



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

AGENDA

JANUARY 10, 2022

Regular Meeting

7:00 PM

I. ROLL CALL

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

1. Village Council - Special Meeting - December 13, 2021
2. Village Council & Committee of the Whole - Regular Meeting - December 13, 2021

IV. MAYOR'S REPORT

1. As Submitted

V. RECESS TO THE COMMITTEE OF THE WHOLE



VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider an Ordinance Granting a Special Use for a Fence to be Located in the Side Yard Abutting a Street and Abutting the Side Lot Line of an Adjacent Front Yard at 409 S. Elm Street (Council District: Two)
2. Consider an Ordinance Granting a Variation for a Setback Reduction to Allow a Deck at 893 W. Willow Street (Council District: One)
3. As Submitted

B. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2022 Hometown Fest (Council District: Six)
2. As Submitted

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Motion Authorizing the Purchase of In-Vehicle Computers for the Fire & Police Departments
2. Consider an Ordinance Amending Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law of the Village of Palatine Code of Ordinances
3. As Submitted

D. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider an Ordinance Amending Chapter 2 Administration, Article XX Fire and Police Commission, of the Village's Code of Ordinances
2. Consider a Resolution Amending the Village of Palatine's Fire and Police Commission Rules & Regulations to Allow for Lateral Hires of Entry Level Candidates
3. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Purchase a Replacement Fire Aerial Platform Truck
2. As Submitted

F. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

VII. RECONVENE THE VILLAGE COUNCIL MEETING**VIII. CONSENT AGENDA**

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

1. Consider a Motion to approve Warrant #1
2. Consider an Ordinance Granting a Special Use for a Fence to be Located in the Side Yard Abutting a Street and Abutting the Side Lot Line of an Adjacent Front Yard at 409 S. Elm Street (Council District: Two)
3. Consider an Ordinance Granting a Variation for a Setback Reduction to Allow a Deck at 893 W. Willow Street (Council District: One)
4. Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2022 Hometown Fest (Council District: Six)
5. Consider a Motion Authorizing the Purchase of In-Vehicle Computers for the Fire & Police Departments
6. Consider an Ordinance Amending Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law of the Village of Palatine Code of Ordinances
7. Consider an Ordinance Amending Chapter 2 Administration, Article XX Fire and Police Commission, of the Village's Code of Ordinances
8. Consider a Resolution Amending the Village of Palatine's Fire and Police Commission Rules & Regulations to Allow for Lateral Hires of Entry Level Candidates
9. Consider a Motion Authorizing the Village Manager to Purchase a Replacement Fire Aerial Platform Truck
10. Consider a Motion Amending the Village's Fee Schedule Supplement Related to Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law of the Village of Palatine Code of Ordinances

IX. REPORTS OF STANDING COMMITTEE**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE**

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XI. CLOSED SESSION AS REQUIRED

XII. RECOGNITION OF AUDIENCE

XIII. ADJOURNMENT



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE
DECEMBER 13, 2021

Village Hall - Council Chambers

Special Meeting

6:00 PM

I. ROLL CALL – Time: 6:04 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Late	6:04 PM
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen and Village Attorney Patrick Brankin

II. REQUEST FOR A CLOSED SESSION

1. Consider a Motion Requesting a Closed Session Pursuant to 5 ILCS 120/2 (c) (1) and (21) - **Approved by Voice Vote**

Village Manager Reid Ottesen requested a Closed Session to consider 5 ILCS 120/2 (c) (1) Employment and (21) Approval of Closed Session Minutes.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

III. ADJOURNMENT – Time: 6:56 PM

Adjourn the Special Meeting of the Village Council - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

SUBMITTED BY:
 Margaret R. Duer
 Village Clerk



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

DECEMBER 13, 2021

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson and Deputy Clerk Doris Sadik

II. PLEDGE TO THE FLAG

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

- Village Council & Committee of the Whole - Regular Meeting - December 6, 2021
- Accepted

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Minutes Acceptance: Minutes of Dec 13, 2021 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Weekends through Sunday, December 19 (while supplies last)
 Palatine Jaycees Christmas Tree Sale
 Palatine Aquatic Center

In observance of the holidays, Village offices will be closed Friday, December 24; and Friday, December 31.

Mayor Schwantz congratulated the generosity of Police and Fire and everyone in Palatine for contributing to Toys for Tots to help bring joy to children in need this Holiday Season.

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:03 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:03 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider an Ordinance Transferring Special Use #O-55-71 to Permit the Continued Operation of a Restaurant at 121 W. Palatine Road - **Motion Carried by Voice Vote** (Council District: Two)

Planning & Zoning Director Ben Vyverberg presented Ken Situ and Ying Cai Ruan's request to transfer the existing Special Use to permit continued operation of Heng Wing restaurant at 121 W. Palatine Road. Staff recommends approval of the Special Use Transfer.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:04 PM

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Approving a Preliminary Planned Development and a Resolution Approving a Preliminary Plat of Subdivision to allow a Warehouse/Office/Distribution Building at 607, 613, and 623 E. Algonquin Road and 1825 S. Roselle Road - **Approved by Roll Call** (Council District: Two)

Village Manager Reid Ottesen opened discussion by clarifying that use of the 1825 S. Roselle Road address with all proposed access from Algonquin is due to the inclusion in the proposed preliminary Planned Development of the small western parcel, which is part of a larger tract on Roselle.

Planning & Zoning Director Ben Vyverberg presented Logistic Property Company (LPC)'s request for a Preliminary Planned Development and Preliminary Plat of Subdivision to allow for an approximately 367,000 square foot warehouse/distribution building, accommodating one to three tenants with associated vehicle and trailer parking. All setbacks and building height are well within the zoning requirements. With a contract to purchase 28.55-acres of the St. Michael's cemetery property, LPC speculates uses could include distribution, warehousing, manufacturing, light assembly, and corporate headquarters with the following changes:

- changes will direct headlights away from the 522 E. Algonquin Road building and into the parking lot;
- landscape plans will be revised to include 8-foot tall evergreen trees within 200 feet of the Algonquin Road and will also increase the number of front yard evergreens by 50%; and
- Petitioner provided examples of 12-foot screening walls to reduce noise impact and further screen the residential properties.

Vyverberg explained much of the property to the south is MWRD and in the flood plain and will not likely be developed. The right-in and right-out traffic pattern was moved 65' east to eliminate headlight encroachment. Condition 21 requires screening walls, 8 to 12 feet high, architecturally compatible with the building, to be added with examples to be seen before final approval. Southern portions of the property are 28 feet lower in elevation than the property fronting on Algonquin.

Per the discussion at the Public Hearing, the Petitioner also evaluated reducing the building size and determined that reducing the building an additional 18,000 square feet was not feasible and noted the proposed site plan meets or exceeds the Village's minimum bulk standards. The Petitioner

has indicated they will ultimately be seeking the Village's support for their pursuit of a Cook County 6b classification, which would be considered in conjunction with their request for Final Planned Development approval. Ten residents testified at the Public Hearing. The Plan Commission voted 5-2 to recommend approval of the request and Staff concurs with this recommendation. The Plan Commission also made a subsequent motion for the Petitioner to consider reducing the size of the building.

Committee comments:

The wall will have landscaping on the outside to screen the wall. MWRD does have a 100-year lease on the property to the south, which runs to 2081 and cannot be built upon.

Councilman Kozlowski questioned the ease of turning a truck around the island pork chop structure in the eastern access location.

Ottesen stated that IDOT controls access, which will be finalized at final approval and noted the Village wants assurance that emergency vehicles can easily access the property.

Councilman Kozlowski suggested a private access lane for the trucks to merge on to Algonquin. Ottesen said only the state can approve that as part of final, and that access will require MWRD approval.

Petitioner Will Freve, Logistics Property Company, LPC Sr. VP Midwest Region, 1 N. Wacker Drive, Chicago, a national developer of logistics facilities, best in class, stated they are proposing additional storm water storage on site and have made changes to eliminate truck headlights impact on condominiums, larger trees and actual screening walls to reduce sound and visual impact. The property slopes from North to South and the MWRD approval is needed to complete the RI/RO driveway. Trucks can drive over the raised island in the pork chop exit, but have the width needed.

Dan Brinkman, Traffic Engineer, responded to questions on the types of 636 trucks expected daily--318 in and 318 out (205 will be trucks). 70-75% of trucks will be tractor trucks. Only 5% will use Quentin to go north. The median is in the plan along with a right deceleration lane (55% go east, 40% west). A 6-hour traffic count was conducted. He said a wider radius than depicted will probably be in the final plan. There will be a left lane line painted in the existing median and a right turn lane into the west entrance.

Ryan Blocker, Jacob & Hefner & Associates, Site Engineer, Downers Grove, responded to Councilman Helms regarding elevation from roadway to docks. The docks are 4 feet lower elevation than Algonquin in eastern area.

Councilman Lamerand confirmed the hours of operation will be submitted by each business proposing to use the facility. Petitioner Freve said most

schedule off-peak hours.

Councilman Solberg clarified that the expected percentage of tractor trailers are anticipated going in and out daily. Blocker estimated 140 tractor trailers, 70 in and 70 out.

Ottesen stated since the Code requires a sidewalk, he recommended it be on the north side with foot and bike access to Harper. Freve agreed that it was a good suggestion; Village would help with easements.

Councilman Millar suggested a sidewalk on south side to allow employees access to businesses in area.

Councilman Solberg asked for new concerns to be expressed by Palatine residents, followed by non-residents.

In response to Zaheer Ahmed, 1284 S Vermont, Palatine, Councilman Solberg stated that this development will contribute to the property tax base and will reduce the amount required from residents. Ottesen stated that the Village has held taxes constant in recent years and this will contribute to maintaining a low or lower property tax rate.

Another Palatine resident commented on challenges of traffic on Algonquin, living in a more secluded area, he thought he had escaped heavy traffic, but this will increase traffic.

Joyce McCardle, 522 E. Algonquin Road, represented over 300 residents who signed the petition to postpone the proposal so their concerns can be addressed. They misrepresented the Roselle address.

Councilman Solberg referenced Ottesen's earlier explanation.

They also requested an independent traffic study. Failing was mentioned numerous times in the proposal. This property was not in the Comprehensive Plan, therefore not a potential for development. Solberg noted that Palatine just acquired the property in September, 2020, years since the Comprehensive Plan.

Robin Jung, 2643 College Hill Circle, noted a path exists on north side of Algonquin.

this is inappropriate for this area due to traffic, local housing, pollution.

Tom Hendricks, 340 S. Harrison, Palatine, favors the project.

Sylvia Folette, 2653 College Hill Circle, located to the east of the proposed project, noted that she and her neighbors will suffer from noise and headlights. She suggested the in and out on the west side to reduce impact on College Hill.

Karen Mc Hale, 2703 Old Mill Lane, Rolling Meadows Ward 1 Councilwoman, opposes any development that will increase traffic impact. She asked for further traffic study. She referenced projections of Union Oil property development, suggesting locating docks on the west side would reduce the impact on residents in the area and the cemetery. She supports leaving this property undeveloped.

Iga Pycinska, 522 E. Algonquin, expressed opposition based on statistics suggesting potential negative health impact of air pollution by diesel emissions which can cause pulmonary problems in older people and can alter the mental development of children.

Ottesen stated a comparison to the Amazon distribution center is inappropriate. He only mentioned Amazon in reference to tax impact.

Freve stated that air quality is not required through IEPA from trucking facilities.

Marianne Roddell, 522 E. Algonquin Road, opposes this development (6 football fields) near residential areas. This will not affect Palatine residents, but will affect residents of neighboring communities with noise, light, and air pollution. Traffic is already heavy in this area. An independent traffic study is needed.

Freve responded to residents: this is next to 130 acres of industrial park, we have not been hasty, Palatine required the full process for preliminary and final approval, there are similar uses in the neighboring industrial park, 31,000 vehicles travel Algonquin per day and this will add 2%.

Councilman Solberg asked about lights sweeping across the town homes; could the petitioner screen the town homes on the north side of the street. Freve said that was a fair request: conditions 6, 7 and 8 address north side landscaping. He is willing to discuss landscaping on the north side of Algonquin.

Ottesen explained the public hearings required for preliminary and final approval. This is the time for changes and improvements, then to the public hearing in the Plan Commission and before the Council.

Freve stated that the proposed right in and right out works best for maneuvering.

Freve stated that the move of the egress lane has the least impact on the town homes (they shine on the trash area). They moved the driveway to accommodate requests from neighbors.

Ottesen stated ingress and egress must accommodate emergency vehicles.

Mayor noted IDOT has final say on curb cuts on a state highway.

Councilman Helms proposed having a slightly smaller building with traffic moving counter clockwise around the building and exiting nearer the entrance. Freve stated that curb cuts are restricted by IDOT. The project is 57% smaller than what is allowed in manufacturing. Setbacks are exceeded, also. We are not asking for any variations. Logistics are the way of the future, but Freve stated that this is more of a storage warehouse use.

Councilman Helms stated that this is logistics, which is different from manufacturing, with a different impact that needs to be considered.

Solberg followed up with suggesting larger trucks exit further west and smaller trucks use the eastern exit. Freve questioned the enforceability of the restriction.

Sylvia Folette clarified that National Pizza comes out east of its location and does not affect residential buildings.

Peter Bezos, Attorney, stated that if you vote to grant preliminary approval tonight the petitioner will buy the property, and will work hard to meet your requests. If you don't like the proposal, let them know.

Freve addressed the feasibility of trucks exit and entrance at a secure check gate or guard shack. Although he cannot commit to it tonight, it is feasible to create the single western entrance/exit.

RESULT:	APPROVED BY ROLL CALL [6 TO 1]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
NAYS:	Helms

2. As Submitted -

Nothing was submitted.

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 8:49 PM

TIM MILLAR, CHAIRMAN

1. Consider a Motion to Extend the Village's Existing Parkway Tree Trimming Program Contract for 2022 - **Approved by Voice Vote**

Village Manager Reid Ottesen reported the 2020 Municipal Partnering Initiative (MPI) bids awarded. Advanced Tree Care, Incorporated submitted the most favorable pricing for the tree-trimming category. Advanced Tree Care has offered to extend the current contract and pricing through December

31, 2022. Staff recommends extending the contract through 2022 for approximately \$219,400.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 8:50 PM

BRAD HELMS, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute Contracts for 2022 Forward Fuel Purchases - **Approved by Voice Vote**

Village Manager Reid Ottesen reported, based on all available indications, fuel prices will decline slightly from 2021 pricing through most of 2022. Pricing on forward contracts typically are most favorable mid-December through mid-January. Therefore, staff recommends the Village Manager be authorized to enter into a Forward Fuel Purchasing Contract with Conserv FS to purchase fuel in an amount not to exceed 63,000 gallons of gasoline and 21,000 gallons of diesel fuel for March - November of 2022.

In response to Councilman Millar, Ottesen stated we would only forward purchase if it were advantageous for us. It's flexible.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

E. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time: 8:52 PM

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Negotiate, Authorize, and Execute General Liability Policies for 2022 - **Approved by Voice Vote**

Village Manager Reid Ottesen reported the annual review of liability insurance policies, managed since 2021 by Marsh, are close to completion. Due to a variety of poor market conditions and rampant cybercrime, the program is still

under negotiation. Once terms are finalized, the Village must enter into agreements for coverage, which will happen after the last Village Council meeting of the year. Big credit to staff. Staff recommends authorizing the Village Manager to negotiate, authorize, and execute the Village's general liability policies for 2022.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 8:54 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 8:54 PM

Reconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider an Ordinance Transferring Special Use #O-55-71 to Permit the Continued Operation of a Restaurant at 121 W. Palatine Road - **Approved** (Council District: Two)

Ordinance #O-131-21

2. Consider a Motion Approving a Preliminary Planned Development and a Resolution Approving a Preliminary Plat of Subdivision to allow a Warehouse/Office/Distribution Building at 607, 613, and 623 E. Algonquin Road and 1825 S. Roselle Road - **Approved** (Council District: Two)

Resolution #R-44-21

3. Consider a Motion to Extend the Village's Existing Parkway Tree Trimming Program Contract for 2022 - **Approved**
4. Consider a Motion Authorizing the Village Manager to Execute Contracts for 2022 Forward Fuel Purchases - **Approved**
5. Consider a Motion Authorizing the Village Manager to Negotiate, Authorize, and Execute General Liability Policies for 2022 - **Approved**
6. Consider a Motion to Update the Employee Handbook with Change to Sick Leave Language for Command Staff - **Approved**

IX. REPORTS OF STANDING COMMITTEE

- A. **ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE** – Time: 8:54 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

- B. **BUSINESS FINANCE & BUDGET COMMITTEE** – Time: 8:54 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No report

- C. **COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE** – Time: 8:54 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*SCOTT LAMERAND, CHAIRMAN*

1. As Submitted -

No report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE*TIM MILLAR, CHAIRMAN*

1. As Submitted -

No report

F. POLICE POLICY & CODE SERVICES COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No report

X. REPORTS OF THE VILLAGE OFFICERS**A. VILLAGE MANAGER**

1. As Submitted -

No report

B. VILLAGE CLERK

1. As Submitted -

No report

C. VILLAGE ATTORNEY

1. As Submitted -

No report

XI. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 8:55 PM

Julie Jesso, 939 Franklin, Palatine, presented a petition of 800 signatures supporting back yard hens in Palatine. She presented supporting statistics from neighboring communities for private hen owners in booklets presented to the Councilmen.

Mallory Miller, 717 Middleton Court, commented on the Special Use guidelines historically defining hen owning, referenced a perceived bias against hens and recommended improved regulatory action.

Eevin Dunning, 119 S Elm St. Palatine, from Carlsbad, CA supports back yard hens.

Thabraize Ahmed, 1284 S. Vermont St, Palatine supports.

Cristina Milligan, 1020 S. Coventry Ct., supports.

Councilman Kozlowski asked about how hens attract coyote. Mallory Miller guided Councilmen to a section in the packets, noting the attraction of food, not the chickens. Predator proof structures protect hens.

Village Manager Reid Ottesen offered to be the point person on staff, noting every day is a school day.

Mayor Schwantz asked for patience. A straw poll by the Mayor indicated no desire to ban hens. The Special Use process allows hens with guidelines. Mayor Schwantz asked all Councilmen to read the packets provided. The Mayor asked for patience as staff works through this.

XIII.ADJOURNMENT – Time: 9:18 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

-

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Consider an Ordinance Granting a Special Use for a Fence to be Located in the Side Yard Abutting a Street and Abutting the Side Lot Line of an Adjacent Front Yard at 409 S. Elm Street

BACKGROUND:

The Petitioners propose to build a solid 6-foot cedar fence, in the side yard abutting a street. The proposed fence would be located 12 feet from the Dorset Avenue lot line, with landscaping provided, as required by Code. Therefore, the Petitioner is requesting:

Special Use to permit a fence in the side yard abutting a street, where the side lot line abuts the side lot line of an adjacent front yard

KEY ISSUES:

- The Subject Property is zoned R-2 Single Family and contains a single-family residence. The Petitioners are proposing to install a new 6-foot wood fence, in the side yard abutting the street. The proposed fence is approximately 56 feet long and terminates at the corner of the house.
- The lot to the east (529 W. Dorset Avenue) has a driveway approximately 10 feet from the shared property line. Previously, there was an established bush line which was taller than the proposed 6-foot fence and closer to the Dorset Avenue property line. It was subsequently removed and the proposed 12-foot setback for the fence and lower profile landscaping should improve the visibility. The resident at 529 W. Dorset Avenue also submitted an email of support for the proposed fence.

ALTERNATIVES:

1. Approve the Special Use for a fence in the side yard abutting a street yard.
2. Do not approve a Special Use for a fence in the side yard abutting a street yard.

RECOMMENDATION:

Public Hearing: December 14, 2021

Residents testifying: None. The Petitioners also presented emails of support from four of the homes surrounding the Subject Property.

Vote: The Zoning Board of Appeals voted unanimously to recommend approval of the request and Staff concurs with this recommendation.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use for a fence in the side yard abutting a street yard at 409 S. Elm Street.

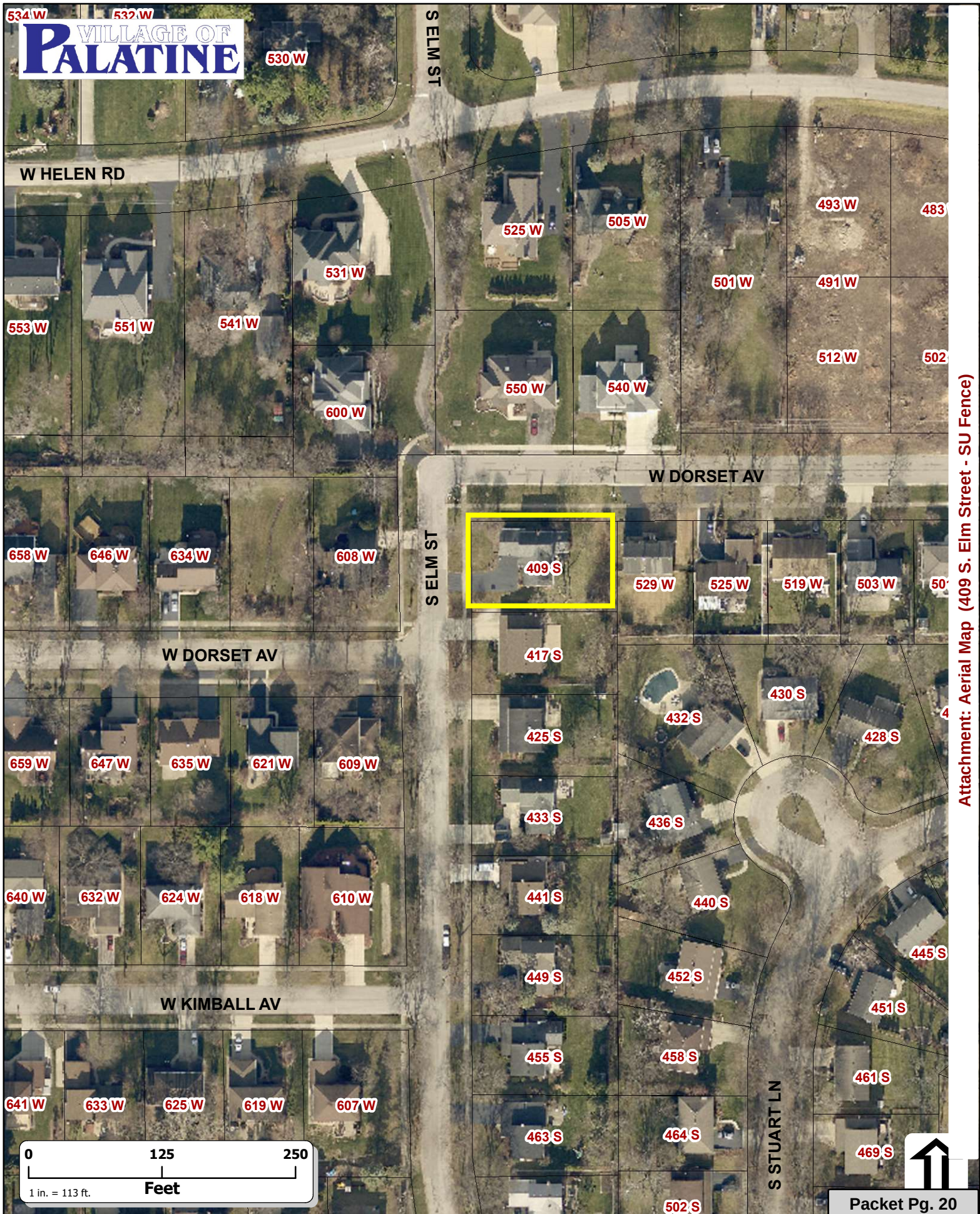
ATTACHMENTS:

- Aerial Map

- ORD SU - 409 S. Elm Street
- EXHIBIT - Site and landscaping plans
- 409 S. Elm Street - ZBA materials
- DRAFT December 14, 2021 ZBA minutes

409 S Elm Street

6.A.1.a



ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE TO PERMIT
A FENCE IN THE SIDE YARD ABUTTING A STREET AT 409 S. ELM STREET**

WHEREAS, pursuant to a petition and public hearing on December 14, 2021, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings, relative to a request for a Special Use to permit a fence to be located in the side yard abutting a street, which abuts the side lot line of an adjacent front yard, pursuant to Section 6.03 (b) (6) (b) of the Village of Palatine Zoning Ordinance, on the following legally described property:

LOT 46 IN PALATINE KNOLLS FIRST ADDITION, BEING A RESUBDIVISION OF LOTS 1 AND 3 IN ARTHUR T. McINTOSH AND CO.'S QUENTIN ROAD FARMS IN SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

commonly known as 409 S. Elm Street (02-22-302-049-0000)

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: A Special Use to permit a fence to be located in the side yard abutting a street, which abuts the side lot line of an adjacent front yard, pursuant to Section

Attachment: ORD SU - 409 S. Elm Street (409 S. Elm Street - SU Fence)

6.03 (b) (6) (b) of the Village of Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Special Use shall substantially conform to the site plan and illustration and landscaping plan submitted by the Petitioners, Anne & Lance Laird, on 11/17/2021, except as said plans may be changed to conform to the Village Code of Ordinances.

SECTION 2: That a copy of the public notice be attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2022

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2022

Village Clerk

Attachment: ORD SU - 409 S. Elm Street (409 S. Elm Street - SU Fence)

PROFESSIONALS ASSOCIATED SURVEY, INC.

PROFESSIONAL DESIGN FIRM NO. 184-003023

7100 N. TRIPP AVENUE
LINCOLNWOOD, ILLINOIS 60712
www.professionalsassociated.com

TEL: (847) 675-3000
FAX: (847) 675-2167
e-mail: pa@professionalsassociated.com

PLAT OF SURVEY

OF

LOT 46 IN PALATINE KNOLLS FIRST ADDITION, BEING A RESUBDIVISION OF LOTS 1 AND 3 IN ARTHUR T. MCINTOSH AND CO'S QUENTIN ROAD FARMS IN SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

LAND TOTAL AREA: 11,847.61 SQ.FT. = 0.271 ACRE.

COMMONLY KNOWN AS: 409 SOUTH ELM STREET, PALATINE, ILLINOIS.

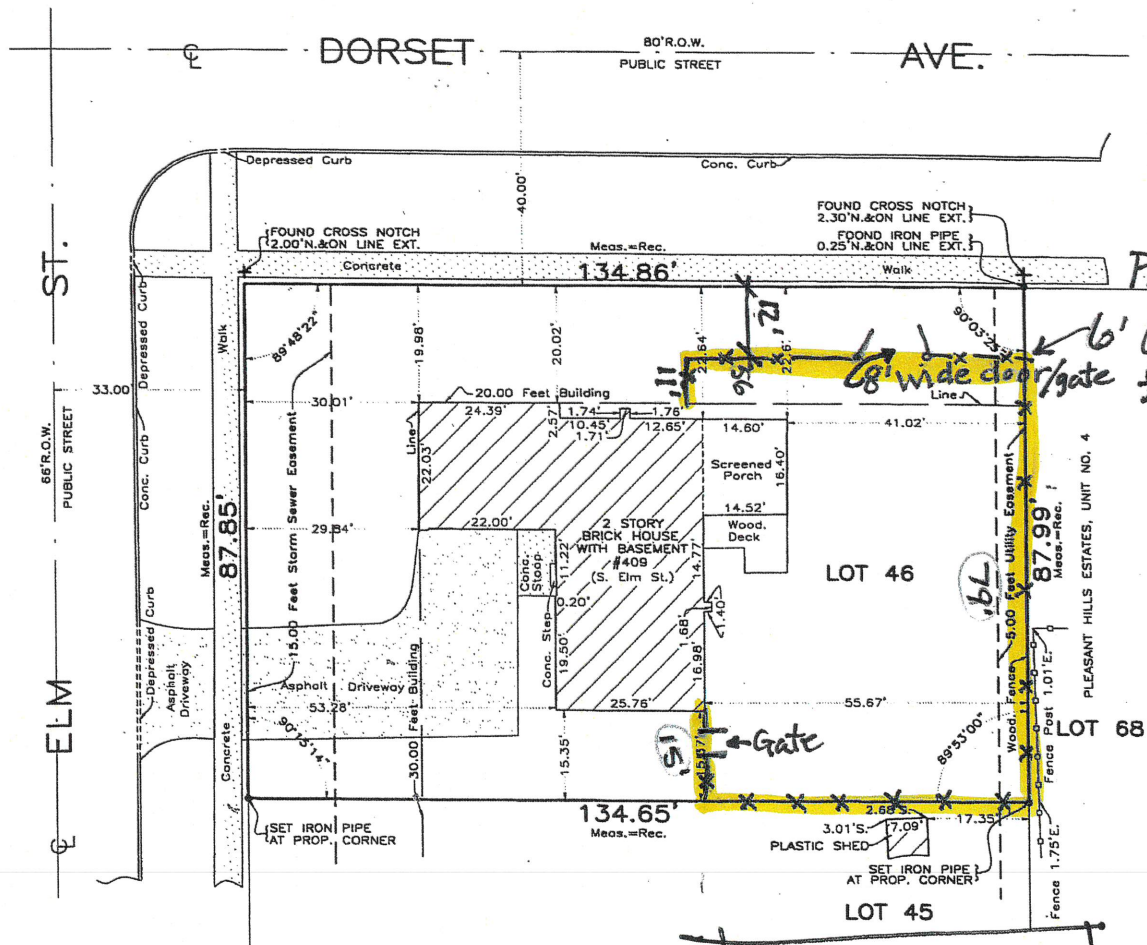


GRAPHIC SCALE

0 20

(IN FEET)

1 inch = 20 FT.



THE LEGAL DESCRIPTION SHOWN ON THE PLAT HEREON DRAWN IS A COPY OF THE ORDER, AND FOR ACCURACY SHOULD BE COMPARED WITH THE TITLE OR DEED. DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING. BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED IN THE MAPS, OTHERWISE REFER TO YOUR DEED OR ABSTRACT.

Order No. 14-87658
Scale: 1 inch = 20 feet.
Date of Field Work: July 10, 2014.
Ordered by: Katherine S. O. Malley
Attorney at Law



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. THIS SURVEY HAS BEEN ORDERED FOR SURFACE DIMENSIONS ONLY, NOT FOR ELEVATIONS. THIS IS NOT AN ALTA SURVEY.

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE.

State of Illinois
County of Cook

We, PROFESSIONALS ASSOCIATED SURVEY, INC., do hereby certify that we have surveyed the above described property and that, to the best of our knowledge, the plat hereon drawn is an accurate representation of said survey.

Date: 7/11/2014
Hylton E. Donaldson
ILL. PROF. LAND SURVEYOR - LICENSE EXP. DATE NOV. 30, 2014

Drawn by: J.V.



LARD PROPERTY
409 SOUTH ELM ST.

• LANDSCAPING PLAN
ILLUSTRATION 11/17/21

409 S Elm Street

TO: Palatine Zoning Board of Appeals
Jan Wood, Chair

FROM:

PETITIONER: Anne & Lance Laird

CASE NUMBER: 21-79

ADDRESS: 409 South Elm Street

PROPOSAL:

Special Use to permit a fence in the side yard abutting a street where the side lot line of said yard abuts the side lot line of the front yard of an adjacent lot pursuant to Section 6.03 (b) (6) (b) of the Village of Palatine Zoning Ordinance.

<u>LOCATION:</u> 409 South Elm St. District 2 (Lamerand)	<u>CURRENT ZONING:</u> R-2 Single Family Residential
--	--

SURROUNDING CONDITIONS:

<u>North:</u>	R-2 Single Family Residential
<u>South:</u>	R-2 Single Family Residential
<u>East:</u>	R-2 Single Family Residential
<u>West:</u>	R-2 Single Family Residential

BACKGROUND:

The Petitioners are proposing to build a six (6) foot solid cedar fence in the side yard abutting a street where the side lot line of said yard abuts the side lot line of the front yard of an adjacent lot, and it is 12 feet off the lot line with landscaping. Therefore the Petitioner is requesting:

Special Use to permit a fence in the side yard abutting a street

SITE ANALYSIS:

- The Subject Property is zoned R-2 Single Family (Palatine Knolls 1st Add. Subdivision) and contains a single-family residence. The lot is located at the southwest corner of West Dorset Avenue and South Elm Street.

Case Staff Statement (ID # 7263)
Meeting of December 14, 2021

- The Petitioners are proposing to erect a new six (6) foot wood fence in the side yard abutting the street. The fence will replace a row of bushes that were removed earlier this year. The proposed fence will be approximately 56 feet long and will terminate at the corner of the owner's home.
- The proposed fence will be setback twelve (12) feet from the side property line abutting West Dorset Avenue with landscaping.
- The lot to the west at 529 West Dorset Avenue has a driveway approximately 10 feet from the common property line. Without the bushes, the visibility from the driveway should actually improve. Based on the proposed location, the new fence will have little or no impact on the visibility from the driveway of the 529 property.

DEPARTMENTAL REVIEWS:

Community Services	No Issues Identified
Engineering	No Issues Identified
Environmental Health	N/A
Fire Prevention	N/A
Public Works	N/A
Police	N/A

STANDARDS FOR SPECIAL USE: Since this Petition is not for a use publicly operated or traditionally affected with the public interest, those standards under Section 14.05 D (2) and (3) are applicable. Specifically, the Petitioners must show that the Special Use, if granted, will be operated in a manner consistent with the public health, safety, and welfare, and that the Special Use will not have a negative impact on the value of surrounding properties. The Petition for a Special Use is attached, and the Petitioners have attempted to address the required standards.

- 5) With respect to front yard fencing and fencing in a rear yard/side yard abutting a street, the following additional standards must be met:
 - a. Will meet the following aesthetic criteria:
 - i. Will not destroy existing vistas in the area;
 - ii. Will enhance the appearance of the homes and the streets in the area; and
 - iii. Will not detract from the overall appearance of the community; or
 - b. The fencing is found to be necessary to protect private property or the safety of the inhabitants of the property.

STAFF RECOMMENDATION:

Case Staff Statement (ID # 7263)
Meeting of December 14, 2021

The Petitioners are proposing to build a 6 foot solid fence approximately 12 feet off of the lot line along W. Dorset Avenue. The lot line along Dorset Avenue is the required side yard abutting a street and also abuts the side lot line of the front yard of the adjacent lot to the west, per the Zoning Ordinance thus requires a 20 foot setback. Staff has consistently recommended a greater setback in instances of proposed solid fences being proposed with nearby driveways. Therefore, Staff recommends Action at the discretion of the Zoning Board of Appeals of the proposed Special Use with the fence being set back 12 feet from the front property line subject to the following conditions:

1. The Special Use shall substantially conform to the site plan and illustration submitted by the Petitioners, Anne & Lance Laird, on 11/17/2021, except as said plans may be changed to conform to the Village Code of Ordinances.

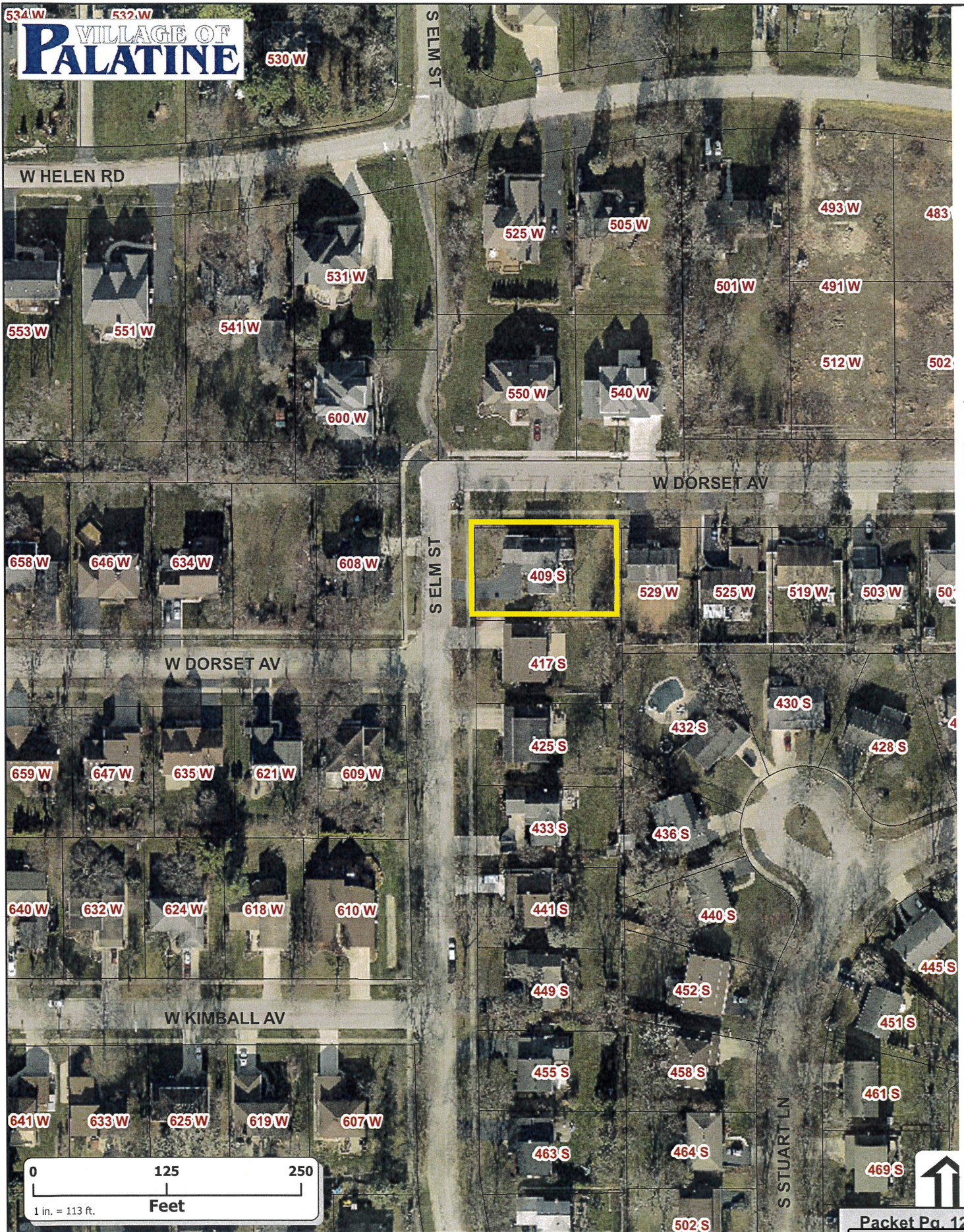
ATTACHMENTS:

- Aerial Map
- Application
- Site Plan
- Site Landscape Plan & Concept Illustration
- Petitioner Pictures
- Letters of Support
- Public Notice

409 S Elm Street

6.A.1.d

3.1.a



Attachment: Aerial Map (409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

VILLAGE OF PALATINE

SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

Office Use Only	Project Planner	Zoning Case # 21-79
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S) Anne and Lance Laird		Business Name (if applicable)	
	Subject Property Address 409 S. Elm Street Palatine, IL 60067			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	Address		City/State/Zip Code	
	Telephone	Fax	Email	
	Relationship to Petitioner (contractor, architect, etc.)			
	TYPE OF APPLICATION (check one) ☒ Special Use ☐ Special Use Amendment ☐ Variation			
	Existing Zoning District R-2	Existing Land Use residential	Proposed Land Use	
	Generally describe your request: Please see attached sheet for discription of request.			

Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)



SPECIAL USE

Required Materials

- ☒ Filing Fee of \$ _____
- ☒ Application Form
- ☒ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☒ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☒ Real Estate Interest Disclosure Form (see attached)
- ☒ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

1. The use is deemed necessary for the public convenience at that location
We would like to be able to use more of our backyard for our child and dog. It would also provide privacy. Dorset is a high and safety

traffic street. It would also provide safety for my family as we do have personal possessions in our backyard and screened in porch.

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected
There are 6ft fences in our neighborhood that are open to the street, this is a common item. We have hired a contractor to do the work, Action Fencing out of Mundelein, IL.

3. The use will not cause substantial injury to nearby property values
No, this fence will in fact enhance the neighborhood. It is a clean looking fence that will have landscaping along the Dorset side.

4. With respect to live entertainment uses, the use shall not:

- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
- b. Impose undue health, sanitation or safety burdens on the village
- c. Create excessive demands on the Village of Palatine Police Department
- d. Be of a nature otherwise prohibited by law or village ordinance

5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance
I feel the fence will enhance the appearance of the street and our home and will not distract from the overall appearance of the neighborhood. It is necessary to protect my family as we have a young child and personal items outside.

General description of request:

I am requesting a permit for a fence in my backyard for a variety of reasons. We live at the corner of Elm and Dorset. Dorset is a heavily walked area for neighbors and others. We would like the fence for privacy and safety of our family. We have a young child who would like to play in her backyard but I feel with it being open, even when bushes were there, it was easy access for anyone to enter our backyard. We also have a dog and would like to let our dog enjoy the backyard and not have to be tied up. The reason we are asking to build outside of our build line is because our build line butts right up against our screened in porch. If we were to put a fence there then it would diminish the use of the screened porch as we would be looking directly into a fence, thus lowering our property value. It was stated to me that the reason for this hearing is because others in my neighborhood do not have the same type of fencing, a 6ft fence. My neighbors directly across the street from me at 608 Dorset have a 6ft fence along with the neighbors kiddy corner to me at 609 Dorset, the corner of Dorset and Elm, have a 6ft fence. The neighbors directly behind my next door neighbors at 432 S. Stuart Lane has a 6ft fence. As you continue down Elm Street there are various neighbors with 6ft fences. Another example is 555 S. Echo, the corner of Elm and Echo have a 6ft fence. The fence we would like to put in our yard is a very clean neutral cedar fence.



I do not believe the fence will be an eye sore to any neighbors as it will be an enhancement to the neighborhood. I have already agreed, and was planning on, putting landscaping along the fence on the Dorset side. Below is a picture of the proposed landscaping from Noland Landscaping in Palatine.



I feel this fence would enhance the overall appearance of our property along with creating a clean fresh look to the neighborhood.

PROFESSIONALS ASSOCIATED SURVEY, INC.

PROFESSIONAL DESIGN FIRM NO. 184-003023

7100 N. TRIPP AVENUE
LINCOLNWOOD, ILLINOIS 60712
www.professionalsassociated.com

TEL: (847) 675-3000
FAX: (847) 675-2167
e-mail: pa@professionalsassociated.com

PLAT OF SURVEY

OF

LOT 46 IN PALATINE KNOLLS FIRST ADDITION, BEING A RESUBDIVISION OF LOTS 1 AND 3 IN ARTHUR T. MCINTOSH AND CO'S QUENTIN ROAD FARMS IN SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

LAND TOTAL AREA: 11,847.61 SQ.FT. = 0.271 ACRE.

COMMONLY KNOWN AS: 409 SOUTH ELM STREET, PALATINE, ILLINOIS.

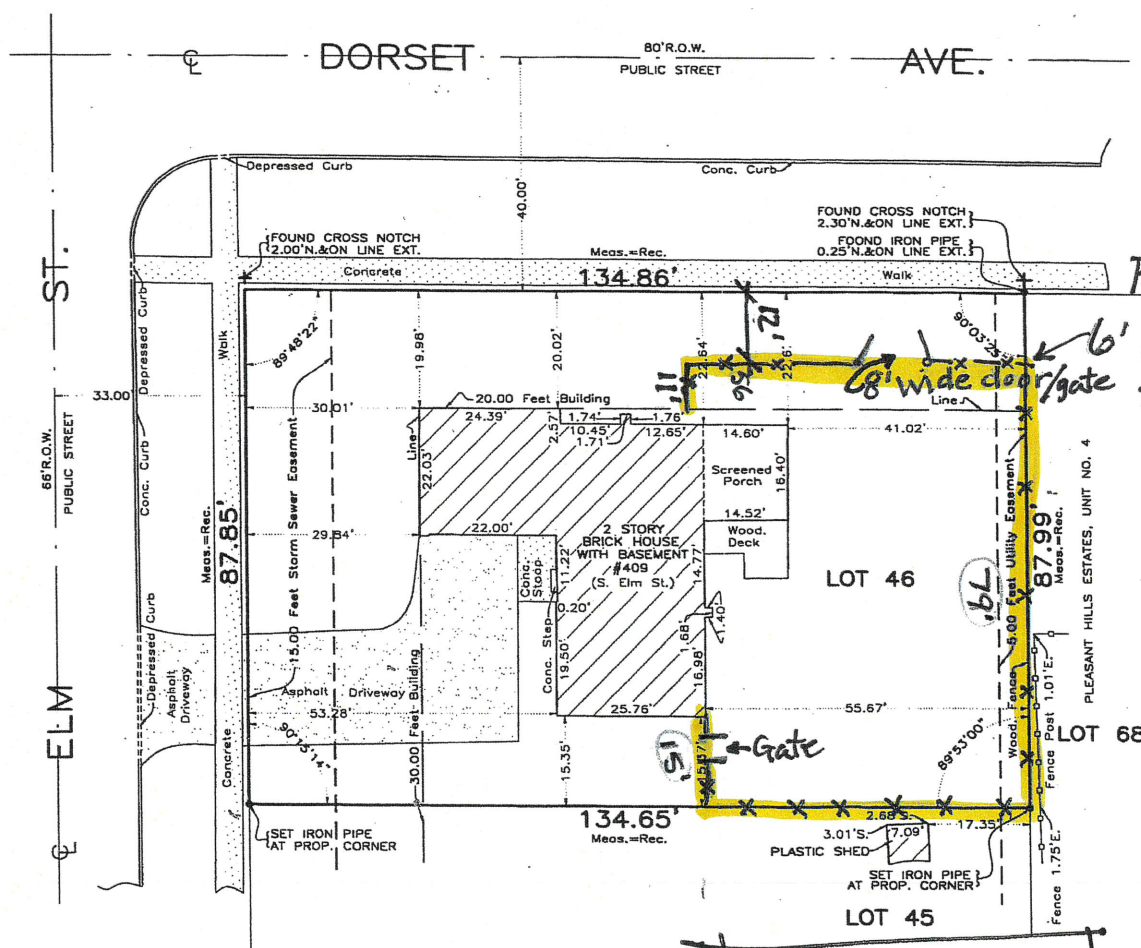


GRAPHIC SCALE



(IN FEET)

1 inch = 20 FT.



Site Plan

11/17/21

THE LEGAL DESCRIPTION SHOWN ON THE PLAT HEREON DRAWN IS A COPY OF THE ORDER, AND FOR ACCURACY SHOULD BE COMPARED WITH THE TITLE OR DEED. DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING. BUILDING LINES AND EASEMENTS ARE SHOWN ONLY WHERE THEY ARE SO RECORDED IN THE MAPS, OTHERWISE REFER TO YOUR DEED OR ABSTRACT.

