



MEETING AGENDA

Village Council

Mayor Nicole Milovich-Walters

Village Clerk Marie Arrigoni

Commissioner G. Darryl Reed

Commissioner Dan Polk

Commissioner Mike Wade

Commissioner Rebecca Petan

REVISED: 2/9/2024

Monday, February 12, 2024

6:30 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 22, 2024

5) RECOGNITION/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

Presentation to announce the voting results of the official Village flower poll and to pass Resolution 2024-R-01 adopting the Purple Cone Flower as the Official Flower of the Village of Palos Park

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 the Warrant List for February 12, 2024 to include the \$705.18 payment to PATSE Bus Service for 73 rides provided to Palos Park residents

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 approve payment of invoices on the Warrant List dated February 12, 2024 in the amount of \$163,851.63

D. To approve the Supplemental Warrant List dated February 12, 2024 for manual checks, payroll, and recurring wire transfers in the amount of \$537,181.76

8) OLD BUSINESS

9) BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS

- A. To consider ZBA item 2023-02 regarding a variation from the requirements of Section 1268.02(F) Side Yards to permit the construction of an attached pool house at the property commonly known as 20 Huntleigh Road in Palos Park, IL

10) INFORMATION & UPDATES

- A. Public Works and Streets, Recreation Report
 - 1. To waive the formal bidding process and approve the proposal from Concentric Integration in the amount of \$26,950.00 to upgrade the SCADA server and panel PC
 - 2. To approve the proposal from Airy's in the amount of \$14,211.61 to complete the repair of one of the 1000 GPM pumps at the pump station
- B. Building and Public Property Report
 - 1. Building Department Report
- C. Public Health and Safety Report
 - 1. Police Activity Report
 - 2. To approve Ordinance 2024-05 – “An Ordinance Approving And Authorizing The Execution Of An Intergovernmental Agreement By And Between The Illinois Office Of The Comptroller And The Village of Palos Park Regarding Access To The Comptroller’s Local Dept Recovery Program”. The Ordinance states that the Village is granted the use of the IOC system, known as the Comptroller’s Offset System in order for the Village to have access to the Local Debt Recovery Program for purposes of collecting both tax and non-tax debts owed to the Village
- 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’
REGULAR MEETING
HELD ON JANUARY 22, 2024**

The Board of Commissioners of the Village of Palos Park, Cook County, Illinois held its regular meeting on Monday, January 22, 2024. Mayor Pro Tem Reed called the meeting to order at 6:32 p.m. Answering roll call were Commissioners, Petan, Wade, Polk and Mayor Pro Tem Reed. Mayor Milovich-Walters was absent this evening.

Also in attendance were Rick Boehm, Village Manager; Howard Jablecki, Village Attorney; Allen Altic, Finance Director; Mark Herman, Community Development Director; Mike Sibrava, Public Works 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 JANUARY 8, 2024:

Commissioner Petan moved, seconded by Commissioner Wade, to approve the minutes of the Regular Council Meeting held on January 8, 2024, as presented.

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

AYES: -4- Commissioners Petan, Wade, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

RECOGNITIONS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

Mayor Pro Tem presented an appointment to the Newcomers Welcoming Ad Hoc Committee. Karry Nicorata filled out an online Committee Application Form and expressed her interest in showing new residents how wonderful it is to live in the Village of Palos Park.

Commissioner Petan moved, seconded by Commissioner Wade to approve the appointment of Karry Nicorata to the Newcomers Welcoming Ad Hoc Committee.

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

AYES: -4- Commissioners Petan, Wade, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

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 Wade moved, seconded by Commissioner Petan to:

- A. Adopt Ordinance 2024-03 titled “An Ordinance Abating Taxes Levied the Village of Palos Park, Cook County, Illinois”

- B. To approve payment of invoices on the Warrant List dated January 22, 2024 in the amount of \$107, 852.52

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

AYES: -4- Commissioners Wade, Petan, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

OLD BUSINESS: None

BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS:

ZBA ITEM 2023-02: Commissioner Wade presented for the Council's consideration ZBA item 2023-02 regarding a variation from the requirements of Section 1268.02(F) Side Yards to permit the construction of an attached pool house at the property commonly known as 20 Huntleigh Road in Palos Park, IL. It was determined that the matter be continued to the next council meeting on February 11, 2024 as the full council was not present this evening.

Commissioner Wade moved, seconded by Commissioner Petan to continue ZBA item 2023-02 regarding a variation from the requirements of Section 1268.02(F) Side yards to permit the construction of an attached pool house at the property commonly known as 20 Huntleigh Road in Palos Park, IL.

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

AYES: -4- Commissioners Wade, Petan, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

INFORMATION & UPDATES:

COMMISSIONER OF PUBLIC WORKS AND STREETS/RECREATION & PARKS, REBECCA PETAN:

SCADA MAINTENANCE AGREEMENT: Commissioner Petan presented a proposal from Concentric Integration in the amount of \$9,092.00 for the 2024 SCADA (Supervisory Control and Data Acquisition) Maintenance Agreement.

Commissioner Petan moved, seconded by Commissioner Wade to approve the 2024 SCADA Maintenance Agreement with Concentric Integration in the amount of \$9,092.00

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

AYES: -4- Commissioners Petan, Wade, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

BOILER EXHAUST REPAIR: Commissioner Petan presented the invoice from Comfort Zone to make an emergency repair of the chimney and flue at the Kaptur Center. The damaged exhaust system for the boilers was leaking into the workspace. Comfort Zone discovered the problem and completed the repair with custom sheet metal work to create new venting.

Commissioner Petan moved, seconded by Commissioner Wade to approve the invoice from Comfort Zone in the amount of \$5,318.00 to complete an emergency repair of the exhaust system from the boilers in the Kaptur Center.

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

AYES: -4- Commissioners Petan, Wade, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

ROAD WATER TRANSMISSION PROJECT AWARD: Commissioner Petan presented the award of the bid for the McCarthy Road Water Transmission Main to Steve Spiess Construction in the amount of 1,876,684.80. Seven Bids were received on January 10, 2024 at the Kaptur Administrative Center for the extension of the Village Water system on McCarthy Road from just west of the intersection of Will-Cook Road to west of the ComEd right-of way west of Bell Road. Baxter and Woodman reviewed all the bids and determined Spiess was the lowest responsible and responsive bidder with its bid of \$1,876,684.80.

Commissioner Petan moved, seconded by Commissioner Wade to approve the recommendation from Baxter & Woodman and award the contract for the McCarthy Road Water Transmission Project to Steve Spiess Construction in the amount of \$1,876,684.80 contingent upon their completing all necessary paperwork and the approval of the IEPA.

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

AYES: -4- Commissioners Petan, Wade, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

UTILITY RATE STUDY: Commissioner Petan presented the proposal from Baxter & Woodman for \$32,500 to complete a utility rate study to include both water and sewer funds of the Village. With Oak Lawn nearing completion of the improvements to the Southwest Regional water System, the customer communities that are a part of that system will soon have to begin to pay for their proportionate share of the construction costs. The last study was done in 2007.

Commissioner Petan moved, seconded by Commissioner Wade to approve the proposal from Baxter & Woodman to complete a utility (water & sewer) rate study for an amount not to exceed \$32,500.00

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

AYES: -4- Commissioners Petan, Wade, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

RECREATION ANNOUNCEMENTS: Commissioner Petan informed residents that early registration for the 2024 Palos Park Doggie Dash is available now through February 25th.

COMMISSIONER OF BUILDING & PUBLIC PROPERTY, MIKE WADE:

SCAMS: Commissioner Wade informed residents to be on the lookout for scam artists posing as contractors.

BUILDING DEPARTMENT REPORT: Commissioner Wade reported that the Building Department processed six (6) permits from January 2, 2024 to January 16, 2024 resulting in \$3,100.00 in permit fees. Eight (8) inspections were completed during this time. The fiscal year to date totals \$132,262.07.

COMMISSIONER OF PUBLIC HEALTH AND SAFETY, DANIEL POLK:

POLICE ACTIVITY REPORT: Commissioner Polk reported the Police Department received 2132 calls for service/CAD Events from January 8, 2024 through January 21, 2024. Palos Park Police also issued 17 citizen assists calls, 10 case reports, 13 accident reports, 0 adult arrest, 0 juvenile arrests, 0 police impounds, 45 traffic stops, 29 moving violations, 9 adjudication tickets, and 18 speeding tickets.

SUPER BOWL SAFETY: Commissioner Polk advised residents to assign a designated driver if you are going to a Super Bowl party or watching the game at a sports bar or restaurant. If you do not have a designated driver, then ask a sober friend for a ride home or 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 may contact the Palos Park Police Department at 708-448-2191 or 708-259-1035 and they will ensure you get home safely.

EMERGENCY KITS FOR YOUR CAR: Commissioner Polk advised residents to have necessities in their car in case of emergencies such as a blanket, jumper cables, water and snacks. It is also a good idea to have a home emergency kit as well to include food, candles, a flashlight, baby supplies, pet supplies and first aid kit.

POLAR PLUNGE: Commissioner Polk announced that the Palos Park Police Department is gearing up for the 2024 Polar Plunge to support the Special Olympics of Illinois. This is the 25th anniversary of the Polar Plunge and the fundraising event runs from February 2nd to March 2nd and will include 19 plunges throughout the state. This event will take place in early March so stay tuned for more details.

GIRL SCOUT COOKIES: Commissioner Polk announced that it is almost Girl Scout Cookie time in our community.

Commissioner Polk spoke about asylum seekers and how, if the situation should arise where a bus was attempting to unload people, it would be handled by the Palos Park Police Department. The concern is for the safety of the people on the bus.

COMMISSIONER OF ACCOUNTS AND FINANCES, G. DARRYL REED:

Commissioner Reed had no formal report this evening.

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

CLERK'S REPORT: Clerk Arrigoni was absent this evening. Deputy Village Clerk, Lisa Boyle, had no formal report this evening.

MANAGER'S REPORT:

WATER SALE PURCHASE AND SERVICE AGREEMENT: Manager Boehm presented the Third Amended and Restated Regional Water System Water Sale, Purchase and Service Agreement Between the Village of Oak Lawn, Illinois, and Certain of its Municipal Customers. There will be three new communities added to the Southeast Customer list. These three communities will share in paying for the Southeast Community portion of the 2013 Regional System Improvements project which will now account for almost 14.5% or about \$40 million of the total capital funding needed for the project.

Commissioner Wade moved, seconded by Commissioner Petan to approve Ordinance 2024-04 “An Ordinance of the Village of Palos Park, Cook County, Illinois, Approving a Third Amended and Restated Regional Water System Water Sale, Purchase and Service Agreement by and Among the Village of Oak Lawn, Cook County, Illinois, and Other Municipalities, and Authorizing the Execution and Delivery of Said Amended Agreement.

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

AYES: -4- Commissioners Wade, Petan, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

MAYOR’S ANNOUNCEMENTS: Mayor Pro Tem announced the next Palos Park Beekeepers Initiative meeting on February 3rd from 2 – 3:30pm at the Palos Park Library. Palos 118 Trivia Night will be Saturday, February 3rd at Elements by the Odyssey located at 16235 S. LaGrange Road in Orland Park. Mayor Pro Tem thanked everyone who donated to the Village’s Holiday Charity Drive and informed residents that the Palos Park Official Village Flower will be announced soon.

CITIZENS AND VISITORS COMMENT PERIOD: None

ADJOURNMENT OF REGULAR COUNCIL MEETING: There being no further business, Commissioner Wade moved, seconded by Commissioner Petan, to adjourn the meeting at 7:08 p.m.

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

AYES: -4- Commissioners Wade, Petan, Polk and Mayor Pro Tem Reed

NAYS: -0-

ABSENT: -1- Mayor Milovich-Walters

Respectfully submitted,

Lisa M. Boyle, Deputy Village Clerk



VILLAGE OF
PALOS PARK

RESOLUTION 2024-R-01

**A RESOLUTION TO ADOPT THE PURPLE CONEFLOWER AS
THE OFFICIAL FLOWER OF THE VILLAGE OF PALOS PARK**

NICOLE MILOVICH-WALTERS
Mayor

MARIE ARRIGONI
Village Clerk

G. DARRYL REED
Accounts & Finances

DAN POLK
Public Health & Safety

MIKE WADE
Building & Public Property

REBECCA PETAN
Public Works & Streets, Recreation

RICHARD B. BOEHM
Village Manager

WHEREAS, the Village of Palos Park desires to adopt an Official Village Flower;

WHEREAS, a group was formed with members from Garden Guild I, Tree Body, and Beautification Committee;

WHEREAS, the group selected three flowers, Purple Coneflower, Black Eyed Susan, and New England Aster based on a set of specific criteria;

WHEREAS, the three flowers were presented to the residents via a Village-wide vote;

WHEREAS, the Purple Coneflower received the most votes with a total of 144 votes, followed by the Black-Eyed Susan with 107 votes and the New England Aster with 85 votes;

NOW, THEREFORE, be it resolved by the Village of Palos Park, that said Village adopts the Purple Coneflower (*echinacea purpurea*) as the Official Flower of the Village.

PASSED by the Village Council of the Village of Palos Park, Illinois, this 12th day of February, 2024 by a roll call as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 12th day of February, 2024.

Nicole Milovich-Walters, Mayor

ATTEST:

Marie Arrigoni, Village Clerk



VILLAGE OF
PALOS PARK

Village Council

Mayor Nicole Milovich-Walters

Village Clerk Marie Arrigoni

Commissioner G. Darryl Reed

Commissioner Dan Polk

Commissioner Mike Wade

Commissioner Rebecca Petan

Meeting of: February 12, 2024

6:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Financial support of PATSE Bus Service

BACKGROUND/HISTORY:

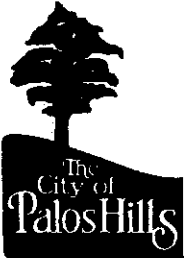
PATSE Bus Service provides safe, reliable, efficient, and affordable transportation for senior adults and the disabled in Palos Township for medical care, groceries, and other needed services. For the time period May 1, 2022 to April 30, 2023 PATSE provided the elderly and disabled of **Palos Township** 2976 rides of which 73 of those rides were for residents of Palos Park. Our "fair share" amount is \$9.66 per ride for a total contribution of \$705.18

STAFF RECOMMENDATION:

To approve payment of \$705.18 to PATSE Bus Service.

RECOMMENDED MOTION:

To approve the Warrant List for February 12, 2024 to include the \$705.18 payment to PATSE Bus Service for the 73 rides provided to Palos Park residents.



COMMUNITY RESOURCE & RECREATION DEPARTMENT

8455 W. 103rd Street, Palos Hills, IL 60465 (708) 430-4500 Fax (708) 430-8376 www.paloshillsweb.org

Village of Palos Park
8999 W. 123rd Street
Palos Park, IL 60464
Mayor Nicole Milovich-Walters

January 25, 2024

Mayor Milovich-Walters,

\$ 705.18 On behalf of Mayor Gerald Bennett and the PATSE Bus Service, I am writing to request financial support of ~~\$782.46~~ from The Village of Palos Park to offset the cost of operating the PATSE Bus Service. In our society transportation is a basic need. Without access to safe, reliable, efficient and affordable transportation, senior adults and the disabled may be unable to obtain medical care, groceries, banking services, or other needed services. A lack of transportation may isolate seniors and diminish their quality of life.

We are fortunate in Palos Township to have the PATSE Bus. In the last fiscal year, PATSE provided the elderly and disabled of Palos Township 2976 rides, 81 of those rides (9 riders) are residents of Palos Park. **This number does not include those residents who reside in unincorporated Palos Park.** We have tried our best to keep operational costs at a minimum, the fair share amount equals to approximately **\$9.66** per ride. Attached is a breakdown of the service and rider list for fiscal year May 1, 2022, to April 30, 2023, for your review.

Please review this list. If anyone resides in unincorporated Palos Park, please omit their rides and pay your Fair Share accordingly. Please highlight or circle the names of the residents you will be donating towards and send back to me with your contribution. Thank you.

\$705.18
Your contribution of ~~\$782.46~~ will make a difference. No one City or Village can provide this vital service to residents living outside its boundaries without the support from all those served. The financial assistance we are requesting of the Township and Fair Share amounts requested from all the communities served will continue this essential service and may empower the residents of our community to age in place, maintain and/or enhance their quality of life, reduce feeling of isolation, and allow the residents to stay an active part of their community.

Should you have any other questions or concerns this letter does not address, please call me at (708) 430-4500.

Sincerely,

Sandy DeMooy
Sandy DeMooy Supervisor

Palos Hills PACE Bus

Do this report once the City Audit is completed sometime in November/December

Fair Share Report

May 1, 2022 to April 30, 2023

Accidents/Incidents

Number of Accidents

Ridership

Non-Disabled Elderly (under 65)
Non-Disabled Elderly (65 and older)

Disabled

Total Ridership

Required Bus lift to ride

Revenue

Passenger Fares
Total Revenue

Expenses

Labor

Fringe Benefits
Bus Washings
Parts/Supplies
Fuel

Utilities included in Rent/Phone

Insurance
Safety Stickers every 6 months
Annual Audit

Leases/Rents

Physicals, Drug Testing, Licenses, Annual Audit, etc

Total Expenses

Pace Income per month

Operating Deficit after other income

Other Grant Age Options \$21,622.00 yr

Palos Township Contribution \$14,000.00

Passenger Fares (Year) \$4,544.26

Total from above not PACE

Vehicle Data - Miles

Total Revenue Miles

Weekdays

995.0

1,026.0	1,089.0	1,388.0	1,163.0	915.0	669.0	857.0	771.0	891.0	846.0	759.0	11,369.00
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May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Totals
0	0	0	0	0	0	0	0	0	0	0	0	0

Non-Disabled Elderly (under 65)	Non-Disabled Elderly (65 and older)	Disabled	Total Ridership	Required Bus lift to ride
6	12	18	36	35
223	201	162	586	23
50	47	62	159	30
279	260	242	781	30
				30
				30
				21
				19
				11
				49
				42
				30
				32
				30
				352

Revenue	Expenses
\$313.80	\$3,334.14
\$402.50	\$3,952.12
\$405.50	\$3,275.97
\$446.52	\$3,389.81
\$415.00	\$3,243.98
\$403.20	\$3,762.42
\$304.00	\$3,685.24
\$386.00	\$4,151.12
\$365.25	\$2,962.65
\$377.29	\$3,730.04
\$369.10	\$3,479.63
\$356.10	\$3,414.53
\$4,544.26	\$42,381.65

\$1,032.86	\$1,229.99	\$1,034.52	\$1,070.46	\$1,024.42	\$1,188.28	\$1,163.76	\$1,310.88	\$610.35	\$769.96	\$718.27	\$704.85	\$11,858.60
\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
\$401.44	\$0.00	\$96.59	\$114.10	\$0.00	\$10.54	\$198.45	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$969.12
\$609.00	\$834.30	\$869.16	\$716.17	\$692.18	\$706.66	\$392.00	\$451.47	\$430.03	\$528.54	\$440.46	\$461.46	\$7,131.43
\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
\$0.00	\$0.00	\$0.00	\$0.00	\$62.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.00	\$0.00	\$124.00
\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$4,800.00
\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$617.00	\$7,404.00
			\$51.00	\$222.00	\$218.18				\$44.00		\$243.00	\$778.18
\$6,994.44	\$7,633.41	\$6,893.24	\$6,958.54	\$6,861.58	\$7,503.08	\$7,056.45	\$7,530.47	\$5,620.03	\$6,694.54	\$6,317.36	\$6,583.84	\$82,646.98

Operating Deficit after other income	Local Share	Operating	Deficit after	all income
\$837.00	\$780.00	\$732.00	\$4,366.00	\$771.00
			\$687.00	\$576.00
			\$777.00	\$841.50
			\$1,042.50	\$1,161.25
			\$1,161.25	\$1,161.25
				\$28,748.22

Total Vehicle Miles

Weekdays	1,118.0	1,182.0	1,227.0	1,497.0	1,301.0	1,036.0	781.0	972.0	883.0	971.0	1,032.0	883.0	12,983.00
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Vehicle Data - Hours

Total Revenue Hours

Weekdays	77.5	72.3	70.3	87.2	78.3	68.3	55.3	70.3	65.2	66.1	65.0	57.2	832.8
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Total Vehicle Hours

Weekdays	105.0	111.2	79.2	94.0	87.5	77.3	64.6	79.7	74.6	72.0	79.3	66.5	991.0
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Days in Service

Weekdays	21.0	21.0	19.0	23.0	21.0	21.0	19.0	18.0	20.0	20.0	22.0	19.0	244
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Monthly Ride Totals

Weekdays	279.0	260.0	242.0	309.0	255.0	229.0	192.0	257.0	239.0	251.0	245.0	218.0	2976
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Communities	Number of Riders	Number of Rides	@ \$9.66	Fair Share Due
Bridgeview	2	114		\$ 1,101.24
Hickory Hills	25	1437		\$ 13,881.42
Palos Hills	41	1338		\$ 12,925.08
Palos Park	9 7	81 73		782.46 705.18
Palos Heights	0	0		\$ -
Worth	2	6		\$ 57.96
Totals	79	2976		\$ 28,748.16

Unincorporated Palos Township

Included in \$14,000.00 funding

Revenue:
Fair Box 4,544.26
Pace Grant: 13,732.50
Age Options: Grant 21,622.00
Palos Township Grant 14,000.00
Total Revenue 53,898.76



Village Council

Mayor Nicole Milovich-Walters

Village Clerk Marie Arrigoni

Commissioner G. Dorryl Reed

Commissioner Dan Polk

Commissioner Mike Wade

Commissioner Rebecca Petan

Meeting of: February 12, 2024

6:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Acknowledgement letter for the Chicago Southland Convention & Visitors Bureau.

BACKGROUND/HISTORY:

As part of the Fiscal Year 2025 state certification process, Chicago Southland Convention & Visitors Bureau is required to submit a letter from each of the 62 municipalities designating the Chicago Southland CVC as their Convention & Visitors Bureau agency of record. They are funded from a variety of sources, including memberships and portions of the hotel/motel room tax, but their largest funding comes through the Local Tourism Convention Bureau Grant Program from the Illinois Department of Commerce and Economic Opportunity (DCEO). State grant dollars are specifically for national sales and marketing activities to bring outside dollars into our communities.

STAFF RECOMMENDATION

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

RECOMMENDED MOTION:

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

January 1, 2024

Mayor Nicole Milovich-Walters
Village of Palos Park
8999 West 123rd Street
Palos Park, IL 60464



Dear Nicole,

As you know, the Chicago Southland Convention & Visitors Bureau represents the Village of Palos Park and 61 other south and southwest suburbs of Chicago. As the official destination management and marketing organization for our region, our mission is to create a positive image as a viable destination site for conventions and meetings, group tours, sporting events, and leisure visitors. Though we are funded from a variety of sources, including memberships and portions of the hotel/motel room tax, our largest funding comes through our Local Tourism Convention Bureau Grant Program from the Illinois Department of Commerce and Economic Opportunity (DCEO).

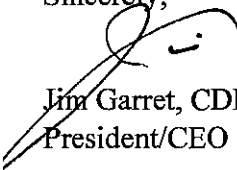
The state grant dollars we receive from DCEO are specifically for national sales and marketing activities to bring outside dollars into our communities and draw visitors to the region's attractions, festivals & events, recreational facilities, restaurants, hotels & motels, and meeting facilities. These national sales and marketing efforts, in turn, have a positive impact on the economy for the **Village of Palos Park** and the entire Chicago Southland through job creation, retail sales, and taxes collected from visitors to our region.

As part of our Fiscal Year 2025 state certification process, the state requires the CVB to submit a letter from each of the 62 municipalities designating the Chicago Southland CVB as their Convention & Visitors Bureau agency of record.

