	282.00
				INVOICE TOTAL:					282.00
				VENDOR TOTAL:					3,262.50
SHA00016 SHARK SHREDDING, INC									
46924		07/21/20	01	JULY2020 MONTHLY SHREDDING	0122606990			07/27/20	42.00
				INVOICE TOTAL:					42.00
				VENDOR TOTAL:					42.00
SOC00002 SOCCER SHOTS									

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INVOICES DUE ON/BEFORE 07/27/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
S0C00002 SOCCER SHOTS								
1072	07/16/20	01	SOCCER SHOTS CLASSICH#201.31	0126606991			07/27/20	784.00
		02	SOCCER SHOTS PREMIER#210.32	0126606991				448.00
								1,232.00
								VENDOR TOTAL: 1,232.00
STA00016 STAPLES BUSINESS ADVANTAGE								
3451222078	07/21/20	01	LEXAR PROF FLASH MMRV SDXC	01222707010			07/27/20	39.99
								INVOICE TOTAL: 39.99
								VENDOR TOTAL: 39.99
SUB00002 SUBURBAN TRUCK PARTS								
95447	07/21/20	01	BRAKE CALIPER, TUBE	0124606708			07/27/20	38.22
								INVOICE TOTAL: 38.22
								VENDOR TOTAL: 38.22
TER00007 TERMINIX PROCESSING CENTER								
394466584	07/21/20	01	02/26/20 SERVICE/METRA	5324606990			07/27/20	55.00
								INVOICE TOTAL: 55.00
								VENDOR TOTAL: 55.00
VER00001 VERIZON WIRELESS								
9857712426	07/21/20	01	MOBILE TLMCMNCTNS 6/2-07/01	5224707210			07/27/20	233.39
		02	MOBILE TLMCMNCTNS 6/2-07/01	5124707210				133.61
		03	MOBILE TLMCMNCTNS 6/2-07/01	0126707210				144.83
		04	MOBILE TLMCMNCTNS 6/2-07/01	0124707210				217.40
		05	MOBILE TLMCMNCTNS 6/2-07/01	0122707210				150.97
		06	COMMISSIONER TABLETS 6/2-7/1	0121707990				216.06
		07	MAYOR TABLET 6/2-7/1	0120707990				36.01
		08	MOBILE TLMCMNCTNS 6/2-07/01	0120707210				47.58
								INVOICE TOTAL: 1,179.85
								VENDOR TOTAL: 1,179.85

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INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT	
VER000004 VERMEER-ILLINOIS, INC										
PF1415		07/16/20	01	TAG#28-CHPR-AUTO CLTCH, SPRNG	0124606708			07/27/20	1,402.94	
									INVOICE TOTAL:	1,402.94
									VENDOR TOTAL:	1,402.94
WOW000001 WOW! INTERNET-CABLE-PHONE										
200720		07/23/20	01	EMRGNCY PD PHONE MAY-JUL2020	0122707200			07/27/20	141.24	
									INVOICE TOTAL:	141.24
									VENDOR TOTAL:	141.24
									TOTAL ALL INVOICES:	41,433.59

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INVOICES DUE ON/BEFORE 07/27/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
00	GENERAL FUND		
DIS00005	MARILYN DISSETTE		200.00
DUA00001	BEN DUARTE		200.00
JAC00006	DAWNY JACHIMIEC		200.00
	GENERAL FUND		600.00
20	ADMINISTRATION DEPARTMENT		
BAL00007	B ALLAN GRAPHICS	1,200.00	205.00
CAL00001	CALL ONE	8,950.28	967.01
CIV00001	CIVIC PLUS		537.53
KLE0001	KLEIN, THORPE, AND JENKINS LTD	12,550.73	2,562.80
LEA00006	LEAF	3,642.14	453.12
OFF00008	THE OFFICE CONNECTION	1,656.79	257.98
VER00001	VERIZON WIRELESS	2,164.55	83.59
	ADMINISTRATION DEPARTMENT		5,067.03
21	PUBLIC AFFAIRS DEPARTMENT		
VER00001	VERIZON WIRELESS	2,164.55	216.06
	PUBLIC AFFAIRS DEPARTMENT		216.06
22	POLICE DEPARTMENT		
1ST00001	1ST AYD CORPORATION	3,693.59	233.92
BES00002	BEST BUY BUSINESS		364.55
CAL00001	CALL ONE	8,950.28	228.00
CIV00001	CIVIC PLUS		537.46
CLE00003	CLEAR LOSS PREVENTION INC	2,118.00	80.00
ILL00004	IL LAW ENFORCEMENT ALARM SYSTM		120.00
KLE0001	KLEIN, THORPE, AND JENKINS LTD	12,550.73	1,481.00
LEA00006	LEAF	3,642.14	678.24
SHA00016	SHARK SHREDDING, INC	321.00	42.00
STA00016	STAPLES BUSINESS ADVANTAGE	144.36	39.99
VER00001	VERIZON WIRELESS	2,164.55	150.97
WOW00001	WOW! INTERNET-CABLE-PHONE	50.07	141.24
	POLICE DEPARTMENT		4,097.37

INVOICES DUE ON/BEFORE 07/27/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
24	PUBLIC WORKS DEPARTMENT		
ALT00004	ALTORFER INDUSTRIES, INC	537.33	207.94
BIE00005	BI RENTAL	9.83	13.65
CAL00001	CALL ONE	8,950.28	109.09
CIN00001	CINTAS	1,855.46	242.69
CIV00001	CIVIC PLUS		537.46
KLE0001	KLEIN, THORPE, AND JENKINS LTD	12,550.73	462.00
LEA00006	LEAF	3,642.14	226.08
OFF00008	THE OFFICE CONNECTION	1,656.79	14.19
RIZ00002	RIZZA	163.32	90.20
SUB00002	SUBURBAN TRUCK PARTS	186.08	38.22
VER00001	VERIZON WIRELESS	2,164.55	217.40
VER00004	VERMEER-ILLINOIS, INC	154.57	1,402.94
	PUBLIC WORKS DEPARTMENT		3,561.86
25	BUILDING DEPARTMENT		
BAL00007	B ALLAN GRAPHICS	1,200.00	60.00
CAL00001	CALL ONE	8,950.28	72.78
CIV00001	CIVIC PLUS		537.46
KLE0001	KLEIN, THORPE, AND JENKINS LTD	12,550.73	2,679.00
LEA00006	LEAF	3,642.14	113.04
REG0001	THE REGIONAL NEWS	235.08	313.44
RUE00001	RUEKERT & MIELKE, INC.	4,700.00	3,262.50
	BUILDING DEPARTMENT		7,038.22
26	RECREATION DEPARTMENT		
CAL00001	CALL ONE	8,950.28	36.30
CIV00001	CIVIC PLUS		537.46
LEA00006	LEAF	3,642.14	226.08
REA00001	READY REFRESH BY NESTLE	17.51	34.14
SOC00002	SOCCER SHOTS		1,232.00
VER00001	VERIZON WIRELESS	2,164.55	144.83
	RECREATION DEPARTMENT		2,210.81
27	PUBLIC GROUNDS		
1ST00001	1ST AYD CORPORATION	3,693.59	192.56

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INVOICES DUE ON/BEFORE 07/27/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
27	PUBLIC GROUNDS		
CAS00001	CASE LOTS, INC.	131.32	159.90
MEN00005	MENARDS	168.82	24.11
NIC0001	NICOR GAS	4,151.35	227.77
OFF00008	THE OFFICE CONNECTION	1,656.79	179.04
ROS0001	ROSCOE	2,328.31	36.44
	PUBLIC GROUNDS		819.82
29	FINANCE DEPARTMENT		
CAL00001	CALL ONE	8,950.28	36.30
CIV00001	CIVIC PLUS		537.46
GOV00003	GOVERNMENT FINANCE OFFICERS		160.00
KLE0001	KLEIN, THORPE, AND JENKINS LTD	12,550.73	88.00
	FINANCE DEPARTMENT		821.76
1/2% SALES TAX FUND			
28			
BEA00001	BEARY LANDSCAPE MANGEMENT INC	1,844.00	234.00
			234.00
MFT FUND			
24	MFT FUND		
GAL00002	GALLAGHER MATERIALS, INC.		875.44
	MFT FUND		875.44
SEWER FUND			
24	SEWER FUND		
CAL00001	CALL ONE	8,950.28	2,075.52
CIN00001	CINTAS	1,855.46	102.26
CIV00001	CIVIC PLUS		537.46
HAN00015	HANCOCK ENGINEERING	560.00	425.50
L&R00001	L & R TRENCHING CO., INC.		2,865.00
MET0001	METROPOLITAN INDUSTRIES INC	240.00	120.00

INVOICES DUE ON/BEFORE 07/27/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
SEWER FUND			
24	SEWER FUND		
NIC0001	NICOR GAS	4,151.35	245.96
REP00002	REPUBLIC SERVICES#721	50.00	375.00
VER00001	VERIZON WIRELESS	2,164.55	133.61
	SEWER FUND		6,880.31
WATER FUND			
24	WATER FUND		
AIR00001	AIRY'S INC.	10,336.54	4,868.37
ALT00003	ALTERNATIVE ENERGY SOLUTIONS,	2,904.45	693.32
BEA00001	BEARY LANDSCAPE MANGEMENT INC	1,844.00	98.00
CAL00001	CALL ONE	8,950.28	894.83
CIV00001	CIVIC PLUS		537.46
CLE00003	CLEAR LOSS PREVENTION INC	2,118.00	80.00
ENV0001	ETP LABS INC	171.00	57.00
FLO0001	FLOW-TECHNICS	21,005.25	405.00
NIC0001	NICOR GAS	4,151.35	127.41
OFF00008	THE OFFICE CONNECTION	1,656.79	6.29
VER00001	VERIZON WIRELESS	2,164.55	233.39
	WATER FUND		8,001.07
COMMUTER LOT FUND			
24	COMMUTER LOT FUND		
BEA00001	BEARY LANDSCAPE MANGEMENT INC	1,844.00	590.00
CLE00003	CLEAR LOSS PREVENTION INC	2,118.00	80.00
DYN00004	DYNEGY ENERGY SERVICES	12,493.97	284.84
TER00007	TERMINIX PROCESSING CENTER	735.00	55.00
	COMMUTER LOT FUND		1,009.84
	TOTAL ALL DEPARTMENTS		41,433.59



**VILLAGE COUNCIL**  
*Mayor John Mahoney*  
*Village Clerk Marie Arrigoni*  
*Commissioner James Pavlatos*  
*Commissioner Dan Polk*  
*Commissioner Nicole Milovich-Walters*  
*Commissioner G. Darryl Reed*

**Meeting of: August 10, 2020 7:30 PM Kaptur Administrative Center**

**AGENDA MATTER:**

Adopt a resolution to enter into an intergovernmental agreement with Cook County to participate in the County's allocation of Coronavirus Relief Funds received under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

**BACKGROUND AND DISCUSSION:**

In response to COVID-19, Cook County received approximately \$429 million of Coronavirus Relief Funds from the United States Treasury under the CARES Act. Cook County is allocating \$51 million of the \$429 million to suburban municipalities to reimburse them for direct expenses related to COVID-19. The Village's allocable share is \$168,866.08. Cook County requires the signing of an intergovernmental agreement prior to release funds for direct expenses to the Village.

**STAFF RECOMMENDATION:**

Staff recommends that Council authorize the adoption of the resolution to enter into an intergovernmental agreement with Cook County for Coronavirus Relief Funds.

**RECOMMENDED MOTION:**

I move to approve Resolution 2020-R-11, titled "A Resolution approving an intergovernmental agreement with Cook County for Coronavirus Relief Funds."

**RESOLUTION NO. 2020-R-11**

**A RESOLUTION APPROVING AN INTERTERGOVERNMENTAL AGREEMENT  
WITH COOK COUNTY FOR CORONAVIRUS RELIEF FUNDS**

**WHEREAS**, the Village of Palos Park has incurred necessary expenditures due to the COVID-19 National Public Health Emergency that were not anticipated or budgeted for at the onset of the outbreak; and

**WHEREAS**, the President of the United States signed into law on March 27, 2020 the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund to provide aid to certain eligible local governments to address necessary expenditures as a result of the COVID-19 outbreak; and

**WHEREAS**, Cook County is an eligible recipient of aid from the Coronavirus Relief Fund under the CARES Act; and

**WHEREAS**, federal as well as state guidance encourage cooperation with other units of local government; and

**WHEREAS**, Cook County has developed an equitable formula to allocate a portion of aid received from Coronavirus Relief Fund to local municipalities located within Cook County in order to address the financial burden of increases expenditures due to the COVID-19 National Public Health Emergency; and

**WHEREAS**, Cook County will reimburse local municipalities for expenses that meet certain criteria such as were necessary due to the COVID-19 National Public Health Emergency; not budgeted as of March 27, 2020; and were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, in order to receive reimbursement of costs incurred, Cook County requires that the Village of Palos Park enter into an Intergovernmental Agreement for Coronavirus Relief Funds;

**NOW, THEREFORE, BE IT RESOVLED BY THE VILLAGE COUNCIL OF  
THE VILLAGE OF PALOS PARK, COOK COUNTY, ILLINOIS AS FOLLOWS:**

*Section 1.* The Village Council of the Village of Palos Park hereby approve the Intergovernmental Agreement, Exhibit A, between the Village of Palos Park and Cook County.

*Section 2.* The Village Mayor, or his designee, is hereby authorized to sign and execute the Intergovernmental Agreement, Exhibit A, on behalf of the Village of Palos Park.

*Section 3.* All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

*Section 4.* This Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** on this 10<sup>th</sup> day of August, 2020 pursuant to roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by me this 10<sup>th</sup> day of August, 2020.

---

John F Mahoney, Mayor

ATTEST:

---

Marie Arrigoni, Village Clerk

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT**  
**FOR**  
**CORONAVIRUS RELIEF FUNDS**



**Between**

**COUNTY OF COOK, ILLINOIS**

**And**

\_\_\_\_\_  
**(Cook County, Illinois Suburban Municipality, Township or Fire Protection District (Subrecipient))**

**Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020**

**SUBAWARD INFORMATION**

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):  
\_\_\_\_\_
- Subrecipient's unique entity identifier (DUNS): \_\_\_\_\_
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ \_\_\_\_\_
- Federal Award Program Description:

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to suburban municipalities in Cook County. Suburban municipalities which for the purposes of this agreement include municipalities, townships and fire protection districts in suburban Cook County may apply for County awarded Coronavirus Relief Funds pursuant to the following procedures and consistent with eligibility guidance. Requests will be reviewed by the Cook County Bureau of Finance Program Management Office (PMO) of the COVID-19 Financial Response Plan. Available funds will be distributed to suburban municipalities consistent with their respective allocations and based on the type of expenditure, the volume of requests, and the balance of funds available.

- Name of Federal Awarding Agency: U.S. Department of the Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)
- Award is for Research & Development (R&D): NO

**THIS AGREEMENT** entered this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called "Cook County"), and \_\_\_\_\_ (herein called "Subrecipient"). Cook County and Subrecipient shall sometimes be referred to herein individually as the "Party" and collectively as the "Parties."

**WHEREAS**, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

**WHEREAS**, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund ("CRF"), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

**WHEREAS**, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

**WHEREAS**, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a "necessary expenditure" to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

**WHEREAS**, Cook County acknowledges that there are local municipalities within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such local municipalities in addressing the impacts of the COVID-19 Public Health Emergency; and

**WHEREAS**, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

**NOW, THEREFORE**, the Parties mutually agree as follows:

## **I. AGREEMENT TERM**

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the “Initial Term”).
- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

**II. ACTIVITIES & ELIGIBLE EXPENSES**

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

**III. NOTICES**

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki  
 Chief Financial Officer  
 Cook County Bureau of Finance  
 118 N. Clark Street, Suite 1127  
 Chicago, IL 60602  
[SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)

Name of Subrecipient: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**IV. TERMS & CONDITIONS**

The following requirements are applicable to all activities undertaken with CRF funds.

**A. Compliance with State and Local Requirements**

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

**B. Compliance with Federal Requirements**

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

**C. Hold Harmless**

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

**D. Indemnification**

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees,

expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify, defend and hold harmless Cook County under this Agreement.

#### E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

#### F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

#### G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

#### H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

#### I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

#### J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any

subcontractors pertaining to any matter resulting from a contract.

**K. Debarment / Suspension and Voluntary Exclusion**

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
  2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov).
- L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

**V. ADMINISTRATIVE REQUIREMENTS**

**A. Financial Management**

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

**B. Duplication of Benefits; Subrogation**

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

**C. Documentation & Recordkeeping**

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds

allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

#### D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of three (3) years from the date of submission of the final expenditure report.

#### E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

#### F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

#### G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

#### H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

## I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

## J. Payment & Reporting Procedures

### 1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov). Incomplete applications may result in a delay in a decision regarding of funding requests.
- b. Upon receipt of the Applications, the County will confirm receipt of application by email.
- c. The received application will be reviewed and Subrecipient will receive a Notification Letter by email indicating denial and/or approval of the funding request within approximately 10 days.
- d. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the

funding was used for eligible expenses. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc... to substantiate eligible expenses. Subrecipient must indicate to the County by September 30, 2020 its intent (or not) to fully expend its allocated funds by December 30, 2020. In the case the subrecipient reports to Cook County that it anticipates spending less than its entire allocation, the County will reduce the subrecipient's total allocation by the anticipated unused amount. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupage of awarded funds from the Subrecipient.

## **VI. Personnel & Participation Conditions**

### **1. Hatch Act**

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

### **2. Conflict of Interest**

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

## **VII. ATTACHMENTS**

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Eligible Expenses
- Attachment B – Duplication of Benefits Certification

## **VII. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

## **VIII, WAIVER**

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

## **IX. CERTIFICATION**

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

## **X. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

## **VI. SIGNATURE AUTHORITY**

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

**[INSERT SUBRECIPIENT]**

**Signed:** \_\_\_\_\_

**Its Duly Authorized Agent**

**Printed Name:** \_\_\_\_\_

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

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

**COOK COUNTY, ILLINOIS**

**Signed:** \_\_\_\_\_

**Its Duly Authorized Agent**

**Printed Name:** \_\_\_\_\_

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

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

**Approved as to form:**

**Signed:** \_\_\_\_\_

Office of the Cook County State's Attorney

## **ATTACHMENT A – ELIGIBLE EXPENSES**

Eligible expenses are subject to approval by Cook County and are contingent on allowability under the respective funding sources. Eligible expenses are those incurred for response and recovery activities as a result of a declared emergency. Cook County will review all expenses submitted for reimbursement. Reimbursement shall only be made for eligible expenses that are directly tied to response and recovery activities related to COVID-19. Expenses must be allowable pursuant to the Federal agency award requirements. Expenses listed below is nonexclusive, and additional Federal funding sources may include additional eligible expenses.

### **Eligible Coronavirus Relief Fund (CRF) Expenses**

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Eligible expenditures include, but are not limited to, payment for:

- Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase.
  - COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
- Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.

- Expenses for quarantining individuals.
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
- Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria, excluding costs associated in conducting Coronavirus Relief Fund Single or Program-Specific audits.

## **ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION**

In consideration of Subrecipient's receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook

County, Illinois, and \_\_\_\_\_ on \_\_\_\_\_, 2020. Any such funds received by the Subrecipient shall be referred to herein as "additional funds."

Additional funds received by the Subrecipient that are determined to be a Duplication of Benefits ("DOB") shall be referred to herein as "DOB Funds." Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney's fees.

Subrecipient: \_\_\_\_\_

Signed: \_\_\_\_\_

Its Duly Authorized Agent

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

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

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

**THE VILLAGE OF PALOS PARK  
ACCOUNTS PAYABLE WARRANT  
FOR AUGUST 10, 2020**

THE MAYOR AND THE COMMISSIONERS OF THE VILLAGE OF PALOS PARK  
APPROVE THE FOLLOWING ACCOUNTS PAYABLE WARRANT AS STATED  
BELOW, AND AUTHORIZE THE TREASURER TO FORWARD PAYMENT.