Order No. 14-87658

Scale: 1 inch = 20 feet

Date of Field Work: July 10, 2014.

Ordered by: Katherine S. O. Mailey
Attorney at Law



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. THIS SURVEY HAS BEEN ORDERED FOR SURFACE DIMENSIONS ONLY, NOT FOR ELEVATIONS. THIS IS NOT AN ALTA SURVEY.

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE.

State of Illinois
County of Cook

We, PROFESSIONALS ASSOCIATED SURVEY INC., do hereby certify that we have surveyed the above described property and that, to the best of our knowledge, the plat hereon drawn is an accurate representation of said survey.

Date: 7/10/2014
Milton E. Donaldson
ILL. PROF. LAND SURVEYOR - LICENSE EXP. DATE N/A
Drawn by: J.V.

Packet Pg. 17

Packet Pg. 33

Attachment: Site Plan (409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

PROFESSIONALS ASSOCIATED SURVEY, INC.

PROFESSIONAL DESIGN FIRM NO. 184-003023

7100 N. TRIPP AVENUE
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PLAT OF SURVEY

OF

LOT 46 IN PALATINE KNOLLS FIRST ADDITION, BEING A RESUBDIVISION OF LOTS 1 AND 3 IN ARTHUR T. MCINTOSH AND CO'S QUENTIN ROAD FARMS IN SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

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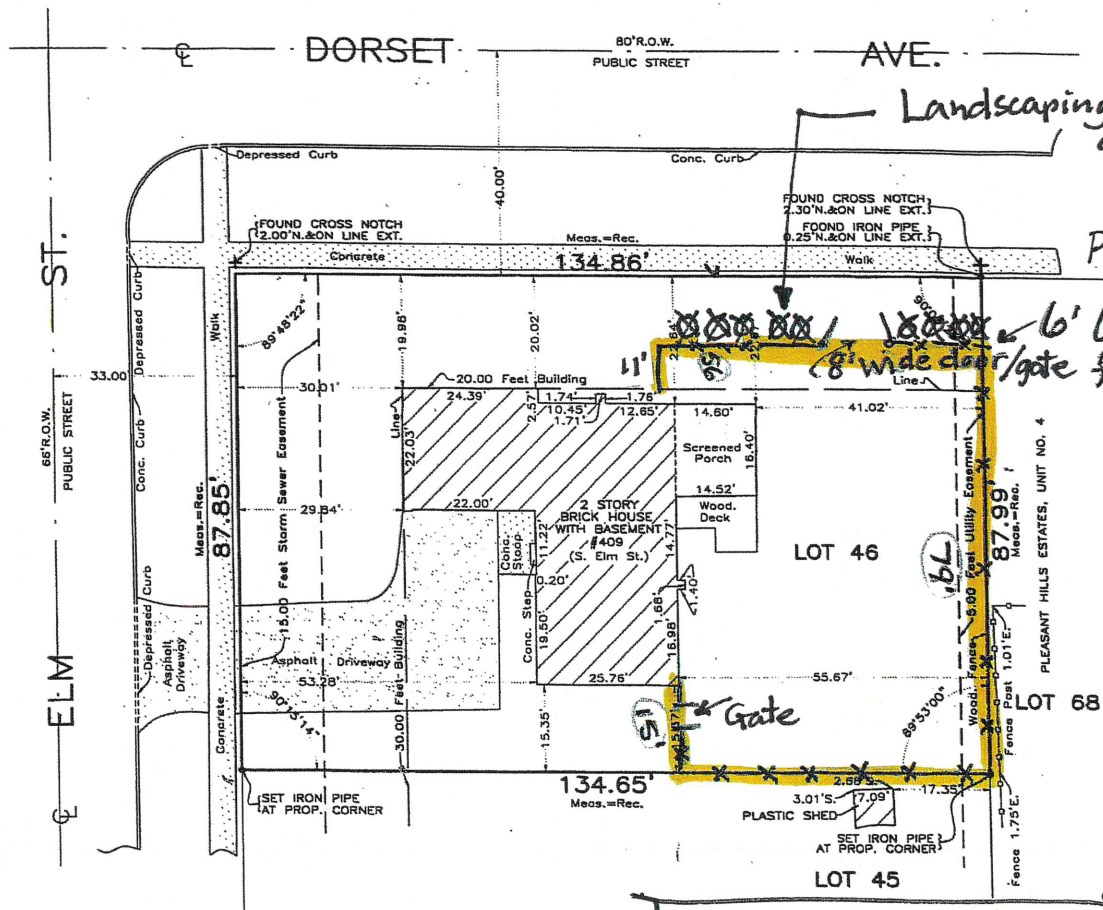


GRAPHIC SCALE

0 20

(IN FEET)

1 Inch = 20 Ft.



LANDSCAPING PLAN

11/17/12

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Order No. 14-87658
Scale: 1 inch = 20 feet.
Date of Field Work: July 10, 2014.
Ordered by: Katherine S. O. Malley
Attorney at Law



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

THIS SURVEY HAS BEEN ORDERED FOR SURFACE DIMENSIONS ONLY, NOT FOR ELEVATIONS. THIS IS NOT AN ALTA SURVEY.

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE.

State of Illinois
County of Cook

We, PROFESSIONALS ASSOCIATED SURVEY INC., do hereby certify that we have surveyed the above described property and that, to the best of our knowledge, the plat hereon drawn is an accurate representation of said survey.

Date: 7/11/2014
Nathan E. Donaldson
ILL. PROF. LAND SURVEYOR - LICENSE EXP. DATE NOV. 30, 2014
Drawn by: J.V.

Packet Pg. 18

Packet Pg. 34

Attachment: Cite Landscaping Plan & Concept Illustration (409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)



• LANDSCAPING PLAN
ILLUSTRATION 11/17/21

LAIRD PROPERTY
409 SOUTH Elm St.

Fences in Side Yards Submitted by Petitioner

394 W Michigan Ave



537 S Echo Lane



Attachment: Petitioner Distances / 400 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

John Kalmar

From: Katherine Kotowski [REDACTED]
Sent: Friday, November 12, 2021 1:44 PM
To: Ben Vyverberg; John Kalmar
Subject: Laird Property Fence - 409 S. Elm Street Palatine

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

Hello Ben and John and to whom it may concern,

My name is Katherine Kotowski and I am a neighbor of the Laird Family and live directly across the street at 550 W Dorset Ave Palatine IL.

I would like this message to get to the Zoning Board of Appeals in regards to my neighbor's property at 409 S Elm Street. We are aware that they would like to put a fence in their backyard and we are in full support of this. Our neighbor has shown us her plans for the fence, which looks like it will improve the look of our neighborhood, and I'm writing to tell you that we are in favor of the fence and think it will be great for them and their family.

From my understanding, it's been rather difficult for our neighbor to obtain approval for a fence from the village. I'm not sure why you would need our approval for something they want to do on their property, but please know that as neighbors we are in full support.

Please reach out to me with any questions.

Thank you,
Katherine Kotowski

Attachment: Letters of Support (409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

John Kalmar

From: kris harding [REDACTED]
Sent: Thursday, November 11, 2021 8:49 PM
To: Ben Vyverberg
Cc: John Kalmar
Subject: Agreement of fence

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

Hello:

I live at 417 S. Elm Street, Palatine and am writing to the Zoning Board of Appeals in regards to my neighbor at 409 S. Elm Street. Our neighbor has shown us the plans to install a new fence and I am in favor of the fence! It would enhance the neighborhood aesthetics and would be an asset to our street and finish off their house. It would provide nice privacy and mix in well with the many other fences in our neighborhood.

Sincerely,
Kris Williams-Harding

Attachment: 1 letter of support / 400 S Elm St - SII Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

John Kalmar

From: John Luk [REDACTED]
Sent: Thursday, November 11, 2021 5:41 PM
To: BVyerberg@palatine.il.us; John Kalmar
Subject: My Neighbor's New Fence

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

To Whom it may concern

I live at 529 W Dorset Ave, Palatine. And I am writing to the Zoning Board Of Appeals in regards to my neighbor's property located at 409 S. Elm Street. We are aware that they would like to put up a fence in their backyard. Our neighbor has shown us the plan for the fence and I am writing to inform you that I am in favor of their fence. I feel that the fence would enhance the neighborhood aesthetics.

Sincerely,

John and Ruby Luk
529 W Dorset Ave
Palatine
[REDACTED]

Attachment: 1 letters of Support /409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

John Kalmar

From: Jane Hitz [REDACTED]
Sent: Friday, November 12, 2021 4:32 PM
To: Ben Vyverberg; John Kalmar
Subject: Fence at 409 S. Elm St., Palatine

Caution: This is an external email, Please take care when clicking links or opening attachments. When in doubt, please talk with the sender or check with VOP IT

To whom it may concern:

My husband and I live at 600 W Dorset Ave, Palatine, IL, which is across the street from Annie and Lance Laird's home at 409 S. Elm St.

I am writing the Palatine Zoning Board of Appeals regarding the fence the Lairds want to erect on their property. They have shown us the plan and renderings of how the fence would look.

We have absolutely no objections to the fence and think it would be a good-looking addition to their property and the neighborhood.

Jane Hitz

Attachment: 1 letters of Support (409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

PUBLIC NOTICE
A Public Hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, December 14, 2021 at 7 P.M. in the Village Council Chambers at Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

Special Use to permit a fence in the side yard abutting a street where the side lot line of said yard abuts the side lot line of the front yard of an adjacent lot pursuant to Section 6.03 (b) (6) of the Village of Palatine Zoning Ordinance.

The property is commonly known as 409 South Elm Street (02-22-302-049-0000).

The Petitioners are proposing to install a six (6) foot tall solid fence located 12 feet from the side lot line abutting West Dorset Avenue, with the required landscaping, instead of the minimum required setback of 20 feet.

The above petition has been filed by Anne & Lance Laird and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: 21-79
VILLAGE OF PALATINE
Jan Wood, Chair
Palatine Zoning Board
of Appeals

DATED: This 29th day of November, 2021
Published in Daily Herald
November 29, 2021 (4574128)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the Northwest Suburbs DAILY HERALD. That said Northwest Suburbs DAILY HERALD is a secular newspaper, published in Arlington Heights and has been circulated daily in the Village(s) of: Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Deer Park, Des Plaines, Elk Grove, Franklin Park, Glenview, Hanover Park, Hoffman Estates, Inverness, Melrose Park, Morton Grove, Mt Prospect, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Rolling Meadows, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Wilmette

County(ies) of Cook

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and in general circulation throughout said Village(s), County(ies) and State

I further certify that the Northwest Suburbs DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a copy, was published 11/29/2021 in said Northwest Suburbs DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, its authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY

Paula Baltz

Designee of the Publisher and Officer of the Daily Herald

Control # 4574128

Attachment: Public Notice (409 S Elm St - SU Fence)
Attachment: 409 S. Elm Street - ZBA materials (409 S. Elm Street - SU Fence)

III. PUBLIC HEARING

1. 409 S Elm Street - **Recommended to Approve**

Notice was published in the Daily Herald on November 29, 2021 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Special Use
2. Proof of Ownership
3. Plat of Survey/ Site Plan
4. Landscaping Plan
5. Pictures submitted by Petitioner
6. Letters of Support
7. Public Notice

Sworn in staff: Ms. Lyn Bremanis and Mr. Alex Bradshaw

Sworn in the petitioner: Ms. Anne Laird 409 S. Elm Street

Ms. Laird explained the reason for the relief is their build line abuts her screened porch. She stated they want to use their yard for her family and are asking to put a 6 ft. fence, 12 feet off of the property line. Ms. Laird stated it is a high traffic area and they have a young child and animal and are looking for privacy.

Mr. Pirog asked why they can't meet code since they won't be able to see over fence in proposed location.

Ms. Laird explained they are not looking to see over just don't want to look directly into a fence. She stated the old bush line allowed ample space and would like to continue that.

Ms. Wood asked if she spoke to the neighbors.

Ms. Laird answered yes. She stated they showed the landscaping idea and all agreed its fine.

Ms. Wood asked if Ms. Laird showed a picture of the fence and the landscaping plan.

Ms. Laird answered yes.

Ms. Roth-Wurster asked about the distance from the screened porch.

Ms. Laird explained the build line would allow about a 1-foot distance from the porch, but they are requesting a 10-foot separation for the fence from the porch.

Ms. Wood asked where the fence can be without a special use.

Ms. Bremanis explained it can be approximately 1ft from screened porch or by providing the minimum required 20-foot setback.

Ms. Wood asked why it needs to be away from screened porch.

Ms. Laird stated they want the fence for privacy. She explained the bush line exceeded what they are requesting.

Mr. Pirog stated there are no standards for bushes and the fence is taller.
Ms. Laird stated they were tall bushes.

Ms. Bremanis pointed out the proposed fence line would be on the other side of bushes referring to existing conditions slide.

Mr. McGinn asked about traffic.

Ms. Laird stated it is a high traffic area with walking traffic, with families and dogs and cars.

Mr. McGinn questioned the difficulty for neighbor backing out of their driveway.
Ms. Laird stated the bushes were more intrusive.

Ms. Wood clarified the fence can be at porch but can't be further out toward the street (Dorset Avenue).

Ms. Bremanis explained it can be out approximately a foot, with a minimum 20-foot setback.

Mr. Pirog pointed out it could be 3ft.

Ms. Bremanis agreed with Mr. Pirog.

Ms. Laird stated there is a tree in that corner referring to existing conditions slide.

Mr. Cavanaugh clarified location of fence and asked if the fence was closer than requested would they lose the tree.

Ms. Laird answered yes.

Mr. Pirog clarified it is a small area of the fence that requires relief.

Ms. Bremanis answered yes, referring to elevation and landscaping slide to show what it would look like.

Mr. McGinn inquired about the traffic along Dorset Avenue. Ms. Laird indicated that the area is high traffic, in both vehicular and pedestrian traffic.

Mr. Cavanaugh pointed the fence rendering is not an accurate picture of what will be installed.

Ms. Laird that is correct.

Discussion on the height of the bushes.

Ms. Bremanis gave brief overview stating Engineering and Community Services reviewed and did not identify any specific issues. She stated the property is zoned R2 which has a 20ft side yard setback on a side yard abutting a street.

Mr. Pirog asked about other properties with similar variations.

Ms. Laird answered yes on Michigan and cedar.

Mr. Cavanaugh pointed out they are in the packet.

Discussion on the other fences submitted.

Ms. Wood asked if the fences submitted needed relief.

Ms. Bremanis explained they were installed before the code existed so are grandfathered in and did not require relief, as the Code allows for the replacement of existing fences.

STAFF RECOMMENDATION:

The Petitioners are proposing to build a 6-foot solid fence, approximately 12 feet off of the lot line along W. Dorset Avenue. The lot line along Dorset Avenue is the required side yard abutting a street and also abuts the side lot line of the front yard of the adjacent lot to the east, per the Zoning Ordinance, thus a 20-foot setback is required. Staff has consistently recommended a greater setback in instances of proposed solid fences being proposed with nearby driveways. Therefore, Staff recommends Action at the discretion of the Zoning Board of Appeals of the proposed Special Use with the fence being set back 12 feet from the front property line subject to the following conditions:

1. The Special Use shall substantially conform to the site plan and illustration submitted by the Petitioners, Ms. Laird & Lance Laird, on 11/17/2021, except as said plans may be changed to conform to the Village Code of Ordinances.

Mr. Pirog asked if new bushes would be part of this request.

Ms. Bremanis answered yes they would be a requirement.

There were no further questions. The public hearing was closed.

Mr. Cavanaugh made a motion to approve subject staff's conditions; seconded by Mr. Luszczak

DELIBERATIONS:

Mr. Cavanaugh stated there are always corner lot issues but the safety of a child and animals are at the utmost importance. He stated the fence is an upgrade of the bushes that existed and won't destroy existing vistas and will add to aesthetics.

Mr. Pirog stated he is not thrilled with the request, but thinks it meets the standards.

Ms. Wood agreed that it meets the standards. She pointed out the neighbors don't see a problem, so is in favor.

Ms. Roth-Wurster stated she rides her bike through area and agrees it is busy. She stated she doesn't like the idea of a big cedar fence on a corner lot but engineering doesn't see a problem and thinks it meets the standards.

Ms. Wood summarized that this request has met the standards and was unanimously approved by a vote of 6-0. This item will tentatively go to

Village Council on January 10, 2022.

RESULT:	RECOMMENDED TO APPROVE [UNANIMOUS]
MOVER:	Kevin Cavanaugh, Commissioner
SECONDER:	Jerry Luszczak, Commissioner
AYES:	Roth-Wurster, Wood, Luszczak, McGinn, Cavanaugh, Pirog
ABSENT:	Larson

Consider an Ordinance Granting a Variation for a Setback Reduction to Allow a Deck at 893 W. Willow Street

BACKGROUND:

The Petitioners are proposing to remove the existing deck and create a new elevated deck, landing, and patio. The patio, grill, and counter area and a portion of the lower landing and stairs, encroach into the required 25-foot rear yard setback. Therefore, the Petitioners are requesting:

A variation to permit a deck with a rear yard setback of 18 feet, instead of the minimum required 25 feet.

KEY ISSUES:

- The Subject Property is located in the Quentin Willow Estates Subdivision and is zoned R-2 Single-Family Residential. The house is located on a 9,603 square foot lot and is setback over 30 feet from the rear lot line.
- The Petitioners are proposing to remove the existing deck and create a new landing outside the home's rear door. From the landing, a series of stairs extend downward to a new patio planned in the rear yard. An outdoor kitchen area with grill and counter tops will be created on the proposed patio located at the bottom of the stairs. The total improvement area is 506 square feet. The kitchen area/built in grill is what is triggering the relief. If the grill and kitchen equipment were freestanding, rather than built in, no relief would be required.
- The existing and proposed improvements comply with the maximum required building and lot coverage requirements (26% and 43%).

ALTERNATIVES:

1. Approve the Variation for a setback reduction to allow a deck.
2. Do not approve the Variation for a setback reduction to allow a deck.

RECOMMENDATION:

Public Hearing: ZBA meeting on December 14, 2021

Residents testifying: None

Vote: The ZBA voted unanimously to recommend approval of the Variation and Staff recommends action at the discretion of the Village Council.

ACTION REQUIRED:

A motion to approve the ordinance granting a Variation for a setback reduction to allow a deck at 893 W. Willow Street.

ATTACHMENTS:

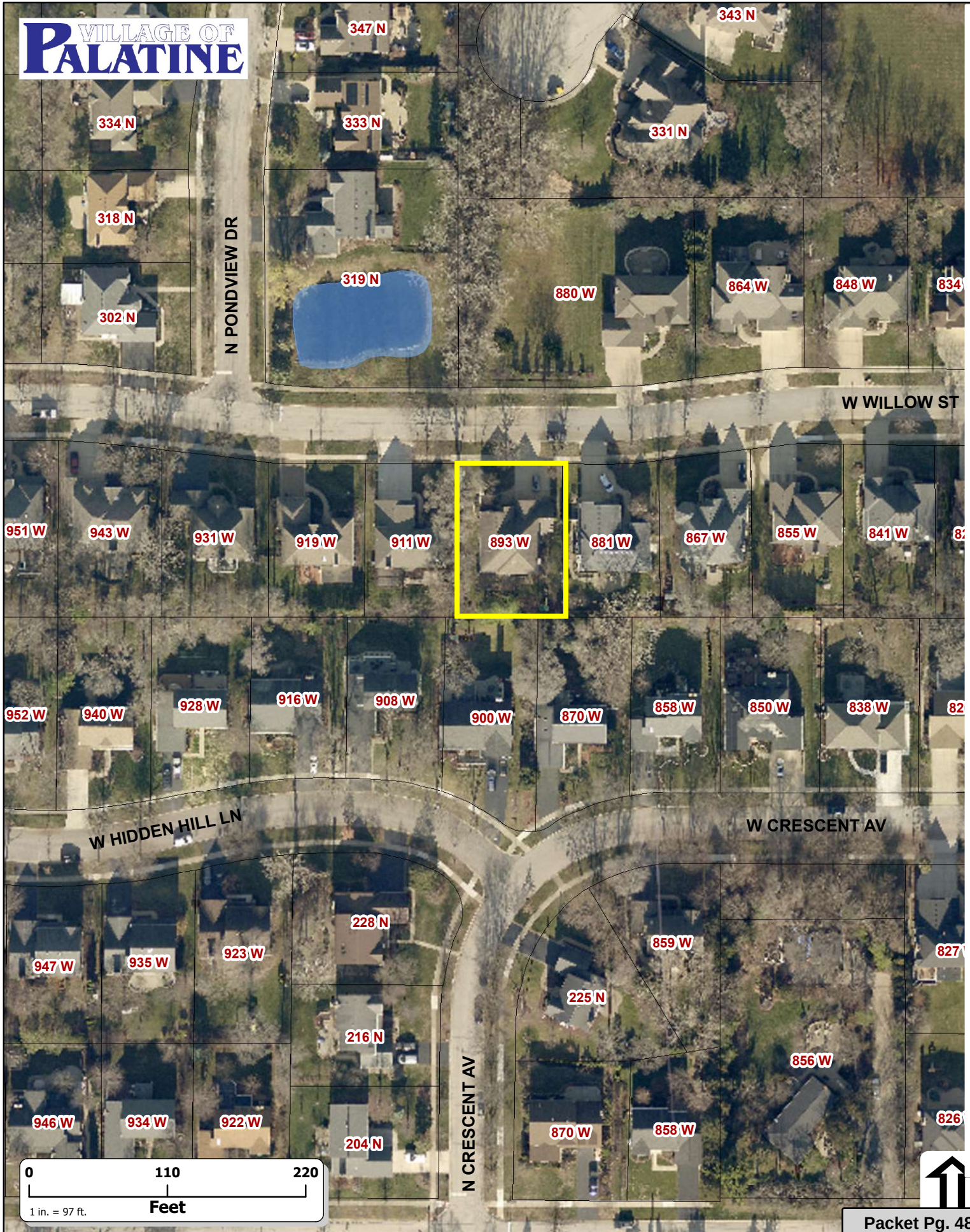
- Aerial Map
- ORD VAR 893 W. Willow St
- EXHIBIT - Site Plan and Elevations

- 893 W. Willow Street - ZBA materials
- DRAFT December 14, 2021 ZBA minutes

830 W. Willow Street

6.A.2.a

VILLAGE OF
PALATINE



Attachment: Aerial Map (893 W. Willow Street - VAR deck setback)

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A VARIATION
893 W. WILLOW STREET**

WHEREAS, pursuant to a petition and public hearing on December 14, 2021, of which public notice was given as required by law, the Zoning Board of Appeals of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Variation to allow a permitted obstruction in the rear yard setback to be setback 18 feet, instead of the minimum required 25 feet, pursuant to Section 10.06 (c) (13) of the Palatine Zoning Ordinance, legally described property:

LOT 1 OF QUENTIN WILLOW ESTATES SUBDIVISION OF THE SOUTH HALF OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND THE NORTH HALF OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS.

commonly known as 893 West Willow Street (02-16-413-025-0000).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: The Variation to allow a permitted obstruction in the rear yard to be setback 18 feet, instead of the minimum required 25 feet, pursuant to Section

10.06 (c) (13) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Variation shall substantially conform to the site plan last revised by the Agent, Yahvor Goranov, on 8/23/2021 and submitted on 10/04/2021, except as said plans may be changed to conform to the Village Code of Ordinances.
2. The Petitioner shall submit a cross section plan with building permit application showing any required grading cut and, or, fill for the rear yard in a manner acceptable by the Village Engineer.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2022

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

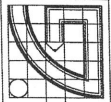
APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2022

Village Clerk

Attachment: ORD VAR 893 W. Willow St (893 W. Willow Street - VAR deck setback)



YKG Architects + Builders

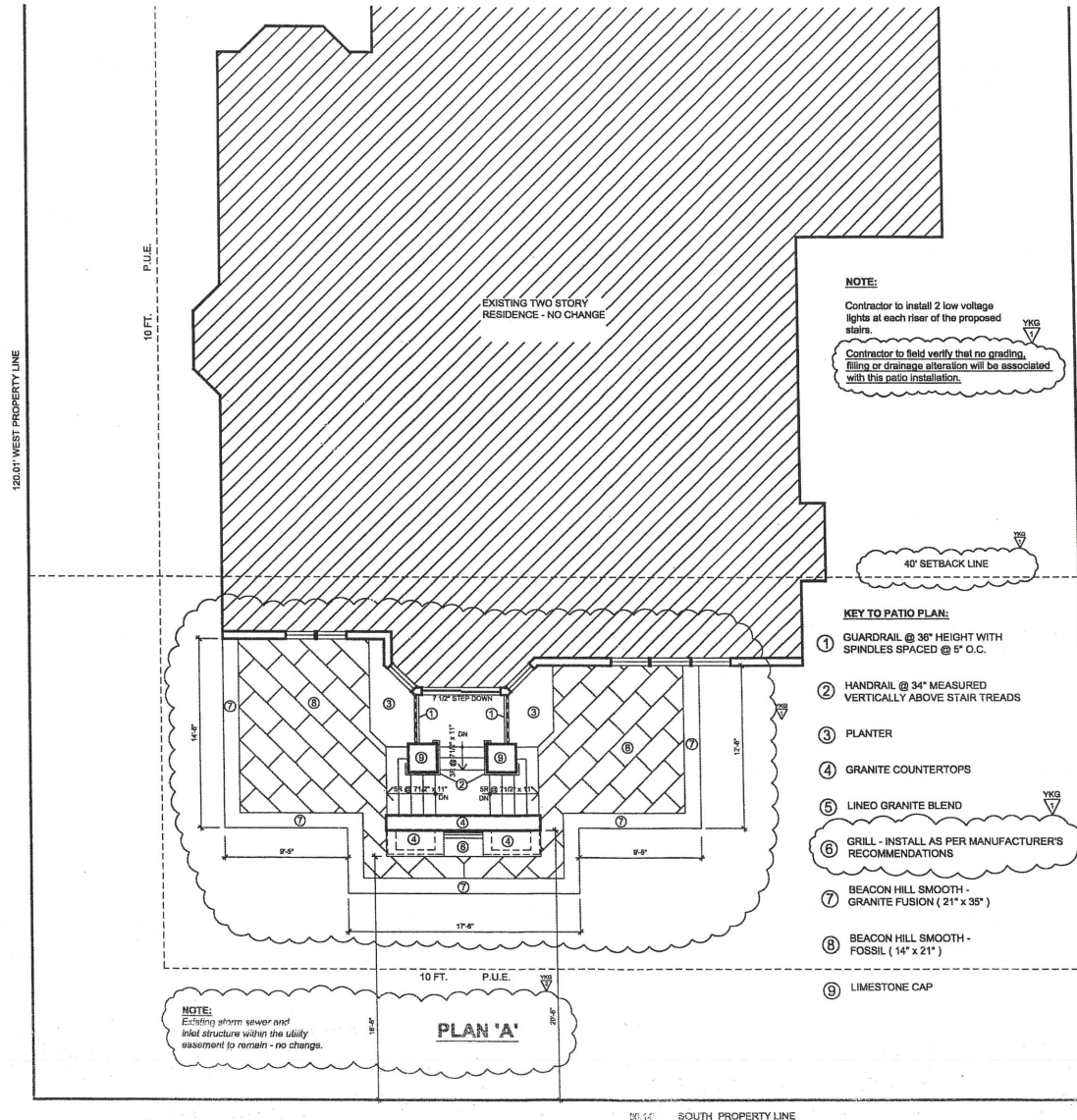
730 EUCLID AVE / GLEN ELLYN / IL 60137 / TEL (630) 660-5654
EMAIL: YKGARCHITECTS@GMAIL.COM

PATIO ADDITION TO SCHERR RESIDENCE, LOCATED AT:

893 WEST WILLOW ROAD
PALATINE, IL 60067

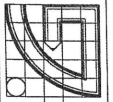
A2.0

Attachment: EXHIBIT - Site Plan and Elevations (893 W. Willow Street - VAR deck setback)



PROPOSED BRICK PAVERS PATIO PLAN

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



YKG Architects + Builders

730 EUCLID AVE / GLEN ELLYN / IL 60137 / TEL (630) 660-9654
EMAIL: YKGARCHITECTS@GMAIL.COM

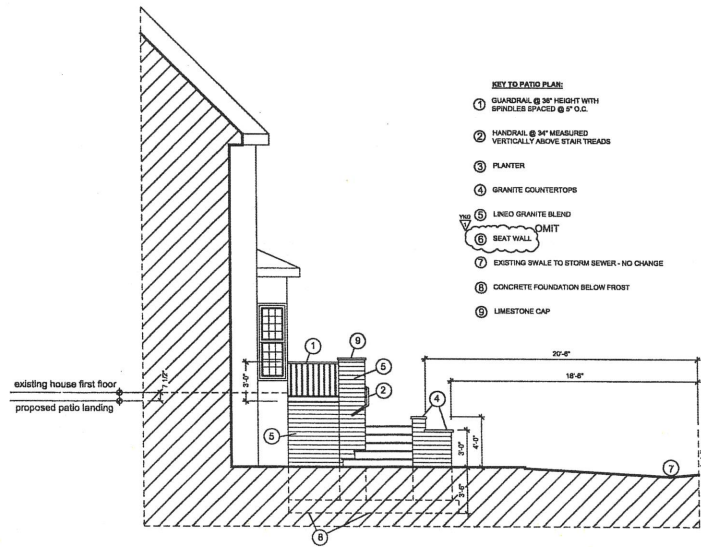
PATIO ADDITION TO SCHERR RESIDENCE, LOCATED AT:

893 WEST WILLOW ROAD
PALATINE, IL 60067

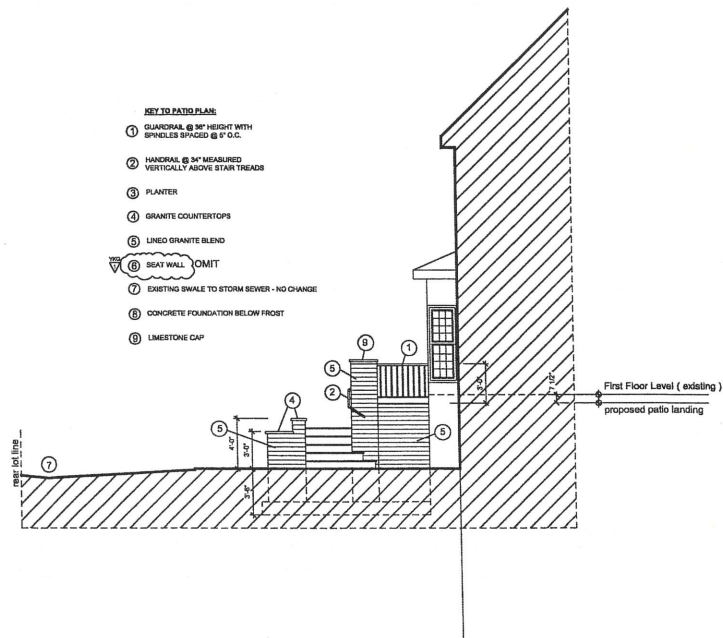
A30

Attachment: EXHIBIT - Site Plan and Elevations (893 W. Willow Street - VAR deck setback)





- KEY TO PATIO PLAN:
- ① GUARDRAIL @ 36" HEIGHT WITH SPINDLES SPACED @ 4" O.C.
 - ② HANDRAIL @ 34" MEASURED VERTICALLY ABOVE STAIR TREADS
 - ③ PLANTER
 - ④ GRANITE COUNTERTOPS
 - ⑤ LINED GRANITE BLEND
 - ⑥ SEAT WALL OMIT
 - ⑦ EXISTING SWALE TO STORM SEWER - NO CHANGE
 - ⑧ CONCRETE FOUNDATION BELOW FROST
 - ⑨ LIMESTONE CAP

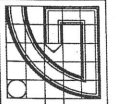


- KEY TO PATIO PLAN:
- ① GUARDRAIL @ 36" HEIGHT WITH SPINDLES SPACED @ 4" O.C.
 - ② HANDRAIL @ 34" MEASURED VERTICALLY ABOVE STAIR TREADS
 - ③ PLANTER
 - ④ GRANITE COUNTERTOPS
 - ⑤ LINED GRANITE BLEND
 - ⑥ SEAT WALL OMIT
 - ⑦ EXISTING SWALE TO STORM SEWER - NO CHANGE
 - ⑧ CONCRETE FOUNDATION BELOW FROST
 - ⑨ LIMESTONE CAP

PROPOSED PATIO WEST ELEVATION - AFTER

PROPOSED PATIO EAST ELEVATION - AFTER

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



YKG Architects + Builders

730 EUCLID AVE / GLEN ELLYN / IL 60137 / TEL (630) 660-9654
EMAIL: YKGARCHITECTS@GMAIL.COM

PATIO ADDITION TO SCHERR RESIDENCE, LOCATED AT:
893 WEST WILLOW ROAD
PALATINE, IL 60067

A4.0

**VILLAGE OF PALATINE
Zoning Board of Appeals**

SCHEDULED 12/14/21 07:00 PM

CASE STAFF STATEMENT (ID # 7264)

893 W. Willow Street

TO: Palatine Zoning Board of Appeals
Jan Wood, Chair

FROM: Lyn Bremanis

PETITIONERS: Alexander & Andrea Scherr

CASE NUMBER: 21-87

ADDRESS: 893 W. Willow Street

PROPOSAL:

Variation to permit a rear yard setback of 18 feet instead of the minimum required 25 feet for a permitted obstruction, pursuant to Section 10.06 (c) (13) of the Palatine Zoning Ordinance.

<u>LOCATION:</u> 893 W. Willow Street District 1 (Millar)	<u>CURRENT ZONING:</u> R-2, Single Family Residential
---	---

SURROUNDING CONDITIONS:

<u>North:</u>	R-2, Single Family Residential
<u>South</u>	Planned Development - Hidden Hill Subdivision
<u>East:</u>	R-2, Single Family Residential
<u>West:</u>	R-2, Single Family Residential

BACKGROUND:

The Petitioners are proposing to remove the existing deck and create a new landing and patio. The patio with the grill & counter top area and a portion of the lower landing and stairs leading to the patio encroach into the required 25-foot rear yard setback. Therefore, the Petitioners are requesting a:

Variation to permit a rear yard setback of 18 feet instead of the minimum required 25 feet.

SITE ANALYSIS:

- The Subject Property is located in the Quentin Willow Estates Subdivision and is zoned R-2, Single Family Residential. The house, which situated on a 9,603 s.f. lot, is just over 30 feet from the rear lot line which is non-conforming, as the required setback is 40 feet.

Case Staff Statement (ID # 7264)
Meeting of December 14, 2021

- The Plat of Survey incorrectly shows the recorded rear yard setback line (BSL) as 30 feet. Regarding to placement of the house, Staff is not aware of any variations being granted from the required 40 feet.
- An Administrative Variation was granted in April 2001 for the existing deck per Ordinance #O-36-01.
- The Petitioners are proposing to remove the existing deck and create a new landing outside the rear sliding glass door. From the landing, a series of stairs will extend downwards to a new patio planned in the rear yard. An outdoor kitchen area with grill & counter tops will be created on the proposed patio located at the bottom of the stairs. The total area of the improvement will be 506 sf.
- The property, with the proposed improvements, will meet the required building and lot coverage requirements (26% and 43%).

DEPARTMENTAL REVIEWS:

Community Services	No Issues Identified
Engineering	No Issues Identified
Environmental Health	N/A
Fire Prevention	N/A
Public Works	N/A
Police	N/A

STANDARDS FOR A VARIATION: Standards for a Variation are found in Section 14.03 D (1) and (2) of the Zoning Code. Specifically, the Petitioners must show that the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; that the plight of the owner is due to unique circumstances; and that the variation, if granted, will not alter the essential character of the locality. The Petition for Variation is attached, and the Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:

The Petitioners are proposing to construct a new landing and patio that encroaches into the required rear yard setback. The subject property will remain within the allowable rear and total lot coverage by removing the existing wood deck off the rear of the house. Staff believes that the requested relief for the proposed landing should not impact the surrounding properties. Nevertheless, the above grade landing and encroachment is within 18 feet of the rear property line. Therefore, Staff recommends action at the discretion of the requested Variation to the Zoning Board of Appeals. If the ZBA

Case Staff Statement (ID # 7264)
Meeting of December 14, 2021

recommends approval, Staff recommends the following conditions:

1. The Variation shall substantially conform to the site plan last revised by the Agent, Yahvor Goranov, on 8/23/2021 and submitted on 10/04/2021, except as said plans may be changed to conform to the Village Code of Ordinances.
2. The Petitioner shall submit a cross section plan with building permit application showing any required grading cut and, or, fill for the rear yard in a manner acceptable by the Village Engineer.

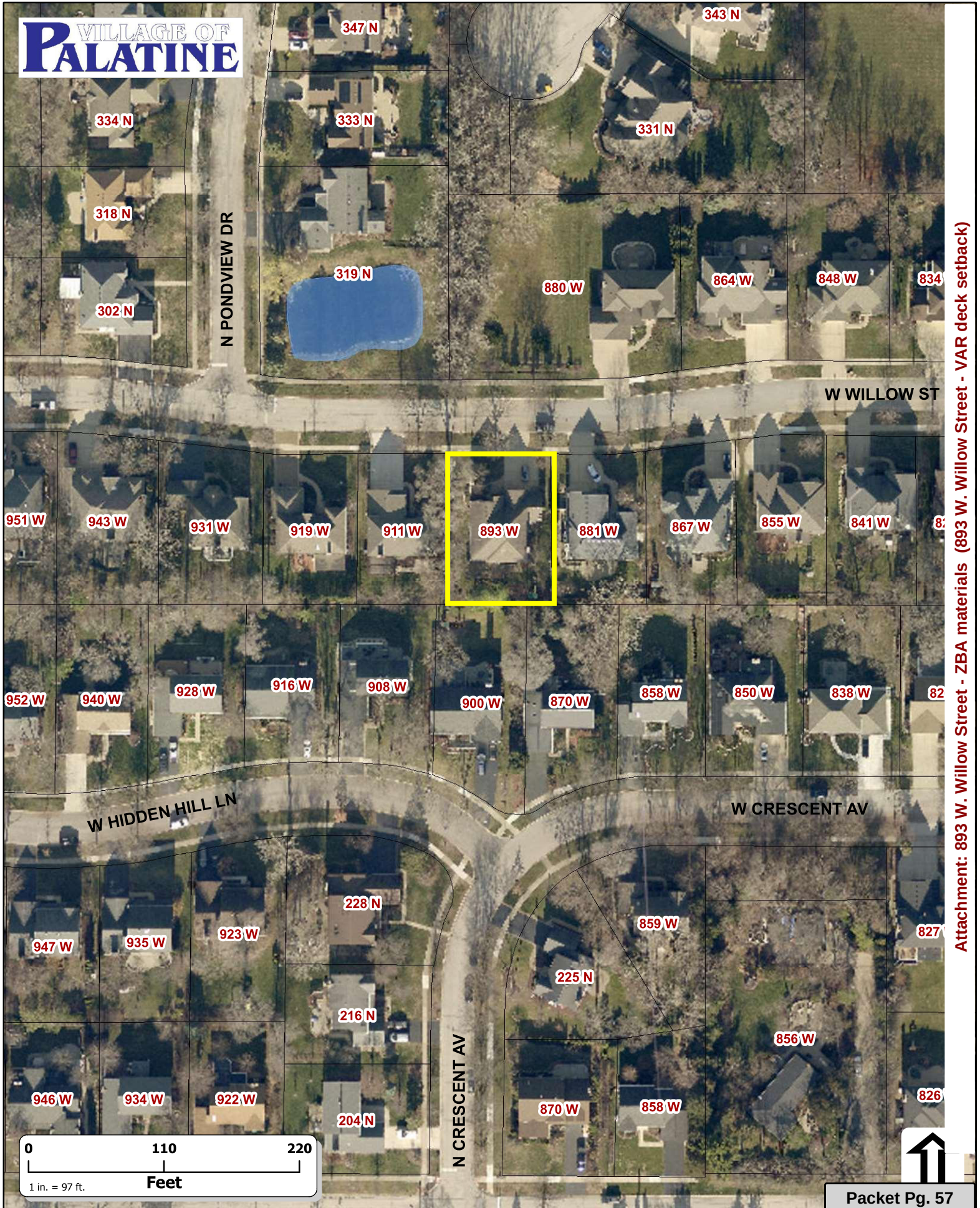
ATTACHMENTS:

- Aerial Map
- Application
- Plat of Survey
- Site Plan
- Elevations
- Public Notice

830 W. Willow Street

6.A.2.d

VILLAGE OF
PALATINE



Attachment: 893 W. Willow Street - ZBA materials (893 W. Willow Street - VAR deck setback)

VILLAGE OF PALATINE

~~ADMINISTRATIVE~~

SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning

200 E. Wood Street · Palatine, IL · 60067-5339

Telephone: (847) 359-9047 · Fax (847) 963-6247

Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S)		Business Name (if applicable)	
	ALEXANDER & ANDREA SCHERR			
	Subject Property Address			
	893 W. WILLOW STREET			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	YAVOR GORANOV		YK6ARCHITECTS + BUILDERS	
	Address		City/State/Zip Code	
	730 EUCLID AVE		GLEN ELLYN, IL 60137	
	Telephone	Fax	Email	
	630.660.9654	N/A	YK6ARCHITECTS@GMAIL.COM	
Relationship to Petitioner (contractor, architect, etc.)				
ARCHITECT				
TYPE OF APPLICATION (check one)				
☐ Special Use ☐ Special Use Amendment ☒ Variation				
Existing Zoning District		Existing Land Use		Proposed Land Use
R2		SINGLE FAMILY RES.		NO CHANGE
Generally describe your request:				
REQUESTING A ZONING VARIANCE TO REDUCE THE				
REQUIRED REAR YARD SETBACK TO 18'-6" FROM				
25'-0".				

Attachment: 893 W. Willow Street - ZBA materials (893 W. Willow Street - VAR deck setback)



VARIATION

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.03 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Special Use only, you do not need to answer these items.***

1. That the property cannot yield a reasonable return if used only under the conditions allowed by the regulations governing the zoning district in which it is located

SEE EXHIBIT "A" + PLANS

2. That the plight of the owner is due to unique circumstances

SEE EXHIBIT "A" + PLANS + PLAT OF SURVEY

3. That the variation, if granted, will not alter the essential character of the locality

SEE EXHIBIT "A" + PLANS

4. In order to supplement the above standards, the Zoning Board of Appeals may also consider the following:
 - a. The particular surroundings, shape, or topographical conditions of the property
 - b. A unique hardship for the property not generally applicable to other properties in the same zoning district
 - c. The request is not based on a desire to make more money out of the property
 - d. The petitioner has not created the alleged hardship for the property
 - e. The request will not be detrimental to the public welfare or other properties in the neighborhood
 - f. The request will not impair the supply of light and air to adjacent properties, substantially increase the danger of fire, endanger the public safety, or substantially diminish or impair neighboring property values

SEE EXHIBIT "A" + PLANS

September 30, 2021

TO: Village of Palatine Building Department

FROM: Yavor Goranov – Principal
YKG Architects + Builders
Glen Ellyn, IL 60137

RE: Request for Variation in connection with
backyard Patio Renovations to property, located at:

893 W. Willow Street
Palatine, IL 60067

EXHIBIT 'A'

Application **Page 5 addendum:**

Item # 1:

Due to the unique zoning circumstances (see **item #2**) created by Government Regulations this property would not allow the current/future Owners to achieve a desirable connection between main floor and backyard. That would clearly have a negative impact on the quality of life and therefor the Property would not yield a reasonable return.

Item # 2:

The Owner is requesting an Variation due to unique characteristics of this Property as follows:

- a) due to existing topography the first floor is considerably higher than the rear yard grade level and thus the elevation differential requires nine (9) risers down.
- b) the existing house is encroaching into the required rear yard setback and that reduces greatly the allowable area for the proposed patio.
- c) the existing **P.U.E.** places further restrictions to the utilization of the available back yard space.
- d) the existing wood deck elevation above existing grade presents a safety concerns for the Owner and his family. It also renders a big portion of the backyard useless i.e. the area under the deck.

Attachment: 893 W. Willow Street - ZBA materials (893 W. Willow Street - VAR deck setback)

Item # 3:

The Proposed Patio Design is not going to alter in any shape or form the essential character of the subject property. (see enclosed plans)

Item # 4:

Items a) and b) – see enclosed plans and exhibit above.

Based on the enclosed Plans and exhibit the answer to sub-items c), d), e) and f) is as follows:

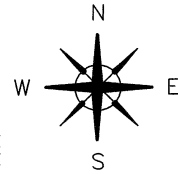
- c) this request is NOT based on desire to make more money but simply to be able to fully enjoy the small backyard.
- d) the Petitioner has NOT created any of the hardship as listed above. (see enclosed Plat of Survey and plans)
- e) Judging by the enclosed plans, the proposed masonry Patio will NOT be detrimental to the public welfare or other neighborhood properties.
- f) the proposed patio design will not impair/alter the supply of light and air to any adjacent properties and it will actually decrease the danger of fire (being made of non-combustible materials vs. existing wood deck)
Also, it is the Petitioner's belief that the new custom patio design will actually enhance neighboring properties values.



SCALE: 1" = 20 FEET

PLAT OF SURVEY

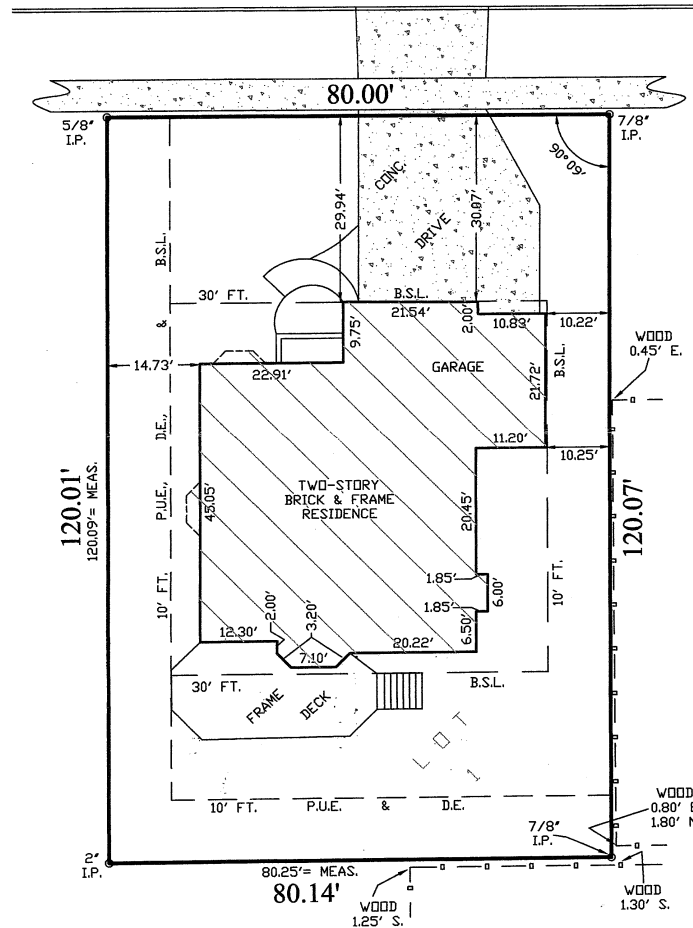
OF



LOT 1 OF QUENTIN WILLOW ESTATES SUBDIVISION OF THE SOUTH HALF OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND THE NORTH HALF OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN IN COOK COUNTY, ILLINOIS.