For your convenience, we have enclosed an acknowledgement letter, ready for your signature. Please sign and return the original to our office in the enclosed envelope by February 29 or sooner, if possible. We will then include your letter with our certification request, which will be mailed to the DCEO. **(Please do not send your letter directly to DCEO).**

Nicole, if you have any questions or need additional information, please feel free to call Michael Hoffman, CPA, or me. On behalf of the Board of Directors, we sincerely appreciate your support and look forward to our continued marketing partnership.

Sincerely,



Jim Garret, CDME
President/CEO

- Enclosures:
1. Acknowledgement letter (for your signature)
 2. Addressed stamped envelope (for return of letter)
 3. Last year's copy of acknowledgement letter
 4. Value of being a Marketing Partner

19900 Governors Drive, Suite 200, Olympia Fields, IL 60461-1057

Local: 708-895-8200

Fax: 708-895-8288

Toll Free: 888-895-8233

info@VisitChicagoSouthland.com

VisitChicagoSouthland.com



Mayor Nicole Milovich-Walters
Village of Palos Park
8999 West 123rd Street
Palos Park, IL 60464

To: State of Illinois
Department of Commerce and Economic Opportunity
Local Tourism and Convention Bureau Grant Program
Greg Mihalich, Tourism Grants Manager

From: Village of Palos Park
Mayor Nicole Milovich-Walters

Be it resolved that:

The Village of Palos Park hereby acknowledges the Chicago Southland Convention and Visitors Bureau as our Convention and Visitors Bureau of record for the marketing and promotion of the tourism industry.

Signed: _____

Title: _____

Date: _____



The Value of Being a Marketing Partner

Designating the CVB as your "Convention Bureau/Agency of Record"

The Chicago Southland Convention and Visitors Bureau is the official regional destination management and national sales and marketing organization representing the 62 south and southwest suburbs of Chicago. The CVB's mission is to establish a positive image for our region and to market the Chicago Southland as a destination of choice for conventions, conferences, small meetings, group tours, sporting events and leisure visitors. This marketing partnership is composed of communities that have designated the Chicago Southland Convention & Visitors Bureau as their "convention bureau/agency of record."

Marketing Opportunities

- As a CVB member, municipal festivals and events are eligible for listing in all local, regional, and state guides
- Your municipality and CSCVB paying member listings will also be listed in the CVB's annual Visitors Guide, designed to attract visitors to our region with 120,000 copies distributed
- Coverage of pertinent and timely municipal activities in the CVB's newsletter, "Tourism Marketing Information," which is distributed to over 1,300 members and stakeholders quarterly
- Inclusion of historical societies, memorials, chambers of commerce and nature centers at no cost in our publication listings
- Access to various CVB Cooperative promotional programs including cooperative advertising programs in regional, consumer and trade publications
- Advertising discounts in CVB publications
- Promotion on our blog www.VisitChicagoSouthland.com/Blog
- Various municipal attractions and events promoted at our Visitor Information Center
- Village link on the CVB website
- Public relations and social media assistance in marketing your community events to visitors outside of the Chicago Southland region

Additional Membership Benefits

- Eligible to participate in the CVB's Local Grant program which is awarded six times annually for promotional projects; grant writing workshops are also offered, however, non-funding municipalities with branded hotel properties do not qualify
- Invitation to participate in networking, social opportunities and educational programs, workshops and seminars
- Eligible for technical advisory for local and municipal attractions, events and other travel-related resources like the development of community brochures

The Chicago Southland Convention and Visitors Bureau acknowledges your community's involvement in the Chicago Southland regional marketing partnership. From time to time, there may be other programs announced to which you will be invited to attend and participate. We value this marketing partnership and thank you for your continued support.

**THE VILLAGE OF PALOS PARK
ACCOUNTS PAYABLE WARRANT
FOR FEBRUARY 12, 2024**

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 NICOLE MILOVICH-WALTERS SIGNATURE

ATTEST:

VILLAGE CLERK MARIE ARRIGONI SIGNATURE

01/31/2024
11:29 AM

CHECK PROOF FOR VILLAGE OF PALOS PARK
BANK ACCOUNT CODE: ONBGC - CHECK DATE: 02/12/2024
INVOICE EXPECTED CHECK RUN DATE 02/12/2024 - 02/12/2024

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
02/12/2024	ONBGC	187046	BS&A00001	BS&A SOFTWARE	16,345.00	0.00	16,345.00	1
02/12/2024	ONBGC	187047	CHI000008	CHICAGO TRIBUNE	102.00	0.00	102.00	1
02/12/2024	ONBGC	187048	QUI00002	QUILL CORPORATION	116.31	0.00	116.31	1
02/12/2024	ONBGC	187049	REG000003	REGIONAL TRUCK EQUIPMENT	206.44	0.00	206.44	1
02/12/2024	ONBGC	187050	SOU00004	SOUTHWEST ICE ARENA	1,149.00	0.00	1,149.00	1

Num Checks: 5 Num Stubs: 0

Num Invoices: 5 Total Amount: 17,918.75

BANK ACCOUNT CODE: ONBGC - CHECK DATE: 02/12/2024
INVOICE EXPECTED CHECK RUN DATE 02/12/2024 - 02/12/2024

Check date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
02/12/2024	ONBGC	187053	ADV00007	ADVANCE AUTO PARTS	110.93	0.00	110.93	1
02/12/2024	ONBGC	187054	AFF00001	AFFORDABLE RESTORATION GROUP	550.00	0.00	550.00	1
02/12/2024	ONBGC	187055	AIR00001	AIRY'S INC.	14,401.09	0.00	14,401.09	2
02/12/2024	ONBGC	187056	ALT00003	ALTERNATIVE ENERGY SOLUTIONS,	2,280.21	0.00	2,280.21	3
02/12/2024	ONBGC	187057	AMA00004	AMAZON CAPITAL SERVICES	16.76	0.00	16.76	1
02/12/2024	ONBGC	187058	AME00008	AMERICAN LEGAL PUBLISHING CORP	613.55	0.00	613.55	1
02/12/2024	ONBGC	187059	BAL00007	B ALLAN GRAPHICS	775.00	0.00	775.00	1
02/12/2024	ONBGC	187060	BET00003	BETTENHAUSEN	81.75	0.00	81.75	1
02/12/2024	ONBGC	187061	BLU00001	BLUE CROSS/BLUE SHIELD OF IL	43,693.24	0.00	43,693.24	1
02/12/2024	ONBGC	187062	BUI00004	BUILDING AUTOMATION SOLUTIONS	3,317.00	0.00	3,317.00	1
02/12/2024	ONBGC	187063	CLD00001	C.L. DOUCETTE, INC.	2,480.00	0.00	2,480.00	1
02/12/2024	ONBGC	187064	CAM00014	CAMIROS, LTD	750.00	0.00	750.00	1
02/12/2024	ONBGC	187065	CHI00040	CHICAGO PARTS & SOUND, LLC	309.97	0.00	309.97	3
02/12/2024	ONBGC	187066	CHI00008	CHICAGO TRIBUNE	106.50	0.00	106.50	1
02/12/2024	ONBGC	187067	CHI00043	CHICAGOLAND DIESEL SERVICES	3,494.40	0.00	3,494.40	2
02/12/2024	ONBGC	187068	CIN00001	CINTAS	871.03	0.00	871.03	3
02/12/2024	ONBGC	187069	CLE00003	CLEAR LOSS PREVENTION INC	480.00	0.00	480.00	2
02/12/2024	ONBGC	187070	COM00017	COM ED	23.16	0.00	23.16	1
02/12/2024	ONBGC	187071	CON00010	CONCENTRIC INTERGRATION LLC	898.74	0.00	898.74	1
02/12/2024	ONBGC	187072	CON00002	CONSERV FS, INC	1,425.00	0.00	1,425.00	2
02/12/2024	ONBGC	187073	COV00001	COVERALL	1,217.00	0.00	1,217.00	1
02/12/2024	ONBGC	187074	DAV00004	DAV-COM ELECTRIC, INC	2,207.00	0.00	2,207.00	1
02/12/2024	ONBGC	187075	DEA00004	DEARBORN NATIONAL LIFE	641.98	0.00	641.98	1
02/12/2024	ONBGC	187076	DEL00012	DELUXE PLUMBING, INC	250.00	0.00	250.00	1
02/12/2024	ONBGC	187077	ENT00002	ENTENMANN-ROVIN CO.	1,164.65	0.00	1,164.65	1
02/12/2024	ONBGC	187078	EVT00001	EVT TECH	10,763.00	0.00	10,763.00	1
02/12/2024	ONBGC	187079	FLO00006	FERNANDO FLORES	176.76	0.00	176.76	1
02/12/2024	ONBGC	187080	FPM00001	FP MAILING SOLUTIONS	143.06	0.00	143.06	1
02/12/2024	ONBGC	187081	G&H00001	G & H IMPORT AUTO PARTS INC.	926.75	0.00	926.75	5
02/12/2024	ONBGC	187082	COO00001	G COOPER OIL COMPANY INC	2,280.04	0.00	2,280.04	1
02/12/2024	ONBGC	187083	GOL00001	GOLDY LOCKS, INC	690.00	0.00	690.00	1
02/12/2024	ONBGC	187084	INT00019	INTERSTATE BILLING SERVICE,	371.73	0.00	371.73	2
02/12/2024	ONBGC	187085	JESSE MARQ	JESSE MARQUEZ	3,500.00	0.00	3,500.00	1
02/12/2024	ONBGC	187086	JUL00001	JULIE, INC.	2,136.45	0.00	2,136.45	1
02/12/2024	ONBGC	187087	WO00002	KEVIN J WOOD	400.00	0.00	400.00	1
02/12/2024	ONBGC	187088	KLE0001	KLEIN, THORPE, AND JENKINS LTD	4,002.40	0.00	4,002.40	1
02/12/2024	ONBGC	187089	LEA00006	LEAF	31.89	0.00	31.89	1
02/12/2024	ONBGC	187090	LEA00006	LEAF	2,093.56	0.00	2,093.56	1
02/12/2024	ONBGC	187091	LIN00001	LINDAHL BROTHERS, INC	2,752.90	0.00	2,752.90	1
02/12/2024	ONBGC	187092	LOB00001	LOBOS TREE & LANDSCAPING SERV	12,940.00	0.00	12,940.00	1
02/12/2024	ONBGC	187093	LRS00001	LRS, LLC	126.20	0.00	126.20	1
02/12/2024	ONBGC	187094	MAS00012	MAS MODERN MARKETING	289.97	0.00	289.97	1

02/08/2024
10:41 AM

CHECK PROOF FOR VILLAGE OF PALOS PARK
BANK ACCOUNT CODE: ONBGC - CHECK DATE: 02/12/2024
INVOICE EXPECTED CHECK RUN DATE 02/12/2024 - 02/12/2024

Check date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total	Amount	# Invoices
02/12/2024	ONBGC	187095	METROPOLIT	METROPOLITAN ALLIANCE POLICE	360.00	0.00	360.00	360.00	1
02/12/2024	ONBGC	187096	MET0001	METROPOLITAN INDUSTRIES INC	195.00	0.00	195.00	195.00	1
02/12/2024	ONBGC	187097	MET00008	METROPOLITAN LIFE INSURANCE CO	2,718.46	0.00	2,718.46	2,718.46	1
02/12/2024	ONBGC	187098	MID000014	MID-STATES ORGANIZED CRIME	150.00	0.00	150.00	150.00	1
02/12/2024	ONBGC	187099	MON0002	MONROE TRUCK EQUIPMENT, INC.	1,970.29	0.00	1,970.29	1,970.29	3
02/12/2024	ONBGC	187100	WAL00009	NICOLE MILOVICH- WALTERS	876.96	0.00	876.96	876.96	1
02/12/2024	ONBGC	187101	NIC0001	NICOR GAS	172.46	0.00	172.46	172.46	1
02/12/2024	ONBGC	187102	NOR00001	NORTHERN SAFETY CO., INC.	173.36	0.00	173.36	173.36	1
02/12/2024	ONBGC	187103	QUI0002	QUILL CORPORATION	46.80	0.00	46.80	46.80	2
02/12/2024	ONBGC	187104	ROS0001	ROSCOE	335.07	0.00	335.07	335.07	3
02/12/2024	ONBGC	187105	RUS00015	RUSSO POWER EQUIPMENT	904.95	0.00	904.95	904.95	1
02/12/2024	ONBGC	187106	COR00012	SHANNON CORCORAN	1,200.00	0.00	1,200.00	1,200.00	1
02/12/2024	ONBGC	187107	SHA00016	SHARK SHREDDING, INC	46.20	0.00	46.20	46.20	1
02/12/2024	ONBGC	187108	SIG00002	SIGNS UNLIMITED	690.00	0.00	690.00	690.00	1
02/12/2024	ONBGC	187109	SOC00002	SOCCER SHOTS	700.00	0.00	700.00	700.00	1
02/12/2024	ONBGC	187110	SOUNOFF	SOUNDOFF SIGNAL	3,906.04	0.00	3,906.04	3,906.04	1
02/12/2024	ONBGC	187111	SOU00022	SOUTHWEST REGIONAL PUBLISHING	41.14	0.00	41.14	41.14	1
02/12/2024	ONBGC	187112	SOU00002	SOUTHWEST SPRING INC.	983.80	0.00	983.80	983.80	1
02/12/2024	ONBGC	187113	SUB00002	SUBURBAN TRUCK PARTS	207.72	0.00	207.72	207.72	4
02/12/2024	ONBGC	187114	TIR0001	TIRE SERVICES COMPANY	210.17	0.00	210.17	210.17	2
02/12/2024	ONBGC	187115	TRA00008	TRAFFIC SAFETY STORE	68.88	0.00	68.88	68.88	1
02/12/2024	ONBGC	187116	USP00002	U.S. POSTAL SERVICE	922.13	0.00	922.13	922.13	1
02/12/2024	ONBGC	187117	USP0001	US POSTMASTER	550.00	0.00	550.00	550.00	1
02/12/2024	ONBGC	187118	V&R00001	V&R BEHAVIORAL HEALTH SERVICES	2,400.00	0.00	2,400.00	2,400.00	1
02/12/2024	ONBGC	187119	VSP00001	VSP OF ILLINOIS, NFP	319.78	0.00	319.78	319.78	2

Num Checks: 67 Num Stubs: 0

Num Invoices: 92 Total Amount: 145,932.88

THE VILLAGE OF PALOS PARK
SUPPLEMENTAL WARRANT LIST
FOR FEBRUARY 12, 2024

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 NICOLE MILOVICH-WALTERS SIGNATURE

ATTEST:

VILLAGE CLERK MARIE ARRIGONI SIGNATURE

SUPPLEMENTAL WARRANT LIST/FEBRUARY 12, 2024 COUNCIL MEETING

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

DATE	CHECK#	PAYEE	AMOUNT
TOTALS:			\$0.00

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

Pay Date:		1/4/2024	\$148,979.41
Pay Date:		1/18/2024	145,244.75
Pay Date:		2/1/2024	145,270.73
TOTALS:			\$439,494.89

RECURRING WIRE TRANSFERS:

DESCRIPTION	TRANSFERRED TO:	AMOUNT
VOPP Wtr PurchOakLawn	Old National	\$53,942.07
Wex Bank/Shell	On-Line	5,644.96
RCN/Astound	On-Line	1,036.40
Wex Gas Purchase	On-Line	539.37
American Express	J. P. Morgan Chase Bank	
Amazon Marketplace		13.98
Amazon Marketplace		434.97
Gemplers Inc		207.67
Amazon Marketplace		-62.06
Amazon Marketplace		-186.18
Amazon Marketplace		13.98
Polywood.Com		1,082.69
Jewel Osco		59.43
B2B Prime		179.00
Amazon Marketplace		27.97
Dollar Tree		26.25
Dollar Tree		6.25
Ready Refresh		45.33
Jewel Osco		38.97
Dyn.Com		5.00
LS Noral Jewelers		112.25
Amazon Digital		263.88
Amazon Marketplace		82.14
Adobe Acropro		21.24
Dyn.Com		5.00
Morton Arboretum		390.00
Jewel Osco		44.68
Amazon.Com		78.20
Amazon Marketplace		7.91
Amazon Marketplace		57.55
Paperworks		50.15
Amazon Marketplace		75.00
Republic Services		31,760.26
Amazon Marketplace		12.58
Amazon.Com		34.99
Adobe Acropro		76.47
Adobe Acropro		25.49
Dyn.Com		5.00
Amazon Marketplace		26.85
Amazon Marketplace		32.58
Constant Contact		910.00
Visa	First Midwest Bank	
Frangella's		300.95

Dunkin			7.78
Dunkin			76.47
Dunkin			60.83
Jewel Osco			30.00
Dunkin			82.57
TOTALS:			\$97,686.87
TOTAL SUPPLEMENTAL WARRANT LIST:			\$537,181.76

Payroll Summary

Check Date: 01/04/2024

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2024010401

Pay Period: 12/16/2023 to 12/29/2023

Type	Date	Source Account	Amount
Billing	1/4/2024	1405470*	218.67
Dir Dep	1/3/2024	1405470*	90,990.53
Tax	1/3/2024	1405470*	40,792.17
Totals Transfers			132,001.37 →

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	1/10/2024	33,482.42
(Deposit made by Service Bureau)	Illinois SITW	1/10/2024	6,185.39
(Deposit made by Service Bureau)	Illinois SUI	4/30/2024	1,124.36
	Total Tax Deposits		40,792.17



Payroll Summary

Check Date: 01/18/2024

Page 1 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2024011801

Pay Period: 12/30/2023 to 01/12/2024

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount
	Regular	64	0.00	88,399.52	88,399.52
	Regular	4	1,138.38	0.00	1,138.38
Totals		68	1,138.38	88,399.52	89,537.90 →

Payroll Checks	Check Type	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount
	Agency	Regular	9	11,376.48	5,058.42	16,434.90
Totals			9	11,376.48	5,058.42	16,434.90 →

Total Net Payroll Liability **12,514.86** **93,457.94** **105,972.80** → **105,972.80**

Tax Liability

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount
Federal Income Tax	36-6006039		Semi-Weekly	119,607.46	119,607.46	12,568.92	
Medicare	36-6006039		Semi-Weekly	128,391.44	128,391.44	1,861.68	
Medicare - Employer	36-6006039		Semi-Weekly	128,391.44	128,391.44		1,861.68
OASDI	36-6006039		Semi-Weekly	128,391.44	128,391.44	7,960.29	
OASDI - Employer	36-6006039		Semi-Weekly	128,391.44	128,391.44		7,960.27
Totals						22,390.89	9,821.95 →

32,212.84

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount
Illinois SITW	36-6006039		Semi-Weekly	119,607.46	119,607.46	5,970.19	
Totals						5,970.19	0.00 →

5,970.19

ILSUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount
Illinois SUI	0800854	0.008500	Quarterly	128,391.44	128,108.57		1,088.92
Totals						0.00	1,088.92 →

1,088.92

Total Tax Liability **28,361.08** **10,910.87** → **39,271.95**

Total Payroll Liability **145,244.75** → **145,244.75**

Billing

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount
112232932	1/18/2024	682.20				682.20
Totals		682.20		0.00		682.20 →

682.20

Transfers



Paylocity Corporation
(888) 873-8205

User: Company Rpt Admin

Run on 1/16/2024 at 1:42 PM

Payroll Summary

Check Date: 01/18/2024

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2024011801

Pay Period: 12/30/2023 to 01/12/2024

Type	Date	Source Account	Amount	
Billing	1/18/2024	1405470*	682.20	
Dir Dep	1/17/2024	1405470*	88,399.52	
Tax	1/17/2024	1405470*	39,271.95	
Totals Transfers			128,353.67	→ 128,353.67

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	1/24/2024	32,212.84
(Deposit made by Service Bureau)	Illinois SITW	1/24/2024	5,970.19
(Deposit made by Service Bureau)	Illinois SUI	4/30/2024	1,088.92
	Total Tax Deposits		39,271.95



Payroll Summary

VILLAGE OF PALOS PARK (1868)

Check Date: 02/01/2024

Process: 2024020101

Pay Period: 01/13/2024 to 01/26/2024

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	65	0.00	85,023.76	85,023.76	
	Regular	8	4,593.66	0.00	4,593.66	
Totals		73	4,593.66	85,023.76	89,617.42	→ 89,617.42

Payroll Checks	Check Type	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Agency	Regular	9	11,953.39	4,892.54	16,845.93	
Totals			9	11,953.39	4,892.54	16,845.93	→ 16,845.93

Total Net Payroll Liability				16,547.05	89,916.30	106,463.35	→ 106,463.35
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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	119,422.76	119,422.76	12,304.49		
Medicare	36-6006039		Semi-Weekly	128,229.83	128,229.83	1,859.34		
Medicare - Employer	36-6006039		Semi-Weekly	128,229.83	128,229.83		1,859.33	
OASDI	36-6006039		Semi-Weekly	128,229.83	128,229.83	7,950.25		
OASDI - Employer	36-6006039		Semi-Weekly	128,229.83	128,229.83		7,950.25	
Totals						22,114.08	9,809.58	→ 31,923.66

IL and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SITW	36-6006039		Semi-Weekly	119,422.76	119,422.76	5,912.07		
Totals						5,912.07	0.00	→ 5,912.07

ILSUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Illinois SUI	0800854	0.008500	Quarterly	128,229.83	114,311.39		971.65	
Totals						0.00	971.65	→ 971.65

Total Tax Liability						28,026.15	10,781.23	→ 38,807.38
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Total Payroll Liability						145,270.73		→ 145,270.73
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Billing

Invoice	Date	Gross	Discount	Tax	Adjustment	Amount	
112254407	2/1/2024	216.95				216.95	
Totals		216.95		0.00		216.95	→ 216.95

Transfers



Paylocity Corporation
(888) 873-8205

User: Company Rpt Admin

Run on 1/30/2024 at 1:15 PM

Payroll Summary

Check Date: 02/01/2024

Page 2 of 2

VILLAGE OF PALOS PARK (1868)

Process: 2024020101

Pay Period: 01/13/2024 to 01/26/2024

Type	Date	Source Account	Amount	
Billing	2/1/2024	1405470*	216.95	
Dir Dep	1/31/2024	1405470*	85,023.76	
Tax	1/31/2024	1405470*	38,807.38	
Totals Transfers			124,048.09	→ 124,048.09

Tax Deposits

Required Tax Deposits	Tax	Due On	Amount
(Deposit made by Service Bureau)	Federal Income Tax	2/7/2024	31,923.66
(Deposit made by Service Bureau)	Illinois SITW	2/7/2024	5,912.07
(Deposit made by Service Bureau)	Illinois SUI	4/30/2024	971.65
	Total Tax Deposits		38,807.38





Village Council

Mayor Nicole Milovich-Walters

Village Clerk Marie Arrigoni

Commissioner G. Darryl Reed

Commissioner Dan Polk

Commissioner Mike Wade

Commissioner Rebecca Petan

Meeting of: February 12, 2024

6:30 PM

Kaptur Administrative Center

AGENDA MATTER:

ZBA CASE 2023-02: An application has been filed requesting a variation from the requirements of Section 1268.02(f) Side Yards to permit the construction of an attached pool house (along with a swimming pool). In December 2023 the applicant provided a revised plan, which requires a variance to reduce the corner side yard setback from 50' to 37.67 feet (37' 8"). The original request was for a 26' 11" corner side yard setback. The subject property is commonly known as 20 Huntleigh Road in Palos Park, IL.

BACKGROUND:

The subject property is zoned R-1-A Single Family Residential and is currently improved with a single-family residence. The applicant proposes to construct a pool house (and pool) on the subject property. The pool house is to be connected to the existing home via a covered porch, resulting in the pool house being considered an addition to the existing home per Code.

The subject property is unique in that three of the four sides of the property front a street (Huntleigh to the south, Sunnyslope to the east, and Wolf to the west); with corner side yard setbacks being applicable along both the east and west sides of the property.

STAFF RECOMMENDATION:

The staff has reviewed the application and recommends approval of the requested variance.

