



VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, February 24, 2020 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
Community Room

AGENDA

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
5. Consent Agenda
 - a. Regular Village Board Meeting Minutes – January 27, 2020
 - b. Committee of the Whole Meeting Minutes – January 27, 2020
 - c. FY 2020 Budget Amendment for the Capital Improvement Fund for the River Forest Public Library – Ordinance
 - d. Declaration of Surplus Property and Authorization of Sale by Internet Auction of Two Brush Chippers – Ordinance
 - e. PlanItGreen Letter of Commitment Initiative in Pursuing 100% Renewable Energy
 - f. Monthly Department Reports
 - g. Monthly Performance Measurement Report
 - h. Financial Report – January 2020
 - i. Accounts Payable – January 2020 – \$1,646,570.18
 - j. Village Administrator's Report
6. Consent Items for Separate Consideration
 - a. Accounts Payable from the General Fund to McDonald's-Karavites for \$42.74 (*Trustee O'Connell Common Law Conflict of Interest*)
7. Recommendations of Boards, Commissions and Committees
 - a. Sustainability Commission – Annual Report
 - b. Zoning Board of Appeals – Variation for Front Yard and Secondary Front Yard Setbacks at 243 Park Variation – Ordinance
 - c. Zoning Board of Appeals – Text Amendment Regarding Beauty Salons and Micropigmentation – Ordinance
 - d. Deer Management Ad Hoc Committee Appointments: Trustee Tom Cargie, Co-Chair, Trustee Patty Henek, Co-Chair, Dan Hollenbach, Cathleen Hughes, Dawn Mizgala, Ronald Lemar, John Roeger, Annette Madden, Ingrid Liu, Katharine Christmas, Joel Lueking, Laurie Gillard, John Flynn
8. Unfinished Business
9. New Business
 - a. Creation of an Age-Friendly Advisory Committee – Resolution
 - b. Recommendation Regarding Building/Zoning Inspector Position
 - c. Discussion regarding Non-Renewal of Automated Traffic Law Enforcement Agreement with SafeSpeed, LLC and Initiation of Request for Proposals for New Vendor
10. Executive Session

11. Items to be Approved After Executive Session

- a. Approval of the Collective Bargaining Agreement with the International Union of Operating Engineers, Local 150 (Public Works) for May 1, 2019 through April 30, 2022

12. Adjournment

**VILLAGE OF RIVER FOREST
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES
Monday, January 27, 2020**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, January 27, 2020 at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:05 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Also Present: Village Clerk Kathleen Brand-White, Village Administrator Eric Palm, Assistant Village Administrator Lisa Scheiner, Assistant to the Village Administrator Jonathan Pape, Management Analyst Sara Phyfer, Police Chief James O'Shea, Police Commander James Greenwood, Finance Director Rosemary McAdams, Fire Chief Kurt Bohlmann, Public Works Director John Anderson, Village Attorney Greg Smith

2. PLEDGE OF ALLEGIANCE

President Adduci led the pledge of allegiance.

3. CITIZEN COMMENTS

John Dzuryak, 315 Forest. Mr. Dzuryak encouraged the Board to consider Westmont's program for discounted garbage bills for seniors. He also expressed concern about snowblower use by contractors outside of the permissible hours.

Chris Hillcoat, 1428 Franklin. Mr. Hillcoat stated he was applauding the Board for their decision on establishing a Deer Management Committee. He stated he enjoys being greeted by a number of deer on an ongoing basis. He encouraged the Board to approve the resolution and noted this is an important issue.

Mary Vanker, 1234 Monroe. Ms. Vanker expressed concern that the language in the Deer Management Committee resolution limited the Committee and delayed it from taking action until fall. She requested the resolution be modified so the Committee could approach the Board at any step along the way and be authorized to make its own proposals. She also shared an email from Dr. Ingrid Liu, a resident, who had a River Forest patient who contracted Lyme disease on the east coast. She also stated that Dr. Liu had been in contact with the Cook County Department of Public Health, who told her the only hotspot for Lyme disease within the County is in the Forest Preservers property in Palos Heights.

Askold Kozbur, 1235 Monroe. Mr. Kozbur reaffirmed his previous comments and noted he is in favor of the Deer Management Committee. While he noted the seriousness of Lyme diseases, Mr. Kozbur expressed concern that the risk had been exaggerated. He urged that data from the Cook County Health Department and Centers for Disease control be referenced over anecdotal data.

4. ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS

Trustee Bachner read a statement to acknowledge that this land was once inhabited by indigenous people and stated that River Forest continues to be a place that people from diverse backgrounds live and gather. She discussed the 2020 Census, noting that it helps establish fair market rents, enforce fair housing practices, and helps with the planning of health and educational services for people with disabilities. She reminded everyone that sidewalks are homeowners' responsibility and asked that everyone shovel them for their neighbors.

Administrator Palm noted that code enforcement warnings have been issued to property owners not in compliance.

Trustee Brennan announced that the holiday lights recycling program is now closed but that any other cords and lights could be saved for this year's Recycling Extravaganza. She noted she is looking forward to the report from Elgin Recycling on the total deflected from landfills.

In reponse to a question from Trustee Henek, Administrator Palm stated there are approximately 15 homes signed up for the senior snow program.

Trustee Henek reported that she attended the Plan Commission meeting regarding the Affordable Housing Plan. In an effort to allow for reflection, she suggested the Plan be presented and discussed at one meeting and voted on at a later meeting.

Trustees Bachner and Brennan concurred.

Trustee O'Connell suggested the Plan be discussed at a Committee of the Whole meeting.

President Adduci reported that she and Trustee O'Connell met with the Forest Preserves and stated she will discuss that more when they get to that item.

5. CONSENT AGENDA

- a. Regular Village Board Meeting Minutes – December 9, 2019
- b. Waiver of Formal Bid and Award of Purchase (Due to Competitive Quotes) for a Mobark 2131 Brush Chipper from Alexander Equipment for \$87,431.00
- c. Authorize Proceeding with a Text Amendment to the Village's Zoning Code Regarding Massage Therapy Establishment
- d. Village Administrator's Report

Trustee Cargie made a motion, seconded by Trustee Vazquez to approve the Consent Agenda items A - D.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

6. CONSENT ITEMS FOR SEPARATE CONSIDERATION

None.

7. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES

- a. Traffic and Safety Commission – Amend Title 9 of the Village Code Regarding a No Parking Restriction on the North Side of Central Avenue Between Franklin Avenue and Ashland Avenue – Ordinance

Trustee Vazquez made a motion, seconded by Trustee Brennan to approve an Ordinance Amending Section 9-3-12 of the Village Code to install a No Parking Zone of 20 feet on both sides of the Central Avenue driveway for the Greathouse Condominium Complex located at 407-415 Franklin Avenue.

Village Engineer Loster explained the request and stated the owners were having issues exiting their parking lot due to how close vehicles are parked on either side of the driveway. He noted parking is allowed on the north side of Central in that area.

In response to a question from Trustee Cargie, Engineer Loster stated there could be a loss of one or two parking spots. He further stated one item being analyzed in the Commuter Parking Study is whether to switch parking to the south side of Central since there would be no gap in parking from driveways. He explained that while the Traffic and Safety Commission and KLOA did not have issues with that, Staff was concerned about the impact to emergency vehicles.

In response to a follow up question from Trustee Cargie, Chief Bohlmann stated it is more a concern for the Police Department. Engineer Loster stated hopefully the Study results will show the need or lack of need for parking in that area.

In response to a question from Trustee O'Connell, Engineer Loster clarified the current parking restrictions along Central and stated this ordinance would result in the loss of one parking spot.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None
Motion Passes.

8. UNFINISHED BUSINESS

- a. Creation of a Deer Management Ad Hoc Committee to Investigate and Provide a Written Report and Recommendations to the President and Board of Trustees Regarding Deer Management – Resolution

Trustee Brennan made a motion, seconded by Trustee Henek, to approve a Resolution Establishing a Deer Management Ad Hoc Committee to Investigate and Provide a Written Report and Recommendations to the President and Board of Trustees of the Village of River Forest Regarding Deer Management.

Carl Vogel, Forest Preserves. Mr. Vogel stated he is the Director of Communications for the Forest Preserves. He affirmed the Forest Preserves' commitment to work with the Village on this issue as the Village creates the new ad-hoc committee. He discussed their mission and limited budget and noted the effects of deer overpopulation. He explained the prioritization of their ecological restoration work and clarified that deer are the responsibility of the Illinois Department of Natural Resources. He stated that as the Committee further explores options, the Forest Preserves is happy to continue to provide information about the program that can help determine if an IGA is the option the Village would like to pursue.

In response to a question from President Adduci, Mr. Vogel confirmed the Forest Preserves is willing to answer questions and provide information as needed to the Committee.

President Adduci reviewed the meeting she and Trustee O'Connell had with Forest Preserves Superintendent Arnold Randall and Cook County Commissioner Pete Silvestri, stated they discussed the information needed to get a permit and what the process looks like.

Trustee O'Connell stated the Forest Preserves does not own the deer but that the State of Illinois does. In describing the process, he explained the professionals from the Forest Preserves and the United States Department of Agriculture evaluate property to see where there is absence of growth where it should be. He stated they reviewed their deer management programs, noting that River Forest was not a priority until the Village brought it to light. When people have asked them questions, he stated, the Forest Preserves was taking information from things they have done in other parts of the County.

President Adduci stated one question the Village is still trying to get answered is what information is available on Thatcher Woods.

Trustee Henek stated the Forest Preserves' letters reference the resources that have already been allocated to Thatcher Woods, noting that the third element of restoration includes deer. She asked what their plan or timeframe would have been to address the deer issue had the Village not approached them?

Mr. Vogel stated he could not answer that question but that management is done carefully on a site by site basis. He commented that the different stages have different tools and there is no one size fits all process, and that he could not say for sure that a culling program would have been the next step.

Trustee Henek provided an update to the Board on what she has reviewed to get things going on the deer task force. She stated she wanted to reiterate the importance of the step the Village is taking, and she shared information from the Cornell University Deer Advisor website. She explained the concept of community based deer management, and the common challenges around deer management, including lack of agreement on the problem and desire to rush to decisions. She stated it is very clear that experts in other communities who have experienced the same thing recognize that this is an emotional and serious issue. She remarked that she personally takes this very seriously in terms of the health and safety of the residents, but that she wanted to make sure the Village gets this right and evaluates this issue in the best manner it can, which is why she is supporting the task force. She summarized some of the other steps she has taken, including contacting the Humane Society, who is willing to be a resource, as well as a phone call with Trustee Cargie and Tim Preuss from the Illinois Department of Natural Resources. Trustee Henek stated Mr. Preuss was willing to assist, as his time allows, with the survey and task force and that they were in agreement about the approach and target dates. Trustee Henek also suggested the timeline for moving forward: February 18 as the application deadline, February 24 as the meeting where the members would be appointed, and first Committee meeting on February 26. She affirmed the survey would be created between March and April.

The Village Board discussed and reached a consensus to have not more than 11 members on the Committee plus two trustees to serve as co-chairs.

Trustee O'Connell expressed concern about the difficulty of gathering data related to Lyme disease and public health. There was discussion the Resolution covered that in terms of being tasked with researching ways to manage/reduce deer conflicts, and that the Committee would have to come up with ways to approach and address it. The Village Board also discussed and reached a consensus to accept the tasks the Committee would be charged with.

Trustee Henek cautioned that the education piece would have to be clear that a program like culling could reduce the risk of Lyme disease but not negate the need to be mindful when going into the woods.

The Board discussed the level of Staff assistance, noting that Staff would need to take minutes and record the meetings. The Board also discussed that the Committee would be subject to the Open Meetings Act.

The Board reached a consensus to not explicitly include interim reports in the Resolution but that they would be welcome. Administrator Palm noted non-routine expenditures would come back before the Board for approval.

President Adduci stated she is 110% behind the deer management task force, and that this will build an education and outreach program so that residents can learn how to coexist with deer in the community. She stated that is one way to address the elected officials' responsibility of the health and safety of the community and that the task force will accomplish that. She urged the Board to also consider other actions along the way to improve the health and safety of the community. President Adduci stated she believes the residents who have spoken about the impact of Lyme disease on their families, and that she acknowledges the comments about hyping up the issue but that the Board has not done that. She further stated that while there is not much they can do to decrease deer ticks, they can prevent them from increasing through awareness and education. In the end, she remarked, what matters most is the residents. She stated she also believed the dispatch data and that one deer accident is too many. President Adduci stated she believed the task force would help in educating residents about what the Village can do to decrease the amount of dead deer and hoped for a decrease of 50%. This goal, she explained, would help the Village save money due to the cost of collecting dead deer. She stated she is hopeful the task force will zero-in on meaningful measurement and actions that will continue to make River Forest a healthier and safer community. She wished the task force well.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

b. Review and Approval of the Application for the Ad Hoc Committee on Deer Management

Trustee Brennan made a motion, seconded by Trustee Henek, to approve the Application, with modifications, for the Ad Hoc Committee on Deer Management.

Trustee Henek stated the application form was adapted from the Imagine D200 application form and that she eliminated irrelevant questions. She stated these questions will help people approach the task with an open mind and for the right reasons.

The Board briefly discussed the application form and changed mailing address to residential, and owning vs renting home to living in a single-family or multi-family home.

In response to a concern from Trustee O'Connell about question 6, the Board came to a consensus that the response to the question would be telling in showing how open-minded the applicant is.

Trustee Henek stated they would add the application due date and note the first meeting date, and that the form would be available electronically. Trustees Cargie and Vazquez suggested having paper copies of the application at the library and community center.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez
Absent: None
Nays: None
Motion Passes.

9. NEW BUSINESS

None.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Trustee Cargie made a motion, seconded by Trustee Vazquez to adjourn the regular Village Board of Trustees Meeting at 8:35 p.m.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez
Absent: None
Nays: None
Motion Passes.

Kathleen Brand-White, Village Clerk

VILLAGE OF RIVER FOREST COMMITTEE OF THE WHOLE
MEETING MINUTES
January 27, 2020

A Committee of the Whole Meeting of the Village of River Forest Board of Trustees was held on Monday, January 27, 2020 at 6:00 p.m. in the Community Room of Village Hall, 400 Park Avenue, River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:02 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Cargie, O'Connell, Henek, and Vazquez

Absent: None

Also Present: Village Administrator Eric Palm, Assistant Village Administrator Lisa Scheiner, Assistant to the Village Administrator Jonathan Pape, Management Analyst Sara Phyfer, Finance Director Rosemary McAdams, Assistant Finance Director Keke Boyer, Public Works Director John Anderson, Public Works Superintendent Mark Janopoulos, Village Engineer Jeff Loster, Fire Chief Kurt Bohlmann, Police Chief James O'Shea, Police Commander James Greenwood

2. PUBLIC COMMENT

None.

3. DISCUSSION: FY 2021 – 2025 Five Year Capital Improvement Program

Assistant Village Administrator Scheiner presented the FY 2021-2025 Capital Improvement Program, highlighting the following projects recommended for FY 2021:

Buildings and Improvements

- Village Hall Improvements - \$25,160
 - Energy efficient lighting improvements (interior) \$14,160
 - Replacement of front door controls - \$11,000
- Public Works Garage Improvements - \$35,000
 - Replacement of two overhead garage doors - \$20,000
 - Interior wall repairs and bathroom renovations- \$15,000

Vehicles

- Police
 - Squad 6 - \$45,780
- Fire Department
 - Administrative Vehicle - \$33,500
- Public Works

- Large Dump Truck #44 - \$175,000
- Pick-up Truck #48 - \$38,500

Equipment

- Police
 - Police Radios - \$17,190
 - Village Hall Camera System - \$58,444
- Fire
 - SCBA Air Compressor - \$45,000
- Public Works - \$336,800
 - Permeable Paver Maintenance System - \$41,800
 - Fuel System - \$250,000
 - Salt Brine Application Equipment - \$30,000
 - Grapple Bucket - \$15,000

Information Technology

- Street Camera Strategic Plan Implementation - \$365,000
- Network Improvements - \$37,000
 - Back-Up Server Replacement - \$17,000
 - Upgrade of Internet Bandwidth - \$20,000
- Software Upgrades - \$423,100
 - Land & License Management Software purchase and completion of implementation - \$335,000
 - ERP System Replacement/Upgrade Planning Contribution - \$75,000
 - Laserfiche Gap Analysis and Improvement Plan - \$13,100
- Computer Replacements - \$38,000
 - Continued systematic replacement of desktop computers
- Security Initiatives - \$25,500
 - Security Audit - \$20,000
 - Active Directory Security Audit - \$5,500

Streets, Sidewalks & Alleys

- Street Patching - \$90,000
- 50/50 Sidewalk, Curb & Gutter - \$65,000
- Alley Improvement Program - \$300,000
- Street Improvement Program - \$825,000
- Street Maintenance Program - \$100,000
- Traffic Signals - \$60,000
- Bike Plan Implementation - \$238,380

Water/Sewer Improvements

- Sewer Lining - \$140,000
- Sewer Point Repairs - \$35,000
- Water Distribution System - \$40,000
- Water Tower Improvements - \$10,000
- Underground Reservoir Improvements - \$18,000

- Water Meter Replacement - \$7,500
- Water Main Replacement - \$475,000
- Hydrant Replacement - \$25,000
- Deployable Leak Sensors - \$100,000
- Automated Metering Infrastructure - \$30,000

4. ADJOURNMENT

Trustee Cargie made a motion seconded by Trustee Brennan, to adjourn the Committee of the Whole Meeting at 7:01 p.m.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

Kathleen Brand-White, Village Clerk



MEMORANDUM

DATE: February 4, 2020

TO: Eric Palm, Village Administrator

FROM: Rosey McAdams, Finance Director

SUBJECT: Fiscal Year 2020 Budget Amendment

Attached is an ordinance amending the Fiscal Year 2020 Village of River Forest Annual Budget to increase the amount budgeted for the Capital Improvement Fund for the River Forest Public Library. The budget is being amended to include an increase for emergency roof repairs and adjustments to reflect projected actual project costs at the library. There is a slight decrease in the Capital Reserves Contribution that was originally budgeted. Sufficient fund reserves are available to accommodate the net increase. The required budget amendment is as follows:

Account Description	Original Budget	Budget Amendment	Amended Budget
Capital Reserve Contribution	\$32,500	(\$750)	\$31,750
Equipment Technology	\$17,500	(\$2,700)	\$14,800
Building Improvements	\$483,500	\$15,300	\$498,800

The amendment was approved by the Board of Library Trustees at their meeting on January 21, 2020.

Requested Board Action:

- 1. Motion to pass An Ordinance Amending the Annual Budget for Corporate Purposes for the Current Fiscal Year Commencing on the 1st Day of May 2019 and Ending on the 30th Day of April 2020 for the Village of River Forest, Illinois*

River Forest Public Library Budget			
Capital Improvement Fund		Original Budget 2019-20	Amended Budget 2019-20
Revenues			
	Donations	\$ 80,000.00	\$ 80,000.00
	Minimum of 2.5% of tax receipts for FY 20	\$ 32,500.00	\$ 31,750.00
	Excess of revenues over expenditures for FY 19	\$ 20,000.00	\$ 101,000.00
	Total Revenues	\$ 132,500.00	\$212,750.00
Expenses			
	Staff Area/Lobby Remodel	\$ 340,000.00	\$ 340,000.00
	Exterior Building Improvements	\$ -	\$ -
	Children's Room Shelving Project	\$ 65,000.00	\$ 70,000.00
	HVAC component replacement	\$ 20,000.00	\$ 12,000.00
	Air Handler unit work	\$ 40,000.00	\$ -
	Technology	\$ 17,500.00	\$ 14,800.00
	Security Camera Installation	\$ 3,500.00	\$ 3,800.00
	Contingency for unplanned upgrade opportunities and/or emergency repairs	\$ 15,000.00	\$ 15,000.00
	Roof Repair	\$ -	\$ 58,000.00
	Total Capital Expenses	\$ 501,000.00	\$ 513,600.00

Ordinance No. _____

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR CORPORATE PURPOSES FOR
THE CURRENT FISCAL YEAR COMMENCING ON THE 1ST DAY OF MAY 2019 AND ENDING
ON THE 30TH DAY OF APRIL 2020
FOR THE VILLAGE OF RIVER FOREST, ILLINOIS**

BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, County of Cook, State of Illinois:

Section 1: That the following sums of money, or as much thereof as may be authorized by the Village of River Forest, Cook County, Illinois, are hereby budgeted for corporate purposes and objects of said Village hereinafter specified for the fiscal year commencing on the 1st day of May 2019 and ending on the 30th day of April 2020.

<u>Description</u>	<u>Original Budget</u>	<u>Budget Amendment</u>	<u>Amended Budget</u>
<u>RIVER FOREST PUBLIC LIBRARY</u>			
Capital Reserve Contribution	\$32,500	(\$750)	\$31,750
Equipment Technology	\$17,500	(\$2,700)	\$14,800
Building Improvements	\$483,500	\$15,300	\$498,800

Section 2: That any sum of money heretofore budgeted and not heretofore expended and now in the treasury of the River Forest Public Library, or that may hereinafter come into the treasury of the River Forest Public Library, is hereby appropriated by this ordinance.

Section 3: This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed on a roll call vote of the Corporate Authorities on the _____ day of _____, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

Village Clerk

APPROVED by me this _____ day of _____, 2020.

Village President

APPROVED and FILED in my office this _____ day of _____, 2020 and published in pamphlet form in the Village of River Forest, Cook County, Illinois.

Village Clerk



MEMORANDUM

DATE: February 24, 2020

TO: Eric J. Palm, Village Administrator

FROM: John Anderson, Director of Public Works

SUBJECT: Authorization to Sell Surplus Property

Issue/Analysis: Attached is a proposed Ordinance authorizing the sale of surplus property via public auction. The following is a brief summary of the items to be sold:

Vermeer 1800 Brush Chipper purchased in FY2000
Vermeer 1400 Brush Chipper purchased in FY2003

The Vermeer 1800 brush chipper is now over 20 years old and has been experiencing mechanical problems for some time. The Vermeer 1400 is also past its useful life and is no longer needed since a replacement brush chipper was recently purchased that will be able to handle all brush chipping performed by Public Works staff. Since much of the scheduled tree removals and trimming is performed contractually Public Works will operate with one brush chipper. Accordingly, we are seeking to sell these pieces of equipment and have established a minimum purchase price of \$2,000 for the Vermeer 1800 and \$1,000 for the Vermeer 1400.

Recommendation: Staff is proposing to sell this surplus property using an online auction service, such as Obenauf Online Auction Service, and recommend approval of the proposed Ordinance attached hereto. We have used Obenauf previously and experienced positive results. If the Village Board concurs with Staff's recommendation, the following motion would be appropriate: Motion to approve the attached Ordinance authorizing the sale of municipal surplus property by public auction.



ORDINANCE NO.

**AN ORDINANCE AUTHORIZING THE SALE BY INTERNET AUCTION OF
MUNICIPAL PROPERTY OWNED BY THE VILLAGE OF RIVER FOREST**

WHEREAS, in the opinion of a majority of the Corporate Authorities of the Village of River Forest, it is no longer necessary or useful to or for the best interests of the Village of River Forest to retain ownership of the municipal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of River Forest on February 24, 2020, to sell said property by public auction on the Internet.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVER FOREST, COOK COUNTY, ILLINOIS, as follows:

Section 1: Pursuant to Illinois Compiled Statues, Chapter 65, Section 5/11-76-4, the President and Board of Trustees of the Village of River Forest find that the following described property:

	<u>ITEM DESCRIPTION</u>	<u>MINIMUM VALUE</u>
1.	Vermeer 1800 Brush Chipper	\$2000.00
2.	Vermeer 1400 Brush Chipper	\$1000.00

now owned by the Village of River Forest is no longer necessary or useful to the Village of River Forest and the best interests of the Village will be served by its sale.

Section 2: Pursuant to said Section 5/11-76-4, the Village Administrator or his designee is hereby authorized and directed to sell the aforementioned municipal property, now owned by the Village of River Forest, by public auction on the Internet.

Section 3: The Village Administrator or his designate shall cause to be transferred any titles or other legal documents pursuant to the sale.

Section 4 No bid shall be accepted for any of the above described property which is less than the minimum value set forth herein, unless the Village Administrator or his designee so authorizes.

Section 5: This Ordinance shall be in full force and effect from and after its passage, by a vote of a majority of the Corporate Authorities, approval and publication in pamphlet form as provided by law.

Passed on a roll call vote of the Corporate Authorities on the 24th of February, 2020.

AYES:

NAYS:

ABSENT:

ATTEST:

Catherine Adduci, Village President

APPROVED by me this 24th day February, 2020

Kathleen Brand-White, Village Clerk

APPROVED and FILED in my office this 25th day of February, 2020 and published
in pamphlet form in the Village of River Forest, Cook County, Illinois



February 24th, 2020

STATE OF ILLINOIS }
COUNTY OF COOK }

I, Kathleen Brand-White, certify that I am the duly elected and acting municipal clerk of the Village of River Forest of Cook County, Illinois.

I further certify that on February 24, 2020 the Corporate Authorities of such municipality passed and approved **Ordinance No. AN ORDINANCE AUTHORIZING THE SALE BY INTERNET AUCTION OF MUNICIPAL PROPERTY OWNED BY THE VILLAGE OF RIVER FOREST** which provided by its terms that is should be published in pamphlet form as provided by law.

By: _____
Kathleen Brand-White, Village Clerk



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 20, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Letter of Commitment to Join PlanItGreen Initiative

The Sustainability Commission, through PlanItGreen, recommends approval of this Letter of Commitment to join the PlanItGreen initiative in pursuing 100% renewable electricity. Chair Julie Moller can provide additional information about this item during her presentation of the Sustainability Commission's Annual Report.

Attachment:

Letter of Commitment



Letter of Commitment to Join the PlanItGreen Initiative in Pursuing 100% Renewable Electricity

The purpose of this Letter of Commitment, signed by the Village of River Forest on this 24th day of February, 2020, is to affirm the Village of River Forest's commitment to join other stakeholders in the PlanItGreen initiative in pursuing on-site solar installations and/or renewable energy purchasing toward the goal of achieving 100% renewable electricity use within the Village of River Forest.

The Stakeholders recognize that the impacts of climate change, which may include severe weather events, flooding, warmer and shorter winters, hotter and drier summers, drought, and other impacts, threaten the natural environment, historic water cycles, economic and recreational resources, and public health and safety of our region.

The Stakeholders have articulated a shared vision for Oak Park and River Forest to reduce greenhouse gas ("GHG") emissions in alignment with the recommended targets set forth in the Environmental Sustainability Plan for Oak Park and River Forest, dated June 2011, and updated goal targets that align with the most recent Intergovernmental Panel on Climate Change Reports to stay below a 1.5 degree Celsius increase from pre-industrial levels (i.e., 45% reduction in GHG from 2010 levels by 2030 and 100% by 2050). This Letter of Commitment makes a commitment to collaborate on creating a vibrant, low-carbon regional economy by transforming energy systems, buildings, transportation, waste management, and through coordinated education and outreach strategies.

By reaffirming its commitment to the PlanItGreen goal targets and strategies, the Village of River Forest commits to cooperate with other PlanItGreen stakeholders in initiatives designed to meet Oak Park and River Forest GHG emission reduction goals.

Key Activities

- Measurement and metrics data and analysis that may be collected from time to time, such as information on institutional energy use and GHG emissions.
- Participation in Energy Road Mapping initiative designed to move the entire communities of Oak Park and River Forest toward 100% renewable electricity usage.
- Exploration of on-site solar panel installation capacity.
- Participation in Power Purchase Agreements or other energy purchasing that enables procurement of newly developed solar and wind energy in Illinois.
- Development and ratification of policies that support the above-mentioned GHG emission reduction goals.

- Education and outreach to constituents about renewable energy and efficiency actions
- Engagement with utility-run, private sector and non-profit energy efficiency programs toward the goal of implementing efficiency upgrades that reduce energy use.

Benefits and Deliverables

A) Inclusion and recognition in on-going public relations and education and outreach campaigns in both digital and print media. Inclusion in relevant press releases, media events, and other community engagement opportunities to share positive stories about successful accomplishments that support PlanItGreen goals and recommendations.

B) Decision input providing direction on proposed PlanItGreen strategies, programs and policies. Each Stakeholder will have a “seat at the table” to provide guidance, give feedback, set recommendations, and determine the most effective and efficient means to leverage programs and resources for maximum impact. Each Stakeholder will have a vote on all decisions affecting strategy, policies, programs, and annual budgets.

C) Technical assistance, training, and best practice information sharing opportunities will be available to each Stakeholder as may be developed and/or expanded through PlanItGreen and partner entities and/or contractors.

D) Access to financial incentives and grant funding will be provided to Stakeholders as it may be available. Regional collaboration and cooperation of the Stakeholders makes a powerful case to prospective funding partners including philanthropic foundations, individual donors, and other entities that provide financial assistance toward proactive coordinated climate action implementation.

Non-Binding – This Letter of Commitment represents the signatory’s intent to collaborate for the purposes stated herein. This Letter of Commitment shall have no legal effect, impose no legally binding obligation enforceable in any court of law or other tribunal of any sort, and will not change, influence or create new legal relationships among the Stakeholders.

By: _____

Printed name: Catherine M. Adduci

Title: Village President

Organization: Village of River Forest



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 4, 2020

To: Eric Palm, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Building & Zoning Report – January, 2020

The Village issued 63 permits in January, 2020, compared to 80 during the same month in 2018. Permit revenue collected in January, 2020 totaled \$18,624, compared to \$12,219 in December. Fiscal Year-to-date building permit revenue is 99.8% of the \$999,740 budgeted.

Planned Development Project/Development Review Board Updates

Below please find a summary of the status of approved planned development permits as well as certain pending applications.

Approved:

- River Forest Townhomes (formerly known as The Promenade) (7820 W. Madison Street - Approved July 13, 2015) – Occupancy permits have been issued to 17 of the 29 units.
- Mixed Use Development (Lake and Lathrop) – This project was approved on September 17, 2018. The developer has submitted a building permit application and the plans are under review. Project updates are available on the Village's website (www.vrf.us/lakeandlathrop).
- Senior Care Community (Chicago and Harlem) – This project was approved on October 15, 2018. Demolition has been completed and a groundbreaking ceremony was scheduled on October 2, 2019. The developer has 33 months from the date of approval to complete construction (July, 2021) for the planned development permit to remain valid. Regular updates regarding the project are available on the Village's website (www.vrf.us/chicagoandharlem).

Pending:

- 1101-1111 Bonnie Brae Place: The Developer has submitted an application and a public hearing is scheduled for March 5, 2020. Information regarding this application is available on the Village's website (www.vrf.us/bonnieandthomas).

Zoning Board of Appeals Updates

Below please find a summary of the activities of the Zoning Board of Appeals:

- Text Amendment(s):
 - The ZBA held a public hearing in January to consider text amendments regarding beauty salons and micropigmentation as an accessory use. The ZBA will meet in February to adopt findings of fact. The ZBA recommended that the text amendments be approved. It is anticipated that the ZBA's recommendation will be forwarded to the Village Board for consideration and a final decision at the February 24, 2020.
 - The ZBA is scheduled to hold a public hearing in March to consider a text amendment that would make massage establishments a Special Use. It is anticipated that the ZBA's recommendation will be forwarded to the Village Board for consideration and a final decision on April 27, 2020.
- Zoning Variation Application(s):
 - The ZBA held a public hearing in January to consider zoning variations at 243 Park Avenue. The ZBA recommended approval of the requested variation. The Zoning Board of Appeals will meet in February to adopt findings of fact. It is anticipated that the ZBA's recommendation will be forwarded to the Village Board for consideration and a final decision at the February 24, 2020.

Plan Commission Updates

Below please find a summary of the activities of the Zoning Board of Appeals:

- Affordable Housing Plan: The Plan Commission will continue its discussion and consideration of the Affordable Housing Plan on March 3, 2020 at 7:00 p.m. Staff anticipates that the Plan Commission will forward its recommendation to the Village Board for consideration at its April 13, 2020 meeting and final adoption at the April 27, 2020 meeting.

Permit and Real Estate Transfer Activity Measures

Permits

Month	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
May	124	178	128	205	144
June	144	179	153	135	154
July	150	140	194	131	147
August	144	145	123	170	106
September	180	130	152	116	95
October	149	140	119	118	130
November	72	98	79	90	91
December	79	55	71	51	63
January	66	107	69	80	63
February	67	87	58	67	
March	109	120	93	101	
April	97	148	136	139	
Two Month Comparison	145	162	140	131	126
Fiscal Year Total	1,381	1,527	1,375	1,403	993

Real Estate Transfers

	Jan. 2020	Jan. 2019	FYTD 2020 Total	FY 2019 Total
Transfers	16	13	175	232

Residential Property Demolition

	Jan. 2020	FYTD 2020 Total	FY 2019 Total	FY 2018 Total	FY 2017 Total
Residential Demolitions	0	4	2	4	7

Demolition permit(s) were issued for the following single family home(s):

Address

Architectural Survey Notes

n/a



MEMORANDUM

TO: Eric J. Palm
Village Administrator

FROM: Kurt Bohlmann
Kurt Bohlmann
Fire Chief

DATE: January 7, 2020

SUBJECT: Monthly Report – January – 2020

The Fire Department responded to 168 calls during the month of January. This is above our average number of calls in comparison to 2019. We experienced 7 fire related calls for the month. Emergency Medical Service calls represented 53% of our response activity for the month of January.

Incident Group	Count
100 – Fire	7
200 – Rupture/Explosion	1
300 – Rescue/EMS	89
400 – Hazardous Condition	4
500 – Service Calls	21
600 – Good Intent	26
700 – False Alarm	20
800 – Severe Weather	0
900 – Special Incidents	0

The Fire Department, along with the Police Department and Village Hall, hosted a group of Girl Scouts for an afternoon. The girls were treated to a presentation by the Village President and then tours of the Police and Fire stations.

I attended the Triton College Advisory Board meeting. Triton is slowly working on building a training center. This would be a valuable asset close to River Forest for training our firefighters.

I attended the WSCDC Operations Committee meeting, the River Forest Administrator's meeting, and the Dementia Friendly River Forest meeting.

I attended the Northern Illinois Benchmarking Cooperative Fire Subcommittee meeting in Hoffman Estates. The committee is reviewing the accuracy of some of the data that has been collected to date.

Incidents of Interest

Engine 222 and Truck 219 responded with automatic aid to a direct call to Roosevelt School for smoldering material in the attic space. The fire was caused by an overheated light ballast. Our crew pulled all ceiling and the light fixture. The fire was extinguished using water fire extinguishers. The fire was confirmed out by using a TIC camera.

Suppression Activities

For the month of January, we responded to 168 emergency calls, which is above our average amount of calls. Of this total, 7 were fire related incidents. Three of these fire incidents occurred in River Forest. The other four fire incidents occurred outside of River Forest.

The first incident was a building fire in River Forest. Engine 222 and Truck 219 responded with automatic aid to Concordia for a fire alarm in Jonathan Hall. While en route, WSCDC stated that Concordia Security called and said it was a speaker fire but the fire was out. Upon arrival, there were students evacuated and Security stated it was in Room 306. Upon arriving on the third floor, there was smoke in the hallway but visibility was OK. When entering the room, we found a blue JBL Bluetooth speaker in the small sink. The cord was melted slightly and burned where it was plugged into the speaker. The speaker port was slightly melted and burned. Security stated that the room resident stated that it was plugged into her desk but not turned on and began to smoke really bad. She put it out in the sink with water. The room was cleared, there was no smoke or fire. The desk was a little charred. Our crew got the Blowhard PPV and put it in the entrance of the hallway to clear the smoke in the hallway. The incident resulted in a property loss of \$50.

The second incident occurred in River Forest. Engine 222 and Truck 219 responded with automatic aid to a direct call to Roosevelt School for smoldering material in the attic space. Upon arrival, maintenance directed crews to the attic where ceiling tiles were smoldering/burning due to an overheated light ballast. Our crew pulled all ceiling tiles and the light fixture. The fire was extinguished using water fire extinguishers. The fire was confirmed out by using a TIC camera.

The third incident occurred in River Forest. We received a call from a resident who saw a fire between two houses north of Washington on the left side. Upon arrival, our crew found a small plastic bucket on fire in the back sidewalk of 206 Ashland. Residents said a man was burning candles in the bucket. We extinguished the fire.

The fourth incident occurred in Elmwood Park. Truck 219 responded to a possible building fire. Upon arrival, we found propane heaters left on in the building under construction. Our crew shut down the propane supply. There was no smoke or fire.

The other three fires were cooking fires that caused no damage and occurred in Elmwood Park.

Training

This month the department participated in various training activities such as:

- All shifts continued their assigned building inspections
- Gold shift assisted a birthday party for winner of raffle
- Probationary FF/PM Rouse continuing his familiarization of Fire Department and procedures
- FF/PM Zipperich taught CPR to 10 people from Dwyer & Associates
- All shifts trained in mandatory Right to Know
- All shifts trained in mandatory Lock-out Tag-out
- Loyola CE was Medical Emergencies
- Lt. Smith completed units 1 & 2 of NFA online course Awareness of Command and Control Decision-Making at Multi Alarm Incidents

Paramedic Activity

We responded to 89 ambulance calls making contact with 108 patients for the month of January, which is about our monthly average number of EMS calls. Of this total, 49 patients were classified as ALS and 54 were BLS. There were 5 invalid assists. 34 of the 54 BLS patients refused treatment and/or transport.

A detailed monthly EMS report is available for review.

Fire Prevention

During the month of January, the Fire Prevention Bureau conducted 12 Regular Inspections and 29 Company Inspections with 39 violations noted and 32 violations corrected. Fire Prevention performed 2 plan reviews.

A detailed monthly Fire prevention report is available for review.

Village of River Forest



POLICE DEPARTMENT MEMORANDUM

TO: Eric Palm- Village Administrator

FROM: James O'Shea- Chief of Police

DATE: February 6, 2020

SUBJECT: January 2020 Monthly Report

Crime Statistics

The month of January 2020 showed a 33% increase in Part I offenses in comparison to January 2019. There was a 14% reduction in Part II reported crimes compared to January 2020. An increase in Theft, Burglary, and Robbery incidents contributed to the rise in Part I crimes. In addition, the unseasonably warm weather along with unsecured property in plain view contributed to this anomaly. A decrease in Criminal Trespass, Criminal Damage, and Disorderly Conduct offenses contributed to the Part II figures. Year-to-date statistics for calendar year 2020 will be monitored closely for patterns and to determine resource deployment.

	Jan 2020	Jan 2019	Diff. +/-	% +/-	YTD 2020	YTD 2019	Diff. +/-	% +/-
Part I*	24	18	6	33%	24	18	6	33%
Part II**	56	65	-9	-14%	56	65	-9	-14%
Reports***	126	160	-34	-21%	126	160	-34	-21%
Events****	988	1053	-65	-6%	988	1053	-65	-6%

**Part I Offenses* include homicide, criminal sexual assault, robbery, aggravated battery, burglary, theft, and motor vehicle theft.

***Part II Offenses* include simple battery, assault, criminal trespass, disorderly conduct, and all other misdemeanor and traffic offenses.

****Reports* (new category as of September 2015) include total number of reports written by officers during the month.

*****Events* (new category as of September 2015) include all activities conducted by officers, including foot patrols, premise checks, traffic stops, and all other calls for service not included as PART I and PART II offenses.

Town Center

The Police Department conducted ninety-three (93) calls for service at the Town Center properties in January 2020; of those calls there were sixteen (16) reported crimes, which included one (1) Assault, nine (9) Retail Thefts, two (2) Burglary to Auto, nine (9) Panhandler/Criminal Trespass incidents, and one (1) Theft. Calls for service at the Town Center are down 13% in comparison to January 2019, and criminal activity is up 10% year-to-date in comparison to January 2019 statistics.

Collaboration and Relationship Strengthening

- Midnight and Afternoon shifts continued extra patrols of parks after hours for curfew, underage drinking, illegal use of narcotics, or other illicit activity.
- Extra foot patrols conducted at parks and other community events.
- Day and Afternoon Shifts continue to utilize Safe Routes school safety plan for parking and traffic enforcement in the areas near the schools.
- Saturation patrols and decoy squads to deter burglary and thefts.
- Focus on ATM locations due to on-going west-suburban ATM burglary/theft pattern.
- Special attention provided to the school areas at arrival and dismissal times.
- Midnight shift focused efforts in January on burglary suppression and traffic arrests. Day shift completed traffic enforcement along Chicago and Lake due to accidents in the area.
- Afternoon shift officers hosted two new police department recruits, and some eligible candidates on several ride-alongs.
- Afternoon Shift conducted Traffic Enforcement missions on Chicago Avenue and Division Street in response to an increase in accidents in those areas.
- On January 24th and 25th, officers worked extra hours and helped with the visitation and funeral at St. Vincent for Berwyn Police Officer Charles Schauer.
- Conducted 1st quarter Community Crime Prevention Meeting on January 22nd.
- Command staff attended WSCDC Operations Committee meeting on January 24th.
- Attended NIBC meeting in Hoffman Estates on January 30th.

School and Community Support

During this period, the SRO/CSO Division continued to focus on addressing safety and security concerns by meeting with community organizations and schools. Some of these concerns included general traffic, construction related hazards, and personal safety related issues.

Ordinance Enforcement Officer Activity Summary for January 2020

Bank/Metra	42 assignments / 10.5 hours
Errands	11 assignments / 3.75 hours
Local Ordinance Enforcement / Citations	2 assignments / 1.1 hours
Parking Citations	101 Citations
Fingerprinting assignments	3 assignments / 1 hour
Administrative Duties	21 assignments / 12.2 hours
Animal Calls	4 calls / 2.8 hours
Vehicle Service	25 assignments / 13.5 hours
Crossings	1 assignments / 1 hour
Bond Hearing / Court	13 assignments / 16.5 hours
Other Assignments	14 calls / 14.3 hours
Adjudication / Red Light Hearing	2 assignments / 5 hours
Other Calls for Service	15 assignments / 6 hours

The OEO conducted parking enforcement throughout the Village, resulting in **101** tickets for:

Time Limit	19
No Parking Anytime	1
Fire Lane/Hydrant	1
Handicapped	0
Resident Only Zone	15
Permit Parking Only	13
Daily Parking Fee Zone	33
Other Parking Offense	16
Vehicle License	3
TOTAL	101

School Resource/Community Service Officer Activity Summary for January 2020

Written Reports	13 Reports
Foot Patrols / Premise Checks	41 Foot Patrols/Premise Checks
I-Search and Too Good For Drugs Activities	6 Classes
Calls for Service	11 Calls for Service
Other Assignments	19 assignments / 31 hours
Special Assignments	31 assignments / 72 hours (see below)

School and Community-Support Activity Highlights for January 2020

Ofc. Ransom completed the following:

- Taught ISEARCH Classes at the following schools:
 - ✓ 4 classes at Lincoln on 1/13/2020.
 - ✓ 1 class at Lincoln on 1/14/2020.
- Taught Too Good For Drugs at the following schools:
 - 1 class at St. Vincent on 01/29/2020.
- Follow up and supplemental report for dog bite (1901739) on 01/02/2020.
- Welfare check with Adult Protective Services (1901751 – 1 incident report, 1 supplemental report complete) on 01/02/2020.
- Met with family regarding complaint about Roosevelt school (19-01761) on 01/03/2020. Supplementals completed on 01/07/2020, 01/14/2020 and 01/17/2020.
- Participated in auction ride to Willard event on 01/06/2020.
- Presented at Dominican Priory to ELS students on police and personal safety on 01/06/2020.
- Transported VRF donations to Beyond Hunger food pantry on 01/07/2020.
- Attended Dominican CCRT meeting on 01/08/2020.
- Presented to Dominican P.A. students on personal safety and mass transit safety on 01/08/2020.
- Attended meeting with RFCC staff to discuss active shooters / ALICE on 01/08/2020.
- Attended Positive Youth Development meeting on 01/08/2020.
- Attended OPRF Township meeting on 01/08/2020.
- Conducted welfare check with Adult Protective Services (1901751 – report completed) on 01/09/2020.
- Attended Youth Network Council Meeting on 01/09/2020.
- Assisted detectives with Elderly Neglect case (20-00029 –Incident report completed) from 01/09/2020 – 01/10/2020.
- Hosted department tour with girl scouts on 01/10/2020.
- Welfare check with Adult Protective Services (1901751 – report completed) on 01/14/2020.
- Met with Michael Weinstein (Har Zion Security Committee) on 01/15/2020.
- Attended M Team meeting in 01/16/2020.
- Conducted follow-up on suicide threat at Trinity (20-00058 | supplemental completed) on 01/16/2020.
- Attended Dominican CCRT meeting on 01/16/2020.
- Attended Opioid Task Force meeting on 01/16/2020.
- Attended Behavioral Health Consortium meeting on 01/17/2020.
- Hosted department tour for Fit 4 Moms group on 01/17/2020.
- Presented on Online Safety and Cyberbullying at St. Vincent on 01/21/2020.
- Mediated neighbor dispute (1901569-supp completed) on 01/21/2020.
- Assisted village with red light camera hearing on 01/22/2020.
- Assisted detectives/patrol with Bank Robbery (20-00083 – Supplemental completed) on 01/22/2020.
- Attended D90 school safety meeting on 01/22/2020.
- Hosted Community Crime Prevention Meeting on 01/22/2020.
- Attended security meeting with Dominican Campus Safety on 01/23/2020.

- Met with family to address concerns about internet safety and “catfishing” (20-00051- Supplemental completed) on 01/23/2020.
- Attended Dementia Friendly RF meeting on 01/27/2020.
- Conduct follow up and Supplemental report for 19-01684 (tenant dispute) on 01/28/2020.
- Attended Rapid Deployment Training meeting on 01/29/2020.
- Attended Traffic Safety Challenge Seminar on 01/30/2020.
- Attended SafeTALK training on 01/30/2020.
- Created E-News submission on 01/31/2020.

Upcoming School and Community-Support Activity Highlights for February 2020

Ofc. Ransom will:

- Continue teaching I-Search (multiple classes scheduled).
- Continue teaching Too Good For Drugs (multiple classes scheduled).
- Attend Dominican CCRT meeting on 02/05/2020 to work on MOU.
- Attend YNC meeting on 02/13/2020.
- Attend Rescue Task Force training from 02/17/2020-02/18/2020.
- Attend Marijuana Legalization seminar on 02/19/2020.
- Attend M team meeting on 02/20/2020.
- Attend TripCom meeting on 02/20/2020.
- Attend HUB training on 02/21/2020.
- Host station tour for Dominican Journalism students.
- Continue to assist patrol with calls for service.
- Regular premise checks of schools and businesses.

Sgt. Grill will:

- Assist with Red Light hearings.
- Assist with Adjudication hearings and manage caseload.
- Manage movie and commercial film details, permits, and requests.
- Assist with Information Technology projects.
- Address subpoenas, FOIA requests and other records requests for various sources of police video used in police response and criminal investigations.
- Manage various grant activities.
- Assist with Vehicle Maintenance and Equipment.

OEO Raymond will:

- Monitor parking issues near the various schools.
- Enforce any/all new regulated parking zones recently approved by the village board.
- Monitor crossing guard performance and presence.

- Monitor school crossing guards once school begins.
- Monitor parking issues near the River Forest Community Center.
- Monitor and enforce parking regulations in Daily Fee, Time Zone, Resident Only Zones, and Handicapped Parking Only Areas etc.
- Assist with Court records communications.
- Assist with Animal Control.
- Administer traffic control services during Fire and Police related events.
- Continue to utilize the Automated License Plate Reader to increase efficiency and effectiveness of parking enforcement efforts in an effort to gain better community compliance.

Active Solicitor Permits		
Individual or Organization	Description	Expires
Renewal by Anderson	Home Repair	12-July-20
Power Home Remodeling	Home Repair	30-Aug-20
Power Home Remodeling	Home Repair	13-Jan-21
Point Pest Control	Home Services	06-June-20

Budget and Fiscal Monitoring

January 01 – January 31, 2020

January is the ninth month of Fiscal Year 2020. During the month of January, parking citation revenue was higher than the monthly average projection of \$13,530 for the fiscal year (FY 2020). Administrative tow revenue was lower than the FY 2020 monthly projection of \$10,754, and local ordinance revenue was higher than the monthly average of \$399 for FY 2020. Overtime costs were lower than the monthly projection of \$15,021 for FY 2020. We will be monitoring and reporting any notable patterns or anomalies that occur during FY 2020.

Revenue/Expenditure Summary

Category	Total # Paid FY20 01/20	Total # Paid FY20 Y-T-D	Expenditure/ Revenue FY20 01/20	FY20 Y-T-D Expenditure/Revenue
Parking/Compliance Citations	370	2,814	\$14,372	\$130,715
Admin. Tows	15	160	\$7,500	\$79,700
Local Ordinance	5	12	\$1,050	\$2,105
Overtime	207 hrs.	1,828 hrs.	\$13,314	\$115,943

Significant Incidents and Notable Arrests:

20-00019 Battery and Driving While License Revoked

On January 6, 2020 at 3:55 PM River Forest officers were dispatched to the area of Division and Monroe for the call of a battery as a result of a road rage incident. Officers were already in the area conducting traffic enforcement near the 4-way stop and were able to quickly determine that a subject, a 20-year-old Chicago male, disobeyed a crosswalk and nearly struck a 3-year old child. An argument ensued and the subject exited his vehicle and battered the 3-year-old's grandfather. A good Samaritan stopped to check on the situation and the same subject punched that good Samaritan in the face. Officers provided a description over the radio and River Forest detectives and plain clothes officers were able to get to the offender's house before he got home. They arrested the male and he was charged with two counts of battery, driving with a revoked driver's license, and other traffic offenses including disobeying a crosswalk. He was released on bond and given a court date at the Maybrook Courthouse.

20-00043 Hit and Run

On January 12, 2020 at 2:39 PM River Forest officers were dispatched to the area of the 7600 block of North Avenue for a hit and run. A 27-year-old Lincolnwood male had struck multiple other vehicles with his Porsche near the stoplight at North Avenue and Lathrop then fled the scene. A witness followed the vehicle into Oak Park where it parked on Woodbine near Chicago and the driver fled on foot. Responding Oak Park officers quickly apprehended him. River Forest units responded to the scene and arrested the man for Leaving the Scene of an accident and 8 other traffic violations. He was released on bond and given a court date at the Maybrook Courthouse.

20-00055 Driving While License Suspended

On January 16, 2020, a River Forest officer backing up another officer on the 7400 block of North Avenue, stopped a vehicle for violating Scott's Law. The driver, a 20-year-old female Northlake resident, was found to be driving with a suspended driver's license, suspended for insurance violations. She was arrested for Driving While License Suspended and later released on bond. The vehicle was towed with an administrative hold placed on the vehicle.

20-00056 Driving While License Suspended

On January 16, 2020, a River Forest officer on general patrol near North Avenue and Jackson checked a license plate of a vehicle traveling on North Avenue and found that the registered owner had a suspended driver's license with three different suspensions for insurance violations and an arrest warrant for Failure to Appear on a previous traffic arrest. The vehicle was stopped and the owner, a 49-year-old male Cicero resident, was found to be driving the vehicle. He was arrested for Driving While License Suspended and the warrant and later released on bond. The vehicle was towed with an administrative hold placed on the vehicle.

20-00057 Reckless Driving

On January 16, 2020, a River Forest officer on general patrol near Harlem Avenue and Greenfield observed a vehicle driving at a high rate of speed. The officer paced the car driving 80mph in the 30mph zone. The driver, a 54-year-old male Chicago resident, was stopped, arrested for Reckless Driving and later released on bond. The vehicle was towed with an administrative hold placed on the vehicle.

20-00059 Aggravated Speeding and Obstructing a Peace Officer

On January 16th, 2020, a River Forest officer completed a traffic stop in the area of Madison and Lathrop. The vehicle was stopped for traveling 65mph in a 25 mph zone. The driver, 22-year-old male Chicago resident, was extremely uncooperative. The driver refused to exit the vehicle after being asked several times. The driver was arrested for Aggravated Speeding and Obstructing a Peace Officer. The driver was later released on bond.

20-00065 Retail Theft and Warrant Arrest

On January 17, 2020 at 3:11 PM a River Forest officer was on a business check at DSW, 7321 W. Lake Street, in the Town Center when he was flagged down about a retail theft. That officer located the offender, a 52-year-old Chicago male, in front of the store. He had multiple items from DSW and Old Navy in Oak Park in his possession that he had not paid for. He was arrested for Retail Theft and found to have a warrant from Harwood Heights for Retail Theft. He was transported to the Maybrook Courthouse to be held until he could post bond.

20-00069 Felony Driving on a Revoked License and Obstructing Identification

On January 19th, 2020, a River Forest officer completed a traffic stop in the area of Washington and Keystone. The driver, 25-year-old male Chicago resident, initially gave the officer a fictitious name. The officer was able to determine the driver's true identity which indicated his driver's license was revoked. The driver had prior convictions for driving under the influence and was charged with Aggravated Driving on a Revoked License and Obstructing Identification. The driver was later transported to Maybrook Courthouse for bond hearing.

20-00074 Retail Theft, Obstructing Identification, and Disorderly Conduct

On January 20, 2020 at 3:40 PM, Town Center security called about a Retail Theft at DSW, 7321 W. Lake Street in the Town Center. The offenders were in the store throwing boxes around, then stole items. Officers responded and located the offenders on the Green Line platform. While officers were pursuing them, the offenders threw the items they stole onto the Metra tracks and the items were run over by a train. The subjects were apprehended and lied about their names, implying that they were juveniles. After a lengthy investigation, officers determined that both subjects were 18-years-old and from Chicago. The offenders were both charged with obstructing identification, retail theft, and disorderly conduct. They were transported to Maybrook Courthouse until they could post bond.

20-00077 Retail Theft, PCS

On January 20, 2020, River Forest police were called to Jewel, 7525 W. Lake Street, regarding a subject who stole \$266 worth of assorted over-the-counter medicine. A River Forest officer located a 30-year-old male Chicago resident nearby that matched the description and possessed the stolen items. He was arrested for Retail Theft and transported to the station. At the station, he was found to be in possession of heroin. The male was charged with misdemeanor Retail Theft and felony Possession of a Controlled Substance and transported to bond hearing at the Maybrook Courthouse.

20-00082 Unlawful Use of Weapon

On January 22, 2020, a River Forest officer on general patrol near North Avenue and Thatcher observed a vehicle driving at a high rate of speed on North Avenue, 53mph in the 30mph zone. The vehicle was stopped and the driver, a 22-year-old male Oak Park resident, was found to be in possession of a loaded handgun without a valid Illinois Concealed Carry License. He was arrested for misdemeanor Unlawful Use of a Weapon and later released on bond. The vehicle was towed with an administrative hold placed on the vehicle.

20-00088 Retail Theft

On January 22, 2020 at 3:38 PM officers were dispatched to Jewel, 7525 W. Lake Street, for a Retail Theft. A responding officer found the offender, a 42-year-old male from Naperville, on the 7300 block of Central. The offender lied about his name and was eventually found to have 2 other warrants for Retail Theft from St. Charles, IL, and Kenosha, WI. The offender was charged by River Forest for Obstructing Identification and Retail Theft, then turned over to St. Charles officers.

20-00109 Disorderly Conduct and Possession of a Controlled Substance

On January 28, 2020, a River Forest officer assigned to a burglary suppression mission was on patrol near Lake Street and Ashland and observed a vehicle pull into a driveway on the 500 block of Ashland. When he approached, he observed the driver, a 29-year-old male Bartlett resident, walking from the rear yard back to the vehicle. After stopping the male and speaking to the resident, it was determined the male was unknown to the resident, had no permission to enter the yard, and had no plausible explanation for doing so. While speaking to the male, officers observed cocaine, open alcohol, and drug paraphernalia in plain view inside the male's vehicle. The male was arrested, charged with misdemeanor Disorderly Conduct, misdemeanor Possession of Drug Paraphernalia, and felony Possession of a Controlled Substance and transported to bond hearing at the Maybrook Courthouse. The vehicle was towed with an administrative hold placed on the vehicle.

20-00122 Driving Under the Influence

On January 31, 2020, a River Forest officer on general patrol near Harlem Avenue and Lake Street observed a vehicle driving at a high rate of speed on Lake Street. The officer paced the car driving 60mph in the 30mph zone. The officer also observed the vehicle disregard the stop light at Lake Street and Thatcher. The driver, a 31-year-old male Maywood resident, was stopped, exhibited signs of impairment and consumption during SFSTs and was placed under arrest for DUI. He later provided a breath sample which revealed his BrAC to be 0.141. His vehicle was towed with an administrative hold placed on the vehicle and he was later released on bond.

20-00127 Battery

On January 31, 2020 at 7:41 PM officers were dispatched to Noodles & Company, 7215 W. Lake Street, in the River Forest Town Center for a customer dispute. While on the way, they were updated that the offender had spit on an employee during an argument and being asked to leave. Responding officers stopped the offender, a 50-year-old Chicago female, in the intersection of Lake and Harlem. The woman was arrested for misdemeanor battery and eventually released on bond with a court date in the Maybrook Courthouse and banned from Noodles & Company.

The following chart summarizes and compares the measured activity for all three Patrol Watches during the month of January 2020:

	Midnights 2230-0630	Day Watch 0630-1430	Third Watch 1430-2230
Criminal Arrests	4	3	16
Warrant Arrests	1	0	5
D.U.I Arrests	1	0	0
Misdemeanor Traffic Arrests	7	9	9
Hazardous Moving Violations	50	86	75
Compliance Citations	22	27	44
Parking Citations	152	0	8
Traffic Stop Data Sheets	108	155	143
Quasi-Criminal Arrests/ L.O	0	0	0
Field Interviews	19	7	30
Premise Checks/Foot Patrols	373	163	282
Written Reports	41	41	59
Administrative Tows	9	4	5
Booted vehicles	0	0	0
Sick Time used (in days)	2	4	1

Detective Division

Detective Sergeant Labriola worked twenty-one (21) days performing detective duties.

Detective Fries worked nineteen (19) scheduled days performing detective duties.

Detective Fries attended a two-day Interpreting Medical Information in Investigations NEMRT course.

Detective Sergeant Labriola and Detective Fries began conducting the background checks for three potential new Police Department hires.

Detective Sergeant Labriola and Detective Fries presented at the quarterly Community Meeting.

Detective Sergeant Labriola and Detective Fries conducted an audit of all of the guns inventoried in evidence from 2011 to the present in order to prepare them for destruction.

Detective Sergeant Labriola and Detective Fries provided supervision and crowd control at St. Vincent's for the funeral services for a Berwyn Officer.

Detective Sergeant Labriola and Detective Fries completed their annual Blood borne Pathogen and Hazmat online training.

Detective Sergeant Labriola completed numerous Certificates of Purchase from O'Hare Towing.

During the month of December, the Detective Unit opened up/reviewed Sixteen (17) cases for potential follow-up. Of those cases, three (3) were Cleared by Arrest, three (3) were Exceptionally Cleared, three (3) were Administratively Closed, six (6) are Pending, one (1) was Unfounded, and one (1) was referred to Other Jurisdiction. The Unit also continued to investigate open cases from previous months, as well as assisted the Patrol Division in multiple cases reported in the month of January.

Year-to-Date Arrest Statistics

Quantity Arrested	# Felony Charges	# Misdemeanor Charges	# Warrants
4	1	7	0

January 2020 Case Assignment Summary

Part I	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except	Pend	Refer	Unfound
Residential Burglary	2		1				1		
Burglary	2	1	1						
Battery	1	1							
Armed Robbery	2						1	1	
Part I Total	7	2	2	0	0	0	2	1	0
Part II	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except Clear	Pend	Refer	Unfound
Welfare Check	1		1						
Theft Under \$500	4						3		1
Retail Theft	3					2	1		
Sex Offender Registration	1	1							
Failure to Register Violent Offender	1					1			
Part II Total	10	1	1	0	0	3	4	0	1
TOTALS	17	3	3	0	0	3	6	1	1

January 2020 Juvenile Arrests

Offenses	Adjusted	Cited	Petitioned	Referred
Domestic Battery			1	
Criminal Trespass			1	
Total (0)	0	0	2	0

New Investigations

19-01794-Theft Under \$500

On December 30, 2019 at 4:16PM a River Officer received a report of a Theft at Whole Foods located at 7245 Lake

St. The victim related that her wallet was removed from her purse while she was shopping. Investigators utilized the store video surveillance as well as the Village of River Forest Street Cameras and fixed License Plate Readers to identify the vehicle that was used in the commission of this Theft. The registered owner of the vehicle is a known pickpocket offender. Investigators attempted to locate the vehicle at the registered owner's residence with negative results. This case is still pending.

19-01798-Retail Theft

On December 31, 2019 at 9:40AM a River Forest Officer responded to the Verizon store located at 7261 Lake St. in reference to a Retail Theft. The employee related that two male subjects removed two boxes of trade in phones from the store. After numerous attempts to obtain the video surveillance from the store with negative results it was apparent that the store employees did not wish to cooperate with this investigation. As a result, this case was Exceptionally Cleared.

20-00009-Burglary

On January 3, 2020 at approximately 1:00PM a River Forest Officer responded to Panera located at 7349 Lake St. in reference to a Burglary report. The victim related that her purse that was located inside of her vehicle had been taken while she was inside picking up her lunch. Investigators utilized the River Forest Street Cameras to locate the offender and the vehicle he used to leave the scene. Investigators also obtained the license plate for the vehicle and went to the registered owner's address in Melrose Park. Investigators conducted surveillance until they observed the offender arrive where he was taken into custody and the proceeds were recovered. The offender, a 28-year-old male from Melrose Park, was charged with Burglary and later indicted by a Grand Jury. This case was cleared by an Arrest.

20-00014-Theft Under \$500

On January 04, 2020 at approximately 5:26PM a River Forest Officer received a report of a wallet Theft. The victim related that her wallet was removed from her purse while she shopped inside of Jewel/Osco located at 7525 Lake St. The offender(s) used her credit cards at Walgreens and Target. Investigators utilized the store video surveillance, the River Forest Street Cameras and the fixed License Plate Readers to develop a suspect who is a known pickpocket offender and the vehicle she used in the commission of this Theft. Investigators located the offender's vehicle and it was towed with an Administrative Hold. This case is still Pending.

20-00019-Battery

On January 6, 2020 at approximately 3:55PM River Forest Officers responded to Division and Monroe in reference to a Battery that just occurred. It was determined that a driver almost struck a juvenile pedestrian while she crossed the street and the juvenile's grandfather told the driver that he almost hit her. The driver exited his vehicle and poked the grandfather's chest. A witness attempted to intervene and the driver punched the witness. The victims provided a license plate for the vehicle, and Investigators immediately responded to the address of the registered owner where they began conducting surveillance. The driver, a 19-year-old male from Chicago, was observed driving back to the registered owner's address and was taken into custody by Investigators. The driver was charged with two counts of Battery and one count of Driving with a Suspended License. This case was cleared by Arrest.

20-00027-Burglary

On January 9, 2020 at approximately 3:13AM River Forest Officers responded to Puff's located at 7756 Madison in reference to a Burglary. Although it was determined that nothing was missing, Officers reviewed the video surveillance which depicted five (5) total offenders who attempted to remove the ATM machine from inside of the business. The vehicle they were using was reported stolen, and because the offenders were wearing masks and gloves there was not any physical evidence. Investigators have been working with multiple agencies who have experienced similar Burglaries, and on multiple occasions have deployed tactical officers for overnight surveillance at businesses from Austin to Mannheim. This investigation is Administratively Closed at this time until more intelligence can be obtained.

20-00029-Welfare Check

On January 8, 2020 at approximately 1:52PM the River Forest Fire Department responded to a residence in the 800 block of Thatcher for a 93-year-old woman who had fallen. The woman had difficulties speaking and her bedding was soiled with human waste. She had bruising to her body, and a swollen wrist which prompted the fire department to contact the elderly abuse hotline. Investigators spoke with the woman and the social worker at Loyola Hospital before speaking with the woman's son who resides with her. It was determined that there was food in the residence, her son had hired physical therapists and other help to assist him in caring for her, and he also had adult diapers in the residence for her. It was determined that there was no crime that was committed and the son was not intentionally neglecting his mother. This case was Administratively Closed.

20-00030-Attempted Residential Burglary

On January 9, 2020 a River Forest Officer received a report of a Residential Burglary which occurred in the 1200 block of Lathrop. The victim related that on January 8, 2020 he observed that the window on his garage was open. After he checked his video surveillance he determined that on January 6, 2020 at 8:56PM he observed two unknown persons cut the lock to his gate and enter his rear yard. The persons cut wires in the electrical box which was believed to disable the video surveillance or an alarm. The persons did not gain entry to the residence and it is unknown if they made entry into the garage. A Critical Reach bulletin was disseminated to surround law enforcement agencies but no information was received. Because the offenders could not be identified and there is no physical evidence, this case was Administratively Closed.

20-00034-Theft Under \$500

On January 10, 2020 a River Forest Officer received a Theft report from Whole Foods located at 7245 Lake St. The victim related that her wallet was taken from inside of her purse while she shopped inside of the store and her credit cards were used at Target in Oak Park. After reviewing the video surveillance, it was determined that the offender was a known pick pocket offender. This case is pending the apprehension of the offender.

20-00040-Retail Theft

On January 20, 2020 at 2:21PM a River Forest Officer responded to DSW located at 7321 Lake St. in reference to a Retail Theft. The female offender removed approximately nine (9) boxes of Nike shoes without paying for the items. The witness obtained the registration of the offending vehicle used to flee the scene, but an identification of the registered owner could not be made. This case was Exceptionally Cleared.

20-00041-Retail Theft

On January 11, 2020 at 2:58PM River Forest Officers responded to DSW located at 7321 Lake St. in reference to a Retail Theft. The store employee advised officers that the female offender took two pairs of shoes and multiple other items from the store without paying. The employee also related that she recognized the female employee from being in the store previously, and would contact police if she returned. Her identity is unknown at this time, and this case is pending an identification of the offender.

20-00061-Sex Offender Registration

On January 17, 2020 at 9:26AM a 58-year-old male resident from the 7200 block of Oak came to the River Forest Police Department to complete his annual sex offender registration. Investigators verified all of his information and completed the registration pursuant to state statute. This case was cleared by Arrest.

20-00064-Violation of a Violent Offender Against Youth Registry

On January 17, 2020 at 12:34PM Investigators determined that a resident from the 400 block of Lathrop failed to complete his annual registration as required by state statute. Investigators attempted to contact him at his last known residence where he registered, his employer, and spoke with family members who all stated he was living in Wisconsin. Investigators contacted Wisconsin and were advised he is not required to register in Wisconsin. The Cook County State's Attorney's Office was contacted to obtain an arrest warrant for the subject since he failed to report his change of address but the warrant was denied. This case was Administratively Closed.

20-00067-Residential Burglary

On January 17, 2020 at approximately 5:18PM River Forest Officers responded to the 300 block of Gale in reference to a Residential Burglary which just occurred. The victim related that he heard his dog barking near the back door and observed two men inside of his residence. One of them went upstairs and the other went to the basement. One of them told the victim that there was a fire in the rear of his residence and they were checking for smoke. It was determined that a few items including jewelry were taken from upstairs. A check of the items through LeadsOnline was conducted with negative results. This case is still pending.

20-00079-Theft Under \$500

On January 21, 2020 a River Forest Officer received a report of a Theft which occurred in the 1400 block of Monroe. The victim related that he had hired a male subject to remove his snow for the winter and paid him \$400 for the season. After the first snowfall after the new year the subject did not remove the snow. After speaking with the victim it was determined that the alleged offender removed the snow at the same numerical address but on the wrong block. As a result, no crime occurred, and the case was determined to be Unfounded.

20-00083-Bank Robbery

On January 22, 2020 at 11:56AM River Forest Officers responded to ByLine Bank located at 7751 Lake St. in reference to a Robbery. The bank teller advised that a male subject entered the bank wearing a surgical mask and passed a note stating that he had a gun and to give him the 100's, 50's and 20's. The teller complied and one of the packs contained a GPS tracking device. Investigators utilized the River Forest street cameras to determine that the offender left using a motorized scooter. Investigators also recovered the GPS tracker which the offender

threw on the ground in the 7400 block of Central as he drove away. Investigators disseminated a bulletin of the offender, and a potential offender was developed. Investigators provided the Federal Bureau of Investigation with the information, and although Investigators will continue to pursue leads, this case will be Referred to Another Jurisdiction.

20-00093-Armed Robbery

On January 23, 2020 at approximately 12:47PM River Forest Officers responded to the 400 block of Lathrop in reference to an Armed Robbery. After speaking with the victim it was later determined that the Armed Robbery took place in the 400 block of Edgewood, and the victim followed the offenders to the 400 block of Lathrop where he lost sight of the offending vehicle. The victim advised Investigators that he was dropping off a package to his friend who lives in the 400 block of Edgewood when he was approached by a male subject who pointed a gun at him. The victim who has a concealed carry license attempted to remove his firearm but the offender demanded his gun as well as the victim's shoes. The victim complied and the offender left the scene in a white Chevrolet vehicle. Investigators were able to locate the vehicle using the River Forest Street Cameras and disseminated a Critical Reach bulletin in an attempt to identify the vehicle. This case is still pending.

Old Cases

19-01553-Aggravated Assault

On January 22, 2020 the Chicago Police notified the River Forest that they had a 40-year-old female from Chicago in custody on this case, which Investigators had previously obtained a warrant for. Investigators took custody of the female, and post Miranda she implicated herself in this Aggravated Assault. She was charged with Aggravated Assault, and this case was cleared by Arrest.

Training

During the month of January 2020, seven (7) officers attended different training classes for a total of one hundred and fifteen (115) hours of training. The Department members, courses, and total number of hours included in the course are detailed below.

Officer Name	Course Title	Start	End	Hours
Cassidy	Acting Officer in Charge	01/21/2020	01/21/2020	16
Bowman	Breach Point	01/10/2020	01/10/2020	8
Fields	Breath Operator	01/13/2020	01/14/2020	16
Fries	Interpreting Medical Information in Investigations	01/09/2020	01/10/2020	16
Ostrowski	Latent Print Tech Work	01/30/2020	01/30/2020	8
Ostrowski	Field Training Officer	01/06/2020	01/10/2020	40
Ransom	Safetalk	01/30/20	01/30/2020	3
Sheehan	Testifying in A DUI Trial	01/07/2020	01/07/2020	8
Totals				115

During this month, officers participated in multiple Roll Call trainings covering: the new parking software, training on safe law enforcement operations on fire calls, and a juvenile procedures update.



MEMORANDUM

DATE: February 7, 2020

TO: Eric J. Palm, Village Administrator

FROM: John Anderson, Director of Public Works

SUBJECT: Monthly Report – January 2020

Executive Summary

In the month of January, the Department of Public Works continued with winter operations with a heavy emphasis on snow & ice response, street sweeping and tree trimming. There were seven snow & ice events that required a response. These events resulted in distributing 141.6 tons of salt on Village streets through a combination of rock salt and the use of salt brine prior to the anticipated snowfall. Village and Public Works administrative staff continued to meet with Public Works Union (Local 150 operating engineers) representatives to negotiate the union contract. Progress was made at the latest negotiation meeting. Any additional meetings will continue until an agreement can be reached on the conditions for a new contract with union Public Works employees. Davis Tree Care continued the annual contractual tree trimming program. The section of the Village where contractual trimming is taking place is mostly between Chicago and Central from Thatcher to Harlem. The information collected during our tree inventory process which is uploaded to the GIS system is shared with the trimming contractor for more efficient trimming. The Village Engineer has maintained contact with traffic engineering consultant KLOA to coordinate the commuter parking study for sections of the Village impacted by commuter parking issues. Public Works staff continued to plan for future needs by updating and finalizing our Capital Improvement Plan to determine which infrastructure projects are most needed in the near future. The draft capital improvement budget was prepared by Public Work department staff members. The budget planning process also continued with the preparation and planning for operational needs in the upcoming fiscal year.