W. WILLOW STREET

R.O.W. = 60.00'



Attachment: Plat of Survey (893 W. Willow St - VAR deck setback)

Attachment: 893 W. Willow Street - ZBA materials (893 W. Willow Street - VAR deck setback)

STATE OF ILLINOIS) SS:
COUNTY OF KANE)

I, ANDREW J. TOBIN, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY ACCORDING TO THE OFFICIAL RECORD, AND THAT THE PLAT CORRECTLY REPRESENTS SAID SURVEY. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE FOR BOUNDARY SURVEYS.

BY: Andrew J. Tobin
PROFESSIONAL LAND SURVEYOR
LICENSE NO. 35-3519
EXPIRES 11/30/18

ANY DISCREPANCY IN MEASUREMENTS SHOULD BE PROMPTLY REPORTED TO THE SURVEYOR FOR EXPLANATION OR CORRECTION.

COMPARE THE DESCRIPTION ON THIS PLAT WITH DEED.
REFER TO DEEDS FOR EASEMENTS AND BUILDING LINES.

THIS SURVEY IS ONLY VALID WHEN ACCOMPANIED BY AN EMBOSSED SEAL.



ANDREW J. TOBIN

P.O. BOX 42 DUNDEE, ILLINOIS, 60118 847-695-4235

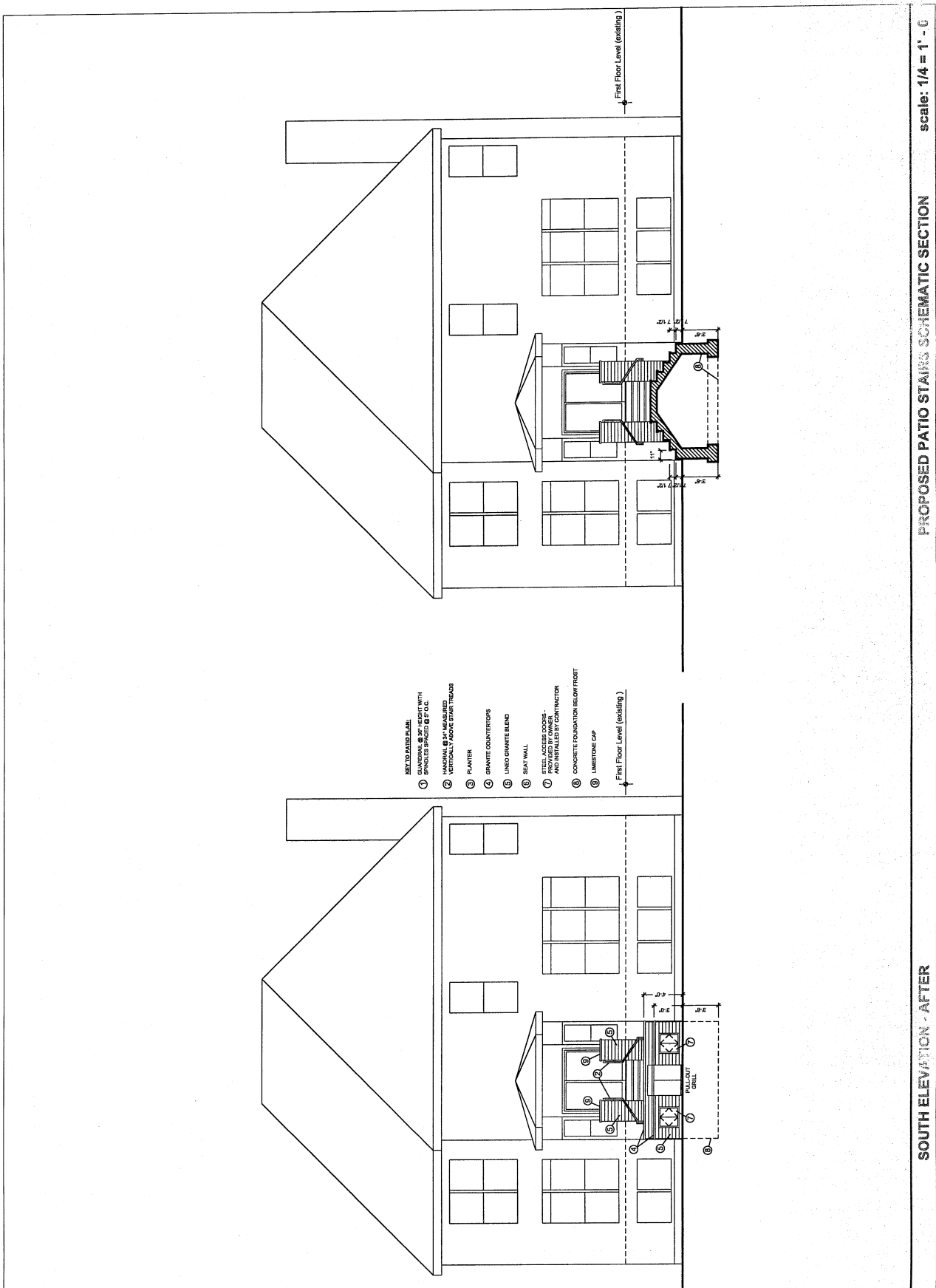
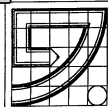
DATED: FEBRUARY 8, 2018
PREPARED FOR: SAMMONS LAW OFFICE
PROPERTY ADDRESS: 893 W. WILLOW ST.
PALATINE, ILLINOIS
SURVEY ORDER NO: 18028

INDICATES FOUND STAKE ○ CHAIN LINK FENCING
INDICATES SET STAKE ● WOOD FENCING
INDICATES CONCRETE

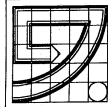
A3.0

PATIO ADDITION TO SCHERR RESIDENCE, LOCATED AT:
893 WEST WILLOW ROAD
PALATINE, IL 60067

YKG Architects + Builders
730 EUCLID AVE / GLEN ELLYN / IL 60137 / TEL (630) 660-9654
EMAIL: YKGARCHITECTS@GMAIL.COM



A4.0

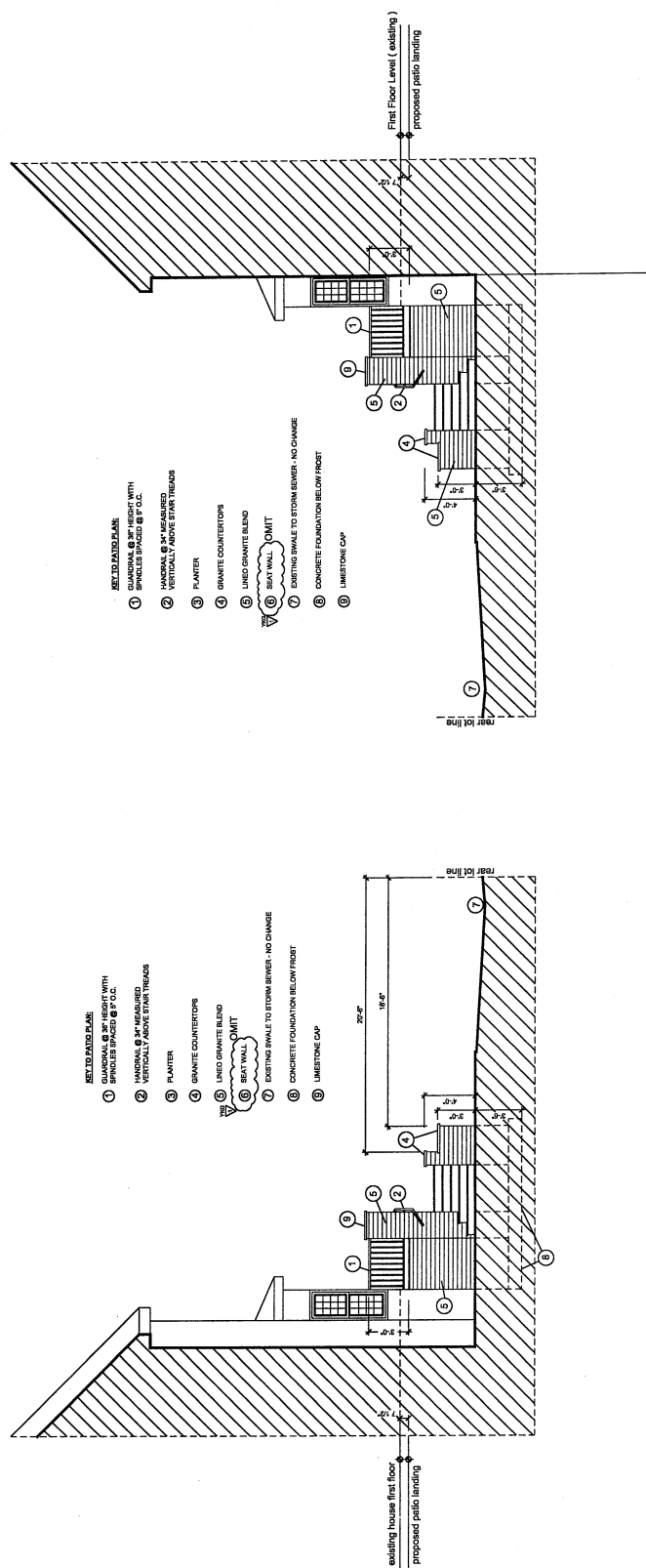


YKG Architects + Builders
730 EUCLID AVE / GLEN ELLYN / IL 60137 / TEL (630) 660-9654
EMAIL: YKGARCHITECTS@GMAIL.COM

PATIO ADDITION TO SCHERR RESIDENCE, LOCATED AT:
893 WEST WILLOW ROAD
PALATINE, IL 60067

Attachment: Elevations (893 W. Willow St - VAR deck setback)

3.2.e



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

PROPOSED PATIO EAST ELEVATION - AFTER

PROPOSED PATIO WEST ELEVATION - AFTER

PUBLIC NOTICE
A Public Hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, December 14, 2021 at 7 P.M. in the Village Council Chambers at Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

Variation to permit a rear yard setback of 18 feet instead of the minimum required 25 feet for a permitted obstruction, pursuant to Section 10.01 (d) (2) (v) of the Palatine Zoning Ordinance.

The property is commonly known as 893 West Willow Street (02-16-413-025-0000).

The Petitioners are proposing to construct a deck containing an outdoor kitchen area with grill & counter tops that encroach into the required rear yard setback. The above petition has been filed by Alexander & Andrea Scherr and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: 21-87
VILLAGE OF PALATINE
Jan Wood, Chair
Palatine Zoning Board of Appeals

DATED: This 29th day of November, 2021
Published in Daily Herald
November 29, 2021 (4574130)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **Northwest Suburbs DAILY HERALD**. That said **Northwest Suburbs DAILY HERALD** is a secular newspaper, published in Arlington Heights and has been circulated daily in the Village(s) of: Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Deer Park, Des Plaines, Elk Grove, Franklin Park, Glenview, Hanover Park, Hoffman Estates, Inverness, Melrose Park, Morton Grove, Mt Prospect, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Rolling Meadows, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Wilmette

County(ies) of Cook

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and in general circulation throughout said Village(s), County(ies) and State

I further certify that the Northwest Suburbs DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a copy, was published 11/29/2021 in said Northwest Suburbs DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, its authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY *Laurel Baltz*
Designee of the Publisher and Officer of the Daily Herald

Control # 4574130

Attachment: 893 W. Willow Street - ZBA materials (893 W. Willow Street - VAR deck setback)

2. 893 W. Willow Street - Recommended to Approve

Notice was published in the Daily Herald on November 29, 2021 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

1. Application for Variation
2. Proof of Ownership
3. Plat of Survey
4. Site Plan
5. Elevations
6. Public Notice

Sworn in petitioner: Ms. Andrea Scherr and Mr. Alexander Scherr

Ms. Scherr explained they are proposing to build a patio mainly for the well-being and to ensure a safe environment for their kids and family. She stated the current deck is 9 risers high, which is much higher than other houses in area. She pointed out the deck is old and needs to come down because it is unsafe. She spoke to neighbors with decks and patios that are closer to ground level and how the neighborhood children all play together and they are the only house with a deck so high up. Ms. Scherr spoke to the variation that was granted 25 years ago to allow the current deck to be setback at 20 feet, instead of the minimum required 25 feet. She further explained the proposed setback is 18.6 feet with only a small portion of the deck/landing at 18.6 feet. She spoke to the outdoor kitchen on her plans pointed out it has no electrical and are not moving any gas lines, but rather just adding a counter and the existing grill.

Ms. Wood asked how long they have owned the home.
Mr. Scherr answered March 2018.

Ms. Roth-Wurster asked why they can't build to code.
Ms. Scherr explained the current 40 feet line goes right through house and makes the backyard smaller. She stated the neighbors would appreciate them lowering to ground level to not have sound travel over them. She stated they all explored all options to replace the deck asking neighbors for recommendations.

Mr. Pirog asked about neighborhood flooding issues.
Ms. Scherr answered no. She spoke to the incline of her and her neighbor property making it difficult.

Ms. Wood asked if the majority of the proposed would meet the 25-foot setback.
Ms. Bremanis clarified that the deck has an existing variation for a 20-foot setback. She explained the area of patio that is at ground level is not in question.

Ms. Bremanis gave brief overview stating the property is unique as the house was built encroaching into the required setback. She stated Engineering and Community Services reviewed and did not identify any issues. She stated lot

coverage and building coverage meet the standards.

Mr. Pirog clarified there is no issue with lot coverage.

Ms. Bremanis stated that is correct.

STAFF RECOMMENDATION:

The Petitioners are proposing to construct a new landing and patio that encroaches into the required rear yard setback. The subject property will remain within the allowable rear and total lot coverage by removing the existing wood deck off the rear of the house. Staff believes that the requested relief for the proposed landing should not impact the surrounding properties. Nevertheless, the above grade landing and encroachment is within 18 feet of the rear property line. Therefore, Staff recommends action at the discretion of the requested Variation to the Zoning Board of Appeals. If the ZBA recommends approval, Staff recommends the following conditions:

1. The Variation shall substantially conform to the site plan last revised by the Agent, Yahvor Goranov, on 8/23/2021 and submitted on 10/04/2021, except as said plans may be changed to conform to the Village Code of Ordinances.
2. The Petitioner shall submit a cross section plan with building permit application showing any required grading cut and, or, fill for the rear yard in a manner acceptable by the Village Engineer.

There were no further questions. The public hearing was closed.

MS. Roth-Wurster made a motion to approve subject staff's conditions; seconded by Mr. McGinn.

DELIBERATIONS:

Ms. Roth-Wurster spoke to the unique circumstance that the deck being higher and looks feeble. The solution to bring down to ground level is a reasonable return on investment and will not have negative impact on surrounding properties.

Mr. McGinn agreed with Ms. Roth-Wurster that the standards have been met.

Ms. Wood agreed there is uniqueness with the non-conforming setback. She stated it makes sense to replace and the request seems reasonable and isn't overwhelming. Ms. Wood stated it meets the standards.

Ms. Wood summarized that this request has met the standards and was unanimously approved by a vote of 6-0. This item will tentatively go to Village Council on January 10, 2022.

RESULT:	RECOMMENDED TO APPROVE [UNANIMOUS]
MOVER:	Cindy Roth-Wurster, Commissioner
SECONDER:	Theodore McGinn, Commissioner
AYES:	Roth-Wurster, Wood, Luszczyk, McGinn, Cavanaugh, Pirog
ABSENT:	Larson

Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2022 Hometown Fest

BACKGROUND: The Palatine Jaycees are planning to hold their annual Hometown Fest from Thursday, June 30 - Monday, July 4, 2022. This festival is the Jaycees' largest fundraiser of the year, with proceeds going directly back to the community through the many programs they sponsor. The proposed festival hours are as follows :

- Thursday, June 30: 3 pm - 10 pm (Special Needs Carnival from 3 - 5 PM)
- Friday, July 1: 3 pm - Midnight (Tent. Special Needs Carnival from 1 - 3 PM)
- Saturday, July 2: Noon - Midnight (Parade at 11 AM)
- Sunday, July 3: Noon - Midnight (Fireworks at 9:30 PM)
- Monday, July 4: Noon - 5 PM

KEY ISSUES:

1. The Jaycees are requesting approval of the following:
 - Waiver of fees for Village services, permits, and licenses.
 - Temporary closure of Wood Street, between Mozart Street and Oak Street, from Monday, June 27 - Tuesday, July 5 for the carnival. This approval would be subject to access being maintained to the Village Hall and Park District facilities throughout the event.
 - Setup will begin Wednesday, June 29 and tear down will start Monday afternoon on July 4th and conclude on Tuesday, July 5th.
 - Temporary closure of streets on Saturday, July 2 for the parade.
 - The proposed event hours are consistent with what was approved by the Palatine Park District at their October 26, 2021 Board Meeting.
2. All Village approvals would be subject to compliance with any COVID related guidelines or orders that may be in place at the time of the proposed event.

ALTERNATIVES:

1. Approve the request for the temporary closure of public streets and the waiver of Village fees.
2. Do not approve the request for the temporary closure of public streets and the waiver of Village fees.

RECOMMENDATION:

Staff recommends approval of the Palatine Jaycees Hometown Fest and related

requests.

ACTION REQUIRED:

A motion to approve the request for the temporary closure of public streets and the waiver of Village fees, subject to the conditions outlined above.

ATTACHMENTS:

- Hometown Fest 2022

VILLAGE OF PALATINE

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
 Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847.359.9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

GENERAL EVENT INFORMATION

Name of Event

Palatine Jaycees Hometown Fest 2022

Exact Address of Event

Community Park - 262 E. Palatine Road, 60067

Type of Event (Check all applicable)

☒ Festival ☐ Run/Walk ☒ Parade ☐ Car Show ☒ Craft Fair ☒ Fireworks ☐ Other

Date(s) of Event

June 30 - July 4 2022

Hours of Event

12pm - 12am

Total Hours (Step-up - Tear down)

80

Phone number/website for publication

847-604-0288 PalatineJaycees.org

Estimated attendance

50,000

Last years actual attendance

50,000

Describe the event's community and/or cultural benefit

Annual 4th of July celebration with carnival, food, entertainment,
 and special events for the community.

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Palatine Jaycees

Contact person from Sponsoring Organization

Sponsoring Organization Address

P.O. Box 1517

City

Zip

Phone Number

E-Mail

Website

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

E-mail

Organizer/Coordinator Address

City

Zip

Phone Number

Cell Phone Number

Fax Number

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

E-mail

Emergency Contact Address

City

Zip

Phone Number (24hours)

Cell Phone Number

Fax Number

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St. Palatine, IL 60067 Fax: 847.358.6094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 4: INDEMNITY/HOLD HARMLESS AGREEMENT

Name of Sponsoring Organization

Palatine Jaycees

Name of Event

Hometown Fest 2022

Date(s) of Event

6/30/2022 - 7/4/2022

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Palatine, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Palatine, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefrom. The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Palatine, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Palatine, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Palatine, its officials, agents and employees as herein provided.

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.

SIGNATURE

Hannah Meadow

Palatine Jaycees
President

10/21/21

PRINT NAME

TITLE/POSITION

DATE

SECTION 5: INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

Sponsoring Organization will be required to provide an original Certificate of Insurance, as well as the additional insured endorsement evidencing the following insurance minimums. Commercial General Liability - minimum \$1,000,000 per occurrence. Final acceptance of applicant is contingent on applicant naming the Village of Palatine, their employees, agents and officials as additional insured on a primary and non-contributory basis.

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED FULLY AND SUBMITTED 60 DAYS PRIOR TO THE EVENT.
Village Manager's Office 2001 Wood St. Palatine IL 60067 Fax: 847.359.5000

INSTRUCTIONS PLEASE PRINT CLEARLY IN BLOCK LETTERS. ALL INFORMATION WILL BE IN THE PUBLIC DOMAIN.

EVENT OVERVIEW

Are you providing catering food at your event that is considered potentially hazardous, being prepared on site or being in pre-packaged and sold in bulk?

☒ Yes ☐ No

If yes, how many vendors? 12

Each vendor must submit a Temporary Food Event Permit Application 10 days prior to the event. Applications can be found at: <http://www.palatinell.com/eventpermits/applications.aspx>. Questions? Contact (847) 359-5037. Please see application for full details on what is required.

Do you sell alcoholic beverages (beer, wine, liquor) at your event? (Do not include pre-packaged beer, wine, or liquor in this question.)

☒ Yes ☐ No

If yes, you must submit a Temporary Structure Permit Application 30 days prior to the event. Applications can be found at: <http://www.palatinell.com/eventpermits/applications.aspx>. Questions? Contact (847) 359-5037. Please see application for full details on what is required.

Are you erecting either: (1) tent(s) larger than 20'x40' (or 40'x60') or (2) that are connected to more than 100 people or (3) temporary structure(s) (or stage) taller than 2' in height or (4) that will be equipped with temporary electrical power?

☒ Yes ☐ No

All who erect any must submit a Special Event Import License 60 days prior to the event. You must obtain a Special Event Import License for each liquor vendor. Applications can be found at: <http://www.palatinell.com/eventpermits/applications.aspx>. Questions? Contact (847) 359-5037.

Are you serving alcoholic beverages at your event?

☒ Yes ☐ No

If yes, you must complete Page 3, Section 1.

Will the event include a Race/Walk or Parade?

☒ Yes ☐ No

If yes, you must complete Page 3, Section 2.

Will electronic sound amplification equipment or a public address system be used at the event?

☒ Yes ☐ No

If yes, you must complete Page 3, Section 3.

Are you utilizing any public parking lots, Village streets or other Village property for your event?

☒ Yes ☐ No

If yes, you must complete Page 3, Section 4.

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.


Signature of Organizer

10/21/21
Date

Application must include the following documentation

- ☐ Special Event Application (Page 1, 2, 3, 4)
 - ☐ Certificate of Insurance (see Section 5)
 - ☐ Site Plan and/or Race/Parade Route Map
- *You MUST submit a new site plan or parade/race route on an annual basis.*

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office 200 E. Wood St. Palatine, IL 60067 Fax: 847-359-6094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event: <u>Palatine Jaycees Hometown Fest 2022</u>	
SECTION 1: RACE/WALK, PARADE INFORMATION ☐ Not Applicable	
Starting Location: <u>Shade + Cedar</u>	Ending Location: <u>Wood and Oak</u>
Approximate Number of Attendees (runners/marchers): <u>1000</u>	Approximate Number of Vehicles (cars/floats): <u>70</u>
Location of Assembly (Registration): <u>Wood and Cedar</u>	Location of Personal Vehicle Parking: <u>Clean Air Parking lot wood street</u>

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

SECTION 2: NOISE CONTROL PLAN ☐ Not Applicable	
Please attach a Site Plan, with the location of the stages and sound systems, the location and direction of all speakers, and the proximity to residential properties	
Amplified sound will be used from: (am/pm) <u>11am</u>	Amplified sound will be used to: (am/pm) <u>12am</u>
Describe the sound system(s)	

Sound will be Controlled by a live Sound Company, Soundworks

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary

Bands will play until Midnight, no later, Sounds will be from band shell only and directed north.

The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech

SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION ☐ Not Applicable				
Public Parking Lot / Property Intended for "Event"				
Lot Number or Location	Date of Closure	Time of Closure	Date to Reopen	Time of Reopen
<u>Village Hall Parking Lot</u>	<u>6/29/22</u>	<u>6am</u>	<u>7/5/2022</u>	<u>6am</u>
<u>Village Hall Parking Lot</u>				
<u>Village Hall Parking Lot</u>				

1. No parking in the street or public parking lot is permitted
2. Only chalk or other Village approved marking is permitted (no spray paint)
3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot
4. No structures may be erected on any street/public parking lot without prior approval/permit

SPECIAL EVENT PERMIT APPLICATION

Page 3 of 4

Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event Palatine Jaycees Hometown Fest 2022		First time event? ☐ Yes ☒ No	
Exact Address of Event Community Park, 262 E. Palatine Road, Palatine, IL 60067			
Date(s) of Event June 30 - July 5 2022		Hours of Event 12 p.m. - 12 a.m.	
Phone number/website for publication [REDACTED]		Estimated attendance 50,000	Last year's actual attendance 50,000
Describe the events community and/or cultural benefit Annual 4th of July celebration with a carnival, food, entertainment, and special events for the community and families.			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization [REDACTED]	
Sponsoring Organization Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Name of Organizer/Coordinator [REDACTED]		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number [REDACTED]	

LIQUOR LICENSE INFORMATION

Date	Time from: (am/pm)	Time to: (am/pm)	Type of Alcoholic Beverages
6/30/2021	5 p.m.	10 p.m.	☒ Beer
7/1/2021	3 p.m.	12 a.m.	☒ Wine
7/2/2021	12 p.m.	12 a.m.	☐ Mixed Drinks
7/3/2021	12 p.m.	12 a.m.	☐ Other
7/4/2021	12 p.m.	5 p.m.	

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer
[Signature]

Date
10/26/21

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

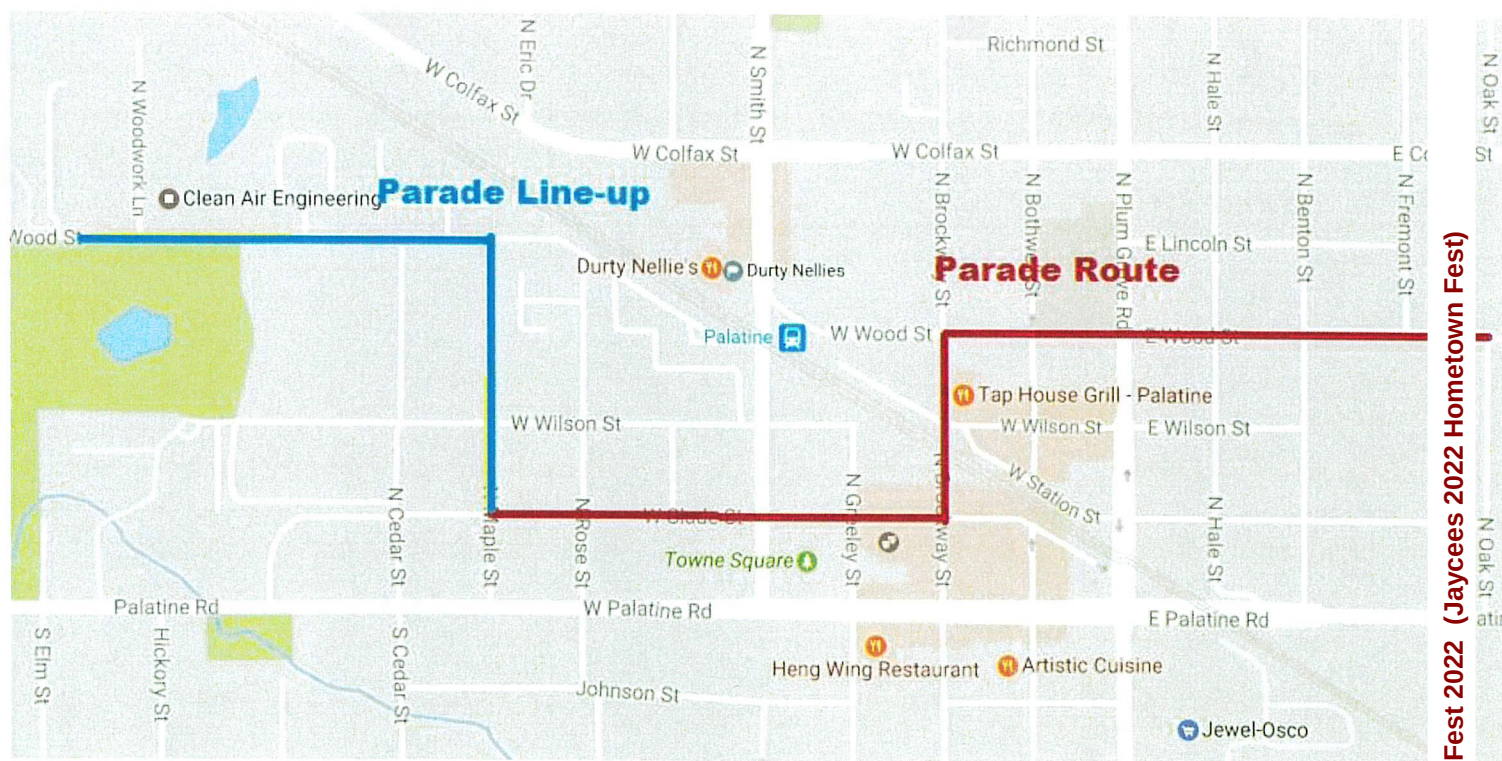
Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Parade Route



Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)

Carnival

Palatine Jaycees Hometown Fest Community Park Layout Plan 262 E. Palatine Rd.

Kick Ball To

Portable
Restrooms

40 x 180
Food Vendor
Tent / NAB Tent

All Main tent masts and
side posts will be secured
via stakes. All tent sides will
be open.

- = additional
- = Emergency
- ▲ = Fire Exting
- = Emergency

Beer, Wine ad Liquor
Tent 30x60

Jaycee
Volunteer
tent
20x20

40 x 80
Dinning Tent

Electrical Box
Access

Fred P. Hall
Amphitheater

Soundboard tent

Amplified Sound

Parkside Preschool

Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)



October 28, 2022

Susan Storelli
Village of Palatine
200 E Wood St
Palatine, IL 60067

Dear Susan,

On behalf of the Palatine Jaycees, we would formally request the needed Village approvals to hold the 65th Annual Palatine Jaycees Hometown Fest. The festival will take place at Community Park in Palatine. It is scheduled to begin on Thursday, June 30th, 2022 and will conclude Monday July 4th, 2022.

We attended the Park District board meeting on October 26th. The board approved our proposal for Hometown Fest 2022. Attached is the approved permit.

We would like to request permission to sell beer and wine during the following dates and times:

Thursday, June 30th: 5:00 pm to 10:00 pm (Last call at 9:45 pm)
Friday, July 1st: 3:00 pm to 12:00 am (Last call at 11:45 pm)
Saturday, July 2nd: 12:00 pm to 12:00 am (Last call at 11:45 pm)
Sunday, July 3rd: 12:00 pm to 12:00 am (Last call at 11:45pm)
Monday, July 4th: 12:00 pm to 5pm (Last call at 4:45 pm)

We would like to request that Wood Street be closed between Oak Street and Mozart Street from Monday, June 27th in the early morning (approximately 7 am) to Monday, July 5th for the purpose of the carnival.

We would also like to request a waiver of all fees associated with the festival.

Other notable events we have scheduled for the festival include: (full schedule is attached)

- Sunday July 3rd Fireworks by Mad Bomber at dusk approx. 9:30 pm
- Saturday July 2nd Parade 11:00 am kickoff
- Carnival-
 - Thursday, June 30th 3:00-5:00 pm Special Needs Carnival
 - Thursday, June 30th 5:00 pm-10:00 pm
 - Friday July 1st 1:00pm-3:00pm Tentative Special Needs Carnival
 - Friday, July 1st 3:00 pm-12:00 am

Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)



- o Saturday, July 2nd 12:00 pm-12:00 am
- o Sunday, July 3rd 12:00 pm-12:00 am
- o Monday, July 4th 12:00 pm-5:00pm

If possible we would like to present our requests to the Council at a Village Board meeting in November.

On behalf of the Palatine Jaycees and the Hometown Fest Committee, thank you in advance for your support in making this project a success. We are incredibly grateful for our positive relationship and know that the success of Hometown Fest depends highly on that relationship. We are looking forward to working with you on this year's fest. Please contact us at any time with any questions you might have.

Sincerely,

Megan O'Brien

J. Anderson

Megan O'Brien

Jennifer Anderson

Palatine Jaycees
Hometown Fest 2022 Co-Chairs
hometownfest@palatinejaycees.org

Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)

Hometown Fest 2022

Full Agenda



Thursday June 30th (Fest open to public 5:00 pm to 10:00 pm)

- Setup is complete
- Kathleen Blanck Memorial Carnival (3:00 pm - 5:00pm)
- Carnival Opens to public at 5:00 pm
- Food and Beverage Sales
- Movie Night / Dance Troupes

Friday July 1st (Fest open to public 3pm-midnight)

- Food and Beverage Sales
- Kathleen Blanck Memorial Carnival (1:00 pm - 3:00pm) Tentative
- Carnival
- Expo (Day One of Two)
- VIP Fireworks Experience Raffle
- Entertainment

Saturday July 2nd (Fest open to public noon-midnight)

- Expo (Day Two of Two)
- Parade - starts at 11:00 am
- Food and Beverage Sales
- Carnival
- Bingo - 3 p.m.
- VIP Fireworks Experience Raffle Ends and winner announcement (9pm)
- Entertainment
- Hometown Toss (3pm)

Sunday July 3rd (Fest open to public noon-midnight)

- Food and Beverage Sales (additional pop-up beverage tent by Pop/Water)
- Carnival
- Entertainment
- Bingo
- Fireworks - starting at dusk or approx 9:30 pm

Monday July 4th (Fest open to public noon-5:00pm)

- Food and Beverage sales
- Family Day
- Carnival
- Tear Down(start)

Tuesday July 5th, 2021

- Tear down complete



Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. **Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

Please indicate the Special Use Permits that you would like to be considered:

- | | |
|---|--|
| ☒ Waiver of fees/deposit | ☐ Assembly/protest/service gathering |
| ☒ Fundraising event | ☒ Display/exhibit on District property |
| ☒ Serving alcoholic beverages | ☒ Overnight parking |
| ☒ Selling alcoholic beverages | ☒ Parades or festivals |
| ☒ Amplified sound/music | ☒ Artificial lighting |
| ☒ Use after posted hours of operation | ☐ Other _____ |

Organization/Group <u>Palatine Jaycees</u>	Rental Date <u>June 29th 2022 - July 5th 2022</u>
Contact Person <u>Jennifer Anderson / Megan O'Brien</u>	Time of Rental <u>All Day</u> to _____
Address <u>P.O. Box 1517</u>	Facility/Park Requested <u>Community Park</u>
City <u>Palatine</u>	Event Type <u>July 4th festival w/ carnival, fireworks, entertain</u>
State/Zip <u>IL, 60076</u>	Estimated # in attendance <u>1,000 - 5,000</u>
Phone <u>847-682-6382 / 847-650-4393</u>	E-Mail <u>hometownfest@palatinejaycees.org</u>

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant Signature [Signature]
Executive Director Approval [Signature]

Date 10/4/2021
Date 11/1/21

Updated 1-25-2017

Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)



Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. **Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

Please indicate the Special Use Permits that you would like to be considered:

- | | |
|---|---|
| ☒ Waiver of fees/deposit | ☐ Assembly/protest/service gathering |
| ☒ Fundraising event | ☐ Display/exhibit on District property |
| ☒ Serving alcoholic beverages | ☐ Overnight parking |
| ☒ Selling alcoholic beverages | ☐ Parades or festivals |
| ☐ Amplified sound/music | ☐ Artificial lighting |
| ☐ Use after posted hours of operation | ☐ Other _____ |

Organization/Group Palatine Jaycees
 Contact Person Jennifer Anderson / Megan O'Brien
 Address P.O. Box 1517
 City Palatine
 State/Zip IL / 60076
 Phone 815-632-6382 / 815-650-4393

Rental Date June 11th, 2022
 Time of Rental ALL Day to _____
 Facility/Park Requested Community Park Baseball Diamond
 Event Type Kickball Tournament
 Estimated # in attendance 50
 E-Mail hometownfest@palatinejaycees.org

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant Signature [Signature]
 Executive Director Approval [Signature]

Date 10/4/2021 10/4/2021
 Date 11/1/21

Updated 1-25-2017

Attachment: Hometown Fest 2022 (Jaycees 2022 Hometown Fest)



CERTIFICATE OF LIABILITY INSURANCE

DATE: 6.B.1.a
07/10/2021

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: US Client Service Team	
	PHONE (A/C, No, Ext): 833-391-6524	FAX (A/C, No): 725.735.3800
	E-MAIL ADDRESS: Select_Certificates@ajg.com	
	INSURER(S) AFFORDING COVERAGE	NAIC
	INSURER A : Nautilus Insurance Company	173
	INSURER B : Illinois Union Insurance Company	279
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED Palatine Jaycees C/o Jason Coroneos 1512 Artaius Pkwy Suite 102 Libertyville IL 60048	PALAJAY-01
--	-------------------

COVERAGES **CERTIFICATE NUMBER:** 1737012337 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	Y	N	NN1246327	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included Bodily injury prp Dam \$ 500 Ded COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability		N	LQRILF144896784003	9/1/2020	9/1/2021	General Aggregate Each Occurrence \$1,000,000 \$1,000,000

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

Additional Insured - Primary and Noncontributory, Form L803
Additional Insured - Club Members, Form CG 2002
Additional Insured - Managers or Lessors of Premises, Form CG 2011
Palatine Park District and elected and appointed officials, employees and agents of the Palatine Park District is included as additional insured under General Liability policy on a Primary and Non contributory basis as required by the written contract.

CERTIFICATE HOLDER

CANCELLATION

Palatine Park District
250 E. Wood Street
Palatine IL 60067

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

AUTHORIZED REPRESENTATIVE

Consider a Motion Authorizing the Purchase of In-Vehicle Computers for the Fire & Police Departments

BACKGROUND:

The 50 Police and Fire in-vehicle rugged computers are now 8 years old, last replaced in 2013. The computers are incurring significant failures and parts are difficult to obtain. Additionally, over the years we have provided additional applications to meet the needs of Police. These applications have required more power from the computers, leaving them under-powered in today's environment.

Additionally, the communication modems for the in-vehicle computers are now 10 years old. The units are no longer supported by the manufacturer and have begun to fail.

To address the major failure point of the laptop computers, we are recommending to switch from laptops to tablets. This removes the hinge, which has been a major point of failure for the last two laptops installations.

After reviewing and testing the different vendors offerings, it was determined that Gtac 14" tablets fit the needs of both the Fire and Police Departments.

Four bids were received for computers / docks / modems and it is recommended to use the lowest compliant bidder, Ensemble Solutions Group, for the cost of \$243,695.68. Additional mounting hardware for each unique car will be purchased separately.

ARPA funds were allocated as a budget amendment in 2021 to support this purchase.

KEY ISSUES:

- Replace older failing equipment.
- Provide higher performance computers to meet current and new requirements.
- Remove the high-failure point issue in current equipment.

ALTERNATIVES:

1. Approve the motion.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends a motion to approve the purchase of in-vehicle computers from Ensemble Solutions Group for the cost of \$243,695.68.

ACTION REQUIRED:

A motion to approve the purchase of in-vehicle computers from Ensemble Solutions Group for the cost of \$243,695.68.

ATTACHMENTS:

- Bid Results
- Ensemble Solutions Group proposal

2021

BID OPENING: DECEMBER 27, 2021 11:00 AM
INFORMATION TECHNOLOGY

[illegible]

Attachment: Bid Results (Purchase of In-vehicle Computers for FD & PD)

Response to REQUEST FOR PURCHASE,
Purchase Getac Equipment and Sierra Wireless devices

Bid Response

REQUEST FOR PURCHASE (RFP)

PURCHASE GETAC EQUIPMENT AND SIERRA WIRELESS DEVICES

Village of Palatine

Prepared By: Wireless Investors LLC
dba Ensemble Solutions Group

Date: December 17, 2021



Village of Palatine

This document provides the bid response to the Village of Palatine Request for Quote to purchase Getac equipment and Sierra Wireless devices.

Attachment: Ensemble Solutions Group proposal (Purchase of In-vehicle Computers for FD & PD)

Response to REQUEST FOR PURCHASE,
Purchase Getac Equipment and Sierra Wireless devices

December 17, 2021

Section I Executive Summary



Larry Schroth
Director of IT

Reference: REQUEST FOR PURCHASE Getac equipment and Sierra Wireless Devices.

Dear Larry,

Thank you for considering Ensemble Solutions Group for the Village of Palatine's purchase of Getac equipment and Sierra Wireless devices. We are pleased to propose our pricing for the Getac and Sierra Wireless devices. To allow time for proposal evaluation and purchase, the enclosed pricing is valid through April 1, 2022.

Ensemble Solutions Group is a leading Getac and Sierra Wireless partner fully capable of delivering the Getac equipment and Sierra Wireless devices necessary to make this project a success. Further, our team has worked closely with numerous cities to purchase equipment and our team is available for the Village of Palatine to leverage our vast experience having served hundreds of fleets across North America. We collectively have a long record of success, and our team is ready today to deliver the Village of Palatine with this Getac and Sierra Wireless Solution, on-time and within budget, including:

- A low total price for the Village of Palatine Request for Quote to purchase Getac equipment and Sierra Wireless devices.

Enclosed you will find our bid response in your required format. Ensemble Solutions Group welcomes the opportunity to serve the Village of Palatine. Please contact me directly with any questions or for further information at 480-694-6209 or via email at derek@ensemblesolutionsgroup.com.

Sincerely,

Derek Wheeler, VP-Operations

Attachment: Ensemble Solutions Group proposal (Purchase of In-vehicle Computers for FD & PD)

Response to REQUEST FOR PURCHASE,
Purchase Getac Equipment and Sierra Wireless devices

Section II Technical Specs

Part Number	Description	Quantity	Price	Total
AM4OT4QA9DBX	A140 G2 - Intel Core i7-10510U Processor, W/ Webcam, Microsoft Windows 10 Pro x64 with 16GB RAM, 256GB PCIe SSD, Sunlight Readable (Full HD IPS + Touchscreen + Stylus), US Power Cord, 8M Rear Camera + 1D/2D Imager barcode reader, WIFI + BT, Hard Handle, LAN, Smart Card reader, 3 Year Warranty Bumper to Bumper Warranty	50	\$3,004.67	\$150,233.46
GE-SVTBNFX5Y	Bumper to Bumper + Extended Warranty- Tablet (Year 4 & 5) - Getac, Tablet (A/ F/ K/ V/ UX Series), Bumper-to-Bumper+Extended Warranty, 5, Years	50	\$485.86	\$24,293.03
GAD2X8	Getac 120W 11-16V, 22-32V DC Vehicle adapter (Bare Wire), 3 year warranty (120W for Docking Station)	48	\$87.04	\$4,178.01
OHHGTC801	A140 - Havis, PKG-DS-GTC-801, Vehicle Dock with Bracket (vehicle adapter sold separately)	48	\$545.48	\$26,183.08
GDKBU7	Getac Rugged Keyboard with Smart card and LF/HF RFID, 3 year warranty (US)	34	\$513.57	\$17,461.55
1104335	Sierra Wireless AirLink RV55 Router – WWAN – GigE, PPP	51	\$418.56	\$23,500.80

Total	\$243,695.68
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The Getac equipment is scheduled to deliver by the end of January based on current information given from Getac directly, however there are no guarantees and may be delivered some time in February 2022. The Sierra Wireless routers currently have a 10–12-week lead time based on current information from the manufacturer. Due to current state of the economy and global supply shortages, delivery is not guaranteed, however Ensemble Solutions Group will do everything we can to ensure a quick and timely delivery of products upon award.

Attachment: Ensemble Solutions Group proposal (Purchase of In-vehicle Computers for FD & PD)

Response to REQUEST FOR PURCHASE,
Purchase Getac Equipment and Sierra Wireless devices

F. Vendor Signature

Derek Wheeler

Business Contact Representative

Derek Wheeler

Operational Contact Representative

20-0871192

Vendor's Name Federal ID #

1855 E Southern Ave Suite 215 Mesa, AZ 85204

Address

ensemblesolutionsgroup.com

Vendor's Web Site

888-311-0601 / 480-302-7830

Phone Fax

derek@ensemblesolutionsgroup.com

Email



Authorized Signature Date

Derek Wheeler - Vice President

Typed Name & Title

Attachment: Ensemble Solutions Group proposal (Purchase of In-vehicle Computers for FD & PD)

Consider an Ordinance Amending Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered that Chapter 11 Licenses, Permits and Business Regulations warrants updating.

KEY ISSUES:

The proposed amendments to Chapter 11 will better define and address Relocators and Repossessors, including provisions related to definitions, declaration of Village policy, exemptions, general powers and duties of the Manager, unlawful practices, posting of signs & sign specifications and penalties. The proposed amendments will then facilitate efficient and effective regulation of said practices within the Village.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law, Sections 11-601 through 11-611 of the Village's Code of Ordinances.

ATTACHMENTS:

- ORD. Ch.11 Licenses, Permits & Business Regulations
- New Relo Ord-Redlined-22DEC2021

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 11
LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE VIII,
COMMERCIAL VEHICLE RELOCATORS LICENSING LAW OF THE
CODE OF ORDINANCES OF THE VILLAGE OF PALATINE**

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power, that:

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 11 Licenses, Permits and Business Regulations by amending Article VIII, Sections 11-601- Definitions, 11-602- Declaration of Village Policy, 11-603- Towing Performed Pursuant to Police Order, 11-604- Exemptions, 11-605- General Powers and Duties of the Manager, 11-606- Unlawful Practices, 11-607- Posting of Signs, 11-608- Unlawful Practice, 11-609- License Required, 11-610- Suspension of License and 11-611- Hearing on Revocation/Suspension/Penalties, which shall be read as indicated on Exhibit "A".

SECTION 2: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance, all of which are indicated on Exhibit "A" (a redlined version of the modifications approved pursuant to this Ordinance).

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ of _____, 2022

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ day of _____, 2022

Village Clerk

ARTICLE VIII. ~~COMMERCIAL VEHICLE~~ RELOCATORS ~~LICENSING LAW~~ AND REPOSSESSORS

Sec. 11-601. Definitions.

For the purposes of this article, the following words shall have the meanings indicated unless -their context clearly requires otherwise:

~~Commercial vehicle relocater or relocater: Any person or entity engaged in the business of removing trespassing vehicles from private property by means of towing or otherwise, and thereafter relocating and storing such vehicles.~~

Commission: Illinois Commerce Commission.

Collateral: any motor vehicle, boat, recreational vehicle, motor home, motorcycle or other property that is subject to a security, lease or rental agreement.

Dispatcher: Any person who, as an employee or agent of a ~~commercial vehicle~~ relocater or repossession agency, dispatches vehicles ~~to or from which~~ for operators who perform removal activities.

