



MEETING AGENDA

Village Council

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

Monday, January 23, 2023

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 January 9, 2023

5) RECOGNITION/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

Presentation: Community Emergency Response Team (CERT) program overview - presented by Officer Frank Flores

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 approve Ordinance 2023-03 – An Ordinance Amending Part Eight, Title Two, Chapter 808, Section 808.23 of the Palos Park Village Code in Regard to the Authorized Number of Class G Liquor Licenses (Gleneagles Country Club, Inc, 13070 McCarthy Rd, Palos Park, Illinois 60464). The Ordinance states that effective January 23, 2023 The Village Code is amended to decrease the Class G liquor licenses by one (1) due to the cessation of golf operations/course bar service at Glen Eagles Country Club

B. To approve payment of invoices on the Warrant List dated January 23, 2023 in the amount of \$127,510.78

8) OLD BUSINESS

9) BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS

10) INFORMATION & UPDATES

A. Public Works and Streets, Recreation Report

1. To approve the proposal from Comfort Zone Heating and Cooling in the amount of \$7,758.00 to provide regular maintenance on all Village owned buildings

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

1. To approve a contract between the Village of Palos Park and Lauterbach and Amen, LLP for financial audit services covering the fiscal years ending 2023 through 2025

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’
REGULAR MEETING
HELD ON JANUARY 9, 2023**

The Board of Commissioners of the Village of Palos Park, Cook County, Illinois held its regular meeting on Monday, January 9, 2023. Mayor Mahoney called the meeting to order at 7:30 p.m. Answering roll call were Commissioners, Reed, Wade, Milovich-Walters, Polk and Mayor Mahoney.

Also in attendance were Marie Arrigoni, Village Clerk; Rick Boehm, Village Manager; Howard Jablecki, Village Attorney; Mike Sibrava, Public Works Director; Mark Herman, Community Development Director; Stephen DeFalco, Recreation Director; Kathie May; Community Development Coordinator, and Lisa Boyle, Deputy Village Clerk.

APPROVAL OF MINUTES OF THE REGULAR COUNCIL MEETING HELD ON DECEMBER 12, 2022: Commissioner Polk moved, seconded by Commissioner Reed, to approve the minutes of the Regular Council Meeting held on December 12, 2022, as presented.

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

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

RECOGNITIONS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

PLAN COMMISSION APPOINTMENT-JOE NICORATA: Mayor Mahoney presented an appointment of Joe Nicorata to the Plan Commission to fill a vacancy with a term to expire June 1, 2026. Joe Nicorata is a lifelong Palos resident and is a business owner. Joe is a graduate of Illinois Tech with a Bachelor of Science in Computer/Electrical Engineering. Joe practices and advocates for a pragmatic and common-sense approach to system design, problem solving and conflict management, and would be an asset to the Plan Commission.

Commissioner Polk moved, seconded by Commissioner Wade to approve the appointment of Joe Nicorata to the Plan Commission to fill a vacancy with a term to expire June 1, 2026.

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

AYES: -5- Commissioners Polk, Wade, Reed, Milovich-Walters, and Mayor Mahoney
NAYS: -0-
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 Milovich-Walters moved, seconded by Commissioner Reed to:

- A. To adopt Ordinance 2023-01 titled “An Ordinance Abating Taxes Levied the Village of Palos Park, Cook County, Illinois.” The Ordinance informs the Cook County Clerk’s office to not levy property taxes for the tax levy year 2022 relating to the payment of principal and interest due on the General Obligation Refunding Bonds series 2021A and General Obligation Bonds series 2022A collectible in calendar year 2023.

- B. To acknowledge the Chicago Southland Convention and Visitors Bureau as our Convention and Visitors Bureau of record for the marketing and promotion of the tourism industry.
- C. To adopt Ordinance 2023-02 – “An Ordinance Disconnecting Certain Property Located Within The Village Of Palos Park And Owned by Albany Bank And Land Trust Company N.A. As Trustee Of Land Trust #11-6498 Pursuant To The Trust Agreement Dated February 11, 2019 Pursuant To The Provisions Of 65 ILCS 7-3-4”. The Ordinance states that a disconnection petition was filed on October 14, 2022, the Village Council of the Village has considered the Property Owner’s disconnection request relative to the Subject Property, a plat of disconnection for the subject property has been submitted, and that it is in the best interests of the Village that the Subject Property be disconnected from the Village.
- D. To ratify payment of invoices on the Warrant List dated December 26, 2022 in the amount of \$59,589.71
- E. To approve payment of invoices on the Warrant List dated January 9, 2023 in the amount of \$90,180.88
- F. To approve the Supplemental Warrant List dated January 9, 2023 for manual checks, payroll, and recurring wire transfers in the amount of \$243,681.86

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

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

NAYS: -0-

ABSENT: -0-

OLD BUSINESS: None

BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS:

CONTINUATION OF PLAN COMMISSION ITEM, PC 2022-02: Commissioner Wade presented the item to continue the Plan Commission item, PC 2022-02 (Wu’s House parking lot expansion request) to the Village Council meeting of February 13, 2023.

Commissioner Wade moved, seconded by Commissioner Polk to continue the item PC2022-02 (Wu’s House parking lot expansion request) to the Village Council meeting of February 13, 2023.

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

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

NAYS: -0-

ABSENT: -0-

INFORMATION & UPDATES:

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

ANNOUNCEMENTS: Commissioner Milovich-Walters reported that the Village of Palos Park’s 2023 Annual Events list is now available to view on the Village’s website. Upcoming events were highlighted. It’s Chili in the Park, February 11th, Palos Park Dogie Dash 5K and 1- mile Fun Walk/Run on May 20th and Brunch with the Bunny & Egg Hunt on April 1st.

COMMISSIONER OF BUILDING & PUBLIC PROPERTY, MIKE WADE:

LANDSCAPERS: Commissioner Wade informed residents that landscapers doing work at their homes need to be registered with the Village. If you need assistance with the contractor registration process, call 708-671-3733.

BUILDING DEPARTMENT REPORT: Commissioner Wade reported that the Building Department processed thirteen (13) permits from December 6, 2022 to January 4, 2023 resulting in \$15,483.85 in permit fees. Sixteen (16) 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 2172 calls for service/CAD Events from December 26, 2022, through January 8, 2023. Palos Park Police also issued 76 traffic stops, 39 moving violations, 4 adjudication tickets, 37 speeding tickets, 7 case reports, 7 accident reports, 0 adult arrests, 0 juvenile, 0 impounds, and 16 citizen assists.

CADET FOOD DRIVE: Commissioner Polk thanked everyone who participated in The Palos Park Cadet Food Drive which supported the area food banks.

NATIONAL MENTORING MONTH: Commissioner Polk informed residents that January is National Mentoring Month. The Palos Park Police Department runs several mentoring programs but the most visible is the Palos Cadet program. The Palos Park Police Explorer Cadet program teaches young adults the values needed to succeed in a law enforcement career and in life. Palos Park Police partners with many colleges and universities allowing interns to spend a semester working with the Palos Park Police Department in three distinct sections of the organization, Patrol, Administration and Investigations. For more information about the Cadet program or an internship, reach out to Police Chief, Joe Miller at jmiller@palospark.org or Commissioner, Dan Polk at dpolk@palospark.org.

LAW ENFORCEMENT APPRECIATION DAY: Commissioner Polk announced that Monday, January 9th is Law Enforcement Appreciation Day. Honoring men and women in the Palos Park Police Department and those who were lost in the line of duty.

COMMISSIONER OF ACCOUNTS AND FINANCES, G. DARRYL REED: Commissioner Reed had no formal report this evening.

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

CLERK'S REPORT:

BOARD OF REVIEW OUTREACH: Clerk Arrigoni informed residents that the Board of Review will hold an outreach on January 17th at the Palos Township location at 10802 South Roberts Road, Palos Hills at 5:30pm. A representative from the Board of Review will give a 20-minute presentation to explain the appeal process and a Q & A session will Follow. You must register for this event.

MANAGER'S REPORT:

IRMA ANNUAL CONTRIBUTION: Manager Boehm presented an item to approve the IRMA 2023 annual contribution of \$92,939.00 and that a surplus credit of \$82,939 be used as an offset, for a total annual payment in calendar year 2023 of \$10,000. Manager Boehm stated that the contribution decreased 6.97% from the 2022 contribution.

Commissioner Polk moved, seconded by Commissioner Milovich-Walters, to approve the IRMA 2023 annual contribution of \$92,939 and that a surplus credit of \$82,939 be used as an offset, resulting in a total payment of \$10,000.