Public Works items approved/discussed by the Village Board of Trustees in January:

- Waiver of Formal Bid (Due to Competitive Quotes for Service) and Award of Contract to Unique Plumbing Co. for the Manhole Replacement at North Avenue and Bonnie Brae in a not-to-exceed amount of \$33,200.00
- Change Order #1 (Final) for the 2019 Street Improvement Project for \$14,724.15 – Resolution
- Waiver of Formal Bid and Award of Purchase (Due to Competitive Quotes) for a Morbark 2131 Brush Chipper from Alexander Equipment for \$87,431.00
- Traffic and Safety Commission – Amend Title 9 of the Village Code Regarding a No Parking Restriction on the North Side of Central Avenue Between Franklin Avenue and

Ashland Avenue – Ordinance

Sustainability Commission Meeting Items

- Commissioner Reports and Updates
- Metric Update
- Goals for 2020 – Matrix Discussion

Engineering Division Summary

- Reviewed 5 grading plan permit submittals
- Conducted monthly Combined Sewer Overflow (CSO) inspection
- Continued to coordinate the 2019 Commuter Parking Study Survey
- Continued permit process for the 2019 Water Main Improvement Project
- Continued to coordinate the Sewer Modeling Project
- Continued to coordinate development projects at Chicago/Harlem and Lake/Lathrop
- Continued to coordinate Geographic Information System (GIS) improvements with the Village's consultant (MGP)
- Continued preparations for 2020 Construction Projects
- Attended the kickoff meeting for the Pavement Management Program through CMAP
- Held a Traffic and Safety Commission Meeting on 1/22/20
- Attended the Technical Design Meeting for the proposed development at Bonnie Brae and Thomas

Public Works – Operations

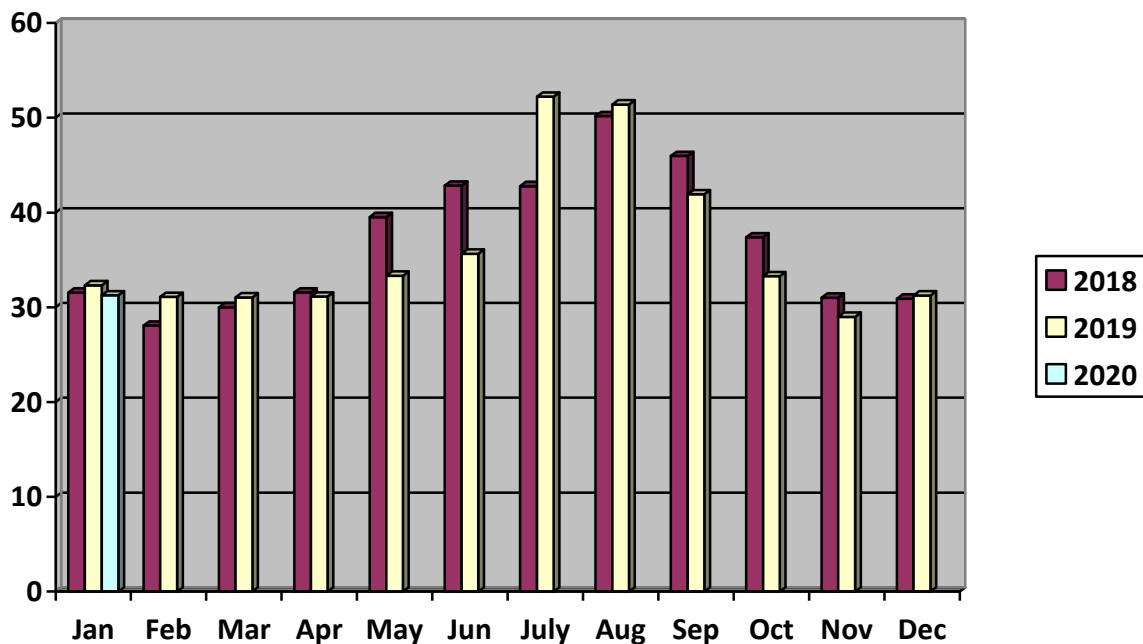
The following is a summary of utility locate requests received from JULIE (Joint Utility Locating Information for Excavators) and work orders (streets, forestry, water, sewer, etc.) that were received and processed during the past 12 months:

	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan
Utility Locates	21	72	127	226	210	457	311	206	155	77	55	40
Work Orders	20	15	32	39	61	54	46	28	64	44	23	14

Water and Sewer

Monthly Pumpage: January's average daily pumpage of 1.01 million gallons (MG) is slightly lower than January's average of 1.04 MG in 2019.

Volume of Water Pumped into the Distribution System (Million Gallons)



Residents and Businesses were notified of backflow violations. There were also 23 delinquent shut off notices delivered on behalf on the water billing clerk.

A foot valve was replaced in reservoir #1 and valve #17 was also replaced at the pumping station by Environmental Mechanical, Inc.

Generator maintenance at the pumping station was performed by Altorfer Cat on 1/17/20. Water Division staff assisted with RETT inspections in January.

The 2019-20 water meter replacement program continued and was completed in January. The final meter in this year's program was installed on 1/24/20.

The Water Division personnel performed these additional tasks in January:

- Responded to 112 service calls
- Exercised 3 valves
- Installed 6 meters

Streets and Forestry

Staff in the Streets and Forestry division focused heavily on snow & ice response, street sweeping and tree trimming. These are the details of the tasks performed frequently in the month of January:

Description of Work Performed	Quantity
Sign Repairs/Fabrication	7
Street Sweeping (curb miles)	33
Trees Trimmed	668
Trees Removed	2
Number of Snow & Ice Responses	7
Salt Used (tons)	141.6



Village of River Forest
Village Administrator's Office
 400 Park Avenue
 River Forest, IL 60305
 Tel: 708-366-8500

MEMORANDUM

Date: February 20, 2020
 To: Eric Palm, Village Administrator
 From: Lisa Scheiner, Assistant Village Administrator
 Subj: Village-Wide Performance Measurement Report – January 2020

Building Department Performance Measures	FY 2019 Actual	FY 2020 Goal	January Actual	FY 2020 YTD
Plan reviews of large projects completed in 21 days or less	75% (98 of 130)	95%	75% (6 of 8)	88% (77 of 88)
Average length of review time for plan reviews of large projects	18.1 days (Monthly Avg)	>21	16.375 days	14.0 days (Monthly Avg)
Re-reviews of large projects completed in 14 days or less	92% (160 of 174)	95%	75% (3 of 4)	96% (112 of 117)
Average length of review time for plan re-reviews of large projects	10.1 days (Monthly Avg)	>14	12.25 days	7.8 days (Monthly Avg)
Plan reviews of small projects completed in 7 days or less	100% (185 of 185)	95%	100% (5 of 5)	100% (119 of 119)
Express permits issued at time of application	100% (231 of 231)	100%	100% (11 of 11)	100% (178 of 178)
Inspections completed within 24 hours of request	100% (1576 of 1576)	100%	100% (112 of 112)	100% (1264 of 1264)
Contractual inspections passed	93% (1459 of 1576)	80%	96% (107 of 112)	94% (1190 of 1264)
Inspect vacant properties once per month	100% (210 of 210)	100%	100% (21 of 21)	100% (176 of 176)
Code violation warnings issued	179	N/A	12	123
Code violation citations issued	40	N/A	2	28
Conduct building permit survey quarterly	4	1 per quarter	1	3
Make contact with existing business owners	60	5/month 60/year	5	35

Fire Department Performance Measures	FY 2019 Actual	FY 2020 Goal	January Actual	FY 2020 YTD
Average fire/EMS response time for priority calls for service (Includes call processing time)	4:13 minutes	5 Min	3:51 minutes	4:09 minutes
Customer complaints and/or public safety professional complaints	0%	<1%	0%	0%
All commercial, multi-family and educational properties inspected annually	334	335 inspections	29	211
Injuries on duty resulting in lost time	1	<3	0	1
Plan reviews completed 10 working days after third party review	2.17 days on average	<10	1.5 days on average	2.63 days on average
Complete 270 hours of training for each shift personnel	4792.8	4824	367.75	3463.25
Inspect and flush fire hydrants semi-annually	455	445 annually	0	382

Police Department Performance Measures	FY 2019 Actual	FY 2020 Goal	January Actual	FY 2020 YTD
Average police response time for priority calls for service (Does not include call processing time)	4:53 minutes	4:00	5:07 minutes	4:55 minutes
Injuries on duty resulting in lost time	2	0 Days Lost	1	3
Reduce claims filed for property & vehicle damage caused by the Police Department by 25%	7	<3	1	3
Maintain positive relationship with the bargaining unit and reduce the number of grievances	0	0%	1	1
Reduce overtime and improve morale by decreasing sick leave usage	116 days	10% reduction	32 days	204 days
Track accidents at Harlem and North to determine impact of red light cameras	17 accidents	10% reduction	0 accidents	4 accidents
Decrease reported thefts (214 in 2012)	167	5% reduction	16	141
Formal Citizen Complaints	0	0	0	0
Use of Force Incidents	10	0	0	12
Send monthly crime alerts to inform residents of crime patterns and prevention tips	148	1 email/month; 12 emails/year	9	111

Public Works Performance Measures	FY 2019 Actual	FY 2020 Goal	January Actual	FY 2020 YTD
Complete tree trimming/pruning service requests within 7 working days	98% (171 of 175)	95%	100% (2 of 2)	97% (201 of 208)
Complete service requests for unclogging blocked catch basins within 5 working days	100% (8 of 8)	95%	100% (1 of 1)	100% (5 of 5)
Percent of hydrants out of service more than 10 working days	0.00% (0 of 2640)	<1%	0.00% (0 of 440)	0.00% (0 of 3520)
Replace burned out traffic signal bulb within 8 hours of notification	N/A	99%	N/A	N/A
Complete service requests for patching potholes within 5 working days	100% (12 of 12)	95%	100% (1 of 1)	100% (8 of 8)
Repair street lights in-house, or schedule contractual repairs, within five working days of notification	96% (23 of 24)	95%	100% (3 of 3)	100% (21 of 21)
Safety: Not more than two employee injuries annually resulting in days off from work	1	≤2	0	0
Safety: Not more than one vehicle accident annually that was the responsibility of the Village	2	≤1	0	0
Televis 2,640 lineal feet of combined sewer each month from April – September	165% (26196 of 15840)	2,640/ month (15,840/ year)	N/A (0 of 0)	243% (32098 of 13200)
Exercise 25 water system valves per month	43% (117 of 275)	25/month (300/year)	12% (3 of 25)	112% (223 of 200)
Complete first review of grading plans within 10 working days	100% (98 of 98)	95%	100% (5 of 5)	100% (79 of 79)

N/A: Not applicable, not available, or no service requests were made



Village of River Forest

MONTHLY FINANCE REPORT Fiscal Year 2020 through January 31, 2020

This report includes financial information for Fiscal Year 2020 through January 31, 2020 which represents 75.00% of the fiscal year. A revenue and expenditure report by fund and account and an investment report for January 2020 are attached.

GENERAL FUND

Revenues, Expenditures and Changes in Fund Balance Fiscal Year 2020 through January 31, 2020

	2020		Percent
	Budget	Actual	Rec/Exp
REVENUES			
Taxes			
Property Taxes	\$6,482,433	\$3,150,436	48.60%
General Sales Taxes	1,910,630	1,367,975	71.60%
Non Home Rule Sales Tax	873,027	620,852	71.11%
Utility Taxes	609,430	410,988	67.44%
Restaurant Tax	169,384	121,755	71.88%
Telecommunications Tax	260,514	177,953	68.31%
Real Estate Transfer Tax	119,369	96,685	81.00%
Intergovernmental Revenue			
Personal Property Replacement Tax	141,187	131,750	93.32%
Use Tax	354,152	273,756	77.30%
State Income Taxes	1,125,579	912,167	81.04%
Licenses and Permits	1,737,890	1,567,304	90.18%
Charges for Services			
Garbage Collections	1,093,840	800,628	73.19%
Other Charges for Services	757,721	538,386	71.05%
Fines	269,707	178,535	66.20%
Investment Income	115,550	95,818	82.92%
Grants and Contributions	38,531	45,378	117.77%
Miscellaneous Revenues	390,852	240,314	61.48%
TOTAL REVENUES	\$16,449,796	\$10,730,680	65.23%
EXPENDITURES			
Administration	\$ 1,531,807	\$ 1,186,015	77.43%
E911	454,984	302,173	66.41%
Boards & Commissions	47,272	35,573	75.25%
Building and Development	475,559	355,335	74.72%
Legal Services	172,000	120,722	70.19%
Police Department	6,405,183	3,966,702	61.93%
Fire Department	4,547,294	3,093,705	68.03%
Public Works	2,859,970	2,091,269	73.12%
Transfer to TIF	600,000	533,000	88.83%
TOTAL EXPENDITURES	\$17,094,069	\$11,684,494	68.35%
NET CHANGE IN FUND BALANCE	(\$644,273)	(\$953,814)	

Revenues

Fiscal year-to-date revenue collections are at 65.23% of the budgeted amount. Property Tax Revenue is at 48.60%. A significant portion of the 2nd installment of the 2018 levy was collected in July and August. Receipts from the 1st installment of the 2019 levy should be recorded in February. Sales tax revenues are slightly lower

than expected at 71.60%. Real Estate Transfer Tax revenue is higher due to higher home values and real estate sales that take place in the summer months. Utility tax payments are typically elevated during the warmer summer (electric) and cooler winter (gas) months and vary based on weather conditions.

The Income tax payments are higher due to there being no change in the state's FY 2020 5% reduction and income tax collections for the first quarter of the year being higher than anticipated. The payment received in May is for April 2019 collections which is normally the highest revenue month. Income tax payments continue to exceed original forecasts. License and permit revenue includes spring building permit activity and annual vehicle sticker revenue. Permit fees associated with the Sheridan development at Chicago and Harlem are included in license and permit revenue. Vehicle stickers were required to be displayed by July 14th and a significant portion of that revenue is reflected in the report. In late December, citations were issued to non-compliant vehicles. Grants and Contributions include an ISEARCH grant, an IDOT Traffic Safety grant and donations for the Sustainability Commission.

Expenditures

Expenditures are at 68.35% of the budgeted amount. Salaries and benefits, with the exception of overtime, include payment for services rendered through the end of the month. Other expenditures are slightly higher due to the transfer to the Madison Street TIF for the purchase of property. This will be repaid with incremental tax dollars. Other expenditures are lower because there is about a month lag between the time that goods are received or services are performed, and when the vendor payment is made for the goods or services. Payments made in May for goods received and services performed prior to May 1st were posted to the prior fiscal year.

WATER AND SEWER FUND

Revenues, Expenditures and Changes in Net Position Fiscal Year 2020 through January 31, 2020

	2020		Percent
	Budget	Actual	Rec/Exp
Operating Revenues			
Permit Fees	\$ 17,480	\$ 15,900	90.96%
Water Sales	3,198,881	2,317,242	72.44%
Sewer Sales	2,075,695	1,519,980	73.23%
Water Penalties	29,010	26,976	92.99%
Miscellaneous	36,189	40,474	111.84%
Total Operating Revenues	<u>\$ 5,357,255</u>	<u>\$ 3,920,572</u>	<u>73.18%</u>
Operating Expenses			
Salaries and Benefits	\$ 1,178,732	\$ 885,595	75.13%
Contractual Services	574,271	305,564	53.21%
Water From Chicago	1,642,606	1,040,214	63.33%
Materials and Supplies	100,369	59,995	59.77%
Depreciation/Debt Service	1,272,146	917,146	72.09%
Transfer to CERF	106,986	80,239	75.00%
Operating Expenses including Depreciation	<u>\$ 4,875,110</u>	<u>\$ 3,288,753</u>	<u>67.46%</u>
Operating Revenues over Operating Exp	\$ 482,145	\$ 631,819	
Capital Improvements	<u>\$ (1,005,380)</u>	<u>\$ (295,040)</u>	29.35%
Total Revenues over Expenses	<u>\$ (523,235)</u>	<u>\$ 336,779</u>	

Water and Sewer revenues are as expected. Overall expenses are slightly lower but do reflect the semi-annual debt service payments. Contractual services and commodities are lower due to the delay in receiving and paying invoices. Personnel expenses are about on target. There is a one-month lag in payments to the City of Chicago for FY 2020 water usage. Materials and Supplies include the board approved flood barrier protection system that was purchased in May. Debt Service expenses include the semi-annual payments on the IEPA loan.

REVENUES AND EXPENDITURES VS. BUDGET – OTHER FUNDS

Fund #	Fund	Revenues			Expenditures		
		2020 Budget	2020 YTD Actual	% Rec	2020 Budget	2020 YTD Actual	% Exp
03	Motor Fuel Tax	\$ 305,317	\$ 303,316	99.34%	\$ 445,890	\$ 390,403	87.56%
05	Debt Service Fund	\$ 268,058	\$ 125,306	46.75%	\$ 259,961	\$ 259,461	99.81%
13	Cap Equipmnt Replcmnt	\$ 675,553	\$ 549,370	81.32%	\$ 350,042	\$ 72,056	20.58%
14	Capital Improvement	\$ 917,957	\$ 785,112	85.53%	\$ 2,257,120	\$ 1,491,353	66.07%
16	Economic Development	\$ 3,688	\$ 22,478	609.49%	\$ 190,529	\$ 179,557	94.24%
31	TIF-Madison	\$ 744,573	\$ 651,211	87.46%	\$ 603,576	\$ 589,487	97.67%
32	TIF-North	\$ 25,700	\$ 523	2.04%	\$ 17,000	\$ 1,564	9.20%
35	Infrastructure Imp Bond	\$ 2,500	\$ 1,824	72.96%	\$ 318,311	\$ 283,902	89.19%

CASH AND INVESTMENTS

Fund #	Fund	Cash and Money Markets	IMET Convenience Fund	Investments	Total
1	General	\$ 154,895	\$ 19,749	\$ 3,192,982	\$ 3,367,626
3	Motor Fuel Tax	\$ 278,770	\$ -	\$ 150,000	\$ 428,770
5	Debt Service Fund	\$ 47,915	\$ 34,181	\$ -	\$ 82,096
13	Capital Equip Replacement	\$ 508,325	\$ 236,220	\$ 3,253,183	\$ 3,997,728
14	Capital Improvement	\$ 223,750	\$ 238	\$ 927,047	\$ 1,151,035
16	Economic Development Func	\$ 52,104	\$ -	\$ -	\$ 52,104
31	TIF-Madison Street	\$ 110,525	\$ -	\$ -	\$ 110,525
32	TIF- North Avenue	\$ 33,324	\$ -	\$ -	\$ 33,324
35	Infrastructure Imp Bond Fur	\$ -	\$ -	\$ -	\$ -
2	Water & Sewer	\$ 1,338,700	\$ 176,429	\$ 488,500	\$ 2,003,629
Total		\$ 2,748,308	\$ 466,817	\$ 8,011,712	\$ 11,226,837

January 2020 FINANCE ACTIVITIES

1. The Finance Director attended the Community Business Managers meeting at OPRFHS with business managers from the surrounding taxing districts.
2. The Finance Director attended the Police and Fire Pension board meetings.
3. FY2021 preliminary revenue budgets were entered into Springbrook.
4. IRS W-2 and 1099-Misc forms were prepared and distributed.
5. The December 2018 to December 2019 increase in the CPI will be 2.3% for the 2020 Tax Levy.
6. The Finance Director and the Assistant Finance Director completed the Annual Governmental GAAP update.

General Ledger

Village of River Forest

User: rmcadams
 Printed: 2/7/2020 2:50:45 PM
 Period 09 - 09
 Fiscal Year 2020



Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01	General Fund							
00								
01-00-00-41-1000	Property Tax-Prior Years	3,133,282.00	3,147,712.98	0.00	2,722.83	3,150,435.81	-17,153.81	100.55
01-00-00-41-1021	Property Tax-Current Year	3,349,151.00	0.00	0.00	0.00	0.00	3,349,151.00	0.00
	Property Taxes	6,482,433.00	3,147,712.98	0.00	2,722.83	3,150,435.81	3,331,997.19	48.60
01-00-00-41-1150	Replacement Tax	141,187.00	108,147.27	0.00	23,603.15	131,750.42	9,436.58	93.32
01-00-00-41-1190	Restaurant Tax	169,384.00	108,201.53	0.00	13,553.95	121,755.48	47,628.52	71.88
01-00-00-41-1200	Sales Tax	1,910,630.00	1,203,996.55	0.00	163,978.16	1,367,974.71	542,655.29	71.60
01-00-00-41-1205	State Use Tax	354,152.00	237,854.38	0.00	35,901.25	273,755.63	80,396.37	77.30
01-00-00-41-1210	Non-Home Rule Sales Tax	873,027.00	549,716.76	0.00	71,134.81	620,851.57	252,175.43	71.11
01-00-00-41-1250	Income Tax	1,125,579.00	809,927.72	0.00	102,239.13	912,166.85	213,412.15	81.04
01-00-00-41-1450	Transfer Tax	119,369.00	87,437.36	0.00	9,248.00	96,685.36	22,683.64	81.00
01-00-00-41-1460	Communication Tax	260,514.00	159,227.71	0.00	18,725.56	177,953.27	82,560.73	68.31
01-00-00-41-1475	Utility Tax Elec	433,430.00	276,782.58	0.00	34,795.68	311,578.26	121,851.74	71.89
01-00-00-41-1480	Utility Tax Gas	176,000.00	78,982.01	0.00	20,427.64	99,409.65	76,590.35	56.48
	Other Taxes	5,563,272.00	3,620,273.87	0.00	493,607.33	4,113,881.20	1,449,390.80	73.95
01-00-00-42-2115	Pet Licenses	2,240.00	910.00	0.00	20.00	930.00	1,310.00	41.52
01-00-00-42-2120	Vehicle Licenses	306,000.00	279,802.00	190.00	9,167.50	288,779.50	17,220.50	94.37
01-00-00-42-2345	Contractor's License Fees	80,300.00	56,986.00	0.00	4,250.00	61,236.00	19,064.00	76.26
01-00-00-42-2350	Business Licenses	17,400.00	6,270.00	0.00	827.50	7,097.50	10,302.50	40.79
01-00-00-42-2355	Tent Licenses	300.00	30.00	0.00	0.00	30.00	270.00	10.00
01-00-00-42-2360	Building Permits	999,740.00	919,678.10	1,250.00	11,864.24	930,292.34	69,447.66	93.05
01-00-00-42-2361	Plumbing Permits	42,375.00	32,355.00	0.00	1,885.00	34,240.00	8,135.00	80.80
01-00-00-42-2362	Electrical Permits	42,925.00	52,073.25	0.00	1,358.50	53,431.75	-10,506.75	124.48
01-00-00-42-2364	Reinspection Fees	5,000.00	2,775.00	0.00	525.00	3,300.00	1,700.00	66.00
01-00-00-42-2365	Bonfire Permits	60.00	90.00	0.00	0.00	90.00	-30.00	150.00
01-00-00-42-2366	Beekeeping Permit	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-00-00-42-2368	Solicitors Permits	1,200.00	775.00	0.00	175.00	950.00	250.00	79.17
01-00-00-42-2370	Film Crew License	5,600.00	2,600.00	0.00	0.00	2,600.00	3,000.00	46.43
01-00-00-42-2520	Liquor Licenses	25,000.00	24,900.00	0.00	100.00	25,000.00	0.00	100.00
01-00-00-42-2570	CableVideo Svc Provider Fees	209,600.00	149,778.57	0.00	9,547.90	159,326.47	50,273.53	76.01

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
	Licenses & Permits	1,737,890.00	1,529,022.92	1,440.00	39,720.64	1,567,303.56	170,586.44	90.18
01-00-00-43-3065	Police Reports	2,200.00	1,555.00	0.00	116.00	1,671.00	529.00	75.95
01-00-00-43-3070	Fire Reports	500.00	225.00	0.00	0.00	225.00	275.00	45.00
01-00-00-43-3180	Garbage Collection	1,093,840.00	729,695.26	70.14	71,002.82	800,627.94	293,212.06	73.19
01-00-00-43-3185	Penalties on Garbage Fees	7,290.00	5,094.24	127.05	729.90	5,697.09	1,592.91	78.15
01-00-00-43-3200	Metra Daily Parking	51,840.00	32,767.99	0.00	4,423.61	37,191.60	14,648.40	71.74
01-00-00-43-3220	Parking Lot Permit Fees	97,830.00	97,378.68	0.00	8,587.79	105,966.47	-8,136.47	108.32
01-00-00-43-3225	Administrative Towing Fees	129,052.00	72,200.00	0.00	7,500.00	79,700.00	49,352.00	61.76
01-00-00-43-3515	NSF Fees	200.00	25.00	0.00	0.00	25.00	175.00	12.50
01-00-00-43-3530	5050 Sidewalk Program	10,000.00	1,769.75	0.00	0.00	1,769.75	8,230.25	17.70
01-00-00-43-3536	Elevator Inspection Fees	4,250.00	0.00	0.00	0.00	0.00	4,250.00	0.00
01-00-00-43-3537	Elevator Reinspection Fees	400.00	100.00	0.00	0.00	100.00	300.00	25.00
01-00-00-43-3540	ROW Encroachment Fees	0.00	1,100.00	0.00	0.00	1,100.00	-1,100.00	0.00
01-00-00-43-3550	Ambulance Fees	390,000.00	255,293.01	0.00	2,622.59	257,915.60	132,084.40	66.13
01-00-00-43-3554	CPR Fees	1,500.00	280.00	0.00	0.00	280.00	1,220.00	18.67
01-00-00-43-3557	Car Fire & Extrication Fee	1,000.00	500.00	0.00	0.00	500.00	500.00	50.00
01-00-00-43-3560	State Highway Maintenance	61,659.00	46,244.25	0.00	0.00	46,244.25	15,414.75	75.00
	Charges for Services	1,851,561.00	1,244,228.18	197.19	94,982.71	1,339,013.70	512,547.30	72.32
01-00-00-44-4230	Police Tickets	162,354.00	116,625.13	110.00	15,810.14	132,325.27	30,028.73	81.50
01-00-00-44-4235	Prior Years Police Tickets	0.00	230.00	0.00	0.00	230.00	-230.00	0.00
01-00-00-44-4240	Automated Traffic Enf Fines	36,944.00	0.00	0.00	0.00	0.00	36,944.00	0.00
01-00-00-44-4300	Local Ordinance Tickets	4,791.00	883.57	0.00	1,050.00	1,933.57	2,857.43	40.36
01-00-00-44-4430	Court Fines	49,312.00	35,084.44	0.00	0.00	35,084.44	14,227.56	71.15
01-00-00-44-4435	DUI Fines	7,038.00	8,226.25	0.00	350.00	8,576.25	-1,538.25	121.86
01-00-00-44-4436	Drug Forfeiture Revenue	1,616.00	0.00	0.00	0.00	0.00	1,616.00	0.00
01-00-00-44-4439	Article 36 Forfeited Funds	2,652.00	0.00	0.00	0.00	0.00	2,652.00	0.00
01-00-00-44-4440	Building Construction Citation	5,000.00	385.00	0.00	0.00	385.00	4,615.00	7.70
	Fines & Forfeits	269,707.00	161,434.39	110.00	17,210.14	178,534.53	91,172.47	66.20
01-00-00-45-5100	Interest	115,550.00	91,108.69	0.00	626.68	91,735.37	23,814.63	79.39
01-00-00-45-5200	Net Change in Fair Value	0.00	3,895.02	0.00	188.02	4,083.04	-4,083.04	0.00
	Interest	115,550.00	95,003.71	0.00	814.70	95,818.41	19,731.59	82.92
01-00-00-46-6408	Cash OverShort	0.00	-20.25	0.05	0.00	-20.30	20.30	0.00
01-00-00-46-6410	Miscellaneous	29,300.00	106,612.74	540.00	2,978.55	109,051.29	-79,751.29	372.19
01-00-00-46-6411	Miscellaneous Public Safety	4,200.00	2,202.68	0.00	75.00	2,277.68	1,922.32	54.23
01-00-00-46-6412	Reimbursements-Crossing Guards	63,565.00	25,309.80	0.00	0.00	25,309.80	38,255.20	39.82
01-00-00-46-6415	Reimbursement of	10,000.00	-824.38	0.00	0.00	-824.38	10,824.38	-8.24

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
	Expenses							
01-00-00-46-6417	IRMA Reimbursements	45,000.00	22,274.67	2,616.72	14,893.96	34,551.91	10,448.09	76.78
01-00-00-46-6510	T-Mobile Lease	36,000.00	24,000.00	0.00	3,000.00	27,000.00	9,000.00	75.00
01-00-00-46-6511	WSCDC Rental Income	51,787.00	38,494.53	0.00	4,473.91	42,968.44	8,818.56	82.97
01-00-00-46-8001	IRMA Excess	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00
	Miscellaneous	389,852.00	218,049.79	3,156.77	25,421.42	240,314.44	149,537.56	61.64
01-00-00-46-6521	Law Enforcement Training Reimb	5,700.00	0.00	0.00	0.00	0.00	5,700.00	0.00
01-00-00-46-6524	ISEARCH Grant	8,925.00	8,925.00	0.00	0.00	8,925.00	0.00	100.00
01-00-00-46-6525	Bullet Proof Vest Reimb-DOJ	3,833.00	505.37	0.00	0.00	505.37	3,327.63	13.18
01-00-00-46-6528	IDOT Traffic Safety Grant	19,323.00	3,688.45	0.00	20,258.98	23,947.43	-4,624.43	123.93
01-00-00-46-6615	MABAS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-00-00-46-6620	State Fire Marshal Training	750.00	0.00	0.00	0.00	0.00	750.00	0.00
01-00-00-46-7388	Sustainability Comm Donations	0.00	5,000.00	0.00	7,000.00	12,000.00	-12,000.00	0.00
	Grants & Contributions	38,531.00	18,118.82	0.00	27,258.98	45,377.80	-6,846.80	117.77
01-00-00-48-8000	Sale of Property	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
	Other Financing Sources	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
00		<u>16,449,796.00</u>	<u>10,033,844.66</u>	<u>4,903.96</u>	<u>701,738.75</u>	<u>10,730,679.45</u>	<u>5,719,116.55</u>	<u>65.23</u>
	Revenue	16,449,796.00	10,033,844.66	4,903.96	701,738.75	10,730,679.45	5,719,116.55	65.23
10	Administration							
01-10-00-51-0200	Salaries Regular	609,766.00	405,661.31	51,768.84	0.00	457,430.15	152,335.85	75.02
01-10-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-10-00-51-1950	Insurance Refusal Reimb	1,068.00	775.00	12.50	0.00	787.50	280.50	73.74
	Personal Services	611,334.00	406,436.31	51,781.34	0.00	458,217.65	153,116.35	74.95
01-10-00-52-0100	ICMA Retirement Contract	13,320.00	8,879.95	1,110.00	0.00	9,989.95	3,330.05	75.00
01-10-00-52-0320	FICA	33,592.00	19,871.56	3,214.69	0.00	23,086.25	10,505.75	68.73
01-10-00-52-0325	Medicare	9,161.00	6,003.56	751.84	0.00	6,755.40	2,405.60	73.74
01-10-00-52-0330	IMRF	57,058.00	37,246.94	5,608.94	0.00	42,855.88	14,202.12	75.11
01-10-00-52-0350	Employee Assistance Program	1,850.00	0.00	0.00	0.00	0.00	1,850.00	0.00
01-10-00-52-0375	Fringe Benefits	9,600.00	6,487.50	815.00	0.00	7,302.50	2,297.50	76.07
01-10-00-52-0400	Health Insurance	58,421.00	39,638.02	7,280.39	994.83	45,923.58	12,497.42	78.61
01-10-00-52-0420	Health Insurance - Retirees	8,594.00	5,054.73	1,350.77	630.34	5,775.16	2,818.84	67.20

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-10-00-52-0425	Life Insurance	771.00	504.82	88.01	24.26	568.57	202.43	73.74
01-10-00-52-0430	VEBA Contributions	14,644.00	14,473.99	0.00	0.00	14,473.99	170.01	98.84
01-10-00-52-0500	Wellness Program	1,650.00	3,020.65	0.00	0.00	3,020.65	-1,370.65	183.07
	Benefits	208,661.00	141,181.72	20,219.64	1,649.43	159,751.93	48,909.07	76.56
01-10-00-53-0200	Communications	23,160.00	13,791.66	1,861.55	0.00	15,653.21	7,506.79	67.59
01-10-00-53-0300	Audit Services	20,770.00	21,857.50	0.00	0.00	21,857.50	-1,087.50	105.24
01-10-00-53-0350	Actuarial Services	9,000.00	6,405.00	0.00	0.00	6,405.00	2,595.00	71.17
01-10-00-53-0380	Consulting Services	110,000.00	48,548.21	14,719.80	0.00	63,268.01	46,731.99	57.52
01-10-00-53-0410	IT Support	93,278.00	74,102.61	25,531.10	0.00	99,633.71	-6,355.71	106.81
01-10-00-53-0429	Vehicle Sticker Program	15,580.00	16,010.49	0.00	0.00	16,010.49	-430.49	102.76
01-10-00-53-1100	HealthInspection Services	15,500.00	7,725.00	3,862.50	0.00	11,587.50	3,912.50	74.76
01-10-00-53-1250	Unemployment Claims	1,500.00	11,909.83	0.00	0.00	11,909.83	-10,409.83	793.99
01-10-00-53-2100	Bank Fees	12,767.00	8,038.40	461.87	0.00	8,500.27	4,266.73	66.58
01-10-00-53-2200	Liability Insurance	275,366.00	181,313.76	21,024.70	0.00	202,338.46	73,027.54	73.48
01-10-00-53-2250	IRMA Liability Deductible	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
01-10-00-53-3300	Maint of Office Equipment	11,041.00	7,356.45	785.63	0.00	8,142.08	2,898.92	73.74
01-10-00-53-4100	Training	7,000.00	3,138.00	5,391.24	0.00	8,529.24	-1,529.24	121.85
01-10-00-53-4250	Travel & Meeting	12,580.00	11,563.15	1,965.00	1,500.00	12,028.15	551.85	95.61
01-10-00-53-4300	Dues & Subscriptions	31,840.00	28,993.07	2,334.96	0.00	31,328.03	511.97	98.39
01-10-00-53-4350	Printing	2,900.00	4,261.44	1,400.82	1,267.00	4,395.26	-1,495.26	151.56
01-10-00-53-4400	Medical & Screening	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
01-10-00-53-5300	AdvertisingLegal Notice	2,100.00	922.00	0.00	0.00	922.00	1,178.00	43.90
01-10-00-53-5600	Community and Emp Programs	11,500.00	20,881.16	4,198.44	12.68	25,066.92	-13,566.92	217.97
	Contractual Services	682,382.00	466,817.73	83,537.61	2,779.68	547,575.66	134,806.34	80.24
01-10-00-54-0100	Office Supplies	15,930.00	8,364.87	2,379.26	0.00	10,744.13	5,185.87	67.45
01-10-00-54-0150	Office Equipment	3,000.00	1,804.72	0.00	0.00	1,804.72	1,195.28	60.16
01-10-00-54-1300	Postage	10,500.00	6,896.09	1,024.60	0.00	7,920.69	2,579.31	75.44
	Materials & Supplies	29,430.00	17,065.68	3,403.86	0.00	20,469.54	8,960.46	69.55
01-10-00-57-5031	Transfer to TIF-Madison	575,000.00	533,000.00	0.00	0.00	533,000.00	42,000.00	92.70
01-10-00-57-5032	Transfer to TIF-North	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
	Other Financing Uses	600,000.00	533,000.00	0.00	0.00	533,000.00	67,000.00	88.83
10	Administration	2,131,807.00	1,564,501.44	158,942.45	4,429.11	1,719,014.78	412,792.22	80.64
14	E911							
01-14-00-53-0380	Consulting Services	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
01-14-00-53-0410	IT Support	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00	100.00
01-14-00-53-3100	Maintenance of Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-14-00-53-4100	Training	1,050.00	0.00	0.00	0.00	0.00	1,050.00	0.00
01-14-00-53-4250	Travel & Meeting	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-14-00-53-4275	WSCDC Contribution	435,434.00	294,173.28	0.00	0.00	294,173.28	141,260.72	67.56
01-14-00-53-4277	Citizens Corps Council	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
01-14-00-53-4278	Medical Reserve Corp	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Contractual Services	454,984.00	302,173.28	0.00	0.00	302,173.28	152,810.72	66.41
14	E911	454,984.00	302,173.28	0.00	0.00	302,173.28	152,810.72	66.41
15	Boards and Commissions							
01-15-00-52-0320	FICA	248.00	146.28	11.30	0.00	157.58	90.42	63.54
01-15-00-52-0325	Medicare	58.00	34.21	2.64	0.00	36.85	21.15	63.53
01-15-00-52-0330	IMRF	366.00	215.89	19.93	0.00	235.82	130.18	64.43
01-15-00-52-0375	Fringe Benefits	600.00	400.00	50.00	0.00	450.00	150.00	75.00
	Benefits	1,272.00	796.38	83.87	0.00	880.25	391.75	69.20
01-15-00-53-0380	Consulting Services	15,000.00	1,928.46	6,700.00	0.00	8,628.46	6,371.54	57.52
01-15-00-53-0400	Secretarial Services	4,000.00	2,359.36	182.21	0.00	2,541.57	1,458.43	63.54
01-15-00-53-0420	Legal Services	6,000.00	9,944.99	45.00	0.00	9,989.99	-3,989.99	166.50
01-15-00-53-4100	Training	1,000.00	2,000.00	0.00	0.00	2,000.00	-1,000.00	200.00
01-15-00-53-4250	Travel & Meeting	200.00	48.21	0.00	0.00	48.21	151.79	24.11
01-15-00-53-4300	Dues & Subscriptions	375.00	0.00	0.00	0.00	0.00	375.00	0.00
01-15-00-53-4400	Medical & Screening	3,000.00	4,184.25	1,689.00	0.00	5,873.25	-2,873.25	195.78
01-15-00-53-4450	Testing	15,000.00	3,958.96	0.00	0.00	3,958.96	11,041.04	26.39
01-15-00-53-5300	AdvertisingLegal Notice	1,250.00	1,211.00	441.00	0.00	1,652.00	-402.00	132.16
	Contractual Services	45,825.00	25,635.23	9,057.21	0.00	34,692.44	11,132.56	75.71
01-15-00-54-0100	Office Supplies	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-15-00-54-1300	Postage	25.00	0.00	0.00	0.00	0.00	25.00	0.00
	Materials & Supplies	175.00	0.00	0.00	0.00	0.00	175.00	0.00
15	Boards and Commissions	47,272.00	26,431.61	9,141.08	0.00	35,572.69	11,699.31	75.25
20	Building and Development							
01-20-00-51-0200	Full-Time Salaries	267,371.00	176,838.96	20,515.88	0.00	197,354.84	70,016.16	73.81
01-20-00-51-1700	Overtime	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-51-1950	Insurance Refusal	1,373.00	900.00	112.50	0.00	1,012.50	360.50	73.74
	Reimbursemnt							
	Personal Services	269,244.00	177,738.96	20,628.38	0.00	198,367.34	70,876.66	73.68
01-20-00-52-0320	FICA	15,961.00	10,353.68	1,251.08	0.00	11,604.76	4,356.24	72.71
01-20-00-52-0325	Medicare	3,909.00	2,511.21	292.58	0.00	2,803.79	1,105.21	71.73
01-20-00-52-0330	IMRF	24,556.00	15,691.12	2,184.32	0.00	17,875.44	6,680.56	72.79
01-20-00-52-0375	Fringe Benefits	1,980.00	1,320.00	145.00	0.00	1,465.00	515.00	73.99

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-20-00-52-0400	Health Insurance	38,135.00	24,997.87	3,557.63	409.48	28,146.02	9,988.98	73.81
01-20-00-52-0425	Life Insurance	147.00	89.60	11.20	0.00	100.80	46.20	68.57
01-20-00-52-0430	VEBA Contributions	8,817.00	6,090.87	0.00	0.00	6,090.87	2,726.13	69.08
	Benefits	93,505.00	61,054.35	7,441.81	409.48	68,086.68	25,418.32	72.82
01-20-00-53-0370	Professional Services	10,750.00	6,246.29	1,604.97	0.00	7,851.26	2,898.74	73.03
01-20-00-53-1300	Inspection Services	67,625.00	36,934.00	5,870.00	0.00	42,804.00	24,821.00	63.30
01-20-00-53-1305	Plan Review Services	30,000.00	30,016.85	6,492.83	0.00	36,509.68	-6,509.68	121.70
01-20-00-53-3200	Vehicle Maintenance	400.00	224.08	0.00	0.00	224.08	175.92	56.02
01-20-00-53-4100	Training	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-53-4300	Dues & Subscriptions	860.00	67.50	0.00	0.00	67.50	792.50	7.85
	Contractual Services	110,135.00	73,488.72	13,967.80	0.00	87,456.52	22,678.48	79.41
01-20-00-54-0100	Office Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-20-00-54-0150	Office Equipment	150.00	0.00	0.00	0.00	0.00	150.00	0.00
01-20-00-54-0200	Gas & Oil	85.00	328.98	15.04	0.00	344.02	-259.02	404.73
01-20-00-54-0600	Operating Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Materials & Supplies	1,235.00	328.98	15.04	0.00	344.02	890.98	27.86
01-20-00-57-5013	Transfer to CERF	1,440.00	960.00	120.00	0.00	1,080.00	360.00	75.00
	Other Financing Uses	1,440.00	960.00	120.00	0.00	1,080.00	360.00	75.00
20	Building and Development	475,559.00	313,571.01	42,173.03	409.48	355,334.56	120,224.44	74.72
30	Legal Services							
01-30-00-53-0420	Labor and Employment Legal Svc	50,000.00	22,307.50	4,675.00	0.00	26,982.50	23,017.50	53.97
01-30-00-53-0425	Village Attorney	110,000.00	76,013.34	9,726.21	0.00	85,739.55	24,260.45	77.95
01-30-00-53-0426	Village Prosecutor	12,000.00	7,000.00	1,000.00	0.00	8,000.00	4,000.00	66.67
	Contractual Services	172,000.00	105,320.84	15,401.21	0.00	120,722.05	51,277.95	70.19
30	Legal Services	172,000.00	105,320.84	15,401.21	0.00	120,722.05	51,277.95	70.19
40	Police Department							
01-40-00-51-0100	Salaries Sworn	2,892,596.00	1,732,315.24	212,938.64	0.00	1,945,253.88	947,342.12	67.25
01-40-00-51-0200	Salaries Regular	129,684.00	88,710.20	10,811.61	0.00	99,521.81	30,162.19	76.74
01-40-00-51-1500	Specialist Pay	40,333.00	22,893.75	2,696.00	0.00	25,589.75	14,743.25	63.45
01-40-00-51-1600	Holiday Pay	130,329.00	57,719.87	4,434.25	0.00	62,154.12	68,174.88	47.69
01-40-00-51-1700	Overtime	180,250.00	100,692.14	13,311.67	0.00	114,003.81	66,246.19	63.25
01-40-00-51-1727	IDOT STEP Overtime	19,323.00	5,387.65	0.00	0.00	5,387.65	13,935.35	27.88
01-40-00-51-1800	Educational Incentives	36,800.00	0.00	0.00	0.00	0.00	36,800.00	0.00
01-40-00-51-1950	Insurance Refusal Reim	925.00	600.00	150.00	0.00	750.00	175.00	81.08
01-40-00-51-3000	Part-Time Salaries	48,478.00	19,323.32	3,315.00	0.00	22,638.32	25,839.68	46.70
	Personal Services	3,478,718.00	2,027,642.17	247,657.17	0.00	2,275,299.34	1,203,418.66	65.41

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-52-0320	FICA	12,164.00	6,528.41	851.63	0.00	7,380.04	4,783.96	60.67
01-40-00-52-0325	Medicare	47,955.00	27,773.88	3,329.75	0.00	31,103.63	16,851.37	64.86
01-40-00-52-0330	IMRF	15,453.00	9,041.27	1,433.85	0.00	10,475.12	4,977.88	67.79
01-40-00-52-0375	Fringe Benefits	1,800.00	800.00	100.00	0.00	900.00	900.00	50.00
01-40-00-52-0400	Health Insurance	481,615.00	305,939.90	49,801.96	10,793.02	344,948.84	136,666.16	71.62
01-40-00-52-0420	Health Insurance - Retirees	91,713.00	63,837.56	19,925.65	13,188.23	70,574.98	21,138.02	76.95
01-40-00-52-0425	Life Insurance	2,131.00	1,443.89	500.03	343.24	1,600.68	530.32	75.11
01-40-00-52-0430	VEBA Contributions	79,638.00	61,526.58	0.00	0.00	61,526.58	18,111.42	77.26
01-40-00-53-0009	Contribution to Police Pension	1,584,000.00	770,690.43	789.32	0.00	771,479.75	812,520.25	48.70
	Benefits	2,316,469.00	1,247,581.92	76,732.19	24,324.49	1,299,989.62	1,016,479.38	56.12
01-40-00-53-0200	Communications	3,148.00	1,950.39	306.96	0.00	2,257.35	890.65	71.71
01-40-00-53-0385	Administrative Adjudication	23,740.00	10,784.00	1,550.00	0.00	12,334.00	11,406.00	51.95
01-40-00-53-0410	IT Support	15,766.00	5,477.45	0.00	0.00	5,477.45	10,288.55	34.74
01-40-00-53-0430	Animal Control	2,500.00	630.00	0.00	0.00	630.00	1,870.00	25.20
01-40-00-53-3100	Maint of Equipment	15,316.00	1,575.37	0.00	0.00	1,575.37	13,740.63	10.29
01-40-00-53-3200	Maintenance of Vehicles	47,131.00	25,216.95	1,176.10	0.00	26,393.05	20,737.95	56.00
01-40-00-53-3600	Maintenance of Buildings	1,000.00	667.41	0.00	0.00	667.41	332.59	66.74
01-40-00-53-4100	Training	32,960.00	13,023.18	3,491.30	0.00	16,514.48	16,445.52	50.10
01-40-00-53-4200	Community Support Services	88,700.00	66,085.34	8,417.34	0.00	74,502.68	14,197.32	83.99
01-40-00-53-4250	Travel & Meeting	4,450.00	363.12	77.59	0.00	440.71	4,009.29	9.90
01-40-00-53-4300	Dues & Subscriptions	8,303.00	5,986.36	3,348.31	0.00	9,334.67	-1,031.67	112.43
01-40-00-53-4350	Printing	5,500.00	4,492.27	0.00	0.00	4,492.27	1,007.73	81.68
01-40-00-53-4400	Medical & Screening	5,465.00	213.00	0.00	0.00	213.00	5,252.00	3.90
01-40-00-53-5400	Damage Claims	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
	Contractual Services	258,979.00	136,464.84	18,367.60	0.00	154,832.44	104,146.56	59.79
01-40-00-54-0100	Office Supplies	10,000.00	5,306.72	732.40	0.00	6,039.12	3,960.88	60.39
01-40-00-54-0150	Equipment	26,244.00	19,968.00	0.00	0.00	19,968.00	6,276.00	76.09
01-40-00-54-0200	Gas & Oil	44,449.00	27,355.80	3,060.45	0.00	30,416.25	14,032.75	68.43
01-40-00-54-0300	Uniforms Sworn Personnel	27,683.00	15,059.00	4,347.25	0.00	19,406.25	8,276.75	70.10
01-40-00-54-0310	Uniforms Other Personnel	1,200.00	84.99	0.00	0.00	84.99	1,115.01	7.08
01-40-00-54-0400	Prisoner Care	3,540.00	1,596.42	176.18	0.00	1,772.60	1,767.40	50.07
01-40-00-54-0600	Operating Supplies	6,268.00	3,128.46	0.00	0.00	3,128.46	3,139.54	49.91
01-40-00-54-0601	Radios	8,350.00	540.00	100.00	0.00	640.00	7,710.00	7.66
01-40-00-54-0602	Firearms and Range Supplies	17,640.00	9,604.42	0.00	0.00	9,604.42	8,035.58	54.45
01-40-00-54-0603	Evidence Supplies	7,650.00	2,713.20	582.51	0.00	3,295.71	4,354.29	43.08
01-40-00-54-0605	DUI Expenditures	7,038.00	0.00	0.00	0.00	0.00	7,038.00	0.00
01-40-00-54-0610	Drug Forfeiture Expenditures	1,616.00	2,210.00	0.00	0.00	2,210.00	-594.00	136.76
01-40-00-54-0615	Article 36 Exp	2,652.00	0.00	0.00	0.00	0.00	2,652.00	0.00
	Materials & Supplies	164,330.00	87,567.01	8,998.79	0.00	96,565.80	67,764.20	58.76

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-40-00-57-5013	Transfer to CERF	186,687.00	124,458.00	15,557.25	0.00	140,015.25	46,671.75	75.00
	Other Financing Uses	186,687.00	124,458.00	15,557.25	0.00	140,015.25	46,671.75	75.00
40	Police Department	6,405,183.00	3,623,713.94	367,313.00	24,324.49	3,966,702.45	2,438,480.55	61.93
50	Fire Department							
01-50-00-51-0100	Salaries Sworn	1,839,755.00	1,257,905.48	152,092.33	0.00	1,409,997.81	429,757.19	76.64
01-50-00-51-0200	Salaries Regular	81,838.00	56,167.34	7,057.60	0.00	63,224.94	18,613.06	77.26
01-50-00-51-1500	Specialist Pay	138,016.00	96,515.51	12,162.38	0.00	108,677.89	29,338.11	78.74
01-50-00-51-1600	Holiday Pay	76,499.00	38,299.78	0.00	0.00	38,299.78	38,199.22	50.07
01-50-00-51-1700	Overtime	140,000.00	120,078.85	10,790.18	0.00	130,869.03	9,130.97	93.48
01-50-00-51-1750	Compensated Absences-Retiremt	0.00	126.94	0.00	0.00	126.94	-126.94	0.00
01-50-00-51-1800	Educational Incentives	14,800.00	15,000.00	0.00	0.00	15,000.00	-200.00	101.35
01-50-00-51-1950	Insurance Refusal Reimb	1,525.00	500.00	125.00	0.00	625.00	900.00	40.98
01-50-00-51-3000	Part-Time Salaries	32,473.00	19,247.47	2,733.15	0.00	21,980.62	10,492.38	67.69
	Personal Services	2,324,906.00	1,603,841.37	184,960.64	0.00	1,788,802.01	536,103.99	76.94
01-50-00-52-0320	FICA	7,124.00	4,442.72	570.00	0.00	5,012.72	2,111.28	70.36
01-50-00-52-0325	Medicare	33,724.00	22,305.22	2,556.91	0.00	24,862.13	8,861.87	73.72
01-50-00-52-0330	IMRF	10,459.00	6,533.68	1,005.77	0.00	7,539.45	2,919.55	72.09
01-50-00-52-0375	Fringe Benefits	1,200.00	800.00	100.00	0.00	900.00	300.00	75.00
01-50-00-52-0400	Health Insurance	275,822.00	193,958.60	29,500.53	4,438.54	219,020.59	56,801.41	79.41
01-50-00-52-0420	Health Insurance - Retirees	35,225.00	25,115.91	10,932.79	7,844.86	28,203.84	7,021.16	80.07
01-50-00-52-0425	Life Insurance	1,456.00	885.20	289.73	175.90	999.03	456.97	68.61
01-50-00-52-0430	VEBA Contributions	57,192.00	46,747.93	0.00	0.00	46,747.93	10,444.07	81.74
01-50-00-53-0010	Contribution to Fire Pension	1,464,017.00	757,233.94	820.11	0.00	758,054.05	705,962.95	51.78
	Benefits	1,886,219.00	1,058,023.20	45,775.84	12,459.30	1,091,339.74	794,879.26	57.86
01-50-00-53-0200	Communications	2,300.00	590.30	116.84	0.00	707.14	1,592.86	30.75
01-50-00-53-0410	IT Support	7,126.00	795.00	0.00	0.00	795.00	6,331.00	11.16
01-50-00-53-3100	Maintenance of Equipment	8,050.00	5,758.10	225.00	0.00	5,983.10	2,066.90	74.32
01-50-00-53-3200	Maintenance of Vehicles	34,250.00	30,187.74	24.00	0.00	30,211.74	4,038.26	88.21
01-50-00-53-3300	Maint of Office Equipment	500.00	0.00	0.00	0.00	0.00	500.00	0.00
01-50-00-53-3600	Maintenance of Buildings	3,500.00	229.80	0.00	0.00	229.80	3,270.20	6.57
01-50-00-53-4100	Training	24,500.00	650.00	3,275.00	0.00	3,925.00	20,575.00	16.02
01-50-00-53-4200	Community Support Services	16,300.00	12,091.30	0.00	0.00	12,091.30	4,208.70	74.18
01-50-00-53-4250	Travel & Meeting	3,950.00	555.85	0.00	0.00	555.85	3,394.15	14.07
01-50-00-53-4300	Dues & Subscriptions	3,700.00	1,979.13	260.00	130.00	2,109.13	1,590.87	57.00
01-50-00-53-4400	Medical & Screening	15,000.00	450.00	0.00	0.00	450.00	14,550.00	3.00
	Contractual Services	119,176.00	53,287.22	3,900.84	130.00	57,058.06	62,117.94	47.88

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-50-00-54-0100	Office Supplies	1,500.00	545.79	0.00	0.00	545.79	954.21	36.39
01-50-00-54-0200	Gas & Oil	13,234.00	8,392.73	1,160.25	0.00	9,552.98	3,681.02	72.19
01-50-00-54-0300	Uniforms Sworn Personnel	18,450.00	5,823.15	191.80	0.00	6,014.95	12,435.05	32.60
01-50-00-54-0600	Operating Supplies	23,300.00	16,363.45	3,646.74	0.00	20,010.19	3,289.81	85.88
	Materials & Supplies	56,484.00	31,125.12	4,998.79	0.00	36,123.91	20,360.09	63.95
01-50-00-57-5013	Transfer to CERF	160,509.00	107,006.00	13,375.75	0.00	120,381.75	40,127.25	75.00
	Other Financing Uses	160,509.00	107,006.00	13,375.75	0.00	120,381.75	40,127.25	75.00
50	Fire Department	4,547,294.00	2,853,282.91	253,011.86	12,589.30	3,093,705.47	1,453,588.53	68.03
60	Public Works							
01-60-01-51-0200	Salaries Regular	509,854.00	327,710.45	44,052.22	0.00	371,762.67	138,091.33	72.92
01-60-01-51-1500	Certification Pay	7,950.00	7,650.00	0.00	0.00	7,650.00	300.00	96.23
01-60-01-51-1700	Overtime	50,000.00	27,496.96	7,074.04	0.00	34,571.00	15,429.00	69.14
01-60-01-51-1950	Insurance Refusal Reim	8.00	0.00	0.00	0.00	0.00	8.00	0.00
01-60-01-51-3000	Part-Time Salaries	8,000.00	0.00	0.00	0.00	0.00	8,000.00	0.00
	Personal Services	575,812.00	362,857.41	51,126.26	0.00	413,983.67	161,828.33	71.90
01-60-01-52-0320	FICA	34,941.00	21,651.65	3,138.62	0.00	24,790.27	10,150.73	70.95
01-60-01-52-0325	Medicare	8,339.00	5,203.00	734.03	0.00	5,937.03	2,401.97	71.20
01-60-01-52-0330	IMRF	51,580.00	32,610.28	5,498.47	0.00	38,108.75	13,471.25	73.88
01-60-01-52-0375	Fringe Benefits	4,140.00	2,788.00	427.00	0.00	3,215.00	925.00	77.66
01-60-01-52-0400	Health Insurance	138,233.00	77,240.27	25,187.10	675.94	101,751.43	36,481.57	73.61
01-60-01-52-0420	Health Insurance - Retirees	14,947.00	7,735.41	5,733.43	3,666.42	9,802.42	5,144.58	65.58
01-60-01-52-0425	Life Insurance	265.00	160.20	86.03	68.25	177.98	87.02	67.16
01-60-01-52-0430	VEBA Contributions	6,330.00	6,354.52	0.00	0.00	6,354.52	-24.52	100.39
	Benefits	258,775.00	153,743.33	40,804.68	4,410.61	190,137.40	68,637.60	73.48
01-60-01-53-0200	Communications	1,210.00	475.07	65.29	0.00	540.36	669.64	44.66
01-60-01-53-0380	Consulting Services	23,000.00	270.00	0.00	0.00	270.00	22,730.00	1.17
01-60-01-53-0410	IT Support	21,100.00	12,483.69	2,397.66	0.00	14,881.35	6,218.65	70.53
01-60-01-53-1310	Julie Notifications	1,000.00	0.00	878.21	0.00	878.21	121.79	87.82
01-60-01-53-3100	Maintenance of Equipment	3,500.00	419.26	0.00	0.00	419.26	3,080.74	11.98
01-60-01-53-3200	Maintenance of Vehicles	25,500.00	8,445.32	848.22	0.00	9,293.54	16,206.46	36.45
01-60-01-53-3400	Maintenance TrafficSt Lights	73,380.00	44,437.84	1,623.00	0.00	46,060.84	27,319.16	62.77
01-60-01-53-3550	Tree Maintenance	98,500.00	113,881.50	0.00	0.00	113,881.50	-15,381.50	115.62
01-60-01-53-3600	Maintenance of Bldgs & Grounds	74,550.00	56,474.31	10,247.47	0.00	66,721.78	7,828.22	89.50
01-60-01-53-3610	Maintenance Sidewalks	55,000.00	55,088.78	0.00	0.00	55,088.78	-88.78	100.16
01-60-01-53-3620	Maintenance Streets	123,000.00	132,551.44	0.00	0.00	132,551.44	-9,551.44	107.77
01-60-01-53-4100	Training	1,200.00	316.40	0.00	0.00	316.40	883.60	26.37

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% ExpCol
01-60-01-53-4250	Travel & Meeting	6,460.00	1,827.40	0.00	0.00	1,827.40	4,632.60	28.29
01-60-01-53-4300	Dues & Subscriptions	2,310.00	5,598.00	0.00	0.00	5,598.00	-3,288.00	242.34
01-60-01-53-4400	Medical & Screening	1,300.00	989.00	0.00	0.00	989.00	311.00	76.08
01-60-01-53-5300	AdvertisingLegal Notice	1,000.00	922.62	154.00	0.00	1,076.62	-76.62	107.66
01-60-01-53-5350	Dumping Fees	13,000.00	4,768.54	1,198.70	0.00	5,967.24	7,032.76	45.90
01-60-01-53-5400	Damage Claims	25,000.00	20,100.05	0.00	0.00	20,100.05	4,899.95	80.40
01-60-01-53-5450	St Light Electricity	31,500.00	14,724.89	2,172.61	0.00	16,897.50	14,602.50	53.64
01-60-05-53-5500	Collection & Disposal	1,093,840.00	639,878.37	91,567.98	0.00	731,446.35	362,393.65	66.87
01-60-05-53-5510	Leaf Disposal	66,500.00	88,455.51	0.00	0.00	88,455.51	-21,955.51	133.02
	Contractual Services	1,741,850.00	1,202,107.99	111,153.14	0.00	1,313,261.13	428,588.87	75.39
01-60-01-54-0100	Office Supplies	1,000.00	388.00	0.00	0.00	388.00	612.00	38.80
01-60-01-54-0200	Gas & Oil	21,354.00	9,643.87	2,196.44	0.00	11,840.31	9,513.69	55.45
01-60-01-54-0310	Uniforms	5,450.00	1,927.44	407.38	0.00	2,334.82	3,115.18	42.84
01-60-01-54-0500	Vehicle Parts	10,000.00	2,284.94	4,064.74	0.00	6,349.68	3,650.32	63.50
01-60-01-54-0600	Operating Supplies & Equipment	36,370.00	19,885.72	4,337.38	12.98	24,210.12	12,159.88	66.57
01-60-01-54-0800	Trees	36,000.00	29,655.80	0.00	0.00	29,655.80	6,344.20	82.38
01-60-01-54-2100	Snow & Ice Control	64,700.00	8,846.99	9,141.87	0.00	17,988.86	46,711.14	27.80
01-60-05-54-0600	Operating Supplies	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Materials & Supplies	175,374.00	72,632.76	20,147.81	12.98	92,767.59	82,606.41	52.90
01-60-01-57-5013	Transfer to CERF	108,159.00	72,106.00	9,013.25	0.00	81,119.25	27,039.75	75.00
	Other Financing Uses	108,159.00	72,106.00	9,013.25	0.00	81,119.25	27,039.75	75.00
60	Public Works	2,859,970.00	1,863,447.49	232,245.14	4,423.59	2,091,269.04	768,700.96	73.12
	Expense	17,094,069.00	10,652,442.52	1,078,227.77	46,175.97	11,684,494.32	5,409,574.68	68.35
01	General Fund	644,273.00	618,597.86	1,083,131.73	747,914.72	953,814.87	-309,541.87	148.05

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02	Water & Sewer Fund							
00								
02-00-00-42-2360	Permit Fees	17,480.00	15,750.00	0.00	150.00	15,900.00	1,580.00	90.96
	Licenses & Permits	17,480.00	15,750.00	0.00	150.00	15,900.00	1,580.00	90.96
02-00-00-43-3100	Water Sales	3,198,881.00	2,142,891.98	447.87	174,798.34	2,317,242.45	881,638.55	72.44
02-00-00-43-3150	Sewer Sales	2,075,695.00	1,405,686.83	76.85	114,369.52	1,519,979.50	555,715.50	73.23
02-00-00-43-3160	Water Penalties	29,010.00	22,638.53	312.07	4,649.47	26,975.93	2,034.07	92.99
02-00-00-43-3515	NSF Fees	200.00	0.00	0.00	0.00	0.00	200.00	0.00
	Charges for Services	5,303,786.00	3,571,217.34	836.79	293,817.33	3,864,197.88	1,439,588.12	72.86
02-00-00-45-5100	Interest	18,989.00	27,857.93	0.00	1,547.85	29,405.78	-10,416.78	154.86
02-00-00-45-5200	Net Change in Fair Value	0.00	-100.00	0.00	0.00	-100.00	100.00	0.00
	Interest	18,989.00	27,757.93	0.00	1,547.85	29,305.78	-10,316.78	154.33
02-00-00-46-6410	Miscellaneous	5,000.00	800.00	0.00	0.00	800.00	4,200.00	16.00
02-00-00-46-6417	IRMA	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
	Reimbursements							
02-00-00-46-6580	Sale of Meters	10,000.00	10,368.00	0.00	0.00	10,368.00	-368.00	103.68
	Miscellaneous	17,000.00	11,168.00	0.00	0.00	11,168.00	5,832.00	65.69
00		5,357,255.00	3,625,893.27	836.79	295,515.18	3,920,571.66	1,436,683.34	73.18
	Revenue	5,357,255.00	3,625,893.27	836.79	295,515.18	3,920,571.66	1,436,683.34	73.18
60	Public Works							
02-60-06-51-0200	Salaries Regular	807,308.00	539,932.46	67,828.55	0.00	607,761.01	199,546.99	75.28
02-60-06-51-1500	Specialists Pay	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00	100.00
02-60-06-51-1700	Overtime	12,000.00	5,691.20	0.00	751.68	4,939.52	7,060.48	41.16
02-60-06-51-1950	Insurance Refusal	620.00	1,075.00	125.00	0.00	1,200.00	-580.00	193.55
	Reimb							
02-60-06-51-3000	Part-Time Salaries	15,200.00	10,586.26	900.00	0.00	11,486.26	3,713.74	75.57
	Personal Services	837,228.00	559,384.92	68,853.55	751.68	627,486.79	209,741.21	74.95
02-60-06-52-0100	ICMA Retirement	1,480.00	986.77	123.34	0.00	1,110.11	369.89	75.01
02-60-06-52-0320	FICA	50,952.00	32,939.30	4,166.56	0.00	37,105.86	13,846.14	72.83
02-60-06-52-0325	Medicare	12,267.00	8,024.54	974.43	0.00	8,998.97	3,268.03	73.36
02-60-06-52-0330	IMRF	75,668.00	49,307.85	7,200.29	0.00	56,508.14	19,159.86	74.68
02-60-06-52-0375	Fringe Benefits	5,280.00	3,489.50	488.00	0.00	3,977.50	1,302.50	75.33
02-60-06-52-0400	Health Insurance	178,702.00	104,905.28	31,778.92	959.59	135,724.61	42,977.39	75.95
02-60-06-52-0420	Health Insurance - Retirees	3,040.00	1,748.06	1,460.00	566.66	2,641.40	398.60	86.89
02-60-06-52-0425	Life Insurance	442.00	286.41	200.53	167.21	319.73	122.27	72.34
02-60-06-52-0430	VEBA Contributions	13,673.00	11,721.44	0.00	0.00	11,721.44	1,951.56	85.73

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
	Benefits	341,504.00	213,409.15	46,392.07	1,693.46	258,107.76	83,396.24	75.58
02-60-06-53-0100	Electricity	38,004.00	22,930.14	5,016.04	0.00	27,946.18	10,057.82	73.53
02-60-06-53-0200	Communications	5,460.00	3,175.92	500.68	0.00	3,676.60	1,783.40	67.34
02-60-06-53-0300	Auditing	9,330.00	10,748.50	0.00	0.00	10,748.50	-1,418.50	115.20
02-60-06-53-0380	Consulting Services	31,000.00	13,150.95	4,920.23	0.00	18,071.18	12,928.82	58.29
02-60-06-53-0410	IT Support	64,692.00	17,991.44	11,727.65	0.00	29,719.09	34,972.91	45.94
02-60-06-53-1300	Inspections	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
02-60-06-53-1310	JULIE Participation	2,345.00	0.00	878.21	0.00	878.21	1,466.79	37.45
02-60-06-53-2100	Bank Fees	29,454.00	20,106.85	2,571.95	0.00	22,678.80	6,775.20	77.00
02-60-06-53-2200	Liability Insurance	40,021.00	26,352.88	0.00	3,229.55	23,123.33	16,897.67	57.78
02-60-06-53-2250	IRMA Deductible	9,500.00	0.00	0.00	0.00	0.00	9,500.00	0.00
02-60-06-53-3050	Water System	120,500.00	51,788.46	1,725.99	0.00	53,514.45	66,985.55	44.41
	Maintenance							
02-60-06-53-3055	Hydrant Maintenance	24,000.00	783.49	0.00	0.00	783.49	23,216.51	3.26
02-60-06-53-3200	Maintenance of	8,000.00	6,010.58	171.00	0.00	6,181.58	1,818.42	77.27
	Vehicles							
02-60-06-53-3300	Maint of Office	1,000.00	1,383.02	87.29	0.00	1,470.31	-470.31	147.03
	Equipment							
02-60-06-53-3600	Maintenance of	25,750.00	18,009.27	262.46	0.00	18,271.73	7,478.27	70.96
	Buildings							
02-60-06-53-3620	Maintenance of	15,000.00	12,501.00	0.00	0.00	12,501.00	2,499.00	83.34
	Streets							
02-60-06-53-3630	Overhead Sewer	59,000.00	14,210.00	0.00	0.00	14,210.00	44,790.00	24.08
	Program							
02-60-06-53-3640	SewerCatch Basin	50,000.00	15,049.65	13,523.01	0.00	28,572.66	21,427.34	57.15
	Repair							
02-60-06-53-4100	Training	1,150.00	0.00	0.00	0.00	0.00	1,150.00	0.00
02-60-06-53-4250	Travel & Meeting	3,185.00	1,719.28	500.00	0.00	2,219.28	965.72	69.68
02-60-06-53-4300	Dues & Subscriptions	1,460.00	1,346.35	340.00	0.00	1,686.35	-226.35	115.50
02-60-06-53-4350	Printing	5,750.00	2,498.59	216.23	0.00	2,714.82	3,035.18	47.21
02-60-06-53-4400	Medical & Screening	700.00	0.00	0.00	0.00	0.00	700.00	0.00
02-60-06-53-4480	Water Testing	3,470.00	1,575.00	120.00	0.00	1,695.00	1,775.00	48.85
02-60-06-53-5300	AdvertisingLegal	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Notice							
02-60-06-53-5350	Dumping Fees	20,000.00	14,882.93	2,638.22	0.00	17,521.15	2,478.85	87.61
02-60-06-53-5400	Damage Claims	4,000.00	7,264.12	116.25	0.00	7,380.37	-3,380.37	184.51
	Contractual	574,271.00	263,478.42	45,315.21	3,229.55	305,564.08	268,706.92	53.21
	Services							
02-60-06-54-0100	Office Supplies	500.00	179.00	0.00	0.00	179.00	321.00	35.80
02-60-06-54-0200	Gas & Oil	13,094.00	7,153.28	637.48	0.00	7,790.76	5,303.24	59.50
02-60-06-54-0310	Uniforms	1,475.00	201.25	0.00	0.00	201.25	1,273.75	13.64
02-60-06-54-0500	Vehicle Parts	8,000.00	4,796.14	0.00	0.00	4,796.14	3,203.86	59.95
02-60-06-54-0600	Operating Supplies	68,300.00	38,007.65	3,312.89	0.00	41,320.54	26,979.46	60.50
02-60-06-54-1300	Postage	9,000.00	5,028.97	677.79	0.00	5,706.76	3,293.24	63.41
02-60-06-54-2200	Water from Chicago	1,642,606.00	934,524.24	105,690.15	0.00	1,040,214.39	602,391.61	63.33
	Materials & Supplies	1,742,975.00	989,890.53	110,318.31	0.00	1,100,208.84	642,766.16	63.12

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
02-60-06-55-0500	Building Improvements	55,000.00	55,490.19	0.00	0.00	55,490.19	-490.19	100.89
02-60-06-55-1150	Sewer System Improvements	175,000.00	142,477.00	0.00	0.00	142,477.00	32,523.00	81.42
02-60-06-55-1300	Water System Improvements	683,380.00	17,455.00	0.00	0.00	17,455.00	665,925.00	2.55
02-60-06-55-1400	Meter Replacement Program	22,000.00	4,090.08	5,527.39	0.00	9,617.47	12,382.53	43.72
02-60-06-55-9100	Street Improvements	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00	100.00
	Capital Outlay	1,005,380.00	289,512.27	5,527.39	0.00	295,039.66	710,340.34	29.35
02-60-06-55-0010	Depreciation Expense	355,000.00	0.00	0.00	0.00	0.00	355,000.00	0.00
	Depreciation	355,000.00	0.00	0.00	0.00	0.00	355,000.00	0.00
02-60-06-56-0104	IEPA Loan Principal	634,690.00	634,690.08	0.00	0.00	634,690.08	-0.08	100.00
02-60-06-56-0105	IEPA Loan Interest	282,456.00	282,455.72	0.00	0.00	282,455.72	0.28	100.00
	Debt Service	917,146.00	917,145.80	0.00	0.00	917,145.80	0.20	100.00
02-60-06-57-5013	Transfer to CERF	106,986.00	71,324.00	8,915.50	0.00	80,239.50	26,746.50	75.00
	Other Financing Uses	106,986.00	71,324.00	8,915.50	0.00	80,239.50	26,746.50	75.00
60	Public Works	<u>5,880,490.00</u>	<u>3,304,145.09</u>	<u>285,322.03</u>	<u>5,674.69</u>	<u>3,583,792.43</u>	<u>2,296,697.57</u>	<u>60.94</u>
	Expense	<u>5,880,490.00</u>	<u>3,304,145.09</u>	<u>285,322.03</u>	<u>5,674.69</u>	<u>3,583,792.43</u>	<u>2,296,697.57</u>	<u>60.94</u>
02	Water & Sewer Fund	523,235.00	-321,748.18	286,158.82	301,189.87	-336,779.23	860,014.23	-64.36

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
03	Motor Fuel Tax Fund							
00								
03-00-00-45-5100	Interest	9,790.00	3,760.65	0.00	412.92	4,173.57	5,616.43	42.63
	Interest	9,790.00	3,760.65	0.00	412.92	4,173.57	5,616.43	42.63
03-00-00-47-7090	State Grants and Reimbursemnts	11,200.00	0.00	0.00	0.00	0.00	11,200.00	0.00
03-00-00-47-7100	State Allotment	284,327.00	184,988.88	0.00	33,245.12	218,234.00	66,093.00	76.75
03-00-00-47-7200	State Renewal Allotment	0.00	65,111.83	0.00	15,796.40	80,908.23	-80,908.23	0.00
	Intergovernmental	295,527.00	250,100.71	0.00	49,041.52	299,142.23	-3,615.23	101.22
00		305,317.00	253,861.36	0.00	49,454.44	303,315.80	2,001.20	99.34
	Revenue	305,317.00	253,861.36	0.00	49,454.44	303,315.80	2,001.20	99.34
00								
03-00-00-53-0390	Engineering Fees	14,000.00	0.00	0.00	0.00	0.00	14,000.00	0.00
03-00-00-53-2100	Bank Fees	60.00	0.00	0.00	0.00	0.00	60.00	0.00
03-00-00-53-3620	Street Maintenance	50,000.00	29,552.98	0.00	0.00	29,552.98	20,447.02	59.11
	Contractual Services	64,060.00	29,552.98	0.00	0.00	29,552.98	34,507.02	46.13
03-00-00-55-9100	Street Improvement	381,830.00	311,624.26	49,225.54	0.00	360,849.80	20,980.20	94.51
	Capital Outlay	381,830.00	311,624.26	49,225.54	0.00	360,849.80	20,980.20	94.51
00		445,890.00	341,177.24	49,225.54	0.00	390,402.78	55,487.22	87.56
	Expense	445,890.00	341,177.24	49,225.54	0.00	390,402.78	55,487.22	87.56
03	Motor Fuel Tax Fund	140,573.00	87,315.88	49,225.54	49,454.44	87,086.98	53,486.02	61.95

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
05	Debt Service Fund							
00								
05-00-00-41-1000	Prior Yrs Taxes	124,944.00	120,326.25	0.00	82.03	120,408.28	4,535.72	96.37
05-00-00-41-1021	Property Taxes Current	138,941.00	0.00	0.00	0.00	0.00	138,941.00	0.00
	Property Taxes	263,885.00	120,326.25	0.00	82.03	120,408.28	143,476.72	45.63
05-00-00-45-5100	Interest	4,173.00	4,784.88	0.00	112.92	4,897.80	-724.80	117.37
	Interest	<u>4,173.00</u>	<u>4,784.88</u>	<u>0.00</u>	<u>112.92</u>	<u>4,897.80</u>	<u>-724.80</u>	<u>117.37</u>
00		<u>268,058.00</u>	<u>125,111.13</u>	<u>0.00</u>	<u>194.95</u>	<u>125,306.08</u>	<u>142,751.92</u>	<u>46.75</u>
	Revenue	268,058.00	125,111.13	0.00	194.95	125,306.08	142,751.92	46.75
00								
05-00-00-53-2100	Bank Fees	500.00	0.00	0.00	0.00	0.00	500.00	0.00
	Contractual Services	500.00	0.00	0.00	0.00	0.00	500.00	0.00
05-00-00-56-0033	2018 GO Bond Principal	254,000.00	254,000.00	0.00	0.00	254,000.00	0.00	100.00
05-00-00-56-0034	2018 GO Bond Interest	5,461.00	5,461.00	0.00	0.00	5,461.00	0.00	100.00
	Debt Service	<u>259,461.00</u>	<u>259,461.00</u>	<u>0.00</u>	<u>0.00</u>	<u>259,461.00</u>	<u>0.00</u>	<u>100.00</u>
00		<u>259,961.00</u>	<u>259,461.00</u>	<u>0.00</u>	<u>0.00</u>	<u>259,461.00</u>	<u>500.00</u>	<u>99.81</u>
	Expense	<u>259,961.00</u>	<u>259,461.00</u>	<u>0.00</u>	<u>0.00</u>	<u>259,461.00</u>	<u>500.00</u>	<u>99.81</u>
05	Debt Service Fund	-8,097.00	134,349.87	0.00	194.95	134,154.92	-142,251.92	-1,656.85