---

MAYOR JOHN F. MAHONEY SIGNATURE

ATTEST:

---

VILLAGE CLERK MARIE ARRIGONI SIGNATURE

DATE: 08/04/20  
 TIME: 15:07:04  
 ID: AP441000.WOW

-- Village of Palos Park --  
 DETAIL BOARD REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/10/2020

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
AIR00001 AIRY'S INC.									
23967		07/30/20	01	7/1 WTR MAIN RPR 11541 ALPINE	5224606750			08/10/20	4,414.63
									INVOICE TOTAL: 4,414.63
									VENDOR TOTAL: 4,414.63
AME00008 AMERICAN LEGAL PUBLISHING CORP									
2098		08/04/20	01	JUL2020 S-31 FOLIO/INTRNT EDIT	0120606580			08/10/20	31.20
									INVOICE TOTAL: 31.20
2169		08/04/20	01	JULY 2020 S-31 EDITING	0120606580			08/10/20	288.00
									INVOICE TOTAL: 288.00
									VENDOR TOTAL: 319.20
ATT00001 AT&T									
7084489542		07/30/20	01	LOCAL DSL 7/19-8/18/20	0120707200			08/10/20	368.00
									INVOICE TOTAL: 368.00
									VENDOR TOTAL: 368.00
ATT00004 AT&T MOBILITY									
287290255877X0803202		08/04/20	01	6/26/20--07/25/20 CELL PHONES	0122707210			08/10/20	267.60
									INVOICE TOTAL: 267.60
									VENDOR TOTAL: 267.60
BAX00001 BAXTER & WOODMAN, INC.									
0215096		08/04/20	01	6/18-6/29 ENG SRV-SWR&WTR STDY	5224707990			08/10/20	530.00
									INVOICE TOTAL: 530.00
0215097		08/04/20	01	6/15-6/25 ENG SRV DCEO GRANT	5224707990			08/10/20	3,634.35
									INVOICE TOTAL: 3,634.35
									VENDOR TOTAL: 4,164.35
BRA00008 BRAKE TEC, INC									

DATE: 08/04/20  
 TIME: 15:07:04  
 ID: AP441000.WOW

-- Village of Palos Park --  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/10/2020

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
BRA00008 BRAKE TEC, INC									
200727002		07/30/20	01	TAG#42 FREON, DYE	0124606700			08/10/20	142.45
									INVOICE TOTAL: 142.45
200730001		08/04/20	01	VEH#262-A/C SYSTEM REPAIRS	0122606700			08/10/20	700.45
									INVOICE TOTAL: 700.45
									VENDOR TOTAL: 842.90
BU100003 BUILDING AUTOMATION SOLUTIONS									
512053638		07/30/20	01	REPAIR VALVE IN CHIEF'S OFFICE	0127916712			08/10/20	1,250.00
									INVOICE TOTAL: 1,250.00
									VENDOR TOTAL: 1,250.00
CAM00002 DIANA CAMPBELL									
200729		07/30/20	01	V/A CAMPBELL-2 PANTS, 1 JACKET	0122707300			08/10/20	50.62
									INVOICE TOTAL: 50.62
									VENDOR TOTAL: 50.62
CIN00001 CINTAS									
4056975627		07/30/20	01	MATS, TOWELS	0124606990			08/10/20	61.34
									INVOICE TOTAL: 61.34
									VENDOR TOTAL: 61.13
									INVOICE TOTAL: 86.40
									VENDOR TOTAL: 86.40
4057595045		08/04/20	01	TOWELS	0124606990			08/10/20	8.55
									INVOICE TOTAL: 8.55
									VENDOR TOTAL: 51.13
									INVOICE TOTAL: 86.40
									VENDOR TOTAL: 86.40
CMA00001 CMA SUPPLY WAREHOUSE									
106		07/30/20	01	COVID PRF PLS GEL HND SMTZR	0126707920			08/10/20	390.00
									INVOICE TOTAL: 390.00
									VENDOR TOTAL: 390.00

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CMA00001 CMA SUPPLY WAREHOUSE									
107	07/30/20	01	01	COVID HND SNTZR, N95 RSPRTR	0127936711			08/10/20	147.00
			02	COVID HND SNTZR, N95 RSPRTR	0127916711				147.00
				INVOICE TOTAL:					294.00
				VENDOR TOTAL:					684.00
COM00017 COM ED									
200720	07/30/20	01	6/18-7/20/20	1 ST MORITZ	0124606731			08/10/20	14.77
				INVOICE TOTAL:					14.77
200724	07/30/20	01	6/24-7/24/20	12900 LAGRANGE RD	0124606731			08/10/20	28.39
				INVOICE TOTAL:					28.39
				VENDOR TOTAL:					43.16
CO0014 COOK COUNTY TREASURER									
2020-01	07/30/20	01	01/01-03/31	TRFPC LIGHT SNDBRG	0124606731			FY20/FY21 08/10/20	417.75
				INVOICE TOTAL:					417.75
2020-2	07/30/20	01	04/01-06/30	SANDBURG TRF LIGHT	0124606731			08/10/20	417.75
				INVOICE TOTAL:					417.75
				VENDOR TOTAL:					835.50
COR00011 CORE & MAIN LP									
M713107	07/30/20	01	50% COST BLE&GRN MRK PNT&FLGS	5124606708				08/10/20	199.50
			02	50% COST BLE&GRN MRK PNT&FLGS	5224606708				199.50
				INVOICE TOTAL:					399.00
M727302	08/04/20	01	1 1/2" OMNI METER, GASKET, FRT	5224606752				08/10/20	679.00
				INVOICE TOTAL:					679.00
				VENDOR TOTAL:					1,078.00
COV00001 COVERALL									

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COV00001 COVERALL								
1010662727	08/04/20	01	JANITORIAL SVC-METRA/AUG2020	5324606410			08/10/20	180.00
		02	JANITORIAL SVC-KAPTUR/AUG2020	0127916410				885.00
			INVOICE TOTAL:					1,065.00
			VENDOR TOTAL:					1,065.00
DAV00004 DAV-COM ELECTRIC, INC								
205349	08/04/20	01	4 CABLES F/POL CK CNTY PRJT	0122606990			08/10/20	933.00
		02	REPLACE BALLAST IN BRD RM	0127916711				100.00
			INVOICE TOTAL:					1,033.00
			VENDOR TOTAL:					1,033.00
DYN00004 DYNEGY ENERGY SERVICES								
373517920071	08/04/20	01	6/25-7/26/20 135 FOREST EDGE	5124606400			08/10/20	85.83
			INVOICE TOTAL:					85.83
373518120071	07/30/20	01	6/18-7/19/20 9301 W 123RD ST	5124606400			08/10/20	30.08
			INVOICE TOTAL:					30.08
373518220071	07/30/20	01	6/18-7/19/20 9 PARTRIDGE	5124606400			08/10/20	62.86
			INVOICE TOTAL:					62.86
373518320071	07/30/20	01	6/18-7/19/20 12101 SW HWY	5224606400			08/10/20	2,369.75
			INVOICE TOTAL:					2,369.75
373518420071	07/30/20	01	6/18-7/19/20 12701 KINVARRA	5124606400			08/10/20	108.74
			INVOICE TOTAL:					108.74
373518620071	07/30/20	01	6/18-7/19/20 9540 123RD ST	5224606400			08/10/20	91.75
			INVOICE TOTAL:					91.75
373518720071	07/30/20	01	6/18-7/19/20 10101 125TH ST	5224606400			08/10/20	428.06
			INVOICE TOTAL:					428.06

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DYN00004 DYNEGY ENERGY SERVICES									
373518820071		07/30/20	01	6/18-7/19/20 68 OLF CREEK RD	5124606400			08/10/20	42.95
									INVOICE TOTAL: 42.95
373518920071		07/30/20	01	6/18-7/19/20 40 RAMSGATE	5124606400			08/10/20	211.45
									INVOICE TOTAL: 211.45
373519020071		07/30/20	01	6/18-7/19/20 8812 120TH PLACE	5124606400			08/10/20	39.73
									INVOICE TOTAL: 39.73
373519120071		07/30/20	01	6/18-7/19/20 12410 91ST AVE	5124606400			08/10/20	75.52
									INVOICE TOTAL: 75.52
373519220071		07/30/20	01	6/18-7/19/20 8201 RT83	5124606400			08/10/20	123.53
									INVOICE TOTAL: 123.53
373519320071		07/30/20	01	6/18-7/19/20 24 1/2 ROMIGA	5124606400			08/10/20	54.32
									INVOICE TOTAL: 54.32
373519420071		07/30/20	01	6/18-7/19/20 12355 WOLF ROAD	5124606400			08/10/20	25.06
									INVOICE TOTAL: 25.06
3735818020071		08/04/20	01	6/24-7/23/20 12222 WILL COOK	5124606400			08/10/20	133.58
									INVOICE TOTAL: 133.58
									VENDOR TOTAL: 3,883.21
EBE0001 PALOS ACE HARDWARE									
201410		07/30/20	01	COUPLE INSERT POLY 1"	2328848020			08/10/20	2.13
									INVOICE TOTAL: 2.13
201544		07/30/20	01	LEVER FLUSH SURE FIT	0127936711			08/10/20	5.93
									INVOICE TOTAL: 5.93
									VENDOR TOTAL: 8.06

EJU000001 EJ USA, INC.

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EJU000001 EJ USA, INC.									
	11020004	07/30/20	01	UND DNW OVAL GR	2328848020			08/10/20	987.96
									987.96
									VENDOR TOTAL: 987.96
									INVOICE TOTAL: 987.96
ENV000004 ENVIRONMENT MECHANICAL									
	96300	07/30/20	01	7/2/20 RPR CONDENSER, AHU#2,3	0127916712			08/10/20	700.00
									700.00
									VENDOR TOTAL: 700.00
									INVOICE TOTAL: 700.00
ENV00001 ETP LABS INC									
	2052408	08/04/20	01	7/28/20 43 RAMSGATE FECAL SMPL	0124606620			08/10/20	70.00
									70.00
									VENDOR TOTAL: 70.00
									INVOICE TOTAL: 70.00
FIT000007 KATHIE FITZGIBBONS									
	200804	08/04/20	01	CELL PHONE STIPEND JUL-AUG	0120707210			08/10/20	20.00
			02	CELL PHONE STIPEND JUL-AUG	0125707210				80.00
									100.00
									VENDOR TOTAL: 100.00
									INVOICE TOTAL: 100.00
GEM00001 GEMPLER'S									
	INV000446104	07/30/20	01	COVID DISPOSABLE N95 MASKS	0124707920			08/10/20	44.38
									44.38
									VENDOR TOTAL: 44.38
									INVOICE TOTAL: 44.38
HAW00002 HAWK FORD									
	615870	07/30/20	01	TAG#57 LAMP ASSEMBLY	5224606700			08/10/20	110.75
									110.75
									VENDOR TOTAL: 110.75
									INVOICE TOTAL: 110.75

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HOM00001 HOME DEPOT CREDIT SERVICES								
5011705	07/30/20	01	WATER STOP CEMENT	2328848020			08/10/20	134.70
INVOICE TOTAL:								134.70
5015371	08/04/20	01	DEWALT GAS PRESSURE WASHER	5224707510			08/10/20	549.00
INVOICE TOTAL:								549.00
VENDOR TOTAL:								683.70
HRG00001 HR GREEN, INC								
135867	07/30/20	01	70 ELIZABETH	0125606600			08/10/20	217.50
		02	70 ELIZABETH	0125606600				36.25
		03	WU HOUSE	0125606600				72.50
		04	70 ELIZABETH	0125606600				72.50
		05	WU HOUSE	0125606600				435.00
		06	CELL TOWER	0125606600				380.00
		07	11737 86TH AVE	0125606600				118.00
		08	70 ELIZABETH	0125606600				36.25
		09	70 ELIZABETH	0125606600				145.00
		10	70 ELIZABETH	0125606600				72.50
		11	70 ELIZABETH	0125606600				36.25
		12	70 ELIZABETH	0125606600				36.25
		13	12011 S WINSLOW	0125606630				200.00
		14	7849 W OAK RIDGE	0125606630				200.00
		15	1200 S WOLF RD	0125606630				150.00
		16	8321 W 126TH ST	0125606630				200.00
		17	7934 W OAK RIDGE	0125606630				200.00
		18	8816 W 123RD ST	0125606630				590.00
		19	8816 W 123RD ST	0125606630				118.00
		20	12002 S 88TH AVE	0125606630				177.00
		21	12002 S 88TH AVE	0125606630				236.00
		22	11901 S 80TH AVE	0125606630				86.00
		23	8321 W 126TH ST	0125606630				172.50
		24	11908 S MCKINLEY	0125606630				86.00
		25	11509 S ALPINE	0125606630				86.00

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HRG000001	HR GREEN, INC								
	135867	07/30/20	26	8816W 123RD ST	0125606630			08/10/20	86.00
			27	12700 S WOLF ROAD	0125606630				86.00
			28	127 FOREST EDGE	0125606630				86.00
			29	43 OLD CREEK ROAD	0125606630				86.00
			30	11509 S ALPINE	0125606630				172.00
			31	11901 S 80TH AVE	0125606630				172.00
			32	11901 S 80TH AVE	0125606630				20.50
			33	12600 S WOLF RD	0125606600				20.50
			34	7849 OAK RIDGE	0125606600				20.50
			35	12600 S WOLF RD	0125606600				20.50
			36	8115 W 124TH ST	0125606600				41.00
			37	11908 S MCKITNEY	0125606600				61.50
			38	8816 W 123RD ST	0125606600				20.50
			39	12701 S WOLF ROAD	0125606600				20.00
			40	127 FOREST EDGE DR	0125606600				20.50
			41	43 OLD CREEK RD	0125606600				20.50
			42	11509 S ALPINE	0125606600				20.50
			43	34 N WOODLAND TR	0125606600				20.50
			44	12341 S WOLF RD	0125606600				20.50
			45	MILEAGE	0125606600				63.28
				INVOICE TOTAL:					5,238.28
				VENDOR TOTAL:					5,238.28
ICM000002	ICMA								
	200730	07/30/20	01	ANNUAL MEMBERSHIP/R BOEHM	0120606810			08/10/20	1,267.20
				INVOICE TOTAL:					1,267.20
				VENDOR TOTAL:					1,267.20
ILL00013	ILLINOIS CITY/COUNTY								
	200616	07/30/20	01	ANNUAL MEMBERSHIP/RICK BOEHM	0120606810			08/10/20	391.50
				INVOICE TOTAL:					391.50
				VENDOR TOTAL:					391.50

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ILLINOIS SECTION AMWA									
20055640	07/30/20	01	D.	FOSTER WBNR WTR LSS AUDIT	5224606810			08/10/20	36.00
									36.00
									36.00
LEHIGH HANSON									
5830139	07/30/20	01	22.72	TON BED/BACKFILL STONE	5224606750			08/10/20	438.50
		02	22.98	TON GRADE 8 STONE	2424707700				328.62
		03	20.93	TONS 3" STONE	2424707700				403.95
									1,171.07
									1,171.07
MAZ00001 BARB MAZIAREK									
200723	07/30/20	01		CELL PHONE STIPEND JUN/JUL2020	0129707200			08/10/20	100.00
									100.00
									100.00
MEN00005 MENARDS									
73462	07/30/20	01		RUST DEFENSE	0127936711			08/10/20	59.92
									59.92
									59.92
MIC00004 MICRO-EYE SECURITY SYSTEMS INC									
49122, 49256	07/30/20	01		KAC ANNUAL FIRE TEST & INSPECT	0127916990			08/10/20	720.00
		02		REC OPEN & CLOSE REPORTING	0126606990				288.00
		03		BURGLAR MONITORING	0126606990				240.00
		04		METRA ANNUAL FIRE TEST&INSPECT	5324606990				270.00
									1,518.00
									1,518.00
									1,518.00

NGN00001 N.G.N. CONSTRUCTION, INC

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-----									
NGN000001 N.G.N. CONSTRUCTION, INC									
5142		07/30/20	01	REFUND DEMOLITION BOND	8000002102			08/10/20	1,000.00
									INVOICE TOTAL:
									1,000.00
									VENDOR TOTAL:
									1,000.00
-----									
NIC00001 NICOR GAS									
073020		08/04/20	01	06/29/20-07/07/20 METRA	5324606410			08/10/20	41.41
									INVOICE TOTAL:
									41.41
200730		08/04/20	01	6/30-7/28/20 121 SW HWY	5224606410			08/10/20	122.09
									INVOICE TOTAL:
									122.09
									VENDOR TOTAL:
									163.50
-----									
NOR000001 NORTHERN SAFETY CO., INC.									
904056316		07/30/20	01	COVID HND SNTZR, TWLS, PUMP	0127936711			08/10/20	194.06
									INVOICE TOTAL:
									194.06
									VENDOR TOTAL:
									388.12
									388.12
-----									
OFF000008 THE OFFICE CONNECTION									
736507-0		07/30/20	01	LANDYARD REEL, PPR, GREEN TEA	0120707010			08/10/20	164.84
									INVOICE TOTAL:
									164.84
736904-0		08/04/20	01	PPR TOWELS, CUPS, GALLION BAGS	0120707010			08/10/20	111.10
									INVOICE TOTAL:
									111.10
									VENDOR TOTAL:
									275.94
-----									
QUA000004 QUALIFICATION TARGETS, INC									
22002279		08/04/20	01	300 QUALIFICATION TARGETS	0122707110			08/10/20	107.59
									INVOICE TOTAL:
									107.59
									VENDOR TOTAL:
									107.59

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QUI0002 QUILL CORPORATION									
8842001		08/04/20	01	500 ENVELOPES	0122707010			08/10/20	47.99
									INVOICE TOTAL: 47.99
8845881		08/04/20	01	RED PENS	0122707010			08/10/20	7.29
									INVOICE TOTAL: 7.29
8853878		08/04/20	01	COPY PAPER, DIXIE PLATES	0122707010			08/10/20	48.48
									INVOICE TOTAL: 48.48
8979168		08/04/20	01	SANITIZING WIPES	0122707010			08/10/20	2.99
									INVOICE TOTAL: 2.99
9008861		08/04/20	01	DUCT TAPE	0122707010			08/10/20	9.79
									INVOICE TOTAL: 9.79
9024768		08/04/20	01	SCOTCH PKING TAPE 6PK/PENS	0122707010			08/10/20	36.17
									INVOICE TOTAL: 36.17
									VENDOR TOTAL: 152.71
RAI00003 RAILROAD MANAGEMENT COMPANY									
422533		08/04/20	01	8" WTR MN LIC FEE#NS3568	5224606990			08/10/20	961.60
									INVOICE TOTAL: 961.60
									VENDOR TOTAL: 961.60
REG0001 THE REGIONAL NEWS									
200710		07/30/20	01	ANNUAL SUBSCRIPTION	0120707035			08/10/20	49.00
									INVOICE TOTAL: 49.00
									VENDOR TOTAL: 49.00
ROS0001 ROSCOE									
1658350/C1648310		07/30/20	01	7/25/20 MAT DELIVERY/CREDIT	0127916990			08/10/20	29.40
									INVOICE TOTAL: 29.40

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ROS0001	ROS001	08/04/20	01	MATS/REC 07/29/20	0127926990			08/10/20	36.44
									36.44
									65.84
									INVOICE TOTAL:
									VENDOR TOTAL:
SHA0002	SHA002	07/30/20	01	COVID DOUBLE D DSNFCTNT/48	0122707990			08/10/20	615.65
									615.65
									615.65
									INVOICE TOTAL:
									VENDOR TOTAL:
SOU00018	SOU0018	08/04/20	01	SUBSCRIPTION THRU 11/23/20	0120707035			08/10/20	117.00
									117.00
									117.00
									INVOICE TOTAL:
									VENDOR TOTAL:
SUB00002	SUB00002	07/30/20	01	SUCTION GUN	0124606708			08/10/20	13.89
									13.89
									13.89
									INVOICE TOTAL:
									VENDOR TOTAL:
96364	96364	08/04/20	01	BOOSTER STAT GNRTR RPR PART	5224707510			08/10/20	108.96
									108.96
									108.96
									INVOICE TOTAL:
									VENDOR TOTAL:
TIR0001	TIR0001	07/30/20	01	VH#256-FLAT REPAIR	0122606700			08/10/20	21.50
									21.50
									21.50
									INVOICE TOTAL:
									VENDOR TOTAL:
256826	256826	07/30/20	01	TAG#51 FLAT REPAIR	0124606708			08/10/20	12.00
									12.00
									12.00
									INVOICE TOTAL:
									VENDOR TOTAL:
ULR00002	ULR00002			VERONICA ULRICH					33.50

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DLR00002	VERONICA ULRICH								
200804	08/04/20	01	REFUND SENIOR VEHICLE STICKER	01022222200				08/10/20	30.00
INVOICE TOTAL:									30.00
VENDOR TOTAL:									30.00
USP00001	U.S. POST								
2020618	07/30/20	01	HICKORY MIBX 11908 TIMBERLANE	26224606991				08/10/20	150.00
		02	BIRCH MIBX 2 BLACK WALNUT TRAIL	26224606991					595.00
INVOICE TOTAL:									745.00
VENDOR TOTAL:									745.00
USP00001	US POSTMASTER								
200728	07/30/20	01	POSTAGE AUG2020 UB	52224707040				08/10/20	415.00
INVOICE TOTAL:									415.00
VENDOR TOTAL:									415.00
VIL0003	VILLAGE OF PALOS PARK								
7/1/2020	07/30/20	01	UB 05/01-07/01/20	0127927051				08/10/20	126.52
		02	UB 05/01-07/01/20	5420607051					112.16
		03	UB 05/01-07/01/20	5420607051					246.00
		04	UB 05/01-07/01/20	0127917051					212.68
		05	UB 05/01-07/01/20	0130606990					198.80
INVOICE TOTAL:									896.16
VENDOR TOTAL:									896.16
WEI00004	RENEE WEIGHILL								
200731	08/04/20	01	OVERPAID FINAL BILL	5200171760				08/10/20	121.50
INVOICE TOTAL:									121.50
VENDOR TOTAL:									121.50
TOTAL ALL INVOICES:									40,034.90

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
02	POLICE DEPARTMENT		
ULR00002	VERONICA ULRICH		30.00
	POLICE DEPARTMENT		30.00
20	ADMINISTRATION DEPARTMENT		
AME00008	AMERICAN LEGAL PUBLISHING CORP	1,112.70	319.20
ATT00001	AT&T	1,104.74	368.00
FIT00007	KATHIE FITZGIBBONS	100.00	20.00
ICM00002	ICMA		1,267.20
ILL00013	ILLINOIS CITY/COUNTY		391.50
OFF00008	THE OFFICE CONNECTION	2,114.29	275.94
REG0001	THE REGIONAL NEWS	548.52	49.00
SOU00018	DAILY SOUTHTOWN		117.00
	ADMINISTRATION DEPARTMENT		2,807.84
22	POLICE DEPARTMENT		
ATT00004	AT&T MOBILITY	799.20	267.60
BRA00008	BRAKE TEC, INC	1,485.18	700.45
CAM00002	DIANA CAMPBELL		50.62
DAV00004	DAV-COM ELECTRIC, INC		933.00
QUA00004	QUALIFICATION TARGETS, INC		107.59
QUI0002	QUILL CORPORATION	382.40	152.71
SHA0002	SHARE CORP.		615.65
TIR0001	TIRE SERVICES COMPANY	1,368.26	21.50
	POLICE DEPARTMENT		2,849.12
24	PUBLIC WORKS DEPARTMENT		
BRA00008	BRAKE TEC, INC	1,485.18	142.45
CIN00001	CINTAS	2,200.41	242.69
COM00017	COM ED	830.71	43.16
COO014	COOK COUNTY TREASURER		835.50
ENV0001	ETP LABS INC	228.00	70.00
GEM00001	GEMPLER'S		44.38
SUB00002	SUBURBAN TRUCK PARTS	224.30	13.89
TIR0001	TIRE SERVICES COMPANY	1,368.26	12.00
	PUBLIC WORKS DEPARTMENT		1,404.07

DATE: 08/04/20  
TIME: 15:11:22  
ID: AP443000.WOW

-- Village of Palos Park --  
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/10/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
GENERAL FUND			
25	BUILDING DEPARTMENT		
FIT00007	KATHIE FITZGIBBONS	100.00	80.00
HRG00001	HR GREEN, INC	7,765.98	5,238.28
	BUILDING DEPARTMENT		5,318.28
26	RECREATION DEPARTMENT		
CMA00001	CMA SUPPLY WAREHOUSE		390.00
MIC00004	MICRO-EYE SECURITY SYSTEMS INC	1,306.00	528.00
	RECREATION DEPARTMENT		918.00
27	PUBLIC GROUNDS		
BUI00003	BUILDING AUTOMATION SOLUTIONS	2,000.00	1,250.00
CMA00001	CMA SUPPLY WAREHOUSE		294.00
COV00001	COVERALL	3,849.00	885.00
DAV00004	DAV-COM ELECTRIC, INC		100.00
EBE0001	PALOS ACE HARDWARE	741.45	5.93
ENV00004	ENVIRONMENT MECHANICAL	7,527.27	700.00
MEN00005	MENARDS	192.93	59.92
MIC00004	MICRO-EYE SECURITY SYSTEMS INC	1,306.00	720.00
NOR00001	NORTHERN SAFETY CO., INC.	331.31	388.12
ROS0001	ROSCOE	2,364.75	65.84
VIL0003	VILLAGE OF PALOS PARK	1,062.64	339.20
	PUBLIC GROUNDS		4,808.01
29	FINANCE DEPARTMENT		
MAZ00001	BARB MAZIAREK	785.89	100.00
	FINANCE DEPARTMENT		100.00
30	SLUIS PROPERTY		
VIL0003	VILLAGE OF PALOS PARK	1,062.64	198.80
	SLUIS PROPERTY		198.80