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

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

NAYS: -0-

ABSENT: -0-

CITIZENS AND VISITORS COMMENT PERIOD: Resident, Mary Ann Hansen addressed the Council to voice her concern about property appearance and maintenance and shared a neighboring city's ordinances to compare to the Village of Palos Park's Village Code.

ADJOURNMENT OF REGULAR COUNCIL MEETING: There being no further business, Commissioner Milovich-Walters moved, seconded by Commissioner Wade, to adjourn the meeting at 8:09 p.m.

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

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

NAYS: -0-

ABSENT: -0-

Respectfully submitted,

Lisa M. Boyle, Deputy Village Clerk

Community Emergency Response Team (CERT) Program Overview Officer Frank Flores

Officer Frank Flores will give a short overview of the Palos Park Community Emergency Response Team (CERT) as an operational unit of The Palos Park public safety component. Palos Park's CERT is recognized as a part of approximately 2500 CERT programs nationwide.

The Community Emergency Response Team (CERT) program offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during a disaster situation. The CERT program aligns with a consistent, nationwide approach to volunteer training and organization that professional responders can rely upon during disaster situations.

The Palos Park CERT program trains citizens regardless of background, experience, or previous training to provide initial assistance to their families, neighbors, and community during medical emergencies and disasters until professional emergency personnel arrive.

Additionally, CERT members provide various forms of assistance to the community during post disaster recovery efforts.

Palos Park's CERT program will also be active in the community by providing first aid, public training, firefighter support, and other services throughout the year.



VILLAGE OF
PALOS PARK

VILLAGE COUNCIL

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

Meeting of: January 23, 2023

7:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Decrease in Class G Liquor Licenses in the Village of Palos Park.

BACKGROUND/HISTORY:

Gleneagles Country Club disconnected from the Village of Palos Park on April 7, 2021 and continued as a golf course until July, 2022. As such, Gleneagles license needs to be terminated. Part Eight, Title Two, Chapter 808, Section 808.23 of the Palos Park Village Code in regard to the authorized number of Class G Liquor Licenses needs to be amended to reflect the decrease as a result of the disconnection of Gleneagles Country Club.

STAFF RECOMMENDATION:

To adopt an ordinance amending Part Eight, Title Two, Chapter 808, Section 808.23 of the Palos Park Village Code in regard to the authorized number of Class G liquor licenses (Gleneagles Country Club 13070 McCarthy Road, Palos Park, Illinois).

RECOMMENDED MOTION:

To adopt an ordinance amending Part Eight, Title Two, Chapter 808, Section 808.23 of the Palos Park Village Code in regard to the authorized number of Class G liquor licenses (Gleneagles Country Club 13070 McCarthy Road, Palos Park, Illinois).

ORDINANCE NO. 2023-03

**AN ORDINANCE AMENDING PART EIGHT, TITLE TWO,
CHAPTER 808, SECTION 808.23 OF THE PALOS PARK VILLAGE CODE
IN REGARD TO THE AUTHORIZED NUMBER OF CLASS G LIQUOR LICENSES
(GLENEAGLES COUNTRY CLUB, INC, 13070 MCCARTHY RD, PALOS PARK,
ILLINOIS 60464)**

BE IT ORDAINED by the Village Council of the Village of Palos Park, Cook County, Illinois, as follows:

SECTION 1: That effective January 23, 2023, Part Eight, Title Two, Chapter 808, Section 808.23(a) of the Palos Park Village Code is hereby amended by revising the Class G liquor license reference therein to read in its entirety as follows:

“Class G One (1) License.”

[This decrease in the number of Class G liquor licenses is a result of the cessation of golf operation/course bar service at Gleneagles Country Club, located at 13070 McCarthy Road, Palos Park, Illinois and the termination of the Class G Liquor License issued to Gleneagles Country Club in relation to said golf course, effective midnight January 23, 2023.]

SECTION 2: That this Ordinance shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 23rd day of January, 2023 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 23rd day of January, 2023.

John F. Mahoney, Mayor and Liquor Commissioner

ATTEST:

Marie Arrigoni, Village Clerk

**THE VILLAGE OF PALOS PARK
ACCOUNTS PAYABLE WARRANT
FOR JANUARY 23, 2023**

**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: 01/17/23
 TIME: 15:08:02
 ID: AP441000.WOW

-- Village of Palos Park --
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 01/23/2023

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACCURINT									
1241214-20221231		01/12/23	01	CONTRACT FEE/DEC2022	0122606990			01/23/23	30.00
									INVOICE TOTAL: 30.00
									VENDOR TOTAL: 30.00
ADAMS									
230109		01/12/23	01	CELL PHONE STIPEND MAY-DEC2022	0125707210			01/23/23	320.00
									INVOICE TOTAL: 320.00
									VENDOR TOTAL: 320.00
ADVANCE AUTO PARTS									
10098-664899		01/12/23	01	VEH#262-BRAKE HOSE	0122606700			01/23/23	35.99
									INVOICE TOTAL: 35.99
									VENDOR TOTAL: 35.99
AIRRY'S INC.									
27201		01/12/23	01	93RD ST GENERATOR UPGRADE	5124808011			01/23/23	6,520.23
									INVOICE TOTAL: 6,520.23
27220		01/12/23	01	VACTOR & JET SANITARY/SEWER	5124606708			01/23/23	954.03
									INVOICE TOTAL: 954.03
									VENDOR TOTAL: 7,474.26
AMERICAN WATER WORKS ASSOC.									
S061323		01/17/23	01	UTILITY/ILMBRSH 4/1/23-3/31/24	5224606810			01/23/23	383.00
									INVOICE TOTAL: 383.00
									VENDOR TOTAL: 383.00
BAKTER & WOODMAN, INC.									
0240784		01/17/23	01	PRTL PYMT DSGN ENG WATER TRANS	5224707990			01/23/23	1,350.00
									INVOICE TOTAL: 1,350.00

DATE: 01/17/23
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-- Village of Palos Park --
 DETAIL BOARD REPORT

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BAX00001 BAXTER & WOODMAN, INC.

0240792	01/17/23	01	FINAL DESIGN MCCRETHY ROAD	5224707990			01/23/23	7,160.00
								INVOICE TOTAL:
								7,160.00

0240795	01/17/23	01	IEPA LOAN APPL/MCCRETHY WTR TRN	5224606990			01/23/23	1,050.00
								INVOICE TOTAL:
								1,050.00
								VENDOR TOTAL:
								9,560.00

BTS00001 BTS SOLUTIONS

23052	01/12/23	01	QRTLY MAINT 01/25-04/24/23	0120707200			01/23/23	255.91
		02	QRTLY MAINT 01/25-04/24/23	0122707200				179.21
		03	QRTLY MAINT 01/25-04/24/23	0124707200				84.10
		04	QRTLY MAINT 01/25-04/24/23	0125707200				58.06
		05	QRTLY MAINT 01/25-04/24/23	0126707200				31.31
		06	QRTLY MAINT 01/25-04/24/23	0129707200				31.31
		07	QRTLY MAINT 01/25-04/24/23	5124707200				31.00
		08	QRTLY MAINT 01/25-04/24/23	5224707200				31.10
								INVOICE TOTAL:
								702.00
								VENDOR TOTAL:
								702.00

CAS0001 CASH

230110	01/12/23	01	SUPPLIES F/SANTA BREAKFAST	0132606001			01/23/23	16.68
		02	CANDY/COG HILL, GOAL LUNCH MTG	0121707990				49.10
		03	SUPPLIES/STAFF HHDY LNCH, SUPP	0120707990				64.73
								INVOICE TOTAL:
								130.51
								VENDOR TOTAL:
								130.51

CHI00008 CHICAGO TRIBUNE

221211	01/12/23	01	7 DAY DIVRY&DGTL THRU 3/12/23	0120707035			01/23/23	227.42
								INVOICE TOTAL:
								227.42
								VENDOR TOTAL:
								227.42