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
09 00	Police Pension Fund							
09-00-00-45-5100	Interest	446,052.00	429,434.83	0.00	0.00	429,434.83	16,617.17	96.27
09-00-00-45-5200	Net Change in Fair Value	836,957.00	1,302,402.71	0.00	0.00	1,302,402.71	-465,445.71	155.61
	Interest	1,283,009.00	1,731,837.54	0.00	0.00	1,731,837.54	-448,828.54	134.98
09-00-00-46-6410	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09-00-00-41-1100	Employer Contribution	1,584,000.00	770,690.43	0.00	789.32	771,479.75	812,520.25	48.70
09-00-00-46-7350	Employee Contribution	306,550.00	177,952.81	0.00	22,135.02	200,087.83	106,462.17	65.27
	Grants & Contributions	<u>1,890,550.00</u>	<u>948,643.24</u>	<u>0.00</u>	<u>22,924.34</u>	<u>971,567.58</u>	<u>918,982.42</u>	<u>51.39</u>
00		<u>3,173,559.00</u>	<u>2,680,480.78</u>	<u>0.00</u>	<u>22,924.34</u>	<u>2,703,405.12</u>	<u>470,153.88</u>	<u>85.19</u>
	Revenue	3,173,559.00	2,680,480.78	0.00	22,924.34	2,703,405.12	470,153.88	85.19
00								
09-00-00-52-6100	Pensions	2,297,197.00	1,616,467.01	0.00	0.00	1,616,467.01	680,729.99	70.37
09-00-00-52-6150	Pension Refund	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00
	Benefits	2,347,197.00	1,616,467.01	0.00	0.00	1,616,467.01	730,729.99	68.87
09-00-00-53-0300	Audit Services	2,177.00	2,177.00	0.00	0.00	2,177.00	0.00	100.00
09-00-00-53-0350	Actuarial Services	2,550.00	3,577.50	0.00	0.00	3,577.50	-1,027.50	140.29
09-00-00-53-0360	Payroll Services	28,325.00	12,345.00	0.00	0.00	12,345.00	15,980.00	43.58
09-00-00-53-0380	Consulting Services	51,470.00	28,877.42	0.00	0.00	28,877.42	22,592.58	56.11
09-00-00-53-0420	Legal Services	18,000.00	0.00	0.00	0.00	0.00	18,000.00	0.00
09-00-00-53-2100	Bank Fees	100.00	3,552.62	0.00	0.00	3,552.62	-3,452.62	3,552.62
09-00-00-53-4100	Training	4,000.00	385.00	0.00	0.00	385.00	3,615.00	9.63
09-00-00-53-4250	Travel & Meeting	3,000.00	657.15	0.00	0.00	657.15	2,342.85	21.91
09-00-00-53-4300	Dues & Subscriptions	815.00	795.00	0.00	0.00	795.00	20.00	97.55
09-00-00-53-4400	Medical & Screening	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
09-00-00-53-5300	AdvertisingLegal Notice	100.00	0.00	0.00	0.00	0.00	100.00	0.00
09-00-00-54-3100	Misc Expenditures	13,800.00	16,950.16	0.00	0.00	16,950.16	-3,150.16	122.83
	Contractual Services	<u>129,337.00</u>	<u>69,316.85</u>	<u>0.00</u>	<u>0.00</u>	<u>69,316.85</u>	<u>60,020.15</u>	<u>53.59</u>
00		<u>2,476,534.00</u>	<u>1,685,783.86</u>	<u>0.00</u>	<u>0.00</u>	<u>1,685,783.86</u>	<u>790,750.14</u>	<u>68.07</u>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
	Expense	<u>2,476,534.00</u>	<u>1,685,783.86</u>	<u>0.00</u>	<u>0.00</u>	<u>1,685,783.86</u>	<u>790,750.14</u>	<u>68.07</u>
09	Police Pension Fund	-697,025.00	-994,696.92	0.00	22,924.34	-1,017,621.26	320,596.26	145.99

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
10	Fire Pension Fund							
00								
10-00-00-45-5100	InterestDividends	299,476.00	357,423.46	0.00	0.00	357,423.46	-57,947.46	119.35
10-00-00-45-5200	Net Change in Fair Value	572,224.00	722,117.65	0.00	0.00	722,117.65	-149,893.65	126.19
	Interest	871,700.00	1,079,541.11	0.00	0.00	1,079,541.11	-207,841.11	123.84
10-00-00-41-1100	Employer Contribution	1,464,017.00	757,233.94	0.00	820.11	758,054.05	705,962.95	51.78
10-00-00-46-7350	Employee Contribution	192,554.00	150,001.43	0.00	15,356.15	165,357.58	27,196.42	85.88
	Grants & Contributions	1,656,571.00	907,235.37	0.00	16,176.26	923,411.63	733,159.37	55.74
00		2,528,271.00	1,986,776.48	0.00	16,176.26	2,002,952.74	525,318.26	79.22
	Revenue	2,528,271.00	1,986,776.48	0.00	16,176.26	2,002,952.74	525,318.26	79.22
00								
10-00-00-52-6100	Pensions Benefits	1,863,986.00	1,248,171.07	0.00	0.00	1,248,171.07	615,814.93	66.96
		1,863,986.00	1,248,171.07	0.00	0.00	1,248,171.07	615,814.93	66.96
10-00-00-53-0300	Audit Services	2,177.00	2,177.00	0.00	0.00	2,177.00	0.00	100.00
10-00-00-53-0350	Actuarial Services	2,125.00	3,202.50	0.00	0.00	3,202.50	-1,077.50	150.71
10-00-00-53-0360	Payroll Services	13,495.00	9,920.00	0.00	0.00	9,920.00	3,575.00	73.51
10-00-00-53-0380	Consulting Services	41,870.00	18,706.97	0.00	0.00	18,706.97	23,163.03	44.68
10-00-00-53-0420	Legal Services	12,000.00	3,881.70	0.00	0.00	3,881.70	8,118.30	32.35
10-00-00-53-2100	Bank Fees	7,200.00	4,736.07	0.00	0.00	4,736.07	2,463.93	65.78
10-00-00-53-4100	Training	3,000.00	975.00	0.00	0.00	975.00	2,025.00	32.50
10-00-00-53-4250	Travel & Meeting	1,000.00	283.26	0.00	0.00	283.26	716.74	28.33
10-00-00-53-4300	Dues & Subscriptions	825.00	795.00	0.00	0.00	795.00	30.00	96.36
10-00-00-53-4400	Medical & Screening	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
10-00-00-54-1300	Postage	100.00	0.00	0.00	0.00	0.00	100.00	0.00
10-00-00-54-3100	Misc Expenditures	13,210.00	13,716.39	0.00	0.00	13,716.39	-506.39	103.83
	Contractual Services	99,002.00	58,393.89	0.00	0.00	58,393.89	40,608.11	58.98
00		1,962,988.00	1,306,564.96	0.00	0.00	1,306,564.96	656,423.04	66.56
	Expense	1,962,988.00	1,306,564.96	0.00	0.00	1,306,564.96	656,423.04	66.56
10	Fire Pension Fund	-565,283.00	-680,211.52	0.00	16,176.26	-696,387.78	131,104.78	123.19

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
13	Capital Equip Replacement Fund							
00								
13-00-00-45-5100	Interest	81,772.00	66,773.24	0.00	12,476.87	79,250.11	2,521.89	96.92
13-00-00-45-5200	Net Change in Fair Value	0.00	7,590.17	1,300.00	1,629.40	7,919.57	-7,919.57	0.00
	Interest	81,772.00	74,363.41	1,300.00	14,106.27	87,169.68	-5,397.68	106.60
13-00-00-46-6410	Miscellaneous	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
	Miscellaneous	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
13-00-00-47-7001	From General Fund	456,795.00	304,530.00	0.00	38,066.25	342,596.25	114,198.75	75.00
13-00-00-47-7002	Transfer from Water and Sewer	106,986.00	71,324.00	0.00	8,915.50	80,239.50	26,746.50	75.00
13-00-00-48-8000	Sale of Property	25,000.00	39,364.14	0.00	0.00	39,364.14	-14,364.14	157.46
	Other Financing Sources	588,781.00	415,218.14	0.00	46,981.75	462,199.89	126,581.11	78.50
00		675,553.00	489,581.55	1,300.00	61,088.02	549,369.57	126,183.43	81.32
	Revenue	675,553.00	489,581.55	1,300.00	61,088.02	549,369.57	126,183.43	81.32
00								
13-00-00-53-2100	Bank Fees	100.00	0.00	0.00	0.00	0.00	100.00	0.00
	Contractual Services	100.00	0.00	0.00	0.00	0.00	100.00	0.00
13-00-00-55-8700	Police Vehicles	85,682.00	0.00	0.00	0.00	0.00	85,682.00	0.00
13-00-00-55-8720	Police Equipment	32,010.00	22,217.53	287.50	0.00	22,505.03	9,504.97	70.31
13-00-00-55-8850	Fire Dept Equipment	71,750.00	22,602.00	0.00	0.00	22,602.00	49,148.00	31.50
13-00-00-55-8910	PW Vehicles	70,500.00	26,949.00	0.00	0.00	26,949.00	43,551.00	38.23
13-00-00-55-8925	PW Equipment	90,000.00	0.00	0.00	0.00	0.00	90,000.00	0.00
	Capital Outlay	349,942.00	71,768.53	287.50	0.00	72,056.03	277,885.97	20.59
00		350,042.00	71,768.53	287.50	0.00	72,056.03	277,985.97	20.58
	Expense	350,042.00	71,768.53	287.50	0.00	72,056.03	277,985.97	20.58
13	Capital Equip Replacement Fund	-325,511.00	-417,813.02	1,587.50	61,088.02	-477,313.54	151,802.54	146.64

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
14	Capital Improvement Fund							
00								
14-00-00-43-3200	Metra Daily Parking Fees	17,280.00	7,381.87	0.00	0.00	7,381.87	9,898.13	42.72
14-00-00-43-3220	Parking Lot Permit Fees	32,610.00	13,042.89	0.00	0.00	13,042.89	19,567.11	40.00
	Charges for Services	49,890.00	20,424.76	0.00	0.00	20,424.76	29,465.24	40.94
14-00-00-44-4240	Automated Traffic Enf Fines	835,875.00	718,832.76	0.00	14,273.19	733,105.95	102,769.05	87.71
	Fines & Forfeits	835,875.00	718,832.76	0.00	14,273.19	733,105.95	102,769.05	87.71
14-00-00-45-5100	Interest	32,192.00	27,087.29	0.00	1,577.72	28,665.01	3,526.99	89.04
14-00-00-45-5200	Net Change in Fair Value	0.00	2,840.02	0.00	75.86	2,915.88	-2,915.88	0.00
	Interest	32,192.00	29,927.31	0.00	1,653.58	31,580.89	611.11	98.10
00		917,957.00	769,184.83	0.00	15,926.77	785,111.60	132,845.40	85.53
	Revenue	917,957.00	769,184.83	0.00	15,926.77	785,111.60	132,845.40	85.53
00								
14-00-00-53-4290	License Fees	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	100.00
	Contractual Services	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	100.00
14-00-00-55-0500	Building Improvements	62,260.00	25,306.02	0.00	0.00	25,306.02	36,953.98	40.65
14-00-00-55-0700	Property Purchase	400,000.00	361,616.00	0.00	0.00	361,616.00	38,384.00	90.40
14-00-00-55-1205	Streetscape Improvements	320,500.00	77,619.54	0.00	0.00	77,619.54	242,880.46	24.22
14-00-00-55-1210	Parking Lot Improvements	75,000.00	59,149.50	0.00	0.00	59,149.50	15,850.50	78.87
14-00-00-55-1250	Alley Improvements	960,810.00	817,074.98	0.00	0.00	817,074.98	143,735.02	85.04
14-00-00-55-8610	Furniture & Equipment	34,380.00	0.00	0.00	0.00	0.00	34,380.00	0.00
14-00-00-55-8620	Information Technology Equipme	392,170.00	127,970.56	10,616.30	0.00	138,586.86	253,583.14	35.34
	Capital Outlay	2,245,120.00	1,468,736.60	10,616.30	0.00	1,479,352.90	765,767.10	65.89
00		2,257,120.00	1,480,736.60	10,616.30	0.00	1,491,352.90	765,767.10	66.07

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
	Expense	<u>2,257,120.00</u>	<u>1,480,736.60</u>	<u>10,616.30</u>	<u>0.00</u>	<u>1,491,352.90</u>	<u>765,767.10</u>	<u>66.07</u>
14	Capital Improvement Fund	1,339,163.00	711,551.77	10,616.30	15,926.77	706,241.30	632,921.70	52.74

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
16	Economic Development Fund							
00								
16-00-00-45-5100	Interest	3,688.00	22,457.88	0.00	20.36	22,478.24	-18,790.24	609.50
	Interest	<u>3,688.00</u>	<u>22,457.88</u>	<u>0.00</u>	<u>20.36</u>	<u>22,478.24</u>	<u>-18,790.24</u>	<u>609.50</u>
00		<u>3,688.00</u>	<u>22,457.88</u>	<u>0.00</u>	<u>20.36</u>	<u>22,478.24</u>	<u>-18,790.24</u>	<u>609.50</u>
	Revenue	3,688.00	22,457.88	0.00	20.36	22,478.24	-18,790.24	609.50
00								
16-00-00-53-0420	Legal Services	10,000.00	7,044.18	0.00	0.00	7,044.18	2,955.82	70.44
	Contractual Services	10,000.00	7,044.18	0.00	0.00	7,044.18	2,955.82	70.44
16-00-00-55-4300	Other Improvements	180,529.00	172,512.52	0.00	0.00	172,512.52	8,016.48	95.56
	Capital Outlay	<u>180,529.00</u>	<u>172,512.52</u>	<u>0.00</u>	<u>0.00</u>	<u>172,512.52</u>	<u>8,016.48</u>	<u>95.56</u>
00		<u>190,529.00</u>	<u>179,556.70</u>	<u>0.00</u>	<u>0.00</u>	<u>179,556.70</u>	<u>10,972.30</u>	<u>94.24</u>
	Expense	<u>190,529.00</u>	<u>179,556.70</u>	<u>0.00</u>	<u>0.00</u>	<u>179,556.70</u>	<u>10,972.30</u>	<u>94.24</u>
16	Economic Development Fund	186,841.00	157,098.82	0.00	20.36	157,078.46	29,762.54	84.07

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
31	TIF-Madison Street							
00								
31-00-00-41-1000	Property Taxes-Prior Years	83,452.00	116,398.96	0.00	0.00	116,398.96	-32,946.96	139.48
31-00-00-41-1021	Property Taxes-Current Year	85,121.00	0.00	0.00	0.00	0.00	85,121.00	0.00
	Property Taxes	168,573.00	116,398.96	0.00	0.00	116,398.96	52,174.04	69.05
31-00-00-45-5100	Interest	1,000.00	1,634.93	0.00	177.29	1,812.22	-812.22	181.22
	Interest	1,000.00	1,634.93	0.00	177.29	1,812.22	-812.22	181.22
31-00-00-47-7001	Transfer from General Fund	575,000.00	533,000.00	0.00	0.00	533,000.00	42,000.00	92.70
	Other Financing Sources	575,000.00	533,000.00	0.00	0.00	533,000.00	42,000.00	92.70
00		744,573.00	651,033.89	0.00	177.29	651,211.18	93,361.82	87.46
	Revenue	744,573.00	651,033.89	0.00	177.29	651,211.18	93,361.82	87.46
00								
31-00-00-53-0100	Electricity & Natural Gas	1,000.00	1,066.95	80.03	0.00	1,146.98	-146.98	114.70
31-00-00-53-0300	Audit Services	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
31-00-00-53-0380	Consulting Services	5,000.00	33,079.21	0.00	0.00	33,079.21	-28,079.21	661.58
31-00-00-53-0425	Village Attorney	2,500.00	8,669.30	0.00	0.00	8,669.30	-6,169.30	346.77
31-00-00-53-3600	Maintenance of Bldgs & Grounds	0.00	844.44	4,060.00	0.00	4,904.44	-4,904.44	0.00
31-00-00-53-4350	Printing	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
31-00-00-53-5300	AdvertisingLegal Notice	1,000.00	1,176.00	0.00	0.00	1,176.00	-176.00	117.60
	Contractual Services	11,500.00	44,835.90	4,140.03	0.00	48,975.93	-37,475.93	425.88
31-00-00-55-0700	Property Purchase	550,000.00	540,510.91	0.00	0.00	540,510.91	9,489.09	98.27
31-00-00-55-4300	Other Improvements	14,576.00	0.00	0.00	0.00	0.00	14,576.00	0.00
	Capital Outlay	564,576.00	540,510.91	0.00	0.00	540,510.91	24,065.09	95.74
31-00-00-56-0081	Interest on Interfund Loan	27,500.00	0.00	0.00	0.00	0.00	27,500.00	0.00
	Debt Service	27,500.00	0.00	0.00	0.00	0.00	27,500.00	0.00
00		603,576.00	585,346.81	4,140.03	0.00	589,486.84	14,089.16	97.67

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Beg Bal</u>	<u>Debits</u>	<u>Credits</u>	<u>End Bal</u>	<u>Remaining</u>	<u>% Exp/Col</u>
	Expense	<u>603,576.00</u>	<u>585,346.81</u>	<u>4,140.03</u>	<u>0.00</u>	<u>589,486.84</u>	<u>14,089.16</u>	<u>97.67</u>
31	TIF-Madison Street	-140,997.00	-65,687.08	4,140.03	177.29	-61,724.34	-79,272.66	43.78

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
32	Tif - North Avenue							
00								
32-00-00-45-5100	Interest	700.00	474.57	0.00	48.90	523.47	176.53	74.78
	Interest	700.00	474.57	0.00	48.90	523.47	176.53	74.78
32-00-00-47-7001	Transfer from General Fund	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
	Other Financing Sources	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
00		25,700.00	474.57	0.00	48.90	523.47	25,176.53	2.04
	Revenue	25,700.00	474.57	0.00	48.90	523.47	25,176.53	2.04
00								
32-00-00-53-0380	Consulting Services	10,000.00	1,500.00	0.00	0.00	1,500.00	8,500.00	15.00
32-00-00-53-0425	Village Attorney	5,000.00	64.50	0.00	0.00	64.50	4,935.50	1.29
32-00-00-53-4350	Printing	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
32-00-00-53-5300	AdvertisingLegal	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
	Contractual Services	17,000.00	1,564.50	0.00	0.00	1,564.50	15,435.50	9.20
00		17,000.00	1,564.50	0.00	0.00	1,564.50	15,435.50	9.20
	Expense	17,000.00	1,564.50	0.00	0.00	1,564.50	15,435.50	9.20
32	Tif - North Avenue	-8,700.00	1,089.93	0.00	48.90	1,041.03	-9,741.03	-11.97

Account Number	Description	Budget	Beg Bal	Debits	Credits	End Bal	Remaining	% Exp/Col
35	Infrastructure Imp							
	Bond Fund							
00								
35-00-00-45-5100	Interest	2,500.00	1,823.58	0.00	0.00	1,823.58	676.42	72.94
	Interest	<u>2,500.00</u>	<u>1,823.58</u>	<u>0.00</u>	<u>0.00</u>	<u>1,823.58</u>	<u>676.42</u>	<u>72.94</u>
00		<u>2,500.00</u>	<u>1,823.58</u>	<u>0.00</u>	<u>0.00</u>	<u>1,823.58</u>	<u>676.42</u>	<u>72.94</u>
	Revenue	2,500.00	1,823.58	0.00	0.00	1,823.58	676.42	72.94
00								
35-00-00-55-9100	Street Improvements	318,311.00	283,902.48	0.00	0.00	283,902.48	34,408.52	89.19
	Capital Outlay	<u>318,311.00</u>	<u>283,902.48</u>	<u>0.00</u>	<u>0.00</u>	<u>283,902.48</u>	<u>34,408.52</u>	<u>89.19</u>
00		<u>318,311.00</u>	<u>283,902.48</u>	<u>0.00</u>	<u>0.00</u>	<u>283,902.48</u>	<u>34,408.52</u>	<u>89.19</u>
	Expense	<u>318,311.00</u>	<u>283,902.48</u>	<u>0.00</u>	<u>0.00</u>	<u>283,902.48</u>	<u>34,408.52</u>	<u>89.19</u>
35	Infrastructure Imp	315,811.00	282,078.90	0.00	0.00	282,078.90	33,732.10	89.32
	Bond Fund							

Village of River Forest Investments

Fiscal Year 2020
Through 01/31/2020

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
01	2017-06	Capital One Bank	01.800%	3/8/2017	3/9/2020	\$247,000.00	\$247,000.00	\$247,080.27
01	2018-14	Bank of China	02.335%	3/7/2018	3/23/2020	\$238,100.00	\$238,100.00	\$238,100.00
01	2019-11	Fifth Third CD	02.230%	7/5/2019	4/5/2020	\$69,353.56	\$69,353.56	\$70,137.56
01	2019-09	Fifth Third CD	02.230%	7/5/2019	4/5/2020	\$69,353.56	\$69,353.56	\$70,137.57
01	2019-10	Fifth Third CD	02.230%	7/5/2019	4/5/2020	\$69,353.57	\$69,353.57	\$70,137.56
01	2019-13	Newbank	02.291%	7/3/2019	7/2/2020	\$244,300.00	\$244,300.00	\$244,300.00
01	2019-18	KS State Bank - Kansas State	01.860%	8/30/2019	8/31/2020	\$245,300.00	\$245,300.00	\$245,300.00
01	2019-22	Texas Capital Bank	01.900%	10/9/2019	10/9/2020	\$245,600.00	\$245,600.00	\$245,600.00
01	2019-23	CIBC Bank USA	01.850%	10/31/2019	10/30/2020	\$245,700.00	\$245,700.00	\$245,700.00
01	2019-17	Bank 7	02.225%	7/30/2019	1/20/2021	\$241,800.00	\$241,800.00	\$241,800.00
01	2017-09	FHLMC	01.500%	4/4/2017	2/17/2021	\$330,165.00	\$330,000.00	\$330,092.40
01	2019-19	Ally Bank	01.750%	10/9/2019	10/18/2021	\$247,000.00	\$247,000.00	\$247,269.48
01	2019-24	FHLMC	01.820%	10/30/2019	11/8/2021	\$450,000.00	\$450,000.00	\$450,288.00
01	2019-26	Sallie Mae Bank/Salt Lake	01.700%	11/13/2019	11/15/2021	\$247,000.00	\$247,000.00	\$247,039.52
								\$3,192,982.36
02	2019-07	Prudential Bank, PA	02.450%	4/18/2019	4/17/2020	\$244,000.00	\$244,000.00	\$244,000.00
02	2019-15	Mainstreet Bank	02.230%	7/19/2019	7/20/2020	\$244,500.00	\$244,500.00	\$244,500.00
								\$488,500.00
03	2019-05	First Mid-Illinois Bank & Trust	02.933%	3/12/2019	3/11/2021	\$150,000.00	\$150,000.00	\$150,000.00

Village of River Forest Investments

Fiscal Year 2020
Through 01/31/2020

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
								\$150,000.00
13	2017-05	Wells Fargo	01.750%	3/1/2017	3/2/2020	\$249,364.25	\$249,000.00	\$249,070.72
13	2018-29	Cornerstone Bank - NY	02.889%	12/10/2018	6/8/2020	\$239,200.00	\$239,200.00	\$239,200.00
13	2019-14	First Internet Bank of Indiana	02.159%	7/19/2019	7/20/2020	\$244,600.00	\$244,600.00	\$244,600.00
13	2019-08	Western Alliance Bank/Torrey	02.430%	5/8/2019	10/29/2020	\$241,000.00	\$241,000.00	\$241,000.00
13	2018-31	Citibank	03.000%	12/21/2018	12/21/2020	\$246,237.36	\$246,000.00	\$249,087.79
13	2019-01	FFCB	01.420%	1/17/2019	1/12/2021	\$195,188.00	\$200,000.00	\$199,812.00
13	2020-01	Royal Business Bank	01.638%	1/29/2020	1/28/2021	\$245,900.00	\$245,900.00	\$245,900.00
13	2019-06	FHLB	01.500%	3/1/2019	2/4/2021	\$597,810.00	\$600,000.00	\$600,000.00
13	2019-25	CFG Community Bank	01.893%	10/9/2019	4/1/2021	\$243,000.00	\$243,000.00	\$243,000.00
13	2019-28	BMW Bank North America	01.700%	11/29/2019	11/29/2021	\$247,000.00	\$247,000.00	\$247,027.91
13	2019-27	Morgan Stanley	01.750%	11/29/2019	11/29/2021	\$247,000.00	\$247,000.00	\$247,249.47
13	2019-29	Morgan stanley Private Bank	01.750%	12/26/2019	12/27/2021	\$247,000.00	\$247,000.00	\$247,234.65
								\$3,253,182.54
14	2018-30	Discover Bank	02.820%	12/12/2018	6/12/2020	\$246,107.75	\$246,000.00	\$247,135.29
14	2019-21	Eaglebank	01.950%	10/9/2019	10/9/2020	\$245,500.00	\$245,500.00	\$245,500.00
14	2019-02	FFCB	01.420%	1/17/2019	1/12/2021	\$195,188.00	\$200,000.00	\$199,812.00
14	2019-04	Pacific Western Bank	03.300%	2/6/2019	2/8/2021	\$234,600.00	\$234,600.00	\$234,600.00
								\$927,047.29

Village of River Forest Investments

Fiscal Year 2020
Through 01/31/2020

Fun	ID	Bank	Interest Rate	Purchase Date	Maturity Date	Cost	Par Value	Market Value
								\$8,011,712.19



MEMORANDUM

Date: February 3, 2020

To: Eric Palm, Village Administrator

From: Rosey McAdams, Director of Finance

Subject: Expenditures –January 2020

Attached for your review and approval is a list of payments made to vendors by account number for the period from January 1-31, 2020. The total payments made for the period, including payrolls, are as follows:

VILLAGE OF RIVER FOREST EXPENDITURES MONTH ENDED JANUARY 31, 2020

FUND	FUND #	VENDORS	PAYROLLS	TOTAL
General Fund	01	\$ 883,798.69	\$ 406,409.51	\$ 1,290,208.20
Water & Sewer Fund	02	245,087.84	47,047.51	292,135.35
Motor Fuel Tax	03	49,225.54	-	49,225.54
Debt Service	05	-	-	-
Capital Equip Replacement	13	287.50	-	287.50
Capital Improvement Fund	14	10,616.30	-	10,616.30
Economic Development Fund	16	-	-	-
TIF-Madison	31	4,140.03	-	4,140.03
TIF-North	32	-	-	-
Infrastructure Imp Fund	35	-	-	-
Total Village Expenditures		\$ 1,193,155.90	\$ 453,457.02	\$ 1,646,612.92

Requested Board Actions:

1. Motion to Approve the January 2020 Accounts Payable and Payroll transactions totaling \$1,646,570.18.
2. Motion to Approve the January 2020 payment to McDonald's-Karavites totaling \$42.74.

Accounts Payable

Transactions by Account

User: rmcadams
 Printed: 02/03/2020 - 10:41AM
 Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-16-0015	IRMA	LIABILITY INSURANCE	01/15/2020	50178	330,021.00	
Vendor Subtotal for Division:00					330,021.00	
01-00-00-17-0010	Avalon Petroleum Company	GASOLINE AND/OR DIESEL FUEL	01/15/2020	50146	5,197.50	
01-00-00-17-0010	Avalon Petroleum Company	GASOLINE AND/OR DIESEL FUEL	01/15/2020	50146	3,148.80	
Vendor Subtotal for Division:00					8,346.30	
01-00-00-21-0015	State Treasurer	PR Batch 00015.01.2020 State Income	01/15/2020	999739	11,359.40	
01-00-00-21-0015	State Treasurer	PR Batch 00031.01.2020 State Income	01/31/2020	999733	11,589.50	
Vendor Subtotal for Division:00					22,948.90	
01-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 Medicare En	01/15/2020	999740	3,815.89	
01-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 FICA Emplo	01/15/2020	999740	4,430.15	
01-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 Federal Inco	01/15/2020	999740	29,748.58	
01-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 FICA Emplo	01/15/2020	999740	4,430.15	
01-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 Medicare En	01/15/2020	999740	3,815.89	
01-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 Medicare En	01/31/2020	999734	3,851.86	
01-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 FICA Emplo	01/31/2020	999734	4,607.17	
01-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 Federal Inco	01/31/2020	999734	30,393.24	
01-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 FICA Emplo	01/31/2020	999734	4,607.17	
01-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 Medicare En	01/31/2020	999734	3,851.86	
Vendor Subtotal for Division:00					93,551.96	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Emplc	01/15/2020	999731	669.54	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Emplc	01/15/2020	999731	1,627.70	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF-Volun	01/15/2020	999731	247.59	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Emplc	01/15/2020	999731	2,504.29	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Emplc	01/15/2020	999731	6,088.17	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF-Volun	01/15/2020	999731	881.08	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF-Volun	01/31/2020	999731	915.10	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Emplc	01/31/2020	999731	2,601.79	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Emplc	01/31/2020	999731	1,694.94	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF-Volun	01/31/2020	999731	310.33	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Emplc	01/31/2020	999731	6,325.28	
01-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Emplc	01/31/2020	999731	697.19	
Vendor Subtotal for Division:00					24,563.00	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.01.2020 ICMA	01/15/2020	999737	3,021.81	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.01.2020 ICMA	01/15/2020	999737	1,695.40	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.01.2020 ICMA-W/C	01/15/2020	999737	250.00	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.01.2020 ICMA	01/31/2020	999730	3,025.25	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.01.2020 ICMA-W/C	01/31/2020	999730	250.00	
01-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.01.2020 ICMA	01/31/2020	999730	1,755.04	
Vendor Subtotal for Division:00					9,997.50	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Flat 50	01/15/2020	999735	900.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Loan R	01/15/2020	999735	98.88	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA %	01/15/2020	999735	970.62	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Flat	01/15/2020	999735	1,442.98	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Emplo	01/15/2020	999735	555.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Roth %	01/15/2020	999735	837.27	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Roth	01/15/2020	999735	225.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Emplo	01/31/2020	999728	555.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Roth %	01/31/2020	999728	941.36	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA %	01/31/2020	999728	844.94	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Flat	01/31/2020	999728	1,443.01	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Flat 50	01/31/2020	999728	900.00	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Loan R	01/31/2020	999728	98.88	
01-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Roth	01/31/2020	999728	225.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:00					10,037.94	
01-00-00-21-0043	Genesis Employee Benefits Inc	PR Batch 00015.01.2020 VEBA Contr	01/15/2020	999736	3,258.23	
01-00-00-21-0043	Genesis Employee Benefits Inc	PR Batch 00015.01.2020 VEBA - W/C	01/15/2020	999736	80.24	
01-00-00-21-0043	Genesis Employee Benefits Inc	PR Batch 00031.01.2020 VEBA - W/C	01/31/2020	999729	80.24	
01-00-00-21-0043	Genesis Employee Benefits Inc	PR Batch 00031.01.2020 VEBA Contr	01/31/2020	999729	3,200.57	
Vendor Subtotal for Division:00					6,619.28	
01-00-00-21-0050	Illinois Fraternal Order of Police Lat	PR Batch 00031.01.2020 Police Union	01/31/2020	6134	1,296.00	
Vendor Subtotal for Division:00					1,296.00	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	8.40	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	4,720.30	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	-2,024.55	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	1,885.56	
01-00-00-21-0050	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	7.02	
Vendor Subtotal for Division:00					4,596.73	
01-00-00-21-0050	International Union of Operating En	PR Batch 00015.01.2020 Public Work	01/15/2020	6135	287.73	
01-00-00-21-0050	International Union of Operating En	PR Batch 00031.01.2020 Public Work	01/31/2020	6135	321.08	
Vendor Subtotal for Division:00					608.81	
01-00-00-21-0050	International Union of Operating En	PR Batch 00015.01.2020 Public Work	01/15/2020	6136	57.09	
01-00-00-21-0050	International Union of Operating En	PR Batch 00031.01.2020 Public Work	01/31/2020	6136	63.62	
Vendor Subtotal for Division:00					120.71	
01-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00015.01.2020 Supplementa	01/15/2020	6137	46.70	
01-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00031.01.2020 Supplementa	01/31/2020	6137	46.89	
Vendor Subtotal for Division:00					93.59	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-21-0050	State Disbursement Unit	PR Batch 00015.01.2020 McNabb-170	01/15/2020	999738	216.67	
01-00-00-21-0050	State Disbursement Unit	PR Batch 00015.01.2020 Doran-17031	01/15/2020	999738	434.50	
01-00-00-21-0050	State Disbursement Unit	PR Batch 00031.01.2020 Doran-17031	01/31/2020	999732	434.50	
01-00-00-21-0050	State Disbursement Unit	PR Batch 00031.01.2020 McNabb-170	01/31/2020	999732	216.67	
Vendor Subtotal for Division:00					1,302.34	
01-00-00-23-0060	River Forest Public Library	LIBRARY PPRT	01/15/2020	50188	2,286.01	
Vendor Subtotal for Division:00					2,286.01	
01-00-00-25-0021	Lydia Manning	REFUND DUMPSTER DEPOSIT	01/31/2020	50247	350.00	
Vendor Subtotal for Division:00					350.00	
01-00-00-25-0054	Cook County Recorder Of Deeds	CHGO/HARLEM PROPERTY TAX &	01/31/2020	50217	88.00	
Vendor Subtotal for Division:00					88.00	
01-00-00-25-0054	Klein Thorpe and Jenkins Ltd	CHICAGO & HARLEM DEVELOPM	01/31/2020	0	455.36	
Vendor Subtotal for Division:00					455.36	
01-00-00-42-2120	Derek Briggs	REFUND DUPLICATE PAYMENT O	01/15/2020	50152	65.00	
Vendor Subtotal for Division:00					65.00	
01-00-00-42-2120	Lisa Honaman	REFUND OVERPAYMENT OF VEH	01/15/2020	50175	20.00	
Vendor Subtotal for Division:00					20.00	
01-00-00-42-2120	James Ludwig	REFUND OVERPAYMENT OF VEH	01/31/2020	50245	22.50	
Vendor Subtotal for Division:00					22.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-00-00-42-2120	Owen McCaffrey	REFUND OVERPAYMENT OF VEH	01/31/2020	50249	42.50	
		Vendor Subtotal for Division:00			42.50	
01-00-00-42-2120	Berit O'Connor	REFUND OVERPAYMENT OF VEH	01/15/2020	50186	20.00	
		Vendor Subtotal for Division:00			20.00	
01-00-00-42-2120	Ning Shang	REFUND OVERPAYMENT OF VEH	01/31/2020	50266	20.00	
		Vendor Subtotal for Division:00			20.00	
01-00-00-44-4230	Jillayne Benjamin	REFUND DUPLICATE PAYMENT O	01/15/2020	50149	30.00	
		Vendor Subtotal for Division:00			30.00	
01-00-00-44-4230	Barton Dring	REFUND DUPLICATE PAYMENT O	01/31/2020	50221	50.00	
		Vendor Subtotal for Division:00			50.00	
01-00-00-44-4230	Monique Morehead	REFUND PAYMENT ON VOIDED P	01/15/2020	50182	30.00	
		Vendor Subtotal for Division:00			30.00	
01-00-00-46-6410	Cook County Recorder Of Deeds	CHGO/HARLEM PROPERTY TAX &	01/31/2020	50217	528.00	
		Vendor Subtotal for Division:00			528.00	
01-00-00-46-6410	John Hosty	REFUND FOR COOK COUNTY REC	01/31/2020	50236	12.00	
		Vendor Subtotal for Division:00			12.00	
01-00-00-46-6417	Stelton Motors	REPAIRS TO ENGINEERING VAN (01/15/2020	50192	2,616.72	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:00					2,616.72	
01-10-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	-0.03	
01-10-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	7,280.39	
Vendor Subtotal for Division:10					7,280.36	
01-10-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	5.70	
01-10-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	1,345.07	
Vendor Subtotal for Division:10					1,350.77	
01-10-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	88.01	
Vendor Subtotal for Division:10					88.01	
01-10-00-53-0200	AT&T	MONTHLY ELEVATOR CHARGE	01/15/2020	50145	363.68	
Vendor Subtotal for Division:10					363.68	
01-10-00-53-0200	AT&T	HIGH SPEED INTERNET	01/31/2020	50205	78.53	
Vendor Subtotal for Division:10					78.53	
01-10-00-53-0200	CALL ONE	MONTHLY PHONE SERVICE	01/15/2020	50154	974.85	
Vendor Subtotal for Division:10					974.85	
01-10-00-53-0200	Comcast Cable	HIGH SPEED INTERNET	01/31/2020	50215	288.04	
Vendor Subtotal for Division:10					288.04	
01-10-00-53-0200	Fifth Third Bank	HIGH SPEED INTERNET	01/31/2020	220	78.53	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:10					78.53	
01-10-00-53-0200	Verizon Financial Services LLC	DATA SERVICE FOR TABLETS & N	01/15/2020	0	77.92	
Vendor Subtotal for Division:10					77.92	
01-10-00-53-0380	GOVTEMPSUSA LLC	SALARY STUDY - CONSULTING	01/31/2020	50232	1,456.00	
01-10-00-53-0380	GOVTEMPSUSA LLC	SALARY STUDY - CONSULTING	01/31/2020	50232	4,891.25	
Vendor Subtotal for Division:10					6,347.25	
01-10-00-53-0380	KLOA Inc	2019 COMMUTER PARKING STUD	01/31/2020	50244	7,686.45	
Vendor Subtotal for Division:10					7,686.45	
01-10-00-53-0380	Total Administrative Services Corp	FSA ADMIN FEES	01/31/2020	50270	613.10	
01-10-00-53-0380	Total Administrative Services Corp	COBRA ADMIN FEES	01/31/2020	50270	73.00	
Vendor Subtotal for Division:10					686.10	
01-10-00-53-0410	Applied Communications Group Inc	DOOR KEY PAD REPLACEMENT	01/31/2020	50204	494.32	
Vendor Subtotal for Division:10					494.32	
01-10-00-53-0410	CDW Government Inc	VMWARE	01/31/2020	50210	971.00	
Vendor Subtotal for Division:10					971.00	
01-10-00-53-0410	ClientFirst Consulting Group LLC	IT SUPPORT - DEC 2019	01/31/2020	0	3,451.25	
01-10-00-53-0410	ClientFirst Consulting Group LLC	IT SUPPORT POLICE DEPT - DEC 2	01/31/2020	0	1,935.00	
Vendor Subtotal for Division:10					5,386.25	
01-10-00-53-0410	Fifth Third Bank	VILLAGE NETWORK SOFTWARE	01/31/2020	220	1,000.00	
01-10-00-53-0410	Fifth Third Bank	AMAZON WEB SERVICES - NOV 2	01/31/2020	220	309.53	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:10			1,309.53	
01-10-00-53-0410	Webitects	WEB HOSTING/JAN 2020 & IMPRC	01/31/2020	50276	495.00	
01-10-00-53-0410	Webitects	WEB ENHANCEMENTS	01/31/2020	50276	1,170.00	
		Vendor Subtotal for Division:10			1,665.00	
01-10-00-53-1100	Health Inspection Professionals Inc	HEALTH INSPECTION SERVICES/C	01/31/2020	0	3,862.50	
		Vendor Subtotal for Division:10			3,862.50	
01-10-00-53-3300	De Lage Landen Financial Svcs Inc	MONTHLY LEASING (3) COPIERS/	01/31/2020	50220	505.34	
		Vendor Subtotal for Division:10			505.34	
01-10-00-53-3300	Regal Business Machines Inc	(3) COPIERS MAINTENANCE & CC	01/31/2020	50261	280.29	
		Vendor Subtotal for Division:10			280.29	
01-10-00-53-4100	Fifth Third Bank	MIDWEST LEADERSHIP INSTITUT	01/31/2020	220	2,299.00	
		Vendor Subtotal for Division:10			2,299.00	
01-10-00-53-4250	Morrison Associates Ltd	LEADERSHIP DEVELOPMENT/E P.	01/15/2020	50183	1,500.00	
		Vendor Subtotal for Division:10			1,500.00	
01-10-00-53-4300	Fifth Third Bank	4-WEEKS CHICAGO TRIBUNE SUI	01/31/2020	220	15.96	
		Vendor Subtotal for Division:10			15.96	
01-10-00-53-4300	Government Finance Officers Assn	GAAFR REVIEW	01/15/2020	50168	85.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:10			85.00	
01-10-00-53-4300	Proviso Municipal League	MEMBERSHIP DUES - C ADDUCI	01/31/2020	50260	425.00	
		Vendor Subtotal for Division:10			425.00	
01-10-00-53-4300	Society For Human Resource Mgmt	SHRM ANNUAL DUES - L SCHEIN	01/31/2020	50267	209.00	
		Vendor Subtotal for Division:10			209.00	
01-10-00-53-4350	Rydin Decal	TOWNE CENTER SPECIAL A PERM	01/31/2020	0	1,400.82	
		Vendor Subtotal for Division:10			1,400.82	
01-10-00-53-5600	All Seasons Landscaping Inc	SENIOR SNOW PROGRAM - SNOW	01/31/2020	50203	35.00	
01-10-00-53-5600	All Seasons Landscaping Inc	SENIOR SNOW PROGRAM - SNOW	01/31/2020	50203	35.00	
01-10-00-53-5600	All Seasons Landscaping Inc	SENIOR SNOW PROGRAM - SNOW	01/31/2020	50203	35.00	
01-10-00-53-5600	All Seasons Landscaping Inc	SENIOR SNOW PROGRAM - SNOW	01/31/2020	50203	35.00	
01-10-00-53-5600	All Seasons Landscaping Inc	SENIOR SNOW PROGRAM - SNOW	01/31/2020	50203	35.00	
		Vendor Subtotal for Division:10			175.00	
01-10-00-53-5600	Fifth Third Bank	OFFICE PARTY SUPPLIES	01/31/2020	220	48.17	
01-10-00-53-5600	Fifth Third Bank	SODA FOR EMPLOYEE RECOGNIT	01/31/2020	220	7.27	
01-10-00-53-5600	Fifth Third Bank	PIZZA FOR EMPLOYEE RECOGNIT	01/31/2020	220	85.00	
01-10-00-53-5600	Fifth Third Bank	RETIREMENT LUNCH FOR TIM VZ	01/31/2020	220	32.11	
01-10-00-53-5600	Fifth Third Bank	SALES TAX CREDIT FROM PREVI	01/31/2020	220	-12.68	
01-10-00-53-5600	Fifth Third Bank	SPONSORSHIP FOR ONE EARTH F	01/31/2020	220	1,000.00	
01-10-00-53-5600	Fifth Third Bank	TACOS FOR EMPLOYEE RECOGN	01/31/2020	220	197.54	
01-10-00-53-5600	Fifth Third Bank	CATERING FOR EMPLOYEE RECC	01/31/2020	220	1,281.00	
01-10-00-53-5600	Fifth Third Bank	PIZZA FOR JON PAPE'S WEDDING	01/31/2020	220	222.35	
		Vendor Subtotal for Division:10			2,860.76	
01-10-00-53-5600	River Forest Park District	(1) PAGE AD IN WINTER-SPRING 2	01/31/2020	50263	150.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:10			150.00	
01-10-00-53-5600	Wednesday Journal Inc	SPONSORSHIP - WOMEN IN LEAD	01/15/2020	0	1,000.00	
		Vendor Subtotal for Division:10			1,000.00	
01-10-00-54-0100	Cintas #769	LOBBY MATS	01/31/2020	50212	45.75	
01-10-00-54-0100	Cintas #769	LOBBY MATS	01/31/2020	50212	45.75	
		Vendor Subtotal for Division:10			91.50	
01-10-00-54-0100	Datasource Ink	TONER/WATER BILLING	01/31/2020	50219	318.00	
		Vendor Subtotal for Division:10			318.00	
01-10-00-54-0100	Fifth Third Bank	OFFICE SUPPLIES	01/31/2020	220	24.24	
01-10-00-54-0100	Fifth Third Bank	OFFICE SUPPLIES	01/31/2020	220	40.59	
01-10-00-54-0100	Fifth Third Bank	EARPLUGS & SAFETY GLASSES	01/31/2020	220	77.73	
01-10-00-54-0100	Fifth Third Bank	EARPLUGS & SAFETY GLASSES	01/31/2020	220	66.54	
01-10-00-54-0100	Fifth Third Bank	OFFICE SUPPLIES	01/31/2020	220	10.60	
		Vendor Subtotal for Division:10			219.70	
01-10-00-54-0100	Garvey's Office Products	(2) BANK DEPOSIT STAMPS	01/15/2020	50167	30.56	
		Vendor Subtotal for Division:10			30.56	
01-10-00-54-0100	B Gunther & Company Inc	NAMEPLATE FOR NEW COMMISS	01/31/2020	50234	26.40	
		Vendor Subtotal for Division:10			26.40	
01-10-00-54-0100	Neopost USA Inc	POSTAGE MACHINE INK	01/15/2020	50184	139.73	
		Vendor Subtotal for Division:10			139.73	
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	01/31/2020	50275	54.30	
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	01/31/2020	50275	12.12	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	01/31/2020	50275	25.30	
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	01/31/2020	50275	106.67	
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	01/31/2020	50275	57.19	
01-10-00-54-0100	Warehouse Direct Inc	OFFICE SUPPLIES	01/31/2020	50275	30.79	
Vendor Subtotal for Division:10					286.37	
01-10-00-54-1300	UPS	SHIPPED INSURANCE DOCUMENT	01/31/2020	50272	17.92	
01-10-00-54-1300	UPS	MAILED COPY OF RESOLUTION F	01/31/2020	50272	6.68	
Vendor Subtotal for Division:10					24.60	
01-15-00-53-0380	Deep Roots Project	PARKWAY FOR POLLINATOR PRO	01/15/2020	50163	6,700.00	
Vendor Subtotal for Division:15					6,700.00	
01-15-00-53-0420	Klein Thorpe and Jenkins Ltd	ZONING BOARD OF APPEALS	01/31/2020	0	45.00	
Vendor Subtotal for Division:15					45.00	
01-15-00-53-4400	Elmhurst Occupational Health	PRE-EMPLOYMENT SCREENING -	01/31/2020	50222	1,689.00	
Vendor Subtotal for Division:15					1,689.00	
01-15-00-53-5300	Wednesday Journal Inc	LEGAL NOTICE: ZBA - 243 PARK A	01/31/2020	0	245.00	
01-15-00-53-5300	Wednesday Journal Inc	LEGAL NOTICE: MICROPIGMENT	01/31/2020	0	196.00	
Vendor Subtotal for Division:15					441.00	
01-20-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	3,557.63	
Vendor Subtotal for Division:20					3,557.63	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-20-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	11.20	
		Vendor Subtotal for Division:20			11.20	
01-20-00-53-0370	Chicago Title Insurance Co	MINUTES OF DEMOLITION - 711 F	01/15/2020	50155	750.00	
		Vendor Subtotal for Division:20			750.00	
01-20-00-53-0370	Envirosafe	PEST CONTROL	01/31/2020	50223	235.00	
		Vendor Subtotal for Division:20			235.00	
01-20-00-53-0370	Kelty Lawn Care	PROPERTY MAINTENANCE/423 A	01/31/2020	50243	606.00	
		Vendor Subtotal for Division:20			606.00	
01-20-00-53-0370	Verizon Financial Services LLC	DATA SERVICE FOR TABLETS & M	01/15/2020	0	13.97	
		Vendor Subtotal for Division:20			13.97	
01-20-00-53-1300	B&F Construction Code Services Inc	DEC 2019 INSPECTIONS	01/15/2020	50148	5,870.00	
		Vendor Subtotal for Division:20			5,870.00	
01-20-00-53-1305	B&F Construction Code Services Inc	PLAN REVIEW/SOLAR PANEL 755	01/15/2020	50148	225.00	
01-20-00-53-1305	B&F Construction Code Services Inc	PLAN REVIEW/511 LATHROP AVE	01/31/2020	50206	415.00	
01-20-00-53-1305	B&F Construction Code Services Inc	PLAN REVIEW/STARBUCKS 7201	01/31/2020	50206	895.50	
01-20-00-53-1305	B&F Construction Code Services Inc	PLAN REVIEW/SFR 605 PARK AVE	01/31/2020	50206	1,184.56	
01-20-00-53-1305	B&F Construction Code Services Inc	PLAN REVIEW/LAKE & LATHROP	01/31/2020	50206	3,772.77	
		Vendor Subtotal for Division:20			6,492.83	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-30-00-53-0420	Clark Baird Smith LLP	EMPLOYMENT LAW SERVICES	01/31/2020	50214	4,675.00	
Vendor Subtotal for Division:30					4,675.00	
01-30-00-53-0425	Klein Thorpe and Jenkins Ltd	WEST LAKE ST BUSINESS DISTRI	01/31/2020	0	188.00	
01-30-00-53-0425	Klein Thorpe and Jenkins Ltd	FINANCE/ADMIN ADVISORY	01/31/2020	0	8,305.71	
01-30-00-53-0425	Klein Thorpe and Jenkins Ltd	FIRE ADVISORY	01/31/2020	0	344.00	
01-30-00-53-0425	Klein Thorpe and Jenkins Ltd	PUBLIC WORKS ADVISORY	01/31/2020	0	458.50	
01-30-00-53-0425	Klein Thorpe and Jenkins Ltd	POLICE ADVISORY	01/31/2020	0	430.00	
Vendor Subtotal for Division:30					9,726.21	
01-30-00-53-0426	Klein Thorpe and Jenkins Ltd	LOCAL PROSECUTION	01/31/2020	0	1,000.00	
Vendor Subtotal for Division:30					1,000.00	
01-40-00-52-0330	Illinois Municipal Retirement Fund	SLEP	01/31/2020	999731	15.17	
Vendor Subtotal for Division:40					15.17	
01-40-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	-3,963.96	
01-40-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	44,082.76	
01-40-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	5,719.20	
Vendor Subtotal for Division:40					45,838.00	
01-40-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	12,674.30	
01-40-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	51.30	
Vendor Subtotal for Division:40					12,725.60	
01-40-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	500.03	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:40			500.03	
01-40-00-53-0200	AT&T Wireless	AT&T CELLULAR TELEPHONE BI	01/12/2020	219	241.01	
		Vendor Subtotal for Division:40			241.01	
01-40-00-53-0200	Verizon Financial Services LLC	DATA SERVICE FOR TABLETS & M	01/15/2020	0	65.95	
		Vendor Subtotal for Division:40			65.95	
01-40-00-53-0385	Hon. Perry J Gulbrandsen Ret.	ADMINISTRATIVE ADJUDICATION	01/15/2020	50171	600.00	
		Vendor Subtotal for Division:40			600.00	
01-40-00-53-0385	Municipal Systems Inc	MONTHLY SUBSCRIPTION FEE/DI	01/31/2020	0	950.00	
		Vendor Subtotal for Division:40			950.00	
01-40-00-53-3200	Pete's Automotive Service Inc	SERVICE 2017 FORD EXPLORER #	01/15/2020	0	332.19	
01-40-00-53-3200	Pete's Automotive Service Inc	SERVICE 2013 FORD TAURUS PPV	01/15/2020	0	422.91	
01-40-00-53-3200	Pete's Automotive Service Inc	SERVICE 2018 CHEVY TAHOE #2 A	01/15/2020	0	190.00	
01-40-00-53-3200	Pete's Automotive Service Inc	SERVICE 2017 FORD EXPLORER #	01/15/2020	0	206.00	
01-40-00-53-3200	Pete's Automotive Service Inc	SERVICE 2018 CHEVY TAHOE #2 A	01/15/2020	0	25.00	
		Vendor Subtotal for Division:40			1,176.10	
01-40-00-53-4100	Eric Bowman	REIMB MEAL EXPENSE/TRAINING	01/31/2020	50208	10.68	
		Vendor Subtotal for Division:40			10.68	
01-40-00-53-4100	Fifth Third Bank	MIDWEST LEADERSHIP INSTITUT	01/31/2020	220	2,299.00	
		Vendor Subtotal for Division:40			2,299.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-53-4100	Michael Fries	REIMB MEAL EXPENSES/INTERPI	01/31/2020	50229	21.62	
		Vendor Subtotal for Division:40			21.62	
01-40-00-53-4100	ITOA	TUITION 1-DAY RIFLE/PISTOL FT	01/31/2020	50239	50.00	
01-40-00-53-4100	ITOA	TUITION 3-DAY RESCUE TASK FO	01/31/2020	50239	365.00	
01-40-00-53-4100	ITOA	TUITION 1-DAY RIFLE/PISTOL FT	01/31/2020	50239	50.00	
		Vendor Subtotal for Division:40			465.00	
01-40-00-53-4100	Northeastern Illinois Public	TUITION 2-DAY ADVANCED ICS C	01/31/2020	50255	200.00	
		Vendor Subtotal for Division:40			200.00	
01-40-00-53-4200	Andy Frain Services Inc	CROSSING GUARD SERVICES/DE	01/31/2020	0	8,417.34	
		Vendor Subtotal for Division:40			8,417.34	
01-40-00-53-4250	Albertsons/Safeway	ITEMS FOR POLICE DEPT MEETIN	01/15/2020	50143	40.55	
01-40-00-53-4250	Albertsons/Safeway	ITEMS FOR POLICE DEPT MEETIN	01/15/2020	50143	37.04	
		Vendor Subtotal for Division:40			77.59	
01-40-00-53-4300	Illinois Assoc of Chiefs of Police	MEMBERSHIP RENEWAL DUES/J	01/31/2020	50237	220.00	
		Vendor Subtotal for Division:40			220.00	
01-40-00-53-4300	Verizon Connect NWF Inc	GPS FLEET MAINTENANCE PROG	01/31/2020	50273	132.65	
		Vendor Subtotal for Division:40			132.65	
01-40-00-53-4300	Northern Illinois Police Alarm System	2020-2021 MOBILE FIELD FORCE/	01/31/2020	50256	1,005.00	
01-40-00-53-4300	Northern Illinois Police Alarm System	2020-2021 MEMBERSHIP ASSESSM	01/31/2020	50256	400.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:40			1,405.00	
01-40-00-53-4300	Thomson Reuters-West	CP CLEAR MONTHLY SUBSCRIPT	01/31/2020	50269	185.66	
		Vendor Subtotal for Division:40			185.66	
01-40-00-54-0100	David L Ransom Jr	RFPD STAMP "NO RECORDS ON F	01/15/2020	50162	35.00	
		Vendor Subtotal for Division:40			35.00	
01-40-00-54-0100	Datasource Ink	TONER/SGT'S OFFICE	01/31/2020	50219	460.00	
		Vendor Subtotal for Division:40			460.00	
01-40-00-54-0100	Fifth Third Bank	SPRAY ADHESIVE FOR POLICE DI	01/31/2020	220	45.58	
01-40-00-54-0100	Fifth Third Bank	OFFICE SUPPLIES FOR POLICE DI	01/31/2020	220	191.82	
		Vendor Subtotal for Division:40			237.40	
01-40-00-54-0300	Galls LLC	UNIFORMS/M GRILL	01/31/2020	50230	68.00	
		Vendor Subtotal for Division:40			68.00	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS/PD BASEBALL CAPS	01/31/2020	50240	712.05	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS/W CASSIDY	01/31/2020	50240	150.00	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS/A MURILLO	01/31/2020	50240	194.55	
01-40-00-54-0300	JG Uniforms Inc	UNIFORMS/A MURILLO	01/31/2020	50240	62.25	
		Vendor Subtotal for Division:40			1,118.85	
01-40-00-54-0300	Ray O'Herron Co. Inc	UNIFORMS/M SWIERCZYNSKI	01/31/2020	50257	175.88	
01-40-00-54-0300	Ray O'Herron Co. Inc	UNIFORMS/J MONTIEL	01/31/2020	50257	1,722.25	
01-40-00-54-0300	Ray O'Herron Co. Inc	UNIFORMS/C CABALLERO	01/31/2020	50257	1,262.27	
		Vendor Subtotal for Division:40			3,160.40	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-40-00-54-0400	Aftermath	PRISONER CELL CLEANUP	01/15/2020	50142	105.00	
		Vendor Subtotal for Division:40			105.00	
01-40-00-54-0400	John W Falsetti	CLEANING OF PRISONER BLANK	01/31/2020	50225	28.44	
		Vendor Subtotal for Division:40			28.44	
01-40-00-54-0400	McDonald's-Karavites Restaurant 67	PRISONER MEALS	01/15/2020	50179	42.74	
		Vendor Subtotal for Division:40			42.74	
01-40-00-54-0601	Motorola Solutions - Starcom21 Net	RADIO MAINTENANCE AGREEMI	01/31/2020	50254	100.00	
		Vendor Subtotal for Division:40			100.00	
01-40-00-54-0603	Fifth Third Bank	THERMO IMAGING FOR CRIME S	01/31/2020	220	582.51	
		Vendor Subtotal for Division:40			582.51	
01-50-00-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	29,500.53	
		Vendor Subtotal for Division:50			29,500.53	
01-50-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	31.35	
01-50-00-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	9,471.43	
		Vendor Subtotal for Division:50			9,502.78	
01-50-00-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	289.73	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:50			289.73	
01-50-00-53-0200	AT&T Wireless	AT&T CELLULAR TELEPHONE BI	01/12/2020	219	116.84	
		Vendor Subtotal for Division:50			116.84	
01-50-00-53-3100	Bio-Tron Inc	ANNUAL PREVENTATIVE MAINT	01/15/2020	50150	225.00	
		Vendor Subtotal for Division:50			225.00	
01-50-00-53-3200	Pete's Automotive Service Inc	SERVICE 2018 FORD EXPLORER R	01/15/2020	0	24.00	
		Vendor Subtotal for Division:50			24.00	
01-50-00-53-4100	Illinois Fire Inspectors Association	IFIA CONFERENCE 2020 - K WILE	01/15/2020	50177	325.00	
		Vendor Subtotal for Division:50			325.00	
01-50-00-53-4100	Village of Romeoville Fire Academy	BASIC FIRE ACADEMY - J ROUSE	01/15/2020	50198	2,950.00	
		Vendor Subtotal for Division:50			2,950.00	
01-50-00-54-0300	VCG Uniform Ltd	WORK PANTS/BUCHHOLZ	01/15/2020	50197	191.80	
		Vendor Subtotal for Division:50			191.80	
01-50-00-54-0600	Air One Equipment Inc	ALTAIR CARBON MONOXIDE DET	01/31/2020	50202	903.96	
		Vendor Subtotal for Division:50			903.96	
01-50-00-54-0600	Certified Fleet Services Inc	AUTOMATIC BATTERY CHARGER	01/31/2020	0	808.74	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:50			808.74	
01-50-00-54-0600	CJC Auto Parts & Tires	BATTERY & CORE FOR #214	01/31/2020	50213	303.00	
		Vendor Subtotal for Division:50			303.00	
01-50-00-54-0600	Equipment Management Company	EXTRICATION TOOL BATTERY	01/31/2020	50224	722.00	
		Vendor Subtotal for Division:50			722.00	
01-50-00-54-0600	Fifth Third Bank	2020 DIARIES - MEDIUM & LARGI	01/31/2020	220	113.76	
01-50-00-54-0600	Fifth Third Bank	GAS DETECTOR FOR FIRE DEPT	01/31/2020	220	390.18	
01-50-00-54-0600	Fifth Third Bank	RED & WHITE CHRISTMAS LIGH	01/31/2020	220	14.49	
01-50-00-54-0600	Fifth Third Bank	INFLATABLE BAG PUMP & RED C	01/31/2020	220	28.33	
		Vendor Subtotal for Division:50			546.76	
01-50-00-54-0600	The First Signs of Fire	REFLECTIVE EQUIPMENT MARKI	01/31/2020	50227	193.98	
		Vendor Subtotal for Division:50			193.98	
01-50-00-54-0600	US Gas	OXYGEN CYLINDER RENTAL/DE	01/15/2020	0	168.30	
		Vendor Subtotal for Division:50			168.30	
01-60-01-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	4,680.60	
		Vendor Subtotal for Division:60			4,680.60	
01-60-01-52-0400	MOE Funds	P/W EMPLOYEE HEALTH INS/DEC	01/15/2020	50181	1,107.20	
01-60-01-52-0400	MOE Funds	P/W EMPLOYEE HEALTH INS/MAI	01/31/2020	50252	5,710.70	
		Vendor Subtotal for Division:60			6,817.90	
01-60-01-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	1,974.66	
01-60-01-52-0420	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	5.70	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:60			1,980.36	
01-60-01-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	86.03	
		Vendor Subtotal for Division:60			86.03	
01-60-01-53-0200	Verizon Financial Services LLC	DATA SERVICE FOR TABLETS & M	01/15/2020	0	47.27	
01-60-01-53-0200	Verizon Financial Services LLC	DATA FOR MESSAGE BOARD	01/31/2020	0	18.02	
		Vendor Subtotal for Division:60			65.29	
01-60-01-53-0410	MGP Inc	GIS CONSORTIUM STAFFING SER	01/15/2020	0	1,697.66	
		Vendor Subtotal for Division:60			1,697.66	
01-60-01-53-1310	JULIE Inc	2020 ANNUAL ASSESSMENT	01/31/2020	50242	878.21	
		Vendor Subtotal for Division:60			878.21	
01-60-01-53-3200	Commercial Tire Service Inc	TIRE REPAIR TO #44	01/15/2020	50159	471.25	
		Vendor Subtotal for Division:60			471.25	
01-60-01-53-3200	Keller-Heartt Oil Co Inc	GREASE	01/15/2020	0	32.15	
		Vendor Subtotal for Division:60			32.15	
01-60-01-53-3200	Menards	SUPPLIES FOR SALT BRINE EQUIP	01/31/2020	50250	68.94	
		Vendor Subtotal for Division:60			68.94	
01-60-01-53-3200	Genuine Parts Co Inc	BATTERY FOR #42	01/31/2020	50231	117.89	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:60			117.89	
01-60-01-53-3200	Wigit's Truck Center	MAINTENANCE ON #44	01/15/2020	50200	157.99	
		Vendor Subtotal for Division:60			157.99	
01-60-01-53-3400	Lyons & Pinner Electric Companies	STREET LIGHTING REPAIRS AT W	01/15/2020	0	1,623.00	
		Vendor Subtotal for Division:60			1,623.00	
01-60-01-53-3600	Anderson Elevator Co	QUARTERLY ELEVATOR MAINTENANCE	01/15/2020	50144	645.00	
		Vendor Subtotal for Division:60			645.00	
01-60-01-53-3600	Chris Brennan	PEST CONTROL AT RIVER FOREST	01/15/2020	50151	175.00	
		Vendor Subtotal for Division:60			175.00	
01-60-01-53-3600	Energenecs Inc	PLC RELOAD FOR LOSING POWER	01/15/2020	50165	800.00	
		Vendor Subtotal for Division:60			800.00	
01-60-01-53-3600	Hayes Mechanical	MAINT TO DISPATCH & LUNCHROOM	01/31/2020	50235	1,977.47	
		Vendor Subtotal for Division:60			1,977.47	
01-60-01-53-3600	Petroleum Technologies Equipment	FUEL SYSTEM MAINTENANCE	01/31/2020	50259	1,150.00	
		Vendor Subtotal for Division:60			1,150.00	
01-60-01-53-3600	U.S. Geological Survey	DES PLAINES RIVER GAGING STATION	01/31/2020	50271	5,500.00	
		Vendor Subtotal for Division:60			5,500.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-60-01-53-5300	Wednesday Journal Inc	LEGAL AD: 2019 COMMUTER PAF	01/15/2020	0	154.00	
		Vendor Subtotal for Division:60			154.00	
01-60-01-53-5350	Greenwood Transfer LLC	TREE DEBRIS	01/15/2020	50170	179.07	
01-60-01-53-5350	Greenwood Transfer LLC	STUMP GRINDINGS/ST SWEEPINC	01/31/2020	50233	719.63	
		Vendor Subtotal for Division:60			898.70	
01-60-01-53-5350	Rainbow Farms Enterprises Inc	DISPOSAL OF WOOD CHIPS	01/31/2020	0	300.00	
		Vendor Subtotal for Division:60			300.00	
01-60-01-53-5450	AEP Energy	ELECTRICITY FOR STREET LIGHT	01/31/2020	50201	2,061.08	
		Vendor Subtotal for Division:60			2,061.08	
01-60-01-53-5450	ComEd	MADISON ST LIGHTING	01/15/2020	50158	111.53	
		Vendor Subtotal for Division:60			111.53	
01-60-01-54-0310	Ken Monterubio	REIMB UNIFORM ALLOWANCE	01/31/2020	50253	143.41	
01-60-01-54-0310	Ken Monterubio	REIMB UNIFORM ALLOWANCE	01/31/2020	50253	148.83	
		Vendor Subtotal for Division:60			292.24	
01-60-01-54-0310	Luke Palm	REIMB UNIFORM ALLOWANCE	01/15/2020	50187	91.98	
		Vendor Subtotal for Division:60			91.98	
01-60-01-54-0310	Josh Schwarz	REIMB UNIFORM ALLOWANCE	01/31/2020	50265	23.16	
		Vendor Subtotal for Division:60			23.16	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
01-60-01-54-0500	Commercial Tire Service Inc	EIGHT TIRES FOR #41	01/15/2020	50159	3,707.58	
		Vendor Subtotal for Division:60			3,707.58	
01-60-01-54-0500	Freeway Ford - Sterling Truck	PW VEHICLE PARTS	01/15/2020	50166	55.41	
		Vendor Subtotal for Division:60			55.41	
01-60-01-54-0500	Regional Truck Equipment Co	SNOW PLOW CONTROLLER FOR '	01/31/2020	50262	301.75	
		Vendor Subtotal for Division:60			301.75	
01-60-01-54-0600	Dultmeier Sales	STAINLESS NOZZLE	01/15/2020	50164	92.26	
		Vendor Subtotal for Division:60			92.26	
01-60-01-54-0600	Fastenal Company	NUTS/BOLTS/BATTERIES & WIRE	01/31/2020	50226	87.80	
		Vendor Subtotal for Division:60			87.80	
01-60-01-54-0600	Fifth Third Bank	REPLACEMENT DIFFUSER FOR PI	01/31/2020	220	62.43	
01-60-01-54-0600	Fifth Third Bank	PLOTTER SUPPLIES	01/31/2020	220	778.00	
01-60-01-54-0600	Fifth Third Bank	MISC SUPPLIES/TOOLS FOR PUBI	01/31/2020	220	96.08	
01-60-01-54-0600	Fifth Third Bank	SALT BRINE STORAGE TANK FOR	01/31/2020	220	816.98	
		Vendor Subtotal for Division:60			1,753.49	
01-60-01-54-0600	Fox Valley Filter	FILTERS	01/31/2020	50228	316.82	
		Vendor Subtotal for Division:60			316.82	
01-60-01-54-0600	W.W. Grainger Inc	VACUUM BREAKER ASSEMBLY	01/15/2020	50169	3.04	
		Vendor Subtotal for Division:60			3.04	
01-60-01-54-0600	Healy Asphalt Company LLC	COLD PATCH FOR POTHOLES	01/15/2020	50173	822.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:60					822.00	
01-60-01-54-0600	JSN Contractors Supply	SAFETY GLASSES/SHOVEL/CONC	01/31/2020	50241	83.45	
01-60-01-54-0600	JSN Contractors Supply	RAIN COAT	01/31/2020	50241	49.15	
Vendor Subtotal for Division:60					132.60	
01-60-01-54-0600	Menards	MISC PARTS/SUPPLIES FOR P/W	01/15/2020	50180	12.58	
01-60-01-54-0600	Menards	MISC PARTS/SUPPLIES FOR P/W	01/15/2020	50180	12.98	
01-60-01-54-0600	Menards	CREDIT ON INVOICE 48397	01/15/2020	50180	-12.98	
01-60-01-54-0600	Menards	MISC PW SUPPLIES	01/31/2020	50250	14.42	
Vendor Subtotal for Division:60					27.00	
01-60-01-54-0600	Midwest Lighting Inc	LED BULBS FLUORESCENT	01/31/2020	50251	521.30	
Vendor Subtotal for Division:60					521.30	
01-60-01-54-0600	W.C. Schauer Hardware	BOLTS	01/31/2020	50264	5.38	
Vendor Subtotal for Division:60					5.38	
01-60-01-54-0600	Unique Products & Service Corp	MISC JANITORIAL SUPPLIES	01/15/2020	50195	464.97	
Vendor Subtotal for Division:60					464.97	
01-60-01-54-0600	Vulcan Construction Materials LLC	STONE FOR STREET DIGS	01/15/2020	50199	97.74	
Vendor Subtotal for Division:60					97.74	
01-60-01-54-2100	Cargill Incorporated	PURCHASE OF ROAD SALT	01/31/2020	50209	9,141.87	
Vendor Subtotal for Division:60					9,141.87	
01-60-05-53-5500	Roy Strom Refuse Removal Inc	REFUSE REMOVAL PER CONTRA	01/31/2020	0	91,567.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:60					91,567.98	
Subtotal for Fund: 01					883,798.69	
02-00-00-16-0015	IRMA	LIABILITY INSURANCE	01/15/2020	50178	47,967.00	
Vendor Subtotal for Division:00					47,967.00	
02-00-00-21-0000	HJH Homes Inc	Refund Check 000842-000, 1427 JAC	01/03/2020	50174	6.32	
Vendor Subtotal for Division:00					6.32	
02-00-00-21-0000	Sakthial Periyasamy	Refund Check 015286-000, 722 MON	01/24/2020	50258	96.62	
Vendor Subtotal for Division:00					96.62	
02-00-00-21-0000	Peter Bernick	Refund Check 009753-000, 909 ASH	01/30/2020	50207	45.00	
Vendor Subtotal for Division:00					45.00	
02-00-00-21-0015	State Treasurer	PR Batch 00015.01.2020 State Income	01/15/2020	999739	1,559.14	
02-00-00-21-0015	State Treasurer	PR Batch 00031.01.2020 State Income	01/31/2020	999733	1,481.49	
Vendor Subtotal for Division:00					3,040.63	
02-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 FICA Emplo	01/15/2020	999740	2,138.04	
02-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 Medicare En	01/15/2020	999740	500.02	
02-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 Medicare En	01/15/2020	999740	500.02	
02-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 Federal Inco	01/15/2020	999740	3,816.06	
02-00-00-21-0015	United States Treasury	PR Batch 00015.01.2020 FICA Emplo	01/15/2020	999740	2,138.04	
02-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 Federal Inco	01/31/2020	999734	3,695.69	
02-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 FICA Emplo	01/31/2020	999734	2,028.52	
02-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 FICA Emplo	01/31/2020	999734	2,028.52	
02-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 Medicare En	01/31/2020	999734	474.41	
02-00-00-21-0015	United States Treasury	PR Batch 00031.01.2020 Medicare En	01/31/2020	999734	474.41	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:00					17,793.73	
02-00-00-21-0027	David Mason & Associates	HYDRANT METER DEPOSIT	01/31/2020	50248	1,000.00	
Vendor Subtotal for Division:00					1,000.00	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Empl	01/31/2020	999731	179.74	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Empl	01/31/2020	999731	3,121.31	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF-Volun	01/31/2020	999731	356.11	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Empl	01/31/2020	999731	436.98	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF Empl	01/31/2020	999731	1,283.91	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00031.01.2020 IMRF-Volun	01/31/2020	999731	184.56	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF-Volun	01/15/2020	999731	203.95	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Empl	01/15/2020	999731	196.43	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF-Volun	01/15/2020	999731	358.63	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Empl	01/15/2020	999731	3,164.43	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Empl	01/15/2020	999731	477.57	
02-00-00-21-0030	Illinois Municipal Retirement Fund	PR Batch 00015.01.2020 IMRF Empl	01/15/2020	999731	1,301.62	
Vendor Subtotal for Division:00					11,265.24	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.01.2020 ICMA	01/15/2020	999737	93.19	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00015.01.2020 ICMA	01/15/2020	999737	27.31	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.01.2020 ICMA	01/31/2020	999730	24.69	
02-00-00-21-0040	ICMA Retirement Corporation - 302	PR Batch 00031.01.2020 ICMA	01/31/2020	999730	89.75	
Vendor Subtotal for Division:00					234.94	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Emplo	01/15/2020	999735	61.67	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Flat	01/15/2020	999735	142.02	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00015.01.2020 AXA Flat 50	01/15/2020	999735	100.00	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Emplo	01/31/2020	999728	61.67	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Flat	01/31/2020	999728	141.99	
02-00-00-21-0041	AXA Equitable Retirement	PR Batch 00031.01.2020 AXA Flat 50	01/31/2020	999728	100.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:00					607.35	
02-00-00-21-0050	International Union of Operating En	PR Batch 00031.01.2020 Public Work:	01/31/2020	6135	264.71	
02-00-00-21-0050	International Union of Operating En	PR Batch 00015.01.2020 Public Work:	01/15/2020	6135	298.06	
Vendor Subtotal for Division:00					562.77	
02-00-00-21-0050	International Union of Operating En	PR Batch 00031.01.2020 Public Work:	01/31/2020	6136	51.13	
02-00-00-21-0050	International Union of Operating En	PR Batch 00015.01.2020 Public Work:	01/15/2020	6136	57.66	
Vendor Subtotal for Division:00					108.79	
02-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00031.01.2020 Supplementa	01/31/2020	6137	9.11	
02-00-00-21-0050	NCPERS Group Life Ins.	PR Batch 00015.01.2020 Supplementa	01/15/2020	6137	9.30	
Vendor Subtotal for Division:00					18.41	
02-00-00-43-3100	David Mason & Associates	HYDRANT METER MINIMUM WA	01/31/2020	50248	100.00	
02-00-00-43-3100	David Mason & Associates	HYDRANT METER WATER USED	01/31/2020	50248	-1,042.49	
Vendor Subtotal for Division:00					-942.49	
02-60-06-52-0400	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	6,876.42	
Vendor Subtotal for Division:60					6,876.42	
02-60-06-52-0400	MOE Funds	P/W EMPLOYEE HEALTH INS/DEC	01/15/2020	50181	276.80	
02-60-06-52-0400	MOE Funds	P/W EMPLOYEE HEALTH INS/MAI	01/31/2020	50252	7,536.30	
Vendor Subtotal for Division:60					7,813.10	
02-60-06-52-0425	Intergovernmental Personnel Benefit	HEALTH/LIFE/DENTAL BREAKDO	01/02/2020	218	200.53	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:60			200.53	
02-60-06-53-0100	ComEd	ELECTRICITY FOR PUMP STATION	01/31/2020	50216	5,016.04	
		Vendor Subtotal for Division:60			5,016.04	
02-60-06-53-0200	CALL ONE	MONTHLY PHONE SERVICE	01/15/2020	50154	243.71	
		Vendor Subtotal for Division:60			243.71	
02-60-06-53-0200	Comcast Cable	INTERNET AT PUMP STATION	01/15/2020	50157	104.85	
02-60-06-53-0200	Comcast Cable	INTERNET AT PUMP STATION	01/31/2020	50215	104.85	
		Vendor Subtotal for Division:60			209.70	
02-60-06-53-0200	Verizon Financial Services LLC	DATA SERVICE FOR TABLETS & M	01/15/2020	0	47.27	
		Vendor Subtotal for Division:60			47.27	
02-60-06-53-0380	Strand Associates Inc	SEWER REMODELING - PAYMENT	01/31/2020	0	4,920.23	
		Vendor Subtotal for Division:60			4,920.23	
02-60-06-53-0410	MGP Inc	GIS CONSORTIUM STAFFING SER	01/15/2020	0	1,697.65	
		Vendor Subtotal for Division:60			1,697.65	
02-60-06-53-0410	Springbrook Software Inc	UB WEB PAYMENTS/DEC 2019	01/15/2020	50190	812.00	
		Vendor Subtotal for Division:60			812.00	
02-60-06-53-1310	JULIE Inc	2020 ANNUAL ASSESSMENT	01/31/2020	50242	878.21	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:60					878.21	
02-60-06-53-3050	Core & Main LP	HYMAX COUPLER STOCK REPLA	01/15/2020	50160	300.00	
02-60-06-53-3050	Core & Main LP	COUPLERS & SEWER REPAIR ITE	01/15/2020	50160	540.00	
02-60-06-53-3050	Core & Main LP	COUPLER FOR MAIN BREAK REP.	01/15/2020	50160	300.00	
02-60-06-53-3050	Core & Main LP	STOCK ITEMS USED ON MAIN BR	01/15/2020	50160	274.00	
02-60-06-53-3050	Core & Main LP	REPAIR SLEEVE	01/15/2020	50160	311.99	
Vendor Subtotal for Division:60					1,725.99	
02-60-06-53-3200	D & K Truck Safety Lane LLC	VEHICLE INSPECTIONS ON SEWE	01/15/2020	50161	73.00	
Vendor Subtotal for Division:60					73.00	
02-60-06-53-3200	Wigit's Truck Center	MAINTENANCE ON #64	01/15/2020	50200	98.00	
Vendor Subtotal for Division:60					98.00	
02-60-06-53-3300	De Lage Landen Financial Svcs Inc	MONTHLY LEASING (3) COPIERS/	01/31/2020	50220	56.15	
Vendor Subtotal for Division:60					56.15	
02-60-06-53-3300	Regal Business Machines Inc	(3) COPIERS MAINTENANCE & CC	01/31/2020	50261	31.14	
Vendor Subtotal for Division:60					31.14	
02-60-06-53-3600	Nicor Gas Company	NATURAL GAS FOR PUMP STATIC	01/15/2020	50185	137.96	
Vendor Subtotal for Division:60					137.96	
02-60-06-53-3600	Tim Stefl Inc	RESET TOILET AT PUMP STATION	01/31/2020	50268	124.50	
Vendor Subtotal for Division:60					124.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-53-3640	Core & Main LP	COUPLERS & SEWER REPAIR ITE	01/15/2020	50160	123.01	
		Vendor Subtotal for Division:60			123.01	
02-60-06-53-3640	Unique Plumbing Company	REMOVE & REPLACE DETERIOR	01/15/2020	50194	13,400.00	
		Vendor Subtotal for Division:60			13,400.00	
02-60-06-53-4250	IL Section American Water Works A:	WATERCON2020 FULL CONFEREN	01/15/2020	50176	250.00	
02-60-06-53-4250	IL Section American Water Works A:	WATERCON2020 FULL CONFEREN	01/15/2020	50176	250.00	
		Vendor Subtotal for Division:60			500.00	
02-60-06-53-4350	Sebis Direct (Printing)	UTILITY BILL PRINTING/DEC 201	01/31/2020	0	216.23	
		Vendor Subtotal for Division:60			216.23	
02-60-06-53-4480	Suburban Laboratories Inc	WATER QUALITY TESTING	01/15/2020	50193	120.00	
		Vendor Subtotal for Division:60			120.00	
02-60-06-53-5350	Greenwood Transfer LLC	WATER DIG SPOILS	01/15/2020	50170	948.03	
02-60-06-53-5350	Greenwood Transfer LLC	STREET SWEEPINGS DISPOSAL	01/31/2020	50233	363.40	
02-60-06-53-5350	Greenwood Transfer LLC	STUMP GRINDINGS/ST SWEEPINC	01/31/2020	50233	719.63	
		Vendor Subtotal for Division:60			2,031.06	
02-60-06-53-5350	Roy Strom Refuse Removal Inc	STREET SWEEPING DEBRIS	01/31/2020	0	607.16	
		Vendor Subtotal for Division:60			607.16	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-53-5400	Tim Stefl Inc	REPAIR DAMAGE AT 242 PARK DU	01/15/2020	50191	116.25	
		Vendor Subtotal for Division:60			116.25	
02-60-06-54-0600	Chicago Communications LLC	REPLACEMENT 2-WAY RADIO FO	01/31/2020	50211	563.00	
		Vendor Subtotal for Division:60			563.00	
02-60-06-54-0600	Core & Main LP	WATER METER COUPLERS	01/15/2020	50160	40.00	
02-60-06-54-0600	Core & Main LP	NEW WATER METER/7916 WASHIN	01/15/2020	50160	210.00	
02-60-06-54-0600	Core & Main LP	NEW WATER METER/726 FRANKL	01/15/2020	50160	210.00	
02-60-06-54-0600	Core & Main LP	REPLACEMENT WATER METER/11	01/15/2020	50160	580.00	
02-60-06-54-0600	Core & Main LP	NEW WATER METER/1130 JACKSC	01/15/2020	50160	210.00	
02-60-06-54-0600	Core & Main LP	FLANGE KIT FOR OMNI METERS	01/31/2020	50218	94.00	
		Vendor Subtotal for Division:60			1,344.00	
02-60-06-54-0600	Hach Company	CHLORINE REAGENT SET	01/15/2020	50172	193.27	
		Vendor Subtotal for Division:60			193.27	
02-60-06-54-0600	Hawkins Inc	SODIUM HYPOCHLORITE	01/15/2020	0	360.25	
		Vendor Subtotal for Division:60			360.25	
02-60-06-54-0600	MacMillin Hydraulic Engineering	ROOT CUTTING MOTORS FOR CL	01/31/2020	50246	790.24	
		Vendor Subtotal for Division:60			790.24	
02-60-06-54-0600	W.C. Schauer Hardware	TARP FOR PUMP STATION FOOT V	01/31/2020	50264	8.99	
		Vendor Subtotal for Division:60			8.99	
02-60-06-54-0600	USABlueBook	PUMP TUBE	01/15/2020	50196	53.14	
		Vendor Subtotal for Division:60			53.14	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
02-60-06-54-1300	Sebis Direct (Postage)	UTILITY BILLING POSTAGE	01/15/2020	0	677.79	
		Vendor Subtotal for Division:60			677.79	
02-60-06-54-2200	City of Chicago	PURCHASE OF WATER	01/15/2020	50156	51,016.68	
02-60-06-54-2200	City of Chicago	PURCHASE OF WATER	01/15/2020	50156	54,673.47	
		Vendor Subtotal for Division:60			105,690.15	
02-60-06-55-1400	Core & Main LP	WATER METER AND PARTS	01/15/2020	50160	5,514.00	
		Vendor Subtotal for Division:60			5,514.00	
02-60-06-55-1400	W.C. Schauer Hardware	BOLTS FOR METER INSTALLATIO	01/15/2020	50189	13.39	
		Vendor Subtotal for Division:60			13.39	
		Subtotal for Fund: 02			245,087.84	
03-00-00-55-9100	Brothers Asphalt Paving Inc	2019 STREET IMPROVEMENT PRC	01/15/2020	50153	49,225.54	
		Vendor Subtotal for Division:00			49,225.54	
		Subtotal for Fund: 03			49,225.54	
13-00-00-55-8720	ClientFirst Consulting Group LLC	STREET CAMERA OPTIMIZATION	01/31/2020	0	287.50	
		Vendor Subtotal for Division:00			287.50	
		Subtotal for Fund: 13			287.50	
14-00-00-55-8620	AVI Systems Inc	AV UPGRADE - PAYMENT 3 OF 3	01/15/2020	50147	9,003.80	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:00					9,003.80	
14-00-00-55-8620	ClientFirst Consulting Group LLC	FY20 CIP - SOFTWARE UPGRADES	01/31/2020	0	1,612.50	
Vendor Subtotal for Division:00					1,612.50	
Subtotal for Fund: 14					10,616.30	
31-00-00-53-0100	ComEd	ELECTRICITY FOR 11 ASHLAND (01/15/2020	50158	26.60	
31-00-00-53-0100	ComEd	ELECTRICITY FOR 10 LATHROP A	01/15/2020	50158	29.29	
31-00-00-53-0100	ComEd	ELECTRICITY FOR 11 ASHLAND (01/15/2020	50158	24.14	
Vendor Subtotal for Division:00					80.03	
31-00-00-53-3600	Village of Forest Park	CONTRACTUAL LANDSCAPING R	01/31/2020	50274	4,060.00	
Vendor Subtotal for Division:00					4,060.00	
Subtotal for Fund: 31					4,140.03	
Report Total:					1,193,155.90	



MEMORANDUM

Date: February 24, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Village Administrator's Report

Upcoming Meetings (all meetings are at Village Hall unless otherwise noted)

Wednesday, February 26	6:00 PM	Board of Fire and Police Commissioners Meeting – <i>Cancelled</i>
Wednesday, February 26	7:00 PM	Deer Management Ad Hoc Committee Meeting
Thursday, February 27	7:00 PM	Historic Preservation Commission Meeting
Tuesday, March 3	7:00 PM	Plan Commission Meeting
Thursday, March 5	7:30 PM	Development Review Board Meeting
Monday, March 9	7:00 PM	Village Board of Trustees Meeting

Recent Payments of >\$10,000

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
Klein Thorpe and Jenkins	\$11,227	Legal Consulting
Fifth Third Bank	\$12,203	Credit Card Bill
MOE Funds	\$13,247	Public Works Health Insurance
Lyons & Pinner Electric Companies	\$10,773	Street Light Repairs
Benistar/Hartford	\$11,450	Retiree Insurance Premiums
Cargill Incorporated	\$18,940	Purchase of Road Salt

New Business Licenses:

Bilin Academy 544 Bonnie Brae (Home-based) Online Education

Thank you.