Operator: Any person who, as an employee of a ~~commercial vehicle~~ relocater or reposessor, removes trespassing vehicles from private property by means of towing or otherwise recovers vehicles for collateral. This term includes the driver of any vehicle used in removing a trespassing vehicle from private property as well as any person other than the driver who assists in the removal of a trespassing vehicle from private property.

Relocator's license: A license issued to a commercial vehicle relocater in accordance with this chapter. (Ord. No. O-35-92, § 1, 3-23-92)

Relocator: Any person or entity engaged in the business of removing trespassing vehicles from private property by means of towing or otherwise, and thereafter relocating and storing such vehicles.

Reposessor: any person or entity conducting business, or an employee of the business, who, for any type of consideration, engages in the business of, accepts employment, or agrees to provide collateral vehicle recovery.

Sec. 11-602. Declaration of ~~village~~ Village policy.

It is hereby declared to be the policy of the Village of Palatine to regulate the ~~commercial collateral recovery of vehicles and the~~ removal of trespassing vehicles from private property and the subsequent relocation and storage of such vehicles in such manner as to fairly distribute rights and responsibilities among vehicle owners, private property owners and ~~commercial vehicle~~ relocators, and reposseors. For this purpose, the ~~village's~~ Village's regulations herein are for the purpose of complementing and supplementing the regulatory process of the ~~Illinois Commerce~~ Commission pursuant to ~~625 ILCS 5/18a-100 et seq., and any amendments thereto, and its enforcement efforts thereunder. The laws and regulations adopted hereunder are adopted pursuant to the home rule authority of the Village of Palatine as well as the express authority conferred by the state legislature on local units of government pursuant to 625 ILCS 5/18a-102. (Ord. No. O-35-92, § 1, 3-23-92)~~ 225 ILCS 422 and 625 ILCS 5/18a-100 et seq.

Sec. 11-603. Towing performed pursuant to police order.

Nothing contained in this article shall be construed to regulate or otherwise affect towing performed by any relocater pursuant to the order of a law enforcement official or agency in accordance with

~~625ILCS 5/4-201 through 5/4-204 of the Illinois Vehicle Code, or pursuant to section 18-90 of the Palatine Code of Ordinances. (Ord. No. O 35-92, § 1, 3-23-92)~~

Sec. 11-604. ~~Exemptions~~ Repealed.

~~This article shall not apply to the relocation of:~~

- ~~(1) Vehicles registered for a gross weight in excess of ten thousand (10,000) pounds, or if the vehicle is not registered, with a gross weight in excess of ten thousand (10,000) pounds including vehicle weight and maximum load; or~~
- ~~(2) Motoreycles.~~

~~Such relocation shall be governed by the provisions of 625ILCS 5/4-203 of the Illinois Vehicle Code. (Ord. No. O 35-92, § 1, 3-23-92)~~

Sec. 11-605. General powers and duties of the Manager.

The Manager or his designee shall:

- (1) Regulate ~~commercial vehicle~~ relocators and repossessors and their employees or agents in accordance with this article and to that end, may establish reasonable requirements with respect to proper service; and practices relating thereto;
- (2) Require the maintenance of uniform systems of accounts, records and the preservation thereof;
- (3) Require ~~that~~ all drivers and other personnel used in relocation and repossession be employees of a licensed ~~relocator~~ or reposessor;
- (4) Issue ~~relocator's licenses~~ permits to relocators and repossessors in accordance with the requirements of this article;
- (5) Upon verified complaint in writing by any person, organization or body politic, or upon its own initiative, may investigate whether any ~~commercial vehicle~~ relocator, reposessor, operator, dispatcher or person otherwise required to comply with any provision of this article or any rule promulgated hereunder has failed to comply with any such provision or rule.

~~(Ord. No. O 35-92, § 1, 3-23-92)~~

Sec. 11-606. Unlawful Relocators - unlawful practices.

It shall be unlawful for any ~~commercial vehicle~~ relocator to:

- (1) *Relocate vehicles from authorized spaces.* No vehicle shall be relocated if it is parked in ~~a space~~ a space on private property where it is authorized to be parked.

- (2) *Relocate vehicles from private property without authorization from property owner.* No vehicle shall be relocated from private property without express, written authorization from the property owner, lessee or agent. The authorization must either direct the relocater to remove the specific vehicle in question or authorize the relocater to remove all unauthorized vehicles from the property.
- (3) *Relocate vehicles not in accordance with proper posting.* No vehicle shall be relocated from a lot which does not, at the time of the tow and for at least twenty-four (24) hours prior thereto, have signs posted in compliance with this article. Furthermore, no vehicle shall be relocated to a storage lot or facility that is not identified on signs posted in compliance with this article at the location from which the vehicle is relocated. No vehicle shall be relocated and/or stored even temporarily at any other location than the location advertised on the relocater's sign. Once a vehicle is picked up from private property it must be towed immediately to the storage lot or facility that is identified on the sign posted on the private property. No vehicle shall be subsequently transported to any other lot or facility.
- (4) *Relocate vehicles where owner or driver is present.* No vehicle shall be relocated where the owner or operator of such vehicle is present or arrives at such location at any time prior to the completion of the removal of the vehicle from private property, and provided such owner and operator is willing and able to remove the vehicle immediately, and provided that the owner or operator does immediately remove the vehicle from the private property.
- (5) Commercial Motor Vehicles. No operator shall engage in the removal of a commercial motor vehicle that requires a commercial driver's license to operate, as required under 625 ILCS 5/6-500 et seq, by operating the vehicle under its own power on a highway without authorization by a police officer.
- ~~(5)~~(6) *Notification of police department.* ~~Transact~~ No relocater or reposessor may transact any part of its business at any location until after the relocater or reposessor has ~~given notice of the location of the police department~~ obtained and remitted payment for a permit from the police department. The police department is authorized to establish an electronic method for relocators to obtain a permit online using the internet.
- ~~(6)~~(7) *Post signs at locations where the relocater is not authorized to operate or tow beyond a maximum distance.* No relocater shall remove any vehicle otherwise in accordance with this article more than ten (10) air miles from its location when towed nor shall it post a sign at a location more than ten (10) air miles from the storage lot to which the relocater can relocate vehicles.
- ~~(7)~~(8) *Relocate vehicles unless the relocation lot is open during certain prescribed hours.* No vehicle shall be relocated to a lot which is not open to ~~the vehicle owner to permit~~ allow the vehicle owner to retrieve ~~its car for a period of a minimum of~~ the vehicle within two (2) hours ~~after the vehicle is towed. Furthermore, the relocater must be open the day following the day of the tow a minimum of four (4) consecutive hours during the regular business hours between 9:00 a.m. and 5:00 p.m..~~
- ~~(8)~~(9) *Accept certain types of compensation:*

- a. Except as provided in subsection ~~(b.)~~ below, no relocater shall demand, collect

or receive ~~anything of anything of~~ value or compensation ~~for or~~ in relation to its relocation business;

~~1.a.~~ From the property owner, lessee or their agents or from any person other than the owner or owner's agent of the relocated vehicle, except according to terms in the contract entered into between the property owner or lessee and the relocator;

~~2.b.~~ From the vehicle owner, lessee or their agents;

- i. Greater than the amount posted on the signs, posted on the private property from which the vehicle was ~~located~~ relocated;
- ii. Greater than or other than the rates prescribed by the Commission; or
- iii. Where the relocation was not performed in compliance with the law in this Article.

~~b. Storage fees prescribed by the Illinois Commerce Commission need not be posted on signs at locations from which vehicles are towed, but must be posted at locations at which vehicles may be reclaimed.~~

c. Storage fees must be posted in accordance with administrative rules of the Commission.

~~e.d.~~ A ~~vehicle~~ relocator must release the vehicle provided payment is either in cash or through a valid major credit card, including, but not limited to, VISA, American Express, Discovery or MasterCard. ~~That the relocator cannot obtain a verification of the credit card's validity shall not be grounds for refusing to accept a major credit card in lieu of cash.~~

~~(9)~~(10) *Prerequisites to operation within the ~~village~~ Village.* No relocator shall:

- a. Operate within the village without a valid, current relocator's license as approved by the village as authorized in 11-609 this article.
- b. Employ as an operator or otherwise so use the services of any person who has not been duly licensed by the ~~Illinois Commerce~~ Commission and the Illinois Secretary of State ~~of Illinois~~ pursuant to the applicable laws, rules and regulations.
- c. Operate a business other than in conformance with the laws of the ~~Illinois Commerce~~ Commission and the rules and regulations adopted thereunder.
- d. Operate any ~~tow truck~~ towing vehicle which does not carry ~~with it~~ a copy of ~~chapter 95-1/2, section 625 ILCS 5/18A, The of the Illinois Commercial Relocation of Trespassing Vehicles Law~~ Vehicle Code, a copy of this section of the Village of Palatine ~~Commercial Vehicle Licensing Law~~ Code of Ordinances and sufficient copies of the ~~Illinois Commerce~~ Commission complaint form ~~all of which~~. All documents shall be made available to any complainant at their request in the event of a ~~controversy over~~ dispute regarding vehicle relocation.
- ~~e. Operate any vehicle which has not been inspected and passed by the Illinois Department of Transportation.~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

- e. Operate any vehicle which has not passed a safety test as required in 625 ILCS 5/13-101.
- f. Relocate any vehicle prior to obtaining and remitting payment for a permit. The police department is authorized to establish an electronic method for relocators to obtain and remit payment for an online permit using the internet. This permit must be displayed in either paper or electronic form to any police officer. The fees for permits shall be codified in the Village Fee Schedule.
- g. Relocate a vehicle unless the operator has a valid operator's permit issued from the Commission.

~~(10)~~(11) Notice to police department. A relocator must:

- a. Notify the village police department ~~within one (1) hour of~~prior to such removal ~~by purchasing a permit as described in 11-606(10)(f).~~ Notification shall include, but not limited to, a complete description of the vehicle, including the year, make, model vehicle identification number (VIN) and state license plate number, the registration numbers, the locations from which and to which the vehicle was removed, the time of removal and any other information required by state or local regulations, statute or ordinance.
- b. Make a telephone number available to the police department at which the relocator or an employer of the relocator may be contacted at any time ~~during the, twenty-four hours in which the relocator is engaged in the towing of vehicles (or two (2) hours after the last tow) or~~each day. This phone number shall be advertised ~~as engaged in the towing of vehicles~~ for the purpose of effectuating the release of a towed vehicle ~~or to fail to.~~ The relocator must have an employee available at ~~any time~~all times on the premises owned or controlled by the relocator for the purposes of arranging for the immediate release of the vehicle.

~~(Ord. No. O-35-92, § 1, 3-23-92)~~

Sec. 11-~~607-Posting~~606.1. Relocators - posting of signs; sign specifications.

~~(a)~~(1) Generally. It shall be unlawful for an owner or other person in lawful possession or control of private property to remove, or employ a ~~commercial~~ relocator to remove, an unauthorized vehicle from such property unless written notice is provided pursuant to the ~~effect that such vehicles will be removed, including the name, address and telephone number~~administrative rules of the ~~appropriate commercial vehicle relocator, if any.~~Commission. Such notice shall consist of a sign posted in a conspicuous place in the affected area of a size ~~at least twenty-four (24) inches in height and content as required by thirty-six (36) inches in width. Such sign shall be at least four (4) feet from the ground but less than eight (8) feet from the ground and shall be illuminated as provided below~~the Commission. Such sign shall state the amount of the towing charges to which the person parking may be subject. Such signs must be posted at least twenty-four (24) hours before any vehicle is relocated from the lot.

~~(b)~~(2) Application to residential property. No express notice shall be required under this section upon residential property which, paying due regard to the circumstances in the surrounding area, is clearly reserved or intended exclusively for the use or occupation of residents or their vehicles.

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

~~(e)~~(3) *Sign specifications:*

(1)a. Those portions of the sign warning that unauthorized vehicles will be relocated must be ~~in characters at least three (3) inches in height, in colors contrasting with the background of the sign. Other portions of the sign must be in characters at least one (1) inch in height, in colors likewise contrasting with the background of the sign~~ formatted in accordance with the administrative rules of the Commission.

(2)b. Each sign must contain ~~the following information:~~

a. ~~A general statement indicating who is authorized to park on the lot. The statement may refer to classes of persons, as well as individuals;~~

b.i. A warning that unauthorized vehicles will be relocated;

e.ii. The full legal name of the relocater as it appears on the relocater's license, the address and telephone number of the relocater, and the address and telephone number of the location to which the vehicle will be relocated and at which it can be reclaimed, if different from the address of the relocater;

d.iii. The maximum fee which the relocater will charge the owner ~~or owner's agent of the vehicle~~ as a condition of reclaiming the vehicle and any restrictions on the ~~form~~ method of payment which will be accepted by the relocater; ~~provided, that no.~~ No sign shall indicate a restriction on the ~~form~~ method of acceptable payment that is contrary to section 11-606(8))~~(c.; and);~~

e.iv. The hours ~~during~~ which the owner ~~or owner's agent~~ can reclaim the vehicle ~~and when the relocater is closed to the public due to observation of holidays or otherwise.~~ To the extent that a sign does not show a limitation on hours or days when the vehicle can be reclaimed, the sign shall constitute a representation ~~that~~ the vehicle can be reclaimed at any time or on any day; ~~provided, that no.~~ No sign shall include hours of doing business contrary to the restrictions contained in section 11-606(7).

~~(3) Such signs must be located within fifty (50) feet of any space from which vehicles may be relocated.~~

(4)c. Such signs must be visible and readable from all entrances and exits, both during the day and at night, free of any natural or man-made interference.

(5)d. No more than one (1) location ~~to which~~ where the vehicle may be relocated ~~and at which the vehicle can be reclaimed~~ shall be identified on any ~~sign or~~ posted sign at any lot from ~~which vehicles may be~~ where the vehicle was relocated.

~~(d) Lighting standard.~~ All such signs shall be illuminated from dusk to dawn ~~by a lighting source used solely to illuminate the sign.~~ Such lighting shall be directed to the sign face, ~~shall be~~ uniformly distributed over the sign face and ~~shall~~ provide an illumination level on the sign face of at least twenty (20) feet.

~~(20) foot candles. (A standard 200-watt incandescent spotlight positioned two (2) feet in front of the sign provides approximately forty (40) foot candles.) These lighting requirements shall not apply to parking lots that principally serve dwellings. (Ord. No. O-35-92, § 1, 3-23-92).~~

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS**Sec. 11-~~608. Unlawful~~ 607. Repossessors- unlawful practice.**

It shall be unlawful for any ~~relocator~~ repossessor:

- ~~(1) To act as a relocator without a valid, current relocator's license issued by the Village of Palatine.~~
- (1) To repossess a vehicle prior to obtaining a valid permit issued by the Village of Palatine. The police department is authorized to establish an electronic method for repossessors to obtain and remit payment for an online permit using the internet. This permit must be displayed in either paper or electronic form to any police officer. The fees for permits shall be codified in the Village Fee Schedule.
- (2) To violate any other provision of this chapter ~~or village commission~~, Commission regulations or orders adopted under this chapter or pursuant to 225 ILCS 422 et seq.
- (3) ~~The chapter 95-1/2, article 18~~ (The police department shall establish the form and content of the online permit.
- ~~(2) No repossessor may remove a vehicle from private property where trespassing signs have been erected prohibiting a)~~
- (4) ~~(~~ repossessor from entering and remaining on the property. (Ord. No. O-35-92, § 1, 3-23-92).

Sec 11-608. Penalties

Any relocator, repossessor, operator, dispatcher or employee of a relocator or repossessor who violates any provision of this Chapter shall be subject to fines as established in the Village Fee Schedule.

Sec. 11-609. Relocator's License Required.

(a) *Applications, original determinations.* Each application for a license to operate as a ~~commercial vehicle~~ relocator shall be made in writing to the Manager, shall be verified under oath, shall be in such form and contain such information as the Manager may require. It shall be accompanied by the required application fee and proof of security. In addition to filling out the application required by the Manager and paying the filing fee as provided for in the Fee Schedule Supplement to the Palatine Code of Ordinances, a certified copy of the license issued by the Illinois Commerce Commission to such applicant to operate as a relocator shall be sufficient evidence to qualify a relocator for a village commercial vehicle relocator's license. Nothing herein, however, shall interfere with the Manager's right to impose reasonable conditions on the issuance of such license. ~~Upon payment of the prescribed fee, the Manager shall issue duplicate licenses, one (1) for each truck operating within the village~~ The relocator shall provide a copy of the license in each vehicle engaged in relocation operations.

(b) *Transfer.* A relocator's license is not transferable.

(c) *Expiration renewal:*

- (1) All relocator's licenses shall expire on the same date that the license issued by the Illinois Commerce Commission expires. Consistent with the rules and regulations of the Illinois Commerce Commission, the village may temporarily extend the duration of the license for the pendency of a renewal application until formally approved or denied by the Illinois Commerce Commission upon filing, no early than ninety (90) days nor later forty-five (45) days prior to such expiration, of written application for renewal, verified under oath, in such form and containing such information as the Manager requires, and accompanied by the required application fee and proof of security. The Manager, upon receipt of a certified

PALATINE CODE OF ORDINANCES – CHAPTER 11 – LICENSES, BUSINESS REGULATIONS

copy of the Illinois Commerce Commission's renewal license, shall renew the license.

- (2) The Manager may at any time during the term of the license make inquiry into the management, conduct of business or otherwise determine that the provisions of this Chapter are not being observed. (Ord. No. O-35-92, § 1, 3-23-92)

Sec. 11-610. Suspension of license

The Manager shall suspend or revoke the permit of a relocater if it finds that:

- (1) The relocater made a false statement on the application for a relocater's permit;
- (2) The relocater's license issued by the Illinois Commerce Commission has been suspended or revoked; or
- (3) After a hearing, it is established the relocater has violated one (1) or more of the unlawful practices contained in section 11-606 of this article and that revocation or suspension are appropriate penalty for the misconduct.

(Ord. No. O-35-92, § 1, 3-23-92)

Sec. 11-611. Hearing on revocation/suspension/penalties.

(a) *Suspension and revocation.* A vehicle relocater's license may be suspended by the Manager and subsequently revoked by the Corporate authorities for violation of this article, the state law or the rules and regulations adopted thereunder or for any of the grounds set forth in Section 11-15(a), or for any other violations of the Palatine Code of Ordinances. The procedures for suspension or revocation shall be pursuant to Section 11-15 (b) and (c).

(b) *Cessation of operations required.* If a fine or a suspension is imposed as a penalty, no activity otherwise permitted under the license shall be conducted by the relocater until such fine is paid or such suspension served. If a relocater is found to be operating without a license or after a license is revoked or suspended, the village shall enforce its ordinance or any other orders by fine, injunction or in any other means permitted by law.

~~(c) *Penalty for violation of section 11-607.* If an owner of private property violates the provisions of section 11-607 of this article, the penalty shall be that provided for ordinance violations shall not be not less than two hundred (\$200.00) and not more than one thousand (\$1000.00). (Ord. No. O-35-92, § 1, 3-23-92)~~

Consider an Ordinance Amending Chapter 2 Administration, Article XX Fire and Police Commission, of the Village's Code of Ordinances

BACKGROUND:

Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff recommended and received approval from the Bureau of Fire and Police Commissioners to accept applicants for the position of police officers on a lateral entry basis. The recommended changes conform to the Illinois Compiled Statutes and the Illinois Law Enforcement Training Standards and Board.

KEY ISSUES:

The proposed amendments to Chapter 2 will allow the Palatine Police Department to expand the applicant pool of police officer candidates. This will allow Staff the opportunity to expand their list of qualified candidates to fill vacant sworn positions within the Department.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approved the Ordinance amending Chapter 2, Administration, Article XX, Fire & Police Commission, Section 2-366.1 Police Lateral Entry Applicants of the Village's Code of Ordinances.

ATTACHMENTS:

- ORD. Ch. 2 Administration Fire & Police Comm
- VOP Ord Ch 2-Lateral Police Entry Markup-01042022
- VOP Ord Ch 2-Lateral Police Entry-Clean-01042022

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 2 ADMINISTRATION
OF THE CODE OF ORDINANCES OF THE
VILLAGE OF PALATINE

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power, that:

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 2, Administration, Article XX. Fire and Police Commission, by adding Section 2-366.1. Police Lateral Entry Applicants, as indicated on Exhibit "A".

SECTION 2: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance, all of which are indicated on Exhibit "A" (a blue-lined version of the modifications approved pursuant to this Ordinance).

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ of _____, 2022

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ of _____, 2022

Village Clerk

PALATINE CODE OF ORDINANCES – CHAPTER 2 - ADMINISTRATION

Chapter 2 ADMINISTRATION*

 *Cross reference(s) --Eminent domain, Ch. 20.

Editor's Note: Ordinance #0-15-02 enacted January 28, 2001 replaced Articles II through X, and XXV
 Editor's Note: Ordinance #0-132-03 enacted October 20, 2003, added a new Article XXX
 Editor's Note: Ordinance #0-109-05 enacted June 6, 2005, amended Article XXX
 Editor's Note: Ordinance #0-15-08 enacted January 21, 2008 replaced Article XIX Board of Health
 Editor's Note: Ordinance #0-110-11 enacted October 10, 2011 replaced Article XIII Peer Review Board
 Editor's Note: Ordinance #0-101-12, enacted July 9, 2012 replaced Article XX Fire & Police
 Commission
 Editor's Note: Ordinance #O-91-21, enacted August 9, 2021 replaced Chapter 2 in its entirety

Art. I.	In General, §§ 2-1--2-15
Art. II.	Village Council, §§ 2-16--2-41
Art. III.	Officers and Employees, §§ 2-42--2-65
Art. IV.	Village Clerk, §§ 2-66--2-90
Art. V.	Village Mayor, §§ 2-91--2-105
Art. VI.	Village Manager, §§ 2-106--2-120
Art. VII.	Village Attorney, §§ 2-121--2-135
Art. VIII.	Village Prosecutor, §§ 2-136--2-150
Art. IX.	Village Treasurer, §§ 2-151--2-170
Art. X.	Department of Public Works, §§ 2-171--2-190
Art. XI.	Department of Community Development, §§ 2-191--2-210
Art. XII.	RESERVED
Art. XIII.	Peer Jury and Youth Officer, §§ 2-226--2-250
Art. XIV.	Board of Local Improvements, §§ 2-251--2-270
Art. XV.	District Citizen Advisory Councils, §§ 2-271--2-290
Art. XVI.	RESERVED
Art. XVII.	Beautification Committee, §§ 2-306--2-325
Art. XVIII.	Director of Environmental Health, §§ 2-326--2-340
Art. XIX.	Board of Health, §§ 2-341--2-360
Art. XX.	Fire and Police Commission, §§ 2-361--2-380
Art. XXI.	Police Pension Board, §§ 2-381--2-400
Art. XXII.	Firemen's Pension Fund, §§ 2-401--2-420
Art. XXIII.	Plan Commission, §§ 2-421--2-430
Art. XXIV.	Board of Zoning Appeals, §§ 2-431--2-440
Art. XXV.	Code of Ethics, §§ 2-441--2-458
Art. XXVI.	Finance, " 2-459--2-500 Div. 1. Generally, §§ 2-459--2-480 Div. 2. Issuance of Bonds, §§ 2-481--2-500
Art. XXVII.	Palatine Emergency Management Agency (PEMA), §§ 2-501--2-614
Art. XXVIII.	RESERVED
Art. XXIX.	Department of Information Technology §§ 2-620--2-622
Art. XXX.	Administrative Hearing Division §§ 2-700 – 2-712
Art. XXX1.	Administrative Adjudication of Vehicular Standing, Parking, Automated Traffic Law and Compliance Violations §§ 2-720 – 2-739
Art. XXXII.	Department of Human Resources

PALATINE CODE OF ORDINANCES – CHAPTER 2 - ADMINISTRATION

ARTICLE XX. FIRE AND POLICE COMMISSION*

***Editor's note**--Ord. No. O-106-76, ' 1, enacted Dec. 13, 1976, repealed former Art. XX; relative to the police and fire commission, and enacted in lieu thereof a new Art. XX pertaining to the same subject matter. Former Art. XX was derived from Code 1961, " 7.501, 7.502, 7.505, and Ord. No. O-19-75, ' 2, adopted Feb. 10, 1975. - Ord. No. 0-68-98 '1, enacted May 26, 1998, repealed former Art. XX; and enacted a new Art. XX.

Cross reference(s) --Police pension board, Ch. 2, Art. XXI; firemen's pension fund, Ch. 2, Art. XXII; fire department, Ch. 7, Art. II; police department, Ch. 13; appointments to police department, ' 13-2.

Editor's Note: Ord. No. 0-101-12, enacted July 9, 2012 replaced Article XX Fire & Police Commission

Sec. 2-361. Creation; composition; term of members.

This Article XX is expressly created and shall be administered pursuant to the home rule powers of the Village of Palatine unless otherwise pre-empted by state statute. There is hereby created a Fire and Police Commission consisting of five (5) members whose terms of office shall be three (3) years and shall continue until their respective successors are appointed and have qualified.

Sec. 2-362. Appointment, qualifications, oath, and removal of members.

The Mayor, with the consent of the Village Council, shall appoint members of the Fire and Police commission. The members shall be considered officers of the Village and shall file an oath. No person shall be appointed a member who is related either by blood or marriage, up to the degree of first cousin, to any elected official of the Village. Members shall not be considered subject to removal except for cause upon written charges, and after an opportunity to be heard within thirty (30) days in his or their own defense, before a regular meeting of the Village Council. A majority vote of the elected members shall be required to remove any such member from office.

Sec. 2-363. Officers.

The Fire & Police commission will elect one of its own members to act as Chair and another to act as Secretary. The Village Administration shall provide staff support to the Commission and will have the responsibility for the keeping of minutes of the proceedings of the Fire and Police Commission, shall be custodian of all papers pertaining to the business of the Commission, shall keep a record of all examinations held, shall provide all official notices in compliance with State Statute and shall perform or cause to be performed such other duties as the Fire and Police Commission shall prescribe.

Sec. 2-364. Meeting and quorum.

The Fire and Police Commission shall meet at such time and place as shall be specified by the call of the Chair, by three (3) other members acting jointly, or by the Village Manager. Meetings also may be called by the Chair or by the other three (3) members acting jointly upon the request of the Fire Chief or the Police Chief. Meetings shall be held on an as-needed basis. The Village Administration shall give written notice of all meetings to each member and notify the public in accordance with the necessary posting requirements. Three (3) members shall constitute a quorum for the transaction of business.

PALATINE CODE OF ORDINANCES – CHAPTER 2 - ADMINISTRATION

Sec. 365. Duty to make and/or change rules to establish system of personnel administration for fire and police departments.

The Fire and Police Commission shall make (and have the power to as necessary recommend changes to) rules to establish a system of personnel administration based on merit principles governing the appointment, promotion, dismissal, suspension, demotion and discipline of certified employees of the fire and police departments, all pursuant to 65 ILCS 5/10-2.1-5 through 65 ILCS 5/10-2.1-6.3 inclusive. Changes to the rules shall be approved by the Village Council and shall go into effect ten (10) calendar days subsequent to their publication on the Village's website.

Sec. 2-366. Attorney for commission.

The Fire Chief or the Police Chief may retain Counsel to prosecute charges brought before the Commission with prior approval of the Village Manager. The Commission will be represented by an attorney approved by the Village Manager.

Sec. 2-366.1 Police Lateral Entry Applicants.

Lateral entry to the police department shall be open to any full-time police officer who is employed by any municipal, township, county, parish, university, state, commonwealth, federal or regularly constituted law enforcement agency. In addition to requirements set forth in 65 ILCS 5/10-2.16, applicants must:

- a) provide documentation of continuous service as a police officer for a minimum of two years, and
- b) be in good standing in the police department in which the person currently serves, and
 - 1. If currently serving as a police officer within the State of Illinois, certification from the Illinois Training and Standards Board as a certified full-time police officer, or
 - 2. If currently serving as a police officer outside the State of Illinois, be eligible to be granted a waiver of basic training from the Illinois Law Enforcement Training and Standards Board.

Sec. 2-367 – 2-380 Reserved.

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PALATINE CODE OF ORDINANCES – CHAPTER 2 - ADMINISTRATION

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Sec. 2-362. Appointment, qualifications, oath, and removal of members.

The Mayor, with the consent of the Village Council, shall appoint members of the Fire and Police commission. The members shall be considered officers of the Village and shall file an oath. No person shall be appointed a member who is related either by blood or marriage, up to the degree of first cousin, to any elected official of the Village. Members shall not be considered subject to removal except for cause upon written charges, and after an opportunity to be heard within thirty (30) days in his or their own defense, before a regular meeting of the Village Council. A majority vote of the elected members shall be required to remove any such member from office.

Sec. 2-363. Officers.

The Fire & Police commission will elect one of its own members to act as Chair and another to act as Secretary. The Village Administration shall provide staff support to the Commission and will have the responsibility for the keeping of minutes of the proceedings of the Fire and Police Commission, shall be custodian of all papers pertaining to the business of the Commission, shall keep a record of all examinations held, shall provide all official notices in compliance with State Statute and shall perform or cause to be performed such other duties as the Fire and Police Commission shall prescribe.

Sec. 2-364. Meeting and quorum.

The Fire and Police Commission shall meet at such time and place as shall be specified by the call of the Chair, by three (3) other members acting jointly, or by the Village Manager. Meetings also may be called by the Chair or by the other three (3) members acting jointly upon the request of the Fire Chief or the Police Chief. Meetings shall be held on an as-needed basis. The Village Administration shall give written notice of all meetings to each member and notify the public in accordance with the necessary posting requirements. Three (3) members shall constitute a quorum for the transaction of business.

PALATINE CODE OF ORDINANCES – CHAPTER 2 - ADMINISTRATION

Sec. 365. Duty to make and/or change rules to establish system of personnel administration for fire and police departments.

The Fire and Police Commission shall make (and have the power to as necessary recommend changes to) rules to establish a system of personnel administration based on merit principles governing the appointment, promotion, dismissal, suspension, demotion and discipline of certified employees of the fire and police departments, all pursuant to 65 ILCS 5/10-2.1-5 through 65 ILCS 5/10-2.1-6.3 inclusive. Changes to the rules shall be approved by the Village Council and shall go into effect ten (10) calendar days subsequent to their publication on the Village's website.

Sec. 2-366. Attorney for commission.

The Fire Chief or the Police Chief may retain Counsel to prosecute charges brought before the Commission with prior approval of the Village Manager. The Commission will be represented by an attorney approved by the Village Manager.

Sec. 2-366.1 Police Lateral Entry Applicants.

Lateral entry to the police department shall be open to any full-time police officer who is employed by any municipal, township, county, parish, university, state, commonwealth, federal or regularly constituted law enforcement agency. In addition to requirements set forth in 65 ILCS 5/10-2.16, applicants must:

- a) provide documentation of continuous service as a police officer for a minimum of two years, and
- b) be in good standing in the police department in which the person currently serves, and
 - 1. If currently serving as a police officer within the State of Illinois, certification from the Illinois Training and Standards Board as a certified full-time police officer, or
 - 2. If currently serving as a police officer outside the State of Illinois, be eligible to be granted a waiver of basic training from the Illinois Law Enforcement Training and Standards Board.

Sec. 2-367 – 2-380 Reserved.

Consider a Resolution Amending the Village of Palatine's Fire and Police Commission Rules & Regulations to Allow for Lateral Hires of Entry Level Candidates

BACKGROUND:

The Rules and Regulations of the Village's Fire and Police Commission provide guidance on the application processes for sworn positions. From time-to-time, the Rules and Regulations require updating.

KEY ISSUES:

Another round of hiring will commence in 2022 for entry level positions for police officers. The Bureau of Fire and Police Commissioners has approved modification of their rules and regulations to allow for lateral candidates to apply for these positions. Existing rules need to be updated to reflect the Commissioners approval for lateral hires. The rules change, if approved, would codify how Commissioners will create an eligibility list for lateral candidates to hire from.

ALTERNATIVES:

- 1) Approve the Resolution amending the Fire and Police Commission's Rules and Regulations.
- 2) Return to the Fire and Police Commission with comments.

RECOMMENDATION:

Staff recommends the proposed changes. The Fire and Police Commission approved the changes at their meeting on November 3, 2021.

ACTION REQUIRED:

Consider a Resolution to Amend the Rules and Regulations of the Fire and Police Commission.

ATTACHMENTS:

- F&P Comm. Amend Rules & Regs-Exam, Eligibility, Employ.RES
- Exhibit A 01102022 Lateral-Draft-Markup
- 01102022 Lateral-Draft-Clean Copy

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE RULES AND REGULATIONS
OF THE VILLAGE OF PALATINE FIRE AND POLICE COMMISSION**

WHEREAS, periodically, the Rules and Regulations of the Village of Palatine Fire and Police Commission ("Commission") are reviewed and updated; and

WHEREAS, police lateral candidates appointed in accordance with Section 2-366.1 are exempt from the written examination requirement as detailed in Chapter 5, Article 3; Section 2; and

WHEREAS, the Eligibility List will remain in force for a period of time determined by the Commission and the Lateral police candidates will be compiled on a separate Lateral Police Candidate List as detailed in Article 8, Section 1 ; and

WHEREAS, offers of employment may be made from either the final Eligibility List or the Lateral Police Candidate List as detailed in Article 8, Section 2; and

WHEREAS, on November 3, 2021 the Commission approved the change for all future tests and recommends an update to the Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Palatine hereby amends the Village of Palatine Fire and Police Commission Rules and Regulations, attached hereto as Exhibit "A".

DATED: This _____ day of _____, 2022

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

APPROVED by me this _____ day of _____, 2022

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ day of _____, 2022

Village Clerk

Adopted March 26, 2021

nothing in this section shall require the Commission to seek additional documentation not properly provided by the applicant.

Section 6 Release of Liability

Each applicant shall deliver to the Commission an executed release from liability for the taking of the Physical Ability Test on a release form to be prescribed by the Commission.

Section 7 Investigation of Applicant's Background/Release

By making application for a position in the Police Department, each applicant expressly authorizes the Commission to conduct such investigation into the applicant's history and character to determine that the applicant would not be disqualified under the requirements of these Rules. The background investigation shall include at a minimum:

- a. Verification of qualifying credentials.
- b. A review of any criminal record.
- c. Verification of at least three (3) personal references.

All applicants shall execute a form authorizing and empowering the Commission and its agents or other outside agencies engaged by the Commission to conduct a background investigation of the applicant.

Section 8 Notification of Acceptance of Applicant

The Commission or its designee shall notify each applicant whose application has been accepted to present himself for examination at the date and time specified with the release of liability described in Article 2, Section 6.

Section 9 Applications Not to be Returned

Applications for original appointment and for promotion will be kept on file with the Secretary and under no circumstances will they be returned to the applicants.

Article 3 – Examinations for Police Officer Candidates

Section 1 Examination Process for Police Officer Candidates

All examinations shall fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment. Applicants must receive a passing score on each examination component in order to continue with the testing process.

Section 2 Notice of Written Examinations

Except for police lateral candidates appointed in accordance with Section 2-366.1 (former) and exempt from the written examination requirement, Examinations examinations shall be held on the date(s) fixed by the Commission and advertised in a local paper in accordance with the Board of Fire and Police Commissioners Statute (65 ILCS 5/10-2.1-6.3 (d)). Examinations may be

Attachment: Exhibit A 01102022 Lateral-Draft-Markup (Text Amendment to Fire and Police Commission Rules and Regulations)

Adopted March 26, 2021

postponed by order of the Commission. Applicants shall be notified of any examination postponement and of the new date fixed for said examination. Notice shall also be placed on the Village website, other internet sites approved by the Chief of Police or Director of Human Resources, and using recommendations within any Affirmative Action Plan.

Section 3 Vacancies/Eligibility List

The Commission shall call examinations to fill vacancies in the Police Department, or to provide eligibility lists in anticipation of vacancies. A call for such examination shall be entered in the Minutes of the Commission and shall include a statement of:

- a. The deadline for receipt of applications.
- b. The time and place where such examination will be held.
- c. The position to be filled from the resulting eligibility list.

Section 4 Standards for Examinations

Failure to achieve the minimum passing score on any portion of the examination disqualifies an applicant from any further participation. The written test and oral examination scores are based on a maximum of 100%. The following examinations will be held:

<u>EXAMINATION</u>	<u>MINIMUM PASSING SCORE</u>
Written Test*	Passing score to be determined by Commission depending on instrument used
Physical Ability Test	Pass or Fail
Oral Examination	Seventy percent (70%)
Background Investigation**	Pass or Fail
Psychological Test**	Pass or Fail
Polygraph Test**	Shall assist the Commission in the conduct of the background investigation
Medical Examination**	Pass or Fail

The written exam shall be weighted 40% of the overall final score; the oral exam shall be weighted 60% of the overall final score. Example: An applicant for original appointment has a written score of eighty-five (85), and an oral score of seventy-five (75). The applicant would have a final weighted score of seventy-nine (79).

$$\begin{array}{rcl}
 \text{Written Score } 85 \times 40\% & = & 34 \\
 \text{Oral Score } 75 \times 60\% & = & 45 \\
 \text{Total Score} & & = 79
 \end{array}$$

Nothing in these Rules shall prevent the Commission from requiring or establishing such other tests or examinations as might assist the Commission in selecting the most qualified candidates for appointment including assessment center type of simulated exercise.

* Passing score and/or the number of top scoring candidates to be interviewed will be established by the Commission prior to the examination depending on the testing instrument used.

Attachment: Exhibit A 01102022 Lateral-Draft-Markup (Text Amendment to Fire and Police Commission Rules and Regulations)

Adopted March 26, 2021

**** Candidates shall be placed on the eligibility list prior to the completion of these phases; however, no appointment shall be made until the psychological, polygraph, background check and medical examinations have been successfully completed.**

Section 5 Examinations to Minimize Adverse Impact

The examinations of applicants shall be consistent with the Police Department's status as Affirmative Action/Equal Opportunity Employer. To this end all written examinations must be previously validated and structured to minimize any adverse impact on any members of a race, sex or ethnic group. The following definitions shall apply:

- a. Affirmative Action. A systematic approach to recruit, hire and promote minorities and women.
- b. Equal Employment Opportunity. The provision of equal opportunities for employment and conditions of employment to all individuals regardless of race, color, religion, sex, age (as stipulated in State Statutes), political affiliation, national origin, disability, marital status or any other legally protected status.
- c. Validity. Proof through statistical data that all written examinations are job-related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

Section 6 Storage of Selection Process Materials

The Commission shall limit access to the selection process materials so as to maintain the security and confidentiality of these items. When not in use, these items will be secured under direction of the Secretary.

Section 7 Disposition of Selection Process Materials

The Secretary shall be responsible for the disposition of selection process materials, including written examination scores, in a manner that prevents the disclosure of the information therein. The Commission shall maintain the records of all candidates' performance, including examination scores, in accordance with the Local Records Act (50 ILCS 205/1).

Section 8 Notification Procedures

The Commission shall inform all candidates of their status throughout the examination process. Candidates who fail to achieve the minimum passing score on any component of the examination process will be informed; however, the Commission is under no obligation to provide any reasoning or explanation to any applicant as to why they may have failed any component of the examination process.

Article 4 - Written Test

Section 1 Nature of Examination

Adopted March 26, 2021

The material used in this examination shall be of such nature that it will adequately assess the candidate's mental ability to assimilate training and to function as a Police Officer. The Chief of Police will recommend to the Commission a testing format. Upon the direction and approval of the Commission, the Director of Human Resources will contract with a third-party vendor to provide either a written or online testing process.

Section 2 Test Procedure

If an online, internet-based written examination is not employed, each candidate will receive a numbered Test Identification Form on which the candidate will enter his name and other information as required. Before the start of the examination these forms will be collected and sealed in an envelope by the examiners. No name or signature shall be placed on any examination paper. No mark of identification tending to disclose the identity of the candidate shall be placed upon the examination papers. Papers of persons violating this rule shall be marked *REJECTED BY ORDER OF THE COMMISSION* and the person shall be disqualified.

Once the written examination process is completed, the number of qualified candidates, including any ties with the person ranked last, and with a score of at least seventy percent (70%) will be considered a passing score on the written test. All qualified candidates successfully completing the written examination will proceed to the next phase: physical ability test phase. The number of qualified candidates may be adjusted by the Commission and recorded in formal Commission meeting minutes prior to the written test being conducted.

All candidates shall be ranked based on their scores on the written examination. This initial ranking shall be used to determine eligibility to participate in subsequent portions of the examination process.

Section 3 Finality

All examination documents shall be the property of the Commission and the scoring thereof by the Commission shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

Article 5 - Physical Ability Test

Section 1 Establishment of Test

Each applicant shall submit to a validated job-related physical ability test as established by the Commission. The minimum score of "pass" must be achieved in order to continue in the process. Standards are set by the Illinois Law Enforcement Training and Standards Board ("ILETSB").

Attachment: Exhibit A 01102022 Lateral-Draft-Markup (Text Amendment to Fire and Police Commission Rules and Regulations)

Article 6 - Oral Examination or Interview

Section 1 Attendance of Commissioners

The Commission may at its discretion have the initial oral examination recorded for later review by each Commissioner. Questions at recorded oral examinations shall be approved by the Commission. The Chief of Police shall have the right to be present at any oral interview, along with representatives from his command staff to ask such questions as the Commission may deem appropriate.

Section 2 Subjects of Examination

Questions shall be asked of the candidate that will enable the Commissioners to properly evaluate the candidate on attributes such as: voice and speech, appearance, alertness, ability to present ideas, judgment, emotional stability, self-confidence, friendliness, personal fitness and aptitude for the position.

Section 3 Scoring of Examination

Upon completion of each oral examination the Commissioners will discuss the candidate's ability using the traits listed in Article 6, Section 2. The Commissioners will also take under consideration the assessment of the Chief of Police and/or his designees. Each Commissioner will then score the candidate on a percentage basis. The applicant's final score will be the average of the participating Commissioners' scores.

Article 7 – Other Examinations

Section 1 Psychological Examination

Upon receiving a conditional offer of employment, a candidate shall be required to submit to a psychological examination by an accredited, licensed testing firm as designated by the Director of Human Resources. Failure to pass this physical shall eliminate the candidate from the Eligibility List and any further consideration. -

Section 2 Polygraph Examination

Each applicant for an original position with the Police Department shall be required to submit to a polygraph examination prior to a conditional offer of employment. Failure of the applicant to take such test shall disqualify him to enter upon the duties of the office for which the application for examination was filed.

Section 3 Medical Examination

Upon receiving a conditional offer of employment, a candidate shall submit himself for a physical examination by a licensed physician designated by the Director of Human Resources. Failure to pass this physical examination shall eliminate the candidate's name from the Eligibility List and any further consideration.

Article 8 - Selection & Probation of Candidates

Section 1 Eligibility List

The Commissioners will prepare, post, and keep an Eligibility List of the candidates who have successfully passed all written, physical, and oral examinations. Candidates shall be ranked on the Eligibility List in the order of their relative score as determined by examination. A minimum score of seventy percent (70%) is required for inclusion on the Eligibility List. This Eligibility List will remain in force ~~for one (1) year from the date of posting but may be extended for an additional year at the request of the Chief of Police and upon the approval of the Commission~~ for a period of time as determined by the Commission, and can be replaced by the Commission upon request from the Chief of Police. Lateral police candidates will be compiled on a separate Lateral Police Candidate List, that will run concurrent with the traditional Eligibility List.

Section 2 Conditional Offer of Employment

Offers of employment may be made from either the final Eligibility List or the Lateral Police Candidate List. All offers of employment shall be made from the final Eligibility List. When a vacancy exists, the Chief of Police, with concurrence of the Village Manager, shall then select the candidate to be appointed from the top one-third (less than or equal to .33%) of the names on the Eligibility List, or any candidate, in any order, from the Lateral Police Candidate List. If there are five (5) or less names on the Eligibility List ~~list~~, the Chief may select any of the candidates.

Section 3 Declining Appointment

Any person whose name appears on an Eligibility List may decline appointment one (1) time and remain on the Eligibility List, but their name will be placed on the bottom of that Eligibility List. In the event a person declines an appointment a second (2nd) time, the Commission may strike the name of such candidate from the Eligibility List.

Section 4 Probation

All original appointees to the Police Department shall be appointed on a probationary basis of not less than two (2) years from their date of hire as hereinafter set forth. Upon request of the Chief of Police, the Commission may extend such probationary period for not to exceed six (6) months. The Chief of Police may discharge an employee at any time during the probationary period. Whenever a probationary employee is dismissed from the Police Department, the Police Chief will make notification to the Fire and Police Commission Chair as soon as practical. A probationary police officer is not entitled to a Chapter 1, Article 2 hearing on the discharge. Failure of the Commission to certify a probationary employee shall be deemed to be a discharge and the employee shall not be entitled to a Chapter 1, Article 2 hearing. No probationary employee shall become a certified non-probationary employee until that employee has been so certified by the Commission.

Employees who have successfully completed their probationary period shall be recommended by the Chief of Police to the Commission for appointment to full member status through their certification. Any recommendation for permanent appointment will take place at a regular, noticed meeting of the Commission.

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Section 5 Training of Probationary Employees

Certification of probationary police officers shall be subject to successful completion of the Basic Training Program as provided by the ILETSB. The failure of an appointee to successfully complete said course within six (6) months of his original appointment may result in his dismissal. The timeframe for completion of the Basic Training Program may be extended at the request of the Chief of Police and upon approval of the Commission.

CHAPTER 6
POLICE DEPARTMENT
SERGEANT PROMOTIONAL EXAMINATIONS

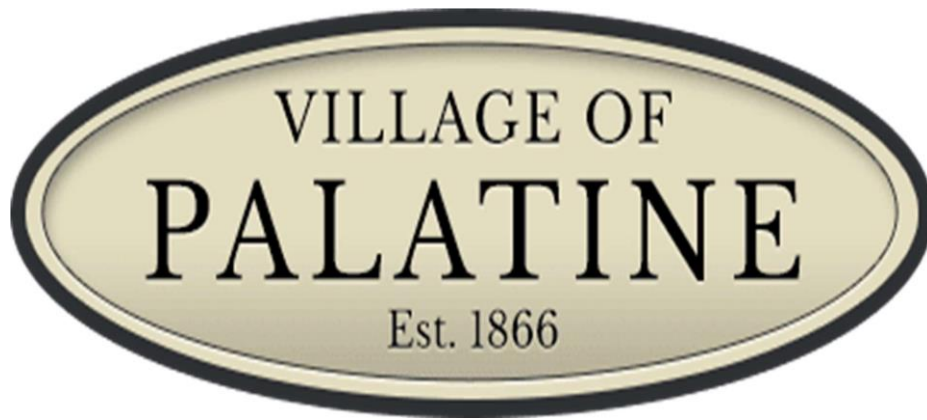
Article 1 - Procedure

Section 1 Summary of Procedures for Selecting Candidates for Promotion

Promotions within the Police Department shall be accomplished as follows in accordance with the rules, regulations and standards set forth in this Chapter 6.