CHI00040 CHICAGO PARTS & SOUND, LLC

DATE: 01/17/23
 TIME: 15:08:02
 ID: AP441000.WOW

-- Village of Palos Park --
 DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CHI00040 CHICAGO PARTS & SOUND, LLC								
3-0053450	01/12/23	01	VEH#259-BATTERY, CRE, ALTRNTR, RTN	0122606700			01/23/23	489.41
			INVOICE TOTAL:					489.41
3-0053456	01/12/23	01	VEH#259-RADIATOR	0122606700			01/23/23	304.36
			INVOICE TOTAL:					304.36
3-0053466	01/12/23	01	VEH#252-LIVELY BATTERIES, CORE	0122606700			01/23/23	86.00
			INVOICE TOTAL:					86.00
3-0053515	01/17/23	01	LIFT STATION GENERATOR FLUIDS	51224606708			01/23/23	62.91
			INVOICE TOTAL:					62.91
3-0053551	01/17/23	01	OIL FLTR&12 OILS/POLICE STOCK	0122606700			01/23/23	82.84
			INVOICE TOTAL:					82.84
3-0053575	01/17/23	01	VEH#266-6 OILS, 1 OIL FILTER	0122606700			01/23/23	46.59
			INVOICE TOTAL:					46.59
3-0053585	01/17/23	01	2 AIR FILTERS/POLICE STOCK	0122606700			01/23/23	75.70
			INVOICE TOTAL:					75.70
			VENDOR TOTAL:					1,147.81
CHI00043 CHICAGO LAND DIESEL SERVICES								
3939	01/17/23	01	TAG#42 FRD DWP-MSS ARFLW SNSR	01224606700			01/23/23	486.13
			INVOICE TOTAL:					486.13
			VENDOR TOTAL:					486.13
CIN00001 CINTAS								
4142251585	01/12/23	01	MATS AND TOWELS	01224606990			01/23/23	86.20
		02	PW UTILITY UNIFORMS	5224707300				78.73
		03	PW STREET UNIFORMS	01224707300				112.49
			INVOICE TOTAL:					277.42

DATE: 01/17/23
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-- Village of Palos Park --
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VENDOR #	INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CTIN00001 CINTAS	4142905781	01/17/23	01	SHOP TOWELS	0124606990			01/23/23	12.68
			02	UTILITY UNIFORM RENTAL	5224707300				73.69
			03	PW UNIFORM RENTAL	0124707300				107.46
				INVOICE TOTAL:				193.83	
4143604310	01/17/23	01	PW MATS & TOWELS	0124606990				01/23/23	86.20
			UTILITY UNIFORM RENTAL	5224707300					81.80
			PW UNIFORM RENTAL	0124707300					109.42
				INVOICE TOTAL:				277.42	
				VENDOR TOTAL:				748.67	
CLEAR LOSS PREVENTION INC	70135	01/12/23	01	JAN-MAR2023 QRTLY MAINT AGRMNT	0122606990			01/23/23	80.00
			02	JAN-MAR2023 QRTLY MAINT AGRMNT	5324606990				80.00
			03	JAN-MAR2023 QRTLY MAINT AGRMNT	5224606990				80.00
				INVOICE TOTAL:				240.00	
				VENDOR TOTAL:				240.00	
COM00017 COM ED	221227	01/17/23	01	12900 LAGRANGE 11/22-12/27/22	0124606731			01/23/23	53.76
									53.76
				INVOICE TOTAL:				53.76	
COM00023 COMFORT ZONE SERVICE	230105	01/12/23	01	ELECTRIC/METRA 11/2922-1/3/23	5224606400			01/23/23	98.83
									98.83
				INVOICE TOTAL:				98.83	
				VENDOR TOTAL:				152.59	
COM00023 COMFORT ZONE SERVICE	18385346	01/17/23	01	RPLCD UV CELL STRLZR/AIR HNDLR	0127916710			01/23/23	1,134.00
									1,134.00
				INVOICE TOTAL:				1,134.00	
				VENDOR TOTAL:				1,134.00	

CON00010 CONCENTRIC INTERGRATION LLC

DATE: 01/17/23
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 ID: AP441000.WOM

-- Village of Palos Park --
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INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CON00010 CONCENTRIC INTERGRATION LLC									
0241804		01/17/23	01	22-2023 TIME&MTL SPPRT SERVICE	5224606990			01/23/23	95.00
									95.00
									95.00
CON00001 G COOPER OIL COMPANY INC									
780784		01/12/23	01	55GAL DRUM OF OIL F/POL VHCLS	0122606700			01/23/23	842.08
									842.08
780784A		01/12/23	01	UTILITY OIL & DIESEL/WATER	5224707080			01/23/23	1,035.89
			02	UTILITY OIL & FUEL/SEWER	5124707080				154.79
			03	OIL & DIESEL FUEL/PW STREET	0124707080				1,786.02
									2,976.70
									3,818.78
CO0014 COOK COUNTY TREASURER									
2022-4		01/12/23	01	LGHY MAINT 131ST 10/1-12/31/22	0124606731			01/23/23	417.75
									417.75
									417.75
COR00011 CORE & MAIN LP									
R972265		01/12/23	01	27 METERS/12101 SW HWY	5224606752			01/23/23	3,645.00
									3,645.00
									3,645.00
COR00012 SHANNON CORCORAN									
230104		01/12/23	01	STRENGTH TRAINING# 409.11	0126606991			01/23/23	500.00
			02	MIND & BODY FUSION# 403.11	0126606991				500.00
									1,000.00
									1,000.00
COV00001 COVERALL									

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EERE0001 PALOS ACE HARDWARE									
209223		01/17/23	01	PM PUSH BROOMS	0124707510			01/23/23	38.40
			02	VIL HALL WD FLNR F/CNCL RM&TRM	0127916711				8.99
			03	PM FACILITY ELECTRIC REPAIRS	0127936711				20.78
									INVOICE TOTAL: 68.17
									VENDOR TOTAL: 86.68
FRA00011 RYAN FRANCAZAK									
230105A		01/17/23	01	U/A FRANCAZAK-GLV, TRNQT, FLSHL	0122707300		UA	01/23/23	161.41
									INVOICE TOTAL: 161.41
									VENDOR TOTAL: 161.41
FUI0001 FULLER'S CAR WASH									
221231		01/12/23	01	DEGC2022 SQUAD CAR WASHES	0122606700			01/23/23	269.00
									INVOICE TOTAL: 269.00
									VENDOR TOTAL: 269.00
G&H00001 G & H IMPORT AUTO PARTS INC.									
847013		01/12/23	01	VEH#263-2 BRK ROTORS, 2 PD SET	0122606700			01/23/23	159.01
									INVOICE TOTAL: 159.01
									VENDOR TOTAL: 159.01
HAG00003 HACH COMPANY									
13400988		01/12/23	01	CHLORINE F/PUMP STATION	5224707510			01/23/23	258.48
									INVOICE TOTAL: 258.48
									VENDOR TOTAL: 258.48
HAN00015 HANCOCK ENGINEERING									
22-1267		01/12/23	01	SITE PLN F/93RDEMSGT IS IMPRV	5124808011			01/23/23	1,024.00
									INVOICE TOTAL: 1,024.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HANCOCK ENGINEERING								
230106	01/12/23	01	10/21&12/31 PAVING SPCTNS	2524808060			01/23/23	3,077.50
								3,077.50
								4,101.50
HAWKINS, INC.								
6381565	01/17/23	01	LIB AZONE 15/FREIGHT CHARGE	5224606990			01/23/23	293.17
								293.17
								293.17
HUGHES								
230112	01/12/23	01	CAFETERIA PLAN 125 F/2022	0100000408			01/23/23	390.00
								390.00
								390.00
INTERGOVERNMENTAL RISK								
202352/2023	ANNL CON 01/17/23	01	2023 ANNUAL CONTRIBUTION	0120606000			01/23/23	1,050.00
		02	2023 ANNUAL CONTRIBUTION	0121606000				100.00
		03	2023 ANNUAL CONTRIBUTION	0122606000				4,100.00
		04	2023 ANNUAL CONTRIBUTION	0124606000				1,100.00
		05	2023 ANNUAL CONTRIBUTION	0125606000				550.00
		06	2023 ANNUAL CONTRIBUTION	0126606000				800.00
		07	2023 ANNUAL CONTRIBUTION	0127916000				300.00
		08	2023 ANNUAL CONTRIBUTION	0129606000				350.00
		09	2023 ANNUAL CONTRIBUTION	5124606000				700.00
		10	2023 ANNUAL CONTRIBUTION	5224606000				800.00
		11	2023 ANNUAL CONTRIBUTION	5324606000				150.00
								10,000.00
								10,000.00
JCM UNIFORMS INC.								
789550	01/12/23	01	V/A KOTSIANTS-3 PAIR PANTS	0122707300			01/23/23	169.37
								169.37
								169.37