DATE: 08/04/20  
TIME: 15:11:22  
ID: AP443000.WOW

-- Village of Palos Park --  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 08/10/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
1/2% SALES TAX FUND			
28			
EBE0001	PALOS ACE HARDWARE	741.45	2.13
EJU00001	EJ USA, INC.		987.96
HOM00001	HOME DEPOT CREDIT SERVICES	329.25	134.70
			1,124.79
MFT FUND			
24	MFT FUND		
LEH00001	LEHIGH HANSON	3,869.65	732.57
	MFT FUND		732.57
BEAUTIFICATION FUND			
24	BEAUTIFICATION FUND		
USP00001	U.S. POST	450.00	745.00
	BEAUTIFICATION FUND		745.00
SEWER FUND			
24	SEWER FUND		
CIN00001	CINTAS	2,200.41	51.13
COR00011	CORE & MAIN LP	2,939.65	199.50
DYN00004	DYNEGY ENERGY SERVICES	12,778.81	993.65
	SEWER FUND		1,244.28
WATER FUND			
00	WATER FUND		
WEI00004	RENEE WEIGHILL		121.50
	WATER FUND		121.50
24	WATER FUND		
AIR00001	AIRY'S INC.	15,204.91	4,414.63

DATE: 08/04/20  
TIME: 15:11:22  
ID: AP443000.WOW

-- Village of Palos Park --  
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 08/10/2020

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
-----			
WATER FUND			
24	WATER FUND		
BAX00001	BAXTER & WOODMAN, INC.	3,046.25	4,164.35
CIN00001	CINTAS	2,200.41	51.13
COR00011	CORE & MAIN LP	2,939.65	878.50
DYN00004	DYNEGY ENERGY SERVICES	12,778.81	2,889.56
HAW00002	HAWK FORD	581.59	110.75
HOM00001	HOME DEPOT CREDIT SERVICES	329.25	549.00
ILL00028	ILLINOIS SECTION AWWA		36.00
LEH00001	LEHIGH HANSON	3,869.65	438.50
NIC0001	NICOR GAS	4,752.49	122.09
RAI00003	RAILROAD MANAGEMENT COMPANY		961.60
SUB00002	SUBURBAN TRUCK PARTS	224.30	108.96
USP0001	US POSTMASTER	2,101.91	415.00
	WATER FUND		15,140.07
COMMUTER LOT FUND			
24	COMMUTER LOT FUND		
COV00001	COVERALL	3,849.00	180.00
ENV00004	ENVIRONMENT MECHANICAL	7,527.27	643.00
MIC00004	MICRO-EYE SECURITY SYSTEMS INC	1,306.00	270.00
NIC0001	NICOR GAS	4,752.49	41.41
	COMMUTER LOT FUND		1,134.41
MCCORD FUND			
20			
VIL0003	VILLAGE OF PALOS PARK	1,062.64	358.16
			358.16
ESCROW FUND			
00			
NGN00001	N.G.N. CONSTRUCTION, INC		1,000.00
			1,000.00
	TOTAL ALL DEPARTMENTS		40,034.90

THE VILLAGE OF PALOS PARK  
SUPPLEMENTAL WARRANT LIST

FOR AUGUST 10, 2020

THE MAYOR AND THE COMMISSIONERS OF THE VILLAGE OF PALOS PARK  
APPROVE THE FOLLOWING SUPPLEMENTAL WARRANT LIST FOR MANUAL  
CHECKS, PAYROLL AND RECURRING WIRE TRANSFERS.

---

MAYOR JOHN F. MAHONEY SIGNATURE

ATTEST:

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VILLAGE CLERK MARIE ARRIGONI SIGNATURE

**SUPPLEMENTAL WARRANT LIST**

August 10, 2020

**COUNCIL MEETING****MANUAL CHECK: (Pre-authorized payments not coinciding with Warrant List schedule)**

DATE	CHECK#	PAYEE	AMOUNT
7/14/2020	179418	IRMA	\$125.00
8/4/2020	179419	Monika Gawron	\$200.00
8/4/2020	179419	Erianna Rocco	200.00
<b>TOTALS:</b>			<b>\$525.00</b>

**PAYROLL REQUIREMENTS: ( Regular & agency checks, tax liabilities & Paylocity invoice)**

Pay Date:		7/9/2020	\$132,397.86
Pay Date:		7/23/2020	130,122.49
Pay Date:			
<b>TOTALS:</b>			<b>\$262,520.35</b>

**RECURRING WIRE TRANSFERS:**

DESCRIPTION	TRANSFERRED TO:	AMOUNT
VOPP-Wtr Purch Oak Lawn	Marquette Bank	\$89,504.56
Wex Bank	On-Line	3,754.02
Wow	On-Line	714.21
Wex Gas Purchase	On-Line	904.00
<b>American Express</b>	J. P. Morgan Chase Bank	
Amazon Marketplace		12.10
Ray Allen		194.98
Amazon.Com		28.48
Dyn. Dyn		5.00
Ready Refresh		89.77
Service Sanitation		166.00
Proven Business Systems		1,810.49
Galls		23.96
Adobe Acropro		15.93
UPS		31.81
UPS		7.33
Dyn. Dyn		5.00
Republic Services		32,025.78
Galls		53.79
AT&T		758.73
UPS		31.46
UPS		7.33
UPS		7.01
Adobe Acropro		54.16
Dyn. Dyn		5.00
UPS		31.62
UPS		4.24
<b>Visa</b>	First Midwest Bank	
<b>TOTALS:</b>		<b>\$130,246.76</b>

**TOTAL SUPPLEMENTAL WARRANT LIST:****\$393,292.11**

**Payroll Summary**

Check Date: 07/09/2020

Page 1 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020070901

Pay Period: 06/20/2020 to 07/03/2020

**Payroll Totals**

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	71	0.00	76,608.70	76,608.70	
	Regular	6	2,177.59	0.00	2,177.59	
<b>Totals</b>		<b>77</b>	<b>2,177.59</b>	<b>76,608.70</b>	<b>78,786.29</b>	→ <b>78,786.29</b>

Payroll Checks	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	11	13,485.05	5,185.78	18,670.83	
<b>Totals</b>		<b>11</b>	<b>13,485.05</b>	<b>5,185.78</b>	<b>18,670.83</b>	→ <b>18,670.83</b>

<b>Total Net Payroll Liability</b>			<b>15,662.64</b>	<b>81,794.48</b>	<b>97,457.12</b>	→ <b>97,457.12</b>
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**Tax Liability**

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Federal Income Tax	36-6006039		Semi-Weekly	106,211.17	106,211.17	11,853.22		
FFCRA Medical Premium Credit	36-6006039		Semi-Weekly					
FFCRA Medicare Credit	36-6006039		Semi-Weekly					
FFCRA SS Credit	36-6006039		Semi-Weekly					
FFCRA Wage Credit	36-6006039		Semi-Weekly					
Medicare	36-6006039		Semi-Weekly	114,560.50	114,560.50	1,661.11		
Medicare - Employer	36-6006039		Semi-Weekly	114,560.50	114,560.50		1,661.13	
OASDI	36-6006039		Semi-Weekly	114,560.50	114,560.50	7,102.75		
OASDI - Employer	36-6006039		Semi-Weekly	114,560.50	114,560.50		7,102.75	
Unapplied Credit for FFCRA	36-6006039		Semi-Weekly					
<b>Totals</b>						<b>20,617.08</b>	<b>8,763.88</b>	→ <b>29,380.96</b>

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SITW	3660060390007		Semi-Weekly	106,211.17	106,211.17	5,323.67		
<b>Totals</b>						<b>5,323.67</b>	<b>0.00</b>	→ <b>5,323.67</b>

ILSUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SUI	0800854	0.010250	Quarterly	114,560.50	23,035.17		236.11	
<b>Totals</b>						<b>0.00</b>	<b>236.11</b>	→ <b>236.11</b>

<b>Total Tax Liability</b>						<b>25,940.75</b>	<b>8,999.99</b>	→ <b>34,940.74</b>
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<b>Total Payroll Liability</b>						<b>132,397.86</b>		→ <b>132,397.86</b>
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# Payroll Summary

Check Date: 07/09/2020

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020070901

Pay Period: 06/20/2020 to 07/03/2020

## Billing

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
106746511	7/9/2020	252.57				252.57
<b>Totals</b>		<b>252.57</b>		<b>0.00</b>		<b>252.57</b> →

252.57

## Transfers

Type	Date	Source Account	Amount
Billing	7/9/2020	1405470*	252.57
Dir Dep	7/8/2020	1405470*	76,608.70
Tax	7/8/2020	1405470*	34,940.74
<b>Totals Transfers</b>			<b>111,802.01</b> →

111,802.01

## Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	7/15/2020	29,380.96
(Deposit made by Service Bureau)	Illinois SITW	7/15/2020	5,323.67
(Deposit made by Service Bureau)	Illinois SUI	11/2/2020	236.11
	<b>Total Tax Deposits</b>		<b>34,940.74</b>





**Payroll Summary**

Check Date: 07/23/2020

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2020072301

Pay Period: 07/04/2020 to 07/17/2020

**Billing**

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
106815399	7/23/2020	233.71				233.71
<b>Totals</b>		<b>233.71</b>		<b>0.00</b>		<b>233.71</b> → <b>233.71</b>

**Transfers**

Type	Date	Source Account	Amount
Billing	7/23/2020	1405470*	233.71
Dir Dep	7/22/2020	1405470*	75,717.03
Tax	7/22/2020	1405470*	34,325.58
<b>Totals Transfers</b>			<b>110,276.32</b> → <b>110,276.32</b>

**Tax Deposits**

Required Tax Deposits	Tax	Due On	Amount
( Deposit made by Service Bureau )	Federal Income Tax	7/29/2020	28,894.66
( Deposit made by Service Bureau )	Illinois SITW	7/29/2020	5,256.20
( Deposit made by Service Bureau )	Illinois SUI	11/2/2020	174.72
	<b>Total Tax Deposits</b>		<b>34,325.58</b>





**Village Council**  
*Mayor John Mahoney*  
*Village Clerk Marie Arrigoni*  
*Commissioner James Pavlatos*  
*Commissioner Dan Polk*  
*Commissioner Nicole Milovich-Walters*  
*Commissioner G. Darryl Reed*

Meeting of: August 10, 2020	7:30 PM	Kaptur Administrative Center
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**AGENDA MATTER:**

**PC 2020 - 01:** Pursuant to Section 1020.02 (c)(2) of the Municipal Code, an application has been filed by Ramon Ceballos requesting that the Village vacate both halves of the 84<sup>th</sup> Avenue right of way that is adjacent to the west property line of 11548 South Walnut Ridge Drive, south of Calumet Sag Road, and north of 116<sup>th</sup> Street in Palos Park, IL.

**BACKGROUND/HISTORY:**

The applicant is the owner of the property commonly known as 11548 South Walnut Ridge Drive, which is located adjacent to, and east of the unimproved 84<sup>th</sup> Avenue right of way (ROW). Section 1020.02 (c)(2) of the Municipal Code permits owners of property adjacent to unimproved ROW the ability to petition the village for the sale and vacation of the unimproved ROW.

In April 2020, Mr. Ceballos undertook work to clear the underbrush and several dead and dying trees from the 84<sup>th</sup> Avenue right of way without obtaining a permit from the Village. The owner has since obtained a permit for the work and paid a \$4,000 bond to ensure that the Village had the ability to cover any costs for removal of any trees that might die from the work undertaken. At that time, the Village made Mr. Ceballos aware of the opportunity to purchase the right of way. He then submitted an application to the Village to vacate both halves of the right of way.

Section 1020.02 (b) of the Village Code states that Village staff shall evaluate, and the Plan Commission shall make findings in regard to, the potential future use of the ROW for street, alley, trail, recreation, buffer, utilities, drainage, flood control, environmental protection, or any other public purposes, which may or may not be addressed in the adopted Comprehensive Plan of the Village, that would be lost if the ROW were to be vacated and turned over to private use. The Plan Commission shall make a recommendation in regard to the proposed vacation, which shall be forwarded to the Village Council.

In cases where the request is for the vacation of both halves of the ROW along one side of a single-family lot, where the result would not be the creation of a new, additional, buildable single-family lot, the adjacent property owners shall each be given the opportunity to request vacation of one-half of the ROW, with the consideration to be paid to the Village by each adjacent property owner, in regard to such ROW vacation, to be twenty thousand dollars (\$20,000). If one of the adjacent property owners declines to proceed with the vacation of one-half of the ROW adjacent to said property owner's property, then said other adjacent property owner may proceed with the vacation of the full ROW, with the consideration to be paid to the Village in regard to such full ROW vacation to be thirty

thousand dollars (\$30,000). In the case of such a full ROW vacation request by only one adjacent owner, the entire ROW shall be vacated to only the adjacent owner who pays the thirty thousand dollars (\$30,000).

The two property owners adjacent to the ROW vacation were directly notified of the application. Attached as Exhibits 5 and 6 to the attached Staff Report to the Plan Commission are letters submitted by the adjoining property owners. Both owners object to the vacation of the ROW adjacent to their lot. The owner of 8400 W. 116<sup>th</sup> Street has noted that if the ROW vacation is approved, they feel they would be forced to purchase the half ROW and have offered the Village \$10,000 for the purchase, rather than the \$20,000 required by the Village Code.

**PLAN COMMISSION HEARING:**

During the hearing, several individuals stated their objection to the vacation of the ROW, including both of the owners on the west side of the right of way. One of the adjacent property owners objected to the pricing as adopted in the Village Code as it is not based on the size of the property. Several residents further stated that they were upset that Mr. Ceballo cleared the ROW as it is not in keeping with the character of the neighborhood.

**RECOMMENDATION:**

Village staff have reviewed the application and find that there is little to no potential future expansion of the Village's use of the 84th Avenue ROW. Although there are utilities located in the ROW, easements providing for their continued location and maintenance can be created with a plat of consolidation. Staff supports the full vacation of the ROW due to the future liability that the undeveloped ROW presents to the Village. That being said, given the objections of the neighbors, staff has identified the following options in which the Village Council could take action:

1. Recommend denial of the vacation request.
2. Recommend full vacation and consolidation of the right of way to 11548 Walnut Ridge Drive.
3. Recommend half of the right of way be vacated and consolidated with 11548 Walnut Ridge Drive leaving a 20 foot wide undeveloped right of way.

Staff further recommends that any motion for approval of a vacation of the right of way be subject to the following conditions:

1. The future owner(s) of the vacated right-of-way shall produce an ALTA survey which accurately depicts the right-of-way and the location of all utilities within the right-of-way.
2. The future owner(s) of the vacated right-of-way shall bear all costs for any surveys and plats required for their portion of the vacated right-of-way.
3. The future owner(s) of the vacated right-of-way shall produce, and receive approval of, a Plat of Consolidation which consolidates all parcels of land under their control into one lot of record and provides all necessary easements.

**PLAN COMMISSION RECOMMENDATION:**

Finding that the right of way vacation would be a detriment to the neighborhood, a motion was made to recommend denial of the right of way vacation. The vote was five (5) yes (Dill, Kay, McCarthy, Wegele, Marcyn) and one (1) no (DeBoer).

Further finding that the pricing as adopted in the Village Code is not based on the size of the property, a motion was made to recommend that the Village Council review and revise the pricing in the Village Code to be based on the size of the property. The vote was six (6) yes (DeBoer, Dill, Kay, McCarthy, Wegele, Marcyn) and zero (0) no.

**RECOMMENDED MOTIONS:**

Motion to deny

Finding that the vacation will be a detrimental impact to the surrounding area, I make a motion to deny application PC2020-01 as recommended by the Plan Commission.

Further finding that additional analysis is required regarding the pricing for the sale of right of way as outlined in Section 1020.02 (c)(2) of the Village Code, staff is directed to bring this matter for further discussion at a later Council meeting.

Attachments:

1. Staff Report dated July 16, 2020
2. Transmittal of Plan Commission Recommendation
3. July 16, 2020 Draft Plan Commission minutes
4. Pictures provided at hearing
5. Video played at hearing - transmitted via email and available at the following link:  
[https://drive.google.com/file/d/1mxG\\_ErkL-uBxL2Z-3nEJCdF5ESMJriNZ/view?usp=sharing](https://drive.google.com/file/d/1mxG_ErkL-uBxL2Z-3nEJCdF5ESMJriNZ/view?usp=sharing)



**TO:** Village of Palos Park Plan Commission  
**HEARING DATE:** July 16, 2020 at 7:00pm  
**FROM:** Building Department  
**SUBJECT:** Staff Report

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**PROJECT TITLE**

**PC 2020 - 01:** Pursuant to Section 1020.02 (c)(2) of the Municipal Code, an application has been filed by Ramon Ceballos requesting that the Village vacate both halves of the 84<sup>th</sup> Avenue right of way that is adjacent to the west property line of 11548 South Walnut Ridge Drive, south of Calumet Sag Road, and north of 116<sup>th</sup> Street in Palos Park, IL.

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**APPLICANT INFORMATION**

**APPLICANT(s):** Ramon Ceballos  
11548 South Walnut Ridge Drive  
Palos Park, Illinois 60464

**REPRESENTATION:** None

**EXHIBITS:**

1. Aerial Photo and ROW Location Exhibit
2. Site Photos
3. Application for ROW Vacation
4. Email with Village Offer to Mr. Ceballos
5. Letters to and from Adjacent Property Owners Tom and Kris Hynes
6. Letters to and from Adjacent Property Owner Agata Klejka
7. Tree Survey and Inventory

**PUBLIC HEARING NOTICE:** The notice for this hearing was published in *The Regional News* on June 25, 2020 in accordance with the Village Zoning Ordinance. A sign was posted on the subject property, and the Village notified neighboring property owners within 350' of the subject property 15-30 days prior to the date of the hearing.

**NEIGHBORHOOD COMMENT:** Several residents have contacted the village regarding the application. Attached as Exhibits 5 and 6 are letters submitted by the adjoining property owners, of which both object to the right of way vacation

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**PROPERTY INFORMATION**

**SURROUNDING ZONING:** R-1-A One Family Dwelling District  
**SURROUNDING LAND USE:** Single Family Residential  
**RIGHT-OF-WAY SIZE:** Approximately 13,500 square feet  
**COMPREHENSIVE PLAN:** Low Density Single Family Residential

## BACKGROUND

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The applicant is the owner of the property commonly known as 11548 South Walnut Ridge Drive, which is located adjacent to, and east of the unimproved 84<sup>th</sup> Avenue right of way (ROW). Section 1020.02 (c)(2) of the Municipal Code permits owners of property adjacent to unimproved ROW the ability to petition the village for the sale and vacation of the unimproved ROW.

In April 2020, Mr. Ceballos undertook work to clear the underbrush and several dead and dying trees from the 84<sup>th</sup> Avenue right of way without obtaining a permit from the Village. At that time, the Village made Mr. Ceballos aware of the opportunity to purchase the right of way. He then submitted an application to the Village to vacate both halves of the right of way.

## ANALYSIS

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Section 1020.02 (b) of the Village Code states that Village staff shall evaluate, and the Plan Commission shall make findings in regard to, the potential future use of the ROW for street, alley, trail, recreation, buffer, utilities, drainage, flood control, environmental protection, or any other public purposes, which may or may not be addressed in the adopted Comprehensive Plan of the Village, that would be lost if the ROW were to be vacated and turned over to private use. The Plan Commission shall make a recommendation in regard to the proposed vacation, which shall be forwarded to the Village Council.

In cases where the request is for the vacation of both halves of the ROW along one side of a single-family lot, where the result would not be the creation of a new, additional, buildable single-family lot, the adjacent property owners shall each be given the opportunity to request vacation of one-half of the ROW, with the consideration to be paid to the Village by each adjacent property owner, in regard to such ROW vacation, to be twenty thousand dollars (\$20,000). If one of the adjacent property owners declines to proceed with the vacation of one-half of the ROW adjacent to said property owner's property, then said other adjacent property owner may proceed with the vacation of the full ROW, with the consideration to be paid to the Village in regard to such full ROW vacation to be thirty thousand dollars (\$30,000). In the case of such a full ROW vacation request by only one adjacent owner, the entire ROW shall be vacated to only the adjacent owner who pays the thirty thousand dollars (\$30,000).

1. **Site Conditions:** The ROW is wooded with gently sloping topography.
2. **Creation of an Additional Buildable Lot:** The vacation will not create an additional buildable lot. The minimum required land area necessary for two buildable, one acre lots of record is 87,120 square feet. If vacated, the additional land area would result in the following lot area for the three affected lots:

Address	Existing Lot Area	Approximate Area of Vacated ROW	Approximate New Lot Area
11548 Walnut Ridge Dr.	42,492 s.f.	15,977.6 s.f. (full ROW)	58,469.6 s.f.
8400 W. 116 <sup>th</sup> St.	11,962 s.f.	1,977 s.f. (half ROW)	13,939 s.f.
8401 W. Route 83	63,074 s.f.	4,446 s.f. (half ROW)	67,520 s.f.

3. **Adjacent Property Owners:** The two adjacent property owners were notified of the application. Attached as Exhibits 5 and 6 are letters submitted to and from the adjoining property owners. Both owners object to the vacation of the ROW adjacent to their lot. The owner of 8400 W. 116<sup>th</sup> Street has noted that if the ROW vacation is approved, they feel they would be forced to purchase the half ROW.
4. **Subdivision Regulations:** Section 1246.05 Lot Standards, subsection (d), states that all lots shall abut a publicly dedicated street for a minimum distance of thirty feet. The full vacation of the right-of-way will not create any lots that do not conform with this requirement.
5. **Future Use:** **The potential future use of the ROW for street, alley, trail, recreation, buffer, utilities, drainage, flood control, environmental protection, or any other public purposes, which may or may not be addressed in the adopted Comprehensive Plan.**

The ROW contains village sewer main. Utility easements allowing for maintenance of the utilities would be required as part of the consolidation plat that will be required for any adjoining properties if the vacation is approved.

Section Seven, Environmental Resources Plan, of the 2009 Comprehensive Plan identifies Village forestation of unused ROW as a Village activity. However, the Village has more recently adopted the regulations referenced in this report which formally codified land values and Village practices for property owners to petition the Village for ROW vacation. Although the Village does periodically engage in forestation of unused Village property today, the existing amount of trees on this particular ROW make it an unlikely candidate for future village forestation. Additionally, it should be noted that trees on Village property present a liability to the Village if they were to fall and injure a person or property, or if a tree or trees would require removal.

## **STAFF SUMMARY AND RECOMMENDATIONS**

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Village staff have reviewed the application and find that there is little to no potential future expansion of the Village's use of the 84<sup>th</sup> Avenue ROW. Although there are utilities located in the ROW, easements providing for their continued location and maintenance can be created with a plat of consolidation. Staff supports the full vacation of the ROW due to the future liability that the undeveloped ROW presents to the Village. That being said, given the objections of the neighbors, staff has identified the following options in which the Plan Commission could form a recommendation:

1. Recommend denial of the vacation request.
2. Recommend full vacation and consolidation of the right of way to 11548 Walnut Ridge Drive.
3. Recommend half of the right of way be vacated and consolidated with 11548 Walnut Ridge Drive leaving a 20 foot wide undeveloped right of way.