Village of River Forest Sustainability Commission
2020 Plan

February 2020

The Village of River Forest Sustainability Commission (RFSC) is comprised of the following members for the 2020 calendar year. John Anderson, River Forest Director of Public Works, supports us.

Sustainability Commission Members		
Name	Role	Term Expires
Julie Moller	Chair	4/30/21
Eric Simon	Commissioner	4/30/21
Lisa Gillis	Commissioner	4/30/21
Susan Charrette	Commissioner	4/30/21
Shannon Roberts	Commissioner	4/30/23
Beth Cheng	Commissioner	4/30/23
Andrew Basney	Commissioner	4/30/23
Eleanor (Ellie) Raidt	Student Commissioner	N/A
John Anderson	Administrator	Village of River Forest Director Public Works

All members of the RFSC have key areas of responsibility and primary organizations across the community to connect with as well as co-ownership of projects. Ideally, co-ownership on a project-by-project basis is ideally shared with an employee of the Village of River Forest Government as well as a resident of the Village of River Forest who wants to get involved in our mission.

We see the 2020 calendar year as a year of transition and a culmination of the grass roots work implemented for the last eight years. Now is the time for a formal transition into the everyday functions of the Village as a whole. Toward this end, we have spent much time documenting what we do and how we do it.

What follows is a document comprised of five sections:

1. Mission and Goals
2. Contact Matrix
3. Passion Matrix
4. Project Summaries
5. Impact

We thank you for your time in reading this document and providing input such that it truly reflects the ideals and aspirations of the Village of River Forest.

Thank you.

Village of River Forest Sustainability Commission**RFSC Mission and 2020 Goals**

February 2020

The **Village of River Forest Sustainability Commission's** purpose is to enhance the quality of life of its residents through the study and promotion of **sustainable** practices that conserve natural resources and protect the environment. The following matrix lists strategies to enable the Village, residents and institutions to protect the environment by reducing the level of greenhouse gas emissions we are producing and that are the source of Climate Change.

Focus	Strategies	Outreach, Education & Activation				
		Residents	Institutions	Businesses	Places of Worship	Government
Energy	Replace fossil fuel sources with renewable energy	Renewables	Renewables	Renewables	Renewables	Renewables
Transportation	Expand green transportation & mobility options					<i>Public Transportation</i>
						<i>Walkability</i>
						Biking
						<i>Parking</i>
Water	Protect water sources as well as reduce water consumption					Permeable Surfaces
		Rainwater Reclamation	Rainwater Reclamation		Rainwater Reclamation	Rainwater Reclamation
Waste	Reduce waste & increase waste diversion	Composting	Composting	Composting	Composting	Composting
		Recycling	Recycling	Recycling	Recycling	Recycling
		Reducing	Reducing	Reducing		
		Education	Education	Education	Education	
Green Ecosystem	Sequester carbon & enhance support for eco-systems	Gardens	Gardens	Gardens	Gardens	Gardens
		Integrated Pest Mgmt. (IPM)	Integrated Pest Mgmt. (IPM)		Integrated Pest Mgmt. (IPM)	Integrated Pest Mgmt. (IPM)
		Trees	Trees		Trees	Trees
Impact	Measure our success	Assess, Track and Report				

Key:

Type = RFSC 2020 Initiative

Type = Project of the Village of River Forest

Village of River Forest Sustainability Commission

Contact Matrix

February 2020

The RFSC works with many organizations in River Forest and the surrounding communities. To ensure that we optimize these connections and minimize confusion that might result from too many connection points, we have assigned each commissioner the responsibility to cultivate meaningful, mutually beneficial working relationships with these organizations as summarized in the table below. It is expected that someone from the RFSC connect with each contact at least once per year. These liaison functions do not replace individual project working relationships; rather, their focus is on issue / opportunity identification and activation.

Organization	Contact (Email)	Julie Moller	Ellie Raidt	Lisa Gillis	Eric Simon	Andy Basney	Beth Cheng	Susan Charrette	Shannon Roberts
Concordia University									
D90 -- Green4Good Parent Group	Anthony Cozzi District 90 rep. cozzia@district90.org Alexis Murphy (alexis_murphy@hotmail.com)						X		
D90 – Lincoln Green4 Good Kids Faculty Lead	Lori Suzuki (suzukil@district90.org) Pamela Moriarty (moriartyp@district90.org) with parent rep. Renee Sichelau reneesichelau@gmail.com	X							
D90 – Roosevelt Eco-Warriors Faculty Lead	Anna Daly (dalya@district90.org) with parent rep. Laura Maychruk lmaychruk@comcast.net	X							
D90 – Willard Green Team Faculty Lead	Val Smart (smartv@district90.org) with parent rep. Lisa Carolan lcarolan1014@gmail.com						X		
Dominican University	Ellen McManus (emcmanus@dom.edu) Monica Halloran (mhallora@dom.edu)	X				X			
Grace Lutheran	Laura Merwin (lamerwin86@gmail.com)							X	
Green America	Jes Walton (JWalton@greenamerica.org)			X					
Green Interfaith Network	Jim Babcock (jlbabck@sbcglobal.net)							X	
Houseal Lavigne Associates	John Houseal, FAICP (JHouseal@hlplanning.com) (312) 372-1008 x101								
Kenig, Lindgren, O'Hara, Aboona, Inc. (www.kloainc.com)	Eric D. Russell 847) 518-9990 office (847) 997-9886 cell erussell@kloainc.com					X			
Little Bits Workshop	Liita Forsyth (liita@thelittlebitsworkshops.com)								
Mayor's Caucus Environmental Committee	Edith Makra emakra@mayorscaucus.org	X							
Midwest Grows Green	Ryan Anderson (randerson@ipminstitute.org)			X					
Morton Arboretum (for Tree Tours)	Emily Okallau (eokallau@mortonarb.org)					X			
Morton Arboretum (for ArbNet)	Sue Paist (arbnet@mortonarb.org)					X			

NREL (Nat'l Renewable Energy Lab)					X				
One Earth Film Festival and Green Community Connections	Ana Garcia-Doyle (ana@oneearthfilmfest.org)	X							
OPRF High School			X						
PlanItGreen	Gary Cuneen (gary@sevengenerationsahead.org)	X						X	
River Forest Library	Sue Quinn(squinn@rflib.org)							X	
Roy Strom	George Strom (gstrom@roystrom.com)	X							
St. Luke's									
St. Vincent's									
Sugarbeet Schoolhouse	Cheryl Munoz Cheryl@sugarbeetschoolhouse.org	X							
The Deep Roots Project	David Murphy (djmurphy1967@gmail.com)			X					
Trinity High School	Susan Bedell (sbedell@trinityhs.org)			X					
Trailside/Forest Preserve	Susan.Dombro@cookcountyil.gov							X	
Village of River Forest Public Works	Mark Janopoulos (mjanop@vrf.us) John Anderson (janderson@vrf.us)	X							
Village of River Forest Park District	Mike Sletten (msletten@rfparks.com)	X		X					
West Suburban Temple Har Zion	Cindy Klein Banai (also Associate Chancellor for Sustainability at UIC)								

Village of River Forest Sustainability Commission

Passion Matrix

February 2020

The members of the RFSC come from diverse backgrounds in terms of personal, academic and professional lives. We all have varied areas of expertise, interests and personal networks. To ensure that we are consistently bringing forth passion and appropriate knowledge to each initiative and action, we have summarized our knowledge in the chart below.

We envision using this matrix to ensure that we are tapping into the right people for the right things with an eye toward excellence in leadership, from project planning through execution and optimization as well as speaking opportunities.

	Julie Moller	Ellie Raidt	Lisa Gillis	Eric Simon	Andy Basney	Beth Cheng	Susan Charrette	Shannon Roberts
Bees					X			
Biking					X			
Edible Gardens			X				X	
Measurement						X		X
Native Gardens			X				X	
Single Use Plastics	X		X					
Research						X		
Renewable Power	X			X				
Trees		X			X			
Waste – Composting	X						X	
Waste – Recycling	X							
Water	X							

Village of River Forest Sustainability Commission

Project Summaries

February 2020

Focus	Strategy	Project Type	Project
Energy	Replace fossil fuel sources with renewable energy	Renewables	Rooftop Solar
			Community Choice Aggregation
			Community Solar
			SolSmart Certification
Transportation	Expand green transportation & mobility options	Public Transportation	Public Transportation Plan
		Walkability	VRF Walkability Plan
		Biking	The Bicycle Plan for the VRF VRF Certification
		Parking	Parking Plan
Water	Protect water sources as well as reduce water consumption	Permeable Surfaces	Green Alleys Green Parking Lots
		Rainwater Reclamation	Rain Barrel Sales through MWRD
Waste	Reduce waste & increase waste diversion	Composting	Residential Curbside
			Institutional Curbside
			Pumpkin Smash
		Reducing	Single Use Plastics
		Recycling	Residential Curbside & Special Pick-up
			Onsite Commercial
			Holiday Lights Collection
			Recycling Extravaganza
			C&D Construction Materials
		Education	SIO Stations
			Zero Waste Stations
			Green Block Parties
			Beyond the Bin
			Village of River Forest Green Directory
Green Ecosystem	Sequester carbon & enhance support for eco-systems	Gardens	Parkways for Pollinators (P4P)
			Inspirational Edible Gardens
			Natives
			Community
		Integrated Pest Mgmt.	Healthy Lawn / Healthy Family
			Midwest Grows Green
		Trees	Tree <Location> Map
			Annual Tree Tour
Impact	Measure our success	Assess, Track & Report	ArbNet Arboretum Accreditation
			Program KPIs RFSC Mission KPIs

Key:

Type = RFSC 2020 Initiative

Type = Project of the Village of River Forest

ENERGY

Action Matrix Goals 8.24,25,27,28,29,30,38

Renewables -- Rooftop Solar

Owner(s):	Eric Simon, Village of River Forest Sustainability Commission John Anderson, Village of River Forest Director of Public Works
Objective:	Decrease carbon emissions by replacing fossil fuel sources with renewable energy sources and honor the PlantItGreen Letter of Intent in pursuing 100% renewable energy and the Chicago Agreement on Climate and Community (Appendix B&C)
Strategy:	Increase the use of solar on residential, public and commercial rooftops in River Forest through the dissemination of information and education. Use rooftop solar, where applicable, as one of the tools towards building a renewable energy portfolio for Village residents, institutions and commercial properties.
Tactics:	Reduce complexity of and obstacles for obtaining solar installations through expanded informational resources. Attend relevant meetings and stay abreast of grant opportunities for solar installation. Create system to share information with residents and businesses in meaningful way.
Status:	Achieved Bronze certification of the SolSmart Program and are tracking existing solar installations.
Impact:	TBD
2020 Action:	<ul style="list-style-type: none">▪ Create vrf.us Solar webpage to include useful tools and resources to simplify the process required to understand and move forward with solar projects.▪ Apply for Silver certification of the SolSmart Program (https://www.solsmart.org). (SolSmart is a national designation program recognizing cities, counties, and regional organizations that foster the development of mature local solar markets; it is funded by U.S. Department of Energy)▪ Continue to collect information on the latest opportunities for local renewable options and attend meetings regarding renewable energy, including, but not limited to the Mayor's Metropolitan Caucus and PlantItGreen meetings.▪ Continue to track solar installations in the Village.▪ Work with Development Commission on incentives for developers to use renewable energy

ENERGY

Renewables – Community Choice Aggregation

- Owner(s): Julie Moller, Village of River Forest Sustainability Commission
John Anderson, Village of River Forest Director of Public Works
- Objective: Decrease carbon emissions by replacing fossil fuel sources with renewable energy sources and honor the PlanItGreen Letter of Intent in pursuing 100% renewable energy and the Chicago Agreement on Climate and Community (Appendix B&C)
- Strategy: Replace current energy contract with Commonwealth Edison using “brown” energy with a contract that uses a renewable energy source. Use aggregation as a “bridge” until community solar rooftop or other local renewable sources can be put into place. CCA is just one source and one tool towards building a renewable energy portfolio for Village residents, institutions and commercial businesses
- Tactics: Find an energy partner that can provide aggregation that meets current ComEd rate and switch residential energy to an opt-out renewable energy plan.
- Status: John Anderson has contacted Mark Pruitt from Mayor’s Caucus to explore procedural steps to exploring contract but without success. Julie Moller to contact MC2 and report back.
- Impact: Would help achieve renewable energy goals.
- 2020 Action:
- Find a contractor who can supply an aggregation plan for the Village that meets or beats the current ComEd energy rate for residents.
 - Consider an energy auction.
 - Create a platform for educating residents about Community Choice Aggregation.
 - Explore partnerships with other municipalities for aggregation agreements.

Resources: <https://solstice.us/solstice-blog/community-choice-aggregation/>

ENERGY

Renewables – Community Solar

Owner(s):	Eric Simon, Village of River Forest Sustainability Commission John Anderson, Village of River Forest Director of Public Works
Objective:	Decrease carbon emissions by replacing fossil fuel sources with renewable energy sources and honor the PlanItGreen Letter of Intent in pursuing 100% renewable energy and the Chicago Agreement on Climate and Community (Appendix B&C)
Strategy:	Stay current on Community Solar opportunities through PlanITGreen, Mayor's Caucus and Illinois Environmental Council and share with local institutions and residents.
Tactics:	Create a system for informing interested institutions, future developments and residents on opportunities as they arise.
Status:	Nothing to report.
Impact:	TBD

2020 Action:

- Provide explanation on Village website about Community Solar and how it fits into the renewable energy resources that are being offered.
- Attend relevant meetings and/or notify institutions to attend meetings that may offer information/opportunities to participate in Community Solar programs
- Assess what RF institutions may be interested in Community Solar and monitor their progress
- Work with Development Commission on incentives for developers to use renewable energy

Notes:

Community Solar is a solar energy collection array that delivers electricity to a distribution system -- ComEd for the Village of River Forest (VRF) and allocates output to subscribers to the program. This is advantageous to customers who don't have the space and/or ability to host a solar array.

TRANSPORTATION

Action Matrix Goals 4:08.09; 5:06, 07,10; 6:06; 7:20,21; 8:09,10, 11

Biking – The Bicycle Plan for the Village of River Forest – Plan Creation

Owner(s): Andy Basney, Village of River Forest Sustainability Commission
John Anderson, Village of River Forest Director of Public Works

Objective: Expand green transportation & mobility options.

Strategy: Make it easier and safer for residents and guests to use a bicycle as a means of transport.

Tactics:

- **Bicycle Plan Funding.** The Bicycle Plan was funded by a grant from the Cook County Department of Transportation and Highways. The Village of River Forest would like to acknowledge the leadership of Cook County Board Commissioner Pete Silvestri (9th District) for his support in securing the grant.
- **Overview of the Plan**
 - The bicycle system in the Village of River Forest is in the initial stages of development. This bicycle plan provides a framework for the design and implementation of a comprehensive network of bicycle facilities that connects with the Village's major destinations, including its Village Center, schools, parks, transit stations, civic facilities, houses of worship, and commercial centers, and the nearby forest preserves, regional trails, and bicycle facilities in adjoining communities.
 - The plan responds to the comments received from the online resident bicycling survey, which indicated that a high percentage of residents are already bicycling in the Village. The recommended bicycle facilities in this plan are intended to provide a greater level of comfort for these riders and create a heightened level of awareness that bicyclists are sharing the road with motorists all without removing street parking that is so valued by local businesses and residents.
 - The bicycle plan also identifies policies and programs to support, encourage and promote increased bicycle use in the Village, particularly for short utilitarian trips. The bicycle facility projects, policies and programs have been prioritized into a three-phase implementation program (near-term, mid-term, long-term) based on necessary advanced planning efforts, cost, funding sources, and need for approval by other agencies. Lastly, sources of funding assistance and design guidance have been provided for reference.
- **Implementation Phasing.** Implementation of the recommended bicycle facilities, policies and programs will likely occur over differing time periods based on planning efforts, cost, funding sources, and need for approval by other agencies. In recognition of this, the recommendations have been prioritized into three phases: near-term, mid-term and long-term, which may assist Village staff in budgeting, programming and coordination efforts. One of the first tasks in implementing these recommendations would be the assignment of each to a responsible Village Commission, Task Force, Department or staff position.
- **Near-Term Phase.** These corridors are currently comfortable for bicycling but can be enhanced into the bicycle network with low-cost signage and way finding guidance. The near-term projects consist of all signed posted routes, which are on local streets controlled by the Village. A small degree of advanced planning is required prior to implementation, generally involving the determination of sign type and placement locations, sign messaging and fabrication, plan preparation, and

bidding/contracting. Many of the bicycle-friendly policies and programs can also be adopted or implemented in the near-term phase. Timelines are generally less than 2 years.

- **Mid-Term Phase.** These corridors consist of the marked shared lane and bicycle lane projects that are on streets controlled by the Village. These projects require a higher degree of planning prior to implementation and more moderate construction budgets for the additional costs associated with pavement markings, pavement marking removals or seal-coating, and potential supplemental measures (ex. curb extensions). As such, the Village may elect to pursue grant funding to defray a portion of the costs. Timelines generally range from 2-5 years.
- **Long-Term Phase.** These corridors consist of the marked shared lane, bicycle lane and side path projects that are on streets controlled by IDOT and may also have impacts to the Forest Preserve District of Cook County and private landowners. These projects require a high degree of planning prior to implementation, higher construction budgets, and coordination/approval by other agencies. There may be needs for utility relocations, sidewalk replacement, and landscape/streetscape modifications. The Village may elect to pursue grant funding to defray a portion of the costs for these projects as well. Timelines can exceed 5 years.
- **Policies and Programs:**
 - Policies
 - Complete Streets Policy
 - Safe Routes to School Policy
 - Bicycle Parking Policy
 - Educational Programs
 - Bicycle Safety Materials
 - Bicycle Educators/Ambassadors
 - Bikes on Public Transit
 - Operation Chill
 - Basics of Bicycle Repair
 - Encouragement Programs
 - Bicycle System Map
 - Community Bike Rides
 - Bicycling Tab on Village Website
 - Bicycle Parking at Community Events
 - Bike Friendly Businesses
 - Bike to Work Challenges
 - University Programs
 - Enforcement Programs
 - Police Department Bike Patrol
 - Bicycle Registration
 - Monitoring Crash Data

Status: The plan for The Bicycle Plan for the Village of River Forest is complete and has been approved by the VRF Board of Trustees.

Impact: TBD

2020 Action: Be an advocate for the plan when appropriate. Continue meetings with KLOA and Bicycle Task Force as needed.

TRANSPORTATION

Biking – The Bicycle Plan for the Village of River Forest Near-Term

- Owner(s): Andy Basney, Village of River Forest Sustainability Commission
John Anderson, Village of River Forest Director of Public Works
- Objective: Expand green transportation and mobility options.
- Strategy: Make it easier and safer for residents and guests to use a bicycle as a means of transport.
- Tactics: Implementation of the recommended bicycle facilities, policies and programs will likely occur over differing time periods based on planning efforts, cost, funding sources, and need for approval by other agencies. In recognition of this, the recommendations have been prioritized into three phases: near-term, mid-term and long-term, which may assist Village staff in budgeting, programming and coordination efforts. One of the first tasks in implementing these recommendations would be the assignment of each to a responsible Village Commission, Task Force, Department or staff position.
- Status: The plan for The Bicycle Plan for the Village of River Forest (VRF) is complete and has been approved by the VRF Board of Trustees.
Bike Fix It Station Installed near train station, thanks to Wheel and Sprocket of Oak Park.
- Impact: TBD
- 2020 Action:
 - Move forward with implementation of the Bicycle plan for all non-IDOT streets within the Village. This would exclude North Avenue, Harlem Avenue, Lake Street, and Madison Street as well as all of Thatcher Avenue this year due to any potential conflicts with the Des Plaines River Trail, which may be placed here in the future. The budget number from KLOA who is doing this next phase of the implementation plan is \$238,380 for all striping and signage installations. This has been approved and adopted into the budget.

TRANSPORTATION

Biking – The Bicycle Plan for the Village of River Forest Policy and Program Implementation

Owner(s):	Andy Basney, Village of River Forest Sustainability Commission John Anderson, Village of River Forest Director of Public Works
Objective:	Expand green transportation and mobility options.
Strategy:	Make it easier and safer for residents and guests to use a bicycle as a means of transport.
Tactics:	Policy and Program Implementation Phasing – see plan in Appendix A
Status:	The plan for The Bicycle Plan for the Village of River Forest (VRF) is complete and has been approved by the VRF Board of Trustees.
Impact:	TBD
2020 Action:	<ul style="list-style-type: none">▪ Review plan and identify partners that can assist with programming. For example contact schools and assess what bicycle safety is being taught if any.▪ Work with police department to ensure bike helmet safety.▪ Develop relationship with Traffic and Safety Commission to develop programs and policies.▪ Organize an inauguration of the Bike Fix It Station.▪ Table at One Earth Film Festival transportation events.▪ Continue work with the Bicycle Task Force▪ Consider having a bike fix-it class during Summer in the Park events.

TRANSPORTATION

Biking – Village of River Forest Certification

Owner(s):	Andy Basney, Village of River Forest Sustainability Commission John Anderson, Village of River Forest Director of Public Works
Objective:	Expand green transportation & mobility options.
Strategy:	Achieve official designation for the Village of River Forest (VRF) as a “Bicycle Friendly Community” (BFC) by the League of American Bicyclists. The award program has six tiers (Honorable Mention, Bronze, Silver, Gold, Platinum, and Diamond) based on an assessment of the community’s efforts with respect to engineering, education, encouragement, enforcement, and evaluation and planning.
Tactics:	Actions to be pursued towards achieving a BFC designation include: <ul style="list-style-type: none">• Adopting this Bicycle Plan• Naming a Bicycle Coordinator• Formalizing the Village’s Bicycle Task Force into a Bicycle Advisory Committee• Adopting a Complete Streets policy• Adopting a bicycle parking ordinance• Installing the bicycle facilities in this plan, particularly the bicycle lane and side path projects on the higher speed roadways• Implementing at least two of the Education programs, especially those in the schools• Organize Bike to Work events and other Encouragement programs• Implementing at least one of the Enforcement programs
Status:	<ul style="list-style-type: none">• Bicycle Plan is approved.• In FY2019, a fix-it bike repair station was installed in November 2019 by the entrance to the River Forest Depot Metra Station.<ul style="list-style-type: none">○ The Chris Kegel Foundation in partnership with Wheel & Sprocket donated the station itself and maintenance to the Village.○ John Anderson and I worked with Eric Krzystofiak, General Manager of the store, Wheel and Sprocket, in Oak Park.○ The cement slab for the station was installed by Public Works.
Impact:	TBD
2020 Action:	Continue plan implementation

WATER

Action Matrix Goals 4:12, 5:11

Permeable Surfaces – Green Alleys

Owner(s):	John Anderson, Village of River Forest Director of Public Works
Objective:	Continue to replace alleyways with permeable pavers to reduce help reduce area flooding.
Strategy:	Continue to Identify alleyways for repaving where permeable surfaces can be used to reduce flooding and allow water to infiltrate into the soil.
Tactics:	Continue to apply for State funding and place work request in fiscal plans.
Status:	Right now twelve of the 29 River Forest alleyways have permeable pavers. When funding permits alleys scheduled for resurfacing will receive priority and be reworked with permeable pavers. A schedule for alleys with permeable pavers will also be maintained.
Impact:	TBD
2020 Action:	Schedule work for one permeable alley Coordinate design engineering for an additional three alleyways Apply for funding for the following year.

WATER

Permeable Surfaces – Parking Lots

Owner(s):	Julie Moller, Village of River Forest Sustainability Commission John Anderson Village of River Forest Director of Public Works
Objective:	Protect water sources and help reduce flooding.
Strategy:	Create more permeable surfaces so that water is allowed to permeate the soil rather than run off into storm sewer during regular and heavy rainfall events.
Tactics:	Replace impermeable surfaces with permeable ones.
Status:	In 2016 Commuter parking lot at Thatcher commuter lot was repaved with permeable pavers and saves approximately 81,000 gallons of storm water from entering sewers annually helping decrease flooding and pollutant run-off.
Impact:	TBD
2020 Action:	Work with Public works to identify any surfaces that are ready for resurfacing. If projects are ready, asses whether they can be permeable pavers, if so submit cost for 2021 budget.

WATER

Water Consumption – Rain Barrel Purchase through Metropolitan Water Reclamation District

Owner(s):	Julie Moller, Village of River Forest Sustainability Commission Jonathan Pape, Village of River Forest Assistant to the Village Administrator
Objective:	Protect water sources as well as reduce water consumption.
Strategy:	Provide education to residents on water consumption and capturing rainwater.
Tactics:	Let residents know they can purchase rain barrels from the Water Reclamation District at a reduced cost.
Status:	The Metropolitan Water Reclamation District offers rain barrels to all Cook County residents at the cost of \$45.78. This includes flexible connecting elbow to attach rain barrel to your downspout.
Impact:	TBD
2020 Action:	Ensure information on the website is up to date. Post information on the website of the benefits of rain barrels and the proper installation.

WASTE

Action Plan Matrix Goal #8:26,34, 35

Composting – Residential Curbside

Owner(s): Julie Moller, Village of River Forest Sustainability Commission
John Anderson, Village of River Forest Director of Public Works

Objective: Reduce waste and increase waste diversion.

Strategy: Offer progressive, future forward curbside composting services to Village of River Forest residents as part of standard garbage collection program

Tactics: Assist with promoting, monitoring and community education of the standard curbside composting program maintained by the VRF through its contract with waste hauler, Roy Strom and offered to all VRF residents as part of the standard garbage collection program at incremental cost

- Ensure that the program remains amongst the best in the country
- Educate Village of River Forest residents about proper composting through the maintenance and distribution of composting tips and tricks on the VRF Website working in partnership with Roy Strom

Status:

- Program was launched in May 2015. It was the second curbside compost program in the state of Illinois behind Oak Park at that time.
- Current program in place is opt-In with those residents who want to participate paying for the service; at YE 2019, there were 300 out of 2,576 VRF Single Family Homes and Multi-Family Buildings of 3 or less units participating in the program

River Forest Municipal Composting – Residential pounds of organic waste – Last Five Years

	2015	2016	2017 (*)	2018 (*)	2019 (*)
Single Family Home					
Multi-Unit Residential Buildings of 3 or Less	242	304	821	2162	2229

(*) Note: Pounds of Waste include leaves that are picked up by the VRF in the fall and composted

Impact: TBD

2020 Action:

- Explore the feasibility of moving from an Opt-In to Opt-Out approach for program participation
- Explore options to reduce the cost of the program including residential sharing of one bin for pick-up
- Share finished compost at no cost to all residents once per year (April)

WASTE

Composting – Institutional Curbside

Owner(s): Julie Moller, Village of River Forest Sustainability Commission

Objective: Reduce waste and increase waste diversion.

Strategy: Increase the amount of institutions participating in the curbside-composting program offered by Roy Strom and Company.

Tactics:

- Inform institutions about the composting program by showcasing current participants such as Trinity High School or the Library; let them know about the program and how it helps with waste diversion
- Continue to inform institutions, especially private schools and their congregations, of the benefits of composting
 - Connect them with organizations such as Seven Generations and the RFSC that can help them set up a program
 - Work with Roy Strom to meet with high organic use organizations such as restaurants and private schools

Status:

- Currently all District 90 schools -- Lincoln, Willard, Roosevelt Middle School, River Forest Community Center, River Forest Tennis Club, River Forest Library, VRF Park District, Trinity High School, River Forest Chocolates and Good Earth are composting via the curbside composting program offered by the VRF through its waste hauler, Roy Strom Company.
- In addition, Concordia and Dominican University compost their kitchens only via this method.

Impact: TBD

2020 Action: Begin by contacting private schools to assess interest in composting, with priority focus on Grace Lutheran, St. Luke's, and St. Vincent Ferrer Catholic Elementary.

WASTE

Composting – Pumpkin Smash

Owner(s): Julie Moller, Village of River Forest Sustainability Commission
Anna Daly, Roosevelt Middle School, Eco-Warriors Faculty Lead
Jonathan Pape, Village of River Forest Assistant to the Village Administrator

Objective: Reduce waste and increase waste diversion.

Strategy: Educate the residents on effective and efficient waste diversion, and then make it easy to do so

- Specifically, share information about the VRF Residential Composting Program
- Keep pumpkins out of the street after Halloween

Tactics: Support the Roosevelt Middle School Eco-Warriors with the execution of the *Pumpkin Smash* each year following Halloween to turn old pumpkins into compost rather than leave them in the street with the leaves as follows:

- Eco-Warriors Faculty Lead works with Roy Strom to secure the dumpster and report back on total pounds composted
- Paper to ensure that the event is promoted on the VRF website and social feeds
- RFSC provides advice / guidance and acts as escalation for issues and opportunities

Impact: Waste Diversion Statistics River Forest Pumpkin Smash
Composted Waste – Since Program Inception

	2018	2019
Number of Pumpkins Composted	486	512
Pounds of Pumpkin Composted	4820 lbs.	4860 lbs.

Status: The Pumpkin Smash is in its 2nd year

2020 Action: Continue to support the Pumpkin Smash as indicated above with D90 resources liaising directly with Roy Strom to secure the dumpster and with VRF to promote the event on the VRF website and social feeds

WASTE

Single-Use Plastic

Owner(s): Julie Moller, Village of River Forest Sustainability Commission
Lisa Gillis, Village of River Forest Sustainability Commission

Objective: Reduce waste and consumption of single use plastics.

Strategy: Reduce the amount single use plastics being used at retailers, restaurants and events across the Village of River Forest.

Tactics:

- Educate residents on the harm single use plastic has on the environment.
- Inform residents of alternatives to single use plastics.
- Work with business to reduce single use plastics.
- Work with students who have expressed concern to Village on single use plastic use.

Status:

- Resident Education: RFSC has made several presentations about micro-plastics across River Forest in 2019
 - 7th grade Science Class at Roosevelt Middle School, 2019 and 2020
 - RF Library Coffee Monday
 - PlanItGreen Institutional Leaders Breakfast
 - Triton College Science Lecture Series (2)
 - Dominican University Caritas Veritas (2)
 - Dominican University King Scholar Teen Conference
- Retailer Outreach: met with local retailers at VRF Village Hall on July 9, 2019.
- Village Hall is no longer offering drinks in single use plastics
- Retailers are showing interest in changing and working with the RFSC, especially Jewel, Walgreens, Fresh Thyme and La Parillita restaurant
- Several students have approached the VRF and asked them to enforce a bag tax and eliminate straws

Impact: TBD

2020 Action:

- Work with the biggest users of plastic bags (Jewel, Walgreens) to offer a credit for those who bring their own bags.
- Continue to educate residents through presentations and student outreach
- Work with students at high school and middle school to reach residents

Note: The Village is unable to place a tax on plastic bags because the non-home rule status. There is no legal authority for an Illinois non-home rule municipality to adopt a plastic bag tax. In order for a non-home rule municipality, like the Village, to adopt a tax, there must be specific statutory language allowing the Village to do so. There is no State law that allows the Village to tax plastic bags. There have been efforts at the State level to tax and regulate plastic bags, but none have passed (see e.g. SB 1240). Several Illinois home rule municipalities have adopted plastic bag taxes, including Oak Park, Evanston, Woodstock and Edwardsville.

If the Village were a home rule municipality, it could pursue a plastic bag tax. To become a home rule municipality, the Village needs either 25,000 population or for a referendum allowing for home rule to pass.

There is no legal mechanism for a “targeted” referendum to allow the Village to specifically tax or ban plastic bags, but a successful referendum to become a home rule municipality would allow the Village to tax or ban them

WASTE

Recycling – Residential Curbside & Special Pick-Up

Owner(s): Julie Moller, Village of River Forest Sustainability Commission
John Anderson, Village of River Director of Public Works

Objective: Reduce waste and increase waste diversion.

Strategy: Offer progressive, future forward curbside recycling products and services to Village of River Forest residents as part of standard VRF garbage collection program.

Tactics:

- Oversee the standard curbside recycling program maintained by the VRF through its contract with Waste Hauler Roy Strom and offered to all VRF residents as part of the standard garbage collection program
 - Ensure that the program remains amongst the best in the country with advances in residential recycling incorporated into the program in a timely manner
 - Educate VRF residents about proper recycling through the maintenance and distribution of recycling tips and tricks on the Village of River Forest Website working in partnership with Roy Strom (<https://www.vrf.us/uploads/cms/documents/departments/4/recyclable-materials-list.pdf>)
- Push for expanded Special Pick-Up Services to cover hard to recycle items like electronics, latex paint, etc.

Status:

- There are currently 2,576 Single Family Homes and Multi-Family Buildings of 3 or less units are serviced by the River Forest waste contract with Roy Strom
- This VRF curbside recycling program remains one of the best in the country with much opportunity to improve Special Pick-up Services; the challenge with expansion is cost
River Forest is unique in that carts are not rolled out to curb for pick up but left at the top of the drive to be emptied by waste hauler.

Impact: TBD

2020 Action:

- Work with Roy Strom to improve education on proper curbside recycling.
- Provide opportunities for pick up or drop off for items not collected in the recycling bin.
- Make sure website information up to date and accurate.
- Continue to serve on the Illinois Recycling Task Force to obtain current information.
- Keep abreast of current bills that effect waste collection.

WASTE

Recycling – Onsite Commercial

Owner(s): Julie Moller, Village of River Forest Sustainability Commission

Objective: Reduce waste and increase waste diversion.

Strategy: Educate, encourage and enforce recycling amongst commercial properties and multi-unit buildings of 3 or more units across the Village of River Forest.

Tactics:

- Ensure that the management of multi-unit buildings offer recycling services to residents and report the diversion.
- Encourage commercial properties to offer proper recycling per their individual waste contract.
- Collect data on waste haulers for multi-unit buildings and ensure that they are following the ordinance for reporting .
- For commercial properties offer education materials and support for recycling on their premises.

Status:

- There is no ordinance to date that requires commercial properties to recycle.
- Multi-unit residential buildings of 3 or more are required to offer waste, recycling and yard waste pick up.
 - Currently there is no oversight to make sure that Commercial Properties are recycling their waste and it is unclear whether the Multi-Unit Residential Buildings are reporting waste statistics to the VRF as is required in Village Ordinances and Codifications 6:3-4 Private Waste Disposal.

Impact: TBD

2020 Action:

- Contact all VRF Multi-Unit Residential Buildings to ensure that each individual waste contract and pick-up includes recycling and reporting.
- Educate and offer support to VRF Commercial Properties to ensure a consistent and unified message to all VRF residents and businesses.
- Improve measurement and reporting.

WASTE

Recycling_– Holiday Lights Collection

Owner(s):	John Anderson, Village of Forest Director of Public Works Julie Moller, Village of River Forest Sustainability Commissioner
Objective:	Reduce waste and increase waste diversion.
Strategy:	Educate the residents of the Village of River Forest on effective and efficient waste diversion, and then make it easy to do so
Tactics:	Support the VRF with execution of Holidays Lights Collection each year from December 1 through January 15 as follows: <ul style="list-style-type: none">• VRF Public Works to liaise with Elgin Recycling to secure the dumpster and report back on total pounds collected• VRF Public Works to ensure that the event is promoted on the VRF website and social feeds• RFSC provides oversight and acts as escalation for issues and opportunities
Impact:	Service relied upon by residents. Average collection per season is about 500 pounds of lights kept from landfill.
Status:	Holiday Lights Collection is in its 7 th year
2020 Action:	<ul style="list-style-type: none">▪ Continue collection of holiday lights.▪ Make sure signage is out and sight clearly marked on Hawthorne Avenue behind Village Hall.▪ Advertise with local retailers, schools, and announce on Village website and newsletter.

WASTE

Recycling – Recycling Extravaganza

Owner(s):	Julie Moller, Village of River Forest Sustainability Commission John Anderson , Village of River Forest Director of Public Works
Objective:	Reduce waste and increase waste diversion.
Strategy:	Educate the residents of the Village of River Forest on effective and efficient waste diversion, and then make it easy to do so.
Tactics:	Execute the one-of-a-kind, tremendously successful River Forest Recycling Extravaganza to encourage: <ul style="list-style-type: none">• Re-use through donations to local charities (e.g., old bikes and bike helmets to Working Bikes, school supplies to Scarce, pet supplies to Animal Care League, clothing / household goods to Epilepsy Foundation)• Recycling of electronics, scrap metal, batteries.• Proper disposal of items that cannot be re-used or recycled (e.g., old florescent lights batteries and medications)
Status:	The River Forest Recycling Extravaganza celebrated in its 7th year in 2019 During 2012-2016 the event was organized by Julie Moller as part of the Green4Good Committee at District 90. After five years the program stopped due to lack of a market for electronics recycling and liability for the Green4Good committee. After a year, the event returned and was organized again by Ms. Moller under the Sustainability Commission. While the program is successful the amount of consumer electronics is beyond the capacity of a one-day event and beyond the volunteer capabilities to process the amount of materials. (Appendix E charts the materials collected each year)
Impact:	Huge education opportunity for recycling and reuse for residents. See appendix E for impact of items diverted from landfill.
2020 Action:	Re-evaluate program to <ul style="list-style-type: none">• Transition oversight and execution of the annual River Forest Recycling Extravaganza from RFSC to some combination of Roy Strom and the VRF Public Works and make available to RF residents only.• Consider a special pick up program with Roy Strom that would eliminate the need of the event and allow residents to recycle/repurpose non recycling bin items at their convenience through a at your door pick up.

WASTE

Education – Sort It Out (SIO) Stations

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission
Joan Espana, Village of River Forest Clerk

Objective: Reduce waste and increase waste diversion.

Strategy: Educate the residents of the Village of River Forest on effective and efficient waste diversion, and then make it easy to do so.

Tactics: Oversee the Sort-It-Out Station (SIO Station) Program implemented by the VRF; this program makes SIO Stations available to VRF residents upon request to encourage waste sorting best practices at private events

- Ensure ongoing relevancy and efficacy of the SIO Stations online information and digital / paper application forms (<https://www.vrf.us/guides/guide/7#zerowaste>)
- Track use of SIO Stations in support of Block Parties and resident special events
- Ensure that signage in support of "build your own" SIO Stations is up to date and available online via the Village of River Forest website in the event that SIO Stations are not available upon request
- Recommend changes to the program as necessary

Status:

- The Village of River Forest now has five (5) SIO Stations available for loan via online application
- With these five (5) SIO Stations, the Village of River Forest is able to fulfill most resident requests

Impact: TBD

2020 Action:

- Request that the Village of River Forest purchase three (3) more **SIO Stations** to ensure that we can meet demand for the SIO Stations loan program 100% of the time
 - This brings the total number of **SIO Stations** owned by the VRF and available for the loan program to eight (8)
- Update the SIO Station instructions on the VRF website including the container labels for "make your own" SIO Stations
- Post copy of sorting labels on the website for residents to print if they choose

WASTE

Education – Zero Waste Stations

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission

Objective: Reduce waste and increase waste diversion.

Strategy: Educate the residents of the Village of River Forest (VRF) on effective and efficient waste diversion, and then make it easy to do so.

Tactics:

- Work with the VRF Public Works and VRF Park District to ensure that Zero Waste Stations are set-up and staffed at all large-scale VRF events, complete with compostable bags and signage
- Identify the large-scale VRF events (e.g., Food Truck Rally, Memorial Day Parade Celebration in Keystone Park, Concerts in the Park, etc.)
- Solicit volunteers from across the VRF to staff the Zero Waste Stations
- Create a one-page training document to ensure “one voice” across volunteers as they dialogue with event attendees to evangelize how to sort their waste properly

Status: Zero Waste Stations are now present at most large-scale VRF events such as Party in the Park, LemonAID Stand, Touch a Truck and Food Truck Rally and Des Plaines River Clean UP. There is however, room for improvement:

- Signage – there is very little
- Volunteers – there are few because they are recruited on an event-by-event basis
- Measurement – it is not consistent

Food Truck Rally, Party in the Park, Makin Traks, Memorial Day Parade,
Work with Library and Park District

Impact: TBD

2020 Action: Elevate and expand the Zero Waste Station Program as follows:

- Create a calendar of large-scale VRF events where the Zero Waste Stations should be present
- Identify and train a cadre of VRF resident volunteers to ensure the effective and efficient execution of the program at each and every large-scale VRF event; as they say, many hands make light work
 - Consider a partnership with the Oak Park River Forest “It’s Out Future” student organization or a similar student organization at Dominican University or Concordia University focused on sustainability
- Consistently measure impact through creation of a results log maintained by the VRF Public Works that keeps track of pounds of waste:
 - Composted
 - Recycled
 - Put in landfill

WASTE

Education -- Beyond the Bin

Owner(s): Susan Charrette, Village of River Forest Sustainability Commission

Objective: Reduce waste & increase waste diversion

Strategy: To reduce the amount of waste that ends up in landfill by diverting to recyclers and repurposing

Tactic: Inform people where they can take items, which cannot be recycled through the Village of River Forest's (VRF) curbside recycling program.

Status:

- "Beyond the Bin: Recycling Opportunities in Oak Park and River Forest" document was first published by the Village of Oak Park
 - River Forest and Oak Park collaborated on two updated versions of this document in 2013 and June 2016
 - It is available online via the Village of River Forest website:
<https://www.vrf.us/uploads/cms/documents/departments/4/beyond-the-bin-recycling-resource-guide.pdf>
 - The resource in Oak Park with whom we collaborated has retired
- This document is an easy to use reference guide about how to recycle items not accepted in the VRF's curbside collection program.
- This document includes a comprehensive list of common items and materials that are recyclable and the local and regional businesses that will accept these items from residents for either recycling or reuse.

Impact: TBD

2020 Action:

- Update and expand the "Beyond the Bin: Recycling Opportunities in Oak Park and River Forest" document now on the Village's website to create a standalone document owned exclusively by the VRF, separate and distinct from Oak Park
 - Quicker and easier to maintain
 - Have increased flexibility to update format and include items of particular interest VRF residents; for example:
 - While Resale Shops and Thrift Stores are included in the current document list by type of item to be recycled, it would also be helpful to add a new section that highlights Resale Shops and Thrift Stores in the community with a description of items that can be donated to each one
- Increase awareness and access to this guide amongst VRF residents
 - Include in standard River Forest Sustainability Commission Tabling Materials
 - Feature regularly in VRF resident communications via email and Facebook (e.g., Spring Cleaning message)

EDUCATION

River Forest Green Directory

Owner(s): Susan Charrette, Village of River Forest Sustainability Commission

Objective: Reduce waste & increase waste diversion

Strategy: Increase communication and collaboration amongst all those working on green objectives across the Village of River Forest in order to accelerate and expand impact

Tactics: Create a directory containing contact information for all the different sustainability initiatives across the Village of River Forest and the surrounding communities

Status: This document does not yet exist.

Impact: TBD

2020 Action:

- Identify all of the green initiatives currently ongoing across the Village of River Forest and the surrounding communities
- Obtain the names and contact information of the leaders of these initiatives
- Create a directory of this information in order to connect RFSC, Village of River Forest, District 90, Green4Good, the private schools and colleges, Interfaith Green Network, businesses, etc.
- Develop a plan to facilitate communication amongst all those included in the directory

EDUCATION

River Forest Sustainability Participation at Community Events

Owner(s): Village of River Forest Sustainability Commission assigned per availability

Objective: Educate residents and greater community of Sustainability Programs and create community partnerships

Strategy: Educate Village of River Forest residents as well as residents in the surrounding communities about the River Forest Sustainability Commission (RFSC) point of view on sustainability, its sustainability agenda and its programs as well as its key partnerships

Tactics:

- Participate in sustainability meetings and events across the Chicagoland area as much as possible
 - Ideally, in a speaking role
 - At the very least, being present to distribute news and information in a formal setting
- Ensure “one voice” in the sharing of information about the RFSC point of view on sustainability, its sustainability agenda and its programs as well as key partnerships through the development of standard presentations and formal “tabling instructions”

Impact: TBD

Status:

- RFSC has been participating in a variety of community events over a number of years including but not limited to:

Organization	Event	2016	2017	2018	2019
Dominican University	Caritas Veritas Symposium			X	X
	Farm to Table Sustainability Program			X	X
	Honey Extraction Workshop			X	
One Earth Film Festival	Annual Film Festival Movie Screenings	X	X	X	X
	Young Filmmakers Contest Winner Screening	X	X	X	X
	Beye PTO Green Team Film Screening				X
Lemonaid Stand			X	X	X
Midwest Grows Green	Chicago Grows Green Week Celebration Fundraiser				X
Green Community Connections	Forum on Sustainability		X		
District 90	Sustainability Tour		X	X	X
PlanItGreen	Institutional Leaders Forum	X	X	X	X
Park District	Party in the Park	X	X		
River Forest Library	Des Plaines River Clean Up			X	
	Touch a Truck			X	
	Green Energy Forum				X
	Coffee Monday				

- In 2019, we crafted a formal RFSC Tabling Materials List and Instruction Documentation to ensure that there is consistency in RFSC presence regardless of the person representing the RFSC

Impact: RFSC members, particularly the RFSC Chair Julie Moller, are valued participants in many events focused on sustainability across the Chicagoland area

2020 Action:

- Develop an annual calendar of community events that the RFSC will participate in and assign a RFSC well before the event
- Update all RFSC Tabling Materials
- Create a library of formal presentation materials on key topics so that they are readily available for use by any member of the RFSC

EDUCATION

Green Block Parties

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission
Ellie Raidt, Village of River Forest Student Commissioner
Joan Espana, Village of River Forest Clerk

Objective: Increase awareness and educate residents on sustainability programs in Village.

Strategy: Offer a fun interactive program for all ages that highlights sustainability and is easily presented during a block party.

Tactics: Continue to offer new, or enhance existing, programming for each block party season. Work closely with Village staff to update information on website in April and communicate program. Provide oversight during season to ensure program running smoothly.

Status: The Green Block Party is in its 8th year.

The Green Block Party was the idea of former Sustainability Commissioner Sue Crothers, while she served on the Park District Foundation. The first Green Block party was introduced in 2012 as an education piece for waste reduction. With a grant from the OPRF Community Foundation the Park District Foundation created a "Green Block Party Kit" which was delivered by Public Works to the block party. It included street barriers with green logo, compost caddy, banners, and information on how to go "green" and reduce waste. Each year since the GBP program has been enhanced with programming and presentations. For example in 2013 each block received a free compost Earth Machine and caddy to raffle off after a presentation on compost and waste diversion and This program included employing an intern from Dominican University for three years.

The Green Block Party includes fun education tools such as local honey tastings, a blender bike that uses your own power to mix up a healthy drink. Through the GBP we have collaborated with Dominican University, Midwest Grows Green, Sugarbeet Schoolhouse, Roy Strom and Company, Deep Roots, Wild Ones, local beekeepers and gardeners.

2012, 2013 –Theme was backyard composting/waste diversion-offered free backyard composter to one attendee (Funding through OPRF Community Foundation)

2014-Rain barrel giveaway and native plants

2015 Curbside Composting offered free year of curbside composting subscription to one attendee, support from Roy Strom and Company.

2016, 2017 Healthy, Lawn Healthy Family Campaign along with compost education also began the Sort It Stations Loan program through grant from Keep Illinois Beautiful. Funding provided by commission and local grant.

2018, 2019 Parkway for Pollinators program along with information on the HLHF campaign. Funding Grant from PlanItGreen and Openlands.

Impact: Block Parties are a large part of the River Forest Community. Every season there are approximately 30-35 block parties and 75% are usually green. Through programming and interaction at the block parties we have increased awareness on pollinators, native plants, pesticides and waste diversion mainly composting. Each year we reach 1500+ residents at block parties.

2020 Action: Continue the Parkway for Pollinators program. Test a pilot program on the theme of trees in River Forest to be rolled out for the 2021 block party season. Look for grants to support the program.

ECOSYSTEMS

Action Plan Goals 4:07,14; 8:23,25,26, 33; 9:16

Gardens -- Parkways for Pollinators (P4P)

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission
Joan Espana, Village of River Forest Clerk

Objective: Sequester carbon and enhance support for eco-systems especially pollinators. Provide habitat for Monarch butterflies per the Monarch pledge (Appendix D)

Strategy: Increase the square footage of native plantings throughout the Village of River Forest (VRF) to support pollinators and decrease flooding through the use of native plants.

Tactics:

- Plant sun and shade gardens composed exclusively of native species on village-owned parkways to attract native pollinators and butterflies
- Encourage residents to participate by offering these gardens at no cost as an activity for children as part of a Green Block Party
- Offer gardens to schools throughout the village at no cost as an activity for Green Groups (e.g., Green4Good, Trinity HS Horticulture Club, etc.)
- Hire The Deep Roots Project to do the garden prep, planting, spring clean-up and mulching; depend upon the resident garden host to water, weed and maintain the garden throughout the summer and fall
- Work with the VRF staff to add / modify / remove the request for a P4P garden on the Block Party Request Form and provide instruction in the Block Party Permit Approval and Instruction Email to residents
- Create and maintain informational material on the VRF website
- Input the gardens on the Green America Climate Victory Garden map as well as on the VRF map

Status: The program is funded for three years through grants from PlanItGreen and the ComEd Openlands Program from 2018 through 2020

Impact: 2,200 square feet of new native planting at a total cost of \$22,200 and education on native plant benefits and the Healthy Lawn/Healthy Family campaign.

Year	Funding Source / Amount	# of Gardens	Total Square Footage	Budget
2018	OPRF Community Fndn/ \$6,500	15	600	\$6,500
2019	PlanItGreen / \$7,500 VRF / \$350	20	800	\$7,850
2020	PlanItGreen / \$5,000 ComEd Openlands / \$5,000	20	800	\$10,000

2020 Action:

- Submit Annual Program Reports
 - To PlanItGreen in 2019
 - To PlanItGreen and ComEd Openlands in 2020
- Increase the FY2020 budget to cover increased costs for:
 - Mulching almost twice as many gardens (35 in 2020 vs. 15 in 2019 vs. 0 in 2018)

- Adding a second garden examination once the plants are in bloom to ensure garden quality with action take at additional cost
 - In 2019, we “spruced up” three shade gardens planted in 2018 at an incremental cost of \$500; these gardens had been damaged due to lack of water and deer
- Evolve program execution to make it easier for The Deep Roots Project to deliver
 - Explore new methods for garden preparation to reduce labor as well as the amount of turf being composted
 - Limit the planting season to August and September
 - Over 75% of block parties requesting P4P Gardens in 2019 took place during this time period.
 - Limit the number of gardens that are planted in any one day during the planting season to no more than two (2).
 - Offer gardens to residents outside of Block Parties through an online application available via the Village of River Forest website.
- Expand the program by offering sun and shade gardens to Institutions and Places of Worship in 2020
- Close out the program in 2020 but continue maintenance through 2021 and monitor gardens.

ECOSYSTEMS

Gardens – Inspirational Edible Garden Program

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission

Objective: Sequester carbon; enhance support for eco-systems and health education on growing your own food.

Strategy: Encourage the growing of edible gardens across the Village of River Forest (VRF) on private property.

Tactics:

- Pilot a partnership with The Deep Roots Project to offer institutions six (6) Edible Gardens throughout the village at no cost via a \$6,000 grant received from Green America100 with the following conditions:
 - Gardens must be in view of the public
 - Some, if not all, of the produce grown in the garden must be donated to a local food pantry
- Educate Village of River Forest residents about the positive benefits of growing edible gardens
 - Grow food that can be eaten by the grower and/or be given away to food pantries for distribution to under-privileged people who do not have access to and/or cannot afford to purchase freshly grown produce
 - Exercise through planting, mulching, weeding and harvesting

Status:

- Five (5) of the six (6) Inspiration Edible Garden Project Gardens have been installed and planted by The Deep Roots Project in partnership with the garden owner during the pilot program; current locations are:

Garden Number	Garden Owner	Location
1	Little Bits	411 Park Ave, RF
2	Trinity High School	7574 Division St, RF
3	West Suburban Temple Har Zion Synagogue	1040 N Harlem Ave, RF
4	Trailside Museum of Natural History	738 Thatcher Ave, RF
5	Private Residence -- Handicapped Children's Garden -- Karyn Kurrie	7613 Vine Street, RF
6	TBD	TBD

Impact: To date, the Inspiration Edible Gardens sourced from the VRF have donated over 150 pounds of fresh produce to local food pantries and other organizations supplying fresh food to those in need

2020 Action:

- Find another Institution to install and maintain the sixth and final Inspiration Edible Garden available through the pilot program; it was given to Dominican University in 2018, but this institution is having trouble determining placement
 - Consider Places of Worship to ensure year-round care for the garden, prioritizing those with schools
- Consider the purchase of additional Inspiration Edible Gardens for installation and planting from The Deep Roots Project at \$1,000 per garden
- Encourage Village of River Forest residents to add their privately maintained Edible Gardens that qualify to the Victory Climate Garden Map @ <https://www.greenamerica.org/climate-victory-gardens/commitment-grow-climate-victory-garden>

ECOSYSTEMS

Gardens – Natives

- Owner(s):** Susan Charette, Village of River Forest Sustainability Commission
Mary Massella, Village of River Forest Resident (former Sustainability Commissioner)
Mark Janopoulos, Village of River Forest Public Works Department
- Objective:** Sequester carbon and enhance support for eco-systems.
- Strategy:** Encourage the growing of native plants across the Village of River Forest (VRF) on public land in place of turf and flowerbeds comprised of annual flowers and greenery
- Tactics:** Work with Village of River Forest Public Works to design gardens that use native plants on VRF property
- Status:** The RFSC has much success in the replacement of turf and annual gardens with native plantings with the following native plantings installed to date:

Garden Name	Garden Size (Square Feet)	Garden Location
Forest and Iowa Triangle Wildflower Garden	3,000	Forest & Iowa
Franklin and Hawthorne NW Native Garden	235	Franklin & Hawthorne
Keystone Sled Hill Wildflower Garden	7,250	Keystone & Hawthorne
Keystone Tennis Court Wildflower Garden	600	500 Forest Avenue
Memorial Parkway Butterfly Garden 1	100	Lake & Monroe NW
Memorial Parkway Butterfly Garden 2	100	Lake & Jackson NE
Memorial Parkway Butterfly Garden 3	100	Lake & Jackson NW
Memorial Parkway Butterfly Garden 4	100	Lake & Lathrop NE
Priory Park Wildflower Garden	4,000	Berkshire & William
Rain Garden @ NE Corner of Chicago and Forest	603	Chicago & Forest NE
Rain Garden @ NE Corner of Chicago and Jackson	513	Chicago & Jackson NE
Rain Garden @ NE Corner of Chicago and Keystone	468	Chicago & Keystone NE
Rain Garden @ NW Corner of Chicago and Forest	792	Chicago & Forest NW
Rain Garden @ NW Corner of Chicago and Jackson	513	Chicago & Jackson NW
Rain Garden @ NW Corner of Chicago and Keystone	477	Chicago & Keystone NW
Rain Garden @ SE Corner of Chicago and Bonnie Brae	513	Chicago & Bonnie Brae SE
Rain Garden @ SE Corner of Chicago and Forest	774	Chicago & Forest SE
Rain Garden @ SE Corner of Chicago and Jackson	504	Chicago & Jackson SE
Rain Garden @ SE Corner of Chicago and Keystone	513	Chicago & Keystone SE
Rain Garden @ SW Corner of Chicago and Bonnie Brae	513	Chicago & Bonnie Brae SW
Rain Garden @ SW Corner of Chicago and Forest	738	Chicago & Forest SW
Rain Garden @ SW Corner of Chicago and Jackson	513	Chicago & Jackson SW
Rain Garden @ SW Corner of Chicago and Keystone	513	Chicago & Keystone SW
River Forest Butterfly Garden	320	Hawthorne & Central
River Forest Depot Wildflower Garden	400	407 Thatcher Avenue
Washington Square Wildflower Garden	800	7901 Washington Blvd
TOTAL	24,952	

Impact: VRF has almost 25,000 square feet of native plantings on public land. All of these gardens have been input to the Victory Climate Garden Map @ <https://www.greenamerica.org/climate-victory-gardens/commitment-grow-climate-victory-garden>

2020 Action:

- Continue to work with RF Park District to monitor and increase native plantings
- Continue to work with Village of River Forest Public Works to design gardens that use native plants on VRF property
 - Create a master plan for the village to add native plants along each side of the train tracks, along Central and Hawthorne
 - Redesign the native plantings at the Waller Gates at Auvergne and Lake which were damaged by a car accident and subsequent repair work
- Input new native gardens installed on VRF lands and add District 90's native gardens that qualify to the Victory Climate Garden Map @ <https://www.greenamerica.org/climate-victory-gardens/commitment-grow-climate-victory-garden>
-

ECOSYSTEMS

Gardens – Community

- Owner(s): Susan Charette, Village of River Forest Sustainability Commission
Mary Massella, Village of River Forest Resident (former Sustainability Commissioner)
Mike Sletten, Village of River Forest Park District
- Objective: Sequester carbon, enhance support for eco-systems and create a community project.
- Strategy: Partner with the VRF Park District and VRF Public Works to provide organic gardening opportunities and create a sense of community for residents who do not have their own green space
- Tactics:
- The VRF Park District and VRF Public Works jointly maintain a Community Herb Garden at the corner of Keystone and Augusta
 - The VRF Park District also offers 22 garden plots, a flower garden and herb garden next to the Pumping Station at Jackson Avenue and Berkshire Street for rent at \$25.00 per season plus a \$50.00 deposit
 - The VRF Park District handles all administrative aspects of the program including advertising and registration
 - Previous year gardeners have first option to renew the following season; there is no limit on the number of times you can renew
 - At registration, gardeners sign an agreement to maintain the garden in accordance with rules and regulations established by the RFSC, VRF Park District and VRF Public Works, including not using chemicals and keeping the plot watered, tidy and clean
 - The RFSC hosts two to three community gatherings per season to ensure success of gardens; the social aspect has been shown to be essential for success of community gardens
 - Time and weather permitting, the gatherings include one to plan how to grow an organic garden with an expert speaker; a community planting session; and a barbeque to enjoy fruits of the harvest
 - RFSC also provides a garden manager who is the point of contact for garden management including addressing any issues that may arise in a timely manner (e.g., over- watering, destructive animals, etc.)
 - The garden manager, RFSC, VRF Park District and VRF Public Works collectively monitor the gardens; as issues are identified, they are shared and an action plan defined to resolve the issue
 - VRF Public Works maintains the water supply to the garden site
 - All Community Gardens have been input to the Victory Climate Garden Map @ <https://www.greenamerica.org/climate-victory-gardens/commitment-grow-climate-victory-garden>
- Impact:
- Almost 1,200 square feet of community gardens that are edible now exist across the VRF, including:
 - 880 square feet of community organic garden plots -- 22 gardens plots @ 40 square feet per plot
 - 56.52 square feet of community resident gardener planted beds – one for flowers and another for herbs -- @ 28.26 square feet per bed
 - 246 square foot Community Herb Garden planted and maintained by the VRF Park District.
 - Each resident gardener harvested enough organic produce from their rented garden plot(s) to supply plentiful fresh vegetables and herbs for their own tables, with one gardener donating 100

pounds of produce to Ascension Community Garden who in turn donated to St. Martin's Food Pantry in the Austin neighborhood.

- The Community Gardens promote good nutrition, physical activity, support of the local ecosystem, and social interaction with residents with similar interests.

2020 Action:

- Continue offering and supporting 22 community garden plots for rent to VRF residents at the Pumping Station, commencing with a meeting with previous year gardeners to discuss improvements to the program for the upcoming year.
- Explore the possibility of another location to expand community gardening opportunities with VRF Park District and VRF Public Works.

ECOSYSTEMS

Integrated Pest Management (IPM) -- Healthy Lawns / Healthy Family (HL/HF)

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission
Joan Espana, Village of River Forest Clerk

Objective: Promote best practices for lawn care and landscaping at the residential level to reduce use and impact of lawn care products on human health and the environment.

Strategy: Encourage residents to stop using chemical pesticides, herbicides and fertilizers when caring for their lawns and gardens

Tactics:

- Incorporate the HL/HF program into the Green Block Party: explain the HL/HF program, distribute instructions on natural lawn care, ask residents to take the HL/HF pledge, give all residents who take the pledge a lawn sign
- Work with the Village of River Forest staff to create and maintain an online application for the HL/HF program
- Distribute HL / HF lawn signs to all residents who take the online HL/HF pledge
- Keep the HL/HF program participant list up to date (e.g., remove individuals who no longer adhere to the tenets of the pledge, who have moved away from River Forest)
 - Distribute an email each spring to all participants in the HL/HF program to confirm their ongoing participation in the program and to remind them to put out their lawn sign

Status: The HL/HF program was started in 2015 and is now in its fifth year

Impact: 2019 HL/HF program participation is summarized below.
All residents have been informed of program in 2015 when 3200 brochures with pledge forms were put in water bill in first year. District 90 schools committed to program as well as Park District, VORF and Dominican Univ. We continue work with Midwest Grows Green.

Category	Count as of June 16	Count as of July 9	Count as of September 1
# of Unique Residential Households that Pledged from 2015-2018	137	137	137
# of 2019 Online Pledges	0	3	6
# of 2019 Block Party Pledges	0	0	0
Total # of Original Pledges	137	140	143
# of RF Institutions in Program (Schools & Parks)	13	13	13
# of Households Who Pledged but Have Subsequently Moved Out of Town	3	3	4
# of Households that Pledged in 2015-2018 & Reconfirmed Their Ongoing Participation	32	52	66
# of Households that Pledged in 2015-2018 & Informed RFSC that They No Longer Adhere to	0	7	7
# of Households with No / Bad Email	23	24	23
# of Households that Pledged in 2015-2018 Who Have Not Replied to the Reconfirmation Email	79	51	37

2020 Action:

- Remove the HL/HF program from the Green Block Party as most block party participants have already heard the presentation
- Continue the HL/HF online program application process as it yields the most qualified program participants – they seek out the program online and complete the online form
- Evangelize integrated pest management amongst Village of River Forest residents through seminars on Natural Lawn Care targeted toward young parents at the Village of River Forest Library
- Continue to monitor permitting process for lawn care providers

ECOSYSTEMS

Integrated Pest Management (IPM) – Midwest Grows Green

Owner(s): Lisa Gillis, Village of River Forest Sustainability Commission
Mark Janopoulos, Village of River Forest Public Works Department
Mike Sletten, Village of River Forest Park District

Objective: Sequester carbon & enhance support for eco-systems

Strategy: Join forces with Midwest Grows Green in advocating for eco-friendly lawns and gardens across the Village of River Forest (VRF)

Tactics:

- Build relationship with Ryan Anderson, key contact at Midwest Grows Green (randerson@ipminstitute.org)
- Attend Midwest Grows Green webinars, have a presence at their events and support their activities
- Work with both the VRF Park District and the VRF Forest Public Works to adopt integrated pest management best practices in the maintenance of all green space under their respective purviews including all D90 grounds and the River Forest Public Library

Status: The VRF Park District and VRF Forest Public Works have been applying integrated pest management best practices to the maintenance of green space under their respective purviews since April 2016.