- a. Following the announcement of a promotional examination, all eligible candidates must submit a memorandum to the Police Chief, indicating their interest in participating in the promotional process.
- b. All candidates shall submit to a written examination.
- c. The Commission may require the candidates to submit to simulated exercises, or assessment centers, conducted by the Police Chief.
- d. The candidates shall submit to an oral interview. The Police Chief, and other individuals as outlined in Article 3 Section 1 of this Chapter, shall have the right to be present at the oral interview and to ask such questions as the Commission may deem appropriate. The candidate's performance in the simulated exercise shall be evaluated during the oral interview process.
- e. The Police Chief will provide the Commission with an evaluation of each candidate.
- f. Upon completion of the entire promotional examination process, the Commission shall certify a list of qualified candidates to the Police Chief.
- g. A promotional psychological examination may be required to be part of a promotional examination process. If a psychological exam is utilized, it will be conducted by an accredited licensed testing firm.
- h. When a vacancy exists, the Police Chief, with concurrence of the Village Manager, shall then select from the qualified list of candidates to be promoted.

Attachment: Exhibit A 01102022 Lateral-Draft-Markup (Text Amendment to Fire and Police Commission Rules and Regulations)



**RULES AND REGULATIONS OF THE FIRE
AND POLICE COMMISSION**

**VILLAGE OF PALATINE
STATE OF ILLINOIS**

Amended Version as Approved by the Commission on March 3, 2021
Adopted by Village Council on March 15, 2021
Adopted by Commission after 10-day waiting period on March 26, 2021

Adopted March 26, 2021

CHAPTER 1 FIRE AND POLICE COMMISSION

Article 1. Administration and Purpose

Section 1 Purpose of the Rules of the Fire and Police Commission

The purpose of the Rules and Regulations (“Rules”) of the Village of Palatine (“Village”) Fire and Police Commission shall be to establish a system of personnel administration based on merit principles to govern the appointment; promotion; and dismissal, suspension, demotion and discipline of sworn employees of the Fire and Police Departments, with the exception of dismissal of non-certified probationary employees.

In the event of a direct conflict between these Rules and the terms of a collective bargaining agreement, the collective bargaining agreement provisions shall prevail. However, the two shall be read together and deemed supplementary to each other when possible.

In the event that the Fire Department or Police Department are in the process of hiring new staff and the State Statute is amended to change one or more of the requirements regarding the hiring process, the Fire Department or Police Department are authorized to adjust their hiring process to conform to any new statutory requirement to which the Village is pre-empted. The particular Rule impacted shall be revised as soon thereafter as is feasible but the application process that is underway can proceed without a requirement that these Rules be first amended.

Section 2 Equal Employment Opportunity

All Rules shall be in compliance with existing laws and consistent with the Equal Employment Opportunities Commission (“EEOC”) Regulations and shall prohibit discrimination based on race, color, religion, sex, age, political affiliation, national origin, disability, marital status or any other legally protected status. In the event of a conflict between these Rules and the EEOC Regulations, the EEOC Regulations shall prevail.

Section 3 Source of Authority

The Fire and Police Commission of the Village of Palatine derives its power and authority from Chapter 2, Article XX of the Village of Palatine's Code of Ordinances as adopted by the Corporate Authorities of the Village of Palatine pursuant to its Home Rule power.

Section 4 Definitions

The word Commission wherever used shall mean the Fire and Police Commission of the Village of Palatine.

The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural the singular.

The word Original Appointment wherever used shall mean the power of the Chief to fill a position in the Fire or Police Department with a person who has been placed on the Eligibility List by the

Adopted March 26, 2021

Commission and has successfully completed the testing process and becomes, by his appointment, a probationary member of the department.

The word Certification wherever used shall mean the power of the Commission: 1) to confirm for full member status a person who has successfully completed his probationary period and has been recommended by the respective Chief and approved by the Commission to be a full member of the department; 2) to confirm for Sergeant a person who has successfully completed his probationary period; and 3) to confirm for Lieutenant a person as of his promotion date.

Section 5 Officers of the Commission and Their Duties

The Commission shall elect one of its own members to act as Chair and another to act as Secretary. The Chair and Secretary shall hold office for one (1) year and serve until their successors are duly elected and qualified.

The Chair shall be the presiding officer at all meetings. In the absence of the Chair, the Secretary shall be the Acting Chair. In the absence of the Chair and the Secretary, the Commission shall select an Acting Chair for that meeting.

The Village Administration shall provide staff support to the Commission, will have the responsibility for the keeping of Minutes of all the proceedings of the Commission, shall be the custodian of all the forms, papers, books and records pertaining to the Commission, shall keep the records of all examinations held by the Commission, shall provide all official notices in compliance with State Statute, and shall perform such other duties as the Fire and Police Commission prescribes.

At meetings in which staff support is not present, the Commission Secretary shall take Minutes of the meeting, including date, time and place of the meeting, start and finish times, Commission members present and a summary of all matters proposed, deliberated or decided and a record of the votes taken.

Members of the Commission shall be considered officers of the municipality and shall file an oath as may be required by the Village.

Commissioners shall complete an annual Ethics Statement for the Village of Palatine, comply with the Open Meetings Act, complete the Attorney General's on-line training on the Open Meetings Act, and shall comply with any other training required by the State from time to time.

Section 6 Meetings of the Commission

a. Meetings Called By Commission Chair

Meetings may be called by the Chair and he shall designate in a notice to be filed with the Secretary, the time and place of the meeting and the business to be considered at such meeting. No other business shall be considered at such meeting.

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- b. Meetings Called by Commissioners
Meetings may also be called by the filing of a notice in writing with the Secretary of the Commission, signed by three (3) Commissioners. This notice shall contain a brief statement of the business to be submitted for the consideration of the Commission at such meeting and shall set forth the time and place of such meeting. No other business shall be considered at such meeting.
- c. Meetings Called By Village Manager
Meetings may be called by the Village Manager and he shall designate in a notice to be filed with the Secretary, the time and place of the meeting and the business to be considered at such meeting. No other business shall be considered at such meeting.
- d. Schedule of Meetings
Meetings will be scheduled as needed.
- e. Notice of Meetings
Notice of all meetings must be given in writing at least forty-eight (48) hours in advance of the meeting in accordance with the requirements of the Open Meetings Act.
- f. Closed Sessions
During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Commission for the purpose of discussing any matter exempt under the Open Meetings Act (5 ILCS 120/2-C). Closed sessions may be limited to Commissioners and such invited persons as the Commission deems necessary. The Secretary will record the motion to close the meeting, the section of the Open Meetings Act upon which the closed session is based, record the roll call vote of the members on said motion and keep Minutes of the closed session. An audio of each closed session will be maintained by the Secretary of the Commission in accordance with the Open Meetings Act.

Section 7 Quorum

Three (3) members of the Commission shall constitute a quorum for the conducting of all business.

Section 8 Order of Business

The order of business at any meeting shall be according to the agenda established by the Chair.

Section 9 Rules of Order

The parliamentary procedure described in *Robert's Rules of Order* shall be followed as far as applicable.

Section 10 Amendments of the Fire & Police Commission Rules and Regulations

The Commission, from time to time, may recommend changes in these Rules by a majority vote of the Commission. Amendments to the Rules of the Commission will be submitted to and will be considered by the Village Council. The Commission shall publish on the Village's website notice

Adopted March 26, 2021

of amendments newly adopted by the Village Council. Amendments will go into effect ten (10) calendar days subsequent to their publication on the Village's website. All adopted amendments to these Rules shall be printed for distribution.

Article 2. Disciplinary Hearing Procedures

Section 1 Pre-Hearing Procedures

- a. Complaints
All charges shall be by written complaint containing a plain and concise statement of the facts and shall be filed with the Commission as specified in this Section 1.
- b. Probable Cause
After a complaint is filed, the Commission in its discretion shall have the right to conduct such informal hearings or investigations as may be necessary to determine whether probable cause exists for a hearing on that complaint.
- c. Notification of Hearing
Upon the filing of a complaint, the following action shall be taken by the Commission:
 1. The accused shall be notified in writing by registered mail or personal service of the charges and of a specific time and place to appear before the Commission for a hearing on those charges; or
 2. In cases where the Commission has decided to determine whether probable cause exists, the accused shall be notified in writing that such charges have been filed and that the Commission is conducting an investigation to determine whether probable cause exists before conducting a formal hearing on the charges. The person shall be further notified that if probable cause is determined to exist, that person will subsequently be served with a copy of the charges and notification of a specific time and place for hearing on those charges.
 3. There shall be a minimum of five (5) calendar days between the time at which the accused was notified of the hearing and the commencement of the hearing.
- d. Subpoenas
Either the complainant or the respondent may at any time before the hearing make application to the Commission by filing with it a written request for subpoenas for any individual to appear for a hearing or to have them produce books, papers, records, accounts and other documents as may be deemed by the Commission to be relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Applications for subpoenas should contain the names and addresses of the individuals to be subpoenaed and the identity of any documents which they are to produce.
- e. Continuances
The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Commission. No hearing shall be continued at the request of any of the parties to a proceeding unless such request is received in writing by the Commission at

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least three (3) calendar days before the scheduled hearing date. In the event any person who has been suspended pending the hearing desires a continuance, the Commission may require said person to stipulate that if he is found guilty of the charges, but is retained after the hearing, no compensation shall accrue to said person for wages for the period of said continuance. Any request for continuance by reason of inability to serve subpoenas shall be filed with the Commission at least three (3) calendar days before the date set for such hearing provided, however, the Commission in its discretion may waive this rule.

- f. Stipulations
Parties may on their own behalf or by counsel stipulate and agree in writing or on the record to any facts material to the charges or to a finding of guilty. Such stipulations shall be considered as evidence in the proceeding.
- g. Sufficiency of Charges; Objections Thereto
Motions or objections to the sufficiency of written charges must be filed in writing not less than forty-eight (48) hours prior to the commencement of the hearing before the Commission.
- h. Service
All papers required by these Rules to be served shall be delivered personally to the party designated or mailed by United States Mail in an envelope properly addressed with postage prepaid to the designated party at his last known residence as reflected by the complaint filed with the Commission. Proof of service of any paper may be made by certification of any person so mailing the paper or delivering the same to the designated party personally or by filing a return receipt showing that a paper was mailed by either registered or certified mail return receipt requested to a party's address where it was received by a named party.
- i. Filing
All papers may be filed with the Commission by mail or personal delivery to the Secretary. For purposes of these Rules, the filing date shall be the date received by the Commission in the event the paper is received personally or by messenger. In the event the paper is forwarded by mail, then the filing date shall be the postmarked date.
- j. Forms of Paper
 - 1. All papers filed in any proceeding shall be type-written or printed and shall be on one side of the paper only.
 - 2. If type-written, the lines shall be double spaced except that long quotations may be single spaced and indented.
 - 3. All papers shall not be larger than 8-1/2 inches wide by 11 inches long and shall have inside margins of not less than one (1) inch.
 - 4. The original of all papers filed shall be signed in ink by the party filing the paper or by his attorney.
 - 5. If papers are filed by an attorney, his name and address shall appear thereon.
- k. Computation of Time
The time required for any act under these Rules shall be computed by excluding the first day and including the last unless the last day is Sunday or is a holiday as designated or

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fixed in any statute now or hereafter enforced in this State and then it shall also be excluded if the day succeeding such Sunday or holiday is also a holiday or a Sunday, then such succeeding day shall also be excluded.

l. Date of Hearing

The date which the Commission sets for hearing on the charges shall be within thirty (30) calendar days of the time of the filing of such charges. Continuances may be granted as set forth in Article 2, Section 1 (e) of this Chapter 1.

Section 2 Hearing Procedures

- a. The Commission shall conduct a fair and impartial hearing of the charges. The respondent shall be given an opportunity to be heard in his own defense at the hearing. Such hearings shall be governed by this Chapter 1, Article 2, Section 2. The hearing date must be set within thirty (30) calendar days of filing the charges with the Commission.
- b. Counsel as used herein means one who has been admitted to the bar as an attorney-at-law in this State. However, the Commission may, upon petition by a party appearing before it, permit an attorney licensed in another State to represent said party.
- c. Any rehearing, reconsideration, modification, vacation or alteration of a decision of the Commission may be permitted only upon unanimous approval of the Commission.
- d. The right to determine that cause exists in a particular case is vested solely with the Commission.
- e. The complainant initiating any proceeding which provides for a hearing before the Commission has the burden of proof to establish that cause does exist by a *preponderance of the evidence* and should the question of a crime be involved, the standard of *beyond a reasonable doubt* shall not be applied.
- f. The phrase *preponderance of the evidence* is defined as the greater weight of the evidence. That is to say it rests with that evidence which when fairly considered produces the stronger impression and has a greater weight and is more convincing as to its truth when weighed against the evidence in opposition thereto.
- g. All hearings shall be in compliance with the Illinois Open Meetings Act.
- h. At the time and place of hearing, each party may be represented by counsel if that party so desires.
- i. All disciplinary hearings before the Commission during the conduct of the hearing shall be recorded by a court reporter to be employed by the Commission.
- j. The records of all hearings will not be transcribed by the reporter unless requested by the Commission or a party before the Commission. Any party requesting a transcript shall pay the cost.

Adopted March 26, 2021

- k. In the conduct of this hearing, each member of the Commission shall have the power to administer the oaths and affirmations, and the Commission shall have power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to the hearing.
- l. All witnesses shall be sworn by a member of the Commission prior to testifying and the matter will be decided by the Commission solely on the evidence presented at the hearings.
- m. The Commission will first hear witnesses testifying in substantiation of the charges against the respondent. Thereafter the respondent may present and examine those witnesses testifying in substantiation of his position. All parties shall have the right to cross-examine witnesses presented by the opposing party.

Section 3 Finding and Order

The Commission shall within fifteen (15) calendar days after the hearing is completed enter its Finding and Order on the records of the Commission and notify the parties thereof.

A Finding and Order of the Commission following a hearing of charges shall be preserved by the Secretary and notice of said Finding and Order shall be sent to the person involved and the Department Chief for enforcement. If the Finding and Order is that the person is guilty of charges investigated and removal or discharge is ordered, such order of removal or discharge shall become effective immediately.

Section 4 Appeal and/or Review

All administrative decisions of the Commission may be reviewed pursuant to the Administrative Review Act as adopted by the Illinois Compiled Statutes which shall be the sole means of securing judicial review of the Commission's decision.

CHAPTER 2
POLITICAL INFLUENCE

Section 1 Political Contributions

No person in the Fire or Police Department of the Village shall be under any obligation to contribute to any fund or to render any political service and no person shall be removed or otherwise prejudiced for refusing to do so. No person in the Fire or Police Department of the Village shall discharge or promote or reduce or in any manner change the official rank or compensation of any other person in such service or promise or threaten to so do for withholding or refusing to pay any contribution of money or service or any other valuable thing for any political purpose or in any other manner directly or indirectly use his official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.

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Section 2 Political Activities

No person holding a position in the Fire or Police Department of the Village shall use his official authority or position to coerce or influence the political action of any person or body or to interfere with any election. While a member is on duty he may not take part in any political campaign, solicit funds or signatures for any political purpose, act as a worker at the polls, distribute badges, color or indicia, favoring or opposing a candidate for election or nomination to a public office. While off duty no person holding a position in the Fire or Police Department of the Village shall engage in political activities or lobbying activities while wearing a uniform or any clothing, badge or name identification or identify himself as being affiliated with the Village in any way, without prior written approval from his respective Chief. A violation of this Chapter 2 is subject to discipline pursuant to these Rules.

Notwithstanding the foregoing, from time to time, the Fire and/or Police Chiefs and their designees may be called upon or be required to perform lobbying activities with state legislators on issues of interest to the Village. These activities may be performed as requested by the Village Manager.

CHAPTER 3
VIOLATION OF RULES, ORDINANCES OR STATUTES

Section 1 Violation of Rules or Laws

Any violation of the Rules or the Rules and Regulations of the Fire or Police Department or any Ordinance of the Village, law of the State of Illinois, including but not limited to the Firefighter Disciplinary Act and the Uniform Peace Officers' Disciplinary Act or any other State or Federal law, by any member of the Fire or Police Department may be the basis for the filing of charges against such person.

CHAPTER 4
OATH OF OFFICE/CERTIFICATE OF APPOINTMENT
FOR POLICE AND FIRE DEPARTMENTS

Section 1 Oath of Office

Before entering upon his duty, any person about to become a member of the Fire or Police Department shall be sworn in as a Firefighter or Police Officer by taking an oath certifying he or she is a sworn, full time member of the Department.

Section 2 Certificate of Appointment

Upon successful completion of the probationary period, the Commission shall issue a Certificate of Appointment signed by the Chairman and Secretary of the Commission, qualifying him as a certified member of the respective Department.

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**CHAPTER 5
ORIGINAL APPOINTMENTS
TO THE POLICE DEPARTMENT**

Article 1 – Qualifications

Section 1 Residency and Authorization to Work Requirements

Applicants must be eligible to work in the United States as a condition of employment. All employees are required to provide proof that they are authorized to work in the United States within three (3) calendar days of employment. Any person appointed to the Police Department shall, as a condition of appointment, become a resident of the area as defined in the Palatine Code of Ordinances, Chapter 13, Section 13-7 within six (6) months of their date of hire.

Section 2 Special Qualifications

The Commission may require evidence of any special training or practical experience that it from time to time deems appropriate.

Section 3 Physical and Medical Requirements

Each applicant for original appointment shall submit to a physical and medical examination by a licensed physician designated by the Commission. The applicant must be free from medical conditions that would prevent him from fulfilling the essential job functions of his position with reasonable accommodation.

The Commission shall possess the authority to establish from time-to-time reasonable physical standards for the various positions within the Police Department. These physical standards shall be validated through testing, such as the standards validated and established by the Illinois State Police for Police Officers in the State of Illinois. The standards shall be adopted by vote of the Commission and shall include but not be limited to vision clarity and hearing.

Section 4 Vision requirement

Applicants must have at least twenty/forty (20/40) vision in both eyes with or without corrective lenses.

Section 5 Age Requirements

At the time of the last date for filing an application, individuals must have passed their twenty-first (21st) birthday and shall be under thirty-five (35) years of age. This age limitation does not apply to any person currently employed as a police officer in a regularly constituted police department of any municipality.

Section 6 Educational Requirements

Police Department applicants are required to have completed a bachelor's degree from an accredited college or university and must present a certified copy of their college transcript.

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Section 7 **Character Requirements**

No person shall be appointed to the Police Department unless that person is of good character. Nor shall any person be appointed to the Police Department who is a habitual user of narcotics, drugs, intoxicating substances, or any other substance or matter which is detrimental to the health of an individual. A person who has been convicted of a felony or a decertifying misdemeanor as listed by the Illinois Law Enforcement Training and Standards Board shall be ineligible for appointment as a Police Officer.

Section 8 **Driver's License Requirement**

At the time of application, each applicant must possess a valid driver's license, but must possess and maintain a valid Illinois driver's license within six (6) months from their date of hire.

Section 9 **Conscientious Objector**

The Commission may refuse to examine an applicant, or after examination, may refuse to certify him as eligible if he is classified or has ever been classified as a conscientious objector by his local Selective Service Draft Board.

Section 10 **Recruitment**

All recruitment for Police personnel shall be done pursuant to any Affirmative Action Plan adopted by the Village. An Affirmative Action Plan which has been adopted by the Village will be hereby adopted as part of these Rules.

Section 11 **Gubernatorial Disaster Proclamation**

In the event the Village of Palatine is covered under a Gubernatorial Disaster Proclamation which results in the Police Department unable to meet any requirements of these Rules, the Chief of Police may petition the Commission to request emergency considerations from the Village Council.

Article 2 - Applications

Section 1 **Applications**

The Commission shall authorize applications for positions to the Police Department. All applicants must comply with the requirements of the application in every respect. The Chief of Police will recommend to the Commission a testing format. Upon the direction and approval of the Commission, the Director of Human Resources will contract with a third-party vendor to provide either a written or online testing process.

Section 2 **Filing Applications**

An application for the Police Department shall be filed with the designee of the Chief of Police, and maintained for record keeping under direction of the Secretary. Persons making untruthful

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answers to questions in an application shall be rejected by the Commission and the applicant notified of such action. The Commission may remove persons certified to positions on the Police Department upon learning that false statements and or omission have been made or material misrepresentations of fact have been made to the Commission.

Section 3 Documentation

Each candidate shall furnish to the Commissioners:

- a. A completed employment application.
- b. A certified copy of the applicant's birth certificate.
- c. A certified copy of a college transcript showing completion of education requirements as described in Article 1, Section 6.
- d. A copy of a valid driver's license.
- e. When applicable, a certified copy of the applicant's military service record and discharge papers.

All documents will be maintained for record keeping under direction of the Secretary. Copies of required documentation may be submitted in electronic form when the authenticity of said documents may be verified independently.

Section 4 Disqualification

The Commission may refuse to examine an applicant, or after examination, may refuse to certify him as eligible:

- a. Who is found lacking in any of the established preliminary requirements for which the candidate has made application, or
- b. Who is physically and mentally unable to perform the essential functions of the position to which he seeks appointment, or
- c. Who is not of good character, or a person who has been convicted of a felony or a decertifying misdemeanor as listed by the Illinois Law Enforcement Training and Standards Board, or
- d. Who is a user of narcotics, drugs, intoxicating substances, or any other substance or matter which is detrimental to the health of an individual, or
- e. Who has been dismissed from any public service employment for good cause, or
- f. Whose character and employment references are unsatisfactory, or
- g. Who is classified or has ever been classified as a conscientious objector by his local Selective Service Draft Board.

Any applicant deemed disqualified hereunder shall be notified in writing by the Commission.

Section 5 Defective Applications

The Commission's designee shall check the application material submitted for completeness. Applicants may be required to provide additional information or documentation for clarification of their application provided that the applicant is otherwise qualified for the position. However,

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nothing in this section shall require the Commission to seek additional documentation not properly provided by the applicant.

Section 6 Release of Liability

Each applicant shall deliver to the Commission an executed release from liability for the taking of the Physical Ability Test on a release form to be prescribed by the Commission.

Section 7 Investigation of Applicant's Background/Release

By making application for a position in the Police Department, each applicant expressly authorizes the Commission to conduct such investigation into the applicant's history and character to determine that the applicant would not be disqualified under the requirements of these Rules. The background investigation shall include at a minimum:

- a. Verification of qualifying credentials.
- b. A review of any criminal record.
- c. Verification of at least three (3) personal references.

All applicants shall execute a form authorizing and empowering the Commission and its agents or other outside agencies engaged by the Commission to conduct a background investigation of the applicant.

Section 8 Notification of Acceptance of Applicant

The Commission or its designee shall notify each applicant whose application has been accepted to present himself for examination at the date and time specified with the release of liability described in Article 2, Section 6.

Section 9 Applications Not to be Returned

Applications for original appointment and for promotion will be kept on file with the Secretary and under no circumstances will they be returned to the applicants.

Article 3 – Examinations for Police Officer Candidates

Section 1 Examination Process for Police Officer Candidates

All examinations shall fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment. Applicants must receive a passing score on each examination component in order to continue with the testing process.

Section 2 Notice of Written Examinations

Except for police lateral candidates appointed in accordance with Section 2-366.1 (former) and exempt from the written examination requirement, examinations shall be held on the date(s) fixed by the Commission and advertised in a local paper in accordance with the Board of Fire and Police Commissioners Statute (65 ILCS 5/10-2.1-6.3 (d)). Examinations may be postponed by order of

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the Commission. Applicants shall be notified of any examination postponement and of the new date fixed for said examination. Notice shall also be placed on the Village website, other internet sites approved by the Chief of Police or Director of Human Resources, and using recommendations within any Affirmative Action Plan.

Section 3 Vacancies/Eligibility List

The Commission shall call examinations to fill vacancies in the Police Department, or to provide eligibility lists in anticipation of vacancies. A call for such examination shall be entered in the Minutes of the Commission and shall include a statement of:

- a. The deadline for receipt of applications.
- b. The time and place where such examination will be held.
- c. The position to be filled from the resulting eligibility list.

Section 4 Standards for Examinations

Failure to achieve the minimum passing score on any portion of the examination disqualifies an applicant from any further participation. The written test and oral examination scores are based on a maximum of 100%. The following examinations will be held:

<u>EXAMINATION</u>	<u>MINIMUM PASSING SCORE</u>
Written Test*	Passing score to be determined by Commission depending on instrument used
Physical Ability Test	Pass or Fail
Oral Examination	Seventy percent (70%)
Background Investigation**	Pass or Fail
Psychological Test**	Pass or Fail
Polygraph Test**	Shall assist the Commission in the conduct of the background investigation
Medical Examination**	Pass or Fail

The written exam shall be weighted 40% of the overall final score; the oral exam shall be weighted 60% of the overall final score. Example: An applicant for original appointment has a written score of eighty-five (85), and an oral score of seventy-five (75). The applicant would have a final weighted score of seventy-nine (79).

$$\begin{array}{l} \text{Written Score } 85 \times 40\% = 34 \\ \text{Oral Score } 75 \times 60\% = 45 \\ \text{Total Score} \qquad \qquad = 79 \end{array}$$

Nothing in these Rules shall prevent the Commission from requiring or establishing such other tests or examinations as might assist the Commission in selecting the most qualified candidates for appointment including assessment center type of simulated exercise.

* Passing score and/or the number of top scoring candidates to be interviewed will be established by the Commission prior to the examination depending on the testing instrument used.

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** Candidates shall be placed on the eligibility list prior to the completion of these phases; however, no appointment shall be made until the psychological, polygraph, background check and medical examinations have been successfully completed.

Section 5 Examinations to Minimize Adverse Impact

The examinations of applicants shall be consistent with the Police Department's status as Affirmative Action/Equal Opportunity Employer. To this end all written examinations must be previously validated and structured to minimize any adverse impact on any members of a race, sex or ethnic group. The following definitions shall apply:

- a. Affirmative Action. A systematic approach to recruit, hire and promote minorities and women.
- b. Equal Employment Opportunity. The provision of equal opportunities for employment and conditions of employment to all individuals regardless of race, color, religion, sex, age (as stipulated in State Statutes), political affiliation, national origin, disability, marital status or any other legally protected status.
- c. Validity. Proof through statistical data that all written examinations are job-related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

Section 6 Storage of Selection Process Materials

The Commission shall limit access to the selection process materials so as to maintain the security and confidentiality of these items. When not in use, these items will be secured under direction of the Secretary.

Section 7 Disposition of Selection Process Materials

The Secretary shall be responsible for the disposition of selection process materials, including written examination scores, in a manner that prevents the disclosure of the information therein. The Commission shall maintain the records of all candidates' performance, including examination scores, in accordance with the Local Records Act (50 ILCS 205/1).

Section 8 Notification Procedures

The Commission shall inform all candidates of their status throughout the examination process. Candidates who fail to achieve the minimum passing score on any component of the examination process will be informed; however, the Commission is under no obligation to provide any reasoning or explanation to any applicant as to why they may have failed any component of the examination process.

Article 4 - Written Test

Section 1 Nature of Examination

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The material used in this examination shall be of such nature that it will adequately assess the candidate's mental ability to assimilate training and to function as a Police Officer. The Chief of Police will recommend to the Commission a testing format. Upon the direction and approval of the Commission, the Director of Human Resources will contract with a third-party vendor to provide either a written or online testing process.

Section 2 Test Procedure

If an online, internet-based written examination is not employed, each candidate will receive a numbered Test Identification Form on which the candidate will enter his name and other information as required. Before the start of the examination these forms will be collected and sealed in an envelope by the examiners. No name or signature shall be placed on any examination paper. No mark of identification tending to disclose the identity of the candidate shall be placed upon the examination papers. Papers of persons violating this rule shall be marked *REJECTED BY ORDER OF THE COMMISSION* and the person shall be disqualified.

Once the written examination process is completed, the number of qualified candidates, including any ties with the person ranked last, and with a score of at least seventy percent (70%) will be considered a passing score on the written test. All qualified candidates successfully completing the written examination will proceed to the next phase: physical ability test phase. The number of qualified candidates may be adjusted by the Commission and recorded in formal Commission meeting minutes prior to the written test being conducted.

All candidates shall be ranked based on their scores on the written examination. This initial ranking shall be used to determine eligibility to participate in subsequent portions of the examination process.

Section 3 Finality

All examination documents shall be the property of the Commission and the scoring thereof by the Commission shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

Article 5 - Physical Ability Test

Section 1 Establishment of Test

Each applicant shall submit to a validated job-related physical ability test as established by the Commission. The minimum score of "pass" must be achieved in order to continue in the process. Standards are set by the Illinois Law Enforcement Training and Standards Board (ILETSB).

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Article 6 - Oral Examination or Interview

Section 1 Attendance of Commissioners

The Commission may at its discretion have the initial oral examination recorded for later review by each Commissioner. Questions at recorded oral examinations shall be approved by the Commission. The Chief of Police shall have the right to be present at any oral interview, along with representatives from his command staff to ask such questions as the Commission may deem appropriate.

Section 2 Subjects of Examination

Questions shall be asked of the candidate that will enable the Commissioners to properly evaluate the candidate on attributes such as: voice and speech, appearance, alertness, ability to present ideas, judgment, emotional stability, self-confidence, friendliness, personal fitness and aptitude for the position.

Section 3 Scoring of Examination

Upon completion of each oral examination the Commissioners will discuss the candidate's ability using the traits listed in Article 6, Section 2. The Commissioners will also take under consideration the assessment of the Chief of Police and/or his designees. Each Commissioner will then score the candidate on a percentage basis. The applicant's final score will be the average of the participating Commissioners' scores.

Article 7 – Other Examinations

Section 1 Psychological Examination

Upon receiving a conditional offer of employment, a candidate shall be required to submit to a psychological examination by an accredited, licensed testing firm as designated by the Director of Human Resources. Failure to pass this physical shall eliminate the candidate from the Eligibility List and any further consideration.

Section 2 Polygraph Examination

Each applicant for an original position with the Police Department shall be required to submit to a polygraph examination prior to a conditional offer of employment. Failure of the applicant to take such test shall disqualify him to enter upon the duties of the office for which the application for examination was filed.

Section 3 Medical Examination

Upon receiving a conditional offer of employment, a candidate shall submit himself for a physical examination by a licensed physician designated by the Director of Human Resources. Failure to pass this physical examination shall eliminate the candidate's name from the Eligibility List and any further consideration.

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Article 8 - Selection & Probation of Candidates

Section 1 Eligibility List

The Commissioners will prepare, post, and keep an Eligibility List of the candidates who have successfully passed all written, physical, and oral examinations. Candidates shall be ranked on the Eligibility List in the order of their relative score as determined by examination. A minimum score of seventy percent (70%) is required for inclusion on the Eligibility List. This Eligibility List will remain in force for a period of time as determined by the Commission, and can be replaced by the Commission upon request from the Chief of Police. Lateral police candidates will be compiled on a separate Lateral Police Candidate List, that will run concurrent with the traditional Eligibility List.

Section 2 Conditional Offer of Employment

Offers of employment may be made from either the final Eligibility List or the Lateral Police Candidate List. All offers of employment shall be made from the final Eligibility List. When a vacancy exists, the Chief of Police, with concurrence of the Village Manager, shall then select the candidate to be appointed from the top one-third (less than or equal to .33%) of the names on the Eligibility List, or any candidate, in any order, from the Lateral Police Candidate List. If there are five (5) or less names on the Eligibility List, the Chief may select any of the candidates.

Section 3 Declining Appointment

Any person whose name appears on an Eligibility List may decline appointment one (1) time and remain on the Eligibility List, but their name will be placed on the bottom of that Eligibility List. In the event a person declines an appointment a second (2nd) time, the Commission may strike the name of such candidate from the Eligibility List.

Section 4 Probation

All original appointees to the Police Department shall be appointed on a probationary basis of not less than two (2) years from their date of hire as hereinafter set forth. Upon request of the Chief of Police, the Commission may extend such probationary period for not to exceed six (6) months. The Chief of Police may discharge an employee at any time during the probationary period. Whenever a probationary employee is dismissed from the Police Department, the Police Chief will make notification to the Fire and Police Commission Chair as soon as practical. A probationary police officer is not entitled to a Chapter 1, Article 2 hearing on the discharge. Failure of the Commission to certify a probationary employee shall be deemed to be a discharge and the employee shall not be entitled to a Chapter 1, Article 2 hearing. No probationary employee shall become a certified non-probationary employee until that employee has been so certified by the Commission.

Employees who have successfully completed their probationary period shall be recommended by the Chief of Police to the Commission for appointment to full member status through their certification. Any recommendation for permanent appointment will take place at a regular, noticed meeting of the Commission.

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Section 5 Training of Probationary Employees

Certification of probationary police officers shall be subject to successful completion of the Basic Training Program as provided by the ILETSB. The failure of an appointee to successfully complete said course within six (6) months of his original appointment may result in his dismissal. The timeframe for completion of the Basic Training Program may be extended at the request of the Chief of Police and upon approval of the Commission.

CHAPTER 6
POLICE DEPARTMENT
SERGEANT PROMOTIONAL EXAMINATIONS

Article 1 - Procedure

Section 1 Summary of Procedures for Selecting Candidates for Promotion

Promotions within the Police Department shall be accomplished as follows in accordance with the rules, regulations and standards set forth in this Chapter 6.

- a. Following the announcement of a promotional examination, all eligible candidates must submit a memorandum to the Police Chief, indicating their interest in participating in the promotional process.
- b. All candidates shall submit to a written examination.
- c. The Commission may require the candidates to submit to simulated exercises, or assessment centers, conducted by the Police Chief.
- d. The candidates shall submit to an oral interview. The Police Chief, and other individuals as outlined in Article 3 Section 1 of this Chapter, shall have the right to be present at the oral interview and to ask such questions as the Commission may deem appropriate. The candidate's performance in the simulated exercise shall be evaluated during the oral interview process.
- e. The Police Chief will provide the Commission with an evaluation of each candidate.
- f. Upon completion of the entire promotional examination process, the Commission shall certify a list of qualified candidates to the Police Chief.
- g. A promotional psychological examination may be required to be part of a promotional examination process. If a psychological exam is utilized, it will be conducted by an accredited licensed testing firm.
- h. When a vacancy exists, the Police Chief, with concurrence of the Village Manager, shall then select from the qualified list of candidates to be promoted.

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Article 2 - Examination

Section 1 Establishment of Examinations

The Commission shall provide for promotions in the Police Department on the basis of ascertained merit and examination, and shall provide in all cases wherein the Commission retains jurisdiction, that vacancies for Sergeant shall be filled by promotional examination. All examinations for promotion shall be competitive among such eligible candidates, as outlined in Article 2 Section 3 of this Chapter, as desire to submit themselves to the process.

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A minimum of four (4) weeks prior to the commencement of a promotional process, based upon the date determined by the Commission, the Police Chief shall submit to the Commission, a detailed, written action plan explaining the selection process to be used, which conforms to state law.

Section 2 Notice of Examination

Promotional examinations shall be held on dates fixed by the Commission. It is the responsibility of the Police Chief to notify all potential eligible candidates of the date of said examinations. Examinations may be postponed by order of the Commission, in which event, said order shall state the reason for the postponement and shall designate a new date for the conduct of the examination. All candidates shall be notified of a postponement and of the new date fixed for the examination.

Section 3 Eligibility for Participation in the Promotional Examination

All examinations for promotion shall be competitive among such certified members of the Police Department who shall have completed four (4) full years of service. In addition, all candidates for promotion in the Police Department must have completed a Bachelor's Degree in order to be considered.

Section 4 Written Examination

- a. Criteria for Examination
The criteria for the written examination shall be selected by the Police Chief under the direction and subject to the approval of the Commission. The subject matter of examinations shall, in the Commission's determination, fairly test the capacity of the candidate to discharge the duties of Sergeant. All elements used to evaluate candidates for promotion shall be job related and nondiscriminatory. No examination shall contain questions regarding the candidate's political or religious opinions or affiliations.
- b. Scoring
The written examination shall constitute forty percent (40%) of the candidate's overall score. Candidates must earn a passing score, predetermined by the Commission, to be eligible to proceed in the promotional process.

Article 3 - Oral Interview

Section 1 Oral Interview

- a. Criteria
The oral interview process shall be approved by the Commission and interviewers shall be persons familiar with the requirements of the position to be filled and shall have a demonstrated ability to evaluate individuals in light of those requirements. The Police Chief shall select the interviewers subject to the approval of the Commission.

The oral interview shall enable the interviewers to evaluate the candidates on the following criteria:

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1. Leadership ability.
2. Administrative skills.
3. Interpersonal/Communication skills (includes both verbal presentation and written).
4. Ability to function satisfactorily in emergency situations.
5. Ability to supervise subordinates and to perform duties and functions in conformity with the established goals of the Police Department.

The oral interview may include a job simulation exercise (assessment center) which shall be conducted under the direction of the Police Chief and shall be evaluated during other phases of the oral interview.

- b. Scoring
The oral interview and/or assessment center phase of the promotional process shall constitute forty percent (40%) of the candidate's overall score.

Article 4 - Evaluation

Section 1 Chief's Evaluation

- a. Criteria
The Police Chief will provide the Commission with an evaluation of each candidate. This evaluation may include areas such as: the candidate's merit, past performance, discipline records, letters of commendation, contribution to department goals, etc.
- b. Scoring
The Chief's evaluation shall constitute twenty percent (20%) of the candidate's overall score.

Article 5 - Scoring

Section 1 Summary of Scoring

Written Examination	Weighted at forty percent (40%)
Oral Interview/Assessment Center	Weighted at forty percent (40%)
Chief's Evaluation	Weighted at twenty percent (20%)
Total Available for Overall Score	One hundred percent (100%)

Example:

Candidate has Written score of seventy six (76)	Weighted = thirty (30)
Candidate has Oral score of eighty three (83)	Weighted = thirty three (33)
Candidate receives Chief's Evaluation of eighty eight (88)	Weighted = eighteen (18)
Candidate would have final weighted score of eighty one (81)	

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Article 6 - Selection

Section 1 Selection of Candidate to Position

- a. After completion of the entire promotional examination process, the Commission shall eliminate any remaining candidate who is believed to be unqualified and shall certify a list of qualified candidates to the Police Chief. Candidates on the list shall be ranked according to their overall percentage points attained during the above stated phases of the promotional examination.
- b. The Police Chief, with concurrence of the Village Manager, shall then select the candidate to be promoted from the top one-third (1/3) of the names on the qualified list. If there are five (5) or less names on the list, the Chief may select any of the candidates.

Section 2 List of Qualified Candidates

The list of qualified candidates as certified by the Commission shall be posted by the Police Chief and shall be valid for future selection to the position. The Promotional List will be valid for the period of three (3) years from the date of posting.

Section 3 Probationary Period

Any candidate promoted by virtue of this Chapter shall be classified as on probationary status for a period of one (1) year following his promotion. The probationary period will terminate automatically at the expiration of said one (1) year period unless the Police Chief certifies to the Commission that the probationer has not performed his duties satisfactorily during that period. In that event, the Commission may place the probationer in his previous rank after notifying him of the reasons therefore, or upon recommendation of the Police Chief, extend the probationary period for an additional year.

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CHAPTER 7
POLICE DEPARTMENT
REMOVAL/DISCHARGE FROM EXEMPT COMMAND POSITION

The Police Chief may, without cause, remove Commanders and Deputy Chiefs who, upon removal, may be returned to any lower position but not below their last certified position.

Any member of the Police Department, probationary or otherwise, may request and/or consent to a return to a lower rank upon approval of the Police Chief.

CHAPTER 8
POLICE DEPARTMENT
DISCIPLINE INCLUDING DEMOTIONS, REMOVAL,
SUSPENSIONS AND DISCHARGES

Section 1 Discipline of Police Officers

Notwithstanding anything in this Chapter 8 to the contrary, all discipline of Police Officers, below the rank of Sergeant shall be subject to the "Employee Discipline" provisions of the Labor Contract between the Village of Palatine, Illinois and Palatine Fraternal Order of Police, Labor Council, Lodge No. 158 ("Police CBA"). The Police Officer's appeal is the grievance process as outlined in the Police CBA .

Section 2 Types of Discipline of Promoted Persons

a. Demotion

A demotion is the assignment of an employee, for cause, to a position in a lower rank, which shall result in a reduction in compensation to a rate not exceeding the maximum rate of such lower rank.

Sergeants can be recommended for demotion by the Police Chief, which recommendation shall be forwarded to the Fire and Police Commission

b. Suspension/Termination of Employment

The Police Chief may suspend Sergeants, Commanders or Deputy Chiefs for up to five (5) calendar days without Commission approval. The Chief shall advise the Village Manager of any suspension imposed under this Section and shall report it to the Commission. Suspension beyond five (5) calendar days and termination of employment may only be imposed by the Commission subject to Section 3 below.

Section 3 Process for Discipline

Written charges that a promoted person has not performed his duties in a satisfactory manner, shall be signed by the Police Chief and shall be delivered to the Commission. The charges shall include a statement of facts specifying the nature and the character of the offense to show good cause. Notice of the hearing and the hearing procedure shall be pursuant to Chapter 1, Article 2 of these Rules. If the person concurs with the discipline, he may waive his right to a hearing.

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Section 4 Appeal by Promoted Persons of Suspension by Police Chief

Any promoted person so suspended may appeal to the Commission for a review of the suspension within forty-eight (48) hours of receiving written notice of the suspension. This must be done by filing notice of such appeal in writing with any Commissioner. The Commission shall then conduct a hearing on the suspension in the same manner as if charges were originally filed before the Commission, except that the person suspended shall have the burden of proving that the suspension was unwarranted. Upon such an appeal by the person, the Commission may: sustain the action of the Police Chief; reverse it with instruction that the person so suspended receive his pay for the period involved; suspend the person for an additional period of time of not more than thirty (30) duty days without pay; demote him; or discharge him, depending on the evidence presented.

Section 5 Pre-Hearing Suspension Without Pay

After charges have been filed but prior to the hearing, the Commission on its own motion or on motion of the Police Chief may suspend without pay the person against whom the charges have been referred. If after the hearing the Commission determines that the charges are not sustained, that person shall be reimbursed for all wages withheld.

Section 6 Dispositions by the Commission After Hearing

Upon a finding of guilty of the written charges, the Commission may suspend the person for a period not to exceed thirty (30) duty days without pay, demote in rank, or discharge that person.

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CHAPTER 9
ORIGINAL APPOINTMENTS TO THE FIRE DEPARTMENT

Article 1 – Qualifications

Section 1 Residency and Authorization to Work Requirements

Applicants must be eligible to work in the United States as a condition of employment. All employees are required to provide proof that they are authorized to work in the United States within three (3) days of employment. Upon appointment to probation, all candidates must meet residency requirements as established in the Collective Bargaining Agreement.

Section 2 Special Qualifications

The Commission may require evidence of any special training or practical experience that it from time to time deems appropriate.

Applicant must possess a current EMT-Basic license held by the Illinois Department of Public Health or National Registry, which must also be current at the time of hire.

During probation, applicant must be able to obtain Illinois Office of the State Fire Marshal certifications as a Firefighter II/Basic, Hazardous Materials Operations and EMT-Paramedic certification within the Northwest Community Hospital EMS system.

Section 3 Physical and Medical Requirements

Each applicant for original appointment shall submit to a physical and medical examination by a licensed physician designated by the Commission. The applicant must be free from medical conditions that would prevent him from fulfilling the essential job functions of his position with reasonable accommodation.

Applicants are required to undergo an examination of their physical ability to perform the essential functions included in the duties they may be called upon to perform as a member of the Fire Department. The Commission will accept the Candidate Physical Ability Test ("CPAT") with Ladder Climb Exercise for the purpose of testing physical fitness. Applicants must have successfully completed the CPAT with Ladder Climb Exercise within the twelve (12) months immediately preceding and inclusive of the date of the written examination and provide proof with either a photo copy of a CPAT card or CPAT Certificate from an authorized CPAT Testing Center. Failure to provide proof of successful completion of the CPAT with Ladder Climb Exercise within the time frame specified will exclude the applicant from participating in the written examination and from the remaining testing components. Any costs associated with the CPAT certification with Ladder Climb Exercise will be at the expense of the applicant.

The Commission shall possess the authority to establish from time to time reasonable additional physical standards.

Adopted March 26, 2021

Section 4 Vision Requirement

Applicants must have at least twenty/forty (20/40) vision in both eyes with or without corrective lenses.

Section 5 Age Requirements

At the time of the last date for filing an application, individuals must have passed their twenty first (21st) birthday and shall be under thirty-five (35) years of age. This age limitation does not apply to any person currently employed as a full-time Firefighter in a regularly constituted fire department of any municipality or fire protection district located in Illinois; or a fire protection district whose obligations were assumed by a municipality; or any person who is serving a municipality as a currently enrolled volunteer, paid-on-call, or part-time firefighter for the five (5) years immediately preceding the time that the municipality begins to use full-time Firefighters to provide all or part of its fire protection service. Any person who turned thirty-five (35) years of age while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under forty (40) years of age.

Section 6 Educational Requirements

Completion of sixty (60) semester hours of college credit at a regionally accredited college or university, or evidence of applicant's training equivalences or, a combination thereof, which is acceptable to the Fire and Police Commission.

Section 7 Character Requirements

No person shall be appointed to the Fire Department unless that person is of good character. No person who is a habitual: user of narcotics, drugs, intoxicating substances, or any other substance or matter which is detrimental to the health of an individual; drunkard; gambler; or a person who has been convicted of a felony or a crime involving moral turpitude shall be eligible for appointment as a Firefighter.

Section 8 Driver's License Requirement

At the time of application, each applicant must possess and maintain a valid driver's license, but at the time of appointment the applicant must possess and maintain a valid Illinois driver's license.

Adopted March 26, 2021

Article 2 – Applications

Section 1 Steps in the Hiring Process

A guideline of the steps in the hiring process is detailed in Appendix A.

Section 2 Applications

The Commission shall furnish Applications for positions on the Fire Department. Applications may be obtained from the office of the Fire Chief or testing agency as a designee of the Commission.

Section 3 Filing Application

An Application for the Fire Department shall be addressed to the Commission and filed with the designee of the Fire Chief. The Office of the Chief will forward all completed Applications to the Secretary or their designee for record keeping. Persons making untruthful answers to questions in an Application shall be rejected by the Commission and the applicant notified of such action. The Commission may remove persons certified to positions on the Fire Department upon learning that false statements or omissions have been made or material misrepresentations of fact have been made to the Commission.