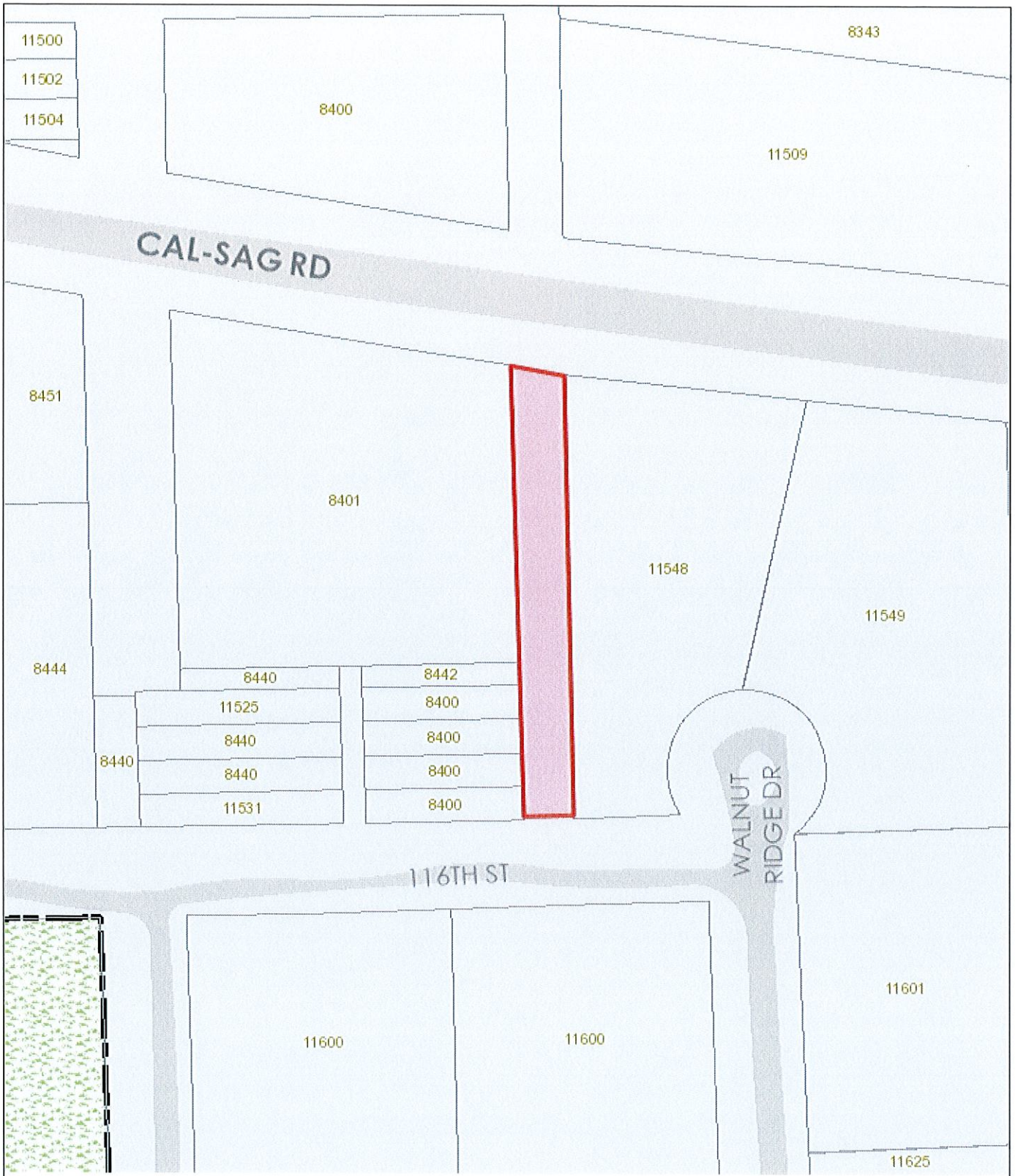
Staff further recommends that any motion for approval of a vacation of the right of way be subject to the following conditions:

1. The future owner(s) of the vacated right-of-way shall produce an ALTA survey which accurately depicts the right-of-way and the location of all utilities within the right-of-way.

2. The future owner(s) of the vacated right-of-way shall bear all costs for any surveys and plats required for their portion of the vacated right-of-way.
3. The future owner(s) of the vacated right-of-way shall produce, and receive approval of, a Plat of Consolidation which consolidates all parcels of land under their control into one lot of record and provides all necessary easements.

**PLAN COMMISSION RECOMMENDATION**

I move to recommend that the Village Council approve/deny the full/half right-of-way vacation of 84<sup>th</sup> Avenue adjacent to 11548 Walnut Ridge Drive subject to the conditions stated in the Staff Report dated July 16, 2020.



Village of Palos Park GIS  
84th Avenue Right of Way



VILLAGE OF PALOS PARK  
8999 West 123rd Street  
Palos Park, IL 60464  
(708) 671-3700

DISCLAIMER: The Village of Palos Park does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives. SCALE: 1" = 100'

Print Date: 5/6/2020



## MEETING AGENDA

### PLAN COMMISSION

Thursday, July 16, 2020

7:00 PM

Kaptur Administrative Center

- 1) **CALL TO ORDER – 7:00 PM**
- 2) **ROLL CALL**
- 3) **APPROVAL OF PRIOR MEETING MINUTES**  
January 16, 2020 Meeting
- 4) **PUBLIC HEARINGS:**

**PC 2020 - 01:** Pursuant to Section 1020.02 (c)(2) of the Municipal Code, an application has been filed by Ramon Ceballos requesting that the Village vacate both halves of the 84<sup>th</sup> Avenue right of way that is adjacent to the west property line of 11548 South Walnut Ridge Drive, south of Calumet Sag Road, and north of 116<sup>th</sup> Street in Palos Park, IL.

- 5) **OTHER BUSINESS**
- 6) **CITIZENS AND VISITORS COMMENT PERIOD**
- 7) **ADJOURNMENT**

**IMAGES OF SITE AND SURROUNDING AREA**



**View Looking at ROW**



**View Looking West Along 116<sup>th</sup>**



**View Looking East Along 116<sup>th</sup>**



**View Looking North Along Walnut Ridge**

**Community Development Department**  
 8999 West 123<sup>rd</sup> Street  
 Palos Park, IL 60464  
 Phone: 708-671-3730  
 Fax: 708-448-9542  
 Web: [www.palospark.org](http://www.palospark.org)



VILLAGE OF  
**PALOS PARK**

**Plan Commission Application**

Application Date: 05/04/20  
 File #: \_\_\_\_\_  
 Fee: \$300 PAID

**SECTION I - GENERAL INFORMATION**

11548 South Walnut Ridge Drive Palos Park, IL 60464

Project Address \_\_\_\_\_ PIN # \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Ramon Ceballos \_\_\_\_\_ 11548 South Walnut Ridge Drive Palos Park, IL 60464

Property Owner's Name \_\_\_\_\_ Property Owner's Mailing Address \_\_\_\_\_

312-508-9752 \_\_\_\_\_ 312-508-9752 \_\_\_\_\_ [rjmremodelingchicago@gmail.com](mailto:rjmremodelingchicago@gmail.com)

Property Owner's Phone # \_\_\_\_\_ Property Owner's Cell Phone # \_\_\_\_\_ Property Owner's E-mail Address \_\_\_\_\_

**SECTION II - APPROVAL REQUESTED**

- Preliminary Subdivision
- Final Subdivision
- Variance - Subdivision
- Plat of Consolidation
- Special Use \_\_\_\_\_
- Planned Unit Development
- Commercial Construction & Landscaping Review
- Other vacallon

**SECTION III- REQUIRED SUBMITTALS**

- Proof of ownership
- Cost Recovery Form
- Tree Permit/Plan
- Survey/Plan
- Colored Building Rendering (all sides, materials)
- Signage
- Parking
- Exterior Lighting (fixture cuts, light spread chart)
- Landscape Plan

- Exaction Fee
- Completion Bond Refund Date \_\_\_\_\_
- ROW Bond Refund Date \_\_\_\_\_
- Other \_\_\_\_\_

**SECTION IV - PROJECT DETAILS**

Project Description \_\_\_\_\_ Zoning: \_\_\_\_\_

Total Property Area \_\_\_\_\_ Current Use of Property \_\_\_\_\_ Comprehensive Plan Designation \_\_\_\_\_

Property Legal Description (Attach additional sheets as necessary): \_\_\_\_\_

List and justify any requested variation(s) from the Zoning Ordinance and Subdivision Ordinance (attach additional pages as necessary): \_\_\_\_\_

**SECTION V - Project Staff - List each applicable project staff name, email and phone number.**

Attorney \_\_\_\_\_

Nekola Survey, Inc 400 N. Schmidt Rd., Ste. 203 Bolingbrook, IL 60440 630-226-1530

Surveyor \_\_\_\_\_

Engineer \_\_\_\_\_

Architect \_\_\_\_\_

Landscape Architect \_\_\_\_\_

Other \_\_\_\_\_

**SECTION VI-** I, the undersigned, certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entry onto the Subject Property by Village Officials for the purpose of inspections related to this request.

Ramon Ceballos \_\_\_\_\_ Ramon Ceballos \_\_\_\_\_ 05/04/20 \_\_\_\_\_  
 Applicant Signature Applicant Printed Name Date

Applicant is:  Property owner  Attorney  Developer (Note: a letter of authorization from the owner(s) of record must be attached)

## Kathie May

---

**From:** L Pruss  
**Sent:** Monday, May 11, 2020 12:35 PM  
**To:** rjmremodlingchicago@gmail.com  
**Cc:** Kathie May; Robert Adams; Mike Sibrava; DAN FOSTER; Rick Boehm; Lisa Boyle  
**Subject:** RE: 11548 Walnut Ridge

Mr. Ceballos,

Kathie Fitzgibbons let me know that you inquired whether you could proceed with the tree work at this time. Please be aware that you can only conduct tree work on your property, not in the right-of-way.

I have also received a verbal objection to the sale of the right-of-way from one of the other property owners. Due to the COVID-19 emergency, the Village is limiting hearings to those applications that are not anticipated to have objectors. As a result, we will have to put the hearing process on hold until we are able to hold a hearing without the gathering limitations of the COVID-19 emergency.

Please let me know if you have any questions.

Sincerely,

Lauren Pruss  
Community Development Director  
Kaptur Administrative Center  
8999 W. 123rd Street  
Palos Park, IL 60464  
Phone: (708) 671-3731  
Fax: (708) 448-9542  
Email: [lpruss@palospark.org](mailto:lpruss@palospark.org)  
website: [www.palospark.org](http://www.palospark.org)



VILLAGE OF  
PALOS PARK

**From:** L Pruss  
**Sent:** Monday, May 4, 2020 2:23 PM  
**To:** rjmremodlingchicago@gmail.com  
**Cc:** Kathie May <[kmay@palospark.org](mailto:kmay@palospark.org)>; Robert Adams <[radams@palospark.org](mailto:radams@palospark.org)>; Mike Sibrava <[msibrava@palospark.org](mailto:msibrava@palospark.org)>; DAN FOSTER <[dfoster@palospark.org](mailto:dfoster@palospark.org)>; Rick Boehm <[rboehm@palospark.org](mailto:rboehm@palospark.org)>; Lisa Boyle <[lboyle@palospark.org](mailto:lboyle@palospark.org)>  
**Subject:** 11548 Walnut Ridge

Mr. Ceballos,

Thank you for your prompt attention to the tree damage in the Village right-of-way (ROW). As we discussed, you wish to proceed with the purchase of the Village right-of-way as a resolution to the issue. The first step is to fill out the attached application, check "Other" and fill the blank with "vacation," and submit the application with \$300 in application fees (please contact Kathie Fitzgibbon or Lisa Boyle to coordinate payment of the fees at 708-671-3730). Please include the contact information for the surveyor you plan to use on the application. Once I have the application and fee payment, I will then contact the two adjoining neighbors to offer the ROW for their purchase. Should the neighbors decline the purchase, you can then proceed in surveying the ROW for preparation of the plat of vacation. Should the ROW vacation be approved, the cost to purchase the ROW is either \$20,000 for a half ROW, or \$30,000 for the whole ROW.

Once you have submitted the application and fees, you may proceed with the remainder of the paver work. Let me know if you have any further questions.

Lauren Pruss  
Community Development Director  
Kaptur Administrative Center  
8999 W. 123rd Street  
Palos Park, IL 60464  
Phone: (708) 671-3731  
Fax: (708) 448-9542  
Email: [lpruss@palospark.org](mailto:lpruss@palospark.org)  
website: [www.palospark.org](http://www.palospark.org)



VILLAGE OF  
PALOS PARK

**Village Administration**  
8999 West 123<sup>rd</sup> Street  
Palos Park, IL 60464  
www.palospark.org



**Building Department**  
Phone: (708) 671-3730  
Fax: (708) 448-9542  
lpruss@palospark.org

May 6, 2020

Thomas Hynes  
8401 W. Route 83  
Palos Park, IL 60464

Subject: Request to Vacate and Purchase Unimproved 84<sup>th</sup> Avenue Right of Way

Dear Mr. Hynes,

The Village has received a request from the owner of 11548 Walnut Ridge Drive to potentially purchase both halves of the unimproved 84<sup>th</sup> Avenue right-of-way that is adjacent to your property. Pursuant to Section 1020.02 (c)(2) of the Municipal Code, the adjacent property owners shall each be given the opportunity to request vacation of one-half of the right-of-way, prior to the Village finalizing the sale of the right-of-way. Should you wish to request the vacation of your half, the consideration to be paid to the Village would be twenty thousand dollars (\$20,000). In addition, you would need to bear all costs to survey your portion of the right-of-way, and procure a consolidation plat to incorporate the land with your existing parcel(s). A map depicting the area in question is provided on the backside of this letter.

A public hearing in consideration of this matter will be held on or about June 18, 2020 following the required public notice. The Plan Commission will consider the application and make a recommendation to the Village Council who will make a final decision regarding the sale and vacation of the right-of-way on or about their June 18, 2020 regular meeting.

Your response to this request is requested prior to June 18, 2020 otherwise the Village will assume you have no interest in purchasing the unimproved right-of-way adjacent to your property, and we will proceed with consideration of the subject request.

If you have any questions regarding these comments, please feel free to contact me at your convenience at 708-671-3730.

Sincerely,

A handwritten signature in black ink, appearing to read "L Pruss".

Lauren Pruss, AICP  
Community Development Director

## L Pruss

---

**From:** Kris Hynes <Kris.Hynes@alltypeselevators.com>  
**Sent:** Thursday, June 4, 2020 1:28 PM  
**To:** L Pruss  
**Cc:** Tom Hynes  
**Subject:** Vacated street adjoining our property at 8401 W Cal Sag  
**Attachments:** Survey of Hynes Residence 8401 W Cal Sag Rd.pdf

Lauren,

I've attached our survey again showing that we have a 40' ROW next to our property on the east side that is a village vacated street. We have owned this property since 1999. When we purchased the property we felt it was worth the value in part due to the fact that there are vacated streets on both sides of the property which were heavily wooded and would not be built upon. Unfortunately our new neighbors to the east on Walnut Ridge have ignored their property boundaries without permission from the village and have cleared out the woods to a detrimental effect. The once wooded space which was a beautiful privacy boundary is now destroyed. They should never have been allowed to take down the woods in that space. Since the clearing has occurred we now have bright lights from their outdoor lighting shining into several of the bedroom windows of our home. We need to lower the blackout shades now because of this. In the past we did not have this problem because the woods blocked some sound and almost all of the light coming from their property. The noise from traffic on Route 83 has also increased without the buffer of the vacated street. We have raised our children in this home and are devastated by these actions. We were under the impression that the Village of Palos Park was a "tree community" and that the woods would be there indefinitely. This area that was cleared out was also a safe space for wildlife that we have come to appreciate sharing the woods with. We normally see fawns every year in the space that has now been destroyed by our neighbor. It was a safe space that the deer would often use to "hide" the young fawns in. This is the first year since we moved in 21 years ago that we have not seen a single new fawn. Our home is built to accommodate a large family and when we do decide to sell someday in the future we would expect that a buyer would have children. When our children were young they had many friends in the Walnut Ridge subdivision directly behind us. It was a great way to connect with school friends. The families of those friends and our children often used this vacated street as a safe access to play with friends and go on walks in a safe manner. Without that access our children would have had to walk on the shoulder of Route 83 with heavy traffic and a very narrow shoulder which is very dangerous. We often used the vacated street as a safe access to village streets when riding our bikes to the library or getting ice cream at the Plush Horse. If the village allows our neighbor to purchase the vacated portion it will directly affect our safety and ability to access other areas of the village and force us to only have access via Route 83. Why would the village choose this option? This hurts our property value for future families. The village is putting us in a very bad position by considering allowing the purchase of this vacated street. If we don't pay what is being offered and the village sells to the neighbor it hurts our property value. We have been put in a very unfortunate position. Why should we have to now pay when this problem was created 100% by the actions of our neighbor? This does not seem fair. The property boundary has been destroyed by them and no longer holds the same value that it did before the woods were cleared. We understand this problem needs a resolution but we feel at this point that the village is "forcing" us into having to pay for something that we didn't create. We would like to avoid having to seek legal counsel. The situation of this global pandemic has the entire world considering the financial implications of the crisis. We don't really want to be "forced" into having to put forward a large amount of cash just to have the property put back to what it was prior to the illegal actions of our neighbor. Is it possible the village would consider an option to leave the street "vacated" and ask or require that the neighbors pay for all costs to the village to hire an ecological restoration company to replace what was destroyed by them?

Sincerely,

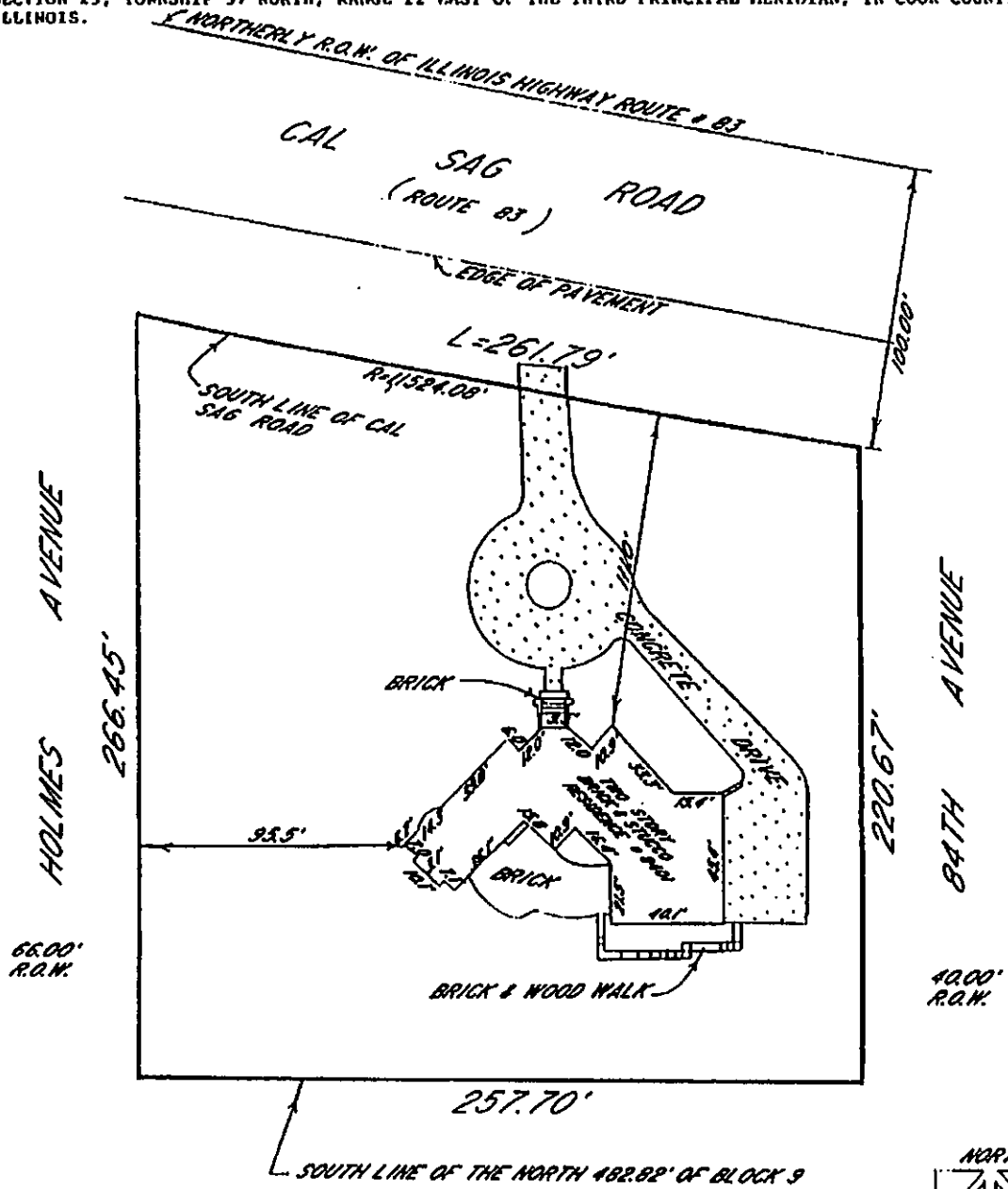
Tom and Kris Hynes

8401 W Cal Sag Rd  
Palos Park IL 60464  
312-735-1956

# PLAT OF SURVEY

OF

THE NORTH 482.82' FEET OF BLOCK 9 IN PALOS HIGHLANDS HEREINAFTER DESCRIBED (EXCEPTING FROM SAID TRACT THAT PART THEREOF LYING NORTHERLY OF THE NORTHERLY RIGHT OF WAY LINE OF PUBLIC HIGHWAY KNOWN AS ILLINOIS HIGHWAY ROUTE NO. 83 AS SHOWN ON PLAT AS DOCUMENT 11831623 RECORDED JUNE 12, 1936) SAID PALOS HIGHLANDS BEING A SUBDIVISION OF THAT PART OF THE EAST HALF OF THE WEST HALF OF SECTION 23, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF THE LINE BEING AT A POINT ON THE EAST LINE OF SAID WEST HALF OF SECTION 23, 25.00 CHAINS SOUTH OF THE NORTHEAST CORNER OF SAID WEST HALF OF SECTION 23, AND RUNNING THENCE NORTH 70 DEGREES 45 MINUTES WEST 21.00 CHAINS TO THE WEST LINE OF SAID EAST HALF OF THE WEST HALF OF SECTION 23, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



**LANDMARK**  
ENGINEERING CORPORATION

7808 W. 103rd Street  
Palos Hills, IL 60465-1529  
708/599-3737  
FAX: 708/599-2291

No improvements should be constructed on the basis of this plat alone. Field monumentation of critical points should be established prior to commencement of construction.  
For building line and other restrictions not shown herein refer to your deed, abstract, title policy, contracts and local building and zoning ordinance.