Impact: As of September 2019, over 32.6 acres of green space across the VRF are maintained using integrated pest management best practices with occasional spot treatment of stubborn weeds and damaging insects (e.g., grubs).

2020 Action:

- Expand the partnership with Midwest Grows Green in order to:
 - Showcase the fact that the VRF is one of only a handful of communities in the Chicagoland area using integrated pest management practices to manage public lands; see this link: <http://midwestgrowsgreen.org/midwest-grows-green-4-year-review/>
 - Secure funding for expanded IPM through Midwest Grows Green partnerships with Patagonia and Stonyfield Organics
- Work with Institutions, Businesses and Places of Worship to adopt integrated pest management best practices in the maintenance of all green space under their purview; FY2020 priorities are as follows:

Organization Type	Organization Name	Organization Address	Organization Key Contact(s)
Institution	Concordia University	7400 Augusta St, RF	
Institution	Dominican University	7900 Division St, RF	
Institution	Grace Lutheran School	7300 Division St, RF	
Institution	St. Luke's Parish School	519 Ashland Ave, RF	
Institution	St. Vincent Ferrer Catholic Elementary School	1515 Lathrop Ave, RF	

Institution	Trinity High School	7574 Division St, RF	
Other	Little Bits	411 Park Ave, RF	Liita Forsyth
Other	Sugar Beet Schoolhouse	349 Ashland Ave, RF	Cheryl Munoz
Place of Worship	Chicago Center of Self-Realization Fellowship	946 N Harlem Ave, RF	
Place of Worship	Christ Church Episcopal Church	515 Franklin Ave, RF	
Place of Worship	First Presbyterian Church of River Forest	7551 Quick Ave, RF	
Place of Worship	Grace Lutheran Church	7300 Division St, RF	
Place of Worship	River Forest United Methodist Church	7970 W. Lake St, RF	
Place of Worship	St. Luke's Roman Catholic Church	7600 W Lake St, RF	
Place of Worship	St. Vincent Ferrer Church	1530 Jackson Ave, RF	
Place of Worship	West Suburban Temple Har Zion Synagogue	1040 N Harlem Ave, RF	

ECOSYSTEMS

Trees – Tree Location Map

Owner(s):	Andy Basney, Village of River Forest Sustainability Commission John Anderson, Village of River Forest Director of Public Works
Objective:	Sequester carbon & enhance support for eco-systems.
Strategy:	Safeguard the many trees that comprise the tree canopy of the Village of River Forest (VRF), making it a truly spectacular place to live.
Tactics:	<p>Create and maintain a Tree <Location> Map for the VRF</p> <ul style="list-style-type: none">○ VRF Forestry Division maintains over 8,000 trees (and over 90 species) in Village rights-of-way or the area commonly known as "the parkway." The Village inspects, monitors, trims, removes, plants, and inoculates parkway trees (only Ash) throughout the Village, throughout the year.○ As part of its community involvement and education initiative, the Village Forestry Division has completed a tree species location mapping across the Village. As part of the tree location map, tree information that is provided for each tree planted along the Village parkway includes common name, diameter, height, spread and inventory/planting date.
Status:	<p>The Tree <Location> Map has been created and is now accessible to the public via the Village of River Forest website</p> <p>(https://www.gisconsortium.org/WebApps/CommunityPortalWebMaps/VRF/TreeMap/index.html)</p>
Impact:	TBD
2020 Action:	<ul style="list-style-type: none">• Publicize the availability of the Village tree location map• Consider signage/app mapping technologies throughout the Village's park system• Consider signage to highlight significant trees across the Village of River Forest (e.g. the oldest tree, the rarest tree, etc.)

ECOSYSTEMS

Trees – Annual Tree Tour

Owner(s): Andy Basney, Village of River Forest Sustainability Commission

Objective: Sequester carbon; enhance support for eco-systems and education residents.

Strategy: Safeguard the many trees that comprise the tree canopy of the Village of River Forest (VRF), making it a truly spectacular place to live.

Tactics:

- Educate residents about trees by taking them on an Annual Tree Tour
 - Teach VRF residents why they are an important part of our eco-system and how to care for them to ensure their long-term viability.
 - This knowledge enables participants to take a more active role in managing River Forest's landscape starting with their own backyard.
 - Understanding what makes a tree healthy is a first step in this direction.
- Invite Village of River Forest residents and visitors on a 1 to 2-mile walking tour across the Village.
- While on the tour, participants learn about trees; specifically, how to identify trees, how they are managed, why they are so important, and why they need our help.
- The tour also helps with residential tree selection and considerations for maintaining tree diversity in our Village neighborhoods.

Status: The Annual Tree Tour is offered on an annual basis. Emily Okallau, Community Outreach Coordinator for the Chicago Region Trees Initiative and The Morton Arboretum, leads the tour. See event details here: https://vrf.us/events/event/1578?fbclid=IwAR03_4dS_hnq79L-pDFaW20k95Twp1qhOu9lx8mb1ytOfgqJz-GAmz4XAr8

Impact: TBD

2020 Action:

- Implement the annual Tree Tour in May 2020
- Consider a bike tour option

ECOSYSTEMS

Trees – ArbNet Arboretum Accreditation

Owner(s): Andy Basney, Village of River Forest Sustainability Commission
John Anderson, Village of River Forest Director of Public Works

Objective: Sequester carbon & enhance support for eco-systems.

Strategy: Safeguard the many trees that comprise the tree canopy of the Village of River Forest (VRF), making it a truly spectacular place to live.

Tactics: Secure a third-party endorsement of the Village of River Forest's robust commitment to its tree canopy – the **ArbNet Arboretum Accreditation**. The ArbNet Arboretum Accreditation Program is designed to:

- Recognize standard of excellence in tree-focused communities;
- Foster professionalism in maintaining landscapes that are devoted to trees (i.e. arboreta);
- Enable conservation, collections, and scientific collaborations; and
- Advance the planning, study and conservation of trees.

Status: Approved for level one.

	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
Arboretum plan	■	■	■	■
Organizational or governance group	■	■	■	■
Labeled tree and woody plant taxa				
25+	■			
100+		■		
500+			■	■
Staff or volunteer support				
Volunteer or paid	■			
Paid management		■	■	■
Curator			■	■
Scientific or conservation staff				■

	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
Public dimension				
Public access and at least one event per year	■	■	■	■
Enhanced public and educational programs		■	■	■
Substantial educational programming			■	■
Collections policy		■	■	■
Collaboration with other arboreta			■	■
Collections data sharing with networked collections			■	■
Agenda for tree science, planting, and conservation			■	■
Collections conservation				■
Conservation role in Global Trees Campaign				■

- For comparison purposes, the Village of Oak Park Arboretum is a Level II Accredited Arboretum; we expect that the Village of River Forest could achieve this same level of accreditation.
- Note that the program provides members with open-access resources and would also provide the Village with access to an international network of tree-focused professionals (i.e., ask tree-related questions of fellow community members).

Impact: TBD

2020 Action:

- Apply Level II accreditation in 2021
- Collaborate with community members as the opportunity arises to advance the VRF current arboretum (e.g., tree canopy)

ASSESS, TRACK And REPORT

Owner(s): Shannon Roberts, Village of River Forest Sustainability Commission
Beth Cheng, Village of River Forest Sustainability Commission
Village of River Forest Board Of Trustees

Objective: Measure the success of Village of River Forest Sustainability Commission.

Strategy: Implement a set of standard key performance indicators (KPIs) for all RFSC programs to track progress against our overarching goal of reducing the level of greenhouse gas emissions that all VRF residents, institutions, businesses, places of worship and governmental bodies producing with those KPIs aligned with those commonly used at the global, federal and state levels

Tactics:

- Define KPIs for greenhouse emissions tied to each of the RFSC strategies:
 - Replace fossil fuel sources with renewable energy
 - Expand green transportation & mobility options
 - Protect water sources as well as reduce water consumption
 - Reduce waste & increase waste diversion
 - Sequester carbon & enhance support for eco-systems
- Determine measurable goals that ladder up to these KPIs for each of project by strategy working with the project owners
- Ensure that the project owners measure their programs on a consistent basis
- Gather all project measures
- Calculate each KPI on an annual basis as part of annual planning

Status: Conducted an initial baseline measurement River Forest's greenhouse gas inventory using the ICLEI US Community Protocol for Accounting and Reporting Greenhouse Gases.

Impact

River Forest Greenhouse Gas Inventory

Sources	2018 MT CO2e	
	Generated	Diverted
Natural Gas - Residential	62,863.89	
Electricity	49,683.85	
Passenger vehicle use - gasoline	8,375.84	
Freight train		
Waste - MSW	955.84	
Water and wastewater energy use		
Waste - Recyclables		(2,189.35)
Waste - Compost		(349.72)
Forests Lands		
Inventory	121,879.42	(2,539.07)
Total	119,340.35	

Village of River Forest GHG Inventory



- Natural Gas - Residential
- Electricity
- Passenger vehicle use - gasoline
- Freight train
- Waste - MSW
- Water and wastewater energy use
- Waste - Recyclables
- Waste - Compost
- Forests Lands

2020 Action:

Define KPIs for three of the six RFSC core strategies and work with the project owners to define measurable goals that ladder up to the KPIs

- Replace fossil fuel sources with renewable energy
- Reduce waste & increase waste diversion
- Sequester carbon & enhance support for eco-systems

Continue to refine and update the greenhouse gas inventory. Identify initiative impacts on inventory to continue to track year over year change.

1. 2019 data needs

- Natural gas
- Electricity
- VMT per household
- Water use

2. Other opportunities to further refine

- Is natural gas the only fuel combusted in RF? Any diesel or other?
- Is there a regional travel model for RF?
- Did we want to include emissions from freight trains through RF?
- Is it possible to source water numbers from Stickney water treatment from the village if not available publicly?
- What is the acreage of forest in RF? Or should we use web modeling?

MISC

- Owner(s): Village of River Forest Sustainability Commission
- Objective: Explore other ideas and continue to enhance the existing plan
- Strategy: This document should continue to be updated and used by the SC. In the future it could be used to develop a full sustainability comprehensive plan in addition to serving as a history for future commissioners, other commissions, staff and the Village Board members.
- Tactics: All commissioner members should acknowledge their responsibilities and update information as necessary. This includes updating your information on website and promoting your project where necessary (newsletter, Village facebook, schools etc.)
- Status: Plan will be presented on February 24 to the Village Board of Trustees.
- 2020 Action: For record keeping we would like to explore and expand on the following ideas:
- Identify how to implement the use of volunteers on the commission
 - Explore electric charging stations and electric fleet
 - Support policy preemption regarding pesticide use
 - Develop ways to work with other commissions
 - Consider the application of commercial design guidelines for all developments in the Villages
 - Continue engaging students and incorporate requests when possible
 - Continue Student Commissioner and refine responsibilities

Appendices

A) The Bicycle Plan for the Village of River Forest

https://www.vrf.us/uploads/cms/documents/guides/bicycle_plan_report_final_7-31-19.pdf

B) Chicago Agreement on Climate and Community

<https://www.chicommunityclimate.org/the-chicago-agreement>

C) PlanItGreen 100% Renewable Energy Pledge

D) Monarch Pledge

<https://www.nwf.org/MayorsMonarchPledge/About>

E) Recycling Extravaganza Chart

	2012	2013	2014	2015	2016		2018		2019	
Cars/Walk-ups	600	750	662	722	602 (60% RF residents)		365	329 residents/36 non	659	Forest355 from River Forest 54% 234 from Oak Park 36% 69 from other from 29 other zip codes 10%
Electronics	31500 pounds	42,000	40,000	38,000	31,076		27,460	paid .25/pounds	48,058	estimated to be around 28,000 paid by Cook County Dept. of Environemnt and Sustainability
Batteries	1550 pounds	1500 pounds	1000 pounds	not separated from electronic count	864		1350	500 pounds in car and boat batteries	1800	
Scrap Metal	3097 pounds	5000 pounds	3800 pounds	4620 pounds	4,580		5880		5280	
Clothing/Textile/Household	9000 pounds	5800 pounds	4781 pounds	5115 pounds	3940		3335 pounds	1821 clothes the rest misc.	4713	
Prescription Meds	65 pounds	41 pounds	55 pounds	51 pounds	43		20 pounds		70	
Bikes	62 bikes	48 bikes	61 bikes, 55 bike helmets, 2 bike trailers, 3 bike carriers,	15 adult bikes, 12 kids bikes and 7 helmets, 2 bike carriers (joggers)	47 bikes, 3 wheelchairs, 4 scooters		40 and 60 helmets 1 bike trailer		45 bikes, 2 tandems, 2 burleys, 2 bike racks, 40+ helmets and box of misc. bike parts	
Fluorescents	N/A	869	351	847	645		170		250 bulbs	250 pounds total bulbs
CFLS	500	640	671	741	900		670	250 pounds total	850 bulbs	
Eyeglasses	80 pair	130 pair	75	48	51		42		250 pair	
Flags	73	67	14	32	17		18		37	
Corks	18 pounds	35 pounds	30 pounds	16 pounds	35		30		70 pounds	
Pet Supplies	5 dog crates, misc. bowls, blankets towels and leashes	4 dog crates, 2 cat crates, 3 beds, misc.bowls etc.	2 dog crate, 1 cat crate, and misc blankets, bowls and leashes	2 dog crates, 2 gates, misc. bowls, blankets and leashes	4 crates, 7 beds, handful toys and leashes		16 crates and 5 boxes of bowls, leashes, beds, towels, blankets...		3 large dog crates, 4 cat carriers, 2 small dog carriers, 10 gallon fish tank	
School Supplies	29 boxes	30 boxes	25 boxes	24 boxes	27 boxes		61 boxes		25 pounds -- cat litter, 16 cans dog food, guinea pig food, dog grooming kit, 2 dog beds, blankets, towels, sheets, leashes, collars and toys along with heart worm and flea and tick meds.	
Fire Extinguishers	14	23	17	9	21		scrap metal		scrap metal	
Carpet/Carpet Padding	N/A	4,500 pounds	2000 pounds	not accepted	not accepted		scrap metal		not accepted	
Propane Tanks	11	27	11	6	6		scrap metal		scrap metal	
Keys	5 pounds	4 pounds	2 pounds	3 pounds	less than 1 pound		less than a pound		2 pounds	
Toner Cartridges	25 pounds	41 pounds	50 pounds	32 pounds	20 pounds		100 pounds		in scarce count	
Cooking Grease	N/A	N/A	2 gallons	not collected	not collected		not collected		not collected	
Musical Instruments	10	7	2	4	0		1 guitar and amplifier, trumpet, 3 keyboards...		2 guitars, keyboard, clarine, and small misc. percussion	
Trash	N/A	N/A	n/a	1400 pounds	2,700 pounds		3000	500 was PD for total of 3500	8,260 pounds	
Trophies	not collected	not collected	not collected	not collected	not collected		300	300 pounds	not collected	
Other	2 sewing machines, 3 wheelchairs	2 wheelchairs, 1 sewing machine	4 sewing machines, 3 wheelchairs, 2 crutches, leg brace, 5 electric tools	3 sewing machines (1 scrap metal) 1 walker	1 sewing machine		1 sewing machine, 3 sets crutches, 1 wheelchair, 5 boots		2 set crutches	

Volunteers	58 Green4Good, Working bikes	65, Green 4Good, Working bikes	78includes RFCitizen corps, Oak Park Youth Services, RF Citizen Corps, Green4Good, Working Bikes, ACME, etc., note there are 76 volunteer slots but several people work all day	72 includes Oak Park Youth Services, RF Citizen Corps, Green4Good, Working Bikes	Fture Philanthropist Program volunteers, Oak Park Youth Service, Green For Good and RF Citizen Corp., Working Bikes		Future Philanthropist, OP Yourth Service, Citizen Corp, George Strom, Simon Family, Wolkstein Family, Moller Family, Cathy Aducci, the whole sustainibility commission and former G4G volunteers 45+		54 future (5) philanthopist highschoollers, OP youth services (4), (2) Citizen corps. River Forest Community members (54)	
Sports Equipment							2 gaylord boxes of sports equipment		2 gayloard boxes sports equipment	2 sets of skis, 7 golf clubs, lacrosse, hockey stickets, ice skates, roller skates,tennis/badminton racquets, rabaseball mitts, tons of helmets, soccer balls, volleyballs bats...
							11 batting helmets, 6 gloves, 15 ice skates, 5 sets of clubs, 2 snow skis, 50 balls, set of practice baseballs, 25 bats, 3 lacrosse stickets, hockey pucks, 16 hockey sticks 11 tennis racquets, 2 hockey bags, vaious goves, knee pads,			
Audio video ewaste cds vhs...	with electronics	with electronics	with electronics	with electronics	with electronics		35 pounds		with scare numbers	
Cardboard	not counted	not counted	not counted	not counted	not counted		200 pounds		300 pounds	



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 14, 2020

To: Eric Palm, Village/Zoning Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Request for Zoning Variations – 243 Park Avenue – Setback Requirements – Addition

Issue:

Chris and Dionna Plywacz, owners of the property at 243 Park Avenue, wish to construct a second story addition on their existing single-family home located at the southeast corner of Park Avenue and Linden Street. They are requesting relief from the Village's regulations which require certain front yard and secondary front yard setbacks on their property in order to construct the addition and roof eaves. The width of the property is approximately 42'.

Analysis:

At the January 9, 2020 meeting of the Zoning Board of Appeals (ZBA) a public hearing was held regarding the requested variation. The ZBA voted 3-1 in favor of the variation, however, in order to advance to the Village Board of Trustees with a recommendation in favor of approval a minimum of four affirmative votes by the ZBA are required. Without four affirmative votes, a 2/3 majority of the Village Board of Trustees, not including the Village President, must vote in favor of the variation requests in order for them to be granted.

Following the meeting, ZBA Member Tagger O'Brien indicated that she would like the matter to be reconsidered by the ZBA. In accordance with its rules of procedures, at its next regularly scheduled meeting, the ZBA approved a motion to reconsider the matter and then voted 5-0 in favor of granting the requested variations. Ms. O'Brien provided a statement, which is documented in the minutes, regarding the basis of her request that the variation be reconsidered.

Below please find a summary of staff's review of available records regarding zoning variation requests regarding additions to homes located on corner lots that were acted upon by the Village Board since 2008. Please note that each application and recommendation is considered based on its own facts and approval of a particular zoning variation does not set a precedent for other variations.

Address	Year	Description of Variation Request	ZBA Rec.	VBOT Action	Ord. #
755 William	2019	Reduce side yard setback from 13' to 7.67' to the wall and 5' to the roof overhang; Lot width 50'	Approve	Approved	3751
1102 Franklin	2016	Reduce front yard setback from 49'-6" to 48'-9.25"; reduce secondary front yard setback from 25' to 13'-11.5", reduce rear yard setback from 27'-6.75" to 26'-6.75"; Lot width 100'	Approve	Approved	3597
242 Ashland	2011	Reduce side yard setback to 2'-9" to the wall and 1'-5" to the roof eave; Lot width 44'	Approve	Approved	3406
633 Park	2011	Reduce side yard setback to the roof eave from 3' to 0'-8 1/8"; Lot width 50'	Approve	Approved	3407
632 Bonnie Brae	2011	Reduce secondary front yard setback from 13' to 1'-10 5/8"; Lot width 50'	Approve	Approved	3386

Request for Board Action:

If the Village Board of Trustees wishes to concur with the Zoning Board of Appeals recommendation to grant the requested variations, the following motion would be appropriate:

Motion to approve an Ordinance granting the requested variations to Section 10-8-7 of the Zoning Ordinance at 243 Park Avenue.

Please note that a simple majority of the Village Board of Trustees is required to grant the variation.

Documents Attached:

- Ordinance
- Findings of Fact
- Report from the Zoning Board of Appeals
- Minutes of the Zoning Board of Appeals January 9, 2020
- Minutes of the Zoning Board of Appeals February 13, 2020
- Application

ORDINANCE NO. _____

**AN ORDINANCE APPROVING FRONT YARD AND SECONDARY FRONT YARD
SETBACK VARIATIONS FOR A CORNER LOT RELATED TO A PROPOSED
SECOND STORY ADDITION AT 243 PARK AVENUE**

WHEREAS, petitioners Chris and Dionna Plywacz ("Petitioners"), owners of the property located at 243 Park Avenue in the Village of River Forest ("Property"), requested variations ("Application") from the Village of River Forest's front yard and secondary front yard setback requirements for a corner lot in Sections 10-8-7(A) and 10-8-7(A)(2) of the Village of River Forest Zoning Ordinance ("Zoning Ordinance"), to allow the construction of a second-story addition to a home on the Property with a front yard setback of thirty-one feet, three and a half inches (31' 3 ½"), where the average front yard setback on the block is thirty-one feet, five and one quarter inches (31' 5 ¼"), and with a secondary front yard wall-line setback of three feet, one and one fourth inches (3' 1 ¼"), where the required setback is thirteen feet (13') ("Variations"), the Property is located in the R-2 Single-Family (Detached) Residential Zoning District; and

WHEREAS, the Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

WHEREAS, the Application was referred to the Village of River Forest Zoning Board of Appeals ("ZBA") and was processed in accordance with the Zoning Ordinance of the Village of River Forest ("Zoning Ordinance"); and

WHEREAS, on January 9, 2020, the ZBA held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the ZBA recommended approval of the Variations on February 13, 2020 by a vote of 5-0, all as set forth in the Findings and Recommendation of the ZBA in this matter ("Findings and Recommendation"), a copy of which is attached hereto as **Exhibit B** and made a part hereof; and

WHEREAS, the President and Board of Trustees of the Village of River Forest have duly considered the Findings and Recommendation of the ZBA, and all of the materials, facts and circumstances affecting the Application, and, finds that the Application satisfies the standards set forth in the Zoning Ordinance relating to the Variations;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

SECTION 1: Incorporation. That the recitals above are incorporated into Section 1 as though set forth herein.

SECTION 2: Approval. That the President and Board of Trustees, acting pursuant to the authority vested in them by the laws of the State of Illinois and the Zoning Ordinance: (i) find that the Application meet the standards for the Variations requested therein, and (ii) approve the Variations with respect to the second story addition proposed for the home on the Property as set forth in the Application. The Variations are approved only to the extent needed for the construction and maintenance of the second story addition proposed for the home on the Property as set forth in the Application, and the Variations shall remain in effect only for so long as the second story addition on the home remains on the Property.

SECTION 3: Recording. That Village staff is directed to record the Ordinance on title to the Property.

SECTION 4: Violation. That any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the Village shall be grounds for the rescission of the approvals made in this Ordinance.

SECTION 5: Severability. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 6: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

SECTION 7: Effectiveness. That this Ordinance shall be in full force and effect after its approval and publication in pamphlet form as provided by law.

ADOPTED this 24th day of February, 2020, pursuant to a roll call vote.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 24th day of February, 2020.

Catherine Adduci, Village President

ATTEST:

Kathleen Brand-White, Village Clerk

The Petitioners acknowledge the reasonableness of the above and foregoing terms and conditions in the Ordinance, and hereby accepts the same.

By: _____
Titleholder of Record of the Property

Titleholder of Record of the Property

Date: _____

Date: _____

EXHIBIT A

LEGAL DESCRIPTION

LOT 1 (EXCEPT THE SOUTH 2 FEET) OF BLOCK 4 IN CONWAY'S RESUBDIVISION
OF RANSON'S SUBDIVISION OF SECTION 12, TOWNSHIP 39 NORTH, RANGE 12
EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

EXHIBIT B

FINDINGS OF FACT AND RECOMMENDATION

(attached)

**VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS
FINDINGS OF FACT AND RECOMMENDATION REGARDING
FRONT YARD AND SECONDARY FRONT YARD
SETBACK VARIATIONS FOR A CORNER LOT
RELATED TO A PROPOSED ADDITION
AT 243 PARK AVENUE**

WHEREAS, petitioners Chris and Dionna Plywacz ("Petitioners"), owners of the property located at 243 Park Avenue in the Village of River Forest ("Property"), requested variations from the Village of River Forest's front yard and secondary front yard setback requirements for a corner lot in Sections 10-8-7(A) and 10-8-7(A)(2) of the Village of River Forest Zoning Code ("Zoning Ordinance"), to allow the construction of a second-story addition to a home on the Property with a front yard setback of thirty-one feet, three-and-a-half inches (31' 3 ½"), where the average front yard setback on the block is thirty-one feet, five and one quarter inches (31' 5 ¼"), a secondary front yard wall-line setback of three feet, one and one fourth inches (3' 1 ¼"), where the required setback is thirteen feet (13') ("Variations"). The Property is located in the R-2 Single-Family (Detached) Residential Zoning District ("R-2 Zoning District"); and

WHEREAS, the Village of River Forest Zoning Board of Appeals ("Board") held a public hearing on the question of whether the requested Variations should be granted on January 9, 2020, and the hearing was held as in accordance with Section 10-5-4(E) of the Zoning Ordinance. At the public hearing, all persons present and wishing to speak were given an opportunity to be heard and all evidence that was tendered was received and considered by the Board; and

WHEREAS, public notice in the form required by law was given of the public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing in the *Wednesday Journal*, a newspaper of general circulation in the Village, there being no newspaper published in the Village. In addition, notice was mailed to surrounding property owners; and

WHEREAS, at the public hearing on January 9, 2020, the Petitioners, through testimony by Petitioners and their architect, provided information regarding the requested Variations, testifying, among other things, that the current home at the Property was smaller in size, and that the Petitioner desired to increase the size of the home to accommodate their family, but would like to be mindful of the surrounding homes and nature of the community; and

WHEREAS, at the public hearing on January 9, 2020, resident Richard Schneider, residing at 246 Park Avenue, which is across the street from the Property, testified that he is in support of the Petitioners' project and the project would bring value to the community; and

WHEREAS, four (4) members of the Board were present for the public hearing, which constituted a quorum of the entire Board that is required to convene a meeting of the Board, and allow for the public hearing to proceed; and

WHEREAS, after the close of public comment, the ZBA discussed and deliberated the application for these Variations; and

WHEREAS, following discussion, the Board, having considered the criteria set forth in Section 10-5-4 of the Zoning Ordinance, on February 13, 2020, voted 5-0 to recommend approval of the Variations;

NOW, THEREFORE, the Board makes the following findings of fact and recommendations pursuant to Section 10-5-4(E)(2) of the Zoning Ordinance:

FINDINGS OF FACT

1. **The physical surroundings, shape or topographical conditions of the Property constitute a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out.** The Board found that this standard has been met. The Property contains a smaller home in the R-2 Zoning District. The Petitioners intend to reside at the home with their children. If they did not receive the requested Variations, this reasonable use of the Property would not be available to them.
2. **The aforesaid unique physical condition did not result from any action of any person having an interest in the property, but was created by natural forces or was the result of governmental action, other than the adoption of the Village's Zoning Regulations, for which no compensation was paid.** The Board found that this standard has been met. Petitioner purchased the home in its current state, and the home has a smaller footprint, given its orientation on a corner lot. The lot is only forty two feet (42') wide, reflecting a pattern imposed by its designer many years ago.
3. **The conditions of the Property upon which the petition for Variations is based may not be applicable generally to other property within the same zoning classification.** The Board found that this standard has been met. Other properties in the nearby area have sufficient available lot area to accommodate an addition that maintains the required setback. The Property is unique in that if the required setback was maintained, the current home would not conform to the Zoning Code, and the addition to the home would be unusable.
4. **The purpose of the Variations is not based predominately upon a desire for economic gain.** The Board found that this standard has been met. The Petitioners indicated that they desires to build the addition to the home on the Property and reside in it themselves for the foreseeable future, with no desire for economic gain or resale of the Property.
5. **The granting of the Variations is not detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the Property is located.** The Board found this standard has been met. A neighbor of the Petitioners testified that he was in support of the project, and specifically noted that the addition would not infringe on the use of his property. The addition would maintain the existing set back on the south side of the Property. Also, the current home already has a setback on the secondary front yard that is non-conforming.

6. **The granting of the Variations will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.** The Board found that this standard has been met. A neighbor of the Petitioners testified that he was in support of the project, and specifically noted that the addition would not infringe on the use of his property. Also, the addition would maintain the existing set back on the south side of the Property.
7. **The granting of the Variations will not unduly tax public utilities and facilities in the area of the Property.** The Board found that this standard has been met. There will only be a maximum of three to four persons living in the home, which is characteristic of the surrounding residential properties and the home in its present condition. The Petitioners noted that there will only be a modest increase to the use of local electrical utilities at the home, far less than much larger homes in the area.
8. **There are no means other than the requested Variations by which the hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the Property.** The Board found that this standard has been met. The Petitioner noted that they would not build the addition on the Property if the Variations were not granted, and this would not allow then to complete the rest of the renovations to the home.

RECOMMENDATION

The Board, by a vote of 5 - 0 found that the standards for granting of the Variations were met. Therefore, the Board recommends to the Village President and Board of Trustees that the Variations to allow the construction of a second-story addition to a home on the Property with a front yard setback of thirty-one feet, three-and-a-half inches (31' 3 ½"), where the average front yard setback on the block is thirty-one feet, five and one quarter inches (31' 5 ¼"), a secondary front yard wall-line setback of three feet, one and one fourth inches (3' 1 ¼"), where the required setback is thirteen feet (13') in a R-2 Zoning District be **GRANTED**.

Tagger O'Brien
Chair *Pro Tem*

Date



REPORT FROM THE VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS

Recommendation:	The Zoning Board of Appeals recommends granting variations to Section 10-8-7(A) and 10-8-7(A)(2) (Front Yard and Secondary Front Yard Setback) of the Zoning Ordinance to provide relief from the setback requirements to allow a second story addition to a single family home.
Property:	243 Park Avenue
Zoning District:	R2 Single-Family (Detached) Residential District
Applicant:	Chris and Dionna Plywacz
Nature of Application:	The applicants wish to construct a second story addition to an existing one-story single family residence on a 42-foot-wide corner lot that has an existing non-conforming setback at the north secondary front yard, and to rebuild a first story roof to match an existing non-conforming west front yard.
Ordinance Provision(s):	<p>Section 10-8-7(A): Front Yard: The required front yard setback shall be calculated as the average of the existing front yard setbacks as measured from the front lot line to the principal structure along the same side of the street and on the same block. The shortest and longest setbacks along the same side of the same block shall be eliminated in the making of the computation.</p> <p>Section 10-8-7(A)(2): Corner Lots: Shall have its required front yard on the lot's primary street; such street being the street which has the greatest distance between the 2 cross streets forming the block frontage. On the secondary street the front yard shall be a minimum of 13 feet for a 50-foot-wide lot, however the secondary street's front yard shall be increased by 2 feet for each 5-foot increase in lot width (or portion thereof) to a maximum secondary front yard depth of 25 feet, and provided further that no accessory building on a corner lot shall project beyond that front yard line established for each street.</p>

Analysis of Request:

<i>Ordinance</i>	<i>Requirement</i>	<i>Current Condition</i>	<i>Proposed Condition</i>
10-8-7(A)	Minimum Front Yard Setback of 31.44' (31' 5¼")	31.33' (31' 3½")	31.33' (31' 3½")

<i>Ordinance</i>	<i>Requirement</i>	<i>Current Condition</i>	<i>Proposed Condition</i>
10-8-7(A)(2)	Minimum Secondary Front Yard Setback 13'	3.1' (3' 1¼")	3.1' (3' 1¼")

ZBA Hearing Date: January 9, 2020

Date of Application: November 15, 2019

Zoning Board Vote:

Chairman Frank Martin	Abstain
David Berni	Yes
Gerry Dombrowski	Yes
Tagger O'Brien	Yes
Joanna Schubkegel	Yes
Michael Smetana	Absent
Ronald Lucchesi	Yes

Documents Attached: Minutes from January 9, 2020 Public Hearing Application

Report Prepared by: Lisa Scheiner, Assistant Village Administrator

Requested Action: Motion to approve an Ordinance granting the requested variations to Section 10-8-7 of the Zoning Ordinance at 243 Park Avenue

**VILLAGE OF RIVER FOREST
ZONING BOARD OF APPEALS MEETING MINUTES
January 9, 2020**

A meeting of the Village of River Forest Zoning Board of Appeals was held at 7:30 p.m. on Thursday, January 9, 2020 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. Upon roll call, the following persons were:

Present: Chairman Frank Martin, Gerald Dombrowski, Ronald Lucchesi, Tagger O'Brien, and Michael Smetana

Absent: David Berni, Joanna Schubkegel

Also Present: Assistant Village Administrator Lisa Scheiner and Village Attorney Carmen Forte, Jr.

II. PUBLIC COMMENT

None.

III. APPROVAL OF NOVEMBER 14, 2019 ZONING BOARD OF APPEALS MEETING MINUTES

A MOTION was made by Member O'Brien and SECONDED by Member Lucchesi to approve the minutes of the November 14, 2019 Zoning Board of Appeals meeting.

Ayes: Chairman Martin, Members Dombrowski, Lucchesi, and O'Brien

Nays: None

Abstain: Member Smetana

Motion passed.

Chairman Martin stated that the next item to be considered from the agenda was the request for consideration of text amendments to the Zoning Ordinance, and then the variation request would be considered.

IV. TEXT AMENDMENT REQUEST – PUBLIC HEARING REGARDING PROPOSED TEXT AMENDMENTS TO THE VILLAGE OF RIVER FOREST ZONING ORDINANCE REGARDING BEAUTY SHOPS, PERMANENT COSMETICS, MICROBLADING, MICROPIGMENTATION AND SIMILAR CARE PERSONAL CARE SERVICES

Lisa Scheiner, Assistant Village Administrator, administered the admonition regarding the false statements ordinance and swore in all parties wishing to speak.

Chairman Martin explained that the zoning code has a chart of uses that are approved for various zoning districts and that the uses are defined in the code. He described the proposed text amendment as a request to amend to the definition of “beauty shop.” He stated that the proposed text amendment will be presented by Ms. Scheiner on behalf of the Village.

Ms. Scheiner explained that there was a recent request from a citizen (Dustin Cagnina) who would like to open a beauty salon and have, as an accessory use of that salon, certain personal care services including micropigmentation. When the request came in, it was discovered at the time that the Zoning Code did not have a definition for beauty shops. For that reason, the Village felt it would be appropriate to add the definition of beauty shop to the Zoning Code. She described the proposed definition of beauty salon as a standard definition, as it relates to the beauty shop services that are currently being provided in the Village. Ms. Scheiner noted that beauty shops are currently permitted uses in the commercial zoning districts, the C1, C2, C3 and ORIC Zoning Districts.

Ms. Scheiner then addressed the specific request for micropigmentation use. She explained that micropigmentation has a variety of uses. She stated that someone who performs the service must have appropriate certifications and licenses from the state for tattooing. Micropigmentation, in the context of beauty shops, she explained, is typically used for the permanent application of cosmetics or make-up, or as part of restoration services for women who have had breast cancer and are going through different restorative procedures after the surgery.

Ms. Scheiner stated that they are proposing that permanent cosmetics, microblading, micropigmentation, and similar care services be defined and made as a permitted accessory use to beauty shops. She stated this amendment would not give someone the ability to open a stand-alone tattoo shop, as the types of services would have to occur in a beauty shop. Additionally, Ms. Scheiner noted there is language that limits the type of micropigmentation that can be done, so that tattooing would not be done in a beauty shop under the guise that it is micropigmentation. She explained that such a use would be a violation of the Zoning Ordinance and they would be able to cite and stop the services.

Ms. Scheiner summarized the proposals by stating that before the Board was a definition of beauty shop; a definition of permanent cosmetics, microblading, micropigmentation; and a proposal to modify the land use chart to list these uses as permitted accessory uses to beauty shops in the commercial zoning districts.

Public Comment with Regard to the Request

Chairman Martin asked if there were any questions. As no one came forward to speak, Chairman Martin closed the public portion of the hearing.

Discussion and Deliberation of the Request

Chairman Martin then asked if there were any safety concerns as to the procedure.

Ms. Scheiner stated that there are licenses that aestheticians, cosmeticians, and people who perform the services have to get through the State and the Health Department, and that the services are regulated in that manner.

Member Lucchesi asked if the technicians are licensed by the State.

Ms. Scheiner explained that a license from the State was required in order to perform micropigmentation, and that any aesthetician or anyone who cuts hair, or does massages or facials all have to obtain a license from the State.

Member O'Brien asked if the locations have to have certain equipment to perform the procedures.

Ms. Scheiner stated that she is certain that there is equipment that they must have relative to the services that they are providing.

Chairman Martin asked if the definition is a common definition used by other zoning codes.

Village Attorney Carmen Forte, Jr. responded that it was a common definition. He stated that it is becoming more of a common practice, and that it is a newer type of procedure for cosmetic purposes, as well as restoring an individual's appearance after a medical procedure.

Ms. Scheiner added that some different applications are for post-surgery restoration and also for those who have muscular challenges or muscular ailments who find it difficult to apply cosmetics. She stated some people choose to have the cosmetics permanently applied because they will lack motor function to be able to apply cosmetics as their disease progresses.

Member Smetana asked if there are any age limits to the procedure.

Ms. Scheiner stated that she believes that those under the age of 18 require parental consent. She mentioned that whatever the State regulations are would apply.

Chairman Martin noted that if the board recommended the procedure as an accessory use, it would still be bound by the State regulations and State laws in effect.

Ms. Scheiner stated that in her research, it stated that the minimum age is eighteen (18) for tattoos.

Chairman Martin asked if there were any other further questions. He then asked if anyone has any motions.

A MOTION was made by Member O'Brien and SECONDED by Member Lucchesi to amend the text to include the definition of beauty shop.

Ayes: Chairman Martin, Members Dombrowski, Lucchesi, O'Brien, and Smetana
Nays: None

Motion passed.

Village Attorney Carmen Forte, Jr. stated that because the Village's requests were for two separate text amendments, that they would recommend two separate votes: one for the definition of beauty shop and the second for the definition of the procedures. That way, if there is any change on the Board level that it can be delineated that they were both either approved or not approved.

Chairman Martin noted that the first vote was on the definition of beauty shop.

Village Attorney Carmen Forte, Jr. stated that the vote on the definition of beauty shop was moved and voted properly. He stated they would seek a second motion to approve the text amendment as presented to section 10-21 regarding the procedures.

A MOTION was made by Member Lucchesi and SECONDED by Member O'Brien to approve the definition of permanent cosmetics, microblading, micropigmentation, and similar care services and make such services as permitted accessory uses to beauty shops in the Village in the C1, C2, C3 and ORIC Zoning Districts.

Ayes: Chairman Martin and Members Dombrowski, Lucchesi, O'Brien, and Smetana
Nays: None

Motion passed.

V. APPOINTMENT OF CHAIR *PRO TEM*

Chairman Martin stated that the presentation for the variation request for 243 Park Avenue is to be made by Mr. Zinni. By way of disclosure, Chairman Martin stated that Mr. Zinni has been hired in the past by him and currently does work for Chairman Martin. Chairman Martin stated that although he believes he can make a fair decision on the matter before the Board, that he does not want there to be any reason that anyone could argue that the decision has been tainted due to his economic relationship with Mr. Zinni. For that reason, Chairman Martin recused himself.

Chairman Martin suggested that, because Member O'Brien is the longest-serving member of the Board, that the Board replace Chairman Martin with Member O'Brien as Chair *Pro Tem* for the remainder of the meeting.

A MOTION was made by Member Smetana and SECONDED by Member Lucchesi to appoint Ms. O'Brien as Chair *Pro Tem*.

Ayes: Members Dombrowski, Lucchesi, O'Brien, and Smetana
Nays: None
Abstain: Chairman Martin

Motion Passed.

Chairman Frank Martin left the meeting at 7:42 p.m.

VI. VARIATION REQUEST FOR 243 PARK AVENUE – LOT COVERAGE, FRONT YARD SETBACK AND SECONDARY FRONT YARD SETBACK FOR HOME ADDITION

Member Smetana stated that he did not believe there is a conflict of interest that prevented him from considering or voting on the matter, but, for the sake of transparency, disclosed that he has known the applicants, Mr. and Mrs. Plywacz, for a number of years and that his daughter and their daughter are at the same grade level at the same school and play soccer together. He stated he has no economic or business relationship with the applicants, and that he only knows them socially. For that reason, he stated he did not believe he should recuse himself from the matter.

Christopher Plywacz, one of the applicants, stated that he and his family have been living in the Village for four and a half years, and that he has been working in the Village for the last 20 years. They own a business in the Village. He stated that his family “fell in love with” the area and the house in question. He noted that the house is a “small, modest house on the corner.”

Mr. Plywacz stated that they are proposing to add a second story addition to the house. He stated that it would be “straight up and with a small, modest opening on the side.” He stated that they planned to make this addition as opposed to building to the side or the back of the house because their neighbors have skylights on their second floor, and they did not want to “get too close to them” where the neighbors would feel uncomfortable or their light blocked. He shared a personal anecdote that he found a historic newspaper in the wall of the home when doing prior remodeling, bearing his birthdate.

Mr. Zinni, the Architect hired for the addition to 243 Park Avenue, stated that a packet was submitted to the Board and also a notice of a hearing for a zoning variance. He stated that a correction needs to be made to the application. The application states that the applicant is requesting a variation for Section 10-8-5, which would allow the property to have lot

coverage equal to 33.8% of the lot, which is not what the applicants are requesting. He noted the property has a lot coverage of about 10% below the permitted lot coverage.

Mr. Zinni stated they are requesting variances of a front yard setback of 31 feet, 3.5 inches, and a secondary side yard setback of 3 feet, 1.5, which matches the existing footprint of the home.

Mr. Zinni explained that the property was already zoned as R2, and that it would stay at that zoning, as a single-family residence. He stated the entire variance would only be for the second floor addition, on top of an existing non-conforming residence, as a corner lot.

Mr. Zinni explained that the front yard would match the overhang, which is part of the request. However, the primary request is the secondary side yard, since it is a corner lot. He explained the Zoning Code clearly states that a 50-foot lot in River Forest needs to have a 13-foot secondary side yard setback. If the lot gets larger, it needs to be increased by the ratio. It does not address properties of less than 50-foot on a corner lot. He stated they would take the 13-foot secondary side yard setback as the standard, even though it does not address lots less than 50 feet.

Mr. Zinni explained that they were assuming a 13-foot side yard setback. He stated that Section 10-8.7 states that on secondary streets the front yard shall be a minimum of 13 feet for a 50-foot wide lot. He noted that it does not address a lot that is 42 feet wide.

Mr. Zinni directed the Board to the section in the packet which contained the site plan of the existing house. He noted that the existing house has a secondary side yard setback of 3 foot, 1.25 inches.

Mr. Zinni explained that they are proposing a second floor addition over the existing house, not to include the front porch, and a modest side entry to get the front entry away from the front of the street and bring it to the side of the house. The entry does not run up the full second floor. He said they would keep the first floor how it is except for removing some of the walls for an open plan. The purpose of the addition on the second floor is to introduce more bedrooms.

Mr. Zinni stated that they intended to keep the character of the scale of the house to the existing character and the neighborhood. He said the first story would retain its overhang with a setback roof, with the second story set back a bit with a hip roof with some dormers. The height of the project is five feet below the maximum permitted height of 35 feet.

Mr. Zinni stated that they were trying to keep the addition away from the lot line and the neighbor to the south, since the southern neighbor's house was built within three feet of the lot line. The neighbor to the south's sidewalk covers their lot line, so he is taking into account the watershed between the two properties, and trying not to adversely affect the drainage of water by maintaining a distance between the properties. He stated the neighbor to the south endorses this project.

Mr. Zinni stated they intend to retain the existing roofline around the whole house, with the addition added to the top of it. He stated that they are keeping the dormers, similar overhangs, and a similar scale.

Mr. Zinni drew attention to the fact that they received three letters of support for the project and showed said letters to the Chair *Pro Tem*.

Mr. Zinni explained that, in addition to being below the height requirement, the project is in compliance with zoning sight coverage, as it is about 10% below the maximum allowed. He stated the plan is also approximately 10% below the maximum allowed in floor area ratio. He underscored that the project is proportionately below the scale that is permitted.

Mr. Zinni stated that the physical surroundings and the conditions create a specific hardship and that the second-story addition is the best solution for the living space to meet the needs of a growing family. It also eliminates the need for additional foundation and roof work, and thus does not create an overdeveloped property with more impervious surfaces. Drainage to the neighbors has been taken into account, and they are trying not to adversely affect the neighbors in that regard.

Mr. Zinni further stated that the physical condition existed prior to the present owner: the property was there before and it is an unusually narrow site. He noted that it is a 42-foot lot rather than the standard 50-foot lot, which he said made for an unusual physical condition. He noted that there is a typo in the application, where they had stated that the lot size is 45 feet, when it is actually 42 feet. He stated this lot size is unusual.

Mr. Zinni stated that the petition is not applicable to other properties.

Mr. Zinni stated that the houses on the block are all shifted to the north, and so they all have a larger space to the south. He stated that the proposed variation respects the spatial rhythm that is set up between the different houses on the block.

Mr. Zinni further stated that the addition is not based on the desire for economic gain. Instead, the addition is based on trying to keep the character of the house while also making the house more habitable for the residents.

Mr. Zinni stated that the proposed addition will not be detrimental or injurious to the public welfare, because it is a single-family residence that will remain a single-family residence. The water service and sewage line will not be increased. He noted that the utilities will be increased modestly. Mr. Zinni stated the public utilities will not be taxed.

Mr. Zinni stated the addition will not impair the supply of air and natural light to the adjacent properties, and that the proposed plan was created specifically so as not to impair natural light to the neighbors.

Mr. Zinni stated that there are no other means to request this variance by which alleged hardship or difficulty can be avoided. He stated that there is an existing footprint, drainage situation, and adjacent properties that cannot be moved. Therefore, he believes the request for the variance is the best plan.

Mr. Zinni summarized that they are primarily requesting leniency on the secondary side yard setback, and a little bit on the front to match the existing setback, because it creates a residence that is more in keeping with the existing residence, textures, and intent of the community in that area.

Public Comment with Regard to the Request

Chair *Pro Tem* O'Brien asked if there were any questions.

Richard Schneider was sworn in. He stated that he lives at 246 Park, which is directly across the street from the house in question. He testified that he has known the family since they moved into the property and that they are the most favorite neighbors he and his family ever had. He opined that the Plywacz bring a lot to the community and that their project would only bring value to the community and not harm it in any way.

Ms. Scheiner stated that she has a question. She noted that the application states that "although the combined side yard setback requirement probably should not apply to a corner lot, this has not been formerly codified in the Zoning Ordinance. The applicant wishes for a formal verification of this opinion." She stated they were not prepared to give an opinion on that specific matter. She noted that there was no zoning variation requested or included in the legal notice for a combined side yard setback. She asked whether a variation to the combined side yard setback would be needed, assuming those regulations apply to the property.

Mr. Zinni answered that a variation to the side yard setback would be required if the property was held to the same side yard setback standard required of an interior lot. He said right now corner lots do not adhere to that side yard setback requirement. He stated that for an interior lot, the side yard setbacks have to be 10 feet each and 25% of the total lot when added together. He said the standard does not usually apply to corner lots, but that they were trying to verify whether the lot in question will be held to that standard. He stated that Building Official Cliff Radatz requested they put the request for a formal verification into their application.

Ms. Scheiner summarized that the building official made a preliminary determination and does not believe the standard applies to corner lots and, for that reason, no variation for the combined side yard setback was requested nor included in the legal notice. She stated that if a public hearing was needed that they would have to come back to the Zoning Board of Appeals and go through the process again, so as to provide some clarification before the matter goes to the Village Board.

Village Attorney Carmen Forte, Jr. stated that, based on the Building Official's recommendation, and based off previous hearings for similar requests for variances of corner lots, he did not believe the variance request for the side yard setback would be needed.

Village Attorney Carmen Forte, Jr. stated that the applicant was correct in that there was no request for a lot coverage variation.

Ms. Scheiner stated that it was a mistake in the legal notice and that it does not nullify the legal notice.

Village Attorney Carmen Forte, Jr. concurred, stating that so long as nothing is missing from the legal notice, there is no issue.

Village Attorney Carmen Forte, Jr. summarized the requested motion for a recommendation to approve a variance or a variation to Section 10-8-7 to allow a front yard setback of 31 feet, 3.5 inches, and a secondary front yard setback of 3 feet, 1.25 inches.

Member Smetama noticed that the eaves were indicated to be a different distance on the variation. He asked if it was excluded from the secondary setback requirement.

Village Attorney Carmen Forte, Jr. replied that the vote is for the wall line itself, and that there is always an allowance for the eaves.

Chair *Pro Tem* O'Brien asked how close the proposed new entry was to the south side lot line.

Mr. Zinni responded that it was 5 foot, 2.75 inch from the property line.

Chair *Pro Tem* O'Brien noted there were no other comments or questions forthcoming and closed the public hearing.

Discussion and Deliberation of the Request

Ms. Scheiner explained that this means the public can stay but that there would be no further testimony taken.

Member Lucchesi stated that he thought the plan was a good one and fits with the neighborhood and existing house. He thought it was reasonable and stated his vote would be for the plan.

Member Smetana noted that almost half the existing house is setback, and that there were similar other instances where there were slight variations of setbacks when the plan was to build up. He noted the property is next to the street.

Chair *Pro Tem* O'Brien noted that this has come up before in variations where additions are to be made to a non-conforming location, and that the lot being a forty-two (42) feet in width lot makes it even tighter. She stated that there are many corner lots that are built toward one street, and that it is not unique to a corner lot.

Member Dombrowski stated that the proposed variance covers the existing footprint of the building and that it looks like a nice addition. He did not see any reason not to vote for the proposed variance.

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to recommend that the variations be granted.

Ayes: Members Dombrowski, Lucchesi, and Smetana.
Nays: Chair *Pro Tem* O'Brien

Motion Failed.

Lisa Scheiner, Assistant Village Administrator for the Village of River Forest, explained that the vote was 3 to 1. She explained that means that, without four votes in favor of approval, the case will go to the Village Board as a recommendation not to grant the variation. The Zoning Board of Appeals will meet again in February and adopt their findings of fact, which is a written document that memorializes the recommendation that they are making to the Village Board. She explained that the recommendation would go to the Village Board at their second meeting in February. She stated she will follow up with Mr. Zinni as to meeting dates and times.

Ms. Scheiner explained that the Village Board has the ability to modify or amend the recommendation, but that it is going to them as a vote of 3-to-1 and not four votes, and it is therefore not in favor of the proposal.

Mr. Plywacz noted that there were two board members missing and one recused.

Ms. Scheiner stated that they could ask the Village Board to remand the case back to the Zoning Board for a public hearing to reopen the case for a time when there are additional members present.

Ms. Plywacz asked for clarification on the basis for Chair *Pro Tem* n O'Brien's vote for nay.

Chair *Pro Tem* O'Brien replied that she did not believe Standards 1, 3, and 8 have been met.

Ms. Scheiner stated that she did not have anything else for the Board.

VII. ADJOURNMENT

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to adjourn the meeting at 8:12 p.m.

Ayes: Chair *Pro Tem* O'Brien, Members Dombrowski, Lucchesi, and Smetana.
Nays: None
Nays: None

Motion passed.

Respectfully Submitted:



Lisa Scheiner, Secretary

Frank Martin, Chairman
Zoning Board of Appeals

Date: _____

VILLAGE OF RIVER FOREST
ZONING BOARD OF APPEALS MEETING MINUTES
February 13, 2020

A meeting of the Village of River Forest Zoning Board of Appeals was held at 7:30 p.m. on Thursday, February 13, 2020 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. Upon roll call, the following persons were:

Present: Chairman Frank Martin, Gerald Dombrowski, Ronald Lucchesi, Tagger O'Brien, David Berni, and Joanna Schubkegel

Absent: Michael Smetana

Also Present: Assistant Village Administrator Lisa Scheiner and Village Attorney Carmen Forte, Jr.

II. APPROVAL OF JANUARY 9, 2020 ZONING BOARD OF APPEALS MEETING MINUTES

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to approve the minutes of the January 9, 2020 Zoning Board of Appeals meeting as amended.

Ayes: Members Dombrowski, Lucchesi, and O'Brien

Nays: None

Abstain: Chairman Martin, Berni, and Schubkegel

Motion passed.

III. APPROVAL OF FINDINGS OF FACT FOR THE PROPOSED TEXT AMENDMENTS RELATED TO BEAUTY SHOPS, PERMANENT COSMETICS, MICROBLADING AND MICROPIGMENTATION FROM THE MEETING OF THE ZONING BOARD OF APPEALS ON JANUARY 9, 2020

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to approve the Findings of Fact and recommendation for the proposed Text Amendments related to Beauty Shops, Permanent Cosmetics, Microblading and Micropigmentation from the meeting of the Zoning Board of Appeals on January 9, 2020.

Ayes: Chairman Martin, Members Dombrowski, Lucchesi, and O'Brien

Nays: None

Abstain: Members Berni and Schubkegel

Motion passed.

IV. MOTION TO RECONSIDER RECOMMENDATION REGARDING VARIATION REQUEST TO SECTION 10-8-7 OF THE ZONING ORDINANCE (SETBACK) AT 243 PARK AVENUE

Village Attorney Forte described the procedural issue before the Zoning Board of Appeals.

A MOTION was made by Member O'Brien and SECONDED by Member Lucchesi to reconsider the variation request to Section 10-8-7 of the Zoning Ordinance (Setback) at 243 Park Avenue.

Ayes: Members Dombrowski, Lucchesi and O'Brien
Nays: None
Abstain: Chairman Martin, Members Berni and Schubkegel

Motion passed.

V. RECOMMENDATION REGARDING MAJOR VARIATION REQUEST TO SECTION 10-8-7 OF THE ZONING ORDINANCE (SEETBACK) FOR 243 PARK AVENUE

Village Attorney Forte and Chairman Martin explained who may cast a vote on this matter.

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to recommend that the requested variations at 243 Park Avenue variation be granted.

Member Berni certified that he listened to the audio of the meeting and certified that he is comfortable voting on the matter.

Member Schubkegel stated that she did not listen to the audio but reviewed the minutes and feels comfortale voting on the matter.

Ms. O'Brien stated her reasons for reconsidering the matter, including that there was not a lot coverage variation requested which was included in the legal notice, that the width of the lot was smaller than she thought and the size was corrected from approximately 45 feet to 42 feet, and that the height of the building would not exceed zoning height limits.

Ayes: Members Dombrowski, Lucchesi, O'Brien, Berni, and Schubkegel
Nays: None
Abstain: Chairman Martin

Motion passed.

VI. APPROVAL OF FINDINGS OF FACT FOR THE VARIATION REQUESTS FOR LOT COVERAGE AND SETBACK AT 243 PARK AVENUE FROM THE MEETING OF THE ZONING BOARD OF APPEALS ON JANUARY 9, 2020

A MOTION was made by Member Schubkegel and SECONDED by Member Berni to approve the Findings of Fact and recommendation regarding front yard and secondary front yard setback variations for a corner lot related to a proposed addition at 243 Park Avenue.

Ayes: Members Dombrowski, Lucchesi, O'Brien, Berni, and Schubkegel
Nays: None
Abstain: Chairman Frank Martin

Motion passed.

VII. CONFIRMATION OF MARCH 12, 2020 MEETING

Chairman Martin announced that a public hearing would be held on March 12, 2020 regarding a petition from the Village Board of Trustees for a Text Amendment.

VIII. PUBLIC COMMENT

None.

IX. ADJOURNMENT

A MOTION was made by Member Berni and SECONDED by Member O'Brien to adjourn the meeting at 7:41 p.m.

Ayes: Chairman Martin, Dombrowski, Lucchesi, O'Brien, Berni, and Schubkegel
Nays: None

Motion passed.

Respectfully Submitted:



Lisa Scheiner, Secretary

Frank Martin, Chairman
Zoning Board of Appeals

Date: _____



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 3, 2020

To: Frank Martin, Chairman, Zoning Board of Appeals

From: Lisa Scheiner, Assistant Village Administrator

Subj: Variation Request – 243 Park Avenue

Chris and Dionna Plywacz, owners of the property at 243 Park Avenue, have submitted the attached application for variations to the lot coverage and setback regulations (Section 10-8-5 and 10-8-7) of the Zoning Ordinance. The applicants propose to construct a second story addition to an existing one-story residence on a corner lot and rebuild a first story roof to match an existing non-conforming front and secondary front yard setback. 243 Park Avenue is located at the southeast corner of Park Avenue and Linden Street.

If the Zoning Board of Appeals wishes to recommend the approval of this variation to the Village Board of Trustees, the following motion should be made: *Motion to recommend to the Village Board of Trustees the approval of variations to sections 10-8-5 and 10-8-7 of the Zoning Ordinance at 243 Park Avenue.*

If you have any questions regarding this application please do not hesitate to contact either Clifford Radatz, Building Official, or me.



LEGAL NOTICE
ZONING BOARD OF APPEALS
RIVER FOREST, ILLINOIS

Public Notice is hereby given that a public hearing will be held by the Zoning Board of Appeals (ZBA) of the Village of River Forest, County of Cook, State of Illinois, on Thursday, January 9, 2020 at 7:30 p.m. in the First Floor Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois on the following matter:

The ZBA will consider an application for a major zoning variation submitted by Chris and Dionna Plywacz, owners of the property at 243 Park Avenue, who are proposing to construct a second story addition to an existing one-story residence on a corner lot and rebuild a first story roof to match an existing non-conforming front and secondary front yard setback.

Section 4-8-5 of the Village Code provides the Zoning Board jurisdiction to hold public hearings and offer recommendations to the Village Board concerning variations to Zoning Ordinance.

The applicant is requesting a variation to Section 10-8-5 that would allow the property to have a Lot Coverage equal to 33.8% of the Lot Area. The Zoning Ordinance allows a maximum Lot Coverage equal to 30% of the Lot Area. The applicant is also requesting a variation to Section 10-8-7 that would allow a front yard setback of 31 feet 3 ½ inches and a secondary front yard setback of 3 feet 1¼ inches. The Zoning Ordinance requires a minimum front yard setback of 31 feet 5¼ inches and a secondary front yard setback of 13 feet.

The legal description of the property at 243 Park Avenue is as follows: LOT 1 (EXCEPT THE SOUTH 2 FEET) OF BLOCK 4 IN CONWAY'S RESUBDIVISION OF RANSON'S SUBDIVISION OF SECTION 12, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

A copy of the application will be available to the public at Village Hall and on the Village's website at www.vrf.us/zoningvariation no less than 15 days prior to the public hearing. The Zoning Board of Appeals meeting packet will also be available at www.vrf.us/meetings no less than 48 hours prior to the public hearing.

All interested persons will be given the opportunity to be heard at the public hearing. **For public comments to be considered by the Zoning Board of Appeals and Village Board of Trustees in their decision, they must be included as part of the public hearing record.** Interested persons can learn more about how to participation in the hearing by visiting www.vrf.us/zoningvariation.

Sincerely,
Lisa Scheiner
Secretary, Zoning Board of Appeals

PLYWACZ RESIDENCE

RESIDENTIAL ADDITION AND INTERIOR RENOVATION

243 PARK AVE.

RIVER FOREST, IL



ZONING VARIANCE APPLICATION

MARK ZINNI ARCHITECTS, LTD.
428 marengo ave. forest park, illinois 708/366-2416



KDC CONSULTANTS INC.

16144 S. BELL ROAD
HOMER GLEN, ILLINOIS 60491

WWW.KDCCONSULTANTSINC.COM
LAND PLANNING ENGINEERING LAND SURVEYING

(708) 645-0545
Fax: 645-0546

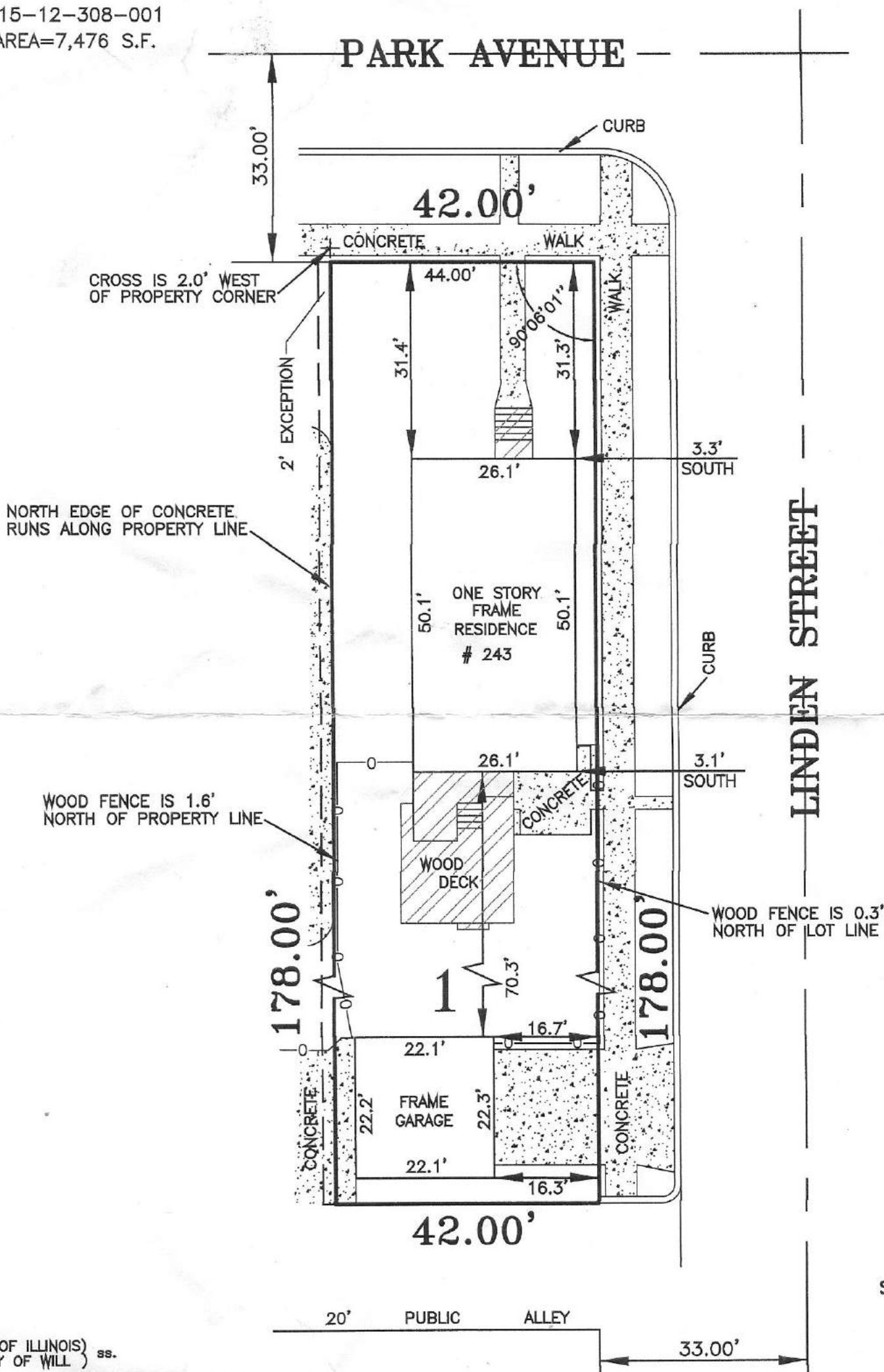
PLAT OF SURVEY

OF

LOT 1 (EXCEPT THE SOUTH 2 FEET) IN BLOCK 4 IN CONWAY'S RESUBDIVISION OF
RANSON'S SUBDIVISION OF SECTION 12, TOWNSHIP 39 NORTH, RANGE 12 EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN: 15-12-308-001

LOT AREA=7,476 S.F.



STATE OF ILLINOIS)
COUNTY OF WILL) ss.

WE, KDC CONSULTANTS INC., AS ILLINOIS LICENSED
PROFESSIONAL LAND SURVEYORS, HEREBY CERTIFY THAT WE
HAVE SURVEYED THE PROPERTY DESCRIBED IN THE CAPTION
TO THE PLAT HEREON DRAWN AND THAT THIS PROFESSIONAL
SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM
STANDARDS FOR A BOUNDARY SURVEY.

ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS OF A
FOOT AND ARE CORRECT AT A TEMPERATURE OF 68 DEGREES
FAHRENHEIT, DIMENSIONS SHOWN ON BUILDINGS ARE TO THE
OUTSIDE OF BUILDINGS.

SURVEYED 16TH DAY OF JUNE 2015.

SIGNED THIS 18TH DAY OF JUNE 2015.

BY: *Kevin D. Chaffin*
PROFESSIONAL ILLINOIS LAND SURVEYOR No. 3184



LICENSE EXPIRATION
11-30-2016

PREPARED FOR: PLYWACZ

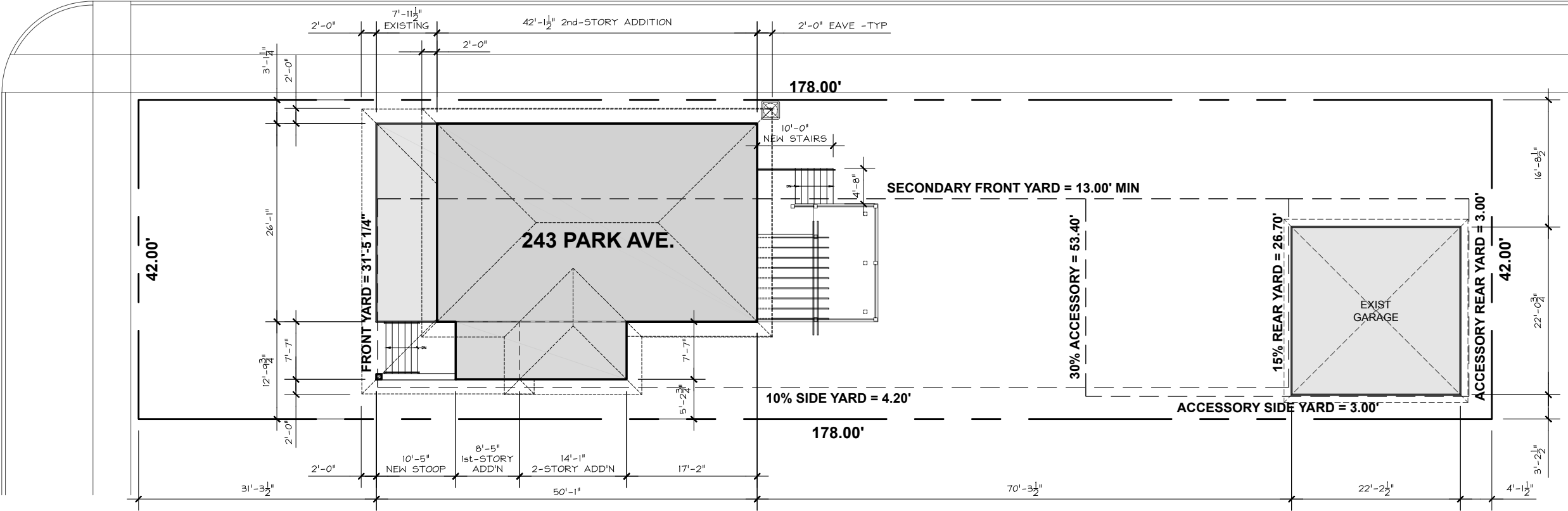
COMPARE LEGAL DESCRIPTION WITH DEED AND REPORT ANY DISCREPANCY
IMMEDIATELY. A TITLE COMMITMENT MAY NOT HAVE BEEN FURNISHED FOR USE
IN PREPARATION OF THIS SURVEY. IF A TITLE COMMITMENT WAS NOT
FURNISHED, THERE MAY BE EASEMENTS, BUILDING LINES OR OTHER
RESTRICTIONS NOT SHOWN ON THIS PLAT. THIS PLAT DOES NOT SHOW
BUILDING RESTRICTIONS ESTABLISHED BY LOCAL ORDINANCES. LOCAL
AUTHORITIES MUST BE CONSULTED REGARDING ANY RESTRICTIONS.
SUBJECT TO EASEMENTS OF RECORD.