UA
 INVOICE TOTAL: 169.37
 VENDOR TOTAL: 169.37

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JUL00001 JULIE, INC.									
2023-1385		01/12/23	01	ANNUAL RENT&VC TRNSMSNSNS/WTR	5224606990			01/23/23	709.98
			02	ANNUAL PRNT&VC TRNSMSNSNS/SWR	5124606990				709.98
INVOICE TOTAL:									1,419.96
VENDOR TOTAL:									1,419.96
KIN00007 SALLY KINNEY									
230109		01/12/23	01	CELL PHONE STIPEND JAN/FEB2023	0120707210			01/23/23	99.00
INVOICE TOTAL:									99.00
230112		01/12/23	01	TRAVEL EXPENSES 2022	0120707060			01/23/23	23.63
INVOICE TOTAL:									23.63
VENDOR TOTAL:									122.63
KLE0001 KLEIN, THORPE, AND JENKINS LTD									
221208		01/12/23	01	LEGAL FEES/NOV2022	0120606540			01/23/23	1,792.00
			02	LEGAL FEES/GLENEAGLES NOV2022	0120606540		Gleneagles		742.50
			03	LEGAL FEES/NOV2022	0122606540				1,177.50
			04	LEGAL FEES/NOV2022	0125606540				540.00
			05	LEGAL FEES/NOV2022	0126606540				67.50
INVOICE TOTAL:									4,319.50
VENDOR TOTAL:									4,319.50
L&R00001 L & R TRENCHING CO., INC.									
12292201		01/12/23	01	VILL HALL EMERGENCY PLUMBING RPR	0100001725			01/23/23	721.00
INVOICE TOTAL:									721.00
VENDOR TOTAL:									721.00
LEA00006 LEAF									
100-5239281-002		01/12/23	01	PATROL ROOM, #-002	0122606990			01/23/23	31.89
INVOICE TOTAL:									31.89
VENDOR TOTAL:									31.89

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LOB00001 LOHOS TREE & LANDSCAPING SERV								
1013A	01/17/23	01	VARIOUS AREAS/TREE CARE	0124606786			01/23/23	6,300.00
			INVOICE TOTAL:					6,300.00
			VENDOR TOTAL:					6,300.00
MAD00004 JULIES MADISON								
230106	01/12/23	01	CREDIT PYMT/HYDRANT WTR USAGE	5200303055			01/23/23	68.71
			INVOICE TOTAL:					68.71
			VENDOR TOTAL:					68.71
MON0002 MONROE TRUCK EQUIPMENT, INC.								
339978	01/17/23	01	#2 SNOW PLOW REPLACEMENT	0124606700			01/23/23	13,025.00
			INVOICE TOTAL:					13,025.00
339994	01/17/23	01	#2 SNW PLW HYDRLC CYLINDR RPLMT	0124606700			01/23/23	1,190.41
			INVOICE TOTAL:					1,190.41
			VENDOR TOTAL:					14,215.41
NIC0001 NICOR GAS								
221229A	01/12/23	01	GAS/METRA 11/30-12/29/22	5324606410			01/23/23	350.74
			INVOICE TOTAL:					350.74
230103	01/12/23	01	GAS SERVICE 12/02/22-01/02/23	0130606410			01/23/23	316.54
			INVOICE TOTAL:					316.54
230103A	01/12/23	01	12410 S 91ST 12/2/22-1/3/23	5124606410			01/23/23	50.82
			INVOICE TOTAL:					50.82
230104	01/12/23	01	40 RAMSGATE 12/3/22-1/4/23	5124606410			01/23/23	55.66
			INVOICE TOTAL:					55.66
230104A	01/12/23	01	133 FOREST EDGE 12/3-1/4/23	5124606410			01/23/23	53.25
			INVOICE TOTAL:					53.25

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NIC0001			NICOR GAS					
230104B	01/12/23	01	12222 WILL COOK 12/3/22-1/4/23	5124606410			01/23/23	170.91
								170.91
			INVOICE TOTAL:					
230105	01/12/23	01	10057 W 125TH 12/05/22-1/5/23	5224606410			01/23/23	173.16
								173.16
			INVOICE TOTAL:					1,171.08
			VENDOR TOTAL:					
NOR00001			NORTHERN SAFETY CO., INC.					
905155311	01/17/23	01	STEP F/BEER TRAILER AT AIP	0324707004			01/23/23	69.68
								69.68
			INVOICE TOTAL:					69.68
			VENDOR TOTAL:					
P&G00002			P & G KEENE					
227453	01/12/23	01	TAG#40 VILL HALL GNRTR RFR PRT	0127916990			01/23/23	296.80
								296.80
			INVOICE TOTAL:					296.80
			VENDOR TOTAL:					
PEE00001			PEERLESS NETWORK, INC					
588875	01/17/23	01	708-923-6021 01/15-02/14/23	5224707200			01/23/23	206.49
		02	T-1 LINE 01/15-02/14/23	0120707200				334.46
		03	T-1 LINE 01/15-02/14/23	0122707200				261.30
		04	T-1 LINE 01/15-02/14/23	0124707200				125.42
		05	T-1 LINE 01/15-02/14/23	0125707200				83.62
		06	T-1 LINE 01/15-02/14/23	0126707200				41.81
		07	T-1 LINE 01/15-02/14/23	0129707200				41.81
		08	T-1 LINE 01/15-02/14/23	5124707200				41.81
		09	T-1 LINE 01/15-02/14/23	5224707200				114.97
		10	LONG DISTANCE 01/15-02/14/23	0120707200				1.82
		11	LONG DISTANCE 01/15-02/14/23	0122707200				1.15
		12	LONG DISTANCE 01/15-02/14/23	0124707200				0.20
		13	LONG DISTANCE 01/15-02/14/23	0125707200				0.16

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1778925	01/12/23	01	MATS/METRA 12/29/22	5324606710			01/23/23	80.02
								80.02
								INVOICE TOTAL:
								222.95
1778926	01/12/23	01	MATS/KAPTUR 12/29/22	0127916710			01/23/23	222.95
								222.95
								INVOICE TOTAL:
								80.02
1780946	01/17/23	01	MATS/METRA 01/12/23	5324606710			01/23/23	80.02
								80.02
								INVOICE TOTAL:
								222.95
1780947	01/17/23	01	MATS/KAPTUR 01/12/23	0127916710			01/23/23	222.95
								222.95
								INVOICE TOTAL:
								40.00
1780948	01/17/23	01	MATS/REC	0127926710			01/23/23	40.00
								40.00
								INVOICE TOTAL:
								948.91
								VENDOR TOTAL:
								47.56
								47.56
								INVOICE TOTAL:
								47.56
								VENDOR TOTAL:
								79.58
								79.58
								INVOICE TOTAL:
								497.99
								497.99
								INVOICE TOTAL:
								255.02
								255.02
								INVOICE TOTAL:
								832.59
								VENDOR TOTAL:

SOU00018 DAILY SOUTHTOWN

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SOU00018 DAILY SOUTHTOWN									
221212		01/12/23	01	7 DAY DLVRY&DGTL THRU 3/13/23	0120707035			01/23/23	111.50
									111.50
									VENDOR TOTAL: 111.50
SOU00023 SOUND INCORPORATED									
72467		01/17/23	01	RPLC EXSTNG SPEAKERS/CNCL RM	0128808012			01/23/23	4,298.00
									4,298.00
									INVOICE TOTAL: 4,298.00
72673		01/17/23	01	UPGRADE AV IN COUNCIL ROOM	0128808012			01/23/23	4,586.00
									4,586.00
									INVOICE TOTAL: 4,586.00
74266		01/17/23	01	50% DWN PYMT-AV CNCL RM DPGRD	0128808012			01/23/23	19,230.00
									19,230.00
									INVOICE TOTAL: 19,230.00
									VENDOR TOTAL: 28,114.00
SUB00002 SUBURBAN TRUCK PARTS									
150003		01/17/23	01	TAG#2 IHG DUMP	0124606700			01/23/23	74.29
									74.29
									INVOICE TOTAL: 74.29
150275		01/12/23	01	TAG#28 CHIPPER PINTLE RPLCMNT	0124606708			01/23/23	37.57
									37.57
									INVOICE TOTAL: 37.57
150276		01/12/23	01	TAG#22 OPEN TRLR/PINTLE RPLCMN	0124606708			01/23/23	37.57
									37.57
									INVOICE TOTAL: 37.57
									VENDOR TOTAL: 149.43
TOS00001 TOSCAS LAW GRODP									
230104		01/12/23	01	ADJUDICATION 01/04/23	0122606540			01/23/23	450.00
									450.00
									INVOICE TOTAL: 450.00
									VENDOR TOTAL: 450.00

DTI00001 UTILITY SERVICE CO., INC.

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UT100001 UTILITY SERVICE CO., INC.