STATE OF ILLINOIS )  
COUNTY OF COOK )  
LANDMARK ENGINEERING CORPORATION hereby certifies that it has surveyed the tract of land above described, and that the hereon drawn plat is a correct representation thereof.

Dated this 13th Day of NOV 19 97

*Richard J. Winkler*  
IPLB No. 3183

**Village Administration**  
8999 West 123<sup>rd</sup> Street  
Palos Park, IL 60464  
www.palospark.org



**Building Department**  
Phone: (708) 671-3730  
Fax: (708) 448-9542  
lpruss@palospark.org

May 6, 2020

Agata Klejka  
8400 W. 116<sup>th</sup> St.  
Palos Park, IL 60464

Subject: Request to Vacate and Purchase Unimproved 84<sup>th</sup> Avenue Right of Way

Dear Ms. Klejka,

The Village has received a request from the owner of 11548 Walnut Ridge Drive to potentially purchase both halves of the unimproved 84<sup>th</sup> Avenue right-of-way that is adjacent to your property. Pursuant to Section 1020.02 (c)(2) of the Municipal Code, the adjacent property owners shall each be given the opportunity to request vacation of one-half of the right-of-way, prior to the Village finalizing the sale of the right-of-way. Should you wish to request the vacation of your half, the consideration to be paid to the Village would be twenty thousand dollars (\$20,000). In addition, you would need to bear all costs to survey your portion of the right-of-way, and procure a consolidation plat to incorporate the land with your existing parcel(s). A map depicting the area in question is provided on the backside of this letter.

A public hearing in consideration of this matter will be held on or about June 18, 2020 following the required public notice. The Plan Commission will consider the application and make a recommendation to the Village Council who will make a final decision regarding the sale and vacation of the right-of-way on or about their June 18, 2020 regular meeting.

Your response to this request is requested prior to June 18, 2020 otherwise the Village will assume you have no interest in purchasing the unimproved right-of-way adjacent to your property, and we will proceed with consideration of the subject request.

If you have any questions regarding these comments, please feel free to contact me at your convenience at 708-671-3730.

Sincerely,

A handwritten signature in black ink, appearing to read "L Pruss", written in a cursive style.

Lauren Pruss, AICP  
Community Development Director

## L Pruss

---

**From:** Agata Klejka <klejka@sbcglobal.net>  
**Sent:** Thursday, July 9, 2020 9:53 PM  
**To:** Robert Adams  
**Cc:** L Pruss  
**Subject:** Re: 8400 W 116th St

Dear Lauren and Bob,

This letter is in response to the request to vacate & purchase Unimproved 84th Ave right of way. After our new neighbor on the East side cut out the trees, ruined the "green wall" (privacy wall) between our properties and caused an increase in noise from Rt 83, we received a notice from the village to vacate and purchase the half of the right of way for 98.86' x 20' (?) of land. The village is asking \$20,000 and to bear all costs associated with incorporating the land to our existing parcel. It is hard to believe that for a double of that length the village is asking the same amount of money. How is it fair & even possible?

Ever since we moved in to Palos Park we enjoyed the trees, wide life, nature and the forest environment. We made sure to preserve all trees on our property.

We want to oppose the sale of the right of way by the village. We feel the land should remain the way it was since this subdivision was formed. The trees and greenery should be reinstated to it's original state to buffer the noise and give privacy to all the neighbors.

In the event that the village will not approve our plea we will be forced to purchase our half of right of way. This request comes at a troubled and hard time to our family since my husband (head of the household) was laid off as of June 17, 2020 due to Covid-19 pandemic and lack of work. An expense like this is a hardship for our family so please understand. We are willing to offer \$10,000 for our half.

Thank you,

Agata & Krzysztof Klejka

[Sent from AT&T Yahoo Mail on Android](#)



Tag	Species	DBH	Cond.	Defect notes	Preserve or Remove	Management recommendations
4	Red Oak	22	Poor	Large sized deadwood in upper canopy; possible insect damage present. Root Flare damage from construction. Pronounced lean with decay fungi present at base of tree.	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
6	Elm	6	Poor	Root and Trunk damage from construction. Grade change.	Remove	Remove
10	Red Oak	28	Fair	Very large sized deadwood in upper canopy; possible insect damage present. Soil compaction from construction grade change. Risks to people and property are present from deadwood in upper canopy.	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
12	Walnut	6	Poor	Soil compaction from construction grade change.	Preserve	Soil Biostimulant
15	Oak	12	Poor	Grade change	Preserve	Soil Biostimulant
16	Elm	9	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant
17	Oak	10	Fair	Grade change	Preserve	Soil Biostimulant
18	Hackberry	2	Fair	Construction grade change	Preserve	Soil Biostimulant
23	Oak	12	Fair	Grade change	Preserve	Soil Biostimulant
27	Red Oak	29	Fair	Grade Change; Root Damage.	Preserve	Soil Biostimulant ; growth regulation; insect treatment;
28	White Pine	10	Fair	Thin canopy; trunk damage. Grade change.	Preserve	Soil Biostimulant
29	Red Oak	28	Fair	Possible insect damage present. Soil compaction from construction grade change. Risks to people and property are present from deadwood in upper canopy. Decay pocket is present at codominant union at base of tree; 2-3 steel cables shall be installed.	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning; Structural Support System.
30	Elm	12	Fair	Poor cuts made; flush cuts; jagged cuts. Grade change	Preserve	Soil Biostimulant
35	White Ash	7	Poor	Damage to roots and trunk from construction.	Remove	Remove
36	White Oak	21	Fair	Damage to trunk from construction. Construction grade change; possible root damage. Medium size deadwood present in canopy.	Preserve	Soil Biostimulant; Growth Regulation; Sanitation Pruning.
37	Oak	15	Fair	Grade change	Preserve	Soil Biostimulant
41	Red Oak	13	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant; Growth Regulation
43	Hackberry	5	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant
45	Red Oak	14	Fair	Root and Trunk damage from construction. Grade change.	Preserve	Soil Biostimulant; Growth Regulation.
46	Walnut	11	Fair	Soil compaction from construction.	Preserve	Soil Biostimulant
47	Hackberry	10	Fair	Soil compaction from construction	Preserve	Soil Biostimulant
84	Red Oak	22	Fair	Grade Change; Root Damage. No tree protection performed during construction. Client plans to widen driveway within the CRZ.	Preserve	Soil Biostimulant ; growth regulation; insect treatment;
85	Elm	12	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant

Tag	Species	DBH	Cond.	Defect notes	Preserve or Remove	Management recommendations
86	Box elder	6	Poor	Root and Trunk damage from construction. Grade change.	Remove	Remove
87	Elm	11	Poor	Grade change from construction damage	Preserve	Soil Biostimulant
87	Elm	14	Fair	Grade change from construction damage	Preserve	Soil Biostimulant
87	Elm	8	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant
88	Oak	9	Poor	Grade change	Preserve	Soil Biostimulant
89	Red Oak	42	Fair	Grade change; soil erosion. Steel cables recommended	Preserve	Soil Biostimulant; Growth Regulator; pruning; cable installation.
90	Red Oak	29	Fair	Medium sized deadwood in upper canopy; possible insect damage present	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
91	Oak	21	Poor	Large decay column; coupled with excessive lean. Tree has excessive decay at the root flare extending to around 8 feet. Construction grade change; possible root damage.	Remove	Remove hazardous tree.
92	Red Oak	27	Fair	Large sized deadwood in upper canopy; possible insect damage present. Possible root damage from construction.	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
93	Red Oak	27	Fair	Minor bark scraping from landscape damage; large deadwood in upper canopy; possible insect damage present	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
94	White Oak	26	Fair	Construction grade change; damaged root flare and trunk from construction.	Preserve	Soil Biostimulant; Growth Regulator; sanitation pruning
95	Red Oak	21	Poor	Small sized deadwood in upper canopy; possible insect damage present. Soil compaction from construction.	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
97	Red Oak	23	Fair	Possible insect damage present. Soil compaction from construction grade change. Risks to people and property are present from deadwood in upper canopy. Damage to bark and root flare from construction.	Preserve	Soil Biostimulant; Growth Regulator; Sanitation Pruning
98	Walnut	3	Poor	Soil compaction from construction. Damage to trunk from construction	Preserve	Soil Biostimulant.
81701	Red Oak	29	Dead	Tree was removed prior to assessment. Tree was indeed dead; not a valuable tree.	Remove	Tree was removed.
81702	Oak	7	Poor	Construction grade change	Preserve	Soil Biostimulant
81703	Hackberry	7	Poor	Construction grade change	Preserve	Soil Biostimulant
81704	White Oak	24	Fair	Tree was removed prior to assessment; presumably the trunk wood seems like it was in good condition.	Remove	Tree was removed
81705	White Oak	27	Dead	Tree was removed prior to assessment; tree was hazardous and needed to be removed.	Remove	Tree was removed.
81706	Red Oak	8	Fair	None at this time	Preserve	NA
81707	White Ash	21	Good	EAB treatment needed	Preserve	Treat for EAB. Remove if not treated for EAB
81708	Elm	2	Fair	Root damage from construction	Preserve	Soil Biostimulant
81709	Oak	11	Poor	Grade change. Dead crown prior to construction	Remove	Remove

Tag	Species	DBH	Cond.	Defect notes	Preserve or Remove	Management recommendations
81710	Elm	2	Fair	Grade Change	Preserve	NA
81711	Elm	16	Fair	Root and Trunk damage from construction. Grade change. Leaning sharply	Preserve	Soil Biostimulant
81712	Elm	5	Fair	Root and Trunk damage from construction. Grade change.	Preserve	Soil Biostimulant
81713	Cherry	21	Fair	Grade change from construction damage	Preserve	Soil Biostimulant
81714	Elm	11	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant
81715	Elm	3	Fair	Grade change from construction damage. Trunk damage	Preserve	Soil Biostimulant
81716	White Oak	35	Poor	Some internal decay; client removed tree.	Remove	Tree was removed
81717	Elm	4	Fair	Fill placed over roots; grade change	Preserve	Soil Biostimulant
81718	Elm	3	Fair	Fill placed over roots	Preserve	NA
81719	Elm	3	Fair	Fill placed over roots	Preserve	NA
81720	Oak	16	Fair	Large deadwood present; grade change	Preserve	Soil Biostimulant; Growth Regulator; sanitation pruning
81721	Red Oak	25	Fair	Large deadwood present; grade change	Preserve	Soil Biostimulant; Growth Regulator; sanitation pruning
81722	White Oak	27	Fair	Large deadwood present. Possible patio construction taking place within dripline	Preserve	Soil Biostimulant; Growth Regulator; sanitation pruning
81723	White Oak	28		Unknown condition; removed prior to assessment	Remove	Tree was removed
81724	Box elder	10	Poor	Grade change; 3 inch roots cut	Remove	Remove
81725	Spruce	12	Poor	Rhizosphaera Needlecast; Grade Change	Remove	Remove
81726	Elm	7	Poor	Grade Change	Remove	Remove
81727	Elm	15	Poor	Grade Change; large manifold root damage. Tree will not survive	Remove	Remove
81728	Elm	12	Fair	Grade Change; root damage	Preserve	Soil Biostimulant
81729	Cottonwood	29	Fair	Grade change	Preserve	Soil Biostimulant
81730	Cottonwood	31	Fair	Grade change	Preserve	Soil Biostimulant
81731	Box elder	6	Fair	Grade change	Preserve	Soil Biostimulant
81732	Cottonwood	24	Fair	Grade change	Preserve	Soil Biostimulant
81733	Elm	13	Fair	Grade change	Preserve	Soil Biostimulant
81734	Cottonwood	25	Poor	Grade change; large roots are cut	Preserve	Soil Biostimulant; Growth Regulation
81735	Cottonwood	13	Poor	Grade change	Preserve	Soil Biostimulant
81736	Cottonwood	10	Poor	Grade change	Preserve	Soil Biostimulant
81737	Elm	9	Poor	Grade change; large roots cut	Remove	Remove
81738	Cottonwood	14	Poor	Grade change	Preserve	Soil Biostimulant
81739	Cottonwood	19	Poor	Grade change	Preserve	Soil Biostimulant
81740	Elm	21	Fair	Grade change	Preserve	Soil Biostimulant

Tag	Species	DBH	Cond.	Defect notes	Preserve or Remove	Management recommendations
81741	Box elder	16	Fair	Grade change	Preserve	Soil Biostimulant
81742	Elm	11	Fair	Grade Change	Preserve	Soil Biostimulant
81744	Spruce	7	Poor	Soil compaction and Needlecast	Remove	Remove
81745	Red Oak	32	Fair	Grade change; large deadwood in canopy	Preserve	Prune; Biostimulant; growth Reduction
81746	Elm	7	Fair	Grade change; marred trunk	Preserve	Biostimulant
81747	Elm	21	Fair	Grade change; marred trunk	Preserve	Biostimulant
81748	Elm	6	Fair	Grade change; marred trunk	Preserve	Biostimulant
81749	Elm	8	Fair	Grade change; marred trunk	Preserve	Biostimulant
81750	Box elder	9	Fair	Grade change; marred trunk	Remove	Remove
81751	Oak	7	Fair	Grade change; marred trunk	Preserve	Biostimulant
81752	Oak	19	Fair	Grade change; marred trunk	Preserve	Biostimulant
81753	Oak	6	Poor	Grade change; marred trunk	Remove	Remove
81754	Elm	29	Fair	Removed prior to assessment	Remove	Tree was removed
81755	Elm	9	Fair	Marred roots and grade change	Remove	Remove
81759	Mulberry	14	Fair	Married roots and grade change	Preserve	Biostimulant
81760	Elm	12	Fair	Marred roots and grade change	Preserve	Biostimulant



**TO:** G. Darryl Reed, Building Commissioner  
**MEETING DATE:** July 16, 2020 at 7:00 pm  
**FROM:** Ed Marcyn, Chair  
**SUBJECT:** Transmittal of Plan Commission Recommendation

### **PROJECT TITLE**

**PC 2020 - 01:** Pursuant to Section 1020.02 (c)(2) of the Municipal Code, an application has been filed by Ramon Ceballos requesting that the Village vacate both halves of the 84<sup>th</sup> Avenue right of way that is adjacent to the west property line of 11548 South Walnut Ridge Drive, south of Calumet Sag Road, and north of 116<sup>th</sup> Street in Palos Park, IL.

### **PUBLIC HEARING**

The Plan Commission held a public hearing regarding application #PC 2020-01 on July 16, 2020. During the hearing, several individuals stated their objection to the vacation of the ROW, including both of the owners on the west side of the right of way. One of the adjacent property owners objected to the pricing as adopted in the Village Code as it is not based on the size of the property. Several residents further stated that they were upset that Mr. Ceballo cleared the ROW as it is not in keeping with the character of the neighborhood.

### **RECOMMENDATION**

Finding that the right of way vacation would be a detriment to the neighborhood, a motion was made to recommend **denial** of the right of way vacation, the vote was five (5) yes (Dill, Kay, McCarthy, Wegele, Marcyn) and one (1) no (DeBoer).

Further finding that the pricing as adopted in the Village Code is not based on the size of the property, a motion was made to recommend that the Village Council review and revise the pricing in the Village Code to be based on the size of the property. The vote was six (6) yes (DeBoer, Dill, Kay, McCarthy, Wegele, Marcyn) and zero (0) no.



VILLAGE OF PALOS PARK  
PLAN COMMISSION – REGULAR MEETING  
THURSDAY, JULY 16, 2020 7:00PM  
**DRAFT MEETING MINUTES**

- I. Roll Call:** Chair Pro-tem: Edward Marcyn
- Members:** Dan McCarthy, Phil Wegele,  
Matt Dill, Rich DeBoer, Julie Kay
- Absent:** n/a
- Staff:** Lauren Pruss, Community Development Director  
Kathie Fitzgibbons, Community Development Coordinator

**II. Approval of Prior Regular Meeting Minutes:**

Chair Pro-tem called for a motion to approve the minutes of the last Plan Commission meeting held on January 16, 2020. Motion was made by Dill, second by McCarthy to approve the minutes. Motion was approved as follows:

Upon roll call:

AYES: (5) McCarthy, Wegele, Marcyn and Dill

NAYS: (0)

ABSENT: (1) Kay

**New Business:** Chair Pro-tem Marcyn introduced the **PC 2020 - 01:** Pursuant to Section 1020.02 (c)(2) of the Municipal Code, an application has been filed by Ramon Ceballos requesting that the Village vacate both halves of the 84<sup>th</sup> Avenue right of way that is adjacent to the west property line of 11548 South Walnut Ridge Drive, south of Calumet Sag Road, and north of 116<sup>th</sup> Street in Palos Park, IL.

**Audience Testimony:** Mr. Ceballos spoke about his plans to just maintain the property and has no plans to build on the property. McCarthy commented that he has heard that the neighbors are concerned about the deforestation. Mr. Ceballos commented he only cleaned up the property and wants to maintain it and welcomes the neighbors to still enjoy it. Mr. Wegele commented how the neighbors are upset that it has always been a wooded lot that the neighbors are used to. Mr. Cabellos commented that the property has been a mess with glass and debris. Mr. Wegele stated that it was not his property to clean to to begin with. Mr. Cabellos said he was going to purchase numerous trees after he cleans up the property. He agreed he went past his property line but stated he wanted to make it right. Pruss explained that sometimes these situations occur. Dill said he was also offered to buy an adjacent vacated right away when he first purchased his property. Krystine Hynes spoke about her disappointment with the Village. She said her biggest concern is safety. She is also upset about her property value because she plans on selling her house and she won't be able to sell it to a family because there is no access from her house on Cal Sag to the neighborhood behind her property. She thinks Mr. Cabellos should be fined and not allowed to purchase the property.

Agata Kleika is the owner of the adjacent property at 8400 W. 116<sup>th</sup> Street. She also says she lost a lot of privacy and the noise is more noticeable because of Route 83. She said she is opposed to the sale but if they do decide to sell the property her and her husband are interested in buying half of the right a way but cannot do so financially at this time. Rebecca Balogh also spoke about how she is against the sale and said she feels that what Mr. Ceballos did to the property was wrong.

Thomas Hynes spoke about how he is also against the sale and is disappointed how the Village handled the situation. Lois Janotta questioned whether there will ever be a driveway on Route 83 and 116<sup>th</sup> street? Pruss informed her that there are no structures including a driveway/ street on that property. The Village does not have any plans to do so. Lois Janotta said she thinks he removed /destroyed part of her property during the removal. Pruss told her to contact the Village to discuss that further. Mr. Cabellos said his bobcat stayed on his property and he had his survey to prove it. Mrs. Hynes showed pictures that depicted the bobcat on the right a way. Mr. Wegele pointed out that way the deal came up and how the landowners are all mad at each other and how he cannot separate the two situations. Pruss said the Village considered ticketing the homeowner but the Village works with the resident and Mr. Cabellos was fully willing to work with the Village to rectify the issue. Pruss described the code process of how a resident can purchase a full right away for \$30,000 and had a right a way for \$20,000. Mr. Wegele stated he does not agree with the circumstances and pricing. Wegele said the Plan Commission should make a recommendation to the Village Council if they want to change the current code. Dill reminded the council that he also disagrees about what happened but reminds the board that it is still a Village right away.

Chair Pro-tem asked for a motion regarding. **PC 2020 - 01** Commissioner Wegele motioned, seconded by Commissioner McCarthy, to recommend denial.  
Upon roll call:  
AYES: (5), Marcyn, Wegele, McCarthy, Marcyn, Dill  
NAYS:(1), DeBoer

Further finding that the pricing as adopted in the Village Code is not based on the size of the property, a motion was made to recommend that the Village Council review and revise the pricing in the Village Code to be based on the size of the property.

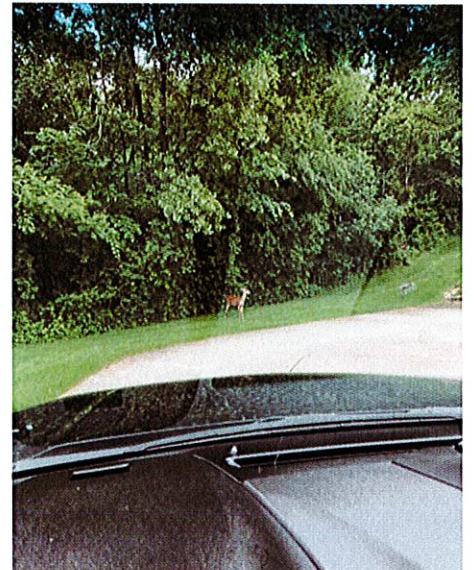
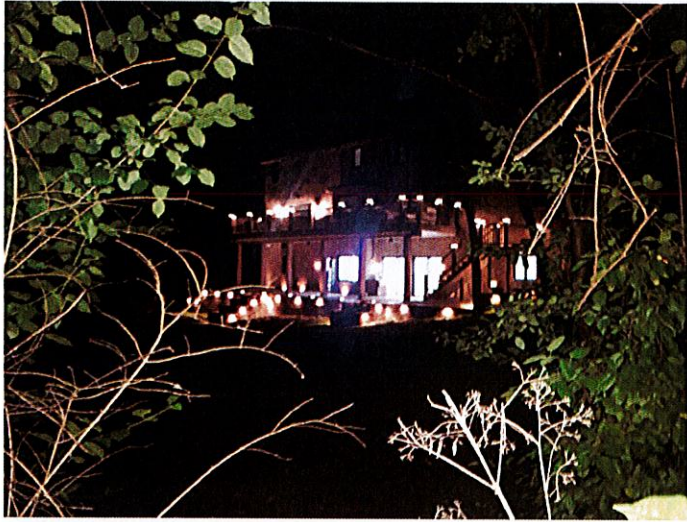
Chair Pro-tem asked for a motion regarding. **PC 2020 - 01** Commissioner Wegele motioned, seconded by Commissioner McCarthy, to have the Village Council to review the pricing and language.  
Upon roll call:  
AYES: (6), Marcyn, Wegele, McCarthy, Marcyn, Dill and DeBoer  
NAYS:(0)

**III. Other Business:** None.

**IV. Adjournment:** Motion was made by Commissioner McCarthy, second by Commissioner DeBoer to adjourn the meeting at 8:08PM. Motion was approved unanimously to adjourn the meeting.