NOVEMBER 8, 2023 ZONING BOARD OF APPEALS MEETING:

The Zoning Board of Appeals held a public hearing and discussed the original requested variance at its November 8, 2023 meeting. The applicant gave a presentation and responded to questions from the ZBA. Two letters from residents (not in favor of the request) were read into the record, no other members from the public spoke regarding the request. A motion was made to recommend approval of the requested variance. The vote on the motion was two (2) in favor and five (5) against. As such, *the Zoning Board of Appeals recommends denial of the requested variance as proposed.*

2023 VILLAGE COUNCIL MEETINGS:

The Village Council considered this item at the November 27, 2023 meeting; and continued the item to the December 11, 2023 meeting to allow the applicant the opportunity to present a revised plan. At their December 11, 2023 meeting the Village Council unanimously (4-0, with 1 absent) decided to refer the case back to the ZBA for further consideration.

JANUARY 10, 2024 ZONING BOARD OF APPEALS MEETING:

The Zoning Board of Appeals held a public hearing and discussed the requested variance and revisions at its January 10, 2024 meeting. The applicant gave a presentation and responded to questions from the ZBA. Two residents were present, and provided comments that were not favorable to the request. A motion was made to recommend approval of the requested variance. The vote on the motion was two (2) in favor and four (4) against, with one (1) absent. As such, *the Zoning Board of Appeals recommends denial of the requested variance as proposed.* See attached "Transmittal of Recommendation" regarding ZBA findings of fact.

JANUARY 22, 2024 VILLAGE COUNCIL MEETING:

At the January 22, 2024 meeting, the Village Council unanimously (4-0, with 1 absent) continued this item to the February 12, 2024 meeting.

RECOMMENDED MOTIONS:

Section 1264.08 of the Code states that the Village Council "may approve the variance, deny the variance or refer it back to the Board for further consideration" and that "any proposed variance which fails to receive a positive recommendation from the Board [Zoning Board of Appeals] shall not be approved by Council except by a favorable vote of at least two-thirds (2/3rds) of all the Commissioners."

- I move to **deny** ZBA 2023-02; regarding a variance request for a 37.67' corner side yard setback instead of the required 50' corner side yard setback as required by Section 1268.02(f) of the Palos Park Village Code; to allow the construction of an addition to an existing single-family residence on the property commonly known as 20 Huntleigh Road.

OR

- I move to **approve** ZBA 2023-02; regarding a variance request for a 37.67' corner side yard setback instead of the required 50' corner side yard setback as required by Section 1268.02(f) of the Palos Park Village Code; to allow the construction of an addition to an existing single-family residence on the property commonly known as 20 Huntleigh Road; and to direct the Village Attorney to prepare the necessary Ordinance.

Attachments:

Transmittal of Recommendation

Proposed Site Plan

Staff Report to the Village of Palos Park Zoning Board of Appeals (January 10, 2024)



TO: Mike Wade, Building Commissioner
MEETING DATE: January 10, 2024 at 7:30 pm
FROM: John Marsh, Chair
SUBJECT: Transmittal of Zoning Board of Appeals Recommendation

PROJECT TITLE

ZBA CASE 2023-02: An application has been filed requesting a variation from the requirements of Section 1268.02(f) Side Yards to permit the construction of an attached pool house (along with a swimming pool). In December 2023 the applicant provided a revised plan, which requires a variance to reduce the corner side yard setback from 50' to 37.67 feet (37' 8"). The original request was for a 26' 11" corner side yard setback. The subject property is commonly known as 20 Huntleigh Road in Palos Park, IL.

PUBLIC HEARING

The Zoning Board of Appeals held a public hearing and discussed the requested variances at its January 10, 2024 meeting. The applicant gave a presentation and responded to questions from the ZBA. Two residents were present, and provided comments that were not favorable to the request.

RECOMMENDATION

At the January 10, 2024 meeting a motion was made to recommend approval of the requested variances. The vote on the motion was two (2) in favor and four (4) against with one (1) absent. As such, *the Zoning Board of Appeals recommends denial of the requested variance as proposed.*

FINDINGS OF FACT

The following are findings of fact made during the January 10, 2024 Zoning Board of Appeals meeting, pursuant to Section 1264.07 (Report of Findings):

1264.07(a) Site Conditions:

The Zoning Board of Appeals finds that there are unusual physical conditions to the site [such as the lot size being smaller than the minimum lot size per Code and the property fronting a street on three of the four sides], a variance request should still meet the essential purposes of the Zoning Board's creation under sections 1260.02(c) ["To protect the character and the stability of the residential, business and manufacturing areas within the village and to guide the orderly and beneficial development of such areas"], 1260.02(i) ["To prohibit uses, buildings or structures incompatible with the character of development or intended uses within specified zoning districts"] and 1260.02(m) ["To prevent the overcrowding of land and undue concentration of structures, so far as is possible and appropriate in each district, by regulating the use and bulk of buildings in relation to the land surrounding them"].

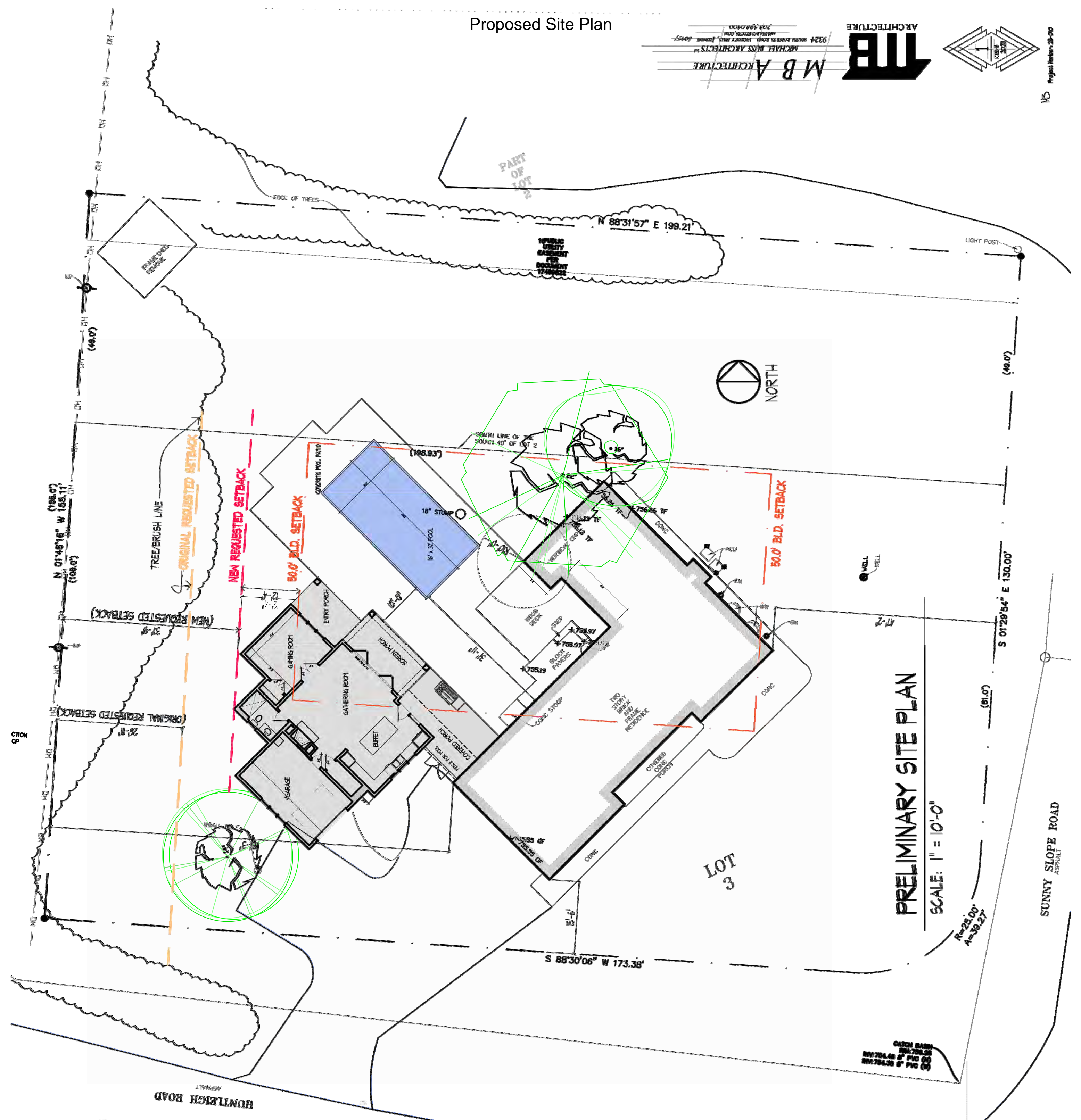
1264.07(b) Development Design:

An additional garage space (home has an existing two car garage), game room area, and buffet do not appear warranted for the revised variance sought of 12.33 ft or 24.7% of the requirement of 50 ft from the property line off Wolf Road. It may be feasible that an alternative design could comply with Code. In addition, the applicant stated one of the reasons for the proposed location

of the addition is for privacy off Wolf Road and to reduce/mitigate noise from Wolf Road. These objectives could still be met with an alternative design that does not encroach into the corner setback (or encroaches less into the corner setback) and/or through the use of a berm and additional landscaping.

1264.07(c) Community Impact:

Wolf Road has a specific character in the Village of Palos Park. Except for two highly visible homes on the corner of Romiga Lane and Wolf Road, the current homes have either significant setbacks from Wolf Road or are blocked or partially blocked from view with trees and foliage. All of the homes are setback 50' or more on Wolf Road between 123rd Street on the north and Partridge Road and Misty Harbor Road to the south. The variance granted would not retain the essential character of the Village of Palos Park, specifically to Wolf Road as stated under section 1260.02(a) ["To promote and protect the public health, safety, morals, comfort, and general welfare"]. The Zoning Board of Appeals also notes concerns regarding public health and safety as it pertains to the requested variance, as it would allow the home addition to be located in closer proximity to an arterial road with significant vehicular traffic (Wolf Road).



PRELIMINARY SITE PLAN
 SCALE: 1" = 10'-0"
 Rev: 25.00
 As-38.27

DATE: 04.25.2023
 DRAWN BY: M.B. BESS
 PROJECT NUMBER: 23-20

Address: 20 HUNTLEIGH ROAD

- FALOS PARK FLOOR AREA RATIO CALCULATION**
1. LOT AREA: 30897 s.f.
 2. BASEMENT: N.A. s.f.
(One-half or more of the floor to ceiling height is above the average grade of the dwelling)
 3. FIRST FLOOR: 1720 s.f. **+497 ADDITION** **+ 912 ADDITION**
 4. SECOND FLOOR: 1936 s.f.
 5. ATTIC (HOUSE): N.A. s.f.
 6. GARAGE (HOUSE): 656 s.f. **+ 315 ADDITION** **+ 300 ADDITION**
 7. GARAGE (ATTIC): N.A. s.f. **+ 44 PORCH** **+ 361 PORCH**
 8. TOTAL (House/Garage/Attic) AREA: 3418-3505 s.f.
 $1720 + 1936 + 656 + 497 + 300 + 361 = 3505$
 9. ALLOWABLE GROSS FLOOR AREA: 6751.7 s.f.
 Formula: $(\frac{1}{3} \text{ ACRES TO ACRE} = 22\%) 30897 \times .22 = 6751.7 \text{ S.F.}$

10. ALLOWABLE BUILDING COVERAGE: 6157.9 s.f.
 Formula: $(\frac{20}{100}) \times 30897 = 6179.4$ s.f.
 Lot Area
- * $\frac{1}{2}$ acre or less 25%, over $\frac{1}{2}$ acre to 2 acres 22%, over 2 acres 21.5%
- ** $\frac{1}{4}$ acre or less 750 s.f., over $\frac{1}{4}$ acre but less than 1 acre 400 s.f.
- 1 acre = 43,560 s.f.

Site Plan for:
THE CONWAY FAMILY
 20 Huntleigh Road
 Palos Park, IL



TO: Village of Palos Park Zoning Board of Appeals
HEARING DATE: January 10, 2024 at 7:30pm
FROM: Building Department
SUBJECT: Staff Report

PROJECT INFORMATION

ZBA CASE 2023-02: An application has been filed requesting a variation from the requirements of Section 1268.02(f) Side Yards to permit the construction of an attached pool house (along with a swimming pool). The applicant has provided a revised plan, which requires a variance to reduce the corner side yard setback from 50' to 37' 8". The original request was for a 26' 11" corner side yard setback. The subject property is commonly known as 20 Huntleigh Road in Palos Park, IL.



APPLICANT INFORMATION

PROPERTY OWNER AND APPLICANT: David Conway
 20 Huntleigh Road
 Palos Park, IL 60464

PROPERTY INFORMATION

PROPERTY SIZE: 30,689.7 sf	EXISTING ZONING: R-1-A One Family Dwelling District	SURROUNDING ZONING AND LAND USES: North: R-1-A One Family Dwelling District, Single Family Residence South: R-1-A One Family Dwelling District, Single Family Residence East: R-1-A One Family Dwelling District, Single Family Residence West: R-1-A One Family Dwelling District, Single Family Residence	COMPREHENSIVE PLAN LAND USE DESIGNATION: Low Density Single-Family Residential
ADDRESS: 20 Huntleigh Road	EXISTING LAND USE: Single-Family Residential		
PIN: 23-29-303-005-0000			

PUBLIC COMMENT: Letters from two neighbors had been previously received and provided to the Zoning Board of Appeals prior to the November ZBA meeting. Staff has received no other comment.

BACKGROUND

The subject property, commonly known as 20 Huntleigh Road, is zoned R-1-A Single Family Residential and is currently improved with a single-family residence. The applicant proposes to construct an addition (and pool) on the subject property. The addition, primarily a pool house, is to be connected to the existing home via a covered porch, which is why it is considered an addition to the existing home per Section 1260.08(1a) of the Code (“...or where an accessory building is attached to the main building in a substantial manner, as by a roof, such accessory building shall be counted as part of the main building”). The proposed addition includes a single-car garage, a screened porch, a gathering room, buffet area (kitchen), a bathroom, and a gaming room.

The subject property is unique in that three of the four sides of the property front a street (Huntleigh to the south, Sunnyslope to the east, and Wolf to the west). Since the home generally faces south, has vehicular access from the south, and is addressed to Huntleigh Road; the south property line is considered the front yard. Per Section 1260.08(55) of the Code, *both* the property lines off of Sunnyslope and Wolf are considered corner side yards (“Corner lot means a parcel of land situated at the intersection of any combination of two *or more* streets...”). The proposed addition would encroach into the required 50’ corner yard setback along the west side of the property (off of Wolf Road).

The Zoning Board of Appeals (ZBA) held a public hearing on November 8, 2023 to consider a variance request to reduce the required corner yard setback (off of Wolf Road) from 50’ to 26’ 11”. After conducting the Public Hearing, the ZBA made a motion to approve the request. The vote on the motion was two (2) in favor and five (5) against. As such, the ZBA recommended denial of the requested variance as proposed.

The Village Council considered this item at the November 27, 2023 meeting; and continued the item to the December 11, 2023 meeting to allow the applicant the opportunity to present a revised plan. At their December 11, 2023 meeting the Village Council unanimously (4-0, with 1 absent) decided to refer the case back to the ZBA for further consideration.

APPLICANT REVISION

The applicant has provided a revised plan. Instead of requesting a 26’ 11” corner setback (a 46.2% variance request), the revised plan reduces the request variance by over 10’. The new requested corner side setback is 37’ 8” (a 24.7% variance request). This revision is possible due to a reduction in the size of the proposed addition by 113 sf (1,686 sf to 1,573 sf) and reconfiguring the footprint of the addition. As shown in Table 1, below, the proposal complies with other applicable zoning requirements.

	Requirement	Proposed
Lot Size	43,560 sf (1 ac)	30,689.7 sf (.705 ac)
Lot Width	150 feet	~199 feet
Setbacks/Yards		
Front (average of block)	15.5 feet	15.5 feet (existing home) 25.167 feet
Corner Side	50 feet	47.167 feet to east (existing home) [26.92 feet (26’ 11”) previous request] 37.67 feet (37’ 8”) to west for proposed addition as revised
Side (greater of 15% or 15’)	~29.85’	N/A
Rear	50 feet	58.75 feet (existing home)
Total Side Yard	30 feet	74.08 feet
Side Load Garage Setback	30 feet	N/A
Floor Area Ratio (varies based on lot size)	22%	16%
Lot (Building) Coverage	20%	13%
Dwelling Size	2,200 sf minimum	5,289 sf

Table 1: Summary of Proposal with Applicable Zoning Requirements as it pertains to proposed development. Proposed variances are highlighted in yellow. Items that comply with the Code are not highlighted.

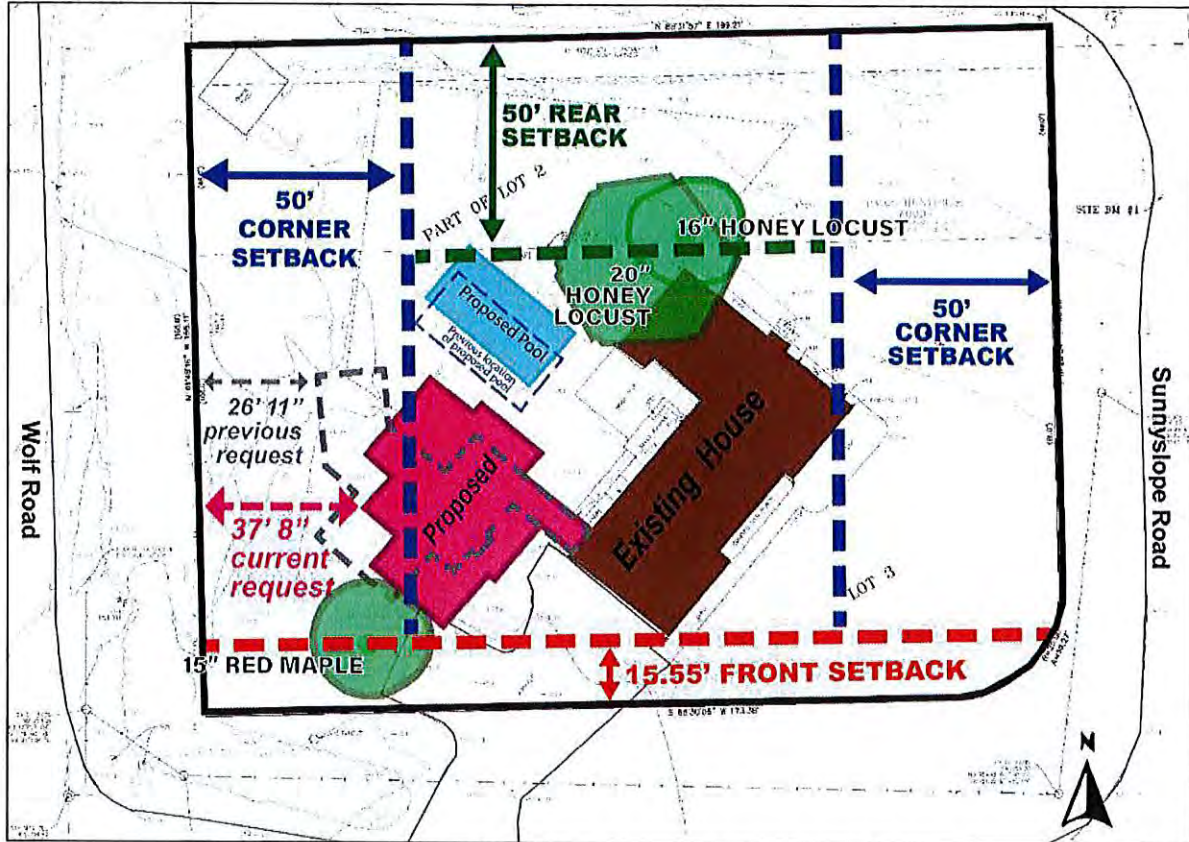


Figure 1: Required Setbacks (north is to the top). The "drip lines" of specimen trees that impact the buildable area (area within the setbacks) are shown in green. There are dashed lines showing the footprints of the previous proposed addition and pool.

ADDITIONAL INFORMATION

As seen in Table 2, below, the proposed 24.66% corner setback variance request (reducing the corner yard to 37.67') is comparable to the ten most recent corner setback variances that have been granted. Staff noted at the November meeting that it is difficult to consider precedent with zoning variance requests. The Village has granted, but has also denied, corner setback variance requests. The particular facts of any given request will almost certainly be different (different existing conditions of site, different proposal, etc). However, staff is providing the information below to provide context as to the extent of this variance request since there was some discussion at the previous ZBA meeting regarding the extent of the previous variance request.

	Ordinance	Address	Required (in feet)	Proposed (in feet)	Percent	Additional Requests?
1	2021-11	12100 S. 86th Avenue	50	26.23	47.54%	Rear yard
2	2021-05	12223 S. 88th Avenue	50	36.83	26.34%	
3	2020-11	7849 Oak Ridge Drive	50	33.50	33.00%	
4	2020-04	12600 S. Wolf Road	50	33.50	33.00%	
5	2017-06	9302 W. 122nd Street	50	35.90	28.20%	
6	2015-29	11950 Hobart Avenue	50	48.50	3.00%	Front and rear yard
7	2013-41	11099 W. 123rd Street	50	44.32	11.36%	
8	2012-18	11449 W. 123rd Street	50	30.00	40.00%	
9	2011-03	8920 W. 125th Street	50	33.90	32.20%	
10	2010-16	25 S. Woodland Trail	50	45.00	10.00%	Rear yard
	Average		50	36.77	26.46%	
	REQUEST	20 Huntleigh Road	50	37.67	24.66%	None

Table 2: Summary of ten most recent corner yard setback variances requests that have been granted (note that the proposed work related to the variance requests may not have been completed for some of the above variances).

The “buildable area” on the property (the area within required setbacks where the addition could be built without a variance) is already reduced in size due to the fact that there are two corner setbacks as opposed to one corner setback and one interior side setback. The buildable area is further reduced due to the location of two honey locust trees (which are specimen trees) near the north corner of the existing home (see Figure 1 on the previous page; and attached plans from the applicant). Any construction in the critical root zones (which roughly corresponds to the “drip line” of the trees) could damage or kills those trees. The proposed new construction would be near the critical root zone / drip line of those trees. Staff has reviewed the plans with the Village Arborist. Village Code allows the Village to “impose certain limited conditions on the development subject to the variance... that are necessary or appropriate to reduce the impact or injurious effect of said variance and to better carry out the general intent of the Village regulations” (1264.08). Staff recommends that as a condition of approval that the applicant’s arborist propose additional tree protection methods (such as root pruning) to protect specimen trees that could be impacted by the proposed construction (such as the previously mentioned honey locust trees) to be reviewed and approved by Village staff prior to issuance of a building permit for the addition and /or pool.

REQUIRED FINDINGS OF FACT FOR VARIATIONS

The Village Code *requires* that the Zoning Board of Appeals shall make a findings of fact regarding proposed variance(s) [Section 1264.07]. The entirety of these standards, with staff findings of fact and analysis, are attached to this staff report as **Exhibit 1: REPORT OF FINDINGS.**

PUBLIC NOTICE

The Public Hearing notice was published in *The Daily Southtown* on October 20, 2023, in accordance with the Village Zoning Ordinance. At that time 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. At the December 11, 2023 Village Council meeting the Council referred the case back to the ZBA. As this was done via the Council’s authority as found in Section 1254.08 no further notice is required.

STAFF RECOMMENDATION

The staff has reviewed the application and recommends *approval* of the requested variances.