DO NOT SCALE DIMENSIONS FROM THIS PLAT. NO EXTRAPOLATIONS
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PERMISSION OF KDC CONSULTANTS, INC.. THIS PLAT IS
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SURVEY No. 15-06-034

PARK AVENUE

LINDEN STREET



SITE PLAN

NOTE: 1. -

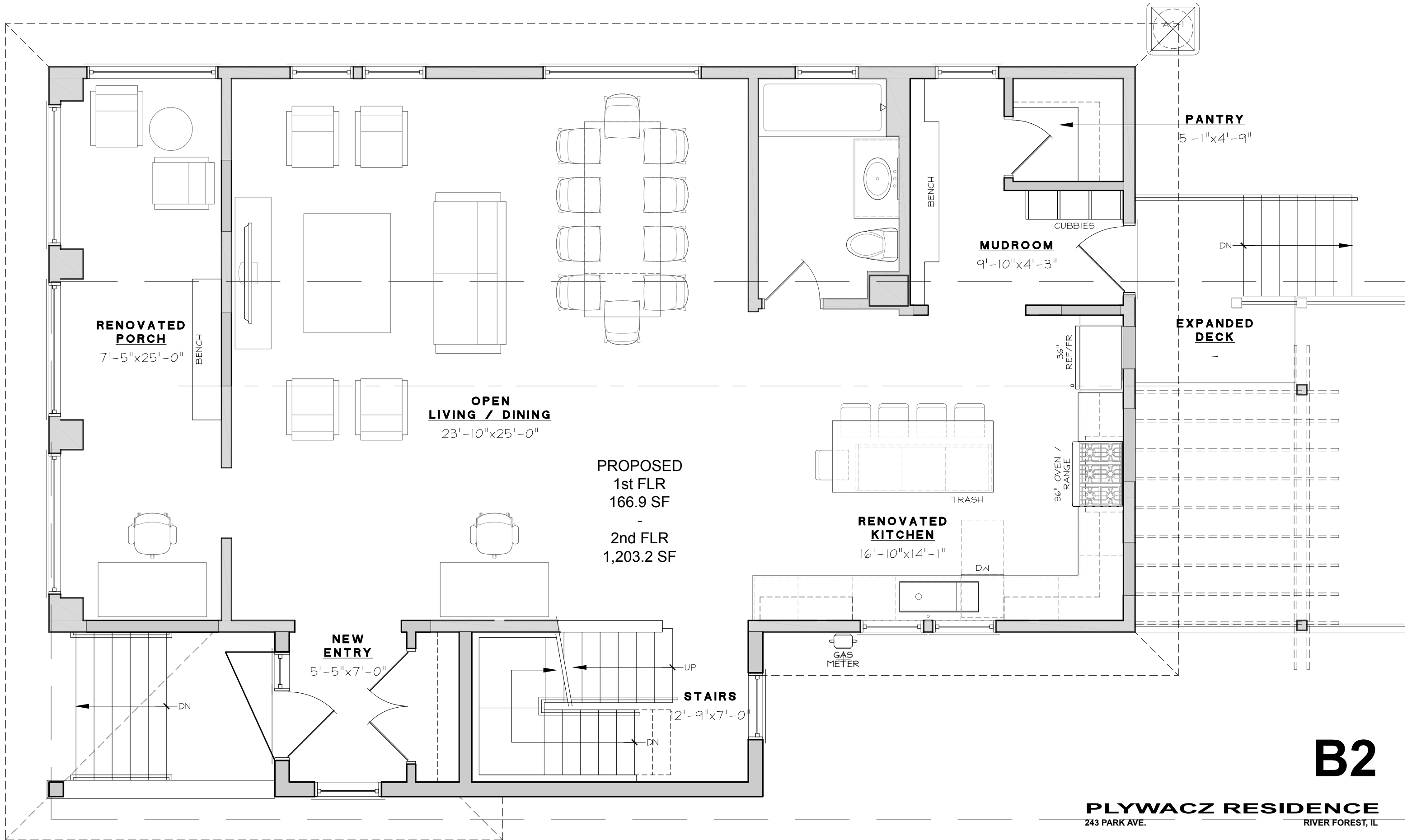
SCALE: 1/16" = 1'-0"



B1

PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

SITE
ZONING VARIANCE
SCALE AS SHOWN
MZA 1-2-2020



PROPOSED
1st FLR
166.9 SF
-
2nd FLR
1,203.2 SF

FIRST FLOOR PLAN

NOTE: 1. -

SCALE: 1/4" = 1'-0"



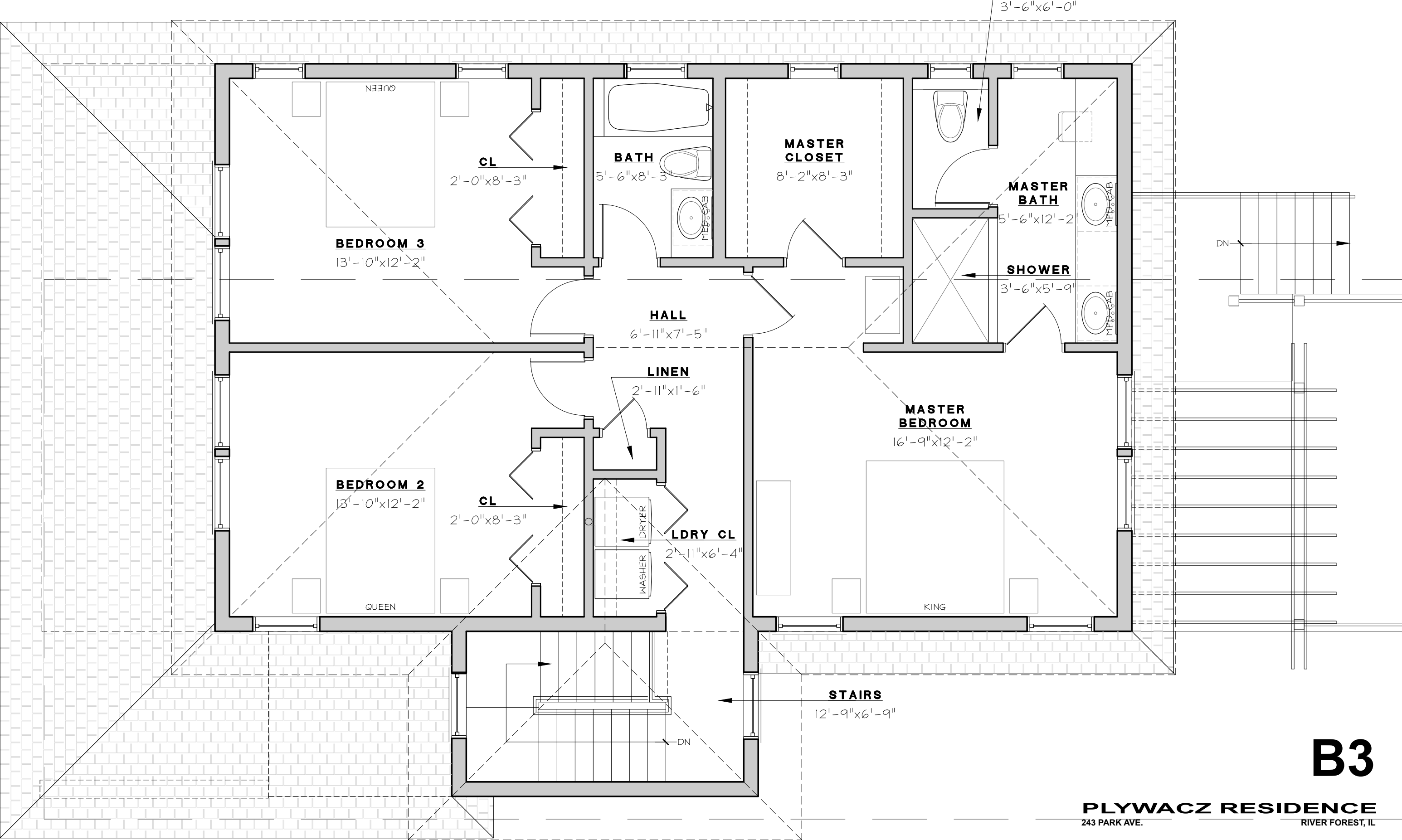
B2

PLYWACZ RESIDENCE
243 PARK AVE.
RIVER FOREST, IL

FIRST FLOOR

ZONING VARIANCE
SCALE AS SHOWN

MZA 1-2-2020



SECOND FLOOR PLAN

NOTE: 1. -

SCALE: 1/4" = 1'-0"



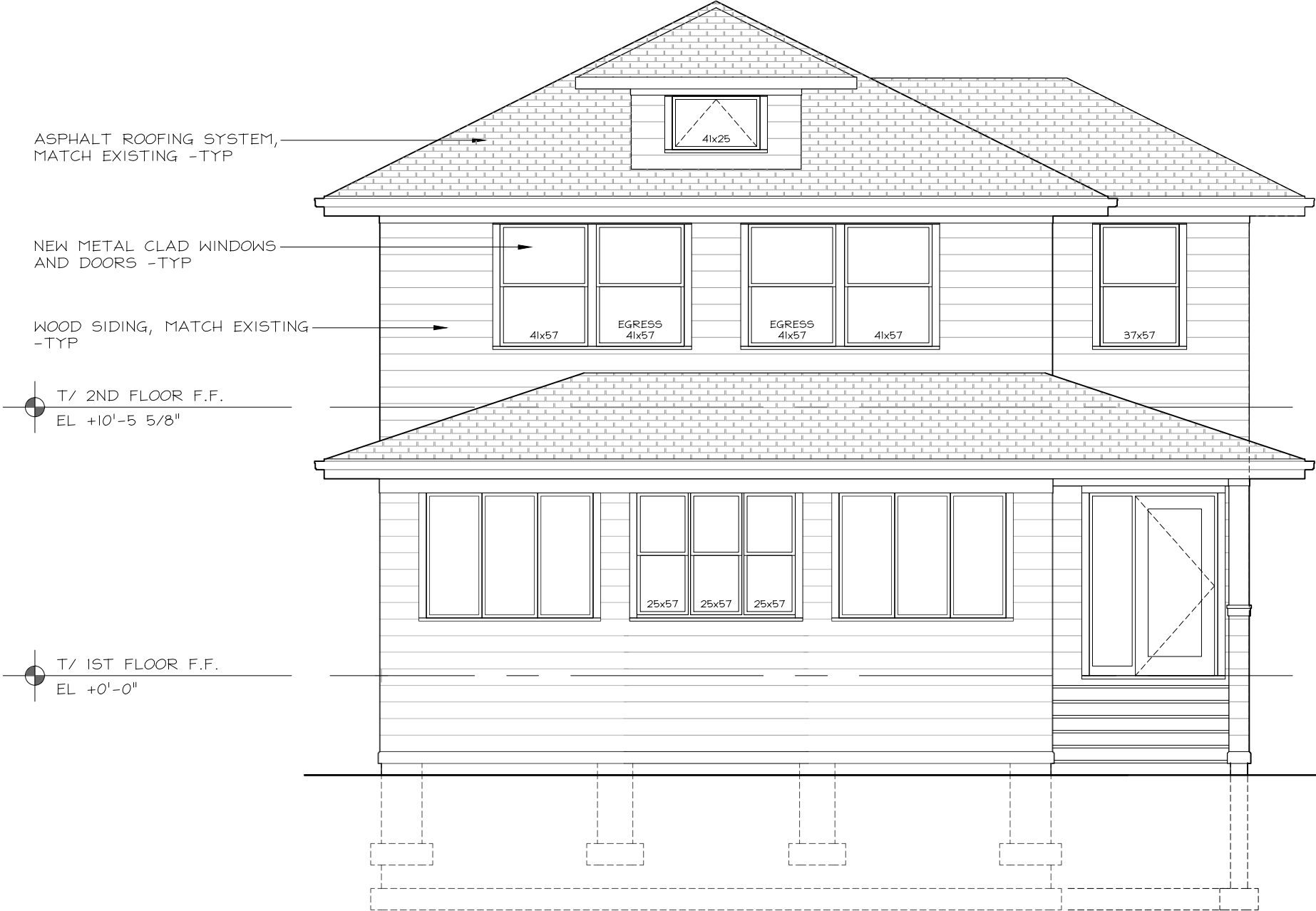
B3

PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

SECOND FLOOR

ZONING VARIANCE
SCALE AS SHOWN

MZA 1-2-2020



WEST ELEVATION

NOTE: 1. -

SCALE: 3/16" = 1'-0"

B4

PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

WEST ELEVATION

ZONING VARIANCE
SCALE AS SHOWN

MZA 1-2-2020



SOUTH ELEVATION

NOTE: 1. -

SCALE: 3/16" = 1'-0"

B5

PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

SOUTH ELEVATION

ZONING VARIANCE
SCALE AS SHOWN

MZA 1-2-2020



EAST ELEVATION

NOTE: 1. -

SCALE: 3/16" = 1'-0"

B6

PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

ZONING VARIANCE
SCALE AS SHOWN EAST ELEVATION
MZA 1-2-2020



NORTH ELEVATION

NOTE: 1. -

SCALE: 3/16" = 1'-0"

B7

PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

.1
ZONING VARIANCE
SCALE AS SHOWN

NORTH ELEVATION

MZA 1-2-2020



EXISTING FRONT STREET ELEVATION – PARK AVENUE
WEST ELEVATION



EXISTING FRONT STREET ELEVATION – PARK AVENUE
SOUTHWEST CORNER AND NEIGHBOR TO SOUTH



EXISTING REAR ELEVATION
EAST ELEVATION



EXISTING SECONDARY FRONT STREET ELEVATION – LINDEN STREET
NORTH ELEVATION

November 15, 2019

Village of River Forest 400 Park Ave.
River Forest, IL 60305

Re: Plywacz Residence 243 Park Ave.

River Forest, IL 60305

To Whom It May Concern:

Our neighbors, Chris and Dionna Plywacz, have informed us that they are proposing a second-story addition to their home that would require a zoning variance to the required secondary front yard setback and to the front yard setback. We understand the construction would begin in the spring or summer of 2020.

We agree that many of the homes on the 200-300 block of Park Avenue were built in the 40's after WWII, that they are small by today's standards and need to be expanded to meet the needs of today's owners, and that additional investment in existing properties within the Village is essential to maintain property values and uphold River Forest's reputation as an outstanding and desirable community.

We support their application for the zoning variance and the proposed construction project.

Sincerely,

A handwritten signature in blue ink that reads "Susan Bohdan". The signature is fluid and cursive, with the first name "Susan" being more prominent than the last name "Bohdan".

Thomas & Susan Bohdan
239 Park Ave.
River Forest, IL 60305

D1

November 15, 2019

Village of River Forest 400 Park Ave.
River Forest, IL 60305

Re: Plywacz Residence 243 Park Ave.

River Forest, IL 60305

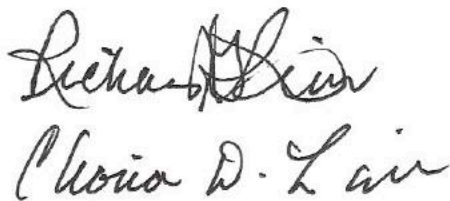
To Whom It May Concern:

Our neighbors, Chris and Dionna Plywacz, have informed us that they are proposing a second-story addition to their home that would require a zoning variance to the required secondary front yard setback and to the front yard setback. We understand the construction would begin in the spring or summer of 2020.

We agree that many of the homes on the 200-300 block of Park Avenue were built in the 40's after WWII, that they are small by today's standards and need to be expanded to meet the needs of today's owners, and that additional investment in existing properties within the Village is essential to maintain property values and uphold River Forest's reputation as an outstanding and desirable community.

We support their application for the zoning variance and the proposed construction project.

Sincerely,

The block contains two handwritten signatures in black ink. The first signature is 'Richard Lim' and the second is 'Cliona D. Lim'. Both are written in a cursive, flowing style.

Richard & Cliona Lim
303 Park Ave
River Forest, IL 60305

APPLICATION FOR ZONING VARIATION
Village of River Forest Zoning Board of Appeals

Address of Subject Property: 243 Park Avenue Date of Application 11-15-2019

Applicant:

Chris and Dionna Plywacz
Name

243 Park Avenue, River Forest, Illinois 60305
Address

773-297-3391 cplywacz@gmail.com
Phone (Daytime) Fax E-Mail

Owner
Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.)

Architect/Contractor:

Mark Zinni Architects, Ltd.
Name

428 Marengo Avenue, Forest Park, Illinois 60130
Address

708.366.2416 mzarchs@sbcglobal.net
Phone (Daytime) Fax E-Mail

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): Owner

Zoning District of Property (circle one): ☐ R1 ☒ R2 ☐ R3 ☐ R4 ☐ C1 ☐ C2 ☐ C3 ☐ PRI ☐ ORIC

Please check the type(s) of variation(s) being requested:

☒ Zoning Code ☐ Building Code (fence variations only)

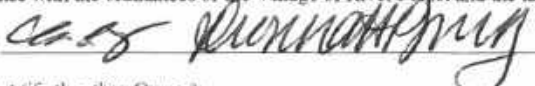
Application requirements: Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

Application Deadline: A complete variation application must be submitted no later than the 15th day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

SIGNATURES:

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of River Forest and the laws of the State of Illinois.

Owner:  Date: 11-1-2019
Applicant (if other than Owner): Date:

Application Fee: A non-refundable fee of **\$650.00** must accompany every application for variation. Checks should be made out to the Village of River Forest.



APPLICATION FOR ZONING VARIATION
Village of River Forest Zoning Board of Appeals

RECEIVED
NOV 08 2019
12:00 CF
VILLAGE OF RIVER FOREST

Address of Subject Property: 243 Park Ave.

Date of Application: _____

Applicant		Architect / Contractor	
Name: <u>Christopher Dionna Plywacz</u>		Name: <u>Mark Zinni Architects Ltd.</u>	
Address: <u>243 Park Ave</u>		Address: <u>428 Marengo Ave</u>	
City/State/Zip: <u>River Forest IL 60305</u>		City/State/Zip: <u>Forest Park, IL 60130</u>	
Phone: <u>773 297-2160</u>	Fax: _____	Phone: <u>708 366 2416</u>	Fax: _____
Email: <u>dplywacz@gmail.com</u>		Email: <u>mzarchs@sbglobal.net</u>	

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): _____

Zoning District of Property: ☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ C1 ☐ C2 ☐ C3 ☐ PRI ☐ ORIC

Please check the type(s) of variation(s) being requested:

☐ Zoning Code

☐ Building Code (fence variations only)

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Owner:  Date: 11-1-2019

Applicant (if other than Owner): _____ Date: _____

Application Fee: A non-refundable fee of \$650.00 must accompany every application for variation. Checks should be made out to the Village of River Forest.

APPLICATION FOR ZONING VARIATION
Village of River Forest Zoning Board of Appeals

Address of Subject Property: 243 Park Avenue **Date of Application** 1-2-2020

Applicant:

Chris and Dionna Plywacz
Name

243 Park Avenue, River Forest, Illinois 60305
Address

773-297-3391 cplywacz@gmail.com
Phone (Daytime) Fax E-Mail

Owner
Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.)

Architect/Contractor:

Mark Zinni Architects, Ltd.
Name

428 Marengo Avenue, Forest Park, Illinois 60130
Address

708.366.2416 mzarchs@sbcglobal.net
Phone (Daytime) Fax E-Mail

Relationship of Applicant to Property (owner, contract purchaser, legal counsel, etc.): Owner

Zoning District of Property (circle one): ☐ R1 ☒ R2 ☐ R3 ☐ R4 ☐ C1 ☐ C2 ☐ C3 ☐ PRI ☐ ORIC

Please check the type(s) of variation(s) being requested:

☒ Zoning Code ☐ Building Code (fence variations only)

Application requirements: Attached you will find an outline of the other application requirements. Please read the attached carefully, the applicant will be responsible for submitting all of the required information.

Also attached for your information are the Zoning Board of Appeals "Rules of Procedure" for their public hearings.

Application Deadline: A complete variation application must be submitted no later than the 15th day of the month in order to be heard by the Zoning Board of Appeals in the following month. The Zoning Board of Appeals meets on the second Thursday of each month.

SIGNATURES:

The undersigned hereby represent for the purpose of inducing the Village of River Forest to take the action herein requested, that all statements herein and on all related attachments are true and that all work herein mentioned will be done in accordance with the ordinances of the Village of River Forest and the laws of the State of Illinois.

Owner: _____ Date: _____

Applicant (if other than Owner): _____ Date: _____

Application Fee: A non-refundable fee of **\$650.00** must accompany every application for variation. Checks should be made out to the Village of River Forest.

APPLICATION FOR ZONING VARIATION

Address of Subject Property: 243 Park Avenue Date of Application: 1-2-2020

Zoning District of Property (circle one): ☐ R1 ☒ R2 ☐ R3 ☐ R4 ☐ C1 ☐ C2 ☐ C3 ☐ PRI ☐ ORIC

Summary of Requested Variation(s):

**Applicable Code Section
(Title, Chapter, Section)**

Example:

10-8-5, lot coverage

Code Requirement(s)

Example:

no more than 30% of lot

Proposed Variation(s)

Example:

33.8% of the lot (detailed calculations
On a separate sheet are required)

10-8-7, A, Front Yard

Average of existing front
yard setbacks = 31'-5 1/4".

31'-3 1/2" front yard setback (29'-3 1/2" to the
eave). New re-built lower roof to match existing,
with slightly reduced overhang from 2'-3" to 2'-0".

10-8-7, A.2, Secondary
Front Yard

Minimum 13'-0".

3'-1 1/4" secondary front yard setback (1'-1 1/4" to
the eaves). New re-built lower roof and proposed
upper roof to match existing, with slightly reduced
Overhang from 2'-3" to 2'-0".

The applicant is required to submit detailed long hand calculations and measurements for all applicable zoning provisions. Applications will not be considered complete without these calculations and measurements.

WRITTEN DESCRIPTION OF THE REQUESTED VARIATION

The Applicant wishes to construct a second story addition to an existing one-story structure on a corner lot that has an existing non-conforming setback at the north secondary front yard, and to rebuild a first story roof to match an existing non-conforming west front yard.

The required north secondary front yard setback per Section 10-8-7,A.2 is a minimum of 13'-0" for a fifty foot wide lot. The proposed north secondary front yard setback at the second-story addition is 3'-1 1/4" (1'-1 1/4" to the eave) to match the existing. A proposed re-built first-story partial roof and eave is also 3'-1 1/4" (1'-1 1/4" to the eave) to match the existing. The lot width is an unusually narrow 42'-0" making the minimum 13'-0" setback unusually restrictive.

The required west front yard setback per Section 10-8-7,A is the average of the existing front yard setbacks along the same side of the street and on the same block = 31'-5 1/4". The proposed front yard setback at the rebuilt first-story roof is 31'-3 1/2" (29'-3 1/2" to the eave). The proposed rebuilt first-story roof would impose on the current required west front yard setback by a 2'-1 3/4", but would match the original setback to the eave.

Examination of the attached Exhibits will demonstrate that the proposed second-story addition matching the existing non-conforming setbacks would have much less adverse effect on the quality of light, air and site drainage on the applicant (owner) and adjacent properties than a larger structure that could be built to conforming height and setbacks pushed to south and/or east, much closer the neighboring property. Also a second-story addition would minimize the increase amount of the impervious area on the lot, in contrast to a conforming addition to the south and/or east of the existing structure.

Although the combined side yard setback requirement probably should not apply to a corner lot, this has not been formally encoded in the zoning ordinance. The Applicant wishes for a formal verification of this opinion.

APPLICATION REQUIREMENTS FOR MAJOR VARIATIONS

A. General Requirements.

1. a. Applicant: Chris and Dionna Plywacz
243 Park Avenue
River Forest, Illinois 60305
773-297-3391

b. Applicant is the owner.

c. Date of Application: January 2, 2020.

d. Property Identification: 243 Park Avenue, River Forest, Illinois.

e. Variance requested is:

- 1) Secondary Front Yard Setback: The requested variance is to reduce the secondary front yard setback to 3'-1 1/4" (1'-1 1/2" to the eave) in lieu of the required 13'-0".

The required secondary front yard setback per Section 10-8-7,A.2 is a minimum of 13'-0" for a fifty foot wide lot. The proposed north secondary front yard setback at the second-story addition is 3'-1 1/4" (1'-1 1/4" to the eave) to match the existing. A proposed re-built first-story partial roof and eave is also 3'-1 1/4" (1'-1 1/4" to the eave) to match the existing.

- 2) Front Yard Setback: The requested variance is to reduce the front yard setback to 31'-1 1/2" (29'-3 1/2" to the eave) in lieu of the required 31'-5 1/4".

The required west front yard setback per Section 10-8-7,A is the average of the existing front yard setbacks along the same side of the street and on the same block = 31'-5 1/4". The proposed front yard setback at the rebuilt first-story roof is 31'-3 1/2" (29'-3 1/2" to the eave). The proposed rebuilt first-story roof would impose on the current required west front yard setback by a 2'-1 3/4", but would match the original setback to the eave.

- 3) Combined Side Yard Setback: Formal opinion on the inapplicability of the combined sideyard setback to a corner lot.

f. See attached Plat of Survey, Exhibit "A", dated June 16, 2015.

2. See attached drawings, Exhibits "B1" to "B7", dated January 2, 2020.

3. Hard copy and electronic copy submittal requirements: Noted.

- B.**
1. Height: Two-story, 30'-2" proposed (less than allowable 35'-0" for principal structure).
Lot Size: 42' x 178' = 7,476 sq. ft.
Gross Floor Area: First Floor: 1,306.1 sq. ft. existing + 172.6 sq. ft. proposed
Detached Garage: 490.4 sq. ft. existing.
Second Floor: 0.0 sq. ft. existing + 1,206.5 sq.ft. proposed
Covered, Open Stoop: 71.1 sq.ft.
Lot Coverage: 2,040.2 sq. ft. proposed = 27.3% Lot Coverage.
(Note: 30% permitted.)
Floor Area Ratio: 2,775.5 sq. ft. proposed net floor area = 0.371 F.A.R.
(Note: 0.40 F.A.R. permitted.)
 2. Multi-family development: N/A
 3. Site development dimensioned: See attached Site Plan, Exhibit "B1".
 4. Freestanding signs: N/A
 5. Identification of vehicular areas: See attached Site Plan, Exhibit "B1".
 6. HOA legal documents: N/A
 7. Property photographs: See Exhibits "C1" and "C2".
 - 7b. Neighbor written testimony / letters: See Exhibits "D1" and "D2", each dated November 15, 2020.
- C.** Nine month permitted variation validation period: Noted

1. *The physical surroundings, shape or typographical conditions of the specific property involved with bring a specific hardship upon the owner as distinguished from an inconvenience if the strict letter of the regulations were to be carried out;*

The physical surrounding conditions do create a specific hardship. A second story addition is the best solution to adding living space to a relatively small and modest one-story structure to meet the increasing needs of a growing family. In addition to eliminating the need for more foundation work and roofing, it would also have the least adverse effect on the open area of the backyard, and on the natural light, ventilation and site drainage that the adjacent neighbors also enjoy.

2. *The aforesaid unique physical condition did not result from an action of any person having an interest in the property, but was created by natural forces or was the result or was result of governmental action, other than the adoption of this Zoning Ordinance, for which no compensation was paid;*

The physical condition existed at the property prior to the present owner's purchase of the property. The original house was located on the unusually narrow property in compliance with the zoning ordinance in place at that time.

3. *The conditions upon which the petition for variation is based may not be applicable generally to other property within the same zoning classification;*

The conditions upon which the petition for variation is based, generally do not exist to other properties within the same zoning classification. The lot is unusual in it's width of 45 feet (in lieu of the typical 50 foot). The house is shifted to the north of the property allowing space between the Appplicant's house and the neighbor to the south for drainage, natural light and ventilation. The neighbor to the south has an existing non-conforming side yard setback to the building and to the eave.

4. *The purpose of the variation is not based predominantly upon a desire for economic gain;*

The purpose of the variation is not based upon a desire for economic gain, but for greater usability and compatibility with the character of the neighborhood, and for a lesser adverse impact on adjacent neighbors.

5. *The granting of the variation shall not be detrimental to the public welfare or unduly injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood in which the property is located;*

The granting of the variation will not be detrimental to the public welfare nor injurious to the enjoyment, use, or development value of other property or improvements in the neighborhood

in which the property is located. See Exhibits “D1” and “D2” (letters of support from neighbors). Conforming alternatives to the second-story addition, the placement of an addition to the southeast of the existing structure and within the allowed setbacks, would be more injurious to the neighborhood by adversely increasing the amount of impervious surface and decreasing the separation to the adjacent neighbors. A second-story addition would be aid in the increase of property values in the neighborhood and be more in keeping with the existing character of the neighborhood

6. *The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood;*

The proposed variation will not impair nor alter the existing adequate supply of light and air to the adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, nor substantially diminish or impair property values within the neighborhood. Also see Exhibits “D1” and “D2” (letters of support from neighbors).

7. *That the granting or the variation would not unduly tax public utilities and facilities in the area;*

Granting the variation will not unduly tax public utilities or facilities in the area any more than would a conforming addition of like size and usage. The house will remain a single-family residence and the water and sanitary services will not change. The proposed addition will still be below the permitted floor area ratio (F.A.R.) and lot coverage.

8. *That there is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property.*

There is no means other than the requested variation to permit a reasonable use of the property without more adversely affecting adjacent properties and the neighborhood in general by reducing green space, light and ventilation. Hardship can be avoided if the variation is granted.

Zoning Analysis Table - 1

Project Address: [Plywacz - 243 Park Ave.](#)

Prepared by: MZA **Date:** [1/2/20](#)
Telephone No: 708-366-2416
Zoning District: R2
Use: Single-Family Residence

Line	Lot Area	Lot Width	Lot Depth	Lot Area
1		42.00	178.00	7476.0
	Lot Coverage	Allowed	Existing	Existing + Proposed
2	2A	2242.8	2B 1306.1	2C 2037.4
	Floor Area Ratio	Allowed	Existing	Existing + Proposed
3	3A	2990.4	3B 1396.5	3C 2772.2
	Building Height at Roof Ridge	Allowed	Existing	Existing + Proposed
4	Above "grade" in feet	4A 35.0	4B 19.9	4C 30.2
5	Story Height	5A 2.5	5B 1.0	5C 2.0
	Off-Street Parking	Required	Existing	Existing + Proposed
6	6A	2	6B 2	6C 2

Zoning Analysis Table - 2

Project Address: Plywacz - 243 Park Ave.

Line	Direction	Required Setback	Existing Setback	Proposed Setback at Addition
Front Yard		West		
7 Property Line to Bldg		7B	31.33	7C 31.33
8 Eave Length		8B	2.00	8C 2.00
9 Setback to Eave / Average of Block	9A	31.44	9B 29.33	9C 29.33
Secondary Front Yard		North		
10 Property Line to Bldg		10B	3.10	10C 3.10
11 Eave Length		11B	2.00	11C 2.00
12 Setback to Eave	12A	13.00	12B 1.10	12C 1.10
Side Yard		South		
13 Property Line to Bldg	13A	4.20	13B 12.60	13C 5.04
14 Eave Length		14B	2.00	14C 2.00
15 Setback to Eave	15A	3.00 min.	14C 10.60	15C 3.04
Side Yard		N.A.		
16 Property Line to Bldg	16A		16B 0.00	16C 0.0
17 Eave Length		17B	0.00	17C 0.0
18 Setback to Eave	18A		18B 0.00	18C 0.00
Combined Side Yard		N.A.		
19 25% of Lot Width	19A		19B	19C
Rear Yard				
20 Property Line to Bldg		20B	96.62	20C 96.6
21 Eave Length		21B	2.00	21C 2.0
22 Setback to Eave / 15% Lot Depth or 26'-2"	22A	26.70	22B 94.62	22C 94.62

Existing	+ Proposed	= Existing+Proposed
1306.1	731.3	2037.4

Floor Area Summary

Project Address: Plywacz - 243 Park Ave.

Lot Area		Allowed Floor Area
7,476.00 x	0.40	= 2990.4

Existing Floor Area	Area
Existing Basement Floor Area (Note 1)	0.0
Existing First Floor Area	1306.1
Existing Second Floor Area	0.0
Existing Half-Story Area (Note 2)	0.0
Existing Detached Garage Area	490.4
Enclosed Off-Street Parking Allowance (Note 3)	-400.0
Total Existing Floor Area (Enter in Box 3B)	1396.5

Existing + Proposed Floor Area	Area
Existing + Proposed Basement Floor Area (Note 1)	0.0
Existing + Proposed First Floor Area	1476.6
Existing + Proposed Second Floor Area	1205.2
Existing + Proposed Half-Story Area (Note 2)	0.0
Existing + Proposed Detached Garage Area	490.4
Enclosed Off-Street Parking Allowance (Note 3)	-400.0
Total Existing Floor Area (Enter in Box 3B)	2772.2

Basement Floor Area

Project Address: Plywacz - 243 Park Ave.

See Attached Sheet

Existing Basement Floor Area

Piece	Length	Width	Area
E1	0.00	0.00	0.0
Total Existing Basement Floor Area			0.0

Proposed Basement Floor Area

Piece	Length	Width	Area
P1	0.00	0.00	0.0
Total Proposed Basement Floor Area			0.0

Existing	+ Proposed	= Existing+Proposed
0.0	0.0	0.0

Proposed First Floor Area

Second Floor Area

Project Address: Plywacz - 243 Park Ave.

See Attached Sheet

Existing Second First Floor Area

Piece	Length	Width	Area
E1	0.00	0.00	0.0
Total Existing Second Floor Area			0.0

Proposed Second Floor Area

Piece	Length	Width	Area
P1	42.12	26.08	1098.5
P2	14.08	7.58	106.7
Total Proposed Second Floor Area			1205.2

Existing	+ Proposed	= Existing+Proposed
0.0	1205.2	1205.2

Half-Story (Attic) Floor Area

Project Address: Plywacz - 243 Park Ave.

See Attached Sheet

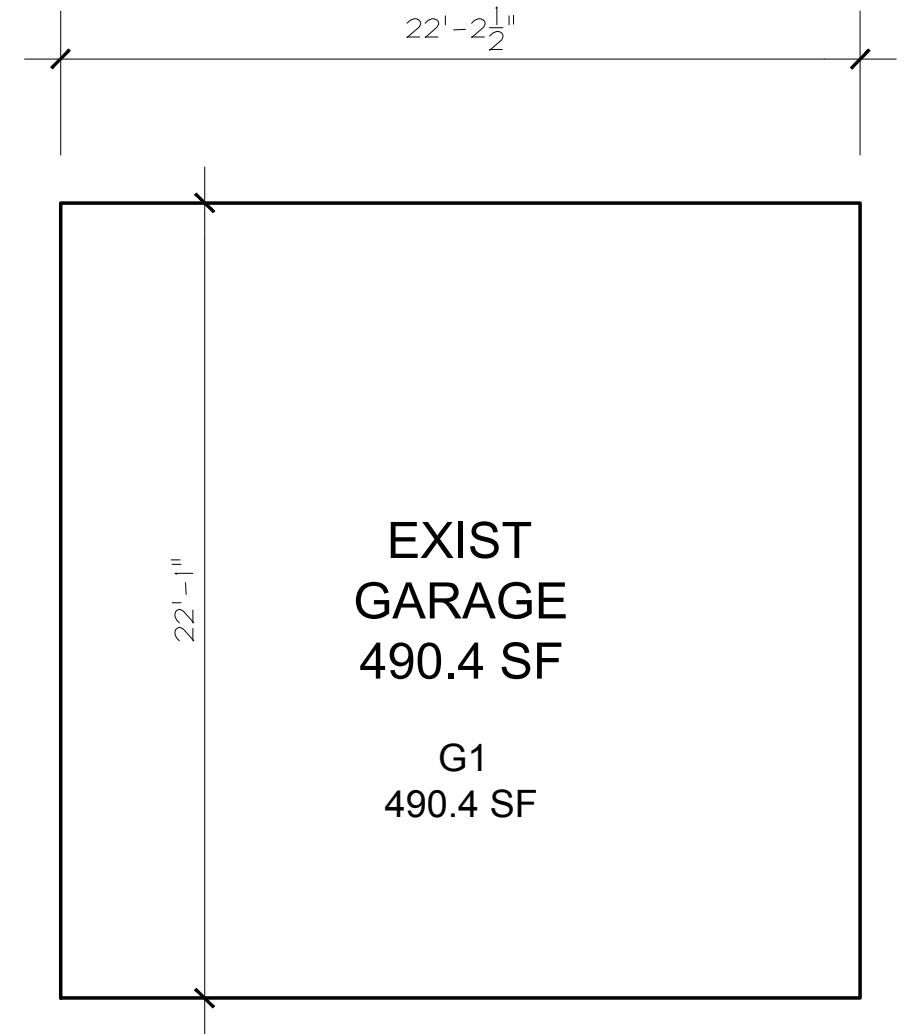
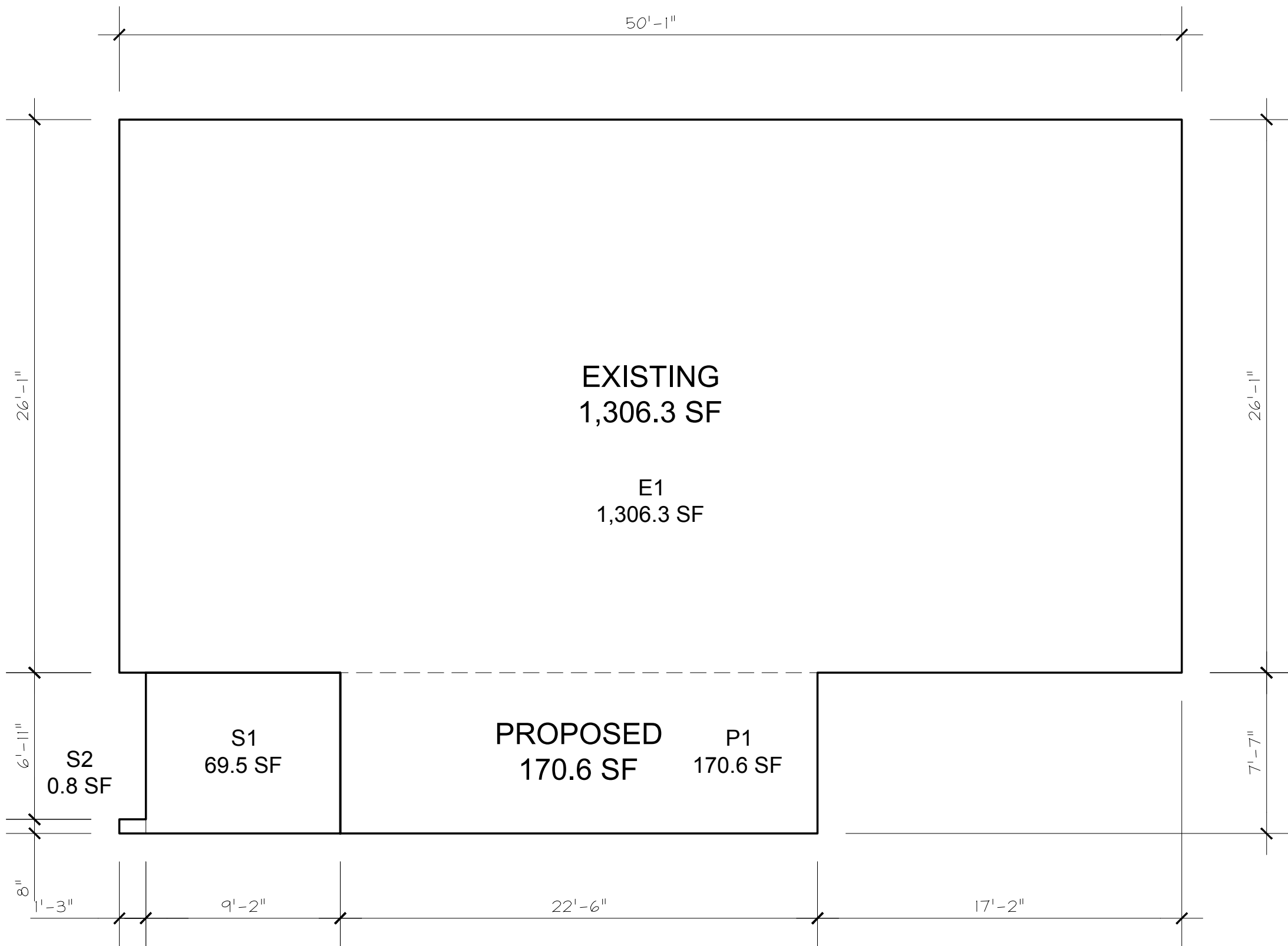
Existing Half-Story Floor Area

Piece	Length	Width	Area
E1	0.00	0.00	0.0
Total Existing Half-Story Floor Area			0.0

Proposed Half-Story Floor Area

Piece	Length	Width	Area
P1	0.00	0.00	0.0
Total Proposed Half-Story Floor Area			0.0

Existing	+ Proposed	= Existing+Proposed
0.0	0.0	0.0



FIRST FLOOR AREA PLAN

NOTE: 1. -

SCALE: 3/16" = 1'-0"



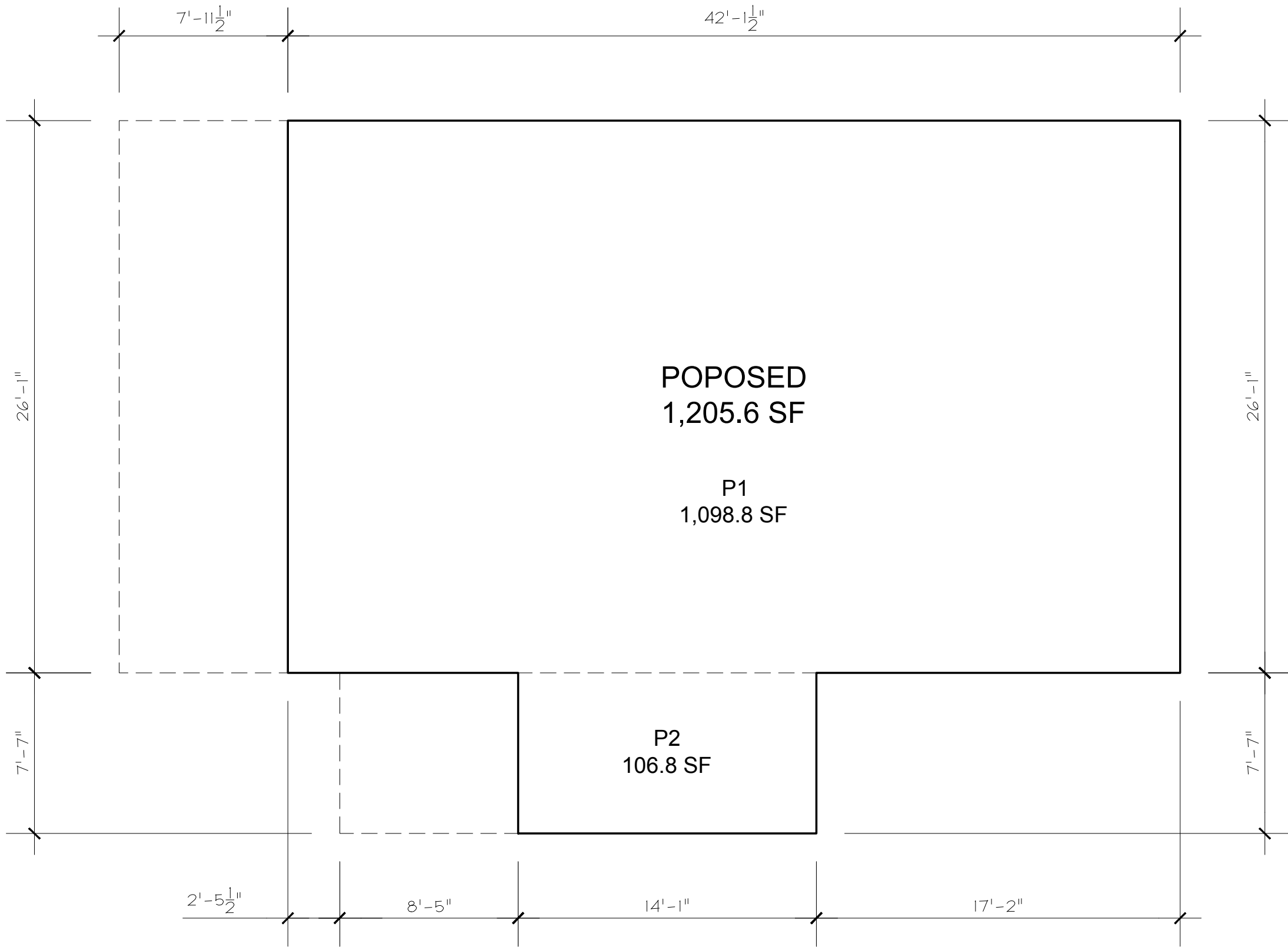
PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

ZONING VARIANCE

SCALE AS SHOWN

FIRST FLOOR AREA

MZA 1-2-2020



SECOND FLOOR AREA PLAN

NOTE: 1. -

SCALE: 3/16" = 1'-0"



PLYWACZ RESIDENCE
243 PARK AVE. RIVER FOREST, IL

ZONING VARIANCE
SCALE AS SHOWN

SECOND FLOOR AREA

MZA 1-2-2020



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 18, 2020

To: Eric Palm, Village/Zoning Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Proposed Text Amendments to the River Forest Zoning Ordinance

Issue: On January 9, 2020, the Zoning Board of Appeals held a public hearing on proposed text amendments to Chapter 10, Sections 3 and 21 of the Zoning Ordinance to create definitions for "beauty shops" and "permanent cosmetics, microblading, micropigmentation and similar care services", and to designate permanent cosmetics, microblading, micropigmentation, and similar personal care services as a permitted accessory use to beauty shops in the land use chart, in the same districts where beauty shops are permitted uses (C1, C2, C3 and ORIC). The Zoning Board of Appeals unanimously recommended that the Village Board of Trustees approve these text amendments.

Request for Board Action: If the Village Board of Trustees wishes to approve the text amendments the following motion would be appropriate:

1. Motion to Approve an Ordinance Amending the Village of River Forest Zoning Ordinance Amending Regarding Beauty Shops, Permanent Cosmetics, Microblading and Micropigmentation

Documents Attached:

- Ordinance
- Findings of Fact
- Minutes of the January 9, 2020 Zoning Board of Appeals Meeting
- Minutes of the February 13, 2020 Zoning Board of Appeals Meeting
- Application

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE VILLAGE OF RIVER FOREST
ZONING ORDINANCE REGARDING BEAUTY SHOPS,
PERMANENT COSMETICS, MICROBLADING AND MICROPIGMENTATION**

WHEREAS, the Village of River Forest ("Village") is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

WHEREAS, the Village President and Board of Trustees of the Village ("Corporate Authorities") have adopted a zoning ordinance ("Zoning Ordinance"), which has been amended from time to time; and

WHEREAS, the Village is authorized to amend its Zoning Ordinance pursuant to Section 11-13-14 of the Illinois Municipal Code, 65 ILCS 5/11-13-14; and

WHEREAS, the Corporate Authorities have recently considered whether it is appropriate to amend the Zoning Ordinance with regard to beauty shops, permanent cosmetics, microblading and micropigmentation; and

WHEREAS, on December 9, 2019, the Corporate Authorities referred consideration of proposed text amendments regarding this matter ("Text Amendments") to the Village's Zoning Board of Appeals ("ZBA"); and

WHEREAS, the ZBA held a public hearing, on January 9, 2020, on the question of whether the proposed Text Amendments should be made, at which time all persons present were afforded an opportunity to be heard; and

WHEREAS, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing; and

WHEREAS, on January 9, 2020, the ZBA voted to favorably recommend the proposed Text Amendments to the Corporate Authorities with regard to the Text Amendments; and

WHEREAS, on February 13, 2020, the ZBA approved its findings and recommendation regarding the Text Amendments to the Corporate Authorities, and the Corporate Authorities have duly considered said findings of fact and recommendation, a copy of which is attached hereto as **EXHIBIT A** and made a part hereof; and

WHEREAS, the Corporate Authorities, pursuant to their statutory zoning authority, and the findings of fact and recommendation of the ZBA, have determined that it is in the best interests of the health, welfare and safety of residents of the Village to adopt the Text Amendments as set forth below;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

SECTION 1: Incorporation. That the recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

SECTION 2: Approval of Findings and Recommendation. That the President and Board of Trustees of the Village of River Forest approve and adopt the findings of fact and recommendation of the ZBA, in **EXHIBIT A**.

SECTION 3: Amendments. That the Zoning Ordinance is hereby amended as follows:

Amendment One:

Section 10-3-1 of the Zoning Ordinance, entitled "Definitions of Words and Terms," is amended to add the following two (2) definitions:

"BEAUTY SHOP: An establishment where persons receive beauty treatments, and/or purchase beauty products. These treatments primarily include one or more of the following: 1) cutting, trimming, shampooing, weaving, coloring, waving, or styling hair; 2) providing facials; 3) applying makeup (except permanent makeup); and 4) providing nail care services, such as manicures, pedicures, and nail extensions."

"PERMANENT COSMETICS, MICROBLADING, MICROPIGMENTATION AND SIMILAR CARE SERVICES: The practice of placing ink or other pigment into the skin or mucosa by the aid of needles or any other instrument used to puncture a person's skin for the purpose of permanent cosmetic restoration or enhancement of the epidermis for re-pigmentation. This category of services does not include other forms of body art such as body piercing or the adornment of the body with letters, images, drawings, or other illustrations. The use is also commonly known as dermal implantation, microstroking, eyebrow embroidery, and long-time/long lasting makeup."

[THIS SPACE INTENTIONALLY LEFT BLANK]

Amendment Two:

Section 10-21-3, Appendix A, of the Zoning Ordinance, entitled "Land Use Chart," is amended to add the following row in the Land Use Chart within the "Accessory Uses" section:

Land Use	R1 and R2	R3	R4	C1	C2	C3	ORIC	PRI
Accessory Uses								
Permanent Cosmetics, Microblading, Micropigmentation and Similar Care Services – accessory to Beauty Shop	N	N	N	P	P	P	P	N

SECTION 4: Continuing Effect. That all parts of the Zoning Ordinance not amended herein shall remain in effect.

SECTION 5: Severability. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 6: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

SECTION 7: Effectiveness. That this Ordinance shall be in full force and effect upon its passage and approval according to law.

PASSED this 24th day of February, 2020 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 24th day of February, 2020.

Catherine Adduci, Village President

ATTEST:

Kathleen Brand-White, Village Clerk

EXHIBIT A

**FINDINGS OF FACT AND RECOMMENDATION
FROM THE ZBA**

(attached)

**VILLAGE OF RIVER FOREST ZONING BOARD OF APPEALS
FINDINGS OF FACT AND RECOMMENDATION REGARDING
PROPOSED TEXT AMENDMENTS TO THE VILLAGE OF RIVER FOREST
ZONING ORDINANCE REGARDING BEAUTY SHOPS,
PERMANENT COSMETICS, MICROBLADING AND MICROPIGMENTATION**

WHEREAS, petitioner the Village of River Forest ("Village"), based upon direction from the Village President and Board of Trustees, has requested consideration of, and a public hearing on, the amendments to the Village of River Forest Zoning Ordinance ("Zoning Ordinance"), which were summarized as follows in the published public hearing notice:

- A. A Text Amendment to Section 10-3 (Definitions) of the Zoning Ordinance, to define beauty shops, permanent cosmetics, microblading, micropigmentation and similar care services; and
- B. A Text Amendment to Section 10-21 (Land Use Chart) of the Zoning Ordinance to designate permanent cosmetics, microblading, micropigmentation and similar personal care services as a permitted use to beauty shops in the land use chart, in the same districts where beauty shops are permitted uses (C1, C2, C3 and ORIC Zoning Districts).

Collectively, the above-listed amendments are the "Proposed Text Amendments."

WHEREAS, the Village's Zoning Board of Appeals ("ZBA") held a public hearing on the question of whether the Proposed Text Amendments should be made on January 9, 2020, as required by Section 10-5-5 of the Zoning Ordinance, at which time all persons present and wishing to speak were given an opportunity to be heard and all evidence that was tendered was received and considered by the ZBA; and

WHEREAS, public notice in the form required by law was given of said public hearing by publication not more than thirty (30) days nor less than fifteen (15) days prior to said public hearing in the *Wednesday Journal*, a newspaper of general circulation in the Village, there being no newspaper published in the Village; and

WHEREAS, at the public hearing, Assistant Village Administrator Lisa Scheiner presented the Proposed Text Amendments on behalf of the Village; and

WHEREAS, at the public hearing, opportunity was provided for public comments, and no Village residents or other members of the public testified for or against the Proposed Text Amendments; and

WHEREAS, after the close of the public hearing, the ZBA discussed and deliberated the Proposed Text Amendments and voted on recommendations regarding the Proposed Text Amendments; and

WHEREAS, following discussion and deliberation, the ZBA, pursuant to Section 10-5-

5(B)(2) of the Zoning Ordinance, unanimously recommended the Village President and Board of Trustees approve the Proposed Text Amendments, as set forth in Exhibit A attached hereto and made a part hereof (“Recommended Text Amendments”);

NOW THEREFORE, the ZBA makes the following findings of fact and recommendations pursuant to Section 10-5-5(B)(2) of the Zoning Ordinance:

FINDINGS OF FACT AND RECOMMENDATIONS

By a vote of 5 – 0, the ZBA recommends approval of the following Proposed Text Amendments. These Proposed Text Amendments are found to be in the best interests of the Village and its residents and property owners:

1. **Amendment One.** Amendment One, the text of which is in Exhibit A, which defines beauty shops, permanent cosmetics, microblading, micropigmentation and similar care services, is recommended for APPROVAL as proposed. Defining beauty shops and these services provided in beauty shops in the Zoning Ordinance is necessary for the Village to regulate the establishments and these services.

2. **Amendment Two.** Amendment Two, the text of which is in Exhibit A, which amends the land use chart in Section 10-21-3, Appendix A, of the Zoning Ordinance, to designate permanent cosmetics, microblading, micropigmentation, and similar personal care services as a permitted accessory uses to beauty shop establishments is recommended for APPROVAL as proposed.

Frank Martin
Chairman

Date

EXHIBIT A

RECOMMENDED TEXT AMENDMENTS

(attached)

Amendment One:

Section 10-3-1 of the Zoning Ordinance, entitled “Definitions of Words and Terms,” is amended to add the following two (2) definitions:

“BEAUTY SHOP: An establishment where persons receive beauty treatments, and/or purchase beauty products. These treatments primarily include one or more of the following: 1) cutting, trimming, shampooing, weaving, coloring, waving, or styling hair; 2) providing facials; 3) applying makeup (except permanent makeup); and 4) providing nail care services, such as manicures, pedicures, and nail extensions.”

“PERMANENT COSMETICS, MICROBLADING, MICROPIGMENTATION AND SIMILAR CARE SERVICES: The practice of placing ink or other pigment into the skin or mucosa by the aid of needles or any other instrument used to puncture a person’s skin for the purpose of permanent cosmetic restoration or enhancement of the epidermis for re-pigmentation. This category of services does not include other forms of body art such as body piercing or the adornment of the body with letters, images, drawings, or other illustrations. The use is also commonly known as dermal implantation, microstroking, eyebrow embroidery, and long-time/long lasting makeup.”

Amendment Two:

Section 10-21-3, Appendix A, of the Zoning Ordinance, entitled “Land Use Chart,” is amended to add the following row in the Land Use Chart:

Land Use	R1 and R2	R3	R4	C1	C2	C3	ORIC	PRI
Accessory Uses								
Permanent Cosmetics, Microblading, Micropigmentation and Similar Care Services – accessory to Beauty Shop	N	N	N	P	P	P	P	N

**VILLAGE OF RIVER FOREST
ZONING BOARD OF APPEALS MEETING MINUTES
January 9, 2020**

A meeting of the Village of River Forest Zoning Board of Appeals was held at 7:30 p.m. on Thursday, January 9, 2020 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. Upon roll call, the following persons were:

Present: Chairman Frank Martin, Gerald Dombrowski, Ronald Lucchesi, Tagger O'Brien, and Michael Smetana

Absent: David Berni, Joanna Schubkegel

Also Present: Assistant Village Administrator Lisa Scheiner and Village Attorney Carmen Forte, Jr.

II. PUBLIC COMMENT

None.

III. APPROVAL OF NOVEMBER 14, 2019 ZONING BOARD OF APPEALS MEETING MINUTES

A MOTION was made by Member O'Brien and SECONDED by Member Lucchesi to approve the minutes of the November 14, 2019 Zoning Board of Appeals meeting.

Ayes: Chairman Martin, Members Dombrowski, Lucchesi, and O'Brien

Nays: None

Abstain: Member Smetana

Motion passed.

Chairman Martin stated that the next item to be considered from the agenda was the request for consideration of text amendments to the Zoning Ordinance, and then the variation request would be considered.

IV. TEXT AMENDMENT REQUEST – PUBLIC HEARING REGARDING PROPOSED TEXT AMENDMENTS TO THE VILLAGE OF RIVER FOREST ZONING ORDINANCE REGARDING BEAUTY SHOPS, PERMANENT COSMETICS, MICROBLADING, MICROPIGMENTATION AND SIMILAR CARE PERSONAL CARE SERVICES

Lisa Scheiner, Assistant Village Administrator, administered the admonition regarding the false statements ordinance and swore in all parties wishing to speak.

Chairman Martin explained that the zoning code has a chart of uses that are approved for various zoning districts and that the uses are defined in the code. He described the proposed text amendment as a request to amend to the definition of “beauty shop.” He stated that the proposed text amendment will be presented by Ms. Scheiner on behalf of the Village.

Ms. Scheiner explained that there was a recent request from a citizen (Dustin Cagnina) who would like to open a beauty salon and have, as an accessory use of that salon, certain personal care services including micropigmentation. When the request came in, it was discovered at the time that the Zoning Code did not have a definition for beauty shops. For that reason, the Village felt it would be appropriate to add the definition of beauty shop to the Zoning Code. She described the proposed definition of beauty salon as a standard definition, as it relates to the beauty shop services that are currently being provided in the Village. Ms. Scheiner noted that beauty shops are currently permitted uses in the commercial zoning districts, the C1, C2, C3 and ORIC Zoning Districts.

Ms. Scheiner then addressed the specific request for micropigmentation use. She explained that micropigmentation has a variety of uses. She stated that someone who performs the service must have appropriate certifications and licenses from the state for tattooing. Micropigmentation, in the context of beauty shops, she explained, is typically used for the permanent application of cosmetics or make-up, or as part of restoration services for women who have had breast cancer and are going through different restorative procedures after the surgery.

Ms. Scheiner stated that they are proposing that permanent cosmetics, microblading, micropigmentation, and similar care services be defined and made as a permitted accessory use to beauty shops. She stated this amendment would not give someone the ability to open a stand-alone tattoo shop, as the types of services would have to occur in a beauty shop. Additionally, Ms. Scheiner noted there is language that limits the type of micropigmentation that can be done, so that tattooing would not be done in a beauty shop under the guise that it is micropigmentation. She explained that such a use would be a violation of the Zoning Ordinance and they would be able to cite and stop the services.

Ms. Scheiner summarized the proposals by stating that before the Board was a definition of beauty shop; a definition of permanent cosmetics, microblading, micropigmentation; and a proposal to modify the land use chart to list these uses as permitted accessory uses to beauty shops in the commercial zoning districts.

Public Comment with Regard to the Request

Chairman Martin asked if there were any questions. As no one came forward to speak, Chairman Martin closed the public portion of the hearing.

Discussion and Deliberation of the Request

Chairman Martin then asked if there were any safety concerns as to the procedure.

Ms. Scheiner stated that there are licenses that aestheticians, cosmeticians, and people who perform the services have to get through the State and the Health Department, and that the services are regulated in that manner.

Member Lucchesi asked if the technicians are licensed by the State.

Ms. Scheiner explained that a license from the State was required in order to perform micropigmentation, and that any aesthetician or anyone who cuts hair, or does massages or facials all have to obtain a license from the State.

Member O'Brien asked if the locations have to have certain equipment to perform the procedures.

Ms. Scheiner stated that she is certain that there is equipment that they must have relative to the services that they are providing.

Chairman Martin asked if the definition is a common definition used by other zoning codes.

Village Attorney Carmen Forte, Jr. responded that it was a common definition. He stated that it is becoming more of a common practice, and that it is a newer type of procedure for cosmetic purposes, as well as restoring an individual's appearance after a medical procedure.

Ms. Scheiner added that some different applications are for post-surgery restoration and also for those who have muscular challenges or muscular ailments who find it difficult to apply cosmetics. She stated some people choose to have the cosmetics permanently applied because they will lack motor function to be able to apply cosmetics as their disease progresses.

Member Smetana asked if there are any age limits to the procedure.

Ms. Scheiner stated that she believes that those under the age of 18 require parental consent. She mentioned that whatever the State regulations are would apply.

Chairman Martin noted that if the board recommended the procedure as an accessory use, it would still be bound by the State regulations and State laws in effect.

Ms. Scheiner stated that in her research, it stated that the minimum age is eighteen (18) for tattoos.

Chairman Martin asked if there were any other further questions. He then asked if anyone has any motions.

A MOTION was made by Member O'Brien and SECONDED by Member Lucchesi to amend the text to include the definition of beauty shop.

Ayes: Chairman Martin, Members Dombrowski, Lucchesi, O'Brien, and Smetana
Nays: None

Motion passed.

Village Attorney Carmen Forte, Jr. stated that because the Village's requests were for two separate text amendments, that they would recommend two separate votes: one for the definition of beauty shop and the second for the definition of the procedures. That way, if there is any change on the Board level that it can be delineated that they were both either approved or not approved.

Chairman Martin noted that the first vote was on the definition of beauty shop.

Village Attorney Carmen Forte, Jr. stated that the vote on the definition of beauty shop was moved and voted properly. He stated they would seek a second motion to approve the text amendment as presented to section 10-21 regarding the procedures.

A MOTION was made by Member Lucchesi and SECONDED by Member O'Brien to approve the definition of permanent cosmetics, microblading, micropigmentation, and similar care services and make such services as permitted accessory uses to beauty shops in the Village in the C1, C2, C3 and ORIC Zoning Districts.

Ayes: Chairman Martin and Members Dombrowski, Lucchesi, O'Brien, and Smetana
Nays: None

Motion passed.

V. APPOINTMENT OF CHAIR *PRO TEM*

Chairman Martin stated that the presentation for the variation request for 243 Park Avenue is to be made by Mr. Zinni. By way of disclosure, Chairman Martin stated that Mr. Zinni has been hired in the past by him and currently does work for Chairman Martin. Chairman Martin stated that although he believes he can make a fair decision on the matter before the Board, that he does not want there to be any reason that anyone could argue that the decision has been tainted due to his economic relationship with Mr. Zinni. For that reason, Chairman Martin recused himself.

Chairman Martin suggested that, because Member O'Brien is the longest-serving member of the Board, that the Board replace Chairman Martin with Member O'Brien as Chair *Pro Tem* for the remainder of the meeting.

A MOTION was made by Member Smetana and SECONDED by Member Lucchesi to appoint Ms. O'Brien as Chair *Pro Tem*.

Ayes: Members Dombrowski, Lucchesi, O'Brien, and Smetana
Nays: None
Abstain: Chairman Martin

Motion Passed.

Chairman Frank Martin left the meeting at 7:42 p.m.

VI. VARIATION REQUEST FOR 243 PARK AVENUE – LOT COVERAGE, FRONT YARD SETBACK AND SECONDARY FRONT YARD SETBACK FOR HOME ADDITION

Member Smetana stated that he did not believe there is a conflict of interest that prevented him from considering or voting on the matter, but, for the sake of transparency, disclosed that he has known the applicants, Mr. and Mrs. Plywacz, for a number of years and that his daughter and their daughter are at the same grade level at the same school and play soccer together. He stated he has no economic or business relationship with the applicants, and that he only knows them socially. For that reason, he stated he did not believe he should recuse himself from the matter.

Christopher Plywacz, one of the applicants, stated that he and his family have been living in the Village for four and a half years, and that he has been working in the Village for the last 20 years. They own a business in the Village. He stated that his family "fell in love with" the area and the house in question. He noted that the house is a "small, modest house on the corner."

Mr. Plywacz stated that they are proposing to add a second story addition to the house. He stated that it would be "straight up and with a small, modest opening on the side." He stated that they planned to make this addition as opposed to building to the side or the back of the house because their neighbors have skylights on their second floor, and they did not want to "get too close to them" where the neighbors would feel uncomfortable or their light blocked. He shared a personal anecdote that he found a historic newspaper in the wall of the home when doing prior remodeling, bearing his birthdate.

Mr. Zinni, the Architect hired for the addition to 243 Park Avenue, stated that a packet was submitted to the Board and also a notice of a hearing for a zoning variance. He stated that a correction needs to be made to the application. The application states that the applicant is requesting a variation for Section 10-8-5, which would allow the property to have lot

coverage equal to 33.8% of the lot, which is not what the applicants are requesting. He noted the property has a lot coverage of about 10% below the permitted lot coverage.

Mr. Zinni stated they are requesting variances of a front yard setback of 31 feet, 3.5 inches, and a secondary side yard setback of 3 feet, 1.5, which matches the existing footprint of the home.

Mr. Zinni explained that the property was already zoned as R2, and that it would stay at that zoning, as a single-family residence. He stated the entire variance would only be for the second floor addition, on top of an existing non-conforming residence, as a corner lot.

Mr. Zinni explained that the front yard would match the overhang, which is part of the request. However, the primary request is the secondary side yard, since it is a corner lot. He explained the Zoning Code clearly states that a 50-foot lot in River Forest needs to have a 13-foot secondary side yard setback. If the lot gets larger, it needs to be increased by the ratio. It does not address properties of less than 50-foot on a corner lot. He stated they would take the 13-foot secondary side yard setback as the standard, even though it does not address lots less than 50 feet.

Mr. Zinni explained that they were assuming a 13-foot side yard setback. He stated that Section 10-8.7 states that on secondary streets the front yard shall be a minimum of 13 feet for a 50-foot wide lot. He noted that it does not address a lot that is 42 feet wide.

Mr. Zinni directed the Board to the section in the packet which contained the site plan of the existing house. He noted that the existing house has a secondary side yard setback of 3 foot, 1.25 inches.

Mr. Zinni explained that they are proposing a second floor addition over the existing house, not to include the front porch, and a modest side entry to get the front entry away from the front of the street and bring it to the side of the house. The entry does not run up the full second floor. He said they would keep the first floor how it is except for removing some of the walls for an open plan. The purpose of the addition on the second floor is to introduce more bedrooms.

Mr. Zinni stated that they intended to keep the character of the scale of the house to the existing character and the neighborhood. He said the first story would retain its overhang with a setback roof, with the second story set back a bit with a hip roof with some dormers. The height of the project is five feet below the maximum permitted height of 35 feet.

Mr. Zinni stated that they were trying to keep the addition away from the lot line and the neighbor to the south, since the southern neighbor's house was built within three feet of the lot line. The neighbor to the south's sidewalk covers their lot line, so he is taking into account the watershed between the two properties, and trying not to adversely affect the drainage of water by maintaining a distance between the properties. He stated the neighbor to the south endorses this project.

Mr. Zinni stated they intend to retain the existing roofline around the whole house, with the addition added to the top of it. He stated that they are keeping the dormers, similar overhangs, and a similar scale.

Mr. Zinni drew attention to the fact that they received three letters of support for the project and showed said letters to the Chair *Pro Tem*.

Mr. Zinni explained that, in addition to being below the height requirement, the project is in compliance with zoning sight coverage, as it is about 10% below the maximum allowed. He stated the plan is also approximately 10% below the maximum allowed in floor area ratio. He underscored that the project is proportionately below the scale that is permitted.

Mr. Zinni stated that the physical surroundings and the conditions create a specific hardship and that the second-story addition is the best solution for the living space to meet the needs of a growing family. It also eliminates the need for additional foundation and roof work, and thus does not create an overdeveloped property with more impervious surfaces. Drainage to the neighbors has been taken into account, and they are trying not to adversely affect the neighbors in that regard.

Mr. Zinni further stated that the physical condition existed prior to the present owner: the property was there before and it is an unusually narrow site. He noted that it is a 42-foot lot rather than the standard 50-foot lot, which he said made for an unusual physical condition. He noted that there is a typo in the application, where they had stated that the lot size is 45 feet, when it is actually 42 feet. He stated this lot size is unusual.

Mr. Zinni stated that the petition is not applicable to other properties.

Mr. Zinni stated that the houses on the block are all shifted to the north, and so they all have a larger space to the south. He stated that the proposed variation respects the spatial rhythm that is set up between the different houses on the block.

Mr. Zinni further stated that the addition is not based on the desire for economic gain. Instead, the addition is based on trying to keep the character of the house while also making the house more habitable for the residents.

Mr. Zinni stated that the proposed addition will not be detrimental or injurious to the public welfare, because it is a single-family residence that will remain a single-family residence. The water service and sewage line will not be increased. He noted that the utilities will be increased modestly. Mr. Zinni stated the public utilities will not be taxed.

Mr. Zinni stated the addition will not impair the supply of air and natural light to the adjacent properties, and that the proposed plan was created specifically so as not to impair natural light to the neighbors.

Mr. Zinni stated that there are no other means to request this variance by which alleged hardship or difficulty can be avoided. He stated that there is an existing footprint, drainage situation, and adjacent properties that cannot be moved. Therefore, he believes the request for the variance is the best plan.

Mr. Zinni summarized that they are primarily requesting leniency on the secondary side yard setback, and a little bit on the front to match the existing setback, because it creates a residence that is more in keeping with the existing residence, textures, and intent of the community in that area.

Public Comment with Regard to the Request

Chair *Pro Tem* O'Brien asked if there were any questions.

Richard Schneider was sworn in. He stated that he lives at 246 Park, which is directly across the street from the house in question. He testified that he has known the family since they moved into the property and that they are the most favorite neighbors he and his family ever had. He opined that the Plywacz bring a lot to the community and that their project would only bring value to the community and not harm it in any way.

Ms. Scheiner stated that she has a question. She noted that the application states that "although the combined side yard setback requirement probably should not apply to a corner lot, this has not been formerly codified in the Zoning Ordinance. The applicant wishes for a formal verification of this opinion." She stated they were not prepared to give an opinion on that specific matter. She noted that there was no zoning variation requested or included in the legal notice for a combined side yard setback. She asked whether a variation to the combined side yard setback would be needed, assuming those regulations apply to the property.

Mr. Zinni answered that a variation to the side yard setback would be required if the property was held to the same side yard setback standard required of an interior lot. He said right now corner lots do not adhere to that side yard setback requirement. He stated that for an interior lot, the side yard setbacks have to be 10 feet each and 25% of the total lot when added together. He said the standard does not usually apply to corner lots, but that they were trying to verify whether the lot in question will be held to that standard. He stated that Building Official Cliff Radatz requested they put the request for a formal verification into their application.

Ms. Scheiner summarized that the building official made a preliminary determination and does not believe the standard applies to corner lots and, for that reason, no variation for the combined side yard setback was requested nor included in the legal notice. She stated that if a public hearing was needed that they would have to come back to the Zoning Board of Appeals and go through the process again, so as to provide some clarification before the matter goes to the Village Board.

Village Attorney Carmen Forte, Jr. stated that, based on the Building Official's recommendation, and based off previous hearings for similar requests for variances of corner lots, he did not believe the variance request for the side yard setback would be needed.

Village Attorney Carmen Forte, Jr. stated that the applicant was correct in that there was no request for a lot coverage variation.

Ms. Scheiner stated that it was a mistake in the legal notice and that it does not nullify the legal notice.

Village Attorney Carmen Forte, Jr. concurred, stating that so long as nothing is missing from the legal notice, there is no issue.

Village Attorney Carmen Forte, Jr. summarized the requested motion for a recommendation to approve a variance or a variation to Section 10-8-7 to allow a front yard setback of 31 feet, 3.5 inches, and a secondary front yard setback of 3 feet, 1.25 inches.

Member Smetama noticed that the eaves were indicated to be a different distance on the variation. He asked if it was excluded from the secondary setback requirement.

Village Attorney Carmen Forte, Jr. replied that the vote is for the wall line itself, and that there is always an allowance for the eaves.

Chair *Pro Tem* O'Brien asked how close the proposed new entry was to the south side lot line.

Mr. Zinni responded that it was 5 foot, 2.75 inch from the property line.

Chair *Pro Tem* O'Brien noted there were no other comments or questions forthcoming and closed the public hearing.

Discussion and Deliberation of the Request

Ms. Scheiner explained that this means the public can stay but that there would be no further testimony taken.

Member Lucchesi stated that he thought the plan was a good one and fits with the neighborhood and existing house. He thought it was reasonable and stated his vote would be for the plan.

Member Smetana noted that almost half the existing house is setback, and that there were similar other instances where there were slight variations of setbacks when the plan was to build up. He noted the property is next to the street.

Chair *Pro Tem* O'Brien noted that this has come up before in variations where additions are to be made to a non-conforming location, and that the lot being a forty-two (42) feet in width lot makes it even tighter. She stated that there are many corner lots that are built toward one street, and that it is not unique to a corner lot.

Member Dombrowski stated that the proposed variance covers the existing footprint of the building and that it looks like a nice addition. He did not see any reason not to vote for the proposed variance.

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to recommend that the variations be granted.

Ayes: Members Dombrowski, Lucchesi, and Smetana.
Nays: Chair *Pro Tem* O'Brien

Motion Failed.

Lisa Scheiner, Assistant Village Administrator for the Village of River Forest, explained that the vote was 3 to 1. She explained that means that, without four votes in favor of approval, the case will go to the Village Board as a recommendation not to grant the variation. The Zoning Board of Appeals will meet again in February and adopt their findings of fact, which is a written document that memorializes the recommendation that they are making to the Village Board. She explained that the recommendation would go to the Village Board at their second meeting in February. She stated she will follow up with Mr. Zinni as to meeting dates and times.

Ms. Scheiner explained that the Village Board has the ability to modify or amend the recommendation, but that it is going to them as a vote of 3-to-1 and not four votes, and it is therefore not in favor of the proposal.

Mr. Plywacz noted that there were two board members missing and one recused.

Ms. Scheiner stated that they could ask the Village Board to remand the case back to the Zoning Board for a public hearing to reopen the case for a time when there are additional members present.

Ms. Plywacz asked for clarification on the basis for Chair *Pro Tem* n O'Brien's vote for nay.

Chair *Pro Tem* O'Brien replied that she did not believe Standards 1, 3, and 8 have been met.

Ms. Scheiner stated that she did not have anything else for the Board.

VII. ADJOURNMENT

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to adjourn the meeting at 8:12 p.m.

Ayes: Chair *Pro Tem* O'Brien, Members Dombrowski, Lucchesi, and Smetana.
Nays: None
Nays: None

Motion passed.

Respectfully Submitted:



Lisa Scheiner, Secretary

Frank Martin, Chairman
Zoning Board of Appeals

Date: _____

**VILLAGE OF RIVER FOREST
ZONING BOARD OF APPEALS MEETING MINUTES
February 13, 2020**

A meeting of the Village of River Forest Zoning Board of Appeals was held at 7:30 p.m. on Thursday, February 13, 2020 in the Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois.

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. Upon roll call, the following persons were:

Present: Chairman Frank Martin, Gerald Dombrowski, Ronald Lucchesi, Tagger O'Brien, David Berni, and Joanna Schubkegel

Absent: Michael Smetana

Also Present: Assistant Village Administrator Lisa Scheiner and Village Attorney Carmen Forte, Jr.

II. APPROVAL OF JANUARY 9, 2020 ZONING BOARD OF APPEALS MEETING MINUTES

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to approve the minutes of the January 9, 2020 Zoning Board of Appeals meeting as amended.

Ayes: Members Dombrowski, Lucchesi, and O'Brien

Nays: None

Abstain: Chairman Martin, Berni, and Schubkegel

Motion passed.

III. APPROVAL OF FINDINGS OF FACT FOR THE PROPOSED TEXT AMENDMENTS RELATED TO BEAUTY SHOPS, PERMANENT COSMETICS, MICROBLADING AND MICROPIGMENTATION FROM THE MEETING OF THE ZONING BOARD OF APPEALS ON JANUARY 9, 2020

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to approve the Findings of Fact and recommendation for the proposed Text Amendments related to Beauty Shops, Permanent Cosmetics, Microblading and Micropigmentation from the meeting of the Zoning Board of Appeals on January 9, 2020.

Ayes: Chairman Martin, Members Dombrowski, Lucchesi, and O'Brien

Nays: None

Abstain: Members Berni and Schubkegel

Motion passed.

IV. MOTION TO RECONSIDER RECOMMENDATION REGARDING VARIATION REQUEST TO SECTION 10-8-7 OF THE ZONING ORDINANCE (SETBACK) AT 243 PARK AVENUE

Village Attorney Forte described the procedural issue before the Zoning Board of Appeals.

A MOTION was made by Member O'Brien and SECONDED by Member Lucchesi to reconsider the variation request to Section 10-8-7 of the Zoning Ordinance (Setback) at 243 Park Avenue.

Ayes: Members Dombrowski, Lucchesi and O'Brien
Nays: None
Abstain: Chairman Martin, Members Berni and Schubkegel

Motion passed.

V. RECOMMENDATION REGARDING MAJOR VARIATION REQUEST TO SECTION 10-8-7 OF THE ZONING ORDINANCE (SEETBACK) FOR 243 PARK AVENUE

Village Attorney Forte and Chairman Martin explained who may cast a vote on this matter.

A MOTION was made by Member Lucchesi and SECONDED by Member Dombrowski to recommend that the requested variations at 243 Park Avenue variation be granted.

Member Berni certified that he listened to the audio of the meeting and certified that he is comfortable voting on the matter.

Member Schubkegel stated that she did not listen to the audio but reviewed the minutes and feels comfortale voting on the matter.

Ms. O'Brien stated her reasons for reconsidering the matter, including that there was not a lot coverage variation requested which was included in the legal notice, that the width of the lot was smaller than she thought and the size was corrected from approximately 45 feet to 42 feet, and that the height of the building would not exceed zoning height limits.

Ayes: Members Dombrowski, Lucchesi, O'Brien, Berni, and Schubkegel
Nays: None
Abstain: Chairman Martin

Motion passed.

VI. APPROVAL OF FINDINGS OF FACT FOR THE VARIATION REQUESTS FOR LOT COVERAGE AND SETBACK AT 243 PARK AVENUE FROM THE MEETING OF THE ZONING BOARD OF APPEALS ON JANUARY 9, 2020

A MOTION was made by Member Schubkegel and SECONDED by Member Berni to approve the Findings of Fact and recommendation regarding front yard and secondary front yard setback variations for a corner lot related to a proposed addition at 243 Park Avenue.

Ayes: Members Dombrowski, Lucchesi, O'Brien, Berni, and Schubkegel
Nays: None
Abstain: Chairman Frank Martin

Motion passed.

VII. CONFIRMATION OF MARCH 12, 2020 MEETING

Chairman Martin announced that a public hearing would be held on March 12, 2020 regarding a petition from the Village Board of Trustees for a Text Amendment.

VIII. PUBLIC COMMENT

None.

IX. ADJOURNMENT

A MOTION was made by Member Berni and SECONDED by Member O'Brien to adjourn the meeting at 7:41 p.m.

Ayes: Chairman Martin, Dombrowski, Lucchesi, O'Brien, Berni, and Schubkegel
Nays: None

Motion passed.

Respectfully Submitted:



Lisa Scheiner, Secretary

Frank Martin, Chairman
Zoning Board of Appeals

Date: _____



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 3, 2020

To: Frank Martin, Chairman, Zoning Board of Appeals

From: Lisa Scheiner, Assistant Village Administrator

Subj: Beauty Shops and Accessory Uses - Proposed Text Amendments

Issue:

At its December 3, 2019 meeting, the Village Board of Trustees unanimously voted to recommend that a petition be sent to the Zoning Board of Appeals to consider text amendments to the Zoning Ordinance regarding beauty salons and micropigmentation. The purpose of the January 9, 2020 public hearing is for the Zoning Board of Appeals to consider the proposed text amendments. This hearing has been advertised on the Village's website, a legal notice was published at the Village Hall, on the Village website, and in the *Wednesday Journal* in accordance with the requirements of the Zoning Ordinance.