The foregoing minutes were approved by the Plan Commission on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Kathleen Fitzgibbons  
Building Dept. Coordinator





**VILLAGE OF  
PALOS PARK**

**Village Council**  
*Mayor John Mahoney*  
*Village Clerk Marie Arrigoni*  
*Commissioner James Pavlatos*  
*Commissioner Dan Polk*  
*Commissioner Nicole Milovich-Walters*  
*Commissioner G. Darryl Reed*

Meeting of: August 10, 2020

7:30 PM

Kaptur Administrative Center

**AGENDA MATTER:**

2020 Water Main System Leak Survey

**BACKGROUND/HISTORY:**

The Illinois Department of Natural Resources rules require municipalities to report annual Lake Michigan water usage. One of the reasons this is required is to reduce the amount of unaccounted for flow. Typically Palos Park has maintained a low manageable number for this item. However, as our water main ages the Village needs to be more vigilant in its efforts to locate those locations where water is being lost through defects in the water mains, fittings or fire hydrants. This year PW would like to have 24.8 miles of pipe surveyed for leaks which is approximately 50 % of our system. By being proactive we can stay ahead of IDNR requirements, and the Village can reduce the costs of operating our water system. Even a small leak over time will result in a loss of revenue. PW requested proposals from three companies that have worked in this area for the 2020 program. Two proposals were submitted. The first is from M. E. Simpson who completed the last leak survey in 2018. Their all-inclusive cost was \$5,925.00. The second proposal was from Associated Technical Services (ATS) who typically does our emergency leak locates. Their proposed all-inclusive cost was \$6,550.00. This work was budgeted for and would be paid for from the Water Fund under yearly maintenance items.

**STAFF RECOMMENDATION:**

Staff recommends that the Village Council award the 2020 Leak Survey of 24.8 miles of water main to M. E. Simpson.

**RECOMMENDED MOTION:**

I move to approve the 2020 Water Main Leak Survey proposal from M. E. Simpson for a cost of \$5,925.00.



June 30, 2020

Mr. Daniel Foster  
Utilities Supervisor  
Village of Palos Park  
8999 West 123<sup>rd</sup> Street  
Palos Park, IL 60464

**RE: PROPOSAL FOR A WATER DISTRIBUTION SYSTEM LEAK DETECTION SURVEY**

Dear Mr. Foster,

M.E. Simpson Co., Inc. is pleased to present the Village of Palos Park, Illinois our proposal for a Water Distribution System Leak Detection Survey. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm incorporated in Valparaiso, Indiana, dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems.

Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that "the water is always safe to drink".

Thank you for your consideration and this opportunity to acquaint you with our leak detection services and offer this response. We are committed to exceeding your expectations.

Sincerely,

A handwritten signature in black ink, appearing to read "RL", is written over a light blue horizontal line.

Randy Lusk  
Innovations & Solutions Manager

Randy Lusk  
Innovation & Solutions Manager

500 E. Ridge Road Suite 310  
Griffith, IN 46319

800.255.1521 P  
888.531.2444 F

Randy.Lusk@simpson.com

## FIRM HISTORY

**M.E. Simpson Co., Inc.** was founded in 1979 by Marvin E. Simpson. We are based out of Valparaiso, Indiana, near Chicago, Illinois. Our firm has become the industry leader in developing and providing water loss assessment and distribution system asset management programs and services, aiding our clients in maximizing their peak performance for their water distribution systems. We offer the highest quality Technical and Professional Services, using state-of-the art technologies and highly skilled and trained professionals. Our staff has developed a host of high-tech programs that will ensure that your Utility will be proactive in dealing with your water distribution systems. "Crumbling infrastructure, inaccurate records, conservation, sustainability, water quality, water loss, economic conditions, revenue shortfalls, being green, having enough water"; these are all statements and buzz words in today's society. Currently in the water industry, these words are our reality, thus making them our responsibility.

We've maximized distribution system performance and optimized distribution system data, records, and mapping for all our clients. To date, we have provided Water Loss Control programs that have included over 80,000 Large Water Meters serviced (including several utilities in Georgia), 100,000 miles of Leak Detection services and numerous water audit programs. Our Asset Management services have documented over 500,000 valves located and exercised. Our Fire Hydrant Flow testing program has recorded 80,000 fire hydrants inspected, flow tested, and water main capacity information developed.

### Leak Detection History

M.E. Simpson Co., Inc. developed its Water Distribution Leak Survey services in 1987. Since then, we've improved the program so now it is a fundamental water loss control program for our clients.

Our Water Distribution Leak Survey services have been employed since 1987 in a majority of municipalities around the Chicago Metro Area and the Midwest and have spread to other utilities across the US. These programs have benefited municipalities from small systems consisting of 5 miles of pipe to systems with several thousands of miles of pipe. Additionally, our crews have been deployed to several locations throughout the United States including Georgia, California, and overseas to help utilities with their distribution system leakage issues. Our crews have the unique ability to be able to respond to individual Utility requests because of the cross training they have received performing all the services M.E. Simpson Co. Inc. provides.

Our project manager and personnel have all the equipment and abilities necessary to perform your leak survey and respond to any needs that the Utility may have. We are proud of the work we have performed using the latest technology and meeting the needs of "our customer" the Water Works Industry. We have played an important role in educating utilities about the need for and efficiency of annual water loss programs.

**M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
Firm Qualifications & Experience**

**Leak Survey Project Understanding**

The Village of Palos Park, Illinois is seeking a qualified firm to provide services for a Water Distribution System Leak Detection Survey. The program is needed to be able to identify and quantify specific leakage issues that are occurring in the water distribution system with the end aim of being able to provide specific directions for location and ultimate repair of the leaks and an overall reduction in the system's water losses.

**M.E. Simpson Co., Inc. (MESCO) has been providing leak detection programs for over thirty years.**

MESCO has been providing water distribution system leak surveys and emergency leak location services for Chicago suburbs in some cases for over 30 years as well as conducting leak surveys in various locations in the US. Our firm has performed leak surveys on a combined total of over 100,000 miles of pipe since 1987. We have provided Apparent loss assessments, having assessed over 80,000 commercial/industrial large meters for accuracy. Our crews have assessed numerous production water meters (up to 108" in diameter) not only in the Midwest but in several larger cities in the US. Our firm has provided formal water auditing to several cities and towns since 2003 when the IWA/AWWA Water Audit methodology was developed and released for use by the American Water Works Association (AWWA) Water Loss Committee. We have active members on several AWWA committees, including a Past Chair of the Water Loss Control Committee (2010-2014) and past AWWA Vice Presidents and Directors.

MESCO has been producing successful water system leak survey programs in the Chicago metro suburban area since 1987 and understands the complexity of implementing long range distribution system water loss programs for several water systems ranging from Water Commissions to individual municipal systems. MESCO believes that through this work we have established a proven history of delivery, responsiveness, ingenuity, and environmental stewardship. We share the same mission as the Village of Palos Park, Illinois and are encouraged by the leadership role that the Village of Palos Park, Illinois is assuming towards a holistic approach to address water system and water loss challenges.

## SCOPE OF WORK

### Water Distribution System Leak Survey

The Field Scope of Service for the Leak Survey is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to survey the water distribution system areas selected by the City. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team working on the survey at all times.**

- ◊ Work in an orderly and safe manner to ensure protection of the local residents, Utility employees, and the Field Staff so that no avoidable accidents occur.
- ◊ All Field Staff will have readily observable identification badges worn while in the field.
- ◊ The leak detection equipment to be used will be that which was described in the "Equipment to be used" section.
- ◊ Initially listen to **all fire hydrants, all accessible main line valves**, and when necessary, selected service connections in the entire distribution system by making physical contact with the valve, hydrant, pipe, or B-box. (Listening points that are not accessible will be given to the Utility and when corrected they will be listened to.)
- ◊ Listening points of contact will be valves, hydrants, service valves or meter settings. The preference of listening points in order as follows, direct contact with the pipe, main line valves, hydrant valves, hydrants, then service valves or meter settings.
- ◊ Specific listening distances will be determined by pipe material. Metallic type pipes; no greater than 500' between listening points. Non-Metallic AC/Concrete type pipes; no greater than 300' between listening points. Non-Metallic PVC/HDPE type pipes; no greater than 150' between listening points.
- ◊ A "suspected leak" log shall be maintained indicating all areas where suspected leak noise was heard. This log will be reviewed when the Project Team is verifying the suspected leak area for confirmation of the actual existence of a leak. This log will be a part of the periodic reports turned into the Utility regardless of an actual leak located in the area or not, **with an explanation of the noise source.**
- ◊ When leak noise has been detected and or suspected, the Project Team will verify the suspected area a second time to confirm the noise. At least four hours will pass between the initial listening of the area before a second listen and confirmation is attempted.
- ◊ The Project Team will **line locate** the water main and service lines in the immediate area so the correct pipe distances can be input into the leak correlator and also so that the Water Utility will have an idea of where the water main is located prior to excavation. Non-metallic pipe locations will be "interpolated" as best that can be identified, given the line location of metallic services, Utility knowledge of the area, or other information regarding the actual location of the main.
- ◊ The Project Team will use "State of the Art" **Electronic Leak Correlators** to determine if a leak is present and use the same equipment to pinpoint the leak.

M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
Firm Qualifications & Experience

- ◊ For PVC water mains only the Echologics LeakFinder-ST w/hydrophones leak correlator or Fluid Conservation Systems (FCS) TriCorr Touch leak correlator, will be used for correlations because of the ability for these correlators to be able to analyze the particular sound frequencies inherent to PVC pipe.
- ◊ The leak location will be marked in the field (on the surface) using environmentally formulated Precautionary Blue paint.
- ◊ The Project Team will document all leak locations with a diagram indicating the location of the leak. Other information related to that correlation will be included as part of the field sheet such as the filters used for the correlation, line locations, distances between sensors, etc.
- ◊ The locations of leaks requiring immediate attention (immediate threat to life, injury or traffic) will be turned in as quickly as possible to facilitate the repair process.
- ◊ The Project Team will report daily or per request of the Utility, to assigned Utility Professional and go over the progress of the previous day, as well as cover what will be surveyed the current day.
- ◊ It may be necessary to conduct parts of the Leak Survey during “off hours” such as at night. This may be required in areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and traffic volume may affect the ability of the Project Team to be able to safely access main line valves in the middle of the street. The Project Team will give 24-hour advanced notice of intent to survey a particular area that may require after hours surveying or nighttime surveying. This is so the Utility can plan for the area to be surveyed, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.
- ◊ As a part of the leak program, mapping discrepancies found, distribution assets found in disrepair will be noted and turned into the utility.
- ◊ Leaks verified on the customer’s side of a service shut-off will not be located beyond the shut-off. If a leak appears to be on the Customers’ side, the Utility will be notified first, then the customer notified and permission granted prior to the water being shut off even for short periods of time where possible and as time allows, as well as the ability for the customer to respond.
- ◊ If the Utility requests leak locations beyond the service shut off on the customer’s side of the service line, this will result in an additional charge to the leak survey based on an hourly rate and this service must be agreed upon between the Utility and M.E. Simpson Co., Inc. prior to the start of the survey.
- ◊ Valves and hydrants will not be operated without Utility permission. Valves and hydrants that break during this type of operation are the sole responsibility of the Utility. M.E. Simpson Co., Inc. cannot be responsible for valves and hydrants that break due to pre-existing conditions.
- ◊ The Utility is encouraged to dig up and repair the leaks located as soon as possible so that the area may be re-surveyed while the Project Team is still working on the survey in that general geographical location to ensure no other leaks are present in that area.

## Equipment List

- ◊ FCS S30 Gutermann AquaScope electronically enhanced listening device.
- ◊ Echologics LeakFinder-ST w/hydrophones; FCS AC Digital, TriCorr Touch or Vivax-Metrotech HL6000X leak correlator systems.
- ◊ RADIO Detection Line Locators.
- ◊ Chicago Tape, Fisher M-Scope or Schonstedt magnetic locators.
- ◊ All necessary valve keys and hand tools.
- ◊ Truck mounted arrow board/signage and warning lights.
- ◊ Traffic control equipment, including properly sized traffic cones with reflective stripes.

## Quality Control and Accuracy of Leak Locations

The level of accuracy of leak detection is a matter of taking in all the above considerations and applying those considerations to each individual potential leak location as it is being evaluated. Any statement made as to the level of accuracy of leak locations must be considered based on the individual conditions of each leak.

Locating leaks on a distribution system can be very challenging. It is not a perfect science. Pipes and fittings can leak for a variety of reasons (age, poor installation, material failures, bad soils, etc.), and the ability to locate leaks is dependent on the stated variables listed in the "Project Approach". By employing a strict methodology in the field for conducting a leak survey, these variables can be accounted for and mitigated. The depth of experience of the Project Team is extremely important to maintaining the ability to have accurate locations of leaks. Additionally, crews work as Two-Person Teams in the field, double checking the progress of the work as the survey progresses. The systematic procedure for leak confirmation has been stated in the Scope of Field Service and is restated here.

"Suspected leak areas are always listened to a second time, preferably at a different time of day than originally listened to. The mains and services will be line located to ensure correct pipe distances are used for the correlations. Correlations may need to be performed several times with several configurations to ensure all the possible scenarios have been covered. Sewer manholes may need to be opened and flows observed. If there is any doubt as to the existence of a leak, the area may be checked and correlated at different times to rule out water usage or other factors. The progress of the survey will be monitored by the use of daily logs and a progression map with suspected leak noise indications marked and possible leak locations will be maintained. Field leak location forms will be turned into the Utility according to the agreed schedule. The Project Team will follow up on leak locations by monitoring the repair schedule of the Utility. That way in case a potential leak location is wrong, the Project Team can return to the site and determine why the leak location was incorrect and correct it. This means maintaining a good level of communication between the Project Team in the field, and the Utility. As a matter of Quality Control for leaks in the field, our Correlators, FCS TriCorr Touch and Echologics LeakFinder-ST have the distinct ability to be able to detect and pinpoint more than one leak in the same relative area, thus allowing better leak coverage and insuring that one leak is not "masking" another leak in the same area. The use of progress reports and meetings will allow for open discussions of problems encountered so solutions can be examined."

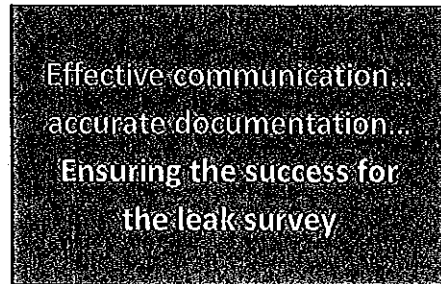
## Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the Leak Survey is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for detecting and locating leaks on the Water System.

## Final Reports, Documentations & Communications

### ***M.E. Simpson Co, Inc. will perform the following:***

- ◊ Project Team will meet daily with assigned Utility personnel to go over areas of survey for prior workday and plan current day and area to survey.
- ◊ The field technicians will be readily available by cellular phone. This will facilitate communications between the Utility and the field technicians. A 24-hour toll-free 800 number is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- ◊ Diagram all leak locations, date of location, and classify according to severity and an estimate of loss.
- ◊ The Project Manager will meet with the Utility regularly for a progress report.
- ◊ Prepare a progress report at monthly intervals for the Utility if requested.
- ◊ Develop a Leak Survey log of activity which will also have confirmed leaks listed and this list will be turned in weekly (in Excel format). The list will also be included with the final report that will include the following:
  1. Mechanical deficiencies discovered
  2. Mapping errors on the water atlas
  3. Type of monitored appurtenances
  4. Location of same for leaks discovered
  5. Total estimated loss
- ◊ Prepare the final report at the completion of the project which will include all leak location reports with drawings, total of estimated water loss, total pipe distance investigated, a description of the area surveyed, and other problems found in the system during the course of the survey that need the attention of the Water Utility. The leak summary will list leak types such as main leaks, service line leaks, valve leaks, or hydrant leaks.



A cost benefit analysis of the survey based on the "cost to produce" water will also be included that describes the financial impact to the Utility for water loss. Recommendations for system maintenance will be a part of this report based on field observations made during the survey. **This final report shall be made available for submission to the Utility within thirty (30) working days of the completion of the fieldwork.**

### Assumptions & Services Provided by the Utility

- δ The Utility will furnish all maps in an electronic format or paper atlases (two copies) and records necessary to properly conduct the survey.
- δ The Utility will assist as necessary to clean out service valves, meter pits and valve-boxes needed for listening.
- δ The Utility will provide a Primary Contact Person and/or secondary contact person for the Field Staff to report to on a periodic basis. This person shall act as the official liaison for the duration of the Leak Survey. This person shall have a working knowledge of the water system and will be helpful in attempting to locate particularly hard-to-find water valves for listening and for general information about the water system. *This person will not need to assist the Project Team on a full-time basis*, but only on an "as needed" basis.
- δ The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns.
- δ The Utility will assist, if needed, to locate all nonmetallic pipe within the service area. This would include all Concrete Cylinder pipe, Asbestos Cement Pipe, PVC pipe and HDPE pipe.
- δ We will encourage the immediate digging of major leaks (main breaks) so that if there are problems with the leak location, the problems can be corrected while the Project Team is close by and can verify the site.

## PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



**Safety** is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control. While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

### **M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.**

The use of a "one-person" leak detection team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to the valve with headphones on, and at the same time try to control traffic flow at that person's location in the street.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- ◊ The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- ◊ Any listening points located in a "confined space" such as pit and vault installations that require entry will be treated in accordance with the safety rules regarding Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.
  - All personnel are trained and certified in Confined Space Entry & Self-Rescue.
- ◊ We will follow all safety rules regarding First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.
  - All personnel are trained and certified in First Responder First Aid & CPR.
- ◊ We will follow all traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Illinois Department of Transportation (per MUTCD).
  - All personnel are trained and certified, by the AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA) in Traffic Control and Safety.

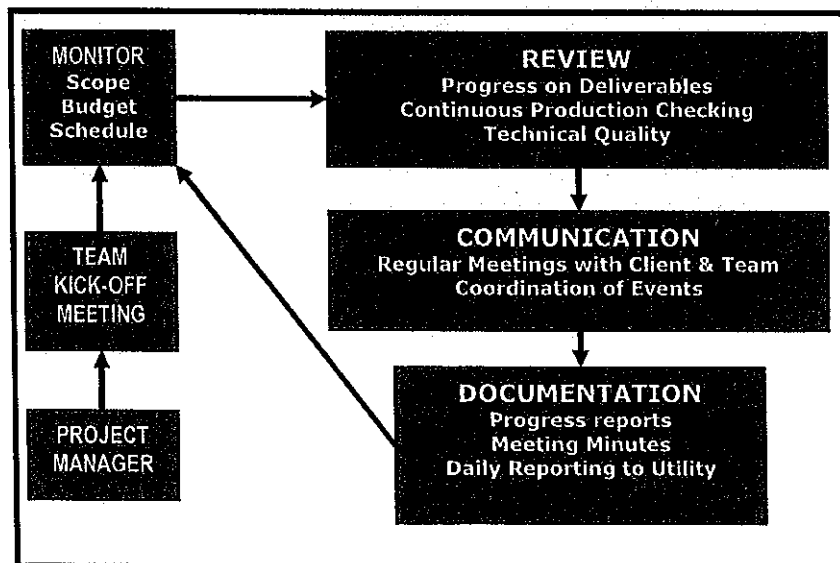
Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date (for 2020) for all project personnel.

## PROJECT MANAGEMENT APPROACH

M.E. Simpson Co., Inc.'s project management approach is what leads to our proven track record to complete projects on time and within the budget established. Based on our past experience, we have developed project management practices that will ensure the Village of Palos Park, Illinois of effective communication and project tracking throughout this project. We will follow the Project Management Institute (PMI) standards, including the Project Management Body of Knowledge (PMBOK). These globally accepted standards will assure this project is planned, executed, monitored, and controlled in accordance with world class procedures. M.E. Simpson Co., Inc. has seasoned and experienced managers and technicians that will have continuous input, ensuring the results of the Water Distribution System Leak Survey exceed the expectations of the Village of Palos Park, Illinois.

Our project management system establishes - the single project manager – who has the responsibility and authority to act on behalf of M.E. Simpson Co., Inc. This project manager will stay with the project from beginning to the successful completion. The project manager's specific responsibilities include:

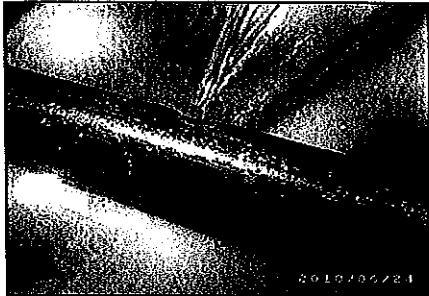
- ◊ Coordination of all activities in this project.
- ◊ Establishing key decisions and review milestones during this project.
- ◊ Preparing an initial project development plan identifying the schedule of work tasks and key personnel. to perform the work in the field to meet the milestones and objectives.
- ◊ Coordinate communications and meetings with the Utility as needed or required to review technical concepts and alternatives, soliciting staff input and coordinating activities with the project team.
- ◊ Prepare periodic reports as needed and meet with the Utility on a regular basis summarizing project scheduling, progress and maintaining the project within the budget stipulated.
- ◊ Oversee the execution and development of the project deliverables.



Project management remains an important activity during the course of the project and does not stop with the Project Manager. For the water distribution leak survey, each member of the project team is dedicated to providing the best leak detection program that can be attained using the state-of-the-art technology and equipment, field experience and engineering knowledge. Our team will be made up of experienced water professionals that are experts in water loss control such as leak surveys and pinpointing, water meter

M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
Project Approach

evaluation/testing (residential, commercial, wholesale, and production meters), and water distribution system hydraulic modeling, fire hydrant maintenance/flow testing and valve assessment and exercising. It is this combination of experience and knowledge that has helped shape our approach to leak surveys in distribution systems because the team members have the capacity to make on the spot decisions regarding any fine tuning of the program. They will maintain constant communication with the Village of Palos Park, Illinois and the Project Manager regarding their progress as well as any major issues needing immediate attention and discussion.



MESCO team members have been highly active with the AWWA Water Loss Control Committee helping with the rewrite of the M36 Manual, M33 Manual and revisions to the free Water Audit Software tool. Each team member is highly experienced in the implementation of leak surveys as well as other water loss control programs. It is our team's combination of field experience and engineering knowledge that has shape our approach to water loss control programs in distribution systems. The individual team members have the capacity to make sound decisions regarding any fine tuning of the leak survey. They will maintain constant communication with the Village of Palos Park, Illinois, and the Project Manager regarding leak survey progress.

MESCO is sure that the selection of our team to perform this work will provide the Village of Palos Park, Illinois with exceptional experience, sound decision making, and a level of service providing the following advantages:

- ◊ A professional team with a specialized expertise in leak detection and water loss management
- ◊ One of the finest and highly experienced technical and engineering team with the capacity to provide the highest quality work for the Village of Palos Park, Illinois.
- ◊ A project approach that incorporates interim reporting and continuous input opportunities by the Village of Palos Park, Illinois.
- ◊ Innovative proven analysis techniques developed from the completion of several similar projects that sought the same scope and results as this project

*Project Quality Assurance/Quality Control*

Quality is of the utmost importance to MESCO Team – not merely because of the Village of Palos Park, Illinois, and other client’s requirements, but because it is vital to our continued success and viability. Quality management and services bring to all of us the rewards of jobs well done, satisfied Utility staff, and successful projects.