RECOMMENDED MOTION

Concurring with the findings of fact as contained in **Exhibit 1: Report of Findings**, I move to recommend that the Village Council approve the requested 37’ 8” corner side yard setback, instead of the required 50’ corner side yard setback; as required by Section 1268.02(f) of the Palos Park Village Code; subject to the condition that the applicant’s arborist propose additional tree protection methods to protect specimen trees that could be impacted by the proposed construction to be reviewed and approved by Village staff prior to issuance of a building permit; to allow the construction of an addition to an existing single-family residence on the property commonly known as 20 Huntleigh Road.

*Please note that if the Zoning Board of Appeals desires to make a recommendation to deny the request, the motion should include **specific Findings of Fact** by the Zoning Board of Appeals as to the deficiencies of the requested variance(s) as to the standards set in **Section 1264.07** of the Village Code.*

EXHIBITS:

1. Report of Findings (with staff findings)
2. Revised Plan from Applicant
3. Letters from neighboring property owners to ZBA
4. November 8, 2023 ZBA Staff Report and Exhibits

**VILLAGE OF PALOS PARK – ZONING BOARD OF APPEALS REPORT OF FINDINGS FOR
VARIANCE REQUESTS PURSUANT TO 1264.07 OF THE VILLAGE CODE**

Regarding: ZBA Case 2023-02: 20 Huntleigh Road

Text from the Village Code is provided in "Cambria" 12-point font and staff findings are provided in "Courier New" 11-point font.

1264.07 REPORT OF FINDINGS.

The Zoning Board of Appeals shall report its findings and recommendations in writing to Council within thirty days from the conclusion of the public hearing. In considering all proposed variances to this Zoning Code, the Board shall, before recommending that Council grant a variance, first determine and make a finding of fact that the proposed variance will not merely serve as a convenience to the applicant, but is necessary to alleviate practical difficulties or a demonstrable hardship in the way of carrying out the strict letter of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land, and that:

(a) Site Conditions. There are one or more unusual physical conditions of the site, such as size, shape, or slope, that were not created by a person having an interest in the property, that are unavoidable or uncorrectable, or that are worthy of preservation, such as a creek, wetland, or specimen trees, and that make it a substantial burden to use the property or develop the property, or otherwise result in a substantial loss of value or cause the site to be unable to yield a reasonable return, without a variance.

Finding: There are multiple "unusual physical conditions" for the subject property. First, the property size (0.705 acres) is less than 1 acre. The applicable zoning setbacks for R-1-A zoned properties are intended for lots of 1 acre or more in size. In addition, the property is unusual in that three of the four sides of the property have frontage along a street, resulting in one front yard and two corner side yards (whereas typical corner lots have one front yard but only one corner side yard). Per Code the corner side yard setback is 50', resulting in a total of 100' of corner side yard setbacks on the property. Having two corner yards on the property results in an unusual amount of setbacks to apply to a property. In addition, there are two honey locust trees located at the northern corner of the property. The critical root zones of these trees encroach into the "buildable area" of the property (the area within the front, rear, and two corner setbacks; in which an addition could be built without a variance). The substandard lot size and triple roadway frontage are clearly unusual physical conditions, and the specimen trees are worthy of preservation. None of these conditions were created by the applicant.

One reason why zoning regulations typically treat corner side yard setbacks differently than interior side yards (side yards next to a neighboring property's side yard) is that corner yards may be adjacent to the front yard of a neighboring property. In some instances, corner side yards may be referred to as "alternative front yards". In this

instance, however, the proposed variance is to the corner yard that is *not* adjacent to neighboring front yards, rather it is adjacent to neighboring rear yards. Finally, the existing home is angled on the property, which further complicates building an addition on the property.

(b) Development Design. The variation would not merely serve the temporary social or personal convenience of an occupant, and an alternative development plan that would conform to Code would not be suitable for the uses permitted by Code and would not be typical of similar properties in the area.

Finding: The construction of the building addition would be permanent and therefore not serve any temporary convenience. The proposed location of the addition acts as an additional barrier off of Wolf Road, allowing for increased privacy and a potential reduction in noise and light. The unusual physical conditions of the site create difficulties with further development on the site. Setback lines are parallel to lot lines; but the existing home is at an angle on the property. This results in an unusually shaped "buildable area". The buildable area is also further reduced in size due to efforts to keep development from encroaching into the critical root zones of the trees in the northerly portion of the buildable area that were mentioned previously. The angle of the home, the multiple corner setbacks, the substandard lot size, and critical root zones all impact how development can occur on the property and consideration of alternative development plans.

(c) Community Impact. The variation would retain the essential character, scale, intensity, and open space of the area, and would be in harmony with the purposes of the Zoning Code as stated in Section 1260.02 of this Code, and would not be substantially injurious to other property, or be detrimental to public interests or adopted Village plans.

Finding: The proposed variance for the addition to an existing single-family residence will not alter the essential character of the neighborhood. The proposed work complies with all other applicable zoning regulations, such as building height, other setbacks, and lot coverage requirements. As such, the proposed work should not have a negative impact as to scale and open space in the area.

In addition, the Board shall look to, and make findings of fact in regard to, those factors set forth in *Section 1260.05(b)(1) through (6) [see below]* in regard to the requested variation. Such findings of fact shall be incorporated in the written report to Council.

The Zoning Board of Appeals may recommend certain limited conditions on the development subject to the variance that are necessary or appropriate to reduce the impact or injurious effect of said variance and to better carry out the general intent of the Village regulations.

1260.05(b) (1-6):

(1) Existing uses of property within the general area of the property in question;

Finding: The existing uses in the surrounding area are all residential uses. The proposed use is in keeping with residential use.

(2) The zoning classification of property within the general area of the property in question;

Finding: The subject property and the surrounding area are all zoned R-1-A One-Family Dwelling District. Other than the requested variance, the proposed development is in conformance with the requirements of the R-1-A zone.

(3) The suitability of the property in question to the uses permitted under the existing and proposed classifications;

Finding: The existing and proposed residential use of the property is permitted in the R-1-A zone.

(4) The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place since the date the property was placed in its present zoning classification;

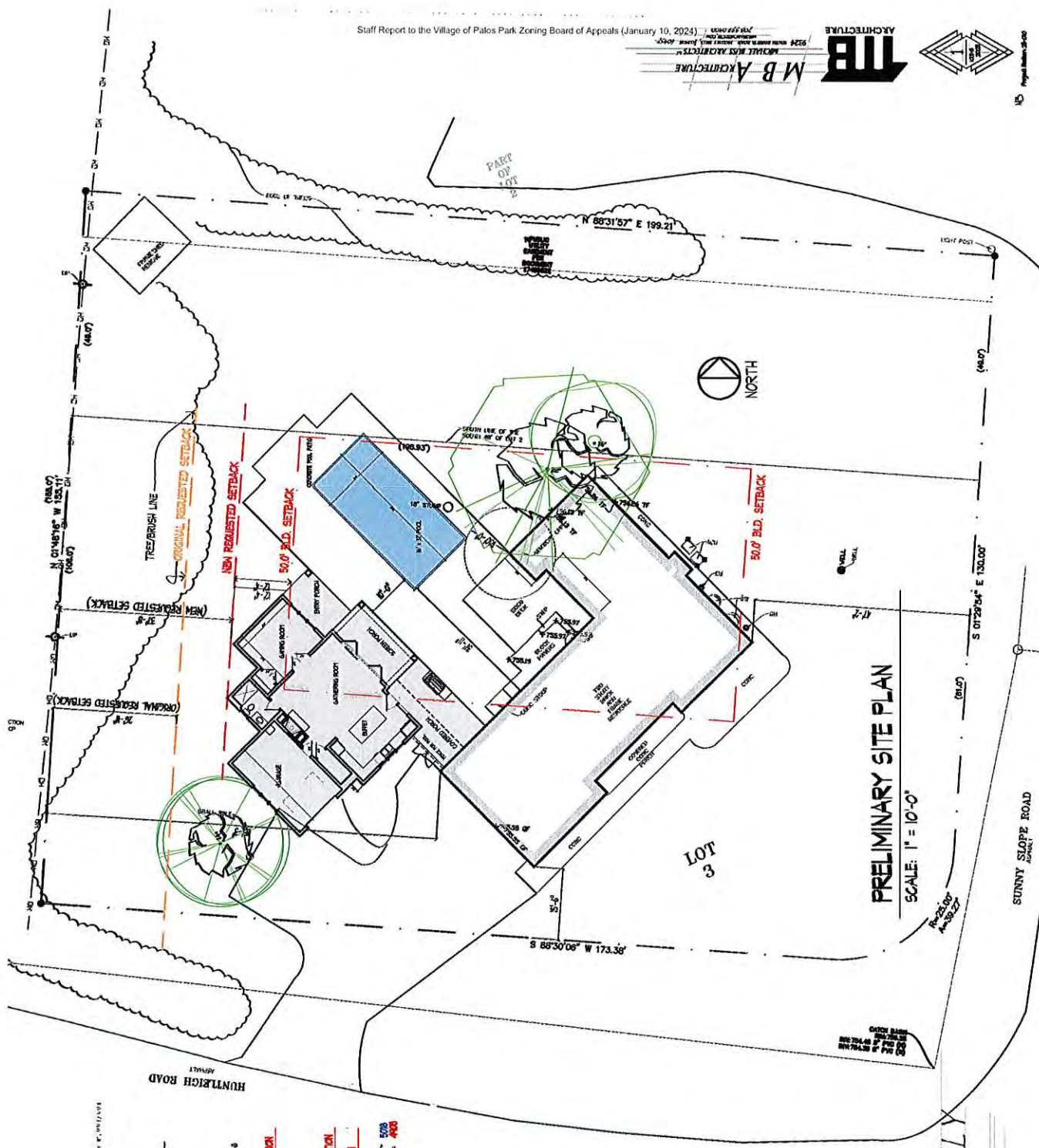
Finding: The proposed development is consistent with the residential trend of development in the surrounding area.

(5) Proposed uses of property within the general area of the property in question as represented on the Village Comprehensive Plan;

Finding: The proposed development is consistent with the Comprehensive Plan designation of Low Density Single Family Residential.

(6) The frontage and square footage of the land involved and whether or not it adjoins a parcel of land which bears the same zoning district classification as the proposed amendment.

Finding: The subject property is surrounded by other properties also zoned R-1-A.



PRELIMINARY SITE PLAN
SCALE: 1" = 10'-0"

Date: _____ Address: 20 HUNTLEIGH ROAD
PALOS PARK FLOOR AREA RATIO CALCULATION

1. LOT AREA: 30687 s.f.
2. BASEMENT: N.A. s.f. (One-half or more of the floor to ceiling height is above the average grade of the dwelling)
3. FIRST FLOOR: 1720 s.f. 497 ADDITION 492 ADDITION
4. SECOND FLOOR: 1956 s.f.
5. ATTIC HOUSE: N.A. s.f.
6. GARAGE/HOUSE: 656 s.f. 285 ADDITION 300 ADDITION
7. GARAGE/ATTIC: N.A. s.f. 44 PORCH 361 PORCH
8. TOTAL (House/Garage/Attic) AREA: 438 300 44 361 578
1720 + 1956 + 656 + 44 + 300 + 361 = 3937 s.f. (200) = 4137
9. ALLOWABLE GROSS FLOOR AREA: 6787 s.f.
Estimate: (1 ACRES TO ACRE = 22) 30687 x .22 = 6751.7 s.f.
(Lot Area) x () = _____
10. ALLOWABLE BUILDING COVERAGE: 6573 s.f.
Formula:
(30687) x .2 = 6137.4 s.f.
1/2 acre or less 25%, over 1/2 acre to 2 acres 22%, over 2 acres 21.05%
3/4 acre or less 750 s.f., over 3/4 acre but less than 1 acre 400 s.f.
1 acre = 43,560 s.f.

Site Plan for
THE CONWAY FAMILY
20 Huntleigh Road
Palos Park, IL

November 6, 2023

TO: Mr. Mark Herman

From: Nancy Mattson

Palos Park Zoning Board

9 Old Timber Lane, Palos Park

Mr. Herman,

I am writing regarding the variance request ZBA CASE 2023-02, to permit the construction of an attached pool house and swimming pool at 20 Huntleigh Road in Palos Park, IL. Unfortunately, I am unable to attend the zoning board meeting on 11/08, so I must express my thoughts via this letter.

With due respect to my neighbors who are making this request, I have reservations concerning the variance. While I have great respect for the rights of owners to improve their properties, and indeed I do not object in principle to the construction of a pool and pool house, in practice, I fear such a structure would not be appropriate in this neighborhood.

A pool house does not fit the character of the Huntleigh Woods subdivision, considering the lots for each property here are approximately an acre. A pool house of the intended size—one which requires a variance to fit within the lot—strikes me as a structure more befitting a considerably larger parcel of land, such as some of the properties on Old Creek Road, which indeed do have pool houses. However, unlike those properties, a pool house crowded into a property in Huntleigh Woods has the potential to be a blight rather than add value to the overall character of the subdivision.

I am concerned, also, of the potential “slippery slope” of this variance. Allowing this variance sets a precedent that could lead to future variances that will unalterably affect the aesthetic that the land use rules of Palos Park were established to preserve. We are a village built within and surrounded by nature. Crowding the lots with more and more structures will degrade that experience and lower property values, eliminating the very character that makes Palos Park such a highly desirable village.

It is difficult to state these objections as I have great respect and affection for my neighbors, yet that is also the very reason that I do state these objections: to preserve the character of the neighborhood for future neighbors.

Thank you,



Nancy Mattson
9 Old Timber Lane
Palos Park IL 60464

November 6, 2023

2 pages

TO: Mr. Mark Herman
Palos Park Zoning Board

From: Alison Rush
12 Old Timber Lane, Palos Park

Below is a letter I would like to have read at the 11/8/2023 Zoning Board meeting where the following agenda item is being discussed:

. ZBA CASE 2023-02: An application has been filed requesting a variation from the requirements of Section 1268.02(f) Side Yards to permit the construction of an attached pool house and swimming pool. Where the required corner side yard setback is 50 feet, the applicant is proposing a corner side yard setback of 26.92 feet. The subject property is commonly known as 20 Huntleigh Road in Palos Park, IL.

I am a neighbor within the Huntleigh Woods subdivision where the above property is located. I would like to provide my thoughts on why the village zoning board should reject this request for variance.

- Zoning Regulations and Land Use rules exist for Palos Park to ensure that properties are used in a way that is consistent with the overall character and purpose of the area. I moved to this village because of how open and natural the area is and the beauty that exists with that open space. This particular variance would grossly go against the beauty of openness in this village. The request is not just asking for a couple feet variance, but asking for the village to reduce their zoning corner side yard setback requirement by almost half! Personally, I don't want to see this village turn into something that looks like a city setting where buildings are packed on property and open space is lost. This property simply doesn't have the room for the plans on the table.
- Setting of precedence: If this variance is approved, then the village would set a precedent for all other property owners within the village to do the same. This would substantially reduce property values within the village.
- This property variance would be an eyesore and visual distraction to the rest of the subdivision. All existing homes are set back with nice front and side yards. This variance would place a building super close to the road which doesn't fit with the rest of the subdivision and the village as a whole.

- The variance requested is not due to any type of hardship for the family. When these folks purchased the property a few years ago, they knew how the house was situated and the available room for any future improvements they were planning. If they wanted a pool and pool house, perhaps they should have looked for a larger lot which would accommodate such plans without going against zoning ordinances. If they were unaware of setback rules, that is on them for not doing their due diligence prior to purchase.
- I also have concerns as to the long-term use of the pool house in question. Perhaps today, it would be used as a pool house. What is to stop the family from then using the building down the road for rental to someone or for it to be used for Nanny quarters, etc. making it into a multi family property which I believe is not allowed in the village.
- This particular property already has water issues which spurred the prior owners to build a small berm/ditch across the front of the property to prevent water collecting in the basement. Adding another building to that property could cause even more water issues not just for their property, but for the surrounding properties.

Based on the above reasons, I want to provide my vote for denying this variance as a village resident, and I ask the village zoning board to reject this variance.

Thank you for reading this letter at the 11/8/2023 zoning meeting and taking my comments into consideration as you make your decision.

Sincerely,

Alison Rush



12 Old Timber Lane

Palos Park IL 60464



TO: Village of Palos Park Zoning Board of Appeals
HEARING DATE: November 8, 2023 at 7:30pm
FROM: Building Department
SUBJECT: Staff Report

PROJECT INFORMATION

ZBA CASE 2023-02: An application has been filed requesting a variation from the requirements of Section 1268.02(f) Side Yards to permit the construction of an attached pool house (along with a swimming pool). Where the required corner side yard setback is 50 feet, the applicant is proposing a corner side yard setback of 26.92 feet. The subject property is commonly known as 20 Huntleigh Road in Palos Park, IL.



APPLICANT INFORMATION

PROPERTY OWNER AND APPLICANT: David Conway
 20 Huntleigh Road
 Palos Park, IL 60464

PROPERTY INFORMATION

PROPERTY SIZE: 30,689.7 sf	EXISTING ZONING: R-1-A One Family Dwelling District	SURROUNDING ZONING AND LAND USES: North: R-1-A One Family Dwelling District, Single Family Residence South: R-1-A One Family Dwelling District, Single Family Residence East: R-1-A One Family Dwelling District, Single Family Residence West: R-1-A One Family Dwelling District, Single Family Residence	COMPREHENSIVE PLAN LAND USE DESIGNATION: Low Density Single-Family Residential
ADDRESS: 20 Huntleigh Road	EXISTING LAND USE: Single-Family Residential		
PIN: 23-29-303-005-0000			

PUBLIC COMMENT: Staff has received one inquiry regarding the application.

BACKGROUND

The subject property, commonly known as 20 Huntleigh Road, is zoned R-1-A Single Family Residential and is currently improved with a single-family residence. The applicant proposes to construct a pool house (and pool) on the subject property. The pool house is to be connected to the existing home via a covered porch, resulting in the pool house being considered an addition to the existing home per Section 1260.08(1a) of the Code (“...or where an accessory building is attached to the main building in a substantial manner, as by a roof, such accessory building shall be counted as part of the main building”). The proposed addition includes a single-car garage, a screened porch, a gathering room, buffet area (kitchen), a bathroom, and a gaming room.

The subject property is unique in that three of the four sides of the property front a street (Huntleigh to the south, Sunnyslope to the east, and Wolf to the west). Since the home generally faces south, has vehicular access from the south, and is addressed to Huntleigh Road; the south property line is considered the front yard. Per Section 1260.08(55) of the Code, both the property lines off of Sunnyslope and Wolf are considered corner side yards (“Corner lot means a parcel of land situated at the intersection of any combination of two or more streets...”). The proposed addition is 26.92’ from the west (Wolf Road) property line, encroaching into the 50’ corner yard by 23.08’. As shown in Table 1, below, the proposal complies with other applicable zoning requirements.

	Requirement	Proposed
Lot Size	43,560 sf (1 ac)	30,689.7 sf (.705 ac)
Lot Width	150 feet	~199 feet
Setbacks/Yards		
Front (average of block)	15.5 feet	15.5 feet (existing home) 25.167 feet
Corner Side	50 feet	47.167 feet to east (existing home) 26.92 feet to west (proposed addition)
Side (greater of 15% or 15')	~29.85'	N/A
Rear	50 feet	58.75 feet (existing home)
Total Side Yard	30 feet	74.08 feet
Side Load Garage Setback	30 feet	N/A
Floor Area Ratio (varies based on lot size)	22%	16%
Lot (Building) Coverage	20%	13%
Dwelling Size	2,200 sf minimum	5,289 sf

Table 1: Summary of Proposal with Applicable Zoning Requirements as it pertains to proposed development. Proposed variances are highlighted in yellow. Items that comply with the Code are not highlighted.

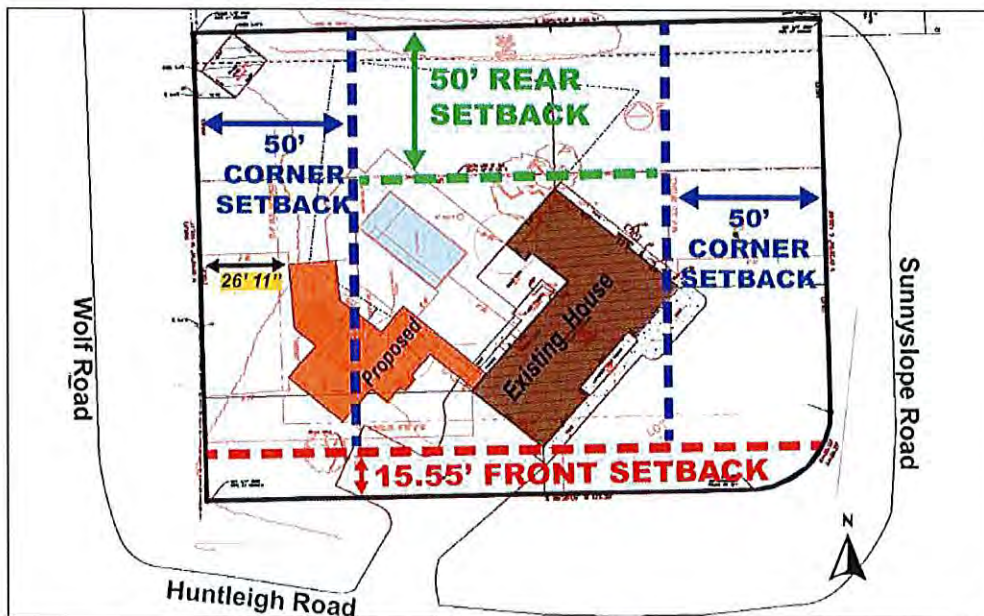


Figure 1: Required Setbacks (north is to the top)

REQUIRED FINDINGS OF FACT FOR VARIATIONS

The Village Code *requires* that the Zoning Board of Appeals shall make a findings of fact regarding proposed variance(s) [Section 1264.07]. The entirety of these standards, with staff findings of fact and analysis, are attached to this staff report as **Exhibit 1: REPORT OF FINDINGS**.

PUBLIC NOTICE

The Public Hearing notice was published in *The Daily Southtown* on October 20, 2023, in accordance with the Village Zoning Ordinance. At that time 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.

STAFF RECOMMENDATION

The staff has reviewed the application and recommends *approval* of the requested variances.

RECOMMENDED MOTION

Concurring with the findings of fact as contained in **Exhibit 1: Report of Findings**, I move to recommend that the Village Council approve the requested 26.92' corner side yard setback, instead of the required 50' corner side yard setback; as required by Section 1268.02(f) of the Palos Park Village Code; to allow the construction of an addition to an existing single-family residence on the property commonly known as 20 Huntleigh Road.

*Please note that if the Zoning Board of Appeals desires to make a recommendation to deny the request, the motion should include **specific Findings of Fact** by the Zoning Board of Appeals as to the deficiencies of the requested variance(s) as to the standards set in **Section 1264.07** of the Village Code.*

EXHIBITS:

1. Report of Findings (with staff findings)
2. Aerial Map
3. Zoning Map
4. Topographic Map
5. Staff Photographs of Subject Property
6. Applicant Submittals
 - a. Cover Letter
 - b. Application and Variance Hardship Criteria
 - c. Plans

**VILLAGE OF PALOS PARK – ZONING BOARD OF APPEALS REPORT OF FINDINGS FOR
VARIANCE REQUESTS PURSUANT TO 1264.07 OF THE VILLAGE CODE**

Regarding: ZBA Case 2023-02: 20 Huntleigh Road

Text from the Village Code is provided in "Cambria" 12-point font and staff findings are provided in "Courier New" 11-point font.

1264.07 REPORT OF FINDINGS.

The Zoning Board of Appeals shall report its findings and recommendations in writing to Council within thirty days from the conclusion of the public hearing. In considering all proposed variances to this Zoning Code, the Board shall, before recommending that Council grant a variance, first determine and make a finding of fact that the proposed variance will not merely serve as a convenience to the applicant, but is necessary to alleviate practical difficulties or a demonstrable hardship in the way of carrying out the strict letter of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land, and that:

(a) Site Conditions. There are one or more unusual physical conditions of the site, such as size, shape, or slope, that were not created by a person having an interest in the property, that are unavoidable or uncorrectable, or that are worthy of preservation, such as a creek, wetland, or specimen trees, and that make it a substantial burden to use the property or develop the property, or otherwise result in a substantial loss of value or cause the site to be unable to yield a reasonable return, without a variance.