Section 4 Documentation

Each candidate shall furnish to the Commissioners:

- a. A completed employment Application.
- b. A certified copy of a college transcript or other verifiable documentation from a regionally accredited college, showing completion of sixty (60) semester hours; or, a combination of college credit and documented training equivalency, as determined by the Fire and Police Commission.
- c. A copy of a valid driver's license.
- d. When applicable, a certified copy of the applicant's military service record and discharge papers ("DD 214").
- e. A copy of the diploma of the highest level of education achieved.
- f. A copy of a valid IDPH or National EMT-B, EMT-I, or EMT-P License.
- g. A copy of a valid CPAT/LADDER Climb card.

All documents will be forwarded to the Secretary or their designee for record keeping.

Section 5 Disqualification

The Commission may refuse to examine an applicant, or after examination, may refuse to certify him as eligible:

- a. Who is found lacking in any of the established preliminary requirements for which the candidate has made application.
- b. Who is physically and mentally unable to perform the essential functions of the position to which he seeks appointment.

Adopted March 26, 2021

- c. Who is not of good character, or a person who has been convicted of a felony or a crime involving moral turpitude.
- d. Who is a habitual drunkard, gambler, or user of narcotics, drugs, intoxicating substances or any other substance or matter which is detrimental to the health of an individual.
- e. Who has been dismissed from any public service employment for good cause.
- f. Whose character and employment references are unsatisfactory.

Any applicant deemed disqualified hereunder shall be notified in writing by the Commission.

Section 6 Defective Applications

The Commission's designee shall check the Application material submitted for completeness. Applicants may be required to provide additional information or documentation for clarification of their Application provided that the applicant is otherwise qualified for the position. However, nothing in this section shall require the Commission to seek additional documentation not properly provided by the applicant.

Section 7 Release of Liability

In the event that the Village performs any physical ability test, each applicant shall deliver to the Commission an executed release from liability for the taking of the physical ability test on a release form to be prescribed by the Commission.

Section 8 Investigation of Applicant's Background

By making application for a position in the Fire Department, each applicant expressly authorizes the Commission to conduct such investigation into the applicant's history and character to determine that the applicant would not be disqualified under the requirements of these Rules. The background investigation shall include at a minimum:

- a. Verification of qualifying credentials.
- b. A review of any criminal record.
- c. Verification of at least three (3) personal references.

All applicants shall execute a form authorizing and empowering the Commission and its agents or other outside agencies to conduct a background investigation of the applicant.

Section 9 Notification of Acceptance of Applicant

The Commission or its designee shall notify each applicant whose application has been accepted to present himself for examination at the date and time specified with the release of liability described in Article 2 Section 6 above.

Section 10 Applications Not to be Returned

Applications for original appointment and for promotion will be kept on file with the Secretary or their designee and under no circumstances will they be returned to the applicants.

Adopted March 26, 2021

Article 3 - Examinations for Firefighter Candidates

Section 1 Examination Process for Firefighters

All examinations shall fairly test the capacity of the applicant to discharge the duties of the position to which the applicant seeks appointment. Applicants must receive a passing score on each examination component in order to continue with the testing process.

Section 2 Notice of Written Examinations

Examinations shall be held on the date fixed by the Commission and advertised in a local paper in accordance with the Board of Fire and Police Commissioners Statute (65 ILCS 5/10-2.1-6.3 (d)). Examinations may be postponed by order of the Commission. Applicants shall be notified of any examination postponement and of the new date fixed for said examination. Notice shall also be placed with appropriate websites and using recommendations within the Affirmative Action Plan.

Section 3 Vacancies/Eligibility List

The Commission shall call examinations to fill vacancies in the Fire Department, or to provide an eligibility list in anticipation of vacancies. A call for such examination shall be entered in the Minutes of the Commission and shall include a statement of:

- a. The deadline for receipt of Applications.
- b. The time and place where such examination will be held.
- c. The position to be filled from the resulting eligibility list.

Section 4 Storage of Selection Process Materials

The Commission shall limit access to the selection process materials so as to maintain the security and confidentiality of these items. When not in use, these items will be stored in locked files under the control of the Secretary or their designee.

Section 5 Disposition of Selection Process Materials

The Secretary of the Commission or their designee shall be responsible for the disposition of selection process materials, including written examination scores, in a manner that prevents the disclosure of the information therein. The Commission or their designee shall maintain the records of all candidates' performance, including examination score, in accordance with the Local Records Act (50 ILCS 205/1).

Section 6 Notification Procedures

The Commission or their designee shall inform all candidates of their status throughout the examination process. Candidates who fail to achieve the minimum passing score on any component of the examination process will be informed.

Adopted March 26, 2021

Article 4 - Written Test

Section 1 Nature of Examination

The material used in this examination shall be of such nature that it will adequately assess the candidate's mental ability to assimilate training and to function as a firefighter.

Section 2 Test Procedure

Each candidate will receive a numbered Test Identification Form on which the candidate will enter his name and other information as required. Before the start of the examination these forms will be collected and sealed in an envelope by the examiners. No name or signature shall be placed on any examination paper. No mark of identification tending to disclose the identity of the candidate shall be placed upon the examination papers. Papers of persons violating this rule shall be marked *REJECTED BY ORDER OF THE COMMISSION* and the person shall be disqualified.

All candidates shall be ranked based on their scores on the written examination. This initial ranking shall be used to determine eligibility to participate in subsequent portions of the examination process.

Section 3 Selection Criteria for Preliminary Eligibility List

To qualify for placement on the Preliminary Eligibility List, the applicant's total score, before any applicable preference points, must be at or above the minimum score as set by the Commission. The Commission shall employ a testing consultant to validate and advise the Commission as to the appropriate minimum passing score. Based on this information, the Commission shall assign a minimum score to qualify for placement in the Preliminary Eligibility List.

Section 4 Finality

All examination papers shall be the property of the Commission and the scoring thereof by the Commission shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description.

Article 5 - Selection of Candidates

Section 1 Initial Eligibility List

The Commission shall create an Initial Eligibility List. A candidate is eligible to be placed on this list based upon meeting the selection criteria of the written examination, and having successfully completed the physical ability, CPAT with Ladder Climb Exercise, within the twelve (12) months immediately preceding and inclusive of the date of the written examination. The examination components for an Initial Eligibility List shall be scored on a one hundred (100) point scale. The candidates will be listed in order of their excellence based on their score without the application of any available Preference Points. When more than one applicant receives the same number of points, placement on the Initial Eligibility List shall be assigned by lottery. No more than sixty (60) calendar days after the written examination, the Commission shall post a dated copy of the Initial Eligibility List.

Adopted March 26, 2021

Section 2 Final Eligibility List

The commission shall create a Final Eligibility List after the awarding of verified preference points. Where more than one applicant receives the same number of Preference Points, placement on the Final Eligibility List shall be assigned by lottery.

Section 3 Preference Points

The Commission shall provide candidates with the ability to claim Preference Points, and shall establish the amount of Preference Points for all categories except Preference Points for veteran status.

The Candidate shall claim Preference Points in writing, with proof of Preference Point eligibility, no later than ten (10) calendar days after the posting of the Initial Eligibility List, or such claim for Preference Points shall be considered waived.

The Commission shall prepare and post a Final Eligibility List with applied Preference Points.

The Commission shall assign Preference Points as follows:

- a. Veteran's Preference Points
Applicants who served in the United States Military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall be preferred for employment and shall receive not less than five (5) Preference Points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant.
- b. Paramedic Preference Points
Applicants who are currently licensed as an Emergency Medical Technician-Paramedic ("EMT-P") through the Illinois Department of Public Health or National Registry can claim five (5) Preference Points.
- c. Firefighter II/Basic Preference Points
Applicants who have successfully completed an approved full-time fire academy, the list of which shall be maintained by the Fire Chief, and earned their Firefighter II/Basic Certification through the Illinois Office of the State Fire Marshal are eligible to claim five (5) Preference Points. Applicants who have successfully completed an approved part-time fire academy, the list of which shall be maintained by the Fire Chief, and earned their Firefighter II/Basic Certification through the Illinois Office of the State Fire Marshal are eligible to claim two and one-half (2.5) Preference Points.
- e. Experience Preference Points
 1. All persons employed by a municipality who have been paid-on-call or part-time certified Firefighter II/Basic, State of Illinois or Nationally Licensed EMT, EMT-I, A-EMT, or any combination of those capacities shall be awarded one-half (0.5) point for each year of successful service in one or more of those capacities, up to a

Adopted March 26, 2021

maximum of five (5) preference points. Certified Firefighter III/Advanced and State of Illinois or Nationally Licensed paramedics shall be awarded one point per year up to a maximum of five (5) preference points.

2. Applicants from outside the municipality who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least two (2) years shall be awarded five (5) preference points.
3. No Experience Preference Points will be eligible to applicants for service with a private employer who had a contract for fire or ambulance service with a municipality or fire protection district.
4. Per Illinois Public Act 97-0251, an applicant cannot pass a veteran through the use of Experience Preference Points.

Article 6 - Background Review

Section 1 Background Review

Following the creation of a Final Eligibility List, the Commission may conduct a background review including, but not limited to, criminal history, employment history, moral character, oral examination, and polygraph on a pass/fail basis.

Section 2 Attendance of Commissioners

The Fire Chief shall have the right to be present at any oral interview, with representatives from his command staff and to ask such questions as the Commission may deem appropriate.

Article 7 – Expiration of Lists

The Final Eligibility List shall remain valid for one (1) year with an option to extend up to one (1) additional year, after which it will expire, and all remaining names will be stricken.

Article 8 – Conditional Offers of Employment

Section 1 Conditional Offer of Employment

All offers of employment shall be made from the Final Eligibility List. When a vacancy exists, the Fire Chief, with concurrence of the Village Manager, shall then select from the qualified list of candidates to be selected. On recommendation of the Fire Chief, the Commission shall appoint an applicant either (i) ranking in the top five percent (5%) of the Final Eligibility List or (ii) any applicant ranked within the top five (5) highest ranked applicants if the number of people ranking in the top five percent (5%) is less than five (5) candidates.

To be eligible for appointment, the candidate must have successfully completed the CPAT with Ladder Climb Exercise within the twelve (12) months immediately preceding and inclusive of the date the conditional offer of employment is made and must provide proof with either a photocopy of a CPAT card or CPAT Certificate from an authorized CPAT Testing Center.

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Failure to provide proof of successful completion of the CPAT with Ladder Climb Exercise within the time frame specified will exclude the applicant from being considered from employment with the Fire Department at that time but he may be considered for other Fire Department employment opportunities at later dates as long as the Final Eligibility List remains in effect. Any costs associated with maintaining the CPAT certification with Ladder Climb Exercise will be at the expense of the applicant. Before a medical and/or psychological examination is conducted the eligible candidate shall receive a conditional offer of employment.

Section 2 Psychological Examination

A candidate on notification of a pending appointment shall submit himself for a post-offer employment psychological examination by a licensed psychologist designated by the Commission. Failure to pass this psychological examination shall eliminate the candidate's name from the Final Eligibility List and any further consideration.

Section 3 Medical Examination

A candidate on notification of a pending appointment shall submit himself for a post-offer employment physical by a licensed physician designated by the Commission. Failure to pass this physical shall eliminate the candidate's name from the Final Eligibility List and any further consideration.

Section 4 Probation of Original Appointees

All original appointees to the Fire Department shall be appointed on a probationary basis as established in the collective bargaining agreement. The Fire Chief may discharge an employee at any time during the probationary period. Whenever a probationary employee is dismissed from the Fire Department, the Fire Chief will make notification to the Fire and Police Commission Chair as soon as practical. A probationary firefighter is not entitled to a Chapter 1, Article 2 hearing on the discharge. Failure of the Commission to certify a probationary employee shall be deemed to be a discharge and the employee shall not be entitled to a Chapter 1, Article 2 hearing. No probationary employee shall become a certified non-probationary employee until that employee has been so certified by the Commission.

Section 5 Training of Probationary Employees

Firefighter/paramedics shall be subject to successful completion of OSFM Firefighter II/ Basic or OSFM equivalent from an approved fire academy, OSFM Hazardous Materials Operations certification, and EMT-Paramedic certification within the Northwest Community Hospital EMS system. Appointees shall be discharged if unable to successfully achieve these certifications during their initial probation.

Section 6 Declining Appointment

Any person whose name appears on a Final Eligibility List may decline appointment one (1) time without losing their position on the list. In the event a person declines an appointment a second (2nd) time, the Commission may strike the name of such candidate from the Final Eligibility List.

Adopted March 26, 2021

Section 7 Completion of Probation

Probationary employees who have successfully completed their probationary period shall be recommended by the Chief to the Commission for permanent appointment through Commission Certification. Any recommendation for permanent appointment will take place at a regular, noticed meeting of the Fire and Police Commission.

CHAPTER 10
FIRE DEPARTMENT LIEUTENANT
PROMOTIONAL EXAMINATIONS

Section 1 Summary of Procedures for Selecting Candidates for Promotion

Promotions to Lieutenant within the Fire Department shall be accomplished in accordance with the Rules set forth in this Chapter 10.

A promotional process for the position of Lieutenant shall follow the provision of the Collective Bargaining Agreement between the Palatine Firefighters Local No. 4588 International Association of Firefighters, and the Village of Palatine. Upon completion of the process, the Commission shall certify the Final Eligibility List.

Section 2 Guidelines in the Promotional Process

The guidelines in the promotional process are detailed in Appendix A.

CHAPTER 11
FIRE DEPARTMENT
REMOVAL/DISCHARGE FROM EXEMPT COMMAND POSITION

Section 1 The Fire Chief may, without cause, remove Battalion Chiefs / Division Chiefs and Deputy Chiefs who, upon removal, may be returned to any lower position but not below their last certified position.

Section 2 Any officer of the Fire Department may request and/or consent to a demotion to a lower rank upon approval of the Fire Chief.

CHAPTER 12
FIRE DEPARTMENT
DISCIPLINE INCLUDING DEMOTIONS, REMOVAL,
SUSPENSIONS AND DISCHARGES

Section 1 Discipline of Fire Officers

Notwithstanding anything in this Chapter 12 to the contrary, all discipline of covered union members shall be subject to Article VIII of the "Discipline and Discharge" provisions of the Agreement between the Village of Palatine, Illinois and Palatine Firefighters Local No. 4588, International Association of Firefighters, AFL-CIO, CLC ("Fire CBA").

Adopted March 26, 2021

Section 2 Types of Discipline of Promoted Persons

a. Demotion

A demotion is the assignment of an employee, for cause, to a position in a lower rank, which shall result in a reduction in compensation to a rate not exceeding the maximum rate of such lower rank.

b. Suspension/Termination of Employment

The Fire Chief may suspend Battalion Chiefs for up to two (2) duty days without Commission approval. The Fire Chief may suspend Division Chiefs and Deputy Chiefs for up to five (5) calendar days without Commission approval. The Chief shall advise the Village Manager of any suspension imposed under this Section and shall report it to the Commission. Suspension beyond two (2) duty days for Battalion Chiefs and beyond five (5) calendar days for Division Chiefs and Deputy Chiefs and termination of employment may only be imposed by the Commission subject to Section 3 below.

Section 3 Process for Discipline

Written charges that a promoted person has not performed his duties in a satisfactory manner, shall be signed by the Fire Chief and shall be delivered to the Commission. The charges shall include a statement of facts specifying the nature and the character of the offense to show good cause. Notice of the hearing and the hearing procedure shall be pursuant to Chapter 1, Article 2 of these Rules. If the person concurs with the discipline, he may waive his right to a hearing.

Section 4 Appeal by Promoted Persons of Suspension by Fire Chief

Any promoted person so suspended may appeal to the Commission for a review of the suspension within forty-eight (48) hours of receiving written notice of the suspension. This must be done by filing notice of such appeal in writing with any Commissioner. The Commission shall then conduct a hearing on the suspension in the same manner as if charges were originally filed before the Commission, except that the person suspended shall have the burden of proving that the suspension was unwarranted. Upon such an appeal by the person, the Commission may sustain the action of the Fire Chief; reverse it with instruction that the person so suspended receive his pay for the period involved; suspend the person for an additional period of time of not more than thirty (30) calendar days (ten (10) duty days for shift personnel) without pay; demote him; or discharge him, depending on the evidence presented.

Section 5 Pre-Hearing Suspension Without Pay

After charges have been filed but prior to the hearing, the Commission on its own motion or on motion of the Fire Chief may suspend without pay the person against whom the charges have been referred. If after the hearing the Commission determines that the charges are not sustained, that person shall be reimbursed for all wages withheld.

Adopted March 26, 2021

Section 6 Dispositions by the Commission After Hearing

Upon a finding of guilty of the written charges, the Commission may suspend the person for a period not to exceed thirty (30) calendar days (ten (10) duty days for shift personnel) without pay, demote in rank, or discharge that person.

**FIRE AND POLICE COMMISSIONERS
VILLAGE OF PALATINE**

Commissioner Robert Falardeau

Commissioner Jim Hader

Commissioner Dan Nallen

Commissioner Geno Nowak

Commissioner William Rossi

ADOPTED: March 26, 2021

Adopted March 26, 2021

APPENDIX A

GUIDELINE - FIREFIGHTER-PARAMEDIC HIRING TIME LINE

Projected posting of Final Eligibility List on April 20th

RECRUITMENT PHASE

Second Week of Jan (5 weeks to application due date)

- Legal Notices in Daily Herald and on VOP website (two weeks required)
- Posting Initial application on VOP website
- Posting recruitment notice at twelve (12) free “fire career” websites
- Faxing to 80 local PT, POC or VOL fire departments
- Email recruitment notice to IL community college fire science programs
- Channel 6 – Recruitment notice running to application date

Third Week of Jan (4 weeks to application due date)

- Station 82 sign board with recruitment notice
- Reserve High School auditorium rooms

APPLICATION PHASE

- Accepting applications from second week of Jan to end of the second week in February (Feb 10th +/-). Approximately 5 weeks.
- Order Written Tests
- Application review third week of February (Feb 13-17)

WRITTEN EXAMINATION PHASE

- Written test scheduled for two weeks after Initial application date on a Saturday morning (Feb 25th +/-)
- Check in at 0800-0900 - Candidates ID verification
- Test starts at 0900
- BPFC introduction statement to the candidates
- Tests collected and scored on-site.
- “Initial List” posted (top 40 +/-)
- Chief’s orientation with candidates
- Schedule the Wilson Room for oral interviews in the last week of March.

ORAL INTERVIEW PHASE

- Comprehensive Applications due 3 weeks after written (March 16th +/-)
- The week after applications are returned, they are compiled, copied and distributed to the BPFC for review (Third week of March +/-)
- Oral interviews are scheduled for the last week in March
- Interviews at Station 84 (3-4 days depending on number of applicants)
- “Initial List” posted at Station 85
- 10-Day Preference Point Claim Notice given to applicants.

PREFERENCE POINT PHASE

- 10-Days after the posting of the Initial List, preference point claim forms due (on or around April 16th).
- All preference point claims confirmed and verified 2-3 days after the due date (April 17th -19th).
- “Final Eligibility” list posted on April 20th (+/-).

Adopted March 26, 2021

Guideline - Lieutenant Promotional Time-Line

Projected posting of Final List on April 01

Reading List

- December 15 - Create and post reading list

Eligibility Phase

First Week of January

- Send an email to FD all on eligibility requirements and announcement of the beginning of the promotional process
- Ask members to reply YES or NO on participation
- Create email group based on participation
- Create packets for Merit and Officer Evaluations
- Create excel document to track scores and post lists
- With every email in the process, make sure to attach language on promotional process and include memo in each candidates mailbox
- Communication with the Fire and Police Commissioners and Human Resources is paramount throughout the process
- Schedule Written Exam with testing agency and secure rooms for Oral Interviews and Written Exam
- Design Oral Interview questions

Second Week of January

- Send email and memo on Ascertained Merit and Officer Evaluations
- Notify candidates of Evaluators and include Chief's picks for Evaluators, this begins notice to candidate for 10 days to turn in their two choices

Third Week of January

- Chief sends out his criteria for Chief's Points
- Candidates two Evaluators are due in

Forth Week of January

- Send out Officer Evaluation packets

First Week of February

- Merit, Chief's points, Officer Evaluations are all due in and sealed in envelope

Oral Interview Phase and preliminary scoring

First Week of February

- Communicate with Fire and Police Commissioners on which Commissioners will be scoring the interview process
- Design binders that include photos of the candidates, interview questions and scoring sheets
- Confirm with the Union which two personnel will be part of the scoring and communicate which two from administrative

Second Week of February

- Oral interviews to be conducted in second week of February

Second or Third Week of February

- Following oral interviews, unseal all envelopes and score Merit, Chief's Points, Evaluations, Oral Interview and Seniority – Commissioners and Union present when unsealing envelopes and scoring

Adopted March 26, 2021

Written Exam

Third week of March

- **Confirm with testing agency**
- **Commissioners and Human Resources conduct written exam**
- **Review and Appeal session immediately following exam**
- **Post Preliminary list including written scores**

Posting of Final List

- **After posting preliminary list, send email and memo on Veteran's Points. 10 days to return DD-214 for points**
- **Post Final List and signed and approved by Commissioners**

Consider a Motion Authorizing the Village Manager to Purchase a Replacement Fire Aerial Platform Truck

BACKGROUND:

As part of the Capital Vehicle Replacement Program, the Village Council allocated \$1,350,000 in American Rescue Plan Act (ARPA) funds for the replacement of one fire ladder truck. This vehicle is recommended for replacement after an inspection, evaluation, and life-cycle cost analysis.

The vehicle to be replaced, T-371, is a 2008 Pierce Quint with 87,000 miles. It typically spends most of its life idling at fire scenes, so industry standard is to use engine hours with a multiplier to simulate actual driving in an urban area. Thus, the truck has an equivalent of 271,320 miles on it. The use of ARPA funds under the revenue replacement criteria will allow us to maintain our scheduled purchase.

KEY ISSUES:

- On Wednesday, December 29, 2021, one bid was received. The Village proactively advised several potential vendors of the bidding opportunity.
- The low responsive and responsible bidder was MacQueen Emergency of Aurora, Illinois in the amount of \$1,278,000.
- MacQueen has proposed a current model Pierce Enforcer 100' platform truck.
- MacQueen indicated that they can meet all specifications outlined in the bid.
- The total purchase cost includes a \$15,000 allowance. Changes or substitutions to specific parts may occasionally be needed once production of the truck has started. Staff included this allowance in the total bid price to account for such changes. Any changes must be approved by Staff and shall not exceed a total of \$15,000.

ALTERNATIVES:

1. Award the contract for the 2022 Aerial Platform Truck Purchase to MacQueen Emergency in the amount of \$1,278,000.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends awarding the contract for the 2022 Aerial Platform Truck Purchase to MacQueen Emergency of Aurora, Illinois in the not-to-exceed amount of \$1,278,000.

BUDGET IMPACT:

American Rescue Plan Act (ARPA) funds in the amount of \$1,350,000 have been appropriated in the Capital Vehicle Replacement Program for this vehicle. Savings of \$72,000 can be allocated towards other items designated in the Village's ARPA Spending Plan including outfitting this unit with tools and related rescue equipment.

ACTION REQUIRED:

Motion to award the contract for the 2022 Aerial Platform Truck Purchase to MacQueen Emergency Group of Aurora, Illinois in the not-to-exceed amount of \$1,278,000.

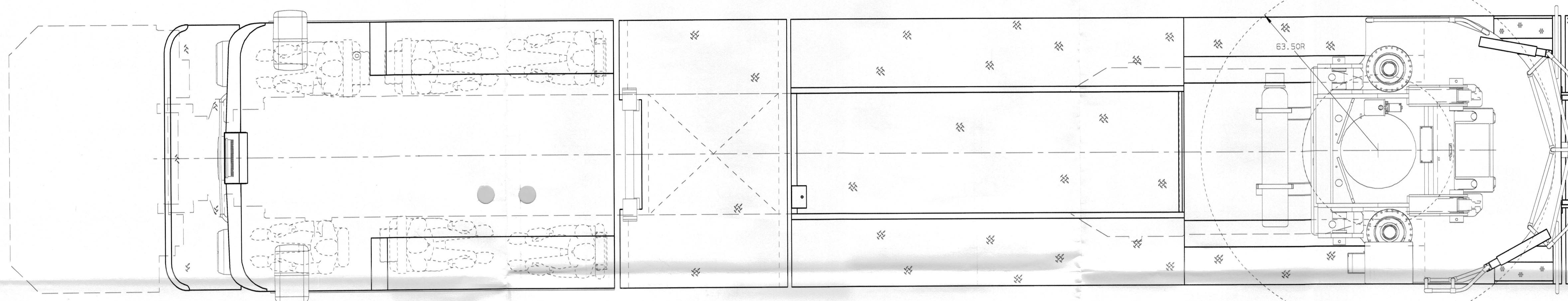
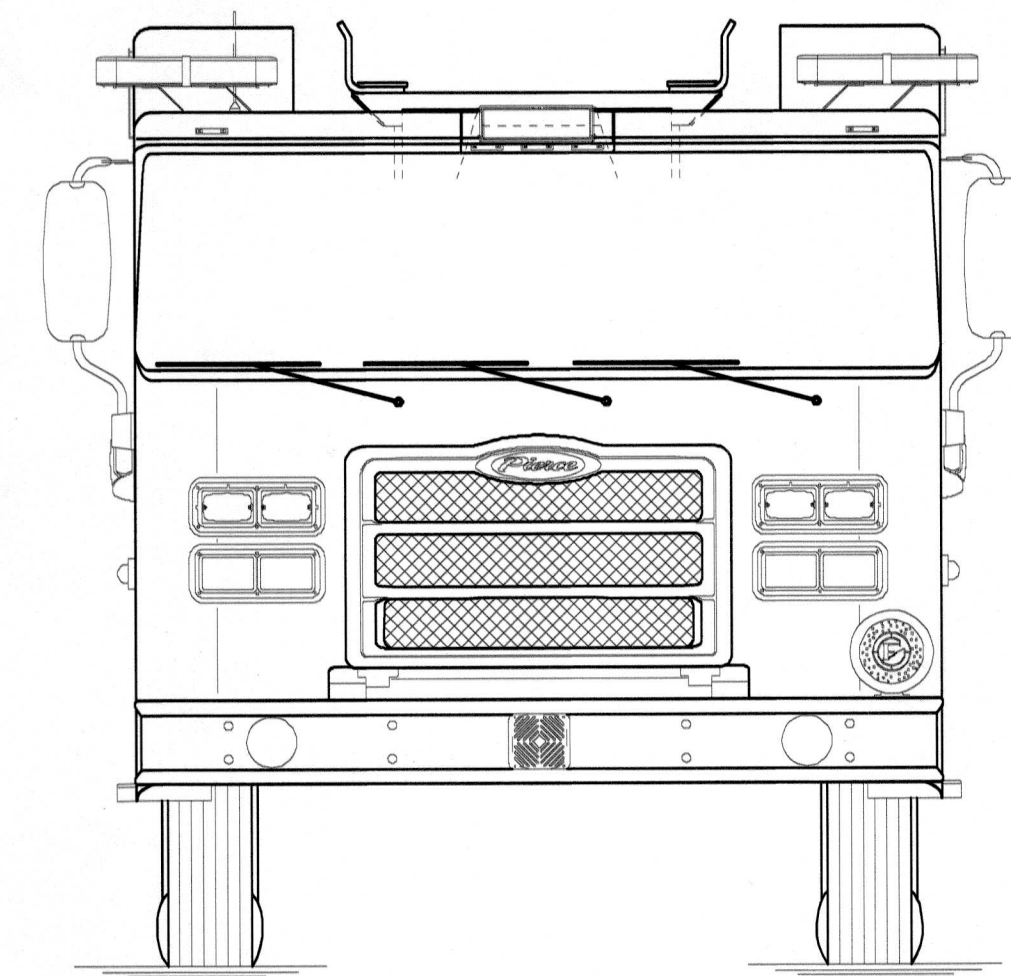
ATTACHMENTS:

- Bid Tabulation
- Truck Assembly Drawing

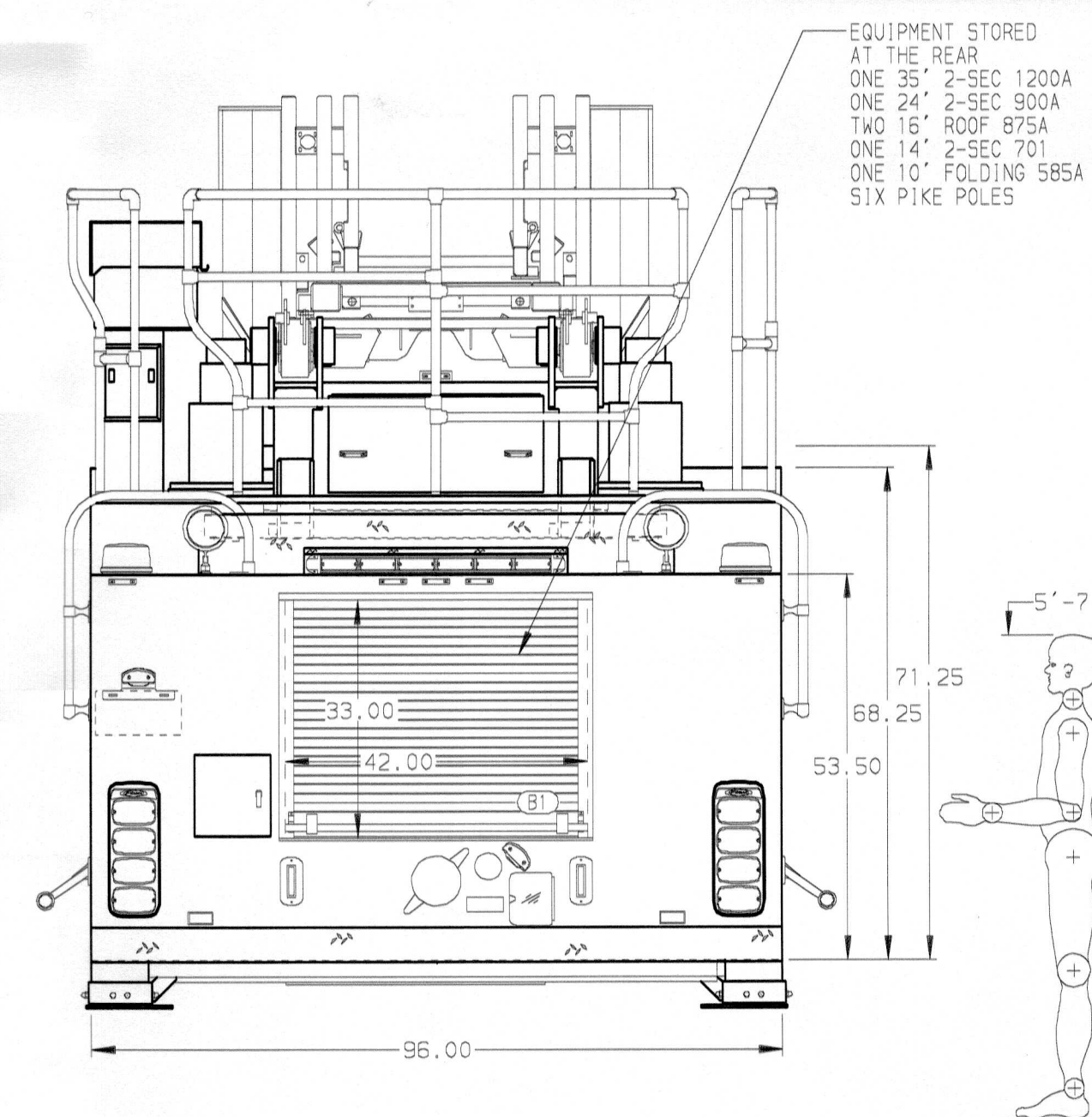
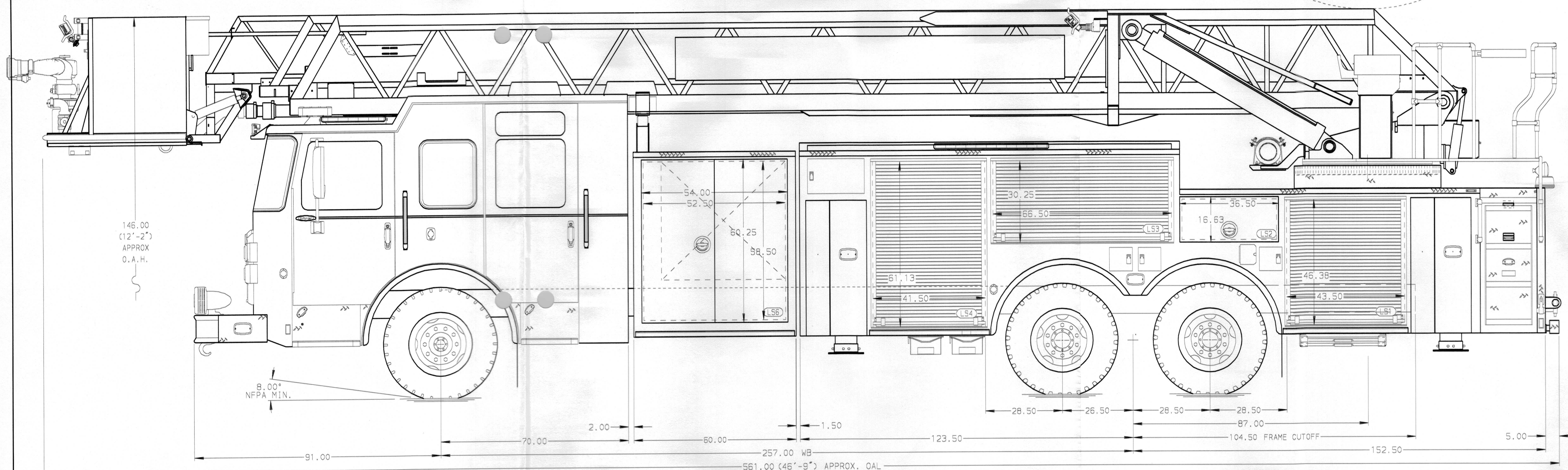
2022 AERIAL PLATFORM TRUCK PURCHASE
BID OPENING: WEDNESDAY, DECEMBER 29, 2021 11:00 AM
DEPARTMENT OF PUBLIC WORKS
CONTRACT DPW-2281

Bidder Name	Proposal Signed Y/N	Bid Bond Attached Y/N	Addendum #1 Y/N	Total Bid Price
MacQueen Emergency	Y	Y	Y	\$1,278,000.00

Attachment: Bid Tabulation (Fire Aerial Platform Truck Purchase)



BODY	WATER TANK
100' RMSP Tandem Axle Aluminum Body	Water Tank Not Required
COMPT, LEFT SIDE FRONT	Foam System
FH/FD RollUp Forward w/o Chute	Foam System Not Required
COMPT, LEFT SIDE REAR	Foam Cell
FH/FD RollUp and Lift-up Rearward	Foam Cell Not Required
COMPT, RIGHT SIDE FRONT	
FH/FD RollUp Forward w/o Chute	
COMPT, RIGHT SIDE REAR	
FH/FD RollUp and Lift-up Rearward	



EQUIPMENT STORED
AT THE REAR
ONE 35' 2-SEC 1200A
ONE 24' 2-SEC 900A
TWO 16' ROOF 875A
ONE 14' 2-SEC 701
ONE 10' FOLDING 585A
SIX PIKE POLES

CHASSIS Enforcer Chassis ENGINE 510 HP Paccar MX13 Engine		CAB 7010 Notched Enforcer Cab BUMPER 22" Extended Stainless Steel	AXLE, FRONT, CUSTOM 23,000 Lb Dana Axle AXLE, REAR 58,000 Lb Meritor Axle		TRANSMISSION Allison 5th Gen, 4000 EVS P	PUMPHOUSE 60" Compartment IPO Pump PUMP Pump Not Required	CROSSLAYS, 1.50" 1.50" CrossLays Not Required CROSSLAYS, 2.50" 2.50" CrossLay Not Required	SPEEDLAYS Speedlays Not Required GENERATOR Generator Not Required	SAFETY Side Roll and Frontal Impact Protection	 MANUFACTURING INC.				JOB NO.	PRELIM			
NOTE DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION. MINOR DETAILS NOT SHOWN.		1. ONE 1.50 OUTLET WITH 2.00 PIPING AND SWIVEL LOCATED IN CENTER BUMPER TRAY 2. SHORELINE RECEPTACLE WITH KUSMAUL SUPER AUTO-EJECT LOCATED IN DRIVER SIDE OF THE CAB 3. AIR INLET WITH DISCONNECT COUPLING IN THE DRIVER SIDE STEPPED 4. BATTERY CHARGER LOCATED IN COMPARTMENT PER SHOP ORDER 5. BATTERY CHARGE INDICATOR LOCATED ON THE DRIVER SIDE SEAT RISER 6. ADJUSTABLE SHELVES IN COMPARTMENTS PER SHOP ORDER 7. ONE FLOOR MOUNTED SLIDE-OUT TRAY IN COMPARTMENT PER SHOP ORDER 8. 3.00" RAISED AERIAL PEDESTAL 9. LIFTING EYE ROPE RESCUE ATTACHMENT AT AERIAL TIP 10. 1500 GPM HIGH FLOW WATERWAY												CHASSIS DATA	100 AERIAL PLATFORM & BODY ASSEMBLY (PAP100A)	DRAWN BY	08JUL21	
														MAKE	PUMP/NO TANK	CR1		
														FOR	PALATINE, IL. FD, VILLAGE OF	BID #1048	CHECKED BY	-
														PIERCE	MACQUEEN EMERGENCY GROUP	KENNA, JOHN		
														MODEL			SHEET SIZE	SHEET NO.
REV	DATE	BY	CH	ENFORCER	DWG NO.	04-9211			D	1 OF 1								

Consider a Motion to approve Warrant #1

Village of Palatine Warrant approval

Village Clerk

Mayor

Warrant # 1 having been approved by the Village Council on 01/10/2022 authorizes the Treasurer to deposit funds from the accounts indicated below:

		Check/ACH Disbursements	Electronic (EFT/W-T) Disbursements	Manual Checks	UB Refunds Processed	Fund Expense
General Fund	100	213,665.08	-	3,227.34	-	216,892.42
Motor Fuel Tax Fund	205	292,213.29	-	-	-	292,213.29
Federal Equitable Sharing Fund	221	725.00	-	-	-	725.00
Downtown TIF Fund	233	14,000.00	-	-	-	14,000.00
Rand Corridor TIF Fund	234	150,000.00	-	-	-	150,000.00
CDBG - CV	255	15,633.00	-	-	-	15,633.00
Capital Equipment Fund	401	2,004.13	-	-	-	2,004.13
Capital Improvements Fund	402	114,903.86	-	-	-	114,903.86
Water Fund	605	317,807.51	-	759.34	7,959.60	326,526.45
Sewer Fund	610	4,729.45	-	-	-	4,729.45
Refuse Fund	615	242,203.26	-	-	578.67	242,781.93
Parking Fund	620	8,384.07	-	7,984.07	-	16,368.14
Liability Insurance Fund	702	21,955.07	-	-	-	21,955.07
Fleet Services Fund	710	39,057.77	-	-	-	39,057.77
Total Report		1,437,281.49	-	11,970.75	8,538.27	1,457,790.51

ATTACHMENTS:

- Warrant #1



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2385 - A & A Body Shop, Inc.									
4598	Repairs & Maintenance - T-478	Open		12/10/2021	01/09/2022	12/16/2021			1,248.
			Vendor 2385 - A & A Body Shop, Inc. Totals			Invoices	1		<u>\$1,248.</u>
Vendor 5158 - A-K Underground Inc									
HRDRPW12222021	Hydrant Meter Deposit Refund	Open		12/22/2021	12/31/2021	01/04/2022			993.
			Vendor 5158 - A-K Underground Inc Totals			Invoices	1		<u>\$993.</u>
Vendor 1553 - Acme Truck & Brake Supply									
02_11852	Parts - T-454	Open		12/17/2021	01/16/2022	12/31/2021			145.
01_229573	Parts - T-449	Open		12/21/2021	01/20/2022	12/31/2021			403.
			Vendor 1553 - Acme Truck & Brake Supply Totals			Invoices	2		<u>\$548.</u>
Vendor 4853 - Advance Auto Parts									
2376-ID-1037840	Parts - STOCK	Open		11/01/2021	12/01/2021	12/16/2021			93.
2376-1045004	Parts - C-320	Open		12/01/2021	12/31/2021	12/16/2021			19.
2376-1045007	Parts - M-999	Open		12/01/2021	12/31/2021	12/16/2021			44.
2376-1045231	Parts - STOCK	Open		12/02/2021	01/01/2022	12/16/2021			60.
2376-1045273	Parts - C-361	Open		12/02/2021	01/01/2022	12/16/2021			33.
2376-1045631	Parts - T-465	Open		12/03/2021	01/02/2022	12/16/2021			95.
2376-1045990	Parts - STOCK	Open		12/06/2021	01/05/2022	12/16/2021			21.
2376-1046799	Parts - STOCK	Open		12/09/2021	01/08/2022	12/16/2021			98.
2376-1046801	Parts - STOCK	Open		12/09/2021	01/08/2022	12/16/2021			79.
2376-1046907	Credit Memo	Open		12/09/2021	01/08/2022	12/16/2021			(95.6
2376-1047047	Parts - T-412	Open		12/09/2021	01/08/2022	12/16/2021			42.
2376-1047634	Parts - STOCK	Open		12/13/2021	01/12/2022	12/16/2021			6.
2376-1047738	Parts - STOCK	Open		12/13/2021	01/12/2022	12/16/2021			46.
2376-1048170	Credit Memo	Open		12/15/2021	01/12/2022	12/16/2021			(43.3
2376-1048207	Parts - C-372	Open		12/15/2021	01/14/2022	12/16/2021			25.
2376-1049173	Parts - STOCK	Open		12/20/2021	01/19/2022	12/16/2021			31.
			Vendor 4853 - Advance Auto Parts Totals			Invoices	16		<u>\$559.</u>
Vendor 3030 - Advanced Automation & Control									
21-3824	SCADA Troubleshooting	Open		12/07/2021	01/06/2022	12/28/2021			2,300.
			Vendor 3030 - Advanced Automation & Control Totals			Invoices	1		<u>\$2,300.</u>
Vendor 3998 - Jeffrey J Agner									
PWBRJA12302021	Boot Reimbursement	Open		12/30/2021	01/06/2022	12/20/2021			178.
			Vendor 3998 - Jeffrey J Agner Totals			Invoices	1		<u>\$178.</u>
Vendor 1437 - Ahlgrim Family Funeral Services									
2021-00001118	Body Transfer to Funeral Home (M. Olson)	Open		12/18/2021	01/10/2022	12/31/2021			275.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
			Vendor	1437 - Ahlgrim Family Funeral Services Totals			Invoices	1	\$275.
Vendor 1759 - Air One Equipment, Inc.									
175701	Ponn Conquest Attack Hose	Open		12/14/2021	01/13/2022	12/16/2021			2,108.
175868	Clothing	Open		12/16/2021	01/15/2022	12/16/2021			1,465.
176046	Compressor Maintenance	Open		12/23/2021	01/22/2022	12/23/2021			734.
			Vendor	1759 - Air One Equipment, Inc. Totals			Invoices	3	\$4,307.
Vendor 2611 - Al Warren Oil Co									
W1442068	Motor Fuel	Open		12/21/2021	01/20/2022	12/31/2021			2,371.
W1442069	Motor Fuel	Open		12/21/2021	01/20/2022	12/31/2021			17,068.
			Vendor	2611 - Al Warren Oil Co Totals			Invoices	2	\$19,439.
Vendor 3060 - Allegra Print & Imaging									
97478	Calendars	Open		12/10/2021	01/09/2022	12/09/2021			184.
			Vendor	3060 - Allegra Print & Imaging Totals			Invoices	1	\$184.
Vendor 2496 - Altorfer Industries, Inc									
P56C0007172	Parts - E-603	Open		10/28/2021	12/31/2021	12/16/2021			733.
P54R0020185	Credit Memo	Open		11/29/2021	12/31/2021	12/16/2021			(733.6
P54C0155993	Parts - E-211	Open		12/01/2021	12/31/2021	12/16/2021			939.
P54C0156067	Parts - E-603	Open		12/08/2021	01/07/2022	12/16/2021			548.
P54C0156091	Parts - E-221	Open		12/08/2021	01/07/2022	12/16/2021			83.
P54C0156092	Parts - STOCK	Open		12/08/2021	01/07/2022	12/16/2021			360.
P54C0156151	Parts - E-603	Open		12/13/2021	01/12/2022	12/16/2021			119.
TD00940	Repairs & Maintenance - E-603	Open		12/20/2021	01/19/2022	12/31/2021			2,478.
			Vendor	2496 - Altorfer Industries, Inc Totals			Invoices	8	\$4,531.
Vendor 4985 - American State Equipment Co, Inc									
P33464	Salt Conveyor Parts	Open		12/22/2021	01/21/2022	12/22/2021			3,452.
			Vendor	4985 - American State Equipment Co, Inc Totals			Invoices	1	\$3,452.
Vendor 5021 - Arlington Heights Ford LLC									
39366H	Parts - T-400	Open		12/14/2021	01/13/2022	12/16/2021			288.
			Vendor	5021 - Arlington Heights Ford LLC Totals			Invoices	1	\$288.
Vendor 1443 - Arlington Power Equipment									
102288	Parts - PT-999	Open		12/17/2021	01/16/2022	12/16/2021			112.
102332	Propane	Open		12/17/2021	01/16/2022	12/16/2021			180.
			Vendor	1443 - Arlington Power Equipment Totals			Invoices	2	\$293.
Vendor 2322 - Arrow Road Construction Company									
30338	Binder and Surface for Hot Paving	Open		12/15/2021	01/14/2022	12/22/2021			220.
59021 * 3	2021 Rohlwing Road Improvements Project DPW-2115	Open		12/10/2021	01/09/2022	12/22/2021			407,117.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2322 - Arrow Road Construction Company Totals							Invoices	2	\$407,337.
Vendor 1287 - Automatic Appliance Parts Corp									
20NG9736	Dryer Repair Parts-Fire Station 85	Open		12/20/2021	01/19/2022	12/22/2021			46.
Vendor 1287 - Automatic Appliance Parts Corp Totals							Invoices	1	\$46.
Vendor 2282 - Baxter And Woodman									
0229966	Water System Interconnect Construction Engineering DPW-2126/2153	Open		12/17/2021	01/16/2022	12/23/2021			1,267.
0229967	Southwest Palatine Water System Improvements Design Engineering	Open		12/17/2021	01/16/2022	12/23/2021			2,796.
Vendor 2282 - Baxter And Woodman Totals							Invoices	2	\$4,063.
Vendor 1101 - Beverly Materials LLC									
273164	Wash Stone-WMB Restoration Repair	Open		12/11/2021	01/10/2022	12/28/2021			853.
Vendor 1101 - Beverly Materials LLC Totals							Invoices	1	\$853.
Vendor 1401 - Bothwell St Properties LLC									
Pymt #17	2006B Redev Note Pymt #17	Open		01/05/2022	01/05/2022	01/05/2022			14,000.
Vendor 1401 - Bothwell St Properties LLC Totals							Invoices	1	\$14,000.
Vendor 1492 - Bound Tree Medical LLC									
84323578	EMS Equipment	Open		12/13/2021	01/12/2022	12/23/2021			77.
Vendor 1492 - Bound Tree Medical LLC Totals							Invoices	1	\$77.
Vendor 3134 - Joseph P Brand									
PWCDLJB122021	CDL Renewal Reimbursement	Open		12/20/2021	01/03/2022	12/20/2021			60.
PWBRJB123121	Boot Reimbursement	Open		12/31/2021	01/07/2022	12/20/2021			118.
Vendor 3134 - Joseph P Brand Totals							Invoices	2	\$178.
Vendor 4850 - Builders Asphalt, Llc									
92288	Surface for Hot Paving	Open		12/15/2021	01/14/2022	12/22/2021			365.
92316	Surface for Hot Paving	Open		12/16/2021	01/15/2022	12/22/2021			55.
Vendor 4850 - Builders Asphalt, Llc Totals							Invoices	2	\$420.
Vendor 4978 - C. Acitelli Heating & Piping Contractors, Inc									
0000035658	Village Hall Boiler Repair	Open		11/04/2021	12/31/2021	12/31/2021			715.
Vendor 4978 - C. Acitelli Heating & Piping Contractors, Inc Totals							Invoices	1	\$715.
Vendor 3104 - Wade C Caudle									
PWBRWC122121	Boot Reimbursement	Open		12/21/2021	01/04/2022	12/20/2021			133.
Vendor 3104 - Wade C Caudle Totals							Invoices	1	\$133.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2453 - CDS Office Technologies									
INV1418628	Fortigate Software Maintenance	Open		11/24/2021	12/24/2021	12/13/2021			4,360.
Vendor 2453 - CDS Office Technologies Totals						Invoices	1		\$4,360.
Vendor 2732 - CDW Government Inc									
P781795	Microsoft Surface Pro keyboard & Pen	Open		12/14/2021	01/13/2022	12/28/2021			194.
Vendor 2732 - CDW Government Inc Totals						Invoices	1		\$194.
Vendor 2555 - Chicago Parts & Sound									
1-0244763	Parts - T-499	Open		12/10/2021	01/09/2022	12/27/2021			35.
Vendor 2555 - Chicago Parts & Sound Totals						Invoices	1		\$35.
Vendor 3050 - Cintas #22									
4104874392	Uniform Cleaning	Open		12/16/2021	01/15/2022	12/20/2021			126.
4105481416	Uniform Cleaning	Open		12/22/2021	01/21/2022	12/20/2021			159.
Vendor 3050 - Cintas #22 Totals						Invoices	2		\$285.
Vendor 2383 - Colfax Welding & Fabricating									
62830	Parts - STOCK	Open		12/16/2021	01/15/2022	12/27/2021			82.
Vendor 2383 - Colfax Welding & Fabricating Totals						Invoices	1		\$82.
Vendor 3033 - Comcast Cable									
CC 11-21 B	Backup Internet Connections	Open		11/16/2021	12/14/2021	12/31/2021			54.
PW 12-21 A	Backup Internet Connections	Open		12/02/2021	12/30/2021	12/13/2021			270.
CC 12-21 B	Backup Internet Connections	Open		12/16/2021	01/13/2022	12/28/2021			41.
PD21-Dec	Monthly Service Charge (12/11/21 - 01/10/22)	Open		12/04/2021	01/01/2022	12/31/2021			18.
Vendor 3033 - Comcast Cable Totals						Invoices	4		\$386.
Vendor 2980 - Commonwealth Edison									
8648014008 11/21	Electricity-135 W. Michigan Ave Heat Meter	Open		11/15/2021	01/18/2022	12/03/2021			149.
Vendor 2980 - Commonwealth Edison Totals						Invoices	1		\$149.
Vendor 4428 - Compass Minerals America Inc									
892357	2021 Rock Salt	Open		11/24/2021	12/24/2021	12/28/2021			6,720.
904995	2021 Rock Salt	Open		12/14/2021	01/13/2022	12/28/2021			20,988.
Vendor 4428 - Compass Minerals America Inc Totals						Invoices	2		\$27,708.
Vendor 3810 - Conrad Polygraph Inc									
4713	2021 Services Other - Conrad Poly (FD candidate - John Madrigal)	Open		11/30/2021	12/28/2021	12/28/2021			80.
Vendor 3810 - Conrad Polygraph Inc Totals						Invoices	1		\$80.