573605	01/12/23	01	QRTLX TANK MAINTENANCE	5224606713				
								01/23/23
								9,403.05
								9,403.05
								9,403.05

INVOICE TOTAL: 9,403.05
 VENDOR TOTAL: 9,403.05

VER00001 VERIZON WIRELESS

9924208948	01/17/23	01	12/1/22-01/02/23	0120707210				
		02	MAYOR&CMMSSNR 12/1-1/2/23	0121707990				
		03	12/1/22-01/02/23	0122707210				
		04	12/1/22-01/02/23	0124707210				
		05	12/1/22-01/02/23	0125707210				
		06	12/1/22-01/02/23	5124707210				
		07	12/1/22-01/02/23	5224707210				
								01/23/23
								40.46
								26.98
								269.75
								633.92
								40.46
								134.88
								202.31
								1,348.76

INVOICE TOTAL: 1,348.76

9924787635	01/17/23	01	TELECOMMUNICATIONS 12/9-1/8/23	5224707210				
								01/23/23
								93.27
								93.27
								1,442.03

INVOICE TOTAL: 93.27
 VENDOR TOTAL: 1,442.03

TOTAL ALL INVOICES: 127,510.78

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00	GENERAL FUND		
HUG00002	CHRISTOPHER HUGHES		390.00
L&R00001	L & R TRENCHING CO., INC.	1,148.00	721.00
	GENERAL FUND		1,111.00
20	ADMINISTRATION DEPARTMENT		
BTS00001	BTS SOLUTIONS	1,287.00	255.91
CAS0001	CASH	7,193.31	64.73
CHI00008	CHICAGO TRIBUNE	1,309.03	227.42
INT00007	INTERGOVERNMENTAL RISK		1,050.00
KIN00007	SALLY KINNEY	1,813.32	122.63
KLE0001	KLEIN, THORPE, AND JENKINS LTD	35,737.34	2,534.50
PEE00001	PEERLESS NETWORK, INC	15,591.96	1,044.08
PRO00014	PROVEN IT	57,555.31	815.06
REF00002	REFRESHING GREAT LAKES	241.20	250.90
SOU00018	DAILY SOUTHTOWN	554.25	111.50
VER00001	VERIZON WIRELESS	15,339.28	40.46
	ADMINISTRATION DEPARTMENT		6,517.19
21	PUBLIC AFFAIRS DEPARTMENT		
CAS0001	CASH	7,193.31	49.10
INT00007	INTERGOVERNMENTAL RISK		100.00
VER00001	VERIZON WIRELESS	15,339.28	26.98
	PUBLIC AFFAIRS DEPARTMENT		176.08
22	POLICE DEPARTMENT		
ACC00002	ACCURINT	260.00	30.00
ADV00007	ADVANCE AUTO PARTS	1,806.38	35.99
BTS00001	BTS SOLUTIONS	1,287.00	179.21
CHI00040	CHICAGO PARTS & SOUND, LLC	14,449.13	1,084.90
CLE00003	CLEAR LOSS PREVENTION INC	2,395.05	80.00
COO0001	G COOPER OIL COMPANY INC	11,251.99	842.08
DAT00001	DATA COM		449.00
FRA00011	RYAN FRANZAK	588.59	161.41
FUL0001	FULLER'S CAR WASH	2,984.01	269.00
G&H00001	G & H IMPORT AUTO PARTS INC.	4,572.14	159.01

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
22	POLICE DEPARTMENT		
INT00007	INTERGOVERNMENTAL RISK		4,100.00
JCM00001	JCM UNIFORMS INC.	273.80	169.37
KLE0001	KLEIN, THORPE, AND JENKINS LTD	35,737.34	1,177.50
LEA00006	LEAF	15,785.09	31.89
PEE00001	PEERLESS NETWORK, INC	15,591.96	262.45
PRO00014	PROVEN IT	57,555.31	1,400.39
TOS00001	TOSCAS LAW GROUP	3,150.00	450.00
VER00001	VERIZON WIRELESS	15,339.28	269.75
	POLICE DEPARTMENT		11,151.95
24	PUBLIC WORKS DEPARTMENT		
BTS00001	BTS SOLUTIONS	1,287.00	84.10
CHI00043	CHICAGOLAND DIESEL SERVICES	11,135.27	486.13
CIN00001	CINTAS	7,856.13	514.45
COM00017	COM ED	1,138.72	53.76
COO0001	G COOPER OIL COMPANY INC	11,251.99	1,786.02
COO014	COOK COUNTY TREASURER	1,253.25	417.75
EBE0001	PALOS ACE HARDWARE	2,985.89	38.40
INT00007	INTERGOVERNMENTAL RISK		1,100.00
LOB00001	LOBOS TREE & LANDSCAPING SERV	49,222.00	6,300.00
MON0002	MONROE TRUCK EQUIPMENT, INC.	827.08	14,215.41
PEE00001	PEERLESS NETWORK, INC	15,591.96	125.62
PRO00014	PROVEN IT	57,555.31	600.01
RUS00015	RUSSO POWER EQUIPMENT	885.85	47.56
SUB00002	SUBURBAN TRUCK PARTS	2,277.44	149.43
VER00001	VERIZON WIRELESS	15,339.28	633.92
	PUBLIC WORKS DEPARTMENT		26,552.56
25	BUILDING DEPARTMENT		
ADA00008	ROBERT ADAMS		320.00
BTS00001	BTS SOLUTIONS	1,287.00	58.06
INT00007	INTERGOVERNMENTAL RISK		550.00
KLE0001	KLEIN, THORPE, AND JENKINS LTD	35,737.34	540.00
PEE00001	PEERLESS NETWORK, INC	15,591.96	83.78
PRO00014	PROVEN IT	57,555.31	513.86
VER00001	VERIZON WIRELESS	15,339.28	40.46
	BUILDING DEPARTMENT		2,106.16

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
26	RECREATION DEPARTMENT		
BTS00001	BTS SOLUTIONS	1,287.00	31.31
COR00012	SHANNON CORCORAN	2,000.00	1,000.00
DEF00002	STEPHEN DEFALCO		714.00
INT00007	INTERGOVERNMENTAL RISK		800.00
KLE0001	KLEIN, THORPE, AND JENKINS LTD	35,737.34	67.50
PEE00001	PEERLESS NETWORK, INC	15,591.96	41.81
PRO00014	PROVEN IT	57,555.31	513.86
	RECREATION DEPARTMENT		3,168.48
27	PUBLIC GROUNDS		
COM00023	COMFORT ZONE SERVICE	12,542.41	1,134.00
COV00001	COVERALL	9,736.00	1,007.00
EBE0001	PALOS ACE HARDWARE	2,985.89	48.28
INT00007	INTERGOVERNMENTAL RISK		300.00
P&G00002	P & G KEENE	285.00	296.80
PIT00002	PIT STOP	4,311.81	126.20
ROS0001	ROSCOE	5,566.27	708.85
SHE00010	SHERWIN-WILLIAMS	419.89	832.59
	PUBLIC GROUNDS		4,453.72
28	CAPITAL EXPENDITURE DEPARTMENT		
SOU00023	SOUND INCORPORATED		28,114.00
	CAPITAL EXPENDITURE DEPARTMENT		28,114.00
29	FINANCE DEPARTMENT		
BTS00001	BTS SOLUTIONS	1,287.00	31.31
INT00007	INTERGOVERNMENTAL RISK		350.00
PEE00001	PEERLESS NETWORK, INC	15,591.96	41.81
PRO00014	PROVEN IT	57,555.31	255.23
	FINANCE DEPARTMENT		678.35
30	SLUIS PROPERTY		

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VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
30	SLUIS PROPERTY		
NIC0001	NICOR GAS	15,341.46	316.54
	SLUIS PROPERTY		316.54
32	PALOS PARK FESTIVALS		
CAS0001	CASH	7,193.31	16.68
	PALOS PARK FESTIVALS		16.68
SPECIAL EVENT FUND			
24	SPECIAL EVENT FUND		
NOR00001	NORTHERN SAFETY CO., INC.	5,310.95	69.68
	SPECIAL EVENT FUND		69.68
LOCAL MUNICIPAL GAS TAX FUND			
24	--- UNDEFINED CODE ---		
HAN00015	HANCOCK ENGINEERING	14,153.50	3,077.50
	--- UNDEFINED CODE ---		3,077.50
SEWER FUND			
24	SEWER FUND		
AIR00001	AIRY'S INC.	153,295.11	7,474.26
BTS00001	BTS SOLUTIONS	1,287.00	31.00
CHI00040	CHICAGO PARTS & SOUND, LLC	14,449.13	62.91
COO0001	G COOPER OIL COMPANY INC	11,251.99	154.79
DYN00004	DYNEGY ENERGY SERVICES	24,132.89	91.32
HAN00015	HANCOCK ENGINEERING	14,153.50	1,024.00
INT00007	INTERGOVERNMENTAL RISK		700.00
JUL00001	JULIE, INC.		709.98
NIC0001	NICOR GAS	15,341.46	330.64
PEE00001	PEERLESS NETWORK, INC	15,591.96	41.81
PRO00014	PROVEN IT	57,555.31	255.23
VER00001	VERIZON WIRELESS	15,339.28	134.88
	SEWER FUND		11,010.82