Finding: There are multiple "unusual physical conditions" for the subject property: the property size (0.705 acres) is less than 1 acre. The applicable zoning setbacks for R-1-A zoned properties are intended for lots of 1 acre or more in size. In addition, the property is unusual in that three of the four sides of the property have frontage along a street, resulting in one front yard and two corner side yards (whereas typical corner lots have one front yard but only one corner side yard). None of these conditions were created by the applicant. Per Code the corner side yard setback is 50', resulting in a total of 100' of corner side yard setbacks on the property. Having two corner yards on the property results in an unusual amount of setbacks to apply to a property. In addition, the existing home is angled on the property, which further complicates building an addition on the property.

(b) Development Design. The variation would not merely serve the temporary social or personal convenience of an occupant, and an alternative development plan that would conform to Code would not be suitable for the uses permitted by Code and would not be typical of similar properties in the area.

Finding: The construction of the building addition would be permanent and therefore not serve any temporary convenience. The proposed location

of the pool house addition acts as an additional barrier off of Wolf Road, allowing for increased privacy and a potential reduction in noise and light. Alternative designs might may result in encroachment into the rear setback and/or potential impact to additional trees on the property.

(c) Community Impact. The variation would retain the essential character, scale, intensity, and open space of the area, and would be in harmony with the purposes of the Zoning Code as stated in Section 1260.02 of this Code, and would not be substantially injurious to other property, or be detrimental to public interests or adopted Village plans.

Finding: The proposed variance for the addition to an existing single-family residence will not alter the essential character and scale of the neighborhood.

In addition, the Board shall look to, and make findings of fact in regard to, those factors set forth in *Section 1260.05(b)(1) through (6) [see below]* in regard to the requested variation. Such findings of fact shall be incorporated in the written report to Council.

The Zoning Board of Appeals may recommend certain limited conditions on the development subject to the variance that are necessary or appropriate to reduce the impact or injurious effect of said variance and to better carry out the general intent of the Village regulations.

1260.05(b) (1-6):

(1) Existing uses of property within the general area of the property in question;

Finding: The existing uses in the surrounding area are all residential uses. The proposed use is in keeping with residential use.

(2) The zoning classification of property within the general area of the property in question;

Finding: The subject property and the surrounding area are all zoned R-1-A One-Family Dwelling District. Other than the requested variance, the proposed development is in conformance with the requirements of the R-1-A zone.

(3) The suitability of the property in question to the uses permitted under the existing and proposed classifications;

Finding: The existing and proposed residential use of the property is permitted in the R-1-A zone.

(4) The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place since the date the property was placed in its present zoning classification;

Finding: The proposed development is consistent with the residential trend of development in the surrounding area.

(5) Proposed uses of property within the general area of the property in question as represented on the Village Comprehensive Plan;

Finding: The proposed development is consistent with the Comprehensive Plan designation of Low Density Single Family Residential.

(6) The frontage and square footage of the land involved and whether or not it adjoins a parcel of land which bears the same zoning district classification as the proposed amendment.

Finding: The subject property is surrounded by other properties also zoned R-1-A.



Village of Palos Park GIS

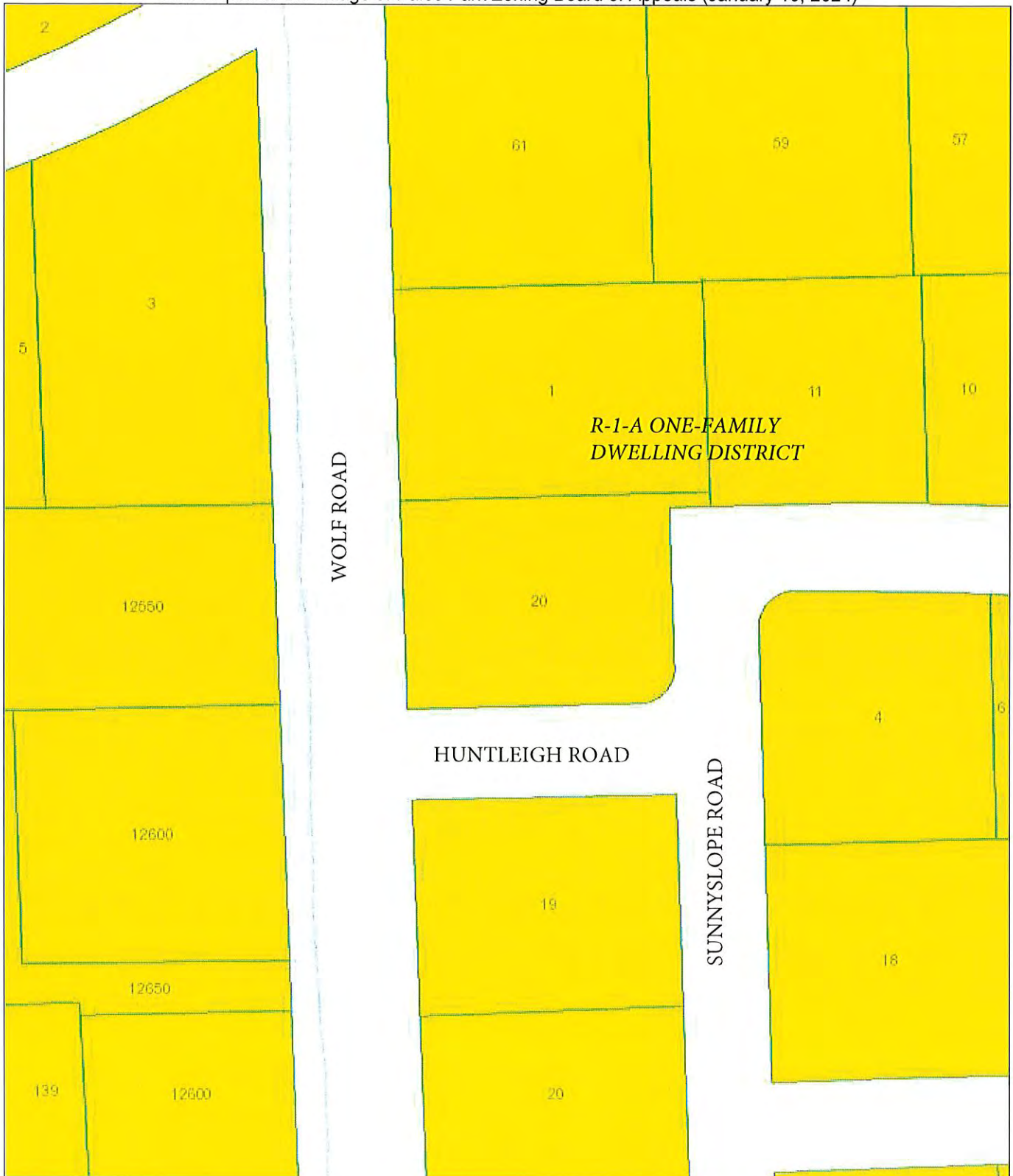


VILLAGE OF PALOS PARK

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

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Print Date: 10/30/2023



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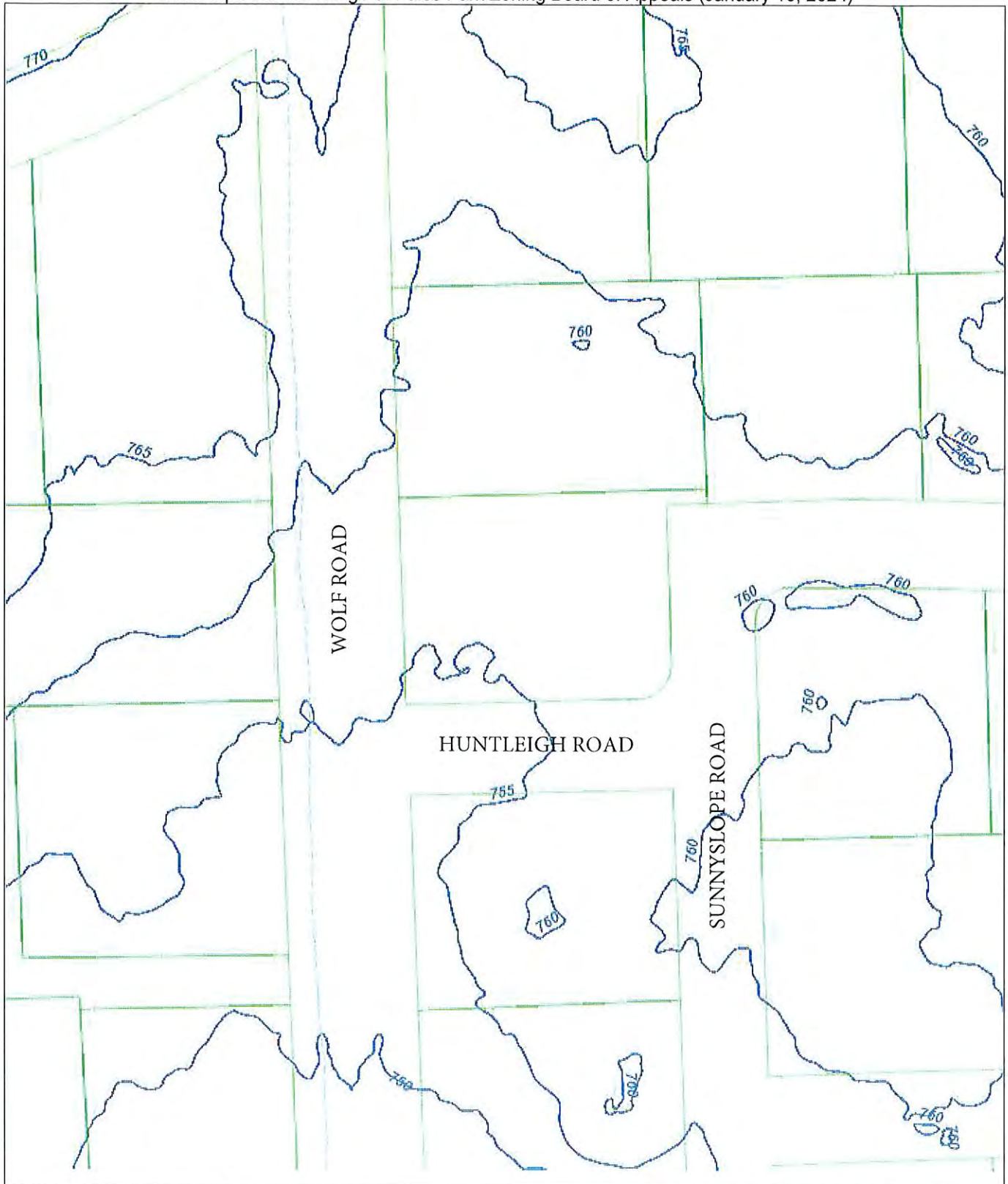
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Village of Palos Park GIS



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Print Date: 10/30/2023







October 6, 2023

To: Mark Herman
Director of Community Development
Village of Palos Park

Mark,

On behalf of the owners attached find the variance application submittal for 20 Huntleigh Rd.

Included are the following:

- Application
- Proof of ownership
- Elevations
- Palos Park FAR calculation chart
- Site plan
- Plat of survey
- Tree inventory

The owners are seeking a variance to the building setbacks for their house located at 20 Huntleigh Road, so they can add a pool house and built-in swimming pool for their family. The house is a corner lot surrounded by Huntleigh Road, Sunny Slope, and Wolf Roads. The only access being from Huntleigh (see site plan). The house was placed at an angle pointing towards the corner intersection of Huntleigh and Sunny Slope. The setbacks are less than the required by the zoning code, with the Huntleigh setback being only 15'-6". The required setbacks are 50'-0" for corner lots and the results would require a 50'-0" setback from all property lines. The placement of the pool house and pool within these setbacks is less than desirable.

The placement we are proposing would reduce the setbacks as follows. The Huntleigh road side would be 25'-2", Wolf Road at 26'-11" and no changes to either the Sunny Slope side or the rear yard setback. The home sits at the entry to the subdivision, and this variance will serve to improve the security and privacy to the lot as well as limiting the noise pollution from the traffic on Wolf Road. The Wolf road side has dense scrub and brush, with some trees, providing a barrier to the road. Our proposed plans keep this area intact. There is 1 tree (#6) located in the new addition area. The remaining, with proper protection, should not be an issue.

Regarding the F.A.R. and lot coverage, neither will exceed the required maximums.

The overall building height is well within the zoning requirements.

Regards,

Michael Buss

Community Development Department
8999 West 123rd Street
Palos Park, IL60464
Phone: 708-671-3700
Fax: 708-448-9542
E-mail: permits@palospark.org
Web: www.palospark.org



Applic. Date: _____
File #: _____
Fee: _____

Application for Zoning Board of Appeals

1. Applicant David Conway Daytime Phone _____

Mailing Address 20 Huntleigh Rd Email Address: david@conwaytax.com

2. Owner(s) of Record David Conway and Colleen Delaney Daytime Phone 708-598-0400

Mailing Address 20 Huntleigh Rd

3. Applicant is: Owner Attorney Other Agent (please specify) _____
(Note: A letter of authorization from the owner(s) of record must be attached)

4. Address/Location of Subject Property 20 Huntleigh Rd

5. Permanent Index Number(s) of Subject Property 23-29-303-005-0000

6. Present Zoning Classification R-1-A Proposed Zoning Classification (if applicable) _____

7. Zoning Designations and Uses of properties to the North R-1_A lot South Huntleigh Rd Easement

East Sunny Slope Rd Easement West Wolf Rd Easement

8. Current Use Single Family Proposed Use (if applicable) _____

9. Lot Square Footage 30,689.7 Building Square Footage -Current 3,732 Proposed 1,686

10. Explanation of Relief requested - I wish to add onto my home as well as adding a pool. Due to the improper placement of the home when it was built, the front and side yard setback requirements can not be met.

11. Ordinance Section seeking Relief from: 1268.02 R-1-A (E) Front Yard 1268.02 (F) Side Yards

APPLICATION MUST BE FILED WITH ORIGINAL SIGNATURES

I hereby certify that the above statements and all accompanying statements and drawings are true and correct to the best of my knowledge. I hereby consent to the entry in or upon the premises described in this application by any authorized official of the Village of Palos Park for the purpose of securing information, posting, maintaining and removing such notices as may be required by law.


Applicant Signature

10/5/2023
Date

Please note that advertisement of proposed projects prior to Village approval in no way creates an obligation for Village approval. Any advance promotion of a project is done at the risk of the petitioner.

VARIANCE HARDSHIP CRITERIA

The following criteria (Village Code Section 1264.07) are used by the Village to help determine if property conditions are hardships that are sufficient to grant a zoning variance.

A. Site Conditions

1. What are the unusual physical conditions of the site; such as size, shape, slope, or other natural or manmade features; that make it a substantial burden to use the property or develop the property? ___
The site is a corner lot of approximately 30,689.7 s.f. fronted on 3 sides by streets (Huntleigh, Wolf and Sunny Slope). Assuming the front yard is Huntleigh and Wolf road and Sunny Slope are corner side yards which gives this particular lot 50'-0" setbacks on the front, side, and rear yards. The existing house was also placed closer to Huntleigh Road and Sunny Slope than the current setbacks allow as well as being placed on a severe angle relative to the corner roads. Maintaining a 50'-0" setback when the existing house is 15'-7" creates an extreme hardship on this particular lot, and limits the amount of improvements that can be made. _____
 - a. Were these conditions created by current owners of the property? __NO _____
 - b. Are these conditions unavoidable or uncorrectable? __YES _____
 - c. Are these conditions worthy of preservation? __YES _____
 - d. Is the loss of value or reasonable return due to these conditions substantial? __YES _____

B. Development Design

1. Would the variation serve only the temporary social or personal convenience of the occupant? ___ The home sits at the entry to the subdivision, and this variance will serve to improve the security and privacy to the lot as well as limiting the noise pollution from the traffic on wolf road.

2. Is there another way to design the development that would be suitable for the permitted uses and that does not require a variance? ___No. ___Due to the current conditions on this lot relocating the addition and pool will create other variances. _____
 - A. Is this other design similar to other development in the neighborhood? __not that I can locate. _____

C. Community Impact

1. Would the proposed development with the variance alter the essential character, scale, intensity, and open space patterns in the area?

___The development of this lot will improve the character of the neighborhood and is not outside of the scale, intensity or open space patterns of the area. It fits into the F.A.R. ratio and lot coverage allowances for this lot and zoning _____

a. Would the proposed development with the variance still be in harmony with the purposes of zoning as described in Section 1260.02 of the Zoning Code?

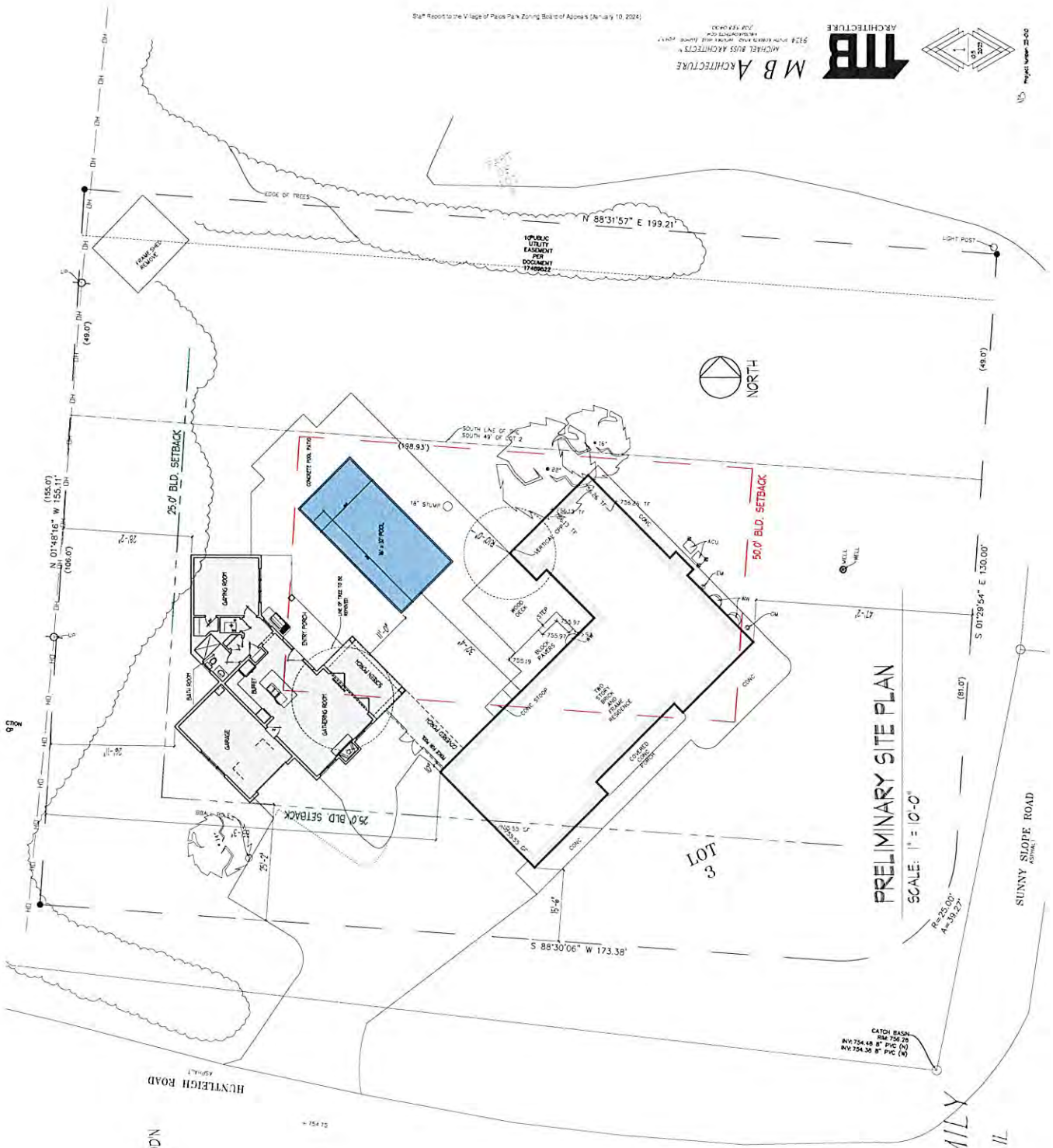
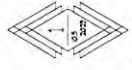
___YES_____

2. Would the proposed development with the variance be substantially injurious to other property?

___NO_____

a. Would it be detrimental to public interests? _NO_____

b. Would it be detrimental to Village Plans? _NO_____

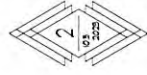


PRELIMINARY SITE PLAN
 SCALE: 1" = 10'-0"

ZONING DISTRICT	REQUIRED	ACTUAL	PROPOSED ADDN
R-1-A			
LOT SIZE MINIMUM	43560 S.F.	ACTUAL 30689.7 S.F.	
YARDS			
FRONT	50'-0"	15'-6" HUNTEIGH	25'-2"
SIDE INT	50'-0"	47'-2" SUNNYSLOPE	N.A.
SIDE OPP	50'-0"	85'-3" WOLF	26'-11"
REAR	50'-0"	58'-0"	N.A.
BUILDING FT. ADDITION	25'-0" TO MEAN	ACTUAL 22'-4"	
F.A.R.	(.5 ACRES TO ACRE = 22%) 30,689.7 X .22 = 6,751.7 S.F.	ACTUAL 5016 S.F.	
LOT COVERAGE	30689.7 X .2 = 6,137.94	ACTUAL 4062	

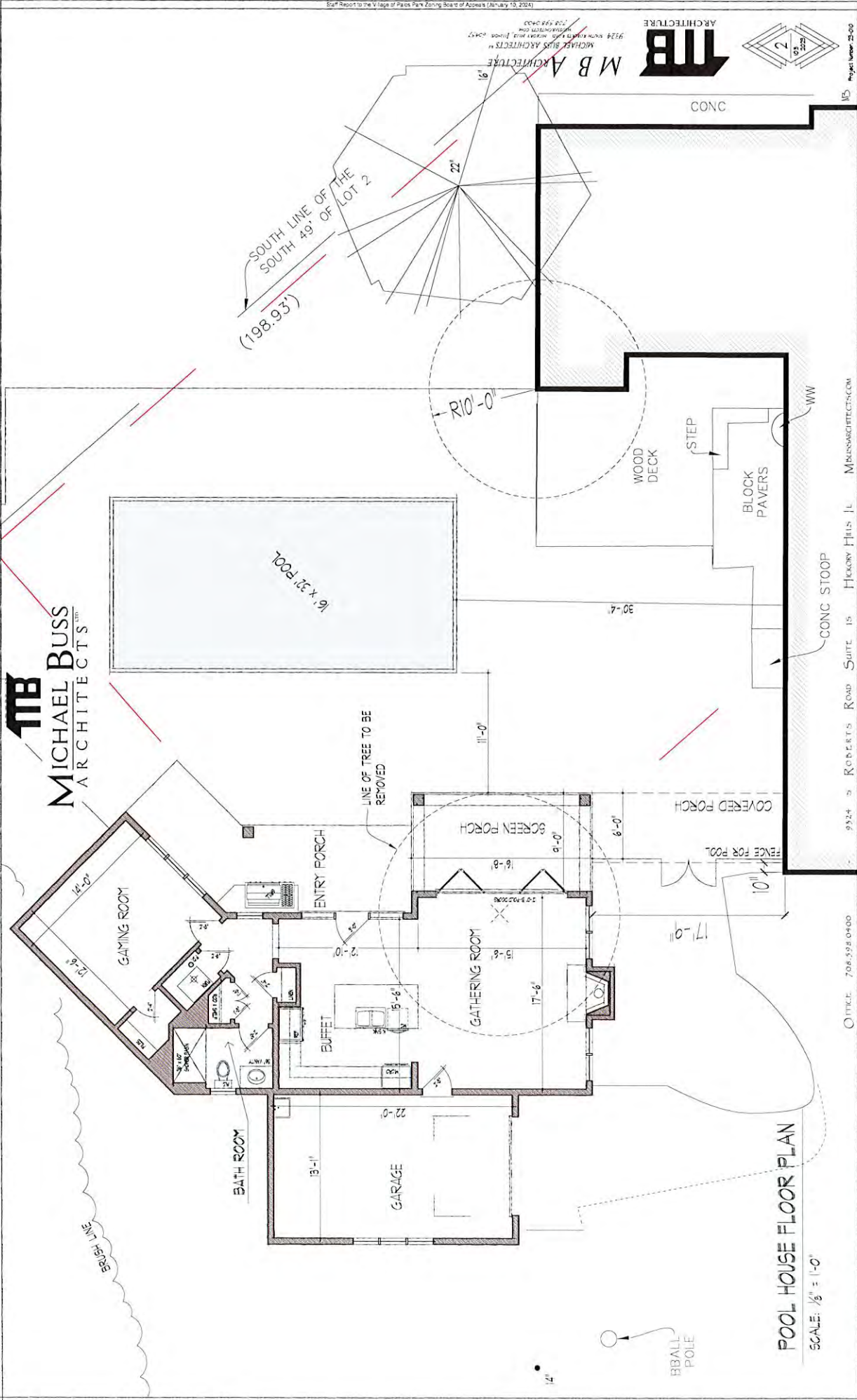
Site Plan for:
THE CONWAY FAMILY
 20 Huntleigh Road
 Palos Park, IL