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Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 3706 - Constellation NewEnergy Inc									
61064720401	Electricity-1525-35 S. Roselle Road Shires Lift Station	Open		12/07/2021	01/22/2022	12/15/2021			290.
Vendor 3706 - Constellation NewEnergy Inc Totals						Invoices	1		\$290.
Vendor 5150 - COPS and FIRE Personnel Testing Service									
106901	2021 Services Medical, COPS & FIRE (S.Krueger - PD-Psych & Poly)	Open		12/21/2021	12/28/2021	12/28/2021			610.
Vendor 5150 - COPS and FIRE Personnel Testing Service Totals						Invoices	1		\$610.
Vendor 2773 - Core & Main LP									
Q108989	Credit Memo	Open		12/16/2021	01/15/2022	12/28/2021			(879.7
Q135284	Flip Coupling and Valve Box w/ Lid	Open		12/23/2021	01/15/2022	12/28/2021			1,205.
Vendor 2773 - Core & Main LP Totals						Invoices	2		\$325.
Vendor 5148 - Creative Design Software, LLC									
3279	K9track.com Account Subscription x2	Open		12/01/2021	12/31/2021	12/31/2021			144.
Vendor 5148 - Creative Design Software, LLC Totals						Invoices	1		\$144.
Vendor 1460 - Critical Reach									
2118	2022 - APBnet Annual Support Fee	Open		12/13/2021	01/12/2022	01/05/2022			770.
Vendor 1460 - Critical Reach Totals						Invoices	1		\$770.
Vendor 3840 - Crown Trophy									
18695	Retirement Plaques x 4	Open		12/28/2021	01/03/2022	12/31/2021			380.
Vendor 3840 - Crown Trophy Totals						Invoices	1		\$380.
Vendor 1728 - Doland Engineering, LLC									
21-9794	December 1-10, 2021 Site Development Permit Inspection Services	Open		12/10/2021	01/09/2022	12/22/2021			1,259.
21-9797	December 1-10, 2021 Engineering Plan Review Services	Open		12/10/2021	01/09/2022	12/22/2021			225.
Vendor 1728 - Doland Engineering, LLC Totals						Invoices	2		\$1,484.
Vendor 3163 - Maria M Dominguez									
2021-00001122	Holiday Helper Gifts (Walmart)	Open		12/20/2021	01/10/2022	12/31/2021			919.
2021-00001121	2021 LCPC License Renewal Fee	Open		12/21/2021	01/10/2022	12/31/2021			122.
Vendor 3163 - Maria M Dominguez Totals						Invoices	2		\$1,042.
Vendor 2102 - Fire Service Inc									
24889	Parts - T-324	Open		12/16/2021	01/15/2022	12/27/2021			233.

Attachment: Warrant #1 (Warrant # 1)



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Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
			Vendor	2102 - Fire Service Inc Totals		Invoices	1		\$233.
Vendor	2665 - Fleet Safety Supply								
78278	Parts - T-389	Open		12/09/2021	01/08/2022	12/27/2021			226.
78344	Parts - STOCK	Open		12/21/2021	01/20/2022	12/27/2021			152.
			Vendor	2665 - Fleet Safety Supply Totals		Invoices	2		\$379.
Vendor	2195 - FMP								
162-100524	Parts - STOCK	Open		12/09/2021	01/08/2022	12/27/2021			84.
162-100854	Parts - STOCK	Open		12/13/2021	01/12/2022	12/27/2021			117.
50-3654743	Parts - STOCK	Open		12/16/2021	01/15/2022	12/27/2021			79.
			Vendor	2195 - FMP Totals		Invoices	3		\$282.
Vendor	5073 - FullLife Safety LLC								
66305	LED Lantern	Open		12/23/2021	01/22/2022	12/28/2021			337.
			Vendor	5073 - FullLife Safety LLC Totals		Invoices	1		\$337.
Vendor	2003 - Global Equipment Co								
118519105	New Ambulance Bins	Open		12/11/2021	01/10/2022	12/28/2021			98.
118522185	New Ambulance Bins	Open		12/13/2021	01/12/2022	12/28/2021			119.
			Vendor	2003 - Global Equipment Co Totals		Invoices	2		\$217.
Vendor	3138 - Daniel Gonzalez								
PWBRDG121721	Boot Reimbursement	Open		12/17/2021	12/31/2021	12/20/2021			250.
			Vendor	3138 - Daniel Gonzalez Totals		Invoices	1		\$250.
Vendor	1173 - Graybar Electric Company, Inc.								
9324668469	30W LED Wall Pack Retrofit	Open		12/09/2021	01/09/2022	12/22/2021			972.
9324861314	Street Light Bulbs	Open		12/22/2021	01/21/2022	12/31/2021			251.
			Vendor	1173 - Graybar Electric Company, Inc. Totals		Invoices	2		\$1,224.
Vendor	4766 - Great Lakes Concrete LLC								
244060	Concrete Adjusting Rings	Open		09/09/2021	12/31/2021	12/28/2021			323.
245181	Concrete Adjusting Rings	Open		12/22/2021	01/21/2022	12/28/2021			945.
245190	Concrete Adjusting Rings	Open		12/23/2021	01/22/2022	12/28/2021			3,461.
			Vendor	4766 - Great Lakes Concrete LLC Totals		Invoices	3		\$4,729.
Vendor	3118 - James M Handzel								
PWBRJH12202021	Boot Reimbursement	Open		12/20/2021	01/03/2022	12/20/2021			132.
			Vendor	3118 - James M Handzel Totals		Invoices	1		\$132.
Vendor	3126 - Keith C Hansen								
PWBRKH12272021	Boot Reimbursement	Open		12/27/2021	01/03/2022	12/20/2021			250.
			Vendor	3126 - Keith C Hansen Totals		Invoices	1		\$250.

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Vendor 1916 - Harvard Maintenance Inc									
1363780	Village Hall Janitorial Service-December 2021	Open		12/01/2021	12/31/2021	12/22/2021			3,227.
1363782	Train Station Janitorial Service-December 2021	Open		12/01/2021	12/31/2021	12/22/2021			7,984.
Vendor 1916 - Harvard Maintenance Inc Totals							Invoices	2	\$11,211.
Vendor 2141 - Hastings Air Energy Control									
I92107	Plymovent Parts	Open		12/20/2021	01/19/2022	12/27/2021			2,662.
Vendor 2141 - Hastings Air Energy Control Totals							Invoices	1	\$2,662.
Vendor 4222 - Ian R Hoogerhyde									
PWBRIH121321	Boot Reimbursement	Open		12/13/2021	12/27/2021	12/20/2021			250.
Vendor 4222 - Ian R Hoogerhyde Totals							Invoices	1	\$250.
Vendor 5046 - Hoosier Fire Equipment Inc									
111492	Parts - T-412	Open		12/16/2021	01/15/2022	12/27/2021			73.
Vendor 5046 - Hoosier Fire Equipment Inc Totals							Invoices	1	\$73.
Vendor 5088 - HR Green, Inc									
148858	Professional Services from 11/1/21 - 11/30/21	Open		12/15/2021	01/14/2022	12/31/2021			9,360.
Vendor 5088 - HR Green, Inc Totals							Invoices	1	\$9,360.
Vendor 2989 - Huerta Bros									
42507	Snow and Ice Removal-Fawn Lane	Open		12/16/2021	01/15/2022	12/22/2021			1,550.
Vendor 2989 - Huerta Bros Totals							Invoices	1	\$1,550.
Vendor 2976 - Huffman Landscape									
HUFF12-14-21	Replacement and 50/50 Parkway Tree Installations	Open		12/14/2021	01/13/2022	12/27/2021			4,060.
Vendor 2976 - Huffman Landscape Totals							Invoices	1	\$4,060.
Vendor 3037 - IACE									
Garcia IACE	R Garcia 2022 IACE Membership	Open		01/05/2022	01/05/2022	01/05/2022			40.
Kroening-2022	D Kroening 2022 IACE membership	Open		01/05/2022	01/05/2022	01/05/2022			40.
Trapani 2022	Trapani 2022 IACE Membership	Open		01/05/2022	01/05/2022	01/05/2022			40.
Vendor 3037 - IACE Totals							Invoices	3	\$120.
Vendor 1850 - IACP-Illinois									
8800	2022 Membership Renewal - (Baker)	Open		12/01/2021	01/01/2022	01/05/2022			125.
8834	2022 Membership Renewal - (Nord)	Open		12/01/2021	01/01/2022	01/05/2022			125.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invo
Summary Listi

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
9556	2022 Agency Membership Renewal (Daigle)	Open		12/01/2021	01/01/2022	01/05/2022			395.
Vendor 1850 - IACP-Illinois Totals									Invoices 3 645.
Vendor 1957 - IACP-International									
0189843	2022 Membership Dues (T. Black)	Open		12/03/2021	01/01/2022	01/05/2022			100.
Vendor 1957 - IACP-International Totals									Invoices 1 100.
Vendor 2790 - IEHA									
02AN295 - 2022	T Roberts - IEHA 2022 Membership	Open		01/05/2022	01/05/2022	01/05/2022			55.
04AN735 - 2022	R Garcia 2022 IEHA Membership	Open		01/05/2022	01/05/2022	01/05/2022			55.
Vendor 2790 - IEHA Totals									Invoices 2 110.
Vendor 4591 - IL Department of Innovation & Technology									
T2211169	Custom Bandwidth	Open		12/15/2021	01/15/2022	12/13/2021			428.
Vendor 4591 - IL Department of Innovation & Technology Totals									Invoices 1 428.
Vendor 2633 - IL Fire & Police Commissioners Assoc.									
01769	2022 IL Fire & Police Commissioners Association, Membership Dues	Open		10/03/2021	01/03/2022	01/03/2022			375.
Vendor 2633 - IL Fire & Police Commissioners Assoc. Totals									Invoices 1 375.
Vendor 3423 - Illinois Department of Public Health									
2021-00001086	Ambulance Licenses	Open		11/01/2021	12/01/2021	12/21/2021			125.
Vendor 3423 - Illinois Department of Public Health Totals									Invoices 1 125.
Vendor 2407 - Illinois Fire Chiefs Association									
3453	Membership Renewal	Open		12/16/2021	01/15/2022	01/03/2022			650.
Vendor 2407 - Illinois Fire Chiefs Association Totals									Invoices 1 650.
Vendor 5061 - Illinois LEAP									
0000089	2022 Membership Dues (Cordell)	Open		11/16/2021	01/01/2022	01/05/2022			50.
Vendor 5061 - Illinois LEAP Totals									Invoices 1 50.
Vendor 2817 - Illinois Municipal League									
2022IML	Membership Dues	Open		01/05/2022	01/05/2022	01/05/2022			3,500.
Vendor 2817 - Illinois Municipal League Totals									Invoices 1 3,500.
Vendor 4039 - Illinois Public Works Mutual Aid Network Inc									
1357	2022 IPWMAN Membership Dues	Open		01/01/2022	01/15/2022	01/03/2022			150.
Vendor 4039 - Illinois Public Works Mutual Aid Network Inc Totals									Invoices 1 150.
Vendor 2822 - Illinois Secretary Of State									
PWVM 2022 T-475	License Plate Renewal T-475	Open		12/01/2021	12/31/2021	12/27/2021			151.00

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Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2822 - Illinois Secretary Of State Totals									
							Invoices	1	\$151.
Vendor 1604 - Illinois State Police									
2021-00001085	Background Check	Open		12/01/2021	12/31/2021	12/21/2021			28.
Vendor 1604 - Illinois State Police Totals							Invoices	1	\$28.
Vendor 4616 - Interstate All Battery Center									
1903701046461	Fire Alarm Panel Repair-Police HQ	Open		12/01/2021	12/31/2021	12/22/2021			98.
1903701046588	Shop - 5W20 gun	Open		12/09/2021	01/08/2022	12/27/2021			26.
Vendor 4616 - Interstate All Battery Center Totals							Invoices	2	\$124.
Vendor 4951 - Interstate Batteries of North Chicago									
70124934	Parts - STOCK	Open		11/02/2021	12/31/2021	12/31/2021			643.
31142022	Parts - STOCK & PT-999	Open		12/15/2021	01/14/2022	12/31/2021			812.
Vendor 4951 - Interstate Batteries of North Chicago Totals							Invoices	2	\$1,456.
Vendor 1343 - J Congdon Sewer Service									
HRDRPW12302021	Hydrant Meter Deposit Refund	Open		12/03/2021	12/31/2021	01/03/2022			170.
Vendor 1343 - J Congdon Sewer Service Totals							Invoices	1	\$170.
Vendor 4165 - J.M.L. Overhead Door Inc									
3277	Garage Door Maintenance	Open		12/22/2021	01/21/2022	12/31/2021			1,050.
3106	Vehicle Storage Garage Door 14 North Repair	Open		12/13/2021	01/12/2022	12/22/2021			3,500.
Vendor 4165 - J.M.L. Overhead Door Inc Totals							Invoices	2	\$4,550.
Vendor 2992 - James Messineo									
Dec. 27, 2021	DECEMBER 2021 LAW JUDGE	Open		12/27/2021	01/10/2022	12/29/2021			2,587.
Vendor 2992 - James Messineo Totals							Invoices	1	\$2,587.
Vendor 2695 - JG Uniforms Inc									
92724	Misc Uniform/Equipment Items (Hester)	Open		12/21/2021	01/20/2022	12/31/2021			11.
92825	Misc Uniform Items (Wenrich)	Open		12/23/2021	01/22/2022	12/31/2021			53.
92826	Misc Uniform Items (Avila)	Open		12/23/2021	01/22/2022	12/31/2021			176.
92829	Exterior Vest Carrier (Wagner)	Open		12/23/2021	01/22/2022	12/31/2021			243.
92830	Exterior Tactical Vest Carrier (Vanderhoek)	Open		12/23/2021	01/22/2022	12/31/2021			92.
92834	Exterior Vest Carrier (Castillo)	Open		12/23/2021	01/22/2022	12/31/2021			210.
92835	Exterior Vest Carrier (Wenrich)	Open		12/23/2021	01/22/2022	12/31/2021			208.
92836	Exterior Vest Carrier (Gonzalez)	Open		12/23/2021	01/22/2022	12/31/2021			180.
92837	Exterior Vest Alterations (Leyden)	Open		12/23/2021	01/22/2022	12/31/2021			40.
92838	Exterior Vest Alterations (Gonzalez)	Open		12/23/2021	01/22/2022	12/31/2021			25.

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Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2695 - JG Uniforms Inc Totals						Invoices	10		\$1,241.
Vendor 5100 - Caleb G Johnson									
PWCDLCJ121721	CDL Renewal Reimbursement	Open		12/17/2021	12/31/2021	12/20/2021			60.
Vendor 5100 - Caleb G Johnson Totals						Invoices	1		\$60.
Vendor 3631 - Johnson Controls Security Solutions LLC									
36747766	Alarm Monitoring	Open		12/11/2021	01/10/2022	01/03/2022			57.
36747804	Alarm Monitoring	Open		12/11/2021	01/10/2022	01/03/2022			57.
Vendor 3631 - Johnson Controls Security Solutions LLC Totals						Invoices	2		\$114.
Vendor 1129 - Journeys The Road Home									
2021-00001117	CDBG-CV Journeys	Open		12/31/2021	12/31/2021	12/31/2021			15,633.
Vendor 1129 - Journeys The Road Home Totals						Invoices	1		\$15,633.
Vendor 4055 - James R Keats									
PWBRJK122021	Boot Reimbursement	Open		12/20/2021	01/03/2022	12/20/2021			102.
Vendor 4055 - James R Keats Totals						Invoices	1		\$102.
Vendor 4201 - Koziol Reporting Service									
2171	2021 Services Legal - Koziol Reporting Service - Pal PD-JMurphy	Open		12/08/2021	12/27/2021	12/27/2021			400.
Vendor 4201 - Koziol Reporting Service Totals						Invoices	1		\$400.
Vendor 4234 - Landscapes by Gary Weiss, Inc									
HRDRPW12232021	Hydrant Meter Deposit Refund	Open		12/23/2021	12/31/2021	01/03/2022			903.
Vendor 4234 - Landscapes by Gary Weiss, Inc Totals						Invoices	1		\$903.
Vendor 4044 - Lexipol LLC									
INVLEX6949	2022 Membership/Bulletins, Lexipol contract term Jan-Dec 2022	Open		12/01/2021	01/05/2022	01/05/2022			17,208.
Vendor 4044 - Lexipol LLC Totals						Invoices	1		\$17,208.
Vendor 2641 - Lyons Pinner Electric Co.									
18254	Monthly Traffic Signal Maintenance-December 2021	Open		12/26/2021	01/25/2022	12/31/2021			940.
Vendor 2641 - Lyons Pinner Electric Co. Totals						Invoices	1		\$940.
Vendor 5128 - M.J. Taylor Law, LLC									
December 2021	Village Prosecutor Legal - Alternate	Open		12/23/2021	01/10/2022	12/28/2021			3,450.
Vendor 5128 - M.J. Taylor Law, LLC Totals						Invoices	1		\$3,450.
Vendor 3135 - Timothy P Malcolm									

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Invoice Due Date Range 12/01/21 - 01/25/22
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Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
PWBRTM12312021	Boot Reimbursement	Open		12/31/2021	01/07/2022	12/20/2021			250.
			Vendor 3135 - Timothy P Malcolm Totals			Invoices	1		\$250.
Vendor 4065 - Master Truck & Trailer Llc									
S73029	Parts - T-499 & T-388	Open		12/21/2021	01/20/2022	12/27/2021			365.
			Vendor 4065 - Master Truck & Trailer Llc Totals			Invoices	1		\$365.
Vendor 3102 - James R McCullar									
PWBRJM122921	Boot Reimbursement	Open		12/29/2021	01/12/2022	12/20/2021			158.
			Vendor 3102 - James R McCullar Totals			Invoices	1		\$158.
Vendor 2737 - Mes Inc/Global									
1544391	SCBA Parts	Open		12/21/2021	01/20/2022	12/21/2021			1,685.
			Vendor 2737 - Mes Inc/Global Totals			Invoices	1		\$1,685.
Vendor 2421 - Mikes Towing/Auto & Truck Repair									
1068708	Repairs & Safety Lane - T339, T346, T470, T385, T425, T386, T380	Open		12/10/2021	01/09/2022	12/31/2021			234.
1068765	Repairs & Safety Lane - T-331 & T-395	Open		12/22/2021	01/19/2022	12/31/2021			90.
			Vendor 2421 - Mikes Towing/Auto & Truck Repair Totals			Invoices	2		\$324.
Vendor 4777 - Minuteman Security Technologies, Inc									
64165	Mobile LPR Camera Repair	Open		12/20/2021	01/19/2022	12/31/2021			450.
			Vendor 4777 - Minuteman Security Technologies, Inc Totals			Invoices	1		\$450.
Vendor 1856 - Monroe Truck Equipment									
5461933	Parts - T-388	Open		11/24/2021	12/24/2021	12/27/2021			182.
5466560	Parts - STOCK	Open		12/07/2021	01/06/2022	12/27/2021			89.
			Vendor 1856 - Monroe Truck Equipment Totals			Invoices	2		\$271.
Vendor 5141 - Musick Loss Management, Inc									
HRDRPW11192021	Hydrant Meter Deposit Refund	Open		11/19/2021	12/31/2021	01/03/2022			1,100.
			Vendor 5141 - Musick Loss Management, Inc Totals			Invoices	1		\$1,100.
Vendor 5099 - NAPA Auto Parts									
349574	Credit Memo	Open		11/02/2021	12/17/2021	12/27/2021			(18.0
350191A	Parts - STOCK	Open		11/08/2021	12/17/2021	12/16/2021			80.
350191B	Parts - STOCK	Open		11/08/2021	12/17/2021	12/16/2021			80.
351387	Credit Memo	Open		11/17/2021	12/17/2021	12/27/2021			(18.0
351394	Credit Memo	Open		11/17/2021	01/15/2022	12/27/2021			(359.3
353542	Parts - E-603	Open		12/08/2021	01/15/2022	12/27/2021			102.
354055	Parts - T-454	Open		12/13/2021	01/15/2022	12/27/2021			40.
354067	Parts - T-454	Open		12/13/2021	01/15/2022	12/27/2021			169.00

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Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
354099	Parts - T-389	Open		12/13/2021	01/15/2022	12/27/2021			7.
354283	Parts - STOCK	Open		12/15/2021	01/15/2022	12/27/2021			19.
354342	Parts - T-454	Open		12/15/2021	01/15/2022	12/27/2021			16.
354519	Parts - T-338	Open		12/16/2021	01/15/2022	12/27/2021			166.
354552	Parts - STOCK	Open		12/17/2021	01/16/2022	12/27/2021			14.
354560	Parts - STOCK	Open		12/17/2021	01/16/2022	12/27/2021			83.
354572	Parts - STOCK	Open		12/17/2021	01/16/2022	12/27/2021			7.
354583	Parts - T-324	Open		12/17/2021	01/16/2022	12/27/2021			5.
354584	Parts - T-324	Open		12/17/2021	01/16/2022	12/27/2021			5.
354861	Parts - STOCK	Open		12/21/2021	01/20/2022	12/27/2021			43.
354865	Parts - STOCK	Open		12/21/2021	01/20/2022	12/27/2021			95.
355108	Parts - STOCK	Open		12/23/2021	01/21/2022	12/27/2021			12.
			Vendor	5099 - NAPA Auto Parts Totals		Invoices	20		\$555.
Vendor 3105 - Daniel V Neyfeldt									
PWBRDN010422	Boot Reimbursement	Open		01/04/2022	01/11/2022	01/05/2022			250.
			Vendor	3105 - Daniel V Neyfeldt Totals		Invoices	1		\$250.
Vendor 2616 - Nicor Gas									
46007255576-1121	Natural Gas-804 W. Panorama Drive Deer Grove Lift Station	Open		11/29/2021	01/14/2022	12/03/2021			48.
88271305703-1121	Natural Gas-1465 E. Evergreen Drive Randville Lift Station	Open		11/29/2021	01/14/2022	12/03/2021			154.
90049286264-1121	Natural Gas-200 E. Wood St Village Hall	Open		11/29/2021	01/14/2022	12/03/2021			1,072.
36756460568-1121	Natural Gas-884 E. Lilly Lane Rose and Lilly Lift Station	Open		11/30/2021	01/18/2022	12/03/2021			142.
51394453685-1121	Natural Gas-595 N. Hicks Road Police Headquarters	Open		12/01/2021	01/19/2022	12/03/2021			2,719.
88097600006-1121	Natural Gas-2175 N. Coach Road Long Grove Pump Station	Open		12/06/2021	01/21/2022	12/03/2021			42.
			Vendor	2616 - Nicor Gas Totals		Invoices	6		\$4,179.
Vendor 5142 - Linda S Niemiec									
21-0473	Clothing	Open		12/23/2021	01/22/2022	12/29/2021			686.
			Vendor	5142 - Linda S Niemiec Totals		Invoices	1		\$686.
Vendor 1541 - NIPSTA									
34544022	Fire Academy- John Madrigal	Open		12/01/2021	01/01/2022	12/27/2021			4,095.
34632090	Fire Academy- Zach Sandquist	Open		12/11/2021	01/10/2022	12/30/2021			4,095.
			Vendor	1541 - NIPSTA Totals		Invoices	2		\$8,190.
Vendor 1414 - Northwest Central 911 System									
1338	Portable Radio Batteries (6)	Open		11/16/2021	12/16/2021	12/31/2021			635.
1334	Radio Repair	Open		11/06/2021	12/05/2021	12/09/2021			353.32

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1414 - Northwest Central 911 System Totals						Invoices	2		\$989.
Vendor 1413 - Northwest Central Dispatch Syst									
9164	Monthly Member Assessment for PD & FD (Jan)	Open		12/01/2021	01/01/2022	01/05/2022			42,663.
Vendor 1413 - Northwest Central Dispatch Syst Totals						Invoices	1		\$42,663.
Vendor 3002 - Northwest Community Hospital-OEHS									
25750	Employee flu shot clinics	Open		12/14/2021	01/13/2022	12/31/2021			2,958.
25768	2021 Services Medical (NCH-O&EH) PD new hire candidates	Open		12/02/2021	12/28/2021	12/28/2021			120.
25808	2021 Services Medical (NCH-O&EH) PD new hire candidates	Open		12/02/2021	12/28/2021	12/28/2021			1,395.
25523	Annual Exams	Open		12/02/2021	01/01/2022	12/28/2021			4,320.
Vendor 3002 - Northwest Community Hospital-OEHS Totals						Invoices	4		\$8,793.
Vendor 5159 - Northwestern Motors Holding Inc									
TIFVolkswagon21	Volkswagon of Palatine - Demolition	Open		01/04/2022	01/04/2022	12/31/2021			150,000.
Vendor 5159 - Northwestern Motors Holding Inc Totals						Invoices	1		\$150,000.
Vendor 1567 - Nugent Consulting Group LLC									
1244	2022 Services Management Consulting (Installment 1 of 4 - Nugent)	Open		01/01/2022	01/05/2022	01/05/2022			4,747.
Vendor 1567 - Nugent Consulting Group LLC Totals						Invoices	1		\$4,747.
Vendor 1214 - On Time Embroidery Inc.									
94625	Nameplate	Open		12/20/2021	01/19/2022	12/27/2021			10.
96050	Clothing	Open		12/20/2021	01/19/2022	12/27/2021			378.
96051	Nameplate	Open		12/20/2021	01/19/2022	12/27/2021			21.
Vendor 1214 - On Time Embroidery Inc. Totals						Invoices	3		\$409.
Vendor 2572 - Paddock Publications, Inc									
202789	Legal Notices	Open		12/11/2021	01/11/2022	12/21/2021			72.
203367	Legal Notices-Notice to Bid 2022 Aerial Platform Truck Puchas	Open		12/20/2021	01/20/2022	12/30/2021			113.
Vendor 2572 - Paddock Publications, Inc Totals						Invoices	2		\$186.
Vendor 2338 - Palatine Animal Hospital									
122325	Supplies for Animal Control Unit	Open		12/20/2021	01/10/2022	12/31/2021			18.
Vendor 2338 - Palatine Animal Hospital Totals						Invoices	1		\$18.
Vendor 1583 - Palatine Park District									
117975	Kitchen Supplies	Open		12/16/2021	01/15/2022	12/20/2021			138.

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Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2021-October	October 2021 Grass Mowing Services Reimbursement	Open		11/17/2021	01/16/2022	11/18/2021			8,260.
2021-November	November 2021 Grass Mowing Services Reimbursement	Open		11/23/2021	01/22/2022	11/18/2021			4,130.
Vendor 1583 - Palatine Park District Totals									Invoices 3 12,528.
Vendor 4946 - Brandon Scott Palmer									
PWBRBP122021	Boot Reimbursement	Open		12/20/2021	01/03/2022	12/20/2021			188.
Vendor 4946 - Brandon Scott Palmer Totals									Invoices 1 188.
Vendor 1455 - Patnick Construction, Inc.									
Application No:3	Palatine Rd & Winston Dr Water Main Replacement Phase 2 DPW-2124	Open		12/17/2021	01/16/2022	12/31/2021			260,362.
Vendor 1455 - Patnick Construction, Inc. Totals									Invoices 1 260,362.
Vendor 2167 - Pomp's Tire Service, Inc.									
280129101	Parts - STOCK	Open		12/23/2021	01/22/2022	12/31/2021			1,714.
Vendor 2167 - Pomp's Tire Service, Inc. Totals									Invoices 1 1,714.
Vendor 3616 - Power Equipment Leasing Co.									
W 3113	Aerial Inspections T-405, T-408 & T-461	Open		12/08/2021	01/07/2022	12/31/2021			2,010.
Vendor 3616 - Power Equipment Leasing Co. Totals									Invoices 1 2,010.
Vendor 1944 - Quill LLC									
21508818	Office supplies - general - PZ/labels	Open		12/08/2021	01/07/2022	12/31/2021			16.
21733448	Office supplies - general / PZ	Open		12/17/2021	01/16/2022	12/31/2021			59.
21745564	Office supplies - general	Open		12/17/2021	01/16/2022	12/31/2021			103.
Vendor 1944 - Quill LLC Totals									Invoices 3 179.
Vendor 1487 - Robert W. Hendricksen Company Inc									
10304	Contractual Parkway Tree Removal-745 S. Benton	Open		12/22/2021	01/21/2022	12/27/2021			3,400.
10305	Contractual Parkway Tree Removal-434 N. Charlotte St	Open		12/22/2021	01/21/2022	12/27/2021			558.
10306	Contractual Parkway Tree Removal-137 N. Plum Grove Rd	Open		12/22/2021	01/21/2022	12/27/2021			2,874.
Vendor 1487 - Robert W. Hendricksen Company Inc Totals									Invoices 3 6,832.
Vendor 3427 - A. T Roberts									
Red Wing12/14/21	Shoe reimbursement - max amount \$150 T. Roberts	Open		12/14/2021	01/04/2022	12/31/2021			150.
Vendor 3427 - A. T Roberts Totals									Invoices 1 150.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amou
Vendor 3506 - RR Donnelley									
279064903	Tax Forms	Open		12/20/2021	01/11/2022	12/20/2021			268.
			Vendor 3506 - RR Donnelley Totals			Invoices	1		\$268.
Vendor 4019 - Rush Truck Centers									
3025901812	Credit Memo	Open		12/14/2021	01/14/2022	12/31/2021			(330.2
3025930014	Credit Memo	Open		12/14/2021	01/14/2022	12/31/2021			(127.6
3025936734	Parts - T-324	Open		12/15/2021	01/14/2022	12/31/2021			598.
3025992595	Parts - T-380	Open		12/21/2021	01/20/2022	12/31/2021			116.
3026021851	Parts - STOCK	Open		12/22/2021	01/21/2022	12/31/2021			41.
3026019871	Credit Memo	Open		12/23/2021	01/22/2022	12/31/2021			(106.4
3026022994	Parts - T-449	Open		12/23/2021	01/22/2022	12/31/2021			1,519.
3026024875	Parts - T-449	Open		12/23/2021	01/22/2022	12/31/2021			23.
			Vendor 4019 - Rush Truck Centers Totals			Invoices	8		\$1,734.
Vendor 4168 - Doris K Sadik									
Costco121421	Holiday Luncheon Supplies	Open		01/03/2022	01/03/2022	12/31/2021			150.
DollarTree121021	Holiday Luncheon Supplies	Open		01/03/2022	01/03/2022	12/31/2021			40.
			Vendor 4168 - Doris K Sadik Totals			Invoices	2		\$191.
Vendor 4953 - Safelite Fulfillment Inc									
01807_158815	Repairs & Maintenance - T-493	Open		12/13/2021	01/12/2022	12/27/2021			479.
			Vendor 4953 - Safelite Fulfillment Inc Totals			Invoices	1		\$479.
Vendor 3556 - Schroeder Asphalt Services Inc									
HRDRPW1262021	Hydrant Meter Deposit Refund	Open		12/06/2021	12/31/2021	01/03/2022			928.
			Vendor 3556 - Schroeder Asphalt Services Inc Totals			Invoices	1		\$928.
Vendor 5051 - Scientific Wildlife Management									
2022-00000003	Coyote Monitoring Program	Open		01/05/2022	01/10/2022	01/05/2022			600.
			Vendor 5051 - Scientific Wildlife Management Totals			Invoices	1		\$600.
Vendor 3008 - Sikich LLP									
548096	Annual Financial Audit	Open		12/31/2021	01/06/2022	01/06/2022			1,550.
			Vendor 3008 - Sikich LLP Totals			Invoices	1		\$1,550.
Vendor 4308 - Solid Waste Agency of Northern Cook County									
6890	Refuse Service - January	Open		12/01/2021	12/24/2021	01/04/2022			121,101.
6913	Refuse Service - February	Open		01/01/2022	01/24/2022	01/04/2022			121,101.
			Vendor 4308 - Solid Waste Agency of Northern Cook County Totals			Invoices	2		\$242,203.
Vendor 1377 - Southern Computer Warehouse									
IN-000718773	Replacement Digital Sign Computers	Open		12/07/2021	01/06/2022	12/22/2021			190.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
IN-000718773-2	PD Digital Sign Memory	Open		12/07/2021	01/06/2022	12/22/2021			38.
IN-000719004	Replacement Digital Sign Computers	Open		12/07/2021	01/07/2022	12/22/2021			1,595.
IN-000719004-2	PD Digital Sign Computer	Open		12/07/2021	01/07/2022	12/22/2021			319.
IN-000720205	HP EliteDesk Computers/Cables	Open		12/20/2021	01/19/2022	12/28/2021			1,855.
		Vendor	1377 - Southern Computer Warehouse	Totals		Invoices	5		\$3,999.
Vendor 4744 - Special T Unlimited									
0049	Academy Clothing - SLEA (Z. Pacheco)	Open		12/01/2021	01/01/2022	12/31/2021			235.
0080	Academy Clothing - SLEA (Z. Admundsen)	Open		12/01/2021	01/01/2022	12/31/2021			215.
0081	Academy Clothing - SLEA (W. Kross)	Open		12/01/2021	01/01/2022	12/31/2021			215.
0082	Academy Clothing - SLEA (A. Auman)	Open		12/01/2021	01/01/2022	12/31/2021			215.
0083	Academy Clothing - SLEA (L. Martinez)	Open		12/01/2021	01/01/2022	12/31/2021			215.
		Vendor	4744 - Special T Unlimited	Totals		Invoices	5		\$1,095.
Vendor 1422 - Spunky Dunkers									
2021-00001123	Prisoner Meals (12/03/21 - 12/30/21)	Open		12/30/2021	01/10/2022	12/31/2021			62.
		Vendor	1422 - Spunky Dunkers	Totals		Invoices	1		\$62.
Vendor 5082 - State Graphics									
69151	Comm Develop Business cards	Open		12/07/2021	01/06/2022	12/31/2021			735.
		Vendor	5082 - State Graphics	Totals		Invoices	1		\$735.
Vendor 2189 - Strategic Insights Inc									
228	CIP Software Renewal 2022	Open		12/13/2021	01/05/2022	01/05/2022			775.
		Vendor	2189 - Strategic Insights Inc	Totals		Invoices	1		\$775.
Vendor 5157 - Streamline Paving Inc									
HRDRPW12072021	Hydrant Meter Deposit Refund	Open		10/29/2021	12/31/2021	01/03/2022			865.
		Vendor	5157 - Streamline Paving Inc	Totals		Invoices	1		\$865.
Vendor 2725 - Stryker Sales Corp									
12756924	Batteries	Open		11/01/2021	12/01/2021	12/20/2021			701.
3429152	Cot Repair	Open		11/01/2021	12/01/2021	12/23/2021			452.
3610690	Lucas Suction Cups	Open		12/13/2021	01/12/2022	12/27/2021			446.
3613642	Cot Repair	Open		12/15/2021	01/14/2022	12/27/2021			1,747.
		Vendor	2725 - Stryker Sales Corp	Totals		Invoices	4		\$3,346.
Vendor 1776 - Suburban Accents, Inc.									

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
31534	Squad Car Graphics & Lettering (Squad P-16)	Open		12/14/2021	01/13/2022	12/31/2021			725.
Vendor 1776 - Suburban Accents, Inc. Totals									\$725.
Vendor 1848 - Suburban Trim & Glass									
I142171	Parts - T-427	Open		12/16/2021	01/15/2022	12/27/2021			100.
Vendor 1848 - Suburban Trim & Glass Totals									\$100.
Vendor 2111 - Terminal Supply Co									
92942-00	Parts - T-413	Open		12/02/2021	01/01/2022	12/27/2021			35.
Vendor 2111 - Terminal Supply Co Totals									\$35.
Vendor 2545 - Terrace Supply Co									
70519240	Oxygen	Open		12/21/2021	01/20/2022	12/21/2021			195.
01030541	Parts - STOCK	Open		11/30/2021	12/29/2021	12/27/2021			23.
Vendor 2545 - Terrace Supply Co Totals									\$218.
Vendor 1844 - Third Millennium Associates Inc									
27024	Vehicle Sticker Software Annual Maint Fee	Open		12/01/2021	01/05/2022	01/05/2022			1,010.
27149	UB Bill Processing - Dec 2021	Open		12/31/2021	01/20/2022	12/31/2021			3,370.
Vendor 1844 - Third Millennium Associates Inc Totals									\$4,381.
Vendor 4553 - Total Parking Solutions Inc									
105577	Service Call-Replaced Battery	Open		12/10/2021	01/09/2022	12/22/2021			400.
Vendor 4553 - Total Parking Solutions Inc Totals									\$400.
Vendor 3787 - Township High School District 211									
1220201	Motor Fuel	Open		12/22/2021	01/21/2022	12/27/2021			1,501.
Vendor 3787 - Township High School District 211 Totals									\$1,501.
Vendor 1700 - Traffic Control & Protection, Inc									
110364	Post Reflectors, Stop Signs, and All Way Signs	Open		12/10/2021	01/09/2022	12/22/2021			2,563.
Vendor 1700 - Traffic Control & Protection, Inc Totals									\$2,563.
Vendor 3157 - UniFirst Corporation									
061 1399569-2	Shop Rags/Carpets	Open		09/20/2021	12/31/2021	12/20/2021			4.
061 1419389	Shop Rags/Carpets	Open		12/13/2021	01/12/2022	12/08/2021			46.
061 1421085	Shop Rags/Carpets	Open		12/20/2021	01/19/2022	12/20/2021			46.
Vendor 3157 - UniFirst Corporation Totals									\$97.
Vendor 2501 - United Parcel Service									
00004E3E18511	Shipping Charges	Open		12/18/2021	01/17/2022	12/20/2021			8.
Vendor 2501 - United Parcel Service Totals									\$8.

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 3226 - US Postmaster									
2022 - Jan	Permit #1523 Postage	Open		01/05/2022	01/05/2022	01/05/2022			47,500.
Vendor 3226 - US Postmaster Totals						Invoices	1		\$47,500.
Vendor 3020 - Village of Palatine Petty Cash									
090921NWClerks	Sadik-Northwest Clerk's Meeting	Open		01/03/2022	01/03/2022	12/31/2021			118.
111021NWClerks	Sadik-Northwest Clerk's Meeting	Open		01/03/2022	01/03/2022	12/31/2021			107.
2022-00000006	Zimmerman - NWBOCA Meeting Exp	Open		01/06/2022	01/06/2022	12/31/2021			25.
2022-00000007	Nausid - NWBOCA Meeting Exp	Open		01/06/2022	01/06/2022	12/31/2021			25.
2022-00000008	Janisch - NWBOCA Meeting Exp	Open		01/06/2022	01/06/2022	12/31/2021			25.
2022-00000009	Gartner - Reimb Alcohol Swabs/Inpection Supplies	Open		01/06/2022	01/06/2022	12/31/2021			45.
2021-00001087	B Pelletreau- Repair Supplies	Open		12/23/2021	12/23/2021	12/23/2021			43.
PWPCFOR111921	Begale - Peppermint Oil for Holiday Lighting Installation	Open		11/19/2021	01/11/2022	12/29/2021			14.
Vendor 3020 - Village of Palatine Petty Cash Totals						Invoices	8		\$405.
Vendor 4618 - Vision Marketing Passport System Ltd									
1909	Clothing	Open		12/06/2021	01/05/2022	12/09/2021			60.
1912	Tags	Open		12/16/2021	01/15/2022	12/27/2021			47.
Vendor 4618 - Vision Marketing Passport System Ltd Totals						Invoices	2		\$108.
Vendor 3209 - Warehouse Direct									
5088768-0	Can Liners, Roll Towels, Multifold, Soap & Toilet Paper	Open		10/29/2021	12/28/2021	12/22/2021			1,309.
5128828-0	Sponges, Bleach, Detergent, Gojo Soap and Multifold Towels	Open		12/20/2021	01/19/2022	12/22/2021			3,462.
5129499-0	Degreaser	Open		12/21/2021	01/20/2022	12/22/2021			117.
Vendor 3209 - Warehouse Direct Totals						Invoices	3		\$4,889.
Vendor 3121 - Scott L Wharton									
PWBRSW123021	Boot Reimbursement	Open		12/30/2021	01/06/2022	12/20/2021			225.
Vendor 3121 - Scott L Wharton Totals						Invoices	1		\$225.
Vendor 2258 - Wickstrom Ford Lincoln Mercury									
834172	Repairs & Maintenance - C-363	Open		12/06/2021	01/05/2022	12/27/2021			54.
Vendor 2258 - Wickstrom Ford Lincoln Mercury Totals						Invoices	1		\$54.
Vendor 4213 - WRS Group, Ltd.									
IN37215	Clip on Bike Lights (Crime Prevention Unit)	Open		12/23/2021	01/22/2022	12/31/2021			500.
Vendor 4213 - WRS Group, Ltd. Totals						Invoices	1		\$500.
Vendor 3096 - Sandra I Ziesak-Serrano									

Attachment: Warrant #1 (Warrant # 1)



Invoice Due Date Range 12/01/21 - 01/25/22
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2021-00001120	Holiday Helper Gifts (Walmart)	Open		12/21/2021	01/10/2022	12/31/2021			79.
Vendor 3096 - Sandra I Ziesak-Serrano			Totals			Invoices	1		\$79.
Vendor 1919 - Zoll Medical Corporation									
3420843	EMS Equipment (SPO2 Sensors, ECG Cables)	Open		12/21/2021	01/20/2022	12/27/2021			5,946.
Vendor 1919 - Zoll Medical Corporation			Totals			Invoices	1		\$5,946.
Vendor Robert Feekin									
VS #37093	Refund - Duplicate Purchase	Open		12/16/2021	12/16/2021	12/16/2021			10.
Vendor Robert Feekin			Totals			Invoices	1		\$10.
Vendor Louise Kruckner									
VS #17049	Refund - Non Resident	Open		12/16/2021	12/16/2021	12/16/2021			30.
Vendor Louise Kruckner			Totals			Invoices	1		\$30.
Vendor Logistics Property Co									
2022-00000004	sign refund/ 607,613,623 E Algonquin, 1825 S Roselle / 21-83	Open		01/06/2022	01/06/2022	01/06/2022			250.
Vendor Logistics Property Co			Totals			Invoices	1		\$250.
Vendor Timothy Storm									
2022-00000001	Administrative Tow Refund - Financial Hardship (21-027507)	Open		01/03/2022	01/10/2022	01/05/2022			500.
Vendor Timothy Storm			Totals			Invoices	1		\$500.
Vendor Tidwell Construction LTD									
2022-00000002	Refund roofing permit-BLDE5002-2021/1106 W Skylark	Open		01/05/2022	01/05/2022	01/05/2022			92.
Vendor Tidwell Construction LTD			Totals			Invoices	1		\$92.
Vendor Darrin Zimmerman									
2022-00000005	sign refund/ 1939-1967 N Northumberland Pass / 21-80	Open		01/06/2022	01/06/2022	01/06/2022			250.
Vendor Darrin Zimmerman			Totals			Invoices	1		\$250.
Grand Totals						Invoices	294		\$1,437,281.