Petition:

Pursuant to Section 10-5-5 of the River Forest Zoning Ordinance, the Village Board of Trustees has petitioned the Zoning Board of Appeals to consider text amendments to amend the following sections of the Zoning Ordinance to create definitions for "beauty shops" and "permanent cosmetics, microblading, micropigmentation and similar care services", and to designate permanent cosmetics, microblading, micropigmentation, and similar personal care services as a permitted accessory use to beauty shops in the land use chart, in the same districts where beauty shops are permitted uses (C1, C2, C3 and ORIC).

- Chapter 10-3 (Definitions)
- Chapter 10-21 (Land Use Chart)

Attachment:

- Legal Notice
- Memo from Eric Palm, Village Administrator



**PUBLIC HEARING NOTICE
ZONING BOARD OF APPEALS
RIVER FOREST, ILLINOIS**

Public Notice is hereby given that a public hearing will be held by the Zoning Board of Appeals of the Village of River Forest, Cook County, Illinois, on Thursday, January 9, 2020 at 7:30 p.m. in the First Floor Community Room of the River Forest Village Hall, 400 Park Avenue, River Forest, Illinois, to consider amendment(s) to the Village's Zoning Ordinance which include, but may not be limited to, the following:

1. A Text Amendment to Section 10-3 (Definitions) of the Zoning Ordinance regarding to define beauty shops, "permanent cosmetics, microblading, micropigmentation, and similar care services"; and
2. A Text Amendment to Section 10-21 (Land Use Chart) of the Zoning Ordinance to designate permanent cosmetics, microblading, micropigmentation, and similar personal care services as a permitted use to beauty shops in the land use chart, in the same districts where beauty shops are permitted uses (C1, C2, C3 and ORIC Zoning Districts).

The petitioner for the Text Amendments is the Village President and Board of Trustees.

This public hearing is being held pursuant to direction given by the Village Board of Trustees for the Zoning Board of Appeals to consider these amendments. For additional information visit www.vrf.us.

All interested persons will be given the opportunity to be heard at the public hearing. **For public comments to be considered by the Zoning Board of Appeals and Village Board of Trustees in their decision, they must be included as part of the public hearing record.**

For further information or for a copy of the proposed text amendments, please contact Assistant Village Administrator Lisa Scheiner at (708) 714-3554 or at lscheiner@vrf.us or visit www.vrf.us.

Sincerely,
Lisa Scheiner
Secretary, Zoning Board of Appeals



Village of River Forest

Village Administrator's Office

400 Park Avenue

River Forest, IL 60305

Tel: 708-366-8500

MEMORANDUM

Date: December 3, 2019

To: Catherine Adduci, Village President
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Proposed Zoning Text Amendment

Issue: Recently the Village was approached by Dustin Cagnina regarding her desire to open up a business focusing on skin care and micropigmentation. Ms. Cagnina is an aesthetician and micropigmentation specialist. In order for Ms. Cagnina to operate her business, staff is recommending the Village Board consider a text amendment to the Zoning Ordinance to allow for micropigmentation as a permitted accessory use to a beauty shop, which would allow for micropigmentation to be performed as a subset of beauty shop services, but not as a standalone primary use; and, at the same time, create a definition for “beauty shops” which currently does not exist.

Analysis: While Ms. Cagnina may currently operate a beauty salon/skin care type facility in the Village as a matter of right, the Village’s Zoning Ordinance does not allow for micropigmentation uses. Combining these two fields is the focus of her proposed business operations. As part of her licensing, she would be required, in part, to seek the appropriate licenses from the State of Illinois including tattoo and body art establishment. Further, this area of business has evolved and expanded over time since the Zoning Ordinance land use chart was first established. As a result, creating a broader definition for “beauty shops” is appropriate. Staff is proposing three components to this text amendment.

1. Create a definition for “beauty shops” as follows:

An establishment where persons receive beauty treatments, and/or purchase beauty products. These treatments primarily include one or more of the following: 1) cutting, trimming, shampooing, weaving, coloring, waving, or styling hair; 2) providing facials; 3) applying makeup (except permanent makeup); and 4) providing nail care services, such as manicures, pedicures, and nail extensions.

2. Create a definition for “permanent cosmetics, microblading, micropigmentation and similar care services” as follows:

The practice of placing ink or other pigment into the skin or mucosa by the aid of needles or any other instrument used to puncture a person’s skin for the purpose of permanent cosmetic restoration or enhancement of the epidermis for re-pigmentation. This category of services does not include other forms of body art such as body piercing or the adornment of the body with letters, images, drawings, or other illustrations. The use is also commonly known as dermal implantation, microstroking, eyebrow embroidery, and long-time/long lasting makeup.

3. Designate Permanent Cosmetics, Microblading, Micropigmentation, and Similar Personal Care Services as a permitted accessory use to beauty shops in the land use chart, in the same districts where beauty shops are permitted uses as follows:

LAND USES	R1 & R2 Low Density Residential	R3 Medium Density Residential	R4 High Density Residential	C1 Comm.	C2 Comm.	C3 Central Com- mercial	ORIC	PRI
Accessory Uses								
Permanent Cosmetics, Microblading, Micropigmentation, and Similar Personal Care Services – accessory to Beauty Shop	N	N	N	P	P	P	P	N

Next Steps: This text amendment will be referred to the ZBA for a public hearing and recommendation back to the Village Board of Trustees.

Recommendation: Direct the Village Administrator to propose the aforementioned text amendments to the Zoning Board of Appeals for a public hearing and recommendation.

Thank you.



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 3, 2020

To: Frank Martin, Chairman, Zoning Board of Appeals

From: Lisa Scheiner, Assistant Village Administrator

Subj: Beauty Shops and Accessory Uses - Proposed Text Amendments

Issue:

At its December 3, 2019 meeting, the Village Board of Trustees unanimously voted to recommend that a petition be sent to the Zoning Board of Appeals to consider text amendments to the Zoning Ordinance regarding beauty salons and micropigmentation. The purpose of the January 9, 2020 public hearing is for the Zoning Board of Appeals to consider the proposed text amendments. This hearing has been advertised on the Village's website, a legal notice was published at the Village Hall, on the Village website, and in the *Wednesday Journal* in accordance with the requirements of the Zoning Ordinance.

Petition:

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- Chapter 10-3 (Definitions)
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Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 3, 2020

To: Frank Martin, Chairman, Zoning Board of Appeals

From: Lisa Scheiner, Assistant Village Administrator

Subj: Beauty Shops and Accessory Uses - Proposed Text Amendments

Issue:

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ZONING BOARD OF APPEALS
RIVER FOREST, ILLINOIS**

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Sincerely,
Lisa Scheiner
Secretary, Zoning Board of Appeals



Village of River Forest

Village Administrator's Office

400 Park Avenue

River Forest, IL 60305

Tel: 708-366-8500

MEMORANDUM

Date: December 3, 2019

To: Catherine Adduci, Village President
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Proposed Zoning Text Amendment

Issue: Recently the Village was approached by Dustin Cagnina regarding her desire to open up a business focusing on skin care and micropigmentation. Ms. Cagnina is an aesthetician and micropigmentation specialist. In order for Ms. Cagnina to operate her business, staff is recommending the Village Board consider a text amendment to the Zoning Ordinance to allow for micropigmentation as a permitted accessory use to a beauty shop, which would allow for micropigmentation to be performed as a subset of beauty shop services, but not as a standalone primary use; and, at the same time, create a definition for “beauty shops” which currently does not exist.

Analysis: While Ms. Cagnina may currently operate a beauty salon/skin care type facility in the Village as a matter of right, the Village’s Zoning Ordinance does not allow for micropigmentation uses. Combining these two fields is the focus of her proposed business operations. As part of her licensing, she would be required, in part, to seek the appropriate licenses from the State of Illinois including tattoo and body art establishment. Further, this area of business has evolved and expanded over time since the Zoning Ordinance land use chart was first established. As a result, creating a broader definition for “beauty shops” is appropriate. Staff is proposing three components to this text amendment.

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Accessory Uses								
Permanent Cosmetics, Microblading, Micropigmentation, and Similar Personal Care Services – accessory to Beauty Shop	N	N	N	P	P	P	P	N

Next Steps: This text amendment will be referred to the ZBA for a public hearing and recommendation back to the Village Board of Trustees.

Recommendation: Direct the Village Administrator to propose the aforementioned text amendments to the Zoning Board of Appeals for a public hearing and recommendation.

Thank you.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, February 02, 2020 7:37:20 PM
Last Modified: Sunday, February 02, 2020 7:58:15 PM
Time Spent: 00:20:55
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Laurie Gillard

Q2 Email address

[REDACTED]

Q3 Resident address

Address	227 Forest Ave.
Address 2	227 Forest Ave
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

I have lived in RF for 22 years. We often have deer along the train tracks behind my house. I have a vested interest in how the deer population issue is resolved. I want to make sure whatever is decided is the most responsible and ethical solution.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

I am a good communicator and work well in groups.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

Because I think it's important to look at all aspects of a problem before coming to a decision.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

3

Q11 Why you ranked yourself this way

I the discussion presents a view I haven't considered then I'm willing to change my mind if I agree with it.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

3

Q13 Why you ranked yourself this way

Again, if the solution involves compromise I'm flexible.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

I am a creative person.

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

I have been on various boards of directors over the years. I've worked with St. Luke's when my kids were in CCD; I've planned and worked blood drives; I've volunteered at Rush University Medical Center in their Road Home program for veterans.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

If I feel there's a need, I volunteer. I think whoever is involved with this initiative, they need to be informed and willing to educate themselves regarding the deer issue. I support the OP Animal Care League so I believe in the ethical treatment of animals. I think whatever the outcome of the deer issue I would like to be involved so I can have piece of mind that the people making the decision are informed and educated on the issue before deciding what action to take.

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, February 03, 2020 8:16:13 AM
Last Modified: Monday, February 03, 2020 8:56:55 AM
Time Spent: 00:40:42
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Joel Lueking

Q2 Email address

[REDACTED]

Q3 Resident address

Address	1405 Thatcher
Address 2	Avenue
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one)

Single family home

Q6 Why are you interested in serving on the Community Deer Task Force?

I am interested in serving on the Deer Task Force because I am concerned about the effects of deer on residential property, public safety and the ecological balance of Thatcher Woods.

I have over 22 years experience as a regulatory compliance consultant in the environmental field assisting various industries in complying with local, state and federal environmental regulations. I am experienced in working with government agencies.

I have over 10 years experience in deer management working with a Wisconsin landowners' association, the Wisconsin Department of Natural Resources and deer management scientists.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

My experience in the environmental field, including deer management, would be helpful to River Forest.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

My career requires working with parties that have a wide spectrum of opinions.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

2

Q11 Why you ranked yourself this way

I believe sound reasoning and evidence are critical in forming opinion.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

2

Q13 Why you ranked yourself this way

Reaching consensus and compromise is important in decision-making. I will also vote for what I believe to be the best position on issues.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

I believe all options and opinions should be considered when problem-solving.

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

I sit on a Wisconsin landowners' association board and church board that may be involved in community issues. My job as an environmental consultant has also involved community engagement.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

My job requires technical and communication skills that I have developed. I have a masters degree in environmental studies from the University of Illinois - Springfield.

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 04, 2020 1:48:43 PM
Last Modified: Tuesday, February 04, 2020 1:57:03 PM
Time Spent: 00:08:20
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Katharine Christmas

Q2 Email address

[REDACTED]

Q3 Resident address

Address	601 Bonnie Brae Place
Address 2	601 Bonnie Brae Place
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

We live near the forest preserve area on Bonnie Brae. I am a gardener. We had deer in our area all summer so I feel we have a stake in the plan. Love nature - both gardens and deer.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

I feel that I have empathy for all sides of the situation due to our home's location and the recent increase of deer in the area.

Q8 How willing are you to listen to different views with an open mind?

(no label)

2

Q9 Why you ranked yourself this way

I would oppose blatant animal cruelty especially with no scientific purpose. However, I'm not entirely opposed to culling if indeed it is shown there is an overpopulation problem.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

3

Q11 Why you ranked yourself this way

hard to answer this. Big positions like political beliefs probably hard to change. Living with teenagers though I've learned to accommodate other views and often find I can agree to disagree or have my mind changed when I thought it was more set.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

3

Q13 Why you ranked yourself this way

Again depends on the topic. In todays environment for example I cannot compromise with those who don't believe in science or climate change. On this topic, however, I wouldn't raise my hand if my opinion was set in stone because I wouldn't want to put myself through the process.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

My job requires that I come up with creative solutions regularly

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

I tried to help with the OPRF plan for new pools. I did not achieve what I had hoped but I did my best.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

None other than that I'm an animal lover but also pragmatic and a gardener.

#14

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 04, 2020 6:20:45 PM
Last Modified: Tuesday, February 04, 2020 6:32:01 PM
Time Spent: 00:11:16
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Ingrid Liu

Q2 Email address

[REDACTED]

Q3 Resident address

Address	931 Thatcher Ave
Address 2	N/A
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

I'd like to be part of a committee to help make the decision based on facts rather than rumor. I've attended 2 of the village meetings and felt the information presented quite contradictory. I am a physician and spend a lot of time analyzing data to formulate conclusions.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

See previous answer. I also tend to work well with just about everyone.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

I don't have to agree but I respect everyone's opinion

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

3

Q11 Why you ranked yourself this way

It depends on the circumstance. I have been pleasantly surprised to be proven wrong but other times if I know a fact I will hold true to my opinion.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

2

Q13 Why you ranked yourself this way

It is not beneficial to attack or judge others who have opposing viewpoints. If someone does not want to be convinced or educated to change his/her mind I do not get upset.

Q14 How often do you come up with creative solutions?

(no label)

2

Q15 Why you ranked yourself this way

In my practice I have to get creative to address patients' resistance to change or poor choices almost daily

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

I have volunteered my entire adult life, either with medical, political, or environmental causes.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

I helped organize multiple events in college as well as medical school. I have formed teams to raise money for various charities.

#15

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 04, 2020 10:02:40 PM
Last Modified: Tuesday, February 04, 2020 10:52:19 PM
Time Spent: 00:49:38
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Annette Madden

Q2 Email address

[REDACTED]

Q3 Resident address

Address	14 Ashland Ave.
Address 2	14Ashland Ave.
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

I am neither for nor against the culling of deer. I am interested in learning more and coming up with the best possible resolution and solution for our Village as a whole.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

I believe I am a fair and honest person. I am open minded and work well with others. I am not directly affected by the deer ie, they are not in my yard, I do not live close enough to the forest preserve to see them on a daily basis etc. therefore I think I could offer a neutral opinion regarding the deer.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

I am always open to hearing all opinions. I love learning from others experience and knowledge. I believe it is how you grow as a person. Gathering all information, whether you agree or not, is a good way to find a solution to the problem.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

3

Q11 Why you ranked yourself this way

I would like to think I am persuaded in my opinion if the facts are presented in a way that makes my original thought or opinion the least valuable option. I do not feel the need to be right. I feel the need for an honest and accurate answer and response.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

2

Q13 Why you ranked yourself this way

I feel everyone wants the best possible solution, that takes a lot of compromise and I am able to do that well.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

It is the way I operate. I have always been a creative thinker, I like to see things from all points of view and move forward from there.

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

I Was involved in D90 when my kids were in school.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

Creative

Organized

Hard working

Honest

Volunteer regularly at MISERICORDIA and Maryville nursery.

I think I would be a positive person to have on this committee, I would do my best to do what is right for our village.

#16

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, February 05, 2020 4:54:06 PM
Last Modified: Wednesday, February 05, 2020 5:31:31 PM
Time Spent: 00:37:25
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

John Roeger

Q2 Email address

[REDACTED]

Q3 Resident address

Address	7837 Greenfield St
Address 2	7837 Greenfield St
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) Single family home

Q6 Why are you interested in serving on the Community Deer Task Force?

My primary concern is the public health issue associated with tics which use deer as a host

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

I am very well researched on tic borne illnesses. I also have a very strong background with data and statistics. Understanding the use of data will be very critical in what the task force recommends. Lastly, I have an open mind and look forward to seeing how the research unfolds.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

Because I am. I don't view myself as a divisive person and am very uncomfortable taking an upsetting stance with my neighbors.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

3

Q11 Why you ranked yourself this way

This is pretty broad, but everybody has biases. I doubt a stranger could change my mind on my political beliefs such as climate change. But someone could certainly change my mind on something like the best shortstop in Detroit Tiger history. I'm usually persuaded by data, data and more data.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

3

Q13 Why you ranked yourself this way

Generally depends on the issue, but if i care less than the person with an opposing viewpoint, then compromise away. I almost always would compromise on a neighborhood issue, such as fence border, driveway infringement, block party details, etc. I just don't care to make neighbors upset so not an issue. Other issues that are more personal, yes i'll stick to my convictions as do almost anyone i know.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

All the time. That is what i do for a living

Q16 Describe any experience with community engagement.

I engage with my neighbors, schools, volunteer etc. Member of the local Kiwanis group. I don't generally engage much with village hall issues.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

I'm a very good organizer and have a great heart. As said earlier, I'm really good with the use of data and research. I have read many books on tic borne illnesses and bring a unique perspective that may not exist otherwise in the task force. I also talk to Lyme Literate MDs (LLMD's) on a regular basis. In groups, I'm good at listening to others. Besides Kiwanis, I have volunteered teaching financial literacy at a low income high school through the Actuarial Foundation. There are plenty of other professional organizations i belong to as well.

#19

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, February 07, 2020 2:12:13 PM
Last Modified: Friday, February 07, 2020 2:36:00 PM
Time Spent: 00:23:46
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

ronald lemar

Q2 Email address

[REDACTED]

Q3 Resident address

Address	1407 forest
Address 2	none
City/Town	river forest
State/Province	Illinois
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

I think that the deer problem is a health issue as well as a financial one. Residents are having thousands of dollars in plantings destroyed every year. An additional hidden tax of living in River Forest.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

30 year resident of River Forest.
Own and Operate a successful business
I get results.

Q8 How willing are you to listen to different views with an open mind?

(no label) **1 - Extremely open**

Q9 Why you ranked yourself this way

I believe there can be more than one solution to a problem it is picking the right solution that is important.

Q10 How frequently are you persuaded to change your mind on a position?

(no label) **3**

Q11 Why you ranked yourself this way

If someone gives me a solid argument. I will change my mind.
Simple as that.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label) **2**

Q13 Why you ranked yourself this way

In business you are constantly compromising or you won't get anything done.

Q14 How often do you come up with creative solutions?

(no label) **1 - Very often, I tend to think outside the box**

Q15 Why you ranked yourself this way

See above. You must be creative to stay ahead in the packaging industry or someone else will be.

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

Volunteer baseball and basketball coach when children were young.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

I currently and previously sat on several boards.

#24

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, February 14, 2020 8:32:30 AM
Last Modified: Friday, February 14, 2020 9:15:24 AM
Time Spent: 00:42:53
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Dawn Mizgala

Q2 Email address

[REDACTED]

Q3 Resident address

Address	1503 Forest Ave
Address 2	1503 Forest Ave
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) Single family home

Q6 Why are you interested in serving on the Community Deer Task Force?

I'm interested in doing the right thing for our community. The IDNR presentation indicated the deer population will increase 60-70% naturally without management. I'm interested in the best way to manage our overabundant deer population and maintaining a healthy deer population so we can coexist.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

I've lived in River Forest for 16 years and this winter I have several deer eating in my backyard. I have witnessed the growth in deer population. My professional background was in healthcare marketing where I gained experience in consensus building.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

Everyone on a committee feels passionate about their beliefs and concerns. A healthy debate of all sides of the issue is our democratic process. That's how governing works.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

3

Q11 Why you ranked yourself this way

I do my research

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

2

Q13 Why you ranked yourself this way

If opposing views are researched, factual and reasonable then I can compromise.

Q14 How often do you come up with creative solutions?

(no label)

2

Q15 Why you ranked yourself this way

I like to think outside the box

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

Worked/volunteered on the 2006 district 90 school referendum. Volunteered on parent organization and served as room parent at willard and Roosevelt schools. Served as teacher for the great books program at willard.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

Volunteer at Thrive counseling and Co-Chair of Thrive Benefit for the community. Boycott den mom!

#25

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, February 15, 2020 12:06:58 PM
Last Modified: Saturday, February 15, 2020 12:32:30 PM
Time Spent: 00:25:32
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Cathleen Hughes

Q2 Email address

[REDACTED]

Q3 Resident address

Address	1403 Keystone
Address 2	1403 Keystone
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

Something needs to be done to address this problem. We cannot wait for someone to get hurt by hitting a deer, before we address this problem. I grew up here and the deer population was not like this. It is out of control.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

I am open minded and well-researched on this issue.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

I think we need to evaluate the options we have to address this problem. I don't pretend to know the right answer but I do firmly agree something needs to be done.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

1 - Very often

Q11 Why you ranked yourself this way

I am open minded and always try to get down to the facts before forming an opinion. If or when the facts change, I change my opinion accordingly.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

2

Q13 Why you ranked yourself this way

I respect others opinions and hope the respect mine. Compromise is key.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

I have to come up with creative solutions frequently in my job. I work in finance and I structure senior debt for middle market companies. No two companies are the same, so no two financing structures are the same. I have to structure each differently to fit the different needs of companies.

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

I sit on a committee at Oak Park Country Club and I am on the Institutional Advancement Committee at Fenwick High School. I grew up in River Forest and know many long time residents of the area, and also many people who are newer to the area.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

I have worked in middle market commercial banking for almost 20 years. I have strong negotiating skills. I sit on two committees at not-for-profits in the area. I am a mom to three young children. I am lucky enough to have grown up here and I absolutely love this community and the residents here.

#26

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, February 16, 2020 3:39:55 PM
Last Modified: Sunday, February 16, 2020 4:04:56 PM
Time Spent: 00:25:01
IP Address: [REDACTED]

Page 1: Entire form must be completed.

Q1 Name

Dan Hollenbach

Q2 Email address

[REDACTED]

Q3 Resident address

Address	610 Park Avenue
Address 2	-
City/Town	River Forest
State/Province	IL
ZIP/Postal Code	60305

Q4 Phone number

[REDACTED]

Q5 Do you live in (check one) **Single family home**

Q6 Why are you interested in serving on the Community Deer Task Force?

I am a big walker hiker and visit the Forest Preserves multiple times a week. I have lived in RF for 18 years and want to help out on a issue that I feel can bring some value too.

Page 2: Personal Characteristics

Q7 Describe personal strengths you believe you would bring to the committee.

Leadership I have a long career in managing diverse teams and building consensus on issues.

Q8 How willing are you to listen to different views with an open mind?

(no label)

1 - Extremely open

Q9 Why you ranked yourself this way

I have been given the opportunity in my 50 years to have been involved with many difficult situations that have really been resolved by having an open mind. I feel one of my best strengths is patience as I am willing to take my time developing my positions prior to action.

Q10 How frequently are you persuaded to change your mind on a position?

(no label)

2

Q11 Why you ranked yourself this way

As I stated I value patience in developing a position on issues and I take my time to hear others willing to concede positions when the case is presented with more positive value.

Q12 How easy is it for you to compromise with others who hold opposing viewpoints?

(no label)

1 - Extremely easy

Q13 Why you ranked yourself this way

This is what I have been doing in business for a long time to create value and win win situations large and small.

Q14 How often do you come up with creative solutions?

(no label)

1 - Very often, I tend to think outside the box

Q15 Why you ranked yourself this way

Because I have in my work life experience.

Page 3: Skills & Work/Volunteer Background

Q16 Describe any experience with community engagement.

River Forest Soccer Coach for over 10 years. Co -Founder of YMCA Indian Guide RF Tribe. Co -founder of the RFTC Summer Water Polo Team Program.

Q17 Describe any additional skills and work/volunteer experience you believe to be relevant.

Big Fan of River Forest!



Application for River Forest Deer Management Committee

Entire form must be completed.

1. Name* John Flynn
2. Email address* [REDACTED]
3. Resident address* 1144 Keystone Ave.
4. Phone number* [REDACTED]
5. Do you live in (circle one): Single family home Multi-unit building

6. Why are you interested in serving on the Community Deer Task Force?*

I have lived on Keystone Ave. starting in 1947 - 1956 + 1977 until today and have long term knowledge of how the deer population has increased in damaging landscapes

Personal Characteristics

7. Describe personal strengths you believe you would bring to the committee.*

An active member of the community - who will listen to the other side

8. How willing are you to listen to different views with an open mind?*

Extremely open 1 2 3 4 5 Not at all open

9. Why you ranked yourself this way*

I'm 86 - so no reason to get too upset.

10. How frequently are you persuaded to change your mind on a position?*

Very often 1 2 3 4 5 Hardly ever

11. Why you ranked yourself this way*

Formerly difficult - lately - last 10
year open to other ideas

12. How easy is it for you to compromise with others who hold opposing viewpoints?*

Extremely easy 1 2 3 4 5 Extremely hard

13. Why you ranked yourself this way*

Little things don't bother me -
but in larger situations - if I have
the facts - or experience or knowledge

14. How often do you come up with creative solutions?*

Very often, I tend
to think outside the box

1 2 3 4 5

Rarely, I tend to focus
on what's been done

15. Why you ranked yourself this way*

No experience lately

Skills & Work/Volunteer Background

16. Describe any experience with community engagement.*

*I have received awards from SPRF-45,
Felix and Concordia for community
service in education.*

17. Describe any additional skills and work/volunteer experience you believe to be relevant.*

*I have volunteered for over 20 years
in Oak Park School - Agribus - etc*

completed application due Tuesday, February 18. Drop off or mail to:

Attn. Deer Management Committee
River Forest Village Hall
400 Park Avenue
River Forest, IL 60305



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: January 28, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Outline for Creating the Age-Friendly River Forest Plan

As you know, the Village was accepted into the AARP Network of Age-Friendly States and Communities in November 2019. This is the first step toward becoming an Age-Friendly Community. The second step in this process is the **planning** phase, which is expected to take approximately two years. It is recommended that the Village form an Age-Friendly Advisory Committee, ensuring its members include older adults as well as caregivers of and persons living with dementia. AARP offers this [list](#) of potential stakeholders. Staff has been coordinating with River Forest Township Supervisor Carla Sloan, who indicated the Township's Senior Services Advisory Committee may be interested in contributing a member.

The **planning** phase consists of the following:

- Conduct a baseline assessment of the age friendliness in the community;
- Develop a 3-year plan of action based on assessment findings;
- Establish mechanisms to involve older people throughout the age-friendly cycle process; and
- Identify indicators to monitor progress.

The assessment includes formally surveying the community, though similar surveys have been completed recently by community organizations and may provide enough information so as not to duplicate this effort. The Committee would also be tasked with conducting a "listening tour" of the Village, and AARP has a [toolkit](#) to guide this process. The listening tour includes convening small focus groups to discuss specific aspects of the work and holding community listening sessions that are open to those who want to learn about the project and share their opinions.

Once the assessment is completed, the Committee can begin developing an [action and evaluation plan](#) based on the results. This is a living document intended to be revised by setting

new goals. While there is no formal timeline, AARP would like to see the 3-year plan by the end of year two. The plan should contain the following key elements:

- A statement of what must be achieved (goals or output);
- Activities that have to be followed to reach the objective or goal;
- Target date for completion and/or schedule for each activity;
- Identification of the group or individual responsible for each activity;
- Clarification of the inputs or resources for completing the task; and
- Identification of the indicators that will allow for measuring progress toward the goals.

Once the planning phase is complete, the Village will submit the action plan to the AARP and its affiliate the World Health Organization for review and endorsement. The third step in the process is the **implementation and evaluation** phase, which involves working toward the goals of the plan and sharing solutions, successes, and best practices with AARP. A progress report is required after the implementation period is over. AARP has a [guide](#) to assist with program evaluation.

The final step is **continuous improvements**, in which the Village would continue its work by entering into further implementation cycles by setting new goals targeting the eight [Domains of Livability](#) (outdoor spaces and buildings; transportation; housing; social participation; respect and social inclusion; civic participation and employment; communication and information; and community and health services).

Next Steps: It is recommended that the Village Board of Trustees approve a Resolution to Establish an Age-Friendly Advisory Committee, comprised of up to seven members and to be appointed by Village President Adduci. If approved, Staff will create an application form and distribute to stakeholder groups to ensure their representation on the Committee.

Staff proposes the following timeline for the project:

1. Establish Age-Friendly Advisory Committee and appoint members, by April 2020
2. Conduct Baseline Assessment, by December 2020
3. Evaluate Assessment Results, by March 2021
4. Create and Submit Plan to AARP/WHO for Review and Endorsement, by October 2021
5. Evaluate Program and Continuous Improvement, ongoing

NO. _____

**A RESOLUTION ESTABLISHING AN AGE-FRIENDLY
ADVISORY *AD HOC* COMMITTEE**

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, in exercise of their authority pursuant to Section 1-6-6 of the Village of River Forest Village Code, as follows:

SECTION 1: *Ad Hoc* Committee Created. That there is hereby established an *ad hoc* committee, to be known as the Age-Friendly Advisory *Ad Hoc* Committee (“Committee”), which is charged with the duty to conduct an assessment of age-friendliness in the Village and create an “Age-Friendly Plan” (“Plan”) to be presented before the Village President and Board of Trustees regarding age-friendliness in the Village of River Forest (“Village”).

The following criteria shall apply to the Committee:

- A. **Membership:** The Committee shall consist of not more than seven (7) members who shall be appointed by the Village President with the advice and consent of the Board of Trustees. Members shall include one (1) member of the Board of Trustees. Members shall serve on the Committee until the Committee is dissolved. If a member is unable to remain on the Committee until it is dissolved, the Village President will appoint a replacement with the advice and consent of the Board of Trustees. All members shall be residents of the Village. Members shall receive no compensation for their work on the Committee, either for their attendance at meetings of the Committee or their performance of any duty or thing connected with the Committee. The Village Administrator or his designee shall be included as an *ex officio* member. The *ex officio* member shall have no vote and need not be a Village resident.
- B. **Chair:** From the appointed members, the Village President shall select one (1) Chair of the Committee.
- C. **Charge:** The Committee shall:
 - 1. Conduct a baseline assessment of age-friendliness of the Village through survey and/or focus groups and community listening sessions.
 - 2. Evaluate assessment results and prepare a Plan to be submitted to the American Association of Retired Persons after its review and after approval by the Village President and Board of Trustees.

- D. **Meetings:** The Committee shall meet as often as it deems necessary in order to carry out its assigned task. All meetings of the Committee shall comply with the Illinois Open Meetings Act, as amended, 5 ILCS 120/1, *et seq.* Committee members shall complete training on the Illinois Open Meetings Act within ninety (90) days of being appointed to the Committee, as required by 5 ILCS 120/1.05(b).
- E. **Report:** The Committee shall submit its Plan to the Village President and Board of Trustees for their review and consideration no later than October 1, 2021. The Committee shall dissolve on the date the Village President and Board of Trustees adopts the Plan without further action, unless determined otherwise by the Village President and Board of Trustees.

SECTION 2: Severability. That if any Section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION 3: Repeal. That all resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed.

SECTION 4: Effectiveness. That this Resolution shall be in full force and effect upon its passage and approval according to law.

ADOPTED this 24th day of February, 2020 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 24th day of February, 2020.

Catherine Adduci, Village President

ATTEST:

Kathleen Brand-White, Village Clerk



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 6, 2020

To: Eric Palm, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Amendment to Authorized Staffing Level – Building Department

Issue

The Village's semi full-time Building and Zoning Inspector retired as of January, 2020. When vacancies occur in any Village position Village Staff take the opportunity to review current staffing, assigned duties and organizational effectiveness. Based on that analysis Staff and the Village's consultant recommend that the position be filled with a full-time Building and Zoning Inspector. The FY 2020 budget authorizes only a semi full-time position, therefore, the Village Board of Trustees is asked to approve the recommendation to change this position back to full-time.

Analysis

Definitions: The Village's personnel manual defines the following employment classifications:

- Full-time: One who is regularly scheduled to work 2,080 hours or more per year (40 hours/week);
- Semi full-time: One who is regularly scheduled to work between 1,560 and up to 2,080 hours per year (typically 30 hours/week);
- Part-time: One who is regularly scheduled to work up to 1,560 hours per year (typically 20-24 hours/week).

Position History: The Building and Zoning Inspector position has existed within the Village's compensation plan since 2012 and the duties assigned to this position have included plan review of smaller-scale projects, permit-related and zoning inspections, property maintenance code enforcement, and customer service. When a vacancy occurred in the position in 2013, the Village hired a part-time employee who focused on property maintenance code enforcement. In 2017, based on growing demand for Building Department services and additional training/certification of the incumbent, the hours for the position were increased to semi full-time. Plan review duties of smaller projects, inspection, and customer service duties were reassigned from the Building Official position

to the Building and Zoning Inspector position and fleet management duties for building/administration vehicles was added as a job duty.

Table 1 provides a history of Building Department staffing since 2012, including the recommendation before the Village Board.

Table 1: Building Division Staffing Levels Since FY 2012

POSITIONS	2012	2013	2014	2015	2016	2017	2018	2019	Approved 2020	Revised 2020	Proposed FY 2021
Assistant Village Administrator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Permit Clerk	0.5	1	1	1	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Building/Zoning Inspector	1	1	0.5	0.5	0.5	0.75	0.75	0.75	0.75	1	1
Building Official	1	1	1	1	1	1	1	1	1	1	1
TOTAL FTEs	3	3.5	3	3	3.5	3.75	3.75	3.75	3.75	4	4

Building Department Activity: The data below shows the Building Department activity levels, revenues and expenditures, and performance measures since FY 2012 and 2013. This data provides context for the recommendation. It shows that property transfers and property reinvestment in River Forest through building and construction projects is healthy, which creates a demand for Building Department services and excellent customer service. In order to meet these demands, the Village has increased staffing levels on an incremental basis and has used its third party plan review and inspection consultant, B&F Technical, to supplement staffing. Increasing the hours assigned to the Building and Zoning Inspector helped to improve the efficiency of plan reviews for small projects, however, those same services for larger projects have not yet met or exceeded performance expectations. Further, without additional resources, it will be difficult to improve customer service by reducing plan review timeframes. Operational efficiency and software improvements will assist in these efforts, but there is still a need for additional in-house resources to improve customer service.

Table 2: Building Department Activity Levels Since FY 2012

Activity	2012	2013	2014	2015	2016	2017	2018	2019	2020 ¹
Permits Issued	1,112	884	837	907	1,381	1,527	1,375	1,403	1,332
RETT Inspections	128	207	246	195	230	256	232	232	231

Table 3: Building Department Performance Data Since FY 2013²

Performance Measures	Goal	2013	2014	2015	2016	2017	2018	2019	2020
Plan Reviews of Large Projects Completed in 3 weeks or less	95%	94%	96%	80%	81%	62%	73%	75%	75%
Re-Reviews of Large Projects Completed in 2 weeks or less	95%	94%	99%	87%	92%	72%	85%	92%	92%
Plan Reviews of Small Projects Completed in 5 days or less	95%	90%	88%	85%	97%	100%	100%	100%	100%

¹ Projected for the end of the Fiscal Year

² Data unavailable for Fiscal Year 2012; FY 2020 1st-3rd quarter data

Table 4: Building Permit General Fund Revenues & Expenditures Since FY 2012

	2012	2013	2014	2015	2016	2017	2018	2019	2020 ³
Revenues⁴	\$496,558	\$392,056	\$482,421	\$523,694	\$554,949	\$901,244	\$647,299	\$640,926	\$1,165,840
Expenses⁵	\$248,822	\$334,678	\$267,171	\$371,653	\$361,116	\$480,035	\$465,063	\$435,608	\$475,559

Consultant Analysis: In December, 2019, Michael D’Onofrio, a consultant from GovHR with extensive Community Development/Building Department management experience, was brought on by Village Staff (within Staff’s spending authority and utilizing available budgeted funds) to evaluate the Building Department activities and staffing; determine how best to improve customer service, identify and implement operational efficiencies that can be enacted now and in preparation for new software implementation; and determine how best to fill the vacant position. Mr. D’Onofrio examined replacing the position in-kind, modifying the position, and potentially outsourcing some or all of the duties of the position. Mr. D’Onofrio is completing his final report regarding process improvements and operations, but has submitted a recommendation regarding the Building and Zoning Inspector position in the interim so that the Village can move forward on its staffing decisions in anticipation of the 2020 building/construction season.

To summarize Mr. D’Onofrio’s staffing report, which is attached for review, the recommendations include, and are designed to achieve, the following:

- Increase the hours assigned to the Building and Zoning Inspector from 1,560 to 2,080 annually to create additional capacity in this position to assume certain plan and zoning review duties that are currently assigned to the Building Official;
- Create additional capacity for the Building Official to perform more sophisticated plan reviews and maximize his expertise as a licensed architect;
- Improve customer service by meeting and exceeding current performance standards with the goal of reducing plan review timeframes for most projects from 21 days to 14 days during FY 2021;
- Further improve customer service by providing additional personnel that have building/zoning expertise at the Village Hall that can be a resource to residents and builders during the permitting and building processes; and
- Provide some additional in-house expertise that can support the Building Official, provide an opportunity for succession planning if the Building Official retires, and ensure continuity for customers when the Building Official is out of the office.

The consultant does not recommend outsourcing the position at this time or outsourcing additional plan review services. While B&F Technical does an overall good job with plan reviews and inspections, and this would satisfy the need for technical expertise, it does not provide a resource for residents and builders, provide relief to the Building Official or create capacity in that position, nor does it best meet the Village’s customer service goal of ensuring there are sufficient personnel on staff to act as a resource to residents and builders who are completing projects in River Forest. In the event there is a vacancy in the Building Official position, the Village would again revisit organizational structure and the potential to outsource certain services and functions.

³ FY 2020 Budget

⁴ Includes contractor license fees, building/plumbing/electrical permit fees and property maintenance citations

⁵ Does not include CERF contributions

Fiscal Impact of Recommendation: The FY 2020 budgeted total compensation for the semi full-time position (which includes salary and benefits) is \$67,843. Assuming the position is filled in March, the additional cost of paying the new employee for six more hours of work per week is a wash because of the savings experienced by the vacancy for a period of two months. The financial impact of the recommendation will be experienced in FY 2021 when the projected total compensation for a full-time Building and Zoning Inspector will increase by approximately \$22,736 to \$90,578 (assuming the Village pays starting salary and provides family health insurance coverage).

A portion of the salary and benefits for this position is charged to the Water Fund to account for plumbing/water project inspection services that are included in the scope of the position. Further, the additional expense in the FY 2021 budget will be offset partially by a reduction in third party consulting fees for plan review services of \$5,000 since this position would perform that service. As a result, the net impact to the General Fund is expected to be \$13,189. Further, the Village is in the process of reviewing its fees and will be bringing recommendations to the Village Board regarding fee adjustments for FY 2021, including an increase to contractor licensing fees as the Village's fees are trending below average. The additional revenue generated by this fee adjustment would be sufficient to cover the additional cost of this staffing recommendation.

Further, this personnel expense is not expected to be a permanent increase as a future vacancy in the Building Official position would allow the Village to again evaluate how to best combine in-house and third party consulting services to meet the Village's needs.

Additional Considerations: As mentioned in this report, the Village is in the process of selecting a new software module for land and license management that will be utilized for permitting and contractor licensing. This week the Village issued a Request for Proposals for this software and expects that implementation will be underway in FY 2021. While these software improvements will enhance customer service, accountability and operational efficiency, there are processes and staffing levels that will be in place prior to that so that the software module is an additional enhancement. As mentioned earlier, the Village's consultant is finalizing recommendations regarding various process improvements that will make an immediate positive impact while Staff awaits the new software.

Requested Action: That the Village Board of Trustees authorize the Village Staff to modify the position of Building & Zoning Inspector from semi full-time to full-time.

Attachments:

- Report from Consultant regarding Building & Zoning Inspector Position
- Revised Building and Zoning Inspector Job Description
- Michael D'Onofrio Resume



Village of River Forest

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: December 19, 2019

To: Lisa Scheiner, Assistant Village Administrator

From: Michael D'Onofrio, Consultant

Subj: Building & Zoning Inspector/Code Enforcement Officer Analysis

As part of the analysis of the Building Division, each divisional position was examined. This included a review of position descriptions, interviews with individual staff, identification and understanding of job functions/responsibilities and each person's role in the permit processes. Based on this analysis, at the end of this memorandum, I have made a number of recommendations related to filling the Building & Zoning Inspector position. However, first is a summary of information used in developing the recommendations.

BACKGROUND

The Building/Zoning Inspector position is currently a semi-full time position at 30 hours/week. These 30 hours include working six hours a day, five days a week. Annualized this translates into 1,560 hours. With respect to job responsibilities, in interviews with the incumbent, Tim Vaclav, he stated his main job responsibilities include property maintenance inspections, real estate transfer tax (RETT) inspections, building permit plan reviews, and pre-construction meetings. Following is additional detail for each of the job responsibilities.

- *Property Maintenance Inspections* – According to Mr. Vaclav he estimates that activities related to these inspections account for 75% of his time (22 hrs./wk.). Annually this is 1,144 hours per year. These inspections generally fall into one of three categories – exterior maintenance of buildings; grass and weeds; and, snow shoveling. In addition to these inspections, he also tracks and monitors approximately 20 vacant properties on a regular basis. Based on Activity Measures listed in the Fiscal Year 2020 Budget, over the past four fiscal years ('16 – '19), an average of 227 code inspections are conducted annually.
- *Real Estate Transfer Tax Inspections* – Based on year to date 2019 data, approximately 225 RETT inspections are conducted annually. Per Mr. Vaclav, these inspections take an average of 30 minutes. Based on the 30-minute estimate, annualized, this activity takes 112 hours per year, or 8% of all hours.

- *Building Plan Reviews* – The Building/Zoning Inspector is responsible for conducting small project plan reviews. Generally, these reviews are for small residential additions, interior residential remodeling, decks and fences. Mr. Vaclav estimates these reviews take approximately 10% of his time – 3 hours/wk. Annualized, this translates into 156 hours.
- *Other Miscellaneous Activities* – This includes regular activities that are minor, with respect to the time they take, but are still part of the Building/Zoning Inspector’s duties. It is estimated that all together, at the most, they make up no more than 5% of his total time.
 - *Pre-Construction Meetings* – The Building/Zoning Inspector meets with contractors prior to building permits being issued for major renovation and new construction projects. The purpose of these meetings is to inform the contractors as to their responsibilities under the building permit. It is estimated that 10-15 meetings are held annually, with each taking approximately 15 minutes.
 - *Fleet Maintenance* – Given his background, the Building/Zoning Inspector is responsible for fleet maintenance for Building Division and administrative vehicles.

OTHER DIVISIONAL RELATED ACTIVITY

As part of the examination of the division, analysis of other activities/processes was conducted. Following is an identification and discussion of those areas that Building/Zoning Inspector duties might be expanded into.

- *Building Permit Review* – as mentioned above, currently, the Building/Zoning Inspector is responsible for doing small project building plan reviews. Currently this includes several permits a month (2-3). In interviews with staff and users of the division’s services, there was some concern expressed about the timeliness of plan reviews. Specifically, the turnaround time of reviews by both the village’s plan reviewers and its third party plan reviewer, B&F, was mentioned several times as an opportunity for improvement.
- *Workload of Building Official* – in his capacity, the incumbent Building Official is responsible for numerous activities. Based on discussions with him, he estimates his time is allocated to the following activities: Plan Review – 50%; Zoning – 25%; Counter – 15%; and Coordination /Interaction with other village staff – 10%. As evidenced by the above comments, the Building Official’s workload impacts the timeliness of building permit plan review.
- *Front Counter, Building Permit Activities* – the village staff that is responsible for permit related activities (intake, answering questions, taking in fees, issuing permits) all expressed concerns over staffing at the front counter. Generally, these concerns could fall into two categories, the first being, the division of roles and responsibilities of the counter staff (including Finance and Building staff). The second, fell under the umbrella of customer service. Here it was determined that there are opportunities to improve communication with applicants, the assistance provided to them from permit intake to issuance.

RECOMMENDATIONS

Before discussing the recommendations it’s necessary to identify the context in which they are proposed. They are based on the roles, responsibilities and skill sets of the current in-house staff. Take, for example, the recommendation to increase the role of the Building/Zoning Inspector in plan review activities. This is being suggested in order to free up more of the Building Official’s time to do his plan reviews, which in turn should reduce plan review time. Along with the

improved plan review time, which in and of itself, is a direct customer service improvement, it would also improve it in indirect ways, i.e. coordination/communication with applicants/B&F.

A case could be made that instead of doing more in-house plan reviews, they should be outsourced to B&F. However, as long as the current Building Official is employed, to maximize the costs associated with his position, and not add to B&F costs, it makes more sense economically and customer service wise, to maintain the current level of in-house plan reviews. That is not to say when there is a vacancy in the Building Official position, that the Village not strongly consider increasing the outsourcing of plan reviews to a third party plan review vendor.

Whereas the current Building Official position is not vacant, the current Building/Zoning Inspector recently retired, which provides an opportunity to re-examine this position to better align it with the current and future needs of the division. To that end, following is a series of recommendations that should be considered before initiating the hiring process.

1. As outlined in the Background section above, it appears as though under the current 30-hour work week, there is limited capacity to assign additional duties to the Building/Zoning Inspector. If new duties/responsibilities were assigned to the position, it would most likely impact upon the existing duties.

In order to address the capacity issue, it is recommended that two actions be taken. First, it should be determined whether the current property maintenance activities are being done in the most efficient manner. This is recommended in that this activity takes most of the Building/Zoning Inspector's time and if there are some efficiencies that can be made, it could free up time to undertake other tasks. Second, even if efficiencies are found, there appears to be limited ability to assume additional duties given the 30-hour work week. To this end, it is recommended that consideration be given to making the Building/Zoning Inspector a full time position. It is estimated that with an additional 10 hours a week, the other recommendations below could be implemented.

In making this recommendation it is understood changing a part time position to full time has budgetary implications. However, this would be mitigated in the future when there is a vacancy in the Building Official position, which will then allow the Village to re-evaluate that position.

2. Whereas currently the Building/Zoning Inspector does some building plan review, it is somewhat limited. According to Mr. Vaclav he does two to three plan reviews a month. It is recommended that the Building/Zoning Inspector be responsible for an increased number of plan reviews. Based on previous plan review data, a policy/procedure should be developed and implemented to increase the number and types of plan reviews for which the Building/Zoning Inspector is responsible.
3. With many building permits, a zoning plan review must also be completed. It is recommended that consideration be given to the Building/Zoning Inspector, instead of the Building Official, conducting all zoning plan reviews.

4. The Building/Zoning Inspector should be made available, when in the office, as one of the divisional staff who can assist at the front counter. The thought here is that the Building/Zoning Inspector could address issues that currently are directed to the Building Official and to a lesser degree, the Permit Clerk, thereby freeing those two up to concentrate on their other core duties.
5. Consideration should be given to assigning some of the zoning related duties, currently being done by the Building Official, to the Building/Zoning Inspector.
6. Given the proposed changes to the position, along with the existing position description for the Building/Zoning Inspector, it should be updated. (See Comments – Position Description below).

By implementing the proposed recommendations, it is anticipated it would have the following impacts:

- By increasing the amount of building plan reviews, along with doing the zoning plan reviews, to be done by the Building/Zoning Inspector, it would free up more time for the Building Official to focus on his core duties, i.e. plan review and associated activities.
- It is assumed with the Building/Zoning Inspector doing more plan reviews, it would reduce the initial plan review and turnaround times.
- By being available at times to be at the front counter, it would result in improved customer service as well as, more efficient and timely permit processing.
- By creating a full time position it will most likely attract more qualified applicants for the position. Additionally, given the status of the incumbent Building Official, there is an opportunity for advancement in the near future.

Whereas the above described improvements reflect on individual components of the division's activities, all will go towards an improved customer service experience.

PROPOSED AMENDMENTS TO POSITION DESCRIPTION

- Under the Essential Functions & Duties section, I would suggest rearranging them to list the code enforcement related duties first, then the plan review responsibility duties next, followed by the RETT.
- If zoning related duties are to be added, they should be listed appropriately. If zoning reviews are to be done I would add that as a specific item, i.e. "Reviews permit applications with applicable zoning regulations". Similarly, if the position requires other zoning related items that the Building Official is currently responsible for, those too, should be individually identified.
- Under Required Knowledge, Skills, and Abilities: I'd include "Knowledge of zoning principals".
- Under Special Requirements, Licenses or Certifications: I would add to the Associate Degree, Construction Management.

CONCLUSION

The ultimate goal of the Building Division is to protect the public health safety and welfare of its inhabitants. However, a less esoteric goal is to provide exceptional customer service. In order to

accomplish this, it must take place on an evolutionary, not revolutionary scale. What is being recommended concerning the CEO position, while definitely not revolutionary, is one that will continue to improve customer service. Additionally, it is being set up as a stepping stone for future improvements that will present themselves such as new technology being Implemented and staff turnover.

Michael D'Onofrio

Community Development Consultant

Contact Information

Address – 651 Grosvener Lane, Elk Grove Village, IL 60007

Phone – 847.344.2175

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Profile

Community Development professional with over 30 years of experience in working with municipal governments to carry out activities related to building, planning, zoning and economic development. This includes serving in a management capacity for 25 years responsible for personnel, budgeting, contract administration and serving as acting city/village manager.

Experience

- Community Development Consultant, GovTempsUSA. August 2017 to present.
- Director of Community Development, Village of Winnetka, IL. July 2001 to June 2017.
- Director of Community Development, City of Des Plaines, IL. Oct. 1993 to June 2001.
- Development Specialist, City of Des Plaines, IL. Feb. 1989 to Oct. 1993.
- Community Development Planner, Cook County Dept. of Planning & Development, Chicago, IL. June 1987 to Feb. 1989.
- Housing Specialist, Dane County Housing Authority, Madison, WI. April 1983 to June 1987.

Education

Bachelor of Science, Community Development, University of Wisconsin-Madison, 1981.

Professional Accomplishments

Departmental Reorganization – In both Des Plaines and Winnetka, as well as assignments with GovTemps, I was brought in to reorganize each community development department. Reorganization included the following:

- Analyze staffing patterns, capabilities and implement personnel changes.
- Analyze and implement changes to the permit processing system, including transitioning to automated permit processing.
- Implemented a variety of processes and activities to enhance staff development, as well as enhancing customer service.
- Analyze and implement alternative staffing systems.
- Enhance inter-departmental cooperation with the municipal organization.

Administration – In over 25 years experience as a community development director I conducted a number of administrative activities, including the following:

- Supervise professional staff – planners, building & code inspectors, health inspectors and support staff – both part-time, full-time and contractual employees.
- Prepared annual department budgets ranging from \$400,000 to \$1.5 million.

- Personnel management, including working in both unionized and nonunion environments.
- Served as acting municipal manager on numerous occasions.

Planning and Zoning – Throughout my career I have been involved in a variety of large and small scale planning, land use and zoning activities. Following is a list of those:

- Acted as staff liaison to Plan Commissions, Zoning Board of Appeals, Design Review Board, Economic Development Commission and numerous ad hoc development related committees. Also, as director I attended and made presentations at city/village council/board meetings.
- Worked with a number of planning consultants to develop and implement comprehensive amendments to zoning ordinances, comprehensive plans and downtown redevelopment plans.
- Processed hundreds of applications for zoning relief – variations, amendments, PUD, conditional uses - and subdivisions. This included working with numerous residential and non-residential property owners, as well as developers and design professionals.
- Conducted studies, prepared reports and made recommendations on numerous zoning and land use regulations – zoning bulk regulations, signage, historic preservation, etc.

Building & Construction – As a community development director I have had a opportunity to serve as the Building Official. This experience included the following types of activities.

- Supervise inspectional staff including building, plumbing and electrical inspectors, both in-house and contractual employees, health officers, as well as permit clerks and support staff.
- Oversee the adoption of national model building codes (1990 and 1996 Editions of the BOCA Building Codes while in Des Plaines, and 2003 and 2009 Editions of the ICC Codes in Winnetka).
- Streamline the building permit processing system.
- Oversee the activities of code enforcement inspectors; write citations and appear in court representing the municipality.
- Conduct plan reviews for building and zoning compliance.

Downtown Redevelopment – In both Des Plaines and Winnetka I was involved in a number of downtown redevelopment activities. In Des Plaines, in addition to running a façade improvement program, I was also involved in a \$20 million redevelopment project. This included the construction of an 80,000 s.f public library, 30,000 s.f of retail space, 180 residential condominiums and a 110 space parking deck. While in Winnetka I took the lead on the preparation of a downtown master plan. Second, I was staff liaison to an ad hoc committee, whose task was to develop recommendations for a downtown, village owned redevelopment site. Finally, I was involved in the development of a streetscape program.

References

Available upon request.



Village of River Forest

Position Description

Position Title: Building & Zoning Inspector
Department: Administration- Building & Zoning Division
FLSA Status: Not Exempt
Employment Status: Full Time
Issue Date: January 28, 2020

Job Summary:

This position is responsible for the inspection of new and existing structures for conformity with adopted building, zoning, and property maintenance codes; reviews plans for the issuance of building permits; assists property owners and contractors for the purpose of ensuring that all buildings and structures are in compliance with the various codes and ordinances.

Essential Functions & Duties:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Investigates complaints regarding building and property maintenance code violations;
- Prepares correspondence to residents and advises individuals on the status of code enforcement activities;
- Surveys the Village for any non-permitted work and property maintenance violations;
- Collects and prepares data and documentary evidence on cases of non-compliance for use in court; appears and testifies at legal proceedings (as needed); manages the Building Department's administrative adjudication process;
- Reviews applications and approves permits for small projects including but not limited to fences, roofs, driveways, interior renovations, etc.;
- Reviews applications for compliance with applicable zoning regulations; assists the Building Official in processing all requests for relief from applicable zoning regulations;
- Communicates with property owners and contractors to review construction or renovation plans ensuring that all structures are in compliance with the applicable codes and ordinances;
- Performs real estate transfer tax (RETT) zoning inspections;
- Conducts onsite inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations.

- Inspects new and existing structures in the course of construction, alteration and repair for conformity with adopted building, zoning, and maintenance needs;
- Inspects work of various trades; inspects buildings and structures for defects in workmanship and/or materials;
- Works with the Health Inspector and/or Health Department to resolve nuisance ordinance violations or violations of “decent, safe, and sanitary” codes found as a result of zoning or building inspections;
- Works with the subcontracted plumbing and electrical inspectors to assure compliance with plumbing, electrical and/or HVAC code requirements, Issues certificates of occupancy;
- Assists in coordinating activities with administration (bonds and licenses for contractors);
- Conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other Village departments and other govern-mental agencies when necessary;
- Plans and recommends code enforcement strategies and policies; develops code enforcement procedures and schedules; assists in preparing new municipal codes or revising existing ordinances.
- Develops permit conditions standards, streamline checklists, deposit for inspections.
- Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity and results
- Assists with preparation of monthly reports;
- Performs other duties as required.

Required Knowledge, Skills, and Abilities:***Successful candidates for this position must possess:***

- Knowledge of ICC building codes and local ordinances and their applications; and knowledge of local nuisance codes and ordinances and applicable state laws;
- Knowledge of the methods, techniques, and materials used in building inspection, construction, and maintenance as well as unacceptable building construction techniques and of effective corrective measures;
- Knowledge of zoning principals;
- Knowledge of decent, safe and sanitary provisions of the state public health code;
- Ability to read blueprints and construction plans;
- Ability to carry out inspections and enforcement actions with firmness, tact, thoroughness and impartiality; and to establish and maintain effective working relationships with developers, contractors, property owners, co-workers, and the general public;
- Ability to establish and maintain accurate records and to give accurate and effective testimony at legal proceedings;
- Ability to communicate clearly verbally and in writing, and interpret laws, ordinances and regulations;

- Skill in the safe use and operation of vehicles;
- Regular and predictable attendance.

Work Environment & Physical Demands:

- While performing duties and responsibilities, employee may work in the following conditions: Moderate to loud noise levels; extreme temperature, precipitation, wind and humidity conditions – both indoors and outdoors; Fumes, airborne particles, and sewer odors;
- Working with or near chemicals, petroleum products, electrical current, and vibration, confined spaces and, working in or around moving traffic;
- Maintain physical condition appropriate to the performance of duties and responsibilities that may include: Walking, standing or sitting for prolonged periods; Climbing above and below grade as part of the regular inspection routine, stooping, crawling, crouching, and other continuous physical activity; Manipulate hands and fingers for data processing at a computer.
- The level of risk in working in and around active construction sites is such that it requires some attention to detail to prevent accidents or injuries. All of the above conditions require that the employee be fully ambulatory and possess normal hearing, vision and manual dexterity.

Minimum Education, Experience & Training:

- High School Diploma or possess G.E.D. equivalent;
- Minimum of two years of experience in building trades, plan review/inspector or any equivalent combination of education, training, and experience which provides requisite knowledge, skills and abilities.

Special Requirements, Licenses or Certifications:

- Possess current and valid Illinois driver's license;
- ICC Building Inspector and Property Maintenance Inspector certifications preferred;
- Associate Degree in Architectural Technology, Construction Management preferred.

Supervision Exercised:

None

Supervision Received:

Assistant Village Administrator



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305

Tel: 708-366-8500

MEMORANDUM

Date: February 20, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Non-Renewal of Automated Traffic Law Enforcement Agreement

As it relates to the Village's contractor for its Automated Traffic Law Enforcement System, the current agreement with the contractor of record, SafeSpeed LLC, was entered into July 1, 2016. Section 11.1 of the agreement provides that it has a four-year term, with two renewals possible of two years each "by mutual agreement of the Parties." Based on the effective date of July 1, 2016, the initial term of the SafeSpeed agreement will expire on July 1, 2020, unless the Village and SafeSpeed both agree to a two-year renewal.

Instead of renewing the existing agreement, Staff intends to issue an RFP for services to consider other vendors. The Village will send notice to decline to renew the agreement, and the agreement will expire on its own terms on July 1, 2020. No Village Board action is needed to decline to renew the agreement. Village Board action will be needed to approve an agreement with a new vendor at the conclusion of the RFP process later this year.

Again, there is no Village Board action needed at this time.

Thank you.



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: February 6, 2020

To: Eric Palm, Village Administrator

From: Jonathan Pape, Assistant to the Village Administrator

Subj: Approval of Contract with the International Union of Operating Engineers, Local 150, Public Employees Division (5/1/19 – 4/30/22)

Issue

The Village's public works maintenance workers and water operators are represented by the International Union of Operating Engineers, Local 150. The current contract with Local 150 expired April 30, 2019. Over the past six months the Village and Union met to bargain a successor agreement. The Village's negotiating team consisted of the following members:

- Lisa Scheiner, Assistant Village Administrator
- Jon Pape, Assistant to the Village Administrator
- Sara Phyfer, Management Analyst
- John Anderson, Public Works Director
- Mark Janopoulos, Public Works Superintendent
- Jeff Loster, Village Engineer

The Union's negotiating team consisted of the following members:

- Mike Thomasino, Water Operator and Union President
- Brian Skoczek, Crew Leader
- Alec Cepak, Maintenance Worker
- Deanna Distasio, Attorney, IUOE Local 150
- Brett Krogstad, Business Representative, IUOE Local 150

Staff is pleased to report that a tentative agreement was negotiated and reached voluntarily during bargaining sessions. The attorney for Local 150 was present at all negotiations. The Village's attorney was not present; however, he has reviewed the final contract document language.

Analysis

The substantive changes to the contract include the following:

- *Section 3.2 Fair Share* – Language was changed to specify that employees are free to pay voluntary union contributions in light of the decision in *Janus v. AFSCME* which determined that Fair Share agreements violate First Amendment protections of free association and free speech.
- *Section 19.1 Uniforms/Boots* – The annual uniform and boot allowance per employee was increased from \$425 to \$450.

Health Insurance:

- *Section 15.1 Health Insurance* – Bargaining unit employees obtain health insurance through the Midwest Operating Engineers Benefit Fund (MOEBF). The Village and Local 150 negotiated extensively over insurance premiums that are set by the MOEBF. The Village pays the entire premium cost per employee, per month, for Local 150 employees. Under the terms of the proposed contract, no premium increases will be incurred until November 1, 2019 (delayed from May 1, 2019).

Insurance premiums for the term of the contract will be as follows:

- Effective November 1, 2019
 - Family - \$2,235
 - Employee +1 - \$1465
 - Single - \$733
- Effective May 1, 2020
 - Family - \$2,324
 - Employee +1 - \$1,524
 - Single - \$762
- Effective May 1, 2021
 - Rate increases to be determined by MOEBF, but shall increase by no more than 10% and will impact wage increases for the same period as outlined below:
 - If insurance premiums increase $\leq 5\%$, a 2.0% wage increase will be awarded May 1, 2021; however,
 - If insurance premiums increase $> 5\%$ and $\leq 7\%$, a 1.75% wage increase will be awarded May 1, 2021; however,
 - If insurance premiums increase $> 7\%$ and $\leq 10\%$, a 1.5% wage increase will be awarded May 1, 2021

Wages:

- *Section 23.1 Wage Schedule* – Employees will receive increases to the current step system as outlined below. Wage increases in year three (May 1, 2021) are subject to the health insurance rate increases as outlined above and in Section 15.1 of the contract.
 - May 1, 2019 – 1.75%
 - May 1, 2020 – 1.75%

- May 1, 2021 – Up to 2.0%
- *Section 23.3 Step Up Pay* – Maintenance Workers I and II who hold the required Water Operator's license and are assigned to perform duties of a Water Operator for one or more hours will be compensated the difference between that employee's current hourly rate and the Water Operator rate for the same step during those hours worked.
- *Side Letter of Agreement* – Language was added to include that Water Operator training would be offered based on the operational needs of the department.

Recommendation

It is recommended that the Village Board ratify the contract.

Attachment(s)

Draft agreement between the Village of River Forest and the International Union of Operating Engineers, Local 150, Public Employees Division (5/1/19 – 4/30/22)

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE INTERNATIONAL UNION OF OPERATING ENGINEERS,
LOCAL 150, PUBLIC EMPLOYEES DIVISION**

AND

VILLAGE OF RIVER FOREST

MAY 1, 2019 THROUGH APRIL 30, 2022

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PREAMBLE

This Agreement has been made and entered into by and between the Village of River Forest, Illinois, (hereinafter referred to as the ("Village")) and the International Union of Operating Engineers, Local 150, Public Employees Division (hereinafter referred to as the "Union"), in order to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees, to promote the quality and continuance of public service to the residents of the Village, to specify wages, hours, benefits and working conditions, and to provide for the prompt and equitable resolution of disputes, as provided herein.

Therefore, in consideration of the mutual promises and agreements contained in this Agreement, the Village and Union do mutually promise and agree as follows:

ARTICLE I

RECOGNITION

SECTION 1.1: RECOGNITION

The Village recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages, salaries, hours, working conditions and other conditions of employment for employees within the following collective bargaining unit, as certified by the Illinois State Labor Relations Board including all full time employees of the Public Works Department of the Village of River Forest, Illinois in the classifications of Maintenance Worker I, Maintenance Worker II, Water Operator and Crew Leader.

Excluded are all other employees, including, but not limited to all other employees of the Public Works Department, all other Village employees, and all managerial, supervisory, craft, security, confidential, professional and, short term employees, as defined by the Act.

SECTION 1.2: NEW CLASSIFICATIONS

The Village shall notify the Union of its decision to implement any and all new classifications pertaining to work of a nature performed by employees within the bargaining unit.

If the new classification is a successor title to a classification covered by this Agreement and the job duties are not significantly altered or changed, the new classification shall automatically become a part of this Agreement and the parties shall jointly file the appropriate petition for accretion with the Illinois State Labor Relations Board. If the parties are unable to reach agreement as to the inclusion or exclusion of the classification from the unit, the Village shall be free to implement its decision and the Union shall be free to challenge that decision before the Illinois Labor Relations Board. If the inclusion of the proposed classification is agreed to by the parties or found appropriate under the IPLRA, the parties shall then negotiate as to the proper pay rate for the classification, with the Village free to assign a temporary rate pending resolution of such negotiations. Article XXII (No Strike No Lockout) shall continue in effect during these negotiations.

ARTICLE II

UNION RIGHTS

SECTION 2.1: UNION ACTIVITY DURING WORKING HOURS

The parties acknowledge the general principal that working time is for work.

Union activities within Village facilities shall be restricted to administering this Agreement. The Steward or his/her designees shall ask for and obtain permission before leaving his/her job in order to conduct Union business. The Steward or his/her designees will ask for and obtain permission from the Department Head of any employee with whom he/she wishes to carry on Union business.

SECTION 2.2: UNION BULLETING BOARDS

The Village shall provide one Union bulletin board at the Public Works Garage. The board shall be for the sole and exclusive use of the Union and shall be separate from other Village bulletin boards. Postings shall not be of a local political or inflammatory nature and a copy of each posting shall be provided to the Director of Public Works or his/her designee.

SECTION 2.3: UNION STEWARD

The Union shall designate one duly authorized bargaining unit representative. The Union will provide written notice to the Director of Public Works to identify the Steward.

SECTION 2.4: RIGHT TO ACCESS

Authorized agents of the Union shall be permitted to visit bargaining unit members at the Public Works Garage during non-working hours for the purpose of ascertaining whether or not this Agreement is being adhered to by the parties, provided that the Union representatives, where reasonable, shall give prior notice to the Village and not disrupt the employees' work.

ARTICLE III

UNION DUES/FAIR SHARE CHECK OFF

SECTION 3.1: DEDUCTIONS

Upon receipt of a written authorization form submitted by a member of the bargaining unit, the Village agrees to deduct membership dues, assessments or fees (hereafter dues) of any member of the bargaining unit from his/her pay. Such authorized deductions shall be made in accordance with the law and shall be remitted to the Union on monthly basis at the address designated in writing by the Union. The Union shall advise the Village of any increases in dues or other approved deductions in writing at least thirty (30) days prior to its effective date.

The Union shall certify the current amount of Union deductions.

SECTION 3.2: FAIR SHARE

Employees are free to pay voluntary fair share payments through payroll deductions. Voluntary fair share fees will be remitted to the Union upon written receipt of a written authorization form, submitted by an employee of the bargaining unit.

SECTION 3.3: INDEMNIFICATION

The Union shall indemnify, defend and hold harmless the Village, its elected representatives, officers, administrators, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the Village in complying with the provisions of this Article, or in reliance on any written check off authorization furnished under any of the provisions of this Article.

ARTICLE IV

MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of the Agreement, the Village retains all traditional rights through its Administrator and his agents and designees to manage and direct the affairs of the Village in all of their various aspects, including but not limited to all rights and authority possessed or excised by the Village prior to the recognition of the Union as the bargaining agent for the employees covered by this Agreement. These rights include but are not limited to, the right to manage and direct employees; to determine the mission of the Village and its various departments; to determine the number and location of facilities and offices as well as the staffing and equipment for such offices and facilities; to determine whether and to what extent it will contract and/or subcontract for the provisions of any services and upon what terms and conditions such contracts will be entered into; to plan, direct, control and determine all the operations and services of the Village and its various departments; to supervise and direct the working forces; to assign and transfer employees; to establish the qualifications of employment; determine the number of employees, and to employ employees; to schedule and assign work; to establish performance standards and objectives and from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be provided or purchased; to determine whether goods or services are to be provided by employees covered by this Agreement or by other employees or non-employees not covered by this Agreement, to make, alter and enforce various rules, regulations, safety rules, orders, procedures and policies; to evaluate employees; to discipline, demote, suspend and discharge employees for just cause (probationary employees without just cause); to change, alter, modify, substitute or eliminate existing methods, equipment, uniforms or facilities; to hire employees and to promote employees; to lay off employees; to establish dress and appearance standards; to determine and establish, change, combine or abolish positions and job classifications; and to determine the duties, responsibilities and work assignments of any position or job classification; provided, that the exercise of such management rights by the Village shall not conflict with the provisions of this Agreement. The Village expressly reserves the right under this Agreement to exercise all management rights set forth in Section 4 of the Illinois Public Labor Relations Act.

ARTICLE V

HOURS OF WORK AND OVERTIME

SECTION 5.1: APPLICATION OF ARTICLE

This Article is intended only as a basis for calculating overtime payments, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per day, per week or per year.

SECTION 5.2: WORKDAY AND WORKWEEK

The normal workweek for bargaining unit employees shall consist of forty (40) hours per week, and shall be between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday.

SECTION 5.3: LUNCH/REST PERIODS

Employees shall be allowed two (2) fifteen minute paid breaks, one during the first half of the workday and one during the second half of the workday. Employees shall be on the work site and ready to work up to the beginning, and at the end, of each break period.

Employees shall ordinarily be granted a one half hour unpaid lunch at noon of each day. Employees shall be on the work site and ready to work up to the beginning, and at the end, of the lunch break.

SECTION 5.4: MANDATORY REST PERIOD

Public Works employees are not required to work more than sixteen (16) hours straight without having at least a minimum of eight (8) hours rest. The only exception to this rule is in an emergency. An emergency is described as snow and ice removal and control, water main breaks, and any other situation that adversely impacts the health, safety and welfare of the general public. An employee may be permitted to work beyond a sixteen (16) hour period as previously described with superintendent permission if in the superintendent's reasonable opinion the employee is mentally alert and shows no visible signs of exhaustion or fatigue.

SECTION 5.5: OVERTIME COMPENSATION

Bargaining unit employees shall be paid at one and one-half his/her regular hourly rate of pay when required to work in excess of his/her normal workday or workweek, as defined in Section 5.2 of this Article.

Bargaining unit employees shall be paid at twice his/her regular hourly rate of pay for all hours worked on designated holidays and for all hours worked on Sundays.

SECTION 5.6: OVERTIME DISTRIBUTION

The Village agrees to distribute overtime as equally as possible amongst those employees who are qualified to perform the type of work at issue. The employee working on any job which extends into overtime shall have first claim on the overtime. The parties recognize that they have an obligation to the community to provide services and that this obligation on occasion may require the working of overtime. To meet that objective, overtime shall be compulsory in emergency situations.

The employment of part-time, temporary, or non-bargaining unit personnel shall not work to deprive regular full-time personnel of opportunities to work overtime.

However, if the full-time personnel who would have usually worked the overtime refuses it or is unavailable, the employer may work part-time, temporary personnel or non-bargaining unit personnel on said overtime without violating the Agreement.

SECTION 5.7: CALLOUT

A “call-out” is defined as an official assignment of non-scheduled work which does not continuously precede or follow an employee’s regularly scheduled working hours. Call-outs shall be compensated for at the appropriate overtime rate of pay, as stated above, for all hours worked on call-out, with a guaranteed minimum of four (4) hours at such overtime rate of pay for each call-out.

The call-out procedure is as follows:

- A. All employees will be placed in the overtime distribution list. The initial overtime distribution list will be based on seniority, and the list will rotate based on the number of hours worked with the employees with the least amount of overtime being contacted first. If an employee is unavailable to work the call-out assignment or does not respond to the call as defined in Section C below, the hours worked during the assignment will be counted as hours worked on the overtime distribution list only for the purposes of determining the order of the call-out list. In the event of an emergency, defined in this Section as requiring an immediate road salting response, Public Works Administration shall have the authority to bypass the overtime distribution list and contact the employee(s) that can respond in the shortest period of time. For call-outs that require an assessment and decision on whether to call in other employees, the Crew Leader will be contacted first. In the event that the crew leader is not available, the employee with the greatest amount of relevant experience will be contacted next.
- B. Public Works Administration contacts the appropriate employee to respond to the work site, assess site conditions, and contact Public Works Administration to report the status of the work site and to determine if additional employees are needed. Public Works Administration will contact additional employees, if needed.
- C. Employees will be contacted first at home, at the phone number(s) designated by the employee. If employee does not respond to the call within five (5) minutes, the next employee will be contacted.
- D. Employee(s) responding to the call-out assignment shall complete all task(s) in their entirety. Upon completion of all work, the employee(s) responding will contact the Public Works Administration to confirm that all work has been completed and to discuss any unresolved issues.

SECTION 5.8: COMPENSATORY TIME OFF

In lieu of paid overtime, employees may opt to earn compensatory time off. Compensatory time shall be granted in such time blocks as are mutually agreed upon between the employee and the Village. Compensatory time which is unused and which has been previously awarded at the rate of time and one-half or double time shall be compensated at the employee's regular hourly rate of pay. Employees may accumulate up to eighty (80) hours of compensatory time at any given time. Any usage over eight (80) hours in a fiscal year shall be approved at the discretion of the Public Works Director or his designee. Compensatory time off must be taken within the same Village Fiscal Year it was earned. Compensatory time off not used by the end of the Village's Fiscal Year shall be compensated at the employee's regular hourly rate of pay. Compensatory time will not be granted for time blocks of less than four (4) hours.

SECTION 5.9: OVERTIME MEAL ALLOWANCE

Employees who work six (6) or more consecutive hours of overtime will be offered a reasonable meal break at a time designated by the Superintendent during the overtime period. An employee shall be offered a reasonable meal break after each six (6) hour interval of consecutive overtime and shall receive a \$10.00 stipend for each meal, the stipend shall be paid on the same paycheck as the earned overtime. This overtime meal allowance shall not apply to prescheduled overtime regardless of duration.

ARTICLE VI

SENIORITY

SECTION 6.1: SENIORITY DEFINED

An employee's seniority shall be the period of the employee's most recent continuous regular employment with the Village's Public Works Department.

SECTION 6.2: BREAKS IN CONTINUOUS SERVICE

An Employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, retirement, failure to return from a leave of absence, being absent for three (3) consecutive days without reporting off, failure to timely report a notice of recall or otherwise not performing bargaining unit work for a period in excess of two years.

SECTION 6.3: SENIORITY LIST

Once each year the Village shall post a seniority list showing the seniority of each employee. A copy of the seniority list shall be furnished to the Union when it is posted. The seniority list shall be accepted and final fifteen (15) days after it is posted, unless protested by the Union or an employee.