M B ARCHITECTS
9324 SOUTH HICKORY ROAD, SUITE 15, HICKORY HILLS, IL 60057
MICHAEL BUSS ARCHITECTS
708.598.0400



Project Number: 2500

MBA
MICHAEL BUSS
ARCHITECTS



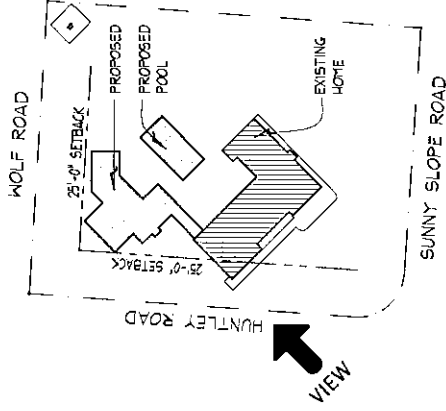
9324 S ROBERTS ROAD SUITE 15 HICKORY HILLS IL 60057
MBAARCHITECTS.COM

OFFICE: 708.598.0400

POOL HOUSE FLOOR PLAN

SCALE: 1/8" = 1'-0"

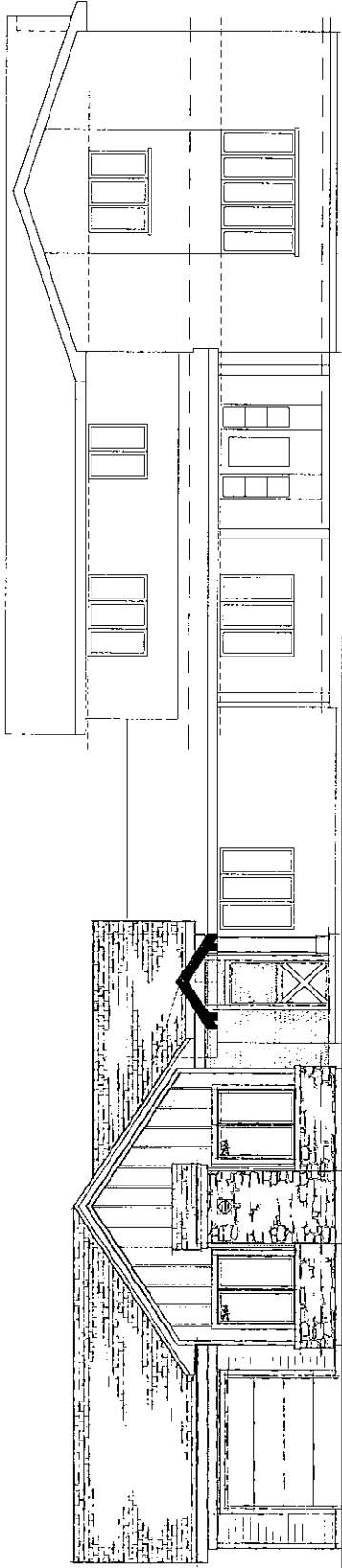
BBALL POLE



SITE PLAN LEGEND
 NO SCALE

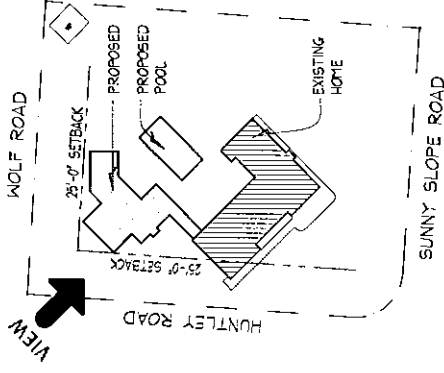


PROPOSED
 EXISTING HOME



POOL HOUSE ELEVATION

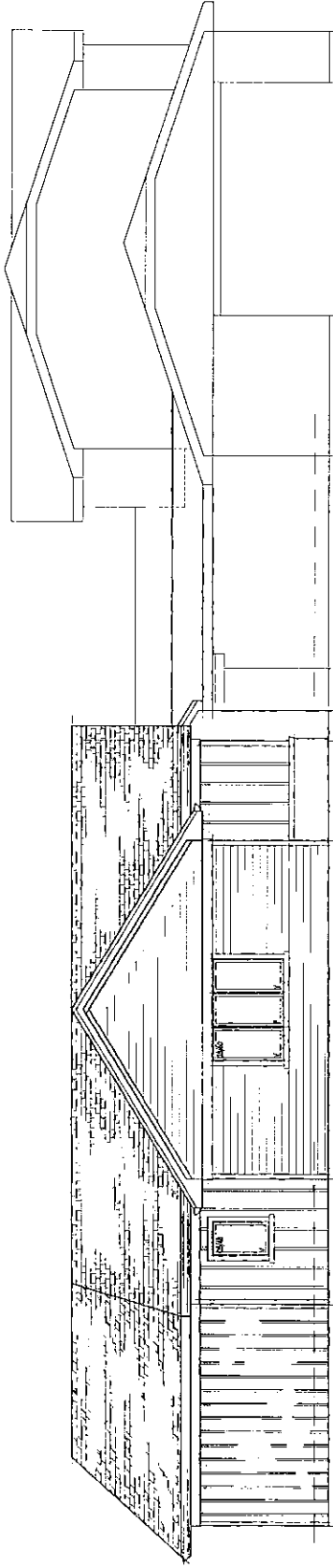
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SITE PLAN LEGEND
 NO SCALE



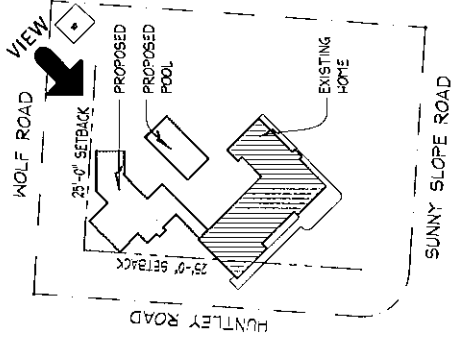
PROPOSED
 EXISTING HOME



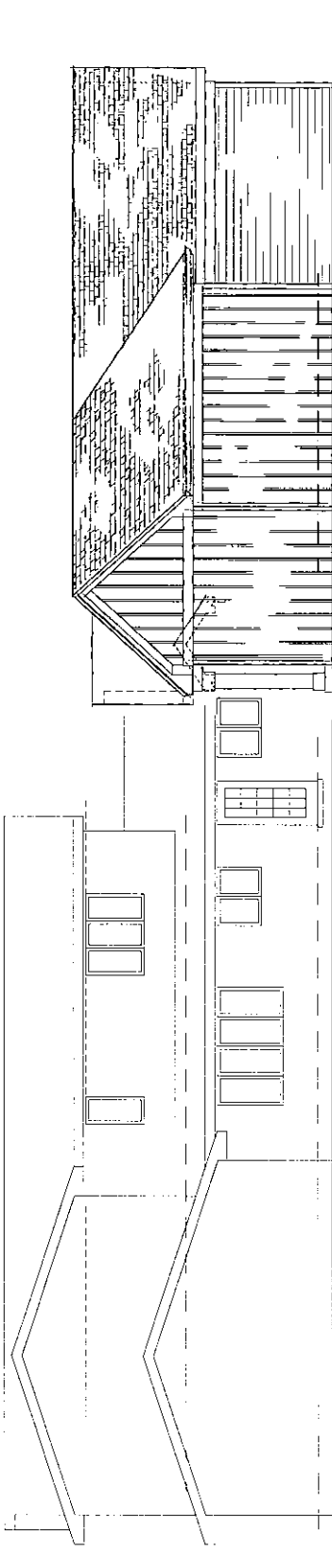
POOL HOUSE ELEVATION

SCALE: 1/8" = 1'-0"



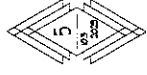


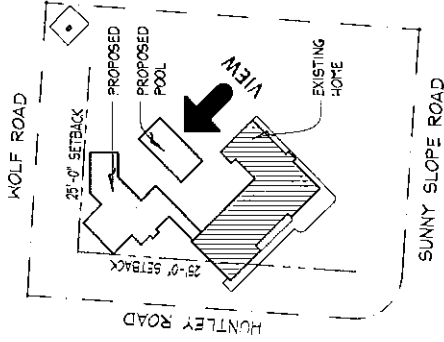
SITE PLAN LEGEND
 NO SCALE



POOL HOUSE ELEVATION

SCALE: 1/8" = 1'-0"



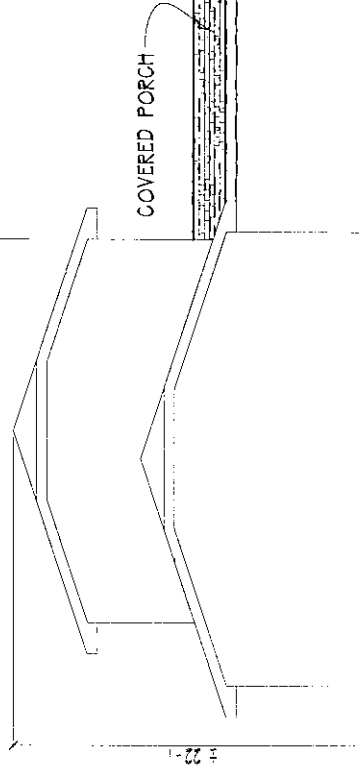


SITE PLAN LEGEND
 NO SCALE



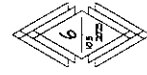
EXISTING HOME

PROPOSED



TMB
 ARCHITECTURE
 MICHAEL-BUSS ARCHITECTS
 ARCHITECTS
 9324 WOODLAND AVENUE, SUITE 100
 PIKES PARK, CO 81654
 719.593.0400

SCREENED PORCH
 BOARD + BATTEN SIDING
POOL HOUSE ELEVATION
 SCALE: 1/8" = 1'-0"



MS Project Number 2000

PALOS PARK FLOOR AREA RATIO CALCULATION

Staff Report to the Village of Palos Park Zoning Board of Appeals (January 10, 2024)

Date: _____ Address: 20 HUNTLEIGH ROAD

1. LOT AREA: 30689.7 s.f.

2. BASEMENT: N.A. s.f.

() (One-half or more of the floor to ceiling height is above the average grade of the dwelling).

3. FIRST FLOOR: 1720 s.f. + 907 ADDITION

4. SECOND FLOOR: 1356 s.f.

5. ATTIC (HOUSE): N.A. s.f.

6. GARAGE (HOUSE): 656 s.f. + 315 ADDITION

7. GARAGE (ATTIC): N.A. s.f. + 464 PORCH

8. TOTAL (House/Garage/Attic) AREA: 5289 s.f.

$$\underline{1720} + \underline{1356} + \underline{656} + \underline{907} + \underline{315} + \underline{464} = \underline{5418} - \underline{(400)}^{**} = 5018$$

9. ALLOWABLE GROSS FLOOR AREA: 6751.7 s.f.

Formula: $(\frac{1}{2} \text{ ACRES TO ACRE} = 22\%) 30689.7 \times .22 = 6751.7 \text{ S.F}$

() x () * = _____
Lot Area

10. ALLOWABLE BUILDING COVERAGE: 6137.9 s.f.

Formula:

(30689.7) x 2 = 6137.9 s.f.
Lot Area

* $\frac{1}{2}$ acre or less 23%, over $\frac{1}{2}$ acre to 2 acres 22%, over 2 acres 21.5%

** $\frac{1}{2}$ acre or less 750 s.f., over $\frac{1}{2}$ acre but less than 1 acre 400 s.f.

1 acre = 43,560 s.f.

Staff Report to the Village of Palos Park Zoning Board of Appeals (January 10, 2024)
WOLF RD



20 Huntleigh Road Tree Inventory

Tree #	Size (in.)	Scientific Name	Common Name	Condition
1	6	Acer saccharum	Sugar Maple	Good
2	16	Acer saccharum	Sugar Maple	Fair
3	30	Quercus palustris	Pin Oak	Good
4	16	Gleditsia triacanthos	Honey Locust	Good
5	15	Acer rubrum	Red Maple	Fair
6	26	Acer saccharum	Silver Maple	Good
7	20	Gleditsia triacanthos	Honey Locust	Good
8	9	Morus alba	White Mulberry	Good
9	8	Gleditsia triacanthos	Honey Locust	Good
10	7	Morus alba	White Mulberry	Good
11	23	Ulmus americana	American Elm	Good
12	15	Morus alba	White Mulberry	Good
13	24	Populus deltoides	Eastern Cottonwood	Good
14	6	Ulmus americana	American Elm	Good
15	10	Ulmus americana	American Elm	Good
16	9	Ulmus americana	American Elm	Good
17	10	Ulmus americana	American Elm	Good

**EXHIBIT 1
 TREE
 INVENTORY
 20 HUNBLEIGH RD
 PALOS PARK, IL**

Legend

- Tree Root Buffer
- Parcels
- Trees**
- Good
- Fair

1 inch = 30 feet
ENGINEERING
RESOURCE ASSOCIATES



Village Council

Mayor Nicole Milovich-Walters
Village Clerk Marie Arrigoni
Commissioner G. Darryl Reed
Commissioner Dan Polk
Commissioner Mike Wade
Commissioner Rebecca Petan

Meeting of: February 12, 2024

6:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Approve Proposal from Concentric Integration to replace the server and Panel PC at the pump station.

BACKGROUND/HISTORY:

The SCADA (Supervisory Control and Data Acquisition) server is over 5(five) years old and is considered End of Life by Dell and will no longer be eligible for Dell's hardware warranty. The Wonderware software that runs the SCADA system is also outdated and can no longer receive patches or updates. The Panel PC that gives staff access to the system is also reaching the end of its service life and running on Windows 10 which is nearing the end of support by Microsoft. The PC should be replaced in conjunction with the server upgrade and will run on Windows 11.

Public Works put \$ 40,000.00 in this year's Water Fund budget to replace the outdated equipment and software. Concentric Integration, who oversees the SCADA System, provided a quote to remove the old equipment, provide the new equipment, install the new equipment, install the new software, and complete any programming necessary to integrate with our system. The cost to complete their work is a lump sum of \$26,950.00. Public works is asking for approval of the proposal.

STAFF RECOMMENDATION:

Staff recommends approving the proposal from Concentric Integration.

RECOMMENDED MOTION:

I move to waive the formal bidding process and approve the proposal from Concentric Integration in the amount of \$26,950.00 to upgrade the SCADA server and panel PC.



Project Proposal

January 30, 2024

Mr. Mike Sibrava
Director of Public Works
Village of Palos Park
8999 West 123rd Street
Palos Park, IL 60464

Subject: SCADA Server Upgrade

Concentric Project Number: 2400110.00

Dear Mr. Sibrava:

The existing SCADA server for the Village's water distribution system, located at the Main Pump Station, is over five years old and is considered End of Life by Dell; therefore, it's no longer eligible for Dell's hardware warranty. The Wonderware SCADA Software version is also outdated, and the software developer no longer releases patches for it.

Similarly, the Panel PC installed on the Main Pump Station Control Panel is five years old and is running Windows 10 operating system. Windows 10 reaches end of support by Microsoft on October 14th, 2025. Once an operating system is no longer supported by Microsoft, it does not receive security patches, application updates, or any other kind of support.

Concentric Integration recommends the Village replace the SCADA server and Panel PC at the Main Pump Station with modern and supported hardware, as well as upgrade the SCADA software to the latest version.

The Following is Concentric Integration's Scope of Services to modernize the Village's SCADA infrastructure.

Scope of Services

Equipment

Concentric will provide the following equipment:

1. One (1) Dell Precision 3460 Small Form Factor with the following features:
 - a. 13th Generation Intel Core i7 Processor, 16 cores
 - b. 32GB (2 x16GB) DDR5 RAM
 - c. Qty. two (2) 1 TB SSD hard drives with RAID 1 configuration (For redundancy)
 - d. Windows 11 Operating System



- e. Microsoft Office Professional 2021
 - f. 3-year basic onsite service warranty
2. Quantity one (1) OnLogic 15" Cincoze Rugged Panel PC with the following features (or equivalent):
 - a. Intel Whisky Lake i5-8365UE Quad Core Processor
 - b. 15" Resistive Touchscreen Display Panel
 - c. 8GB DDR4 -Wide Temp Memory (RAM)
 - d. 256GB SSD-Wide Temp Hard Drive
 - e. Windows 11 Operating System
 - f. 5-year Warranty

Labor

Project Management

1. Plan, schedule, and coordinate the activities required to complete the Project.
2. Coordinate a phone-based kick-off call.
3. Provide bi-weekly project status updates via email as needed.
4. Manage a punch-list upon the last task of the project.
 - a. The Village's Project Manager will be responsible for providing punch-list items to Concentric's Project Manager.
 - b. Punchlist will be agreed up between Concentric's and the Village's Project Manager(s) two weeks after the last task of the project.

SCADA Server and Panel PC Upgrades

1. Configure Windows 11 Operating System on Dell Desktop and OnLogic Panel PC
 - a. Apply any compatible firmware and operating system updates.
2. Migrate and upgrade existing Wonderware InTouch application to the latest available InTouch version (2023) on new SCADA server and PanelPC.
 - a. All SCADA graphic functionality to remain as is.
3. Upgrade Win911 alarming software to latest available Win911 version (2024).
 - a. All existing alarming and call out rosters within Win911 will remain as is.



SCADA Server Commissioning

1. Test functionality of the new SCADA Server and PanelPC to verify successful application migration.

Documentation

1. Provide via USB flash drive or secure electronic file-share using Microsoft OneDrive, or similar, electronic copies of the following:
 - b. InTouch Application
 - c. Win911 Configuration
 - d. Update Network Diagram detailing the new hardware.

Fee

Our fee for the above scope is a lump sum of \$26,950.

This proposal is valid for 90 days from the date issued.

Concentric Assumptions / Customer Responsibilities

1. Customer will assign an initial project manager at the project kickoff meeting.
2. Customer will provide site access for installation, programming, and startup during Customer's normal business hours. Work outside of Customer's normal business hours can be agreed upon as needed, provided Concentric can secure the site(s) upon departure.
3. Customer understands that all existing equipment to remain is assumed to be in good, working order. In the event that any other equipment does not perform as-expected, Concentric will work with the Customer to repair, as-needed, under a separate contract.
4. Customer will dispose of/recycle any removed equipment.
5. Customer understands that software/materials purchased outside Concentric may require regular support, and it will coordinate directly with the manufacturer to identify support costs for future budgeting purposes.
6. Customer has a current Aveva Customer First and Win911 Customer Care software maintenance agreements. If either of the two software maintenance agreements listed above are not current, Concentric will renew them outside this agreement on a T&M basis.



Annual Support

This project will add additional hardware and software to the Customer, some of which has support or maintenance associated with it. Concentric recommends the Customer maintain any applicable support agreements once the initial support/warranty periods expire. On this project, we have included the following support agreements, that all begin approximately at the date the product is shipped (not necessarily the date it is onsite) and last for periods varying from one year to three years.

Following is the recommended support and estimated amounts for annual renewals (this is provided solely for budgetary purposes and will need to be quoted at the time of renewal):

Description	Annual Renewal
Dell Warranty	\$200
WIN-911 (Win911 Mobile Requires Premium Customer Care Agreement)	\$1,500
Wonderware Customer First	\$2,300
Total	\$4,000

Manufacturer standard warranty on all other hardware

Project Schedule

Concentric is available to begin work upon notice to proceed.

Warranty

The warranty listed in the Standard Terms and Conditions (Paragraph 12.2):

- DOES apply
- DOES NOT apply

Standard Terms and Conditions References

Effective Date: The Effective Date of this Proposal and the associated Standard Terms and Conditions shall be the date this Proposal is accepted as shown by Customer's dated signature below.

Third Party Materials (See Standard Terms and Conditions Paragraphs 3.2 & 8.3):

- DOES apply
- DOES NOT apply



Notices: Notices required to be provided to Customer in accordance with Paragraph 16.3 of the Standard Terms and Conditions shall be delivered to the individual and address given above, unless Customer provides updated notification information to Concentric in writing

Standard Terms and Conditions

Concentric Integration, LLC's Standard Terms and Conditions, Version 10.2 (V10.2), located at <http://goconcentric.com/standard-terms/> are hereby incorporated into this Project Proposal as though fully attached hereto. By signing below, each of the undersigned represents and warrants that Concentric Integration, LLC's Standard Terms & Conditions are legal, valid and binding obligations upon the parties for which they are the authorized representative.



Acceptance

If this proposal is acceptable, please sign one copy and return to us. Feel free to contact me if you have any questions.

Sincerely,

CONCENTRIC INTEGRATION, LLC

Michael D. Klein, PE
President
MDK/RRO



CUSTOMER:
VILLAGE OF PALOS PARK

ACCEPTED BY: _____

TITLE: _____

DATE: _____

P:\PALOP\2400110-SCADAWORKSTATIONUPGR_PROMO\2400110-SCADAWORKSTATIONUPGRADE-PROPOSAL.DOCX

VILLAGE OF PALOS PARK

Fiscal Year 2023/2024 Budget

Expense Justification

FUND	52	Water	FY18 Actual	\$	-	FY22 Actual	\$ 44,394
DEPARTMENT	24	Public Works	FY19 Actual	\$	17,875	FY23 Budget	\$ 120,000
CLASS	80	Capital Outlay	FY20 Actual	\$	-	FY23 EOY	\$ -
ACCOUNT	8140	Utility Improvements	FY21 Actual	\$	-	FY24 Budget	\$ 2,174,000

52-24-80-8140	Go Home Tab	FY23 Summary Rept.	Status	DONE
	FY22 GL Detail Report	FY23 GL Detail Report	Completed By	MS

	Justification Description	FY23 Budget	FY23 EOY	FY24 Budget
1	Edelweiss Improvements (Hydrants/Lining)	\$ 85,000	\$ -	\$ 134,000
2	Booster Station Generator	\$ -		
3	Cor Pro Cathodic Protection System Upgrade at Booster			
4	SCADA Server Upgrade			\$ 40,000
5	One Park Place/119th Street Connection			\$ -
6	Misc Unknown Projects	\$ 35,000	\$ -	
7	West Transmission Main			\$ 2,000,000
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				



Village Council

Mayor Nicole Milovich-Walters
Village Clerk Marie Arrigoni
Commissioner G. Darryl Reed
Commissioner Dan Polk
Commissioner Mike Wade
Commissioner Rebecca Petan

Meeting of: February 12, 2024

6:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Emergency Repair to the 1000 GPM (gallons per minute) pump at the pump station.