Our QA/QC program is built around several key elements of each participating firm’s mission and values which consist of:

- ◊ Maintaining a reputation for the highest quality performance
- ◊ Client satisfaction
- ◊ Continuous process improvement
- ◊ Open communication with the field staff and the Utility
- ◊ Teamwork

The QA/QC plan for this project is very simple. No work will leave MESCO Team until it has been verified that all the requirements and objectives of the project as well as the requirements of the project QA/QC managers have been met. During the course of the project, the Project Manager and/or the QA/QC manager will meet with the Village of Palos Park, Illinois to ensure that the work product is technically correct, but also meets the needs and expectations of the Village of Palos Park, Illinois. Every step will be well documented for progress reports.

MESCO Team’s professional services are grounded in sound principles that meet the tests of time from past successes of hundreds of leak detection projects will satisfy the quality requirements of the Scope of Service. Each member of the project team has a thorough understanding of the project objectives. Every member of the team will apply sound methodology and principles, and are expected to produce quality, accurate and complete documents. The QA/QC procedure has been developed and implemented based on tried and proven methodologies. The prevention of poor-quality service is based on four sound principles:

- ◊ Quality management of the project by using experienced personnel committed to excellence.
- ◊ Conformance to requirements by being knowledgeable of all local conditions in the field and keeping abreast of new cutting-edge water loss remediation methods.
- ◊ Prevention of rework and errors by using teamwork, cross checking the leak survey procedures every step of the way and having staff knowledgeable in all aspects of leak survey projects.
- ◊ Quality is built in - not added on. The project management and staff have shown that a quality service is produced when the project tasks are properly sequenced and carried out to the final termination of the program using the built-in system of checks and balances.

## SCHEDULE OF WORK

**Proposal Due:** June 30, 2020

**Notice to Proceed:** TBD

**Kick Off Meeting and Commencement of work:** Within 30 days of “Notice to Proceed” or as agreed upon between the Utility and M.E. Simpson to meet with Utility staff to go over project goals and objectives. Field work will begin the same day or agreed upon by the Utility and M.E. Simpson Co., Inc.

**Fieldwork to be completed and documented:** Field work will be started as agreed upon by the Utility and M.E. Simpson Co., Inc. Assume one field team (2 persons each), 3 days in the field for completion of field work for the water distribution system leak survey. Additional leak survey work beyond the approximate 24 miles of water main will be based on a per mile fee and may cause a shift in the completion date.

### **Daily Work Hours**

Normal “on site” daily work hours will be 7:00 AM to 4:30 PM. Any work that needs to be performed outside the normal work hours will be discussed with the Utility at least 24 hours in advance.

**Daily Reporting:** The Field staff will meet with assigned Utility staff daily or as needed and determined by the assigned Utility Manager. Leaks located that need immediate attention will be documented and submitted immediately for the Utility’s attention. Minor leaks will be reported daily for scheduling of repair. Appurtenances that need moderate to severe repair in order to listen to the water main will be turned in to assigned Utility Manager daily or as agreed upon by, prioritized by severity.

**Periodic Reports:** Weekly summary reports will be available 5 workdays after field work has been validated for the program for each week, for the Leak Detection work. These reports will have all the leak survey information compiled during the course of the project for the week.

**Final Reports:** Final summary reports will be available 30 workdays after field work has been completed for the program. These reports will have all the leak data compiled during the course of the project.

## INDUSTRY KNOWLEDGE / ADDITIONAL INFORMATION

At MESCO, services are tailored to the specific needs of our clients. Our participation can range from the small specialized work supplementing the work of any in-house staff, to complete development of full-scale water system programs.

With continuation and enhancement of the Village of Palos Park, Illinois water distribution system leak survey program, we will support a fundamental cornerstone of the Village of Palos Park, Illinois Water Loss Control Policies. Our team brings to the Village of Palos Park, Illinois a demonstrated experience and a unique perspective in leak detection services.

From MESCO's in depth experiences working with several water utilities performing water distribution system leak survey programs there have been some very similar issues from each utility that have been clearly exposed. Utilities expect the work process to be able to be performed at a high level, with competent technicians and staff, and that it is done efficiently. There are three basic objectives that should be met by the Project Team:

- 1. Expertise.** The Village of Palos Park, Illinois needs breadth and depth to help solve the variety of water system challenges that it faces in maintaining the water infrastructure – which is large, complex, aging and requiring upgrading to address new water needs and water loss issues. With our Team's experience in every aspect of water loss control and optimization, we can often provide support that assists the utility in avenues well beyond just the leak project scope.
- 2. Streamlined Access.** The Village of Palos Park, Illinois needs to be able to easily access and manage the Project Team's expertise to bring it to bear on distribution system leakage issues rapidly and with the least possible administrative burden to the City of Waltham Water & Sewer Division. However, the Village of Palos Park, Illinois will need to have considerable input to the process by providing needed data for analysis. In this respect, interaction with utility staff will be needed to produce quality water system leak detection efforts.
- 3. Professional Working Relationships.** The Village of Palos Park, Illinois must be confident that the Project Team is working as true professionals – putting the Village of Palos Park, Illinois interest first. The professionals in the Village of Palos Park, Illinois organization must have good working relationships with MESCO's professionals. Both parties should look for opportunities to complement each group's goals and ultimate requirements of the Village of Palos Park, Illinois customers.

The strengths of the M.E. Simpson Co., Inc.'s organization and staff, as well as our specific approach to this assignment, will fulfill all of the Village of Palos Park, Illinois needs for their water distribution system leak survey.

## EXPERIENCE OF KEY PERSONNEL

Our team brings the necessary experience for a project of this magnitude, as well as the personal attributes needed to serve the Village of Palos Park, Illinois with distinction. We offer our clients the highest quality technical and professional services, using state-of-the-art technologies and highly skilled and trained professionals. The M.E. Simpson Co., Inc. team members selected to serve the Village of Palos Park, Illinois bring significant experience and a proven track record of delivering timely, cost-effective, and sound leak survey solutions.

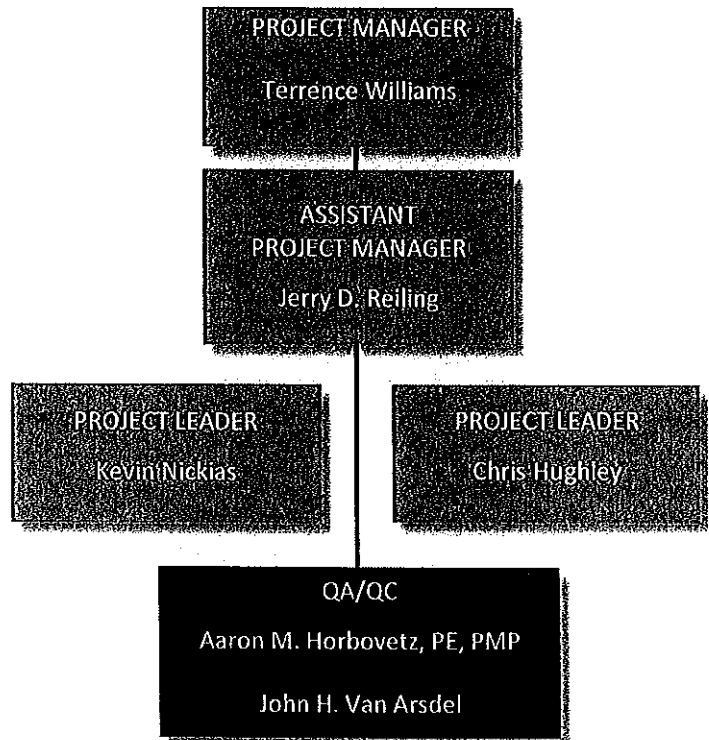
They share a passionate commitment to client service and attention to detail required for a successful project. The Organizational Chart at right illustrates the Project Team for the Utility's Water Distribution System Leak Survey program. One of the two Project Leaders listed will lead the Project Team in the field. **Two-Man Project Teams will be used at all times during the course of the project for reasons of safety and quality assurance.**

### Project Manager: Terrence Williams

Terrence Williams has been with M.E. Simpson Company since September 2014. Terrence previously worked in retail management. Terrence is a graduate of Purdue University with a Bachelor of Science in Accounting. Terrence also completed his MBA at Keller Graduate School of Management. Terrence is currently involved in the preparation of client reports, data quality control, and drafting new paperless database programs. He also has experience in valve location, exercising and mapping, and the use of the state-of-the-art leak detection equipment. Terrence also has experience in fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

### Professional Certifications:

- ◊ 10-Hour OSHA Certified for General Industry
- ◊ American Red Cross First Aid and CPR with AED Certified
- ◊ American Traffic Safety Services Association Flagging Certified
- ◊ Extensive traffic control training
- ◊ Extensive confined space training



M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
Key Personnel Qualifications

**Assistant Project Manager: Jerry D. Reiling**

Jerry D. Reiling has been with the Company since May 1996. He is a graduate of Purdue University with a B.A. in Physical Education. Jerry previously worked in both the environmental services industries and HVAC for 10 years. He is responsible for day to day operations of field crews for the M.E. Simpson Co., Inc. Dyer, Indiana office. Jerry has over 19 years of experience directing and conducting water loss reduction programs in the field, specifically leak detection and leak locating, along with meter testing. He has completed classes and attended lectures on the operation and maintenance of water meters. Jerry is very experienced in the following: the operation and maintenance of water meters; main line water valve location, exercising and mapping with GPS; hydrant flow testing and hydrant maintenance, Unidirectional Water Main Flushing, use of state of the art leak detection equipment, and the operation of our Polcon® Flow Testing equipment used for hydraulic studies.

**Professional Certifications:**

- ◊ 10-Hour OSHA Certified for General Industry
- ◊ American Red Cross First Aid and CPR with AED Certified
- ◊ American Traffic Safety Services Association Flagging Certified
- ◊ Extensive traffic control training
- ◊ Extensive confined space training

**Project Leader: Kevin Nickias**

Kevin Nickias has been with the Company in since May 2011. Kevin has traveled all over the country completing various projects including projects in California, and Wisconsin. Kevin is currently involved with the drafting of paperless database programs. Kevin has attended numerous classes and lectures on the operation and maintenance of water meters. He has experience in the maintenance and installation of water meters; in valve location, exercising and mapping; and in the use of state-of-the-art leak detection equipment. Kevin is experienced in water meter, fire hydrant and water main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

**Professional Certifications:**

- ◊ 10-Hour OSHA Certified for General Industry
- ◊ American Red Cross First Aid and CPR with AED Certified
- ◊ American Traffic Safety Services Association Flagging Certified
- ◊ Extensive traffic control training
- ◊ Extensive confined space training

**Project Leader: Chris Hughley**

Chris Hughley has been with the Company since November 2006. He previously worked in the retail industry before becoming a project leader with M.E. Simpson Company. Chris has traveled all over the country and world completing various projects including jobs in California, New Jersey, Minnesota, Arizona, Georgia and Turkey. Chris has attended numerous classes and lectures on the operation and maintenance of water meters. He has experience in the maintenance and installation of water meters; in valve location, exercising and mapping; and in the use of state-of-the-art leak detection equipment.

M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
Key Personnel Qualifications

Chris is experienced in water meter, fire hydrant and water main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

**Professional Certifications:**

- ◊ 10-Hour OSHA Certified for General Industry
- ◊ American Red Cross First Aid and CPR with AED Certified
- ◊ American Traffic Safety Services Association Flagging Certified
- ◊ Extensive traffic control training
- ◊ Extensive confined space training

**QA/QC: Aaron M. Horbovetz, PE, PMP**

Aaron Horbovetz has been with the Company since September of 1999. He earned his degree in Mechanical Engineering from Purdue University and is a Registered Professional Engineer for the state of Indiana. Aaron is a regular presenter at AWWA conferences since 2012, both at section meetings and at the ACE conferences.

He has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, completed classes in plumbing, and managed hydraulic studies for water systems. Aaron has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping, fire hydrant and main capacity flow testing, and the use of state-of-the-art leak detection equipment; and is also very experienced in the use of all of our Polcon® Flow Testing equipment.

**Professional Certifications:**

- ◊ Licensed Professional Engineer, Indiana
- ◊ Certified Project Management Professional (PMP)
  - Member of Project Management's Institute Calumet Chapter
- ◊ 10 Hour OSHA Certified for General Industry
- ◊ American Red Cross First Aid and CPR with AED Certified

**QA/QC: John H. Van Arsdel**

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. He has completed water operators classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems (currently licensed to use the Sandia Labs RAM-W Method, and licensed to teach the RAM-W "modified" for small to medium water systems), along with classes related to the operation and maintenance of water meters, and system hydraulics specifically related to the Polcon® Flow Testing equipment.

John has over 31 years of experience directing projects for water utilities concerning water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. John has been responsible for the analysis, evaluation, and CAD updating

**M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
Key Personnel Qualifications**

of Water Distribution, Sanitary, and Storm Sewer Atlases using GPS locating. He developed the Company's Unidirectional Main Flushing Program and Utility Atlas Updating Program. He has presented classes for continuing education credits for water operators for over eighteen years to several local and state Water Works Organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He has presented papers at the AWWA ACE in 2007, 2008, 2009, and 2012, At the 2010, 2011, and 2012 AWWA DSS he presented papers on water loss reduction. Since 2003, he has conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities as well as conducting several VA and ERP projects. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee. As Vice President of M.E. Simpson Co., Inc., John serves as the main point of contact for client development, business sales and customer relations for the Eastern U.S.

**Professional Certifications:**

- ◊ 10-Hour OSHA Certified for General Industry
- ◊ American Red Cross First Aid and CPR with AED Certified
- ◊ American Traffic Safety Services Association Flagging Certified
- ◊ Extensive traffic control training
- ◊ Extensive confined space training
- ◊ Certified RAM-W trainer
- ◊ Certified Water Audit Validator

## LEAK SURVEY REFERENCES

### City of Joliet, Illinois (2008 - Current)

M.E. Simpson Co., Inc. has been performing water loss assessments for the City of Joliet since 2008, including leak detection surveys and "on call" emergency leak detection services as a way to reduce water loss in the distribution system. This program for 2018 surveyed approximately 320 miles of water main and located 130 leaks. These leaks were estimated to be costing the utility in excess of \$440.60 per day or \$160,817.00 annually. The survey paid for itself in water loss recovery in 4 months based on the Variable Cost (production cost) of water. This project cost a total of \$59,200.00 and was completed in 144 days.

Ms. Allison Swisher P.E.  
Director of Public Utilities  
City of Joliet  
921 East Washington Street  
Joliet, Illinois 60433  
815-724-4230  
[aswisher@jolietcity.org](mailto:aswisher@jolietcity.org)

### Village of Carpentersville, IL (2011, 2014, 2016, 2018)

M.E. Simpson Co., Inc. conducted a Leak Survey on approximately 129 miles as a way for the Village to reduce water losses occurring in the distribution system. The most recent completed Leak Survey Program in 2014 in the location of 118 leaks totaling 282,240 gallons of water per day. In 2018 the survey found 65 leaks. Using a selling price of \$5.24 per gallon for 2014 these leaks were estimated to be costing the utility in excess of \$1,478.94 per day or \$539,812.22 annually. The 2014 leak survey paid for itself within 2 months and the 2018 survey paid for itself in 7 months. This project cost a total of \$14,500.00 and was completed in 57 days.

Mr. Kevin Gray  
Director of Public Works  
Village of Carpentersville  
1200 L.W. Besinger Drive  
Carpentersville, Illinois 60110  
847-551-3493  
[kgray@cville.org](mailto:kgray@cville.org)

### Village of Downers Grove, IL (2011 - Current)

M.E. Simpson Co., Inc. conducted a Leak Survey on approximately 233 miles per year as a way for the Village to reduce water losses occurring in the distribution system. The completed Leak Survey Program in 2014 resulted in the location of 20 leaks totaling 364,320 gallons of water per day. The leaks were estimated to be costing the utility in excess of \$562,491.86 annually using the cost of water sold per 1,000 gallons. This project cost a total of \$39,600.00 and was completed in 49 days.

Mr. David Moody  
Water Division Manager  
Village of Downers Grove  
5101 Walnut Avenue

M.E. Simpson Co., Inc. | The Village of Palos Park, Illinois Leak Detection Survey,  
References

Downers Grove, IL 60515-4074  
630-434-5462  
[dmoody@downers.us](mailto:dmoody@downers.us)

City of West Bend, Wisconsin (1997 - 2017)

M.E. Simpson Co., Inc. has been conducting a Leak Survey on the 125-mile distribution system every other year as a way for the West Bend Water Utility to reduce water losses occurring in the distribution system. The Utility owns Leak detection equipment; however, the staff of M.E. Simpson Co., Inc. performs leak detection work daily and has a greater understanding of the parameters of detection and locating leaks. The leak surveys have found numerous leaks on this system since the start of the leak detection program; however, because of the vigilance of the program, these water losses have subsided to a point of regular distribution system preventative maintenance. This project cost a total of \$27,000.00 and was completed in 17 days.

Mr. John Hemauer  
Water Utility Superintendent  
City of West Bend  
251 Municipal Drive  
West Bend, Wisconsin  
262-335-5040  
[wbwu@ci.west-bend.wi.us](mailto:wbwu@ci.west-bend.wi.us)

New Jersey American Water Corporation, (2010 - 2017)

M.E. Simpson Co., Inc. has conducted Leak Surveys on several American Water distribution water systems in the Hunterdon Warren New Jersey American Water Corporation service areas in 2010 and again several times to 2016. New Jersey American Water has a very aggressive leak detection program that employs leak sensors installed at water meters at customer meter settings. Despite the leak detection devices at these locations our surveys located almost *250,000 gallons per day* in estimated leakage the first year and just under *100,000 gallons per day* the second year. In addition, the Utility owns leak detection equipment; however, the staff of M.E. Simpson Co., Inc. performs leak detection work daily and has a great understanding of the parameters of acoustic leak detection and locating leaks and provided additional leak detection support for this area. In the fall of 2012, the eastern shores of New Jersey were hit by Hurricane Sandy where New Jersey American Water has water distribution systems. Some of those water systems were shut down completely from the effects of the storm. M.E. Simpson Co., Inc. was called in on very short notice to field a Leak Detection team for rapid response to assist in the remediation and recovery efforts for these devastated areas. As the water systems were brought back online, our field crews were deployed to survey areas and locate leakage where ocean front homes' water services had been damaged from the storm surge.

Russell G Titus  
Operations Supervisor, Maintenance Operations: Water Loss Management  
New Jersey American Water  
120 Raider Boulevard  
Hillsborough, New Jersey 08844  
908-431-3211  
[Russell.titus@amwater.com](mailto:Russell.titus@amwater.com)

## INVESTMENT

A commitment to improving and maximizing the Village of Palos Park's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for a Water Distribution System Leak Detection program for the Village of Palos Park, Illinois. M.E. Simpson Co., Inc. will perform our leak detection services on approximately 24 miles of watermain within the Village of Palos Park's water distribution system. The survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

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### 2020 Leak Survey

Water Distribution System Leak Survey Program Daily Fee of  
\$1,975.00 per day not to exceed (3 days) \$5,925.00

\*\*Any water main surveyed in addition to the above 24 original miles (3 days) of watermain will be surveyed at the daily rate.

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We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/17/2020

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

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

<b>PRODUCER</b> General Insurance Services 407 E. Lincolnway P.O. Box 1818 Valparaiso IN 46383	<b>CONTACT NAME:</b> Stacy Rutkowski	
	<b>PHONE (A/C, No, Ext):</b> (219) 464-3511	<b>FAX (A/C, No):</b> (219) 531-9446
<b>E-MAIL ADDRESS:</b> stacy@genins.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Cincinnati Insurance		10677
<b>INSURER B:</b> Cincinnati Casualty		28665
<b>INSURER C:</b> Landmark American Insurance Company		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** CERTIFICATE NUMBER: CL19121127773 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> XCU Coverage is included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		EPP0417637	12/23/2019	12/23/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			EPP0417637	12/23/2019	12/23/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP0417637	12/23/2019	12/23/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	EMC 0417638	12/23/2019	12/23/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			LHR773389	12/23/2019	12/23/2020	Each Claim 3,000,000
A	Leased & Rented Equipment			EPP0417637	12/23/2019	12/23/2020	Deductible \$1,000 \$25,000

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

Leak Detection Survey

The Village of Palos Park is an Additional Insured when required by written contract.

**CERTIFICATE HOLDER**

(708) 448-9542

Village of Palos Park  
 8999 West 123rd Street  
 Palos Park, IL 60464

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark Behrendt/STACY

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ASSOCIATED TECHNICAL SERVICES LTD

www.ATSLIMITED.com



Established 1979

524 W. ST. CHARLES RD. VILLA PARK, IL

Office: 630.834.1558 / Fax: 630.834.5501

June 16, 2020

Village of Palos Park  
Department of Public Works  
8999 W. 123<sup>rd</sup> Street  
Palos Park, Illinois 60464

Attn: Mr. Daniel Foster  
Utilities Supervisor

RE: 2020 Palos Park Water Distribution  
System - Leak Detection Survey Proposal

Dear Mr. Foster,

We are pleased to present our proposal to perform a comprehensive "ATS LEAK DETECTION & LOCATION SURVEY" for the Village of Palos Park. ATS has a long history of taking towns with a high-water loss and reducing it down to single digits losses with aggressive, thorough, and accurate leak surveys.

With an "ATS Leak Survey Program" your water conservation efforts continue on the best possible course. Of the three primary factors that create an "unaccounted for water loss figure" (UAW): System Leakage, Metering Errors, and Accounting Procedures, an "ATS Leak Survey Program" is the most cost-effective and time-efficient measure that a water utility can take to reduce its Unaccounted for Water Loss. As each newly discovered leak is repaired, the Village will begin to realize almost immediate return on your leak survey dollars. In fact, over the years, ATS Leak Surveys have averaged a \$15: \$1 return in recovered water vs. the cost of hiring ATS. Highest rate of return in the business!

"WHY CHOOSE ATS?"

QUALITY: "Quality is never an accident. It is always the result of high intention, sincere effort, intelligent direction, and skillful execution. It represents the wise choice of many alternatives."

ATS has earned its standing as one of the most innovative and successful leak location firms in America. ATS has conducted hundreds of leak surveys across the Midwest in cities of all sizes, ages, layouts, and water loss problems. Many of these cities have also had experience with other leak survey firms in addition to ATS. However, in every one of those cities, ATS has never failed to find less than 2 to 10 times more leakage than the competitor's survey that preceded the ATS Survey in the same town.