DATE: 01/17/23
 TIME: 15:08:20
 ID: AP443000.WOW

- = Village of Palos Park = -
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/23/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER FUND			
00	WATER FUND		
MAD00004	JULIES MADISON		68.71
	WATER FUND		68.71
24	WATER FUND		
AME00015	AMERICAN WATER WORKS ASSOC.		383.00
BAX00001	BAXTER & WOODMAN, INC.	24,922.83	9,560.00
BTS00001	BTS SOLUTIONS	1,287.00	31.10
CIN00001	CINTAS	7,856.13	234.22
CLE00003	CLEAR LOSS PREVENTION INC	2,395.05	80.00
COM00017	COM ED	1,138.72	98.83
CON00010	CONCENTRIC INTERGRATION LLC	23,723.41	95.00
COO0001	G COOPER OIL COMPANY INC	11,251.99	1,035.89
COR00011	CORE & MAIN LP	41,779.77	3,645.00
HAC00003	HACH COMPANY	3,794.43	258.48
HAW00003	HAWKINS, INC.	3,216.99	293.17
INT00007	INTERGOVERNMENTAL RISK		800.00
JUL00001	JULIE, INC.		709.98
NIC0001	NICOR GAS	15,341.46	173.16
PEE00001	PEERLESS NETWORK, INC	15,591.96	321.46
PRO00014	PROVEN IT	57,555.31	255.36
UTI00001	UTILITY SERVICE CO., INC.	18,806.10	9,403.05
VER00001	VERIZON WIRELESS	15,339.28	295.58
	WATER FUND		27,673.28
COMMUTER LOT FUND			
24	COMMUTER LOT FUND		
CLE00003	CLEAR LOSS PREVENTION INC	2,395.05	80.00
COV00001	COVERALL	9,736.00	210.00
DYN00004	DYNEGY ENERGY SERVICES	24,132.89	217.28
INT00007	INTERGOVERNMENTAL RISK		150.00
NIC0001	NICOR GAS	15,341.46	350.74
ROS0001	ROSCOE	5,566.27	240.06
	COMMUTER LOT FUND		1,248.08
TOTAL ALL DEPARTMENTS			127,510.78



VILLAGE OF
PALOS PARK

Village Council

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

Meeting of: January 23, 2023

7:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Approve Proposal from Comfort Zone Heating and Cooling to provide yearly maintenance on all Village HVAC Systems.

BACKGROUND/HISTORY:

Public Works is requesting the Village Council to approve an agreement with Comfort Zone Heating and Cooling to provide yearly maintenance for the Village owned buildings including the Kaptur Center, the Recreation Building, the Water Pump Station, the Public Works Garage, the METRA Station, and the rental house. Performing maintenance on a regularly scheduled basis can help identify a potential breakdown before it turns into a costly service call and repair bill. Over the last two years the Village has used Comfort Zone with superior results. They have provided faster response times and more value on repair and replacement costs with better results. The proposal for the 2023 calendar year is \$ 7,758.00. This will be included in the 2023/24 Budget.

STAFF RECOMMENDATION:

Staff recommends approval of the proposals from Comfort Zone to complete HVAC maintenance.

RECOMMENDED MOTION:

I move to approve the proposal from Comfort Zone Heating and Cooling in the amount of \$7,758.00 to provide regular maintenance on all Village owned buildings.



HVAC Maintenance and Service Program



Service Locations:

8999 123rd St. Palos Park, IL 60464

Plan agreement covers Village Hall, Rental House, Recreation Center, Public Works Building, Metra Station, Pump House



Prepared By: Chad Stanek

Commercial Services Representative

Direct Phone – 708-334-2863

Email – Chad@ComfortZoneService.com

Servicing the Chicagoland Area Since 1988



Did You Know?

- A refrigerant undercharge of only 10% can increase operating costs by almost 20%. This is why Comfort Zone Service uses state of the art digital gauges, delivering the most accurate charge available. We first determine a temperate drop across your cooling coil, then deliver a 100% accurate charge utilizing superheat and sub cooling temperatures.
- Some air conditioning and heating problems can DOUBLE operating costs without reducing comfort.
- Up to 80% of all air conditioning and heating failures could be eliminated if the problem that led to the failure were corrected during routine cleaning.
- Refrigerant should never need to be replaced. If it must be added every year, there is an expensive leak that should be repaired. Comfort Zone Service uses state of the art leak detection equipment.
- A dirty evaporator, condenser and blower could increase electrical usage by 50% or more.





Coverage

Equipment: Comfort Zone Service agrees to perform maintenance on equipment included on the attached equipment schedule.

Labor: Comfort Zone Service agrees to perform maintenance tasks as described in the attached scope of work during straight time hours, unless otherwise noted. The Customer agrees to pay for all calls, repairs, or other costs on a quoted basis, subject to approval by customer.

Parts: Included in this agreement are routine maintenance parts as follows:

Parts	Frequency
Standard Pleated Air Filters	Quarterly Supply & Change
System Belts	Annual Supply & Change

Scope of Work: Please refer to the scope of work section for specific maintenance procedures to be performed on your equipment. However, here is a brief overview:

Scope	Frequency
Maintenance Visit Frequency	Quarterly
Condenser Coil Cleaning	Annually

24 Hour Emergency Service: Comfort Zone Service will provide emergency service 24 hours a day, 7 days a week to reduce the costs and disruptions of downtime when unexpected problems occur. The cost for emergency service is not included within the scope of this maintenance agreement.

Priority Response: Customers covered under a maintenance program will receive priority response over all non-agreement customers. Typical response time for emergencies is within 24 hours from the time service call is placed. However, high call volume and inclement weather may increase response time accordingly.

Labor Discount: For service calls and repairs outside the scope of this agreement, customer will receive a 10% labor discount.

Benefits

Reduce Unplanned Downtime: Performing maintenance on a regularly scheduled basis can help identify a potential breakdown before it turns into a costly service call. Although it is impossible to eliminate all breakdown situations, in most cases being proactive rather than reactive can reduce unplanned downtime & reduce unexpected repair costs.

Increase Energy Efficiency: Through the course of each heating and cooling season your HVAC systems (whether it's a boiler, forced air system, water heater etc.) will accumulate dirt, dust, debris, soot and scale which all have an impact on the performance of your system. Buildup can impact your system's performance by reducing its ability to transfer heat – causing your system to run harder and longer. Ensuring proper operation and cleanliness of your HVAC systems is essential to reducing their operating costs.

Decrease Repair Costs: During each maintenance visit Comfort Zone Service will also inspect covered equipment to see if any proactive steps/repairs should be made to the unit before a major failure or emergency call is prompted.

Improve Building and Equipment Safety: During each visit not only are we performing maintenance, but we also checking the built in safety mechanisms of covered equipment. Exhaust, boiler, refrigerant and gas fired systems all have safeties and/or limit switches which should be tested on a regular basis. Ensuring proper operation of these components will help improve the safety of building occupants and help ensure proper/safe operation of equipment.

Increase Equipment Life Expectancy: As with any mechanical piece of equipment, maintenance is a key component to maximizing the life expectancy of your equipment & retaining asset value. Setting up a program with quarterly, semiannual or annual inspections can help maximize the life expectancy of your heating, cooling systems.

Review of Comfort Zone Service's Capabilities

HVAC: Comfort Zone Service's HVAC services consist of the installation, integration, repairs, or start-up of HVAC systems. Our areas of expertise include: Air Handlers, Boilers, Burners, exhaust systems, heat recovery systems, hydronic systems, rooftop units, and ventilation systems. Comfort Zone Service's qualified service technicians are capable of solving all of your heating, ventilation, and air conditioning needs.

Boiler Service & Repair: Comfort Zone Service's boiler services consist of the erection, installation, repair and preventative maintenance of boilers. The services include: auxiliary equipment, boiler washouts, condensate/expansion tank repair/installation, internal inspections, stack repair and replacement. We are well equipped to service and repair all types of boilers.