BACKGROUND/HISTORY:

In November of 2023, one of the 1000 GPM pumps began to shake and make excessive noise. The pump was removed from the rotation and Public Works called for service. It was determined that the pump could not be repaired in place. A crane truck had to be called in to remove the pump. The pump was relocated to a repair shop. Since it was late in the season, there was no rush to complete the repair.

The pump was taken apart and evaluated. The bearings were shot and will have to be replaced. The cost to check the pump at the station, remove the pump with a crane truck, take the pump apart to determine the problem, purchase and replace the bearings, reassemble the pump, and return it to the station will be \$ 14,211.61. A new pump would cost more than \$35,000.00, and we are holding off on making any major improvements to the station until the nature of the development and usage out west can be determined.

Public works is seeking approval for the proposal submitted to repair the pump by Airy's.

STAFF RECOMMENDATION:

Staff recommend approving the proposal from Airy's.

RECOMMENDED MOTION:

I move to approve the proposal from Airy's in the amount of \$14,211.61 to complete the repair of one of the 1000 GPM pumps at the pump station.

PROJECT PROPOSAL & CONTRACT



21825 Cherry Hill Road, Joliet, IL 60433
 (708) 429-0660 www.airys.com (708) 429-0795

To:
 Mr. Joe Walters
 Village of Palos Park
 8999 123rd St
 Palos Park, IL 60464

Date: 2/6/2024
Job Number: E24-510
Job Name/Location: Remove, Repair, and Reinstall 50hp Pump
 12101 W 121st St
 Palos Park, IL

Phone: 708-259-1331
Fax/e-mail: jwalters@palospark.org

We hereby submit specifications and estimates per plans dated: None

Remove, Repair, and Reinstall 50 HP Pump

Includes:

HP	RPM	VOLTAGE	FRAME	MFG	SERIAL #
50HP	1800	230/460	328TP	US ELECTRICAL MOTORS	H11-BF50A-N
RFQ	CUST TAG#	REF	PO#	REPAIR REASON	
	PUMP 4		23-G800	RECONDITION, BAD BEARINGS, FIX MECHANICAL FITS	
WORK TO BE PERFORMED					
<ul style="list-style-type: none"> • DISASSEMBLE • CLEAN PARTS • MECHANICAL INSPECTION • INCOMING ELECTRICAL TESTING • QUOTE/ESTIMATE JOB • VARNISH TREAT WINDINGS • BALANCE • BRUSH PLATE BEARING CARRIER FIT ON SHAFT • CHECK RUN-OUT • PLATE CE BEARING JOURNAL 			<ul style="list-style-type: none"> • PLATE OCE BEARING JOURNAL • PREPARE ALL PARTS ASSEMBLE • RE-ASSEMBLE • INSTALL BEARINGS • PRE-SHIP QUALITY INSPECTION • POST TESTING • PAINT • WRAP AND LOAD TRUCK • GENERATING REPORTS 		
MATERIALS					
<ul style="list-style-type: none"> • BEARINGS • BALL FOR RATCHET ASSEMBLY 			<ul style="list-style-type: none"> • FREIGHT 		

TOTAL BASE BID

\$14,211.61

Notes: - Lead time is 4-6 Weeks

The referenced amount reflects our Lump Sum bid for the referenced project

The following considerations are made as part of the bid and contract documents

- No permits, bonds, taxes, licenses, or fees
- Airy's and their subcontractors to be held harmless from utility construction in any areas requiring permit(s)/easements for construction.

- No filling existing structures
- No excavation of unsuitable rock or soils
- Downtime for unsuitable material, rock, etc. not included.
- On site and Off site restoration by others
- Staking & layout by others
- Exploratory excavation for utilities limited to those areas noted and scaled from plan
- Not responsible for re-routing/reconnection due to the confliction of utilities at crossings whether shown or not.
- Not responsible for determination of design crossing conflictions.
- Televising of existing or proposed sewers is not included unless expressly mentioned in this proposal.
- Vacuum testing of structures is not included unless expressly mentioned in this proposal.
- Contaminated groundwater/storm water handling or disposal is not included.
- Not responsible for the Excavation, Handling, Hauling, or Disposal of any contaminated soils. Airy's may work in other areas, or suspend construction until such material is removed or cleaned.
- Disposal of unsuitable materials not included.
- Owner to allow for the extension of time to the project in the event of revisions, additions, or the changes in the scope of the project without adverse effects to Airy's or their subcontractors.
- In the event soil erosion is provided in a bid line, we will provide the initial installation. Further maintenance is to be provided by others.
- All spoil left on site at trench side. Approx.. Cy
- All services to terminate at property line.
- Dewatering is excluded.
- Rock excavation is excluded.
- Traffic control by others.
- Tree removal/trimming by others.
- The excavation through unsuitable soil is excluded.
- All pavement or curb sawing, removal, and disposal is excluded.
- Not responsible for damage to privately owned utility lines. Locating will be responsibility of the property owner.
- Average sanitary manhole depths are calculated at 0.0' , added manholes that vary in depth may require a change in unit price.
- Average storm manhole depths are calculated at 0.0' , added manholes that vary in depth may require a change in unit price.
- All water main depths are calculated with 5.0' cover, added depths may require a change in unit price.
- This Proposal is based on 2023 Labor Rates. June 1, 2023 through May 31, 2024.

In the event another contract format is used, these pages shall be considered as an exhibit.

We propose to furnish material and labor - complete in accordance with the plans and specifications listed above: This exhibit is for the sole purpose of determining value of installed utilities for the monthly payments and to determine the price of additions or deletions from the plans and specifications. It is agreed and understood by the parties hereto that all utilities covered under this contract shall be installed per plans and specifications as listed above for the completed price of:

Fourteen thousand two hundred eleven and 61/100----- Dollars \$14,211.61

Payment to be made monthly as work progresses, as billed, per units installed, no retention. Initial _____

Net amount due by 10th of the month following month in which work was performed.

Should any other contract document be used, this form shall be considered an exhibit to the contract.

Should discrepancies between drawings, specs, and/or contract occur, scope of work noted in this document to supercede. All work to be in compliance with the Standard Specifications for Water and Sewer Main Construction in Illinois. Any alteration or deviation from specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the contract amount. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 5 days due to the volatility of materials at this time.

Airy's Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. All fees for collection including, but not limited to court costs, arbitrator fees, and attorney fees are the sole responsibility of the customer.

Signature _____

Date of Acceptance _____

Signature _____



Integrated Power Services

Inspection Report

BALL BEARING	AS RECEIVED
---------------------	--------------------

* N/P = value not provided

DATE RCVD: 11/20/2023	CUSTOMER: NEW CUSTOMER NEEDED - QUOTES	JOB #:	128897
CUST TAG: PUMP 4	PO#: 23-G800	CAT#:	N/P
SERIAL#: H11-BF50A-N	MFG: US ELECTRICAL MOTORS	HP:	50HP
VOLTS: 230/460	ENCL: WP-I	FRAME:	326TP
MODEL#: BF50A	DUTY: CONT CODE: G	AMPS:	114/57
TYPE: RUSI	INS:	DESIGN:	B
SF: 1.15	AMB:	DIMENSIONS:	700
CERT TYPE: N/P	CERT#: N/P	CLASS 1/GRP:	CLASS 2/GRP:

MISC: **NEW CUSTOMER NEEDED AIRYS/GENCO LLC. JANICE HAS CUSTOMER INFORMATION FROM PHONE CALL ABOUT DROPPING OFF FOR REPAIR.**

TERMINAL BOX (STYLE/POSITION)	AUX BOX (#/STYLE/POSITION)	# EYEBOLTS	MOUNTING	ROTATION	HISTORY	SHAFT BLOCKED
NONE /	NONE	NONE	VERTICAL-FLANGE	BI-DIR		YES

- | | | | | | | |
|-------------------------------|---------------------------------|---------------------------------------|--|----------------------------------|---|--|
| <input type="checkbox"/> KEY | <input type="checkbox"/> BRAKE | <input type="checkbox"/> BRAKE DRUM | <input checked="" type="checkbox"/> MFG NP | <input type="checkbox"/> RTD BOX | <input checked="" type="checkbox"/> SCREENS | <input type="checkbox"/> LEAD SEAL |
| <input type="checkbox"/> PUMP | <input type="checkbox"/> TACH | <input type="checkbox"/> BLOWER / FAN | <input type="checkbox"/> CUST NP | <input type="checkbox"/> COVERS | <input type="checkbox"/> GEARBOX | <input checked="" type="checkbox"/> REPAIR SPECS |
| <input type="checkbox"/> LUGS | <input type="checkbox"/> PULLEY | <input type="checkbox"/> WATER JACKET | <input checked="" type="checkbox"/> HTR NP | <input type="checkbox"/> FILTERS | <input type="checkbox"/> COUPLING | <input type="checkbox"/> PROXIMITY PROBE |

AS FOUND CONDITION SUMMARY

INSPECTION / DISASSEMBLY			INCOMING		
LUGS NONE	PAINT COLOR WHITE	BLASTING REQ NO	UNECONOMICAL NO	SHAFT TURNS FREE YES	MEGOHMS 4000 1,000V
LEAD CONDITION GOOD	SPECIAL GREASE N/A	LUBE TYPE OIL	(This area is intentionally obscured for security or privacy reasons.)		
LEAD LENGTH 10"	PHASE BAL PASS	SEAL TYPE DE NONE			
# LEADS 9	CONNECTION VOLTAGE 460	COUPLING POS N/A			
LEADS SEALED NO	RUN-OUT .0015	END PLAY .0015			
LEAD CONNECTION	STAND PIPE	INT FAN COND. N/A	EXT FAN COND. N/A	FOOT PLANARITY - C FLANGE - C FLANGE X = SOFT FOOT - MEASUREMENT SHAFT - C FLANGE - C FLANGE	

DISASSEMBLY / TESTING

CORE TEST N/A	WINDING RESISTANCE Ω's 4000MΩ @ 1,000V	STAT Ω @1MIN PASS 2000V	SURGE TEST N/A V	HIPOT N/A	µA LKGE N/A	PI PASS	MCE N/A	BALL TEST N/A	HTR VLT PHS 115 1P	SHRT- RING PASS
# HEATERS 1	HEATER TEST PASS	MEGOHMS N/A	WATTAGE 96	OHMS N/A	VOLT / CONN 115 SERIES	OPEN RTR N/A	WINDING THERMALS TYPE: NONE RATING:			
# SLOTS 48	# BARS 56	RTR GRWL TEST PASS	RTR/BARS COND. GOOD	RTR CORE TEST N/A	BEARING THERMALS TYPE: NONE RATING:					

FAILURE ANALYSIS

SUSPECTED CAUSE:	CONTAMINATION/RECONDITION
ELECTRICAL:	
MECHANICAL:	DAMAGED BEARINGS, LOOSE BRG FIT
OTHER:	CONTAMINATION, PM

REQUIRED REPAIRS

BALANCE, DE BRG JRNL, ODE BRG JRNL, RECONDITION, SHAFT EXTENSION



Integrated Power Services

Inspection Report

BALL BEARING	AS RECEIVED
---------------------	--------------------

DATE RCVD: 11/20/2023 CUSTOMER: NEW CUSTOMER NEEDED - QUOTES JOB #: 128897
 CUST TAG: PUMP 4 PO#: 23-G800 CAT#: N/P RELEASE #:
 HP: 50HP RPM: 1780 VOLTS: 230/460 FRAME: 326TP ENCL: WP-1 MFG: US ELECTRICAL MOTORS

DRIVE END (DE)	
BEARING NUMBER (QTY)	6211 (1)
MANUFACTURER	SKF
CONFIGURATION	OPEN
ROLLER TYPE	STANDARD BALL
INTERNAL CLRNC / ABEC	C3
INSULATION / RACEWAY	N/A
END BRACKET	
BEARING HSNG	3.9378 PASS GOOD
MIN	3.937
MAX	3.9379
HOUSING INS.	NO
SEAL FIT ID	2.1762 PASS GOOD
BEARING CAP	2.5017 PASS GOOD
BCK CAP SPRNG	0
WAVY WASHER	0
GRND RING	0
GRND RING MFG	N/A
FLANGE FACE	SPIGOT

RUN-OUT / COUPLING	
DE COUPLING R/O:	N/A
DE SHAFT R/O:	
DE COUPLING COND:	N/A
DE BORE SIZE:	N/A
DE COUPLING TYPE:	NONE
DE COUPLING MFG:	N/A
DE COUPLING #:	N/A
DE ROTOR COND:	PASS
ODE COUPLING R/O:	N/A
ODE SHAFT R/O:	N/A
ODE COUPLING COND:	N/A
ODE BORE SIZE:	N/A
ODE COUPLING TYPE:	N/A
ODE COUPLING MFG:	N/A
ODE COUPLING #:	N/A
ODE ROTOR COND:	N/A

OPPOSITE DE (ODE)	
BEARING NUMBER (QTY)	7220 (1)
MANUFACTURER	FAG
CONFIGURATION	PHENOLIC CAGE
ROLLER TYPE	BALL THRUST
INTERNAL CLRNC / ABEC	C3
INSULATION / RACEWAY	N/A
END BRACKET	
BEARING HSNG	7.0874 PASS GOOD
MIN	7.0866
MAX	7.0876
HOUSING INS.	
SEAL FIT ID	
BEARING CAP	
BCK CAP SPRNG	
WAVY WASHER	
GRND RING	
GRND RING MFG	
FLANGE FACE	SPIGOT



SHAFT JOURNALS			
1) SHAFT EXTENSION	N/A	N/A	N/A
COUPLING ID	None	CLRNC	
2) OB SEAL JOURNAL	2.1637	PASS	GOOD
OUTBOARD CLEARANCE	.0125		
3) BEARING JOURNAL	2.1653	FAIL	UNDERSIZED
MINIMUM	2.1655	MAX	2.166
4) IB SEAL JOURNAL	2.4857	PASS	GOOD
INBOARD CLEARANCE	.0160		

SHAFT EXT	DE	ODE
TAPERED	NO	N/A
THREAD COND	PASS	N/A
LCK NUT COND	PASS	N/A
LCK NUT SIZE	N 12	N/A
KEYWY COND		N/A
KEYWAY SIZE (L x W x D)		
		DE
		ODE

SHAFT JOURNALS			
5) SHAFT EXTENSION	2.3736	FAIL	UNDERSIZED
FAN FIT	None	CLRNC	
6) OB SEAL JOURNAL	N/A	N/A	N/A
OUTBOARD CLEARANCE			
7) BEARING JOURNAL	3.9368	FAIL	UNDERSIZED
MINIMUM	3.9371	MAX	3.9377
8) IB SEAL JOURNAL	N/A	N/A	N/A
INBOARD CLEARANCE			

INSPECTION COMMENTS

DATE RCVD: 11/20/2023	CUSTOMER: NEW CUSTOMER NEEDED - QUOTES	JOB #: 128897
CUST TAG: PUMP 4	PO#: 23-G800	CAT#: N/P
HP: 50HP	RPM: 1780	VOLTS: 230/460
FRAME: 326TP	ENCL: WP-I	MFG: US ELECTRICAL MOTORS
		RELEASE #:

TIR


DRIVE END

SHAFT STATUS FAIL

ERO:	POSITION:	GAUSS:	.001	.001	.001
MOTOR POSITIONED USING: LATHE			DE RING N/A		
TIR COND ACCEPTABLE			.0006		
SHAFT REPAIR REPAIR			< .0004		
.0005	.0005	.0005	< N/A	.0000	.0000
SHAFT EXTENSION			BEARING JRL		
			IB SEAL FIT		
			ROTOR CORE		

OPPOSITE DRIVE END

.001	.001	.001	ERO:	POSITION:	GAUSS:
			N/A ODE RING		
			TIR COND ACCEPTABLE		
			SHAFT REPAIR REPAIR		
			.0002		
ROTOR CORE			N/A >	N/A	N/A >
			BEARING JRL		
			IB SEAL FIT		
			OB SEAL FIT		
			SHAFT EXT		

Image Name		Comments
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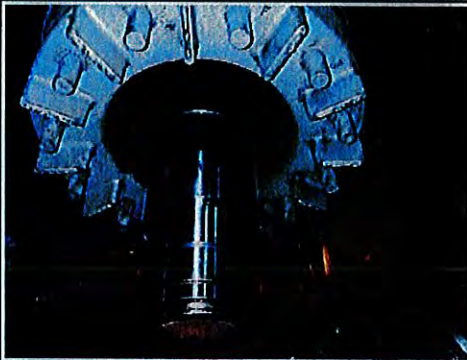
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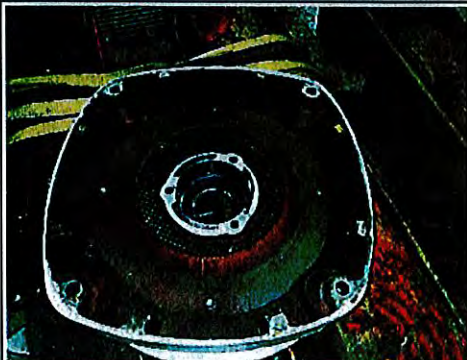
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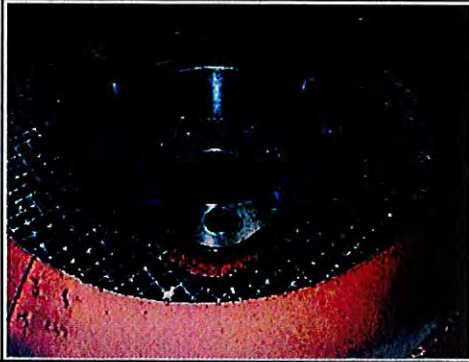
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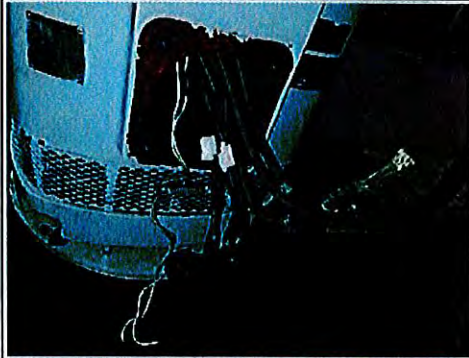
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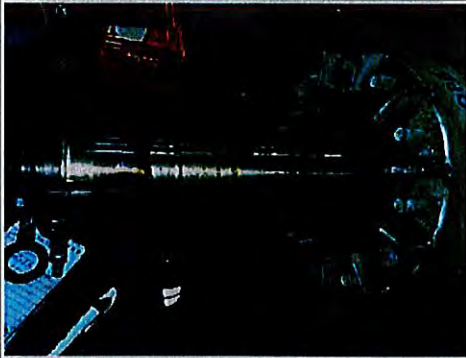
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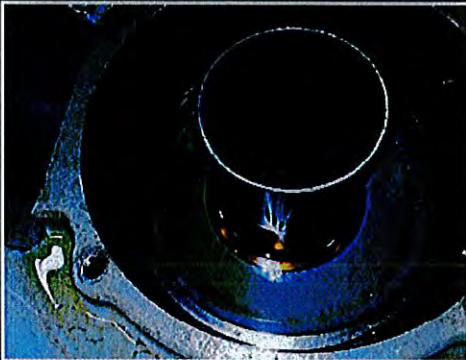
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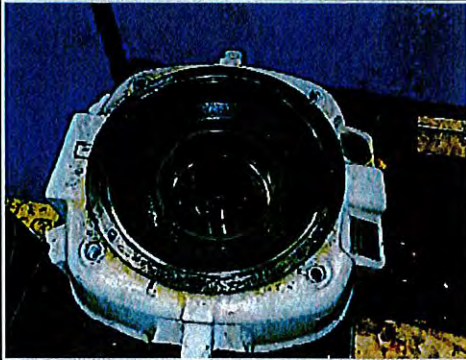
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As_Received_ODE_Grease



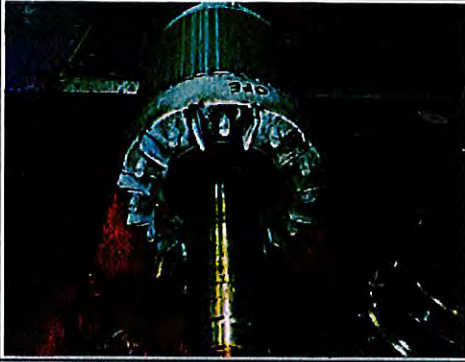
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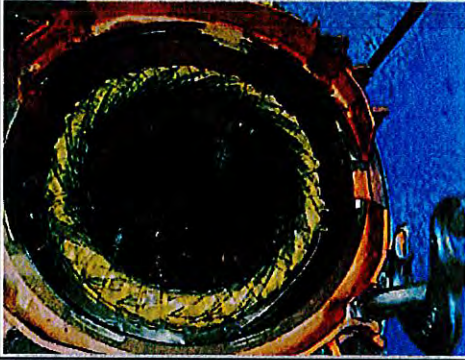
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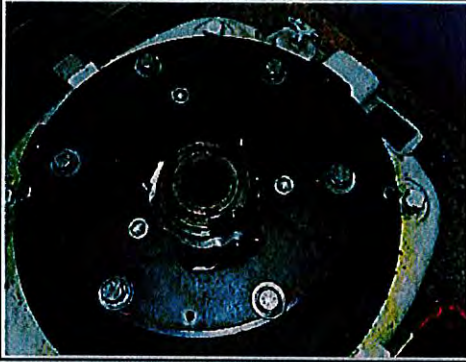
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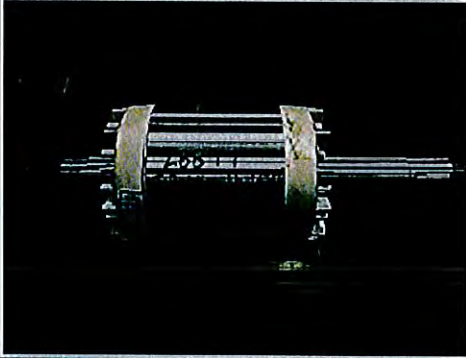
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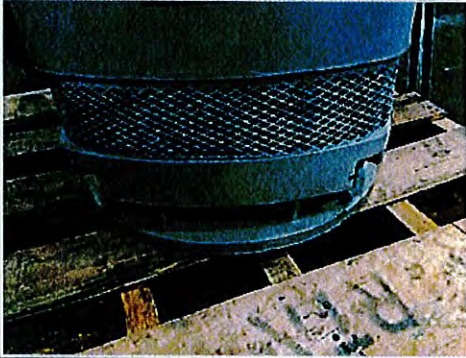
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DE



HeaterNameplate



MainTB01



Nameplate



ODE



OTB



TB



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: February 7, 2024
 Subject: Building Department Report for Council Meeting February 12, 2024

Spring is Coming....Do you have your Permit?

Please note that per Village Code all work being done within the Village of Palos Park requires a permit. The permit shall always be visible on site. The permit is good for one (1) year from the date of issue. A property owner is allowed to pull a permit and act as a general contractor for work performed on their home provided that all work is compliant with Village Codes, ordinances, and regulations, including registering of any sub-contractors used on the project. All inspections require 24-hour notice before inspections are needed. All construction fences and silt fences must always be maintained and in place during construction.

PERMITS: The Building Department processed ten (10) permits January 16, 2024-February 7, 2024 resulting in \$5,352.50 in permit fees.

BUILDING PERMIT INSPECTIONS

Twelve (8) inspections were completed during this time.