Attachment: Warrant #1 (Warrant # 1)



Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1916 - Harvard Maintenance Inc									
1301740	Village Hall Janitorial Service- August 2021	Paid by Check #258729		08/01/2021	09/15/2021	09/01/2021		12/22/2021	3,227.
1301807	Train Station Janitorial Service- August 2021	Paid by Check #258729		08/01/2021	09/15/2021	09/01/2021		12/22/2021	7,984.
Vendor 1916 - Harvard Maintenance Inc Totals						Invoices	2		\$11,211.
Grand Totals						Invoices	2		\$11,211.

Attachment: Warrant #1 (Warrant # 1)



Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4297 - Hydro-Exc									
HRDRPW8312021	Hydrant Meter Deposit Refund	Paid by Check #258730		08/31/2021	09/15/2021	09/01/2021		12/22/2021	759.
Vendor 4297 - Hydro-Exc Totals						Invoices	1		\$759.
Grand Totals						Invoices	1		\$759.

Attachment: Warrant #1 (Warrant # 1)

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 12/17/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	12/17/2021	258724 Utility Management Refund	HAUPTLY , GREG		186.43
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	412273002-002	12/07/2021	Refund
Check	12/17/2021	258725 Utility Management Refund	KANG , MARRY		32.11
		Account Type	Account Number	Transaction Date	Transaction Type
Check	12/17/2021	258726 Utility Management Refund	PRAHAKARAN , KARTHIK		10.13
		Account Type	Account Number	Transaction Date	Transaction Type
Check	12/17/2021	258727 Utility Management Refund	ROSELLI , M		106.13
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	156123001-001	12/09/2021	Refund
Check	12/17/2021	258728 Utility Management Refund	SEILING , JERRY		209.67
		Account Type	Account Number	Transaction Date	Transaction Type
AP Accounts Payable ZBA Totals:			Transactions: 5		\$544.47
Checks:		5	\$544.47		

Attachment: Warrant #1 (Warrant # 1)

Village of Palatine
Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 12/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA					
Check	12/27/2021	258732 Utility Management Refund	PENAR , JOSEPH		7,959.60
		Account Type	Account Number	Transaction Date	Transaction Type
		Residential - Single Family	460009003-001	12/27/2021	Refund
AP Accounts Payable ZBA Totals:			Transactions: 1		\$7,959.60
Checks:	1		\$7,959.60		

Attachment: Warrant #1 (Warrant # 1)

Consider an Ordinance Granting a Special Use for a Fence to be Located in the Side Yard Abutting a Street and Abutting the Side Lot Line of an Adjacent Front Yard at 409 S. Elm Street

BACKGROUND:

The Petitioners propose to build a solid 6-foot cedar fence, in the side yard abutting a street. The proposed fence would be located 12 feet from the Dorset Avenue lot line, with landscaping provided, as required by Code. Therefore, the Petitioner is requesting:

Special Use to permit a fence in the side yard abutting a street, where the side lot line abuts the side lot line of an adjacent front yard

KEY ISSUES:

- The Subject Property is zoned R-2 Single Family and contains a single-family residence. The Petitioners are proposing to install a new 6-foot wood fence, in the side yard abutting the street. The proposed fence is approximately 56 feet long and terminates at the corner of the house.
- The lot to the east (529 W. Dorset Avenue) has a driveway approximately 10 feet from the shared property line. Previously, there was an established bush line which was taller than the proposed 6-foot fence and closer to the Dorset Avenue property line. It was subsequently removed and the proposed 12-foot setback for the fence and lower profile landscaping should improve the visibility. The resident at 529 W. Dorset Avenue also submitted an email of support for the proposed fence.

ALTERNATIVES:

1. Approve the Special Use for a fence in the side yard abutting a street yard.
2. Do not approve a Special Use for a fence in the side yard abutting a street yard.

RECOMMENDATION:

Public Hearing: December 14, 2021

Residents testifying: None. The Petitioners also presented emails of support from four of the homes surrounding the Subject Property.

Vote: The Zoning Board of Appeals voted unanimously to recommend approval of the request and Staff concurs with this recommendation.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use for a fence in the side yard abutting a street yard at 409 S. Elm Street.

Consider an Ordinance Granting a Variation for a Setback Reduction to Allow a Deck at 893 W. Willow Street

BACKGROUND:

The Petitioners are proposing to remove the existing deck and create a new elevated deck, landing, and patio. The patio, grill, and counter area and a portion of the lower landing and stairs, encroach into the required 25-foot rear yard setback. Therefore, the Petitioners are requesting:

A variation to permit a deck with a rear yard setback of 18 feet, instead of the minimum required 25 feet.

KEY ISSUES:

- The Subject Property is located in the Quentin Willow Estates Subdivision and is zoned R-2 Single-Family Residential. The house is located on a 9,603 square foot lot and is setback over 30 feet from the rear lot line.
- The Petitioners are proposing to remove the existing deck and create a new landing outside the home's rear door. From the landing, a series of stairs extend downward to a new patio planned in the rear yard. An outdoor kitchen area with grill and counter tops will be created on the proposed patio located at the bottom of the stairs. The total improvement area is 506 square feet. The kitchen area/built in grill is what is triggering the relief. If the grill and kitchen equipment were freestanding, rather than built in, no relief would be required.
- The existing and proposed improvements comply with the maximum required building and lot coverage requirements (26% and 43%).

ALTERNATIVES:

1. Approve the Variation for a setback reduction to allow a deck.
2. Do not approve the Variation for a setback reduction to allow a deck.

RECOMMENDATION:

Public Hearing: ZBA meeting on December 14, 2021

Residents testifying: None

Vote: The ZBA voted unanimously to recommend approval of the Variation and Staff recommends action at the discretion of the Village Council.

ACTION REQUIRED:

A motion to approve the ordinance granting a Variation for a setback reduction to allow a deck at 893 W. Willow Street.

Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees all Related to the Jaycees' Proposed 2022 Hometown Fest

BACKGROUND: The Palatine Jaycees are planning to hold their annual Hometown Fest from Thursday, June 30 - Monday, July 4, 2022. This festival is the Jaycees' largest fundraiser of the year, with proceeds going directly back to the community through the many programs they sponsor. The proposed festival hours are as follows :

- Thursday, June 30: 3 pm - 10 pm (Special Needs Carnival from 3 - 5 PM)
- Friday, July 1: 3 pm - Midnight (Tent. Special Needs Carnival from 1 - 3 PM)
- Saturday, July 2: Noon - Midnight (Parade at 11 AM)
- Sunday, July 3: Noon - Midnight (Fireworks at 9:30 PM)
- Monday, July 4: Noon - 5 PM

KEY ISSUES:

1. The Jaycees are requesting approval of the following:
 - Waiver of fees for Village services, permits, and licenses.
 - Temporary closure of Wood Street, between Mozart Street and Oak Street, from Monday, June 27 - Tuesday, July 5 for the carnival. This approval would be subject to access being maintained to the Village Hall and Park District facilities throughout the event.
 - Setup will begin Wednesday, June 29 and tear down will start Monday afternoon on July 4th and conclude on Tuesday, July 5th.
 - Temporary closure of streets on Saturday, July 2 for the parade.
 - The proposed event hours are consistent with what was approved by the Palatine Park District at their October 26, 2021 Board Meeting.
2. All Village approvals would be subject to compliance with any COVID related guidelines or orders that may be in place at the time of the proposed event.

ALTERNATIVES:

1. Approve the request for the temporary closure of public streets and the waiver of Village fees.
2. Do not approve the request for the temporary closure of public streets and the waiver of Village fees.

RECOMMENDATION:

Staff recommends approval of the Palatine Jaycees Hometown Fest and related

requests.

ACTION REQUIRED:

A motion to approve the request for the temporary closure of public streets and the waiver of Village fees, subject to the conditions outlined above.

Consider a Motion Authorizing the Purchase of In-Vehicle Computers for the Fire & Police Departments

BACKGROUND:

The 50 Police and Fire in-vehicle rugged computers are now 8 years old, last replaced in 2013. The computers are incurring significant failures and parts are difficult to obtain. Additionally, over the years we have provided additional applications to meet the needs of Police. These applications have required more power from the computers, leaving them under-powered in today's environment.

Additionally, the communication modems for the in-vehicle computers are now 10 years old. The units are no longer supported by the manufacturer and have begun to fail.

To address the major failure point of the laptop computers, we are recommending to switch from laptops to tablets. This removes the hinge, which has been a major point of failure for the last two laptops installations.

After reviewing and testing the different vendors offerings, it was determined that Gtac 14" tablets fit the needs of both the Fire and Police Departments.

Four bids were received for computers / docks / modems and it is recommended to use the lowest compliant bidder, Ensemble Solutions Group, for the cost of \$243,695.68. Additional mounting hardware for each unique car will be purchased separately.

ARPA funds were allocated as a budget amendment in 2021 to support this purchase.

KEY ISSUES:

- Replace older failing equipment.
- Provide higher performance computers to meet current and new requirements.
- Remove the high-failure point issue in current equipment.

ALTERNATIVES:

1. Approve the motion.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends a motion to approve the purchase of in-vehicle computers from Ensemble Solutions Group for the cost of \$243,695.68.

ACTION REQUIRED:

A motion to approve the purchase of in-vehicle computers from Ensemble Solutions Group for the cost of \$243,695.68.

Consider an Ordinance Amending Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law of the Village of Palatine Code of Ordinances

BACKGROUND: Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff discovered that Chapter 11 Licenses, Permits and Business Regulations warrants updating.

KEY ISSUES:

The proposed amendments to Chapter 11 will better define and address Relocators and Repossessors, including provisions related to definitions, declaration of Village policy, exemptions, general powers and duties of the Manager, unlawful practices, posting of signs & sign specifications and penalties. The proposed amendments will then facilitate efficient and effective regulation of said practices within the Village.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approve the ordinance amending Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law, Sections 11-601 through 11-611 of the Village's Code of Ordinances.

Consider an Ordinance Amending Chapter 2 Administration, Article XX Fire and Police Commission, of the Village's Code of Ordinances

BACKGROUND:

Staff continually reviews the Village's Code of Ordinances to ensure it remains accurate and relevant. Recently, Staff recommended and received approval from the Bureau of Fire and Police Commissioners to accept applicants for the position of police officers on a lateral entry basis. The recommended changes conform to the Illinois Compiled Statutes and the Illinois Law Enforcement Training Standards and Board.

KEY ISSUES:

The proposed amendments to Chapter 2 will allow the Palatine Police Department to expand the applicant pool of police officer candidates. This will allow Staff the opportunity to expand their list of qualified candidates to fill vacant sworn positions within the Department.

ALTERNATIVES:

1. Approve the text amendments.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the text amendments.

ACTION REQUIRED:

Motion to approved the Ordinance amending Chapter 2, Administration, Article XX, Fire & Police Commission, Section 2-366.1 Police Lateral Entry Applicants of the Village's Code of Ordinances.

Consider a Resolution Amending the Village of Palatine's Fire and Police Commission Rules & Regulations to Allow for Lateral Hires of Entry Level Candidates

BACKGROUND:

The Rules and Regulations of the Village's Fire and Police Commission provide guidance on the application processes for sworn positions. From time-to-time, the Rules and Regulations require updating.

KEY ISSUES:

Another round of hiring will commence in 2022 for entry level positions for police officers. The Bureau of Fire and Police Commissioners has approved modification of their rules and regulations to allow for lateral candidates to apply for these positions. Existing rules need to be updated to reflect the Commissioners approval for lateral hires. The rules change, if approved, would codify how Commissioners will create an eligibility list for lateral candidates to hire from.

ALTERNATIVES:

- 1) Approve the Resolution amending the Fire and Police Commission's Rules and Regulations.
- 2) Return to the Fire and Police Commission with comments.

RECOMMENDATION:

Staff recommends the proposed changes. The Fire and Police Commission approved the changes at their meeting on November 3, 2021.

ACTION REQUIRED:

Consider a Resolution to Amend the Rules and Regulations of the Fire and Police Commission.

Consider a Motion Authorizing the Village Manager to Purchase a Replacement Fire Aerial Platform Truck

BACKGROUND:

As part of the Capital Vehicle Replacement Program, the Village Council allocated \$1,350,000 in American Rescue Plan Act (ARPA) funds for the replacement of one fire ladder truck. This vehicle is recommended for replacement after an inspection, evaluation, and life-cycle cost analysis.

The vehicle to be replaced, T-371, is a 2008 Pierce Quint with 87,000 miles. It typically spends most of its life idling at fire scenes, so industry standard is to use engine hours with a multiplier to simulate actual driving in an urban area. Thus, the truck has an equivalent of 271,320 miles on it. The use of ARPA funds under the revenue replacement criteria will allow us to maintain our scheduled purchase.

KEY ISSUES:

- On Wednesday, December 29, 2021, one bid was received. The Village proactively advised several potential vendors of the bidding opportunity.
- The low responsive and responsible bidder was MacQueen Emergency of Aurora, Illinois in the amount of \$1,278,000.
- MacQueen has proposed a current model Pierce Enforcer 100' platform truck.
- MacQueen indicated that they can meet all specifications outlined in the bid.
- The total purchase cost includes a \$15,000 allowance. Changes or substitutions to specific parts may occasionally be needed once production of the truck has started. Staff included this allowance in the total bid price to account for such changes. Any changes must be approved by Staff and shall not exceed a total of \$15,000.

ALTERNATIVES:

1. Award the contract for the 2022 Aerial Platform Truck Purchase to MacQueen Emergency in the amount of \$1,278,000.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends awarding the contract for the 2022 Aerial Platform Truck Purchase to MacQueen Emergency of Aurora, Illinois in the not-to-exceed amount of \$1,278,000.

BUDGET IMPACT:

American Rescue Plan Act (ARPA) funds in the amount of \$1,350,000 have been appropriated in the Capital Vehicle Replacement Program for this vehicle. Savings of \$72,000 can be allocated towards other items designated in the Village's ARPA Spending Plan including outfitting this unit with tools and related rescue equipment.

ACTION REQUIRED:

Motion to award the contract for the 2022 Aerial Platform Truck Purchase to MacQueen Emergency Group of Aurora, Illinois in the not-to-exceed amount of \$1,278,000.

Consider a Motion Amending the Village's Fee Schedule Supplement Related to Chapter 11, Article VIII, Commercial Vehicle Relocators Licensing Law of the Village of Palatine Code of Ordinances

BACKGROUND:

Staff continually reviews the Village's Code of Ordinances and fee schedules to ensure it remains accurate and relevant. Recently, Staff discovered Chapter 11 fee scheduling necessitated updating.

KEY ISSUES:

The proposed Fee Schedule Supplement amendment is in regards to towing. The proposed changes will facilitate efficient and cost effective regulation of said practices within the Village.

ALTERNATIVES:

1. Approve the fee schedule changes.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the revised Fee Schedule Supplement.

ACTION REQUIRED:

Motion to approve an amendment to the Village's the Fee Schedule Supplement regarding the Village's Article VIII Commercial Vehicle Relocators Licensing Law.

ATTACHMENTS:

- CY 2022 Updated Fee Schedule Supplement

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT
TO THE
PALATINE CODE OF ORDINANCES**

**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE MAYOR
AND VILLAGE COUNCIL OF THE VILLAGE OF PALATINE, ILLINOIS**

Updated January 10, 2022

Attachment: CY 2022 Updated Fee Schedule Supplement (Supplement to Chapter 11 Fee Schedule (CA))

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 1 - General Provisions				
1		1-11	Insufficient Funds Administrative Fee	\$ 20
CHAPTER 2, Article XXX - Administrative Hearing Division				
2	XXX	2-705(b)(8)	Administrative Adjudication Court Cost	\$ 55
CHAPTER 3, Article I - Alcoholic Beverages, In General				
3	I	3-12	Alcoholic Beverages, In General Violations	\$ 200
CHAPTER 3, Article II - Alcoholic Beverages, Licenses				
3	II	3-27(h)	Alcoholic Beverages Seller and Service Permit	\$ 24
			Renewal	\$ 8
		3-35(1)	Class "A" Liquor License (Tavern)	\$ 5,142
		3-35(2)	Class "A-1" Liquor License (Sports and Recreation Facility)	\$ 5,142
		3-35(3)	Class "B" Liquor License (Package Liquor Store)	\$ 3,878
		3-35(4)	Class "B-1" Liquor License (Grocery Store with Package Liquor)	\$ 3,878
		3-35(5)	Class "B-2" Liquor License (General Merchandise Store with Package Liquor)	\$ 3,878
		3-35(6)	Class "B-3" Liquor License (Drug Store with Package Liquor)	\$ 3,878
		3-35(7)	Class "B-4" Liquor License (Restaurant/Convenience Store with Package Liquor)	\$ 3,878
		3-35(8)	Class "C" Liquor License (Club)	\$ 512
		3-35(9)	Class "D" Liquor License (Restaurant)	\$ 3,854
		3-35(12)	Class "D-1" Liquor License (Restaurant with Extended Hours)	\$ 8,996
		3-35(13)	Class "G" Liquor License (Restaurant with Beer and Wine)	\$ 2,532
		3-35(14)	Class "G-1" Liquor License (Seasonal)	\$ 1,267
		3-35(15)	Class "G-2" Liquor License (Beer and Wine Single Serve Package)	\$ 2,532
		3-35(16)	Class "H" Liquor License (Banquet Hall)	\$ 3,854
		3-35(17)	Class "K" Liquor License (Hotel)	\$ 5,142
		3-35(19)	Class "N" Liquor License (Microbrewery)	\$ 3,854
		3-35(21)	Class "P" Liquor License (Caterer)	\$ 125
		3-35(21)	Class "P" Liquor License (Outside Caterer) \$50 any event after	\$ 125
		3-35(22)	Class "LC" Late Closing License	\$ 6,095
		3-35(24)	Class "PS-1" Liquor License (Full Serving Product Sampling)	\$ 125
CHAPTER 5, Article I - Animals, In General				
5	I	5-2 through 5-16	Animals In General Violations (except for Animal Biting in 5-6 (15,16) & Redemption Fee in 5-13)	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
5	I	5-6 (15, 16)	Animal Bite of Person/Bite of Domestic Animal Violations	
			First Offense	\$ 50
			Second and all subsequent Offense	\$ 100
5	I	5-13	Redemption Fee	\$ 50
			Plus the total boarding fee incurred during the time each animal is retained by the Village	
CHAPTER 5, Article III - Animals, Dogs and Cats				
5	III	5-36 through 5-57	Dog & Cat Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
5	III	5-38	Dog and Cat License (Annual)	\$ 8
CHAPTER 6, Article I - Building Codes and Regulations, Building Codes and Amendments				
6	I	6-1.5(a)(1)	Plan Examination Fees	
		6-1.5(a)(1)a	Single Family Detached Dwellings, additions, alterations, remodeling, or detached structure having an estimated valuation of work:	
			1. \$5,000 or less	\$ 52
			2. \$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 5
		6-1.5(a)(1)b	All other types of construction, based on estimated valuation of work:	
			1. Minimum fee	\$ 48
			2. \$100,000 or less per \$1,000 (in addition to the minimum fee)	\$ 9
			3. \$100,001 or more per \$1,000 (in addition to the above fee)	\$ 5
		6-1.5(a)(2)	Preliminary Plan Review Services, hourly rate per person	\$ 57

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
		6-1.5(a)(3)	Building Permit based on the estimated valuation of work:	
			\$5,000 or less	\$ 52
			\$5,001 or more (in addition to the above fee) per \$1,000 valuation of work:	\$ 15
6	I	6-1.5(a)(3)a	Building Permit Extension; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 70/210
			2. Non-Residential occupancies	\$ 210/631
		6-1.5(a)(4)	Certificate of Occupancy; All occupancies, per unit	\$ 65
		6-1.5(a)(4)a	Temporary Certificate of Occupancy; 10% of bldg permit fee or no less or more than	
			1. Residential occupancies	\$ 70/210
			2. Non-Residential occupancies	\$ 210/631
		6-1.5(a)(5)	Permit for demolition for each residential story or for other structures each 10 feet in height	\$ 65
		6-1.5(a)(6)	Moving of Building	
			a. Using public right-of-way	\$ 258
			b. Not using public right-of-way	\$ 78
		6-1.5(a)(7)	Minimum inspection fee	\$ 69
		6-1.5(a)(7)(a)	Inspection of Plumbing and Sanitation Fixtures (new and/or replacement)	
			1. Up to three (3) fixtures	\$ 69
			2. Four to Six (4-6) fixtures	\$ 137
			3. In excess of six (6) fixtures, per fixture (in addition to the above fee)	\$ 17
		6-1.5(a)(7)(b)	Inspection of Fire Suppression System	
			1. Up to 100 sprinkler heads	\$ 206
			2. Each additional 100 sprinkler heads or fraction thereof in excess of 100 (in addition to above)	\$ 33
		6-1.5(a)(7)(c)	Inspection of Electrical Systems	
			1. Residential (new and/or renovation) per unit	
			i. 250 sq. ft. or less	\$ 69
			ii. 251 to 1000 sq. ft. (in addition to the above)	\$ 137
			iii. Each additional 1,000 sq. ft. or fraction thereof (in addition to the above fee)	\$ 34
			2. In other than residential occupancies (new and/or renovation)	
			i. 42 circuits or less, per circuit	\$ 39
			ii. 43 circuits or more, for each additional circuit (in addition to the above)	\$ 23
		6-1.5(a)(7)(d)	Inspection of HVAC Systems	
			1. 250 sq. ft. or less	\$ 69
			2. 251 to 10,000 sq. ft. (in addition to the above)	\$ 137
			3. Each additional 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 17
		6-1.5(a)(7)(e)	Inspection of Carpentry (framing, roofing, concrete, insulation, and similar)	
			1. 500 sq. ft. or less	\$ 69
			2. 501 to 1,000 sq. ft. (in addition to the above)	\$ 206
			3. 1,001 to 10,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 34
			4. 10,001 to 20,000 sq. ft., per 1,000 sq. ft. or fraction thereof (in addition to the above)	\$ 17
			5. 20,001 sq. ft. and up, per 10,000 sq. ft. or fraction thereof (in addition to the above)	\$ 9
		6-1.5(a)(7)(f)	Reinspection Fee	\$ 69
		6-1.5(a)(7)(g)	Cancellation Fee	\$ 83
		6-1.5(a)(7)(i)	Existing Elevator Safety Inspection Fee	\$ 91
		6-1.5(a)(7)(j)	Existing Elevator Safety Reinspection Fee	\$ 65
		6-1.5(a)(7)(k)	New Elevator Inspection/Reinspection Fee	\$ 118
		6-1.5(a)(7)(l)	Repairs of Existing Elevator Inspection/Reinspection Fee	\$ 118
		6-1.5(f)(1)	Single family residential fence installation	\$ 71
		6-1.5(f)(2)	Single family residential shed installation	\$ 71
		6-1.5(f)(3)	Single family residential driveway installation	\$ 95
		6-1.5(f)(4)	Single family residential patio & private walk installation	\$ 95
		6-1.5(f)(5)	Single family residential tear-off roof & re-roof installation	\$ 95
		6-1.5(f)(6)	Single family residential deck installation	\$ 95
		6-1.5(f)(7)	Single Family above ground swimming pool	\$ 95
		6-1.5(f)(8)	Single family heating, ventilating and central air conditioning (HVAC) replacement	\$ 95
		6-1.5(f)(9)	Single family residential sewer repair or replacement	\$ 95
		6-1.5(f)(10)	Single family residential lawn sprinklers	\$ 95
		6-1.5(f)(11)	Single family residential electric service revision	\$ 95
		6-1.5(f)(12)	Dumpster/screening enclosure	\$ 95
		6-1.5(f)(13)	Single family water heater replacement	\$ 95

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 6, Article III - Building Codes and Regulations, Building Operations				
6	III	6-32	Building Operations, Construction - Hours of Service Violations	\$ 200
CHAPTER 6, Article VII - Building Codes and Regulations, Condominium Conversions & Deconversions				
6	VII	6-82(b)(2)	Review of Property Report plus \$25 for each dwelling unit being converted to condo	
6	VII	6-89A(a)	Review of Property Report plus \$25 for each dwelling unit being converted from condo	
CHAPTER 7, Article III - Fire Prevention and Protection, Fire Prevention				
7	III	7-41	Regular Fire and Life Safety Inspection Fees	
			Initial and First Passing Re-Inspection	\$ -
			Failed First Re-Inspection	\$ 69
			Failed Second Re-Inspection	\$ 103
			Failed Third or more Re-Inspection Fee (per re-inspection)	\$ 201
		7-63	Fire Lane Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance Service Fees				
7	V	7-80	Ambulance Service Fees	
			Resident	\$ 1,250
			Non-Resident	\$ 1,500
			Mileage Fee	\$ 12
CHAPTER 7, Article V - Fire Prevention and Protection, Ambulance and Emergency Response Service Fees				
7	V	7-82	Motor Vehicle Incidents	
			Level 1	\$ 518
			Level 2	\$ 589
			Add-On Services	
			Extrication	\$ 1,554
			Additional Time On-Scene	
			Engine/per hour	\$ 476
			Truck/per hour	\$ 595
			Miscellaneous Equipment/per hour	\$ 357
			Chief Response	
			per hour	\$ 298
CHAPTER 8, Garbage and Refuse				
8		8-1	For Each Single-Family Dwelling Unit	
			Basic User Billing Charge, per Month	\$ 2.75
		8-1(a)(1)	Curbside Pickup Charge, per month	\$ 20.00
		8-1(a)(2)	Rear Door Pickup Premium, per month	\$ 11.90
		8-1(a)(3)	Yard-Waste Exempt Discount, per month	\$ 1.50
		8-1(a)(4)	Senior Citizen Discount, per month	\$ 2.50
CHAPTER 9, Article I - Health and Sanitation, In General				
9	1	9-9	Expectoration in Public Places Violations	\$ 200

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 9, Article IV - Health and Sanitation, Village of Palatine Clean Indoor Air Ordinance				
9	IV	9-72,73	Prohibition of Smoking in Public Places Violations	\$ 200
CHAPTER 10, Article IV - Rental Property Rules and Regulations				
10	IV	10-15(f)	Rental license fee	
			Multiple Dwelling (Apartments)	
			25% of Units Inspected, Whichever is Greater	
			Per building	\$ 122
			Per unit	\$ 25
			50% of Units Inspected	
			Per unit	\$ 86
			100% of Units Inspected	
			Per unit	\$ 143
			All Other Rental Dwelling Types (Condo, Townhome, SFR)	
			0 - 3 Violations	\$ 86
			4 or More Violations	\$ 160
CHAPTER 10, Article VII - Notice of Violation Procedures, Penalties, Appeals and Conflict of Ordinances				
VII	10-44(b)(2)		1st Re-inspection Fee	\$ 69
			2nd Re-Inspection Fee	\$ 103
			3rd or more Re-Inspection Fee (per re-inspection)	\$ 201
	10-44(b)(3)		Cancellation and absentee fee	\$ 75
CHAPTER 11, Article I - Licenses, Permits and Business Regulations, In General				
11	I	11-3	License Required Violations	
			Paid Within 35 Days	\$ 200
			Paid Between 36 and 60 Days	\$ 300
			Paid After 60 Days	\$ 400
	11-8		Late Fee	
			After January 31st	50% of Fee
			After February 28/29th	100% of Fee
<i>All Fees in Section 11-21 are Based on Floor Area in Square Feet</i>				
	11-21		Amusement & Entertainment Establishments (Type A)	
			Step 1: 0 - 2,500 sq ft	\$ 91
			Step 2: 2,501 sq ft and over	\$ 181
	11-21		Food Establishments (Type B)	
			Step 1: 0 - 2,500 sq ft	\$ 258
			Step 2: 2,501 - 5,000 sq ft	\$ 382
			Step 3: 5,001 - 7,500 sq ft	\$ 510
			Step 4: 7,501 sq ft and over	\$ 579
	11-21		Service Establishments (Type C)	
			Step 1: 0 - 2,500 sq ft	\$ 91
			Step 2: 2,501 sq ft and over	\$ 181
	11-21		Retail and Wholesale Establishments (Type D)	
			Step 1: 0 - 2,500 sq ft	\$ 129
			Step 2: 2,501 - 5,000 sq ft	\$ 258
			Step 3: 5,001 - 7,500 sq ft	\$ 386
			Step 4: 7,501 sq ft and over	\$ 579
	11-21		Industrial Establishments (Type E)	
			Step 1: 0 - 10,000 sq ft	\$ 192
			Step 2: 10,001 - 20,000 sq ft	\$ 386
			Step 3: 20,001 sq ft and over	\$ 579
	11-21		Home Occupations (Type F)	\$ 11

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 11, Article II - Licenses, Permits and Business Regulations, Amusement Facilities				
11	II	11-32(g)	Coin Operated Amusement Device	\$ 65
		11-32.1	Juke Boxes	\$ 26
		11-45	Circus License; per day	\$ 466
			Carnival License; per day	\$ 35
			Each sideshow, ride, game & concession (food or other) operated in connection with above; per day	\$ 12
CHAPTER 11, Article III - Licenses, Permits and Business Regulations, Food Establishments				
11	III	11-67	Vending Machine - Only prepackaged, non TCS food or beverages	\$ 14
			Vending Machine - Ice Machine not ancillary to primary use	\$ 39
			Vending Machine - General Merchandise (no food or beverage of any kind)	\$ 14
			Vending Machine - Offers TCS foods or beverages	\$ 39
			Mobile food dispensing units and roadside stands	\$ 129
			Vehicle used for delivery of TCS food or beverages:	
			To individual residences	\$ 65
			To retail establishments	\$ 27
CHAPTER 11, Article IV - Licenses, Permits and Business Regulations, Merchants				
11	IV	11-127	Auctioneers Permit - Annual	
			Annual	\$ 129
			Daily	\$ 13
		11-130	Auctioneers Employees License	\$ 8
		11-142	Cigarette and Tobacco Dealers	\$ 53
		11-145(a-c)	Sales to Minors, Possession of Tobacco Products Violations	\$ 200
		11-201	Itinerant Merchants License	\$ 13
		11-213	Junk Dealers Annual License (Maintaining store or yard in village); plus	\$ 258
			Junk Dealers Vehicle License (for each vehicle operated)	\$ 65
			Junk Dealers Vehicle License (for each vehicle operated in village by dealer not maintaining store or yard in Village)	\$ 65
		11-241	Real Estate Brokers License	\$ 65

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 11, Article V - Licenses, Permits and Business Regulations, Miscellaneous Business Operations				
11	V	11-312	House Movers	
			Annual License	\$ 122
			Daily License	\$ 13
		11-369	Outdoor Advertisers - Annual	\$ 37
		11-397	Abandoned Vehicles & Vehicles for Sale on Private Property Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		11-424	Residential Scavenger License	\$ 1,374
			Commercial, Industrial, Institutional License	\$ 2,309
		11-428	Garbage Collection (Hours of Service) Violations	\$ 200
		11-433&434	Public Passenger Vehicle and Vehicle Operator Violations	\$ 200
		11-434	Public Passenger Vehicle Operator's License	\$ 26
		11-442	Public Passenger Vehicle	
			Between 1/1 and 6/30	\$ 99
			Between 7/1 and 12/31	\$ 62
			Each Additional Vehicle	
			Between 1/1 and 6/30	\$ 74
			Between 7/1 and 12/31	\$ 50
		11-451,465,466	Taxi Violations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		11-473	Building Contractor Annual Registration	
		11-473(1)	General Contractor	\$ 258
		11-473(2)	All Other Contractors	\$ 65
		11-503	Kennel, Pet Shop, Shelter, Pound or Animal Hospital Annual License	\$ 120
		11-512	Dealers in Gold and Silver	
			Daily Fee	\$ 129
			Annual License Fee	\$ 65
CHAPTER 11, Article VI - Licenses, Permits and Business Regulations, Solicitors				
11	VI	11-517	Solicitors - Registration Violations	\$ 200
		11-523	Solicitors - Wearing Identification Badge Violations	\$ 200
		11-524	Solicitors - Nametag or Badge	\$ 8
		11-525	Solicitors - Time Limit Violations	\$ 215
		11-527	Solicitor Registration - Annual Fee	\$ 39
			Solicitor Registration - Daily Activity Fee	\$ 13
			Solicitors for holders of a Village granted Franchise for the operation of a Cable Communications System - Annual Fee	\$ 39
CHAPTER 11, Article VIII - Licenses, Permits and Business Regulations, Commercial Vehicle Relocators Licensing Law				
11	VIII	11-606(11)(a)	Reloacted Vehicle Permit	\$ 20
11	VIII	11-607(1)	Repossessed Vehicle Permit	\$ 20
11	VIII	11-609	Relocator's License	\$ -

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 12 Offenses and Miscellaneous Provisions				
12		12-3 through 12-324	Offenses and Misc Provisions Violations (except for 12-29)	\$ 200
CHAPTER 12, Article I, In General				
12	I	12-29	Possession of Cannabis 10 grams or less	\$ 200
			Possession of Cannabis >10 grams but less than 30 grams	\$ 400
CHAPTER 16, Article I - Rights of Way, In General And Utilities				
16	I	16-5(f)	Application Fee	\$ 577
			Plus Cable Installation, per foot	\$ 0.16
CHAPTER 16, Article VI - Rights of Way, Trees & Shrubs				
16	VI	16-104	Annual Commercial Tree License Fee	\$ 41
CHAPTER 17, Article VIII - Taxes, Prepared Food and Beverage Tax				
17	VIII	17-75	Transmission of Tax Collections Violations	
			Paid Within 35 Days	\$ 200
			Paid Between 36 and 60 Days	\$ 300
			Paid After 60 Days	\$ 400
CHAPTER 18, Article IV - Traffic, Parking				
18	IV	18-81 (16)	Handicapped Parking Violations	\$ 250
CHAPTER 18, Article VII - Traffic, Violations				
18	VII	18-173(a)	Minor Violations; Parking Regulations	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
		18-173(b)	Minor Violations; Certain Sections of the Illinois Vehicle Code	
			Paid Within 35 Days	\$ 50
			Paid Between 36 and 60 Days	\$ 75
			Paid After 60 Days	\$ 125
CHAPTER 18, Article VIII - Oversize and Overweight Vehicle Permit Fees				
18	VIII	18-176	Oversized Vehicles Only	
			Single Trip	\$ 40
			Round Trip	\$ 80
			Overweight Vehicles - Single Trip	
			100,000 pounds or less Gross Weight	\$ 50
			100,001 to 120,000 pounds Gross Weight	\$ 75
			120,001 to 150,000 pounds Gross Weight	\$ 100
			150,001 pounds or more Gross Weight	\$ 125
			Overweight Vehicles - Round Trip	
			100,000 pounds or less Gross Weight	\$ 100
			100,001 to 120,000 pounds Gross Weight	\$ 150
			120,001 to 150,000 pounds Gross Weight	\$ 200
			150,001 pounds or more Gross Weight	\$ 250

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
CHAPTER 18, Article IX - Traffic, Motor Driven Scooters				
18	IX	18-185	Operation of Motor Driven Scooter Violations	\$ 200
CHAPTER 19, Article I - Utility Services, In General				
19	I	19-2 & 19-53	Turn-On Fees	
			Between 8 am and 3 pm	\$ 65
			Between 3 pm and 8 am	\$ 185
CHAPTER 19, Article II - Utility Services, Water				
19	II	19-16	Per Unit Construction Fees for Water	
			Incorporated Properties	\$ 112
			Unincorporated Properties	\$ 133
		19-20	Water Tap and Meter Inspection Fee	
			Residential/Business/Manufacturing	\$ 62
19	II	19-20 & 19-51	Connection and Meter Fees (all served by single meter):	
			Single Unit Less than or Equal to 3/4 Inch Meter, 1 Inch Tap	
			Meter	\$ 546
			Connection Fee	\$ 1,304
			2 Units - 1 Inch Meter, 1 1/4 Inch Tap	
			Meter	\$ 600
			Connection Fee	\$ 1,525
			2 Units - 1 Inch Meter, 1 1/2 Inch Tap	
			Meter	\$ 609
			Connection Fee	\$ 1,798
19	II	19-20 & 19-51	2-15 Units Inclusive, 1-1/2 Inch Meter, 2 Inch Tap	
			Meter	\$ 931
			Connection Fee	\$ 3,824
			15-35 Units Inclusive, 2 Inch Compound Meter, 3 Inch Tap	
			Meter	\$ 1,522
			Connection Fee	\$ 10,492
			36-50 Units Inclusive, 3 Inch Compound Meter, 4 Inch Tap	
			Meter	\$ 3,709
			Connection Fee	\$ 13,514
			51-100 Units Inclusive, 4 Inch Compound Meter, 6 Inch Tap	
			Meter	\$ 5,706
			Connection Fee	\$ 29,655
			51-100 Units Inclusive, 6 Inch Compound Meter, 8 Inch Tap	
			Meter	\$ 8,953
			Connection Fee	\$ 45,796
19	II	19-25	Unauthorized Use - Water Rate per 1,000 Gallons	\$ 22
		19-25	Penalty for Unauthorized Use	
			Not Less Than	\$ 60
			Not More Than	\$ 900
		19-51	Non Conversion of Meter	
			Meter (Per Residential Dwelling Unit Per Billing Cycle)	\$ 52
			External Transponder (Per Account Per Billing Cycle)	\$ 77
		19-54	Testing Fees	
			Meters No Larger Than 1 1/2 Inch	\$ 178
			1 3/4 and 2 Inch	\$ 302
			3 Inch	\$ 330
			4 Inch	\$ 363
			6 Inch	\$ 363
			8 Inch	\$ 385

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
		19-62(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 2.75
			Water Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
		19-62(A)(1)	For Premises not Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 5.05
			For All Consumption Over 74,810 Gallons	\$ 6.50
		19-62(A)(2)	For Premises Exempt from the Payment of Real Estate Taxes	
			For the First 74,810 Gallons	\$ 8.75
			For All Consumption Over 74,810 Gallons	\$ 10.20
		19-62(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 3.35
			Water Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
		19-62(B)(1)	For Premises Outside of the Village not in Deer Park	
			For the First 74,810 Gallons	\$ 11.60
			For All Consumption Over 74,810 Gallons	\$ 13.05
19	II	19-62(B)(2)	For Premises Outside of the Village that are in Deer Park	
			For All Consumption	
			Regular Rate	\$ 13.10
			Maintenance/Replacement Surcharge (included in regular rate)	\$ 1.50
			For Consumption in Excess of Daily Average Allotment	
			Excess Use Surcharge	\$ 2.00
		19-62(D)	For Contractor Usage from a Metered Hydrant, Water Consumption Charge, per 1,000 Gallons	
			For All Consumption	\$ 13.05
		19-63	Standardized Billing Rates (Number of Times the Minimum Usage Billing)	
			Single Family Residential Dwellings	2
			Non-Single Family Residential Dwellings	5
		19-63(A)	For All Services to Premises Within the Village	
			Basic User Billing Charge, per Month	\$ 2.75
			Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
			Regular Rate	\$ 1.35
		19-63(B)	For All Services to Premises Not Within the Village	
			Basic User Billing Charge, per Month	\$ 3.35
			Consumption Charge, per 1,000 Gallons (Minimum Charge 5,000 Gallons)	
			Regular Rate	\$ 3.80
		19-64	Local Capital Financing (Sewer Separation) Surcharge, per Month	\$ -
		19-65	Local Storm Water Drainage Facility Surcharge, per Month	\$ 1.46
		19-66	Flood Control Surcharge, per Month	\$ 5.00
		CHAPTER 19, Article III - Utility Services, Sewers		
19	III	19-83	Sewer Connection Fees; All connections	
			Single Family Residences	\$ 132
			Multiple Family Residence for each family unit	\$ 132
			Business Establishments	\$ 132
		19-88(2)	Penalties, Not to Exceed	\$ 750.00
		CHAPTER 19, Article V - Utility Services, Stormwater Discharge		
19	V	19-130	Criminal Penalty	
			Not Less Than	\$ 200
			Not More Than	\$ 1,000
		CHAPTER 20, Article V - Personal Wireless Telecommunication Services and Facilities		
20	V	20.94(3)(A)	Application Fee - Collocate on Existing Utility Pole	\$ 650
			Plus Per Each Location	\$ 350
		20.94(3)(B)	Application Fee - Collocate on New Utility Pole	\$ 1,000

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
APPENDIX A, Article V - Zoning, Use Districts				
APP A	V	5.02(a)(2)	Official Zoning Map	\$ 29
APPENDIX A, Article VIII - Zoning, Signage				
APP A	VIII	8.01(b)(1)	Illuminated and Nonilluminated Signs	\$ 56
			Plus one dollar (\$1) per square foot of gross surface area of the proposed sign	
			Plan Exam Fee	\$ 26
			Inspection and Electrical Fees: as outlined in this Fee Schedule	
			Supplement shall be in addition to the fees shown above.	
APPENDIX A, Article XIII - Zoning, Planned Development Districts				
APP A	XIII	13.04(a)	Preliminary Review of Planned Development; Plus	\$ 2,293
			Per Acre for the first 5 acres	\$ 34
			Per Acre for each acre over 5	\$ 23
		13.05(g)	Final Review of Planned Development; Plus	\$ 1,146
			Per Acre for the first 5 acres	\$ 34
			Per Acre for each acre over 5	\$ 23
APPENDIX A, Article XIV - Zoning, Administration				
APP A	XIV	14.09	Text Amendments	
			Residential	\$ 386
			Non-Residential	\$ 772
			Zoning Map Change	
			Less than one acre	\$ 386
			One acre or more	\$ 913
			Variations	
			Single Family (excluding zoning relief applications for Lot Coverage)	\$ 258
			Administrative (excluding zoning relief applications for Lot Coverage)	\$ 130
			Minor Variation	\$ 22
			All Others	\$ 836
APP A	X	10.02-10.07(g)	Residential Lot Coverage applications requiring zoning relief, as a % beyond the maximum % allowed per Zoning District:	
			Res Lot Coverage up to 14.99% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 275
			Res Lot Coverage from 15% to 25% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 500
			Res Lot Coverage over 25% above the maximum % Lot Coverage allowed, per Zoning Dist	\$ 750
APP A	XIV	14.09	Special Use Permits	
			Residential Uses	\$ 386
			Administrative Special Use	\$ 194
			Minor Special Use	\$ 22
			Special Use Amendments and for non-conforming businesses requiring a Special Use to continue their operations	\$ 166
			Special Use Permit for Live Entertainment	\$ 515
			All Others	\$ 965
			Annexation Hearing	\$ 772
			Multiple Application Fee for each Additional Application	\$ 65
			In addition to the above fees, a document processing fee of plus the actual Cook County Recording Fees shall be charged whenever recording is required.	\$ 182

**VILLAGE OF PALATINE
FEE SCHEDULE SUPPLEMENT**

<u>CH.NO.</u>	<u>ART.NO.</u>	<u>SECT.NO.</u>	<u>CLASSIFICATION</u>	<u>CY 2022</u>
APPENDIX B, Article III - Subdivision, Site Development and Floodplain Regulations, Preliminary Plat				
APP B	III	3.01(a)(4)a	Preliminary Plat; plus	\$ 191
			Per Acre for the first five (5) acres	\$ 17
			Per Acre for each acre over five (5) acres	\$ 11
		3.01(a)(4)b	A Plan Review fee (rounded to the nearest dollar) based on one hundred fifty percent (150%) of the rate per hour of the present salary schedule adopted by the Village Council of those Village personnel participating in the review process shall be paid.	
APPENDIX B, Article IV - Subdivision, Site Development and Floodplain Regulations, Final Plat				
APP B	IV	4.01(a)(2)a	Final Plat Fee; plus	\$ 258
			Per Acre for the first five (5) acres	\$ 17
			Per Acre for each acre over five (5) acres	\$ 11
			In addition to the above fees, a document processing fee of	
			plus the actual Cook County Recording Fees shall be charged whenever recording is required.	\$ 186
		4.01(a)(2)b	Plan review fee, based 1.5% of total land improvements costs (which shall consist of, but not exclusively of curb and gutters, sidewalks, pavements, sanitary sewer system, storm sewer system, water distribution system, stormwater detention facilities, parkway trees, landscaping, street lights, plus soil erosion control measures) as estimated by the design engineer and approved by the Village Engineer.	
APPENDIX B, Article V - Subdivision, Site Development and Floodplain Regulations, Dedication of Park Land and School Sites for Payment of Fees in Lieu Thereof				
APP B	V	5.02(a)(1)a	Contribution of fees in lieu of park and school sites The cash contributions in lieu of land shall be based on the "fair market value" of the acres of land in the area improved as specified herein, that otherwise would have been dedicated as park and recreation and school sites. It has been determined that the "fair market value" per acre of such improved land in and surrounding the village, to be used in calculating the applicable fee in lieu is:	\$ 163,300
APPENDIX B, Article VI - Subdivision, Site Development and Floodplain Regulations, Design Standards				
APP B	VI	6.09(f)(1)	Site Development Permit Plan Review/@ Gross Site Acre (Minimum \$16)	
		6.09(f)(2)	Site Development Permit On-site Inspections	
			0-3 acres, each inspection	\$ 65
			3-6 acres, each inspection	\$ 129
			6-8 acres, each inspection	\$ 193
			Over 8 acres, each inspection	\$ 258
		6.09(f)(3)	Filing Fee	\$ 91
APPENDIX B, Article VIII - Subdivision, Site Development and Floodplain Regulations, Required Land Improvements				
APP B	VIII	8.08(a)(1)	Exemption from Live Detention Per Square Foot of Total Land Area to be Developed	\$ 0.25
General Fees, Provided for Administratively				
Police				
			Fingerprinting Fees	
			Residents/Employees	\$ 15
			Non-Residents	\$ 40
			Concealed Carry Processing Fees	
			Retired Officers	\$ 40
Public Works				
			Mulch Delivery, per Cubic Yard	
			Residential	\$ 15
			Commercial	\$ 25
Finance				
			Utility Bill Fees	
			Online Utility Bill Convenience Fee	\$ 3.50