Additional Capabilities:

- Custom Sheet Metal Fabrication and Installation
- Electrical Service
- Piping Fabrication and Installation
- 24 Hour Emergency Service



Contact Information

Customer Contact Information

Customer: Village of Palos Park

Contact: Fidel Castillo

Mobile: 708-935-2296

Email: fcastillo@palospark.org

Comfort Zone Service Office

Main Office Phone: 708-403-3434

After Hours Emergency: 708-334-0570

Main Office Address: 9910 W. 190th Street Ste. K - Mokena, IL 60448

Comfort Zone Service Key Personnel Contact Information

Glen A. Stanek – Service Manager

Mobile: 708-334-0570

Email: Glen@ComfortZoneService.com

Chad Stanek – Account Representative

Mobile: 708-334-2863

Email: Chad@ComfortZoneService.com

Scope of Work

Packaged Rooftop Units

Cooling Season Maintenance

- Inspect air filters and change per contract.
- Check condensate drain pans and piping for blockage, clean as needed.
- Inspect condensing coils and clean per contract.
- Inspect evaporator coils.
- Check and tighten fan mounting hardware as needed.
- Inspect operation of unit dampers.
- Inspect damper linkages, lubricate as needed.
- Inspect and lubricate fan shaft bearings, as applicable.
- Check belt tension and adjust as needed.
- Inspect supply fan belt(s) and change per contract.
- Inspect and tighten wire terminal connections.
- Check unit operating conditions and temps.
- Check and tighten electrical connections, contactors and relays.
- Check starter, tighten all terminals and check contacts for wear.
- Check/lubricate motor & fan bearings per manufacturer's specifications.
- Lubricate and adjust dampers, linkage, and controls.
- Check motor operating conditions and amperage.
- Check economizer operations, clean and adjust as necessary (if applicable).

Heating Season Maintenance

- Inspect air filters and change per contract.
- Inspect gas train.
- Inspect heat exchanger for any cracks, corrosion or holes.
- Check combustion air blower for dirt/buildup, clean as needed.
- Check and tighten fan mounting hardware as needed.
- Inspect operation of unit dampers.
- Inspect damper linkages, lubricate as needed.
- Inspect and lubricate fan shaft bearings, as applicable.
- Check belt tension and adjust as needed.
- Inspect supply fan belt(s) and change per contract.
- Inspect and tighten wire terminal connections.
- Check unit operating conditions and temps.
- Check and tighten electrical connections, contactors and relays.
- Check starter, tighten all terminals and check contacts for wear.
- Check/lubricate motor & fan bearings per manufacturer's specifications.
- Lubricate and adjust dampers, linkage, and controls.
- Check motor operating conditions and amperage.
- Check economizer operations, clean and adjust as necessary (if applicable).

Exhaust Fans

Annual Maintenance

- Check unit operation.
- Lubricate fan bearings as needed.
- Inspect fan belt(s) and change per contract (as applicable).
- Check belts and sheaves adjust as required (as applicable).
- Check unit for excessive noise and vibration.



Discounts and incentives

Discounted Service Rate

Service Agreement customers will receive 10% off all repairs.

Response Time: Comfort Zone Service's agreement customers in good standing will receive priority service over all non-agreement customers. Typical response time can be expected within 24 hours from time service call is placed. Occasionally, inclement weather and high call volume may increase response time accordingly.

Warranty: 120 days on labor and workmanship. Parts/Equipment manufacturers warranty is provided to customer/end user. Depending on item manufacturer's warranty is typically one (1) year.

This program has been created to provide the Customer with an ongoing, comprehensive maintenance program. The Customer is informed of the program's progress and results on a continuing basis via detailed Work Order Tickets, presented after each service call for Customer's review, approval signature and record.

Agreement Term

The initial term of this agreement is one (1) year. This agreement shall automatically renew. Should either party wish to engage in an additional term, either party may request a proposal to extend the agreement for an additional term by written notice to the other party thirty (30) days prior to the expiration of the initial term.

Compensation

The agreement price is payable quarterly in advance:

Metra Station = \$178 annual total (\$89 each Spring/Fall Visit)

(1) Trane Furnace = \$89 Each, Annual Visit in Fall

(1) Trane AC = \$89 Each, Annual Visit in Spring

Public Works Building = \$178 Annual Fall Visit for Public Works Building location

(2) Hanging Heaters = \$89 Each, Annual Visit in Fall

Pump House = \$845 annual total (\$189 Each Spring/Summer/Winter Visit, \$278 Fall Visit)

(1) Trane Air Handler and Lennox AC = \$189 Each, Quarterly Visit

(1) Hanging Heater = \$89 Each, Annual Fall Visit

Recreation Center = \$2240 annual total (\$937 Each Spring Visit, \$225 Each Summer/Winter Visit, \$853 Each Fall Visit)

(1) Front NE Office Unit = \$89 Each, Biannual Visit

(1) Front NW Office Unit = \$89 Each, Biannual Visit

(2) Basement Classroom East Side = \$89 Each, Annual Visit in Spring

(2) Basement South Room = \$89 Each, Annual Visit in Spring

(2) Basement Center Area = \$89 Each, Annual Visit in Spring

(1) Gym Trane RTU = \$225 Each, Quarterly Visits

(2) Basement Boilers = \$225 Each, Annual Visit in Fall

Rental House = \$267 annual total (\$178 Fall Visit, \$89 Spring Visit)

(1) Ultra Furnace = \$89 Each, Annual Visit in Fall

(1) 2022 Carrier Furnace = \$89 Each, Annual Visit in Fall

(1) 2002 Rheem AC = \$89 Each, Annual Visit in Spring

Village Hall = \$4050 annual total (\$1350 Spring/Fall Visits, \$675 Summer/Winter Visits)

(2) Boilers = \$225 Each, Annual Visit in Fall

(3) Air Handling Units MCC Models = \$225 Each, Quarterly Visits

(3) Trane Odyssey 2001 AC = \$225 Each, Annual Visit in Spring

Annual maintenance visit total for all locations = \$7758.00



Clarifying Comments

This proposal is the private property of Comfort Zone Service, INC. and is provided for Customer’s use only. This proposal is valid only for thirty (30) days from the proposal date below.

This Agreement including the attached Terms & Conditions, together with the Equipment Schedule attached hereto constitute the entire agreement of the parties hereto and supersedes and rescinds any and all prior understandings between the parties either written or oral. Neither this Agreement nor any part hereof shall be changed, modified, amended or altered except in writing signed by both parties.

Accepted by Customer:

Accepted by Comfort Zone Service:

Name: _____

Name: Chad Stanek

Signature: _____

Signature: _____

Title: _____

Title: Account Representative

Date: _____

Date: 1/13/2023

TERMS AND CONDITIONS

1. The Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial season start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Comfort Zone Service may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement.
2. Excluded from this agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable, such as, but not limited to: electronic/solid-state controllers/microprocessors, loss of refrigerant due to piping/coil leaks (mechanical connections excluded), ductwork, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, electric heat elements, main power service, electrical disconnects, and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, storage vessels/tanks, casings, fixtures, grillage and tower fill, pump seals, shaft seals, and check valves.
3. Special equipment required to access, service, repair, maintain or replace equipment is not included in this agreement price, unless otherwise noted.
4. This Agreement does not include responsibility for design of the system, obsolescence, safety testing, water/air balancing, duct cleaning, painting, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, unavailability of refrigerants, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other causes beyond control of Comfort Zone Service.
5. Customer shall permit Comfort Zone Service free and timely access to areas and equipment, and allow Comfort Zone Service to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Comfort Zone Service's normal working hours. Comfort Zone Service will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. Customer will make adequate trash disposal provisions for used filters, miscellaneous maintenance materials and small parts.
6. Customer shall permit only Comfort Zone Service's personnel or agent to perform the work included in the scope of this Agreement; should anyone else perform such work, Comfort Zone Service may, at its option, cancel this Agreement, eliminate the involved item of equipment from inclusion in this Agreement, or charge Customer for the related service work.
7. Comfort Zone Service expressly disclaims all responsibility and liability for the indoor air quality of the Customer's facility.
8. Customer shall make available to Comfort Zone Service's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations. Customer is responsible for containing and clearly marking any known hazardous materials on site.
9. Comfort Zone Service's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of any asbestos products, removal of oil removed from equipment, or other hazardous substances. In the event such products or substances are encountered, Comfort Zone Service's sole obligation will be to notify the Customer of the existence of such products and materials. Comfort Zone Service shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
10. The Agreement price is subject to adjustment annually on each commencement anniversary to reflect increases in labor, material and other costs, unless otherwise stated (e.g. price protection provided by a multi-year initial term).
11. Amount on this agreement is based on payment by cash, check, or electronic payment. A convenience fee of 3.75% will be added to the total if paid with a credit card.
12. Customer agrees to promptly pay invoices within thirty days of issue. Should a payment become sixty days or more delinquent, Comfort Zone Service may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. Customer agrees to pay interest on any sums outstanding and past due (i.e. over thirty days) at a rate of 1.5% per month.
13. Services provided under this Agreement involving extra work (materials or labor) will become an extra charge (fixed price amount to be negotiated, or on a time and material basis at Comfort Zone Service's preferred Customer rates then in effect) over the sum stated in this Agreement. If a trouble call is made at Customer's request, and inspection indicates a condition which is not covered by this agreement, Comfort Zone Service may charge Customer at the rate then in effect for such services.
14. In the event Comfort Zone Service must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Comfort Zone Service all court costs and attorney's fees incurred by Comfort Zone Service. Any legal action relating to this Agreement, or the breach thereof, shall be commenced within one year from the date of work.
15. Comfort Zone Service shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Comfort Zone Service's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
16. In case of any failure to perform its obligations under a Full Service Agreement, Comfort Zone Service's liability is limited to repair or replacement at its option, and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
17. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Comfort Zone Service be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Customer's tenants or clients, or any special, indirect, or consequential damages.
18. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Comfort Zone Service, its agent and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Comfort Zone Service.