ADDRESS	PERMIT TYPE	COST
9104 W 123 RD STREET	DEMO	\$1,500.00
8815 W 123 RD STREET	GUTTERS	N/C
7956 OAK RIDGE DRIVE	HVAC	\$135.00
12555 S 80 TH AVENUE	WINDOWS	\$150.00
4 BLACK WALNUT TRAIL	WINDOWS	\$150.00
8823 W 123 RD STREET	REMODEL	\$1,742.00
12616 S 83 RD STREET	POD	\$75.00
102 FOREST EDGE DRIVE	BOILER	\$75.00
12700 S WOLF ROAD	DEMO STRUCTURE	\$1,175.00
8116 W 124 th STREET	PLUMBING	\$175.00
12505 S 81 st AVENUE	ELECTRIC	\$175.00
	TOTAL	\$5,325.50
	PREVIOUS YEAR	\$132,262.07
	FISCAL YEAR TO DATE	\$137,587.57



VILLAGE OF
PALOS PARK

Village Council

Mayor Nicole Milovich-Walters

Village Clerk Marie Arrigoni

Commissioner G. Darryl Reed

Commissioner Dan Polk

Commissioner Mike Wade

Commissioner Rebecca Petan

Meeting of: February 12, 2024

6:30 PM

Kaptur Administrative Center

AGENDA MATTER:

Approve an Intergovernmental Agreement between the Illinois Office of the Comptroller and the Village of Palos Park

BACKGROUND/HISTORY:

Since beginning in 2012, the Local Debt Recovery Program (LDRP) has helped more than 475 local governmental entities recover over \$360 million dollars in outstanding debt. By matching unpaid debt claims with state records, the Illinois Office of Comptroller provides a mechanism to recover the funds from an individual or company's tax refund, commercial payment, or other state checks. These funds are then transferred directly to the local agency (Village).

The Local Debt Recovery Program (LDRP) offers the Village of Palos Park an opportunity to utilize the resources of the Illinois Office of the comptroller (IOC) to collect unpaid debt such as parking tickets, water and sewer bills, traffic fines, ordinance violations, housing fees, and fees imposed by the courts. LDRP does not charge any fees for participation. The Program will allow debts as old as seven years to be submitted.

STAFF RECOMMENDATION:

To approve the Intergovernmental Agreement

RECOMMENDED MOTION:

I move to approve Ordinance 2024-05 titled "An Ordinance Approving And Authorizing The Execution Of An Intergovernmental Agreement By And Between The Illinois Office Of The Comptroller And The Village of Palos Park Regarding Access To The Comptroller's Local Debt Recovery Program".

ORDINANCE NO. 2024-05

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE ILLINOIS OFFICE OF THE COMPTROLLER AND THE VILLAGE OF PALOS PARK REGARDING ACCESS TO THE COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM

WHEREAS, the Village of Palos Park is a non-home rule unit pursuant to the provisions Article VII, Section 7, of the Illinois Constitution of 1970; and

WHEREAS, the Illinois Office of the Comptroller (the "IOC") and the Village of Palos Park (the "Village") share the common goals of collecting debts owed to its respective public bodies; and

WHEREAS, the IOC operates a system, known as the Comptroller's Offset System (the "System") for collection of debt owed the State of Illinois by persons receiving payments from the State; and

WHEREAS, the Illinois General Assembly specifically provided for the ability of the Village to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act (P.A. 97-632; 15 ILCS 405/10.05 and 10.05d) in order for the Village to have access to the Local Debt Recovery Program for purposes of collecting both tax and non-tax debts owed to the Village; and

WHEREAS, the IOC and the Village are empowered under the Illinois Constitution (Ill. Const., Art. VII, Sec. 10), Section 3 of the Intergovernmental Cooperation Act (5 ILCS 220/3) and Section 10.05d of the State Comptroller Act (15 ILCS 405/10.05d) to contract with each other in any manner not prohibited by law; and

WHEREAS, the IOC and the Village desire to enter into an Intergovernmental Agreement in substantially the form attached hereto as **Exhibit "A"** (the "Agreement"), whereby the IOC and the Village will accomplish the above-stated goals; and

WHEREAS, the Village Mayor and Board of Commissioners of the Village of Palos Park have determined that it is in the best interests of the Village to approve and enter into the Agreement attached hereto and made a part hereof as **Exhibit "A"** pursuant to its non-home rule powers as provided by Article VII, Section 7 of the Illinois Constitution of 1970, and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*).

BE IT ORDAINED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE VILLAGE OF PALOS PARK, , ILLINOIS, AS FOLLOWS:

SECTION 1: The findings set forth above are incorporated by reference into this Section 1 as if fully recited herein.

SECTION 2: The Village Mayor and Board of Commissioners of the Village of Palos Park approve the Agreement attached hereto as **Exhibit "A"** and made a part hereof, in substantially the attached form, with such alterations, changes, deletions and insertions as may be necessary in the discretion of the Village Attorney. Further, the Village Mayor and Board of Commissioners of the Village of Palos Park authorize and direct the Village Mayor and Clerk, or their designees, to execute said Agreement, and to execute and deliver all other instruments and documents, if any, necessary to fulfill the Village's obligations under the Agreement.

SECTION 3: All ordinances, or parts of ordinances, in conflict with the provisions of this Ordinance, to the extent of such conflict, are repealed.

SECTION 4: Each section, paragraph, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 5: Except as to the Code amendments set forth above in this Ordinance, all Chapters and Sections of the Palos Park Village Code, as amended, shall remain in full force and effect.

SECTION 6: That this Ordinance shall be in full force and effect from and after its passage, approval and publication.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED and APPROVED this 12 day of February, 2024.

Nicole Milovich-Walters, Mayor

ATTEST:

Marie Arrigone, Village Clerk

(SEAL)

Published in pamphlet form February 13, 2024.

EXHIBIT "A"

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN THE ILLINOIS OFFICE OF THE COMPTROLLER
AND THE VILLAGE OF PALOS PARK REGARDING ACCESS TO THE
COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM**

(attached)

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN THE ILLINOIS OFFICE OF THE COMPTROLLER
AND THE VILLAGE OF PALOS PARK REGARDING ACCESS TO THE
COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM**

This Intergovernmental Agreement ("Agreement") is hereby made and entered into as of the date of execution by and between the Illinois Office of the Comptroller (the "IOC") and the Village of Palos Park (the "Village"), in order to provide the Village access to the Local Debt Recovery Program for purposes of collecting both tax and non-tax debts owed to the Village of Wheeling. Each of the parties hereto is a "public agency" as defined in Section 2 of the Intergovernmental Cooperation Act [5 ILCS 220/2].

WHEREAS, both the State of Illinois and the Village have a responsibility to collect debts owed to its respective public bodies; and

WHEREAS, the IOC operates a system, known as the Comptroller's Offset System (the "System"), for collection of debt owed the State by persons receiving payments from the State; and

WHEREAS, the Illinois General Assembly specifically provided for the ability of the Village to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act [P.A. 97-632; 15 ILCS 405/10.05 and 10.05d]; and

WHEREAS, the IOC and the Village are empowered under the Illinois Constitution [Ill. Const., Art. VII, Sec. 10], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Section 10.05d of the State Comptroller Act (the "Act") [15 ILCS 405/10.05d] to contract with each other in any manner not prohibited by law.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

Article I – Purpose

The purpose of this Agreement between the IOC and the Village is to establish the terms and conditions for the offset of the State of Illinois' tax and non-tax payments in order to collect tax and non-tax debts owed to the Village.

Article II – Authority

The authority for State payment offset is granted under Section 10.05 of the Act [15 ILCS 405/10.05] and the authority for entering into this Agreement is granted under Section 10.05d of the Act [15 ILCS 405/10.05d], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Article VII of the Illinois Constitution [Ill. Const., Art. VII, Sec. 10].

Article III – State Payment Offset Requirements and Operations

A. Legal Requirements. The offset of State payments shall be conducted pursuant to the authority granted in Section 10.05 and 10.05d of the Act [15 ILCS 405/10.05 and 10.05d] and the requirements set forth in this Agreement.

1. Due Process & Notification.

- (a) Before submitting a debt to the IOC for State payment offset, the Village must comply with all of the notification requirements of this Agreement. For purposes of this Agreement, notification of an account or claim eligible to be offset shall occur when the Village submits to the IOC the following information:
 - (i) the name and address and/or another unique identifier of the person against whom the claim exists;
 - (ii) the amount of the claim then due and payable to the Village;
 - (iii) the reason why there is an amount due to the Village (i.e., tax liability, overpayment, etc.);
 - (iv) the time period to which the claim is attributable;
 - (v) the local entity to which the debt is owed;
 - (vi) a description of the type of notification which has been given to the person against whom the claim exists and the type of opportunity to be heard afforded such person;
 - (vii) a statement as to the outcome of any hearings or other proceedings held to establish the debt, or a statement that no hearing was requested; and
 - (viii) the date of final determination of the debt.
- (b) The IOC will not process a claim under this Agreement until notification has been received from the Village that the debt has been established through notice and opportunity to be heard.
- (c) The Village is required to provide the debtor with information about a procedure to challenge the existence, amount and current collectability of the debt prior to the submission of a claim to the IOC for entry into the System. The decision resulting from the utilization of this procedure must be reviewable.

2. Certification.

- (a) The Village Manager of the Village must, at the time the debt is referred, certify that the debt is past due and legally enforceable in the amount stated, and that there is no legal bar to collection by State payment offset (see Appendix A).

- (b) Only debts finally determined as currently due and payable may be certified to the IOC as a claim for offset.
- (c) The Village Manager of the Village may delegate to a responsible person or persons the authority to execute the statement of the claim required by this Agreement.
- (d) This delegation of authority shall be made on forms provided by the Comptroller and shall contain a signature sample of the person(s) to whom the delegation is made.
- (e) For purposes of this Agreement, "Village Manager of the Village" means Richard B. Boehm.

3. Notification of Change in Status.

- (a) The Village must notify the IOC as soon as possible, but in no case later than thirty (30) days after receiving notice of a change in the status of an offset claim.
- (b) A change in status may include, but is not limited to, payments received other than through a successful offset, the filing of a bankruptcy petition, or the death of the debtor.

B. Operational Requirements. Upon receiving a data file from the Village pursuant to this Agreement, the IOC will perform a match with the Village's debt file using a debtor's social security number, taxpayer identification number, name, address, or other unique identifier. The Village will receive a weekly file from the IOC indicating the matches, at which time the Village will update its debtor records.

- 1. Technical Requirements. The IOC agrees to work with the Village to facilitate information and data procedures as provided for in this Agreement. The Village agrees to adhere to the standards and practices of the IOC when transmitting and receiving data.
- 2. Fee. A fee shall be charged to the debtor in order to recover the cost to the IOC for administrating the System. The fee shall be a per payment transaction and shall be Fifteen and No/100 Dollars (\$15.00), unless the payment is for an amount less than Thirty and No/100 Dollars (\$30.00), in which case the fee shall equal to the amount offset. The fee will be deducted from the payment to be offset prior to issuance to the Village.
- 3. Offset Notices. The IOC will send offset notices to the debtor upon processing a claim under the Act and this Agreement. The notice will state that a request has been made to make an offset against a payment due to the debtor, identify the Village as the entity submitting the request, provide the debtor with a phone number made available pursuant to Article III, Paragraph B, Section 6 of this Agreement, and inform the debtor that they may formally protest the offset within sixty (60) days of the written notice.

4. IOC Protest Process. If a protest is received, the IOC will determine the amount due and payable to the Village. This determination will be made by a Hearing Officer and will be made in light of all information relating to the transaction in the possession of the IOC and any other information the IOC may request and obtain from the Village and the debtor subject to the offset. If the IOC requests information from the Village relating to the offset, the Village will respond within sixty (60) days of the IOC's request. The IOC may grant the Village an additional sixty (60) day extension for time to respond.
5. IOC Hearing Officer. The Village hereby agrees to provide the Hearing Officer with any information requested in an efficient and timely manner in order to facilitate the prompt resolution to protests filed as a result of this Agreement. For purposes of this Agreement, any decision rendered by the Hearing Officer shall be binding on the Village and shall be the final determination on the matter. The Hearing Officer may continue the review of a protest at his/her discretion in order to assure an equitable resolution.
6. Village Call Center. The Village hereby agrees to provide a working phone number which the IOC will furnish to persons offset under this Agreement. The Village shall ensure that the phone number is properly staffed in order to provide information about the debt the Village is offsetting under this Agreement. The phone number for purposes of this Section and this Agreement is: 708-671-3770.
7. Debt Priorities. If a debtor has more than one debt, the debt with the oldest date of delinquency shall be offset first.
8. Transfer of Payment. Transfer of payment by the IOC to the Village shall be made in the form of electronic funds transfer (EFT). Nothing in this section or this Agreement shall limit the ability of either party to modify this Agreement at a later date in order to provide for an alternative method(s) of payment transfer.
9. IOC Refunds. If the IOC determines that a payment is erroneous or otherwise not due to the Village, the IOC will process a refund of the offset, and refund the amount offset to the debtor. In the event the refund results in only a partial refund to the debtor, the IOC will retain the fee referenced in Article III, Paragraph B, Section 2 above. The fee will only be refunded to the debtor in the event of a full refund of the offset amount.
10. Village Refunds. The Village is responsible for refunding monies to the debtor if an offset occurred due to inaccurate debt information or over collection, and the Village has already received payment from the IOC. The IOC will only refund monies in the event that a payment has not yet been made to the Village.

Article IV – Permissible Use of Information

The IOC acknowledges that the Village is providing sensitive information about local debts for the purpose of conducting offsets under this Agreement. As such, the IOC will use the information solely in connection with the Local Debt Recovery Program. The IOC shall safeguard the local information in the same manner as it protects State debt information.

The Village acknowledges that the IOC is providing sensitive information about State payments for the purpose of conducting offsets under this Agreement. As such, the Village will use the information solely in connection with the Local Debt Recovery Program. The Village shall safeguard State information in the same manner as it protects local debt information.

The parties may use information in any litigation involving the parties, when such information is relevant to the litigation.

Article V – Term of this Agreement and Modifications

This Agreement becomes effective as of the Effective Date and shall remain in effect until it is terminated by one of the parties. Either party may terminate this Agreement by giving the other party written notice at least thirty (30) days prior to the effective date of the termination. Any modifications to this Agreement shall be in writing and signed by both parties.

Article VI – No Liability to Other Parties

Except for the fees described in Article III, paragraph B, Section 2 above, each party shall be responsible for its own costs incurred in connection with this Agreement. Each party shall be responsible for resolving and reconciling its own errors, but shall not be liable to any other parties for damages of any kind as a result of errors. Each party shall be liable for the acts and omissions of its own employees and agents. This Agreement does not confer any rights or benefits on any third party.

Article VII – Issue Resolution

The parties acknowledge that the IOC is ultimately responsible for the development, design and operation of the System. Subject to that understanding, the parties agree to work cooperatively to resolve any matters that arise during the development, design and implementation of the program. If an issue cannot be resolved informally by mutual agreement of staff personnel, then the parties agree to elevate the issue to a senior level manager for resolution of the issue. For purposes of this Agreement, the “senior level managers” are:

- 1. IOC: George Alonisiotis, Director
Department of Government and Community Affairs
Illinois Office of the Comptroller

- 2. Local Unit: Richard B. Boehm
Village Manager
Village of Palos Park

Article VIII – Contacts

The points of contacts for this Agreement are:

IOC: Debjani Desai, General Counsel
Illinois Office of the Comptroller

Appendix A



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

Local Debt Recovery Program

Involuntary Withholding Tape/File Certification Form

Village Name: _____

Tape #/File Type: _____

Record Count: _____

Dollar Amount: _____

Please mark the appropriate box:

Add Tape/File

- The debtor(s) has (have) been sent a notice that a claim has been established against said person thus giving the debtor the opportunity to appeal the determination of the existence and amount of the claim(s).
- No hearing(s) was (were) requested or a hearing(s) was (were) held and the result(s) was (were) that the claim(s) was (were) found to be valid in the amount(s) referenced in the attached record.
- The date(s) of the final determination of the debt(s) for each claim was prior to the date of submittal of the claim to IOC for Local Debt Recovery purposes.

Change Tape/File

- All change transactions contained on the enclosed tape/file meet the criteria for inclusion in the Local Debt Recovery Program.

Delete Tape/File

- All claims contained on the enclosed tape/file no longer meet the criteria for inclusion in the Local Debt Recovery Program, and should be removed from the Program.

I, _____, do hereby certify that all of the debts included on the tape/file are in compliance with the requirements of the State Comptroller Act [15 ILCS 405] and the Intergovernmental Agreement entered into between the above named Village and the Illinois Office of the Comptroller.

Authorized Signature: _____ **Date:** _____

Village: _____ **Phone #:** _____



PPPD following up on a report in which the victim was contacted via email by his “boss” who was emailing the Victim about a obtaining 10 Amazon gift cars gift cards

Victim received an email from “his boss asking you for a favor” With the boss needing \$,2000 worth of Amazon gift cards. Please be alert like our Victim, before you go out and

Purchase amazon gift cards pay up, ask yourself: is that really your boss? It could be a scammer trying to get your money. In this case our Victim realized the email from the sender

was suspicious and contacted his employer to verify. This was a scam!

Here is how this scam plays out. The scammer sends you an email impersonating your boss, either using a spoofed email address, or by hacking into their account. They then make up a story about needing your help with something — an office surprise party, a company event, even a simple errand. Whatever the reason, they’ll ask you to help by paying them with gift cards, promising to pay you back later. But once you hand over the gift card number and PIN, the money is gone.

If you get an unexpected email from your boss asking for this kind of help:

Don’t pay for anything with a gift card. Gift cards are for gifts, not for payments. If anyone asks you to pay with a gift card, it’s a scam.

Double-check with your supervisor. Call your boss using a known number — not something that was written in the email.

Take a pause. Can’t reach your manager? Talk to a trusted coworker or friend. Tell them the situation and see what they would do.

Did you or someone you know pay a scammer? Find out what to do next. If you act quickly, sometimes (only sometimes) you can get your money back. But it’s worth trying. And if you spotted this scam, report it at [ReportFraud.ftc.gov](https://www.ftc.gov/ReportFraud).

Our Victim was contacted by a “Third Party Service Provider” regarding unclaimed property locators, also called “finders,” charge a fee to locate your unclaimed property—something you can do for free. While finders are typically acting legally and are even regulated in some states, it isn't necessary to use one. Plus, it can be challenging to tell a good finder from a bad one. Crooks take advantage that there really is such money out there.

The letterhead looks official and even the website is convincing, but the letter is the work of a scammer.

According to the National Association of Unclaimed Property, there are billions of dollars available and there are many businesses called “finders” or “locators” who find legitimate property for people, but Hutchison warned people should be very careful.

There is legitimately unclaimed property held by states – a total of about \$42 billion. ... That's generally bank accounts, life insurance policies, dividend checks,” he said. “The financial institution, for whatever reason, has lost track of the owner. Perhaps they died or moved without a forwarding address.

So crooks take advantage that there really is such money out there.

What Is an Unclaimed Property Scam?

Have you received a text message or letter notifying you that you're entitled to unclaimed property? It's a common scam: An unknown sender offers you a large amount of unclaimed cash, and all they ask for in return is your Social Security number or the password for your Venmo. If this happens to you, hit pause. Any requests for your personal data or financial information should elicit your suspicion. While unclaimed property is real, so are unclaimed property scams. And they're increasingly common. With the rise in identity theft problems in the country, we are aware of the risk more than ever before.

Anyone could be victimized by a scam like this, but—as with most scams—the elderly are at a high risk of being targeted for their information, Lobell says.

Instead of engaging with fraudsters who say they can connect you with unclaimed property, use official sites to search for it yourself. Here's what you need to know.

What Is an Unclaimed Property Scam?

Unclaimed property is money and other assets that get turned over to the state when the owner can't be found. If you forget to cash a paycheck, overpay a utility bill or leave behind a security deposit, to name a few examples, that money eventually gets handed over to the state if you can't be found. The state holds on to it until you reach out to claim it.

Unclaimed property scams take advantage of this process to try to steal your identity or assets. Typically, a scammer attempts to lure you into providing your information by pretending to be a government official. They may promise to reunite you with a large sum of money or some other asset, such as a car. In reality, they're just trying to take advantage of you.

How to Avoid Scams and Safely Claim Your Property or Money

Act defensively to avoid unclaimed property scams. If a message attempts to create a sense of urgency and fear with a warning like “time is running out; respond right away,” don't engage.

"It's always better to look for the agency's contact information independently instead of responding to the message," Lobell says. "The best way to ensure you are dealing with a legitimate source is to look for the .gov domain or use a trusted source.

It's easy and free to conduct a search for unclaimed property. To get started, use the official National Association of Unclaimed Property Administrators website to learn how to conduct an unclaimed property search in your state. Alternatively, you could use MissingMoney.com, which conducts a national search and directs you to file a claim on the state-specific site if any unclaimed property is found.

Avoid Third-Party Services

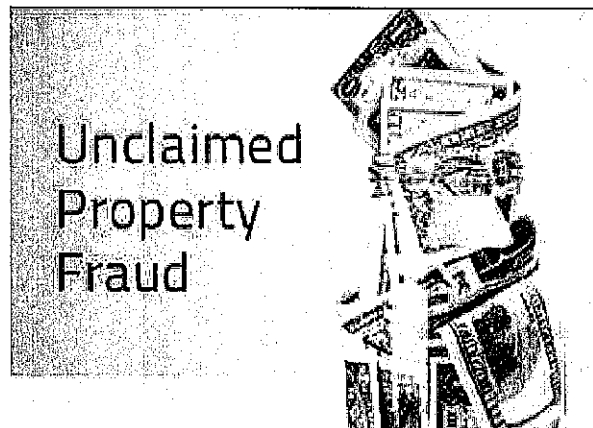
While these are not necessarily scams, unclaimed property locators, also called "finders," charge a fee to locate your unclaimed property—something you can do for free.

While finders are typically acting legally and are even regulated in some states, it isn't necessary to use one. Plus, it can be challenging to tell a good finder from a bad one.

Remember that state unclaimed property offices do not charge anything for searches or to facilitate claims. If you're asked for money, it's not a legitimate state site."

Unclaimed property scams are increasingly common. If you've been contacted about money that could be yours, verify the notice by searching for unclaimed property on a legitimate website. That way, you won't lose cash or risk having your identity compromised when trying to claim the property. If you'd like to better protect your identity from fraudsters, Experian CreditWorksSM Premium can monitor each of your credit reports from the three credit bureaus (Experian, TransUnion and Equifax) for identity theft, provide identity theft insurance and connect you with personalized fraud resolution agent support whenever you need it.

You can also mitigate harm by requesting a fraud alert on your credit reports that asks potential creditors to verify your identity before issuing any new credit in your name. You can file a report with the Federal Trade Committee and with law enforcement if your identity has been compromised.



Palos Park Residents encouraged to utilize state-of-the-art cloud-based platforms to update & facilitate focused collecting & disseminating of information in a secure online environment.

PPPD is reminding everyone planning a weekend getaway, vacation or an extended time your home will be vacant, to utilize our state-of-the-art cloud-based E Report system for vacation watches while you are away. PPPD uses Frontline Public Safety Solutions which offers state-of-the-art cloud-based platforms to update and facilitate a process focused collecting and disseminating information in a secure online environment.

Frontline Public Safety Solutions gives our community members the ability to request vacation watches, house checks, and overnight parking by completing an online request. By the end of June, Frontline will also allow our community members and businesses community to provide emergency contact information to the Palos Park Police Department with a simple online form.

For our community members that need assistance with requesting any of the above services, we will gladly help you if you call us at the Palos Park Police Department (708) 671-3771 or email jmiller@palospark.org

The link to our Frontline portal can be found on the Village website or you can go directly to the portal by clicking the link below. There is no cost to our community members for this service.

<https://www.frontlinepss.com/palosparkpd?fbclid=IwAR3J87WEbkMzGvqU9PbZIHVry1ny4MmXBSjloHlfX8IY2iJMuNQSyz4jOwM>

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