SECTION 6.4: PROBATIONARY EMPLOYEES

An employee is probationary for the first twelve months of employment with the Village and if necessary the probation period may be extended by the Village for an additional period not exceeding three (3) months.

A probationary employee shall have no seniority, until he/she has completed the required probationary period. Upon such completion, he/she shall acquire seniority retroactively from the

date of employment. During this period of probation, no grievance may be filed by or on behalf of such employee regarding discharge or discipline and he/she shall have no rights under this Agreement.

ARTICLE VII

LAYOFF AND RECALL

SECTION 7.1: DEFINITION AND NOTICE

The Village in its discretion shall determine whether layoffs are necessary and shall determine which classifications, as defined herein, will be subject to layoff. For purposes of layoff only, the classifications of Maintenance Worker I, Maintenance Worker II and Crew Leader shall be combined as one classification. The classification of Water Operator shall be its own distinct classification. Except as provided in Section 8.2, the Village shall give the Union as much notice as possible, but not less than thirty (30) days' notice, of any layoffs.

SECTION 7.2: GENERAL PROCEDURES

If it is determined by the Village that layoffs are necessary in any classification as defined above in Section 7.1, any probationary, part-time or seasonal employees shall be laid off first followed by the least senior full-time employees in the classification in inverse order of their seniority. A laid off employee may bump a lesser senior employee in any classification if qualified to perform the work of that classification.

SECTION 7.3: RECALL OF LAID-OFF EMPLOYEES

Laid off employees shall be placed on a recall list for a period of two (2) years. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are fully qualified to perform the work to which they will be recalled without additional training. Employees on layoff who are recalled to work shall maintain the seniority they accumulated before the layoff. Employees who are eligible for recall shall be given ten (10) work days' notice of recall commencing upon the date of delivery of the recall notice at the employee's last address on file with the Village by certified mail, return receipt requested. The recalled employee shall report for duty within ten (10) work days following receipt of the recall notice, provided the employee has responded to the notice, by telephone or other means, to inform the Village of his/her intent to return within five (5) calendar days of his/her receipt of the notice. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation of the employee to provide the Village with his current address. If an employee fails to timely report for duty following receipt of a recall notice, his/her name shall be removed from the recall list.

ARTICLE VIII

FILLING OF VACANCIES

SECTION 8.1: POSTING

Whenever the Village determines in its sole discretion that a vacancy within the bargaining unit exists and that such vacancy must be filled, it will post a notice of such vacancy on the

department bulletin for five (5) working days. During this time, bargaining unit employees who wish to apply for such vacancy may do so.

SECTION 8.2: SELECTION

The Village shall fill the vacancy by lateral transfer, promotion or from outside the bargaining unit. Where applicants are determined in the Village's discretion to be equally qualified for a vacant position, the Village shall offer the position to an internal candidate prior to selecting an external candidate. If the Village finds that a transferred or promoted employee is not suitable for the position, for reasons other than disciplinary action, the employee shall be restored to his/her previously held position. Upon such restoration, any other employee hired to fill the transferred or promoted employee's previously held position will be subject to immediate layoff in accordance with Article VII of this Agreement. It is expressly agreed by both parties that the Village's decision to restore an employee to his/her previously held position shall not be subject to the grievance and arbitration procedure.

ARTICLE IX

DISCIPLINARY PROCEDURES

SECTION 9.1: EMPLOYEE DISCIPLINE

The Village agrees with the tenets of progressive and corrective discipline and that it shall be imposed only for just cause. Discipline shall not include routine counseling or coaching when no documentation is placed in the employee's personnel file. Progressive discipline normally includes the following steps:

- A. Oral warning with documentation of such filed in the employee's personnel file.
- B. Written reprimand with copy of such maintained in the employee's personnel file.
- C. Suspension without pay with documentation of such maintained in the employee's personnel file, with copy sent to Union Steward.
- D. Discharge with documentation of such maintained in the employee's personnel file, with copy sent to Union Steward.

One or more steps may be skipped and discipline may be imposed at higher levels when the severity of the offense warrants it.

Pursuant to the actual imposition of a suspension without pay, or discharge, the employee shall be afforded an opportunity to discuss his/her views concerning the conduct causing such disciplinary action. Such discussion should take place as soon as practicable and not be unduly or unreasonably delayed, and the employee shall be informed clearly and concisely of the basis for such action. Furthermore, upon request of the employee, a representative of the Union (Steward) shall be allowed to be present in such discussions. Provided the discussion will not be inordinately delayed if the Union Steward or other Union representative is not immediately available.

SECTION 9.2: RIGHT TO REPRESENTATION

Prior to any pre-disciplinary discussions with the employee, the employee shall be informed of his/her rights to Union representation due to the fact that disciplinary action may be taken.

ARTICLE X

GRIEVANCE PROCEDURE

SECTION 10.1: GRIEVANCE DEFINED

A grievance is defined as a complaint arising under this Agreement raised by an employee as to himself and/or the Union against the Village involving an alleged violation, misrepresentation or misapplication or an express written provision of this Agreement.

SECTION 10.2: PROCESS AND STEPS

The employee(s) or the Union shall adhere to the following grievance procedure.

Recognizing that grievance(s) should be raised promptly, a grievance must be presented within ten (10) working days after the occurrence of the event first giving rise to the grievance or within ten (10) working days after the grievant or Union reasonably could have known of its occurrence. A grievance shall be processed as follows:

STEP ONE

The employee(s), with or without their Union Representative (or the Union Representative alone in the case of a Union grievance), having a grievance shall submit it to the Superintendent. The Superintendent shall give the Village's written answer within ten (10) working days after such presentation.

STEP TWO

If the grievance is not settled in Step 1 and the Union and/or employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred in writing to the Director of Public Works or his/her designee within ten (10) working days after the Village's answer in Step 1 or within ten (10) working days of when the answer was due, and shall be signed by both the employee and/or the authorized representative of the Union. The written grievance shall provide a statement of the issue(s) in dispute with the known facts on which the employee and/or Union Representative base the grievance/dispute, and references to the section(s) of the Agreement that may be applicable and/or are allegedly violated or misinterpreted, and the remedy and/or relief requested. The Director of Public Works or his/her designated representative, shall discuss the grievance within ten (10) working days with the Union Representative, and the employee(s) (if the employee(s) desire to be present), at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Director of Public Works or his/her designated representative, and the Union. If no settlement is reached, the Director of Public Works or his/her designated representative, shall give the Village's written answer to the Union within ten (10) working days following their meeting.

STEP THREE

If the grievance is not settled in Step 2 and the Union and/or the employee(s) desires to appeal, it shall be referred by the Union in writing to the Village Administrator or his/her designated representative, within ten (10) working days after the Village's answer in Step 2 or within ten (10) working days of when the answer was due. A meeting between the Village Administrator or his/her representative, and the employee(s) (if the employee(s) desires to be

present), and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Village Administrator or his/her representative and the Union and/or the employee(s). If no settlement is reached, the Village Administrator, or his/her representative, shall give the Village's written answer to the Union within ten (10) working days following the meeting.

STEP FOUR

If the grievance is not settled in accordance with the foregoing procedure, upon written notice to the Village Administrator, the Union may refer the grievance to arbitration within ten working days after receipt of the Village's written answer or within ten (10) working days of when the answer was due.

1. The arbitration proceeding shall be conducted by an arbitrator to be selected by the employer and the union within ten (10) working days after notice has been given. If the parties fail to agree to the selection of an arbitrator, the Federal Mediation and Conciliation Service (FMCS) shall be requested by either or both parties to submit simultaneously to both parties, an identical list of seven (7) names of persons from their grievance arbitration panel, who are members of the National Academy of Arbitrators and are residents of Illinois, Iowa, Wisconsin or Indiana. Each party retains the right to reject one (1) panel in its entirety and request that a new panel be submitted. Both the employer and the Union shall have the right to strike three (3) names from the list. The parties by a toss of the coin shall determine which party shall first strike one (1) name; the other party shall then strike one (1) name. The process will be repeated twice and the remaining named person shall be the arbitrator. FMCS shall be notified by the parties of the name of the selected arbitrator, who shall be notified by the FMCS of his/her selection and request the scheduling of a mutually agreeable date for the commencement of the arbitration hearing(s).
2. The Village and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The Village and the Union retain the right to employ legal counsel.
3. The arbitrator shall submit in writing his decision to the employer and to the Union within thirty (30) days following the close of hearing unless the parties agree to an extension thereof.
4. More than one grievance may be submitted to the same arbitrator only if both parties mutually agree to do so in writing.
5. The parties may agree that grievance arbitration hearings held pursuant to this procedure may be "streamlined" (i.e., no transcriptions, no post hearing written arguments or briefs and if the arbitrator agrees, a "bench decision") on all issues except for matters of discharge and /or suspension. The parties may agree to use an expedited process to secure a hearing as soon as possible, with such hearing to be transcribed and briefed if so desired by either party.

6. The fee and expenses of the arbitrator and the cost of a written transcript shall be divided equally between the Village and the Union; provided, however, that each party will be responsible for compensating its own representatives and witnesses.

SECTION 10.3: LIMITATIONS ON AUTHORITY OF ARBITRATOR

The arbitrator shall have no rights to amend, modify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall only consider and make a decision with respect to the specific dispute or issue(s) or contract interpretation or application appealed to arbitration and shall have no authority to make a decision on any other issues not so submitted. In the event the parties cannot agree as to the statement of the issue or dispute for submission to the arbitrator, the arbitrator shall have the authority to frame the issue as a part of his award/decision. The decision shall be based upon the arbitrator's interpretation of the meaning or application of the terms of this agreement to the fact of the grievance presented. Subject to the arbitrator's compliance with provisions of this section, the decision of the arbitrator shall be final and binding.

SECTION 10.4: TIME LIMIT FOR FILING

No grievance shall be entertained or processed unless it is submitted within ten (10) working days after the occurrence of the first event giving rise to the grievance or within ten (10) days after the employee/Union through the use of reasonable diligence could have obtained knowledge of the occurrence of the event giving rise to the grievance. If a grievance is not presented or appealed within the time limits set forth above or any agreed extension thereof, it shall be considered "waived." If the Village does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by mutual written agreement of the Village and Union representatives involved in each Step.

The term "working days" as used in this Article shall mean the days Monday through Friday inclusive when employees covered by this Agreement are normally scheduled to work.

SECTION 10.5: EMPLOYEE RIGHT TO SELF-REPRESENTATION

Nothing in this Agreement prevents an employee from presenting a grievance to the Employer and having the grievance heard and settles without the intervention of the Union, provided that a Union Representative is afforded the opportunity to be present at such conference and that any settlement made shall not be inconsistent with the terms of this Agreement.

SECTION 10.6: PROCESSING OF GRIEVANCES

The name of the authorized Union Steward who may represent employees at each step of the grievance procedure shall be certified in writing to the Employer by the Union.

The parties shall endeavor to schedule grievance meeting specified in this Article at times which do not interfere with the work of bargaining unit members whose presence is necessary at the particular meeting in questions. If, however, a meeting is scheduled at the request or consent of the Village during work hours, the grievant and/or Union Representative shall be released from duty to attend the meeting without any loss of pay, provided they shall remain available for emergency response.

SECTION 10.7: GRIEVANCE FORMS

The written grievance required under this Article shall be on a form which shall be provided by the Union. It shall contain a statement of the Grievant's complaint, the section(s) of this Agreement that have been allegedly violated, the date of the alleged violations and the relief being sought. The form shall be signed and dated by the Grievant and/or his/her representative.

ARTICLE XI

HOLIDAYS

SECTION 11.1: GENERAL INFORMATION

Holidays are:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day After Thanksgiving
Memorial Day	Christmas Day
Independence Day	Christmas Eve
	Floating Holiday

The floating holiday must be used during the Fiscal Year. The use of the floating holiday is subject to the scheduling approved by the Director of Public Works or their designee. Any floating holiday not used within the Fiscal Year will be forfeited.

SECTION 11.2: SPECIFIC APPLICATIONS

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

If an employee is absent from work the day before or after a holiday, the employee will not receive holiday pay until proof of illness or other excusable absence is established in a manner suitable to the employee's Department Head.

SECTION 11.3: HOLIDAY PAY

All employees shall receive eight (8) hours pay for each holiday. Employees who work on a holiday shall additionally be compensated at two (2) times their regular rate of pay for all time actually worked on such holiday, with a guaranteed minimum of four (4) hours should an employee be called out on a holiday.

SECTION 11.4: PERSONAL DAYS

All employees shall be entitled to two (2) personal days off with pay to be used in the employee's anniversary year. The use of the personal time is subject to the scheduling approved by the Director of Public Works. Any personal days not used within the Employee's anniversary year will be lost. Employees shall be permitted to carry over one (1) personal day from year to year.

ARTICLE XII

VACATIONS

SECTION 12.1: VACATION POLICY AND ACCRUAL

Vacation leave is important and essential to your health, morale, job satisfaction and successful job performance. Vacation leave shall be approved by the Department Head, taking into consideration the departmental workload and the needs and demands of the Village. The use of vacation leave is limited to that which is earned at the time of said leave, unless specifically approved by the Department Head and the Village Administrator.

Except as otherwise provided in this Article, eligible employees shall earn and accumulate vacation leave for any month in which they receive compensation for more than eighty (80) hours of work. For purposes of this Article only vacation leave, sick leave, holidays, workers compensation leave and compensatory time shall be considered hours worked. Employees shall earn and accumulate vacation leave on a monthly basis according to the following schedule, effective January 1, 2004:

Years of Accumulated Service	Total Days of Vacation Per Year (Accrued Monthly)
0-5 Years No use until after successful completion of probationary period.	10
After 5	15
After 10	20
After 15	25

SECTION 12.2: VACATION USAGE

- A. Accumulation During Leave – Credit for vacation leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Vacation leave shall continue to accumulate during a leave of absence with pay, during lost time due to an on-the-job injury or during an authorized vacation or sick leave.
- B. Holidays During Vacation Leave – Whenever a paid holiday falls during an authorized vacation leave, the employee's leave or the date of the paid holiday shall be considered a holiday for payroll purposes, and shall not be charged to the employee's accumulated vacation leave.
- C. Maximum Carry Over – A maximum of 10 days of an employee's earned vacation leave may be carried over from anniversary year to anniversary year.
- D. Forfeited Vacation Leave – Except as provided in Section 12.2.C, any earned vacation leave which is not used before the end of an employee's anniversary year will be forfeited by that employee except as approved by the Department Head and the Village Administrator.

- E. Minimum Use of Vacation Leave – Every employee is strongly encouraged to use a minimum block of five (5) days of earned vacation leave at least once during every anniversary year.
- F. Payment of Vacation Leave Upon Termination of Employment– Any employee leaving the Village shall be compensated for vacation leave earned and unused at the date of termination of employment, at the employee’s current pay rate.
- G. Waiver of Vacation Leave – No employee shall be permitted to waive vacation leave for the purpose of receiving additional pay.
- H. Minimum Leave – Vacation leave shall be taken in units of not less than two (2) hours at the discretion of the Department Head.

ARTICLE XIII

SICK LEAVE

SECTION 13.1: SICK LEAVE ACCRUAL

Sick leave is accumulated at a rate of one day of sick leave credit each month. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work. Sick leave may reach a maximum accumulation of two hundred forty (240) working days.

Sick leave is a privilege, not a right, extended to regularly scheduled employees and qualified part-time employees. Sick leave shall be allowed only when the employee is actually sick or disabled, when there is an illness in the employee’s family (i.e., spouse, child (birth, adopted, step), or parent), or for medical appointments which cannot be scheduled outside of working hours. A maximum of five (5) earned sick days per year may be used, when there is an illness in the employee’s family.

SECTION 13.2: SICK LEAVE USE

A. Authorization of Sick Leave

The Director of Public Works will have primary discretion for granting sick leave to each employee in the department. Sick leave may not be used before it is earned.

B. Minimum Sick Leave

Sick leave shall be taken in units of not less than one (1) hour.

C. Accumulation During Leave

Credit for sick leave shall not accumulate during any leave of absence without pay or during any lay-off or disciplinary suspension. Sick leave shall continue to accumulate during a leave of absence with pay due to an on-the-job injury, or during an authorized vacation sick leave.

D. Reporting of Absence

The employee shall give notice of absence due to illness or injury to the Superintendent as far as possible in advance of the starting time for the scheduled workday. In any event, the

Superintendent should be advised not less than sixty (60) minutes before the starting time on the day of the absence. The employee must detail the reasons for the absence and the anticipated duration of such absence.

E. Medical Certificate Required

A statement or other viable documentation shall be provided by a licensed physician for any use of sick leave of three (3) or more consecutive days unless specifically excused by the Village Administrator or designee. The Village may, in its discretion, require an employee to submit a physician's verification of illness and/or verification that the employee is well enough to return to work for absences of less than three (3) days. If the Director of Public Works suspects abuse or a pattern of improper or unnecessary sick leave use or if the employee does not supply such statement/documentation or said statement is not deemed satisfactory, the request for sick leave shall be denied and the time off shall be without pay. The Village may, in its discretion, provide advance written notice to the employee that any further sick leave shall require a doctor's verification of illness. Failure to report an absence because of illness will result in time off without pay and/or disciplinary action up to and including termination. Any costs associated with providing a doctor's statement are the responsibility of the employee. The Village may require a second opinion by a physician designated by the Village at the Village's expense.

F. Medical Examination

Any employee who is unable to perform work duties as a result of personal illness or injury may be required to submit to a medical test or a physical or psychological examination at the discretion of the Village Administrator by a licensed medical professional appointed by and at the expense of the Village. Such examination may be ordered to verify use of sick leave or fitness for duty, or for other business-related reasons such as to determine the extent of the illness or injury, prognosis and possible date and ability to return to work. The failure or refusal by an employee to submit such an examination is cause for disciplinary action.

G. Sick leave will be paid at the straight time rate and only for regularly scheduled weekly hours up to a maximum of forty (40) hours.

H. Violations of the regulations for use of sick leave or requests for use for an improper purpose is an act of dishonesty and can result in disciplinary action or discharge in accordance with the Village's disciplinary procedures.

ARTICLE XIV

LEAVES OF ABSENCE

SECTION 14.1: DISABILITY LEAVE

In the event of a temporary disability, an employee may apply for disability payment through the Illinois Municipal Retirement Fund (IMRF).

SECTION 14.2: DISCRETIONARY LEAVE OF ABSENCE

An employee with at least twelve (12) months seniority may petition his/her Department Head for a leave of absence. Such leave of absence if approved at the sole discretion of the Village

is without pay or fringe benefits and shall be issued in accordance with the Village's personnel policy.

SECTION 14.3: FUNERAL LEAVE

In the event of a death in the family, an employee may take the following consecutive calendar days off and receive regular straight-time pay for any regularly scheduled work shifts that fall during such consecutive calendar day period. Such calendar day period ordinarily shall start either the day of or the day after the employee learns of the death. Further, in cases where extensive travel to the funeral is required or for other good and sufficient reasons, the department head or their designee may allow the employee to commence the funeral leave on a later date.

Five consecutive calendar days for: wife, husband, son or daughter.

Three consecutive calendar days for: father, mother, brother, sister, father-in-law, or mother-in-law.

One day for: grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, aunt or uncle.

Any additional time needed shall be taken as personal days, compensatory time or vacation leave and shall be subject to the approval of the department head. The Village Administrator or Department Head reserves the right to request documentation of the absence.

SECTION 14.4: FAMILY AND MEDICAL LEAVE

Family Medical Leave shall be provided according to Village policy.

SECTION 14.5: JURY DUTY LEAVE

An employee whose service on a jury occurs during hours that the employee would have been regularly scheduled to work shall receive full pay provided said employee shall endorse to the Village any payment received for such duty.

SECTION 14.6: MILITARY LEAVE

Military leave shall be provided in accordance with state and federal law.

ARTICLE XV

INSURANCE

SECTION 15.1: HEALTH AND DENTAL INSURANCE

The Village shall make available health and dental insurance, which shall be provided to bargaining unit employees exclusively by the Union's insurance plan (Union Plan). The cost of the Union Plan shall be paid by the Village as follows:

Effective November 1, 2019:

Family \$2,235.00 per month

Employee +1 \$1,465.00 per month

Single \$733.00 per month

Effective May 1, 2020:

Family \$2,324.00 per month

Employee +1 \$1,524.00 per month

Single \$762.00 per month

Effective May 1, 2021:

It is agreed that health insurance rates set forth above shall increase to the rates set forth by the Fund, however, the rates shall increase by no more than ten percent (10.00%). If the health insurance rates set forth above increase by more than five percent (5.00%) and up to seven percent (7.00%) the May 1, 2021 wage increase provided for in Section 23.1 of this Agreement shall become 1.75%. If the health insurance rates set forth above increase by more than seven percent (7.00%) and up to ten percent (10.00%) the May 1, 2021 wage increase provided for in Section 23.1 of this Agreement shall become 1.5%

SECTION 15.2: LIFE INSURANCE

The Village will pay the premium for \$25,000 of term life insurance on behalf of all full-time Employees and offers an optional \$10,000 supplemental term life insurance policy to be paid for by the Employee through payroll deduction, with premiums varying with the age of the Employee.

SECTION 15.3: RETIREES

For any employee hired prior to January 1, 2005, who retires after having been employed by the Village a minimum of twenty (20) consecutive years immediately prior to retirement, and is at least 55 years of age, the Village will pay \$200 per month toward the cost of retiree health insurance coverage in the Union Health Plan until the retiree reaches Medicare eligibility.

Employees hired on or after January 1, 2005 may participate in the Union Health Plan and are required to pay 100% of the cost of retiree health insurance.

The surviving spouse of a retiree will be provided coverage as provided under COBRA laws.

Retirees may also purchase up to \$1,000.00 of life insurance under the Village's life insurance plan provided the retiree pays 100% of the monthly premium cost.

ARTICLE XVI

EMPLOYEE TRAINING AND EDUCATION

SECTION 16.1: CDL LICENSE

The Employer shall reimburse all bargaining unit employees required to have a Commercial Driver's License or Water Operator's License the cost of said license including renewals and any endorsements the employee is required to obtain and maintain.

SECTION 16.2: CERTIFICATION INCENTIVE

The Village agrees to compensate employees annually for the following certifications and licenses:

\$700.00 - International Society of Arboriculture Certified Arborist

\$700.00 – Class “C” Water Operator

\$150.00 - per year per category for each of the following pesticide license categories:

1. General Standards/Operator
2. Ornamentals/Applicator
3. Turf/Applicator
4. Right-of-Ways/Applicator

In order to receive certification pay for the above certifications and licenses, employees must meet the following conditions:

1. Obtain written approval from the Director of Public Works (DPW) prior to enrolling in any certification program/course for which you are seeking reimbursement or certification pay.
2. The DPW will approve the above certification pay after employee provides written proof of having completed all certification or license requirements.
3. In order to receive certification pay in years subsequent to becoming certified or licensed, employees must provide the DPW proof that the certification or license is current, active, or has been updated. The Village will pay for continuing education costs/renewal fees associated with keeping certifications and licenses updated/current. An employee who fails to complete a certification or license requirement(s) shall receive one half day off with pay in order to attend the course one time only. After the first unsuccessful attempt to complete said requirements subsequent attempts will be done at the employee's own expense and on the employee's own time.
4. Employees are eligible for certification pay for up to a combination of six (6) certifications or licenses, and for new employees, only after the successful completion of their six-month probationary period.
5. Employees must be available to perform work duties associated with each applicable certification and license as directed by the DPW or his designee.

Employees will receive certification pay at the beginning of each fiscal year (May 15th paycheck). Should an employee achieve certification any time during a given fiscal year, he/she shall receive a pro-rated amount based on the time remaining in that fiscal year.

ARTICLE XVII

LABOR-MANAGEMENT MEETINGS

SECTION 17.1: LABOR MANAGEMENT MEETINGS

The Union and the Village mutually agree that in the interest of efficient management and harmonious employee relations, meetings shall be held between Union and Village representatives when appropriate. Such meetings shall be scheduled within one week of the requesting party submitting a written agenda to the other, or at a time mutually agreed upon by the parties, and shall be limited to:

- A. Discussion of the implementation and general administration of this Agreement;
- B. A sharing of general information of interest to the parties;

C. The identification of possible health and safety concerns.

A Union representative and/or Union Steward may attend these meetings. The Employer may assign appropriate management personnel to attend.

SECTION 17.2: PURPOSE

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Such meeting shall be chaired by the Village representative and there shall be no loss of wages for attendance by the Union Steward and/or affected bargaining unit employees. Grievances and arbitrations shall not be discussed at such meetings.

ARTICLE XVIII

SUBCONTRACTING

The Village retains the right to subcontract any work it deems necessary. If the Village plans to lay off one or more bargaining unit employees and to subcontract the work they perform, the Village, except in the case of an emergency, shall notify the Union and offer the Union an opportunity to meet and discuss the economic impact of the contemplated action on the bargaining unit prior to its actual implementation.

ARTICLE XIX

UNIFORMS AND EQUIPMENT

SECTION 19.1: UNIFORMS/BOOTS

The Employer shall provide four hundred fifty dollars (\$450.00) per year for work uniforms/boots for all bargaining unit employees.

SECTION 19.2: PROTECTIVE CLOTHING

The Employer shall provide all necessary items of protective clothing and safety gear excluding safety boots which can be purchased in accordance with Section 19.1 above. The Employer shall provide five (5) high visibility (ANSI) t-shirts to each bargaining unit employee per year. The Employer shall provide each employee with high visibility (ANSI) vests when needed to perform job duties.

SECTION 19.3: PRESCRIPTION SAFETY GLASSES

The Village will reimburse bargaining unit employees who are subject to assignments or situations necessitating prescription eyeglasses for the purchase of one (1) pair of prescription safety glasses during the term of this Agreement.

ARTICLE XX

PERSONNEL RECORDS

The Village shall provide access to employee personnel records in accordance with applicable state law. The parties agree that oral reprimands shall be removed from an employee's

personnel file twenty-four (24) months after the discipline is received by the employee, so long as there has been no additional similar discipline is issued during the intervening time period.

ARTICLE XXI

NON-DISCRIMINATION

In accordance with applicable law, neither the Village nor the Union shall discriminate against any employee covered by this Agreement on the basis of race, sex, creed, religion, color, age, national origin, mental and/or physical handicaps.

Likewise, the Village and the Union agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by this Agreement, or on account of membership or non-membership in, or lawful activities on behalf of the Union.

Any dispute concerning the interpretation and application of this article shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

ARTICLE XXII

NO STRIKE / NO LOCKOUT

SECTION 22.1: NO STRIKE

Neither the Union nor its agents or employees, nor any employees covered by this Agreement, will call, initiate, authorize, participate in, sanction, encourage or ratify any strike, sympathy strike, slowdown, work stoppage, picketing or concerted interference with any matters involving the Village or its agents, regardless of the reason for so doing, where such work interruption will result in deprivation of public services.

SECTION 22.2: CONSEQUENCES OF A STRIKE

- A. Resumption of Operations and Union Liability. In the event of action prohibited by Section 22.1 above, the Union and any Steward appointed under this Agreement immediately shall disavow such action and request the employees to return to work, and shall use their best efforts to achieve a prompt resumption of normal operations. The Union, including its officials and agents, shall not be liable for any damages, direct or indirect, if they promptly comply with the requirements of this section.
- B. Discipline of Strikers. Any employee who violates the provisions of Section 22.1 above shall be subject to discipline, including immediate discharge. The Village retains all rights set forth in Section 17(b) of the Illinois Public Labor Relations Act.
- C. Judicial Restraint. Nothing contained herein shall preclude the Parties from obtaining judicial restraint and damages in the event the other party violates this Article. There shall be no obligation to exhaust any other remedies before instituting court action seeking judicial restraint and/or damages.

SECTION 22.3: NO LOCKOUT

During the term of this Agreement, the Village shall not lockout any bargaining unit employees.

ARTICLE XXIII

WAGES

SECTION 23.1: WAGE SCHEDULE

Wages for the life of this Agreement shall be paid in accordance with this article and Appendix B.

May 1, 2019 – 1.75% increase to current step system

The Maintenance Worker Crew Leader will receive three dollars and fifty cents (\$3.50) per hour over the highest paid Maintenance Worker.

May1, 2020 – 1.75% increase to the step system

May 1, 2021 – Up to 2.00% increase to the step system in accordance with Section 15.1.

SECTION 23.2: STEP INCREASES

Step increases shall be made annually on the anniversary of the employee's date of hire or promotion, following an administrative review of the employee's performance. The employee shall receive the step increase upon attaining an evaluation of "meets standards" or higher on the Village Performance Evaluation Report. It is expressly understood that this Section and the evaluation referenced herein are subject to the grievance arbitration procedures as set forth in Article X.

SECTION 23.3: STEP UP PAY

Employees acting in the capacity of Crew Leader shall receive an additional \$3.00 for each hour worked in said capacity. For each occurrence that an Acting Crew Leader is required, Public Works Administration shall have the right to select which employee will serve as Acting Crew Leader. It is expressly agreed by both parties that the Village's selection of an Acting Crew Leader shall not be subject to the grievance and arbitration procedure. An employee earning overtime as Acting Crew Leader shall be paid the applicable rate of overtime on his hourly rate of pay when acting up.

A Maintenance Worker I or Maintenance Worker II who holds the required Water Operator's license and is assigned by the Public Works Director or his designee to perform the duties of a Water Operator for one (1) or more hours in a normal work day as defined in Section 5.2, will receive additional pay equal to the difference between the employee's current hourly rate as defined in Appendix B and the Water Operator rate for the same step for hours worked as a Water Operator. For example, a Maintenance Worker II who is assigned to work as a Water Operator for two (2) hours and who is in Step 2 of the salary schedule, will receive additional

compensation equal to the difference between Step 2 for Maintenance Worker II and Step 2 for Water Operator for hours worked as a Water Operator.

ARTICLE XXIV

DRUG AND ALCOHOL POLICY

The Village's drug and alcohol policy, which is in effect for all bargaining unit employees required to have a Commercial Driver's License, is set forth in Appendix A, attached hereto and made a part hereof. Said policy shall be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE XXV

SAVINGS CLAUSE

If any provision of this Agreement or the application of any such provision should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect and the subject matter of such invalid provision shall be open to immediate re-negotiation and the provisions of Article XXII (No Strike No Lockout) shall remain in effect during any such re-negotiation.

ARTICLE XXVI

ENTIRE AGREEMENT

This Agreement constitutes the complete and entire Agreement between the parties, and concludes collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated in this Agreement. If a past practice is not addressed in this Agreement, it may be changed by the Village.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Village and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject of matter, whether or not referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. It is expressly agreed that the Village may unilaterally exercise any management rights consistent with Article N even though the exercise of such rights may involve subjects or matters not referred to or covered in this Agreement. The Union specifically waives any right it might have to impact or effects bargaining for the life of this Agreement.

ARTICLE XXVII

TERMINATION

This Agreement shall be effective when executed by both parties and shall remain in full force and effect until the 30th April of 2022. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date.

Agreement executed this _____ day of _____, 2020

**INTERNATIONAL UNION OF
OPERATING ENGINEERS, LOCAL 150**

**VILLAGE OF
RIVER FOREST**

James M. Sweeney
President/Business Manager

Eric Palm
Village Administrator

Deanna M. Distasio
Attorney

Lisa Scheiner
Assistant Village Administrator

APPENDIX A

DRUG AND ALCOHOL POLICY

**VILLAGE OF RIVER
FOREST**

**CDL (DOT)
DRUG/ALCOHOL ABUSE
POLICY**

Effective Date: _____, 2004

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I. STATEMENT OF POLICY

A. Purpose and Goals

The Village of River Forest ("Village") and the Federal Motor Carrier Safety Administration (FMCSA) of the U.S Department of Transportation have determined that alcohol abuse and illegal drug use pose specific dangers to the safety and welfare of drivers and the public. In order to achieve the goal of ensuring a drug and alcohol-free transportation system, as well as to comply with requirements of the Omnibus Transportation Employee Testing Act of 1991 and the Federal Motor Carrier Safety Regulations, the Village has an alcohol and controlled substance testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by drivers of commercial motor vehicles. The potential effects of alcohol and drug abuse are substantial in terms of lives lost, personal injuries, property damage, business losses (lost productivity, absenteeism, increased health care costs, etc.) and environmental damage. The Village's drug and alcohol testing program is designed to create a drug and alcohol- free transportation system and to provide help to those employees who have chemical dependency problems. As an employer who uses drivers to operate commercial motor vehicles on public roads, the Village is required to implement a controlled substances and alcohol misuse policy, including a drug and alcohol testing program, that is compliant with the requirements and procedures of 49 CFR Parts 40 and 382.

B. Employment Terms

Employment with the Village is considered "at-will," meaning that it is for no set duration and can be terminated by the Village or the employee at any time, for any reason, unless prohibited by statute or public policy. Neither the implementation of this policy nor any of the terms of this policy is intended to modify the at-will nature of the employment relationship at the Village or to otherwise create any contract, express or implied, with any employee.

II. SCOPE

A. Employees Subject To Testing

The drug and alcohol testing required under this policy will apply to any individual who operates a commercial motor vehicle (CMV) in interstate or intrastate commerce and who is required to possess a commercial driver's license (CDL) for the operation of the CMV. The requirements of this policy will apply to individuals who work in the following positions:

Crew Leader
Water Operator
Maintenance Worker I
Maintenance Worker II

B. Independent Contractors and Owner-Operators

Because this drug and alcohol testing program is required by the Federal Motor Carrier Safety Regulations, it applies to any individual who operates a motor vehicle on behalf of the Village in a contract, lease or other agreement with the Village. However, mere compliance with the provisions of this policy or the application of this policy to any person shall not operate to convert any independent contractor or other person into an employee of the Village unless such other circumstances indicate the existence of an employer-employee relationship.

III. DEFINITIONS

- A. Adulterated Specimen**—A specimen that contains a substance not expected to be found in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- B. Alcohol**--the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- C. Alcohol use**—the drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.
- D. Alcohol concentration** (or content)--the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- E. Canceled Test**—A drug or alcohol test that has a problem or cannot be considered valid under DOT rules. A canceled test is neither a positive nor a negative test.
- F. Commercial Motor Vehicle** (CMV) is defined as a motor vehicle or combination of motor vehicles used to transport passengers or property which:
 - 1. Has a gross combination weight rating of 26,001 or more pounds (11,794 or more kilograms) inclusive of a towed unit with a gross motor vehicle weight rating of more than 10,000 lbs. (4,536 kg.), or has a gross vehicle rating of 26,001 or more pounds (11,794 kg.); or
 - 2. Is designed to transport 16 or more passengers, including the driver; or
 - 3. Is of any size and is used in the transportation of hazardous materials required to be placarded under the Hazardous Materials Transportation Act.

G. Controlled Substances

- 1. Marijuana
- 2. Cocaine
- 3. Opiates
- 4. Amphetamines
- 5. Phencyclidine

- H. Dilute Specimen**—A specimen with creatinine and specific gravity values that are lower than expected for human urine.
- I. Driver**-- any person who operates a commercial motor vehicle, including but not limited to: full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors.
- J. Safety-Sensitive Function**-- all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. "Safety-sensitive functions" include:
1. All time at a Village or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the Village;
 2. All time inspecting equipment as required by 49 CFR §§392.7, .8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 3. All time spent at the driving controls of a commercial motor vehicle in operation;
 4. All time, other than driving time, in or upon any commercial motor vehicle except, time spent resting in a sleeper berth conforming to the requirements of 49 CFR
 5. §393.76;
 6. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
 7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- K. Split Specimen**—In drug testing, a part of the urine specimen that is sent to the laboratory and retained unopened in secure storage until the employee whose test is positive, adulterated or substituted, requests that the specimen be transferred to a second laboratory for re-confirmation.
- L. Substituted specimen**—A specimen with creatinine and specific gravity values that are so diminished that they are inconsistent with human urine.

IV. QUALIFICATIONS FOR EMPLOYMENT

A. Prohibited Conduct

Village policy and the Federal Motor Carrier Safety Regulation (49 CFR Part 382) prohibit the following conduct as it relates to the use of alcohol and drugs with respect to the operation of a commercial motor vehicle:

1. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

(§382.201).

2. No driver may use alcohol while performing safety-sensitive functions. (§382.205).
3. No driver may perform safety-sensitive functions within four hours after having used alcohol. (§382.207).
4. No driver required to take a post-accident alcohol test under this policy may use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. (§382.209).
5. No driver may refuse to submit to any alcohol or controlled substance test required under this policy. (§382.211).
6. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in § 382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. (§382.213).
7. No driver may report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances. (§382.215).

In the event the Village has actual knowledge that a driver has violated any of the above prohibitions, it will prohibit him/her from performing any safety-sensitive functions.

B. Removal From Service

A driver who has engaged in any prohibited conduct will be immediately removed from service and disqualified from the performance of any safety-sensitive functions, including driving a commercial motor vehicle, unless and until that driver has complied with the return to work requirements as prescribed in 49 CFR Part 40, subpart O and as described in Section IX of this policy. The employee will also be subject to any discipline required by the Village in accordance with Section X of this policy.

C. Prescribed Medications

All drivers are required to notify the Village, in writing, within 24 hours of his/her use of any therapeutic controlled substance use prescribed by a licensed medical practitioner.

D. Drug And Alcohol Background Check

Any driver the Village intends to hire or use to perform a safety-sensitive function will be required to undergo a background check of any violations of Department of Transportation drug and alcohol testing regulations during the previous two years. All drivers will be required to sign an appropriate consent form authorizing previous employers to release this information to the Village. Reference Appendix A. The Village will then obtain information on the driver's alcohol tests with a concentration result of 0.04 or greater, verified positive drug test results and refusals to be tested within the preceding two years from all of the driver's previous employers during that time period.

No driver will be allowed to perform a safety-sensitive function if the Village discovers that he/she has had an alcohol test with a concentration of 0.04 or greater, a verified positive drug test result or has refused to be tested, unless and until the Village confirms that the driver has complied with the return to duty requirements of 49 CFR Part 40, Subpart O.

V. TESTING CIRCUMSTANCES

A. Pre-Employment/Pre-Duty

Prior to the first time a driver performs a safety-sensitive function for the Village (including job applicants and employees transferring into a position requiring the operation of a commercial motor vehicle), he/she will be required to undergo testing for controlled substances and alcohol and will not be allowed to perform any such function unless verified negative drug and alcohol test results are received from the medical review officer.

B. Post-Accident

As soon as practicable following an accident, the Village will require any surviving driver to submit to tests for alcohol and controlled substances if:

1. The driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or
2. The driver received a citation under State or local law for a moving traffic violation arising from the accident and the accident involved:
 - a. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicles incurring *disabling damage* as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Drivers are prohibited from using alcohol for eight hours following any accident or until the required post-accident alcohol test is administered, whichever occurs first. Every effort will be made to conduct post-accident drug and alcohol tests within two hours following an accident. Any driver involved in an accident must therefore remain readily available for testing and will be considered to have refused to submit to testing if he/she fails to do so.

This requirement will not, however, require a driver to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. In order to ensure expeditious testing, the Village will provide all drivers with information, procedures and instructions explaining the post-accident testing requirements.

If an alcohol test is not administered within eight hours following an accident, the Village will make no further effort to administer an alcohol test and will document the reasons why the test was not administered within eight hours. In the event a drug test is not administered within 32 hours following an accident, the Village will cease its attempts to

administer any further testing and prepare and maintain a record stating the reasons why the test was not promptly administered.

The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, will be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and the results of the tests are obtained by the Village.

C. Random

All drivers subject to this policy will be required to submit to random, unannounced drug and alcohol testing.

The Village will conduct random alcohol tests at a minimum annual percentage rate of 25 percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing will be 50 percent of the average number of driver positions. If these rates are subsequently increased or decreased by the FMCSA, the Village will provide all drivers with written notice of the change.

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer-based random number generator matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The tests will be unannounced and the dates for testing will be reasonably spread throughout the course of the year. All drivers will have an equal chance of being tested at any time, regardless of the number of his/her previous selections.

Any driver notified of his/her selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If a driver is performing a safety-sensitive function, other than driving, at the time of his/her notification of a random test requirement, he/she will be required to cease performing the safety-sensitive function and proceed to the testing site as soon as possible. However, a driver will only be required to submit to a random alcohol test if the driver is performing a safety-sensitive function, is about to perform a safety-sensitive function, or has just ceased performing a safety-sensitive function.

D. Reasonable Suspicion

Whenever the Village has reasonable suspicion to believe that a driver has engaged in prohibited conduct, the driver must submit to an alcohol and/or controlled substances test. Any such suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver, which may include indications of the chronic and withdrawal effects of controlled substances. These observations will only be made by a supervisor or Village official who has received appropriate training and will be documented in writing by that individual within twenty-four (24) hours after his/her observations, or before any test results are released. Reference Appendix C. Any person who makes a determination that reasonable suspicion exists to require a driver to submit to an alcohol test will not be permitted to conduct the alcohol test for that driver.

A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made during, just preceding or just after the period of the work day that a driver is required to be in compliance with this policy. A driver will therefore be directed to undergo a reasonable suspicion alcohol test only if the driver is performing a safety-sensitive function, is about to perform a safety-sensitive function, or has just ceased performing a safety-sensitive function. Every effort will be made to conduct any required reasonable suspicion alcohol test within two (2) hours of the reasonable suspicion determination. If the alcohol test is not administered within eight hours following the reasonable suspicion determination, the Village will no longer attempt to administer an alcohol test and will document the reasons for its inability to do so.

Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until either an alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or twenty four hours have elapsed following the reasonable suspicion determination. In any reasonable suspicion testing circumstance, a Village representative will transport the individual to an appropriate testing facility and await the completion of the testing procedure. The Village representative will then transport the individual back to the Village's premises, where a spouse, family member or other individual will be contacted to transport the individual home. In the event no such individual is available, the Village will contact a taxi to transport the driver home. If the reasonable suspicion test result is negative, the Village will reimburse the employee for the cost of the taxi. If the employee refuses to comply with any of these procedures and attempts to operate his/her own vehicle, the Village will take appropriate efforts to discourage him from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the above procedures will be subject to discipline, up to and including discharge.

E. Return-To-Duty

Before a driver who has engaged in any conduct prohibited by this policy will be allowed to return to duty to perform a safety-sensitive function, he/she will be required to undergo return-to-duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and a verified negative for controlled substances use, respectively.

F. Follow-Up

Any employee who has engaged in prohibited drug and/or alcohol-related conduct will be subject to unannounced follow-up testing for alcohol and/or controlled substances as directed by the Substance Abuse Professional for up to 60 months after return to safety-sensitive duties.

G. Refusal To Test

Any driver who refuses to submit to any drug or alcohol test required by this policy will be immediately removed from service and prohibited from performing or continuing to perform a safety-sensitive function. Employees will also be subject to any discipline outlined in

Section X of this policy. For purposes of this policy, "refusal to submit" to an alcohol or controlled substances test will include:

1. Failing to provide adequate breath for alcohol testing, without a valid medical explanation after a driver has received notice of a required breath test;
2. Failing to provide an adequate urine sample for controlled substances testing, without a genuine inability to provide a specimen (as determined by a medical evaluation), after a driver has received notice of a required urine test;
3. Failing to cooperate with any part of the testing process, including failing to permit direct observation or monitoring of specimen collection where required by Part 40 procedures.
4. Submitting a substituted or adulterated specimen.
5. Failing to report for required testing; or failing to report within a reasonable time after notification to do so.
6. Failing to remain at the testing site until the testing process is complete.
7. Failing to undergo a medical examination when required as part of the test result verification process, or as directed for evaluation of the inability to provide an adequate urine or breath specimen.

VI. ALCOHOL TESTING PROCEDURES

A. Alcohol Testing Personnel and Equipment

All alcohol testing will be conducted by qualified Breath Alcohol Technicians (BAT) and/or Screening Test Technicians (STT) using Alcohol Screening Devices (ASD) or Evidential Breath Testing (EBT) devices approved by the National Highway Traffic Safety Administration.

B. Alcohol Testing Procedures

All alcohol testing conducted under this policy will be done in accordance with the procedures outlined in 49 CFR Part 40, Subparts L and M. After providing a photo identification to the BAT or STT, the employee and the BAT/STT will complete the Alcohol Testing Form (Appendix G to 49 CFR Part 40). Any employee who refuses to sign the acknowledgment of testing in Step 2 of the form will be considered to have refused to test. The employee will follow the BAT/STT's instructions and provide a breath or saliva sample for the initial test. If the result of the test is <0.02 alcohol concentration, the test is considered negative and the process is complete.

If the initial alcohol test result is 0.02 or greater, a confirmation test, using an EBT capable of printing the test results, will be conducted. After a waiting period of at least 15 minutes, during which the employee is observed and requested not to take anything by mouth, the employee will be asked to provide a breath sample. The purpose of the waiting period is to ensure that no residual mouth alcohol is present for the confirmation test. If the confirmation test result is ≥ 0.02 , the BAT will immediately notify the Village representative,

and the employee will remain at the testing facility until provided transportation home. The employee and the BAT will complete and sign the breath alcohol testing form and a copy of the form, including the test results, will be provided to the employee. If the confirmation test result is <0.02 , the test is negative.

C. Inability to Provide a Sample

In the event an employee is unable to provide, or alleges he/she is unable to provide a breath or saliva sample, the employee will make two attempts to complete the testing process. If the employee cannot provide a saliva sample for the screening test, the employee will submit to a breath alcohol test. If the employee cannot provide an adequate breath sample after two attempts, the BAT/STT will discontinue the testing process, notify the Village representative, and the employee shall, as soon as practical, be evaluated by a physician, designated by the Village. The physician will determine if there is a medical condition or diagnosis that prevents the employee from providing an adequate breath sample. If the physician is unable to document a medical condition or diagnosis responsible for the employee's failure to provide an adequate sample, it is considered a refusal to test.

VII. CONTROLLED SUBSTANCE TESTING

A. Specimen Collection Procedures

Controlled Substances testing will be conducted using a urine specimen collected by qualified collection personnel at a collection site located on-site at the Village or at an off-site laboratory service center or medical clinic. For all FMCSA required testing, a Federal custody and control form (CCF) will be used to document the collection process. The driver will be required to present photo identification to the collector at the start of the collection process. The collector will instruct the employee to empty the contents of his/her pockets, remove all outer clothing (jackets, hats, etc.) and leave all hand carried items outside the toilet enclosure. After washing his/her hands, the driver will be provided a wrapped collection container which is unwrapped in his/her presence. The wrapped/sealed specimen bottles will remain with the collector while the driver provides his/her specimen in the privacy of a toilet enclosure with a closed door. In circumstances where only a multi-stall restroom is available, the collector will accompany the driver into the restroom. The collector will remain outside the toilet stall/enclosure; the driver will provide the specimen while in the toilet stall with the stall door closed.

In certain circumstances the driver will be required to provide his/her urine specimen while being directly observed. Observation of urination will only be done by an individual who is the same sex as the driver. The following circumstances will require a direct observation collection:

1. The driver presents a specimen which is outside the expected temperature range (90-100 °F)
2. The driver presents a specimen which the collector believes is adulterated or substituted, or has specimen adulterant or substitution materials in his/her pockets.
3. A previous specimen provided by the driver was invalid for testing and there was no medical explanation for the specimen's invalidity

4. A previous specimen provided by the driver was verified as positive, adulterated, or substituted and the split specimen was unavailable for reconfirmation.
5. The collection is for a return to duty or follow-up test.

Upon completion of urination, the driver will present the specimen to the collector. The collector will check the temperature and physical appearance of the specimen. In the driver's presence the collector will unwrap/remove the seal from the two specimen bottles, and divide the urine specimen into the two bottles, ensuring that there is at least 30 mL in the A Bottle, and at least 15 mL in the B Bottle. The collector will apply the seal/label to each bottle, date the label and ask the driver to initial each bottle label. The driver will be permitted to wash his/her hands. The specimen shall remain in the sight of both the collector and the driver from time of presentation of the specimen to the sealing/labeling of the bottles.

If the employee is unable to urinate, or provides an insufficient quantity of urine (<45mL), the employee will be provided fluids to drink (up to 40 oz.) and up to three hours to provide an adequate specimen. If the employee is unable to provide an adequate specimen after three hours, the collection process will cease. The collector will inform the Village, and the Village will direct the employee to be evaluated by a Village- designated physician as soon as practical. If the MRO determines, after review of the physician's findings of the examination of the employee, that there is no medical explanation for the employee's failure to provide an adequate specimen, the employee will be considered to have refused to test.

The collector and driver will complete the CCF. The specimen bottles and a copy of the CCF will be placed in a plastic bag and sealed. The driver will be provided a copy of the CCF. Collection site personnel shall arrange shipment of the specimens to the drug testing laboratory. Prior to shipment, the specimens shall be maintained in a secure receptacle or area of the collection facility.

If the driver refuses to cooperate during the collection process the collection site person will inform the Village Designated Employer Representative (DER) and document the employee's conduct on the Drug Testing Custody and Control Form. Employees are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to discipline, up to and including discharge, independent and regardless of the results of any subsequent drug test.

B. Laboratory Analysis

All urine specimens tested for drugs of abuse under this policy will be analyzed at a laboratory certified by the Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA). The laboratory selected by the Village for testing conducted under this policy is:

Quest Diagnostics
506 E. State Parkway
Schaumburg, IL 60173

All specimens will be tested for the drug or drug classes listed in Section II using an immunoassay screen approved by the Food and Drug Administration (FDA). The immunoassay screen will use cut-off levels established by the DHHS and DOT to eliminate

negative specimens from further consideration. Any presumptive positive test will be subject to confirmation analysis.

Any urine specimen identified as positive on the initial screen will be confirmed by gas chromatography/mass spectrometry (GC/MS) methodology. GC/MS analysis will use cut-off levels established by the DHHS and DOT for confirmation. Any specimen that does not contain drug or drug metabolites above the GC/MS confirmation cut-off levels will be reported by the laboratory as negative.

When appropriate, the laboratory may conduct analyses to determine if the specimen has been adulterated. Adulteration tests include but are not limited to specific gravity, creatinine, and pH. In addition, the laboratory may conduct additional analyses to identify or detect a specific adulterant added to the urine specimen. If the laboratory identifies an adulterant added to the specimen, the laboratory will report the specimen as adulterated. If the laboratory determines that the specimen is inconsistent with human urine, the laboratory will report the specimen as substituted. If the laboratory is unable to obtain a valid screening or confirmation analysis, the laboratory will report the specimen as Invalid. If the laboratory determines that the specimen's specific gravity and creatinine are lower than the normal range, the laboratory will report the specimen as dilute.

The laboratory will report all test results to the Medical Review Officer (MRO) by confidential, secure electronic (not telephone) or hard copy transmission.

Negative specimens will be destroyed and discarded by the laboratory after results are reported to the MRO. Non-negative specimens (Positive, Adulterated, Substituted, Invalid) specimens will be retained in long-term frozen storage (-20 degrees C or less) for a minimum of one (1) year.

C. Medical Review Officer

All test results will be reported by the laboratory to a medical review officer (MRO). The MRO will be a licensed physician with knowledge of substance abuse disorders who is trained and certified in accordance with 49 CFR Part 40, subpart G. The MRO will review and consider possible alternative medical explanations for non-negative test results and will review the custody and control form to ensure that it is complete and accurate. The Village will designate an MRO for its controlled substance testing program. The designated MRO is: Dr. Lisa Woody

Loyola Center for Health – Occupational Health Services
1211 W. Roosevelt Road
Maywood, IL 60153
(708) 531-7900

Prior to making a final test result for a positive, adulterated, or substituted specimen, the MRO will give the individual an opportunity to discuss the test result. The MRO will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If, after making and documenting three attempts to contact the individual directly, the MRO is unable to reach the individual, the MRO will contact a designated Village representative who will direct the individual to contact the MRO as soon as possible. If, after making all reasonable efforts, the Village is unable to contact the

employee, the Village will place the employee on temporary medically unqualified status or on a medical leave of absence.

The MRO may verify a test without having communicated directly with an individual about the results in three circumstances:

1. If the individual expressly declines the opportunity to discuss the test;
2. If the designated Village representative has successfully made and documented a contact with the individual and instructed him/her to contact the MRO, and more than 72 hours have passed since the individual was successfully contacted; or
3. If neither the MRO nor employer has successfully contacted the employee after 10 days of reasonable effort.

In the test result verification process for an opiate positive, adulterated or substituted result, the MRO may require that the employee submit to a medical examination by a Village-designated physician. If the employee refuses to undergo the medical examination, the MRO will verify the test as positive or a refusal to test.

If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the MRO will report the test as negative. If the MRO determines that there is a legitimate physiologic explanation for the adulterated or substituted specimen finding, the MRO will report the result as a cancelled test.

If the MRO determines, that there is no medical explanation for a positive test result, the MRO will report the test as positive, and provide the name of drug(s) detected. If the MRO determines that there is no medical or physiologic explanation for the adulterated or substituted specimen, the MRO will report the result as refusal to test, and provide the adulteration or substitution criteria identified.

If the MRO determines that a specimen reported as invalid is due to medication interference or other legitimate medical circumstances, the MRO will cancel the test. If the MRO determines that there is no medical explanation for the specimen's invalidity, the MRO will cancel the test and inform the Village that another specimen must immediately be collected under direct observation.

If the MRO reports a negative dilute specimen the [Village] may require the individual to undergo another drug test. If the second test is also reported as negative dilute, that result will be the test of record.

The MRO will not disclose to any third party medical information provided by the individual to the MRO as part of the testing verification process, except as provided below:

1. The MRO will disclose such information to the Village, Federal agency or a physician responsible for determining the medical qualification of the employee under an applicable DOT regulation, if in the MRO's reasonable judgment, the information could result in the employee being determined to be medically unqualified under a DOT rule; or

2. The MRO will disclose such information to the Village, if in the MRO's reasonable medical judgment, the information indicates that continued performance by the employee of his or her safety-sensitive function could pose a significant safety risk. Before obtaining medical information from the employee as part of the verification process, the MRO will advise the employee that the information will be disclosed to third parties as provided above and of the identity of any parties to whom the information may be disclosed.

The MRO will notify each individual who has a verified positive, adulterated, or substituted result that he/she has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of such notice, the MRO will direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. The split specimen testing will be at the employee's expense.

If an employee has not contacted the MRO within 72 hours, the employee may present the MRO with information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation of the employee's failure to contact him/her within 72 hours, the MRO will direct that analysis of the split specimen be performed

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or fails to reconfirm the adulteration or substitution finding, the MRO will cancel the test and report the cancellation and the reasons for it to the DOT, the employer and the employee. If the split specimen is unavailable or unsuitable for reconfirmation, the MRO will cancel the test and inform the Village that another specimen must be immediately recollected under direct observation.

VIII. CONFIDENTIALITY AND RECORDKEEPING

A. Confidentiality

The Village will maintain all records generated under this policy in a secure manner so that disclosure to unauthorized persons does not occur. Thus, the results of any tests administered under this policy and/or any other information generated pursuant to this policy will not be disclosed or released to anyone without the express written consent of the employee, except where otherwise required or authorized by federal regulation or law. In addition, the Village's contract with its designated service agents requires them to maintain all employee test records in confidence.

However, the Village may disclose information required to be maintained under this policy to the employee, the employer or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or drug test administered under this policy, or from the employer's determination that the employee engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.) The Village may be required to release information to a DOT agency or other Federal agency as required by applicable law or Federal regulation.

B. Access to Facilities and Records

Upon written request by any covered employee, the Village will promptly provide copies of any records pertaining to the employee's use of alcohol or drugs, including any records pertaining to his or her alcohol or drug tests. Access to a covered employee's records will not be contingent upon payment for records other than those specifically requested.

The Village will also permit access to all facilities utilized and alcohol or drug testing documents generated in complying with the requirements of 49 CFR Part 382 to the Secretary of Transportation, any DOT agency with regulatory authority over the employer or any of its covered employees, or to a State oversight agency. When requested by the National Transportation Safety Board (NTSB) as part of an accident investigation, the Village will disclose information related to the employer's administration of a post-accident alcohol and/or drug test administered following the accident under investigation.

Records will also be made available to an identified person or a subsequent employer upon receipt of a written request from an employee, but only as expressly authorized and directed by the terms of the employee's written consent. The subsequent release of such information by the person receiving it will be permitted only in accordance with the terms of the employee's consent.

IX. EMPLOYEE ASSISTANCE PROGRAM/SUBSTANCE ABUSE PROFESSIONAL

A. Employee Education

The Village will provide employees subject to this policy with education materials explaining the requirements of the Federal Motor Carrier Safety Administration drug and alcohol regulations and the Village policies and procedures for meeting them. In addition, employees will be provided with information concerning the effects of drug use and alcohol misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem (the employee's or a co-worker's); and available methods of intervening when an alcohol or drug problem (the employee's or a co-worker's) is suspected, including confrontation, referral to an employee assistance program and/or referral to management. This information will include the following:

1. Display and distribution of informational material
2. Display and distribution of a community service hotline telephone number or employee assistance program.

Copies of the above materials and this policy will be distributed to each employee hired or transferred into a position requiring the performance of a safety-sensitive function covered by this policy. Each employee who receives a copy of these materials will be required to sign a statement certifying that he or she has received a copy of the same. The Village will retain the original of the signed certificate and will provide a copy to the employee, if requested. The Village will also provide written notice to representatives of employee organizations as to the availability of this information, if applicable.

B. Supervisory Training

Any individual designated to determine whether reasonable suspicion exists to require a covered employee to undergo a drug or alcohol test under this policy will be required to receive at least 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. This training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and prohibited drug use.

C. Substance Abuse Professional (SAP) Referral, Evaluation and Treatment

1. Available Resources

Any employee who engages in conduct prohibited by this policy will be provided with information about the resources available for evaluating and resolving problems associated with the misuse of alcohol or prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

2. Substance Abuse Evaluation

Although an employee's employment with the Village may be terminated for a violation of this policy, employees will be advised to undergo an evaluation by an appropriate substance abuse professional, who will determine what assistance the employee needs in resolving problems associated with alcohol misuse and/or prohibited drug use. This requirement will apply regardless of whether such conduct is discovered as a result of a drug or alcohol test, independent employer knowledge or a voluntary admission by the employee.

3. Substance Abuse Professional (SAP)

For purposes of this policy, a substance abuse professional (SAP) is defined as a licensed physician (M.D. or D.O.), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by NAADAC or ICRC) who has knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. The SAP's role is to evaluate the employee's need for assistance in resolving problems related to alcohol or drug abuse, determine if the employee has complied with the recommended treatment or rehabilitation, and to determine a program of follow-up testing as appropriate.

X. DISCIPLINE

In addition to the removal from safety-sensitive functions required by Federal Motor Carrier Safety Administration Regulations, the Village will take the following disciplinary action against any individual who violates this policy.

A. Applicants

An individual who tests positive on a pre-employment drug test, or for alcohol with a concentration of ≥ 0.02 , will not be hired for a covered function position. Any individual who adulterates or substitutes a specimen provided for a pre-employment drug test will not be hired for a covered function position. An applicant who has his/her conditional offer of employment withdrawn shall be eligible to reapply for employment provided, however,

that the applicant provides written documentation from a SAP of successful completion or satisfactory participation in a supervised alcohol and/or controlled substance rehabilitation program and provides satisfactory proof of non-use of alcohol or controlled substances subsequent to the positive test.

B. Employees

1. Any employee who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater, or found to be in possession of alcohol or controlled substances, will be subject to discipline as follows:

First Offense: The employee will be disqualified from performing or continuing to perform any safety-sensitive functions, including driving a commercial motor vehicle, and shall be suspended without pay until all of the following requirements have been met, but in no event shall the suspension be less than 40 working hours.

- a. The employee is evaluated by a SAP provided through the Village's Employee Assistance Program; and
- b. The employee has complied with any recommended treatment or rehabilitation; and
- c. The employee undergoes a return-to-duty evaluation by the SAP; and
- d. The employee passes a return-to-duty drug and/or alcohol test.

In addition, and as a condition for return-to-duty, the employee must submit to a follow-up testing program which consists of at least 6 unannounced tests in the first 12 months after return-to-duty. Follow-up testing may be extended for up to 60 months following return to duty.

Second Offense: The employee shall be immediately terminated.

2. Any driver requested to submit to an alcohol test required under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be subject to discipline as follows:

First Offense: The employee will be disqualified from performing or continuing to perform any safety-sensitive functions, including driving a commercial motor vehicle, and shall be suspended without pay for a period of 40 working hours.

Second Offense: The employee shall be immediately terminated.

3. Refusal to Submit: Any employee who engages in any conduct that constitutes a refusal to submit to a controlled substance or alcohol test required under this policy shall be immediately terminated.
4. Return-To-Duty or Follow-up Tests: Any employee who tests positive for a controlled substance or for alcohol with a concentration level of 0.04 or greater shall be immediately terminated.
5. Any employee who violates the requirements of this policy will also be subject to the penalty provisions of 49 U.S.C. 521(b).

XI. RECORDKEEPING AND REPORTING

A. Retention of Records

The Village will maintain records relating to this policy as outlined in 49 CFR Parts 40 and 382. These records will be maintained in a secure location with controlled access for the specified periods of time, measured from the date of the document's or data's creation.

B. Management Information System Reporting

When required by the FMCSA, the Village will prepare and submit an annual statistical report, in the format prescribed by the FMCSA, detailing the Village's controlled substances and alcohol testing program activity.

**APPENDIX A
VILLAGE OF RIVER FOREST**

AUTHORIZATION FOR THE RELEASE OF DRUG AND ALCOHOL TESTING INFORMATION

Prior Employer: _____
Address: _____

Telephone: () _____

Driver: _____
Date of Birth: ____/____/____
Soc. Sec. No.: _____
Dates of Employment: _____

In accordance with 49 CFR Part 40, §40.25 you are hereby authorized and requested to release to the Village of River Forest at 400 Park Avenue, River Forest, Illinois, 60305, information on any alcohol tests with concentration results of 0.04 or greater, verified positive controlled substance test results, refusals to be tested, and/or any other violations of DOT drug and alcohol testing regulations within two years preceding the date of this request. I further authorize and request you to release any information in your possession concerning my evaluation by a substance abuse professional, the identity of that substance abuse professional, my participation in any treatment or rehabilitation recommended by the substance abuse professional and the results of any return-to-duty or follow-up drug and/or alcohol tests within the two years preceding this request.

A photocopy of this release shall be valid as the original. This authorization shall be valid for one year from the date of signing hereof.

Date: _____ Driver Signature: _____

To Be Completed By Prior Employer

DOT DRUG AND ALCOHOL TESTING VIOLATIONS

Driver has no violations of a DOT drug and alcohol testing regulation: _____.

Controlled Substance:	_____ positive.	Date: _____
Alcohol:	_____ alcohol concentration >0.04.	Date: _____
Refusal to be tested:	_____ (adulterated, substituted, etc.)	Date: _____

SUBSTANCE ABUSE PROFESSIONAL INFORMATION:

No Substance Abuse Professional information available _____

Name of Substance Abuse Professional _____
Address: _____

Date of Initial evaluation: _____

Recommendation: _____

Return-to-duty evaluation: ____yes ____no Date: _____

SAP determination: ☐ compliance ☐ non-compliance

Return-to-duty test results: ☐ negative ☐ positive

Follow-up ☐ testing ☐ program:

APPENDIX B
VILLAGE OF RIVER FOREST
POST-ACCIDENT TESTING INSTRUCTIONS

Any driver involved in an accident while operating a commercial motor vehicle on a public road will be required to submit to tests for alcohol and controlled substances as soon as practicable following the incident, if:

1. The driver was performing safety-sensitive functions with respect to the vehicle and the accident involved the loss of human life; or
2. The driver received a citation for a moving traffic violation arising from the accident and the accident involves:
3.
 - a. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicles incur *disabling damage*¹ as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Unless otherwise required by the Village, post-accident drug and alcohol tests will not be required for occurrences involving only boarding or alighting from a stationary motor vehicle or the loading or unloading of cargo. In order to ensure that the above requirements are met, in the event of any accident, all drivers are required to take the following actions:

1. Immediately notify emergency dispatch (WSCDC at either 9-1-1 or (708) 366-7125)
2. The driver or emergency dispatch (WSCDC) shall immediately notify the Director of Public Works.

These procedures do not require a driver to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when his/her absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

DRIVERS ARE STRICTLY PROHIBITED FROM USING ALCOHOL FOR EIGHT HOURS FOLLOWING AN ACCIDENT, OR UNTIL THE POST-ACCIDENT TESTING REQUIREMENTS ARE CARRIED OUT, WHICHEVER OCCURS FIRST.

FAILURE OR REFUSAL TO FOLLOW THESE INSTRUCTIONS, INCLUDING THE USE OF ALCOHOL PRIOR TO THE REQUIRED POST-ACCIDENT ALCOHOL TEST, WILL BE CONSIDERED A REFUSAL TO SUBMIT TO A TEST AND RESULT IN DISCIPLINE UP TO AND INCLUDING DISCHARGE.

¹ “*Disabling damage*” means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. “*Disabling damage*” does not include:

- a. Damage which can be remedied temporarily at the scene of the accident without special tools or parts
- b. Tire disablement without other damage even if no spare tire is available.
- c. Headlight or taillight damage.
- d. Damage to turn signals, horn, or windshield wipers, which make them inoperative.

**APPENDIX C
VILLAGE OF RIVER FOREST**

SUPERVISOR'S REPORT OF REASONABLE SUSPICION

Employee: _____
Location: _____

Date: _____
Time: _____

OBSERVATIONS

Breath (Odor of Alcoholic Beverage):	() Strong	() Faint	() Moderate	() None
Eyes	() Bloodshot () Heavy Eyelids	() Glassy () Fixed Pupils	() Normal () Dilated Pupils	() Watery () Clear () Normal
Speech	() Confused () Fair () Cotton Mouthed	() Stuttered () Slurred () Other	() Thick-Tongued () Mush Mouthed	() Accent () Good () Mumbled () Not Understandable
Attitude	() Excited () Insulting () Profane	() Combative () Care-Free () Polite	() Hilarious () Cocky () Other	() Indifferent () Sleepy () Talkative () Cooperative
Unusual Action	() Hiccoughing () Laughing	() Belching () Other	() Vomiting	() Fighting () Crying
Balance	() Needs Support	() Falling	() Wobbling	() Swaying () Other
Walking	() Falling	() Staggering	() Stumbling	() Swaying () Other
Turning	() Falling () Other	() Staggering	() Stumbling	() Swaying () Hesitant

Indicate any other unusual actions, statements or observations: _____

Signs of complaints of illness or injury: _____

Safety-sensitive function: () Yes () No Describe: _____

SUPERVISOR'S OPINION

Apparent effects of alcohol/drug use: () None () Slight () Obvious () Extreme

Additional Comments: _____

Supervisor:	_____	Witnesses:	_____
Signature:	_____	(optional)	_____
Date:	_____		_____
Time:	_____		_____

APPENDIX D
VILLAGE OF RIVER FOREST

URINE SPECIMEN COLLECTION PROCEDURES

1. The collector will ask the donor for photo identification.
2. After verification of the donor's identification, the collector will complete Step 1 of the Custody and Control Form (CCF).
3. The collector will ask the donor to remove any unnecessary outer clothing (coat, jacket, hat, etc.) and to leave hand carried items (i.e. briefcase, pocketbook, bags, etc.) outside the toilet enclosure. The collector will secure these items and provide a receipt if requested by the donor. The donor will be required to empty his/her pockets and display the contents of the pockets. Any items which can be used to adulterate or substitute the specimen must be left outside the toilet enclosure.
4. The collector will instruct the donor to wash and dry his/her hands.
5. The collector will provide the donor a wrapped/sealed collection container. Either the collector or the donor may open the container in the donor's presence.
6. Only the collection container should be taken into the toilet enclosure. The wrapped/sealed specimen bottle(s) should remain outside the enclosure and be opened in the donor's presence when the donor presents the filled collection container to the collector.
7. The collector will accompany the donor to the toilet enclosure where the donor will provide the urine specimen. The donor will enter the toilet enclosure and shut the door; the collector remains outside the closed door. If a multi-stall restroom is used, the collector will enter the restroom with the donor and remain outside the closed toilet stall door while the donor provides the urine specimen.
8. The donor will hand the filled collection container to the collector. Both the donor and the collector should maintain visual contact of the specimen until the labels/seals are placed over the bottle cap(s).
9. The collector checks the specimen, reading the specimen temperature indicator within 4 minutes of receiving the specimen from the donor. The collector marks the appropriate box in Step 2 of the CCF.
10. The collector checks the specimen volume, ensuring that there is at least 45 ml of urine. NOTE: If the employee is unable to void or voids an insufficient amount of urine, the employee will be provided up to 40 mL of fluids and up to three hours to provide the specimen. Any partial specimen will be discarded.
11. The collector checks the specimen for unusual color, odor, or other physical qualities that may indicate an attempt to adulterate the specimen.
12. The collector will pour at least 30 ml of specimen into a specimen bottle (designated Bottle A). The remainder of the specimen (at least 15 ml) will be poured into a second bottle

(designated Bottle B).

13. The collector immediately places the lid/cap(s) on the specimen bottle(s), and then applies tamper-evident label/seals (CCF, Step 3).
14. The collector will write the date on the label/seal(s). The donor will be asked to initial the label/seal(s) once they are affixed to the bottle(s).
15. After sealing the specimen bottle(s), the donor will be permitted to wash and dry his/her hands, if he/she so desires.
16. The donor will be instructed to read and complete the donor certification section of the CCF (Step 5), including signing the certification statement.
17. The collector will record any remarks concerning the collection process in the "remarks" section of the CCF.
18. The collector will complete the collector certification section of the CCF (Step 4), including signing the certification statement and recording the date and time of the collection, and the "specimen released to" block.
19. The collector will place the specimen bottles and copy 1 of the CCF in the plastic bag and seal it.
20. The collector will give the donor his/her copy of the CCF (copy 5). The donor may leave the collection site at the completion of this step of the collection process.
21. The plastic bag containing the specimen bottles and CCF copy will be shipped in a padded mailer or shipping container if being transported by an express carrier or mail. The specimens will be maintained in a secure area until picked up by the courier or transport service.
22. The collector will distribute the remaining copies of the CCF as appropriate.

APPENDIX E
VILLAGE OF RIVER FOREST
CERTIFICATION OF RECEIPT OF POLICY and DRUG AND
ALCOHOL AWARENESS INFORMATION

I, _____, hereby certify that I have been provided with copies of the Village's Drug and Alcohol Abuse Policy, including the requirements for compliance with 49 CFR Part 382. I have also received drug and alcohol abuse awareness information, including resources available for evaluation and treatment of substance abuse problems.

Date: _____ Employee: _____

APPENDIX B

WAGES

FY 19-20	Start	1	2	3	4	5	6
MWI	25.21	26.10	27.00	27.96	28.94	29.95	31.00
MW2	26.07	26.96	27.91	28.89	29.90	30.95	32.03
WO	27.72	28.65	29.63	30.62	31.65	32.74	35.00
FY 20-21	Start	1	2	3	4	5	6
MWI	25.65	26.56	27.48	28.45	29.44	30.47	31.55
MW2	26.52	27.44	28.40	29.39	30.43	31.49	32.59
WO	28.20	29.15	30.15	31.15	32.21	33.32	35.61
FY 21-22*							
2%	Start	1	2	3	4	5	6
MWI	26.17	27.09	28.03	29.02	30.03	31.08	32.18
MW2	27.06	27.98	28.97	29.98	31.04	32.12	33.24
WO	28.77	29.74	30.75	31.78	32.85	33.98	36.33
1.75%	Start	1	2	3	4	5	6
MWI	26.10	27.02	27.96	28.95	29.96	31.00	32.10
MW2	26.99	27.92	28.90	29.91	30.96	32.05	33.16
WO	28.70	29.66	30.68	31.70	32.77	33.90	36.24
1.5%	Start	1	2	3	4	5	6
MWI	26.04	26.95	27.89	28.88	29.89	30.93	32.02
MW2	26.92	27.85	28.82	29.83	30.88	31.97	33.08
WO	28.62	29.59	30.60	31.62	32.69	33.82	36.15

MAINTENANCE WORKER CREW LEADER: \$3.50 PER HOUR OVER HIGHEST

PAID MEMBER OF CREW WATER CREW LEADER: \$2.80 OVER HIGHEST PAID

MEMBER OF CREW

***Wage Increases will be awarded in accordance with Sections 15.1 and 23.1 of this contract**

**SIDE LETTER OF AGREEMENT
BETWEEN
THE VILLAGE OF RIVER FOREST
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150**

The Village of River Forest (“Village”) and International Union of Operating Engineers, Local 150 (“Union”) hereby agrees as follows:

1. Employees holding the position of Maintenance Worker I or II will be offered the training necessary to be certified as a drinking water supply operator based on the operational needs of the department. The training will be offered once an employee has passed the required ILEPA exam to become a certified drinking water supply operator in the order of seniority (defined as years of service with the Village) with approval by the Director of Public Works or his designee. The Village will reimburse the employee for the cost of the examination fee after the employee provides proof that the exam was passed. Only one (1) employee will be eligible for training to obtain a Class “C” Water Operator’s license at a time. If identical seniority exists, the bargaining unit shall identify that employee, in writing, to the Superintendent. The employee will be offered proper access to complete the training within the ILEPA required timeline after passage of the exam. An employee who cannot or chooses not to continue the training must notify the Superintendent, in writing, before another employee may commence the training process. Employees in the bargaining unit that hold a valid Class “C” Water Operator’s License will receive certification incentive identified in Section 16.2 of the contract; however, at no time will more than four (4) employees receive the certification incentive. The Village will reimburse employees that have been approved for training for all pre-approved relevant courses required to obtain and maintain a Class “C” Water Operator License as funds allow. Reimbursement will be provided after proof is provided that the employee successfully completed the course.

AGREED:

For the Village of River Forest:

Dated: _____

For the International Union of Operating Engineers, Local 150:

Dated: _____