8999 West 123rd Street
 Fax: (708) 448-9542
 Phone: (708)671-3730
 Palos Park, IL 60464
 www.palospark.org



To: Mike Wade, Building Dept. Commissioner
 From: Building Department
 Date: January 17, 2023
 Subject: Building Department Report for Council Meeting January 23, 2023

Residents reminded to be aware about scam tactics

With Spring approaching, residents are being advised to be on the lookout for scam artists posing as contractors. Some of the warning signs that you need to be aware of are:

- People soliciting door to door. Professionals do not do this.
- Claim to be working in your neighborhood and noticed that you need repairs
- Offer a free inspection which always turns up with a major repair
- Tell you that you need to act right away
- Tell you that they have left over materials from another job that you could use
- Want to be paid in cash
- Do not provide a detailed contract
- Ask for a large down payment

Make sure that anyone doing work for you is registered with the Village and has pulled all necessary permits. The Building Department is here to help protect you from these unscrupulous individuals. Call us at 708.671.3730 to verify if a contractor is registered with the Village.

PERMITS:

The Building Department processed (four) 4 permits from January 4, 2023-January 17,2023 resulting in \$1,301.75 in permit fees.

BUILDING PERMIT INSPECTIONS

Eleven (11) inspections were completed during this time- period.

ADDRESS	PERMIT TYPE	COST
8240 KIMBER LANE	REMODEL	\$532.75
5 ST MORITZ	HVAC	\$80.00
12402 ALGONQUIN ROAD	WINDOW/DOOR REPLACEMENT	\$150.00
9652 W 131 ST STREET	REMODEL	\$539.00
	TOTAL	\$1,301.75
	PREVIOUS REPORT	\$128,121.06
	FISCAL YEAR TO DATE	\$129,422.81

**Palos Park Police Gear up for Super Bowl weekend
Please Make Your Bowl Party SUPER – Designate a Driver**



Make this a safe Super Bowl Weekend for you and for everyone else on the road. Don't drink and drive. Palos Park Police encourage everyone who will be attending Super Bowl parties and drinking to "have a plan" by either staying the night where they will be celebrating or having a designated driver take them home. The Super Bowl is one of the days, like New Year's Eve and the Fourth of July and officers know people will be out on the road taking their chances.

If someone is impaired and needs a ride, we would much rather have them call us than get behind the wheel and get into an accident."

We realize the Super Bowl is one of America's most highly anticipated sports events, when friends and family gather in homes, bars and restaurants to celebrate. As Super Bowl Sunday approaches and football fans across the area prepare for the game, Palos Park Police remind everyone to designate a sober driver because – Fans Don't Let Fans Drive Drunk.

Police Commissioner Dan Polk said, "If you're attending a Super Bowl party or watching the game at a sports bar or restaurant, please designate a sober driver, or plan another way to get home safely before the party begins."

Polk continued, "If you don't have a designated driver, then ask a sober friend for a ride home; call a cab, friend, or family member to come and get you. If you are in Palos Park, and have had too much to drink, you can contact Palos Park Police at 708 448 2191 or 708 259 1035 and they'll ensure you get home safely."

Officers will be focused on incidents of speeding, following too closely, improper lane changing, reckless driving and driving under the influence, police said.



The Palos Park Police Department warns sexual extortion (sextortion) is on the rise, with ultimatums, launched regularly by adults posing as teens. Sexual extortion, or sextortion, is a form of blackmail where the victim is coerced into sending sexualized images to an offender online.

Once the images are sent, scammers issue a series of demands — quite often for large sums of money, gift cards or online gaming credits to stop them from being shared publicly with family or friends. While Palos Park Police have seen an uptick in victims seeking police assistance, they fear the true number of victims most likely higher, with many.

Data shows more than 90 per cent of victims were male and predominantly between 15 and 17 years of age. The crime often starts with a message on social media and can escalate quickly once a predator feels they've engaged their victim. Once an offender has secured a compromising image, they can use it to blackmail the victim. This usually comes as a threat to share the picture with loved ones unless the victim pays up.

We know one challenge is many victims of sextortion do not report the incidents to law enforcement. The embarrassment piece of this is one of the bigger hurdles that the victims have to overcome. According to the FBI, investigators working to counter crimes against children find many of the sextortion scams reported to the FBI are determined to be from criminals on the African continent and in Southeast Asia. Federal investigators are working with their law enforcement counterparts around the world to help identify and arrest perpetrators who are targeting victims.

How it works: The Victim often receive a message from someone he believed to be a girl. Often the person reaching out is pretending to be a girl, and they start a conversation. The online conversation will often quickly grew intimate, and then turn criminal. The scammer posing as a young girl sends a nude photo and then asked the Victim to share an explicit image of himself in return. Immediately after a Victim shares an intimate photo of their own, the cybercriminal demands money threatening to make the photo public and send it to the victim's family and friends.

The most important thing that a parent should do with their teen is try to understand what they're kids are doing online. Who are they interacting with, what platforms are they using. Are they being approached by people that they don't know, are they experiencing pressure to share information or photos.



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

Meeting of: January, 23, 2023

7:30 PM

Kaptur Administrative Center

AGENDA MATTER

To approve a contract with Lauterbach and Amen, LLP for actuarial services for the fiscal years ending 2023 through 2025.

BACKGROUND AND DISCUSSION

State statute requires that the Village's finances be audited every year. The Village's audit coincides with its fiscal year. For example, the Village's most recent financial audit covered the time period May 1, 2021 through April 30, 2022. The accounting firm of Lauterbach & Amen have been the Village's auditors since 2015. Lauterbach & Amen has submitted a 3-year cost proposal for audit services covering future fiscal years 2023 through 2025. Fees for each of these years are as follows:

FY 2023	\$18,600
FY 2024	\$19,000
FY 2025	\$19,400

For comparison purposes, the Village paid \$19,400 for audit services from Lauterbach & Amen for its Fiscal Year 2022 audit. Lauterbach & Amen agreed to lower its audit fees under this proposal due to significant audit efficiency gains over the last few years because of improved preparation for the audit by Village staff.

The accounting firm of Lauterbach & Amen is qualified to perform the financial audit; with over 25 years of experience in providing accounting services, including audit services, to local governments in the Chicagoland area. Village staff have been satisfied with the quality of services received from Lauterbach & Amen.

STAFF RECOMMENDATION

Staff recommends that Council approve the contract with Lauterbach and Amen, LLP to perform financial audit services to the Village for fiscal years ending 2023 through 2025. Fees for each of these three years will be \$18,600, \$19,000 and \$19,400.

RECOMMENDED MOTION

I move to approve a contract between the Village of Palos Park and Lauterbach and Amen, LLP for financial audit services covering the fiscal years ending 2023 through 2025.



September 23, 2022

The Honorable Village Mayor
Members of the Board of Commissioners
Village of Palos Park, Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of Palos Park, Illinois for the years ended April 30, 2023, April 30, 2024, and April 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village as of and for the years ended April 30, 2023, April 30, 2024, and April 30, 2025. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, and GASB-required pension and other postemployment benefit (OPEB) reporting.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report: introductory and statistical information.

Audit Scope and Objectives – Continued

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Village or to acts by management or employees acting on behalf of the Village.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

Auditor's Responsibilities for the Audit of the Financial Statements – Continued

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Audit Procedures – Internal Control

We will obtain an understanding of the Village and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Village in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on, the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Responsibilities of Management for the Financial Statements - Continued

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Our fees for the April 30, 2023, April 30, 2024, and April 30, 2025 audits will be \$18,600, \$19,000, and \$19,400, respectively

The Village agrees that during the term of this agreement and for a period of twelve months thereafter, the Village shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Village to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Reporting

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Board of Commissioners of the Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Village of Palos Park, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Palos Park, Illinois.

By: _____

Title: _____