**WATER CONSERVATION SPECIALISTS**

EMERGENCY LEAK PINPOINTING • LEAK DETECTION SURVEYS • UNDERGROUND UTILITY LOCATION • GIS / GPS SURVEYS  
VALVE EXERCISING • CCTV PIPE INSPECTIONS • HYDRANT TESTING & FLUSHING • LOCATION EQUIPMENT SALES & TRAINING

*A Comprehensive ATS Leak Survey is essentially accomplished with these steps:*

- Prepare a Proposal – We take into consideration essential factors like system size, age, layout and pipe materials; frequency and type of annually occurring leaks and main breaks; amount of unaccounted for water loss and system pressure. Once our proposal has been submitted and approved, we will be in contact with you to schedule the Pre-Survey Meeting
- Pre-Survey Meeting – conducted with *ATS Survey Project Manager*, to discuss all aspects of the project from methodology, equipment, documentation, and results with the Village.
- The Designated Survey Area is divided up into manageable "survey sub-areas" which are scaled directly from your maps to get the quantity of water main in each area.
- ATS Crews will check in with the Village at the start of every survey workday. You'll always know where we'll be that day and what kind of progress we're making. Our office never closes. *ATS Crews and Offices are available 24 hours a day / 365 days a year.*
- Ultrasonic Leak Detection Phase of each survey sub-area. We will log every monitored appurtenance, every detected suspect leak site, all map discrepancies and any inaccessible points that need to be found or exposed so they can be surveyed.
- Develop List of Inaccessible Points that we are unable to locate or access. Submit this list the Village.
- Map Discrepancies - All appurtenances that are shown incorrectly or not shown at all on your maps will be logged on our survey sheets.
- Computerized Electronic Leak Location Phase – Re-survey every suspect leak site and accurately pinpoint every subsequently detected leak.
- Leak Location Reports are submitted daily as leaks are located. Leak locations are marked, diagramed, and documented in detail.
- Final Survey Report - Gather Leak Repair Data, Recovery calculations, Maps displaying Leak Locations and assemble Final Report. Present the comprehensive Final Survey Report to the Village

**ATS INCENTIVE-BASED COMPREHENSIVE LEAK SURVEY PROGRAM**

The *ATS Comprehensive Leak Survey Program* is the most thorough and successful leak survey program in the business on two fronts – *Superior Findings and Consistently Accurate Pinpointing*.

Incentive-Based Survey Pricing – Hands down, it offers the best deal in Leak Surveys. *ATS* originated this type of pricing to compete against low price / low results lump sum bids the others submit. This is our most popular survey program. Without any guaranteed money beyond the detection phase, this unique contract pricing places the incentive on *ATS* to produce results by locating every detectable leak. With this type of proposal, the detection phase is a lump sum, and pinpointing is priced per pinpointed leak. *Incentive Based Pricing* gives the Village the opportunity to save money if the water system turns out to be tighter than expected. The Village still wins if it ends up that your water system contains a good number of leaks because you will not spend an extra dollar without getting a money-saving and water-conserving leak in return. Since there are no fee guarantees for *ATS* beyond the detection phase, there is obvious incentive for *ATS* to accurately find as many leaks as possible for you.

All-Inclusive (lump sum) Based Survey Pricing –Your Total final price is locked in regardless of the actual total number and types of pinpointed leaks. Final billing will be based upon the total amount of water main that is ordered for survey. Unlike the other firms, your results will be the same whether you choose our "All-Inclusive" Survey or "Incentive-Based" Survey Program.

**ESTIMATE OF COST**

SURVEY AREA: The *Village* has ± 24.8 lineal miles (131,000 LF) of distribution water main.

Monitored System Appurtenances will include:

- Every Fire Hydrant (±350)
- Every accessible Fire Hydrant Auxiliary Valve (± 350)
- Every accessible Main Line Valve (± 257 vaults)
- Approximately ± 957 potential points will be ultrasonically surveyed for leak sounds

Option A: Incentive-Based Proposal – You only pay for as many leaks as you have.

Detection Phase: 131,000 per lineal feet of water main @ \$ 0.03 per LF = \$ 3,930.00

Location Phase: \$ 395.00 for Every Pinpointed Main Line and Service Line Leak.

\$ 95.00 for Every Fire Hydrant Leak and Valve Leak.

Option B: All-Inclusive Proposal – All detection and pinpointing costs are included.

Detection & Location Phase: 131,000 per lineal feet of water main @ \$ 0.04 per LF = \$ 6,550.00

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Option \_\_\_\_\_

**SURVEY COMPLETION TIME:** We estimate the *DETECTION PHASE* of the survey can be completed in approximately 7 workdays. The duration of the *LOCATION PHASE* will depend upon the number of suspect leak sites to investigate and actual number, type and location of those pinpointed leaks. The Location phase may take another 5 workdays to complete.

### WATER SYSTEM DATA and PROJECTIONS

The Village of Palos Park Water Distribution System contains approx. 34.8 lineal miles (131,000 LF) of 6" -12" Ductile Iron Water Main. All of these pipe materials adequately transmit leak sounds for leak detection. The water system serves a population of 4,778 residents through thousands of metered residential and commercial services. This is significant because water service line leaks are the second most common leak that we find with *ATS Leak Surveys*. The system also contains ± 350 East Jordan and Traverse City hydrants and ± 257 mainline valves in vaults that are used as our primary checkpoints for leak sounds. In head to head comparisons the other firms have never been able to match up to *ATS* in skills, experience and most importantly, results. That company is *ATS*. As accurately as we detect main line, hydrant and valve leaks, leaking service lines are also easily detected by skilled *ATS Field Technicians* using hydrants, auxiliary valves, curb stops and mainline valves as listening points.

*ATS* will ultrasonically survey every Fire Hydrant, every accessible Hydrant Auxiliary Valve and every Mainline Valve for suspect leak sounds. Strategically located Curb-stops (b-boxes) do come into play during actual pinpointing of a suspect service leak. Curb stops are not typically used in the detection process because, unless that service is leaking, they are poor conductors of sound for leak surveying purposes. It is typically unnecessary to monitor Curb-stops during the detection phase unless a suspect leak has been detected in the vicinity, or PVC water main is present in that area.

An *ATS* Leak Survey can potentially pay for itself in only 10 days or less. This can only happen if the right firm is chosen to perform this survey. No other leak survey firm has shown the ability to accurately find anywhere near as many leaks as *ATS* finds for our clients. The right firm for the Village of Palos Park is *ATS*.

### SCOPE OF WORK

*ATS Comprehensive Survey Program:* Every fire hydrant, accessible hydrant auxiliary valve, and every mainline valve will be monitored for leak sounds. When a water system starts to get tighter, there is more emphasis on the surveyor to have to dig deeper to find the leaks that are not making obvious leak sounds. This fact makes monitoring every valve essential to finding these tough leaks. Valves are the best quality listening point possible. The thoroughness of this aggressive survey ensures that every detectable leak is discovered.

Ultrasonic Leak Detection Phase: The existence and general neighborhood of every detected suspect leak is established with *FCS S-30 Ultrasonic Leak Detection Equipment*. A preliminary leak size and leak type classification is also made at that time. A significant difference between an *ATS Leak Survey* and the other surveyors is in the ultrasonic leak detection phase's number of checkpoints. You put yourself in the best position to detect more leaks by listening to as many points as possible, especially mainline valves. No one checks more points for leak sounds as accurately and as thoroughly as *ATS*.

**Detection Survey Records:** Every accessible fire hydrant, hydrant auxiliary valve and mainline valve is monitored for suspect leak sounds. B-Boxes are checked only in the vicinity of a detected suspect leak site. Valuable survey and system data is collected and logged on these records. *This data includes:* Appurtenance Type and Location, General Conditions Encountered, Accessibility, Map Discrepancies and Leak Sound Characteristics.

**Computerized Leak Analysis & Pinpointing Phase:** Every suspect leak site, no matter how slight the sound, is electronically confirmed with one of our 10 computerized *FCS AccuCorr, FCS Tri-Corr 2002, FCS 9090 or Sewerin SeCorr Leak Noise Correlator Systems*. A leak's exact location is pinpointed by analyzing, timing, and measuring leak sound waves simultaneously from two monitoring points. The pinpointing phase begins with the re-surveying every suspect leak site, followed electronic Correlator analysis of that site to eliminate a suspect leak site or accurately confirm the presence and pinpoint a leak's exact location.

**"X" Marks the Spot!** The pinpointed location of every mainline, service line and valve leak will be marked in the field with an "X". The exceptions are homeowner's side service leaks and hydrant leaks. A *"Leak Location Report"* form documents the location and type, characteristics of every pinpointed leak.

**Water Main / Service Line Tracing and Valve Location:** All of the water main and service connections are accurately located in the vicinity of every leak location. This helps ensure that every survey leak is pinpointed as accurately as possible. All utility line location work is expertly performed with *Radiodetection RD7000, RD8100 High Performance Utility Location Systems, Schonstedt, CTS Berger and Radiodetection Ferromagnetic Metal Locators*. *No one works a leak site harder than ATS!*

**Interim Survey Status Reports:** *Survey Status Reports* are typically submitted monthly, or upon request whenever you need an updated project status report. This report gives you all the essential information you need so you will know the exact status of your survey with area-by-area completion percentages and water recovery. This report concisely summarizes all of our survey activities and findings, breakdowns of the number and type of leaks found in each area; plus, revenue recovery calculations for each leak you've already repaired.

**Leak Location Reports:** This is an individual report form that details the exact location and characteristics of each pinpointed leak. These forms are submitted daily as the leaks are pinpointed. The *Village* with actual leak repair information updates each *Leak Report* which is used to calculate water loss and revenue recovery data for the *Final Report*.

**Final Report:** Three (3) copies of a comprehensive *FINAL SURVEY REPORT* will be submitted after the completion of the survey. Additional copies are available upon request. These reports concisely detail all of our survey activities and findings; estimated & calculated leak sizes; revenue recovery calculations for each leak; area maps showing leak locations, leak location reports; general observations and recommendations. The *Final Report* will be submitted within 30 days of the completion of our field work and all leak repair information received from Village.

Initiating the Survey: We only need your verbal authorization followed by your Purchase Order and / or signed *ATS Leak Survey Contracts*, to schedule your *Pre-Survey Meeting*, and initiate your Survey. The *Pre-Survey Meeting* details all aspects of the survey, our survey procedures, types of documentation, survey duration, the kind of assistance we made request during the survey, repair information we'll need from the Village for our Final Report, projected survey results, and set up a starting date for the survey.

*There are more good reasons why choosing ATS makes excellent business sense.*

Superior Experience - *ATS helped introduce leak location correlators, and subsequently started to specialize in leak detection in 1979. As a result, ATS has performed more leak surveys and pinpointed more leaks with this technology than anyone. ATS developed the leak survey techniques, correlator survey specs and field strategies that have become the standards for the industry. Over the years some of FCS – Fluid Conservation Systems' top people including Regional Managers, Sales Staff, Instructors have received training from ATS. FCS also uses ATS for testing new equipment developments and software upgrades.*

Conserving Municipal Manpower and Resources - *Public works departments are already stretched to their limit, providing quality services to your citizens. With our tremendous amount of municipal leak survey experience, ATS frees up your staff so that they can concentrate on their normal duties without distraction. Municipal involvement is normally answering questions and freeing up inaccessible points \ during the location phase on an "as-needed basis".*

24 Hour Customer Support During and After the Survey – *ATS never has less than two crews on call 24 hours a day / 365 days a year. ATS has a fleet of 10 Correlator Equipped "ATS Leakmobiles" out in the field five days a week. Every mobile van is fully equipped with an experienced and trained two-person crew capable of handling any leak location or utility location situation you will ever have. While other water suppliers have to typically wait 3 or more hours for our competitors to arrive, ATS is almost always on the scene in 60 - 90 minutes or less of your call for help. No other firm consistently responds to emergencies as quickly as ATS.*

Superior Results - *For 41 years, ATS has been out in the field nearly every day performing leak surveys, utility locations and leak pinpointing. Subsequently our listening skills are going to be that much more acute. Your survey is more effectively accomplished while we detect more leaks and pinpoint them with more consistent accuracy than any other survey firm.*

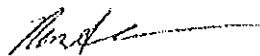
- *No one listens more intently to every accessible access point as ATS. Therefore, we detect more suspect leak sounds than anyone else.*
- *No one spends more time analyzing a suspect leak site as thoroughly as ATS. Therefore no one pinpoints more leaks as accurately as ATS does. For our clients, more precise leak pinpointing means less digging and less restoration costs.*
- *ATS spends more time performing your leak survey so you can spend less time repairing them and get a greater return in recovering precious water and reducing your water losses.*

*Pre-Survey Meeting:* Your verbal authorization followed by you Purchase Order and / or signed *ATS Leak Survey Contracts*, is all we need to schedule your Leak Survey. The Pre-Survey Meeting details all aspects of the survey. We will discuss how the survey will be performed, how to interpret the survey documentation, format and delivery of survey data to your staff, and the type of assistance and mutual cooperation that will be required during the survey. All Field and Administrative Personnel that would be involved or has a general interest in the survey are encouraged to attend.

*Scheduling your Survey:* We can typically schedule your leak survey to begin shortly after receiving your authorization to proceed. It's a good idea wait until crews have finished any hydrant / water main flushing program to survey those areas. We often find leaking hydrants or some leaks that might have been caused by water hammering or subsequent water pressure variations during the flushing process. We would also ask for a list of streets that you might have scheduled for resurfacing. We would start the detection survey on those streets first so that you minimize the chances of covering up an old leak with a brand-new street surface. Many cities use *ATS* to survey their water main, before and after a construction project, just to make sure no leaks were caused by earth moving or other heavy construction equipment during construction activities.

We welcome the opportunity to meet with you and your staff to answer any questions you may have about *ATS Survey Equipment and Methodology*. Please take a little time to read through the enclosed literature, and feel free to contact anyone on the reference list that we've enclosed. We hope that as you review our proposal package that you will gain some new knowledge of our professional services and unique skills that give us the necessary expertise to perform a thorough and successful leak survey. Thank you for your consideration of *Associated Technical Services Ltd.*

Yours Truly,  
ASSOCIATED TECHNICAL SERVICES, LTD.



Marcie A. Kaplar  
Survey Manager

GENERAL CONDITIONS

LEAK DETECTION & LOCATION SURVEYS

Responsibility of ATS / Associated Technical Services Ltd.

- A) Two-Person crew qualified to operate the *ATS Leak Detection & Location System*.
- B) The "*ATS Leak Detection & Location System*" consists of:
- *FCS S30 and FCS S20 Ultrasonic Leak Surveyor Instruments (Leak Detection Phase)*
  - *FCS/Fluid Conservation Systems and Sewerin Leak Noise Correlators (Leak Location Phase)*
  - *FCS, Wilcoxon, Vibrometer, Sewerin Accelerometers, Gas Sensors, Hydrophone Sensors*
  - *Radiodetection RD7000 and RD8100 Utility Location Systems; CST Berger, Schonstedt and Radiodetection Ferro Magnetic Location Equipment for buried valve enclosures.*
- C) "*ATS Leakmobile*" - Mobile Van with self-contained power supply and /or capability of operating from an alternate VAC 60 Hz source, or suitable alternate vehicle at the discretion of *ATS*.
- D) *Mobilization / Mileage* – Round Trip, Portal-to-Portal and On-Site.
- E) *On-Site Consultation with Owner* or their representatives, as necessary.
- F) The entire area designated by the *Owner* shall be surveyed for leakage. Detected leaks shall be pinpointed only on that part of the water system maintained by the *Owner*. Unless it is previously specified and ordered, customer service line leaks will only be pinpointed up to the municipal side of the curb stop without additional charges. Leaks on the customer side of the curb stop typically require a separate appointment so *ATS* can make contact with the service line inside the building.
- G) Only those leaks that are detected by the *ATS Leak Survey* are to be included in the pinpointing phase of this contract. Unless other previous arrangements are made, any pinpointing of any incidentally or coincidentally occurring leakage, main breaks or previously known leakage that was not initially included in our proposal or as a part of this agreement shall be charged at our normal rates for scheduled / emergency service call-outs.
- H) If the "*Re-monitoring of Repaired Leak Sites*" service is specified, included in our proposal and ordered, this agreement, leak repairs to that site must be completed within 30 days after that leak's location report was submitted to the *Owner*. The *Owner* then must notify *ATS* at the time of repairs so re-monitoring can be scheduled. All subsequently detected leakage will be located.
- I) *ATS* will establish and mark the location of a leak or leaks in the field with either marking paint, a field stake and / or written individual "*ATS Leak Location Report*".
- J) *ATS* will provide basic traffic warning equipment and traffic control and re-direction with flagmen on an as-needed basis, whenever conditions dictate the necessity of these safety precautions. *ATS Work Zone Safety Equipment* includes but is not limited to safety vests, vehicle arrow boards, strobe warning lights and safety cones that are used whenever our vehicles are parked during the leak survey on residential and other light or slower traffic areas.

## GENERAL CONDITIONS FOR LEAK SURVEYS

### RESPONSIBILITY OF OWNER

The *Owner* will insure easy access to all main line valves, valve boxes or other strategically necessary access points. This may also include exposing and cleaning out auxiliary valves and b-boxes on an as-needed basis if they will facilitate the accurate confirmation and pinpointing of a detected leak. *This could include* breaking loose needed valve covers; pumping water out all valve vaults and boxes and, if necessary, removing debris from those enclosures to make the valves and adjoining pipelines accessible. The *Owner* will also make access available to any point or location strategically needed by *ATS* to perform said work at the discretion of *ATS*.

- If the *Owner* orders leak pinpointing between the curb stop and the customer's building, the *Owner* shall be responsible for contacting the customer. Pinpointing can be performed on a weekday from 8:00 AM to 1:00 PM without incurring overtime charges. Customer is responsible for scheduling with *ATS*.
- The *Owner* will make available to *ATS* all available location maps, schematics, as-built drawings, final reports from previous leak surveys, and any other data pertaining to the area being surveyed.
- The *Owner* will make available knowledgeable, qualified personnel for consultation and assistance regarding the *Owner's* water system.
- Identify the authorized representatives of the *Owner* to act on behalf of the *Owner* and sign *ATS* agreements, purchase orders and additional work orders.
- Give *ATS* right of access, and necessary identification required, and notify appropriate authorities (Police, Fire Dept., Public Works Dept., etc.) as needed of program underway.
- The *Owner* will at its option, provide Traffic Warning Equipment, Traffic Control and Re-Direction with Flagmen on an as-needed basis, should conditions dictate the necessity of this safety precaution. Instances such as a lane closure in a heavy traffic area may require hiring the services of a Work Zone Safety Vendor to provide the necessary traffic control equipment such as barricades, warning lights, arrow panels and temporary barriers. The *Owner* must approve any use of a Work Zone Safety Vendor in advance. *Owner* will be responsible for the costs of the Work Zone Safety Vendor.
- *Owner's* repair crews shall make a reasonable effort to provide *ATS* with accurate leak repair information whenever this data is available. *Repair data should detail the following*: Date of repair; type of leak; approximate size and shape of the leak orifice; approximate water pressure; and method of repair. This information is necessary for *ATS* to make leak size, water loss and revenue recovery calculations for a comprehensive "*Leak Survey Final Report*".

*Please Note*: *ATS* does not guarantee the detection or accurate pinpointing of a leak or leaks but does assure that a best effort in that regard will be put forward.

Certain input data to the *ATS Leak Detection & Location System* is based upon information received from the *Owner*. The accuracy of the *Owner's* data will directly affect the results of the Leak Survey. *ATS* will attempt to verify such data by consultation with the *Owner* and thereupon will have a right to rely upon the accuracy of the *Owner's* data. *ATS* is not liable for any costs to the *Owner* as a result of incomplete or inaccurate data supplied by the *Owner* or their representatives.



To: G. Darryl Reed, Building Dept. Commissioner  
 From: Building Department  
 Date: August 5, 2020  
 Subject: **Building Department Report for Council Meeting August 10<sup>th</sup>, 2020**

**BETTER BUSINESS BUREAU**

When looking to hire a trust-worthy business, you can always contact the Better Business Bureau. The BBB helps people find and recommend businesses they can trust. People can be overwhelmed with choices and often unsure about where to find verified, unbiased information. There are thousands of websites that offer a range of information, including reviews, reports, directories, listings, and gripe sites. BBB is the one place you can find it all. Contact the BBB at (312) 832-0500 or www.bbb.org

**PERMITS**

The Building Department processed Thirty-Four (34) permits from July 8, August 4, 2020 resulting in **\$54,375.79** in permit fees. Thirty-Four (32) inspections were completed during this time.

12107 S. 88 <sup>TH</sup> AVE	ROOF	\$225.00
12948 S LAGRANGE	ROOF	\$225.00
12540 KINVARRA	GENERATOR	\$350.00
12405 S HOBART	DRAINTILE	\$60.00
12002 S 88 <sup>TH</sup> AVE	SFR	\$3,200.60
11737 S 86 <sup>TH</sup> AVE	SFR	\$24,616.29
12900 S. LAGRANGE	FENCE	\$225.00
12505 S 90 <sup>TH</sup> AVE	REMODELING	\$197.50
12525 S PAWNEE	WDR	\$150.00
107 COMMONS DRIVE	ROOF	\$225.00
12002 S 88 <sup>TH</sup> AVE	SFR	\$18,701.40
11901 S 80 <sup>TH</sup> AVE	CONCRETE	\$225.00
8300 S KIMBER	ROOF	\$225.00
13039 S LAGRANGE	ASPHALT	\$150.00
59 ROMIGA LANE	REMODELING	\$1,065.00
8320 W 121S ST PLACE	GUTTERS	\$150.00
101 OLD CREEK ROAD	WDR	\$150.00
11928 SOUTHWEST HWY	SIDING	\$150.00
9920 W SOMERSET	SIDING	\$225.00
12621 ROSEMARY LANE	TREE PERMIT	\$300.00
135 OLD CREEK ROAD	DRAINTILE	\$225.00
4 PARTRIDGE LANE	ROOF	\$300.00
11729 S 82 <sup>ND</sup> COURT	PAVING	\$225.00
11606 AUTOBAHN WEST	ROOF	\$300.00
12120 S 89 <sup>TH</sup> AVE	GENERATOR	\$350.00
17 S WOODLAND TRAIL	GENERATOR	\$350.00
12730 S MISTY HARBOUR	POD	\$50.00
12621 ROSEMARY LANE	CONCRETE	\$360.00

5 ST MORITZ	WDR	\$150.00
12555 S 100 <sup>TH</sup> AVE	CONCRETE	\$225.00
14 ST MORITZ	DRAINTILE	\$350.00
11440 W 123 <sup>RD</sup> PLACE	ROOF/SIDING	\$225.00
11701 82 <sup>ND</sup> COURT	ROOF	\$225.00
11743 S. 82 <sup>ND</sup> COURT	CONCRETE	\$225.00
	<b>TOTAL</b>	<b>\$54,375.79</b>
	<b>PREVIOUS REPORT</b>	<b>\$272,537.40</b>
	<b>YEAR TO DATE</b>	<b>\$326,913.19</b>